



# **TOWN OF MELBOURNE BEACH**

## **REGULAR TOWN COMMISSION MEETING**

**MARCH 20, 2024**

**AGENDA PACKET**

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# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING March 20, 2024 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, March 20, 2024, in the Community Center to address the items below**

**Commission Members:**

Mayor Alison Dennington  
Vice Mayor Sherri Quarrie  
Commissioner Corey Runte  
Commissioner Marivi Walker  
Commissioner Adam Meyer

**Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
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, Unfinished 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**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Consent Agenda**
  - A. Reappointment of Parks Board Member Lisa Kishegyi
  - B. Approval of the site plan for 526 Sunset Blvd – New home
6. **Proclamations/Presentations/Awards**
  - A. Fire Department presentation including a proclamation commemorating 33 years of dedicated volunteer service to the Town of Melbourne Beach provided by Retired Fire Lieutenant Stephen Stewart, the swearing in of two new State Certified Volunteer Firefighters Michael Bellucco and George Walters, and acceptance of a donation from the MBVFA - Followed by a brief reception
  - B. Presentation by Town Attorney Ryan Knight
  - C. Fiscal Year 2023 Financial Audit presented by James Moore
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**
  - A. Consideration of pricing contract renewal with Waste Pro – Town Manager Elizabeth Mascaro
  - B. Consideration of a volunteer Beach Ambassador program – Town Manager Elizabeth Mascaro
  - C. Consideration on ordinance language changes related to sheds – Building Official Robert Bitgood
  - D. Consideration of language for the second kitchen repeal ordinance – Town Attorney Ryan Knight
  - E. Consideration to obtain a traffic engineer study for traffic calming device options – Town Manager Elizabeth Mascaro
  - F. Consideration of upcoming Regular Town Commission Meeting dates – Commissioner Corey Runte



**12. New Business**

- A. Consideration of salary for Police Chief Tim Zander – Town Manager Elizabeth Mascaro
- B. Consideration of Resolution 2024-02 – Budget Amendment – Finance Manager Jennifer Kerr

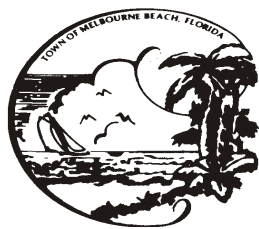
**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH,  
BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET  
FOR THE FISCAL YEAR 2023-2024; AMENDING RESOLUTION  
NO 2023-09; AMENDING EXPENDITURES FOR ALL FUNDS  
INCLUDING THE TOWN'S GENERAL FUND; ESTABLISHING  
AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT  
THE BUDGET; AND PROVIDING FOR ADOPTION**

- C. Discussion of prohibiting sleeping/camping in all zoned public places, vehicles, or any properties within Town limits – Vice Mayor Sherri Quarrie
- D. Discussion on installing a children's gaga ball pit – Commissioner Corey Runte
- E. Discussion on Code review, revision, and training related to short-term rentals and Town rules as to occupant, noise, parking, and similar short-term rental issues – Mayor Alison Dennington
- F. Discussion on creating a Citizen Advisory Board – Mayor Alison Dennington

**13. Administrative Reports**

- A. Town Attorney
- B. Town Manager

**14. Commission Reports****15. Task List****16. Public Comment****17. Adjournment**



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

1. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_
2. Home Address: \_\_\_\_\_
3. Mobile Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_
4. Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_
5. Resume or Education & Experience: \_\_\_\_\_  
 (Use additional sheets if necessary or submit resume)
6. Date of birth: \_\_\_\_\_ (to verify voter registration)  
 (optional)
7. Are you a qualified elector of the town?  YES  NO
8. Are you a resident of the town?  YES  NO
9. Do you reside in the town for at least ten (10) months of each calendar year?  YES  NO
10. Do you hold a public office?  YES  NO
11. Do you currently serve on a Town board?  YES  NO  
 If yes, which board? \_\_\_\_\_
12. Please check the board(s) you are interested in serving on:
 

