



TOWN OF MELBOURNE BEACH

TOWN COMMISSION REGULAR MEETING

JULY 20, 2022

AGENDA PACKET

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Town of Melbourne Beach
REGULAR TOWN COMMISSION MEETING
JULY 20, 2022 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, July 20, 2022, in the Community Center
to address the items below**

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherrie Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Interim Town Clerk Amber Brown

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. **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.
5. **Approval of the Agenda**
6. **Presentation**
7. **Consent Agenda**
 - A. Approval of Town Commission Workshop Meeting minutes for June 8, 2022
 - B. Approval of Regular Town Commission Meeting minutes for June 15, 2022
7. **Old Business**
9. **New Business**
 - A. Discussion and approval for stormwater drain cover repairs
 - B. Discussion and approval for town sign replacement
 - C. Discussion and approval for soil enrichment plan
 - D. Resolution 2022-06 Vacation Rental Fee Schedule
 - E. Second reading of Ordinance 2022-01 Low-Speed Vehicles
 - F. First reading of Ordinance 2022-02 Capital Threshold
 - G. Legislative intent/authorization for amendment to accessory structures Sec. 7A-57
10. **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
11. **Town Commission Comments**
 - A. Review of Commission Action Items
 - B. General Comments
12. **Adjournment**

Town of Melbourne Beach
TOWN COMMISSION WORKSHOP
JUNE 8, 2022, at 6:00 p.m.
COMMUNITY CENTER - 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
 Vice Mayor Joyce D. Barton
 Commissioner Sherrie Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
 Finance Manager Jennifer Kerr
 Fire Chief Gavin Brown
 Police Chief Melanie Griswold
 Interim Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:00 p.m.

2. Roll Call

Interim Town Clerk Amber Brown conducted Roll Call

Commission Members Present

Mayor Wyatt Hoover
 Vice Mayor Joyce Barton
 Commissioner Sherri Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker – excused - arrived 10 min late

Commission Members Absent

None

Staff Members:

Town Manager Elizabeth Mascaro
 Finance Manager Jennifer
 Fire Chief Gavin Brown
 Police Chief Melanie Griswold
 Interim Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. 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.

5. New Business

A. Discussion regarding the FY 2022-2023 Budget

Town Manager Elizabeth Mascaro stated there are two mileage rates presented 4.50 and 4.57. She is advocating for the 4.57 to have a little more money for infrastructure. Current residents get capped out at 3 percent year after year where new residents tend to do major upgrades which significantly increases their property taxes. Most departments have had an increase year after year which is usually caused by changes in employees and increases in health insurance and auto liability. She stated Police Chief Melanie Griswold is very concerned about the salaries of the officers and the ability to be competitive in the market. The police department had very qualified applicant come here, but they could not offer them a competitive salary so they declined. A salary study was done for the police department and their salaries were brought up very close to the same starting salary as Indialantic. In the Fire Department she put a place holder to allow for the purchase of a new fire truck. The Fire Department had four per diem employees that worked out for a while, however, their personal schedules have become too full to continue. One of the individuals would like to take over the position for all four and become an employee of the Town. The cost would be the same.

Fire Chief Gavin Brown stated the per diem positions were working out well for a while, however, now it is harder to have them come in as one just had twins and another is homeschooling. The benefit of having an employee is they would have a set schedule. Per diem positions you cannot require them to work a set schedule, you open shifts and if they want to pick up the shift they can otherwise it goes unfilled.

Town Manager Elizabeth Mascaro stated the Environmental Advisory Board received a \$5,000.00 donation. The requirement was the money be held in a

separate fund with the anticipation of another \$5,000.00, so a separate fund was set up for the Environmental Advisory Board. There was another fund set up for the American Funds Plan. There was a suggestion to give the employees an increase of a one-time two percent bonus with the money from the ARPA Funds. The Town Manager received a letter from them stating they would like some of the funds used to help with payroll to help stimulate the economy.

Further discussion ensued

Commissioner Sherri Quarrie asked if the funds for the additional officer are included in the budget.

Town Manager Mascaro stated the funds for the additional officer are not included in the budget, so that would need to be added. She stated the funds received for the School Resource Officer have always been put into the general fund and were not applied against the police payroll which will be changed.

Commissioner Sherri Quarrie stated with the increase in gas the line item for gas and oil for every department needs to go up.

Commissioner Marivi Walker stated it should be doubled if not tripled.

Further discussion ensued.

Town Manager Mascaro stated the next item is for the code enforcement special magistrate. It was suggested that it should be increased to \$10,000.00.

Mayor Wyatt Hoover stated Scott Parker suggested we could get on a schedule to get and spread the compost since the Town is no longer using fertilizer in the parks which would cost \$1,000.00 per month.

Commissioner Corey Runte asked if there is money in the budget to hire a company to do landscaping maintenance.

Town Manager Elizabeth Mascaro stated yes and no. There is \$25,000.00 in professional services under the parks, and then another \$30,000.00 for beautification that would cover it.

Commissioner Runte and Vice Mayor Barton stated the funds should not come out of the beautification money.

Mayor Wyatt Hoover stated a good starting amount might be \$50,000.00.

Town Manager Elizabeth Mascaro recommended it be \$52,000.00.

Commissioner Sherri Quarrie stated it is hard to see what the total cost is for things like mowing which the cost is split between different locations. She requested something like an addendum that has the totals for items that are split between various locations such as mowing and utilities.

Town Manager Elizabeth Mascaro stated the Building Official would like to work for the Town. The money to pay him would be about the same as what we pay Safebuilt.

The Commission was in favor of having a full-time in-house Building Official.

Mayor Wyatt Hoover brought up the idea of moving the bocce ball courts and putting in a splat pad.

Further discussion ensued

Commissioner Corey Runte asked about funds to upgrade the audio system in the community center.

Interim Town Clerk Amber Brown stated she reached out to RV Communications and is waiting to hear back, but she also contact the company that installed the current system. They provided quotes between \$16,000.00 and \$19,000.00 to upgrade the system to wireless and add enough inputs for each person to have their own microphone.

Commissioner Corey Runte stated that seemed like a waste of money for how expensive it is.

Mayor Wyatt Hoover asked about not going wireless, but just getting enough inputs so everyone has their own microphone. He also asked about the ability of the recorder to be integrated into the system.

Interim Town Clerk Amber Brown stated to integrate the recorder would require the system to be upgraded because when the Town purchased the system it was decided not to have that option. She also stated it might be cheaper to replace the entire system because the current system is not a generic system so it is difficult to upgrade or change.

Vice Mayor Joyce Barton asked about burying the wires.

Town Manager Elizabeth Mascaro stated there are options, but it depends if the Commission wants to continue renting the building out because some options would have equipment that should not be moved.

Commissioner Corey Runte stated he was thinking of a cost more of around \$5,000.00 to \$6,000.00.

Commissioner Sherri Quarrie stated she is motivated by the price and the lower the better.

Further discussion ensued

Commissioner Corey Runte stated the proposed mileage is 4.57 or 4.50.

Vice Mayor Joyce Barton stated both are under last year's increase.

Commissioner Sherri Quarrie stated she is very comfortable with the 4.57.

Commissioner Corey Runte stated he is comfortable with the 4.57 rate.

Town Manager Elizabeth Mascaro stated the Town could also reach out to the church and see if they would be willing to allow people to pay to park in their parking lot during the week when they are not using it.

Commissioner Corey Runte stated a lot of other places have parking agreements.

The Commission agreed it would not hurt to have the Town Manager reach out to the church to see what they think.

6. Adjournment

Vice Mayor Joyce Barton moved to adjourn the meeting; Commissioner Sherri Quarrie seconded; the Motion carried 5-0.

Meeting adjourned at 8:00 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Interim Town Clerk

Town of Melbourne Beach
REGULAR TOWN COMMISSION MEETING
JUNE 15, 2022 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

DRAFT MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Cliff Repperger
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Fire Chief Gavin Brown
Police Chief Melanie Griswold
Public Works Director Tom Davis
Interim Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6 p.m.

2. Roll Call

Interim Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Fire Chief Gavin Brown
Police Chief Melanie Griswold
Public Works Director Tom Davis
Interim Town Clerk Amber Brown

Commission Members Absent

None

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. Presentation

A. Police Chief Melanie Griswold presented Officer Leon Bennett with the Meritorious Service Award.

5. 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.

Mike Slaughter
321 Ocean Ave

Mike Slaughter stated he is here representing the Melbourne Beach Rotary Club to provide a donation of money to the Fire Department. The Fire Department is in need of the Scott RIT pack fast attack system which is used to help save firefighters in a burning building. The funds were raised on Founder's Day.

Ali Dennington
413 Surf Rd

Ali Dennington stated Amber is doing a great job on the minutes. She asked if there is anything the Commission can do for the parents who want to volunteer at the school because they have to drive to Viera to take a computer-based test. Ali asked about getting Town emails for interns to make sure nothing is lost.

Mayor Wyatt Hoover stated the School Board is in Viera which is probably why they do it there, but we can look into it.

Jude Wilson
526 Sunset

Jude Wilson stated she brought pictures of the median on Sunset. She stated these pictures are from a couple different days when it rained. She asked for public works to continue cutting the curb to allow the rain to drain. She stated she had engineers go to her house and they stated the street was built higher than her lot. Jude asked the Commission to look into this more as this is an infrastructure problem.

Sheila Tyre
532 Sunset

Sheila Tyre stated she also has concerns about Sunset Blvd possibly because of flooding. She thought years ago there was a baffle system to help drain water down towards the river. She asked if there is a baffle system there and if it is working. Sheila stated she is fine without the curb, but now it looks funny with only sections of the curb cut out. What about taking out the whole curb. She stated water control is more important than esthetics

Mayor Wyatt Hoover stated this is an ongoing project where steps are being taken and they assess the results before proceeding. He stated they will continue to look into it.

Town Manager Elizabeth Mascaro stated there was a baffle system installed, but she does not know what its current status is.

Todd Shier
1708 Atlantic St

Todd Shier asked what the definition of recovery funds that were mentioned and if we have any in the budget and what amount.

Mayor Wyatt Hoover stated that the funds mentioned are the ARPA funds which is the American Recovery Plan Act. ARPA funds were provided to the municipalities from the Federal Government based on the stimulus plan. The 1.8 million ARPA dollars in the budget are restricted by the Federal Government on how the funds can be used.

Todd Shier asked where he can find the Federal restrictions.

Finance Manager Jennifer Kerr stated on their website, treasury.gov.

6. Approval of the Agenda

Commissioner Corey Runte moved to approve the Agenda; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

7. Consent Agenda

- A. Approval of Special Town Commission Meeting minutes for June 1, 2022
- B. Approval of Regular Town Commission Meeting minutes for May 18, 2022
- C. Approval of Regular Town Commission Meeting minutes for April 20, 2022
- D. Approval of the site plan for 309 Fifth Ave
- E. Approval of the site plan for 527 Sunset Blvd

Jude Wilson
526 Sunset Blvd

Jude Wilson stated that 527 Sunset is a tear-down property that was recently purchased. They are planning to build a pool and pave the front lawn in order to build a driveway. She stated they are at least four inches above her property, the road is lower, and the median is overflowing and her property is on the other side. At this time she asked if the Commission is about to approve a site plan which includes building a pool that will drain directly in front of her house.

Mayor Wyatt Hoover stated any site plan goes through a rigorous review in the building department. The Commission does not have the authority to prohibit any construction that is allowed per our Code. Any new construction is subject to the new stormwater requirements which is six inches in twenty four hours.

Commissioner Corey Runte stated not only does the Building Official review the fully engineered drawings, but they also go through the consulting engineers and planning and zoning for approval then it goes to the Commission.

Jude Wilson asked who is responsible for the water when it comes from the median.

Mayor Wyatt Hoover stated the drainage situation on Sunset is under review and is an ongoing project that is being worked on to improve it.

Vice Mayor Joyce Barton moved to approve the Consent Agenda; Commissioner Corey Runte seconded; Motion carried 5-0.

8. Old Business

- A. Discussion on Brevard County's Code of Ordinances allowing a second kitchen for single-family residences

Town Manager Elizabeth Mascaro stated the Commission asked her to look at the ordinances for the county regarding multigenerational kitchens. Provided the code

from Brevard County which allows for a second kitchen and the code for guest houses; the other document is from the Property Appraisers Office which allows families to get an additional tax benefit for having a grandparent suite. The kitchen seems to be the common denominator with other municipalities to be a single family.

Mayor Wyatt Hoover reviewed the background to this item. Planning and Zoning asked for a more detailed definition of kitchen. The purpose was to prevent having more than one living space on a single-family property, with the intent to prevent vacation rentals. Unfortunately the State legislature has prevented almost all chances of regulating vacation rentals in any capacity. After further discussion, the Commission felt prohibiting families from having a separate space for adult kids or grandparents was counterproductive since the original intent was related to vacation rentals which it now has no effect on. He stated the two parts from the property appraiser document that apply to Melbourne Beach would be they must have an existing homestead exemption, and the construction must be properly permitted.

Commissioner Sherri Quarrie asked if we should put in a different age group.

Mayor Wyatt Hoover stated he does not think the age is relevant. He then read the Brevard County's Ordinance. He recommended increasing the square footage requirement to 800 or 1000 square feet.

Commissioner Sherri Quarrie stated this section is referring to something under the same roof, so the setbacks and lot coverage would limit the size.

Mayor Wyatt Hoover stated that section two could be removed, as well as sections three through six that are related to vacation rentals, since the State legislature dictates regarding vacation rentals

Commissioner Corey Runte stated it is common in other municipalities to allow multigenerational suites. He provided an example regarding if a family member ended up needing full-time care and the family cannot afford an assisted living facility, currently in Melbourne Beach you would not be able to have an additional kitchen to allow the family member to have their own space.

Mayor Wyatt Hoover asked if any Commissioners were in opposition to a detached guesthouse.

Commissioner Sherri Quarrie stated she is against it because the purpose of this is to accommodate seniors or young families who are having a difficult time affording a house. Allowing a detached structure would open the door on detached structures being rented out.

Mayor Wyatt Hoover stated he doesn't think it would make a difference if it was attached or not because you can rent out the attached space out just as easily. The best way to prevent duplex like situations is requiring a single electric and water service.

Commissioner Corey Runte stated you can rent anything out including just a couch or air mattress. Also, if a detached structure wasn't allowed, the owner could just connect the structures with a canopy. He is fine with attached and detached as long as they maintain the homestead exemption and all of the code requirements for lots.

Mayor Wyatt Hoover stated this agenda item is discussion orientated, so this is just to begin the process of making any changes that would require a first and second reading to the ordinance changes.

Nancy Haney
181 Ocean Ridge Dr

Nancy Haney stated she is confused on attached and detached because couldn't you just say attached if you only attached the roof.

Mayor Wyatt Hoover stated that is correct.

Nancy Haney stated her property backs up to a community that is allowing daily rentals.

Commissioner Corey Runte stated that is not allowed in unincorporated Brevard County.

Mayor Wyatt Hoover asked that we stick to things that pertain the Town of Melbourne Beach.

Greg Wilson
526 Sunset Blvd

Greg Wilson stated he just wanted to make sure everyone received and got to look at the photos provided by Jude Wilson earlier in the meeting.

Chuck Cain
309 Surf Rd

Chuck Cain stated on the discussion regarding attached or detached, whether they are connected by a roof line or not, a detached building would have to meet certain requirements. What happens when the grandparents pass? Then they are just going to rent it out. However, if it was in the house they might be less likely to rent it out.

Mayor Wyatt Hoover stated the Town would define it as an accessory structure.

Carol Crispen
205 Elm Ave

Carol Crispen stated she is dealing with an AirBnB that is very loud. It sounds like we are opening ourselves up, and just because Brevard County is doing it, doesn't mean we should. We need to do what is best for Melbourne Beach.

Mayor Wyatt Hoover stated he has received her emails and has driven the streets, but unfortunately, the State has prevented us from being able to regulate AirBnBs at all. This is about keeping people in their homes rather than them selling it and people buy it only as a vacation rental.

Carol Crispen asked what is going to prevent someone from putting a wall in the middle and now they can rent out a duplex instead of a single family. This is going to open us up for other issues because people will find ways around it.

Commissioner Corey Runte stated short term rentals are allowed in the Town of Melbourne Beach. Whether we like it or not there is nothing we can do because of the State Legislature. The Town does have a registration process, however, there is nothing stopping someone from buying fifteen houses on the same street and turning all of them into vacation rentals. The goal is to help the elderly and families to be able to afford to stay together. AirBnBs are allowed no matter, so this would not enable it because you would have to live there.

Ali Dennington
413 Surf Rd

Ali Dennington stated why not change the code to allow for the second kitchen if you get a conditional use, but you also have to sign a development order that says you will not rent it. She stated development orders run with the land and get filed with the County, so even if they sell it, the development order stay in effect. It wouldn't effect the homes that currently have a second kitchen.

Jude Wilson
526 Sunset Blvd

Jude Wilson stated since this is about accommodating multigenerational families; would it be possible to incentivize those who are developing it the way the Commission wants it.

Mayor Wyatt Hoover stated there is a ton of good that could come from this; from aging parents that want to stay in place, to adult kids that cannot afford a house, to live-in caretakers, etc. There will always be people that find a way to take advantage of everything.

Kyle Stark
209 Surf Rd

Kyle Stark stated he lives with his grandparents and his father. Today he took care of his nephews while his sister is dealing with other things. He stated it is very important to remember that the country is changing. His family lives in a multigenerational home. If something harms one person even though they don't deserve it, you also have to think of the good it is doing by allowing families to live a dignified life.

Town Attorney Clifford Repperger stated the County allows for the second kitchen facility as a conditional use, and likely what you would see is a conditional use permit. Also, with the County, the guest house is for larger lots, so as this moves along that will need to be evaluated. As far as the vacation rentals, the County codes that restrict vacation rentals was passed before the preemption was in effect. The preemption has been in effect for quite some time 509.302 (7) preempts local government from prohibiting vacation rentals. You cannot limit the duration of the stay; unless it was in effect before the preemption. The Town does have a regulatory ordinance for vacation rentals.

