



REGULAR TOWN COUNCIL MEETING

Monday, April 17, 2023 at 7:30 pm

1. CALL TO ORDER, PRAYER AND PLEDGE
2. ROLL CALL
3. APPROVAL OF AGENDA - ADDITIONS/DELETIONS/CHANGES
4. CONSENT AGENDA

a. Approve Minutes of 04/03/2023

Exhibit: Agenda Report Number 4a

Attachments:

- **Agenda Report Number 4a** (Agenda_Report_Number_4a.pdf)

b. Dane Contracting Change Order

Exhibit: Agenda Report Number 4b

Attachments:

- **Agenda Report Number 4b** (Agenda_Report_Number_4b.pdf)

5. ATTORNEY REPORT

6. STAFF REPORTS

a. Manager

b. Treasurer

Exhibit: Agenda Report Number 6b

Attachments:

- **Agenda Report Number 6b** (Agenda_Report_Number_6b.pdf)

c. Clerk

Exhibit: Agenda Report Number 6c

Attachments:

- **Agenda Report Number 6c** (Agenda_Report_Number_6c.pdf)

7. PUBLIC COMMENTS

Comments at this point may address items NOT on the Agenda. Comments related to subsequent Agenda Items may be made as those items come up. Public comments do not require a Council response. (Speaker Card is Required)

Five (5) Minute Limit per Speaker

8. PUBLIC HEARINGS / SPECIAL ORDERS

9. UNFINISHED BUSINESS/GENERAL ORDERS MAY INCLUDE ITEMS DIRECTLY RELATED TO RESIDENTS PRESENT AT MEETING

(RECOMMENDATIONS FROM BOARDS, HOA REQUESTS, RESIDENT GRIEVANCES)

10. ACTION ITEMS

ORDINANCES:0

RESOLUTIONS:0

MISCELLANEOUS:2

a. Review Treasurer Applicants

Exhibit: Agenda Report Number 10a

Attachments:

- **Agenda Report Number 10a** (Agenda_Report_Number_10a.pdf)

b. Surplus FD Equipment

Exhibit: Agenda Report Number 10b

Attachments:

- **Agenda Report Number 10b** (Agenda_Report_Number_10b.pdf)

COUNCIL CHAIR MAY EXCUSE ATTORNEY AT THIS TIME

11. DISCUSSION/POSSIBLE ACTION

12. PUBLIC COMMENTS

General Items (Speaker Card Required)

13. REPORTS - MAYOR AND COUNCIL MEMBERS

14. ANNOUNCEMENTS

(2) Vacancies on the Parks and Recreation Board; (1) Vacancy on the Planning and Zoning Board; and (1) Vacancy on the Board of Adjustments

15. ADJOURNMENT

If an individual decides to appeal any decision made by this board with respect to any matter considered at this meeting, a verbatim transcript may be required, and the individual may need to ensure that a verbatim transcript of the proceedings is made (Florida Statute 286.0105).

The Town does not provide this service. In compliance with F.S. 86.26 and the Americans with Disabilities Act (ADA), anyone who needs a special accommodation for this meeting should contact the Town's ADA Coordinator at 321-727-7764 at least 48 hours in advance of this meeting.

TOWN OF MALABAR

Regular Town Council Meeting

AGENDA ITEM NO: 4.a
Meeting Date: April 17th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Approve Minutes of the RTCM of 4/03/2023

BACKGROUND/HISTORY:

Summary of actions at Town Council Meetings

ATTACHMENTS:

- Draft Minutes of RTCM of 4/03/2023

ACTION OPTIONS:

Review

**MALABAR TOWN COUNCIL
REGULAR MEETING MINUTES
April 3rd, 2023, 7:30 PM**

This meeting of the Malabar Town Council was held at Town Hall at 2725 Malabar Road.

1. CALL TO ORDER:

Council Chair Mayor Patrick T. Reilly called meeting to order at 7:30 pm. CM Vail led P&P.

2. ROLL CALL:

CHAIR:

MAYOR PATRICK T. REILLY

VICE CHAIR:

DAVID SCARDINO

COUNCIL MEMBERS:

MARISA ACQUAVIVA

BRIAN VAIL

JIM CLEVINGER

MARY HOFMEISTER

TOWN MANAGER:

MATT STINNETT

TOWN ATTORNEY:

KARL BOHNE

SPECIAL PROJECTS MANAGER:

LISA MORRELL

TOWN CLERK:

RICHARD KOHLER

3. APPROVAL OF AGENDA - ADDITIONS/DELETIONS/CHANGES: None

4. CONSENT AGENDA:

4.a. Approve Minutes of 3/20/2023 RTCM

4.b. C.A.P. Government Contract Extension

MOTION: CM Vail/CM Acquaviva to approve Consent Agenda.

Discussion: None

Vote: All Ayes (5-0).

5. ATTORNEY REPORT: States that phase one of the conflict assessment will take place next Monday here at Town Hall. That is a public meeting. He advises this is the first step of many. He also stated in 2016, Ms. Sorensen sued the Town for injuries allegedly received in a culvert. Recently, we received a summary judgement finding the contractor and the Town not liable for the injury. Our code puts the burden of maintenance of the culverts; therefore, the Town was not liable.

6. BCSO REPORT - None

7. BOARD/COMMITTEE REPORTS

7.a T&G Committee – Chair Thompson began by stating things are going well for the T&GC. There was a meeting of the SCTPO where the goals of connecting the communities of South Brevard were discussed. The T&GC wishes to have a second meeting to encourage community engagement here at Town Hall. Trails are all about connectivity and passing features along the way. We are excited to move forward with this project. He also informed Council that the Cameron Signage will be completed at an upcoming work day. The ENT is making lots of progress, and he specifically thanked CM Vail and TM Stinnett. We hope to make a lot of progress in the next few months.

Mayor Reilly asked for clarification on who will run the upcoming meeting. Atty states it will be a member of Town Staff, possibly TM Stinnett.

7.b Parks & Recreation Board – Written Report

7.c Planning & Zoning Board – Written Report

8. STAFF REPORTS:

8.a. Town Manager – Matthew Stinnett – TM Stinnett informed Council that there has been a vision zero meeting. He also stated that moving forward, he will perform reviews of the employees reporting to him.

8.b. Town Treasurer – Lisa Morrell – States Staff has been working towards completing the audit. She will provide a financial report at the next meeting. Additionally, late today an application came in for Town Treasurer. Mayor Reilly requests the application be on the next agenda.

8.c. Special Projects Manager – Lisa Morrell – States Dane Contracting has continued work at Malabar Community Park Bathrooms. She expects the project to be completed within 2 weeks.

