

Town of Melbourne Beach

PUBLIC NOTICE

MINUTES

**TOWN COMMISSION SPECIAL MEETING
WEDNESDAY, NOVEMBER 25, 2019, 7:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE**

PUBLIC NOTICE

**The Town Commission conducted a Special Town Commission Meeting
on Wednesday, November 25, 2019 in the Community Center to address the
items below.**

Commission Members:

Mayor Jim Simmons

Vice Mayor Wyatt Hoover

Commissioner Steve Walters

Commissioner Sherrie Quarrie

Commissioner Corey Runte

Staff Members:

Town Manager Elizabeth Mascaro

Town Clerk Nancy Wilson

Town Attorney Clifford Repperger

I. Call to Order – Led by Mayor Simmons

Mayor Simmons called the meeting to order at 7:01 p.m.

II. Roll Call

Deputy Town Clerk Ray conducted the roll call.

Commissioners Present:

Mayor Jim Simmons
Vice Mayor Wyatt Hoover
Commissioner Sherrie Quarrie
Commissioner Steve Walters
Commissioner Corey Runte

Staff Present:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Finance Manager Jennifer Kerr
Deputy Town Clerk Walton Ray

III. Pledge of Allegiance and Moment of Silence

Led by Mayor Simmons

IV. Presentation

Swearing in of newly elected members of the Town Commission

Town Manager Elizabeth Mascaro administered the Oath of Office for
Commissioners Vice Mayor Hoover and Corey Runte

V. Public Comment

There was no public comment

VI. Old Business

Consideration of Resolution No. 2019-08, Amending the FY19 Budget – Town
Manager Mascaro

Town Manager Mascaro noted that this consideration regarded the Final Budget
amendment resolution for FY 19, detailing the following:

Proposed are two transfers from reserves:

- 1) The FY 19 Payroll cycle ended with some accruals from September 2019 for one full pay period that was actually calculated for October but paid in September, with a proposed \$29,219.26 transfer from reserves to cover for this expense
- 2) Also \$24,675.74 is to be transferred from reserves to cover the expense of preparations for Hurricane Dorian. In the past we have been able to cover expenses like this out of the existing budget (preparation work before and work during the storm). We have been approved by the Federal Government to collect funding for preparation work in advance of a storm. These

expenses will be paid back generally at 100% of cost and transferred back into reserves.

The Town Manager also noted the following transfers between departments (involving funding already approved in the budget – this is only transferring funds allocated for one department to another department):

\$23,871.00 from Finance Department to Legal Department, due to cost overruns for the Town Attorney/Code Enforcement, increased Labor Attorney fees for Police matters.

\$9,272 from Finance Department to cover the cost for the Planner on the Comprehensive Plan; this expense was not in the original budget and would usually be covered from the contingency line in the budget but there is not enough in the contingency this year to cover this cost. We received less money for funding the Comprehensive Plan than planned for by the previous Town Manager.

\$2,057 to be transferred from Finance Department to General Government to cover cost of the expenditures in the contingency fund.

\$6,700 transferred from Code Enforcement to General Services to cover the cost of the Town's generator, budgeted for \$150,000 vs. actual cost of purchase and installation.

\$11,000 transferred from Parks to General Government to cover the over-expenditure of general liability and property insurance.

Commissioner Walters asked if these were not the same Resolution items regarding Resolution 2019-08 given [at the Town Commission Meeting] last week, but that the total had grown from \$44,172 to \$77,766. Commissioner Walters asked if this was not, in effect, one single transfer.

Town Manager Mascaro explained that the adjustment proposed, for payroll, is actually less, not more, and went down from approximately \$44,000 to \$29,000 on the net. She further explained that the proposal is for two transfers, not one single transfer: one transfer is for payroll and one is for costs associated with Hurricane Dorian. The other expenses mentioned are already covered for in the existing budget; funds are being moved between departments to cover these expenses.

Commissioner Walters stated that by his math, this was still asking for approximately \$77,766 in additional funds from the reserves or transfers; Town Manager Mascaro noted that the actual total proposed from reserves is \$53,895, with the remainder being adjustments between departments (money already approved within the over-all budget).

Commissioner Walters asked if it was not the case that the total amount being transferred has grown from last week. Town Manager Mascaro again noted that

the previous figure from last week of approximately \$44,172 was just for payroll adjustments from reserves.

Commissioner Walters asked that if we had passed this Resolution last week would we be here again today to consider additional transfers. Town Manager Mascaro noted that we would not have had to reconvene since these revised total figures are less, not more in expenditures.

Commissioner Walters asked if we would we exceed the actual budget for FY 2019. Town Manager Mascaro confirmed that the total budget would exceed the original approved budget. Commissioner Walters asked why this was so since last Wednesday, five days ago, he was told that we would not exceed the budget; Town Manager Mascaro noted she had indeed already requested a transfer from reserves for expenditures over the budget and that the Commission could deny the request for the transfers, but that such action would leave the budget off balance.

