



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

November 17, 2021

AGENDA PACKET

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Town of Melbourne Beach
REGULAR TOWN COMMISSION MEETING
NOVEMBER 17, 2021 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE

AGENDA

**The Town Commission will conduct a Regular Town Commission Meeting
on Wednesday November 17, 2021 in the Community Center
to address the items below**

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Finance Manager Jennifer Kerr
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.

- 1. Call to Order – Led by Mayor Hoover**
- 2. Roll Call**
- 3. Pledge of Allegiance and Moment of Silence**
- 4. Presentations**
 - A. Acknowledgement of Commissioner Walters service
 - B. Administration of Oath of Office to newly elected member of the Town Commission
- 5. Discussion and Consideration of Vote to Appoint**
 - A. Review and discussion related to three candidates under consideration for a one-year-term appointment to fill one open seat as Town Commissioner.
- 6. Boards and Committees**

7. 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.

8. Approval of the Agenda

9. Consent Agenda

- A. Approval of October 20, 2021 RTCM Draft Minutes
- B. Site Plan Approval for 303 Riverside Drive

10. Public Hearings

- A. Second Reading of Ordinance 2021-05: An Ordinance of the Town of Melbourne Beach, Brevard County, Florida amending various sections of the Code of Melbourne Beach Related to the Fire Department, Protection and Prevention – Town Attorney Repperger

11. Old Business

- A. Consideration of Installation of Second Parking Kiosk on Ocean Avenue at Ryckman Park – Town Manager Mascaro
- B. Consideration of Charging Station for Electric Vehicles – Town Manager Mascaro
- C. Consideration of Design Proposal for Exterior Façade on Shopping Center – Town Manager Mascaro
- D. Consideration of Extension of Outdoor Seating for Town Business– Commissioner Runte

12. New Business

- A. Consideration of Solutions to Address Vandalism at Pier – Commissioner Runte
- B. Consideration of Proposed Budget Amendment Resolution 2021-16 – Finance Manager Kerr
- C. Consideration of Proposed Budget Amendment Resolution 2021-17 – Finance Manager Kerr

12. 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

13. Town Commission Comments

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

14. Adjournment

Town Commission Meeting Agenda Item

Section: Presentations

Meeting Date: November 17, 2021

Subject: Acknowledge Commissioner Steve Walters service.

Background Information

Commissioner Walters has served the Commission for many years and his term is now expired.

Recommendation:

Acknowledge Commissioner Steve Walters service.

Town Commission Meeting Agenda Item

Section: Presentations

Meeting Date: November 18, 2020

Subject: Administration of Oath of Office to newly elected member of the Town Commission

Submitted By: Town Clerk Torres

Background Information:

Having been duly certified:

- Sherrie Quarrie will be sworn in as Commissioner, Town of Melbourne Beach, for a (3) year-term.

Attachments: None

Town Commission Meeting Agenda Item

Section: Discussion & Vote

Meeting Date: November 17, 2021

Subject: Town Commission Appointment

Review three candidates under consideration for a one-year-term appointment to fill one open seat as Town Commissioner.

Background Information: In the 2021 Election cycle there were two candidates who submitted paperwork for two open seats. Of the two candidates who submitted qualifying paperwork, one candidate qualified. The other did not, leaving one Commission seat open and up for appointment (by vote of the Commission if desired) for a one-year-term

Recommendation: Consider appointment of one candidate for a one-year-term as Town Commissioner.

Attachments:

- Gary "David" McClure
- Marivi Walker
- Katherine Wilborn

Gary
“David”
McClure

Dear Town Manager (cc Town Commissioners),

My name is Gary “David” McClure, and I would like to present myself for consideration as a candidate for appointment to Town Commission.

My intent in this note is to present my qualifications and background information about me; to prove I am a qualified and desirable candidate to serve the Town. But beyond this note is my hope that you (Commissioners) will also want to meet with me to become acquainted, (individually or as a group) so that I may further prove my candidacy, or that I may answer any questions you may have, in hopes that I may win your vote to join the Town Commission.

I am a registered voter in Melbourne Beach.

I have been a resident and homeowner in Melbourne Beach since 2008. I moved here with a work-from-home internet job that enabled me to leave Colorado winters behind, and I selected Melbourne Beach—specifically—after a research trip during which I drove the full-length of east coast Florida on A1A and considered all communities. I had the whole of the Atlantic coast of Florida under consideration, and I selected Melbourne Beach because I recognized and appreciated its unique qualities.

I selected Melbourne Beach right after the Walgreen debacle concluded, having followed the news and observed the community spirit that united to find a voice that ultimately ended the box store that would have ruined the Town. And that community involvement and that victory cemented my decision. I moved here with the plan and intent to make Melbourne Beach my permanent home, including for my retirement years.

I love the special qualities of MB as the gem of Beachside, and I feel, as a homeowner with vested interests in maintaining the quality lifestyle of MB, that it is time for me to make a greater effort to help defend the Town’s rare qualities, which I do believe are under increasing threat by the overwhelming growth boom in South Beaches.

Increasing population is a challenge to the “Mellow Mel Beach” lifestyle, but properly managed over the longer term, it also presents OPPORTUNITIES to improve the character of town and its business services for residents.

I myself am a now a business owner with a business based in Palm Beach County, but I reside here in MB full-time. I operate my business three days a week on location in PB County, and then from my laptop for the majority of the week here in MB. What could be better than seeing the sunrise while standing on the beach almost every day of the week? As a point of reference, I am in Town of Palm Beach frequently, and keenly observe many aspects of town management which support its exceptional desirability. Of course Palm Beach is very different from Melbourne Beach. I PREFER Melbourne Beach and would never want Melbourne Beach to become Palm Beach, but as in all circumstances, we can learn things from exposure to other places. It is rewarding experience for me every time I come home to Melbourne Beach, with its peacefulness, beauty—and quiet.

In my business and recreational endeavors, I had the opportunity to be responsible for project management, deadline management, participating in consensus team-based solutions both as a team member and as a leader. I have initiated and managed “from-scratch” recreational activities, such as a new multi-category amateur bike race in Greenwich, Connecticut which involved weeks of preparatory meetings and logistics coordination with Town police, a National Cyclist Association, individual cyclists, communication with residents affected along race course route.

I appreciate history, having lived in the historic revolutionary towns of Lincoln, Concord and Acton, Massachusetts (yes, all three individually), through grade school and high school. I acquired a love of history, and was also exposed to the strong tradition of civic participation and civic duty, even responsibility. In fact, I was an Editor of my junior high school newsletter and served as Head of Activities on my high school student government. I have lived throughout New England at different times in as an adult, but also in Detroit suburbs, a rural Kansas town of 10,000 population, and a small Colorado town of 5,000 which more than doubles during its “season” which is Summertime... a similar dynamic to our own here in MB but to a greater degree. I attended some town meetings there, am especially familiar with traffic concerns and the process of solution-finding and with the dynamic of a large influx of visitors. Aspen was the last town where I resided before moving here, where I again worked on one of the two newspapers (as production mgr) and a lifestyle magazine (as an art director, which was also the position I held for the majority of my early career in NYC at various publications). I left the mountains with the job that allowed me—by choice—to move to the beach, Melbourne Beach.

I am well-aware of and appreciate the history of Melbourne Beach, the first town on the beachside, and have walked through Ryckman park and along the pier and RR track monuments at each end of Ocean Av and reflected many times upon those early days. In fact, I am fortunate enough to have well water for my landscape plantings from one of the deep wells that was sunk when Wilcox Plat was a pineapple grove.

About six years ago, I relocated temporarily to Palm Beach County for economic reasons. I retained ownership of my Melbourne Beach home for subsequent return. In the interim, I rented out my home in Melbourne Beach as a vacation rental, managed it myself (with return weekly maintenance trips) as a fully-registered, legal, collecting and paying lodging, local, county and state taxes. I was well-informed with, and I abided by (diligently), the laws of Town and County. When I restored my permanent residency in my home here about three years ago I subsequently halted the vacation rental before the recent revisions to rules regarding vacation rentals in Town, and, having read the details of the changes (out of curiosity, though no longer applicable to me), I think the decisions that were reached to add safety and greater tax compliance to vacation rentals was equitable to all sides.

I believe this experience and familiarity with a somewhat contentious issue in Town also supports my candidacy as proof of my awareness of laws, compliance, and of being generally informed about issues before the Town.

Town Themes and Concerns which interest me:

*Protecting the rare and uniquely-valuable small-town lifestyle of Town.

*Encouraging and enabling the economic vibrance of the Ocean Av commercial corridor.

*Strong support of Police Dept, diligent patrolling and strict respect for traffic rules.

*Emphasis and support for content-laden channels of outreach to Town residents, informing and encouraging participation in Town activities and making use of Town services.

*Attentive traffic management through Town and throughout Town; especially given the growth and building boom in South Beaches.

I would describe myself as fiscally conservative. I tend toward libertarian principles, which I see as emphasizing individual rights and a minimalist approach to government, but I do also believe strongly in collaborative and community-based decision making. I believe that “carefully-managed growth” is the most effective approach to town solutions (in general). I do not believe in EXCLUSIVELY laissez-faire market-based free for-all, but I DO believe that enabling free-market impulses lead to better societies and well-being for citizens.

I am used to the process of developing consensus in favor (or against) positions, and that I value participatory and fully-engaged fact-finding and discussion, and I take pride in all decisions reached by majority consensus and have no “personal” stake in discussions beyond doing my best to contribute to the dynamics of a respectful group discussion. Be assured, I approach new subjects with a neutral and open mind. I am fair-minded and highly respectful of colleagues—and neighbors.

I have a participatory social manner, and when I form an opinion I have reasons for doing so, but I also have a high respect of others’ opinions and positions as supported by sound arguments.

I am a strong supporter of community standards, enforcement of existing laws, supporter of law enforcement, and of fomenting a town culture and community dynamic in which all residents feel town is being well managed, and their tax dollars are being spent in a very fiscally prudent and attentive way.

In summation, I’ve had the opportunity to observe town management in several different types of small towns; and I’ve seen community, lifestyle, building and traffic principles which could also benefit us if put in place here in Melbourne Beach.

I believe I would make a valuable contribution to Town as a Commissioner, and I ask for your consideration for the opportunity to join the Commission and serve Town residents.

Thank you for your consideration, and I look forward to the prospect of meeting with you.

Best Regards,
David McClure
401 2nd Av
561-633-9353

David McClure candidacy for appointment to Town Commission—Part 2

In furtherance of my candidacy for appointment to the Commission, as an addendum to my prior letter of 10/13/2021, I would like to elaborate on a few ideas and topics that are top-of-mind:

VISION PLAN

I believe Town could benefit from a formal Vision Plan statement produced by town workshop with the participation of interested residents in a process. The goal would be to produce a one-page summary statement, by consensus, with citizen participation, limited to a single page, which would identify Town's top three forward-looking concerns, priorities or goals over a 3-5 year horizon. This document would serve as a reference guide to assess future specific initiatives, and to see if they fit to stated goals,, or whether evolving consensus indicates that Vision Plan is somehow lacking, or inaccurate. (This may already exist... but I could not find on Town website. If exists, should be prominent)

^[1]_{SEP}OCEAN AV

Perhaps Commission could place an additional emphasis on creating or changing restrictions or conditions which would enable 'organic' improvements to our Ocean Av experience... our "downtown". I have heard recent comments from Commission meetings which indicate that this is an active current subject. I believe Comm Runte has pointed out that our Building Code is out of date and perhaps confusing... I have also hear Comm Walters comment that Code was revised in

lengthy process as recently as two years ago. Whatever the situation (and I understand it is an evolving situation), I support Commission's desire to create conditions which would resolve underutilized (empty) commercial venues, AND with a goal to make downtown a more vibrant zone. At the moment, due to traffic dynamics, it suffers from a "highway" atmosphere. (And I understand that plans may be underway to improve this). I am NOT explicitly suggesting unbridled commercial growth... but I believe it is apparent to all residents that structures which sit empty or unused are not only an eyesore, but are actually harmful to community vitality.

COMMUNICATION CHANNELS

Communication channels to Town Residents are critical. Emailed newsletter is current best channel for all organizations public or private. Embedded email links 'point back' to town website calendar of individual listing information. Minimize communication on facebook... long term effort to convert people into email sign-up,

Not all resident have facebook accounts... Not all people use facebook... not all people LIKE facebook. Facebook channel should be a secondary channel

Email resident sign-up for communications should be in a prominent place on home page of town website (home page footer widget is currently most-successful). The monthly newsletter—exclusively in email format—should promote upcoming town events summarize topics that are currently before the commission, contain a very brief report from Police Dept, other departments. It should not require a computer to view—as the current format does require—web content that is reformatted to appear to be a page turning magazine.

Parks and Rec could and should have a much more accessible presence on town website. (I could not find any information on tennis courts, bocce ball courts, playground, etc). All recreational options—including featuring Ocean Park Beach—are critical to resident “Pride of Place”.

TUESDAY CRUISEDAY

Not my own idea... a national phenomenon. Tuesday Cruiseday are late-day daylight group bike rides through town neighborhoods. Sunset Bike Ride starting at Ryckman Park, riding through neighborhood streets, ending at Pier for sunset. I personally would be happy to organize and promote, regardless of appointment to Commission.

BEAUTIFUL MEL BEACH

Beautification and Pride of Place is critical.

How can Commission encourage some uninspired residents to keep better landscaping? Block competition? Reward (garden store gift?)? Public praise? Party?

PRIDE OF PLACE

Twice-a-year, town clean-up Weekends. I understand that residents are already burdened the weekly landscape maintenance required in this sub-tropical environment... but a defined a promoted date is helpful. Big push, maybe organized by all Garden Departments.

IMMEDIATE CONCERNS

HEAVY CONSTRUCTION TRUCKS VIOLATIONS ON NO-

TRUCKS-ALLOWED ON OAK STREET

I have written previously on this subject, so won't recount in full. However, I have given several hours' thought to at least dozen ways to address this unsafe and neighborhood-destroying situation, and would be happy to elaborate at future opportunity. Solution options, In brief:

traffic-controlling road re-design, 'pinch points', 'road furniture' (these decades-old solutions have been implemented successfully worldwide, it's not a new issue)

new signage in better locations

paver cross walks on Oak St

new speed: 25 mph (current speed limit is 30, yet drivers go 40)

Active patrol car at north end (Osceola Building)

Active patrol car at south end (Flutie Athletic Complex)

additional "no trucks" signage in the correct positions (BEFORE entry to Oak St)

permanent speed signboard attached to existing utility pole

re-striping to narrower lanes

speed tables

adjust traffic light pattern, (mimic riverside/5th av Indialantic

where cars on one side of light are allowed to proceed while

opposite side is fully held. Our current southbound light timing

ENCOURAGES violations, and northbound encourages

shortcuts through residential streets)

cam technology

posted penalties and higher fines

crosswalks on Oak St

stop signs (problematic unless they are evenly distributed to deter "avoidance")

Permanent parking pad for patrol car at midway bend for patrol car.

... many more

REDUCING LAGOON WATER QUALITY DEGRADATION

I understand and agree with the concerns regarding chemical pollution entering the Lagoon, and I believe we have a responsibility as citizens to address the problem that density and a lack of understanding about its effects has enabled...

HOWEVER, I believe we should re-evaluate the swale project. I am worried the swales are looking more like ditches, and the more of them that are implemented will have having an unappealing effect on town street views—and more importantly in the case of individual house lots, are actually UN-workable. Two side-by-side lots which are redeveloped under the new swale requirements will end up with landscapes that look like waterslides at a theme park. (See my attached photos of 409 2nd Av) A quick view of the landscape that was required for the new residence at 409 2nd Av, as required by the building-footprint-to-lot-size ratio, resulted in deep drainage ditches on either side of the house, cresting at the property line. A quick glance will make clear that when the same requirement is executed at the lots on either side if they are re-developed, the streetscape will resemble nothing so much as ditches.

Lastly, I understand that many of my thoughts and ideas which require resident participation are not new. Yet if so, i am unaware of them. I would naturally be please to discuss any or all topics with individual Commissioners, or engage in discussion at upcoming Town Commission Meeting.

Marivi Walker

Ms. Mascaro

In August I submitted my packet to be considered as a candidate for the Town of Melbourne Beach Commissioner. Unfortunately, due to an error in the dates of when I opened my campaign account and when I obtained constituent signatures, my packet was not accepted. Therefore, I would like to reiterate my interest in this position. I have taken the time to meet one on one with all the council members and I feel that they have a good idea of who I am.

My husband and I moved to Melbourne Beach in 2010 after 24 years of serving as an officer in the US Army. We were looking for a small quiet town in which to start the second part of our lives and ultimately retire. We were looking to replicate what we had found years earlier in South Florida. Our son and our daughter enrolled in local middle and high schools. Within a year I was fortunate enough to be hired by Florida Tech as an assistant director for international admission where I traveled six months out of the year recruiting international students for the university at the undergraduate level. Part of my duty was to showcase how wonderful it is to live in Brevard County. About two years ago I was promoted to associate director for graduate admission and in this role, I have the honor of working with the incredible global corporations within the county and of course with students nationwide and worldwide looking to obtain an advanced degree at Florida Tech. I was always interested in the progress of the Town of Melbourne Beach because I feel as if it is a jewel and I wanted to make sure that it was on the right path. I tried to attend town meetings as best as I could. Now that both my children have graduated college and since my current role does not require extensive travel, I decided it's the right time to pursue my interest in the future of the Town of Melbourne Beach.

In the mid-1990s we lived on an island off Miami and at that time I had my first taste of being involved in the growing pains of our small village. What was important to me then is important to me now. I wanted to maintain the low density of our island but at the same time allow for avenues to make our local businesses thrive economically. I wanted to update features such as landscaping, roads, sidewalks, and lighting to bring it to a more updated and modern path versus what it was like from its inception in the 1950s. However, I wanted this to be done in a very intentional and purposeful manner to maintain the charm and again low density of the island. I wanted it to be a place for people, to walk, ride their bikes, push strollers – a true village – but in the modern era. I wanted to maintain taxes as low as possible still allow the budget to have a plan forward for

all necessary upgrades etc. And finally, I wanted to make sure that we preserved our nature, our environmental regulations, the beauty of our wildlife, flora, and fauna. All these are my main interests if I can be a part of the Council.

What I bring to the table is a multicultural, multilingual background. I have traveled and lived in many places and have seen a great deal. I work very well in group situations and I am a very good listener. I am hardworking, and I am self-motivated. I believe this is the perfect time in my life to do this and I'm excited to be part of the future of the Town of Melbourne Beach. I hope the current Council will positively consider my candidacy. Please share this email and attachment with them.

Respectfully,

Marivi Walker

511 Riverside Dr

Melbourne Beach FL 32951

Marivi Walker

511 RIVERSIDE DR. MELBOURNE BEACH FL 32951 321|505-8727

Education

BS Biology, **Boston College**, Boston, MA
MBA, **Nova Southeastern University**, Fort Lauderdale, FL

Experience

Florida Institute of Technology

2020 – present **Associate Director, Graduate Admission**
2016 – 2020 **Assistant Director, International & Graduate Admission**
2012 – 2016 **International Undergraduate & Graduate Admission Counselor**

2010 – 2012, Melbourne, FL

Substitute Teacher

2009 - 2010 St. Clements Parish School, El Paso, TX

2nd Grade Assistant

2007 - 2009 St. Clements Parish School, El Paso, TX

Kindergarten Assistant

2006 - 2007 St. Clements Episcopal School, El Paso Texas

Full Time Substitute Teacher (Kindergarten thru 8th grade)

1996-2003 BBMNET, Miami, FL

Latin American Sales

1994-1996 Standard Microsystems Corporation, Miami FL

Latin American Sales

1992-1994 The Presidio Corporation, Lanham, MD

GSA contract sales

1990-1992 Smithsonian Tropical Research Institute (STRI), Panama, Republic of Panama

Research assistant

1989-1990 Gorgas Army Community Hospital, Preventive Medicine Service, Canal Zone, Panama

Medical Technologist assistant

1988-1989 The Episcopal School of Panama

Teacher

MEMEBERSHIPS & ASSOCIATIONS

Council of International Schools, Latin America Committee 2019-2023
International Association of College Admission Counselors 2012-present
National Association of Foreign Student Advisors 2012-present

CERTIFICATIONS & LICENSURES

Florid Sales Associate Real Estate License SL3516061
Designated School Official (DSO) Bureau of Citizenship and Immigration Services
Cross Cultural Competence & Management Seminar
Florida Tech's "I Give 5 Star Service" annual certification

ADDITIONAL SKILLS

Fluent in Spanish and Greek. Basic French and Italian.
Excellent presentation skills in small and large group environment
Proficient in MS Office Suite, BANNER, Slate

Dr. Katherine Wilborn

October 16, 2021

Dear Mayor Hoover and Town Commissioners:

It is with great honor that am writing to apply for the open Town Commission seat. I have lived in the town for 40 years and have loved it since moving here from Minnesota. As you all know, I previously ran for the position and despite being a self-funded candidate, secured over a third of the vote. Over the years, I have had the pleasure to assist with multiple projects aiming at helping the town. These include: helping to get the Melbourne Beach Library, helping to restore the sidewalks on the east side of Riverside Dr, researching and proposing the countdown light (a new technology at the time). I have attended and participated in countless town hall meetings, planning and zoning meetings, and environmental advisory board meetings. I have researched funding sources and have conveyed that information to the environmental advisory board in an effort towards purchasing green space. If appointed, I hope to bring this same dedication and passion to the position of commissioner. I would study agenda items so as to be well informed and investigate grant sources to help make town improvements without increasing taxes. I additionally, am a fiscal conservative and would work to maintain budget constraints.

Living in this town, I have held a deep respect and admiration for the local environment and ecosystem. My family established one of the first xeriscaped properties within the town, and I secured a grant for xeriscaping a local area high school. Melbourne Beach has historically been a bird sanctuary, I am a member of Team E-Bird and the Sierra Club since 2004 and I care very much about the condition of the Indian River lagoon. I have always sought to be involved in this community that I love very much. I have volunteered as a Gemini mom, worked as a PTA member, tee-ball coach, soccer and basketball team manager, and chess club coach. As a longtime friend and admirer of Frank Thomas, our first town historian, I also care deeply about preserving the town's legacy as Brevard's oldest beachside community.

As a professional listener for over 40 years, I would listen to our town residents, business and property owners, and to the Commission, and contribute as needed to the discussion. I am a homeowner, small business owner and landlord, all within this town and as such, can see the issues from each of these perspectives. I am a conflict mediator and. I recognize that every citizen's time is precious and pride myself on time management. If appointed, I would work to keep the meeting agendas on track and ending on time. I am very hopeful that I will be able to contribute to the town in the ways that I have outlined above. I will work within Robert's rules of order consistently and help to ensure our meetings are respectful to all concerned. Thank you in advance for your time and consideration.

Sincerely,

A handwritten signature in dark ink, reading "Dr. Katherine Wilborn". The signature is fluid and cursive, with a long horizontal flourish extending from the end.

Dr. Katherine Wilborn

Clinical Experience

1/2/01-present

Therapist,

Private practice. Individual and family therapy. Member of 36 provider panel and employee assistance contracts.

9/99- present

Guidance Counselor, Ascension Catholic School

Provide part time guidance counseling services to this K-8 school. working , Organized mentor program. IQ and Achievement screenings, LD, ADD/ADHD assessment. Coordinate community resources , liaison with public school system.

10/97- 1/01

Therapist, Brevard Counseling Center

Private practice. Individual and family therapy.

1997-10/97

Therapist, Counseling Centers of Melbourne

Private practice. Individual and family therapy

1994-1997

Therapist, Apogee, Inc.

Worked in six area nursing homes, providing individual, group and family therapy. Supportive therapy, end of life issues, pain management, depression, etc.

1988-1994

Therapist/ Case Manager, Devereux Hospital & Children's Center

Individual, group and family therapy in in-patient children's psychiatric hospital. Completed 40 Behavior Modification training course. Completed Devereux Family Therapy Training Institute supervised training , treatment planning. Developed first substance abuse program for residents, assessment, tx., and a continuum of care through community support groups.

Licensed in Florida ,LCSW, since 1989, Board Certified nationally since 1993, BCD

Education

1973-1977 Bachelor of Arts, University of Minnesota, Double Major Speech-Communications and Journalism. 3.6 GPA.

1978-1981 Masters of Social Work. University of Minnesota, 4.0 GPA. Internships at Boynton Health Service and Minnesota Women's Center.

2000- 2003 Ph.D., Maimonides University 9/14/02, 1/26/03, dissertation and PHd.confirmed ,Counseling.

Certifications

Certified Clinical Sexologist, American Academy of Clinical Sexology, 2001.

Certified in Clinical hypnotherapy, 1992, Rose Institute, Ft. Lauderdale, FL

Certified in Rapid Reduction Technique for Emotional Trauma, 6/00, Women's Center. Certified EMDR 2003, NASA, Cape Canaveral FL.

Certified in Critical Incident De-briefing, member NASA emergency response team.

Board Certified Diplomate, American Board of Examiners in Clinical Social Work.

Other Experience

Co-produced video documentary re: gender identity development aired on KTCA-TV, Mpls., MN. Public affairs writer, free lance, KTCA-TV.

Town Commission Agenda Meeting Item

Section: Consent

Meeting Date: November 17, 2021

Subject: Consideration of Approval of Consent Agenda

Submitted By: Town Clerk Torres

Background Information

- October 20, 2021 RTCM Draft Minutes
- Site Plan Approval for 303 Riverside which **was approved** with one revision noted by the Planning & Zoning Board during their November 9, 2021 Meeting

Recommendation:

Approve Consent Agenda

Attachments:

- October 20, 2021 RTCM Draft Minutes
- Site Plan for 303 Riverside (Revised and Original)

Town of Melbourne Beach
REGULAR TOWN COMMISSION MEETING
OCTOBER 20, 2021 at 6 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

DRAFT MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Steve Walters
Commissioner Sherrie Quarrie
Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Jennifer Torres
Town Attorney Clifford Repperger
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Public Works Director Tom Davis

1. **Call to Order** – Mayor Hoover called the meeting to order at 6:00 p.m.

2. **Roll Call**

Commissioners Present:

Mayor Wyatt Hoover
 Vice Mayor Joyce D. Barton
 Commissioner Steve Walters
 Commissioner Sherrie Quarrie
 Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro
 Town Attorney Cliff Repperger - no
 Town Clerk Jennifer Torres
 Finance Manager Jennifer Kerr
 Fire Chief Gavin Brown
 Public Works Director Tom Davis

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

Led by Mayor Hoover

4. **Public Comments**

Neil Tompkins
2004 Neptune Drive

Mr. Tompkins commented on building heights and what the Town Charter edits may include related to this issue.

Mayor Hoover said there is no agenda item to make any changes to heights.

Mr. Tomkins said he believed the residents would have to vote for a change in building heights.

Commissioner Walters said the state took that away from the municipality.

Robert Silverman
1501 Atlantic Street

Mr. Silverman and his wife purchased a home next to 5th Avenue dune crossing and he wanted to comment on the sea grapes nearby which were very high when they first moved in. They are now 20-feet tall and had to

have a private contractor to trim them. He spoke to public works about trimming them – and was told they are limited to how much they can cut (about two-feet a year). He hoped the Commission could empower Public Works to trim them.

Mayor Hoover said they are limited to how much they can trim according to the DEP. However, the Town has been working to additional maintenance of all Town parks and land. The Town will hold workshops and ask for public input.

Town Manager Mascaro said they have a new point of contact with DEP and we can trim more than we originally thought. We have to be mindful of not going too low and we can only cut until February. We will meet with DEP contact on Tuesday and we can speak to her about this issue.

5. Approval of the Agenda

Commissioner Walters moved to approve the Agenda as presented; Commissioner Quarrie seconded; Motion carried 5-0.

6. Consent Agenda

- A. Approval of August 25, 2021 STCM Draft Minutes
- B. Approval of the September 8, 2021 STCM Draft Minutes
- C. Approval of the September 15, 2021 STCM Draft Minutes
- D. Approval of the September 15, 2021 RTCM Draft Minutes
- E. Site Plan Approval for 405 3rd Avenue
- F. Site Plan Approval for 509 3rd Avenue

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

7. Public Hearings

- A. First Reading of Ordinance 2021-05: An Ordinance of the Town of Melbourne Beach, Brevard County, Florida amending various sections of the Code of Melbourne Beach Related to the Fire Department, Protection and Prevention – Town Attorney Repperger

Town Attorney Repperger read Ordinance 2021-05:

Commissioner Walters said on P. 96 (8) – should include “in conjunction with the police department” instead of giving complete control to fire department. Police typically respond first and they should be able to handle the situation.

Fire Chief Brown said his understanding was that this clause grants the fire department authority but it does not take away any authority from police. He agreed to add “in conjunction law enforcement officer.”

Public comment

*Dan Brown
6th Avenue*

Mr. Brown asked where the public fire rings would be located and Chief Brown said the Town is looking at Ocean Park and Loggerhead Park

*Jim Simmons
409 Avenue B*

Mr. Simmons asked about the location of fire rings as well. He added that he is in favor of fires on the beach.

Vice Mayor Barton moved to accept the First Reading of Ordinance 2021-05 with added verbiage to page 96; Commissioner Runte seconded;

Commissioner Walters wanted to announce that he planned to vote no on this because there are many rules and it’s very complicated and he’s concerned with sparks flying in the wind and being carried around which could be dangerous.

Motion carried 4-1 with Commissioner Walters in dissent.

8. New Business

A. Consideration and Discussion of Possible Uses and Projects for the American Rescue Plan Funds – Town Manager Mascaro

Town Manager Mascaro said the Town has received the first installment of the American Rescue Plan Funds. She said there are four categories the money can be used. We qualify for one of those. In other municipalities – especially beachside – many are using it for storm water.

Mayor Hoover said he thinks the priorities – swales, exfiltration, baffle boxes and inlets throughout basin 1 is good.

He wants to make sure we have the best partner to work on those designs. Are we confident with BSE? He would like to see a written proposal on what areas we should address first and what are the possible solutions?

Town Manager Mascaro said we have time because we do not have to obligate the money until October 2024 and it must all be spent by 2026.

Town Manager said we just need the go-ahead to move on and come back with some plans, talk to BSE, do a walk-through, etc.

Commissioner Runte asked if Ocean Park was a qualified spending area for this money – because that parking lot has been effected by storm water and is completely impervious so runoff goes right down Ocean Avenue. If we were to redo that parking lot – do you think that would qualify?

Town Manager Mascaro said yes.

Commissioner Runte suggested also looking at pervious concrete for the Town parking spots. He also likes the idea of finding matching funds.

He asked if mango restoration or anything do do with canals would qualify.

Town Manager Mascaro said she did not think it did.

Mayor Hoover said finding smaller things that will get us to the exact dollar figure is good. The Orange Street project in certain places is overwhelmed – like on Ash and where it pools on Pine. Perhaps we could install more swales. Also look at area South of Hibiscus on Banyan and Magnolia, there is curb failure.

Public Comments

Jim Simmons
409 Avenue B

One baffle box flows right into river and he thought money was budgeted to repair that. He would like to see that baffle box replaced. AS far as Ocean and Ryckman Park and parking – he would prefer using ticket money for that use.

If looking for small projects – the Sunset Avenue project several years ago created a curb turtles can get across.

Commissioner Quarrie suggested that Sunset Park is included in the plans.

Neil Tompkins

Mr. Tomkins commented on swales. He also asked if there was any chance of making use of the county property to run water by Gemini.

Commissioner Runte moved to approve proceeding with efforts to plan spending on the American Rescue Project; Commissioner Quarrie seconded; Motion carried 5-0.

- B. Consideration of Proposed Budget Amendment Resolution 2021-14 to adjust carry forward revenue fund balances for utilization from FY2020 to FY2021 – Finance Manager Kerr

Vice Mayor Barton moved to approve Resolution 2021-14; Commissioner Runte seconded; Motion carried 5-0.

- C. Consideration of Proposed Budget Amendment Resolution 2021-15 to carry forward revenue fund balances for utilization from FY2021 to FY2022 - Finance Manager Kerr

Commissioner Walters said the phrase “in compliance with state law” should be added to Section 3.

Some discussion ensued.

Vice Mayor Barton moved to approve Resolution 2021-15; Commissioner Quarrie seconded; Motion carried 4-1 with Commissioner Walters in dissent.

- D. Consideration of Proclamation Recognizing National Veterans Small Business Week November 1-5, 2021

Mayor Hoover noted three typos.

Commissioner Runte moved to approve the Proclamation recognizing National Veterans Small Business Week with corrections noted; Commissioner Quarrie seconded; Motion carried 5-0.

- E. Review Draft Landscaping RFP – Town Manager Mascaro

Town Manager Mascaro said this is a first draft for the RFP. What she presented is aimed at maintaining what we eventually decide to do.

Commissioner Runte said the sustainability guidelines should be added to the RFP. He would also like Parks and Garden Club to be involved in reviewing submittals. He also wants to see “submit similar experience” on their resume. We should require a unit cost breakdown. In his experience if you include more in submittal – they can’t give you a higher cost later for what was proposed. He also thought and hourly cost should be included if we have to pay extra dn hours of operation.

Commissioner Walters – P. 130 – take out reference to Illinois.

He asked about expected costs.

Town Manager Mascaro said this is just a first step and they can add or subtract services, etc.

Commissioner Runte supported spending money to maintain the work – it is important to keep up with it.

Commissioner Quarrie said she would like to see how much money we have in the various areas we are looking at doing and asked the TM to bring that with her to the next meeting for reference.

Mayor Hoover said all parks need to be added to the RFP.

Vice Mayor Barton said under tree and shrub maintenance – all discretion left to contractor concerns her. Town Manager said that can change to “under direction of Public Works Director.

Mayor Hoover said there are a ton of typos in this. Items where words are pushed together with no space in them, sentences cut off. Too many to mention.

Regarding page 133 – weed control. Do we have a list of what substances are approved or prohibited? Reserve duty to Town only. Town Manager Mascaro said that would be a large task for Public Works.