<input type="checkbox"/> Audit Committee	<input type="checkbox"/> History Center Board
<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> History Preservation and Awareness
<input type="checkbox"/> Civil Service Board	<input type="checkbox"/> Parks Board
<input type="checkbox"/> Code Enforcement Board	<input type="checkbox"/> Planning and Zoning Board
<input type="checkbox"/> Environmental Advisory Board	<input type="checkbox"/> Police Pension Fund Board of Trustees
13. Why do you think you are qualified to serve on this board? \_\_\_\_\_  
 \_\_\_\_\_
14. Would you consider serving on another board other than the one(s) you have selected above?  
 YES  NO

Note: Persons appointed to certain town boards must file a financial disclosure form with the Brevard County Supervisor of Elections and Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 724-5860.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# 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: 2-26-2024

Owner: Brandon Smith

Owner Address: 300 Amberjack Place Melbourne Fl. 32901

Site Address: 526 Sunset Blvd.

Parcel ID: 28-38-06-78-\*-18

Zoning: Res.            Zoning District 3RS

Project: Single Family Home

Reference: Town of Melbourne Beach Code of Ordinances: 7A-33.

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

Staff Review: Building Official

1). The project is: New Residents

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

Lot area is 21,500                      sq. ft. (min. 10,000 sq. ft.)

Lot width is 100                      (min. 90 ft.)

Lot depth is 215                      (min. 100 ft.)

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

Lot coverage per plan is: 26.89%

Footprint of Primary Structure is 5,782                      sq. ft. with the addition.

Max allowed for Primary Structure is 6,450                      sq. ft. for Lot Area of 21,500 sq. ft.

Minimum pervious area per lot is 30%. Pervious area is    43.02 %

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

The proposed height provided is 20                      from FFE.

Flood Zone: \_\_x\_\_\_\_

**5). Zoning District Setback requirements**

<b>Proposed Primary Structure Rear Setback</b>	<b>25</b>	<b>(min. 25 ft.)</b>
<b>Proposed Primary Structure Front Setback is</b>	<b>25.5</b>	<b>(min. 25 ft.)</b>
<b>Proposed Primary Structure West Side Setback</b>	<b>15.4</b>	<b>(min. 15 ft.)</b>
<b>Proposed Primary Structure East Side Setback</b>	<b>15.6</b>	<b>(min. 15 ft.)</b>

**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**

**526 Sunset Blvd.**

<b>IMPERVIOUS</b>		<b>PERVIOUS</b>	
Primary Structure	5,782	Shed space	
Pool		Open areas	
Decks		Other	
Driveway	2,908		
Accessory Bldg	1,087		
Concrete areas		<b>TOTAL PERVIOUS</b>	<b>9,250</b>
Pavers areas	3,180		
Other			
<b>TOTAL IMPERVIOUS</b>	<b>57.00%</b>	<b>Lot Total Sq Footage</b>	<b>21,500</b>
		<b>TOTAL % PERVIOUS</b>	<b>43%</b>



**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: 526 Sunset Blvd, Melbourne Beach FL 32951

Address: 526 Sunset Blvd, Melbourne Beach FL 32951

Parcel Number(s): 28-38-06-78-\*-18

Area (in acreage): 0.49 Area (in square feet): 21,344.40

Current Zoning: 3RS Proposed Zoning: 3RS

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

Brief Description of Application: Demolition of Existing Single Family Home and Construction of New Single Family Home

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

**IV. APPLICANT INFORMATION:**

Property Owner

Name: Brandon Smith

Phone: 772-216-2361

Address: 300 Amberjack Place,

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

Melbourne Beach FL 32951

Email: brandon@reefrainaria.com

Applicant (if other than property owner)

Name: Carl Brunosson

Phone: 321-720-8021

Address: 203 E New Haven Ave

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

Melbourne FL 32901

Email: Will@groundedbuilds.com

**V. OWNER AUTHORIZATION:\***

The undersigned hereby affirms the following:

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

Signature: *Brandon Smith*

Date: 2/6/24

Print Name: Brandon Smith

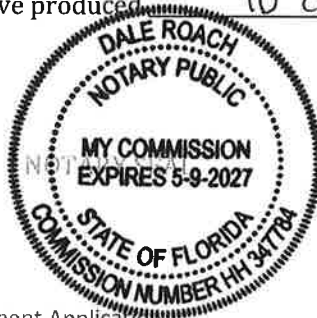
Title: Owner

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me  
this 6 day of Feb, 2024, by Brandon Smith  
who is/are personally known to me, or who has/have produced 10 copy  
as identification.

