



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

FEBRUARY 19, 2020

AGENDA PACKET

TOWN COMMISSION MEETING PACKAGE

MEETING DATE: FEBRUARY 19, 2020

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING WEDNESDAY FEBRUARY 19, 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 February 19, 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

V. Boards and Committees

VI. Public Comments

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

VII. Approval of the Agenda

VIII. Consent Agenda

A. Appointment of Leslie Maloney as member of the Environmental Advisory Board for a two year term

B. Appointment of Alison Dennington as an alternate member of the Environmental Advisory Board for a two year term

IX. Public Hearings

Second reading of Ordinance 2020-01 regarding fund transfer and budget amendment approvals – Town Attorney Repperger

X. Old Business

Discussion regarding terms and status of regulation of vacation rentals– Town Attorney Repperger

XI. New Business

A. Consideration of the January 15, 2020 Regular Town Commission Meeting draft minutes – Town Clerk Wilson

B. Consideration of the February 5, 2020 Town Commission Workshop draft minutes – Town Clerk Wilson

- C. Discussion regarding overlapping the roles of the Parks and EAB Boards – Commissioner Quarrie
- D. Discussion regarding EAB pamphlet “Welcome Wagon” – Town Manager Mascaro

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. Save Brevard's remaining heritage and specimen trees
- C. Review of Commission Action List

XIV. Adjournment



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: Leslie Maloney Home Phone: 321-432-4346
Home Address: 1403 Pine St Mel. Beach 32951
Mobile Phone: see above E-mail address: maloney4731@gmail.com
Business Name: _____ Business Phone: _____

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

MA-applied sociology - 35 year educator in Brevard.
I serve on the Sierra Club board, IRL Coalition
board & Odyssey Charter school (green school) as
well as a member of the
Brevard Sustainability Working Group.

(Use additional sheets if necessary or submit resume)

Date of birth: 4/28 (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 checked="" 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 type="checkbox"/> Parks Board |

Why do you think you are qualified to serve on this board? see above

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

Signature: Leslie Maloney

Date: 1/30/20

** no financial disclosure required



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: Alison Dennington ^{cell} Home Phone: 321-339-9282
2. Home Address: 413 Surf Rd Melbourne Beach FL
3. Mobile Phone: 321-339-9282 E-mail address: aliappld@law@32951
yahoo.com
4. Business Name: (Funco, Inc) Business Phone: n/a
5. Resume or Education & Experience: undergraduate (UF & UCF)
(Use additional sheets if necessary or submit resume) graduated law school in Arkansas where I practiced Commercial & Corporate Litigation
6. Date of birth: 08/24/1978 (optional) (to verify voter registration)
7. Are you a qualified elector of the town? ☒ YES ☐ NO
8. Are you a resident of the town? ☒ YES ☐ NO
9. Do you reside in the town for at least ten (10) months of each calendar year? ☒ YES ☐ NO
10. Do you hold a public office? ☐ YES ☒ NO
11. Do you currently serve on a Town board? ☐ YES ☒ NO
If yes, which board? _____
12. Please check the board(s) you are interested in serving on:
- | | |
|--|--|
| <input type="checkbox"/> Audit Committee | <input type="checkbox"/> History Center Board |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> History Preservation and Awareness |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Parks Board |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning and Zoning Board |
| <input checked="" 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? I am an attorney (Not FL yet) I previously did environmental law. I am a resident with children.
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: [Signature] Date: 02/03/2020

Attachments:	Draft Ordinance 2020-01 regarding budget amendments and fund transfers.
Date Prepared:	January 9, 2020
Prepared By:	Town Attorney Repperger
Meeting Date:	February 19, 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 on second reading.
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:	Draft Vacation Rental Ordinance (to be provided).
Date Prepared:	February 14, 2020
Prepared By:	Town Attorney Repperger
Meeting Date:	February 19, 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:	Discussion regarding terms and status of regulation of vacation rentals. Possible additional discussion at March 4, 2020 workshop. First reading to be scheduled for March 18, 2020.
Recommended Action:	Discuss terms and consideration of regulation of vacation rentals..
Background Information:	<p>The Town Commission has directed the preparation of an Ordinance regulating vacation rentals.</p> <p>The Town Attorney is in the process of drafting an Ordinance which comports with Chapter 509, Florida Statutes, and promulgates regulations which are intended to serve and protect the health, safety, and welfare of the citizens of Melbourne Beach and the occupants of vacation rental properties within the Town of Melbourne Beach.</p>

Attachments:	January 15, 2020 RTCM draft minutes
Date Prepared:	February 5, 2020
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	February 11, 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:	January 15, 2020 Regular Town Commission Meeting minutes
Recommended Action:	Consider approving the draft minutes from the January 20, 2020 Town Commission Meeting as amended
Background Information:	Mayor Simmons requested several changes in the minutes.

Town of Melbourne Beach

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

DRAFT MINUTES

**The Town Commission conducted 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

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

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

- A. Proclamation recognizing Will Lucas' contributions to our community and for his recent induction into the East Coast Surfing Hall of Fame

Mayor Simmons read the proclamation that posthumously recognizes Will Lucas' contributions to Melbourne Beach and his induction into the East Coast Surfing Hall of Fame. Mrs. Lucas and Bill Tweedie from the *Florida Surf Museum* were in attendance to represent Will.

- B. Proclamation recognizing the 100th anniversary of the Melbourne Beach Community Center

Mayor Simmons read the proclamation recognizing the 100th anniversary of the Community Center and presented it to Frank Thomas, Town Historian and Bruce Morgan.

There was a break for refreshments and the meeting reconvened at 6:45 p.m.

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
Fire Chief Gavin Brown
Public Works Supervisor Tom Davis
Town Attorney Clifford Repperger

C. Public Works quarterly report

Public Works Supervisor Davis gave a rundown on all the accomplishments in PW since his last report. He handed photos to the Commission members showing before and after pictures of stormwater drains after the ditch witch had vacuumed them. The work yielded a huge pile of dirt that may be nutrient dense and could be used in Ryckman Park. Mr. Davis will have the dirt tested by University of Florida IFAS to ensure it doesn't contain toxins.

In conclusion, the PW Supervisor handed the Commission members a picture of a lift vehicle that the Town could purchase for \$8,500. He outlined its many uses including tree trimming which would save them \$2,800 per year. Additionally, by trimming the palm trees in Town, they could save \$1,450 per year. The cost to rent a lift is \$417/day. A ladder could be used for some of the listed uses but they are dangerous. When asked, Mr. Davis said he performed research on available/affordable lifts through wholesalers; the one he is requesting is from *Altec Cable Trucks*. The side reach is 21 feet and the skyward height is 34 feet.

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)

This notice was for informational purposes and didn't require a vote.

VI. Public Comments

Kate Wilborn
502 2nd Avenue

Ms. Wilborn asked for an update on the Town's stormwater management plans. She said the house on the northwest corner of Pine and 1st is under contract but hasn't closed so the opportunity may still be there to purchase it. Next, she commented that the retention area on 1st Avenue still isn't being used.

Debra Marchese
310 1st Avenue

Ms. Marchese gave pictures to the Commission members indicating that the beach access at 1st Avenue is a mess again due to grease buckets from the restaurant and open garbage cans. At the location where the hardware store previously stood, there is not a proper fence between the commercial property and their residential property and there are also electrical/cable wires on the ground that are connected to the power pole. Finally, in the park, there is an oak tree over the sidewalk that could hurt someone passing underneath it.

Kevin Diamond
Rock Harbor Church

Mr. Diamond said his congregation continues to grow and they now hold their services at Gemini Elementary. He wanted to greet the community on behalf of the church and in conclusion, led the audience in prayer.

Adam Meyer
214 Surf

Mr. Meyer asked what the ultimate plan is with the parking survey. Mayor Simmons answered that the results will be discussed at a meeting but there currently aren't plans for a follow-up mailing. Mr. Meyer commented that there's no information about the cost of the system that would be required in Ocean Park. In conclusion he said there will be a lot of residents who will benefit from being able to park at the ends of the streets. Unfortunately, the only people who will be negatively impacted are the people who live near those areas so he may have people parking in front of his house and he'll need to get permits for those visiting him. He suggested starting with a fewer number of streets to see how it works out.

Kim Cowles
214 Surf

Ms. Cowles referred to the survey where it reads "The parking issues listed below should be considered individually, however, if there is paid parking in Ocean Park, then Resident Only Street Parking should also be mandatory." She has issues with that because the survey shouldn't be telling her what should or shouldn't be done. She also thinks the survey is based on an incorrect premise because if people on Avenue A are having issues, those should be addressed

separately. Her suggestion is that each situation should be handled independent from others.

VII. Approval of the Agenda (00:54:42)

Mayor Simmons said that since most people remaining in the audience are present for the boat parking on corner lots issue, he recommended that the agenda item dealing with this matter be moved to Item A. under New Business.

Commissioner Quarrie made a motion to approve the agenda as modified, moving Item E. under New Business to Item A. under New Business; Vice Mayor Hoover seconded. Motion carried 5-0

VIII. Consent Agenda (00:56:58)

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

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

IX. Public Hearings (00:58:28)

- A. Second reading of Ordinance 2019-06 amending and restating various provisions of the Land Development Code– Town Attorney Repperger

This ordinance addresses many of the Town's stormwater issues and includes requirements to increase the amount of stormwater that must be detained on property. The Town's Civil Engineer also must approve the detention plan. 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.

No changes to the ordinance have been made since the first reading, however, Mr. Repperger commented that the Commission may want to modify the proposed language in 7A-51(e) and 7A-51.1(f)(5) where the additional site plan requirements are found related to outbuildings, trees and accessory structures. On the development application, reflections of the minor features are required to be shown on the survey not the site plan. Given that the application has those requirements listed in the survey, the Commission may want to append the language in 7A-51(e) and 7A-51.1(f)(5) with “may be reflected on the survey.”

Vice Mayor Hoover made a motion to adopt Ordinance 2019-06 with the changes suggested by the Town Attorney; Commissioner Quarrie seconded. Motion carried 5-0.

- B. First reading of Ordinance 2020-01 regarding fund transfer and budget amendment approvals – Town Attorney Repperger (01:07:14)

Town Attorney Repperger read the ordinance by title:

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 SEVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR REPEAL OF

**CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN
EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.**

Commissioner Walters said that for fifteen years the Town had an Ordinance that stated clearly that the Town Manager could, with approval from the Commission, transfer monies from one line item to another line item within a department. It was changed because the Town Manager at the time was purchasing things not authorized by the Commission. That Ordinance was in effect and the Commissioners through the years understood it completely. With the proposed Ordinance, the Town Manager would be allowed to change line items at will within a department. The PD purchased a drone that was never discussed or budgeted. Our current Town Manager overspent the budget by almost \$50,000. \$20,000+ was because of Hurricane Dorian but the other part wasn't, which is against the law. No department head or manager can spend more than what is budgeted. All that the Manager has to do is bring the transfer request to the Commission for approval, she now does it after the fact. Commissioner Walters doesn't know why more money is being spent to create another Ordinance when the other one was so straightforward.

Mayor Simmons said the Commission receives a report every month from the Finance Manager that spells out every change that's made in the budget. The changes being discussed are, for instance, the Commission budgeted \$200 for boots and they ended up costing \$202; a budget resolution should not be required for that kind of transfer. The changes are, however, approved every month at the regular Town Commission meetings. The reason the budget was overspent is because in October there were more pay periods not accounted for but the overage was approved at the November Commission meeting.

Mari Williams
312 2nd Avenue

Ms. Williams said that what Commissioner Walters said makes sense. Oversight is good. She had no idea the Town purchased a drone; why did we buy it? Maybe there should be a cap over which the Town Manager can't make transfers but if it's under that amount, it's OK.

Mayor Simmons said there are two signatures on every check that is processed and the budget is reviewed every month; every expenditure is authorized. All this is about is if the Town goes to the trouble of drafting a budget resolution more than once a year. If a transfer is made between departments, a resolution is required. If a transfer is made in Public Works from trash pickup to tree trimming, a resolution is not required as long as

their budget isn't overspent. We get about a twenty page report every month that shows what was under expended and over expended. The Commission has very tight control over the budget.

Commissioner Runte said the Commission has a lot of macro~~micro~~-management policies in place; he doesn't think that micro-managing people who have been interviewed and who are qualified and capable is necessary. The reason why the Town has had so many Town Managers and so much turnover is probably because they were micro-managed. Town staff has an open door policy and anybody who has any questions is welcome to speak with them directly and request copies of public records.

Jane Waters

312 6th Avenue

Ms. Waters said she doesn't understand why there is so much controversy. Is the public not hearing all the sides? She said when one person speaks, another person disagrees so she doesn't know where the facts lay.

Commissioner Walters said she should request a copy of the proposed Ordinance and the previous Ordinance from the Town Clerk. He read Florida 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.* How did the budget go over \$20,000? Nobody wants to discuss how we ended up with the drone for \$2,000 when it wasn't budgeted.

Mayor Simmons said the budget is reviewed every month. What was missing when we did the resolutions for budget transfers is that one department was overrun and that overrun was handled by taking money from another department. This resulted in the previously overrun department looking golden and the previously underrun department looking like they'd overspent their budget. The Commission knows at the end of the year who over or underran their budget and they are then made whole but the budget is monitored throughout the year. That process allows staff to better plan for the next year. As far as the legality of the Ordinance, our Town Attorney has assured us that the proposed process is entirely in keeping with state statutes.

Commissioner Quarrie said the proposed Ordinance shows exactly what language has been added and stricken and she recommends that the Ordinance be reviewed by those who want to fully understand what is being changed. She added that as far as the drone is concerned, it was purchased by the previous Town Manager who the Commission voted to fire.

Mayor Simmons said the Commission manages money, in a macro-sense, very well. Our millage rate is 4.35 this year. Compare that to Satellite Beach's which is 10 mills and Indialantic's which is over 6 mills. We are doing a lot with the Town's money and that is without any commercial taxes; the budget consists of property taxes. The State has cut the communication taxes the Town used to receive and keeps almost all the revenue from parking tickets. Also, the Town only receives a 1/4 percent of sales tax receipts.

Vice Mayor Hoover made a motion to approve draft Ordinance 2020-01; Commissioner Quarrie seconded. Motion carried 4-1; Commissioner Walters dissented.

X. Old Business (01:22:58)

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

The Fire Chief said he updated the stipend plan to address questions and concerns posed by the Town Commission from previous meetings. He also met with Labor Attorney Hament and included his recommendations that include requirements of the State. A salary survey was also conducted that included local fire departments. The plan was streamlined and verbiage was added such that if the proposed budget is exceeded, no more money would be allocated. The stipend plan will be reevaluated for FY 2021 at the end of this fiscal year.

Commissioner Runte said that there have been four or five meetings on this topic and he appreciates the clear and concise end product.

Mayor Simmons explained that the Fire Department has a hard time retaining volunteers. Many of them were recently certified and they are hoping to keep their certification active until they find a job which results in high turnover numbers. This stipend plan provides them with an incentive to obtain training within a fast period of time and to put in hours in the station to respond to calls. This function had to be budgeted and it is increasing our Fire Department expense by \$80,000 but we are getting a bargain compared to what surrounding communities pay; we are paying about 25% of what Indialantic pays for similar services. The Town Commission and the Fire Department now have a very good relationship. Another savings Town residents get is on property insurance since having a Fire Department within two miles of every house significantly reduces property insurance premiums.

Labor Attorney Hament said the Length of Service Award Program (LOSAP) isn't being considered at this time but if it is considered in the future there are some considerations that should be looked at.

*Mari Williams
312 2nd Avenue*

Ms. Williams said she had occasion to call the Fire Department when a live power line fell in her yard; they responded within two minutes. She also loves what they do at Christmas time.

Vice Mayor Hoover made a motion to approve the stipend plan as presented for FY20; Commissioner Quarrie seconded. Motion carried 5-0.

