



Town of Ponce Inlet  
**ESSENTIAL SERVICES ADVISORY BOARD**  
**AGENDA**

THURSDAY  
March 6, 2025 - 5:30 PM

Council Chambers  
4300 S Atlantic Ave, Ponce Inlet, FL

**SUNSHINE LAW NOTICE FOR BOARD MEMBERS – Notice is hereby provided that one or more members of the Town Council or other Town Boards may attend and speak at this meeting.**

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

1. **CALL TO ORDER.**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL & DETERMINATION OF QUORUM.**
  - A. Oath of Office
4. **ADOPTION OF AGENDA.**
5. **APPROVAL OF MEETING MINUTES.**
  - A. January 9, 2025
6. **OLD BUSINESS: *None.***
7. **NEW BUSINESS.**
  - A. Review and Recommendation of Capital Budget Priorities for FY 25/26:
    1. Police Department – Chief Glazier
    2. Fire Department – Chief Scales
    3. Public Works – Mr. Wargo
  - B. Discussion – Amending the Land Acquisition Fund to allow for purchases other than real estate and public facilities.
8. **REPORT OF STAFF.**
  - A. Police Department – Chief Glazier, Police Chief
  - B. Fire Department – Chief Scales, Public Safety Director
  - C. Public Works – Mr. Wargo, Public Works Director
9. **PUBLIC PARTICIPATION.**
10. **ADJOURNMENT.**

*If a person decides to appeal any decision made by the Essential Services Advisory Board with respect to any matter considered at a meeting, they will need a record of the proceedings and to ensure that a verbatim record of the proceedings is made at their own expense. Persons who require an accommodation to attend this meeting should contact the Clerk's office at 386-236-2150 at least 48 hours prior to the meeting date to request such assistance.*



**Meeting Date:** March 6, 2025

**Agenda Item:** 3

## **Report to Essential Services Advisory Board**

**Topic(s):** Oath of Office

**Summary:** Mr. Montgomery, Alternate Seat #4 (CPA/Financial)

**Requested by:** Ms. Cherbano, Town Clerk  
Ms. Gjessing, Assistant Deputy Clerk

**Approved by:** Mr. Disher, Town Manager



**Meeting Date:** March 6, 2025

**Agenda Item:** 5-A

## **Report to Essential Services Advisory Board**

**Topic:** Approval of Meeting Minutes

**Summary:** Staff has provided the attached set of meeting minutes for the Board's review and approval.

**Suggested motion:** To approve the January 9, 2025 meeting minutes as presented or as amended.

**Requested by:** Ms. Cherbano, Town Clerk  
Ms. Gjessing, Assistant Deputy Clerk

**Approved by:** Mr. Disher, Town Manager



Town of Ponce Inlet  
**ESSENTIAL SERVICES ADVISORY BOARD**  
 REGULAR MEETING MINUTES  
**January 9, 2025**

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6 **1. CALL TO ORDER:** Pursuant to proper notice, the meeting was called to Order at 5:30 PM  
 7 in the Council Chambers, located at 4300 S. Atlantic Avenue, Ponce Inlet, Florida.

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9 **2. PLEDGE OF ALLEGIANCE:** Led by Chairman Cox.

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11 **3. ROLL CALL & DETERMINATION OF QUORUM:** A quorum was established; Ms.  
 12 Wurst was absent.

13

14 Board members present:

15 Mr. Cox, Seat #1; Chair

16 Mr. McConaughey, Seat #2

17 Mr. Pulver, Seat #3

18 Ms. Valerien, Seat #5; Vice-Chair

19 Ms. Wurst, Seat #4 – Absent

20 Ms. Rij, Alternate for Seat #1

21 Mr. Wolf, Alternate for Seat #5

22

23 Staff members present:

24 Mr. Disher, Town Manager

25 Ms. Gjessing, Assistant Deputy Clerk

26 Attorney Hand, Town Attorney

27 Ms. Hugler, Fire Department Office Manager/PIO

28 Mr. Lear, Planning & Development Director

29 Sgt. Rudd, Ponce Inlet Police Department Sergeant

30 Chief Scales, Public Safety Director

31 Mr. Wargo, Public Works Director

32

33 Chair Cox recognized the loss of board member Chip Witt, highlighted his contributions to the Town,  
 34 and asked for a moment of silence to honor his memory.

35

36 **A. Oaths of Office** – Ms. Gjessing administered the Oaths of Office to Ms. Valerien, Ms.  
 37 Rij, and Mr. Wolf.

38

39 **B. Election of Chair** – Mr. McConaughey nominated Mr. Cox to serve as Chair; seconded  
 40 by Ms. Valerien. The motion PASSED by consensus, 4-0.

41

42 **C. Election of Vice-Chair** – Mr. Cox nominated Ms. Valerien to serve as Vice-Chair;  
 43 seconded by Mr. McConaughey. The motion PASSED by consensus, 4-0.

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45 **4. ADOPTION OF AGENDA:** Chairman Cox asked if there were any changes to the agenda;  
 46 there were none.

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Chairman Cox motioned to adopt the agenda as presented; seconded by Ms. Valerien. The motion PASSED 4-0, consensus.

**5. APPROVAL OF MEETING MINUTES:**

**A. October 3, 2024**

Chairman Cox asked if there were any changes to the meeting minutes; there were none.

Chairman Cox moved to adopt the October 3, 2024, meeting minutes as presented; seconded by Mr. McConaughy. The motion PASSED 4-0, consensus.

**6. OLD BUSINESS:**

**A. Annual Board Member Training and Form 8-B review.** – *\*this item was postponed for presentation later in the meeting\**

**7. NEW BUSINESS:**

**A. Proposed Capital Budget Requests for FY 25/26:**

**1. Police Department** – Chief Scales, Public Safety Director, thanked the board for their assistance in prioritizing budget requests for the Town. He stated the Police Department is seeking to replace a patrol car; this request comes after reviewing the mileage and the repair and non-routine maintenance costs, which was determined to be approximately \$6,000 through the last fiscal year. Chief Scales explained how this aligns with the existing vehicle replacement schedule and elaborated on the benefits of adding another pick-up truck to the fleet versus a patrol SUV.