Vice Mayor Joyce Barton made a motion to move forward with the language for the code of ordinances for multigenerational living areas attached and detached; Commissioner Marivi Walker seconded; Motion carried 5-0.

9. New Business

A. Discussion on a beachfront dog park

The Town received emails from the following residents regarding the discussion on a beachfront dog park:

Hans Rittinger
Diane White
Deborah Aftung
Jamie Guth
Caren Byrd
John & Marie Heck
Donna Bardell
Michael Workman
Donald Thomas
Matt Giammarino
John Mauzer
Vicky Busch

Town Manager Elizabeth Mascaro stated Loggerhead Park was developed through a grant, and no further development can be done to it.

Commissioner Sherri Quarrie stated the reason this was put on the agenda was to find out what the safety and grant limitations are, and to open up the discussion of a dog park. A lot of residents already bring their dogs to the parks or the beach.

Does the Town want to have a safe place for dogs to be able to run on a leash? This was to get input from residents. Are residents interested in a dog park, or allowing dogs in the parks or on the beach? She stated the reason she proposed Loggerhead Park was because it is at the end of the Town, and because of limited parking, it would be limited to residents.

Commissioner Corey Runte stated any Commissioner can put anything up for discussion, which is what this is, strictly just a discussion. A lot of residents have contacted Commissioners about having a safe place for dogs. That being said, he does not support development of the park.

Commissioner Marivi Walker stated she appreciates the idea, but questioned if the Town even has space to put a dog park.

Commissioner Corey Runte stated what about asking the County to put one in at Flutie Field.

Further discussion ensued

Town Manager Elizabeth Mascaro stated we can also contact Indialantic, who recently allowed dogs on the beach in a certain area at certain times.

NEW ACTION ITEM: Dog park research

Barbara Strutman
802 Pine St

Barbara Strutman stated although it has already been resolved about Loggerhead, but she would like to add her input. She is against the Loggerhead dog park because this is the last piece of oceanfront property in the Town of Melbourne Beach that is not already concrete. Would the dog park bring more traffic to Town? Would it increase annual taxes? Why does it have to be oceanfront property? Please consider these things.

Ali Dennington
413 Surf Rd

Ali Dennington stated she loves dogs, but she doesn't think a dog park is a good idea. When you say Dog Park, most people think of a fenced in area. What about having two poles on the beach and during certain times you can walk your dog on the beach between the poles? To help the residents, what about a time restriction of only from sunset to 9am? The stormwater drainage area by the tennis courts could be a good area to put something up once a week to allow dogs to run.

Curtis Byrd
306 Surf Rd

Curtis Byrd stated he, along with the Environment Advisory Board, assisted in the purchase of the land for Loggerhead Park. The two things the State wanted was to protect the native vegetation and education. There are quite a few events they plan, including education and planting throughout the year. In the application process of the grant, it was written that there would only be pedestrian and bicycles, with no parking areas.

Neal Tompkins
2004 Neptune Dr

Neal Tompkins stated he is glad Loggerhead was taken off the table. He also stated the speed limit there is forty miles per hour, so golf carts cannot be driven down that road. Exploring ideas is a good idea, but he suggests you take the beach off as well. No other municipalities have a dog beach park.

Christian Stumpt
1708 Atlantic

Christian Stumpt stated currently enforcement and taking care of the park is not being done. He stated golf carts are parking there, there is ongoing graffiti, and garbage in the park.

Mayor Wyatt Hoover stated the Town staff is very responsive to things like that, so please snap a picture and send it to townmanager@melbournebeachfl.org, and our public works team will handle it.

Patrick Hagerty
1702 Atlantic St

Patrick Hagerty stated in 2015, Indialantic and Cocoa were both trying to establish a beachfront dog park. They were ultimately shut down because the habitat is considered sea turtle nesting areas. In 2019, an eleven-mile stretch of beachfront south of Melbourne Beach did the same thing. The Brevard County Attorney's Office wanted the County Commissioners to be aware of the potential liability under the Federal Endangered Species Act if they allowed dogs on the beaches in the Archie Carr National Wildlife Refuge. The Act protects threatened and endangered plants and animals, as well as the habitats in which they are found, including sea turtles and sea turtle nesting areas. Lastly, people are already bringing their dogs on the beach against the rules. The Commission should take into effect that people always push boundaries. Opening up to allow dogs on the beach will just allow people to take advantage of it.

Jude Wilson
526 Sunset Blvd

Jude Wilson stated when she first moved here it was wonderful to be able to take her dog to the beach in the early morning when no one was around. There are also more than a dozen people here that she has seen with a dog on the beach. The Commission should consider allowing dogs on the beach in the early morning hours when tourists are not there and people are not sun bathing. She stated she grew up in a different small town which allowed dogs on the beach during certain times and the dogs had to get a special tag. People outside of the Town would not be able to get the tag, so everyone that had the tag was a resident and was responsible. Is there any land that the Town could acquire to have a dog park?

Margie Hoffman
The Breakers

Margie Hoffman stated laws are there to protect everyone and to be followed. In Melbourne Beach dogs are not allowed on the beach, but many times she can see dogs on the beach from her patio. She is concerned when dogs are off leash and barrel down the beach at kids.

Mike McGraw
2005 Atlantic St

Mike McGraw asked what are the rules and regulations regarding dogs on the beach. Dogs are already on the beach. If allowed, people would push the rules. He just wants to protect what we have out there.

Mayor Wyatt Hoover stated no dogs are allowed on the beach at all.

Doug W
1712 Atlantic St

Doug W stated Loggerhead is not a park, it is a preserve. He has surfed all over the place and Loggerhead is a jewel. He went down there today and counted nine turtle nests. That area needs to be left alone.

Commissioner Corey Runte stated if anyone sees a light violation, to take a picture and write the address and send it to our Code Enforcement.

Building Official Robert Bitgood stated if anyone replaces windows on the beach, or if anything is built, that is enforced as well.

- B. Consideration of the updated Interlocal Agreement with Indialantic for fire-rescue dispatch services

Town Manager Elizabeth Mascaro stated this is the seventh update to the agreement with Indialantic, and the fee has increased by \$200.00 making the total \$5,400.00.

Commissioner Corey Runte moved to approve the Interlocal agreement with Indialantic as presented; Commissioner Marivi Walker seconded; Motion carried 5-0.

- C. Discussion on revisions to the landscape and tree ordinance

Building Official Robert Bitgood stated this is something that has been in the works for the past six month. This is just to open up a dialogue and get any input. He met with the Fire Department to make sure there wouldn't be any issues with allowing taller shrubs in front yards. One idea to define the houses directly on A1A would be to use the words along the state road. The governor is about to pass new legislation, so to match it, consider adding to our ordinance "must meet the standards set in tree risk assessment, second edition (2017)."

Commissioner Corey Runte asked what the repercussion is if someone removes a tree that would not normally be allowed without a permit.

Building Official Robert Bitgood stated he would red tag it meaning he would issue a stop work order. They then have thirty days to go through the process of getting a tree permit. Under the new fee schedule, he has the ability to assess up to four times the cost of the permit for doing work without a permit, however, because the tree permit does not cost anything that would need to be reviewed.

Commissioner Corey Runte would like to see the repercussions increased to include a fine for illegal tree removal, and have those fees go towards replacement trees.

Commissioner Sherrie Quarrie asked if some of the money could go towards education, because some of the homeowners truly do not know what they can or cannot cut, and what requires a permit.

Commissioner Corey Runte stated coming up with something simple like call before you cut to put on social media and the Town website that goes to the permit application.

Building Official Robert Bitgood stated 9A-4 (a) change four copies to two copies which is sufficient. Add "trees that are removed for new construction shall be replaced by same or similar species. For mature oaks two similar species will be required. Twelve inches in height above grade." The section 9A-10 change the authorization from Public Works Department to the Building Official or Town Manager. 9A-5 (b) just to stress the requirement of the field check of the site. 9A-6 (b2) twelve feet in height and 4.5 feet above grade to make sure they have a good healthy tree. 9A-7 (a) Remove "minimum of three trees" and defer to other more

specific areas of the code. 9A-7(5a) add the words “above grade” after eight feet in height to be more specific.

Mayor Wyatt Hoover asked if section 7A-53 (2c) need to be amended to a maximum of six feet for homes along state road A1A.

Building Official Robert Bitgood stated that is correct and also section e. Other municipalities have also required full front four-foot vegetation be planted in front of the wall or fence.

Commissioner Sherrie Quarrie asked if the setback requirement would be to the vegetation or to the wall.

Building Official Robert Bitgood stated it would be to the wall because the vegetation is removable, but they would still need to adhere to the twenty-five-foot triangle.

Mayor Wyatt Hoover stated he doesn't think the hedges should be restricted to State road A1A. He would be in favor of striking the maximum four foot hedge in the front yard.

Commissioner Corey Runte and Marivi Walker agreed.

Building Official Robert Bitgood stated this is the only jurisdiction that does not have a setback for a shed to keep them off of the property line. 7A-57 add “shed roof line cannot place water on the neighbor's property”.

Crystal Cain
309 Surf Rd

Crystal Cain stated that if someone bought a property, is there a picture to know what trees are present at that time? Is there a way to know that or have it on a site plan?

Building Official Robert Bitgood stated currently no there is no picture or anything showing current trees.

Commissioner Corey Runte stated when site plans are submitted vegetation is included. As part of the site plan, the caliper and type of tree are required.

Building Official Robert Bitgood stated for new construction a tree permit is not issued until he has walked the property with them, and as part of the site plan, he requires an architectural drawing showing what is there and what is being removed before they can do anything. At the time of the onsite walk he takes pictures.

Ali Dennington
413 Surf Rd

Ali Dennington asked where on the agenda does it say that shed setbacks would be discussed at this meeting.

Building Official Robert Bitgood stated the setbacks are not being talked about, just the water that is being displaced.

Mayor Wyatt Hoover clarified nothing about setbacks would be changed, just the proposed verbiage of “shed roof line cannot place water on a neighbor’s property.”

Nancy Haney
181 Ocean Ridge Dr

Nancy Haney asked about the 1.8 million in ARPA funds. Are there any proposals, and who decides it, and do residents get any input?

Mayor Wyatt Hoover stated the majority of the funds will be used for storm water upgrades and improvements. The requirements are established at a federal level, but the Commission locally decides on how to use the funds. Every time a decision such as an ordinance change is made, it has been discussed in at least three or four meetings, which can take around six months.

Nancy Haney asked if the stormwater issue has already been determined to be the most appropriate and important way to use the money.

Mayor Wyatt Hoover stated that the money is already in the works for several projects, so yes.

Town Manager Elizabeth Mascaro stated for the record the amount is 1.6 million not 1.8 million.

Commissioner Corey Runte made a motion to move forward with the landscape and tree ordinance revisions as presented and discussed; Commissioner Marivi Walker seconded; Motion carried 5-0.

D. Consideration to close Town Hall at noon on Friday, July 1st.

Town Manager Elizabeth Mascaro stated this would be a nice time for team building with a pot luck lunch and get to learn things about each other.

Vice Mayor Joyce Barton made a motion to approve the team building event on July 1st in the afternoon; Commissioner Marivi Walker seconded; Motion carried 5-0.

E. Consideration of a Tourism Lagoon Project Grant

Town Manager Elizabeth Mascaro stated she received a call regarding the Tourism Lagoon Project Grant for up to \$50,000.00 without the requirement for matching funds. They mentioned painting storm drains. She stated we could do a mural guide to get people to find and take pictures with around the Town. It has to be to promote tourism, and the drop dead date for submission is June 22nd.

Mayor Wyatt Hoover stated he would love to see the walls that enclose the beach accesses, boat ramp, Ryckman Park painted with different ecosystems.

Commissioner Corey Runte stated businesses might be interested as well.

Nancy Haney
181 Ocean Ridge Dr

Nancy Haney asked if it is possible to get an extension of the June 22nd due date.

Town Manager Elizabeth Mascaro stated they do not generally allow that.

Nancy Haney stated she has access to a lot of very good artists in town and would be willing to help.

Ali Dennington
413 Surf Rd

Ali Dennington stated she has seen a guy that paints surfboards online, so maybe get some longboards to paint and put them around town.

Neal Tompkins
2004 Neptune

Neal Tompkins stated that all of the ideas are great, but maybe not the storm drains, as that is where all of the stormwater goes to the lagoon. He stated as part of the S.E.A project it was mentioned painting crosswalks, which became a tourist attraction.

Kyle Stark
209 Surf Rd

Kyle Stark stated that what is being talked about would be a great opportunity for kids to not only enjoy the beauty of the decorations, but to also have some sort of educational aspect to it. He suggested coming up with a mission statement of what the art means to the Town.

Commissioner Corey Runte made a motion to approve proceeding with the tourist lagoon grant; Vice Mayor Joyce Barton seconded; Motion carried 5-0.

F. Consideration and approval of Ordinance 2022-01 on low-speed vehicles

Town Attorney Clifford Repperger stated this is the first reading of ordinance 2022-01 an ordinance of the Town of Melbourne Beach, Brevard County, Florida relating to the traffic code of the town; making findings; creating sections 30-100 through 30-109, Town Code of ordinances, authorizing the operation of low speed vehicles within the town; providing legislative intent and definition; providing for authorized use and operation of low speed vehicles; providing for permits, applications, decals, inspection, and permit revocation; setting forth required equipment; providing for waiver of claims; setting forth unlawful conduct and prohibitions; providing parking regulations; creating provisions for enforcement; providing for reciprocity with the Town of Indialantic; providing for severability; providing for repeal of conflicting ordinances and resolutions; providing an effective date; and providing an adoption schedule.

Town Attorney Clifford Repperger stated this is the low speed vehicle ordinance. It is substantially similar to what Indialantic has with a few tweaks. It is placed into the Town's Traffic Code to allow for low speed vehicles via decal in the Town of Melbourne Beach. Again these are specifically defined low speed vehicles, they are not golf carts by definition, with the required equipment and with the required driver's license. Operation within the Town and providing with reciprocity for those who have decals in Indialantic can operate within the jurisdictional boundaries of the Town of Melbourne Beach. There is no need for an Interlocal agreement with Indialantic since reciprocity is written into the ordinance.

Police Chief Melanie Griswold stated she spoke with Indialantic's Town Manager and Chief of Police, and they are going to make some amendments to their ordinance.

Vice Mayor Joyce Barton moved to approve and pass Ordinance 2022-01 on the first reading for low speed vehicle ordinance; Commissioner Marivi Walker seconded; Motion carried 5-0.

10. Staff Reports

A. Town Attorney Report

No Report

B. Town Manager Report

Town Manager Elizabeth Mascaro stated she was contacted by the EAB who would like to set up an educational demonstration on rain barrels, to encourage residents to use them. She wanted to make sure the Commission is okay with it and if they wanted them painted or designed.

Vice Mayor Joyce Barton stated it would be nice to show them decorated, or blended in to the surrounding area. It would be a great learning experience.

Mayor Wyatt Hoover stated a great place to put one is the South West corner where the bathrooms are in the park here.

Crystal Cain
309 Surf Rd

Crystal Cain stated you want to place it where you can use the water from it as well. She relayed that Leslie with the EAB is heading this up.

C. Town Clerk Report

No Report

D. Departmental Reports

1. Building Department

No additions to the report

2. Public Works Department

Public Works Director Tom Davis stated for the most part Sunset is finished. He will assess the changes to see if they are effective or not. He prefers the style of light that is in the ground. He also recently purchased a water tote to be able to water the plants and trees around town.

3. Code Enforcement

No additions to the report

4. Police Department

Police Chief Melanie Griswold stated she would like to give kudos to Corporal Martin and Administrative Assistant Megan for the recent movies in the park event, which had to end up being in the community center. Also, thank you to Amber for helping out the Police Department on Founder's Day. Sergeant Sadler, Officer Tejeda, Chaplain Finlayson, and Megan helped out with Melbourne Square Mall's Hometown Heroes event.

5. Fire Department

Fire Chief Gavin Brown stated when he sent in his monthly report he sent in the abbreviated version, so there is one page missing. The highlights from the missing pages included the Fire Department assisting with Founder's Day where there were no incidents, not even for bandaids. The Fire Department's

CPR instructors taught BLS courses to certify all of the Melbourne Beach and Indian Ocean Police Officers in CPR. The instructors also took a high performance CPR course through Brevard County Fire Rescue to help improve patient outcomes. The Department also went to Indian Harbour Beach last month to discuss the shared training center which is slowly progressing. Currently the Department has twenty four state certified firefighters and on average, approx. eleven volunteers show up to each call for service, ten of which are State certified firefighters / volunteer firefighters.

6. Finance Department

Vice Mayor Joyce Barton moved to approve the Finance Report as presented; Commissioner Corey Runte seconded; Motion carried 5-0.

11. Town Commission Comments

A. Review of Commission Action Item List

New

- **Dog Park Research**

Updated

- **Permanent Tree Lighting:** PW installed two types of lights to evaluate. – Report will be given next month.
- **Community Center Audio:** Received quotes from companies: one quote was for \$16,000-\$19,000, a second quote was for just under \$27,000, a third quote was for just over \$8,500. The other option would be for us to purchase the items and install them ourselves which could cost around \$5,000. – Next month bring 3 breakdowns of the potential products
- **S.E.A. Project:** Town Manager spoke with Neal and now has two proposed dates in August. – Next month she will have the final date
- **Multi-generational Suites:** Add to old business for next month for proposed language, then it will go to planning and zoning, then back to the Commission. - August
- **Charging Stations:** Town Manager spoke with James Moore (he is NOT associated with the auditors) who has a company that installs charging stations he recommended putting a charging station in a pay-to-park spot. Vice Mayor Joyce Barton stated one of his charging stations was just installed at Grace Lutheran. – August

Closed

- **Drown Zero Stations:** Provided related documents from Cocoa Beach when they approved the drown zero stations - Closed
- **Low-Speed Vehicle:** First reading of the ordinance today – Closed

B. General Comments

None

12. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 5-0.