XI. New Business (01:31:20)

- A. Consideration of options provided by the Town Planner related to boat parking on corner lots – Town Manager Mascaro (moved from New Business, Item E.)

Town Manager Mascaro said this issue was originally brought to the Commissions' attention when they discussed boat parking on corner lots. When staff looked into the issue further, they found that there are several paragraphs in Land Development Code (LDC), section 7A-67, that distinguish between interior vs. corner lots. While researching the matter, she also noticed that the maximum length permitted for recreational vehicles and boats is 26 feet; there are many RV's and boats in Town that exceed that length. She added that ~~the~~, when measuring a boat length, the trailer is included and that compounds the issue. Additionally, the Code says that such vehicles and boats can only be plugged in for charging. There are several other reasons to plug in these vehicles such as for dehumidifiers and other electronics that must run for basic maintenance reasons. She would like the Commission to consider requirements for boat/RV parking on corner lots; it's posing a big challenge for those people since it's so difficult to legally obscure those boats/RV'S. Should we consider raising the legal height of fences or allow for the top portions of the boats/RV'S to show or simply make the restrictions the same as interior lots? Those on corner lots are being held to a higher standard. While addressing this, the Commission may want to address other items in 7A-67.

Mayor Simmons said that before moving forward, should this not have gone to the Planning & Zoning Board first for their opinion? Town Manager Mascaro said that's fine, but at the November Commission meeting it was decided that there would be a moratorium on enforcement of boat parking on corner lots until more research was conducted so that's why she's bringing it

back to the Commission. It was decided that this matter would be passed along to the Planning & Zoning Board for their input.

Commissioner Walters asked the Town Manager who started this? He remembered the conversation the Commission had about corner lots, but there was nothing about length that he could recall. The Ordinance has been in effect since 1987 and for all those years there wasn't a problem. Now there's a problem and he wanted to know who brought it to the Town Managers' attention; 5 people, 10 people? Did those people say that something needed to be done about allowing longer RV's/boats? The Town Manager said that this was originally brought to her attention because of a code issue regarding corner lot parking. While reviewing the matter, however, staff noticed the reference to the 26 ft. length limit; many boats and RV's in Town exceed 26 feet. So, if the Commission is going to change 7A-67, they may as well consider other issues in that section of the Code.

Commissioner Quarrie said, as the Town Manager said, this was brought up initially because someone on a corner lot was unable to completely obscure their boat from view after taking a lot of measures to do so. It was at that time that the Commission put a moratorium on enforcing the Code for those corner lot situations while researching options to make the rules more equitable. She didn't agree with Commissioner Walters' attitude toward the Town Manager for looking at the Ordinance and bringing up to the Commission other issues that should be looked into. She was letting the Commission know that there are some inconsistencies for them to consider; that's her job and he shouldn't be confrontational with her. Commissioner Quarrie added that since the 1980's there may be things in the Code that need to be revisited.

Mayor Simmons said he recommends that this matter be referred to the Planning & Zoning Board for a recommendation on how boats, RV's and sheds are handled on corner lots.

Commissioner Walters said he was confrontational because he sent two emails to the Town Manager from which he received no reply. When he asks an employee to provide an answer for him he expects his question to be answered.

Holly Madden
608 Mango Drive

Ms. Madden said that in the Town Manager's narrative, she said that there are many boats/RV's in Town that exceed the allowed length, why haven't they been fined? Mayor Simmons said they have been issued citations but they can't be fined until they've gone through a long process. Staff works with the

owners to come into compliance but some are simply unable to comply and they have asked for changes to the Code to accommodate their situations. He again explained the moratorium and said that there were seven or eight code actions on boats or RV's. When Ms. Madden showed dismay about the issue, the Mayor said the Commission has to listen to every resident whether in the majority or minority.

Walter Gibbs

1606 Atlantic, E1708

Mr. Gibbs said the problem is not necessarily one of length but height. Melbourne Beach is residential; there are places where boats and RV's can be parked.

Lauren Hardman

320 6th Avenue

Ms. Hardman said she was fined for a 22 foot boat. She appreciates this matter going in front of the Planning & Zoning Board; our Codes are behind the times.

Glenn Colon

Surf & Orange

Mr. Colon said his boat is in Miami because he can't keep it here. He does think that those on corner lots shouldn't be penalized.

Debra Marchese

310 1st Avenue

Ms. Marchese said her son lives on 6th Avenue and he has a boat on a corner lot that he now parks in her yard. We all pay taxes so we should be able to park a boat on our property.

LeAnn Schultz

409 Hibiscus

Ms. Schultz says she feels fortunate to live in small, quaint Melbourne Beach. She asked the Town Commission to please maintain the lifestyle in Town. She has and likes recreational vehicles of all sorts. On April 18, 2019, she received a warning about her 24 foot RV being parked in front of her house while unloading. She has seen thirty RV's of different lengths being parked in front of houses. The house behind her on Banyan Way had a trailer on their property that was lived in and an RV that is parked next to her house was also lived in. It is within ten inches of her property line and has slide-outs. She doesn't want people living in RV's and allowing them to be parked too close to the lot line.

Jane Waters
312 Sixth Avenue

Ms. Waters said that these complaints are all code issues that aren't being equitably managed.

The Mayor responded that from the reports the Commission receives, codes are being enforced and then he explained how the code enforcement process works adding that the scofflaw has all the power. Code enforcement is severely limited by state law.

Commissioner Walters said that Ms. Schultz submitted a complaint in May and it was just resolved recently.

Thijs Stelling
610 Mango

Mr. Stelling said he has a large RV. He has worked hard, he has earned it and he wants to enjoy it. He'd like to see, while this issue is being looked into, if there is the possibility that he could build a garage for it. Older houses have a lower roof so it's not tall enough for him to build a garage that would be high enough to accommodate his RV without violating code.

Commissioner Runte made a motion to send this matter to the Planning & Zoning Board for their input regarding recreational vehicles and sheds on corner lots, length restrictions and garages that can accommodate RV's; Vice Mayor Hoover seconded.

Commissioner Walters said it's frustrating to him that the Land Development Code has been discussed over and over again and here we are suggesting more changes be made to it. It should not be a living document. Ordinances cost a lot to prepare.

Justin Filler
304 South Palm

Mr. Filler suggested that each of the concerns be addressed separately by the Planning Board. Mayor Simmons assured him that each issue will be considered separately.

Motion carried 5-0.

In conclusion, Mayor Simmons said that our code enforcement is proactive and the Officer drives the streets regularly, at different days and times.

Commissioner Runte said we should continue to enforce the Code for all properties except for corner lots.

Commissioner Runte made a motion to continue the moratorium for recreational vehicles on corner lots only, no exceptions; Commissioner Quarrie seconded. Motion carried 5-0.

- B. Consideration of the December 18, 2019 Regular Town Commission Meeting draft minutes – Town Clerk Wilson (02:16:55)

Commissioner Walters questioned why the following had been stricken from the draft minutes:

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 Clerk responded that given the other changes made to that section of the minutes, she found that verbiage to be redundant but she agreed to add it back into the minutes.

Commissioner Walters made a motion to approve the December 18, 2019 minutes as amended; Vice Mayor Hoover seconded. Motion carried 5-0.

- C. Consideration of Resolution 2020-01 amending the fee schedule (related to Ordinance 2019-06) – Town Manager Mascaro (02:22:06)

Town Manager Mascaro said this is the resolution and associated fee schedule (exhibit “A”) that includes a fee under Site Plan Review for Civil Engineer review. An applicant is charged the actual cost of the review. There isn’t a dollar amount because it depends on how long the review takes and who performs it. Mayor Simmons asked how the applicant will know what the cost will be for Civil Engineer review. Until such time as staff gets a good feeling about the average cost, they’ll contact B.S.E. prior to any submissions to get an estimate. Finally, a builder can use whatever engineer he/she chooses but the review must be performed by the Town’s engineer.

Vice Mayor Hoover made a motion to approve Resolution 2020-01, amending the fee schedule; Commissioner Quarrie seconded. Motion carried 5-0.

- D. Consideration of change to development application form (related to Ordinance 2019-06) – Town Manager Mascaro (02:28:56)

Town Manager Mascaro outlined what was added to the development application in the site plan section in order to align it with Ordinance 2019-06. The Commission made a couple changes to be incorporated in the development plan application in the section covering site plans. The completed edits for *Site Plan for Single Family Development* and *Site Plan for duplex, multi-family and/or commercial* include:

- Adding *Civil Engineer* to the group of those who will review/evaluate site plans.
- Professionally prepared plans in compliance with *Ordinance 2019-06*
- Making *Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)* more prominent.
- Adding *and the Drainage Site Plan* to the end of the following clause: 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 and the Drainage Site Plan.

Commissioner Runte made a motion to approve the development application as amended; Vice Mayor Hoover seconded. Motion carried 5-0.

- E. Consideration of new chapter in the Town's Policies & Procedures manual about budgeted fund transfers (related to Ordinance 2020-01) – Town Manager Mascaro (02:36:42)

This new policy establishes procedures for implementing intradepartmental transfers, interdepartmental transfers and interfund transfers and was written in conjunction with Ordinance 2020-01.

Vice Mayor Hoover made a motion to approve the addition of Chapter 25 to the Policies & Procedures manual; Commissioner Quarrie seconded. Motion carried 4-1; Commissioner Walters dissented.

- F. Consideration of Safebuilt contract renewal – Town Manager Mascaro (02:37:27)

This renewal is for one year at the current rates. Safebuilt has notified us that if we renew next year, the rates will increase. Also, the Building Official, Marc Meyers, is retiring in six months. Mayor Simmons said if the Commission

thinks we should find a new Building Official, we should spend the next year doing so. Town Manager Mascaro said there are probably people out there who would be a good fit; we can terminate Safebuilt with a 90 day notice. The state requirements for Building Officials are very stringent so the market is tight. There's also high liability. Commissioner Runte said personal referrals are the way to go when recruiting a Building Official and when the time comes, he will help in the process. Town Manager Mascaro said she'd like to combine the Building Official and Code Enforcement positions and offer a salary of \$90,000 plus benefits. This would cost less than our current staffing cost for both positions working fewer hours.

Commissioner Walters made a motion to approve the Safebuilt contract for one year; Commissioner Runte seconded. Motion carried 5-0.

The Commission consented to adding an action item to research compensation and requirements for Building Officials.

G. Consideration of Resolution 2020-02 regarding safety improvements on A1A – Town Manager Mascaro (02:48:41)

The Town Manager received a request from Mark Ryan, City Manager of Indian Harbour Beach, to pass this resolution encouraging the FDOT to take steps to reduce the posted speed limits on SR A1A and make the current flashing lights flash red instead of white. This is part of the on-going pedestrian safety projects in support of the SCTPO Vision Zero initiative to reduce traffic accidents and fatalities. This request is in response to a young girl being killed while crossing A1A in December 2019.

Mayor Simmons said he can't support reduced speeds on A1A and flashing red lights on a state highway. What he could support is revised signage such that the pedestrian knows not to enter the crosswalk until traffic has stopped. The red lights would give pedestrians right of way from Melbourne Beach to Cape Canaveral. The Commission agreed that issues related to pedestrians crossing A1A is a problem but they didn't agree that this resolution was the solution. Commissioner Walters suggested having Chief Griswold talk to SRO Vila about teaching the children at Gemini about pedestrian safety.

The Commission consented to taking no action on Resolution 2020-01.

Commissioner Quarrie said she'd like to have somebody else be a member on the South Beaches Coalition. It's hosted this year in Indian Harbour Beach.

She has not missed a single meeting and her experience is that they last for ten minutes and nobody listens to anything that member communities have to say. She said they don't listen and don't seem to want input. If nobody else wants to go she said they should be notified that nobody from Melbourne Beach will attend the meetings because there's no value added. They can call us if they need us for any reason. The Mayor suggested telling them that a representative from Melbourne Beach won't be attending their meetings anymore and to call us if they need us.

H. Discussion and possible action regarding the adoption of sediment and erosion control requirements for lots under development – Mayor Simmons (03:01:24)

Mayor Simmons said that a house across the street from him is being built and every day the trucks are in and out and dirt is being deposited on the street by those trucks. When that dirt and debris ends up in our storm drains, it ultimately ends up in the river. Dr. DeFreese told us that the muck in the river is largely comprised of soils, clays and things like that that come through the storm drains. In Anne Arundel County, Maryland, they are required to come up with a plan that keeps dirt on properties. They are requiring silt fencing, something that knocks the dirt off tires prior to entering the roadway (such as gravel) and they are required to clean in front of the construction site daily.

Commissioner Quarrie thought we were already taking sediment control measures. It turned out that those measures are spelled out in our Code and the Florida Building Code but they aren't being enforced.

The Commission tasked the Town Manager with determining if current controls were in effect and, if so, why they were not being implemented by the Building Official consistently.

Sediment control was added to the Action Item list.

XII. Staff Reports

- A. Town Attorney Report – Town Attorney Repperger said he is still planning on having the first reading of the short term rental ordinance for the February RTCM but he'd like to discuss the draft version with the Commission before that at the February Workshop.
- B. Town Manager Report – Town Attorney Mascaro mentioned that the Town received a check from Ring's Manufacturing for \$3,398 for the Police Department. The money will be used to update their electronic citation system that the State has been on them to update; we are one of the few

municipalities that has not done so. The donation will pay for the hardware and software necessary to produce electronic tickets. Our Code Enforcement Officer, Jim O'Byrne who has 35 years in law enforcement, secured the money for the Town through his relationship with Ring's.

The Town Manager also said that money was put into the budget to paint the Community Center and since it's the 100th birthday, it's something that Public Works is planning to do soon. She asked the Commission if they had any color preferences – they did not.

Referring to an item on the Manager's report about a "budget" for the Planning & Zoning Board allowing them to discuss pertinent issues with the Town Planner, Mayor Simmons suggested that they request funds on an as-needed basis. The rest of the Commission concurred.

Commissioner Walters asked the Town Manager if she had changed the format of the invoice list. She answered that she had not. He then asked if she would ask the Planning & Zoning Board if they would expedite the boat/RV issue by holding a special meeting. She answered that she would. He added that he'd like the amount of time for loading/unloading, prior to storing, to be longer than six hours. He said the problem is with storage.

The Commission took a break and reconvened at 10:06 p.m.

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
Fire Chief Gavin Brown
Public Works Supervisor Tom Davis
Town Attorney Clifford Repperger

Before moving on, the Town Manager asked the Commission how they felt about the lift truck that was mentioned by the Public Works Supervisor in his quarterly report. Mayor Simmons asked where the money would come from. Ms. Mascaro answered that they could use the leftover money from the Town

Hall flooring budget that was going to possibly be used for new flooring in the PD plus money that was already allocated for trimming the sea grapes in Ocean Park along with palm/tree trimming which totals about \$5,000. The Mayor's issue is that Public Works keeps getting more equipment but doesn't get more people. Public Works Supervisor Davis said that in some respects, the lift would make their job easier because they'll be able to use it as a maintenance van as well, storing touch-up paint, tools, etc., in it when they go to job sites. He also said ownership leads to a successful team. He has one employee who has taken "ownership" of the ditch witch and knows all about it. He'll have another do the same with the lift. He could use a fourth employee but this equipment will help them, not bog them down, in the meantime. The ROI would take less than two years. In conclusion, Mr. Davis said he doesn't know how Public Works got along for all those years.

After discussing the matter further, the Town Manager referred to the budget and explained how both the speed trailer and lift could be purchased while staying within budget:

\$5,000 allocated in the budget for the speed trailer
\$6,000 remaining from what was budgeted for the floor
~~\$4,990~~ allocated in the budget for tree trimming
\$15,990 total available
minus \$ 8,500 for the lift van, leaving \$7,490 for the speed trailer

It was determined that both the lift van and speed trailer could be purchased.

