



# **TOWN OF MELBOURNE BEACH**

## **REGULAR TOWN COMMISSION MEETING**

**MAY 21, 2026**

**AGENDA PACKET**

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING

### **Thursday, May 21, 2026 at 6:00 p.m.**

## COMMUNITY CENTER – 509 OCEAN AVENUE

## PUBLIC NOTICE AGENDA

### **Commission Members:**

Mayor Alison Dennington  
Vice Mayor Terry Cronin  
Commissioner Anna Butler  
Commissioner Tim Reed  
Commissioner Sherri Quarrie

### **Staff Members:**

Town Manager A. Marie Smith  
Town Attorney Ryan Knight  
Interim Town Clerk Cyd Jones

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**  
The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.
4. **Meeting Agenda – Additions/Deletions/Changes – Pages 2-4**
5. **Proclamations/Awards/Announcements**
  - A. Town announcements and upcoming events – Interim Town Clerk Cyd Jones – Page 5
  - B. Proclamation recognizing May 5, 2026 as National Foster Care Day and May as National Foster Care Month – Page 6
  - C. Proclamation recognizing the 2026 Foster Care Awareness theme and WAYS for Life – Page 7
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
  - A. Save Our Indian River Lagoon (SOIRL) Half-Cent Sales Tax Ballot Initiative Presentation by Terri Breeden – Pages 8-16
7. **Public Comment (Non-Agenda Items)**  
After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in

advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

**8. Town Manager Report – Page 17**

**9. Town Attorney Report**

**10. Consent Agenda**

A. Approval of the site plan for 200 Shannon Ave – Pages 18-36

B. Reappointment of Dan Hansen as a board member on the Ryckman House Historical Preservation & Awareness Board – Page 37

C. Reappointment of Jo Solley Hansen as a board member on the Ryckman House Historical Preservation & Awareness Board – Page 38

D. Reappointment of Dayle Hinman Farrell as a board member on the Ryckman House Historical Preservation & Awareness Board – Page 39

E. Appointment of Rebecca Lees as an alternate member on the Technology Advisory Board – Page 40

**11. Public Hearings/Special Orders**

A. Ordinance 2026-01 – Proposed Addition of Employee Firefighters to FRS – Second Reading – Pages 41-43

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, PROVIDING FOR ELIGIBLE EMPLOYEE FIREFIGHTERS' PARTICIPATION IN THE FLORIDA RETIREMENT SYSTEM AS AUTHORIZED BY CHAPTER 121, FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**12. Unfinished Business**

**13. New Business**

A. Save Our Indian River Lagoon (SOIRL) Surtax Interlocal Agreement Renewal for Approval – Town Manager A. Marie Smith – Pages 44-75

B. Proposals from Girl Scout Troops 231 and 212 for Bronze Badge ideas – Parks Board Chair Jeanette Soucy – Page 76

C. Consideration of painting the beach cabanas at Ocean Park and car stops in Ryckman Park in honor of our Nation's 250<sup>th</sup> birthday – Parks Board Chair Jeanette Soucy – Page 77

D. Amend the motion to approve \$10k for staff training – Town Manager A. Marie Smith – Pages 78-79

E. Consideration of request to remove electric streetlight near 604 Alden and replace with solar streetlight – Public Works Director Tom Davis – Pages 80-81

F. Approve payment for emergency repairs at Oak St. and Sixth Ave. – Public Works Director Tom Davis – Pages 82-84

G. Consideration of swales in Basin 10 on Oak St. right of way – Commissioner Sherri Quarrie – Pages 85-86

H. Regarding Mayor Dennington's untrue assertion that Sherri Quarrie was not in attendance for Melbourne Beach Sponsored SCLOC meeting at Melbourne Beach Hilton 2024 – Commissioner Sherri Quarrie – Pages 87-97

- 14. Finance/Budget Report - Pages 98-140**
- 15. Town Staff/Board Reports**
  - A. Technology Advisory Board
  - B. Building Department – Pages 141-151
  - C. Public Works Department – Pages 152-153
  - D. Code Enforcement – Pages 154-159
  - E. Fire Department – Pages 160-166
  - F. Police Department – Pages 167-169
  - G. Town Clerk – Pages 170-184
- 16. Commission Reports**
- 17. Task List – Pages 185-188**
- 18. Adjournment**

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
<b>See below for events on the horizon and our recurring Ryckman Park class schedule</b>				
July 4, 2026	TBD	Independence Day	Ryckman Park, 509 Ocean Ave.	The MBVFA will hold their annual 4 <sup>th</sup> of July celebration in Ryckman Park. This year is the nation's 250 <sup>th</sup> anniversary!
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1 <sup>st</sup> & 3 <sup>rd</sup> Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense
Saturdays	11:00 AM – 3:00 PM	Old Town Hall History Center is Open	2373 Oak St.	Old Town Hall is a unique 100-year-old building that has been rehabilitated to be used for history exhibits and for art, education, community functions, and other subjects of interest.

# Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

## National Foster Care Month & National Foster Care Day May 5, 2026

**WHEREAS**, May is recognized nationally as **National Foster Care Month**, a time to raise awareness of the needs of children in foster care and to recognize the families and community partners who support them; and

**WHEREAS**, **National Foster Care Day**, observed on **May 5**, highlights the importance of ensuring safety, stability, and connection for children involved in the foster care system; and

**WHEREAS**, there are approximately **86 licensed foster homes in Brevard County**, currently providing care and stability for approximately **600 children in out-of-home care (foster care)**, and these families play a critical role in supporting children during times of transition and need; and

**WHEREAS**, research and experience indicate that **approximately half of foster families discontinue fostering within their first year**, often citing a lack of adequate support and connection, underscoring the importance of strong community involvement and resources for foster families; and

**WHEREAS**, the Brevard County Foster and Adoptive Parent Association (BCFAPA) was formed with this need in mind, working to build community support and connections that help strengthen foster and adoptive families and promote placement stability; and

**WHEREAS**, the Brevard County Foster and Adoptive Parent Association (BCFAPA) provides foster and adoptive families with practical and relational supports, including opportunities for family connection and peer support, access to community resources, family-focused events, and partnerships with local organizations to strengthen caregiver resilience and family well-being; and

**WHEREAS**, since its inception in **November 2023**, the Brevard County Foster and Adoptive Parent Association (BCFAPA) has served **over 150 foster and adoptive families** across Brevard County through community support, connection, and access to resources;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Town Commission of the Town of Melbourne Beach, Florida, does hereby proclaim May 2026, as National Foster Care Month, and May 5, 2026, as National Foster Care Day, and encourages all residents to recognize and support the children, families, and professionals involved in foster care.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-first day of May, Two Thousand Twenty-Six.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Interim Town Clerk

# Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

## Foster Care Awareness – Recognizing WAYS for Life May 21, 2026

**WHEREAS**, the 2026 Foster Care Awareness theme is “Engaging Youth, Building Supports, Strengthening Opportunities” as well as “Foster the Future”; and

**WHEREAS**, according to data collected by Measure of America, there are 6,000 “disconnected youth” between the ages of 16-24 in Brevard County with one or more primary risk factors of foster care involvement, incarcerated parents, parents with substance abuse, domestic violence and poverty. Recognizing that youth emancipated from foster care on their 18<sup>th</sup> birthday without permanent connections are at increased risk for adverse outcomes in adulthood; and

**WHEREAS**, housing, healthcare, education, employment, legal services, each operates in its own space, often requiring young people to advocate for themselves before they fully understand what that even means, WAYS for Life steps into that space as navigators and advocates to help young people understand what is available to them, walk alongside them as they make decisions, and ensure they are not facing these systems alone. WAYS for Life envisions a future where all at-risk youth ages 15-25 have access to comprehensive wraparound support services that empower them to thrive and become successful contribution members of society; and

**WHEREAS**, WAYS for Life opened its doors in January 2020 and has served over 580 young adults and more than 228 of their dependent children by providing assistance throughout the year with professional staff at their recently expanded two story location at 1401 Guava Avenue in Melbourne, supplemented with approximately 500 listed volunteers including 150 active volunteers tracked in April 2026 alone; and

**WHEREAS**, WAYS for Life coordinates with Brevard County community-based nonprofit organizations such as Saint Stephen’s Way, Wings of Grace Ministries, and Nana’s House to provide affordable transitional housing for young adults who have experienced the foster care system and/or homelessness; and

**WHEREAS**, in addition to supporting the successful transition to adulthood, WAYS for Life promotes awareness of the needs of their members in our community and beyond by organizing fundraising events such as their 2026 Canopy of Hope Gala and the WAYS for Life 5K race held recently. WAYS is appreciative of the support of the Melbourne Beach Rotary, Rock Harbor and St. Sebastian’s by the Sea churches all located in the Town of Melbourne Beach, as well as the support of many active Melbourne Beach residents involved in helping WAYS for Life fulfill its mission;

**NOW, THEREFORE, BE IT PROCLAIMED**, that the Town Commission of the Town of Melbourne Beach, Florida, does hereby recognize WAYS for Life, cofounded by longtime Melbourne Beach resident Pam Bress, for providing a multitude of wraparound services for youth aging out of foster care in Brevard County to mark this 2026 May Foster Care Awareness Month. And the Melbourne Beach Town Commission encourages dedicated care providers to continue to model strength-based and solution-focused engagement with at-risk youth in need of supportive community based and government entities to navigate a safe and secure path into adulthood.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Twenty-first day of May, Two Thousand Twenty-Six.

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
Interim Town Clerk

## **Regular Town Commission Meeting Agenda**

**Section:** Presentation

**Meeting Date:** May 21, 2026

**Subject:** Save Our Indian River Lagoon (SOIRL) Half-Cent Sales Tax Ballot Initiative Presentation

**Submitted By:** A. Marie Smith, Town Manager

### **Background Information**

Terri Breeden with Save Our Indian River Lagoon (SOIRL), a part of the Brevard County Natural Resources Department will present an update on the progress of the SOIRL program, upcoming grants opportunity and answer any questions about the SOIRL agreement that will be discussed after the presentation.

As you may know the half-cent local government infrastructure tax, known as the Save Our Indian River Lagoon Sales surtax is up for a vote this November and if passed would extend the surtax until December 31, 2036. Proceeds go towards infrastructure projects that improve the health of the Indian River Lagoon.

### **Attachments:**

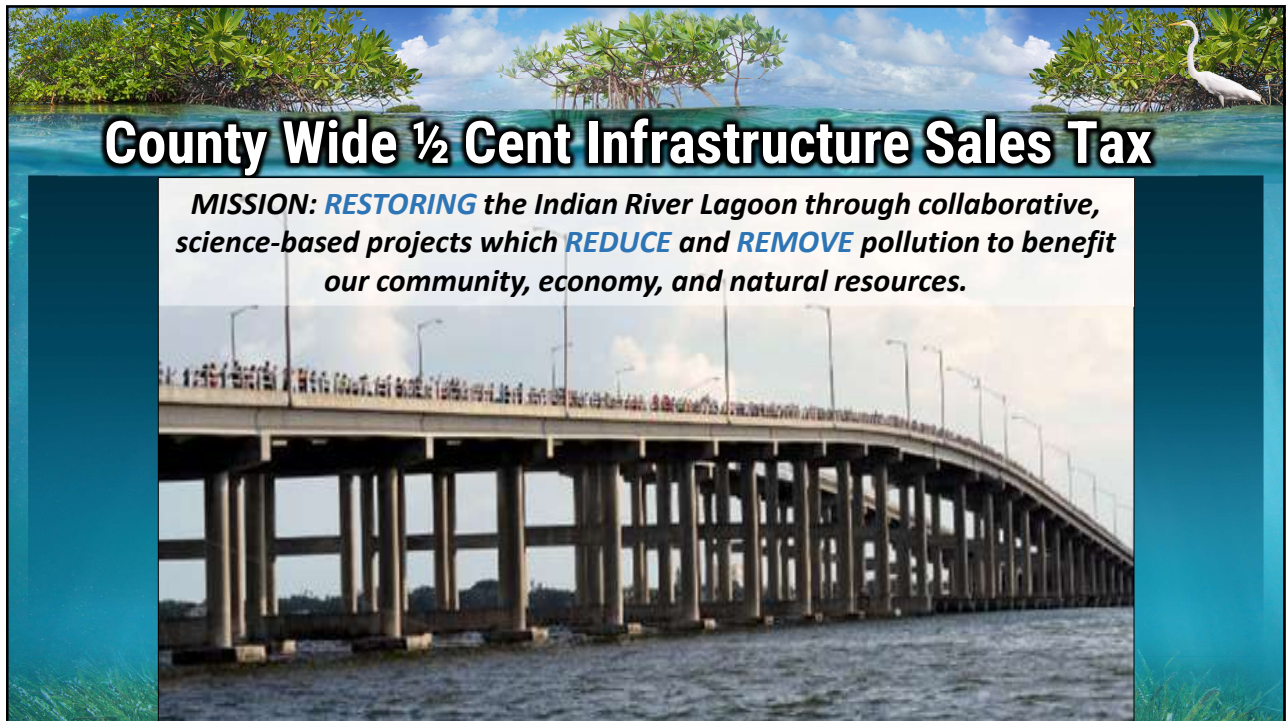
- **Draft PowerPoint presentation**
- **SOIRL Annual Report**



Brevard County's  
**Save**  
*our*  
**LAGOON**

Town of Melbourne Beach, May 21, 2026  
Terri Breeden, Program Manager

1



**County Wide ½ Cent Infrastructure Sales Tax**

*MISSION: RESTORING the Indian River Lagoon through collaborative, science-based projects which REDUCE and REMOVE pollution to benefit our community, economy, and natural resources.*

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SAVE OUR INDIAN RIVER LAGOON PROGRAM  
**COMPLETED PROJECTS**



Brevard County's **Save the LAGOON**

## SOIRL Project Progress

**133 Completed Projects**

- 18 Titusville
- 17 Clam Projects
- 15 Brevard Zoo
- 10 Cocoa Beach
- 5 Marine Resources Council
- 5 Melbourne
- 4 Cocoa
- 3 Satellite Beach
- 2 Indian Harbour Beach
- 2 Palm Bay
- 2 Rockledge
- 2 West Melbourne
- 1 Private Mobile Home Park
- 1 Private Business Park
- 1 Cape Canaveral
- 1 Indialantic
- 1 Melbourne Tillman WCD
- 1 Merritt Island Redevelopment
- 1 St. Johns River Water Mgmt
- 41 Brevard County Projects
- + 2,499 Homeowner Projects

Scan for more project information

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# 2025 Indian River Lagoon Economic Valuation

Indian River Lagoon National Estuary Program

**ONE LAGOON**  
ONE COMMUNITY ONE FUTURE

**EXECUTIVE SUMMARY**  
2025 Indian River Lagoon Economic Valuation: Economic Impact Update and Ecosystem Services Valuation  
Technical Report 2025-02b  
September 2025

**\$28.3 BILLION** in spending generates → **\$14 BILLION** in value added to local GDP → **\$8.3 BILLION** in wages → **128,400** jobs

TOTAL	EMPLOYMENT	LABOR INCOME (millions \$)	VALUE ADDED (millions \$)	OUTPUT (millions \$)
Direct	71,689	\$ 5,163	\$ 8,473	\$ 17,110
Indirect	33,462	\$ 2,022	\$ 3,016	\$ 5,817
Induced	23,249	\$ 1,157	\$ 2,474	\$ 3,983
Property Value Impacts, Annualized*	-	-	-	\$ 1,378
<b>Total</b>	<b>128,400</b>	<b>\$ 8,342</b>	<b>\$ 13,963</b>	<b>\$ 28,288</b>

\* The total contribution to 2025 property values was \$23 billion, annualized at a 6% discount rate to \$1.4 billion.  
Source: The Balmoral Group work product.

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## 2026 Save Our Indian River Lagoon Project Status

Progress as of December 31, 2025

**322,773**  
lbs total nitrogen (TN) reduced  
178,966 lbs/year + 143,807 lbs one-time

**125**  
Community  
Projects  
Completed!

**2,356**  
Home Owner  
Projects  
Completed!

**22,280**  
lbs total phosphorus (TP) reduced  
15,963 lbs/year + 6,317 lbs one-time

Project Category	Budget	TN Reduction	Average Cost/lb TN	Projects Completed	Projects Underway	Projects in the Plan
<b>Public Education &amp; Engagement</b>	\$4,000,742	33,709 lbs/year	\$119	1	6	7
<b>WWTF Upgrades for Reclaimed Water</b>	\$37,964,159	82,174 lbs/year	\$462	4	5	10
<b>Rapid Infiltration Basin/Sprayfield Upgrades</b>	\$99,054	317 lbs/year	\$294	1	0	2
<b>Package Plant Connections</b>	\$1,484,731	911 lbs/year	\$1,630	1	1	2
<b>Smoke Testing/ Sewer Lateral Repairs</b>	\$1,558,648	6,196 lbs/year	\$252	299	1,165	1,209
<b>Septic to Sewer</b>	\$146,772,832	103,510 lbs/year	\$1,418	983	1,141	4,929
<b>Septic System Upgrades</b>	\$45,183,828	43,310 lbs/year	\$1,043	653	1,066	2,671
<b>Stormwater Projects</b>	\$83,775,372	217,501 lbs/year	\$385	56	17	229
<b>Aquatic Vegetation Harvesting</b>	\$2,890,339	47,498 lbs	\$61	10	0	11
<b>Muck Removal</b>	\$162,569,997	235,202 lbs/year	\$691	4	13	21
<b>Interstitial Water Treatment</b>	\$50,896,253	500,032 lbs	\$102	3	11	15
<b>Oyster Bars</b>	\$11,108,467	22,261 lbs/year	\$499	15	7	30
<b>Planted Shorelines</b>	\$110,132	440 lbs/year	\$250	9	0	10
<b>Clam Restoration</b>	\$557,470	4,241 lbs	\$131	12	8	20

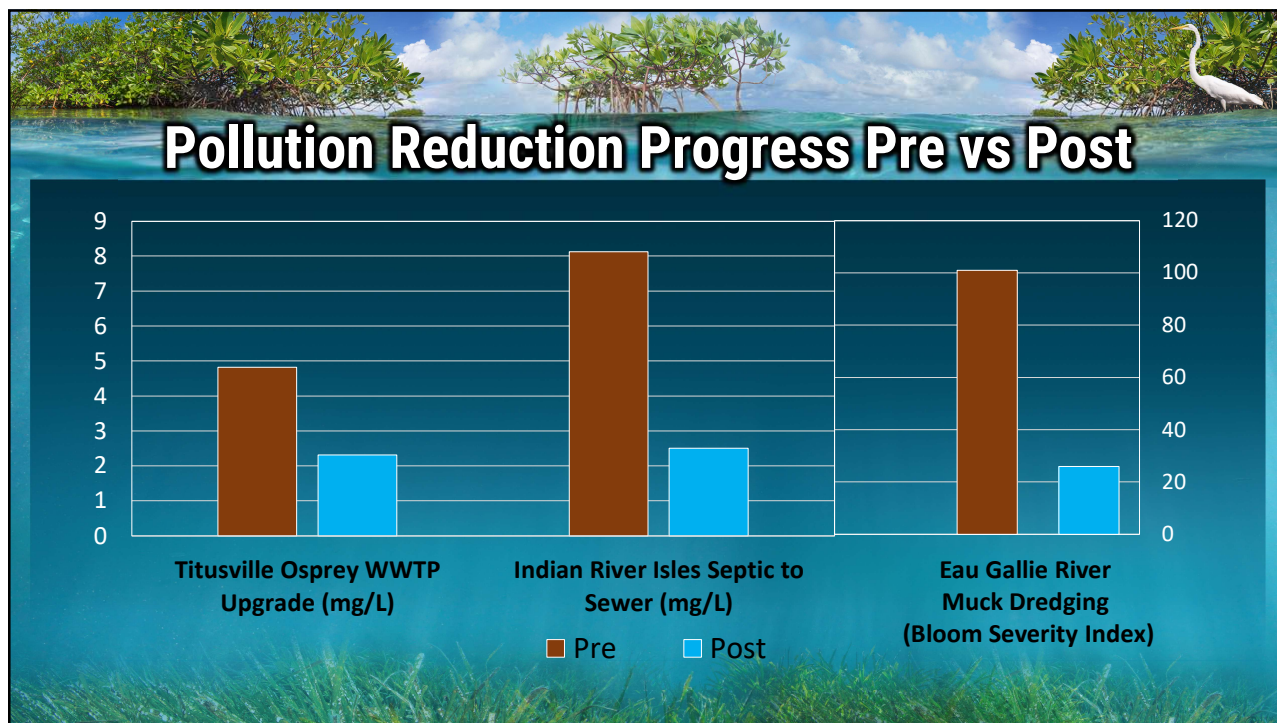
**\$504.6M**  
2017-2025 Revenue

**\$583.4M**  
10-Year Revenue Estimate

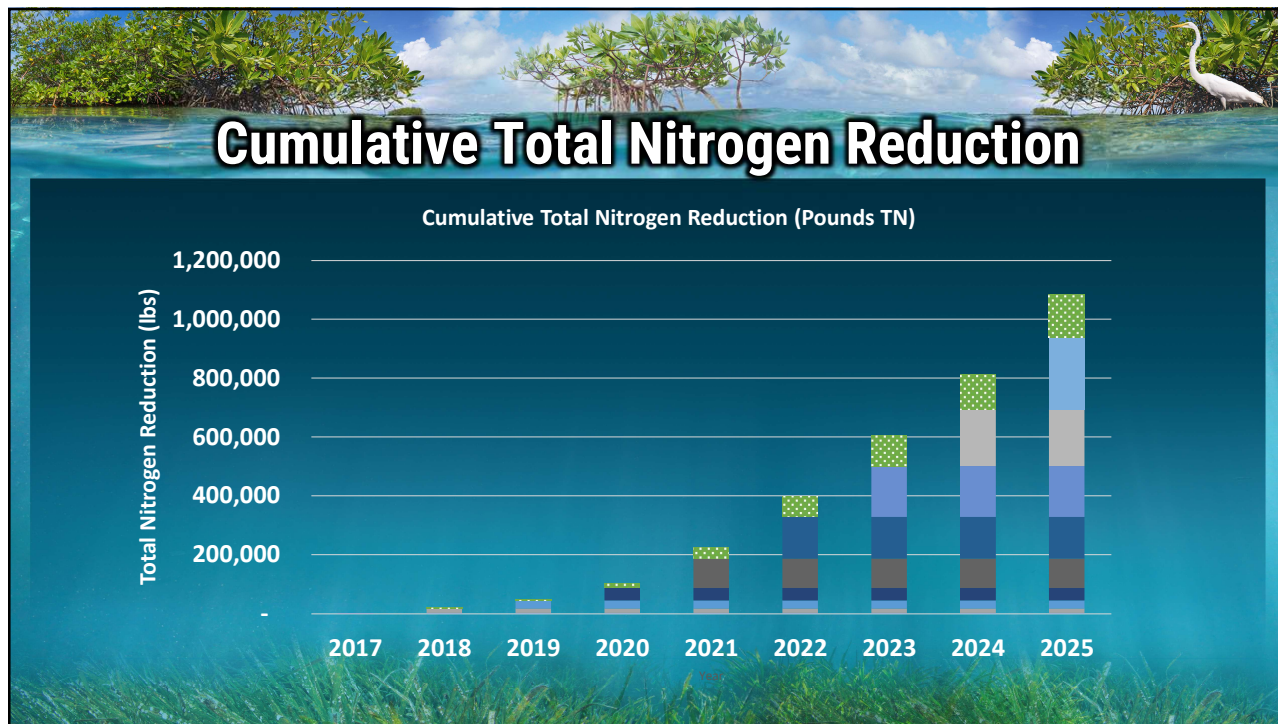
**\$103.6M**  
2017-2025 Expenditures

**\$431.8M**  
Projects Underway

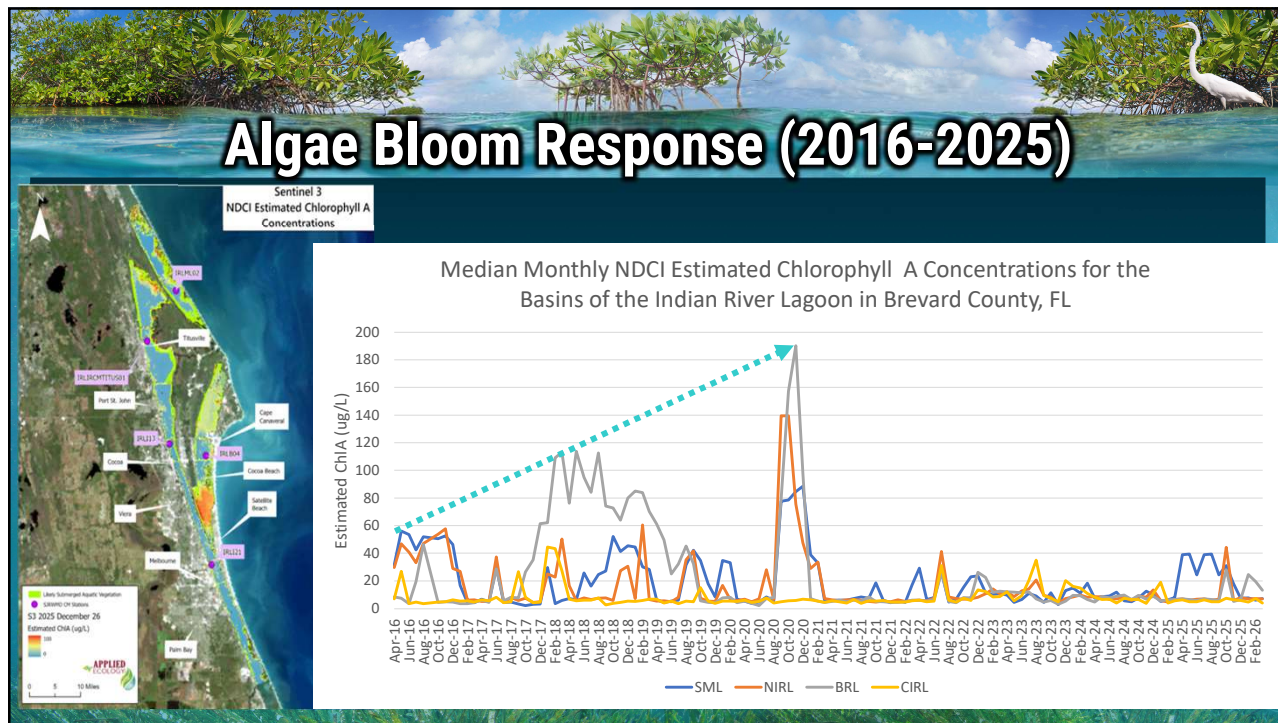
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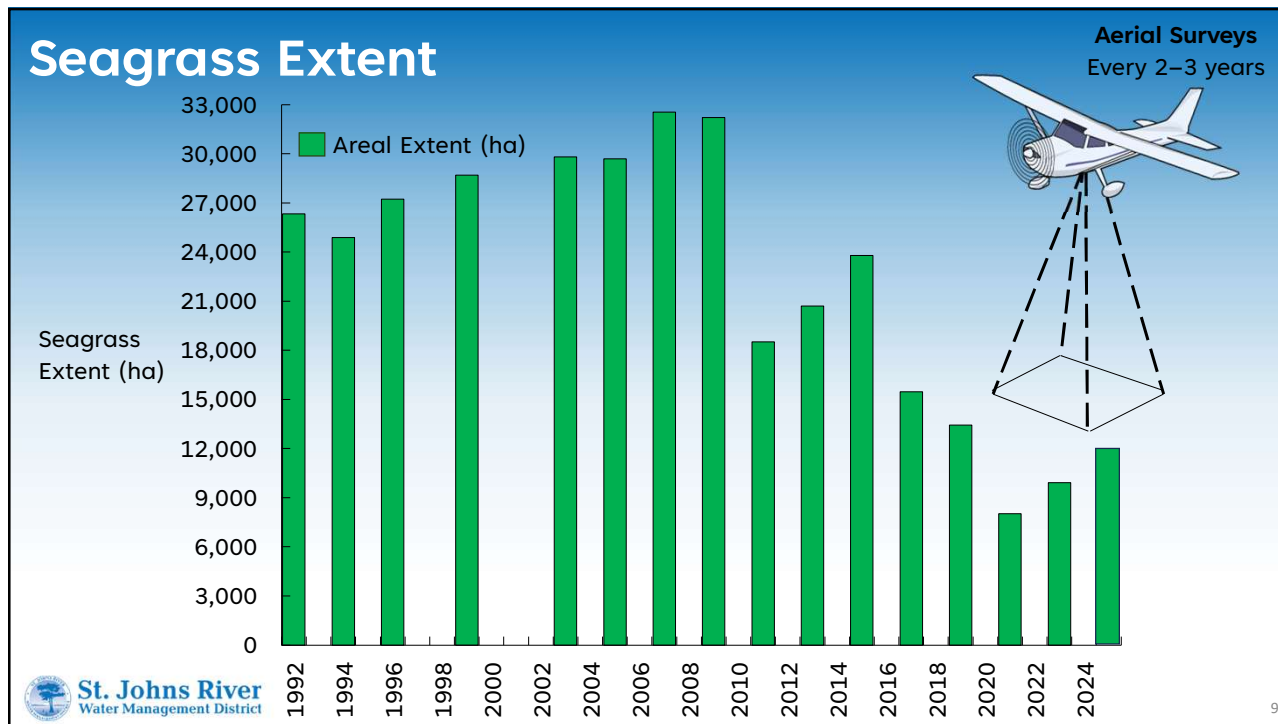
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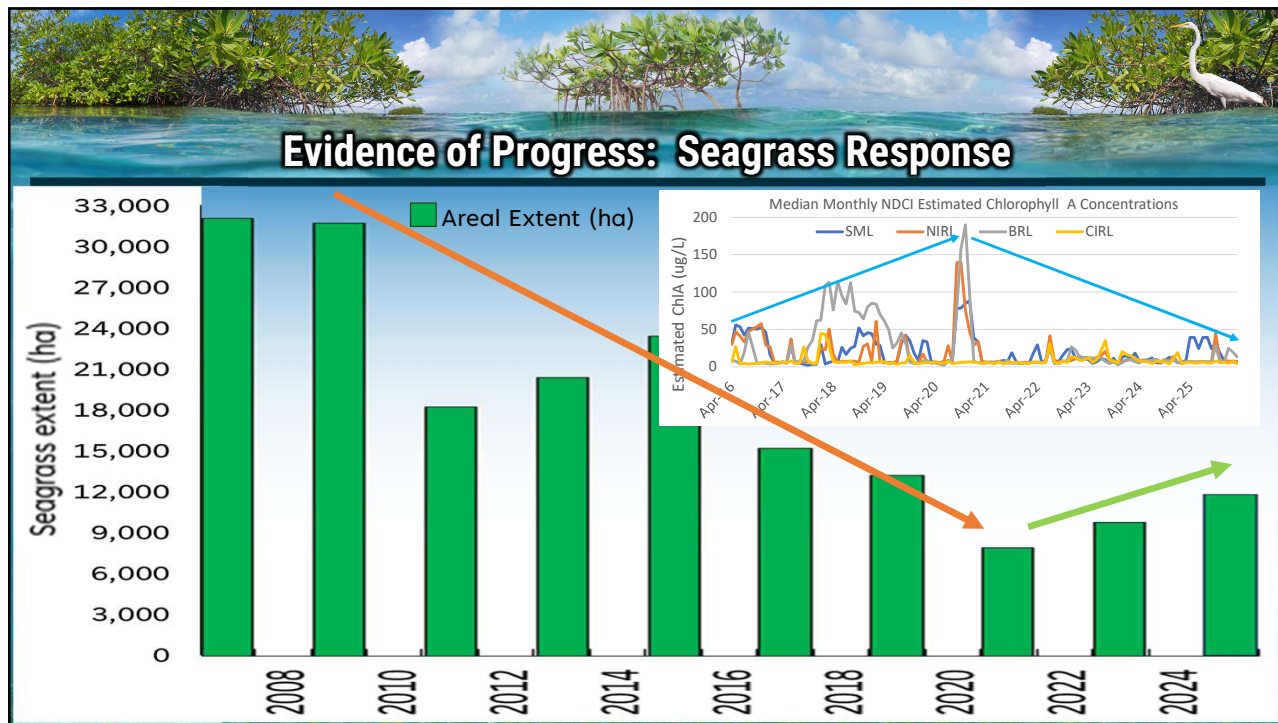
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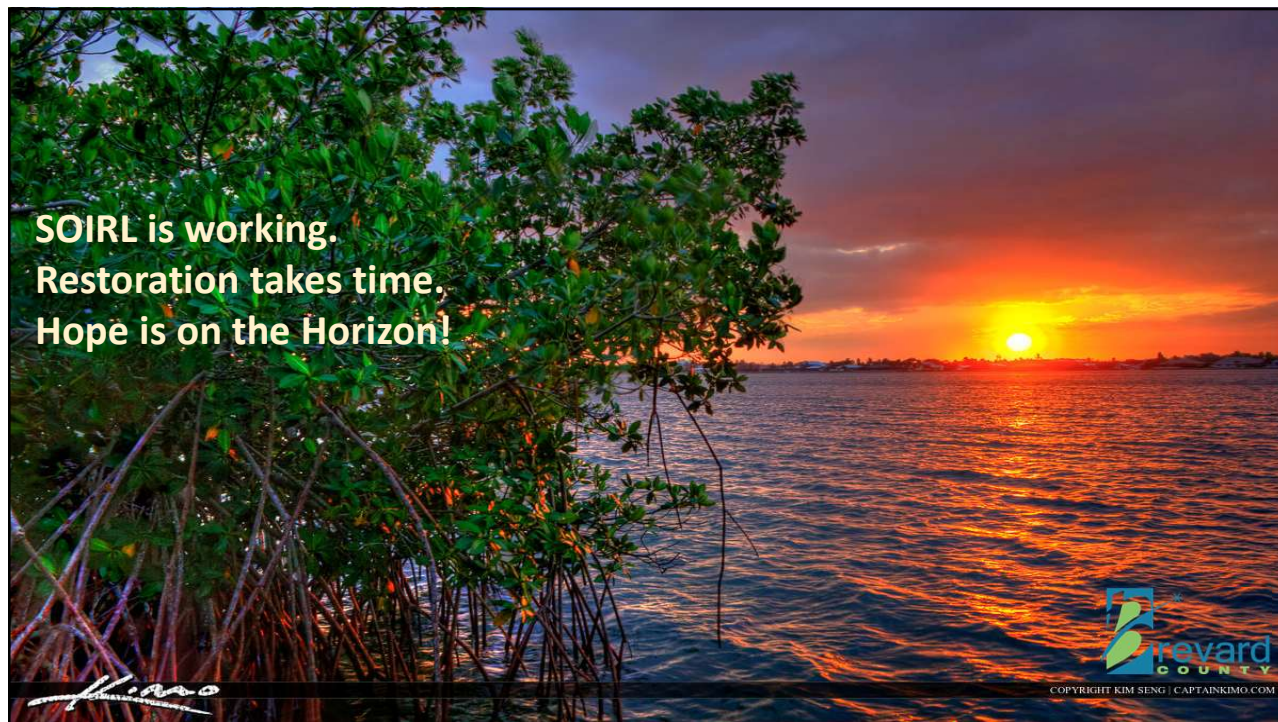
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**SOIRL is working.  
Restoration takes time.  
Hope is on the Horizon!**

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**Get More Information**

**IRLProject@BrevardFL.gov**

Sign Up For Our Monthly Newsletter

Become Lagoon Loyal

Brevard County's **Save our LAGOON**

**LAGOON LOYAL**  
LagoonLoyal.com

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# LET'S BE CLEAR...

## THE HEALTH OF THE LAGOON IMPACTS YOU.

Lagoon Loyal™ is a program that rewards Brevard County residents for taking actions that benefit the Indian River Lagoon.

### 1. SIGN UP

Create your free Lagoon Loyal Account



#### PUT TRASH IN ITS PLACE

Litter left on roadways can be carried to storm drains and into the lagoon – impacting our wildlife and our wallets.



#### WASH YOUR CAR OVER YOUR LAWN

Your lawn acts like a filter to keep harmful suds and dirt off the street and out of the lagoon.



#### FOLLOW FERTILIZER RESTRICTIONS

Honor the fertilizer ban during our rainy season: Jun 1 – Sep 30. Heavy rains can flush fertilizer off your grass and into the lagoon.



#### BLOW GRASS CLIPPINGS BACK INTO THE LAWN

Grass clippings left in the street can wash into storm drains and the lagoon, contributing to the accumulation of muck.



#### PICK UP AFTER YOUR PET

When pet waste is left on the ground, harmful bacteria can enter the lagoon through storm drains and ditches.



#### ADJUST SPRINKLERS BEFORE RAIN

Excess irrigation leads to water runoff, which can introduce harmful pollutants into the lagoon.



#### INSPECT TO PROTECT

Inspect septic systems and sewer lines. Fixing leaks and failures reduces groundwater pollution and protects aquatic life.



#### REDUCE SEPTIC IMPACTS

Upgrade to advanced septic or connect to central sewer. Septic systems pollute groundwater that migrates to the lagoon.

### 2. REPORT ACTIONS

Complete and report lagoon-friendly actions

### 3. EARN REWARDS

Earn rewards from local businesses

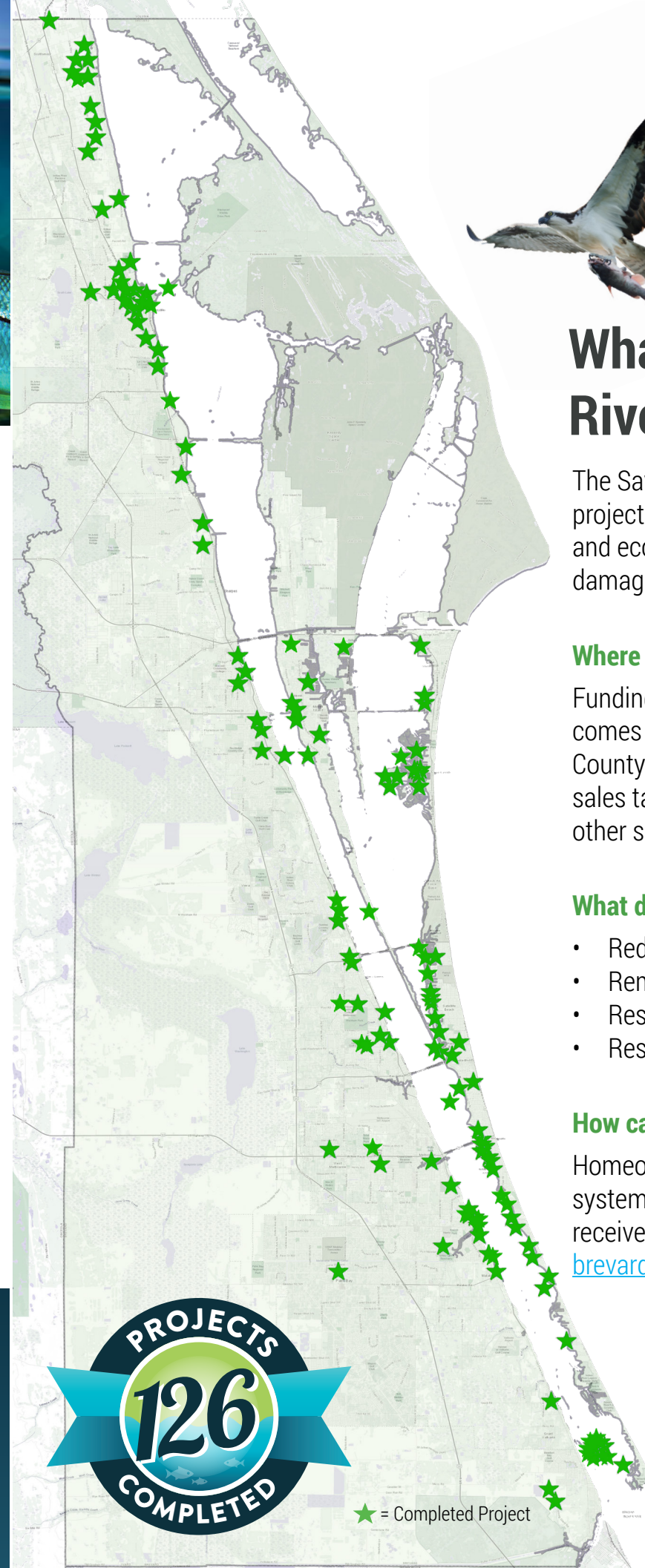
#### COMMUNITY-WIDE EFFORTS FOR A HEALTHY LAGOON

Brevard County residents have reported thousands of ways they've personally reduced excess nutrient pollution from entering our beloved waterway. Keep up the great work!



**12,204**  
Total Lagoon Loyal  
Actions Completed

**99**  
Total Lagoon Loyal  
Businesses



**PROJECTS**  
**126**  
**COMPLETED**

★ = Completed Project



## What is the Save Our Indian River Lagoon Program?

The Save Our Indian River Lagoon Program funds projects that improve the health, productivity, appeal, and economic value of our lagoon, to reverse decades of damage to this priceless natural treasure.

#### Where does the funding come from?

Funding for the Save Our Indian River Lagoon projects comes from a ½ cent sales tax, approved by Brevard County voters in 2016. Resident contributions to the sales tax have been doubled by tourists, grants, and other sources. This tax expires December 31, 2026.

#### What does the program do for the Indian River Lagoon?

- Reduces the major sources of pollution
- Removes decades of historic pollution
- Restores natural ecosystems
- Responds to new information and opportunities

#### How can you participate?

Homeowners can apply for funding to upgrade septic systems, convert to sewer, repair sewer lateral lines, and receive rewards for Lagoon Loyal actions. Learn more at [brevardfl.gov/SaveOurLagoon](http://brevardfl.gov/SaveOurLagoon) and [LagoonLoyal.com](http://LagoonLoyal.com).



