



TOWN OF MELBOURNE BEACH
REGULAR TOWN COMMISSION MEETING

August 16, 2023

AGENDA PACKET

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

August 16, 2023 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

The Town Commission will conduct a Regular Town Commission Meeting on Wednesday, August 16, 2023, in the Community Center to address the items below

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce D. Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Town Clerk Amber Brown

Notice: Commission discussion and possible action may occur during any Commissioner Meeting. The following sections of the Agenda are always subject to such discussion and possible action without further motion by the Commission: Changes to the Agenda, Public Hearings, Old Business, and New Business.

The public is advised that members of the Town Commission may be in attendance and participate in proceedings of the board. Attorney General Opinions (AGO) AGO 91-95, AGO 98-14, AGO 2000-68.

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.

- 1. Call to Order – Led by Mayor Hoover**
- 2. Roll Call**
- 3. Pledge of Allegiance and Moment of Silence**
- 4. Meeting Agenda – Additions/Deletions/Changes**
- 5. Consent Agenda**
 - A. Approval of the Special Town Commission meeting minutes July 12, 2023

- B. Approval of the Budget Workshop meeting minutes July 12, 2023
- C. Approval of the site plan for 508 Magnolia Ave – new home

6. Proclamations/Presentations/Awards

7. Finance/Budget Report

8. Department and Board/Committee Reports

- A. Public Works Department
- B. Building Department
- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk

9. 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.

10. Public Hearings/Special Orders

11. Unfinished Business

12. New Business

- A. Consideration of a special event application
- B. Consider approving a Mayoral endorsement of the HELPER Act
- C. Consider KSM Engineering and Testing to perform the required test to determine the feasibility of the swale being converted into a skate park
- D. Consider the proposal from Kane Surveying, Inc to survey the proposed location for the skate park
- E. Consideration of Resolution 2023-02 - Carryforward Fund Balances to utilize Fiscal Year 2022 to 2023

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2022-2023; AMENDING RESOLUTION NO 2022-08 RELATED TO THE USE OF ALL BALANCE CARRY FORWARDS FOR ALL FUNDS INCLUDING THE GENERAL FUND; AMENDING EXPENDITURES FOR THE TOWN'S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

13. Administrative Reports

- A. Town Attorney
- B. Town Manager

14. Commission Reports

15. Task List

16. Public Comment

17. Adjournment

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING JULY 12, 2023 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:04 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Commission Members Absent

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Clifford Repperger
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Town Clerk Amber Brown
Public Works Director Tom Davis @ 6:09

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance.

4. Public Comments

After being acknowledged by the Vice 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.

Doug Hilmes
443 Riverview Ln

Doug Hilmes spoke about having a Town parking sticker, but still getting a ticket at Ocean Park. He asked the Town Commission to install a sign saying parking decals are not valid at Ocean Park.

Town Attorney Clifford Repperger spoke about Ocean Park having a deed restriction which is why everyone has to pay at Ocean Park even if they have a parking sticker.

5. Unfinished Business

6. New Business

- A. Discussion and consideration of filing the vacancy for Town Commission Seat (Vice Mayor Barton)/inclusion of seat in qualifying for Special Election to be held November 7, 2023

Town Attorney Clifford Repperger spoke about Vice Mayor Joyce Barton has tendered her irrevocable resignation. The Commission seat that will be vacated by the resignation can be appointed or be included in the qualifying period that is coming up for this year's election.

Commissioner Sherri Quarrie asked if Vice Mayor Joyce Barton would need to abstain from the vote.

Town Attorney Clifford Repperger spoke about not seeing a conflict that would require Vice Mayor Joyce Barton to abstain, but she can if she feels there is one.

Vice Mayor Joyce Barton spoke about not having a conflict, and submitting the resignation with the intention of there being plenty of time to fill the seat during the election.

Doug Hilmes
443 Riverview Lane

Doug Hilmes thanked Vice Mayor Joyce Barton and spoke about it being important to allow the residents to vote rather than appoint someone.

Steve Walters
416 Sixth Ave

Steve Walters spoke about not hearing the Town Attorney state the resignation is irrevocable.

Commissioner Corey Runte made a motion to approve a special election in conjunction with the general election to fill the vacancy created by Joyce Barton's resignation to run for Mayor by resident vote during the November 7th election; Commissioner Marivi Walker seconded; Motion carried 5-0

7. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Joyce Barton seconded; Motion carried 5-0.

Meeting adjourned at 616 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP JULY 12, 2023 MEETING IMMEDIATELY FOLLOWING THE SPECIAL TOWN COMMISSION MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

1. Call to Order

Mayor Wyatt Hoover called the meeting to order at 6:19 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Wyatt Hoover
Vice Mayor Joyce Barton
Commissioner Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Wyatt Hoover led the Pledge of Allegiance

4. Public Comments

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.

5. New Business

A. Discussion regarding the FY 2023-2024 budget

Town Manager Elizabeth Mascaro spoke about the mileage rate last year being 4.580 and this year it will be 4.570. We are nearing the end of the stormwater bond. The parking from Ryckman Park has allowed for a transfer of \$30,000.00 into beautification, and based on projections another \$60,000.00 will be transferred as well. Since vacation rentals are not homesteaded the added taxes will allow \$600,000.00 to go to the stormwater fund. Town Manager Elizabeth Mascaro spoke about the capital items for the legislative department and public works department. Added the kid's business fair and misting stations.

Commissioner Sherri Quarrie spoke about cutting down on the Commission Chamber expenses by \$10,000.00. Some options would be to cut the live streaming portion, don't do the floor where the dais is, or refurbish the current dais instead of replacing it.

Mayor Wyatt Hoover and Vice Mayor Joyce Barton spoke about residents would like and benefit from having the meetings live-streamed.

Commissioner Corey Runte spoke about decreasing legislative capital items by 10% which is \$9,570.00. All agreed.

The Commission went page by page to discuss items.

Mayor Wyatt Hoover asked for an evaluation for the Town Manager to be done by August 1st. Then have that as an agenda item in August. Is there money budgeted for professional development for everyone? He would like an emphasis on training opportunities.

Commissioner Sherri Quarrie spoke about having a page that summarizes the professional developments for all of the departments.

The Commission reviewed legal expenses and the general fund.

Commissioner Corey Runte spoke about the amount for paving and milling needs to be doubled or at least increased by 30-40%. Proposed \$75,000.00. The curb and sidewalk repair needs to be increased to \$10,000.00 per year and be included in FY24.

Mayor Wyatt Hoover spoke about adding information on when the capital items are expected to be completed, estimated total cost, how long, and the amount that has been saved.

Commissioner Sherri Quarrie asked to have each capital item amount reviewed and all of them put on a spreadsheet and break down all of the details for them.

Commissioner Corey Runte spoke about the County not funding lifeguards next year, so being proactive what would the cost be to bring it in-house and include that in the budget? Asked if Code Enforcement needs more time.

Task List Update on Lifeguards: Create a staffing plan, budget, equipment list, and all other details to bring a lifeguard program in-house. What would Ocean Park parking fees need to increase to in order to cover the cost?

Town Manager Elizabeth Mascaro spoke about 4 hours being added to Code Enforcement, so it is now 20 hours per week.

Commissioner Corey Runte spoke about upgrades he would like to see for Ryckman Park including a skate park, pavilion with picnic tables, and decrease to 1 bocce ball court and move it. Put \$50,000.00 towards the skate park from the \$96,485.78 in ending cash balance in Ryckman Park Parking Revenue. Get a few different layout options for Ryckman Park designs.

Julie Samuels
2320 S River Road

Julie spoke about having a short chain fence between the two tennis courts. Asked if there was a vision for the Winter Fest and Fall Fest. She spoke about possibly doing a Veteran's Day Event the Saturday after to increase attendance.

Town Manager Elizabeth Mascaro spoke about those being placeholders for possible events.

Pick up on page 34 at the next meeting.

6. Adjournment

Commissioner Sherri Quarrie moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 5-0.

Meeting adjourned at 8:24 p.m.

ATTEST:

Wyatt Hoover, Mayor

Amber Brown, Town Clerk



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code

Current Florida Building Code

Date: 7/25/23

Owner: Mark Lott

Owner Address: 508 Magnolia Ave. M.B. Fl.

Site Address- Same

Parcel ID: 28-38-06-75-3-12

Zoning: 2RS Zoning District 2RS

Project: New Residence

Reference: Town of Melbourne Beach Code of Ordinances: 7A-32.

Request: Approval by the Planning and Zoning Board and the Town Commission for:

Staff Review:

1).The project is: New single family Home

2). The Building Lot Zoning District requirements of min. lot area, width and depth.

Lot area is 12,880 sq. ft. (min. 11,250 sq. ft.)

Lot width is 112 (min. 90 ft.)

Lot depth is 115 (min. 100 ft.)

3). Lot coverage has a maximum of 30% for principle structure.

Lot coverage per plan is: 26%

Footprint of Primary Structure is 3,318.2 sq. ft. with the addition.

Max allowed for Primary Structure is 3,864 sq. ft. for Lot Area of 12,880 sq. ft.

Minimum pervious area per lot is 30%. Pervious area is 46 %

4). Structure maximum height for zoning district is 28 ft.

The proposed height provided is 27' 1 ¼" from FFE.

Flood Zone : x

15a

5). Zoning District Setback requirements

Proposed Primary Structure Rear Setback	28.2	(min. 25 ft.)
Proposed Primary Structure Front Setback is	25.2	(min. 25 ft.)
Proposed Primary Structure West Side Setback	15.2	(min. 15 ft.)
Proposed Primary Structure East Side Setback	15.6	(min. 15 ft.)

6). Sediment and erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.

7). On-site stormwater retention control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.

8). Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure. Minimum landscaping standards will be met.

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.

**Robert Bitgood
Building Official**

508 Magnolia Ave. Melbourne Beach. Fl.

IMPERVIOUS		PERVIOUS	
Primary Structure	3,318	Shed space	
Pool & Deck	940	Open areas	
		Other	
Driveway	937		
Accessory Bldg			
Concrete areas	189	TOTAL PERVIOUS	7,496
Paver areas			
Other			
TOTAL IMPERVIOUS	54.00%	Lot Total Sq Footage	12,880
		TOTAL % PERVIOUS	46%



**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: MELBOURNE BEACH PROPER

Address: 508 MAGNOLIA AVE. MELBOURNE BEACH, FL 32951

Parcel Number(s): 28-38-06-75-3-12

Area (in acreage): 0.30 Area (in square feet): _____

Current Zoning: 2RS Proposed Zoning: SAME

Current Future Land Use: RESIDENTIAL Proposed Future Land Use: SAME

Brief Description of Application: REBUILD NEW HOME DUE TO FIRE

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

IV. APPLICANT INFORMATION:

Property Owner

Name: MARK LOTT

Phone: 407-947-6832

Address: 405 SUNSET BLVD.
MELBOURNE BEACH, FL 3291

Fax: —

Email: mloftwaves@aol.com

Applicant (if other than property owner)

Name: _____

Phone: _____

Address: _____

Fax: _____

Email: _____

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: *Mark Lott*

Date: 7/5/2023

Print Name: MARK LOTT

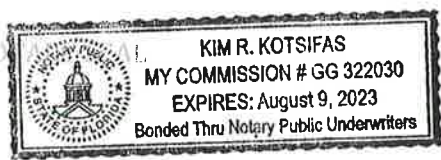
Title: OWNER

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 5th day of July, 2023, by Mark Bradford Lott who is/are personally known to me, or who has/have produced a Florida Driver's license as identification.

Kim R. Kotsifas
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: Mark Bradford Lott Date: 7/5/2023

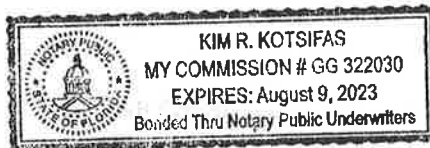
Print Name: Mark Bradford Lott Title: owner

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 5th day of July, 2023 by Mark Bradford Lott, who is/are personally known to me, or who has/have produced a Florida Dr. License as identification.

Kim R Kotsifas
Signature of Notary Public, State of Florida



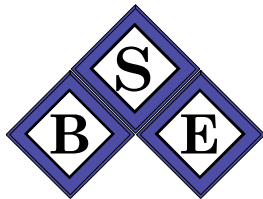
VII. PROJECT DESCRIPTION:

Describe Application: BUILD NEW HOME DUE TO FIRE

Provide attachment if more space is needed.

Describe Existing Conditions: BLANK LOT

Provide attachment if more space is needed.



B.S.E. CONSULTANTS, INC.

Consulting ~ Engineering ~ Land Surveying

Scott M. Glaubitz, P.E., P.L.S.
President

Hassan Kamal, P.E.
Vice President

July 17, 2023

Via E-mail

Mr. Tom Robinson
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951
E-mail address: building@melbournebeachfl.org

**Re: *Site Plan Review – 508 Magnolia Avenue
B.S.E. File #11440.100.29***

Dear Tom:

We have reviewed the Grading and Drainage Plan and Stormwater Calculations Report for the above referenced project, Sheet Number C-1, prepared by Trauger Consulting Engineers, dated July 5, 2023 and find that it meets the Town Code. Hence, we recommend approval of the Grading and Drainage Plan as submitted.

Should you have any questions, feel free to contact me.

Very truly yours,

Ana Saunders, P.E.

Ana Saunders, P.E.
Senior Project Engineer
B.S.E. Consultants, Inc.

ALS/as

11440.100.29.town.corr.23-as-1562.july

Civil ~ Agricultural ~ Transportation ~ Utility ~ Site Planning ~ Environmental

312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

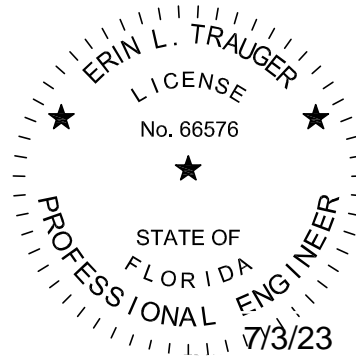
Telephone: (321) 725-3674 ~ Fax: (321) 723-1159 ~ Toll Free: 1-800-523-4BSE(4273) ~ Email: info@bseconsult.com



STORMWATER CALCULATIONS

SUBMITTED TO:
Town of Melbourne Beach

REVISION DATE:6-1-23



Erin Trauger, P.E.
FL License No. 66576

THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ERIN TRAUGER, PE ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

508 Magnolia
Ave Residence

I. Introduction

The goal of this report is to detail requirements of compliance of the stormwater treatment system for the proposed improvements. The proposed single family residence improvements include a new single-family house located at 508 Magnolia Avenue in the Town of Melbourne Beach, Florida. The Brevard County Property Appraiser Aerial and Details have been included for reference.

II. Existing Conditions

There was historically a house on this lot but there is no existing stormwater treatment. Much of the lot drained toward the south directly to Magnolia Avenue.

III. Proposed Conditions

The proposed site improvements involve the construction of the new single family house with porch as well as driveway and garage. A treatment swale is proposed mostly in the northwest and east part of the property to provide for stormwater treatment required on the lot before discharging to the right of way. Stormwater runoff created by the impervious surface for this project will be collected on-site and directed to three dry retention swales to treat the stormwater runoff. The 10 year 24 hour storm event was evaluated using the combined volume of the swales to verify retainage of the 8" storm event.

IV. Required Stormwater Calculations

A complete summary report has been provided in the attachments to include volume calculations for the proposed stormwater system, HydroCAD stormwater modeling information for the 10 year 24 hour storm event and a MODRET recovery analysis to ensure the Town of Melbourne Beach stormwater requirements are met. Also included in attached calculations are the soils reports provided by KSM Engineering identifying the season high water table and the percolation test results for conditions at the property. The following considerations were included in the evaluation.

- 8" of runoff from a 10-yr/24 hour storm event was evaluated for the 0.29 acre drainage basin at 508 Magnolia Avenue (including the proposed improvements) using HydroCAD and zero discharge is proposed from the storm collection ponds for this storm event.
- 25 Canaveral-Palm Beach-Urban land complex has been determined to be the soils mapped according to the Soils Survey Map of Brevard County which is reflect in the weighted average CN value using A soil values for grass.

- The Season High Water Table information is provided in the table below and the soils report completed by KSM Engineering and Testing is provided in the attachments for review. The highest value encountered was utilized for recovery analysis purposes.

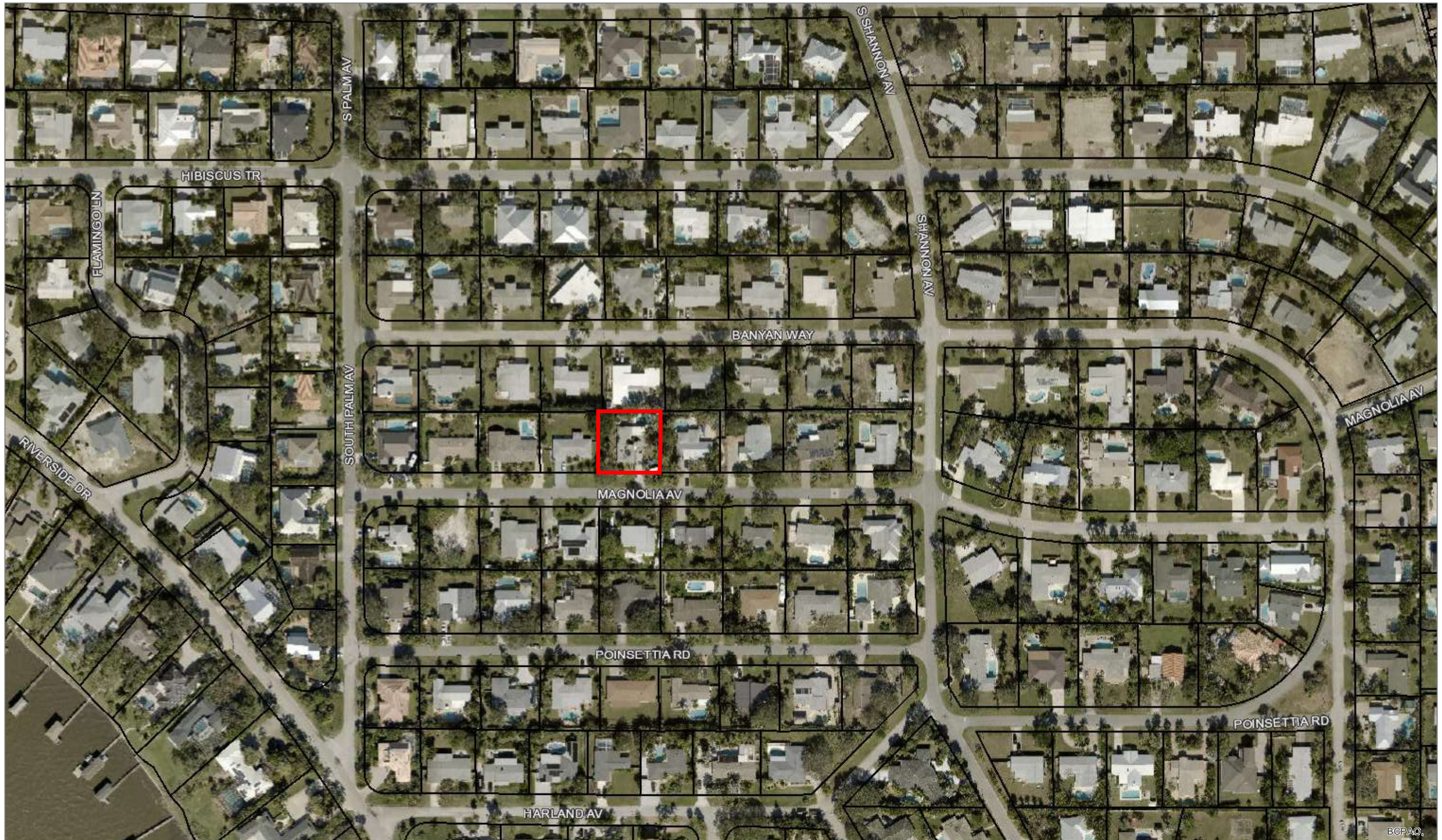
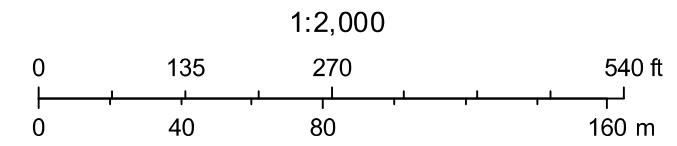
Boring#	Natural Ground	Existing Ground Water Elevation	Estimated Wet Season Ground Water Table
B-1	8.0	2.7	5.8

- The peak stage of the storm ponds remains below the top of bank.
- The pond area is proposed to include removal of any organic build up under the ponds such that the horizontal and vertical percolation rate of 10 feet per day is maintained. Based on the soils report these high percolations rates are in place and therefore the pond volume recovery will be less than 72 hours for the 8 inch storm event.

V. Summary

As presented in the details above it has been determined that the proposed dry retention stormwater treatment system satisfies the design requirements of the Town of Melbourne Beach for the 10 year 24 hour-8 inch storm event.

LOCATION INFORMATION



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.

Map created June 30, 2023 (map data dates may vary)



Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

Phone: (321) 264-6700

<https://www.bcpao.us>

PROPERTY DETAILS

Account	2847027
Owners	LOTT, MARK B; LOTT, CINDY T
Mailing Address	508 MAGNOLIA AVE MELBOURNE BCH FL 32951
Site Address	508 MAGNOLIA AVE MELBOURNE BEACH FL 32951
Parcel ID	28-38-06-75-3-12
Property Use	0110 - SINGLE FAMILY RESIDENCE
Exemptions	DICV - DISABILITY - CIVILIAN HEX1 - HOMESTEAD FIRST HEX2 - HOMESTEAD ADDITIONAL
Taxing District	34X0 - MELBOURNE BEACH
Total Acres	0.30
Subdivision	ISLAND SHORES OF MELBOURNE BEACH
Site Code	0001 - NO OTHER CODE APPL.
Plat Book/Page	0010/0052
Land Description	ISLAND SHORES OF MELBOURNE BEACH LOT 12 BLK 3



VALUE SUMMARY

Category	2022	2021	2020
Market Value	\$503,440	\$341,260	\$343,220
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$276,470	\$268,420	\$264,720
Assessed Value School	\$276,470	\$268,420	\$264,720
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$25,000	\$25,000	\$25,000
Other Exemptions	\$500	\$500	\$500
Taxable Value Non-School	\$225,970	\$217,920	\$214,220
Taxable Value School	\$250,970	\$242,920	\$239,220

SALES/TRANSFERS

Date	Price	Type	Instrument
09/11/2014	\$278,000	WD	7209/0488
07/30/1998	\$137,500	WD	3873/2078
02/28/1994	\$112,000	WD	3369/4624
06/01/1986	--	NN	2703/1934
09/01/1976	\$46,000	--	1657/0996
11/01/1972	\$375,000	--	1290/0659

BUILDINGS

PROPERTY DATA CARD #1

Building Use: 0110 - SINGLE FAMILY RESIDENCE

Materials	Details
Exterior Wall: STUCCO	Year Built 1957
Frame: MASNRYCONC	Story Height 8
Roof: ASPH/ASB SHNGL	Floors 1
Roof Structure: HIP/GABLE	Residential Units 1
	Commercial Units 0
Sub-Areas	Extra Features
Base Area (1st) 1,886	Pool - Residential 1
Garage 484	Paving - Stone 355

Open Porch	120	Wood Deck	144
Open Porch	41	Patio - Concrete	120
Total Base Area	1,886	Pool Deck	546
Total Sub Area	2,531		

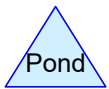
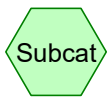
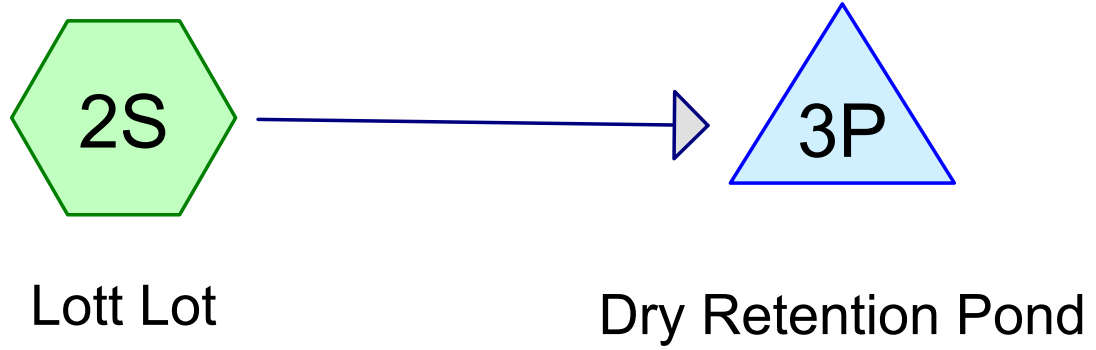
DATA AND CALCULATIONS

STORMWATER CALCULATIONS**Post-Development Drainage Basin Data: Type A Soils**

Cover Type	Area (acres)	CN Value
Impervious	6162.00	98
Pervious	6718.00	39
Total Area	12880.00	67

Stage/Storage Volume of Dry Retention Pond:

Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)	Volume (Cu. Ft.)	Sum. Volume (Cu. Ft.)
7.75	3,040		1,523	1,523
		2,031		
7.00	1,022		0	0



Routing Diagram for Lott on Magnolia
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Lott on Magnolia

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Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.154	39	>75% Grass cover, Good, HSG A (2S)
0.141	98	Roofs, HSG A (2S)
0.296	67	TOTAL AREA

Lott on Magnolia

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Soil Listing (all nodes)

Area (acres)	Soil Group	Subcatchment Numbers
0.296	HSG A	2S
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
0.296		TOTAL AREA

Lott on Magnolia

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Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.154	0.000	0.000	0.000	0.000	0.154	>75% Grass cover, Good	2S
0.141	0.000	0.000	0.000	0.000	0.141	Roofs	2S
0.296	0.000	0.000	0.000	0.000	0.296	TOTAL AREA	

Lott on Magnolia*Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"*

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Time span=0.00-30.00 hrs, dt=0.01 hrs, 3001 points
 Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
 Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

Subcatchment2S: Lott Lot

Runoff Area=12,880 sf 47.84% Impervious Runoff Depth=4.12"
 Tc=10.0 min CN=67 Runoff=0.78 cfs 0.102 af

Pond 3P: Dry Retention Pond

Peak Elev=7.15' Storage=315 cf Inflow=0.78 cfs 0.102 af
 Outflow=0.57 cfs 0.102 af

Total Runoff Area = 0.296 ac Runoff Volume = 0.102 af Average Runoff Depth = 4.12"
52.16% Pervious = 0.154 ac 47.84% Impervious = 0.141 ac

Lott on Magnolia

Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"

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Summary for Subcatchment 2S: Lott Lot

Runoff = 0.78 cfs @ 12.19 hrs, Volume= 0.102 af, Depth= 4.12"

Routed to Pond 3P : Dry Retention Pond

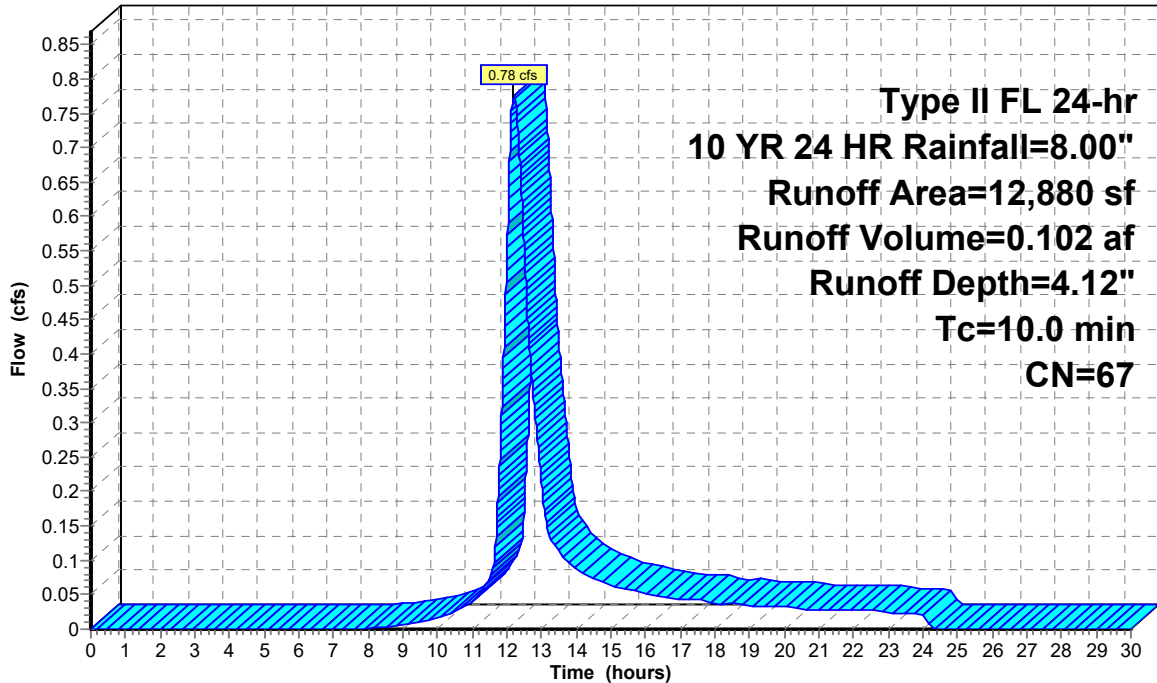
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
 Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"

Area (sf)	CN	Description
6,162	98	Roofs, HSG A
6,718	39	>75% Grass cover, Good, HSG A
12,880	67	Weighted Average
6,718		52.16% Pervious Area
6,162		47.84% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
10.0					Direct Entry,

Subcatchment 2S: Lott Lot

Hydrograph



Runoff

Lott on Magnolia

Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"

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Summary for Pond 3P: Dry Retention Pond

Inflow Area = 0.296 ac, 47.84% Impervious, Inflow Depth = 4.12" for 10 YR 24 HR event
 Inflow = 0.78 cfs @ 12.19 hrs, Volume= 0.102 af
 Outflow = 0.57 cfs @ 12.49 hrs, Volume= 0.102 af, Atten= 27%, Lag= 17.9 min
 Discarded = 0.57 cfs @ 12.49 hrs, Volume= 0.102 af