Commissioner Runte made a motion to approve the request from the Public Works Supervisor for \$8,500 to purchase the lift vehicle for Public Works using money left over from what was budgeted for the floor and the money allocated for tree trimming, so long as the speed trailer is purchased; Vice Mayor Hoover seconded. Motion carried 5-0.

C. Town Clerk Report – no report

D. Departmental Reports:

1. Building Department – no comments
2. Public Works Department – Mayor Simmons asked if the PW Supervisor knew who broke the stormwater drain on Rosewood. He answered that he didn't but that it has been repaired. Mr. Davis said they are going to be working on the swale on the west side of Ocean Park. Locates have been done. They will do four feet for the whole width with a one foot bottom drop; it will be a gentle slope. They also just finished a 4'x4' installation to secure the picnic roofs.

3. Code Enforcement – the complaint about someone living in an RV was addressed
4. Police Department – no comments
5. Fire Department – Fire Chief Brown said he met with six different fire departments, three of which have done their floors recently. They either have polished concrete or use a polymer epoxy. He wants to continue researching so we don't end up in the same position again. Chief Brown is going to a convention next week where he will check out flooring options. Commissioner Runte said he will help when the time comes to choose a contractor. He also mentioned a product called granite grip. The Fire Department was open the previous weekend with the new employees.
6. Finance Department - no comments

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

XIII. Town Commission Comments

A. General Comments

Mayor Simmons said there was a walk-on agenda item – Commissioner Walters provided a rebuttal to explain his “no” vote on a matter at the October 16, 2019 meeting. The meeting rules on this read: *Minutes may have attached to them an explanation why a member of the Town Commission voted in a particular matter. 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. Said explanation shall show respect for the position of other Commissioners and shall merely explain why the Commissioner voted as he or she did. The explanation may be expunged from the minutes and maintained as a separate public record by a majority vote of the Commissioners for failure to adhere to this rule subsection.* The Mayor said he would submit that the rebuttal fails to adhere to the meeting rules. It does not show respect for the position of other Commissioners; it does not explain why the Commissioner voted as he did and; it does contrast the Commissioners vote with other members of the Commission. He said he would entertain a motion to expunge this from the minutes and maintain it as a separate public record.

Vice Mayor Hoover made a motion to expunge Commissioner Walters' statement from the minutes and maintain it as a separate public record; Commissioner Runte seconded.

Commissioner Walters said the Mayor's position isn't contrasted. What he said the Mayor did was say that Commissioner Walters accused the Vice Mayor of a felony – no such thing is in the minutes. Commissioner Walters said he didn't contrast anyone's vote with any other vote, he just stated the facts. He continued by saying the Mayor didn't have any problem with the Vice Mayor saying that Commissioner Walters constructed fiction about him: *He (Vice Mayor Hoover) said Mr. Walters has constructed fiction about him; his reputation in the community doesn't reflect Mr. Walters' lies..... Mr. Walters' behavioral trend is attacking people and just this week he accused* (from October 16, 2019 minutes). Commissioner Walters said nothing he said is in violation of the rules.

Motion carried 4-1; Commissioner Walters dissented

Mayor Simmons said that the statement provided by Commissioner Walters will be expunged from the minutes and maintained as a separate public record.

B. Review of Commission Action List

The Commission closed the following action items:

- Fire Department stipend comparison between old and new programs
- Fire Department stipends
- Town Commission approval of fund transfers
- Civil Engineer to review site plans for drainage **
- Update to LDC requiring that surveys show outbuildings that will be installed, removed or modified and tree locations for single family residences **
- P&Z Board - Land Development Code Action Items **

** closed by adoption of Ordinance 2019-06

The Commission opened the following action items:

- Research availability and compensation for Building Officials
- Sediment Control

XIV. Adjournment

Vice Mayor Hoover made a motion to adjourn; Commissioner Runte seconded. Motion carried 5-0.

The meeting adjourned at 10:43 p.m.

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

Attachments:	February 5, 2020 Town Commission Workshop draft minutes
Date Prepared:	February 11, 2020
Prepared By:	Town Clerk Nancy Wilson
Meeting Date:	February 19, 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:	February 5, 2020 Town Commission Workshop draft minutes
Recommended Action:	Consider approving the draft minutes from the February 5, 2020 Town Commission Meeting as amended
Background Information:	Mayor Simmons requested several changes in the minutes.

Town of Melbourne Beach

**TOWN COMMISSION WORKSHOP
WEDNESDAY FEBRUARY 5, 2020 at 6:00 p.m.
MASNY ROOM – 507 OCEAN AVENUE**

DRAFT MINUTES

PUBLIC NOTICE

**The Town Commission conducted a Town Commission Workshop
on Wednesday February 5, 2020 in the Masny Room
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

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 6:00 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

Fire Department representatives present:

Gavin Brown, Fire Chief

Dave Micka, Safety Coordinator (previous Fire Chief)

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Public Comment

No public comments

V. New Business

A. Consideration of verbiage for the short term rental ordinance – Town Attorney Repperger

Mayor Simmons said that since the agenda item considering verbiage for the short term rental ordinance was removed, they'll move right into the fire tax discussion. ~~He reported that S~~short term rentals were discussed at the SCLOC meeting and the only way the bill ~~is going to get killed~~ (which would remove all control at the municipal level and give it all to the State, Division of Tourism under Business and Professional Regulation) ~~is going to get killed~~ is at a committee meeting on February 11th. The Committee consists of five people, two for and two against. Senator Tom Wright is the swing vote who campaigned on a foundation of Home Rule. If this committee passes the bill (it's already passed

two committees and this is the third) it will go to the full floor. The thinking is, if it passes out of this committee, it will be approved in the ~~House~~Senate. To handle short term rentals, the Department of Professional Regulation is going to add six employees to monitor all short term vacation rentals in the State. The Mayor asked that anybody interested should contact ~~SenTom~~ Wright to encourage him to vote against SB1128 (Mayor Simmons to provide contact information). It is uncertain if grandfathering provisions written prior to 2011 or 2014, will be allowed or if any grandfathering will be allowed

Commissioner Quarrie said she wished when the Planning & Zoning Board was working on tackling short term rentals in 2011 that it had been taken seriously – nobody wanted to move forward on it.

A.B. Discussion and possible action imposing a fire tax to support the Fire Department – Town Manager Mascaro

Town Manager Mascaro said that during budget discussions, the ~~commissioner~~ talked about how best to support the Fire Department. They reviewed ways to offset costs and one way suggested by Commissioner Walters was to put to referendum a fire tax proposal. She talked to someone in West Melbourne about their process for fire taxes that would be most equitable to homeowners, and ~~their~~ answer was to charge based on square footage.

In January 2020, the Commission's consideration to institute a fire tax was put on hold when they decided on the stipend plan. Given that they were talking about the fire tax again, the Town Manager asked how the Commission wanted to proceed: wait until they see how the newly adopted stipend plan works out; have a referendum vote in November or get more information regarding costs. Commissioner Walters said his suggestion of having a fire tax was based on the Fire Department saying they didn't have enough people. Now, he understands that they require 25 people and they have 39 so that's why he suggested the fire tax; it was just a thought. Mayor Simmons asked if the intent was to have residents understand the true cost of the Fire Department by isolating it or was it to get more money or was it to build a mechanism for the future or what? Currently, the Fire Department is being funded out of the General Fund. Commissioner Walters responded that, if we are to institute a fire tax to pay for additional fire fighters, by saying he wanted to go to the voters with the proposal because it could result in a significant increase in taxes. they are the ones who are going to be paying \$1,800 more than their annual taxes are now which is double what most currently pay. The Commission continued the discussion about taxes and the effect on taxpayers.

Comment [J1]: I suggest that we leave the dollar figure out. We went round and round on what the math and the bottom line is that it was a significant increase and that was why Steve wanted it to go to referendum if we decide to do it. The way it is written now is a mix of the discussion. Just say that it would be a significant increase.

Fire Chief Brown said he doesn't think the Fire Department is in a dire situation at all and doesn't think now is the time to do anything. ~~that we should wait to~~ while they see how the stipend program works. He said, however, if they decided that the stipend plan wasn't working as planned, ~~but didn't want to immediately suggest a fire tax~~, there a FEMA grant called SAFER that pays 80% of Fire Department salaries for the first year of the grant and 60% for the second year. That would give them ample time to determine what the next step should be. Regarding the first quarter of the stipend plan, the Fire Chief said that there was increased participation but that the counts will be more accurate after the second quarter. He said that, realistically, there will be limits to how effective the stipends will be. They are good for now but the future is unknown.

The Town Manager said that budget discussions begin in three months. The Commission may want to discuss it in more detail at that time.

Commissioner Runte said that if we are going to assess a fire tax, he wants the taxpayers to vote on it. He wants to see how the current solution works with the understanding that there would be a twelve month wait period to potentially get a fire tax approved.

Commissioner Quarrie is not in favor of hiring people unless the taxpayers are involved. She wants more investigation into the true cost of fire services so the residents can be fully informed before any decisions are made.

Vice Mayor Hoover said Brevard County taxed \$41.48 per year for houses under 1,700 square feet; houses over 2,600 square feet are taxed \$329 per year for fire services. He is not in favor of expending labor and effort talking about a new tax structure while waiting to see if the stipend program works.

Commissioner Walters said he is not in favor of a fire tax.

Commissioner Walters then asked the Fire Chief if they respond to emergency medical calls. Chief Brown explained the process and said that they only respond if somebody is already at the station or if there's a fire but in some situations, they don't want to be behind the eight ball ~~and by~~ waiting to see if there's a fire before proceeding to the scene. They are not paged out for medical calls. MBVFD has five EMT's and one paramedic and they are looking for more.

They always respond to:

- car accidents
- anything fire related
- anything rescue related
- water rescues

The consensus was for staff to gather facts so if the time comes when the Fire Department has to vastly increase their budget, they'll be armed with information that can be relayed to the residents.

B.C. Discussion regarding amendments to the Comprehensive Plan –
Town Manager Mascaro

The Town received a grant from the Department of Environmental Protection (DEP) to partially fund their Comprehensive Plan update. East Central Florida Regional Planning Council (ECFRPC) received those grant funds to create the first part of the plan, the Evaluation and Appraisal Report (EAR), which brought a new piece into the plan. It provides sustainability suggestions that the Town could take on, similar to EAB's sustainability plan, to protect residents and the Town from sea level rise and to make sure the Town remains viable over the next 50-100 years.

The Comprehensive Plan is broken down into two pieces:

- 1) The EAR is for the Town Commission to review and present questions. This part of the plan doesn't go to the state; it simply offers a compilation of suggestions for the Town to consider for sustainability and future viability.
- 2) The Comprehensive Plan is sent to the state and is usually updated every seven years. Place Planning is currently working on this piece that the Commission will vote on.

Regarding the EAR, it is just a guide. The Town Manager said that whatever questions the Commission have, she will get them answered. The Mayor said the report doesn't bind the Town to anything so he questioned its usefulness. The Town Manager answered that they want to make sure the Commission discusses it.

Commissioner Quarrie questioned height limits which the Town Manager will look into. She also said it was suggested in the report that the Town consider utilizing rain barrels and swales which is similar to a suggestion she made a long time ago and which would be very inexpensive. Commissioner Quarrie also said that in 11.6 (b), she didn't know that we didn't have an elevation provided. Commissioner Runte said that maximum height and minimum

floor elevations will need to be revisited in the future due to sea levels rising. Commissioner Quarrie then went to page 42 policy 11.1.3 and said that the matter of storm panels should go to EAB; she doesn't even know what they are. Commissioner Walters has a problem with all the "shalls". He asked if "may" could be used instead.

Vice Mayor Hoover asked for how many Towns ECFRPC has written these EARs? He said the document is not designed for Melbourne Beach specifically. The Town's sustainability guidelines are much better. Moving forward, the Town should collaborate more with EAB. Mayor Simmons suggested some things he would like future Commissions to tackle such as swales, mangrove planting, eliminating seawalls, etc. He also pointed out several typographical errors.

~~Two Action Items were added:~~

- ~~• Swales in Bicentennial Park (April RTCM)~~
- ~~• EAB projects to be budgeted in 2020~~

~~Two Action Items were updated:~~

- ~~• Fire tax item updated to revisit (February 2021)~~
- ~~• EAR given to EAB for review and comments (May RTCM)~~

Town Manager Mascaro said that Jennifer Torres contacted her about grant writing which she has been doing for many years. Dwayne DeFreese can't help the Town get a grant for the Ocean Park parking lot project and because it's a unique project, would they want Jennifer Torres to work on it? She would charge by the hour or project. Vice Mayor Hoover said before jumping into hiring somebody to write that grant, he'd like to get input from the EAB about what the Town should be working on this year and to make sure our interns are doing what they've been hired to do. The hiring of a grant writer can be discussed at budget time.

Two Action Items were added:

- Swales in Bicentennial Park (April RTCM)
- EAB projects to be budgeted in 2020

Two Action Items were updated:

- Fire tax item updated to revisit (February 2021)
- EAR given to EAB for review and comments (May RTCM)

VI. Adjournment

Commissioner Runte made a motion to adjourn; Vice Mayor Hoover seconded. Motion carried 5-0.

The meeting adjourned at 7:08 pm

ATTEST:

James D. Simmons, Mayor

Nancy Wilson, Town Clerk

Attachments:	Memo from Curtis Byrd
Date Prepared:	February 13, 2020
Prepared By:	Commissioner Quarrie (nw)
Meeting Date:	February 19, 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:	Coordination between Parks and EAB Boards
Recommended Action:	Discussion and possible action
Background Information:	Environmental impacts of large events held in MB for current and previous years. Events should be reviewed by EAB. Goal is to see what environmental impacts could have been avoided.

Parks Board/Environmental Board Coordination

Curtis Byrd

Possible coordination efforts with MB Parks Board/ EAB

- Have a representative from the Parks Board attend EAB meeting when activities are being planned.
- Have the EAB part of the review process of when the parks' have an event.
- Have the EAB notify the Parks Board when we have functions in the parks such as cleanups, etc.
- Have Chair Persons of the Boards contact each other when there are larger functions that will occur.
- Have Town Hall share minutes and agenda of Board meetings between Boards.

Attachments:	Welcome Wagon Piece
Date Prepared:	February 13, 2020
Prepared By:	Elizabeth Mascaro
Meeting Date:	February 19, 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:	Welcome Wagon Piece on Sustainability
Recommended Action:	Review for Approval to Attach to Website /Social Media
Background Information:	Prepared by EAB Intern, Taylor Green

Hello, Neighbor!

We're so glad you're part of our community. Melbourne Beach is a special place for all who live and play here, and we want to ensure this for years to come.

This pamphlet is your go-to guide for sustainable living in Melbourne Beach.

There are **6 FOCAL AREAS** — Smart habits in all areas will sustain our community for years to come!



Built & Natural Environment

Energy



Transportation & Mobility

Waste Management



Water

Education & Community Outreach

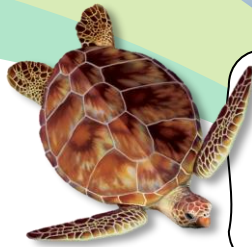


In August 2019

The Town adopted the **Guidelines for Sustainable Action** put forth by the Environmental Advisory Board. This action plan will guide the town to **becoming the most sustainable community in Florida!**



Blue Tube™ can be found at the entrance of many of our beaches. Do your part by grabbing a bag and picking up beach litter!



DID YOU KNOW?

Our coast is the #1 nesting site for Loggerhead Turtles. If you find a turtle or a nest — **Do Not Disturb!**

about the EAB:

Since 1992, the EAB has advised the town manager and commission on environmental stewardship matters such as ordinances, resolutions, and comprehensive plans.



Visit our webpages to learn more!



