



**TOWN OF MELBOURNE BEACH**  
**REGULAR TOWN COMMISSION MEETING**

**August 21, 2024**

**AGENDA PACKET**

**TABLE OF CONTENTS**  
**AGENDA AUGUST 21, 2024**

**MEETING AGENDA – ADDITIONS/DELETIONS/CHANGES – Pages 3-5**

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**CONSENT AGENDA**

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- A. Approval of the Regular Town Commission Meeting action minutes July 17, 2024 – Pages 6-13
- B. Approval of the Regular Town Commission Meeting final minutes April 17, 2024 – Pages 14-21
- C. Approval of the Regular Town Commission Meeting final minutes March 20, 2024 – Pages 22-33
- D. Reappointment of Planning and Zoning Board Member Kurt Belsten – Page 34

**PROCLAMATIONS/PRESENTATIONS/AWARDS**

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- A. Proclamation recognizing the month of September 2024 as National Suicide Prevention Month – Pages 35
- B. Presentation of Certified Municipal Clerk designation to Town Clerk Amber Brown – Page 36

**FINANCE/BUDGET REPORT – Pages 37-53**

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**DEPARTMENT AND BOARD/COMMITTEE REPORTS**

---

- A. Parks Board – Pages 54-55
- B. Public Works Department – Pages 56-57
- C. Building Department – Pages 58-68
- D. Code Enforcement – Pages 69-71
- E. Fire Department – Pages 72-75
- F. Police Department – Page 76
- G. Town Clerk – Page 77

**UNFINISHED BUSINESS**

---

- A. Approval of the Town Commission Workshop final minutes March 6, 2024 – Pages 78-86
- B. Approval of the Regular Town Commission Meeting final minutes February 21, 2024 – Pages 87-105
- C. Consideration to renew the South Beaches Coalition Interlocal Agreement – Pages 106-127
- D. Resolution 2024-04 Fee Schedule – Pages 128-137
- E. Consideration on creating a Citizen Advisory Board – Pages 138-139
- F. Consideration on creating a Municipal Citizens Academy – Page 140

**NEW BUSINESS**

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- A. Consideration to increase the amounts of accrued annual leave and compensatory time caps – Pages 141-152
- B. Consideration of recognition of Olympic gold medal winner Carline Marks – Page 153
- C. Consideration on leasing the Community Center – Page 154
- D. Consideration on providing direction to the Planning and Zoning Board – Pages 155-156
- E. Discuss the Mayors' Fitness Challenge hosted by the United Way of Brevard – Pages 157-159
- F. Consideration of establishing a Youth Mayor for a Day program – Pages 160-165
- G. Consideration of amending building height restrictions – Pages 166-168

**ADMINISTRATIVE REPORTS – Page 169**

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**TASK LIST – Page 170**

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# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING Wednesday, August 21, 2024 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, August 21, 2024 in the Community Center  
to address the items below**

**Commission Members:**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

**Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
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, Unfinished 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**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Consent Agenda**
  - A. Approval of the Regular Town Commission Meeting action minutes July 17, 2024
  - B. Approval of the Regular Town Commission Meeting final minutes April 17, 2024
  - C. Approval of the Regular Town Commission Meeting final minutes March 20, 2024
  - D. Reappointment of Planning and Zoning Board Member Kurt Belsten
6. **Proclamations/Presentations/Awards**
  - A. Proclamation recognizing the month of September 2024 as National Suicide Prevention Month
  - B. Presentation of Certified Municipal Clerk designation to Town Clerk Amber Brown
7. **Finance/Budget Report**
8. **Department and Board/Committee Reports**
  - A. Parks Board
  - B. Public Works Department
  - C. Building Department
  - D. Code Enforcement
  - E. Fire Department
  - F. Police Department
  - G. Town Clerk
9. **Public Comment (Non-Agenda Items)**

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.
10. **Public Hearings/Special Orders**
11. **Unfinished Business**
  - A. Approval of the Town Commission Workshop final minutes March 6, 2024
  - B. Approval of the Regular Town Commission Meeting final minutes February 21, 2024
  - C. Consideration to renew the South Beaches Coalition Interlocal Agreement – Town Manager Elizabeth Mascaro
  - D. Resolution 2024-04 Fee Schedule – Town Manager Elizabeth Mascaro

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE TOWN FEE SCHEDULE; AMENDING TOWN RESOLUTION 2022-05 TOWN FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

- E. Consideration on creating a Citizen Advisory Board – Mayor Alison Dennington
- F. Consideration on creating a Municipal Citizens Academy – Mayor Alison Dennington

**12. New Business**

- A. Consideration to increase the amounts of accrued annual leave and compensatory time caps – Finance Manager Jennifer Kerr
- B. Consideration of recognition of Olympic gold medal winner Carline Marks – Commissioner Corey Runte
- C. Consideration on leasing the Community Center – Vice Mayor Sherri Quarrie
- D. Consideration on providing direction to the Planning and Zoning Board – Mayor Alison Dennington
- E. Discuss the Mayors’ Fitness Challenge hosted by the United Way of Brevard – Mayor Alison Dennington
- F. Consideration of establishing a Youth Mayor for a Day program – Mayor Alison Dennington
- G. Consideration of amending building height restrictions – Mayor Alison Dennington

**13. Administrative Reports**

- A. Town Attorney
- B. Town Manager

**14. Commission Reports**

**15. Task List**

**16. Public Comment**

**17. Adjournment**

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING July 17, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### ACTION MINUTES

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

#### 2. Roll Call

Town Clerk Amber Brown conducted a roll call

#### Commission Members Present

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### Absent

Commissioner Corey Runte

#### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Police Chief Tim Zander  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Finance Manager Jennifer Kerr  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance.

### 4. Meeting Agenda – Additions/Deletions/Changes – 2:03

**Vice Mayor Sherri Quarrie made a motion to approve the meeting agenda as shown; Commissioner Marivi Walker seconded; Motion carried 4-0.**

### 5. Consent Agenda – 6:29

~~A. Approval of the Regular Town Commission Meeting action minutes June 19, 2024~~

~~B. Approval of the Town Commission Workshop summary minutes March 6, 2024~~

~~C. Approval of the Regular Town Commission Meeting summary minutes February 21, 2024~~

~~D. Approval of the site plan for 506 Third Ave – new home~~

Consent Agenda Items A, B, C, and D were removed from the Consent Agenda and added to New Business as Items A, B, C, D.

Town Manager Elizabeth Mascaro asked to put the original New Business Item F as New Business Item A due to the amount of items under new business and having residents present to address that agenda item.

The Commission approved moving the original New Business Item F to New Business Item A, followed by the pulled Consent Agenda Items A, B, C, and D to New Business Items B, C, D, and E, followed by the original New Business Items A, B, C, D, E, G, and H to New Business Items F, G, H, I, J, K, and L.

### 6. Proclamations/Presentations/Awards

### 7. Finance/Budget Report – 13:51

**Commissioner Sherri Quarrie made a motion to approve; Commissioner Adam Meyer seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.**

### 8. Department and Board/Committee Reports – 15:24

A. Parks Board

**New Task List Item** – Clarify the difference between Special Event and Town Event, inform the Town Boards, and update forms.

B. Public Works Department – 23:41

C. Building Department – 27:05

D. Code Enforcement – 30:10

E. Fire Department – 40:15

F. Police Department – 48:12

G. Town Clerk – 1:18:19

**9. Public Comment (Non-Agenda Items) – 1:19:42**

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.

***Ted Funkhouser – 509 Banyan Way** – Spoke about people on electric bikes not following traffic laws.*

***Mark McBride – 310 Second** – Spoke about homes for sale are being advertised as short term rental ready. There were some good recommendations after the workshop, so what’s next.*

***Frank LaGrassa – 412 First Ave** – Spoke about short term rentals.*

***Ken Lebrato – 213 Cherry Dr** – Asked what the Town Attorney was directed to do related to short term rentals, how many magistrate hearings have there been, who makes the short term rental report, and why is 204 Cherry and 602 Shannon not on the list.*

**10. Public Hearings/Special Orders – 1:56:07**

A. Ordinance 2024-01 Sheds – Second reading

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING APPENDIX “A” OF THE TOWN CODE OF ORDINANCES OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 7A-57 RELATING TO UTILITY SHEDS AND SETBACK REQUIREMENTS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**Commissioner Marivi Walker moved to approve Ordinance 2024-01 as presented; Commissioner Adam Meyer seconded; Motion carried 3-0 with Mayor Alison Dennington abstaining from the vote.**

**11. Unfinished Business**

A. Consideration of replacing all of the curbing on Riverside Dr as part of the repaving project – 1:59:00

Town Engineer Scott Glaubitz from BSE Consultants spoke about the project.

***Tim Reed – 302 Fourth Ave** – Asked for clarification on the project.*

***Todd Albert – 1710 Pine St** – Asked if the Town knows what Indialantic’s experience was with their recent curbing work.*

**Vice Mayor Sherri Quarrie moved to accept the Goodson Paving bid for \$340,154.70 for the repaving of Riverside and stays on the piggyback contract with Brevard County pricing; Commissioner Marivi Walker seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.**

B. Discussion regarding failed Ordinance 2024-03 Camping Prohibited – 2:40:35

**Commissioner Marivi Walker moved to have the Town Attorney to draft up verbage for the disallowance of camping with some options; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

Recess at 8:55 pm -9:01 pm

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Marivi Walker  
Commissioner Adam Meyer

**Absent**

Commissioner Corey Runte

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Police Chief Tim Zander  
Finance Manager Jennifer Kerr  
Town Clerk Amber Brown

**12. New Business**

~~A. Consideration to approve the Interlocal Agreement – Stormwater Utility Assessment Roll – Finance Manager Jennifer Kerr Moved to Item F~~

A. Originally New Business Item F - Consideration to approve a proposal regarding the stormwater project at the end of the street on Third Ave – Town Manager Elizabeth Mascaro – 3:01:26

Town Engineer Ana Saunders from BSE Consulting spoke about the issues.

**Vice Mayor Sherri Quarrie made a motion to accept Rammage Contracting for \$20,352.10 plus an additional \$2,750.00 for additional services for a total of \$23,102.10 to fix the stormwater project on Town property at the end of Third Avenue; Commissioner Adam Meyer seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.**

~~B. Resolution 2024-03 – Stormwater Utility Assessment Roll Certification Moved to Item G~~

~~**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 2024/2025; AND PROVIDING FOR AN EFFECTIVE DATE.**~~

B. Originally Consent Agenda Item A - Approval of the Regular Town Commission Meeting action minutes June 19, 2024 - 3:36:45

**Commissioner Marivi Walker made a motion to approve the action minutes for June 19, 2024; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

~~C. Consideration to endorse the HELPER Act – Town Manager Elizabeth Mascaro Moved to Item H~~

C. Originally Consent Agenda Item B – Approval of the Town Commission Workshop summary minutes March 6, 2024 – 3:38:47

**Commissioner Adam Meyer made a motion to move Consent Agenda Item B Approval of the Town Commission Workshop summary minutes March 6, 2024 to the August Commission meeting; Commissioner Marivi Walker seconded; Motion carried 4-0.**

~~D. Consideration to renew the South Beaches Coalition Interlocal Agreement Moved to Item I~~

D. Originally Consent Agenda Item C – Approval of the Regular Town Commission Meeting summary minutes February 21, 2024 – 3:40:24

**Commissioner Adam Meyer made a motion to move Consent Agenda Item C Approval of the Regular Town Commission Meeting summary minutes February 21, 2024 to the August Commission meeting; Commissioner Marivi Walker seconded; Motion carried 4-0.**

~~E. Consideration on a speed camera system in the school zone and parking cameras in Town paid parking areas – Police Chief Tim Zander Moved to Item J~~

E. Originally Consent Agenda Item D – Approval of the site plan for 506 Third Ave – new home – 3:40:46

***Bruce Larson - 1507 Pine St** – Spoke about being at the PnZ meeting, the Code is plain English, the height starts at the floor up. If there is a gap in the Code give direction to tighten it up.*

***Tim Reed – 302 Fourth Ave** – Asked when the stormwater project was discussed was this new home taken into consideration.*

***Ken Lebrato – 213 Cherry Drive** – Asked if he built a new home according to Code he could bring in 20 feet of fill then build a home on top of that. What is the Commission going to do about this.*

***Steve Walters – 416 Sixth Ave** – Spoke about the Town has already fought height issues around 2004-2006. The intent was from 18 inches above the crown of the road.*

**Commissioner Adam Meyer made a motion to approve the site plan for 506 Third Ave; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

**Commissioner Marivi Walker made a motion to request the Town Attorney and the Town look at the current verbiage and see how we can adjust it to maximize the height; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- ~~F. Consideration to approve a proposal regarding the stormwater project at the end of the street on Third Ave – Town Manager Elizabeth Mascaro Moved to Item A~~
- F. Originally New Business Item A – Consideration to approve the Interlocal Agreement – Stormwater Utility Assessment Roll – 4:29:23

**Commissioner Marivi Walker made a motion to approve the Interlocal Agreement – Stormwater Utility Assessment Roll as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- ~~G. Resolution 2024-04 Fee Schedule Moved to Item K~~

~~**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE TOWN FEE SCHEDULE; AMENDING TOWN RESOLUTION 2022-05 TOWN FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**~~

- G. Originally New Business Item B – Resolution 2024-03 – Stormwater Utility Assessment Roll Certification – 4:37:34

**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 2024/2025; AND PROVIDING FOR AN EFFECTIVE DATE.**

**Commissioner Adam Meyer moved to adopt Resolution 2024-03 certifying the annual Stormwater Utility Assessment Roll for the Town of Melbourne Beach Stormwater Utility budget for fiscal year 2024-2025; Commissioner Marivi Walker seconded;**

Roll Call Vote by Town Clerk  
 Mayor Alison Dennington – Aye  
 Vice Mayor Sherri Quarrie – Aye  
 Commissioner Corey Runte – Absent  
 Commissioner Marivi Walker – Aye  
 Commissioner Adam Meyer – Aye

**Resolution 2023-04 carried by a vote of 4-0.**

- ~~H. Resolution 2024-05 FDLE Grant Moved to Item L~~

~~**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AUTHORIZING PARTICIPATION IN FDLE'S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FOR PRISONER TRANSPORTATION; PROVIDING FOR AUTHORITY TO EXECUTE; AND PROVIDING AN EFFECTIVE DATE.**~~

- H. Originally New Business Item C – Consideration to endorse the HELPER Act – 4:48:04

**Commissioner Marivi Walker made a motion to consider to endorse the HELPER Act; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- I. Originally New Business Item D – Consideration to renew the South Beaches Coalition Interlocal Agreement – 4:50:04

**Commissioner Marivi Walker made a motion to push this forth to next month; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- J. Originally New Business Item E – Consideration on a speed camera system in the school zone and parking cameras in Town paid parking areas – 4:56:47

*Ken Lebrato – 213 Cherry Drive* – Spoke about being in law enforcement for over 30 years. Do not touch this. It will be a nightmare. New Jersey had them and threw them out.

*Tim Reed – 302 Fourth Ave* – Spoke about anytime someone says you will get something for free it is never free.

**Commissioner Marivi Walker made a motion to table this indeffinitely; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- K. Originally New Business Item G – Resolution 2024-04 Fee Schedule – 5:19:29

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE TOWN FEE SCHEDULE; AMENDING TOWN RESOLUTION 2022-05 TOWN FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Town Manager Elizabeth Mascaro tabled this item to next month

- L. Originally New Business Item H – Resolution 2024-05 FDLE Grant – 5:22:03

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AUTHORIZING PARTICIPATION IN FDLE’S EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM FOR PRISONER TRANSPORTATION; PROVIDING FOR AUTHORITY TO EXECUTE; AND PROVIDING AN EFFECTIVE DATE.**

*Steve Walters - 416 Sixth Ave* – Go back 25 years and on average there was 250 arrests and the jail van was a godsend. If you have to drive it would take 2 ½-3 hours.

**Commissioner Marivi Walker made a motion to approve Resolution 2024-05 which authorizes the participation in the Edward Byrne Memorial Assistance Grant; Vice Mayor Sherri Quarrie seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.**

**13. Administrative Reports – 5:36:45**

- A. Town Attorney

B. Town Manager

Town Manager Elizabeth Mascaro spoke about the Planning and Zoning Board requested permission to take a look at the tree ordinance.

**Commissioner Marivi Walker made a motion to allow Planning and Zoning to review the tree ordinance; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

**14. Commission Reports**

**Commissioner Marivi Walker made a motion to allow the Town Attorney to do some new verbiage based on camping; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

**15. Task List**

**16. Public Comment**

**17. Adjournment**

**Vice Mayor Sherri Quarrie moved to adjourn; Commissioner Marivi Walker seconded, Motion carried 4-0.**

Meeting adjourned at 11:42p.m.

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING April 17, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

#### 2. Roll Call

Town Clerk Amber Brown conducted a roll call

#### Commission Members Present

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

#### Commission Members Absent

Commissioner Marivi Walker

#### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance.

#### 4. Meeting Agenda – Additions/Deletions/Changes – 1:46

Finance Manager Jennifer Kerr spoke about page 21 – Parking Revenue Fiscal Year Comparison had a typo. Parking revenue said \$110,266, in the Excel spreadsheet it recalculated \$82,096. She provided the amended page with the corrected total for fiscal year 2023.

Vice Mayor Sherri Quarrie wanted to make changes to the agenda, submitted the bicentennial water feature as a presentation, and would like to present after the Town Attorney. Also, there are people here for the tobacco free spaces, and would like to give them priority.

**Commissioner Corey Runte made a motion to move items under New Business Items C and D up to Proclamations/Presentations/Awards as Items B and C; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

#### 5. Consent Agenda – 5:43

A. Approval of the Regular Town Commission Meeting action minutes March 20, 2024.

**Commissioner Adam Meyer made a motion to approve the Consent Agenda; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

#### 6. Proclamations/Presentations/Awards – 7:35

A. Presentation by Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about the Florida Sunshine Law and that the public's business must be conducted in public. Says to treat everything as if it comes through the board, do not communicate about it through emails, texts, etc. Assume anything you write could become public record. Advises not to delete anything, creates Sunshine issue, but sending in texts through email would be fine. Says there should not be an exception for the Commission.

Mayor Alison Dennington asked about storing text messages, and suggested sending them to Town Clerk Amber Brown once a month so she does not have to store them personally. Asks about confusion for how the Town code defies quasi-judicial as excluding Commission in some places, and others not.

B. **Consideration of a Bicentennial Park water feature – Vice Mayor Sherri Quarrie – 19:15**

Joyce Barton on behalf of the Beach Gardeners Club (which dissolved last year) spoke about how the club donated \$1,500 last year to the Town with the request of it going towards a water feature in Bicentennial Park. She presented ideas and options for a water feature in Bicentennial Park.

Mayor Alison Dennington spoke about solutions for if it cost more than \$1,500, and that the extra money could come from citizen donations. She also mentioned if there were people interested in participating, to possibly start up the Gardeners Club again.

**Frank Thomas – 606 Atlantic St - Spoke about Florida native plants.**

C. Consideration to prepare an ordinance for tobacco free Brevard – Mayor Alison Dennington – 46:45

Elizabeth Bublitz on behalf of CiviCom spoke about their tobacco free parks and beaches initiative. Indianalantic and Indian Harbour Beach have already passed these with Indianalantic being tobacco free and Indian Harbour Beach being smoke free. Requires designated areas for smokers. Acknowledged that cigarette butts are not biodegradable even though some people might think they are. Says they have worked at the county level to provide education about policy and adoption, but have not implemented it on county beaches. Said that golf courses wanted to be able to allow cigar use.

Mayor Alison Dennington asked how many municipalities have passed these. Acknowledged 1.69 billion pounds of cigarette butts per year. Wants to avoid having smoking in parks so children will not be exposed to it. Told Vice Mayor Sherri Quarrie that there is one legislator that has a cigar business.

Vice Mayor Sherri Quarrie asked if Brevard County is involved in this. Asked about why cigars are not included in this.

**7. Finance/Budget Report – 56:00**

**Commissioner Corey Runte made a motion to approve the finance report as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

**8. Department and Board/Committee Reports – 56:51**

A. Public Works Department

Mayor Alison Dennington asked several questions about the Public Works Department, including questions about redoing the Ocean Park bathrooms, peak season rates for kiosks. Mentioned there was a big sign falling down and wanted to make sure they were aware. Asked about quarterly cleanings of baffle boxes, inventory of where speed limit signs are. Suggested coming up with some sort of cards to give to police, they are patrolling the town so they see a lot and could report back to Public Works if they notice any issues. \$20,000 for signs in the budget, there is \$8,000 left, asked about what type of signs and where they are going to go.

Town Manager Elizabeth Mascaro said the bathrooms were repainted last year. Said peak season rate changes were as simple as contacting the company to make the change. The quarterly cleanings cover all of the baffle boxes and the amount of debris is noted. They don't have inventory of where speed limit signs are placed. They don't have a formal program for police to report back, but anytime anyone sees anything they do say something. They are going to utilize the signs they already have, blue signs have been installed, and remaining funds can be used to purchase overlays. Also, use that budget for stop signs, yield signs, etc.

B. Building Department - 1:11:30

Building Official Robert Bitgood said the department had a good month, construction value was \$2.72 million. That number is about two and a half times higher than normal. Accessory structures the majority of the time are prefab sheds, rarely are they a built structure.

Mayor Alison Dennington had a request in regards to the size limit of accessory structures, would it be difficult to add the size each month?

C. Code Enforcement - 1:16:40

Mayor Alison Dennington asked about short term rentals. Also mentioned the empty lot that is not being taken care of and that she wanted to file a complaint.

Building Official Robert Bitgood said it would be helpful if the commission could clarify exactly what information they wanted. Said there is a place on the website to file a complaint and that is the fastest way to get it addressed.

D. Fire Department - 1:22:00

Fire Chief Gavin Brown said nothing new outside of the report. Said the chemical spill was a pool trailer that had spilled pool chlorine, but it was a small amount. The standby was an EMT covering nature day, and the toxic condition was golf cart batteries charging in a garage, if there is any issue it causes hydrogen gas.

Mayor Alison Dennington asked about the chemical spill, cover assignment stand-by move-up, and toxic conditions, other.

E. Police Department - 1:25:15

Town Manager Elizabeth Mascaro said Police Chief is absent but will be at the next meeting.

Mayor Alison Dennington expressed her appreciation for the speeding tickets and reports. Also mentioned there are three officers qualified on AR-15s. Would be interested in having information on tickets written if they are more residents or more people from out of town.

F. Town Clerk - 1:28:40

Mayor Alison Dennington asked if Town Clerk Amber Brown is doing the agendas and minutes for all of the boards.

Town Clerk Amber Brown said she does the agendas for all of the boards, some of the boards do their own minutes. Said there is no cost to the Town for the first two elections, and will be getting the information on the last election in May/June, and would guess it would be around \$600 because it is an even year.

Vice Mayor Sherri Quarrie asked for the cost of the three elections.

**9. Public Comment (Non-Agenda Items) – 1:32:20**

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.

**Steve Walters – 416 Sixth Ave** – Spoke about how solid waste should have gone out for bid.

Mayor Alison Dennington explained why they did not go to bid.

**Mark McBride – 310 Second Ave** – Spoke about issues with Airbnbs.

Building Official Robert Bitgood said he was putting together a memo as well as a code enforcement PowerPoint to address the Town’s concerns.

**Frank LaGrassa – 412 First Ave** – Spoke about how solid waste should have gone out for bid.

## 10. Public Hearings/Special Orders - 2:00:10

### 11. Unfinished Business - 2:00:18

- A. Consideration on ordinance language changes related to sheds – Building Official Robert Bitgood.

Dan Harper on behalf of the Planning and Zoning Board spoke about the pictures provided in the agenda packet and the Planning and Zoning Board’s stance.

The Commission discussed approving the Planning and Zoning recommendations with some modifications. Change the size from 140 to 160 square feet. Keeping the two foot setback instead 5 feet. Change the language about the height from foundations should be no higher than 8 inches above ground level to 11.6 feet total above grade inclusive of the base. Where it says front line changes to front building line.

**Commissioner Adam Meyer made a motion to approve the Planning and Zoning recommendations for sheds as modified; Commissioner Corey Runte seconded;**

*Tim Reed – 302 Fourth Ave* – Spoke about supporting what the Planning and Zoning Board recommended.

*Annemarie McBride - 310 Second Ave* – Asked if golf carts would be allowed in a shed.

**Motion carried 3-0 with Mayor Alison Dennington abstaining.**

Mayor Alison Dennington was advised to submit a Form 8B.

- B. Discussion on installing a children’s gaga ball pit – Commissioner Corey Runte – 2:27:35

Mayor Alison Dennington referred to the Park’s Board recommendation, 1 voted yes, 3 voted no.

The Commission discussed the recommendations from the Park's Board, whether or not they thought the gaga ball pit was a good idea, and trying out various locations for it if they did decide to put it in.

**Commissioner Corey Runte made a motion to approve the gaga ball pit as presented subject to the following conditions: one we will try at least 2 locations with the first being at the previous bocce ball court location general area for a reasonable period of time, allow for public input, finalize the decision based on the majority of public input, and the third condition is it can be removed or moved for special events; Vice Mayor Sherri Quarrie seconded;**

*Bryan Cassaza – 2009 Oak – Spoke about safety concerns and injuries and education.*

*Sue Martin – 2002 Rosewood – Spoke against the gaga ball pit due to liability.*

*Frank LaGrassa – 412 First Ave – Spoke against the gaga ball pit.*

*Tim Reed – 302 Fourth – Spoke about the Commission not listening to the Parks Board.*

*Ken Lebrato – 213 Cherry Dr – Spoke against the gaga ball pit due to liability*

Mayor Alison Dennington suggested coming to a compromise because some people want it and some people do not, feels there is a middle of the road that can be found.

Commissioner Corey Runte said he spoke with the Mayor of Indialantic and their town loves the gaga ball pit, and have had no issues.

Vice Mayor Sherri Quarrie asked about using the inflatable models.

**Commissioner Corey Runte withdrew his motion.**

**Commissioner Corey Runte made a motion to approve the gaga ball pit per estimate number 26885 with model number 00830-GRN with a diameter of 20 feet as specified on the website without mulch plus the conditions of trying 2 different locations starting with the general area green space of the previous bocce ball courts with a second location coming back with public input to select the final location, and the third condition is that it can be moved around or removed for special events; Vice Mayor Sherri Quarrie seconded; Motion carried 3-1 with Commissioner Adam Meyer dissenting.**

Recess at 9:09-9:19 (3:07:45)

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Town Clerk Amber Brown

**Commission Members Absent**

Commissioner Marivi Walker

- C. Discussion on prohibiting sleeping/camping in all zoned public places, vehicles, or any properties within Town limits – Vice Mayor Sherri Quarrie – 3:08:50

Town Attorney Ryan Knight drafted an ordinance that provides a definition of camping, and added that in an emergency, the prohibition against camping can be waived in case people need to sleep outside.

The Commission requested the Town Attorney make the ordinance say camping is prohibited everywhere in the Town.

**12. New Business**

- A. Ordinance 2024-02 Repealing Ordinance 2023-02 Second Kitchens – First reading – 3:22:15  
**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH,  
 BREVARD COUNTY, FLORIDA, REPEALING ORDINANCE  
 2023-02 IN ITS ENTIRETY; PROVIDING FOR SEVERABILITY;  
 AND PROVIDING FOR AN EFFECTIVE DATE.**

**Commissioner Adam Meyer made a motion to approve the straight repeal of the Second Kitchen Ordinance; Vice Mayor Sherri Quarrie seconded;**

*Gabor Kishegyi – 202 Surf Rd – Asked if this would remove the definition.*

Mayor Alison Dennington said it would remove the definition.

**Motion carried 4-0.**

- B. Consideration of a request from Planning and Zoning to review the maximum allowable size of accessory structures – Building Official Robert Bitgood – 3:27:20

Building Official Robert Bitgood said the accessory structure cannot be taller or larger than the primary structure. This usually applies to a detached garage.

Commissioner Corey Runte suggested P&Z research and provide comparable language from nearby towns and bring that information back to the Commission.

*Tim Reed - 302 Fourth Ave – Suggested that this should go to a joint workshop with Planning and Zoning.*

- C. Consideration of a Bicentennial Park water feature – Vice Mayor Sherri Quarrie – 3:39:40

**Commissioner Corey Runte made a motion to approve the use of the \$1,500.00 donation from the Garden Club for the use of a landscape water feature at Bicentennial Park as presented subject to further due diligence; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

- D. Consideration to prepare an ordinance for tobacco free Brevard – Mayor Allison Dennington – 3:43:15

Vice Mayor Sherri Quarrie says the Town Attorney should look over the definitions for marijuana/marijuana-based products because there is a chance that the state of Florida will allow it, and wants to be prepared for that.

The Town Commission directed the Town Attorney to prepare an ordinance to ban all smoking in all public places in the Town.

**13. Administrative Reports – 3:48:30**

- A. Town Attorney
- B. Town Manager

**14. Commission Reports**

**15. Task List – 3:49:30**

The Commission discussed having a lifeguard or not and where funds would come from.

Updated:

**Lifeguard Coverage:** Will come back next month as an agenda item.

**16. Public Comment – 4:02:10**

*Frank Lagrassa – 412 First Ave – Spoke about how people need to be more self-reliant.*

*Tim Reed – 302 Fourth Ave – Spoke about sticking to not paying for anything even if we no longer have a lifeguard.*

**17. Adjournment**

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

Meeting adjourned at 10:14 p.m.

Transcribed by Rachel Pembrook

**ATTEST:**

\_\_\_\_\_  
Alison Dennington, Mayor

\_\_\_\_\_  
Amber Brown, Town Clerk

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING March 20, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

#### 2. Roll Call

Town Clerk Amber Brown conducted a roll call

#### Commission Members Present

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

#### Commission Members Absent

Commissioner Marivi Walker

#### Staff Members Present

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance.

#### 4. Meeting Agenda – Additions/Deletions/Changes

Vice Mayor Sherri Quarrie brought up changes to the meeting agenda, wants to put language for the second kitchen into a workshop for residents. Change the new business E and F to workshops so the public can have input, also have the town attorney look at it.

Mayor Alison Dennington says they should be discussed here, see if they want to approve the citizens advisory board. Says the second kitchen language has already been voted on.

Commissioner Corey Runte says there is too much information needed to be able to make decisions tonight and believes there should be a workshop. Says workshops are limited to two topics so they can be spoken about in depth.

