



# Town of Melbourne Beach

## **TOWN COMMISSION WORKSHOP**

**WEDNESDAY, JUNE 6, 2018**

**5:30 p.m.**

**TOWN HALL MASNY ROOM – 507 OCEAN AVENUE**

### **MINUTES**

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Mayor Jim Simmons  
Vice Mayor Tom Davis  
Commissioner Steve Walters  
Commissioner Wyatt Hoover  
Commissioner Sherrie Quarrie

Town Manager Robert Daniels  
Town Clerk Nancy Wilson  
Town Attorney Cliff Repperger

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### **PUBLIC NOTICE**

The Town Commission conducted a Town Commission Workshop  
at 5:30 p.m. on Wednesday, June 6, 2018  
to address the items below.

**I. Call to Order – Led by Mayor Simmons**

Mayor Simmons called the meeting to order at 5:35 p.m.

**II. Roll Call**

Town Clerk Wilson led the roll call.

Commissioners Present:

Mayor Jim Simmons  
Vice Mayor Tom Davis (5 minutes late)  
Commissioner Steve Walters  
Commissioner Wyatt Hoover

Staff Present:

Town Manager Bob Daniels  
Town Clerk Nancy Wilson  
Finance Manager Elizabeth Mascaro

Commissioners Absent:

Commissioner Sherri Quarrie

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

Led by Mayor Simmons

**IV. Public Comment**

There was no public in attendance.

**V. New Business**

**A. Discussion regarding the FY 18/19 Budget**

Town Manager Daniels talked about the exposure to our infrastructure as a result of recent storms and the resultant stormwater issues. We are projected to receive reimbursements from FEMA but those can't be counted on until received; we are still awaiting funds from Hurricane Matthew. Once those dollars are received, we can fund additional items in the budget. The critical stormwater projects for FY19 include Andrews, Rosewood, Riverside/A, Riverside outfalls and Oak/Cherry. The projected cost of these repairs is \$586,000 and will come out of our Short Term Capital Fund (\$185,000 will come out of the Stormwater Utility Fund #141.) He added that we need to keep sufficient balances for matching funds in the Stormwater Utility Fund in the event we have grant opportunities. Depending on the FEMA reimbursements, we may or may not be able to fund projects other than the critical ones listed above.

Mayor Simmons said this meeting is meant to lay out the areas where there are issues and highlight certain areas of the budget for further discussion. The Town Manager said one of the main issues is the effect on our Stormwater Fund and reserves. He added that there are hard decisions that need to be made mostly related to capital expenditures. Also, he wants to get help in the Building Department because it is so busy. Commissioner Walters

said the Deputy Town Clerk position should be full time so there will be a replacement in case the Town Clerk is not available; he doesn't want a repeat of the past when Clerks have quit, been sick, etc., and nobody can take their place. The Commission discussed at length the history of the Deputy Town Clerk and Administrative positions and it was determined that the Town has only ever had a part-time Deputy Town Clerk. Vice Mayor Davis said that the budget should be changed and brought back to the Commission reflecting a new full time position that splits 50/50 the Administrative and Clerk duties.

**There was consensus for the budget to include a 40 hour position with 50% being devoted to Administrative tasks and 50% devoted to Deputy Town Clerk tasks.**

Town Manager Daniels said he is leaving in the budget the position of Public Works Supervisor. The Admin/Deputy Clerk position and the Public Works Supervisor position are the only ones added. The School Resource Officer and the intern who will work on the sustainability project with the Environmental Advisory Board were previously authorized as was the part time Code Compliance Officer position.

Mayor Simmons said we are currently budgeting \$50,000 for stormwater repairs out of the General Fund; he thought the Commission had decided to pull more money from the Stormwater Fund. The Finance Manager said there is \$706,000 remaining in the bond fund for stormwater. That amount doesn't include the \$50,000 set aside to pave the roads. She added that we don't want the amount in the bond fund to get low because we would need that money if we want to apply for any grant funds because of the matching requirements. Out of the Stormwater Fund, there is enough money to cover the repairs at Oak/Cherry, Rosewood, Riverside/A, the Riverside outfall and more frequent storm drain maintenance/street sweeping with \$75,799 remaining. Therefore, the current projects are funded except for Andrews Drive at \$401,000 which she said is covered because other cuts were made to the budget. At some point, we hope to start receiving money from FEMA to pay for projects or fund activities that were cut. Commissioner Walters clarified that we are asking for another person in Public Works bringing the total to 4. As Stormwater Tech, Greg Schaefer would be wearing multiple hats. Commissioner Walters said that he would hope we'd hire from within.