**2. Fire Department** – Chief Scales explained the Fire Department is requesting a vehicle replacement that was originally anticipated to occur in the current fiscal year through the lease program, but after Council deliberation last year the lease program has been paused. Another request from the Fire Department is funding for an architect to complete conceptual design and site plans for a new fire station; understanding the construction would still be a few years away, he explained the importance of beginning the design as soon as possible. Chair Cox clarified his understanding of the funding request for the new fire station and questioned what the long-term plan is. Chief Scales explained once the location has been selected and the design has been completed, funding for construction will be the next step. With a better understanding of the estimated project cost, staff can research applicable grants to apply for. Mr. Pulver questioned whether, due to limited available property in the Town, the Fire Department could continue to utilize the existing space and expand into a separate, smaller location. Chief Scales stated this is being contemplated and once all options have been discussed, the Board will be presented with the choices. Ms. Rij asked how often the Town has purchased vehicles through Alan Jay Fleet Sales and the reason for not opting to have an extended warranty. Chief Scales stated they are one of the pre-selected vendors through the State of Florida Sheriff's Office; he is unsure if the Town has purchased with them before and stated the extended warranty can be considered.

94 **3. Public Works** – Mr. Wargo, Public Works Director, explained the department’s first request  
95 is for a new Caterpillar Backhoe. He elaborated on the purpose of the request and the dual use of the  
96 equipment. The next request is funding for Public Works Facility Building B. He explained the need  
97 for more space for staff, storage, and office space, and briefly described the funding to be allocated  
98 for the project. The last request is for the Public Works parking lot to be expanded. Due to the services  
99 provided by the department and the sheer size of the equipment, it has been difficult to navigate  
100 around the parking lot safely. Ms. Rij asked what year the current building was constructed; Chief  
101 Scales stated it was built around 2002 or 2003. Mr. Wargo detailed how the new Building B would  
102 be utilized. Mr. Pulver questioned how the construction will be phased, and Mr. Wargo explained the  
103 preliminary phasing stages. There was a brief discussion on the funding request for Building B  
104 replacement, including the account it would be funded from and the amount proposed.  
105

106 Chair Cox opened public participation – Mr. Steve Field, 6 Mar Azul, had questions regarding  
107 conference room usage, locker rooms, and the fire station proposal. Chair Cox and Mr. Disher  
108 addressed the concerns around the proposed Fire Department, with Mr. Disher noting that the Town’s  
109 Vulnerability Assessment identified the property as being subject to flooding from sea level rise in  
110 the next 20 years. Ms. Barbara Davis, Ponce Inlet resident, provided comments on supporting the  
111 Police Department’s request for a pick-up truck; the history of the Fire Station including the  
112 evaluation from the Vulnerability Assessment that was completed and how it has been impacted  
113 during previous hurricanes; and the equipment and facilities utilized and needed by the Public Works  
114 department. Chair Cox closed public participation.  
115

116 **6. OLD BUSINESS: (*postponed from earlier*)**  
117

118 **A. Annual Board Member Training and Form 8-B review.** – Attorney Hand provided  
119 information related to the Florida Sunshine Law. He noted the most important consideration is public  
120 perception; if someone merely perceives a violation has occurred and lodges a complaint, then it will  
121 be investigated. He provided examples of violations and how they are prosecuted. Attorney Hand  
122 provided more information on the investigation process and stated there are three tenets to the Law:  
123 meetings of Boards and Commissions must be open to the public, these meetings must be reasonably  
124 noticed, and minutes of the meeting must be taken. Under the Florida Sunshine Law, board members  
125 are prohibited from discussing any matters related to current or foreseeable board business with other  
126 members of the same board outside of a publicly noticed meeting. He explained ways to exercise  
127 caution and encouraged members to avoid any situation which could potentially provide someone an  
128 opportunity to claim a violation occurred. Attorney Hand briefly discussed Robert’s Rules of Order’s  
129 and emphasized decorum during a meeting. Chair Cox and Attorney Hand clarified that when public  
130 participation occurs, all questions should be directed to the Chair and Board, not to staff or other  
131 members of the audience. Attorney Hand then provided a detailed review of voting conflict Form 8-  
132 B. He defined a conflict and explained where an individual can find the forms. If unsure about a  
133 specific circumstance, he suggested contacting the Commission on Ethics or notifying staff, who can  
134 seek legal advice if needed. Attorney Hand stated there is no penalty for recusing yourself from a vote,  
135 so when in doubt, don’t vote; if a board member recuses themselves from a vote, regardless of a  
136 verified conflict, they must provide on the record an explanation for the recusal and file Form 8-B with  
137 the Clerk’s office within 15 days. Mr. McConaughy questioned when these forms should be utilized  
138 if the board discusses matters related to the property where a board member lives. There was a brief  
139 discussion on the criteria that would warrant a board member to recuse themselves from a vote related  
140 to an item that could impact their property.

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**7. NEW BUSINESS: (Continued)**

**B. Request for Continued Support for the South Peninsula Drive Sidewalk Project–**

Mr. Lear, Planning & Development Director, explained every year local governments that have applied for grant funding through the Volusia-Flagler Transportation Planning Organization (TPO) must provide a letter of continued support for their projects and reaffirm to the TPO that the local government sponsor of the project remains committed in terms of political and financial support. He elaborated on the project and explained how it impacts Ponce Inlet. He stated in August 2024 contractors began surveying along S. Peninsula Drive, which marks the beginning of the design phase for the sidewalk widening project. It is estimated to take approximately five months. Chair Cox opened public participation – hearing none, public participation was closed.

Chair Cox moved to forward the request for continued support for the South Peninsula Sidewalk Project to the Town Council with a recommendation of approval; seconded by Mr. McConaughey. The motion PASSED, 4-0 consensus.

**C. 2025 Meeting Dates –** Ms. Gjessing provided the tentative list of meeting dates for the year 2025. She noted the dates are subject to change and there is the potential for more meetings to be added depending on projects; the Board will be notified in a timely manner if there are any changes. Chair Cox opened public participation – hearing none, public participation was closed.

Chair Cox moved to accept the tentative schedule of 2025 meeting dates as presented; seconded by Vice-Chair Valerien. The motion PASSED, 4-0 consensus.