**Commissioner Adam Meyer made a motion to approve the agenda as is; Commissioner Corey Runte seconded; Motion carried 4-0.**

#### 5. Consent Agenda – 15:47

- A. Reappointment of Parks Board Member Lisa Kishegyi
- ~~B. Approval of the site plan for 526 Sunset Blvd – New home~~

Mayor Alison Dennington pulled Consent Agenda Item B and put it on New Business as Item G.

**Commissioner Adam Meyer made a motion to approve the Consent Agenda Item A; Commissioner Corey Runte seconded; Motion carried 4-0.**

#### 6. Proclamations/Presentations/Awards

- A. Fire Department presentation including a proclamation commemorating 33 years of dedicated volunteer service to the Town of Melbourne Beach provided by Retired Fire Lieutenant Stephen Stewart, the swearing in of two new State Certified Volunteer Firefighters Michael Bellucco and George Walters, and acceptance of a donation from the MBVFA – followed by a brief reception – 25:27

Lieutenant Stewart said he was grateful to be part of the fire department for so long.

Mayor Alison Dennington called for a short break for reception - 36:14

Town Clerk Amber Brown conducted a roll call

##### **Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

##### **Commission Members Absent**

Commissioner Marivi Walker

##### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Town Clerk Amber Brown

- B. Presentation by Town Attorney Ryan Knight about different types of local government and the duties of various roles – 37:11
- C. Fiscal Year 2023 Financial Audit presented by James Moore – 50:56

Mayor Alison Dennington wanted clarification on various things such as why certain categories were at \$0 and why there was such an increase in salaries.

#### **7. Finance/Budget Report – 1:19:56**

Vice Mayor Sherri Quarrie said parking revenue has decreased, wanted people to be aware.

**Commissioner Corey Runte made a motion to approve the finance report as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.**

#### **8. Department and Board/Committee Reports – 1:25:35**

##### A. Public Works Department

No additions.

##### B. Building Department

No additions.

##### C. Code Enforcement

Mayor Alison Dennington asked about non certified vacation rentals. She also mentioned adding dates to complaints/notices to help with the records.

Building Official Robert Bitgood said the complaint was filed and they are waiting on follow up.

##### D. Fire Department

Fire Chief Gavin Brown acknowledged his appreciation for the donation of vehicles for his department.

##### E. Police Department

No additions.

##### F. Town Clerk

Town Clerk Amber Brown gave an update on the document scanning, said a sample needs to be redone before all of the documents can start being scanned but she feels confident about the process.

## 9. Public Comment (Non-Agenda Items) – 1:33:25

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.

**Tina Coppock – 505 Avenue B** – *Tina Coppock spoke about the importance of shortening meetings and that it is the mayor's responsibility to do so. Mentioned the importance of getting meeting minutes out quickly.*

**Chuck Cain – 309 Surf Rd** – *Chuck Cain says this is a great town, the staff makes the town. Says he used to enjoy getting updates at meetings, now they are too long and the Commission is losing the Town's attention.*

**Steve Walters – 416 Sixth Ave** – *Steve Walters says there is no trust with the government, and gave examples of things being sold under value, such as cars. Would love shorter meetings but appreciates public discussion.*

**Frank LaGrassa – 412 First Ave** – *Frank LaGrassa also mentioned the mistrust of the government. He praised the mayor's firmness and says the other members of the Commission are not allowing the mayor to exercise her rights and believes they are the ones wasting time.*

**Mark McBride – 310 Second Ave** – *Mark McBride talked about the AirBNB situation, believes there has been progress, but wants to know more specifics like the timeline on things being enforced.*

Mayor Alison Dennington said this subject was her agenda item and will be discussed later, and reminded the town members that this public comment is for things not on the agenda.

**Ken Lebrato - 213 Cherry Dr** – *Ken Lebrato asked when do the public get to ask questions about previously discussed items? Asked why it takes so long to address unregulated AirBNBs, specifically one near him.*

Mayor Alison Dennington said public comment is specifically for things being voted on.

Town Attorney Ryan Knight said when items come up for discussion, the commission discusses first then you put it out for public comment.

Town Manager Elizabeth Mascaro said recently the property is no longer listed on AirBNB.

## 10. Public Hearings/Special Orders

### 11. Unfinished Business - 1:54:25

- A. Consideration of pricing contract renewal with Waste Pro – Town Manager Elizabeth Mascaro

Daniel Robson, division manager from Waste Pro spoke about the contract and services. \$35 per home per month. Raised commercial rate, lowered residential rate. Gives town of Melbourne Beach 15% franchise fee. Does not charge for Founder's Day.

Commissioner Adam Meyer mentioned wanting to get other bids.

Commissioner Corey Runte expressed how he feels Waste Pro has done everything in their power to provide good service and good rates and would be happy to renew a contract.

**Vice Mayor Sherri Quarrie made a motion to extend the waste pro contract, Commissioner Corey Runte seconded;**

**Steve Walters - 416 Sixth Ave** – *Steve Walters asked why is this back on the agenda? It was decided years ago to go to bid and it continues to just be renewed as is. Not everyone can afford these price increases.*

**Tina Coppock – 505 Avenue B** – *Tina Coppock says you get what you pay for, and if it's not broke, don't fix it.*

Mayor Alison Dennington says she feels conflicted, wants to go to bid but has a hard time trusting a different company to do a good job.

Town Manager Elizabeth Mascaro says the companies do not have to honor their original pricing if it goes out to bid.

Commissioner Adam Meyer says companies can take advantage if you do not go to bid.

**Scott Jones - 309 Fifth Ave** – *Scott Jones says he has never seen trash pickup like it is in Melbourne Beach and it would have to be a big savings to risk losing the quality of the service Waste Pro provides.*

**Frank LaGrassa – 412 First Ave** – *Frank LaGrassa asked for clarification on how going to bid worked, if you could still go with the original company. Also asked, if it were your home, would you go this long without checking that it is a good deal?*

Mayor Alison Dennington explained that you do not have to pick the lowest bid, you can choose amongst the companies, but there would only be three bids at most.

**Motion carried 3-1 with Commissioner Adam Meyer dissenting**

- B. Consideration of a volunteer Beach Ambassador program – Town Manager Elizabeth Mascaro – 2:29:20

Fire Chief Gavin Brown said it will be under the Fire Department. Said there will be donations for the program.

Town Manager Elizabeth Mascaro said the cost will be paid for by parking.

**Commissioner Corey Runte moved to approve the beach ambassador program with two conditions: not to exceed \$1,000 of Ocean Park parking funds and subject to annual review by the Commission, Commissioner Adam Meyer seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting**

- C. Consideration on ordinance language changes related to sheds – Building Official Robert Bitgood – 2:45:01

Commission approved as written 160 sq ft and 5 foot setbacks, went to PNZ and they suggested 140 and a 2 foot setback.

Mayor Alison Dennington recuses herself.

Planning and Zoning Member Dan Harper said the issue with sheds was not the size, but wanting to relocate them. Did not see the purpose in changing the 25 feet from property line to 5 feet. Recommends allowing the size increase but not the change in location.

Vice Mayor Sherri Quarrie asked for clarification specifically about corner lots.

**Commissioner Corey Runte moved to table to the next RTCM with the condition of the Building Official and PNZ representative meeting to provide options and visual diagrams, Vice Mayor Sherri Quarrie seconded;**

*Frank LaGrassa – 412 First Ave – Frank LaGrassa said he is hearing the impact for neighbors to the corner lot, but is not hearing the impact to passers by.*

**Motion carried 3-0 with Mayor Alison Dennington abstaining**

Town Attorney Ryan Knight advised Mayor Alison Dennington about Form 8B.

- D. Consideration of language for the second kitchen repeal ordinance – Town Attorney Ryan Knight – 3:19:00

**Commissioner Adam Meyer made a motion to send it to PNZ as written, Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

- E. Consideration to obtain a traffic engineer study for traffic calming device options – Town Manager Elizabeth Mascaro – 3:20:00

Mayor Alison Dennington wants the police chief to write tickets before obtaining a study.

Commissioner Adam Meyer said there is no harm in letting the Town Manager start getting information, and that we can engage with the new police chief at the next meeting.

**Commissioner Corey Runte made a motion to authorize and approve the Town Manager to obtain quotes for a traffic study on Riverside; Commissioner Adam Meyer seconded;**

**Paula Panton – 809 Riverside Dr** – Paula Panton said she thought at the last meeting we were going to study the whole town because there's speeding everywhere, so why is this just Riverside? Appreciates seeing more police presence.

Commissioner Corey Runte said he would amend his motion.

Mayor Alison Dennington said the amended motion, which is to authorize the Town Manager to get cost estimates to do traffic study for all areas, not to pay for it or authorize it but to get quotes.

**Commissioner Corey Runte amended his motion to obtain quotes for the scope of work as presented; Commissioner Adam Meyer seconded the amendment; Motion carried 4-0**

- F. Consideration of upcoming Regular Town Commission Meeting dates – Commissioner Corey Runte – 3:24:25

Commissioner Corey Runte said most of the Commission has jobs and that it is important to have representation, so the meeting dates and times need to work for everyone. Review the dates for April, May, June to not only have a quorum, but the best attendance possible.

Mayor Alison Dennington asked if he is requesting to move the set date for every month. Believes if you have a quorum, you should not move the meeting for one person.

Commissioner Adam Meyer said that he already told his work that he cannot travel because of these meetings on these days, so he would not necessarily be flexible to move dates.

**Failed for a lack of a motion**

**12. New Business**

- A. Consideration of salary for Police Chief Tim Zander – Town Manager Elizabeth Mascaro – 3:30:15

Town Manager Elizabeth Mascaro said she has offered Tim Zander the position of police chief to be sworn in on April 1st. Proposed that he is leaving a higher paying job and deserves \$105,000.00 as a salary.

Mayor Alison Dennington says she is uncomfortable offering him that high of a salary in comparison to the old police chief's salary of \$91,000.00 and would rather start lower and see how he does in the position.

Commissioner Corey Runte believes he is worth the salary of 105,000.00 and it is better to make people happy and satisfied in their job so they will not leave.

Commissioner Adam Meyer pointed out that that salary fits within the salary range that was posted and that Tim is well qualified for the position so the salary is justifiable.

**Commissioner Corey Runte moved to approve the salary for Police Chief Tim Zander at \$105,000.00 as presented; Commissioner Adam Meyer seconded;**

*Steve Walters - 416 Sixth Ave – Steve Walters said they were being locked out of the building for public interviews and asked if Officer Smith was going to apply.*

Town Manager Elizabeth Mascaro said Officer Smith was not qualified to apply.

Mayor Alison Dennington said that it was up to the Town Manager to hire for the position, not the Commission.

*Tina Coppock – 505 Avenue B – Tina Coppock said the police chief puts their life on the line everyday and 105,000.00 is a bargain.*

**Motion carried 4-0**

Tim Zander thanked the Commission for the opportunity.

- B. Consideration of Resolution 2024-02 – Budget Amendment – Finance Manager Jennifer Kerr – 3:48:57

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AMENDING RESOLUTION NO 2023-09; AMENDING EXPENDITURES FOR ALL FUNDS INCLUDING THE TOWN'S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION**

Town Manager Elizabeth Mascaro said the resolution is to reallocate capital funds in the original budget for 2024, \$50,000 was for the skate park, they did pay for two studies to be done, there is an ADA compliance issue and would like to earmark the funds to fix that.

Building Official Robert Bitgood said that according to Florida building code, the relationship between handicap parking and accessibility to the structure it serves has to be the most direct route. Suggested being proactive and using the remaining funds to fix this.

Mayor Alison Dennington said the remaining amount is \$47,000, and asked if the \$3,000 had been used on the surveys and core samples.

**Commissioner Adam Meyer made a motion to approve reallocating the money from the skate park to ADA compliance; Vice Mayor Sherri Quarrie seconded;**

*Frank LaGrassa – 412 First Ave – Frank LaGrassa said that the people should have been informed the new Police Chief was here.*

Mayor Alison Dennington called for a brief recess

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Town Clerk Amber Brown

**Commission Members Absent**

Commissioner Marivi Walker

**Commissioner Adam Meyer made a motion to approve budget Resolution 2024-02 as written; Commissioner Corey Runte seconded; Motion carried 4-0**

- C. Discussion of prohibiting sleeping/camping in all zoned public places, vehicles, or any properties within Town limits – Vice Mayor Sherri Quarrie – 3:58:30

Vice Mayor Sherri Quarrie said there are no regulations right now and it is important to be proactive and give direction to the attorney to model an ordinance like Satellite Beaches about this issue so that it would be in place.

Mayor Alison Dennington said she believed there was something in the code about not being able to sleep in tents.

Town Attorney Ryan Knight confirmed he did not find anything in the current code.

**Commissioner Corey Runte made a motion to approve authorizing the Town Attorney to review the Satellite Beach draft ordinance 1244 and present a draft ordinance for the Commission to review, Commissioner Adam Meyer seconded;**

*Roger Newell – 506 Colony – Roger Newell said if you would not want to give police full authority to enter a property, how can you enforce it? You have to be more proactive in your enforcement.*

Town Attorney Ryan Knight said in the draft he could include a memo on enforcement.

**Motion carried 4-0**

- D. Discussion on installing a children’s gaga ball pit – Commissioner Corey Runte – 4:08:55

Commissioner Corey Runte we could use more amenities for kids to use. It’s cheap, got an estimate for \$1,200 max and would make a lot of kids happy. Says it is moveable so location should not be an issue.

Mayor Alison Dennington wants to discuss with the Parks Board and make sure the public can have a say in where it is located.

**Commissioner Adam Meyer made a motion to send the Gaga Ball pit to the Parks Board to come up with a plan on the structure type and location and give it back to the Commission for approval, Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

- E. Discussion on Code review, revision, and training related to short-term rentals and Town rules as to occupant, noise, parking, and similar short-term rental issues – Mayor Alison Dennington – 4:14:30

Mayor Alison Dennington said residents have spoke about things that violated the code, and the Police Chief said it's not enforceable. She would like the Town Attorney to conduct code review related to STRs, and would like to be able to have training in regards to existing codes and if they are not enforceable, we need to update them so they are.

Commissioner Corey Runte is in favor of tightening the code.

**Commissioner Corey Runte made a motion to approve and authorize the Town Attorney to review the existing code regarding short-term rentals and provide proposed code changes to tighten up the Town rules relative to occupancy, noise, parking, and other related issues; Commissioner Adam Meyer seconded;**

*Mark McBride – 310 Second – Mark McBride said he is not the expert on the subject but that the Town Attorney is.*

*Roger Newell – 506 Colony – Roger Newell said he doesn't think it's out of the realm of reason to ask an owner to register with the town if they intend to rent the property. Feels that STRs are ruining neighborhoods and it's all about enforcement.*

Mayor Alison Dennington said the newly passed bill wipes out the registration ordinance.

Town Attorney Ryan Knight said municipalities are limited with what they can do because of the state legislature.

**Motion carried 4-0**

- F. Discussion on creating a Citizen Advisory Board – Mayor Alison Dennington – 4:24:00

Mayor Alison Dennington would like to have an advisory board of citizens for hot topics. If a lot of people care about an issue, it could be redirected to the Citizen Advisory Board. She would propose it be by district, include 9-11 people, and meet at least 4 times a year.

Commissioner Adam Meyer asked for clarification about what would go to them. Suggests talking about it at a workshop. Thinks there is merit but does not know how it will work.

Vice Mayor Sherri Quarrie believes this board would be redundant and is not in favor of it.

Commissioner Corey Runte said there are pros and cons, this is a heavy item that needs to go to a workshop.

**Commissioner Adam Meyer made a motion to put it on a workshop;**

Commissioner Corey Runte requested an amendment to the motion to include a one-hour structured time limit per item.

**Commissioner Adam Meyer approved the amendment; Commissioner Corey Runte seconded the amended motion;**

***Roger Newell – 506 Colony*** – Roger Newell said he's interested in how the Citizen Advisory Board would interact with the Commission. Does being incorporated affect how we interact with the state?

Mayor Alison Dennington said there would be minutes of their meeting's discussion and they would write a report, they would not necessarily have to come to meetings and present.

Town Attorney Ryan Knight said it does not matter if you are incorporated.

***Brian Casazza – 2009 Oak St*** – Brian Casazza discussed his concerns with the advisory board, and expressed disappointment that the Commission does not seem to want this advisory board.

***Mark McBride – 310 Second Ave*** – Mark McBride said residents have tons of ideas.

***Annmarie McBride – 310 Second Ave*** – Annmarie McBride says people of the Town want to come to meetings and be heard but fear it is an uncomfortable environment and that people don't listen to each other.

Mayor Alison Dennington says she appreciates people staying through the long meetings.

***Frank LaGrassa – 412 First Ave*** – Frank LaGrassa asked about the details of the vacation rentals bill.

Town Attorney Ryan Knight said he does not know all of the details but that they can inspect the AirBNBs, can charge a reasonable fee, etc.

**Motion carried 4-0**

G. **Approval of the site plan for 526 Sunset Blvd – New home** – 4:54:25

Mayor Alison Dennington asked why there are sections of the application that are completely empty? Also asks about pool cabana. Raises concerns about accessory building.

Building Official Robert Bitgood said on a single family home, a lot of it is not applicable to fill out. Says the accessory dwelling unit is not intended to be rented.

Commissioner Corey Runte says they are in their legal rights to build this structure.

**Commissioner Corey Runte made a motion to approve the 526 Sunset Blvd site plan package as presented; Vice Mayor Sherri Quarrie Seconded;**

*Ken Labrato – 213 Cherry Dr – Ken Labrato expressed his concern about public comment and losing that right depending on where items are placed on the agenda.*

Town Attorney Ryan Knight said it happens through the ordinance that was passed last year for the format for the Commission meetings.

Mayor Alison Dennington said one person on the Commission has the right to remove an agenda item.

**Motion carried 3-1 with Mayor Alison Dennington dissenting**

**13. Administrative Reports**

- A. Town Attorney
- B. Town Manager

**14. Commission Reports**

**15. Task List**

Updated:

**Sixth Ave Boat Ramp Improvements:** Commissioner Corey Runte requested the item be pushed for three more months.

**16. Public Comment**

**17. Adjournment**

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

Meeting adjourned at 11:31 p.m.

Transcribed by Rachel Pembrook

**ATTEST:**

\_\_\_\_\_  
Alison Dennington, Mayor

\_\_\_\_\_  
Amber Brown, Town Clerk



**TOWN BOARD VOLUNTEER APPLICATION**  
**Town of Melbourne Beach**  
**507 Ocean Avenue**  
**Melbourne Beach, Florida 32951**  
**Phone: (321) 724-5860 Fax: (321) 984-8994**

1. Name: Kurt Belsten Home Phone: 321-727-9779
2. Home Address: 414 Riverview Lane
3. Mobile Phone: 321-794-4309 E-mail address: gerbrend@aol.com
4. Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_
5. Resume or Education & Experience: on the P & Z.  
 (Use additional sheets if necessary or submit resume)
6. Date of birth: 02/14/1959 (to verify voter registration)  
 (optional)
7. Are you a qualified elector of the town?  YES  NO
8. Are you a resident of the town?  YES  NO
9. Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO
10. Do you hold a public office?  YES  NO
11. Do you currently serve on a Town board?  YES  NO  
 If yes, which board? P & Z
12. Please check the board(s) you are interested in serving on:
 

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> History Preservation and Awareness
<input type="checkbox"/> Civil Service Board	<input type="checkbox"/> Parks Board
<input type="checkbox"/> Code Enforcement Board	<input checked="" type="checkbox"/> Planning and Zoning Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Police Pension Fund Board of Trustees
13. Why do you think you are qualified to serve on this board? 10 years plus experience on the P & Z.
14. Would you consider serving on another board other than the one(s) you have selected above?  
 YES  NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: *Kurt Belsten* Date: 7/29/2024

# Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

## National Suicide Prevention Month September 2024

**WHEREAS**, September is designated as National Suicide Prevention Month, as recognized by the National Association of Mental Illness; and

**WHEREAS**, many health officials and community leaders locally, state, and nationally, understand that mental illness is a significant issue of concern, particularly among our youth; and

**WHEREAS**, we realize that to address mental health issues requires more open and honest discussions about mental health; and

**WHEREAS**, one major hurdle is removing the stigma attached to mental health treatment and discussion; and

**WHEREAS**, individuals, businesses, organizations, public officials, and many others recognize the importance of emotional health; and

**WHEREAS**, the Town of Melbourne Beach supports efforts on the Space Coast to provide education and resources for mental health problems, and

**WHEREAS**, the Town of Melbourne Beach will encourage a positive effort to encourage those with mental health issues to seek the help of a family member, friend, colleague and/or licensed mental health professional to assist them in times of need.

**NOW, THEREFORE**, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim the month of September 2024 as:

## National Suicide Prevention Month

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-First day of August Two Thousand Twenty-four.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Town Clerk

## Regular Town Commission Meeting Agenda

**Section:** Proclamations/Presentations/Awards

**Meeting Date:** August 21, 2024

**Submitted By:** Elizabeth Mascaro, Town Manager

**Subject:** Presentation of Certified Municipal Clerk Designation to Town Clerk Amber Brown

### Background Information

Amber Brown started her employment with the Town of Melbourne Beach in October of 2017 as the Town Hall Office Clerk. Her strong work ethic, personable attitude, and ability to quickly master new skills eventually led to a promotion and transfer over to the Police Department, where she served for multiple years as the Agency's Administrative Specialist.

In April 2022, due to her knowledge of public records and local government practices, she was asked to temporarily serve as the Interim Town Clerk to fill an abrupt vacancy. Over the months that followed, it was apparent from her exceptional performance in the position that she would be a great candidate to fill the role permanently, and in August of 2022, she was promoted to the position of Town Clerk.

Since becoming Town Clerk, she has actively pursued her municipal clerk certification, in addition to her other accomplishments, which include implementing both a digital records request process and a digital records management system, starting the process of digitizing documents with permanent retention, obtaining a new audiovisual system to live stream public meetings, and automating the business tax renewal process.

Her most recent accomplishment however is earning her Certified Municipal Clerk (CMC) designation. This prestigious distinction is awarded after completing the CMC program, which is a multi-year extensive educational process designed to enhance the job performance of Clerks serving both large and small municipalities. The designation is granted by the International Institute of Municipal Clerks, and is only awarded to those Municipal Clerks who complete the programs demanding educational requirements, and who have a record of significant contributions to their local government, community, and State. It should be noted that the last time the Town had a Certified Clerk serving in the position was over 7 years ago.

Gwen Peirce, representing the Central East District for the Florida Association of City Clerks (FACC) is here tonight to present Certified Municipal Clerk Amber Brown with her official CMC certificate and pin.

### Recommendation:

None

### Attachments:

None



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# Memo

To: Mayor, Vice Mayor and Commissioners  
From: Jennifer Kerr, Finance Manager  
Date: August 14, 2024  
Re: July Fiscal Year 2024

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We are in the tenth month of our fiscal year 2024. The target expenditure rate for July is 83.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 75.90%. The Departmental expenditure rate breakdown is as follows:

Legislative:	80.77%
Executive:	77.59%
Finance:	77.13%
Legal:	75.20%
Comp & Plan:	20.86%
General Services:	63.03%
Law Enforcement:	76.96%
Fire:	75.21%
Code:	54.72%
Public Works:	72.31%
Grounds Keeping:	65.60%
Parks:	85.08%

### Discussion Items:

The Town received Parking Revenue for July FY2024 in the amount of \$21,928.09. Parking revenue for July FY2023 was \$22,491.55.

- A Fiscal Year (FY) parking comparison is attached.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH  
Balance As Of 07/31/2024

<b>Fund: 001 GENERAL FUND</b>							
<b>Account Category: Revenues</b>		<b>Description</b>	<b>ORIGINAL BUDGET</b>	<b>Amended</b>	<b>Encumbrance</b>	<b>Available</b>	<b>% Used</b>
001-00-311.00.00		AD VALOREM TAXES	2,685,662.00	2,685,662.00	0.00	28,364.30	98.94
001-00-312.41.00		LOCAL OPTION COUNTY GAS TAX	125,000.00	125,000.00	0.00	29,443.61	76.45
001-00-314.10.00		UTILITY SERVICES TAX FPL	276,000.00	276,000.00	0.00	39,793.81	85.58
001-00-314.30.00		UTILITY SERVICES TAX WATER	54,000.00	54,000.00	0.00	7,861.63	85.44
001-00-314.40.00		UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(110.09)	100.00
001-00-314.40.10		UTILTIY GAS TAX AMERIGAS	8,500.00	8,500.00	0.00	1,951.11	77.05
001-00-314.40.20		UTILITY GAS TAX SUBURBAN	1,300.00	1,300.00	0.00	219.42	83.12
001-00-314.40.30		UTILTIY GAS TAX FERRELL	2,500.00	2,500.00	0.00	(803.68)	132.15
001-00-314.40.40		UTILITY GAS TAX SAM'S GAS	100.00	100.00	0.00	(458.69)	558.69
001-00-314.40.50		UTILITY SERVICE GAS TAX THOMPSONK	0.00	0.00	0.00	(321.96)	100.00
001-00-315.00.00		COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	39,008.83	73.10
001-00-316.00.00		OCCP. LIC	15,000.00	15,000.00	0.00	336.16	97.76
001-00-323.10.00		FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	66,799.64	68.93
001-00-323.70.00		FRANCHISE FEES SOLID WASTE	44,000.00	44,000.00	0.00	6,002.27	86.36
001-00-323.70.10		SOLID WASTE COMMERCIAL	15,000.00	15,000.00	0.00	2,739.29	81.74
001-00-329.20.00		BONFIRE PERMIT	350.00	350.00	0.00	(550.00)	257.14
001-00-329.50.00		LOW SPEED VEHICLE REGISTRATION	500.00	500.00	0.00	(1,300.00)	360.00
001-00-329.50.10		LOW SPEED VEHICLE PERMIT FEE	600.00	600.00	0.00	(600.00)	200.00
001-00-331.12.00		FEMA	0.00	0.00	0.00	(41,906.43)	100.00
001-00-334.10.00		FEMA STATE GRANT	0.00	0.00	0.00	(1,786.46)	100.00
001-00-334.40.00		FMIT SAFETY GRANT	7,000.00	7,000.00	0.00	2,008.00	71.31
001-00-335.12.00		STATE REVENUE SHARING PROCEEDS	112,000.00	112,000.00	0.00	23,673.52	78.86
001-00-335.15.00		ALCOHOLIC BEVERAGE LICENSES	4,300.00	4,300.00	0.00	(725.51)	116.87
001-00-335.18.00		HALF CENT SALES TAX LOCAL GOV	225,000.00	225,000.00	0.00	69,016.91	69.33
001-00-342.20.00		SAFETY INSPECT FEE VAC RENTAL	1,200.00	1,200.00	0.00	(150.00)	112.50
001-00-342.20.10		SAFETY RENEWAL-VAC RENTALS	1,600.00	1,600.00	0.00	(350.00)	121.88
001-00-345.10.00		VAC RENTAL APP FEE-INITIAL	4,000.00	4,000.00	0.00	(500.00)	112.50
001-00-345.10.10		VAC RENEWAL FEE - RENTALS	4,725.00	4,725.00	0.00	175.00	96.30
001-00-349.00.29		LIEN SEARCH REQUEST	0.00	0.00	0.00	(30.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	12,000.00	12,000.00	0.00	(11,835.24)	198.63
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	2,500.00	0.00	(7,554.66)	402.19
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	194,000.00	194,000.00	0.00	194,000.00	0.00
						89.35
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	45,500.00	0.00	45,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	68,500.00	68,500.00	0.00	17,125.00	75.00
001-21-337.90.01	OTHER GRANTS	6,000.00	6,000.00	0.00	6,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(1,280.00)	100.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	5,000.00	5,000.00	0.00	254.23	94.92
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	500.00	0.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	11.00	94.50
001-21-364.10.00	DISPOSAL OF ASSETS - VEHICLES	200.00	200.00	0.00	200.00	0.00
001-21-369.00.00	MISCELLANEOUS REVENUE	100.00	100.00	0.00	(543.27)	643.27
						46.22
Department: 22 FIRE CONTROL						
001-22-271.00.99	CARRY FORWARD	10,700.00	10,700.00	0.00	10,700.00	0.00
001-22-322.30.00	FIRE PROTECTIVE SERVICES	2,000.00	2,000.00	0.00	(2,160.00)	208.00
001-22-364.20.00	DISPOSAL OF ASSETS - OTHER	100.00	100.00	0.00	100.00	0.00
001-22-369.55.10	SHARED TRAINING	500.00	500.00	0.00	500.00	0.00
						31.28
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	1,000.00	1,000.00	0.00	1,000.00	0.00
						0.00
Department: 41 PUBLIC WORKS						
001-41-364.10.00	DISPOSAL OF ASSETS - VEHICLES	500.00	500.00	0.00	500.00	0.00
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(721.00)	100.00
						144.20

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 72 PARKS & RECREATI						
001-72-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	(332.50)	104.75
001-72-347.50.00	FACILITY RENTALS	6,000.00	6,000.00	0.00	2,610.00	56.50
001-72-366.19.00	TH DONATIONS - KIDS BUSINESS FAIR	5,000.00	5,000.00	0.00	(1,640.00)	132.80
						96.46

**Overall Revenue Rate:**

**87.93**

**Account Category: Expenditures**

Department: 00

001-00-581.00.00	TRANSFER OUT	441,761.00	441,761.00	0.00	0.00	100.00
						100.00

Department: 11 LEGISLATIVE

001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	5,550.13	65.74
001-11-500.12.00	REGULAR SALARIES	60,113.00	60,113.00	0.00	11,839.49	80.30
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	5,838.00	5,838.00	0.00	1,464.49	74.91
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	8,157.00	8,157.00	0.00	1,603.39	80.34
001-11-500.23.01	HEALTH INSURANCE	6,534.00	6,534.00	0.00	987.25	84.89
001-11-500.23.02	LIFE INSURANCE	71.00	71.00	0.00	9.07	87.23
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	244.00	244.00	0.00	182.35	25.27
001-11-510.31.00	PROFESSIONAL SERVICES	250.00	250.00	0.00	(172.55)	169.02
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	4,465.00	0.00	2,980.38	33.25
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,100.00	2,100.00	0.00	719.64	65.73
001-11-510.47.00	PRINTING	12,593.00	12,593.00	0.00	6,233.51	50.50
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	241.34	69.83
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	0.00	8,370.50	16.30
001-11-510.49.50	ELECTION EXPENSE	11,000.00	11,000.00	0.00	948.16	91.38
001-11-510.54.00	DUES & SUBSCRIPTIONS	720.00	720.00	0.00	(110.00)	115.28
001-11-510.54.10	TRAINING & SCHOOLS	3,560.00	3,560.00	0.00	1,616.00	54.61
001-11-510.64.01	CAPITAL OUTLAY	85,700.00	85,700.00	4,740.00	(5,282.24)	106.16
001-11-543.00.00	LICENSES & FEES	34,267.00	34,267.00	6,300.00	2,282.63	93.34
						80.77