8.d. Fire Chief – Mike Foley – Written Report

8.e. Public Works Director – Written Report

8.f. Town Clerk – Richard Kohler – Written Report

9. PUBLIC COMMENTS: Comments at this point may address items NOT on the Agenda. Comments related to subsequent Agenda Items may be made as those items come up. Public comments do not require a Council response. (Speaker Card is Required)

Five (5) Minute Limit per Speaker.

Speaker: None

10. PUBLIC HEARINGS / SPECIAL ORDERS: 0

11. UNFINISHED BUSINESS/GENERAL ORDERS MAY INCLUDE ITEMS DIRECTLY RELATED TO TOWN APPOINTED BOARDS/COMMITTEES: 0

12. ACTION ITEMS:

ORDINANCES for FIRST READING: 0

RESOLUTIONS: 0

MISCELLANEOUS: 0

Chair excused the Attorney at this time.

13. DISCUSSION/POSSIBLE ACTION

13.a Amending Land Development Code, Article II – Land Use Zoning, Section 1-2.6.

Chair Mayor Reilly began by passing the gavel to Vice Chair Scardino. Since the Town lost their industrial zoning in the Jordan Scrub, he was looking for ways to include more access for manufacturing. He suggests allowing manufacturing, 3d printing, processing and machining services in CL, CG, and R/LC. He then went through a presentation on the topic. (Presentation included in Agenda, and available upon request.)

Vice Chair Scardino returned the gavel to Mayor Reilly.

SPM Morrell presented the Staff Report. This has been seen by Town Staff, the P&Z Board, and the Atty. Once Council approves it, it will be compiled into an Ordinance. It will be heard again by Council, then sent to DEO for approval before the final Council vote. She states these types of businesses do not create large amounts of chemicals or pollutants. There are 3 zones this is considered in. Does Council want it to be Conditional of Permitted? P&Z recommendation was Conditional for RLC & CL, and Permitted in CG. Staff recommends it be Conditional for all three for now, allowing Council and P&Z to see all applications. The Land Use Requirements were also amended. The Staff report will be sent to the state. It effects 248 Properties in town. The minimum lot size would be over 1 acre, which would remove 48 properties.

CM Acquaviva asks if the Attorney will review this? SPM Morrell states he will review the Ordinance once it is written. The Staff Report includes a lot of information for the State's review of this proposal.

CM Hofmeister asks if Council wishes to do Conditional Use for all three, could Council change that in the future? SPM Morrell confirms that is the case. She also mentioned that annual inspections

should be required. CM Acquaviva states it has historically been difficult in Malabar, but she agrees it should take place.

CM Scardino asks if noise is considered? SMP Morrell states this will refer to the Town's noise code.

Mayor Reilly states that SPM Morrell has cleaned up the P&Z recommendation. Council needs to decide whether it should be Conditional or Permitted. He states that CG is similar to IND, but CL & RLC are near residential, and should be Conditional. CM Scardino and Acquaviva state they believe it should be Conditional for all. Mayor states he agrees. Consensus reached for Conditional in all 3 Zoning Codes.

Mayor states P&Z is currently looking at Conditional Use definitions, looking to remove some Conditional and make them Permitted to make development easier. CM Scardino states the road network is a big factor against commercial development. Mayor Reilly states water and sewer are as well. CM Scardino asks for an update on the city water line. SPM Morrell states she is working towards that goal, but future expansion of 514 may make it challenging.

SPM Morrell then shared a table with Council showing several decision options. Council agrees 1 acre is a suitable minimum lot size to protect the rural residential nature of Malabar.

MOTION: CM Vail/CM Scardino move to direct staff to prepare the Planning and Zoning proposed changes with staff revision.

Vote: All ayes (5-0)

13.b EDC Road Assessment Report.

Steve Rivet reported to Council that he and TM Stinnett have created a recommendation for the most pressing roads. They considered the raw distress score, timing, financial resources, community impact, and interlocal partnership opportunities. They believe this is at least 5 years' worth of road work. They did not address where the funds would come from. (Presentation included in Agenda, and available upon request.)

Roads as presented in order of recommendation:

1. Briar Creek Blvd
2. Weber Road
3. Rocky Point Road
4. Corey Road
5. Benjamin Road (potential to work with GV to split costs)
6. Coral Way (Worst rated road in Town)
7. Huggins Drive
8. Coquina Terrace
9. Hollow Brook Lane
10. Booth Road

In conclusion, they recommend 4 collectors and 6 local roads (and other smaller adjacent roads) to be repaved. 8 of the 10 roads have less than 5 years of life left. Suggested next steps include defining funding sources, creating a 5-year improvement plan, get firm estimates for the first year of the plan, and integrate lane paving plans (already requested Lanes). The potential to combine projects allows for reduced costs. He finished by thanking TM Stinnett for the hard work.

Mayor asks how much money did we get from our tax increase? +-\$600k. Mayor also requests the length of the recommended roads. Mr. Rivet states those numbers are included in the initial report.

CM Scardino states the Town has no debt. We should get a long-term loan to finance these projects. CM Vail states the current interest rates are not favorable to long term loans. TM Stinnett states the

FED continues to raise interest rates. CM Scardino states he doesn't believe they will go down, so we should move forward before the cost of oil skyrockets.

CM Acquaviva asks what would happen for a resident assessment? Mayor states the property owners get a lien against their house.

CM Vail states originally, there was an assessment for road paving. To repave the road, we cannot assess residents for roads we are obligated to maintain.

CM Acquaviva and Scardino state they would like to move forward finding funding sources. CM Vail believes we should get a vendor and a by the foot estimate.

TM Stinnett states he has been in communication with a contractor to repair Rocky Point Road, and was informed quotes are going up monthly. He believes we could achieve a limited goal, such as repairing Rocky Point Road. FEMA will reimburse the Town for much of that cost. The consensus is to work to repair Rocky Point Road before the end of the fiscal year.

13.c Continued Discussion Build New or Expand Existing Town Hall.

Chair asked CM Hofmeister to begin. CM Scardino believes we should ask the residents. CM Vail states the residents have emphatically denied the referendums to build a new Town Hall. CM Hofmeister states she believes our residents would like a new Town Hall. Could we do another Special Edition MailBoat? Mayor suggests each Council member draft an article. CM Scardino and Hofmeister agree. Mayor states each CM should state what they are doing in their district. He would also like to include a survey of the residents.

Mayor states we should all individually come up with a rough cost, and a rough drawing of where it would go.

