

**ORDINANCE 2015-02**

**AN ORDINANCE OF THE TOWN OF MELBOURNE VILLAGE, BREVARD COUNTY, FLORIDA  
AMENDING THE FEE SCHEDULE FOR SERVICES OR USER CHARGES FOR MUNICIPAL  
SERVICES AND GRANTING ADMINISTRATIVE AUTHORITY FOR SUCH CHANGES; AND  
PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, §119.07(1)(b), Florida Statutes provides authority for service or user charges for municipal services and grants administrative authority for such charges; and,

**WHEREAS**, The Town of Melbourne Village Charter, Section 2.11(5) requires an Ordinance to set service or user charges for municipal services or grant administrative authority for such fees; and

**WHEREAS**, This Ordinance is in the interest of the public good;

**NOW, THEREFORE, BE IT ENACTED BY THE TOWN COMMISSION OF THE TOWN OF  
MELBOURNE VILLAGE, BREVARD COUNTY, FLORIDA AS FOLLOWS:**

1. The above recitals are true and correct and are hereby adopted and made an integral part of this Ordinance.
2. Ordinance 2009-02 of the Town of Melbourne Village is hereby repealed and replaced in it's entirety.
3. **ENFORCEMENT** - The Town Clerk, or designee, is charged with the responsibility of enforcement of this ordinance.
4. There is hereby granted to the Town Commission administrative authority to establish fees, and to amend such fees from time to time, by ordinance or resolution for the following:
  - a. Copies of Public Records – to include charges for copies and service charges for research and redaction.
  - b. Other copies – other use of the Town copy equipment.
  - c. Notary Fees
  - d. Building Inspections
  - e. Use of Town equipment and/or personnel for non-municipal purposes
  - f. Rental of the Hester Wagner Community House
5. The Town Commission establishes the attached Schedule of Fees which shall be effective upon adoption of this ordinance.
6. In any circumstance where there is a maximum permitted charge stated in Florida Law the Town fee for such service shall not exceed the lawful maximum.
7. All fees collected shall be processed as normal receipts of the general fund, and all financial policies regarding such shall apply.
8. **SEVERABILITY** - The various sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, subsection, or a clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.
9. **CONFLICTS** - Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent necessary to give full force and effect to this Ordinance. This list of fees is not to be considered exclusive. Fees authorized in other Town codes and ordinances are not to be considered in conflict by virtue of not being included herein, and are specifically not repealed by this ordinance.
10. **EFFECTIVE DATE** - This Ordinance shall take effect immediately upon passage at the second reading.

ADOPTED on the first reading this 28<sup>th</sup> day of July, 2015.

PASSED on the second reading this \_\_\_ day of August, 2015.

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Rand Carroll  
Mayor

ATTEST:

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Gail E. Griswold  
Town Clerk/Treasurer

## SCHEDULE OF FEES IN EFFECT JUNE 2015

**Public Records** – all fees shall be in accordance with s. 119.07.

Service requiring less than 15 minutes of time will be charged copy costs of:

8-1/2x11 or 8-1/2x14 Copy	\$0.15 per copy
8-1/2x11 or 8-1/2x14 Double Sided	\$0.20 per copy
Color Copies	\$0.15 additional per 8½x11 copy or equivalent
11 x 17 Copy	\$0.20 per copy
Double Sided Copies	twice the rate above for single sided copy
Certified Copies	\$1.00 per copy
Audio Tape Duplication	90 minute tape to be provided by requester
Computer Disk Duplication	Computer Disk to be provided by requester
E-mail or save-to-provided-disk or thumb drive	No Charge

Service requiring more than 15 minutes of time will be charged the following in addition to copy costs:

**SERVICE CHARGE** – A fee based on the custodian's or his/her designee's rate of pay will be charged for extensive time, use of information technology, resources, or clerical labor. Extensive means more than 15 minutes to locate, review for confidential material, remove confidential material, copy and refile the requested material. Charges will be calculated at the current rate of pay for both the records custodian and/or his/her designee. Estimated cost of extensive research and copying must be paid in advance. Any differences will be collected or refunded when the material is picked up.

### OTHER COPYING CHARGES

The Town will provide incidental copies for residents of personal documents at the above rates. The staff may decline to provide such service if the available machine is not functioning well or for extensive copying.

In recognition of the role of the AHF as a non-governmental provider of governmental type services to the residents of the Town, the copy charge to the AHF shall be \$0.10 per 8½ x 11 one sided color copy or equivalent, provided the AHF supplies the paper.

### BUILDING PERMIT ADMINISTRATIVE SERVICES

An administrative fee for notarizations on building permits will be assessed at \$10.00 per permits pulled by a contractor. Owner/Builder permits will have no administrative fees attached.