Mayor Hoover said with our sustainability guidelines – fertilizer should not be a big job.

Commissioner Runte said they should break out costs for fertilizer and then we can take it out if we want.

Mayor Hoover said he thinks we do not need it at all. Commissioner Runte agreed. Take fertilizer budget and put it towards composting program.

Mayor Hoover mentioned that we need to have same wording to St Johns Water District. Research whether Resolution or Ordinance.

Mayor Hoover asked about the section titled tree and shrub maintenance. He said there are many definitions he feels need to be in place. He suggested referring to the guidelines from Keep Brevard Beautiful and UF.

Public Comments

Jim Simmons
409 Avenue B.

Would like to see prohibition of any dangerous chemicals. Agrees with good cost breakdown and happy sustainability plan will be included.

We should put the right plant in the right spot. When we do plantings, we need to engage a native plant expert.

Neil Tompkins
204 Neptune Avenue

Mr. Tompkins talked about the Lagoon Loyal program.

Marivi Walker

Leaves on Oak trees are falling in river.

Town Attorney Repperger said under “owners’ rights and responsibilities” there is an arbitration program in there – second paragraph – on page 138 – at bottom of section – and he would not recommend including arbitration wording and also advised to strike paragraphs 2, 3, and 4.

Commissioner Runte moved to approve moving forward with drafting of landscape RFP as presented by Town Manager Mascaro with all proposed changes as discussed; Vice Mayor Barton seconded; Motion carried 5-0.

12. Staff Reports

- A. Town Attorney Report
- B. Town Manager Report

We are working on the process of plants and landscaping – hopefully at next meeting we have more concrete things to look at so we can move forward.

In November I will have info on parking and square footage – will go to PNZ first and then perhaps renderings. Decide on workshop schedule in November for resident input. Commissioner Runte noted we are at 92 percent of expenditure so under proposed budget by 10-percent.

Commissioner Walters asked the Town Manager to congratulate Officer Sadler and his wife on the birth of their new baby.

- C. Town Clerk Report
- D. Departmental Reports
 - 1. Building Department
 - 2. Public Works Department

Public Works has two new employees on board and the director is happy with their performance.

3. Code Enforcement
4. Police Department
5. Fire Department
6. Finance Department

Vice Mayor Barton moved to approve the September Finance Report; Commissioner Quarrie seconded; Motion carried 4-1 with Commissioner Walters in dissent.

13. Town Commission Comments

- A. General Comments⁹
- B. Review of Commission Action List

Updates

Charging stations: Commissioner Runte reached out to two vendors he works with and should have update with prices next month. Nov. 2021

Research Parks: Discussed during meeting in depth. Update at Nov. RTCM

Crosswalk Art: PWD said street paint is one year out to order. 12 months before any production. Public Works did clean the crosswalk. TM Mascaro suggested trying 1-2 areas first before we put it everywhere. See how well it wears.

Research pavers as crosswalks. Asked PW to apply sealant. Paint striping and update next month.

Stop Sign Placement: waiting for delivery – Nov. 2021

Monthly Meeting Schedule: Close ITEM

Traffic Stanchions We are on FDOT list no movement yet. Update Dec 2021

VM Barton asked Commission to let her know if they have any issues they want shared at the SCLOC.

14. Adjournment

Vice Mayor Barton moved to adjourn; Commissioner Runte seconded; Motion carried 5-0.

Meeting adjourned at 8:10 p.m.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2020 Florida Building Code

Date: November 4, 2021 **REVISED 11/10/2021**
 Owner: POIRIER, MICHAEL; POIRIER, AMY
 Owner Address: 3699 POSEIDON WAY INDIALANTIC FL
 Site Address: 303 RIVERSIDE DR MELBOURNE BEACH FL
 Parcel ID: 28-38-06-80-L-1
 Zoning: 1RS

Proposed Project: New Single Family Dwelling. Drainage will be reviewed by Town Engineer.

References: Town of Melbourne Beach Code of Ordinances: 7A-31, Ordinance 2019-06

Request: Approval by Planning and Zoning Board, Town Commission for construction of a new single-family dwelling

Staff Review: The property lies in Zoning District 1RS

- 1). Project is a new single family dwelling as a principle use. The area is currently a vacant lot.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
 Lot area is 17,859.6 sq. ft. min. 12,000 sq. ft.
 Lot width is an average of 123.98 ft. min. 100 ft.
 Lot depth is an average of 143.1 ft. min. 120 ft.
- 3). Lot coverage has a maximum of 30% for principle structure.
 Lot coverage per plan is 19.58 % Footprint of Primary Structure is 3,498 sq. ft.
 Max allowed for Primary Structure is 5,357.89 sq. ft. for Lot Area of 17,859.6 sq. ft.
 Minimum pervious area per lot is 30%. Pervious area is 62.73%
- 4). Structure maximum height for zoning district is 28 ft.
 The proposed height provided is 24' 2". **Updated height 24' 10"**.
 Flood Zone X
- 5). Zoning District Setback requirements
 Proposed Primary Structure Front Setback 28.1 ft. (min. 25 ft.)
 Proposed Primary Structure Corner Side Setback 29.1 ft. (min. 25 ft.)

Proposed Primary Structure East Side Setback 15.3 ft. (min. 15 ft.)

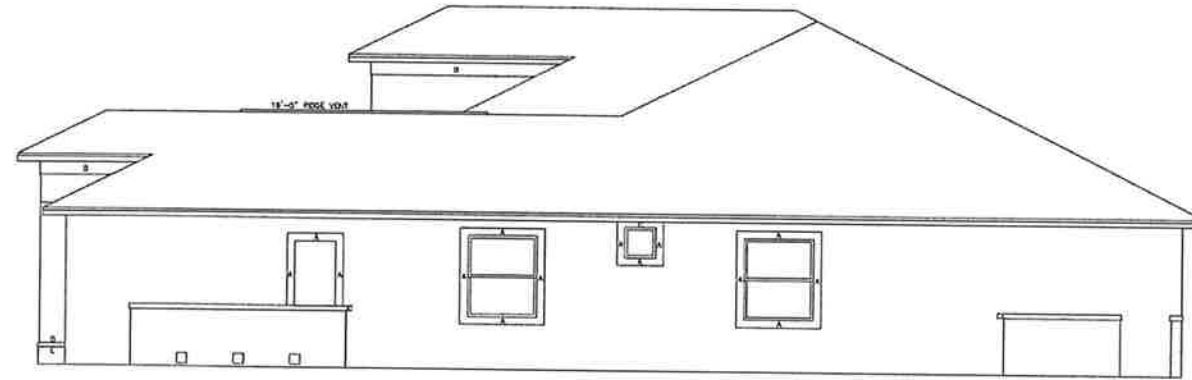
Proposed Primary Structure Rear Setback 25.6 ft. (min. 25 ft.)

6). Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and Florida Building Code (3307.1).

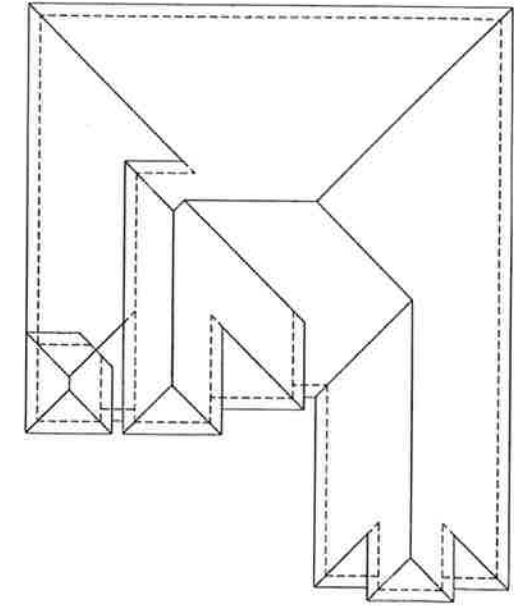
7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and the Florida Building Code (3307.1). Town Engineer will submit a review of drainage per Ordinance 2019-06. Town Engineer will be required for final inspection before a Certificate of Occupancy may be issued as per Ordinance 2019-06. Minimum Landscaping Standards shall be met.

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

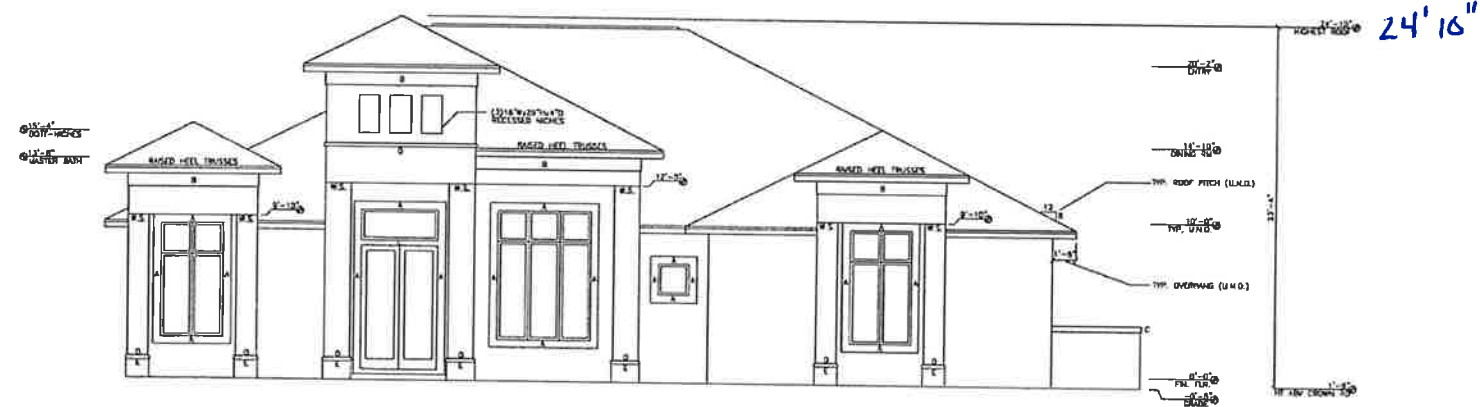
**John Stone
Building Official**



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



ROOF PLAN
SCALE: 1/8" = 1'-0"



FRONT ELEVATION
SCALE: 1/4" = 1'-0"

NOTES

1) INSTALL WEEP SCREEDS (W.S.) AT HORIZONTAL BLOCK TO FRAME TRANSITIONS.

AND SCHEDULE

A) 3/4" x 8" D.C.C.
B) 3/4" x 10" D.C.C.
C) 3/4" x 8" D.C.C.
D) 3" DIA. 10MM/DE.C. HALF YOUNG
E) 1/2" x 10" D.C.C.

EDWARD F. SHINSKIE, P.E.
4704 WILD TURKEY ROAD
MIMS, FLORIDA 32754
P.E. #47515
(321)863-3223

I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS COME (U-1) TO THE DEPARTMENT OF HEALTH AND HUMAN SERVICES AND I HAVE NOTICED THAT THE INFORMATION HAS BEEN

JOYAL 
CONSTRUCTION
CUSTOM HOME BUILDER

DATE: 7/10/21
FILE NAME: CLEV

PAGE 6 OF 7



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

**Town of Melbourne Beach Land Development Code
2020 Florida Building Code**

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



John Stone

Building Official

303 Riverside

IMPERVIOUS		PERVIOUS	
Primary Structure	3498	Shed space	
Pool	1791	Open areas	
Decks		Other	
Driveway	1367		
Accessory Bldg			
Concrete areas		TOTAL PERVIOUS	11,203.60
Pavers areas			
Other			
TOTAL IMPERVIOUS	6656		
		Lot Total Sq Footage	17,859.60
		TOTAL % PERVIOUS	0.627315



B.S.E. CONSULTANTS, INC.
Consulting ~ Engineering ~ Land Surveying

Scott M. Glaubitz, P.E., P.L.S.
President

Hassan Kamal, P.E.
Vice President

October 25, 2021

Via E-mail

Ms. Beth Crowell
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951
E-mail address: building@melbournebeachfl.org

**Re: Site Plan Review
303 Riverside Drive
B.S.E. File #11440.100.08**

FILE

Dear Beth:

We have reviewed the above referenced item and find that the submittal meets Town Code. We therefore recommend approval of the stormwater plan. However, please have the applicant submit signed/sealed copy of the soils report prepared by KSM.

Should you have any questions, feel free to contact me.

Very truly yours,

Scott M. Glaubitz, P.E., P.L.S.

Scott M. Glaubitz, P.E., P.L.S.
President
B.S.E. Consultants, Inc.

SMG/rc

11440.100.08_21-s5187.oct.sg

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

**303 RIVERSIDE DRIVE
MELBOURNE BEACH, FL 32951**

FILE

OWNERS:

Michael & Amy Poirier

3699 Poseidon Way
Indialantic, FL 32903

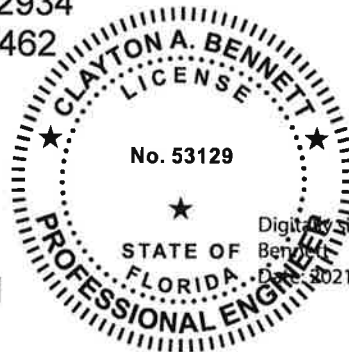
PREPARED BY:

Bennett Engineering & Consulting, LLC.

4940 Ranchland Road
Melbourne, Florida 32934
Tel/Fax (321) 622-4462
CA # 28236

BEC No. 21.470

October 13, 2021



Digitally signed by Clayton A
Bennett
Date: 2021.10.18 08:58:25 -04'00'

This item has been digitally signed and sealed
by Clayton A. Bennett, PE on the date adjacent
to the seal.

Printed copies of this document are not
considered signed and sealed and the signature
must be verified on any electronic copies.

303 Riverside Drive TABLE OF CONTENTS

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II. SOIL INFORMATION	1
III. STORMWATER MANAGEMENT PLAN	1
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B. PROPOSED CONDITIONS	2
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B. Post Development Stormwater Calculations	5-9
C. Soils Report prepared by KSM Engineering and Testing <i>(Provided for information only and not included in the Engineer's certification of this report)</i>	10-17

ENGINEER'S CERTIFICATION

The following drainage calculations for the 303 Riverside Drive, Melbourne Beach were prepared by me or under my direct supervision.

Clayton A. Bennett, P.E.
Fla. Reg. 53129

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 303 Riverside Drive in the Town of Melbourne Beach, Florida. The overall site boundary contains ± 0.4 acres, more or less. The site is currently vacant.

B. Proposed Conditions

The proposed project consists of the construction of a single-family residence and associated improvements. A stormwater management system has been proposed to retain the runoff from the 10-year/24-hour storm event, consisting of 8-inches of rainfall, from the site in accordance with the Town Criteria (Section 3A-30). The proposed improvements fall below the permit requirement thresholds of the SJRWMD Applicants Handbook Sec. 3.2.2 (a).

II. SOILS INFORMATION

KSM Engineering and Testing prepared a soils report (KSM Project No. 215975) for the subject site. A copy of the said report has been included in Appendix C for informational purposes only.

The said soils report provided the horizontal and vertical permeability rate at two different boring locations. The vertical permeability rate ranged from 8.1 to 45.8 in/hr and the horizontal permeability ranged from 10 to 48.3 in/hr. The average of the upper layer soil permeability, which was had the lowest permeability was selected as the bottom of the retention swale will not cut through the upper layer of soil. The average vertical permeability for the upper layer was computed as 8.85 inch/hour $[(8.1 \text{ in/hr} + 9.6 \text{ in/hr})/2]$. After applying a factor of safety of 2, the design permeability rate was limited to 4.4 in/hr.

The KSM soils report noted that the seasonal high groundwater was estimated to be approximately 30 to 36 inches below existing grade. The existing grade was estimated at elevation 6-feet and the estimated seasonal high-water table was set at elevation 3.5'.

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

The rate of runoff was not computed as the Town requires the retention of the 10-year/24-hour storm event.

B. Proposed Conditions

A normally dry retention basin (perimeter swale) is proposed to retain the runoff from the 10-year/24-hour storm event consisting of 8-inches of rainfall.

1. Area information

Basin 1: Total Drainage Basin Area = 17,317 sf

2. Stormwater Attenuation

The proposed stormwater management system is designed to retain the runoff from the 10-yr/24-hr storm event site area using the computer model HydroCAD. The results of the HydroCAD model are provided in Appendix B. The following summarizes the results of the HydroCAD analysis for the 10-yr/-24hr storm event:

<u>Basin</u>	<u>Peak Stage</u>	<u>Top of Swale El.</u>	<u>Pre-Dev. Discharge</u>	<u>Post Dev. Discharge</u>
Basin 1	6.12 ft	6.5 ft	N/A	0.0

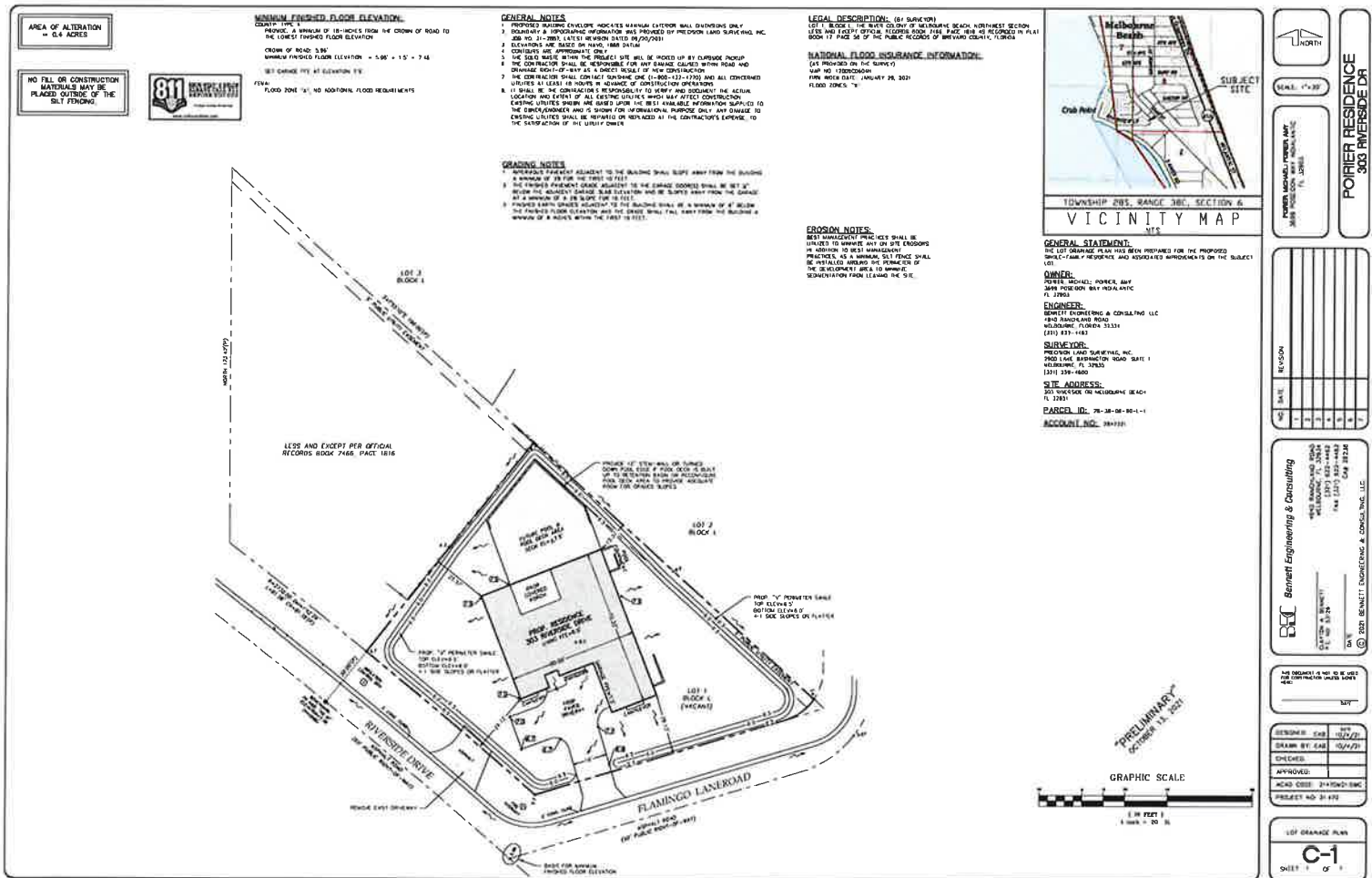
IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

The stormwater management system for this project consists of normally dry retention basins. This system has been designed within the restrictions of the site and with the intent of satisfying the stormwater treatment requirements of the Town of Melbourne Beach stormwater management code. In order for the system to function properly, it must be maintained. The following maintenance and monitoring program shall be followed:

- Storm water retention basins shall be maintained and free of sand build up and debris, which could cause clogging and a reduction of storage volume.
- Grassed areas are to be maintained to avoid bare earth conditions where erosion could occur.
- Grass clippings are to be bagged and properly disposed of.

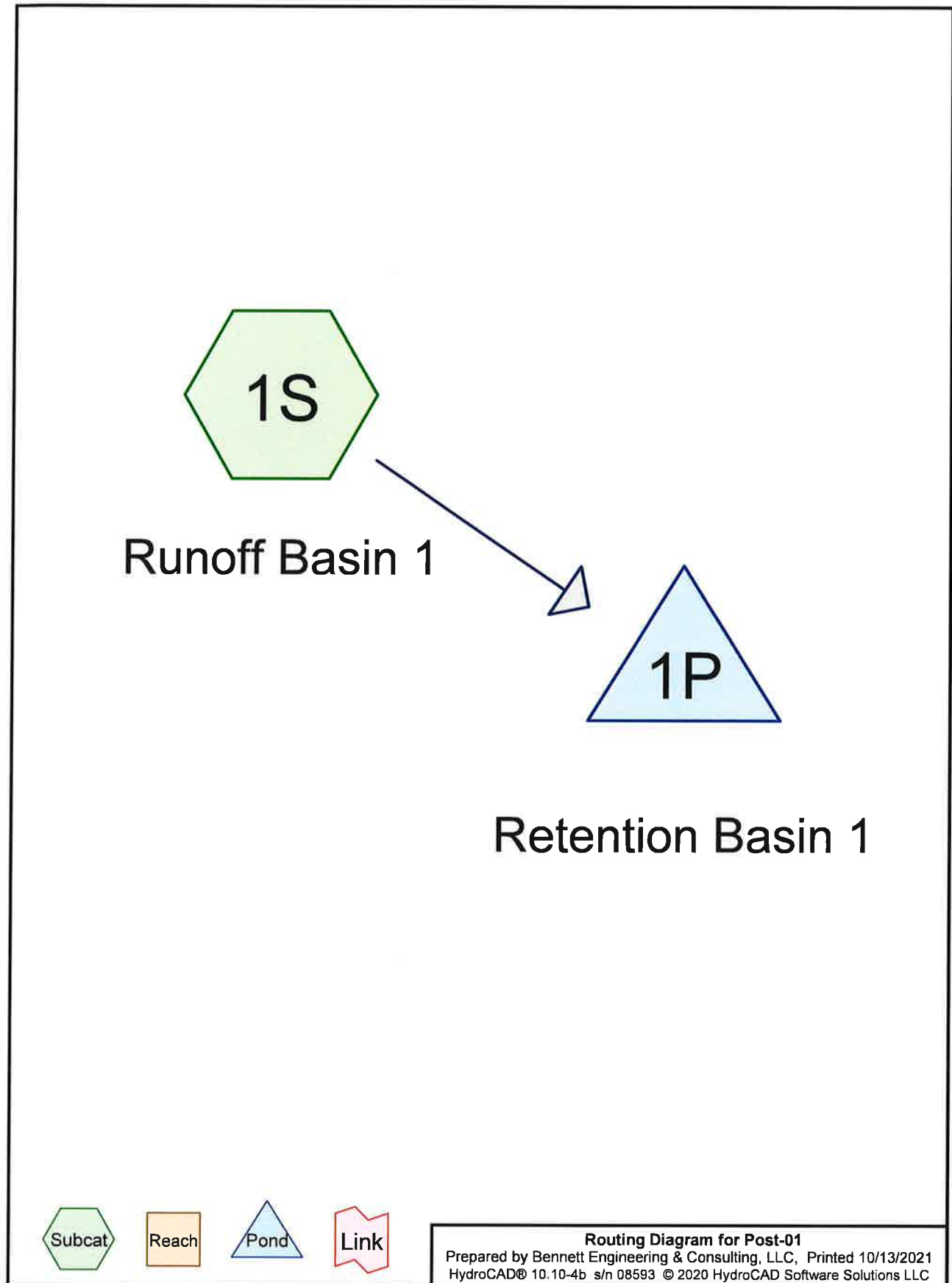
APPENDIX A

STORMWATER MANAGEMENT PLAN



APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS



Post-01

Prepared by Bennett Engineering & Consulting, LLC

Printed 10/13/2021

HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Page 2

Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	10y-24h	Type II FL 24-hr		Default	24.00	1	8.00	2

Post-01

Prepared by Bennett Engineering & Consulting, LLC
 HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Type II FL 24-hr 10y-24h Rainfall=8.00"

Printed 10/13/2021

Page 3

Summary for Subcatchment 1S: Runoff Basin 1

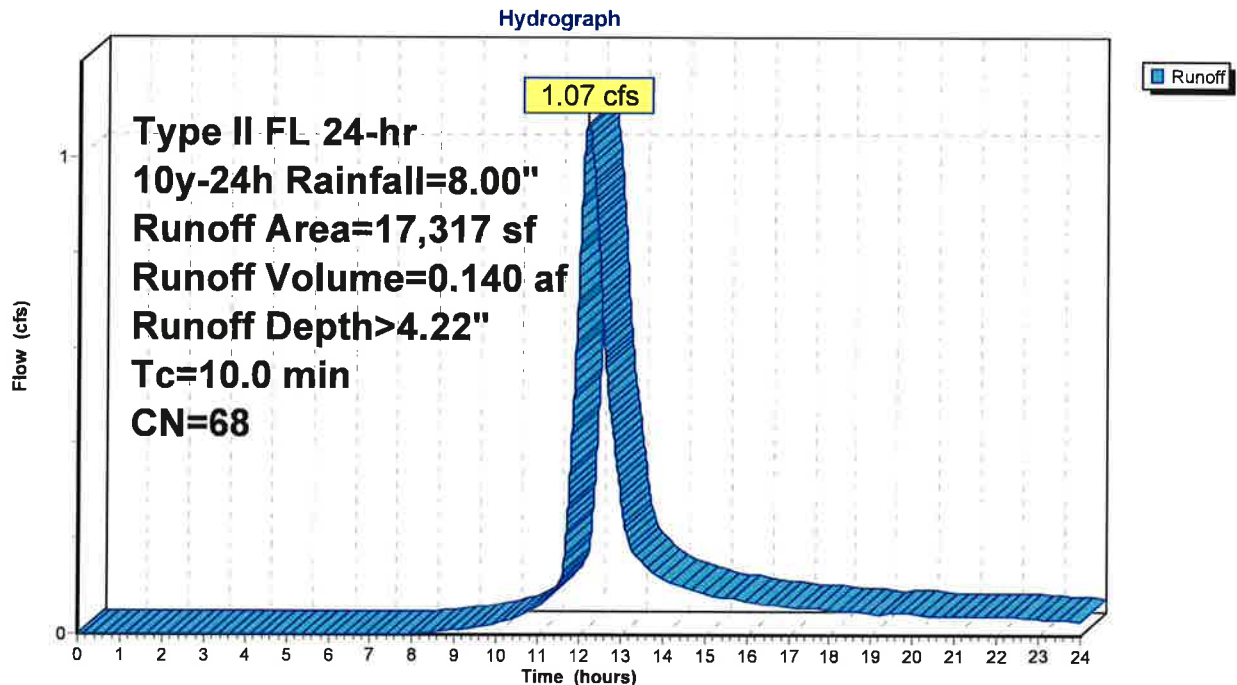
Runoff = 1.07 cfs @ 12.19 hrs, Volume= 0.140 af, Depth> 4.22"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
 Type II FL 24-hr 10y-24h Rainfall=8.00"

	Area (sf)	CN	Description
*	1,915	100	Retention Swale
*	3,440	98	Roof, Paved parking, HSG A
*	1,370	98	Driveway
*	1,810	98	Future pool & deck
	8,782	39	>75% Grass cover, Good, HSG A
	17,317	68	Weighted Average
	8,782		50.71% Pervious Area
	8,535		49.29% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.0					Direct Entry,

Subcatchment 1S: Runoff Basin 1



Post-01

Prepared by Bennett Engineering & Consulting, LLC
 HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Type II FL 24-hr 10y-24h Rainfall=8.00"

Printed 10/13/2021

Page 4

Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.398 ac, 49.29% Impervious, Inflow Depth > 4.22" for 10y-24h event
 Inflow = 1.07 cfs @ 12.19 hrs, Volume= 0.140 af
 Outflow = 1.07 cfs @ 12.20 hrs, Volume= 0.140 af, Atten= 0%, Lag= 0.4 min
 Discarded = 1.07 cfs @ 12.20 hrs, Volume= 0.140 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
 Peak Elev= 6.12' @ 12.20 hrs Surf.Area= 117 sf Storage= 5 cf

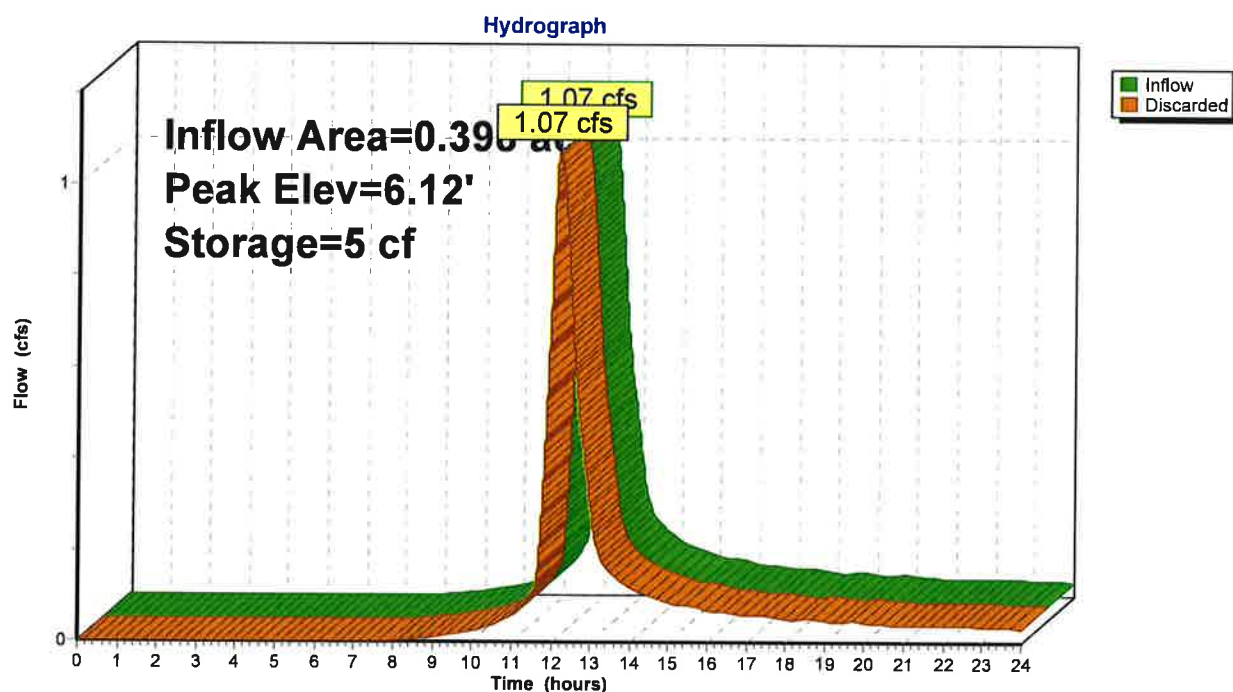
Plug-Flow detention time= 0.0 min calculated for 0.140 af (100% of inflow)
 Center-of-Mass det. time= 0.0 min (847.3 - 847.3)

Volume	Invert	Avail.Storage	Storage Description		
#1	6.00'	319 cf	Custom Stage Data (Irregular) Listed below (Recalc)		
Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
6.00	0	476.0	0	0	0
6.50	1,915	964.0	319	319	55,922

Device	Routing	Invert	Outlet Devices	
#1	Discarded	6.00'	4.400 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = 3.50'	

Discarded OutFlow Max=1.07 cfs @ 12.20 hrs HW=6.12' (Free Discharge)
 ↳ **Exfiltration** (Controls 1.07 cfs)

Pond 1P: Retention Basin 1



APPENDIX C

Soils Report

**Prepared by KSM Engineering and Testing
KSM #: 215975-p
Dated August 9, 2021**

***Soils report included for informational purposes only and
Not part of the Engineer's Certification***

August 9, 2021

Jeff Joseph
Joyal Construction
2800 Aurora Road, Suite A
Melbourne, FL 32935

**Re: Poirier Residence
303 Riverside Drive
Melbourne Beach, Florida
KSM Project #: 215975-p**

Dear Mr. Joseph:

Enclosed are the permeability test results and soil profile for the referenced project.

Two Hydraulic Conductivity Test were performed in the field by the 'Usual Open-Hole Test' method.

The horizontal and vertical permeability rates were determined by excavating a test pit adjacent to the soil profiles and obtaining undisturbed shelly tube samples. We then performed a permeability test on the field samples in our laboratory.

All these tests were performed to evaluate the drainage characteristics of the soils for this particular test location.

The following table indicates the usual Open Hole Hydraulic Conductivity test results:

Usual Open-Hole Test Results	
Test Location (See Location Plan)	Hydraulic Conductivity (CFS/SF- Ft Head)
P-1	9.6×10^{-4}
P-2	8.7×10^{-4}

NOTES:

- 1) The above hydraulic conductivity values are for a French drain installed to the same depth as the borehole tests. The designer should apply the appropriate factor of safety.
- 2) A hole diameter of 3" was used in the computation of the Hydraulic Conductivity values presented in the above table.

