

COUNCIL SPECIAL MEETING MINUTES JANUARY 13, 2010

Pursuant to Public Notice, Mayor Ferrante convened a special meeting of the City Council on Wednesday, January 13, 2010, at 6:00 p.m., in the Council Chamber. Those present were Mayor Joseph Ferrante, Vice-Mayor Jeffrey Fleis, Councilman Mike Chase, Councilman William Higginson, Councilman Scott Rhodes, City Manager Michael P. Crotty, and City Clerk Barbara Montanaro.

The following Department Heads were also present: Brenda Raver, Finance Director; Don Hughes, Fire Chief; Lionel Cote, Police Chief; John Stone, Building Official; Laura Canady, Community Development Director; Allen Potter, Public Works Director; and Kerry Stoms, Recreation Director.

Councilman Rhodes led the Pledge of Allegiance.

DISCUSS/TAKE ACTION ON GOALS FOR 2010/2011

Each Department Head presented the goals for his/her respective department and responded to questions from Council. Attached are the goals for each department.

Council comments regarding the City Clerk's Report: Council was looking for ways to save money and expressed interest in scanning permanent records for two reasons: 1) More efficient way to respond to public records requests and 2) Eliminate the need to rent trucks to move filing cabinets to a safer location during hurricane evacuations. Both save money. They also discussed the pros and cons of going paperless.

Council comments regarding the Finance Director's Report: Noted that the increased efficiency in issuing payroll is an ongoing savings. Council asked about costs associated with banking and any benefits of getting bids each year. Noted that several departments are interested in going paperless.

City Manager Crotty stated that going paperless could be cost saving in the long run but it would include upfront costs. He also asked if Council would be comfortable receiving the agenda packet on a disk to be used in a computer at the meeting. It is something that staff will look at if Council establishes that as one of its goals.

Council Comments regarding the Fire Chief's Report: Council asked what it would take for the City to go from the 5 Insurance Services Organization (ISO) rating to a 3. A ladder truck, which could be used to open the roof at a home or business fire as well as for high rises, should push the City to a 5 ISO rating. What would the savings of the improved rating be for the average homeowner? (\$20-\$30 per year.)

Council also discussed the value of the Communities for a Lifetime and Fall Prevention Programs and asked that they receive more publicity.

Mayor Ferrante asked for public comments on the first three presentations; there were no comments.

Council comments regarding the Police Chief's Report: Council commended the Police Department on their involvement with citizens and on their re-accreditation. They asked if there are plans for surveillance cameras at Pelican Beach Park or Atlantic Plaza, similar to those at Hightower Beach Park. They discussed red light camera enforcement and the potential for the State to adopt legislation allowing/regulating camera enforcement, including distribution of revenue from fines.

Council comments regarding the Building Official's Report: Council discussed procedures to encourage contractors to call for final inspections so that permits can be closed. They also discussed the possibility of the Building Department and Admin sharing an in-house scanner or outsourcing to the same company to get a volume price. Council questioned whether someone else is available to handle code violations when the Code Enforcement Officer is not on duty. (Yes, either the Building Official or Deputy Building Official.) Council questioned how often permit fees are increased. (Last year for the first time in five years the fees were brought to the mid-range of Brevard County permit costs.)

Council comments regarding the Community Development Director's Report: Council discussed the need to remain business friendly by promoting and supporting existing businesses and recruiting new businesses. They referred to the 2005 Market Study and the portions that have been implemented and what remains to be done. This is a 25-year plan.

Mayor Ferrante asked for public comments; the following individuals addressed Council:

- Dominick Montanaro, 465 Glenwood Avenue, suggested that the Building Department fine contractors who do not call in to close out a permit; this would increase the number of permits closed out and would generate revenue if the contractor fails to call. He also asked that Code Enforcement address the number of RVs and boats parked in front of homes.
- David R. Schechter, 635 Seville Court, asked if the process the Fire Department used to get digital drawings of buildings in their computers could be used by the Building Department to scan building plans. (No, the Fire Department hand drew the floor plans in a cad system.) Mr. Schechter suggested the Building Department and the Clerk's Office work together to find a scanning system that would work for both.

Council comments regarding the Public Works Director's Report: Council discussed the equipment needs and suggested buying year-old trucks instead of

leasing new ones. Regarding contracting services, it can save money on the front end but the City has not had a good experience with contract services in the past. If the City contracts services and disposes of equipment and the contract does not work out, the City has the cost of replacing equipment. Staff noted that part-time employees save the benefit expenses of full time employees and provide better quality service than contract personnel.

Council discussed the Cassia drainage basin stormwater projects that have received grants; they also discussed the need to upgrade the Glenwood line.

Council comments regarding the Recreation Director's Report: Council discussed the need to quantify the use of all facilities; if the citizens see that a park or building is fully utilized, they can understand the costs associated with maintenance. They discussed the various recycling programs at the David R. Schechter Community Center. They also considered the need for programs for children from birth to three years and the phenomenal turnout of seniors for computer classes.

Mayor Ferrante asked for public comments. The following individuals addressed Council:

- David R. Schechter, 635 Seville Court, stated that public safety is a high priority; and recreation is important for community life. You cannot spend all your money on Fire and Police; you have to maintain recreation. He commented on past experiences with contracting services that were less than satisfactory; however, you have to look at all options.
- Dominick Montanaro, 465 Glenwood Avenue, stated that the City has three part-time employees in Public Works and one in Administration that are working out well. This may be the plan of the future.