CM Vail states we should research the cost of extending this building. We should investigate the feasibility of it, to have the information. Regardless of where Town Hall is, this will likely be a Town building, so the money will not be wasted. The feasibility study will just be informational. Can we really justify the expenditures with the state of our roads and drainage? We just raised the taxes to improve the roads. In the past, we tried to gather outside funds from EELs to assist in this building of a new Town Hall. The Building Department reserves can go toward either expansion or new building. He still agrees with asking the residents.

CM Acquaviva reviews the recent history on this item. She believes the building should be consolidated to improve the function for staff and residents. She believes an expansion would be more appropriate at this time. CM Vail and Scardino state they agree.

TM Stinnett states this was simply a suggestion. Either route will have plenty of hurdles. He was not planning on building a new Town Hall, just make improvements on what we have. He supports the feasibility study to gather more information. CM Scardino suggests TM Stinnett continues researching the expansion idea. Building a new Town Hall will take years we don't have. Mayor requests a checklist for what would be required for the upgrades.

13.d Continued Discussion Organization Chart.

CM Scardino suggests hiring a bookkeeper to assist in the front office. They would be able to do more than answer the telephone. We need a versatile person in the office. Several CMs suggest having the new Treasurer Application on the next agenda.

14. PUBLIC COMMENTS: General Items (Speaker Card Required)

15. REPORTS – MAYOR AND COUNCIL MEMBERS

CM Acquaviva: Requests people drive carefully and keep aware of Sand Hill Cranes. They are young right now, and two were killed in the last week. CM Vail states that some residents have installed some critter signs.

CM Vail: Something cool is coming soon. He will also begin work on the historical house soon.

CM Clevenger: States he is unsure what else we can do with this property. Traffic will get worse with a new storage unit behind Town Hall.

CM Hofmeister: None

CM Scardino: States he has a bald eagle in his back yard now.

Mayor Reilly: Reports the State Senate is voting on approving a Form 6, which is much more invasive. It requires Elected Officials to state their debt, loans, and money. Our Senator, Debby Mayfield is currently supporting this, and encourages Council to contact her if they feel differently.

16. ANNOUNCEMENTS: (1) Vacancy on the Planning & Zoning Board; (2) Vacancy on the Parks & Recreation Board; (1) Vacancy on Board of Adjustment.

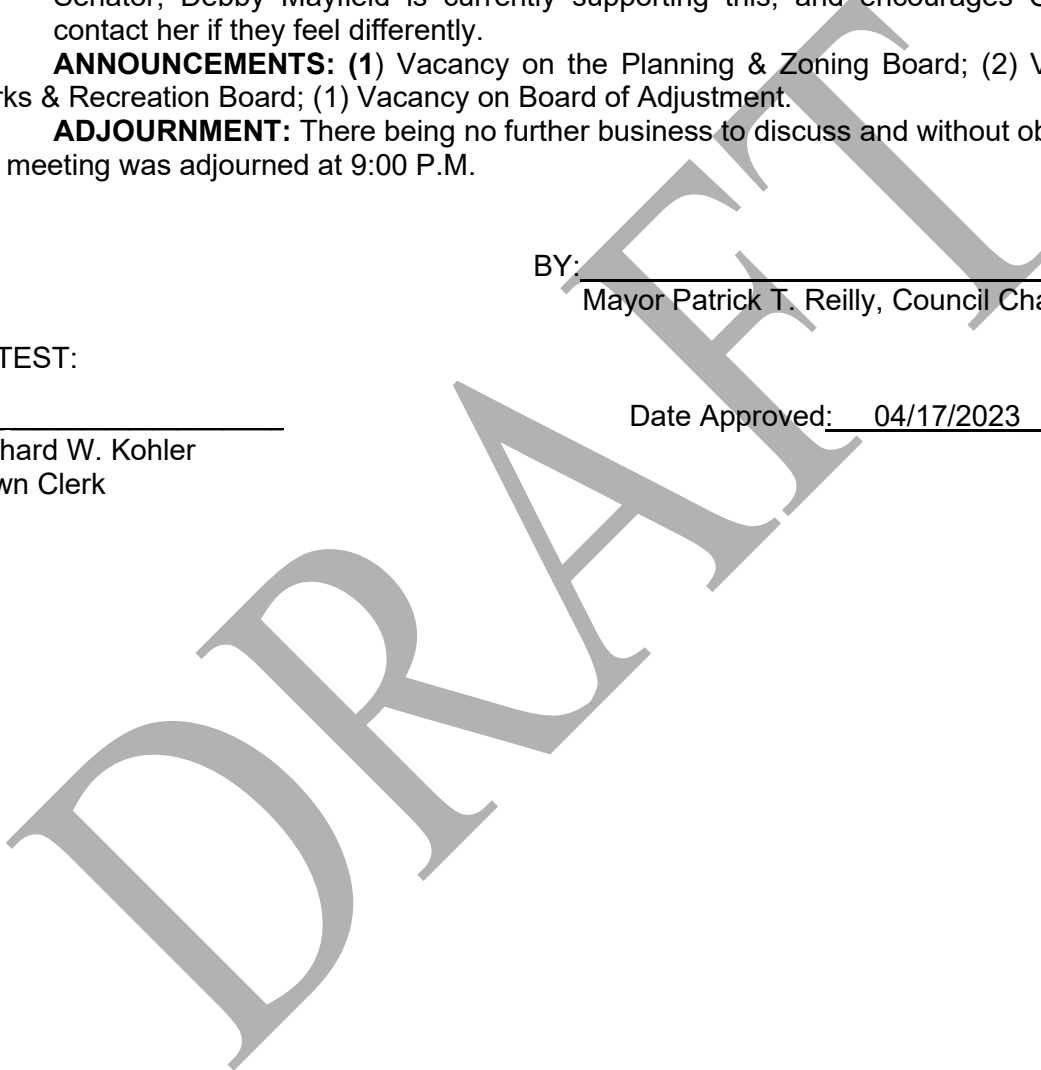
17. ADJOURNMENT: There being no further business to discuss and without objection, the meeting was adjourned at 9:00 P.M.

BY: _____
Mayor Patrick T. Reilly, Council Chair

ATTEST:

Richard W. Kohler
Town Clerk

Date Approved: 04/17/2023



TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 4.b.
Meeting Date: April 17, 2022

Prepared By: Lisa Morrell, Special Projects Manager

SUBJECT: Change Order, Dane Contracting, Inc, Renovation of Malabar Community Restroom Facility

BACKGROUND/HISTORY:

An Invitation to Bid (ITB) 22-01, Renovation of Malabar Community Restroom Facility, Public Restroom Renovation - Interior Renovation and Exterior Improvement, was awarded to Dane Contracting, Inc in the amount of \$86,900. The project consists of interior bathroom renovations to include the replacement of existing plumbing fixtures, stall partitions, electrical LED lighting with occupancy sensors, installation of entrance doors, and the replacement of a shingled roof with metal roofing as described in the specification plans. The project's purpose is to provide contactless points of sanitary conditions and facility envelope protection.