The following table indicates the horizontal and vertical permeability rates for the test location:

Constant Head Permeability Results ASTM D 2434			
Test Location (See Location Plan)	Horizontal Rate (in/hr)	Vertical Rate (in/hr)	Layer Depth (in)
P-1	10.0	8.1	0-14
P-1	47.1	42.9	14-48
P-1	--	29.2	48-60
P-2	10.6	9.6	0-12
P-2	48.3	45.8	12-36
P-2	--	25.0	36-60

The following table indicates the measured water table along with our estimated normal wet season water table and normal dry season water table for the test location:

Water Table Observations			
Test Location (See Location Plan)	Observed Water Table	Estimated Wet Season Water Table	Estimated Dry Season Water Table
P-1, PB-1	50" Below Grade	30" Below Grade	66" Below Grade
P-2, PB-2	58" Below Grade	36" Below Grade	72" Below Grade

This estimate is based upon our interpretation of existing site conditions and a review of the USDA Soil Survey for Brevard County, Florida. The majority of the site soils are mapped as (25) Canaveral-Palm Beach-Urban land complex, according to the Soil Survey Map of Brevard County, Florida.

Porosity:

The material we encountered in the field was fine grained sand which was loose to medium dense in density so a value of 0.37 can be used as an estimated porosity value.

This estimate is based upon our interpretation of existing site conditions and our experience with the porosity of similar materials. If the in-situ field porosity of any layer is required, please contact our office for a further investigation.

Hydrological Soil Group Classification:

The soils in the test locations can be classified in accordance with Chapter 7, Part 630 of the USDA National Engineering Handbook as follows:

Test Location (See Location Plan)	Hydrologic Soil Group
P-1	A
P-2	A

The soils in test locations P-1 and P-2 are part of the hydrologic soil group "A" due to the low fines content in the soil, the high hydraulic conductivity rates of the soils in the depth range, the absence of a water impermeable layer and the depth to high season water table which is greater than 24 inches from the surface.

Note that the Hydrologic Soil Group is a dynamic classification which changes with the conditions of the site at any given moment. Changes in water table elevation as well as changes in the ground elevations of the site can affect the hydrologic soil group for any particular location.

If you have any questions, please feel free to contact the office.

Respectfully,



Christopher S. LeBrun

Christopher S. LeBrun, E.I.
Geotechnical Engineer
Florida Lic. No. 1100022858
8/9/2021

Cody C. Clawson, P.E.
Geotechnical Engineer
Florida Lic. No. 91598
8/9/2021

CCC/cv

Email to: jeff@joyal-homes.com

KSM

KSM Engineering & Testing
P.O. Box 78-1377
Sebastian, FL 32978
Tel: (772)-589-0712
Fax: (772)-589-6469

BORING NUMBER PB-1

PAGE 1 OF 1

CLIENT Joyal HomesPROJECT NAME Poirier Residence, 303 Riverside DrivePROJECT NUMBER 215975-pPROJECT LOCATION Melbourne Beach, FloridaDATE STARTED 8/3/21 COMPLETED 8/3/21

GROUND ELEVATION _____ HOLE SIZE _____ inches

DRILLING CONTRACTOR _____

GROUND WATER LEVELS:

DRILLING METHOD Split Spoon Sample▽ AT TIME OF DRILLING 4.17 ftLOGGED BY DP/HM CHECKED BY CCCAT END OF DRILLING ---NOTES See Attached Location PlanAFTER DRILLING ---

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲ 20 40 60 80 PL MC LL 20 40 60 80 □ FINES CONTENT (%) □ 20 40 60 80
0		Brown Sand with Traces of Roots						
		Light Brown Sand	X SS		2-3-4 (7)			
			X SS		4-4-4 (8)			
5		Yellowish Brown Sand	X SS		2-2-3 (5)			
		Light Brown Sand with Some Shell Fragments	X SS		4-7-9 (16)			
			X SS		5-6-7 (13)			
10			X SS		8-8-8 (16)			
			X SS		7-9-10 (19)			
15								

Bottom of borehole at 15.0 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - B6621.13.20 - K:\KSM FILES\21 DOCS (KSM-SERVER)\215975\SOIL INVESTIGATION\215975-P.GPJ

KSM

KSM Engineering & Testing
P.O. Box 78-1377
Sebastian, FL 32978
Tel: (772)-589-0712
Fax: (772)-589-6469

BORING NUMBER PB-2

PAGE 1 OF 1

CLIENT Joyal HomesPROJECT NAME Poirier Residence, 303 Riverside DrivePROJECT NUMBER 215975-pPROJECT LOCATION Melbourne Beach, FloridaDATE STARTED 8/3/21 COMPLETED 8/3/21

GROUND ELEVATION _____ HOLE SIZE _____ inches

DRILLING CONTRACTOR _____

GROUND WATER LEVELS:

DRILLING METHOD Split Spoon Sample▽ AT TIME OF DRILLING 4.83 ftLOGGED BY DP/HM CHECKED BY CCCAT END OF DRILLING ---NOTES See Attached Location PlanAFTER DRILLING --

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	POCKET PEN. (tsf)	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲			
								20	40	60	80
								PL	MC	LL	
0								20	40	60	80
		Gray Sand with Traces of Roots									
		Light Brown Sand	X SS		2-2-3 (5)						
		Yellowish Brown Sand	X SS		4-3-3 (6)						
5	▽		X SS		2-3-5 (8)						
		Light Brown Sand with Some Shell Fragments	X SS		3-3-5 (8)						
			X SS		5-7-8 (15)						
10			X SS		7-7-8 (15)						
			X SS		6-7-7 (14)						
15											

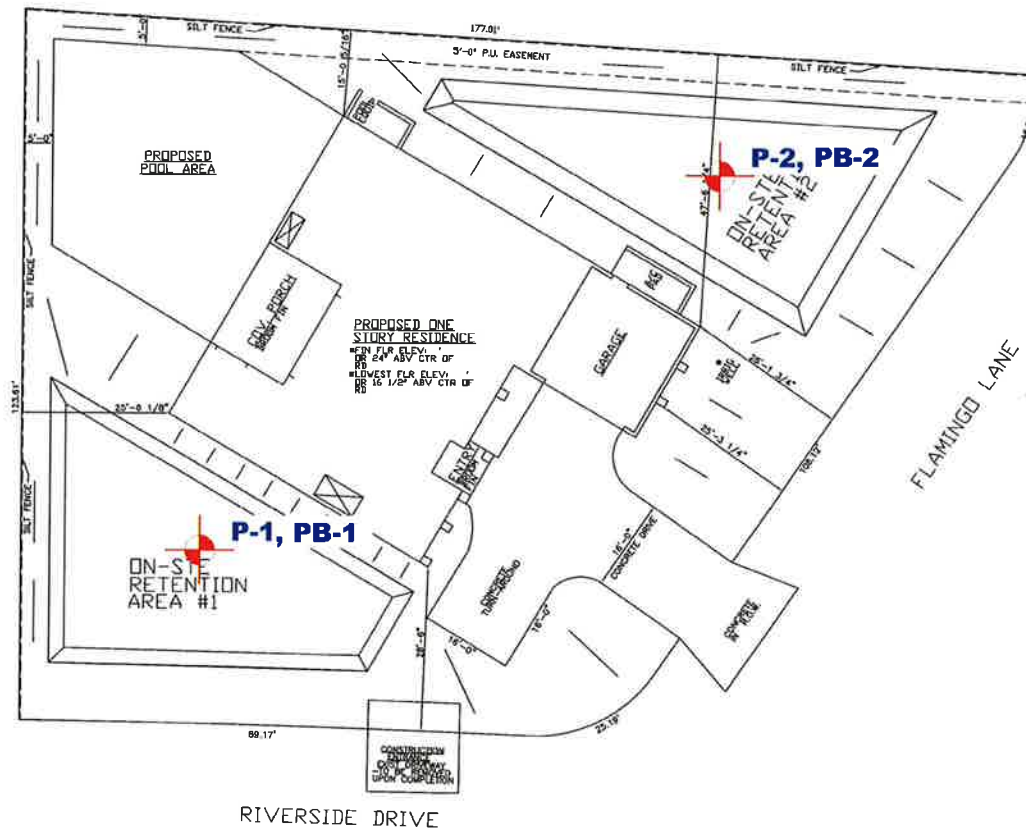
Bottom of borehole at 15.0 feet.

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 8/6/21 13:20 - K:\KSM FILES\21 DOCS (KSM-SERVER)\215975\SOIL INVESTIGATION\215975-P.GPJ

POIRIER RESIDENCE
#93-0261

NORTH

USE PRICE PEST CONTROL
3000 PSI W/FIBERMIX
CONCRETE SUPPLIER: T.B.D.



LOCATION OF TESTS

PROJECT: Poirier Residence, 303 Riverside Drive, Melbourne Beach, Florida

SHEET 1 OF 2

PERMIT #:

PROJECT #: 215975-p

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.

DESIGNED BY: C.C.C.

DATE: 20210806

SCALE: NONE

Bennett Engineering & Consulting, LLC

303 Riverside Drive

Surface Water Management Plan

BEC No. 21.470

Melbourne Beach, FL 32951

Page 16 of 17



USDA SOILS SURVEY

25—Canaveral-Palm Beach-Urban land complex

PROJECT: Poirier Residence, 303 Riverside Drive, Melbourne Beach, Florida

SHEET 2 OF 2

PERMIT #:

PROJECT #: 215975-soils

**KSM ENGINEERING
AND TESTING**

DRAWN BY: C.V.
DESIGNED BY: C.C.C.
DATE: 20210806
SCALE: NONE

Bennett Engineering & Consulting, LLC
BEC No. 21.470

Melbourne Beach, FL 32951

Page 17 of 17

AREA OF ALTERATION
= 0.4 ACRES

NO FILL OR CONSTRUCTION
MATERIALS MAY BE
PLACED OUTSIDE OF THE
SILT FENCING.



MINIMUM FINISHED FLOOR ELEVATION:

COUNTY: TYPE A
PROVIDE: A MINIMUM OF 18-INCHES FROM THE CROWN OF ROAD TO THE LOWEST FINISHED FLOOR ELEVATION.
CROWN OF ROAD: 5.96'
MINIMUM FINISHED FLOOR ELEVATION = 5.96' + 1.5' = 7.46'
SET GARAGE FFE AT ELEVATION 7.5'

FEMA:
FLOOD ZONE "X", NO ADDITIONAL FLOOD REQUIREMENTS

GENERAL NOTES

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY & TOPOGRAPHIC INFORMATION WAS PROVIDED BY PRECISION LAND SURVEYING, INC. JOB NO. 21-2887, LATEST REVISION DATED 09/20/2021.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

GRADING NOTES

1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET $\frac{1}{2}$ " BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET.

LEGAL DESCRIPTION: (BY SURVEYOR)

LOT 1, BLOCK L, THE RIVER COLONY OF MELBOURNE BEACH, NORTHWEST SECTION LESS AND EXCEPT OFFICIAL RECORDS BOOK 7466, PAGE 1816 AS RECORDED IN PLAT BOOK 17, PAGE 56 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12090C0804H
FIRM INDEX DATE: JANUARY 29, 2021
FLOOD ZONES: "X"

EROSION NOTES:

BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.



GENERAL STATEMENT:

THE LOT DRAINAGE PLAN HAS BEEN PREPARED FOR THE PROPOSED SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:

POIRIER, MICHAEL; POIRIER, AMY
3699 POSEIDON WAY INDIALANTIC
FL 32903

ENGINEER:

BENNETT ENGINEERING & CONSULTING, LLC
4940 RANCHLAND ROAD
MELBOURNE, FLORIDA 32934
(321) 622-4462

SURVEYOR:

PRECISION LAND SURVEYING, INC.
2900 LAKE WASHINGTON ROAD, SUITE 1
MELBOURNE, FL 32835
(321) 259-4600

SITE ADDRESS:

303 RIVERSIDE DR MELBOURNE BEACH
FL 32951

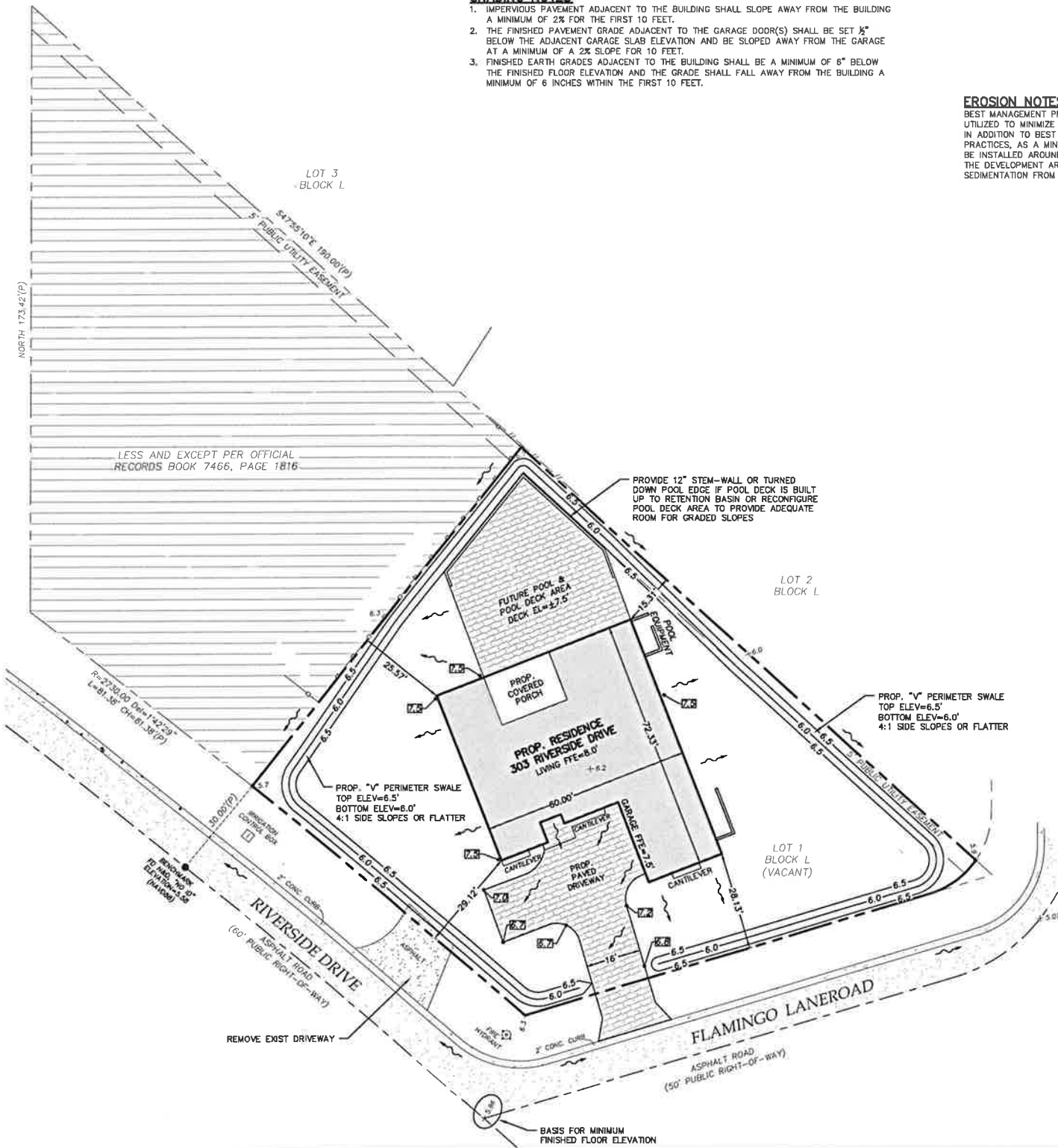
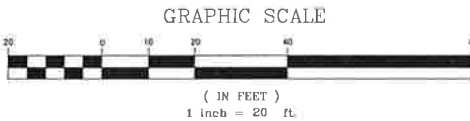
PARCEL ID: 28-38-06-80-L-1

ACCOUNT NO: 2847321



Digitally signed by Clayton A Bennett
Date: 2021.10.14 17:45:55 -04'00'

This item has been digitally signed and sealed by Clayton A. Bennett, PE on the date adjacent to the seal.
Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.



POIRIER RESIDENCE
303 RIVERSIDE DR

POIRIER, MICHAEL; POIRIER, AMY
3699 POSEIDON WAY INDIALANTIC
FL 32903

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting

4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236

CLAYTON A. BENNETT
P.E. NO. 53129

DATE: 10/14/2021

© 2021 BENNETT ENGINEERING & CONSULTING, LLC.

THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE.

DATE: _____

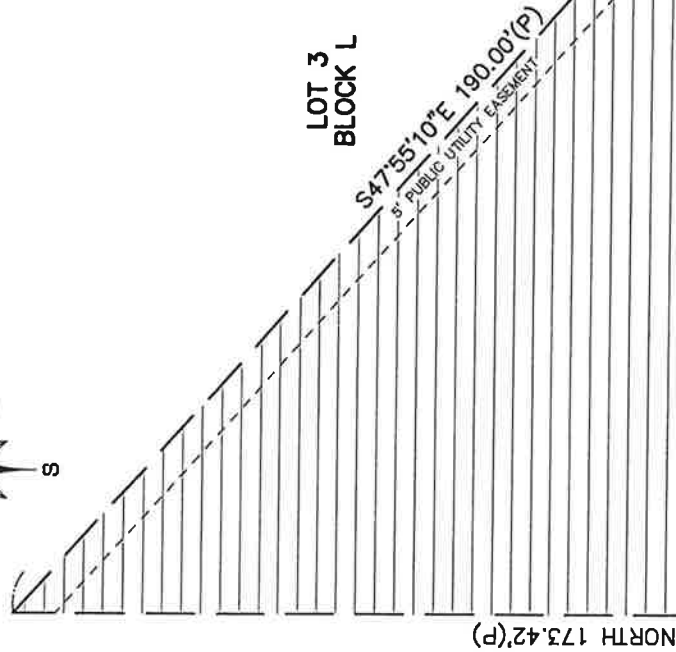
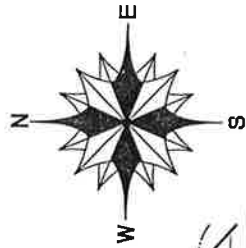
DESIGNED BY: CAB	DATE: 10/4/21
DRAWN BY: CAB	DATE: 10/4/21
CHECKED:	
APPROVED:	
ACAD CODE: 21470M01.DWG	
PROJECT NO: 21.470	

LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

BOUNDARY SURVEY OF:
LOT 1, BLOCK L, THE RIVER COLONY OF MELBOURNE BEACH, NORTHWEST SECTION
LESS AND EXCEPT OFFICIAL RECORDS BOOK 7466, PAGE 1816
AS RECORDED IN PLAT BOOK 17, PAGE 56 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.



LESS AND EXCEPT PER
OFFICIAL RECORDS BOOK
7466, PAGE 1816



R=2730.00 Del=2°09'41\" L=102.98'
CH=102.98'(P) CH=102.75'(M)

LEGEND	
(AKA)	= ALSO KNOWN AS
C	= CENTERLINE
C.B.	= CONCRETE BLOCK
C.B.S.	= CONCRETE BLOCK STRUCTURE
C.L.F.	= CHAIN LINK FENCE
CLR	= CLEAR
C.M.	= CONCRETE MONUMENT
CONC.	= CONCRETE
COR.	= CORNER
COVD	= COVERED
D	= DELTA
FD	= FOUND
ID	= IDENTIFICATION
IR	= IRON PIPE
IR.P.	= IRON ROD
L	= LENGTH
LB	= LICENSE BUSINESS
LS	= LICENSE SURVEYOR
M	= MEASURED
N&D	= NAIL & DISK
PL	= PLATTED
PC	= POINT OF CURVATURE
PT	= POINT OF TANGENCY
P.L.	= PROPERTY LINE
P.S.M.	= PROFESSIONAL SURVEYOR & MAPPER
PRC	= POINT OF REVERSE CURVE
P.U.&D.	= PUBLIC UTILITY & DRAINAGE
R	= RADIUS
R/W	= RIGHT-OF-WAY
(TYP.)	= TYPICAL
W.F	= WOOD FENCE

SURVEYOR'S NOTES:

- 1) THE BEARING SYSTEM SHOWN HEREON IS BASED ON A ASSUMED BEARING OF S.73°19'40"W., ALONG THE NORTHWEST RIGHT-OF-WAY LINE OF FLAMINGO LANE.
- 2) AS PER FLOOD INSURANCE RATE MAP NO.12009C 0604 H, INDEX DATED 01-29-2021, THE ABOVE DESCRIBED PROPERTY LIES IN ZONE X.
- 3) THIS SURVEY WAS PREPARED FROM TITLE INFORMATION PROVIDED TO THE SURVEYOR. THERE MAY BE ADDITIONAL RESTRICTIONS OR EASEMENTS THAT AFFECT THE PROPERTY.
- 4) UNDERGROUND UTILITIES AND FOUNDATIONS HAVE NOT BEEN SHOWN.
- 5) LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHT-OF-WAY, RESERVATION, AGREEMENT AND/OR EASEMENTS OF RECORD. SUCH INFORMATION IF DESIRED, SHOULD BE OBTAINED AND CONFIRMED BY OTHER THROUGH APPROPRIATE TITLE VERIFICATION.
- 6) NOT VALID WITHOUT A SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

TYPE OF SURVEY:
BOUNDARY SURVEY

PROJECT:
21-2887

SCALE:
1" = 30'

DATE:
09/09/2021

CAD FILE:
21-2887.DWG

F.B. NUMBER:
09/20/21-PLAT PLAN

REVISION:
09/20/21-PLAT PLAN

PRECISION
LAND SURVEYING, INC.

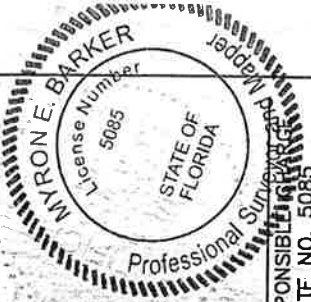
2900 LAKE WASHINGTON ROAD, SUITE 1
MELBOURNE, FLORIDA 32935
PHONE: 321-259-4600
EMAIL: PRECISIONSURVEYING1993@GMAIL.COM

CERTIFIED TO:

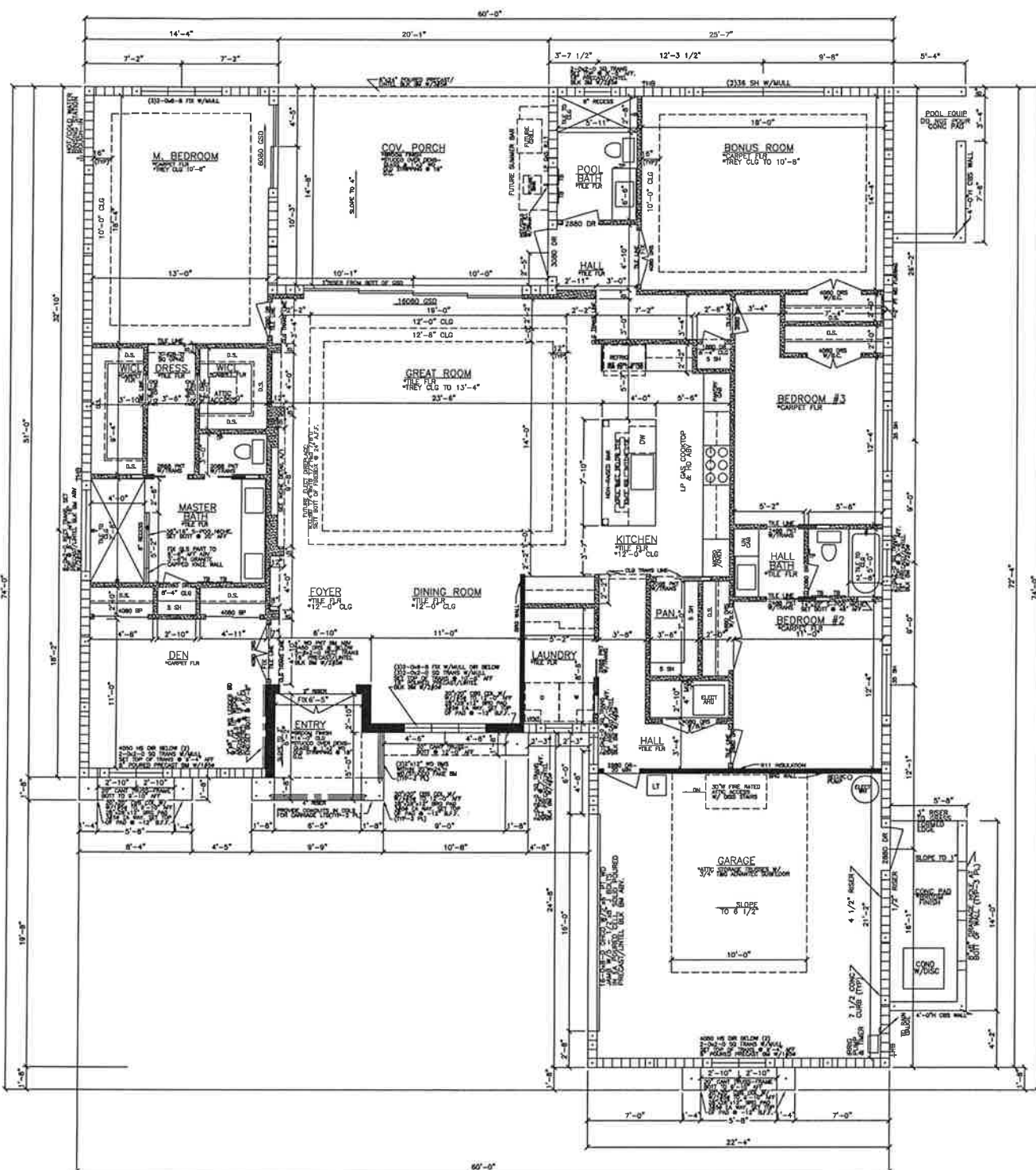
MICHAEL AND AMY POIRIER
US BANK, N.A.
CHICAGO TITLE INSURANCE COMPANY
AURORA TITLE
JOYAL ENTERPRISES, INC.

Myron E. Barker

PROFESSIONAL SURVEYOR & MAPPER IN RESPONSIBLE CHARGE
MYRON E. BARKER - FLORIDA CERTIFICATE NO. 5085
CERTIFICATE OF AUTHORIZATION LB. 6586



JOB #93-0261
 LOT 1 - BLOCK L
 303 RIVERSIDE DRIVE
 RIVER COLONY NW SECTION
 POIRIER RESIDENCE



FLOOR PLAN

SCALE: 1/4" = 1'-0"

SQUARE FOOTAGE BREAKDOWN:
 LIVING AREA: 2662 S.F.
 GARAGE: 491 S.F.
 ENTRY: 63 S.F.
 COVERED PORCH: 225 S.F.
 TOTAL AREA: 3498 S.F.

C.B.S. WALL LEGEND
 ALL MASONRY WALLS ARE SHEAR WALLS
 18 COURSES (PART OF DEN; FOYER; & DINING RM)
 15 COURSES (REMAIN AREAS)

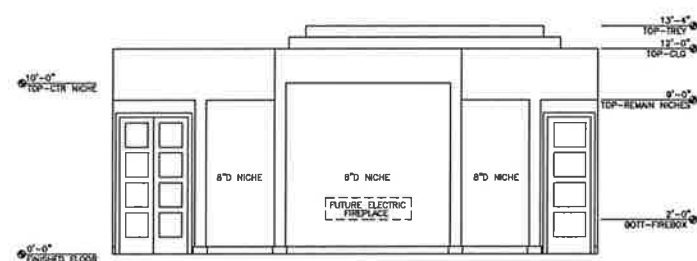
WOOD FRAME WALL LEGEND
 WOOD FRAME NON-BEARING WALL
 WOOD FRAME BEARING WALL

GENERAL NOTES:

1. THE STRUCTURE HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF THE 2020 FLORIDA BUILDING CODE SEVENTH EDITION.
2. ALL DIMENSIONS ARE BASED ON "NOMINAL" WALL THICKNESSES.
3. ALL CEILING HEIGHTS ARE TO BE 10'-0" FLAT UNLESS NOTED.
4. ALL WINDOW HEADER HEIGHTS ARE TO BE 8'-0" FLAT UNLESS NOTED.
5. ALL EXTERIOR WALLS ARE TO BE 8" CONCRETE BLOCK (C.B.S.), UNLESS NOTED.
6. ALL INTERIOR WALLS ARE TO BE 4" WOOD FRAME, UNLESS NOTED.
7. 1"x4" P.F. WOOD WALKER AT BOTTOM OF C.B.S. WALLS.
8. 2000 P.S.F. MIN. SOIL BEARING CAPACITY.
9. NO ROOF VENTS ON FRONT ELEVATION, IF POSSIBLE.
10. PLACE 1" WOOD SPACER UNDER ALL POCKET DOORS.
11. ALL ANGLES ARE 45°, UNLESS NOTED OTHERWISE.
12. MAINTAIN 12" MIN. SEPARATION FROM HOUSE WITH IRRIGATION HEADS.
13. PROVIDE FIREBLOCKING AS REQUIRED IN R302.1 FLORIDA BUILDING CODE (F.B.C.).
14. LENGTH OF DRYER VENT SHALL COMPLY WITH F.B.C. M1502.4.
15. WOOD BLOCKING AT MID-HEIGHT ON INTERIOR WALLS.
16. VENT ALL EXHAUST FANS INTO SOFFIT, COMPLY WITH 2020 F.B.C. M1506.3.
17. 7/8" THICK THREE COAT STUCCO IN WOOD FRAME AREAS.
18. USE PLYWOOD IN WOOD FRAME AREAS.
19. USE MID-WALL WEEP SCREWS IN HORIZONTAL BLOCK TO FRAME TRANSITIONS.
20. EXAMPLE: 2068 OR IS 30"x60" & 3068 OR IS 30"x60".
21. 3 1/4" CASINGS THROUGHOUT.
22. SOLID CORE M.O.F. INTERIOR DOORS THROUGHOUT.
23. SQUARE DRYWALL BEADING THROUGHOUT.

STRUCTURAL NOTES:

1. WEDGE BOLTS SHALL BE 1/2" W/ RANSET/REHEAD BOLTS OR APPROVED EQUIVALENT INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. DO NOT CUT EXISTING REINFORCING TO INSTALL.
2. MASONRY AND CONCRETE SCREWS SHALL BE MANUFACTURED BY 1/2" W/ RANSET/REHEAD "TAPCONS" OR APPROVED EQUIVALENTS INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
3. ANCHORING ADHESIVE SHALL BE A TWO-COMPONENT SOLID EPOXY-BASED DISPENSED THROUGH A STATIC MIXING NOZZLE. SUPPLIED BY THE MANUFACTURER'S SYSTEM SUPPLIED IN MANUFACTURER'S SIDE-BY-SIDE CARTRIDGE AND EPOXY SHALL MEET THE MINIMUM REQUIREMENTS OF ASTM C-881 SPECIFICATION FOR TYPE I, II, IV AND V, GRADE 3, CLASS B AND C AND MUST DEVELOP A MINIMUM 10,500 PSI COMPRESSIVE YIELD STRENGTH AFTER 7-DAY CURE.
4. GROUTED ANCHORS SHALL BE SIMPSON EPOXY-TIE ADHESIVE SYSTEM OR APPROVED EQUIVALENT IN MANUFACTURER'S RECOMMENDATIONS.
5. DRILL-IN REAR CONCRETE AND THERMAID ROD ANCHORS (A307) SHALL BE SET USING A TWO-PART EPOXY AS DESCRIBED ABOVE.
6. HEADED STUDS (A.S.) SHALL BE "WELSON" OR APPROVED EQUAL. INSTALL USING MANUFACTURER'S SPECIFICATIONS AND IN ACCORDANCE WITH AWS D1.1. ATTAINMENT OF STUDS SHALL BE SUFFICIENT TO DEVELOP THE FULL CAPACITY OF EACH INDIVIDUAL STUD (PER AWS D1.1).
7. EXPANSION ANCHORS MAY BE SUBSTITUTED FOR ANCHOR BOLTS ONLY WITH THE APPROVAL OF THE ENGINEER OF RECORD IN WRITING. EXPANSION ANCHORS SHALL BE HILTI, SIMPSON, RAWL, OR APPROVED EQUAL.
8. 1/2"x10" J-BOLTS 32" O.C. AROUND PERIMETER OF UNITE BEAM WHERE APPLICABLE.
9. 1/2"x10" J-BOLTS OR SLIDE ANCHOR 32" O.C. ON BEARING WALL.
10. ALL ROOFING SHEATHING TO BE APA RATED PLYWOOD NAILED 6" ON EDGE AND 8" ON INTERMEDIATE AND 4" O.C. ON END GABLE WITH 8d 2 1/2" RING SHANK NAILS. RUN LONG SIDE PERPENDICULAR TO TRUSSES WITH JOINTS STAGGERED. GUE TO TOP CHORD USING APA SPEC AFD-01 ADHESIVE.
11. ALL WALL SHEATHING, SHEAR WALL SHEATHING AND GABLE ENDS NAILED 6" ON EDGE AND 8" ON INTERMEDIATE. NOTE: WALL SHEATHING MUST BE NAILED TO TOP PLATE AND BASE PLATE. USE 8d NAILS. ALSO BLOCKING AT HORIZONTAL JOINTS.
12. STUDS IN BEARING WALLS TO BE SYP #2 (2"x4") @ 16" O.C.
13. STUD PLATE RES (SPH4 & SPH5) FROM TOP PLATE TO STUD AND BOTTOM PLATE TO STUD TO BE PLACED @ 32" O.C. @ TOP AND @ 32" AT BOTTOM.
14. MINIMUM OF 3 STUDS UNDER EACH GROUND TRUSS.
15. NO HEADERS 1'-0" x 4'-0" (2"x8" SYP #4 1'-0" x 8'-0" (2"x10" SYP #2) 1'-0" x 12'-0" (2"x12" SYP #2) BEARING HEADERS OVER OPENINGS IN FRAME WALL TO BE ANCHORED BOTH SIDES ON HEADER AND ALSO AT BOTTOM AS PER TRUSS UPLIFT SPECS AND SIMILAR TO DETAIL.
16. RAFTERS UPLIFTS PER TRUSS MANUFACTURER.
17. VALLEY RAFTERS OR CONVENTIONAL FRAMED PORTIONS OF ROOF OVER 6'-0" LONG TO BE SECURELY FASTENED TO THE TRUSSES AS PER TRUSS MFG. SPECS. W/ PROPER CLIPS ETC. AND AT LEAST 2-1/4" NAILS IN EACH END OF SHORTER MEMBERS. UPLIFTS MAY BE FIGURED AT 40 LBS. PER SQUARE FOOT TIMES THE LF AREA SUPPORTED BY THAT MEMBER.
18. TRUSS STRAPS EMBEDDED IN THE BEAM MUST BE LOCATED WITHIN 1 1/2" OF THE TRUSS.
19. TRUSS STRAPS WHICH ARE NOT LOCATED WITHIN 1 1/2" OF THE TRUSS SHALL HAVE NEW STRAPS ADDED. THESE NEW STRAPS SHALL BE "NUGGET" RT18 STRAPS (OR EQUIVALENT STRAPS) SECURED TO THE SIDE OF THE TRUSS BEAM WITH THREE 2 1/4" "TAPCON" MASONRY ANCHORS. INSTALL TAPCONS IN ACCORDANCE WITH THE MANUFACTURER SPECIFICATIONS. NAIL STRAPS TO TRUSS IN ACCORDANCE WITH MANUFACTURER SPECIFICATIONS FOR THE UPLIFT ON THAT TRUSS. THESE STRAPS MAY ALSO BE USED ON REGULAR TRUSSES (OR GIRDERS) TO OBTAIN ADDITIONAL UPLIFT CAPACITY WHERE EXTRA STRAPS SHOULD HAVE BEEN SUBMITTED.
20. AS AN ALTERNATIVE TO USING "TAPCON" ANCHORS, POWDER ACTUATED FASTENERS (PAFS) MAY BE USED FOR THIS TYPE OF APPLICATION. HOWEVER, USE STAINLESS STEEL OR HOT DIPPED GALVANIZED ANCHORS WHEN IN TOUCH WITH WOOD. FIVE FASTENERS (MIN.) SHALL BE USED IN EACH STRAP AND THE MINIMUM FASTENER SHALL BE .143" DIAMETER BY 1.25" LONG.