Council then presented their goals for the coming year.

Councilman Higginson submitted his goals and they are attached.

Councilman Chase:

1. Continue and expand staff information to Council. A well-informed Council is able to articulate to the citizens how and why their taxes were spent.
2. Record utilization of all assets (buildings, parks, programs, services) and what the burden is. Value = Benefit – Burden
3. Cross-utilization of equipment among departments.

Councilman Rhodes:

1. Develop a strategy to retain businesses and encourage new businesses to locate in the City – publishing in magazines to promote City – short-term deferred taxes.
2. Build a sense of community with quarterly events at the David R. Schechter Community Center or the Library such as a picnic to promote businesses or an art exhibit or farmers market.
3. Make code enforcement friendlier to the community.
4. Implement single stream recycling as soon as possible.

Councilman Fleis: Review pension plan status and costs.

Mayor Ferrante:

1. Go to the people – Town Hall Meetings and State of the City meeting.
2. Challenge board/committee chairs to find alternate sources of revenue.
3. Maintain current personnel.
4. Review how we pay for services: in-house or outsourcing.

Mayor Ferrante asked for public comments on Council issues; there were no comments.

Mayor Ferrante thanked the staff for submitting realistic goals including what is needed for the day-to-day operation of the City. He concluded by saying, “The City runs well because it is well run.”

Mayor Ferrante adjourned the special meeting at 9:40 p.m.

Barbara Montanaro, CMC
City Clerk

January 7, 2010

2010 Priorities

Submitted by: Councilman Bill Higginson

1. TABOR (Tax Payer Bill of Rights)

Set up a TABOR Task Force of community leaders from Satellite Beach, Indian Harbour Beach, Indialantic, and Melbourne Beach to develop a strategy to make our concerns known to the Brevard Delegation and other State lawmakers who may support TABOR or are uncommitted on their vote.

- What funding is available for travel to Tallahassee?
- What can be done for public education?
- What compromises would be acceptable?

2. Amendment 4 (Hometown Democracy)

Set up a task force of community leaders to educate voters on this Constitutional Amendment on the ballot in 2010.

3. Police and Fire Department

Set up special ad hoc committee to investigate the establishment of a separate taxing authority for the police and fire departments.

- Advantages and disadvantages?
- Can a taxing authority be terminated at a future date?
- What non-City agencies are needed for approval, i.e., union, county and state taxing agencies?
- How would police and firemen's pension fund be affected by State mandates?

4. Set up a multi-community task force to address school redistricting and closures.

5. How can Satellite Beach increase revenue without raising taxes?

- Reestablish business owners committee or task force to include business owners, real estate developers, economic development specialist from Indian Harbour Beach and Satellite Beach.

6. Greater community involvement in developing programs to cut costs and to increase City revenue.

Charge each City board and committee to submit suggestions on how to accomplish this task (without sacrificing public services).

[NOTE: All the aforementioned listed priorities (#1 – #6) have a direct bearing on Satellite Beach's current operating budget and future tax base and economic health.]

7. Sign Ordinance

Make available \$5,000 in CRA grant funds to offset expense to replace nonconforming signs by December 2010.

8. Review the function and task of each of the City boards/committees and determine if a consolidation of boards is feasible and/or desirable.

CITY OF SATELLITE BEACH, FLORIDA

565 CASSIA BOULEVARD 32937-3116
(321) 773-4407
(321) 779-1388 FAX



INCORPORATED 1957

December 18, 2009

TO: Michael P. Crotty
City Manager

FROM: Barbara Montanaro, CMC
City Clerk

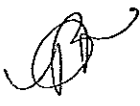
Barbara

SUBJECT: Goal-Setting – 2010

In response to your December 15, 2009, memorandum, Deputy City Clerk Leonor Olexa and I discussed goals that we have set for 2010. Many of these goals cannot be reached in one year. Some were started, but not completed, in previous years. The goals are as follows:

- Scan all permanent records into a format that can be word-searched. This would require purchase of new software or outsourcing.
- Web page update/make-over. (Leonor has begun work on this.)
- Handbook for committees/boards/Council. (This was started in 1994 and has been worked on by various individuals but is still far from complete.)
- Formalize an emergency plan for public records. (List and mark all file cabinets for evacuation.)
- Purge and index all files. (Personnel files have been completed; work has started on General Files; Agreement files will follow General Files.)
- Convert City Code into a WORD document that is searchable. (Lorraine Gott has begun work on this.)
- Develop Standard Operating Procedures for various functions of the Clerk's Office for continuity and cross-training benefits.
- Update City Address and Zoning Maps.
- Participate with US Census Bureau to ensure a complete count in Satellite Beach.
- Organize and label items in "history" drawer.
- Education:
 - Leonor Olexa is working toward Certified Municipal Clerk – Needs to attend the FACC Institute and ICMA Conference
 - Suzanne McLendon needs to renew her Local Business Tax Official certification.
 - Lisa Petrillo needs to begin her Local Business Tax Official certification.