*Dale Roach*  
Signature of Notary Public, State of Florida



**VI. APPLICANT CERTIFICATION:\***

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

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

Signature: [Handwritten Signature] Date: 2/6/2024

Print Name: CARL BRUNOSSON Title: GROUNDED BUILDS - OWNER

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 6 day of Feb, 2024, by Carl Brunosson <sup>DR</sup> who is/are personally known to me, or who has/have produced ID as identification.

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



**VII. PROJECT DESCRIPTION:**

Describe Application: Demolition of Existing Single Family Home and Construction of New Single Family Home with Pool

And Pool Cabana

Provide attachment if more space is needed.

Describe Existing Conditions: Existing House is in Disrepair

Provide attachment if more space is needed.



**Future Land Use Plan Amendment\***

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed Amendment to the Future Land Use Plan is consistent with the Comprehensive Plan, and cite Comprehensive Plan Goals, Objectives and Policies in this analysis.

We intend to demolish the house using safe demolition practices to keep a dust free site with no run off. During the course of the new construction, we intend to use practices to keep a run off free work place and create a balanced site to collect and retain all stormwater created by the new residence.

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed future land use plan amendment on public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire.

Provide attachment if more space is needed.

Environmental Impacts – the applicant must provide information on the impacts of the proposed future land use plan amendment on environmental resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

**\* Provide twelve (12) copies of the completed application and all supporting documentation.**

# STORMWATER MANAGEMENT

## CALCULATIONS

FOR

**526 Sunset Boulevard  
Smith Residence  
PROJECT NO. 2023-156**

PREPARED BY:

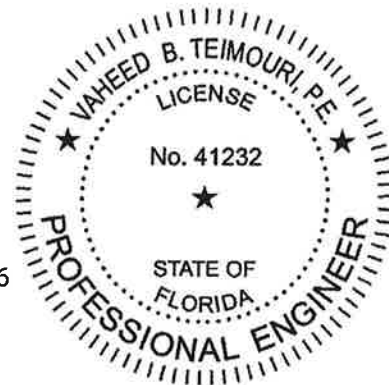
### **TEIMOURI & Associates, Inc.**

32 East New Haven Avenue  
Melbourne, Florida 32901

January 24, 2024

**Vaheed B  
Teimouri**

Digitally signed  
by Vaheed B  
Teimouri  
Date: 2024.02.06  
11:21:19 -05'00'



**Pre-Development**

Total Site Area	= 21,500 sf	Soil Type: Canaveral Palm Beach
Total Drainage Area	= 21,500 sf	Group A, $C_N = 49$
Impervious area	= 4,782 sf	$C_N = 98$
Pervious area	= 16,718 sf	$C_N = 49$
Total drainage area	= 21,500 sf	$C_N$ Weighted = 60

Time of Concentration: Using Kinematics Wave Equation

$$T = \{(0.007)(nL)^{0.8}\} \div \{(P_2)^{0.5}(S)^{0.4}\}$$

L=115 ft @ S=0.0043% (From 6.1' to 5.6')

n= 0.15,  $P_2 = 5''$

$T_c = 0.27$  hrs

**Post Development**

Total Site Area	= 21,500 sf	
Total Drainage area	= 21,500 sf	
Impervious area	= 12,250 sf	$C_N = 98$
Lake areas	= 0 sf	$C_N = 100$
Pervious area	= 9,250 sf	$C_N = 49$
Total drainage area	= 21,500 sf	$C_N$ Weighted = 77

$$T = \{(0.007)(nL)^{0.8}\} \div \{(P_2)^{0.5}(S)^{0.4}\}$$

L=65 ft @ S=2% (From 17.5' to 16.5')

n= 0.012,  $P_2 = 5''$

$T_c = 0.04$ hrs

Use 0.1 hrs as minimum

**Required Retention Volume:**

(21,500 sf X 1 /12 ft) = 1,792 cf (1" of treatment)