GREAT ROOM NICHES DETAIL -A/1
 SCALE: 1/4" = 1'-0"



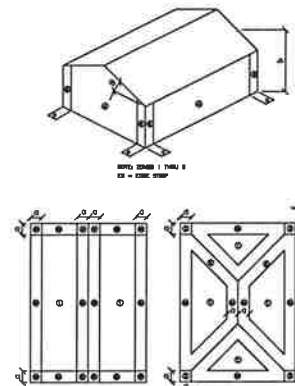
POCKET DOOR
 DETAIL -B/1
 NO SCALE

ROOF PITCH: 20-27 DEGREES
 160 MPH ULT/124 NORMAL-ENCLOSED
 EXPOSURE C-MEAN ROOF HEIGHT <30'
 ROOF PITCH: 3/12 TO 6/12
 SEE NOTES A-F

COMPONENT & CLADDING ROOF WIND PRESSURE (POUNDS PER SQUARE FOOT)				
ZONE	EFFECTIVE WIND AREA	POSITIVE	NEGATIVE	
1	10	24.3	-45.5	
1	20	21.8	-40.3	
1	50	17.2	-33.4	
1	100	14.0	-28.3	
2s, 2r, 3	10	24.3	-45.5	
2s, 2r, 3	20	21.8	-40.3	
2s, 2r, 3	50	17.2	-33.4	
2s, 2r, 3	100	14.0	-28.3	

COMPONENT & CLADDING WALL WIND PRESSURE (POUNDS PER SQUARE FOOT)				
ZONE	EFFECTIVE WIND AREA	POSITIVE	NEGATIVE	
4	10	34.0	-36.7	
4	20	32.4	-35.3	
4	50	21.8	-23.8	
4	100	30.5	-31.8	
4	500	25.3	-20.2	
5	20	34.0	-28.3	
5	50	32.4	-42.4	
5	100	21.8	-30.5	
5	500	25.3	-28.3	

- A. THE EFFECTIVE WIND AREA SHALL BE EQUAL TO THE SPAN LENGTH MULTIPLIED BY AN EFFECTIVE WIDTH. THIS WIDTH SHALL BE DETERMINED BY THE EFFECTIVE WIND AREA. THE EFFECTIVE WIND AREA SHALL NOT BE GREATER THAN THE AREA THAT IS TRIBUTARY TO AN INDIVIDUAL FASTENER.
- B. FOR EFFECTIVE AREAS BETWEEN TRUSSES OR RAFTERS, THE LOAD SHALL BE INTERPOLATED ON THE LONG ASSOCIATED WITH THE LONGER EFFECTIVE AREA SHALL BE USED.
- C. TABLE VALUES SHALL BE ADJUSTED FOR HEIGHT AND EXPOSURE BY MULTIPLYING THE ADJUSTMENT COEFFICIENT IN TABLE R301.2(3) FROM THE BUILDING SURFACES.
- D. PLUS & MINUS SIGNS SIGNIFY PRESSURES ACTING TOWARD & AWAY FROM THE BUILDING SURFACES.
- E. TABLE VALUES HAVE BEEN MULTIPLIED BY 0.8 TO CONVERT COMPONENT AND CLADDING PRESSURES TO ASH.
- F. LOADS IN ZONE 1 ARE PERMITTED TO BE DETERMINED IN ACCORDANCE WITH ASCE 7.
- G. WHERE THE RATIO OF THE BUILDING MEAN ROOF HEIGHT TO LENGTH OR WIDTH IS LESS THAN 0.5, UPSET LOADS ARE PERMITTED TO BE DETERMINED IN ACCORDANCE WITH ASCE 7.



DESIGN CRITERIA
 1. DESIGN WIND SPEED: 160 MPH
 2. EXPOSURE: C
 3. IMPORTANCE: 1
 4. WIND EFFECTS: ENCL. 2.2.1
 5. CONSTRUCTION: 1
 6. SOFT STORY: NO
 7. ROOF: POS. 14.03 NEG. 20.20
 8. ZONE 1: WIND CASE
 9. DISTANCE "a" IS DEFINED AS 4.0' FT

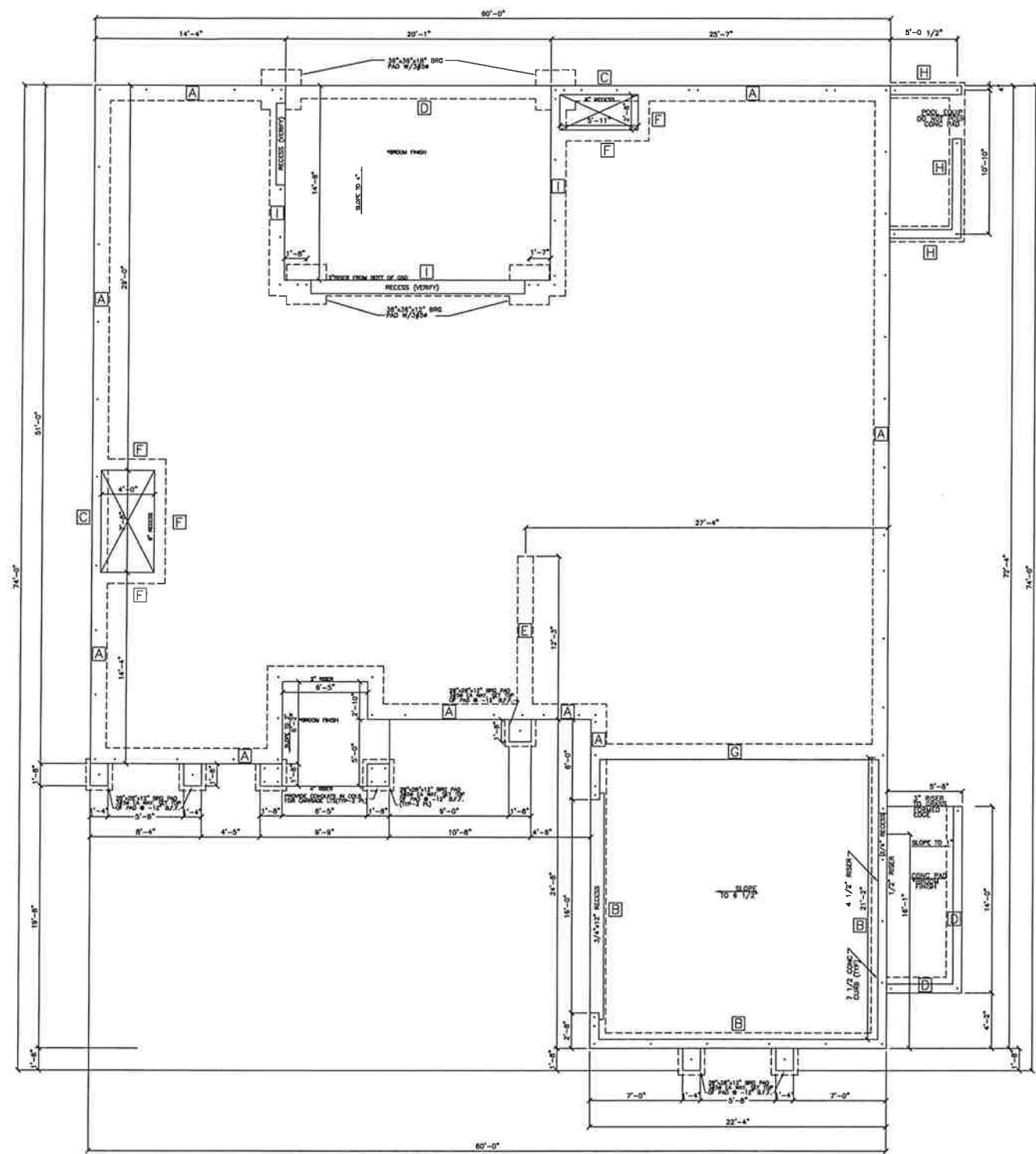
DESIGNER:
 JOYAL CONSTRUCTION
 7800 AURORA RD. SUITE A
 MELBOURNE, FL 32935

EDWARD F. SHINSKIE, P.E.
 4704 WILD TURKEY ROAD
 MIMS, FLORIDA 32754
 P 47515
 (321) 863-3223

I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS CONFORM TO THE 2020 FLORIDA BUILDING CODE SEVENTH EDITION WITH THE DESIGNED CRITERIA STATED.

JOYAL CONSTRUCTION
 CUSTOM HOME BUILDER

DATE: 7/14/21
 FILE NAME: FLP



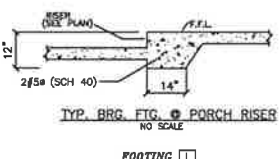
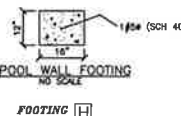
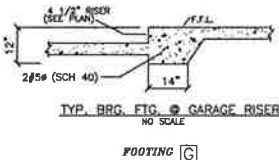
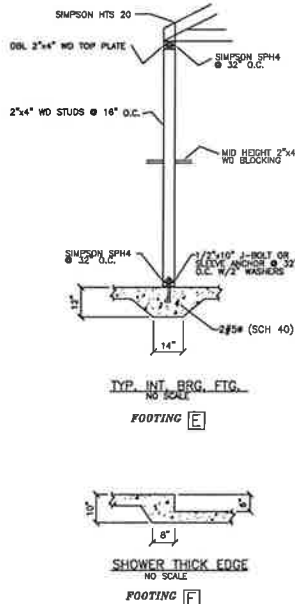
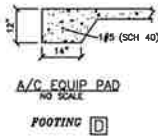
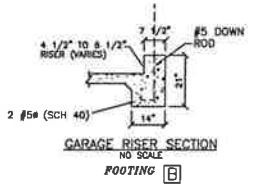
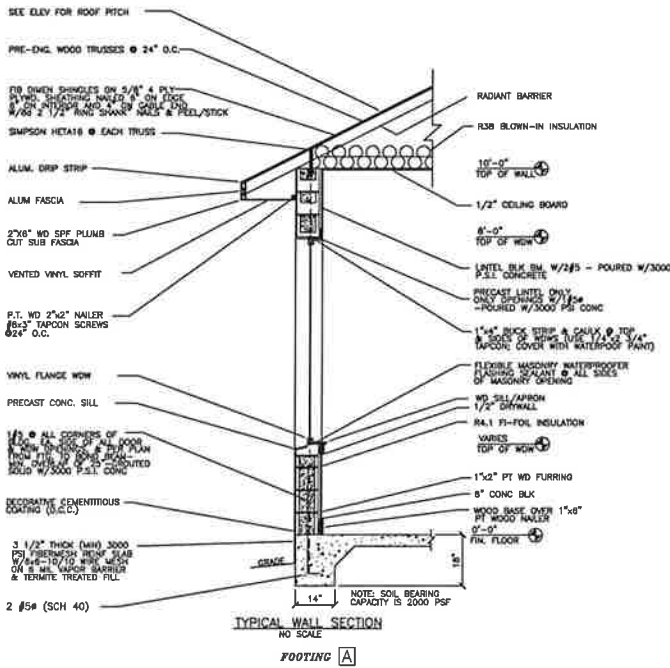
FOUNDATION PLAN

SCALE: 1/4" = 1'-0"

FOOTING SCHEDULE

- A 14"x18" W/2#5@
- B 14"x21" W/2#5@
- C 14"x21" W/2#5@
- D 14"x12" W/1#5@
- E 14"x12" W/2#5@
- F 10"x10"
- G 16"x12" W/1#5@
- H 16"x12" W/2#5@
- I 14"x12" W/2#5@

- NOTES:
- 1) SOIL WILL BE COMPACTED TO 95% DENSITY REQUIREMENT
 - 2) TERMITE SPRAY: CHEMICAL BARRIER METHOD SHALL BE COMPLIANCE IN ACCORDANCE WITH F.B.R.C. 318.



CONCRETE PROTECTION FOR REINFORCEMENT CAST-IN-PLACE	CONCRETE COVER, IN.
1. CONCRETE CAST AGAINST & PERMANENTLY EXPOSED TO EARTH:	3"
2. CONCRETE EXPOSED TO EARTH OR WEATHER:	2"
3. CONCRETE NOT EXPOSED TO EARTH OR WEATHER OR IN CONTACT WITH GROUND:	1 1/2"
SLABS, WALLS, & JOISTS:	3 1/4"
BEAMS & COLUMNS:	1 1/2"
PRIMARY REINFORCEMENT, TIES, STIRRUPS, & SPIRALS	

MISSING VERTICAL REBAR
1. DRILL A 13/16" x 6" HOLE INTO THE FOOTING AT THE DOWEL LOCATION.
2. CLEAR OUT DUST & FRAGMENTS.
3. INSERT EPOXY IN HOLE.
4. DRIVE A 3/4" #5 REBAR DOWEL TO THE BOTTOM OF THE HOLE.
5. ALLOW EPOXY TO CURE UNDISTURBED FOR A MINIMUM OF ONE (1) HOUR.

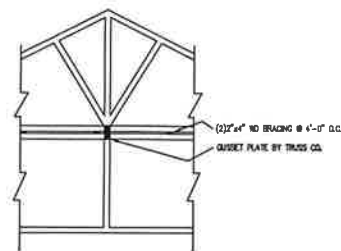
EDWARD F. SHINSKIE, P.E.
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P.E. #47515
(321)863-3223

I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS CONFORM TO THE 2020 FLORIDA BUILDING CODE SEVENTH EDITION WITH THE DESIGNED CRITERIA STATED.

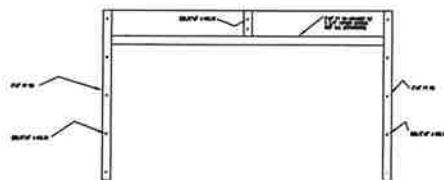
JOYAL CONSTRUCTION
CUSTOM HOME BUILDER

DATE: 7/14/21
FILE NAME: FOUND

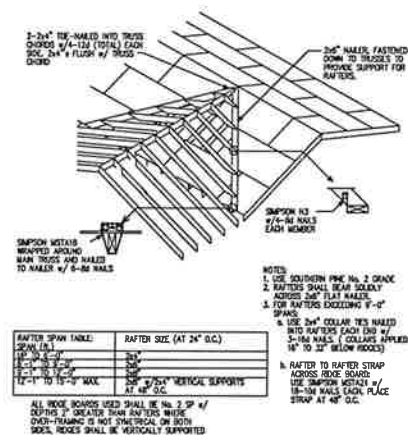
PAGE 2 OF 7



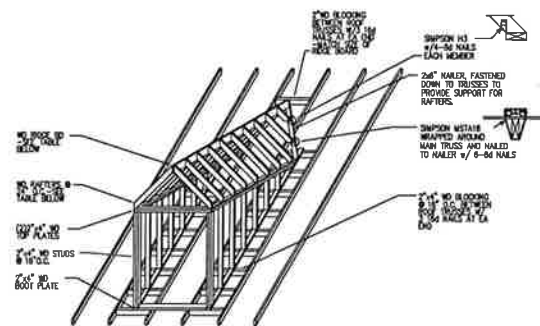
PIGGY BACK TRUSS DETAIL



GARAGE GOAL POST DETAIL



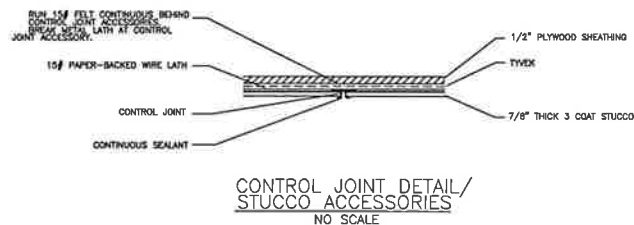
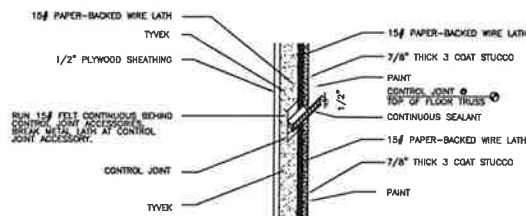
VALLEY FRAMING DETAIL



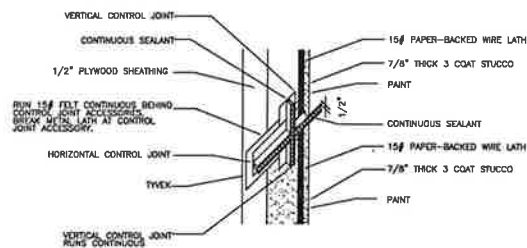
KNEE WALL/VALLEY BEHIND RAISED ROOF AREAS

RAFTER SPAN TABLE:	RAFTER SIZE (AT 24" O.C.)
0'-0" TO 1'-0"	2x4
1'-0" TO 2'-0"	2x6
2'-0" TO 3'-0"	2x8
3'-0" TO 4'-0"	2x10
4'-0" TO 5'-0"	2x12
5'-0" TO 6'-0"	2x14
6'-0" TO 7'-0"	2x16
7'-0" TO 8'-0"	2x18
8'-0" TO 9'-0"	2x20
9'-0" TO 10'-0"	2x22
10'-0" TO 11'-0"	2x24
11'-0" TO 12'-0"	2x26
12'-0" TO 13'-0"	2x28
13'-0" TO 14'-0"	2x30
14'-0" TO 15'-0"	2x32
15'-0" TO 16'-0"	2x34
16'-0" TO 17'-0"	2x36
17'-0" TO 18'-0"	2x38
18'-0" TO 19'-0"	2x40
19'-0" TO 20'-0"	2x42
20'-0" TO 21'-0"	2x44
21'-0" TO 22'-0"	2x46
22'-0" TO 23'-0"	2x48
23'-0" TO 24'-0"	2x50
24'-0" TO 25'-0"	2x52
25'-0" TO 26'-0"	2x54
26'-0" TO 27'-0"	2x56
27'-0" TO 28'-0"	2x58
28'-0" TO 29'-0"	2x60
29'-0" TO 30'-0"	2x62
30'-0" TO 31'-0"	2x64
31'-0" TO 32'-0"	2x66
32'-0" TO 33'-0"	2x68
33'-0" TO 34'-0"	2x70
34'-0" TO 35'-0"	2x72
35'-0" TO 36'-0"	2x74
36'-0" TO 37'-0"	2x76
37'-0" TO 38'-0"	2x78
38'-0" TO 39'-0"	2x80
39'-0" TO 40'-0"	2x82
40'-0" TO 41'-0"	2x84
41'-0" TO 42'-0"	2x86
42'-0" TO 43'-0"	2x88
43'-0" TO 44'-0"	2x90
44'-0" TO 45'-0"	2x92
45'-0" TO 46'-0"	2x94
46'-0" TO 47'-0"	2x96
47'-0" TO 48'-0"	2x98
48'-0" TO 49'-0"	2x100
49'-0" TO 50'-0"	2x102
50'-0" TO 51'-0"	2x104
51'-0" TO 52'-0"	2x106
52'-0" TO 53'-0"	2x108
53'-0" TO 54'-0"	2x110
54'-0" TO 55'-0"	2x112
55'-0" TO 56'-0"	2x114
56'-0" TO 57'-0"	2x116
57'-0" TO 58'-0"	2x118
58'-0" TO 59'-0"	2x120
59'-0" TO 60'-0"	2x122
60'-0" TO 61'-0"	2x124
61'-0" TO 62'-0"	2x126
62'-0" TO 63'-0"	2x128
63'-0" TO 64'-0"	2x130
64'-0" TO 65'-0"	2x132
65'-0" TO 66'-0"	2x134
66'-0" TO 67'-0"	2x136
67'-0" TO 68'-0"	2x138
68'-0" TO 69'-0"	2x140
69'-0" TO 70'-0"	2x142
70'-0" TO 71'-0"	2x144
71'-0" TO 72'-0"	2x146
72'-0" TO 73'-0"	2x148
73'-0" TO 74'-0"	2x150
74'-0" TO 75'-0"	2x152
75'-0" TO 76'-0"	2x154
76'-0" TO 77'-0"	2x156
77'-0" TO 78'-0"	2x158
78'-0" TO 79'-0"	2x160
79'-0" TO 80'-0"	2x162
80'-0" TO 81'-0"	2x164
81'-0" TO 82'-0"	2x166
82'-0" TO 83'-0"	2x168
83'-0" TO 84'-0"	2x170
84'-0" TO 85'-0"	2x172
85'-0" TO 86'-0"	2x174
86'-0" TO 87'-0"	2x176
87'-0" TO 88'-0"	2x178
88'-0" TO 89'-0"	2x180
89'-0" TO 90'-0"	2x182
90'-0" TO 91'-0"	2x184
91'-0" TO 92'-0"	2x186
92'-0" TO 93'-0"	2x188
93'-0" TO 94'-0"	2x190
94'-0" TO 95'-0"	2x192
95'-0" TO 96'-0"	2x194
96'-0" TO 97'-0"	2x196
97'-0" TO 98'-0"	2x198
98'-0" TO 99'-0"	2x200
99'-0" TO 100'-0"	2x202

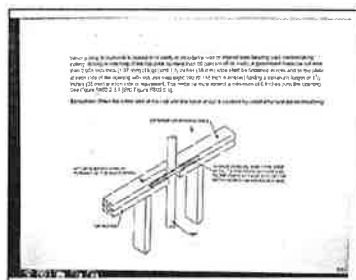
NOTES:
1. USE SOUTHERN PINE No. 2 GRADE
2. RAFTERS SHALL BEAR SOLIDLY AGAINST 2x4x8 PLUG NAILED
3. FOR RAFTERS EXCEEDING 8'-0" SPANS
a. USE 2x4x8 COLLAR TIES NAILED INTO RAFTERS EACH END @ 3'-10" MAX. (COLLARS APPLIED 18" TO 32" BELOW ROOFS)
b. RAFTER TO RAFTER STRAP ACROSS ROOF BOARD. USE SIMPSON STRAP 1/2x10x10 WALLS EACH PLACE STRAP AT 4'-0" O.C.

CONTROL JOINT DETAIL/
STUCCO ACCESSORIES

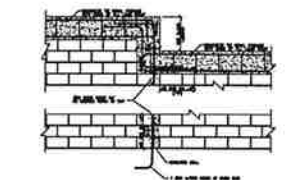
CONTROL JOINT DETAIL



CONTROL JOINT INTERFACE DETAIL



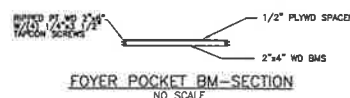
BEARING WALL TRAP DETAIL



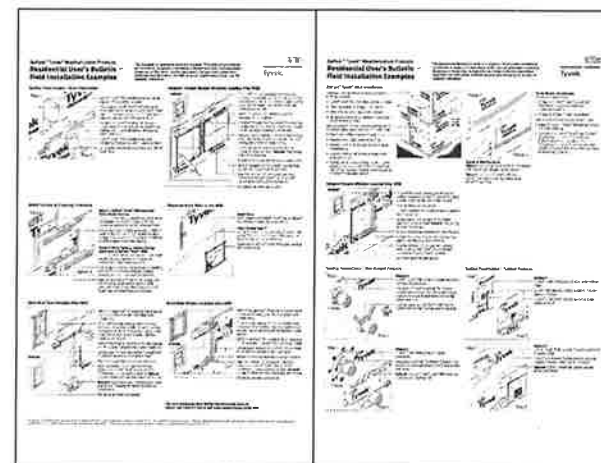
STEP IN MASONRY BOND BEAM DETAIL



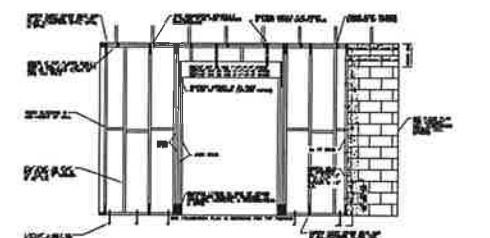
FOYER POCKET BM-PLAN



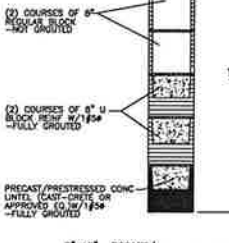
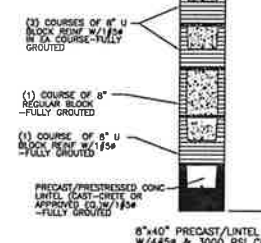
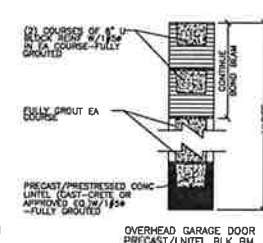
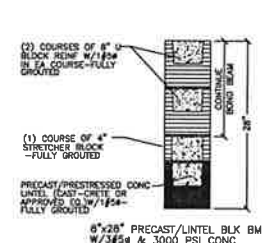
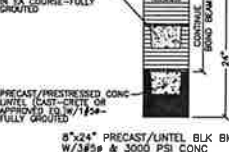
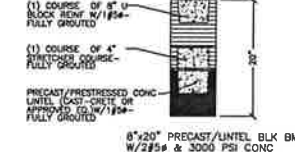
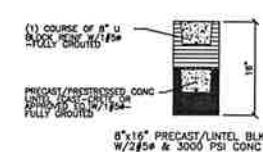
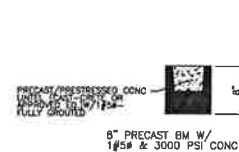
FOYER POCKET BM-SECTION



TYVEK DETAIL



TYPICAL WOOD FRAME BEARING WALL DETAIL - SUPPORTING ROOF ONLY



TYP. PRECAST/LINTEL BLOCK BEAMS

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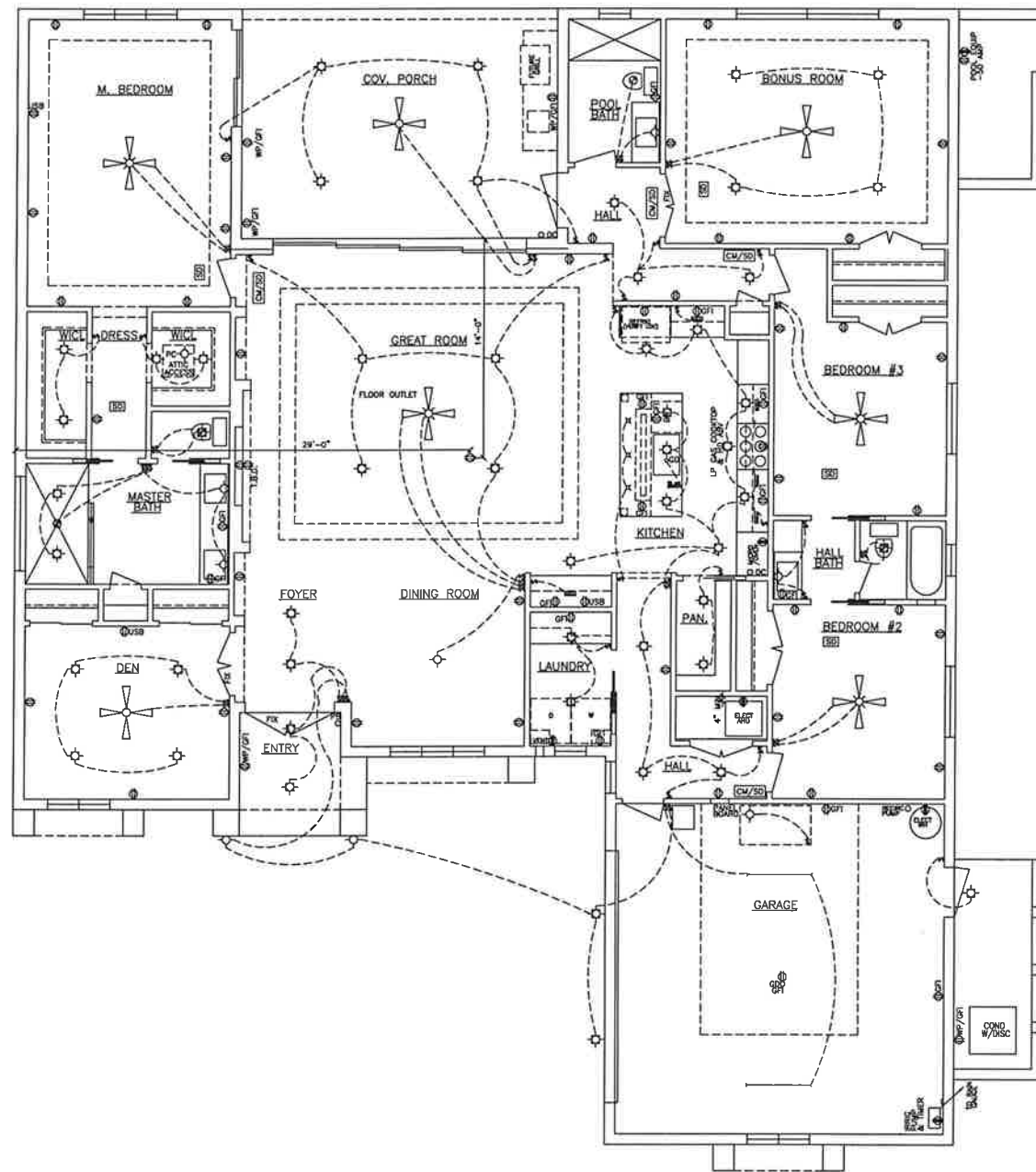
I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS CONFORM TO THE 2017 FLORIDA BUILDING CODE SIXTH EDITION WITH THE DESIGNED CRITERIA STATED.