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
 Peak Elev= 7.15' @ 12.49 hrs Surf.Area= 2,195 sf Storage= 315 cf

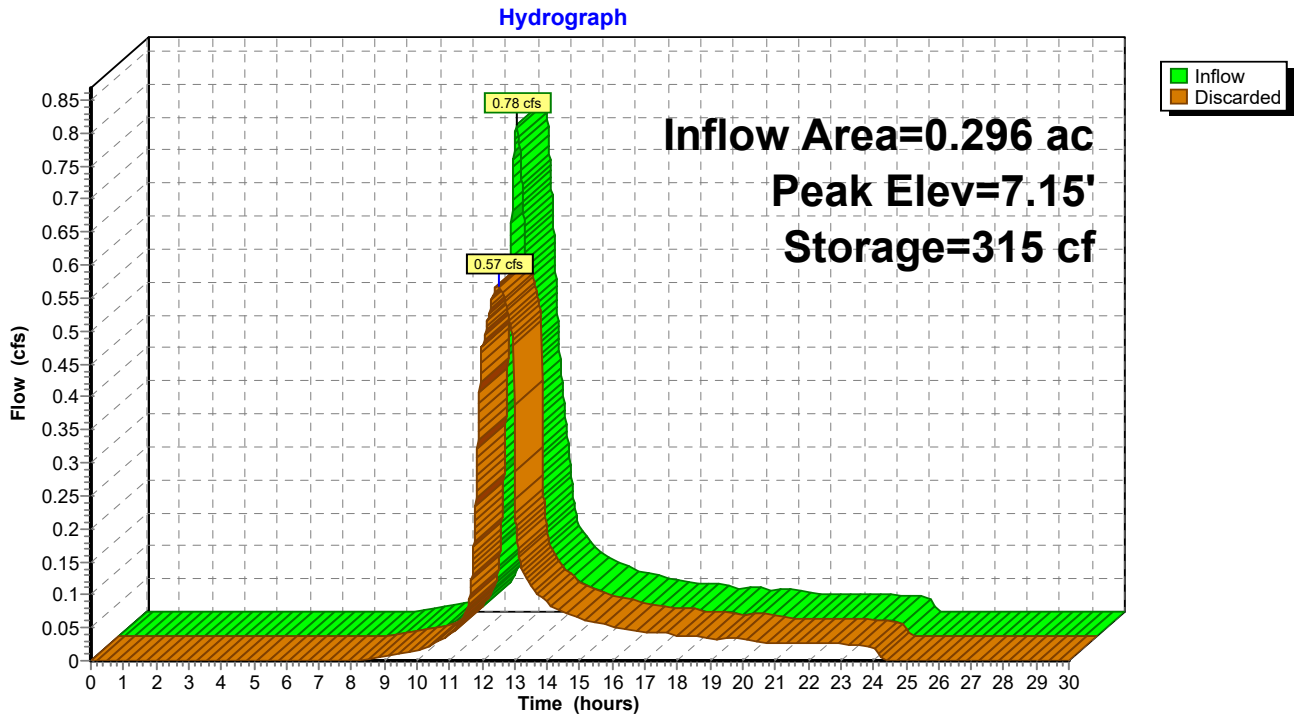
Plug-Flow detention time= 3.0 min calculated for 0.102 af (100% of inflow)
 Center-of-Mass det. time= 3.0 min (854.1 - 851.1)

Volume	Invert	Avail.Storage	Storage Description
#1	7.00'	1,851 cf	25.00'W x 81.00'L x 0.75'H Prismatic Z=5.3

Device	Routing	Invert	Outlet Devices
#1	Discarded	7.00'	10.000 in/hr Exfiltration over Surface area Conductivity to Groundwater Elevation = 5.80' Phase-In= 0.01'

Discarded OutFlow Max=0.57 cfs @ 12.49 hrs HW=7.15' (Free Discharge)
 ←1=Exfiltration (Controls 0.57 cfs)

Pond 3P: Dry Retention Pond



SOILS REPORT AND MAP INFORMATION

Headquarters
11345 U.S. Highway 1
Sebastian, FL. 32958
Orlando
723 Progress Way
Sanford, FL. 32771



Mailing
P.O. Box 78-1377
Sebastian, FL. 32978
Phone: 772-589-0712
C.A. # 5693
KSMengineering.net

Mark Lott
508 Magnolia Avenue
Melbourne Beach, FL 32951

June 19, 2023
Revised: June 23, 2023

**Re: 508 Magnolia Avenue
Melbourne Beach, Florida
KSM Project #: 2303961-p**

Dear Mr. Lott:

As requested, KSM Engineering & Testing has performed a subsurface investigation at the referenced site. The intent of our investigation was to estimate aquifer parameters at specific test locations. Presentation of the data gathered during the investigation is included in this report.

Scope of Work and Professional Service Agreement:

The scope of work and the agreement to perform a geotechnical exploration was provided by KSM's May 15, 2023, proposal to Mark Lott. The agreement was signed by Mr. Lott on May 17, 2023, and was returned to KSM thereafter.

Site Description:

Location & Physiography – The project site was located in Melbourne Beach, Florida. At the time of drilling, the site was found to be fairly flat with an existing single-family structure. Vegetation on the site consisted mostly of light surface ground cover vegetation, mature landscaping, and a few trees.

The scope of our study consisted of the following tasks:

1. Performed soil borings within the approximate location indicated by the client.
2. Measured the depth to the surface of the groundwater body at each boring.
3. Performed in-field "Usual Open Hole Test" procedures at the boring location.
4. Collected soil samples necessary to estimate aquifer parameters.
5. Reviewed the soil samples and field soil boring logs (by a geotechnical engineer) in our laboratory.
6. Reviewed the publicly available USDA Soil Survey information for the site.
7. Evaluated the discovered subsurface conditions with respect to the proposed project and prepared estimated aquifer parameters for the tested location.
8. Prepared this report to document our findings.

Site Investigation:

Subsurface Testing – KSM’s site investigation program consisted of performing the following exploration operations and field tests:

- One (1) SPT boring, denoted as PB, terminated at an approximate depth of 15 feet below the existing ground surface, which was performed in the approximate location indicated by the client.

SPT Borings – The SPT borings were performed in general accordance with procedures described in ASTM D1586.

Soil Classification – The field soil boring logs and recovered soil samples were transported to KSM’s office from the project site. Following the completion of the field exploration activities, visual and tactile examination of the soil samples was performed by a geotechnical engineer to identify the engineering classification of the soil samples that were obtained in the field exploration. The visual classification of the samples was performed in general accordance with the current United Soil Classification System (ASTM D2487).

General Subsurface Soil Classification Summary – The following table outlines the general subsurface conditions that were encountered during our investigation. Refer to the boring logs and location map for specific information regarding our interpretation of the field boring logs.

Generalized Soil Profile	
Approximate Depth Below Grade (Feet)	Discovered Subsurface Conditions
0 to 13	Very Loose to Medium-Dense Fine Sand, Fine Sand with Traces of Roots, and Fine Sand with Shell Fragments
13 to 15	Medium-Dense Cemented Sand with Traces of Silt and some Shell Fragments

The records of the soils encountered, the penetration resistances, and groundwater levels are documented on the attached boring logs.

Estimated Aquifer Parameters:

Factor of Safety – KSM has not applied a factor of safety to the estimated aquifer parameters delineated within this report. The Engineer of Record is responsible for applying the appropriate factor(s) of safety to the estimated aquifer parameters contained within this report for use in their design.

In-Field Testing – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District described procedures for the ‘Usual Open-Hole Test’ method.

In-Field Testing – Estimated Aquifer Parameters		
Test Location (See Location Plan)	Approximate Test Depth (ft)	Hydraulic Conductivity (CFS/SF- Ft Head)
P-1	5	9.1×10^{-4}

Laboratory Testing and Professional Judgement – Selected samples obtained from our site investigation were tested in our laboratory in general accordance with ASTM D2434.

Laboratory Testing – Estimated Aquifer Parameters			
Test Location (See Location Plan)	Stratum Depth Range (ft)	Horizontal Flow Rate (in/hr)	Vertical Flow Rate (in/hr)
P-1	0.5 – 2	23.4	19.2
	2 – 6	–	10.9

Flow Restrictive Stratum – Based on the results of our soil borings, visual examination, and laboratory testing, in boring PB-1 we encountered a stratum which we estimate exhibit restrictive flow rates relative to the overlying stratum, which is described below:

- Deposits of light brown cemented sand with traces of silt and some shell fragments encountered from an approximate depth range of 13 to 15 feet below existing grade in the tested location.

NRCS Surficial Soil Information – Mapping of this area of Florida, performed by the USDA, Natural Resources Conservation Service (NRCS), indicates that the following USDA soil mapping units were identified:

- 25 – Canaveral-Palm Beach-Urban land complex

Seasonal Groundwater Fluctuation – The following table delineates the observed groundwater surface depths, together with the estimated normal wet season and normal dry season water table depths (below existing grade) for the test location. This estimate is based upon our interpretation of existing site conditions and a review of the USDA, NRCS Soil Survey.

Water Table Observations			
Test Location (See Location Plan)	Depth (feet) Below Existing Grade		
	Observed Water Table	Estimated Wet Season Water Table	Estimated Dry Season Water Table
P-1, PB-1	2.7' Below Grade	2.2' Below Grade	5.2' Below Grade

Hydrologic Soil Group (HSG) Classification and Estimated Fillable Porosity – The HSG classification was estimated based on our interpretation of the estimated aquifer parameters at the time of our investigation and guidance provided by the USDA National Engineering

508 Magnolia Avenue
Melbourne Beach, Florida
KSM Project #: 2303961-p



Handbook. KSM has estimated the fillable porosity of the soils above the estimated wet season water table.

HSG and Estimated Fillable Porosity		
Location	HSG	Fillable Porosity
P-1	A	30%

Closure:

Recommendations and Opinions – The Designated Engineer of Record should attach this report to the Final Report that is part of the Permit.

The estimated aquifer parameters are based, in part, on our understanding of published peer reviewed resources and our interpretations and evaluations of the discoveries of our site investigation and lab results. If additional geotechnical parameters or recommendations are desired, please contact our office. Upon request KSM will provide a scope and fee for any requested additional services.

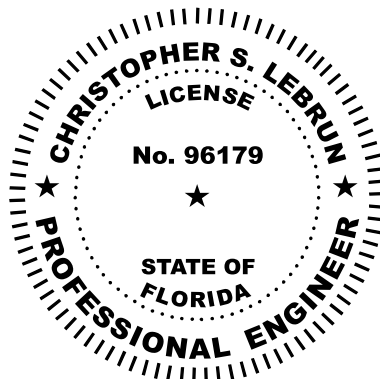
Standard of Care – This report has been prepared in accordance with generally accepted soil and foundation engineering practices based on the results of the test borings and the assumed loading conditions. The procedural standards noted in this report are in reference to methodology in general. In some cases, variations to methods were applied because of local practice or professional judgement. No warranties, either expressed or implied, are intended or made. This report does not reflect any variations which may occur between the borings. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

Limitations – Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

We are pleased to have been of assistance to you in this phase of your project. When we may be of further service to you or should you have any questions, please feel free to contact the office.

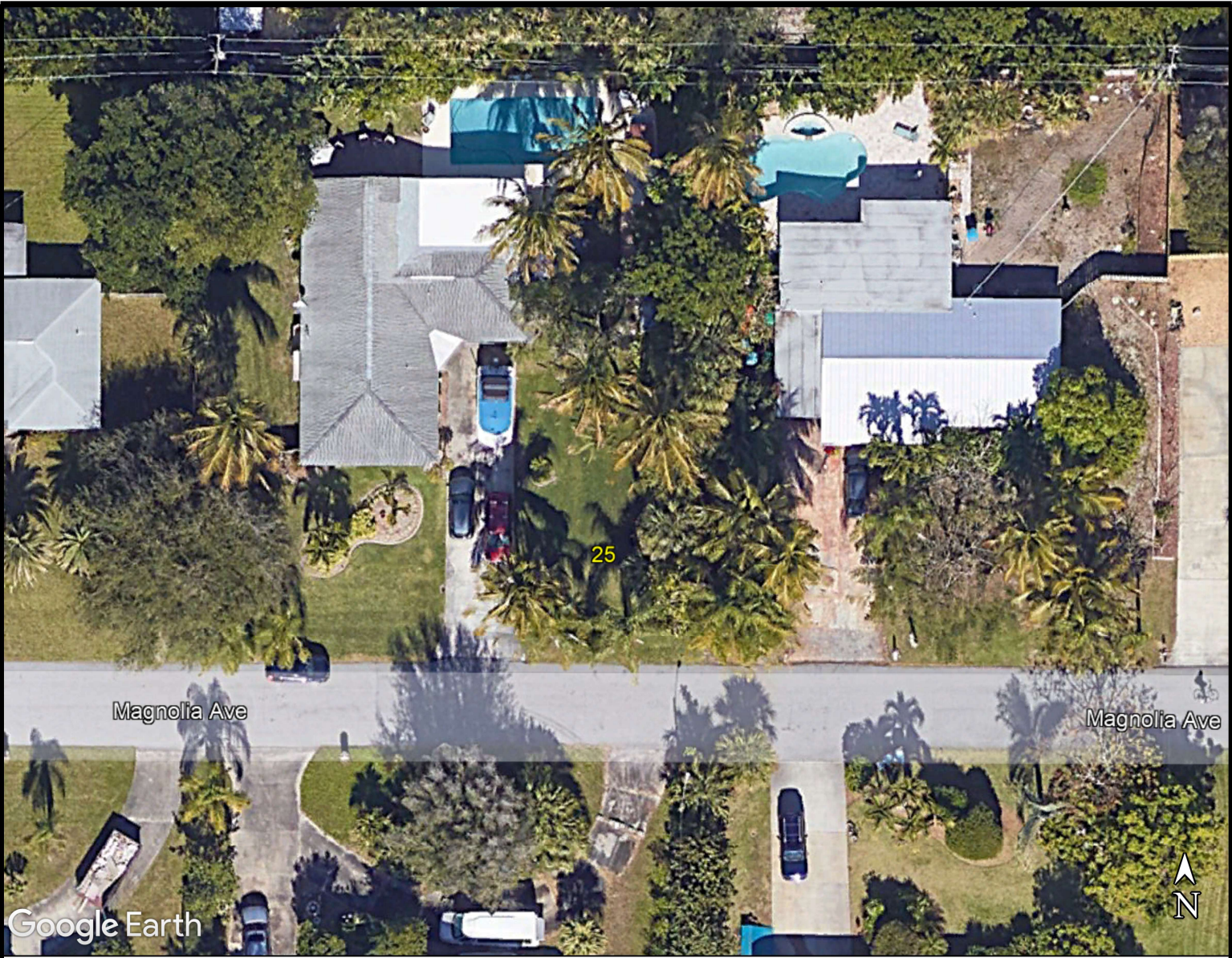
Respectfully,

Robert Maxwell
Robert T. Maxwell, E.I.
Geotechnical Engineer
Florida E.I. No. 1100024249



Christopher S. LeBrun, P.E.
Geotechnical Engineer
Florida Lic. No. 96179

CSL/cv/RTM
Email to: toplinebuildingservicesinc@gmail.com; Erin.Trauger@gmail.com



USDA SOILS SURVEY

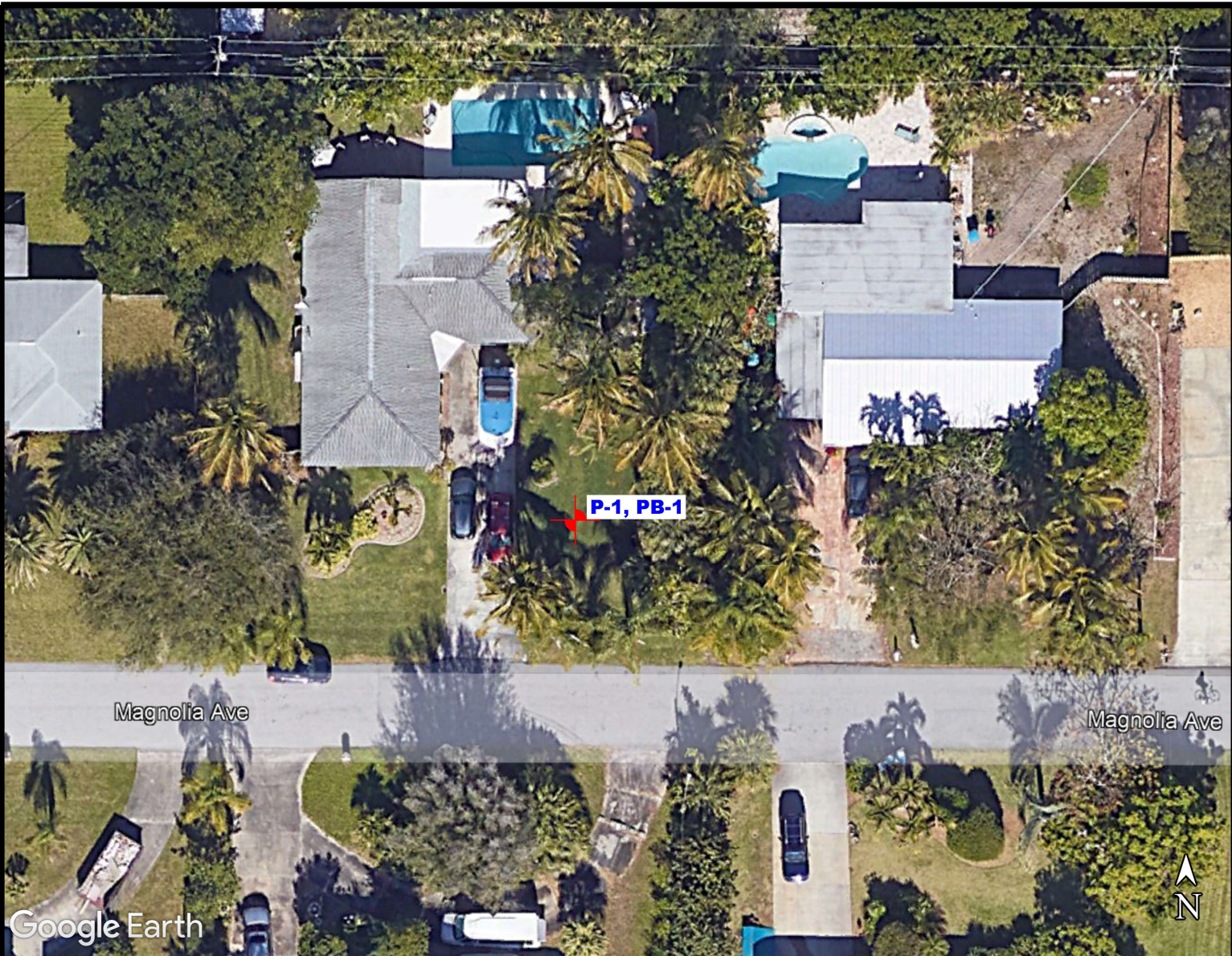
25—Canaveral-Palm Beach-Urban land complex

PROJECT: 508 Magnolia Avenue, Melbourne Beach, Florida

SHEET 2 OF 2
 PERMIT #:
 PROJECT #: 2303961-soils



DRAWN BY: C.V.
 DESIGNED BY: C.C.C.
 DATE: 20230608
 SCALE: NOT TO SCALE



LOCATION OF SOIL TESTING

PROJECT: 508 Magnolia Avenue, Melbourne Beach, Florida

SHEET 1 OF 2
 PERMIT #:
 PROJECT #: 2303961-p



DRAWN BY: C.V.
 DESIGNED BY: C.C.C.
 DATE: 20230608
 SCALE: NOT TO SCALE



KSM Engineering & Testing
 P.O. Box 78-1377
 Sebastian, FL 32978
 Tel: (772)-589-0712
 Fax: (772)-589-6469

BORING NUMBER PB-1

PAGE 1 OF 1

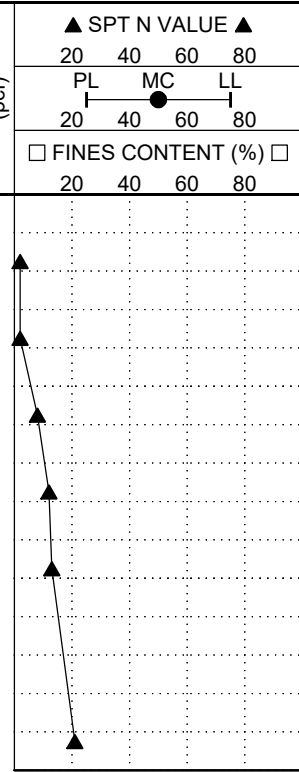
CLIENT Mark Lott
PROJECT NUMBER 2303961-p
DATE STARTED 6/6/23 **COMPLETED** 6/6/23
DRILLING CONTRACTOR _____
DRILLING METHOD SPT Automatic Hammer
LOGGED BY SH/BS **CHECKED BY** CCC
NOTES See Attached Location Plan

PROJECT NAME 508 Magnolia Avenue
PROJECT LOCATION Melbourne Beach, Florida
GROUND ELEVATION _____ **HOLE SIZE** inches
GROUND WATER LEVELS:
 ▽ **AT TIME OF DRILLING** 2.7 ft
AT END OF DRILLING ---
AFTER DRILLING ---

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 6/8/23 13:43 - K:\KSM FILES\23 DOCS (KSM-SERVER)\2303961\SOIL INVESTIGATION\2303961-P.GPJ

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	PENETROMETER	DRY UNIT WT. (pcf)	▲ SPT N VALUE ▲		
								20	40	60
0		Gray Sand with Traces of Roots Light Brown Sand								
		▽ Yellowish Brown Sand	SS		1-1-1 (2)					
			SS		1-1-1 (2)					
5			SS		3-4-4 (8)					
		Light Brown Sand with Shell Fragments	SS		5-6-6 (12)					
			SS		6-7-6 (13)					
10										
		Light Brown Cemented Sand with Traces of Silt and Some Shell Fragments	SS		8-10-11 (21)					
15										

Bottom of borehole at 15.0 feet.



CIVIL SITE GRADING NOTES:

- CONTRACTOR TO ENSURE POSITIVE DRAINAGE PATH TO STORMWATER TREATMENT AREA.
- CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CARE TO BE TAKEN DURING GRADING EFFORTS TO MAINTAIN EXISTING DRAINAGE PATHS OF ADJACENT NEIGHBORS WHICH SHALL NOT BE BLOCKED.
- GRADING TO BE FIELD COORDINATED WITH ARCHITECT, OWNER AND ENGINEER OF RECORD AROUND EXISTING TREES EAST OF PROPOSED FOOTPRINT IN HOPES TO FACILITATE PRESERVATION.
- GRASS COVER WITHIN BOUNDARY OF STORMWATER POND BOTTOM SHALL BE EITHER SEED AND MULCH OR SAND GROWN SOD.
- PROVIDE OR MAINTAIN FENCING ALONG PROPERTY LINE. CONTRACTOR TO COORDINATE CONSTRUCTION WITH NEIGHBORS FOR ANY IMPACTS OR REVISIONS TO FENCING.
- DRIVEWAY, SIDEWALK, PORCH, RESIDENCE AND FENCE DESIGN BY OTHERS.
- FOOTPRINT PROVIDED BY ARCHITECT AND OWNER. ANY DIMENSIONS ON GRADING PLAN FOR REFERENCE ONLY. CONTRACTOR TO ENSURE CORRECT DIMENSIONS INCLUDED PRIOR TO CONSTRUCTION.
- SEE ARCHITECTURAL PLAN FOR ROOF DRAINAGE WITH GUTTER AND DOWNSPOUT COLLECTION. ROOF RUNOFF SHOULD BE DIRECTED TO PROPOSED DRY RETENTION AREAS. CONTRACTOR AND OWNER TO ENSURE ROOF AREAS (INCLUDING ALONG WEST SIDE OF STRUCTURE) ARE TIED DIRECTLY INTO THE DRY RETENTION PONDS.
- EXISTING WELL FALLS WITHIN PROPOSED PAVEMENT AREA AND SHOULD BE RELOCATED BY LICENSED WELL CONTRACTOR. EXISTING WELL SHOULD BE ABANDONED PER TOWN OF MELBOURNE BEACH, FDEP AND DOH SPECIFICATIONS AND REQUIREMENTS.
- PROVIDE EXTENDED CURB OR KNEE WALL PER STRUCTURAL DETAILS AND SPECIFICATIONS TO ALLOW FOR GRADE TRANSITION AND STORMWATER CONVEYANCE TO COLLECTION PONDS. THE FINISH ELEVATION OF THE CURB/WALL SHOULD BE A MINIMUM OF 4" ABOVE THE EDGE OF PAVEMENT TO PREVENT DRAINAGE ONTO ADJACENT PROPERTY WITH THE GROUND ELEVATION TO MATCH EXISTING ALONG THE WEST OF THE WALL.
- PROVIDE TRANSITION FROM CURB HEIGHT TO FLUSH WITH WALL TRANSITION BASED ON FIELD ELEVATIONS IN ROW. POSITIVE DRAINAGE PATHS FROM ADJACENT NEIGHBOR SHALL NOT BE IMPEDED.
- REMOVE EXISTING TREES AND ROOT SYSTEM IN AREA OF PROPOSED DRIVEWAY AND NEW HOME FOOTPRINT IN THEIR ENTIRETY.

GENERAL INFORMATION:

CONTACT INFORMATION	
OWNER CINDY AND MARK LOTT 508 MAGNOLIA AVENUE MELBOURNE BEACH, FL 32951	CIVIL ENGINEER: TRAUGER CONSULTING ENGINEERS, INC. ERIN TRAUGER, P.E. 2210 FRONT STREET STE 204 MELBOURNE, FL 32901 TEL: 321-652-5316 E-MAIL: ERIN.TRAUGER@GMAIL.COM
SURVEYOR: AAL LAND SURVEYING SERVICES, INC. 3970 MINTON ROAD WEST MELBOURNE, FL 32904 TEL: 768-8110 EMAIL: RESEARCH@AALSURVEY.COM	ARCHITECT: SPACECOAST ARCHITECTS, P.A. LARRY MAXWELL, ARCHITECT PO BOX 33007 INDIALANTIC, FL 32903

LEGAL DESCRIPTION:

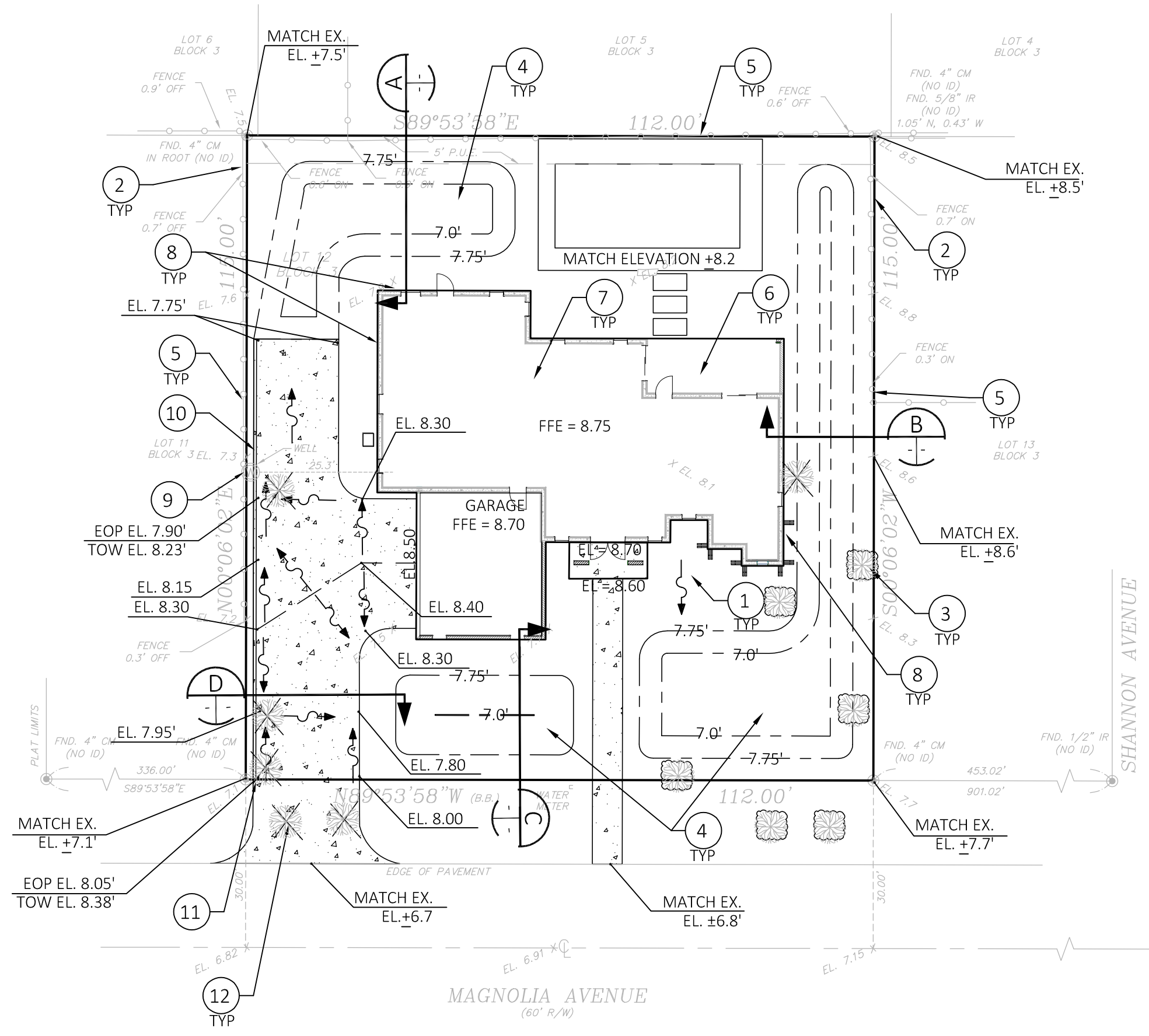
LOT 12, BLOCK 3, ISLAND SHORES OF MELBOURNE BEACH, ACCORDINT TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOKO 10, PAGE 52, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

DRAINAGE CALCULATIONS:

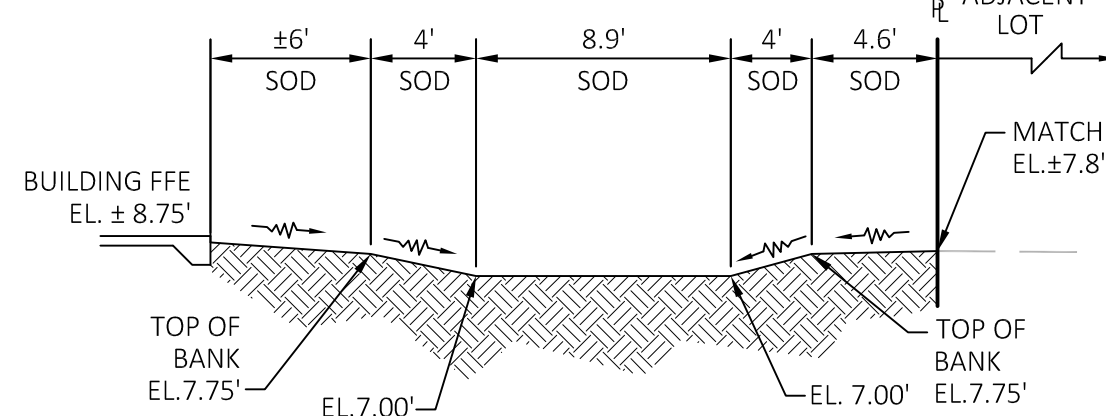
SITE DATA			
TOTAL ACREAGE:	0.30 ACRES		
F.I.R. #:	#1209C0604G THIS PROPERTY LIES IN FLOOD ZONES "X"		
PARCEL ID :	28-38-06-75-3-12		
TAX ACCOUNT NUMBER:	2847027		
ADDRESS:	508 MAGNOLIA AVENUE, MELBOURNE BEACH, FL 32951		
SITE DRAINAGE COVERAGE CALCULATIONS			
PROPOSED LOT COVERAGE	SF	ACRE	PERCENT
OVERALL PROPOSED IMPERVIOUS :	6,162	0.14	48%
OVERALL PROPOSED PERVIOUS:	6,718	0.15	52%
TOTAL GROSS AREA:	12,880	0.29	100%

GENERAL NOTES:

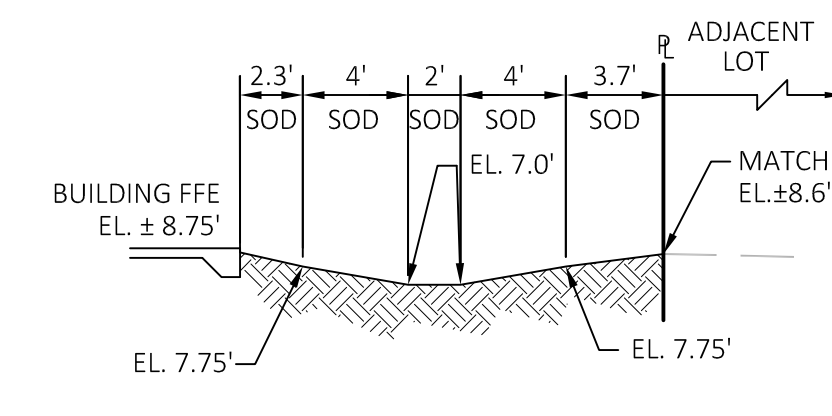
- CONTRACTOR SHALL BECOME FAMILIAR AND COMPLY WITH ALL PERMITS AND PERMIT CONDITIONS. CONTRACTOR SHALL OBTAIN PERMISSION FROM ALL NECESSARY PERMIT AGENCIES PRIOR TO COMMENCING SITE WORK.
- ALL AREAS DISTURBED OFF-SITE SHALL BE RESTORED TO EQUAL OR BETTER CONDITION THAN PRE-CONSTRUCTION.
- SLOPE ALL SIDEWALKS TO FLOW AWAY FROM BUILDING WITH MAXIMUM 2% CROSS SLOPE.
- PROVIDE CONSTANT SLOPE BETWEEN ALL SPOT ELEVATIONS.
- CONTRACTOR SHALL PROVIDE SILT FENCE AROUND PROJECT AREA AS REQUIRED BY FDEP AND MELBOURNE BEACH.
- ALL WASTE SHALL BE DISPOSED OF OFF-SITE IN A SAFE AND LEGAL MANNER UNLESS OWNER SPECIFICALLY REQUESTS OTHERWISE.
- ALL SLOPES 4H:1V OR STEEPER SHALL BE SODDED. ALL SLOPES STEEPER THEN 3H:1V SHALL BE SODDED AND STAKED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PUBLIC ROADWAYS, EASEMENTS, CURBS, SIDEWALKS, DRAINAGE SYSTEM, BENCHMARKS, OR UTILITIES AS A DIRECT RESULT OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING ALL BOUNDARY CORNERS AND BENCHMARKS DISTURBED OR DESTROYED DURING CONSTRUCTION REPLACED BY A FLORIDA LICENSED LAND SURVEYOR.
- EXCEPT AT DOORWAYS, FINISHED GRADE ADJACENT TO HOUSE SHALL BE 6" BELOW FINISHED FLOOR UNLESS IDENTIFIED OTHERWISE BY ARCHITECT/HOME BUILDER OR ON GRADING PLAN. ALL LOT GRADING SHALL COMPLY WITH APPLICABLE FLORIDA BUILDING CODES.
- THIS PLAN HAS BEEN PREPARED WITH A BASE SURVEY, FOOT PRINT AND LAYOUT PROVIDED BY SPACECOAST ARCHITECTS, P.A. AND AAL LAND SURVEYING. CIVIL ENGINEER DOES NOT WARRANT THE ACCURACY OF THE RECORD SURVEY NOR HAVE THEY COMPLETED THE DESIGN FOR THE SITE LAYOUT.
- SEE ARCHITECTURAL/HOME BUILDER DRAWINGS FOR BUILDING DIMENSIONS AND LAYOUT. SEE PLUMBING, MECHANICAL, ELECTRICAL AND LANDSCAPING DRAWINGS FOR UTILITY CONNECTION LOCATIONS, HEATING/AC, ELECTRICAL AND LANDSCAPING INFORMATION.
- SWPPP IS NOT INCLUDED. CIVIL ENGINEER IS NOT RESPONSIBLE FOR THE DESIGN OF EROSION AND SEDIMENT CONTROLS OR OTHER POLLUTION PREVENTION PRACTICES FOR THIS PROJECT.
- CLEARING SPECIFICATIONS, UTILITY DESIGN, PAVING AND OTHER SITE MATERIALS AND SPECIFICATIONS ARE NOT INCLUDED. CIVIL ENGINEER NOT RESPONSIBLE FOR THE DESIGN SPECIFICATIONS RELATED TO THESE ITEMS. CONTRACTOR TO CONSULT GEOTECHNICAL ENGINEER PRIOR TO CONSTRUCTION TO ENSURE SOILS AS ANTICIPATED FOR DESIGN.
- BOUNDARY, TOPOGRAPHIC AND EXISTING INFORMATION INDICATED ON THESE DRAWINGS ARE PER FIELD DATA SUPPLIED BY AAL LAND SURVEYING. IT IS SOLELY THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE INFORMATION AND PROTECT SAME FROM DAMAGE DURING THE CONSTRUCTION PHASE. DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
- THIS IS A SPECIFIC PURPOSE DRAWING SET, FOR THE PERMITTING AND THE CONSTRUCTION OF A STORMWATER TREATMENT AREA THE ENGINEER CERTIFIES THESE DRAWINGS ONLY FOR THE CONSTRUCTION OF THAT INFORMATION AND NO OTHER PERMITTING AND CONSTRUCTION USES.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SETBACKS PRIOR TO STARTING CONSTRUCTION.
- EXISTING TREE LOCATIONS WERE PROVIDED BY FIELD MEASUREMENT FROM OWNER, ENGINEER OF RECORD DOES NOT WARRANT ACCURACY AND CONTRACTOR SHALL VERIFY LOCATIONS AND CONFIRM PRESERVATION/REMOVAL WITH TOWN OF MELBOURNE BEACH PRIOR TO CONSTRUCTION.



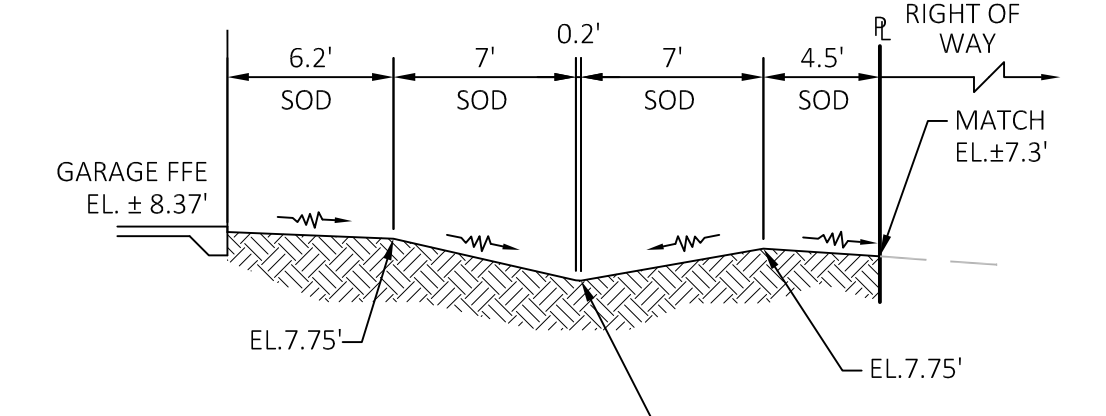
GRADING AND DRAINAGE PLAN
1"=20'



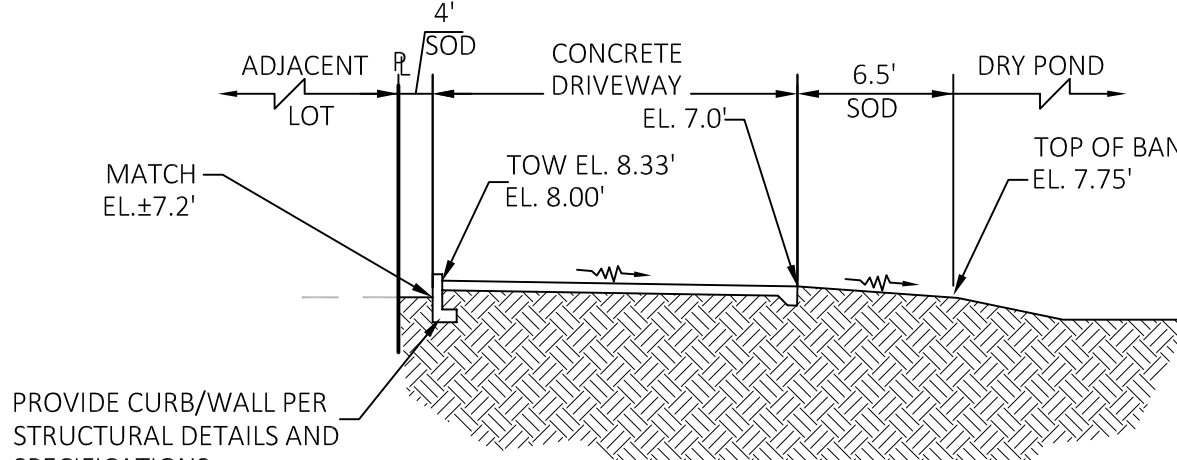
SECTION A
NTS
NOTE: SOD IN AREA OF POND SHALL BE SAND GROWN



SECTION B
NTS
NOTE: SOD IN AREA OF POND SHALL BE SAND GROWN



SECTION C
NTS
NOTE: SOD IN AREA OF POND SHALL BE SAND GROWN



SECTION D
NTS
NOTE: SOD IN AREA OF POND SHALL BE SAND GROWN

SURVEYOR NOTES:

- THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARD OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 51-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
- THIS SURVEY AND DRAWING IS FOR THE SOLE USE AND BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE AS NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
- THIS SURVEY IS NOT VALID WITHOUT THE EMBOSSED SEAL OF THE SURVEYOR, AND ANY REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
- NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
- THIS SURVEY WAS PREPARED FROM INFORMATION FURNISHED TO THE SURVEYOR BY THE CLIENT, AND MAY BE SUBJECT TO EASEMENTS OR LIMITATIONS EITHER RECORDED OR IMPLIED.
- BEARINGS ARE BASED ON AN ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
- NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
- ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
- "NO WELLS" AND "NO SEPTICS" ARE DEFINITIONS TO SHOW AN ATTEMPT BY THE SURVEYOR TO LOCATE POSSIBLE EXISTING WELLS AND SEPTICS, HOWEVER NONE WERE FOUND USING STANDARD SURVEY LOCATING EQUIPMENT.

SURVEYOR LEGEND:

LEGEND	
(B.B.)	- BASIS OF BEARING
(M)	- MEASURED EL. XXXX - EXISTING GRADES
(P)	- PLAT
(D)	- DEED
IR	- IRON ROD
IP	- IRON PIPE
N&D	- NAIL AND DISC
N&TT	- NAIL AND TIN TAB
C.M.	- CONCRETE MONUMENT
PRM	- PERMANENT REFERENCE MARKER
EQW	- EDGE OF WATER
TBM	- TEMPORARY BENCHMARK
D	- DELTA
R	- RADIUS
L	- ARC LENGTH
FND.	- FOUND
CH	- CHORD LENGTH
P.O.B.	- POINT OF BEGINNING
P.C.	- POINT OF CURVATURE
P.T.	- POINT OF TANGENCY
PP	- POWER POLE
P.O.L.	- POINT ON LINE
R/W	- RIGHT OF WAY
B.S.L.	- BUILDING SETBACK LINE
OHW	- OVERHEAD WIRES
E.P.	- EDGE OF PAVEMENT
P.U.	- PUBLIC UTILITY EASEMENT
D.E.	- DRAINAGE EASEMENT
EL	- ELEVATION
FF	- FINISHED FLOOR
CONC.	- CONCRETE
R.C.P.	- REINFORCED CONCRETE PIPE
C.M.P.	- CORRUGATED METAL PIPE
Q	- CENTERLINE

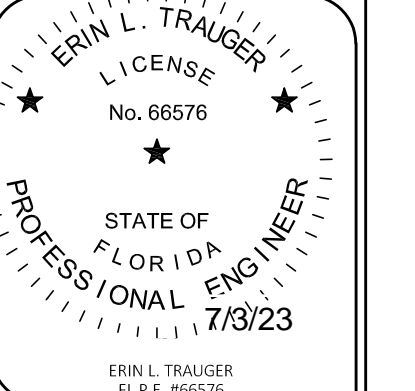
LEGEND:

DESCRIPTION	SYMBOL
BUILDING OR STRUCTURE	[Symbol]
CONCRETE SIDEWALK/CONCRETE DRIVEWAY	[Symbol]
STORMWATER POND CONTOUR	[Symbol]
SPOT ELEVATION	[Symbol]
SWALE OR FLOW DIRECTION	[Symbol]
DEMO TREE FOR REMOVAL	[Symbol]
PRESERVE EXISTING TREE	[Symbol]

REVISION	DATE	REV#

TRAUGER CONSULTING ENGINEERS
 2210 FRONT STREET STE 204, MELBOURNE, FL 32901
 Erin.Trauger@gmail.com O(321) 372-3060 C(321) 652-5316

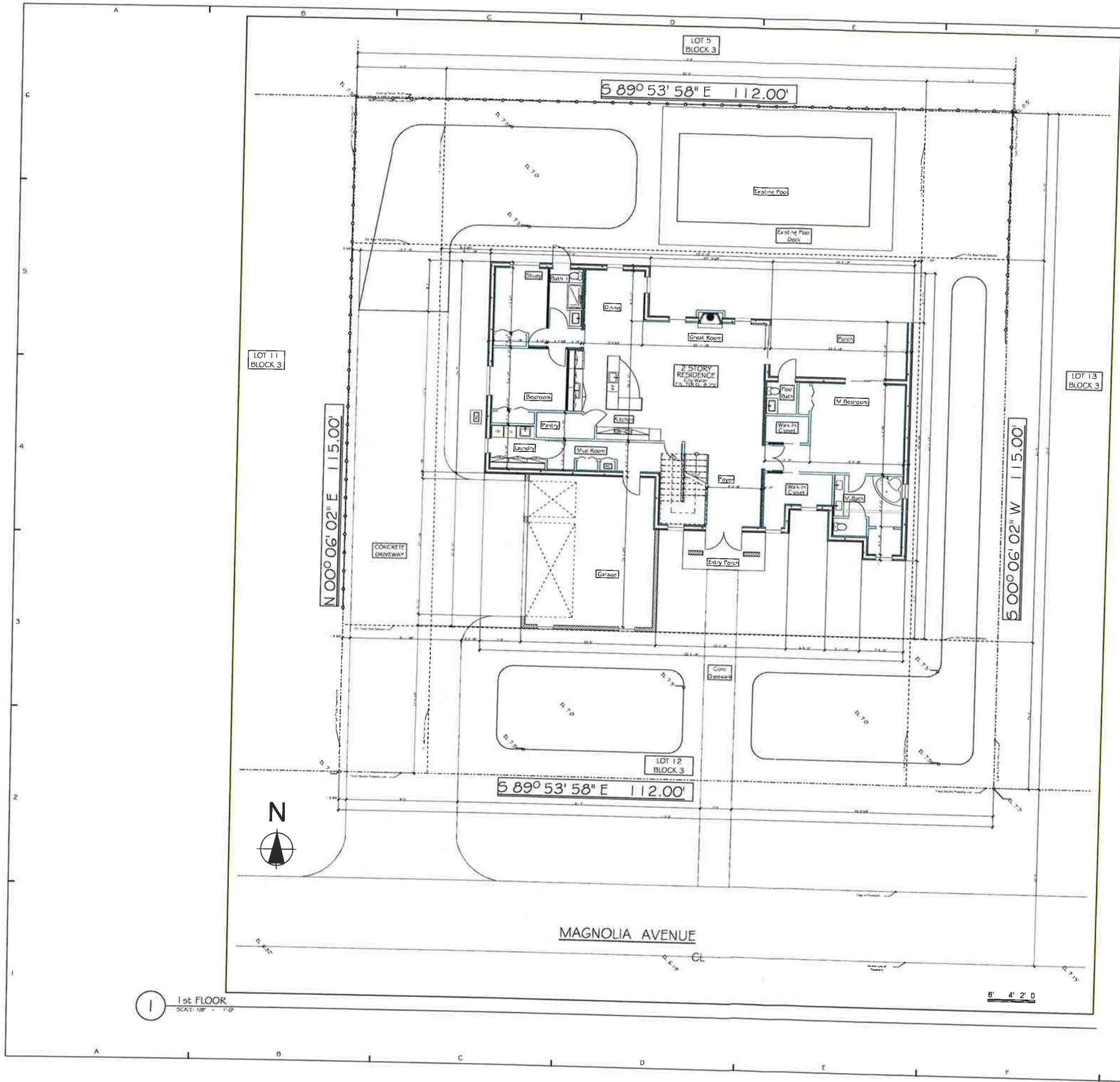
LOTT RESIDENCE
 508 MAGNOLIA AVENUE
 MELBOURNE BEACH, FLORIDA
 GRADING AND DRAINAGE PLAN



DATE:	6-23-2023
TOWNSHIP:	28S
RANGE:	38E
SECTION:	06
SCALE:	1" = 20'
DRAWING NO.:	C-1
DRAWN BY:	TLW
PROJECT:	23-130



THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ERIN TRAUGER, P.E. ON THE DATE AND/OR TIME SHOWN USING DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT SHOULD NOT BE CONSIDERED VALID UNLESS THEY MUST BE VERIFIED ON ANY ELECTRONIC COPIES.



PROJECT DESCRIPTION

2 STORY SINGLE FAMILY RESIDENCE
 5 BEDROOMS
 3.5 BATHROOMS
 2 CAR + GOLF CART GARAGE
 EXISTING SWIMMING POOL

AREA CALCULATIONS

SITE = 115' X 112' = 12,880 GSF

CONDITIONED SPACE:
 1ST FLR. = 2,381.3 GSF
 2ND FLR. = 1,054.0 GSF
 TOTAL CONDITIONED: 3,435.3 GSF

GARAGE = 609.5 GSF

PORCHES:
 ENTRY PORCH = 91.0 GSF
 1ST FLR COVERED PORCH = 236.4 GSF
 2ND FLR OPEN PORCH = 609.5 GSF
 2ND FLR COVERED PORCH = 575.9 GSF
 TOTAL PORCHES = 1,512.8 GSF

LOT COVERAGE:
 BLDG FOOTPRINT = 3,318.2 GSF
 POOL + DECK = 940.0 GSF
 DRIVEWAY = 937.0 GSF
 SIDEWALK = 189.0 GSF
 IMPERVIOUS = 5,334.2 GSF

12,880 / 5334.2 = 54% IMPERVIOUS

REVISIONS

NO.	DATE	DESCRIPTION

SPACECOAST ARCHITECTS, P.A.
 FL REG. AA C 0930



PO: 508 MAGNOLIA AVENUE
 MELBOURNE, FL 32951
 PHONE: (321) 726-1412
 FAX: (321) 726-1412
 EMAIL: INFO@SPACECOASTARCH.COM

ARCHITECTURAL

Mark & Cindy Lott New Residence

508 Magnolia Avenue
 Melbourne Beach, Florida 32951

DATE: 2023.00 DRAWN: APRIL 7, 2023

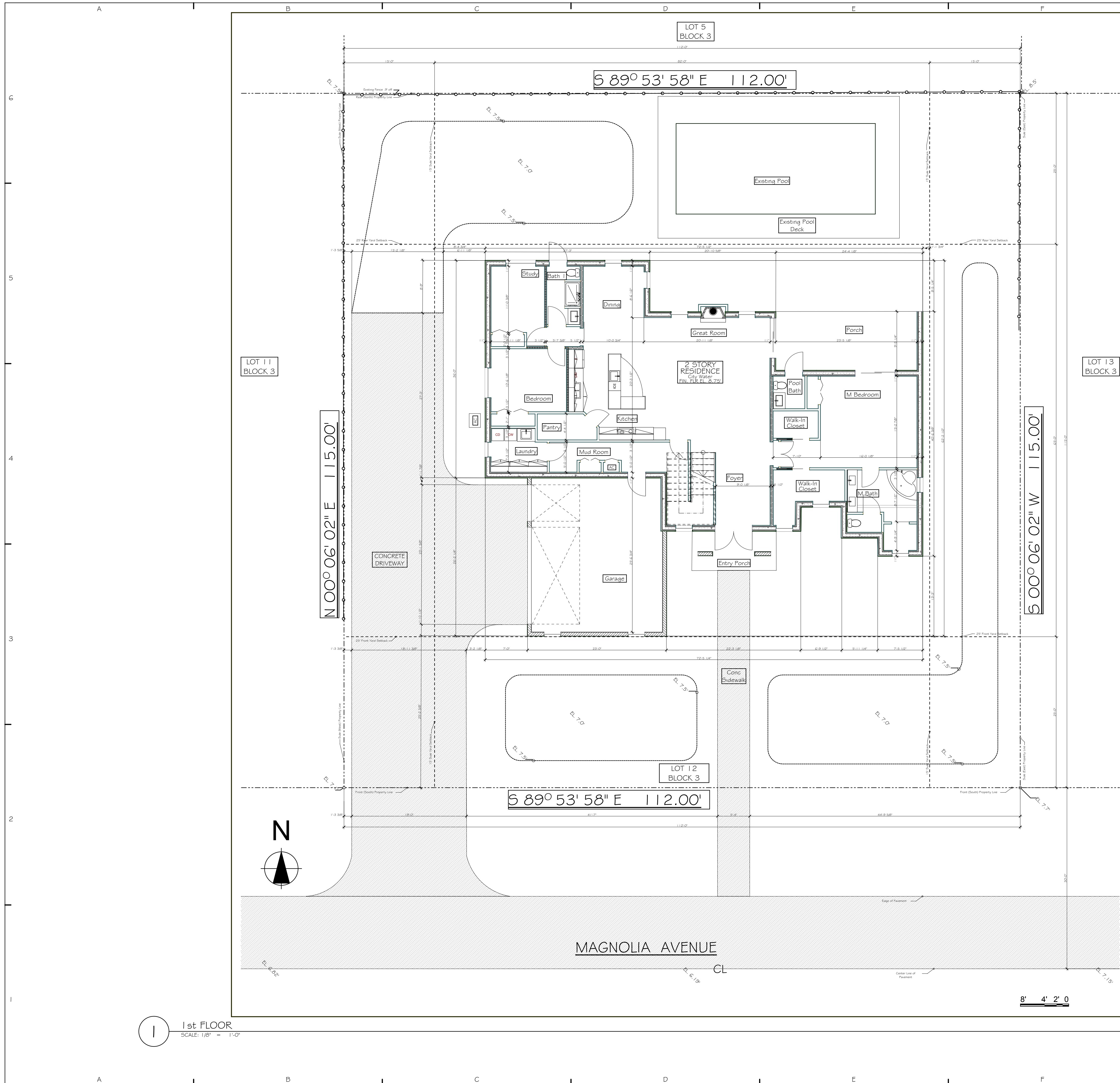
C-1

4 of 21

SITE PLAN

NOTE: THESE PLANS HAVE BEEN DESIGNED TO MEET OR EXCEED THE MINIMUM DESIGN LOADS PER THE FLORIDA BUILDING CODE (FBC 2020 EDITION, 7) AND ASCE 7-10.

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12,880 / 5334.2 = 54% IMPERVIOUS

1st FLOOR
 SCALE: 1/8" = 1'-0"

8' 4' 2" 0

NOTE: THESE PLANS HAVE BEEN DESIGNED TO MEET OR EXCEED THE MINIMUM DESIGN LOADS PER THE FLORIDA BUILDING CODE (FBC 2020 EDITION 7) AND ASME 7-10.

REVISIONS

REV.	DATE	DESCRIPTION

FOR REVIEW ONLY NOT FOR CONSTRUCTION

SPACECOAST ARCHITECTS, P.A.
 FL REG AA C 1890

**PO Box 33007
 INDIANLANTIC, FL 32903-0007
 PHONE (321) 728-4422
 FAX #Contact Fax
 EMAIL larry_spacesc@cfi.fl.com**

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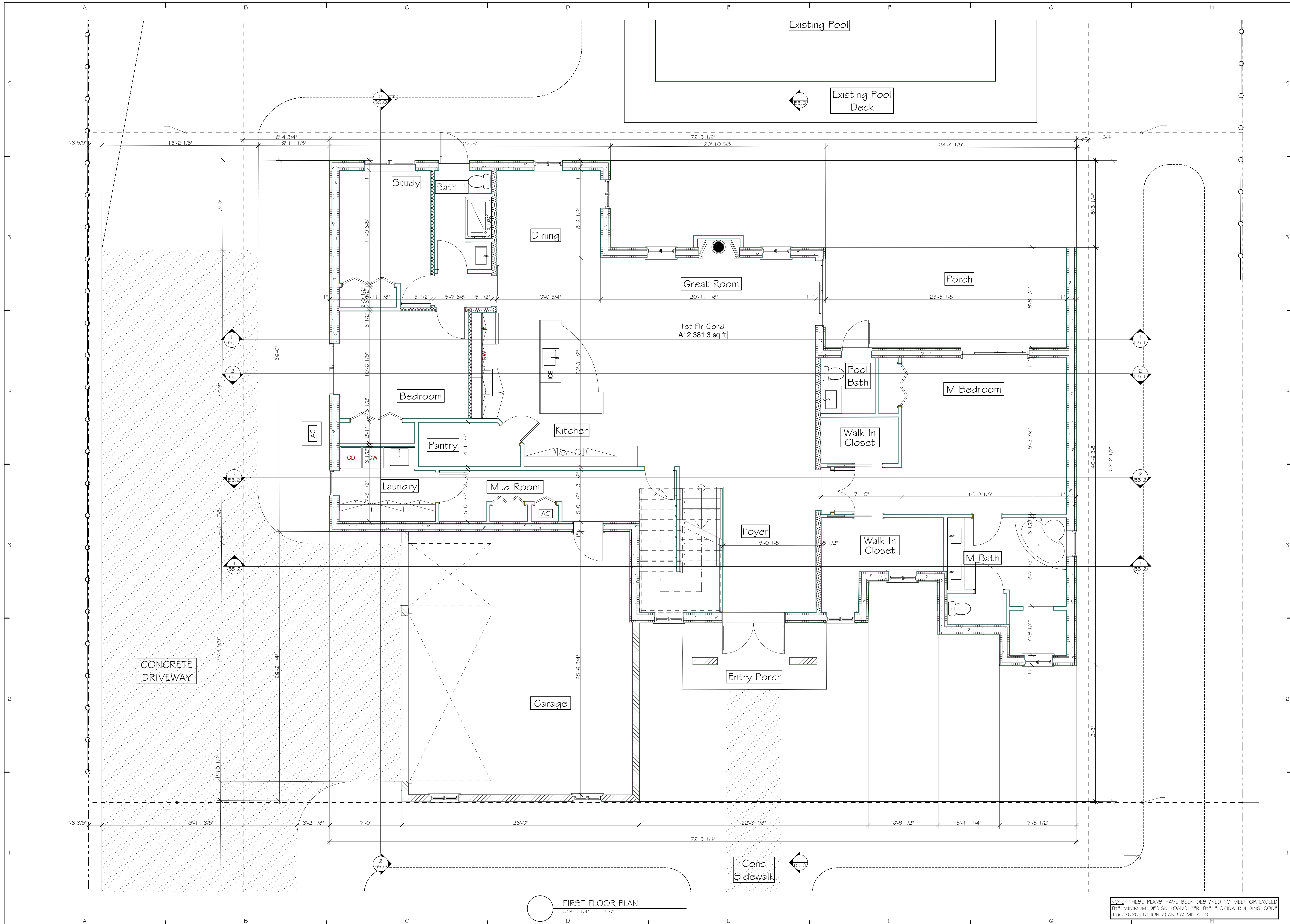
ARCHITECTURAL
Mark & Cindy Lott New Residence
 508 Magnolia Avenue
 Melbourne Beach, Florida 32951

PROJ # 2023-001 DATE APRIL 17, 2023
 DWG BY OK BY

C-1

4 of 21

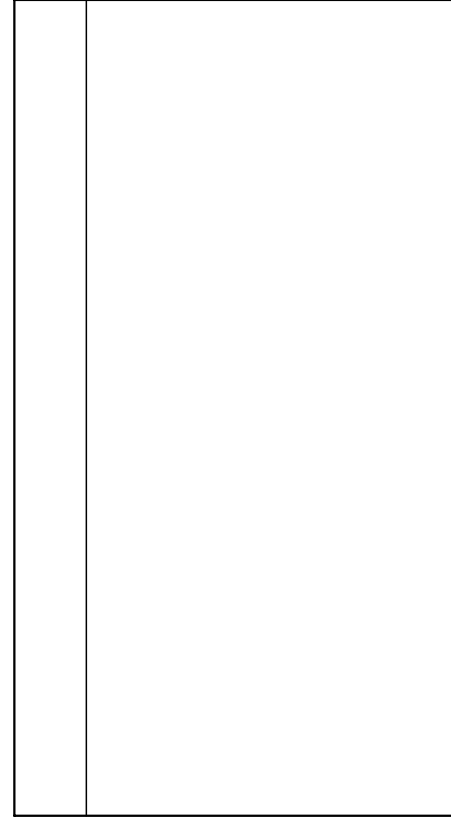
SITE PLAN



FIRST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

NOTE: THESE PLANS HAVE BEEN DESIGNED TO MEET OR EXCEED THE MINIMUM DESIGN LOADS PER THE FLORIDA BUILDING CODE (FBC 2020 EDITION 7) AND ASME 7-10.