**322,773**  
lbs total nitrogen (TN) reduced  
178,966 lbs/year + 143,807 lbs one-time

**125**  
Community  
Projects  
Completed!



# 2026 Save Our Indian River Lagoon Project Status

Progress as of December 31, 2025



**2,356**  
Home Owner  
Projects  
Completed!

**22,280**  
lbs total phosphorus (TP) reduced  
15,963 lbs/year + 6,317 lbs one-time

## Public Education & Engagement



Budget: \$4,000,742  
TN Reduction: 33,709 lbs/year  
Average Cost/lb TN: \$119  
**Projects Completed: 1**  
**Projects Underway: 6**  
**Projects in the Plan: 7**

## WWTF Upgrades for Reclaimed Water



Budget: \$37,964,159  
TN Reduction: 82,174 lbs/year  
Average Cost/lb TN: \$462  
**Projects Completed: 4**  
**Projects Underway: 5**  
**Projects in the Plan: 10**

## Rapid Infiltration Basin/ Sprayfield Upgrades



Budget: \$93,054  
TN Reduction: 317 lbs/year  
Average Cost/lb TN: \$294  
**Projects Completed: 1**  
**Projects Underway: 0**  
**Projects in the Plan: 2**

## Package Plant Connections



Budget: \$1,484,731  
TN Reduction: 911 lbs/year  
Average Cost/lb TN: \$1,630  
**Projects Completed: 1**  
**Projects Underway: 1**  
**Projects in the Plan: 2**

## Smoke Testing/ Sewer Lateral Repairs



Budget: \$1,558,648  
TN Reduction: 6,196 lbs/year  
Average Cost/lb TN: \$252  
**Miles Smoke Tested: 299**  
**1,165 of 1,209 Leaks Repaired**  
**Projects in the Plan: 6**

## Septic to Sewer



Budget: \$146,772,832  
TN Reduction: 103,510 lbs/year  
Average Cost/lb TN: \$1,418  
**Homes Connected: 983**  
**Homes Contracted: 1,141**  
**Homes in the Plan: 4,929**

## Septic System Upgrades



Budget: \$45,183,828  
TN Reduction: 43,310 lbs/year  
Average Cost/lb TN: \$1,043  
**Homes Upgraded: 653**  
**Homes Contracted: 1,066**  
**Homes in the Plan: 2,671**

## Stormwater Projects



Budget: \$83,775,372  
TN Reduction: 217,501 lbs/year  
Average Cost/lb TN: \$385  
**Projects Completed: 56**  
**Projects Underway: 17**  
**Projects in the Plan: 229**

## Aquatic Vegetation Harvesting



Budget: \$2,890,339  
TN Reduction: 47,498 lbs  
Average Cost/lb TN: \$61  
**Projects Completed: 10**  
**Projects Underway: 0**  
**Projects in the Plan: 11**

## Muck Removal



Budget: \$162,569,997  
TN Reduction: 235,202 lbs/year  
Average Cost/lb TN: \$691  
**Projects Completed: 4**  
**Projects Underway: 13**  
**Projects in the Plan: 21**

## Interstitial Water Treatment



Budget: \$50,896,253  
TN Reduction: 500,032 lbs  
Average Cost/lb TN: \$102  
**Projects Completed: 3**  
**Projects Underway: 11**  
**Projects in the Plan: 15**

## Oyster Bars



Budget: \$11,108,467  
TN Reduction: 22,261 lbs/year  
Average Cost/lb TN: \$499  
**Projects Completed: 15**  
**Projects Underway: 7**  
**Projects in the Plan: 30**

## Planted Shorelines



Budget: \$110,132  
TN Reduction: 440 lbs/year  
Average Cost/lb TN: \$250  
**Projects Completed: 9**  
**Projects Underway: 0**  
**Projects in the Plan: 10**

## Clam Restoration



Budget: \$557,470  
TN Reduction: 4,241 lbs  
Average Cost/lb TN: \$131  
**Projects Completed: 12**  
**Projects Underway: 8**  
**Projects in the Plan: 20**

**\$504.6M**  
2017-2025 Revenue

**\$583.4M**  
10-Year Revenue Estimate



**\$103.6M**  
2017-2025 Expenditures

**\$431.8M**  
Projects Underway

## **Public Works**

- The Basin 1 stormwater project was completed last week, and a final physical review of the work was completed, with one item that may need to be reworked as a change order (walk on item once we get estimates).
- There was an emergency stormwater repair at the intersection of 6<sup>th</sup> and Oak Street – an abandoned corrugated metal pipe under the road had collapsed and the road buckled in, causing a large divot in the road. Cost was slightly north of \$24.5K – item in new business to discuss in detail.
- Waste Pro is reporting much heavier collection volumes (more than 50% more year over year) of yard waste due to the freeze in February. As vegetation grows back and rains ensue, there will be a few more months of larger volumes of dead vegetation. Waste Pro expects our community will be cleaned up much quicker than others with large condo/ commercial properties.

## **Procurement**

- Three procurement notices went out earlier this month. Full descriptions can be found on the town's website under the RFP button:
  - RFQ for Planner services
  - RFP for Grant Writing services
  - RFP for Non-ad Valorem financial service

## **Founder's Day**

- The town's 2026 Founder's Day event went smoothly for the most part and had to close early due to weather conditions.
  - Staff conducted after-action meeting to improve next year's event.
  - The town sold 27 excess street signs, which also came with a "Melby" the manatee coin and raised a total of \$1,555. All proceeds will go to fund manatee protection devices on the town's stormwater outflow pipes.

## Town Commission Meeting

**Section:** Consent  
**Meeting Date:** May 21, 2026  
**From:** Building Department  
**RE:** Site Plan Approval for 200 Shannon Ave. – Renovation & Addition

### **Background Information:**

The Town received plans for a renovation and an addition at 200 Shannon Ave.

### **Recommendation:**

Approve the site plan for 200 Shannon Ave.

### **Attachments:**

- Town Planner Letter
- Response from Town Planner Regarding Swales
- Development Application and Narrative
- Original Plans and Survey

## **Site Plan Review**

### **Applicable Codes:**

**Town of Melbourne Beach Land Development Code  
Current Florida Building Code**

**Date:** April 7, 2026  
**Owner:** Connor and Victoria Scalise  
**Owner Address:** 200 Shannon Avenue, Melbourne Beach FL 32951  
**Site Address:** 200 Shannon Avenue, Melbourne Beach FL 32951  
**Parcel ID:** 28-38-06-75-2-1  
**Zoning:** 2RS- Single- Family

**Proposed Project:** Renovation to existing home and garage addition  
**References:** Town of Melbourne Beach Code of Ordinances:  
 7A-32 Single-Family Residential District  
 7A-51.1, Site Plan Approval For Single-Family Residential Districts

**Request:** Site Plan Approval in Accordance with 7A-51.1  
**Staff Review:** The property lies in Zoning District 2RS

- 1) The project includes renovation of the existing single-family home and a garage addition. The proposed garage addition extends into the 25' setback from Shannon Avenue and a variance was granted by the Melbourne Beach Board of Adjustment that was needed in advance of the Planning & Zoning Board consideration of the site plan.
- 2) The Building Lot Zoning District requirements for min. lot area, width and depth.  
 Lot area is 13,638 sq. ft. (min. 11,250 sq. ft.)  
 Lot width is 115 ft. (min. 90 ft. measured from the front building line)  
 Lot depth is approximately 118 ft. (min. 100 ft.)
- 3) Lot coverage is a maximum of 30% for principal structure.  
 Lot coverage per plan is 28%  
 Footprint of Primary Structure is 3,832 SF.  
 Max allowed for Primary Structure is 4091.4 sq. ft. for Lot Area of 13,638 sq. ft.  
 Minimum pervious area per lot is 30%. Pervious area is 54%.

- 4) Structure maximum height for zoning district is 28 ft.  
 The proposed height provided is 9'4" to the tie beam and approximate 20' to the top of the roof from FFE.  
 Flood Zone: X per survey

Zoning District Setback requirements:

Proposed Primary Structure Front Setback (Shannon): 15.3' (min. 25'.) Variance Granted  
 Existing Primary Structure Rear Setback: 12.5' (min. 25') existing nonconformity  
 Existing Primary Structure Side Corner Setback: 16.9' (min. 25') existing nonconformity  
 Existing Primary Structure Side Interior Setback 11.7' (min. 15') existing nonconformity  
 Existing nonconformities are allowed to continue under 7A-83.

- 5) Applicable sediment and erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
- 6) On-site Storm water Retention Control measures are not applicable as the proposed improvements do not exceed the threshold for compliance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
- 7) The requirements of Chapter 9A Landscape are applicable for any tree removal and replacement which will be addressed during the building permitting process.

Based on the above review, I find the proposed site plan for the referenced property is in compliance with The Town of Melbourne Beach Code of Ordinances.



Corey W. O'Gorman  
 Town Planner

**200 Shannon Avenue**

<b>IMPERVIOUS</b>		<b>PERVIOUS</b>	
Primary Structure	3832	Open areas	7358
Pool & Deck	1773		
Driveway	675		
 Total Paved Area	 6280		
<hr/>		<hr/>	
Total Lot Area	13,638	Total Lot Area	11,250
 <hr/>		 <hr/>	
<b>% IMPERVIOUS</b>	<b>46%</b>	<b>% PERVIOUS</b>	<b>54%</b>

Date April 8, 2026

Response: April 14, 2026

Memo to Corey Ogorman, Town Planner

From: Corey O'Gorman, Town Planner

From Dan Harper, P&Z Member

To: Dan Harper, P&Z Member and Town of Melbourne Beach Planning & Zoning Board

Re: Stormwater swales requirement for renovation projects (3A-80)

In connection with a recent P&Z plan review of 200 Shannon Ave., there was discussion as to the applicability of the Drainage Concurrency ordinance 3A-80.

It was voted on to request written clarification from you on this matter; (1) in a general application sense and (2) in particular how it was applied to the 200 Shannon Ave. plan approval. Please provide written answers to the following questions no later than April 27<sup>th</sup> so they will be available for our May meeting.

Thank you for your inquiry. Following is my interpretation of the code in this regard and in response to the questions below.

### **General Applicability of 3A-80**

Section (d) in part states; any modification or renovation to any existing residential structure that increases the appraised value of the structure by more than 50% must comply with the stormwater swale requirements.

To clarify, 3A-80(d) states that “any modification or renovation to any existing residential structure on any residential lot of greater than 50% of its appraised value and any regrading of any residential lot shall require compliance with division 3A-80(a) and (b).” So, the threshold that triggers compliance is where the “modification or renovation to any existing residential structure” is of a value that exceeds 50% of the appraise value of that structure.

My interpretation is that what constitutes “structure” includes the structural elements of the building which is limited to the floor and walls, and would not include the building interiors or systems. This is because the requirement to

comply with setbacks (as envisioned in section 7A-83 for nonconformities) and the provision of stormwater management improvements relates to expansion or modification of the structure, and is not related to interior improvements. As such there is no rational nexus between conducting interior renovations and either the requirement to compliance with setbacks or impacts on the level of service for the provision of stormwater management.

Note that the intent of Section 3A is to ensure that the availability of infrastructure such as stormwater management systems is in place to meet the established levels of service and establish guidelines and procedures for enforcing the standards. Interior remodeling has no impact on the level of service for stormwater.

Question No. 1—if the interior of a house is gutted and remodeled, without changing its footprint or height, and value is increased by more than 50%, does it have to comply with the swale requirements of 3A-80?

My interpretation of 3A-80 is that the threshold for calculating the 50% value is limited to expansion of the structure and does not consider interior elements, because those interior improvements have no impact on the provision of stormwater management, and as such stormwater management would not be required.

Question No. 2—if a remodeled house increases its footprint or height within current ordinance limits, and the improvement exceeds 50% of the appraised value would they need to comply with 3A-80 swale provisions?

Yes, if the value of the structural improvements, without consideration to the interior modifications, exceeded 50% of the appraised value of the building.

Question No. 3—Under what circumstances or conditions, if any, would a renovated or modified single family residence, who's appraised value increased by more than 50% be exempt from complying with the 3A-80 swale provisions?

If the value of the improvements to the structural elements exceeds 50% of the appraised value of the existing building, then compliance with 3A-80 would be required.

### **Specific Application of 3A-80 to 200 Shannon Ave.**

Question No. 4—Drainage Concurrence 3A-80 is included under Article VII Drainage Criteria, a completely separate section of the ordinances from The Chapter 7; Zoning sections. Provide additional rational as to why the extensive remodel, much more than a 50% increase in value, is exempted from 3A-80. Your provided explanation in the Feb. 21 email to Steve in the Bldg Dept. stated, “So I think if the addition to the existing structure is just the garage structure and if the value is less than 50% similar to the threshold for the nonconforming portions of the structure (highlighted below in the Feb 2 email) then they would not have to provide drainage”.

Same as above: My interpretation is that what constitutes “structure” includes the structural elements of the building which is limited to the floor and walls, and would not include the building interiors or systems. This is because the requirement to comply with setbacks (as envisioned in section 7A-83 for nonconformities) and the provision of stormwater management improvements relates to expansion or modification the modification of the structure, and is not related to interior improvements. As such there is no rational nexus between conducting interior renovations and either the requirement to compliance with setbacks or impacts on the level of service for the provision of stormwater management.

Why does the more than 50% improvement to the interior of the structure not require compliance with 3A-80?

Same as above: My interpretation is that what constitutes “structure” includes the structural elements of the building which is limited to the floor and walls, and would not include the building interiors or systems. This is because the requirement to comply with setbacks (as envisioned in section 7A-83 for nonconformities) and the provision of stormwater management improvements relates to expansion or modification the modification of the structure, and is not related to interior improvements. As such there is no rational nexus between conducting interior renovations and either the requirement to compliance with setbacks or impacts on the level of service for the provision of stormwater management.

Question No. 5--Why is the value of the garage addition used as justification for the less than 50% increase in value and the extensive internal remodel not considered?

Same as above: My interpretation is that what constitutes "structure" includes the structural elements of the building which is limited to the floor and walls, and would not include the building interiors or systems. This is because the requirement to comply with setbacks (as envisioned in section 7A-83 for nonconformities) and the provision of stormwater management improvements relates to expansion or modification the modification of the structure, and is not related to interior improvements. As such there is no rational nexus between conducting interior renovations and either the requirement to compliance with setbacks or impacts on the level of service for the provision of stormwater management.

### **General Applicability of 7A-83 Nonconforming Structures**

Question No. 6—the section (3) of 7A-83 uses the term "destroyed". We have in the past interpreted "destroyed" to be a peril caused by such events as fire, flood or hurricane. In your email of Feb. 2 to Ryan Knight you state that since the exterior wall being replaced is less than the 50% threshold the nonconforming status is not required to be remedied.

Why is 7A-83 (3) even utilized in your analysis when nothing has been "destroyed"?

The 7A-83 reference is to the renovation of the existing home where a portion of the existing structure (which is wood frame) that encroaches into the setback is being removed (destroyed) and replaced with block, and they are not required to comply with current setbacks.



# TOWN OF MELBOURNE BEACH DEVELOPMENT APPLICATION

## I. SUBMITTAL REQUIREMENTS:

1. Fees per current schedule.
2. Deed to property.
3. Pre-Application meeting is mandatory. Contact the Building Official or Building Clerk to submit information required and to schedule a pre-application meeting.
4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

## II. REQUEST:

- |  |  |
|--|--|
| <input type="checkbox"/> Land Use Plan Amendment                                   | <input type="checkbox"/> Rezoning  |
| <input type="checkbox"/> Special Exception   | <input type="checkbox"/> Coastal Construction Variance                     |
| <input type="checkbox"/> Variance  | <input type="checkbox"/> Appeal (Application must be filed within 30 days) |
| <input checked="" type="checkbox"/> Site Plan Review Single Family (1RS, 2RS, 3RS) | <input type="checkbox"/> Site Plan Review Multifamily (4RM, 5RMO)          |
| <input type="checkbox"/> Site Plan Review Commercial (6B, 7C, 8B, 9I)              | <input type="checkbox"/> Amendment to the Land Development Code            |
|  | <input type="checkbox"/> Other (specify) _____                             |

## III. PROPERTY INFORMATION:

General Location: \_\_\_\_\_

Address: 200 Shannon Ave Melbourne Beach 32951

Parcel Number(s): 28-38-06-75-2-1

Area (in acreage): .31 Area (in square feet): \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Current Future Land Use: \_\_\_\_\_ Proposed Future Land Use: \_\_\_\_\_

Brief Description of Application: Remodel existing home / add  
new garage

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): \_\_\_\_\_

**IV. APPLICANT INFORMATION:**

Property Owner

Name: Connor & Victoria Scalise

Phone: 321 525-0469

Address: 200 Shannon Ave

Fax: \_\_\_\_\_

Melbourne Beach FL 32951

Email: Scalise88@gmail.com

Applicant (if other than property owner)

Name: McHenry Construction

Phone: 321 626 6648

Address: 1268 Wild Rose Dr NE

Fax: \_\_\_\_\_

Palm Bay FL 32905

Email: MCCkitchens@gmail.com

**V. OWNER AUTHORIZATION:\***

The undersigned hereby affirms the following:

1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
2. That I/we have read and understands the entire application and concurs with the request.
3. That I/we have appointed the Applicant to represent the application, and empowers the Applicant to accept any and all conditions of approval imposed by the Town of Melbourne Beach.

Signature: *Connor Scalise*

Date: 8-26-2025

Print Name: Connor Scalise

Title: Owner

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 26 day of August, 2025 by Connor Scalise who is/are personally known to me, or who has/have produced Personally Known as identification.

*Princelle D Alexander*  
Signature of Notary Public, State of Florida



**VI. APPLICANT CERTIFICATION:\***

I/we affirm and certify that I/we understand and will comply with the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the application and support documents are fully complete and comply with the requirements of the land development regulations of the Town of Melbourne Beach, Florida. I/we further certify that the statements and/or diagrams made on any paper or plans submitted here with are true to the best of my/our knowledge and belief that this application, attachments and application filing fees become part of the official public record of the Town of Melbourne Beach, Florida and are not returnable or refundable.

Under penalties of perjury, I/we declare that I/we have read the foregoing application and that to the best of my/our knowledge and belief the facts stated in the application are true.

Signature: [Handwritten Signature] Date: 9/2/25  
Print Name: John Brannan Title: President

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 2nd day of SEPTEMBER 2025, by JOHN BRANNAN who is/are personally known to me, or who has/have produced F.L. DRIVER LIC as identification.

[Handwritten Signature]  
Signature of Notary Public, State of Florida



**VII. PROJECT DESCRIPTION:**

Describe Application: Remodel existing home / add new garage

Provide attachment if more space is needed.

Describe Existing Conditions: 1957 home with 2909 total sq. ft.

Provide attachment if more space is needed.

## **Project Narrative**

The following narrative provides the background and reasoning for our request for a setback variance to allow the construction of a new garage addition at our residence in Melbourne Beach, Florida. The existing home, originally constructed in the 1950s, does not conform to current setback standards as it sits today and presents multiple functional limitations that make it challenging for a modern family. To reach the main bedroom, one must pass through another bedroom on a different elevation, and the home's plumbing configuration is outdated, including a water heater drain line that runs directly through the main shower wall. These conditions have made the home increasingly impractical for everyday living.

In July 2024, we met with Kim Kotisfas, Building Assistant, and Robert Bitgood at the Melbourne Beach Town Hall to discuss potential renovation and improvement options for our property. During that meeting, we were informed that a new garage could be constructed at the front of the existing house, provided it was located within a 15-foot setback from Shannon Avenue. Based on this official guidance, we engaged a licensed architect and proceeded with the design development process, including floor plans and construction drawings that adhered to the information provided by Town representatives. Over the course of more than a year, we invested significant resources into design, planning, and coordination based on the understanding that a 15-foot setback would be acceptable for the garage location.

Recently, however, we were informed that the correct required setback from Shannon Avenue is 25 feet, not 15 feet. This updated information has placed our project in a position where the existing design, created in good faith and based on direction from Town staff, can no longer proceed as planned. The miscommunication has caused substantial financial and logistical setbacks, and this variance request is being made to allow our project to move forward consistently with the plans previously approved conceptually by the Town.

Additionally, Section 7A-50 of the Melbourne Beach Land Development Code (Off-Street Parking) requires that:

“(7) Single-family dwelling units. Enclosed parking space must be provided for at least two vehicles.”

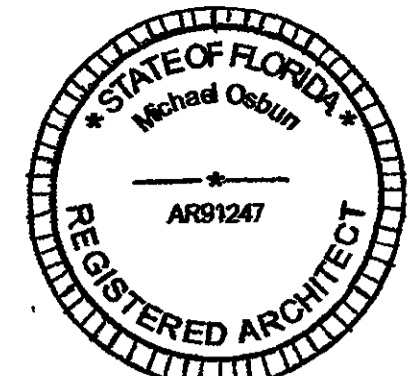
The proposed garage addition is intended to bring the property into compliance with this section by providing enclosed parking for two vehicles, which the existing home currently lacks. Strict adherence to the 25-foot setback requirement would make compliance with this code section physically impossible, given the placement of the existing home on the lot.

Our goal is to update this home to meet modern family needs and to create a long-term residence designed with our growing family in mind. We currently have an infant and plan to add a nursery and additional space to accommodate more children in the future. The proposed

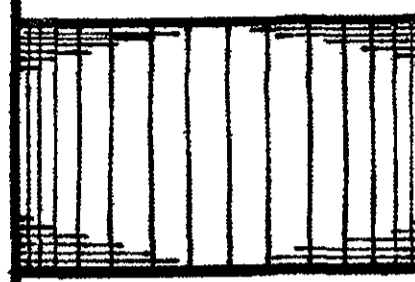
design reflects not just a renovation, but the development of our dream home — one that provides safety, functionality, and the ability to grow within our existing neighborhood.

The requested variance will not negatively impact adjacent properties, neighborhood character, or public welfare. The proposed garage maintains a compatible residential appearance consistent with other homes in the area, and its placement will improve property functionality while preserving aesthetics and safety standards. Granting this variance will allow the home to be modernized responsibly, comply with current off-street parking requirements, and serve as a safe and practical long-term residence for our family.

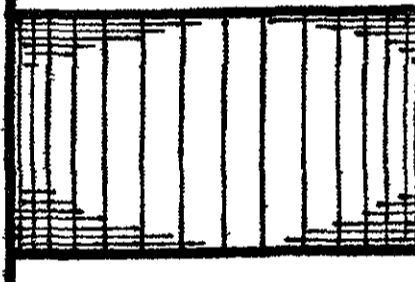
We respectfully request the approval of this variance to allow the garage to be constructed as originally designed, within the 15-foot setback from Shannon Avenue, thereby aligning the property with both functional needs and Town Code requirements.



These documents are the sole property of Architect Michael Osburn. They are issued for this specific project only. Address or modifications to, or reproduction of these documents without the express written consent of Michael Osburn is prohibited by law.

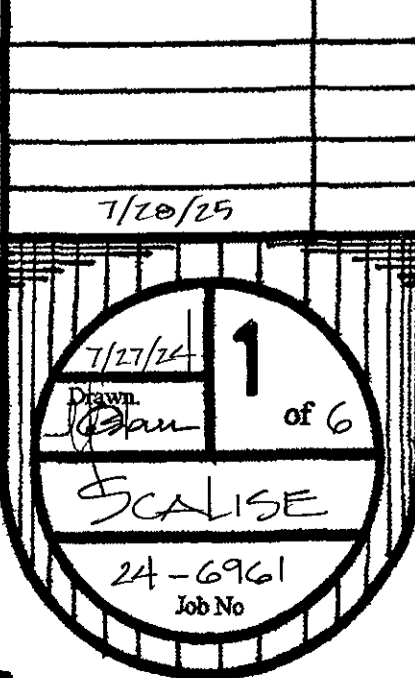


A R C H I T E C T  
**Michael Osburn**  
(313)626-4544  
482 St. Johns Dr., Satellite Beach, FL 32937



A Renovation & Addition for:  
**Victoria & Conner Scalise**  
200 Shannon Ave.  
Melbourne Beach, FL 32951

Revisions table with columns for 'Revisions' and 'By'. The table is currently empty.



**DESCRIPTION OF PROJECT:**

The renovation of and addition to a single family residence

**FBC CONFORMANCE:**

This project conforms to the following codes  
8th Edition Florida Building Code (2023) - Residential  
FBC 2023 8th Ed., FBC Energy Conservation 2023 8th Ed., FBC Mechanical 2023 8th Ed., FBC Plumbing 8th Ed., NFPA 70, 2020 Ed of Nat. Electric Code, & all Florida Statutes

**SOIL DESIGN:**

- A) Soil bearing capacity = 2500 psf min
- B) Soil compaction = 95%
- C) Soil and/or fill to be clean, fully compacted, and treated for termites (option to install a baited termite system)

**NOTES:**

- 1) Contractor to field verify all site conditions and dimensions prior to ordering materials. Notify architect of any discrepancies between the plans and actual site conditions
- 2) Building addition is of Type V construction
- 3) The HVAC sub contractor, if required by the Building Official, shall provide the Manual J/S calculations &/or energy/heat load calcs and all duct and system sizes and locations prior to permitting of the project
- 4) All new windows and exterior doors are to meet the minimum wind design loads as shown on this plan. The contractor shall supply the Building Department with product approval information at the time of permit submittal
- 5) All windows and exterior doors shall have safety or tempered glass in locations as required by the code
- 6) Wind borne debris protection is required for all new exterior openings. Use impact rated systems or shutters or approved equivalent. Contractor is to supply Product Approval information for all
- 7) Pre-engineered truss package by others. Notify architect and/or truss company if there are discrepancies between these drawings and the truss package
- 8) Printed dimensions on the plans shall take precedent over scaled dimensions. Do not scale drawings. Larger scaled details take precedence over smaller scaled drawings. All dimensions of existing elements are to be site verified if they are critical to the work being accomplished
- 9) The General Contractor or owner builder shall be responsible for coordination of all the trades during construction. The Architect shall not be held responsible for work not performed in accordance with these drawings or the code, or for any misinterpretation of the drawings, or unsatisfactory work performed by the contractor or his subs. In the event a problem or question should arise from these documents, the Architect should be contacted to clarify the issue or make adjustments prior to the commencement or continuation of the work.

**SQUARE FOOTAGE:**

Existing house = 2,364 sf  
Existing porches (front & two rear porches) = 319 sf  
Existing garage = 405 sf  
Total existing = 3,088 sf  
Revised house = 2,887 sf (gain of 523 sf)  
Revised porches (front = 29 sf & rear = 256 sf) = 285 sf  
Revised garage = 522 sf  
Total revised = 3,695 sf. (gain of 607 sf)

**CRITERIA for WIND DESIGN:**  
8th Edition (2023) Florida Building Code - Residential

- 1) Exposure category "D" - 160 mph (7-20 deg roof angle)
- 2) "Low rise" Building (enclosed)  
Max roof ht. = +/- 12'-6", Mean ht = +/- 15'-6"  
Roof slope <= 12
- 3) Importance Factor = 1.0
- 4) Wind Direction All
- 5) Height and Exposure adjustment coefficient 1.47 @ 15'-0" mean
- 6) Category II
- 7) Internal Pressure Coefficient = 18

**WIND PRESSURES for DESIGN:**

The following loads in PSF include all applicable factors

**A. Wind Uplift Forces (V<sub>u</sub>) - table R802.1-9**

Table with columns for Roof span in ft., 10 sf, and 20 sf. Rows include Zone 1, Zone 2, Zone 3, Zone 4, and Zone 5.

**B. Roof and wall component loads (V<sub>w</sub>) - table R301.2(2)**

Table with columns for 10 sf and 20 sf. Rows include Zone 1, Zone 2, Zone 3, Zone 4, and Zone 5.

**C. Garage Door loads (V<sub>a</sub>) - table R301.2(4)**

16' x 8', 36.4/40.6

**Attic Ventilation:**

Square footage of roof including overhangs = 4417 SF (4417 SF = 636,048 Sq In.)  
Required minimum venting = 1/300 of attic area = 636,048 / 300 = 2,120 Sq In.  
Therefore 1060 Sq In is required within 36" of the roof ridge and 1060 Sq In is required in the vented soffits  
Provide: (7) min., 48" long (minimum) off ridge vents 167 Sq In each (7 x 167 = 1169) OK  
OR  
(1) min., 48" long (minimum) off ridge vents 167 Sq In each (1 x 167 = 167)  
56 linear feet of ridge vent @ 18 Sq In per 12" (56' x 18 = 1008)  
(167 + 1008 = 1175) OK  
~306 linear feet of 24" wide vented soffit. OK

No roof or soffit venting is allowed if spray foam insulation is used in the attic spaces.

\* For BIDDING:  
TOP OF EXTERIOR DOORS & WINDOWS ARE SHOWN AT 6'-8" HT. EXISTING WINDOWS & EXT. DOORS ARE 6'-8" HT. UNLESS NOTED OTHERWISE.

**WINDOW SCHEDULE**

Table with columns: No, Description, Nominal Size (area), Zone, Min Pos Pressure (psf), Min Neg Pressure (psf), Comments, Lintels/Headers. Rows include items A through T.

**DOOR SCHEDULE**

Table with columns: No, Description, Size (area), Zone, Pos Pressure (psf), Neg Pressure (psf), Comments, Lintels/Headers. Rows include items 1 through 11.

All new windows and exterior doors are to be Impact Rated or have code approved shutters. Verify all rough opening sizes, both new (on plans) and existing (in the field), prior to the purchase of new or replacement windows and/or doors. See building elevations for additional information. Also see the "Door & Window Notes" in the specifications in this set. Typical window call-out 3650 indicates a 3'-6" wide x 5'-0" tall nominal window. Typical door call-out 3068 indicates a 3'-0" x 6'-8" door. HR indicates a horizontal rolling window. SH indicates a single hung window. DH indicates a double hung window.

**CONCRETE SPECIFICATIONS:**

- 1. The contractor shall verify all plan dimensions and confirm the foundation layout and staking with the site plan and setbacks before proceeding. Contractor to notify any County or City requirements regarding form board surveys
- 2. The contractor shall coordinate the work of all trades affected in or under the foundation before the placement concrete
- 3. Excavating near or under existing foundations and footings, which disturbs the soil beneath the foundation/footing, shall not be permitted without prior approval of the engineer or architect
- 4. All reinforced concrete work shall conform to the current codes of standard practice and those by the American Concrete Institute.
- 5. All foundations and slabs shall rest on clean, compacted, and terminate treated fill or undisturbed soil with a minimum soil bearing pressure of 2,500 p s f
- 6. Provide terrace treatment in all areas of new construction and for any area of disturbed soil beneath the existing structure or any areas within 12" outside the new/existing structure which will be covered by concrete
- 7. Concrete strength shall be at least 3,000 psi in compression at 28 days for foundations, slabs, columns, filled cells and tie beams
- 8. Forms shall be set true and secure to the dimensions shown in the plans and shall not be removed until the proper strength is obtained. Contractor to verify all dimensions on site
- 9. Slabs on grade shall be 4" minimum in thickness and reinforced with fibermesh or wire mesh as shown on the plan over a minimum 6 mil vapor barrier
- 10. Vertical reinforcing in concrete columns or filled block cells shall be anchored with upset bars set in the concrete foundation and the vertical reinforcing lapped 46 diameters continuous to the steel in the beam.
- 11. Reinforcing shall be supported on concrete pads, bolts or dowels for columns and filled cells and shall be secured in place prior to pouring concrete. Use templates for setting anchor protrusions or column dowels/upbars.
- 12. Concrete for filled cells shall be poured or pumped in lifts not to exceed 8 ft. in height, and shall be consolidated at the time of placement, by rodding or vibrating. Provide knock-outs at the base of the block wall to allow for visual verification of completely filled cells
- 13. Concrete slabs shall be finished level and true to the elevations or slopes given on the plans

**REINFORCING SPECIFICATIONS:**

- 1. All reinforcing shall conform to the codes of standard practice and those adopted by the reinforcing steel institute, latest edition
- 2. Reinforcing steel shall be deformed bars
- Structural Bars Minimum Clear Coverage  
Footings (against exposed earth) 3 in  
Footings (formed & exposed to earth) 2 in  
Slabs (in contact with earth) 2 in  
Pedestals (to ties) 2 in  
Columns (to ties above grade) 1 1/2 in  
Beams (to stirrups) 1 1/2 in

**MASONRY SPECIFICATIONS:**

- 1. All masonry & workmanship shall conform to codes of standard practice and those adopted by the National Concrete Masonry Institute's latest edition
- 2. Contractor is responsible for ensuring that all masonry and concrete work is adequately braced to resist soil compaction, backfilling, wind loads and any other natural or construction generated forces during construction
- 3. Concrete blocks and all other masonry units shall be modular in dimension and shall include all special shapes and sizes to complete the work as shown on the plans. Where used as the finish surface of exposed masonry walls, the units shall be full of surface defects.
- 4. Concrete masonry units shall be grade "N", type 1, in accordance with ASTM C90. Specifications for hollow load-bearing concrete masonry units with a minimum compressive strength of F<sub>m</sub>=1,500 psi.
- 5. Mortar and grout shall be in accordance with ASTM C476, specifications for reinforced masonry mortar and grout with type M or S with a minimum compressive strength F<sub>m</sub>=1,500 psi
- 6. Horizontal reinforcement shall be placed 16" O C vertically and conform to ASTM A-B2 and be made of #9 wire with 3/16" diameter wire
- 7. Vertical reinforcing in concrete masonry unit filled cells shall be at 48" or max, unless noted otherwise, & anchored with upset bars set in concrete and dowels lapped 36 diameters and placed continuous to the top steel in the beam. Terminate vertical steel with ACI hooks 10" hook for #5 bars
- 8. Unless noted otherwise, tie-beams shall be A) 2 courses of 8" knock-out block with a #5 bar in each. Each course fully grouted B) 8" x 16" poured concrete tie-beam with 2-#5's (top & bottom) #3 stirrups at 16" oc max
- 9. Reinforcing bars shall conform to code, ASTM A618, GR 60. Detail, fabricate, and install reinforcing per ACI-318. All reinforcing steel (deformed bars) shall be free of any coating which will affect its bond to concrete.
- 10. Cells to be filled shall be cleared of all debris with a clean-out hole in the bottom block course
- 11. At intersecting wall, 50% of the masonry shall be laid in an overlapping bonding pattern
- 12. Note the filled cell locations on the plan. Vertical reinforcing is to be placed at these locations in new work and confirmed and / or filled in existing walls where shown or required by code. This includes where fill cells are shown in the existing structure and each side of all openings in the connecting wall

**WOOD FRAMING NOTES:**

- 1. Wood construction shall conform to the A I T C National Design Specification and the In-Force Code
- 2. Hurricane clips, joist hangers, beam hangers and other standard connections shall be adequate for loads. Metal exposed to the weather shall be hot-dipped galvanized. Connectors by "Simpson Strong Tie" approved equal.
- 3. Structural wood shall be stress graded #2 Southern Pine, Fb=1,400 psi, E=1,600,000 psi, MAX. M.C. = 1.9%, provide 1x3 wood or metal cross bridging between all joists
- 4. All wood in contact with masonry or concrete shall be pressure treated or shall have moisture barrier protection. P T criteria. Adequately suited for contact with galvanized steel connectors
- 5. Bolts and screws shall be ASTM A-307. Standard 2"x2" washers shall be used between wood and bolt heads and nuts. Unless noted elsewhere on the plans
- 6. Where beams are formed with two or more members, they shall be adequately fastened together throughout their length, and each member shall be full length wherever possible. Members are to lap 24" min where full length members are not possible or practical
- 7. Joists shall be adequately supported at their ends by solid blocking, strapping, or other means to prevent rotation
- 8. Stud walls shall be 2x and set at 16" O.C. unless otherwise noted. Stud walls shall be #2 Southern Pine and or construction grade spruce, or metal studs equal to wood. Provide proper blocking in stud walls at mid point or as required by code
- 9. Double studs shall be provided at each end of beams, and each side of openings up to 4'-0" in width. Provide triple studs at each side of opening, up to 7'-0" in width unless otherwise noted
- 10. Adequate bracing shall be provided during construction to resist wind and construction loads
- 11. Nail 5/8" x 4" ply CDX roofing plywood to all supports with 8d ring-shank nails at 4 inches on center at all plywood edges and 4 inches on center at all intermediate framing members at exposures B & C. Nail at 12" x 4" in exposure D
- 12. Parallam/ LVL lumber as manufactured by the "Truss-Joist" Corp., or approved equal, with minimum design properties per manufacturer or as follows:  
a. Fb=2,800 psi, E=2,000,000 psi  
b. Fv=285 psi, Fc (perp)=500 psi
- 13. Multiple "parallams" or "LVLS" shall be fastened together with 2 rows, staggered, of 16d nails at 12 inches on center. Bearing to be on multiple studs or columns as shown in the construction documents. Verify minimum standards with the mfc
- 14. Wood members shall be securely fastened per the construction documents or the FBC fastening schedule
- 15. The framing contractor shall coordinate his work with other contractors whose work touches or is affected by his work.
- 16. Where not specified framing shall be connected per current FBC
- 17. Wood finishes at the exterior shall be as selected by owner, approved by the architect, and shall provide proper protection from the elements
- 18. All interior exposed trim, trusses, columns, beams, and other exposed materials shall be SYP or better (clear). Materials and surfaces shall be protected or prepared to receive a clear, natural finish
- 19. All exposed exterior materials, such as beams, columns, & trim, shall be SYP or better and shall be free of large or loose knots or other defects. The material shall be surfaced on all four sides

**STUCCO:**

- 1. Stucco to comply with FBC - R703.6, ASTM C 926, & ASTM C 1063
- 2. Thickness to be 5/8" over concrete or block and 7/8" over wood framing
- 3. A weep screed is to be installed

**TRUSS SPECIFICATIONS:**

- 1. The wood trusses shall be sized and detailed to fit the dimensions and loads specified in these plans. All designs shall be in accordance with the allowable values and section properties assigned and approved by all applicable codes.
- 2. Sealed verification of the trusses by a licensed structural engineer in the state of Florida is to be submitted to the architect for confirmation of the configuration and loading per the wind load specification. Also interconnecting anchorage between the truss members supplied by the fabricator shall be provided with the truss layout and the individual member shop drawings to the architect prior to fabrication and shipping of the trusses to the site
- 3. Bridging perpendicular to the span of the trusses shall be specified and provided as required by the truss manufacturer
- 4. The design of metal plate connected roof trusses shall comply with:  
a. The NFPA's national design specification for the design of lumber and its fastening.  
b. The truss plate institute's design specs for light plate metal connected roof trusses  
c. The standard building code
- 5. Where roof plywood is not permanently attached to the top chord of the truss, provide continuous 2x4 blocking at 4' O C perpendicular to the top chord. Where a ridge occurs at the top or bottom of the trusses, provide continuous 2x4 blocking perpendicular to the bottom chord
- 6. Brace all trusses during construction until all bridging, cross bracing, and sheathing is secured. Also provide the necessary temporary anchorage for all trusses until the connectors are fastened for loading in all directions

**DOOR & WINDOW NOTES:**

- 1. Install all doors and windows per code & MFC specifications. Confirm all rough opening sizes with the MFC prior to construction of the opening. Sub-contractors shall verify all window & door rough opening sizes with the GC prior to commencement of work.
- 2. Install impact resistant windows & door systems or code approved hurricane protection at all openings. Provide Building Department with MFC specs and installation requirements
- 3. All operable windows are to have screens
- 4. Use clear glass in doors and windows unless noted otherwise on the plans

- 5. Use tempered or safety glass where noted on the plans and/or required by code. FBC R308.4
- 6. Exterior doors are to be solid core or be insulated and have a U-factor of 0.40 or less.
- 7. Doors between conditioned space and the garage shall be 1-3/8" min solid core or 1-3/8" min solid core or honey comb metal, or 20 minute label

**PLUMBING NOTES:**

- 1. All plumbing work shall conform to the latest requirements of the in-force plumbing code and local, state and county health regulations
- 2. The system is to be connected to the City/County sewer or an on-site septic system. The contractor shall get Health Department and/or Building Department approvals and permits as required prior to permitting of the project.
- 3. Plumbing contractor shall be responsible for all cutting and patching where his equipment passes through existing walls, floors, roofs, etc
- 4. All water lines shall be supported rigidly and shall follow the building structure where possible
- 5. Purge and sanitize water lines before final connection
- 6. Test all systems in accordance with in-force building code
- 7. All fixtures shall have shut-off valves at or near each fixture and a house valve at the service entrance
- 8. All water and waste piping shall be PVC of type, size required and installed as per MFC specifications and the code
- 9. Plumbing systems shall be complete and operate in accordance with accepted standards
- 10. All plumbing fixtures which are removed or relocated should be appropriately capped below the slab
- 11. Confirm or install an expansion tank on existing hot water heaters
- 12. "Instant hot" hot water generators (optional) may be installed in lieu of or in addition to the traditional hot water heater. Verify additional electric needs with the electrician
- 13. Shower construction receptors and lining per code Sec. P2709
- 14. Provide recessed hot & cold water with drain at washing machine space
- 15. Provide cold water line, as needed, for ice maker at refrigerator