**9. REPORT OF STAFF:**

**A. Fire Department:** Chief Scales reported the call volume for this time of year has been average and explained that staff continues to work towards the accreditation process. He provided a personnel update, noting that a couple of firefighters will be leaving soon, and the department is currently interviewing new candidates. He provided an update on the 75’ Quint Fire Apparatus and the status of the vehicle’s delivery. Chief Scales referred to comments made earlier in the meeting and explained the Fire Station was never designed for the use it has now, therefore staff is seeking to update the facility. Mr. McConaughey and Chief Scales briefly discussed training procedures and timelines for the new fire apparatus.

**B. Police Department:** Chief Scales provided an update on the Police Department and stated their number one goal is public safety. The average response time to an emergency call is 4 minutes and 14 seconds, which is one of the best response times in the country. He referred everyone to the Town website where there is more information related to recapping the department’s activities and response metrics over the year.

**C. Public Works Department:** Mr. Wargo stated the Public Works Department has recently completed a large amount of training and they are continuing to get organized with newly implemented systems. Chief Scales commended Mr. Wargo on all the existing projects including but not limited to the stormwater retention pond dredging, one-way valve replacements, and the Ponce

188 Preserve boardwalk construction. The boardwalk piling replacements are estimated to be complete  
189 towards the middle of February 2025. Ms. Rij questioned if there is a way to get cameras out in the  
190 Preserve; Chief Scales stated staff are currently looking into it. Mr. Wargo provided information on  
191 projects being completed at the Ponce Inlet Historical Museum.

192  
193 **D. Planning & Development Department:** Mr. Lear stated the Department of  
194 Environmental Protection (DEP) has approved the Town’s Watershed Master Plan, and he provided  
195 information on the steps to come and the areas of Town which will be focused on.

196  
197 **E. Board Liaison:** Ms. Gjessing announced three Alternate seats for the board are still  
198 open and to direct anyone who is interested to the Town Clerk’s office for more information. She  
199 stated the Town website will continue to be updated with all board vacancies.

200  
201 **10. PUBLIC PARTICIPATION:** Chair Cox opened public participation – Mr. Michael Lang,  
202 4366 South Atlantic Avenue, commented on the speed tracker that was located towards the entrance  
203 of the Town and questioned if it could be brought back. Chief Scales stated he will discuss the matter  
204 with Chief Glazier. Chair Cox closed public participation.

205  
206 **11. ADJOURNMENT:** The meeting was adjourned at 6:54 p.m.

207  
208 Prepared and submitted by:

209  
210 *DRAFT*  
211 Stephanie Gjessing  
212 Assistant Deputy Clerk

213  
214 Attachment(s): None.





**Meeting Date:** March 6, 2025

**Agenda Item:** 7-A

## **Report to Essential Services Advisory Board**

**Topic:** Review and Recommendation of Capital Budget Priorities for FY 25/26.

**Summary:** Department Directors will provide a report regarding proposed capital projects and equipment for FY 25/26.

1. Police Department – Chief Glazier
2. Fire Department – Chief Scales
3. Public Works – Mr. Wargo

**Suggested motion:** At the Board's discretion.

**Requested by:** Ms. Cherbano, Town Clerk

**Approved by:** Mr. Disher, Town Manager



**MEMORANDUM**

**Office of the Chief of Police**

*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 *JR*  
Date: February 27, 2025  
Subject: ESAB Report / Capital Purchase Request

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**MEETING DATE:** March 6, 2025

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The Ponce Inlet Police Department endeavors to maintain a modern, mission ready fleet with the latest safety features. In that effort, we wish to replace our oldest patrol vehicle.

Year	Model	Actual Miles	Idle Miles	Condition
2020	Dodge Durango	84,467	297,306	Fair

Estimated replacement cost: (See attachment)

2025 Ford Explorer	\$40,712
Computer Mount, Rifle Mount, Emergency Lights, Cage, Graphics, Radar, Electronics, Installation	<u>\$ 8,700</u>
Total	\$49,412



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	Quote <b>60467-1</b>
Corporate Office	2003 U.S. 27 South	MOBILE 863-273-1105	Mailing Address	P.O. BOX 9200
	Sebring, FL 33870	FAX 863-402-4221		Sebring, FL 33871-9200

ORIGINAL QUOTE DATE  
12/23/2024

## QUICK QUOTE SHEET

REVISED QUOTE DATE  
12/23/2024

REQUESTING AGENCY	PONCE INLET POLICE DEPARTMENT		
CONTACT PERSON	CHIEF JEFF GLAZIER	EMAIL	<a href="mailto:jglazier@ponce-inlet.org">jglazier@ponce-inlet.org</a>
PHONE	404-444-1228	MOBILE	FAX

**SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF** [www.NationalAutoFleetGroup.com](http://www.NationalAutoFleetGroup.com)

MODEL	K8D 200A	MSRP	\$43,450.00
	2025 FORD EXPLORER AWD ACTIVE		

CUSTOMER ID	CONTRACT PRICE	\$40,712.00
BED LENGTH		

\*\* All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
A3	Space White Metallic	\$0.00
8H	Dark Gray/Onyx, Unique Heated Cloth Captain's Chairs	\$0.00
99H	Engine: 2.3L EcoBoost I-4	\$0.00
44T	Transmission: 10-Speed Automatic	\$0.00
200A	OPTIONS Equipment Group 200A Standard Package	\$0.00
25MY K8A	**NEW STD FEATURES** INTERIOR/COMFORT — Climate Control — Rear Aux A/C System — Dark Car — Red and White Dome Lamp in Cargo Area — Speedometer — New LCD 12.3» Display, Rear Camera On-Demand FUNCTIONAL — 100 Watt Siren/Speaker Prep Kit — UIS Upfitter Interface System — PAITRO output tied to liftgate release switch EXTERIOR — Tail Lamp Prep Kit — SAFETY/SECURITY BLIS® — Blind Spot Monitoring with Cross-traffic Alert — Cross Traffic Brake Assist — Police Perimeter Alert detects motion in an approximately 270-degree radius on sides and back of vehicle — Rearview Camera viewable on 8" Center Stack Screen	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$0.00
EWD	EXTENDED WARRANTY DECLINED		\$0.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
		CONTRACT OPTIONS	\$0.00