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Welcome to



sus•tain•a•bil•i•ty

“development that meets the needs of the present without compromising the ability of future generations to meet their own needs”

— Brundtland Report '87



Around Town

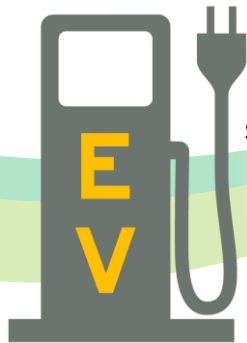
There are plenty of local opportunities to get involved in environmental action!

Organizations like the Surfrider Foundation, Marine Resources Council, and the town's own Environmental Advisory Board host educational and volunteer opportunities for the public!

DID YOU KNOW?



The Town adopted a **ban on single-use plastics and Styrofoam in all public parks**. Help us keep our parks plastic free by switching to reusable items!



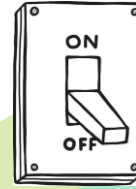
Electric vehicle charging stations are being added around town! **Check plugshare.com for updated locations!**



Our town is only 1.4 square miles, and it's only 5 miles over to Melbourne. **Reduce your carbon footprint by walking or biking around!**

In the Home

It's a simple switch!
Save money & reduce your carbon footprint by **turning off lights, fans, and electronics when not in use.**



Mind Your Waste!

Waste Pro is the town's waste service provider. Visit their website for further information.



Trash collection - **Wednesday & Saturday**

Yard waste - **Thursday**

Recycling - **Thursday**

Electronic Waste - **Call 321-837-0055**

Interested in Composting? – **Contact Scott Parker at gearthcomposting@gmail.com**



NOTICE: A county-wide **fertilizer ban** is in effect from **June 1st to September 30th** in an effort to restore the health of our Lagoon.

The Sunshine State can be rainy - make sure **sprinklers** are **set to automatic**, or turn them off when it rains to **prevent excess water use!**



As severe storms become more prevalent, there are important precautions everyone should take:



- Plan & Prepare well in advance of our **Hurricane Season (June 1st - November 30th)**.
- Instead of buying cases of water, **fill jugs** or containers you already have before the storm.
- **Secure all outdoor items** that could go airborne.

Go Native!



Florida's native plants are lagoon friendly *and* low maintenance.

- Require little to no fertilizer or pesticides, less water.
- Reduce air pollution.
- Shelter and food for local wildlife.



Questions or Comments?

Contact the Town Manager
townmanager@melbournebeachfl.org

or

Curtis Byrd,
Chairman of the EAB
curtisbyrd@gmail.com





Town Manager Report for January 2020

1. BOA meeting for 315 Atlantic. Application was denied. Application will alter plans and reapply with a new application.
2. Police PBA meeting scheduled for 1/19/2020 to discuss contract in toto from PBA.
3. P&Z meeting had a very large turnout to discuss the Ordinance 7A-67 for Trailers, Boats and RV's. Many of the residents in attendance voiced their support for a change in the ordinance by increasing the boat and RV length. Only one individual spoke out against RV's and their height. There was additional conversation about allowing corner lots to have the same guidelines as interior lots. The Board has asked me to research what other Towns are allowing and bring the item back to their March meeting for discussion.
4. Attend League of Cities dinner in Rockledge.
5. Sea Oats planting took place on 2/1. The Town purchased two trays of sea oats. Curtis Byrd, Crystal and Chuck Cain; Doug and Amy Adams; and Brant and his son planted the sea oats. The rain held off long enough for the project to be completed.
6. Town Hall has received 221 parking surveys-13% of the total surveys sent. The 30 day response time will end on 2/17/2020. Town Hall will continue to log responses until the RTCM meeting, at which time, the Commission will receive the results of the survey. Several residents asked to meet with me to discuss the parking survey. The individuals felt very passionate about their position on the parking. When they arrived at Town Hall some were clearly angry but all left smiling, knowing their concerns were heard. One consistent message Town Hall is hearing is residents appreciate the opportunity to voice their opinions.
7. The Sack property at 2204 Redwood has been sold and the pool removed. The Building Official inspected the property on 2/13/202 and has final the outstanding code violation. I have notified Cliff Repperger that the violation has been cured and the fines stop accruing as of 2/13/20. The Town and our Attorney have been notified that the buyer would like to negotiate a payoff of the lien. The proposed payoff will be brought to the Commission for consideration once I have received a written offer. The outstanding lien is @ \$78,000.
8. The Parks Board objected to the Town charging Rotary for their permit for Founders Day in 2020. Last year the Commission decided we would begin charging Rotary the \$550 fee. Would the Commission like to reconsider the fee for 2020?
9. PD, Fire, Public Works and the TM continue to meet with Alan Ross/Southern Squall . The event is scheduled for March 7th.
10. Met with Mike Casey, TM of Indialantic to discuss an increase in the Fire Dispatch Agreement with Indialantic. The cost has remained constant for the past 5 years. We also discussed our Towns and

what joint efforts could we combine to reduce costs with maximum impact. An example is paving Riverside at the same time, etc...

11. The Fire Department now has 3 total firefighters available to work maintenance on the weekends. Jim Turner, the President of the Melbourne Beach Volunteer Fire Association, has been working with me to find grants for the Town. He has access to a paid grant portal and is sharing grant links.

12. Grants I am looking for:

a) solar power (Community Center and Old Town Hall)

b) sustainability projects through education, science and the environment (oyster mats, mangroves) and educational displays for Ocean Park and the Pier (sea life, wild life, dune protection)

c) Waste Management is offering on lowering our carbon footprint and recycling (individual compost bins and rain barrels)

13. The Code Board convened in March to hear a case on a fence that surrounds a pool, that did not have a gate attached, and portions of the fence had been replaced. Our Building Official was on a permit inspection across the street when he called in to confirm a permit had been pulled, no permit was issued. This case has been ongoing since July. A permit has never pulled. The Code Board vote was 2-2, one member recused himself because he knew the individual. Two of the members did not understand why there was a violation. In order to enforce the code, when all other measures have been exhausted, a Magistrate needs to be brought in to hear the case.

14. Met with Andy Hament to discuss PBA negotiations. Books have been hand delivered to each of you containing all of the documents from the negotiation. Please be reminded that these documents are not subject public records request at this time and are for your eyes only.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Building Department Report JANUARY 2020

- 47 permits issued
- 170 inspections completed
- 55 plans reviewed
- 0 Site Plan reviews for P&Z
- 2 BTR reviews
- 0 new homes

Permit	Description	Issue	Company	Value	Fee	Address
MB19_597	FIRE PLACE, REPAIR/SOFFIT/STUCCO	1/8/2020		\$500.00	\$71.00	611 MANGO DR
MB19_688	DOCK, BOATLIFT	1/10/2020	LAND AND SEA MARINE, INC.	\$23,850.00	\$347.32	424 RIVERSIDE DR
MB19_714	MECHANICAL, HVAC	1/6/2020	Florida Breeze	\$1,000.00	\$71.00	517 AVENUE A
MB19_722	REROOF	1/16/2020	PIT CREW ROOFING AND REPAIR	\$14,982.00	\$260.80	500 OCEAN AVE
MB19_724	ADDITION, REMODEL	1/9/2020	CK Development LLC	\$150,000.00	\$1,334.16	321 BANYAN WAY
MB19_729	ELECTRIC SERVICE, REPLACE	1/14/2020	Drost Electric LLC	\$12,430.00	\$235.90	307 HIBISCUS TRL
MB19_734	BATHROOM, REMODEL	1/29/2020	MARK S GREENE LLC	\$20,000.00	\$309.76	412 SECOND AVE
MB19_739	NEW POOL	1/6/2020	Blue Marlin Pools of Brevard Inc.	\$36,295.00	\$468.73	401 OAK
MB19_740	WINDOWS AND DOORS, REPLACE	1/10/2020	ZIGMUND BUILDERS INC	\$20,000.00	\$309.76	318 HIBISCUS TRL
MB19_741	INTERIOR REMODEL	1/6/2020	BREVARD CONSTRUCTION COMP	\$75,000.00	\$846.34	2101 ATLANTIC ST 521
MB19_743	REROOF	1/3/2020	TOTAL HOME ROOFING AND CON	\$12,500.00	\$236.58	411 THIRD AVE
MB19_744	WATER HEATER, REPLACE	1/21/2020	Tucker's Cutrate Plumbing & Service	\$900.00	\$71.00	204 RIVERSIDE DR
MB19_745	Garage Door, Replace	1/17/2020	All Pro Garage Doors Inc	\$3,290.00	\$71.00	211 DOGWOOD AVE
MB19_746	REROOF					

		1/3/2020 Charles Carpenter Construction & R	\$3,700.00	\$88.83 603 ALDEN PL
MB19_747	MECHANICAL HVAC, REPLACE			
		1/6/2020 EMERGENCY AIR & HEAT LLC	\$4,800.00	\$71.00 307 HIBISCUS TRL
MB19_748	MECHANICAL HVAC, REPLACE			
		1/3/2020 Ocean Air and Heat Inc	\$4,500.00	\$71.00 414 FOURTH AVE
MB19_749	MECHANICAL HVAC, REPLACE			
		1/7/2020 CLIMATE EXPERTS, INC	\$5,000.00	\$71.00 400 DRIFTWOOD AVE
MB20_004	REROOF			
		1/9/2020 JT ROOFING & MAINTENANCE INC	\$19,774.00	\$307.55 219 FIFTH AVE
MB20_005	DEMOLITION, INTERIOR			
		1/9/2020 CK Development LLC	\$10,000.00	\$71.00 607 CITRUS CT
MB20_006	RE ROOF W/FLAT			
		1/10/2020 TOTAL HOME ROOFING AND CON	\$26,975.00	\$377.80 602 JASMINE DR
MB20_007	ELECTRIC METER CAN/MAIN DISCONNECT			
		1/9/2020 Schultz Electric, Inc	\$1,100.00	\$71.00 323 FIRST AVE
MB20_009	NEW DOCK AND BOAT LIFT			
		1/15/2020 East Coast Docks	\$27,100.00	\$379.02 427 RIVER VIEW LN
MB20_010	ADDITION AND REMODEL			
		1/22/2020 CK Development LLC	\$0.00	\$309.76 416 POINSETTIA RD
MB20_011	WATER LINE, INSTALL			
		1/15/2020 Sun Plumbing	\$1,500.00	\$71.00 404 POINSETTIA RD
MB20_012	NEW POOL			
		1/16/2020 All Star Pools of Brevard Inc	\$42,000.00	\$524.39 304 HIBISCUS TRL
MB20_013	REROOF			
		1/20/2020 RALPH CARPENTER ROOFING INC	\$16,569.00	\$276.28 1703 ORANGE ST
MB20_014	WINDOWS AND DOORS, REPLACE			
		1/21/2020 FHIA LLC	\$25,660.00	\$364.98 1401 ATLANTIC ST

MB20_015	MECHANICAL HVAC, REPLACE	1/21/2020	American Air & Heat of Brevard	\$7,291.00	\$71.00	300 BANYAN WAY
MB20_016	REMODEL, MASTER BATH	1/21/2020	LaScola's Building & Remodeling LLC	\$33,000.00	\$436.59	404 SIXTH AVE
MB20_018	HVAC, REPLACE	1/17/2020	NEXT GENERATION AIR & HEAT INC	\$4,995.00	\$71.00	432 RIVER VIEW LN
MB20_019	REMOVE/REPLACE 2ND STORY RAILING AND SIDING	1/16/2020		\$300.00	\$71.00	216 FIFTH AVE
MB20_020	PAVERS	1/20/2020	ELITE PAVERS & PRICE RITE PAINT	\$1,800.00	\$142.00	418 MAGNOLIA AVE
MB20_021	WINDOWS AND DOOR, REPLACE	1/30/2020	Property Renovations and Construction	\$24,780.00	\$356.39	401 FIRST AVE
MB20_022	ELECTRIC PANEL, REPLACE	1/27/2020	ENK ELECTRICAL SERVICES LLC	\$1,300.00	\$71.00	201 FOURTH AVE C
MB20_023	REMODEL, KITCHEN AND BATH	1/28/2020	CK Development LLC	\$100,000.00	\$1,090.25	607 CITRUS CT
MB20_024	DUCTWORK, REPLACE	1/23/2020	ABLE AIR, INC	\$5,000.00	\$71.00	301 SHANNON AVE
MB20_025	PAVERS, REPLACE	1/27/2020		\$2,200.00	\$71.00	2004 ROSEWOOD DR
MB20_026	30A RV OUTLET, INSTALL	1/24/2020	Grand Electric DBA Bob's Electric	\$446.00	\$71.00	507 ANDREWS DR
MB20_028	REROOF W/FLAT	1/28/2020	Florida Native Roofing Inc	\$27,300.00	\$380.98	607 CITRUS CT
MB20_029	REMODEL	1/29/2020	AMERICAN CONSTRUCTORS AND	\$12,300.00	\$234.63	307 HIBISCUS TRL

MB20_031	GENERATOR, INSTALL		1/30/2020 A Generator Guy	\$10,750.00	\$226.83 320 SECOND AVE
MB20_032	NEW POOL AND SPA		1/31/2020 Plan It Pools, Inc.	\$45,000.00	\$553.66 321 BANYAN WAY
MB20_033	NEW POOL AND SPA		1/31/2020 Plan It Pools, Inc.	\$50,000.00	\$602.44 606 OAK ST
MB20_037	HVAC, REPLACE		1/28/2020 Durham & Sons Inc	\$11,920.00	\$71.00 403 CORAL AVE
MB20_040	GARAGE DOOR, REPLACE	2	1/31/2020 All Pro Garage Doors Inc	\$4,090.00	\$142.00 403 ANCHOR KEY
MB20_042	HVAC, REPLACE		1/30/2020 Ocean Air and Heat Inc	\$4,500.00	\$71.00 200 THIRD AVE 3
MB20_045	PAVERS		1/31/2020 Surfside Pavers Inc.	\$18,000.00	\$71.00 416 RIVER VIEW LN
				\$924,397.00	\$12,563.73

Public Works Overview

January 2020

We began this month by removing and re-storing the Christmas decorations. This allowed us to now store the decorations in our new storage area available in our Connex storage shed. It is our belief that by proper storage of those decorations we may extend their useful years.

This was the month for cleaning our stormwater baffle boxes and inlets. The Ditch witch was utilized to accomplish this. This process is possible as you know because of your commitment of purchasing the Ditch Witch.

As noted in our regular activities report two incidents of graffiti required our cleaning and painting of small areas of the Ocean Park restrooms. We also had to remove and clean the sink drains in those restrooms. This was the result of individuals using the sinks to wash beach sand off.

Because of this situation with the sinks we refitted the plumbing on the outside shower at the restrooms. By doing this refitting we are hopeful that people will wash beach sand off there and not in our sinks. An outside hose bibb was installed and lock tight was applied to the handle which should (with emphasis) prevent vandals from removing the handle. A section of hose was attached and provides a very convenient rinse off station.

After the installation of the new flooring was completed a cabinet unit was installed which provides was space and storage for the personnel. This allowed for the elimination of the folding table that had been there.

We constructed the swale along the westside of Ocean Park parking lot. This swale is an example of the gentle curve required to collect runoff water but not present a trip hazard. This swale was designed with an undisturbed area midway to allow passing thru the area without having to cross the swale if so desired.

Our big “treat” for this month of obtaining our lift van that you had approved. We immediately utilized it by repairing the Ocean Ave circle flag pole. This provided a savings of \$400-\$500. Once this was completed we then used the lift to change some light bulbs in Ryckman Park. After that was completed our next use was trimming the landscape in Ocean Park. Our appreciation for this van lift grows each time we reach areas we could never have addressed before.

A meeting was also held with Dark Skies personnel. We identified a small number of areas we may be able to take action to assist in the Dark Skies efforts.

As always we thank you for your support.