REVISIONS	
REV.	DATE



SPACECOAST ARCHITECTS, P.A.
 FL REG AA C 1890

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 INDIANLANTIC, FL 32903-0007
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Mark & Cindy Lott New Residence
 508 Magnolia Avenue
 Melbourne Beach, Florida 32951

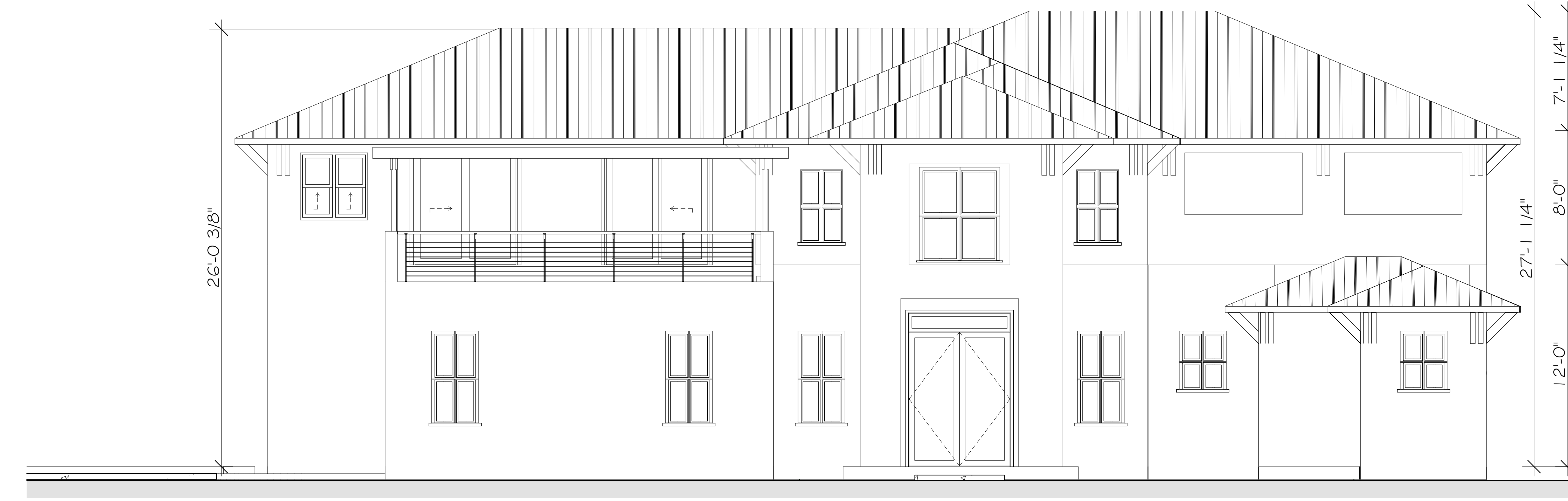
PROJ # 2023-001 DATE APRIL 17, 2023
 DWG BY: OK BY:

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 10 of 21

FIRST FLOOR PLAN



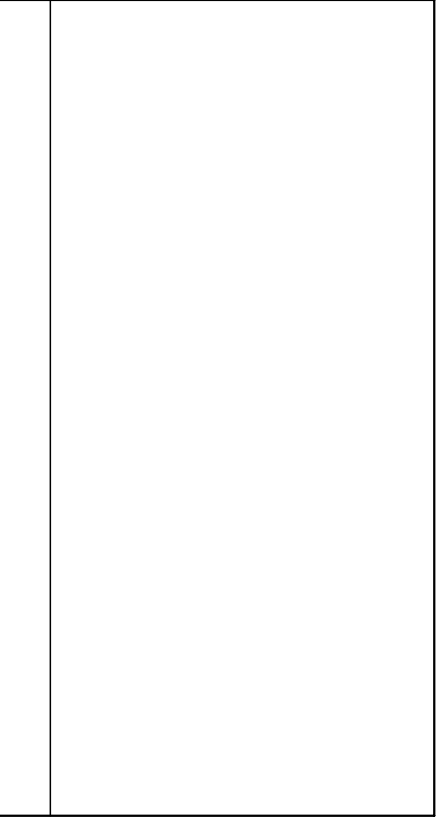
2 NORTH ELEVATION
SCALE: 1/4" = 1'-0"




1 SOUTH ELEVATION
SCALE: 1/4" = 1'-0"

NOTE: THESE PLANS HAVE BEEN DESIGNED TO MEET OR EXCEED THE MINIMUM DESIGN LOADS PER THE FLORIDA BUILDING CODE (FBC 2020 EDITION 7) AND ASME 7-10.

REVISIONS	
REV.	DATE



SPACECOAST ARCHITECTS, P.A.
FL REG AA C 1890



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ARCHITECTURAL
Mark & Cindy Lott New Residence
508 Magnolia Avenue
Melbourne Beach, Florida 32951

PROJ # 2023-001 DATE APRIL 17, 2023
DRAWN BY OK BY

B4.0
13 of 21

ELEVATIONS



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: August 11, 2023
Re: July Fiscal Year 2023

We are in the tenth month of our fiscal year 2023. The target expenditure rate for July is 83.00%. All departments are managing their expenditures well at this time. All budget items highlighted in green are over the target rate but within the anticipated spending of that budget line. Items highlighted in yellow are being monitored, and items highlighted in red are over expended. 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 82.08%. The Departmental expenditure rate breakdown is as follows:

Legislative:	66.74%
Executive:	71.10%
Finance:	89.11%
Legal:	76.77%
Comp & Plan:	44.54%
General Services:	85.71%
Law Enforcement:	75.44%
Fire:	53.84%
Code:	60.97%
Public Works:	80.52%
Grounds Keeping:	85.74%
Parks:	97.71%

Discussion Items:

The Town received Parking Revenue for July FY2023 in the amount of \$22,491.55. Parking revenue for July FY2022 was \$25,365.53. A Fiscal Year (FY) comparison is attached.

The Town has been awarded the Matching Safety Grant from FMIT in the amount of \$2,699.

Parking Revenue FY Comparison

FY22	Oct-22	Nov-22	Dec-22	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Total
Ocean	6,177.72	2,223.13	5,534.21	3,780.21	7,192.92	11,928.95	10,320.84	11,929.38	11,468.74	15,481.47	86,037.57
Ryckman	5,648.90	4,696.25	6,241.90	5,189.37	6,473.50	10,227.66	8,573.73	8,038.96	6,248.73	9,884.06	71,223.06
Total	11,826.62	6,919.38	11,776.11	8,969.58	13,666.42	22,156.61	18,894.57	19,968.34	17,717.47	25,365.53	157,260.63
FY23	Oct-23	Nov-23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Total
Ocean	4,921.04	3,785.42	3,456.88	4,996.04	8,137.70	13,056.24	9,875.00	10,732.69	10,164.36	13,312.63	82,438.00
Ryckman	6,354.35	5,050.00	6,359.91	6,415.41	8,745.55	10,817.72	9,235.16	9,540.80	7,688.74	9,178.92	79,386.56
Total	11,275.39	8,835.42	9,816.79	11,411.45	16,883.25	23,873.96	19,110.16	20,273.49	17,853.10	22,491.55	161,824.56

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH

Balance As Of 07/31/2023

Fund: 001 GENERAL FUND

Revenues	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,418,002.00	0.00	1,832.27	99.92
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	93,000.00	0.00	(14,594.94)	115.69
001-00-314.10.00	UTILITY SERVICES TAX FPL	248,000.00	0.00	34,878.76	85.94
001-00-314.30.00	UTILITY SERVICES TAX WATER	52,500.00	0.00	11,635.97	77.84
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	(72.86)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,700.00	0.00	1,011.56	86.86
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	0.00	(263.20)	126.32
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,800.00	0.00	612.71	78.12
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	0.00	0.00	(259.54)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	137,000.00	0.00	41,661.67	69.59
001-00-316.00.00	OCCP. LIC	16,000.00	0.00	1,242.46	92.23
001-00-323.10.00	FRANCHISE FEES FPL	190,000.00	0.00	46,351.17	75.60
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	40,000.00	0.00	858.77	97.85
001-00-323.70.10	SOLID WASTE COMMERCIAL	13,500.00	0.00	769.54	94.30
001-00-329.20.00	BONFIRE PERMIT	900.00	0.00	900.00	0.00
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	0.00	0.00	(900.00)	100.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	0.00	0.00	(600.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,500.00	0.00	7,500.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	87,000.00	0.00	5,924.51	93.19
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,600.00	0.00	186.30	95.95
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	192,000.00	0.00	29,666.88	84.55
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	800.00	0.00	(315.00)	139.38
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	800.00	0.00	(400.00)	150.00
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,000.00	0.00	1,500.00	70.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	2,500.00	0.00	(650.00)	126.00
001-00-361.10.00	INTEREST ON INVESTMENTS	4,000.00	0.00	(15,034.82)	475.87
001-00-366.21.00	DONATIONS	0.00	0.00	(3,000.00)	100.00
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	0.00	(734.04)	129.36
001-00-369.00.49	INSURANCE RECOVERY	350.00	0.00	350.00	0.00

95.75

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 13 FINANCE					
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(35.00)	100.00
					100.00
Department: 21 LAW ENFORCEMENT					
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	0.00	45,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	65,000.00	0.00	16,250.00	75.00
001-21-337.25.01	STATE LE COMPUTER GRANT	1,000.00	0.00	1,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	7,500.00	0.00	2,067.48	72.43
001-21-351.13.00	PARKING TICKETS	600.00	0.00	173.00	71.17
001-21-351.13.10	ACCIDENT REPORT	100.00	0.00	(133.33)	233.33
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(68.00)	100.00
					45.49
Department: 22 FIRE CONTROL					
001-22-322.30.00	FIRE PROTECTIVE SERVICES	5,000.00	0.00	1,475.00	70.50
001-22-369.00.00	MISCELLANEOUS REVENUE	500.00	0.00	500.00	0.00
001-22-369.55.10	SHARED TRAINING	1,000.00	0.00	1,000.00	0.00
					54.23
Department: 29 CODE ENFORCEMENT					
001-29-359.00.00	OTHER FINES AND FORFEITURES	800.00	0.00	(19,206.25)	2,500.78
					2,500.78
Department: 41 PUBLIC WORKS					
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(100.00)	100.00
					100.00
Department: 72 PARKS & RECREATION					
001-72-347.41.00	FOUNDER'S DAY	6,500.00	0.00	(705.00)	110.85
001-72-347.50.00	FACILITY RENTALS	8,000.00	0.00	2,110.00	73.63
					90.31
Overall Revenue Rate:					94.53

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
001-00-581.00.00	TRANSFER OUT	0.00	0.00	(225,921.00)	100.00
					100.00
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	0.00	2,700.10	83.33
001-11-500.12.00	REGULAR SALARIES	56,710.00	0.00	11,996.42	78.85
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	4,338.00	0.00	(288.11)	106.64
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	6,754.00	0.00	1,358.69	79.88
001-11-500.23.01	HEALTH INSURANCE	5,940.00	0.00	494.45	91.68
001-11-500.23.02	LIFE INSURANCE	68.00	0.00	6.07	91.07
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	181.00	0.00	118.55	34.50
001-11-510.31.00	PROFESSIONAL SERVICES	2,902.00	0.00	0.00	100.00
001-11-510.40.00	TRAVEL & MEETINGS	3,640.00	0.00	832.53	77.13
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,788.00	0.00	514.42	81.55
001-11-510.47.00	PRINTING	5,015.00	0.00	(541.85)	110.80
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	0.00	316.02	60.50
001-11-510.48.40	LEGAL NOTICES	10,000.00	0.00	8,431.94	15.68
001-11-510.49.50	ELECTION EXPENSE	2,500.00	0.00	1,909.81	23.61
001-11-510.54.00	DUES & SUBSCRIPTIONS	875.00	0.00	240.00	72.57
001-11-510.54.10	TRAINING & SCHOOLS	4,410.00	0.00	2,780.00	36.96
001-11-510.64.00	MACHINERY & EQUIPMENT	2,000.00	0.00	825.67	58.72
001-11-510.64.01	CAPITAL OUTLAY	50,000.00	0.00	28,227.65	43.54
001-11-543.00.00	LICENSES & FEES	7,421.00	0.00	782.26	89.46
					66.74
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	143,243.00	0.00	38,817.69	72.90
001-12-500.14.00	SALARIES OVERTIME	0.00	0.00	(80.57)	100.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	10,958.00	0.00	1,998.09	81.77
001-12-500.22.01	RETIREMENT - ICMA	17,060.00	0.00	6,947.83	59.27
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,436.00	0.00	1,919.86	56.72
001-12-500.23.01	HEALTH INSURANCE	25,561.00	0.00	9,153.86	64.19
001-12-500.23.02	LIFE INSURANCE	749.00	0.00	107.86	85.60
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	458.00	0.00	306.11	33.16

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	(853.00)	100.00
001-12-510.40.00	TRAVEL & MEETINGS	1,320.00	0.00	33.99	97.43
001-12-510.52.50	GAS & OIL	2,400.00	0.00	400.00	83.33
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,595.00	0.00	1,651.00	54.08
001-12-510.54.10	TRAINING & SCHOOLS	450.00	0.00	355.00	21.11
					71.10
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	109,053.00	0.00	21,468.60	80.31
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,343.00	0.00	1,375.44	83.51
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	12,988.00	0.00	2,480.07	80.90
001-13-500.23.01	HEALTH INSURANCE	14,824.00	0.00	(707.89)	104.78
001-13-500.23.02	LIFE INSURANCE	136.00	0.00	12.14	91.07
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	349.00	0.00	224.19	35.76
001-13-510.31.00	PROFESSIONAL SERVICES	5,300.00	0.00	0.00	100.00
001-13-510.32.00	AUDITING SERVICES	26,600.00	0.00	(4,100.00)	115.41
001-13-510.32.90	BANKING FEES	6,900.00	0.00	(1,597.57)	123.15
001-13-510.40.00	TRAVEL & MEETINGS	1,200.00	0.00	214.75	82.10
001-13-510.47.00	PRINTING	180.00	0.00	180.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	800.00	0.00	686.00	14.25
001-13-764.10.00	Filing Fee Clerk-Parking Ticke	50.00	0.00	50.00	0.00
					89.11
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	96,000.00	0.00	16,340.50	82.98
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	0.00	8,285.00	17.15
					76.77
Department: 15 COMPREHENSIVE PLANN					
001-15-510.31.00	PROFESSIONAL SERVICES	20,000.00	0.00	11,092.40	44.54
					44.54
Department: 16 FEMA - HURRICANE DAN					
001-16-500.14.16	HURRICANE PAY	0.00	0.00	(1,890.00)	100.00
001-16-510.51.00	OFFICE SUPPLIES	0.00	0.00	(542.20)	100.00

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-16-530.46.12	MAINTENANCE SUPPLIES	0.00	0.00	(325.55)	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	0.00	(7,150.00)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	(2,586.56)	100.00
					100.00
Department: 19 GENERAL SERVICES					
001-19-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,020.00	0.00	556.25	86.16
001-19-510.31.11	SECURITY	3,308.00	0.00	3,308.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	0.00	3,151.00	81.46
001-19-510.35.00	PRE-EMPLOYMENT EXP	300.00	0.00	(298.29)	199.43
001-19-510.41.00	TELEPHONE	18,240.00	0.00	(1,603.26)	108.79
001-19-510.41.10	COMMUNICATION SERVICES	43,056.00	0.00	6,375.16	85.19
001-19-510.43.00	STREET LIGHTS	47,000.00	0.00	5,504.48	88.29
001-19-510.43.10	ELECTRICITY	38,500.00	0.00	12,080.87	68.62
001-19-510.43.20	WATER & SEWER	3,520.00	0.00	502.06	85.74
001-19-510.43.50	WASTE TAX SERVICE	3,300.00	0.00	1,031.09	68.75
001-19-510.45.00	GENERAL LIABILITY INSURANCE	85,728.00	0.00	(995.00)	101.16
001-19-510.45.01	FLOOD INSURANCE	3,751.00	0.00	(1,422.00)	137.91
001-19-510.45.02	PROPERTY INSURANCE	69,960.00	0.00	6,002.00	91.42
001-19-510.45.03	AUTO INSURANCE	8,172.00	0.00	3.00	99.96
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,232.00	0.00	351.85	91.69
001-19-510.46.15	EQUIPMENT MAINTENANCE	25,000.00	0.00	(5,089.00)	120.36
001-19-510.46.36	PEST CONTROL	3,000.00	0.00	497.68	83.41
001-19-510.47.00	PRINTING	500.00	0.00	(50.13)	110.03
001-19-510.49.90	ADOPT AN AREA	1,500.00	0.00	697.44	53.50
001-19-510.49.98	CONTINGENCY	25,000.00	0.00	14,726.87	41.09
001-19-510.49.99	MISCELLANEOUS	300.00	0.00	(9,115.63)	3,138.54
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	0.00	4,407.78	59.93
001-19-510.51.10	POSTAGE	1,400.00	0.00	21.68	98.45
001-19-510.52.10	JANITORIAL SUPPLIES	3,500.00	0.00	(1,759.99)	150.29
001-19-510.54.00	DUES & SUBSCRIPTIONS	325.00	0.00	(70.03)	121.55
001-19-510.64.01	CAPITAL OUTLAY	39,916.00	3,066.00	35,818.33	2.58
001-19-543.00.00	LICENSES & FEES	21,286.00	0.00	5,508.71	74.12

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-19-581.00.00	TRANSFER OUT	115,000.00	0.00	0.00	100.00
					85.71
Department: 21 LAW ENFORCEMENT					
001-21-500.12.00	REGULAR SALARIES	627,879.00	0.00	106,605.08	83.02
001-21-500.12.50	HOLIDAY PAY	20,000.00	0.00	(64.13)	100.32
001-21-500.14.00	SALARIES OVERTIME	15,000.00	0.00	494.55	96.70
001-21-500.14.16	HURRICANE PAY	18,000.00	0.00	5,992.94	66.71
001-21-500.15.00	EDUCATION INCENTIVE PAY	6,800.00	0.00	167.50	97.54
001-21-500.15.01	FIRST RESPONDER	8,000.00	0.00	2,950.00	63.13
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	52,087.00	0.00	8,741.76	83.22
001-21-500.22.02	POLICE PENSION	206,912.00	0.00	36,912.00	82.16
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	0.00	1,064.03	79.60
001-21-500.23.01	HEALTH INSURANCE	210,119.00	0.00	131,694.09	37.32
001-21-500.23.02	LIFE INSURANCE	2,700.00	0.00	462.65	82.86
001-21-500.23.10	STATUTORY AD&D	1,000.00	0.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	16,853.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,179.00	0.00	1,285.78	40.99
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	0.00	(34.61)	104.77
001-21-520.34.40	DISPATCHING SERVICES	17,785.00	0.00	(533.55)	103.00
001-21-520.40.00	TRAVEL & MEETINGS	3,324.00	0.00	2,285.03	31.26
001-21-520.41.10	COMMUNICATION SERVICES	5,388.00	0.00	950.69	82.36
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	5,500.00	219.80	3,105.88	39.53
001-21-520.46.15	EQUIPMENT MAINTENANCE	5,500.00	0.00	670.97	87.80
001-21-520.46.16	RADAR CALIBRATION	700.00	0.00	382.00	45.43
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	0.00	(4,619.13)	127.17
001-21-520.48.00	PROMOTIONAL ACTIVITIES	3,000.00	0.00	3,000.00	0.00
001-21-520.48.50	CRIME PREVENTION	2,100.00	0.00	618.74	70.54
001-21-520.49.99	MISCELLANEOUS	100.00	0.00	100.00	0.00
001-21-520.51.10	POSTAGE	150.00	0.00	0.38	99.75
001-21-520.52.00	UNIFORMS	7,000.00	0.00	(1,184.26)	116.92
001-21-520.52.05	PROTECTIVE GEAR	8,328.00	0.00	6,587.04	20.90
001-21-520.52.50	GAS & OIL	40,000.00	0.00	25,177.82	37.06
001-21-520.52.70	MEDICAL	500.00	0.00	(113.47)	122.69

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-21-520.52.90	OPERATING SUPPLIES	4,320.00	0.00	2.50	99.94
001-21-520.54.00	DUES & SUBSCRIPTIONS	935.00	0.00	100.60	89.24
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	0.00	5,150.00	19.53
001-21-520.64.01	Capital Outlay	18,400.00	0.00	(6,033.70)	132.79
001-21-543.00.00	LICENSES & FEES	13,837.00	0.00	3,624.44	73.81
001-21-581.00.00	TRANSFER OUT	13,479.00	0.00	0.00	100.00
					75.44

Department: 22 FIRE CONTROL

001-22-500.12.00	REGULAR SALARIES	88,036.00	0.00	17,750.50	79.84
001-22-500.14.50	STIPEND PAYROLL	38,689.00	0.00	9,907.47	74.39
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	9,695.00	0.00	1,729.40	82.16
001-22-500.22.01	RETIREMENT - ICMA	7,513.00	0.00	1,282.73	82.93
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	2,973.00	0.00	785.73	73.57
001-22-500.23.01	HEALTH INSURANCE	25,626.00	0.00	4,381.45	82.90
001-22-500.23.02	LIFE INSURANCE	136.00	0.00	17.77	86.93
001-22-500.23.10	STATUTORY AD&D	207.00	0.00	(415.00)	300.48
001-22-500.24.00	WORKERS COMPENSATION	16,750.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	282.00	0.00	175.21	37.87
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	0.00	1,500.00	72.22
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	0.00	1,623.00	21.21
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	0.00	2,475.00	43.43
001-22-520.40.00	TRAVEL & MEETINGS	750.00	0.00	597.00	20.40
001-22-520.41.10	COMMUNICATION SERVICES	1,644.00	0.00	63.84	96.12
001-22-520.46.15	EQUIPMENT MAINTENANCE	9,152.00	0.00	1,582.61	82.71
001-22-520.46.20	VEHICLE MAINTENANCE	26,100.00	0.00	12,398.98	52.49
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	0.00	596.34	40.37
001-22-520.48.55	FIRE PREVENTION	4,600.00	0.00	1,400.00	69.57
001-22-520.51.00	OFFICE SUPPLIES	400.00	0.00	(238.59)	159.65
001-22-520.52.00	UNIFORMS	7,135.00	0.00	6,545.10	8.27
001-22-520.52.02	S.C.B.A.	1,975.00	0.00	435.14	77.97
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	0.00	2,415.19	17.43
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	0.00	133.31	86.67
001-22-520.52.20	TOOLS & HARDWARE	2,000.00	0.00	1,522.26	23.89

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-22-520.52.50	GAS & OIL	6,600.00	0.00	3,229.96	51.06
001-22-520.52.70	MEDICAL	1,400.00	0.00	319.51	77.18
001-22-520.54.00	DUES & SUBSCRIPTIONS	435.00	0.00	(11.00)	102.53
001-22-520.54.10	TRAINING & SCHOOLS	7,525.00	0.00	6,253.00	16.90
001-22-520.54.12	TRAINING MATERIALS	1,960.00	0.00	1,393.64	28.90
001-22-520.64.01	Capital Outlay	112,369.00	30,000.00	82,369.00	0.00
001-22-543.00.00	LICENSES & FEES	13,304.00	0.00	1,309.06	90.16
001-22-581.00.00	TRANSFER OUT	15,277.00	0.00	0.00	100.00
					53.84

Department: 29 CODE ENFORCEMENT

001-29-500.12.00	REGULAR SALARIES	14,898.00	0.00	6,023.63	59.57
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,140.00	0.00	423.55	62.85
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	1,774.00	0.00	1,345.04	24.18
001-29-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	230.00	0.00	127.00	44.78
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	48.00	0.00	35.56	25.92
001-29-520.31.00	PROFESSIONAL SERVICES	0.00	0.00	(1,000.00)	100.00
001-29-520.40.00	TRAVEL & MEETINGS	35.00	0.00	35.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	50.00	0.00	50.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	0.00	150.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	125.00	0.00	(379.89)	403.91
001-29-520.51.10	POSTAGE	350.00	0.00	247.64	29.25
001-29-520.51.20	RECORDING COSTS	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	150.00	0.00	137.32	8.45
001-29-520.52.50	GAS & OIL	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	75.00	0.00	75.00	0.00
					60.97

Department: 41 PUBLIC WORKS

001-41-500.12.00	REGULAR SALARIES	207,196.00	0.00	51,112.45	75.33
001-41-500.14.00	SALARIES OVERTIME	0.00	0.00	(3,006.46)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	15,850.00	0.00	2,832.92	82.13
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	24,677.00	0.00	5,470.82	77.83
001-41-500.23.01	HEALTH INSURANCE	31,953.00	0.00	6,925.66	78.33

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-41-500.23.02	LIFE INSURANCE	236.00	0.00	(9.44)	104.00
001-41-500.23.10	STATUTORY AD&D	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	2,618.00	0.00	2,618.00	0.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	663.00	0.00	432.21	34.81
001-41-530.40.00	TRAVEL & MEETINGS	150.00	0.00	150.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	0.00	(1,382.15)	127.64
001-41-530.43.50	DUMP SERVICE	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	0.00	2,379.17	63.40
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	0.00	(172.95)	103.46
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	0.00	2,410.16	74.63
001-41-530.46.30	BUILDING MAINTENANCE	8,500.00	0.00	3,009.91	64.59
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	0.00	250.00	58.33
001-41-530.46.32	RYCKMAN HOUSE	700.00	0.00	(430.02)	161.43
001-41-530.46.35	PIER MAINTENANCE	1,500.00	0.00	(3,973.30)	364.89
001-41-530.46.40	GROUNDS MAINTENANCE	7,000.00	0.00	(1,018.85)	114.56
001-41-530.52.00	UNIFORMS	3,125.00	0.00	813.69	73.96
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	0.00	(798.45)	179.85
001-41-530.52.20	TOOLS & HARDWARE	4,750.00	0.00	(1,175.99)	124.76
001-41-530.52.25	TOOL RENTALS	3,500.00	0.00	3,147.24	10.08
001-41-530.52.50	GAS & OIL	5,800.00	0.00	1,392.83	75.99
001-41-530.53.10	STREET REPAIR	7,500.00	0.00	414.47	94.47
001-41-530.53.20	STREET SIGNS	8,500.00	3,996.00	(2,160.66)	78.41
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	0.00	962.20	35.85
001-41-530.57.25	WELDING	500.00	0.00	321.54	35.69
001-41-530.64.01	CAPITAL OUTLAY	10,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	16,927.00	0.00	0.00	100.00
					80.52

Department: 42 GROUNDS KEEPING

001-42-500.14.00	SALARIES OVERTIME	0.00	0.00	(445.66)	100.00
001-42-530.34.91	LANDSCAPING	22,300.00	0.00	14,707.58	34.05
001-42-530.46.12	MAINTENANCE SUPPLIES	1,000.00	0.00	846.30	15.37
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	0.00	2,111.47	15.54
001-42-530.46.40	GROUNDS MAINTENANCE	25,910.00	0.00	15,123.82	41.63

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
001-42-530.46.43	TREE EXPENSE	2,000.00	0.00	(1,975.00)	198.75
001-42-530.52.00	UNIFORMS	3,125.00	0.00	3,031.60	2.99
001-42-530.52.05	PROTECTIVE GEAR	575.00	0.00	398.54	30.69
001-42-530.52.20	TOOLS & HARDWARE	500.00	0.00	(477.85)	195.57
001-42-530.54.10	TRAINING & SCHOOLS	300.00	0.00	300.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	(25,319.18)	100.00
					85.74

Department: 72 PARKS & RECREATION

001-72-570.48.10	FOUNDER'S DAY	7,000.00	0.00	(1,268.54)	118.12
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	0.00	390.00	78.33
001-72-570.48.52	FOURTH OF JULY	500.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	3,000.00	0.00	(1,898.02)	163.27
001-72-570.48.60	EASTER EGG HUNT	200.00	0.00	200.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	0.00	3,980.02	20.40
001-72-570.63.01	TENNIS COURT EXPEDITURES	500.00	0.00	(223.97)	144.79
001-72-570.63.02	BBALL & VBALL COURTS	500.00	0.00	(175.79)	135.16
001-72-570.63.05	BOCCE COURT EXPENDITURES	500.00	0.00	370.72	25.86
001-72-570.63.06	PLAYGROUND	0.00	0.00	(720.05)	100.00
001-72-570.64.01	CAPITAL OUTLAY	32,600.00	0.00	525.00	98.39
					97.71

Overall Expenditure Rate:

82.08

Fund: 125 BUILDING DEPT

Revenues

Department: 24 PROTECTIVE INSPECTION

125-24-322.00.00	BUILDING PERMITS	160,000.00	0.00	(39,385.59)	124.62
125-24-322.10.00	ZONING PLAN REVIEW	1,000.00	0.00	(1,343.75)	234.38
125-24-322.10.10	SITE PLAN REVIEW P&Z	12,000.00	0.00	5,000.00	58.33
125-24-322.20.00	BUILDING PLAN REVIEW	12,000.00	0.00	10,980.00	8.50
125-24-322.31.00	ADVERTISING COSTS	250.00	0.00	250.00	0.00
125-24-322.31.20	P&Z ADVERTISING	100.00	0.00	(207.15)	307.15
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	700.00	0.00	(10,363.50)	1,580.50

