



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

August 5, 2020

AGENDA PACKET



Town of Melbourne Beach

AGENDA

TOWN COMMISSION WORKSHOP

WEDNESDAY, AUGUST 5, 2020

**IMMEDIATELY FOLLOWING THE
6 p.m. SPECIAL TOWN COMMISSION MEETING**

MASNY ROOM, 507 OCEAN AVENUE

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

PUBLIC NOTICE

The Town Commission will conduct a TOWN COMMISSION WORKSHOP on Wednesday, August 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 Jennifer Torres

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. Presentation**
- V. Public Comment**

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

VI. Old Business

- A. Discussion, update and review of the resident permit parking program – Town Manager Mascaro
- B. Review Documents at 9% Millage Rate, an Increase of \$103,073 Over Previously discussed figure.

VII. Adjournment

Attachments:	N/A
Date Prepared:	07/31/2020
Prepared By:	Town Manager Mascaro, Mayor Simmons
Meeting Date:	August 5, 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:	Permit Parking Program
Recommended Action:	Discussion, update and review of the resident permit parking program
Background Information:	General update on permit parking program

Attachments:	Updated Millage Calculation Page, Updated Revenues and Expenditures Page, Updated Statement of Revenues Page
Date Prepared:	7/31/2020
Prepared By:	Elizabeth Mascaro
Meeting Date:	8/5/2020

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:	FY21 Budget –Ad Valorem Revenue Increase Due to Higher Than Anticipated Roll Back Rate from the Florida Dept. of Revenue
Recommended Action:	Review Documents at 9% Millage Rate, an Increase of \$103,073 Over Previously discussed figure.
Background Information:	Town received preliminary figures from State for calculating roll back and millage rates. Town received updated and final roll back and millage rate. The roll back rate increased from 4.1295 to 4.3414. The increase to the roll back increased the amount of Ad Valorem taxes the Town would receive at a 9% millage increase. The Commission had previously directed me to place any overage in the Stormwater Fund, which I have done.

TOWN OF MELBOURNE BEACH, FLORIDA			
MILLAGE PROCEEDS CALCULATIONS			
FY21 PROPOSED BUDGET - AD VALOREM REVENUE GENERATION			
Roll Back Rate:	4.3414	Gross Taxable Value	\$454,910,218
Millage Rate		Percent Change	100% Proceeds
4.3414	Rolled Back Rate (100%)		1,954,811
4.4282	2% change over roll back		2,014,446
4.4716	3% change over roll back		2,034,196
4.5151	4% change over roll back		2,053,945
4.5585	5% change over roll back		2,073,695
4.6019	6% change over roll back		2,093,444
4.6453	7% change over roll back		2,113,194
4.6887	8% change over roll back		2,132,943
4.7321	9% change over roll back		2,152,692
4.7755	10% change over roll back		2,172,442
Prior FY 2020			
Prior Year Actual	FY20		\$1,954,811
Stormwater Bond Calculation FY21			
Gross Taxable Value		\$455,660,218	
	Millage Rate	97% Proceeds	
	0.9999	\$441,946	
FY21 at Voted Proposed Millage:			
Budget at 97%		FY21	\$ 2,088,111
Proceeds 100%		FY21	2,152,692
Roll Back Rate			4.3414
Majority Vote Rate			4.4812
2/3 Vote			4.9293
Proposed millage			4.7321

NOTES:

Note to Residents: "Maximum Millage" is a specific term the Town uses according to the State Department of Revenue in order for the Town to be "Truth in Millage" (TRIM) compliant. The term "maximum millage" does not imply that the Town Commission will be levying the maximum taxes to the citizens of Melbourne Beach. At the appropriate meeting, the Town Commission sets an amount (a maximum millage) that the Town cannot go over for the final budget. The Town Commission can come down from the maximum millage amount when determining the final budget, but cannot go over this amount for any reason.