INTEROFFICE MEMORANDUM

TO: MICHAEL P. CROTTY – CITY MANAGER
FROM: BRENDA RAVER, CGFO, CFE, – FINANCE DIRECTOR 
SUBJECT: GOAL-SETTING - 2010
DATE: 1/7/2010

Many of the Finance Department's goals and objectives were accomplished in the prior year and I would like to share some with you. The department set out and accomplished the following during the 08/09 fiscal year:

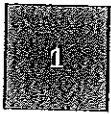
- Cross trained all Finance job functions *SP*
- Conducted a Finance employee efficacy study; whereby eliminating redundancy, streamlining procedures and updating accounting methods (cash receipts & A/P)
- Prepared training and work manuals for every Finance position
- Prepared Policy & Procedures Manual for the Finance Department
- Compiled and Distributed to all city employees the "City of Satellite Beach Employee Handbook on Benefits & Payroll Procedures" for Police and General/Fire Employees
- Revamped entire Chart of Accounts (GL numbers) to match State of FL COA
- Improved efficiency of payroll processing with summary verification sheets for inputting time cards and signature authorizations.
- Comprehensive work-sheet prepared on every Grant assembled into one book with summary log for easy reference
- Completed and stored history of all GEP & PFP employees Pension, detailed back to start of pension plan, in excel and verified to Actuary reports
- Fixed Assets are meticulously detailed to the General Ledger and Capital Asset Module by Account Number and crossed referenced in excel
- CIP (Construction In Process) is traced in an excel spreadsheet by GL number with life to date history by fiscal year (for Fixed Assets, Audit and Grant verification)

The goals Finance has for the 10/11 fiscal year is as follows:

- To provide the City of Satellite Beach with a clean Financial Audit.
- On-line bank reconciliation and positive pay verification

Our long term goals are:

- To issue an in-house CAFR (Comprehensive Annual Financial Report)
- Become a paperless department (implement ADP programs)



Satellite Beach Fire Department FY 09-10 Goals and Objectives Summary

Goal #1- Reduce the City of Satellite Beach Insurance Service Organization (ISO) Public Protection Classification Rating (PPC) from the current Class 5 to a desired rating of Class 3. This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005

- 1.1 Maintain current ISO minimum training requirements of 240 hours per year per firefighter.
- 1.2 Maintain ISO required pre-fire planning for all target hazards with annual firefighter business walk through, accurate floor plans, and hazard locations.
- 1.3 Investigate ways to improve the ISO rating points for Emergency Dispatch that will provide two dispatchers 24/7 as required by ISO based on total amount of emergency and non-emergency calls received at Satellite Beach Police Department
- 1.4 Acquire 100' plus Ladder Truck to facilitate improving the ISO rating and provide a way to rescue victim in Mid-Rise and High-Rise buildings.
- 1.5- Maintain State Certified Firefighter required staffing and develop processes to meet National Fire Protection Agency Standard 1710 for required initial staffing response of 15 certified firefighter on scene within 9 minutes of dispatch notification

Goal #2 – Reduce the number of fall related events in Satellite Beach by 5-10% each year. This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005

- 2.1 Continue to develop Fall Prevention public education material to be distributed to senior adults throughout the year.
- 2.2 Increase the number of in-home fall prevention assessments by 20%

Goal #3- Continue development of a Community Health Paramedic Program that provides in-home wellness assessments to senior adults who have limited mobility. The desired outcome of the goal will be to assist seniors who are homebound and have chronic illness that are self-managed, to remain in a homeostasis state that will limit the times their condition requires hospitalization. This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005

- 3.1- Determine feasibility of providing in-home wellness assessments by Satellite Beach Paramedics
- 3.2- Identify up to 25 senior citizens in Satellite Beach who may benefit from such service and enter the Community Health Program.

Satellite Beach Fire Department FY 09-10 Goals and Objectives Summary

Goal #4- Increase Cardiac Arrest Survival rates with positive neurological outcomes by 10% over previous years and also to improve the morbidity of citizens who suffer an Acute Myocardial Infarctions and call 911 for emergency services

- 4.1 Increase the number of citizens trained in CPR and the use of Automatic External Defibrillators in Satellite Beach
- 4.2 Increase the number of public access AED's in Satellite Beach for public use for a cardiac arrest. Currently there are 6 AED's for public access.
- 4.3 Ensure and maintain adequate staffing to provide four EMS provider to be on scene of a cardiac arrest within 4 minutes: 59 seconds of dispatch 90% on time
- 4.4 Increase Paramedic Training on most advanced Cardiac Resuscitation techniques and implement approved patient care protocols that decreases neurological damage that results from Cardiac Arrest
- 4.5 Improve morbidity outcomes for patients who suffer an Acute Myocardial Infarction by providing a process to streamline the time it takes to get a patient into a Cardiac Cath Lab at a qualified Cardiac Care Hospital

Goal #5- Develop and maintain Fire Department based technical rescue program that includes Hazardous Material Response and Mitigation, Confined Space and Underground Rescue, and Water Rescue.