Meeting adjourned at 9:38 p.m.

Town Commission Meeting

Section: New business

Meeting Date: July 20, 2022

Subject: Damaged Stormwater Drain Cover Repairs

Submitted By: Public Works Director Tom Davis

Background Information: The contractor, Graystone, was responsive and came out and provided the proposal before you (Attachment). Because of the dangerous conditions created by these damaged stormwater inlet covers, I am requesting that we proceed with the repairs as proposed. We would need permission to proceed as a sole source provider being Graystone.

Recommendation: Proceed with stormwater covers ASAP

Attachments:

Attachment A – Proposal from Graystone

Greystone Concrete, LLC.

PO Box 110441
 Palm Bay, FL 32911
 (321) 890-6544
 greystoneinfo@gmail.com

**Estimate**

ADDRESS
 City Of Melbourne Beach Public Works
 507 Ocean Ave
 Melbourne Beach, FL 32951

ESTIMATE 1546
 DATE 06/23/2022
 EXPIRATION DATE 06/23/2022

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
06/23/2022	Demolish Existing Concrete	Demolish/ Remove/ Haul - Existing Storm Sewer Drain Caps - 1-9'x5', 2-12'x6', 3- 2'x3' section & 24'x4' sidewalk, 4-8'x2' section, 5-9.5'x2' section	1	1,800.00	1,800.00T
06/23/2022	Install New Concrete	Install New Storm Sewer Drain Caps poured @ 4000 psi Concrete reinforced with #5 Steel Rebar and polypropylene fiber - 1-9'x5', 2- 12'x6', 3- 2'x3' section & 24'x4' sidewalk, 4-8'x2' section, 5-9.5'x2' section	1	12,300.00	12,300.00T

GENERAL CONDITIONS

The contractor shall provide all necessary labor and materials, and perform all work of every nature on the proposed remodeling in accordance with this contract, the specifications, and the accompanying drawings. The Contractor shall obtain the building permit. The owner, if necessary, will have the lot surveyed and will apply for all zoning, historic preservation or other related permits as necessary. Work for any of these are not included under this contract. All work is to be executed in a workman like manner in accordance with the contract, plans, and specifications.

1. Owner understands that no work will be started until the full deposit amount has been received. (The deposit is 50% of subtotal)
2. Owner agrees to pay the remaining balance upon the day of completion.

The prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined in this contract.

SUBTOTAL

14,100.00

TAX - Exempt

987.00

TOTAL**\$15,087.00**

14,100.00

Accepted By

TOM DAVIS

Accepted Date

6-24-22

Town Commission Meeting

Section: New business

Meeting Date: July 20, 2022

Subject: Replacing Town Signs

Submitted By: Public Works Director Tom Davis

Background Information: The Commission has shown an interest in replacing the Town of Melbourne Beach signs at our Town limits. We had requested and received a proposal from Fast Signs with whom we have done business with over the past few years. (Attachment A). We have also received some sketches from one of the Commissioners depicting some possible designs for new signs.(Attachment B). The type of materials that the signs would be constructed of should also be considered. We are requesting direction from the Commission as to how to proceed.

Recommendation: Determine a design and style of sign that the Commission would like. Once this is completed PW Director will begin the process to accomplish the sign replacements.

Attachments:

Attachment A – Proposal from Fast Signs

Attachment B – Sketches provided by Commission Member



7640 N Wickham Rd
Ste 115
Melbourne, FL 32940
(321) 307-2400

ESTIMATE

EST-6217

Payment Terms: Net 30

Created Date: 5/5/2022

DESCRIPTION: Painted Aluminum Sign with Acrylic Dimensional Letters Attached

Bill To: Town of Melbourne Beach
507 Ocean Ave
Melbourne Beach, FL 32951
US

Pickup At: FASTSIGNS
7640 N Wickham Rd
Ste 115
Melbourne, FL 32940
US

Requested By: Elizabeth Mascaro
Email: townmanager@melbournebeachfl.org
Work Phone: (321) 724-5860
Tax ID: 85-8012646360C-7

Salesperson: Jeremy McCord

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Design and Fabricate Painted 1/4" Aluminum Sign with Acrylic Dimensional Letters Attached 80" x 55" Aluminum panel routed and painted two colors Text and lines - 1/4" Flat cut painted acrylic, Tape mounted to panel Vinyl logo applied	1	\$3,497.48	\$3,497.48
Please provide deposit to move forward with your project.				
Subtotal:				\$3,497.48
Taxes:				\$0.00
Grand Total:				\$3,497.48
Deposit Required:				\$1,748.74

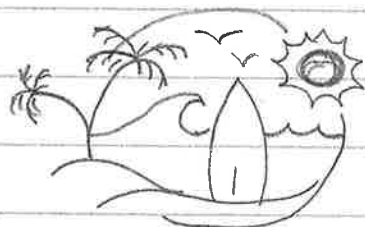
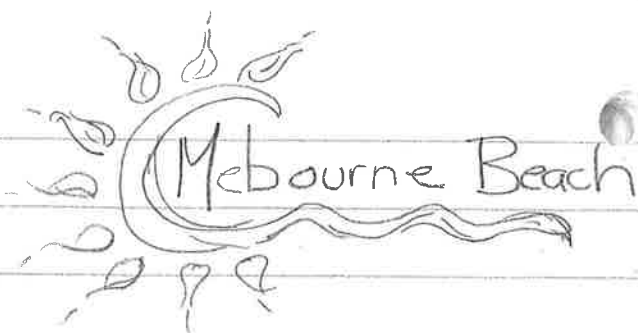
Thank you for choosing FASTSIGNS for your sign and graphic needs. Estimates are valid 30 days from date printed on this estimate.

This estimate is based on a complete order. Pricing per unit could change with deletion of item or items. All work is custom, customer acknowledges there are no refunds or exchanges on placed orders. Estimated due dates for job completion are based upon current production schedule after we receive your artwork, deposit and all the specifications necessary to complete your job. If a credit card is provided for the deposit, the balance will be charged upon completion. All signage is the property of FASTSIGNS until full payment is received.

Signature: _____ **Date:** _____

MB

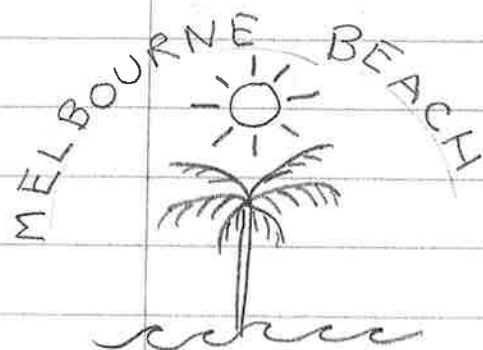
Melbourne Beach



Melbourne Beach
Florida

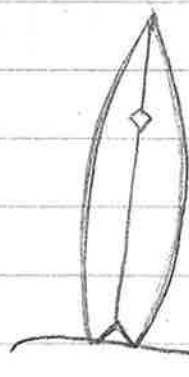


MELBOURNE BEACH
FLORIDA





MELBOURNE
BEACH



TOWN ^{OF}
MELBOURNE
BEACH,

Attachments:	AMP Pamphlet and material
Date Prepared:	7-14-2022
Prepared By:	Tom Davis Public Works Director
Meeting Date:	

Agenda Category:

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

Subject:	Soil Enrichment Plan
Recommended Action:	Utilize AMP products for at least 3 months
Background Information:	<p>As part of my responsibilities as Public Works Director I am to pursue soil enrichment programs for Town Properties. My inquiries lead me to AMP Surfactants. This is a locally owned and operated company with many certifications and years of experience in soil treatments. The company products are very friendly and fall within all the areas we are seeking. The fact that they are local and the owner developer will be available for free consultations is very favorable.</p> <p>The Company owner, Jim Shellenback, met with me and toured our properties. He offered very good insight into a simple program with an annual estimated cost of \$4000 to \$5000 for all the products to treat our areas. Mr. Shellenback will be present at the meeting to address questions.</p> <p>I would like to purchase the suggested start up treatment solutions asap. Estimated cost would be approximately \$350.</p>

RESOLUTION NO. 2022-06

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ESTABLISHING FEES FOR REGISTERING, RENEWING A REGISTRATION, AMENDING THE NAMED RESPONSIBLE PARTY, INITIAL AND ANNUAL INSPECTION FEES, AND PENALTIES FOR VACATION RENTALS; PROVIDING AN EFFECTIVE DATE

WHEREAS, the Town Commission of the Town of Melbourne Beach has determined the need to establish regulations and an inspection and registration process for Vacation Rental Properties within the Town with the adoption of Ordinance No. 2020-02; and

WHEREAS, Ordinance No. 2020-02 provides that the Town Commission may adopt fees for registering, renewing the registration annually, amending the named responsible party, the initial and annual inspection fees, and penalties for non-compliance; and

WHEREAS, the Town Commission of the Town of Melbourne Beach desires to amend the imposed the fees and services adopted by resolution No 2020-06;

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

SECTION 1. The Town Commission adopts the following fees associated with Vacation Rentals:

Vacation Rental Fee Schedule (Non-Refundable Fees)	
Vacation Rental Application and Registration Fee	\$500
Annual Renewal Vacation Rental Registration Fee	\$350
Initial and Annual Safety Inspection Fee	\$85 \$150
First Re-Inspection	\$25 \$85
Second and Each Subsequent Inspection	\$25 \$150
Change of Ownership Vacation Rental Application and Registration Fee (within 30 days)	\$500
Modification of Existing Vacation Rental Registration: (change in number of bedrooms or parking spaces, or change in location of parking spaces)	\$250
Permanent Transfer of Responsible Party Fee	\$100
Temporary Transfer of Responsible Party Fee, Each Occurrence (30 days in any 12 month period)	\$25
Late Fee for Annual Registration Renewal	\$100 \$200
Penalty for Operating Without Registration, in Addition to Applicable Penalties Imposed Pursuant to Article II, Chapter 11 of the Town of Melbourne Beach Code of Ordinances	\$125 \$250

SECTION 2. The Town Commission formally advises all Vacation Rental property owners that the Brevard County Property Appraiser will remove all Homestead Exemptions granted to said property if the property is rented for more than 30 days per calendar year for two (2) consecutive years, even if the said property is owner occupied. (per Fla. Stat. Sec. 196.061)

SECTION 3. The fees adopted pursuant to this Resolution supersede any fees previously adopted by the Town Commission for the same services. Any resolution, or part thereof, in conflict with this Resolution, or any part hereof, is hereby repealed to the extent of such conflict.

THIS RESOLUTION shall take effect immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Commission of the Town of Melbourne Beach, Florida, the _____ day of _____, 2022.

TOWN OF MELBOURNE BEACH,
FLORIDA

By: _____
WYATT HOOVER, Mayor

ATTEST: _____
AMBER BROWN
Interim Town Clerk

(TOWN SEAL)

Town Commission Agenda Item

Section: New Business

Meeting Date: July 20, 2022

Subject: Second Reading of Ordinance 2022-01 (Low Speed Vehicles)

Submitted By: Town Attorney Repperger

Background Information:

On July 21, 2021, the Town of Indialantic passed Ordinance No. 2021-06 authorizing the use of low speed vehicles within its jurisdiction.

On March 15, 2022, the Town Commission authorized moving forward with legislative intent to prepare and adopt an ordinance authorizing the use of low speed vehicles within the Town of Melbourne Beach and offering reciprocity to low speed vehicles permitted by the Town of Indialantic.

On June 15, 2022 the Town Commission passed the attached draft Ordinance on First Reading.

The attached draft ordinance creates Article IV of Chapter 30 related to the Town Traffic Code to authorize low speed vehicles.

Low speed vehicles must apply for a permit, provide name and address, provide proof of insurance, current driver's license (driving permit unacceptable), and liability waiver.

Low speed vehicles must meet enumerated equipment and safety standards.

Low speed vehicles must be permitted/registered with the Town on any annual basis (decal provided) with applicable fee (Initial registration fee of \$100.00 plus a permit fee of \$50.00 which must be renewed annually for the period January 1st to December 31st. The renewal permit fee shall be \$50.00.).

Low speed vehicles are prohibited on Highway A1A.

Recommendation:

Adopt Ordinance 2022-01 on Second Reading.

Attachments:

- Draft Ordinance 2022-01.

ORDINANCE NO. 2022-01

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, RELATING TO THE TRAFFIC CODE OF THE TOWN; MAKING FINDINGS; CREATING SECTIONS 30-100 THROUGH 30-109, TOWN CODE OF ORDINANCES, AUTHORIZING THE OPERATION OF LOW SPEED VEHICLES WITHIN THE TOWN; PROVIDING LEGISLATIVE INTENT AND DEFINITION; PROVIDING FOR AUTHORIZED USE AND OPERATION OF LOW SPEED VEHICLES; PROVIDING FOR PERMITS, APPLICATIONS, DECALS, INSPECTION, AND PERMIT REVOCATION; SETTING FORTH REQUIRED EQUIPMENT; PROVIDING FOR WAIVER OF CLAIMS; SETTING FORTH UNLAWFUL CONDUCT AND PROHIBITIONS; PROVIDING PARKING REGULATIONS; CREATING PROVISIONS FOR ENFORCEMENT; PROVIDING FOR RECIPROCITY WITH THE TOWN OF INDIALANTIC; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, the Town is granted the authority, under Section 2(b), Article VIII, of the State Constitution, to exercise any power for municipal purposes, except when expressly prohibited by law; and

WHEREAS, the State of Florida's Uniform Traffic Control Law, Florida Statutes Section 316.2122, permits the use of low speed vehicles on Florida roadways under certain provisions and conditions of law; and

WHEREAS, this Ordinance is intended to permit the operation of low speed vehicles within the Town of Melbourne Beach pursuant to the provisions of this Ordinance which are intended to promote the public safety, health, and welfare; and

WHEREAS, the Town of Melbourne Beach desires to offer reciprocity to low speed vehicles authorized to operate within the Town of Indialantic; and

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

SECTION 1. Recitals and findings. The foregoing recitals ("WHEREAS" clauses) are hereby fully incorporated herein by this reference as legislative findings and the intent and purpose of the Town Commission of the Town of Melbourne Beach.

SECTION 2. That Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Article IV which shall be titled and read as follows:

ARTICLE IV. LOW SPEED VEHICLES

SECTION 3. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-100 which be titled and read as follows:

§ 30-100. DEFINITIONS.

LOW SPEED VEHICLE (LSV). A "Low Speed Vehicle (LSV)" shall mean any four-wheeled vehicle whose top speed is greater than 20 miles per hour but not greater than 25 miles per hour, including but not limited to, neighborhood electric vehicles. (See Fla. Stat. s. 320.01(41)).

PERMIT/REGISTRATION. The words "permit" or "registration" mean the official authorization issued by the Town police department pursuant to this Article designating that a low speed vehicle meets the requirements of this Code.

PROHIBITED STREETS. The phrase "prohibited streets" means Highway A1A.

STREETS. The word "streets" means, for purposes of this Article, all paved surfaces (excluding sidewalks) of streets and roads with the Town that are not prohibited streets.

SECTION 4. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-101 which be titled and read as follows:

§ 30-101. AUTHORIZED USE AND OPERATION OF LOW SPEED VEHICLES.

(a) Drivers licensed to drive motor vehicles may operate low speed vehicles that have been issued permits by the Town on any street within the town in compliance with this Article and all statutes, regulations and ordinances governing traffic control, including traffic control devices and the operation, stopping and parking of vehicles. Such vehicles may not be operated within the

right-of-way of any prohibited street. Further, the authorization granted by this Article to operate low speed vehicles on the streets of the Town does not authorize operation of such vehicles on sidewalks, bicycle paths, swales or other stormwater facilities or structures or within or on any park in the Town.

(b) The prohibition of operating a low speed vehicle on prohibited streets does not prohibit the operation of a low speed vehicle solely for the purpose of crossing a prohibited street at vehicular intersections.

(c) A permit to use a low speed vehicle issued pursuant to this Article does not allow entry onto private or semi-private property, including retail parking lots, private roads or condominium or homeowners' association common areas. Access to these areas may be regulated and restricted by the owners of such property. Further, such use does not allow entry or parking upon any property owned by another public or quasi-public entity such as Brevard County, and any of its departments/agencies, and the Brevard County School Board.

SECTION 5. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-102 which be titled and read as follows:

§ 30-102. PERMIT; REVOCATION.

The operation of a low speed vehicle on streets shall be deemed a use permitted by the Town which is revocable in whole or in part upon the will of Town Commission in its legislative capacity based upon its consideration of the general health, safety, and welfare of the public arising from such use. The issuance of a permit or other permission for the operation of low speed vehicles on streets shall not limit or otherwise preclude the Town Commission from amending this Article IV, repealing this Article IV in its entirety, contracting or expanding the streets and prohibited streets, or changing the designation of crossing points for prohibited streets. Any person operating a low speed vehicle within the Town pursuant to a permit issued by the Town shall do so on the condition that there shall be no claim for any monetary loss or other claim for the loss of allowed low speed vehicle operation within the Town or any monetary claim based upon a claim for action in reliance on the provisions of this Article. The Town Commission retains the unlimited legal authority to revoke, amend, or otherwise legislate regarding the operation of low speed vehicles on Town streets without liability of any kind arising from its legislative decisions. The issuance by the Town of a Town permit is not and shall not be construed to be a contract between the Town and the registrant or any operator of a low speed vehicle. Issuance of a permit by the Town does not authorize the operation of a low speed vehicle in any other municipal jurisdiction outside of the Town or area of unincorporated Brevard County, except as to the application of reciprocity with the Town of Indian River as provided in § 30-109.

SECTION 6. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-103 which be titled and read as follows:

§ 30-103. WAIVER OF CLAIMS.

By acceptance of a permit to register with the Town and operate a low speed vehicle by any authorized person, and all persons who are passengers in such vehicle, shall be deemed to have waived any claim against the Town for its legislative decision to allow operation of such low speed vehicles on streets in compliance with this Article. The consideration and adoption of this Article by Town Commission is declared to be a legislative act of the Town.

