



TOWN COUNCIL AGENDA REGULAR MEETING

THURSDAY
JULY 18, 2024 – 2:00 P.M.

TOWN COUNCIL CHAMBERS
4300 S. ATLANTIC AVENUE, PONCE INLET, FL

SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town’s various boards may attend and speak at this meeting.

A complete copy of the materials for this agenda is available at Town Hall.

1. CALL TO ORDER.
2. PLEDGE OF ALLEGIANCE.
3. ROLL CALL.

NOTE: Citizens who wish to speak during Public Participation about any subject that is not on the meeting agenda should fill out the Citizen Participation Request form and submit it to the Town Clerk prior to the start of the meeting.

4. ADDITIONS, CORRECTIONS OR DELETIONS TO THE AGENDA.

5. **CITIZENS’ PARTICIPATION** - *The Town of Ponce Inlet encourages engagement by citizens via a variety of means. This is an opportunity for our citizens to talk to us collectively on any subject that is not identified on the meeting agenda. The Town’s Rules for Conducting Town Council meetings are set forth in Resolution 2021-11 and include the following guidelines:*

- *Citizens are provided with **5 minutes** at each meeting to speak on one or more issues that are not otherwise placed on the meeting agenda.*
- *Please introduce yourself with your name and address clearly for the record.*
- *Share with us your thoughts, ideas, and opinions; we want to hear them.*
- *Under our rules, all questions and comments are directed to the Mayor.*

While some questions may be able to be addressed at this meeting, others may require research or more information than we have readily available from our staff, so we may have to defer the response to you until we have that information. Also, depending on the type of issue, we may place the matter on a properly noticed subsequent meeting agenda. As a Council, we welcome the opportunity to hear from you and hope you will speak with us not only during Citizen Participation but outside of these meetings. We understand the formal nature of this meeting, but rest assured, we want to hear from you, we want to address your concerns, and we are appreciative of your involvement.

6. **PROCLAMATIONS, PRESENTATIONS, AND AWARDS:**

A. Coastal armoring, by Volusia County Chair Jeff Brower

7. **CONSENT AGENDA** - *Items on the consent agenda are defined as routine in nature that do not warrant detailed discussion or individual action by the Council; therefore, all items remaining on the consent agenda shall be approved and adopted by a single motion, second and vote by the Town Council. Items on the consent agenda are not subject to discussion. **Any member of the Town Council may remove any item from the consent agenda simply by verbal request at the Town Council meeting.** Removing an*

item from the consent agenda does not require a motion, second or a vote; it would simply be a unilateral request of an individual Council member and this item would then be added as the last item under New Business. As with all agenda items, the public will have the opportunity to comment prior to a motion being placed on the floor and their comment(s) may persuade the Council to remove the item from the Consent Agenda and place under New Business for discussion.

- A. Approval of the Town Council Regular meeting minutes. – June 20, 2024.
 - B. Approval of the Town Council Preliminary Budget Workshop minutes. – June 26, 2024.
 - C. Declaration of police vehicle as surplus property.
8. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE MEETING: *None.*
9. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS: *None.*
10. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS: *None.*
11. ORDINANCES (FIRST READING) AND RESOLUTIONS:
- A. Resolution 2024-13 – Authorizing the creation of a Disaster Recovery fund and a transfer of appropriations within the Town’s budget for Fiscal Year 2023-2024.
 - B. Resolution 2024-14 – Adopting a proposed millage rate for Fiscal Year 2024-2025.
12. OLD BUSINESS: *None.*
13. NEW BUSINESS:
- A. Discussion – Ponce Inlet Business Hours and Vision Statement.
 - B. Discussion – Code enforcement hearing process through a Special Magistrate.
 - C. Discussion – Purchasing thresholds.
 - D. Request to change the December 2024 Regular Town Council meeting date. – *requested by Councilmember Milano*
14. FROM THE TOWN COUNCIL:
- A. Vice-Mayor Smith, Seat #5
 - B. Councilmember Villanella, Seat #4
 - C. Councilmember White, Seat #3

D. Councilmember Milano, Seat #2

E. Mayor Paritsky, Seat #1

15. FROM THE TOWN MANAGER.

16. FROM THE TOWN ATTORNEY.

17. CITIZENS' PARTICIPATION - *The Town of Ponce Inlet encourages engagement by citizens via a variety of means. This is another opportunity for our citizens to talk to us collectively for **2 minutes** before closure of this meeting regarding reports provided by the Town Council, Town Manager, or Town Attorney in items 14-16 (only) of the meeting agenda.*

18. ADJOURNMENT.

Upcoming Town Council meeting(s) and Important date(s):

- Tuesday, July 16, 2024, 10:00 AM – 2nd Special Budget Workshop
- Thursday, August 8, 2024, 6:00 PM – Town Hall Meeting
- Thursday, August 22, 2024, 2:00 PM – Regular Council Meeting

*If a person decides to appeal any decision made by the Town Council with respect to any matter considered at a meeting or hearing, he/she will need a record of the proceedings and that for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons who require accommodation to attend this meeting should contact the Ponce Inlet Town Hall at 236-2150 **at least 48 hours prior to the meeting** to request such assistance.*



Meeting Date: 7/18/2024

Agenda Item: 7

Report to Town Council

Topic: Consent Agenda

- A. Approval of the Town Council Regular meeting minutes – June 20, 2024.
- B. Approval of the Town Council Preliminary Budget Workshop minutes – June 26, 2024.
- C. Declaration of police vehicle as surplus property.

Summary: See attached staff reports.

Suggested motion: To approve the Consent agenda as presented.

Requested by: Ms. Cherbano, Town Clerk
Chief Glazier, Police Chief

Approved by: Mr. Disher, Town Manager



Town of Ponce Inlet
Town Council
Regular Meeting Minutes
June 20, 2024

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1. CALL TO ORDER: Pursuant to proper notice, Mayor Paritsky called the meeting to order at 2:00 p.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

2. PLEDGE OF ALLEGIANCE: Mayor Paritsky led the Pledge of Allegiance.

3. ROLL CALL:

Town Council:

- Mayor Paritsky, Seat #1
- Councilmember Milano, Seat #2
- Councilmember White, Seat #3
- Councilmember Villanella, Seat #4
- Vice-Mayor Smith, Seat #5

Staff Members Present:

- Ms. Alex, Cultural Services Manager
- Mr. Baker, Building Official
- Ms. Cherbano, Town Clerk
- Mr. Disher, Town Manager
- Mr. Dunlap, Acting Public Works Director
- Ms. Gjessing, Assistant Deputy Clerk
- Chief Glazier, Police Chief
- Ms. Hall, Assistant Finance Director
- Ms. Hugler, Fire Department Office Manager
- Deputy Chief Landreville, Deputy Fire Chief
- Ms. McColl, Finance Director
- Mr. Okum, IT Director
- Chief Scales, Public Safety Director
- Attorney Shepard, Town Attorney

Other representatives present:

- Ms. Monica Paris, Daytona Beach Commissioner, Zone 1
- Mr. Bobby Ball, President of Zev Cohen and Associates
- Mr. Brad Blais, Water & Utilities Market Leader for Mead & Hunt
- Mr. Andrew Kalel, Sunrise Consulting Group

Mayor Paritsky acknowledged and thanked Ms. Monica Paris, Daytona Beach Commissioner, Zone 1, for her attendance.

4. ADDITIONS, CORRECTIONS, OR DELETIONS TO THE AGENDA: Item 13-A was moved to Item 8-A; approved as amended.

46
47 Mayor Paritsky moved to approve the agenda as amended; seconded by Councilmember
48 Villanella; The motion PASSED 5-0, consensus.
49

50 **5. CITIZENS PARTICIPATION:** Mayor Paritsky opened citizens participation – Craig
51 Sandman, 37 Ocean Way Drive, thanked all involved for handling the previously mentioned trash
52 can situation at Lighthouse Point Park. He stated there has been a recent increase in aggressive
53 solicitors and asked whether Chief Glazier would address the situation. He also questioned what
54 could be done to ensure vehicles yield to pedestrians on South Atlantic Avenue given that the road
55 is maintained by Volusia County. Chief Glazier explained that every solicitor is required to be
56 permitted by the Town, but most do not acquire the necessary approval; he instructed residents to
57 reach out to the Police Department upon encountering an unpermitted solicitor, since they are
58 considered suspicious persons. Chief Glazier also mentioned he will research installing flashing
59 crosswalk lights on some crosswalks but advised it would require County approval;
60 Councilmember White stated the crosswalk strips should also be repainted. Charles Burge, 4670
61 Links Village Drive Unit B702, provided a [presentation on disabilities](#); he explained the difference
62 between some disabilities and how they are viewed by others; he provided the disability statistics
63 for the State of Florida and how this relates to Ponce Inlet veterans and residents. Mr. Burge
64 provided some options for beach accessibility to be more inclusive to those with disabilities. Larry
65 Fornari, 121 Ponce De Leon Circle, provided Council with the history of the property next door to
66 his, the permit for which he is in the process of appealing. He further voiced his concern with the
67 appeal process itself, stating his belief that the delay in the appeal process is counterintuitive to the
68 issue being resolved, and that there should be an expedited process. Mr. Disher confirmed a stop
69 work order has been posted to the property involved in the appeal. Mark McCarty, 4628 Harbour
70 Village Blvd Unit 2506, discussed aging and how it impacts the construction industry. Mayor
71 Paritsky closed citizens participation.

72
73 **6. PROCLAMATIONS, PRESENTATIONS, AND AWARDS:**

74
75 **A. Mayor’s Proclamation Report:** Mayor Paritsky declared the month of July 2024
76 as *Recreation and Parks Month*.

77
78 **B. Stormwater Drainage Update:** Chief Scales introduced Bobby Ball, President of
79 Zev Cohen and Associates, which the Town had hired to study the existing stormwater drainage
80 systems of several areas in Ponce Inlet and design improvements for others. Mr. Ball provided an
81 update on the progress of the Town’s stormwater drainage improvements and the history
82 surrounding the project. He stated that Phase 2 of the pipe cleaning process has been completed as
83 well as an analysis of Michael Lane in the Oceanside Village area. The Las Olas retention pond
84 and the Kelly Bea drainage easements were also addressed; he explained that due to the grade of
85 both, the only options are either to pump the water out once the Kelly Bea drainage easements are
86 full, or to install a pipe with a one-way valve. He mentioned some on-going projects include the
87 once-way flap valves to be installed on Old Carriage Road and Anchor Drive, and the muck
88 removal in the three Town-owned ponds. These plans are under review and will be put out to be
89 bid for construction later in the year. Councilmember Villanella questioned if the sediment in the
90 swales and basins prevents the water from draining quickly and whether this is a maintenance item.
91 Mr. Ball stated the sediments can impact the drainage and that occasional maintenance would be

92 worthwhile. Councilmember White reviewed the Town’s swales and stormwater policy, and
93 questioned Attorney Shepard on whether there is anything the Town could do to encourage
94 homeowners to keep up the required retention areas on their properties; Attorney Shepard provided
95 examples of ways the Town could legally enforce the retention upkeep but emphasized the work
96 being done would have to be consistent with the policies of all agencies involved. Councilmember
97 White asked if height could be added to the top rim of the existing retention areas to increase their
98 volume; Mr. Ball explained the difficulties surrounding this. Councilmember Milano commented
99 on the history of the Town’s stormwater retention areas. Mayor Paritsky opened public
100 participation – hearing none, public participation was closed.

101
102 Mr. Disher explained the retention requirements and encouraged residents to ask the Planning &
103 Development Department for a copy of their original home building permit, on which the drainage
104 areas will be clearly indicated.

105
106 **7. CONSENT AGENDA:** Mayor Paritsky asked if there was any item Council would like to
107 remove from the consent agenda; there were no requests. Mayor Paritsky asked if there were any
108 requests from the public – there were none.

- 109
110 **A. Declaration of vehicles as surplus property.**
111
112 **B. Approval of the Town Council Regular meeting minutes – May 7, 2024.**
113
114 **C. Approval of the Joint Town Council – Planning Board Special meeting**
115 **minutes – June 4, 2024.**

116
117 Mayor Paritsky moved to approve the Consent Agenda as presented; seconded by Councilmember
118 Villanella; The motion PASSED 5-0, consensus.

119
120 **8. OLD/NEW BUSINESS ITEMS PREFERRED AT THE BEGINNING OF THE**
121 **MEETING: (moved from item 13-A)**

122
123 **A. Discussion – Renewal of Contract for Government Affairs Consultant.** – Mr.
124 Disher provided the history of the Town’s working relationship with Sunrise Consulting Group
125 (SCG). Staff is proposing to renew the contract but is requesting direction on the length of the
126 renewal term. Mayor Paritsky expressed her desire to not have an interruption in SCG’s services,
127 thereby supporting a 12-month renewal period. There was then a brief discussion regarding the
128 potential use of a piggy-back contract. Councilmember Villanella and Councilmember White
129 stated their support for the 12-month renewal, emphasizing the importance of uninterrupted
130 services. Councilmember Milano stated he would ideally have a piggy-back contract prior to
131 putting the project out for bid; a brief discussion followed regarding the timeline to renew the
132 contract. Andrew Kalel, representative for Sunrise Consulting Group, thanked Council and stated
133 he enjoys representing Ponce Inlet. Mayor Paritsky opened public participation – hearing none,
134 public participation was closed.

136 Councilmember White questioned if something may be missed between now and the renewal of
137 the contract. Mr. Disher stated the budget could be reviewed for a transfer of funds to guarantee
138 there is no gap, under Council’s direction.

139
140 There was Council consensus for a 12-month contract renewal, beginning as soon as possible.

141
142 **9. PUBLIC HEARINGS / QUASI-JUDICIAL MATTERS:** *None.*

143
144 **10. PUBLIC HEARINGS / NON-QUASI-JUDICIAL MATTERS:**

145
146 **A. Resolution 2024-10.** Attorney Shepard read Resolution 2024-10 by title only. **A**
147 **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET,**
148 **FLORIDA, RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL**
149 **PROTECTION CLEAN WATER STATE REVOLVING FUND LOAN PROGRAM;**
150 **MAKING FINDINGS; ADOPTING THE FACILITY PLAN AND CAPITAL FINANCING**
151 **PLAN FOR THE IMPLEMENTATION OF SEPTIC-TO-SEWER PHASE 1 AND 2**
152 **PROJECTS; DESIGNATING AN AUTHORIZED REPRESENTATIVE; PROVIDING**
153 **ASSURANCES; AND PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN**
154 **EFFECTIVE DATE.** – Mr. Disher explained this is part of the Town’s application to the
155 Department of Environmental Protection (DEP) for the sewer construction loan. Part of the
156 application is the sewer Facility Plan and Capital Financing Plan. Mr. Brad Blais, representative
157 for Mead Hunt, provided a [presentation](#) to summarize the difference between the two resolutions
158 being presented for adoption. He stated that resolution 2024-10 is for the adoption of the Facility
159 Plan which evaluates the demographic and environmental conditions. He also provided an
160 explanation regarding the Capital Financing Plan and 100% Principal Forgiveness Loan. He
161 informed Council that resolution 2024-11 is for the application itself and the standard fees and
162 contingencies that come with it. He provided a brief synopsis on the projects which are referred to
163 as Phase 1 and Phase 2 Sewer Retrofit Projects, and pointed out the different locations this project
164 serves. Mr. Blais stated the total estimated cost is \$10.46 million, which is the current sum of the
165 loan. Mr. Blais informed Council the construction period is approximately one year starting from
166 the receipt of bids. Councilmember Villanella and Mr. Blais discussed the purpose of this and
167 clarified it is a resiliency grant. Vice-Mayor Smith requested information on how the Town will
168 provide maintenance of the sewer project when it is under the jurisdiction of Volusia County; Mr.
169 Blais explained this is completed through the Town’s interlocal agreement with the City of Port
170 Orange which stipulates everyone’s roles and responsibilities in the project.

171
172 Mayor Paritsky opened public participation – hearing none, public participation was closed.

173
174 Councilmember Villanella moved to approve Resolution 2024-10 authorizing the Septic-to-Sewer
175 Phase 1 and 2 Facility Plan and Capital Financing Plan as presented; seconded by
176 Councilmember White. The motion PASSED, 5-0 with the following vote: Councilmember
177 Villanella – yes; Councilmember White – yes; Mayor Paritsky – yes; Councilmember Milano –
178 yes; Vice-Mayor Smith – yes.

179
180 **B. Resolution 2024-11.** Attorney Shepard read Resolution 2024-11 by title only. **A**
181 **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET,**

182 **FLORIDA, RELATING TO THE FLORIDA DEPARTMENT OF ENVIRONMENTAL**
183 **PROTECTION CLEAN WATER STATE REVOLVING FUND LOAN PROGRAM;**
184 **MAKING FINDINGS; AUTHORIZING THE TOWN MANAGER TO SUBMIT A LOAN**
185 **APPLICATION; AUTHORIZING THE LOAN AGREEMENT; DESIGNATING AN**
186 **AUTHORIZED REPRESENTATIVE; PROVIDING ASSURANCES; AND PROVIDING**
187 **FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**– Mayor Paritsky
188 explained this has already been addressed in Mr. Blais’s presentation and provided the opportunity
189 for questions or comments.

190
191 Mayor Paritsky opened public participation – hearing none, public participation was closed.

192
193 Councilmember Villanella moved to approve Resolution 2024-11 as presented; seconded by
194 Councilmember White. The motion PASSED, 5-0 with the following vote: Councilmember
195 Villanella – yes; Councilmember White – yes; Mayor Paritsky – yes; Councilmember Milano –
196 yes; Vice-Mayor Smith – yes.

197
198 **11. ORDINANCES (FIRST READING) AND RESOLUTIONS:**

199
200 **A. Resolution 2024-12.** Attorney Shepard read Resolution 2024-12 by title only. **A**
201 **RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET,**
202 **VOLUSIA COUNTY, FLORIDA, AUTHORIZING SUPPLEMENTAL AND TRANSFER**
203 **APPROPRIATIONS TO THE TOWN’S BUDGET FOR FISCAL YEAR 2023-2024;**
204 **PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND**
205 **PROVIDING FOR AN EFFECTIVE DATE.** – Mr. Disher explained this resolution comes from
206 taking a mid-year look at the budget and evaluating where things need to shift around. He
207 explained the majority is allocated for replenishing the South Peninsula Sidewalk project funds, as
208 a portion of those funds were previously borrowed to pay for hurricane-related damage rather than
209 using General Fund reserves. He further elaborated that now that almost all reimbursements from
210 FEMA have been received, staff is proposing to transfer this funding back from where it was
211 borrowed.

212
213 Mayor Paritsky opened public participation – hearing none, public participation was closed.

214
215 Councilmember White moved to approve Resolution 2024-12 mid-year budget adjustment for FY
216 23/24; seconded by Councilmember Milano. The motion PASSED, 5-0 with the following vote:
217 Councilmember White – yes; Councilmember Milano – yes; Mayor Paritsky – yes; Councilmember
218 Villanella – yes; Vice-Mayor Smith – yes.

219
220 **12. OLD BUSINESS:**

221 **A. Update on Harbour Village CSA cost-participation request** – Mr. Disher
222 provided a summary on the previous discussions regarding this item. He clarified that because the
223 dune walkover is not owned by the Town, the Town’s contribution would not be eligible for FEMA
224 reimbursement in case of damage, and the walkover would not be subject to ADA accessibility
225 standards even with the use of public funds. Mayor Paritsky invited the Harbour Village CSA
226 representatives to provide additional information. Milagros Gerena, 4625 Riversedge Village Lane
227 Unit 5406, and Jeffrey Wilner, 4670 Links Village Drive Unit B102, representatives for the

228 Harbour Village CSA were present. Mr. Wilner introduced Ms. Gerena as CSA Treasurer, and
229 himself as Vice-President. He thanked all Harbour Village residents for their attendance and asked
230 Council if they had questions. Councilmember White asked if an independent firm had been hired
231 to conduct a safety inspection on the current walkover and whether they provided an estimated
232 timeframe left for use; Mr. Wilner stated only their contractor, Cove Point Construction, has
233 completed an inspection and the longevity is contingent on the weather. Mayor Paritsky
234 commented this Harbour Village PUD agreement, which requires the walkover to be open to the
235 public, predates the current Town Council and Manager, and has been a benefit for Ponce Inlet
236 residents. Mr. Wilner added that while it was never stipulated in the agreement, Harbour Village
237 has always taken care of the water bills surrounding this public use space. Discussion ensued
238 between Mayor Paritsky and Mr. Wilner clarifying the history of the PUD agreement and the
239 purpose for the subject request. Councilmember White provided an account from Fort Myers
240 Beach wherein a gentleman was attempting to construct a walkover and applied for a variance
241 twice; he was denied both times and filed a lawsuit as a result, however the judge voted in favor
242 of the Town. Councilmember White asked if the Town agrees to this one-time cost-participation
243 request, would this potentially open other opportunities for non-Town owned properties to make
244 the same request? Attorney Shepard provided comments regarding an occurrence such as the one
245 in Fort Myers Beach. Concerning Councilmember White’s inquiry on the potential precedence this
246 request could set, Attorney Shepard stated that when providing funds to a private entity, it is always
247 discretionary and therefore the Town is held less liable. Attorney Shepard further clarified that
248 when dealing with discretionary funds there is no standard criteria mandating the project benefit
249 everyone. Councilmember White also clarified that if Council moved to include this project in its
250 upcoming budget considerations, this would not guarantee the project will actually be funded and
251 not removed from the final budget. He then voiced his concerns with approving this request,
252 emphasizing the list of budget priorities which take precedence over this funding. Councilmember
253 Villanella asked if the Town were to endorse this, would they be able to require it be maintained;
254 Attorney Shepard stated it would always be under the purview of code enforcement, however the
255 Town would not be allowed to impose an individualized maintenance schedule for this structure
256 that is different from any other property. Councilmember Milano also elaborated his concern with
257 how this would compare with the rest of the budget priorities list. Vice-Mayor Smith commented
258 on the difference between the funds to be spent versus public usage.

259
260 Mayor Paritsky opened public comment – Charles Burge, 4670 Links Village Drive Unit B702 &
261 B502, provided a [presentation](#) commenting on the Harbour Village CSA’s finances. He stated the
262 walkover should be rebuilt with accessibility for all. Christine Pierce, 66 Inlet Harbor Road,
263 provided the Council with a [letter](#) and explained her concerns with the parking, usage of the
264 walkover, and how the funds could be better allocated. Cathy Harvey, 41 Loggerhead Court, stated
265 residents of Loggerhead Court and other members of the public use the walkover, especially since
266 Hurricane Ian, and they would appreciate the consideration of approval.

267
268 Ms. Gerena explained her frustration with comments that had been made regarding the CSA’s
269 finances. She stated Harbour Village takes their finances very seriously and Mr. Wilner concurred,
270 stating they are transparent with their finances and are audited annually. Ms. Gerena also stated
271 their audit reports are routinely sent to the residents upon completion at which point anyone is
272 welcome to ask them questions, but no one has. Mayor Paritsky clarified the financials are not
273 being questioned by Council and only the item at hand is being considered. Discussion continued

274 regarding how this item would relate to the budget priorities list and whether the item should be
275 approved and added to budget consideration, or if the item should be tabled until the budget and
276 millage rate are set. Mayor Paritsky stated if this were approved, she would approve it with
277 conditions of ample signage indicating public use. Discussion ensued regarding the timeline of
278 budget considerations and when this item would be heard again.

279
280 Mayor Paritsky moved to table this item until the regularly scheduled Town Council meeting in
281 August; seconded by Councilmember White. Approved 5-0, consensus.

282
283 **13. NEW BUSINESS:**

284
285 **A. Discussion – Renewal of Contract for Government Affairs Consultant. – moved**
286 *to item 8-A*

287
288 **B. A. Discussion – Beach parking and traffic issues.** Chief Glazier provided a
289 [presentation](#) to update everyone on the increase in traffic and potential beach parking changes. He
290 stated that year after year Florida is one of the top growth states in the country, so it impacts Ponce
291 Inlet regardless of there being a limited number of lots left to build on. He compared traffic
292 statistics from Memorial Day weekend 2023 and 2024, stating there was a 12.4% increase. He
293 noted that the large increase in traffic is dependent on holidays and weather; when there is good
294 weather on a holiday, traffic increases significantly but when the weather is poor, traffic decreases.
295 The tides also play a role in traffic as vehicles may have to evacuate the beach, and this backs up
296 traffic for everyone. Chief Glazier updated Council on the County’s efforts to place license plate
297 readers at all beach entry points from Ormond-by-the-Sea to Ponce Inlet, and their desire for free
298 beach parking for all Volusia County residents. He stated that while it’s not constant, typically
299 Saturdays, Sundays, and holiday weekends from 8:00 AM – 3:00 PM are the most congested times.
300 He pointed out the “choke” points on the map, noting the most congested areas are on S. Atlantic
301 Avenue at Beach Street, Ocean Way Drive, and Lighthouse Drive and at the boat ramp. Chief
302 Glazier noted the most successful solution they have had is having police officers stationed in
303 certain locations. He explained how traffic begins to back up and how it worsens during a holiday.
304 He also stated the stop signs have been installed at the intersection of Ocean Way Drive and S.
305 Peninsula Drive, and this has helped slow down the southbound traffic. Chief Glazier stated the
306 police department will also set out temporary “no parking” signs to help reduce illegal parking
307 during holidays or especially busy times. He provided a few long-term solutions such as replacing
308 old traffic signs with new, highly visible signage. He also explained there is a reflective strip that
309 can be added to existing stop sign poles, which helps make the signs more visible. Increased
310 technology would also help to mitigate unnecessary traffic coming into Town. Finally, he stated
311 the Planning & Development Department would help play a role by preparing amendments to the
312 code to establish parking permits. He elaborated on this point and how it would be beneficial.
313 Councilmember Villanella asked if it would be possible to collaborate with Volusia County on
314 license plate readers to assist in additional staffing costs and signage improvements. Chief Glazier
315 provided a history of his discussions with the County regarding the license plate readers and
316 utilizing the County’s electronic signage device. Councilmember Milano commented that years
317 ago a calming device was suggested on one of the streets, but it was met with opposition from the
318 residents. Mr. Disher added the Town Hall parking lot is used for beach parking during the
319 weekend, and it may be beneficial to look at installing a parking meter system.