JOYAL CONSTRUCTION
CUSTOM HOME BUILDER

DATE: 7/14/20
FILE NAME: DETAILS

ELECTRICAL SYMBOL LEGEND

⚡	SINGLE POLE SWITCH
⚡	THREE POLE SWITCH
⚡	FOUR POLE SWITCH
⚡	DIMMER SWITCH
⊕	SINGLE 110V OUTLET
⊕	DUPLEX 110V OUTLET
⊕	SWITCHED 110V OUTLET
⊕	220V OUTLET
⊕	QUAD OUTLET
⊕	GROUND FAULT INTERRUPT OUTLET
⊕	WEATHERPROOF GROUND FAULT INTERRUPT OUTLET
⊕	INDICATES HEIGHT ABOVE FLOOR
⊕	TELEVISION-RGS
⊕	PHONE-CATS
⊕	EXHAUST FAN
⊕	EXHAUST FAN W/LIGHT
⊕	PUSH BUTTON
⊕	DOOR CHIME
⊕	SMOKE DETECTOR
⊕	CARBON MONOXIDE/SMOKE DETECTOR
⊕	HANGING OR CEILING MOUNT LIGHT
⊕	WALL MOUNT LIGHT
⊕	RECESSED LIGHT
⊕	MINI RECESSED LIGHT
⊕	PENDANT LIGHT
⊕	UNDERCABINET LIGHT
⊕	FLUORESCENT LIGHT
⊕	FLOOD LIGHTS
⊕	CEILING FAN
⊕	CEILING FAN W/LIGHT

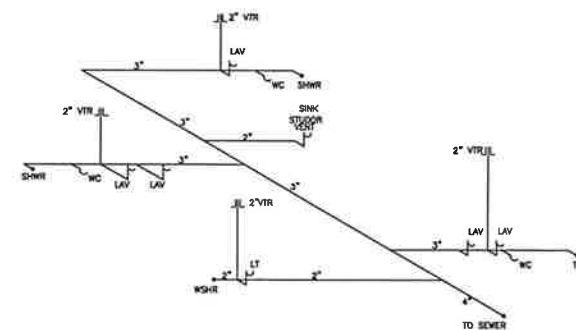
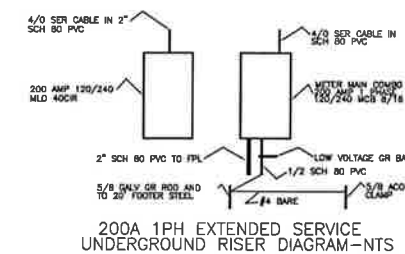


ELECTRICAL PLAN

SCALE: 1/4" = 1'-0"

ELECTRICAL NOTES

- 1) ELECTRICAL CODE SECTION E3401.1 REQUIRES ELECTRICAL SYSTEMS, EQUIPMENT AND COMPONENTS TO COMPLY WITH NFPA 70 NEC 2020.
- 2) ARC FAULT DETECTORS AS REQ'D BY NEC, 2020, 210.12.
- 3) HARDWIRED SMOKE DETECTORS W/ BATTERY BACKUP
- 4) CARBON MONOXIDE DETECTORS WITHIN 10'-0" OF EACH BEDROOM.
- 5) TAMPER RESISTANT RECEPTACLES AS REQ'D BY NEC, 2020, 406.12.
- 6) ALL SYSTEMS GROUNDED PER NEC 250.94.
- 7) 2020 FBC-R E3902.16: BRANCH CIRCUITS INSTALLED IN KITCHENS, FAMILY ROOMS, DINING ROOMS, LIVING ROOMS, DEN, BEDROOMS, SUN ROOMS, RECREATION ROOMS, CLOSETS, HALLWAYS, LAUNDRY ROOMS, AND SIMILAR AREAS SHALL HAVE AFCI PROTECTION

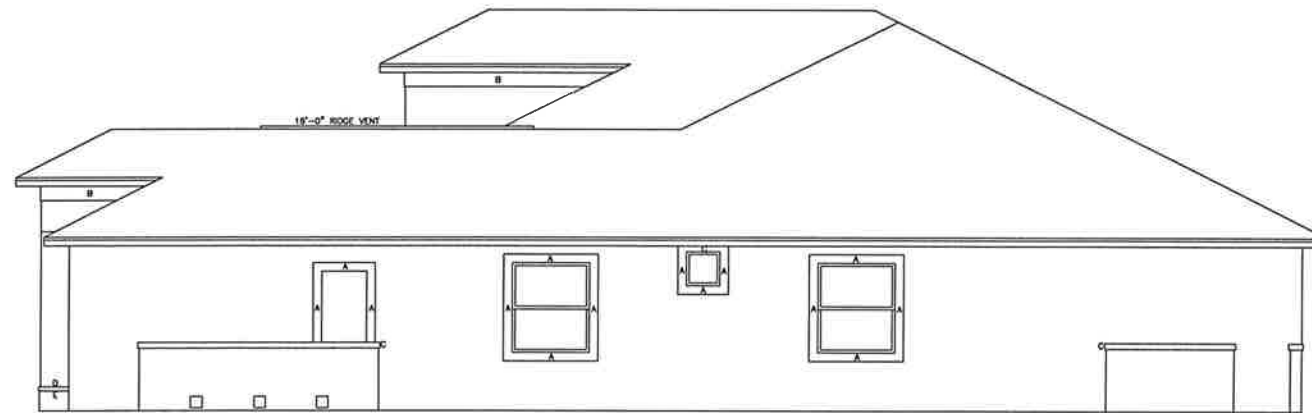
PLUMBING RISER
N.T.S.200A 1PH EXTENDED SERVICE
UNDERGROUND RISER DIAGRAM-N.T.S.

EDWARD F. SHINSKIE, P.E.
4704 WILD TURKEY ROAD
MIMS, FLORIDA 32754
P.E. #47515
(321)863-3223

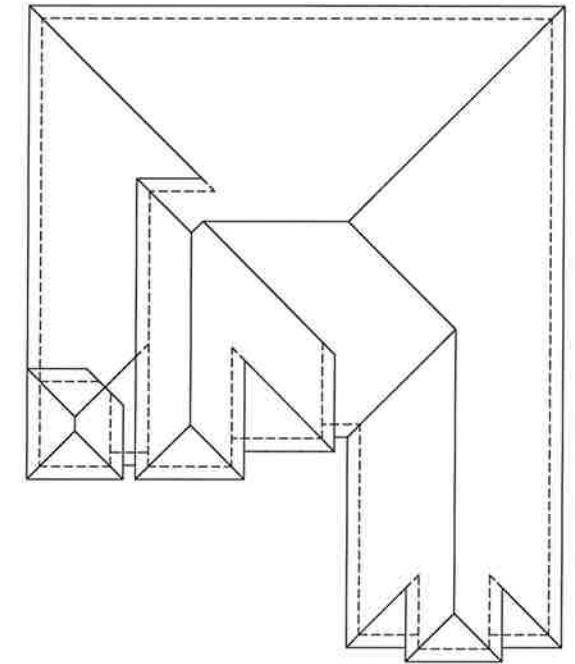
I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS CONFORM TO THE 2020 FLORIDA BUILDING CODE SEVENTH EDITION WITH THE DESIGNED CRITERIA STATED.

JOYAL
CONSTRUCTION
CUSTOM HOME BUILDER

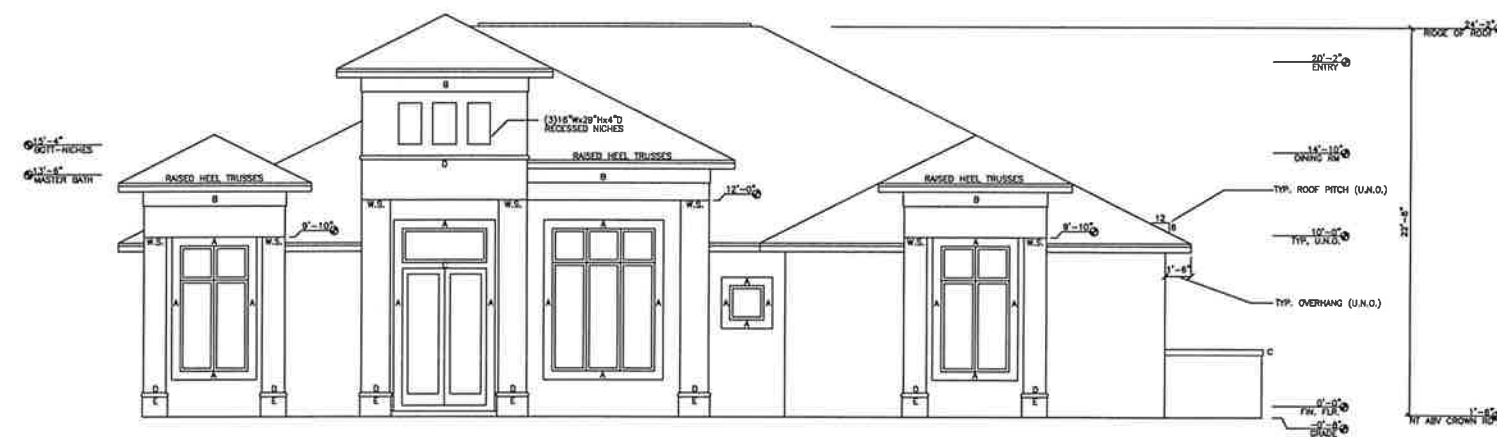
DATE: 7/19/21
FILE NAME: ELECT



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"



ROOF PLAN
SCALE: 1/8" = 1'-0"



FRONT ELEVATION

NOTES:
1) INSTALL WEEP SCREEDS (W.S.) AT HORIZONTAL BLOCK TO FRAME TRANSITIONS.

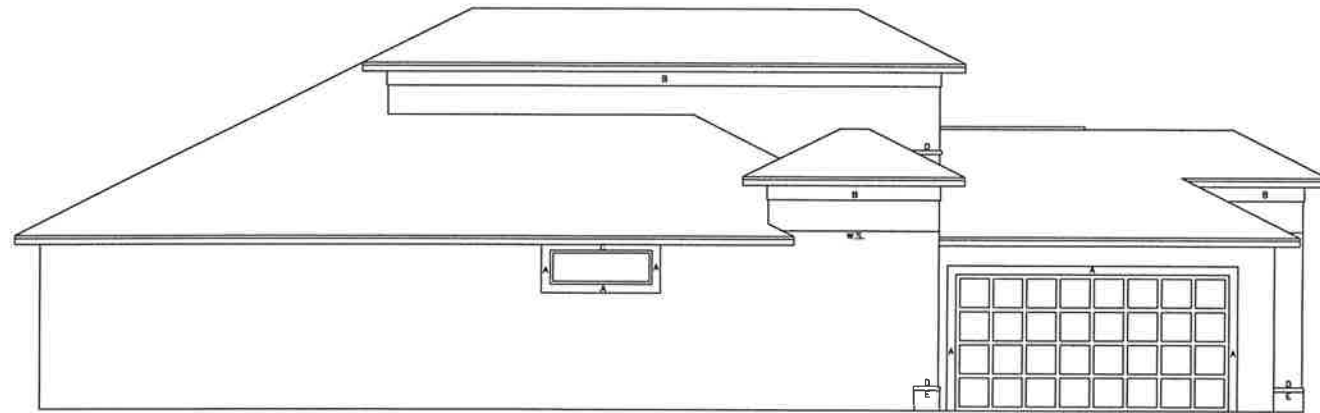
BAND SCHEDULE:
A) 3/4"x5" D.C.C.
B) 3/4"x10" D.C.C.
C) 3/4"x4" D.C.C.
D) 3" DIA FOAM/D.C.C. HALF ROUND
E) 1 1/2"x14" D.C.C.

EDWARD F. SHINSKIE, P.E.
4704 WILD TURKEY ROAD
MIMS, FLORIDA 32754
P.E. #47515
(321)863-3223

I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND THE PLANS CONFORM TO THE 2020 FLORIDA BUILDING CODE SEVENTH EDITION WITH THE DESIGNED CRITERIA STATED.

JOYAL 
CONSTRUCTION
CUSTOM HOME BUILDER

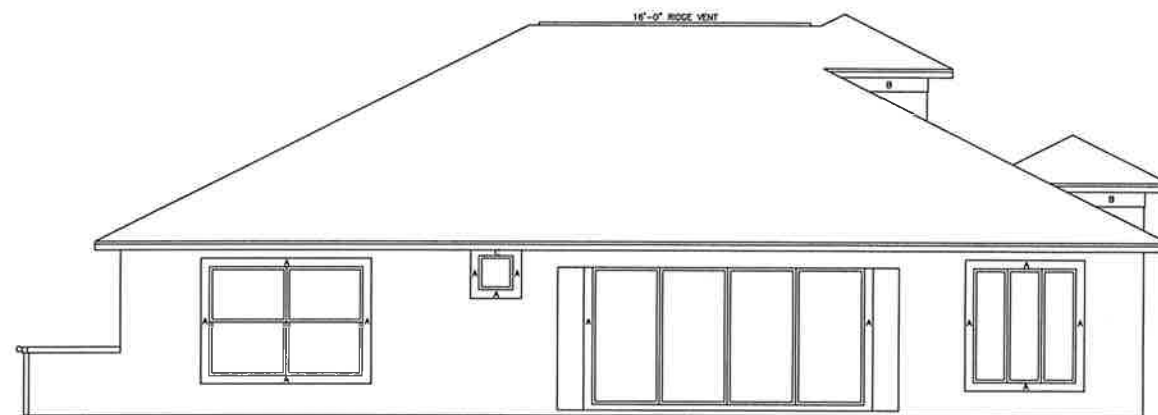
DATE: 7/18/21
FILE NAME: ELEV



LEFT ELEVATION

SCALE: 1/4" = 1'-0"

NOTES:
1) INSTALL WEEP SCREDS (W.S.) AT HORIZONTAL BLOCK TO FRAME TRANSITIONS.

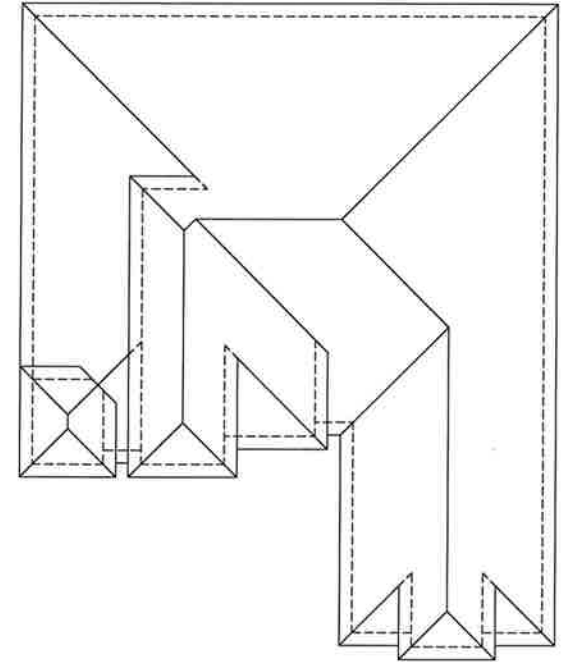


REAR ELEVATION

SCALE: 1/4" = 1'-0"

NOTES:
1) INSTALL WEEP SCREDS (W.S.) AT HORIZONTAL BLOCK TO FRAME TRANSITIONS.

DOOR SCHEDULE:
A) 3/4"x4" O.C.C.
B) 3/4"x12" O.C.C.
C) 3/4"x4" O.C.C.
D) 3" DIA. FIBER/O.C.C. HALF ROUND
E) 1 1/2"x14" O.C.C.



ROOF PLAN

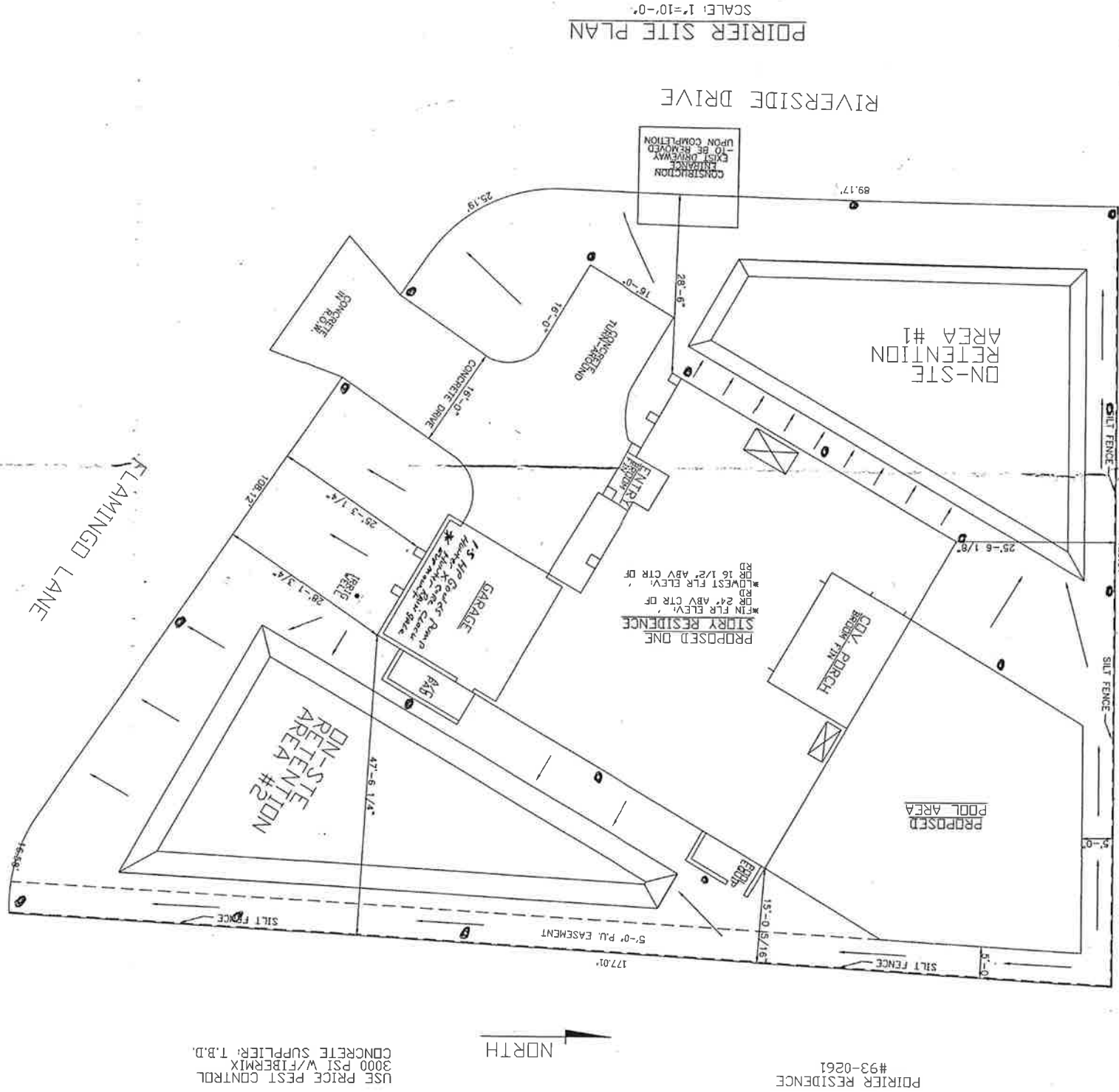
SCALE: 1/8" = 1'-0"

EDWARD F. SHINSKIE, P.E.
4704 WILD TURKEY ROAD
MIMS, FLORIDA 32754
P.E. #47515
(321)863-3223

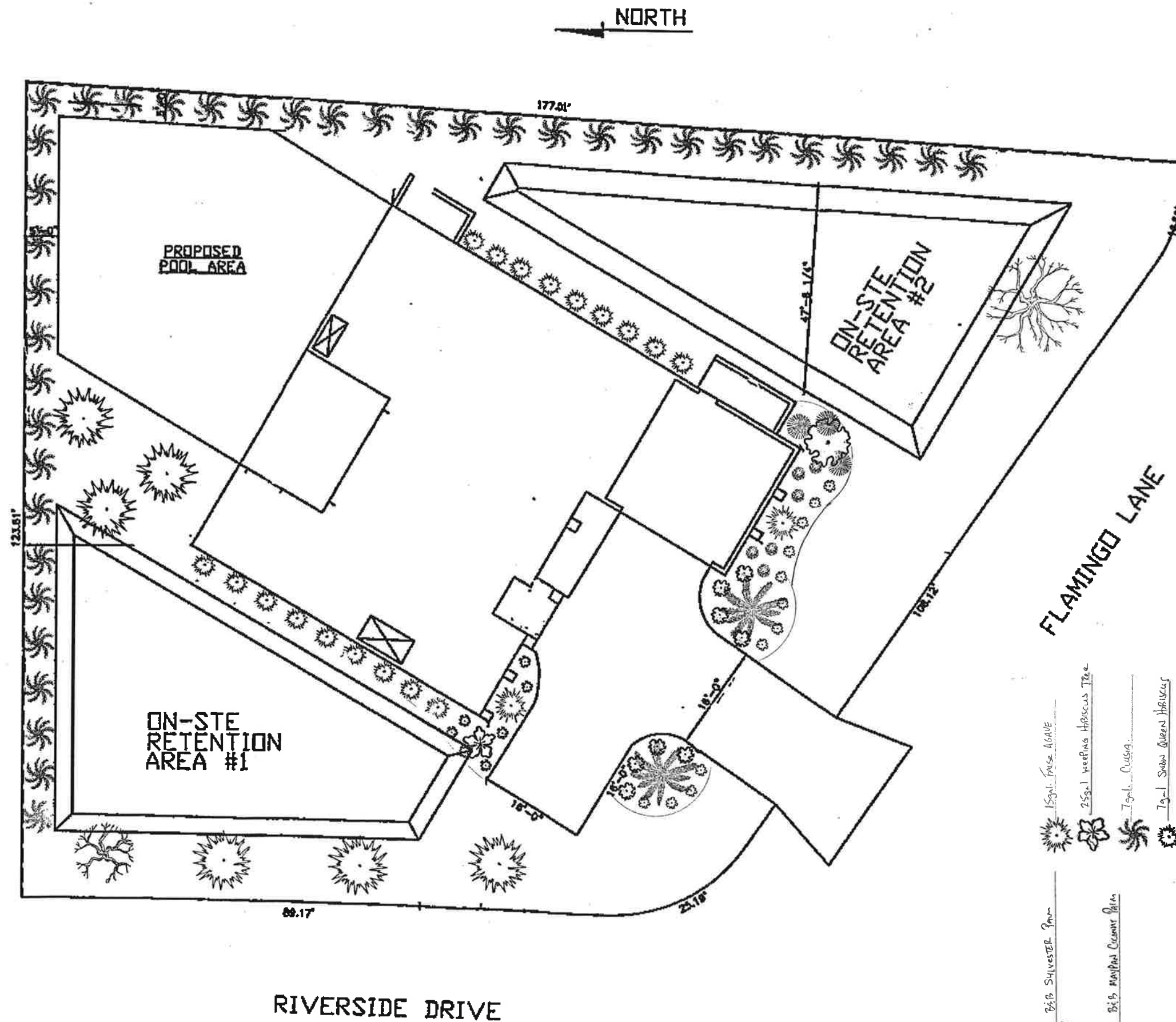
I CERTIFY THAT I HAVE REVIEWED THESE PLANS AND
THE PLANS CONFORM TO THE 2020 FLORIDA BUILDING CODE
SEVENTH EDITION WITH THE DESIGNED CRITERIA STATED.

JOYAL 
CONSTRUCTION
CUSTOM HOME BUILDER




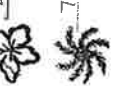









DATE: 7/16/21
FILE NAME: ELEV2



7-22-21
JOYAL CONSTRUCTION
254-0997



POIRIER SITE PLAN
SCALE: 1"=20'-0"

- | | | | |
|---|-----------------------------|---|------------------------------|
|  | 8'x8' SILVER PINE |  | 15gal. FINE AGAVE |
|  | 8'x8' MOUNTAIN OCEANIC PALM |  | 25gal. WEeping Hibiscus Tree |
|  | 8'x8' PINK TABESHA Tree |  | 7gal. CUSIA |
|  | 8'x8' SILK TREE Tree |  | 7gal. Snow Queen Hibiscus |
|  | 8'x8' Royal Palm |  | 7gal. RHODODEND |
|  | 8'x8' Roebuckii Palm |  | 7gal. FR. CRATNA |
| | |  | 7gal. ANTHE Lox COBOLINE |
| | | | 3gal. Green Island Ficus |
| | | | 7gal. ASSORTED BRONZELAND |

Town Commission Meeting Agenda Item

Section: Public Hearings

Meeting Date: November 17, 2021

Subject: Draft Ordinance 2021-05 (Second Reading)

Submitted By: Town Attorney

Background Information:

Second Reading of Ordinance 2021-05: An Ordinance of the Town of Melbourne Beach, Brevard County, Florida, amending various sections of the Code of Melbourne Beach related to the Fire Department, Protection and Prevention – Town Attorney Repperger

Recommendation:

Consideration of Adoption of Ordinance 2021-05.

Attachments:

Proposed Ordinance 2021-05

ORDINANCE NO. 2021-05

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING VARIOUS SECTIONS OF THE CODE OF MELBOURNE BEACH REGARDING FIRE DEPARTMENT, FIRE PROTECTION AND PREVENTION, AND HAZARDOUS MATERIALS INCIDENTS COST RECOVERY; SPECIFICALLY AMENDING SECTION 11-41, POWERS AND DUTIES; AMENDING THE TITLE OF CHAPTER 45 OF THE TOWN CODE; AMENDING SECTION 45-1, TO CREATE A NEW SECTION TITLED, ADMINISTRATION; AMENDING SECTION 45-2 TO CREATE A NEW SECTION TITLED, ANNUAL FIRE INSPECTION REQUIRED; EXEMPTIONS; AMENDING SECTION 45-3 TO CREATE A NEW SECTION TITLED, FIRE PROTECTION PERMIT FEES AND FIRE PREVENTION INSPECTION FEES; AMENDING AND RENUMBERING SECTION 45-4, FIRE PREVENTION CODE ADOPTED; AMENDING AND RENUMBERING SECTION 45-5, LIFE SAFETY CODE ADOPTED; RENUMBERING SECTION 45-6, CONFLICT; RENUMBERING SECTION 45-7, REPEALED; AMENDING AND RENUMBERING SECTION 45-8, REVIEW OF BUILDING PLANS AND SPECIFICATIONS BY A FIRESAFETY INSPECTOR; CREATING NEW SECTION 45-9, TITLED, IMMINENT HAZARDS; CREATING NEW SECTION 45-10, TITLED, ACCESS BOX; CREATING NEW SECTION 45-11, TITLED, PULL STATION PROTECTION; CREATING NEW SECTION 45-12, TITLED, FIRE PROTECTION SYSTEM OUTAGES; AMENDING AND RENUMBERING SECTION 45-13, OPEN BURNING RESTRICTIONS; CREATING NEW CHAPTER 75, TITLED, HAZARDOUS MATERIALS INCIDENTS COST RECOVERY; CREATING SECTION 75-1, TITLED, INTENT AND PURPOSE; STATUTORY AUTHORITY; JURISDICTION; CREATING SECTION 75-2, TITLED, DEFINITIONS; CREATING SECTION 75-3, TITLED, LIABILITY FOR COSTS; CREATING SECTION 75-4, TITLED, COLLECTION AND DISBURSEMENT OF FUNDS; CREATING SECTION 75-5, TITLED, METHODS OF ENFORCEMENT; PROVIDING A SERVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, Article III of Chapter 11 of the Code of the Town of Melbourne Beach governs the Fire Department for the Town of Melbourne Beach; and,

WHEREAS, Section 11-41, Code of the Town of Melbourne Beach defines the powers and duties of the Fire Department of the Town of Melbourne Beach; and,

WHEREAS, Chapter 45 of the Code of the Town of Melbourne Beach governs Fire Prevention; and,

WHEREAS, the Town Commission of the Town of Melbourne Beach desires to amend Section 11-41 and various sections of Chapter 45 of the Code of the Town of Melbourne Beach to improve the Town's fire protection and prevention for the benefit of the health, safety, and welfare of the citizens of the Town of Melbourne Beach; and,

WHEREAS, the Town Commission of the Town of Melbourne Beach desires to create a new Chapter 75 of the Code of the Town of Melbourne Beach entitled, "Hazardous Materials Incidents Cost Recovery" for the benefit of the health, safety, and welfare of the citizens of the Town of Melbourne Beach;

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

SECTION 1. That Section 11-41, Code of the Town of Melbourne Beach, Florida, is hereby amended to read as follows:

§11-41. POWERS AND DUTIES.

The functions of the Fire Department shall be as follows:

(1) Inspections. Inspect all buildings, and structures and premises, except single-family and two-family dwellings, in the Town to prevent the occurrence of fire and to assure compliance with the fire prevention regulations adopted by the Town and establish an active and ongoing fire prevention program as outlined in the ~~Standard-Florida~~ Fire Prevention Code, National Fire Protection Association, and current state statutes.

(2) Firefighting. Extinguish fires and salvage property subsequent to such extinguishment.

(3) Personnel. Recruit, train, and command volunteer members of the firefighting force and other town employees whose duties relate to the Fire Department.

(4) Maintenance of department property. Maintain departmental quarters, supplies and equipment in an orderly, neat and proper state.

(5) Investigations and reports. Investigate fires, determine their cause and make damage estimates and regular and special reports, including the gathering of evidence for the prosecution of arson, where found.

(6) Assisting police. Assist the Police Department with its duties and functions which relate to the Fire Department and as directed by the Town Manager.

(7) Fire Chief to report to Town Manager. The Fire Chief shall report to the Town Manager. The Fire Chief shall make reports as the Town Manager may require including, but not limited to a monthly report of the status of the Fire Department to include responses to emergency calls for service.

(8) Control of fire area. The Fire Chief or Fire Department officer in command at a fire, rescue operation, or other emergency shall have full control of any area and personnel in the vicinity of the fire, rescue operation, or emergency.

(9) Power to remove parked vehicle at the scene of fire, rescue operation, or emergency. The Fire Chief or Fire Department officer in command at a fire, rescue operation, or other emergency shall have the power to order parked vehicles obstructing fire, rescue, or emergency operations to be moved. When ordered by any member of the Fire Department, or other person under the control and supervision of the Fire Chief, in the vicinity of a fire, rescue operation, or emergency, no person shall fail or refuse to move a parked vehicle owned or operated by him/her, or under his/her control as provided in Fla. Stat. § 316.2025.

(10) Control of firemen at fire, rescue operation, or other emergency. The Fire Chief or Fire Department officer in command at a fire shall have full control and supervision of all members of the Fire Department, volunteer or otherwise, during the progress of any fire, rescue operation, or other emergency.

~~(7)~~ (11) Other duties. Perform such other duties as may be assigned by the Town Manager.

SECTION 2. That the title of Chapter 45 of the Code of the Town of Melbourne Beach, Florida, is hereby amended to read as follows:

CHAPTER 45: FIRE PROTECTION AND PREVENTION.

SECTION 3. That Section 45-1, Code of the Town of Melbourne Beach, Florida, is hereby amended to read as follows:

§45-1. ADMINISTRATION.

The Fire Chief, or their designee, shall be responsible for fire and life safety inspections and the issuance of fire protection permits for occupancies other than single-family and two-family dwellings.

SECTION 4. That Section 45-2, Code of the Town of Melbourne Beach, Florida, is hereby amended to read as follows:

§45-2. ANNUAL FIRE INSPECTION REQUIRED; EXEMPTIONS.

All buildings and structures within the Town, except single-family and two-family dwellings, shall have and be subject to an annual fire prevention inspection by the Town to ensure compliance with all applicable provisions of the Florida Fire Prevention Code and the Life Safety Code as adopted by the Town. The owner or occupant of any building or structure subject to such an inspection shall have thirty (30) days to correct violations identified as the result of such an inspection, unless a longer period of time for such corrective action is granted by the Town upon a showing of good cause.

SECTION 5. That Section 45-3, Code of the Town of Melbourne Beach, Florida, is hereby amended to read as follows:

§45-3. FIRE PROTECTION PERMIT FEES AND FIRE PREVENTION INSPECTION FEES.

The fees for permits required by the Florida Fire Prevention Code and fire prevention inspections performed by the Town shall be those established by resolution of the Town Commission. In such resolution, the Town Commission shall also have the authority to establish fees for administrative services including, but not limited to, site plan review, water flow tests and re-inspection.

SECTION 6. That Section 45-4 (formerly Section 45-1), Code of the Town of Melbourne Beach, Florida, is hereby renumbered, restated, and amended to read as follows:

§45-4. FIRE PREVENTION CODE ADOPTED.

The ~~Standard~~ Florida Fire Prevention Code, and the ~~Southern Building Code Congress International, Inc., 1994~~ Florida Building Code latest editions, ~~together with Appendices A, B, C, and D,~~ is ~~are~~ hereby adopted as the Fire Prevention Code of the Town, except for those amendments listed herein, and by this reference is hereby incorporated and made a part of this chapter as though fully set forth at length herein.

SECTION 7. That Section 45-5 (formerly Section 45-6), Code of the Town of Melbourne Beach, Florida, is hereby renumbered, restated, and amended to read as follows:

§45-5. LIFE SAFETY CODE ADOPTED.

The 1994 latest edition of the National Fire Protection Association (NFPA) 101, Life Safety Code, shall be known as the “Town of Melbourne Beach Life Safety Code” and is hereby adopted by reference and incorporated herein as if fully set out. The provisions thereof shall be controlling within the Town except to the extent any such provision is in conflict with the Town Charter or any Town ordinance or provision therein.

SECTION 8. That Section 45-6 (formerly Section 42-2), Code of the Town of Melbourne Beach, Florida, is hereby renumbered and restated as follows:

§45-6. CONFLICT.

In the event of any conflict between any provision, requirement or standard contained in this chapter, and any provision, requirement or standard contained in the Building Code of the Town as set forth in Chapter 4A, Appendix A, the more stringent provision, requirement or standard shall apply.

SECTION 9. That Section 45-7 (formerly Section 42-3), Code of the Town of Melbourne Beach, Florida, is hereby renumbered and restated as follows:

§45-7. REPEALED.

(Ord. 86-19, passed 12-9-86; Am. Ord. 92-12, passed 1-20-93; Repealed by Ord. 96-04, passed 4-17-96)

SECTION 10. That Section 45-8 (formerly Section 42-5), Code of the Town of Melbourne Beach, Florida, is hereby renumbered, restated, and amended as follows:

§45-8. REVIEW OF BUILDING PLANS AND SPECIFICATIONS BY A FIRESAFETY INSPECTOR.

(a) Purpose. The purpose of these provisions is to ensure that the citizens of the Town and the patrons of establishments located in the Town are protected in their life and property from the hazards of fire, explosion, and hazardous fumes which may accrue as a result of new construction, alteration or repair of buildings, and the erection of fences, hedges, and other barriers subsequent to the approved occupancy of a building.

(b) Applicability. The provisions of this section apply to construction, erection, alteration, repair, or demolition in all zoning districts of the Town; provided, however, that one and two-family detached residential dwelling units in any zoning district, when used as a one or two-family detached residential dwelling units, shall not be subject to the provisions of this section.

(c) Building plan review by a state certified Firesafety Inspector. The Building Official, in conjunction with the Fire ~~Marshal~~ Chief, or his/her designated representative, either of whom is a State of Florida certified ***FIRESAFETY INSPECTOR***, as that term is defined in Section 633.052(1)(a), Florida Statutes, as amended, transferred, or revised, from time to time, will review all plans and specifications for construction, erection, alteration, repair, or demolition before any permit is issued by the Town or the Building Official for said construction, erection, alteration, repair, or demolition. The review will be to ensure that the plans and specifications are in compliance with the building codes adopted in §§ [4A-20](#), [4A-21](#), [4A-65](#), [4A-66](#), [4A-81](#) through [4A-84](#), [Appendix A](#), of this code, the Florida Fire Prevention Code adopted by § ~~45-4~~ [45-6](#) [5](#) of this code. No permit for construction, erection, alteration, repair, or demolition, of a building, structure, illuminated sign, or change in occupancy classification, shall be issued until both officials have found the plans and specifications are in compliance with the aforementioned codes. Any building or structure which is not subject to a fire safety code and any building or structure which is exempt from the local building permit process shall not be required to have its plans and specifications reviewed as provided herein.