SECTION 7. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-104 which be titled and read as follows:

§ 30-104. PERMIT APPLICATION; REGISTRATION; DECAL.

(a) All low speed vehicles operating on streets shall, prior to such operation, be registered with the Town on an annual basis as provided herein. A registration decal provided by the Town must be visibly affixed to each registered low speed vehicle on the rear bumper of that vehicle. The registration decal must be current at all times the low speed vehicle is operated on streets.

(b) Each person wishing to operate a low speed vehicle on streets must apply for a permit with the police department to operate and register that vehicle with the Town. The application shall include the name(s) and address(es) of the owner(s) of the low speed vehicle, copies of current driver's license(s) of all persons who own and will operate the low speed vehicle, and proof of insurance required by Fla. Stat. ss. 316.2122 and 320.02, which insurance must be kept in effect at all times. (See Fla. Stat. s. 320.02(5)).

(c) Each permit application shall be accompanied by a \$150.00 permit/registration fee which shall cover the period January 1st to December 31st. Any permit/registration issued by the Town shall include a registration fee of \$100.00 and a permit fee of \$50.00, and must be renewed annually for the period January 1st to December 31st. The renewal permit fee shall be \$50.00 for each year of renewal of the same low speed vehicle.

SECTION 8. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-105 which be titled and read as follows:

§ 30-105. INSPECTION; REQUIRED EQUIPMENT.

(a) Any person desiring to register a low speed vehicle for operation within the Town shall present the low speed vehicle to the police department for inspection regarding all required safety equipment at such place as the town police department shall designate for such inspections.

(b) In order for any low speed vehicle to be registered and operate within the town, said vehicle must meet the following minimum safety requirements which must be in operating order:

- (1) Headlamps;
- (2) Florida Department of Transportation approved windshield;

(3) Driver-side and interior rear-view mirrors or both driver-side and passenger-side mirrors;

(4) Parking lamps;

(5) Front and rear turn signals meeting the minimum standards of Fla. Stat. s. 316.234(2);

(6) Brake lamps meeting the minimum requirements of Fla. Stat. s. 316.234(1);

(7) Side reflex reflectors;

(8) Horn;

(9) Low speed vehicle (LSV) triangle reflector affixed to the rear of the vehicle;

(10) Seat belt for each designated seat;

(11) Tires meeting manufacturer's specifications;

(12) Reliable steering apparatus; and

(13) Vehicle identification number (VIN) or manufacturer's serial number.

(See Fla. Stat. Sec. 316.2122(2) and 49 C.F.R. s. 571.500)

(c) Upon the successful completion of an inspection performed by the Town police department, and as a condition of issuance of any registration and decal, the owner(s) must sign an acknowledgment(i) recognizing the necessity of obtaining annual inspections/registration for any low speed vehicle, together with payment of an annual registration fee, (ii) receipt of a copy of this Article IV governing low speed vehicles; and (iii) a waiver of liability satisfying the requirements of § 30-103.

SECTION 9. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-106 which be titled and read as follows:

§ 30-106. PROHIBITIONS.

It shall be unlawful for any person to operate a low speed vehicle in the Town:

(1) Where any of the required equipment or information set forth in § 30-105 (b) is either inoperative or missing;

(2) Without a current valid motor vehicle operator's driver's license;

(3) Without insurance required by this article or state law. Proof of insurance must be presented to a law enforcement officer upon request;

(4) On the right-of-way of any prohibited street (except to properly cross to the other side as provided in this article), or on any sidewalk, bike path, swale or other stormwater facilities or structures or within or on any park in the Town;

(5) Without a valid registration issued by the Town or properly exhibited registration decal issued by the Town;

(6) That obstructs or interferes with normal traffic flow;

(7) Which carries more passengers than the registered low speed vehicle was designed, or for which there are more passengers than there are seat belts provided;

(8) Where the driver and/or any passengers are not properly using their seat belts or fail to comply with any laws governing use of child restraint equipment. Further, no child shall be allowed to sit in the lap of the driver or any passenger. The driver and all

passengers must remain seated with their seatbelts properly fastened at all times the low speed vehicle is in motion, and no parts of the body of any occupant of the low speed vehicle may extend outside the vehicle;

(9) In violation of any state traffic law or regulation or Town Code provision of the Town applicable to the operation of motor vehicles; or

(10) On any street where the posted speed limit is greater than 35 miles per hour.

SECTION 10. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-107 which be titled and read as follows:

§ 30-107. PARKING.

Low speed vehicles shall comply with all vehicular parking regulations of the Town.

SECTION 11. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-108 which be titled and read as follows:

§ 30-108. ENFORCEMENT.

(a) Violations of this Article shall be enforced by the police department pursuant to Fla. Stat. ch. 316 and Fla. Stat. ch. 320. and applicable provisions of the Town Code.

(b) In addition to enforcement pursuant to subsection (a) above, any person operating a low speed vehicle without a proper registration or decal issued by the Town shall be fined \$100.00 for the first violation, \$150.00 for the second violation and \$200.00 for the third and each subsequent violation.

SECTION 12. That Article IV of Chapter 30 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to create Section 30-109 which be titled and read as follows:

§ 30-109. RECIPROCITY WITH THE TOWN OF INDIALANTIC.

(a) Any low speed vehicle authorized to operate within the Town of Indialantic pursuant to Article IV of Chapter 32 of the Town of Indialantic Code of Ordinances may operate with the Town of Melbourne Beach.

(b) Any low speed vehicle authorized to operate within the Town of Melbourne Beach pursuant to this Article, may operate within the Town of Indialantic if authorized under Article IV of Chapter 32 of the Town of Indialantic Code of Ordinances.

SECTION 13. Severability.

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.

SECTION 14. 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 14. Effective Date.

This Ordinance shall become effective _____, 2022.

SECTION 15. Adoption Schedule.

PASSED by the Town Commission of the Town of Melbourne Beach on first reading on the 15th day of June, 2022, and ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida, on final reading on the 20th day of July, 2022.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
WYATT HOOVER, Mayor

ATTEST:

(TOWN SEAL)

Amber Brown,
Interim Town Clerk

Town Commission Agenda Item

Section: New Business

Meeting Date: July 20, 2022

Subject: First Reading of Ordinance 2022-02 (Capital Threshold)

Submitted By: Town Attorney Repperger

Background Information:

Chapter 5 of the Florida Government Finance Officers Association (FGFOA) Basic Governmental Resource Manual states that capitalization thresholds should not be set at less than \$5,000.00 for any individual item.

Per Section 15-10 of the Town Code, the Town's capital outlay unit value has been defined as including fixed assets with a unit value of \$500 or greater since 1992.

During the prior year audit process, James Moore, CPA Zach Chalifour brought the issue to the Town's attention (See attached email dialog).

The proposed Ordinance raises the definition of capital outlay to fixed assets with a unit value of \$5,000.00 or greater for consistency with the FGFOA Guidelines and raises the Town Manager and Purchase Order threshold to match that amount.

Recommendation:

Approve/Pass Ordinance 2022-02 on First Reading.

Attachments:

- Draft Ordinance 2022-02.
- Chapter 5, (FGFOA) Basic Governmental Resource Manual.
- Email dialog with James Moore CPA, Zach Chalifour

ORDINANCE NO. 2022-02

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, RELATING TO PURCHASING; MAKING FINDINGS; AMENDING SECTION 15-10, CAPITAL OUTLAY DEFINED; AMENDING SECTION 15-22, TOWN PURCHASING AGENT TO INCREASE THE SPENDING AUTHORITY OF THE TOWN MANAGER TO \$5,000.00; AMENDING SECTION 15-24, PURCHASE ORDERS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, the Town's capital outlay unit value has been defined as including fixed assets with a unit value of \$500 or greater since 1992; and,

WHEREAS, Chapter 5 of the Florida Government Finance Officers Association Basic Governmental Resource Manual states that capitalization thresholds should not be set at less than \$5,000.00 for any individual item; and,

WHEREAS, the Town desires to increase the Town Manager's purchase authority and the Town's purchase order thresholds to match the applicable asset capitalization threshold; and

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

SECTION 1. Recitals and findings. The foregoing recitals ("WHEREAS" clauses) are hereby fully incorporated herein by this reference as legislative findings and the intent and purpose of the Town Commission of the Town of Melbourne Beach.

SECTION 2. That Section 15-10 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to read as follows:

§ 15-10. CAPITAL OUTLAY DEFINED.

Capital outlay shall include capital purchases for the acquisition of, or additions to, fixed assets with a unit value of \$5,000.00 or greater.

SECTION 3. That Section 15-22 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to read as follows:

§ 15-22. TOWN PURCHASING AGENT.

* * *

(3) The Town Manager is authorized to purchase budgeted supplies, services, or professional services when the purchase amount does not exceed ~~\$4,000~~ \$5,000.00. The Town Manager may negotiate, enter into, and execute appropriate purchase orders or contracts for the purchase of said supplies, services, or professional services not exceeding ~~\$4,000~~ \$5,000.00 without Town Commission approval. Additional expenditures exceeding the ~~\$4,000~~ \$5,000.00 threshold must be approved by the Town Commission.

(4) The Town Manager is authorized to negotiate the purchase of supplies, services, or professional services for amounts in excess of ~~\$4,000~~ \$5,000.00; provided that no purchase order shall be issued or contract executed committing the Town to said purchase. A purchase order may be issued, or contract executed, by the Town Manager, at such time as: (i) sufficient funds have been appropriated by the Town Commission or funds exist in the budget category from which funds to pay for said supplies, services, or professional services would come from; and (ii) if a standard Town purchase order is to be used, the actual purchase has been approved by the Town Commission, or if other than a standard Town purchase order is to be used, the actual contract for the purchase of services, supplies, or professional services has been approved by the Town Commission. Purchase orders, contracts, and approvals for appropriation, involving purchase of supplies, services, or professional services in an amount of less than \$25,000 may be routinely approved by placement on the Town Commission's consent agenda.

* * *

SECTION 4. That Section 15-24 of the Code of Ordinances of the Town of Melbourne Beach is hereby amended to read as follows:

§ 15-24. PURCHASE ORDERS.

Unless otherwise authorized by Resolution of the Town Commission, All purchases in excess of \$5,000.00 shall be made by purchase order issued by the Finance Clerk. A purchase order system shall be established by the Town Manager. All using agencies and vendors shall be made aware of this system and adhere thereto.

SECTION 5. Severability.

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.

SECTION 6. 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 7. Effective Date.

This Ordinance shall become effective immediately upon adoption.

SECTION 8. Adoption Schedule.

PASSED by the Town Commission of the Town of Melbourne Beach on first reading on the 20th day of July, 2022, and ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida, on final reading on the 17th day of August, 2022.

TOWN OF MELBOURNE BEACH, FLORIDA

ATTEST:

Amber Brown,
Interim Town Clerk

By: _____
WYATT HOOVER, Mayor

(TOWN SEAL)

Section 5 – Capital Assets

Overview

Generally, capital assets are the largest asset of a local government. Capital assets are tangible and intangible assets acquired for use in operations that will benefit the local government for more than a single fiscal period. Typical examples of capital assets include land, land improvements, construction-in-progress, infrastructure/improvements, buildings, furniture, motor vehicles, audio-visual and software. As a general rule, local governments should report only those capital assets that they own. For capital leases, although title to the financed asset does not pass to the lessee until the end of the lease term, the lessee does assume the risk of ownership. Therefore, it is reported as Property under Capital Lease.

Statutory Requirements

Chapter [274](#), F.S., governs the administration of tangible personal property owned by certain local governments. Section [274.01](#), F.S., defines “governmental units” for purposes of the requirements as the governing board, commission or authority of a county or taxing district of the State or the sheriff of the county. Section [274.02](#), F.S., defines “property” as fixtures and other tangible personal property of a nonconsumable nature and requires the State’s Chief Financial Officer to establish, by rule, the requirements for the recording of property. DFS [Rule 69I-73](#), F.A.C., prescribes requirements for recording and inventorying tangible personal property, marking of property items, and disposing of property items.

Capital Asset Valuation

Capital assets should be reported at their historical cost, which can include: (1) all charges to place the asset in its intended location (for example, freight); (2) all charges to place the asset in its intended condition for use (for example, installation or site preparation); and, (3) subsequent additions or improvements that enhances a capital asset’s functionality or extends its expected useful life. Expenditures for repairs are generally not included in historical cost. If historical cost information is not available, estimated historical cost may be used. Donated capital assets should be reported at their fair value on the date the donation is made. Typical donated capital assets include land, buildings, furniture, fixtures, and equipment.

Capital Asset Capitalization and Accountability

Any asset that benefits more than one fiscal period potentially could be classified as a capital asset. As a practical matter, not all items that meet the definition of a capital asset should be capitalized for reporting purposes. Local government officials should establish a dollar value or capitalization threshold that capital assets must exceed if they are to be capitalized. Other considerations, as recommended by the GFOA, include:

- Items capitalized should have an estimated useful life of at least two years from the date of acquisition;
- Capitalization thresholds are best applied to individual items rather than to groups of similar items unless the effect of doing so would be to eliminate a significant portion of total capital assets (e.g., books of a library district)
- Capitalization thresholds should not be set at less than \$5,000 for any individual item; and,
- Governments that are recipients of Federal awards should be aware of Federal requirements that prevent the use of capitalization thresholds in excess of certain specified maximum amounts (currently \$5,000) for purposes of Federal reimbursement.

When capital assets are not capitalized, governments should still ensure that adequate control and accountability is maintained, especially in certain circumstances, such as:

- For those local governments subject to ch. [274](#), F.S., and DFS Rules, tangible personal property with a value or cost of \$1,000 or more and a projected useful life of one year is required to be recorded for inventory purposes.
- Assets that pose a risk to public safety and could be the source of potential liability.
- Assets that must be accounted for pursuant to a legal or contractual provision.
- Assets that are easily transportable and readily marketable or easily diverted to personal use.

Many governments use a perpetual inventory system to maintain effective control over capital assets. Such a system is constantly updated for additions and deletions of the capital assets inventory. Periodic verification is still required to ensure adequate control and accuracy of the government's inventory. GFOA recommends that governments inventory its tangible capital assets, at least on a test basis, no less than every five years. For those local governments subject to ch. [274](#), F.S., and DFS Rules, an inventory is required for property with a cost or value of \$1,000 annually or whenever there is a change in custody.

Capital Asset Maintenance and Replacement

Local governments should establish a system for assessing the condition of capital assets and develop a plan and budget for capital asset maintenance and replacement. Assessing the condition of capital assets can be done in conjunction with the inventory process. GFOA issued best practice recommendations for this process in its *Capital Asset Assessment, Maintenance and Replacement Policy* (see link in reference section).

Depreciation

Depreciation is the systematic and rational allocation of the cost of a capital asset over its estimated useful life. Land and construction-in-progress are typically not depreciated. Local government officials need to establish the useful life and depreciation method for each class of capital asset. Straight-line depreciation is the most common method. The composite depreciation method is applied to a certain type of capital asset rather than to an individual capital asset.

Past experience should be used to determine the estimated useful life of an asset. When the government has no past experience to rely upon, the experiences of other governments can be useful. However, when depending on others' experiences, the government should take into consideration differences in quality of materials that comprise the asset, differences in the extent of use or the intended uses of the asset, and environmental differences between assets held by others and those acquired by the government. Once established, estimated useful lives should be periodically compared to actual experiences to make adjustments as necessary.

Capital Assets Reporting

Governmental Accounting Standards Board, Statement 34, requires capital assets to be reported on the government-wide Statement of Net Position and in the Notes to Financial Statements. Each local government must make four distinctions:

- Capital assets related to governmental activities that must be reported separately from those related to business-type activities.
- Different major classes of capital assets
- Capital assets that are not being depreciated.
- Accumulated depreciation that must be reported separately for each major class of depreciable capital assets.

In addition, the following must also be reported:

- The historical cost of capital assets (or their fair value at the time of donation).
- Accumulated depreciation.
- Additions during the period.
- Deletions during the period.

The format of the disclosure must demonstrate the change between the beginning and ending book values.

References

Florida Department of Financial Services, Bureau of Local Government –
www.myfloridacfo.com/aadir/localgov/

Chapter 274 Tangible Personal Property Owned by Local Governments, Florida Statutes – Statutes regarding tangible personal property for certain local governments – <http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes>

Florida Department of Financial Services Rule 69I-73 Tangible Personal Property Owned by Local Governments, Florida Administrative Code – <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=69I-73>

Governmental Accounting, Auditing, and Financial Reporting (Blue Book) by Stephen J. Gauthier (<http://www.gfoa.org/>)

Accounting for Capital Assets: A Guide for State and Local Governments (2008 Edition) – <http://www.gfoa.org/accounting-capital-assets-guide-state-and-local-governments>

GFOA Best Practices and Advisories:

- *Establishing Appropriate Capitalization Thresholds for Capital Assets* – <http://www.gfoa.org/establishing-capitalization-thresholds-capital-assets>
- *Establishing the Estimated Useful Lives of Capital Assets* – <http://www.gfoa.org/canadian-best-practice/establishing-estimated-useful-lives-capital-assets>
- *Ensuring Control over Noncapitalized Items* – <http://www.gfoa.org/search/node/%E2%80%A2%09Ensuring%20Control%20over%20Noncapitalized%20Items>
- *Capital Asset Assessment, Maintenance and Replacement Policy* – <http://www.gfoa.org/asset-maintenance-and-replacement>
- *The Need for Periodic Inventories of Tangible Capital Assets* – <http://www.gfoa.org/periodic-inventories-tangible-capital-assets>
- *Role of the Finance Director in Capital Asset Management* - <http://www.gfoa.org/role-finance-director-capital-asset-management>
- *Capital Project Monitoring and Reporting* - <http://www.gfoa.org/capital-project-monitoring-and-reporting>

Financial Policy Examples - Capital Asset Management - <http://www.gfoa.org/financial-policy-examples-capital-asset-management>

Capital Confusion: 12 Misunderstandings about Accounting for Capital Assets - <http://www.gfoa.org/capital-confusion-12-misunderstandings-about-accounting-capital-assets>

From: Zach Chalifour <Zach.Chalifour@JMCo.com>
Sent: Thursday, March 24, 2022 10:14 PM
To: Melbourne Beach Town Manager <TownManager@melbournebeachfl.org>
Cc: Melbourne Beach Finance <Finance@melbournebeachfl.org>; Josh Van Zandt <Josh.VanZandt@jmco.com>
Subject: RE: Increase Capital Item Threshold

Hi Elizabeth,

So this isn't so much something that we are formally recommending (since in theory either threshold is correct) but suggesting folks consider due to the state generally increasing, so I don't think it would be appropriate for us to formally "recommend" such a change. Aside from making everyone's life easier by not spending time calculating depreciation on insignificant assets, our main reason for suggesting consideration of it is that the state's and GFOA guidance has generally been reflected in recent years saying that \$5K is generally a best practice – I've included a link below from the FGFOA which may be useful for you to reference instead – see the top of Page 2 where they list out the best practices for capitalization policies from the GFOA.