- 5.1 Maintain existing Hazardous Material Technician training education as required by FS 633, OSHA 1910, and EPA SARA Title III
- 5.2 Maintain existing Hazardous Material Detection Equipment and Personal Protection Equipment that was acquired with Federal Grant (150K) in accordance to manufactures recommendation
- 5.3 Maintain existing Confined Space and Underground Technician training education as required by FS 633, OSHA 1910
- 5.4 Develop and maintain water rescue program for emergencies that happen in the ocean and Indian River Lagoon
- 5.4 Develop and maintain water rescue program for emergencies that occur in the ocean and Indian River Lagoon (continued)

SATELLITE BEACH
FIRE DEPARTMENT

FIRE DEPARTMENT
MASTER PLAN

FY06/07-FY10/11

SATELLITE BEACH FIRE DEPARTMENT'S
OPPORTUNITY TO MEET THE CURRENT AND
FUTURE NEEDS OF THE CITIZENS OF
SATELLITE BEACH

ANNUAL OPERATING PLAN UPDATE
FY 09/10

INTRODUCTION AND BACKGROUND

The Satellite Beach Fire Department process of “Strategic Planning” began in January 2003. This process has been carried over each year through constant evaluation. The department has experienced a period of positive change, as a result of short term and long term planning.

The planning effort was initiated to provide a structured approach to addressing issues and problem solving that would ultimately enhance service levels for our citizens and provide an atmosphere where our employees could grow and thrive.

When this specific five year plan was developed, the planning assumptions included full build out of Pelican Coast and Montecito projects, and reflected objectives and strategies to meet the current service need, and the anticipated service need that would be the result of an increase in population. Though both Pelican Coast and Montecito projects encounter unforeseen challenges and the Nation experienced an unprecedented economic downturn, many of the original overarching goals are still valid today. This Annual Operating Plan maintains the principles of the original department goals, but utilizes different approaches to achieve them

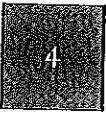
The specific overarching or primary goals were

- Reduce the City of Satellite Beach Insurance Service Organization (ISO) Public Protection Classification from a current Class 5 to a desired rating of Class 3.
- Provide sufficient staffing to meet the service needs of the community and the operational goals of the department. Recommended staffing increases that included additional firefighters as the population increased, provide a full time community health and wellness coordinator to facilitate the city to become a “*Community for a Lifetime*” State of Florida recognized government, and provide funding to maintain and increase Emergency Management programs within the city.
- Implement a five year capital spending plan that addresses expanding the fire department facilities, replacing vehicles that have exceeded their useful service, and replace obsolete EMS and fire department equipment to better serve the citizens of Satellite Beach

As stated earlier, the majority of the primary goals remained valid, only the available resources changed. This FY 09-10 Annual Operating Plan continues to address many of these goals and provides alternative methods to achieve them.

Goal #1- Reduce the City of Satellite Beach Insurance Service Organization (ISO) Public Protection Classification Rating (PPC) from the current Class 5 to a desired rating of Class 3 . This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005 (continued)

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
1.2 Maintain ISO required pre-fire planning for all target hazards with annual firefighter business walk through, accurate floor plans, and hazard locations.	Continue annual firefighter business surveys	No additional cost above current staff time.	NA	Ongoing
	Continue electronic floor plan drawings and maintain mobile data connections in each fire vehicle.	No additional cost above current staff time	NA	Ongoing
	Upgrade mobile computers on emergency units Note This project compliments Goal # 4 Objective 4.5	\$2,450.00	FY 09-10 line item	Complete
1.3 Investigate ways to improve the ISO rating points for Emergency Dispatch that will provide two dispatchers 24/7 as required by ISO based on total amount of emergency and non-emergency calls received at Satellite Beach Police Department	Initiate dialogue with Brevard County Fire Rescue on consideration of transfer of Fire/EMS dispatching responsibilities to BCFR. Discussions will include items of mutual benefit that may enhance both agencies needs on the beachside.	Unknown- May result in fiscal savings to police department dispatch requirements.	NA	01/30/10
1.4- Acquire 100' plus Ladder Truck to facilitate improving the ISO rating and provide a way to rescue victim in Mid-Rise and High-Rise buildings.	Purchase Ladder Truck to be owned by Satellite Beach with a Federal Grant and Cost Share with Brevard County	\$850,000-\$1,000,000	Federal Grant, City Revenue, and Brevard County	Grant submitted Grants have not been awarded due to Congress Continuing Resolution
	Initiate dialogue with Brevard County Fire Rescue on consideration of joint staffing and locating Ladder Truck in Satellite Beach if purchased by Brevard County	Unknown	NA	01/30/10



ANNUAL OPERATING PLAN - FY 09/10

Goal #1- Reduce the City of Satellite Beach Insurance Service Organization (ISO) Public Protection Classification Rating (PPC) from the current Class 5 to a desired rating of Class 3. This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005 (continued)

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
<p>1.5- Maintain State Certified Firefighter required staffing and develop processes to meet National Fire Protection Agency Standard 1710 for required initial staffing response of 15 certified firefighter on scene within 9 minutes of dispatch notification</p>	<p>Develop and maintain process to streamline dispatching process and ensure appropriate and timely notifications of Automatic aid supporting fire departments, and Satellite Beach command staff.</p>	<p>No additional cost above current staff time</p>	<p>NA</p>	<p>Ongoing</p>
	<p>Take advantage of the current excess of State Certified Firefighters in the region and increase the number of reserve firefighters that will enable us to maintain 5 firefighters on-duty 24/7 with 4 Career Firefighter Paramedics- 1 Reserve</p>	<p>\$4,250 Reserve Organization Contract.</p>	<p>FY 09-10 line item</p>	<p>Ongoing</p>
	<p>Initiate dialogue with Brevard County Fire Rescue on expansion of current automatic aid agreement to include BCFR station 63</p>	<p>No additional cost above current staff time</p>	<p>NA</p>	<p>01/30/10</p>
	<p></p>	<p>\$4,250.00 Protective Gear</p>	<p>FY 09-10 line item</p>	<p>05/01/10</p>
	<p></p>	<p>\$2,500 increase for additional gear if more gear is needed.</p>	<p>FY 10-11 Request</p>	<p>10/01/10</p>