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
125-24-329.00.10	BOA VARIANCE FEES	2,000.00	0.00	(500.00)	125.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	8,000.00	0.00	(5,107.48)	163.84
					120.75

Expenditures

125-24-500.12.00	REGULAR SALARIES	141,440.00	0.00	25,358.35	82.07
125-24-500.14.00	SALARIES OVERTIME	0.00	0.00	(820.50)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	10,820.16	0.00	2,082.76	80.75
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	16,845.50	0.00	2,724.40	83.83
125-24-500.23.01	HEALTH INSURANCE	27,083.00	0.00	11,191.16	58.68
125-24-500.23.02	LIFE INSURANCE	136.00	0.00	7.07	94.80
125-24-500.23.10	STATUTORY AD&D	42.00	0.00	42.00	0.00
125-24-500.24.00	WORKERS COMPENSATION	655.00	0.00	655.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	452.61	0.00	272.29	39.84
125-24-520.40.00	TRAVEL & MEETINGS	300.00	0.00	(349.00)	216.33
125-24-520.51.00	OFFICE SUPPLIES	500.00	0.00	(420.90)	184.18
125-24-520.51.10	POSTAGE	75.00	0.00	75.00	0.00
125-24-520.52.00	UNIFORMS	260.00	0.00	3.41	98.69
125-24-520.52.20	TOOLS & HARDWARE	75.00	0.00	75.00	0.00
125-24-520.52.50	GAS & OIL	500.00	0.00	54.55	89.09
125-24-520.54.00	DUES & SUBSCRIPTIONS	4,200.00	0.00	0.00	100.00
125-24-520.54.10	TRAINING & SCHOOLS	350.00	0.00	350.00	0.00
125-24-520.64.01	Capital Outlay	16,000.00	0.00	2,284.95	85.72
125-24-543.00.00	LICENSES & FEES	350.00	0.00	237.05	32.27
					80.09

Fund: 145 AMERICAN RESCUE PLAN

Revenues

Department: 00

145-00-271.00.99	CARRY FORWARD	1,643,004.81	0.00	1,643,004.81	0.00
					0.00

Expenditures		Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
145-00-510.32.00		AUDITING SERVICES	14,710.00	0.00	11,520.00	21.69
145-00-581.00.00		TRANSFER OUT	28,304.00	0.00	28,304.00	0.00
						7.42
Department: 21 LAW ENFORCEMENT						
145-21-520.64.01		Capital Outlay	0.00	0.00	(93,436.00)	100.00
						100.00
Department: 41 PUBLIC WORKS						
145-41-530.31.00		PROFESSIONAL SERVICES	12,000.00	0.00	12,000.00	0.00
145-41-530.31.21		ENGINEERING SERVICES	15,000.00	0.00	14,033.22	6.45
145-41-530.31.21-001		ENGINEERING SERVICES	0.00	0.00	(566.32)	100.00
145-41-530.64.01		CAPITAL OUTLAY	1,460,662.75	0.00	1,303,537.67	10.76
145-41-530.64.01-001		CAPITAL OUTLAY	0.00	0.00	(574,032.75)	100.00
						49.25
Fund: 172 OCEAN PARK PARKING FUND						
Revenues						
Department: 00						
172-00-271.00.99		CARRY FORWARD	62,536.22	0.00	62,536.22	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00		PARKING TICKET REVENUE	15,000.00	0.00	4,600.00	69.33
172-75-344.50.00		PARKING METER REVENUE	98,000.00	0.00	15,556.37	84.13
						82.16
Expenditures						
Department: 00						
172-00-581.00.00		TRANSFER OUT	0.00	0.00	(1,400.00)	100.00
						100.00
Department: 75 TOWN PARKS						
172-75-500.12.00		REGULAR SALARIES	34,000.00	0.00	8,258.41	75.71
172-75-575.31.02		LIFEGUARD CONTRACT	21,945.00	0.00	1,250.15	94.30
172-75-575.32.90		BANKING FEES	5,500.00	0.00	1,626.92	70.42
172-75-575.34.10		JANITORIAL CLEANING	1,800.00	0.00	150.00	91.67

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
172-75-575.34.91	LANDSCAPING	3,500.00	0.00	2,638.81	24.61
172-75-575.41.10	IPS COMMUNICATIONS FEE	4,020.00	0.00	26.29	99.35
172-75-575.43.10	ELECTRICITY	2,700.00	0.00	297.41	88.98
172-75-575.43.20	WATER & SEWER	1,700.00	0.00	722.33	57.51
172-75-575.43.50	DUMP SERVICE	660.00	0.00	660.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	1,500.00	0.00	(1,183.62)	178.91
172-75-575.46.31	BUILDING MAINT RESTROOMS	1,200.00	0.00	839.90	30.01
172-75-575.46.40	GROUNDS MAINTENANCE	3,000.00	0.00	(81.33)	102.71
172-75-575.46.41	MOWING CONTRACT	9,000.00	0.00	8,066.25	10.38
172-75-575.46.43	TREE EXPENSE	500.00	0.00	500.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	0.00	350.00	0.00
172-75-575.52.25	TOOL RENTAL	0.00	0.00	(7,172.99)	100.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	0.00	683.91	54.41
172-75-575.53.20	SIGNS	300.00	0.00	(1,457.64)	585.88
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	0.00	844.59	57.77
172-75-575.64.01	CAPITAL OUTLAY	16,000.00	0.00	(11,345.81)	170.91
172-75-581.00.00	TRANSFER OUT	1,400.00	0.00	1,400.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	30.00	0.00	0.00	100.00
					94.96

Fund: 175 RYCKMAN CROSSOVER PARKII

Revenues

Department: 00

175-00-271.00.99	CARRY FORWARD	97,998.78	0.00	97,998.78	0.00
					0.00

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	9,500.00	0.00	6,250.00	34.21
175-75-344.50.00	PARKING METER REVENUE	60,500.00	0.00	(18,889.06)	131.22
175-75-344.50.10	PARK PASS REVENUE	3,000.00	0.00	500.00	83.33
					116.63

Expenditures	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
Department: 00					
175-00-581.00.00	TRANSFER OUT	30,000.00	0.00	0.00	100.00
					100.00
Department: 75 TOWN PARKS					
175-75-500.12.00	REGULAR SALARIES	320.00	0.00	320.00	0.00
175-75-500.21.00	FICA TAXES - EMPLOYER PORTION	2,625.00	0.00	636.84	75.74
175-75-500.22.20	RETIREMENT TOWN EMPLOYEES	4,088.00	0.00	924.65	77.38
175-75-500.23.01	HEALTH INSURANCE	7,967.00	0.00	1,712.99	78.50
175-75-575.32.90	BANKING FEES	2,000.00	0.00	(582.06)	129.10
175-75-575.32.95	IPS BANKING FEE	4,200.00	0.00	4,200.00	0.00
175-75-575.41.15	IPS COMMUNICATION FEE	2,500.00	0.00	298.00	88.08
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	0.00	3,200.00	69.52
175-75-575.64.01	CAPITAL OUTLAY	0.00	0.00	(14,528.81)	100.00
175-75-575.73.00	CULTURAL SERVICES	0.00	0.00	(2,113.34)	100.00
175-75-581.00.00	TRANSFER OUT	31,500.00	0.00	31,500.00	0.00
					61.08
Fund: 351 BEAUTIFICATION					
Revenues					
Department: 00					
351-00-271.00.99	CARRY FORWARD	45,665.09	0.00	45,665.09	0.00
351-00-366.19.00	TOWN HALL DONATIONS	0.00	0.00	(1,500.00)	100.00
351-00-381.00.00	TRANSFERS IN	30,000.00	0.00	0.00	100.00
					41.63
Expenditures					
Department: 41 PUBLIC WORKS					
351-41-500.23.01	HEALTH INSURANCE	2,755.00	0.00	74.71	97.29
351-41-500.23.02	LIFE INSURANCE	68.00	0.00	11.70	82.79
351-41-500.23.10	STATUTORY AD&D	21.00	0.00	0.00	100.00
351-41-500.24.00	WORKERS COMPENSATION	653.00	0.00	653.00	0.00
351-41-500.25.00	UNEMPLOYMENT COMPENSATION	110.00	0.00	70.39	36.01
351-41-570.31.00	PROFESSIONAL SERVICES	15,000.00	0.00	4,847.50	67.68
351-41-570.34.91	LANDSCAPING	30,000.00	0.00	28,257.24	5.81

	Description	ORIGINAL BUDGET	Encumbrance	Available	% Used
351-41-570.43.15	ELECTRICAL WORK	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	0.00	(3,431.16)	237.25
351-41-570.53.20	STREET SIGNS	1,500.00	0.00	(10,022.65)	768.18
351-41-570.64.01	CAPITAL OUTLAY	0.00	7,597.00	(22,057.18)	100.00
					83.81

Public Works Activities

July 2023

Removed Bocci Courts

Clean sidewalks and front of the Town Hall/PD – paint trim areas

Relocated the beach wheelchair Ocean Park – built platform for it.

Pothole repairs 300 – 400 block Riverside

Repair a curb driftwood corner

Replaced several stop signs and removed old worn out crime stopper signs

Filled a portion of swale orange and ash that was holding water from underground spring

Replaced broken toilet paper holders ocean park

Moved speed trailer for PD numerous times

Repaired area under Town Hall planter sign/stucco and paint

Installed electrical lighted stop signs Riverside and B and Sunset

Extended length of speed bumps on Ocean and Pine

Installed top on ventrac tractor

Installed border and crushed coquina at new dolphins

Replaced ac filters Community Center/mold remediation completed.

New landscaping completed at Ocean Park/hedges along new boardwalk

Redo irrigation south area of ocean park

Flags up and down for 4th

Repaired bathroom doors at Ryckman Park

New water line on sink at Ocean park



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

July 2023

- permits issued 45
- Construction value of the 45 permits totaled \$904,707.69
- Total permit fees \$16,073.55
- 102 inspections completed
- 45 plans reviewed
- 1 site plan review for P&Z
- 2 vacation rental inspections
- 0 new home
- 0 stop work order

Permit List

08/02/2023

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Permit	Type	Address	Applicant	Issued	Expired	Paid
PM23-0038	Mechanical	411 1ST AVE	Procell, Andrew	07/21/202	01/17/202	\$298.51
PE23-0044	Plumbing	411 1ST AVE	FREEDOM AIR AND PLUMBING	07/21/202	01/17/202	\$404.88
PMC23-0005	Miscellaneous	306 2ND AVE	SPACECOAST MUDWORKS LLC STEVEN ELLINGSON	07/25/202	01/21/202	\$79.00
PCD23-0023	Paver, Concrete, & Deck	318 4TH AVE	Dave Nielsen LLC	07/19/202	01/15/202	\$295.20
PCD23-0025	Paver, Concrete, & Deck	301 SIXTH AVE	DAVE NIELSEN	07/12/202	01/17/202	\$79.00
PRR23-0059	Reroof	407 SIXTH AVE	BFARR CONTRACTING	07/06/202	01/28/202	\$431.83
PWS23-0063	Window, Door, & Shutter	407 SIXTH AVE	RAMSEY CONSTRUCTION	07/12/202	01/08/202	\$459.36
PRO23-0003	Propane	224 6TH AVE	SUBURBAN PROPANE	07/27/202	01/23/202	\$79.00
PRB23-0035	Res Building	405 6TH AVE	Malabar Products Corp	07/28/202	01/24/202	\$580.68
PRR23-0061	Reroof	408 ANCHOR KY	Property Renovations and Construction LLC	07/18/202	01/14/202	\$279.83
PRB23-0033	Res Building	405 ATLANTIC ST	TVR CONSTRUCTION INC	07/31/202	01/27/202	\$1486.25
PRR23-0062	Reroof	1104 ATLANTIC ST	BERT FAIRCLOTH ROOFING INC	07/27/202	01/23/202	\$307.50
PWS23-0066	Window, Door, & Shutter	1905 ATLANTIC ST 315	East Coast Shutter, Inc	07/26/202	01/22/202	\$121.60
PWS23-0062	Window, Door, & Shutter	315 ATLANTIC ST	Brevard Window & Doors Inc	07/27/202	01/23/202	\$184.70
PWS23-0067	Window, Door, & Shutter	1500 ATLANTIC ST D	MAKI, SCOTT	07/20/202	01/16/202	\$118.75
PF23-0028	Fence	517 AVENUE A	Carrie's Fence of Palm Bay	07/21/202	01/17/202	\$79.00
PWS23-0069	Window, Door, & Shutter	214 BIRCH AVE	Brevard Window & Doors Inc	07/28/202	01/24/202	\$550.88
PRR23-0064	Reroof	1906 CEDAR LN	DIRECT METAL ROOFING	07/24/202	01/20/202	\$512.50
PE23-0042	Electrical	1908 CEDAR LANE	Richards, Ashley	07/12/202	01/24/202	\$79.00
PM23-0039	Mechanical	220 CHERRY DR	Durham, Ralph	07/12/202	01/08/202	\$350.24
PWS23-0060	Window, Door, & Shutter	222 CHERRY DR	HHH HOME MAINTENANCE LLC	07/05/202	01/01/202	\$153.64
PRR23-0060	Reroof	215 DOGWOOD AVE	J Archer enterprises Inc	07/07/202	01/21/202	\$435.63
PRB23-0030	Res Building	214 ELM AVE	LERVOLD, MICHAEL LERVOLD, JENNIFER	07/17/202	01/13/202	\$79.00
PE23-0045	Electrical	214 ELM AVE	Cochran, David	07/27/202	01/23/202	\$79.00
PCD23-0026	Paver, Concrete, & Deck	507 HARLAND AVE	SMITH, WAYNE B	07/18/202	01/14/202	\$334.67
PE23-0040	Plumbing	405 HIBISCUS TRL	Eric J Frodge	07/06/202	01/02/202	\$79.00
PCD23-0022	Paver, Concrete, & Deck	510 HIBISCUS TRL	BEST PAVERS OF BREVARD, INC	07/11/202	01/07/202	\$389.14
PWS23-0064	Window, Door, & Shutter	102 OAK ST	WALLABY WINDOWS OF BREVARD	07/12/202	01/08/202	\$323.28
PF23-0029	Fence	1805 OAK ST	Allied Fence LLC	07/28/202	01/24/202	\$315.24
PWS23-0061	Window, Door, & Shutter	419 OCEAN AVE 101	NEALON, HELEN FRANCES	07/10/202	01/06/202	\$242.12
PMB22_149	Construction	507 OCEAN AVE	COAST AIR & HEAT	07/05/202		\$0.00
PPR23-0008	Pool Resurface	1801 ORANGE ST	HARBOUR POOLS & SPAS	07/11/202	01/07/202	\$333.13
PWS23-0059	Window, Door, & Shutter	1801 ORANGE ST	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	07/03/202	01/09/202	\$400.43
PRR23-0063	Reroof	1105 PINE ST	3LP ROOFING	07/21/202	01/17/202	\$374.13

Permit List

08/02/2023

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Permit	Type	Address	Applicant	Issued	Expired	Paid
PRB23-0034	Res Building	515 POINSETTIA RD	IRC ROOFING & CONSTRUCTION	07/25/202	01/21/202	\$327.30
PE23-0043	Electrical	2201 REDWOOD AVE	Joseph Blandino	07/27/202	01/23/202	\$79.00
PMD23-0002	Marine - Docks/Boathouses	437 RIVER VW	DC MARINE CONSTRUCTION	07/17/202	01/13/202	\$856.79
PM23-0040	Mechanical	420 RIVER VIEW LN	Robert Miller	07/24/202	01/20/202	\$365.02
PSL23-0004	Solar	607 RIVERSIDE DR	GREEN HOUSE SOLAR AND AIR DANIEL YATES	07/11/202	01/07/202	\$618.28
PSL23-0003	Solar	445 SANDY KY	FLO ENERGY LLC CHLOE EQUIZI - PROJECT MANAGER	07/10/202	01/06/202	\$1217.23
PRR23-0058	Reroof	605 SHANNON AVE	MARIA TINIACOS TRUST	07/05/202	01/16/202	\$408.75
PF23-0026	Fence	400 SUNSET BLVD	COOK, C'ANNE M	07/11/202	01/07/202	\$79.00
PRB23-0029	Res Building	417 SUNSET BLVD	SHELLHORN CONSTRUCTION AND CONTRACTING, LLC JAMES WALSH	07/11/202	01/07/202	\$1230.00
PPE23-0003	Pool Enclosure	527 SUNSET BLVD	LIGHTHOLDER INC	07/28/202	01/24/202	\$333.13
PM23-0037	Mechanical	216 SURF RD	Theodore Doukas	07/10/202	01/16/202	\$242.93

Total Permits: 45**Total Paid: \$16073.55**

Inspection Totals

Building	1
Column & Tie Beam	1
Dry-In	6
Drywall	5
Electric Pre-Power	1
Equipotential	1
Final Building	2
Final Electrical	4
Final Fence	1
Final Mechanical	3
Final Miscellaneous	1
Final Paver, Concrete, & Deck	2
Final Pool Resurface	4
Final Reroof	18
Final Window, Door, & Shutter	7
Fire Inspection	1
Fire Reinspection	1
Form Board	1
Framing	4
In-Progress	3

Inspection Totals

Insulation	6
Plumbing Underground	2
Rough Building	2
Rough Electrical	5
Rough Mechanical	4
Rough Plumbing	5
Sheathing	1
Slab	5
Steel & Ground	3
Turbidity	1
Underground Plumbing	1

Total # of Inspections: 102

Enforcement List

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE22-0150	213 ASH AVE	Trailers, Boats, and Recreational Vehicles	Open - Court Magistrate	Staff	12/06/22	
ECE22-0158	203 THIRD AVE	Trees and Landscaping	Open - Complaint Received	Staff	12/21/22	
ECE22-0159	323 AVENUE A	Attractive Nuisance	Open - Complaint Received	Staff	12/28/22	
ECE23-0162	316 OAK ST	Pools	Open - First Letter Sent	Public - Email	05/26/23	
ECE23-0171	302 5TH AVE	Short Term Rental Violations	Open - First Letter Sent	Public - walk In	06/19/23	
ECE23-0174	400 AVENUE B	Short Term Rental Violations	Open - First Letter Sent	Staff	06/22/23	
ECE23-0176	311 FIRST AVE	Short Term Rental Violations	Open - First Letter Sent	Public - walk In	06/28/23	
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	Open - First Letter Sent	Staff	07/31/23	
ECE23-0180	503 SECOND AVE	Accessory Structure	Open - First Letter Sent	Staff	07/31/23	
ECE23-0181	227 6TH AVE	Trailers, Boats, and Recreational Vehicles	Open - First Letter Sent	Staff	07/31/23	

Total # of Enforcements: 10

Enforcement List

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0167	600 JASMINE DR	Trees and Landscaping	Closed - Complied	Staff	06/09/23	07/31/23
ECE23-0169	1305 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Public - Email	06/15/23	07/11/23
ECE23-0170	301 OCEAN AVE	Fences and walls	Closed - Complied	Public - Phone	06/16/23	07/06/23
ECE23-0173	442 RIVER VW	Short Term Rental Violations	Closed - No Violations Found	Staff	06/22/23	07/20/23
ECE23-0177	405 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied	Public - Email	07/07/23	07/17/23
ECE23-0178	419 OCEAN AVE 404	Abandoned/Junk vehicles	Closed - Complied	Staff	07/07/23	07/19/23

Total # of Enforcements: 6

Certificate List

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR22-0044	224 FIFTH AVE	Vacation Rental	POVICH, ROBYN S	Issued	07/07/2023	07/07/2024	\$0.00
CVR22-0043	315 AVENUE B	Vacation Rental	KOGOK, RONALD C, JR	Issued	07/06/2023	11/09/2023	\$0.00
CVR23-0002	501 POINSETTIA RD	Vacation Rental	GENNA, PETE	Issued	07/06/2023	07/06/2024	\$0.00

Total # of Certificates: 3

Total Amount Due: \$0.00



Town of Melbourne Beach



Fire Department

MONTHLY REPORT - July 2023

Incident Response

For the month of July 2023, the Melbourne Beach Volunteer Fire Department responded to 14 calls for service. The average number of responding volunteer personnel per paged out call for the month was 8.

Breakdown:

- 9 Fire/Rescue 911 Calls (Paged out)
- 1 Special Event Standby (4th of July in the Park)
- 3 Public Service Incident (Residential smoke detector assistance, child trapped in vehicle, vehicle vs. fire hydrant w/ no injuries)
- 1 EMS Assist (First Responder EMS)

Department Membership

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 23 Certified Volunteer Firefighters
- 8 Support Services Volunteers
- 1 Administrative Volunteer
- 1 Volunteer Fire Chaplain
- 1 Probationary Volunteer

Notable Incidents

- 07/03/2023 – Outside fence & vegetation fire in 400blk of Banyan Way. Engine 58 & Fire-1 responded. Hotspots extinguished, no injuries, no structural damage. Referred to FPL for tree trimming.
- 07/24/2023 - MBVFD Water Rescue Team & Fire-1 assisted sea turtle group with recovery of an injured sea turtle on the south beaches.
- 07/24/2023 – 2 vehicle accident with injuries in 1400blk of Atlantic Street. Engine 58, Squad 58 & Fire-1 responded. 1 patient transported by BCFR to hospital. Leaking fluids contained and kept from going down storm drain. Vehicle blocking roadway winched into safe position.
- 07/31/2023 – 2 vehicle accident in 1000blk of Atlantic Street. Engine 58, District 58, & Fire-1 responded. No injuries, vehicles moved out of roadway, and leaking fluids cleaned up and kept from going down storm drain.

Notable Events

The Department provided standby first aid coverage for the Firefighters Association 4th of July event in Ryckman Park. There were no remarkable incidents during the event.

The beach wheelchair was rented out free of charge 14 times in July.

After much research and community feedback, the Fire Department has decided not to move forward with the proposal for a public safety boat dock idea at this time. Fire Department Leadership continues to work with the Volunteer Firefighters Association Board of Directors to investigate alternative solutions to improve water rescue response in both the river and ocean.

The Department is preparing for its 5 year ISO inspection which will take place sometime in August 2023.

The State volunteer firefighter certification program, hosted and instructed by the Department, continues to move forward. Of the original 11 students who started, only 8 remain in the intensive program. The recruits from Melbourne Beach & Indian Harbour Beach are about ½ way through the program at this point.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 8/11/2023 12:53:40 PM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2023-107	07/02/2023		514 Poinsettia RD , Melbourne Beach, FL, 32951	Outside rubbish, trash or waste fire	07/02/2023 23:13	07/02/2023 23:43
2023-108	07/03/2023		404 Banyan WAY , Melbourne Beach, FL, 32951	Special outside fire, other	07/03/2023 05:26	07/03/2023 07:15
2023-109	07/04/2023		519 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	07/04/2023 15:00	07/04/2023 23:25
2023-110	07/06/2023		2207 Atlantic ST , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	07/06/2023 13:04	07/06/2023 13:25
2023-111	07/06/2023	Intersection	1st AVE / Oak St, Melbourne Beach, FL, 32951	Good intent call, other	07/06/2023 20:42	07/06/2023 21:09
2023-112	07/10/2023		511 Ocean AVE , Melbourne Beach, FL, 32951	Extrication of victim(s) from vehicle	07/10/2023 18:50	07/10/2023 19:06
2023-113	07/17/2023		7400 S Hwy A1A , Melbourne Beach, FL, 32951	Surf rescue	07/17/2023 09:58	07/17/2023 10:15
2023-114	07/22/2023		1109 Atlantic ST , Melbourne Beach, FL, 32951	Dispatched & cancelled en route	07/22/2023 08:06	07/22/2023 08:14
2023-115	07/24/2023		8705 S Hwy A1A , Melbourne Beach, FL, 32951	Assist police or other governmental agency	07/24/2023 00:16	07/24/2023 01:23
2023-116	07/24/2023	Intersection	Atlantic ST / 5th Ave, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	07/24/2023 16:48	07/24/2023 17:46
2023-117	07/24/2023		402 Colony ST , Melbourne Beach, FL, 32951	Smoke detector activation, no fire - unintentional	07/24/2023 19:21	07/24/2023 19:32
2023-118	07/27/2023		227 5th AVE , Melbourne Beach, FL, 32951	Public service	07/27/2023 10:15	07/27/2023 10:50
2023-119	07/29/2023		1350 Atlantic ST 7, Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	07/29/2023 12:29	07/29/2023 12:55
2023-120	07/31/2023	Intersection	Atlantic ST / Ocean Ave, Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	07/31/2023 16:36	07/31/2023 17:17

Location Type is only filled in when it is marked Intersection, Directions, or National Grid on Basic Info 3.



emergencyreporting.com

Doc Id: 1251

Page # 1 of 1

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 8/11/2023 12:55:05 PM



Personnel Count per Incident for Date Range

Start Date: 07/01/2023 | End Date: 07/31/2023

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2023-107	7/2/2023 23:13:29	151 - Outside rubbish, trash or waste fire	19112	4	3	7
** 2023-108	7/3/2023 05:26:54	160 - Special outside fire, other	19112	4	0	4
2023-109	7/4/2023 15:00:10	571 - Cover assignment, standby, moveup	19112	1	15	16
** 2023-110	7/6/2023 13:04:27	735 - Alarm system sounded due to malfunction	19112	5	5	10
2023-111	7/6/2023 20:42:36	600 - Good intent call, other	19112	1	0	1
2023-112	7/10/2023 18:50:50	352 - Extrication of victim(s) from vehicle	19112	1	4	5
** 2023-113	7/17/2023 09:58:28	364 - Surf rescue	19112	3	3	6
** 2023-114	7/22/2023 08:06:42	611 - Dispatched & cancelled en route	19112	1	9	10
** 2023-115	7/24/2023 00:16:45	551 - Assist police or other governmental agency	19112	6	0	6
** 2023-116	7/24/2023 16:48:25	322 - Motor vehicle accident with injuries	19112	9	2	11
** 2023-117	7/24/2023 19:21:27	743 - Smoke detector activation, no fire - unintentional	19112	6	5	11
2023-118	7/27/2023 10:15:47	553 - Public service	19112	2	0	2
2023-119	7/29/2023 12:29:26	311 - Medical assist, assist EMS crew	19112	5	2	7
** 2023-120	7/31/2023 16:36:11	324 - Motor vehicle accident with no injuries.	19112	6	2	8

TOTAL # OF INCIDENTS: 14

AVERAGES:

3.9

3.6

7.4

Total # of incidents
paged out for
volunteer response: 9

** Without EMS Assist or Service Calls:
(Paged out calls only)

4.8

3.2

8.1

Only REVIEWED incidents included

Note: 900 series "Special Incidents" include fire inspections performed.



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Doc Id: 358

Page # 1 of 1



Melbourne Beach Police Department

Monthly Report

July 2023



Operations:

In July 2023, The Department responded to 1383 calls for service and 265 house checks.

Activity:

- 26 Citations / 53 Written Warnings
- 169 Traffic Stops
- 110 Traffic Enforcement
- 1 Traffic Complaint
- 38 Parking Citations

Our radar trailer continues to be placed in various locations throughout the Town.

PD News

- The police department has received two new patrol vehicles and will be getting them on the road next week pending officer training. Additionally, two of the old cruisers will be listed and sold on govdeals.com.
- We are continuing our beach patrol, on the weekends through the end of August. The Melbourne Beach Officers will patrol our beach, the accesses, and the parks to remind beachgoers of Rip Currents and any parking concerns.
- Officer Sullivan has completed training and will begin SRO duty starting the first day of school August 10, 2023.