<http://fgfoa.org/docs/default-source/on-line-manual/section-5---capital-assets.pdf?sfvrsn=0>

Thanks!
 Zach

Zach Chalifour, CPA



*New Year. New Look. Same **James Moore.** [Learn More](#)*

Ph: 386-257-4100

Email: Zach.Chalifour@JMCo.com

Website: www.jmco.com



Sign up for Insights by [James Moore](#)

From: Melbourne Beach Town Manager <TownManager@melbournebeachfl.org>
Sent: Thursday, March 24, 2022 9:41 AM
To: Zach Chalifour <Zach.Chalifour@JMCo.com>
Cc: Melbourne Beach Finance <Finance@melbournebeachfl.org>; Josh Van Zandt <Josh.VanZandt@jmco.com>
Subject: Increase Capital Item Threshold

WARNING --- This email originated outside of JMCo. Please review the sender's email address. Report any suspicious attachments, links, or requests to the Help Desk.

Hi Zach,
Jennifer Kerr mentioned that Josh suggested the Town increase the threshold for capital items to \$5,000 due to rising costs.
I will need a letter of recommendation from you so that I may present this to the Commission for approval.

Thank you,

Elizabeth Mascaro
Town Manager

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

Your parking fees help us maintain our parks.
Thank you!



Brevard County's Oldest Beach Community – Established 1883

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Town Commission Agenda Item

Section: New Business

Meeting Date: July 20, 2022

Subject: Legislative Intent/Authorization for Amendment to Accessory Structures
Sec. 7A-57, Town Code of Ordinances

Submitted By: Town Attorney Repperger

Background Information:

Recent permitting issues have brought to light the need to specifically exempt foundational components such as sidewalks, driveways, patios, slabs, and walkways from permitting requirements. Staff is recommending amendments to Sec. 7A-57, Town Code of Ordinances be made.

Town Staff is meeting on Tuesday, July 19, 2022 to discuss recommendations and will provide an update on recommendations during the RTCM meeting.

Recommendation:

Authorize preparation of draft Ordinance to amend Sec. 7A-57 to exempt foundational components such as sidewalks, driveways, patios, slabs, and walkways from permitting requirements.

Attachments:

None.



Town Manager Report for July 2022

1. Submitted mural grant request for the IRL/Tourism Board. It was suggested that I look for a cultural grant award from the Board. I did receive a great response from local artist wanting to participate in the project. I have asked for letters of approval to paint murals from Savers and Nally as requested from the Board.
2. Pre-bid meeting for the Infrastructure Improvements to Redwood Ave & Cherry Drive will take place on Wednesday, July 20th. Bids will be due on Wednesday, August 3rd by 3:30pm. Bid openings 4:00 pm August 3rd.
3. The old roof has been removed from the Community Center and the new roof is being installed.
4. Plant installation will take place in the center island of Bi-Centennial Park on Friday, July 22nd. The plants are being purchased from Butterfly Native.
5. Waiting for two additional proposals for the electric charging stations.
6. SEA Community Workshop has been scheduled for Wednesday, August 24th at 6:30pm in the Community Center. The workshop is being led by resident, Neal Tompkins. The purpose of the workshop is to gather the resident's wishes and visions for Ocean Avenue.
7. Obtaining additional information on water parks and grant opportunities. Also looking at misting stations which are running from \$2800-5,000 per tower. Towers have multiple heads, run for 45 seconds, etc. Will become an agenda item for August.
8. Vice Mayor Barton received a Home Town Hero award at the Space Coast League of Cities dinner on July 11th. Brevard County was well represented with 13 Heroes, who were heavily involved in the most recent legislative session.
9. Budget workshop held on July 6th.
10. Eau Gaillie Electric has been out to make repairs to the generator after a power surge (most likely from lightening). They are also testing the fuel to ensure the fuel is still clean.
11. Coastal A/C here to make repairs to the Community Ctr and Town Hall. It appears the same power surge knocked out the motherboard in the CC and our Logitech in Town Hall.

Melbourne Beach Permit List

07/05/2022 58
1/2

Permit	Type	Address	Applicant	Issued	Expired
PWS22-0026	Window, Door, & Shutter	703 PINE ST	BRAD GREGORY GARAGE DOOR SERVICES	06/29/202	12/26/202
PWS22-0022	Window, Door, & Shutter	216 FIFTH AVE	THE HOME DEPOT USA	06/15/202	12/12/202
PWS22-0021	Window, Door, & Shutter	1601 ORANGE ST	LOWES Home Centers	06/16/202	12/13/202
PWS22-0020	Window, Door, & Shutter	604 HIBISCUS TRL	PARADISE GARAGE DOOR SERVICES INC	06/20/202	12/17/202
PWS22-0019	Window, Door, & Shutter	210 RIVERSIDE DR	ABCO GARAGE DOOR COMPANY INC	06/03/202	12/13/202
PWS22-0018	Window, Door, & Shutter	209 THIRD AVE	GARY THOMPSON HOMES INC	06/03/202	12/27/202
PWDS22-0009	Window, Door, & Shutter	210 3RD AVE	JLM windows LLC	06/01/202	11/28/202
PSN22-0001	Sign	300 OCEAN AVE	SHELTON MEDIA GROUP LLC DBA SIGNS OF SUNSHINE	06/21/202	12/24/202
PRR22-0022	Reroof	1101 ATLANTIC ST	POE ROOFING AND CONSULTING INC	06/29/202	12/26/202
PRR22-0021	Reroof	1904 CEDAR LN	Florida Native Roofing Inc	06/27/202	12/24/202
PRR22-0019	Reroof	1500 ATLANTIC ST D	Sal Vitale The Roof Doctor	06/20/202	12/17/202
PRR22-0018	Reroof	406 5TH AVE	Rock Solid Roofing, Inc.	06/20/202	12/26/202
PRR22-0017	Reroof	213 FIR AVE	Advanced Roof Technology, Inc	06/16/202	12/27/202
PRR22-0016	Reroof	1503 ATLANTIC ST A	Florida Retrofits Inc	06/15/202	12/12/202
PRR22-0015	Reroof	231 FIFTH AVE	JK Behan General Roofing Contractor Inc.	06/14/202	12/25/202
PRR22-0014	Reroof	312 5TH AVE	FLORIDA ROOF BROS LLC	06/01/202	12/07/202
PRR22-0013	Reroof	400 5TH AVE	MB ENTERPRISES ROOFING & SHEETMETAL, INC	06/01/202	11/28/202
PRR22-0010	Reroof	305 FOURTH AVE	FL CONTRACTING SERVICES LLC	06/27/202	12/26/202
PRO22-0005	Propane	402 RIVER VIEW LN	COMO OIL & PROPANE	06/08/202	12/05/202
PRB22-0014	Res Building	206 FLAMINGO LN	Schopke & Maguire Inc.	06/24/202	12/21/202
PRB22-0013	Res Building	208 CHERRY DR	AMS Renovations & Construction Inc	06/22/202	12/19/202
PRB22-0012	Res Building	309 FIFTH AVE	LaScola's Building & Remodeling LLC	06/17/202	12/14/202
PRB22-0011	Res Building	300 BANYAN WAY	BC RENO GROUP	06/07/202	12/25/202
PRB22-0008	Res Building	314 AVENUE B	TVR CONSTRUCTION INC	06/14/202	12/11/202
PPR22-0006	Pool Resurface	231 FIFTH AVE	Space Coast Shotcrete Inc	06/29/202	12/26/202
PPR22-0004	Pool Resurface	310 5TH AVE	POOL DOCTOR OF BREVARD INC	06/13/202	12/10/202
PPL22-0004	Pool	221 FIFTH AVE	INTERCOASTAL POOL AND SPA	06/30/202	12/27/202
PPL22-0003	Pool	310 AVENUE A	FAMILY POOLS INC	06/27/202	12/24/202

Melbourne Beach Permit List

Permit	Type	Address	Applicant	Issued	Expired
PPCD22-0012	Paver, Concrete, & Deck	429 RIVER VIEW LN	BEST PAVERS OF BREVARD, INC	06/01/202	11/28/202
PP22-0004	Plumbing	200 SIXTH AVE UNIT A	Steven Rutherford	06/30/202	12/27/202
PMIS22-0003	Miscellaneous	507 OCEAN AVE	Ivy H Smith Company LLC	06/01/202	
PMIS22-0002	Miscellaneous	517 SUNSET BLVD	Groundworks Florida LLC	06/01/202	11/28/202
PMB22_120	Construction	609 SHANNON AVE	RYALS, JUSTIN W	06/20/202	12/17/202
PMB21_427	Construction	507 OCEAN AVE	Carports Anywhere Inc	06/15/202	12/12/202
PM22-0037	Mechanical	412 BANYAN WAY	Island Air & Heat Inc	06/30/202	12/28/202
PM22-0036	Mechanical	707 HIBISCUS TRL	WHITLOCK, GARY	06/27/202	12/24/202
PM22-0034	Mechanical	1905 ATLANTIC ST 315	Jerry Lawson	06/24/202	12/21/202
PM22-0033	Mechanical	501 OAK ST	WHITLOCK, GARY	06/23/202	12/20/202
PM22-0032	Mechanical	401 SECOND AVE	Robert Miller	06/20/202	12/17/202
PM22-0030	Mechanical	1205 ATLANTIC ST	Robert Miller	06/15/202	12/12/202
PM22-0029	Mechanical	513 AVENUE A	David Mastrotonardo	06/02/202	12/14/202
PM22-0023	Mechanical	606 SHANNON AVE	ZACHARY A REYNOLDS	06/03/202	11/30/202
PE22-0004	Electrical	203 6TH AVE	DURHAM AND SONS RALPH DURHAM	06/20/202	12/17/202
PD22-0004	Demolition	509 POINSETTIA RD	RODDENBERRY, JESSICA A	06/28/202	12/28/202
PD22-0003	Demolition	398 RIVER VW	FL CONTRACTING SERVICES LLC	06/28/202	12/25/202
PCD22-0018	Paver, Concrete, & Deck	510 BANYAN WAY	MELBOURNE LAWN & LANDSCAPE	06/27/202	12/24/202
PCD22-0017	Paver, Concrete, & Deck	600 JASMINE DR	SMITH, JEREMY LEE	06/28/202	12/25/202
PCD22-0015	Paver, Concrete, & Deck	501 RIVERSIDE DR	STONE, PAMELA CAROL	06/28/202	12/25/202
PCD22-0013	Paver, Concrete, & Deck	447 RIVER VIEW LN	BURTON, DAVID	06/07/202	12/06/202
PCB22-0002	Com Building	2105 ATLANTIC ST 632	GELBERT ENTERPRISES INC.	06/22/202	12/19/202
PAS22-0001	Accessory Structure	405 RIVER VIEW LN	Southeast Custom Construction Inc	06/01/202	12/05/202

Total Permits: 51



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

JUNE 2022

- 51 permits issued
- Construction Value of the 51 permits totaled \$991,014.00
- Total Permit fees \$16,293.92
- 127 inspections completed
- 67 plans reviewed
- 0 Single-Family Site Plan review for P&Z
- 1 BTR reviews
- 3 Vacation Rental inspections
- 0 New homes

Public Works Activities

June 2022

Cut up and removed large wooden channel marker left at boat ramp

Removed and replaced section of sidewalk corner of Riverside and Ocean

Worked on 20 yr. stormwater plan required by State

Cleaned stormwater baffle boxes

Repaired urinal Town Hall

Moved speed trailers for PD

Working on getting proposals for tennis court surface

Prepared order for volleyball edging

Worked with company on LED light replacement Town Hall

Cleaned and installed path Bicentennial Park

Cleaned up landscaping front of post office and Exxon mowed

Watered sunset grass and oak trees

Completely rebuilt History Center sign

Prepared sidewalk check plan and began sidewalk checks

Reviewed Florida Stormwater Association report

Pursued companies to repair seriously damaged stormwater drain covers

Worked with Coast AC ref. duct works upstairs Town Hall

Replaced door closer PD

Worked on irrigations systems

Repaired/replaced water line on sink OP

Collected soil sample submitted to UF

Mounted Rita Karpie memorial plaque OP again.

Enforcement List

07/05/2022

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0061	2203 ATLANTIC ST 721	Turtle Lighting Violations	Open - Complaint Received	Staff	06/25/22	
ECE22-0060	2105 ATLANTIC ST	Turtle Lighting Violations	Open - Complaint Received	Staff	06/25/22	
ECE22-0056	400 RIVER VIEW LN	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	06/23/22	
ECE22-0055	409 HIBISCUS TRL		Open - Complaint Received		06/24/22	
ECE22-0054	409 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	06/23/22	
ECE22-0048	538 SUNSET BLVD	Trees and Landscaping	Open - Complaint Received	Staff	06/09/22	
ECE22-0041	409 THIRD AVE	Lawns - Overgrowth	Open - Court Magistrate		12/02/21	
ECE22-0038	401 ATLANTIC ST	Turtle Lighting Violations	Open - Complaint Received	Staff	05/26/22	
ECE22-0006	404 COLONY ST	Trailers, Boats, and Recreational Vehicles	Open - First Letter Sent		03/24/22	

Total # of Enforcements: 9

CASC'S STILL OPEN

Enforcement List

07/05/2022

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0057	503 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	06/23/22	06/26/22
ECE22-0053	516 AVENUE A	Lawns - Garbage & Trash	Closed - Complied	Staff	06/24/22	06/23/22
ECE22-0052	607 CITRUS CT	Trees and Landscaping	Closed - No Violations Found	Public - Phone	06/23/22	06/24/22
ECE22-0051	413 FOURTH AVE	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0050	605 HIBISCUS TRAIL	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/23/22
ECE22-0049	1301 PINE ST	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0046	387 RIVER VIEW LN	Lawns - Garbage & Trash	Closed - Complied	Staff	06/01/22	06/23/22
ECE22-0045	449 SANDY KY	Lawns - Garbage & Trash	Closed - Complied	Staff	06/02/22	06/09/22
ECE22-0044	604 MANGO DR	Lawns - Grass Clippings	Closed - Complied		06/02/22	06/02/22

Total # of Enforcements: 9

Cases open & Closed This month

Enforcement List

07/05/2022

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0057	503 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	06/23/22	06/26/22
ECE22-0053	516 AVENUE A	Lawns - Garbage & Trash	Closed - Complied	Staff	06/24/22	06/23/22
ECE22-0052	607 CITRUS CT	Trees and Landscaping	Closed - No Violations Found	Public - Phone	06/23/22	06/24/22
ECE22-0051	413 FOURTH AVE	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0050	605 HIBISCUS TRAIL	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/23/22
ECE22-0049	1301 PINE ST	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0047	210 4TH AVE	Lawns - Garbage & Trash	Closed - Complied	Staff	05/31/22	06/01/22
ECE22-0046	387 RIVER VIEW LN	Lawns - Garbage & Trash	Closed - Complied	Staff	06/01/22	06/23/22
ECE22-0045	449 SANDY KY	Lawns - Garbage & Trash	Closed - Complied	Staff	06/02/22	06/09/22
ECE22-0044	604 MANGO DR	Lawns - Grass Clippings	Closed - Complied		06/02/22	06/02/22
ECE22-0043	616 HIBISCUS TRL		Closed - Complied		05/31/22	06/24/22
ECE22-0040	1103 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/26/22	06/25/22
ECE22-0039	405 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/26/22	06/25/22
ECE22-0037	1805 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/26/22	06/25/22
ECE22-0036	415 OCEAN AVE	Lawns - Garbage & Trash	Closed - Complied	Staff	05/23/22	06/23/22
ECE22-0034	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	05/22/22	06/06/22
ECE22-0021	1805 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/04/22	06/25/22
ECE22-0020	2207 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/05/22	06/25/22
ECE22-0019	1903 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	05/04/22	06/25/22
ECE22-0013	510 BANYAN WAY	Short Term Rental Violations	Closed - Complied		04/28/22	06/09/22

Total # of Enforcements: 20

Cases Closed Last Month

Enforcement List

07/05/2022

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0061	2203 ATLANTIC ST 721	Turtle Lighting Violations	Open - Complaint Received	Staff	06/25/22	
ECE22-0060	2105 ATLANTIC ST	Turtle Lighting Violations	Open - Complaint Received	Staff	06/25/22	
ECE22-0059	223 SIXTH AVE	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	06/27/22	07/03/22
ECE22-0058	300 AVENUE A	Trees and Landscaping	Closed - Complied	Staff	06/27/22	07/03/22
ECE22-0057	503 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	06/23/22	06/26/22
ECE22-0056	400 RIVER VIEW LN	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	06/23/22	
ECE22-0055	409 HIBISCUS TRL		Open - Complaint Received		06/24/22	
ECE22-0054	409 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	06/23/22	
ECE22-0053	516 AVENUE A	Lawns - Garbage & Trash	Closed - Complied	Staff	06/24/22	06/23/22
ECE22-0052	607 CITRUS CT	Trees and Landscaping	Closed - No Violations Found	Public - Phone	06/23/22	06/24/22
ECE22-0051	413 FOURTH AVE	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0050	605 HIBISCUS TRAIL	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/23/22
ECE22-0049	1301 PINE ST	Lawns - Garbage & Trash	Closed - Complied	Staff	06/14/22	06/14/22
ECE22-0048	538 SUNSET BLVD	Trees and Landscaping	Open - Complaint Received	Staff	06/09/22	
ECE22-0046	387 RIVER VIEW LN	Lawns - Garbage & Trash	Closed - Complied	Staff	06/01/22	06/23/22
ECE22-0045	449 SANDY KY	Lawns - Garbage & Trash	Closed - Complied	Staff	06/02/22	06/09/22
ECE22-0044	604 MANGO DR	Lawns - Grass Clippings	Closed - Complied		06/02/22	06/02/22

Total # of Enforcements: 17

CASES opened 123 months



Melbourne Beach Police Department

Monthly Report

June 2022



Operations:

- In June 2022, The Department responded to 1007 calls for service and 153 house checks.