### NOTARY SERVICES

Fees for notary services are assessed in accordance with Chapter 117.05 and 117.045 Florida State Statutes

Simple notary services in Town Office - \$10.00 to non-residents - residents at no charge

### BUILDING INSPECTIONS

Building Inspections shall be charged at the current rate per inspection approved by the Commission to be paid to the inspector plus an administrative charge of \$10.00.

### PUBLIC WORKS EQUIPMENT AND PERSONNEL

From time to time it may be determined that it is appropriate to the goals of the public good for the Town Public Works staff to assist residents with tasks on their property. This is not intended to replace the work of private contractors, but to deal with immediate situations, assist residents in simple matters such as cutting off a tree branch, and alleviate potential emergencies such as flooding. The Town Superintendent shall, in consultation with the Mayor, determine the appropriateness of such requests and consider them in light of other demands on the department's time. The following fees shall apply to such services, and may be pro-rated in 15 minute increments, including set up and clean up. The Town Superintendent may, in consultation with the Mayor or Town Treasurer adjust these fees downwards, as when the equipment is already in the area and the request is simple, or upwards, as when the actual cost of providing the service will exceed the stated fee. All fees shall be quoted and agreed to prior to work.

For major equipment such as the Massey or the vacuum system -- \$75 per hour which shall include the equipment and operator(s).

For labor with small equipment such as chain saw, shovel, pump, mower, etc. -- \$30 per hour per Public Works employee, including equipment. (Note: it is specifically NOT intended that the Town will operate a lawn mowing service. This service would be provided only in unusual circumstances – house in transition between owners, etc. – not on a regular or frequent basis for the same person.)

Use of the Town truck to pick up or deliver something, dump runs, etc. -- \$30 per hour. May only be operated by a Town employee or official.

All Public Works Services will bill at a minimum of 1 hour, unless the equipment and labor are already on-site for a public purpose.

### DECK SECTIONS

\$15 for one panel, or \$30 for more than one, rental to be for one day, to be used inside Melbourne Village, and to include delivery and pickup but not set-up. No charge would be made to the AHF for AHF functions if they pick it up and return it.

# Hester Wagner Community House

## Current Fees

DAY OF THE WEEK	DAYTIME (7AM-4PM)	EVENING (5 PM-11 PM)	FULL DAY ( 7AM-11PM)
Monday	\$25.00	\$25.00	\$50.00
Tuesday	\$25.00	\$25.00	\$50.00
Wednesday	\$25.00	\$25.00	\$50.00
Thursday	\$25.00	\$25.00	\$50.00
<b>Friday</b>	\$25.00	<b>\$35.00</b>	<b>\$70.00</b>
<b>Saturday</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$70.00</b>
<b>Sunday</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$70.00</b>
3 Hour Weekday Rental	\$15.00	N/A	N/A

EVENT	REFUNDABLE DEPOSIT
Dance Groups, Meetings etc.	\$50
Individual Parties	\$100

## Fees Beginning Oct. 1, 2015

Dance Groups, Meetings etc.			
DAY OF THE WEEK	DAYTIME (7AM-4PM)	EVENING (5 PM-11 PM)	FULL DAY ( 7AM-11PM)
Monday	\$25.00	\$30.00	\$50.00
Tuesday	\$25.00	\$30.00	\$50.00
Wednesday	\$25.00	\$30.00	\$50.00
Thursday	\$25.00	\$30.00	\$50.00
<b>Friday</b>	\$25.00	<b>\$40.00</b>	<b>\$75.00</b>
<b>Saturday</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$80.00</b>
<b>Sunday</b>	<b>\$40.00</b>	<b>\$40.00</b>	<b>\$80.00</b>
3 Hour Weekday Rental	\$15.00	N/A	N/A

Individual Parties			
DAY OF THE WEEK	DAYTIME (7AM-4PM)	EVENING (5 PM-11 PM)	FULL DAY ( 7AM-11PM)
Monday	\$25.00	\$30.00	\$50.00
Tuesday	\$25.00	\$30.00	\$50.00
Wednesday	\$25.00	\$30.00	\$50.00
Thursday	\$25.00	\$30.00	\$50.00
<b>Friday</b>	\$25.00	<b>\$50.00</b>	<b>\$75.00</b>
<b>Saturday</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$90.00</b>
<b>Sunday</b>	<b>\$50.00</b>	<b>\$50.00</b>	<b>\$90.00</b>
3 Hour Weekday Rental	\$15.00	N/A	N/A

EVENT	REFUNDABLE DEPOSIT
Dance Groups, Meetings etc.	\$50
Individual Parties	\$100