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	147,720.00	147,720.00	0.00	30,890.28	79.09
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	11,301.00	11,301.00	0.00	1,292.36	88.56
001-12-500.22.01	RETIREMENT - ICMA	15,247.00	15,247.00	0.00	3,267.26	78.57
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,937.00	4,937.00	0.00	1,056.17	78.61
001-12-500.23.01	HEALTH INSURANCE	28,117.00	28,117.00	0.00	8,264.62	70.61
001-12-500.23.02	LIFE INSURANCE	828.00	828.00	0.00	195.77	76.36
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	212.00	212.00	0.00	59.85	71.77
001-12-510.40.00	TRAVEL & MEETINGS	1,820.00	1,820.00	0.00	(117.40)	106.45
001-12-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	300.00	0.00
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	400.00	83.33
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,511.00	3,511.00	0.00	2,124.73	39.48
001-12-510.54.10	TRAINING & SCHOOLS	1,680.00	1,680.00	0.00	1,130.00	32.74
						77.59
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	112,950.00	112,950.00	0.00	22,903.87	79.72
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,641.00	8,641.00	0.00	1,775.54	79.45
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	15,327.00	15,327.00	0.00	3,102.43	79.76
001-13-500.23.01	HEALTH INSURANCE	39,000.00	39,000.00	0.00	17,757.46	54.47
001-13-500.23.02	LIFE INSURANCE	297.00	297.00	0.00	173.14	41.70
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	158.00	158.00	0.00	42.79	72.92
001-13-510.32.00	AUDITING SERVICES	32,600.00	32,600.00	0.00	1,750.00	94.63
001-13-510.32.90	BANKING FEES	12,916.00	12,916.00	0.00	4,522.95	64.98
001-13-510.40.00	TRAVEL & MEETINGS	1,221.00	1,221.00	0.00	321.87	73.64
001-13-510.47.00	PRINTING	216.00	216.00	0.00	216.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	468.05	53.20
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						77.13

Department: 14 LEGAL COUNSEL	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-14-510.31.00	PROFESSIONAL SERVICES	97,000.00	97,000.00	0.00	26,462.85	72.72
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	10,000.00	0.00	77.50	99.23
						75.20
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	26,000.00	26,000.00	0.00	20,576.20	20.86
						20.86
Department: 16 FEMA - HURRICAN						
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	67.76	100.00
						100.00
Department: 19 GENERAL SERVICES						
001-19-500.24.00	WORKERS COMPENSATION	3,687.00	3,687.00	0.00	0.00	100.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,620.00	4,620.00	0.00	1,091.25	76.38
001-19-510.31.11	SECURITY	1,000.00	1,000.00	0.00	700.00	30.00
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	17,000.00	0.00	3,151.00	81.46
001-19-510.35.00	PRE-EMPLOYMENT EXP	400.00	400.00	0.00	400.00	0.00
001-19-510.41.00	TELEPHONE	25,080.00	25,080.00	0.00	5,480.54	78.15
001-19-510.41.10	COMMUNICATION SERVICES	45,372.00	45,372.00	0.00	2,790.62	93.85
001-19-510.43.00	STREET LIGHTS	50,400.00	50,400.00	0.00	12,239.14	75.72
001-19-510.43.10	ELECTRICITY	33,600.00	33,600.00	0.00	11,037.87	67.15
001-19-510.43.20	WATER & SEWER	3,650.00	3,650.00	0.00	254.18	93.04
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	2,500.00	0.00	70.45	97.18
001-19-510.45.00	GENERAL LIABILITY INSURANCE	94,000.00	94,000.00	0.00	9,382.00	90.02
001-19-510.45.01	FLOOD INSURANCE	5,690.00	5,690.00	0.00	(360.00)	106.33
001-19-510.45.02	PROPERTY INSURANCE	128,000.00	128,000.00	0.00	30,641.00	76.06
001-19-510.45.03	AUTO INSURANCE	9,000.00	9,000.00	0.00	(688.00)	107.64
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,832.00	4,832.00	0.00	1,055.89	78.15
001-19-510.46.15	EQUIPMENT MAINTENANCE	31,500.00	31,500.00	0.00	17,697.68	43.82
001-19-510.46.36	PEST CONTROL	3,120.00	3,120.00	0.00	20.00	99.36
001-19-510.47.00	PRINTING	900.00	900.00	0.00	799.88	11.12

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-510.49.90	ADOPT AN AREA	1,000.00	1,000.00	0.00	697.13	30.29
001-19-510.49.98	CONTINGENCY	25,000.00	25,000.00	0.00	24,502.00	1.99
001-19-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	147.13	50.96
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	11,000.00	0.00	6,064.77	44.87
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	498.23	66.78
001-19-510.52.10	JANITORIAL SUPPLIES	5,400.00	5,400.00	0.00	2,887.51	46.53
001-19-510.54.00	DUES & SUBSCRIPTIONS	435.00	435.00	0.00	39.97	90.81
001-19-510.64.01	CAPITAL OUTLAY	148,000.00	148,000.00	0.00	141,478.99	4.41
001-19-543.00.00	LICENSES & FEES	20,585.00	20,585.00	0.00	6,890.26	66.53
001-19-581.00.00	TRANSFER OUT	77,000.00	77,000.00	0.00	0.00	100.00
						63.03

Department: 21 LAW ENFORCEMENT

001-21-500.12.00	REGULAR SALARIES	721,855.00	721,855.00	0.00	157,983.01	78.11
001-21-500.12.50	HOLIDAY PAY	23,000.00	23,000.00	0.00	3,930.77	82.91
001-21-500.14.00	SALARIES OVERTIME	15,000.00	15,000.00	0.00	104.27	99.30
001-21-500.14.16	HURRICANE PAY	18,000.00	18,000.00	0.00	18,000.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,634.00	7,634.00	0.00	1,642.93	78.48
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	1,058.93	82.35
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	54,888.00	54,888.00	0.00	9,277.33	83.10
001-21-500.22.02	POLICE PENSION	142,500.00	142,500.00	0.00	41,446.57	70.91
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	5,217.00	0.00	2,103.05	59.69
001-21-500.23.01	HEALTH INSURANCE	105,440.00	105,440.00	0.00	23,492.74	77.72
001-21-500.23.02	LIFE INSURANCE	2,900.00	2,900.00	0.00	730.90	74.80
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	(162.50)	116.25
001-21-500.24.00	WORKERS COMPENSATION	8,848.00	8,848.00	0.00	271.00	96.94
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,296.00	2,296.00	0.00	1,517.66	33.90
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	142.55	80.34
001-21-520.34.40	DISPATCHING SERVICES	18,319.00	18,319.00	0.00	(549.11)	103.00
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,000.00	1,000.00	0.00	(1,133.00)	213.30
001-21-520.40.00	TRAVEL & MEETINGS	3,184.00	3,184.00	0.00	1,249.04	60.77
001-21-520.41.10	COMMUNICATION SERVICES	6,000.00	6,000.00	0.00	(641.20)	110.69
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	7,000.00	7,000.00	0.00	6,825.53	2.49

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.46.15	EQUIPMENT	2,500.00	2,500.00	0.00	1,038.10	58.48
001-21-520.46.16	RADAR CALIBRATION	250.00	250.00	0.00	(261.00)	204.40
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	1,168.26	93.13
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,500.00	1,500.00	0.00	274.18	81.72
001-21-520.48.50	CRIME PREVENTION	1,500.00	1,500.00	0.00	780.27	47.98
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	0.00	2.55	97.45
001-21-520.51.10	POSTAGE	125.00	125.00	0.00	116.44	6.85
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	5,215.78	38.64
001-21-520.52.05	PROTECTIVE GEAR	3,500.00	3,500.00	0.00	1,621.82	53.66
001-21-520.52.50	GAS & OIL	25,000.00	25,000.00	0.00	9,047.38	63.81
001-21-520.52.70	MEDICAL	800.00	800.00	0.00	800.00	0.00
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	(1,105.91)	136.86
001-21-520.54.00	DUES & SUBSCRIPTIONS	1,175.00	1,175.00	0.00	470.00	60.00
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	6,400.00	0.00	5,950.00	7.03
001-21-520.64.01	Capital Outlay	8,400.00	8,400.00	0.00	(3,600.43)	142.86
001-21-543.00.00	LICENSES & FEES	14,646.00	14,646.00	0.00	1,581.24	89.20
001-21-581.00.00	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
						76.96

## Department: 22 FIRE CONTROL

001-22-500.12.00	REGULAR SALARIES	96,226.00	96,226.00	0.00	18,279.46	81.00
001-22-500.14.16	HURRICANE PAY	1,890.00	1,890.00	0.00	1,890.00	0.00
001-22-500.14.50	STIPEND PAYROLL	44,000.00	44,000.00	0.00	27,479.00	37.55
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,727.00	10,727.00	0.00	3,486.37	67.50
001-22-500.22.01	RETIREMENT - ICMA	9,248.00	9,248.00	0.00	1,503.56	83.74
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	3,591.00	3,591.00	0.00	753.87	79.01
001-22-500.23.01	HEALTH INSURANCE	28,200.00	28,200.00	0.00	4,022.11	85.74
001-22-500.23.02	LIFE INSURANCE	148.00	148.00	0.00	24.14	83.69
001-22-500.23.10	STATUTORY AD&D	207.00	207.00	0.00	(162.50)	178.50
001-22-500.24.00	WORKERS COMPENSATION	16,222.00	16,222.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	141.45	41.31
001-22-520.31.11	SECURITY	0.00	0.00	0.00	(300.00)	100.00
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	5,400.00	0.00	1,200.00	77.78

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	2,060.00	0.00	1,644.00	20.19
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	4,375.00	0.00	3,075.00	29.71
001-22-520.40.00	TRAVEL & MEETINGS	750.00	750.00	0.00	193.89	74.15
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	162.00	91.67
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	1,137.35	88.63
001-22-520.46.20	VEHICLE MAINTENANCE	32,000.00	32,000.00	0.00	16,751.19	47.65
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	(1,053.80)	205.38
001-22-520.51.00	OFFICE SUPPLIES	800.00	800.00	0.00	582.60	27.18
001-22-520.52.00	UNIFORMS	12,600.00	12,600.00	0.00	9,898.06	21.44
001-22-520.52.02	S.C.B.A.	2,550.00	2,550.00	0.00	(999.76)	139.21
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	2,925.00	0.00	785.31	73.15
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	572.47	42.75
001-22-520.52.20	TOOLS & HARDWARE	10,500.00	10,500.00	0.00	9,137.67	12.97
001-22-520.52.50	GAS & OIL	5,000.00	5,000.00	0.00	2,631.48	47.37
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	(933.33)	166.67
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	610.00	0.00	60.00	90.16
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	1,462.00	73.54
001-22-520.54.12	TRAINING MATERIALS	3,200.00	3,200.00	0.00	2,754.46	13.92
001-22-520.64.01	Capital Outlay	82,369.00	82,369.00	195.00	2,714.98	96.70
001-22-543.00.00	LICENSES & FEES	13,473.00	13,473.00	0.00	1,637.01	87.85
001-22-581.00.00	TRANSFER OUT	36,500.00	36,500.00	0.00	0.00	100.00
						75.21

Department: 29 CODE ENFORCEME

001-29-500.12.00	REGULAR SALARIES	15,792.00	15,792.00	0.00	7,430.99	52.94
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,208.00	1,208.00	0.00	398.18	67.04
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	2,143.00	2,143.00	0.00	706.26	67.04
001-29-500.23.10	STATUTORY AD&D	21.00	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	738.00	738.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	51.00	51.00	0.00	37.21	27.04
001-29-520.40.00	TRAVEL & MEETINGS	50.00	50.00	0.00	50.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	100.00	100.00	0.00	100.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-29-520.48.55	FIRE PREVENTION	4,600.00	4,600.00	0.00	1,082.14	76.48
001-29-520.51.00	OFFICE SUPPLIES	125.00	125.00	0.00	97.37	22.10
001-29-520.51.10	POSTAGE	350.00	350.00	0.00	228.18	34.81
001-29-520.51.20	RECORDING COSTS	120.00	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	600.00	600.00	0.00	600.00	0.00
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
						54.72

Department: 41 PUBLIC WORKS

001-41-500.12.00	REGULAR SALARIES	253,947.00	253,947.00	0.00	78,702.56	69.01
001-41-500.14.00	SALARIES OVERTIME	4,000.00	4,000.00	0.00	3,051.80	23.71
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	19,427.00	19,427.00	0.00	5,751.12	70.40
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	34,461.00	34,461.00	0.00	10,509.17	69.50
001-41-500.23.01	HEALTH INSURANCE	46,000.00	46,000.00	0.00	13,046.33	71.64
001-41-500.23.02	LIFE INSURANCE	294.00	294.00	0.00	18.98	93.54
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	4,424.00	4,424.00	0.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	813.00	813.00	0.00	582.71	28.33
001-41-530.40.00	TRAVEL & MEETINGS	150.00	150.00	0.00	150.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	(5,423.50)	208.47
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	0.00	1,918.84	4.06
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	6,500.00	0.00	5,548.21	14.64
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,002.78	19.94
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	0.00	(954.84)	110.05
001-41-530.46.30	BUILDING MAINTENANCE	9,000.00	9,000.00	0.00	(6,391.09)	171.01
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	600.00	0.00	539.57	10.07
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	(700.00)	170.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	2,000.00	2,000.00	0.00	1,869.69	6.52
001-41-530.46.35	PIER MAINTENANCE	1,000.00	1,000.00	0.00	863.40	13.66
001-41-530.46.40	GROUNDS MAINTENANCE	10,000.00	10,000.00	0.00	5,101.46	48.99
001-41-530.52.00	UNIFORMS	3,750.00	3,750.00	0.00	2,147.75	42.73

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-530.52.05	PROTECTIVE GEAR	2,500.00	2,500.00	0.00	1,539.39	38.42
001-41-530.52.20	TOOLS & HARDWARE	5,000.00	5,000.00	0.00	(608.73)	112.17
001-41-530.52.25	TOOL RENTALS	1,500.00	1,500.00	0.00	645.85	56.94
001-41-530.52.50	GAS & OIL	7,000.00	7,000.00	0.00	2,037.11	70.90
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	1,041.31	86.12
001-41-530.53.20	STREET SIGNS	8,000.00	8,000.00	0.00	2,883.40	63.96
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	0.00	984.05	34.40
001-41-530.57.25	WELDING	200.00	200.00	0.00	200.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	4,000.00	4,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						72.31

## Department: 42 GROUNDS KEEPING

001-42-530.34.91	LANDSCAPING	22,300.00	22,300.00	0.00	9,484.36	57.47
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	(705.84)	128.23
001-42-530.46.40	GROUNDS MAINTENANCE	26,000.00	26,000.00	0.00	17,739.82	43.31
001-42-530.46.43	TREE EXPENSE	3,000.00	3,000.00	0.00	3,000.00	0.00
001-42-530.52.00	UNIFORMS	3,125.00	3,125.00	0.00	2,980.25	4.63
001-42-530.52.05	PROTECTIVE GEAR	575.00	575.00	0.00	485.31	15.60
001-42-530.52.20	TOOLS & HARDWARE	500.00	500.00	0.00	(840.48)	268.10
001-42-530.52.25	TOOL RENTALS	0.00	0.00	0.00	(323.69)	100.00
001-42-530.52.50	GAS & OIL	1,000.00	1,000.00	0.00	(175.87)	117.59
001-42-530.54.10	TRAINING & SCHOOLS	375.00	375.00	0.00	375.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(7,134.60)	100.00
001-42-581.00.00	TRANSFER OUT	4,250.00	4,250.00	0.00	0.00	100.00
						65.60

## Department: 72 PARKS &amp; RECREATION

001-72-570.48.10	FOUNDER'S DAY	8,000.00	8,000.00	0.00	(549.02)	106.86
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	0.00	813.03	54.83
001-72-570.48.52	FOURTH OF JULY	1,000.00	1,000.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	4,000.00	4,000.00	0.00	(592.55)	114.81
001-72-570.48.60	EASTER EGG HUNT	400.00	400.00	0.00	(25.12)	106.28

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	5,000.00	0.00	3,530.59	29.39
001-72-570.48.91	CHILDREN'S BUSINESS FAIR	5,000.00	5,000.00	0.00	(985.87)	119.72
001-72-570.63.01	TENNIS COURT EXPEDITURES	700.00	700.00	0.00	700.00	0.00
001-72-570.63.02	BBALL & VBALL COURTS	700.00	700.00	0.00	0.00	100.00
001-72-570.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	0.00	5,555.64	81.48
						85.08

**Overall Expenditure Rate:****75.90****Fund: 104 ENVIRONMENTAL ADVIS****Account Category: Revenues**

Department: 00

104-00-271.00.99	CARRY FORWARD	9,977.14	9,977.14	0.00	9,977.14	0.00
104-00-337.90.01	OTHER GRANTS	0.00	0.00	0.00	(568.00)	100.00
104-00-381.00.00	TRANSFERS IN	5,500.00	5,500.00	0.00	0.00	100.00
						39.21

**Account Category: Expenditures**

Department: 72 PARKS &amp; RECREATI

104-72-570.31.00	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
104-72-570.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
104-72-570.46.40	GROUPS MAINTENANCE	1,200.00	1,200.00	0.00	920.29	23.31
104-72-570.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(345.35)	100.00
104-72-570.52.00	UNIFORMS	400.00	400.00	0.00	360.77	9.81
104-72-570.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	4,971.17	17.15
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,500.00	0.00	57.61	96.16
						27.03

**Fund: 125 BUILDING DEPT****Account Category: Revenues**

Department: 24 PROTECTIVE INSPE

125-24-322.00.00	BUILDING PERMITS	240,000.00	240,000.00	0.00	85,866.06	64.22
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	0.00	(15.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	2,500.00	2,500.00	0.00	2,045.91	18.16

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-322.10.10	SITE PLAN REVIEW P&Z	6,000.00	6,000.00	0.00	4,261.25	28.98
125-24-322.20.00	BUILDING PLAN REVIEW	5,500.00	5,500.00	0.00	3,625.00	34.09
125-24-322.31.00	BOA ADVERTISING COSTS	100.00	100.00	0.00	(175.06)	275.06
125-24-322.31.20	P&Z ADVERTISING	200.00	200.00	0.00	200.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	13,000.00	13,000.00	0.00	3,241.00	75.07
125-24-329.00.10	BOA VARIANCE FEES	1,000.00	1,000.00	0.00	(3,297.00)	429.70
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	6,000.00	0.00	1,222.14	79.63
125-24-364.10.00	DISPOSAL OF ASSETS - VEHICLES	0.00	0.00	0.00	(6,000.00)	100.00
						66.83

**Account Category: Expenditures**

125-24-500.12.00	REGULAR SALARIES	154,096.00	154,096.00	0.00	30,870.41	79.97
125-24-500.14.00	SALARIES OVERTIME	1,000.00	1,000.00	0.00	1,000.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	11,788.34	11,788.34	0.00	2,551.82	78.35
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	20,910.83	20,910.83	0.00	4,181.88	80.00
125-24-500.23.01	HEALTH INSURANCE	17,000.00	17,000.00	0.00	5,317.68	68.72
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	33.81	75.14
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	0.00	100.00
125-24-500.24.00	WORKERS COMPENSATION	1,475.00	1,475.00	0.00	1,475.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	493.11	493.11	0.00	335.46	31.97
125-24-520.40.00	TRAVEL & MEETINGS	700.00	700.00	0.00	(1,156.46)	265.21
125-24-520.41.10	COMMUNICATION SERVICES	0.00	0.00	0.00	(162.50)	100.00
125-24-520.46.20	VEHICLE MAINTENANCE	800.00	800.00	0.00	374.09	53.24
125-24-520.51.00	OFFICE SUPPLIES	430.00	430.00	0.00	181.00	57.91
125-24-520.51.10	POSTAGE	75.00	75.00	0.00	57.64	23.15
125-24-520.52.00	UNIFORMS	560.00	560.00	0.00	335.31	40.12
125-24-520.52.20	TOOLS & HARDWARE	100.00	100.00	0.00	(129.00)	229.00
125-24-520.52.50	GAS & OIL	700.00	700.00	0.00	275.13	60.70
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	0.00	1,475.00	1.67
125-24-520.54.10	TRAINING & SCHOOLS	400.00	400.00	0.00	(549.00)	237.25
125-24-520.64.01	Capital Outlay	0.00	0.00	0.00	(10,733.00)	100.00
125-24-543.00.00	LICENSES & FEES	3,490.00	3,490.00	0.00	(911.10)	126.11
125-24-581.00.00	TRANSFER OUT	20,000.00	20,000.00	0.00	20,000.00	0.00
						76.74

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
<b>Fund: 145 AMERICAN RESCUE PLAI</b>						
<b>Account Category: Revenues</b>						
Department: 00						
145-00-271.00.99	CARRY FORWARD	759,385.36	759,385.36	0.00	759,385.36	0.00
						0.00
<b>Account Category: Expenditures</b>						
Department: 41 PUBLIC WORKS						
145-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(7,330.00)	100.00
145-41-530.64.01	CAPITAL OUTLAY	758,533.87	758,533.87	0.00	720,940.84	4.96
						5.92
<b>Fund: 172 OCEAN PARK PARKING F</b>						
<b>Account Category: Revenues</b>						
Department: 00						
172-00-271.00.99	CARRY FORWARD	51,144.00	51,144.00	0.00	51,144.00	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	12,000.00	12,000.00	0.00	6,850.00	42.92
172-75-344.50.00	PARKING METER REVENUE	95,000.00	95,000.00	0.00	20,538.78	78.38
						74.40
<b>Account Category: Expenditures</b>						
172-75-543.00.00	LICENSES & FEES	0.00	0.00	0.00	(300.00)	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	73,000.00	73,000.00	0.00	50,649.55	30.62
172-75-575.32.90	BANKING FEES	5,500.00	5,500.00	0.00	1,283.94	76.66
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	150.00	91.67
172-75-575.34.91	LANDSCAPING	1,500.00	1,500.00	0.00	1,278.27	14.78
172-75-575.41.10	IPS COMMUNICATIONS FEE	5,000.00	5,000.00	0.00	1,830.37	63.39
172-75-575.43.10	ELECTRICITY	3,000.00	3,000.00	0.00	1,003.28	66.56
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	(334.71)	127.89
172-75-575.43.50	DUMP SERVICE	250.00	250.00	0.00	250.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	609.87	79.67
172-75-575.46.31	BUILDING MAINT RESTROOMS	400.00	400.00	0.00	(439.05)	209.76
172-75-575.46.40	GROUNDS MAINTENANCE	1,200.00	1,200.00	0.00	141.95	88.17
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	(1,729.10)	594.03
172-75-575.52.25	TOOL RENTAL	3,000.00	3,000.00	0.00	3,000.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	1,500.00	0.00	1,500.00	0.00
172-75-575.53.20	SIGNS	800.00	800.00	0.00	800.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	2,000.00	0.00	1,506.04	24.70
172-75-575.63.05	BOCCE BALL COURT	0.00	0.00	0.00	(7,356.15)	100.00
172-75-575.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	5,433.07	9.45
172-75-581.00.00	TRANSFER OUT	1,400.00	1,400.00	0.00	0.00	100.00
						46.55

**Fund: 175 RYCKMAN CROSSOVER I**

**Account Category: Revenues**

Department: 00

175-00-271.00.99	CARRY FORWARD	120,556.74	120,556.74	0.00	120,556.74	0.00
						0.00

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	3,500.00	3,500.00	0.00	(2,600.00)	174.29
175-75-344.50.00	PARKING METER REVENUE	89,000.00	89,000.00	0.00	14,289.27	83.94
175-75-344.50.10	PARK PASS REVENUE	2,500.00	2,500.00	0.00	(600.00)	124.00
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(75.00)	100.00
						88.41

**Account Category: Expenditures**

175-75-575.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(3,000.00)	100.00
175-75-575.32.90	BANKING FEES	3,400.00	3,400.00	0.00	589.29	82.67
175-75-575.41.15	IPS COMMUNICATION FEE	2,800.00	2,800.00	0.00	748.28	73.28
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,876.50)	100.00
175-75-575.48.52	FALL FESTIVAL	4,000.00	4,000.00	0.00	325.06	91.87
175-75-575.48.53	CHRISTMAS DECORATIONS	4,000.00	4,000.00	0.00	4,000.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	10,500.00	0.00	1,900.00	81.90
175-75-575.63.06	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	(2,192.69)	100.00
175-75-575.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
175-75-575.73.00	CULTURAL SERVICES	3,500.00	3,500.00	0.00	2,699.08	22.88
175-75-581.00.00	TRANSFER OUT	91,500.00	91,500.00	0.00	0.00	100.00
						68.65

**Fund: 351 LAND & ROAD IMPROVE**

**Account Category: Revenues**

Department: 00

351-00-271.00.99	CARRY FORWARD	27,397.17	27,397.17	0.00	27,397.17	0.00
351-00-381.00.00	TRANSFERS IN	90,000.00	90,000.00	0.00	0.00	100.00
						76.66

**Account Category: Expenditures**

Department: 41 PUBLIC WORKS

351-41-570.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	3,777.50	24.45
351-41-570.31.21	ENGINEERING SERVICES	20,000.00	20,000.00	0.00	20,000.00	0.00
351-41-570.34.91	LANDSCAPING	10,000.00	10,000.00	0.00	1,596.00	84.04
351-41-570.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(1,183.10)	100.00
351-41-570.46.43	TREE EXPENSE	9,000.00	9,000.00	0.00	8,650.00	3.89
351-41-570.52.25	TOOL RENTALS	3,000.00	3,000.00	0.00	3,000.00	0.00
351-41-570.53.20	STREET SIGNS	20,000.00	20,000.00	0.00	(15,515.13)	177.58
351-41-570.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
						39.89

**Parking Revenue FY Comparison**

<b>FY23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>Mar-23</b>	<b>Apr-23</b>	<b>May-23</b>	<b>Jun-23</b>	<b>Jul-23</b>	<b>TOTAL</b>
<b>Ocean</b>	4,921.04	3,785.42	3,456.88	4,996.04	8,137.70	13,056.24	9,875.00	10,732.69	10,164.36	13,312.63	82,438.00
<b>Ryckman</b>	6,354.35	5,050.00	6,359.91	6,415.41	8,745.55	10,817.72	9,235.16	9,540.80	7,688.74	9,178.92	79,386.56
<b>Total</b>	11,275.39	8,835.42	9,816.79	11,411.45	16,883.25	23,873.96	19,110.16	20,273.49	17,853.10	22,491.55	161,824.56

<b>FY24</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-24</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>TOTAL</b>
<b>Ocean</b>	4,323.54	3,669.99	2,544.37	2,412.50	3,359.78	10,650.19	10,584.79	11,999.21	11,707.57	13,209.28	74,461.22
<b>Ryckman</b>	5,616.47	4,085.40	5,833.19	5,111.66	6,927.64	10,600.74	9,782.44	9,917.90	8,116.48	8,718.81	74,710.73
<b>Total</b>	9,940.01	7,755.39	8,377.56	7,524.16	10,287.42	21,250.93	20,367.23	21,917.11	19,824.05	21,928.09	149,171.95

# Town Commission Meeting

Section: Parks Board General Report

Meeting Date: August 21, 2024

From: Dawn Barlow, Chairperson

All,

Our meeting notes from August 1, 2024, are on file with the Town Clerk, but I wanted to provide an update in summary form:

## 1. Honor our Veterans

- **Circle Park**
  - Originally, the Board was asked to explore creating a memorial in Circle Park.
  - **August Update:** the Board finalized the park requirements and has asked 3 vendors to submit ideas/costs to be reviewed at the September 5<sup>th</sup> Parks Board meeting.
  - **July Update:** Based on the reaction and feedback from the June Town Commission Meeting and the residents who attended the July 1 Parks Board meeting, the Parks Board believes it to be in the best interest of the Town to shift the memorial project to Ryckman and support a general refresh of Circle Park. Further exploratory discussions will include Ryckman House and DAR representatives. Our Board is updating and finalizing the Required Components document to provide possible vendors for Circle Park refresh. The goal is to present our findings in the August/September timeframe.
- **Hometown Heroes**
  - Originally, the Board presented this in addition to creating a memorial.
  - **August Update:** costs for design and printing are being gathered.
  - **July Update:** Our board will be gathering costs to support the program. The goal is to have Hometown Heroes presented at the August or September TC meeting.
- **Veteran's Memorial**
  - Board would like to explore personalized bricks to be overlaid on the coquina path behind the old post office. In addition, we will contact the history center to discuss the possibility of rocking

chairs for their porch. The idea is for these rocking chairs to be branded and represent the 6 US military branches.

## **2. Bicentennial Park**

- Originally, the Board was asked to review \$1,500 water feature donation.
- August Update: The Board agreed to research commercial grade equipment, reviewed design ideas and will reach out to a vendor for design/cost.
- July Update: Joyce Barton attended our Board meeting on July 1. We appreciate the history she was able to provide. The Board also recognizes and appreciates the efforts the Garden Club has provided for 60+ years. She did share that the donation was specific to a water feature. Our Board will be researching commercial grade equipment for the Town to consider. The Board also recommends that the Town consider some recognition for all that the Garden Club has contributed. Because the idea is to have “Welcome to Melbourne Beach” incorporated into the water feature, a larger discussion took place around all “welcome” signage. The Board recognizes that all signage is outside park boundaries or Park Board advisory level. We suggest the Town consider a cohesive sign package concurrently with the water feature.

## **3. Playground Equipment**

- Originally, the Board was asked to explore playground equipment replacement.
- August Update: The Board discussed two design ideas; nature and lagoon themed. The Board was energized by the lagoon theme and there may be some grant options that we will explore. In addition, Richard Maule, local writer, shared with the Board that his latest book is being released. He does evaluate local projects for donation purposes. More research is being gathered for continued review for our September 5<sup>th</sup> Board meeting.
- July Update: Research continues, and the Board will also reach out to Indialantic to learn more about their vendor and weather resistant materials utilized.

**Our next Board sponsored event is the Veteran’s program scheduled for November 11. This will be a key topic focused during the September Board meeting.**

**We hope to present recommendations on Circle Park, Hometown Heroes, Veteran’s Memorial and Bicentennial Park during the September Town Commission meeting.**

## Public Works Activities

July 2024

I would like to thank the Commission and the Manager for supporting all of our efforts to make our Town so nice. No more neglect and refusing to fund our projects. Over the past 5 years with this team work we have repaired and replaced equipment where needed. Without your support this would not have been possible. The compliments I receive all the time from residents are great. Thank you again.