(d) Repealed.

(e) Fences, hedges, and access or egress barriers. No permit for the erection of a fence, hedge, or access or egress barrier shall be issued unless and until the completed application therefor has been reviewed by the Fire Chief to ensure that access to the property for firefighting purposes will not be impaired. A barrier to site access or egress may exist through erection of ornamental, decorative, or functional pillars, columns, or poles; flagpoles; exterior sign supports; or site landscaping which includes trees of a size to impede fire equipment access or damage fire equipment as a result of proximity to the entrance, exit, or interior driveways and vehicular aisles of the property.

(f) Errors, omissions, or hazardous conditions detected on building plans will immediately be reconciled by informal consultation between the applicant, the Building Official and Fire Chief before a building permit is issued. If reconciliation cannot be effected, then the officials concerned will jointly and immediately request the Town Commission for a decision and provide written briefs to accompany their request. The issuance of a building permit in such cases will be held in abeyance pending decision of the Town Commission.

SECTION 11. That Section 45-9, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§45-9. IMMINENT HAZARDS.

(a) If, during a fire safety inspection, the Fire Chief, Building Official or designee thereof determines that a violation exists that poses an imminent and substantial danger to the public health, safety and welfare, the Fire Chief, Building Official or their designee may take such actions as deemed necessary in order to protect the public health, safety and welfare. The actions of the Fire Chief, Building Official or their designee shall include, but are not limited to:

1. Issuing such corrective orders as may be necessary to protect the public from any imminent and substantial danger. An order issued by the Fire Chief, building official or their designee shall become effective immediately upon service of such order on the person in violation;

2. Requesting the Town Manager to request that the Town Attorney commence a civil action for appropriate relief, including but not limited to a permanent or temporary injunction; or

3. Authorizing any lawful action immediately necessary to summarily abate or correct any condition which presents an imminent and substantial hazard to life and property.

(b) If any person refuses to comply with any order or unlawfully interferes with the Fire Chief, Building Official or designee thereof carrying out any duties or functions prescribed by this section, the person shall be punished by a fine not to exceed \$500 per day or by imprisonment for a term not exceeding sixty (60) days or by both such fine and imprisonment, in the discretion of a court of competent jurisdiction.

SECTION 12. That Section 45-10, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-10. ACCESS BOX.

All structures that are required to have fire alarm, standpipe or sprinkler systems, shall provide a public safety key access box(es) for fire department use. The key box shall contain any key necessary for access to occupied floors within the structure for emergency fire and rescue purposes such as but not limited to keys for elevator return and door opening, elevator rooms, fire alarm box, electric rooms, and storage rooms. The key box system may be surface-mounted or flush-mount in an easily accessible location, (as determined by the fire department), at a height of 6 (six) feet or less to the top of the box. The fire department shall maintain possession of the only master key. In the event locks are changed in any of the above-mentioned rooms, the fire department shall be notified immediately.

SECTION 13. That Section 45-11, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-11. PULL STATION PROTECTION.

All exterior fire alarm pull stations on new and existing buildings shall be protected by a weatherproof guard to deter false alarms.

SECTION 14. That Section 45-12, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-12. FIRE PROTECTION SYSTEM OUTAGES.

If any fire protection system installed in a structure including fire alarm systems, goes out of service for any reason, the owner or tenant shall notify the Fire Department within four (4) hours. An approved fire watch will be implemented until the fire protection system is operational again. Repairs shall be made to the fire protection systems within seventy-two (72) hours. The Fire Department shall be notified in writing of the date of completion. In the event repairs cannot be completed with seventy-two (72) hours, the plans and schedule for repairs shall be coordinated with and approved by the Fire Department. Any repairs, testing, or inspections, of existing standpipe and/or sprinkler system, including underground piping and valves, shall be done by a company that is certified by the State of Florida for installation and repair of fire protection systems. When the system is operational again a copy of the fire watch documentation shall be provided to the fire department.

SECTION 15. That Section 45-13 (formerly Section 42-4), Code of the Town of Melbourne Beach, Florida, is hereby renumbered, restated, and amended as follows:

§ 45-13. OPEN BURNING RESTRICTIONS.

(a) No person shall kindle or maintain any bonfire or rubbish fire (including but not limited to trash, shrubs, trees, litter, motor oil, combustible or flammable liquids, wooden pallets, construction waste products or any other materials) within the limits of the Town.

~~(b) Open cooking fires within a residential or commercial building are permitted.~~

~~(eb) Open-Cooking fires located on the , including beach cooking fires (not within a residential or commercial building), shall be permitted, provided:~~

~~(1) The beach cooking fire shall only be fueled by charcoal propane or butane within a self-contained cooking apparatus;~~

~~(2) The beach cooking fire shall not be kindled located within 25 feet seaward of the dune or vegetation line; and~~

~~(3) The residue from the beach cooking fire be removed from the beach by the parties responsible for the fire and disposed of elsewhere in a safe manner so as not to be a nuisance to anyone else.~~

~~(4) The fire shall be constantly attended by a competent person until the fire is extinguished.~~

~~(4) The Fire Chief or his designated representative may prohibit any such fires when atmospheric conditions or local circumstances make such fires hazardous.~~

(c) Cooking fires not located on the beach shall be permitted, provided:

(1) The cooking fire shall be contained within the confines of a BBQ Grill or similar device used solely for cooking purposes;

(2) The cooking fire shall only be fueled by charcoal, natural wood (no lumber or construction materials), propane, natural gas, or butane within the self-contained cooking apparatus; and

(3) The cooking fire must be a minimum of 10 feet from any structure or combustible material.

(d) Recreational beach fires are allowed by permit only and must be in compliance with the following restrictions:

- (1) Beach fires will only be permitted during non-turtle nesting season (November – February).
- (2) Beach fires shall only be allowed in Town designated beach fire pits.
- (3) Permittee must be 21 years of age or older.
- (4) Proof of Driver's License or State-issued ID card will be required to obtain a permit.
- (5) Permittee will be responsible for all individuals attending the beach fire activity.
- (6) Permittee must be on site at all times during the scheduled date and time listed on Permit.
- (7) A copy of the permit (paper or digital) must be on site during the scheduled date and time and presented upon the request of a Fire Official or Police Officer.
- (8) The maximum number of attendees allowed at a beach fire shall be stated on the permit.
- (9) Beach fire must be fueled only by commercially purchased seasoned dry firewood or artificial logs. NO EXCEPTIONS.
- (10) The use of flammable and/or combustible liquids to ignite or fuel fires is prohibited. A solid fire starter must be used to ignite the fire.
- (11) The use of beach driftwood, lumber, plywood, pallets, creosote treated lumber, glue impregnated material, plastic, foam, rubber, household trash, trees, Christmas trees or any wood that is painted, has nails, pressure treated, or such is PROHIBITED. Any violations found will result in immediate revocation of permit and the fire will be immediately extinguished. In addition, violators may be subject to penalties, up to and including fines, cleanup costs, total loss of deposit, and denial of future beach fire permits.
- (12) Vegetation or materials located within the beach park or on the beach are not allowed to be taken, damaged, or used as material to burn. Any violations may be subject to criminal penalties.

- (13) Beach fires shall not exceed three (3) feet in flame height. Anything greater shall be considered a bonfire, which is prohibited.
 - (14) Extinguishment material such as a bucket of water or sand and a shovel must be readily available on site at all times during the fire.
 - (15) The Town, through any of its applicable departments, reserves the right to cancel or revoke any permit if the Town believes a violation or unsafe conditions are present.
 - (16) All beach fires must be thoroughly extinguished, cooled down and cleaned up prior to end of the permitted time. The beach fire site MUST BE FULLY CLEANED prior to your departure. A Town supplied metal container is to be used for removal of any leftover material. At no time should warm embers be placed in any trash receptacles. The fire pit must be leveled to return the beach to its previous status. MATERIAL AND/OR ASH SHALL NOT BE BURIED IN THE SAND, THROWN IN THE OCEAN OR PLACED IN PLASTIC GARBAGE RECEPTACLES AT THE BEACH. Beach fire sites will be inspected post cleanup. Failure to clean the site will result in a total loss of deposit, and permit holder may be banned from future beach fires.
 - (17) Smoke complaints may result in the fire being required to be extinguished.
 - (18) Unsuitable wind or weather conditions may result in the fire being required to be extinguished.
 - (19) Anytime the State or County has issued a red flag warning or a drought exists, no permits will be issued and permits will be canceled. For cancellations made by the Town based on these conditions, the Town may issue a refund or offer another day to the permittee as an option.
 - (20) Should the permittee cancel their event for any reason, other than for severe weather or safety-related issues, refunds may not be issued.
 - (21) Beach fire permits are subject to public record request.
 - (22) The amount of the permit fee and deposit shall be determined by the Town commission.
 - (23) The permit shall state the date and the time period it is valid for.
- (e) Recreational fires located on a residential or commercial property, shall be permitted, provided:
- (1) The recreational fire shall be contained within the confines of a metal or masonry pit, outdoor fireplace, portable outdoor fireplace, or similar device not greater than 9 sq feet fire box area for pleasure, religious, ceremonial, warmth or similar purposes.
 - (2) Flame height not greater than three (3) feet. Anything greater shall be considered a bonfire which is prohibited.

(3) The recreational fire shall only be fueled by charcoal, natural wood (no lumber or construction materials), propane, natural gas, or butane.

(4) The burning of other materials including but not limited to lumber, plywood, pallets, creosote treated lumber, glue impregnated material, plastic, foam, rubber, household trash, shrubs, trees, Christmas trees, litter, motor oil, combustible or flammable liquids or any wood that is painted, has nails, pressure treated, or such is considered a rubbish fire which is PROHIBITED.

(5) The recreational fire must be a minimum of 10 feet from any structure or combustible material.

(6) Must have a method to put out the fire (such as a hose or fire extinguisher) capable of total extinguishment of the burn area.

(7) Must have an adult in attendance at all times until extinguished.

(8) Smoke complaints may result in the fire being required to be extinguished.

(9) Violations of the above are subject to fines, penalties, and the fire will be immediately extinguished.

(10) Anytime the State or County has issued a red flag warning, or a drought exists, or if weather conditions are such that an open fire would present a hazard to life or property the Fire Chief or his designee is authorized to require that the fire will be immediately extinguished. Failure to comply can result in fines and penalties.

SECTION 16. That Section 45-14, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-14. DAMAGING/TAMPERING WITH EQUIPMENT.

No person shall damage or tamper with any equipment or apparatus owned by or in the possession of the Fire Department pursuant to Fla. Stat. § 806.13.

SECTION 17. That Section 45-15, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-15. OBEDIENCE TO FIRE LINES.

No person shall approach any closer to any fire than the fire line established by the Fire Chief or other member of the Fire Department.

SECTION 18. That Section 45-16, Code of the Town of Melbourne Beach, Florida, is hereby created as follows:

§ 45-16. OBEDIENCE TO FIRE DEPARTMENT OFFICIALS.

It is unlawful and a misdemeanor of the second degree, punishable as provided in FS. 775.082 or FS. 775.083, for any person willfully to fail or refuse to comply with any lawful order or direction of any member of the fire department at the scene of a fire, rescue operation, or other emergency pursuant to Fla. Stat. § 806.13.

SECTION 19. That Chapter 75, Code of the Town of Melbourne Beach, Florida, titled, “Hazardous Materials Incidents Cost Recovery” is hereby created as follows:

CHAPTER 75: HAZARDOUS MATERIALS INCIDENTS COST RECOVERY

§ 75-1. INTENT AND PURPOSE; STATUTORY AUTHORITY; JURISDICTION.

(a) Intent and purpose. This chapter is intended to provide for recovery by the Town, a political subdivision, its agencies or agents, of costs incurred in response and recovery efforts related to hazardous material incidents. In addition, it is intended to provide for cost recovery for damages to natural resources and government-owned properties.

(b) Authority. The Town Commission has the authority to adopt this Chapter pursuant to the provisions of Fla. Stat. Chapters 166 and 252. When the Melbourne Beach Volunteer Fire Department provides response for hazardous materials incidents it shall have the authority to take whatever action it determines to be necessary to contain and mitigate the situation in the interest and well-being of the public. The Fire Department personnel shall be authorized to contact hazardous waste disposal companies to provide expeditious mitigation of hazardous materials incidents. Severity and toxicity of the incident may be considered in evaluating the response capability of each private company for each incident.

(c) Jurisdiction. This Chapter shall apply within the Town of Melbourne Beach, located in Brevard County in the State of Florida.

§ 75-2 DEFINITIONS.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Costs shall mean and include, but is not limited to any of the following:

(1) All costs incurred for remedial actions, to include response, incident assessment, control, containment, abatement, disposal, including costs associated with transportation, temporary storage, permanent storage or disposal of hazardous materials if such transportation, temporary storage, permanent storage or disposal is necessary to control, contain and abate the hazardous materials incident.

(2) Damages for injury to, destruction of or loss of natural resources, as determined by the appropriate local, state or federal agency, including the reasonable costs of assessing such injury, destruction or loss resulting from a hazardous material incident.

(3) Health costs for persons or animals injured from or costs of any health assessment or health effects study carried out as a necessity resulting from a hazardous material incident.

(4) Costs of labor, including benefits, overtime and administrative overhead, for time devoted specifically to the hazardous materials incident including personnel costs to "backfill" when necessary, in order to maintain sufficient personnel for response to other emergencies or requests for service.

(5) Costs of equipment, operation, leasing, repair and replacement where necessary.

(6) Costs of contract labor and equipment.

(7) Costs of labor and equipment, including rental or leased equipment, utilized or contracted by the Town of Melbourne Beach to the extent such labor and equipment is necessary for emergency response, incident assessment, control, containment and abatement of the immediate hazard. Costs for equipment, owned and operated by the Town of Melbourne Beach and owned and operated by a governmental agency shall be those contained in the Federal Emergency Management Agency (FEMA) Schedule of Equipment rates in force at the time of the incident. Rates for equipment not listed in the schedule will be requested from FEMA if necessary. Labor costs of operators are not included in the schedule and shall be considered as separate.

(8) Costs of materials such as sorbents, foam, dispersants, neutralization agents, overpack drums or containers, etc.

(9) Costs of supervision and verification of cleanup and abatement.

Hazardous material means any substance or material defined, listed, characterized or classified as a hazardous material, hazardous substance, hazardous waste or toxic substance according to chapter 38F-41, Florida Administrative Code (the Florida Substance List); title 40 Code of Federal Regulations 261 (Identification and Listing of Hazardous Wastes); title 40 Code of Federal Regulations 3,021.4 (Designation of Hazardous Substances); title 40 Code of Federal Regulations 355, appendices A and B (List of Extremely Hazardous Substances); and title 49 Code of Federal Regulations 172.101 and 172.102 (Hazardous Materials Tables).

Hazardous material incident means actual or threatened release of hazardous substances or materials, including hazardous waste, which pose an imminent threat to the health, safety or welfare of the population.

Hazardous substance means a substance or material that the United States Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 C.F.R. 172.101), and materials that meet the defining criteria for hazard classes and divisions in 49 C.F.R. 173.

Natural resources means land, fish, wildlife, biota, air, water, groundwater, drinking water supplies and other such resources belonging to, managed by, held in trust by, appertaining to or otherwise controlled by the county, county agencies and the municipalities.

Person means an individual, firm, corporation, association, partnership, commercial entity, consortium, joint venture, governmental entity or any other legal entity.

Recovery means a phase of emergency management which restores the site of an incident to pre-emergency conditions.

Release means the accidental or intentional, sudden or gradual spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment (including the abandonment or discarding of barrels, containers and other receptacles containing any hazardous material or substance or waste or pollutant or contaminant).

Response means a phase of emergency management which occurs during and immediately following an incident, provides emergency assistance to victims of the event, and reduces the likelihood of secondary damage.

Responsible party means the person whose negligent or intentional act or omission caused a release, or the person who owned or had custody or control of the hazardous substance or waste at the time of such release without regard to fault or proximate cause, or the person who owned or had custody or control of the container which held the hazardous substance at the time or immediately prior to such release without regard to fault or proximate cause.

§ 75-3 LIABILITY FOR COSTS.

(a) Any responsible party who causes a hazardous material incident shall be liable for the payment of all costs incurred by the Town and its agents for response to and remediation of such an incident.

(b) The Town will seek all available remedies at law, to include the provisions of this Chapter, against any parties responsible for any environmentally damaging event, to include those actions and remedies available under the U.S. Bankruptcy Code relating to such matters.

§ 75-4 COLLECTION AND DISBURSEMENT OF FUNDS.

(a) *Agent for collection.* The Town Finance Department may serve as the Town's agent for collecting invoices and billing the responsible party for costs. Agencies of the Town and organizations responding to a hazardous materials incident at the request of the Town will be eligible to submit bills. A third-party cost recovery collection service may be utilized by the Town.

(b) *Submission of invoices.* Invoices identifying eligible costs under this Chapter shall be submitted to the Finance Department within 30 days after the cost was incurred or identified. Submitted invoices should include sufficient documentation for cost reimbursement (i.e., copies of time sheets for specific personnel, copies of bills for materials, equipment and supplies procured or used, etc.). Accepting invoices from agencies outside the Town shall not incur liability to the Town to pay costs from such agencies until payment is received by the Town from the responsible party.

(c) *Method of payment.* The Finance Department shall submit one or a series of consolidated invoices to the responsible party identifying agencies, agents or municipalities and their specific costs of reimbursements. The responsible party shall issue a certified check to each eligible agency, agent or municipalities requesting cost recovery for the amount incurred, within sixty (60) days of receiving a consolidated invoice.

§ 75-5 METHODS OF ENFORCEMENT.

(a) *Supplemental beneficial projects (SBP).* This Chapter shall not prohibit the Town of Melbourne Beach from entering into binding agreements with the responsible party for monetary payment, provided that all or part of the responders agree with the SBP in lieu of payment or the Town of Melbourne Beach accepts the SBP and compensates the other responders. SBPs are projects which a responsible party agrees to undertake to benefit the emergency response entity but is not otherwise legally required to perform. The SBP must have a direct benefit to the responding entity of the Town of Melbourne Beach and the value of the SBP can be used to offset monetary payment on a dollar for dollar basis. There is no minimum or maximum amount of monetary payment that can be offset by a SBP.

(b) *Civil action.* The Town may enforce the provisions of this Chapter by civil action in a court of competent jurisdiction for the collection of any amounts due under this Chapter plus administrative collection costs and attorneys' fees, or for any other relief that may be appropriate. A certified copy of a judgment in favor of the Town may be recorded in the public records and thereafter shall constitute a lien upon any real or personal property owned by such person; and such lien shall be coequal with the lien of all state, district and municipal taxes, superior in dignity to all other liens, titles and claims until paid or extinguished.

(c) Other remedies. This Chapter shall not prohibit the Town from pursuing any other remedy, whether civil or criminal, or from instituting any appropriate action or proceedings, including injunction in a court of competent jurisdiction, nor shall the recovery of extraordinary expenses under this Chapter in any way release the various parties, or limit them, from legal liability incurred as a result of hazardous material cleanup or abatement as defined under any local, state or federal rule or regulation.

SECTION 20. Severability/Interpretation Clause.

(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 21. Codification and Renumbering. The provisions of this Ordinance shall be codified as, and become and be made a part of, the Town of Melbourne Beach Code of Ordinances. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

SECTION 22. 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 23. Effective Date. This Ordinance shall become effective upon adoption.

SECTION 24. Adoption Schedule.

PASSED by the Town Commission of the Town of Melbourne Beach on first reading on the 20th day of October, 2021, and ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida, on final reading on the 17th day of November, 2021.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
WYATT HOOVER, Mayor

ATTEST:

(TOWN SEAL)

Jennifer Torres,
Town Clerk

Town Commission Meeting Agenda Item

Section: Old Business

Meeting Date: November 17, 2021

Subject: Installation of Second Parking Kiosk on Ocean Avenue
@Ryckman Park

Submitted By: Elizabeth Mascaro, Town Manager

Background Information: The Town has received a lot of feedback from the Police Department, Dijon's Pepaj and parking ticket recipients that our signage at the Ryckman Park is not sufficient. After several discussions with Chief Griswold and Public Works Director Davis, I feel a second kiosk located by the fire hydrant just past the mid-block would be prudent. Public Works has enhanced the color of the parking spaces and additional signs were posted, however, we are still receiving many complaints.

Ryckman Park generated \$26,096.66 in meter revenue and \$3,300 in parking tickets (\$29,396.66) during the 6 months and 1 week of Fiscal Year 2021. The cost of an additional kiosk, and to pour a concrete pad will be less than \$8,000.

Recommendation: Consider approving the purchase of an additional kiosk for Ryckman Park.

Attachments: Revenue spread sheet

Regular Town Commission Meeting Agenda

Section: Old Business

Meeting Date: November 18, 2020

Subject: Charging Station Electric Vehicles

Submitted By: Elizabeth Mascaro, Town Manager

Background Information:

The Town Commission had asked the Town Manager to look into the cost of installing electric charging stations. (Action Item) The cost of a charging station for Tesla's is \$1600.00 The cost of purchasing a charging station for all other electric vehicles is \$1058. Plus @\$500 for additional hardware (Leviton system).

We have received 3 proposals for installation:

Eau Gallie	\$4050.
Stingray	\$6800.
Complete	\$2300

Recommendation: Public Works favors Eau Gallie electric for the installation. If the Town only wants to install one station at a time, I would suggest the Leviton, all car charging station

Attachments: Leviton Bollard mounting picture

3 installation quotes

Tesla cost breakdown

Electric Charging Stations-Dual Ports

	Charge Point		Conserv Pros	
	Purchase	5 Yr Plan	Purchase	5 Yr Plan
Station Price Purchase	\$ 7,210.00	\$ 10,210.00	\$ 4,990.00	
Dual Mount Pro	included	included	\$ 550.00	
Rental Term		5 years		
One time Activation*	\$ 349.00	included		
1 Year Service Network			\$ 240.00	
5 Year Service Network	\$ 2,638.00	included	n/a	\$ 1,200.00
3 Year Maintenance Plan			included	
5 Year Maintenance Plan	\$ 2,495.00	included	n/a	\$ 440.00
One Time Electric Validation*	\$ 599.00	included	\$ 550.00	
Freight	\$ 803.00	included	\$ 120.00	
Total	\$ 14,094.00		\$ 6,450.00	\$1,640.00
* waived if 5 Yr Maint Plan Accepted	\$ (948.00)			\$6,450.00
Option Totals for Purchase & 5 Year Plans	\$ 13,146.00	\$ 10,210.00	\$ 6,450.00	\$8,090.00
				\$ 840.00
				\$8,930.00

Software Required	ChargePoint	Juice Net Enterprises
% of Revenue received by Town	90%	100% less.30 transaction fee and 2.8% processing fee
Special Requirements		Must have wifi available, if not then must upgrade cellular unit at cost of \$840.00

Town Commission Meeting Agenda Item

Section: Old Business
Meeting Date: November 17, 2021
Subject: Design Proposal for Exterior Façade on Shopping Center
Submitted By: Elizabeth Mascaro

Background Information: The Town Commission would like to have a building design plan to show the owner and tenants of the Melbourne Beach shopping center-east end, what could be done to improve the outside appearance of the 7 businesses. I would like to engage the services of Brick and Batten to re-design the facades on the 7 building fronts in a Key West style. The design changes would consider removing the arches, changing the roof line and re-working the sidewalk to allow for outdoor seating. The cost for the design, which will not include any building plans, nor make any representations of design feasibility will be \$2,250.00

Recommendation: Consider approving Brick and Batten to provide a Key West Style design for the Shopping Center storefronts located on the east end.

Attachments: Email correspondence between TM and Brick and Batten.

EMAIL CORRESPONDENCE BETWEEN TOWN MANAGER AND BRICK AND BATTEN

On Wed, Nov 10, 2021 at 2:03 PM EST, brick&batten <info@brickandbatten.com> wrote:

Hi Elizabeth -

Thanks again for sharing all of this!

We are excited about your project.

We have a couple of important questions regarding the design:

- Can we change the shape of the current openings that are curved?
- Can we change the roof?
- Assume you would keep the same windows, correct?
- Assume you would keep the same concrete walkway?

We think the best approach is to break this into 3 designs which would require 3 level photos (e.g. not at an angle) that incorporated each of the storefronts:

- Photo 1 includes 2 storefronts
- Photo 2 includes 2 storefronts
- Photo 3 includes 3 storefronts

You could check out for 3 sides (choose '2 additional sides') and you can also use the coupon code Welcome100 at checkout for an additional \$100 off. This would total \$2,550 for designs that cover all 7 storefronts.

Let me know what you think about this plan. We really are looking forward to it!

best,

Lisa

--

Lisa Weinstein

info@brickandbatten.com

On Tue, Nov 9, 2021 at 8:04 PM EST, brick&batten <info@brickandbatten.com> wrote:

This is great thank you!

I will confirm everything for you tomorrow.

This looks like a great project!

best,

Lisa

--

Lisa Weinstein

info@brickandbatten.com

On Tue, Nov 9, 2021 at 1:34 PM EST, Melbourne Beach Town Manager

<townmanager@melbournebeachfl.org> wrote:

Hi Lisa,

I was able to get a few photos back

First photo is looking from the east end of the shopping center to the west side.

Second photo shows the different store fronts.

Third photo shows shopping center looking west to east toward the ocean.

We were thinking the store fronts should look different but have some common elements to keep the design cohesive. Looking to you for advise on that issue.

Please let me know your thoughts and cost.

Thanks,

Elizabeth

On Thu, Nov 4, 2021 at 4:33 PM EDT, brick&batten <info@brickandbatten.com> wrote:

And one more question.

How similar (or not) do you want each of the storefronts?

I am trying to determine if we can do more than one storefront in a photo or if each would need its own photo.

We have shown multiple townhomes in one photo design but that is typically if it's a very similar color scheme and facade for each townhome.

If the facade of each storefront is fairly different then they might each be their own design.

Hope that helps and feel free to send me a drone and any other photos that you think would help me to assess that.

thanks!

Lisa

Town Commission Meeting Agenda Item

Section: Old Business
Meeting Date: November 17, 2021
Subject: Extension of Outdoor Seating for Town Business
Submitted By: Commissioner Corey Runte

Background Information: Due to COVID-19 the Town Commission voted to allow temporary outdoor seating through December 31, 2021 for businesses located in the Town of Melbourne Beach.

Ron Goodman contacted Commission Runte asking for an extension of the outdoor seating citing customer apprehension coming into a crowded restaurant and challenges to provide adequate social distancing for customers. Ron expressed their business, Ocean 302, has been negatively impacted by COVID-19 and would like the Town of Melbourne Beach help them provide solutions that will help increase business.

Recommendation: Discuss extending temporary outdoor seating.

Attachments: Resolution 2021-02

RESOLUTION 2021-02**A RESOLUTION TO AUTHORIZE OUTDOOR SEATING AS A TEMPORARY USE AT BUSINESSES IN THE TOWN OF MELBOURNE BEACH TO AID IN MITIGATING THE IMPACTS OF CORONAVIRUS DISEASE 2019 (COVID-19);**

WHEREAS, on March 9, 2020, the Governor of Florida issued Executive Order Number 20-52, declaring a State of Emergency for the State of Florida related to Coronavirus Disease 2019 (COVID-19); and

WHEREAS, allowing restaurants to have outdoor seating on a temporary basis, even where such seating is not currently provided for on a permanent basis in the Town of Melbourne Beach Code or Ordinances Zoning Code or in the restaurant's physical plan, will allow restaurants to serve more customers in a safer fashion; and

WHEREAS, the Town of Melbourne Beach Code or Ordinances Zoning Code authorizes the Town Commission to approve conditional permits in the Town of Melbourne Beach for special uses on a temporary basis; and

WHEREAS, it is critically important that local small businesses, including restaurants, be allowed to offer services in a way that will allow these businesses to survive; and

WHEREAS, The COVID-19 Pandemic has caused a hardship for businesses and the Town of Melbourne Beach wants to provide support and help local merchants recover costs;

WHEREAS, under the circumstances, temporarily allowing outdoor seating at local businesses under certain conditions is warranted,

NOW, THEREFORE, BE IT RESOLVED BY RESOLUTION 2021-02 THAT:

Section 1. The Town of Melbourne Beach hereby authorize outdoor seating that does not extend beyond the first row of parking spaces in front of the business; and

Section 2. A permanent structure may not be erected. The outdoor seating is relegated to a semi-permanent structure that must be removed by December 31, 2021 unless extended by the Town Commission; and

Section 3. A solid barrier must be erected around the semi-permanent space to protect patrons from vehicles and is subject to an inspection and approval process; and

Section 4. The outdoor space may not interfere with traffic flow and must leave enough space for emergency vehicles to safely pass; and

Section 5. Businesses are limited to their current service. Unless the business is currently licensed as a food and/or drink establishment, they may not now operate as such.

Section 6. This resolution shall take effect immediately upon adoption hereof.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 17th day of March, 2021.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: Wyatt Hoover
Wyatt Hoover, Mayor

ATTEST:

Jennifer Torres
Jennifer Torres, Town Clerk



Town Commission Meeting Agenda Item

Section: New Business

Meeting Date: November 17, 2021

Subject: Vandalism at Pier

Submitted By: Commissioner Runte

Background Information: Vandals continue to damage Town property at the Pier – lights, etc.

Recommendation: Propose solutions for continued vandalism at pier (Security cameras with signage). Inspect all electrical wiring, conduit, light fixtures to ensure safety. Funds to come from paid parking only.

Attachments: None

Town Commission Meeting Agenda Item

Section: New Business

Meeting Date: November 17, 2021

Subject: **Resolution 2021-16 – Budget Amendment.** Increase Expenditures and Revenues to recognize Grant Funds to be received. Increase Expenditures for revenue deficit. Increase Expenditures for Light Pole Replacements. Transfer Funds within the General Fund to adjust negative balances in line items due to unanticipated higher costs and revenue deficit refunds. Transfer funds from Short Term Capital to Long Term Capital. Transfer funds from the General Fund, Stormwater Utility Fund, and the Long Term Capital Fund to the Stormwater Capital Projects Fund.

Submitted By: Jennifer Kerr, Finance Manager

Background Information

Increase expenditures for COVID related Grant Funding. Increase revenues to recognize COVID Grant Funding. Increase expenditures for unanticipated FEMA FED and State Refunds. Increase General Fund Capital expenditures for unanticipated light pole replacements. Increase Fire Dept. Capital expenditure for Extractor grant funding and Municipal Payments. Increase revenue to recognize Extractor Grant Funding and Municipal Payments. Transfer Funds within the General Fund to adjust negative balances in line items due to unanticipated higher costs and revenue deficit refunds.

Approved in Original Budget:

Transfer funds from Short Term Capital to Long Term Capital.

Transfer Funds to the Stormwater Capital Projects Fund for Orange Street improvements.

According to Town Code of Ordinances, 15-6 BUDGET AMENDMENTS AUTHORIZED at any time in any budget year, the Town Commission may amend the adopted budget or transfer any unencumbered balance, or portion thereof, from one fund, office, department or agency to another by approval of a resolution providing for same.

Resolution 2021-16 complies with the ordinance.

Recommendation:

Motion to approve Resolution 2021-16

Attachments:

- Resolution 2021-16

RESOLUTION NO. 2021-16

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2020-2021; AMENDING RESOLUTION NO 2021-14; AMENDING REVENUES AND EXPENDITURES FOR THE TOWN'S GENERAL FUND; AMENDING TRANSFERS OF FUNDS FOR ALL FUNDS; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2020 and ending September 30, 2021 by Resolution No 2021-14; and

WHEREAS, this Resolution amends Resolution No 2021-14 covering the period October 1, 2020 to September 30, 2021; and

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

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

Section 1. That the 2020-2021 Town Budget for the General Fund and Resolution No 2021-16 adopting the aforesaid amended budget, is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended. The overall budget bottom is not increased.

#1. Increase expenditures for the following Funds:

Fund 001:

001-00-510.31.60 (Covid Grant) in the amount of \$41,113.43 to recognize expenditures for COVID Grant Funding

001-00-525.10.00 (State Refund FEMA) in the amount of \$125.00 to recognize revenue deficit of FEMA State Refund

001-00-525.12.00 (FED Refund FEMA) in the amount of \$2,250.00 to recognize revenue deficit of FEMA Fed Refund

001-19-510.64.01 in the amount of \$36,903.00 to recognize Capital expenditures - light replacement in Ryckman Park

001-22-520.64.01 in the amount of \$29,039.03 to recognize Capital expenditures for Fire Grant Funding and Municipal payments

Fund 333:

333-19-570.64.01 in the amount of \$115,749.00 to recognize prior year transfer

333-21-570.64.01 in the amount of \$16,500.00 to recognize prior year transfer

333-22-570.64.01 in the amount of \$77,500.00 to recognize prior year transfer

#2. Increase Revenue in the following Funds to recognize Grant & Municipality Funding:

Fund 001:

001-00-334.20.10 PD COVID Grant in the amount of \$39,667.00 from FEMA PD COVID Grant

001-00-334.12.00 COVID Funding in the amount of \$1,537.14 for Fire Grant Funds

001-00-332.20.00 FEMA AFG in the amount of \$22,272.73 from FEMA Fire Grant

001-22-369.00.00 Miscellaneous in the amount of \$8,051.51 from Municipal Payments for Fire Funding

#3. Transfer Funds from the following Funds:

Transfer \$110,000 from 001-19-510.64.01 (Short Term Capital) to 333-19-570.64.01 (Long Term Capital) for Computer Software and Town Hall Roof Replacement

Transfer \$27,000.00 from 001-22-520.64.01 (Short Term Capital) to 333-22-570.64.01 (Long Term Capital) for Fire Radio Replacement, Bunker Gear, and Pagers.