On January 13, 2023, the contractor provided a deviation from the proposed bid item SP-BLVQD1 Series, which was an all-in-one sink, faucet, soap dispenser, and dryer. This product was expensive and not recommended due to maintenance issues reported by the contractor with another client. Dane Contracting proposed a Bradley Frequency SP-BFL1H Series and Xlerator hand dryer, which provided a \$6,000.00 savings. Town staff accepted the change.

Around April 7, 2023, the contractor noted rot and deterioration of the building rear mechanical room. Town Staff confirmed and requested a change order to add a 3rd door to the project and replace. The contractor has proposed an additional door and frame change task order in the amount of \$2508.00.

On April 5, 2023 during the demolition and preparation to paint, the contractor noted that the interior paint has begun to peel from the porous exterior block. The contractor recommends pressure cleaning and sealing the exterior of the building. Town Staff confirmed that the facility has never been resealed since the inception of the facility, 1999/2000 timeframe. The contractor has proposed a pressure wash exterior block and spray 2 coats of sealer as a change task order in the amount of \$2992.00

FINANCIAL IMPACT:

The two additional tasks will total \$5500.00, there will be no additional funds required due to the \$6000.00 savings of the deviation in the sink and hand dryers.

ATTACHMENTS:

Dane Contracting Inc Proposal Task Change Orders

ACTION OPTIONS:

Motion to approve the proposed task orders with no financial change to the ITB 22-01 awarded amount.

DANE CONTRACTING
 — INCORPORATED —

PROPOSAL

P.O. Box 33663 Indialantic, FL 32903
 P 321-768-1361 F 321-676-7868

Date: **4/7/2023**

To:
 Town of Malabar
 Lisa Morrell
 2725 Malabar Rd.
 Malabar, FL 32950

Job Name	PLANS
Pressure Wash and Seal Exterior - Malabar Park Restroom Facility	Per Walkthrough

Qty	Unit	Description	Unit Price	Extension
1	LS	Pressure wash exterior block and spray 2 coats of sealer.	\$ 2,992.00	\$ 2,992.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$ 2,992.00

EXCLUSIONS:

- Nights, Weekends, Holidays
- Any building repairs from existing damage, if unforeseen sight conditions exist we would request a change order.
- Engineering, Permitting, Architect, Etc.

NOTES:

- Items listed include materials, tax and installation where applicable.

Respectfully submitted,

Will Blair
 Vice President

DANE CONTRACTING — INCORPORATED —

PROPOSAL

P.O. Box 33663 Indialantic, FL 32903
P 321-768-1361 F 321-676-7868

Date:

4/7/2023

To:
Town of Malabar
Lisa Morrell
2725 Malabar Rd.
Malabar, FL 32950

Job Name	PLANS
Replace Louvered Door	Per Walkthrough

Qty	Unit	Description	Unit Price	Extension
1	LS	Remove and replace louvered door and frame.	\$ 2,508.00	\$ 2,508.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Total	\$ 2,508.00

SCOPE OF WORK:

- Remove existing door and frame and replace with new.
- Paint door and frame to match other doors/ frames.
- Replace existing pull handle, sweeps and hinges and replace with new. Reuse deadbolt.

EXCLUSIONS:

- Nights, Weekends, Holidays
- Any building repairs from existing damage, if unforeseen sight conditions exist we would request a change order.
- Engineering, Permitting, Architect, Etc.

NOTES:

- Items listed include materials, tax and installation where applicable.

Respectfully submitted,

Will Blair
Vice President

TOWN OF MALABAR

COUNCIL MEETING

Treasurer Staff Report **6.b**

Meeting Date: April 17, 2023

Prepared By: Lisa Morrell, Special Projects Manager

SUBJECT: Treasurer Report

The Treasurer report provides a monthly financial report through March 31, 2023 (unaudited), completing six months, or 50%, of the fiscal year.

Revenue generated through the period totaled: \$ 2,342,761.

- General Fund: \$ 2,069,503
- Building Fund (322.1000): \$142,500 or 75% collection of the fiscal budget.
- Land Use Permits (329.5000): \$13,120 or 164%, exceeding the estimated fiscal budget, of \$8000 in revenue collection.
- Beautification Trust Fund (329-5010), established for tree removal permits, totals \$2455.00 fiscal year to date.
- Storm water Fund (363.1000): \$115,183 or 87% collection of the fiscal budget.

Notable Revenue Trends:

- Special Event Revenue: park usage trending upward with reservations.
- Paving Assessment: no payments from recorded property liens fiscal year to date.

Departmental Expenses for the reporting period totaled, \$1,509,505.

Notable expenses:

- Litigation Expenses (514.3100), will require a budget amendment increase of \$25,500, based upon this year's average legal services expense of \$4,250 per month. A future budget amendment to increase the funding for continued legal services for the current fiscal year.
- Disaster Debris expense from Hurricane Nicole was paid to the Brevard County per the Disaster Debris Interlocal Agreement (ILA) in the amount of \$3447.63 (525-3010).
- Expenses for the repair of Rocky Point Road began with \$13,750 and shall be tracked and submitted to FEMA for reimbursement in a future fiscal year(s) due to Hurricane Nicole..

The current financial outlook for the fiscal year to date period, October 1, 2022 to March 31, 2023, representing 50% of the fiscal year, is stable.

During this period the revenue accounts have an aggregate collection rate of 34% while total department expenses have an aggregate of 22% expended in this period. An unaudited net balance closes the period with \$833,255.00 unexpended.

