



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

NOVEMBER 16, 2022

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING NOVEMBER 16, 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, November 16, 2022, in the Community Center to address the items below

Commission Members:

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

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
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. Presentations

- A. Recognition of service to the Town presented to the Melbourne Beach Boy Scout Troop 330
- B. Donation presentation from the Melbourne Beach Volunteer Firefighters Association

7. Consent Agenda

- A. Approval of the Regular Town Commission Meeting minutes September 21, 2022
- B. Approval of the Special Town Commission Meeting minutes September 30, 2022
- C. Approval of the Regular Town Commission Meeting minutes October 19, 2022
- D. Approval of the site plan for 514 Avenue B

8. New Business

- A. Consideration to allow the Palm Bay High School girls volleyball team to use our courts for an hour, two or three days per week from February through April
- B. Consideration of single audit and service fee adjustments for James Moore
- C. Consideration of Resolution 2022-12 amending the budget for the fiscal year 2021-2022 related to the use of all carry forwards for all funds
- D. Consideration of Resolution 2022-13 amending the budget for the fiscal year 2021-2022, amending expenditures for all funds, transfer funds from one fund to another fund to close out inactive funds

9. 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 Commission Meeting

Section: Presentation
Meeting Date: November 6, 2022
From: Elizabeth Mascaro, Town Manager
Subject: Service Recognition of Boy Scout Troop 330

Background Information:

On Sunday, September 29, 2022, Melbourne Beach Boy Scout Troop 330 and their Trooper Leader Pam Stone, volunteered their services to fill sand bags in anticipation of Hurricane Ian. The Scout arrived early in the morning, filling and loading bags until after 3:00P.M. A total of 450 sand bags were filled and loaded.

Video of the scouts filling sand bags was aired on ABC World News Tonight with David Muir and on the Weather Channel!

The Town Commission and I would like to thank the following participants:

Austin Addington

Owen Addington

James "Jamie" Ferguson

Logan Knolmayer

Charles "Charlie" Magee

Joshua Ogburn

Kai Stone

Kian Stone

Chase Wagner

Pam Stone

Recommendation:

Recognize the Scouts for their Service to the Town.

Attachments: None

Attachments:	None
Date Prepared:	11-9-2022
Prepared By:	Fire Chief Gavin Brown
Meeting Date:	November 16, 2022

Agenda Category:

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

Subject:	Presentation of a check for \$2,129.43 from the Melbourne Beach Volunteer Firefighters Association to the Melbourne Beach Vol. Fire Department for the purchase of a new training smoke generator.
Recommended Action:	1) Accept the \$2,129.43 donation for the purchase of a new training smoke generator.
Background Information:	1) The new equipment will allow for more realistic firefighter training scenarios while providing a safe and environmentally friendly simulated "smoke".

Town of Melbourne Beach

**REGULAR TOWN COMMISSION MEETING
SEPTEMBER 21, 2022 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE**

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
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

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

Commission Members Absent

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
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.

Adam Meyer
214 Surf Rd

Adam Meyer spoke about going through the process to add onto his house when he found out he would have an issue because of code 7A-55. His home is old and none of his home is above eighteen inches from the crown of the road. He asked the Town to look into that part of the code, and consider additional options.

Further discussion ensued

New Action Item – Research options regarding code 7A-55

Michael Maguire
18 Marina Isles

Michael Maguire spoke about other projects he has done in Melbourne Beach and ran into the same issues because of code 7A-55.

5. Approval of the Agenda

Commissioner Sherri Quarrie made a motion to approve the Agenda; Commissioner Corey Runte seconded; Motion carried 4-0.

6. Consent Agenda

- A. Approval of the Regular Town Commission Meeting minutes for August 17, 2022
- B. Approval of the Town Commission Workshop minutes for July 6, 2022
- C. Appointment of Heidi Brewer as an Alternate to the Parks Board
- D. Approval of the site plan for 202 Second Ave
- E. Approval of the site plan for 400 Banyan Way

Ali Dennington
413 Surf Rd

Ali Dennington spoke about parts of the minutes not being summarized neutrally, certain things being put in the minutes and other things that are being left out. She asked when Clifford Repperger knew about Corey Runte moving out of Town.

Vice Mayor Joyce Barton moved to approve the Consent Agenda; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

7. Presentations

- A. Discussion and approval for a children's business fair – Parks Board

Parks Board Member Julie Samuel spoke about wanting to do a children's business fair in Ryckman Park.

Casie Garrett
209 Birch Ave

Casie Garrett spoke about going to all of the children's business fairs in Viera and purchasing items from all of the children entrepreneurs.

Commissioner Corey Runte made a motion to approve moving forward with planning the children's business fair for the first time in March of 2023; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

8. Old Business

- A. Consideration of the Town Manager's Employment Agreement Terms

Mayor Wyatt Hoover spoke about the three-year employment agreement which is up for renewal. The overview is another three-year renewal with an annual pay increase of 6%, severance pay from three months to four months, and sick pay paid out at 50% which is the same as the other employees.
 Further discussion ensued

Adam Meyer
214 Surf Rd

Adam Meyer spoke about the multiple accusations that have been brought up so there should be training requirements put in the contract. An annual review should be done, and a six percent raise every year no matter what is a big increase. Have some type of incentive such as three percent plus an additional three percent for something.

Mayor Wyatt Hoover spoke about an annual review does currently happen and having an incentive tied to the budget has caused issues in the past like not increasing salaries, or holding off repaving roads.

Steve Walters
416 Sixth Ave

Steve Walters spoke about being concerned regarding the six percent increase yearly whether she does a good job or not. Mr. Walters spoke about the chaos that is going on including legal fees for a single grievance from a department head, and legal fees for a grievance, and the payout for Jennifer Torres. Regarding sick time what is the policy and what is the Town Manager asking for. Steve Walters spoke about the Town Manager only having a high school education and listed several previous employees that left because of her temper as to why she should not get a contract.

Ali Dennington
413 Surf Rd

Ali Dennington questioned if the Town Manager had job evaluations, what were the results, and who participated in them. A six percent increase for three years is a lot. When Jennifer Torres left the Commission never investigated anything. Ali Dennington also spoke about Robert Bitgood and his position as the Building Official.

Jim Simmons
409 Avenue B

Jim Simmons spoke about there being a lot of misinformation. This is the first time that he can remember extending a Town Manager's contract. Training needs to be defined, but the proper place to put that is in the review, if performance is tied to the budget then that will be the only focus and things will be deferred. Town Manager Mascaro was brought in at a lower salary and now is the time to play catch up.

Ken Labrato
213 Cherry Drive

Ken Labrato spoke about at the end of the three-year contract the salary would almost be what the Lieutenant Governor is making. The six percent would be

compounded each year. No one has an unlimited buyout of sick leave that could be \$50,000-\$80,000. If you compare the salaries then you should compare the requirements for those jobs.

Further discussion ensued

Finance Manager Jennifer Kerr spoke about the sick leave policy. If an employee has been with the Town for two years they get fifty percent of their sick leave. An employee gets 3.69 hours per pay period.

Town Attorney Clifford Repperger read the Town's sick leave policy.

Mayor Wyatt Hoover spoke about the sick leave part of the contract would match what the other employees get. For this year keep the six percent raise to match the other employees. For the remaining two years have the raise be four percent with an up to two percent bonus based on a performance review.

Further discussion ensued

Vice Mayor Joyce Barton made a motion to approve the Town Manager's Employment Agreement terms with the detailed changes of a salary increase of 6% starting the new fiscal year followed by a 4% increase for the following 2 years with an up to 2% performance-based incentive by the Commission, with the severance pay term modified from 3 months to 4 months, and the sick leave payment accrual at 50% which is provided to all other employees; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

B. Discussion and plan the next steps on the S.E.A Project

Town Manager Elizabeth Mascaro spoke about Neal Tompkins who is the resident that ran the S.E.A project workshop.

Neal Tompkins spoke about there being a lot of interesting ideas that came out at the workshop. A couple of very important things to keep in mind are less is more, and whatever you do maintain it well. Discussed ideas to implement around Ryckman Park.

Mayor Wyatt Hoover spoke about starting with pavers, parking, and sidewalks.

Further discussion ensued

Town Manager Elizabeth Mascaro spoke about getting a proposal from BSE.

9. New Business

A. Discussion and approval of the 2023 meeting calendar for Planning & Zoning, Commission, and Board of Adjustment

Commissioner Sherri Quarrie made a motion to accept the Town of Melbourne

Beach Planning & Zoning, Commission, and Board of Adjustments schedule as proposed; Commissioner Corey Runte seconded; Motion carried 4-0.

B. Discussion and approval of an Eagle Scout project proposal

Jack Byrd spoke about his proposal of installing placards on mental health issues for his Eagle Scout project.

Further discussion ensued

Commissioner Corey Runte spoke about approving the installation of the placards and allowing the Town Staff to assist with the amount and locations.

Ali Dennington
413 Surf Rd

Ali Dennington spoke about this being wonderful. Adding space for meditation walks as part of the S.E.A project.

Commissioner Corey Runte made a motion to approve the Eagle Scout Project by Jack Byrd with the coordination and implementation by Town Staff and Jack Byrd; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

C. Discussion and approval of a landscape/mowing plan

Public Works Director Tom Davis spoke about the plan to bring landscaping/mowing back in-house and the different pieces of equipment.

Further discussion ensued

Julia Samuel
2320 S River Rd

Julie asked about the warranty and spoke about this being a lot of money and sounding like it would be better left to a landscape company.

Public Works Director Tom Davis spoke about the warranty is two years.

Ali Dennington
413 Surf Rd

Ali Dennington spoke about not being opposed to it, but make sure you really understand and track the costs to see overtime how costly it is. What are the maintenance costs and times, and what happens when the mower is down. Find out what the warranty terms are, check our insurance, and what is the backup plan if it is down for a month.

Casie Garrett
209 Birch

Casie Garrett spoke about loving the idea because, in the end, it will save the Town money. The employee should also be trained about the lagoon.

Commissioner Corey Runte made a motion to waive the requirement to get three bids in total due to the proprietary nature of the equipment; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Commissioner Corey Runte made a motion to approve the landscape/mowing plan as presented with the cost as presented based on a successful return on investment and performance; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

D. Discussion on improvements to the 6th Avenue boat ramp

Commissioner Corey Runte spoke about this being brought up at the last meeting to explore the reality of improvements to beautify and clean it up while being respectful to the neighbors.

Public Works Director Tom Davis spoke about the seawall will need to be addressed no matter what.

***Alison and William Stephens
1508 Pine St***

Alison and William Stephens spoke about concerns about the security and privacy of their backyard if a dock is put in. Dredging and adding a dock would open it up to people from any community to come and use it.

Mayor Wyatt Hoover spoke about the idea behind this item was to start the discussion of how to clean up the area not to put a dock in.

***Carolyn Atkinson
1602 Pine St***

Carolyn Atkinson spoke about it would be great to be notified ahead of time of changes.

Further discussion ensued

***Ali Dennington
413 Surf Rd***

Ali Dennington spoke about Sixth Ave boat ramp improvements being on the agenda twice items D and F, and item F is about a boat ramp that would be preferred to be at Sixth Ave. Cleaning up the boat ramp is good, but there shouldn't be a dock or making it a destination. Would like to make a public records request.

Commissioner Corey Runte spoke about item F is about putting a dock in at Sixth Ave.

- E. Discussion and approval on donating ARP funds to the Property Appraiser's Office

Town Manager Elizabeth Mascaro spoke about receiving a letter from the Property Appraiser's Office asking for a portion of ARP funds.

Fails for lack of a motion

- F. Discussion and approval of a new dock and boat lift for the Fire Department's Rescue boat

Fire Chief Gavin Brown spoke about the Fire Department requesting consideration to construct a new dock and boat life in the southwest corner of Ryckman Park. The funds would come from the Volunteer Firefighters Association. Adding to the pier would be cheaper, but they weren't sure that would be an option.

Further discussion ensued

Fire Captain Jeff Boos spoke about not having a proposal for attaching it to the pier because they do not want to take away from the pier.

Commissioner Corey Runte spoke about this being moved to a workshop to get resident input, and doing a joint venture like adding oyster beds.

- G. Discussion and approval to add an additional Thai Chi class

Town Manager Elizabeth Mascaro spoke about getting feedback from attendees of the Thai Chi class wanting an additional class geared towards entry-level or for people with mobility issues.

Ali Dennington
413 Surf Rd

Ali Dennington spoke about being wrong about item F and thanked Fire Chief Gavin Brown for the clarification.

Commissioner Sherri Quarrie made a motion to approve the request for an additional Thai Chi class; Commissioner Corey Runte seconded; Motion carried 4-0.

- H. Discussion on live streaming Commission meetings

Vice Mayor Joyce Barton spoke about the Commission considering live streaming as a form of transparency and a way to reach more residents.

New Action Item – Research options and costs for live streaming

10. Staff Reports

- A. Town Attorney Report

No additions

B. Town Manager Report

Town Manager Elizabeth Mascaro spoke about Brewer Paving starting next week. Parks Board had a very successful garden party.

C. Town Clerk Report

Town Clerk Amber Brown spoke about the new BS&A software tracking business tax receipts. This year everything needs to be manually entered, but moving forward it will automatically send out the letters and take payments.

D. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about the current construction going on. Beth Crowell is retiring, but staying on to train the new permit tech.

Add stop work orders to the building department report.

2. Public Works Department

Public Works Director Tom Davis spoke about two of his employees getting trade jobs so he has two new employees.

3. Code Enforcement

No additions

4. Police Department

Police Chief Melanie Griswold spoke about the next movie in the park is on October 21st in conjunction with the Fire Departments Haunted House.

5. Fire Department

No additions

6. Finance Department

Finance Manager Jennifer Kerr spoke about August being the 11th month of the fiscal year, and we are right in line with where we need to be even with the increase in expenses.

Commissioner Sherri Quarrie moved to approve the Finance Report; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

11. Town Commission Comments

A. Review of Commission Action Item List

New Action Items

- **Research options and costs for live streaming**
- **Research options regarding code 7A-55**

Updated

- **Coordination of utility projects:** Contact Jenny Lamb with the City of Melbourne - October
- **Permanent Tree Lighting:** Waiting to meet with Commissioner Walker, can get rid of signs at Pine and Ocean for the school zone – October
- **Sixth Ave Boat Ramp:** Discussed under new business agenda item D – November
- **S.E.A Project:** Waiting to hear back from BSE – November

Closed

- **List and Evaluate Sections of the Road:** Public Works Director Tom Davis spoke about the patch on Ave A will be getting fixed. Provided a list of the patches around town - CLOSED

B. General Comments

None

12. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 10:21 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Interim Town Clerk

Town of Melbourne Beach
SPECIAL TOWN COMMISSION MEETING
SEPTEMBER 30, 2022 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

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
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

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

Staff Members Present

Town Manager Elizabeth Mascaro
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

Commission Members Absent

Commissioner Sherri Quarrie

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.

None

5. Public Hearings

- A. Public Hearing on the Town's Fiscal Year 2022/2023 (FY23) Millage Rate and Annual Budget – Town Manager Elizabeth Mascaro

6. New Business

- A. Resolution 2022-07, Adopting the Final Millage Rate for the Fiscal Year 2022-2023 – Town Manager Elizabeth Mascaro

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF
BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING
OF AD VALOREM TAXES FOR FISCAL YEAR 2022/2023;
PROVIDING FOR AN EFFECTIVE DATE

Town Manager Elizabeth Mascaro spoke about this being less than last year and 9% over the rollback.

Vice Mayor Joyce Barton moved to adopt Resolution 2022-07 setting the final operating millage rate for fiscal year 2022-2023 at 4.580 mills, which is greater than the rollback rate of 4.1756 by 9.68%, and setting the final debt service millage rate for fiscal year 2022-2023 at .9999 mills; Commissioner Corey Runte seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye
 Vice Mayor Joyce Barton - Aye
 Commissioner Corey Runte - Aye
 Commissioner Marivi Walker – Aye
 Commissioner Sherri Quarrie - Absent

Resolution 2022-07 carried by a vote of 4-0

- B. Resolution 2022-08, Adopting the Final Budget for the Fiscal Year 2022-2023 – Town Manager Elizabeth Mascaro

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2022/2023; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Joyce Barton moved to adopt Resolution 2022-08 setting for the appropriations and revenue estimate for the final budget for the fiscal year 2022-2023 in the amount of \$4,061,002; Commissioner Marivi Walker seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye
 Vice Mayor Joyce Barton - Aye
 Commissioner Corey Runte - Aye
 Commissioner Marivi Walker – Aye
 Commissioner Sherri Quarrie - Absent

Resolution 2022-08 carried by a vote of 4-0

- C. Resolution 2022-09, certifying the annual Stormwater Utility Assessment Roll for the Town of Melbourne Beach Stormwater Utility budget for fiscal year 2022/2023 – Town Manager Elizabeth Mascaro

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2022/2023; AND PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Joyce Barton moved to adopt Resolution 2022-09 certifying the annual stormwater utility assessment roll for the Town of Melbourne Beach stormwater utility budget for fiscal year 2022-2023; Commissioner Marivi Walker seconded;

Roll Call Vote by Town Clerk

Mayor Wyatt Hoover - Aye

Vice Mayor Joyce Barton - Aye

Commissioner Corey Runte - Aye

Commissioner Marivi Walker – Aye

Commissioner Sherri Quarrie - Absent

Resolution 2022-09 carried by a vote of 4-0

7. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

Meeting adjourned at 6:05 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Interim Town Clerk

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING OCTOBER 19, 2022 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

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
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

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

Commission Members Absent

Commissioner Marivi Walker-Excused

Staff Members Present

Town Manager Elizabeth Mascaro
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Fire Chief Gavin Brown
Police Chief Melanie Griswold
Public Works Director Tom Davis
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.

Ali Dennington
413 Surf Rd

Ali Dennington asked about the Code Enforcement investigation procedure because she filed a code complaint over two weeks ago. Made a public records request for the lease where Corey Runte is living. Objects to any vote by Corey Runte because he does not live here.

Dan Brunger
400 Sixth Ave

Dan Brunger spoke about his appreciation for all of the work the Town has done since Hurricane Ian. Expressed concerns regarding the increase in electric vehicle fires, and the posed risk of those vehicles. Dan Brunger provided three supplemental articles and two legislative letters regarding electric vehicles.

Katie Cox
1408 Atlantic St

Katie Cox spoke about coming tonight to correct a lie that was made about her at the last Town Commission Meeting.

Michael Petrose
419 Ocean Ave

Michael Petrose spoke about the safety of the four-way stop at Ocean and Pine due to people not stopping.

Public Works Director Tom Davis spoke about all of the stop signs meeting the requirements as well as the stop bars.

5. Approval of the Agenda

Mayor Wyatt Hoover spoke about removing old business item A from the agenda and adding discussion on infrastructure improvements for Redwood and Cherry under old business.