Installed portable water features, included installing water pipe system, installed pump and UV light water sanitizer and tested NEG. Lead and Nitrates and Nitrite

Installed fencing around the Kids Fish Pond water play area to prevent running into roadways

Built swale on corner of Ash at Orange

Constructed Pedestrian Crosswalk flag holders and signs Installed on Atlantic (A1A)

Removed very large amount of tree debris around Town parks storm drains post storm

Put up back to school signs

Repaired sink faucet batteries in Ryckman restrooms

Repaired trim on OTH porch and picked up large table from there

Moved boxes of material placed for shred truck

Worked with FDOT resolving issue for crosswalk at Cherry

Completed installation of handsoap dispensers restrooms – bulk soap to save and limit vandalism

Constructed more vandal resistant pump box Ocean Park-

Installed new pump cover box at Circle Park

Installed a heavy webbed rubber mat to hold sand in place OP entrance onto beach

Removed a section of broken plexiglass from playground fixture – vandalized

Replaced floor drain cover at OP restroom

Removed a 20mph sign unknown person/s had stolen from 5<sup>th</sup> ave and posted on beach

Installed new time on irrigation pump at Circle Park

Flags up and down for July 4<sup>th</sup>

Cleaned grass growing through pavement on Cherry – required periodically

Installed new poles Oak at 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>.

Cleaned all stormwater baffle boxes in Town

Landscaping ongoing full time project includes all mowing, edging, trimming. I believe that the advantages of bringing Landscaping back in house is apparent by the appearance of the parks and right of ways.



# TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

## Building Department Report

JULY 2024

- permits issued 42
- Construction value of the \$1,399,991.96 permits totaled \$15,943.78
- Total permit fees \$15,943.78
- Inspections completed 94
- Plans reviewed 42
- Site plan review for P&Z 1
- Vacation rental inspections 0
- New home 0
- Stop work order 0

# Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PWS24-0065	Window, Door, and Shutter Permit	200 3RD AVE	HOWARD GARAGE DOORS	07/11/202	01/07/202	\$97.00
PWS24-0068	Window, Door, and Shutter Permit	318 3RD AVE	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	07/16/202	01/12/202	\$113.03
PRB24-0025	Res New Construction	506 THIRD AVE	J PARKER CONTRACTING LLC	07/31/202	01/27/202	\$3920.63
PWS24-0071	Window, Door, and Shutter Permit	312 THIRD AVE	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	07/25/202	01/21/202	\$307.99
PE24-0037	Electrical	200 SIXTH AVE	Granda, Carlos	07/11/202	01/07/202	\$304.00
PP24-0020	Plumbing	200 SIXTH AVE	David F Ferry	07/29/202	01/25/202	\$184.70
PM24-0056	Mechanical	218 SIXTH AVE	Gregory L Vermett	07/03/202	12/30/202	\$232.72
PP24-0019	Plumbing	315 6TH AVE	Graham, Alec	07/22/202	01/22/202	\$107.50
PP24-0017	Plumbing	410 ANCHOR KY	MICHAEL B HEIDENREICH	07/03/202	12/30/202	\$79.00
PCD24-0016	Paver, Concrete, & Deck	1417 ATLANTIC ST	FCS BUILDING SOLUTIONS LLC	07/11/202	01/26/202	\$430.50
PWS24-0063	Window, Door, and Shutter Permit	2050 ATLANTIC ST 314	ELEGANT HOMES & DESIGNS INC HOWARD FINK	07/05/202	01/01/202	\$233.58
PM24-0058	Mechanical	2207 ATLANTIC ST 822	Charles Silva	07/11/202	01/08/202	\$118.00
PAS24-0007	Accessory Structure	315 ATLANTIC ST	GROUNDED BUILDS BREVARD, LLC	07/29/202	01/25/202	\$1486.25
PWS24-0061	Window, Door, and Shutter Permit	523 AVENUE A	NEIGHBORHOOD WINDOWS AND DOORS	07/11/202	01/07/202	\$397.56
PF24-0024	Fence	300 BANYAN WAY	AMERICAN FENCE	07/11/202	01/07/202	\$98.44
PCD24-0022	Paver, Concrete, & Deck	512 BANYAN WAY	Surfside Pavers Inc.	07/10/202	01/12/202	\$341.59
PWS24-0070	Window, Door, and Shutter Permit	306 BEAU JEAN AVE	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	07/25/202	01/21/202	\$435.21
PWS24-0060	Window, Door, and Shutter Permit	1908 CEDAR LANE	COASTAL GARAGE DOOR SOLUTIONS LLC	07/11/202	01/14/202	\$124.75
PCD24-0021	Paver, Concrete, & Deck	218 DOGWOOD AVE	ELITE PAVERS & PRICE RITE PAINTING INC	07/25/202	01/21/202	\$406.93
PMC24-0010	Miscellaneous	409 DRIFTWOOD AVE	Windward Building Company	07/22/202	01/18/202	\$300.24
PWS24-0069	Window, Door, and Shutter Permit	214 ELM AVE	LERVOLD, MICHAEL LERVOLD, JENNIFER	07/16/202	01/25/202	\$79.00
PF24-0021	Fence	308 HIBISCUS TRL	AAA QUALITY FENCE LLC	07/10/202	01/19/202	\$222.94
PM24-0060	Mechanical	311 HIBISCUS TRL	Ray, James Clayton	07/23/202	01/19/202	\$328.58
PWS24-0064	Window, Door, and Shutter Permit	315 HIBISCUS TRL	PARADISE GARAGE DOOR SERVICES, INC	07/10/202	01/06/202	\$308.16
PE24-0040	Electrical	413 HIBISCUS TRL	Hughes, Chris	07/23/202		\$341.94
PRO24-0003	Propane	414 HIBISCUS TRL	DIRTYWORK ENVIRONMENTAL SERVICE LLC	07/08/202	01/08/202	\$281.43
PWS24-0062	Window, Door, and Shutter Permit	417 HIBISCUS TRL	PARADISE GARAGE DOOR SERVICES, INC	07/10/202	01/22/202	\$90.64
PE24-0036	Electrical	503 HIBISCUS TRL	Broad, Anthony	07/23/202	01/21/202	\$79.00
PE24-0038	Electrical	516 HIBISCUS TRL	Albright, Gregory	07/11/202	01/07/202	\$377.14

# Permit List

Permit	Type	Address	Applicant	Issued	Expired	Paid
PWS24-0072	Window, Door, and Shutter Permit	511 MAGNOLIA AVE	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	07/26/202	01/22/202	\$310.50
PE24-0041	Electrical	1902 NEPTUNE DR	MENDONCA, MICHAEL	07/30/202	01/27/202	\$79.00
PWS24-0058	Window, Door, and Shutter Permit	2002 NEPTUNE DR	AMERICAN MADE WINDOWS	07/10/202	01/06/202	\$115.00
PWS24-0067	Window, Door, and Shutter Permit	304 OAK ST	CERTIFIED SIDING & WINDOWS INC	07/12/202	01/08/202	\$416.56
PCD24-0025	Paver, Concrete, & Deck	509 OCEAN AVE	MELBOURNE BEACH, TOWN OF	07/15/202	01/11/202	\$0.00
PMC24-0011	Miscellaneous	315 OCEAN AVE	SUMMIT FIRE & SECURITY	07/03/202	12/30/202	\$79.00
PM24-0062	Mechanical	601 PINE ST	Ray, James Clayton	07/31/202	01/27/202	\$480.43
PG24-0004	Generator	700 PINE ST	EAU GALLIE ELECTRIC, INC.	07/31/202	01/27/202	\$381.71
PF24-0023	Fence	203 RIVERSIDE DR	XACT FENCE SOLUTIONS	07/15/202	01/11/202	\$117.16
PM24-0059	Mechanical	450 SANDY KY	Lamb, David	07/08/202	01/04/202	\$261.16
PM24-0053	Mechanical	508 SUNSET BLVD	LYONS, TRAVIS	07/03/202	01/13/202	\$230.63
PM24-0063	Mechanical	527 SUNSET BLVD	WHITLOCK, GARY	07/30/202	01/26/202	\$165.36
PRB24-0024	Res Building	408 SURF RD	GROUNDED BUILDS BREVARD, LLC	07/29/202	01/25/202	\$1478.82

**Total Permits: 42**  
**Total Paid: \$15943.78**

# Monthly Permit List

08/01/2024

1/5

## Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS24-0007	GROUND ED BUILDS BREVARD, LLC	315 ATLANTIC ST	\$1486.25	\$150000.00
<b>Work Description:</b> Construction of New Detached Garage				

**Total Permits For Type: 1**  
**Total Fees For Type: \$1486.25**  
**Total Const. Value For Type: \$150000.00**

## Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE24-0037	Granda, Carlos	200 SIXTH AVE	\$304.00	\$10000.00
<b>Work Description:</b> Replace electrical panel as like as 125 amp, rewire kitchen				
PE24-0040	Hughes, Chris	413 HIBISCUS TRL	\$341.94	\$13360.00
<b>Work Description:</b> Install 24kw generator with 500g buried LP				
PE24-0036	Broad, Anthony	503 HIBISCUS TRL	\$79.00	\$850.00
<b>Work Description:</b> Install 14-SOR in garage from outdoor main panel using 1" pvc and connectors, 2 pole 50amp GFCI breaker				
PE24-0038	Albright, Gregory	516 HIBISCUS TRL	\$377.14	\$16794.00
<b>Work Description:</b> Installation of roof mounted photovoltaic				
PE24-0041	MENDONCA, MICHAEL	1902 NEPTUNE DR	\$79.00	\$2500.00
<b>Work Description:</b> Run home run to outlet by dock				

**Total Permits For Type: 5**  
**Total Fees For Type: \$1181.08**  
**Total Const. Value For Type: \$43504.00**

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF24-0024	AMERICAN FENCE	300 BANYAN WAY	\$98.44	\$3148.00
<b>Work Description:</b> Supply and install 65' of 4' tall T&G PVC fence 1-5' gate				
PF24-0021	AAA QUALITY FENCE LLC	308 HIBISCUS TRL	\$222.94	\$7250.00
<b>Work Description:</b> remove/haul away approx 269 lf of 6' high wood with 1 gate				
PF24-0023	XACT FENCE SOLUTIONS	203 RIVERSIDE DR	\$117.16	\$3772.00
<b>Work Description:</b> Install 54' of 6' high custom horizontal wood fence with Black Aluminum Frame with 2 single gates & 1 double gate				

**Total Permits For Type: 3**  
**Total Fees For Type: \$438.54**  
**Total Const. Value For Type: \$14170.00**

## Generator

Permit #	Applicant	Address	Fee Total	Const. Value
PG24-0004	EAU GALLIE ELECTRIC, INC.	700 PINE ST	\$381.71	\$17240.00
<b>Work Description:</b> Install 22kw generator with 120 gal AG LP tank and connections				

**Total Permits For Type: 1**  
**Total Fees For Type: \$381.71**  
**Total Const. Value For Type: \$17240.00**

## Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM24-0056	Gregory L Vermett	218 SIXTH AVE	\$232.72	\$7568.00
<b>Work Description:</b> Replace A/C system				
PM24-0058	Charles silva	2207 ATLANTIC ST 822	\$118.00	\$3800.00
<b>Work Description:</b> Replace comortmaker 2 1/2ton 15 seer straight cool condenser				
PM24-0060	Ray, James Clayton	311 HIBISCUS TRL	\$328.58	\$12056.00
<b>Work Description:</b> Exact residential HVAC system replacement. No duct work				
PM24-0062	Ray, James Clayton	601 PINE ST	\$480.43	\$26871.00
<b>Work Description:</b> Exact replacement of 2 residential HVAC ssystems. No duct work				
PM24-0059	Lamb, David	450 SANDY KY	\$261.16	\$8493.00
<b>Work Description:</b> exact HVAC changeout				
PM24-0053	LYONS, TRAVIS	508 SUNSET BLVD	\$230.63	\$7500.00
<b>Work Description:</b> a/c change out				
PM24-0063	WHITLOCK, GARY	527 SUNSET BLVD	\$165.36	\$5365.00
<b>Work Description:</b> Change out AC with Carrier ductless system				

**Total Permits For Type: 7**  
**Total Fees For Type: \$1816.88**  
**Total Const. Value For Type: \$71653.00**

## Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC24-0010	Windward Building Company	409 DRIFTWOOD AVE	\$300.24	\$9764.00
<b>Work Description:</b> remodel existing laundry room to include new 1/2 bath. Installation of new 3" sewer line from the street tie int o existing laundry				
PMC24-0011	SUMMIT FIRE & SECURITY	315 OCEAN AVE	\$79.00	\$2400.00
<b>Work Description:</b> Installation of one pre-engineered Kiddie WHDR fire suppression system within one exhaust hood				

**Total Permits For Type: 2**  
**Total Fees For Type: \$379.24**  
**Total Const. Value For Type: \$12164.00**

## Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD24-0016	FCS BUILDING SOLUTIONS LLC	1417 ATLANTIC ST	\$430.50	\$22000.00
<b>Work Description:</b> Remove existing deck, build new deck in same location per plans provided				
PCD24-0022	Surfside Pavers Inc.	512 BANYAN WAY	\$341.59	\$13326.16
<b>Work Description:</b> Replacing concrete driveway and walkway with pavers. Ribbon footer at street. No change to footprint				
PCD24-0021	ELITE PAVERS & PRICE RITE PAINTING INC	218 DOGWOOD AVE	\$406.93	\$19700.00
<b>Work Description:</b> Replace existing concrete driveway with brick pavers				
PCD24-0025	MELBOURNE BEACH, TOWN OF	509 OCEAN AVE	\$0.00	\$0.01
<b>Work Description:</b> elevated deck area				

**Total Permits For Type: 4**  
**Total Fees For Type: \$1179.02**  
**Total Const. Value For Type: \$55026.17**

## Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP24-0020	David F Ferry	200 SIXTH AVE	\$184.70	\$6000.00
<b>Work Description:</b> REPIPE ALL WATER LINES AND REINSTALL COMMODE DRAINS, WATER LINWS WILL BE UPONOR A AND DRAIN PVC DWV				
PP24-0019	Graham, Alec	315 6TH AVE	\$107.50	\$3450.00
<b>Work Description:</b> Replace water service from the city meter to house				
PP24-0017	MICHAEL B HEIDENREICH	410 ANCHOR KY	\$79.00	\$1350.00
<b>Work Description:</b> REPLACE 40 GAL HOT WATER HEATER WITH NEW 50 GALLON WATER HEATER				

**Total Permits For Type: 3**  
**Total Fees For Type: \$371.20**  
**Total Const. Value For Type: \$10800.00**

## Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO24-0003	DIRTYWORK ENVIRONMENTAL SERVICE LLC	414 HIBISCUS TRL	\$281.43	\$9152.00
<b>Work Description:</b> Install 500-gallone propane tank and line				

**Total Permits For Type: 1**  
**Total Fees For Type: \$281.43**  
**Total Const. Value For Type: \$9152.00**

## Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB24-0024	GROUNDLED BUILDS BREVARD, LLC	408 SURF RD	\$1478.82	\$148550.00

**Total Permits For Type: 1**  
**Total Fees For Type: \$1478.82**  
**Total Const. Value For Type: \$148550.00**

**Res New Construction**

Permit #	Applicant	Address	Fee Total	Const. Value
PRB24-0025	J PARKER CONTRACTING LLC	506 THIRD AVE	\$3920.63	\$750000.00
<b>Work Description:</b> New Single family residence				

**Total Permits For Type: 1**  
**Total Fees For Type: \$3920.63**  
**Total Const. Value For Type: \$750000.00**

**Window, Door, and Shutter Permit**

Permit #	Applicant	Address	Fee Total	Const. Value
PWS24-0065	HOWARD GARAGE DOORS	200 3RD AVE	\$97.00	\$3100.00
<b>Work Description:</b> INSTALL A NEW GARAGE DOOR				
PWS24-0068	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	318 3RD AVE	\$113.03	\$3634.19
<b>Work Description:</b> installation of door				
PWS24-0071	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	312 THIRD AVE	\$307.99	\$10048.14
<b>Work Description:</b> installation of doors				
PWS24-0063	ELEGANT HOMES & DESIGNS INC HOWARD FINK	2050 ATLANTIC ST 314	\$233.58	\$7596.00
<b>Work Description:</b> 1 sgd, 2dh, 1 mullion window replacements; size for size & imp				
PWS24-0061	NEIGHBORHOOD WINDOWS AND DOORS	523 AVENUE A	\$397.56	\$18786.00
<b>Work Description:</b> replacing windows				
PWS24-0070	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	306 BEAU JEAN AVE	\$435.21	\$22458.84
<b>Work Description:</b> Installation of windows				
PWS24-0060	COASTAL GARAGE DOOR SOLUTIONS LLC	1908 CEDAR LANE	\$124.75	\$4025.00
<b>Work Description:</b> replace garage door				
PWS24-0069	LERVOLD, MICHAEL LERVOLD, JENNIFER	214 ELM AVE	\$79.00	\$500.00
<b>Work Description:</b> Install aluminum storm panel horizontally to cover 60" x80" sliding glass door. Produce Approval #FL11964-R6				
PWS24-0064	PARADISE GARAGE DOOR SERVICES, INC	315 HIBISCUS TRL	\$308.16	\$10064.00
<b>Work Description:</b> Replace garage door				
PWS24-0062	PARADISE GARAGE DOOR SERVICES, INC	417 HIBISCUS TRL	\$90.64	\$2888.00
<b>Work Description:</b> replace garage door				

PWS24-0072	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	511 MAGNOLIA AVE	\$310.50	\$10292.62
	<b>Work Description:</b> INSTALLATION OF WINDOWS			
PWS24-0058	AMERICAN MADE WINDOWS	2002 NEPTUNE DR	\$115.00	\$3700.00
	<b>Work Description:</b> 3 replacement windows			
PWS24-0067	CERTIFIED SIDING & WINDOWS INC	304 OAK ST	\$416.56	\$20640.00
	<b>Work Description:</b> INSTALL 2 IMPACT SLIDING GLASS DOORS AND 2 ENTRY DOORS			

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<b>Total Permits For Type:</b>	<b>13</b>
<b>Total Fees For Type:</b>	<b>\$3028.98</b>
<b>Total Const. Value For Type:</b>	<b>\$117732.79</b>

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<b>Grand Total Fees:</b>	<b>\$15,943.78</b>
<b>Grand Total Permits:</b>	<b>42.00</b>
<b>Grand Total Const. Value:</b>	<b>\$1399991.96</b>

# Inspection Totals

---

Building - Final	1
Deck	2
Dry Final	1
Dry-In	2
Drywall	2
Electrical	3
Electrical Underground	1
Equipotential	1
Final	5
Final Building	5
Final Fence	5
Final Mechanical	4
Final Miscellaneous	1
Final Paver, Concrete, & Deck	4
Final Plumbing	3
Final Pool	1
Final Pool Resurface	1
Final Roof	1
Final Seawall	2
Final window, Door, & Shutter	8

# Inspection Totals

---

Footer	3
FORM BOARD	1
Framing	3
In Progress	1
In Progress	1
In-Progress	4
Insulation	1
Plumbing Underground	1
Pre Pour	1
Pre Power	1
Pre Stucco	1
Pressure Test	1
Rough Building	1
Rough Electrical	5
Rough Mechanical	2
Rough Plumbing	7
Screw	1
Sheathing	1
Slab	2
Tie-Downs	1

## Inspection Totals

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Window & Door In-Progress

2

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**Total # of Inspections: 94**

# Enforcement List

08/16/2024

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE24-0225	604 SHANNON AVE	Lawns - Overgrowth	Open - Complaint Received	Public - Email	08/13/24	
ECE24-0224	217 THIRD AVE	Short Term Rental Violations	Open - Complaint Received	Public - Email	08/10/24	
ECE24-0223	1709 PINE ST	Pools	Open - Complaint Received	Public - web	08/01/24	
ECE24-0214	387 RIVER VIEW LN	Short Term Rental Violations	Open - First Letter Sent		04/01/24	
ECE23-0206	200 OCEAN AVE STE 203	Business Tax	Open - First Letter Sent	Staff	12/18/23	
ECE23-0193	409 THIRD AVE	Attractive Nuisance	Open - First Letter Sent	Staff	09/21/23	
ECE23-0192	323 AVENUE A	Attractive Nuisance	Open - Second Letter Certified Mail	Staff	09/21/23	
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	Open - Court Magistrate	Staff	07/31/23	

**Total # of Enforcements: 8**

## Enforcement List

08/16/2024

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE24-0222	200 SHANNON AVE	Trailers, Boats, and Recreational Vehicles	Closed - Abated	Public - Phone	06/26/24	07/03/24
ECE24-0221	514 MAGNOLIA AVE	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Public - Phone	06/24/24	07/03/24
ECE24-0208	314 AVENUE B	Building Permit Violation	Closed - Complied	Staff	01/11/24	07/08/24
ECE22-0145	404 COLONY ST	Lawns - Garbage & Trash	Closed - Complied	Staff	07/25/24	07/25/24

**Total # of Enforcements: 4**

# Enforcement List

08/16/2024

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0145	404 COLONY ST	Lawns - Garbage & Trash	Closed - Complied	Staff	07/25/24	07/25/24

**Total # of Enforcements: 1**



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – July 2024**

#### **Incident Response**

For the month of July 2024, the Melbourne Beach Volunteer Fire Department responded to 12 calls for service. The average number of responding volunteer personnel per paged out call for the month was 9.

#### ***Breakdown:***

- 9 Fire/Rescue 911 Calls (Paged out)
- 1 Coverage/Standby Assignment (4<sup>th</sup> of July Event)
- 2 Public Service/Assists

#### **Department Membership**

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 18 Certified Volunteer Firefighters
- 4 Support Services Volunteers
- 10 Probationary Volunteer Members
- 4 Administrative Volunteers
- 1 Volunteer Fire Chaplain

#### **Notable Incidents**

- 7/28/24 – Mutual Aid to Malabar for River Rescue. M-58, D-58, and S-58 responded as part of a multi-agency response for reports of a possible boat accident with drowning victim. Marine 58 shuttled law enforcement deputy and assisted with search. Victim located in stable condition by BCFR vessel and brought to shore for evaluation.
- 7/31/24 – Mutual Aid to South Melbourne Beach (Brevard County) for Ocean Rescue. ATV-58, SKI-58, & D-58 responded as part of a multi-agency response for reports of raft with victims in distress out in the ocean. SKI-58, along with multiple helicopters, assisted with search, no victims located. SKI-58 recovered raft, which was brought to shore and turned over to law enforcement.

## Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. The next new recruit orientation is scheduled for February of 2025. For more information, visit [MBVFD.com/recruitment](http://MBVFD.com/recruitment) or email us at [FireTraining@MelbourneBeachFL.org](mailto:FireTraining@MelbourneBeachFL.org).

## Notable Events & Updates

***FEMA Assistance to Firefighters Grant Update*** – Chief Brown and Ret. Chief Micka submitted a FEMA Assistance to Firefighters Grant on behalf of the Fire Department back in March of this year. The grant process is highly competitive, and for the past 3 years our Department's requests for replacement radios were not deemed a high enough priority to be awarded. This year however, our grant attempt was successful, and the Department was awarded \$40,952.00 for the purchase of 10 sets of new structural firefighting gear. The new structural gear will help keep our volunteer firefighters safe and reduce the cancer risk potential. Huge thanks to Ret. Chief Micka for all of his time and assistance putting this grant together. This grant requires a substantial amount of administrative time and effort to complete, and can take smaller agencies with limited staffing, such as ours, months to gather the required data and complete.

***Melbourne Beach Vol. Firefighters Association's 4<sup>th</sup> of July Party in the Park*** – The MBVFA once again hosted their annual 4<sup>th</sup> of July Party in the Park event. The Fire Department provided a standby crew for the event and had their newly donated boat, Marine-58, out on display for the public to see. The event was well attended by the community and there were no reported incidents.

***Volunteer Orientation Program*** – The Fire Department started a new volunteer orientation class in July with 7 prospective volunteer candidates. The 30 day orientation process gives applicants a chance to learn about the Department and see if becoming a volunteer firefighter is something they would like to pursue. At the end of the 30 day process, the recruits are evaluated and membership is offered to those that demonstrate the characteristics that we believe will benefit the Department and the Community.

***Automatic Aid Agreement Investigation*** – Chief Brown met with Chief Lewis of the Indian Harbour Beach Volunteer Fire Department regarding the possibility of establishing an Automatic Aid Agreement between the two Fire Departments. An automatic aid agreement immediately notifies the other agency when there is a report of a structure fire or other major incident that would require assistance from outside resources, which would allow our respective agencies, that rely on volunteer response, more time to assemble a crew and get additional staffing to the scene faster rather than waiting for the first unit to get on scene to confirm an emergency exists. Discussions are still underway at this time.

***Misc. Updates*** - Chief Brown attended a Municipal Coordinators Meeting hosted by Brevard County Emergency Management and met with local Boy Scout Logan Knolmayer regarding his proposed Eagle Scout project to replace the aging fire hydrant reflectors in Town.

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 8/16/2024 9:26:31 PM



## Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 07/01/2024 | End Date: 07/31/2024

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2024-70	07/03/2024	Intersection	Atlantic ST / 4th Avenue, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	07/03/2024 16:23	07/03/2024 16:48
2024-71	07/04/2024		201 Ocean AVE , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	07/04/2024 12:46	07/04/2024 13:02
2024-72	07/04/2024		509 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	07/04/2024 14:22	07/04/2024 23:51
2024-73	07/08/2024		516 Ocean AVE , Melbourne Beach, FL, 32951	Natural vegetation fire, other	07/08/2024 21:12	07/08/2024 21:28
2024-74	07/10/2024	Intersection	Atlantic ST / Fifth Ave, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	07/10/2024 17:07	07/10/2024 18:02
2024-75	07/11/2024		122 Fourth AVE , Indialantic, FL, 32903	Smoke detector activation due to malfunction	07/11/2024 17:34	07/11/2024 17:47
2024-76	07/16/2024		100 Ocean AVE , Melbourne Beach, FL, 32951	Public service	07/16/2024 17:22	07/16/2024 17:45
2024-77	07/17/2024		227 5th AVE , Melbourne Beach, FL, 32951	Public service	07/17/2024 11:32	07/17/2024 11:44
2024-78	07/18/2024	Intersection	Oak ST / First Avenue, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	07/18/2024 12:58	07/18/2024 13:39
2024-79	07/21/2024		800 Pine ST , Melbourne Beach, FL, 32951	HazMat release investigation w/no HazMat	07/21/2024 22:52	07/21/2024 23:06
2024-80	07/28/2024		2020 US-1 HWY , Malabar, FL, 32950	Watercraft rescue	07/28/2024 19:36	07/28/2024 20:20
2024-81	07/31/2024		4945 S Hwy A1A , Melbourne Beach, FL, 32951	Search for person in water	07/31/2024 20:31	07/31/2024 21:43

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



# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 8/16/2024 9:27:05 PM



## Personnel Count per Incident for Date Range

Start Date: 07/01/2024 | End Date: 07/31/2024

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2024-70	7/3/2024 16:23:52	322 - Motor vehicle accident with injuries	19112	7	3	10
** 2024-71	7/4/2024 12:46:39	735 - Alarm system sounded due to malfunction	19112	8	4	12
2024-72	7/4/2024 14:22:38	571 - Cover assignment, standby, moveup	19112	1	17	18
** 2024-73	7/8/2024 21:12:15	140 - Natural vegetation fire, other	19112	7	3	10
** 2024-74	7/10/2024 17:07:42	322 - Motor vehicle accident with injuries	19112	5	3	8
** 2024-75	7/11/2024 17:34:59	733 - Smoke detector activation due to malfunction	19112	6	1	7
2024-76	7/16/2024 17:22:10	553 - Public service	19112	2	0	2
2024-77	7/17/2024 11:32:00	553 - Public service	19112	2	0	2
** 2024-78	7/18/2024 12:58:34	322 - Motor vehicle accident with injuries	19112	6	0	6
** 2024-79	7/21/2024 22:52:22	671 - HazMat release investigation w/no HazMat	19112	8	1	9
** 2024-80	7/28/2024 19:36:31	365 - Watercraft rescue	19112	7	4	11
** 2024-81	7/31/2024 20:31:39	342 - Search for person in water	19112	6	2	8

**TOTAL # OF INCIDENTS: 12**

**AVERAGES:**

**5.4**

**3.2**

**8.6**

Total # of incidents  
paged out for  
volunteer response: 9

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

**6.7**

**2.3**

**9.0**

Only REVIEWED incidents included



emergencyreporting.com

Doc Id: 358

Page # 1 of 1



# Melbourne Beach Police Department

## Chief Zander's Monthly Report

### July 2024



#### Operations:

In July 2024, the department handled 1688 calls for service.

#### Activity:

- 130 Citations/ 70 Written Warning
- 451 Traffic Stops
- 278 Traffic Enforcement Details
- 6 Traffic Complaint
- 51 Parking Citations

Written warnings have increased and we should see an even larger increase next month.

#### PD News

- Attended the Brevard Police Chief's Luncheon
- Held event educating public on crosswalk safety with Best Foot Forward
- Attended Beachside Chiefs meeting
- Attended meeting with SCTPO
- Attended Re-Grand Opening for Spessard Holland Golf Course
- PPO Edgar Rivera completed Phase 1 of Field Training. Currently in Phase II
- The Police Department Volunteers completed 20 total hours of volunteer service.

#### CRIME Update:

- Several Domestic Calls for service
- Several Assault/Battery calls
- Numerous Disturbance Calls
- Several Drug investigations
- 8 arrests
- Completed 1 Arrest Warrant for Aggravated Battery and Criminal Mischief
- 7 Assist other Law enforcement agencies

# Town of Melbourne Beach

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## Town Clerk Report

**Business Tax Receipts** – Transitioned the majority of renewals to an electronic process for notifications, updates, and payments.

- 172 notices were emailed
- 51 notices were mailed
- 5 businesses with no info
- 11 businesses closed
- 4 businesses are exempt
- 42 Businesses have been renewed so far

**Records Management Project/ Scanning Project** – The scanning portion of project 1 is complete. Met with them and we are working on a few modifications before submitting the documents. Project 1 included minutes, agenda packets, ordinances, resolutions, variances, special exceptions, and final orders.

**New Town Website Project** – Granicus is building the new website.

**Meetings** – Meet as needed with Granicus about the new town website. Had two meetings with MCCi regarding the records management/scanning project. Attended the Brevard County City Clerks meeting.

**Town Meetings** – Prepared agendas and minutes and attended the Planning and Zoning Board Meeting, Town Commission Workshop, and the Regular Town Commission Meeting. Created the agenda and prepared for the Environmental Advisory Board and Parks Board Meeting.