Public Works Activities

January 2020

Remove Christmas decorations

Unclogged plug sink drains at Ocean Park

Repair a/c duct PD

Installed wall baskets in PD

Resolved low water pressure restroom in PD

Assembled desk for Finance

Moved file cabinets Town after flooring work

Removed graffiti in Ocean Park restroom

Repaired stormwater drain Rosewood and Cherry

Used Ditch Witch cleaned stormwater boxes/drains

Repaired flag pole at Ocean Ave ocean (able to do with new bucket truck)

Painted cabinet for Town Hall

Cleaned broken glass roadway Ocean Ave.

Unclogged sink drain Town Hall

Installed new sink faucets Town Hall

Installed new cabinet unit Town Hall

Installed roof supports on tables at Ocean Park

Removed large area of sand in curve Ocean and Atlantic

Constructed swale Ocean Park

Repaired/rebuilt toilet mens room Ryckman Park

Serviced Honda Pioneer

Numerous set ups for events

Bench installed in Ryckman Park

Pot hole repairs

Used bucket truck to remove Christmas lights from top of FD

Used bucket truck to trim in Ocean Park cut Vitex plants

Met with organizer ref. Southern Squall

Worked with Melbourne Water Dept. at waterline break on Oak and Cherry

Installed bench riverend First Ave.

CODE ENFORCEMENT MONTHLY REPORT: JANUARY 2020

NEW CASES FOR THE MONTH OF JANUARY

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>CODE VIOLATION</u>	<u>DATE CLOSED</u>	<u>ACTIVE</u>
2020-CE-001	1/4/2020	409 FIFTH AVE	LIVING IN TRAILER		X
2020-CE-002	1/2/2020	609 MANGO DR	Overgrowth	1/14/2020	
2020-CE-003	1/7/2020	1505 ORANGE ST	OVERGROWTH	1/30/2020	
2020-CE-004	1/7/2020	2005 REDWOOD	R.V.	1/16/2020	
2020-CE-005	1/9/2020	507 OCEAN AVE	TENNIS COURT USE	1/9/2020	
2020-CE-006	1/14/2020	411 DIRFTWOOD	R.V. IN DRIVEWAY	1/30/2020	
2020-CE-007	1/14/2020	214 FIFTH AVE	WORK W/O PERMIT	1/16/2020	
2020-CE-008	1/14/2020	418 MAGNOLIA	WORK W/O PERMIT	1/16/2020	
2020-CE-009	1/23/2020	510 SECOND AVE	R.V.26+ FT		X
2020-CE-010	1/23/2020	222 CHERRY	R.V.26+ FT		X
2020-CE-011	1/23/2020	203 FIR AVE	R.V.26+ FT		X
2020-CE-012	1/23/2020	210 BIRCH ST	R.V.26+ FT		X
2020-CE-013	1/23/2020	1506 ORANGE ST	R.V.26+ FT		X
2020-CE-014	1/23/2020	400 SIXTH AVE	R.V.26+ FT		X
2020-CE-015	1/23/2020	320 SIXTH AVE	R.V.26+ FT		X
2020-CE-016	1/23/2020	322 SECOND AVE	R.V.26+ FT		X
2020-CE-017	1/23/2020	503 SECOND AVE	R.V.26+ FT	2/11/2020	
2020-CE-018	1/23/2020	1202 OAK ST	R.V.26+ FT		X
2020-CE-019	1/23/2020	320 AVE B	R.V.26+ FT		X
2020-CE-020	1/23/2020	577 SUNSET DR	R.V.26+ FT		X
2020-CE-021	1/23/2020	524 SUNSET DR	R.V.26+ FT		X
2020-CE-022	1/23/2020	415 HIBISCUS TRL	R.V.26+ FT		X
2020-CE-023	1/23/2020	404 BANYAN WY	R.V.26+ FT		X
2020-CE-024	1/23/2020	507 MAGNOLIA	R.V.26+ FT		X
2020-CE-025	1/23/2020	610 MANGO AVE	R.V.26+ FT		X
2020-CE-026	1/26/2020	409 PELICAN KEY	YARD WASTE	1/30/2020	
2020-CE-027	1/30/2020	701 PINE ST	BOAT IN DRIVEWAY	2/6/2020	

OPEN/ACTIVE CASES FROM PRIOR MONTHS

<u>CASE NUMBER</u>	<u>DATE</u>	<u>ADDRESS</u>	<u>VIOLATION</u>	<u>ACTION</u>
2019-CE-050	4/10/2019	200 THIRD AVE #4	RENTAL LESS THAN 30 DAY	PENDING

2019-CE-051	4/10/2019	200 THIRD AVE #5	RENTAL LESS THAN 30 DAY	PENDING
2019-CE-054	5/8/2019	419 OCEAN AV 203	FENCE W/O PERMIT	FINES IN PROGRESS
2019-CE-082	7/16/2019	206 FIR AVE	FENCE W/O PERMIT	HEARING 2/6/2020 X

PRIOR CASES CLOSED IN JANUARY

2019-CE-124	11/27/2019	512 SUNSET BLVD	OVERGROWTH	-	1/16/2020
2019-CE-126	12/2/2019	200 THIRD AVE	OVERGROWTH R.O.W.		1/16/2020
2019-CE-127	12/2/2019	416 AVE A	WORK W/O PERMIT		1/16/2020
2019-CE-129	12/10/2019	312 AVE A	FENCE W/O PERMIT		1/9/2020
2019-CE-117	10/8/2019	401 FOURTH AVE	P.O.D. IN DRIVE		1/9/2020

NUMBER OF CASES OPEN THIS MONTH	27
NUMBER OF CASES CLOSED THIS MONTH	13
NUMBER OF CASES OPEN AND CLOSED SAME MONTH	8
TOTAL NUMBER OF CASES STILL OPEN	17
NUMBER OF CASES THAT WENT TO BOARD	1

PREPARED BY JIM O'BYRNE, CODE ENFORCEMENT OFFICER,



Melbourne Beach Police Department

Monthly Report

January 2020



In the month of January, we had a total of 12 arrests that ranged from Possession of Drugs, Loitering and Prowling, Residential Burglary, Domestic Violence, and Criminal Traffic. Our officers were able to capture three habitual burglars, two Juveniles, and one adult. Two are awaiting their court date due to the nature of their crimes and one released to their parent. All officers have received recognition for a job well done, keeping our town safe and removing a gun off our streets.

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

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

- Loose dogs
- Dog bite
- Dogs on the beach
- Animal Enforcement on the beach

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 February 21st, we will have our Movie with a Cop showing "Madagascar" in Ryckman Park at 6:30 pm."

SRO Vila will be meeting with the students at Gemini on "Safe Pedestrian Crossings."

Finally, I want to thank Ring's Manufacturing Inc. for their generous donation of \$3398.80. The gift helped us purchase printers, thermal paper, and consoles for our patrol vehicles (see attached).

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
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: January Monthly Call Report

DATE: 01/31/2020

01/09- A theft occurred in Ocean Park. The r/p advised that his bag was taken about 10 days prior. Contents included wallet, cash, and portable speaker.

01/09- Domestic disturbance in the 200 block of Cherry Dr. Verbal between boyfriend and girlfriend, parties separated for the evening.

01/14- Residential burglary in the 200 block of Birch Ave. The suspect took a bicycle from the curtilage of the residence. The bicycle was located a few doors down, and the victim signed a decline to prosecute.

01/14- Criminal mischief in the men's' restroom in Ocean Park. An email was sent to Public Works for removal.

01/15-Traffic arrest in the area of Sunset Blvd/Oak St. Driver was driving an unregistered motor vehicle.

01/16- Stolen vehicle in the 400 block of Avenue B. Victim advised that his vehicle was stolen from his driveway. He advised that he left his keys in the vehicle.

01/17- Residential burglary in the 400 block of Avenue A. W/M adult and a W/F

juvenile were arrested and transported to JDC and Sharpes. W/F also charged with possession of marijuana and paraphernalia.

01/17-Theft of a bicycle in the 300 block of Riverview Ln. The bicycle was recovered and returned to the owner and he completed and signed a decline to prosecute.

01/25- Burglary to a construction site in the 400 block of Fourth Ave. Suspect entered through an unlocked rear door and took power tools and a box of recessed lighting.

01/26- Grand Theft of jewelry in the 1700 block of Atlantic St. A male that was known to the victim left her house in the middle of the night and took some of her rings without her permission. A capias request was completed and sent to the State Attorney's Office.

01/25- Recovered stolen vehicle in the 2300 block of Oak St. The same vehicle from 01/16. Able to lift 1 latent print that was sent to FDLE with the victim's comparison prints for comparison/identification.

01/30- Narcotics arrest in the area of Riverside Dr. / Avenue A. W/F arrested for possession of Methamphetamine and paraphernalia.

01/31- W/M arrested for loitering and prowling, possession of burglary tools, possession of marijuana less than 20G, and possession of paraphernalia. He also was in possession of stolen property (waiting for case report from IHBPd).

01/31- Baker Act in the 2100 block of Oak St. W/F juvenile openly admitted she wanted to harm herself. Transported to COC and turned over to them for further evaluation.



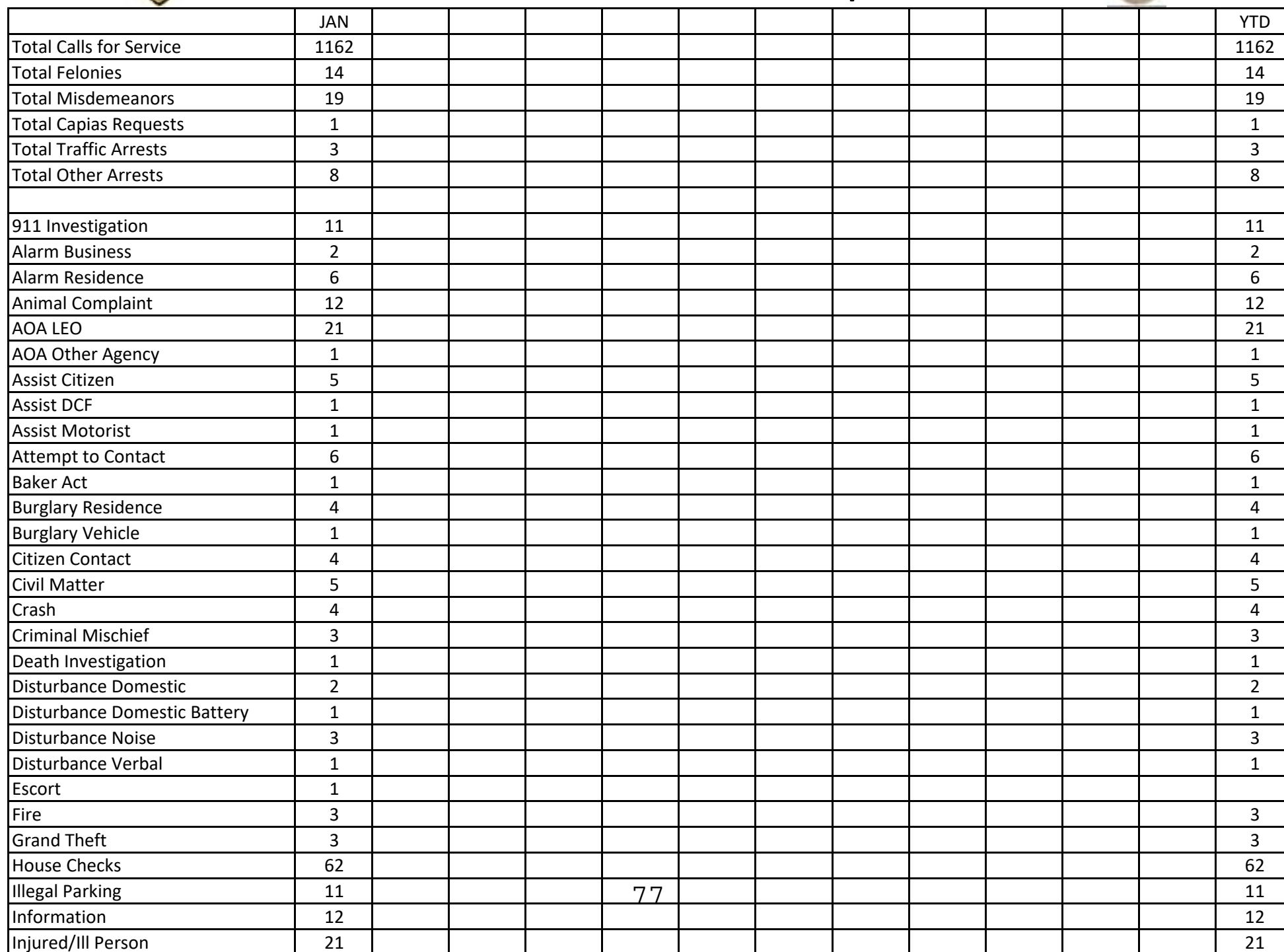
MELBOURNE BEACH POLICE DEPARTMENT
Matthew Smith
Sergeant

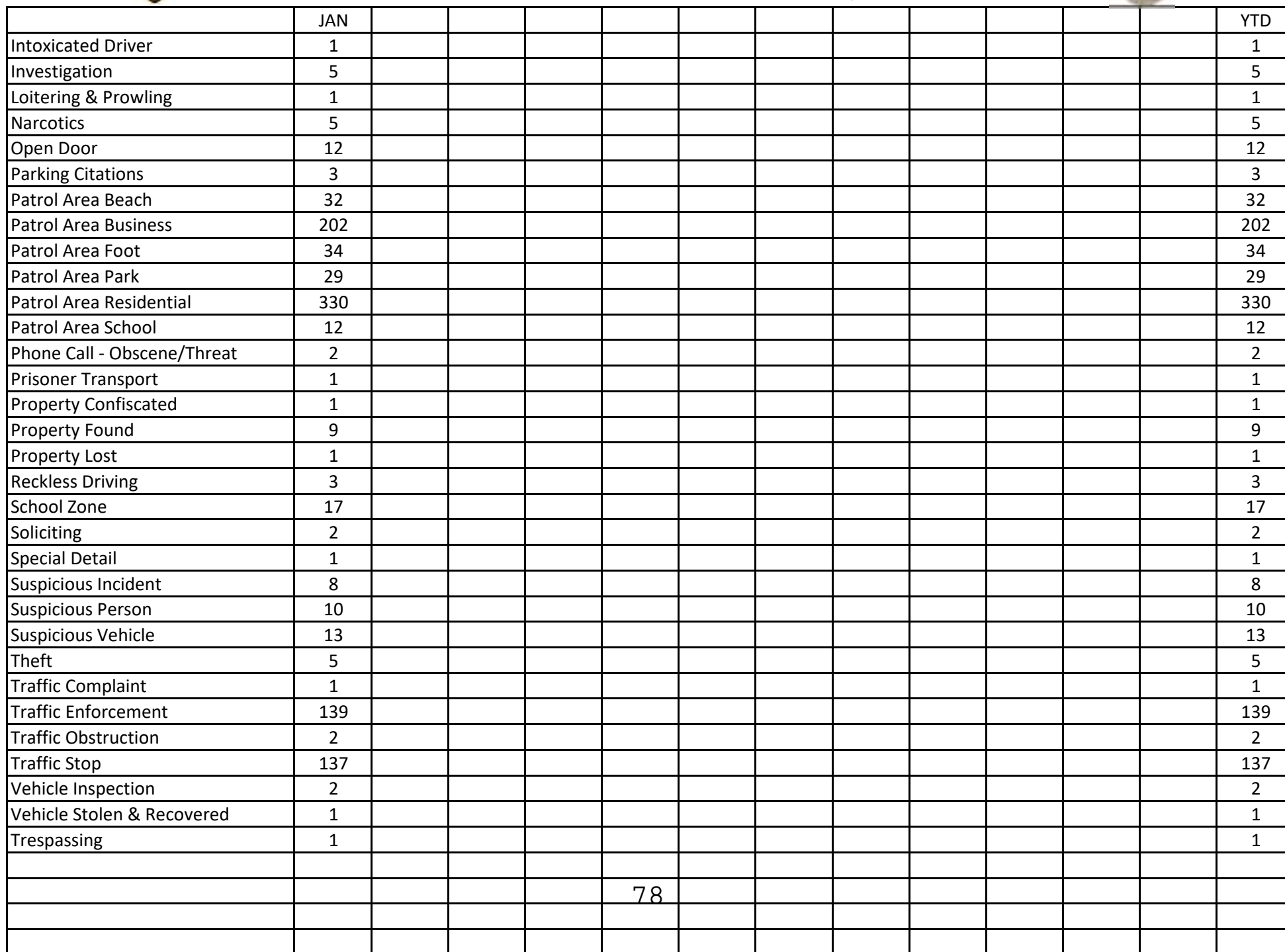
507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