Mayor Simmons asked the Town Manager and Finance Manager to tell the Commission what the tough decisions were they had to make to the budget. Finance Manager Mascaro said that on the Statement of Revenues and Expenditures, there was a deficit of \$134,275. To make that up, in this draft budget, we have not spent the money for the playground, paving, roof screws and painting. She said those projects, funded in FY18, could be deferred and that money could be moved into the long term fund for FY19 thus putting us ahead \$2,725. She added that a lot of cuts were made to the capital requests

to help offset the \$401,000 for the Andrews Avenue repairs. If that expense is covered by FEMA, we could then go back and fund those deferred projects.

We could dip into our reserves but the issue with that is our revenue and operating expenses are \$3,000,000. Half of that for 6 months reserve is \$1.5 million. It's important that we keep our reserves in addition to our stormwater bond money intact to stay solvent and be in a position where we can get grant dollars. What is making this budget process difficult is that we don't know how much money we will receive from FEMA. Ms. Mascaro said that we haven't counted on the FEMA money which is why all the current projects are funded out of this budget. She said we received from the property appraiser's office the increase in appraised value which was over \$3 million. The Finance Manager recommended that the Town is going to have to raise taxes the full 10%. The Mayor commented that even with raising taxes the full 10%, we still won't be able to fund the projects that were budgeted for FY18.

Ms. Mascaro said we have \$67,000 in long term fund and the Mayor said that's good because we don't want to defer or steal from next year for this year's projects; we need to protect our assets. As an example, he pointed out that the current projection shows Town Hall not getting painted until 2024. Finance Manager Mascaro said that the deferred projects can be funded if we receive FEMA reimbursements. This budget was one option that didn't require us to dip into reserves or our stormwater account.

Mayor Simmons asked what other items were eliminated from the budget other than capital items. Town Manager Daniels said we eliminated all training and streamlined the entire budget. The Mayor said and the Finance Manager concurred that it's the stormwater costs that are killing us because of back-to-back hurricanes. Commissioner Walters said if we raise taxes 10% this year and 10% next year, we will still be low. We are already \$134,000 out of sync and he's not in favor of taking money out of reserves.

The discussion moved to the damage caused by stormwater and if there are other remedies that wouldn't be so cost prohibitive. Public Works employee Greg Schaefer explained the Town's drainage situation. The bottom line is that the Town has an outdated system that's serving a larger population. According to Mr. Schaefer, our stormwater system is a ticking time bomb.

Commissioner Hoover described a scenario to capture runoff from higher parts of the island and percolate it along its downhill journey which could prevent a lot of water from entering the river. The only area that would then need a drainage system would be the lowest part of the island. He also explained how individual property owners could contain and percolate water on their property utilizing French drains. He's talked to a lot of people about a pilot project that would integrate a semi-permeable pedestrian space

(utilizing grant funding) combined with a drainage solution that would capture 1/3 of the runoff. He will be discussing this in more detail with the F.I.T. Intern.

There was further discussion about the expense to fix Andrews Drive so the Town Manager was tasked with addressing options with B.S.E. Consulting. Mr. Daniels added that there is the date of March 9, 2019 that we have to keep in mind since that's the last day we can submit for FEMA reimbursement for completed projects. Bob said we have to keep in mind March 9, 2019 we will not get FEMA money. The second tier projects on Pine/Second and Poinsettia were not addressed in this budget and Mayor Simmons said they will be considered when we get a comprehensive stormwater plan.

The Commission members gave the Town Clerk their availability for budget meetings and it was decided that the next meeting would be held during the week of June 25<sup>th</sup>.

## **VI. Adjournment**

**Commissioner Walters made a motion to adjourn; Commissioner Hoover seconded. Motion carried 4-0.**

Meeting adjourned at 6:51 p.m.

ATTEST:

  
James D. Simmons, Mayor

  
Nancy Wilson, Town Clerk