ANNUAL OPERATING PLAN - FY 09/10

Goal #2 – Reduce the number of fall related events in Satellite Beach by 5-10% each year. This goal is a continuation of “Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11” as submitted to City Council in 2005

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
2.1 Continue to develop Fall Prevention public education materials to be distributed to senior adults throughout the year.	Update and reprint Fall Prevention Greeting cards.	\$500-\$750	Combination of ALS Trust Fund and current EMS Fall Prevention Grant	06/30/10
	Develop and print fall prevention public education literature that will be distributed at public education events and during in-home fall assessments.	\$250- \$500		
2.2 Increase the number of in-home fall prevention assessments by 20%	Increase public education events that discuss the importance of fall prevention and the value of the in-home fall risk assessment.	No additional cost above current staff time	NA	05/30/09
	Increase public awareness in Satellite Beach on the Fire Departments Fall Prevention Program through the city newsletter	No additional cost above current staff time.	NA	03/01/09
	Increase awareness of beachside Physicians of Satellite Beach Fire Departments fall prevention program and in-home assessment through direct contact with medical staff	No additional cost above current staff time.	NA	04/01/10
	Continue to provide in-home fall risk assessments and environmental survey for senior adults in	\$300-\$450 per month	Current funding source is from a grant from Brevard County	Ongoing
			Will seek approval to submit a State of Florida EMS Grant of \$35,000 with a 25% match of \$8,750	02/01/10

Goal #3- Continue development of a Community Health Paramedic Program that provides in-home wellness assessments to senior adults who have limited mobility. The desired outcome of the goal will be to assist seniors who are homebound and have chronic illness that are self-managed, to remain in a homeostasis state that will limit the times their condition requires hospitalization. This goal is a continuation of "Satellite Beach Fire Department Master Plan FY 06/07-FY 10/11" as submitted to City Council in 2005

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
<p>3.1- Determine feasibility of providing in-home wellness assessments by Satellite Beach Paramedics</p>	<p>Identify 1 or 2 senior adults in Satellite Beach that have limited mobility and beta test scheduling, assessments, and documentation that assists the citizen in being aware of their health related status.</p> <p>Document processes that worked and develop written department policies to guide future services</p>	<p>\$75-\$100 per week</p> <p>No additional cost above current staff time.</p>	<p>Currently funded through a Brevard County EMS Grant</p> <p>NA</p>	<p>Complete</p> <p>Complete</p>
<p>3.2- Identify up to 25 senior citizens in Satellite Beach who may benefit from such service and enter the Community Health Program.</p>	<p>Review call statistics to determine frequent users of EMS inform them of this program</p> <p>Review meals on wheels participants in Satellite Beach inform them of program and determine if they would benefit from this service.</p> <p>Select participants and begin providing in-home wellness assessments on a scheduled basis.</p>	<p>No additional cost above current staff time.</p> <p>No additional cost above current staff time.</p> <p>\$200-\$450 per week depending on number of participants.</p>	<p>Na</p> <p>NA</p> <p>Currently funded through a Brevard County EMS Grant</p> <p>Will seek approval to submit a State of Florida EMS Grant of \$35,000 with a 25% match of \$8,750</p>	<p>02/01/10</p> <p>02/01/10</p> <p>02/01/10</p>

Goal #4- Increase Cardiac Arrest Survival rates with positive neurological outcomes by 10% over previous years and also to improve the morbidity of citizens who suffer an Acute Myocardial Infarctions and call 911 for emergency services

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
4.1 Increase the number of citizens trained in CPR and the use of Automatic External Defibrillators in Satellite Beach	Train 100-150 citizens each year via monthly CPR classes at SBFD	None- Fee for class covers cost	NA	Ongoing
4.2 Increase the number of public access AED's in Satellite Beach for public use for a cardiac arrest. Currently there are 6 AED's for public access.	Increase awareness of Satellite Beach Businesses of the value of AED's in the workplace	No additional cost above current staff time	NA	06/30/10
	Develop partnership with local churches to consider placing an AED in their church.	No additional cost above current staff time	NA	06/30/10
	Install additional AED in the gymnasium at the Rec Center	\$1,350.00	ALS Trust Fund	05/01/10
4.3 Ensure and maintain adequate staffing to provide four EMS provider to be on scene of a cardiac arrest within 4 minutes :59 seconds of dispatch 90% on time	Develop and maintain process for streamline dispatching process and ensure appropriate and timely notification of Fire/EMS personnel.	No additional cost above current staff time	NA	Ongoing

Goal #4- Increase Cardiac Arrest Survival rates with positive neurological outcomes by 10% over previous years and also to improve the morbidity of citizens who suffer an Acute Myocardial Infarctions and call 911 for emergency services