TRADE IN TOTAL COST \$40,712.00

YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~

TOTAL COST LESS TRADE IN(S) QTY 1 \$40,712.00

Estimated Annual payments for 60 months paid in advance: \$9,360.53  
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY **ASHLEE WILSON** GOVERNMENT ACCOUNT MANAGER [Ashlee.Wilson@AlanJay.com](mailto:Ashlee.Wilson@AlanJay.com)

*"I Want to be Your Fleet Provider"*

*I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.*



## 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: Essential Services Advisory Board  
 From: Daniel Scales, Public Safety Director  
 Date: February 20, 2025  
 Subject: Fire Department Capital Projects and Equipment Request for FY 25/26

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**MEETING DATE: March 6, 2025**

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This memo will provide the Essential Services Advisory Board with the fire department's final capital budget requests for fiscal year 25/26. The capital projects and equipment presented meet the threshold requiring review and recommendation of the Essential Services Advisory Board.

#### **Priority 1 – Replacement Deputy Fire Chief Vehicle (including lighting and marking) - \$50,000**

This proposal outlines the justification for replacing the Deputy Fire Chief's current 2013 SUV with a new 4x4 pickup truck. The replacement is essential to address reliability concerns, functional limitations, and the unique terrain challenges faced by our fire department.

Originally scheduled for replacement in FY 24/25, this vehicle's replacement was deferred. However, due to its critical operational role, we now consider it an immediate necessity and strongly recommend replacement in FY 25/26. Further delays increase the likelihood of costly repairs, unexpected failure, or a safety-related incident.

The 2013 SUV has shown clear signs of aging, with maintenance costs exceeding \$6,000 over the past three years and declining reliability. Frequent breakdowns have caused operational disruptions and represent the significant possibility of delayed response times in critical situations. Additionally, the vehicle lacks the necessary towing and payload capacity to meet the operational demands of the Deputy Fire Chief's role. Its limited cargo space restricts the efficient transport of essential personnel, equipment, and supplies, such as fire hoses, training props, and station materials. The current SUV configuration is not optimized for the diverse responsibilities of disaster response, training logistics, and emergency management, further underscoring the need for a more capable and reliable vehicle.

As a beach community, the Ponce Inlet terrain includes soft sand, steep inclines, and debris-strewn roads, particularly after storms or natural disasters. Having 4X4 capabilities help ensure that the vehicle can navigate these challenging conditions, minimizing delays and potential immobilization.

### **Benefits of a 4x4 Pickup Truck**

A new pickup truck will reduce the likelihood of breakdowns and minimize maintenance costs. Incorporation of the latest automotive technology ensures improved durability and long-term performance. Enhanced towing capabilities allow for transporting trailers with equipment, supplies, and personnel during emergencies and training operations. A spacious truck bed supports the transportation of larger quantities of equipment and materials, addressing logistical challenges efficiently. The truck bed can also accommodate debris removal, emergency supplies, and other critical loads that the current SUV cannot handle.

The 4x4 drivetrain provides excellent traction on sand, mud, gravel, and other uneven surfaces, ensuring access to remote or difficult-to-reach locations. Increased ground clearance reduces risks of vehicle immobilization and damage from obstacles in disaster zones, rugged environments, or flooded streets. The pickup's robust design enhances its ability to perform in extreme conditions, including storm aftermath and flooding scenarios.

While the upfront cost of a 4x4 pickup truck is higher than a 2-wheeled drive vehicle, the long-term benefits significantly outweigh the initial expenditure. Reduced maintenance and repair costs compared to an aging vehicle, combined with improved fuel efficiency from modern engines, lower overall operating expenses. Additionally, a newer vehicle retains higher residual value and operational efficiency over time, providing better return on investment.

### **Priority 2 – Fire Station Preliminary Needs Evaluation and Design - \$50,000**

This outlines the justification for seeking support from the Essential Services Advisory Board to fund a needs evaluation and preliminary design for a new fire station to replace the existing station. The proposed funding is crucial to accurately determine the costs for final design and construction for a new station that meets current and future operational demands.

### **Operational Needs & Current Limitations**

The existing facility, constructed in 1980, was originally designed to house all municipal offices and functioned as the combined Ponce Inlet Town Hall and volunteer fire station. The structure was not purpose-built for fire department operations, providing an apparatus bay and a small volunteer meeting area. Renovations in 2006 only marginally increased its capacity to accommodate the daily staffing of 3 firefighters. Today, the fire department requires dedicated space for a daily staffing of 5 firefighters per shift, with the current facility falling short of these operational needs. The current facility does not meet modern building codes or safety standards for an emergency response facility. Beyond operational challenges, the location of the existing facility faces significant environmental risks. The station was built on low-lying land next to a marsh. A portion of the station building lies in a flood zone, for which the Town maintains flood insurance. Situated in a hurricane Category 1 storm surge zone, the building is vulnerable to flood and wind damage during severe weather events. The station parking lot already experiences flooding during extreme high tides and hurricane storm surges. The Town's Vulnerability Assessment and Watershed Master Plan both show the property will be increasingly susceptible to future flooding caused by sea level rise within the next

15-20 years, further compromising the safety of our operations and the reliability of emergency services. These current and future risk make the replacement and possible relocation of this critical asset a priority. Without a comprehensive evaluation of both the site and building, these issues will continue to impede our ability to provide effective emergency services to the community.

### **Importance of Evaluation and Preliminary Design**

A station needs evaluation will provide a detailed assessment of our operational requirements, including personnel capacity, equipment storage, training facilities, and emergency response readiness. This assessment will identify deficiencies in the current setup and recommend solutions tailored to our specific needs. Preliminary design work will translate these findings into actionable plans, offering a clear and accurate projection of design specifications, timelines, and costs. Together, these steps ensure that the final design and construction phase proceeds efficiently and within budget.

Additionally, this process will establish a solid foundation for determining design, engineering, and construction costs. By providing precise cost estimates and project details, the evaluation will allow the town to explore and secure various funding opportunities, including grants, loans, and public-private partnerships.