Monthly Report January 2020

- 01/02- Domestic, verbal dispute, in the 400 block of First Avenue. Parties separated for the night.
- 01/02- Death investigation in the 300 block of Fourth Avenue. Nothing suspicious and the deceased was in the care of Hospice.
- 01/02- Criminal mischief in the 100 block of Ocean Avenue. Unknown suspect(s) put graffiti on the walls of the restroom.
- 01/03- Arrested a juvenile male for armed burglary, carrying a concealed weapon and possession of over 20 grams of marijuana. During the same incident, an adult male was also arrested for burglary. The incident occurred in the 400 block of Avenue A, where officers located the juvenile male and adult male in a residence, which they did not belong in. The juvenile was also carrying a .45 caliber revolver in his waistband, with over 20 grams of marijuana in his backpack. Both persons were taken into custody without incident.
- 01/10- Burglary, petit theft from a vehicle in the 200 block of Third Avenue. Unknown suspect(s) took tools out of a truck. The incident occurred sometime over the past month.
- 01/11- Arrested a female for battery, domestic violence, in the 500 block of Sunset Blvd. The female took a rock and threw it at her boyfriend, hitting him in the back of the head.
- 01/12- Petit theft of a bicycle in the 300 block of Beau Jean Avenue. Unknown suspect(s)
- 01/12- Vehicle crash between two vehicles at Ocean Avenue and Atlantic Street. No injuries were reported and both vehicles had minor damage.
- 01/13- Criminal mischief in the 500 block of Ocean Avenue. Unknown suspect(s) put graffiti on the walls of the restroom.
- 01/20- Vehicle crash between two vehicles in the 300 block of Ocean Avenue. No injuries were reported and both vehicles had minor damage.
- 01/21- Petit theft of a skateboard in the 300 block of Surf Road. Unknown suspect(s)







Melbourne Beach Police Department



	JAN												YTD
Car 359	162												162
Car 360	931												931
Car 361	1022												1022
Car 363	1505												1505
Car 364	1850												1850
Car 366	728												728

Chief Melanie Griswold
Melbourne Beach Police Department
507 Ocean Avenue
Melbourne Beach, Fl. 32951

January 2, 2020

Ring's Manufacturing Inc.
99 East Drive
Melbourne, Fl. 32940

Dear Mrs. Shirley Ring,

I want to thank you, Ring's Manufacturing Inc., for your generous donation of \$3,398.80. It could not have come at a better time. I had been doing some research looking for printers and prices that other agencies are using. Much to my surprise, those units have been discontinued, and the newer model has doubled in price.

As the Chief of Police, I am never satisfied with just the status quo, so I am always looking to improve not only our equipment but the safety of my officers. James (Jim) O'Byrne heard we needed this equipment, and I could not be more pleased that he was able to assist in these donations and allowing us to accomplish this goal.

The printer's benefits will be used in conjunction with the Electronic submission of Uniform Traffic Citations, and traffic crash reports. This will result in a number of improvements, including better accountability of citations issued by FLHSMV, improved accuracy, completeness and timeliness of data, and a quicker turn around for officers to complete their forms while still being present on a scene.

Thank you again for your gracious support and generosity to the Melbourne Beach Police Department and our Law Enforcement Community.

Most Sincerely,

Chief Melanie Griswold

Chief of Police



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

FIRE DEPARTMENT MONTHLY REPORT

January 2020

Incident Response

For the month of January 2020, the Melbourne Beach Volunteer Fire Department responded to 15 calls for service. The average number of responding volunteer personnel per paged out call for the month of January was 8.

Breakdown:

- 7 Fire/Rescue Calls (paged out)
- 6 EMS Assists **
- 1 Fire Drill Standby at Gemini Elementary
- 1 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.

New Stipend Program Update

The 1st quarter of the new volunteer incentive stipend program ended on January 1st. This was the first quarter with the new, more stringent stipend requirements. 13 volunteers met all eligibility requirements and will be receiving their stipend payout for FY20 Q1. The remainder of the volunteers who did not meet the new requirements had individual meetings with the Fire Chief to discuss their performance and to make individual plans to increase participation moving forward. Being the first quarter of the new program, it is not unexpected to have a large percent of the volunteers not meet the new requirements. Moving forward we expect the program to increase participation and we should have a better idea of if the program is working by the end of Q2.

New Fire Maintenance Personnel Program Update

3 new Fire Maintenance personnel (Sam Cox, Michael Dean, & Travis Wood) were hired and began work in January on a per-diem basis to cover weekend shifts and special assignments. All 3 new employees are also volunteer emergency responders with the MBVFD, and 2 of the employees are also State Certified Emergency Medical Technicians. The program has proved immensely successful so far and has been a huge help to the Department overall. We are starting to catch up on projects that had been previously put on hold, and we have heard positive reviews from the community about the station being staffed during the daytime hours on the weekends.

Fire Department Garage Floor Update

The MBVFD is currently still investigating alternative floor coating and finishing options. Fire Chief Brown visited 5 local municipal Fire Departments to see what they were using for their floors and the advantages and disadvantages of each. In addition, Fire Chief Brown, Asst. Chief Miller, and FF/EMT Wood attended the Fire Rescue East tradeshow in Daytona Beach research alternative garage floor coating options. They were able to speak to a builder that specializes in Fire Station construction and are currently investigating different options. At this time we are getting ready to start scheduling vendors to visit the Station to provide estimates and recommendations. We hope to have a decision made by March and to have the project complete before Founders Day in May to showcase our new floors to the community.

Notable Events

The MBVFD submitted for a Brevard County Fire Rescue EMS grant and was awarded \$10,400.00 for the purchase of 4 new AEDs for the Fire Department. This purchase will expand the lifesaving capabilities of the Department by providing an AED on every vehicle as well as make our equipment more compatible with Brevard County Fire Rescue's ambulances. We are extremely appreciative to BCFR for awarding us this grant, and we plan to continue working closely with them in the future, including attending their Resuscitation Academy to help improve patient outcomes when CPR is required.

The MBVFD is also currently working on submitting 3 additional grants; a FEMA AFG grant to assist in the purchase of new radios, a FEMA AFG regional grant to assist in the purchase of an extractor bunker gear washing machine and dryer, and a Fire House Subs grant for the purchase of new waterproof extrication tools (Hurst Jaws of Life).

Fire Chief Brown and Safety Chief Micka attended the Beachside Fire Chiefs meeting to discuss the aforementioned regional grant, and Fire Chief Brown also attended the Space Coast Fire Chiefs quarterly meeting to represent the MBVFD.

The Firefighters Association hosted their annual awards banquet in a partnership with the Indian Harbour Beach Volunteer Fire Department. This year's award winners were as follows:

- Company Officer of the Year: Lt. Jim Turner
- Firefighter of the Year: FF/EMT Travis Wood
- Support Services Member of the Year: EMT Michael Dean
- Outstanding Volunteer Service Award: Lt. Steve Stewart
- Firefighters Association Member of the Year: Katie Cox
- Local Business Partner of the Year: Sundaes on the Beach

The MBVFD assisted the Melbourne Beach Public Library in taking down their large Christmas tree and also participated in the Hoover Middle School and Environmental Advisory Boards Community Service Day.

Fire Chief Brown attended the FEMA G-205 training course at the Brevard Emergency Operations Center that covered the local government's role in recovering from disasters such as hurricanes.

The MBVFD sent members to the Fire Rescue East tradeshow in Daytona Beach to learn about new fire equipment and to look for alternative garage floor coating options.

Asst. Chief Miller & Lt. Stewart attended the Brevard County Marine Task Force quarterly meeting to represent the MBVFD.

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.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 2/13/2020 8:32:30 PM



Incident Address and Type for Date Range (Landscape)

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

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2020-1	01/02/2020		315 4th AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	01/02/2020 17:12	01/02/2020 17:27
2020-2	01/04/2020		522 Ocean AVE , Melbourne Beach, FL, 32951	Gas leak (natural gas or LPG)	01/04/2020 23:03	01/04/2020 23:21
2020-3	01/05/2020		1321 S Miramar AVE , Indialantic, FL, 32903	EMS call, excluding vehicle accident with injury	01/05/2020 12:08	01/05/2020 12:24
2020-4	01/06/2020		507 Ocean AVE , Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	01/06/2020 15:50	01/06/2020 16:09
2020-5	01/07/2020		200 Oak ST , Melbourne Beach, FL, 329513295	Motor vehicle accident with injuries	01/07/2020 10:15	01/07/2020 10:30
2020-6	01/09/2020		408 Ocean AVE , Melbourne Beach, FL, 32951	Removal of victim(s) from stalled elevator	01/09/2020 15:23	01/09/2020 15:54
2020-7	01/10/2020	Intersection	Avenue A / Riverside Dr., Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	01/10/2020 17:03	01/10/2020 17:13
2020-8	01/15/2020		407 South Palm AVE , Melbourne Beach, FL, 329513295	Medical assist, assist EMS crew	01/15/2020 18:01	01/15/2020 18:28
2020-9	01/16/2020		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	01/16/2020 13:12	01/16/2020 13:49
2020-10	01/17/2020		1421 Atlantic ST , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	01/17/2020 11:54	01/17/2020 12:07
2020-11	01/20/2020		300 Ocean AVE , Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	01/20/2020 11:59	01/20/2020 12:07
2020-12	01/22/2020	Intersection	Atlantic ST / First Ave, Melbourne Beach, FL, 32951	Power line down	01/22/2020 03:47	01/22/2020 04:46
2020-13	01/23/2020	Intersection	Atlantic ST / 4th Ave, Melbourne Beach, FL, 32951	Public service assistance, other	01/23/2020 13:36	01/23/2020 13:48
2020-14	01/27/2020		431 3rd AVE , Indialantic, FL, 32903	Dispatched & cancelled en route	01/27/2020 14:13	01/27/2020 14:16
2020-15	01/31/2020	Intersection	Atlantic ST / Ocean Ave, Melbourne Beach, FL, 32951	Vehicle accident, general cleanup	01/31/2020 05:46	01/31/2020 06:28

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

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 2/13/2020 8:33:38 PM



Personnel Count per Incident for Date Range

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

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2020-1	1/2/2020 17:12:00	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2020-2	1/4/2020 23:03:00	412 - Gas leak (natural gas or LPG)	19112	7	4	11
** 2020-3	1/5/2020 12:08:00	321 - EMS call, excluding vehicle accident with injury	19112	5	7	12
2020-4	1/6/2020 15:50:00	321 - EMS call, excluding vehicle accident with injury	19112	4	0	4
** 2020-5	1/7/2020 10:15:00	322 - Motor vehicle accident with injuries	19112	2	6	8
** 2020-6	1/9/2020 15:23:00	353 - Removal of victim(s) from stalled elevator	19112	5	3	8
2020-7	1/10/2020 17:03:00	311 - Medical assist, assist EMS crew	19112	1	0	1
2020-8	1/15/2020 18:01:00	311 - Medical assist, assist EMS crew	19112	1	2	3
2020-9	1/16/2020 13:12:00	553 - Public service	19112	1	0	1
2020-10	1/17/2020 11:54:00	311 - Medical assist, assist EMS crew	19112	1	0	1
2020-11	1/20/2020 11:59:00	324 - Motor vehicle accident with no injuries.	19112	1	0	1
** 2020-12	1/22/2020 03:47:00	444 - Power line down	19112	6	0	6
2020-13	1/23/2020 13:36:00	550 - Public service assistance, other	19112	1	0	1
** 2020-14	1/27/2020 14:13:00	611 - Dispatched & cancelled en route	19112	7	0	7
** 2020-15	1/31/2020 05:46:00	463 - Vehicle accident, general cleanup	19112	6	0	6

AVERAGES:

3.3

1.5

4.7

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

5.4

2.8

8.3



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: February 13, 2020
Re: January 2020

We are in the fourth reporting month of our fiscal year 2020. The target expenditure rate for January 2020 is 33.33%. 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 29.5%. The Departmental expenditure rate breakdown is as follows:

Legislative:	30.6%
Executive:	39.4%
Finance:	34.4%
Legal:	45.7%
Comp & Plan:	05.1%
General Services:	22.4%
Law Enforcement:	32.0%
Fire:	16.6%
Code:	24.2%
Public Works:	42.5%
Parks:	36.7%

Discussion Items:

- Registered an account with General Services Administration (GSA), a Federal Government Agency, to purchase office and janitorial supplies at a cost savings. An example in savings is the purchasing of the same quality trash bags. We are saving approximately \$14.90 per box of trash bags. Last fiscal year we spent \$1,586.95 on trash bags. With purchasing those from GSA the cost would have been \$1,151.69. That would have given us a cost savings of \$432.26.
- Cost savings of \$395 annually on vehicle insurance by changing ADP deductible from \$500 to \$1000.
- Working with FEMA representative to complete Hurricane Dorian funding.