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
4.4 Increase Paramedic Training on most advanced Cardiac Resuscitation techniques and implement approved patient care protocols that decreases neurological damage that results from Cardiac Arrest	Train all Satellite Beach Paramedics in Advanced Cardiac Life Support for the Experienced Provider	\$3,500 for course cost	FY 09-10 line item	09/30/10
	Consider Refurbish and Upgrade of the Department computerized patient simulation mannequin to be able to simulate more complex patient care scenarios.	\$ 15,000-\$20,000	FY 10-11 Capital Budget Request	NA
	Implement patient care protocol to induce hypothermia in all cardiac arrest patients.	\$5,000 to purchase commercial ice maker to generate enough ice to maintain required IV fluids at 38-40 degrees	ALS Trust	03/01/10
4.5 Improve morbidity outcomes for patients who suffer an Acute Myocardial Infarction by providing a process to streamline the time it takes to get a patient into a Cardiac Cath Lab at a qualified Cardiac Care Hospital	Reinforce training for all Satellite Beach Paramedics on the clinical diagnosis of an Acute Myocardial Infarction	\$2,400.00 for online Medical Training Continuing Education System	FY 09-10 line item	Ongoing
	Upgrade all Satellite Beach Heart Monitors to transmit patient 12 lead ECG's to the closest cardiac care hospital so they can initiate Cardiac Cath Lab procedures	\$3,400 to upgrade existing heart monitors to wireless transmit to hospital	Brevard County Grant award	04/01/10

Goal #5- Develop and maintain Fire Department based technical rescue program that includes Hazardous Material Response and Mitigation, Confined Space and Underground Rescue, and Water Rescue.

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
5.1 Maintain existing Hazardous Material Technician training education as required by FS 633, OSHA 1910, and EPA SARA Title III	Provide initial Hazardous Material Technician Training of 40 hours for new employees	\$350-\$400 per employee	FY 09-10 line item	Ongoing
	Provide required annual recertification training of 24 hours for all Haz Mat personnel	\$3,500 Class Cost	FY 09-10 line item	Ongoing
	Initiate dialogue with Brevard County Fire Rescue to consider joint partnership of training in exchange for automatic aid response to Haz-Mat incidents on the Beachside	Unknown- Potential savings	NA	01/30/10
5.2 Maintain existing Hazardous Material Detection Equipment and Personal Protection Equipment that was acquired with Federal Grant (150K) in accordance to manufactures recommendation	Annual Service of Smith Detection System Haz-Mat ID	\$2,000 per year	FY 09-10 line item	Ongoing
	Annual Service of Ahura Haz-Mat ID	\$1,500 per year	FY 09-10 line item	Ongoing
	Calibrations of Explosive Gas Detectors	\$350.00 per year	FY 09-10 line item	Ongoing
	Replacement of Level A Chemical Suites (require 4) that have exceeded useful life	\$2,500	FY 10-11 request	10/01/10

Goal #5- Develop and maintain Fire Department based technical rescue program that includes Hazardous Material Response and Mitigation, Confined Space and Underground Rescue, and Water Rescue.(continued)

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
5.3 Maintain existing Confined Space and Underground Technician training education as required by FS 633, OSHA 1910	Provide initial Confined Space Technician Training of 40 hours for new employees	\$350-\$400 per employee	FY 09-10 line item	Ongoing
	Provide required annual recertification training of 24 hours for all personnel	\$3,500 Class Cost	FY 09-10 line item	Ongoing
	Initiate dialogue with Brevard County Fire Rescue to consider joint partnership of training in exchange for automatic aid response to Confined Space incidents on the Beachside	Unknown- Potential savings	NA	01/30/10
5.4 Develop and maintain water rescue program for emergencies that happen in the ocean and Indian River Lagoon	Purchase AWD ATV for ocean side and lagoon side emergency response	\$13,000	Brevard County Grant	Complete
	Purchase wave runner for Ocean Side and Lagoon side water rescue response	\$9,800	Brevard County Grant	Complete
	Purchase 24' enclosed trailer for transport of water rescue equipment to emergency access points	\$7,500	Satellite Beach Reserve Association- Stanley Cromer Estate Donation	03/01/10
	Purchase Tow vehicle for water rescue response	\$12,800	FY 09-10 line item	03/01/10
	Provide open water rescue training for personnel that meets NFPA 1620 minimum requirements	\$3,500	Brevard County Grant	04/01/10

Goal #5- Develop and maintain Fire Department based technical rescue program that includes Hazardous Material Response and Mitigation, Confined Space and Underground Rescue, and Water Rescue.(continued)

Objectives	Strategies	Fiscal Impact	Funding Source	Time Line
5.4 Develop and maintain water rescue program for emergencies that occur in the ocean and Indian River Lagoon (continued)	Provide Coast Guard approved rescue boat operator class to all personnel	No Charge, Training provided by Coast Guard approved trainer	NA	05/01/10
	Initiate dialogue with Melbourne Beach Fire Department to consider joint training a common procedures protocol for joint operation response.	None		
	Initiate dialogue with US Coast Guard to establish a Mutual Aid Agreement for response. Such agreement may provide grant funding opportunities to maintain existing water rescue program.	None- May provide fiscal saving in future years.	NA	09/30/10

SATELLITE BEACH POLICE

510 CINNAMON DRIVE
SATELLITE BEACH, FL 32937-3197

Telephone (321) 773-4400
Fax (321) 773-5414



INCORPORATED 1957

LIONEL A. COTE
Chief of Police

To: Michael P. Crotty, City Manager

From: Lionel A. Cote, Police Chief

Date: January 4, 2010

Re: Goals For 2010

The following is a list of goals that the Satellite Beach Police Department will be striving to achieve in 2010.