Attachment(s):

Budget to Actuals: FY23 (UNAUDITED) October 1, 2022 - April 5, 2023.PDF

Town of Malabar

Budget vs. Actuals: FY_2022_2023 - FY23 P&L

October 2022 - September 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
47900 Revenue				
001-311.1000 Ad Valorem Taxes	1,383,352.29	1,484,127.00	-100,774.71	93.21 %
001-312.4100 Local Option Gas Tax	58,830.62	99,500.00	-40,669.38	59.13 %
001-314.1000 Utility Tax - Electricity	174,501.69	330,000.00	-155,498.31	52.88 %
001-314.4000 Utility Tax - Gas	7,110.08	14,000.00	-6,889.92	50.79 %
001-315.1000 Communications Service Tax	65,642.72	107,457.00	-41,814.28	61.09 %
001-316.1000 BTR - Malabar	18,913.00	20,000.00	-1,087.00	94.57 %
001-322.1000 Building Permits	142,500.27	190,000.00	-47,499.73	75.00 %
001-323.1000 Electric - Franchise Fee	129,937.80	240,000.00	-110,062.20	54.14 %
001-323.3000 Water - Franchise Fee	3,895.19	6,900.00	-3,004.81	56.45 %
001-323.7000 Solid Waste - Franchise Fee	15,045.05	37,000.00	-21,954.95	40.66 %
001-329.5000 - OPSA Land Use	13,120.00	8,000.00	5,120.00	164.00 %
001-329.5010 - Beautification Trust Fund	2,455.00		2,455.00	
001-331.5100 SLFRF Allotment	1,928.61		1,928.61	
001-335.1250 State Revenue Sharing	71,818.29	95,865.00	-24,046.71	74.92 %
001-335.1400 State Mobile Home Tax	1,789.87	3,000.00	-1,210.13	59.66 %
001-335.1500 State Alcoholic Beverage Licenses		1,700.00	-1,700.00	
001-335.1800 State Local Gov't 1/2 Cent Sales Tax	89,925.42	191,837.00	-101,911.58	46.88 %
001-335.2100 State FF Education Supplemental Payment		4,800.00	-4,800.00	
001-335.4900 Other General Gov't - Traffic Signal Maintenance	8,067.51	5,500.00	2,567.51	146.68 %
001-338.2000 BTR - Brevard County	559.10	1,100.00	-540.90	50.83 %
001-349.2000 Cell Tower Lease (deleted)	0.00		0.00	
001-349.5000 Special Event Revenue	2,835.00	3,000.00	-165.00	94.50 %
001-349.7010 Background Check	30.00	200.00	-170.00	15.00 %
001-349.8000 Paving Assessment		16,228.00	-16,228.00	
001-349.8010 Golf Cart Registration	100.00	300.00	-200.00	33.33 %
001-349.9000 Lien Searches	1,725.40	6,000.00	-4,274.60	28.76 %
001-351.5000 Fines/Forfeiture	348.18	500.00	-151.82	69.64 %
001-361.1000 Interest	43.03	3,000.00	-2,956.97	1.43 %
001-361.1010 Cell Tower Lease Interest Only	6,404.07	10,885.00	-4,480.93	58.83 %
001-363.1000 SW Assessment	115,182.05	132,001.00	-16,818.95	87.26 %
001-363.2300 TIFT Allocation Request		50,000.00	-50,000.00	
001-365.1000 Sales of Surplus Materials	45.00	2,500.00	-2,455.00	1.80 %
001-366.1000 Donations FD/GF	100.00	1,000.00	-900.00	10.00 %
001-369.3000 Insurance Refund - FMIT	0.00	1,500.00	-1,500.00	0.00 %
001-369.9000 Misc. Revenues	672.92	300.00	372.92	224.31 %
001-383.1000 Cell Tower Lease Principal Only	10,500.93	18,095.00	-7,594.07	58.03 %
001-389.3000 VFA State Grant		11,294.00	-11,294.00	
001-389.5000 Debt Proceeds	15,382.00	2,107,000.00	-2,091,618.00	0.73 %
001-389.9000 Parks Rec Funds		45,160.00	-45,160.00	
001-389.9520 Use of BD Restricted Fund Balance		44,390.00	-44,390.00	
001-389.9530 Use of GF Fund Balance		48,369.00	-48,369.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
001-389.9540 Use of SW Fund Balance		164,113.00	-164,113.00	
001-389.9560 SLFRF Restricted Funding		1,462,004.00	-1,462,004.00	
Total 47900 Revenue	2,342,761.09	6,968,625.00	-4,625,863.91	33.62 %
Total Income	\$2,342,761.09	\$6,968,625.00	\$ -4,625,863.91	33.62 %
GROSS PROFIT	\$2,342,761.09	\$6,968,625.00	\$ -4,625,863.91	33.62 %
Expenses				
66000 Payroll Expenses				
Taxes	9.64		9.64	
Total 66000 Payroll Expenses	9.64		9.64	
B Legislative				
001-511.110 Spec Projs Mgr	0.00		0.00	
001-511.1100 Spec. Projects Mgr	23,912.10	50,000.00	-26,087.90	47.82 %
001-511.2100 FICA taxes	852.28	3,825.00	-2,972.72	22.28 %
001-511.2200 FRS	2,977.74	5,955.00	-2,977.26	50.00 %
001-511.2300 Employee Benefits	8,585.13	16,919.00	-8,333.87	50.74 %
001-511.3400 Contract Svcs - SC	2,983.08	14,600.00	-11,616.92	20.43 %
001-511.4000 Mayor Travel	1,690.99	1,500.00	190.99	112.73 %
001-511.4010 Council Travel	350.00	3,500.00	-3,150.00	10.00 %
001-511.4100 Postage & PR	712.84	1,000.00	-287.16	71.28 %
001-511.5200 Operating Supplies	118.50	1,500.00	-1,381.50	7.90 %
Total B Legislative	42,182.66	98,799.00	-56,616.34	42.70 %
C Executive				
001-512.1100 Executive TM	45,796.40	86,000.00	-40,203.60	53.25 %
001-512.2100 FICA Taxes	3,427.50	6,855.00	-3,427.50	50.00 %
001-512.2200 Retire. Cont.-FRS	14,144.62	27,150.00	-13,005.38	52.10 %
001-512.4000 Travel Per Diem	358.00	3,600.00	-3,242.00	9.94 %
Total C Executive	63,726.52	123,605.00	-59,878.48	51.56 %
D Finance & Administration				
001-513.1100 Clerk	28,995.22	55,000.00	-26,004.78	52.72 %
001-513.1110 Treasurer		65,000.00	-65,000.00	
001-513.1200 Dep Clerk/Treasurer(10/17/22)	4,235.10	34,900.00	-30,664.90	12.13 %
001-513.1400 Overtime		1,000.00	-1,000.00	
001-513.2100 FICA Taxes	2,506.40	11,926.00	-9,419.60	21.02 %
001-513.2200 Retire. Contr. FRS	8,201.26	29,381.00	-21,179.74	27.91 %
001-513.3100 Election Expense	345.15	350.00	-4.85	98.61 %
001-513.3210 Auditing	3,000.00	22,000.00	-19,000.00	13.64 %
001-513.4000 Travel Per Diem	120.00		120.00	
001-513.4900 Other Curr. Ob	3,092.39	7,000.00	-3,907.61	44.18 %
001-513.6400 Machinery & Equip	16,050.00	51,000.00	-34,950.00	31.47 %
Total D Finance & Administration	66,545.52	277,557.00	-211,011.48	23.98 %
E Legal				
001-514.3100 Prof. Services	66,585.62	60,000.00	6,585.62	110.98 %
Total E Legal	66,585.62	60,000.00	6,585.62	110.98 %
F Comprehensive Planning				
001-515.3100 Prof. Services		1,500.00	-1,500.00	
Total F Comprehensive Planning		1,500.00	-1,500.00	
G General Government				