**Provided retention volume = 2,870 cf (1.65" treatment) @ 6.5'**

ELEVATION	AREA	VOLUME	ACC. VOLUME
6.5	4,360		2,870
		2,870	
5.5	1,380		0

## RECOVERY TIME FOR TREATMENT VOLUME FOR DRY POND

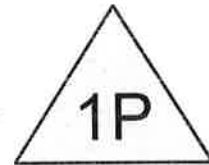
Retention Volume, cf =	2,870
Retention Elevation, ft =	7.5
Area of Retention Bottom, sf =	1,380
Bottom Elevation =	5.5
Seasonal High Water =	4.5
Horizontal Permeability, ft/hr =	1.4
Vertical Permeability, ft/hr =	1.34
Impermeable Layer, ft =	-8.5
Porosity =	0.3
Vu =	414
hv =	2
hu =	0.3
Kvu =	0.89
ld =	0.45
t sat, hr =	0.67
Remaining volume, cf =	2456
Remaining volume elev., ft =	7.4
hc = hb ,ft =	1
h2, ft =	1.9
Ht, ft =	2.9
Fy =	0.34
L, ft =	400
W, ft =	12
Fx =	0.5
H, ft =	13
D, ft=	13.5
t, hrs. =	7.62
t total, hrs. =	8.29



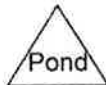
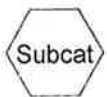
Pre-Development



Site, Post-development



Dry Pond



**526 Sunset**

Prepared by Teimouri &amp; Associates, Inc

Printed 2/6/2024

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**Rainfall Events Listing (selected events)**

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	10yrFLII	Type II FL 24-hr		Default	24.00	1	8.00	2

**526 Sunset**

Prepared by Teimouri &amp; Associates, Inc

Printed 2/6/2024

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**Area Listing (all nodes)**

Area (acres)	CN	Description (subcatchment-numbers)
0.391	98	(1S, 2S)
0.212	49	(2S)
0.384	49	50-75% Grass cover, Fair, HSG A (1S)
<b>0.987</b>	<b>68</b>	<b>TOTAL AREA</b>

**526 Sunset**

Type II FL 24-hr 10yrFLII 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 Stor-Ind+Trans method - Pond routing by Stor-Ind method

**Subcatchment 1S: Pre-Development** Runoff Area=21,500 sf 22.24% Impervious Runoff Depth=3.33"  
 Flow Length=115' Slope=0.0043 '/' Tc=16.2 min CN=60 Runoff=0.98 cfs 0.137 af

**Subcatchment 2S: Site, Post-development** Runoff Area=21,500 sf 56.98% Impervious Runoff Depth=5.27"  
 Tc=10.0 min CN=77 Runoff=1.67 cfs 0.217 af

**Pond 1P: Dry Pond** Peak Elev=7.37' Storage=2,192 cf Inflow=1.67 cfs 0.217 af  
 Outflow=0.79 cfs 0.217 af

**Total Runoff Area = 0.987 ac Runoff Volume = 0.354 af Average Runoff Depth = 4.30"**  
**60.39% Pervious = 0.596 ac 39.61% Impervious = 0.391 ac**



**526 Sunset**

Prepared by Teimouri & Associates, Inc

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Type II FL 24-hr 10yrFLII Rainfall=8.00"

Printed 2/6/2024

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**Summary for Subcatchment 1S: Pre-Development**