Commissioner Sherri Quarrie made a motion to approve the Agenda with the proposed changes; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

6. Consent Agenda

- A. Approval of the Special Town Commission Meeting minutes for August 30, 2022
- B. Approval of the Town Commission Workshop minutes for September 15, 2022
- C. Approval of the site plan for 306 South Palm

Commissioner Sherri Quarrie moved to approve the Consent Agenda; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

7. Old Business

- A. Discussion and approval of the proposals for an electric car charging station

Old Business Item A was removed from the agenda

- B. Added discussion and approval on infrastructure improvements on redwood and cherry.

Old Business Item B was added to the agenda, and copies of the supporting documents were provided.

Town Manager Elizabeth Mascaro spoke about the infrastructure improvement plan which started on Monday. Met with Brewer Paving and went over the plan which ended up not including a ribbon curb along the whole project. Town Engineer Scott Glaubitz advised her his design only included a ribbon curb where the swales are being installed in order to keep the cost down. In addition to the ribbon curb, there

has been a substantial increase in the depth of the road belly on Cherry since the original pricing. The crown of the road will need to be increased.

Public Works Director Tom Davis spoke about the road settling issue along the entirety of Cherry Drive.

Town Manager Elizabeth Mascaro spoke about the breakdown of the additional costs.

The supporting documents breakdown the costs which are \$50,615.25 to remove the existing Miami curbs, \$76,117.25 to install ribbon curbing on the entire project, \$5,000.00 for traffic control, and \$50,000.00 to increase the crown of the road for a total cost of \$181,732.50.

Further discussion ensued

Ali Dennington
413 Surf Rd

Ali Dennington spoke about this not being part of the packet, so was it just added right now. Objects to spending the one hundred and eighty-one thousand dollars right now because this was not noticed on the agenda to the public. Don't vote on it right now, notice it and allow the public to look into it.

Town Manager Elizabeth Mascaro spoke about this just happened this morning.

Commissioner Corey Runte spoke about emergency items come up during construction and there would be additional costs to postpone this a month.

Vice Mayor Joyce Barton moved to approve the request to increase the infrastructure improvements for Redwood and Cherry by \$181,732.50 to allow for the installation of ribbon curbs and increasing the crown of the road on Cherry; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

8. New Business

- A. Consideration of Proclamation recognizing October 23rd through October 29th, 2022 as Childhood Cancer Awareness Week

Commissioner Corey Runte made a motion to approve the consideration of Proclamation recognizing October 23rd through October 29th, 2022 as Childhood Cancer Awareness Week as presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

- B. Consideration of Proclamation recognizing September 17th through September 23rd, 2022 as Constitution Week

Commissioner Corey Runte made a motion to approve the consideration of Proclamation recognizing September 17th through September 23rd, 2022 as

Constitution Week; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

- C. Consideration on extending the temporary outdoor seating resolution for an additional twelve (12) month period

Mayor Wyatt Hoover provided the background to this resolution.

Further discussion ensued

Vice Mayor Joyce Barton made a motion to extend the temporary outdoor seating for town businesses for an additional twelve (12) months; Commissioner Corey Runte seconded; Motion carried 4-0.

- D. Discussion and approval on adding a free exercise class on Wednesday mornings in Ryckman Park taught by Kelly Young

Kelly Young spoke about being a personal trainer and a yoga teacher and being passionate about health and well-being which is why she wants to provide this class.

Lisa Kishegi is on the Parks Board and spoke about bringing this forward to the Parks Board and then to the Commission for approval.

Further discussion ensued

Vice Mayor Joyce Barton made a motion to approve the free exercise class offered by Kelly Young on Wednesday mornings in Ryckman Park through Parks and Recreation; Commissioner Corey Runte seconded; Motion carried 4-0.

- E. Discussion and direction to address the repairs and improvements to the 6th Avenue boat ramp

Public Works Director Tom Davis spoke about the damage to the boat ramp from Hurricane Ian and the repairs they did to get it back open. There is a significant amount of water that gushes up the ramp during storms. He recommends raising the edges of the boat ramp to the same height as the wall.

Further discussion ensued

Commissioner Corey Runte spoke about putting down geogrid to keep the top layer in place.

Mayor Wyatt Hoover spoke about putting coquina down after the geogrid, and getting a comprehensive design drawn up to include a covered seating area and other improvements.

- F. Discussion and approval to purchase a new Pierce® multi-purpose response vehicle (rescue body fire pumper) to replace Engine 58

Mayor Wyatt Hoover spoke about this expenditure already being approved and budgeted as a capital item, but what is being presented now are the details.

Fire Chief Gavin Brown spoke about Engine 58, the Fire Department's front-line (primary) fire suppression apparatus is 18 years old and nearing the end of its recommended service life. By purchasing a new fire engine before the November 1st price increase, the Town can save over \$83,000 and start the 2.5-year build process.

Ali Dennington
413 Surf Rd

Ali Dennington asked about no matter how we purchase it we still have to pay ahead of time while it is being built, what happens if the company goes bankrupt during the build, details about selling or donating the old fire truck, if it is sold in the future where do those funds go.

Fire Chief Gavin Brown spoke about having to pay upfront no matter what, and being issued a performance bond to cover if the company goes bankrupt. There are places to sell old fire trucks, donating it was brought up because the Town has done that in the past.

Mayor Wyatt Hoover spoke about the funds from selling the old fire truck would go into the general fund, but the decision on how to get rid of the old fire truck would be discussed at a later date.

Vice Mayor Joyce Barton made a motion to approve the purchase for \$749,845.00 on a ten year term with the first payment date of 11/15/2023 at an interest rate of 4.93% with a yearly payment amount of \$79,459.02 for a total repayment amount of \$794,590.20; Commissioner Corey Runte seconded; Motion carried 4-0.

Commissioner Corey Runte made a motion to approve signing the intergovernmental cooperative purchasing agreement with the League of Oregon Cities and NPPGov to utilize their existing RFP cooperative purchasing program; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

- G. Consideration of Resolution 2022-10 to enter into a lease-purchase agreement through Leasing 2 Inc. for the new Pierce® multi-purpose response vehicle

Fire Chief Gavin Brown spoke about this being part of the previous presentation for the lease, but they require a resolution to be signed.

Commissioner Corey Runte made a motion to accept resolution 2022-10 to enter into a lease-purchase agreement through Leasing 2 Inc for a ten-year term; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

- H. Discussion and approval to purchase stickers, banners, and a special logo for the 100-Year Anniversary of the Town of Melbourne Beach.

Town Manager Elizabeth Mascaro spoke about the Town being founded in 1883, but it was not incorporated until 1923 when the name changed from City of Melbourne Beach to Town of Melbourne Beach.

Commissioner Corey Runte spoke about focusing on the 1883 date so we don't confuse people.

Further discussion ensued

Commissioner Corey Runte made a motion to approve marketing materials for the 140th year anniversary for the founding of Melbourne Beach; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

New Action Item – Research potential 140-year celebration events - November

9. Staff Reports

A. Town Attorney Report

No additions

B. Town Manager Report

Town Manager Elizabeth Mascaro spoke about ending the last fiscal year and starting the new one. Everything went really well for the Town during Hurricane Ian.

C. Town Clerk Report

Town Clerk Amber Brown spoke about working through things with BS&A regarding Vacation Rentals and Business Tax Receipts because the software is new and was built for us. Attended year one of the FACC Fall Academy which is a three-year-long academy. The first year included classes on elections, records management, ethics, Florida Government, and other core clerk classes.

D. Departmental Reports

1. Building Department

Building Official Robert Bitgood spoke about streamlining things, and stop work orders have decreased a little.

2. Public Works Department

Public Works Director Tom Davis spoke about meeting with the Eagle Scout about the suicide prevention signs. The turnover in public works staff is not due to anyone, but because they were young and got into a trade job.

3. Code Enforcement

Building Official Robert Bitgood spoke about having some oversight of Code Enforcement, so it is now under him.

4. Police Department

Police Chief Melanie Griswold spoke about the next movie in the park is Hocus Pocus on October 21st. Thanked the police department and fire department for all of the work during Hurricane Ian. A new officer John Sullivan was just sworn in.

Commissioner Sherri Quarrie asked for some details from the speed trailers to be included in the monthly report.

5. Fire Department

Fire Chief Gavin Brown spoke about the Haunted House is this Friday and Saturday. The Fire Department had six certified firefighters staff the station during the hurricane. Had a few mutual aid calls to assist the City of Palm Bay twice, and once with Indialantic for a structure fire.

6. Finance Department

Finance Manager Jennifer Kerr spoke about this not being the final numbers for the last fiscal year as things are still being processed. Just started the interim audit. The Town received \$185,458.70 in parking meter revenue for the fiscal year 2022.

Commissioner Corey Runte moved to approve the Finance Report as presented; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

10. Town Commission Comments

A. Review of Commission Action Item List

New Action Items

- **Research potential 140-year celebration events**

Updated

- **Permanent Tree Lighting:** Public Works Director Tom Davis spoke about additional signs that were ordered for the Ocean and Pine intersection– November
- **Charging Stations:** Town Manager Elizabeth Mascaro spoke about getting other quotes which has raised additional questions - November

- **Multigenerational:** Town Manager Elizabeth Mascaro spoke about the Town Attorney working on the language - December
- **Research options regarding code 7A-55** – Building Official Robert Bitgood spoke about any alternative options would make an already nonconforming structure more nonconforming which would have an effect on other ordinances and have effects on the flood zones throughout the entire Town - November

Closed

- **Coordination of utility projects:** Public Works Director Tom Davis spoke about not having any issues with the City of Melbourne, and getting the patch that was an issue fixed – CLOSED
- **Grant Funding:** Town Manager Elizabeth Mascaro spoke about receiving additional grants, however, we did not qualify for them. Commissioner Corey Runte spoke about closing this item, but adding it as a priority as part of the S.E.A Project. - CLOSED

B. General Comments

Vice Mayor Joyce Barton spoke about being on the Florida League of Cities Board and going into the legislative season if there are any suggestions or concerns related to any legislative issues get with her. Right now the main concerns are the Form 1 and short-term rentals. There were discussions to require more in-depth financials for the Form 1 which they are opposing because it is already hard to get elected officials. The other concern is short-term rentals which are still being discussed. Also, last week she attended the Space Coast Transportation Planning Organization and approved a master resiliency plan, and attended a four-hour ethics training.

Commissioner Corey Runte spoke about Mayor Wyatt Hoover receiving a Marine Resource Council award for the conservation of the lagoon.

11. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 4-0.

Meeting adjourned at 8:55 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code
2020 Florida Building Code

Date: 10/21/2022
Owner: ENGLAND, JON T; ENGLAND, COURTNEY
Owner Address: 514 AVENUE B MELBOURNE BEACH FL 32951
Site Address: 514 AVENUE B MELBOURNE BEACH FL 32951
Parcel ID: 28-38-07-01-1-8
Zoning: 3RS

Proposed Project: An addition of a covered porch to a single-family dwelling.

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

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

Staff Review: The property lies in Zoning District 3RS

- 1). Project is an addition of a covered porch to a single-family dwelling. No trees or out buildings will be demolished for this project.
- 2). The Building Lot Zoning District requirements of min. lot area, width and depth.
 Lot area is 13500 sq. ft. (min. 10,000 sq. ft.)
 Lot width is 90 ft. (min. 90 ft.)
 Lot depth is 150 ft. (min. 100 ft.)
- 3). Lot coverage has a maximum of 30% for principle structure .
 Lot coverage per plan is 15.8 % Footprint of Primary Structure is 2137sq. ft.
 Max allowed for Primary Structure is 4050 sq. ft. for Lot Area of 13500 sq. ft.
 Minimum pervious area per lot is 30%. Pervious area is 84.2 %
- 4). Structure maximum height for zoning district is 28 ft.
 The addition roof height is lower than the primary dwelling
 Flood Zone X

5). Zoning District Setback requirements

Proposed Addition Front Setback is in the rear of the existing primary structure

Proposed Addition is on the east side of the existing primary structure and the

West Side Setback is therefore not demonstrated on the survey.

Proposed Addition East Side Setback 15.3 ft. (min. 15 ft.)

Proposed Addition Rear Setback is in the front area of the existing pool and pool deck.

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

7). On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances (27-28) and the Florida Building Code (3307.1). Topographic maps may be required. This addition is not a modification greater than 50% of the appraised value as per Ordinance 2019-06.

Minimum Landscaping Standards shall be met.

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



**Robert Bitgood
Building Official**



TOWN OF MELBOURNE BEACH DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: _____

Address: 514 Ave. B Melbourne Beach FL, 32951

Parcel Number(s): _____

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

Current Zoning: _____ Proposed Zoning: _____

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

Brief Description of Application: attached Covered Porch

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): 8/31/22

IV. APPLICANT INFORMATION:

Property Owner

Name: Jon England

Phone: 321-544-1779

Address: 514 AVE B

Fax: _____

Melbourne Beach FL, 32951

Email: ameristarje@gmail.com

Applicant (if other than property owner)

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: [Signature]

Date: 8/31/21

Print Name: Jon England

Title: Owner

*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me

this 31 day of August, 2021, by Jon England

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

[Signature]
Signature of Notary Public, State of Florida



ELIZABETH CROWELL

Commission # HH 155162

Expires November 17, 2025

Bonded Thru Budget Notary Services

VI. APPLICANT CERTIFICATION:*

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

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

Signature: [Signature]

Date: 8/31/22

Print Name: Jon England

Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me

this 31 day of August, 2022, by Jon England

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

[Signature]
Signature of Notary Public, State of Florida



ELIZABETH CROWELL
Commission # HH 155162
Expires November 17, 2025
Bonded Thru Budget Notary Services

VII. PROJECT DESCRIPTION:

Describe Application: Covered Porch

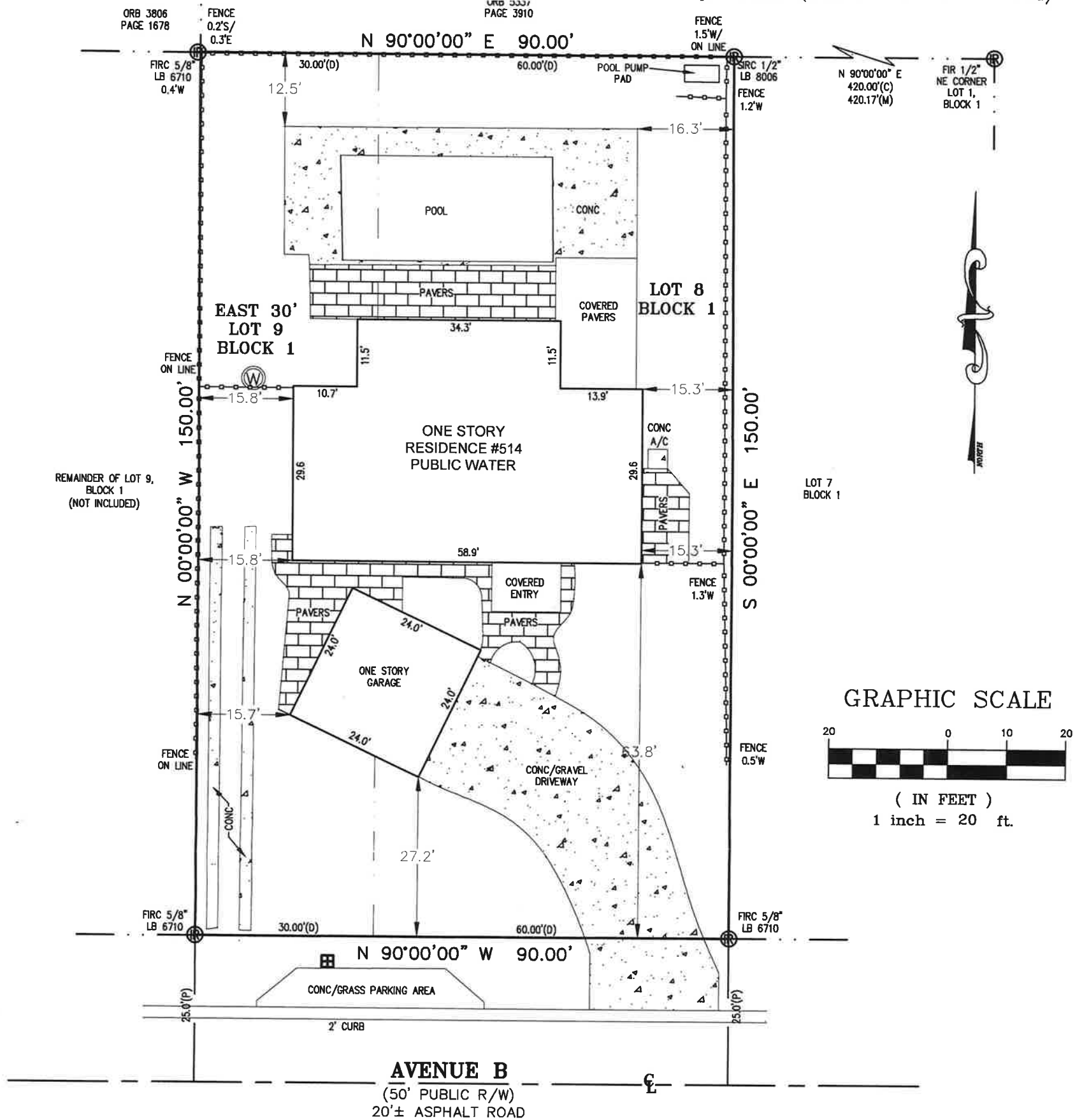
Provide attachment if more space is needed.

Describe Existing Conditions: Paver area

Provide attachment if more space is needed.

MAP OF SURVEY
BOUNDARY SURVEY
OF

LOT 8 AND THE EAST 30 FEET OF LOT 9, BLOCK 1, WHITING PLAT OF MELBOURNE BEACH, according to the plat thereof as recorded in Plat Book 1, Page 57, of the Public Records of Brevard County, Florida. (Contains 0.31 acres Deed)



CERTIFIED TO:

JON T. ENGLAND AND COURTNEY ENGLAND

GSS SURVEYING & MAPPING, LLC.
CERTIFICATE OF AUTHORIZATION NUMBER LB 8006

Date:
2022.08.25
16:27:41 -04'00'

PROFESSIONAL SURVEYOR AND MAPPER IN RESPONSIBLE CHARGE

TERRY H. DRUM PROFESSIONAL SURVEYOR AND MAPPER NO. 5597
OR
HENRY A. KILBURN, PROFESSIONAL SURVEYOR AND MAPPER NO. 6661

NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND RAISED SEAL OR DIGITAL SIGNATURE AND DIGITAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.