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
001-519.2300 Employee Benefits	75,920.06	169,580.00	-93,659.94	44.77 %
001-519.2330 OEB Liabilities	28,665.39	25,194.00	3,471.39	113.78 %
001-519.2400 Worker's Compensation	31,889.45	42,980.00	-11,090.55	74.20 %
001-519.2410 AD&D and FFCD Premium	825.00	950.00	-125.00	86.84 %
001-519.3100 Eng Cont. Services	200.00		200.00	
001-519.3400 Contractual Svs - Pest Control	1,534.25	3,000.00	-1,465.75	51.14 %
001-519.3420 Contractual Svs - IT/Web	13,313.54	16,000.00	-2,686.46	83.21 %
001-519.3440 Contractual Svs - Engineering	1,887.50	10,000.00	-8,112.50	18.88 %
001-519.3460 Contractual Svs - Cleaning	2,366.00	4,620.00	-2,254.00	51.21 %
001-519.4000 Travel, Train, Per Diem	509.00	5,000.00	-4,491.00	10.18 %
001-519.4100 Comm & Freight-Tele/ISP	4,160.20	12,650.00	-8,489.80	32.89 %
001-519.4300 Utilities-Electric	8,736.78	14,000.00	-5,263.22	62.41 %
001-519.4400 Rentals & Leases	5,912.77	12,700.00	-6,787.23	46.56 %
001-519.4500 Insurance- Property Liability	34,837.70	56,077.00	-21,239.30	62.12 %
001-519.4600 Repairs & Mtnc	249.96	10,000.00	-9,750.04	2.50 %
001-519.4900 Other Current Charges & Obligation	3,759.09	5,000.00	-1,240.91	75.18 %
001-519.4920 Contingency		7,674.00	-7,674.00	
001-519.5200 Operating Supplies	3,930.96	9,000.00	-5,069.04	43.68 %
001-519.5400 Memberships/Subscriptions	458.59	1,000.00	-541.41	45.86 %
Total G General Government	219,156.24	405,425.00	-186,268.76	54.06 %
H Fire Control				
001-522.1100 Executive - Fire Chief	20,259.04	53,251.00	-32,991.96	38.04 %
001-522.1200 Regular Salaries	148,425.69	277,023.00	-128,597.31	53.58 %
001-522.1300 Holiday Pay	7,588.28	9,000.00	-1,411.72	84.31 %
001-522.1400 Overtime Pay	7,046.83	6,000.00	1,046.83	117.45 %
001-522.1500 Special Pay - Vol. FF	3,700.24	4,000.00	-299.76	92.51 %
001-522.2100 FICA Taxes	13,713.62	25,353.00	-11,639.38	54.09 %
001-522.2200 Retirement Contribution - FRS	50,392.29	96,090.00	-45,697.71	52.44 %
001-522.3100 Contractual Svs - Med Director & Testing	7,700.00	12,500.00	-4,800.00	61.60 %
001-522.3420 Contractual Svs - IT/Web	5,863.90	8,000.00	-2,136.10	73.30 %
001-522.3440 Training MVFD Members	30.00	3,000.00	-2,970.00	1.00 %
001-522.3470 Contractual Svs - ILA 800 MHz	5,250.00	7,000.00	-1,750.00	75.00 %
001-522.3490 Contractual Svs - ILA BCFR Dispatch	9,500.00	9,500.00	0.00	100.00 %
001-522.4600 Repairs/Maintainence	14,010.15	20,000.00	-5,989.85	70.05 %
001-522.4620 Repairs & Mtnc Radio	613.99	1,500.00	-886.01	40.93 %
001-522.4800 Promotion Activity	145.00		145.00	
001-522.5200 Operating Expenses - Fuel	3,681.59	12,000.00	-8,318.41	30.68 %
001-522.5210 Operating Expenses	6,964.41	12,000.00	-5,035.59	58.04 %
001-522.5400 Book/Pub/Subsc/Memberships	453.15	600.00	-146.85	75.53 %
001-522.6300 Lease Purchase E99	49,696.00	49,696.00	0.00	100.00 %
001-522.6400 Machinery & Equipment		150,000.00	-150,000.00	
001-522.8300 Grants		22,589.00	-22,589.00	
Total H Fire Control	355,034.18	779,102.00	-424,067.82	45.57 %
I Protective Inspections				
001-524.1200 Regular Salaries	24,115.52	47,586.00	-23,470.48	50.68 %
001-524.1210 Permitting Clerk -P/T	4,876.61	11,000.00	-6,123.39	44.33 %
001-524.1400 Overtime	540.54	1,500.00	-959.46	36.04 %
001-524.2100 FICA Taxes	1,874.48	4,597.00	-2,722.52	40.78 %
001-524.2200 Retirement Contribution - FRS	1,837.51	7,156.00	-5,318.49	25.68 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
001-524.2300 Employee Benefits	4,731.85	9,332.00	-4,600.15	50.71 %
001-524.2400 Workers Compensation	4,211.82	5,155.00	-943.18	81.70 %
001-524.3100 Professional Svs - Engineering	6,076.00	12,000.00	-5,924.00	50.63 %
001-524.3110 Professional Svs - Planner		2,000.00	-2,000.00	
001-524.3120 Professional Svs - Legal	2,905.00	5,000.00	-2,095.00	58.10 %
001-524.3400 Contractual Svs - Pest Control	228.25	450.00	-221.75	50.72 %
001-524.3420 Contractual Svs - IT/Web	4,924.22	8,500.00	-3,575.78	57.93 %
001-524.3440 Contractual Svs - Bldg Official, Plan Review	21,792.72	95,000.00	-73,207.28	22.94 %
001-524.3460 Contractual Svs - Cleaning	294.00	960.00	-666.00	30.63 %
001-524.4100 Communications & Freight, Phone	1,174.37	3,000.00	-1,825.63	39.15 %
001-524.4300 Utilities Electric	685.23	1,300.00	-614.77	52.71 %
001-524.4400 Rentals & Leases	2,513.91	4,000.00	-1,486.09	62.85 %
001-524.4500 Insurance - Property Liability	5,416.20	6,854.00	-1,437.80	79.02 %
001-524.4900 Other Current Charges & Obligations	1,791.85	5,000.00	-3,208.15	35.84 %
001-524.5200 Operating Expenses	544.54	1,500.00	-955.46	36.30 %
001-524.6400 Machinery & Equipment		2,500.00	-2,500.00	
Total I Protective Inspections	90,534.62	234,390.00	-143,855.38	38.63 %
J Emergency/ Disaster Relief				
001-525.1100 Special Projects Manager	27,097.90	50,000.00	-22,902.10	54.20 %
001-525.2100 FICA	3,120.08	3,825.00	-704.92	81.57 %
001-525.2200 Retirement Contribution - FRS	2,977.69	5,955.00	-2,977.31	50.00 %
001-525.2300 Employee Benefits	8,585.06	16,919.00	-8,333.94	50.74 %
001-525.3010 Disaster Debris	3,447.63		3,447.63	
001-525.3011 PA Rocky Point	13,750.00		13,750.00	
001-525.3020 American Relief Plan Act/SLFRF	166,974.74	1,385,304.00	-1,218,329.26	12.05 %
Total J Emergency/ Disaster Relief	225,953.10	1,462,003.00	-1,236,049.90	15.46 %
K Flood Control				
001-538.3100 Contractual Svs - Engineering/Design	4,168.50	30,000.00	-25,831.50	13.90 %
001-538.3110 Contractual Svs - ROW Culvert	2,600.00	20,000.00	-17,400.00	13.00 %
001-538.3400 ILA Administrative Program	631.44	11,000.00	-10,368.56	5.74 %
001-538.4900 - SW Projects	3,197.82	57,440.00	-54,242.18	5.57 %
001-538.6300 Infrastructure Projects	8,529.90		8,529.90	
001-538.6400 Machinery/Equipment	168,968.88	167,344.00	1,624.88	100.97 %
001-538.7100 SRF Loan Payment		10,340.00	-10,340.00	
Total K Flood Control	188,096.54	296,124.00	-108,027.46	63.52 %
M Streets & Roads				
001-541.1100 PW Director	29,249.36	57,182.00	-27,932.64	51.15 %
001-541.1200 Reg Sal & Wages	30,592.98	116,729.00	-86,136.02	26.21 %
001-541.1400 Overtime	3,597.80	8,000.00	-4,402.20	44.97 %
001-541.2100 FICA Taxes	4,653.57	13,916.00	-9,262.43	33.44 %
001-541.2200 Retirement Contributions - FRS	6,242.98	21,666.00	-15,423.02	28.81 %
001-541.4000 Travel, Training, Per Diem		500.00	-500.00	
001-541.4300 Electric - Street Lights & Signals	5,459.08	11,000.00	-5,540.92	49.63 %
001-541.4600 Repair & Mtnce - Vehicles	4,370.29	35,000.00	-30,629.71	12.49 %
001-541.4610 Repair & Mtnce - Roads	6,427.46	50,000.00	-43,572.54	12.85 %
001-541.4650 Repair & Mtnce RR Signal	3,934.00	3,600.00	334.00	109.28 %
001-541.4900 Other Charges & Obligations	25.00	1,000.00	-975.00	2.50 %
001-541.5200 Operating Supplies - Fuel	4,703.34	25,000.00	-20,296.66	18.81 %
001-541.5210 Operating Supplies	2,156.63	7,000.00	-4,843.37	30.81 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
001-541.6300 TIFT Projects		50,000.00	-50,000.00	
001-541.6400 Machinery & Equipment	37,074.21	37,075.00	-0.79	100.00 %
001-541.6410 Replacement Equipment	40,157.00	45,300.00	-5,143.00	88.65 %
001-541.6420 CIP Road Paving		2,650,292.00	-2,650,292.00	
Total M Streets & Roads	178,643.70	3,133,260.00	-2,954,616.30	5.70 %
N Parks & Recreation				
001-572.4400 Rentals & Leases	1,400.00	2,600.00	-1,200.00	53.85 %
001-572.4600 Repairs & Mtnce	2,530.99	15,000.00	-12,469.01	16.87 %
001-572.4900 Other Charges & Obligations		600.00	-600.00	
001-572.4930 Trails & Greenways		10,000.00	-10,000.00	
001-572.6400 Machinery & Equipment	8,320.00	20,000.00	-11,680.00	41.60 %
001-572.6410 Infrastructure - FCT		45,160.00	-45,160.00	
Total N Parks & Recreation	12,250.99	93,360.00	-81,109.01	13.12 %
O Special Events				
001-574.4800 Fall/SpringFest Event	785.90	3,500.00	-2,714.10	22.45 %
Total O Special Events	785.90	3,500.00	-2,714.10	22.45 %
Purchases	0.00		0.00	
Total Expenses	\$1,509,505.23	\$6,968,625.00	\$ -5,459,119.77	21.66 %
NET OPERATING INCOME	\$833,255.86	\$0.00	\$833,255.86	0.00%
NET INCOME	\$833,255.86	\$0.00	\$833,255.86	0.00%