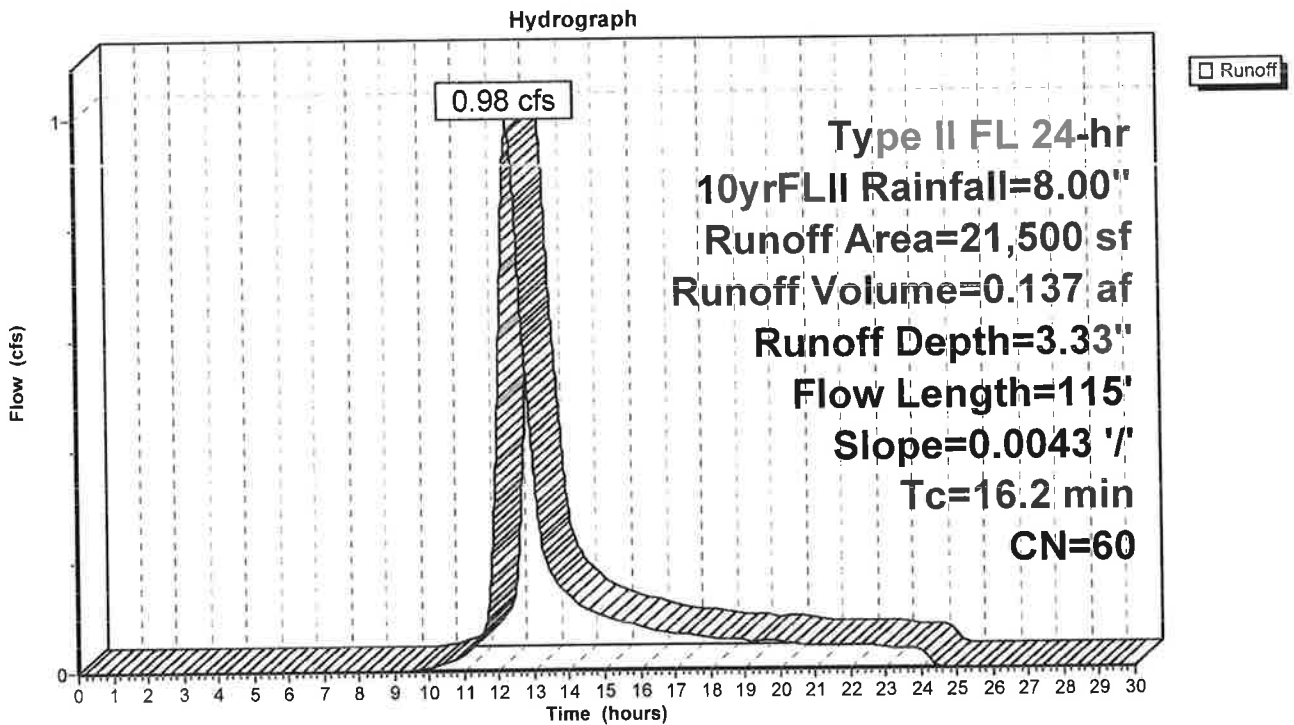
Runoff = 0.98 cfs @ 12.33 hrs, Volume= 0.137 af, Depth= 3.33"

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 10yrFLII Rainfall=8.00"

Area (sf)	CN	Description
16,718	49	50-75% Grass cover, Fair, HSG A
* 4,782	98	
21,500	60	Weighted Average
16,718		77.76% Pervious Area
4,782		22.24% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
16.2	115	0.0043	0.12		Sheet Flow, Grass: Short n=0.150 P2= 5.00"

**Subcatchment 1S: Pre-Development**



**526 Sunset**

Type II FL 24-hr 10yrFLII Rainfall=8.00"

Prepared by Teimouri &amp; Associates, Inc

Printed 2/6/2024

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**Hydrograph for Subcatchment 1S: Pre-Development**

Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)	Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)
0.00	0.00	0.00	0.00	26.50	8.00	3.33	0.00
0.50	0.02	0.00	0.00	27.00	8.00	3.33	0.00
1.00	0.07	0.00	0.00	27.50	8.00	3.33	0.00
1.50	0.12	0.00	0.00	28.00	8.00	3.33	0.00
2.00	0.18	0.00	0.00	28.50	8.00	3.33	0.00
2.50	0.23	0.00	0.00	29.00	8.00	3.33	0.00
3.00	0.28	0.00	0.00	29.50	8.00	3.33	0.00
3.50	0.34	0.00	0.00	30.00	8.00	3.33	0.00
4.00	0.41	0.00	0.00				
4.50	0.47	0.00	0.00				
5.00	0.53	0.00	0.00				
5.50	0.61	0.00	0.00				
6.00	0.68	0.00	0.00				
6.50	0.75	0.00	0.00				
7.00	0.84	0.00	0.00				
7.50	0.93	0.00	0.00				
8.00	1.03	0.00	0.00				
8.50	1.13	0.00	0.00				
9.00	1.25	0.00	0.00				
9.50	1.38	0.00	0.00				
10.00	1.53	0.01	0.01				
10.50	1.71	0.02	0.01				
11.00	1.94	0.05	0.03				
11.50	2.27	0.12	0.06				
12.00	3.67	0.61	<b>0.47</b>				
12.50	5.32	1.49	<b>0.88</b>				
13.00	5.92	1.87	0.38				
13.50	6.18	2.04	0.18				
14.00	6.38	2.18	0.13				
14.50	6.55	2.29	0.11				
15.00	6.69	2.39	0.10				
15.50	6.81	2.47	0.09				
16.00	6.93	2.55	0.08				
16.50	7.03	2.62	0.07				
17.00	7.12	2.69	0.07				
17.50	7.21	2.75	0.06				
18.00	7.29	2.81	0.06				
18.50	7.36	2.86	0.05				
19.00	7.43	2.92	0.05				
19.50	7.50	2.97	0.05				
20.00	7.57	3.02	0.05				
20.50	7.63	3.06	0.04				
21.00	7.69	3.10	0.04				
21.50	7.74	3.14	0.04				
22.00	7.80	3.18	0.04				
22.50	7.86	3.23	0.04				
23.00	7.91	3.26	0.04				
23.50	7.96	3.30	0.04				
24.00	<b>8.00</b>	<b>3.33</b>	0.03				
24.50	8.00	3.33	0.00				
25.00	8.00	3.33	0.00				
25.50	8.00	3.33	0.00				
26.00	8.00	3.33	0.00				

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Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Summary for Subcatchment 2S: Site, Post-development**

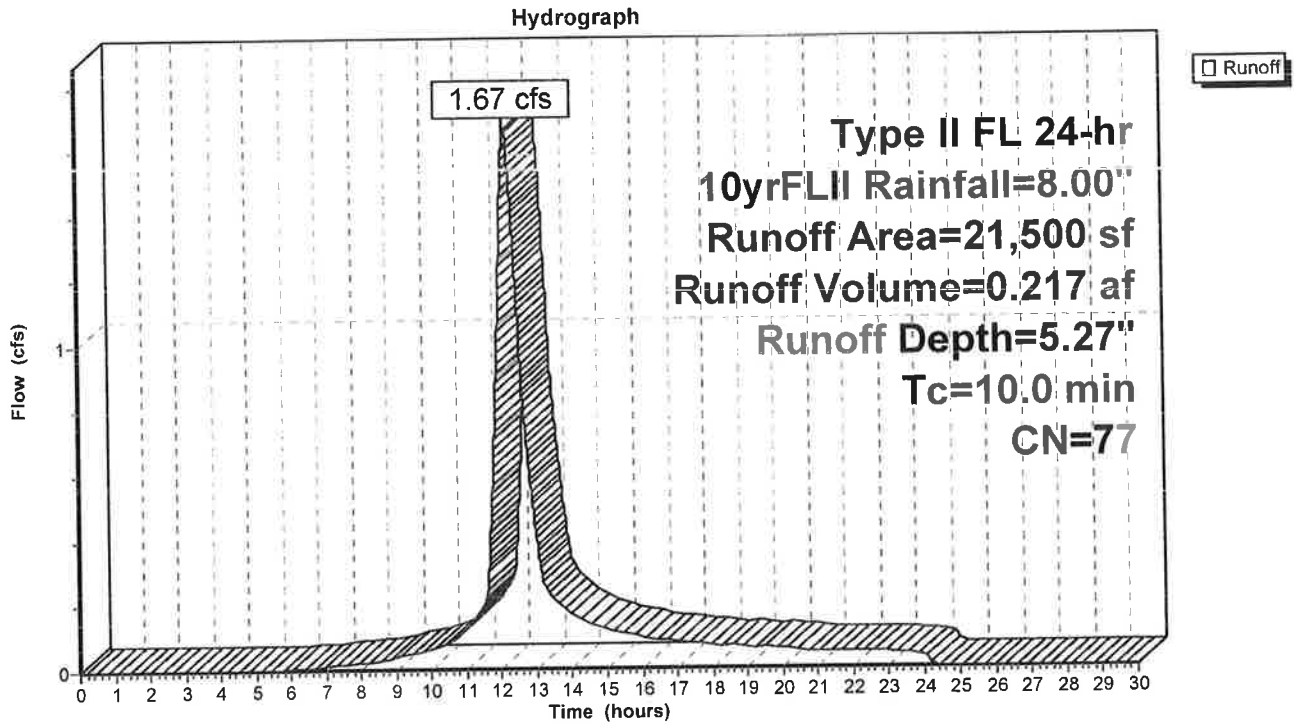
Runoff = 1.67 cfs @ 12.17 hrs, Volume= 0.217 af, Depth= 5.27"  
 Routed to Pond 1P : Dry Pond