TRIM DR 420 - Brevard County & DOR values		
Current Year Real Property	1	450,753,351
Current Year Personal Prop	2	4,156,867
Centrally Assessed	3	
Current Year Gross Taxable	4	454,910,218
New Taxable over 115%	5	4,640,784
Gross Taxable Adjusted Value	6	450,269,434
Prior Year Final GTV	7	431,144,880
Adjusted Taxable Value	8	
Levy Debt Service? Yes	9	
Prior year millage	10	4.5340
PY Proceeds	11	1,954,811
Previous Applied/Paid	12	0
Adj PY Proceeds	13	1,954,811
Dedicated TIF	14	0
Adj CY Taxable Value	15	450,269,434
Rolled back rate	16	4.3414
Proposed Millage (MM)	17	4.7321
Total Taxes at Proposed	18	2,088,111
True Municipality	19	
Authority Proposed	20	
Not County No	21	
Prior Year Proceeds	22	1,954,811
CY Rolled-back	23	4.3414
CY Rolled-back taxes	24	1,954,811
Total Taxes at Proposed	25	2,088,111
CY Proposed millage	26	4.7321
CY Proposed as % change	27	9.00%

TOWN OF MELBOURNE BEACH							
GENERAL FUND #001							
STATEMENT OF REVENUES AND EXPENDITURES							
2020-21 BUDGET (Fiscal Year 2021)							
Department Funds & Descriptions	FY17 Budget Voted 4,1584	FY18 Budget Voted 4,2766	FY19 Budget 4,3885	FY 20 Budget 4,5340	FY 21 Budget 4,7321	Long Term Capital Items	Total Expense
REVENUE							
Taxes ACTUAL	2,215,833	2,358,891	2,477,258	2,677,373	2,834,797		
Licenses & Permits	116,050	124,650	152,700	177,835	161,300		
Intergovernmental	250,363	259,700	266,600	313,900	298,400		
Services	25,900	18,635	60,000	87,850	114,175		
Fines & Forfeitures	12,150	15,750	15,750	13,100	10,425		
Miscellaneous Income	88,149	59,749	101,152	81,200	50,212		
TOTAL REVENUE	2,708,445	2,837,375	3,073,460	3,351,258	3,469,309		
EXPENDITURES							
GENERAL GOVERNMENT							
Legislative (11)	104,453	112,312	117,995	171,624	164,476		
Executive (12)	139,118	138,594	154,325	119,988	130,551		
Finance (13)	101,680	111,197	116,070	107,009	115,161		
Legal Counsel (14)	77,575	77,575	64,575	81,500	98,250		
Comprehensive Planning (15)	26,000	26,000	18,000	67,500	28,000		
General Services (19)	331,883	403,521	331,550	517,838	454,305	90,000	544,305
Public Works (41)	288,670	326,385	353,578	322,430	299,676	10,000	309,676
Parks & Recreation (72)	11,525	60,650	63,950	11,800	12,350		
Ryckman Park - New					17,214	6000	23214
TOTAL GENERAL GOVERNMENT	1,080,904	1,256,234	1,220,043	1,399,689	1,319,983		
PUBLIC SAFETY							
Law Enforcement (21)	1,052,584	1,088,769	1,123,894	1,164,187	1,173,071	4,000	1,177,071
Fire Control (22)	208,925	207,266	225,979	342,350	306,813	27,000	333,813
Bldg. Dept. (125)	160,776	146,514	193,093	234,131	247,909		
Code Enforcement (29)	16,135	9,039	17,476	17,023	18,016		
TOTAL PUBLIC SAFETY	1,438,420	1,451,588	1,560,442	1,757,691	1,745,809		
OTHER							
Transfer to Long Term Capital Fund (19)				31,578	90,000	Capital Items	
Transfer to Long Term Capital Fund (21)				16,500	4,000	Capital Items	
Transfer to Long Term Capital Fund (22)				28,500	27,000	Capital Items	
Transfer to Long Term Capital Fund (41)					10,000	Capital Items	
Transfer to Long Term Capital Fund (72)					6,000	Capital Items	
Transfer to Muni Bond Debt Service 201	189,121	129,553	126,250	116,700	111,003		
Transfer to Bldg Dept Edu Fund 124				600	600	Offset by Building Revenue	
Transfer to Stormwater Fund 341					154,914		
TOTAL OTHER TRANSFERS	189,121	129,553	126,250	193,878	403,517		
TOTAL EXPENSES	2,708,445	2,837,375	2,906,735	3,351,258	3,469,309		
REVENUES OVER EXPENDITURES	0	0	166,725	-	-		
BALANCED BUDGET FINAL							