Activity:

- 1 Arrest
- 1 Traffic (DUI w/Property Damage)
- 21 Citations
- 70 Traffic Stops
- 110 Traffic Enforcement
- 1 Traffic Complaint
- 48 Parking Citations

Our radar trailers are operational and are being used throughout the Town.

PD News

- Sgt. Hinchman attended a GLOCK Armorer Course which enables him to explain the design features of the GLOCK Safe Action System. As a result, he can now maintain, troubleshoot and service all of our GLOCK pistols.
- Another successful year of The Pineapple Man Triathlon. Congratulations to all the winners.

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

Please see the attachments:

- Sergeant's monthly reports Stay Safe, Chief Melanie Griswold



Melbourne Beach Police Department



	June	MAY	APR	MAR	FEB	JAN								YTD
Total Calls for Service	1160	1356	1049	957	937	940								6399
Total Felonies	3	0	10	8	5	5								31
Total Misdemeanors	3	6	16	13	3	7								48
Total Capias Requests	0	1	3	2	2	1								9
Total Traffic Arrests	1	1	1	3	0	0								6
Total Other Arrests	0	0	7	5	2	4								18
														0
911 Investigation	17	21	19	23	17	14								111
Alarm Business	2	3	3	18	1	4								31
Alarm Residence	5	7	2	1	3	0								18
Aggravated Assault	1	0	0	0	0	1								2
Animal Complaint	8	6	1	5	7	10								37
AOA Fire	7	1	2	1	3	0								14
AOA LEO	14	9	20	27	19	22								111
Assist Citizen	11	12	6	11	9	5								54
Assist DCF	0	0	1	1	1	0								3
Assist Motorist	4	2	1	2	1	0								10
Attempt To Contact	0	3	5	1	3	5								17
Baker Act	1	0	1	1	1	1								5
Battery	0	2	1	2	2	0								7
Burglary - Residential	1	0	0	2	0	0								3
Burglary - Vehicle	1	0	2	1	0	1								5
Civil Matter	3	2	2	1	2	2								12
Crash	10	4	6	7	8	2								37
Criminal Mischief	1	2	2	1	2	0								8
Deceased Person	2	0	1	0	0	0								3
Disturbance	4	7	0	2	2	0								15
Disturbance Domestic	2	2	1	3	2	1								11
Disturbance Domestic Battery	0	0	2	1	0	1								4
Disturbance Noise	3	3	3	3	0	1								13
Fraud/Forgery	0	0	1	2	1	0								4
House Checks	153	52	71	41	66	92								475
Illegal Parking	48	68	41	47	68	39								311
Indecent/Lewd Act	1	0	0	0	0	0								1
Information	10	9	23	7	15	8								72
Injured/Ill Person	21	28	10	24	18	17								118



Melbourne Beach Police Department

[illegible]



Melbourne Beach Police Department



Vehicle Mileage	June	MAY	APR	MAR	FEB	JAN								
Car 360	881	910	957	590	511	379								4228
Car 361	1141	798	709	491	774	872								4785
Car 363	1381	648	1195	1088	1047	885								6244
Car 364	7	80	107	77	94	86								451
Car 366	471	813	678	838	908	978								4686
Car 367	907	1206	973	821	901	1354								6162
ATV 1	0	23	11	21	0	0								55
ATV 2	7	0	0	0	0	8								15



MELBOURNE BEACH POLICE DEPARTMENT

Jason Hinchman

Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951

Phone: (321) 723-4343

Fax: (321)725-3253



Monthly Report June 2022

- 06/07- Deceased person in the 1900 block of Redwood Avenue. Brevard County Sheriff's Office assisted Melbourne Beach PD in investigating the death.
- 06/14 - Assist other agency (Indianapolis PD) in the arrest of their bank robbery suspect.
- 06/14 – Traffic crash in the 300 block Ocean Avenue (2) vehicles involved, minor damage, no injuries reported on scene.
- 06/15 – Traffic crash in the 300 block Ocean Avenue (2) vehicles involved, minor damage, no injuries reported on scene.
- 06/15 – Disturbance in the 2000 block of Oak Street. Male and female were in a verbal argument. Parties were separated for the night.
- 06/20 – Traffic crash at Ocean Avenue and Oak Street. (2) vehicles involved one vehicle with minor damage, no injuries reported on the scene, and one vehicle left the scene.
- 06/22 – Criminal mischief in the 300 block of Third Avenue. The case is still open for further investigation.
- 06/23 – Traffic crash in the 200 block of Birch Avenue. (2) vehicles involved, one vehicle was towed due to damage, no injuries were reported on the scene, and a citation was issued to the driver at fault.
- 06/23 – Residential burglary in the 1100 block of Pine Street. The case was closed due to items reported stolen were located.
- 06/28 – Baker Act in the 200 block of Sixth Avenue. The subject was transported to medical facility.
- 06/28 – Theft in the 200 block of Fifth Avenue of a bicycle. The victim filled out a decline to prosecute. Case closed.
- 06/30 – Vehicle burglary in the 600 block of Hibiscus Trail. Several items taken out of the vehicle, the case is still open for further investigation.

**MELBOURNE BEACH POLICE DEPARTMENT****Jason Sadler****Sergeant****507 Ocean Ave, Melbourne Beach, FL 32951****Phone: (321) 723-4343****Fax: (321) 725-3253****Sgt. Sadler Monthly Report June 2022**

6/1- Aggravated Assault and Improper Exhibit of a Firearm in the 500 block of Harland Avenue. Victim declined prosecution.

6/1- Assisted the Brevard County Sheriff's Office with a water rescue call in the river near the 700 block of Long Point Road. A boat capsized and all occupants were unharmed and brought to shore.

6/3- Responded to a utility box on fire in the 500 block of Ocean Avenue. The fire put itself out and was small in size. No major damage.

6/10- Traffic crash in the 2000 block of Atlantic Street. No injuries and no major damage

6/10- Traffic crash in the area of Oak Street and Avenue A. No injuries and no major damage.

6/11- Verbal only domestic disturbance in the 200 block of Ash Avenue.

6/18- Male arrested for DUI alcohol and DUI property damage after crashing into a residential fence in the 300 block of First Avenue.

6/24- Traffic crash in the 200 block of Shannon Avenue. No major damage or injuries.

6/25- Assisted the Brevard County Sheriff's Office by finding a male involved in a suspicious incident which occurred in the 2000 block of South River Road. BCSO took over their investigation.

6/26- Assisted the Brevard County Sheriff's Office by responding to an unresponsive person in the 400 block of Dolphin Street. Male was found deceased inside his home and BCSO took over the investigation.



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

FIRE DEPARTMENT MONTHLY REPORT

June 2022

Incident Response

For the month of June 2022, the Melbourne Beach Volunteer Fire Department responded to 21 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

Breakdown:

- 14 Fire/Rescue 911 Calls (paged out)
- 2 Special Incidents (Fire Inspections)
- 4 First Responder EMS Incidents
- 1 Special Event Standby (Pineappleman EMS & Water Rescue coverage)

Notable Incidents

- 06/01/2022 – Overturned vessel in river with 3 victims in the water. MBVFD Marine-58, Squad-58, & District-58 responded to assist BCOR & FWC.
- 06/04/2022 – Residential HVAC fire in 200 Blk of Riverside Drive. Fire self-extinguished and damage contained to HVAC unit.
- 06/23/2022 – Single vehicle rollover accident in 200 Blk of Birch Avenue. No injuries.

Department Membership

- Certified Firefighters: 24
- Support Services Personnel: 3
- Administrative Personnel: 1
- Probationary Personnel: 4

Notable Events

The Fire Department hosted a local group of Boy Scouts, and Chief Brown along with FF C.Kantlehner and FF C.Childs (all Eagle Scouts) taught the Emergency Preparedness Merit Badge. The class was held over 4 weeks and included a field trip to the Brevard EOC, making a home emergency response kit/plan, and a full scale missing persons / first aid scenario in Ryckman Park.

The Volunteer Firefighters Association held its annual awards banquet recognizing members for their prior year of service. Congratulations to the following volunteer awards winners:

- 2021 Volunteer Firefighter of the Year - Steve Stewart
- 2021 Volunteer Fire Officer of the Year - Amber Brown
- 2021 Volunteer Member of the Year - Jason Hanson
- 2021 Corporation Member of the Year - Sam Cox
- 2021 Outstanding Service Award - Travis Wood

The Fire Department supported the Rotary Club's Pineappleman Triathlon event by providing mobile EMS & water rescue coverage. All staffing was provided by Department volunteers at no cost to the Town or Rotary Club.

The Fire Department facilitated annual fire extinguisher inspections and maintenance for all Town government vehicles and facilities.

Chief Brown attended a planning meeting in Indialantic regarding first responder active shooter training to be held at Hoover Middle School in July as well as multiple Space Coast Fire Chiefs Association committee meetings for fire operations, EMS, and fire chief discussions.

The Fire Department had its annual Household Used Sharps Collection site inspection and passed with no violations.

Grant Updates

The Fire Department is investigating a new grant opportunity through the Leary Firefighters Foundation. Thanks to resident Jen Ottomanelli for making us aware of this grant possibility.

The Fire Department completed and submitted the FY21 FEMA Assistance to Firefighters Grant back in December 2021. The purpose of the grant is to assist in offsetting the cost of purchasing new radios. At this time we are still awaiting a response back from FEMA.

The Fire Department in partnership with the Firefighters Association continue to investigate possible grant opportunities available for a dock and boat lift for Marine-58 (rescue boat).

The Fire Department in partnership with the other beachside municipal fire agencies continue to investigate available grant opportunities for possible construction of a shared public safety training center.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 7/15/2022 10:56:22 AM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 06/01/2022 | End Date: 06/30/2022

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2022-89	06/01/2022		507 Ocean AVE , Melbourne Beach, FL, 32951	Excessive heat, scorch burns with no ignition	06/01/2022 17:58	06/01/2022 18:42
2022-90	06/01/2022		700 Long Point Road RD , Melbourne Beach, FL, 32951	Watercraft rescue	06/01/2022 19:42	06/01/2022 20:38
2022-91	06/03/2022		519 Ocean Avenue AVE , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	06/03/2022 06:30	06/03/2022 06:58
2022-92	06/04/2022		210 Riverside Drive DR , Melbourne Beach, FL, 32951	Building fire	06/04/2022 20:09	06/04/2022 21:03
2022-93	06/05/2022		519 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	06/05/2022 06:52	06/05/2022 09:57
2022-94	06/07/2022		2207 Atlantic ST , Melbourne Beach, FL, 32951	Removal of victim(s) from stalled elevator	06/07/2022 17:00	06/07/2022 17:32
2022-95	06/07/2022		1905 Redwood AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	06/07/2022 17:11	06/07/2022 17:22
2022-96	06/08/2022		1310 Shannon AVE , Indialantic, FL, 32903	Power line down	06/08/2022 20:00	06/08/2022 20:49
2022-97	06/10/2022		1005 Atlantic ST , Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	06/10/2022 16:02	06/10/2022 16:16
2022-98	06/12/2022		303 Surf RD , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	06/12/2022 23:51	06/13/2022 00:36
2022-99	06/14/2022		2015 Atlantic ST , Melbourne Beach, FL, 32951	Special type of incident, other	06/15/2022 09:09	06/15/2022 09:29
2022-100	06/15/2022		507 Ocean Avenue AVE / Pine Street & Riverside Drive, Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	06/15/2022 10:09	06/15/2022 10:22
2022-101	06/17/2022		103 Riverside Drive DR , Melbourne Beach, FL, 32951	Detector activation, no fire - unintentional	06/17/2022 10:32	06/17/2022 10:44
2022-102	06/18/2022		310 1st AVE , Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	06/18/2022 03:23	06/18/2022 03:45
2022-103	06/23/2022		217 Birch AVE , Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	06/23/2022 16:22	06/23/2022 16:29
2022-104	06/23/2022		445 First Avenue AVE , Indialantic, FL, 32903	Special outside fire, other	06/23/2022 17:04	06/23/2022 17:13
2022-105	06/23/2022		217 Birch AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	06/23/2022 18:05	06/23/2022 18:25
2022-106	06/24/2022	Intersection	Shannon AVE / Banyan Way, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	06/24/2022 14:42	06/24/2022 15:01
2022-107	06/26/2022		438 Sandy KY , Melbourne Beach, FL, 32951	Lightning strike (no fire)	06/26/2022 22:33	06/26/2022 23:32
2022-108	06/27/2022		507 Ocean AVE , Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	06/27/2022 16:59	06/27/2022 17:15
2022-109	06/30/2022		510 Banyan Way , Melbourne Beach, FL, 32951	Special type of incident, other	06/30/2022 12:59	06/30/2022 13:39

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



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Doc Id: 1251

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Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 7/15/2022 10:41:15 AM



Personnel Count per Incident for Date Range

Start Date: 06/01/2022 | End Date: 06/30/2022

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2022-89	6/1/2022 17:58:25	251 - Excessive heat, scorch burns with no ignition	19112	4	7	11
** 2022-90	6/1/2022 19:42:34	365 - Watercraft rescue	19112	6	6	12
** 2022-91	6/3/2022 06:30:13	445 - Arcing, shorted electrical equipment	19112	3	3	6
** 2022-92	6/4/2022 20:09:31	111 - Building fire	19112	9	2	11
2022-93	6/5/2022 06:52:12	571 - Cover assignment, standby, moveup	19112	6	5	11
** 2022-94	6/7/2022 17:00:46	353 - Removal of victim(s) from stalled elevator	19112	5	3	8
2022-95	6/7/2022 17:11:07	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2022-96	6/8/2022 20:00:25	444 - Power line down	19112	2	8	10
** 2022-97	6/10/2022 16:02:17	322 - Motor vehicle accident with injuries	19112	1	9	10
** 2022-98	6/12/2022 23:51:00	445 - Arcing, shorted electrical equipment	19112	4	3	7
2022-99	6/14/2022 09:09:58	900 - Special type of incident, other	19112	2	0	2
2022-100	6/15/2022 10:09:07	321 - EMS call, excluding vehicle accident with injury	19112	1	0	1
** 2022-101	6/17/2022 10:32:19	744 - Detector activation, no fire - unintentional	19112	6	2	8
** 2022-102	6/18/2022 03:23:28	324 - Motor vehicle accident with no injuries.	19112	4	2	6
** 2022-103	6/23/2022 16:22:16	324 - Motor vehicle accident with no injuries.	19112	5	11	16
** 2022-104	6/23/2022 17:04:00	160 - Special outside fire, other	19112	6	10	16
2022-105	6/23/2022 18:05:38	311 - Medical assist, assist EMS crew	19112	3	6	9
** 2022-106	6/24/2022 14:42:25	322 - Motor vehicle accident with injuries	19112	4	5	9
** 2022-107	6/26/2022 22:33:24	814 - Lightning strike (no fire)	19112	9	0	9
2022-108	6/27/2022 16:59:51	321 - EMS call, excluding vehicle accident with injury	19112	1	0	1
2022-109	6/30/2022 12:59:44	900 - Special type of incident, other	19112	2	0	2

TOTAL # OF INCIDENTS: 21

AVERAGES:

4.0

3.9

7.9

Total # of incidents
paged out for volunteer
emergency response: 14

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

4.9

5.1

9.9

Only REVIEWED incidents included

Note: 900 series "Special Incidents" include fire inspections performed.



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Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: July 12, 2022
Re: June 2022

We are in the ninth month of our fiscal year 2022. The target expenditure rate for June is 75.00%. 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. Items highlighted in red are over expended. There are budget items over the target rate that are being monitored for spending within 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 80.53%. The Departmental expenditure rate breakdown is as follows:

Legislative:	66.12%
Executive:	59.55%
Finance:	88.27%
Legal:	73.88%
Comp & Plan:	47.34%
General Services:	75.01%
Law Enforcement:	71.84%
Fire:	63.30%
Code:	73.63%
Public Works:	74.31%
Parks:	78.74%

Discussion Items:

Due to inflation all departments have experienced a rise in the cost of operations. The larger increases we have seen have been in utilities, fuel, maintenance costs, and office supplies. Despite this, all departments are doing a good job of staying within their overall budgets.

The increase in equipment maintenance in the General Fund, Department 19, is due to the air conditioning unit replacement.

Public Works has seen a rise in cost for maintenance supplies and to maintain the Town Buildings and Grounds. These line items are over expended but the overall Public Works budget is within the budget limits.