320
321 Mayor Paritsky opened public comment – Tony Hynes, 4621 South Atlantic Avenue, stated Chief
322 Glazier provided some excellent options to provide for the greater good and expressed they would
323 be worth funding. Jair Kessler, 81 Buschman Drive, inquired whether commercial lots in Ponce
324 Inlet can charge for parking; Councilmember White explained they are able to. Charles Burge,
325 4670 Links Village Drive Unit B702, suggested exploring ways to generate revenue from visitors
326 to fund these improvements, as Ponce Inlet is intended to be a quiet town. Mayor Paritsky closed
327 public participation.

328
329 Mayor Paritsky commented there have been conversations with Volusia County on potential
330 solutions, and contemplated the implications to Ponce Inlet when they decide to make changes to
331 their own traffic systems.

332
333 **14. FROM THE TOWN COUNCIL:**

334
335 **A. Vice-Mayor Smith, Seat #5** – No further comments.

336
337 **B. Councilmember Villanella, Seat #4** – Councilmember Villanella stated this was a
338 terrific meeting and thanked staff for providing valuable research on the septic-to-sewer system
339 and stormwater drainage improvements.

340
341 **C. Councilmember White, Seat #3** – Councilmember White stated he has been
342 working with Volusia County to get the conservation zone line reset west of the Atlantic Ocean,
343 just south of Beach Street, and provided an explanation. He stated for the record that “after working
344 with Volusia County Council management team Jessica Fentress, Ginger Adair, Jennifer Winters,
345 and Clay Ervin, I was successful in selling my understanding of the [County’s Beach] Habitat
346 Conservation Plan. Thanks to each one of them for working with us.” He provided an explanation
347 on the conservation plan and how the reset of the conservation zone is determined. Councilmember
348 White explained that Mr. Disher, Councilmember Villanella, and himself attended the Volusia
349 County Council meeting on May 17 to address the County Chair’s proposal to allow parking on
350 part of the no-drive beach during the annual Legends Parade. He explained Mayor Paritsky
351 provided the County Council with a letter of opposition to this proposal, and he made a brief
352 presentation at the meeting offering to provide areas in town that could be utilized for additional
353 event parking. He stated that when County Chair Brower made the motion to expand the beach
354 driving, it died for a lack of second. Councilmember White also described a couple webinars he
355 took including topics such as mosquito control and local cyber-security grants. He also spoke about
356 a quarterly ethics training he attended, and some of the information that was discussed.

357
358 **D. Councilmember Milano, Seat #2** – Councilmember Milano thanked the residents
359 for his re-election to the Council. He stated that next month he will be discussing a proposed date
360 change to the regularly scheduled Town Council meeting in December. He explained an email he
361 received from a resident which discussed some Town policies such as the noise ordinance and
362 allowable operating hours for farmers markets and other businesses. He provided a personal
363 account of a noise nuisance he experienced one early morning and encouraged the Town to re-
364 evaluate these policies. Councilmember Milano stated he could not comment on the recent news

365 article regarding the First Step Shelter, but he did provide a brief update to the shelter’s statistics.
366 The shelter has now served 271,051 meals.
367

368 **E. Mayor Paritsky, Seat #1** – Mayor Paritsky described the American Flood
369 Coalition’s 2024 Local Elected Leaders Summit she attended on the Town’s behalf in Washington
370 D.C. She stated that in addition to participating in interactive sessions on ways to build resilience
371 using federal funding, she met with federal officials such as Senator Rick Scott, Representatives
372 Waltz and Cory Mills, and aids of Senator Rubio. Mayor Paritsky then explained her speaking
373 engagement at the Florida Association of Code Enforcement’s annual conference, which was
374 organized in part by David Hooker, who serves as the Town’s Code Compliance Manager and is
375 also the First Vice-President of the Florida Association of Code Enforcement. Next, Mayor
376 Paritsky requested a consensus from Council to take pro-active measures regarding the creation of
377 a possible ordinance detailing restrictions on the recreational use of marijuana, in case the ballot
378 measure was to pass. Council provided a consensus. Mayor Paritsky then reviewed the Town’s
379 current purchasing policies and asked if the overall rise in costs of goods and services should
380 warrant an update to the policies. There was a brief discussion from Council, and a consensus was
381 given for staff to put information together regarding purchasing thresholds.
382

383 **15. FROM THE TOWN MANAGER** – Mr. Disher updated the Council on the state of the
384 Ponce Preserve boardwalk pilings after a study was recently completed and explained that they are
385 not in good shape, thus necessitating the recent closure of the boardwalk. He stated that Chief
386 Scales has reached out to the Department of Environmental Protection (DEP) to discuss how
387 permitting could be expedited to ensure quick repairs prior to potential bad weather during this
388 year’s hurricane season. He provided a history on a resident’s request to install “Slow Speed” signs
389 in the Halifax River, and how staff was able to assist. He stated the resident is now requesting to
390 remove the sign, and that Florida Fish and Wildlife (FWC) would complete this only with the
391 Town’s approval. There was a Council consensus for staff to ask the property owners who want
392 the Slow Speed sign removed to first put a petition together signed by the waterfront residents on
393 the north side of Old Carriage Road. Mr. Disher announced his recent presentation at a workshop
394 for Volusia County’s resiliency project, known as “Volusia Forward,” and he discussed the letter
395 of support he provided for the County’s grant application regarding their beach restoration project.
396 He then provided information regarding a Hurricane Preparedness session he attended and gave
397 an update on the Town’s application to the state’s F-ROC program. He said there is an upcoming
398 meeting with Volusia County coastal communities at the Volusia Emergency Operations Center.
399 He announced the preliminary budget workshop would be held on Wednesday, June 26, and the
400 draft budget workshop would be Tuesday, July 16.
401

402 **16. FROM THE TOWN ATTORNEY** – Attorney Shepard provided a brief update on the
403 Form 6 injunction. Vice-Mayor Smith asked whether the Form 6’s that were already filed would
404 be expunged, and if candidates would be required to file a Form 1 in its place; Attorney Shepard
405 stated the court has yet to answer that question as this is still a temporary injunction.
406

407 **17. PUBLIC PARTICIPATION (on items 14 – 16 only)** – Mayor Paritsky opened public
408 participation – hearing none, public participation was closed.
409

410 **18. ADJOURNMENT** – Mayor Paritsky adjourned the meeting at 4:51 P.M.

411
412 Respectfully submitted by:

413
414 _____
415 Kim Cherbano, CMC, Town Clerk
416 Prepared by: Stephanie Gjessing, Assistant Deputy Clerk

417
418 Attachment(s): C. Burge – Disability Presentation
419 C. Burge – Harbour Village Presentation
420 C. Pierce – Letter on Cost-Participation Request

DRAFT

CHARLES J. BURGE
4670 LINKS VILLAGE DR
B 702

DISABILITIES

QUALIFICATIONS TO SPEAK TONIGHT

LICENSED IN NYS AS A PHYSICAL THERAPY ASSISTANT WITH 35 YEARS EXPERIENCE WORKING IN THE GERIATRIC, PEDIATRIC, ORTHO AND NEURO SETTINGS.

VOLUNTEER WEEKLY AT WHISPERING MEADOWS RANCH IN FLAGLER BEACH.

WHISPERING MEADOWS RANCH PROVIDES THERAPEUTIC EQUINE LESSONS TO DISABLED CHILDREN AND VETERANS.

**VOLUNTEER AS A P I LION.
THE LIONS INTERNATIONAL ARE INVOLVED WITH HELPING THE VISION IMPAIRED AND PROVIDE DIABETES SCREENING.**

**I AM A DISABLED PERSON FROM THE WORLD TRADE CENTER ATTACKS ON
9-11-2001.**



Q Search



products and unique gifts



SOME DISABILITIES LOOK LIKE THIS



OTHERS LOOK LIKE THIS



NOT ALL DISABILITIES ARE VISIBLE

Which disabilities are non-visible?

Daily life can look different for people with non-visible disabilities. Non-visible disabilities include a wide range of disabilities. These are not limited to, but may include:

- mental health conditions, including anxiety, depression, schizophrenia, personality disorders, obsessive compulsive disorder
- autism and Asperger's syndrome
- visual impairments or restricted vision
- hearing loss
- sensory and processing difficulties
- cognitive impairment, including dementia, traumatic brain injury, or learning disabilities
- non-visible health conditions, including diabetes, chronic pain or fatigue, respiratory conditions, incontinence

There are many different types of non-visible disability. The kind of support that people with non-visible disabilities need differs.

It is best not to assume what kind of support someone might need. Listening to the needs of disabled people and acting on them is the best course of action.

How should I act towards people with non-visible disabilities?

People with non-visible disabilities want to be treated with respect and as individuals – just like people with visible disabilities and the general population. Even though you cannot see evidence of a disability, the disability still exists.

Nobody has to tell you they have a disability, or explain what it is. People can choose to keep this private. Some may choose to wear a lanyard or carry a badge to show they have a non-visible disability. It shows

(Figure 13). In contrast, **Asian people** fared better than White people for most examined health measures. Mar 15, 2023

K <https://www.kff.org> › report › key-...

[Key Data on Health and Health Care by Race and Ethnicity - KFF](#)

[MORE RESULTS](#)

Who is most likely to be disabled?



The occurrence of disability increases with age - **around 1 in 20 children are disabled, compared to around 1 in 7 working age adults and almost 1 in 2 people over state pension age.** One in four disabled people have two impairments and one in ten have three or more impairments.

 <https://www.st-andrews.ac.uk> › edi

[Facts on Disability | University of St Andrews](#)

[MORE RESULTS](#)

What percent of US citizens have a disability?



What's the most disability will pay?



What disabilities are hard to prove?



THE FIVE-YEAR RULE FOR WORK CREDIT



In 2024, workers earn one Social Security and Medicare credit for \$1,730 in covered earnings. Under the five-year rule, **people 31 and older must have worked at least five out of the last 10 years to be eligible for SSDI.** Jan 10, 2024

<https://specialneedsanswers.com> > w...

What Is the Social Security Disability 5-Year Rule? - Special Needs Answers

MORE RESULTS

What is the easiest condition to get disability?



What Is the Most Approved Disability? **Arthritis and other musculoskeletal system disabilities** make up the most commonly approved conditions for social security disability benefits.

<https://www.johnfoyc.com> > faqs

What Are the Top 10 Disabilities? | SSD | John Foy & Associates

MORE RESULTS

What is the largest single cause of disability?



What does 99% disability get you?



 <https://m.youtube.com> › shorts

5 Hardest States to Win Social Security Disability Benefits - YouTube

MORE RESULTS

What is the most common disability? 

Disability Findings

- Mobility disability was the most common disability, reported by approximately 1 in 7 adults, followed by cognition (1 in 10), independent living (1 in 15), hearing (1 in 17), vision (1 in 21), and self-care (1 in 27).
- Among young adults, cognitive disability (1 in 10) was the most common.

[More items...](#)

 <https://www.cdc.gov> › features › kf...

Prevalence of Disabilities and Health Care Access by Disability ... - CDC

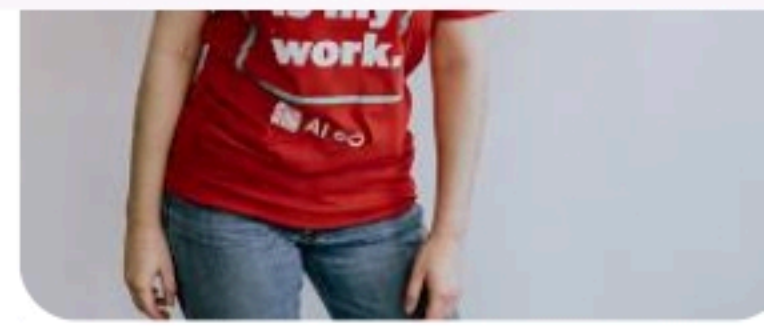
MORE RESULTS

What is the 5 year rule for Social Security disability? 

What is the easiest condition to get disability? 

What is the largest single cause of 

there are misconceptions about people with disabilities and how to counter...



PEOPLE ALSO SEARCH FOR



disability statistics worldwide

percentage of population on disability by state

cdc disability statistics

what is the most common disability in the world

AI Overview

Learn more

According to the U.S. Census Bureau, 12.6% of the U.S. population reported a disability in 2021, which is about 42.5 million Americans. This number makes up 13% of the civilian noninstitutionalized population. However, other sources have different estimates, with some reporting that 20% of the population is disabled, or nearly 57 million people.

Pew Research Center

8 facts about Americans with disabilities - Pew Research...

Jul 24, 2023 — July is Disability Pride Month in the United States,...

U.S. Census Bureau

Disability Rates in Rural Areas Thar

Jun 26, 2023

Show more



- Special Needs Trust Ownership of a Home / Payment of Rent.

Jun 21, 2023

<https://specialneedsanswers.com> > h...

Housing Options for Adults With Special Needs

MORE RESULTS

At what age do disability payments stop? 

65 years old

Your period of disability ends on the last day of the month before the month in which you become **65 years old** or, if earlier, the last day of the second month following the month in which your disability ended. (1) The month before the month in which you attain full retirement age as defined in § 404.409.

 <https://www.ssa.gov> > cfr20

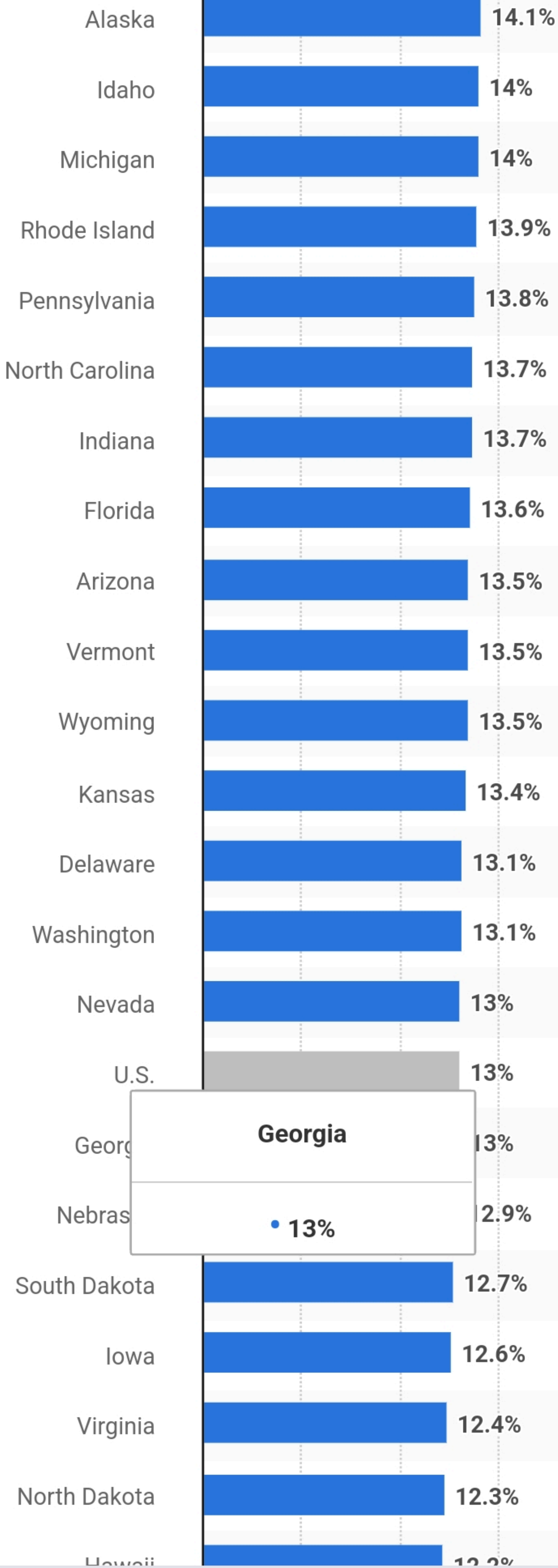
[Code of Federal Regulations § 404.321 - Social Security](#)

MORE RESULTS

What is considered to be a permanent disability? 

What is the 12 month rule for SSDI? 

What gives 100% disability? 



Georgia

• 13%





what is the percentage of disable

All News Images Shopping Videos Forums

AI Overview Learn more

In 2022, 31.5% of Florida veterans had a disability, compared to 14.8% of nonveterans. This makes Florida home to the third largest number of disabled veterans in the country, with over 250,000 veterans.

USAFacts Veterans in Florida: Statistics, rankings, and data trends o... Oct 27, 2023 — Veteran unemployment rate in Florida. In 202...

Florida Tax Watch Florida the Most Veteran Friendly State There are more than 1.6 million living in the Sunshine Sta...

Florida offers a variety of benefits to disabled veterans, including:

Show more

Florida Department of Veterans' Affairs https://www.floridavets.org > profil...

Fast Facts – Florida Department of Veterans' Affairs

There are 1 430 000 veterans in the State of Florida · Note:

An official website of the United States government
[Here's how you know](#)



All Tables Maps **Profiles** Pages

Place

Ponce Inlet town, Florida

Ponce Inlet town, Florida is a city, town, place equivalent, and township located in Florida.

Total Population: 3,364

Median Household Income: \$98,125

Bachelor's Degree or Higher: 51.8%

Employment Rate: 34.7%

Total Housing Units: 3,071

Without Health Care Coverage: 4.7%

Total Households: 1,680

Hispanic or Latino (of any race): 141

[View Profile](#)

1 Profiles

Profiles

View: 10 | 25 | 50

Place

Ponce Inlet town, Florida

[View Filters](#) 1



3400 PI POP X 13% = 442

**PI RESIDENTS ARE
DISABLED.**

671 HV UNITS X 13% =

**87.2 UNITS HAVE A
DISABLED PERSON.**





VISIT *South Walton*

SAFETY FIRST

Please Read Before Entering the Beach/Beach Station

BEACH SAFETY

- Know where you are. Stay on the beach.
- Don't drink alcohol on the beach.
- Don't use drugs on the beach.
- Don't use firearms on the beach.
- Don't use fireworks on the beach.
- Don't use open flames on the beach.
- Don't use power tools on the beach.
- Don't use heavy machinery on the beach.
- Don't use heavy equipment on the beach.
- Don't use heavy machinery on the beach.
- Don't use heavy equipment on the beach.

BEACH ACCESS

BEACH ACCESS #24

Emergency Dial 911

7920 E. County Hwy. 374










**BEACH
ACCESS
SURFACE**



20' L PVI Modular XP Aluminum wheelchair Ramp Section with Handrails



FREE SHIPPING - LIMITED TIME OFFER

\$2,599.99

★★★★☆ (4.7) 96 Reviews



Select Description

- 4' RAMP
- 5' RAMP
- 6' RAMP
- 7' RAMP
- 8' RAMP
- 9' RAMP
- 10' RAMP
- 11' RAMP
- 12' RAMP
- 13' RAMP
- 14' RAMP
- 15' RAMP
- 16' RAMP
- 17' RAMP
- 18' RAMP
- 19' RAMP
- 20' RAMP**
- 1 - STEP STAIRS
- 2 - STEP STAIRS
- 3 - STEP STAIRS
- 5 - STEP STAIRS
- 45 DEGREE ANGLE PLATFORM
- 48" X 48" PLATFORM
- 60" X 60" PLATFORM
- 96" X 60" PLATFORM

1

ADD TO CART

ITEM #Mod-XP-Ramp-20-HR

FREE SHIPPING

Ships Within 2-3 Business Days

Key Features:

- ✓ 20 ft. Ramp section with handrails only; platform(s) sold separately
- ✓ Manufactured from high-strength, lightweight aluminum; 100 lb



A close-up photograph of a person's hand adjusting a row of white, cube-shaped letter tiles on a dark surface. The tiles are arranged to spell the word 'INCLUSION'. The hand is positioned on the left side of the frame, with fingers resting on the 'I' and 'N' tiles. The background is a soft-focus green, suggesting an outdoor setting with foliage. The lighting is bright and even, highlighting the texture of the tiles and the skin of the hand.

I N C L U S I O N

shutterstock

IMAGE ID: 77345425

www.shutterstock.com

Stephanie Gjessing

From: Stephanie Gjessing
Sent: Thursday, May 2, 2024 11:09 AM
To: Stephanie Gjessing
Cc: Mike Disher; Kim Cherbano; Debbie Stewart
Subject: FW: Mr. Disher please forward to the entire PI TC; Please confirm receipt of this email
Thanks.
Attachments: HV CSA 2020 pg 1.pdf; HV CSA 2020 pg 2.pdf; HV CSA 2021 pg 1.pdf; HV CSA 2021 pg 2.pdf; HV CSA 2022 pg 1.pdf; HV CSA 2022 pg 2.pdf; HV CSA 2023 pg 1.pdf; HV CSA 2023 pg 2.pdf; Hot Wire pg 1.pdf; Hot Wire pg 2.pdf

Council,

Please see the attachments and email provided below regarding item 13-A on the upcoming Town Council agenda.

Sincerely,
Stephanie Gjessing
Assistant Deputy Clerk
Town of Ponce Inlet
4300 S Atlantic Ave, Ponce Inlet, FL. 32127
Phone: 386-236-2177 ext. 1038
Fax: 386-236-2190
sgjessing@ponce-inlet.org



The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

Public Records Notice: Do not send **personal** E-mails to this address. Florida has very broad public records laws and most written communication to or from Town of Ponce Inlet officials and employees regarding public business **are public records** and must be made available to the public and media upon request. Under Florida law, E-mail addresses are public records; therefore, your E-mail may be subject to public disclosure. If you do not want your E-mail address released in response to a public records request, do not send electronic mail to this entity instead, contact this office by phone or in writing via fax or letter. Thank you.

From: Charles Burge <cjbjr3@yahoo.com>
Sent: Thursday, May 2, 2024 10:34 AM
To: Mike Disher <mdisher@ponce-inlet.org>
Subject: Mr. Disher please forward to the entire PI TC; Please confirm receipt of this email Thanks.

[EXTERNAL: This email was sent from outside of ponce-inlet.org, confirm this is a trusted sender before opening any links or attachments]

Dear Ponce Inlet Town Council:

I have received the agenda package for the next Ponce Inlet (PI) Town Council (TC) meeting to be held on 5/7/24. Item # 13 New Business section A; "Request for cost participation from the Harbour Village Golf & Yacht Club CSA regarding the reconstruction of its dune walkover".

As a PI taxpayer and a disabled person I strongly urge the TC not to provide any funds to this project unless a beach ramp is installed. Presently there are five, two step, step downs that lead to the stairway platform. There are 18 steps from the platform to the sand.

Over the years many Harbour Village (HV) owners have made requests to HV CSA that a beach ramp be installed as many of us have gait deviations and other types of health conditions that prevent us from accessing our beautiful beach. The requests are always denied and the handicapped can not get to the beach.

Attached are HV financial documents from calendar years 2020, 2021, 2022 & 2023 (See highlighted line items). HV CSA collects over two million dollars a year in annual assessments and has historically provided very little transparency and accountability to the owners.

In 2021 HV CSA received over \$113,000 from the US Treasury from the Payroll Protection Program during the COVID epidemic. This was a windfall as all HV owners paid their annual dues in full. In other words they doubled dipped and squandered this money elsewhere without the owners knowledge.

In 2023 HV CSA authorized and received special assessments of about \$1.7 million from owners and an additional insurance claim approved for \$119,000 to cover the purported "Hurricane Assessment". The special assessment and the insurance claim totaled over \$1.8 million. Yet no money was spent to improve the beach walk over or install a beach ramp.

HV CSA continually spends over \$100,000 annually on fresh water irrigation. In 2023 HV CSA spent a whopping \$164,000 on water, most of it for west side irrigation purposes. Over the years many requests by owners have been made to CSA to drill wells on the west side of HV in order to save money. All requests were denied. The east side where the golf course is located is already using wells. A lot of money and water has been wasted with CSA's knowledge since HV was built.

HV CSA spends about \$50,000 annually on a HV Pub subsidy. A private proprietor uses this facility for profit. The proprietor does not pay rent, electricity, cable, internet or taxes. HV CSA refuses to share the Pub's financials with the owners. This Pub is not open to the general public; town tax payers are not allowed entry unless invited by a HV member.

In 2024 HV CSA entered into a fiber optic contract with Hot Wire. Hot Wire will pay HV CSA a one time fee of \$400.00 "DOOR FEE" for each unit. The total windfall is \$268,000. HV CSA has not told its members what they intend to do with this money.

HV CSA is seeking another windfall from the TC in order to sustain their spending. As you can see HV CSA is not run in a financially sound manner. No corporation can be sustainably spending money in this manner. This financial incompetence has led them to TC to plead for money. However HV CSA is not making life better for all PI residents especially the disabled. This walk over will not benefit all Ponce Inlet residents unless a beach ramp is installed. A beach ramp will make us an all inclusive community and increase property values.