Please see the attachments:

- Speed Trailer report
- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold



Melbourne Beach Police Department Post Stalker Stop Sign Report Avenue A and Riverside Drive



Post Stalker Stop Sign Traffic Report

Avenue A and Riverside Dr.: Start 7/19/23 – 7/24/23

Total vehicles: 7427
 Average speed: 17.2 mph
 Average speed 10 mph over limit: 35.2 mph 5 cars
 Under limit: 7381
 Max speed: 47 mph

Avenue A and Riverside Dr. : 7/24/23 - 7/29/23

Total vehicles: 7508
 Average speed: 17.4 mph
 Average speed 10 mph over limit 36.3 mph 14 cars
 Under limit: 7460
 Max speed: 52 mph

Avenue A and Riverside Dr.: 7/29/23 – 8/2/23

Total vehicles: 6537
 Average speed: 17.4 mph
 Average speed 10 mph over limit: 35.1 mph 7 cars
 Under limit: 6499
 Max speed: 53 mph

Directed Traffic Enforcement (MBPD Officers) Traffic stops, Warnings, and Citations from 7/19/23 – 8/2/23

34 Enforcements
 42 Traffic stops
 1 Citation
 19 Written warnings



Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Total Calls for Service	1578	1188	1366	1370	1571	1480	1383							9936
Total Felonies	0	5	1	1	3	0	0							10
Total Misdemeanors	5	2	4	12	4	8	0							35
Total Capias Requests	0	0	0	2	0	2	1							5
Total Traffic Arrests	1	0	0	3	0	2	1							7
Total Other Arrests	3	0	0	0	0	0	0							3
911 Investigation	27	42	32	39	40	35	37							252
Alarm Business	5	7	4	1	2	1	4							24
Alarm Residence	1	1	5	9	4	2	2							24
Alarm Vehicle	0	1	0	0	0	0	0							1
Assault	0	0	0	1	0	0	0							1
Animal Complaint	7	4	6	3	5	4	3							32
AOA Fire/Medical	6	5	1	2	6		0							20
AOA LEO	13	11	6	1	1	6	8							46
Assist Citizen	7	11	12	8	14	9	8							69
Assist DCF	1	2	0	1	1	2	1							8
Assist Motorist	1	0	1	1	0	1	4							8
Attempt To Contact	4	7	4	2	4	3	3							27
Baker Act	0	3	0	0	2	1	1							7
Battery	0	1	0	0	0	1	0							2
Battery-Domestic	1	0	0	1	0	0	0							2
Burglary - Residential	0	1	0	0	0	0	0							1
Burglary - Vehicle	1	3	0	0	0	0	0							4
Civil Matter	1	4	2	3	5	2	0							17
Crash	6	1	6	7	5	4	7							36
Criminal Mischief	0	3	5	4	2	1	0							15
Deceased Person	0	0	3	0	0	0	1							4
Disturbance	3	2	6	0	7	10	5							33
Disturbance Domestic	1	1	2	0	1	0	1							6
Disturbance Noise	2	3	0	1	7	1	4							18
Fraud/Forgery	1	2	1	0	3	1	0							8
House Checks	161	70	127	89	382	267	265							1361
Illegal Dumping	0	0	0	0	0	2	0							2
Illegal Parking	21	27	52	46	43	66	33							288
Indecent/Lewd Act	1	0	0	0	0		0							1
Information	8	6	17	11	11	14	8							75
Injured/Ill Person	20	17	15	24	12	16	19							123



Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Intoxicated Driver	0	0	0	0	0	0	0							0
Intoxicated Person	1	0	0	1	1	0	0							3
Investigation	1	0	1	3	4	5	1							15
Low Speed Vehicle Insp/Decal	0	0	0	1	1	0	0							2
Missing Person	0	0	1	2	1	1	0							5
Narcotics	0	0	1	0	0	0	0							1
Open Door	3	0	3	1	1	1	1							10
Ordinance Violation/Code Enf	1	0	0	0	0	1	0							2
Overdose	0	1	0	0	0	0	0							1
Parking Citations	21	24	81	35	44	51	38							294
Patrol Area	87	70	147	124	229	186	165							1008
Patrol Area Business	185	160	201	225	233	272	240							1516
Patrol Area Residential	522	453	454	453	563	508	451							3404
Patrol Area School	22	20	32	52	59	34	37							256
Phone Call - Threatening	1	0	0	0	0	2	1							4
Property Confiscated	0	0	0	1	0	0	0							1
Property Found	3	5	4	2	3	4	1							22
Property Lost	0	1	3	3	1	1	3							12
Reckless Driving	5	4	4	6	7	5	6							37
Retail Theft	0	0	0	1	0	1	0							2
School Zone	23	30	22	46	36	2	0							159
Shooting in the Area	1	0	1	0	0	0	0							2
Soliciting	1	1	0	0	1	0	0							3
Special Detail	0	0	3	0	3	1	1							8
Special Response ATV	0	0	0	0	0	0	0							0
Special Response Drone	0	0	0	0	0	0	0							0
Standby-Keep the Peace	1	1	2	0	0	2	1							7
Suicide	0	1	0	0	0	0	0							1
Suicide - Attempt/Threat	0	1	0	0	0	1	1							3
Suspicious Incident	19	9	8	18	10	16	12							92
Suspicious Person	11	6	6	14	16	8	9							70
Suspicious Vehicle	14	21	14	13	12	14	6							94
Theft	1	1	0	2	3	2	0							9
Traffic Citations	47	19	24	30	22	25	26							193
Traffic Complaint	3	2	1	3	10	3	1							23
Traffic Enforcement	327	127	135	104	79	113	110							995
Traffic Stop	205	101	126	121	114	93	169							929
Traffic Obstruction	0	0	2	2	2	0	0							6
Trespass	0	3	4	3	4	3	2							19



Melbourne Beach Police Department



	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Vehicle Abandoned	1	0	0	0	0	0	0							1
Vehicle Inspection	4	5	3	1	2	2	0							17
Vehicle Repo/Tow	0	0	0	0	1	1	0							2
Wanted Person	0	0	0	0	1	1	0							2
Written Warnings	26	5	5	33	35	34	53							191

Vehicle Mileage	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		YTD
Car 300	1000	1246	1605	1163	921	1414	1637							8986
Car 360	425	1209	1051	979	954	737	1073							6428
Car 361	1066	748	562	517	1296	1122	0							5311
Car 363	118	141	132	387	182	260	1073							2293
Car 364	74	74	74	86	72	1	0							381
Car 366	548	484	1052	1000	839	431	632							4986
Car 367	625	506	563	494	460	727	466							3841
ATV 1	0	23	28	13	55	31	14							164
ATV 2	0	1	14	0	8	23	53							99



MELBOURNE BEACH POLICE DEPARTMENT
Jason Hinchman
Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



Monthly Report July 2023

House Checks: 161

- 07/03- Sexual offense in the 500 block of Ocean Avenue. The case is still under investigation.
- 07/04- Baker act in the 300 block of South Palm Avenue. The subject was transported to the proper facility.
- 07/26- Death investigation in the 200 block of Fifth Avenue. Case is closed.
- 07/27- Traffic arrest in the 1500 block of Atlantic Street. The female driver was stopped for not wearing a seat belt. The female was found not to have a driver's license ever issued. A court date was issued.



MELBOURNE BEACH POLICE DEPARTMENT
Jason Sadler
Sergeant

507 Ocean Ave, Melbourne Beach, FL 32951
Phone: (321) 723-4343 Fax: (321)725-3253



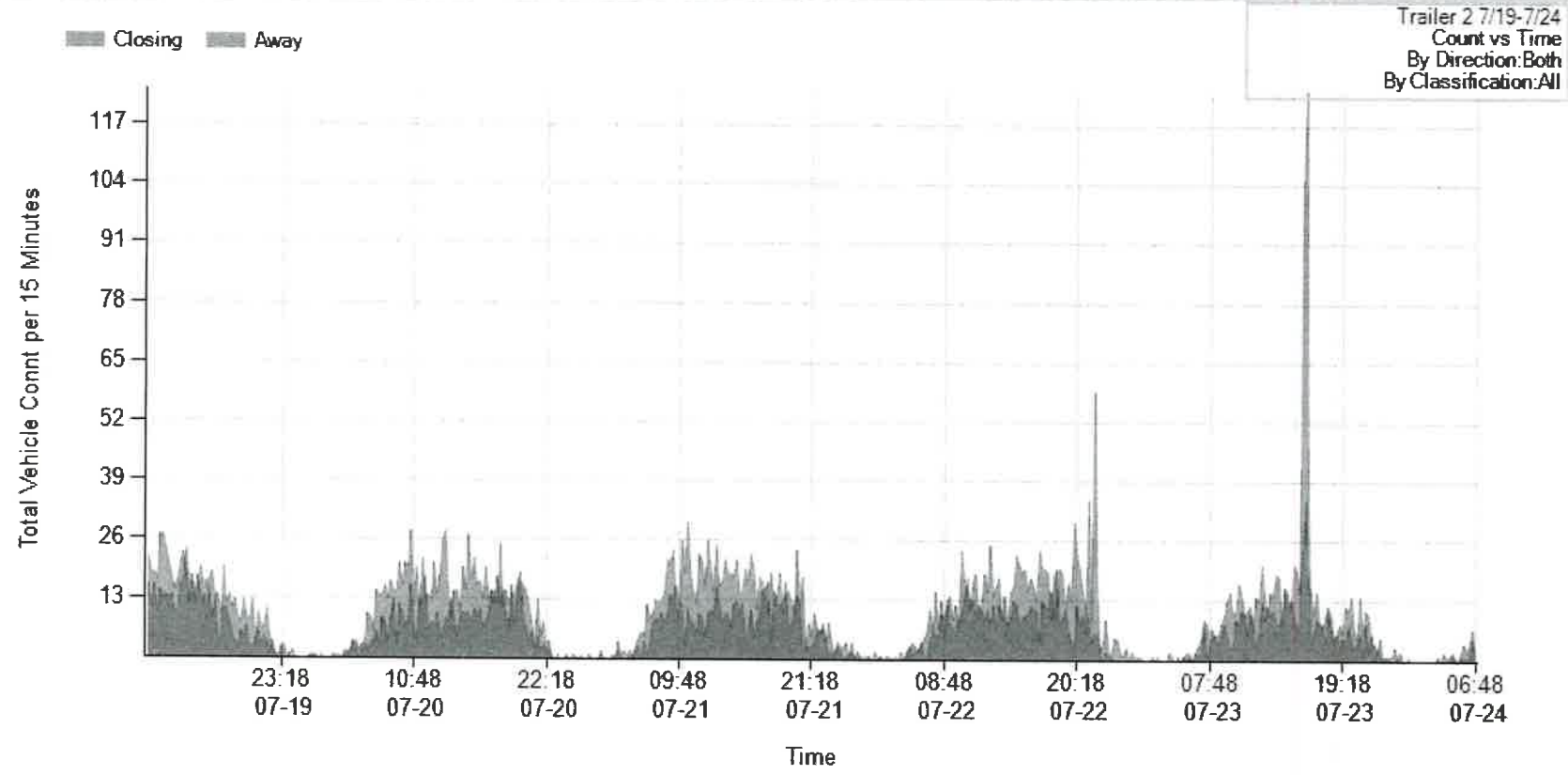
Sgt. Sadler Monthly Report July 2023

- 7/6-** Traffic crash in the 800 blk of Oak Street. Minor injuries and no major damage.
- 7/6-** Traffic crash in the area of Oak Street and First Avenue. Property damage to a fire hydrant but no injuries.
- 7/8-** Domestic disturbance between male and female in the 300 blk of Riverview Lane. The disturbance was only verbal.
- 7/14-** Traffic stop in the 1000 blk of Atlantic Street for driver not wearing a seatbelt. 0.75 grams of marijuana seized for destruction.
- 7/20-** Traffic stop in the 900 blk of Oak Street due to an equipment violation. Two marijuana joints seized for destruction.
- 7/24-** Traffic crash in the area of Atlantic Street and Fifth Avenue. Minor injuries and both vehicles were towed due to damage.
- 7/29-** Domestic disturbance in the 1700 blk of Atlantic street between male and female. The disturbance was verbal only.

- Total House Checks - 104

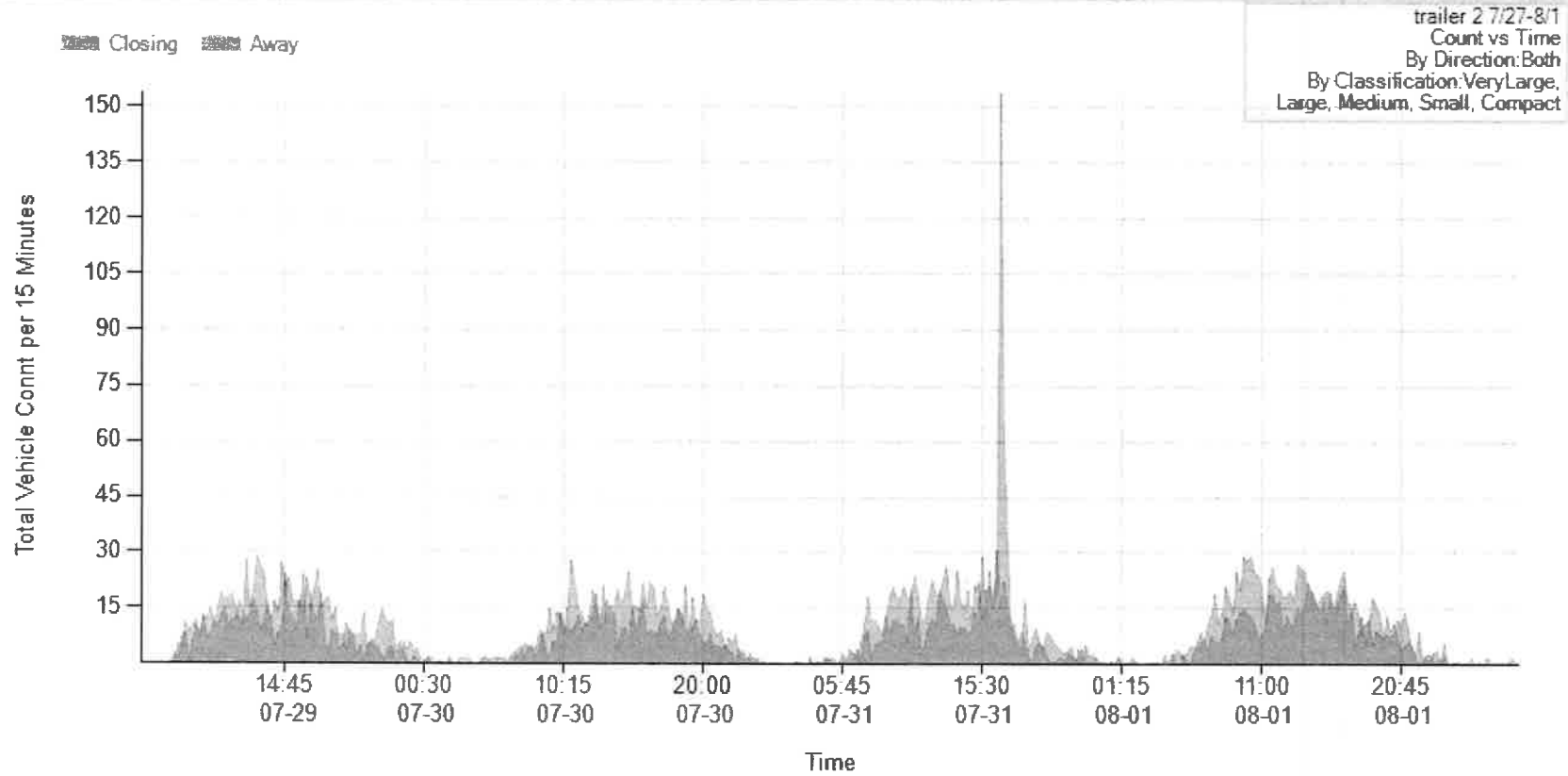
Thurs -
Monday

Survey Name	Trailer 2 7/19-7/24	Location	Riverside dr/ Avenue A 4.0,M...	Speed Unit	Miles/Hour
Start	2023-07-19 11:48	Traffic Direction	Undefined	Speed Limit	30
Stop	2023-07-24 06:49	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



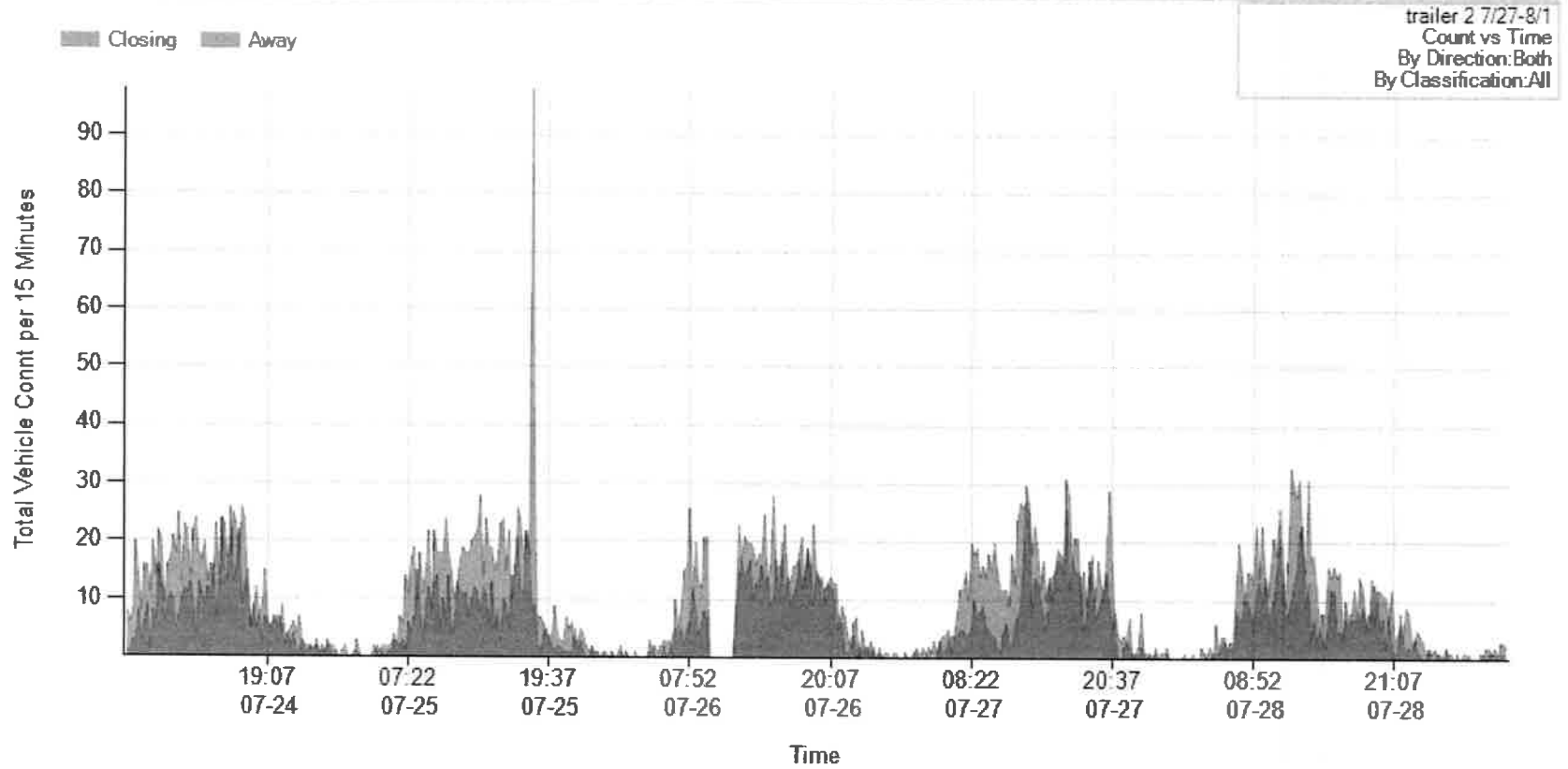
Total Vehicle Count	7427	100%	Average Speed	17.2	MPH	In Pace Count	3974	53%
Under Limit Count	7381	99%	Minimum Speed	6	MPH	10 mph Pace	13 - 22	MPH
Over Limit Count	46	1%	Maximum Speed	47	MPH	Standard Deviation	5	MPH
10 Over Limit Count	5	0%	85Speed Percentile	23	MPH	Average Speed Over Limit	35.2	MPH

Survey Name	trailer 2 7/27-8/1	Location	avenue a/ riverside dr,Melbou...	Speed Unit	Miles/Hour
Start	2023-07-29 05:00	Traffic Direction	Undefined	Speed Limit	30
Stop	2023-08-02 05:00	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Total Vehicle Count	6487	100%	Average Speed	17.4	MPH	In Pace Count	3614	55%
Under Limit Count	6449	99%	Minimum Speed	6	MPH	10 mph Pace	13 - 22	MPH
Over Limit Count	38	1%	Maximum Speed	53	MPH	Standard Deviation	5	MPH
10 Over Limit Count	7	0%	85Speed Percentile	23	MPH	Average Speed Over Limit	35.1	MPH

Survey Name	trailer 2 7/27-8/1	Location	avenue a/ riverside dr,Melbou...	Speed Unit	Miles/Hour
Start	2023-07-24 06:52	Traffic Direction	Undefined	Speed Limit	30
Stop	2023-07-29 07:03	Zone	Normal	Min Speed Threshold	10
Operator		Min Following Time	0.0	Max Speed Threshold	120
Survey Direction	Both	Time Resolution	1	Speed Resolution	1



Total Vehicle Count	7508	100%	Average Speed	17.4	MPH	In Pace Count	4078	54%
Under Limit Count	7460	99%	Minimum Speed	5	MPH	10 mph Pace	13 - 22	MPH
Over Limit Count	48	1%	Maximum Speed	52	MPH	Standard Deviation	5	MPH
10 Over Limit Count	14	0%	85Speed Percentile	23	MPH	Average Speed Over Limit	36.3	MPH

Town Commission Meeting

Section: New Business
Meeting Date: August 16, 2023
From: Amber Brown, Town Clerk
RE: Special Event Application

Background Information:

Whitney and Benny Bobbitt submitted a special event application.

Recommendation:

Consider special event application

Attachments:

- Special Event Application



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Special Event Application

- Applications **MUST** be complete, otherwise they will be returned without further action.
- Applications must be accompanied with a \$ 75.00 non-refundable application fee.
- Application must be legible.
- Site map must accompany application.

If a question is not applicable to your event, please identify such with N/A. Do not leave any question or requested information blank. Staff is available to answer your question(s). If in doubt please call and speak to a staff person.

Title of Event: Craig Bobbitt - Celebration of Life (Owner of Spectrum Surfboards)

Purpose of Special Event:

- Procession/Parade Public Assembly Organized Competitive Event
 Road Festival Fair Other, please specify Celebration of Life

Date(s) of Special Event Title:

? Sept 10th 2023 - Rain Date Sept 9th 2023

Hours of Special Event, including set-up and take down:

Day 1 12 hours Day 2 _____

Day 3 _____ Day 4 _____

Day 5 _____ Day 6 _____

Venue Site(s) - Please check all that apply:

- Ryckman Park Pavilion Community Center Ryckman House
 Masny Room Ocean Park Ryckman Park Other _____

Please submit a detailed course map and, or site plan.

Name of Applicant (This person must be on site of the event and be the responsible person)

Whitney Bobbitt & Benny Bobbitt

Date of Birth (must be at least 18 year old) 12/18/1959

Home Address. 142 11th Avenue Indianton FL 32903

Phone #. (610) 609-2278



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Cell# (610) 608-2278

Email Whitney.bobbitt@ansys.com

If the special event is proposed to be conducted for, on behalf of or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorized and responsible heads of such organization:

Organization Name N/A

Organization Address _____ Phone# _____

Authorized Responsible Heads: _____

Is Organization 501-(c)(3) or equivalent? No ___ Yes ___

If yes please provide supporting document(s)

Please identify the ultimate use of the net proceeds: Will be a break even event where most items are donated, sponsored or volunteered

Will professional service providers be utilized to support this event? No ___ Yes X

If yes, please provide the company name and contact information for each.

No Qu
No Qu
No Qu

Note: Commercial ventures such as food vendors, sale of goods or products, etc. are not allowed.

Service Provider #1 Long Doggers - IC (Food Donation) Contact # 321-548-2972

Service Provider #2 Spectrum Surfboards-Berry Contact # 321-290-6122

Service Provider #3 East Coast Shuckers Contact # 772-538-3045

Estimated number of persons expected to participate and attend this event. 100

If this event was held in Melbourne Beach in the past, what was the estimated number of persons who participated and attended the last event? N/A

Estimated number of vehicles requiring parking? 25? Same as Zabinski's event

If the event is a parade, the estimated number of units in each category, such as band, marching units, floats, cars and the like? N/A

Toilet facilities will be provided by the applicant in accordance with the chart in the Special Events Manual, unless otherwise instructed by town staff. Please indicate the number of persons expected to attend and the number of hours for the event per day.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Day 1 10/1 / _____ Day 2 _____ / _____

Day 3 _____ / _____ Day 4 _____ / _____

Location of restroom facilities shown on your site map. Yes _____ No _____

Applicant MUST provide sufficient number of ADA compliant restroom facilities in accordance with ADA requirements.

Will any portion of any street be occupied by the event? Yes _____ No X

Ed
No X These areas must be shown on your site map? Yes _____ No _____

Will any music or amplified sound be provided/used? Yes X No _____

If yes, what are the hours each day?

Day 1: From 12 pm Until 9 pm or whatever is permitted

Day 2: From _____ Until _____

Location(s) of music or amplified sound. On stage/pavillion - same overall site map as Zabinski's
Numbers and types of such amplifiers or other such devices: 1

Location of any music or amplified sound shown on site map? Yes _____ No _____

Note:

You must adhere to and comply with the Town's Noise Ordinance. Are you familiar with the Town of Melbourne Beach's noise ordinance rules? Yes X No _____

You must adhere to and comply with the Amplified Sound section of this manual and any policies set by the Town. Are you familiar with this section and rules? Yes X No _____

If applicable, what is the location of assembly/start point? N/A

What is the location of the disband/finish point? N/A

Provisions for clean-up during and after conclusion of the event:

Town provided waste receptacles are all that is necessary for this event. Yes X No _____

If yes, it is your responsibility to ensure all refuse is placed into receptacles. Do not allow receptacles to over flow. Excess refuse must be removed from the site.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

If additional receptacles are necessary do to nature, length or size of the event, have you made arrangements with Waste Pro? Yes ___ No X

N/A

Security, Traffic Control and Crowd Control:

For events involving greater than 250 persons, you must establish a meeting with the Police Chief or designee to discuss security, traffic control and crowd control measures and requirements.

*Need
Need*

Are security, traffic and crowd control elements shown on you site plan? Yes ___ No X

Has a meeting with the Police Chief or designee been established? Yes ___ No X

Have all security, traffic and crowd control measures been satisfied? Yes X No ___

Emergency Medical Services

If your event involves more than 300 persons, on-site EMS may be required.

Has a meeting with the Fire Chief or designee been established? Yes ___ No X

Food Rules (When allowed)

If there is intent to have food and drinks, and if food or drinks will be sold or otherwise dispersed:

Who will be supplying food and drinks? East Coast Shuckers + Long Doggers
and possibly others

Note: Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Have food licenses and insurance information been submitted with application? Yes ___ No X

Electrical Service:

*will be provided
by 8/17/23*

As the applicant it is your responsibility to identify and determine electrical service requirements for this event. It may be necessary to consult with a certified electrician.

How many total Amps of electric service do you require? Same as Zabinski's - will determine

Are electrical requirements specified on you site map for each area or your event. Yes ___ No X

Note: Must be in compliance with Florida Fire Prevention and Building Code requirements.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Fees:

Will admission or entrant fees be charged? Yes _____ No X

If yes, how much will participants be charged. \$ _____ per person.

Will spectators be charged? Yes _____ No X

If yes, how much will spectators be charged. \$ _____ per person.

Will prizes be given? Yes _____ No X

If yes, what is the dollar amount of the prizes. \$ _____

Pamphlets, Handbills, Advertising

Will pamphlets, handbills or advertising of any kind be distributed at the event? YES ___ NO X If YES, what? _____

Will the event be advertised? YES X NO _____ If YES, where and when?
Word of mouth and on Facebook / Instagram

Event Liability Insurance

Required An applicant shall provide a policy of liability insurance where the special event involves more than 50 persons or vehicles, naming the Town of Melbourne as an additional insured in an amount of \$1,000,000 Public Liability Coverage and in the case of parades, shall cover the assembly area in addition to the parade route. If vehicles are to be used in the parade, proof of vehicle liability insurance must be provided by the owners of such vehicles.

The applicant is required to hold the town and its officials, employees and agents harmless from any damages to property or injuries (including death) to any person that may occur arising directly or indirectly from the activity for which the permit is being issued.

Printed Name John Whitney Bobbitt

Signature John Whitney Bobbitt Date 9 Aug 23

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 U.S.C. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

Has your Certificate of Insurance(s) been filed with the town by the insurance carrier showing such insurance to be in force at all times. Yes _____ No X -but it will be by 8/17/23

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

I have read the Town Special Events Informational Brochure. Yes X No _____

Signature [Handwritten Signature] Date 8/9/23

FOR TOWN USE ONLY: SPECIAL EVENTS APPROVAL / DENIAL / COMMENTS

Date 8-10-23 ^{LT} CHIEF OF POLICE Matthew Smith

___ Approval X Denial Comments: This event would be too large for us to have enough manpower to cover, would require hired officers which we would not be able to furnish

Date _____ PARKS BOARD CHAIR _____

___ Approval ___ Denial Comments: _____

Date _____ PUBLIC WORKS _____

___ Approval ___ Denial Comments: _____

Date _____ FIRE CHIEF/ MARSHALL _____

___ Approval ___ Denial Comments: _____

Date 8-10-23 TOWN MANAGER [Handwritten Signature]

___ Approval X Denial Comments: No Food Trucks, No Amplified Sound - \$1,000,000 liability policy naming town, No vehicles

Date _____ TOWN COMMISSION ON LAWN, Security required
___ Approval ___ Denial Comments: NOT ALLOWED in Lydenman Park



APPLICATION FOR ALCOHOLIC BEVERAGE POSSESSION, CONSUMPTION OR SALE

Town of Melbourne Beach
507 Ocean Avenue, Melbourne Beach, Florida 32951
Phone: (321) 724-5860
Fax: (321) 984-8994

Please complete this form and return it to the Melbourne Beach Town Hall at the above address.

Application Date: 9 Aug 23 Type of event: Celebration of Life
 Event Date: Sept 10, 23 Event Time: 11 AM to 8 PM (including set up & clean up) 12 hours
 Facility: Community Center Pavilion Number attending? 1000 Will it be catered? Yes
 Name of licensed caterer East Coast Shuckers Organization (Possibly others)
 Will alcohol be sold? Yes Will food and beverages be sold? Yes
 Applicant/Permittee: Whitney Bobbitt Phone 610-608-2278 E-mail ansys.com
 Address: Street 142 11th Avenue City Indian Shores State FL Zip 32903
 Date of Birth: 12/18/1958 Alternate contact: (optional) Benny Bobbitt
 Other pertinent information: (321) 290-6122

ALCOHOL

WTB I understand a \$200 refundable deposit is required.

WTB I understand only licensed bartenders & caterers can take alcohol into, or serve alcohol in, any Town facility.

WTB All designated server/s shall hold an Alcohol License and/or a Certificate of Bartender Training.

WTB Photo ID of Servers/Bartenders

WTB License or Certificates

WTB Liability Insurance from Applicant

WTB **Applicant must show host liquor rider on proof of insurance.**

We require \$1,000,000 public liability coverage. The Town of Melbourne Beach must be listed as additional insured. The Town cannot offer recommendations for coverage.

WTB **Proof of coverage is due no later than 30 days prior to the date of the event.**

As the applicant, I hereby certify that the information I have provided on the form is complete and accurate to the best of my knowledge. I agree to abide by the Terms set forth in this application, and the Ordinances of the Town of Melbourne Beach. I understand that failure to do so may lead to the cancellation of the event, the denial of future permit applications, and/or other legal action.

John Bobbitt
APPLICANT SIGNATURE AND AGREEMENT TO TERMS

9 Aug 23
DATE

Reference: Chapter 53 of the Melbourne Beach Town Code.