The Town received \$17,717.47 in Parking Revenue for June. The breakdown is as follows:

Ocean Park: \$11,468.74
Ryckman Park: \$ 6,248.73

The Town has been awarded \$2,466.00 from Florida Municipal Insurance Trust (FMIT) through the Safety Grant Award Program. We have been awarded the full amount of \$5,000.00 for the Grant for FY22.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 06/30/2022

Fund: 001 GENERAL FUND

Account Category: Revenues

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget		Balance	Used
001-00-311.00.00	AD VALOREM TAXES	2,188,884.00	2,188,884.00	0.00	3,113.82	99.86
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	66,200.00	66,200.00	0.00	(9,656.55)	114.59
001-00-314.10.00	UTILITY SERVICES TAX FPL	269,000.00	269,000.00	0.00	103,451.22	61.54
001-00-314.30.00	UTILITY SERVICES TAX WATER	58,000.00	58,000.00	0.00	18,777.20	67.63
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(153.16)	100.00
001-00-314.40.10	UTILITY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	1,728.25	78.40
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,100.00	1,100.00	0.00	377.93	65.64
001-00-314.40.30	UTILITY GAS TAX FERRELL	2,100.00	2,100.00	0.00	(374.53)	117.83
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	0.00	0.00	0.00	(168.18)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	130,000.00	130,000.00	0.00	50,706.94	60.99
001-00-316.00.00	OCCP. LIC	6,300.00	6,300.00	0.00	(5,280.27)	183.81
001-00-323.10.00	FRANCHISE FEES FPL	192,000.00	192,000.00	0.00	83,567.87	56.48
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	39,000.00	39,000.00	0.00	12,126.34	68.91
001-00-323.70.10	SOLID WASTE COMMERCIAL	12,000.00	12,000.00	0.00	2,717.77	77.35
001-00-329.14.00	INTEREST AND DIVIDENDS	0.00	0.00	0.00	(32.30)	100.00
001-00-329.20.00	BONFIRE PERMIT	0.00	0.00	0.00	(300.00)	100.00
001-00-334.20.10	CARES ACT PD	0.00	0.00	0.00	(36,681.90)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	129.00	97.42
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	55,000.00	55,000.00	0.00	(10,513.29)	119.12
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,100.00	4,100.00	0.00	126.80	96.91
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	184,000.00	184,000.00	0.00	51,333.10	72.10
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	850.00	850.00	0.00	255.00	70.00
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	850.00	850.00	0.00	775.00	8.82
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,000.00	5,000.00	0.00	990.00	80.20

001-00-345.10.10	VAC RENEWAL FEE - RENTALS	5,000.00	5,000.00	0.00	2,600.00	48.00
001-00-361.10.00	INTEREST ON INVESTMENTS	1,275.00	1,275.00	0.00	(1,060.67)	183.19
001-00-366.21.00	DONATIONS	100.00	100.00	0.00	100.00	0.00
001-00-369.00.00	MISCELLANEOUS REVENUE	500.00	500.00	0.00	(2,165.52)	533.10
001-00-369.00.49	INSURANCE RECOVERY	0.00	0.00	0.00	(317.64)	100.00
						91.77

Department: 13 FINANCE

001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(105.00)	100.00
						100.00

**Department: 21
LAW ENFORCEMENT**

		ORIGINAL BUDG	Amended	Encumbr	Available	% Bdgt
		Budget			Balance	Used
001-21-312.52.00	INSURANCE PREMIUM TAX	40,536.00	40,536.00	0.00	40,536.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	57,000.00	57,000.00	0.00	10,500.00	81.58
001-21-337.25.01	STATE LE COMPUTER GRANT	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,500.00	1,500.00	0.00	1,500.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	8,000.00	8,000.00	0.00	1,624.86	79.69
001-21-351.13.00	PARKING TICKETS	8,000.00	8,000.00	0.00	5,800.00	27.50
001-21-351.13.10	ACCIDENT REPORT	100.00	100.00	0.00	(5.50)	105.50
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(52.00)	100.00
						47.56

**Department: 22
FIRE CONTROL**

		ORIGINAL BUDG	Amended	Encumbr	Available	% Bdgt
		Budget			Balance	Used
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	245.00	94.56
001-22-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(600.00)	100.00
001-22-369.55.10	SHARED TRAINING	0.00	0.00	0.00	(510.00)	100.00
						119.22

**Department: 29
CODE ENFORCEMENT**

		ORIGINAL BUDG	Amended	Encumbr	Available	% Bdgt
		Budget			Balance	Used

001-29-359.00.00	OTHER FINES AND FORFEITURES	1,000.00	1,000.00	0.00	675.00	32.50
						32.50

Department: 41 PUBLIC WORKS		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Used	
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(500.00)	100.00
						100.00

Department: 72 PARKS & RECREATION		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Used	
001-72-347.41.00	FOUNDER'S DAY	8,000.00	8,000.00	0.00	1,830.00	77.13
001-72-347.50.00	FACILITY RENTALS	13,000.00	13,000.00	0.00	13,000.00	0.00
001-72-366.47.03	COMMUNITY CENTER DONATIONS	0.00	0.00	0.00	(150.00)	100.00
						30.10

Department: 75 TOWN PARKS		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Used	
001-75-342.10.00	PARKING TICKET REVENUE	3,000.00	3,000.00	0.00	(3,550.00)	218.33
001-75-344.50.00	PARKING METER REVENUE	37,008.00	37,008.00	0.00	(24,331.00)	165.75
001-75-344.50.10	PARK PASS REVENUE	0.00	0.00	0.00	(2,050.00)	100.00
001-75-347.50.00	FACILITY RENTALS	0.00	0.00	0.00	(4,414.80)	100.00
						185.85
Total Revenues						91.03

Account Category: Expenditures		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Used	
Department: 00						
001-00-581.00.00	TRANSFER OUT	0.00	0.00	0.00	(293,351.00)	100.00
						100.00

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget			Balance	Used
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	4,048.09	75.01
001-11-500.12.00	REGULAR SALARIES	60,705.00	60,705.00	0.00	14,398.13	76.28
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	4,644.00	4,644.00	0.00	229.68	95.05
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	6,568.00	6,568.00	0.00	1,665.77	74.64
001-11-500.23.01	HEALTH INSURANCE	8,568.00	8,568.00	0.00	1,235.84	85.58
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	19.33	72.39
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	194.00	194.00	0.00	114.34	41.06
001-11-510.31.00	PROFESSIONAL SERVICES	250.00	250.00	0.00	113.50	54.60
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	3,640.00	0.00	2,702.12	25.77
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	2,788.00	0.00	2,768.33	0.71
001-11-510.47.00	PRINTING	5,015.00	5,015.00	0.00	3,350.16	33.20
001-11-510.47.20	PUBLIC RECORDS PRINTING	0.00	0.00	0.00	(38.50)	100.00
001-11-510.48.00	PROMOTIONAL ACTIVITIES	600.00	600.00	0.00	38.25	93.63
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	0.00	6,373.49	36.27
001-11-510.49.50	ELECTION EXPENSE	2,500.00	2,500.00	0.00	2,500.00	0.00
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	875.00	0.00	152.50	82.57
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	4,410.00	0.00	4,110.00	6.80
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	2,000.00	0.00	2,000.00	0.00
001-11-543.00.00	LICENSES & FEES	7,421.00	7,421.00	0.00	453.43	93.89
						66.12

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget			Balance	Used
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	121,960.00	121,960.00	0.00	48,160.84	60.51
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	9,330.00	9,330.00	0.00	2,955.82	68.32
001-12-500.22.01	RETIREMENT - ICMA	10,820.00	10,820.00	0.00	2,984.78	72.41
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	2,376.00	2,376.00	0.00	2,376.00	0.00
001-12-500.23.01	HEALTH INSURANCE	25,697.00	25,697.00	0.00	12,629.14	50.85
001-12-500.23.02	LIFE INSURANCE	735.00	735.00	0.00	167.50	77.21
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	390.00	390.00	0.00	265.81	31.84
001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	1,320.00	0.00	401.86	69.56
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	600.00	75.00

001-12-510.54.00	DUES & SUBSCRIPTIONS	895.00	895.00	0.00	349.00	61.01
001-12-510.54.10	TRAINING & SCHOOLS	450.00	450.00	0.00	450.00	0.00
						59.55

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget			Balance	Used
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	61,234.00	61,234.00	0.00	10,783.16	82.39
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	4,684.00	4,684.00	0.00	963.65	79.43
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	6,626.00	6,626.00	0.00	1,275.38	80.75
001-13-500.23.01	HEALTH INSURANCE	7,835.00	7,835.00	0.00	(1,345.49)	117.17
001-13-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	2.44	96.51
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	196.00	196.00	0.00	106.00	45.92
001-13-510.31.00	PROFESSIONAL SERVICES	7,000.00	7,000.00	0.00	1,366.47	80.48
001-13-510.32.00	AUDITING SERVICES	23,000.00	23,000.00	0.00	(50.00)	100.22
001-13-510.32.90	BANKING FEES	4,700.00	4,700.00	0.00	(545.56)	111.61
001-13-510.32.95	IPS BANKING FEE	3,708.00	3,708.00	0.00	223.14	93.98
001-13-510.40.00	TRAVEL & MEETINGS	2,100.00	2,100.00	0.00	1,957.24	6.80
001-13-510.41.15	IPS COMMUNICATION FEE	660.00	660.00	0.00	(913.20)	238.36
001-13-510.47.00	PRINTING	180.00	180.00	0.00	49.02	72.77
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	800.00	800.00	0.00	345.00	56.88
001-13-764.10.00	Filing Fee Clerk-Parking Ticke	150.00	150.00	0.00	150.00	0.00
						88.27

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget			Balance	Used
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	96,000.00	0.00	27,469.20	71.39
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	2,250.00	2,250.00	0.00	(1,809.49)	180.42
						73.88

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget			Balance	Used
Department: 15 COMPREHENSIVE PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	20,000.00	0.00	10,531.25	47.34
						47.34

Department: 19
GENERAL SERVICES

		ORIGINAL BUDG Amended		Encumbrance	Available	% Bdgt
		Budget	Budget		Balance	Used
001-19-500.24.00	WORKERS COMPENSATION	2,520.00	2,520.00	0.00	(2,434.00)	196.59
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	4,020.00	0.00	1,230.00	69.40
001-19-510.31.11	SECURITY	2,300.00	2,300.00	0.00	2,300.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	15,108.00	15,108.00	0.00	2,518.00	83.33
001-19-510.35.00	PRE-EMPLOYMENT EXP	135.00	135.00	0.00	(259.99)	292.59
001-19-510.41.00	TELEPHONE	10,992.00	10,992.00	0.00	74.19	99.33
001-19-510.41.10	COMMUNICATION SERVICES	43,608.00	43,608.00	0.00	6,962.03	84.03
001-19-510.43.00	STREET LIGHTS	46,000.00	46,000.00	0.00	11,064.41	75.95
001-19-510.43.10	ELECTRICITY	28,704.00	28,704.00	0.00	8,010.11	72.09
001-19-510.43.20	WATER & SEWER	1,560.00	1,560.00	0.00	(1,406.19)	190.14
001-19-510.43.50	WASTE TAX SERVICE	2,807.00	2,807.00	0.00	621.25	77.87
001-19-510.45.00	GENERAL LIABILITY INSURANCE	68,412.00	68,412.00	0.00	(4,528.00)	106.62
001-19-510.45.01	FLOOD INSURANCE	3,751.00	3,751.00	0.00	3,751.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	50,920.00	50,920.00	0.00	(8,047.00)	115.80
001-19-510.45.03	AUTO INSURANCE	7,788.00	7,788.00	0.00	262.00	96.64
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	4,232.00	0.00	1,640.65	61.23
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,500.00	14,500.00	0.00	(7,130.50)	149.18
001-19-510.46.36	PEST CONTROL	3,000.00	3,000.00	0.00	879.78	70.67
001-19-510.46.41	MOWING CONTRACT	22,410.00	22,410.00	0.00	5,598.86	75.02
001-19-510.47.00	PRINTING	600.00	600.00	0.00	118.37	80.27
001-19-510.49.48	ENV. BOARDS EXPENSE	3,420.00	3,420.00	0.00	(1,141.36)	133.37
001-19-510.49.90	ADOPT AN AREA	0.00	0.00	0.00	(67.41)	100.00
001-19-510.49.98	CONTINGENCY	30,000.00	9,756.97	4,049.38	5,707.59	0.00
001-19-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	(410.38)	236.79
001-19-510.51.00	OFFICE SUPPLIES	9,000.00	9,000.00	0.00	(1,913.47)	121.26
001-19-510.51.10	POSTAGE	1,200.00	1,200.00	0.00	285.23	76.23
001-19-510.52.10	JANITORIAL SUPPLIES	3,000.00	3,000.00	0.00	285.07	90.50
001-19-510.54.00	DUES & SUBSCRIPTIONS	320.00	320.00	0.00	(2.03)	100.63
001-19-510.64.01	CAPITAL OUTLAY	174,261.00	181,066.83	0.00	103,740.50	42.71
001-19-543.00.00	LICENSES & FEES	17,521.00	17,521.00	0.00	7,932.96	54.72
						75.01

		ORIGINAL BUDG Amended		Encumbrance Available		% Bdg't
		Budget		Balance		Used
Department: 21						
LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	570,664.00	632,664.00	0.00	184,597.25	70.82
001-21-500.12.50	HOLIDAY PAY	19,000.00	19,000.00	0.00	(981.04)	105.16
001-21-500.14.00	SALARIES OVERTIME	30,300.00	30,300.00	0.00	21,153.70	30.19
001-21-500.14.16	HURRICANE PAY	17,950.00	17,950.00	0.00	17,950.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,600.00	6,600.00	0.00	738.57	88.81
001-21-500.15.01	FIRST RESPONDER	7,920.00	7,920.00	0.00	2,988.57	62.27
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	50,856.00	50,856.00	0.00	14,808.77	70.88
001-21-500.22.02	POLICE PENSION	232,807.00	232,807.00	0.00	70,807.00	69.59
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	3,813.00	3,813.00	0.00	1,127.29	70.44
001-21-500.23.01	HEALTH INSURANCE	83,152.00	83,152.00	0.00	(9,387.13)	111.29
001-21-500.23.02	LIFE INSURANCE	2,500.00	2,500.00	0.00	427.85	82.89
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	14,438.00	14,438.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,127.00	2,127.00	0.00	1,329.53	37.49
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	275.00	62.07
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	17,785.00	0.00	0.00	100.00
001-21-520.40.00	TRAVEL & MEETINGS	2,240.00	2,240.00	0.00	1,187.72	46.98
001-21-520.41.10	COMMUNICATION SERVICES	4,488.00	4,488.00	0.00	2,769.62	38.29
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	5,500.00	0.00	2,930.58	46.72
001-21-520.46.15	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	1,690.09	15.50
001-21-520.46.16	RADAR CALIBRATION	700.00	700.00	0.00	275.00	60.71
001-21-520.46.20	VEHICLE MAINTENANCE	12,000.00	12,000.00	0.00	(2,041.19)	117.01
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,200.00	1,200.00	0.00	(809.03)	167.42
001-21-520.48.50	CRIME PREVENTION	1,100.00	1,100.00	0.00	114.39	89.60
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	0.00	(146.99)	246.99
001-21-520.51.10	POSTAGE	350.00	350.00	0.00	317.00	9.43
001-21-520.52.00	UNIFORMS	6,600.00	6,600.00	0.00	2,424.42	63.27
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	8,328.00	0.00	6,994.50	16.01
001-21-520.52.50	GAS & OIL	13,000.00	13,000.00	0.00	(1,007.85)	107.75
001-21-520.52.70	MEDICAL	600.00	600.00	0.00	(781.29)	230.22

001-21-520.52.90	OPERATING SUPPLIES	3,720.00	3,720.00	0.00	2,381.32	35.99
001-21-520.54.00	DUES & SUBSCRIPTIONS	1,955.00	1,955.00	0.00	1,212.17	38.00
001-21-520.54.10	TRAINING & SCHOOLS	5,400.00	5,400.00	0.00	2,319.00	57.06
001-21-520.64.01	Capital Outlay	58,795.00	58,795.00	0.00	24,580.92	58.19
001-21-543.00.00	LICENSES & FEES	14,738.00	14,738.00	0.00	6,389.83	56.64
						71.84

		ORIGINAL BUDG		Amended	Encumbrance	Available	% Bdg
		Budget			Balance		Used
Department: 22 FIRE CONTROL							
001-22-500.12.00	REGULAR SALARIES	85,610.00	85,610.00	0.00	41,507.50	51.52	
001-22-500.14.50	STIPEND PAYROLL	55,040.00	55,040.00	0.00	15,529.83	71.78	
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	7,643.00	7,643.00	0.00	517.56	93.23	
001-22-500.22.01	RETIREMENT - ICMA	6,562.00	6,562.00	0.00	1,718.56	73.81	
001-22-500.23.01	HEALTH INSURANCE	4,968.00	4,968.00	0.00	(412.83)	108.31	
001-22-500.23.02	LIFE INSURANCE	162.00	162.00	0.00	105.70	34.75	
001-22-500.23.10	STATUTORY AD&D	180.00	180.00	0.00	51.00	71.67	
001-22-500.24.00	WORKERS COMPENSATION	7,920.00	7,920.00	0.00	0.00	100.00	
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	194.00	194.00	0.00	95.88	50.58	
001-22-520.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	4,063.09	18.74	
001-22-520.34.40	DISPATCHING SERVICES	5,200.00	5,200.00	0.00	2,600.00	50.00	
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	1,225.00	1,225.00	0.00	816.00	33.39	
001-22-520.40.00	TRAVEL & MEETINGS	500.00	500.00	0.00	192.08	61.58	
001-22-520.41.10	COMMUNICATION SERVICES	1,260.00	1,260.00	0.00	(28.58)	102.27	
001-22-520.46.15	EQUIPMENT MAINTENANCE	8,665.00	8,665.00	0.00	1,529.88	82.34	
001-22-520.46.20	VEHICLE MAINTENANCE	22,950.00	40,950.00	0.00	9,085.98	77.81	
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	49.28	95.07	
001-22-520.48.55	FIRE PREVENTION	4,536.00	4,536.00	0.00	(79.29)	101.75	
001-22-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	(84.96)	121.24	
001-22-520.52.00	UNIFORMS	6,225.00	7,075.00	0.00	3,234.63	54.28	
001-22-520.52.02	S.C.B.A.	1,850.00	1,850.00	0.00	(308.97)	116.70	
001-22-520.52.05	PROTECTIVE GEAR	2,505.00	2,505.00	0.00	1,452.11	42.03	
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	810.03	19.00	
001-22-520.52.20	TOOLS & HARDWARE	1,500.00	1,500.00	0.00	1,355.64	9.62	
001-22-520.52.50	GAS & OIL	2,450.00	2,450.00	0.00	(1,033.54)	142.19	