**Elections** – The Town of Melbourne Beach will conduct a Municipal Election in conjunction with the November 5<sup>th</sup> General Election for the purpose of electing two at-large Commissioners for a three-year term. There are four candidates – Joyce Barton, Anna Butler, Tim Reed, Marivi Walker.

**Christmas in July** – Clerks throughout the State of Florida teamed up to host a statewide toy drive to spread joy to children in need. The Brevard County municipalities delivered the donated items to the Bright Star Center for Grieving Children and Families, which provides no-cost support and counseling to children recovering from traumatic events. Thanks to everyone who donated gifts for this event.



# Town of Melbourne Beach

## TOWN COMMISSION WORKSHOP MARCH 6, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

### MINUTES

#### Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

#### Staff Members:

Town Manager Elizabeth Mascaro

Town Clerk Amber Brown

#### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

#### 2. Roll Call

Town Clerk Amber Brown conducted roll call.

#### Commission Members Present

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

#### Staff Members Present

Town Manager Elizabeth Mascaro

Building Official Robert Bitgood

Public Works Director Tom Davis

Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance. She then had a Moment of Silence for a resident who had passed.

#### 4. New Business

##### **Vice Mayor Sherri Quarrie made a motion to switch the order of new business item A and item B, Commissioner Corey Runte seconded, all in favor 5-0**

A. ~~Discuss traffic calming devices.~~

B. Discuss the rules and procedures of the Parks Board.

Mayor Alison Dennington spoke about sections within the Town Code related to establishing advisory boards and also the Parks Board (passed in 1987) Article VIII section 11-90 through 11-94. Does not feel the language and spirit of the code has been adhered to. Would like to utilize the Parks Board to vet any changes to the parks.

Commissioner Corey Runte spoke about staying on topic and discussing the Parks Board not the Public Works Department.

Vice Mayor Sherri Quarrie spoke about the agenda items that were tabled at the last Commission meeting and the agenda item did not include the Public Works Department.

Mayor Alison Dennington spoke about how the Parks Board and Public Works Department are intrinsically combined.

Commissioner Corey Runte asked what the goal of this agenda item is.

Mayor Alison Dennington spoke about the Town has not been using the Parks Board as much as required. Would like to have parameters that any changes to the parks are first vetted by the Parks Board and then the Commission.

Town Manager Elizabeth Mascaro spoke about being the administrator of the Town so the Public Works Department reports to her. The Town's interpretation of this is that the Parks Board looks into enhancing the parks. She does not answer to the Parks Board. The Parks Board should not be involved in the daily operations of the parks.

Mayor Alison Dennington spoke about specifically wanting changes to the park to go through the Parks Board, not daily operations. Suggested creating a policy of what things need to go to the Parks Board to be vetted then submit a recommendation to the Commission.

Town Manager Elizabeth Mascaro spoke about being okay with having a list of items that would and would not need to go to the Parks Board.

Dawn Barlow, Chairperson of the Parks Board spoke about how looking at the ordinance related to the Parks Board mainly breaks it up into two categories: events and park enhancements. There are a lot of entities that have events in the park. What else is going

on in the parks? There is an opportunity to use the Parks Board more, and increase transparency, public involvement, and allow the Parks Board to vet things.

Mayor Alison Dennington spoke about liking the idea of vision planning and having meetings around that.

Commissioner Corey Runte spoke about wanting to increase communication, a matrix of shared responsibility, because there is going to be crossover between all departments.

Vice Mayor Sherri Quarrie said that there are things that need to be addressed, such as playground equipment and veterans memorial, that takes over a year to figure out. Wants to have the focus on big projects first and thinks the primary function should be focusing on the big stuff.

Dawn Barlow, Chairperson of the Parks Board, spoke about the Board being happy to run with things, but what are the other items that are in the works? Part of this is to understand what the priorities are and what is already being worked on.

Mayor Alison Dennington spoke about how having Parks Board meetings would make the park information accessible to all residents, including newer ones. The original creation of Public Works was passed in 1977, 2017 prior manager proposed getting rid of Public Works.

Recess 6:43-6:48 (45:00)

Mayor Alison Dennington stated she did not wish to get rid of Public Works and if there is ambiguity in the code to address it. Having more meetings amongst the volunteer groups would be cheaper and keep the main meetings and workshops shorter.

Town Clerk Amber Brown conducted roll call.

**Commission Members Present**

Mayor Alison Dennington  
 Vice Mayor Sherri Quarrie  
 Commissioner Corey Runte  
 Commissioner Marivi Walker  
 Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
 Building Official Robert Bitgood  
 Public Works Director Tom Davis  
 Town Clerk Amber Brown

Commissioner Corey Runte spoke about wanting a structured goal-oriented meeting. He had very concrete recommendations. He recommends having a responsibility matrix, delineate responsibility between Public Works and Parks and Rec, Parks Board sets up a resident prioritization workshop, list of prioritizations from the Board, monthly meeting with the Town Manager.

Heidi Brewer, Parks Board Member, spoke about hearing a lot of unity in the discussion and is excited to be involved, and it seems people are on the same page.

Commissioner Marivi Walker spoke about wanting to look into the items that the Town has been putting aside, does not think there is enough money put aside yet, but to start the process.

Town Manager Elizabeth Mascaro spoke about an example, the Veteran's Memorial Park because it was not budgeted, so there needs to be a vision, plan, a cost idea, and then there can be a budget. If there's not enough money to do it in the first year, it can be done over two years.

Commissioner Adam Meyer spoke about liking the responsibility matrix, and a big item to add is that physical changes to the parks go to the Parks Board, what events go to them, they have a budget, how should it be spent.

Dawn Barlow, Chairperson of the Parks Board, asked about setting up a meeting with the Town Manager and then taking the appropriate steps.

Haley Conrad, Parks Board Member, there is a missing piece to this, how does the Parks Board find out about things they should be doing? When the Commission says take an item and run with it, what does that mean? What if someone outside of the Parks Board has an idea, does that go to the Parks Board? This communication was the goal of this meeting.

Town Manager Elizabeth Mascaro spoke about the Parks Board coming up with a vision and plan then bringing it to the Town Manager to go over the details, then it gets presented to the Commission.

Mayor Alison Dennington spoke about how no matter where the idea comes from, it should be vetted by the Parks Board. When the Parks Board makes recommendations then they should have descriptive minutes to provide to the Commission, or if someone can attend the meeting do that.

Commissioner Corey Runte spoke about how the Parks Board wants to be involved and that is a good problem to have. The Town Manager needs to be the point person for both the Parks Board and the Town Commission.

Mayor Alison Dennington spoke about the responsibility matrix to clarify who has what responsibilities, but must include that changes to parks go to Parks Board, and clarifies which events/budget concerns go to the Parks Board.

Town Manager Elizabeth Mascaro spoke about the mention of the crossovers and that they're considered maintenance. As far as the long-standing events, they should not need to ask the Parks Board, but need to be able to coordinate efforts and have respect for all of the events.

Julie Samuels, Parks Board Member, spoke about how the special event application caused hiccups, it needs to be the same for everyone. There is a signature spot on the special event application, but the Parks Board does not receive them. If an event is large

enough to have a banner then it should go to the Parks Board. People ask her all the time when an event is and she has to ask town staff.

Town Manager Elizabeth Mascaro spoke about how the size of the event determines the added needs such as porta potties and police.

Commissioner Corey Runte said that long standing events should not need to be reviewed in a Commission meeting, but they all should be treated the same way.

Commissioner Marivi Walker said that if there is a signature spot for the Parks Board then it should either be filled out or removed from the form.

Mayor Alison Dennington suggested that the Town Manager create a policy that will include a list of events already established and what events will not need to come to the Commission for approval. They do require signatures from the various Boards so they are aware that the events are happening.

Commissioner Marivi Walker spoke about how a shared calendar that all the Boards have access to should be sufficient.

Haley Conrad, Parks Board Member, spoke about quality control and how it is not a bad idea to have another entity look at the packet to acknowledge when an event is. If the Parks Board signature is removed, then the ordinance needs to be changed because it says the Parks Board will review special events.

Mayor Alison Dennington spoke about how it is an option to contact the Town on a monthly basis to ask if there are any new special event applications.

Town Clerk Amber Brown clarified the packets are not online, because the Town Commission did not want additional special events.

Town Manager Elizabeth Mascaro spoke about from the Town's standpoint the long-standing Town events have not been considered special events.

Mayor Alison Dennington said it was important to define the difference between Town events and special events.

#### C. Discuss traffic calming devices (1:33:55)

Commissioner Marivi Walker spoke about how there have been changes since the removal of stop signs. The entire Town needs traffic calming. The paving and curbing is going to be happening and that project needs to include traffic calming.

Mayor Alison Dennington spoke about disallowing the discussion of this, but it is a workshop not an official meeting, so she called for a recess before determining if this topic should be discussed.

Recess 7:46 pm to 7:54 pm (1:43:42)

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

Mayor Alison Dennington  
 Vice Mayor Sherri Quarrie  
 Commissioner Corey Runte  
 Commissioner Marivi Walker  
 Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
 Building Official Robert Bitgood  
 Public Works Director Tom Davis  
 Town Clerk Amber Brown

Commissioner Marivi Walker spoke about wanting to hear feedback from the residents, then discuss doing a professional study.

Mayor Alison Dennington spoke about wanting to listen to the residents first.

***Kate Wilborn – 502 Second***

*Kate Wilborn spoke about how Riverside Drive is a gift to everyone. She is so glad the stop signs were taken down so you don't have to worry about hitting a bumper, the speed bumps are really hard on cars, when people feel punished they get disgruntled.*

***Aaron Anderson – 901 Riverside Drive***

*Aaron Anderson spoke about being in favor of slowing the traffic on Riverside. Anyone who thinks there is not a problem has their head in the sand. Stop signs were not necessarily the right solution. Respects his neighbors and anything that causes noise is not ideal, but something needs to be done or someone will get hurt.*

***Haley Conrad – 2011 Oak St***

*Haley Conrad spoke about agreeing with the holistic way of traffic calming for the entire town as noticed from the 2 traffic crashes this week. Turn the crosswalk at Ocean and Pine into a school zone to lower the speed limit to 15 mph. Find creative ways to accomplish slowing traffic and beautify the Town at the same time. Licensed professional civil engineer to do a study. Another idea is to lower the speed limit on Riverside Drive.*

Commissioner Marivi Walker spoke about wanting to wait to see what the options are and hire someone for traffic consulting.

***Dawn Barlow – 1710 Pine St***

*Dawn Barlow spoke about the new installation of speed limit sign on A1A, was wondering what has the effect of that been since installation. She looks at that as a calming device, and would be interested in comparing that to the more holistic approach.*

Commissioner Corey Runte said it is too early for data.

Mayor Alison Dennington reiterated needing to let all public comments be made first.

**Todd Albert – 1710 Pine St**

*Todd Albert spoke about in other communities, speed bumps do not work. What does work is a police car being at the intersection. When he first moved here he was told Melbourne Beach was a speed trap, but we have gotten away from that. Indialantic has a good idea when you come down Riverside Drive traffic is slowed down from 35 to 25. Melbourne Beach should slow it down from 25 to 20. The most dangerous point on Riverside Drive is the corner at Ocean and Riverside. He wants to see Melbourne Beach become a speed trap again. Another idea is to have Pine a one-way and Orange a one-way and Avenue A and Avenue B. Everyone will protest, but it could help.*

**Rebecca Stevens – 610 Atlantic St**

*Rebecca Stevens acknowledges being conscious of slowing down at points where there is a police officer or the signs that take pictures of license plates. She may not know if that information is going anywhere but still makes her slow down. She believes those signs might be something to think about for the Town.*

**Julie Samuels – 2320 South River Road**

*Julie Samuels spoke about how she used to live on Orange and she would protest if it was a one way street. The quickest cheapest way to slow people down is to write tickets.*

**Aaron Anderson – 901 Riverside Dr**

*Aaron Anderson spoke about how he emailed the police chief, asked for a public records request for 12 months, June '22-June '23, there were only 7 tickets written on Riverside Drive in that period.*

**Haley Conrad – 2011 Oak**

*Haley Conrad spoke about she would protest one way streets as well because it would add more traffic to the streets because you would have to go one direction in order to go the other direction. Is there a way to make money on tickets, can you raise the cost of tickets, can you always send the new officer to attend?*

Mayor Alison Dennington spoke about each Commissioner getting 5 minutes to speak.

Commissioner Marivi Walker spoke about being concerned about blinking lights in people's houses, liking the idea of flower beds to beautify and slow down traffic. She says you cannot have ticket quotas, it's against the law, believes slowing the speed won't be effective, not sure about a one way lane. She does not think we need to issue warnings, just issue the ticket no matter the speed, and is concerned about the number of police officers.

Vice Mayor Sherri Quarrie spoke about the cost of the speed sign was in the budget. We need an expert so perhaps that could be put on the next agenda.

Mayor Alison Dennington spoke about how it bothers her that there is not a police presence at the last several meetings, it is important for the police the Town does have to actually write tickets. She spoke about how some streets do not have any speed limit sign on them, what streets are those and do we need to have at least one sign on each street? The red brick crosswalks are not visible, make it like a regular more visible crosswalk.

Commissioner Corey Runte spoke about Bowman and BSE Engineering, the speed humps at Ocean and Pine work, that is a big intersection for kids going to school. Regarding the police chief not being here, the Town is in the process of hiring a police chief. The Town needs to have a traffic study done by a licensed traffic engineer, safety for the residents is the number one priority. Riverside Drive and Oak St are not safe.

Commissioner Adam Meyer spoke about agreeing with getting a traffic engineer to get a study done, have a public meeting where everyone can hear ideas and no one is surprised. He is excited to meet with the possible new police chief tomorrow to ask questions about writing tickets and speeding.

Town Manager Elizabeth Mascaro said to bring that forward as an agenda item.

Mayor Alison Dennington spoke about the police chief cannot be hired tomorrow because things still need to be done such as a background check.

#### ***Haley Conrad - 2011 Oak St***

*Haley Conrad spoke about there is usually more than one solution or a combination of solutions. Agrees with it needing to be presented to the public prior to the Commission voting on it. If you can get general buy in from the public it would be very important. You will never please everyone, and at some point the Commission will have to make a decision. Hopefully if it is at least presented to the public and they are allowed to comment then hopefully it will alleviate some of the issue. When you lose public trust, it is really hard to get it back. The whole theme of tonight's meeting is communication which is so important.*

Commissioner Marivi Walker asked if no one likes any of the presented solutions then what.

Commissioner Corey Runte spoke about no one likes change, but at some point you have to put resident safety first.

#### ***Todd Albert - 1710 Pine St***

*Todd Albert spoke about if no one can agree at least get a professional's input then make an educated decision. Get the reputation of being a speed trap back.*

Mayor Alison Dennington commented that that can be implemented right away.

**5. Public Comments**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

**6. Adjournment**

**Commissioner Corey Runte moved to adjourn; Vice Mayor Sherri Quarrie seconded; Motion carried 5-0.**

Meeting adjourned at 8:43 pm.

Transcribed by Rachel Pembroke

**ATTEST:**

\_\_\_\_\_  
Alison Dennington, Mayor

\_\_\_\_\_  
Amber Brown, Town Clerk

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING February 21, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### **1. Call to Order**

Mayor Alison Dennington called the meeting to order at 6:01 p.m.

#### **2. Roll Call**

Town Clerk Amber Brown conducted a roll call

#### **Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Marivi Walker  
Commissioner Adam Meyer

#### **Commission Members Absent**

Commissioner Corey Runte

#### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Building Official Robert Bitgood  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance.

### 4. Meeting Agenda – Additions/Deletions/Changes

Mayor Alison Dennington spoke about additional documents that were provided today for items that are on the agenda.

**Vice Mayor Sherri Quarrie made a motion to accept the meeting agenda as posted with the additions; Commissioner Marivi Walker seconded; Motion carried 4-0**

### 5. Consent Agenda

- A. Approval of the Regular Town Commission Meeting minutes January 17, 2024
- B. Approval of the Town Commission Workshop minutes January 16, 2024
- C. Approval of the Town Commission Workshop minutes January 3, 2024
- D. Approval of the Regular Town Commission Meeting minutes December 20, 2023
- E. Consideration to change the meeting date and time for the History Center Board
- F. Reappointment of Board Members
  - Reappointment of members of the Board of Adjustment
    1. Member Robert Schaefer
    2. Member Xochitl Ross
  - Reappointment of members of the Environmental Advisory Board
    1. Member Curtis Byrd
    2. Member Crystal Cain
  - Reappointment of members of the Planning and Zoning Board
    1. Member David Campbell
    2. Member April Evans
    3. Member Dan Harper
    4. Member Gabor Kishegyi

**Vice Mayor Sherri Quarrie made a motion to approve the consent agenda which has the minutes for January 17, 2024, January 16<sup>th</sup> and 3<sup>rd</sup>, the minutes for December 20, 2023, the History Board change of meeting date, the reappointment of Board Members for the Board of Adjustment, Environmental Advisory Board, and also the Planning and Zoning Board; Commissioner Marivi Walker seconded; Motion carried 4-0**

### 6. Proclamations/Presentations/Awards

### 7. Finance/Budget Report

Mayor Alison Dennington asked about the deficiencies from the audit last year.

Finance Manager Jennifer Kerr spoke about the 2 deficiencies are a typing error in a GL line and an issue when COVID money came in and when it needed to be entered in.

Mayor Alison Dennington asked about how money is reconciled such as the money that was allocated for the skate park.

Town Manager Elizabeth Mascaro spoke about money will be reconciled by a resolution, and the Commission determines where the money goes. The way it is worded using deficiencies makes it sound bad, but they are not. They were addressed last May, and all respondents must respond and provide comments to the State.

Mayor Alison Dennington spoke about any adjustments are not great and means the original statements were not being prepared correctly.

Town Manager Elizabeth Mascaro spoke about there being adjustments every year, and a lot of governments have them.

Commissioner Marivi Walker spoke about not implying that egregious mistakes were made. Ask the auditors for their opinion. When the auditors presented last year it did not seem like a big deal.

Mayor Alison Dennington spoke about the auditors saying adjustments are common with smaller municipalities, and that it went better than previous years. She asked various questions about line items in the budget.

Commissioner Adam Meyer had a question about FEMA money, \$10,000 had been received.

Mayor Alison Dennington questioned what the \$500 received was for.

Town Manager Elizabeth Mascaro said it was essentially for the disposal of small assets, specifically a police vehicle that's beyond repair, that they sold.

Mayor Alison Dennington addressed questions she had about the budget book, and how she will get more familiar with it.

**Vice Mayor Sherri Quarrie made a motion to accept the budget report as presented; Commissioner Marivi Walker seconded; Motion carried 4-0**

## **8. Department and Board/Committee Reports**

### **A. Parks Board**

Dawn Barlow, Chairperson of the Parks Board, introduced members Haley Conrad, Julie Samuels, Rebecca Stevens, and Sabrina Cornelius. A few members that are not present include Danika Feodoroff Warren and Lisa Kishegyi. The Board looked into what the Town Code says related to the Parks Board which is to look into park improvements and make suggestions to the Town Manager and review special events. Neither has been done in a few years. Spoke about the Parks Board discussing a veteran's park and upgrades to Ryckman Park. Spring Fest/Kids Business Fair is March 2<sup>nd</sup>.

Mayor Alison Dennington spoke about the Code related to the Parks Board, thinks any changes to the parks should be vetted by the Parks Board first then go to the Commission for approval.

B. Public Works Department

Mayor Alison Dennington spoke about having a meeting between Public Works, Building Official, Town Manager, and herself with FDOT about the A1A road work.

Commissioner Marivi Walker spoke about a resident who asked her about all of the leaves that are falling from the oak trees. Add something to the newsletter about how bad leaves are for the storm drains.

Public Works Director Tom Davis spoke about the ongoing work at the Fifth Ave beach access, they uncovered concrete steps under the crossover, will put together something educational about leaves in the storm drains.

Mayor Alison Dennington asked various questions about the public works department report.

C. Building Department

No additions

D. Code Enforcement

Mayor Alison Dennington asked for details on the vacation rental violations.

E. Fire Department

No additions

F. Police Department

Mayor Alison Dennington asked questions about the status of the Police Chief and spoke about the hiring process for the Police Chief.

Town Manager Elizabeth Mascaro spoke about the Police Chief working as a contract employee.

G. Town Clerk

Mayor Alison Dennington asked various questions about the Town Clerk Report.

**9. Public Comment (Non-Agenda Items)**

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.

***Frank Thomas – 606 Atlantic St***

*Frank Thomas spoke about living in the Town of Melbourne Beach since 1961. He asked if anyone on the Parks Board does not live in the Town of Melbourne Beach. Who is the sponsor of the event this Saturday and where the money is going.*

Town Clerk Amber Brown spoke about the event is hosted by the Environmental Advisory Board and there is no money as the event is for education and information.

***Joe Pavlock - 501 Third Ave***

*Joe Pavlock asked what the results of the stop sign survey was, asked about the speed humps at Ocean and Pine as he thought they were temporary, when are we getting the turn arrow at the stop light, why not have an acting Police Chief rather than keep the Police Chief on as a contractor to save money, and asked about the audiovisual equipment for the Community Center.*

Mayor Alison Dennington spoke about the stop sign survey is an agenda item, the speed bumps are permanent, the turn arrow was part of the discussion the Town had with FDOT yesterday and it is in the works, and the contract for the audiovisual equipment was already approved, the brick crosswalks are pretty but not as visible.

***Dan Brunger – 400 Sixth Ave***

*Dan Brunger spoke about appreciating the minutes being posted online, it is hard to hear some people please get closer to the mic, what is the status of the new fire truck, the 404 Sixth Ave storm drain needs maintenance, and the camera at the Sixth Ave boat ramp is missing.*

Fire Chief Gavin Brown spoke about how the new fire truck has been ordered, but the build time is about 3 years, will receive it in the middle of 2025. The current first-run truck is turning 20 this year which is the max recommended length from NFPA.

Public Works Director Tom Davis spoke about how the cameras have made a difference in lowering vandalism, wants to look into upgrading the quality of the cameras in the future.

Mayor Alison Dennington asked various questions about the Town cameras and storm drains.

Commissioner Marivi Walker spoke about the original discussion about the cameras was for security in the parks and parking areas.

***Mike Minick– 1700 Atlantic St***

*Mike Minick spoke about one year ago, a loose dog attacked his dog, he brought his dog to the vet and they gave the dog a 50/50 chance. He asked the police to take a non-emergency information report and the Police Chief said no. Six weeks ago there was another dog loose. Late at night animal control will not take a report and neither will our police department, so what can be done. He has run into loose dogs over 11 times so now he carries pepper spray.*

Town Manager Elizabeth Mascaro spoke about residents need to call 911 and they will dispatch police and they will take a report.

## **10. Public Hearings/Special Orders**

### **11. Unfinished Business**

### **12. New Business**

- A. Public Works Director Tom Davis spoke about consideration of curbing repair/replacement on Riverside Dr.

Public Works Director Tom Davis spoke about the different sections of curbing along Riverside Drive that he categorized as total failure or deterioration/cracking.

Mayor Alison Dennington asked various questions about the project and the contracts, and spoke about needing more details before she can make a decision.

Town Manager Elizabeth Mascaro spoke about the details of the project and compared the price to the project on Orange and the project on Cherry. Ribbon curbing is not feasible on Riverside, so the Commission has to decide if they want to redo the entire curbing or just certain sections of it.

Commissioner Marivi Walker asked the Town Attorney Ryan Knight if this piggyback contract is a good deal.

Town Attorney Ryan Knight spoke about almost always piggybacking off a contract will have a better price.

Commissioner Adam Meyer asked if the cost (\$211,000) is reasonable and do we usually put that much towards curbing.

Town Manager Elizabeth Mascaro spoke about the cost being very reasonable per square linear foot, especially for that amount of road being done.

Vice Mayor Sherri Quarrie asked if the Commission needs to have a special meeting to get this done in a timely manner, and when do we need to notify the paving company, how much money is put aside for the project, and if that will be enough money.

Public Works Director Tom Davis spoke about it will take at least 5 weeks after the contract is done to get anyone onsite.

Town Manager Elizabeth Mascaro spoke about there being over one million dollars set aside, and this project is not related to stormwater and will not be using any stormwater money.

Commissioner Adam Meyer asked if we can get the contract with all of the numbers including the paving and curbing.

**Commissioner Adam Meyer made a motion to table the discussion on paving and concrete curbing to a special meeting; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

- B. Consideration of the proposal to establish a volunteer Beach Ambassador program within the Town of Melbourne Beach – Fire Chief Gavin Brown

Fire Chief Gavin Brown spoke about trying to get most of the cost covered by Drown Zero who has offered to donate money and possibly an atv/utv. The ongoing costs would be minimal such as fuel and uniforms. The first step would be to create the policies and procedures and the training program then gauge the public's interest since this would be a volunteer program.

Mayor Alison Dennington spoke about the possibility of getting grant money.

Vice Mayor Sherri Quarrie asked if this would be in addition to the lifeguards.

Fire Chief Gavin Brown spoke about the ambassadors would be in addition to lifeguards, they would not be first responders; they would be there for educating the public to help prevent any issues. They would not be enforcing anything, but rather educating the public on items such as general wildlife, local codes and rules, rip current awareness, etc.

Mayor Alison Dennington spoke about people might pay to take the trainings.

Fire Chief Gavin Brown spoke about most of the trainings having very little cost because a lot of the trainings are done in house by volunteers of the fire department. He's hoping to start the program with donations and then the Town can cover the recurring cost.

Commissioner Adam Meyer spoke about liking the program, but what would the liability be on the Town for a resident driving a Town provided atv/utv.

Mayor Alison Dennington spoke about how all of the volunteers would need to sign waivers.

Fire Chief Gavin Brown spoke about there being a certification process and atv/utv driver training that everyone would need to go through. The Fire Department has a utv that the volunteers drive.

Mayor Alison Dennington spoke about whether all of the fire department volunteers should have to sign a waiver as well.

Fire Chief Gavin Brown spoke about how the fire department volunteers are trained members of the Town just like a town employee. Volunteerism in general is in significant decline.

**Commissioner Adam Meyer made a motion to proceed with looking into the Beach Ambassador Program; Commissioner Marivi Walker seconded; Motion carried 4-0**

C. Consideration of the proposal to add a Spanish Together Class – Parks Board

Parks Board Chairperson Dawn Barlow spoke about how someone requested the Parks Board look into having a Spanish class. This is a proposal for a six week pilot program to see how the program does.

Commissioner Marivi Walker asked about the details of the My Musical Tree class.

Town Manager Elizabeth Mascaro spoke about the My Musical Tree is now funded through the parking money and costs \$50.00 per session.

Vice Mayor Sherri Quarrie spoke about not being in favor of having a class in doors because of the issues that have happened in the Community Center including mold remediation costing roughly \$4,000.00 from leaving the doors open. Also, having new audio visual equipment in the building.

Commissioner Adam Meyer spoke about being in favor of it since a Parks Board member will be present. He would be interested in the data of how many people are Melbourne Beach residents.

Parks Board Chairperson Dawn Barlow spoke about it being possible to do it outside, but the instructor would prefer to do it inside.

Mayor Alison Dennington spoke about it being concerning having that many kids in one room, also if it's free to everyone they might not be as invested in learning, can we require people to make a donation to make sure they are invested in learning. Likes the idea in theory, but would like more information such as would they be signing a waiver.

Parks Board Chairperson Dawn Barlow asked if the Commission would be more comfortable if the founder was amenable to holding it outdoors.

Mayor Alison Dennington spoke about wanting a waiver for the children and adults, have a set of rules, and age limits.

Town Attorney Ryan Knight spoke about how there would be concerns with having kids in an area that is not intended for kids. Kids might want to go up and down the stairs or play with the flag or fire extinguisher.

Parks Board Chairperson Dawn Barlow proposed to make it an outdoor only activity.

**Commissioner Adam Meyer made a motion to approve the six week provided it is outside; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

***Julie Samuel - 2320 S River Road***

*Julie Samuel spoke about attending the class. The teacher is used to handling 30 kids and runs it as an interactive class. Believes these opportunities are possible, and wants to give kids in the community these opportunities. Suggests using parking money instead of being funded by taxpayers.*

***Brian Casazza - 2009 Oak St***

*Brian Cassaza spoke about how any educational opportunity is very important and it should not be limited to a certain age. Everyone should have the opportunity.*

The Commission agreed this should be open to any age.

***Jan Futch - 806 Oak St***

*Jan Futch asked about having it at the library because it has an environment set up for that.*

***Haley Conrad - 2011 Oak St***

*Haley Conrad spoke about choosing Spanish because there was interest in it, it's a good starter language. She also said do not assume children are going to destroy everything, parents will bring their kids to the Spanish class if they believe they can handle it.*

***AnneMarie McBride - 310 Second Ave***

*AnneMarie McBride spoke about the Town getting with the library to see if they would pay and host it.*

Mayor Alison Dennington spoke about how we have this facility that is for the community, and all of the concerns about this building are valid, asked the Parks Board to come up with a list of programs they would like to implement and come up with a checklist of what needs to be done after.

Break at 8:46 pm (2:44:00)

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Marivi Walker  
Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Public Works Director Tom Davis  
Town Clerk Amber Brown

**Commission Members Absent**

Commissioner Corey Runte

- C. Discussion on Town Commission term lengths related to off-year/odd-year elections – Town Clerk Amber Brown.

Town Clerk Amber Brown spoke about the possibility of even-year elections. Odd-year elections cost approximately \$10,000, and even-year elections cost roughly \$400-\$200. Voter turnout for odd-year elections is usually around 20%, minus last year which was 51%. Even-year elections have 72-86% voter turnout. Spoke about 2 options. Option 1 (used in Cocoa Beach) had the referendum take effect immediately. Option 2 (used in IHB) switched but slowly took effect, had odd-year elections until everyone switched to 4-year terms.

Mayor Alison Dennington said she is skeptical and needs to get more information. Also discussed that there are some costs that are worth the money to the town and some costs that are not.

Vice Mayor Sherri Quarrie says there would need to be a referendum and then a vote in order to pass. Has discussion with Mayor Alison Dennington as to whether or not this should be done.