SURVEYORS NOTES:

- LEGAL DESCRIPTION PROVIDED BY CLIENT. ADJOINERS SHOWN HAVE NOT BEEN SURVEYED.
- NO UNDERGROUND FOUNDATIONS HAVE BEEN LOCATED.
- LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHT-OF-WAY AND/OR EASEMENTS OF RECORD.
- SEPTIC TANKS AND WELLS IF SHOWN ARE APPROXIMATE LOCATIONS AND SHOULD BE FIELD VERIFIED BY A LICENSED CONTRACTOR FOR CORRECT POSITION AND SEPARATION. UNDERGROUND UTILITIES OR FOOTERS HAVE NOT BEEN LOCATED.
- THE NORTHERLY R/W LINE OF AVENUE B IS ASSUMED TO BEAR N 90°00'00" W AND ALL OTHER BEARINGS ARE RELATIVE THERETO.
- ALL RIGHTS-OF-WAY SHOWN HEREON ARE OPEN TO TRAVEL UNLESS OTHERWISE NOTED.
- ACCORDING TO THE NATIONAL FLOOD INSURANCE RATE MAP NUMBER 12009C0604H, HAVING AN EFFECTIVE DATE OF JANUARY 29, 2021, THIS PROPERTY APPEARS TO LIE WITHIN ZONE X, AREA OF MINIMAL FLOOD HAZARD.
- ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES AND ARE REFERENCED TO U.S. SURVEY FEET.
- THE BOUNDARY DETERMINATION AND DELINEATION SHOWN ON THIS MAP OF SURVEY WAS BASED UPON THE PROFESSIONAL OPINION OF THE REGISTERED SURVEYOR PURSUANT TO NORMAL PRINCIPALS AND PRACTICES OF LAND SURVEYING AND IS NOT INTENDED TO IMPLY OR DETERMINE OWNERSHIP. THIS SURVEY DOES NOT INTEND TO DELINEATE LOCAL AREAS OF CONCERN OR ANY OTHER JURISDICTIONAL DETERMINATION.
- THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE BENEFIT AND USE OF THE PERSONS AND/OR ENTITIES NAMED HEREON FOR THE PURPOSES IDENTIFIED HEREON ONLY. UNLESS OTHERWISE STATED, CERTIFICATION OF THIS SURVEY MAP APPLIES ONLY TO THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J17 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES. THE CERTIFICATION IN NO WAY CONSTITUTES NEITHER GUARANTY NOR WARRANTY TO ANY OTHER INFORMATION NOT SHOWN HEREON. ADDITIONS, DELETIONS OR REVISIONS TO THIS DRAWING BY OTHERS ARE NOT PERMITTED AND THIS SURVEY MAY NOT BE TRANSFERRED WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THE SIGNING SURVEYOR. THIS SURVEY IS NOT VALID FOR ANY OTHER PURPOSE OTHER THAN INTENDED BY THE SIGNING SURVEYOR.

ADDRESS: 514 AVENUE B, MELBOURNE BEACH, FL 32951

LEGEND

EL = ELEVATION BM = SITE BENCHMARK FPR = FIXED POINT OF REFERENCE P.O.B. = POINT OF BEGINNING CB = CHORD BEARING / CH = CHORD PCP = PERMANENT CONTROL POINT PC = POINT OF CURVATURE PT = POINT OF TANGENCY R/W = RIGHT OF WAY FIR = FOUND IRON ROD "NO IDENTIFICATION" FIRC = FOUND IRON ROD WITH CAP	FIP = FOUND IRON PIPE "NO IDENTIFICATION" SIRC = SET 1/2" IRON ROD WITH CAP "LB 8006" CONC = CONCRETE FN&D = FOUND NAIL AND DISK SN&D = SET NAIL AND DISK FF EL = FINISHED FLOOR ELEVATION S/T = SEPTIC TANK SF = SQUARE FOOT (P) = PLAT (D) = DEED (M) = MEASURE LB = LICENSED BUSINESS EOP = EDGE OF PAVEMENT ORB = OFFICIAL RECORD BOOK	WM = WATER METER FH = FIRE HYDRANT WV = WATER VALVE EW = EXISTING WELL SM = SANITARY MANHOLE SOM = STORM MANHOLE CB = CATCH BASIN B = BENCHMARK	CP = CABLE PEDESTAL WUP = WOOD UTILITY POLE GA = GUY ANCHOR ET = ELECTRIC TRANSFORMER TJB = TELEPHONE JUNCTION BOX LP = LIGHT POLE CL = CENTER LINE	C = CALCULATED FND = FOUND C# = CURVE NUMBER & = AND A/C = AIR CONDITIONER I.D. = IDENTIFICATION CM = CONCRETE MONUMENT	CLF = CHAIN LINK FENCE WF = WOOD FENCE T = TOP OF BANK TS = TOE OF SLOPE OW = OVERHEAD WIRES BSL = BUILDING SETBACK LINE
---	--	--	---	---	---

UPDATES and/or REVISIONS	BY	DATE	JOB # 22-0266
			DRAWN BY: EAD
			CHECKED BY: HAK
			FIELD BOOK: FILE
			PAGE:
			FIELD DATE: 08-22-2022

GSS Surveying and Mapping, LLC
700 22nd Place
Suite 2A
Vero Beach, FL 32960
772-696-5300



GSS Surveying and Mapping, LLC
4620 Lipscomb St NE
Suite 2
Palm Bay, FL 32905
321-914-3978

STRUCTURAL NOTES

DESIGN CRITERIA

D-1 CODES - 7th EDITION FLORIDA BUILDING CODE (2009) RESIDENTIAL
ASCE 7-16 "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES"

D-2 DESIGN DEAD LOADS
ROOF 20 PSF
DESIGN LIVE LOADS
ROOF 20 PSF

D-3 DESIGN WIND SPEED $V_{50} = 160$ MPH (3 SECOND GUST) PER FIGURE 1609.3.1
 $V_{adj} = 124$ MPH PER SECTION 1609.3.1
RISK CATEGORY II (PER TABLE 1604.5)
SURFACE ROUGHNESS: D PER SECTION 1609.4
WIND EXPOSURE CATEGORY: D PER SECTION 1609.4
MEAN ROOF HEIGHT: 15 FT
ENCLOSURE BUILDING INTERNAL PRESSURE COEFFICIENT
 $C_{pi} = +1.0$

ASSUMPTIONS
A. BUILDING IS ASSUMED TO BE OPEN AS DEFINED BY SECTION 1609.2 FBC

D-4 SEISMIC ZONE 0

D-5 ASSUMED ALLOWABLE BEARING CAPACITY OF 2000 PSF. IF SITE CONDITIONS DO NOT ALLOW FOR ASSUMED ALLOWABLE BEARING CAPACITY CONTACT ENGINEER

GENERAL NOTES

G-1 REVIEW ALL PROJECT DOCUMENTS PRIOR TO FABRICATION AND START OF CONSTRUCTION. REPORT ANY DISCREPANCIES TO ARCHITECT OR STRUCTURAL ENGINEER PRIOR TO PROCEEDING WITH WORK.

G-2 IT IS THE CONTRACTOR'S RESPONSIBILITY TO PROTECT EXISTING FACILITIES, STRUCTURES AND UTILITY LINES FROM ALL DAMAGE DURING CONSTRUCTION.

G-3 NO STRUCTURAL MEMBER SHALL BE CUT, NOTCHED OR OTHERWISE REDUCED IN SIZE OR STRENGTH WITHOUT PRIOR APPROVAL IN WRITING FROM THE STRUCTURAL ENGINEER.

G-4 COORDINATE STRUCTURAL AND OTHER DRAWINGS THAT ARE PART OF THE CONTRACT DOCUMENTS FOR ANCHORED, EMBEDDED OR SUPPORTED ITEMS WHICH MAY AFFECT THE STRUCTURAL DRAWINGS (I.E. MECHANICAL, ELECTRICAL, PLUMBING, DUCTWORK, ETC.)

G-5 ALL DETAILS AND SECTIONS ON THE DRAWINGS ARE INTENDED TO BE TYPICAL AND SHALL BE CONSTRUED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE ON THE PROJECT EXCEPT WHERE A SEPARATE DETAIL IS SHOWN.

G-6 THE INTENTION OF THE PLANS AND SPECIFICATIONS IS TO PROVIDE ALL NECESSARY DETAILS TO CONSTRUCT A COMPLETE STRUCTURE WHEN SPECIFIC INFORMATION IS MISSING OR IS IN CONFLICT. THE CONFLICTS SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT/ENGINEER.

G-7 THE ENGINEER SHALL NOT BE RESPONSIBLE FOR LAYOUT, DIMENSIONAL ERRORS OR DISCREPANCIES RESULTING FROM THE REPRODUCTION AND USE OF CONTRACT DRAWINGS FOR ERECTION AND SHOP DRAWINGS. USE OF CONTRACT DRAWINGS REPRODUCED IN WHOLE OR ANY PART IN SHOP DRAWINGS SHALL NOT RELIEVE THE CONTRACTOR NOR SUBCONTRACTORS FROM THEIR RESPONSIBILITY TO ACCURATELY LAYOUT, COORDINATE, DETAIL, FABRICATE AND INSTALL A COMPLETE STRUCTURE.

G-8 REVIEW ALL SHOP DRAWINGS FOR CONFORMANCE WITH THE CONTRACT DOCUMENTS AND FOR COMPLETENESS AND ANSWER ALL CONTRACTOR RELATED QUESTIONS. STAMP AND INITIAL ALL SHEETS PRIOR TO SUBMITTING SHOP DRAWINGS TO ARCHITECT/ENGINEER FOR REVIEW. NON COMPLIANCE WITH THIS REQUIREMENT WILL RESULT IN REJECTION OF SUBMITTAL.

DRILL-IN BOLTS, HEADED STUDS, SCREWS AND DOWELS

D1-1 WEDGE BOLTS SHALL BE ITW RAMSET/REDHEAD BOLTS OR APPROVED EQUIVALENT INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS. DO NOT CUT EXISTING REINFORCING TO INSTALL.

D1-2 MASONRY AND CONCRETE SCREWS SHALL BE MANUFACTURED BY RAMSET/REDHEAD "TAPCONS" OR APPROVED EQUAL INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

D1-3 ANCHORING ADHESIVE SHALL BE A TWO-COMPONENT SOLID EPOXY-BASED DISPENSED THROUGH A STATIC-MIXING NOZZLE SUPPLIED BY THE MANUFACTURER. SYSTEM SUPPLIED IN MANUFACTURER'S STANDARD, SIDE-BY-SIDE CARTRIDGE AND EPOXY SHALL MEET THE MINIMUM REQUIREMENTS OF ASTM C-881 SPECIFICATION FOR TYPE I, II, IV AND V, GRADE 3 AND C AND MUST DEVELOP A MINIMUM 10,000 PSI COMPRESSIVE YIELD STRENGTH AFTER 7 DAY CURE.

D1-4 GROUTED ANCHORS SHALL BE SIMPSON EPOXY-TIE ADHESIVE SYSTEM OR APPROVED EQUIVALENT INSTALLED IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

D1-5 DRILL-IN REBAR DOWELS AND THREADED ROD ANCHORS (A307) SHALL BE SET USING A TWO PART EPOXY AS DESCRIBED ABOVE.

D1-6 HEADED STUDS (H.S.) SHALL BE "NELSON" OR APPROVED EQUAL. INSTALL USING MANUFACTURER'S SPECIFICATIONS AND IN ACCORDANCE WITH AWS D1.1 ATTACHMENT OF STUDS SHALL BE SUFFICIENT TO DEVELOP THE FULL CAPACITY OF EACH INDIVIDUAL STUD (PER AWS D1.1).

D1-7 EXPANSION ANCHORS MAY BE SUBSTITUTED FOR ANCHOR BOLTS ONLY WITH THE APPROVAL OF THE ENGINEER OF RECORD IN WRITING. EXPANSION ANCHORS USED SHALL BE H.I.T. SIMPSON, RAWL, OR APPROVED EQUAL.

SHALLOW FOUNDATIONS

SF-1 SOIL TO BE STRIPPED, COMPACTED AND TESTED IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE SOILS ENGINEER AND PROJECT SPECIFICATIONS.

SF-2 CENTER ALL FOOTINGS UNDER THEIR RESPECTIVE COLUMNS OR WALLS UNLESS OTHERWISE SHOWN ON PLANS. MAXIMUM MISALIGNMENT OR ECCENTRICITY - 2". TOLERANCE FOR MISLOCATION OF COLUMN DOWELS OR ANCHOR BOLTS TO BE PER ACI OR AISI STANDARDS.

SF-3 HORIZONTAL JOINTS IN FOOTINGS WILL NOT BE PERMITTED.

SF-4 COORDINATE PLUMBING LINES WITH FOOTING LOCATIONS FOR INTERFERENCE. INDIVIDUAL FOOTINGS CAN BE LOWERED WITH THE PRIOR APPROVAL OF THE STRUCTURAL ENGINEER. CONTINUOUS WALL FOOTINGS SHOULD BE STEPPED AS DETAILED ON THE DRAWINGS.

SF-5 EXCAVATING UNDER OR NEAR IN PLACE FOOTINGS/FOUNDATIONS WHICH DISTURBS THE COMPACTED SOIL BENEATH THE FOOTINGS/FOUNDATIONS WILL NOT BE PERMITTED.

SF-6 REINFORCING SHALL BE SUPPORTED ON PRECUTS CONCRETE PADS. DOWELS FOR COLUMNS AND FILLED CELLS SHALL BE SECURED IN PLACE PRIOR TO POURING CONCRETE. USE TEMPLATES FOR SETTING COLUMN DOWELS AND ANCHOR BOLTS.

WOOD

WD-1 ALL WOOD CONSTRUCTION AND CONNECTIONS SHALL CONFORM TO AISC "AMERICAN INSTITUTE OF WOOD CONSTRUCTION MANUAL, LATEST EDITION" AND THE "NATIONAL DESIGN SPECIFICATIONS" FOR WOOD CONSTRUCTION, 2018 EDITION AND FLORIDA BUILDING CODE, CHAPTER 23.

WD-2 ALL WOOD IN CONTACT WITH CONCRETE OR MASONRY OR EXPOSED TO WEATHER SHALL BE PRESURE TREATED UNLESS NOTED OTHERWISE.

WD-3 DIMENSIONED LUMBER SHALL BE DRESSED S4S, AND SHALL BEAR THE GRADE STAMP OF THE MANUFACTURER'S ASSOCIATION.

WD-4 ALL LUMBER SHALL BE SOUND, SEASONED, AND FREE FROM WARP.

WD-5 ALL CONNECTION HARDWARE IN CONTACT WITH PRESURE TREATED WOOD SHALL BE STAINLESS STEEL OR HOT DIPPED GALVANIZED. ALL OTHER CONNECTIONS SHALL BE GALVANIZED SUPPLIED BY SIMPSON STRONG-TIE CO., INC. OR USP LUMBER CONNECTORS BY APPROVED EQUIVALENT MANUFACTURER. USE EQUIVALENT MATERIALS FOR NAILS AND SCREWS AS FASTENED.

WD-6 ALL LUMBER SHALL BE SOUTHERN PINE NO. 2 GRADE OR BETTER WITH 19% MAXIMUM MOISTURE CONTENT, UNLESS NOTED OTHERWISE ON PLAN.

WD-7 ALL LOAD BEARING STUD WALLS SHALL HAVE STUDS SPACED AT A MAXIMUM OF 16" O.C. (UNLESS NOTED OTHERWISE) WITH A DOUBLE TOP PLATE AND A SINGLE PRESURE TREATED BOTTOM PLATE.

WD-8 SEE TYPICAL LOAD BEARING WALL DETAIL FOR NUMBER OF STUDS AT ALL WALL OPENINGS.

WD-9 UNLESS NOTED OTHERWISE, PROVIDE ONE ROW OF BRIDGING AT MIDSPAN FOR WALLS HIGHER THAN 8' 2" AND LESS THAN 10' 0". PROVIDE TWO ROWS OF BRIDGING AT 1/3 AND 2/3 SPAN POINTS FOR WALLS GREATER HIGHER THAN 10' 0".

WD-10 PROVIDE A MINIMUM OF THREE STUD COLUMN AT ALL GROSS TRUSS BEARING LOCATIONS.

WD-11 SHEATHING SHALL BE AS FOLLOWS UNLESS NOTED OTHERWISE:
WOOD FRAME WALLS USE APA RATED SHEATHING, EXPOSURE 1 MIN.
ROOF SHEATHING SHALL BE APA RATED SHEATHING EXPOSURE 1
SPAN RATED AS PER THE RAFTER OR TRUSS SPACING
SHEATHING EXPOSED TO WEATHER SHALL BE EXTERIOR CLASSIFICATION.

WD-12 PNEUMATIC NAILING DEVICES SHALL BE CALIBRATED TO AVOID COUNTER SINKING NAILS INTO EXTERIOR WALL AND ROOF SHEATHING.

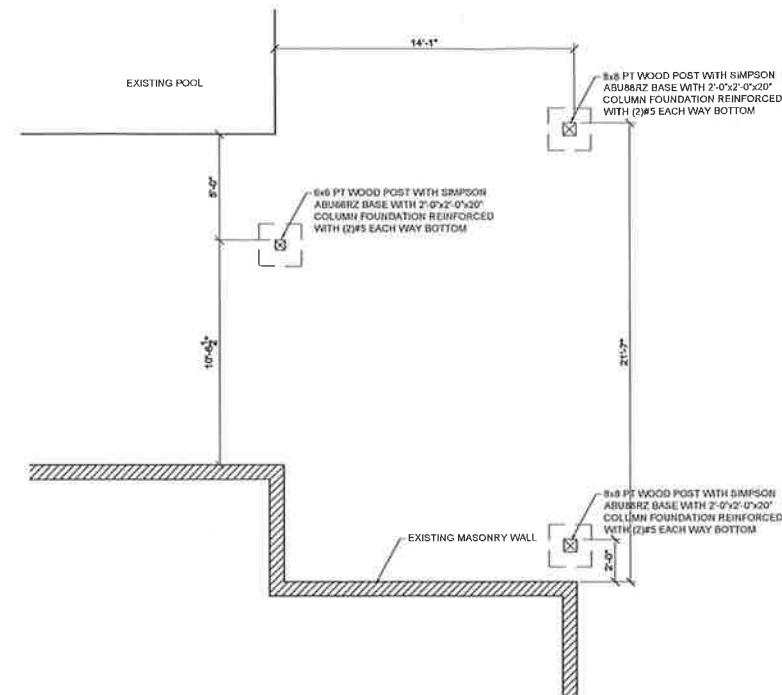
WD-13 UNLESS NOTED OTHERWISE, HEADER BEAMS ARE TO BE PROVIDED IN ACCORDANCE WITH SECTION 2308.3 OF THE FLORIDA BUILDING CODE.

WD-14 FRAMING MEMBERS SHALL BE FASTENED TOGETHER IN ACCORDANCE WITH SECTION 2309 OF THE FLORIDA BUILDING CODE, EXCEPT WHERE FASTENING SCHEDULES ARE MORE STRINGENT IN THESE PLANS.

WD-15 PROVIDE ADDITIONAL UPLIFT CONNECTORS TO RESIST UPLIFT LOADS IN ACCORDANCE WITH CONNECTORS SPECIFIED ON PLAN OR ON DETAILS.