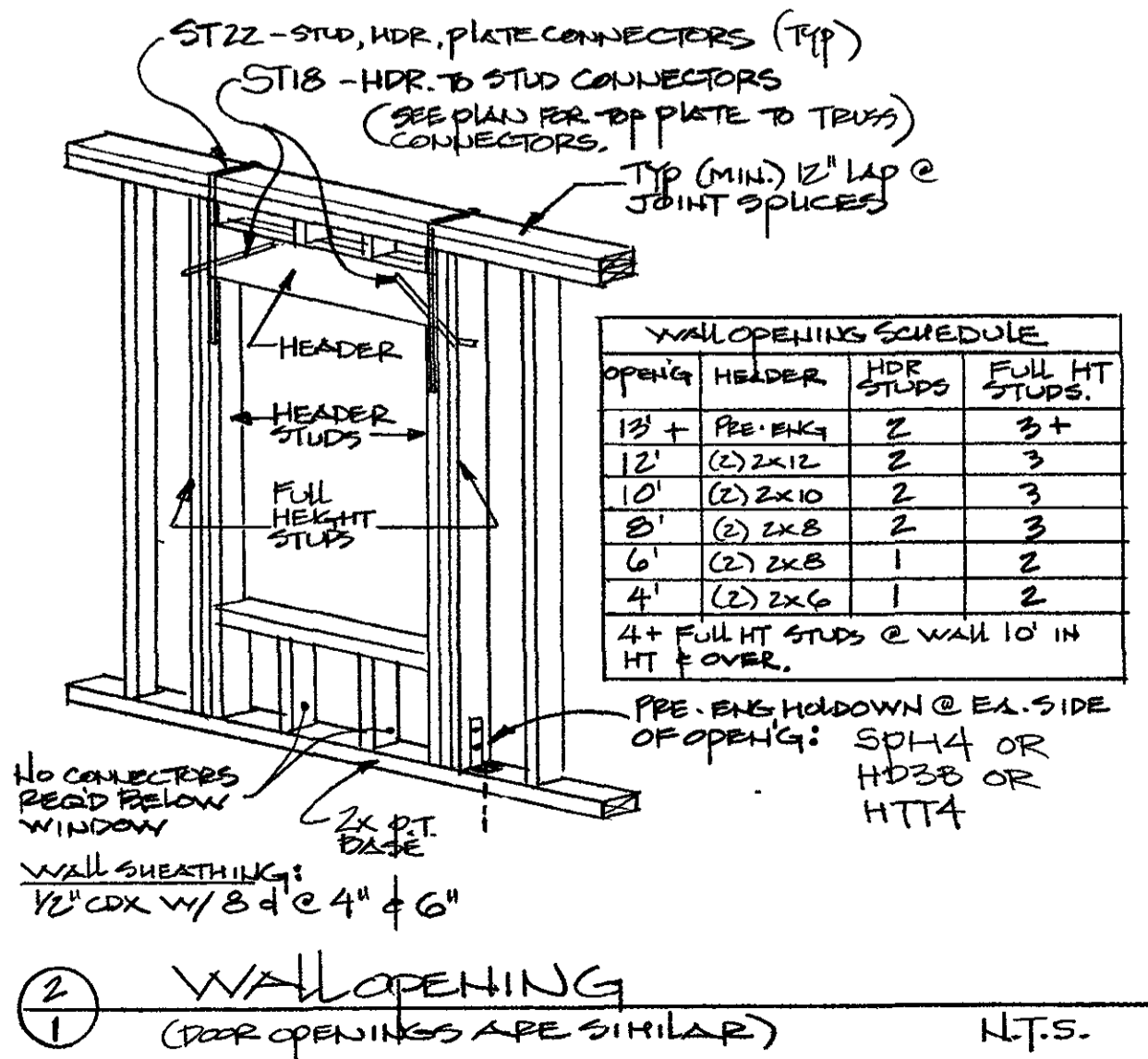
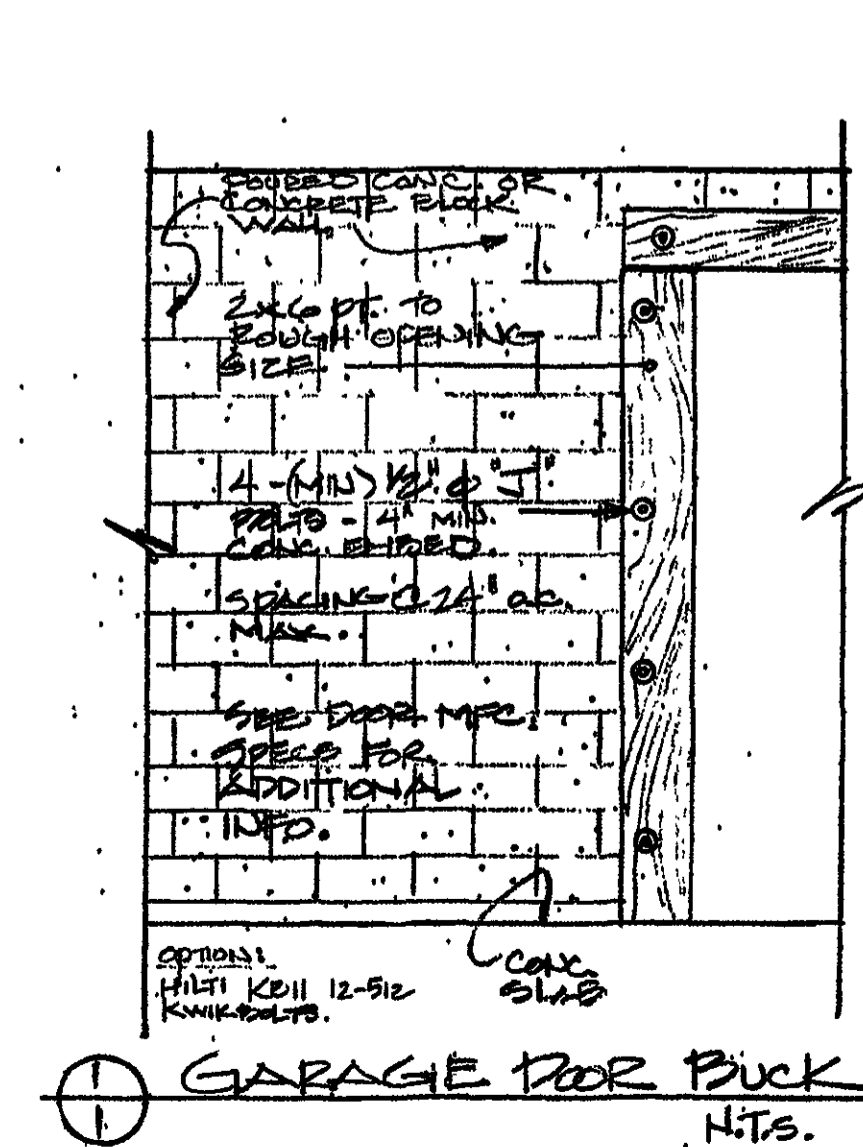
**ELECTRICAL NOTES:**

- 1. Electrical work shall be in accordance with the Electrical Code, National Electric Code and all other applicable codes for construction (Federal, State and Local)
- 2. Coordinate electrical work with local power company if needed.
- 3. Electrician is to supply electric load calcs and panel schedule, if required by the city or county, prior to the time of permit submittal
- 4. Coordinate telephone, computer, and media related wiring and equipment with the local phone and/or cable company
- 5. Contractor is to verify the size, location, & condition of electrical systems prior to construction
- 6. Electrical contractor to verify all equipment loads. Notify architect of any changes or conditions found not to be as shown on the plans
- 7. The electrical contractor shall coordinate his work with other contractors / subs whose work touches or is affected by his work.
- 8. The electrical contractor shall be responsible for checking the shop drawings and MFC specifications of all equipment to obtain the exact location for the rough-in, the proper connections and any special electrical requirements
- 9. The electrical contractor shall be responsible for cutting & patching where his equipment passes through walls, roofs, floors, etc.
- 10. Circuit breakers or blanks shall be installed in any unused spaces in the panel. The directory card shall be typed to reflect the final as-built configuration. The electrical contractor is responsible for panel schedules & load calcs
- 11. At the time of final inspection, all equipment & fixtures shall be complete & operational, clean & free of defects
- 12. Telephone, cable TV, computer/media, switches, fixtures, and receptacles are to be located per plan or per the owner
- 13. New wall receptacles shall be installed approximately 12 inches AFF & wall switches @ 48" AFF
- 14. GFCI receptacles shall be installed where shown and/or required by current code
- 15. All branch circuits where outlets are installed in habitable rooms, dens, closets, hallways, and similar rooms shall be protected by AFCI per current in-force NEC.
- 16. In all areas specified in the NEC, all 125 volt, 15 & 20 amp receptacles shall be listed tamper resistant

- 17. The electrical contractor shall furnish and install all disconnects, wiring, etc. to all electrical equipment unless otherwise noted
- 18. Light fixtures (inclusive of lamps) and fans shall be as selected by the owner
- 19. Smoke and CO2 alarms shall be installed in all bedrooms and the areas directly leading to the bedrooms. Alarms are to be hardwired and interconnected per code
- 20. Contractor shall visit the site prior to bidding for field inspection and project coordination
- 21. Electrician to field verify all existing conditions and equipment in renovations and additions
- 22. Under eave receptacles (optional) are to be located per plan or per owner
- 23. Landscape lighting is optional per owner

**HVAC NOTES:**

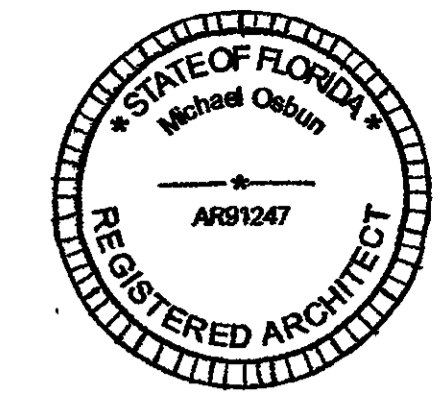
- 1. All heating, ventilation and air conditioning work shall conform strictly to the mechanical code and all local ordinances that apply
- 2. All duct work shall conform to the latest edition of the ASHRAE standard for low pressure duct work
- 3. The air conditioning sub-contractor shall supply, to the Building Department, energy, heat load, & Manual J/S calculations along with equipment and duct sizes and layouts when the plans are being submitted for permitting
- 4. Contractor is to site verify condition & size of existing equipment in renovations and additions, A/C, heat, compressor, supply air & return air ducts and grills
- 5. HVAC systems shall be complete and operate in such a manner as to adequately heat and air condition in accordance with accepted industry standards
- 6. All ductwork shall be suspended or secured according to good practice. Ductwork in attics or other non-conditioned areas shall have a min of R-8 insulation. Ducts in conditioned spaces may have R-6 minimum insulation
- 7. All A/C grills and diffusers shall be sized properly to provide a noise level in the N.C. 25 range
- 8. Contractor shall test and balance system
- 9. Return air grills shall be properly sized, filter back type and shall be readily accessible
- 10. All A/C grills and diffusers shall have volume dampers
- 11. A programmable thermostat is to be verified or installed per code
- 12. Air & heating systems shall have a minimum of 14 SEER/8.2 HSPF. Unless noted otherwise on the plans
- 13. If mini-split systems are used, the GC/owner-builder shall provide the Building Department with all MFC specifications, output power & size, and install instructions
- 14. Anchor the condenser unit to the slab per current code



WALL OPENING SCHEDULE table with columns: Opening, Header, HDR Studs, Full HT Studs. Rows include 12' x 2x12, 10' x 2x10, 8' x 2x8, 6' x 2x6, 4' x 2x4.

1 GARAGE DOOR BUCK HTS.

2 WALL OPENING (DOOR OPENINGS ARE SIMILAR) N.T.S.



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A Renovation & Addition for:  
**Victoria & Conner Scalise**  
200 Shannon Ave.  
Melbourne Beach, FL 32951

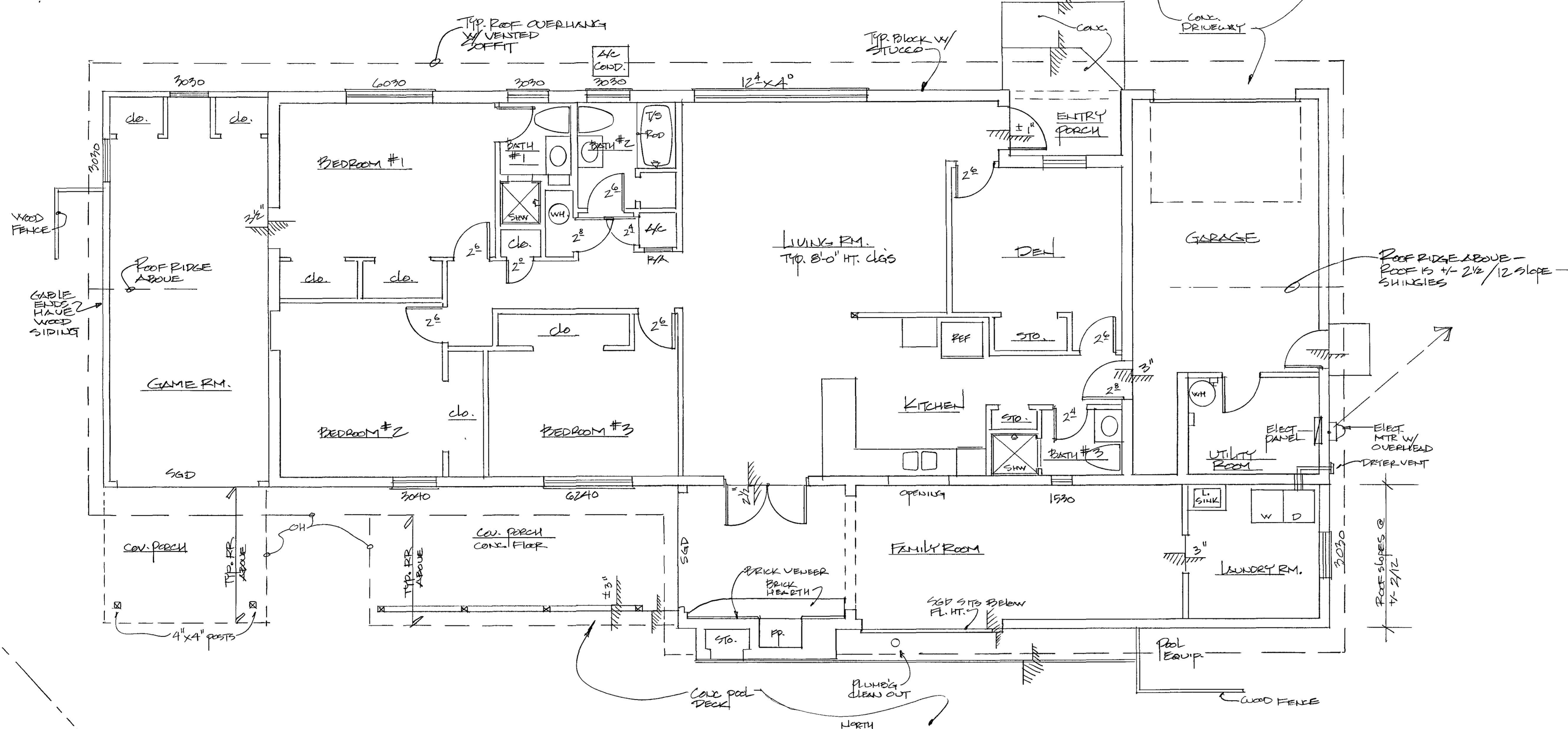
Revisions	By

7/28/25

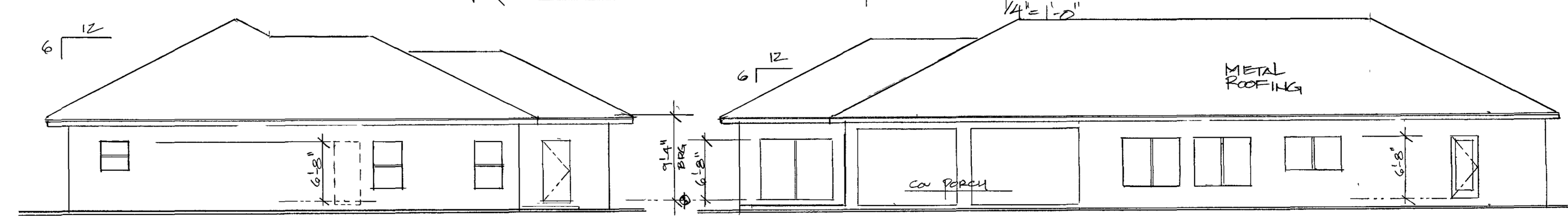
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24-696d  
Job No

**2** of 6

Scalise

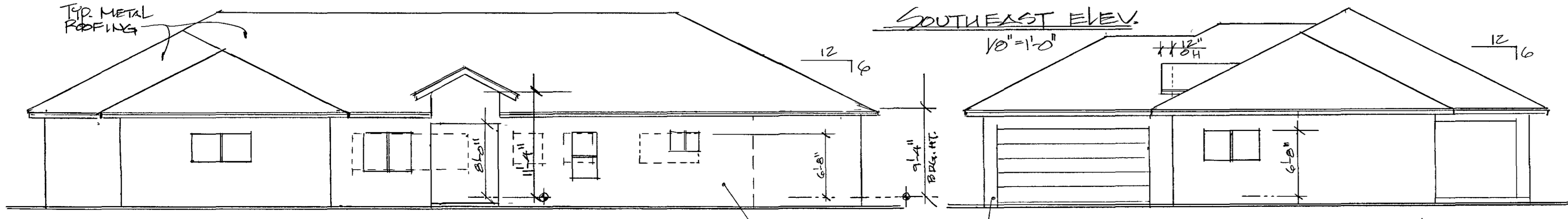


EXISTING FLOOR PLAN



SOUTHEAST ELEV.

SOUTHWEST ELEVATION

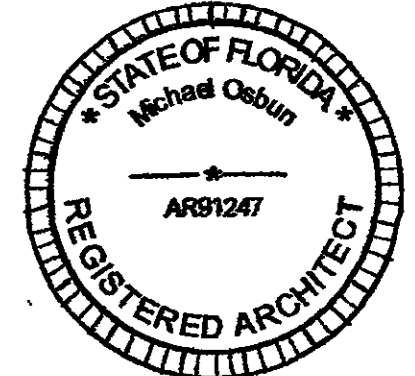


NORTHEAST ELEVATION

NORTHWEST ELEVATION

1/8" = 1'-0"

1/8" = 1'-0"

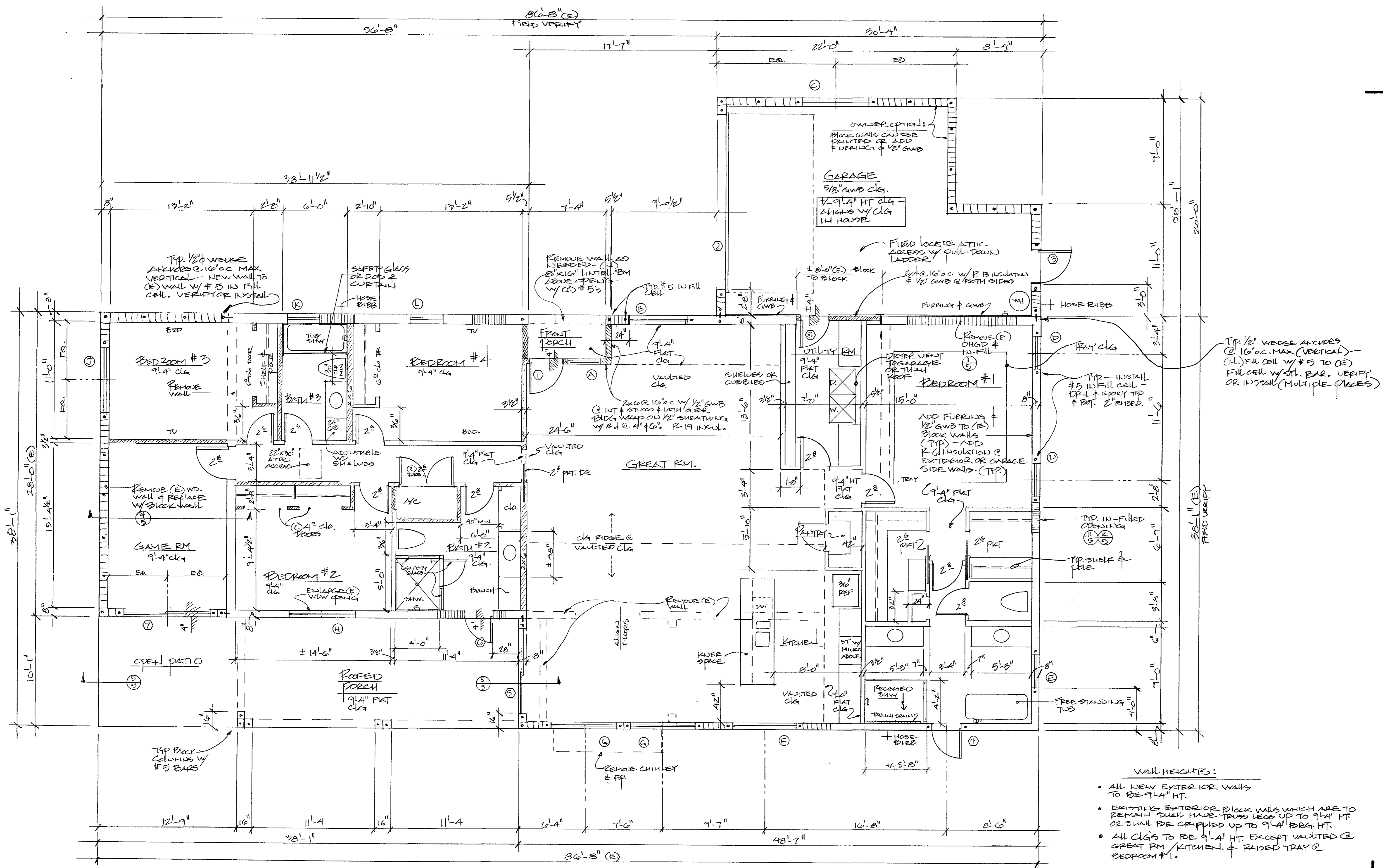
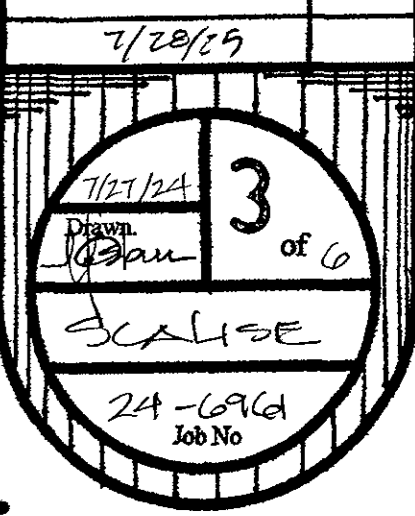


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Revisions	By

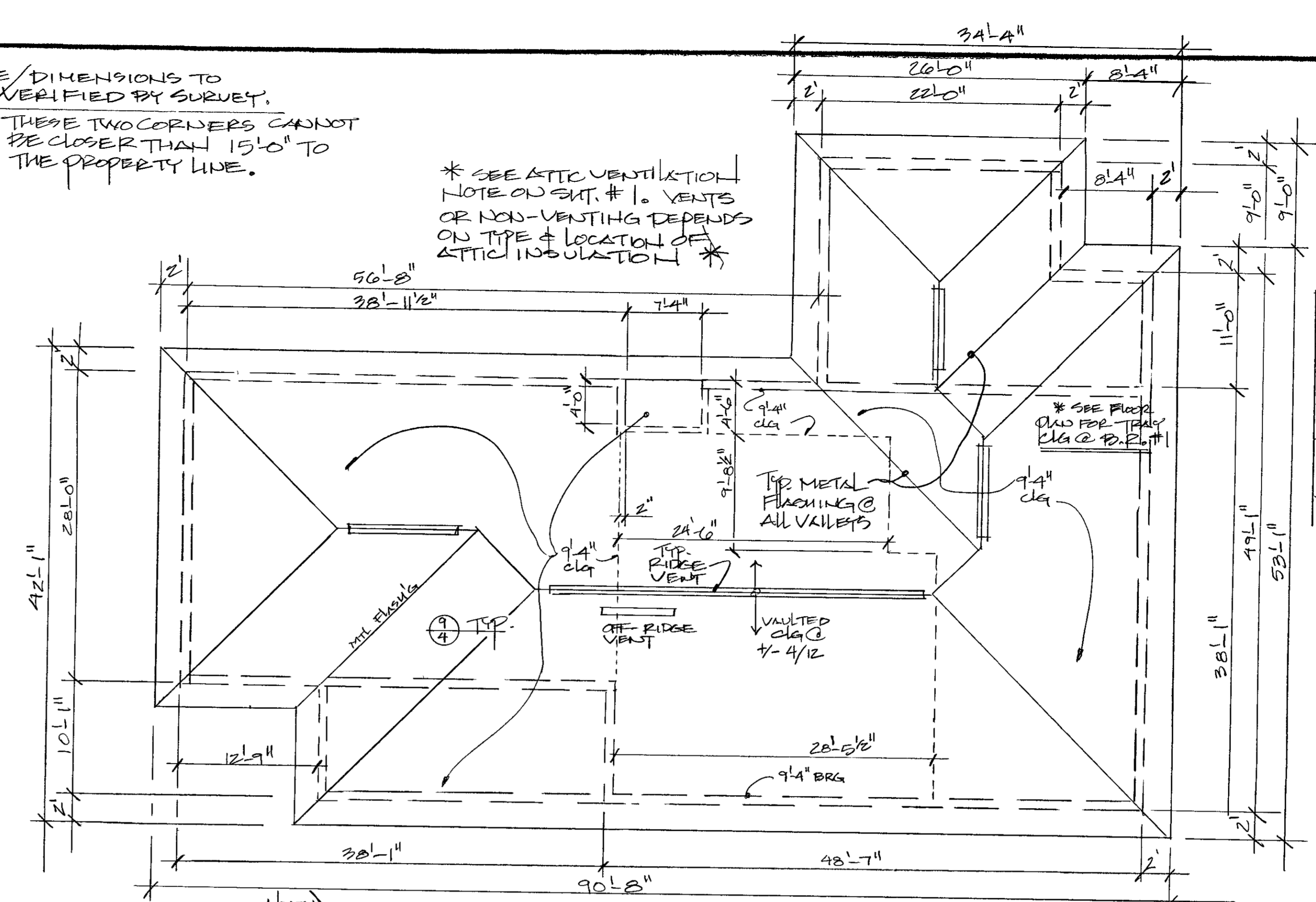
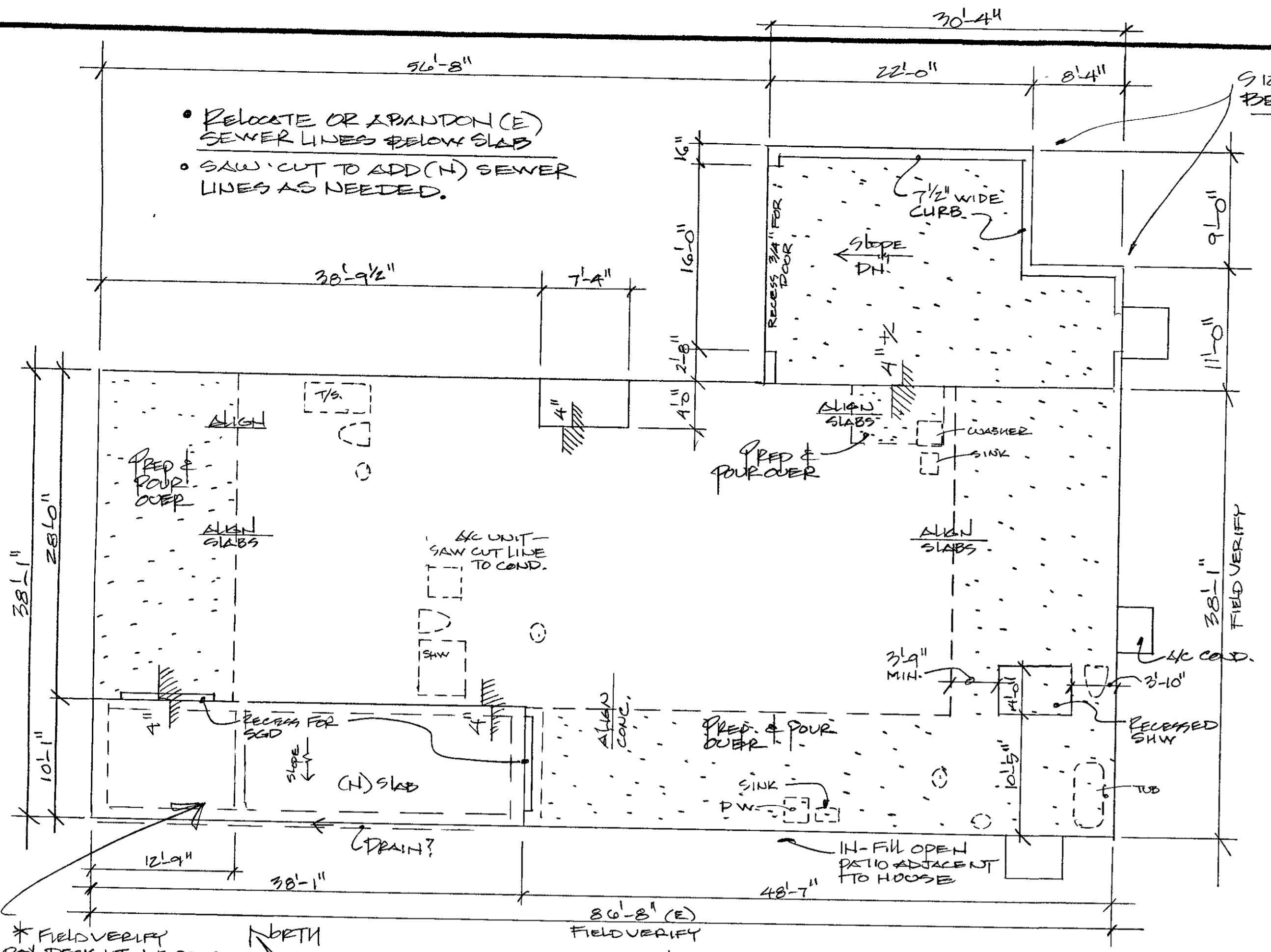
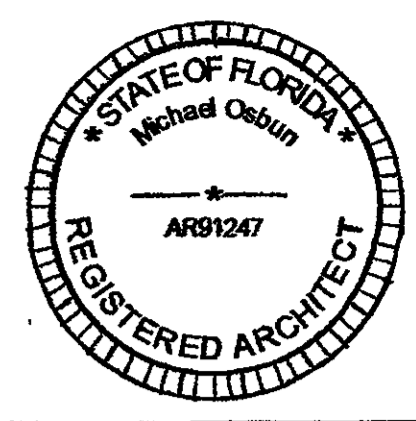


### REVISED FLOOR PLAN

- INSULATE ALL INTERIOR WALLS FOR SOUND.
- A/C & DUCT SIZING, LAYOUTS, ETC., BY OTHERS.

1/4" = 1'-0"

- WALL HEIGHTS:**
- ALL NEW EXTERIOR WALLS TO BE 9'-4" HT.
  - EXISTING EXTERIOR BLOCK WALLS WHICH ARE TO REMAIN SHALL HAVE TRUSS LEGS UP TO 9'-4" HT OR SHALL BE CRIPPED UP TO 9'-4" BRG. HT.
  - ALL CLG'S TO BE 9'-4" HT. EXCEPT VAULTED @ GREAT RM, KITCHEN, & RAISED TRAY @ BEDROOM #1.



HURRICANE CONNECTORS:  
TOP TRUSS TO (N) BLOCK WALLS / LINTEL BMS W/ METAZOS.  
UNLESS NOTED OTHERWISE.  
ALSO SEE SHT. #5 FOR CONNECTOR LIST.

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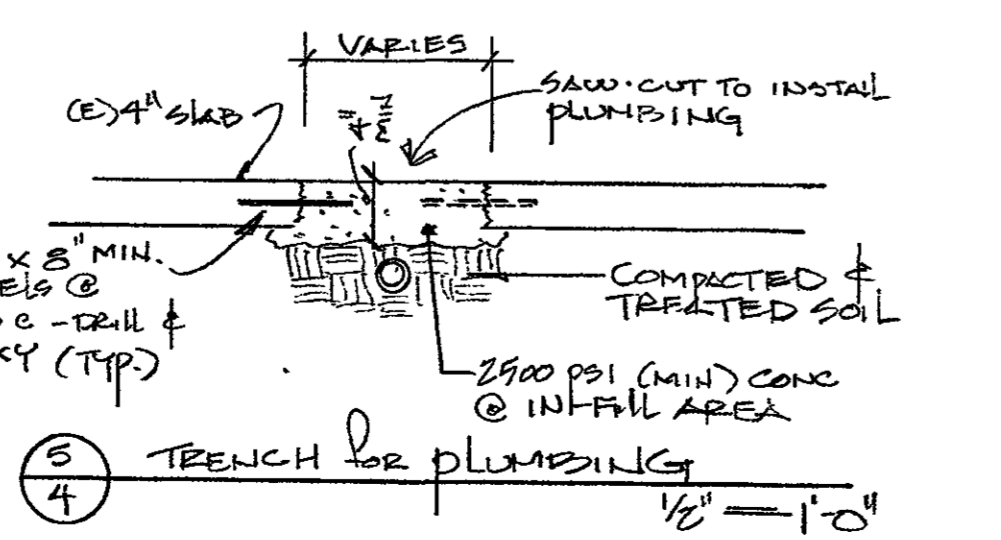
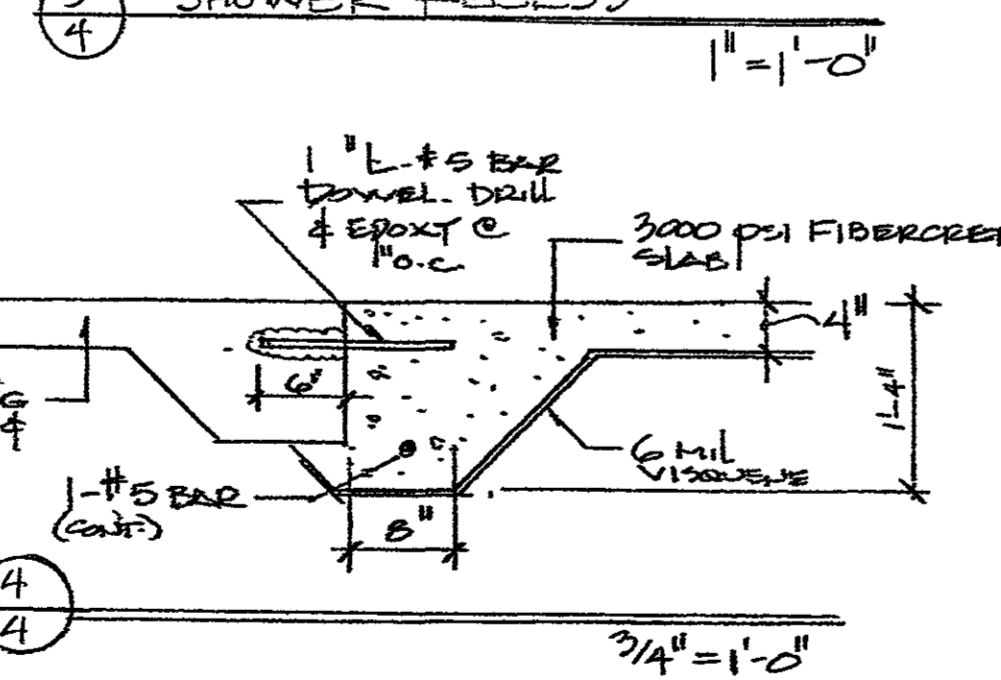
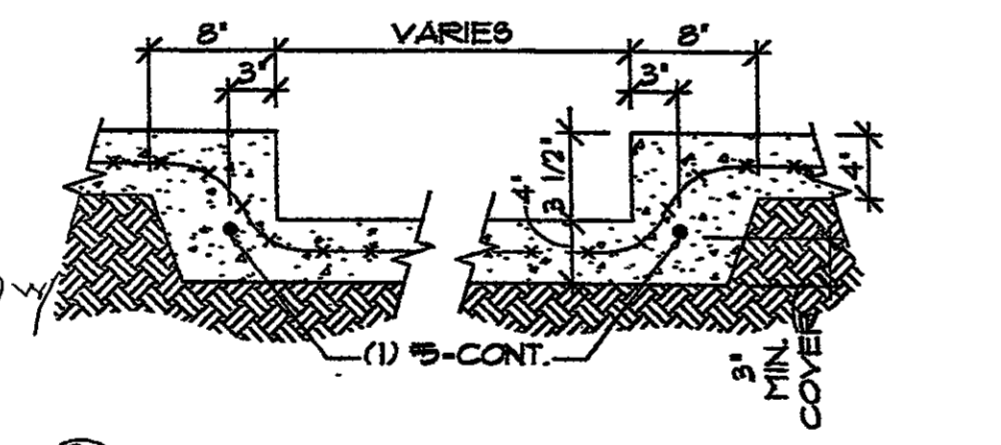
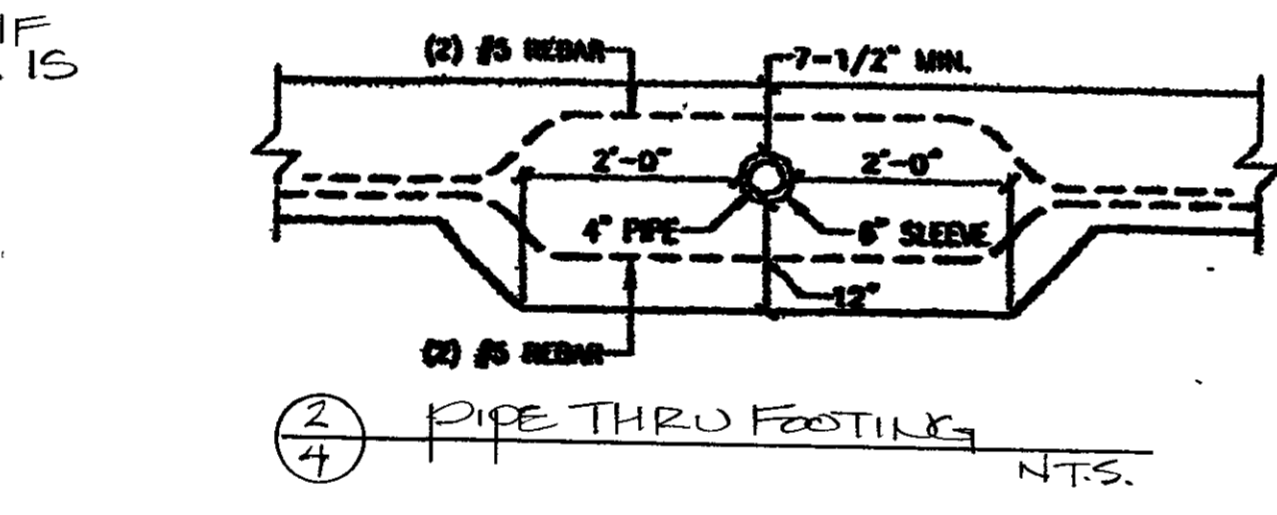
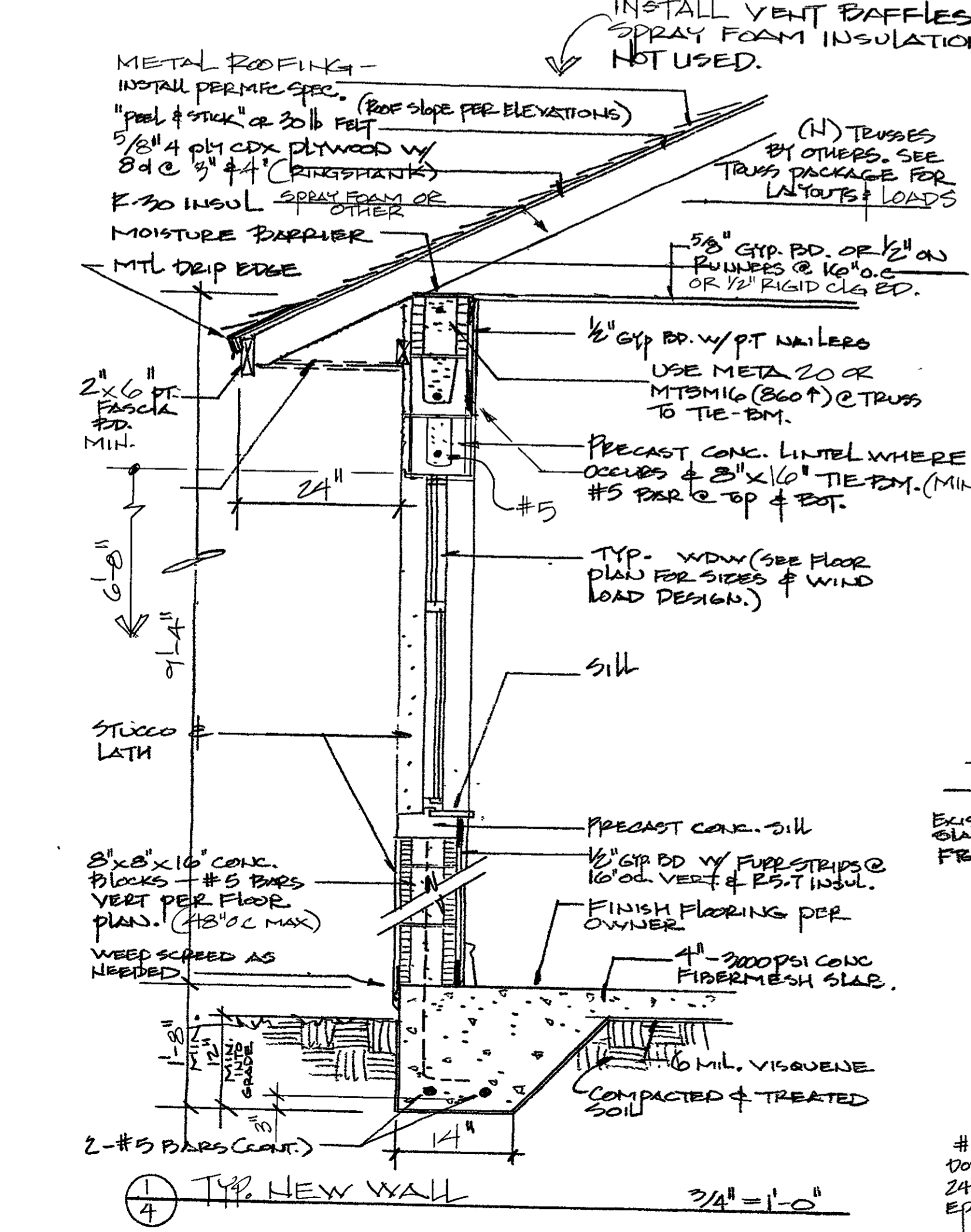
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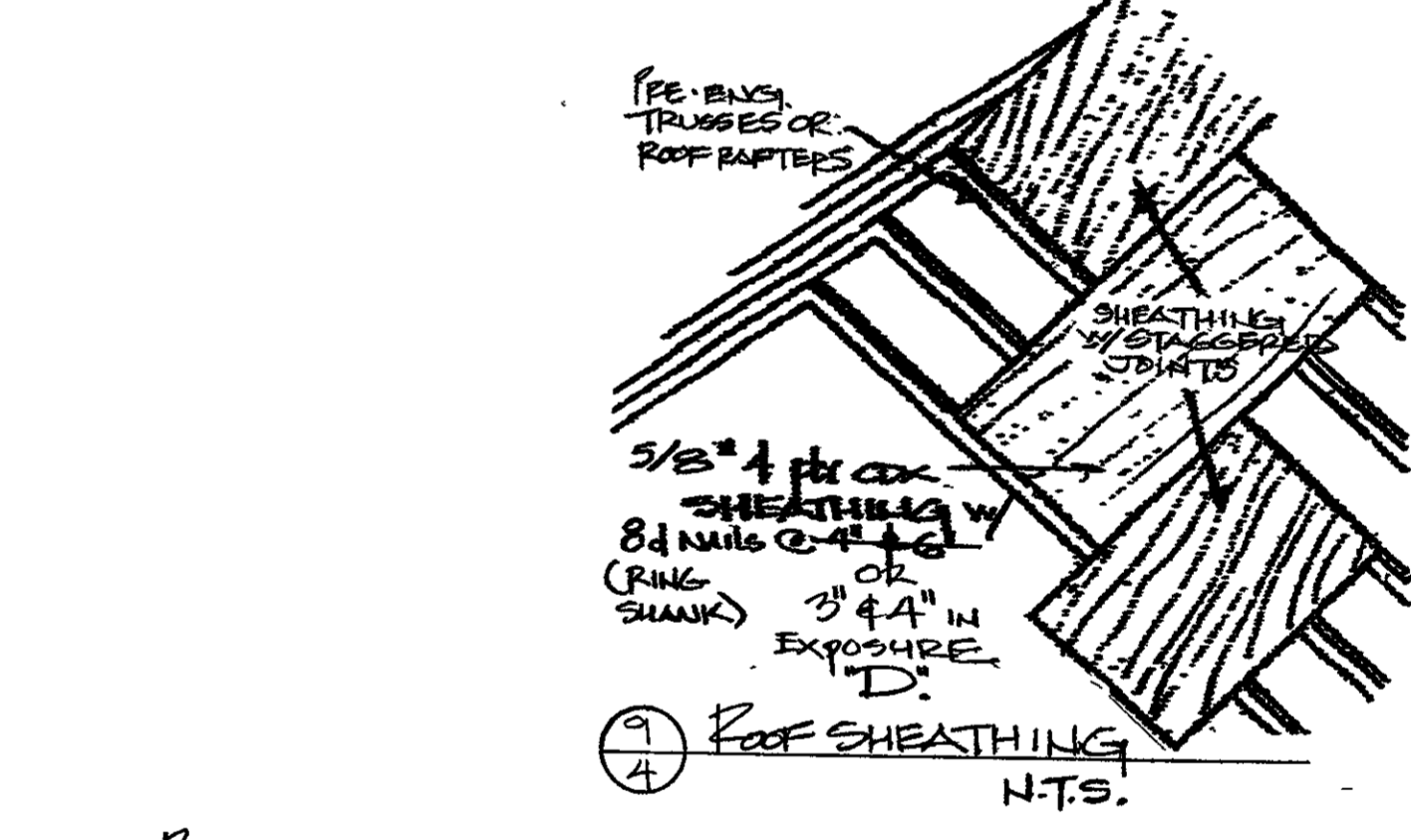
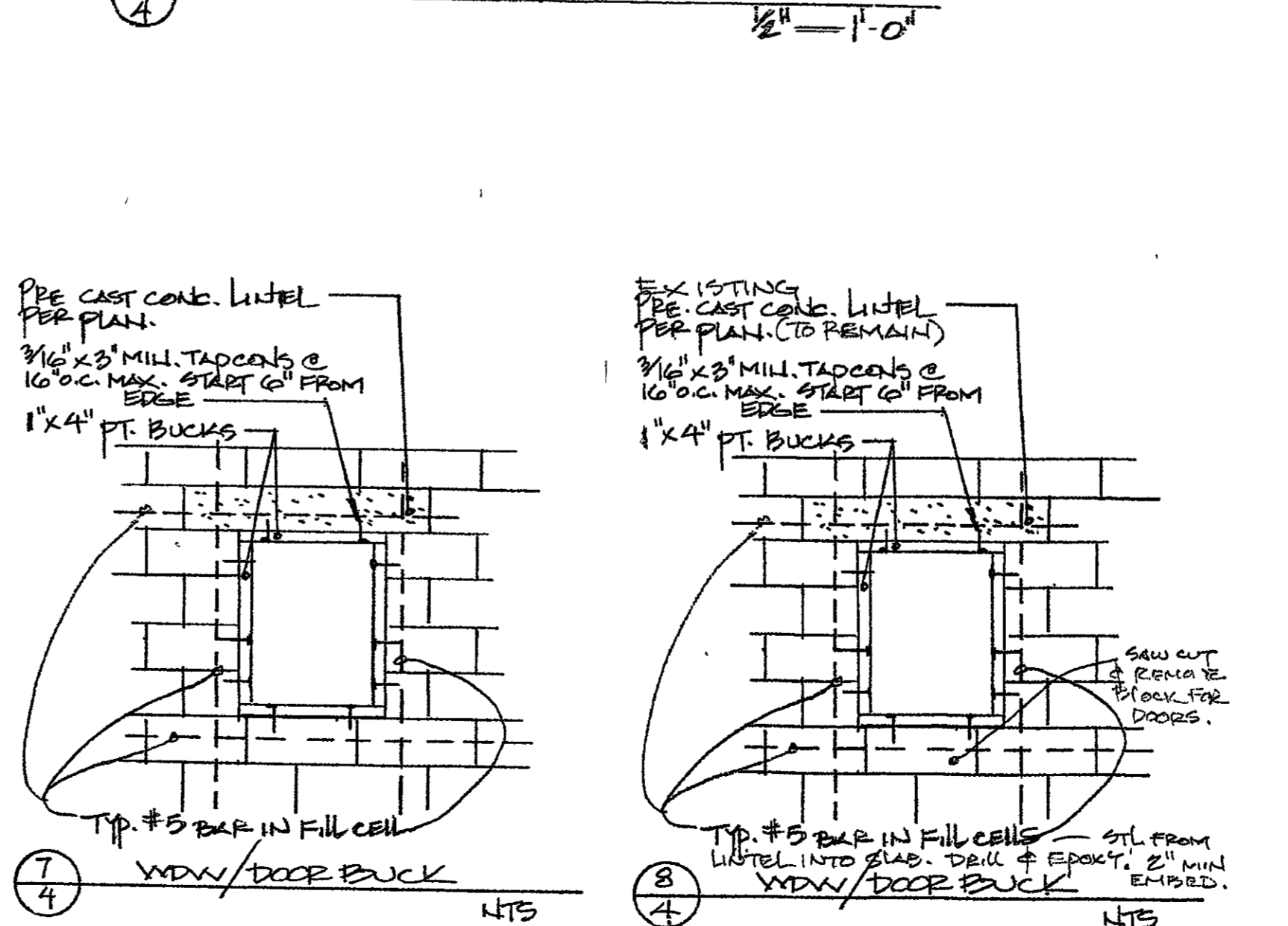
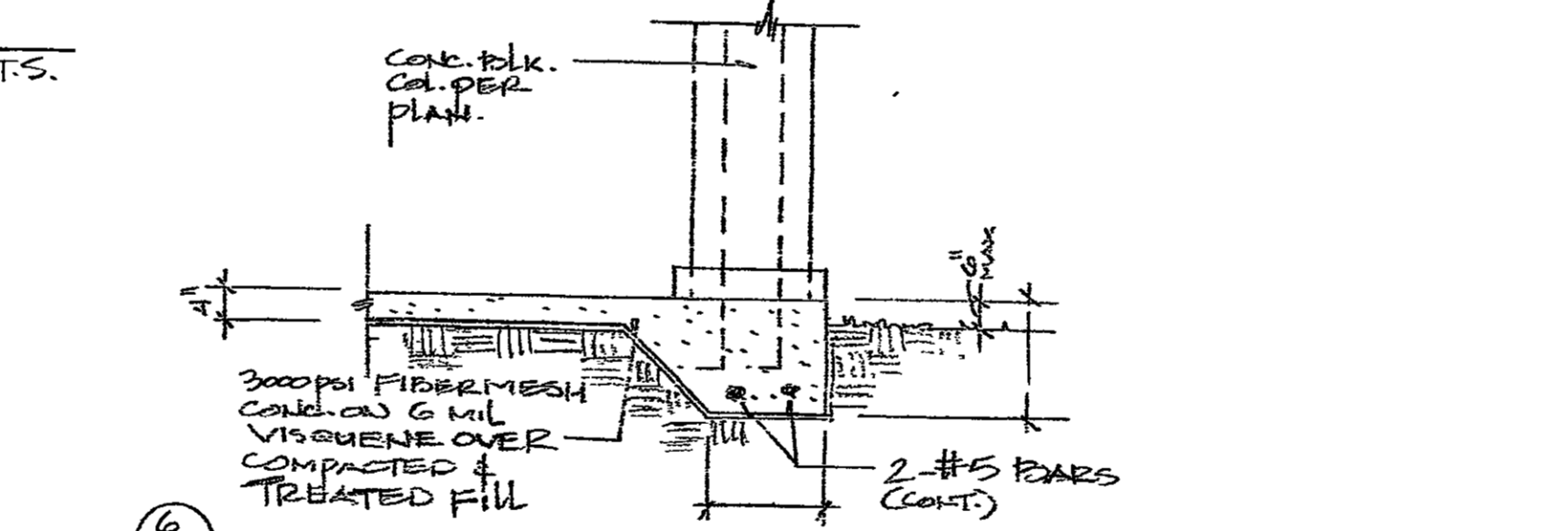
\* FIELD VERIFY FOOTING DECK HT. VERSUS CONCRETE SLAB HT. ADD LARGE TRENCH DRAIN AS NEEDED \*

