

TOWN OF MELBOURNE VILLAGE
MINUTES
Special Commission Meeting
Thursday April 20, 2023
6:30 PM – Town Hall

- I. Call to Order at 6:30 by Mayor Ditty
- II. Pledge of Allegiance led by Mayor Ditty
- III. Roll Call Present: Commissioners Anderson, Foster, Ingram, Jones, Muzzone, Vice Mayor Calenda and Mayor Ditty
- IV. Hiring of Code Enforcement Officer

Discussion ensued regarding parameters for hiring a Code Enforcement Officer (CEO) as a Part-Time Town employee as required. (Town Code, Chapter 2, Article III)

The goal of the Code Enforcement Board is to achieve voluntary compliance when a code is not adhered to, beginning with the CEO meeting with the resident found in violation and offering solutions and a timeline for compliance. Formal documentation will occur at the CEO's discretion if timely compliance is not met.

The Code Enforcement process is as follows:

1. Observation of non-compliance by CEO or report from individual passed to CEO - not anonymous per state statute.
 2. CEO meets with and works with offender to provide options for compliance and a date for completion via conversation.
 3. When date is reached, CEO revisits offender. If compliance is met, issue is closed. If not, CEO determines if more time for compliance may be in order. After a reasonable amount of time has passed and issue has not been satisfactorily closed, the issue may be formally documented, and a certified letter sent. At this time, the CEO may give more time for compliance or determine if issue goes to Code Enforcement Board for a hearing.
- A fine structure may need to be created.
 - Vice Mayor Calenda has several questions/comments:
 1. What types of issues go to the Board? Answer: Building issues can be handled by the Building Official. If not mediated, the issue can be referred to the CEO for further action. Other issues are referred to the CEO directly.
 2. There are some outdated codes in need of revision. Answer: Paula Bailey, Code Enforcement Board Chair stated that these are in process of review and revision.
 3. Who reviews whether or not a permit has been issued? Answer: can be the CEO. Commissioner Muzzone suggested that the Building Permit verbiage be modified to require it be posted in a place visible from the street until finalled.

4. Believes we may have a low number of violations. Commissioner Anderson stated that residents do not want to turn their neighbors in.
 5. Does not want Code Enforcement to turn us into an HOA – that is, become beyond reasonable.
- Commissioner Ingram asked, how would we deal with precedence/grandfathering?
Answer: The Town Codes have been the Codes for decades and violations need to be addressed.
 - Regarding salary, the average wage in the area for a Code Enforcement Officer with FACE Certification is \$25/hr.
 - Malabar’s Town Manager acts as their CEO.
 - Grant/Valkaria has a part-time CEO at \$25/hr. who also works full time for the City of Melbourne. Sometimes zero hours are required in a week.
 - Melbourne Beach’s Town Manager acts as their CEO because they have not been able to fine and hire someone at \$16/hr.
 - The job description has been drafted by the Code Enforcement Board and still needs to be finalized and approved by the Commission. Vice Mayor Calenda recommends that the job description include that the CEO duties are to administratively support the Code Enforcement Board.


MOTION by Vice Mayor Calenda, Second by Commissioner Anderson to “Press forward with hiring a Part-Time Employee who is a Certified Code Enforcement Officer at an advertised rate of \$18-\$24/hr., subject to annual renewal. Hours initially will be 2-4/week. Employee will share Public Works ATV for transportation and will be given a Town owned iPad. Position is pending approval by the Finance Committee and Town Attorney.”

Roll Call: Commissioner Anderson, YES; Ingram, YES; Jones, YES; Muzzzone, YES; Vice Mayor Calenda, YES; Mayor Ditty, YES. **MOTION CARRIED.**

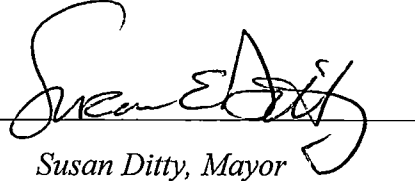
V. Adjournment 7:48 pm

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:



Valerie Calenda, Vice Mayor



Susan Ditty, Mayor