If you decide to grant money please make sure the funds will benefit all of Ponce Inlet residents, especially the disabled.

Please feel free to formulate any questions that you can ask the HV CSA Board.

Sincerely,
C. Burge
4670 Links Village Dr

HARBOUR VILLAGE GOLF & YACHT
 COMMUNITY SERVICES ASSOCIATION, INC.
 STATEMENT OF REVENUES AND EXPENSES
 AND CHANGES IN FUND BALANCES
 Year Ended December 31, 2020

| | <u>Operating Fund</u> | <u>Replacement Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
|------------------------------------|---------------------------|-----------------------------|-------------------------|------------------|
| REVENUES | | | | |
| Regular Assessments | \$ 2,042,425 | \$ 148,950 | \$ 37,755 | \$ 2,229,130 |
| Late Fees | 757 | | | 757 |
| Common Area Key Income | 4,750 | | | 4,750 |
| Interest Income | 21 | 3,802 | 209 | 4,032 |
| Clubhouse Rental Fees | 1,300 | | | 1,300 |
| Individual Building Security | 4,587 | | | 4,587 |
| Member Association Reimbursements | 357,291 | | | 357,291 |
| Transmitter Income | 8,450 | | | 8,450 |
| TOTAL REVENUES | <u>2,419,581</u> | <u>152,752</u> | <u>37,964</u> | <u>2,610,297</u> |
| EXPENSES | | | | |
| Salaries-Admin/Maintenance | 524,519 | | | 524,519 |
| Payroll Taxes/Processing Fees | 46,652 | | | 46,652 |
| Health Insurance | 31,576 | | | 31,576 |
| Uniforms-Maintenance | 820 | | | 820 |
| Security Wages/Expenses | 63,167 | | | 63,167 |
| Legal/Accounting/Professional Fees | 20,766 | | | 20,766 |
| Bad Debt | 6,704 | | | 6,704 |
| Licenses/Corporate Annual Report | 705 | | | 705 |
| Management Fees | 118,335 | | | 118,335 |
| IT/Website | 6,643 | | | 6,643 |
| Office /Postage/Printing/Computer | 6,736 | | | 6,736 |
| Telephone | 7,383 | | | 7,383 |
| Pest Control/Termite | 4,247 | | | 4,247 |
| Cleaning Building/Clubhouse | 31,616 | | | 31,616 |
| Lake/Fountains Maintenance | 16,548 | | | 16,548 |
| Grounds Maintenance/Tree Trimming | 291,452 | | | 291,452 |
| Landscape Project/Mangroves/Mulch | 107,417 | | | 107,417 |
| Irrigation Maintenance | 41,356 | | | 41,356 |
| Golf Course Expenses | 189,237 | | | 189,237 |
| Pool Maintenance/License | 23,420 | | | 23,420 |
| Tennis Court Expense | 8,154 | | | 8,154 |
| Stormwater System | 1,984 | | | 1,984 |
| Building Repairs/Supplies | 59,328 | | | 59,328 |
| Equipment Repairs/Rentals | 4,211 | | | 4,211 |
| Site Lighting Expenses | 2,567 | | | 2,567 |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
COMMUNITY SERVICES ASSOCIATION, INC.
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND BALANCES (continued)
Year Ended December 31, 2020

| | <u>Operating Fund</u> | <u>Replacement Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
|--|---------------------------|-----------------------------|-------------------------|-------------------|
| EXPENSES (continued) | | | | |
| Clubhouse Expense | 1,508 | | | 1,508 |
| Community Center Expenses | 5,629 | | | 5,629 |
| Propane | 18,925 | | | 18,925 |
| Cable | 457,085 | | | 457,085 |
| Utilities-Electric | 36,546 | | | 36,546 |
| Utilities-Water | 121,347 | | | 121,347 |
| Garbage Service | 1,254 | | | 1,254 |
| Transmitters | 8,094 | | | 8,094 |
| Security Camera System | 4,001 | | | 4,001 |
| Insurance | 82,545 | | | 82,545 |
| Beach Club Expenses | 75,764 | | | 75,764 |
| Depreciation | 26,966 | | | 26,966 |
| Tangible Taxes-Restaurant | 317 | | | 317 |
| Restaurant Expenses | 41,322 | | | 41,322 |
| Capital Expenditures | | | 37,964 | 37,964 |
| Reserve Expenditures | | 152,752 | | 152,752 |
| TOTAL EXPENSES | 2,496,846 | 152,752 | 37,964 | 2,687,562 |
| EXCESS(DEFICIENCY) OF REVENUES REVENUES OVER EXPENSES | (77,265) | 0 | 0 | (77,265) |
| FUND BALANCES - | | | | |
| JANUARY 1, 2020 | 767,262 | 0 | 0 | 767,262 |
| Asset Transfer-Paid from Capital | 8,930 | | | 8,930 |
| FUND BALANCES - DECEMBER 31, 2020 | \$ 698,927 | \$ 0 | \$ 0 | \$ 698,927 |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
COMMUNITY SERVICES ASSOCIATION, INC.
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND BALANCES
Year Ended December 31, 2021

| | Operating Fund | Replacement Fund | Capital Fund | Total |
|------------------------------------|-------------------|---------------------|-----------------|------------------|
| REVENUES | | | | |
| Regular Assessments | \$ 2,088,186 | \$ 71,175 | \$ 41,549 | \$ 2,200,910 |
| Late Fees/Interest | 1,933 | | | 1,933 |
| Common Area Key Income | 5,280 | | | 5,280 |
| Interest Income | 10 | 5,504 | 133 | 5,647 |
| PPP Loan Forgiveness | 113,790 | | | 113,790 |
| Clubhouse Rental Fees | 700 | | | 700 |
| Individual Building Security | 3,394 | | | 3,394 |
| Member Association Reimbursements | 343,369 | | | 343,369 |
| Transmitter Income | 8,779 | | | 8,779 |
| TOTAL REVENUES | 2,565,441 | 76,679 | 41,682 | 2,683,802 |
| EXPENSES | | | | |
| Salaries-Admin/Maintenance | 480,748 | | | 480,748 |
| Payroll Taxes/Processing Fees | 44,557 | | | 44,557 |
| Health Insurance | 27,566 | | | 27,566 |
| Uniforms-Maintenance | 995 | | | 995 |
| Security Wages/Expenses | 76,456 | | | 76,456 |
| Legal/Accounting/Professional Fees | 19,944 | | | 19,944 |
| Licenses/Corporate Annual Report | 926 | | | 926 |
| Management Fees | 121,567 | | | 121,567 |
| IT/Website | 6,839 | | | 6,839 |
| Office /Postage/Printing/Computer | 8,216 | | | 8,216 |
| Quickbooks Payment Fees | 5,604 | | | 5,604 |
| Telephone | 7,179 | | | 7,179 |
| Pest Control/Termite | 4,693 | | | 4,693 |
| Cleaning Building/Clubhouse | 31,004 | | | 31,004 |
| Lake/Fountains Maintenance | 3,823 | | | 3,823 |
| Grounds Maintenance/Tree Trimming | 303,820 | | | 303,820 |
| Landscape Project/Mangroves/Mulch | 114,764 | | | 114,764 |
| Irrigation Maintenance | 32,180 | | | 32,180 |
| Golf Course Expenses | 210,744 | | | 210,744 |
| Pool Maintenance/License | 31,002 | | | 31,002 |
| Tennis Court Expense | 4,220 | | | 4,220 |
| Stormwater System | 6,200 | | | 6,200 |
| Building Repairs/Supplies | 68,394 | | | 68,394 |
| Equipment Repairs/Rentals | 8,988 | | | 8,988 |
| Site Lighting Expenses | 2,004 | | | 2,004 |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
 COMMUNITY SERVICES ASSOCIATION, INC.
 STATEMENT OF REVENUES AND EXPENSES
 AND CHANGES IN FUND BALANCES (continued)
 Year Ended December 31, 2021

| | Operating Fund | Replacement Fund | Capital Fund | Total |
|---|-------------------|---------------------|-----------------|-------------------|
| EXPENSES (continued) | | | | |
| Clubhouse Expense | 4,277 | | | 4,277 |
| Community Center Expenses | 5,143 | | | 5,143 |
| Propane | 17,889 | | | 17,889 |
| Cable | 503,082 | | | 503,082 |
| Utilities-Electric | 38,155 | | | 38,155 |
| Utilities-Water | 122,707 | | | 122,707 |
| Garbage Service | 1,305 | | | 1,305 |
| Transmitters | 13,046 | | | 13,046 |
| Security Camera System | 2,393 | | | 2,393 |
| Insurance | 78,418 | | | 78,418 |
| Beach Club Expenses | 72,960 | | | 72,960 |
| Depreciation | 28,028 | | | 28,028 |
| Tangible Taxes-Restaurant | 327 | | | 327 |
| Restaurant Expenses | 44,192 | | | 44,192 |
| Capital Expenditures | | | 41,682 | 41,682 |
| Reserve Expenditures | | 76,679 | | 76,679 |
| TOTAL EXPENSES | <u>2,554,355</u> | <u>76,679</u> | <u>41,682</u> | <u>2,672,716</u> |
| EXCESS OF REVENUES OVER EXPENSES | 11,086 | 0 | 0 | 11,086 |
| FUND BALANCES-JANUARY 1, 2021 | <u>698,927</u> | <u>0</u> | <u>0</u> | <u>698,927</u> |
| FUND BALANCES-DECEMBER 31, 2021 | <u>\$ 710,013</u> | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 710,013</u> |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
 COMMUNITY SERVICES ASSOCIATION, INC.
 STATEMENT OF REVENUES AND EXPENSES
 AND CHANGES IN FUND BALANCES
 Year Ended December 31, 2022

| | Operating Fund | Replacement Fund | Capital Fund | Total |
|--|-------------------|---------------------|-----------------|--------------|
| REVENUES | | | | |
| Regular Assessments | \$ 2,249,326 | \$ 176,530 | \$ 18,500 | \$ 2,444,356 |
| Prior Year Deferred Capital Fund Revenue | | | 54,582 | 54,582 |
| Late Fees/Interest | 6,412 | | | 6,412 |
| Common Area Key/Transmitter Income | 10,618 | | | 10,618 |
| Interest Income | 6 | 4,383 | 450 | 4,839 |
| Clubhouse Rental Fees | 2,100 | | | 2,100 |
| Individual Building Security | 3,800 | | | 3,800 |
| Member Association Reimbursements | 348,124 | | | 348,124 |
| Miscellaneous Income | 2,700 | | | 2,700 |
| TOTAL REVENUES | 2,623,086 | 180,913 | 73,532 | 2,877,531 |
| EXPENSES | | | | |
| Salaries-Admin/Maintenance | 456,848 | | | 456,848 |
| Payroll Taxes/Processing Fees | 43,841 | | | 43,841 |
| Health Insurance | 21,483 | | | 21,483 |
| Uniforms-Maintenance | 1,255 | | | 1,255 |
| Security Wages/Expenses | 90,982 | | | 90,982 |
| Legal/Accounting/Professional Fees | 16,957 | | | 16,957 |
| Licenses/Corporate Annual Report | 629 | | | 629 |
| Management Fees | 130,061 | | | 130,061 |
| IT/Website | 7,236 | | | 7,236 |
| Office /Postage/Printing/Computer | 4,632 | | | 4,632 |
| Quickbooks Payment Fees | 12,288 | | | 12,288 |
| Telephone | 6,869 | | | 6,869 |
| Pest Control/Termite | 5,219 | | | 5,219 |
| Cleaning Building/Clubhouse | 33,469 | | | 33,469 |
| Lake/Fountains Maintenance | 3,605 | | | 3,605 |
| Grounds Maintenance/Tree Trimming | 300,441 | | | 300,441 |
| Landscape Project/Mangroves/Mulch | 162,626 | | | 162,626 |
| Irrigation Maintenance | 18,303 | | | 18,303 |
| Golf Course Expenses | 205,131 | | | 205,131 |
| Pool Maintenance/License | 27,984 | | | 27,984 |
| Tennis Court Expense | 6,400 | | | 6,400 |
| Stormwater System | 1,505 | | | 1,505 |
| Building Repairs/Supplies | 45,897 | | | 45,897 |
| Equipment Repairs/Rentals | 6,626 | | | 6,626 |
| Site Lighting Expenses | 1,079 | | | 1,079 |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
COMMUNITY SERVICES ASSOCIATION, INC.
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND BALANCES (continued)
Year Ended December 31, 2022

| | <u>Operating Fund</u> | <u>Replacement Fund</u> | <u>Capital Fund</u> | <u>Total</u> |
|--|---------------------------|-----------------------------|-------------------------|-------------------|
| EXPENSES (continued) | | | | |
| Clubhouse Expense | 3,569 | | | 3,569 |
| Community Center Expenses | 6,134 | | | 6,134 |
| Propane | 23,989 | | | 23,989 |
| Cable | 525,182 | | | 525,182 |
| Utilities-Electric | 52,093 | | | 52,093 |
| Utilities-Water | 112,027 | | | 112,027 |
| Garbage Service | 1,361 | | | 1,361 |
| Transmitters | 9,691 | | | 9,691 |
| Security Camera System | 3,590 | | | 3,590 |
| Insurance | 91,500 | | | 91,500 |
| Beach Club Expenses | 73,515 | | | 73,515 |
| Depreciation | 29,832 | | | 29,832 |
| Tangible Taxes-Restaurant | 281 | | | 281 |
| Restaurant Expenses | 50,968 | | | 50,968 |
| Hurricane Expenses | 54,886 | | | 54,886 |
| Capital Expenditures | | | 73,532 | 73,532 |
| Reserve Expenditures/Transfers | | 180,913 | | 180,913 |
| TOTAL EXPENSES | <u>2,649,984</u> | <u>180,913</u> | <u>73,532</u> | <u>2,904,429</u> |
| DEFICIENCY OF REVENUES OVER EXPENSES | (26,898) | 0 | 0 | (26,898) |
| FUND BALANCES-JANUARY 1, 2022 | 710,013 | 0 | 0 | 710,013 |
| Replacement Fund Transfer-Assets Purchased | 19,330 | | | 19,330 |
| FUND BALANCES-DECEMBER 31, 2022 | <u>\$ 702,445</u> | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 702,445</u> |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
COMMUNITY SERVICES ASSOCIATION, INC.
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND BALANCES
Year Ended December 31, 2023

| | Operating Fund | Replacement Fund | Capital Fund | Total |
|------------------------------------|-------------------|---------------------|-----------------|------------------|
| REVENUES | | | | |
| Regular Assessments | \$ 2,323,666 | \$ | \$ | \$ 2,323,666 |
| Hurricane Assessment | 1,526,189 | | | 1,526,189 |
| Insurance Claim-Hurricane | 119,292 | | | 119,292 |
| Late Fees/Interest | 928 | | | 928 |
| Common Area Key/Transmitter Income | 10,094 | | | 10,094 |
| Interest Income | 14 | 25,216 | 3,635 | 28,865 |
| Clubhouse Rental Fees | 1,800 | | | 1,800 |
| Individual Building Security | 3,744 | | | 3,744 |
| Member Association Reimbursements | 358,361 | | | 358,361 |
| TOTAL REVENUES | 4,344,088 | 25,216 | 3,635 | 4,372,939 |
| EXPENSES | | | | |
| Salaries-Admin/Maintenance | 487,752 | | | 487,752 |
| Payroll Taxes/Processing Fees | 47,404 | | | 47,404 |
| Health Insurance | 22,258 | | | 22,258 |
| Uniforms-Maintenance | 1,362 | | | 1,362 |
| Security Wages/Expenses | 93,976 | | | 93,976 |
| Casual Labor | 3,688 | | | 3,688 |
| Legal/Accounting/Professional Fees | 15,588 | | | 15,588 |
| Licenses/Corporate Annual Report | 765 | | | 765 |
| Management Fees | 137,525 | | | 137,525 |
| IT/Website | 9,018 | | | 9,018 |
| Office /Postage/Printing/Computer | 9,361 | | | 9,361 |
| Quickbooks Payment Fees | 17,006 | | | 17,006 |
| Telephone | 5,963 | | | 5,963 |
| Pest Control/Termite | 4,871 | | | 4,871 |
| Cleaning Building/Clubhouse | 33,659 | | | 33,659 |
| Lake/Fountains Maintenance | 8,404 | | | 8,404 |
| Grounds Maintenance/Tree Trimming | 310,615 | | | 310,615 |
| Landscape Project/Mangroves/Mulch | 166,090 | | | 166,090 |
| Irrigation Maintenance | 53,297 | | | 53,297 |
| Golf Course Expenses | 201,038 | | | 201,038 |
| Pool Maintenance/License | 32,053 | | | 32,053 |
| Tennis Court Expense | 6,238 | | | 6,238 |
| Stormwater System | 2,265 | | | 2,265 |
| Building Repairs/Supplies | 59,925 | | | 59,925 |
| Equipment Repairs/Rentals | 5,159 | | | 5,159 |
| Site Lighting Expenses | 2,437 | | | 2,437 |

See Accompanying Notes and Independent Auditors' Report

HARBOUR VILLAGE GOLF & YACHT
COMMUNITY SERVICES ASSOCIATION, INC.
STATEMENT OF REVENUES AND EXPENSES
AND CHANGES IN FUND BALANCES (continued)
Year Ended December 31, 2023

| | Operating Fund | Replacement Fund | Capital Fund | Total |
|---|-------------------|---------------------|-----------------|-------------------|
| EXPENSES (continued) | | | | |
| Clubhouse Expense | 6,447 | | | 6,447 |
| Community Center Expenses | 9,100 | | | 9,100 |
| Propane | 27,551 | | | 27,551 |
| Cable | 558,333 | | | 558,333 |
| Utilities-Electric | 54,057 | | | 54,057 |
| Utilities-Water | 164,542 | | | 164,542 |
| Garbage Service | 3,261 | | | 3,261 |
| Transmitters | 4,899 | | | 4,899 |
| Security Camera System | 2,065 | | | 2,065 |
| Insurance | 134,287 | | | 134,287 |
| Beach Club Expenses | 71,686 | | | 71,686 |
| Depreciation | 32,137 | | | 32,137 |
| Tangible Taxes-Restaurant | 571 | | | 571 |
| Federal Income Tax | 758 | | | 758 |
| Restaurant Expenses | 48,255 | | | 48,255 |
| Hurricane Expenses | 1,590,595 | | | 1,590,595 |
| Replacement/Capital Fund Interest Allocated | | 465 | 3,635 | 4,100 |
| Reserve Expenditures | | 24,751 | | 24,751 |
| TOTAL EXPENSES | <u>4,446,261</u> | <u>25,216</u> | <u>3,635</u> | <u>4,475,112</u> |
| DEFICIENCY OF REVENUES OVER EXPENSES | (102,173) | 0 | 0 | (102,173) |
| FUND BALANCES-JANUARY 1, 2023 | <u>702,445</u> | <u>0</u> | <u>0</u> | <u>702,445</u> |
| FUND BALANCES-DECEMBER 31, 2023 | <u>\$ 600,272</u> | <u>\$ 0</u> | <u>\$ 0</u> | <u>\$ 600,272</u> |

See Accompanying Notes and Independent Auditors' Report

Company Comparisons – March 2024

| | Spectrum | HotWire | BlueStream |
|--|---|---|--|
| Fiber lines to HV community owned or leased | No fiber | Leased | Leased |
| Speeds – Download & Upload | 1gbps x 35mbps | 500mbps x 500mbps | 500mbps x 500mbps |
| Channel Line Up | TV Select + Entertainment + Sports View | Digital Favorites + Digital Access + Sports + TiVo Stream | Limited + Expanded + Digital Plus + Sports + TiVo Stream |
| Music Channels | YES | YES | YES |
| Do you own the content or is it provided by a third party | Own | Own | Own |
| Set top boxes | 3 | 3 | 3 |
| Roku and Firestick compatible | YES | Pending | Firestick |
| Free Access to Common Areas (beach club, marina, CSA building, LN/LS lobbies, etc.) | Only 5 common areas | All common areas + static IPS | All common areas + static IPS |
| Full Wi-Fi coverage for each entire home including casitas | With added fee | YES | YES |
| Back-up system in case of power outages | NO | YES | YES |
| Closed loop networks for each home to eliminate crossover | NO | YES | YES |
| Security for each homeowner's network | SOME, no VPN | YES, no VPN | YES |
| Recording storage | YES – DVR Box | YES – 100hrs in Cloud | YES – 100hrs in Cloud |
| Video On Demand | YES | YES | YES |
| Community Channel | NO | YES | YES |
| Ability to go Internet only after 5 years | Not applicable | YES | YES |
| Off property access with mobile apps | YES | YES | YES |
| Contract Length | 5yrs | 7yrs with auto renewal for 3yrs w/good performance | 8yrs or 10yrs |
| Initial Cost 671 Units | | | |
| Unit/month | \$59.00 | \$65.00 | \$74.95 |
| Taxes, video content, regional/month | \$8.62 | \$12.47 | \$2.53 |
| Unit/month | \$67.62 | \$77.47 | \$77.48 |
| HV/month | \$45,373.02 | \$51,982.37 | \$51,989.08 |
| HV/year | \$544,476.24 (yr 1-5) | \$623,788.44 (yr 2-5) | \$623,868.96 (yr 1-5) |
| 1 st Year Service Incentive Bonus | NO | YES: 6mo free service at start of 1 st yr for 1yr = \$311,894.22 | NO |
| Unit/month | \$4.60 | Included | Included |
| HV/month | \$3,086.60 | | |
| HV/year | \$37,039.20 | | |
| Total Unit/month | \$72.22 | \$77.47 | \$77.48 |
| Total HV/month | \$48,459.62 | \$51,982.37 | \$51,989.08 |
| Total HV/year | \$581,515.44 (1-5 yrs) | \$623,788.44 (2-5 yrs) | \$623,868.96 (1-5 yrs) |
| Total HV/5 years* | \$2,907,577.20 | \$2,807,047.98 | \$3,119,344.80 |
| TOTAL COST | | | |

| Company Comparisons – March 2024 | Spectrum | HotWire | BlueStream |
|--|------------------------|---|--|
| Annual Increase | 4.0% | 4% 1 st 5 yrs; 3% last 2 yrs | 4%/yr for 8 yrs |
| Install Electrical Outlet if Needed – Reimbursed | NO | YES – up to \$100 reimbursement/condo | NO |
| Door Fee (paid to CSA within the first 90 days of operation) | \$400/unit = \$268,400 | \$400/unit = \$268,400 | \$100/unit = \$67,100 (8yr) \$300/unit = \$201,300 (10yr) |

*4% Annual Increase yrs 2-5 are the same for all vendors so not added into these computations

Christine Pierce 66 Inlet Harbor Rd

It is my understanding that the Town Council has the ultimate discretion to help Harbour Village Golf and Yacht Club to share in the cost of reconstructing their private walk over.

It is also, my understanding that this is accessible to all Ponce Inlet residents to use.

This walkover is in the between private residence and the club house, there is no parking available for Ponce Inlet residence to park to access this walkover so how is this beneficial to the residence? Also, the closet legal parking is a Winter Haven Park which is 1/2 mile away.

This is not a benefit to the residence. This is part of their common area which is to be maintained by the Association.

The suggestion of 25% based on the percentage of population of the amount suggested is \$22,987.50, this money if coming from the tax base should be used for other projects needed in the community.

Such as, storm sewers so no one's house is ever flooded do to poor drainage. We have been told for over twenty years we were getting off of septic and going to sewer which is an expensive project. This \$22,987.50 could be going towards a much higher priority than a walkover only truly benefits Harbor Village. I can not believe even if the cost exceeds the \$91,950 dollars that the residence which is 800 plus could not afford a special assessment of \$115.00 per unit.

I am a retired condominium manager and I have lived in an association and all our expenses to common areas were handled through special assessments.

I feel This money should be used for betterment of entire community, this to me is opening a precedence to help all other associations and private owners with their walkovers or any other hurricane damages.

Thank You

Christine Pierce

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Town of Ponce Inlet

Town Council

Budget Workshop Minutes

June 26, 2024

1. **CALL TO ORDER:** Pursuant to proper notice, Mayor Paritsky called the meeting to order at 10:00 a.m. in the Council Chambers at 4300 South Atlantic Avenue, Ponce Inlet, Florida.

2. **PLEDGE OF ALLEGIANCE:** Led by Mayor Paritsky.