SIZE/DIMENSIONS TO BE VERIFIED BY SURVEY. THESE TWO CORNERS CANNOT BE CLOSER THAN 15'-0" TO THE PROPERTY LINE.

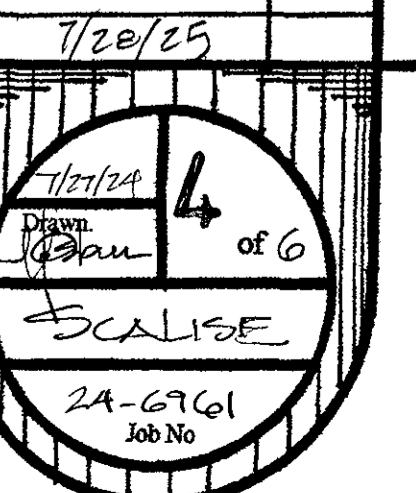
\* SEE ATTIC VENTILATION NOTE ON SHT. # 1. VENTS OR NON-VENTING DEPENDS ON TYPE & LOCATION OF ATTIC INSULATION \*

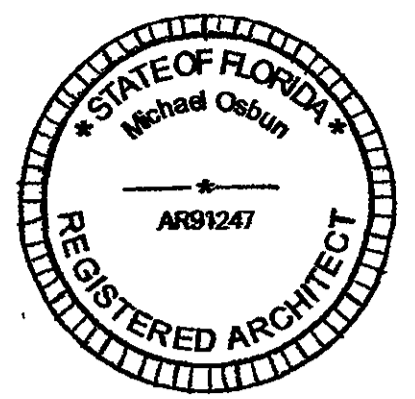


REMOVE (E) ROOF & TRUSSES & REPLACE W/ (N) PRE-ENG TRUSSES & ROOFING.  
GUTTERS ARE RECOMMENDED, BUT OPTIONAL.  
ALLOW 22" X 30" MIN. SCUTTLE ACCESS BETWEEN ALL ATTIC SPACES.

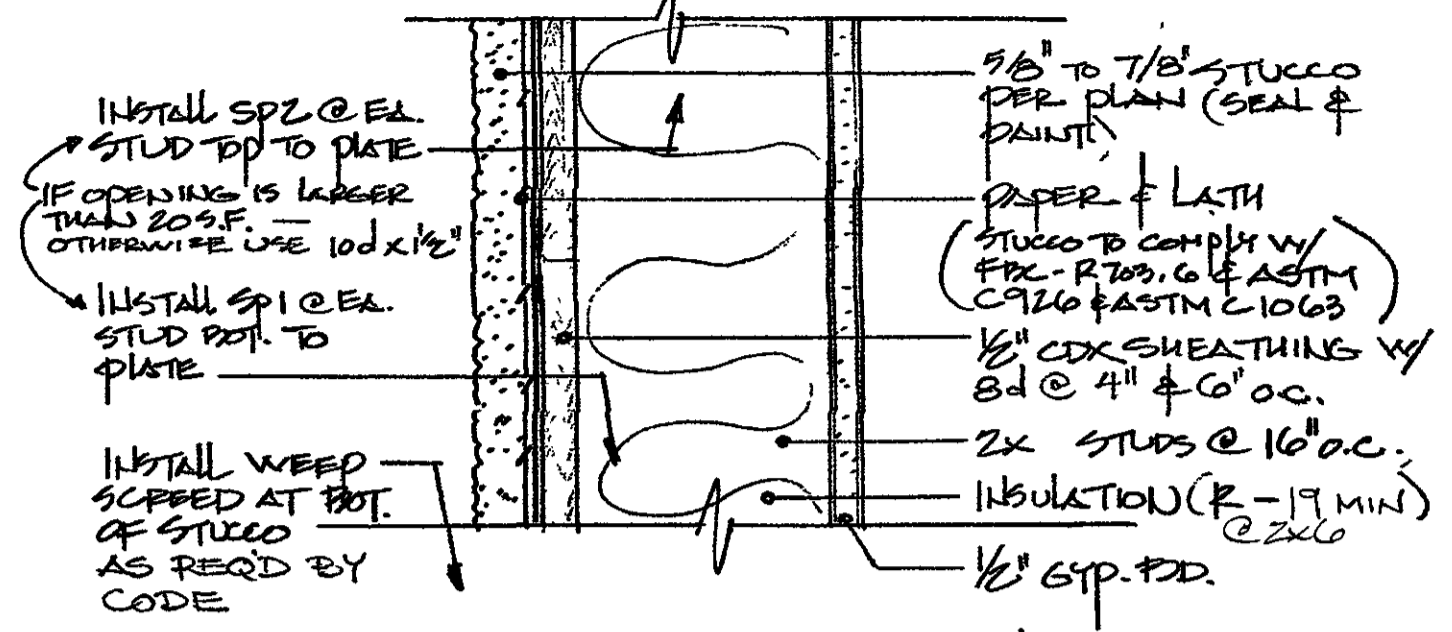


Revisions table with columns for 'By' and 'Date'.

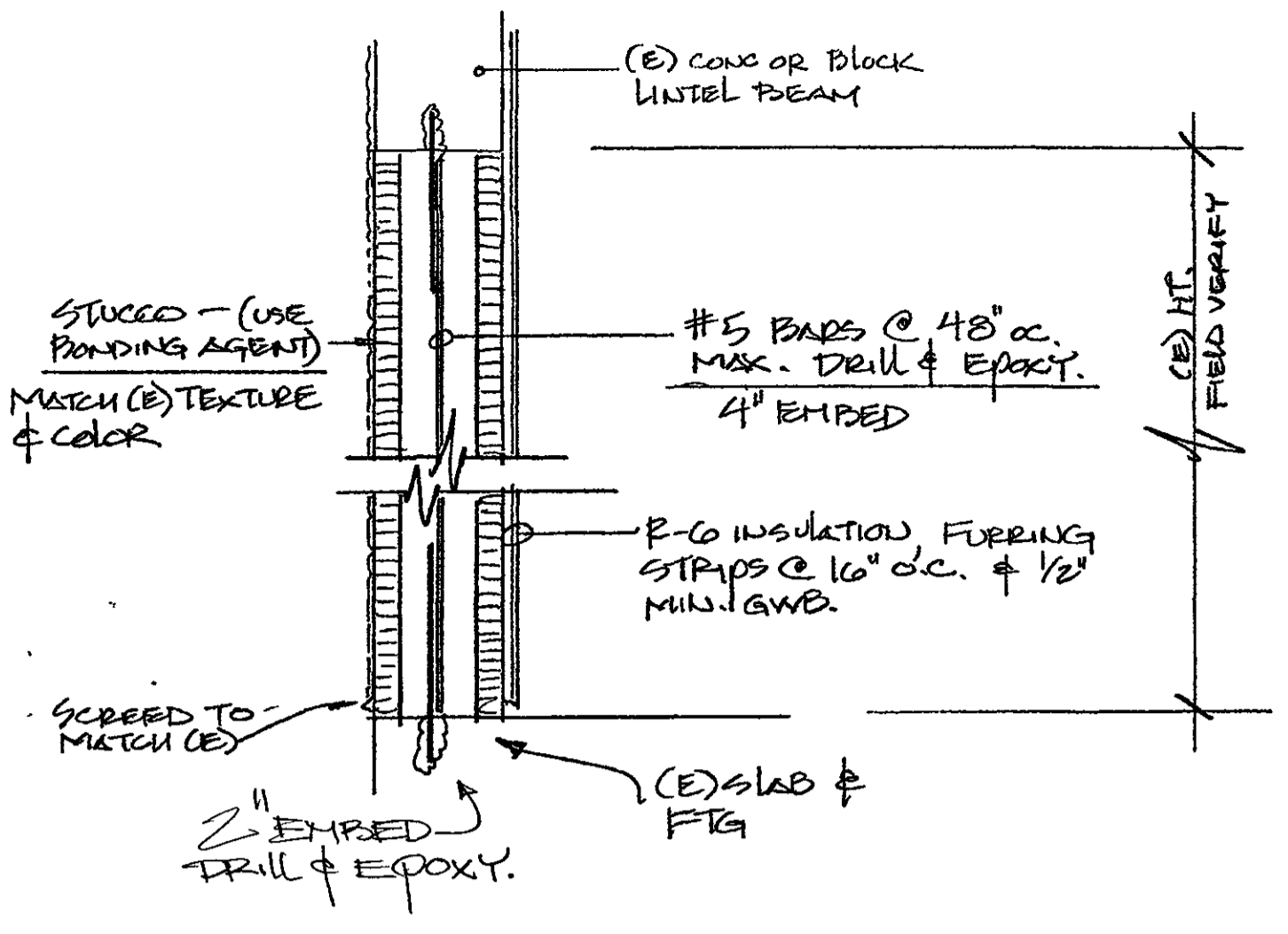




**EXT. IN-FILL WALLS**  
 ANCHOR TOP & BOTTOM PLATES & 1st STUD AGAINST SIDE WALLS TO CONC. SLAB. LINTEL FM. OR POURED BLOCK SIDE WALL w/ 3/8" (min.) TAPCONS OR RED HEADS @ 16" O.C.



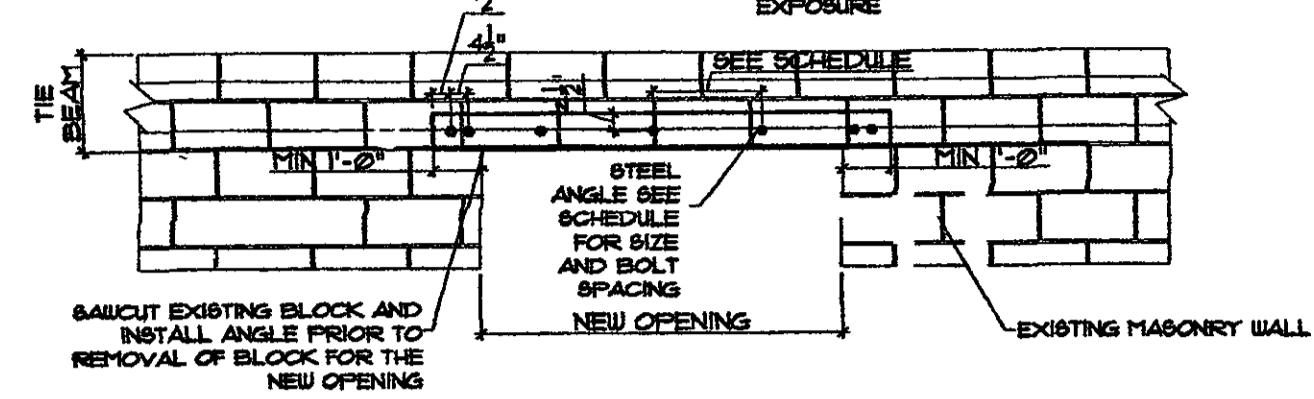
1 EXTERIOR WALL (WOOD IN-FILL OPTION) 3/8" = 1'-0"



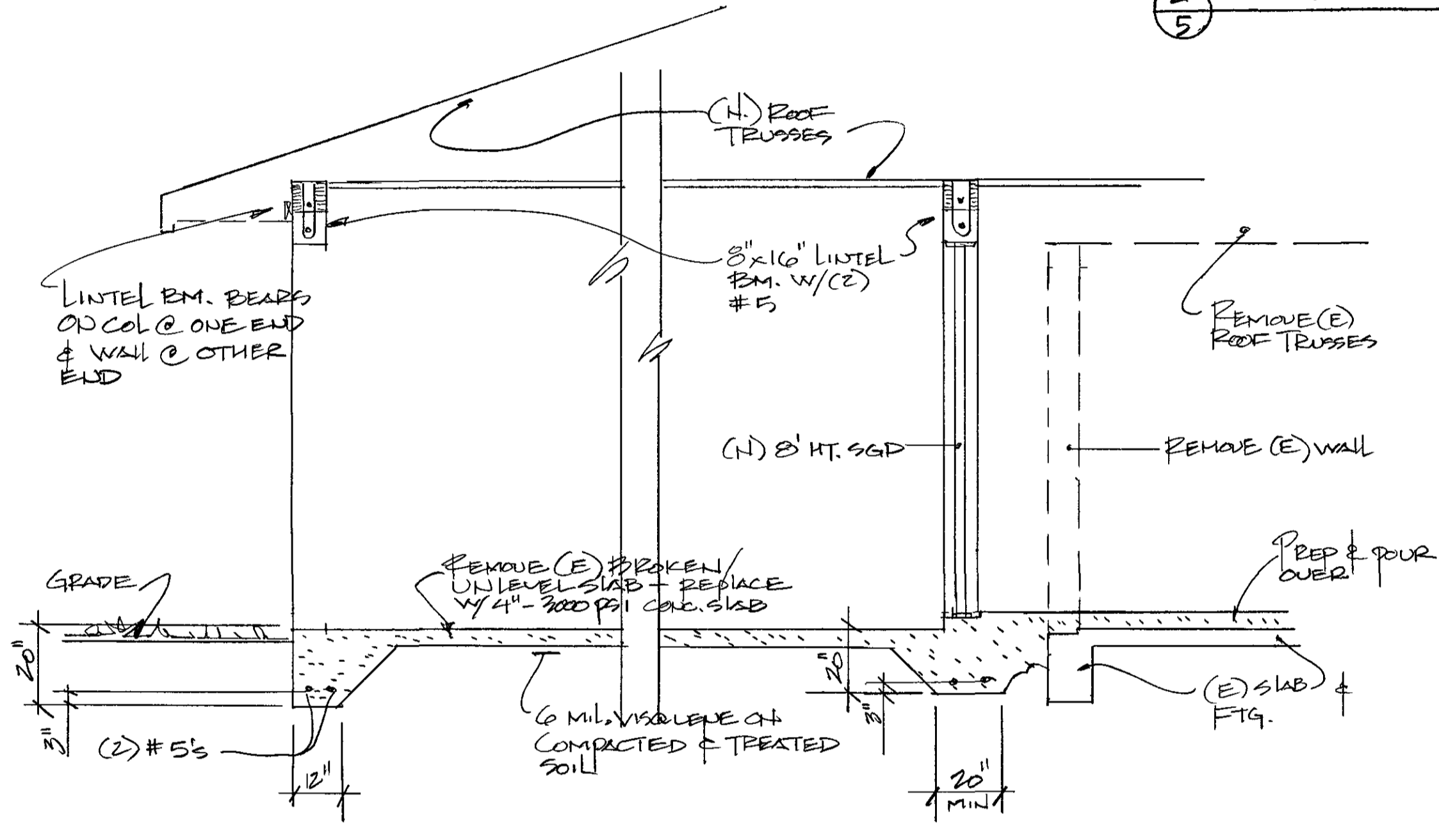
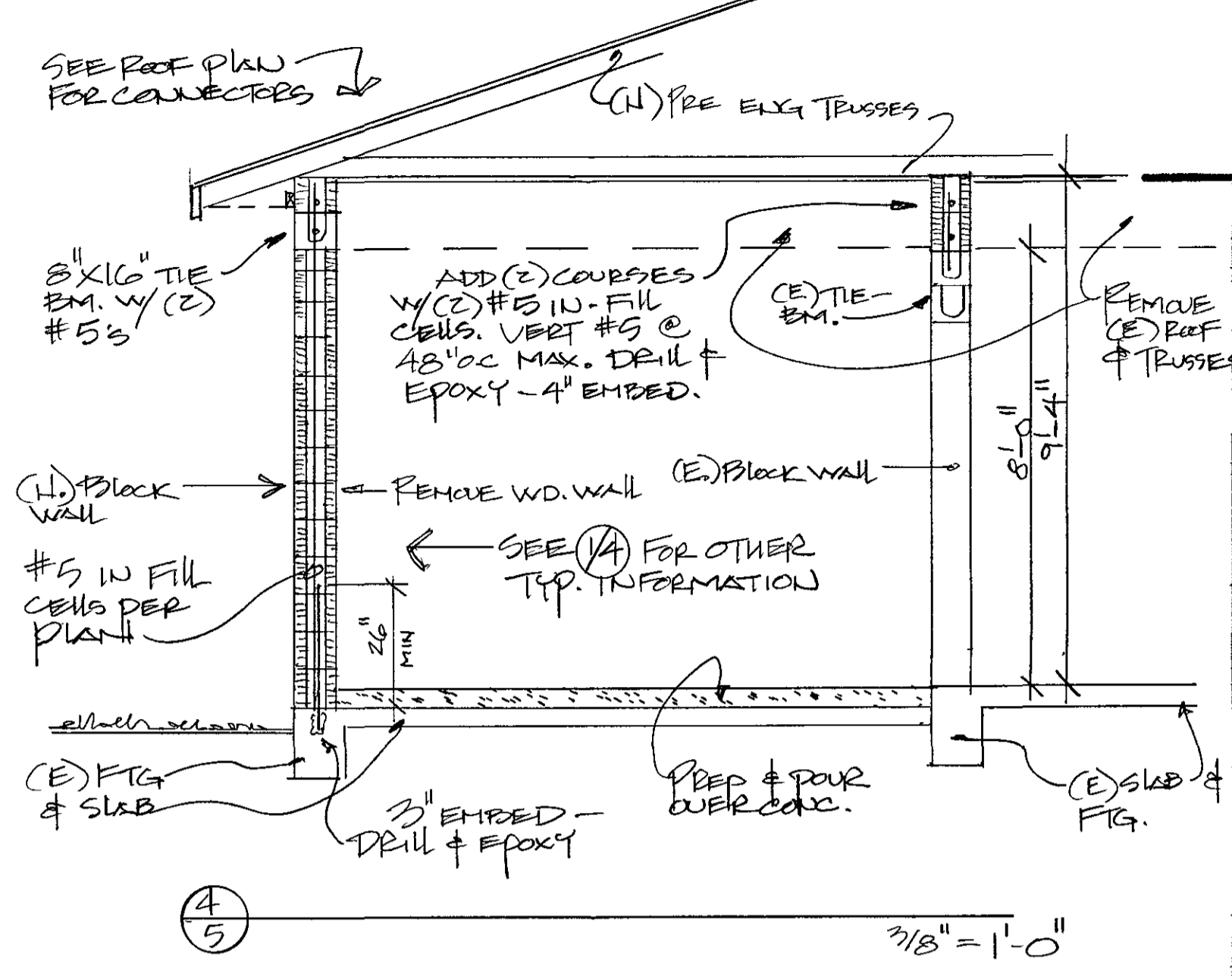
2 1" = 1'-0"

**STEEL LINTEL FOR EXISTING MASONRY SUPPORT**

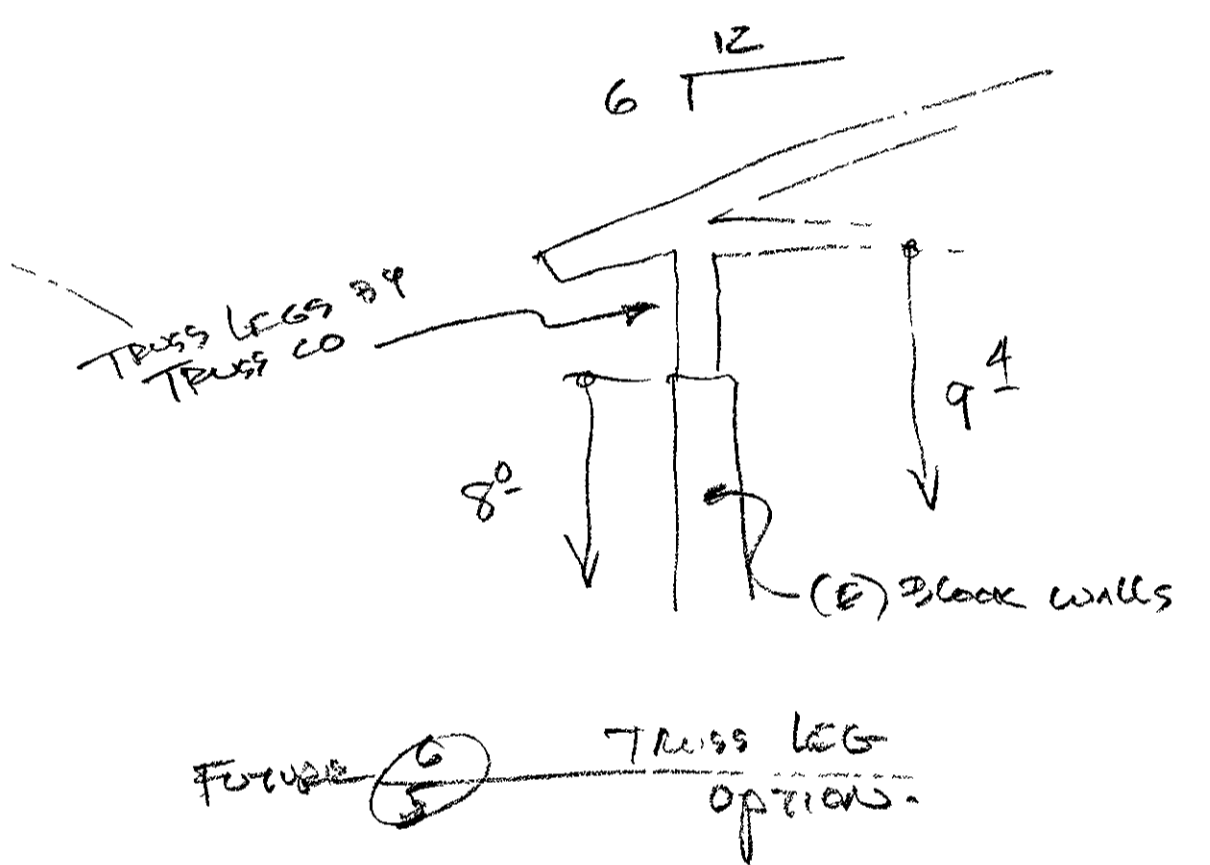
OPENING	SUPPORT ANGLE AND BOLTS (GALVANIZED)
8" TO 4'-0"	3/4" x 3/4" x 1/4" ANGLE w/ 1/2" DIA. BOLTS @ 24" O.C.
4'-1" TO 6'-0"	4" x 3/4" x 1/4" ANGLE L.L.V. w/ 1/2" DIA. BOLTS @ 24" O.C.
6'-1" TO 10'-0"	6" x 3/4" x 1/4" ANGLE L.L.V. w/ 1/2" DIA. BOLTS @ 24" O.C.



3 TYPICAL REINFORCING FOR NEW OPENING IN EXISTING MASONRY WALL NOT TO SCALE



5 11/8" = 1'-0"



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- Connector Schedule:**  
 See truss package for specific up & down load requirements.
- A- META 20 (1450 up) with 7-10d x 1 1/2" Typ truss to conc
  - B- HHETA20 (2120 up) Typ truss to conc
  - C- LGT2 (2150 up) Girder to conc or wood post
  - D- HUC412 (max) (1505 up) LVL or girder to conc
  - E- HCP (590 up)
  - F- H2.5A (565 up) Truss to bm or top plate to truss
  - G- H10A (1040 up) Top plate to truss or beam to truss H10A-2 (930 up)
  - H- MGT (3965 up) Bm to conc. col or truss to wood post
  - I- VTC2 (405 up) Valley sets to roof trusses (also see truss package)
  - J- MSTAM36 (1870 up) Flat strap block to truss at +/- 48" oc max (see plan for spacing)
  - K- HTSM20 (1175 up) Twist strap, block to truss
  - L- SP1 (555 up) Each stud to base plate
  - M- SP2 (1010 up) Each stud to double top plate
  - N- RSP4 (245 & 390 up) Studs to top and bottom plates
  - Q- LSTAB8 (1235 up) Flat strap at conc to wood bm or truss
  - P- (2) 2x10 ledger board with 5/8" dia AB at 24" oc max (see truss reference plan) - staggered, with PA123 (purlin anchors) at 48" oc max.
  - Q- MSTCM60 (3840 up) Stud to block at 32" oc.
  - R- AC4-max (2490 up) and LCE4 (1955 up) 4x4 post to beam above
- S- ABU44Z post base (1900 up)(7570 dn.) with 5/8" anchor with 3" hook embedded 10" min into concrete tie-bm below  
 T- CC46 post cap (24060 dn.) @ 6x6 post  
 U- ECCLL end post cap (12030 dn.) @ 6x6 post  
 V- HTT5 post or mult studs to concrete (4350 up)

Revisions	By

7/28/25  
 11/12/24  
 5  
 SCALISE  
 24-6961  
 Job No



## Town Board Volunteer Application

**PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.**

**Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Resume or Education & Experience (attach additional pages if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date of Birth: \_\_\_\_\_ (optional; to verify voter registration)

Are you a registered voter of the town?  YES  NO

Are you a resident of the town?  YES  NO

Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO

Do you hold a public office?  YES  NO

Do you currently serve on a Town board?  YES  NO

If yes, which board? \_\_\_\_\_

Please check the board(s) on which you are interested in serving:

\*\* no financial disclosure required

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Board of Adjustment</b>                   | <input type="checkbox"/> <b>History Center Board **</b>               |
| <input type="checkbox"/> <b>Technology Advisory Board **</b>          | <input type="checkbox"/> <b>Ryckman House Historical Preservation</b> |
| <input type="checkbox"/> <b>Planning and Zoning Board</b>             | <input type="checkbox"/> <b>and Awareness Board **</b>                |
| <input type="checkbox"/> <b>Police Pension Fund Board of Trustees</b> | <input type="checkbox"/> <b>Parks Board **</b>                        |
| <input type="checkbox"/> <b>Environmental Advisory Board **</b>       | <input type="checkbox"/> <b>Other _____</b>                           |

Why do you think you are qualified to serve on this board? \_\_\_\_\_

Would you consider serving on another board other than the one(s) you have selected above?  YES  NO

Signature:   Dan Hansen   Date: \_\_\_\_\_

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org)



# Town of Melbourne Beach

## Town Board Volunteer Application

**PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.**

**Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.**

Name: Jo Solley Hansen Home Phone: 321-543-6232

Home Address: 435 Riverview Lane Melbourne Beach

Mobile Phone: 321-543-6232 Email Address: josolleydar@gmail.com

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Resume or Education & Experience (attach additional pages if necessary):  
I belong to many lineage societies and have been a member of this board for several years

Date of Birth: 07/29/1945 (optional; to verify voter registration)

Are you a registered voter of the town?  YES  NO

Are you a resident of the town?  YES  NO

Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO

Do you hold a public office?  YES  NO

Do you currently serve on a Town board?  YES  NO

If yes, which board? Ryckman House Historic Preservation and Awareness

Please check the board(s) on which you are interested in serving: \*\* no financial disclosure required

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Adjustment                   | <input type="checkbox"/> History Center Board **   |
| <input type="checkbox"/> Technology Advisory Board **          | <input checked="" type="checkbox"/> Ryckman House Historical Preservation and Awareness Board ** |
| <input type="checkbox"/> Planning and Zoning Board             | <input type="checkbox"/> Parks Board **  |
| <input type="checkbox"/> Police Pension Fund Board of Trustees | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Environmental Advisory Board **       |  |

Why do you think you are qualified to serve on this board? I have background in historic preservation.

Would you consider serving on another board other than the one(s) you have selected above?  YES  NO

Signature: Jo Solley Hansen Date: 05/06/2026

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org)



# Town of Melbourne Beach

## Town Board Volunteer Application

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Name: Dayle Hinman Farrell Home Phone: 321-674-9391

Home Address: 419 Anchor Key, Melbourne Beach, FL 32951

Mobile Phone: 321-720-3457 Email Address: DayleLHinman@gmail.com

Business Name: n/a Business Phone: n/a

Resume or Education & Experience (attach additional pages if necessary):  
Florida State University BS Criminology and over 26 years of experience in law enforcement. I have a keen sense of how to conduct and document fact based research. I represent the DAR in Flag displays on the porch and lead historical tours in period dresses

Date of Birth: 09-21-1952 (optional; to verify voter registration)

Are you a registered voter of the town?  YES  NO

Are you a resident of the town?  YES  NO

Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO

Do you hold a public office?  YES  NO

Do you currently serve on a Town board?  YES  NO

If yes, which board? Ryckman House Historical Preservation

Please check the board(s) on which you are interested in serving: \*\* no financial disclosure required

- |  |  |
|--|--|
| <input type="checkbox"/> Board of Adjustment                   | <input type="checkbox"/> History Center Board **   |
| <input type="checkbox"/> Technology Advisory Board **          | <input checked="" type="checkbox"/> Ryckman House Historical Preservation and Awareness Board ** |
| <input type="checkbox"/> Planning and Zoning Board             | <input type="checkbox"/> Parks Board **  |
| <input type="checkbox"/> Police Pension Fund Board of Trustees | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Environmental Advisory Board **       |  |

Why do you think you are qualified to serve on this board? I love history. I am the elected VP of this board and I have spent countless hours volunteering/maintaining this house.

Would you consider serving on another board other than the one(s) you have selected above?  YES  NO

Signature: [Signature] Date: 05-08-2026

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org)



# Town of Melbourne Beach

## Town Board Volunteer Application

**PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.**

**Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.**

Name: REBECCA LEES Home Phone: N/A

Home Address: PO BOX 510144 MELBOURNE BEACH FL 32951

Mobile Phone: 321-693-7046 Email Address: INFO@SHAPEHAVENINNOVATIONS.ORG

Business Name: SHAPEHAVEN INNOVATIONS Business Phone: 321-693-7046

Resume or Education & Experience (attach additional pages if necessary):  
SOFTWARE ENGINEER DEFENSE CONTRACTOR

Date of Birth: N/A (optional; to verify voter registration)

Are you a registered voter of the town?  YES  NO

Are you a resident of the town?  YES  NO

Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO

Do you hold a public office?  YES  NO

Do you currently serve on a Town board?  YES  NO

If yes, which board? \_\_\_\_\_

Please check the board(s) on which you are interested in serving: \*\* no financial disclosure required

- |  |   |
|--|---|
| <input type="checkbox"/> Board of Adjustment                     | <input type="checkbox"/> History Center Board **                                      |
| <input checked="" type="checkbox"/> Technology Advisory Board ** | <input type="checkbox"/> Ryckman House Historical Preservation and Awareness Board ** |
| <input type="checkbox"/> Planning and Zoning Board               | <input type="checkbox"/> Parks Board **   |
| <input type="checkbox"/> Police Pension Fund Board of Trustees   | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Environmental Advisory Board **         |   |

Why do you think you are qualified to serve on this board? 5 + ENGINEERING EXPERIENCE IN SOFTWARE, BACKEND DATABASE (SQL/ORACLE), CLOUD, NETWORKING, FULL STACK DEV.

Would you consider serving on another board other than the one(s) you have selected above?  YES  NO

Signature: REBECCA LEES

Date: 05/05/2026

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: [townclerk@melbournebeachfl.org](mailto:townclerk@melbournebeachfl.org)

<b>Attachments:</b>	Ordinance 2026-01
<b>Date Prepared:</b>	4/29/2026
<b>Prepared By:</b>	Fire Chief Gavin Brown
<b>Meeting Date:</b>	May 21, 2026

### Agenda Category: Public Hearings

<b>Subject:</b>	<b>Ordinance 2026-01:</b> An ordinance of the town of Melbourne Beach, Florida, providing for eligible employee firefighters' participation in the Florida retirement system as authorized by chapter 121, Florida statutes; providing for conflicts; providing for severability; and providing an effective date.
<b>Recommended Action:</b>	Approve Second Reading of Ordinance 2026-01

#### Background Information

1. The Town of Melbourne Beach decided to move forward with a plan to employ 3 full-time Fire Captains (fire/ems supervisors) to support the operations of the Melbourne Beach Volunteer Fire Department starting on October 1<sup>st</sup>, 2025.
2. The Town has undergone multiple leadership changes since this time, as well as many competing priorities, resulting in delayed hiring of these positions.
3. After careful evaluation by both our interim and current Town Manager, the same conclusion was made that the best course of action for the Town would be to provide our new Fire Captains with retirement benefits through the Florida Retirement System for the following reasons:
  - a. The Florida Retirement System is a well-established system utilized by many municipal and county agencies around the State. The Town of Melbourne Beach already uses the FRS to provide retirement to the majority of its employees.
  - b. This retirement system would be the quickest to enact.
  - c. The FRS provides a reduced administrative burden, ensures state-level compliance with Florida rules and laws, and ensures more predictable employer costs compared to a local plan.
  - d. This system avoids unfunded liability exposure to the town.
  - e. FRS participation would be a recruitment tool to attract seasoned firefighters from around the state that may have started their career with another FRS agency and wishes to come to Melbourne Beach to continue their career and not "start over" with a local retirement plan.

On May 6, 2026, the Town Commission voted to approve the first reading of the ordinance.

**ORDINANCE NO. 2026-01**

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, PROVIDING FOR ELIGIBLE EMPLOYEE FIREFIGHTERS' PARTICIPATION IN THE FLORIDA RETIREMENT SYSTEM AS AUTHORIZED BY CHAPTER 121, FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 121, Florida Statutes, provides that eligible employees of the state or any subdivision thereof shall be eligible for participation in the Florida Retirement System; and

**WHEREAS**, the Town Commission finds it in the best interests of the Town of Melbourne Beach and eligible Firefighter employees to participate in and receive the benefits of the Florida Retirement System; and

**WHEREAS**, it is the policy and intent of the Town of Melbourne Beach to require all eligible Firefighter employees to participate in the Florida Retirement System as provided in Chapter 121, Florida Statutes.

**NOW THEREFORE, BE IT ENACTED BY THE TOWN OF MELBOURNE BEACH, FLORIDA:**

**Section 1.** The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Commission pertaining to this Ordinance.

**Section 2.** It is hereby declared that all Town of Melbourne Beach Firefighters, except those excluded by law, shall be compulsory members of the Florida Retirement System as authorized by Chapter 121, Florida Statutes, as of the effective date of participation stated herein.

**Section 3.** The Town Manager is hereby authorized and directed to execute all necessary agreements and amendments thereto with the Administrator of the Florida Retirement System for the purpose of extending the benefits provided by the Florida Retirement System to the eligible Firefighters of the Town of Melbourne Beach as provided in Sections 1 and 3 hereof, which agreement(s) shall provide for such methods of administration of the plan by the Town of Melbourne Beach as are found by the Administrator of the Florida Retirement System to be necessary and proper, and shall be effective with respect to any employment covered by such agreement for services performed on and after May 21, 2026.

**Section 4.** The withholding from salaries, wages, or other compensation of the eligible Firefighters for the purposes provided in Section 1 hereof are hereby authorized to be made, and shall be made, in the amounts and at such times as may be required by applicable State laws or regulations, and shall be paid over to the Administrator of the Florida Retirement System designated by said laws or regulations to receive such amounts.