Fund: 125 - Building Dept**Dept: 24 Protective Inspections**

500.12.00	Regular Salaries	73,284.00	23,131.08	50,152.92	31.6
500.14.00	Salaries Overtime	0.00	14.42	-14.42	0.0
500.21.00	FICA Taxes - Employer Portion	5,606.00	1,689.80	3,916.20	30.1
500.22.20	Retirement Town Employees	6,207.00	1,960.45	4,246.55	31.6
500.23.01	Health Insurance	16,301.00	6,469.06	9,831.94	39.7
500.23.02	Life Insurance	136.00	22.52	113.48	16.6
500.25.00	Unemployment Compensation	235.00	23.15	211.85	9.9
520.31.00	Professional Services	107,679.00	23,613.00	84,066.00	21.9
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
					24.3

Target Expenditure Rate is 33.33%**Dept: 11 Legislative**

500.11.00	Executive Salaries	16,200.00	5,108.34	11,091.66	31.5	
500.12.00	Regular Salaries	78,480.00	19,901.53	58,578.47	25.4	
500.21.00	FICA Taxes - Employer Portion	7,243.00	1,926.04	5,316.96	26.6	
500.22.20	Retirement Town Employees	6,647.00	1,685.63	4,961.37	25.4	
500.23.01	Health Insurance	21,657.00	3,874.96	17,782.04	17.9	
500.23.02	Life Insurance	136.00	45.04	90.96	33.1	
500.25.00	Unemployment Compensation	251.00	19.91	231.09	7.9	
510.31.00	Professional Services	160.00	0.00	160.00	0.0	
510.40.00	Travel & Meetings	2,660.00	319.09	2,340.91	12.0	
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	
510.48.00	Promotional Activities	533.00	127.99	405.01	24.0	
510.48.40	Legal Notices	14,000.00	8,421.98	5,578.02	60.2	Monitori
510.49.50	Election Expense	6,000.00	5,796.68	203.32	96.6	
510.54.00	Dues & Subscriptions	785.00	590.00	195.00	75.2	
510.54.10	Training & Schools	1,580.00	75.00	1,505.00	4.7	
510.64.01	Capital Outlay	2,000.00	0.00	2,000.00	0.0	
543.00.00	Licenses & Fees	7,257.00	2,559.69	4,697.31	35.3	
					30.6	

Dept: 12 Executive

500.12.00	Regular Salaries	90,000.00	38,881.86	51,118.14	43.2	
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	3,244.55	3,640.45	47.1	
500.22.01	Retirement - ICMA	7,623.00	2,706.47	4,916.53	35.5	
500.22.20	Retirement Town Employees	0.00	1,534.14	-1,534.14	0.0	
500.23.01	Health Insurance	10,734.00	7,336.45	3,397.55	68.3	
500.23.02	Life Insurance	1,200.00	227.00	973.00	18.9	
500.25.00	Unemployment Compensation	288.00	39.02	248.98	13.5	
510.40.00	Travel & Meetings	2,400.00	0.00	2,400.00	0.0	
510.52.50	Gas & Oil	0.00	800.00	-800.00	0.0	
510.54.00	Dues & Subscriptions	858.00	495.00	363.00	57.7	
					39.4	

Dept: 13 Finance

500.12.00	Regular Salaries	58,000.00	20,076.93	37,923.07	34.6	
500.21.00	FICA Taxes - Employer Portion	4,437.00	1,526.26	2,910.74	34.4	
500.22.20	Retirement Town Employees	4,913.00	1,700.55	3,212.45	34.6	
500.23.01	Health Insurance	7,716.00	2,811.25	4,904.75	36.4	
500.23.02	Life Insurance	68.00	28.15	39.85	41.4	
500.25.00	Unemployment Compensation	186.00	20.07	165.93	10.8	
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	1,473.85	1,826.15	44.7	
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	
					34.4	

Dept: 14 Legal Counsel

510.31.00	Professional Services	80,000.00	36,703.00	43,297.00	45.9	
510.31.01	Code Enforcement Attorney	1,500.00	556.25	943.75	37.1	
					45.7	

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	91 0.00	2,177.00	0.0	
510.31.00	Professional Services	4,000.00	1,240.00	2,760.00	31.0	
510.31.02	Lifeguard Contract	19,600.00	0.00	19,600.00	0.0	
510.31.11	Security	1,998.00	299.96	1,698.04	15.0	

510.34.10	Janitorial Services	14,108.00	3,885.99	10,222.01	27.5	
510.35.00	Pre-Employment Exp	135.00	84.00	51.00	62.2	Monitorii
510.41.00	Telephone	10,728.00	2,222.25	8,505.75	20.7	
510.41.10	Communication Services	41,004.00	15,048.74	25,955.26	36.7	
510.43.00	STREET LIGHTS	45,000.00	10,873.71	34,126.29	24.2	
510.43.10	Electricity	32,500.00	7,594.89	24,905.11	23.4	
510.43.20	Water & Sewer	6,600.00	1,748.47	4,851.53	26.5	
510.43.50	WASTE SERVICE TAX	2,964.00	2,964.34	-0.34	100.0	Fully ext
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	1,210.90	3,693.10	24.7	
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	Mowing Contract	29,820.00	9,940.00	19,880.00	33.3	
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	35.00	265.00	11.7	
510.51.00	Office Supplies	9,100.00	3,964.17	5,135.83	43.6	
510.51.10	Postage	1,800.00	505.70	1,294.30	28.1	
510.52.10	Janitorial Supplies	5,000.00	1,307.34	3,692.66	26.1	
510.54.00	Dues & Subscriptions	252.00	0.00	252.00	0.0	
510.64.01	Capital Outlay	149,749.00	7,015.00	142,734.00	4.7	
543.00.00	Licenses & Fees	11,117.00	554.64	10,562.36	5.0	
					22.4	

Dept: 21 Law Enforcement

500.12.00	Regular Salaries	542,401.00	198,873.61	343,527.39	36.7	
500.12.50	Holiday Pay	19,000.00	0.00	19,000.00	0.0	
500.14.00	Salaries Overtime	30,300.00	11,902.18	18,397.82	39.3	
500.15.00	Education Incentive Pay	6,600.00	2,145.00	4,455.00	32.5	
500.15.01	First Responder	7,920.00	1,950.00	5,970.00	24.6	
500.21.00	FICA Taxes - Employer Portion	46,376.00	16,103.37	30,272.63	34.7	
500.22.02	Police Pension	292,640.00	73,592.82	219,047.18	25.1	
500.22.20	Retirement Town Employees	2,828.00	976.53	1,851.47	34.5	
500.23.01	Health Insurance	55,227.00	23,001.47	32,225.53	41.6	
500.23.02	Life Insurance	2,255.00	766.10	1,488.90	34.0	
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	215.61	384.39	35.9	
520.31.00	Professional Services	680.00	200.00	480.00	29.4	
520.34.40	Dispatching Services	17,756.00	0.00	17,756.00	0.0	
520.40.00	Travel & Meetings	540.00	915.22	-375.22	169.5	
520.41.10	Communication Services	1,020.00	170.00	850.00	16.7	
520.46.10	Office Equipment Maintenance	3,000.00	1,672.95	1,327.05	55.8	\$1000 F
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	802.71	12,197.29	6.2	
520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	398.68	1,401.32	22.1	
520.48.50	Crime Prevention	1,100.00	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	705.21	6,644.79	9.6	
520.52.05	Protective Gear	8,100.00	924.98	7,175.02	11.4	
520.52.50	Gas & Oil	13,000.00	3,139.90	9,860.10	24.2	
520.52.70	Medical	500.00	146.97	353.03	29.4	
520.52.90	Operating Supplies	3,420.00	669.77	2,750.23	19.6	
520.54.00	Dues & Subscriptions	450.00	240.00	210.00	53.3	
520.54.10	Training & Schools	3,500.00	912.97.35	2,202.65	37.1	
520.64.01	Capital Outlay	45,700.00	13,109.85	32,590.15	28.7	
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
					32.0
Dept: 22 Fire Control					
500.12.00	Regular Salaries	38,422.00	13,271.06	25,150.94	34.5
500.14.00	Salaries Overtime	0.00	110.83	-110.83	0.0
500.21.00	FICA Taxes - Employer Portion	2,939.00	1,039.81	1,899.19	35.4
500.22.20	Retirement Town Employees	3,254.00	1,133.46	2,120.54	34.8
500.23.01	Health Insurance	4,489.00	1,528.07	2,960.93	34.0
500.23.02	Life Insurance	162.00	22.52	139.48	13.9
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	13.90	109.10	11.3
520.31.00	Professional Services	104,000.00	419.38	103,580.62	0.4
520.34.40	Dispatching Services	5,000.00	1,250.00	3,750.00	25.0
520.35.00	PRE-EMPLOYMENT EXPENSE	3,380.00	692.00	2,688.00	20.5
520.40.00	Travel & Meetings	500.00	12.65	487.35	2.5
520.41.10	Communication Services	1,200.00	500.00	700.00	41.7
520.46.15	Equipment Maintenance	4,077.00	414.74	3,662.26	10.2
520.46.20	Vehicle Maintenance	23,050.00	1,723.65	21,326.35	7.5
520.48.55	Fire Prevention	2,820.00	666.00	2,154.00	23.6
520.51.00	Office Supplies	300.00	531.86	-231.86	177.3 Desk & i
520.52.00	Uniforms	5,150.00	573.82	4,576.18	11.1
520.52.02	S.C.B.A.	1,750.00	0.00	1,750.00	0.0
520.52.05	Protective Gear	3,780.00	303.70	3,476.30	8.0
520.52.10	Janitorial Supplies	750.00	34.78	715.22	4.6
520.52.20	Tools & Hardware	1,500.00	0.00	1,500.00	0.0
520.52.50	Gas & Oil	2,100.00	576.90	1,523.10	27.5
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	372.81	6,377.19	5.5
520.54.12	Training Materials	800.00	450.00	350.00	56.3
520.64.01	Capital Outlay	86,500.00	0.00	86,500.00	0.0
520.71.00	Principal Retired	42,152.00	28,223.74	13,928.26	67.0
520.72.00	Interest Expense	6,311.00	4,776.58	1,534.42	75.7
543.00.00	Licenses & Fees	12,366.00	2,610.00	9,756.00	21.1
					16.6

Dept: 29 Code Enforcement					
500.12.00	Regular Salaries	13,312.00	3,332.00	9,980.00	25.0
500.21.00	FICA Taxes - Employer Portion	1,018.00	254.89	763.11	25.0
500.22.20	Retirement Town Employees	1,128.00	282.23	845.77	25.0
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	3.32	39.68	7.7
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
520.52.00	Uniforms	75.00	69.00	6.00	92.0
520.52.50	Gas & Oil	150.00	52.23	97.77	34.8
520.54.10	Training & Schools	100.00	0.00	100.00	0.0
					24.2

Dept: 41 Public Works					
500.12.00	Regular Salaries	155,000.00	50,204.05	104,795.95	32.4
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	4,055.69	7,802.31	34.2
500.22.20	Retirement Town Employees	13,129.00	4,296.46	8,832.54	32.7
500.23.01	Health Insurance	16,115.00	5,439.58	10,675.42	33.8
500.23.02	Life Insurance	180.00	93101.32	78.68	56.3
500.23.10	Statutory AD&D	159.00	159.00	0.00	100.0
500.24.00	Workers Compensation	2,000.00	0.00	2,000.00	0.0
500.25.00	Unemployment Compensation	496.00	53.12	442.88	10.7

530.34.91 Landscaping	5,000.00	1,609.77	3,390.23	32.2	
530.40.00 Travel & Meetings	200.00	0.00	200.00	0.0	
530.43.50 Dump Service	2,000.00	500.00	1,500.00	25.0	
530.46.12 Maintenance Supplies	7,000.00	342.89	6,657.11	4.9	
530.46.15 Equipment Maintenance	4,000.00	1,754.46	2,245.54	43.9	Monitorii
530.46.20 Vehicle Maintenance	3,438.00	602.91	2,835.09	17.5	
530.46.30 Building Maintenance	5,000.00	879.86	4,120.14	17.6	
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	234.36	-234.36	0.0	
530.46.35 Pier Maintenance	2,000.00	0.00	2,000.00	0.0	
530.46.36 Pest Control	0.00	235.58	-235.58	0.0	
530.46.37 Maintenance Ocean Park	0.00	308.80	-308.80	0.0	
530.46.40 Grounds Maintenance	15,000.00	5,895.01	9,104.99	39.3	
530.52.00 Uniforms	1,300.00	521.63	778.37	40.1	
530.52.05 Protective Gear	600.00	283.60	316.40	47.3	Monitorii
530.52.20 Tools & Hardware	2,600.00	1,253.25	1,346.75	48.2	Monitorii
530.52.25 TOOL RENTALS	3,000.00	219.99	2,780.01	7.3	
530.52.50 Gas & Oil	2,900.00	1,060.47	1,839.53	36.6	
530.53.10 Street Repair	3,000.00	1,280.40	1,719.60	42.7	
530.53.20 Street Signs	3,000.00	2,842.75	157.25	94.8	
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	Fully ext
				42.5	

Dept: 72 Parks & Recreation

570.46.42 Park Beautification	1,600.00	1,667.30	-67.30	104.2	Fully ext
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	1,368.10	-1,118.10	547.2	
570.48.60 Easter Egg Hunt	50.00	0.00	50.00	0.0	
570.63.01 Tennis Court Expenditures	500.00	0.00	500.00	0.0	
570.63.02 BBall & VBall Courts	2,000.00	461.18	1,538.82	23.1	
570.63.05 Bocce Court Expenditures	500.00	0.00	500.00	0.0	
Parks & Recreation	11,800.00	4,331.58	7,468.42	36.7	

Total Expenditure General Fund

29.5

Save Brevard's Remaining HERITAGE and SPECIMEN Trees

Of the 67 Florida counties, Brevard is the ONLY ONE that EXEMPTS nearly all (95%) of its residential properties from clear cutting heritage and specimen trees.

Hundred year old Live Oaks, Pin Oaks and Scrub Oaks are being cut down by whim every day.

Seventy foot tall Sea Grapes, Coconut Palms, Bottle Palms, Royal Palms and any other trees can be cut down by anyone, at any time, for any reason or no reason at all, by Brevard county law.

After 9 months of discussion with commissioners and Natural Resources staff, to reduce the destruction, Commissioners will be voting at an **upcoming meeting** on a "Legislative Intent" to amend the Specimen tree ordinance.

This will reduce the number of exempt properties, saving thousands of trees and thereby preserving habitat and wildlife, reducing runoff into the Indian River Lagoon and retaining the beautiful views in our neighborhoods and along our only Federal Scenic highway, A1A.

**Meeting Date: Tuesday, March 10,
at 5 pm**

Only people physically at the meeting will send the message that Brevard's voters like our trees.

E-mails (preferably, no earlier than Wednesday, March 4th) are also important if for some reason you cannot attend the meeting:

E-Mail to: d1.commissioner@brevardcounty.us for Rita Prichett	321-607-6901
d2.commissioner@brevardcounty.us for Brian Lober	454-6601
d3.commissioner@brevardcounty.us for John Tobia	633-2075
d4.commissioner@brevardcounty.us for Curt Smith	633-2044
d5.commissioner@brevardcounty.us for Kristine Isnardi	253-6611

Action Items

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
Fire Department stipend comparison between old and new programs.	10/16/2019	1/15/2020	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.
						1/15/2020: The Commission closed this item (5-0) because the stipend plan was approved.
Fire Department stipends	10/16/2019	1/15/2020	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)

						12/18/19: The TM distributed a proposed plan for review at the January RTCM
						1/15/2020: The stipend plan that was distributed at the January RTCM was approved by the Commission (5-0). CLOSED.
Town Commission approval of fund transfers	4/17/2019	1/15/2019	1/15/2020	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: Commission consented (4-1, Comm Walters dissenting) to authorize TA to develop ordinance as per procedure outlined at 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.
						1/15/2020: The Commission approved Ordinance 2020-01 on first reading (4-1, Commissioner Walters dissenting). CLOSED.
B.S.E. to review site plans for drainage **	3/6/2019	1/15/2020	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.
						1/15/2020: Ordinance 2019-06 was adopted on second reading. (5-0). CLOSED.
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	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.
						1/15/2020: Ordinance 2019-06 was adopted on second reading. (5-0). CLOSED.

P& Z Board Land Development Code Action Items	1/18/2017	1/15/2020	1/15/2020	Commission Consensus	Planning & Zoning Board	<p>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):</p> <p>1.) Page 12: Planning & Zoning Board Action Item – determine “Fill height standards”.</p> <p>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.</p> <p>3.) Sect. 4A-238(1) – define minor grading and minor fill (in the future).</p> <p>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?</p> <p>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.</p>
						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 Stewarts'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>

						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.
						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.
						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.
						4/11/2019: Lot coverage changes need to be made to LDC draft copy.
						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.