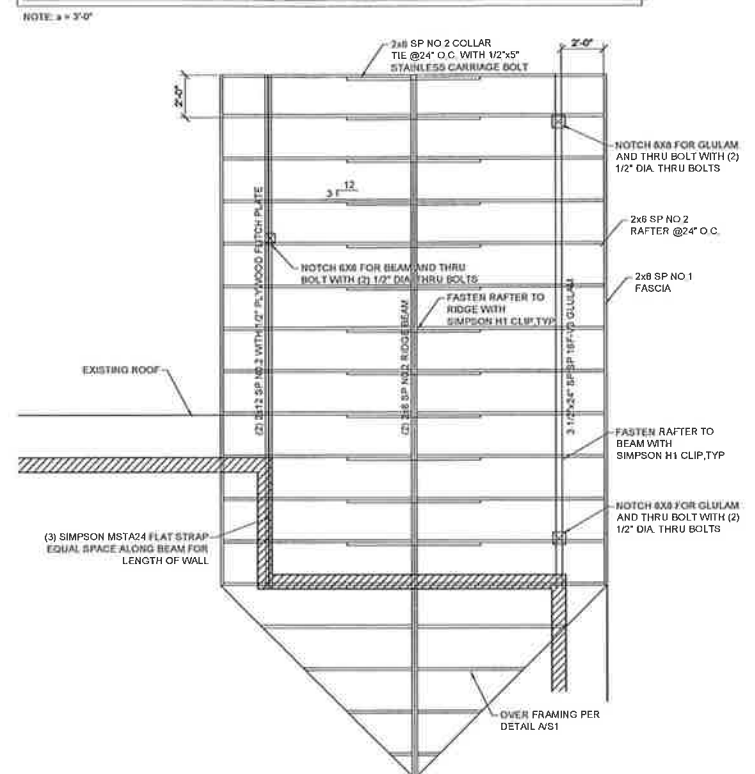
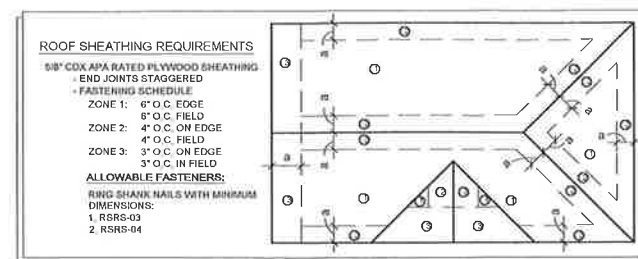
ENGLAND RESIDENCE

514 AVENUE B
MELBOURNE BEACH, FLORIDA 32951



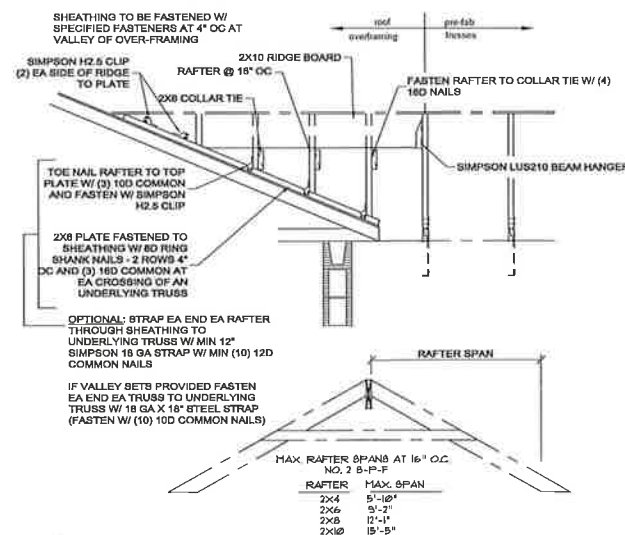
PERGOLA FOUNDATION PLAN

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



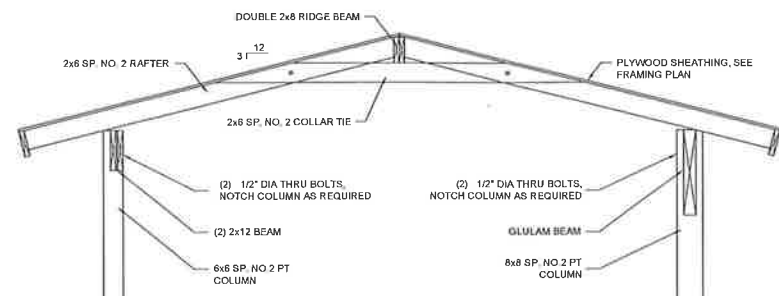
PERGOLA FRAMING PLAN

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



ROOF OVERFRAMING DETAIL

SCALE: 1/2"=1'-0"



TYPICAL SECTION AT PERGOLA TRUSS

SCALE: 1/2"=1'-0"



STRUCTURAL
ENGINEERING

MK STRUCTURAL ENGINEERING
587 WEST EAU GALIE BLVD
SUITE 201
MELBOURNE, FL 32935
P: 321.600.0872 OR 321.574.2702
www.mkstructural.com

Certificate of Authorization:
CA 27800

project number

MK 22-068

ENGLAND
RESIDENCE
PERGOLA

514 AVENUE B
MELBOURNE BEACH FLORIDA 32951

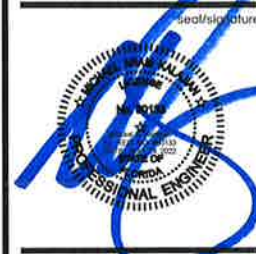
Issued for date
PERMIT SET 05/24/2022

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Item	description	revisions	
		date	

scale
AS NOTED

sheet title

STRUCTURAL
NOTES,
FOUNDATION &
ROOF FRAMING
PLAN &
SECTION

Registered Engineer

Registered Engineer License:

sheet number

S1

drawn by: MAK checked by: MAK

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WHEN PLOTTED AT FULL SIZE THIS SHEET MEASURES 24" x 36"

Town Commission Meeting

Section: New Business
Meeting Date: November 16, 2022
From: Elizabeth Mascaro, Town Manager
Subject: Use of Volleyball Courts

Background Information:

I received this email from Troy White, a teacher and Coach at Palm Bay High School.

My name is Troy White and I am a teacher and coach at Palm Bay High School. I am contacting you because we are attempting to start up a girl's beach volleyball program at our school, but we do not have beach courts on our campus. I've seen beach courts at Ocean Park in Melbourne Beach and I was wondering if we could reserve the courts two or three days during the week so we could practice? I understand that your facilities are very popular and we would be willing to use them on days of the week that would have the least impact on public use of the courts. We would like to reserve an hour for our practices on whichever days we might get. The high school beach volleyball season begins on February 6 and would end by April 27. Students are not released from school until 3:30 so a start time between 4-4:30 would be ideal. Any information you can provide regarding reserving the volleyball courts would be greatly appreciated. If I can answer any questions that you might have do not hesitate to ask. Thank you for your time and assistance in this matter.

*Sincerely,
Troy White
Palm Bay High School*

Since this is school related and a new sport, the team isn't able to pay any court fees.

Recommendation:

Consider allowing the Palm Bay High School girls volleyball team to use our courts for an hour, two or three days per week beginning in February through April.

Attachments: None

Town Commission Meeting

Section: New Business
Meeting Date: November 16, 2022
From: Elizabeth Mascaro, Town Manager
Subject: James Moore Single Audit & Fee Adjustment

Background Information:

Due to the revenue the Town has received from the Federal grant ARP Funds in 2022, an audit threshold of \$750,000 has been reached, which requires an additional Single Audit. The Single Audit is a requirement of Section 215.97 Florida Statutes, Florida Single Audit Act. In anticipation of the Single Audit additional funds were budgeted for this purpose.

Additional expenses for FY22 and FY23 are required to compensate for the above average time spent researching and assisting with questions outside the scope of the audit. The increase is also attributed to the current economic environment that has forced a reassessment of all engagements and to consider withdrawing from engagements which are not economically viable.

Recommendation: Acknowledge and approve of the Single Audit for FY22 and the increase in fees for FY2022 of \$6500 and for FY2023 of \$7000

Attachments: Letter dated September 6, 2022 for fee increase and October 20, 2022 for Single Audit.



October 20, 2022

To the Honorable Mayor and Town Commission Members,
Town of Melbourne Beach, Florida

This letter is provided in connection with our engagement to audit the financial statements of Town of Melbourne Beach, Florida as of and for the year ended September 30, 2022. Professional standards require that we communicate with you certain items including our responsibilities with regard to the financial statement audit and the planned scope and timing of our audit, including significant risks we have identified.

Our Responsibilities

As stated in our engagement letter dated July 26, 2021, we are responsible for conducting our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States of America; the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, Audit Requirements for Federal Awards* (Uniform Guidance) (if applicable); Section 215.97, Florida Statutes, Florida Single Audit Act (if applicable); and the provisions of Chapter 10.550, Rules of the State of Florida, Office of the Auditor General, for the purpose of forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility relating to other information, whether financial or nonfinancial information (other than financial statements and the auditors' report thereon), included in the entity's annual report includes only the information identified in our report. We have no responsibility for determining whether Management's Discussion and Analysis is properly stated. We require that we receive the final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditors' report, or if that is not possible, as soon as practicable and, in any case, prior to the entity's issuance of such information.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures. Our audit is not designed to express an opinion or provide assurance on internal control over financial reporting. However, we will

To the Honorable Mayor and Town Commission Members,
 Town of Melbourne Beach, Florida
 November 12, 2021
 Page 2

communicate to you at the conclusion of our audit any material weaknesses or significant deficiencies identified. We will also communicate to you:

- Any violations of laws or regulations that come to our attention;
- Our views relating to qualitative aspects of the entity's significant accounting practices, including accounting policies, accounting estimates, and financial statement disclosures;
- Significant difficulties, if any, encountered during the audit;
- Disagreements with management, if any, encountered during the audit;
- Significant unusual transactions, if any;
- The potential effects of uncorrected misstatements on future-period financial statements; and
- Other significant matters that are relevant to your responsibilities in overseeing the financial reporting process.

Significant Risks Identified

We have identified the following preliminary significant risks of material misstatement as part of our audit planning:

- Management override of internal controls – There is a risk that fraud could occur if management can direct employees to record adjustments and nonstandard journal entries outside of the normal accounting process or routine operations.
- Improper revenue recognition – There is a risk that fraud could occur resulting in overstated revenue to falsely inflate operations results.

Our final communication of significant risks identified will take place upon completion of our audit.

We expect to begin our audit in February 2022 and issue our report by the end of June 2022, barring any unforeseen complications.

We will perform the following nonattest services: preparation of financial statements, preparation of the schedule of expenditures of federal awards and state financial assistance (if applicable), and preparation of the data collection form (if applicable). With respect to any nonattest services we perform, the City's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual (Jennifer Kerr, Finance Director) to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

This information is intended solely for the information and use of the Town Council and management of the Town of Melbourne Beach, Florida, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



JAMES MOORE & CO., P.L.



September 6, 2022

To the Honorable Mayor and Town Commission Members,
Town of Melbourne Beach, Florida:

This letter is to inform the Town of Melbourne Beach, Florida (the Town) of the necessity for us to increase our fees for the audit of the financial statements and related services, for each of the outstanding fiscal year audits included in our current engagement letter dated July 26, 2021.

Adjusting our audit fees in the middle of an existing contract is something we have rarely done and that is a last-resort measure, but the current economic conditions have forced us to reassess all engagements and consider withdrawing from engagements which are not economically viable.

Much of this additional time we have spent on this engagement in recent years has resulted from above-average time spent researching and assisting with questions outside the scope of the audit. While we always welcome such questions and try to assist as much as we can within the established audit fee, the combination of this additional time and the current economic climate has forced us to propose the following fee adjustments for the future years of our current engagement:

Year Ending September 30,	Original Audit Fee	Fee and Additional Services Adjustment	Adjusted Audit Fee
2022	\$22,700	\$6,500	\$29,200
2023	\$23,100	\$7,000	\$30,100

Additionally, attached to this communication is an additional \$6,000 invoice related to services rendered during the audit for the fiscal year ended September 30, 2021, related to cash to accrual assistance and additional time spent researching various questions outside the scope of the audit thus far during the calendar year 2022.

As you know, we value your business and have enjoyed working with the Town. Based on trends seen in the governmental audit market through various requests for proposals this year, we're confident that our prices remain competitive within our industry for the quality of the service that we provide.

Thanks again for your business, and please contact us if you have any questions. If you agree with the adjusted terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

JAMES MOORE & CO., P.L.

Town of Melbourne Beach, Florida
September 6, 2022
Page 2

RESPONSE:

This letter correctly sets forth the understanding of the Town of Melbourne Beach, Florida.

By_____

Title_____

Date_____

Regular Town Commission Meeting Agenda

Section: New Business
Meeting Date: November 16, 2022
Subject: Resolution 2022-12 Budget Amendment
Submitted By: Jennifer Kerr, Finance Manager

Background Information

Carryforward balances to utilize from Fiscal Year 2021 to Fiscal Year 2022.

Recommendation:

Consideration of Budget Resolution 2022-12

Attachments:

Proposed Resolution 2022-12

RESOLUTION NO. 2022-12

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2021-2022; AMENDING RESOLUTION NO 2022-01 RELATED TO THE USE OF ALL BALANCE CARRY FORWARDS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2021 and ending September 30, 2022 by Resolution No 2022-01; and

WHEREAS, this Resolution amends Resolution No. 2022-01 covering the period October 1, 2021 to September 30, 2022; and

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

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

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

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

Fund 121 – Police Education Book Fund in the amount of \$10,950.21

Fund 124 – Building Department Education Fund in the amount of \$2,135.96

Fund 141 – Stormwater Utility Fund in the amount of \$0.16

Fund 202 – Stormwater Bond Debt Fund in the amount of \$496,877.28

Fund 333 – Long Term Capital Projects Fund in the following amounts:

Dept. 19 - \$195,226.95

Dept. 21 - \$ 4,000.00

Dept. 22 - \$ 65,500.00

Dept. 41 - \$ 22,145.55

Dept. 75 - \$ 6,000.00

Total: \$292,872.50

Fund 390 – Historic Preservation and Awareness Fund in the amount of \$8,551.62

Fund 391 – Old Town Hall History Center Fund in the amount of \$22,091.29

Fund 622 – Police Donations Fund in the amount of \$9,306.92

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

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

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 16, 2022.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 16th day of November, 2022.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt Hoover, Mayor

ATTEST:

Amber Brown
Town Clerk

Regular Town Commission Meeting Agenda

Section: New Business

Meeting Date: November 16, 2022

Subject: Resolution 2022-13 Budget Amendment

Submitted By: Jennifer Kerr, Finance Manager

Background Information

Close out Fiscal Year 2022 Budget:

Transfer funds within the General Fund to cover increases in expenditures.

Transfer funds from the General Fund to the Building Fund and Ocean Park Parking Fund to cover increases in expenditures.

Increase the expenditure line items within Special Revenue Funds, Project Funds, and Debt Service Funds to cover increased expenses.

Transfer funds from one fund to another fund to close out inactive funds with balances.

Recommendation:

Consideration of Budget Resolution 2022-13

Attachments:

Proposed Resolution 2022-13

RESOLUTION NO. 2022-13

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2021-2022; AMENDING RESOLUTION NO 2022-12; AMENDING EXPENDITURES FOR ALL FUNDS INCLUDING THE TOWN'S GENERAL FUND; TRANSFER FUNDS FROM ONE FUND TO ANOTHER FUND TO CLOSE OUT INACTIVE FUNDS; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2021 and ending September 30, 2022 by Resolution No 2022-12; and

WHEREAS, this Resolution amends Resolution No 2022-12 covering the period October 1, 2021 to September 30, 2022; and

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

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

Section 1. That the 2021-2022 Town Budget for the General Fund and Resolution No 2022-13 adopting the aforesaid amended budget, is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended. There are no revenue increases. The overall budget bottom is not increased.

#1 Transfer funds within the General Fund to cover increases in expenditures:

Transfer \$18,000.00 from Dept. 11 (Legislative) and \$2,000 from Dept. 15 (Comprehensive Planning) to Dept. 14 (Legal Counsel) to cover higher than anticipated legal cost.

Transfer \$31,500.00 from Dept. 12 (Executive) to Dept. 13 (Finance) to cover higher than anticipated expenditures for bank merchant service fees for the paid parking credit card transactions and the Administrative Assistant position that was moved from Dept. 12 to Dept. 13 and reclassified as the Finance Clerk.

Transfer \$1,709.12 from Dept. 41 (Public Works) to Dept. 16 (FEMA) to cover costs related to Hurricane Ian.

Transfer \$35,000.00 from Dept. 21 (Police) and \$15,000.00 from Dept. 22 (Fire) to Dept. 19 (General) to cover the increase costs in Property Insurance, General Liability Insurance, utility bills, and the air conditioning repairs.

#2 Transfer funds from the General Fund to the Building Fund and Ocean Park Parking Fund to cover increases in expenditures:

Transfer \$16,746.50 from Fund 001 (General Fund) to Fund 125 (Building Fund) to cover the increase in cost for a full time Building Official.

Transfer \$14,500 from Fund 001 (General Fund) to Fund 172 (Ocean Park Parking Fund) to cover higher than anticipated expenditures for bank merchant service fees for the paid parking credit card transactions and the increase in the costs for grounds maintenance and construction supplies.

Transfer \$3,000.03 from Fund 001 (General Fund) to Fund 201 (Debt Service Fund) to cover the increase in interest expense.

#3 Increase the following expenditures to cover the increase in expenses:

103-22-520.52.05 – Fire Donations – Protective Gear from \$0.00 to \$1,984.70 to cover the cost of life jackets and fluids for hydration.

103-22-520.52.20 – Fire Donations – Tools & Hardware from \$0.00 to \$1,836.89 to cover the cost of water rescue equipment.

103-22-520.53.20 – Fire Donations – Signs from \$0.00 to \$87.00 to cover the cost of “No Event Parking” signs.

104-19-510.34.91 – Environmental Advisory Board (EAB) – Landscaping from \$0.00 to \$664.00 to cover the cost of plants and ground cover.

141-41-530.31.00 – Stormwater Utility Fund – Professional Services from \$3,500.00 to \$7,943.78 to cover the cost to establish Town property ownership and boundaries.

141-41-530.34.90 – Stormwater Utility Fund – Construction from \$1,000.00 to \$14,100.00 to cover the cost to replace storm sewer drain caps.

141-41-530.52.25 – Stormwater Utility Fund – Tool Rentals from \$0.00 to \$7,781.46 to cover the cost of equipment rental for the Sunset Project.

145-00-510.32.00 – ARPA Fund – Auditing Services from \$0.00 to \$6,210.00

145-41-530.31.00 – ARPA Fund – Professional Services from \$0.00 to \$1,011.18

145-41-530.31.00-001 – ARPA Fund – Professional Services from \$0.00 to 422.50

145-41-530.31.21 – ARPA Fund – Engineering Services from \$0.00 to \$1,166.51

201-00-510.72.00 – Debt Service Fund – Interest from \$33,425.00 to \$35,550.00 to cover the cost of the increase in interest expense.