**Section 5.** There shall be appropriated from available funds, derived from Fund 001 – General Fund, such amounts and at such times as may be required to pay promptly the contributions and assessments required of the Town of Melbourne Beach, as employer and as provided in applicable State laws and regulations, which shall be paid over to the lawfully designated Administrator of the Florida Retirement System at such times and in the manner provided by law and regulation.

**Section 6.** The Town of Melbourne Beach hereby adopts the terms, conditions, requirements, reservations, benefits, privileges, and other conditions of the Florida Retirement System for and on behalf of all eligible Firefighters covered under the agreement. The Town of Melbourne Beach shall keep such records and make such reports as may be required by applicable State laws or regulations and shall adhere to all laws and regulations relating to the Florida Retirement System.

**Section 7.** The Finance Director of the Town of Melbourne Beach is hereby designated the custodian of all sums withheld from the compensation of eligible Firefighters authorized herein and of the appropriated funds for the Town’s contributions as provided in Section 5 hereof. The Finance Director is hereby designated the withholding and reporting agent and charged with the duty of maintaining records for the purpose of this Ordinance.

**Section 8.** All ordinances or parts thereof, in conflict herewith are, to the extent of such conflict, repealed.

**Section 9.** Should any word, phrase, sentence, subsection, or section of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

**Section 10.** This Ordinance shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2026, by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA

By: \_\_\_\_\_  
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

\_\_\_\_\_  
Cyd Jones, Interim Town Clerk

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** May 21, 2026

**Subject:** Save Our Indian River Lagoon (SOIRL) Surtax Interlocal Agreement Renewal for Approval

**Submitted By:** A. Marie Smith, Town Manager

### Background Information

Save Our Indian River Lagoon (SOIRL), a part of Brevard County's Natural Resources Management, has reached out to the towns on the SOIRL Interlocal Agreement to ask them to renew the agreement. Terri Breeden with the Brevard County Natural Resources Department will present at this meeting the SOIRL program, grants opportunity and answer any questions about the agreement.

As you may know the half-cent local government infrastructure tax, known as the Save Our Indian River Lagoon Sales surtax is up for a vote this November and if passed would extend the surtax until December 31, 2036. Proceeds go towards infrastructure projects that improve the health of the Indian River Lagoon.

The agreement would renew the understanding of how funds are to be distributed by SOIRL. The draft Interlocal Agreement and Ordinance language (attached) are going before the Board of Brevard County Commissioners on May 19, 2026.

Town Attorney, Ryan Knight has reviewed the agreement for legal sufficiency.

### Recommendation:

Approve Interlocal Agreement renewal.

### Attachments:

- **Draft Interlocal Agreement for signature**
- **Draft Ordinance language**

**SAVE OUR INDIAN RIVER LAGOON LOCAL INFRASTRUCTURE SURTAX  
RENEWAL OF INTERLOCAL AGREEMENT**

This Renewal of the Save Our Indian River Lagoon Local Infrastructure Surtax Agreement ("Renewal"), is made and entered into by and between Brevard County, Florida, a political subdivision of the State of Florida ("County") and the municipalities of Cape Canaveral, Cocoa, Cocoa Beach, Grant-Valkaria, Indialantic, Indian Harbour Beach, Malabar, Melbourne, Melbourne Beach, Melbourne Village, Palm Bay, Palm Shores, Rockledge, Satellite Beach, Titusville, and West Melbourne, Florida, municipal corporations existing under the laws of the State of Florida ("City") and all together hereinafter known as the "Parties".

**WITNESSETH**

**WHEREAS**, pursuant to Section 212.055(2)(a), Florida Statutes, Brevard County Ordinance No. 16-15, and the vote of a majority of the qualified electors of Brevard County in a referendum held on November 8, 2016, the County levied a countywide one-half cent discretionary Save Our Indian River Lagoon local infrastructure surtax (hereinafter the "Surtax"), commencing on January 1, 2017, and continuing thereafter for a period of ten (10) years until December 31, 2026; and

**WHEREAS**, pursuant to Section 212.055(2)(a), Florida Statutes, Brevard County Ordinance No. \_\_\_\_\_(hereinafter the "Ordinance"), and the vote of a majority of the qualified electors of Brevard County in a referendum held on November 3, 2026, the Surtax is renewed commencing on January 1, 2027, and continuing thereafter for a period of ten (10) years until December 31, 2036; and

**WHEREAS**, as authorized by section 212.055(2)(c), Florida Statutes, the Parties entered into an initial Interlocal Agreement on August 23, 2016, which was subsequently replaced with an Interlocal Agreement executed by all Parties on January 29, 2019 (hereinafter the "Original Agreement"), in order to determine the distribution of the revenues derived from the half cent discretionary infrastructure sales tax in lieu of using the statutory formula set forth in section 218.62, Florida Statutes and the Parties desire to renew said Interlocal Agreement; and

**WHEREAS**, the parties deem it in the best interest of all of the citizens, residents, and property owners of Brevard County that the proceeds of the Surtax continue to be used to fund projects and programs designed to restore the Indian River Lagoon in the manner set forth in the Ordinance, including reasonable administrative costs of those projects and programs; and

**NOW, THEREFORE**, in consideration of the mutual terms, conditions, promises, and covenants hereinafter set forth, the County and City agree to perform the following acts and to be bound by the following statements:

1. **RECITALS.** The recitals set forth hereinabove are true and correct and are incorporated herein by reference.

2. CONTINUED USE AND DISTRIBUTION OF SURTAX. It is the intent of the parties hereto that even though this Renewal is separately executed by the County with multiple municipalities, that all such separately executed agreements shall be construed to constitute a single Renewal of the Interlocal Agreement which provides for the continued use and distribution of the proceeds from the Surtax as follows:
  - a. Any and all revenue generated by the Surtax shall continue to be deposited into the Save Our Indian River Lagoon Trust Fund, continue to be administered by the County, and continue to be used for restoration projects and programs in the manner prescribed in the Ordinance and the Save Our Indian River Lagoon Project Plan; and
  - b. The Save Our Indian River Lagoon Citizen Oversight Committee, as established in Ordinance No. 16-15, will continue to assist the County with annual plan updates and may review any proposed capital improvement, project, program, relevant science, performance data, audit or other matter presented to it by the Board of County Commissioners for a recommendation to the County Commission.
3. MUNICIPAL PERMITTING CONTINUING TO NOT BE RESTRICTED. Nothing in this Renewal or the Save Our Indian River Lagoon Project Plan shall be read to limit any municipal signatory's ability to obtain permits from the Florida Department of Environmental Protection, the St. John River Water Management District, or any other governing and/or permitting authority.
4. CONTINUING TOTAL MAXIMUM DAILY LOAD ("TMDL") CREDITS.
  - a. Any and all TMDL credits accrued as a result of Surtax expenditures made shall continue to be distributed, to the extent permitted by law, between entities that have jurisdiction within the Florida Department of Environmental Protection (FDEP) Basin Management Action Plan (BMAP) watershed within which the project is located, and according to the following population-based distribution formula:
    - i. The proportion for the county government shall be computed by dividing the sum of the unincorporated area population within the BMAP watershed where the project is located by the sum of the total population within that same BMAP watershed.
    - ii. The proportion for each municipal government shall be computed by dividing the population of that municipality within the BMAP watershed where the project is located by the sum of the total population within that same BMAP watershed.
    - iii. For the purposes of this section, from program inception until the census block data for the 2020 United States Census becomes

available, population shall be calculated using the population estimates of local governmental units in Florida as of April 1, 2016, as published by the University of Florida Bureau of Economic and Business Research. See **Exhibit A** attached hereto for TMDL credit distributions based on 2016 population estimates.

- iv. When more recent census block data for the United States Census becomes available, and continuing thereafter, population shall be calculated by using the most recent census block data published by the United States Census Bureau.
  - b. Should a project use both Surtax monies and contributions made by other government entities, such as a city, all TMDL credits accrued for the project will be distributed pro rata in the same ratio as the entity's contribution to the total project cost, if allowed by law, or as otherwise agreed to by the contributing entities. The formula in 5.a.i. through 5.a.iv. applies only to the distribution of TMDL credits accrued by expenditure of Surtax monies.
  - c. Should expenditures be made with grant monies, cost share contracts or legislative appropriations, whichever entity applied for and received the additional funds shall be the recipient of the pro rata share of TMDL credits that accrue from the expenditure of such additional funds.
5. CONTINUING INTERLOCAL AGREEMENT. This Renewal is an interlocal agreement, as contemplated by Chapter 163, Part III, Florida Statutes, and other applicable law. This Renewal adopts, incorporates and ratifies the provisions of the Ordinance and the Original Agreement. It is governed by the laws of Florida.
  6. MODIFICATION. This Renewal may be amended, supplemented or cancelled only by a written instrument duly executed by the parties hereto.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals on the day and year indicated next to the signature of their respective authorized representatives and this Renewal of the Interlocal Agreement shall take effect upon the date of execution by the last party to the Renewal of the Interlocal Agreement, the “last party” being defined as the authorized representative of the municipality whose city population will cause the total population of cities executing this agreement to exceed 50% of the total 2020 municipal population in the county, as that total is set forth in Exhibit A attached hereto.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA

\_\_\_\_\_  
Rachel M. Sadoff, Clerk

By: \_\_\_\_\_  
Thad Altman, Chair

As approved by the Board on April \_\_\_\_, 2026

Insert signature pages for each municipality

**Cape Canaveral, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Keith Touchberry  
Title:     City Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Cocoa, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Michael C. Blake  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Cocoa Beach, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Keith Capizzi  
Title:     Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Grant-Valkaria, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Lisette Kolar  
Title:     Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Town of Indialantic, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed      Michael Casey  
Title:      Town Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed      \_\_\_\_\_  
Title:      \_\_\_\_\_  
Date:      \_\_\_\_\_

**Indian Harbour Beach, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     John W. Coffey  
Title:     City Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Malabar, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Lisa Morrell  
Title:     Town Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Melbourne, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Jenni Lamb  
Title:     City Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Melbourne Beach, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed Alison Dennington  
Title: Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Melbourne Village, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Susan Ditty  
Title:     Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Palm Bay, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed Matthew Morton  
Title: City Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Palm Shores, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed      Charles Chambliss  
Title:      Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed      \_\_\_\_\_  
Title:      \_\_\_\_\_  
Date:      \_\_\_\_\_

**Rockledge, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed     Thomas J. Price  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed     \_\_\_\_\_  
Title:     \_\_\_\_\_  
Date:     \_\_\_\_\_

**Satellite Beach, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed Brittany Retherford  
Title: City Manager  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Titusville, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed Andrew Connors  
Title: Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**West Melbourne, Florida**  
(Municipality)

Signed: \_\_\_\_\_  
Typed: Andrea Young  
Title: Mayor  
Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Typed: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**EXHIBIT A – DISTRIBUTION OF TMDL CREDITS**

**TABLE 1: CREDIT SHARE BASED ON 2016 POPULATION**

City/Town	BRL A Population	BRL A Credit Split	BRL B Population	BRL B Credit Split	North A Population	North A Credit Split	North B Population	North B Credit Split	Central A Population	Central A Credit Split	Central SEB Population	Central SEB Credit Split
<b>Brevard County (Unincorporated)</b>	1,402	100.0%	68,711	63.0%	6,402	19.2%	25,606	25.6%	46,777	21.5%	3,521	82.0%
<b>Cape Canaveral</b>	0	0.0%	10,171	9.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Cocoa</b>	0	0.0%	0	0.0%	0	0.0%	9,793	9.8%	0	0.0%	0	0.0%
<b>Cocoa Beach</b>	0	0.0%	11,276	10.3%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Grant-Valkaria</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3,299	1.5%	774	18.0%
<b>Indialantic</b>	0	0.0%	0	0.0%	0	0.0%	1,181	1.2%	1,630	0.7%	0	0.0%
<b>Indian Harbour Beach</b>	0	0.0%	8,446	7.7%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Malabar</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2,817	1.3%	0	0.0%
<b>Melbourne</b>	0	0.0%	0	0.0%	0	0.0%	48,075	48.1%	29,948	13.7%	0	0.0%
<b>Melbourne Beach</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3,076	1.4%	0	0.0%
<b>Melbourne Village</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	666	0.3%	0	0.0%
<b>Palm Bay</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	109,162	50.1%	0	0.0%
<b>Palm Shores</b>	0	0.0%	0	0.0%	0	0.0%	979	1.0%	0	0.0%	0	0.0%
<b>Rockledge</b>	0	0.0%	0	0.0%	0	0.0%	13,941	14.0%	0	0.0%	0	0.0%
<b>Satellite Beach</b>	0	0.0%	10,485	9.6%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Titusville</b>	0	0.0%	0	0.0%	26,881	80.8%	272	0.3%	0	0.0%	0	0.0%
<b>West Melbourne</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	20,434	9.4%	0	0.0%

TABLE 2: CREDIT SHARE BASED ON 2020 POPULATION

City/Town	BRL A Population	BRL A Credit Split	BRL B Population	BRL B Credit Split	North A Population	North A Credit Split	North B Population	North B Credit Split	Central A Population	Central A Credit Split	Central SEB Population	Central SEB Credit Split
<b>Brevard County (Unincorporated)</b>	452	100.0%	25,141	37.7%	11,742	28.2%	45,464	37.3%	63,679	25.0%	4,065	77.0%
<b>Cape Canaveral</b>	0	0.0%	9,972	14.9%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Cocoa</b>	0	0.0%	0	0.0%	0	0.0%	10,092	8.3%	0	0.0%	0	0.0%
<b>Cocoa Beach</b>	0	0.0%	11,354	17.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Grant-Valkaria</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3,292	1.3%	1,217	23.0%
<b>Indialantic</b>	0	0.0%	0	0.0%	0	0.0%	813	0.7%	2,197	0.9%	0	0.0%
<b>Indian Harbour Beach</b>	0	0.0%	9,019	13.5%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Malabar</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	2,949	1.2%	0	0.0%
<b>Melbourne</b>	0	0.0%	0	0.0%	0	0.0%	48,461	39.8%	32,855	12.9%	0	0.0%
<b>Melbourne Beach</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	3,231	1.3%	0	0.0%
<b>Melbourne Village</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	681	0.3%	0	0.0%
<b>Palm Bay</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	119,760	47.0%	0	0.0%
<b>Palm Shores</b>	0	0.0%	0	0.0%	0	0.0%	1,200	1.0%	0	0.0%	0	0.0%
<b>Rockledge</b>	0	0.0%	0	0.0%	0	0.0%	15,500	12.7%	0	0.0%	0	0.0%
<b>Satellite Beach</b>	0	0.0%	11,226	16.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%
<b>Titusville</b>	0	0.0%	0	0.0%	29,947	71.8%	302	0.2%	0	0.0%	0	0.0%
<b>West Melbourne</b>	0	0.0%	0	0.0%	0	0.0%	0	0.0%	25,924	10.2%	0	0.0%

**ORDINANCE 2026-\_\_\_**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, REGARDING RENEWAL OF THE HALF-CENT LOCAL GOVERNMENT INFRASTRUCTURE SURTAX KNOWN LOCALLY AS THE SAVE OUR INDIAN RIVER LAGOON SALES SURTAX; PROVIDING FOR RENEWAL OF THE LEVY OF THE SURTAX THROUGH DECEMBER 31, 2036, SUBJECT TO THE APPROVAL BY A MAJORITY VOTE OF THE ELECTORS OF THE COUNTY VOTING IN A REFERENDUM ON THE SURTAX, FOR THE PURPOSE OF FUNDING THE COUNTY'S SHARE OF THE COST FOR THE SAVE OUR INDIAN RIVER LAGOON PROGRAM; AMENDING CHAPTER 46, ARTICLE X, BREVARD COUNTY CODE; AMENDING SECTION 46-399. – SAVE OUR INDIAN RIVER LAGOON PROJECT TRUST FUND, BREVARD COUNTY CODE TO PROVIDE FOR THE DEPOSIT OF ALL SURTAX REVENUES IN A TRUST FUND AND RESTRICTION OF TRUST FUND EXPENDITURES; AMENDING SECTION 46-401. – EFFECTIVE DATE, BREVARD COUNTY CODE, TO PROVIDE FOR THE EXTENSION OF THE LEVY OF THE SURTAX THROUGH DECEMBER 31, 2036; PROVIDING FOR A REFERENDUM; PROVIDING FOR NOTICE OF THE REFERENDUM; PROVIDING FOR BALLOT LANGUAGE; PROVIDING CONDITIONS TO THE HOLDING OF SUCH REFERENDUM; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR INCLUSION IN THE BREVARD COUNTY CODE; PROVIDING FOR EFFECTIVE DATES, FILING AND NOTICES, AND REPEAL.**

**WHEREAS**, in January through March 2016, Brevard County residents endured the most extensive and intensive algal bloom ever recorded in the Indian River system during winter to spring months; and

**WHEREAS** the collapse of this bloom in March resulted in one of the most extensive fish kills ever recorded in the county; and

**WHEREAS** the 2016 bloom and fish kill followed a 2011 algae super bloom, brown tides in 2012, 2013 and 2015, and unusual mortality events for dolphins, manatees and pelicans; and

**WHEREAS**, on August 9, 2016, the Board of County Commissioners heard extensive testimony on the need for and economic benefits anticipated from establishing a trust fund dedicated to restoring health to the Indian River Lagoon, considered multiple funding options, and voted unanimously to approve a Save Our Indian River Lagoon Project Plan, advertise an ordinance for a half-cent infrastructure sales tax for this purpose, approved ballot language, and authorized staff to negotiate an interlocal sales tax use and distribution agreement with cities representing a majority of the county's municipal population; and

**WHEREAS**, on August 23, 2016, the Board of County Commissioners adopted Ordinance No. 2016-15 (the "Original Save Our Indian River Lagoon Surtax Ordinance") for a half-cent

infrastructure sales tax to fund the implementation of the Save Our Indian River Lagoon Project Plan, placed a Referendum on the November 8, 2016, ballot for a half-cent infrastructure sales tax and authorized the Chair to execute an interlocal sales tax use and distribution agreement with cities representing a majority of the County's municipal population; and

**WHEREAS**, on November 8, 2016, the half-cent infrastructure sales tax was approved by a majority vote of the electors of Brevard County to be levied for the period of January 1, 2017, to December 31, 2026; and

**WHEREAS** an interlocal sales tax use and distribution agreement was executed between the County and every city and town in the County, thus representing the entire County population; and

**WHEREAS** the Save Our Indian River Lagoon Project Plan has been updated annually with changes recommended by a Citizen Oversight Committee and adopted by the County Commission to reduce sources of pollution, remove accumulations of pollution, restore naturally filtering ecosystems, and respond to new information and opportunities; and

**WHEREAS**, the current surtax expires December 31, 2026, and while progress is underway, extending dedicated funding into the future will continue to position the County to leverage state and federal cost-share to design and implement projects and programs that reduce and remove pollution, improve water quality, and restore fish and wildlife abundance and habitat in the Indian River Lagoon that would not otherwise be funded; and

**WHEREAS**, the Board of County Commissioners of Brevard County finds that a referendum on whether to renew the surtax is prudent, best serves the public interest, and serves both a county purpose and a public purpose;

**NOW, THEREFORE, BE IT ORDAINED** BY THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, as follows:

**SECTION 1. AMENDMENTS TO SECTION 46-399. – SAVE OUR INDIAN RIVER LAGOON PROJECT TRUST FUND, BREVARD COUNTY CODE.** Effective January 1, 2027, Chapter 46, Article X. – Save Our Indian River Lagoon Sales Surtax, Section 46-399 of the Brevard County Code, is hereby amended to read as follows (additions are indicated by underline text; deletions are indicated by ~~strikethrough~~ text):

**Sec. 46-399. - Save Our Indian River Lagoon Project Trust Fund.**

~~If the county electorate approves the ½ cent infrastructure sales surtax provided for in this article, the county manager, or his designee in cooperation with the~~

~~board finance division of the office of the clerk of the circuit court, shall create a trust fund reserved solely for the deposit of revenues derived from the approved tax and any other funds received for purposes of implementing the Save Our Indian River Lagoon Project Plan. Thereafter, all~~ All revenues collected from the ~~tax~~ ½-cent infrastructure sales surtax provided for in this article and any other funds received for purposes of implementing the Save Our Indian River Lagoon Project Plan shall be deposited into the trust fund created and reserved solely for such purpose, and shall be distributed in the manner provided for in the interlocal agreement required under ~~F.S. §~~ section 212.055(2)(c)1., Florida Statutes. Trust fund expenditures shall be restricted to:

- (1) Reasonable and necessary capital improvement, capital maintenance and other projects and programs implementing the Save Our Indian River Lagoon Project Plan, as adopted by the board of county commissioners and amended from time to time. Reasonable and necessary expenses may include lagoon restoration project permitting costs and the costs of experts used in obtaining or consulting on the acquisition of such permits;
  - ~~a. The Save Our Indian River Lagoon Project Plan, as adopted hereunder or as amended from time to time;~~
  - ~~b. The Indian River Lagoon Conservation and Management plan, as amended from time to time and incorporated into the Save Our Indian River Lagoon Project Plan; and/or~~
  - ~~c. With the approval of the board of county commissioners, the costs of any lagoon restoration project or program identified and pursued in accordance with any future plan, as amended from time to time and incorporated into the Save Our Indian River Lagoon Project Plan enacted by the Indian River Lagoon council created pursuant to the Indian River Lagoon National Estuary Program Interlocal Agreement dated February 19, 2015. Such reasonable and necessary expenses may include lagoon restoration project permitting costs and the costs experts used in obtaining or consulting on the acquisition of such permits;~~
- (2) Costs of issuing bonds, including financial advisor fees; bond counsel fees; and bond validation attorneys and expert witness fees, if any are utilized;

(3) Lagoon restoration project related costs, if any, contemplated by the interlocal agreement ~~required~~ authorized by F.S. § Section 212.055(2), Florida Statutes;

(4) Any reasonable lagoon restoration related project or program expense approved by the board of county commissioners, at its discretion, upon recommendation by the Save Our Indian River Lagoon citizen oversight committee ~~established hereunder~~;

(5) Save Our Indian River Lagoon Project Plan restoration project related administration ~~operation and maintenance~~ expenses;

(6) Save Our Indian River Lagoon Project Plan education and community awareness initiatives or programs;

(7) Any membership dues payable to the Indian River Lagoon council.

Such expenditures shall be made in accordance with established county contract, bidding and authorized administrative expense limitations, as set forth in board policies and county manager administrative orders.

Such expenditures may include use for grant matching funds for federal, state or private contributions pledged for paying expenses or costs related to lagoon restoration projects, or repayment of bonds, if any, issued for financing the cost of capital improvement or capital maintenance projects related to the restoration of the Indian River Lagoon.

**SECTION 2. AMENDMENTS TO SECTION 46-401. – EFFECTIVE DATE, BREVARD COUNTY CODE.** Effective January 1, 2027, Chapter 46, Article X. – Save Our Indian River Lagoon Sales Surtax, Section 46-401 of the Brevard County Code, is hereby amended to read as follows (additions are indicated by underline text; deletions are indicated by ~~striketrough~~ text):

**Sec. 46-401. - Effective date and duration of infrastructure surtax.**

The ½ cent infrastructure sales surtax authorized in section 46-398 shall be effective commencing January 1, 2017, and continuing through December 31, 2036. ~~The ordinance from which this article is derived shall take effect upon November 5, 2016 if the ½ cent sales tax is approved by a majority of the electors of the county voting in the referendum on that date. However, the ordinance from which this article is derived shall not be implemented until such time as:~~

- ~~(1) The supervisor of elections has consented to obtaining and making registration books available in accordance with F.S. § 100.151;~~
- ~~(2) Election results demonstrate an affirmative vote of the majority of the electors has approved the Save Our Indian River Lagoon ½ cent sales tax; and~~
- ~~(3) Prior to November 8, 2016, the governing bodies representing at least 50 percent of the municipal population in the county have approved an interlocal agreement consistent with the distribution of all proceeds to the trust fund created by the ordinance from which this article is derived, provided the levy of the ½ cent surtax provided for in section 46-398 will commence on January 1, 2017.~~

**SECTION 3. REFERENDUM.** A referendum election is hereby called and ordered to be held in Brevard County at the time of the next general election to be held on November 3, 2026 to determine whether the Board of County Commissioners should continue to levy a ½ cent sales tax for financing the County's share of the cost for the Save Our Indian River Lagoon Program to implement the project plan.

**SECTION 4. NOTICE OF REFERENDUM.** Notice of the referendum shall be published in a newspaper of general circulation in the County or on the County's website as provided in section 50.0311, Florida Statutes, at least twice, once in the fifth week and once in the third week prior to the week in which the referendum is held, the date of first publication in said newspaper to be at least thirty (30) days before said referendum, in the manner provided in section 100.342, Florida Statutes.

**SECTION 5. NOTICE TO SUPERVISOR OF ELECTIONS.** Upon adoption of this ordinance, notice of the calling of the referendum election provided for in this Ordinance shall be delivered to the Supervisor of Elections. This Ordinance shall not be implemented unless the Supervisor of Elections provides his consent to a date when the registration books can be available pursuant to Section 100.151, Florida Statutes.

**SECTION 6. PLACES OF VOTING, INSPECTORS, CLERKS.** The polls will be open at the voting places on the date of the referendum during the times prescribed by law. All qualified electors residing within the County shall be entitled and permitted to vote at the referendum on the proposition set forth below. The places of voting and the inspectors and clerk for the referendum shall be those designated by the Supervisor or Elections of Brevard County.

**SECTION 7. OFFICIAL BALLOT.** Ballots to be used in the referendum shall contain a statement of the description of the proposed Save Our Indian River Lagoon ½ Cent Sales Tax Referendum and shall be in substantially the following form:

BALLOT

Brevard County, Florida

**Title:** RENEWAL OF THE SAVE OUR INDIAN RIVER LAGOON HALF-CENT SALES TAX

To restore the Indian River Lagoon through financing, planning, constructing, and implementing capital infrastructure improvements, capital maintenance projects and programs designed to improve water quality, fish and wildlife habitat, remove muck and reduce pollution, shall an ordinance be renewed levying a ½ cent sales tax for ten years, requiring deposit of all revenue to a Save Our Indian River Lagoon Trust Fund solely for such projects, with continued citizen committee oversight and annual independent audits?

\_\_\_ FOR the ½ cent sales tax

\_\_\_ AGAINST the ½ cent sales tax

**SECTION 8. ABSENTEE VOTING.** The form of ballots to be used in such referendum for absentee voters shall be the same as used at the polling places for said referendum or such other form as may be prescribed by law.

**SECTION 9. PRINTING OF BALLOTS.** The Supervisor of Elections for Brevard County is hereby authorized and requested to (a) have sample ballots printed and to deliver such sample ballots to the inspectors and clerks on or before the date and time for opening of the polls for such referendum and (b) have official ballots for use in such referendum printed and delivered in accordance with law.

**SECTION 10. PAYMENT OF REFERENDUM EXPENSES.** The County Manager is hereby authorized and directed to approve the payment of lawful expenses associated with conducting the referendum election and the Clerk of the Board of County Commissioners is hereby authorized and directed to disburse the funds necessary to pay such expenses.

**SECTION 11. VOTER REGISTRATION BOOKS.** The Supervisor of Elections for Brevard County is hereby authorized and requested to furnish the poll workers, inspectors and clerks required at each place where the votes are to be cast in such referendum, as well as applicable portions of the registration books or certified copies thereof showing the names of the qualified electors residing in the County.

**SECTION 12. ELECTION PROCEDURE.** The referendum shall be held and conducted in the manner prescribed by law and shall, as soon as practicable, be returned and canvassed in the manner prescribed by law. The result shall show the number of qualified electors who voted at such referendum and the number of votes cast respectively for and against approval of the proposition. Upon certification in the manner prescribed by law, the results shall be recorded in the minutes of the Board of County Commissioners.

**SECTION 13. LEVY OF ONE-HALF CENT SALES TAX FOR INDIAN RIVER LAGOON RESTORATION.** As authorized under section 212.055(2), Florida Statutes, and subject to section 19(b) below, beginning January 1, 2027, the levy of the one-half cent Save Our Indian River Lagoon Sales Surtax is hereby extended for a period of ten years, as specified in this Ordinance.

**SECTION 14. SAVINGS CLAUSE.** In the event the referendum provided for in Section 3 of this Ordinance is not approved by a majority vote of those voting on the question posed by the referendum, the levy of the Save Our Indian River Lagoon Sales Surtax pursuant to the Original Save Our Indian River Lagoon Surtax Ordinance shall remain in effect as originally provided in the Original Save Our Indian River Lagoon Surtax Ordinance, the proceeds of the Save Our Indian River Lagoon Sales Surtax shall continue to be used for the purposes provided in the Original Save Our Indian River Lagoon Surtax Ordinance and shall continue to be distributed as provided in the Original Save Our Indian River Lagoon Surtax Ordinance.

**SECTION 15. SEVERABILITY.** If any section, subsection, sentence, clause or provision of this Ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such invalid or unconstitutional portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the other portions of this ordinance, provided the remaining portions effectuate the purpose and intent of this ordinance.

**SECTION 16. INCLUSION IN BREVARD COUNTY CODE.** It is intention of the Board of County Commissioners that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of Brevard County, Florida, and that the sections of this ordinances may be renumbered or re-lettered and that the word "ordinance" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

**SECTION 17. CONFLICTING PROVISIONS.** In the case of a direct conflict between any provisions of this ordinance and a portion or provision of any other appropriate federal, state, or county law, rule, code or regulation, the more restrictive shall apply.

**SECTION 18. REPEALING CLAUSE.** All ordinances or other actions of the County which are in conflict herewith are hereby repealed to the extent of such conflict or inconsistency.

**SECTION 19. EFFECTIVE DATES; FILING AND NOTICES; REPEAL.**

(a) This Ordinance shall be effective upon filing with the Florida Department of State. Immediately upon passage, the Clerk is directed to file this Ordinance and to provide copies to the Florida Department of Revenue, and the Supervisor of Elections, in accordance with applicable law. Subject to section 19(b) below, for purposes of authorizing the extension of the levy of the Save Our Indian River Lagoon Sales Surtax, this Ordinance shall take effect on January 1, 2027.

(b) The extension of the levy of the Save Our Indian River Lagoon Sales Surtax proposed by this Ordinance shall commence on January 1, 2027, only if approved by a "FOR" vote by a majority of those voting on the question posed at the November 3, 2026 referendum. If a majority of those voting on the question posed do not vote "FOR", the proposed renewal of the levy of the Save Our Indian River Lagoon Sales Surtax shall not be authorized and this Ordinance shall be of no further force and effect.

(c) The extension of the levy of the Save Our Indian River Lagoon Sales Surtax proposed by this Ordinance shall commence on January 1, 2027, only if each of the governing boards of Brevard County and the governing bodies of the municipalities representing a majority of the county's municipal population enter into an interlocal agreement providing for the distribution of the proceeds of the Save Our Indian River Lagoon Sales Surtax in accordance with section 212.055, Florida Statutes prior to January 1, 2027.

**ENACTED** this \_\_\_\_\_ day of May, 2026

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA

\_\_\_\_\_  
Rachel M. Sadoff, Clerk

By: \_\_\_\_\_  
Thad Altman, Chair

As approved by the Board on May \_\_, 2026

## **Town Commission Meeting**

**Section:** New Business  
**Meeting Date:** 5-21-2026  
**From:** Parks Board Chair Jeanette Soucy  
**RE:** Girl Scout Bronze Badge Ideas

**Background Information:** Troop 231 – “Paws for a Pic” – they would like to take pictures of owners with their dogs at the Back to School Bash that is being held on Friday, August 7<sup>th</sup> from 6:00 – 8:00. There would be no cost and they would walk away that night with a picture.

Troop 212 – “Clean up Buckets on the Beach” – They would like to provide buckets with a pick up tool in each bucket at some of Melbourne Beach Beach Accesses, and possibly even one or two in Ryckman Park. Hoping this would encourage people to keep our town clean.

**Questions – please reach out to Troop Leader – Casie Barrett 720-291-5814**

**Recommendation:**

**Attachments:**

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** 5/21/26

**From:** Parks Board

**RE:** Country's 250<sup>th</sup> anniversary

**Background Information:** Our country is celebrating its 250<sup>th</sup> anniversary. The Parks Board has submitted to the Town Commissioners the desire to paint the seven Fire Hydrants in Patriotic Colors to show our town's patriotism. The Town Commissioner voted in favor of having the seven fire hydrants painted with the contingency that the Town of Melbourne approved of this request. Unfortunately, the Town of Melbourne denied the request.

**Recommendation:** The Parks Board would like to Paint the Car Stops in Ryckman Park and the Ocean Beach Cabana's in Patriotic Colors to show our Town's Patriotism.

**Attachments:**

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** 05/21/2026  
**From:** Town Manager A. Marie Smith  
**RE:** Amend Motion to Approve \$10k for training

### Background Information:

At the 04/15/2026 Commission Meeting the Commission approved up to \$10k for staff training out of the same budget item the employee survey came from. The motion should have been to approve the \$10k for training from the operating account.

**Recommendation:** Approve \$10k for training from the operating account.

**Attachments:** Original Agenda Cover Page from 04/15/2026

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** April 15, 2026

**From:** A. Marie Smith, Town Manager

**RE:** Funds for Addressing Results from Employee Survey

### **Background Information:**

In October 2025, an employee survey of the Town of Melbourne Beach employees revealed a shocking lack of employee engagement and willingness to stay in the current environment while it also revealed high levels of dissatisfaction, especially with the Commission. Subsequently the Commission agreed that this situation should be addressed with staff training and engagement, but no concrete plans or funding was put towards this effort to date. I have worked with the town finance manager to see if we can find funds for training out of this year's budget, but it has already been scraped clean.

I have witnessed the extreme dedication and pride that many town employees have in the Town of Melbourne Beach, but they do not have the tools to deal with the attacks and abuse they feel on a regular basis.

Towards this end, I engaged with recommended consultants in leadership and team coaching (including ICMA) and have received proposals on solutions to stabilize, communicate, and allow our employees to take ownership of their work environment. Based on my discussions, it will take a number of sessions to rebuild the trust and positive work environment that previously existed. It must be about creating best practices, not a bandage. We can choose to have one provider, or we can select different providers based on their skills and expertise (which may be a preferred option, based on the shifting unknowns presented each week).

**In any case, it is imperative that we begin right away to stabilize the staff and work environment. This will require an initial investment and follow on in the next fiscal year.**

### **Recommendation:**

**I am asking the Commission to provide an initial investment of \$10,000 from operating to fund staff training to stabilize the town's work environment and provide tools for employees to rebuild best practices and trust with the Commission.**

### **Attachments:**

Team Coaching proposals (Bond Enterprise/ Culture Transformers)

## **Town Commission Meeting**

**Section: New Business**

**Meeting Date: May 21, 2026**

**From: PW Director – Tom Davis**

**RE: Removal of Electric Streetlight replaced with Solar**

**Background Information: Mr. Drake, the resident of 604 Alden Place has requested that the FPL streetlight be removed. If this were to be done it would allow FPL to eliminate the powerline that crosses Mr. Drakes yard where he is constructing a swimming pool. If this action was to take place it would eliminate the issue of the powerline being to close to the swimming pool.**

**Mr. Drake has personally worked with FPL to accomplish his request. As part of this request Mr. Drake will provide a solar powered light to be placed on the same pole. The light output from the solar light meets or exceeds those of the existing electric light.**

**From:** [Jeffrey Parsons](#)  
**To:** [Melbourne Beach Town Manager](#)  
**Cc:** [Melbourne Beach Building Department](#)  
**Subject:** Street Light  
**Date:** Tuesday, April 28, 2026 6:02:25 PM  
**Attachments:** [Outlook-cid\\_84b89d.png](#)

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Marie,

This email is to inform you that I considered the removal of the streetlight located in front of 604 Alden Place. I do not have any concerns regarding the Florida Building Code nor the local codes and ordinances within the Town of Melbourne Beach for removing the streetlight. While on site, I did not observe any conditions in which I believe that the removal of the streetlight would create a hazardous condition. In conclusion, I support the homeowners' right to request the removal of the streetlight.

Please let me know if you have any questions or concerns.

Sincerely,



**Jeffrey S Parsons CBO**

Building Official

**O 305-448-1711**

**C 386-225-7245**

[www.capfla.com](http://www.capfla.com)

[jeffrey.parsons@bureauveritas.com](mailto:jeffrey.parsons@bureauveritas.com)

1910 N Florida Mango, West Palm Beach, FL 33409

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## **Town Commission Meeting**

**Section: New Business**

**Meeting Date: 05/21/2026**

**From: Public Works Director Tom Davis**

**RE: Approve payment for emergency repairs at Oak & Sixth Ave.**

### **Background Information:**

The storm pipe at Oak & Sixth Ave was collapsing and needed to be repaired immediately to avoid any other damage or life safety matters. The Town Manager approved the emergency repair.

**Recommendation:** Approve payment for \$24,543.98 out of Fund 341.

**Attachments: Invoice for emergency repairs at Oak & Sixth Ave. Storm Replacement**



**Atlantic Development of Cocoa, Inc.**  
 2185 W. King St.  
 Cocoa, FL 32926  
 PH: 321-639-8788 | Fax: 321-632-3655

# INVOICE

Date	Invoice #
5/13/2026	2651

<b>Bill To</b>
Town of Melbourne Beach 507 Ocean Avenue Melbourne Beach, FL 32951

<b>Project Name:</b>
Oak & 6th Ave. Storm Replacement

<b>Job No.</b>	<b>PO. No.</b>	<b>Terms</b>	<b>Due Date</b>
ADC # 26-027		NET 30 Days	6/12/2026

Description	Qty	U/M	Rate	Amount
<b>LABOR:</b>				
1 - PROJECT MANAGER	16	HRS	97.59	1,561.44
1 - SUPERINTENDENT	19	HRS	63.09	1,198.71
1 - OPERATOR	19	HRS	43.59	828.21
2- DRIVERS (19 HOURS EACH)	38	HRS	41.59	1,580.42
2 - PIPE LAYERS (19 HOURS EACH)	38	HRS	40.15	1,525.70
1 - LABORER	19	HRS	37.62	714.78
<b>TOTAL LABOR:</b>				<b>7,409.26</b>
<b>EQUIPMENT:</b>				
1 - KUBOTA K80 EXCAVATOR	16	HRS	175.00	2,800.00
1 - WATER TRUCK	4	HRS	110.00	440.00
1 - VAC TRUCK	4	HRS	210.00	840.00
1 - COMPACTOR	16	HRS	65.00	1,040.00
3 - CREW TRUCKS (19 HOURS EACH)	57	HRS	55.00	3,135.00
1 - GOOSENECK TRAILER	19	HRS	110.00	2,090.00
1 - FLATBED DUMP TRUCK	19	HRS	65.00	1,235.00
MARK UP 7.5%			868.50	868.50
<b>TOTAL EQUIPMENT:</b>				<b>12,448.50</b>
<b>MATERIALS:</b>				
LIMEROCK	22	TN	32.85	722.70
TYPE SP 12.5 ASPHALT	8	TN	175.00	1,400.00
3000 PSI CONCRETE	2.5	CY	255.00	637.50

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>
<b>Payments/Credits</b>
<b>Balance Due</b>



Atlantic Development of Cocoa, Inc.  
 2185 W. King St.  
 Cocoa, FL 32926  
 PH: 321-639-8788 | Fax: 321-632-3655

# INVOICE

Date	Invoice #
5/13/2026	2651

Bill To
Town of Melbourne Beach 507 Ocean Avenue Melbourne Beach, FL 32951

Project Name:
Oak & 6th Ave. Storm Replacement

Job No.	PO. No.	Terms	Due Date
ADC # 26-027		NET 30 Days	6/12/2026

Description	Qty	U/M	Rate	Amount
MARK UP 10%			276.02	276.02
TOTAL MATERIALS:				3,036.22
SUBCONTRACTORS:				
FLASH RITE, INC.	1	LS	1,500.00	1,500.00
MARK UP 10%			150.00	150.00
TOTAL SUBCONTRACTORS:				1,650.00

<b>Subtotal</b>		\$24,543.98
<b>Sales Tax (0.0%)</b>		\$0.00
<b>Total</b>		\$24,543.98
<b>Payments/Credits</b>		\$0.00
<b>Balance Due</b>		\$24,543.98

## Town Commission Meeting

Section:

Meeting Date: May 21,2026

From: Commissioner Sherri Quarrie

RE: Basin 10 swales on Oak right of way

**Background Information:** We have large greenspace on both sides of Oak as shown in the map attached. I believe this area should be used as effective flood control by making swales on the east and west sides of the road. Interior of swale may include #57 rock if best for maintenance, appearance and filtration.

**Key Characteristics of #57 Stone:**

- **Size:** Generally categorized as  $\frac{3}{4}$  inch, with particles averaging to  $\frac{1}{2}$  inch to 1 inch
- **Appearance:** Angular, jagged, and crushed, which helps the stones interlock for stability.
- **Usage:** Ideal for gravel driveways, base material, and landscaping drainage because it contains no fines.
- **Materials:** Frequently available in limestone, granite, or crushed concrete.

**Depth and slope of Swales :** Swales with a gentle slope (less than 4% average) are the most effective at treating stormwater. The maximum slope must be less than 6%. Facility storage depth may range from 2 to 12 inches. Each section depending upon length to vary in depth according to DEP or other recommended standards.

Our public works department has made swale's throughout the Town. If this is a much larger scope than PW director is comfortable with, please bid after commission approval ASAP.

**Recommendation:** Please vote for Town Manager to execute this swale project in the most cost effective and timely manner.



All BCPAO maps and/or map applications are maintained for assessment and illustrative purposes only and do not represent surveys, plats, or any other legal instrument. Likewise, measurement and location tools are for assessment and illustrative purposes only and do not necessarily reflect real-world conditions. Due to the nature of Geographic Information Systems (GIS) and cadastral mapping, map layers may not precisely align and may not represent precise location, shape, and/or legal boundaries. Only a Florida-licensed surveyor can determine legally-relevant property boundaries, elevation, distance, area, and/or location in Florida.