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 10yrFLII Rainfall=8.00"

	Area (sf)	CN	Description
*	9,250	49	
*	12,250	98	
	21,500	77	Weighted Average
	9,250		43.02% Pervious Area
	12,250		56.98% Impervious Area

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

**Subcatchment 2S: Site, Post-development**



**526 Sunset**

Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Hydrograph for Subcatchment 2S: Site, Post-development**

Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)	Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)
0.00	0.00	0.00	0.00	26.50	8.00	5.27	0.00
0.50	0.02	0.00	0.00	27.00	8.00	5.27	0.00
1.00	0.07	0.00	0.00	27.50	8.00	5.27	0.00
1.50	0.12	0.00	0.00	28.00	8.00	5.27	0.00
2.00	0.18	0.00	0.00	28.50	8.00	5.27	0.00
2.50	0.23	0.00	0.00	29.00	8.00	5.27	0.00
3.00	0.28	0.00	0.00	29.50	8.00	5.27	0.00
3.50	0.34	0.00	0.00	30.00	8.00	5.27	0.00
4.00	0.41	0.00	0.00				
4.50	0.47	0.00	0.00				
5.00	0.53	0.00	0.00				
5.50	0.61	0.00	0.00				
6.00	0.68	0.00	0.00				
6.50	0.75	0.01	0.01				
7.00	0.84	0.02	0.01				
7.50	0.93	0.03	0.02				
8.00	1.03	0.05	0.02				
8.50	1.13	0.08	0.03				
9.00	1.25	0.12	0.04				
9.50	1.38	0.16	0.05				
10.00	1.53	0.22	0.06				
10.50	1.71	0.30	0.09				
11.00	1.94	0.42	0.12				
11.50	2.27	0.60	0.20				
12.00	3.67	1.56	<b>1.24</b>				
12.50	5.32	2.89	<b>1.13</b>				
13.00	5.92	3.41	0.42				
13.50	6.18	3.64	0.22				
14.00	6.38	3.82	0.17				
14.50	6.55	3.96	0.14				
15.00	6.69	4.09	0.12				
15.50	6.81	4.20	0.11				
16.00	6.93	4.30	0.10				
16.50	7.03	4.39	0.09				
17.00	7.12	4.47	0.08				
17.50	7.21	4.55	0.08				
18.00	7.29	4.62	0.07				
18.50	7.36	4.69	0.07				
19.00	7.43	4.76	0.06				
19.50	7.50	4.82	0.06				
20.00	7.57	4.88	0.06				
20.50	7.63	4.94	0.05				
21.00	7.69	4.99	0.05				
21.50	7.74	5.04	0.05				
22.00	7.80	5.09	0.05				
22.50	7.86	5.14	0.05				
23.00	7.91	5.19	0.05				
23.50	7.96	5.23	0.04				
24.00	<b>8.00</b>	<b>5.27</b>	0.04				
24.50	8.00	5.27	0.00				
25.00	8.00	5.27	0.00				
25.50	8.00	5.27	0.00				
26.00	8.00	5.27	0.00				

**526 Sunset**

Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Summary for Pond 1P: Dry Pond**

Inflow Area = 0.494 ac, 56.98% Impervious, Inflow Depth = 5.27" for 10yrFLII event  
 Inflow = 1.67 cfs @ 12.17 hrs, Volume= 0.217 af  
 Outflow = 0.79 cfs @ 12.66 hrs, Volume= 0.217 af, Atten= 52%, Lag= 29.1 min  
 Discarded = 0.79 cfs @ 12.66 hrs, Volume= 0.217 af