351-41-570.46.40 – Beautification Fund – Grounds Maintenance from \$0.00 to \$31,234.66 to cover the costs to maintain the grounds.

351-41-570.48.00 – Beautification Fund – Promotional Activities from \$0.00 to \$87.51 to cover the cost for refreshments for the Town Beautification SEA Project Citizen Participation Event.

351-41-570.51.00 – Beautification Fund – Office Supplies from \$0.00 to \$195.68 for the Town Beautification SEA Project Citizen Participation Event.

#4 Transfer funds from one fund to another fund to close out inactive funds with balances:

Transfer \$1,119.79 from Fund 203 (Debt Service Fund - Library) to Fund 201 (Debt Service Fund) to close out Fund 203.

Transfer \$1,087.81 from Fund 312 (Ryckman Park Donations) to Fund 103 (Donations Fund) to close out Fund 312.

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

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

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 16, 2022.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 16th day of November, 2022.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt R. Hoover, Mayor

ATTEST:

Amber Brown
Town Clerk

(TOWN SEAL)



Town Manager Report for November 2022

1. Brewer Paving & Development, LLC is getting ready to pave a portion of the roadway with concrete work to follow.
2. P&Z meeting held on the 1st. Site plan approved.
3. No real damage to town parks or structures from Hurricane Nicole. A more detailed report will be given by Public Works Director Davis. The Town benefits greatly from such a seasoned Emergency Management team. Nicole was the fifth hurricane we've responded to. Many thanks to the Police Department, Fire Department and Public Works Department for their dedication to the residents and the Town of Melbourne Beach.
4. Met with Angela Neal, Director of Special Projects for the Economic Development Commission, to discuss ideas for branding for Brevard County and the Space Coast.
5. Mediation with Florida League of Cities Attorney and Claims Adjuster versus S. Morris for final attempt to mediate law suit prior to December trial date. The claim was successfully mediated. The final disposition will be sent to the Town upon signing.
6. Meeting with Tom Davis, Scott Glaubitz and me with Tiffany Busby and Stacy Cecil from the Florida Department of Environmental Protection, Division of Environmental Assessments & Restoration regarding our BMP (Basin Management Action Plan) required to satisfy grant requirements.
7. Met with John Coffey, new City Manager of Indian Harbour Beach to discuss various topics related to City/town management.
8. The Environmental Advisory Board received a second \$5,000 donation from Mr. David Clay, through the James E. Hudock Trust. This money is held in a special EAB Fund outside of the General Fund.
9. The Environmental Advisory Board completed the grant requirements for the plantings at Old Town Hall. The grant was applied for by the EAB Intern.
10. The Gemini 2nd grades made their annual field trip to visit Town Hall, the Police Department, Fire Department, Ryckman House and Post Office.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

October 2022

- 56 permits issued
- Construction Value of the 56 permits totaled \$1,502,255.00
- Total Permit fees \$27,104.30
- 124 inspections completed
- 66 plans reviewed
- 2 Single-Family Site Plan review for P&Z
- 3 Vacation Rental inspections
- 0 New homes

Melbourne Beach Permit List

52

11/01/2022

1/2

Permit	Type	Address	Applicant	Issued	Expired
PWS22-0057	Window, Door, & Shutter	410 SUNSET BLVD	IKON WINDOWS AND DOORS LLC	10/17/2022	04/15/2022
PWS22-0056	Window, Door, & Shutter	412 RIVER VW	Property Renovations and Construction LLC	10/06/2022	04/12/2022
PWS22-0055	Window, Door, & Shutter	707 HIBISCUS TRL	Anthony A Brown Carpentry Inc	10/04/2022	04/30/2022
PWS22-0054	Window, Door, & Shutter	1427 ATLANTIC ST	KAIROS CONSTRUCTION GROUP	10/05/2022	04/03/2022
PWS22-0052	Window, Door, & Shutter	605 MANGO DR	Shutter Outlet	10/03/2022	04/05/2022
PRR22-0043	Reroof	396 RIVER VW	Hippo Roofing	10/28/2022	04/26/2022
PRR22-0042	Reroof	1606 ATLANTIC ST	Sal Vitale The Roof Doctor	10/21/2022	04/19/2022
PRR22-0041	Reroof	1500 ATLANTIC ST 3-C	All Pro Florida Roofing	10/19/2022	04/23/2022
PRR22-0040	Reroof	301 OCEAN AVE	CORNERSTONE CONSTRUCTION AND DEVELOPMENT	10/24/2022	04/22/2022
PRR22-0039	Reroof	1100 PINE ST	DC ROOFING	10/12/2022	04/29/2022
PRR22-0037	Reroof	411 AVENUE A	Florida Native Roofing Inc	10/13/2022	04/11/2022
PRR22-0036	Reroof	423 RIVER VIEW LN	Rock Solid Roofing, Inc.	10/07/2022	04/05/2022
PRR22-0035	Reroof	601 SHANNON AVE	EC Haas Construction Inc	10/05/2022	04/19/2022
PRR22-0034	Reroof	212 SIXTH AVE	Alron Construction LLC	10/03/2022	04/24/2022
PRR22-0033	Reroof	514 AVENUE B	Home Wreckers	10/06/2022	04/16/2022
PRB22-0043	Res Building	1905 ATLANTIC ST 325	GELBERT ENTERPRISES INC.	10/28/2022	04/26/2022
PRB22-0041	Res Building	403 RIVER VIEW LN	TODD THOMAS HOME IMPROVEMENTS	10/17/2022	04/15/2022
PRB22-0040	Res Building	2203 ATLANTIC ST 715	EAST COAST CONSTRUCTION SD INC	10/28/2022	04/26/2022
PRB22-0038	Res Building	209 FIRST AVE	FRED JORGE INC	10/11/2022	04/09/2022
PRB22-0037	Res Building	504 COLONY ST	SD&C CONTRACTING LLC	10/31/2022	04/29/2022
PRB22-0035	Res Building	1501 PINE ST	ROBERTSON CONSTRUCTION CORPORATION	10/04/2022	04/02/2022
PRB22-0034	Res Building	231 FIFTH AVE	JCG DEMOLITION & CONSTRUCTION INC	10/13/2022	04/11/2022
PRB22-0033	Res Building	201 FIFTH AVE 4-A	Nobili Brothers Contractors, Inc.	10/03/2022	04/01/2022
PRB22-0032	Res New Construction	208 SECOND AVE	COASTAL VISIONS PROPERTIES LLC	10/03/2022	04/29/2022
PPR22-0016	Pool Resurface	313 HIBISCUS TRL	Brevard Pools Inc	10/17/2022	04/15/2022
PPR22-0015	Pool Resurface	517 SUNSET BLVD	PARADISE POOLS AND SPA	10/14/2022	04/12/2022
PPL22-0009	Pool	527 SUNSET BLVD	INTERCOASTAL POOL AND SPA	10/31/2022	04/29/2022
PPL22-0007	Pool	509 THIRD AVE	Watershapes by Greg Ginstrom	10/19/2022	04/17/2022
PPL22-0006	Pool	214 ELM AVE	SPACECOAST POOL SUPPLIES LLC	10/13/2022	04/26/2022

Melbourne Beach Permit List

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11/01/2022
2/2

Permit	Type	Address	Applicant	Issued	Expired
PPE22-0003	Pool Enclosure	208 ASH AVE	Housman's Aluminum & Screening Inc	10/13/202	04/11/202
PP22-0018	Plumbing	507 BANYAN WAY	DOUG HERRELL	10/27/202	04/30/202
PP22-0016	Plumbing	403 CORAL AVE	HEESCHEN, DAVID	10/24/202	04/30/202
PP22-0015	Plumbing	601 SHANNON AVE	WILLIAM HONEYCUTT	10/13/202	04/19/202
PP22-0014	Plumbing	413 AVENUE B	David Simmons	10/06/202	04/04/202
PP22-0012	Plumbing	2050 ATLANTIC ST 322	PREFAB PLUMBING INC	10/06/202	04/04/202
PMB21_383	Construction	217 ASH AVE	CAMPAGNONI, BARRY/SHEILA	10/18/202	07/15/202
PM22-0063	Mechanical	1203 PINE ST	DEREK CORMIER	10/21/202	04/19/202
PM22-0062	Mechanical	2105 ATLANTIC ST 631	Robert Miller	10/21/202	04/19/202
PM22-0061	Mechanical	2105 ATLANTIC ST 614	COAST AIR & HEAT	10/18/202	04/16/202
PM22-0060	Mechanical	1207 ATLANTIC ST	Gene B Reynolds	10/18/202	04/16/202
PM22-0059	Mechanical	2101 ATLANTIC ST 512	Donald w Turner	10/10/202	04/08/202
PM22-0058	Mechanical	300 OCEAN AVE	Ralph w Durham	10/07/202	04/05/202
PM22-0057	Mechanical	1409 ATLANTIC ST	AC All Stars LLC	10/06/202	04/04/202
PM22-0056	Mechanical	2105 ATLANTIC ST 632	John T Arrigo	10/31/202	04/29/202
PG22-0006	Generator	800 ATLANTIC ST	EAU GALLIE ELECTRIC, INC.	10/24/202	04/22/202
PF22-0027	Fence	212 FIR AVE	EAST COAST FENCE & GUARDRAIL	10/24/202	04/22/202
PF22-0026	Fence	512 ANDREWS DR	PIERINI, LOUIS J JR	10/21/202	04/19/202
PF22-0024	Fence	601 PINE ST	Carrie's Fence of Palm Bay	10/19/202	04/17/202
PE22-0022	Electrical	1111 ATLANTIC ST	JAMES HECK	10/17/202	04/25/202
PE22-0021	Electrical	2050 ATLANTIC ST 322	WALTER NASI	10/06/202	04/04/202
PD22-0008	Demolition	301 OCEAN AVE	CORNERSTONE CONSTRUCTION AND DEVELOPMENT	10/11/202	04/09/202
PD22-0007	Demolition	202 SECOND AVE	Joyal Construction	10/14/202	04/26/202
PCD22-0041	Paver, Concrete, & Deck	443 RIVER VW	HILMES, DOUGLAS A	10/07/202	04/22/202
PCD22-0040	Paver, Concrete, & Deck	2103 NEPTUNE DR	SUNSTATE TREE AND LANDSCAPING INC	10/04/202	04/02/202
PCD22-0039	Paver, Concrete, & Deck	308 FOURTH AVE	TREASURE COAST PAVERSCAPE CORP	10/07/202	04/05/202
PAS22-0003	Accessory Structure	700 PINE ST	OUELLETTE, AMBER	10/17/202	04/15/202

Total Permits: 56

Stop Work Order List

11/01/2022

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Record	Location	Status	Scope	Created
Title Description	1413 ATLANTIC ST	Active	Location	10/21/2022
	SOW			
Title Description	700 PINE ST	Active	Location	10/10/2022
	STOP WORK ORDER			
Title Description	1203 PINE ST	Inactive	Location	10/19/2022
	STOP WORK ORDER			

Total Stop work orders: 3

Enforcement List

11/06/2022

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Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0132	452 SANDY KY	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	11/03/22	
ECE22-0131	402 CORAL AVE	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	11/03/22	
ECE22-0130	323 AVENUE A	Lawns - Garbage & Trash	Open - Complaint Received	Staff	10/30/22	
ECE22-0129	1501 ATLANTIC ST	Turtle Lighting Violations	Open - Complaint Received	Staff	10/30/22	
ECE22-0127	512 SUNSET BLVD		Open - Complaint Received	Staff	10/27/22	
ECE22-0126	311 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	10/27/22	
ECE22-0123	401 SURF RD	Trees and Landscaping	Open - Complaint Received	Staff	10/27/22	
ECE22-0122	213 THIRD AVE	Lawns - Overgrowth	Open - Complaint Received	Staff	10/20/22	
ECE22-0111	200 SHANNON AVE	Lawns - Overgrowth	Open - Complaint Received	Staff	10/10/22	
ECE22-0109	1302 ORANGE ST	Lawns - Overgrowth	Open - Complaint Received	Staff	10/02/22	
ECE22-0104	703 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	09/22/22	
ECE22-0041	409 THIRD AVE	Lawns - Overgrowth	Open - Court Magistrate		12/02/21	
ECE22-0006	404 COLONY ST	Trailers, Boats, and Recreational Vehicles	Open - Court Magistrate		03/24/22	

Total # of Enforcements: 13

Cases still open

Enforcement List

11/06/2022

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Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0128	307 AVENUE B	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/30/22	10/01/22
ECE22-0125	503 HIBISCUS TRL	Trees and Landscaping	Closed - Complied	Staff	10/27/22	10/30/22
ECE22-0124	306 2ND AVE	Trees and Landscaping	Closed - Complied	Staff	10/27/22	10/30/22
ECE22-0121	424 AVENUE A	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/24/22
ECE22-0120	1509 PINE ST	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/27/22
ECE22-0119	312 SURF RD	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/23/22
ECE22-0118	401 SECOND AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0117	323 3RD AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0116	223 THIRD AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0115	1805 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	10/12/22	10/30/22
ECE22-0114	2101 ATLANTIC ST 533	Turtle Lighting Violations	Closed - Complied	Staff	10/12/22	10/30/22
ECE22-0113	410 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/10/22	10/13/22
ECE22-0112	422 THIRD AVE	Trees and Landscaping	Closed - Complied	Staff	10/10/22	10/27/22
ECE22-0110	508 BANYAN WAY	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/09/22	10/16/22
ECE22-0108	501 POINSETTIA RD	Fences and walls	Closed - Complied	Public - Phone	10/02/22	10/16/22

Total # of Enforcements: 15

Cases open Closed Last Month

Enforcement List

11/06/2022

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Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0130	323 AVENUE A	Lawns - Garbage & Trash	Open - Complaint Received	Staff	10/30/22	
ECE22-0129	1501 ATLANTIC ST	Turtle Lighting Violations	Open - Complaint Received	Staff	10/30/22	
ECE22-0128	307 AVENUE B	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/30/22	10/01/22
ECE22-0127	512 SUNSET BLVD		Open - Complaint Received	Staff	10/27/22	
ECE22-0126	311 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Staff	10/27/22	
ECE22-0125	503 HIBISCUS TRL	Trees and Landscaping	Closed - Complied	Staff	10/27/22	10/30/22
ECE22-0124	306 2ND AVE	Trees and Landscaping	Closed - Complied	Staff	10/27/22	10/30/22
ECE22-0123	401 SURF RD	Trees and Landscaping	Open - Complaint Received	Staff	10/27/22	
ECE22-0122	213 THIRD AVE	Lawns - Overgrowth	Open - Complaint Received	Staff	10/20/22	
ECE22-0121	424 AVENUE A	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/24/22
ECE22-0120	1509 PINE ST	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/27/22
ECE22-0119	312 SURF RD	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/23/22
ECE22-0118	401 SECOND AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0117	323 3RD AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0116	223 THIRD AVE	Trees and Landscaping	Closed - Complied	Staff	10/20/22	10/30/22
ECE22-0115	1805 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Staff	10/12/22	10/30/22
ECE22-0114	2101 ATLANTIC ST 533	Turtle Lighting Violations	Closed - Complied	Staff	10/12/22	10/30/22
ECE22-0113	410 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/10/22	10/13/22
ECE22-0112	422 THIRD AVE	Trees and Landscaping	Closed - Complied	Staff	10/10/22	10/27/22
ECE22-0111	200 SHANNON AVE	Lawns - Overgrowth	Open - Complaint Received	Staff	10/10/22	
ECE22-0110	508 BANYAN WAY	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	10/09/22	10/16/22
ECE22-0109	1302 ORANGE ST	Lawns - Overgrowth	Open - Complaint Received	Staff	10/02/22	
ECE22-0108	501 POINSETTIA RD	Fences and Walls	Closed - Complied	Public - Phone	10/02/22	10/16/22

Enforcement List

11/06/2022

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Enforcement #	Address	Category	Status	Origin	Filed	Closed
Total # of Enforcements: 23			Cases Closed Last month			



Melbourne Beach Police Department

Monthly Report

October 2022



Operations:

In October 2022, The Department responded to 931 calls for service and 67 house checks.

Activity:

- 36 Citations
- 141 Traffic Stops
- 166 Traffic Enforcement
- 4 Traffic Complaint
- 20 Parking Citations

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

PD News

- There was a good turnout for our Movie in the Park. We conducted an online survey and "Elf" was chosen for our next movie which will happen on December 17th at 7pm
- We welcomed our new Officer John Sullivan
- SRO Bradley read to the First Grade Students "The Spooky Old Tree."
- Perform October Critical Incident Drill at Gemini Elementry.

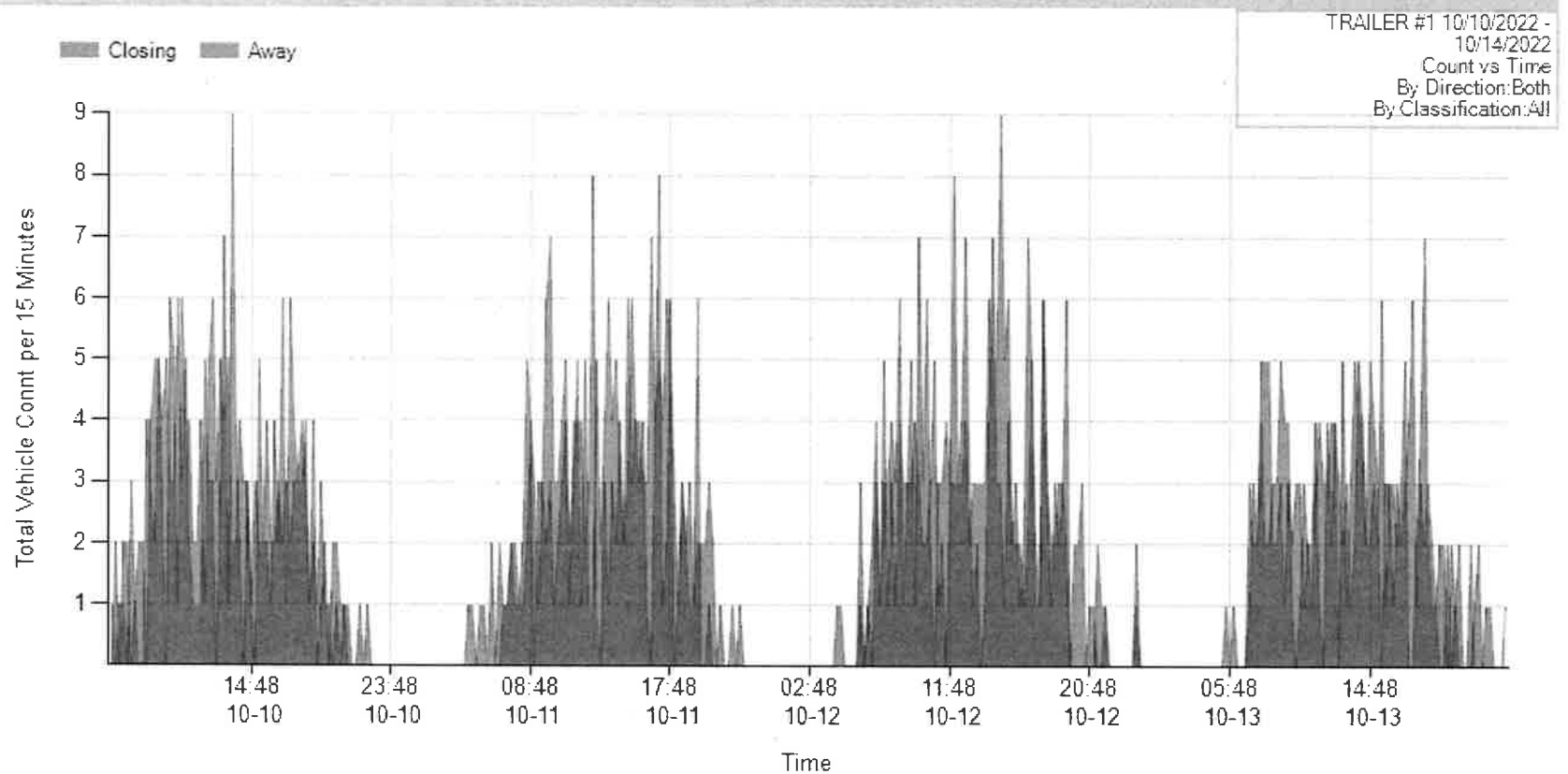
The Melbourne Beach Police Officers and I are committed to community policing and keeping our Town safe, which is our #1 priority.