Updated: 6/21/2021

Page 1 of 2

For Town Use Only

Approval signatures required

APPROVAL OR DENIAL

COMMENTS

8-10-23
DATE

Matthew Smith
CHIEF OF POLICE - ~~Recommend~~
LT

Do Not Recommend event

DATE

PUBLIC WORKS - Recommend

DATE

FIRE CHIEF/ FIRE MARSHAL - Recommend

8/11/23
DATE

[Signature]
TOWN MANAGER - Approval or Denial

NOT ALLOWED -
Special Event
Eyckman Park

Additional comments: _____

CHECKLIST:

- _____ PHOTO I.Ds of Servers/Bartenders
- _____ LICENSE OR CERTIFICATES
- _____ HOST LIQUOR RIDER included with LIABILITY INSURANCE



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Special Event Permits Information Manual

Special Events

A Special Event is defined as any meeting, activity, parade, gathering or group of persons, animals or vehicles, or a combination thereof having a common purpose, design or goal, upon any public street, sidewalk, alley, park, beach or other public place or building which substantially inhibits the usual flow of pedestrian or vehicular travel or which occupies any public area or building which results in preemptive use by general public or which deviates from the established use. Races (i.e. 3Ks, 5Ks, Triathlons, etc.) shall be limited to 6 races per year, with the Commission having the authority to approve any additional races. SPECIAL EVENT shall not be construed to include a block party. No person shall engage in, participate in, aid, form or start any special event unless a special event permit shall have been obtained from the Town Manager (Town Code of Ordinances Chapter 52; Special Events). Special events include, but are not limited to:

Procession/Parade Public Assembly Organized Competitive Event Road Festival

Special Event Permits

A Special Event Permit is the official document authorizing the performance of an event on Town property. To obtain a Special Event Permit, applicants must submit a completed Special Event Application and a nominal non-refundable application fee. Acceptance of the Special Event Application is not to be construed as an approval of the request for a permit. If any information provided in the application is false or if the application does not comply with timeframes, deadlines and requirements, the permit may be denied. Only complete applications will be considered.

The Special Event permit issued by the Town of Melbourne Beach is valid only for the venue area(s) and event activities, including set-up and dismantle, depicted on your site plan and as described in the Special Event Permit Application and any attachment and/or amendments made to the application during the review process. The Town of Melbourne Beach may place conditions or not approve all venue areas and/or activities requested in the permit application. Failure to comply with the terms and conditions of the permit or additional requirements of the Town of Melbourne Beach may result in the immediate cancellation of the event, denial of future special event permit applications and/or the requirement of a cash deposit.

Billing Information

The person/host organization applying for a Special Event permit is legally responsible and financially liable to the Town of Melbourne Beach for all town fees and costs associated with the overall organization, management, and implementation of the event and its related activities. Services billed in conjunction with the event are due (30) thirty days prior to the event. Should the applicant account become past due, the Special Event permitting process will be terminated and the Special Event application will be denied until it is brought up to date. History of delinquency will be considered during the review of the current and future applications.

Town services provided for and billed after the event are due upon receipt of the invoices. The applicant will be contacted by phone or email once the billing(s) has become 30 days past due and



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again at 60 days past due. The applicant will be sent to collections once an account has become over 90 days past due. All future Special Event applications will be rejected until the applicant's account is brought up to date.

Tax Exemption

All organizations eligible to receive tax exemption must submit a copy of the Florida State Exemption Certificate along with the Special Event Application. The applicant's name and address must match the name and address on the Florida State Exemption Certificate.

Events for Charitable Organizations

Event applicants must disclose the name of charitable organizations for which they are raising funds or collecting goods. Events such as races will not receive approval unless the proceeds received are destined to be forwarded to a charitable [501-(c)(3) or equivalent] organization. Proceeds do not include the ancillary costs necessary to conduct an event in a safe and orderly manner.

Event Management for Large Scale Events (200 + Persons)

Each applicant will be assisted through the entire permitting process by staff personnel as needed. It shall be the responsibility of the applicant to schedule a pre-event meeting with all applicable town departments to review the Special Event Application, site plan and timelines. Failure to schedule a pre-event meeting at least 60 days prior to the scheduled event will result in the application being null and void. Please call 321-724-5860 to schedule a pre-event meeting.

Site Map

The site map is a visual representation of all the operational event elements that you describe throughout the permit application. To properly assess the event, the site map must be submitted along with the Special Event Application and include following elements:

1. North, indicated by a directional arrow symbol.
2. Name of the area (Neighborhood, Park, etc.) you intend to use including surrounding streets.
3. The overall event area including any requested street closures, plus the location and number parking spaces requested to be reserved highlighted.
4. The location and dimensions of all physical equipment being placed, including, but not limited to, any stage(s), vendors, booths, sponsors, tents, signs, barricades, port-a-johns, fencing, vehicles, etc.
5. Location of temporary alcohol sales where both sales and consumption occur, plus dimensions and type of fencing to be used, if any.
6. Fire lane clearances in all areas and the location of all fire hydrants.



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7. Electrical plans for vendors and stages, specifying how much each site requires, in terms of amps and volts.
8. Any other details you think may be helpful in the physical description of your event.

Americans with Disabilities Act

Compliance with the Americans with Disabilities Act (ADA) of 1990 and any and all amendments thereto are the sole responsibility of the applicant and the applicant shall defend and hold the Town harmless from any expenses or liability arising from the applicant's non-compliance.

Street Closures and Use of Right-of-Way

Events requiring the temporary closure of a town street(s), sidewalk, or any other traffic management issues must be approved by the Town of Melbourne Beach Police Chief. The applicant will be responsible to coordinate with Florida Department of Transportation (FDOT) regarding temporary closure or use of State Highway A1A. A communication must be received by the Town from FDOT authorizing their approval or denial.

Insurance Requirements

The following coverage shall be in effect: Public Liability, \$300,000 per person and \$1,000,000 per accident; Property Damage, \$200,000 per any one claim. If motor vehicles are to be used coverage in the foregoing limits shall be included. The foregoing coverage shall not exclude and shall specifically include coverage for violation of any civil rights actions brought pursuant to 42 USC. Section 1983. The insurance carrier with whom the insurance is placed shall be reasonably acceptable to the Town, licensed by the State of Florida to carry on insurance activities as set forth in this chapter, and rated as "A+" or better by Best's Rating Guide. The town shall be named as loss payee in any policy set forth in this division. The policy shall include a non-cancellation clause, unless at least 30 days notice is first extended to the town and in the event of cancellation the applicant must procure and maintain commercial general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate. Proof of insurance must be submitted on the Acord 25 Certificate of Insurance Form a minimum of 30 days prior to the first day of the rental period through the move-out activities (Melbourne Beach Code of Ordinances Chapter 52; Special Events). The Town of Melbourne Beach must be named as an additional insured. The certificate will be reviewed and additional coverage or wording may be required by the Town of Melbourne Beach to match the needs of the event.

The Town Commission may waive, in part or in whole, the requirements of insurance provided that other acceptable and adequate forms of indemnification or insurance are provided.

Parking

Parking in Melbourne Beach can become an obstacle for many events. There exists both public and private parking, with each being limited. Applicants need to be aware many business areas restrict parking to only customers and all other vehicles may be towed at the owner's expense. Applicants, depending on the site venue chosen, will be directed to make contact with business owners and others who may be willing to offer parking solutions. Public parking spaces are on a first-come-first-served basis unless specifically allowed by the Town. The Town Code of Ordinances addresses parking in



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general and also off-street parking in Chapter 30, Traffic Code. Parking is not allowed on grassed areas. It is important to recognize these parking limitations before scheduling your event. Car pooling and other alternative transportation methods are encouraged. Each applicant should arrange for adequate parking for the event and shall submit a parking and traffic plan that addresses traffic control, safety and security for the proposed event.

Marketing and Public Relations

Conditional approval of a Special Event Permit is given upon receipt of an applicant's application fee, deposit and signed Cost Estimate sheet and the event may be marketed at the applicant's own risk. However, if a permit is not granted and the event is therefore cancelled, the applicant may not hold the Town responsible or liable for any of the costs incurred from marketing. Acceptance of a Special Event Permit Application does not guarantee the date and location or an automatic approval of your event.

Permit Conditions

Permits issued shall be subject to the following conditions:

- (1) The Chief of Police may stop a special event where a breach of the peace is occurring or an activity in the nature of a riot has occurred.
- (2) The public area is to be left clean and undamaged following any special event.
- (3) The Town Manager shall have authority to restrict, limit or prohibit the use or construction of platforms, chairs, or other equipment if he finds that their use would result in damage to town property or constitute a hazard to safety or would block or infringe upon some other lawful use of the public property.
- (4) The grant of the permit shall not entitle the applicant to violate any other general park rules or regulations, or regulations applicable to the use of public property adopted by ordinance.
- (5) A deposit and/or fee may be required where request is made to use town services or equipment.
- (6) The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic contiguous to its route.
- (7) The conduct of the event will not require the diversion of so great a number of police officers of the town to properly police the line of movement and the areas contiguous thereto as to prevent normal police protection to the town.
- (8) The concentration of persons, animals and vehicles at assembly points of the event will not unduly interfere with proper fire and police protection of or ambulance service to areas contiguous to the assembly areas.
- (9) The conduct of the event is not reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.



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- (10) An applicant shall have first furnished copies of his alcohol license should alcoholic beverages be served, and a Health Department license should food and beverages be sold.

(Ord. 87-18, passed 12-8-87)

Event Cancellation or Postponement

If the Host Organization/applicant cancels or postpones a scheduled event prior to the commencement, they will be entitled to a complete refund excluding the application fee, deposit and refund processing fee, if notice of the cancellation or postponement is provided a minimum of 30 days prior to the first scheduled day (including move-in). No refunds will be issued for cancellations or postponements made 29 days prior to the first scheduled day except if the event is canceled by the Town of Melbourne Beach due to a declaration of a state of emergency, issuance of a tropical storm hurricane warning, or warning of severe inclement weather by Brevard County.

The Town of Melbourne Beach may cancel or postpone an event without prior notice for any condition affecting the public health or safety of the Town or any condition that would place facilities, grounds or other natural resources at risk of damage or destruction if the event were permitted to take place. A full refund will be given for events scheduled within 12 months of Town's notice of cancellation.

Town of Melbourne Beach will not confirm a future date until both application fee and deposit are paid in full.

Town of Melbourne Beach Police Department Extra Duty Officers

The Melbourne Beach Police Department is the Town law enforcement agency whose mission is to protect the lives, property, and constitutional rights of the public by maintaining and promoting community order and respect for the law. The Melbourne Beach Police Department provides a supplementary service to special events through uniformed extra duty officers.

The police department will determine if and how many extra duty officers are needed based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; the need for street closures or rerouting of vehicular or pedestrian traffic; and history of particular event.

Events requiring road closures or involving alcohol may be required to hire extra duty officers for the safety of the attendees. If extra duty officers are required, the applicant must complete the Melbourne Beach Police Department Extra Duty application. Questions regarding the application or the extra duty process should be directed to the Melbourne Beach Police Department Police Chief.

A Security Services Personnel Matrix has been provided for guidance. The Police Chief shall ultimately determine the number of security/law enforcement personnel needed for your event.



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Security Services Personnel Matrix

Estimated Attendance	1-100	101-200	201-500	501-1000	1001-2000
Fairs/Festivals	0	0	2 officers	3 officers 1 Sergeant	5 officers 1 sergeant 8 private security
Competitive Events	0	0	2 officers	3 officers 1 Sergeant	5 officers 1 sergeant 8 private security
Road & intersection Temporary closure	1 per intersection		TBD by Police Chief	TBD by Police Chief	TBD by Police Chief

Fire and Emergency Medical Services

The Melbourne Beach Volunteer Fire Department has primary responsibility for fire services and Brevard County Fire Rescue has primary responsibility for providing Advanced Life Support emergency medical services in the Town of Melbourne Beach. The Melbourne Beach Police Department provides supplementary first responder emergency medical services service to special events through uniformed duty police officers.

The Melbourne Beach Fire Chief will determine if and how many fire and emergency medical resources will be required to be hired for the proposed event. The fire chief will make the determination based on a number of planning variables including: the estimated number of attendees; the availability of alcoholic beverages; event location; weather conditions; time of day during which the special event is conducted; use of temporary tents/shelters; flammable liquids/gases; National Fire Protection Association and Florida Fire Prevention Code requirements; and history of particular event.

All Final determinations are to be made by the Police Chief, Fire Department and Town Manager.

Event Attendants

The Town of Melbourne Beach may determine that an Event Attendant(s) is required for events with an anticipated attendance of 200 or more people that are held in town parks. The Event Attendant(s) is required to be on duty 30 minutes prior to the beginning of the event until the close of the event and is at the applicant's expense. The Event Attendant(s) will be charged at the prevailing hourly rates and provided in the cost estimate sheets. It shall be the duty and responsibility of the Event Attendant to monitor the event to ensure compliance with all Town Codes and conditions of the approved event and to assist the event organizer in mitigating event needs associated with Town facilities. The Event Attendant shall be an employee or volunteer approved by the Town.



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Amplified Sound

Amplified sound is allowed from 9:00 AM – 9:00 PM except as defined below. If an event will be having a band, amplified music or amplified sound such as a loudspeaker system, the applicant will ensure compliance with all noise ordinances established by the Town of Melbourne Beach. Amplified sound is defined as any sound projected or transmitted by artificial means, including, but not limited to, loud speakers, amplifiers, beat box, compact disc or digital media device, or similar devices. *Please note, no music will be permitted during races before 9:00 AM. Amplified sound will only be allowed for pre-race announcements and the award ceremony. Music during pre-events (i.e. the evening prior to the Pineapple Man) will be allowed provided noise levels are compliant and deemed acceptable by the Local Law Enforcement Authority (Melbourne Beach Police Department). Specific information relative to noise can be found in the Town of Melbourne Beach Code of Ordinances, Chapter 48, Noise Control. Event applicants will be held responsible to comply with Chapter 48, Noise Control. Please remember, Melbourne Beach is predominantly a bedroom type community and as such the residents deserve your cooperation in limiting noise.

Food & Beverage

Food items should be served and prepared in a sanitary manner consistent with the Florida Department of Health. Vendors selling any food items and persons wishing to give away food are required to be in compliance with the established Florida Department of Business and Professional Regulation guidelines for Temporary Food Service Events and have all the appropriate business licenses and insurance. Anyone who serves food to the public at a temporary food service event needs a license. Food may not be stored or prepared at private residences.

Inspectors from the State of Florida may be in attendance at any event held within the Town of Melbourne Beach. Food vendors are required to meet the minimum standards of the State and be prepared to purchase a temporary food service license from the inspector.

Alcoholic Consumption, Possession, Sales, Temporary Permit

§ 53-2. CONSUMPTION OF ALCOHOLIC BEVERAGES PROHIBITED ON DUNE CROSSOVERS; CONSUMPTION IN PARKS; PERMIT REQUIRED.

- (a) Alcoholic beverage permit. No person shall consume, possess, or sell alcoholic beverages in any Town park without first obtaining an alcoholic beverages permit pursuant to the provisions of §§ 53-3 through 53-5 of this code.
- (b) Dune crossovers. No person shall consume alcoholic beverages, or possess an open alcoholic beverage container, on any beach sand dune walkway or crossover open to the general public. No person shall consume alcoholic beverages, or possess an open alcoholic beverage container, on any public property landward of and within 20 feet of said sand dune walkway or crossover.

Waste Management/Recycling

The Town of Melbourne Beach is served by Waste Pro. It is your responsibility to contact Waste Pro at (321) 837-0055 to establish waste service and number of carts/boxes necessary for your event. Our



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parcs have a limited number of waste receptacles. It is your responsibility to ensure refuse generated by your event is disposed of properly and in a timely manner. Please keep in mind, Melbourne Beach is sensitive to the environment and strongly encourages recycling.

The applicant is responsible for cleaning the rental area, disposing of waste/trash, and returning the area to a condition similar to that prior to use. Litter shall be picked up before, during and after an event that is open to the public. It is the responsibility of the event planner to ensure that there are a sufficient number of trash receptacles located throughout the event grounds and that they are emptied during the event in order to prevent overflow. If the waste generated by the event exceeds the capacity of town on-site dumpsters, it is the planner's responsibility to remove the excess waste from the site. This may require additional dumpsters to be secured by the event planner.

The Solid Waste Matrix is provided to assist with the planning process.

Number of Attendance	Receptacle
150-300	6
301-500	8
501-800	10
801-1100	12
1101-1400	14
1401-1700	16
1701-2000	18

Electrical Services

The existing electrical service at our parks is limited and may be inadequate for certain special events. It is the responsibility of the applicant to ensure that there is adequate electrical capacity to hold the event and to obtain additional electrical supply if needed. Any damage to existing electrical services due to overload will be the responsibility of the applicant. Town staff will assist in determining your electrical needs/specifications based upon the requirements stated in your application. If you are unsure about your electrical needs please consult with a certified electrician. It is important you identify your specific electrical needs for the safety of all involved.

Portable Restrooms

The Florida Department of Health has detailed requirements specifying the number of portable restroom units needed at special events based on the anticipated number of attendees. Ten percent (10%) of restroom facilities must meet local, state, and federal accessibility requirements. Additionally one hand washing station is required for every 10 portable restroom units. Portable restrooms at special events must be serviced at least daily. The Florida Department of Health chart below will assist in the planning process.



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Number of Portable Restrooms Required for Special Events by Attendance x Hours

No. of Hours	1	2	3	4	5	6	7	8	9	10
	Number of people per day X number of hours for event per day = Portable Restrooms required.*									
Attendance										
250	2	2	2	2	2	3	3	3	3	3
500	2	3	4	4	4	4	4	4	4	4
1000	4	5	6	7	7	8	8	8	8	8
2000	6	10	12	13	14	14	14	15	15	15
3000	9	14	17	19	20	21	21	21	21	22

*Assumes servicing once per day.

Marine/Water Events

Events taking place on Melbourne Beach waterways (i.e., Indian River, Atlantic Ocean) may require special services and equipment as well as additional coordination through other governing agencies. Melbourne Beach Volunteer Fire Department Marine Rescue Unit Division shall be the governing body for determination of additional resources and additional fees may apply. It may be necessary for you to contact the United States Coast Guard, Brevard County Sheriffs Office and the Florida Marine Patrol for events taking place in any body of water. Please contact the Fire Chief at (321) 724-1736 or (321) 724-5860 for additional information.

Coast Guard Patrol

Depending on the nature and scope of the event the U.S. Coast Guard will potentially assist and provide support for water events. In order to use the U. S. Coast Guard patrol, the applicant coordinates directly through the local U. S. Coast Guard Office:

U.S. Coast Guard, Port Canaveral 9235 Grouper Rd, Cape Canaveral, FL 32920 | (321) 784-8176

Park Capacities

All park facilities and properties have maximum capacities set by the Town of Melbourne Beach and the Fire Marshal based on safety code regulations, seating capacities, parking provisions and intended park use. The Town of Melbourne Beach reserves the right to deny any application if the expected attendance will exceed the safe capacity of the facility or property.

Use of Open Land and Open Space

All park facilities and properties are for use by the public unless a specific facility (e.g. Community Center, Ryckman Park Pavilion, and Masny Room) has been rented by you.



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Animals

Section 4-30. Animals to be on Leash When in Parks and on Beaches" shall be amended to read: "Animals Prohibited in Parks and on Beaches.

No domestic animal shall enter into or on any public park or beach in the Town of Melbourne Beach. Any domestic animal found in a park or on a beach shall be deemed to be committing an act in violation of this ordinance and the owner thereof shall be punished as provided for in section 4-81 of this ordinance (No. 77-49). No provision shall be made prohibiting dogs trained to assist or aid disabled or handicapped persons when such dogs are actually being used to assist or aid such persons from any park or beach. A dog while in use by a law enforcement officer or agency is exempt from this section. Also exempt from this section are animals displayed at special event functions conducted by organizations wherein animals are temporarily paraded or displayed and which the Town Commission determines that such events provide a recreational, educational or entertainment benefit and purpose for the general public. Such events are limited to five events a year between the hours of 9:00 a.m. and 9:00 p.m. and the organization that conducts or sponsors such events must obtain a special events permit and meet all requirements of Chapter 52, Special Events, and Melbourne Beach Code of Ordinances.

('75 Code, § 4-2) (Ord. 78-3, passed 2-14-78; Am. Ord. 78-13, passed 10-10-78; Am. Ord. 2006-02, adopted 3-15-06)

- (d) Animals are not permitted to be off the owner's property unless on a leash and under control.

Zoning

All publically owned parks and open space within the Town of Melbourne Beach reside in the 9-I Institutional District Zone. Please take note there are no special exceptions to the intent and use within this zoning district. Commercial ventures of any type, unless sponsored by the Town will not be approved.

§ 7A-39. 9-I INSTITUTIONAL DISTRICT. ('75 Code, Appendix A, Art. VI, § 9) (Ord. passed 9-26-72)

- (a) Intent. The provisions of this district are intended to apply to an area which can serve the needs of the community for public facilities.
- (b) Principal uses and structures:
 - 1) Public buildings and activities, such as city halls, public safety buildings, auditoriums and similar uses.
 - 2) Public educational institutions.
 - 3) Public recreational uses.
- (c) Accessory uses and structures: Customary accessory uses of one or more of the principal uses clearly incidental and subordinate to the principal use and in keeping with the intent of the district.



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- (d) Special exceptions: None.
- (e) Prohibited uses: Any use which is not public in character.
- (f) Lot and structure requirements: None.

Cost Estimates

A cost estimate for town services will be prepared by town staff for each event based on information submitted in the Special Event Application. Upon the applicant's agreement to pay all associated event costs, the event coordination process will begin. A non-refundable application fee is required to submit a Special Event Application.

Based on the type of event, a security/damage deposit may be required. The deposit will be refunded upon verification by town staff that the rental area has been returned to a condition similar to that prior to use. In the event of damages, the applicant will be responsible for all costs associated with damages to park facilities, equipment, furnishings, grounds and right-of-ways, including but not limited to labor, materials and equipment required to complete repairs.

Park Rules & Regulations

Applicants must comply with all applicable town ordinances, traffic rules, park rules and regulations, state health laws, fire codes and liquor licensing regulations.

1. The Town of Melbourne Beach shall have the authority to designate areas in town parks for specific activities and to prohibit other activities within designated areas.
2. Authorized Town officials/personnel and law enforcement officers shall have the right at all times to enter the premises of any building, structure, or enclosure of any town park including such grounds, buildings, structures, or enclosures as may be leased, permitted, or set aside for the private or exclusive use of any individual or group.
3. No person, except authorized personnel or law enforcement officers, shall enter upon any part of any town park that is in an unfinished condition or under construction or withheld from general public usage in the interest of public safety, health, and/or welfare
4. It is unlawful for any person to make a material misrepresentation with the intent to obtain a permit. Any applicant who has made a material misrepresentation will be subject to denial or revocation of the permit and may be prohibited from obtaining permits for a period of not less than five (5) years. Each misrepresentation shall constitute a separate offense.
5. Park officials/personnel shall have the authority to revoke a permit upon finding a violation of any of the provisions of this Chapter, or any rule or regulation, or any condition or requirement of a permit, or upon finding that a material misrepresentation was made on the permit application
6. It is unlawful for any person, other than law enforcement officers or authorized personnel, to go upon or remain in any Town managed land at any time the same is closed to the public. The provisions of this section shall not pertain to persons having a written facility use or special event



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permit issued by the Town allowing them to be or remain in any part of any Town managed land beyond normal operating hours. Failure of any person to leave a Town managed land after direction and request has been made by a law enforcement officer or authorized Town official/personnel shall constitute a trespass.

7. The Town may establish exceptions to the operating hours as set forth above for certain uses and when it is otherwise in the interest of the public health, safety, or welfare. Any such exceptions shall be posted at the Town managed land entrance and obeyed accordingly. Any Town managed land, or any part thereof, may be closed to the public by the Town at any time and for any interval of time, whether temporarily or at regular and stated intervals (daily or otherwise), either entirely or for certain uses, as the Town shall find reasonably necessary.
8. Animals Prohibited in Parks and on Beaches.
9. Any person, entity, group, or organization engaging in speech, expression, or assembly, which is protected by the First Amendment of the United States Constitution or by Article I, Section 4 of the State of Florida Constitution, may do so in any Town managed land, subject to reasonable time, place, and manner regulations as established by the Town.
10. No person shall engage in any activity in any Town managed land that is or may be dangerous to the health, safety, or welfare of themselves or others.
11. No person shall engage in any activity in any department managed land that interferes with the use and enjoyment of the recreation facility by others.

What to Expect

Once your application is received, it will be reviewed for completeness and accuracy. Incomplete applications will be returned to the applicant.

Complete applications will be forwarded to each Town department for their individual review and comments. This process normally takes 5-7 business days. Should a question or clarification be necessary as a result of the review process, the applicant will be contacted for additional information or clarification.

At the conclusion of the individual department review process, the application is placed on the next agenda of the Parks Board. The Parks Board meets the second Wednesday of each month, 7 PM in the Masny Room, located at 507 Ocean Ave, Melbourne Beach. Applicants are encouraged to attend and be prepared to answer questions posed by members of the Parks Board.

Should the Parks Board recommend approval, the application will then be forwarded to the Town Manager and in some cases the application will be forwarded to the Town Commission for final disposition. The Town Commission meets the third Wednesday of each month in the Melbourne Beach Community Center, 509 Ocean Avenue, 6:30 PM. Applicants are encouraged to be in attendance at the commission meeting and be prepared to answer questions posed by the commission.

If the application requires Commission approval, the process may take approximately 45-90 days. If the application does not require Commission approval, the process may take 30-45 days. It is important to



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ♦ ESTABLISHED 1883

submit your application well in advance of your proposed activity and may be submitted up to a year in advance. Applicants will be notified after the final approval or disapproval is received from either the Town Manager or Town Commission.

We hope you find this Special Event Information to be of value to you. If we can be of service or should you have any comments or questions, please feel free to contact us at 321-724-5860.

RYCKMAN PARK & PAVILION



Event area: Ryckman Park & Pavilion

Perkins Specs: Existing is sufficient - same as Zabiński's

- ① Music Stage and speeches - Voltage/Amps sufficient
- ② Seating area for Music and speeches - will cater chairs/tents
- ③ Food and Drinks ⑤ Alcohol area/service
- ④ Booths, tents, video projector (shade)

Town Commission Meeting

Section: New Business
Meeting Date: August 16, 2023
From: Wyatt Hoover, Mayor
RE: Endorse legislation to aid first responders

Background Information:

From: Mackenzie Campbell <mcampbell@commonwealthstrategic.com>
Sent: Monday, July 24, 2023 2:16 PM
To: Mackenzie Campbell <mcampbell@commonwealthstrategic.com>
Subject: Please endorse legislation to aid your first responders

Hello Mayor,

I am reaching out to request your endorsement of the **Homes for Every Local Protector, Educator, and Responder (HELPER) Act**, a bipartisan federal bill which would aid Florida's police, firefighters, EMTs, and teachers.

The **HELPER Act** would support police and corrections officers, firefighters, EMTs and paramedics, and preK-12 teachers by providing a VA-style home loan program. A HELPER loan would provide 100% financing and eliminate monthly mortgage insurance payments for a first-time home purchase. In addition to making housing more affordable for these public servants, it would serve as an incentive that would help your city recruit and retain these critical workers.

Additionally, many of your Florida colleagues have already endorsed the HELPER Act:

- Florida Police Chiefs Association
- Florida Association of Mortgage Professionals
- City of DeLand Policy Department
- Florida Deputy Sheriffs Association
- Levy County Sheriff
- Flagler County Sheriff
- Volusia County Sheriff
- Mayor of Fort Myers

You can find an endorsement letter from some of them attached. Although the HELPER Act did not pass last Congress, we have reintroduced it in both the [House](#) and [Senate](#) with bipartisan support. If you are willing to endorse the HELPER Act, please sign the attached draft letter of support. Your endorsement will go a long way toward getting the bill passed. Thank you.

Best,
Mackenzie
Mackenzie Campbell
Government Affairs Coordinator
[Commonwealth Strategic Partners](#)
774.404.4361

Recommendation:

Please consider approving a Mayoral endorsement of the HELPER Act

Attachments:

- Sample Letter of Support
- Letter of Support from City of Fort Myers
- Letter of Support from Florida Deputy Sheriffs Association
- Letter of Support from Florida Police Chiefs Association

City Letterhead

DATE

The Honorable Kevin McCarthy
 Speaker of the House
 United States House of Representatives
 Washington, D.C. 20515

The Honorable Chuck Schumer
 Majority Leader
 United States Senate
 Washington, D.C. 20510

The Honorable Hakeem Jeffries
 Democratic Leader
 United States House of Representatives
 Washington, D.C. 20515

The Honorable Mitch McConnell
 Republican Leader
 United States Senate
 Washington, D.C. 20510

Dear Speaker McCarthy, Majority Leader Schumer, Leader Jeffries, and Leader McConnell:

On behalf of CITY, I am honored to write in strong support of S.1514 and H.R.3170, the Homes for Every Local Protector, Educator, and Responder (HELPER) Act, introduced by U.S. Senators Marco Rubio (R-FL), John Ossoff (D-GA), Sherrod Brown (D-OH), Raphael Warnock (D-GA), Robert Menendez (D-NJ), Catherine Cortez Masto (D-NV), and Richard Blumenthal (D-CT) and U.S. Representatives John Rutherford (R-FL) and Bonnie Watson Coleman (D-NJ).

The HELPER Act would create a home loan program within the Federal Housing Administration to help our law enforcement officers, firefighters, EMTs, paramedics, and preK-12 teachers (“first responders”) by making homeownership more affordable. Too often, our civil servants struggle to afford their first home. Because of this, we are writing in support of the HELPER Act, which would help our civil servants access the housing they need to serve their communities.

First responders dedicate their lives to protecting and serving their fellow Americans. The COVID-19 pandemic has only made clearer the ongoing challenges that these brave first responders face. It is time we honor them for their service. To that end, the HELPER Act program will function similarly to the home loan program managed by the Department of Veterans Affairs. Managed by the Federal Housing Administration, it will allow law enforcement officers, fire fighters, EMTs, paramedics, and preK-12 teachers to obtain a low-interest, fully insured home loan with no down payment and no monthly mortgage insurance costs for a first-time home purchase.

Our nation’s first responders have demonstrated their unwavering commitment to their communities. Even amidst a deadly pandemic, these heroes have served without hesitation. We believe they have earned access to affordable housing so that they can provide for their families and continue to serve their communities. We hope you will join CITY in support of the HELPER Act, and we look forward to working with you on this important matter.