3. **ROLL CALL:**

Town Council:

Mayor Paritsky, Seat #1
Councilmember Milano, Seat #2
Councilmember White, Seat #3
Councilmember Villanella, Seat #4
Vice-Mayor Smith, Seat #5

Staff Members Present:

Ms. Alex, Cultural Services Manager
Ms. Cherbano, Town Clerk
Mr. Disher, Town Manager
Ms. Dowling, HR Coordinator
Mr. Dunlap, Acting Public Works Director
Ms. Gatrost, Public Works Office Manager
Chief Glazier, Police Chief
Ms. Hall, Assistant Finance Director
Ms. Hugler, Fire Department Office Manager
Deputy Chief Landreville, Deputy Fire Chief
Ms. McColl, Finance Director
Mr. Okum, IT Director
Chief Scales, Public Safety Director
Ms. Stewart, Assistant Deputy Clerk

4. **Discussion – Capital Improvements and Level-of-Service Enhancements** – Mr. Disher explained the purpose of this preliminary budget workshop is to provide a general overview of where the budget and the Town’s finances currently stand, and to review proposed significant, one-time purchases, projects, and levels of service enhancements of \$25,000+ for the next fiscal year. Anything less than that amount and routine operational expenses are outside the scope of this workshop and will be discussed at the second budget workshop next month, as well as the millage rate. Mr. Disher provided a [preliminary budget presentation](#) and gave an overview of the assumed revenue and the current reserves. He reviewed the 2022 hurricane expenses, noting how much has been reimbursed so far and that we are still awaiting \$58,250 from FEMA and insurance. He reviewed some of the rising costs including staff positions, benefits, and insurance. He reviewed

45 the utility fees and explained why the rates were raised. He reviewed the Town’s debt obligations,
46 including Town Hall, which will be in the final year of a 20-year loan. There are also grant matches
47 for the Fire Department generator, the South Peninsula Sidewalk project, and the public safety
48 vessel. There is also the donation for the Harbour Village dune walkover discussed by the Town
49 Council; the amount is still to be determined. Mr. Disher continued the presentation and reviewed
50 the projected revenues for the Town. He provided the history of the budget process so far this year.
51 He reviewed the ranked list of priorities recommended by the Essential Services Advisory Board
52 (ESAB) in March, noting it does not include the Public Works Building “B”. He reviewed the
53 equipment priorities, including a new Quint 75’ ladder fire truck; and project priorities, including
54 the replacement of the museum boardwalk. He explained the replacement of Public Works
55 Building “B” will include the demolition of the current building, site and building design, and
56 construction; the parking lot construction will be deferred to a future fiscal year. Mr. Disher
57 explained the two maintenance priorities are the Ponce Preserve boardwalk pilings replacement
58 and gazebo roof replacement. He explained that a salary survey is recommended; it is intended to
59 help assist the Town with determining market rates for certain positions. He opened the discussion
60 to the Council.

61 Councilmember Villanella asked what the liability or downside would be if the public
62 safety vessel was deferred to the next fiscal year; he thinks the Town may have unanticipated
63 expenses this year. Chief Glazier explained there is not a liability for the Town not to be patrolling
64 the water as there are other jurisdictions out there that we coordinate with such as the Coast Guard,
65 Florida Fish and Wildlife, and Volusia County. Mayor Paritsky asked if these other jurisdictions
66 patrol. Chief Glazier noted they do patrol, but we cannot control their staff or calendar as to when
67 they patrol. Mayor Paritsky asked if Disappearing Island is in the Town’s jurisdiction; and if so,
68 what do we do if there is an issue there. Chief Glazier noted it is our jurisdiction and explained
69 that the Town does not currently get emergency response calls for that location because we do not
70 have a vessel to respond with; County dispatch relays the calls to the other jurisdictions.
71 Councilmember Milano asked about the grant received for the vessel. Chief Glazier replied that a
72 grant was received, and the Town has one more extension until August 2025 to use it.

73
74 Councilmember Villanella referred to the street revitalization on the ESAB priority list and
75 5-year CIP and asked what streets would be prioritized. Mr. Disher replied there is no priority list
76 currently; the streets first need to be examined and evaluated in order to develop a priority list.
77 Councilmember White referred to the museum boardwalk and the \$65,000 cost for new decking;
78 his concern is that composite decking material may warp in the heat, and he would prefer pressure
79 treated wood. He referred to the request for water system personnel and asked for clarification on
80 the need to “restore one to previous size”; it seems that is already budgeted. Chief Scales explained
81 that historically, that was the composition of the crews, but some crew positions were never
82 replaced. Councilmember White referred to the request for automatic water line flushers at
83 \$45,000; currently, one employee does this job. He is unsure about this; it seems adding a position
84 is double-dipping. He understands that the Public Works Building “B” needs to come down;
85 however, he needs to understand what the \$150,000 is for. Mr. Disher explained it will be for the
86 demolition of the building, permitting, site plan, and the architectural design; it is in a residential
87 area, so it needs to fit in. There are also exterior improvements and landscaping code requirements.
88 Councilmember White stated he met with Mr. Griffith the day after the building had been
89 condemned and was shown the potential area for the locker room; he asked why that would not be

90 included. Mr. Disher explained the building has not yet been designed but that it makes sense to
91 include it. They discussed the parking lot expansion and new retention area on the south parcel,
92 with the possibility of the retention serving other residential properties. Councilmember White
93 asked if the \$80,000 cost for the Ponce Preserve pilings project shown during the presentation is
94 accurate. Mr. Disher explained yes, a quote has been received. Councilmember White asked if not
95 for this project, if that \$80,000 would be put into reserves. Mr. Disher explained potentially; it will
96 take a while to build the reserves back up.

97

98 Councilmember Milano commented that the ESAB and Cultural Services Board have put
99 together a good package of needs; they looked at the safety of our employees, the safety of our
100 residents, and how to get things done faster. He agrees with Councilmember White on the
101 composite decking; however, pressure treated wood is just as hot to walk on. He suggested doing
102 an evaluation of the composite to see how it compares to the wood. He complimented the ESAB
103 for considering the safety of our employees and residents. There is nothing he would suggest
104 trimming from the proposed budget, except for the boat. However, he does not want to lose the
105 grant. Vice-Mayor Smith agreed with Councilmember Milano that the Boards did a nice job of
106 putting together a list of wants and needs; once we reach the next step and see the millage rate and
107 what we have, then we can proceed with discussing what needs to be cut.

108

109 Mayor Paritsky agreed that it would not be prudent to make decisions when all the data is
110 not yet available. She stated there is a growing trend involving transitioning Code Enforcement
111 Boards to Special Magistrates; she is not suggesting we set a defined date for that, only that we
112 research it. Currently, the Town has a full Code Enforcement Board; however, there may come a
113 time when we do not have enough volunteers to fill the positions. The transition to a Special
114 Magistrate has occurred in multiple jurisdictions, including Volusia County. She explained that a
115 Special Magistrate is an attorney and member of the Florida Bar in good standing, appointed by
116 the Town Council to conduct code enforcement hearings pursuant to Florida Statute Chapter 162.
117 The Special Magistrate is authorized to impose administrative fines and other non-criminal
118 penalties for the violations. A Special Magistrate eliminates the neighbor-to-neighbor judging;
119 provides consistency in the amount of fines being charged; and it eliminates the cost of a Board
120 attorney since they will no longer be needed. She noted that it could also save staff time on
121 preparation as well as having shorter meetings with less people to discuss the cases. It may make
122 financial sense as well as be best practice, not discounting the hard work and effort of all the
123 volunteers on the Boards. Daytona Beach, Deland, Daytona Beach Shores, and Volusia County
124 have all shifted to a Special Magistrate. She requested that Code Compliance Manager David
125 Hooker research this further.

126

127 Mayor Paritsky asked about a timeline for the study on street paving. Mr. Disher explained
128 the streets will be evaluated the next fiscal year after which a priority list will be developed; the
129 paving could then be budgeted a little at a time over perhaps a ten-year cycle. Mayor Paritsky
130 asked if we could consider a cooler, white-tinted pavement. Before opening public comment, she
131 confirmed that Councilmembers agreed the public safety vessel has another year on the grant; the
132 museum boardwalk replacement cost may be able to be reduced depending on materials; and the
133 Public Works locker room and parking lot design. Councilmember White stated that it makes sense
134 to create a reserve for disaster recovery that can only be used for disaster recovery. He discussed
135 it with Finance Director Kim McColl last year and thinks it is a great idea. Mayor Paritsky agreed
136 that this is the time to bring it up and something to research and add to this budget. Mr. Disher

137 explained that Ponce Inlet is in the minority in Volusia County with a volunteer Code Enforcement
138 Board; most jurisdictions have transitioned to a Special Magistrate. Mr. Hooker is gathering
139 information and can present it at a future Council meeting. He noted that with the septic-to-sewer
140 project, it comes with a new road. He referred to the museum boardwalk and noted that the Town’s
141 obligation with the Volusia ECHO grant ends in 2028.
142

143 Mayor Paritsky opened public comment: Barbara Davis, 4871 Sailfish Drive, asked if Ian
144 and Nicole were hurricanes or tropical storms when they hit Ponce Inlet and what category they
145 were. Chief Scales replied they were hurricanes, and Nicole was a coastal impact rather than a
146 direct impact. Hurricane Ian was a Category 1 when it hit shore here, but it started out as a higher
147 intensity storm. Ms. Davis asked if the Public Works building was condemned. Chief Scales
148 explained yes; it is the “B” building next to the main building. Ms. Davis stated that during Ian
149 and Nicole, it was the first time in 35 years Ponce Inlet flooded as badly as it did. The first storm
150 brought 20” of rain. She emphasized that the Fire, Police, and Public Works Departments are
151 important to the residents. This is one of the first years she can remember having a drought and a
152 burn ban; however, a major fire did go through the park in about 1989 all the way to Inlet Point.
153 She said our Fire Department is so important; they are the first to respond when something
154 happens; we cannot depend on other jurisdictions because they may have their own problems. She
155 absolutely supports proposed budget items for the Fire Department and Police Department. She
156 recalled that the first thing that happened during Hurricane Nicole was a tree fell on a power line
157 on Sailfish Drive; police, fire and public works were all there to respond. They shut off the power
158 and cut the tree up right away; because once it flooded, no one would have been able to go
159 anywhere. She referred to the needed generator for the Public Works Department and whether it
160 is a safety issue; she discussed increasing taxes if needed to make things safer. Public Works needs
161 to be built above flood level. We must start thinking about flooding; if we got 20” in a tropical
162 storm like we did with Hurricane Ian, we need to plan for the worst. She referred to the proposed
163 public safety vessel and stated we need kayaks and paddleboards for our staff; she knows they are
164 doing water training – we cannot depend on others if the worst happens. She stated the Fire, Police,
165 and Public Works Departments need to be up-to-speed and functioning. She does not like that the
166 Fire Department and Public Works Department are in flood zones; the new normal is lifting
167 buildings. She would like to know if in the case someone is stuck in their home after an event that
168 our first responders can get to them; there may be a day where a safety vessel is needed, and we
169 may not have another year. She referred to the generator for Public Works and noted they are the
170 first to respond; she related an issue with a broken pipe at her neighbor’s home recently and that
171 Public Works staff was on-site within 15 minutes to resolve it. The money is not as important as
172 the level of service the Town receives.
173

174 Mayor Paritsky thanked Ms. Davis for her comments and noted that the Council agrees
175 with her regarding the needs; she asked Chief Scales to provide an update on a new fire station.
176 Chief Scales explained they are looking at every available opportunity: grants, legislative
177 appropriations, etc. A state appropriation request for station design was attempted, but that is not
178 something they do. An appropriation request was also submitted through Representative Mills’
179 office, and they are actively engaged in trying to allocate federal funds for a new facility. Mayor
180 Paritsky added that design for what is available on town property, not located in a flood zone for
181 new buildings is also being considered. Vice-Mayor Smith referred to Ms. Davis’s comment
182 regarding taxes and clarified that the tax bill is typically misunderstood; it is not as large a number
183 as people generally think, since the Town’s taxes make up only a portion of the total tax bill.

184 Charles Burge, 4670 Links Village Drive, stated his background is from the New York City
185 Sanitation Department; he retired as the Superintendent of Brooklyn. He needed three things for
186 his job there: material in the street, equipment, and manpower; similar to Mr. Dunlap's job. He
187 stated the most important thing is equipment, and people that know how to run the equipment.
188 Like Ms. Davis stated, if there is a downed tree in the middle of the road, and responders cannot
189 get to residents in a catastrophe, it is a bad situation for all. The Town has a brand-new dump truck
190 and he asked Mr. Dunlap if the front-end loader was big enough to load into it; Mr. Dunlap's
191 response was that it fits. When you buy larger equipment, you need larger equipment to load it –
192 a front-end loader is a very valuable piece of equipment because it has multiple attachments and
193 uses. He always speaks about safety – buy equipment for the manpower that save our lives and for
194 the people that support them. The Department of Sanitation was the support for the Police and Fire
195 Departments; a coordinated effort between all agencies is paramount. He referred to the proposed
196 police vessel that it is made in South Africa; he asked if there was one made in the USA that we
197 could purchase instead. He also asked if this vessel could be leased or if there is a lease-to-purchase
198 option. He referred to the Ponce Preserve pilings restoration project and asked if they would be
199 wrapped in plastic which would stop the infestation of what eats the wood. He asked what is least
200 important to the Council, noting the least important to him is special requests from entities outside
201 the town for their projects. Chief Scales added that the pilings which are compromised at Ponce
202 Preserve will be encased in concrete; they will be looking to mitigate any future deterioration on
203 the remaining pilings. They are also planning to look at the pilings at Timucuan Oaks and the boat
204 ramp to determine their condition. Mayor Paritsky asked what staff needed from the Council to
205 move forward for the next budget meeting. Mr. Disher replied now is the time to inform staff if
206 there is anything they want in the budget or that needs to come out. Mayor Paritsky stated she
207 would like some information on Councilmember White's suggestion for an additional reserve fund
208 for storm repairs and if that will require an ordinance or a resolution. Mr. Disher replied he will
209 investigate it and provide the information at the next meeting. The second budget workshop will
210 be held July 16, 2024, and the goal is to have the complete draft budget well ahead of time. The
211 next Council meeting will be July 18, 2024, where the proposed millage rate will be set; the
212 practice is to set it high and if they want to reduce it between then and September, that can be done.
213 September 4, 2024 will be the hearing on the tentative millage rate and first reading of the budget
214 ordinance; and final hearing, second reading, and adoption of the budget will occur on September
215 19, 2024. The new fiscal year begins October 1, 2024.

216

217 **6. ADJOURNMENT.** Mayor Paritsky adjourned the meeting at 3:07 p.m.

218

219 Respectfully submitted by:

220

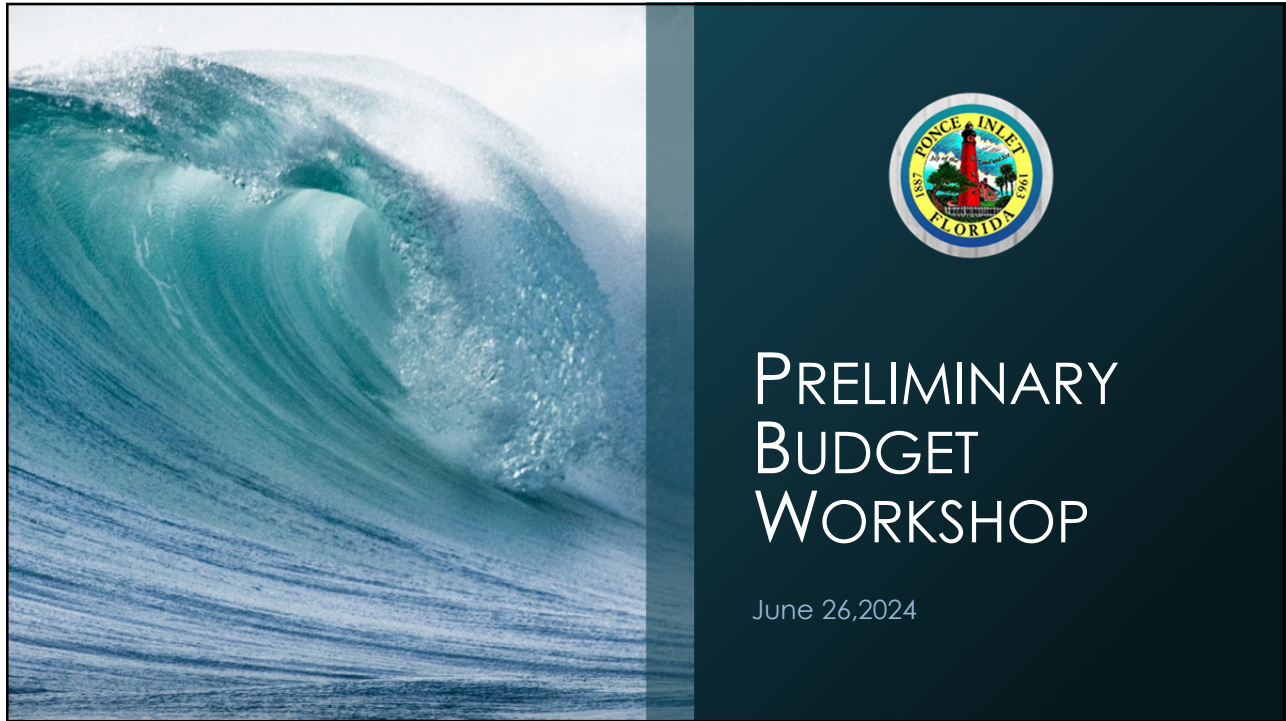
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222 _____
Kim Cherbano, Town Clerk

223 Prepared by: Debbie Stewart, Assistant Deputy Clerk

224

225 Attachment(s): *Preliminary Budget Workshop Presentation*



1



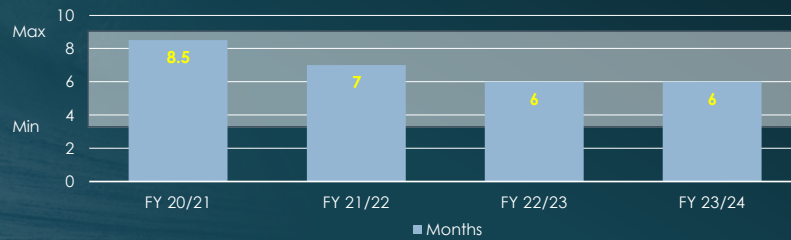
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ASSUMPTIONS – RESERVES

Res. 09-04

- Reserves are to be used, "...to mitigate current and future risks such as revenue shortfalls, natural disasters, unanticipated expenditures, and to ensure stable tax rates."
- Requires between 3-9 months of operating funds.

Reserves by Year



6/26/24

PRELIMINARY BUDGET WORKSHOP

3

3

ASSUMPTIONS – 2022 HURRICANE EXPENSES

- Total estimated repair costs = **\$842,121**
- Eligible for reimbursement (insurance and FEMA) = **\$655,947**
- Non-reimbursable = **\$226,173**
- Received already from insurance = **\$240,983**
- Awaiting receipt from insurance = **\$40,000** (Ponce Preserve dune walkover ramp)
- Received already from FEMA = **\$356,714**
- Awaiting receipt from FEMA = **\$18,250**
- Total remaining = **\$58,250**

6/26/24

PRELIMINARY BUDGET WORKSHOP

4

4

ASSUMPTIONS – RISING COSTS

New Staff Positions Added Mid-Year

- 3 firefighters/EMTs
- 2 police officers (1 still vacant)
- 1 Public Works Maintenance Technician (still vacant)
- 1 Assistant Deputy Clerk
- 1 Grants Coordinator/Accounting Specialist (still vacant)

Employee Benefits

- Health insurance: 4.5% increase
- Wage adjustment of +\$2,080 per employee, per Res. 2021-08 (final year).

Insurance

- Property Insurance: 10% Increase
- Overall (liability, general, property, vehicles, worker's comp., cybersecurity, etc.): **TBD**

6/26/24

PRELIMINARY BUDGET WORKSHOP

5

5

ASSUMPTIONS – UTILITY FEES

FY 22-23

- The Town raised its utility rates for:
 - Garbage collection - \$35/month, 2-year term, first adjustment since 2019.
 - Water – defined annual increases for 5 years, annual adjustments thereafter by the greater of 3% or 1%+CPI-U. First adjustment since 2018. In response to Port Orange increases.

FY 23-24

- The Town raised its rates for:
 - Sewer and water/sewer development fees – in response to Port Orange (pass-through). First adjustment since 2015 for sewer, first since 2009 for development fees. Port Orange fees will raise fees again effective 01-01-25.
 - Water connection fees – in response to Port Orange.

FY 24-25

- Stormwater utility fee – data collection in progress. Must be adopted by ordinance after rate study.

6/26/24

PRELIMINARY BUDGET WORKSHOP

6

6

ASSUMPTIONS – OBLIGATIONS

Loans

- Town Hall – \$328,000/yr. (20th of 20 – final year)
- Stormwater improvements - \$156,586/yr. (19th of 20)
- Water system improvements - \$61,828/yr. (8th of 20)
- Septic-to-Sewer Phase 1 - \$5.2 million (100% principal forgiveness SRF loan)

Grant Matches

- New Fire Department generator - \$35,000 (50% of total cost)
- Sidewalk project design - \$1,121,000 (15% of total project cost)
- Public safety vessel - \$40,000 (50% of project cost)

Donations

- Harbour Village dune walkover contribution – TBD?

6/26/24

PRELIMINARY BUDGET WORKSHOP

7

7

ASSUMPTIONS – REVENUE

Property Values

- Preliminary 2024 adjusted taxable value = **\$1,326,274,648**.
- **8.35%** increase over last year's value.
- If millage remains at current rate of 6.2779, would yield **\$7,964,280** (at 95% collection rate).
- This is **\$613,760** more than from the preliminary rolled-back rate of **5.7941** mills.
- Each 0.10 mill is expected to yield **\$126,862**.

6/26/24

PRELIMINARY BUDGET WORKSHOP

8

8

ASSUMPTIONS – TAX BASE (+/-) = CHANGE FROM LAST YEAR

Total number of households in Ponce Inlet
 Single Family = 1,210 (+11)
 Condominiums = 1,990
 Total = 3,200 (+11)

Number of homesteaded households In Ponce Inlet – 47% of total
 Single Family = 832 (+8)
 Condominiums = 665 (-13)
 Total = 1,497 (-5)

Number of non-homesteaded households in Ponce Inlet – 53% of total
 Single Family = 378 (+3)
 Condominiums = 1,325 (+13)
 Total = 1,703 (+16)

Median taxable value of a home in Ponce Inlet
 Single Family = \$362,890 (+\$34,817)
 Condominiums = \$338,800 (+\$28,356)
 Overall = \$343,558 (+\$27,046)

6/26/24 PRELIMINARY BUDGET WORKSHOP 9

9

HISTORY – 2024 BUDGET MEETINGS

Essential Services Advisory Board (ESAB)

- **January 11, 2024** – Preliminary review of Police, Fire, and Public Works items
- **March 7, 2024** – Budget priority list recommendation to Council
- **June 13, 2024** – Recommendation of Public Works Building “B”

Cultural Services, Historic Preservation, and Tree Advisory Board (CSB)

- **February 5, 2024** – Request for budget proposals
- **April 1, 2024** – Review of budget proposals
- **May 6, 2024** – Review of additional proposals for Timucuan Oaks Garden

Town Council

- **June 26, 2024** – preliminary budget workshop

6/26/24 PRELIMINARY BUDGET WORKSHOP 10

10

PRIORITIES – ESAB RECOMMENDATION

AS OF MARCH 7, 2024

| Priority | Request | Dept. | Fiscal Year | Cost | Comment | Previous Priority |
|----------|--|-------|------------------|-----------|---|-------------------|
| 1 | Stormwater one-way valve installation, Phase 2 | PW | 24-25 | \$180,000 | Completion of project started in FY 23/24 (not on last year's list, added by Town Council) | -- |
| 2 | 1 Water system personnel | PW | 24-25 (mid-year) | \$30,000 | Needed to restore 1 crew to previous size (4). Split 50% with Water Enterprise Fund | 23/24 #5 |
| 3 | Replacement fire truck/ apparatus | FD | 24-25 | \$80,000 | Initial down payment. 2-3 year build time from order date. Lease to own, w/ annual payments | -- |
| 4 | Public safety vessel | PD | 24-25 | \$80,000 | Town council goal. Previously recommended by ESAB in 2022. Not included last year. | -- |
| 5 | 2nd set of fire-fighting gear | FD | 24-25 | \$52,000 | | 23/24 #6 |
| 6 | Museum boardwalk replacement | PW | 24-25 | \$65,000 | Safety issue. Deferred from past two budgets, \$25,000 in FY 22/23, \$45,000 in FY 23/24. | -- |
| 7 | Back-up power load stretcher | FD | 24-25 | \$50,000 | Needed to optimize service delivery for 2 nd patient transport vehicle | -- |
| 8 | Replacement cascade system | FD | 24-25 | \$60,000 | | 24/25 #1 |

6/26/24

PRELIMINARY BUDGET WORKSHOP

11

11

PRIORITIES – EQUIPMENT

| EQUIPMENT | Council Goal | Grant Priority | ESAB Priority | FUNDING SOURCE | F/Y | COMMENT |
|--|--------------|----------------|---------------|-------------------|------------------|---|
| | | | | | 24-25 | |
| Fire | | | | | | |
| Quint 75' ladder truck | | | 3 | GF | \$110,000 | Initial down payment in FY24-25, with 2-3-year build time from order date. Lease to own, w/ annual payments over 9 years. Replacing 2009 fire engine. \$1,500,000 total |
| Replacement fire hose ("Snap-Tite") | | | | GF | \$29,000 | Current hose expires in 2025. NEW |
| Back-up power load stretcher | | | 7 | GF | \$45,000 | Allows current stretcher to be placed in back-up ambulance, provides stretchers for both ambulances in case of equipment failure. |
| Police | | | | | | |
| Public safety vessel with equipment | ✓ | | 4 | GF / Grant | \$80,000 | Town council goal. Previously recommended by ESAB in 2022. Not included last year's budget. \$40,000 grant has been awarded. |
| Public Works / Water | | | | | | |
| Replacement Fire Dept. generator | | | 1 | GF / Grant | \$35,000 | 50% appropriation grant awarded by Legislature and signed into law by Gov. Current generator is 20 years old. |
| Replacement generator for Public Works | | | 2 | 1/2 GF, 1/2 Water | \$55,000 | 50% appropriation grant of \$27,500 vetoed by Gov. |
| Automatic water line flushers | | | | Water | \$45,000 | Three, at \$15,000 each. NEW |
| TOTAL | | | | | \$399,000 | |