Transfer \$10,000.00 from 001-41-520.64.01 (Short Term Capital) to 333-41-570.64.01 (Long Term Capital) for Bobcat with Skid.

Transfer \$65,665.00 from 001 to 341 for Orange Street Project

Transfer \$50,000.00 from 141 to 341 for Orange Street Project

Transfer \$206,000.00 from 333 to 341 for Orange Street Project

#4. Transfer Funds within the General Fund (001):

Transfer \$10,850.00 from Dept. 11 (Legislative) to Dept. 75 (Ryckman Park) to cover higher than anticipated costs in grounds maintenance and Capital expenses.

Transfer \$125.00 from Dept. 19 (General) to Dept. 00 to cover revenue deficit FEMA State Refund.

Transfer \$2,250.00 from Dept. 19 (General) to Dept. 00 to cover revenue deficit FEMA Fed Refund.

Transfer \$2,000.00 from Dept. 19 (General) to Dept. 12 (Executive) to cover higher than anticipated costs in health insurance coverage.

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

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

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 17, 2021.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 17th day of November, 2021.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt R. Hoover, Mayor

ATTEST:

Jennifer Torres
Town Clerk

Regular Town Commission Meeting Agenda Item

Section: New Business

Meeting Date: November 17, 2021

Subject: Resolution 2021-17 – Budget Amendment. Carryforward balances for utilization from FY2021 to FY2022.

Increase Police Salary Expenditure.

Submitted By: Jennifer Kerr, Finance Manager

Background Information

Carryforward balances from Fund 001 – Dept. 22 (Fire) for vehicle maintenance and uniforms.
Carryforward balance from Fund 001 – Dept. 22 Professional Services to Dept. 22 Short Term Capital

Carryforward balances from Fund 001 – Code Enforcement Lien to Fund 351 – Ocean Avenue Beautification.

Carryforward revenue balances from Fund 103 – Fire Donations

Carryforward revenue balances from Fund 103 – Christmas Donations to Fund 001 – Christmas Decorations Parks.

Carryforward balance from Fund 001 to Fund 341 – Stormwater Capital Projects Fund

Increase Police Salary Expenditure to recognize Student Resource Officer Payments from Brevard County Sheriff's Office.

According to Town Code of Ordinances, 15-6 BUDGET AMENDMENTS AUTHORIZED at any time in any budget year, the Town Commission may amend the adopted budget or transfer any unencumbered balance, or portion thereof, from one fund, office, department or agency to another by approval of a resolution providing for same.

Resolution 2021-17 complies with the ordinance.

Recommendation:

Motion to approve Resolution 2021-17

Attachments:

- Resolution 2021-17

RESOLUTION NO. 2021-17

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2021-2022; AMENDING RESOLUTION NO 2021-12 RELATED TO THE USE OF ALL BALANCE CARRY FORWARDS FOR ALL FUNDS INCLUDING THE GENERAL FUND; AMENDING THE EXPENDITURE BUDGET FOR THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2021 and ending September 30, 2022 by Resolution No 2021-15; and

WHEREAS, this Resolution amends Resolution No. 2021-15 covering the period October 1, 2021 to September 30, 2022; and

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

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

Section 1. Carry Forward Balances for Utilization from FY2021 to FY2022 for the following Funds:

Fund 001 – Dept. 22 – Fire Vehicle Maintenance in the amount of \$18,000

Fund 001 – Dept. 22 – Fire Uniforms in the amount of \$850

Fund 001 – Dept. 22 – Professional Services in the amount of \$30,000 to Short Term Capital for purchase of staff vehicle.

Fund 001 – Dept. 22 – Short Term Capital in the amount of \$8,000 for fire hose to Fund 333 Dept. 22 – Long Term Capital.

Fund 001 – Code Enforcement Lien in the amount of \$78,500 to Fund 351 – Ocean Avenue Beautification

Fund 103 – Fire Department Donations Fund in the amount of \$15,600

Fund 103 – 103-72-366.10.01 Parks Christmas Donations in the amount of \$233.00 to General Fund 001–001-72-570.48.53 Christmas Decorations Parks.

Fund 001 – General Fund to Fund 341 – Stormwater Fund in the amount of \$68,000.

Section 2. Increase Police Salary Expenditure to recognize the Student Resource Officer Payment from Brevard County Sheriff's Department.

Fund 001-21-500.12.00 – Increase in the amount of \$62,000.00

Section 3. That the amounts shown in Section 1. of the Resolution are hereby appropriated out of the treasury of the Town and any revenues accruing to the Town available for said purposes of the Town's budgetary accounts.

Section 4. That the Town Manager is hereby authorized and directed to proceed with the implementation of the service programs and projects provided for in the budget. Such implementation is to be consistent with the provisions of the Town Code of Ordinances and policies established by the Mayor and Town Commission.

Section 5. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 17, 2021.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 17th day of November, 2021.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt R. Hoover, Mayor

ATTEST:

Jennifer Torres
Town Clerk



1. As of November 12th 1878 parking permits have been issued. 2 Visitor passes have been issued
2. The 2022 TRIM Notice sent to the Division of Revenue was approved.
3. October 29, 2022, the Police Department, Fire Department and Town Hall employees teamed up with TPO to promote Vision Zero on Ocean Avenue. Employees waved signs at motorists to stop for pedestrians and handed out LED wrist bands to pedestrians for nighttime visibility.
4. Attended the two day seminar presented by the Marine Resource Council with Vice Mayor Barton. The seminar provided great information on different approaches to contain stormwater, storm water building materials, what other cities have done to mitigate run off. Mayor Hoover provided excellent information as a speaker from a 3 man panel.
5. Director Davis met with Hailey from DEP to review the Town's Seagrape permit and methodology the Town can use moving forward with Seagrape control.
6. Discussion with Whitney Tidd from Dix-Hite regarding a proposal from the architectural firm for a landscape vision design for Ocean Avenue. The firm has done projects in Jacksonville Beach, Daytona, Orlando, stormwater retention, urban farms, sports complex-all sizes and scopes. I am waiting to hear about price.
7. Attended the Cities Manager meeting in Cape Canaveral. There was much discussion regarding the current legislative session.
8. The Parks Board in conjunction with the Fire Department and Police Department has a "Safety Soiree on Thursday, November 4th. Fire and Police had their vehicles on display and answered questions from residents. The Parks Board also held a Veterans Day celebration on November 11th. Florida Prep provided a Flag Folding ceremony and Raising the Colors. Starbucks donated coffee and Krispy Kreme donated donuts. Florida Prep will return for the Tree Lighting to open the festivities.
9. Town Planner O'Gorman has had two positive responses from the State regarding our Comprehensive Plan. A request was made for a copy of our current Capital Improvement Projects, which was provided.
10. A special meeting with C O'Gorman, Clayton Bennet & Dijon Pepaj was held to discuss Sand on the Beach.
11. A Zoom meeting with Planner O'Gorman and Vice Mayor Barton was held to discuss Town Code of Ordinances, zoning, parking, and the possibility of allowing for a Small Plan Development in the Code of Ordinances and Comprehensive Plan.
12. The Tree Lighting will be on Friday, December 3, 2021.
The Christmas Parade will be on Saturday, December 18th followed by a pancake breakfast at the Fire Department.
The Santa Run will be on Friday, December 24th.

1143. Dates have been set for the software conversion. A first extraction will be done on Thursday, November 18th. A “go live” date of March 21, 2022 has been set.

14. I am waiting for BSE to provide me with a development plan for Basin 1 utilizing the American Rescue Plan Funds. The Finance Manager was advised that no matching funds (grants) may be used in conjunction with the money.

The Cherry Street road failure is the result of the general age and asphalt mix used when the road was first surfaced in 1970. It is the recommendation from Universal Engineers that the affected pavement and an additional 5 feet outside the distressed area should be removed on both sides of Cherry to expose the subgrade. The area should be examined, proof rolled, removed, replaced with backfill, compacted then paved. BSE will provide me with an estimate to complete the above repairs.

Orange Street appears to be an uncapped/ broken artesian well.

Building Department Report

October 2021

- 48 permits issued
- Construction Value of the 48 permits totaled \$2,818,972.00
- Total Permit fees \$19,004.86
- 119 inspections completed
- 58 plans reviewed
- 1 Site Plan review for P&Z
- 1 BTR reviews
- 1 Vacation Rental inspections
- 3 New homes

Permit	Description	Issue	Company	Address
MB21_266	POOL ENCLOSURE, DEMOLITION AND REBUILD	10/13/2021	Pendragon Construction Corporation	433 RIVER VIEW LN
MB21_382	RE ROOF, W/FLAT	10/28/2021	TOTAL HOME ROOFING AND CON	408 CORAL AVE
MB21_403	DEMOLITION	10/25/2021	M E CONSTRUCTION INC	404 AVENUE B
MB21_462	HVAC, REPLACE	10/21/2021	COMFORT EXPERTS USA INC	1109 ATLANTIC ST
MB21_489	SHUTTERS, INSTALL	10/12/2021	Shutter Outlet	307 OAK ST
MB21_516	RE ROOF W/FLAT	10/1/2021	FL CONTRACTING SERVICES LLC	1409 ATLANTIC ST
MB21_521	NEW HOME	10/14/2021	Lifestyle Homes Builders	208 THIRD
MB21_522	WINDOWS, REPLACE 15	10/1/2021	FOUR SEASONS IMPACT WINDOV	504 MAGNOLIA AVE
MB21_523	FENCE, REPLACE	10/7/2021		303 SUNSET BLVD
MB21_528	CONCRETE SLAB	10/1/2021		526 SUNSET BLVD
MB21_529	DEMOLITION, GARAGE AND SHED	10/26/2021	Schopke & Maguire Inc.	308 OAK ST
MB21_530	GARAGE DOOR, REPLACE	10/5/2021	All Pro Garage Doors Inc	310 SURF RD

MB21_532

10/7/2021 ATLANTIC DREAMSCAPES INC 410 ATLANTIC ST

MB21_534 NEW POOL

10/12/2021 INTERCOASTAL POOL AND SPA 316 FIRST AVE

MB21_535 ELECTRIC SERVICE, CHANGE OUT

10/1/2021 CHERRY BOMB ELECTRIC 415 MAGNOLIA AVE

MB21_536 ELECTRIC SERVICE, REPLACE

10/13/2021 STINGRAY ELECTRIC & CONTROL 209 SURF RD

MB21_538 NEW HOME

10/7/2021 BC RENO GROUP 902 OAK ST BLDG-1

MB21_539 POOL AND SPA, RESURFACE

10/5/2021 Brevard Pools Inc 211 FIR AVE

MB21_541 PAVERS, PATIO

10/25/2021 ALLIANCE PAVERS 405 THIRD AVE

MB21_542 FENCE, REPLACE

10/27/2021 U S CURB APPEAL 0

MB21_543 ELECTRIC, REPLACE

10/5/2021 LIGHTHOUSE ELECTRIC SERVICE 411 FIFTH AVE

MB21_544 HVAC, REPLACE

10/6/2021 ABLE AIR, INC 411 FIRST AVE

MB21_545 ELECTRIC, REPLACE

10/8/2021 Boys Electrical Contractors LLC 301 OAK ST

MB21_546 GARAGE DOOR, REPLACE

10/6/2021 PRECISION DOOR SERVICES OF I 507 ANDREWS DR

MB21_549 DOOR

		10/6/2021 Winner Glass Inc	302 OCEAN AVE
MB21_550	ADDITION, REMODEL		
		10/21/2021 Vann Construction LLC	221 FIFTH AVE
MB21_551	FENCE		
		10/12/2021	409 MAGNOLIA AVE
MB21_555	FENCE AND GATE, INSTALL		
		10/8/2021 American Fence of Brevard	512 AVENUE B
MB21_556	FENCE AND GATE, INSTALL		
		10/8/2021 American Fence of Brevard	507 SUNSET
MB21_557	GARAGE, REMODEL		
		10/19/2021 PRIMO BUILDERS AND CONSULTI	422 FOURTH AVE
MB21_558	PROPANE/GENERATOR		
		10/18/2021 ENERGIZED ELECTRIC LLC	1901 NEPTUNE DR
MB21_559	HVAC, REPLACE 2 UNITS		
		10/12/2021 Extreme Air & Electric Inc.	2013 OAK ST
MB21_560	GENERATOR, INSTALL		
		10/18/2021 ENERGIZED ELECTRIC LLC	1901 NEPTUNE DR
MB21_561	RE ROOF W/FLAT		
		10/13/2021 FLORIDA ROOF BROS LLC	1200 OAK ST
MB21_562	GARAGE DOOR, REPLACE		
		10/20/2021 Always Open Overhead Doors Inc	205 SURF RD
MB21_563	DOORS, REPLACE		
		10/28/2021 Nobili Brothers Contractors, Inc.	211 BIRCH AVE
MB21_565	RE ROOF W/FLAT		
		10/20/2021 Patrick Roofing Inc	413 SIXTH AVE

<i>MB21_566</i>	ELECTRICAL, SERVICE UPGRADE	10/20/2021	CHERRY BOMB ELECTRIC	1304 PINE ST
<i>MB21_567</i>	GARAGE DOOR	10/22/2021	All Pro Garage Doors Inc	413 MAGNOLIA AVE
<i>MB21_568</i>	KITCHEN AND BATHROOM, REMODEL	10/28/2021	TODD THOMAS HOME IMPROVEM	407 DRIFTWOOD AVE
<i>MB21_569</i>	DOOR, REPLACE	10/25/2021	Armorvue of Orlando LLC	2203 ATLANTIC ST 721
<i>MB21_570</i>	RE PIPE, SANITARY AND POTABLE	10/28/2021	Shaw Plumbing LLC	509 HARLAND AVE
<i>MB21_571</i>	WATER HEATER, REPLACE	10/22/2021	Tucker's Cutrate Plumbing & Service	103 OAK ST
<i>MB21_573</i>	NEW HOME	10/21/2021	George Morissette Construction	509 THIRD AVE
<i>MB21_575</i>	RE ROOF	10/25/2021	POE ROOFING AND CONSULTING	213 BIRCH AVE
<i>MB21_576</i>	HVAC AND DUCT, REPLACE	10/22/2021	Durham & Sons Inc	303 SUNSET BLVD
<i>MB21_577</i>	POOL RESURFACE	10/27/2021	Brevard Pools Inc	602 HIBISCUS TRL
<i>MB21_580</i>	RE ROOF W/FLAT	10/28/2021	COUCH'S ROOFING & WATERPRC	607 RIVERSIDE DR

Public Works Activities

October 2021

- Orientation of 2 new employees
- Removed 1800 square feet of Vitek invasive on Ocean Park dune
- Met with DEP to make final prep to trim beach areas
- Retrieved Christmas Decorations from connex storage
- Contractor removed very large tree right of way Hibiscus we dug large hole found manhole
- Removed large area of grass growing through curb Cherry
- Provide traffic cones to a scene for PD
- Assisted with possible Code issue Avenue B
- Took buckets of dirt for FD to their construction area
- Mowed areas by Post Office and Exxon
- Replaced bulbs in lights around Ryckman House porch
- Painted pickleball markings on court
- Removed large areas of graffiti on walls in Ryckman bathrooms
- All natural mulch on playground
- Repair work on street sweeper
- Replaced rope on flagpole Ocean Park turnaround
- Repaired signs damaged in auto accident
- Repaired fence by OP
- Trimmed silverbutton OP
- Trimmed seagrapes 4th crossover
- Pothole repairs Riverside
- Moved speed trailer
- Pressure cleaned crosswalk curve on Ocean
- Installed vandal resistant soap dispensers park restrooms
- Shellrock put at replica railroad areas
- Relocated connex box for PD
- Worked with Melbourne water ref. Ave. B
- Swept OP parking lot
- Trimmed 6th Ave. crossover
- Installed swing at 6th ave. boat ramp area
- Replaced light bulbs all lights rear of FD

- Meeting signs out
- Installed 3 new trash cans front of Comm. Center and in Ryckman Park
- Worked on new door in town hall office area
- Mowed storage yard area
- Installed underground electrical lines in Ryckman Park
- Cleaned tops of some of the stormwater inlets
- Replaced light bulbs PD
- Continued to monitor water area of Orange and Ash

CODE ENFORCEMENT MONTHLY REPORT: JANU Report October 2021									
NEW CASES FOR THE		MONTH OF October							
CASE NUMBER	DATE	ADDRESS	CODE VIOLATION	DATE CLOSED	ACTIVE				
2021-CE-135	10/3/2021	391 River view Lane	Grass needs mowing	10/3/2021		10/03/21 Lawn has been Cut Case closed			
2021-CE-136	10/3/2021	1500 Pine Street	Trailer in Drive	10/10/2021		Owner said he would mow this week 10/10/21 Trailer moved Case closed			
2021-CE-137	10/3/2021	1508 Pine Street	Trailer in Drive way		X	Owner said She wants to talk to town Manager			
2021-CE-138	10/3/2021	416 Third Avenue	Tree and Grass needs trimming		X	Owner said he would get it by the end of the week			
2021-CE-139	10/3/2021	322 Banyan Way	Boat in drive	10/7/2021		Owner said it would be moved this week		10/07/21 Boat M	
2021-CE-140	10/3/2021	309 Third Avenue	Motor home in Drive	10/14/2021		Motor home in drive with power and watwer hooked up 10/14/21 motor home moved Case Closed			
2021-CE-141	10/6/2021	424 Avenue A	Trash on Drive way	10/8/2021		Trash was from roofers I called they came and removed Case Closed			
2021-CE-142	10/6/2021	523 Avenue A	Loose pavers	10/6/2021		Drove to 523 Ave a 10/06/21 Ck pavers no loose pav. Observed Case closed			
2021-CE-143	10/6/2021	206 Fir Avrnue	Noise Complaint	10/10/2021		Talked to owner Is installing a Monitered Desable Meater			
2021-CE-144	10/10/2021	2002 Rosewood Ave	Fence falling down	10/10/2021		Talked to neighbor Will talk to owner of2002			
2021-CE-145	10/13/2021	1505 Atlantic Street	Turtle Lighting	11/1/2021	X	NOV letter sent 10/13/21 Season over Case Closed			
2021-CE-146	10/25/2021	1611 Atlantic Street	Turtle Lighting	11/1/2021	X	send Lov 10/28/21		Season Closed Case Closed	
2021-CE-147	10/28/2021	709 Riverside drive	tree needs to be trimmed		X	Talked to owner He will take care off			
2021-CE-148	10/28/2021	510 Banyan Way	Inst. Windows no permit		X	I talked to the owner he would apply for the permit on line			
2021-CE-149	10/31/2021	2005 Redwood Drive	Refrig on lawn with doors on		X	I talked to owners He locked the doors Case Closed			
2021-CE-150	11/1/2021	407 Fourth Ave	Tree cuttings in street		X	Talked to Owner he will make sure it is picked up this week willput on lawn in future			
OPEN/ACTIVE CASES FROM PRIOR MONTHS									
CASE NUMBER	DATE	ADDRESS	CODE VIOLATION	DATE CLOSED	ACTIVE				
2020-CE-198	11/20/2020	303 Beau Jean	shed witout permit		X	Sent NOV owner working with her lawer		08/05/21 NTA iss	
2021-CE-051	5/16/2021	1009 Atlantic Street	Short term Rental		X	Issue NOV 05/17 Application Applied for		Waiting on Fee's	
2021-CE-055	5/19/2021	602 Shannon Avenue	Short term Rental		X	Issued NOV 05/20		CnnovOV Cehnov20	
2021-CE-063	6/9/2021	409 Third Ave	Frnt. Yard is overgrown		X	Left Door Tag Nov Issued07/06 NOVreturned checing on owner location		Waiting on Fee	
2021-CE-085	6/27/2021	411 Oak Street	Short term Rental		X	Sent violation Letter need to check		Called 10/04/21 Left message	
2021-CE-109	8/16/2021	401 Atlantic Street	Turtle Lighting	11/1/2021	X	Letters to be sent 08/23/21 Sent 09/01/Lights still on Sent NOV 09/07 Second NOV Sent 10/14/21 End of season Case Clos			
2021-CE-125	9/16/2021	400 Avenue B	Failed Short term ins.		X	Met With Fire Insp. Waiting on his report		Issued NOV 09/19	
2021-CE-127	9/19/2021	302 Fifth Avenue	Bushes need to be trimed out of street		X	Knocked on Left Tag, Card and copy of codeNOV sent 10/28/21			
PRIOR CASES CLOSED IN October									
2021-CE-053	5/16/2021	315 Avenue B	Short term Rental	10/24/2021		Issue NOV 05/17 Application Applied For		Cnfplication Applied Cehfion Applied For	
2021-CE-054	5/19/2021	202 Surf Road	Short term Rental	10/24/2021		Issued NOV 05/20 10/24/21 Waiting on imsp. Case Closed			
2021-CE-058	5/27/2021	387 Riverview Lane	Short term Rental	10/27/2021		Issued NOV 05/27 Application Applied For		Application Appied For	
2021-CE-069	6/14/2021	306 Avenue B	Home is an air B&B	10/24/2021		Issued NOV Received App. 07/16, 10 24/21 Inspection pending Case Closed		Fee Paid	
2021-CE-083	6/27/2021	317 Second Avenu	Short term Rental	10/24/2021		Sent violation letter		Case Closed	
2021-CE-087	6/30/2021	1103 Atlantic Street	Short term Rental	10/24/2021		Sent violation letter		Waiting on App. 10/24/21 Waiting on inspection	
2021-CE-110	8/16/2021	325 Atlantic Street	Turtle Lighting	10/12/2021		08/16/21/ Lights were on the beach sent letter 09/01 Still on No lights on 10/12/21 Case Closed			
2021-CE-113	8/25/2021	401 fourth Ave.	Inst A/C no permit	10/14/2021		Talked with owner will apply for Permit		Permit applied for Case cl	
2021-CE-114	8/27/2021	502 Sunset Bulivard	shed witout permit	10/14/2021		Talked to Owner will make appliation for permit Permit applied for Case closed			
2021-CE-120	9/8/2021	505 Atlantic Street	Turtle Lighting	10/13/2021		Talked to owner she would fix today 10/12/21 Walked the Beach lights were off			
2021-CE-132	9/28/2021	396 Riverview Lane	Lawn overgrown	10/14/21/		No one home left door tag and copy of code Property mowed Case Closed			
2021-CE-133	9/28/2021	417 Riverview Lane	Trailer in Drive	10/3/2021		Trailer was gone 10/03/21 Case Closed			
2021-CE-134	9/29/2021	401 Andrews Dr.	Broken Mirror in drive	10/3/2021		Mirror Removed.10/03/21. Trailer is for painting and flooring Case closed			
2021-CE-135	10/3/2021	391 River view Lane	Grass needs mowing	10/3/2021		10/03/21 Lawn has been Cut Case closed			
2021-CE-136	10/3/2021	1500 Pine Street	Trailer in Drive	10/10/2021		Owner said he would mow this week 10/10/21 Trailer moved Case closed			
2021-CE-140	10/3/2021	309 Third Avenue	Motor home in Drive	10/14/2021		Motor home in drive with power and watwer hooked up 10/14/21 motor home moved Case Closed			
2021-CE-141	10/6/2021	424 Avenue A	Trash on Drive way	10/8/2021		Trash was from roofers I called they came and removed Case Closed			
2021-CE-142	10/6/2021	523 Avenue A	Loose pavers	10/6/2021		Drove to 523 Ave a 10/06/21 Ck pavers no loose pav. Observed Case closed			
2021-CE-143	10/6/2021	206 Fir Avrnue	Noise Complaint	10/10/2021		Talked to owner Is installing a Monitered Desable Meater			
2021-CE-144	10/10/2021	2002 Rosewood Ave	Fence falling down	10/10/2021		Talked to neighbor Will talk to owner of2002			
2021-CE-149	10/31/2021	2005 Redwood Drive	Refrig on lawn with doors on		X	I talked to owners He locked the doors Case Closed			
NUMBER OF CASES CLOSED THIS MONTH						23			
NUMBER OF CASES OPEN AND CLOSED SAME MONTH						9			
TOTAL NUMBER OF CASES STILL OPEN						14			
NUMBER OF CASES THAT WENT THE MAJISTRATE						0			
PREPARED BY Robert Schaefer, CODE ENFORCEMENT OFFICER,									



Melbourne Beach Police Department

Monthly Report

October 2021



In the month of October, we had a total of 6 arrests. Those arrests range from Driving while license suspended, Trespassing, DUI, Battery, Domestic Violence, and Resisting.

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 radar trailers are also placed in various locations throughout the city to assist in deterring speeders.

We had 10 animal complaints/calls this month consisting of:

- Barking dog
- Dogs on the beach
- Dog in the park
- Loose dogs
- Injured Hawk

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.

Community Event

The Movie in the Park was successful. Thank you to all the staff that helped set up and serve snowcones and popcorn.

PD News

- Like our page on Facebook at <https://www.facebook.com/Melbournebeachpolice>

- ATV patrols are routinely performed during the evening hours by the Officers.
- The Officers passed out approximately 85 goodie bags on Halloween night to our little ghosts and goblins.

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

Stay Safe, Chief Melanie Griswold

**MELBOURNE BEACH POLICE DEPARTMENT****Steven Kino****Sergeant****507 Ocean Ave, Melbourne Beach, FL 32951****Phone: (321) 723-4343****Fax: (321)725-3253****MEMORANDUM****TO: LT. Smith****FROM: Sgt. Kino****RE: October Monthly Call Report****DATE: 10/31/2021**

10/5- Criminal Mischief in the 500 block of Ocean Ave. No suspect information.**10/6- Residential Burglary and Criminal Mischief in the 1300 block of Atlantic St. Forced entry was made and items were thrown about within the apartment. Decline to Prosecute was completed.****10/11- Criminal Mischief in the 100 block of Ocean Ave.****10/11- Criminal Mischief in the 500 block of Ocean Ave.****10/12- Fraud in the 200 block of Surf Road. Turned over to the victim's bank.****10/13- An overdose in the 400 block of Atlantic St. W/M transported for further treatment.****10/13- Capias request for battery on a juvenile in the 2100 block of Oak Street****10/14- Domestic Disturbance in the 300 block of Avenue A. W/M arrested for DV Strangulation.****10/14- Domestic disturbance verbal only in the 800 block of Pine St. Both parties separated for the evening.****10/21- Fraud in the 500 block of Second Ave. The r/p was sent a debit card from a bank**

that she does not bank with.

**MELBOURNE BEACH POLICE DEPARTMENT****Jason Hinchman****Sergeant****507 Ocean Ave, Melbourne Beach, FL 32951****Phone: (321) 723-4343****Fax: (321)725-3253****Monthly Report October 2021**

- 10/01- Arrest in the 800 block of Pine Street. Female was released with a court date for trespass after warning.
- 10/02- Death Investigation in the 500 block of Harland Avenue. Brevard County Sheriff's Office was the investigation agency.
- 10/02- DUI arrest in the 300 block of Oak Street. Male was stopped for failure to maintain a single lane.
- 10/09- Traffic Arrest at Fir Avenue and Rosewood Drive. Male driver was stopped for speed and issued a court date for revoked driver's license.
- 10/10- DUI arrest 500 block of Ocean Avenue. Driver was found asleep in the driver's seat while the vehicle was running.
- 10/11- Traffic Crash/Arrest at Oak Street and Driftwood Avenue. Male driver crashed motorcycle causing disabling damage. Male was transported to the hospital, and the motorcycle was towed from the scene. Male was charged with several misdemeanors and felonies.
- 10/15- Traffic Crash (2) vehicles at Oak Street and Sixth Avenue. No injuries were reported on scene. Both vehicles had minor damage and were driven away by owners.
- 10/15- Domestic Verbal in the 2000 block of Oak Street. Male and female were separated.
- 10/17- Traffic crash (1) vehicle in the 200 block of Ocean Avenue. Vehicle struck a fence causing disabling damage. Vehicle was towed from the scene, and driver was transported to the hospital.
- 10/25- Arrest in the 400 block of Pelican Key. Male subject was arrested for resisting officer without violence.



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APR	MAR	FEB	JAN			YTD
Total Calls for Service	1236	1157	1359	1421	1113	912	788	863	770	815			10434
Total Felonies	7	2	4	3	3	9	2	9	9	2			50
Total Misdemeanors	21	6	17	13	8	6	9	11	8	8			107
Total Capias Requests	2	0	1	0	1	2	0	0	1	2			9
Total Traffic Arrests	1	4	4	3	1	0	2	1	0	0			16
Total Other Arrests	5	0	5	6	5	1	3	2	5	3			35
911 Investigation	26	27	18	25	20	26	19	31	18	20			230
Alarm Business	4	7	3	5	3	2	1	4	1	4			34
Alarm Residence	4	5	6	2	4	3	0	1	5	6			36
Alarm Vehicle	0	1	0	1	0	0	0	0	0	0			2
Animal Complaint	10	3	6	5	2	10	14	8	22	8			88
AOA LEO	24	19	21	16	20	16	16	22	19	18			191
Assist Citizen	6	10	3	7	8	9	12	7	3	4			69
Assist DCF	1	1	0	0	0	1	1	1	1	1			7
Assist Motorist	1	0	2	2	2	1	2	4	2	2			18
Attempt To Contact	6	7	1	5	4	2	1	3	5	0			34
Baker Act	0	2	2	2	0	0	0	1	0	1			8
Battery	0	1	1	0	0	2	1	0	1	1			7
Burglary - Residence	1	0	0	0	0	0	0	0	0	0			1
Burglary - Vehicle	0	0	0	0	0	0	1	1	1	0			3
Child Abuse	1	0	0	0	0	0	0	0	0	0			1
Civil Matter	4	2	2	1	4	2	2	3	3	3			26
Crash	5	9	2	4	7	9	9	2	4	3			54
Criminal Mischief	3	1	1	2	2	3	1	0	0	2			15
Death Investigation	1	0	0	0	0	0	2	2	1	1			7
Disturbance Domestic	2	1	3	2	2	2	2	2	2	2			20
Disturbance Domestic Battery	1	0	1	1	2	1	1	1	1	1			10
Disturbance	3	0	0	1	0	3	1	1	0	3			12
Disturbance Noise	5	3	1	6	5	3	3	0	1	5			32
Disturbance Verbal	1	0	3	0	0	0	0	4	1	1			10
Drowning	0	0	0	0	0	0	0	0	1	0			1
Fire	1	4	3	2	5	1	4	6	3	4			33
Fraud / Forgery	2	0	0	1	0	2	0	2	1	0			8
Harassment	0	0	0	1	0	0	0	0	0	1			2



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APR	MAR	FEB	JAN			YTD
House Checks	237	257	309	330	229	77	40	74	44	68			1665
Illegal Parking	43	81	58	59	48	61	39	18	24	18			449
Information	10	13	5	15	15	15	6	14	19	8			120
Injured/Ill Person	14	14	22	21	23	17	13	19	16	11			170
Intoxicated Driver	1	0	0	3	2	0	2	0	4	1			13
Intoxicated Person	0	0	0	0	0	0	1	0	0	0			1
Investigation	2	1	0	2	3	3	8	6	0	0			25
Marchman Act	0	0	0	2	0	0	0	1	0	1			4
Missing Person	0	0	0	0	2	0	0	0	0	1			3
Narcotics	0	0	3	2	2	1	0	1	0	2			11
Open Door	3	2	3	3	3	4	3	1	0	0			22
Overdose	1	0	0	0	0	0	0	1	0	1			3
Parking Citations	59	136	47	79	50	78	85	21	26	8			589
Patrol Area	117	128	128	141	123	86	97	94	68	117			1099
Patrol Area Business	186	167	176	179	170	95	92	119	115	165			1464
Patrol Area Residential	348	332	423	456	316	218	153	149	148	156			2699
Patrol Area School	59	57	47	17	39	49	41	33	20	17			379
Private Investigator	0	0	0	0	0	0	1	1	0	0			2
Property Confiscated	1	1	2	1	0	4	0	1	1	1			12
Property Found	3	1	2	3	3	2	5	2	1	1			23
Property Lost	0	1	0	1	4	0	0	1	0	1			8
Reckless Driving	10	14	7	7	4	7	4	8	3	4			68
Search	0	0	1	0	0	1	3	0	0	0			5
Soliciting	1	0	0	0	0	0	0	0	0	0			1
Special Detail	2	1	0	2	0	1	0	0	0	0			6
Special Unit Response ATV	0	0	0	1	0	0	0	0	3	1			5
Special Unit Response Drone	0	0	1	0	2	1	0	0	1	0			5
Standby-Keep the Peace	2	2	1	0	1	0	2	0	0	1			9
Suicide Threat	0	0	0	0	1	0	0	1	0	0			2
Suspicious Incident	4	7	5	7	5	6	10	5	10	5			64
Suspicious Person	18	5	8	7	6	8	3	6	4	3			68
Suspicious Vehicle	28	17	11	10	8	5	5	15	6	12			117
Theft	0	1	1	0	0	0	1	3	1	0			7
Traffic Citations	43	54	62	48	39	18	24	20	29	25			362
Traffic Complaint	4	3	3	0	1	4	3	1	2	1			22



Melbourne Beach Police Department



	OCT	SEPT	AUG	JULY	JUNE	MAY	APR	MAR	FEB	JAN			YTD
Traffic Enforcement	145	114	217	205	130	132	105	107	114	74			1343
Traffic Obstruction	1	3	1	2	2	2	1	1	0	0			13
Traffic Stop	173	156	190	196	168	102	92	156	126	135			1494
Trespassing	1	1	2	0	3	2	0	1	1	0			11
Vehicle Abandoned	0	0	0	1	0	0	1	0	0	0			2
Vehicle Inspection	3	1	1	2	1	0	2	1	1	1			13
Vehicle Repo / Tow	0	0	0	1	0	0	0	1	1	0			3
Vehicle Stolen	0	0	1	0	0	0	0	1	0	0			2
Wanted Person	0	0	0	0	0	0	3	9	0	1			13
Vehicle Mileage	OCT	SEPT	AUG	JULY	JUNE	MAY	APR	MAR	FEB	JAN			YTD
Car 360	878	1005	1922	994	566	693	631	751	21199	580			29219
Car 361	1085	761	808	1014	989	897	941	1053	42651	1109			51308
Car 363	1192	1097	1198	1048	1010	1274	969	1670	1057	1078			11593
Car 364	120	100	235	506	312	505	411	690	17189	219			20287
Car 366	759	778	712	322	459	586	890	543	15047	462			20558
Car 367	797	647	791	1003	983	221	0	0	0	0			4442
ATV 1	9	8	0	26	0	10	161	0	0	0			214
ATV 2	0	18	15	10	34	0	119	0	0	0			196



Town of Melbourne Beach



Fire Department

November 12th, 2021

Dear Town Commission,

The Melbourne Beach Fire Department's online record management system (Emergency Reporting) is having technical issues, and as a result I have been unable to generate the standard reports usually included with the Fire Department's monthly commission report. I have submitted a support ticket to the software provider, and I will generate and provide the usual reports as soon as the record management system is operational. Thank you for your understanding.