**Mayor Alison Dennington made a motion to table the item to get more information; Commissioner Adam Meyer seconded;**

***Frank Lagrassa – 412 First Ave***

*Frank Lagrassa spoke about elections bringing accountability to a system, to government, fraught with potential for abuse.*

***Mark Formica – 215 Birch Ave***

*Mark Formica spoke about having a system for staggering elections and there being some type of checks and balances and cost containment.*

***Sue Martin – 2202 Rosewood Drive***

*Sue Martin suggested waiting until everyone terms out.*

***Steve Walters – 416 Sixth Ave***

*Steve Walters spoke about this already going to the voters and the voters overwhelmingly wanted to keep term limits. This has been decided by the residents before, why do it again.*

**Mayor Alison Dennington withdrew her motion to table it**

**Adam Meyer withdrew his second**

**Fails for lack of motion**

- D. Consideration of Resolution 2024-01 – Providing for access to public records by remote electronic means and approving the Town’s record (master) copy documents on electronic media – Town Clerk Amber Brown

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, PROVIDING FOR ACCESS TO PUBLIC RECORDS BY REMOTE ELECTRONIC MEANS IN ACCORDANCE WITH THE REQUIREMENTS OF CHAPTER 119, FLORIDA STATUTES; FURTHER APPROVING THE KEEPING AND MAINTAINING OF THE TOWN’S RECORD (MASTER) COPY DOCUMENTS ON ELECTRONIC MEDIA, NAMELY THE TOWN’S LASERFICHE IMAGING SYSTEM, IN ACCORDANCE WITH THE REQUIREMENTS OF F.A.C RULE 1B-26.003; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Alison Dennington spoke about missing information and not being comfortable with it. It needs to include the MCCi contract, the Admin Rule, and not destroying records until there is an inventory and a request to destroy records.

Commissioner Adam Meyer asked Town Attorney Ryan Knight how other towns have dealt with the issue of hard copies after making them digital to which he said each town deals with it differently, but most are starting to get away from keeping hard copies.

Mayor Alison Dennington asked Town Clerk Amber Brown to start putting the documents online, but not to make them the master copy yet.

**Commissioner Adam Meyer made a motion to table this to have it rewritten to include a method to deal with the hard copies; Mayor Alison Dennington seconded; Motion carried 3-1 with Commissioner Marivi Walker dissenting**

***Mark Formica – 215 Birch Ave***

*Mark Formica spoke about dealing with this in his company, you will have to go with cloud based or a vault, verify the contract has the safety precautions to protect the documents.*

- E. Consideration of changing the date for the Regular Town Commission Meetings in March, April, and May – Commissioner Marivi Walker

Commissioner Adam Meyer spoke about not having a problem with it, but wished Commissioner Corey Runte was here to verify everyone can attend.

Mayor Alison Dennington spoke about the meeting dates being in the Charter, so you need to work your schedule around the meetings. If we have a quorum which is three we shouldn’t change the dates.

Commissioner Marivi Walker removed the item from the agenda.

F. Discussion on ordinance language changes related to sheds – Building Official Robert Bitgood

Building Official Robert Bitgood spoke about residents who have pulled a shed permit in the past couple of years have mentioned not building a new larger home or doing an addition it would be nice to be able to have a larger shed. The main changes are increased size to 160 square feet.

Mayor Alison Dennington spoke about having a potential conflict on this topic so she will not be voting on this. The Town does not have a zoning placement permit. It should go back to Planning and Zoning to allow them to work together with the Building Official.

Commissioner Adam Meyer spoke about being comfortable with the 160 square foot size and to allow the shed anywhere as long as the six foot fence can be built around it. Agrees it should go back to Planning and Zoning with the changes.

Vice Mayor Sherri Quarrie asked if the biggest issue Planning and Zoning had was allowing the shed up to the front building line rather than the rear building line, asked about the details of the height restriction, electric and water hook up.

Building Official Robert Bitgood spoke about how that was one of the big issues. You could put a large RV or boat in the same area that this proposal is for. Current code says you can have 1 shed per 10,000 square feet of property. The new proposal would be limited to one shed per address. The shed can have electric, but it cannot have a water hook up. Proposes based on the changes that have been suggested, taking it back to Planning and Zoning to see what they say.

**Commissioner Adam Meyer made a motion to approve the wording on page 169 to go back to P&Z; Commissioner Marivi Walker seconded; Motion carried 3-0 with Mayor Alison Dennington abstaining from the vote due to a conflict.**

Mayor Alison Dennington was advised to fill out a Form 8b.

***Dan Brunger – 400 Sixth Ave***

*Dan Brunger brought up past permits, asked about setbacks and existing sheds, asked about the amount of sheds you can have, spoke about property rights, ex post facto and due process. Do we have a town with town ordinances or an HOA? Do we have a town that we live in, or is it just to look at?*

Building Official Robert Bitgood said there are no setbacks for sheds.

Mayor Alison Dennington asked how to document what is already existing, also asked if Dan Brunger was in favor of the change and he said no.

Building Official Robert Bitgood also said if someone already has multiple sheds they would be grandfathered in.

- G. Consideration of pricing contract renewal with Waste Pro – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how the current Waste Pro contract is expiring. The current cost is \$22.37 and the new proposed cost is \$28.90 effective 5/1/2024. It will be adjusted in years 2-7 where price would be \$2.95 instead of \$5.64.

Commissioner Adam Meyer asked if the \$2.95 would be added on top of the cost every year or if it would be one time. There was agreement that the wording was confusing.

**Commissioner Adam Meyer made a motion to go back to Waste Pro to get yearly costs; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0**

Break 10:23-10:28 (4:15:05)

Town Clerk Amber Brown conducted a roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Marivi Walker  
Commissioner Adam Meyer

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Building Official Robert Bitgood  
Town Clerk Amber Brown

**Commission Members Absent**

Commissioner Corey Runte

***Steve Walters – 416 Sixth Ave***

*Steve Walters spoke about how this needs to go out to bid. It makes sense to go out to bid since it has been 14 years.*

Mayor Alison Dennington asked questions about going out to bid.

**Commissioner Adam Meyer made a motion to put it out to RFP for the results in March; Vice Mayor Sherri Quarrie seconded, Motion carried 4-0**

- H. Discussion on second kitchens, repeal ordinance 2023-02 and working on a stricter, narrowly tailored alternative – Mayor Alison Dennington

Mayor Alison Dennington spoke about how this ordinance was not properly noticed.

Town Attorney Ryan Knight speaks about how there is no perfect ordinance when it comes to second kitchens because there is no definition to determine what a kitchen is.

**Mayor Alison Dennington made a motion to direct the town attorney to prepare a repeal ordinance to repeal the second kitchen ordinance and to tighten the language up including the requirement for a development order as part of the permitting process**

**Mayor Alison Dennington withdrew her motion**

Commissioner Adam Meyer said he had too many questions, asked about the options moving forward with a repeal.

**Commissioner Marivi Walker made a motion to send it back to the town attorney to review the wording and bring in comments to the next meeting; Commissioner Adam Meyer seconded;**

***Mark Formica – 215 Birch Ave***

*Mark spoke about being against second kitchens, there are people that will take advantage of it. By the time you go through the procedure, weeks are going to go by. Is the moratorium sufficient to stop anything additional?*

Building Official Robert Bitgood spoke about receiving a permit for a second kitchen that he did turn down because of the moratorium and they redid it.

Town Attorney Ryan Knight spoke about by the time it went through the courts then the issue would most likely be a moot point.

***Frank Lagrassa – 412 First Ave***

*Frank Lagrassa spoke about agreeing with what Mark said. What does the Town Attorney mean when he said there isn't a perfect ordinance for this? What is the benefit of this ordinance and where did it originate? Believes this will ruin the neighborhoods.*

Town Manager Elizabeth Mascaro said a resident came to a Planning and Zoning meeting and requested it.

***Tim Reed – 302 Fourth Ave***

*Tim Reed spoke about being against the second kitchen ordinance and does not believe in the reason for multigenerational living. A repeal is better than rewording. There are not a ton of residents wanting to do it.*

Mayor Alison Dennington spoke about emails between the Town Planner, Town Manager, and Commissioner Corey Runte around the time of the ordinance where the Town Planner said this is allowing an accessory living structure. February 2, 2023 from Corey to Cliff, March 7, 2023 from Corey to several people.

Commissioner Marivi Walker spoke about if everything the Mayor is saying the Town Planner said is true, then she would want to repeal it as well.

Town Attorney Ryan Knight believes an appeal would be sufficient.

Vice Mayor Sherri Quarrie asked about the new process implemented, every single thing was not going to go to Planning and Zoning, how would this be affected by that process?

Building Official Robert Bitgood said this would be an exception. It would be handled at the building department level. If an architect draws a house and says it's only a wet bar, no one legally could say to that architect that it is a kitchen, and the plan would have to be approved as a wet bar.

**Commissioner Marivi Walker made a motion to send it back to the attorney to look at the language; Commissioner Adam Meyer seconded;**

**Mayor Alison Dennington removed the motion**

**Commissioner Marivi Walker made a motion to draft a repeal for the ordinance; Commissioner Adam Meyer seconded; Motion passed 4-0**

***Frank Lagrassa – 412 First Ave***

*Frank Lagrassa wanted to say thank you.*

- I. Discussion on Town Charter and Code provisions related to traffic changes and changes to the parks and possible conflicting policies and procedures – Mayor Alison Dennington

Mayor Alison Dennington spoke about this being related to following the code related to the Parks Board, and not knowing what our policies and procedures are related to traffic control, if there are none then create them. Pushed this to a workshop.

Vice Mayor Sherri Quarrie spoke about the code being very clear on park changes. The Commission has the right to make changes to the parks without the Parks Board approval.

Mayor Alison Dennington spoke about how there have been things that the Commission has said they were not aware of, so there are items that the Parks Board and the Commission are not involved in or aware of. It seems the Town staff is making decisions without the Parks Board or Commission knowing about it. Sometimes it is better to slow things down and have them vetted.

Vice Mayor Sherri Quarrie spoke about the public works department bringing things to the Commission for approval. It is not valid to say the Town staff does not bring things to the Commission.

Mayor Alison Dennington spoke about some changes that have been made that people are more sensitive to. Just because we can make changes doesn't mean we can't slow things down and allow the Parks Board to vet it then bring it to the Commission. She does not believe the removal of the semicircle was vetted by the Commission.

Building Official Robert Bitgood spoke about how the removal of the semicircle is because we are not up to ADA code because the handicap parking is in the front and the ramp is in the rear. The plan is to put a ramp and the handicap parking right out front of the Community Center.

Commissioner Adam Meyer spoke about how the Parks Board is full of resident volunteers, and it is important to make it clear as to what they get to have a say in.

**Commissioner Adam Meyer made a motion to discuss the rules and procedures of the Parks Board at a Workshop; Commissioner Marivi Walker seconded; Motion carried 4-0**

***Haley Conrad - 2011 Oak St***

*Haley Conrad, member of the Parks Board, spoke about meeting regularly since 2021. They have held many fantastic activities in the Park. Nothing is brought to the Parks Board. What is the role of the Parks Board? The Parks Board meets prior to the Commission meeting. In the State of Florida to use the word engineer you must be certified. Does not think the goal is to require that all items go to the Parks Board, but rather use them as a resource to assist you. There clearly is ambiguity in the ordinance.*

Vice Mayor Sherri Quarrie spoke about in 2020 there was a memo stating the Parks Board has not met in a year. Said the role of the Parks Board is to look at the agendas, and see what's on there that would need the Commission's input.

Mayor Alison Dennington spoke about just because we don't have to do something doesn't mean we shouldn't.

Town Manager Elizabeth Mascaro spoke about the interpretation of the Code is not that things need to be brought to the Parks Board, but rather the Parks Board can bring items they would like to incorporate into the Parks.

Mayor Alison Dennington says the Parks Board was founded in 1987, it's a Parks Board not an Event Board. Suggests coming up with guidelines at the workshop, for example major things will be run by the Parks Board, minor things will not be. She feels it is important to have a conversation about the way to go about this for clarity.

***Gabor Kishegyi – 221 Surf Rd***

*Gabor Kishegyi spoke about how every decision should be sent to the respective Board.*

J. Discussion on Riverside Drive traffic control concerns – Vice Mayor Sherri Quarrie

Vice Mayor Sherri Quarrie spoke about how this agenda item is to present the data that was part of the discussion on the stop signs. If the stop signs are removed what is the liability to the Town if something happens?

Town Attorney Ryan Knight spoke about there not being much if any liability.

Commissioner Adam Meyer spoke about the speed trailer data after the stop signs were installed the speed trailer was 50 feet after the stop signs, so it was almost impossible to speed unless you don't stop at the stop sign.

Mayor Alison Dennington spoke about needing data that is not skewed. Tickets work, have the police out there writing tickets. She has received emails from people that like the stop signs or about speeding on Riverside. Her suggestion would be to have the police out there writing tickets. Landscaping trucks should not be parked on Riverside, causes issues with passing.

Commissioner Marivi Walker spoke about how there are people that pass on Riverside. The Town 100% needs to figure out traffic calming devices for the Town. Trucks don't have a good way to turn around.

K. Discussion on the Riverside Drive stop sign survey – Town Manager Elizabeth Mascaro

Mayor Alison Dennington spoke about the results of the stop sign survey. Keep the stop signs, 239 votes in favor, 20.38%. Remove the stop signs, 787 votes, 67.09%. Keep one, remove one, 56 votes, 4.77%. No opinion, 9 votes, .77%. Inconclusive, 3 votes, so not even 1%. Invalid/not Melbourne Beach Proper/name or address missing, 79 votes, 6.73%. Total of 1173 responses. Area specific and town wide, majority said to remove the stop signs.

**Mayor Alison Dennington made a motion to remove both stop signs; Commissioner Adam Meyer seconded; Motion carried 4-0**

***Brian Casazza - 2009 Oak St***

*Brian Cassazza spoke about there was no data provided with the survey. There is a lack of communication. There was no information to the residents to make an educated decision. The Town needs to do a better job.*

Mayor Alison Dennington said she was going to follow up with the manager and did not so she apologizes. Suggests going forward to have information readily available for the residents the next time a survey is sent out.

***Steve Walters - 416 Sixth St***

*Steve Walters spoke about not knowing why this is still being discussed. People have provided information that stop signs should not be used for speeding. If you want to enforce traffic violations, have a police officer out there writing tickets.*

***Haley Conrad - 2011 Oak St***

*Haley Conrad spoke about how stop signs do not cure passing or speeding. There have been many studies that show this. People may ask to put a stop sign in to stop speeding, but that is not what they are for. The purpose of a stop sign is to control the right of way.*

***Paula Panton – 809 Riverside Drive***

*Paula Panton spoke about everything Steve and Haley said is true. People speed through the stop signs and the police aren't writing those tickets.*

- L. Consideration of obtaining a traffic study on Riverside Drive for calming device options – Commissioner Marivi Walker

Commissioner Marivi Walker spoke about wanting a traffic calming device study for the entire Town.

Mayor Alison Dennington spoke about not wanting to spend money to do a traffic study when there are plenty of people that during a Workshop can come up with something.

Commissioner Adam Meyer asked if they could ask in their interview questions what the police chief would suggest for this situation.

**Mayor Alison Dennington made a motion to schedule a workshop to discuss traffic calming devices prior to spending any money for a study; Commissioner Adam Meyer seconded; Motion carried 4-0**

***Haley Conrad - 2011 Oak St***

*Haley Conrad agreed that having a traffic calming study for the entire Town is important.*

**13. Administrative Reports**

- A. Town Attorney

Town Attorney Ryan Knight spoke about having a to do list from the meeting.

- B. Town Manager

Town Manager Elizabeth Mascaro spoke about having a lot of meetings the past month.

Mayor Alison Dennington asked for a status from BS&E on the Poinsettia project.

**14. Commission Reports**

**15. Task List**

**16. Public Comment**

**17. Adjournment**

**Commissioner Marivi Walker moved to adjourn; Commissioner Adam Meyer seconded; Motion carried 4-0.**

Meeting adjourned at 12:11 a.m.

Transcribed by Rachel Pembrook

**ATTEST:**

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**Alison Dennington, Mayor**

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**Amber Brown, Town Clerk**

## **Town Commission Meeting**

**Section: Unfinished Business**

**Meeting Date: August 21 2024**

**From: Town Manager, Elizabeth Mascaro**

**RE: Consideration to renew the South Beaches Coalition Interlocal Agreement**

### **Background Information:**

The Interlocal Agreement regarding voting representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition expires on December 31, 2024.

### **Recommendation:**

Consider renewing the South Beaches Coalition Interlocal Agreement

### **Attachments:**

Current South Beaches Interlocal Agreement

Proposed South Beaches Interlocal Agreement

HC  
THIS INSTRUMENT RETURN TO:  
Laura Carter  
Space Coast Transportation  
Planning Organization  
2725 Judge Fran Jamieson Way, Bldg. B  
Melbourne, FL 32940

THIS INSTRUMENT PREPARED BY:  
Paul R. Gougelman, III, General Counsel  
Space Coast Transportation Planning Organization  
2220 Front Street - Suite 204  
Melbourne, FL 32901

**INTERLOCAL AGREEMENT REGARDING**  
**VOTING REPRESENTATION ON**  
**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION**  
**FOR THE SOUTH BEACHES COALITION**

THIS AGREEMENT is made and entered into as of the 12<sup>th</sup> day of December, 2013, by and between the TOWN OF INDIALANTIC, Florida, a Florida Municipal Corporation (herein "Indialantic"), CITY OF INDIAN HARBOUR BEACH, Florida, a Florida Municipal Corporation (herein "Indian Harbour Beach"), TOWN OF MELBOURNE BEACH, Florida, a Florida Municipal Corporation (herein "Melbourne Beach"), and CITY OF SATELLITE BEACH, Florida, a Florida Municipal Corporation (herein "Satellite Beach").

**WITNESSETH:**

WHEREAS, the Space Coast Transportation Planning Organization, f/k/a the Brevard County Metropolitan Planning Organization (herein "TPO") is a metropolitan planning organization established under Section 339.175, Florida Statutes, to coordinate transportation planning and finance throughout Brevard County;

WHEREAS, in the early 1990s, the municipalities of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach formed the "South Beaches Coalition";

WHEREAS, in the early 1990s and the first decade of the 21<sup>st</sup> Century, the South Beaches Coalition was accorded a single voting delegate seat on the TPO Governing Board;

WHEREAS, it is the desire of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach to provide a methodology by which the four municipalities may share the aforesaid single voting delegate seat on the TPO Governing Board;

WHEREAS, the authority to undertake sharing of a delegate seat on the TPO Governing Board is provided in Section 339.175(3)(a), Florida Statutes (2013), which states in pertinent part:

(a) The voting membership of an M.P.O. shall consist of not fewer than 5 or more than 19 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governor, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations. The Governor, in accordance with 23 U.S.C. s. 134, may also provide for M.P.O. members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area that do not have members on the M.P.O. . . . All voting members shall be elected officials of general-purpose governments, except that an M.P.O. may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of the Florida Space Authority. . . .;

WHEREAS, the undersigned parties for the purposes of this Agreement, and for the purpose of reference by the TPO, have designated the arrangement provided for herein to be informally and colloquially referred to as the "South Beaches Coalition";

WHEREAS, this Agreement is entered as an interlocal agreement pursuant to Section 163.01, Florida Statutes (2013), and is also entered into pursuant to the home rule power of each of the municipalities as provided in Section 166.021, Florida Statutes, and Article VIII, Section 2, Florida Constitution of 1968;

WHEREAS, pursuant to this Agreement, the parties have provided for an arrangement by which the voting delegate on the TPO Governing Board will be rotated among Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, on a scheduled basis; and

WHEREAS, the parties have further agreed to establish an organized method to provide joint instructions to their single voting delegate to the TPO.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed by the parties that:

1. **Recitals.** Each and all of the recitals above be and the same are hereby incorporated herein and declared to be true and correct.

2. **Appointment of Voting Delegate.**

(a) The single voting delegate holding the South Beaches Coalition seat on the TPO and representing the collective interests of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, along with an alternate voting delegate, shall be appointed by the governing body of each respective municipality according to the following schedule:

<b><u>Designating Party</u></b>	<b><u>Calendar Years for Designation</u></b>
Indialantic	2016 & 2017, 2024
Indian Harbour Beach	2012 & 2013, 2020 & 2021
Melbourne Beach	2014 & 2015, 2022 & 2023
Satellite Beach	2018 & 2019

(b) The power of appointment will be exercised in such a manner that a municipality's appointee as a voting delegate or Brevard MPO/South Beaches Coalition Interlocal Agreement2

10/2/13

alternate voting delegate assumes office on January 1<sup>st</sup> of the first year of the foregoing schedule that a municipality may exercise the power of appointment and ends on December 31<sup>st</sup> of the second year of the foregoing schedule that the municipality may exercise the power of appointment. For example, because Indialantic holds the power of appointment for 2016 and 2017, Indialantic's appointed voting delegate would assume office effective January 1, 2016 and leave office on December 31, 2017.

(c) Neither the TPO voting delegate nor the alternate delegate must reside within the corporate limits of the designating municipality, but each must be an elected official of either Indialantic, Indian Harbour Beach, Melbourne Beach, or Satellite Beach.

(d) In the event that any party to this Agreement fails to appoint the TPO voting delegate or alternate voting delegate by the beginning of that municipality's two-year term set forth in the foregoing schedule, the TPO voting delegate and alternate voting delegate appointed for the immediate prior two-year term shall continue as the TPO voting delegate and alternate voting delegate until such time as their successors have been appointed.

(e) During each two-year term set forth in herein, the TPO voting delegate and the alternate voting delegate shall serve at the pleasure of the appointing municipality, which has the power to rescind any such appointment and to name any other elected official of one of the four municipalities as the TPO voting delegate or alternate voting delegate.

### **3. South Beaches Coalition ("Coalition") Representatives.**

(a) The governing body of each party to this Agreement shall appoint one of their elected officials to represent that municipality on the South Beaches Coalition. Each representative shall serve at the pleasure of the appointing governing body. In addition, the remaining elected officials of each municipality shall

be deemed alternate Coalition representatives who may substitute as needed in the absence of their appointed representative at Coalition meetings.

(b) The four Coalition representatives shall advise and direct the TPO voting delegate and alternate voting delegate, who must vote on matters before the TPO in accordance with instructions provided by the Coalition representatives. However, when express instructions have not been provided, the TPO voting delegate or alternate voting delegate shall exercise his/her best judgment in voting for the best collective interests of the four municipalities on matters before the TPO.

(c) The Coalition representative appointed by the municipality responsible for appointing the TPO voting delegate shall serve as Chairperson of the Coalition. This position shall rotate in accordance with the schedule established in Section 2 hereof. The Chairperson shall take office when the TPO voting delegate is appointed.

(d) The Coalition representatives shall elect a Vice-Chairperson from among themselves during the month of December each year. The Vice-Chairperson shall serve for one year or until his/her successor is elected, whichever occurs later.

(e) The municipality responsible for appointing the TPO voting shall provide staff support for all activities incident to the performance of this Agreement, including preparation and distribution of agenda packages, advertising of meetings to comply with the Government-in-the-Sunshine Law, preparation of minutes, and coordination of time and place of meetings of the Coalition representatives.

(f) Meetings of the Coalition representatives will operate generally using Robert's Rules of Order, Newly Revised, most recent edition.

#### **4. TAC and CAC Members.**

(a) In the event that the TPO seats only one Technical Advisory Committee ("TAC") member or one Citizens Advisory Committee ("CAC") member to represent the South Beaches Coalition, the municipality appointing the TPO voting delegate shall also appoint the sole TAC or CAC member(s) to represent the Coalition.

(b) In the event that the TPO permits a TAC or a CAC member to represent each municipality, the governing body of each municipality shall appoint the TAC and CAC member to represent that municipality.

(c) To the extent permitted by law and pursuant to Section 339.175(6), Florida Statutes, TAC and CAC members will serve at the pleasure of the appointing authority.

**5. Expiration.** This Agreement will expire on December 31, 2024; provided, that the respective governing bodies of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, may agree from time to time to extend, amend, or terminate this Agreement by written instrument. No such written instrument shall be effective until the amendatory instrument is approved by the governing body of each of the four municipalities, executed by appropriate officials of each governing body, and recorded with the Brevard County Clerk of the Court as provided in Section 163.01(11), Florida Statutes.

**6. Interpretation; Termination of Prior Agreements.**

(a) This Agreement and the terms herein were negotiated jointly by Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the four municipalities had the full choice of wording thereof. Consequently, no term, provision, or section hereof will be more harshly construed against either party hereto as the drafter of this Agreement.

(b) The agreement entitled "Agreement with Respect to Voting Representation on Brevard County Metropolitan Planning Organization" dated September 22, 2000, between the four Brevard MPO/South Beaches Coalition Interlocal Agreement2

10/2/13

municipalities, including Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, is hereby terminated. The agreement entitled "Memorandum of Understanding" relating to voting representation on Brevard County Metropolitan Planning Organization dated June 9, 1992, between Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach is hereby terminated.

7. **Effective Date.** This Agreement will become effective upon recordation in the Public Records of Brevard County, Florida, as maintained by the Brevard County Clerk of Court pursuant to Section 163.01(11), Florida Statutes.

8. **Counterpart Signature Pages.** This Agreement may be executed by the use of counterpart signature pages.

IN WITNESS WHEREOF, the Town of Indialantic, City of Indian Harbour Beach, Town of Melbourne Beach, and City of Satellite Beach, have each caused this agreement to be executed the day and year set forth below.

**TOWN OF INDIALANTIC,  
FLORIDA,** a Florida  
Municipal Corporation

By:

  
Christopher Chinault  
Town Manager

Dated: 10/15, 2013

(TOWN SEAL)

ATTEST:



Laura Eaton, CMC  
Town Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF INDIAN HARBOUR BEACH, FLORIDA,** a Florida Municipal Corporation

By: *Julie Bradford*  
Jacqueline R. Burns

City Manager  
*Julie Bradford, Acting City Manager*

Dated: 11/22, 2013

(CITY SEAL)



ATTEST:  
*Deborah Maliska*

Deborah Maliska, CMC  
City Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**TOWN OF MELBOURNE BEACH,  
FLORIDA,** a Florida Municipal Corporation

By: William M. Hoskovec  
William Hoskovec  
Town Manager

Dated: 11/20/13, 2013

(TOWN SEAL)

ATTEST:

Marie Cardace  
Marie Cardace  
Interim Town Clerk



COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF SATELLITE BEACH, FLORIDA**, a Florida Municipal Corporation

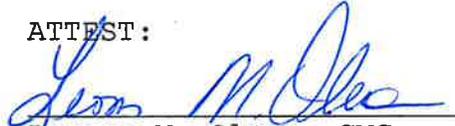
By:   
Courtney Barker  
City Manager

Dated: 11/13, 2013

(CITY SEAL)



ATTEST:

  
Leonor M. Olexa, CMC  
City Clerk

THIS INSTRUMENT RETURN TO:  
 Laura Carter  
 Space Coast Transportation Planning Organization  
 2725 Judge Fran Jamieson Way, Bldg. B  
 Melbourne, FL 32940

THIS INSTRUMENT PREPARED BY:  
 Paul R. Gougelman, III, General Counsel  
 Space Coast Transportation Planning Organization  
 Weiss Serota Helfman Cole & Bierman, P.L.  
 200 East Broward Blvd. – 19<sup>th</sup> Floor  
 Ft. Lauderdale, FL 33301

**INTERLOCAL AGREEMENT REGARDING**  
**VOTING REPRESENTATION ON**  
**SPACE COAST TRANSPORTATION PLANNING ORGANIZATION**  
**FOR THE SOUTH BEACHES COALITION**

THIS AGREEMENT is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the TOWN OF INDIALANTIC, a Florida Municipal Corporation (herein "Indialantic"), CITY OF INDIAN HARBOUR BEACH, a Florida Municipal Corporation (herein "Indian Harbour Beach"), TOWN OF MELBOURNE BEACH, a Florida Municipal Corporation (herein "Melbourne Beach"), and CITY OF SATELLITE BEACH, a Florida Municipal Corporation (herein "Satellite Beach").

**WITNESSETH:**

WHEREAS, the Space Coast Transportation Planning Organization (herein "TPO") is a metropolitan planning organization established under Section 339.175, Florida Statutes, to coordinate transportation planning and finance throughout Brevard County; and

WHEREAS, the TPO is legally formed and operates pursuant to an interlocal agreement entitled as the Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on July 15, 2014, in Official Records Book 7166, Page 2144, Public Records of Brevard County, Florida, as amended by the First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on October 8, 2020, in Official Records Book 8880,

Page 279, Public Records of Brevard County, Florida (herein: the "Restated Interlocal Agreement")' and

WHEREAS, in the early 1990s, the municipalities of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach formed the "South Beaches Coalition" to participate on the TPO Governing Board and to help guide transportation planning on the South Beaches portion of Brevard County; and

WHEREAS, the South Beaches Coalition in the 1990s and first decade of 2000 operated pursuant to the "Memorandum of Understanding" relating to voting representation on Brevard County Metropolitan Planning Organization dated June 9, 1992, between Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the "Agreement with Respect to Voting Representation on Brevard County Metropolitan Planning Organization" dated September 22, 2000, between the four municipalities, including Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach; and

WHEREAS, in the early 1990s and the first decade of the 21st Century, the South Beaches Coalition was accorded a single voting delegate seat on the TPO Governing Board as provided in the Restated Interlocal Agreement; and

WHEREAS, it is the desire of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach to provide a methodology by which the four municipalities may share the aforesaid single voting delegate seat on the TPO Governing Board; and

WHEREAS, the authority to undertake sharing of a delegate seat on the TPO Governing Board is provided in Section 339.175(3)(a), Florida Statutes (2024), which states in pertinent part:

(a) The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations. In accordance with 23 U.S.C. s. 134, the Governor may also allow M.P.O. members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area which do not have members on the M.P.O. With the exception of instances in which all of the county commissioners in a single-county M.P.O. are members

of the M.P.O. governing board, county commissioners shall compose at least one-third of the M.P.O. governing board membership. A multicounty M.P.O. may satisfy this requirement by any combination of county commissioners from each of the counties constituting the M.P.O. Voting members shall be elected officials of general-purpose local governments, one of whom may represent a group of general-purpose local governments through an entity created by an M.P.O. for that purpose. An M.P.O. may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. As used in this section, the term "elected officials of a general-purpose local government" excludes constitutional officers, including sheriffs, tax collectors, supervisors of elections, property appraisers, clerks of the court, and similar types of officials. County commissioners shall compose not less than 20 percent of the M.P.O. membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an M.P.O; and.

WHEREAS, the undersigned parties for the purposes of this Agreement, and for the purpose of reference by the TPO, have designated the arrangement provided for herein to be informally and colloquially referred to as the "South Beaches Coalition"; and

WHEREAS, this Agreement is entered as an interlocal agreement pursuant to Section 163.01, Florida Statutes (2024), and is also entered into pursuant to the home rule power of each of the municipalities as provided in Section 166.021, Florida Statutes, and Article VIII, Section 2, Florida Constitution of 1968; and

WHEREAS, pursuant to this Agreement, the parties have provided for an arrangement by which the voting delegate on the TPO Governing Board will be rotated among Indianalantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, on a scheduled basis; and

WHEREAS, the parties have further agreed to establish an organized method to provide joint instructions to their single voting delegate to the TPO; and

WHEREAS, this Agreement has been approved by the respective governing body of the four municipalities joining in this Agreement..