6/26/24

PRELIMINARY BUDGET WORKSHOP

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12

PRIORITIES – EQUIPMENT



6/26/24

PRELIMINARY BUDGET WORKSHOP

13

13

PRIORITIES – PROJECTS

| EQUIPMENT | Council Goal | Grant Priority | ESAB Priority | FUNDING SOURCE | F/Y 24-25 | COMMENT |
|--|--------------|----------------|---------------|------------------|--------------------|---|
| Cultural Services | | | | | | |
| Museum boardwalk replacement | | | 6 | GF | \$65,000 | Safety issue. Includes entire structure. Deferred from past two budgets. |
| Planning & Development | | | | | | |
| S. Peninsula sidewalk project | ✓ | | | | \$170,000 | The Town's 15% share, to be paid to Volusia County for project engineering/design = \$1,121,000. Town has \$968,574 already. Approx \$365k was borrowed temporarily last year and is being replaced this FY thru FEMA reimbursement |
| Public Works / Water | | | | | | |
| Replacement for Building B | | | * | Land Acquisition | \$200,000 | Includes site design, demo, and landscaping. Design to also include parking lot expansion and new locker area. NEW |
| Stormwater one-way valve installation, Phase 2 | | | 1 | GF | \$100,000 | Completion of project started in FY 23/24 |
| Town Hall landscaping | | | | | \$30,000 | NEW |
| Septic-to-Sewer Project Phase 1 | ✓ | | | SRF Loan | \$5,200,000 | 1st half of 2-year project. Construction funding from FDEP 100% forgiveness SRF loan. |
| TOTAL | | | | | \$5,765,000 | |

6/26/24

PRELIMINARY BUDGET WORKSHOP

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PRIORITIES – PROJECTS



6/26/24

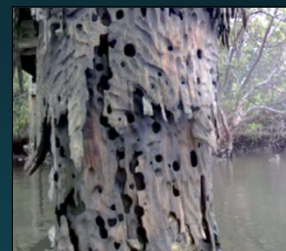
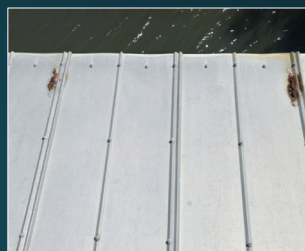
PRELIMINARY BUDGET WORKSHOP

15

15

PRIORITIES – MAINTENANCE/REPAIR

| EQUIPMENT | Council Goal | Grant Priority | ESAB Priority | FUNDING SOURCE | FY | F/Y | COMMENT |
|--|--------------|----------------|---------------|----------------|-----------------|-----------------|--|
| | | | | | 23-24 | 24-25 | |
| Cultural Services | | | | | | | |
| Ponce Preserve boardwalk pilings | | | | GF | \$80,000 | | Replacement to start FY 23-24. Includes design, permitting, and construction. NEW 6 roofs have deteriorated due to weather and age. Split over 2 yrs. NEW |
| Ponce Preserve gazebo roof replacement | | | | GF | | \$35,000 | |
| TOTAL | | | | | \$80,000 | \$35,000 | |



6/26/24

PRELIMINARY BUDGET WORKSHOP

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16

PRIORITIES – PROFESSIONAL SERVICES

| PROJECT | Council Goal | Grant Priority | ESAB Priority | FUNDING SOURCE | F/Y | COMMENT |
|-----------------------|--------------|----------------|---------------|----------------|-----------------|---|
| | | | | | 24-25 | |
| Administration | | | | | | |
| Salary Survey | ✓ | | | GF | \$28,500 | As recommended by the last salary survey in 2016. Includes compensation and classification study + one site visit from Evergreen Solutions. They can also conduct a compensation-only study for \$21,000. |
| TOTAL | | | | | \$28,500 | |



6/26/24

PRELIMINARY BUDGET WORKSHOP

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PRIORITIES – NEW PERSONNEL

| PERSONNEL | Council Goal | Grant Priority | ESAB Priority | F/Y | COMMENT |
|----------------------------|--------------|----------------|---------------|-----------------|--|
| | | | | 24-25 | |
| Public Works/Water | | | | | |
| (1) Maintenance Technician | | | 2 | | |
| Salary and Benefits | | | | \$25,637 | Total estimated cost, employed mid-year. Split btwn Public Works (35%), Parks & Rec (35%), and Water (30%). Full-year cost = \$51,274. |
| TOTAL | | | | \$25,637 | |



6/26/24

PRELIMINARY BUDGET WORKSHOP

18

18

COUNCIL PRIORITIES?

- What is most important to you?
- What is least important to you?

6/26/24 PRELIMINARY BUDGET WORKSHOP 19

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NEXT STEPS

July 16th
2nd Budget Workshop

Sept. 4th
1st Hearing – Tentative Millage Rate and Budget Ord.

Oct. 1st
New Fiscal Year Begins

July 18th
Town Council mtg – Proposed (Max) Millage Rate

Sept. 19th
2nd Hearing – Final Millage Rate and Budget Ord. Adoption

6/26/24 PRELIMINARY BUDGET WORKSHOP 20

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MEMORANDUM

PONCE INLET POLICE DEPARTMENT – OFFICE OF THE POLICE CHIEF

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

To: Michael E. Disher, AICP, Town Manager
From: Jeff Glazier, Chief of Police
Date: July 5, 2024
Subject: Request to Declare Vehicle as Surplus Property

MEETING DATE: July 18, 2024

The police department requests approval from the Town Council for the declaration of the vehicle listed below as surplus property.

Per Town Code of Ordinances Article VII, Division 3, Sec. 2.382, personal property deemed obsolete, unusable, or in the best interest of the town for sale, with an estimated value of \$5,000.00 or more, must undergo formal bidding procedures, negotiated sale, or other approved procedures by the Town Manager. The Town Council’s declaration of surplus property is a prerequisite for its sale.

The vehicle will be sold through Enterprise Fleet Services, with all proceeds returned to the Town.

Vehicle Description:
2018 Ford Explorer Interceptor Utility
VIN: 1FM5K8AR4JGC94602



Meeting Date: 7/18/2024

Agenda Item: 11-A

Report to Town Council

Topic: Resolution 2024-13 – Authorizing the creation of a Disaster Recovery Fund and a transfer of appropriations within the Town’s budget for FY 23/24.

Summary: The purpose behind this new fund is to establish and maintain reserve funds within the budget to be used during emergency incidents and natural disasters.

Suggested motion: To approve Resolution 2024-13 as presented.

Requested by: Chief Scales, Public Safety Director

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Office of the Public Safety Director

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
From: Dan Scales, Public Safety Director
Date: July 9, 2024
Subject: Resolution 2024-13 – Authorizing the creation of a Disaster Recovery Fund and authorizing a transfer of appropriations within the Town’s budget for Fiscal Year 2023-2024

MEETING DATE: July 18, 2024

Staff is requesting approval of Resolution 2024-13 to create the Disaster Recovery Fund. This new Fund is intended to establish and maintain appropriate levels of reserve funds within the budget with which to respond to unexpected emergency incidents and natural disasters.

The Town has the responsibility to respond immediately, provide necessary resources, and cover the costs of certain emergency events, often facing delays of several years before receiving Federal reimbursement for eligible expenses. Our recent experiences with the impacts of Hurricanes Ian and Nicole further underscore the necessity for a dedicated emergency funding source focused on impact mitigation.

Being a small coastal community, Ponce Inlet is particularly vulnerable to the adverse effects of natural disasters. Establishing a disaster recovery fund will enable recovery efforts to commence more promptly, ensuring a more effective and efficient response. A dedicated fund will also provide a transparent and accountable means to manage and allocate resources for future emergencies.

Staff is also requesting a transfer of appropriations in the amount of \$100,000 from the General Fund - Designation for Hurricane Expenses Reserve Account (001-0000-271-2000) to the Disaster Recovery Fund (008-0000-284-0000). This transfer will allow the Town to begin building reserves for future emergency incidents and natural disasters while providing transparency in the annual budget by showing the current amount of funds available in a separate reserve fund.

In accordance with Section 6.04(d) of the Town Charter, Council approval is mandated for such appropriation transfers. Staff recommends the approval of Resolution 2024-13 to establish a disaster recovery fund and authorize the transfer of appropriations as detailed above.

RESOLUTION NO. 2024-13

A RESOLUTION OF THE TOWN OF PONCE INLET, FLORIDA, AUTHORIZING THE CREATION OF A DISASTER RECOVERY FUND; AUTHORIZING A TRANSFER OF APPROPRIATIONS WITHIN THE TOWN'S BUDGET FOR FISCAL YEAR 2023-2024; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Ponce Inlet, the public, and individual citizens must work together to protect against, mitigate, respond to, recover from, and, to the extent possible, prevent threats and hazards that pose risks to the Town of Ponce Inlet; and

WHEREAS, an emergency or disaster can occur without warning at any time and any location, and may create a significant degree of property damage and economic hardship to individuals, public services, and the environment; and

WHEREAS, Ponce Inlet, as a small coastal community, is particularly vulnerable to the adverse impacts of natural disasters, necessitating a proactive approach to disaster preparedness and recovery; and

WHEREAS, it can take months to years for state or federal agencies to reimburse local governments for their emergency incident and disaster response activities; and

WHEREAS, the recent experiences with Hurricanes Ian and Nicole have highlighted the critical need for an established, dedicated emergency funding source to ensure the Town's prompt and effective recovery efforts; and

WHEREAS, the Town of Ponce Inlet has the responsibility to establish and maintain appropriate levels of disaster recovery reserve funds to respond to future risks resulting from unexpected emergency incidents and natural disasters; and

WHEREAS, the creation of a Disaster Recovery Fund will enhance the Town's resilience and capability to manage and recover from unforeseen emergencies and disasters without compromising operational funds for other essential public safety and community services;

WHEREAS, Section 6.04 of the Charter of the Town of Ponce Inlet, Florida provides for Budget Amendments upon written request of the Town Manager, and for the Town Council by resolution to approve: (a) Supplemental Appropriations, (b) Emergency Appropriations, (c) Reduction of Appropriations, and (d) Transfer of Appropriations; and

WHEREAS, based on a review, the Town Manager has requested amendments to the Fiscal Year 2023-2024 budget, as provided hereinafter.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA:

SECTION 1. That the annual operating budget of the Town of Ponce Inlet as adopted for the fiscal year beginning October 1, 2023, is hereby revised and amended to provide for the creation of the Disaster Recovery Fund (No. 008) as a source of dedicated funds for responding to unforeseen emergencies and disasters.

SECTION 2. The Town Council of the Town of Ponce Inlet hereby authorizes a transfer of appropriations, in the amount of \$100,000, from the General Fund Reserves to the Disaster Recovery Fund, within the Town of Ponce Inlet’s budget approved for Fiscal Year 2023-2024. Except as amended herein, the annual operating budget for the Town of Ponce Inlet for the fiscal year beginning October 1, 2023, shall remain in full force and effect.

SECTION 3. Effective Date. This resolution shall take effect immediately upon its adoption.

It was moved by _____ and seconded by _____ that said Resolution be adopted. A roll call vote of the Town Council on said motion resulted as follows:

| | |
|-----------------------------------|-------|
| Mayor Paritsky, Seat #1 | _____ |
| Councilmember Milano, Seat #2 | _____ |
| Councilmember White, Seat #3 | _____ |
| Councilmember Villanella, Seat #4 | _____ |
| Vice-Mayor Smith, Seat #5 | _____ |

Passed this 18th day of July 2024.

Town of Ponce Inlet, Florida

Lois A. Paritsky, Mayor

ATTEST:

Kim Cherbano, Town Clerk



Meeting Date: 7/18/2024

Agenda Item: 11-B

Report to Town Council

Topic: Resolution 2024-14 – Adopting a proposed millage rate for FY 24/25 and establishing public hearing dates for the tentative and final millage rates and budget.

Summary: The budget for FY 24/25 is balanced with a proposed millage rate of 6.6250, which is 14.15% above the rolled-back rate. Please see the attached staff reports for additional information.

Suggested motion: To approve Resolution 2024-14 as presented.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM
OFFICE OF THE TOWN MANAGER

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

TO: Town Council
FROM: Michael E. Disher, AICP, Town Manager
DATE: July 11, 2024
SUBJECT: Res. 2024-14 - Proposed Millage Rate for FY 24/25

MEETING DATE: July 18, 2024

The budget for fiscal year 24/25 is balanced with a proposed millage rate of 6.6250, estimated to produce \$8,403,446 in ad valorem revenue at a 95% collection rate. The Town's current millage rate is 6.2779 and the rolled-back rate (RBR) is 5.8037. The proposed millage rate is 14.15% above RBR.

According to the Volusia County Property Appraiser's preliminary tax roll, the collective taxable value of property in Ponce Inlet has increased by 9.07% from last year. Per state law, homesteaded properties will be capped at a taxable value increase of 3%; therefore, with the rate of 6.6250 mills, a homesteaded property with a prior year value of \$500,000 would pay a maximum of \$256 more in taxes next year, compared to the previous year. A non-homesteaded property would be capped at a taxable value increase of 10%; therefore, a non-homesteaded property with a prior year taxable value of \$500,000 would see a maximum tax increase of \$505.

Attached is a copy of the memorandum which provides a complete summary of the proposed budget, a full reporting of the town's reserves, a spreadsheet showing millage rate calculations, and a spreadsheet showing the general maximum impact of proposed millage rate.

Resolution 2024-14 has been prepared for the Town Council's approval of a proposed maximum millage rate. At this hearing, the Town Council has the ability to adopt or modify the proposed millage rate; but once approved via this resolution, it cannot be raised further. The Town Council may select a lower millage rate at subsequent budget hearings. If approved, the proposed maximum millage rate will be advertised by the Volusia County Property Appraiser on the proposed property tax bills, which his office mails to property owners in August.

Resolution 2024-14 also provides the dates of two public hearings for the millage rate and budget adoption in September. There are several statutory elements which go into the selection of viable dates, such as not conflicting with the budget hearing dates of Volusia County and the Volusia County School Board, along with advertising period requirements. Based on the information we currently have, both dates proposed will meet all criteria. Should any issues arise in the coming months which require either of these proposed dates to be changed, this resolution provides that flexibility.



**MEMORANDUM
OFFICE OF THE TOWN MANAGER**

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

TO: Town Council
FROM: Michael E. Disher, AICP, Town Manager
DATE: July 8, 2024
SUBJECT: Final Budget for FY 22/23, Adopted and Amended Budgets for FY 23/24, and Proposed Budget for FY 24/25

WORKSHOP DATE: July 16, 2024

Introduction

This budget is presented to cover three fiscal years – the Final budget for FY 22/23, the Adopted and Amended budgets for FY 23/24, and the Proposed budget for FY 24/25. The FY 22/23 and FY 23/24 budgets are presented for information only. For FY 23/24, the adopted budget, mid-year amended budget (per Res. 2024-12) and estimated final amended budget are provided for comparison. The only budget year that the Council will be asked to adopt in September is the Proposed FY 24/25.

Background

The Essential Services Advisory Board (ESAB) has held three meetings so far this year (January 11th, March 7th, and June 13th) to review budgetary proposals from the Fire, Police, and Public Works Departments for FY 24/25 and FY 25/26. The proposals for next fiscal year were then ranked in terms of priority and then forwarded to the Town Council as recommendations for the FY 24/25 budget.

Likewise, the Cultural Services, Historic Preservation, and Tree Advisory Board (CSB) met three times this year (February 5th, April 1st, and May 6th) to review budget proposals from staff, board members and the public. The Board discussed potential park enhancements and provided its recommendations to the Town Council.

On April 18, 2024, the Town Council was presented with the results of the audit of the FY 22/23 financial statements. For the 8th year in a row, the Town has received a perfect, comment-free audit.

26 At the June 26, 2024 preliminary budget workshop, the Council reviewed the Town’s reserve fund
 27 levels; the status of reimbursements from 2022 hurricane expenses; the impact of newly added
 28 staff positions; anticipated cost increases for insurance and utility rates; existing obligations such
 29 as loans and grant matches; the current tax base; and revenue projections. The Council then
 30 reviewed a list of significant (\$25,000+) proposed purchases, projects, maintenance activities,
 31 professional services, and new personnel to maintain or enhance levels of service for the next fiscal
 32 year. These items included the prioritized list recommended by the ESAB. The Council indicated
 33 its support for the majority of these items and directed staff to prepare the proposed budget
 34 accordingly.

35
 36 Town Reserves, Debt, & Finance Practices

37
 38 Per the Town’s Reserve Policy, Res. 09-04, reserves are to be used, “...to mitigate current and
 39 future risks such as revenue shortfalls, natural disasters, unanticipated expenditures, and to ensure
 40 stable tax rates.” The policy requires the Town to maintain reserves sufficient to cover between 3-
 41 9 months of operating expenses. The Town’s reserve levels per the audit of FY 22/23 are shown
 42 within the budget document in the revenue reserve line of each fund. After the FY 21/22 audit, the
 43 Town’s reserves stood at 7 months, decreasing to 6 months in FY 22/23. At the beginning of FY
 44 23/24, the Town’s stabilization reserve and other unassigned fund balance was \$4,190,777, which
 45 equates to a 53% reserve or 6.4 months. Reserves today are currently estimated at 6 months.

46
 47 This decrease over the last two years has largely been due to a combination of factors, including a
 48 lower millage rate in FY 22/23, impacts from Hurricane Ian ineligible for reimbursement¹; legal
 49 expenses related to Unfair Labor Practice hearings; rising costs of utility expenses; higher costs of
 50 employee insurance, wages, and benefits; and the cost of new staff positions added mid-year. In
 51 FY 22/23 and FY 23/24, the Town took steps to address these shortfalls by making necessary
 52 adjustments to the ad valorem millage rate and utility customer rates. This effort was aided by a
 53 sizeable increase in the taxable value of all properties in Ponce Inlet.

54
 55 A complete list of the town’s current reserves has been provided on **Attachment 1** of this memo
 56 and also within the budget document in the revenue reserve line of each fund.

57
 58 The town’s debt total is currently \$1,445,638. Two of the town’s three debt service agreements
 59 will be paid in full over the next 2 years: the 2005 Town Hall loan and the 2006 Stormwater
 60 Improvements loan. The town also has a 2017 Water System Improvements loan with 13 years
 61 remaining.

| Loan | Annual Payment | Years Remaining (out of 20) | Total Remaining Payment |
|---------------------------|----------------|--------------------------------|----------------------------|
| Town Hall Buildings | \$328,400 | 1 | \$328,400 |
| Stormwater Improvements | \$156,587 | 2 | \$313,174 |
| Water System Improvements | \$61,828 | 13 | \$804,064 |
| TOTAL | | | \$1,445,638 |

¹ NOTE: As of 6-24-24, the Town has received \$240,983 from insurance and \$356,714 from FEMA. Another \$58,250 is expected back from insurance and FEMA in the next year. A total of \$223,173 is ineligible for reimbursement.

63 In addition, the Town has pledged grant matches totaling \$1,196,000 for a public safety vessel,
64 fire station generator, and the S. Peninsula sidewalk project, all of which are expected to be paid
65 in FY 24/25.

66
67 Due to its strict adherence to standard governmental accounting practices and purchasing
68 procedures, the town has received perfect, comment-free audits for the last 8 years. Management
69 closely monitors policies and practices from all departments to ensure the protection of the Town's
70 finances. This combination of reserves, low debt, and history of perfect audits demonstrates that
71 the Town remains in an excellent financial position.

72
73 Proposed Budget for FY 24/25
74

75 With a limited number of revenue sources, the Town is highly dependent on ad valorem taxes to
76 fund its expenditures and services. In all, ad valorem taxes will comprise 79% of all anticipated
77 General Fund revenue in the coming fiscal year. The remainder will mostly be received from sales
78 taxes, services charges, permit fees, interest earnings, grants.

79
80 The budget for Fiscal Year 24/25 is balanced with a proposed millage rate of 6.6250, which is
81 intended to maintain or enhance the level of service provided by the Town government to its
82 residents and property owners. At a 95% collection rate, the proposed millage will produce
83 \$8,403,446 in ad valorem revenue. The Town's current millage rate is 6.2779 and the rolled-back
84 rate (RBR) is 5.8037. The proposed millage rate is 14.15% above RBR.

85
86 According to the Volusia County Property Appraiser's preliminary tax roll, the taxable value of
87 property in Ponce Inlet has increased by 9.07%. Homesteaded properties (approximately 47% of
88 total households) will be capped at a taxable value increase of 3%. A homesteaded property with
89 a prior year value of \$500,000 would pay a maximum of \$256 more in taxes next year, compared
90 to the previous year. Non-homesteaded properties (approximately 53% of total households) are
91 capped at a 10% increase. A non-homesteaded property with a prior year value of \$500,000 would
92 pay a maximum estimated \$505 more. On **Attachment 2** is a calculation of revenue at different
93 millage rates. The impact of the 6.6250 millage rate on properties at various values is provided
94 with **Attachment 3**.

95
96 Multi-Department Costs
97

98 Certain types of expenditures have an impact on multiple departments or the entire organization.
99 These include the cost of employee salaries and benefits, utilities, insurance, and fuel. The
100 proposed FY 24/25 budget accounts for these general costs in addition to the specific requests from
101 each department.

- 102
103 • Eight new staff positions were added in FY 23/24 (3 firefighters, 2 police officers, 1 Public
104 Works maintenance technician, and 2 in Finance/Administration). No new personnel are
105 proposed next year.
106 • Per Resolution 2021-08, employee salaries will increase next year by \$2,080 per employee,
107 equivalent to an extra \$1 per hour. This will be the last year of a four-year plan to comply
108 with Florida's \$15/hour minimum wage law.

- 109 • The Town’s required contribution for FRS (Florida Retirement System) is either increasing
- 110 negligibly (1/10th of 1%) or remaining the same for various categories. These amounts are
- 111 dictated to participating local governments each year by the State of Florida.
- 112 • Employee health insurance is increasing 4.5%.
- 113 • Property insurance costs have been estimated to increase by 10%.
- 114 • Overall insurance costs (worker’s comp., liability, vehicles, cybersecurity, flood, etc.) have
- 115 been estimated to increase by 10%.
- 116 • Water, sewer, and electric costs are increasing approximately 3%.
- 117 • Fuel costs are estimated to decrease slightly or stay the same as FY 23/24, based on EIA
- 118 (U.S. Energy Information Administration) forecast for 2025.

119
120 Highlights

121
122 In addition to the costs, obligations, and debt service noted above, the proposed budget includes
123 requests for purchases, projects, maintenance activities, and professional services to maintain or
124 enhance levels of service for the next fiscal year. Purchases can be thought of as tangible
125 equipment, such as new generators or vehicles. Projects involve construction, such as the S.
126 Peninsula sidewalk expansion or the complete replacement or redevelopment of an existing
127 facility. Services can include maintenance activities like storm pipe cleaning or professional
128 services for new studies and plans. The majority of items on this list were either prioritized by the
129 ESAB, recommended by the Cultural Services Board, tied to a Council goal, or were part of the
130 Town’s appropriation requests to the Florida Legislature this year.