Sincerely,

[SIGNATURE]

PRINT NAME



City of Fort Myers
Kevin B. Anderson
Mayor

June 29, 2023

The Honorable Kevin McCarthy
 Speaker of the House
 United States House of Representatives
 Washington, D.C. 20515

The Honorable Chuck Schumer
 Majority Leader
 United States Senate
 Washington, D.C. 20510

The Honorable Hakeem Jeffries
 Democratic Leader
 United States House of Representatives
 Washington, D.C. 20515

The Honorable Mitch McConnell
 Republican Leader
 United States Senate
 Washington, D.C. 20510

Dear Speaker McCarthy, Majority Leader Schumer, Leader Jeffries, and Leader McConnell:

On behalf of the City of Fort Myers, I am honored to write in strong support of S.1514 and H.R.3170, the Homes for Every Local Protector, Educator, and Responder (HELPER) Act, introduced by U.S. Senators Marco Rubio (R-FL), John Ossoff (D-GA), Sherrod Brown (D-OH), Raphael Warnock (D-GA), Robert Menendez (D-NJ), Catherine Cortez Masto (D-NV), and Richard Blumenthal (D-CT) and U.S. Representatives John Rutherford (R-FL) and Bonnie Watson Coleman (D-NJ).

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Sincerely,

Kevin Anderson
 Mayor, City of Fort Myers

2200 Second Street • Fort Myers, Florida 33901 • (239) 321-7020

Mailing Address: P.O. Box 2217 • Fort Myers, Florida 33902

e-mail: mayoranderson@cityftmyers.com

FLORIDA DEPUTY SHERIFFS ASSOCIATION



Post Office Box 12519
Tallahassee, Florida 32317-2519
Telephone 850/877-2165
FAX 850/878-8665
www.fldeputysheriffs.org

May 31, 2023

The Honorable Kevin McCarthy
Speaker of the House
United States House of Representatives
Washington, D.C. 20515

The Honorable Chuck Schumer
Majority Leader
United States Senate
Washington, D.C. 20510

The Honorable Hakeem Jeffries
Democratic Leader
United States House of Representatives
Washington, D.C. 20515

The Honorable Mitch McConnell
Republican Leader
United States Senate
Washington, D.C. 20510

Dear Speaker McCarthy, Majority Leader Schumer, Leader Jeffries, and Leader McConnell:

On behalf of Florida Deputy Sheriffs Association (FDSA), I am honored to write in strong support of S.1514 and H.R.3170, the Homes for Every Local Protector, Educator, and Responder (HELPER) Act, introduced by U.S. Senators Marco Rubio (R-FL), John Ossoff (D-GA), Sherrod Brown (D-OH), Raphael Warnock (D-GA), Robert Menendez (D-NJ), Catherine Cortez Masto (D-NV), and Richard Blumenthal (D-CT) and U.S. Representatives John Rutherford (R-FL) and Bonnie Watson Coleman (D-NJ).

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Our nation’s first responders have demonstrated their unwavering commitment to their communities. Even amidst a deadly pandemic, these heroes have served without hesitation. We believe they have earned access to affordable housing so that they can provide for their families and continue to serve their communities. We hope you will join FDSA in support of the HELPER Act, and we look forward to working with you on this important matter.

Sincerely,

A. Keith Dean, CPA
Executive Director



Florida Police Chiefs Association

Serving Florida's Law Enforcement Since 1952

May 11, 2023

The Honorable Kevin McCarthy
Speaker of the House
United States House of Representatives
Washington, D.C. 20515

The Honorable Chuck Schumer
Majority Leader
United States Senate
Washington, D.C. 20510

The Honorable Hakeem Jeffries
Democratic Leader
United States House of Representatives
Washington, D.C. 20515

The Honorable Mitch McConnell
Republican Leader
United States Senate
Washington, D.C. 20510

Dear Speaker McCarthy, Majority Leader Schumer, Leader Jeffries, and Leader McConnell:

On behalf of the Florida Police Chiefs Association I am honored to write in strong support of S.1514 and H.R.3170, the Homes for Every Local Protector, Educator, and Responder (HELPER) Act, introduced by U.S. Senators Marco Rubio (R-FL), John Ossoff (D-GA), Sherrod Brown (D-OH), Raphael Warnock (D-GA), Robert Menendez (D-NJ), Catherine Cortez Masto (D-NV), and Richard Blumenthal (D-CT) and U.S. Representatives John Rutherford (R-FL) and Bonnie Watson Coleman (D-NJ).

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Our nation’s first responders have demonstrated their unwavering commitment to their communities. Even amidst a deadly pandemic, these heroes have served without hesitation. We believe they have earned access to affordable housing so that they can provide for their families and continue to serve their communities. We hope you will join the Florida Police Chiefs Association in support of the HELPER Act, and we look forward to working with you on this important matter.

Sincerely,

Jennifer “Cookie” Pritt
Executive Director

Town Commission Meeting

Section: New Business
Meeting Date: August 16, 2023
From: Elizabeth Mascaro, Town Manager
RE: Geotechnical Services

Background Information:

A request for the installation of a Skate Park in Ryckman Park has been brought to the Commission. In order to determine if the location for the skate park in the current swale area next to the tennis court is suitable, a geotechnical engineering company needs to be perform a series of tests on the location.

Recommendation:

Review and consider KSM Engineering and Testing to perform the required test to determine the feasibility of the swale are being converted into a skate park for a fee of \$1200.00

Attachments:

KSM Engineering and Testing proposal

Headquarters
11345 U.S. Highway 1
Sebastian, FL. 32958
Orlando
723 Progress Way
Sanford, FL. 32771



Mailing
P.O. Box 78-1377
Sebastian, FL. 32978
Phone: 772-589-0712
C.A. # 5693
KSMengineering.net

Professional Service Agreement

July 28, 2023

Client Name: **Town of Melbourne Beach (Government/Municipality)**
Attn: Town Manager Elizabeth Mascaro
507 Ocean Avenue
Melbourne Beach, FL 32951

Re: **Proposal for Geotechnical Engineering Services – Ryckman Park Retention**
507 Ocean Avenue
Melbourne Beach, FL

Dear Mr. Runte,

Thank you for the opportunity to submit a proposal to perform geotechnical engineering services on the above referenced project. Keller, Schleicher and MacWilliam Engineering and Testing, Inc. (referred to as “KSM” or “Engineer”) will be providing the following geotechnical engineering and/or testing services relating to the above mentioned Project at the locations indicated by the client, in accordance with the Industry Standard of Care and the current Florida Building Code.

Project Description – KSM understands a small skate park is planned over the existing retention area.

1. Perform one (1) constant head permeability test in the field. Also, obtain required Shelby tube soil samples per each soil type encountered in order to perform both a constant head horizontal and vertical permeability tests in our laboratory.
2. Perform engineering calculations to determine the permeability coefficient “K” values along with estimate the normal wet-season and dry-season water tables for each test location. A geotechnical report will be provided with the results of the constant head test and laboratory permeability tests.
3. Perform one (1) soil boring to a depth of 15 feet below grade in order to classify the encountered soil profile in accordance with the Unified Soil Classification System.

Our fee to complete the geotechnical investigation and engineering services, including the furnishing of all material along with labor necessary for the laboratory testing and preparing the report shall be \$1,200.00.

This does not include any clearing that may be needed to access the boring location. We look forward to working with you on this project.

Respectfully Submitted,

Accepted this _____ day of _____, 20____, by

Signature

Edgar S. MacWilliam
Vice President of Operations
ESM/jl/KSM

Printed Name

proposal is good for 60 days

All invoices are due upon receipt. Invoices over This thirty days late will be charged a 1.5% late fee.

Headquarters
11345 U.S. Highway 1
Sebastian, FL. 32958
Orlando
723 Progress Way
Sanford, FL. 32771



Mailing
P.O. Box 78-1377
Sebastian, FL. 32978
Phone: 772-589-0712
C.A. # 5693
KSMengineering.net

Schedule and Additional Services

KSM will work closely with the Client to establish a favorable schedule to complete all field and laboratory work. The above indicated fee is based on the site being open and accessible for our truck-mounted drill rig or for a KSM technician to gain access to the project site to complete the requested geotechnical testing. Open and accessible means that a normal size truck can safely drive into the site and perform the required borings, heavily wooded areas or sites with steep inclines or declines will need to be cleared / altered in order for KSM to access the site safely. **Additional fees will apply if another drill rig is required to be mobilized to complete the required soil boring or if our technicians are unable to perform the requested testing.** Please note that if unsuitable material is encountered, KSM will have to mobilize another drill rig as the truck-mounted drill rig is not designed for deep borings and reserves the right to amend our total fee. If additional locations are requested after the approval of this Agreement, KSM reserves the right to amend as required based upon the request.

Cancellation Terms

KSM's schedule to complete the requested field work varies each day and is unfortunately weather dependent. If KSM is unable to perform the required field work due to unforeseen weather conditions, KSM will automatically move your project onto the next available workday and the client shall be notified. Please note that if you wish to cancel any services to be performed by KSM, the client must do so in writing and prior to the scheduled day of the service. Cancellation via phone is not accepted unless accompanied by an email the same day. Cancellation after field work has begun or completed will be subjected to partial or full payment of the agreed upon fee and the client agrees to pay the fees to cover the work completed.

Limitation of Liability

The client hereby agrees, to the fullest extent permitted by law, that KSM's and its officers and employees total liability to the client and all others for any and all injuries, claims, losses, expenses, damages (including consequential damages), or claim expenses arising out of the agreement or its breach, from any cause shall not exceed \$1,000 or the total amount of the Service provided, whichever is greater. Such causes include, but are not limited to, KSM negligence, errors, omissions, strict liability, breach of contract, and breach of warranty. The client agrees to defend, indemnify and hold KSM harmless from all claims for liability in excess of the limits set forth above, for injury or loss sustained or alleged by any person or entity, whether a party to the agreement or not, and allegedly arising out of KSM performance or services.

Client Terms & Conditions

KSM will perform the Services in accordance with the following "Industry Standard of Care: (A) in a prompt, diligent, competent and professional manner; (B) during normal business hours for Client; and (C) in accordance with: (1) that degree of care and skill exercised by engineers providing similar services to other customers and in accordance with the custom and trade of KSM's industry; (2) any practices otherwise specified in writing by Client to KSM; (3) the specific plans, specifications, standards, descriptions, recommendations and drawings that have been provided to KSM including, without limitation, any amendments or alterations to them made by Client from time to time; and (4) in compliance with all applicable laws, including any and all state engineering rules and regulations. In the event KSM shall provide any type of inspection services, it is understood and agreed that KSM neither guarantees such contractors' or subcontractors' performance nor assumes any duty to supervise construction and safety procedures followed by the Client or its contractor(s) and subcontractor(s) nor for any public liability for property damage caused through acts of the Client and its contractor(s) and subcontractor(s).

Client recognizes that KSM is not responsible for or have control over means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the construction of a building or project on the behalf of Client or the Client's customers, nor shall KSM be responsible for Client and its contractor(s) or subcontractor(s) failing to comply with building code or specific recommendations or structural design by KSM. If Client makes any alteration to the provided report or permit drawings without the consent of KSM in connection with any reuse by Client, Client shall defend, indemnify and hold harmless KSM against claims arising solely out of such alteration; provided, however, nothing herein shall be deemed to release KSM from liability for that portion of the Project Documents prepared by KSM.

Headquarters
11345 U.S. Highway 1
Sebastian, FL. 32958
Orlando
723 Progress Way
Sanford, FL. 32771



Mailing
P.O. Box 78-1377
Sebastian, FL. 32978
Phone: 772-589-0712
C.A. # 5693
KSMengineering.net

Any claim arising out of or related in any way to this Completed Service or Agreement (a "Claim") shall be subject to mediation as a condition precedent to binding dispute resolution. Unless the Parties mutually agree otherwise, mediations under this Agreement shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The Parties shall share the mediator's fee and any filing fees equally. The mediation proceeding shall be held in the city with the largest population in the state in which a project for which Services are provided is located over which the dispute arises. If the Parties do not resolve a dispute through mediation, the method of binding dispute resolution shall be Litigation in a court of competent jurisdiction. DUE TO THE SPECIALIZED NATURE OF CONSTRUCTION LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHT TO A TRIAL BY JURY.

PURSUANT TO SECTION 558.0035 FLORIDA STATUTES; KELLER, SCHLEICHER and MacWILLIAM IS THE RESPONSIBLE PARTY FOR THE PROFESSIONAL SERVICES IT AGREES TO PROVIDE UNDER THIS AGREEMENT. NO INDIVIDUAL PROFESSIONAL EMPLOYEE, AGENT, DIRECTOR, OFFICER, PRINCIPAL, ETC. MAY BE INDIVIDUALLY LIABLE FOR NEGLIGENCE ARISING OUT OF THIS CONTRACT OR SERVICE.

Town Commission Meeting

Section: New Business
Meeting Date: August 16, 2023
From: Elizabeth Mascaro, Town Manager

Background Information:

The installation of a skate park in Ryckman Park is being considered utilizing the swale to the east of the tennis court. In order to determine if this location will accommodate the skate park a survey is required.

Recommendation:

Review and consider the attached proposal from Kane Surveying, Inc to survey the proposed location for the skate park at a cost of \$1,800.00

Attachments:

Proposal from Kane Surveying, Inc.

KANE SURVEYING, INC.

Town of Melbourne Beach (Government/Municipality)
 Attn: Town Manager Elizabeth Mascaro
 507 Ocean Ave
 Melbourne Beach, FL 32951

Proposal #: 20230728-2a
 Subject: Proposal for Topographic survey for Ryckman Park Retention.

Thank you for the opportunity to submit this proposal for surveying services. I have reviewed the project requirements and I have listed the following services that I feel will be necessary.

Site:

A portion of Brevard County Tax Parcel 28-38-07-FY-1-1, aka Rykman Park.
 See Exhibit for survey area which is depicted as the highlighted area.

Scope of Services

Topographic Survey:

Elevations will be based on NAVD 1988 (unless otherwise requested) and the survey will include all fixed and visible improvements including, trees, visible utilities, fences, swales.
 Survey will provide sufficient overlaps for design.

Cost:

\$1,800.00 (Eighteen hundred)

Time:

Based on our current schedule it will take approximately 5 weeks to complete this survey.

Terms: : Fees will be billed as services are completed unless otherwise expressly provided. All bills are payable upon presentation. All bills are payable upon presentation. The balance as stated on the billing invoice from Surveyor to Client is correct, conclusive and binding on Client unless Client within fifteen (15) days from the date of receipt of the billing notifies Surveyor in writing of the particular item (or items) alleged to be incorrect.

In the event of default, the client will be liable for all costs of collection, including reasonable attorney's fees and court costs. It is understood that payment of surveying fees is not subject to any other conditions and that payment will be made regardless of approval or disapproval of the proposed development.

By authorizing this proposal the client grants permission or will gain permission for the surveyor to cut, trim or remove underbrush by manual means or mulching machinery. Brushing will be limited to only what is necessary and no trees greater than 6" dbh will be intentionally cut or damaged.

Client is responsible for providing a recent Title Commitment or Title Opinion prior to the competition of the survey.

Client is responsible for arranging for Utility Locates and Vehicular Access to the subject parcel(s).

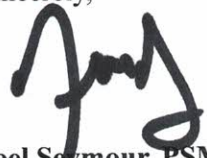
Client is responsible for notifying the current property owner or lessee that surveying will be taking place on, in and around the subject parcel.

Client is responsible for arranging for wetland flag location if an environmental report indicates the presence of wetlands. Wetland flags will be located and depicted on the survey at no additional cost.

Authorization:

To authorize our services, please have the parties responsible for payment send a signed copy of this proposal. If you have any questions regarding this proposal, please contact me at (321) 676-0427. Thank you for considering *Kane Surveying, Inc.* for this project.

Sincerely,

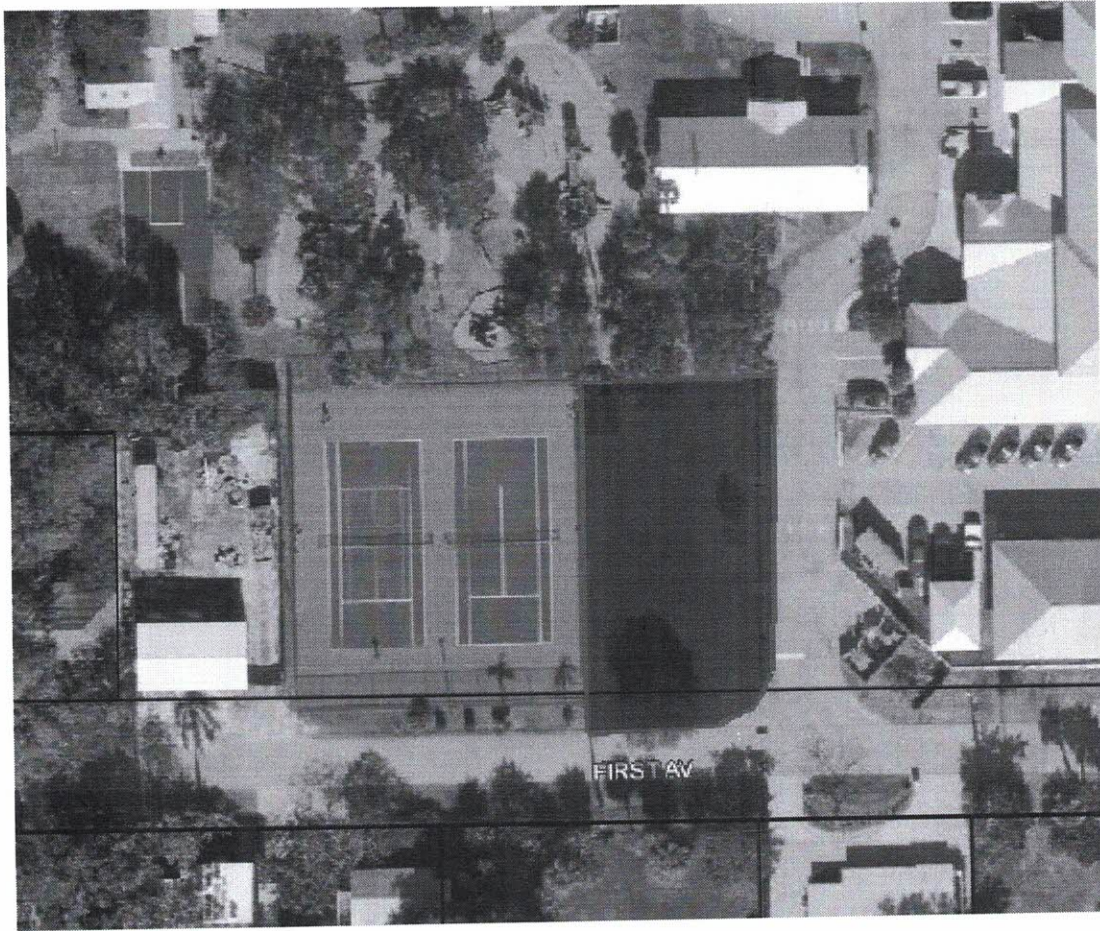


Joel Seymour, PSM

Approved by (Client): _____ **Date:** _____

Company: _____ **Phone:** _____

**505 DISTRIBUTION DRIVE
MELBOURNE, FLORIDA • 32904
PHONE: (321)-676-0427 • FAX: (321)-984-1448**



Regular Town Commission Meeting Agenda

Section: New Business
Meeting Date: August 16, 2023
Subject: Resolution 2023-02 Budget Amendment
Submitted By: Jennifer Kerr, Finance Manager

Background Information

Carryforward Fund Balances to utilize from Fiscal Year (FY) 2022 to FY 2023

In April of 2020 the Department of Treasury, Internal Revenue Service (IRS) sent the Town of Melbourne Beach a check in the amount of \$6,236.58. Due to the COVID pandemic we were unable to make contact with staff at the IRS to find out why the Town received the check. In FY2023 discussion with the IRS determined that the check received was the result of an error made by the IRS. In January of 2020 the IRS took the first tax payment made for the year 2020 in the amount of \$9,364.03 and applied it to fees and interest owed in the tax year 2019. The remaining balance was then refunded to the Town. To resolve this issue and to move forward in the process to make a claim for refund and request for abatement of all fees and interest the Town had to pay the outstanding tax payment of \$9,364.03 from January of 2020. This amount is equal to the \$6,236.58 refund and the \$3,127.45 in fees and interest.

Recommendation:

Approval of Resolution 2023-02 Budget Amendment

Attachments:

Proposed Resolution 2023-02

RESOLUTION NO. 2023-02

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2022-2023; AMENDING RESOLUTION NO 2022-08 RELATED TO THE USE OF ALL BALANCE CARRY FORWARDS FOR ALL FUNDS INCLUDING THE GENERAL FUND; AMENDING EXPENDITURES FOR THE TOWN'S GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2022 and ending September 30, 2023 by Resolution No 2022-08; and

WHEREAS, this Resolution amends Resolution No. 2022-08 covering the period October 1, 2022 to September 30, 2023; and

WHEREAS, the Town Commission of the Town of Melbourne Beach has conducted the requisite public hearing(s) on this resolution as required by Section 166.241, Florida Statutes and Section 15-6, Melbourne Beach Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, as follows:

Section 1. That the 2022-2023 Town Budget for all Funds including the General Fund and Resolution 2023-02 adopting the aforesaid amended budget is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended.

#1. Carry Forward Revenue Balances for Utilization form FY2022 to FY2023 for the following Funds:

Fund 103 – Fire Donations Fund in the amount of \$17,047.89
 Fund 104 – Environmental Advisory Board in the amount of \$5,374.00
 Fund 105 – Christmas Decorations in the amount of \$1,292.81
 Fund 121 – Police Education Book Fund in the amount of \$11,712.07
 Fund 124 – Building Department Education Fund in the amount of \$2,606.34
 Fund 141 – Stormwater Utility Fund in the amount of \$1,186.20
 Fund 145 – American Rescue Plan in the amount of \$1,617,166.63
 Fund 172 – Ocean Park Parking Fund in the amount of \$68,333.29
 Fund 202 – Stormwater Bond Debt Fund in the amount of \$692,002.15
 Fund 333 – Long Term Capital Projects Fund in the following amounts:
 Dept. 19 - \$225,080.40
 Dept. 21 - \$ 19,000.00
 Dept. 22 - \$111,252.01
 Dept. 41 - \$ 32,145.55

Dept. 75 - \$ 6,000.00

Total: \$393,477.96

Fund 341 – Stormwater in the amount of \$66,702.89

Fund 351 – Beautification in the amount of \$46,686.30

Fund 390 – Historic Preservation and Awareness Fund in the amount of \$8,249.77

Fund 391 – Old Town Hall History Center Fund in the amount of \$22,852.08

Fund 622 – Police Donations Fund in the amount of \$9,204.74

#2. Transfer funds from the operating cash account to the General Fund (001) Department 19 to cover the expense of payroll taxes from FY2020:

Transfer \$9,364.03 from the Operating Cash Account to the General Fund.

#3. Increase the following expenditure in the fund listed below due to an increase in expense:

Fund 001 General Fund:

001-19-510.49.99 – Miscellaneous from \$300.00 to \$9,664.03

Section 2. That the amounts shown in Section 1. of the Resolution are hereby appropriated out of the treasury of the Town and any revenues accruing to the Town available for said purposes of the Town’s budgetary accounts.

Section 3. That the Town Manager is hereby authorized and directed to proceed with the implementation of the service programs and projects provided for in the budget. Such implementation is to be consistent with the provisions of the Town Code of Ordinances and policies established by the Mayor and Town Commission.

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of August 16, 2023.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 16th day of August, 2023.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Wyatt Hoover, Mayor

ATTEST:

Amber Brown

Town Clerk

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Town Manager Report for August 2023

1. Attended City -County Managers lunch. Discussed annual salary increases, the difficulty hiring new Police Officers, millage rates, and the lifeguard situation.
2. Attended Planning and Zoning meeting for one site plan review (passed).
3. Attended final budget workshop.
4. Met with Scott Glaubitz to discuss future swale programs.
5. Met with Jim Turner to discuss layout of Veterans Memorial in Circle Park.
6. Discussed possible equipment and uses for area formerly used by bocce court.

AUGUST 2023 TASK LIST

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Parking Stickers	3/15/2023	8/16/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
7/19/2023	Town Manager – Provided 2 draft mockups, waiting on additional edits				
6/28/2023	Town Manager – Waiting on the mockup, concept is smaller, circle, one color background with the year on it. Look into why they turn brown				
4/19/2023	Town Manager – When people come in they are being told that the sticker is switching to a yearly sticker; the new sticker will be smaller and have a solid color with the year. Bring a draft of the sticker in June.				
3/15/2023	Added to Action Items – Timing for when residents can start requesting the new sticker, look at alternate vendors for the sticker for higher quality, and how to differentiate the sticker from year to year.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
S.E.A. PROJECT	2/17/2021	8/16/2023		Mayor Hoover	Town Manager
Date	Directions/Notes				
7/19/2023	Town Manager – Received drawings from Bowman next step is scheduling a workshop				
3/15/2023	Put on the Town Commission Workshop				
1/18/2023	Town Manager – Waiting on the concept drawings from Bowman.				
11/16/2022	TM – Next step is the concept drawings and sidewalks Corey Runte – Get a quote from the Town’s secondary civil engineering company				
9/21/2022	Waiting to hear back from BSE				
7/20/2022	TM – The workshop is scheduled for August 24 th at 6:30 pm.				
6/15/2022	Town Manager – Spoke with Neal, 2 proposed dates in August, bring final date next month				
5/18/2022	Town Manager – additional parking spots are done, planting in Bicentennial Park was done, new poles along Ocean Ave are in the works. The next big-ticket item is underground retention for stormwater Mayor Hoover – FDOT will be doing their portion of A1A fiscal year 2026. Schedule a public workshop in July.				
04/20/2022	Town will have a tent during Founders Day to discuss the S.E.A. Vision and get feedback from the residents. Waiting on estimates for new Town signs from Fast Signs. Flowers planted at the very north end of Bi-Centennial. Flowers also planted around Ryckman House. Established 4 more spaces for golf cart parking.				

AUGUST 2023 TASK LIST

2/16/2022	Town Manager Mascaro has met with the resident volunteer and they are currently working on the plan – she will provide another update again in March. Mayor Hoover suggested researching FDOT funding for Bicentennial Park and making it an entrance to the Town with a more impressive sign.				
1/17/2022	Vision statement was approved. An update will be given at February RTCM.				
12/15/2021	Update at January RTCM with Dix Height information.				
10/20/2021	Discussed during meeting in depth. Update at Nov. RTCM				
9/15/21	Currently working on RFP for gardening services and will present it at next RTCM as an agenda item. TM has not been able to make contact with Susan Hall				
8/18/2021	Added landscaping of Parks to Action item – and discussed RFP for landscaping services				
7/21/2021	Check in with Susan (include VM Barton) and update at August RTCM				
6/16/2021	Commission will no longer pursue FDOT grant but will continue research of other funding and grants.				
4/21/2021	Commission approved increasing payment. Grant will be awarded in June. Update July RTCM				
3/17/2021	VM Barton researched FDOT landscape grant. Commission approved \$5,000 to begin landscape design process with an architectural designer. Discuss at April TCW and April RTCM.				
2/17/2021	Explore grants, etc. Discuss at TCW on March 3, 2021				
12/2/2020	<i>Mayor Hoover suggested they do the necessary research and reach out to landlords and business owners, starting with the area east of the traffic light on both sides of the road north and south – and then meet again to discuss in February. Plan for workshops with business owners and PNZ involvement</i>				
12/16/2020	<i>Commissioner Walters requested the Town research a better microphone system, including the option of wireless microphones. He feels the sound quality of the current microphones is very poor. Dual timers were also requested by the Commission (we have one and need one more).</i>				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Sixth Ave boat ramp improvements	8/17/2022	8/16/2023		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
7/19/2023	Mayor – Neighboring property put in a taller dock that is getting destroyed, so if the Town put in a small dock it would not last long				
6/28/2023	Look into grant opportunities				
3/15/2023	Put on the Town Commission Workshop				

AUGUST 2023 TASK LIST

2/15/2023	Tom Davis- met with Bowman Engineering at Sixth Ave boat ramp to get them to draw something up				
1/18/2023	Tom Davis – installed the geogrid and painted the wall, considering installing a kayak rack Commissioner Corey Runte – come up with future vision plans and get concept drawings/proposals to beautify it and address parking				
11/16/2022	Joyce Barton – Spoke about possible grant options Corey Runte – Research funding options Mayor Hoover – Start with fixing the seawall				
9/21/2022	Discussed under new business agenda item D.				
8/17/2022	Research what the exact issue is with parking that prevents the Town from getting grant money				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Lifeguard coverage	3/15/2023	9/21/2023		Wyatt Hoover	
DATE	DIRECTION/NOTES				
7/12/2023	Create a staffing plan, budget, equipment list, and all other details to bring a lifeguard program in-house. What would Ocean Park parking fees need to increase to in order to cover the cost.				
6/28/2023	Town Manager – Met with County Manager, waiting on the County Commission. Corey Runte – Asked to look into the cost of having our own lifeguard program.				
5/17/2023	Town Manager – Fire Chief Gavin Brown is the liaison for this. Right now the Brevard County Commission is looking into it				
3/15/2023	Added to Action Items – Fact finding related to funding from other municipalities, open a dialogue with Indialantic, reach out to US Lifesaving Association and Florida Beach Patrol to see what other heavy-traffic beaches are doing, make sure flag signs are up to date, options and costs to get a lifeguard at our beach year round.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTER	ASSIGNED TO
Options and costs for live streaming	9/21/2022	9/21/2023		Joyce Barton	Town Clerk
DATE	DIRECTION/NOTES				
7/19/2023	Town Clerk – Received 2 quotes still waiting on 3 others				
5/17/2023	Town Clerk – Working with a company that assists with RFPs and finding companies that do the work.				

AUGUST 2023 TASK LIST

3/15/2023	Town Clerk – Spoke with an individual who is familiar with audio/visual equipment and wanted to get a feel for the price range prior to spending time looking into products. Commission decided to send this out for RFP.
1/18/2023	Town Clerk – Contacted several companies who advised not interested, cannot get the products, or didn't respond. Will start contacting individuals that use audio visual equipment rather than companies.
11/16/2022	Town Clerk - contacted other municipalities to see how they stream and what they use and also reaching out to private companies. This item ties into the upgrades to the audio system that was approved, but not done yet to make sure the systems are compatible.
9/21/2022	Added to Action Items