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed by the parties that:

1. **Recitals.** Each and all of the recitals above be and the same are hereby incorporated herein and declared to be true and correct.

2. **Appointment of Voting Delegate.**

(a) The single voting delegate holding the South Beaches Coalition seat on the TPO and representing the collective interests of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, along with an alternate voting delegate, shall be appointed by the governing body of each respective municipality according to the following schedule:

<b><u>Designating Party</u></b>	<b><u>Calendar Years for Designation</u></b>
Indialantic	2024 & 2025, 2032 & 2033
Indian Harbour Beach	2028 & 2029
Melbourne Beach	2030 & 2031
Satellite Beach	2026 & 2027

(b) The power of appointment will be exercised in such a manner that a municipality's appointee as a voting delegate, or alternate voting delegate, assumes office on January 1st of the first year of the foregoing schedule that a municipality may exercise the power of appointment and ends on December 31st of the second year of the foregoing schedule that the municipality may exercise the power of appointment. For example, because Indialantic holds the power of appointment for 2024 and 2025, Indialantic's appointed voting delegate would assume office effective January 1, 2024 and leave office on December 31, 2025.

(c) Neither the TPO voting delegate, nor the alternate delegate, must reside within the corporate limits of the designating municipality, but each must be an elected official of either Indialantic, Indian Harbour Beach, Melbourne Beach, or Satellite Beach.

(d) In the event that any party to this Agreement fails to appoint the TPO voting delegate, or alternate voting delegate, by the beginning of that municipality's two-year term set forth in the foregoing schedule, the TPO voting delegate and alternate voting delegate appointed for the immediate prior two-year term shall continue as the TPO

voting delegate and alternate voting delegate until such time as their successors have been appointed.

(e) During each two-year term set forth in herein, the TPO voting delegate and the alternate voting delegate shall serve at the pleasure of the appointing municipality, which has the power to rescind any such appointment and to name any other elected official of one of the four municipalities as the TPO voting delegate or alternate voting delegate.

(f) Consistent with Section 339.175, Florida Statutes, a new Interlocal Agreement for the Creation of the Transportation Planning Organization (and replacing the Restated Interlocal Agreement) between various Brevard County local governmental entities and the Florida Department of Transportation may need to be entered into during the term of this Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beach Coalition. It is intended that this Agreement shall continue to be valid and in force when the new Interlocal Agreement for the Creation of the Transportation Planning Organization is adopted; provided, that the new Interlocal Agreement for the Creation of the Transportation Planning Organization provides for a single voting delegate to be alternated among Indian River County, Melbourne Beach, Satellite Beach, and Indian Harbour Beach.

### **3. South Beaches Coalition ("Coalition") Representatives.**

(a) The governing body of each party to this Agreement shall appoint one of their elected officials to represent that municipality on the South Beaches Coalition. Each representative shall serve at the pleasure of the appointing governing body. In addition, the remaining elected officials of each municipality shall be deemed alternate Coalition representatives who may substitute as needed in the absence of their appointed representative at Coalition meetings.

(b) The four Coalition representatives shall advise and direct the TPO voting delegate and alternate voting delegate representing the South Beaches Coalition on the TPO Governing Board and who must vote on matters before the TPO in accordance with instructions provided by the Coalition representatives. However, when express instructions have not been provided, the TPO voting delegate or alternate voting

delegate shall exercise said delegate's best judgment in voting for the best collective interests of the four municipalities on matters before the TPO.

(c) The Coalition representative appointed by the municipality responsible for appointing the TPO voting delegate shall serve as Chairperson of the Coalition. This position shall rotate in accordance with the schedule established in Section 2 hereof. The Chairperson shall take office when the TPO voting delegate is appointed.

(d) The Coalition representatives shall elect a Vice-Chairperson from among themselves during the month of December each year. The Vice-Chairperson shall serve for one year or until said individual's successor is elected, whichever occurs later.

(e) The municipality responsible for appointing the TPO voting shall provide staff support for all activities incident to the performance of this Agreement, including preparation and distribution of agenda packages, advertising of meetings to comply with the Government-in-the-Sunshine Law, preparation of minutes, and coordination of time and place of meetings of the Coalition representatives.

(f) Meetings of the Coalition representatives will operate generally using Robert's Rules of Order, Newly Revised, most recent edition.

#### **4. TAC and CAC Members.**

(a) In the event that the TPO seats only one Technical Advisory Committee ("TAC") member or one Citizens Advisory Committee ("CAC") member to represent the South Beaches Coalition, the municipality appointing the TPO voting delegate shall also appoint the sole TAC or CAC member(s) to represent the Coalition.

(b) In the event that the TPO permits a TAC or a CAC member to represent each municipality, the governing body of each municipality shall appoint the TAC and CAC member to represent that municipality.

(c) To the extent permitted by law and pursuant to Section 339.175(6), Florida Statutes, TAC and CAC members will serve at the pleasure of the appointing authority.

**5. Expiration.** This Agreement will expire on December 31, 2033; provided, that the respective governing bodies of Indianlantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, may agree from time to time to extend, amend, or terminate this Agreement by written instrument. No such written instrument shall be effective until the amendatory instrument is approved by the governing body of each of the four

municipalities, executed by appropriate officials of each governing body, and recorded with the Brevard County Clerk of the Court as provided in Section 163.01(11), Florida Statutes.

**6. Interpretation; Termination of Prior Agreements.**

(a) This Agreement and the terms herein were negotiated jointly by Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the four municipalities had the full choice of wording thereof. Consequently, no term, provision, or section hereof will be more harshly construed against either party hereto as the drafter of this Agreement.

(b) The agreement entitled "Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition recorded on December 12, 2013, in Official Records Book 7029, Page 2904, Public Records of Brevard County, Florida, is hereby terminated.

**7. Effective Date.** This Agreement will become effective upon recordation in the Public Records of Brevard County, Florida, as maintained by the Brevard County Clerk of Court pursuant to Section 163.01(11), Florida Statutes.

**8. Counterpart Signature Pages.** This Agreement may be executed by the use of counterpart signature pages.

IN WITNESS WHEREOF, the Town of Indialantic, City of Indian Harbour Beach, Town of Melbourne Beach, and City of Satellite Beach, have each caused this agreement to be executed the day and year set forth below by their authorized representative.

**[Remainder of Page Left Vacant]**

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**TOWN OF INDIALANTIC,  
FLORIDA**, a Florida

By: \_\_\_\_\_  
Michael Casey  
Town Manager

Dated: \_\_\_\_\_,  
2024

(TOWN SEAL)

ATTEST:

\_\_\_\_\_  
Mollie Carr, Town Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF INDIAN HARBOUR  
BEACH, FLORIDA**, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
John W. Coffey, City Manager

Dated: \_\_\_\_\_,  
2024  
(CITY SEAL)

ATTEST:

\_\_\_\_\_  
Sue Frank, MMC, City Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**TOWN OF MELBOURNE  
BEACH, FLORIDA**, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Elizabeth Mascaro  
Town Manager

Dated: \_\_\_\_\_,  
2024  
(TOWN SEAL)

ATTEST:

\_\_\_\_\_  
Amber Brown, Town Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF SATELLITE BEACH,  
FLORIDA**, a Florida  
Municipal Corporation

By: \_\_\_\_\_  
Courtney Barker  
City Manager

Dated: \_\_\_\_\_,  
2024  
(CITY SEAL)

ATTEST:

\_\_\_\_\_  
Gwen Peirce, MPA, CMC  
City Clerk

## **Town Commission Meeting**

**Section: Unfinished Business**

**Meeting Date: August 21, 2024**

**From: Town Manager, Elizabeth Mascaro**

**RE: Consideration to approve Resolution 2024-04 Fee Schedule**

### **Background Information:**

Periodically the Town's Fee Schedule is reviewed for updates and a new resolution is written.

### **Recommendation:**

Consider approving Resolution 2024-04 Fee Schedule

### **Attachments:**

Resolution 2024-04 with the Updated Fee Schedule

**RESOLUTION NO. 2024-04****A RESOLUTION OF THE TOWN OF MELBOURNE BEACH,  
BREVARD COUNTY, FLORIDA, AMENDING AND  
UPDATING THE TOWN FEE SCHEDULE; PROVIDING  
FOR LEGISLATIVE FINDINGS AND INTENT; PROVIDING  
FOR SEVERABILITY; PROVIDING FOR CONFLICTS;  
AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Town's budget and financial policies require that to the extent possible and reasonable, Town services should be supported by fees and charges in order to provide maximum flexibility in the use of general Town taxes to provide for a broader benefit; and

**WHEREAS**, the Town of Melbourne Beach has enacted various codes and ordinances which provide for the creation and maintenance of a multitude of Town programs and/or services, the nature of which require funding, at least in part, by user fees; and

**WHEREAS**, the Town processes various land development, building, and inspection permits, licenses, site plans, maps, and administrative changes, the nature of which require funding, at least in part, by user fees; and

**WHEREAS**, the provisions of controlling Florida law provide authorization for a municipality to levy reasonable fees and charges commensurate with the cost of the activities, functions, and programs which are funded by the Town; and

**WHEREAS**, the Town last updated its current Fee Schedule on May 18, 2022, via Resolution 2022-05; and

**WHEREAS**, it is fiscally prudent and appropriate for the Town, from time to time, to update reasonable fees and charges for administering the various programs and services provided by the Town; and

**WHEREAS**, the Town has determined that all of the fees set forth hereafter are equitable and necessary for administering the various programs and services provided by the Town; and

**WHEREAS**, the Town Commission has determined that it is necessary to review and amend the fees and charges associated with the Town's Fee Schedule; and

**WHEREAS**, the fees and charges related to Local Business Tax Receipts, Public Records Requests, Peddler's/Solicitor's Licenses, Founders Day, Building Department, Fire Prevention Inspections, Re-inspections, and Penalty Fees, Police Citations, Board of Adjustments for Special Exceptions, Variances and Zoning Changes, LDC Amendments, Zoning Change of Use, Comprehensive Plan Amendments, Site Plan Review for Planning and Zoning, Smoking Fines, Special Events, and Facility Rentals are incorporated within "Exhibit A" of this Resolution; and

**WHEREAS**, Extraordinary Expenses shall be charged in accordance with the appendage to this Resolution titled “**Exhibit B**”.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Melbourne Beach, Florida, that:

**Section 1. Legislative Findings and Intent.** The Town of Melbourne Beach has complied with all requirements and procedures of Florida law in processing this Resolution. The above recitals are hereby adopted.

**Section 2. Amendment to the Town of Melbourne Beach Fee Schedule.**

- A. The Town of Melbourne Beach Fee Schedule is hereby amended as shown in **Exhibit “A,”** attached hereto.
- B. Underlined words within **Exhibit “A”** constitute the new text within the Town of Melbourne Beach Fee Schedule, asterisks (\*\*\*) indicate an omission from the original text of the Town of Melbourne Beach Fee Schedule which is intended to remain unchanged, and ~~striketrough~~ constitutes deletions from the original Town of Melbourne Beach Fee Schedule.

**Section 3. Severability.** If any Section or portion of a Section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other Section or part of this Resolution.

**Section 4. Conflicts.** All Resolutions or parts of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

**Section 5. Effective Date.** This Resolution shall become effective on July 17, 2024.

**PASSED AND ADOPTED** by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 17th day of July, 2024.

ATTEST:

TOWN OF MELBOURNE BEACH,  
FLORIDA, a Florida Municipal Corporation

\_\_\_\_\_  
Amber Brown  
Town Clerk

By: \_\_\_\_\_  
Alison Dennington, Mayor

(TOWN SEAL)

## Exhibit "A"

## Town of Melbourne Beach Fee Schedule

**FEE TYPE****FEE****EXPLANATION**

<b>ADMINISTRATIVE APPEALS</b>		
Administrative Appeals Board of Adjustment	\$250.00	Includes first two hearings by Board of Adjustment. Hearings and Continuances initiated by BOA are no charge.
<b>Appeals made by Applicant</b>		
Town Staff	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
<b>CHANGE OF USE</b>		
Application to Change Use	\$250.00	Zoning Districts: Commercial 6 B, 7 C, 8 B, Downtown Business, General Commercial, Residential Commercial
Town Staff	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>COMPREHENSIVE PLAN AMENDMENT</b>		
Comprehensive Plan Amendment	\$1,000.00 <u>\$1,200.00</u>	Per Change
Advertising	Actual Cost	Per Invoice
<b>SITE PLAN REVIEW to PLANNING AND ZONING</b>		
Commercial Site Plan Review	\$1,200.00	Zoning Districts: 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business
Residential Site Plan Review	<del>\$500.00</del> <u>\$685.00</u>	Zoning Districts: 1-RS, 2-RS, 3-RS, New Single-Family Residence
Residential Site Plan Revisions/Change Order	\$200.00	Zoning Districts: 1-RS, 2-RS, 3-RS
Residential Site Plan Review	\$1,000.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Res & Oceanfront
Residential Site Plan Revisions/Change Order	\$750.00	Zoning Districts: 4-RM, 5-RMO, New Multi-Family Res & Oceanfront
<b>BUILDING DEPARTMENT FEE SCHEDULE</b>		
<b>MINIMUM PERMIT FEE</b>	<del>\$75.00</del> <u>\$79.00</u>	Includes payment to DBPR and DCA
<b>PERCENTAGE OF CONSTRUCTION VALUE BUILDING PERMITS</b>		
Line 1	\$75.00	Up to the first \$2,500 plus
Line 2	3.00%	\$2,500 to \$10,000 plus cost in line 1
Line 3	1%	\$10,001 to \$100,000 plus cost in line 1 & 2
Line 4	.50%	\$100,001 to \$500,000 plus cost in line 1, 2, & 3
Line 5	.25%	\$500,001 and up for fraction there of plus costs from lines 1, 2, 3, & 4

<b>INSPECTION FEES</b>		
<b>1<sup>st</sup> Re-inspection</b>	<del>\$50.00</del> \$75.00	
<b>2<sup>nd</sup> Re-inspection</b>	<del>\$75.00</del> \$100.00	
<b>Each subsequent re-inspection</b>	\$150.00	
<b>PENALTY WORK WITHOUT A PERMIT NORMAL FEE PLUS UP TO 400% Determined by Building Official</b>		
Permit Fee <u>First Extension</u>	\$175.00 <del>first</del>	2 <sup>nd</sup> -180 day renewal <del>new permit required</del>
Permit Fee <u>Second Extension</u>	<u>New permit</u>	<u>New permit required after first extension</u>
<u>Planning &amp; Construction Meeting with Building Official</u>	\$125.00	
<u>Environmental Hazard Fee</u>	\$500.00	
Failure to Display Permit Card	<del>\$50.00</del> \$75.00	
Failure to Call for Inspection	<del>\$50.00</del> \$75.00	
Unscheduled Inspection Request	\$50.00	One (1) hour minimum subject to availability
Fire Plan Review Fee	\$85.00	
Demolition Full or Partial	\$150.00	Dumpster and special requirements apply
Construction Trailers	\$50.00	
Change of Contractor	<del>\$50.00</del> \$75.00	
Temporary Certificate of Occupancy	\$50.00	
Temporary Certificate of Completion	\$50.00	
Early Power Release/Temporary Pole	<del>\$50.00</del> \$75.00	
Plan Review Fee by Building Official	\$85.00 \$50.00	For Planning and Zoning Second (2 <sup>nd</sup> ) review fee
<u>Town Planner Review for Building Related</u>	\$200.00	<u>Per hour</u>
Plan Review Correction Submittal	Four (4) times plan review fee	Third (3 <sup>rd</sup> ) rejection of plans for same comment
Residential Revision Fee After Permit Issued	One and two Family dwellings	\$25.00 plus \$5.00 per each plan page or 2% of the revision value, whichever is greater
Commercial Revision Fee	Commercial and Multi-family	\$25.00 plus \$7.50 per plan page or 3% of the revision value, whichever is greater
<p><b>ALL BUILDING FEES ARE NON-REFUNDABLE. PER THE FLORIDA BUILDING CODE STATUTE 553.721 AND 468.631 ALL PERMITS WILL CONTAIN AN ADDITIONAL 1% SURCHARGE FOR THE DCA AND A 1.50% SURCHARGE FOR THE DBPR.</b></p> <p><b>WHEN IN THE OPINION OF THE BUILDING OFFICIAL, THE CONSTRUCTION VALUE COST IS UNREALISTIC, THE LATEST EDITION OF THE INTERNATIONAL CODE COUNCIL'S BUILDING VALUATION TABLE WILL BE USED TO CALCULATE THE APPROXIMATE CONSTRUCTION VALUE.</b></p>		
<b>Special Exceptions</b>	\$1,000	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business. Includes first two hearings by Board of Adjustment. Additional hearings or continuances initiated by BOA at no charge.
<b>Hearings Initiated by Applicants</b>		
Town Staff Hours	\$80.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice

## **FIRE PREVENTION INSPECTIONS, RE-INSPECTIONS, & PENALTY FEES**

<b>Fees for Annual Fire Safety Inspections</b>		
<u>Home Safety Inspection</u>	<u>No Cost</u>	<u>Residential properties</u>
<u>Annual Fire Inspection</u>	<u>\$50.00</u>	<u>Low Risk Occupancy – Commercial Bldg.</u>
<u>Annual Fire Inspection</u>	<u>\$75.00</u>	<u>Medium Risk Occupancy – Commercial Bldg.</u>
<u>Annual Fire Inspection</u>	<u>\$100.00</u>	<u>High Risk Occupancy – Commercial Bldg.</u>
<b>Re-Inspection Fee for Non-Compliance from Annual Fire Inspection – Commercial Bldgs.</b>		
<u>First Re-Inspection</u>	<u>Free</u>	
<u>Second Re-Inspection</u>	<u>\$30.00</u>	
<u>Third Re-Inspection</u>	<u>\$30.00 plus \$100.00 penalty</u>	
<u>Fourth Re-Inspection</u>	<u>\$30.00 plus \$200.00 penalty</u>	
<u>Fifth Re-Inspection</u>	<u>\$30.00 plus \$300.00 penalty</u>	<u>Fifth and all subsequent re-inspections</u>
<b>Penalty Fees for Incidental Activities Requiring Response by Fire Department</b>		
<u>Unintentional Fire Alarm Activation Caused by Contractor/Service Personnel</u>	<u>\$100.00 each</u>	<u>Repeat alarm activation started by onsite contractors. Bill property owner</u>
<u>Nuisance Elevator Entrapment - Victim Removal</u>	<u>\$100.00</u>	<u>Third or subsequent response within a 30-day period</u>
<u>Nuisance Fire Alarm</u>	<u>\$100.00 each</u>	<u>Third or Fourth Response in 365-day period</u>
<u>Nuisance Fire Alarm – Chronic</u>	<u>\$200.00 each</u>	<u>Fifth or subsequent response in 365-day period</u>
<u>Failure to Appear for Alarm Activation – Responsible Party</u>	<u>\$50.00 per half hour after a 30-minute notification window</u>	<u>Fire Department remains on scene until party arrives</u>
<u>Hazmat Clean Up</u>	<u>Actual Cost</u>	<u>Remediation</u>
<b>VARIANCES BOARD OF ADJUSTMENTS</b>		
<b>Commercial Variance</b>	\$1,000	Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business. Includes first two hearings by Board of Adjustment.
<u>Reconvene Board for Commercial Variance</u>	<u>\$250.00</u>	
<u>Special Exceptions – Commercial</u>	<u>\$1,000.00</u>	<u>Zoning Districts: Commercial 6-B, 7-C, 8-B, Downtown Business, General Commercial, Residential Business.</u>
<b>Hearings Initiated by Applicants</b>		
<u>Town Staff Hours</u>	<u>\$80.00 \$85.00</u>	<u>Per hour, per continuance</u>
<u>Town Attorney</u>	<u>Actual Cost</u>	<u>Per hour, per continuance</u>
<u>Town Planner</u>	<u>Actual Cost</u>	<u>Per hour, per continuance</u>
<u>Outside Professional Services</u>	<u>Actual Cost</u>	<u>Per Contract Agreement</u>
<u>Building Official</u>	<u>\$125.00</u>	
<u>Advertising</u>	<u>Actual Cost</u>	<u>Per Invoice</u>
<b>Residential Variance</b>	\$500.00	Zoning Districts: 1-RS, 2-RS, 3-RS, 4-RM, 5-RMO, Single Family Residence, Multi-Family Resident, Multi-Family Oceanfront Residence. Includes first two hearings by Board of Adjustment. Additional hearings or Continuances initiated by BOA at no charge.
<b>ZONING</b>		

Application Amendment Fee	\$1,000.00 plus \$5,000.00 advance deposit for staff and administrative expenses. NOTE: Applicant is responsible for actual costs which may exceed the deposit. If/when deposit is exhausted, it will be replenished (\$5000 increments) by the applicant before proceeding further	Per application. Fees are non-refundable.
Zoning Verification Letter	\$50.00	Per Letter
Zoning Interpretation	Actual Cost	Per Hour
Change Fee for Zoning	\$1,000.00	Per Change Request
Advertising Zone Change	Actual Cost	Per Invoice
Ordinance Development	Actual Cost	Per Ordinance
Ordinance Advertising	Actual Cost	Per Advertisement
<b>Hearings Initiated by Applicants</b>		
Town Staff Hours	<del>\$80.00</del> \$85.00	Per hour, per continuance
Town Attorney	Actual Cost	Per hour, per continuance
Town Planner	Actual Cost	Per hour, per continuance
Outside Professional Services	Actual Cost	Per Contract Agreement
Advertising	Actual Cost	Per Invoice
<b>LDC TEXT AMENDMENT</b>		
Text Amendment Application Pursuant to Sec. 1A-5, Code of Melbourne Beach	\$1,000.00 plus \$5,000.00 advance deposit for staff and administrative expenses. NOTE: Applicant is responsible for actual costs which may exceed the deposit. If/when deposit is exhausted, it will be replenished (\$5000 increments) by the applicant before proceeding further	Per application. Fees are non-refundable
Total Staff Hours	<del>\$80.00</del> \$85.00	Per hour
Town Attorney	Actual Cost	Per hour
Town Planner	Actual Cost	Per hour
Advertising Ordinance	Actual Cost	Planning & Zoning Board Public Hearing; Town Commission First and Second Readings
<b>LOCAL BUSINESS TAX</b>		
Existing Business Tax Receipt	Per Town Code	Town Code of Ordinances Chapter 65
<del>New Business Zoning Review</del>	<del>Actual Cost</del>	<del>Per Review</del>
New Business Application Fee	\$50.00	<u>Per Town Code and Florida Statute</u>
<u>New Business Zoning Interpretation</u>	<u>\$125.00</u>	<u>Minimum Fee. Additional funds may be required if exceeds \$125.00</u>

<u>Application Review After Interpretation</u>	<u>\$75.00</u>	
<u>Business Zoning Review – No Interpretation</u>	<u>\$125.00</u>	<u>Per Review</u>
<u>New Business Fire Review</u>	<u>\$85.00</u>	<u>Per Town Code and Florida Statute</u>
<u>Annual Fire Inspections</u>	<u>\$85.00</u>	
<u>1<sup>st</sup> Fire Re-Inspection</u>	<u>\$30.00</u>	
<u>2<sup>nd</sup> Fire Re-Inspection</u>	<u>\$60.00</u>	
<u>All Subsequent Re-Inspections</u>	<u>\$60.00</u>	
<b>PUBLIC RECORDS REQUEST</b>		
Single-Sided Copies	.15 cents	Not to exceed 8.5" x 14"
Double-Sided Copies	.20 cents	Not to exceed 8.5" x 14"
All Other Copies	Actual Cost	Per Florida Statute 119.07
Certified Copies	\$1.00	Per Page Certification
Inspection of Public Records	Per Fl. Statute	Per Florida Statute 119.07
<u>Computer Lien or Permit Search</u>	<u>Free</u>	<u>Address Search</u>
<u>Manual Lien or Permit Search</u>	<u>\$15.00 \$75.00</u>	<u>Per Request Address</u>
<u>USB</u>	<u>Actual Cost</u>	
<b>PEDDLER'S/SOLICITOR'S LICENSE</b>		
<u>Application Fee</u>	<u>\$7.50</u>	<u>License valid for 90 days from issuance</u>
<b>POLICE CITATIONS</b>		
Parking Tickets	<del>\$50.00</del> <u>\$75.00</u>	Per Citation
Equipment Check	<del>\$4.00</del> <u>\$20.00</u>	Per Citation
Off Duty Detail	\$40/hour	Minimum of (4) Hours
<b>SPECIAL EVENTS</b>		
Application Fee	\$75.00	Per Event
Special Event Permit	\$150.00	1-299 Participants
Special Event Permit	\$250.00	300-499 Participants
Special Event Permit	\$350.00	500-750 Participants
Special Event with Police Security Service	<del>\$50.00</del> <u>\$75.00</u>	Per Hour, Per Officer. Minimum (4) Hour Charge
Special Event with Public Works	<del>\$30.00</del> <u>\$50.00</u>	Per Hour, Per Person
Special Event with Fire Personnel	<del>\$25.00</del> <u>\$50.00</u>	Per Hour, Per Person
Alcohol Permit	\$200.00 Deposit	Per Permit
<b>FACILITY RENTALS</b>		
Community Center (Residents)	\$65.00 plus tax	Per Hour. Melbourne Beach Residents (Monday-Friday)
Community Center (Residents)	\$390 plus tax	6-Hour Minimum. Melbourne Beach Residents (Sat., Sun. & Holidays)
Community Center (Residents)	\$65.00 plus tax	Each Additional Hour Over 6-Hour Minimum for Residents
Community Center (Non-Residents)	\$100.00 plus tax	Per Hour. Non-Residents (Monday-Friday)
Community Center (Non-Residents)	\$600.00 plus tax	6-Hour Minimum. Non-Residents (Sat., Sun. & Holidays)
Community Center (Non-Residents)	\$100.00 plus tax	Each Additional Hour Over 6-Hour Minimum for Non-Residents
Community Center Damage Deposit	<del>\$350.00</del> <u>\$500.00</u>	Refundable, 7-10 Days After Event
Ryckman Park Pavilion (Residents)	\$30.00 plus tax	Per Hour. Resident
Ryckman Park Pavilion (Non-Residents)	\$45.00 plus tax	Per Hour. Non-Resident
Ryckman Park Pavilion Deposit	\$250.00	Refundable, 7-10 Days After Event
Restroom Key	\$100.00	Refundable, 7-10 Days After Event
Old Town Hall	\$25.00 plus tax	Per Hour
Old Town Hall Damage deposit	<del>\$100.00</del> <u>\$250.00</u>	Refundable, 7-10 Days After Event
Old Town Hall Key Deposit	\$100.00	Refundable, 7-10 Days After Event

<b>FOUNDERS DAY</b>		
Arts & Crafts Vendor, Food Vender, Alcohol Vendor	As Determined	Annually Per Space
<b><u>SMOKING FINES PER ORDINANCE 2024-04,</u></b>		
<b><u>CODE SECTION 73-61</u></b>		
First Civil Fine	\$100.00	
Second and Subsequent Civil Fines	\$200.00	

**Exhibit “B”**  
Extraordinary Expenses

**Extraordinary Expense:** Must be paid in full prior to commencement

In addition to the fee schedule adopted by the Town, the applicant shall be responsible for the payment of any extraordinary expense incurred by the Town in analyzing or reviewing all or any part of the application and other activities related to the land development as initiated by said application. Extraordinary expenses may include, but shall not be limited to: specialized consultants, experts, planning consultants, engineering services, legal consultants (excluding for the purposes of litigation), or any other services necessary to evaluate the proposal of the applicant and to advise the Town regarding same. Such expense shall be charged to the applicant at the actual cost of fees and expenses incurred by the Town for these services. The Town may decide to obtain such services at the beginning of, or any time during, the development process. The Town shall notify the applicant of the Town's intention to retain such services in advance of incurring the expense on the behalf of the applicant. However, the Town's failure to provide said notice shall not relieve the applicant of its obligation to pay such expenses. The Town shall, within its sole discretion, determine when and whether to retain such services.

Upon determination of the Town to retain such services, the applicant will be required to place a deposit with the Town to cover the anticipated cost of the required services. All expenses associated with such services including any administrative cost of the Town attributable to the service(s) shall be paid from the deposit. The deposit must be received by the Town prior to the Town proceeding with any action. Should the deposit be depleted prior to the completion of the development process, the applicant will be required to replenish the deposit prior to additional action on the part of the Town. Any unused portion of the deposit shall be refunded to the applicant within thirty (30) days from the date of the Certificate of Occupancy. Upon the request of the applicant, the Town Commission may review such extraordinary expenses as to the necessity and amount.

## Regular Town Commission Meeting Agenda

**Section:** Unfinished Business  
**Meeting Date:** August 21, 2024  
**Submitted By:** Alison Dennington, Mayor  
**Subject:** Consideration on creating a Citizen Advisory Board

### Background Information

Creating a Citizen Advisory Board was on the March 20, 2024 Regular Town Commission Meeting agenda where a motion was made to put it on a workshop agenda.

On August 7, 2024 the item was discussed at the Town Commission Workshop.

### Recommendation:

Consider creating a Citizen Advisory Board.

### Attachments:

Email from a resident requesting the agenda item.

**From:** [Bruce Larson](#)  
**To:** [Alison Dennington](#)  
**Subject:** Topic for TC meeting agenda  
**Date:** Wednesday, August 7, 2024 7:36:34 PM

---

Madam Mayor,

Please put the topic of the creation of a Citizen's Advisory Board as discussed in the workshop meeting on August 7th.

Immediate creation of this Board with initial membership of 5-9 town residents for a limited duration (6 Months).

Initial tasking should be to bring recommendations to the TC on finalizing the charter, process, scope, tasking, membership and other such topics as needed for this Board.

Please take action to have applicants be prepared to be asked to serve as early as the September TC and to begin work the following day.

/Bruce

Sent from my iPhone

## Regular Town Commission Meeting Agenda

**Section:** Unfinished Business  
**Meeting Date:** August 21, 2024  
**Submitted By:** Alison Dennington, Mayor  
**Subject:** Consideration on creating a Municipal Citizens Academy

### Background Information

Creating a Municipal Citizens Academy was removed from the June 19, 2024 Regular Town Commission Meeting agenda to be put on a workshop agenda.

On August 7, 2024 the item was discussed at the Town Commission Workshop.