### **Cost Considerations**

While funding the evaluation and preliminary design requires an upfront investment, the long-term benefits include preventing costly revisions or delays during construction. By identifying precise needs and solutions early in the process, we reduce the risk of unforeseen expenses. Additionally, accurate cost projections from this process will enable the town to strategically pursue external funding sources, such as the Resilient Florida grant program, minimizing the financial burden on local taxpayers.

### **Conclusion**

Funding the station needs evaluation and preliminary design is a critical step to ensure that our fire department operates from a facility that meets modern standards and supports our mission to protect the community now and in the future. This initial expenditure will enable us to create a facility tailored to the specific demands of modern fire operations and better positioned to address both current limitations and future environmental challenges. This initiative will provide the foundation for a well-planned, cost-effective construction or renovation project that addresses current deficiencies and prepares for future growth. Furthermore, the insights gained through this process will enable the town to secure necessary funding and ensure the project aligns with financial and operational goals.

Your support for this funding request is crucial as we work to safeguard our personnel and community through improved operational capabilities and risk mitigation.

Thank you.



**MEMORANDUM**  
**Public Works 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: Essential Services Advisory Board  
From: Steve Wargo, Public Works Director  
Date: February 20, 2025  
Subject: Public Works Capital Projects and Equipment Preliminary Requests for FY 25/26

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**MEETING DATE:** March 6, 2025

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This memo will provide the Essential Services Advisory Board with the Public Works Department’s preliminary capital budget requests. The projects are listed in priority order.

**1. New 416 Loader Caterpillar Backhoe - \$135,000 (Split 50% with General Fund and Water Fund)**

The department’s backhoe, now over 20 years old, has become increasingly unreliable, with multiple breakdowns and costly repairs in 2023-2024, totaling over \$18,000. The latest fixes involved salvaging parts from other non-functional backhoes owned by Ring Power across several state locations. This equipment is essential for stormwater management, water systems maintenance, roadway repairs, and post-storm debris cleanup, making its reliability crucial. Given the mounting repair costs, a replacement is urgently needed. We’ve identified a cost-effective option through the Florida Sheriff’s Association government buying contract offered by Ring Power. Funding will be split between the Water Operations and Maintenance Fund and the General Fund, reflecting its dual use.

*This request was presented to the ESAB last year, which recommended it be deferred to FY 25/26 as the #1 priority.*

**2. Public Works Facility Building B – Withdrawn for FY 25/26**

The department is withdrawing this request as originally presented to the ESAB in January. Additional time is needed to properly evaluate a design to accommodate the current and future needs of the department. Public Works will be using the funds currently budgeted this fiscal year to demolish the existing Building B, replace the failed backup generator, design the new facility, and obtain reliable cost estimates for its construction. To address immediate storage needs, a temporary storage unit will be put in place this fiscal year. Once the design for the new Building is completed, Public Works will have a clearer understanding of the budget required for its construction.

**3. Public Works Parking Lot Expansion (Design and Construction) – Withdrawn for FY 25/26**

The department is withdrawing this request, as we are looking into grant opportunities for funding.

The current Public Works property has outgrown its original design capacity due to the addition of field staff and the need for equipment and supplies. Parking has become a significant challenge, affecting the movability of our large equipment and supply storage. Public Works is proposing to utilize the vacant Town-owned lot to the south as a parking area, with proper screening from the adjacent neighborhood and providing added stormwater retention for the abutting streets. This request has been presented to the ESAB and Town Council for the previous two years but has been deferred given other priorities.

*Last year the ESAB recommended this request be deferred to FY 25/26 as the #2 priority.*

Thank you for your continued support of the Public Works Department.





**Meeting Date:** March 6, 2025

**Agenda Item:** 7-B

## **Report to Essential Services Advisory Board**

**Topic:** Discussion – Amending the Land Acquisition Fund to allow for purchases other than real estate and public facilities.

**Summary:** At the November 21, 2024 Town Council meeting, the Town Council provided direction to staff on amendments to the Land Acquisition Fund and for the amendments to be reviewed by the Essential Services Advisory Board. Please see the attached staff report and supporting documents for more information.

**Suggested motion:** At the Board'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: Essential Services Advisory Board  
 From: Michael E. Disher, AICP, Town Manager  
 Date: February 27, 2025  
 Subject: Discussion – Amending the Land Acquisition Fund to allow for purchases other than real estate and public facilities.

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**MEETING DATE:** March 6, 2025

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1 **Introduction**

2 At its meeting on November 21, 2024, the Town Council discussed amending the limitations on  
 3 how monies from the Land Acquisition Fund can be used. Currently, these non-ad valorem  
 4 revenues can only be used to acquire real estate and construct public facilities. The question was  
 5 raised in response to the purchase and financing of a new 75' Quint fire apparatus; specifically,  
 6 whether it could be paid for with Land Acquisition Fund monies rather than property taxes. After  
 7 discussion, the Council members indicated their preference to allow limited use of these funds to  
 8 pay for vehicles on a case-by-case basis, subject to Council approval. The Council directed staff  
 9 to draft an ordinance for this purpose, but to first provide it to the ESAB for review and  
 10 recommendation. The minutes from this meeting are provided on **Attachment 1**.

11  
 12 **Background**

13 The Land Acquisition Fund was established on April 16, 2003 via Ordinance 2003-05, creating  
 14 Section 2-322 of the Code of Ordinances. The section reads:

15  
 16 “All revenue generated and collected by the town from franchise fees pursuant to [section 62-41](#) for  
 17 the collection of garbage and the public service tax pursuant to [section 72-101](#) et seq. on the sale  
 18 of electricity, metered natural gas, liquefied petroleum and manufactured gas shall be deposited  
 19 into the town public land acquisition and facility fund, and shall be expended from that fund only  
 20 for the purposes of acquiring real estate, construction of public facilities and payment of  
 21 administrative, engineering and legal expenses related to those tasks. In the event of a natural  
 22 disaster or financial emergency, the town manager may request the town council to permit the  
 23 expenditure of funds from the town public land acquisition and facility fund for other purposes and  
 24 the town council may grant this request only by a four-fifths vote of the members present. The town  
 25 manager is authorized to make expenditures from this fund within the parameters of this section.”