\$103,073 Increase

TOWN OF MELBOURNE BEACH						
GENERAL FUND #001						
STATEMENT OF REVENUES						
2020-21 BUDGET						
REVENUE	Departments, Funds & Descriptions	FY17 Budget Actual	FY18 Actual	FY19 Budget	FY20 Budget	FY21 Budget
	TAXES	Voted 4,1584	Voted 4,2766	Voted 4,3885	Voted 4,534	4,7321
001-00-311.00.00	Ad Valorem Taxes (budgeted at 97%)	1,473,320	1,547,373	1,739,220	1,897,373	2,088,111
001-00-312.41.00	Local Option County Gas Tax	66,853	58,280	51,000	81,000	70,450
001-00-314.10.00	Utility Services Tax FPL	239,049	248,158	245,000	243,000	239,000
001-00-314.30.00	Utility Services Tax Water	55,418	52,834	52,500	52,500	52,300
001-00-314.40.10	Utility Services Tax Gas-AmeriGas	5,743	7,420	6,300	6,800	6,500
001-00-314.40.20	Utility Service Tax Gas -Suburban	1,138	1,284	1,200	1,100	1,300
001-00-314.40.30	Utility Service Tax Gas-Ferrell	2,809	3,504	3,000	3,500	3,800
001-00-315.00.00	Communication Service Tax	124,609	130,963	129,000	135,000	102,300
001-00-316.00.00	Business Tax	14,873	13,905	14,500	14,500	13,500
001-00-323.10.00	Franchise Fees FPL	179,755	190,331	150,000	182,500	164,500
001-00-323.70.00	Franchise Fees Solid Waste Residential	40,211	33,284	40,338	4,200	38,000
001-00-323.70.10	Franchise Fee Solid Waste Commercial	13,909	11,915	12,700	13,400	14,500
001-21-312.52.00	Insurance Premium Tax			32,500	42,500	40,536
	Brevard County Tax Escrow		49,871			-
	TOTAL TAXES	2,217,687	2,349,122	2,477,258	2,677,373	2,834,797
	LICENSES & PERMITS					
125-24-322.10.00	Zoning Site Plan Reviews	7,788	7600	6,000	6,000	4,000
125-24-329.00.10	BOA Variance Fees	1,573	1303	1,800	1,500	1,000
125-24-322.31.00	Advertising Costs	1,224		800	1,000	800
001-22-322.30.00	Fire Inspections	6,690	6735	6,100	6,500	6,500
125-24-322.00.00	Building Permits	113,120	159670	130,000	140,000	142,000
125-24-322.20.00	Building Plan Review	6,300	7820	6,500	20,335	5,000
125-24-329.00.00	Other Licenses	1,095	2415	1,500	2,500	2,000
	TOTAL LICENSES & PERMITS	137,790	185,543	152,700	177,835	161,300
	INTERGOVERNMENTAL					
001-00-332.12.00	FEMA Hurricanes	68,000	0	0		25,000
001-00-334.10.00	State FEMA					5,000
001-00-334.20.00	DEP Grant				39,500	
001-00-335.12.00	State Revenue Sharing Proceeds	80,766	75,200	79,500	82,500	78,000
001-00-335.15.00	Alcoholic Beverage Licenses	3,595	4,127	4,100	4,100	4,400
001-00-335.18.00	Half Cent Sales Tax Local Gov.	180,296	189,249	183,000	187,800	186,000
	TOTAL INTERGOVERNMENTAL	332,657	268,576	266,600	313,900	298,400
	SERVICES					
001-21-347.90.01	Special Events Law Enforcement	800	1200	1,000	800	1,500