Vice Mayor Hoover asked if next year we could put this transfer from reserves to cover payroll back into the reserves. Town Manager Mascaro noted that she would have to look into this and that it is not normal to have two full weeks of payroll accrued from the end of a previous fiscal year.

Vice Mayor Hoover noted that the FEMA funds would be transferred back into reserves.

Commissioner Runte noted that the interdepartmental transfers are a wash.

Commissioner Quarrie noted that the Town is only actually paying more [than originally budget] for salaries [due to accrual]. Town Manager Mascaro confirmed that she is correct.

Mayor Simmons noted that the non-salary over-expenditures for the hurricane would be put back in reserves from FEMA payments yet to be received.

Commissioner Walters asked if over-all expenditures were not in fact increased and questioned whether funds had been spent without permission of the Town Commission. Town Manager Mascaro noted that she had to spend the money on the hurricane and payroll expenses. We did not know that we would have final payroll accrual in this unusual amount and, in the past, we have had enough money in the contingency to cover hurricane costs, but not for this year.

Mayor Simmons noted that a previous Town Manager had stated that some expenses would be reimbursed 100% (for the Comprehensive Plan), but in truth, this was not the case. If the Comp Plan updates had been reimbursed at 100%, we would not be touching the reserves except for the hurricane expenses. Town Manager Mascaro confirmed that this is correct.

Commissioner Walters asked Town Manager Mascaro why she waited until now to tell the Commission about these expenses. Town Manager Mascaro noted

that the hurricane was in September and that we are still receiving and paying bills from late in FY 19 and this is why we are now discussing these expenditures.

Town Attorney Repperger read Resolution 2019-08 by title.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2018-2019; AMENDING RESOLUTION NO 2019-03; AMENDING EXPENDITURES FOR THE TOWN'S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION

Mayor Simmons asked for a Motion on the Resolution.

Vice-Mayor Hoover made a motion to adopt Resolution 2019-08; Commissioner Quarrie seconded the motion.

Attorney Repperger asked for a short delay in the final vote, asking to discuss the years noted on the Resolution with Town Manager Mascaro.

Mayor Simmons called for a recess for 5 minutes so that Attorney Repperger and Town Manager Mascaro could clarify the dates involved.

When the meeting rejoined, Roll Call was taken again with the same results as the opening Roll Call.

Attorney Repperger read the revised Resolution to amend the FY 19 budget by title, as follows:

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2018-2019; AMENDING RESOLUTION NO 2018-07; AMENDING EXPENDITURES FOR THE TOWN'S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION

Attorney Repperger noted that the only changes in the revised Resolution were changes in dates and the amended Resolution # – not monetary matters.

Mayor Simmons asked for a motion on the revised Resolution.

Vice-Mayor Hoover made a motion to adopt Resolution 2019-08; Commissioner Quarrie seconded the motion.

The motion carried 4-1, with Commissioner Walters casting the dissenting vote.

Other Item (Not on Agenda):

Since Vice Mayor Hoover was absent from the Nov. 20, 2019 meeting, he wanted to revisit the decision made at that meeting regarding the Southern Squall Memorandum of Understanding (MOU) terms. Vice Mayor Hoover did not think it was fair to change the terms from the Special Event Application at this date and all Commissioners agreed that this MOU would benefit from further review. Mayor Simmons stated that the event was not handled well last year or this year; Commissioner Runte agreed that there had been communication problems regarding the event last year. There was consensus that the process was not handled as well as it could have been, but the Commission agreed to abide by the Special Event Application approved at the May, 2019 meeting. Commissioner Quarrie emphasized the need for fair distribution of the net proceeds, which she does not believe the current proposal from Southern Squall would provide.

Mayor Simmons noted the need for the Commission to be highly selective in the future regarding the eligibility of the applicant, with public use of the Parks kept in mind, noting that there are many worthy charities – so many, in fact, that we need to be very clear as to what would constitute an eligible application based on clearly defined parameters.

Mayor Simmons asked if there was a motion.

Commissioner Walters made a motion to have the MOU reflect the original distribution as detailed in the Special Event Application.

[May 15, 2019: “Net proceeds to go to three local charities: 25% to the Town of Melbourne Beach, 37.5% to Genesis House and 37.5% to Gemini PTO.”] Commissioner Quarrie seconded. Motion passed 5-0.

VI. Adjournment

Mayor Simmons asked if there was a motion to adjourn.

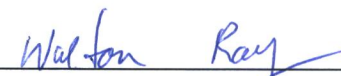
Commissioner Walters made a motion to adjourn; Commissioner Runte seconded. Motion carried 5-0.

The meeting adjourned at 7:49 pm

ATTEST:



James D. Simmons, Mayor



Nancy Wilson, Town Clerk
Walton Ray, Deputy Town Clerk