## **Town Commission Meeting**

**Section: New Business**

**Meeting Date: May 21, 2026**

**From: Commissioner Sherri Quarrie**

**RE: Mayor Dennington's untrue assertion that Sherri Quarrie was not in attendance for Melbourne Beach Sponsored SCLOC meeting at Melbourne Beach Hilton 2024**

**Background Information: The Mayor made untrue negative statements regarding Sherri Quarrie as Vice Mayor not representing the Town at a 2024 SCLOC Melbourne Beach Sponsored meeting at Melbourne Beach Hilton.**

**Please see the attached meeting minutes showing attendance and also leading the pledge of allegiance.**

**This entry is being made to the record so the residents know they were properly represented by Sherri Quarrie as Vice Mayor and the duties of that office were upheld.**

**This request is being made In the absence of Mayor Dennington issuing a correction at the May meeting for her incorrect and untrue statement of absence and casting doubt on Sherri Quarrie's commitment to the Residents of the Town of Melbourne Beach during previous years and current service as Vice Mayor and Commissioner.**

**Thank You**

**Commissioner Sherri Quarrie**

# Space Coast League of Cities

## Board of Directors Meeting

Location: Promise in Brevard, West Melbourne, FL

June 10 2024

Agenda

5:45 pm – 6:30 pm

- |  |                                    |
|--|------------------------------------|
| <b>1. Call to Order</b>  | <b>Julie Kennedy</b>               |
| <b>2. Roll Call</b>  | <b>Sheila Donahue</b>              |
| <b>3. BOD Meeting Minutes – May 13, 2024</b>                   | <b>Julie Kennedy</b>               |
| <b>4. Treasurer Report</b><br><b>May 2024 Financial Report</b> | <b>Diana Adams</b>                 |
| <b>5. Committee/Other Updates:</b>                             |                                    |
| <b>a. Advocacy Committee</b>                                   | <b>Mindy Gibson</b>                |
| <b>b. FLC Board of Directors</b>                               | <b>Sarah Stoeckel/Mindy Gibson</b> |
| <b>c. Education Committee – New Members Handbooks</b>          | <b>Loren Strand</b>                |
| <b>d. Scholarship Committee</b>                                | <b>Kenny Johnson</b>               |
| <b>6. Old Business</b>   |                                    |
| <b>a. Investment Opportunity</b>                               | <b>Pat Bentley</b>                 |
| <b>b. FLC Joint Breakfast:</b>                                 | <b>Julie Kennedy</b>               |
| <b>7. New Business</b>   |                                    |
| <b>a. FLC BOD (2) District Seats – board voting</b>            | <b>Steve Osmer</b>                 |
| <b>b.</b>  |                                    |
| <b>8. Adjourn</b>  |                                    |



## Space Coast League of Cities

### Board of Directors Meeting Minutes

### May 13, 2024

**Meeting Location:** Hilton Melbourne Beach Oceanfront, Indialantic, FL.

**Meeting called to order at:** 5:46 pm by President Julie Kennedy

**Board of Directors Roll Call:**

**Present:** Steve Osmer, Julie Kennedy, Sarah Stoeckel, Diana Adams, Kim Davis, Michael Blake, Karalyn Woulas, Del Yonts, Loren Strand, Shauna Hume, Patrick Reilly, Yvonne Minus, Sherri Quarrie, Susan Ditty, Kenny Johnson, Chase Chambliss, Ted Hartselle, Mindy Gibson, Joe Robinson, and Pat Bentley.

**Others Present:** Paul Gougelman, Rachel Bassett, Jodi Rozycki, Brenda Fettrow, Courtney Barker, Shaun Ferguson, Andrea Young, and Jason Steele.

**Excused:** Sheila Donahue.

**Approval of April 8, 2024 Meeting Minutes:**

**MOTION:** Motion by Michael Blake to approve the April 8, 2024 meeting minutes; seconded by Yvonne Minus All were in favor, none opposed. Motion approved unanimously.

**Treasurer April 2024 Report:**

The Treasurer report was e-mailed to the board of directors. Treasurer Diana Adams advised for the month of April the following: Excess Revenue over Expense \$469.08; Outstanding dinner invoices to date: \$210; 2024 Associate Membership dues balance to date \$435; Scholarship donations outstanding \$2,000 (FPL & Republic Services); Savings Account interest \$.06; and Interest for the (3) Certificates of Deposits \$439.77.

**MOTION:** Motion by Mindy Gibson to accept the April 2024 Treasurer report; seconded by Michael Blake. All were in favor, none opposed. Motion approved unanimously.

**Committee Updates:**

**Advocacy Committee:** Mindy Gibson shared that Governor DeSantis visited Brevard County, and she discussed various bills and some tax reform legislation.

**FLC Board of Directors:** no update, next meeting is in June.

**Education Committee – New Member Handbook:** Chair Loren Strand showed everyone the new handbooks, and he thanked his committee members for their support.



## Space Coast League of Cities

### Board of Directors Meeting Minutes

May 13, 2024

#### **Scholarship Committee:**

There was some conversation about changing the Scholarship awards and processes. Pat Bentley suggested each city to do a \$1,000 donation. There was some discussions about the \$1k donation from each municipality, and there were mixed feelings on it. No decision was made, the next Scholarship Committee will be charged to make recommendations to the board on propose changes.

#### **Old Business:**

**Form 6 litigation update** – Attorney Paul Gougelman advised the court is aware of the upcoming deadline. **For HB 1365 Unauthorized Public Camping and Public Sleeping:** it is going to be cruel and unusual punishment to move the homeless around by June 30<sup>th</sup>.

**Vice President Speaker Projector and laptop status:** Sarah Stoeckel advised the board approved \$2,000 budget – they spent \$1,628.71 (\$371.29) under budget. She thanked Stuart Glass for all his technical expertise and help. The only thing left is to purchase a bag, and Julie thinks she has one that will work. The speaker projector and laptop will be the responsibility of the Vice President, along with scheduling the speakers. **MOTION:** Motion by Michael Blake to accept and approve the expenditure for the projector and laptop; seconded by Mindy Gibson.

#### **New Business:**

##### **Associate Membership Request:**

Mindy Gibson discussed and requested approval for Better Talent to become an Associate Member. **MOTION:** Motion by Mindy Gibson to approve Better Talent Associate Membership request; seconded by Loren Strand. All were in favor, none opposed. Motion approved unanimously.

Mindy Gibson discussed and requested approval for SAP Concur Technologies to become an Associate Member. **MOTION:** Motion by Mindy Gibson to approve SAP Concur Technologies Associate Membership request; seconded by Michael Blake. All were in favor, none opposed. Motion approved unanimously.



## Space Coast League of Cities

### Board of Directors Meeting Minutes

May 13, 2024

#### **FLC BOD (2) District Seats:**

**The Nominating Committee Chair Steve Osmer announced last call to submit your name** for the two seats and to advise him; the criteria selection information was included in the meeting documents. There are currently three names submitted, next board meeting June 10<sup>th</sup> there will be a ballot voting process.

#### **Investment Opportunity:**

Pat Bentley discussed why he voted no on the Scholarship process for changing the award amounts. He advised he had more of an issue with how quick we were making changes and processes without discussing in advance.

Pat recommended looking at the \$52,000 in the checking account and do Treasury bills \$10,000 a week for 4 weeks, he will review and get back to the board. **MOTION:** Motion by Pat Bentley to review and advise on the Treasury Bills process; seconded by Michael Blake. Motion approved unanimously.

#### ***Other Comments:***

Michael Blake thanked Commissioner Jason Steele and for his support and others for Brightline.

**Meeting adjourned at 6:25p.m.**

**Space Coast League of Cities  
Regular Membership Meeting  
Location: Promise in Brevard, West Melbourne, FL**

**June 10 2024  
AGENDA**

- 1. **CALL TO ORDER at 7:00 P.M.** Julie Kennedy
  - a. **Invocation** Mayor Susan Ditty
  - b. **Pledge of Allegiance** Mayor Pat Bentley
  - c. **Welcome** West Melbourne Mayor Pat Bentley  
Melbourne Village Mayor Susan Ditty
  
- 2. **ROLL CALL** Sheila Donahue
- 3. **INTRODUCTION OF SPECIAL GUESTS** Sheila Donahue
- 4. **APPROVAL OF MINUTES:** May 13, 2024 Julie Kennedy
- 5. **ITEMS FROM BOARD** Julie Kennedy
  - a.
  - b.
- 6. **PUBLIC COMMENT (3 MINUTES)** Julie Kennedy
  - a. Ken Parks, Marine Resource Council of East FL
  - b.
  - c.
  
- 7. **RECESS FOR DINNER:** \_\_\_\_\_ **RECALL MEETING:** \_\_\_\_\_ Julie Kennedy
  
- 8. **INTRODUCTION OF PANEL SPEAKERS:** Sarah Stoeckel
  - Lisa Cullen – Brevard County Tax Collector
  - Rachel Sadoff – Brevard County Clerk of the Circuit Court & Comptroller
  - Dana Blickley – Brevard County Property Appraiser
  
- 9. **OTHER ANNOUNCEMENTS AND COMMENTS** Julie Kennedy
  - a.
  - b. **Next Meeting:** July 8, 2024; **Host:** City of Indian Harbour Beach; **Location:** Hilton Melbourne Beach Oceanfront; **Speaker:** Jeff Branch FLC Sr. Legislative Advocate, and presentation of the FLC Home Rule Hero Awards.
  
- 10. **ADJOURN**



## Space Coast League of Cities

### Regular Membership Meeting Minutes

May 13, 2024

**Meeting Location:** Hilton Melbourne Beach Oceanfront

**Meeting called to order at:** 7:00 pm by President Julie Kennedy

**Hosts:** Town of Indialantic and Town of Melbourne Beach

**Invocation by:** Indialantic Fire Chaplain Kevin Diamond

**Pledge of Allegiance by:** Melbourne Beach Vice Mayor Sherri Quarrie

**Welcome & Introduction of Staff:** Indialantic Mayor Mark McDermott, and Melbourne Beach Mayor Alison Dennigton

***Board of Directors Roll Call:***

**Present:** Julie Kennedy, Sarah Stoeckel, Diana Adams, Steve Osmer, Kim, Davis Michael Blake, Karalyn Woulas, Del Yonts, Loren Strand, Shauna Hume, Patrick Reilly, Yvonne Minus, Sherri Quarrie, Susan Ditty, Kenny Johnson, Chase Chambliss, Ted Hartselle, Mindy Gibson, Joe Robinson, and Pat Bentley.

**Others Present:** Paul Gougelman.

**Excused:** Sheila Donahue

**Associate Members and Guests were introduced by Steve Osmer.**

***Approval of April 8, 2024 Meeting Minutes:***

**MOTION:** Motion by Michael Blake to approve the April 8, 2024 meeting minutes; seconded by Yvonne Minus. All were in favor, none opposed. Motion approved unanimously.

***Public Comments:***

Mayor Michael Blake acknowledged Commissioner Jason Steele and Commissioner Rob Feltner for their support with Brightline, and thanked elected officials support.

***Items from the Board:*** President Kennedy advised the board of directors approved two new Associate Memberships: Better Talent (Steve Trover) and SAP Concur Technologies (Teri Hagemeyer).



## Space Coast League of Cities

### Regular Membership Meeting Minutes

May 13, 2024

#### **Scholarship Presentation - Chair Kenny Johnson:**

**Scholarship Committee Introductions:** Del Yonts, Sammie Brown Martin, Kim Davis, Michael Blake, Yvonne Minus, and Diana Adams.

#### **Scholarship Partners Recognition and Plaques given:**

Waste Management – Dian Reider-Hicks  
 Waste Pro – Dean Ulrich and Platt Loftis  
 Republic Services – Joanne Stanely  
 Florida Power & Light – Michele Murrell unable to attend.

#### **(8) Student Recipients Awards:**

Victoria Pringle - \$3,000	Brittany Hencken – \$2,000
Jayda Holmes - \$2,500	Ethan Capayas - \$1,000
Katlyn Locke - \$2,500	Joshua Brown - \$1,000
Cailaya Scott - \$2,000	Rachel Waive - \$1,000

#### **Other Announcements and Comments:**

President Julie Kennedy thanked the Town of Indialantic and the Town of Melbourne Beach for hosting this month, and she thanked the Hilton Melbourne Beach Oceanfront for an excellent meal and service.

**Next meeting:** June 10, 2024; **Host:** City of West Melbourne and Town of Melbourne Village; **Location:** Promise in Brevard; **Speakers – Panel with:** Dana Blickley (Property Appraiser), Lisa Cullen (Tax Collector Office), and Rachel Sadoff (Clerk of Circuit Court & Comptroller).

Meeting adjourned at 8:35p.m.

*Lisa Cullen*

**5165 Pine Street  
Cocoa, Florida 32927  
321.302.0005**

Ms. Cullen began her career of public service in 1985 at the Tax Collector's Office. She worked the front counter in a branch office. In the years that followed Lisa worked in numerous areas within the office and worked her way through the ranks. In 2008, she was honored to be elected Tax Collector, a position she assumed in January 2009. Lisa was elected without opposition in 2012, 2016 and 2020.

Lisa was born in Logan, West Virginia. Her family moved to Brevard County in the early 80's. She is a graduate of Merritt Island High School, Eastern Florida State College formerly known as Brevard Community College and the University of Central Florida. Lisa also is a Certified Florida Collector (CFC) and was a Certified Florida Collector Assistant (1994-2008).

Lisa and her husband, Robert who is a retired from the Brevard County Sheriff's Office, live in Canaveral Groves.

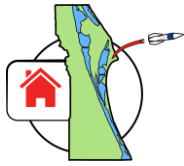
## **RACHEL M. SADOFF**

### **Introduction:**

The Honorable Rachel M. Sadoff is the Brevard County Clerk of the Circuit Court and Comptroller. Clerk Sadoff was elected without opposition in 2020 and became Brevard County's first female Clerk of the Circuit Court and Comptroller on January 1, 2021. She has been with the Clerk's Office since 1997 and has worked in and managed various departments throughout the organization. Clerk Sadoff's mission is to ensure accountability, accessibility, and unparalleled customer service for all those that utilize the services of the Brevard County Clerk of the Circuit Court and Comptroller's Office.

### **BIO**

The Honorable Rachel M. Sadoff was elected without opposition in 2020 and became Brevard County's first female Clerk of the Circuit Court and Comptroller on January 1, 2021. Within her time as Clerk, she has continued to promote and educate the community about the Clerk of the Circuit Court and Comptroller's role. Clerk Sadoff believes education is important for not only the community but the staff of the Clerk's Office. As a former supervisor of the Internal Audit and Guardianship Departments, she believed it was important to implement the Department of Inspector General in her office. She strongly believes in utilizing technology to better serve the citizens of Brevard County while working within the confines of her budget. By implementing appointment times, after-hours, and weekend services, Clerk Sadoff is working towards a more streamlined and time saving experience for everyone she serves. Clerk Sadoff's goal for her first term is to be more involved with statewide initiatives, policies, and budgetary needs. She has been appointed by the current president of the Florida Court Clerks & Comptrollers Association to the Best Practices, Comptroller & Clerk to the Board (chair), Education, Conference, and the New Clerk Academy committees. She was also appointed to the Florida Clerks of Court Operations Corporation's Legislative and Budget Committees. Clerk Sadoff was elected by her peers to represent District V on the Florida Courts E-Filing Authority Board and be the next District V Caucus Director. Clerk Sadoff's mission is to ensure accountability, accessibility, and unparalleled customer service for all those that utilize the services of the Brevard County Clerk of the Circuit Court and Comptroller's Office.



# Dana Blickley, CFA

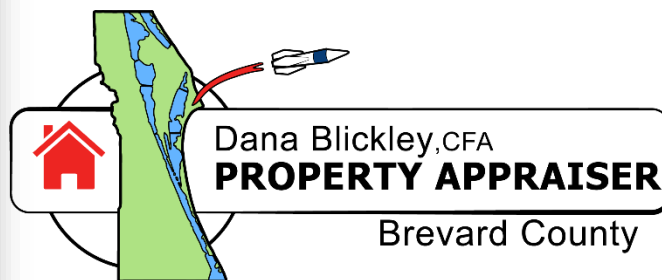
## Brevard County Property Appraiser

Dana Blickley was raised in Jacksonville, Florida and moved to Brevard County in 1985. She attended Brevard Community College (Eastern Florida State College) and the University of Central Florida where she graduated with a Bachelor of Science and a Master of Public Administration. Dana is married to her husband, Brian, and they have three children—Jessica and Jared, and daughter-in-law, Rebecca.

As the daughter of a Marine, Semper Fidelis was more than a slogan in her home; it was a way of life. Dana is very involved in local and state Veteran advocacy, she serves on the Board of Directors for the National Veterans Homeless Support (NVHS). NVHS is an organization that strives to eliminate homelessness among Veterans in Central Florida.

Before election to office, Dana worked for the Brevard County Property Appraiser for over 20 years. Dana was elected as Brevard County Property Appraiser after knocking on over 21,000 doors in Brevard County. She canvassed the entire county by bicycle over a period of 54 1/2 weeks. Dana was elected Property Appraiser in 2012 and re-elected subsequently without opposition in 2016 and 2020. With sights set on 2024!

She works diligently to be one of Florida’s leaders in providing customers with the most trusted source of property data, exemption information, and innovative valuation services.



# Memo

To: Mayor, Vice Mayor and Commissioners  
 From: Jennifer Kerr, Finance Manager  
 Date: May 8, 2026  
 Re: April Fiscal Year 2026

---

We are in the seventh month of our fiscal year 2026. The target expenditure rate for April is 58.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 62.65%. All Budgeted Transfer Outs have been completed and this has contributed to the rate being higher than the target rate. The Departmental expenditure rate breakdown is as follows:

Legislative:	49.62%
Executive:	71.26%
Finance:	75.47%
Legal:	53.05%
Planning:	127.08%
General Services:	74.34%
Law Enforcement:	55.79%
Fire:	32.94%
Code:	35.85%
Public Works:	55.72%

## Discussion Items:

The FY25 Annual Audit and the JLAC State Audit are ongoing. The FY25 Audit should be completed soon. The State Audit will continue through the summer.

The Town received Parking Revenue for April FY2026 in the amount of \$25,664.48. Parking revenue for April FY2025 was \$21,812.04.

FY Parking Revenue comparison is attached.

A copy of the Attorney's monthly invoice is provided with the Finance Report.

Operating Account Balance as of 4/30/2026:	\$3,595,640.50
Reserve Account Balance as of 4/30/2026:	\$2,505,683.13
Florida Prime Account Balance as of 4/30/2026:	\$ 545,722.02

The process of gathering information from the following local government investment pools: Florida Prime, FL Palm, and FLCLASS, has been temporarily put on hold due to the Audits. Presently the Town is in Florida Prime. The rate is currently at 3.84%.

FEMA Obligated Funds:

Hurricane IRMA:           \$586,392.00

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

The status of Hurricane Irma has not changed. The Town has submitted requested items to FEMA for Hurricane Irma.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH  
Balance As Of 04/30/2026

Fund: 001 GENERAL FUND		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues	Description					
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	117,917.44	96.16
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	46,394.21	53.40
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	158,324.49	46.87
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	17,751.66	66.67
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	412.08	51.23
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	2,670.26	66.62
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	481.69	67.89
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	2,087.80	50.29
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	461.91	50.06
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	71,808.07	50.48
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	1,446.42	88.87
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	119,333.40	44.50
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	23,256.18	70.18
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	12,122.10	44.90
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	300.00	80.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	(400.00)	126.67
001-00-331.12.00	FEMA	0.00	0.00	0.00	(42,631.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(41,539.88)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	41,796.14	59.42
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	4,400.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	139,123.77	38.71
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMI	0.00	0.00	0.00	(167,510.00)	100.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,400.00	22.22
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	1,400.00	70.21
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	8,600.00	8,600.00	0.00	6,900.00	19.77

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	3,000.00	75.00
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	(575.00)	120.54
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(21,197.81)	152.99
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	2,782.86	13.04
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	0.00	222,261.00	37.07
						84.75
Department: 13 FINANCE						
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(35.00)	100.00
						100.00
Department: 15 PLANNING						
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
						0.00
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	18,625.00	75.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	4,058.64	63.10
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(508.00)	201.60
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	(105.20)	152.60
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(48.00)	100.00
						46.78
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	3,790.00	15.78
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	12,500.00	90.00
						87.42
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
<b>Overall Revenue Rate:</b>						<b>83.70</b>

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	320,882.00	320,882.00	0.00	(167,510.00)	152.20
						152.20
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	5,175.03	42.50
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	50,095.05	55.71
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	4,535.90	51.44
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	7,028.45	55.71
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	8,259.02	60.53
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(20.08)	128.69
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	83.52	43.00
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	790.12	29.45
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	3,918.86	24.49
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,345.88	29.97
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,012.91	7.58
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	314.88	21.28
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	3,617.12	32.03
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	0.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	0.00	250.00	70.76
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,679.00	50.03
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	39,552.92	27.60
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						49.62
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	67,952.60	64.62
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	1,985.53	83.63
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	2,349.12	86.05
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	1,702.73	63.75
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	4,858.01	83.68
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	743.50	18.83
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(34.72)	138.58

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	0.00	(3,040.95)	116.89
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	0.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	39.09	90.23
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(600.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	1,694.46	50.60
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						71.26
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	22,336.28	70.43
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	1,724.31	70.16
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	3,133.79	70.43
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	1,766.99	87.13
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	68.44	49.68
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	101.74	34.36
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	18,200.00	53.21
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	10,185.60	30.90
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	0.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	0.00	36.01	27.98
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	0.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	0.00	6,000.00	60.89
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
						75.47
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	47,495.10	62.66
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	8,640.00	0.00
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
						53.05
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	(2,437.50)	127.08
						127.08

Department: 19 GENERAL SERVICES		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	1,636.25	58.26
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(4,032.00)	1,081.02
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	5,542.62	66.26
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(224.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	12,856.89	49.25
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	30,515.61	59.63
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	25,898.85	52.83
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	10,198.28	63.58
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	1,538.58	61.54
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	0.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	0.00	31,444.75	67.86
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	6,655.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	24,460.00	79.91
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	358.00	97.32
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	1,730.17	59.76
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	7,873.36	43.86
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN	3,720.00	3,720.00	0.00	3,419.24	8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	802.00	78.45
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	(161.00)	100.54
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	2,320.55	61.32
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	1,323.78	11.75
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	1,519.60	60.01
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	4.97	98.76
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	16,000.00	0.00
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	0.00	5,141.07	55.26
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						74.34
Department: 21 LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	399,696.56	53.73
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	7,103.93	79.88

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	21,403.22	31.00
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	2,675.00	65.71
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	2,475.00	61.92
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	36,869.06	50.66
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	121,908.58	46.30
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	3,304.54	47.02
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	52,444.23	62.53
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	860.90	68.88
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	530.96	49.04
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	0.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	704.00	41.33
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	514.17	72.82
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	1,514.10	87.15
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	9,160.51	18.65
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	(1,243.50)	255.44
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	11,118.54	44.41
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(534.49)	129.69
001-21-520.49.99	MISCELLANEOUS	0.00	0.00	0.00	(10.00)	100.00
001-21-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(93.95)	100.00
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(195.42)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	(1,317.42)	115.50
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	12,850.98	7.77
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	8,311.77	58.44
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	8,595.08	14.05
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	1,463.04	51.23
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	290.00	59.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	1,027.20	69.79
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	0.00	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	9,571.21	61.91
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						55.79
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	191,909.54	22.80
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	8,043.00	0.00
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	27,417.00	0.00
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	0.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	0.00	40,000.00	0.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	0.00	20,721.18	18.63
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	4,676.05	56.06
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	41,089.00	0.00
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	38,254.04	10.01
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	914.96	4.69
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	198.72	17.54
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	1,582.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	3,360.00	45.45
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	(13.00)	101.75
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,400.00	4.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	940.00	6.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	402.61	88.70
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	8,418.75	15.81
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	19,467.42	22.13
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	1,317.19	47.31
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(174.50)	129.08
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	4,291.54	14.17
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	282.32	92.94

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	794.02	20.60
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	3,252.34	53.54
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,485.31	53.58
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	170.00	75.71
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	5,382.96	2.57
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	2,390.00	4.40
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	0.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	0.00	(73.29)	100.37
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						32.94
Department: 29 CODE ENFORCE						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	33,782.00	14.52
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,382.27	21.20
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	4,739.95	14.52
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	0.00	219.00	82.44
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	294.25	1.92
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	2,262.50	53.83
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	382.51	4.37
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	828.75	2.50
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	0.00	(225.00)	101.55
						35.85
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	104,978.09	56.29

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	0.00	(10,515.03)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	14,616.28	56.63
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	14,042.69	67.81
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	338.08	36.69
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	12,497.00	50.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	150.47	47.79
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,116.62	17.67
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,797.34	64.05
001-41-530.43.50	DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	(57.91)	103.86
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	3,666.71	26.67
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	11,008.16	26.61
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	(74.71)	100.75
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	2,061.11	31.30
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	980.01	2.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	653.94	53.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,196.08	20.26
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	8,023.19	56.63
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	572.62	69.46
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	1,128.51	9.72
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	6,601.72	8.31
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	4,065.07	35.48
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	1,282.28	69.47
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
						55.72

Expenditures						62.65
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Fund: 104 ENVIRONMENTAL ADV

Account Category: Revenues

Department: 00

104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	0.00	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						3.71

Account Category: Expenditures

Department: 72 PARKS & RECRE/

104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	0.00	(33.00)	108.25
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	0.00	(3.50)	107.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	0.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	0.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	0.00	(346.49)	149.50
						57.85

Fund: 107 PARKS BOARD

Account Category: Revenues

Department: 00

107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	0.00	(780.00)	114.18
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(885.00)	277.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						108.12

Account Category: Expenditures

Department: 72 PARKS & RECRE/

107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	386.13	61.39
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,448.23	1.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	815.39	81.88
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	(398.50)	126.57
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						29.06

Fund: 122 POLICE ICE FUND

Account Category: Revenues

Department: 00

122-00-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(167,510.00)	100.00
						100.00

Account Category: Expenditures

Department: 21 LAW ENFORCEM

122-21-520.46.15	EQUIPMENT	0.00	0.00	(376.52)	(8,811.21)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	22,851.00	(154,588.95)	100.00
						100.00

Fund: 125 BUILDING DEPT

Account Category: Revenues

Department: 24 PROTECTIVE INS

125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	99,815.19	50.09
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	0.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	0.00	(6,525.93)	286.46
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	450.00	62.50
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	0.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	0.00	14,700.00	10.91
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						47.32

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	133,121.61	16.30
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	0.00	10,197.72	16.19
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	18,676.99	16.30
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	9,966.42	46.03
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	82.16	26.64
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	0.00	164.89	13.61
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(44,854.50)	657.34
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	0.00	1,133.73	20.77
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	0.00	72.03	51.98
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	(1,270.95)	130.05
						42.40

Fund: 172 OCEAN PARK PARKING

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	0.00	117,991.10	0.00
						0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(6,375.00)	213.84
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	53,730.25	54.47
Total Dept 75 - TOWN PARKS		123,600.00	123,600.00	0.00	47,355.25	61.69

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	300.00	0.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	23,272.00	0.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	614.24	87.20
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	1,300.00	58.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	0.00	6,900.00	8.00
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	1,616.59	42.26
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	784.77	50.95
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	1,904.80	19.93
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	219.96	56.01
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	928.50	57.80
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	0.00	100.00
						77.67

Fund: 175 RYCKMAN CROSSOVE

Account Category: Revenues

Department: 00

175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	0.00	117,552.57	0.00
						0.00

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	3,275.00	34.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	38,903.57	56.77
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	(800.00)	125.00
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	308.50	95.59
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	6,321.20	36.79

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						58.40
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	1,132.75	59.54
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	3,298.21	25.04
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(453.60)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	1,460.01	81.75
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	0.00	100.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	395.73	84.17
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	2,349.72	47.78
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	5,090.00	50.68
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						89.03

Fund: 341 CAPITAL PROJECTS - S

Account Category: Revenues

Department: 00

341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	0.00	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	0.00	100.00
						27.49

Account Category: Expenditures

Department: 41 PUBLIC WORKS

341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(862.45)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	734,795.30	63.65
						63.70
Fund: 351 LAND & ROAD IMPROV						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	0.00	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						94.33
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
						0.00

**Parking Revenue FY Comparison**

<b>FY25</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>TOTAL</b>
<b>Ocean</b>	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	54,921.04
<b>Ryckman</b>	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	35,424.62
<b>Total</b>	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	90,345.66

<b>FY26</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>TOTAL</b>
<b>Ocean</b>	3,012.26	5,052.85	6,108.03	6,673.77	6,621.62	18,936.61	17,864.61	64,269.75
<b>Ryckman</b>	7,130.96	7,027.38	7,465.79	6,842.06	6,611.86	8,218.51	7,799.87	51,096.43
<b>Total</b>	10,143.22	12,080.23	13,573.82	13,515.83	13,233.48	27,155.12	25,664.48	115,366.18



# INVOICE

Shepard, Smith, Hand & Brackins, P.A.  
2300 Maitland Center Parkway, Suite 100  
Maitland, FL 32751

Invoice #: 27259  
Date: 04-30-2026

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Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

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Matter Number:240013 - Town of Melbourne Beach - General  
Matter Name:General

Services

Date	Atty	Description	Quantity	Rate	Total
04-10-26	RGK	Review April 16, 2025 Commission meeting and agenda documents Re confidential information related to sealed records	0.60	200.00	\$120.00
04-10-26	RGK	Email Correspondence: Emails with Joanie Sheperd RE: Urgent: Removal of Confidential Sealed Record Information from Public Meeting Materials	0.20	200.00	\$40.00
04-14-26	RGK	Phone conference with Elizabeth Harris Re new filings in shed case appeal	0.20	200.00	\$40.00
04-14-26	RGK	Email Correspondence: Review Appellant's Supplement to Motion to Strike Affidavit as a Sham and for Fraud on the Court (Shed Appeal)	0.40	200.00	\$80.00
04-15-26	RGK	Prepare for 4/15 regular Commission meeting by review of agenda items	0.70	200.00	\$140.00
04-15-26	RGK	Meet with staff to discuss agenda items and attendance at regular Commission meeting	5.40	200.00	\$1,080.00
04-16-26	AJH	Confer w/ RGK re: public records	0.20	225.00	\$45.00
04-16-26	RGK	Confer with Marie Smith and Elizabeth Harris Re status of Funoe, LLC v. Town (Shed Appeal)	0.60	200.00	\$120.00
04-27-26	RGK	Draft Request for Proposal for Grant Writing Services	1.20	200.00	\$240.00

04-28-26	RGK	Research FDEP rulemaking status for artificial turf requirements and preemption by State	0.40	200.00	\$80.00
04-28-26	RGK	Conference with Jim Cole and Marie Smith Re JLAC Audit Questions	0.70	200.00	\$140.00
04-28-26	RGK	Exchange email correspondence with Cyd Cardwell Re FRS Ordinance	0.10	200.00	\$20.00
04-28-26	RGK	Exchange email correspondence with Marie Smith re Maitland Code of Conduct	0.10	200.00	\$20.00
04-28-26	RGK	Draft FRS Firefighter Ordinance	1.20	200.00	\$240.00
04-28-26	RGK	Review Chapter 121, Florida Statutes Re Florida Retirement System and Firefighter FRS Ordinance	0.70	200.00	\$140.00
04-28-26	RGK	Draft Independent Contractor Agreement	1.20	200.00	\$240.00
04-28-26	RGK	Exchange email correspondences with Marie Smith and Chief Brown Re Draft FRS Firefighter Ordinance	0.20	200.00	\$40.00
04-29-26	RGK	Exchange email correspondence with Cyd Cardwell and Gavin Brown Re Agenda Items and FRS Ordinance	0.20	200.00	\$40.00
04-29-26	RGK	Emails from Marie Smith and Elizabeth Harris re Service of Document (Shed Appeal)	0.10	200.00	\$20.00
04-29-26	RGK	Review Response to Appellant's April 14, 2026 Supplement to Motion to Strike Affidavit as Sham and for Fraud on the Court and Appellants April 14, 2026 Status Report (Shed Appeal)	0.30	200.00	\$60.00
04-29-26	RGK	Email to Marie Smith and Commissioners Re Appellate counsel's filing in Funoe, LLC shed appeal case	0.30	200.00	\$60.00

Services Subtotal: \$3,005.00

#### Expenses

04-06-26	ER	RGK Travel Mileage; 4/2/26 Melbourne, Melbourne MN 240013 (partial reimbursement, owe \$104.56)	1.00	15.79	\$15.79
04-21-26	ER	RGK Travel Mileage: 4/15 Melbourne MN 240013 120.35;	1.00	120.35	\$120.35

Expenses Subtotal: \$136.14

Date	Payment Method	No	Amount
05-06-26	Payment from Retainer, Check, Received on 04-17-26	14927	\$40.00

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Subtotal	\$3,141.14
Total	\$3,141.14
Payment	\$40.00
Balance Owing	\$3,101.14

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$3,101.14

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



# INVOICE

Shepard, Smith, Hand & Brackins, P.A.  
2300 Maitland Center Parkway, Suite 100  
Maitland, FL 32751

Invoice #: 27214  
Date: 04-30-2026

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Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

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Matter Number:240208 - Town of Melbourne Beach - Building  
Matter Name:Building

## Services

Date	Atty	Description	Quantity	Rate	Total
04-27-26	RGK	Correspondence with M. Manager re attached RFQ for Town Planning Services and CCNA applicability. Correspondence with M. Manager re: missing attachment for follow-up from April 15th meeting.	0.10	200.00	\$20.00

Services Subtotal: \$20.00

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Subtotal	\$20.00
Total	\$20.00
Payment	\$0.00
Balance Owing	\$20.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$20.00

Tax ID #32-0242557

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 2300 Maitland Center Parkway, Suite 100  
 Maitland, FL 32751

Invoice #: 27215  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:240209 - Town of Melbourne Beach - Elected Officials  
 Matter Name:Elected Officials

Services

Date	Atty	Description	Quantity	Rate	Total
04-14-26	RGK	Phone conference with Mayor Dennington Re agenda items and resident concern Re Sunshine law	0.20	200.00	\$40.00
04-16-26	RGK	Multiple phone conferences with Mayor Dennington Re request for police reports and records	0.40	200.00	\$80.00
04-20-26	RGK	Phone conference with Mayor Dennington Re Blue Marlin emails	0.10	200.00	\$20.00
04-30-26	RGK	Phone conference with Mayor Dennington Re FRS procedures	0.30	200.00	\$60.00

Services Subtotal: \$200.00

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Subtotal	\$200.00
Total	\$200.00
Payment	\$0.00
Balance Owing	\$200.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$200.00

Tax ID #32-0242557

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Invoice #: 27216  
Date: 04-30-2026

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Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

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Matter Number:240210 - Town of Melbourne Beach - Finance  
Matter Name:Finance

## Services

Date	Atty	Description	Quantity	Rate	Total
04-16-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Legal Costs (JLAC request)	0.10	200.00	\$20.00
04-17-26	RGK	Email Correspondence: Email to Jennifer Kerr RE: Legal Costs (JLAC Audit)	0.10	200.00	\$20.00

Services Subtotal: \$40.00

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Subtotal	\$40.00
Total	\$40.00
Payment	\$0.00
Balance Owing	\$40.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$40.00

Tax ID #32-0242557

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 Maitland, FL 32751

Invoice #: 27217  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:240211 - Town of Melbourne Beach - Fire  
 Matter Name:Fire

Services

Date	Atty	Description	Quantity	Rate	Total
04-10-26	RGK	Phone conference with Chief Brown Re information for PRR-2025-155	0.30	200.00	\$60.00
04-10-26	RGK	Phone conference with Dave Micka and Chief Brown Re SAFER Grant documents	0.50	200.00	\$100.00
04-14-26	RGK	Phone conference with Chief Brown Re FRS Ordinance	0.10	200.00	\$20.00
04-23-26	RGK	Email Correspondence: Emails with Gavin Brown and Marie Smith RE: Items to include for Special Town Commission Meeting on Fire Dispatch on 5/6/26	0.40	200.00	\$80.00
04-23-26	RGK	Review and revise Law Enforcement and Fire Dispatch Services Agreement with Brevard County Sheriff	1.10	200.00	\$220.00

Services Subtotal: \$480.00

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Subtotal	\$480.00
Total	\$480.00
Payment	\$0.00
Balance Owing	\$480.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$480.00

Tax ID #32-0242557

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Invoice #: 27218  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:240212 - Town of Melbourne Beach - Police  
 Matter Name:Police

## Services

Date	Atty	Description	Quantity	Rate	Total
04-09-26	RGK	Email Correspondence: Emails with Chief Zander RE: Police Week Memo	0.20	200.00	\$40.00
04-09-26	RGK	Email Correspondence: Emails with Chief Zander RE: Court dates	0.10	200.00	\$20.00
04-09-26	RGK	Email Correspondence: Emails with Chief Zander RE: Police Week Memo	0.10	200.00	\$20.00
04-16-26	RGK	Phone conference with Chief Zander Re Mayor's public records request for police reports	0.10	200.00	\$20.00
04-16-26	RGK	Multiple phone conferences with Chief Zander Re Mayor's police records requests	0.20	200.00	\$40.00
04-17-26	RGK	Email Correspondence: Emails with Chief Zander and Marie Smith Re Proposed language	0.20	200.00	\$40.00
04-20-26	RGK	Email Correspondence: Email to Officer Earl Mayor's Requested Emails (Blue Marlin)	0.10	200.00	\$20.00
04-20-26	RGK	Email Correspondence: Email to Officer Earl RE: Mayor's Requested Emails (Blue Marlin) Email 2 of 2	0.10	200.00	\$20.00
04-22-26	RGK	Review complaint Re Blue Marlin and other incidents	0.20	200.00	\$40.00
04-22-26	RGK	Email Correspondence: Emails with Chief Zander RE: Mayor Dennington's statement	0.20	200.00	\$40.00

04-23-26	RGK	Email Correspondence: Email from Chief Zander RE: Mayors Blue Marlin Case	0.10	200.00	\$20.00
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Services Subtotal: \$320.00

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Subtotal	\$320.00
Total	\$320.00
Payment	\$0.00
Balance Owing	\$320.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$320.00

Tax ID #32-0242557

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Invoice #: 27219  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:240213 - Town of Melbourne Beach - Public Works  
 Matter Name:Public Works

Services

Date	Atty	Description	Quantity	Rate	Total
04-28-26	RGK	Phone conference with Marie Smith, Tom Davis, and Ana Saunders Re Sea Wall repairs	0.20	200.00	\$40.00
04-30-26	RGK	Exchange emails with Jennifer Kerr Re stormwater bond levy documentation; Research Florida statutes and municipal resolutions confirming levy end	0.50	200.00	\$100.00
04-30-26	RGK	Exchange email correspondence with Jennifer Kerr re drafting a resolution to document the stormwater bond assessment sunset and requesting the ordinance adopting the assessment	0.10	200.00	\$20.00

Services Subtotal: \$160.00

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Subtotal	\$160.00
Total	\$160.00
Payment	\$0.00
Balance Owing	\$160.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$160.00

Tax ID #32-0242557

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Date: 04-30-2026

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Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

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Matter Number:240214 - Town of Melbourne Beach - Town Clerk  
Matter Name:Town Clerk

Services

Date	Atty	Description	Quantity	Rate	Total
04-10-26	RGK	Email Correspondence: Emails with Amber Brown RE: Public Records Requests Information, Update, and Requests	0.30	200.00	\$60.00
04-10-26	RGK	Email Correspondence: Email to Amber Brown and Marie Smith RE: Urgent: Removal of Confidential Sealed Record Information from Public Meeting Materials	0.10	200.00	\$20.00
04-10-26	RGK	Phone conference with Amber Brown Re April 16, 2025 meeting additions	0.20	200.00	\$40.00
04-23-26	RGK	Email Correspondence: Emails with Amber Brown RE: Clarification on the fire pension ordinance advertisement	0.20	200.00	\$40.00
04-24-26	RGK	Email Correspondence: Emails with Amber Brown RE: Clarification on the fire pension ordinance advertisement	0.10	200.00	\$20.00

Services Subtotal: \$180.00

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Subtotal	\$180.00
Total	\$180.00
Payment	\$0.00
Balance Owing	\$180.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$180.00

Tax ID #32-0242557

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Invoice #: 27221  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:240215 - Town of Melbourne Beach - Town Manager  
 Matter Name:Town Manager

Services

Date	Atty	Description	Quantity	Rate	Total
04-10-26	RGK	Perform search for responsive records for PRR-2026-31	0.30	200.00	\$60.00
04-10-26	RGK	Email Correspondence: Email from Marie Smith Re PRR procedures and posting of minutes	0.10	200.00	\$20.00
04-14-26	RGK	Email Correspondence: Emails with Marie Smith Re Court filings in 2022-AP-025737	0.10	200.00	\$20.00
04-14-26	RGK	Email Correspondence: Emails with Marie Smith RE: SERVICE OF COURT DOCUMENT CASE NUMBER 052022AP025737XXXXXX FUNOE LLC VS TOWN OF MELB BCH	0.10	200.00	\$20.00
04-14-26	RGK	Phone conference with Marie Smith Re Fla. Stat. 316.271	0.20	200.00	\$40.00
04-14-26	RGK	Phone conference with Marie Smith and Chief Zander Re Fla. Stat. 316.271 and enforcement	0.40	200.00	\$80.00
04-15-26	RGK	Email Correspondence: Emails with Elizabeth Harris and Marie Smith RE: Funoe- telephone conference	0.10	200.00	\$20.00
04-16-26	RGK	Phone conference with Marie Smith Re Mayor's public records request for police reports	0.20	200.00	\$40.00
04-16-26	RGK	Multiple phone conferences with Marie Smith Re Mayor's police records requests	0.40	200.00	\$80.00

04-17-26	RGK	Email Correspondence: Emails with Marie Smith and Elizabeth Harris RE: Contract with Elizabeth Harris	0.10	200.00	\$20.00
04-19-26	RGK	Email Correspondence: Email from Marie Smith RE: Sunday, April 12, 2026	0.10	200.00	\$20.00
04-22-26	RGK	Phone conference with Marie Smith and Chief Zander Re police incident reports and complaint filed on 4/20	0.40	200.00	\$80.00
04-23-26	RGK	Phone conference with Marie Smith Re Computer Experts	0.20	200.00	\$40.00
04-24-26	RGK	Email Correspondence: Review Computer Experts Agreement; Emails with Marie Smith RE: Computer Experts Request for Attorney's Fees	0.30	200.00	\$60.00
04-27-26	RGK	Email to Marie Smith re: draft RFP for Grant Writing Services and comments for review	0.10	200.00	\$20.00
04-27-26	RGK	Emails with Marie Smith and Jennifer Kerr re template for an independent contractor agreement	0.20	200.00	\$40.00
04-27-26	RGK	Email Correspondence: Email from Marie Smith Re Action Update List from last Commission Meeting	0.10	200.00	\$20.00
04-27-26	RGK	Email Correspondence: Email from Marie Smith Re Mosquito Control	0.10	200.00	\$20.00
04-28-26	RGK	Exchange email correspondence with J. COLE and Marie Smith Re Charter Review Committee Report	0.10	200.00	\$20.00
04-29-26	RGK	Exchange email with Marie Smith regarding information retrieval from Mayor's phone	0.20	200.00	\$40.00
04-29-26	RGK	Exchange email correspondences with M. Manager regarding BOA training PowerPoint presentation covering code and LDR provisions, case law, and evidentiary standards	0.20	200.00	\$40.00
04-29-26	RGK	Phone conference with Marie Smith Re Shed Appeal Case	0.10	200.00	\$20.00
04-29-26	RGK	Email to Marie Smith and Jennifer Kerr re Independent Contractor Agreement	0.10	200.00	\$20.00