26  
27 The 10% franchise fee and public utility service tax had been enacted two months prior, via  
28 Ordinance 02-37. The Council meeting minutes from the time note that these fees and taxes were  
29 necessary to create an alternate source of revenue besides ad valorem taxes, for funding the  
30 construction of the new Town Hall facility and acquiring properties for conservation, recreation,  
31 and historic preservation. The new fees and taxes were expected to bring in between \$270,000 to  
32 \$300,000 per year.

33  
34 Section 2-322 was amended on September 17, 2020 via Ordinance 2020-08 to require a  
35 supermajority four-fifths vote to amend or withdraw any portion of this section or its subsections.  
36

### 37 **Discussion**

38 To date, the Land Acquisition Fund has been used to pay for \$7,748,896 worth of purchases of  
39 property and construction of new facilities. This fiscal year, \$643,557 has been budgeted to pay  
40 the last installment of the 20-year Town Hall loan and for work related to the replacement of Public  
41 Works Building “B.” A list of major purchases over time is provided on **Attachment 2**.

42  
43 The historic and projected Fund revenues are shown on **Attachment 3**. A trendline analysis has  
44 been applied to project Fund revenues out to the year FY 32/33. The Fund’s recent and projected  
45 reserves are shown on **Attachment 4**. Together, they show that there is sufficient revenue available  
46 to pay for the new Quint fire truck over its 7-year loan period. At the start of Fiscal Year 25/26,  
47 the Fund is projected to have a reserve balance of \$596,117. Even after making the 7 annual  
48 payments of \$209,839, the Fund is projected to have a reserve balance of \$3,226,963 by the start  
49 of FY 32/33.

### 50 51 **Questions**

52 Revising the built-in restrictions of this fund raises questions that should be addressed before  
53 amending the ordinance itself. These include, but may not be limited to, the following:

- 54  
55 1. Should the change be permanent or limited to one-time purchases (e.g., the fire apparatus)?  
56 2. If permanent, what other uses for this money are acceptable? Ideas may include:
- 57 ○ Setting aside a certain amount or percentage each year for the Disaster Recovery  
58 Fund, Capital Facility Maintenance Fund, and/or Capital Fire Equipment Fund;
  - 59 ○ Paying off existing vehicle leases; or
  - 60 ○ Funding future significant vehicle/equipment purchases, like the new back-hoe  
61 needed for Public Works.

62  
63 Regardless of any changes, the Fund will need to play a significant role in funding future  
64 improvements related to the Town’s short- and long-term resilience, as outlined in the recently  
65 completed Watershed Master Plan<sup>1</sup>. These will include the acquisition of repetitive-loss, flood-  
66 prone properties for additional stormwater retention; expanding the capacity of the existing

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<sup>1</sup> See <https://www.ponce-inlet.org/DocumentCenter/View/4478/Watershed-Master-Plan->

67 stormwater drainage system; and reconstruction of low-lying Town-owned buildings above the  
68 flood plain (e.g. the fire station). The Resilient Florida grant program will not pay for the  
69 architectural/engineering design for such projects, although it will pay up to 50% of the  
70 construction. However, many of these grants are in the form of a reimbursement, meaning the  
71 Town would need to cover the initial costs up front.

72

73 **Amendment Proposal**

74 Staff suggests that removing the limitation on additional expenditures only in the event of natural  
75 disaster or financial emergency would allow the funds to be used for any other purpose, subject to  
76 a four-fifths vote of the Town Council. This proposed change is shown below.

77

78 “All revenue generated and collected by the town from franchise fees pursuant to [section 62-41](#) for  
79 the collection of garbage and the public service tax pursuant to [section 72-101](#) et seq. on the sale  
80 of electricity, metered natural gas, liquefied petroleum and manufactured gas shall be deposited  
81 into the town public land acquisition and facility fund, and shall be expended from that fund only  
82 for the purposes of acquiring real estate, construction of public facilities and payment of  
83 administrative, engineering and legal expenses related to those tasks. ~~In the event of a natural  
84 disaster or financial emergency,~~ The town manager may request the town council to permit the  
85 expenditure of funds from the town public land acquisition and facility fund for other purposes and  
86 the town council may grant this request only by a four-fifths vote of the members present. The town  
87 manager is authorized to make expenditures from this fund within the parameters of this section.”

88

89 **Conclusion**

90 Staff requests the ESAB review the proposed code amendment and provide its feedback and  
91 recommendation. Staff will incorporate the Board’s feedback into the draft ordinance to be  
92 reviewed by the Town Attorney for legal form and content and presented to the Town Council.  
93 Any changes authorized by this ordinance will be used in the preparation of the FY 25/26 budget,  
94 effective October 1, 2025.

Attachments

1. Excerpt from Town Council meeting minutes, 11-21-24
2. Major Expenses for Land Acquisition (302) Fund
3. Land Acquisition Fund year-by-year revenues with trendline projections
4. 302 Fund Reserves Projection

## ATTACHMENT 1

Excerpt from November 21, 2024 Town Council meeting minutes

### 14. NEW BUSINESS:

**A. Discussion – Amending the Land Acquisition Fund to allow vehicle and equipment purchases.** – Mr. Disher stated that during recent budget hearings, the Town Council directed staff to research amending the Land Acquisition Fund to allow vehicle and equipment purchases. He elaborated on how the Fund was established and explained how revenue is collected from franchise fees, not from property taxes. The Fund was adopted by ordinance, which currently limits how monies from the Fund can be used. With the recent consideration to purchase the 75' Quint Fire Apparatus, discussions took place regarding whether it could be financed through the Land Acquisition Fund. Mr. Disher referred to attachments in the staff report regarding the Land Acquisition Fund including major expenses, year-by-year revenues, trendline projections, and the reserves projection. He explained the potential impact to Fund reserves by funding the purchase of the fire truck through the Land Acquisition Fund, should Council decide to move forward with the amendments. He requested direction from the Council on the potential use of the fund, and stated staff will draft an ordinance that will be used in preparation of the FY 25/26 budget effective October 1, 2025. Mayor Paritsky recommended presenting the suggestions to the Essential Services Advisory Board. Councilmember White expressed his interest in utilizing the Land Acquisition Fund but stated he would like it to remain restricted. He elaborated on the idea of utilizing the Fund for some items which would be presented to and approved by Council. The Council addressed future planning and appropriation requests to ensure the recommended drainage improvements from the Watershed Master Plan will still be adhered to.