Please see the attachments:

- Radar Speed Trailer Reports
- Sergeant's monthly reports

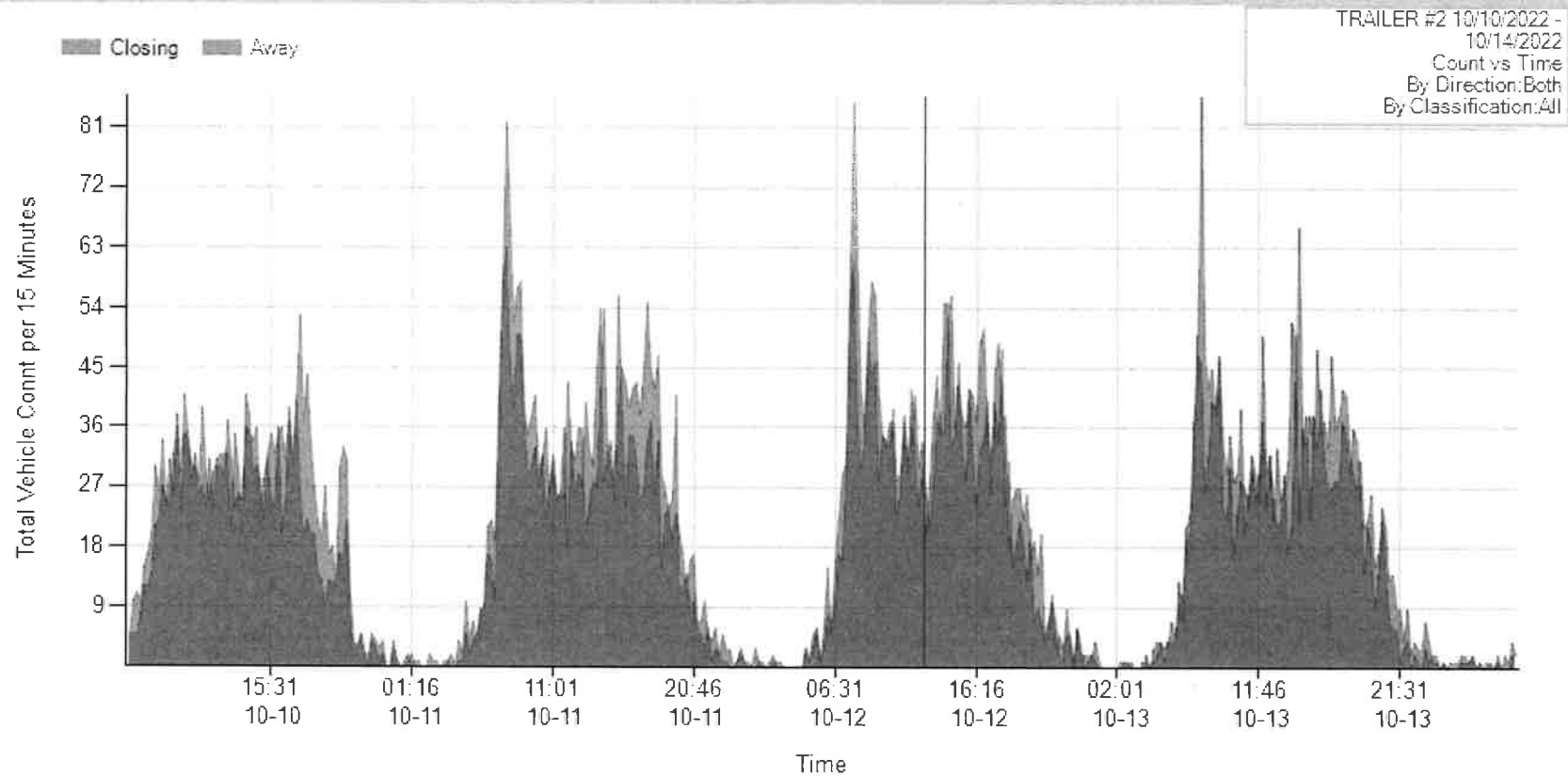
Stay Safe, Chief Melanie Griswold

Survey Name	TRAILER #1 10/10/2022 - 1...	Location	SHANNON AV / HARLAND ...	Speed Unit	Miles/Hour
Start	2022-10-10 05:48	Traffic Direction	Undefined	Speed Limit	25
Stop	2022-10-13 23:41	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



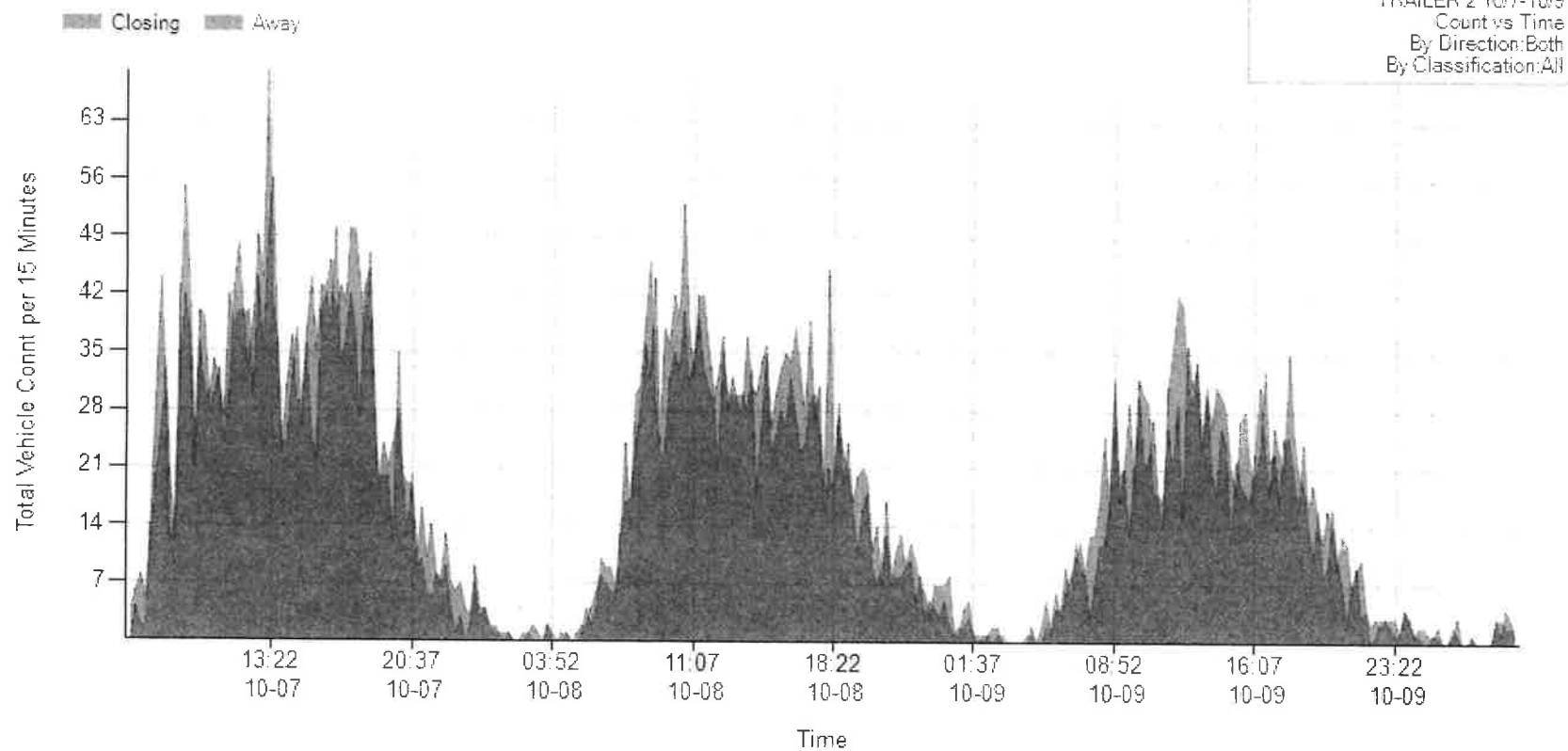
Total Vehicle Count	1264	100%	Average Speed	18.8	MPH	In Pace Count	984	77%
Under Limit Count	1230	97%	Minimum Speed	6	MPH	10 mph Pace	14 - 23	MPH
Over Limit Count	34	3%	Maximum Speed	38	MPH	Standard Deviation	3	MPH
10 Over Limit Count	2	0%	85Speed Percentile	22	MPH	Average Speed Over Limit	28.1	MPH

Survey Name	TRAILER #2 10/10/2022 - 1...	Location	1805 OAK ST,Melbourne Bea...	Speed Unit	Miles/Hour
Start	2022-10-10 05:46	Traffic Direction	Undefined	Speed Limit	35
Stop	2022-10-14 05:37	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Total Vehicle Count	15241	100%	Average Speed	28.6	MPH	In Pace Count	11785	77%
Under Limit Count	14670	96%	Minimum Speed	10	MPH	10 mph Pace	24 - 33	MPH
Over Limit Count	571	4%	Maximum Speed	71	MPH	Standard Deviation	4	MPH
10 Over Limit Count	26	0%	85Speed Percentile	32	MPH	Average Speed Over Limit	38.4	MPH

Survey Name	TRAILER 2 10/7-10/9	Location	1805 Oak Street, Melbourne B...	Speed Unit	Miles/Hour
Start	2022-10-07 06:07	Traffic Direction	Undefined	Speed Limit	35
Stop	2022-10-10 05:41	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Total Vehicle Count	9911	100%	Average Speed	28.8	MPH	In Pace Count	7529	75%
Under Limit Count	9388	94%	Minimum Speed	10	MPH	10 mph Pace	24 - 33	MPH
Over Limit Count	523	6%	Maximum Speed	74	MPH	Standard Deviation	4	MPH
10 Over Limit Count	35	0%	85Speed Percentile	33	MPH	Average Speed Over Limit	38.6	MPH



MELBOURNE BEACH POLICE DEPARTMENT

Jason Hinchman

Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951

Phone: (321) 723-4343

Fax: (321)725-3253



Monthly Report October 2022

- 10/03- Fraud case in the 300 block of Banyan Way. The subject wanted a report filed and did not want to pursue charges.
- 10/03- Domestic verbal in the 300 block of Avenue A. Male and female subject were having a disagreement. Parties said they were going to separate for the evening.
- 10/04- Traffic crash at the intersection of Oak Street and Avenue A. (2) vehicles involved, one vehicle had to be towed away due to damage. No injuries were reported on scene. The driver at fault was issued a citation.
- 10/04- Domestic Verbal in the 500 block of Colony Street. Three subjects were in a verbal argument. The subject that started the incident wanted to be transported to a medical facility due to a medication issue.
- 10/05- Stolen vehicle in the 200 block of Sixth Avenue. The vehicle was recovered later the same day. The victim signed a decline to prosecute.
- 10/11- Traffic crash at Oak Street and Avenue B (3) vehicles involved. No injuries were reported on scene. One vehicle was towed due to damage, and two vehicles were driven away by the owners. The driver at fault was issued a citation.
- 10/12- Marchmen act at Rosewood Avenue and Orange Street. The subject was taken to the hospital by BCFR.
- 10/14- Felony warrant arrest in the 2000 block of Oak Street. A female subject was arrested and turned over to the BCSO jail van.
- 10/18- Aggravated assault in the 200 block of Birch Avenue. The victim declined to pursue charges and signed a decline to prosecute.
- 10/18- Recovered missing person in the 300 block of Ocean Avenue. The subject was identified and turned over to Melbourne Police Department.
- 10/19- Trespass warning in the 800 block of Pine Street. The male subject caused a disturbance at the incident location, and the property owner wanted the male to be issued a trespass warning.

- 10/19- Criminal mischief in the 100 block of Ocean Avenue. Several areas were spray painted in the bathroom, causing damage. This case is still under investigation.
- 10/20- Traffic crash at Magnolia Ave and Oak Street. (2) Vehicles involved with minor damage. No injuries on the scene, and both vehicles were removed by the drivers.
- 10/21- Battery/Threatening phone calls in the 300 block of Orange Street. Charges were filed with a capias on the incident.
- 10/21- Traffic crash at the intersection of Ocean Avenue and Riverside Drive. (1) Vehicle involved and had major damage. The vehicle was towed, and no injuries were reported on scene. The driver was issued a citation.

**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 October 2022**

10/6- A traffic stop was conducted on a vehicle in the 1600 block of Atlantic Street. Male driver was arrested for driving on a suspended license with knowledge and a warrant out of BCSO.

10/7- Marchman Act in the 200 block of Sixth Avenue. Male was transported to Holmes Regional Medical Center.

10/8- A traffic stop was conducted on a vehicle in the area of Riverside Drive and Palmetto Place for unlawful speed. 7 grams of suspected marijuana was seized for destruction.

10/8- Baker Act in the area of Avenue A and Oak Street. Female was transported to Circles of Care.

10/9- A traffic stop was conducted on a vehicle in the 2900 block of Highway A1A for an equipment violation. 15 grams total of suspected marijuana and a THC pen was seized for destruction.

10/14- A residential alarm in the 500 block of Riverside Drive. Male arrested for a warrant out of Indian River County.

10/16- Criminal Mischief in the 100 block of Ocean Avenue.

10/17- Petit theft in the 1700 block of Atlantic Street. Case pending investigation.

10/22- Credit card fraud in the 200 block of Cherry Drive. Case pending investigation.

10/22- Assisted BCSO with a shooting that occurred in the 2500 block of Highway A1A.

10/24- Assisted BCSO with a traffic crash in the 4300 block of Highway A1A. Roadblocks but no injuries.

10/26- Domestic Disturbance in the 2000 block of Oak Street. The disturbance was only verbal and a female was transported to Circles of Care under a Baker Act.

10/30- Traffic crash in the 100 block of Ocean Avenue. No major damage or injuries.

10/31- Criminal Mischief in the 500 block of Ocean Avenue.

10/31- A traffic stop was conducted on a vehicle in the 2000 block of Oak Street for sound coming from the vehicle greater than 25 feet. Driver issued a court date for a town ordinance sound violation.



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

FIRE DEPARTMENT MONTHLY REPORT

October 2022

Incident Response

For the month of October 2022, the Melbourne Beach Volunteer Fire Department responded to 26 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

Breakdown:

- 10 Fire/Rescue 911 Calls (Paged out)
- 2 Medical Assist
- 2 Public Service Incidents
- 6 Public Education Events (Fire prevention week)
- 5 Special Incidents (Fire/life safety inspections)
- 1 Good Intent Call (Overturned sailboats in the river w/ no emergency)

Notable Incidents

- 10/03/2022 – Reported possible carbon monoxide poisoning in residential home in Melbourne Beach. Home evacuated, medical assessment provided to victims, and structure investigated with gas detectors. Determined to be unsafe levels of hydrogen gas caused by faulty golf cart batteries/charger. Golf Cart removed from garage and structure ventilated until safe. All victims refused transport to hospital and property turned back over to homeowner.
- 10/05/2022 – Sprinkler system & alarm activation at Sand on the Beach restaurant due to pipe damage from corrosion. Ensured sprinkler system isolated and Fire Marshal worked with business to get back in compliance.
- 10/27/2022 – Multi-agency water rescue response for unknown victim(s) in river shouting for help. Search conducted and 1 victim located by BCSO helicopter and rescued by BCSO & Marine 58 vessels. Victim taken to shore by BCSO vessel for medical evaluation in stable condition.

Department Membership

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

Notable Events

In support of Fire Prevention Week 2022, the Department hosted 2 days of fire prevention presentations and tours at the fire station for multiple classes from the Holy Name of Jesus School, and then over 6 days, visited every classroom in Melbourne Beach (Gemini Elementary, As We Grow Preschool, Advent Lutheran Preschool, and the Melbourne Beach Library) to provide fire prevention week presentations. In total, over 700 students participated in interactive discussions regarding fire safety and got a chance to ask questions and see the Department's fire and marine rescue equipment. Huge thanks to volunteer firefighter Katie Cox for coordinating and participating in all of the events, and to all the volunteers that gave up time during the 8 days to provide over 16 hours of presentations to our Town's children.

The Volunteer Firefighter's Association held their annual Haunted House event over 2 nights. The event was extremely well received and attended by the community, with lines exceeding 2 hours of wait time at some points. All reviews were positive and everyone in attendance had a great time.

Chief Brown placed the order for the Department's new fire engine to replace Engine 58, which is currently 18 years old, as the Department's first run apparatus. The current lead time from order to receiving the truck is approximately 28 months.

The Department's Marine Rescue Unit participated in the Lowe's First Responder Appreciation / Touch-a-Truck event along with multiple other agencies.

The Fire Department took delivery of a training smoke generator, purchased by the Volunteer Firefighters Association, to be used for volunteer firefighter training. The equipment allows for more realistic firefighter training scenarios while providing a safe and environmentally friendly simulated "smoke". The total cost of the equipment was approximately \$2,000 and a check will be presented to the Department to pay for the new equipment.

Fire Department leadership continues to work with the Volunteer Firefighters Association Board of Directors and multiple marine contractors to discuss potential ideas and funding options for the construction of a dock & boat lift for the Fire Department's marine rescue boat. The Association agreed to consider funding the project, and ideas will be brought to a Town Commission Workshop later this year.