- Bring the Patrol Division back up to full staff.
- Go paperless in the Records Division.
- Have increased uniformed presence at businesses (Atlantic Plaza, bank walk through etc).
- Provide in-house formal Community Policing training.
- Conduct two Citizens Firearms Safety Courses.
- Continue to make improvements to the web page.

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INCORPORATED 1957

LIONEL A. COTE
Chief of Police

TO: Michael P. Crotty, City Manager
FROM: Lionel A. Cote, Police Chief *Lionel Cote*
DATE: January 5, 2010
RE: Police Department Staffing & Levels of Service

MISSION STATEMENT

The primary functions of the police department are the preservation of the peace and order, the prevention and detection of crime, the apprehension of offenders, the protection of persons and property under the laws of the state and the ordinances of the city, and the performance of a multitude of tasks relating to public welfare and safety.

STAFF AND PERSONNEL LEVELS

The department's increasing activity, along with the continued population, traffic and crime increase has resulted in a greater need for additional staffing. An increase in personnel is recommended so we can continue to provide the highest quality of services possible to our residents and revitalize successful programs that have been side aside do to lack of staffing.

CURRENT STAFFING

Sworn Officers

Chief of Police	1
Deputy Chief	1
Detective Commander	1
Lieutenants	1
Patrol Sergeants	4
Detectives (1 Corporal 1 Sgt)	2
Patrol Corporals	3

Patrol Officers	6
School Resource Officers (1 Sgt 1 Corporal)	2
	<hr/>
	21 Total

Fulltime Civilian

Administrative Aide	1
Records Supervisor	1
Evidence Supervisor	1
Communications Supervisor	1
Records Clerk	1
Communications Officers	4
	<hr/>
	9 Total

Part-Time Employees

School Crossing Guards (8 - 40 Hrs per 2 weeks)	8
School Crossing Guard Substitutes (3 paid / 1 volunteer)	6
Staff Assistant for Detectives	.75
Communication Officer Substitutes	5
Accreditation Manager	.75

RECOMMENDATIONS

The department's increasing activity, along with the continued population, traffic and crime increase has resulted in a greater need for additional staffing

Based on the information provided on our current staffing levels, activity and taking into account the programs that have been cut back, our recommendations are as follows:

- **Recover the 2 full-time sworn officer positions recently vacated as soon as possible**

JUSTIFICATION:

With the recovery of the two officer positions the Police Department staffing levels will allow us to recover programs and activities that have been cut or reduced. Some of those programs/activities are:

- Better Road Coverage
- The Bicycle Program
- The Marine Patrol Program
- Samson's Island Patrol's
- Plain Clothes Details (burglary prevention, beach access check's etc)
- Better ability to train and supervise newer officers
- Provide Two (2) citizen gun safety classes

CONCLUSION

2009 was a difficult year financially for the city and for the Satellite Beach Police Department. Throughout the financial adversity we maintained most of the over 15 programs we now support and have been able to involve more citizen participation in these programs. With the recommended recovery of two positions lost to attrition we will be able to start back up several of the programs that we were forced to put on hold and continue programs that are currently being offered and are successful. We have again hosted several very successful AARP 55-Alive Driver Improvement Courses. The Police Department also won first place in the state's annual "Law Enforcement Challenge" for exceptional traffic safety and education efforts. For winning first place the police department won \$10,000 in traffic safety equipment including an \$8,000 radar trailer. Additional volunteer efforts have allowed us to create more partnerships with our citizens and maintain a high level of service to our community. Our officers and staff look forward to the challenges of 2010.

We have worked hard to maintain our accreditation, which requires the continuous cooperation and participation of every member of the department. Our entire policy manual was reviewed and updated to maintain the highest standards. In the summer of 2009 the Florida Accreditation Commission evaluated our department and we were re-accredited for the third time with a flawless review.

We also thank our police officers, our staff, fellow city employees and volunteers for their dedication and support in making this a progressive period in what are difficult times.

The membership of the Satellite Beach Police Department and more than 50 volunteers would take this opportunity to once again express our appreciation to Mayor Joe Ferrante, the members of Council and our City Manager for their excellent leadership and support. We are fortunate to have the quality of individuals represent this City and we appreciate all you do for us.

Thank you.

CITY OF SATELLITE BEACH, FLORIDA

565 CASSIA BOULEVARD 32937-3116
(321) 773-4407
(321) 779-1388 FAX



INCORPORATED 1957

To: Michael Crotty, City Manager
Fr: Laura Canady, Community Development Director *Law*
Dt: January 6, 2010
Re: Community Development & Community Redevelopment
Goal Setting 2010

A. Replacement of Non-Conforming Pole Signs

- The City Council/CRA has identified replacement of non-conforming pole signs as a top priority for this year.
- The CRA and Building Department will work closely with business and property owners to replace or rehabilitate non-conforming pole signs to monument or wall signs.
- The CRA will continue to promote the façade grant program to enhance this effort.