Services Subtotal: \$840.00

Subtotal	\$840.00
Total	\$840.00
Payment	\$0.00
Balance Owing	\$840.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$840.00

Tax ID #32-0242557

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 Maitland, FL 32751

Invoice #: 27260  
 Date: 04-30-2026

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Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951

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Matter Number:250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit  
 Matter Name:Funoe LLC PRR Lawsuit

Services

Date	Atty	Description	Quantity	Rate	Total
04-01-26	RGK	Attend deposition of Computer Experts Corp. Rep.	2.00	200.00	\$400.00
04-01-26	RGK	Travel time to deposition of Computer Experts Corp. Rep. (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
04-01-26	RGK	Email Correspondence: Emails from David Dugan and Ariana Tellone RE: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00
04-01-26	RGK	Email Correspondence: Service of Court Document Re Return of Service for MBVFD, Inc. Subpoena	0.10	200.00	\$20.00
04-01-26	RGK	Email Correspondence: Emails with David Dugan Re: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00
04-01-26	PAB	Conference/meeting with RGK re litigation strategy	0.30	225.00	\$67.50
04-01-26	RGK	Phone conference with Marie Smith Re Computer Experts corp. rep. depo and document production	0.40	200.00	\$80.00
04-02-26	RGK	Email Correspondence: Review Funoe, LLC's Motion for Contempt and Sanctions against Morse Communications	0.10	200.00	\$20.00
04-02-26	RGK	Email Correspondence: Review Funoe's Amended Exhibit List	0.10	200.00	\$20.00

04-02-26	RGK	Email Correspondence: Review Return of Service as to Melanie Griswold	0.10	200.00	\$20.00
04-02-26	RGK	Email Correspondence: Review Proposed order on Non-Party Melanie Griswold's Motion for Protective Order Regarding Plaintiff's Notice of Taking Deposition	0.10	200.00	\$20.00
04-02-26	RGK	Email Correspondence: Emails with Christina Rogers RE: 438528   Exhibits for the deposition of the Corporate Representative of Funoe, LLC	0.10	200.00	\$20.00
04-02-26	RGK	Email Correspondence: Email to Marie Smith Re Funoe, LLC v. Town - Emails	0.10	200.00	\$20.00
04-02-26	RGK	Email Correspondence: Email from Roma Molinaro Re Protective Order	0.10	200.00	\$20.00
04-02-26	PAB	Prepare for trial and mediation; review pleadings, motions and case law	2.00	225.00	\$450.00
04-02-26	RGK	Phone conference with Michael Khan Re Computer Experts documents	0.20	200.00	\$40.00
04-03-26	RGK	Phone conference with David Dugan Re mediation	0.40	200.00	\$80.00
04-03-26	RGK	Attend deposition of Melanie Griswold	3.40	200.00	\$680.00
04-03-26	RGK	Travel to Melbourne for deposition of Melanie Griswold (travel outside Brevard)	1.50	200.00	\$300.00
04-03-26	PAB	Confer with RGK and prepare for mediation	0.50	225.00	\$112.50
04-03-26	PAB	Prepare for mediation and trial; confer with RGK re litigation strategy	1.50	225.00	\$337.50
04-03-26	PAB	Confer with RGK re bad faith mediation tactics and demand by plaintiff and recommendation	0.20	225.00	\$45.00
04-03-26	RGK	Confer with PAB Re mediation and trial	0.40	200.00	\$80.00
04-03-26	PAB	Conference/meeting with Ryan Knight re mediation and litigation strategy	0.30	225.00	\$67.50
04-03-26	RGK	Phone conference with Vice-Mayor Cronin Re impasse	0.10	200.00	\$20.00
04-03-26	RGK	Phone conference with Commissioner Reed Re impasse	0.10	200.00	\$20.00
04-03-26	RGK	Attendance at mediation	7.90	200.00	\$1,580.00
04-04-26	RGK	Phone conference with Marie Smith and Sherrie Quarrie Re trial	0.60	200.00	\$120.00
04-05-26	RGK	Review deposition transcript of Elizabeth Mascaro in preparation for trial on 4/8	1.80	200.00	\$360.00

04-05-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Trial Subpoenas and Testimony	0.20	200.00	\$40.00
04-05-26	RGK	Email Correspondence: Email to Amber Brown and Cyd Cardwell FW: 438722- Read and sign letter   AMBER BROWN & CYD CARDWELL	0.10	200.00	\$20.00
04-06-26	RGK	Draft and revise proposed Pretrial Statement and Stipulations	2.30	200.00	\$460.00
04-06-26	RGK	Review deposition transcript of Funoe Corp. Rep. in preparation for trial.	2.20	200.00	\$440.00
04-06-26	RGK	Review deposition transcript of Amber Brown in preparation for trial.	2.50	200.00	\$500.00
04-06-26	RGK	Identify trial exhibits and impeachment exhibits to be used for trial.	2.50	200.00	\$500.00
04-06-26	RGK	Research, analyze, and shepardize case law for inclusion in proposed Pretrial statement and stipulations	2.10	200.00	\$420.00
04-06-26	RGK	Email Correspondence: Review court filing Re Mediation Disposition Report	0.10	200.00	\$20.00
04-06-26	PAB	Confer with RGK re litigation strategy	0.10	225.00	\$22.50
04-06-26	PAB	Confer with RGK re litigation strategy; meet with Town Manager, RGK and Vice Mayor re same	1.60	225.00	\$360.00
04-06-26	RGK	Confer with Marie Smith, Terry Cronin, and Patrick Brackins Re trial on 4/8/26	1.00	200.00	\$200.00
04-06-26	RGK	Confer with PAB Re trial strategy	0.30	200.00	\$60.00
04-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Trial Subpoenas and Testimony	0.20	200.00	\$40.00
04-06-26	RGK	Email Correspondence: Emails with Roma Molinaro RE: Funoe, LLC v Town of Melbourne Beach; Case No. 05-2025-CA-023102	0.20	200.00	\$40.00
04-06-26	PAB	Confer with RGK re litigation strategy	0.20	225.00	\$45.00
04-06-26	AOL	Legal research re: public records requests and "improper purpose"	0.90	200.00	\$180.00
04-06-26	AOL	Meet with and exchange email correspondence with PAB re: public records requests and "improper purpose"	0.70	200.00	\$140.00
04-06-26	PAB	Receive, analyze and reply to draft joint stipulated facts	0.30	225.00	\$67.50
04-06-26	RGK	Draft Proposed Stipulated Facts for Trial	1.10	200.00	\$220.00
04-06-26	RGK	Email Correspondence: Email to Marie Smith Re Proposed Stipulated Facts	0.10	200.00	\$20.00
04-06-26	RGK	Phone conference with Marie Smith Re stipulated facts	0.10	200.00	\$20.00

04-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026_04-06-Joint pretrial stipulation	0.20	200.00	\$40.00
04-06-26	PAB	Confer with RGK re litigation strategy and stipulated facts for trial	0.30	225.00	\$67.50
04-06-26	RGK	Email Correspondence: Email from Roma Molinaro RE Funoe, LLC v Town of Melbourne Beach; Case No. 05-2025-CA-023102 - Protective Order	0.10	200.00	\$20.00
04-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026_04-06-Joint pretrial stipulation	0.10	200.00	\$20.00
04-06-26	RGK	Email Correspondence: Emails with Valerie Mackey Re motion for expert to attend virtually at trial	0.20	200.00	\$40.00
04-06-26	PAB	Prepare for trial	1.50	225.00	\$337.50
04-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026_04-06-Joint pretrial stipulation	0.20	200.00	\$40.00
04-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026_04-06-Joint pretrial stipulation	0.20	200.00	\$40.00
04-06-26	PAB	Email Correspondence: Receive and analyze email from RGK re NOA	0.10	225.00	\$22.50
04-06-26	RGK	Email Correspondence: Emails with Ariana Tellone and Valerie Mackey Re motion for expert to attend trial electronically	0.20	200.00	\$40.00
04-06-26	RGK	Email Correspondence: Email from Nathan Meloon Re: 2026_04-06-Joint pretrial stipulation	0.10	200.00	\$20.00
04-06-26	PAB	Continue preparing for trial; review and revise pre-trial statement; confer with RGK	2.30	225.00	\$517.50
04-07-26	RGK	Phone conference with Justin Falatek and Melanie Griswold Re trial subpoena	0.20	200.00	\$40.00
04-07-26	RGK	Review deposition transcripts of Funoe Corp. Rep., and Alison Dennington, Tim Zander (3.2); finalize trial questions and outlines for question to ask witnesses at trial (2.6).	5.80	200.00	\$1,160.00
04-07-26	RGK	Phone conferences with Nathan Meloon Re stipulations and trial subpoenas	0.30	200.00	\$60.00
04-07-26	RGK	Attend hearing on remote expert testimony	0.30	200.00	\$60.00
04-07-26	RGK	Review and finalize trial exhibits and exhibits for Funoe corporate rep and Alison Dennington	2.50	200.00	\$500.00
04-07-26	RGK	Review deposition on Chief Zander in preparation for trial	1.50	200.00	\$300.00
04-07-26	RGK	Phone conference with Mathew Smith Re trial subpoena	0.20	200.00	\$40.00

04-07-26	RGK	Travel to Melbourne Beach to meet with witnesses Re trial preparation	1.50	200.00	\$300.00
04-07-26	PAB	Receive and analyze multiple court filings the late afternoon before trial	0.20	225.00	\$45.00
04-07-26	PAB	Prepare for trial; confer with RGK re litigation strategy	3.30	225.00	\$742.50
04-08-26	PAB	Continue preparing for trial	2.00	225.00	\$450.00
04-08-26	RGK	Travel time from trial	1.00	200.00	\$200.00
04-08-26	PAB	Prepare for and Attend trial (day one)	12.00	225.00	\$2,700.00
04-08-26	RGK	Phone conference with Marie Smith Re trial	0.50	200.00	\$100.00
04-08-26	RGK	Prepare for and attend trial	12.00	200.00	\$2,400.00
04-08-26	PAB	Travel from trial	1.00	225.00	\$225.00
04-09-26	RGK	Phone conference with Valerie Mackey Re new trial dates	0.20	200.00	\$40.00
04-09-26	RGK	Email Correspondence: Emails with Marie Smith and Court Reporter FW: Cost Estimate (Funoe v. Town of Melbourne Beach)	0.10	200.00	\$20.00
04-09-26	RGK	Email Correspondence: Emails with Ariana Tellone and Valerie Mackey Re court dates for day 2 of trial	0.20	200.00	\$40.00
04-09-26	PAB	Confer with RGK re new trial date	0.20	225.00	\$45.00
04-09-26	PAB	Continue preparing for second day of trial/litigation strategy	0.50	225.00	\$112.50
04-09-26	RGK	Email Correspondence: Review proposed Order on Non-Party, Melanie Griswold's Motion for Protective Order Regarding Trial Testimony	0.10	200.00	\$20.00
04-09-26	RGK	Email Correspondence: Emails from Valerie Mackey and Ariana Tellone Re May 20th trial date	0.10	200.00	\$20.00
04-09-26	RGK	Phone conference with Amber Brown Re PRRs that are part of lawsuit	0.50	200.00	\$100.00
04-10-26	PAB	Confer with RGK re litigation strategy	0.30	225.00	\$67.50
04-10-26	RGK	Email Correspondence: Analyze Order on Non-Party, Melanie Griswold's Motion for Protective Order Regarding Trial Testimony	0.10	200.00	\$20.00
04-10-26	RGK	Email Correspondence: Emails with Amber Brown RE: 438722- Read and sign letter   AMBER BROWN & CYD CARDWELL	0.10	200.00	\$20.00
04-10-26	RGK	Phone conference with Commissioner Cronin Re status of trial and new trial date	0.50	200.00	\$100.00

04-13-26	RGK	Email Correspondence: Review and analyze Protective Order Against Unauthorized Use or Disclosure of Confidential Information	0.10	200.00	\$20.00
04-13-26	PAB	Email Correspondence: Receive and analyze email from JA with Order from court on protective order	0.10	225.00	\$22.50
04-13-26	PAB	Receive and analyze notice of continued trial to date certain	0.10	225.00	\$22.50
04-20-26	RGK	Begin review of trial transcript in preparation for May 20 trial	2.50	200.00	\$500.00
04-21-26	RGK	Review and analyze proposed exhibits produced by Funoe, LLC for objections at trial on 5/20 and for documents used as exhibits for questioning of witnesses	3.00	200.00	\$600.00
04-23-26	RGK	Email Correspondence: Review and analyze Funoe's Supplemental Brief Regarding MBVFD's Amended Motion for Protective Order	0.30	200.00	\$60.00

Services Subtotal: \$21,512.50

#### Expenses

04-06-26	ER	RGK Travel Mileage; 3/23/26 W.Malek MN 250056, 3/27/26 W.Malek Melbourne MN 250056, RGK Travel Mileage;	1.00	224.90	\$224.90
04-06-26	ER	RGK Travel Mileage; 3/30, 3/31, 4/1, 4/3/26 Melbourne, W.Malek Melbourne MN250056	1.00	418.20	\$418.20
04-07-26	ER	Inv390803; MN 250056 Transcript of Melanie Griswold	1.00	1010.00	\$1,010.00
04-08-26	ER	RGK Travel Lodging 4/7/26 MN 250056	1.00	152.32	\$152.32
04-08-26	ER	PAB Travel Lodging 4/7/26 MN 250056	1.00	152.32	\$152.32
04-21-26	ER	RGK Travel Mileage: Melbourne 4/7-4/8 MN 250056 \$120.35	1.00	120.35	\$120.35
04-21-26	ER	PAB Travel Mileage: Melbourne Bch (Viera Courthouse) 4/8/26	1.00	120.35	\$120.35
04-27-26	ER	Inv# 392610; MN 250056 Depo of E.Dennington Jr, A. Dennington 4.21.26	1.00	572.50	\$572.50
04-29-26	ER	MN 250056 Melbourne-Funoe ; Inv#393121; Transcript 1 day trial, Brevard County Courthouse	1.00	862.00	\$862.00

Expenses Subtotal: \$3,632.94

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Subtotal	\$25,145.44
Total	\$25,145.44
Payment	\$0.00
Balance Owing	\$25,145.44

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$25,145.44

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



# Town of Melbourne Beach

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## **Building Department Report April 2026**

- Permit issued - 58
- Construction value – 4,928,401.99
- Permit fees collected – 32,303.95
- Plans reviewed – 41
- Building inspections completed – 88
- Site plan review for P&Z – 3
- Stop work order – 0
- New homes (completed) – 0
- Short-term rental inspections - 5

# Monthly Permit List

05/04/2022

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## Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD26-0003	Coastline Construction LLC	209 SURF RD	\$154.25	\$300.00
Work Description: demo existing sfr				

**Total Permits For Type: 1**  
**Total Fees For Type: \$154.25**  
**Total Const. Value For Type: \$300.00**

## Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0010	KENNETH EDISON	2003 OAK ST	\$149.68	\$4850.00
Work Description: fpl underground conversion and service upgrade.				
PE26-0011	Joyal Construction	206 RIVERSIDE DR	\$79.00	\$350.00
Work Description: temp power pole, new single family residence				
PE26-0012	Hawkins, Roger D.	404 PELICAN KY	\$362.77	\$15392.00
Work Description: installation of 22kw generator, connect to existing LP tank				
PE26-0013	John Brannan	200 SHANNON AVE	\$79.00	\$1400.00
Work Description: temp power pole				
PE26-0014	EAU GALLIE ELECTRIC INC	314 BANYAN WAY	\$93.70	\$2990.00
Work Description: add 8 light to front soffit				
PE26-0015	ANDREW WHITE	508 SUNSET BLVD	\$361.51	\$15269.00
Work Description: install tesla powerwall				

**Total Permits For Type: 6**  
**Total Fees For Type: \$1125.66**  
**Total Const. Value For Type: \$40251.00**

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0015	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	209 FLAMINGO LN	\$144.75	\$4688.00
Work Description:				
PF26-0016	AMERICAN FENCE	506 THIRD AVE	\$273.25	\$8886.00
Work Description: installation of 306' of black chainlink and 5' gate				
PF26-0017	AAA QUALITY FENCE LLC	210 SECOND AVE	\$112.66	\$3622.00
Work Description: R/R 511ft of fence 6' high pvc with three gates				
PF26-0018	Allied Fence LLC	412 MAGNOLIA AVE	\$272.90	\$8875.00
Work Description: installation of 189' of 6' fence, 2 gates				
PF26-0019	FENCE, ELITE	315 HIBISCUS TRL	\$147.55	\$4780.00

**Total Permits For Type: 5**  
**Total Fees For Type: \$951.11**  
**Total Const. Value For Type: \$30851.00**

## Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM26-0004	David Mastrodonardo	406 SURF RD	\$248.71	\$8088.00
	<b>Work Description:</b> replace existing ac unit			
PM26-0020	ROBERT WOODBREY	414 SECOND AVE	\$79.00	\$1185.00
	<b>Work Description:</b> HVAC switchout no ductwork			
PM26-0022	DEAN DELEEUEW AIR CONDITIONING AND HEATING INC	212 DOGWOOD AVE	\$348.50	\$14000.00
	<b>Work Description:</b> HVAC changeout and new ductwork			
PM26-0025	NATHAN IACOBACCI	413 RIVERVIEW LN	\$350.69	\$14214.00
	<b>Work Description:</b> R/R ductwork			
PM26-0026	American Air & Heat of Brevard	1905 ATLANTIC ST 311	\$293.67	\$9550.00
	<b>Work Description:</b> hvac switchout no ductwork			
PM26-0027	TROPIC AIR AND HEAT LLC	703 ATLANTIC ST	\$230.20	\$7486.00
	<b>Work Description:</b> replace HVAC			
PM26-0028	Sullivan, Peter	1702 ATLANTIC ST 1B	\$369.00	\$16000.00
	<b>Work Description:</b> HVAC switchout no ductwork			
PM26-0029	Steiner, Mark	404 SIXTH AVE	\$423.50	\$14000.00
	<b>Work Description:</b> R/R ductwork exact			
PM26-0030	Kristin N Kelly	507 BANYAN WAY	\$181.66	\$5900.00
	<b>Work Description:</b> R/R hvac system no ductwork			
PM26-0031	Steiner, Mark	305 FIRST AVE	\$411.49	\$20146.00
	<b>Work Description:</b> hvac switchout no ductwork			
PM26-0032	Thomas Leggins	2105 ATLANTIC ST 634	\$317.65	\$10990.00
	<b>Work Description:</b> R/R hvac, no ductwork			
PM26-0033	WHITLOCK, GARY	209 ASH AVE	\$396.39	\$18672.00
	<b>Work Description:</b> R/R HVAC no duct work			
PM26-0034	NATHAN IACOBACCI	414 RIVERVIEW LN	\$347.30	\$13883.00
	<b>Work Description:</b> switchout of HVAC no ductwork			
PM26-0035	David Mastrodonardo	1902 ROSEWOOD DR	\$269.52	\$8765.00
	<b>Work Description:</b> replace HVAC unit no ductwork			
PM26-0036	John T Arrigo	207 BIRCH AVE	\$324.68	\$11676.00
	<b>Work Description:</b> switchout of HVAC no ductwork			
PM26-0038	John T Arrigo	206 CHERRY DR	\$312.63	\$10500.00

**Total Permits For Type: 16**  
**Total Fees For Type: \$4904.59**  
**Total Const. Value For Type: \$185055.00**

### Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0002	ELITE PAVERS LLC	318 HIBISCUS TRL	\$584.25	\$37000.00
	<b>Work Description:</b> replace driveway with pavers			
PCD26-0005	GROUND ED BUILDS BREVARD, LLC	451 RIVER VIEW LN	\$410.00	\$20000.00
	<b>Work Description:</b> replace driveway with pavers			
PCD26-0006	Baldwin, Robert,jr; Baldwin, Valerie A	446 RIVER VIEW LN	\$348.50	\$14000.00
	<b>Work Description:</b> r/r two concrete driveways			
PCD26-0007	Brevard Outdoor Services	600 ATLANTIC ST	\$410.00	\$20000.00
	<b>Work Description:</b> installation of pavers			
PCD26-0008	GRAHAM, ALICE Z TRUST	315 FOURTH AVE	\$79.00	\$500.00
	<b>Work Description:</b> installation of 1432sft of pavers			

**Total Permits For Type: 5**  
**Total Fees For Type: \$1831.75**  
**Total Const. Value For Type: \$91500.00**

### Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0011	DOUG HERRELL	212 CHERRY DR	\$234.93	\$7640.00
	<b>Work Description:</b> repipe of home			
PP26-0012	Gomiela, Ryan	615 CITRUS CT	\$321.34	\$11350.00
	<b>Work Description:</b> home repipe through attic and walls, run new service from meter to house.			

**Total Permits For Type: 2**  
**Total Fees For Type: \$556.27**  
**Total Const. Value For Type: \$18990.00**

### Pool Enclosure

Permit #	Applicant	Address	Fee Total	Const. Value
PPE26-0001	ALL ALUMINUM & SCREENING	2100 NEPTUNE DR	\$389.50	\$18000.00
	<b>Work Description:</b> R/R existing pool enclosure			

**Total Permits For Type: 1**  
**Total Fees For Type: \$389.50**  
**Total Const. Value For Type: \$18000.00**

## Reroof

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Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0012	EVERS ROOFING LLC	604 CITRUS CT	\$552.94	\$33946.00
	Work Description: shingle reroof			
PRR26-0013	ERIE CONSTRUCTION	615 CITRUS CT	\$768.75	\$55000.00
	Work Description: reroof, shingles			

**Total Permits For Type: 2**  
**Total Fees For Type: \$1321.69**  
**Total Const. Value For Type: \$88946.00**

## Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0008	Jparker Contracting LLC	608 SHANNON AVE	\$1230.00	\$100000.00
	Work Description: second story addition			
PRB26-0011	GROUND ED BUILDS BREVARD, LLC	400 RIVERSIDE DR	\$358.75	\$15000.00
	Work Description: 132' addition to main structure			
PRB26-0012	Palm Bay Aluminum Corp	1202 PINE ST	\$419.23	\$20900.00
	Work Description: build screenroom with composite roof on existing concrete pad			
PRB26-0013	MARKLE CONSTRUCTION LLC	412 SIXTH AVE	\$615.00	\$40000.00
	Work Description: bathroom remodel, wall reconfigure			
PRB26-0015	BC RENO GROUP	2003 OAK ST	\$1575.94	\$167500.00
	Work Description: addition			
PRB26-0016	SB360 LLC	603 ALDEN PL	\$260.03	\$8456.00
	Work Description: r/r soffit and fascia on home			

**Total Permits For Type: 6**  
**Total Fees For Type: \$4458.95**  
**Total Const. Value For Type: \$351856.00**

## Res New Construction

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0010	Joyal Construction	206 RIVERSIDE DR	\$7137.93	\$2005533.00
	Work Description: new construction single family residence			
PRB26-0014	CENTER POINT HOMES OF FLORIDA	305 OAK ST	\$7123.75	\$2000000.00
	Work Description: new construction SFR			

**Total Permits For Type: 2**  
**Total Fees For Type: \$14261.68**  
**Total Const. Value For Type: \$4005533.00**

## Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR26-0005	HARPER, DANIEL	418 AVENUE B	\$0.00	\$0.01
<b>Work Description:</b> removal of cabbage palm tree				

**Total Permits For Type: 1**  
**Total Fees For Type: \$0.00**  
**Total Const. Value For Type: \$0.01**

### Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS26-0025	Mark Farnham Construction LLC	304 OAK ST	\$131.57	\$4252.44
<b>Work Description:</b> R/R 2 HR window impact				
PWS26-0026	WINDOW WORLD	1350 ATLANTIC ST 8S	\$169.60	\$5504.00
<b>Work Description:</b> R/R 3 windows size for size				
PWS26-0027	SPACE COAST GARAGE DOOR LLC	211 FIR AVE	\$144.81	\$4690.00
<b>Work Description:</b> r/r garage door				
PWS26-0028	SPACE COAST GARAGE DOOR LLC	1104 ATLANTIC ST	\$79.00	\$2170.00
<b>Work Description:</b> r/r garage door				
PWS26-0029	Brevard Window & Doors Inc	602 SHANNON AVE	\$635.50	\$42000.00
<b>Work Description:</b> R/R windows and door in home				
PWS26-0030	LOWE'S HOME CENTERS, LLC	406 COLONY ST	\$291.60	\$9483.00
<b>Work Description:</b> R/R front entry door				
PWS26-0031	LOWE'S HOME CENTERS, LLC	417 HIBISCUS TRL	\$104.80	\$3360.00
<b>Work Description:</b> R/R garage entry door				
PWS26-0032	Brevard Window & Doors Inc	1712 ATLANTIC ST	\$146.05	\$4730.76
<b>Work Description:</b> R/R windows				
PWS26-0033	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	400 ATLANTIC ST	\$273.76	\$8902.78
<b>Work Description:</b> R/R windows				
PWS26-0034	Roll Tite Shutters East, Inc.	323 FOURTH AVE	\$84.52	\$2684.00
<b>Work Description:</b> installation of accordion shutters on two doors				
PWS26-0035	WALLABY WINDOWS OF BREVARD	603 MANGO DR	\$287.29	\$9343.00
<b>Work Description:</b> installation of double door with sidelites				

**Total Permits For Type: 11**  
**Total Fees For Type: \$2348.50**  
**Total Const. Value For Type: \$97119.98**

<b>Grand Total Fees:</b>	<b>\$32,303.95<sup>17</sup></b>
<b>Grand Total Permits:</b>	<b>58.00</b>
<b>Grand Total Const. Value:</b>	<b>\$4928401.99</b>

# Inspection List

05/04/2026

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Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRR26-0013	615 CITRUS CT	Dry-In	04/30/26	04/30/26	Approved	DANIEL HUBBARD
PM26-0029	404 SIXTH AVE	Final Mechanical	04/29/26	04/29/26	Disapproved	DANIEL HUBBARD
PM26-0036	207 BIRCH AVE	Final Mechanical	04/29/26	04/29/26	Approved	DANIEL HUBBARD
PWS26-0027	211 FIR AVE	Final window, Door, & Shutter	04/29/26	04/29/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Up-Lift	04/29/26	04/29/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Dry-In Roof	04/29/26	04/29/26	Approved	DANIEL HUBBARD
PE26-0014	314 BANYAN WAY	Final Electrical	04/27/26	04/27/26	Disapproved	DANIEL HUBBARD
PRR26-0008	216 CHERRY DR	Dry-In	04/27/26	04/27/26	Approved	DANIEL HUBBARD
PP26-0009	604 CITRUS CT	Final Plumbing	04/27/26	04/27/26	Approved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rough Electrical	04/27/26	04/27/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Sheathing	04/27/26	04/27/26	Approved	DANIEL HUBBARD
PM26-0028	1702 ATLANTIC ST 1B	Final Mechanical	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PPL26-0001	601 HIBISCUS TRL	Rough Plumbing	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PF26-0010	416 THIRD AVE	Final Fence	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PRB24-0037	502 MAGNOLIA AVE	Final Building	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PRB24-0037	502 MAGNOLIA AVE	Final Electrical	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PRB24-0037	502 MAGNOLIA AVE	Final Plumbing	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PRB24-0037	502 MAGNOLIA AVE	Final Mechanical	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PE26-0011	206 RIVERSIDE DR	Final Electrical	04/24/26	04/24/26	Approved	DANIEL HUBBARD
PE26-0012	404 PELICAN KY	Final Electrical	04/23/26	04/23/26	Approved	DANIEL HUBBARD
PP26-0011	212 CHERRY DR	Final Plumbing	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PWS26-0022	416 THIRD AVE	Final window, Door, & Shutter	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PPE25-0006	403 POINSETTIA	Final Pool Enclosure	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PWS26-0008	400 COLONY ST	Final window, Door, & Shutter	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PWS25-0108	300 RIVERSIDE DR	Final window, Door, & Shutter	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PRB26-0004	402 RIVERSIDE DR 1	Final Electrical	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PRB26-0004	402 RIVERSIDE DR 1	Final Building	04/22/26	04/22/26	Approved	DANIEL HUBBARD

# Inspection List

05/04/2026

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Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PM26-0019	204 FIRST AVE	Final Mechanical	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PWS26-0028	1104 ATLANTIC ST	Final window, Door, & Shutter	04/22/26	04/23/26	Approved	DANIEL HUBBARD
PRR26-0011	1616 PINE ST	Final	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rough Electrical	04/22/26	04/22/26	Disapproved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Framing	04/22/26	04/22/26	Disapproved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rough Mechanical	04/22/26	04/22/26	Approved	DANIEL HUBBARD
PPL26-0003	604 ALDEN PL	Steel & Ground	04/20/26	04/20/26	Approved	DANIEL HUBBARD
PM26-0026	1905 ATLANTIC ST 311	Final Mechanical	04/20/26	04/20/26	Approved	DANIEL HUBBARD
PCB26-0001	300 OCEAN AVE	screw	04/20/26	04/20/26	Approved	DANIEL HUBBARD
PE26-0012	404 PELICAN KY	Final Electrical	04/20/26	04/20/26	Approved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Equipotential	04/17/26	04/17/26	Approved	DANIEL HUBBARD
PWS26-0024	411 POINSETTIA RD	Final window, Door, & Shutter	04/17/26	04/17/26	Approved	DANIEL HUBBARD
PWS26-0006	402 ANCHOR KY	Final window, Door, & Shutter	04/17/26	04/17/26	Disapproved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Rough Plumbing	04/17/26	04/17/26	Approved	DANIEL HUBBARD
PPL26-0002	603 MANGO DR	Rough Electrical	04/17/26	04/17/26	Approved	DANIEL HUBBARD
PP26-0006	409 BANYAN WAY	Final Plumbing	04/17/26	04/17/26	Approved	DANIEL HUBBARD
PWS25-0097	449 RIVER VIEW LN	In-Progress	04/16/26	04/15/26	Approved	DANIEL HUBBARD
PWS25-0097	449 RIVER VIEW LN	Final window, Door, & Shutter	04/16/26	04/15/26	Approved	DANIEL HUBBARD
PWS26-0004	200 THIRD AVE 1	In-Progress	04/15/26	04/15/26	Approved	DANIEL HUBBARD
PM26-0021	2203 ATLANTIC ST 722	Final Mechanical	04/15/26	04/15/26	Approved	DANIEL HUBBARD
PRR26-0010	505 ATLANTIC ST	Dry-In	04/15/26	04/15/26	Approved	DANIEL HUBBARD
PRR26-0012	604 CITRUS CT	Final	04/15/26	04/15/26	Approved	DANIEL HUBBARD
PRR26-0012	604 CITRUS CT	Dry-In	04/14/26	04/14/26	Approved	DANIEL HUBBARD
PM26-0024	504 RIVERSIDE DR	Final Mechanical	04/13/26	04/13/26	Approved	DANIEL HUBBARD
PM26-0009	211 OAK ST	Final Mechanical	04/13/26	04/13/26	Disapproved	DANIEL HUBBARD
PM26-0022	212 DOGWOOD AVE	Final Mechanical	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PM26-0008	210 BIRCH AVE	Final Mechanical	04/10/26	04/10/26	Approved	DANIEL HUBBARD

# Inspection List

05/04/2026

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Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PWS26-0020	504 COLONY ST	Final window, Door, & Shutter	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PE25-0064	308 ORANGE ST	Final Electrical	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PCD26-0004	214 ELM AVE	Final Paver, Concrete, & Deck	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PE26-0008	2101 ATLANTIC ST 531	Final Electrical	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Screw	04/10/26	04/10/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Screw	04/08/26	04/08/26	Approved	DANIEL HUBBARD
PP26-0009	604 CITRUS CT	Final Plumbing	04/08/26	04/08/26	Disapproved	DANIEL HUBBARD
PWS26-0020	504 COLONY ST	In-Progress	04/07/26	04/06/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Framing	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PE25-0043	516 HIBISCUS TRL	Final Electrical	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PP26-0010	1301 PINE ST	Final Plumbing	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PRR26-0011	1616 PINE ST	Dry-In	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PRB25-0004	405 HIBISCUS TRL	Final Building	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PF25-0040	418 MAGNOLIA AVE	Final Fence	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Insulation	04/06/26	04/06/26	Approved	DANIEL HUBBARD
PF26-0010	416 THIRD AVE	Final Fence	04/06/26	04/06/26	Disapproved	DANIEL HUBBARD
PE26-0009	308 HIBISCUS TRL	Final Electrical	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Column & Tie Beam	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PM26-0017	1905 ATLANTIC ST	Final Mechanical	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Rough Plumbing	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Rough Electrical	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Insulation	04/03/26	04/03/26	Disapproved	DANIEL HUBBARD
PPR25-0014	407 ANCHOR KY	Final Pool Resurface	04/03/26	04/03/26	Approved	DANIEL HUBBARD
PPL26-0001	601 HIBISCUS TRL	Steel & Ground	04/01/26	04/01/26	Approved	DANIEL HUBBARD
PCD26-0004	214 ELM AVE	Pre Pour	04/01/26	04/01/26	Approved	DANIEL HUBBARD
PWS26-0005	201 SIXTH AVE B	Final window, Door, & Shutter	04/01/26	04/01/26	Approved	DANIEL HUBBARD
PP26-0010	1301 PINE ST	Final Plumbing	04/01/26	04/01/26	Disapproved	DANIEL HUBBARD

# Inspection List

05/04/2026

4/4

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRB26-0007	1509 PINE ST	Rough Mechanical	04/01/26	04/01/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Rough Electrical	04/01/26	04/01/26	Disapproved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Rough Plumbing	04/01/26	04/01/26	Disapproved	DANIEL HUBBARD
PWS26-0015	422 FOURTH AVE	Final window, Door, & Shutter	04/01/26	04/01/26	Approved	DANIEL HUBBARD
PCD26-0003	1202 PINE ST	Final Paver, Concrete, & Deck	03/31/26	04/02/26	Approved	DANIEL HUBBARD
PPR25-0002	398 RIVER VIEW LN	Final Pool Resurface	03/23/26	04/07/26	Approved	DANIEL HUBBARD
PM26-0004	406 SURF RD	Final Mechanical	03/13/26	04/01/26	Approved	DANIEL HUBBARD

**Total # of Inspections: 88**

## Public Works Activities

April 2026

As always, the following items indicating accomplishments by Public Works do not list daily routines carried out. Those routine duties include policing all Town Parks for debris, damage and general conditions. Twice per week storm drains are observed for any type of obstruction. After a significant storm event an additional check may be required. Ryckman Park and Ocean Park are daily while the smaller parks are three times per week. Thank you again for your support.

Met with resident and Town Manager to observe and discuss a stormwater concern 2<sup>nd</sup>/Pine

Completed refurbishment of the large bulleting boards by street in front of Town Hall

Painted Old Town Hall exterior including the porch deck

Moved local churches sign that had been placed in front of one of the traffic control signs

Replaced hand soap dispenser Ryckman Park bathroom

Repaired toilet at Ocean Park

Picked up bales of hay for Easter event

Removed roadkill on Oak

Placed games, chairs etc. out for Easter Event

Transported chairs to Old Town Hall for an event and picked up same

Installed a security camera at Ryckman House

Patched a sinking road pavement area at Coral and Pine – referred to Brevard County – sanitary sewer line

Attended release event for Melby

Repaired loose roof panel on the Rita Karpie pavilion at Ocean Park

Repaired multiple loose roof panels on the small pavilions at Ocean Park

Daily monitoring of Basin 1 project

Repair stop sign Andrews and Jamine

Replaced stair stringers at Loggerhead Park

Set up Community Center for meetings (2)

Installed Kids at Play signs on Cherry at request of resident

Pressure washed men's bathroom at Ryckman Park to remove toilet paper stuck to ceiling

Removed/replaced rotten wood rail on handicap ramp at Ryckman House

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0435	209 FIRST AVE	Short Term Rental Violations	Open - Notice of Violations Sent		04/24/2026	
ECE26-0441	401 SECOND AVE	Short Term Rental Violations	Closed - No Violations Found		04/27/2026	04/27/2026
ECE26-0446	200 THIRD AVE 6	STR - Violation of Zoning	Open - Notice of Violation Sent		04/29/2026	
ECE26-0433	201 FOURTH AVE C	STR - Violation of Zoning	Closed - Complied		04/24/2026	05/06/2026
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/2026	
ECE26-0439	1201 ATLANTIC ST C	STR - Violation of Zoning	Open - Notice of Violation Sent		04/24/2026	
ECE26-0437	1505 ATLANTIC ST	STR - Violation of Zoning	Open - Complaint Received		04/24/2026	
ECE26-0431	315 AVENUE B	Short Term Rental Violations	Closed - Complied		04/21/2026	04/22/2026
ECE26-0443	510 BANYAN WAY	Short Term Rental Violations	Open - Notice of Violations Sent		04/28/2026	
ECE26-0432	218 CHERRY DR	Short Term Rental Violations	Closed - Complied		04/22/2026	05/08/2026
ECE26-0445	304 OAK ST	Short Term Rental Violations	Open - Notice of Violations Sent		04/29/2026	
ECE26-0440	311 OCEAN AVE	STR - Violation of Zoning	Open - Complaint Received		04/27/2026	

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0444	1303 ORANGE ST	Short Term Rental Violations	Open - Complaint Received		04/29/2026	
ECE26-0434	414 POINSETTI A RD	Short Term Rental Violations	Open - Notice of Violation Sent		04/24/2026	
ECE26-0430	2201 REDWOOD AVE	Short Term Rental Violations	Closed - No Violations Found		04/02/2026	04/09/2026
ECE26-0442	202 SURF RD	STR - Violation of Zoning	Closed - Complied		04/27/2026	05/04/2026
ECE26-0436	319 THIRD AVE	Short Term Rental Violations	Open - Complaint Received		04/24/2026	

## CASES CLOSED LAST MONTH

05/08/2026

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0441	401 SECOND AVE	Short Term Rental Violations	Closed - No Violations Found		04/27/26	04/27/26
ECE26-0433	201 FOURTH AVE C	STR - Violation of Zoning	Closed - Complied		04/24/26	05/06/26
ECE26-0431	315 AVENUE B	Short Term Rental Violations	Closed - Complied		04/21/26	04/22/26
ECE26-0432	218 CHERRY DR	Short Term Rental Violations	Closed - Complied		04/22/26	05/08/26
ECE26-0430	2201 REDWOOD AVE	Short Term Rental Violations	Closed - No Violations Found		04/02/26	04/09/26
ECE26-0442	202 SURF RD	STR - Violation of Zoning	Closed - Complied		04/27/26	05/04/26

**Total # of Enforcements: 6**

**ACTIVE CASES**

05/08/2026

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0434	414 POINSETTIA RD	Short Term Rental Violations	Open - Notice of Violation Sent		04/24/26	
ECE26-0435	209 FIRST AVE	Short Term Rental Violations	Open - Notice of Violation Sent		04/24/26	
ECE26-0436	319 THIRD AVE	Short Term Rental Violations	Open - Complaint Received		04/24/26	
ECE26-0437	1505 ATLANTIC ST	STR - Violation of Zoning	Open - Complaint Received		04/24/26	
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0439	1201 ATLANTIC ST C	STR - Violation of Zoning	Open - Notice of Violation Sent		04/24/26	
ECE26-0440	311 OCEAN AVE	STR - Violation of Zoning	Open - Complaint Received		04/27/26	
ECE26-0443	510 BANYAN WAY	Short Term Rental Violations	Open - Notice of Violation Sent		04/28/26	
ECE26-0444	1303 ORANGE ST	Short Term Rental Violations	Open - Complaint Received		04/29/26	
ECE26-0445	304 OAK ST	Short Term Rental Violations	Open - Notice of Violation Sent		04/29/26	
ECE26-0446	200 THIRD AVE 6	STR - Violation of Zoning	Open - Notice of Violation Sent		04/29/26	

**Total # of Enforcements: 11**

# CERTIFICATES ISSUED

05/08/2026 <sup>158</sup>

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Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR24-0029	2015 OAK ST	Owner Occupied Exempt	PRUTOW, GARY	Issued	11/01/2024		\$0.00
CVR25-0006	312 SECOND AVE	Vacation Rental	HENSEL, VANITA	Issued	07/29/2025	07/29/2026	\$0.00
CVR25-0007	405 FIFTH AVE	Vacation Rental	GNK PROPERTIES LLC	Issued	04/10/2025	06/01/2026	\$0.00
CVR25-0011	205 SURF RD	Vacation Rental	STEVE RAJAVUORI	Issued	04/24/2026	11/17/2026	\$0.00
CVR25-0012	311 AVENUE A	Vacation Rental	KEITH LA'GALA	Issued	06/20/2025	06/20/2026	\$0.00
CVR25-0020	406 HIBISCUS TRL	Vacation Rental	PETERS, ERIC RYAN	Issued	05/23/2025	05/31/2026	\$0.00
CVR25-0023	211 CHERRY DR	Vacation Rental	HOST, ROBERT A; HOST, MINETTE L	Issued	07/18/2025	07/18/2026	\$0.00
CVR25-0025	203 SECOND AVE	Vacation Rental	DAVENPORT FLORIDA IRREVOCABLE TRUST	Issued	07/14/2025	07/14/2026	\$0.00
CVR25-0028	401 SECOND AVE	Vacation Rental	ARMOUR, JUSTIN	Issued	04/27/2026	11/11/2027	\$0.00
CVR25-0031	1905 REDWOOD AVE	Vacation Rental	ATLANTIC SURFSIDE, LLC	Issued	10/13/2025	10/13/2026	\$0.00
CVR25-0032	401 AVENUE B	Vacation Rental	NP CONLAN PROJECT, LLC. JOHN NEWTON	Issued	03/23/2026	11/06/2026	\$0.00
CVR25-0033	2201 REDWOOD AVE	Vacation Rental	NLD9, INC JOHN NEWTON	Issued	04/07/2026	10/21/2026	\$0.00
CVR25-0034	315 AVENUE B	Vacation Rental	KOGOK, RONALD C, JR	Issued	04/22/2026	11/12/2026	\$0.00
CVR25-0035	411 OAK ST	Vacation Rental	MOLINA OAK LLC	Issued	04/23/2026	12/23/2026	\$0.00
CVR25-0037	217 FOURTH AVE	Vacation Rental	FOURTH AVENUE LLC	Issued	03/23/2026	12/09/2026	\$0.00
CVR25-0039	502 COLONY ST	Vacation Rental	ONDRA HOLDINGS LLC ROBERT MORRIS	Issued	03/23/2026	12/19/2026	\$0.00
CVR26-0001	304 FOURTH AVE	Vacation Rental	SAMMELMAN, MARK T	Issued	03/23/2026	01/09/2027	\$0.00
CVR26-0002	224 FIFTH AVE	Vacation Rental	POVICH, ROBYN S	Issued	03/24/2026	11/26/2026	\$0.00
CVR26-0004	504 COLONY ST	Vacation Rental	MORRIS, ROBERT	Issued	04/21/2026	04/15/2027	\$0.00
CVR26-0005	320 SECOND AVE	Vacation Rental	WAGNER, CHRISTOPHER WAGNER, KIM	Issued	04/21/2026	04/10/2027	\$0.00
CVR26-0006	608 MANGO DR	Vacation Rental	COMPO, DEVIN KELLER	Issued	04/21/2026	06/01/2027	\$0.00
CVR26-0008	300 THIRD AVE	Vacation Rental	GNK PROPERTIES	Issued	04/27/2026	04/27/2027	\$0.00

**Total # of Certificates: 22****Total Amount Due: \$0.00**

# CERTIFICATES ON HOLD

05/08/2026 159

1/1

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAZ JOHANSSON	Hold	\$0.00
CVR25-0013	401 HIBISCUS TRL	Vacation Rental	ISLAND GIRL GETAWAY LLC	Hold	\$0.00
CVR25-0014	387 RIVER VIEW LN	Vacation Rental	JOLOWSKI, ROBERT J.	Hold	\$0.00
CVR25-0019	400 AVENUE B	Vacation Rental	KERR, JOHN	Hold	\$0.00
CVR25-0021	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, KAYLEE	Hold	\$0.00
CVR25-0029	302 FIFTH AVE	Vacation Rental	ARANA, PHILIP	Hold	\$0.00
CVR25-0030	218 FIFTH AVE	Vacation Rental	CHAMBLIN, DAVID AND SCHERRIE	Hold	\$0.00
CVR25-0036	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Hold	\$0.00
CVR25-0038	304 OAK ST	Vacation Rental	DAILEY, CHRISTOPHER	Hold	\$0.00
CVR26-0003	228 SIXTH AVE	Vacation Rental	WELLENS, DOUGLAS M AND PRUTOW, KELEN	Hold	\$0.00
CVR26-0007	312 SECOND AVE	Vacation Rental	HENSEL, VANITA	Hold	\$0.00

**Total # of Certificates: 11**

**Total Amount Due: \$0.00**



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – May 2026**

#### **Incident Response**

From April 1<sup>st</sup> through April 30<sup>th</sup>, the Melbourne Beach Volunteer Fire Department responded to 15 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 7.