						1/15/2020: Ordinance 2019-06 was adopted on second reading. (5-0). CLOSED.
Vacation Rental Ordinance	8/2/2017	2/5/2020		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 Reppeger will have a draft of the ordinance for the Commission to review at the September RTCM and it will be presented for the first reading at the October RTCM.
						9/18/2019: TA will present ordinance at the October RTCM.
						10/16/2019: TA needed to push this out another month.
						11/20/2019: Town Attorney is looking into ADA compliance and safety issues as they apply to short term rental. Requested pushing out another month.
						12/18/2019: At the December RTCM the Town Attorney said he's going to have a draft copy of the ordinance to present at the January RTCM. The first reading will occur at the February RTCM and the second reading will occur at the March RTCM.
						1/15/2020: The Town Attorney said he will have a draft ordinance for vacation rentals available for review at the February workshop. Once he receives feedback, he'll have complete the ordinance and present it for first reading at the February RTCM.
Comp Plan Upgrade	2/21/2018	5/20/2020		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 Amendments

						10/11/2018: A meeting is scheduled with the East Florida Planning Council and the additional funding needed for the remaining Comp Plan Updates is on the Commission agenda for 10/17/2018.
						11/9/2018: The first public meeting to obtain citizen input will be held on 11/13/2018 at 6 p.m. in the Community Center.
						11/14/2018: Town Manager to provide state "due dates"
						12/19/2019: The Town Manager will work with ECFRPC, Corey O'Gorman and Jim Fleischmann to nail down dates.
						1/11/2019: The updates are progressing and the deliverables for the grant start on February 15, 2019 and extend through May 2019.
						2/13/2019: The deliverables for this month are scheduled for 2/15/2019. The next set of deliverables are scheduled in May with a Public Information Workshop on April 24, 2019. Request an update for May, 2019.
						3/6/2019: A quarterly report was sent on March 6th.
						3/20/2019: A workshop will be held on 4/24 hosted by East Central Florida Regional Planning Council Contact: Fred Milch - 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.
						2/5/2020 - The Commission suggested that the EAB review the Evaluation and Appraisal Report and provide comments at the May RTCM.
Research availability and compensation for Building Officials	1/15/2020	2/19/2020		Commission	Town Manager	1/15/2020: The Commission approved the Safebuilt contract for one more year (5-0). Because Marc Meyers is retiring soon and their rates will be raised next renewal period, the Commission tasked the Town Manager with doing a salary survey for Building Officials and to determine availability.
Sediment Control	1/15/2020	2/19/2020		Commission	Building Department	1/15/2020: The Commission directed the Town Manager to determine if current controls were in effect and, if so, why they were not being implemented by the Building Official consistently.
						1/21/2020: The Building Official and Building Clerk spoke to all of the builders (regarding erosion control and the dirt in the street from vehicles) who are currently in progress with a new home. They are all going to inspect the street and if needed they will clean and put in measures to prevent (gravel, hay or sod). In the process of talking to the contractors it was emphasized that if measures weren't addressed in a timely manner (like the same day or the following day) that the projects would be shut down until corrections or clean-up was handled. They have all been very cooperative and willing to address any issues.

						1/22/2020: Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and Florida Building Codes (3307.1). Lifestyle Properties has cleaned the road as requested in front of the construction at 403 Poinsettia and has laid sod in the apron of the property as a barrier. They are inspecting and providing the same at their other site (225 Fourth).
Establish salary ranges	7/17/2019	2/19/2020		Commission	Town Manager	7/17/2019: Town Manager to conduct research and provide a salary range for each job in the Town.
						1/15/2020: The Town Manager asked that this be moved out another month.
Street paving and repaving plan	6/20/2018	2/19/2020		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.
						1/15/2020: The PW Supervisor and Town Manager are meeting with B.S.E. in February; they don't want to spend money on paving until the road are evaluated.
Infrastructure/Capital Items Spreadsheet	8/14/2019	2/19/2020		Mayor Simmons	Town Manager	8/14/2019: Each budget year, the capital items list is developed from scratch. The TM was instructed to develop a spreadsheet with long term maintenance/capital/infrastructure items to ensure consistency and visibility each budget term.
						1/15/2020: The Town Manager asked that this be moved out another month.
Code Enforcement Magistrate	8/21/2019	2/19/2020		Mayor Simmons	Town Manager Mascaro & Town Attorney	8/21/2019: Town Attorney Reppeger and Town Manager Mascaro weighed in on the efficiency of having a Special Magistrate instead of a Code Board; a Magistrate would streamline the process. The cost could be assessed to the resident and the Code would have to be changed. The cost runs between \$125 and \$150 per hour. The Town Manager was tasked with presenting options to the Commission about the handling of code hearings.
						9/18/2019: TA Reppeger said a code change will be required to change from Code Board to Special Magistrate enforcement. The Commission consented to having the TA move forward with writing an ordinance. The Mayor asked the TM to get in touch with the Code Board members, as a courtesy, to let them know the Commission is thinking about a Special Magistrate.

						11/20/2019: This item relates to the ordinance change and not the Special Magistrate agreement that will be revisited by the Commission at the December RTCM. The Town Attorney asked that this be moved out to January 2020.
						1/15/2020: The Town Attorney asked that this be moved out another month.
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 Indialantic how their meters affect businesses, develop a plan to designate resident only parking at beach accesses. Parking passes for street parking (one side only) will be revisited at the 8/21/2019 meeting.
						8/21/2019: The Town Manager reported what she had found out about parking kiosks. She talked to 3 vendors and 1 of them gave her a price of between \$6,800 - \$7,000 per kiosk. Payment can be made using several methods, upgrades are easy, fee amounts can be changed and there are a couple methods of enforcement. Bottom line, the kiosk can be tailored to our needs. Mayor Simmons said the project would have to be done concurrently with the resident only, end of street/street parking plan. The funds generated from kiosk parking must go back into improvements and maintenance of Ocean Park. The Town Manager will gather more information and this topic will be readdressed at the September 4th Workshop.
						9/18/2019: This was discussed at the 9/4 Workshop. Mayor Simmons provided a compilation of the comments he received regarding this matter and they were varied. We need to spell out to the residents why we are considering paid parking in different sections of Town. A survey should be developed that outlines the 3 options under consideration and why each one is being considered. Resident, end of street and Ocean Park parking should be presented as separate issues and presented to the residents in some fashion starting with identifying potential challenges. It's important for residents to know that the funds raised from the kiosks can only be used for OP maintenance. Public input is essential.
						10/16/2019: The Commission consented to having the Town Manager present a draft of the proposed survey at the November Workshop

						11/6/2019: At the November Workshop, the Commission discussed further what the survey should accomplish and how it should be structured (similar in format to the Beachcomber). The Commission agreed that on-street parking should be addressed first followed by a breakdown of expenses and potential income. An updated draft survey will be presented at the November 20th RTCM.
						11/20/2019: An update to the Beach parking survey was presented and discussed at this meeting. The matter was tabled until the December 18th meeting so input from the absent Commissioners could be heard.
						12/18/2019: The Commission voted 4-1 (Comm Walters dissenting) to send the survey to residents in mid-January giving them 30 days to respond.
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.
						12/18/2019: Town Manager Mascaro is confident she will get feedback regarding potential grants.
ADA Compliance	3/20/2019	2/19/2020		Commission	Town Clerk	3/20/2019: The TC reported that many counties and municipalities have been sued because their sites aren't ADA compliant. She disabled a lot of the files on our website and is researching what will be needed for us to be 100% compliant as we add content and as we republish older content.
						4/18/2019: Town Clerk is working with other municipalities to determine the best way to deal with compliance. There isn't a clear understanding of a protocol to follow and many entities that thought they are compliant are not. If the information is available to non-disabled people on a website but not available to disabled people, a lawsuit can be filed. If the information is not posted at all, we stand a better chance of not being targeted.

						6/26/2019: Estimates received for closed captioning would cost about \$16,000/year. Town Commission meeting audio is available online at Soundcloud.com. The problem still lies with the uncertainty involved in being 100% compliant; nobody quite knows how to determine compliance. Town Clerk is staying abreast of available information and possible solutions.
						12/18/2019: The Town Clerk reported that nothing has really changed regarding solutions to the ADA issue. Having a notice on the website saying we are updating our site to be compliant is now sufficient to fend off lawsuits. After our new agenda software is up and running, the TC will see how feasible it is to upload agenda packets (or partial packets). Currently, agendas and minutes are on the website and she'll be working on modifying the last 2 to 3 years of resolutions and ordinances for placement on the Town's website.
Sheds on corner lots	11/20/2019	3/5/2020		Commission	Town Attorney	11/20/2019: A resident asked about the Code restriction related to the placement of sheds on corner lots. After Commission discussion, the issue was placed on the Action List to discuss and perhaps address at a later date.
						12/18/2019: The Town Planner and staff have some options to address this issue that will be presented to the Planning & Zoning Board in January at which point the matter will be brought back to the Commission.
HR policy for social media retention.	7/17/2019	3/18/2020		Commission	Town Manager & Staff	7/17/2019: Town Manager to develop policy for social media retention
						1/15/2020: Town Manager has not made any progress on this issue. Asked for it to be moved out a couple months.
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 <i>Action List</i> .

						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: <ol style="list-style-type: none"> 1) check if the pipes in front of the property are clogged 2) check if expanding the drain will help 3) check to see if some type of resurfacing of that intersection would improve drainage 4) discuss other possibilities
						10/9/2018: Sent questions 2,3,4, to BSE and verifying question 1 response.
						11/9/2018: There are no blockages in the pipe or structures. The engineer has recommended previously to enlarge the drainage structure and survey the location for elevations. Can be addressed with BSE at December 5, 2018 workshop.
						12/10/2018: BSE made the presentation at the December Workshop and developed 2 options, both involve using First Avenue to remove some of the water off of Pine Street. B.S.E. to provide recommendations (financial, technical)
						12/19/2018: Awaiting input from B.S.E.
						1/11/2019: BSE had some issues in their analysis and the TM will report at the RTCM in January.
						1/23/2019: Scott Glaubitz will attend the workshop on February 6th to update the Commission on his findings.

						2/12/2019: BSE advised the initial plans to divert water to First Avenue was eliminated as a possibility since a cost effective design would not work. The proposal now is to increase the pipe size on Second Ave. and have a secondary pipe to handle the overflow to the river outfall. This issue will be on the agenda for the RTCM in February. No funding source exists at this time.
						2/20/2019: The Town does not have the funds to pay \$180,000 to fix the problem at 2nd/Pine. The issue will be readdressed once any FEMA money comes in or if other sources of funding dollars become available.
						3/6/2019: To be discussed during budget meetings.
						4/10/2019: At a meeting with BSE, they said digging a swale on the north side of 1st Avenue will reduce some of the water flow to 2nd Avenue. Public Works to price out equipment to do the digging.
						6/26/2019: The Public Works Supervisor explained the swale and french drain they installed at the NW corner of Pine/2nd to help mitigate the flow of water onto 2nd Avenue. It has helped but will not be enough help in a heavy downpour. To be discussed further at the August RTCM.
						8/21/2019: The Town Manager reported that after the swale was installed by Public Works, there has not been any water in the Wilborn's driveway after heavy rains. The standing water in the Wilborn's backyard is coming from a neighboring property. PW will continue to monitor and will improve the swale that's already installed.
						9/18/2019: No problems reported in this area during Dorian. No standing water or flooding seen. Public Works to continue monitoring. PW Supervisor to keep a log of observations at that location.

						10/16/2019: Public Works Supervisor Davis said he is still monitoring the area and it has remained dry. He said he'll continue to monitor though we are going into the dry season. The Mayor suggested after hurricane season that the issue be revisited every several months instead of monthly. The Town Manager met with Kate Wilborn who had gone to the open house at the corner of 1st and Pine; it is a total teardown due to water damage and mold. She thinks the value is about \$150,000 (she previously thought the Town should purchase the property for a retention area). Moving forward on a grant would be a good idea in case the property is still available if/when awarded. Revisit at November RTCM.
						11/20/2019: PW Supervisor ordered locates around 2nd & Pine prior to making a 10-12" retention half moon area on the corner.
						12/18/2019: The PW Supervisor completed the 10"-12' retention half moon area near the corner of 2nd and Pine. He was pleased about it's effectiveness after heavy rains. Will continue to monitor situation.
EAB projects for 2020	2/5/2020	4/15/2020		Commission	Environmental Advisory Board	2/5/2020: The Commission asked for EAB to provide them with a list of their projects for 2020 for budgeting purposes.
Bicentennial Park swale	2/5/2020	4/15/2020		Commission	Public Works	2/5/2020: The Commission asked for Public Works to develop a plan of action and to work with the Garden Club. That park would be a good candidate for a bioswale.
Stormwater management master plan & implementation	9/27/2017	4/15/2020		Commissioner Hoover	Staff	9/27/2017: In tandem with Commissioner Hoover's comprehensive plan for safe pedestrian and bike routes, a stormwater plan needs to be implemented. The Commission agreed by consensus to place this on the Action List.
						10/18/2017: The Commission agreed by consensus to discuss stormwater management at the November 1, 2017 Workshop.
						11/15/2017: At the December 6th Workshop, our engineering consultant, B.S.E., will be present to discuss the Town's stormwater issues.
						12/20/2017: B.S.E. is modifying the quote presented at the 12/6/17 meeting based on new material received from the Town that needs to be reviewed. Will present new findings at 1/10/18 Workshop.

						1/10/2018: B.S.E. reviewed boxes of new material and requested material from our last engineering firm. It was to be voted on at the 1/17/18 meeting how many hours we would grant B.S.E. to work on the three hotspots in Town
						1/17/2018: A vote (3-0) at this meeting granted B.S.E. up to 10 hours to evaluate the three hot spots located at Rosewood/Dogwood, Oak/Cherry and Andrews in order for them to develop a remediation plan.
						1/24/2018: BSE Inspected the three priority sites, two additional priority sites that developed (508 Riverside, Ave A & Riverside) both outfall lines, and two second tier sites (2nd & Pine, Poinsettia). BSE report was received on January 29, 2018.
						2/21/2018: Commission approved \$28,800 for engineering services to BSE for the 5 priority locations. The Commission also authorized up to 18 hours of engineering fees to BSE to review new material and documents from the former engineer.
						2/22/2018 communication to BSE relaying the approval and requesting a time-line.
						4/12/2018: Received communication on Andrews Drive project that the surface drainage solution would not work due to the amount of water that needed draining. The existing pipe will be video taped and forwarded to BSE. The remaining Tier one projects are progressing and we should have some answers week of 4/16. The baffle boxes are scheduled for cleaning on April 25 and 26. Public Works will be repairing a surface outflow on Third Avenue at the River.
						4/25/2018: Video equipment could not be utilized due to severe blockage in pipe on Andrews Drive. The Vacuum truck worked for six hours and was not able to remove all of the blockage. BSE will meet with the Town during week of May 14th to discuss options.
						5/9/2018: RFP was advertised for two projects, Oak south of Cherry and Rosewood at Dogwood with scheduled bid opening for May 24th.
						5/10/2018: Public Works crew completed surface trench work on Third Ave at the River for the storm water sewer.
						6/14/2018 - Two project bids are on the agenda for the June RTCM as well as the approval for Andrews.
						7/13/2018: The project started this week on Rosewood at Dogwood and the project on Oak south of Cherry will start on July 19, 2018.
						7/18/2018: Town Manager was tasked with getting a Master Stormwater Plan from B.S.E. with associated cost.

					8/9/2018: The original project at Rosewood and Dogwood is complete. Three underground drains are being installed because of the high water table at the location.
					9/12/2018: A new roadway collapse happened at Rosewood and Elm which will start repairs on Monday 9/17/2018.
					10/11/2018: BSE will start on the updates to the master plan once the current projects are completed and Cherry at Rosewood is analyzed.
					10/17/2018: BSE to discuss at November 7th Workshop
					11/9/2018: Meeting moved to December 5, 2018
					12/10/2018: The master plan will be worked on at a later date after current projects have been completed.
					12/19/2018: Commission decided to move this out until April 2019
					2/12/2019: The engineer, Finance, and the TM have recommended not to move forward for financial reasons until FEMA reimbursements have been received. Request review in June, 2019.
					6/26/2019: The FEMA money has not been received. Commission consent to revisit at August RTCM.
					8/21/2019: Town Manager Mascaro said we haven't received enough of the FEMA reimbursement funds to give B.S.E. the go ahead to work on a master plan. Vice Mayor Hoover said he'd like to wait until we receive the study results from ECFRPC (funded by a grant we received from DEP) and then have them collaborate with B.S.E.
					9/18/2019: TM is hoping to receive more FEMA 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.
					1/15/2020: TM has started the process to move forward with a stormwater plan. This will be touched at the April RTCM but we're waiting for the study results from ECFRPC that are expected in June 2020.

Fire Tax briefings	6/26/2019	2/3/2021		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.
						2/5/2020: The Town Commission decided to push out this action item until they can determine how effective the stipend plan was.