B. Sale of the A1A & DeSoto Property (former Peg Legg's & Corinthian Apts)

- Complete rezoning of property
- Finalization of deed and plat restrictions
- Place on market

C. Underground Utilities along A1A

- Continue with technical planning of Phase 1 (north city limits to approx Grant Ave.)
- Determine streetscape/sidewalk enhancements to be installed with project
- Approval to proceed with Phase 1 from City Council
- Contractor Selection
- Begin Phase 2 planning and funding

D. Beach Access Improvements

- Continue with design, cost estimates, and permitting activities for the next five beach access enhancements: Sunrise, Cassia, Blackbeard's Den (former Pet Den), Magellan, and Volunteer.

E. South Patrick Drive Landscaping

- Execute Joint Participation Agreement with Florida Department of Transportation for landscape enhancements
- Finalize Landscape Plan
- Contractor Selection

F. Completion of Revitalization of Hunt Property

- Continue to work with property owner to complete tasks for revitalization of property, including completion of perimeter walls, removal of extra sidewalks and driveways on Shearwater Parkway, landscaping of Shearwater Parkway at A1A entry, complete overflow parking use agreement for Hightower Beach Park.

Public Works Goal Setting

January 2010

Short Term Goals that have been attained during FY 09/10.

- Hiring 3 part time employees, approved in 09/10 budget.
- Replacing approximately 40% of City street name signs. 70 % of the Public Works Street Sign budget has been dedicated to street name signs for the past 3 fiscal years.

Short Term Goals

- Purchase ½ ton pick-up truck and 1-ton dump truck approved in FY 09/10 budget.
- Purchase of janitorial hygienic cleaning equipment and auto floor scrubber approved in 09/10 budget.
- Replace the remaining street name signs throughout the City.
- Maintain current personnel levels.
- Purchase Vac-truck as part of Cassia Phase II, section 319h stormwater grant.
- Maintain all facilities at current levels.

Long Term Goals

- Replace equipment on an annual rotating basis.
- Construct storage facility to house Vac-truck that could also accommodate City Hall records storage as required by law.
- Re-institute Street-resurfacing program.
- Upgrade parking lot at the Sports Park complex with stable pervious material.
- Continually educate the public on stormwater and environmental issues.
- Replace part-time employees with full time employees.
- Replace backhoe
- Purchase forklift for use in Public Works shop area, also to assist in off loading deliveries and move heavier more cumbersome materials and equipment.
- Purchase mini-excavator for repair of drainage issues in tighter areas not reachable with the backhoe or where use of the backhoe is not feasible, such as residential yards and between buildings.

Stormwater

- Construct swales in public right of way areas to ease flooding potential and reduce runoff by natural percolation methods.
- Clean, de-root and slip-line the Glenwood Avenue drainage trunk line. Slip-lining will help prevent blockages caused by root infiltration. This will result in increased flow during heavier storm events.

Memo

To: Michael Crotty, City Manager

Fr: John Stone, Building and Zoning

Dt: January 11, 2010

Re: Goal Setting - 2010



In response to your December 15, 2009 memo on goal setting for 2010 I have identified departmental goals and objectives for the Building and Zoning Department for your review. Since departmental budgets have already been established through September 2010 these goals and objective represent initiatives that can be obtained without additional budgetary expenditures.

- Continue cross-training program of all staff on administrative functions within Building Department to improve workflow efficiency with limited staff.
- Refine fire inspection process and communication with Fire Department.
- Obtain final disposition on old permits.
- Relocate and/or purge old permits and address files, current filing cabinets have exceeded capacity.
- Develop and implement plan to have all nonconforming signs brought into compliance by year end.
- Seek out alternative no fee training for the purpose of maintaining required CEU's.
- Improve/enhance B&Z webpage.

Michael Crotty

From: Kerry Stoms [kstoms@satellitebeach.org]

Sent: Wednesday, January 06, 2010 10:11 AM

To: Michael Crotty (E-mail)

Subject: goal setting 2010 to MPC.doc

Satellite Beach Recreation Department

Goal Setting Report

January 5, 2010

The Recreation Department recommends these short term goals for City Manager and City Council consideration.

➤ **Facilities & Parks**

- Develop, with assistance from sport organizations and citizens, future recreational needs and facility upgrades
- Develop land management plans for City areas of environmental concern
- Develop and implement a plan to increase participation at skatepark, dog park, gym and game room

➤ **Programming**

- Evaluate current recreation opportunities to determine if there is a void within a certain age category or program variety
- Develop, with assistance of citizens, new recreation programs to fill voids in programming

➤ **Employee and Volunteer Enrichment**

- Provide educational opportunities for employees and volunteers
- Develop a document describing volunteer opportunities in our area and provide a plan for the document's distribution

➤ **Community Enrichment**

- Continue to develop and promote recycling/reuse/reduce program
- Continue CFAL programming

➤ **Communications**

- Work to obtain e-mail base for future information distribution
- Promote city web page
- Develop an inter-department method for distributing mutually beneficial information

➤ **Boards**

- Samsons Island Park Board
Continue to work with Board to formalize goals for Samsons Island
- Recreation Board
Review Board's roles and responsibilities