The Departments 20 Self-Contained Breathing Apparatus units all passed their annual flow test and inspection with only a few minor repairs being needed.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 11/14/2022 10:31:41 AM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 10/01/2022 | End Date: 10/31/2022

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2022-173	10/01/2022		501 Oak ST , Melbourne Beach, FL, 32951	HazMat release investigation w/no HazMat	10/01/2022 10:25	10/01/2022 20:14
2022-174	10/03/2022		506 Poinsettia RD , Melbourne Beach, FL, 32951	Power line down	10/03/2022 14:08	10/03/2022 14:47
2022-175	10/03/2022		417 Riverview LN , Melbourne Beach, FL, 32951	Carbon monoxide incident	10/03/2022 15:52	10/03/2022 17:25
2022-176	10/04/2022	Intersection	Atlantic ST / Avenue A, Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	10/04/2022 15:19	10/04/2022 15:23
2022-177	10/05/2022		1005 Atlantic ST , Melbourne Beach, FL, 32951	Sprinkler activation due to malfunction	10/05/2022 09:26	10/05/2022 09:58
2022-178	10/05/2022		1005 Atlantic ST , Melbourne Beach, FL, 32951	Special type of incident, other	10/05/2022 15:08	10/05/2022 15:29
2022-179	10/08/2022		521 Andrews DR , Melbourne Beach, FL, 32951	Arcing, shorted electrical equipment	10/08/2022 12:20	10/08/2022 12:51
2022-180	10/10/2022		1005 Atlantic ST , Melbourne Beach, FL, 32951	Special type of incident, other	10/10/2022 09:48	10/10/2022 10:36
2022-181	10/10/2022		227 5th AVE , Melbourne Beach, FL, 32951	Assist invalid	10/10/2022 14:22	10/10/2022 15:06
2022-182	10/11/2022		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	10/11/2022 08:03	10/11/2022 12:21
2022-183	10/11/2022		217 4th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	10/11/2022 13:29	10/11/2022 14:39
2022-184	10/11/2022	Intersection	Ocean AVE / Oak St, Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	10/11/2022 14:07	10/11/2022 14:31
2022-185	10/12/2022		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	10/12/2022 08:12	10/12/2022 12:36
2022-186	10/14/2022		308 Orange ST , Melbourne Beach, FL, 32951	Public service	10/14/2022 10:23	10/14/2022 12:53
2022-187	10/17/2022		324 Ocean AVE , Melbourne Beach, FL, 32951	Public service	10/17/2022 10:58	10/17/2022 12:15
2022-188	10/18/2022		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	10/18/2022 09:29	10/18/2022 09:55
2022-189	10/18/2022	Intersection	Riverside DR / Avenue B, Melbourne Beach, FL, 32951	Good intent call, other	10/18/2022 15:34	10/18/2022 15:40
2022-190	10/19/2022		308 Orange ST , Melbourne Beach, FL, 32951	Special type of incident, other	10/19/2022 09:50	10/19/2022 10:36
2022-191	10/20/2022		2612 River View DR , Melbourne, FL, 32901	Watercraft rescue	10/20/2022 18:30	10/20/2022 18:40
2022-192	10/21/2022		308 Orange ST , Melbourne Beach, FL, 32951	Public service	10/21/2022 09:29	10/21/2022 11:40
2022-193	10/24/2022		2 Ocean Dune DR , Indian Harbour Beach, FL, 32937	Surf rescue	10/24/2022 16:05	10/24/2022 16:52
2022-194	10/25/2022		228 6th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	10/25/2022 14:27	10/25/2022 15:15
2022-195	10/26/2022		519 Ocean AVE , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	10/26/2022 09:24	10/26/2022 09:42
2022-196	10/26/2022		504 Ocean AVE , Melbourne Beach, FL, 32951	Public service assistance, other	10/26/2022 16:20	10/26/2022 16:27
2022-197	10/27/2022		935 Horizon LN , Melbourne Beach, FL, 32951	Search for person in water	10/27/2022 06:06	10/27/2022 07:03
2022-198	10/28/2022		2975 S Hwy A1A , Brevard (County), FL, 32951	Heat detector activation due to malfunction	10/28/2022 11:49	10/28/2022 11:58

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



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Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 11/14/2022 10:32:51 AM



Personnel Count per Incident for Date Range

Start Date: 10/01/2022 | End Date: 10/31/2022

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2022-173	10/1/2022 10:25:21	671 - HazMat release investigation w/no HazMat	19112	5	3	8
** 2022-174	10/3/2022 14:08:13	444 - Power line down	19112	4	7	11
** 2022-175	10/3/2022 15:52:45	424 - Carbon monoxide incident	19112	8	1	9
2022-176	10/4/2022 15:19:38	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2022-177	10/5/2022 09:26:39	731 - Sprinkler activation due to malfunction	19112	4	8	12
2022-178	10/5/2022 15:08:00	900 - Special type of incident, other	19112	1	0	1
** 2022-179	10/8/2022 12:20:27	445 - Arcing, shorted electrical equipment	19112	5	8	13
2022-180	10/10/2022 09:48:07	900 - Special type of incident, other	19112	1	0	1
2022-181	10/10/2022 14:22:55	554 - Assist invalid	19112	1	0	1
2022-182	10/11/2022 08:03:32	553 - Public service	19112	8	0	8
2022-183	10/11/2022 13:29:09	900 - Special type of incident, other	19112	1	0	1
** 2022-184	10/11/2022 14:07:40	324 - Motor vehicle accident with no injuries.	19112	3	5	8
2022-185	10/12/2022 08:12:29	553 - Public service	19112	7	0	7
2022-186	10/14/2022 10:23:52	553 - Public service	19112	4	0	4
2022-187	10/17/2022 10:58:40	553 - Public service	19112	4	0	4
2022-188	10/18/2022 09:29:49	553 - Public service	19112	1	0	1
2022-189	10/18/2022 15:34:11	600 - Good intent call, other	19112	1	0	1
2022-190	10/19/2022 09:50:23	900 - Special type of incident, other	19112	1	0	1
** 2022-191	10/20/2022 18:30:59	365 - Watercraft rescue	19112	5	9	14
2022-192	10/21/2022 09:29:06	553 - Public service	19112	3	0	3
** 2022-193	10/24/2022 16:05:23	364 - Surf rescue	19112	4	7	11
2022-194	10/25/2022 14:27:44	900 - Special type of incident, other	19112	1	0	1
2022-195	10/26/2022 09:24:59	311 - Medical assist, assist EMS crew	19112	2	0	2
2022-196	10/26/2022 16:20:50	550 - Public service assistance, other	19112	2	0	2
** 2022-197	10/27/2022 06:06:50	342 - Search for person in water	19112	8	0	8
** 2022-198	10/28/2022 11:49:15	734 - Heat detector activation due to malfunction	19112	4	4	8

TOTAL # OF INCIDENTS: 26

AVERAGES:

3.4

2.0

5.4

Total # of incidents
paged out for
volunteer response: 10

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

5.0

5.2

10.2

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: November 9, 2022
Re: Close out of Fiscal Year 2022

We are in the first month of our fiscal year 2023. We spent October and the beginning of November closing out the prior fiscal year. The target expenditure rate for the end of Fiscal Year 2022 is 100%. We closed out the year at 97.53%. All departments managed their expenditures well in spite of the increasing cost in operations. The Departmental expenditure rate breakdown is as follows:

Legislative:	86.47%
Executive:	79.52%
Finance:	125.40%
Legal:	119.80%
Comp & Plan:	60.78%
General Services:	109.80%
Law Enforcement:	97.01%
Fire:	85.01%
Code:	93.57%
Public Works:	96.92%
Parks:	82.45%

Building Department Expenditures:	107.21%
Ocean Park Fund Expenditures:	125.12%

Discussion Items:

The Town received Parking Revenue in October (Fiscal Year 2023) in the amount of \$11,275.39.

The final amount received for Parking Revenue in Fiscal Year 2022 was \$186,431.21.

We are working on the application for reimbursement of funding from FEMA for Hurricane Ian related purchases and preparing for any reimbursement of funding for Hurricane Nicole.

The Interim Audit which began the week of October 17, 2022, has been completed.

The Building Department exceeded its budgeted expenditure amount due to bringing on a full time Building Official.



Town of Melbourne Beach Finance Department

In FY22 the Town was able to secure Grant Funding to offset expenditures in the amount of \$4,999.00.
Grant Funding listed:

Safety Grant: \$4,999.00

Due to this offset of expenditures the General Fund has a balance of \$6,824.57. We will be requesting to carryforward the remaining balance into FY23, after any audit adjustments are made, to Fund 341 - Stormwater Capital Projects Fund instead of moving the funds in to reserves.

As of 09/30/2022 the Reserve Account has a balance of \$2,438,516.49.

EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2022

Fund: 001 GENERAL FUND

Account Category: Expenditures

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-00-581.00.00	TRANSFER OUT	0.00	627,968.03	0.00	100.00
Total Dept 00		0.00	627,968.03	0.00	100.00

Department: 11 LEGISLATIVE

001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	(1.88)	100.01
001-11-500.12.00	REGULAR SALARIES	60,705.00	60,705.00	(746.10)	101.23
001-11-500.21.00	FICA TAXES - EMPLOYER POF	4,644.00	4,644.00	(1,207.91)	126.01
001-11-500.22.20	RETIREMENT TOWN EMPLO'	6,568.00	6,568.00	(140.30)	102.14
001-11-500.23.01	HEALTH INSURANCE	8,568.00	8,568.00	1,949.60	77.25
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	8.07	88.47
001-11-500.25.00	UNEMPLOYMENT COMPENS	194.00	194.00	76.11	60.77
001-11-510.31.00	PROFESSIONAL SERVICES	250.00	250.00	113.50	54.60
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	3,640.00	1,415.50	61.11
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	2,788.00	1,300.69	53.35
001-11-510.47.00	PRINTING	5,015.00	5,015.00	3,317.00	33.86
001-11-510.47.20	PUBLIC RECORDS PRINTING	0.00	0.00	(42.55)	100.00
001-11-510.48.00	PROMOTIONAL ACTIVITIES	600.00	600.00	(1.72)	100.29
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	3,612.38	63.88
001-11-510.49.50	ELECTION EXPENSE	2,500.00	2,500.00	2,500.00	0.00
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	875.00	(85.00)	109.71
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	4,410.00	4,110.00	6.80
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	2,000.00	1,938.00	3.10
001-11-543.00.00	LICENSES & FEES	7,421.00	7,421.00	348.02	95.31
		136,448.00	136,448.00	18,463.41	86.47

	Description	ORIGINAL BUDGET	Amended	Available	% Used
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	121,960.00	121,960.00	19,264.64	84.20

001-12-500.21.00	FICA TAXES - EMPLOYER POF	9,330.00	9,330.00	452.43	95.15
001-12-500.22.01	RETIREMENT - ICMA	10,820.00	10,820.00	(427.99)	103.96
001-12-500.22.20	RETIREMENT TOWN EMPLO'	2,376.00	2,376.00	2,376.00	0.00
001-12-500.23.01	HEALTH INSURANCE	25,697.00	25,697.00	13,634.36	46.94
001-12-500.23.02	LIFE INSURANCE	735.00	735.00	54.00	92.65
001-12-500.25.00	UNEMPLOYMENT COMPENS	390.00	390.00	191.83	50.81
001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	1,320.00	103.19	92.18
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	895.00	895.00	349.00	61.01
001-12-510.54.10	TRAINING & SCHOOLS	450.00	450.00	122.25	72.83
		176,373.00	176,373.00	36,119.71	79.52

Description		ORIGINAL BUDGET	Amended	Available	% Used
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	61,234.00	61,234.00	(18,880.47)	130.83
001-13-500.21.00	FICA TAXES - EMPLOYER POF	4,684.00	4,684.00	(1,196.39)	125.54
001-13-500.22.20	RETIREMENT TOWN EMPLO'	6,626.00	6,626.00	(2,316.90)	134.97
001-13-500.23.01	HEALTH INSURANCE	7,835.00	7,835.00	(1,392.72)	117.78
001-13-500.23.02	LIFE INSURANCE	70.00	70.00	(20.08)	128.69
001-13-500.25.00	UNEMPLOYMENT COMPENS	196.00	196.00	32.55	83.39
001-13-510.31.00	PROFESSIONAL SERVICES	7,000.00	7,000.00	1,366.47	80.48
001-13-510.32.00	AUDITING SERVICES	23,000.00	23,000.00	(6,050.00)	126.30
001-13-510.32.90	BANKING FEES	4,700.00	4,700.00	(3,263.76)	169.44
001-13-510.32.95	IPS BANKING FEE	3,708.00	3,708.00	(300.52)	108.10
001-13-510.40.00	TRAVEL & MEETINGS	2,100.00	2,100.00	1,957.24	6.80
001-13-510.41.15	IPS COMMUNICATION FEE	660.00	660.00	(1,732.60)	362.52
001-13-510.47.00	PRINTING	180.00	180.00	49.02	72.77
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	10.00	83.33
001-13-510.54.10	TRAINING & SCHOOLS	800.00	800.00	345.00	56.88
001-13-764.10.00	Filing Fee Clerk-Parking Tick	150.00	150.00	150.00	0.00
		123,003.00	123,003.00	(31,243.16)	125.40

Description		ORIGINAL BUDGET	Amended	Available	% Used
Department: 14 LEGAL COUNSEL					

001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	96,000.00	(17,124.30)	117.84
001-14-510.31.01	CODE ENFORCEMENT ATTOF	2,250.00	2,250.00	(2,332.49)	203.67
		98,250.00	98,250.00	(19,456.79)	119.80

Department: 15 COMPREHENSIVE PLANNING					
Description	ORIGINAL BUDGET	Amended	Available	% Used	
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	20,000.00	7,843.75	60.78
		20,000.00	20,000.00	7,843.75	60.78

Department: 16 FEMA - HURRICANE DAMAGE					
Description	ORIGINAL BUDGET	Amended	Available	% Used	
001-16-520.51.00	OFFICE SUPPLIES	0.00	0.00	(47.96)	100.00
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	(77.94)	100.00
001-16-530.46.15	EQUIPMENT MAINTENANCE	0.00	0.00	(275.38)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	(1,201.94)	100.00
001-16-530.52.20	TOOLS & HARDWARE	0.00	0.00	(105.90)	100.00
		0.00	0.00	(1,709.12)	100.00

Department: 19 GENERAL SERVICES					
Description	ORIGINAL BUDGET	Amended	Available	% Used	
001-19-500.24.00	WORKERS COMPENSATION	2,520.00	2,520.00	(2,434.00)	196.59
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	4,020.00	300.00	92.54
001-19-510.31.11	SECURITY	2,300.00	2,300.00	2,300.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	15,108.00	15,108.00	0.00	100.00
001-19-510.35.00	PRE-EMPLOYMENT EXP	135.00	135.00	(427.99)	417.03
001-19-510.41.00	TELEPHONE	10,992.00	10,992.00	(4,107.11)	137.36
001-19-510.41.10	COMMUNICATION SERVICES	43,608.00	43,608.00	(1,644.94)	103.77
001-19-510.43.00	STREET LIGHTS	46,000.00	46,000.00	(685.36)	101.49
001-19-510.43.10	ELECTRICITY	28,704.00	28,704.00	(1,836.55)	106.40
001-19-510.43.20	WATER & SEWER	1,560.00	1,560.00	(2,227.08)	242.76
001-19-510.43.50	WASTE TAX SERVICE	2,807.00	2,807.00	621.25	77.87
001-19-510.45.00	GENERAL LIABILITY INSURAN	68,412.00	68,412.00	(4,528.00)	106.62
001-19-510.45.01	FLOOD INSURANCE	3,751.00	3,751.00	(678.00)	118.08
001-19-510.45.02	PROPERTY INSURANCE	50,920.00	50,920.00	(8,047.00)	115.80

001-19-510.45.03	AUTO INSURANCE	7,788.00	7,788.00	262.00	96.64
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	4,232.00	424.22	89.98
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,500.00	14,500.00	(7,311.50)	150.42
001-19-510.46.36	PEST CONTROL	3,000.00	3,000.00	173.04	94.23
001-19-510.46.41	MOWING CONTRACT	22,410.00	22,410.00	(4.90)	100.02
001-19-510.47.00	PRINTING	600.00	600.00	29.64	95.06
001-19-510.49.48	ENV. BOARDS EXPENSE	3,420.00	3,420.00	(1,830.43)	153.52
001-19-510.49.90	ADOPT AN AREA	0.00	0.00	(503.47)	100.00
001-19-510.49.98	CONTINGENCY	30,000.00	9,756.97	5,707.59	0.00
001-19-510.49.99	MISCELLANEOUS	300.00	300.00	(410.38)	236.79
001-19-510.51.00	OFFICE SUPPLIES	9,000.00	9,000.00	(3,142.68)	134.92
001-19-510.51.10	POSTAGE	1,200.00	1,200.00	(222.12)	118.51
001-19-510.52.10	JANITORIAL SUPPLIES	3,000.00	3,000.00	11.53	99.62
001-19-510.54.00	DUES & SUBSCRIPTIONS	320.00	320.00	(2.03)	100.63
001-19-510.64.01	CAPITAL OUTLAY	174,261.00	62,401.83	(21,209.50)	133.99
001-19-543.00.00	LICENSES & FEES	17,521.00	17,521.00	4,241.90	75.79
		572,389.00	440,286.80	(47,181.87)	109.80

	Description	ORIGINAL BUDGET	Amended	Available	% Used
Department: 21 LAW ENFORCEMENT					
001-21-500.12.00	REGULAR SALARIES	570,664.00	632,664.00	13,696.50	97.84
001-21-500.12.50	HOLIDAY PAY	19,000.00	19,000.00	(1,897.69)	109.99
001-21-500.14.00	SALARIES OVERTIME	30,300.00	30,300.00	20,356.86	32.82
001-21-500.14.16	HURRICANE PAY	17,950.00	17,950.00	8,486.00	52.72
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,600.00	6,600.00	(1,366.43)	120.70
001-21-500.15.01	FIRST RESPONDER	7,920.00	7,920.00	1,288.57	83.73
001-21-500.21.00	FICA TAXES - EMPLOYER POF	50,856.00	50,856.00	711.60	98.60
001-21-500.22.02	POLICE PENSION	232,807.00	232,807.00	(9,985.37)	104.29
001-21-500.22.20	RETIREMENT TOWN EMPLO'	3,813.00	3,813.00	(468.15)	112.28
001-21-500.23.01	HEALTH INSURANCE	83,152.00	83,152.00	(5,069.10)	106.10
001-21-500.23.02	LIFE INSURANCE	2,500.00	2,500.00	36.71	98.53
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	14,438.00	14,438.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENS	2,127.00	2,127.00	851.54	59.97