Gavin Brown

Fire Chief

Melbourne Beach Vol. Fire Dept.

Office: (321)724-1736 ext. 1

Work Cell: (321)288-0452

FireChief@MelbourneBeachFL.org



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

FIRE DEPARTMENT MONTHLY REPORT

October 2021

Incident Response

For the month of October 2021, the Melbourne Beach Volunteer Fire Department responded to 19 calls for service. The average number of responding volunteer personnel per paged out call for the month was 11.

Breakdown:

- 10 Fire/Rescue 911 Calls (paged out)
- 5 Public Service/Assist
- 3 EMS Assists
- 1 False Call

Notable Incidents

- 10/01/2021 – Electrical Emergency in the 500 Blk of Harland Avenue. 2 service workers electrocuted as result of contact with power line while trimming trees. 1 juvenile transported in stable condition to local hospital. 2nd victim was declared deceased on scene. After power to area was secured, small brush fires extinguished by fire department personnel and scene turned over to BCSO for investigation.
- 10/10/2021 – Motorcycle accident w/ injuries at intersection of Driftwood & Oak. 1 patient transported to local hospital in stable condition. Scene turned over to MBPD for investigation.
- 10/19/2021 – Marine Rescue unit assisted BCSO with rescue of 1 female patient from island in river near Grant/Valkaria.

Department Membership

- Certified Firefighters: 20
- Support Services Personnel: 6
- Administrative Personnel: 2
- Probationary Personnel: 1

Notable Events

The Fire Department completed 2 State of Florida mandated courses on Cancer Prevention and Mental Health/PTSD Awareness for first responders. The Courses totaled 8 hours and were taught by our in-house State Certified Instructors.

Fire Chief Brown nominated Safety Chief Micka for the Small Town America Civic Volunteer Award. Award Winners will be announced on November 15th, with the top 3 winners receiving cash awards for their sponsoring agencies for the purpose of recruitment & retention of public service volunteers.

Chief Brown attended a presentation on securing grants and alternative funding sources for volunteer fire departments. Chief Brown also attended a marine trade show to look at new water rescue technology for the Fire Department's water rescue team.

The Fire Department supported a birthday drive-by parade for resident Alice Grahm who turned 100 years old.

The Firefighters Association held their annual Haunted House event for 2 days this year. The event was successful with great reviews from Melbourne Beach residents & visitors.

The Fire Department participated in the Vision Zero event held in Melbourne Beach to promote pedestrian safety in crosswalks.

Grant Updates

The Fire Department has started the process of preparing for the FY21 FEMA Assistance to Firefighters Grant to assist in offsetting the cost of purchasing new radios. The Grant opens for applications in November.

Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: November 12, 2021
Re: October 2021

We are in the first month of our fiscal year 2022. The target expenditure rate for October is 8.3%. All departments are managing their expenditures even though several 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. The total General Fund expenditure rate, year to date is 9.0%. The Departmental expenditure rate breakdown is as follows:

Legislative:	12.2%
Executive:	05.4%
Finance:	09.2%
Legal:	00.0%
Comp & Plan:	00.0%
General Services:	15.1%
Law Enforcement:	07.3%
Fire:	12.7%
Code:	04.5%
Public Works:	06.3%
Parks:	00.8%

Discussion Items:

The Town received Parking Revenue for October in the amount of \$11,862.62.

The application for the 4th Quarter Safety Grant through FMIT, with possible funding up to \$2,337.00, was approved for the full amount of \$2,337.00.

We are working on the application for reimbursement of funding from FEMA for COVID related purchases that were not covered under the CARES Act.

The Interim Audit which began the week of October 11, 2021, went smoothly and has been completed.

Fiscal Year 21 End of Year Wrap Up:

End of FY21 Expenditures for all Departments in the General Fund are as listed:

Legislative:	91.9%
Executive:	99.9%
Finance:	97.6%
Legal:	77.1%
Comp & Plan:	58.6%
General Services:	97.7%
Law Enforcement:	99.8%
Fire:	97.3%
Code:	95.2%
Public Works:	98.8%
Parks:	82.7%
Ryckman Park:	100%

With an overall expenditure rate of: 97.6%

Building Department Expenditures: 76.1%

Ocean Park Fund Expenditures: 97.3%

Parking Revenue for FY21: \$111,119.50

In FY21 the Town was able to secure Grant Funding to offset expenditures in the amount of \$51,715.45.
Grant Funding is listed:

Firefighter Grant: \$22,272.73 and \$1,537.14
Municipal Contributions for Extractor Funding: \$8,051.51
Safety Grant: \$4,999.00

Due to this offset of expenditures the General Fund has a balance of \$76,032.46. We are requesting to carryforward the amount of \$68,000.00 to FY22 Fund 341 - Stormwater Capital Projects Fund instead of moving the funds in to reserves. The remaining balance after any audit adjustments are made will be moved to reserves.
As of 09/30/2021 the Reserve Account has a balance of \$2,011,280.88.

For the Period: 10/1/2021 to 10/31/2021

Target Rate: 8.3%
136

Expenditures

Dept: 24 Protective Inspections

	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
500.12.00 Regular Salaries	75,116.00	75,116.00	5,159.61	69,956.39	6.9
500.14.00 Salaries Overtime	817.52	817.52	0.00	817.52	0.0
500.21.00 FICA Taxes - Employer Portion	5,746.00	5,746.00	364.79	5,381.21	6.3
500.22.20 Retirement Town Employees	7,512.00	7,512.00	558.27	6,953.73	7.4
500.23.01 Health Insurance	18,144.00	18,144.00	3,038.74	15,105.26	16.7
500.23.02 Life Insurance	136.00	136.00	22.52	113.48	16.6
500.25.00 Unemployment Compensation	240.00	240.00	6.71	233.29	2.8
520.31.00 Professional Services	55,703.54	55,703.54	0.00	55,703.54	0.0
520.51.00 Office Supplies	266.00	266.00	0.00	266.00	0.0
520.52.20 Tools & Hardware	46.91	46.91	0.00	46.91	0.0
520.54.00 Dues & Subscriptions	95.00	95.00	0.00	95.00	0.0
520.54.10 Training & Schools	80.00	80.00	0.00	80.00	0.0
					5.6

Expenditures	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 11 Legislative					
500.11.00 Executive Salaries	16,200.00	16,200.00	1,349.99	14,850.01	8.3
500.12.00 Regular Salaries	60,705.00	60,705.00	3,698.13	57,006.87	6.1
500.21.00 FICA Taxes - Employer Portion	4,644.00	4,644.00	384.31	4,259.69	8.3
500.22.20 Retirement Town Employees	6,568.00	6,568.00	400.14	6,167.86	6.1
500.23.01 Health Insurance	8,568.00	8,568.00	1,427.52	7,140.48	16.7
500.23.02 Life Insurance	70.00	70.00	11.26	58.74	16.1
500.25.00 Unemployment Compensation	194.00	194.00	4.82	189.18	2.5
510.31.00 Professional Services	250.00	250.00	0.00	250.00	0.0
510.40.00 Travel & Meetings	3,640.00	3,640.00	35.00	3,605.00	1.0
510.40.10 Travel & Meetings - Staff	2,788.00	2,788.00	0.00	2,788.00	0.0
510.47.00 Printing	5,015.00	5,015.00	213.60	4,801.40	4.3
510.48.00 Promotional Activities	600.00	600.00	0.00	600.00	0.0
510.48.40 Legal Notices	10,000.00	10,000.00	2,933.23	7,066.77	29.3
510.49.50 Election Expense	2,500.00	2,500.00	0.00	2,500.00	0.0
510.54.00 Dues & Subscriptions	875.00	875.00	410.00	465.00	46.9
510.54.10 Training & Schools	4,410.00	4,410.00	0.00	4,410.00	0.0
510.64.00 Machinery & Equipment	2,000.00	2,000.00	0.00	2,000.00	0.0
543.00.00 Licenses & Fees	7,421.00	7,421.00	5,742.15	1,678.85	77.4
					12.2

	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 12 Executive					
500.12.00 Regular Salaries	121,960.00	121,960.00	5,873.21	116,086.79	4.8
500.21.00 FICA Taxes - Employer Portion	9,330.00	9,330.00	525.20	8,804.80	5.6
500.22.01 Retirement - ICMA	10,820.00	10,820.00	853.94	9,966.06	7.9
500.22.20 Retirement Town Employees	2,376.00	2,376.00	-201.47	2,577.47	-8.5
500.23.01 Health Insurance	25,697.00	25,697.00	2,010.44	23,686.56	7.8
500.23.02 Life Insurance	735.00	735.00	113.50	621.50	15.4
500.25.00 Unemployment Compensation	390.00	390.00	7.63	382.37	2.0
510.40.00 Travel & Meetings	1,320.00	1,320.00	211.14	1,108.86	16.0
510.52.50 Gas & Oil	2,400.00	2,400.00	200.00	2,200.00	8.3
510.54.00 Dues & Subscriptions	895.00	895.00	0.00	895.00	0.0
510.54.10 Training & Schools	450.00	450.00	0.00	450.00	0.0
					5.4

	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 13 Finance					
500.12.00 Regular Salaries	61,234.00	61,234.00	3,730.35	57,503.65	6.1
500.21.00 FICA Taxes - Employer Portion	4,684.00	4,684.00	275.69	4,408.31	5.9
500.22.20 Retirement Town Employees	6,626.00	6,626.00	403.63	6,222.37	6.1
500.23.01 Health Insurance	7,835.00	7,835.00	1,302.90	6,532.10	16.6
500.23.02 Life Insurance	70.00	70.00	11.26	58.74	16.1
500.25.00 Unemployment Compensation	196.00	196.00	4.85	191.15	2.5
510.31.00 Professional Services	7,000.00	7,000.00	5,633.53	1,366.47	80.5
510.32.00 Auditing Services	23,000.00	23,000.00	0.00	23,000.00	0.0
510.32.90 Banking Fees	4,700.00	4,700.00	0.00	4,700.00	0.0
510.32.95 IPS BANKING FEE	3,708.00	3,708.00	0.00	3,708.00	0.0
510.40.00 Travel & Meetings	2,100.00	2,100.00	0.00	2,100.00	0.0
510.41.15 IPS Communication Fee	660.00	660.00	0.00	660.00	0.0
510.47.00 Printing	180.00	180.00	0.00	180.00	0.0
510.54.00 Dues & Subscriptions	60.00	60.00	0.00	60.00	0.0
510.54.10 Training & Schools	800.00	800.00	0.00	800.00	0.0
764.10.00 Filing Fee Clerk-Parking Ticke	150.00	150.00	0.00	150.00	0.0
					9.2

	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
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For the Period: 10/1/2021 to 10/31/2021

Target Rate: 8.3%

138

Expenditures

Dept: 75 Town Parks

	Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud	
575.31.02 Lifeguard Contract	19,950.00	19,950.00	0.00	19,950.00	0.0	
575.32.90 Banking Fees	2,000.00	2,000.00	0.00	2,000.00	0.0	
575.34.10 Janitorial Cleaning	1,800.00	1,800.00	150.00	1,650.00	8.3	
575.34.91 Landscaping	5,000.00	5,000.00	0.00	5,000.00	0.0	
575.41.10 IPS Communications Fee	1,200.00	1,200.00	0.00	1,200.00	0.0	
575.43.10 Electricity	1,584.00	1,584.00	145.22	1,438.78	9.2	
575.43.20 Water & Sewer	1,500.00	1,500.00	105.43	1,394.57	7.0	
575.43.50 Dump Service	660.00	660.00	0.00	660.00	0.0	
575.46.12 Maintenance Supplies	1,000.00	1,000.00	0.00	1,000.00	0.0	
575.46.30 Building Maintenance	2,200.00	2,200.00	0.00	2,200.00	0.0	
575.46.40 Grounds Maintenance	1,800.00	1,800.00	4,052.67	-2,252.67	225.1	Display Board
575.46.41 Mowing Contract	11,205.00	11,205.00	403.67	10,801.33	3.6	
575.46.43 Tree Expense	1,000.00	1,000.00	0.00	1,000.00	0.0	
575.52.10 Janitorial Supplies	350.00	350.00	0.00	350.00	0.0	
575.53.15 Parking Lot Repairs	3,000.00	3,000.00	0.00	3,000.00	0.0	
575.53.20 Signs	300.00	300.00	0.00	300.00	0.0	
575.63.03 Volleyball Court	1,000.00	1,000.00	0.00	1,000.00	0.0	
764.10.00 Filing Fee Clerk-Parking Ticke	120.00	120.00	0.00	120.00	0.0	
					8.7	

Dept: 14 Legal Counsel						
510.31.00	Professional Services	96,000.00	96,000.00	0.00	96,000.00	0.0
510.31.01	Code Enforcement Attorney	2,250.00	2,250.00	0.00	2,250.00	0.0
						0.0

Original Bud. Amended Bud. YTD Actual UnencBal % Bud						
Dept: 15 Comprehensive Planning						
510.31.00	Professional Services	20,000.00	20,000.00	0.00	20,000.00	0.0
						0.0

Original Bud. Amended Bud. YTD Actual UnencBal % Bud						
Dept: 19 General Services						
500.24.00	Workers Compensation	2,520.00	2,520.00	0.00	2,520.00	0.0
510.31.00	Professional Services	4,020.00	4,020.00	560.00	3,460.00	13.9
510.31.11	Security	2,300.00	2,300.00	0.00	2,300.00	0.0
510.34.10	Janitorial Services	15,108.00	15,108.00	1,259.00	13,849.00	8.3
510.35.00	Pre-Employment Exp	135.00	135.00	56.00	79.00	41.5
510.41.00	Telephone	10,992.00	10,992.00	581.09	10,410.91	5.3
510.41.10	Communication Services	43,608.00	43,608.00	5,374.79	38,233.21	12.3
510.43.00	Street Lights	46,000.00	46,000.00	3,804.63	42,195.37	8.3
510.43.10	Electricity	28,704.00	28,704.00	2,708.30	25,995.70	9.4
510.43.20	Water & Sewer	1,560.00	1,560.00	259.98	1,300.02	16.7
510.43.50	Waste Tax Service	2,807.00	2,807.00	0.00	2,807.00	0.0
510.45.00	General Liability Insurance	68,412.00	68,412.00	18,235.00	50,177.00	26.7
510.45.01	Flood Insurance	3,751.00	3,751.00	0.00	3,751.00	0.0
510.45.02	Property Insurance	50,920.00	50,920.00	14,741.75	36,178.25	29.0
510.45.03	Auto Insurance	7,788.00	7,788.00	1,881.50	5,906.50	24.2
510.46.10	Office Equipment Maintenance	4,232.00	4,232.00	634.56	3,597.44	15.0
510.46.15	Equipment Maintenance	14,500.00	14,500.00	0.00	14,500.00	0.0
510.46.36	Pest Control	3,000.00	3,000.00	235.58	2,764.42	7.9
510.46.41	Mowing Contract	22,410.00	22,410.00	2,398.00	20,012.00	10.7
510.47.00	Printing	600.00	600.00	0.00	600.00	0.0
510.49.48	Env. Boards Expense	3,420.00	3,420.00	38.48	3,381.52	1.1
510.49.98	Contingency	30,000.00	30,000.00	0.00	30,000.00	0.0
510.49.99	Miscellaneous	300.00	300.00	0.00	300.00	0.0
510.51.00	Office Supplies	9,000.00	9,000.00	480.44	8,519.56	5.3
510.51.10	Postage	1,200.00	1,200.00	348.00	852.00	29.0
510.52.10	Janitorial Supplies	3,000.00	3,000.00	470.66	2,529.34	15.7
510.54.00	Dues & Subscriptions	320.00	320.00	0.00	320.00	0.0
510.64.01	Capital Outlay	174,261.00	174,261.00	31,575.00	142,686.00	18.1
543.00.00	Licenses & Fees	17,521.00	17,521.00	690.39	16,830.61	3.9
						15.1

Original Bud. Amended Bud. YTD Actual UnencBal % Bud						
Dept: 21 Law Enforcement						
500.12.00	Regular Salaries	570,664.00	570,664.00	35,463.01	535,200.99	6.2
500.12.50	Holiday Pay	19,000.00	19,000.00	0.00	19,000.00	0.0
500.14.00	Salaries Overtime	30,300.00	30,300.00	-88.67	30,388.67	-0.3
500.14.16	Hurricane Pay	17,950.00	17,950.00	0.00	17,950.00	0.0
500.15.00	Education Incentive Pay	6,600.00	6,600.00	471.43	6,128.57	7.1
500.15.01	First Responder	7,920.00	7,920.00	696.43	7,223.57	8.8
500.21.00	FICA Taxes - Employer Portion	50,856.00	50,856.00	2,669.82	48,186.18	5.2
500.22.02	Police Pension	232,807.00	232,807.00	0.00	232,807.00	0.0
500.22.20	Retirement Town Employees	3,813.00	3,813.00	232.30	3,580.70	6.1
500.23.01	Health Insurance	83,152.00	83,152.00	14,169.81	68,982.19	17.0
500.23.02	Life Insurance	2,500.00	2,500.00	445.70	2,054.30	17.8
500.23.10	Statutory AD&D	1,000.00	1,000.00	1,000.00	0.00	100.0
500.24.00	Workers Compensation	14,438.00	14,438.00	7,565.50	6,872.50	52.4
500.25.00	Unemployment Compensation	2,127.00	2,127.00	48.63	2,078.37	2.3
520.31.00	Professional Services	725.00	725.00	50.00	675.00	6.9
520.34.40	Dispatching Services	17,785.00	17,785.00	17,785.00	0.00	100.0
520.40.00	Travel & Meetings	2,240.00	2,240.00	0.00	2,240.00	0.0
520.41.10	Communication Services	4,488.00	4,488.00	313.42	4,174.58	7.0

520.46.10	Office Equipment Maintenance	5,500.00	5,500.00	0.00	5,500.00	0.0
520.46.15	Equipment Maintenance	2,000.00	2,000.00	1,900.00	100.00	95.0
520.46.16	Radar Calibration	700.00	700.00	0.00	700.00	0.0
520.46.20	Vehicle Maintenance	12,000.00	12,000.00	754.60	11,245.40	6.3
520.48.00	Promotional Activities	1,200.00	1,200.00	43.00	1,157.00	3.6
520.48.50	Crime Prevention	1,100.00	1,100.00	549.85	550.15	50.0
520.49.99	Miscellaneous	100.00	100.00	0.00	100.00	0.0
520.51.10	Postage	350.00	350.00	0.00	350.00	0.0
520.52.00	Uniforms	6,600.00	6,600.00	591.93	6,008.07	9.0
520.52.05	Protective Gear	8,328.00	8,328.00	147.42	8,180.58	1.8
520.52.50	Gas & Oil	13,000.00	13,000.00	0.00	13,000.00	0.0
520.52.70	Medical	600.00	600.00	0.00	600.00	0.0
520.52.90	Operating Supplies	3,720.00	3,720.00	0.00	3,720.00	0.0
520.54.00	Dues & Subscriptions	1,955.00	1,955.00	0.00	1,955.00	0.0
520.54.10	Training & Schools	5,400.00	5,400.00	0.00	5,400.00	0.0
520.64.01	Capital Outlay	58,795.00	58,795.00	0.00	58,795.00	0.0
543.00.00	Licenses & Fees	14,738.00	14,738.00	2,818.30	11,919.70	19.1
						7.3

		Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 22 Fire Control						
500.12.00	Regular Salaries	85,610.00	85,610.00	-906.59	86,516.59	-1.1
500.14.50	Stipend Payroll	55,040.00	55,040.00	4,665.38	50,374.62	8.5
500.21.00	FICA Taxes - Employer Portion	7,643.00	7,643.00	382.28	7,260.72	5.0
500.22.01	Retirement - ICMA	0.00	0.00	515.62	-515.62	0.0
500.22.20	Retirement Town Employees	6,562.00	6,562.00	-92.80	6,654.80	-1.4
500.23.01	Health Insurance	4,968.00	4,968.00	956.82	4,011.18	19.3
500.23.02	Life Insurance	162.00	162.00	11.26	150.74	7.0
500.23.10	Statutory AD&D	180.00	180.00	0.00	180.00	0.0
500.24.00	Workers Compensation	7,920.00	7,920.00	0.00	7,920.00	0.0
500.25.00	Unemployment Compensation	194.00	194.00	5.97	188.03	3.1
520.31.00	Professional Services	5,000.00	5,000.00	794.41	4,205.59	15.9
520.34.40	Dispatching Services	5,200.00	5,200.00	0.00	5,200.00	0.0
520.35.00	Pre-Employment Expense	1,225.00	1,225.00	28.00	1,197.00	2.3
520.40.00	Travel & Meetings	500.00	500.00	307.92	192.08	61.6
520.41.10	Communication Services	1,260.00	1,260.00	220.50	1,039.50	17.5
520.46.15	Equipment Maintenance	8,665.00	8,665.00	0.00	8,665.00	0.0
520.46.20	Vehicle Maintenance	22,950.00	22,950.00	0.00	22,950.00	0.0
520.46.30	Building Maintenance	1,000.00	1,000.00	0.00	1,000.00	0.0
520.48.55	Fire Prevention	4,536.00	4,536.00	287.29	4,248.71	6.3
520.51.00	Office Supplies	400.00	400.00	0.00	400.00	0.0
520.52.00	Uniforms	6,225.00	6,225.00	0.00	6,225.00	0.0
520.52.02	S.C.B.A.	1,850.00	1,850.00	0.00	1,850.00	0.0
520.52.05	Protective Gear	2,505.00	2,505.00	0.00	2,505.00	0.0
520.52.10	Janitorial Supplies	1,000.00	1,000.00	0.00	1,000.00	0.0
520.52.20	Tools & Hardware	1,500.00	1,500.00	0.00	1,500.00	0.0
520.52.50	Gas & Oil	2,450.00	2,450.00	78.57	2,371.43	3.2
520.52.70	Medical	1,370.00	1,370.00	0.00	1,370.00	0.0
520.54.00	Dues & Subscriptions	265.00	265.00	160.00	105.00	60.4
520.54.10	Training & Schools	6,650.00	6,650.00	0.00	6,650.00	0.0
520.54.12	Training Materials	1,920.00	1,920.00	165.09	1,754.91	8.6
520.64.01	Capital Outlay	36,777.00	36,777.00	0.00	36,777.00	0.0
520.71.00	Principal Retired	29,734.00	29,734.00	31,324.47	-1,590.47	105.3
520.72.00	Interest Expense	3,267.00	3,267.00	1,675.85	1,591.15	51.3
543.00.00	Licenses & Fees	11,537.00	11,537.00	960.00	10,577.00	8.3
						12.7

		Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 29 Code Enforcement						
500.12.00	Regular Salaries	14,054.00	14,054.00	575.37	13,478.63	4.1
500.21.00	FICA Taxes - Employer Portion	1,075.00	1,075.00	44.01	1,030.99	4.1
500.22.20	Retirement Town Employees	1,521.00	1,521.00	62.25	1,458.75	4.1
500.23.10	Statutory AD&D	100.00	100.00	0.00	100.00	0.0

500.24.00	Workers Compensation	200.00	200.00	0.00	200.00	0.0
500.25.00	Unemployment Compensation	45.00	45.00	0.75	44.25	1.7
520.40.00	Travel & Meetings	35.00	35.00	0.00	35.00	0.0
520.45.03	Auto Insurance	124.00	124.00	0.00	124.00	0.0
520.46.12	Maintenance Supplies	50.00	50.00	0.00	50.00	0.0
520.46.20	Vehicle Maintenance	150.00	150.00	0.00	150.00	0.0
520.51.00	Office Supplies	50.00	50.00	0.00	50.00	0.0
520.51.10	Postage	350.00	350.00	0.00	350.00	0.0
520.51.20	Recording Costs	120.00	120.00	0.00	120.00	0.0
520.52.00	Uniforms	75.00	75.00	130.25	-55.25	173.7
520.52.50	Gas & Oil	150.00	150.00	0.00	150.00	0.0
520.54.10	Training & Schools	75.00	75.00	0.00	75.00	0.0
						4.5

		Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 41 Public Works						
500.12.00	Regular Salaries	191,283.00	191,283.00	11,532.66	179,750.34	6.0
500.14.00	Salaries Overtime	4,000.00	4,000.00	0.00	4,000.00	0.0
500.21.00	FICA Taxes - Employer Portion	14,633.00	14,633.00	893.75	13,739.25	6.1
500.22.20	Retirement Town Employees	20,697.00	20,697.00	1,236.49	19,460.51	6.0
500.23.01	Health Insurance	21,840.00	21,840.00	2,025.06	19,814.94	9.3
500.23.02	Life Insurance	236.00	236.00	50.66	185.34	21.5
500.23.10	Statutory AD&D	200.00	200.00	0.00	200.00	0.0
500.24.00	Workers Compensation	2,750.00	2,750.00	0.00	2,750.00	0.0
500.25.00	Unemployment Compensation	612.00	612.00	15.66	596.34	2.6
530.31.00	Professional Services	25,000.00	25,000.00	0.00	25,000.00	0.0
530.34.91	Landscaping	6,500.00	6,500.00	78.00	6,422.00	1.2
530.40.00	Travel & Meetings	200.00	200.00	0.00	200.00	0.0
530.43.15	Electric - Williams Building	5,000.00	5,000.00	0.00	5,000.00	0.0
530.43.50	Dump Service	2,000.00	2,000.00	0.00	2,000.00	0.0
530.46.12	Maintenance Supplies	3,000.00	3,000.00	285.70	2,714.30	9.5
530.46.15	Equipment Maintenance	2,500.00	2,500.00	0.00	2,500.00	0.0
530.46.20	Vehicle Maintenance	9,500.00	9,500.00	519.86	8,980.14	5.5
530.46.30	Building Maintenance	6,500.00	6,500.00	21.58	6,478.42	0.3
530.46.31	Maintenance Old Town Hall	500.00	500.00	0.00	500.00	0.0
530.46.34	Maintenance Ryckman Park	500.00	500.00	0.00	500.00	0.0
530.46.35	Pier Maintenance	500.00	500.00	0.00	500.00	0.0
530.46.40	Grounds Maintenance	7,000.00	7,000.00	1,156.48	5,843.52	16.5
530.46.43	Tree Expense	3,500.00	3,500.00	150.00	3,350.00	4.3
530.52.00	Uniforms	2,100.00	2,100.00	293.84	1,806.16	14.0
530.52.05	Protective Gear	1,000.00	1,000.00	217.80	782.20	21.8
530.52.20	Tools & Hardware	4,000.00	4,000.00	29.68	3,970.32	0.7
530.52.25	TOOL RENTALS	3,500.00	3,500.00	894.65	2,605.35	25.6
530.52.50	Gas & Oil	3,600.00	3,600.00	0.00	3,600.00	0.0
530.53.10	Street Repair	7,500.00	7,500.00	0.00	7,500.00	0.0
530.53.15	Parking Lot Maintenance	2,500.00	2,500.00	0.00	2,500.00	0.0
530.53.20	Street Signs	10,000.00	10,000.00	3,313.07	6,686.93	33.1
530.54.10	Training & Schools	1,500.00	1,500.00	0.00	1,500.00	0.0
530.57.25	Welding	500.00	500.00	0.00	500.00	0.0
530.64.01	Capital Outlay	46,000.00	46,000.00	3,138.20	42,861.80	6.8
						6.3

		Original Bud.	Amended Bud.	YTD Actual	UnencBal	% Bud
Dept: 72 Parks & Recreation						
570.48.10	Founder's Day	6,000.00	6,000.00	0.00	6,000.00	0.0
570.48.50	Movies In The Park	1,800.00	1,800.00	47.94	1,752.06	2.7
570.48.52	Fourth of July	1,000.00	1,000.00	0.00	1,000.00	0.0
570.48.53	Christmas Decorations Park	1,500.00	1,500.00	0.00	1,500.00	0.0
570.48.60	Easter Egg Hunt	50.00	50.00	0.00	50.00	0.0
570.48.90	Recreation Programs	13,000.00	13,000.00	150.00	12,850.00	1.2
570.63.01	Tennis Court Expenditures	350.00	350.00	0.00	350.00	0.0
570.63.02	BBall & VBall Courts	200.00	200.00	0.00	200.00	0.0
570.63.05	Bocce Court Expenditures	200.00	200.00	0.00	200.00	0.0

Overall Expenditure Rate:

142

0.8

9.0

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Schedule Annual Town Board Meetings With Commission	2/17/2021		10/20/21	Commission	Town Clerk
DATE	DIRECTION/NOTES				
8/18/2021	Update at October RTCM				
5/19/2021	Town Clerk presented draft schedule. Commission will review and reach out to TC with input. Commission agreed to conduct meetings during RTCM under "Boards & Committees" section of agenda. Update at August RTCM				
4/21/2021	Draft a schedule and present at May RTCM				
3/03/2021	Draft a schedule to meet with each Town Board on an annual basis				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research Charging Stations	11/20/20	11/17/2021		Simmons	Town Manager/PWD
DATE	DIRECTION/NOTES				
10/20/2021	Commissioner Runte reached out to two vendors he works with and should have update with prices next month. Nov. 2021				
9/15/2021	TM does not have an update. Commissioner Runte explained the companies are hard to reach or non-responsive- still working on it. Update next month				
8/18/2021	Update at September RTCM				
7/21/2021	Update at August RTCM				
6/16/2021	Follow up on "Electrify" a company that leases charging stations				
5/19/2021	Update at June RTCM				
4/21/2021	Town Manager was given a list by Commissioner Runte to evaluate and update again at May RTCM.				
1/20/2021	Update again at April RTCM				
12/16/2020	Town Manager Mascaro said there is a lot to understand about these charging stations that effect cost and what's included. She needs more time to assess the options and to conduct further research before making a final recommendation to the Commission. Update again at January 2021 RTCM.				
11/18/2020	Commission advised to keep this item open until the stations are installed				
10/21/2020	Commission approved cost to replace breaker box and TM was asked to get vendor contacts from Comm. Runte				
8/19/2020	PWS said breaker box must be replaced at cost of \$3,000-\$4,000. Commission asked TM to find install/generic cost for Sept RTCM.				
7/15/2020	TM shared that the offer from Tesla no longer available, meaning the charging stations are no longer free. They cost \$500. TM is looking at other options and will come back in August with information. Commission asked TM to look for similar offers and/or grants as Tesla was offering.				
6/17/2020	TM scheduled electricians Wednesday. First parking spot for bikes and two for charging stations. Update July RTCM				

3/18/2020	Commission suggested TM get with Tesla to see what they may offer - including getting one at no cost. To be discussed again at May TCW.				
6/3/2020	Commission asked TM to contact Tesla to see what they have to offer and share information at June RTCM.				
ITEM	OPENED				
Research Ocean Ave Beautification & Landscaping Parks	2/17/2021	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
DATE	DIRECTION/NOTES	11/17/2021		Commission	Town Manager
10/20/2021	Discussed during meeting in depth. Update at Nov. RTCM				
9/15/21	Currently working on RFP for gardening services and will present it at next RTCM as an agenda item. TM has not been able to make contact with Susan Hall				
8/18/2021	Added landscaping of Parks to Action item – and discussed RFP for landscaping services				
7/21/2021	Check in with Susan (include VM Barton) and update at August RTCM				
6/16/2021	Commission will no longer pursue FDOT grant but will continue research of other funding and grants.				
4/21/2021	Commission approved increasing payment to designer. Grant will be awarded in June. Update July RTCM				
3/17/2021	VM Barton researched FDOT landscape grant. Commission approved \$5,000 to begin landscape design process with an architectural designer. Discuss at April TCW and April RTCM.				
2/17/2021	Explore grants, etc. Discuss at TCW on March 3, 2021				

12/2/2020	Mayor Hoover suggested they do the necessary research and reach out to landlords and business owners, starting with the area east of the traffic light on both sides of the road north and south – and then meet again to discuss in February. Plan for workshops with business owners and PNZ involvement.				
12/16/2020	Commissioner Walters requested the Town research a better microphone system, including the option of wireless microphones. He feels the sound quality of the current microphones is very poor. Dual timers were also requested by the Commission (we have one and need one more).				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Research Crosswalk Art	8/18/2021	11/17/21		Mayor Hoover	TM and PWD
10/20/2021	Update in Nov.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Stop Sign Placement	06/16/2021	11/17/2021		Commission	Town Manager
DATE	DIRECTION/NOTES				
10/20/2021	waiting for delivery – Nov. 2021				
8/18/2021	Need two additional signs for Ash and Orange				

7/21/2021	Town Manager Mascaro said she spoke with Chief and they are good to go forward. Commissioner Runte said that Magnolia and Palm should be included				
6/16/2021	Evaluate stop sign placement on Palm and Orange Avenue				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
FDOT Traffic Stanchions	2/19/2020	12/20/2021		Commission	Town Clerk
DATE	DIRECTION/NOTES				
8/18/2021	Update at October RTCM				
7/21/2021	Update at August RTCM				
6/16/2021	PWD will ask FDOT if subcontractor (who is restriping cross walks) can also paint stanchions				
5/19/2021	PWD update at June RTCM				