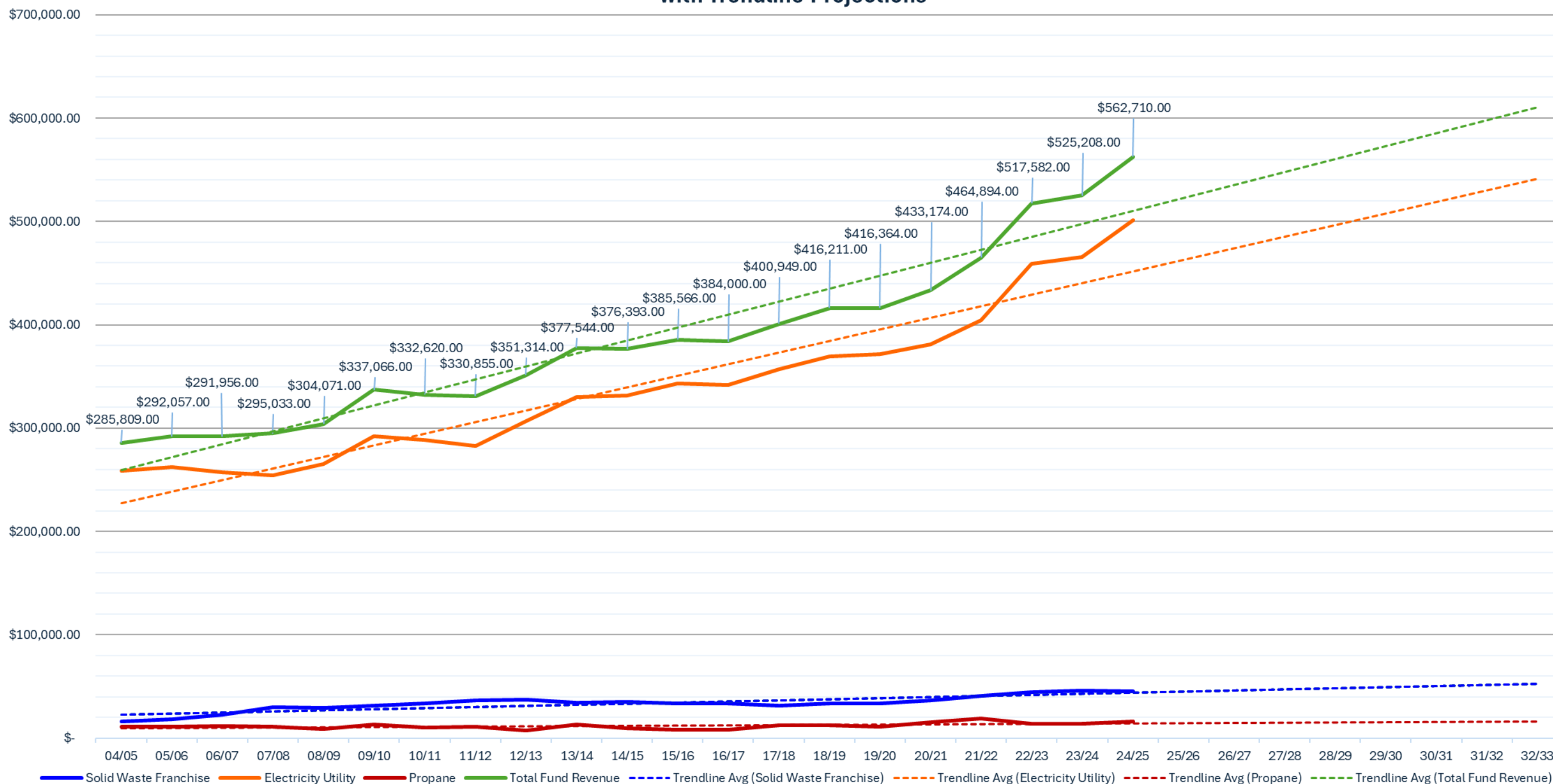
Mayor Paritsky opened public participation – Mr. Steve Field, 6 Mar Azul, expressed his interest for a percentage of funds to be set aside for reserves. Mayor Paritsky closed public participation.

*Council provided direction to staff on amendments to the Land Acquisition Fund and for the amendments to be reviewed by the Essential Services Advisory Board.*

## ATTACHMENT 2

<b>Major Expenses for Land Acquisition (302) Fund</b>		
<b>Purchase</b>	<b>Amount</b>	<b>Fiscal Year(s)</b>
Town Hall	\$6,174,910.82	FY 05/06 through FY 24/25
Pay off remainder of 15-year loan for purchase of Diocese property (Town Hall)	403,963.00	FY 08/09
Purchase property at S. Peninsula (NW corner of Public Works)	16,532.00	FY 09/10
Purchase vacant land - 121 Beach Street (later sold)	235,364.00	FY 11/12
Purchase vacant land - NE corner of S. Peninsula & Beach Street (Public Works parking expansion site)	255,000.00	FY 14/15
Pollard Park redevelopment	700,749.00	FY 17/18 through FY 19/20
Davie's Lighthouse Park enhancement	110,608.00	FY 18/19
Town Hall remodel (new conference room and Clerks office)	146,636.81	FY 22/23
Pollard Park pickleball court shade structures	73,690.00	FY 22/23
Public Works Building B demo, generator, and design	275,000.00	FY 24/25 (budgeted)
<b>Total</b>	<b>\$8,392,453.63</b>	

