

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Wednesday, September 7, 2022
6:30 PM – Town Hall

I. Call to Order at 6:31

II. Pledge of Allegiance led by Vice Mayor Calenda

III. Roll Call Present: Commissioners Anderson, Ingram, Jones, Vice Mayor Calenda Excused: Mayor Niemann

IV. Mayor's Report read by Vice Mayor Calenda

- Sheriffs Office requested to move all guns, ammunition, vests and tasers and guns from PD to county office for storage, not to use.
- Appointments for vacant interim Commission seats will be made on Sept 27 at next regular commission meeting. Application forms are available.
- Additional Budget Thoughts
 - Request salary adjustment for Deputy Clerk and Office Assistant to be given after their 90 day probationary period to be more competitive and validate increased duties. An additional \$1-1.50 for Deputy Clerk and \$1.00 for Office Assistant pending Commission agreement.
 - Recommends additional raises for Public Works staff next year.
- We will receive remainder of grant funds in coming FY.
- Public Works has purchase request for this FY at table.

V. Additions and Deletions

- Approve Heather Roberts for Hire, Approve payment for Heather Roberts and move Budget discussion to end of meeting.

VI. Approval for hire – Heather Roberts

MOTION by Commissioner Anderson, 2nd by Commissioner Jones to “Hire Heather Roberts as part time Town Clerk/Treasurer for 25 hours/week at a rate of \$44.00/hr.”

Roll Call: Commissioner Anderson-yes; Ingram-yes; Jones-yes; Vice Mayor Calenda-yes. **MOTION Passed**

VII. Approval for Payment

- Invoice from Heather Roberts for services rendered last month

MOTION by Commissioner Anderson, 2nd by Commissioner Jones to “pay invoice from Heather Roberts \$3585.00 for 47 hrs. for the past month.

Roll Call: Commissioner Anderson-yes; Ingram-yes; Jones-yes; Vice Mayor Calenda-yes. **MOTION Passed**

VIII. Budget-discussion led by Commissioner Ingram

- Updates made to worksheets from 8/23 Commission and 9/6 Finance Committee.
 - 44 Police Services zeroed out due to new agreement with Sheriff (BCSO).
 - 62 Commission expenses (FL League of Cities) raised to \$1000.
 - 70-72 Admin Payroll adjustments-need to adjust if 90-day probation increase and 5% raise at 1 yr anniversary is agreed upon.
 - 76 Legal ads increased to \$5,500 for –prior yr inadequate.
 - 84 Admin contracts increased to add for Sage Accounting contracts.
 - Other IT items added as noted and broken out in appropriate line items (see comments in last column of worksheet) to include monitors \$1,800 and Constant Contact email communication \$500.
 - 102, 103, 104 Public Safety Increase Registration, Insurance, maintenance, gas, for police cars to \$6,000.
 - 105 PD Radio and Dispatch zeroed out.
 - 122, 125, 126 Public Works Payroll adjustments -need to adjust if 90-day probation increase and 5% raise at 1 yr anniversary is agreed upon.
 - 144 PW Education/training increase to \$1500.
 - 149 Capital Equipment – 1 computer replacement add \$2000.
 - 152-153 for total replacement of 3 roofs and 2 septic systems.
- Discussion on how to manage the \$150,000 Public Service savings. What are options?
 - Reduce tax base.
 - Line items 26-27 half cent sales tax and revenue sharing added in.
 - 9.6 current advertised proposed millage – Finance recommends reducing to 9.2523 –but there are still many unknowns with public service decisions.
- Richard Jones
 - Explained that rollback rate + 10% is always available annually. Rollback = last years tax + 10% and available indefinitely.
 - Thinks \$175,000 contingency is too much.
 - Wants commission to reconsider line 59 re HWCH operation/maint.
 - Mary Murphy said that the Finance Committee discussed line 59 and found justification. It is net zero at year-end regardless - Misc. revenue - HWCH user fees is \$20,000 and ops and maintenance and utilities cost is \$20,000.
 - Objects to rollback + 5%. Believes rollback would be sufficient.
 - Wants to add a contract administrator/Police Chief to be added to educate BCSO on ordinances and provide extra policing.
- Commissioners requested that recommended changes be added and that a Preliminary budget be presented to/by Commission prior to preliminary hearing, including staff probationary and annual increases, IT changes and show contingency with several numbers. reduce line 59 from \$17,000 to \$7,000.
 - Mary Murphy said that the Finance Committee discussed line 59 and found justification but cant recall specifics. Recommends reducing from \$17,000 to \$7,000. It is net zero at year-end regardless - Misc. revenue - HWCH user fees is \$20,000 and ops and maintenance and utilities cost is \$20,000.
- Public Works Supervisor Losee requesting \$26,000 be added to budget for purchasing a Hydro Jet Culvert cleaner. Commission decided to reevaluate request during FY 2024 budget process.

- Commission requests the following adjustments be made to the budget and discussed prior to the Preliminary hearing:
 - Add salary increases
 - Add \$2,300 for IT new items
 - Adjust Millage and keep Contingency at \$175,000

FY2022 Budget Purchase Request:

- Public Works sold old backhoe for \$2,000 and is requesting \$3,000 for current year - FY22 to replace aged and broken equipment-pole saw, backpack blower, chain saw.

MOTION by Commissioner Anderson, 2nd by Commissioner Jones to “Allow Supervisor Losee to purchase equipment and keep within the current year budget.”

Roll Call: Commissioner Anderson-yes; Ingram-yes; Jones-yes; Vice Mayor Calenda-yes. **MOTION Passed.**

Next Meetings:

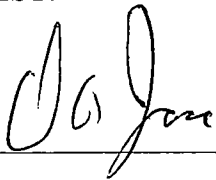
Friday September 9 at 7:00 PM Special Commission to review final preliminary budget.

Monday, September 12 at 6:30 - Preliminary Budget hearing.

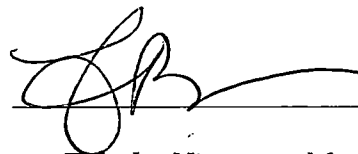
IX. Adjourn at 8:00 pm

If an individual decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, a record and transcript of the proceedings will be required and the individual will need to ensure that a verbatim record and transcript of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based and will be acceptable in a court of law (FS286.0105). Such person must provide a method for recording and transcribing the proceedings verbatim as the Town does not provide such a record or transcript. In accordance with the Americans Disabilities Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, within a reasonable time prior to the meeting contact the Office of the Town Clerk (321) 723-8300.

ATTEST:



David Jones, Commissioner



Tabitha Niemann, Mayor