131
132 Equipment (\$444,000)

- | | |
|---|---|
| 133 • Quint 75’ ladder truck (Capital Fire Equip. fund) | \$210,000 (1 st yr. payment) |
| 134 • Replacement fire hose | \$29,000 |
| 135 • Back-up power-load stretcher | \$45,000 |
| 136 • Public safety vessel | \$40,000 (+\$40,000 grant) |
| 137 • Fire Dept. generator (Leg. contingency) | \$35,000 (+\$35,000 grant) |
| 138 • Automatic water line flushers (Water R&R fund) | \$45,000 |

139
140 Projects (\$5,730,000)

- | | |
|---|-------------|
| 141 • PW Building “B,” incl. locker room & generator (Land Acquisition fund) | \$225,000 |
| 143 • Museum boardwalk replacement | \$35,000 |
| 144 • S. Peninsula sidewalk project (Transfer to 311 fund) | \$170,000 |
| 145 • Storm-drain one-way valves, Phase 2 | \$100,000 |
| 146 • Septic-to-sewer project, Phase 1 (New 312 fund) | \$5,200,000 |

147
148 Maintenance/Repair (\$113,000)

- | | |
|---|-------------------------|
| 149 • Stormwater pond excavation | \$50,000 |
| 150 • Harbour Village boardwalk contribution (Leg. contingency) | \$25,000 (final \$ TBD) |

151
152 Professional Services (\$78,000)

- | | |
|---------------------|----------|
| 153 • Salary Survey | \$28,500 |
|---------------------|----------|

155 New Personnel (\$0)

- 156 • None

157

158 Other Notable Requests (\$399,039)

| | | |
|-----|---|----------------------|
| 159 | • Government Affairs consultant (lobbyist) | \$36,000 (12 months) |
| 160 | • Annual contribution to the First Step homeless shelter | \$14,187 |
| 161 | • Hosting Volusia League of Cities dinner (every 3 yrs.) | \$8,900 |
| 162 | • Contractual services for financial auditors | \$44,000 |
| 163 | • New CivicPlus software for meeting agenda mgmt. | \$14,300 |
| 164 | (included with I.T. contractual computer services) | |
| 165 | • Additional outdoor public security cameras for Town parks | \$15,000 |
| 166 | (included with I.T. non-capital equipment) | |
| 167 | • Replacement plotter/scanner for Planning & Development | \$11,000 |
| 168 | (included with I.T. non-capital equipment) | |
| 169 | • 3 additional leased vehicles from Enterprise | \$40,102 |
| 170 | • Portable electronic message board for Police Dept. | \$19,000 |
| 171 | • Public Works facility electric gate motors | \$11,000 |
| 172 | • Repair and resurface tennis courts at Pollard Park | \$15,000 |
| 173 | • New kayak staging area at boat ramp | \$3,000 |
| 174 | • Utility box art wrap project | \$9,000 |
| 175 | • Tree replenishment plan (from Tree Bank fund) | \$8,000 |
| 176 | • New landscaping at Community Center | \$10,000 |
| 177 | • Replacement gutters at Community Center | \$8,000 |
| 178 | • Replacement fence at museum | \$19,000 |
| 179 | • Painting of museum buildings | \$16,000 |
| 180 | • Hazardous waste pick-up and paper shredding event | \$8,000 |
| 181 | (from Refuse fund) | |
| 182 | • Replacement fire hydrants, valves, and meters | \$68,000 |
| 183 | (from Water R&R fund) | |

184

185 Carry-forward requests from FY 23/24

186

187 There are several projects budgeted in FY 23-24 that are not expected to be finished by the end of
188 the current fiscal year. When this happens, the remaining funding for these projects is transferred
189 to the following fiscal year. These projects are listed in the budget document as carry-forward
190 items. Because the money has already been appropriated and collected, carrying it forward to the
191 next fiscal year has no impact on the proposed millage rate for next fiscal year. These projects
192 include:

193

| | | |
|-----|--|----------|
| 194 | • Stormwater impact code review | \$10,000 |
| 195 | • Stormwater pond excavation | \$38,000 |
| 196 | • Adaptation Action Plan (FDEP grant) | \$50,000 |
| 197 | • CRS compliance and map update project | \$17,500 |
| 198 | • Energov software update (Economic Impact fund) | \$21,550 |

199

Special Funds

Besides the General Fund, the Town’s budget also includes 26 separate special funds. These special funds exist for specific purposes, such as:

- 1) to receive revenue from non-ad valorem sources, such as the Local Option Gas Tax funds and Land Acquisition Fund, which also have restrictions on how such funds can be used;
- 2) to pay for on-going operating expenses related to a specific Town function or service, such as the Water Operations and Maintenance Fund;
- 3) to ensure money is saved over time for large expenditures, such the Fire Capital Equipment Fund;
- 4) to account for expenditures and reimbursements for a one-time project or event, such as the S. Peninsula Sidewalk Fund and the Hurricane Ian Fund; and
- 5) to pay off long-term debt, such as the Town Hall Loan fund;

Note that funds established for specific projects, events, or loans are eventually shut down once no longer needed. Below is a description of the Town’s special funds.

Local Option Gas Tax (.06 cent) Fund – 002

This is a restricted fund used for certain types of road expenditures; \$85,000 is budgeted each year for debt service associated with the Town’s stormwater loan. Each year the Town receives a share of the gas taxes collected in Volusia County. Beginning in 2021, the distribution formula for Volusia County cities was revised based solely on the proportion of road miles in each jurisdiction. Previously, the formula also included other factors such as population and assessed property values. The rates between 2012-2026 are adopted by interlocal agreement, which the Town officially adopted per Resolution 2021-04. This change negatively affects land-locked jurisdictions with no room for expansion such as Ponce Inlet and Daytona Beach Shores. The Town’s share was reduced to 0.582% in FY 22 and drops each year until FY 26 when the share is 0.298%. The annual adjustment after 8/31/26 shall be automatically adjusted annually based on the ratio of lane miles of public roads maintained by all participating municipalities. The gas tax funds will continue to see declining revenue over time as the Town’s proportion of roads decreases as other communities expand.

Local Option Gas Tax (.05 cent) Fund – 003

This is a restricted fund used for certain types of road related expenditures; \$7,000 is budgeted for debt service associated with the Town’s stormwater loan. See above.

Donations Fund – 005

In past years, this fund was primarily used for the Christmas parade donations and expenditures. Now that the parade receives corporate sponsorship, it is not needed for that purpose. Nonetheless, the fund still remains to receive donations for certain departments/categories. The reserve/fund balance in each category is tracked pursuant to its specific income and expenditures.

Hurricane Ian – 007

This fund was established for accounting purposes related to expenses and reimbursement from damage caused by last year’s Hurricane Ian. This fund itemizes all expenditures related to repair of Town structures, debris removal, equipment, and supplies. It shows the revenue received to date

246 from the Town’s insurance provider and FEMA. The Hurricane Ian fund will close after all repairs
247 are complete and all eligible reimbursements have been received.

248
249 Disaster Recovery Fund – 008
250 This is a new fund being established to save money for future hurricanes and other disasters. This
251 is a common practice in other cities. Staff is proposing a one-time transfer of \$100,000 from
252 General Fund reserves in FY 23/24, and a \$25,000 transfer from the Economic Impact Fund in FY
253 24/25.

254
255 Tree Bank Fund - 141
256 This is a restricted fund for monies received from tree removal on private properties when on-site
257 replacement cannot occur. This fund’s budget includes \$8,000 for the creation of a tree
258 replenishment plan for Town-owned properties, and \$4,000 for replacement trees as needed.

259
260 Sidewalk Fund – 143
261 This is a restricted fund for monies received when it is not feasible to add a sidewalk in front of a
262 newly developed property, especially when there are no adjoining sidewalks on either side.
263 Expenditures must be related to the repair, replacement, or extension of sidewalks; \$15,000 is
264 proposed for sidewalk repair. These monies may also be used in a future year toward the Town’s
265 portion of the South Peninsula Drive sidewalk project.

266
267 Parks & Recreation Fund – 144
268 This is a restricted fund to receive one-time impact fees with newly developed properties to
269 improve the Town’s parks and recreation facilities. The Town charges \$347.81 per new single-
270 family construction and \$262.88 per unit for multi-family construction.

271
272 Community Center Fund – 145
273 This fund was established to support the operation and maintenance of the Community Center.
274 The Town has a contractual partnership with Ponce Inlet Community Center, Inc (PICCI) to
275 operate and maintain the building. The Town pays for general insurance, 75% of the electric bill,
276 and repairs/maintenance for the building, while PICCI covers the full cost of water service, 25%
277 of the cost of electric service, and 100% of the insurance policy for activities in the Center. There
278 is a General Fund transfer proposed in the amount of \$46,680 for FY 24/25, part of which will be
279 used for new landscaping and replacement gutters.

280
281 Historical Museum Fund – 146
282 This fund was established to support operations at the Ponce Inlet Historical Museum, located at
283 143 Beach Street. The Museum brings in very minimal revenue through donations and charges
284 only for classes, so its operations must be funded through transfers from the General Fund. This
285 year, a transfer of \$114,200 is proposed, \$54,000 of which is intended to replace the rotting
286 boardwalk and wooden stockade fence.

287
288 Police Education Fund – 160
289 This is a restricted fund for monies received from court-processed citations and criminal cases. Per
290 state law, expenditures must be related to police education; police training has been budgeted in
291 this account.

292

293 Debt Service – Stormwater Improvements Loan Fund – 201

294 This fund was established pursuant to state revolving fund loan requirements for debt service.
295 Local option fuel tax revenues, refuse rate revenues, and sewer administrative fee revenues were
296 pledged by the Town in 2005 for repayment of this loan (\$156,586/year). FY 23/24 will be the 19th
297 year of this 20-year loan, which has a 2.7% interest rate.

298
299 Debt Service – Town Hall Loan Fund – 203

300 This fund was established pursuant to loan requirements for debt service. Funding from the Land
301 Acquisition Fund, was pledged by the Town in 2004 for repayment of this loan (\$328,400/year).
302 FY 23/24 will be the 20th year of this 20-year loan, which has a 4.11% interest rate.

303
304 Land Acquisition Fund – 302

305 This restricted fund was established in 2003 as follows:

306 All revenue generated and collected by the town from franchise fees for the collection of
307 garbage and the public service tax on the sale of electricity, metered natural gas, liquefied
308 petroleum and manufactured gas shall be deposited into the town public land acquisition
309 and facility fund, and shall be expended from that fund only for the purposes of acquiring
310 real estate, construction of public facilities and payment of administrative, engineering
311 and legal expenses related to those tasks. In the event of a natural disaster or financial
312 emergency, the town manager may request the town council to permit the expenditure of
313 funds from the town public land acquisition and facility fund for other purposes and the
314 town council may grant this request only by a four-fifths vote of the members present.
315 The town manager is authorized to make expenditures from this fund within the
316 parameters of this section.

317 The annual transfer from this fund to the Town Hall Debt Service fund is budgeted. In addition,
318 this fund will be used to pay for the Public Works Building “B” design and construction, including
319 a replacement generator and locker rooms. Paying from this fund rather than the General Fund
320 means it does not affect the ad valorem millage rate.

321
322 Capital Fire Equipment Fund – 305

323 This fund was established to save up for the purchase of Fire/EMS equipment and vehicles (e.g.,
324 ambulance, fire engine). Such equipment does not need to be replaced often, but when they do can
325 have a highly disproportionate impact on a single year’s budget. In the past, it has been used to
326 purchase Self-Contained Breathing Apparatus (SCBA) gear and replacement
327 Monitors/Defibrillators. In FY 24/25 it will be used to make the first \$210,000 annual payment for
328 the 75’ Quint ladder truck. This vehicle is available for delivery now, and will be financed through
329 a multi-year lease-purchase arrangement.

330
331 Capital Facility Maintenance Fund – 307

332 This fund was established at the direction of Council for the purpose of building a reserve for
333 capital maintenance and repair needs of various town facilities, including otherwise unplanned
334 capital equipment replacement requirements (e.g., air conditioners, generators, etc.). Last year it
335 was used to repair and replace the Town Hall HVAC evaporator coil, the Police Department
336 HVAC heater, and the Fire Department HVAC system. No new transfers or expenses are proposed
337 in FY 24/25, although there is \$82,760 available in the fund if needed.

338

339 Ponce de Leon Circle Septic-to-Sewer Project – 309

340 This fund was established for the gravity sewer project on this street. This project is now complete
341 and the fund will be closed out once staff receives the OK from our auditors.

342

343 Economic Impact Funds – 310

344 This fund was initially created to segregate the Town’s Coronavirus Relief Funds, which were
345 provided as part of the American Rescue Fund Act (ARPA). The Town Council allocated these
346 funds through Resolution 2022-06 for design of the septic-to-sewer master plan, Police and Fire
347 radios, Energov software and hardware (servers), and for the S. Peninsula sidewalk project. For
348 FY 24/25, \$21,550 is proposed to be carried over to complete the Energov update. Another \$25,000
349 is proposed for transfer to the new Disaster Recovery Fund while \$110,000 will go to the Capital
350 Fire Equipment Fund.

351

352 South Peninsula Drive Sidewalk Grant Match Fund – 311

353 The Town has pledged a 15% match for this project. Per the Town’s interlocal agreement with
354 Volusia County, the Town will be able to fulfill its 15% match requirement by paying for 100%
355 of the survey and design costs. The current estimate for the design is \$1,120,800. The agreement
356 also requires the Town to reimburse County staff for its time to manage the project on the Town’s
357 behalf. The survey and design work is expected to start this year and continue through FY 24/25.
358 These expenses are shown in the amended budget for FY 23/24 and the proposed budget for FY
359 24/25.

360

361 Septic-to-Sewer Phases 1 and 2 – 312

362 This is a new fund being created to manage the \$10.4 million SRF loan (100% principal
363 forgiveness) funds and construction expenditures for this project. After being authorized by the
364 Town Council in June 2024, staff has now submitted the loan application to FDEP. Once the loan
365 agreement between FDEP and the Town has been executed (anticipated November 2024) the
366 construction can be put out for bid. Staff is proposing to split the construction into two phases over
367 two years, with the first phase (\$5,200,000) proposed for funding in FY 24/25.

368

369 Water Operating & Maintenance Fund – 401

370 This fund operates as a semi-enterprise fund to segregate the Town’s water revenues and allocated
371 expenditures that support the Town’s delivery of water utility services. The rates for water service
372 have been established to cover the Town’s internal service delivery costs, the payment to the City
373 of Port Orange for the wholesale purchase of water, and the debt service for the 2016 water system
374 improvement project. At the recommendation of the Town’s water rate consultant, repair and
375 maintenance costs are now paid out of a separate Repair & Replacement Fund, which was
376 established last year for that purpose. For FY 24/25, \$195,000 is proposed to be transferred to the
377 R&R Fund.

378

379 Refuse Fund – 402

380 This fund operates as a semi-enterprise fund to segregate the town’s waste collection revenues and
381 expenditures. The Town has also pledged \$12,500 annually from this fund for the stormwater debt
382 service. The Town’s current contract with Waste Pro began in 2019 and runs through September
383 30, 2024. Last year the Town increased its rates to \$35/month, which was intended to cover
384 increased rates from Waste Pro along with increased fuel costs and landfill tipping fees. The
385 Town’s new rate provides sufficient revenue to provide a hazardous waste pick-up and paper

386 shredding event, as desired by residents. The Town’s current contract with Waste Pro expires
387 September 30, 2024 and is renewable for 3 additional 5-year terms beyond the current term. The
388 contract allows for modifications at any time.

389
390 Sewer Fund – 403

391 This fund operates as a semi-enterprise fund to segregate the sewer revenues and impact fees
392 collected by the Town for a direct pass-through payment to the City of Port Orange. The Town
393 receives an administrative fee from Port Orange for this payment processing. The administrative
394 fee is first used to meet an annual pledge of \$12,500 for the Town’s stormwater debt service
395 obligation and the remainder is transferred to the General Fund to support the administration of
396 this billing service. Sewer rates are set by the City of Port Orange and adopted *as-is* by the Town.
397 The City of Port Orange increased its sewer rates last year and is doing so again next year, effective
398 January 2025.

399
400 Water Expansion Fund – 404

401 This is a restricted fund for impact fees assessed to support the Town’s water system infrastructure.
402 All monies received from this impact fee can only be expended for making major emergency
403 repairs, extending or oversizing water lines, separating or constructing new additions to the
404 distribution system, paying any fees required by contractual agreement, or for the expansion,
405 improvement and maintenance of the operation and administration of the water system. The Town
406 increased its impact fees and connection fees earlier this year to match recent increases by the City
407 of Port Orange.

408
409 Water Renewal & Replacement Fund – 405

410 This new fund was created in FY 23/24 at the recommendation of the Town’s water rate consultant.
411 The “R&R” fund is intended to pay for all repair and maintenance expenses related to the water
412 system, including equipment, vehicles, and hydrants. It is also used to maintain healthy reserves
413 for water system operations. In prior fiscal years, these expenses were paid out of the Water
414 Operating & Maintenance Fund (#401). For FY 24/25, \$195,000 is proposed to purchase 4
415 replacement hydrants, 3 new valves, 3 new auto-flushers, and a \$25,000 transfer to reserves.

416
417 Debt Service – Water System Improvements Fund – 411

418 This fund was established in 2015 pursuant to the state revolving fund loan requirements for debt
419 service. The water fund is the only revenue source that was pledged by the Town for repayment of
420 this loan (\$61,828/year). FY 23/24 will be the 8th year of this 20-year loan, which has a 1.01%
421 interest rate.

422
423 Unfunded Requests

424
425 The following is a list of requests made by various departments that will need to be deferred to a
426 future year or funded through grants or appropriations.

427

| | | |
|-----|---|----------|
| 428 | • Public Works maintenance technician (mid-year) | \$30,000 |
| 429 | • Ponce Preserve gazebo roof replacement (3 of 6) | \$35,000 |
| 430 | • Fire Dept. replacement cascade system | \$60,000 |
| 431 | • Fire Dept. bunker gear dryer | \$15,000 |

| | | |
|-----|--|-----------------|
| 432 | • Police Dept. low-speed vehicle (“golf cart”) | <u>\$20,000</u> |
| 433 | TOTAL | \$160,000 |

434
435
436

Legal Requirements

437 The Town Council is required to set the tentative millage rate for notices on the proposed property
438 tax bill at the July 18, 2024 Council meeting. From that point, the Council can always lower the
439 proposed millage rate before the final budget is adopted in September, but the rate cannot be
440 increased. The proposed millage rate of 6.6250 is 14.15% above the RBR and estimated to produce
441 \$8,403,446 in ad valorem revenue collected at 95%. However, for your information, the State
442 limitations for the millage rate increase for the Town in FY 24/25 are as follows:

- 443 • Council by simple majority vote may adopt a millage rate of up to 6.1339, which is 5.69%
444 above RBR and estimated to produce \$7,780,513 in ad valorem revenue.
- 445 • Council by super majority vote may adopt a millage rate of up to 6.7473, which is 16.26%
446 above RBR and estimated to produce \$8,558,577 in ad valorem revenue.
- 447 • Anything higher than a 6.7473 millage rate must be approved by unanimous vote.

448

449 After reviewing the full proposal, should the Council wish to consider an increase in the budget or
450 millage rate, note that each one-tenth mill equals \$126,844 in revenue proceeds at 95%, which is
451 the percentage historically relied upon for budgeting purposes.

452

Conclusion

453

454

455 This proposed budget is the product of many months of work and includes the valuable input of
456 Town staff, the Town Council, and the public. Operational needs, level of service, and quality of
457 life, are all considerations in the balancing process. We welcome your questions, comments, and
458 ultimately your direction as we go forward in this annual millage rate and budget adoption process.
459 Thank you.

Attachments:

1. Summary of the Town’s Reserves (April 2024)
2. Millage Rate Projected Revenue Calculations for FY 24/25
3. Impact of Millage Rate at 6.6250 mills

Town of Ponce Inlet Reserve Analysis (April 2024)

| Fund Name | Fund Type | Fund Balance FY 19/20 | Fund Balance FY 20/21 | Fund Balance FY 21/22 | Fund Balance FY 22/23 | Fund Balance FY 23/24 |
|---|----------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| General Fund | Non-Restricted | \$2,808,484 | \$3,405,223 | \$4,035,916 | \$ 4,048,698 | \$ 4,190,777 |
| Old Gas Tax (.06) | Restricted | \$84,930 | \$88,278 | \$98,529 | \$ 98,082 | \$ 89,115 |
| New Gas Tax (.05) | Restricted | \$411,517 | \$470,268 | \$433,304 | \$ 487,462 | \$ 538,391 |
| Donations | Restricted | \$3,625 | \$3,617 | \$6,423 | \$ 8,188 | \$ 8,566 |
| Hurricane Ian | Restricted | n/a | n/a | n/a | \$ - | \$ 123,842 |
| Tree Bank | Restricted | \$15,947 | \$22,855 | \$26,791 | \$ 27,760 | \$ 44,085 |
| Sidewalk | Restricted | \$44,863 | \$56,246 | \$70,453 | \$ 76,824 | \$ 90,787 |
| Parks & Recreation | Restricted | \$11,116 | \$14,594 | \$20,856 | \$ 24,682 | \$ 27,812 |
| Community Center | Non-Restricted | \$5,388 | \$26,434 | \$57,100 | \$23,737 | \$25,717 |
| Historical Museum | Non-Restricted | \$18,697 | \$19,648 | \$21,978 | \$ 22,383 | \$ 14,670 |
| Lighthouse Park Project | Grant Project | \$163,657 | \$23,246 | \$23,283 | \$ - | \$ - |
| Police Education | Restricted | \$10,643 | \$11,237 | \$12,566 | \$ 13,623 | \$ 14,853 |
| Stormwater Loan | Debt Service | \$2,630 | \$2,729 | \$2,727 | \$ 2,725 | \$ 2,723 |
| Town Hall Loan | Debt Service | \$2,409 | \$2,409 | \$2,408 | \$ 1,581 | \$ 1,221 |
| Land Acquisition Fund | Restricted | \$124,805 | \$167,230 | \$302,799 | \$ 464,357 | \$ 439,546 |
| Capital Fire Equipment Fund | Non-Restricted | \$150,000 | \$200,000 | \$29,400 | \$ 229,400 | \$ 115,830 |
| Capital Facility Maintenance Fund | Non-Restricted | n/a | \$25,000 | \$50,000 | \$ 75,000 | \$ 82,760 |
| Ponce de Leon Septic-to-Sewer Project | Grant Project | n/a | n/a | \$31,841 | \$ (40,374) | \$ (21,155) |
| Economic Impact Fund | Restricted | n/a | n/a | n/a | \$ 1,214,037 | \$ 266,002 |
| S. Peninsula Dr. Sidewalk | Restricted | n/a | n/a | n/a | \$ 150,000 | \$ 802,756 |
| Water Operating & Maintenance Fund | Enterprise | \$1,009,119 | \$1,288,818 | \$1,042,489 | \$1,022,330 | \$850,862 * |
| Water O&M Fund (Captial Assets - Equity) | Enterprise | | | \$2,053,209 | \$1,887,943 | \$1,765,438 |
| Refuse | Enterprise | \$27,986 | \$36,744 | \$45,649 | \$ 31,384 | \$ 6,389 |
| Sewer | Enterprise | \$6,273 | \$8,986 | \$8,991 | \$ 7,529 | \$ 6,515 |
| Water Expansion | Restricted | \$117,920 | \$127,082 | \$145,406 | \$ 155,286 | \$ 164,448 |
| Water System Improvements Loan | Debt Service | \$59,038 | \$59,211 | \$59,385 | \$ 59,558 | \$ 59,731 |
| Contraband/Forfeiture | Restricted | \$7,033 | \$7,033 | \$3,494 | \$ - | \$ - |
| Total | | \$5,086,080 | \$6,066,888 | \$8,584,997 | \$ 10,092,195 | \$ 9,711,681 |

*Adjusted FY21/22 to take out fixed assets to get an accurate Fund Balance (This matches retained earnings)

| Pre-Preliminary Millage Rate Estimates for Fiscal Year 24/25 | | | | |
|--|---------------------|------------------|---------------------|--------------------------------|
| Based on certified tax estimates (Letter required by June 1st): | | | | |
| Total taxable value of property is (take from Step 1) | 1,335,204,947 | | | |
| Taxable value of new construction (take from Step 1) | 11,120,942 | | | |
| Current year adjusted taxable value (A5-A6) | 1,324,084,005 | | | |
| Prior year final gross taxable value (take from January 2024 letter) | 1,224,076,757 | | | |
| multiply by prior year operating millage levy | 6.2779 | | | |
| Prior year ad valorem proceeds: (current year) | 7,684,631 | | | |
| Current year estimated rolled back-rate | 5.8037 | | | |
| Proposed millage scenarios based on preliminary estimates: | | | | |
| Proposed Millage Rate | Ad Valorem Proceeds | 95% Proceeds | % Increase over RBR | |
| 7.0000 | 9,346,435 | 8,879,113 | 20.61% | |
| 6.9500 | 9,279,674 | 8,815,691 | 19.75% | |
| 6.9250 | 9,246,294 | 8,783,980 | 19.32% | |
| 6.9000 | 9,212,914 | 8,752,268 | 18.89% | |
| 6.8000 | 9,079,394 | 8,625,424 | 17.17% | |
| 6.7473 | 9,009,028 | 8,558,577 | 16.26% | Max for super majority vote |
| 6.7000 | 8,945,873 | 8,498,579 | 15.44% | |
| 6.6500 | 8,879,113 | 8,435,157 | 14.58% | |
| 6.6250 | 8,845,733 | 8,403,446 | 14.15% | Proposed FY 24/25 millage rate |
| 6.6000 | 8,812,353 | 8,371,735 | 13.72% | |
| 6.5900 | 8,799,001 | 8,359,051 | 13.55% | |
| 6.5000 | 8,678,832 | 8,244,891 | 12.00% | |
| 6.4000 | 8,545,312 | 8,118,046 | 10.27% | |
| 6.3000 | 8,411,791 | 7,991,202 | 8.55% | |
| 6.2779 | 8,382,283 | 7,963,169 | 8.17% | Adopted FY 23/24 millage rate |
| 6.2000 | 8,278,271 | 7,864,357 | 6.83% | |
| 6.1339 | 8,190,014 | 7,780,513 | 5.69% | Max for simple majority vote |
| 6.1000 | 8,144,750 | 7,737,513 | 5.10% | |
| 6.0000 | 8,011,230 | 7,610,668 | 3.38% | |
| 5.9000 | 7,877,709 | 7,483,824 | 1.66% | |
| 5.8000 | 7,744,189 | 7,356,979 | -0.06% | |
| 5.8037 | 7,749,129 | 7,361,673 | 0.00% | Roll-back rate |
| 5.7941 | 7,736,311 | 7,349,495 | -0.17% | |
| 5.7000 | 7,610,668 | 7,230,135 | -1.79% | |
| 5.6500 | 7,543,908 | 7,166,713 | -2.65% | |
| 5.6000 | 7,477,148 | 7,103,290 | -3.51% | |
| 5.5000 | 7,343,627 | 6,976,446 | -5.23% | |
| 5.4000 | 7,210,107 | 6,849,601 | -6.96% | |
| 5.3759 | 7,177,928 | 6,819,032 | -7.37% | |
| 5.3000 | 7,076,586 | 6,722,757 | -8.68% | |
| 4.8986 | 6,540,635 | 6,213,603 | -15.60% | |
| 1.0000 | 1,335,205 | 1,268,445 | | |
| 0.1000 | 133,520 | 126,844 | | |

| General Maximum Impact of Millage Rate - FY 24/25 | | | | | | | |
|---|-----------------|---------------------|--|--------------------------|---------------------|-------------------|--|
| Proposed Rate | 6.625 | | | | | | |
| Prior year tax rate | 6.2779 | | | | | | |
| Homesteaded Properties currently assessed below market value | | | | | | | |
| <u>2023 - Ponce Inlet Taxes</u> | | | <u>Proposed 2024- Ponce Inlet Taxes</u> | | | | |
| Assessed Taxable Value | Minus Homestead | Taxes Paid to Ponce | 3% Assessed Increase | Minus \$50,000 Homestead | Taxes Paid to Ponce | <u>Difference</u> | |
| \$1,000,000 | \$950,000 | \$5,964 | \$1,030,000 | \$980,000 | \$6,493 | \$528 | |
| \$750,000 | \$700,000 | \$4,395 | \$772,500 | \$722,500 | \$4,787 | \$392 | |
| \$500,000 | \$450,000 | \$2,825 | \$515,000 | \$465,000 | \$3,081 | \$256 | |
| \$375,000 | \$325,000 | \$2,040 | \$386,250 | \$336,250 | \$2,228 | \$187 | |
| \$250,000 | \$200,000 | \$1,256 | \$257,500 | \$207,500 | \$1,375 | \$119 | |
| Non-Homesteaded Properties currently assessed at prior-year market rate | | | | | | | |
| <u>2023 - Ponce Inlet Taxes</u> | | | <u>Proposed 2024 - Ponce Inlet Taxes</u> | | | | |
| Assessed Taxable Value | | Taxes Paid to Ponce | 10% Increase (Average Townwide) | | Taxes Paid to Ponce | <u>Difference</u> | |
| \$1,000,000 | | \$6,278 | \$1,100,000 | | \$7,288 | \$1,010 | |
| \$750,000 | | \$4,708 | \$825,000 | | \$5,466 | \$757 | |
| \$500,000 | | \$3,139 | \$550,000 | | \$3,644 | \$505 | |
| \$375,000 | | \$2,354 | \$412,500 | | \$2,733 | \$379 | |
| \$250,000 | | \$1,569 | \$275,000 | | \$1,822 | \$252 | |

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RESOLUTION 2024-14

A RESOLUTION OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA ADOPTING THE PROPOSED MILLAGE RATE FOR THE LEVYING OF AD VALOREM PROPERTY TAXES FOR MUNICIPAL PURPOSES ON ALL TAXABLE PROPERTY WITHIN THE TOWN FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; ESTABLISHING THE PUBLIC HEARING DATES AND TIMES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida law requires the Town Council of the Town of Ponce Inlet, Florida, to establish a proposed millage rate for levying ad valorem property taxes for municipal purposes on all taxable property within the Town limits of the Town of Ponce Inlet, Florida; and

WHEREAS, the Town Council hereby establishes the dates for its public hearings on the millage rate and the budget for fiscal year 2024/2025.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, FLORIDA:

SECTION 1. ADOPTING THE PROPOSED AD VALOREM PROPERTY TAX MILLAGE RATE

The proposed millage rate for the Fiscal Year commencing on October 1, 2024 through September 30, 2025 is **6.6250 mills**, which equals \$6.6250 per \$1,000 (One Thousand Dollars) of taxable value and generates \$8,403,446 in ad valorem revenue at a 95% collection rate. The proposed millage rate is 14.15% above the rolled-back rate of 5.8037 mills.