TOWN OF MALABAR

REGULAR TOWN COUNCIL MEETING

AGENDA ITEM NO: 6.c

Meeting Date: April 17th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Town Clerk Report

BACKGROUND/HISTORY:

In the process of getting the County Legal Ad website up and running, the County has transitioned to a flat rate structure. Clerks across the County are gathering their ad costs to be reviewed by the County's communication department, to assist them in developing an appropriate cost.

After the April 10th Conflict Assessment Meeting, the Trails and Greenways Committee agreed to compile a "Talking Points List" for Council's review before the upcoming joint Conflict Assessment Meeting. The goal is to have 5-10 discussion points prepared for both MSS East & MSS West.

In the last month, a family reserved a pavilion at Malabar Community Park for a child's birthday party. After the event, staff returned the deposit to the family. The family immediately informed staff that they plan to donate the \$50 to the Malabar Fire Department for their help that day. Photos attached.

ATTACHMENTS:

- Photos of FD interacting with children at the Fire Station

ACTION:

- None







TOWN OF MALABAR

REGULAR TOWN COUNCIL MEETING

AGENDA ITEM NO: 10.a
Meeting Date: April 17th, 2023

Prepared By: Richard W. Kohler, Town Clerk

SUBJECT: Review Treasurer Applicants

BACKGROUND/HISTORY:

The Town has posted the position of Town Treasurer on GovernmentJobs.com. Since Monday April 3rd, 2 applications have been submitted:

- Shannon Campbell (Received 4/3/23)
- Sophia Nikitas (Received 4/8/23)

Reference the excerpt of the Education & Experience for the Treasurer job description:

A qualified candidate will possess a minimum of three (3) years of experience in a financial position, preferably in a government setting and possess a bachelor's degree in finance or similar area of study; or the equivalent of an associate degree in finance, and a Certified Public Finance Officer, and minimum of five (5) years of experience in a financial position, preferably in a government setting.