001-21-337.20.00	Law Enforcement MOU School Board BC		13000	39,000	52,000	57,000
001-22-347.90.01	Special Events Fire	0	0	-	1,200	2,000
001-41-347.90.01	Special Events Public Works	0	150	100	10,000	
001-72-329.00.00	Special Recreational Permits	50	75	-	50	75
001-72-347.41.00	Founders Day	6,060	8639	9,730	10,000	10,000
001-72-347.50.00	Recreation Facilities	9,864	11590	13,000	13,000	5,000
001-72-347.72.00	Parking Revenue Ryckman Park					37,000
001-72-366.47.03	Community Donations (Park Benches)	823		800	800	1,600
001-72-366.47.04	Melbch Tennis Donations	0	0	-	-	
	TOTAL SERVICES	17,597	34,654	63,630	87,850	114,175
	FINES & FORFEITURES					
001-21-351.00.00	Fines-Law Enforcement	7,101	6044	10,000	7,000	5,600
001-21-351.13.00	Parking Tickets	1,710	2014	1,700	2,500	2,700
001-21-351.13.10	Accident Reports					125
125-24-354.00.00	Fines-Local Ordinance Violation	6,136	5852	3,500	3,500	2,000
001-29-359.00.00	Fines-Code Fines & Forfeitures	579		550	100	-
	TOTAL FINES & FORFEITURES	15,526	13,910	15,750	13,100	10,425
	MISCELLANEOUS INCOME					
001-00-381.00.00	Transfer from Reserves	0	0	-	-	
001-00-381.00.00	Transfers In (Building Dept. Assessments)	18,000	18000	18,000	18,000	18,000
001-00-361.10.00	Interest on Investments	4,721	14658	14,000	24,000	7,400
001-00-366.21.00	Donations	75	1521	-	1,000	-
001-00-369.00.00	Miscellaneous Revenue	14,978	13348	15,000	15,000	5,000
001-21-337.25.01	State LE Computer Grant	1,000	1100	1,000	1,000	1,000
001-21-337.90.01	Other Grants	0	0	-		
001-21-364.10.00	Disposal of Assets - Vehicles (Police Dept.)	250	0	-		
001-21-364.20.00	Disposal of Assets - Other (Police Dept.)	0	0	-		
001-21-366.21.01	Donations-Law Enforcement	78	0	150		
001-21-369.00.00	Miscellaneous Revenue (Law Enforcement)	1,200	191	-		100
001-21-383.64.01	Capital Lease Law Enforcement	30,953	0	30,953		
001-22-327.90.01	Grant Revenue (Fire)	118,277	0	-		
001-22-337.90.02	Fire Corporation (Mini Pumper& Truck D-58)	21,648	21647	21,649	21,700	15,462
001-22-364.10.00	Disposal of Assets-Vehicles (Fire)	0	0	-		
001-22-364.20.00	Disposal of Assets-Other (Fire)	100	100	100	250	250
001-22-369.00.00	Miscellaneous Revenue (Fire)	390	300	300		3,000
001-41-364.10.00	Disposal of Assets (Public Works)	0	0	-	250	
001-41-369.00.00	Miscellaneous Revenue (Public Works)	150	0	-	-	
125-24-369.00.00	Miscellaneous Revenue (Building Dept.)	0	0	-	-	
	TOTAL MISCELLANEOUS	211,820	70,865	101,152	81,200	50,212
	TOTAL REVENUES	2,933,077	2,922,670	3,077,090	3,351,258	3,469,309

118,051

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COVID-19