SECTION 2. ESTABLISHING THE PUBLIC HEARING DATES AND TIMES

The first public hearing is hereby set as a Special Town Council meeting on **Wednesday, September 4, 2024 at 6:00 p.m.** This first hearing will be noticed on the proposed property tax bill. An advertisement for the tentative millage rate and budget will be run in accordance with State Law following this first public hearing. The second public hearing is hereby scheduled in conjunction with the Town Council’s regular meeting on **Thursday, September 19, 2024 at 6:00 p.m.** These dates and times are subject to change by the Town Manager, if necessary, provided all required notifications/advertisements are completed.

SECTION 3. SEVERABILITY

If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent authority, that holding in no way affects the remaining

47 portions of this Resolution.

48

49 **SECTION 4. CONFLICTING RESOLUTIONS**

50

51 All Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

52

53 **SECTION 5. EFFECTIVE DATE**

54

55 This Resolution shall become effective immediately upon adoption.

56

57 It was moved by Councilmember _____ and seconded by Councilmember
58 _____ that said Resolution be adopted. A roll call vote of the Town Council on said
59 motion resulted as follows:

60

61 Mayor Paritsky, Seat #1 _____

62 Councilmember Milano, Seat #2 _____

63 Councilmember White, Seat #3 _____

64 Councilmember Villanella, Seat #4 _____

65 Vice-Mayor Smith, Seat #5 _____

66

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70

71 Passed this 18th day of July 2024.

72

73 Town of Ponce Inlet, Florida

74

75

76 _____

77 Lois A. Paritsky, Mayor

78

79 ATTEST:

80

81 _____

82 Kim Cherbano, CMC

83 Town Clerk

84



Meeting Date: 7/18/2024

Agenda Item: 13-A

Report to Town Council

Topic: Ponce Inlet Business Hours and Vision Statement

Summary: At its June 20, 2024 meeting, the Town Council reviewed and briefly discussed an email received from a resident regarding the Town's regulations for commercial business hours in relation to the adopted Vision Statement. Please see the attached staff report for more information.

Suggested motion: At Council's discretion.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM
OFFICE OF THE TOWN MANAGER

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

TO: Town Council
FROM: Michael E. Disher, AICP, Town Manager
DATE: July 11, 2024
SUBJECT: Discussion – Ponce Inlet Business Hours and Vision Statement

MEETING DATE: July 18, 2024

1 Introduction

2 At its June 20, 2024 meeting, the Town Council reviewed and briefly discussed an email
3 received from a resident regarding the Town’s regulations for commercial business hours in
4 relation to the adopted Vision Statement (**Attachment 1**). Specifically, the e-mail questions
5 whether allowing most businesses to remain open 24 hours each day and seven days a week is
6 consistent with the Town’s Vision statement to maintain a safe, quiet, residential atmosphere.
7 The e-mail goes on to suggest the Town reach out to all residents to ascertain what their vision is
8 for Ponce Inlet. Following discussion, the Town Council directed Staff to bring back additional
9 information on this topic at a future meeting.

10 Discussion

11 The Town’s Vision Statement was created in 2002, the product of a town-wide visioning process
12 with extensive public engagement. The Vision Statement reads as follows:
13

14 *Ponce Inlet is and will be a residential haven for those persons who value nature, quiet and*
15 *privacy. It offers a small town lifestyle where people feel safe and should have easy access to*
16 *small scale businesses serving their needs. The community will continue to be particularly*
17 *distinguished by its natural beauty and its access to nature. It has ensured that its built*
18 *environment is of high quality and appropriate scale while protecting historic features. The*
19 *community will be recognized for the professionalism and integrity of its government and the*
20 *high level of citizen involvement and participation in the life of the community.*
21

22
23 In addition to the Vision Statement, the visioning process yielded a set of recommendations
24 which have since been incorporated into the Town’s Comprehensive Plan (**Attachment 2**). The
25 visioning recommendations were used to develop policies and requirements found throughout

26 the Town's comprehensive plan and Land Use and Development Code (LUDC). These policies
 27 and regulations limit the type and scale of new commercial developments, prohibit tourist-
 28 oriented uses, require landscape buffers between residential and commercial uses, protect
 29 existing trees, and preserve the character of historic areas.

30
 31 The Town's Code of Ordinances (CoO) and LUDC do not place limits on normal business hours
 32 of operation across the board. However, they do restrict the hours of specific types of businesses,
 33 as follows:

34

| Business Type | Hours | Code reference |
|--|--|---|
| Farmers Markets | 7:00 am – 9:00 pm | LUDC Ch. 3, Sec. 3.20.3 |
| Mobile Food Vendors | 8 hrs. btwn. 7:00 am – 11:00 pm | LUDC Ch. 3, Sec. 3.34.E |
| Pain Management Clinics | 7:00 am – 9:00 pm, Mon-Sat | CoO Ch 22, Art. III, Sec. 22-124 |
| Rave clubs <ul style="list-style-type: none"> • juvenile • adult | 4:00 pm – 11:00 pm, Sun-Thu 4:00 pm – 12:01 am, Fri 1:00 pm – 12:01 am, Sat 1:00 pm – 2:00 am | CoO Ch. 42, Art. V, Div. 1, Sec. 42-217 |

35

36 The Code also limits the hours of certain kinds of commercial activities:

37

| Activity | Hours | Code reference |
|--|---|--|
| Construction <ul style="list-style-type: none"> • Non-holiday weekdays • Saturdays • Sundays • Official Town holidays • National holidays | 7:00 am – 6:00 pm 8:30 am – 5:00 pm Maintenance and repair only 8:30 – 5:00 pm, no grading None | CoO Ch. 18, Art. 1, Sec. 18-7 |
| Display of boats for sale in residential areas | 8:00 am – 7:00 pm | CoO Ch. 14, Art. IV, Div. 2, Sec. 14-254 |
| Sale of alcohol <ul style="list-style-type: none"> • on-premise consumption • off-premise consumption | 8:00 am – 2:00 am 6:00 am – 2:00 am | CoO Ch. 6, Sec. 6-2 |
| Sales, deliveries, and services in a PWD zoning district within 100' of residential property | 8:00 am – 9:00 pm | LUDC Art. 2, Sec. 2.15.F.1 |
| Soliciting, peddling, or canvassing | 9:00 am – 6:00 pm, Mon-Sat | CoO, Ch. 50, Art. II, Div. 2, Sec. 50-55 |

38

39 Also mentioned in the resident's e-mail was a related concern about music and outdoor festivals.
 40 The Town's noise regulations are found under CoO [Ch 34, Art. IV](#). Section [34-93](#) of this article
 41 establishes decibel limits for residential and commercial (non-residential) uses during the
 42 daytime and evening, as follows:

43

44

| Use Occupancy Category | Time | Sound Level Limit |
|------------------------|-------------------------------|-------------------|
| Residential | 7:00 a.m. to 10:00 p.m. | 60 dB |
| | After 10:00 p.m. to 7:00 a.m. | 55 dB |
| Commercial | 7:00 a.m. to 10:00 p.m. | 70 dB |
| | After 10:00 p.m. to 7:00 a.m. | 65 dB |

45

46 These regulations prohibit the creation of a noise disturbance except as permitted by this code.
 47 The regulations further prohibit unreasonable sounding of vehicle horns; excessive volume of
 48 music; pets that disturb the peace of their neighbors; any noise disturbance that can be heard 100
 49 feet away from the property line; and low-frequency bass causing vibration that can be felt
 50 beyond the property line.

51

52 Businesses with bands or other live entertainment outdoors must apply for annual sound
 53 amplification permit, per [Sec. 34-97](#). Permit application is typically done at the same time the
 54 business renews its annual Business Tax Receipt at the start of the Town's fiscal year. Outside
 55 sound amplification is allowed only between 11:00 am – 11:00 pm, except during certain
 56 national holidays and area-wide special events, in which case it may continue until 12:00 or
 57 12:30 am.

58

59 Violators of the noise regulations are first given a written warning. Repeat violators are subject
 60 to fines and arrest. Violators of sound amplification permits are also given written warnings. If
 61 the permit holder accumulates three written warnings for violation during a 30-day period, the
 62 code enforcement board shall suspend the permit holder's permit for 30 days. Repeat violations
 63 after that are subject to further suspension for 180 days. Violations while under suspension result
 64 in the permit being revoked for 365 days.

65

66 **Conclusion**

67 The resident's suggestion for the Town to contact all of its e-mail subscribers is one of several
 68 ways to reach Ponce Inlet residents about potential changes to the code or Vision Statement.
 69 Other options include posting surveys on its social media platforms and holding public
 70 workshops. If the Council wishes to proceed, it may wish to first consider whether changes to
 71 existing ordinances would address the issues raised, rather than revisiting the entire Vision
 72 Statement.

73

74 The Town's Vision Statement was the result of months of work by the Town Council, board
 75 members, staff, consultants, and the public, and has served the Town well for the past 22 years.
 76 To be effective and meaningful, any update to the Vision Statement needs to have the same
 77 broad level of support from all stakeholders in the community. Depending on whether the
 78 Council wishes to simply update the existing statement or start over, it may also warrant the use
 79 of professional facilitators, the cost for which must be budgeted.

80

81 Attachments:

- 82 1. E-mail from resident, June 13, 2024
- 83 2. Vision Statement and recommendations

ATTACHMENT 1

From: JUDY DICARLO <jjkorky47@gmail.com>
Sent: Thursday, June 13, 2024 1:39 PM
To: Mike Disher <mdisher@ponce-inlet.org>
Subject: Vision Statement vs. Town regulations

Dear Mike,

Thank you for all you and all your town staff & council does for our little town... you all are much appreciated - We are blessed!

If you could, please forward this email to Town Council for us:

We have been surprised to learn that all businesses in Ponce Inlet can be open 24/7, which seems to us that there are no residential protections in place for any business operation hours. Is our understanding incorrect?

According to The Vision Statement...This is a residential community with small businesses serving the needs of the residents. (Do residents really want the possibility for businesses to be open 24 hours a day?)

Over the years we've, personally, heard complaints from many families living near Jerry's about how Outdoor Festivals with music & outdoor activities till 2am is disrupting their residential tranquility ,yet they continue.

Now we also learn Outdoor Farmers Markets can be open till 9pm and Outdoor Food Trucks till 11pm? (and we are hearing from many that this idea isn't popular) Is this really what the majority of our residents want - or is it for only the few who express their opinions at Council Meetings?

Is this in line with our Vision Statement?

We believe people move to Ponce Inlet for the quiet, safe, residential atmosphere. A place to raise their families, walk around their neighborhoods and town areas, enjoy the parks and beach - quietly.

Now that the town has more internet capabilities with a large residential email list, we would like to suggest to Town Council that it might be time to reach out to all residents to find out what their vision & wishes really are for the future of our little town.

Thank you for your evaluation & consideration.

Judy & Joe DiCarlo
32 Caribbean Way

ATTACHMENT 2

From the Future Land Use Element of the Ponce Inlet Comprehensive Plan

VISIONING PROCESS

In early 2002 the Town of Ponce Inlet embarked on a visioning process that resulted in the establishment of a number of goals which were intended to provide the basis for future development. The vision statement that came out of this process was as follows:

Ponce Inlet is and will be a residential haven for those persons who value nature, quiet and privacy. It offers a small town lifestyle where people feel safe and should have easy access to small scale businesses serving their needs. The community will continue to be particularly distinguished by its natural beauty and its access to nature. It has ensured that its built environment is of high quality and appropriate scale while protecting historic features. The community will be recognized for the professionalism and integrity of its government and the high level of citizen involvement and participation in the life of the community.

Responding to a questionnaire that was sent out to the Town's residents, the following community values emerged as being the most important:

- Quiet and privacy.
- Safety.
- Access to nature and open space through parks, bike paths and sidewalks.
- The small town character of the community.
- The Town's history.

This, in turn, led to a series of recommendations that were established by the visioning committee. These are:

- Continue to provide the current high level of public safety services that the community values. Government officials should specifically ensure that:
 - Response times are maintained.
 - A highly visible police force is provided.
 - Investment is made to provide new public safety technologies.
 - EMT/ALS services are provided.
- Create neighborhood-based residential development policies and regulations that fit the house to the property and respect the character of the community and neighborhood.
- Update and consistently apply all code enforcement policies. Specific policies must be developed and enforced that ensure that Ponce Inlet will not become a rental community characterized by a high turnover in residential areas.
- Review and update commercial land development regulations to encourage:
 - The development of small scale, quiet businesses that serve residents.
 - The creation of a historic overlay district for appropriate commercial and residential areas.
- Establish an open space acquisition program to include:
 - An oversight committee.
 - A site prioritization system.

- A financing mechanism.
- Create a sidewalk and bikepath network master plan that will provide adequate capacity and ease of access from anywhere in the community.
- Establish a public education and communication program regarding the water supply master plan.
- Establish a historic preservation program to include:
 - The development of a historic preservation plan that includes community involvement.
 - The identification and pursuit of funding sources.
 - Strategies to use historic preservation as a growth management tool.



Meeting Date: 7/18/2024

Agenda Item: 13-B

Report to Town Council

Topic: Code enforcement hearing process through a Special Magistrate.

Summary: At its June 2024 budget workshop, the Town Council requested staff to provide information on the use of Special Magistrates for Code Enforcement hearings as an alternative to a volunteer Code Enforcement board. Please see the attached staff report and supporting attachments for more information.

Suggested motion: At Council's discretion.

Requested by: Mr. Lear, Planning & Development Director
Mr. Hooker, Code Compliance Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET – PLANNING & DEVELOPMENT DEPARTMENT

THE TOWN OF PONCE INLET STAFF SHALL BE PROFESSIONAL, CARING, AND FAIR IN DELIVERING COMMUNITY EXCELLENCE WHILE ENSURING PONCE INLET CITIZENS OBTAIN THE GREATEST VALUE FOR THEIR TAX DOLLAR.

TO: Michael E. Disher, AICP, Town Manager

THROUGH: Darren Lear, AICP, Director, Planning & Development Dept.

FROM: David Hooker, Code Compliance Manager

DATE: July 8, 2024

SUBJECT: Discussion - Code enforcement hearing process through a Special Magistrate

MEETING DATE: July 18, 2024

At its June 2024 budget workshop, the Town Council requested staff to provide information on the use of Special Magistrates for Code Enforcement hearings as an alternative to a volunteer Code Enforcement board.

In the early 1980s, Palm Beach County and the City of West Palm Beach proposed legislation to expedite the handling of municipal code violations, which were frequently delayed due to the caseloads of municipal judges. This legislation ultimately became known as the Local Code Enforcement Board Act, or Florida Statute 162, which governs the code enforcement process for municipalities in Florida.

Agencies throughout Florida, including the Town of Ponce Inlet, benefited from this legislation. As a result, the Town established its own code enforcement board, which held its inaugural meeting on January 31, 1984.

Shortly after, a new movement aimed to further streamline the municipal code enforcement process by introducing a hearing officer, better known as a special magistrate, to the statute.

The special magistrate was intended to address concerns with the traditional Code Enforcement Board process, which included:

- Lack of volunteers

- Attendance requirements for members
- Lack of expertise in specific subject areas
- Ex-parte communications, including members visiting violating properties and speaking with owners prior to hearings
- Assisting violators to help correct issues
- Failure to identify ex-parte communications
- Sunshine law violations
- Inconsistent fine amounts for the same type of violation

Although Florida Statutes do not specify the qualifications for a special magistrate, they are typically attorneys who are bar-certified and in good standing in Florida. This qualification ensures that the special magistrate has knowledge of case law and is well-suited to act on the cases presented to them. Consequently, the previously mentioned concerns are mitigated.

Like hearings before the Code Enforcement Board, Code enforcement proceedings before Special Magistrates are constitutionally authorized as quasi-judicial in nature. These hearing officers have jurisdiction to enforce building, zoning, land development, environmental, and other non-criminal local government ordinances that safeguard the health, safety, and welfare of the community. Having knowledge and experience in local government law, judicial and administrative procedure, and the rules of evidence, They are appointed and paid by a local government and they serve at the discretion of the local commission.

A basic component of minimum due process is an impartial decision maker. Special Magistrates retain wide latitude in their investigative duties to discover facts, hold hearings, and draw conclusions as a basis for official action.

Special Magistrates have the same discretion as a Code Enforcement Board to grant the owner additional time for compliance, impose a fine, bring the case back to be heard at another time, or dismiss the case. However, unlike the Code Enforcement Board, in which Board members first discuss the vote on a motion to address each case, the Special Magistrate is the sole administrator of the decision that is made. This yields a more consistent ruling in matters that are brought before the Magistrate.

If the Town desires to move forward with the adoption of the Special Magistrate, the process itself will not change. The only noticeable difference would be the elimination of the members of the Code Enforcement board. The Town would pay for the services rendered by the Special Magistrate the same as it does currently with the Boards attorney. Staff would still have the Town attorney present for any legal issues that may arise.

Many agencies have transitioned from traditional code boards to using a special magistrate, not only for the reasons mentioned but also to maintain the integrity of the process.

In October 2019, staff conducted a formal survey of the 412 incorporated municipalities and 67 chartered counties in Florida. They asked which process was used for prosecuting code enforcement cases: Code Board, Special Magistrate, Citations, or a combination of these options. Of the 479 agencies surveyed, 214 responded (44.6%). Of those, 133 (62.1%) used only a Special Magistrate, while 51 (23.8%) used only the Code Enforcement Board. (see attached).

In June 2024, Staff conducted a survey of agencies in Volusia County on their methods for prosecuting code cases, such as using a Code Enforcement Board, Special Magistrate, Citations, or a combination of these options. All but Ormond Beach responded. Of the respondents, the only jurisdiction using the Code Enforcement Board exclusively is the Town of Ponce Inlet. Daytona Beach and Volusia County use a combination of an Enforcement Board and Special Magistrate, while the remaining 12 use the Special Magistrate exclusively for prosecuting code violations. (see attached).

The findings indicate that the Special Magistrate system is the clear preferred option.

If there is a desire to change our current method, the code of ordinances should be updated to reflect the Town's preference. Staff would also recommend a sunset clause in the ordinance to allow for a gradual transition over time.

Attachments:

- 2019 statewide agency survey results
- 2024 Volusia County survey results

Survey
October 2019

Code Enforcement Board / Special Master / Municipal Courts

There are 412 Incorporated Cities and 67 Counties in the State of Florida asked to participate in this survey

The following responded to the request

Incorporated Cities

| Agency | Code Board | Special Master | Municipal Courts |
|-------------------|------------|----------------|------------------|
| Altamonte Springs | X | | |
| Anna Maria | | X | |
| Arcadia | | X | |
| Atlantic Beach | | X | |
| Atlantis | | X | |
| | | | |
| Bartow | | X | |
| Bradenton | | X | |
| Bay Harbor Island | | X | |
| Belle Glade | | X | |
| Belleair Beach | | X | |
| Belleview | X | | |
| Bonita Springs | | X | X |
| Bunnell | X | | |
| | | | |
| Callaway | | X | |
| Cape Canaveral | X | | |
| Cape Coral | | X | |
| Casselberry | | X | |
| Clermont | | X | |
| Clearwater | X | | |
| Clewiston | | X | |

| | | | |
|----------------------|---|---|---|
| Cocoa | X | | |
| Cocoa Beach | | X | |
| Coconut Creek | | X | |
| Cooper City | | X | |
| Coral Gables | X | X | |
| Coral Springs | | X | |
| Crescent City | X | | |
| Crestview | X | | |
| Crystal River | | X | |
| | | | |
| Dade City | | X | |
| Dania Beach | | X | |
| Davenport | | X | |
| Davie | | X | |
| Daytona Beach | X | X | |
| Daytona Beach Shores | | X | |
| DeBary | | X | |
| Deerfield Beach | | X | |
| DeLand | | X | |
| Delray Beach | X | | |
| Deltona | | X | |
| Doral | | X | |
| Dundee | | X | |
| Dunedin | X | | |
| | | | |
| Eagle Lake | | X | |
| Eatonville | X | | |
| Edgewater | | X | |
| Englewood | | X | |
| Esteros | | X | |
| Eustis | X | | |
| | | | |
| Flagler Beach | | X | |
| Fort Lauderdale | X | X | |
| Fort Myers | X | | X |

| | | | |
|--------------------|---|---|---|
| Fort Pierce | | X | |
| Fort Walton Beach | X | | |
| Frostproof | | X | |
| Fruitland Park | | X | |
| | | | |
| Gainesville | | X | |
| Green Acres | | X | |
| Green Cove Springs | | X | |
| Groveland | | X | |
| | | | |
| Hallandale Beach | | X | |
| Hawthorne | X | | |
| Hilaleah | | X | |
| Holly Hill | | X | |
| Hollywood | | X | |
| | | | |
| Indian Rocks Beach | | X | |
| Indialantic | X | | |
| Indian Shores | | X | |
| Islamorada | | X | |
| | | | |
| Jacksonville | | X | |
| Jacksonville Beach | | X | |
| Juno Beach | | X | |
| Jupiter | | X | X |
| | | | |
| Keystone Heights | | X | |
| Key West | | X | |
| Kissimmee | | X | |
| | | | |
| La Belle | | | X |
| Lake Alfred | | X | |
| Lake City | | X | |
| Lake Clake Shores | X | | |
| Lake Hamilton | | X | |

| | | | |
|-----------------------|---|---|---|
| Lake Helen | | X | |
| Lakeland | X | X | |
| Lake Mary | X | | |
| Lake Wales | X | | |
| Lantana | | X | |
| Largo | X | X | X |
| Lauderdale by the Sea | | X | |
| Lauderhill | X | | |
| Leesburg | | X | |
| Longwood | | X | |
| | | | |
| Maitland | | X | |
| Marco Island | | X | |
| Mascotte | | X | |
| Medley | | X | |
| Melbourne | X | | |
| Melbourne Beach | X | | |
| Miami | X | X | |
| Miami Beach | | X | |
| Minneola | | X | |
| Miramar | | X | |
| Mount Dora | | X | |
| | | | |
| Naples | X | | |
| Neptune Beach | | X | |
| Newberry | | X | |
| New Port Richey | X | X | X |
| New Smyrna Beach | X | X | |
| North Lauderdale | X | X | |
| North Miami | | X | |
| North Miami Beach | X | X | |
| North Palm Beach | | X | |
| North Port | | X | |
| | | | |
| Oakland Park | X | X | |

| | | | |
|--------------------|---|---|--|
| Ocala | X | | |
| Ocoee | X | X | |
| Okeechobee | | X | |
| Oldsmar | X | | |
| Opa-Locka | | X | |
| Orange City | | X | |
| Orange Park | | X | |
| Orlando | X | X | |
| Ormond Beach | | X | |
| Oviedo | | X | |
| | | | |
| Palatka | X | | |
| Palm Bay | X | X | |
| Palm Beach | X | | |
| Palm Beach Gardens | | X | |
| Palm Coast | X | | |
| Palmetto | | X | |
| Palmetto Bay | | X | |
| Panama City | | X | |
| Parkland | | X | |
| Pembroke Park | X | | |
| Pembroke Pines | | X | |
| Pinecrest | | X | |
| Pinellas Park | X | X | |
| Plant City | | X | |
| Polk City | | X | |
| Pompano Beach | | X | |
| Ponce Inlet | X | | |
| Port Orange | | X | |
| Port St. Joe | | X | |
| Port St. Lucie | | X | |
| Punta Gorda | X | | |
| | | | |
| Riviera Beach | | X | |
| Royal Palm Beach | | X | |

| | | | |
|-----------------|---|---|---|
| Rockledge | X | | |
| | | | |
| Safety Harbor | X | | |
| Sanford | | X | |
| Sarasota | | X | |
| Satellite Beach | | X | |
| Springfield | | | X |
| St Augustine | X | | |
| St Pete Beach | | X | |
| Stuart | | X | |
| South Daytona | | X | |
| South Miami | | X | |
| Sunrise | | X | |
| | | | |
| Tallahassee | X | X | |
| Tampa | | X | |
| Tavares | | X | |
| Temple Terrace | X | | |
| Tequesta | | X | |
| Titusville | X | | |
| Treasure Island | X | X | |
| | | | |
| Venice | | X | |
| Vero Beach | X | | |
| | | | |
| Wellington | | X | |
| West Melbourne | X | | |
| West Palm Beach | | X | |
| West Park | | X | |
| Wildwood | | X | |
| Wilton Manors | | X | |
| Winter Garden | X | | |
| Winter Haven | | X | |
| Winter Park | X | | |
| Winter Springs | X | | |

| | | | |
|---------------|--|---|--|
| | | | |
| Zephyrhills | | X | |
| Zolfo Springs | | X | |