001-22-520.52.70	MEDICAL	1,370.00	1,370.00	0.00	817.00	40.36
001-22-520.54.00	DUES & SUBSCRIPTIONS	265.00	265.00	0.00	(270.00)	201.89
001-22-520.54.10	TRAINING & SCHOOLS	6,650.00	6,650.00	0.00	1,702.00	74.41
001-22-520.54.12	TRAINING MATERIALS	1,920.00	1,920.00	0.00	935.86	51.26
001-22-520.64.01	Capital Outlay	36,777.00	66,777.00	0.00	45,752.01	31.49
001-22-520.71.00	PRINCIPAL RETIRED	29,734.00	29,734.00	0.00	(1,590.47)	105.35
001-22-520.72.00	INTEREST EXPENSE	3,267.00	3,267.00	0.00	1,591.15	51.30
001-22-543.00.00	LICENSES & FEES	11,537.00	11,537.00	0.00	5,904.16	48.82
						63.30

Department: 29
CODE ENFORCEMENT

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Balance	Used
001-29-500.12.00	REGULAR SALARIES	14,054.00	14,054.00	0.00	3,382.17	75.93
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,075.00	1,075.00	0.00	266.00	75.26
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	1,521.00	1,521.00	0.00	474.47	68.81
001-29-500.23.10	STATUTORY AD&D	100.00	100.00	0.00	100.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	200.00	200.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	45.00	45.00	0.00	28.25	37.22
001-29-520.40.00	TRAVEL & MEETINGS	35.00	35.00	0.00	35.00	0.00
001-29-520.45.03	AUTO INSURANCE	124.00	124.00	0.00	124.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	50.00	0.00	50.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	50.00	50.00	0.00	(169.49)	438.98
001-29-520.51.10	POSTAGE	350.00	350.00	0.00	240.51	31.28
001-29-520.51.20	RECORDING COSTS	120.00	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	75.00	75.00	0.00	(233.49)	411.32
001-29-520.52.50	GAS & OIL	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	75.00	0.00	75.00	0.00
						73.63

Department: 41
PUBLIC WORKS

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Balance	Used
001-41-500.12.00	REGULAR SALARIES	191,283.00	191,283.00	0.00	50,474.08	73.61
001-41-500.14.00	SALARIES OVERTIME	4,000.00	4,000.00	0.00	3,188.47	20.29

001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	14,633.00	14,633.00	0.00	3,581.79	75.52
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	20,697.00	20,697.00	0.00	5,925.97	71.37
001-41-500.23.01	HEALTH INSURANCE	21,840.00	21,840.00	0.00	2,856.86	86.92
001-41-500.23.02	LIFE INSURANCE	236.00	236.00	0.00	(3.23)	101.37
001-41-500.23.10	STATUTORY AD&D	200.00	200.00	0.00	200.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	2,750.00	2,750.00	0.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	612.00	612.00	0.00	366.39	40.13
001-41-530.31.00	PROFESSIONAL SERVICES	25,000.00	25,000.00	0.00	23,592.72	5.63
001-41-530.34.91	LANDSCAPING	6,500.00	6,500.00	0.00	1,568.09	75.88
001-41-530.40.00	TRAVEL & MEETINGS	200.00	200.00	0.00	152.38	23.81
001-41-530.43.10	ELECTRICITY	0.00	5,000.00	3,274.48	(889.04)	52.29
001-41-530.43.15	ELECTRIC - WILLIAMS BUILDING	5,000.00	0.00	0.00	0.00	0.00
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	(1,289.41)	142.98
001-41-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	(160.50)	106.42
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	0.00	3,634.52	61.74
001-41-530.46.30	BUILDING MAINTENANCE	6,500.00	6,500.00	0.00	(8,697.22)	233.80
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	500.00	500.00	0.00	(115.05)	123.01
001-41-530.46.32	RYCKMAN HOUSE	0.00	500.00	0.00	0.00	100.00
001-41-530.46.34	MAINTENANCE RYCKMAN PARK	500.00	500.00	0.00	500.00	0.00
001-41-530.46.35	PIER MAINTENANCE	500.00	500.00	0.00	(118.17)	123.63
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	7,000.00	0.00	(7,734.01)	210.49
001-41-530.46.43	TREE EXPENSE	3,500.00	3,500.00	0.00	2,275.00	35.00
001-41-530.52.00	UNIFORMS	2,100.00	2,100.00	0.00	1,435.76	31.63
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,000.00	0.00	(138.55)	113.86
001-41-530.52.20	TOOLS & HARDWARE	4,000.00	4,000.00	0.00	832.55	79.19
001-41-530.52.25	TOOL RENTALS	3,500.00	3,500.00	0.00	1,332.29	61.93
001-41-530.52.50	GAS & OIL	3,600.00	3,600.00	0.00	242.76	93.26
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	935.87	87.52
001-41-530.53.15	PARKING LOT MAINTENANCE	2,500.00	2,500.00	0.00	2,500.00	0.00
001-41-530.53.20	STREET SIGNS	10,000.00	10,000.00	0.00	4,280.11	57.20
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	0.00	1,062.00	29.20
001-41-530.57.25	WELDING	500.00	500.00	0.00	204.60	59.08
001-41-530.64.01	CAPITAL OUTLAY	46,000.00	46,000.00	0.00	8,340.35	81.87

74.31

Department: 72
PARKS & RECREATION

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Balance	Used
001-72-570.48.10	FOUNDER'S DAY	6,000.00	6,000.00	0.00	(1,557.17)	125.95
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	0.00	837.06	53.50
001-72-570.48.52	FOURTH OF JULY	1,000.00	1,000.00	0.00	500.00	50.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	1,500.00	1,733.00	0.00	(750.84)	143.33
001-72-570.48.60	EASTER EGG HUNT	50.00	50.00	0.00	(221.78)	543.56
001-72-570.48.90	RECREATION PROGRAMS	13,000.00	13,000.00	0.00	8,459.62	34.93
001-72-570.63.01	TENNIS COURT EXPEDITURES	350.00	350.00	0.00	364.00	(4.00)
001-72-570.63.02	BBALL & VBALL COURTS	200.00	200.00	0.00	200.00	0.00
001-72-570.63.05	BOCCE COURT EXPENDITURES	200.00	200.00	0.00	200.00	0.00
001-72-570.64.01	CAPITAL OUTLAY	0.00	13,437.20	0.00	0.00	100.00

78.74

Total Expenditure Rate:

80.53

Fund: 125 BUILDING DEPT

Account Category: Revenues

Department: 24
PROTECTIVE INSPECTIONS

		ORIGINAL BUDG	Amended	Encumbrance	Available	% Bdgt
		Budget	Budget	Balance	Balance	Used
125-24-322.00.00	BUILDING PERMITS	152,000.00	152,000.00	0.00	36,218.21	76.17
125-24-322.10.00	ZONING PLAN REVIEW	2,000.00	2,000.00	0.00	1,743.75	12.81
125-24-322.10.10	SITE PLAN REVIEW P&Z	1,500.00	1,500.00	0.00	(5,600.00)	473.33
125-24-322.20.00	BUILDING PLAN REVIEW	4,600.00	4,600.00	0.00	(2,640.59)	157.40
125-24-322.31.00	ADVERTISING COSTS	250.00	250.00	0.00	250.00	0.00
125-24-322.31.20	P&Z ADVERTISING	100.00	100.00	0.00	100.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	700.00	700.00	0.00	(1,996.52)	385.22
125-24-329.00.10	BOA VARIANCE FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	2,000.00	2,000.00	0.00	(2,582.22)	229.11

83.86

Account Category: Expenditures

		ORIGINAL BUDG	Amended	Encumbr	Available	% Bdgt
		Budget	Budget		Balance	Used
125-24-500.12.00	REGULAR SALARIES	75,116.00	77,369.00	0.00	26,931.10	65.19
125-24-500.14.00	SALARIES OVERTIME	817.52	817.52	0.00	716.17	12.40
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	5,746.00	5,801.04	0.00	2,136.90	63.16
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	7,512.00	7,512.00	0.00	2,111.09	71.90
125-24-500.23.01	HEALTH INSURANCE	18,144.00	18,400.44	0.00	(1,351.34)	107.34
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	9.33	93.14
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	240.00	240.00	0.00	153.57	36.01
125-24-520.31.00	PROFESSIONAL SERVICES	55,703.54	112,320.00	0.00	38,389.60	65.82
125-24-520.51.00	OFFICE SUPPLIES	266.00	400.00	0.00	(3,412.46)	953.12
125-24-520.51.10	POSTAGE	0.00	30.00	0.00	30.00	0.00
125-24-520.52.00	UNIFORMS	0.00	100.00	0.00	(12.97)	112.97
125-24-520.52.20	TOOLS & HARDWARE	46.91	100.00	0.00	100.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	95.00	0.00	0.00	0.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	80.00	0.00	0.00	0.00	0.00
						70.52

Fund: 172 OCEAN PARK
PARKING FUND
Account Category: Revenues

		ORIGINAL BUDG	Amended	Encumbr	Available	% Bdgt
		Budget	Budget		Balance	Used
172-75-342.10.00	PARKING TICKET REVENUE	3,000.00	3,000.00	0.00	(9,585.00)	419.50
172-75-344.50.00	PARKING METER REVENUE	74,400.00	74,400.00	0.00	3,870.15	94.80
						107.38

Department: 75 TOWN PARKS

ORIGINAL BUDG Amended Encumbr Available % Bdgt

Account Category: Expenditures

		Budget			Balance	Used
172-75-575.31.02	LIFEGUARD CONTRACT	19,950.00	19,950.00	0.00	8,090.49	59.45
172-75-575.32.90	BANKING FEES	2,000.00	2,000.00	0.00	(794.86)	139.74
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	300.00	83.33
172-75-575.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,414.43	11.71
172-75-575.41.10	IPS COMMUNICATIONS FEE	1,200.00	1,200.00	0.00	(1,212.68)	201.06
172-75-575.43.10	ELECTRICITY	1,584.00	1,584.00	0.00	(62.52)	103.95
172-75-575.43.20	WATER & SEWER	1,500.00	1,500.00	0.00	140.42	90.64
172-75-575.43.50	DUMP SERVICE	660.00	660.00	0.00	660.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	1,000.00	1,000.00	0.00	(172.19)	117.22
172-75-575.46.15	EQUIPMENT MAINTENANCE	0.00	0.00	0.00	(877.00)	100.00
172-75-575.46.30	BUILDING MAINTENANCE	2,200.00	2,200.00	0.00	2,200.00	0.00
172-75-575.46.31	BUILDING MAINT RESTROOMS	0.00	0.00	0.00	(103.78)	100.00
172-75-575.46.40	GROUNDS MAINTENANCE	1,800.00	1,800.00	0.00	(3,236.35)	279.80
172-75-575.46.41	MOWING CONTRACT	11,205.00	11,205.00	0.00	2,801.11	75.00
172-75-575.46.43	TREE EXPENSE	1,000.00	1,000.00	0.00	1,000.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	20.49	94.15
172-75-575.52.25	TOOL RENTAL	0.00	0.00	0.00	(2,725.81)	100.00
172-75-575.53.15	PARKING LOT REPAIRS	3,000.00	3,000.00	0.00	2,488.26	17.06
172-75-575.53.20	SIGNS	300.00	300.00	0.00	(4.89)	101.63
172-75-575.63.03	VOLLEYBALL COURT	1,000.00	1,000.00	1,369.26	(369.26)	0.00
172-75-575.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(8,738.92)	100.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	120.00	120.00	0.00	120.00	0.00
						90.47

JULY 2022 ACTION ITEMS

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Cocoa Beach Ordinance related to Drown Zero Stations	5/18/2022	6/15/2022	6/15/2022	Mayor Hoover	Town Manager
DATE	DIRECTION/NOTES				
6/15/2022	Provided all Cocoa Beach documents related to Drown Zero Stations				
5/18/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research golf cart/low-speed vehicle certification process and the idea of a beachside “g-pass”	2/16/2022	6/15/2022	6/15/2022	Commission	Town Manager
6/15/2022	First reading of Ordinance 2022-01 on Low-Speed Vehicles read				
5/18/2022	Ordinance and the Interlocal Agreement next month				
4/14/2022	TM and Chief Griswold set meeting with Indialantic’s TM and Police Chief to discuss Interlocal Agreement. Meeting was rescheduled for May due to time conflict.				
2/16/2022	Added to Action Items - Vice Mayor Joyce Barton will discuss the issue at the SBC meeting and share insight at March RTCM. Town Manager will obtain Indialantic’s written certification process.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research Dog Park Options	6/15/2022	7/20/2022		Mayor Hoover	Town Manager
DATE	DIRECTION/NOTES				
6/15/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research permanent tree lighting (up lighting) along Ocean	2/16/2022	7/20/2022		Commissioner Walker	Town Manager/Public Works

JULY 2022 ACTION ITEMS

Ave, nicer street signs & new trash cans					
DATE	DIRECTION/NOTES				
6/15/2022	PW Director – 2 Test lights installed, evaluate and come back next month.				
5/18/2022	PW Director will buy two different types of lights to try them out.				
4/20/2022	PW Supervisor investigating up lighting on Ocean Ave in front of Ryckman Park sidewalk. Has decorative street poles for Commission to review for purchase.				
2/16/2022	Added to Action Items - Update in March				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Evaluate audio equipment in the Community Center	1/17/2022	7/20/2022		Mayor Hoover	Town Clerk
Date	Directions/Notes				
6/15/2022	Add as an agenda item for July. Three quotes: \$27,000, \$16,000-\$19,000, and \$8,500. Last option we can purchase and install the items at a price range of \$5,000-\$14,000. Bring 3 breakdowns of products				
5/18/2022	Mayor requested fewer cords, possibly a television, and microphones for each seat				
2/16/2022	Estimate for audio replacement discussed. The Commission would like to get an estimate on two large-screen TV monitors. Research what company IHB uses. Contact RB Communications.				
1/17/2022	Action Item Created				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	7/20/2022		Mayor Hoover	Town Manager
Date	Directions/Notes				
6/15/2022	Town Manager – Spoke with Neal, 2 proposed dates in August, bring final date next month				

JULY 2022 ACTION ITEMS

5/18/2022	Town Manager – additional parking spots are done, planting in Bicentennial Park was done, new poles along Ocean Ave are in the works. The next big-ticket item is underground retention for stormwater Mayor Hoover – FDOT will be doing their portion of A1A fiscal year 2026. Schedule a public workshop in July.
04/20/2022	Town will have a tent during Founders Day to discuss the S.E.A. Vision and get feedback from the residents. Waiting on estimates for new Town signs from Fast Signs. Flowers planted at the very north end of Bi-Centennial. Flowers also planted around Ryckman House. Established 4 more spaces for golf cart parking.
2/16/2022	Town Manager Mascaro has met with the resident volunteer and they are currently working on the plan – she will provide another update again in March. Mayor Hoover suggested researching FDOT funding for Bicentennial Park and making it an entrance to the Town with a more impressive sign.
1/17/2022	Vision statement was approved. An update will be given at February RTCM.
12/15/2021	Update at January RTCM with Dix Height information.
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. 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	<i>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</i>

JULY 2022 ACTION ITEMS

12/16/2020	<i>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).</i>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research the term multi-generational in terms of building code and its use in other municipalities, aka “Granny Suites.”	1/17/2022	8/17/2022		Commission	Town Manager
DATE	<i>DIRECTION/NOTES</i>				
6/15/2022	Add to old business next month for the proposed language, then to PNZ, then back to the Commission				
5/18/2022	Town Manager – Came from PNZ to define kitchen. Our code prohibits two kitchens. Mayor Hoover requested an agenda item next month to review what in our code would prohibit this				
4/20/2022	Provide definition of multi-generational, how County manages Granny Suites and what other towns and cities are doing to accommodate the return of multi-generational living.				
2/16/2022	Town Attorney and Town Manager will discuss “granny suites” and bring their findings to the next RTCM.				
1/17/2022	The Town Commission directed the Town Manager to research the use of the term multi-generational in relation to “granny suites.”				
7/21/2021	<i>Update at August RTCM</i>				
6/16/2021	<i>PWD will ask FDOT if subcontractor (who is restriping cross walks) can also paint stanchions</i>				
5/19/2021	<i>PWD update at June RTCM</i>				

JULY 2022 ACTION ITEMS

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research Charging Stations	11/20/20	8/17/2022		Simmons	Town Manager/PWD
DATE	DIRECTION/NOTES				
6/15/2022	Town Manager met with James Moore (NOT associated with the auditors) who has a company that installs charging stations he recommended putting a charging station in a pay-to-park spot. Vice Mayor stated James Moore's company installed a station Grace Lutheran				
12/15/2021	TM said new charging companies are coming out and installing their own stations with incentives and it may be a good idea to wait and see what they are. Rapid charge is 3-4 times the cost.				
10/20/2021	Commissioner Runte reached out to two vendors he works with update 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. 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 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, 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	Electricians scheduled Wed. 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. Tobe discussed again at May TCW.				

JULY 2022 ACTION ITEMS

6/3/2020	Commission asked TM to contact Tesla to see what they have to offer. Update June RTCM.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research grant funding opportunities for stormwater projects	3/15/2022	8/17/2022		Commissioner Runte	Town Manager
DATE	DIRECTION/NOTES				
5/18/2022	Town Manager spoke with Scott from B.S.E, and she found two grants that just opened up. Mayor Hoover recommended reaching out to IRL to get feedback from their team of grant writers.				
3/15/2022	Added to Action Items				