### Recommendation:

Consider creating a Citizen Advisory Board.

### Attachments:

None

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** August 21, 2024

**Subject:** Increase the amounts of accrued annual leave and compensatory time caps.

**Submitted By:** Jennifer Kerr, Finance Manager

### Background Information

We are a small municipality and have limited staff to complete the day to day operations of the Town. Staff does not always get the opportunity to take 2 weeks off at a time. This causes their annual leave and compensatory time to build up and reach the accrual cap amount.

The current annual leave cap is one and one-half (1 ½) times the annual rate of accrual.

1-5 years max accrual of 120 hours  
 6-10 years max accrual of 180 hours  
 11+ years max accrual of 240 hours

The current compensatory time cap is 96 hours.

We are requesting to change the annual rate of accrual cap for annual leave to a max accrual of 240 hours.

We are requesting to change the compensatory time cap to follow the U.S. Department of Labor, Wage and Division, Compensatory Requirements: Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all other state and local government employees may accrue up to 240 hours.

### Recommendation:

Consideration of change in accrual caps

### Attachments:

Chapter 9 – Wage and Salary: 9.06 Overtime

Chapter 13 – Annual Leave Regular Employees: 13.03 Accrual of Annual Leave

U.S. Department of Labor, Wage and Hour Division, Fact Sheet #7

Comparisons from local municipalities

**CHAPTER 9  
TOWN OF MELBOURNE BEACH  
WAGE AND SALARY**

**9.01 Policy**

It is the policy of the Town to assign wages and salaries based on the nature of the job performed. Rates paid by other area governments for similar work may be used as a basis for comparison.

**9.02 Administration**

Wages and Salaries shall be administered by the Town Manager or his or her designated representative. Percentage cost of living increases and/or merit increases as determined by the Town Commission through budgetary action may cause the maximum pay ranges to be increased accordingly.

**9.03 Wage and Salary Plan**

The Wage and Salary Plan is intended to provide fair compensation and includes salary ranges from minimum to maximum rates for all positions. This plan may be adjusted from time to time by the Town Commission.

The minimum rate established for the position is the normal hiring rate for entry level. Appointment above the minimum rate may be made only when the Town Manager determines that it is necessary and in the best interest of the Town.

**9.04 Wage & Salary Increases**

Increases may be granted in accordance with Town Commission action after completion of the employee's performance evaluation.

A "satisfactory" or better rating is normally required for an increase. An overall rating of "unsatisfactory" may be a basis to deny an increase.

**9.05 Pay Rates in Promotion or Re-Assignment**

When an employee is promoted or re-assigned the rate of pay in the new position shall be established in accordance with the following:

Promotion: (including temporary promotion) an increase in pay may be granted.

Transfer: the salary may remain the same or change depending upon the assignment.

Re-Assignment: reassignment to a position of a lower pay rate for which the employee is qualified, will normally result in a decrease in pay.

Employee request: a request by an employee to be re-assigned to a position of a lower pay rate may result in a decrease in pay.

## 9.06 Overtime

Overtime will be authorized or directed by the Town Manager only when it is in the interest of the Town and is the most practicable and economical way of meeting workloads or deadlines. Department Heads may authorize overtime, but will report the circumstances to the Town Manager through payroll records.

Exempt personnel may not receive overtime pay, unless authorized by the Town Manager but shall be eligible for compensatory time in accordance with Section 9.07.

All authorized and approved work performed in excess of forty (40) hours in any one work week or in excess of 168 hours in a 28-day cycle for Certified Police Officers, shall be considered as overtime and shall be paid at the overtime rate of one and one-half times the employee's straight time rate of pay.

**Under no circumstances will non-exempt employees be directed or permitted to perform work "off-the-clock", i.e., all work performed for the Town must be compensated in accordance with the Fair Labor Standards Act.**

### Compensatory Time

**Non-Exempt Employees-** The accrual of compensatory time (comp time) in lieu of overtime pay for non-exempt employees may be granted upon request of the employee. All comp time for non-exempt employees must be calculated at one and one-half hours off for every hour of overtime worked. The maximum accrual of comp time for law enforcement, fire protection, and emergency response personnel shall be four hundred and eighty (480) ~~ninety-six (96)~~ hours. The maximum accrual of comp time for all other employees shall be two hundred and forty (240) hours. Any overtime earned by an employee upon reaching the maximum comp time accrual of ~~ninety-six (96)~~ hours shall be paid as overtime to the employee at the employee's overtime pay rate. Upon separation, any accrued comp time will be paid to the employee.

The use of comp time must be requested in advance by the employee and approved in writing by the employee's immediate supervisor. Comp time must be taken in increments of no less than one-half (1/2) hour.

**Exempt Employees** - Those personnel who are exempt from the overtime policy will be awarded compensatory time on a straight time basis (hour for hour). Positions exempt from overtime, but eligible for compensatory time are:

1. Chief of Police
2. Municipal Accountant
3. Building Official
4. Town Clerk
5. Public Works Director

## 6. Fire Chief

The maximum accrual of comp time for any exempt employee shall be four hundred and eighty (480) hours for law enforcement, fire protection, and emergency response personnel, and two hundred and forty (240) hours for all other employees. Upon separation, any accrued comp time will be paid to the employee. ~~ninety-six (96) hours. Any employee who has accrued comp time in excess of ninety-six (96) hours as of the date of policy adoption shall not accrue any additional comp time until such balance is reduced below ninety-six (96) hours.~~

The use of comp time must be requested in advance by the employee and approved in writing by the employee's immediate supervisor. Comp time must be taken in increments of no less than one-half (1/2) hour.

Earned comp time shall be recorded on the appropriate payroll time card, must include the reason for which the comp time was earned, and must be approved by the employee's immediate supervisor.

All time worked by eligible exempt employees, in excess of their regularly scheduled hours during an emergency as declared by the Governor, Brevard County Board of County Commissioners or the Town Commission, will be paid as overtime on a straight time basis.

### **9.07 Exempt Employee Pay Deductions**

The Town and its employees are accountable to the public. In the event an exempt employee is absent for a full or partial day of work for personal reasons or because of illness or injury, the employee is expected to use his or her accrued personal leave and sick leave to cover such absences.

(Compensatory time and annual leave are considered forms of paid personal leave for purposes of this policy.) An exempt employee's pay will be reduced or such employee will be placed on leave without pay for absences of a full or partial day for personal reasons or because of illness or injury when accrued leave is not used by an employee because:

- Permission for its use has not been sought or has been sought and denied;
- Accrued leave has been exhausted; or
- The employee chooses to use leave without pay.

Deductions from pay are also permissible in the following circumstances:

- To offset any amounts the employee receives from the government for jury or witness duty or military leave;
- For an unpaid suspension of any length of time (partial or full days) as a result of a violation of a safety rule of major significance;

- For an unpaid disciplinary suspension of one or more full days for violation of a workplace conduct rule;
- For a partial week during the employee's first or last week of employment (compensation will be received for the days or partial days actually worked);
- For any (partial or full days) time an employee takes unpaid leave under Chapter 15.
- A budget-required furlough and for which the employee's pay is accordingly reduced; and
- Any other deduction permitted by applicable law.

## **9.08 Pay During Declared Emergencies**

### **Purpose**

This policy is to be used to determine how and when special pay provisions will be implemented in the case of a declared emergency.

### **Policy**

When a "state of emergency" has been declared by the Governor, Brevard County Board of County Commissioners or the Town Commission, the Town Manager may implement special pay provisions for Town Employees in contemplation of, during, and/or after the occurrence of the emergency.

### **Scope**

This policy applies to all non-exempt and exempt employees who are not covered by an employment contract.

### **Special Pay Provisions**

A. During the pre-impact period, each Department Head may allow, if practicable, and sufficient time exists, his or her employees four (4) hours of paid emergency leave to make personal preparations for the emergency. Such leave must be approved by the Department Head and coordinated in such a manner as to maintain adequate staffing for the Department or work area. Department Heads must obtain the approval of the Town Manager in order to take this leave.

B. Employees who are not required to report to work due to the emergency shall receive emergency pay for their normally scheduled workday.

C. Employees who are required to work while other employees receive emergency pay as outlined in paragraph 2, above, shall be paid at a rate of two times (2x) their base hourly pay rate for each hour of their normally scheduled workday. When the Town Manager determines that it is safe for all employees to return to work, employees will be paid according to the normal pay policy.

D. Employees who work outside of their regularly scheduled work hours during a declared emergency shall be paid at a rate of one and one-half times (1.5x) their base hourly pay rate for all hours worked outside of their regular work schedule.

E. Employees who are required to report to work but who cannot report due to circumstances beyond their control shall be allowed to use annual leave or

compensatory time to account for the lost work time. The Town Manager will review all cases in which an employee fails to report to work to determine whether appropriate attempts to report were made by the employee.

F. Should an employee refuse to report to work when directed during an emergency situation, any lost time will be considered unpaid leave and will not be compensated. Any employee refusing to so report will be subject to disciplinary action up to, and including, termination.

G. Should an employee be on annual leave during an emergency situation, and it has been determined by the Town Manager that the employee is not required to report to work, and other employees have been granted emergency leave as described in paragraph 2, above, the employee will not be required to use annual leave. Emergency leave pay will be granted to this employee until the Town Manager determines that it is safe for all employees to return to work. At such time, the employee may return to annual leave if deemed appropriate by the Town Manager.

H. Should an employee be on annual leave during an emergency situation and the employee is required to report to work due to the emergency situation, the employee shall suspend his annual leave and report if it is possible to return. The Town Manager will review all cases to determine if appropriate attempts were made by the employee to report to work. Should the Town Manager determine that appropriate attempts were not made by the employee; the employee may be subject to disciplinary action up to, and including, termination.

#### **9.09 Accurate Time Records**

All employees who are eligible for overtime or comp time are required to record all time worked including time worked during regularly scheduled lunches or breaks. Time worked during regularly scheduled lunches or breaks must be authorized in advance by the Town Manager. At no time should an employee work “off the clock”. Any request or direction to work “off the clock” must be immediately reported to the Town Manager or the Municipal Accountant.

**CHAPTER 13  
TOWN OF MELBOURNE BEACH  
ANNUAL LEAVE REGULAR EMPLOYEES**

**13.01 Policy**

Recognizing that a period of rest and relaxation improves morale and productivity, annual leave with pay is provided to regular employees in accordance with established guidelines as shown below. Police officers have a separate policy adopted by the Town Commission.

**13.02 Eligibility**

- A. Full-time regular employees will be granted annual leave with pay.
- B. Part-time regular employees will earn annual leave at a rate proportionate to their hours worked.
- C. Temporary employees are not eligible for annual leave.
- D. Probationary employees shall earn annual leave while on probation on an original appointment but are not eligible to use same until the probationary period has been satisfactorily completed or approved by the Town Manager.

**13.03 Accrual of Annual Leave**

Annual leave shall be earned as follows:

Years of Employment	Leave Days Earned Per Year	Leave Hours Accrued Per Pay Period
1-5	10	3.0769
6-10	15	4.6153
11+	20	6.1538

Holidays occurring while an employee is on annual leave shall not be charged as annual leave.

The maximum number of annual leave hours an employee is allowed to accrue shall be two hundred and forty (240) hours ~~one and one-half (1 1/2) times the annual rate of accrual~~. Employees shall not be entitled to accrue additional annual leave time once they have reached the maximum allowed unless specifically authorized to do so by the Town Manager who shall make a determination, in writing, that due to unusual circumstances the additional accrual is authorized.

**13.04 Request for Annual Leave**

Annual leave for five (5) working days or more shall be requested at least two (2) weeks in advance on the Request for Leave Form provided by the Town. Annual leave will be charged in no less than one-half (1/2) hour increments. The Town Manager has the ability to approve or deny leave based on work load and staff coverage. The Town Manager has the ability to waive the two (2) week advance notice for any leave request.

**13.05 Payment for Unused Leave**

Payment of annual leave time in lieu of actually taking vacation shall not be permitted except in cases of emergency or hardship, with approval of the Town Manager (or Town Commission in the case of the Town Manager or Town Clerk).

Upon separation from Town employment, employees shall be entitled to compensation for any earned unused annual leave on the effective day of termination. This does not apply to employees who have not satisfactorily completed their probationary period. Employees beginning or ending employment, who work less than a full pay period, shall have their annual leave credit prorated.

## **Fact Sheet #7: State and Local Governments Under the Fair Labor Standards Act (FLSA)**

This fact sheet provides general information concerning the application of the FLSA to State and local government employees.

### **Characteristics**

State and local government employers consist of those entities that are defined as public agencies by the FLSA. "Public Agency" is defined to mean the Government of the United States; the government of a State or political subdivision thereof; any agency of the United States, a State, or a political subdivision of a State; or any interstate governmental agency. The public agency definition does not extend to private companies that are engaged in work activities normally performed by public employees.

### **Coverage**

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

### **Requirements**

The FLSA requires employers to:

- pay all covered nonexempt employees, for all hours worked, at least the Federal minimum wage of \$7.25 per hour effective July 24, 2009;
- pay at least one and one-half times the employees' regular rates of pay for all hours worked over 40 in the workweek;
- comply with the youth employment standards; and
- comply with the recordkeeping requirements

Youth Minimum Wage: The 1996 Amendments to the FLSA allow employers to pay a youth minimum wage of not less than \$4.25 an hour to employees who are under 20 years of age during the first 90 consecutive calendar days after initial employment by their employer. The law contains certain protections for employees that prohibit employers from displacing any employee in order to hire someone at the youth minimum wage.

Compensatory Time: Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all other state and local government employees may accrue up to 240 hours. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

In locations with concurrent State wage laws, some States may not recognize or permit the application of some or all of the following exemptions. Since an employer must comply with the most stringent of the State or

Federal provisions, it is strongly recommended that the State laws be reviewed prior to applying any of the exclusions or exemptions discussed herein.

For certain employees in the following examples, the calculation of overtime pay **may** differ from the general requirements of the FLSA:

- employees who solely at their option occasionally or sporadically work on a part-time basis for the same public agency in a different capacity than the one in which they are normally employed
- employees who at their option with approval of the agency substitute for another during scheduled work hours in the same work capacity
- employees who meet exemption requirements for Executive, Administrative, Professional or Outside Sales occupations
- hospital or residential care establishments may, with agreement or understanding of employees, adopt a fixed work period of 14 consecutive days and pay overtime after 8 hours in a day or 80 in the work period, whichever is greater
- mass transit employees who spend some time engaged in charter activities
- employees working in separate seasonal amusement or recreational establishments such as swimming pools, parks, etc.

#### **Employees Engaged in Fire Protection and Law Enforcement Activities**

Fire protection personnel include firefighters, paramedics, emergency medical technicians, rescue workers, ambulance personnel, or hazardous materials workers who:

1. are trained in fire suppression;
2. have the legal authority and responsibility to engage in fire suppression;
3. are employed by a fire department of a municipality, county, fire district, or State; and
4. are engaged in the prevention, control and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.

There is no limit on the amount of nonexempt work that an employee employed in fire protection activities may perform. So long as the employee meets the criteria above, he or she is an employee “employed in fire protection activities” as defined in section 3(y) of the FLSA.

Law enforcement personnel are employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement.

Employees engaged in law enforcement activities may perform some nonexempt work that is not performed as an incident to or in conjunction with their law enforcement activities. However, a person who spends more than 20 percent of the workweek or applicable work period in nonexempt activities is not considered to be an employee engaged in law enforcement activities under the FLSA.

Fire protection and law enforcement employees may at their own option perform special duty work in fire protection and law enforcement for a separate and independent employer without including the wages and hours in regular rate or overtime determinations for the primary public employer.

- Fire Departments or Police Departments **may** establish a work period ranging from 7 to 28 days in which overtime need be paid only after a specified number of hours in each work period.

- Any employee who in any workweek is employed by an agency employing less than 5 employees in fire protection or law enforcement may be exempt from overtime.

For more information on law enforcement and fire protection employees under the FLSA, see Fact Sheet #8.

#### **Where to Obtain Additional Information**

**For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

**U.S. Department of Labor**  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington, DC 20210

**1-866-4-USWAGE**  
TTY: 1-866-487-9243  
**Contact Us**

City of Indian Harbour Beach

## Vacation Hours:

0 – 2 years 240 max hours

21 + years 600 max hours

## Compensatory Hours:

120 max hours

City of Satellite Beach

## Vacation Hours:

720 max hours

## Compensatory Hours:

They follow the U.S. Department of Labor Requirements

Town of Indian River

## Vacation Hours:

240 hours max

360 max for Fire Department

## Compensatory Hours:

40 hours general employees

60 hours for Police Department

## Town Commission Meeting

Section: New Business  
Meeting Date: August 21, 2024  
From: Commissioner Corey Runte  
Re: Recognition of Olympic Gold Medal Winner Caroline Marks

### Background Information:

**Caroline Marks** (born February 14, 2002) is an American professional surfer. She is the 2023 World Surf League Women's World Tour Champion and an Olympic gold medalist at the 2024 Paris Olympics. She has won multiple national championships and is the youngest woman to compete in a World Surf League event. Marks is the youngest surfer to qualify for the women's Championship Tour.

Although Caroline currently lives in California, she grew up surfing the break in Melbourne Beach.

### Recommendation:

Consider naming the boardwalk at Ocean Park or the pavilions in Ryckman Park in honor of Caroline Marks with a plaque to commemorate her achievements.

**Attachments:** None

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** August 21, 2024  
**From:** Vice-Mayor, Sherri Quarrie  
**Re:** Leasing the Community Center

### Recommendation:

Discontinue renting the Community Center and continue renting the pavilions in Ryckman Park.

The Town has spent \$11,405 to upgrade the furniture and flooring in the Community Center during FY24. The dias and side tables (\$2375), new dias chairs (\$3377) and new floor \$1524. The dias and side tables should be secured to the floor with brackets for stability.

The audio system was approved by the Town Commission in December 2023 at a cost of \$56,339.15 for the audio and \$14,591.09 for the visual system for a total of \$70,930.24

The Community Center floors were refinished in 12/2016 for \$3995. In 4/2022 the refrigerator door was left open and the refrigerator defrosted and buckled the floors. That repair was \$750 and a refresher coat over the entire floor was \$2500. The refinished floor was scratched almost immediately when the dias side tables were dragged across the floor.

The rental revenue for the Community Center and the pavilions received by the Town year-to-date is \$3390 or \$4068 extrapolated to the fiscal year end. Revenue from 2023 was \$6205. The Community Center was rented 4 times and the pavilion 9 times to date.

**Attachments: None**

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** August 21, 2024

**Submitted By:** Alison Dennington, Mayor

**Subject:** Consideration on Providing Direction to the Planning and Zoning Board

### Background Information

A resident requested the Town Commission reaffirm the direction to the Planning and Zoning Board to review all Town codes and regulations applicable to their scope of responsibility and make recommendations to the Town Commission for amendments.

### Recommendation:

Consider providing direction to the Planning and Zoning Board.

### Attachments:

Email from the resident requesting the agenda item.

**From:** [Bruce Larson](#)  
**To:** [Alison Dennington](#)  
**Subject:** Request for TC meeting topic  
**Date:** Wednesday, August 7, 2024 6:43:09 PM

---

Madam Mayor,

I respectfully request that you sponsor an agenda item for the upcoming TC meeting on 21 August, 2024.

Agenda item: “to have the Town Council reaffirm their direction to the planning and zoning committee to review all town code and regulations applicable to their scope of responsibility and make recommendations to the TC for amendments to the same”.

This effort should include one or more workshops open to the public for engagement, as well as to meet amongst themselves to draft applicable changes. WEEKLY

They should be prepared to report draft changes to the TC NO LATER Than the September TC meeting.

Then AFTER they make recommended change topics, then they should be further authorized to work with the TC and Town Staff (including the lawyer) to have first batch of changes ready for the TC to vote on amendments to the LDC NO LATER THAN the October TC meeting.

For historic reference - in the July TC meeting the Commission clearly voted to give direction to P&Z to do just this, but clearly there was NOT adequate specificity in your direction nor any time boundaries to complete their work.

It is concerning that P&Z would defer having their regularly scheduled meeting without ANY movement on a topic that has such strong demand from the public to have addressed.

/Bruce Larson  
1507 Pone Street  
321.272.9885

Sent from my iPhone

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** August 21, 2024

**Submitted By:** Alison Dennington, Mayor

**Subject:** Discuss the Mayors' Fitness Challenge hosted by the United Way of Brevard

### Background Information

United Way is hosting the Mayor's Fitness Challenge which aims to promote physical activity and provide health and wellness education throughout Brevard. They have invited the Town of Melbourne Beach to form a team and appoint a team lead to act as a liaison with United Way of Brevard.

### Recommendation:

Discuss the Mayors' Fitness Challenge hosted by the United Way of Brevard.

### Attachments:

Email from United Way of Brevard

**From:** [Marcus Ditty](#)  
**To:** [Alison Dennington](#)  
**Subject:** United Way of Brevard-Mayors" Fitness Challenge  
**Date:** Thursday, August 8, 2024 11:41:29 AM  
**Attachments:** [Outlook-littleuwlo.dat](#)  
[Outlook-facebook.dat](#)  
[Outlook-u3i2ysnj.png](#)

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Good Morning Mayor Dennington,

I hope this email finds you well. I wanted to introduce myself as the new Community Impact Director at United Way of Brevard.

We are delighted to announce the return of the Mayor's Fitness Challenge with a new name, new look, and a new sponsor. United Way of Brevard, in partnership with Amazon, is proud to reintroduce the event as the **Space Coast Wellness Challenge**. We invite you to join us in this exciting initiative, which aims to promote physical activity and provide health and wellness education throughout Brevard.

The launch event will take place on October 12th at Wickham Park, marking the beginning of a six-week effort to engage the community in fitness activities. Together with your our community partners, we will host a series of events designed to encourage residents to participate in various fitness activities and compete for the title of "Most Fit City" in the county.

We are seeking **your support** to make this challenge a success. We encourage your municipality to form a team and appoint a team lead to act as a liaison with United Way of Brevard. To participate, please complete the online registration form available at <https://bit.ly/uwbwellness>

*Note: your team captain can complete the form on your behalf.*

A virtual training session for all team captains will be held on August 22, 2024, via Zoom. Upon registration, your team captain will receive a link and invitation to this session.

In previous years, teams from your great city have organized local events and walks, fostering a sense of community and encouraging healthy habits. We hope you will continue this tradition by hosting activities such as walking, jogging, biking, running, or any fitness-related events that motivate residents to exercise beyond their daily routines.

Each week, participants will submit their minutes of physical activity to United Way of Brevard, and we will calculate an average of minutes per participant on your team. At the end of the challenge, the municipality with the highest average will be awarded the title of "Most Fit City" and a trophy, along with bragging rights for the next year.

We look forward to your participation and support in making the Space Coast Wellness Challenge a resounding success. Together, we can inspire our community to lead healthier, more active lives.

Sincerely,

Marcus

**Marcus Ditty / Director, Community Impact / United Way of Brevard**

1100 Rockledge Blvd, Suite 300 Rockledge, FL 32955

Office: 321.615.3274 | Cell: 321.353.1936

<http://www.uwbrevard.org>



 [Book time to meet with me](#)

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** August 21, 2024

**Submitted By:** Alison Dennington, Mayor

**Subject:** Consideration of establishing a Youth Mayor for a Day program

### Background Information

The City of Coral Springs has a Mayor for the Day contest where students get to experience local government responsibilities and decision-making processes firsthand. The contest aims to foster civic engagement, empower our youth, and provide our young residents with a unique and educational experience.

### Recommendation:

Consider establishing a Youth Mayor for a Day program.

### Attachments:

Email from Coral Springs with details of their program.

Printout on the program from the City of Coral Springs website.

**From:** [Luwam Ghermay](#)  
**To:** [Alison Dennington](#)  
**Subject:** RE: FLM Mentor-Mentee Meeting/TC Request by Alison Dennington, Mayor Town of Melbourne Beach  
**Date:** Sunday, August 4, 2024 12:40:04 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Hi Alison,

I apologize for inadvertently missing your email below. You can find more information on our Mayor for the Day program [here](#), as well as the online form. Members of our Community Involved Government Committee review the submissions to select the students. Depending on the submissions, we aim to have one each from elementary, middle, and high school. The selected students spend 1-2 hours with the mayor shadowing him in meetings with staff, residents, and the public. He also provides them with a tour of city hall and invites them to sit on the dais in the Chamber.

If there's anything else I can help with, please let me know.

Best,  
Luwam

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## Mayor for the Day

The City of Coral Springs is excited to announce the Mayor for the Day Contest, an incredible opportunity for students attending school (or homeschooled) within our city limits to experience our local government's responsibilities and decision-making processes firsthand. This contest aims to foster civic engagement, empower our youth, and provide our young residents with a unique and educational experience.

### **Mayor for the Day Experience:**

The selected students will have the opportunity to experience a day in the life of our Mayor. They will accompany the Mayor to meetings, engage in discussions with city officials, and get a behind-the-scenes look at how local government operates. It's a chance for young minds to learn, contribute their ideas, and inspire change in our community. **Parent/responsible adult chaperones will need to accompany elementary/middle school students who are selected for Mayor for the Day.**

### **Eligibility:**

All students currently attending school or being homeschooled in Coral Springs are eligible to participate in the Mayor for the Day program. This includes students from public, private, and charter schools and those being homeschooled within our city. **Eligible students must be from 3rd to 12th grade.**

### **Submission Options:**

Electronic submission is preferred. To ensure accessibility and convenience, participants may also submit their entries via U.S. Mail. Please mail your submissions to the following address: Coral Springs City Hall, Attn: Human Resources, 9500 West Sample Road, Coral Springs, FL 33065

**Selection Process:**

The Mayor for the Day program will randomly select two participants each month from the pool of submitted entries. The selection process will ensure fairness and equal opportunity for all eligible students.

**Name of Student \***

First Name

Last Name

**Name of Student's School \***

Write Homeschool, if applicable.

**Grade Level** **Parent/Guardian Name \***

First Name

Last Name

**Parent/Guardian Home Address \***

Street Address

(Apt. / Suite)

City

State

Zip Code

**Parent/Guardian Email Address \***

**Parent/Guardian Phone Number \***

**Why do you want to be the "Mayor for the Day" and what do you hope to accomplish? \***

This section must be completed. 0/250

**You may chose to upload additional information:**



**Browse Files**  
Drag and drop files here

Younger students may elect to submit artwork or drawings instead of an essay.

By typing my name in the below space, I am electronically signing this form. By signing this electronic signature certifies the information to be true, accurate, and complete. \*

First Name

Last Name

I certify that I am over the age of 18, and I understand that by submitting this form, the information provided is considered a public record, pursuant to Chapter 119 of Florida State Statute. \*

I agree to the [privacy\\_policy](#). \*

I agree to the [content submission agreement](#). \*

Submit

## Regular Town Commission Meeting Agenda

**Section:** New Business  
**Meeting Date:** August 21, 2024  
**Submitted By:** Alison Dennington, Mayor  
**Subject:** Consideration of amending building height restrictions

### Background Information

A resident has requested this agenda item to create an ordinance for a referendum to better define the 28 foot height limit.

### Recommendation:

Consider amending building height restrictions

### Attachments:

Email from the resident requesting the agenda item.

Additional email from the resident that requested the agenda item.

**From:** [s. walters](#)  
**To:** [Alison Dennington](#)  
**Subject:** MOTION TO DIRECT aTTORNEY to cretse building height oirdinace  
**Date:** Sunday, August 4, 2024 1:25:02 PM

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Good day Mayor

After meeting with a dozen of my fellow residents it was agreed to ask you to place on the August agenda a motion to direct the Town Attorney to fix the building height limit by creating an Ordinance for referendum that will better define the 28 foot height limit. The current law somehow someway is once again being interpreted that would allow height over 28 feet by packing fill in.

**From:** [s. walters](#)  
**To:** [Alison Dennington](#)  
**Subject:** Part 2 Ordinance for referendum height limit  
**Date:** Sunday, August 4, 2024 1:35:08 PM

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Part Two: I believe as do others that our current Town Commission should vote on this important Referendum issue concerning the height limit which has been under direct assault for more than 20 years. Now the issue is how much fill can you place on your lot to raise the height of your home? I believe the Town Commission has time if they move quickly to put this issue before the voters in November.

If you wish to know the details of our meeting please call me.

Regards  
Steve Walters  
321-676-2539



## Town Manager Report for August 2024

Attended the Brevard County Manager meeting in Cocoa Beach.

Met with Kristine Beeman of the Florida Department of Environmental Protections regarding the MS4 report.

Met with Mark Mageau of Computer Experts to discuss software upgrades and upgrades systems for FY25

Met with Mayor Dennington to go over a portion of the FY2025 budget.

Attended Board of Adjustment meeting.

Met with department heads to discuss employee review process.

Discussed start date for Riverside Paving with Chris at Goodson Paving. Milling and Paving will begin in @ 2 weeks at 192 and Riverside Dr. Paving should begin in Melbourne Beach approximately 2-3 weeks after the start of Indialantic.

Hired a new Code Officer to begin on Monday, August 19<sup>th</sup>. Previously worked Code Enforcement in Destin Florida including vacation rentals.

Hired a new Police Admin to begin on Tuesday, August 20<sup>th</sup>.

Budget workshop scheduled for Thursday, August 20<sup>th</sup>.

Special Magistrate hearing set for Thursday August 29<sup>th</sup> for 204 Cherry Dr.

## August 2024 TASK LIST

<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Clarify the difference between Special Event and Town Event, inform the Boards, and update forms	7/17/2024	8/21/2024		Mayor Dennington	Town Manager
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
7/17/2024	Mayor Dennington requested the Town to clarify the difference between Special Event and Town Event, inform the Town Boards, and update the forms.				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Sixth Ave boat ramp improvements	8/17/2022	12/18/2024		Commissioner Runte	Town Manager/ PW Director
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
6/19/2024	Push to December after hurricane season.				
3/20/2024	Corey Runte- Pushed for 3 months				
8/16/2023	At the workshop next week.				
7/19/2023	Mayor – Neighboring property put in a taller dock that is getting destroyed, so if the Town put in a small dock it would not last long				
6/28/2023	Look into grant opportunities				
3/15/2023	Put on the Town Commission Workshop				
2/15/2023	Tom Davis- met with Bowman Engineering at Sixth Ave boat ramp to get them to draw something up				
1/18/2023	Tom Davis – installed the geogrid and painted the wall, considering installing a kayak rack Commissioner Corey Runte – come up with future vision plans and get concept drawings/proposals to beautify it and address parking				
11/16/2022	Joyce Barton – Spoke about possible grant options Corey Runte – Research funding options Mayor Hoover – Start with fixing the seawall				
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				