Counties

| Agency | Code Board | Special Master | Municipal Courts |
|---------------------|------------|----------------|------------------|
| | | | |
| Bay | X | X | |
| Brevard | | X | |
| Broward | | X | |
| | | | |
| Citrus | | X | |
| Clay | | X | |
| Collier | X | X | |
| | | | |
| Dade | | X | |
| | | | |
| Flagler | | | X |
| | | | |
| Hendry County | | X | |
| Hernando | | X | |
| Hillsborough | X | X | X |
| | | | |
| Indian River County | X | | |
| | | | |
| Lake | | X | |
| Lee | | X | |
| | | | |
| Madison | X | | |
| Marion | X | | |
| Martin | | X | |
| Monroe | | X | |

| | | | |
|------------|---|---|---|
| | | | |
| Nassau | X | | |
| | | | |
| Okaloosa | X | | |
| Orange | X | X | X |
| Osceola | X | | |
| | | | |
| Palm Beach | | | |
| Pinellas | | X | X |
| Polk | | X | |
| Putnam | X | | |
| | | | |
| Santa Rosa | | X | |
| Sarasota | | X | |
| Seminole | X | X | |
| St Johns | | X | X |
| St Lucie | X | | |
| Sumter | | X | |
| | | | |
| Walton | X | | X |
| Wakulla | X | | |
| | | | |
| Volusia | X | X | |
| | | | |
| | | | |
| | | | |

Results

179 Incorporated Cities responded out of 412 (43.4%)

35 Counties responded out of 67 (52.2%)

214 out of 479 agencies responded (44.6%)

Cities –

41 Use the Code Enforcement Board only – (23.0%)

117 Use the Special Master only – (65.3%)

21 Use a combination of CEB /CM/ Court – (11.7%)

Counties –

10 Use the Code Enforcement Board only – (28.5%)

16 Use the Special Master only – (45.7%)

8 Use a combination of CEB/CM/Court – (22.8%)

Total (cumulative)

51 out of 214 use Code Enforcement Board only – (23.8%)

133 out of 214 use Special Master only – (62.1%)

29 out of 214 use combination of CEB/CM/Court – (13.5%)

Survey
June 2024

| Name | Contract with | Cost | Code Board / Special Master | How often do they meet |
|----------------------|--|--|-----------------------------|--|
| Daytona Beach | Attorney Robert Riggio Attorney David Vukelja Attorney Charlie Cino | \$125 per hour (SM) - (3) \$125 per hour (SM) - (4) \$125 per hour (CEB) - (5) | Both | 1. Meet once a month 2. City uses 3 separate attorneys for prosecution 3. Have a special master for rental violations 4. Have special master for commercial properties 5. have code board attorney for residential |
| Daytona Beach Shores | Attorney Steven deLaroche | \$170 | Special Master | Meet once per month |
| DeBary | Gray, Gorenflo & Partlow, PA | \$275 per hour | Special Master | Meet once per month |
| Deland | Gray & Robinson P.A. | \$150 per hour | Special Master | Meets once per month |
| Deltona | Garganese, Weiss,D'Agresta & Salzman P.A. | \$225 per hour | Special Master | Meets once per month |

| | | | | |
|------------------|------------------------------------|---|----------------|---|
| Edgewater | The Grosshans Group | \$220 per hour Billed a minimum of 2 hours | Special Master | Meet once per month |
| Holly Hill | John Pascucci, P.A. | 1-5 cases - \$275 6-8 cases - \$325 9-11 cases - \$375 12-15 cases - \$450 \$30 for each case after | Special Master | Meet once per month / or as needed |
| Lake Helen | Currently open | \$150 per hour | Special Master | As needed |
| New Smyrna Beach | Garganese, Weiss & D'Agresta, P.A. | \$125 per hour Billed at a minimum of 2 hours | Special Master | Meet once per month |
| Oak Hill | Ela Lugo | \$150 per hour | Special Master | Whenever needed |
| Orange City | Drage Law Firm | \$140 per hour | Special Master | Meet once a month |
| Ormond Beach | | | | |
| Ponce Inlet | Charles J. Cino | \$125 per hour | Code Board | Meet once a month |
| Port Orange | David Fuller | | Special Master | Meet once a month |
| South Daytona | Matt Branz P.A. | \$275 per hour | Special Master | Meet once a month |
| Volusia County | Clay Meeks | \$125 per hour | Both | Meet once a month 1. S/M cases are only used as needed – 2X since 2017 |
| | | | | |

Town of Pierson uses Volusia County for prosecution of Code Cases



Meeting Date: 7/18/2024

Agenda Item: 13-C

Report to Town Council

Topic: Purchasing Thresholds

Summary: At its June 20, 2024 meeting, the Town Council asked staff to prepare information for discussion on this topic. The attached report and supporting documents will provide an overview of the Town's purchasing thresholds.

Suggested motion: At Council's discretion.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM

Town of Ponce Inlet – Office of the Town Manager

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: July 8, 2024
Subject: Discussion – Purchasing Thresholds

MEETING DATE: July 18, 2024

It has been the practice of the Town Council to periodically review and update its purchasing policies in accordance with the best interests of Ponce Inlet. At its June 20, 2024 meeting, the Town Council briefly discussed the Town’s existing limits on purchasing authority, and asked staff to prepare additional information for further discussion at a future Council meeting.

Purchasing thresholds are intended to provide a balance between efficiency, transparency, accountability, and competition in the delivery of goods and services to the public. These thresholds help streamline procurement processes by providing clear guidelines on when competitive bidding, quotes, or direct purchases are necessary. Clear purchasing policies not only prevent misuse of public funds and potential corruption, but also ensure that local governments can respond swiftly to the needs of their communities. By setting appropriate thresholds, local governments can balance the need for oversight with the flexibility required to meet urgent or routine demands, ultimately enhancing the overall quality of public service delivery.

The Town’s purchasing thresholds are found in Code of Ordinances Ch.2, Article VIII (see **Attachment 1**). For purchases of \$5,000 or less, the Town Manager has the authority to set internal purchasing guidelines. Under these guidelines, Department Heads may approve purchases of up to \$1,499, while purchases between \$1,499 and \$5,000 require three verbal quotes and approval of the Finance Department and the Town Manager. For audit purposes, it is our practice to create written documentation of the verbal quotes, usually in the form of an e-mail between the requesting and approval authorities. For purchases of \$5,000 to \$25,000, three written quotes are required. Finally, purchases over \$25,000 must be approved by the Town Council through the competitive bidding process or the standardization (aka “piggybacking”) process.

The Town’s purchasing thresholds have fluctuated over time, as shown in the table below. The threshold for competitive bidding was first set at \$25,000+ in 2006, reduced to \$10,000+ in 2009

during the “Great Recession,” then restored to \$25,000+ in 2018. The other significant change in 2018 was to raise the threshold for small purchases to \$5,000. Accounting for inflation, the \$25,000+ threshold for large purchases first established in 2006 equates to \$38,500 in today’s dollars.

| | Ord. 97-19 | Ord. 2006-11 | Ord. 2009-10 | Ord. 2018-04 |
|------------------|----------------|------------------|------------------|------------------|
| Small purchases | \$250 | \$1,000 | \$1,000 | \$5,000 |
| Medium purchases | \$251-\$15,000 | \$1,001-\$25,000 | \$1,001-\$10,000 | \$5,001-\$25,000 |
| Large purchases | \$15,000+ | \$25,000+ | \$10,000+ | \$25,000+ |

As part of the research for this report, Staff contacted the other municipal jurisdictions in Volusia County for a comparison of purchasing thresholds. Staff received responses back from Daytona Beach Shores, DeLand, Edgewater, New Smyrna Beach, Ormond Beach, and Port Orange. These cities represent a range of sizes in terms of population and government staff. The purchasing thresholds for each are illustrated in **Attachment 2** and described in **Attachment 3**.

Surprisingly, there did not seem to be much correlation between purchasing thresholds and size among the cities in the sample. Both small- and medium-sized cities like Daytona Beach Shores and New Smyrna Beach require Council approval at \$50,000 or above, while larger cities like Ormond Beach and Port Orange rely on the same \$25,000+ threshold as Ponce Inlet.

In most jurisdictions, the threshold for requiring Council approval and requiring the competitive bidding process are one and the same. One exception is the City of Port Orange, which requires Council approval of three written quotes between \$25,001 and \$100,000, and only requires competitive bidding above that amount.

This information has been provided for discussion purposes. Should the Council determine a change to the Town’s current thresholds is warranted, Staff will prepare an ordinance accordingly.

Attachments:

1. Ponce Inlet purchasing threshold regulations
2. Purchasing threshold comparison chart
3. Purchasing threshold comparison table

DIVISION 2. PURCHASING THRESHOLDS

Sec. 2-361. Small purchases less than and including five thousand dollars.

The town manager shall adopt operational procedures for making small purchases of less than and including \$5,000.00. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service or construction being purchased.

(Ord. No. 97-19, § 1(2-707), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2009-02, § 2, 2-18-2009; Ord. No. 2018-04, § 1, 1-18-2018)

Sec. 2-362. Small purchases in excess of five thousand dollars and up to and including twenty-five thousand dollars.

For all purchases in excess of \$5,000.00 up to and including \$25,000.00, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation.

All quotations shall be in writing and the names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.

(Ord. No. 97-19, § 1(2-708), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2009-02, § 2, 2-18-2009; Ord. No. 2009-10, § 1, 8-20-2009; Ord. No. 2018-04, § 1, 1-18-2018)

Sec. 2-363. Large purchases.

All purchases, except as otherwise provided herein, when the estimated cost thereof exceeds \$25,000.00, shall be made by formal written contract from the lowest responsible bidder, after due notice formally inviting proposals or bids.

(Ord. No. 97-19, § 1(2-709), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2006-21, § 1, 11-15-2006; Ord. No. 2009-02, § 2, 2-18-2009; Ord. No. 2009-10, § 1, 8-20-2009; Ord. No. 2018-04, § 1, 1-18-2018)

Sec. 2-364. Competitive sealed proposals.

When the town manager determines in writing that the use of competitive sealed, bidding is either not practicable or not advantageous to the town, a contract may be entered into by use of a request for proposals.

(Ord. No. 97-19, § 1(2-710), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2009-02, § 2, 2-18-2009)

Sec. 2-365. Professional services.

Professional services, with an estimated cost in excess of \$25,000.00, shall be procured in accordance with the selection procedures specified in division 5 of this article. Professional legal services shall be procured in accordance with the selection procedures set forth in division 5 of this article, regardless of the estimated cost.

(Ord. No. 97-19, § 1(2-711), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2006-21, § 2, 11-15-2006; Ord. No. 2009-02, § 2, 2-18-2009; Ord. No. 2009-10, § 1, 8-20-2009; Ord. No. 2018-04, § 1, 1-18-2018)

Sec. 2-366. Consultants' Competitive Negotiation Act.

All professional services falling within the scope and threshold amounts of the Consultants' Competitive Negotiation Act shall be procured as provided for in F.S., § 287.055, as amended.

(Ord. No. 97-19, § 1(2-712), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2009-02, § 2, 2-18-2009)

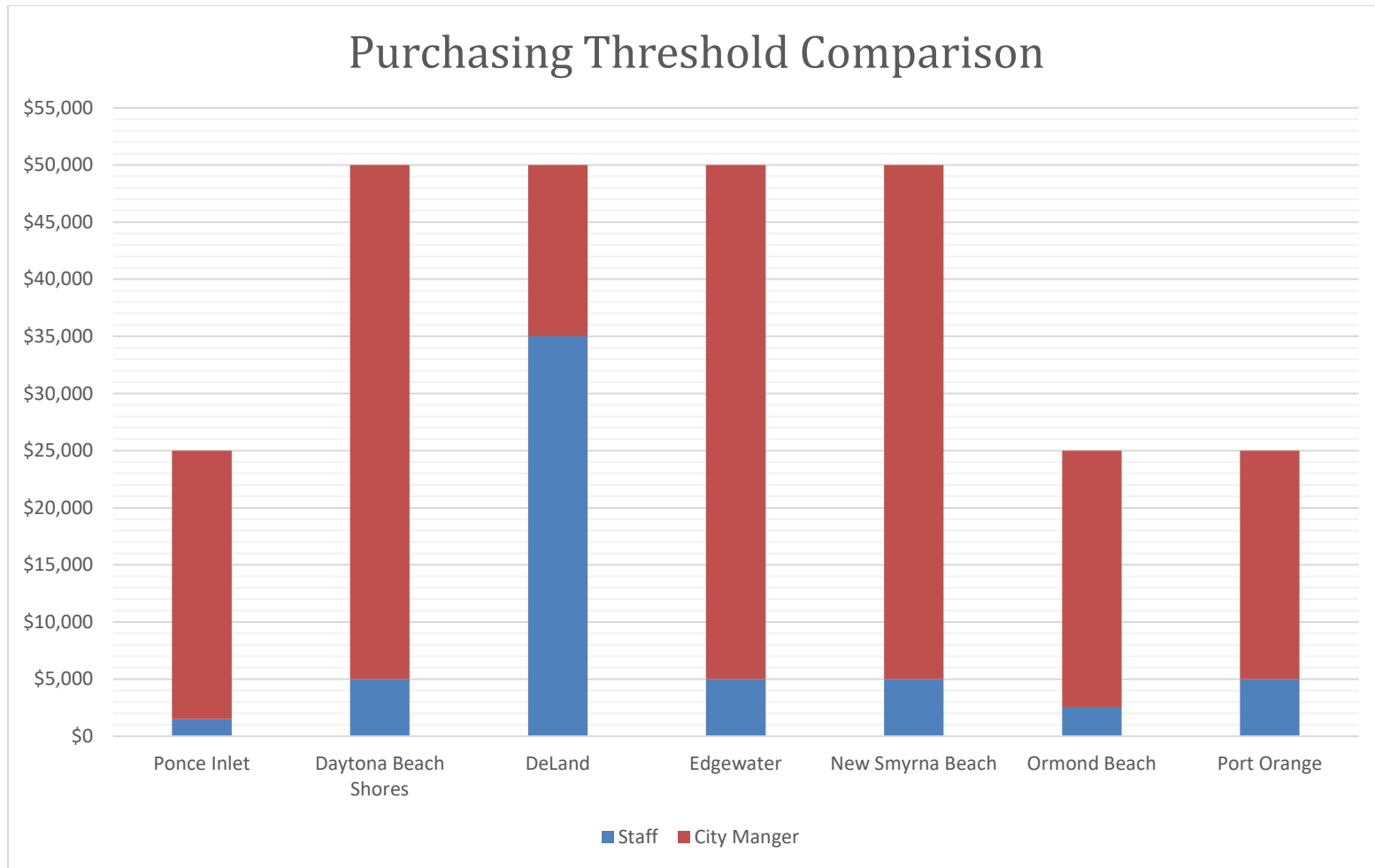
Sec. 2-367. Alterations or modifications of contracts.

Where in the opinion of the town manager it becomes necessary for the prosecution of any work or improvement under contract to make alterations or modifications in such contract, such alterations or modifications may only be affected as follows:

- (a) If the original contract amount is equal to or less than \$50,000.00, a modification not to exceed ten percent of the original contract price may be authorized by the town manager. Modifications in excess of ten percent must be authorized by the town council.
- (b) If the original contract amount exceeded \$50,000.00, any modification up to \$10,000.00 or ten percent, whichever is less, may be authorized by the town manager.
- (c) Any modification to any contract which changes the original contract price by more than ten percent or \$10,000.00, whichever is less, must be authorized by the town council.

(Ord. No. 97-19, § 1(2-713), 7-16-97; Ord. No. 2006-11, § 1, 7-19-2006; Ord. No. 2018-04, § 1, 1-18-2018)

Secs. 2-368—2-375. Reserved.



NOTE: For all jurisdictions, purchases above city manager approval thresholds require approval of the Governing Body.

Purchasing Threshold Comparison
Arranged by level of approval

| | Ponce Inlet | Daytona Beach Shores | DeLand | Edgewater | New Smyrna Beach | Ormond Beach | Port Orange |
|---|--------------------|---------------------------------|-------------------|-------------------|-----------------------------|-------------------------|--------------------|
| Dept. Head approval only | \$0-\$1,500 | \$0-\$5,000 | \$0-\$1,499 | \$0-\$4,999 | \$0-\$4,999 | \$0-\$2,499 | \$0-\$5,000 |
| 2-3 verbal quotes, approved by Dept. Head. | | | \$1,500-\$4,999 | | | | |
| 3 written quotes - approved by Dept. Head | | | \$5,000-\$9,999 | | | | |
| 3 written quotes - approved by Dept. Head & Finance Director | | | \$10,000-\$34,999 | | | | |
| 3 verbal quotes - approved by Dept. Head, Finance, & City Manager | \$1,501-\$5,000 | | | \$5,000-\$14,999 | | | |
| 2+ written quotes - approved by City Manager. | | \$5,000-\$30,000 | | | | | |
| 3 written quotes – approved by City Manager or designee | | | | | \$5,000-\$49,999 | | |
| 3 written quotes - approved by City Manager | | | | | | | \$5,001-\$25,000 |
| 3 written quotes - approved by Dept. Head & City Manager. | | | | | | \$2,500-\$24,999 | |
| 3 written quotes - approved by Dept. Head, Finance Director & City Manager. | \$5,001-\$25,000 | | \$35,000-\$49,999 | \$15,000-\$49,999 | | | |
| Formal requests for quotes posted 2 weeks on City’s website - approved by City Manager. | | \$30,001-\$50,000 | | | | | |
| 3 written quotes - approved by City Council. | | | | | | | \$25,001-\$100,000 |
| Competitive bid - approved by City Council | \$25,001+ | \$50,001+ | \$50,000+ | \$50,000+ | \$50,000+ | \$25,000+ | \$100,000+ |



Meeting Date: 7/18/2024

Agenda Item: 13-D

Report to Town Council

Topic: Request to change the December 2024 regular Town Council meeting date.

Summary: A change of date will be discussed for December's Town Council meeting.

Suggested motion: At Council's discretion.

Requested by: Councilmember Milano

Approved by: Mr. Disher, Town Manager



MEMORANDUM

TOWN OF PONCE INLET – OFFICE OF THE TOWN CLERK

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Michael E. Disher, AICP, Town Manager
From: Kim Cherbano, Town Clerk
Date: July 10, 2024
Subject: Request to change the December 2024 regular Town Council meeting date

Meeting Date: July 18, 2024

Councilmember Milano has requested a discussion regarding the regularly scheduled Town Council meeting for the month of December. It is currently scheduled for Thursday, December 19 at 2:00 PM. Due to the busy holiday season, the December meeting is often subject to change to ensure most Council members will be available. The attached calendar shows dates and times of known board meetings and other potential conflicts that month.

Prompt rescheduling of meetings allows for sufficient time for the Council, staff, attorneys, and residents to plan accordingly. If you have any questions, please feel free to contact me. Thank you.

December 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|---|---|-----|---|-----|-----|
| 1 | 2 Cultural Services Board 5:30 PM | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 Volusia League of Cities Dinner Meeting | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 Town Council 2:00 PM | 20 | 21 |
| 22 | 23 Code Board 9:30 AM | 24 Christmas Holiday *Town Hall Closed* | | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |



Meeting Date: 7/18/2024

Agenda Item: 15

Report to Town Council

Topic: From the Town Manager

Summary: Please see attached report.

Requested by: Mr. Disher, Town Manager

Approved by: Mr. Disher, Town Manager



MEMORANDUM OFFICE OF THE TOWN MANAGER

The Town of Ponce Inlet staff shall be professional, caring and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.

To: Town Council
From: Michael E. Disher, AICP, Town Manager
Date: July 11, 2024
Subject: Town Manager's Report

MEETING DATE: July 18, 2024

1. County Council [July 16, 2024](#) meeting:

- [Item Q](#) – Appropriation of Marine Science Center donations – A request to use donations received to construct an alternate entrance sidewalk and to purchase irrigation equipment, exhibit signage, and sea turtle medical supplies.
- [Item W](#) – Application and resolution of support to FDEP Beach Management Funding Assistance Program –The grant will help pay for continued regular monitoring of the Ponce de Leon inlet in accordance with the 2020 Inlet Management Plan.
- [Item 03](#) – Bid Award for Paid Parking Services for Off-Beach Parking – Following direction from the County Council in March 2024, this contract is to establish and operate a paid off-beach parking program for all County-owned beach parks, such as Winterhaven. A separate contract regarding *on*-beach parking will be considered at the August 6, 2024 County Council meeting.
- [Item 04](#) – Ordinance 2024-21, Off-Beach Parking Fees – Following direction from the County Council in March 2024, creates new fees for all County-owned off-beach parking lots: \$20 daily pass, \$100 annual pass for out-of-county residents, and \$0 (free) annual pass for county residents. This ordinance does not affect Lighthouse Point Park. A separate ordinance for on-beach parking fees will be considered at the August 6, 2024 County Council meeting.
- [Item 18](#) - Fiscal Year 2024-25 TRIM Rates and Budget Overview.

2. Public Works updates:

- This week crews have been cleaning out the swales on portions of Beach Street between S. Atlantic Ave. and S. Peninsula Drive. This work is intended to help alleviate flooding, especially near the low part of the road where water and sediment flow downhill from

both directions. They are removing approximately 6 inches of grass and dirt to lower the swale below road level, then replacing the sod.

3. Our application to FDEP for the septic-to-sewer 100% principal forgiveness loan was submitted on July 3, 2024, well ahead of the August deadline. Once the application has been reviewed, FDEP will provide a loan agreement for approval by the Town Council.
4. We have successfully completed our annual CRS recertification, retaining our Class 5 rating and flood insurance discounts.
5. The Town has now officially “Opted In for the F-ROC (Florida Recovery Obligation Calculation) program, as discussed at the May 7, 2024 Council meeting. The next step for the Town to complete and submit a Disaster Readiness Assessment (DRA), which will identify strengths and weaknesses in the Town’s emergency management preparedness, recovery, and procurement capabilities. Completing the DRA increases the Town’s score and ability to receive a higher percentage of funding immediately after a disaster.
6. Later this month, the Ponce Inlet Police Department will once again be conducting another pedestrian crosswalk awareness operation on S. Atlantic Avenue as part of a back-to-school safety initiative. This effort is coordinated in partnership with the River-to-Sea TPO and Bike/Walk Central Florida’s “Best Foot Forward (BFF)” program.
7. Building permit activity: The number of permits and applications remains above the 100-per-month average for the fifth month in a row.

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total | Avg |
|---------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|-----|
| Permit applications | 94 | 112 | 112 | 111 | 142 | 124 | | | | | | | 695 | 116 |
| Permits issued | 85 | 118 | 113 | 96 | 147 | 119 | | | | | | | 678 | 113 |
| Plan reviews | 85 | 118 | 113 | 118 | 137 | 115 | | | | | | | 691 | 115 |
| Inspections | 243 | 242 | 274 | 292 | 254 | 238 | | | | | | | 1,543 | 257 |