It is Staff's opinion that the applicants do not meet the minimum qualifications for further consideration.

ATTACHMENTS:

- Shannon Campbell Cover Letter & Resume
- Sophia Nikitas Resume

ACTION:

- Discussion

3 April 2023

City of Malabar

To whom it may concern,

I am interested in this position as Town Treasurer, as advertised by governmentjobs.com. I recently graduated from Florida State University in December of 2020. I majored in Political Science with a minor in International Affairs. I am currently finishing my master's degree in Public Administration, as a full-time online student at Florida State University. I am due to graduate in May of 2023. I believe that the skills and knowledge I have learned over these last several years make me an ideal candidate for the position.

As a student in Public Administration, I have learned the importance of this field in a community, state, and federally. I also have several certifications through FEMA from the courses and exams I have taken, which I believe are important.

As a student in the Public Administration master's program at Florida State University, I have been required to determine a focus. Throughout my undergraduate career, and through the entirety of my masters career I have found a strong interest and passion in emergency management. Some of the most notable courses that I have taken which are relatable to the emergency management field are: Planning, and Policy, International and Comparative Disaster Management, Policy Development and Administration, Public Organizations, Foundations of Emergency Management, Human Resource Management, Public Administration in American Society, Public Service Ethics, Managing Public Financial Resources, Quantitative Analysis in Public Administration, State Politics, and States and Markets.

In addition to an extensive list of courses I have taken in the field, I am also certified in many areas of FEMA. The current courses I have completed and passed through FEMA are: IS-00120.c, ICS-100, IS-00230-e., IS-800.d, and IS-235.c. I am able to provide my certificates for these courses, as well as obtain any certifications needed for the position.

I am confident that my skills and hard work will allow me to be successful in this position. I look forward to meeting and talking with you.

Sincerely,

Shannon Campbell

Shannon Campbell

3995 HIELD RD NW
PALM BAY, FL 32907

(813) 230-0062
SEC18G@FSU.EDU

Skills

Excel Certification
POS Systems
Social Media Mangement

Education

JANUARY 2021 - PRESENT

Florida State University, Tallahassee, FL - *Masters*

Currently obtaining a masters degree in Public Administration with a focus in Nonprofit Organizations as of January 2021, with a target graduation of May 2023.

JUNE 2018 - DECEMBER 2020

Florida State University, Tallahassee, FL - *Bachelors*

Graduated Cum Laude with a Bachelor's of Science degree in Political Science and a minor in International Affairs.

Experience

DECEMBER 2020 - PRESENT

The Salty Shack, Indialantic, FL - *Sales Associate*

- Helped to maintain a clean, organized inventory and curated displays of rotating seasonal clothing and accessories.
- Anticipated customer needs and provided them with high quality service while upholding brand standards and values to ensure customer satisfaction.
- Meticulously handled POS system transactions including cash, credit, exchanges, and returns to ensure seamless and accurate cash flow.
- Manage social media accounts by curating regular posts and responding to messages as needed.

NOVEMBER 2017 - APRIL 2018

Hooters, West Melbourne, FL - *Waitress*

- Served lunch and dinner to 50-100 customers per shift at a national chain restaurant.
- Memorized over 30 menu items and rotating specials in order to give customized recommendations to guests.
- Swiftly and successfully resolved conflict resulting in customer satisfaction 100% of the time.

Sophia Nikitas

RESUME

Palm Bay, FL 32909

sophianikitas28@gmail.com

321-2615065

I have 16 years of customer service experience also mortgage experience and college never missed a day of work very reliable and hard worker.

Authorized to work in the US for any employer

Work Experience

Customer Service Representative

Sourcepoint, Inc. - Melbourne, FL

June 2019 to Present

I GO OVER LOAN DETAILS WITH THE CUSTOMERS ALSO MAKE THEIR PAYMENTS FOR THEIR MORTGAGE HOMES. I WRITE GLOBAL NOTES AND SEAL WITH ALL QUESTIONS THEY MAY HAVE ABOUT THEIR REFINANCING.

Wireless Specialist

Troc Wireless - PALMBAY FL

November 2016 to January 2018

Sales sold iPhones and Pro Max and XR phones took customer surveys made announcements and also conducted great customer service and fixed phones for the customers.

Education

Associate in Medical Assistant

Keiser University-Ft Lauderdale - Palm Bay, FL

September 2018 to September 2022

Associate

High school diploma or GED

Skills

- Wireless specialist sales
- Research
- Microsoft Outlook
- Microsoft Powerpoint
- Microsoft Excel
- Data Entry

- Administrative Experience
- Negotiation
- Medical Billing
- Cold Calling
- Medical Terminology
- Medical Records
- Fair Housing regulations
- Documentation review
- Insurance Verification
- Document Management

Languages

- ENGLISH AND GREEK - Expert

TOWN OF MALABAR

COUNCIL MEETING

AGENDA ITEM NO: 10.b

Meeting Date: April 17th, 2022

Prepared By: Matthew Stinnett, Town Manager

SUBJECT: Surplus FD Equipment

BACKGROUND/HISTORY:

The Fire Department has two older engines that are no longer in service staff is requesting approval to designate them as surplus.

The Fire Chief has had discussion with Palm Bay Highschool, and they have taken interest in using Engine 399 in their educational program if the Town would be willing to donate it.

Engine 299 will be posted for auction through our portal on GovDeals.com.

Both engines are undriveable with significant mechanical issues including failed pumps, dry rotted tires, body rust/cab leaks, electrical issues, etc. and only have a residual scrap/parts value.

ATTACHMENTS:

- Engine 299 list of noted deficiencies.
- Engine 399 list of noted deficiencies.

FINANCIAL IMPACT:

- Minimal

ACTION OPTIONS:

Motion to approve surplus of Engine 299 and Engine 399, with Engine 299 to be auctioned and Engine 399 to be donated to Palm Bay Highschool.

Engine 299 Surplus

No driveshaft

Transmission not operable

A/C not operable

Bent frame

Broken exhaust

Pumper not operable

Batteries not operable

Does not turn off once started

Holes in the ceiling

Heavy rust

Electrical failures

Water leaks in cabin

Dry rot tires

Oil leaks

Transmission leaks

Radiator not operable

Hydraulic leak

Cabin does not tilt

Missing parts

(This is a parts/scrap vehicle)

Engine 399 Surplus

Air brakes not operable

A/C not operable

Pumper failed pump test

Batteries not operable

Moderate rust

Electrical failures

Water leaks in cabin

Oil leaks

Transmission leaks

Radiator leaks

Radiator not operable

Missing parts

Dry rotted tires