#### ***Breakdown:***

- 8 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 47, 48, 51, 52, 55, 58, 60, 61
- 3 Public Service
  - Special event standby #49
  - Smoke detector battery change # 50
  - Beach patrol #59
- 4 Fire Prevention
  - STR Inspections # 53, 54, 57
  - Fire drill at elementary school # 56

#### **Notable Incidents**

- None

#### **Aid Given or Received**

- None

#### **Volunteer Recruitment**

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit [MakeMeAFirefighter.org](http://MakeMeAFirefighter.org) or stop by the Melbourne Beach Fire Station (507 Ocean Avenue). Recruitment efforts this month included: Participation in the “Make Me A Firefighter” Campaign, participation in the IAFCs new “A Hustle Worth Having” campaign, and local recruitment efforts.

The Department’s Membership Committee hosted a Meet & Greet event for potential new recruits. Due to low attendance from applicants and competing internal priorities, another Meet & Greet event will be held before selecting a new class of recruits.

## Department Membership

- 36 Total Members
  - Paid Staff:
    - 1 Fire Chief (*Full-Time*)
    - 2 Per-Diem Maintenance Technicians
      - 1 at ≤ 24 hours/week
      - 1 fill-in only status
  - Volunteer Staff:
    - Operations Division:
      - 19 Certified Volunteer Firefighters **(-1)**
        - 5 Officers
        - 4 Driver/Engineers
        - 10 Volunteer Firefighters **(-1)**
      - 6 Support Services Volunteers
      - 1 Probationary Volunteer Members
    - Administrative Division:
      - 1 Safety Officer/Fire Marshal
      - 2 Logistics Staff Members
      - 1 Fire Chaplain
      - 2 Ops Instructors **(-1)**

## Notable Events & Updates

### ***Donation of new PWC (jet ski) to fire department***

- The Melbourne Beach Volunteer Fire Department recently placed a new personal watercraft (PWC) into service thanks to the generosity of an anonymous donor. The new jet ski, paired with a rescue sled, will primarily support ocean rescue operations along Melbourne Beach's coastline and replaces the Department's 10-year-old Kawasaki PWC, which was originally purchased and donated by the Melbourne Beach Volunteer Firefighters Association. This upgraded equipment enhances the Department's ability to quickly and safely respond to water emergencies, particularly during periods of heavy beach activity and hazardous surf conditions. The Department is deeply grateful for the continued community support that helps keep residents and visitors safe.

### ***Employment of Paid Firefighters (ongoing update)***

- The Melbourne Beach Volunteer Fire Department has officially posted job advertisements to hire the Department's first paid Fire Captains. The three positions were approved by the Town of Melbourne Beach Town Commission in October 2025 as part of an effort to strengthen staffing, support the Department's volunteer firefighters, and improve operational readiness. The new Fire Captains will ensure that a qualified fire service supervisor is on duty at the station 24 hours a day, 7 days a week, to coordinate and direct volunteer emergency operations. Department leadership views the addition of these positions as a major milestone in the continued evolution and sustainability of fire and emergency services in Melbourne Beach.

### ***Policy & Procedure Updates***

- Chief Brown, Fire Marshal Micka, and Volunteer P. Shroba continued working with contractor Lexipol on reviewing and updating Fire Department policies and procedures to better align with current laws, standards, and best practices. This will be an ongoing process and will take approximately 6 months to complete. The addition of the paid Fire Captains will assist with this project.

### ***New Patient Care Monitors***

- The Melbourne Beach Volunteer Fire Department has officially placed two new ZOE Medical 740 SELECT monitors into service, marking the first time the Department has had advanced patient monitoring capabilities available to assist during medical emergencies. The new equipment significantly enhances firefighters' ability to assess and monitor patients by providing vital signs and other important medical data in the field. With the addition of the Department's new paid Fire Captains, who are certified EMTs, Melbourne Beach is preparing to expand its role in providing Basic Life Support (BLS) care alongside the Town's police officers, who are first aid certified, and Brevard County Fire Rescue, which provides Advanced Life Support (ALS) transport services. Department leadership views the new monitors as another important step toward strengthening emergency medical response capabilities for the Melbourne Beach community.

### ***Firehouse Subs Grant***

- The Melbourne Beach Volunteer Fire Department has submitted another application to the Firehouse Subs Public Safety Foundation seeking funding for a LUCAS v3.1 Chest Compression System. The Department currently does not have a mechanical CPR device and relies on high-quality manual CPR during cardiac arrest emergencies, which remains the preferred method whenever possible. However, the LUCAS device could provide critical assistance in situations where maintaining effective manual compressions is difficult, such as transporting a drowning victim off the beach using the Department's ATV or during other challenging rescue environments. This marks the Department's third attempt at securing the grant after not being selected during the previous two application cycles, and leadership remains hopeful that the equipment can eventually be added to enhance patient care capabilities.

### ***Fire Training in Donated Structure***

- The Melbourne Beach Volunteer Fire Department recently conducted multiple hands-on training sessions in a residential structure that had been scheduled for demolition and generously donated for training purposes prior to being torn down. The donated home provided firefighters with a rare opportunity to practice critical skills such as search and rescue, forcible entry, ventilation, and other fireground operations in a real-world environment. Training in an actual structure allows firefighters to gain valuable experience that cannot be fully replicated in classroom settings or training props. The Department extends its sincere appreciation to Mr. Deal for coordinating and facilitating the opportunity on behalf of the property owner and helping support the continued training and readiness of Melbourne Beach firefighters.

### ***Site visit to National Weather Service Melbourne***

- Representatives from the Town of Melbourne Beach, including the Fire Chief, Town Manager, and Commissioner Reed, recently visited the National Weather Service Melbourne office as part of the Town's ongoing efforts to achieve a "StormReady" designation. The visit provided Town leadership with an opportunity to strengthen coordination with meteorologists and emergency weather officials while learning more about local forecasting, severe weather monitoring, and public warning systems. The StormReady program is designed to help communities improve preparedness, communication, and response capabilities during hazardous weather events.

### ***Art of Reading Smoke Course***

- The Melbourne Beach Volunteer Fire Department recently sent seven members to attend the "Art of Reading Smoke" training course hosted by the Space Coast Fire Chiefs Association. The class brought together more than 150 firefighters representing over 30 different fire service agencies from across the region for advanced fire behavior and smoke-reading training. Tuition costs for the Melbourne Beach firefighters were fully covered through a generous donation from the Melbourne Beach Volunteer Firefighters Association, helping support the continued education and professional development of the Department's volunteer members.

***Meetings & Events***

- Chief Brown recently attended several regional meetings and events focused on public safety coordination, emergency services, and community partnerships throughout Brevard County. These included the Florida Fire Chiefs Association East Central Regional Meeting, the Eastern Florida State College Fire Science Technical Advisory Meeting, the Brevard County Emergency Management 800mhz Public Safety Radio Users Meeting, and the Space Coast Fire Chiefs Association Board of Directors Meeting, where area fire service leaders discussed training, education, and regional emergency response initiatives. Chief Brown also attended the Brevard County Fire Rescue Awards Ceremony and participated in a Pineappleman Triathlon planning meeting alongside Melbourne Beach Rotary Club leadership, race coordinators, and representatives from the Brevard County Sheriff's Office, Melbourne Beach Police Department, and Indianalantic Police Department to coordinate public safety planning for the annual event. In addition, Chief Brown attended multiple Town of Indianalantic council meetings pertaining to dispatching services and regional public safety communications coordination.

# Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

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## Incident List by Address and Unit with Response times (5971)

Start Date: 4/1/2026 0:00:00 | End Date: 4/30/2026 23:59:00

Count

15

Incident Number	Dispatch Time	Location	Primary Incident Type	Unit Enroute	Unit on Scene
26-47					
Engine 58	04/01/2026 8:35:07	608 MANGO DR Melbourne Beach Florida 32951	CO Alarm	04/01/2026 8:54:42	04/01/2026 8:56:06
Melbourne Beach Fire 1	04/01/2026 8:35:07	608 MANGO DR Melbourne Beach Florida 32951	CO Alarm	04/01/2026 8:44:49	04/01/2026 8:56:55
26-48					
Engine 58	04/03/2026 13:34:40	700 ATLANTIC ST Melbourne Beach Florida 32951	CO Alarm	04/03/2026 13:40:51	04/03/2026 13:43:37
Melbourne Beach Fire 1	04/03/2026 13:34:40	700 ATLANTIC ST Melbourne Beach Florida 32951	CO Alarm	04/03/2026 13:39:42	04/03/2026 13:43:21
26-49					
ATV 58	04/05/2026 6:27:31	2207 ATLANTIC ST Melbourne Beach Florida 32951	Standby	04/05/2026 6:28:36	04/05/2026 6:28:36
Melbourne Beach Fire 1	04/05/2026 6:27:31	2207 ATLANTIC ST Melbourne Beach Florida 32951	Standby	04/05/2026 6:27:31	04/05/2026 6:35:25
26-50					
District 58	04/07/2026 14:44:33	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/07/2026 14:44:35	04/07/2026 14:44:35
26-51					
Engine 258	04/07/2026 22:23:49	416 THIRD AV Melbourne Beach Florida 32951	Electrical Power Line Down / Arching / Malfunction	04/07/2026 22:30:06	04/07/2026 22:30:12
Engine 58	04/07/2026 22:23:49	416 THIRD AV Melbourne Beach Florida 32951	Electrical Power Line Down / Arching / Malfunction	04/07/2026 22:25:27	04/07/2026 22:26:34
Melbourne Beach Fire 1	04/07/2026 22:23:49	416 THIRD AV Melbourne Beach Florida 32951	Electrical Power Line Down / Arching / Malfunction	04/07/2026 22:25:04	04/07/2026 22:25:08
26-52					
Engine 258	04/09/2026 3:13:40	2203 ATLANTIC ST Melbourne Beach Florida 32951	Malfunctioning Alarm	04/09/2026 3:28:54	04/09/2026 3:40:28
Engine 58	04/09/2026 3:13:40	2203 ATLANTIC ST Melbourne Beach Florida 32951	Malfunctioning Alarm	04/09/2026 3:28:52	04/09/2026 3:32:43
Melbourne Beach Fire 1	04/09/2026 3:13:40	2203 ATLANTIC ST Melbourne Beach Florida 32951	Malfunctioning Alarm	04/09/2026 3:21:59	04/09/2026 3:30:19
26-53					
Melbourne Beach Safety 1	04/10/2026 10:20:53	608 MANGO DR Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/10/2026 10:20:55	04/10/2026 11:01:16
26-54					

Melbourne Beach Safety 1	04/10/2026 13:29:17	320 SECOND AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/10/2026 13:29:21	04/10/2026 13:29:21
∨ 26-55					
(Station 58)	04/12/2026 19:06:10	209 SIXTH AV Melbourne Beach Florida 32951	Fire Alarm	04/12/2026 19:10:19	
Melbourne Beach Fire 1	04/12/2026 19:06:10	209 SIXTH AV Melbourne Beach Florida 32951	Fire Alarm	04/12/2026 19:10:19	
∨ 26-56					
Melbourne Beach Safety 1	04/14/2026 8:49:44	2100 OAK ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/14/2026 8:49:45	04/14/2026 8:49:45
∨ 26-57					
Melbourne Beach Safety 1	04/15/2026 10:23:14	504 COLONY ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/15/2026 10:23:17	04/15/2026 10:23:17
∨ 26-58					
(Station 58)	04/16/2026 18:39:46	502 COLONY ST Melbourne Beach Florida 32951	Fire Alarm	04/16/2026 18:47:52	04/16/2026 18:49:45
Engine 258	04/16/2026 18:39:46	502 COLONY ST Melbourne Beach Florida 32951	Fire Alarm	04/16/2026 18:47:52	04/16/2026 18:53:45
Engine 58	04/16/2026 18:39:46	502 COLONY ST Melbourne Beach Florida 32951	Fire Alarm	04/16/2026 18:47:52	04/16/2026 18:49:45
Melbourne Beach Fire 1	04/16/2026 18:39:46	502 COLONY ST Melbourne Beach Florida 32951	Fire Alarm	04/16/2026 18:50:45	04/16/2026 18:57:17
∨ 26-59					
ATV 58	04/17/2026 13:37:01	190 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/17/2026 13:37:03	04/17/2026 13:37:03
∨ 26-60					
(Station 58)	04/26/2026 15:25:48	300 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/26/2026 15:30:14	
Melbourne Beach Fire 1	04/26/2026 15:25:48	300 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	04/26/2026 15:30:14	
∨ 26-61					
(Station 58)	04/27/2026 12:03:13	533 SUNSET BLVD Melbourne Beach Florida 32951	Lift Assist	04/27/2026 12:14:16	04/27/2026 12:16:11
District 58	04/27/2026 12:03:13	533 SUNSET BLVD Melbourne Beach Florida 32951	Lift Assist	04/27/2026 12:14:16	04/27/2026 12:16:11
Engine 58	04/27/2026 12:03:13	533 SUNSET BLVD Melbourne Beach Florida 32951	Lift Assist	04/27/2026 12:23:05	04/27/2026 12:24:26
<b>Grand Total</b>					

Incident List by Address and Unit with Response times



# Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

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## Personnel Count per Incident Number (5015)

Start Date: 4/1/2026 0:00:00 | End Date: 4/30/2026 23:59:00

Incident Number	Dispatch Time	Number of Personnel	Location	Primary Incident Type	District	Station
26-47	04/01/2026 8:35:07	4	608 MANGO DR Melbourne Beach Florida 32951	CO Alarm	Town of Melbourne Beach	Fire Station # 58
26-48	04/03/2026 13:34:40	7	700 ATLANTIC ST Melbourne Beach Florida 32951	CO Alarm	Town of Melbourne Beach	Fire Station # 58
26-49	04/05/2026 6:27:31	9	2207 ATLANTIC ST Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-50	04/07/2026 14:44:33	1	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-51	04/07/2026 22:23:49	8	416 THIRD AV Melbourne Beach Florida 32951	Electrical Power Line Down / Arching / Malfunction	Town of Melbourne Beach	Fire Station # 58
26-52	04/09/2026 3:13:40	6	2203 ATLANTIC ST Melbourne Beach Florida 32951	Malfunctioning Alarm	Town of Melbourne Beach	Fire Station # 58
26-53	04/10/2026 10:20:53	1	608 MANGO DR Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-54	04/10/2026 13:29:17	1	320 SECOND AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-55	04/12/2026 19:06:10	9	209 SIXTH AV Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-56	04/14/2026 8:49:44	1	2100 OAK ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-57	04/15/2026 10:23:14	1	504 COLONY ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-58	04/16/2026 18:39:46	9	502 COLONY ST Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-59	04/17/2026 13:37:01	1	190 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-60	04/26/2026 15:25:48	5	300 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-61	04/27/2026 12:03:13	5	533 SUNSET BLVD Melbourne Beach Florida 32951	Lift Assist	Town of Melbourne Beach	Fire Station # 58

Personnel Count per Incident Number



emergencynetworking.com  
#5015



# Melbourne Beach Police Department

## Chief Zander's Monthly Report

### Commission Meeting May 21, 2026



**This report covers the month of April 2026.**

#### **Operations:**

Over the past month, the department handled 1,845 calls for service.

#### **Activity:**

- 34 Citations/ 242 Written Warnings
- 311 Traffic Stops
- 259 Traffic Enforcement Details
- 2 Traffic Complaint
- 58 Parking Citations
- Speed Compliance percentages over the past month:
  - Atlantic Ave. 81% with 68,810 vehicles recorded
  - Oak St. 95% with 74,670 vehicles recorded
  - Riverside Dr. 90% with 123,469 vehicles recorded

#### **PD News**

- Department training: First Aid and CPR
- Celebrated Volunteer Paul Rentz zcompleted 1 year of Service to our Department
- Officer Woody Carroll comleted FTO Assigned to Night Shift
- Attended the Brevard Police Chiefs Association Officer of the Year Banquet
- New Mental Wellness Dog Fred started with SRO Rivera at Gemini Elementary
- Attended Florida Police Chiefs Association Distric Directors Meting
- Attended County Police Chiefs Meeting
- Attended Quarterly Marine Intel Meeting
- Provided Security at 2 Commission Meetings
- Volunteers continued Scanning Personnel Files Project
- Attended Spring Fest
- The Police Department Volunteers completed:  
49.5 total hours of volunteer service for the month and 257 total hours for the year.

- Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks, mental wellness checks and business engagement and scanning project.
- Have zero vacancies.

#### CRIME Update:

- 208 House Checks
- 26 Suspicious incident/Person/vehicles reports investigated
- 12 Disturbances Investigated
- 5 arrests- Traffic, Probation Violation, Battery LEO
- 2 Frauds- Window Company Scam, Altered Checks
- 1 Cyber Stalking Case- Case is open and ongoing. Subpoenas Issued
- 1 Baker Act
- 2 Criminal Mischiefs- Ryckman and Ocean Park Bathrooms. Possible suspects identified in which we are interviewing and conducting investigation. Still Open and ongoing.
- 7 Beach Patrols
- 3 STR complaints for the month.
  - 04/25/2026- 508 Banyan.- Reporting person called about too many cars in driveway. Spoke to renter, they understood and were checking out. Also, a complaint about trash cans left in road. On arrival, there were no trash cans in the road.
  - 04/12/2026-211 Cherry-Reporting person complained of loud party at this location. Upon arrival, there was no noise. Officer spoke to the renter who advised they were playing with their young child in the pool. Advised they would keep it down and were going in for the night.
  - 04/07/2026- 211 Cherry- The RP (Property Manager) complained that guests renting the property were concerned about the neighbor next door having security cameras facing the pool. The cameras were checked, and none are facing the rental property pool.
- 8 Assist other Law enforcement agencies.

#### Looking Forward:

- Department Training- Defensive Tactics Training

- Founders Day
- David Audit
- Cpl. Meehan's Birthday
- Beginning Budget 1 on 1 meetings with Commission
- Space Coast League of Cities Dinner
- 2 Year Anniversary for Volunteers Sherry and Patti

# Town of Melbourne Beach

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## Town Clerk's Department Monthly Report May 2026

**Public Records Requests** – Attached are reports of completed requests in the month of April and open requests at the end of April.

- Received in April – 15
- Received in 2026 – 57
- Completed in April – 12
- Completed in 2026 – 55
- Open/Pending – 17 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

\*Records requests from Commissioners are not always included in the Public Records Request data.

**Records Management Project/Scanning Project** – No update.

**Audio Visual Equipment** – This project has been referred to the Technology Advisory Board for evaluation and recommendations.

### **Town Meetings** –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 5 Town Commission meetings
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 History Center Board meeting
- 1 Parks Board meeting
- 1 Technology Advisory Board meeting

## Open Requests as of 5/1/2026

Request #	Name	Description	Status	Date of Request	Paid
PRR-2026-57	Jomer Genite	<p>SmartProcure is submitting a public records request to the Town of Melbourne Beach for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> <li>1. First Name</li> <li>2. Last Name</li> <li>3. Position Title</li> <li>4. Department</li> <li>5. Direct Phone Number (if does not exist, list main phone number with extension)</li> <li>6. Business Cell Phone (if provided by Town of Melbourne Beach)</li> <li>7. Email Address</li> <li>8. Office Address (Address, City, State, Zip)</li> </ol> <p>As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.</p> <p><a href="https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAweGFwc1lBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky">https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAweGFwc1lBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky</a></p>	Pending Department Response	4/30/2026 9:55 AM	0
PRR-2026-31		Please provide all emails and correspondence between Alison Dennington and Attorney Ryan Knight from December. 1, 2025-current.	Preparing for Release	3/5/2026 8:05 AM	65.92

PRR-2025-171	Frank Patterson	<p>I am contacting you in regard to a public records/information request.</p> <p>I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com</p> <p>I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law.</p> <p>I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.</p>	Pending Payment	10/4/2025 8:04 PM	0
PRR-2026-25	Avilane Jane	<p>Specifically, I am requesting any and all records for the last 30 days from the date this request is received, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Code enforcement or building inspection violations</li> <li>- Property maintenance violations</li> <li>- Unsafe or substandard structure violations</li> <li>- Notices of violation, citations, complaints, or enforcement actions</li> <li>- Case logs, databases, or spreadsheets containing these records</li> </ul> <p>For each record, if available, I request the following data fields:</p> <ul style="list-style-type: none"> <li>- Property address (street, city, state, ZIP) or Parcel #</li> <li>- Case or violation ID</li> <li>- Violation type / description</li> <li>- Date opened</li> <li>- Current status (open/closed/complied/etc.)</li> <li>- Date closed or resolved</li> </ul>	Pending Requestor Response	2/23/2026 6:49 PM	0

PRR-2026-48	Nathan Meloon	(a)Any and all texts regarding town business on any phone, whether personal or town paid, in March 2025. (b)Any and all phone bills paid by the Town since January 1, 2024. (c)Any and all data from the Town's iPhone 16 currently used by the manager, no matter who the user was. (d)Any and all documents showing the various buckets of information for Public Records Requests PD-2025-2, PRR-2025-33, PRR-2025-34, PRR-2025-35 and PRR-2025-36. Please do not hesitate to reach out with any clarifying questions.	Pending Requestor Response	4/15/2026 8:31 AM	0
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/2025 11:49 AM	0
PRR-2026-26	Alison Dennington	Texts and emails between Mayor Dennington and Ryan Knight regarding the Blue Marlin phishing email. And emails or texts between Ryan Knight and anyone else regarding the Blue Marlin phishing email.	Pending Response From A Commissioner	2/25/2026 3:49 PM	0
PRR-2026-28	Alison Dennington	Any records in BS&A related to FLC or FLM whether electronic or not and metadata included.	Pending Payment	2/25/2026 3:51 PM	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025 2:35 PM	0
PRR-2026-44		Emails	New Submission	4/3/2026 4:21 PM	0

PRR-2025-79	Kari Ross	Chapter 8 of town social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her "private" Facebook page, her Mayor of Melbourne beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/2025 10:28 AM	0
PRR-2026-51	Matthew Sobarzo	Good morning, I am looking for all roofing related permit data from January 2005 thru present day in a CSV (Excel) format. thank you very much for your time!	Pending Department Response	4/21/2026 8:10 AM	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/2025 5:25 PM	0
PRR-2026-50	Nathan Meloon	This is a public records request for all records emails invoices estimates etc related to RSA and any work they did since November 1, 2025. Please note that RSA is a company that appears to have offered the town RSA Security Software as a Service SAAS through a Rush Order 12-2025 Please do not hesitate to reach out with any questions to clarify.	Pending Department Response	4/20/2026 5:08 PM	0
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	Pending Response From A Commissioner	8/20/2025 3:42 PM	0

PRR-2026-32	Robert G Morris (Ondra Holdings LLC)	<p>To the Custodian of Public Records, Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request copies of public records related to the following properties:</p> <ul style="list-style-type: none"> <li>• 502 Colony St, Melbourne Beach, FL</li> <li>• 504 Colony St, Melbourne Beach, FL</li> </ul> <p>Specifically, I request any and all records, communications, or materials referencing, discussing, or concerning these properties for the time period covering the past five (5) years from the date of this request.</p> <p>This request includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Emails and email attachments</li> <li>• Email metadata and header information (including sender, recipient(s), CC/BCC fields, date/time stamps, routing information, and attachment file names)</li> <li>• Written complaints or correspondence from residents or third parties</li> <li>• Communications from or to town officials or employees</li> <li>• Internal communications between town staff or departments</li> <li>• Phone logs, call notes, voicemail records, or transcripts of calls</li> <li>• Text messages, messaging app communications, or other electronic messages conducted on official devices or accounts, or personal devices used for official business</li> <li>• Code enforcement records, including complaint logs, case files, case numbers, notices, investigative notes, inspection reports, photographs, and status updates</li> <li>• Any inspection records, reports, or related documentation</li> <li>• Memoranda, internal notes, or staff comments referencing these properties</li> <li>• Any other documents, digital records, or files referencing these properties</li> </ul>	Time and Materials Estimation	3/6/2026 10:05 AM	0
PRR-2026-55	Cheryl Madlener	I would like the issued permits for March. Format is included	Needs Routing	4/27/2026 2:46 PM	0
PRR-2025-215		Emails	Preparing for Release	12/19/2025 2:03 PM	0

PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged "risk analysis" or "risk assessments" or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the "risk analysis" and/or "risk assessment/s" referred to in the SAFER grant application.	Time and Materials Estimation	9/5/2025 7:07 AM	0
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PRR-2026-56	Danick Baron	<p>SmartProcure is submitting a public records request to Town of Melbourne Beach for any and all purchasing records from 3/9/2026 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> <li>1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number</li> <li>2. Purchase date</li> <li>3. Line item details (Detailed description of the purchase)</li> <li>4. Line item quantity</li> <li>5. Line item price</li> <li>6. Vendor ID number, name, address, contact person and their email address</li> <li>7. If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District</li> </ol> <p>If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.</p> <p>As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.</p> <p><a href="https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwzc1a1lBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky">https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwzc1a1lBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky</a></p>	Pending Department Response	4/28/2026 5:28 AM	0
PRR-2026-49	roger newell	<p>fire and police respond to 502 colony street melbourne beach on april 16th approx 7:30 pm</p> <p>what was the nature of the call?</p>	New Submission	4/17/2026 11:23 AM	0

PRR-2026-27	Alison Dennington	<p>All emails to finance, finance clerk, and office email addresses that mention an invoice, invoicing, bill, bills, payment, payment due, account, accounting, or any similar words I don't know the originating email though it would be FLC or FLM or a different name and all invoices ever paid to FLC FLM and date and evidence showing transaction and payment to FLC and separately to FLM since 2010 there will be on each year for FLC but for FLM looks like should be one in 2010, 2012, and 2013-2020 not every year it was spotty – but then in 2020 each year from 2020 to date. Emails back and forth between myself and finance and manage in 2024 after the first late notice and finance saying she wasn't late and that were already about to pay the bill.</p>	Time and Materials Estimation	2/25/2026 3:50 PM	0
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Processed Requests Report 2026-04-01 to 2026-05-01				
Request #	Name	Description	Date Of Request	Date Complete
PRR-2026-41	Dennis Meraz	<p>Good morning, City Clerk Office manager can you help us with a List of Code Violations Properties on your Municipality of the month March 2026 from March 1st to this date.</p> <p>This request is made to help Residents on your Municipality to understand the process to bring all kind of code Violations to Violation Remediation or Curing the Violation. Bringing a property into "good standing".</p>	3/27/2026 12:11 PM	4/10/2026 4:42 PM

PRR-2026-38	Jennifer Foster	<p>To the Public Records Custodian / Finance Department, Pursuant to Chapter 119, Florida Statutes, I respectfully request electronic copies of public records related to the Entity's investment of financial assets. Specifically, I am seeking information regarding how the Entity invests its financial assets, including whether an external firm is utilized for investment management.</p> <p>Clarification on Exclusions and Bond-Related Records</p> <ul style="list-style-type: none"> <li>· Exclusions: This request does not seek information regarding fees paid to firms for the initial issuance of debt securities or bonds.</li> <li>· Inclusions: If an external advisor or firm is compensated to manage the investment of bond proceeds or other capital funds, I am requesting all records related to that management (including contracts, invoices, and statements).</li> </ul> <p>Requested Records</p> <ul style="list-style-type: none"> <li>· If the Entity contracts with an investment advisor or consultant: <ul style="list-style-type: none"> <li>· A copy of the current investment advisory agreement (contract)</li> <li>· The most recent invoice from the investment firm(s)</li> <li>· The most recent statement/report provided by the advisor/consultant</li> </ul> </li> <li>· If the Entity does not contract with an investment advisor or consultant: <ul style="list-style-type: none"> <li>· The most recent statement(s), portfolio report(s), or internal report(s) identifying: <ul style="list-style-type: none"> <li>· Financial institutions where the Entity's investment assets are held</li> <li>· Allocation of those assets</li> <li>· Current balances and/or market values</li> </ul> </li> </ul> </li> <li>· Local Government Investment Pools (LGIPs): <ul style="list-style-type: none"> <li>· Any records, reports, or statements reflecting amounts invested in local government investment pools</li> </ul> </li> <li>· In lieu of providing statements, the Entity may simply respond with: <ul style="list-style-type: none"> <li>· The name(s) of the pool(s) utilized</li> <li>· An estimated amount currently invested in each pool</li> </ul> </li> </ul>	3/25/2026 1:25 PM	4/10/2026 4:39 PM
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PRR-2026-43	Abbas Khan	Purchasing records from 8/1/2025 to date for all departments under your jurisdiction. <ul style="list-style-type: none"><li>· Vendor Number or Vendor ID</li><li>· Vendor name</li><li>· Identifier for each purchase, such as purchase order number (PO#) or, alternatively, an invoice or check number</li><li>· Purchase Date</li><li>· Line item details or description of each purchase</li><li>· Line item quantity</li><li>· Line item price</li></ul>	4/2/2026 12:22 PM	4/10/2026 4:51 PM
PRR-2026-46	Joe Balber	Building permits data from 2/1/2026-4/5/2026. See the attached document for the full details of the request.	4/6/2026 11:32 AM	4/17/2026 7:17 PM

PRR-2026-40	Oshea Smith	<p>Dear Records Officer,</p> <p>I hope you are doing well. Thank you for your time and for the work you do.</p> <p>Pursuant to the Florida Public Records Act (Fla. Stat. § 119.01 et seq.), I am requesting any document that details payments to vendors issued for goods/services rendered to Town of Melbourne Beach from 1/1/2022 through February, 28 2026.</p> <p>This document/report may also be referred to as an accounts payable summary, check summary, check register, check warrants, vendor payment summaries, expenditure/disbursement reports or vendor analysis report. Any spreadsheet or report that lists vendor names, brief descriptions of purchases, and total amounts would be fully responsive to this request.</p> <p>If available, please include:</p> <ul style="list-style-type: none"> <li>-Vendor name</li> <li>-Description of purchase or payment</li> <li>-Total price or amount paid</li> </ul> <p>If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine.</p> <p>If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information.</p> <p>If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions.</p> <p>To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters to <a href="mailto:records@sunlightaccess.com">records@sunlightaccess.com</a> and reference: FR:63253</p> <p>Oshea Smith 215 N Payne St STE 33025 Alexandria, VA 22314</p>	3/27/2026 8:04 AM	4/10/2026 4:41 PM
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PRR-2026-53	James Barringer	<p>To Whom it May Concern:</p> <p>EBI is an engineering firm currently conducting a property condition survey of the following property on behalf of the property owner:  401 East New Haven Avenue  Melbourne Florida</p> <p>As part of this process, we are submitting this request for information specific to the property. Please provide us with the following documentation concerning the property:</p> <ol style="list-style-type: none"> <li>1) Documentation regarding the building department's latest routine inspections at the property.</li> <li>2) Documentation regarding any OUTSTANDING Building code violations.</li> <li>3) A copy of the original and/or current C of O or original Building Permit.</li> <li>4) Documentation regarding the Fire Department's latest routine life-safety inspections at the property.</li> <li>5) Documentation regarding any OUTSTANDING Fire code violations.</li> </ol> <p>Any follow-up documentation may be returned via email, faxed to 781.425.5153, or mailed to:  Jim Barringer  6 Dutton Avenue  Baltimore, MD 21228</p> <p>If you need additional information to complete this request, please contact me at 410-491-1028 .</p> <p>Please give me an estimate of cost before proceeding .</p> <p>Thank you for your prompt attention to this matter.</p>	4/22/2026 2:20 PM	4/22/2026 2:38 PM
PRR-2026-47	Anonymous	<p>Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.</p>	4/6/2026 11:33 AM	4/10/2026 4:52 PM
PRR-2026-54	Lynelle Klein	<p>We are doing our annual Salary Survey update and are hoping that you can help in updating the information for your community in the attached survey.</p> <p>If you do not have the time to update the data, can you please provide me with the current base salary for your Manager / Administrator and send me an electronic copy of their contract?</p> <p>Can you also please provide your community's current population?</p>	4/24/2026 1:37 PM	4/24/2026 5:29 PM

PRR-2026-39		Resolution 501 - Declaring dolphins a national treasure	3/26/2026 11:41 AM	4/3/2026 12:12 PM
PRR-2026-42	Robert Hoffman	408 Riverside Dr. 2019 to current: All home building permits, records and any files for work done on the roof or structures on property.	3/30/2026 11:40 AM	4/10/2026 4:50 PM
PRR-2026-45	Joe Balber	Code violations from 2/1/2026-4/5/2026. See the attached document for the full details of the request.	4/6/2026 11:31 AM	4/10/2026 4:51 PM
PRR-2026-52	MO HASSAN	I respectfully request a copy of the daily arrest log (or summary report of all arrests) for the Melbourne Beach Police Department for the full year of 2024 (January 1, 2024, through December 31, 2024). I request these records in an electronic format. If the research time is expected to exceed the first 15 free minutes, please provide a cost estimate for my approval before proceeding.	4/21/2026 1:11 PM	4/21/2026 2:46 PM

## MAY 2026 ACTION UPDATE LIST

\* NOTE: Shaded areas indicate items that are complete. Once the shaded item has been on the list for a month, it will be hidden, but known by its #.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
1	Commission proclamation for May as foster care month.	RTCM 2/18/2026	RTCM 5/21/2026		Commissioner Terry Cronin	Amber Brown	*Commission wants to proclaim May as Foster Care Month. * Template has been provided for May meeting.
2	Resident wants town to send a letter to Florida Power & Light to approve the removal of a power line above a pool to being built at his residence.	RTCM 2/18/2026	RTCM 5/21/2026		Resident David Drake	Marie Smith and Tom Davis	* Drake had a petition signed by neighbors to remove power line and light. Tom to validate it includes all neighbors impacted (Commission indicated if there is no concern, they would support a letter to have th line removed). * Davis and Smith met with Drake and is worked with FPL to get estimate to remove the wire, which Drake will pay. * Estimate cost was provided by FPL and Smith sent Building Department to look at sight to ensure there are no other issues (Building Official is to write an email stating no issues). * Item is slated to go to May Commission meeting for approval.
3	Research and write an RFP for firms to provide non-ad valorem assessment funding and services.	RTCM 2/18/2026	ASAP		Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have undertaking such assessment. * Knight to write draft and review final RFP. * RFP has been released and due June 5, 2026.
4	Research and write an RFP for grant writing services and management.	RTCM 2/18/2026	ASAP		Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have written RFPs for grant writers. * Smith reached out to Indialatinc and Satellite Beach. * RFP has been released and due June 5, 2026.
5	Prepare an annual budget schedule by month	RTCM 2/18/2026	RTCM 3/18/2026	RTCM 3/18/2026	Commissioner Terry Cronin	Marie Smith	* Commissioners want a graphic showing the timing of the steps in the annual budget cycle by month with a list of task to perform. * Graphc completed and provided during March RTCM.
6	Address the employee negative work survey and provide updates	RTCM 2/18/2026	ASAP		All Commission	Marie Smith	* Smith has researched a number of training providers and gotten a few quotes to get a sense of the scope and cost of such services. * Smith requested at the 4/15/26 RTCM \$10K for initial team building - approved by Commission. * Smith is procuring trainer for May/June.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
7	Research and update the town land development codes to look at artificial turf as impervious surface area	RTCM 2/18/2026	ASAP		All Commission (vote)	Ryan Knight and Marie Smith	* Knight to research and look at legislation passed last year where the Florida Dept. of Environment specified requirement for artificial turf and materials under the turf.
8	Confirm if the 3 new fire fighters' salaries are offset by the sale of the fire truck. Also provide the dollar amount of lapse for the three firefighters that have not been filled to date.	RTCM 2/18/2026	ASAP	4/27/2026	Commissioner Tim Reed	Jennifer Kerr	* The three fire fighters' costs (if they are hired by June 2026) will be <b>\$147, 675</b> (includes salary, benefits, taxes and retirement). Revenue for this item comes from the sale of the fire truck (\$112,500) and transfer in from Fund 172 (\$50,000), which totals <b>\$162,500</b> . <b>This will leave a positive balance of \$14, 825.</b>
9	Resident concerned about flooding down her street.	RTCM 3/18/26	ASAP		Kate Wilburn	Marie Smith and Tom Davis	* Smith and Davis to set up meeting with Wilburn on site. * Davis will put up a sign to slow traffic at that turn. * Smith looked for SWM plan (2017) and will need to have it updated to determine best solutions and funding strategy.
10	Research on new legislation passage that may impact local government	RTCM 3/18/26	ASAP		Mayor Alison Dennington	Marie Smith	* Mayor to provide bill information to Smith for (1) short/long term rentals (2) kids drowning (3) derelict vessels and (4) e-bike/scooter regulations.
11	Address putrid smell in dumpster near 1st street beach access.	RTCM 3/18/26	ASAP	3/20/2026	Mayor Alison Dennington	Tom Davis	* Davis and staff went to site and saw raw sewage spill, which they wrote up. Brought in town manager and talked to business owner about spill (which they were getting a plumber to fix that morning) and closing the dumpster lid (owner agreed to do so).
12	Vision impaired resident wants town to have audible signal at crossings at A1A and Oak.	RTCM 3/18/26	ASAP		Resident Lori Adler	Marie Smith and Tom Davis	* Smith and Davis conducted site visit to better understand the issue and what can be done. * Davis contacted county (who handles maintenance for FDOT) to see if they can speed the process along. * Commissioner Reed contacted FDOT who says they will get back with him.
13	Set up workshop for budget	RTCM 3/18/26	WS 4/1/26	WS 5/12/26	Commissioner Tim Reed	Marie Smith and Amber Brown	* Workshop originally set up for 4/1/26, but was cancelled due to Artemis II flight. * Workshop rescheduled for 5/12/26.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
14	Set up workshop for Basin 10	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Commissioner Tim Reed	Marie Smith and Amber Brown	* Contract requires that Haley Ward conducts a public meeting on the findings. * Meeting completed on May 6, 2026.
15	Set up two special meetings for fire department issues	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Fire Chief Gavin Brown	Marie Smith and Amber Brown	* two separate fire department issues (1) dispatch to transfer to county and (2) retirement plan for new fire fighters.
16	Get approval from City of Melbourne to paint fire hydrants for the 4th of July	RTCM 4/15/2026	ASAP	4/27/2026	Parks Board Jeanette Soucey	Marie Smith	* Smith reached out to Melbourne, but no response yet. * If Melbourne says "yes", town is to advertise on website/ social media. * Received email from Melbourne town manager who declined the request - notified parks board.
17	Create ongoing actions list	RTCM 4/15/2026	RTCM 5/21/26	RTCM 5/21/26	Commissioner Tim Reed	Marie Smith	* Smith creating list for next meeting.
18	New employee satisfaction survey	RTCM 4/15/2026	RTCM 4/2027	RTCM 4/2027	Commissioner Tim Reed	Marie Smith	* To be conducted next year.
19	Add a second weekly yoga class for the park	RTCM 4/15/2026	May-26	46168	All Commission (vote)	Marie Smith	* Smith contacted the yoga instructor and she agreed to teach a second yoga class - she will start in May. * Yoga instructor is updating flyers/ finance is updating service terms.
20	Follow up with insurance from damages from car that took out street signs/ create policy/procedures on filing insurance reports	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith and Chief Zander	* Smith spoke with Kerr and she files insurance claims. She will get information from Chief Zander and file the claim. * Kerr spoke with town insurance and damages are less than the deductible, so town filed with driver's insurance (State Farm). * Kerr and Smith to write policy/procedures.
21	Address building department possible shortfall for FY26 and revise policy/ fee schedule	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith and Building Department	* Smith reached out to Building official to revise the building fees schedule in lieu of recently signed legislation in March 2026. * New state legislation will modify how fees are calculated. Building Official with CAP addressed Commission during Budget Workshop on May 12, 2026.

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22	Conduct background process to bring an updated resolution to the Commission to increase the town's stormwater fee	WS 5/12/2026	RTCM July 2026		Full Commission	Marie Smith and Jennifer Kerr	* Preparing resolution to increase the town's stormwater fee includes having a consultant conduct a rate study first, notifying all residents and then adjust the fee to meet the intended budget for stormwater improvements. * Smith researching towns that have recently adjusted stormwater fees to see if we can "piggyback" on the contract.