001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	(200.76)	127.69
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	17,785.00	0.00	100.00
001-21-520.40.00	TRAVEL & MEETINGS	2,240.00	2,240.00	289.61	87.07
001-21-520.41.10	COMMUNICATION SERVICES	4,488.00	4,488.00	2,380.56	46.96
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	5,500.00	2,850.59	48.17
001-21-520.46.15	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	1,690.09	15.50
001-21-520.46.16	RADAR CALIBRATION	700.00	700.00	102.50	85.36
001-21-520.46.20	VEHICLE MAINTENANCE	12,000.00	12,000.00	(9,538.54)	179.49
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,200.00	1,200.00	(831.98)	169.33
001-21-520.48.50	CRIME PREVENTION	1,100.00	1,100.00	114.39	89.60
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	(146.99)	246.99
001-21-520.51.10	POSTAGE	350.00	350.00	317.00	9.43
001-21-520.52.00	UNIFORMS	6,600.00	6,600.00	1,089.67	83.49
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	8,328.00	4,560.60	45.24
001-21-520.52.50	GAS & OIL	13,000.00	13,000.00	(10,186.93)	178.36
001-21-520.52.70	MEDICAL	600.00	600.00	(781.29)	230.22
001-21-520.52.90	OPERATING SUPPLIES	3,720.00	3,720.00	(132.27)	103.56
001-21-520.54.00	DUES & SUBSCRIPTIONS	1,955.00	1,955.00	1,212.17	38.00
001-21-520.54.10	TRAINING & SCHOOLS	5,400.00	5,400.00	2,229.00	58.72
001-21-520.64.01	Capital Outlay	58,795.00	43,795.00	9,580.92	78.12
001-21-543.00.00	LICENSES & FEES	14,738.00	14,738.00	6,148.33	58.28
		1,204,451.00	1,251,451.00	37,387.71	97.01

Description		ORIGINAL BUDGET	Amended	Available	% Used
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	85,610.00	85,610.00	23,314.28	72.77
001-22-500.14.00	SALARIES OVERTIME	0.00	0.00	(1,370.45)	100.00
001-22-500.14.50	STIPEND PAYROLL	55,040.00	55,040.00	(8,196.73)	114.89
001-22-500.21.00	FICA TAXES - EMPLOYER POF	7,643.00	7,643.00	(3,095.83)	140.51
001-22-500.22.01	RETIREMENT - ICMA	6,562.00	6,562.00	(334.45)	105.10
001-22-500.23.01	HEALTH INSURANCE	4,968.00	4,968.00	1.08	99.98
001-22-500.23.02	LIFE INSURANCE	162.00	162.00	94.44	41.70
001-22-500.23.10	STATUTORY AD&D	180.00	180.00	51.00	71.67
001-22-500.24.00	WORKERS COMPENSATION	7,920.00	7,920.00	0.00	100.00

001-22-500.25.00	UNEMPLOYMENT COMPENS	194.00	194.00	35.15	81.88
001-22-520.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	4,063.09	18.74
001-22-520.34.40	DISPATCHING SERVICES	5,200.00	5,200.00	0.00	100.00
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	1,225.00	1,225.00	732.00	40.24
001-22-520.40.00	TRAVEL & MEETINGS	500.00	500.00	192.08	61.58
001-22-520.41.10	COMMUNICATION SERVICES	1,260.00	1,260.00	(302.12)	123.98
001-22-520.46.15	EQUIPMENT MAINTENANCE	8,665.00	8,665.00	610.58	92.95
001-22-520.46.20	VEHICLE MAINTENANCE	22,950.00	40,950.00	1,430.09	96.51
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	49.28	95.07
001-22-520.48.55	FIRE PREVENTION	4,536.00	4,536.00	(1,670.29)	136.82
001-22-520.51.00	OFFICE SUPPLIES	400.00	400.00	(89.56)	122.39
001-22-520.52.00	UNIFORMS	6,225.00	7,075.00	3,234.63	54.28
001-22-520.52.02	S.C.B.A.	1,850.00	1,850.00	(308.97)	116.70
001-22-520.52.05	PROTECTIVE GEAR	2,505.00	2,505.00	(52.95)	102.11
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	810.03	19.00
001-22-520.52.20	TOOLS & HARDWARE	1,500.00	1,500.00	(3,605.13)	340.34
001-22-520.52.50	GAS & OIL	2,450.00	2,450.00	(2,697.66)	210.11
001-22-520.52.70	MEDICAL	1,370.00	1,370.00	817.00	40.36
001-22-520.54.00	DUES & SUBSCRIPTIONS	265.00	265.00	(270.00)	201.89
001-22-520.54.10	TRAINING & SCHOOLS	6,650.00	6,650.00	1,432.00	78.47
001-22-520.54.12	TRAINING MATERIALS	1,920.00	1,920.00	26.05	98.64
001-22-520.64.01	Capital Outlay	36,777.00	30,000.00	0.00	0.00
001-22-520.71.00	PRINCIPAL RETIRED	29,734.00	29,734.00	(1,590.47)	105.35
001-22-520.72.00	INTEREST EXPENSE	3,267.00	3,267.00	1,591.15	51.30
001-22-543.00.00	LICENSES & FEES	11,537.00	11,537.00	5,796.27	49.76
		326,065.00	338,138.00	20,695.59	85.01

Description		ORIGINAL BUDGET	Amended	Available	% Used
Department: 29 CODE ENFORCEMENT					
001-29-500.12.00	REGULAR SALARIES	14,054.00	14,054.00	400.69	97.15
001-29-500.21.00	FICA TAXES - EMPLOYER POF	1,075.00	1,075.00	43.80	95.93
001-29-500.22.20	RETIREMENT TOWN EMPLO'	1,521.00	1,521.00	121.84	91.99
001-29-500.23.10	STATUTORY AD&D	100.00	100.00	100.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	200.00	200.00	0.00	100.00

001-29-500.25.00	UNEMPLOYMENT COMPENS	45.00	45.00	20.84	53.69
001-29-520.40.00	TRAVEL & MEETINGS	35.00	35.00	35.00	0.00
001-29-520.45.03	AUTO INSURANCE	124.00	124.00	124.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	50.00	50.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	150.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	50.00	50.00	(169.49)	438.98
001-29-520.51.10	POSTAGE	350.00	350.00	180.17	48.52
001-29-520.51.20	RECORDING COSTS	120.00	120.00	120.00	0.00
001-29-520.52.00	UNIFORMS	75.00	75.00	(233.49)	411.32
001-29-520.52.50	GAS & OIL	150.00	150.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	75.00	75.00	0.00
		18,174.00	18,174.00	1,168.36	93.57

	Description	ORIGINAL BUDGET	Amended	Available	% Used
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	191,283.00	191,283.00	(4,931.15)	102.58
001-41-500.14.00	SALARIES OVERTIME	4,000.00	4,000.00	2,369.68	40.76
001-41-500.21.00	FICA TAXES - EMPLOYER POF	14,633.00	14,633.00	(707.34)	104.83
001-41-500.22.20	RETIREMENT TOWN EMPLO'	20,697.00	20,697.00	(752.41)	103.64
001-41-500.23.01	HEALTH INSURANCE	21,840.00	21,840.00	1,915.12	91.23
001-41-500.23.02	LIFE INSURANCE	236.00	236.00	(53.89)	122.83
001-41-500.23.10	STATUTORY AD&D	200.00	200.00	200.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	2,750.00	2,750.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENS	612.00	612.00	215.51	64.79
001-41-530.31.00	PROFESSIONAL SERVICES	25,000.00	25,000.00	23,592.72	5.63
001-41-530.34.91	LANDSCAPING	6,500.00	6,500.00	1,568.09	75.88
001-41-530.40.00	TRAVEL & MEETINGS	200.00	200.00	152.38	23.81
001-41-530.43.10	ELECTRICITY	0.00	5,000.00	(3,290.08)	165.80
001-41-530.43.15	ELECTRIC - WILLIAMS BUILD	5,000.00	0.00	0.00	0.00
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	(2,685.54)	189.52
001-41-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	(510.50)	120.42
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	783.44	91.75
001-41-530.46.30	BUILDING MAINTENANCE	6,500.00	6,500.00	(12,924.02)	298.83

001-41-530.46.31	MAINTENANCE OLD TOWN H	500.00	500.00	(632.32)	226.46
001-41-530.46.32	RYCKMAN HOUSE	0.00	500.00	0.00	100.00
001-41-530.46.34	MAINTENANCE RYCKMAN P	500.00	500.00	500.00	0.00
001-41-530.46.35	PIER MAINTENANCE	500.00	500.00	(118.17)	123.63
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	7,000.00	(3,194.05)	145.63
001-41-530.46.43	TREE EXPENSE	3,500.00	3,500.00	2,275.00	35.00
001-41-530.52.00	UNIFORMS	2,100.00	2,100.00	840.72	59.97
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,000.00	(1,075.47)	207.55
001-41-530.52.20	TOOLS & HARDWARE	4,000.00	4,000.00	396.16	90.10
001-41-530.52.25	TOOL RENTALS	3,500.00	3,500.00	1,007.08	71.23
001-41-530.52.50	GAS & OIL	3,600.00	3,600.00	(982.40)	127.29
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	559.13	92.54
001-41-530.53.15	PARKING LOT MAINTENANC	2,500.00	2,500.00	2,500.00	0.00
001-41-530.53.20	STREET SIGNS	10,000.00	10,000.00	4,031.06	59.69
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	1,012.10	32.53
001-41-530.57.25	WELDING	500.00	500.00	(47.78)	109.56
001-41-530.64.01	CAPITAL OUTLAY	46,000.00	36,000.00	(1,659.65)	104.61
		410,651.00	401,151.00	12,353.42	96.92

Description		ORIGINAL BUDGET	Amended	Available	% Used
Department: 72 PARKS & RECREATION					
001-72-570.48.10	FOUNDER'S DAY	6,000.00	6,000.00	(1,557.17)	125.95
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	837.06	53.50
001-72-570.48.52	FOURTH OF JULY	1,000.00	1,000.00	462.72	53.73
001-72-570.48.53	CHRISTMAS DECORATIONS F	1,500.00	1,733.00	(750.84)	143.33
001-72-570.48.60	EASTER EGG HUNT	50.00	50.00	50.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	13,000.00	13,000.00	6,824.32	47.51
001-72-570.63.01	TENNIS COURT EXPENDITURE	350.00	350.00	364.00	(4.00)
001-72-570.63.02	BBALL & VBALL COURTS	200.00	200.00	200.00	0.00
001-72-570.63.05	BOCCE COURT EXPENDITURE	200.00	200.00	200.00	0.00
001-72-570.64.01	CAPITAL OUTLAY	0.00	13,437.20	0.00	100.00
		24,100.00	37,770.20	6,630.09	82.45

Overall Expenditure Rate:

97.53

41,071.10

Fund: 125 BUILDING DEPT

	Description	ORIGINAL BUDGET	Amended	Available	% Used
Department: 24 PROTECTIVE INSPECTIONS					
125-24-500.12.00	REGULAR SALARIES	75,116.00	77,369.00	3,944.55	94.90
125-24-500.14.00	SALARIES OVERTIME	817.52	817.52	716.17	12.40
125-24-500.21.00	FICA TAXES - EMPLOYER POF	5,746.00	5,801.04	527.92	90.90
125-24-500.22.20	RETIREMENT TOWN EMPLO'	7,512.00	7,512.00	(608.62)	108.10
125-24-500.23.01	HEALTH INSURANCE	18,144.00	18,400.44	(648.28)	103.52
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	(13.19)	109.70
125-24-500.25.00	UNEMPLOYMENT COMPENS	240.00	240.00	95.49	60.21
125-24-520.31.00	PROFESSIONAL SERVICES	55,703.54	112,320.00	(16,746.50)	114.91
125-24-520.51.00	OFFICE SUPPLIES	266.00	400.00	(3,472.95)	968.24
125-24-520.51.10	POSTAGE	0.00	30.00	28.08	6.40
125-24-520.52.00	UNIFORMS	0.00	100.00	(12.97)	112.97
125-24-520.52.20	TOOLS & HARDWARE	46.91	100.00	100.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	95.00	0.00	0.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	80.00	0.00	0.00	0.00
		163,902.97	223,226.00	(16,090.30)	107.21

Fund: 172 OCEAN PARK PARKING FUND

	Description	ORIGINAL BUDGET	Amended	Available	% Used
Department: 75 TOWN PARKS					
172-75-575.31.02	LIFEGUARD CONTRACT	19,950.00	19,950.00	184.15	99.08
172-75-575.32.90	BANKING FEES	2,000.00	2,000.00	(3,023.31)	251.17
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	100.00
172-75-575.34.91	LANDSCAPING	5,000.00	5,000.00	4,414.43	11.71
172-75-575.41.10	IPS COMMUNICATIONS FEE	1,200.00	1,200.00	(2,645.07)	320.42
172-75-575.43.10	ELECTRICITY	1,584.00	1,584.00	(770.71)	148.66
172-75-575.43.20	WATER & SEWER	1,500.00	1,500.00	(166.51)	111.10
172-75-575.43.50	DUMP SERVICE	660.00	660.00	660.00	0.00

172-75-575.46.12	MAINTENANCE SUPPLIES	1,000.00	1,000.00	(723.74)	172.37
172-75-575.46.15	EQUIPMENT MAINTENANCE	0.00	0.00	(877.00)	100.00
172-75-575.46.30	BUILDING MAINTENANCE	2,200.00	2,200.00	2,200.00	0.00
172-75-575.46.31	BUILDING MAINT RESTROOM	0.00	0.00	(148.97)	100.00
172-75-575.46.40	GROUPS MAINTENANCE	1,800.00	1,800.00	(3,290.44)	282.80
172-75-575.46.41	MOWING CONTRACT	11,205.00	11,205.00	(0.14)	100.00
172-75-575.46.43	TREE EXPENSE	1,000.00	1,000.00	1,000.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	20.49	94.15
172-75-575.52.25	TOOL RENTAL	0.00	0.00	(2,725.81)	100.00
172-75-575.53.15	PARKING LOT REPAIRS	3,000.00	3,000.00	2,488.26	17.06
172-75-575.53.20	SIGNS	300.00	300.00	(4.89)	101.63
172-75-575.63.03	VOLLEYBALL COURT	1,000.00	1,000.00	(1,945.27)	294.53
172-75-575.64.01	CAPITAL OUTLAY	0.00	0.00	(8,738.92)	100.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticket	120.00	120.00	110.00	8.33
		55,669.00	55,669.00	(13,983.45)	125.12

General Fund Balance:	41,071.10	
Transfer to 125	(16,746.50)	
Transfer to 172	(14,500.00)	
Transfer to 201	(3,000.03)	Interest overage

General Fund Balance:	6,824.57
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NOVEMBER 2022 ACTION ITEMS

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research grant funding opportunities for stormwater projects	3/15/2022	10/19/2022	10/19/2022	Commissioner Runte	Town Manager
DATE	DIRECTION/NOTES				
10/19/2022	Town Manager – Received more grants, but the Town does not qualify for them. Commissioner Runte – Close this item, but add it as a priority as part of the S.E.A Project.				
8/17/2022	Town Manager spoke about				
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				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Contact the City of Melbourne and Brevard County about coordination of utility projects	8/17/2022	10/19/2022	10/19/2022	Mayor Hoover	Public Works/ Building Dept
DATE	DIRECTION/NOTES				
10/19/2022	PW Director – no issues with the City of Melbourne, and getting the patch that was an issue fixed				
9/21/2022	Contact Jenny Lamb with the City of Melbourne – pushed to next month				
8/17/2022	Added to Action Items – Update in September				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research potential 140-year celebration events	10/19/2022	11/16/2022		Corey Runte	Town Manager
DATE	DIRECTION/NOTES				
10/19/2022	Added to Action Items				

NOVEMBER 2022 ACTION ITEMS

ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Research permanent tree lighting (up lighting) along Ocean Ave, nicer street signs & new trash cans	2/16/2022	11/16/2022		Commissioner Walker	Town Manager/Public Works
DATE	DIRECTION/NOTES				
10/19/2022	PW Director – Additional signs were ordered for the intersection of Ocean and Pine				
9/21/2022	Waiting to meet with Commissioner Walker, can get rid of signs at the Pine and Ocean regarding the school zone – pushed to next month				
8/17/2022	Do a sign survey for the north side of the road and the intersection at Pine				
7/20/2022	PW Director – The in ground light is the best, will proceed with that one.				
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	REQUESTOR	ASSIGNED TO
Research Charging Stations	11/20/20	11/16/2022		Simmons	Town Manager/PWD
DATE	DIRECTION/NOTES				
10/19/2022	Town Manager – Got other quotes which has raised additional questions				
8/17/2022	Town Manager – having a very hard time getting companies to come out				
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				

NOVEMBER 2022 ACTION ITEMS

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	<i>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.</i>				
11/18/2020	<i>Commission advised to keep this item open until the stations are installed</i>				
10/21/2020	<i>Commission approved cost to replace breaker box and TM to get vendor contacts from Comm. Runte</i>				
8/19/2020	<i>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.</i>				
7/15/2020	<i>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.</i>				
6/17/2020	<i>Electricians scheduled Wed. Parking spot for bikes and two for charging stations. Update July RTCM</i>				
3/18/2020	<i>Commission suggested TM get with Tesla to see what they may offer - including getting one at no cost. Tobe discussed again at May TCW.</i>				
6/3/2020	<i>Commission asked TM to contact Tesla to see what they have to offer. Update June RTCM.</i>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Look into Building Construction Code 7A-55 and options to make it easier on residents	9/21/2022	11/16/2022		Mayor Hoover	Town Manager/ Building Dept
DATE	DIRECTION/NOTES				

NOVEMBER 2022 ACTION ITEMS

10/19/2022	Building Official – Any alternative options would make an already nonconforming structure more nonconforming which would have an effect on other ordinances and have effects on the flood zones throughout the Town.				
9/21/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Options and costs for live streaming	9/21/2022	11/16/2022		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				
9/21/2022	Added to Action Items				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Sixth Ave boat ramp improvements	8/17/2022	11/16/2022		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
9/21/2022	Discussed under new business agenda item D.				
8/17/2022	Research what the exact issue is with parking that prevents the Town from getting grant money				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	11/16/2022		Mayor Hoover	Town Manager
Date	Directions/Notes				
9/21/2022	Waiting to hear back from BSE				
7/20/2022	TM – The workshop is scheduled for August 24 th at 6:30 pm.				
6/15/2022	Town Manager – Spoke with Neal, 2 proposed dates in August, bring final date next month				
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.				

NOVEMBER 2022 ACTION ITEMS

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>				
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

NOVEMBER 2022 ACTION ITEMS

Research Dog Park Options	6/15/2022	12/21/2022		Mayor Hoover	Town Manager
DATE	DIRECTION/NOTES				
7/20/2022	TM – Indialantic just finished their 6 month trial period and so far so good so they will be renewing it.				
6/15/2022	Added to Action Items				
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	12/21/2022		Commission	Town Manager
DATE	DIRECTION/NOTES				
10/19/2022	Town Manager – The Town Attorney is working on the language				
8/17/2022	Town Manager – The proposed language needs to go to Planning and Zoning Board then will come back to the Commission.				
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>				

NOVEMBER 2022 ACTION ITEMS

5/19/2021	<i>PWD update at June RTCM</i>
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