### Land Acquisition Fund Year-by-Year Revenues with Trendline Projections



## ATTACHMENT 4

### 302 Fund Reserves Projection

<b>FY 23/24 Beginning Reserves</b>	<b>439,546.00</b>
FY 23/24 Revenues	525,208.00
FY 23/24 Town Hall Payment	(328,400.00)
	<hr/>
<b>FY 24/25 Beginning Reserves</b>	<b>636,354.00</b>
FY 24/25 Estimated Revenue	562,710.00
FY 24/25 Town Hall Payment	(327,947.00)
FY 24/25 Building B	(275,000.00)
	<hr/>
<b>FY 25/26 Estimated Reserves</b>	<b>596,117.00</b>
FY 25/26 Estimated Revenues	568,337.00
FY 25/26 - 1st Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 26/27 Estimated Reserves</b>	<b>954,615.00</b>
FY 26/27 Estimated Revenues	574,020.00
FY 26/27 - 2nd Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 27/28 Estimated Reserves</b>	<b>1,318,796.00</b>
FY 27/28 Estimated Revenues	579,761.00
FY 27/28 - 3rd Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 28/29 Estimated Reserves</b>	<b>1,688,718.00</b>
FY 28/29 Estimated Revenues	585,558.00
FY 28/29 - 4th Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 29/30 Estimated Reserves</b>	<b>2,064,437.00</b>
FY 29/30 Estimated Revenues	591,414.00
FY 29/30 - 5th Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 30/31 Estimated Reserves</b>	<b>2,446,012.00</b>
FY 30/31 Estimated Revenues	597,328.00
FY 30/31 - 6th Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY31/32 Estimated Reserves</b>	<b>2,833,501.00</b>
FY 31/32 Estimated Revenues	603,301.00
FY 31/32 - 7th and Final Fire Truck Payment	(209,839.00)
	<hr/>
<b>FY 32/33 Estimated Reserves</b>	<b>3,226,963.00</b>

*Note: FY 25/26 - FY 31/32 estimated revenues were projected to increase 1% each year.*

*This projection appeared to be relatively close to the trendline projection.*



## ORDINANCE 2025-XX

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA AMENDING ARTICLE VII, CHAPTER 2, SECTION 2-322 OF THE TOWN CODE OF ORDINANCES TO AUTHORIZE THE EXPENDITURE OF FUNDS ALLOCATED UNDER SECTION 2-322 FOR PURPOSES OTHER THAN PUBLIC LAND ACQUISITION AND PUBLIC FACILITIES, SUBJECT TO A SUPERMAJORITY (4/5) VOTE OF THE TOWN COUNCIL; PROVIDING FOR CONFLICTING ORDINANCES; CODIFICATION; SEVERABILITY; AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, The Land Acquisition and Facility Fund was established on April 16, 2003 via Ordinance 2003-05, creating Section 2-322 of the Town of Ponce Inlet Code of Ordinances.

**WHEREAS**, Section 2-322(b) of the Code of Ordinances allows the expenditure of funds for purposes other than public land acquisition and public facilities only in the event of a natural disaster or financial emergency, subject to a supermajority (4/5) vote of the Town Council; and

**WHEREAS**, the Town Council finds that the provisions of Section 2-322 serve a valid and important public purpose by providing a reliable, alternate source of revenue besides ad valorem taxes; and

**WHEREAS**, the Town Council finds that from time to time circumstances other than a natural disaster or financial emergency may arise when it is appropriate to allow the expenditure of said funds for purposes other than public land acquisition and public facilities; and that removing such restriction serves the public interest; and

**WHEREAS**, this ordinance is enacted pursuant to the authority given to municipalities under FLA. STAT. § 166.041(6) and under the general home rule and police powers of the Town of Ponce Inlet.

**NOTE:** Underlined words constitute additions to the Town of Ponce Inlet Code of Ordinances, ~~striketrough~~ constitutes deletions from the current Code of Ordinances, and asterisks (\*\*\*) indicate an omission from the existing text which is intended to remain unchanged.

**NOW, THEREFORE, BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF PONCE INLET, VOLUSIA COUNTY, FLORIDA:**

**SECTION 1.** Legislative Findings and Intent. The findings set forth in the recitals above are hereby adopted as legislative findings pertaining to this ordinance as if fully set forth herein.

**SECTION 2.** Chapter 2, Article VII, Section 2-322(b) of the Code of Ordinances of the Town of Ponce Inlet is hereby amended as follows:

“All revenue generated and collected by the town from franchise fees pursuant to [section 62-41](#) for the collection of garbage and the public service tax pursuant to [section 72-101](#) et seq. on the sale of electricity, metered natural gas, liquefied petroleum and manufactured gas shall be deposited into the town public land acquisition and facility fund, and shall be expended from that fund only for the purposes of acquiring real estate, construction of public facilities and payment of administrative, engineering and legal expenses related to those tasks. ~~In the event of a natural disaster or financial emergency,~~ The town manager may request the town council to permit the expenditure of funds from the town public land acquisition and facility fund for other purposes and the town council may grant this request only by a four-fifths vote of the members present. The town manager is authorized to make expenditures from this fund within the parameters of this section.”

**SECTION 3. Conflicts.** In any case where a provision of this Ordinance is found to be in conflict with a provision of any other ordinance of this Town, this Ordinance shall prevail.

**SECTION 4. Codification.** It is the intent of the Town Council of the Town of Ponce Inlet that the provisions of this Ordinance shall be codified. The codifier is granted broad and liberal authority in codifying the provisions of this Ordinance.

**SECTION 5. Severability.** If any section, sentence, phrase, word or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

**SECTION 6. Effective Date.** This Ordinance shall become effective immediately upon its passage and adoption.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that said Ordinance be passed on first reading. 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	_____

Approved on first reading this \_\_\_ day of \_\_\_\_\_ 2025.

It was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_ that said Ordinance be passed on second reading. 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 \_\_\_\_\_

Approved and adopted on second reading this \_\_\_\_ day of \_\_\_\_\_ 2025.

Town of Ponce Inlet, Florida:

\_\_\_\_\_  
Lois A. Paritsky, Mayor

ATTEST:

\_\_\_\_\_  
Kim Cherbano, CMC  
Town Clerk



**Meeting Date:** March 6, 2025

**Agenda Item:** 8

## **Report to Essential Services Advisory Board**

**Topic:** Report of Staff

**Summary:** Department Directors will provide a report and/or update of department projects:

- A. Police Department – Chief Glazier
- B. Fire Department – Chief Scales
- C. Public Works – Mr. Wargo

**Suggested motion:** At the Board's discretion.

**Requested by:** Ms. Cherbano, Town Clerk

**Approved by:** Mr. Disher, Town Manager