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs  
 Peak Elev= 7.37' @ 12.66 hrs Surf.Area= 3,874 sf Storage= 2,192 cf  
 Flood Elev= 7.50' Surf.Area= 4,360 sf Storage= 2,731 cf

Plug-Flow detention time= 22.5 min calculated for 0.217 af (100% of inflow)  
 Center-of-Mass det. time= 22.5 min ( 849.9 - 827.4 )

Volume	Invert	Avail.Storage	Storage Description		
#1	6.50'	2,731 cf	<b>Custom Stage Data (Conic)</b> Listed below (Recalc)		
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)	
6.50	1,380	0	0	1,380	
7.50	4,360	2,731	2,731	4,366	

Device	Routing	Invert	Outlet Devices
#1	Discarded	6.50'	<b>7.000 in/hr Exfiltration over Wetted area</b> Conductivity to Groundwater Elevation = 4.50'

Discarded OutFlow Max=0.79 cfs @ 12.66 hrs HW=7.37' (Free Discharge)  
 ↑1=Exfiltration ( Controls 0.79 cfs)

526 Sunset

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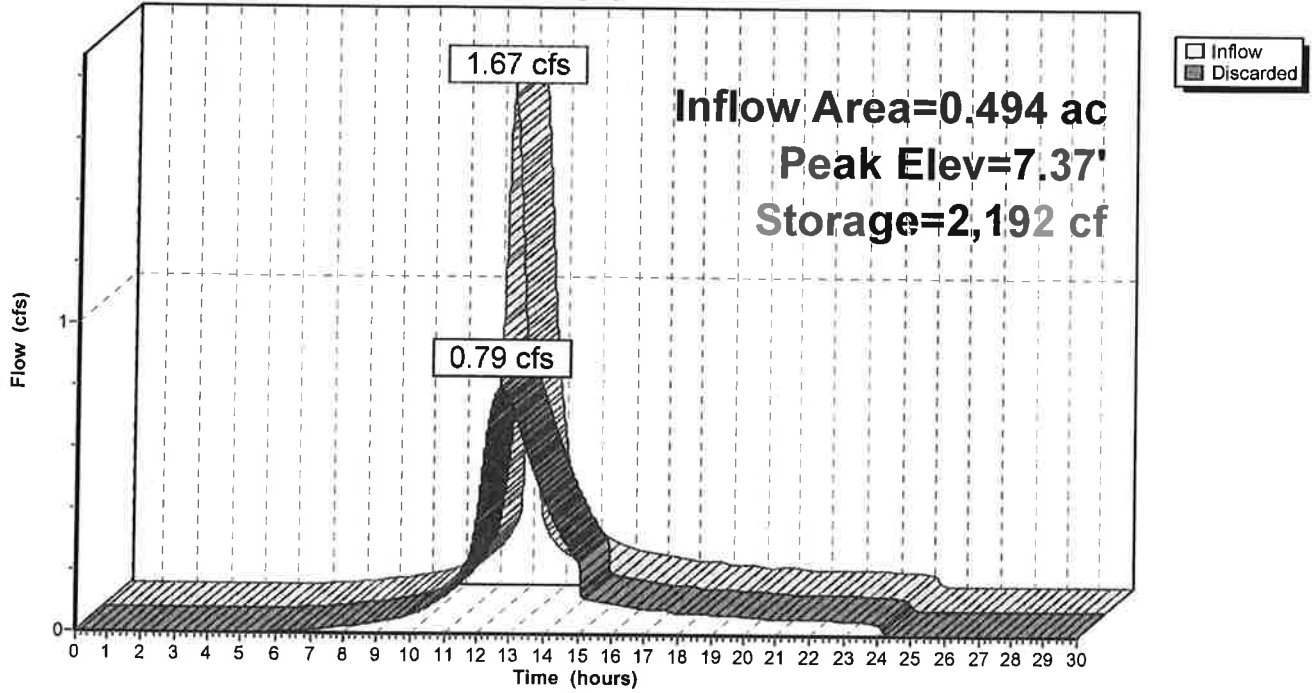
Type II FL 24-hr 10yrFLII Rainfall=8.00"

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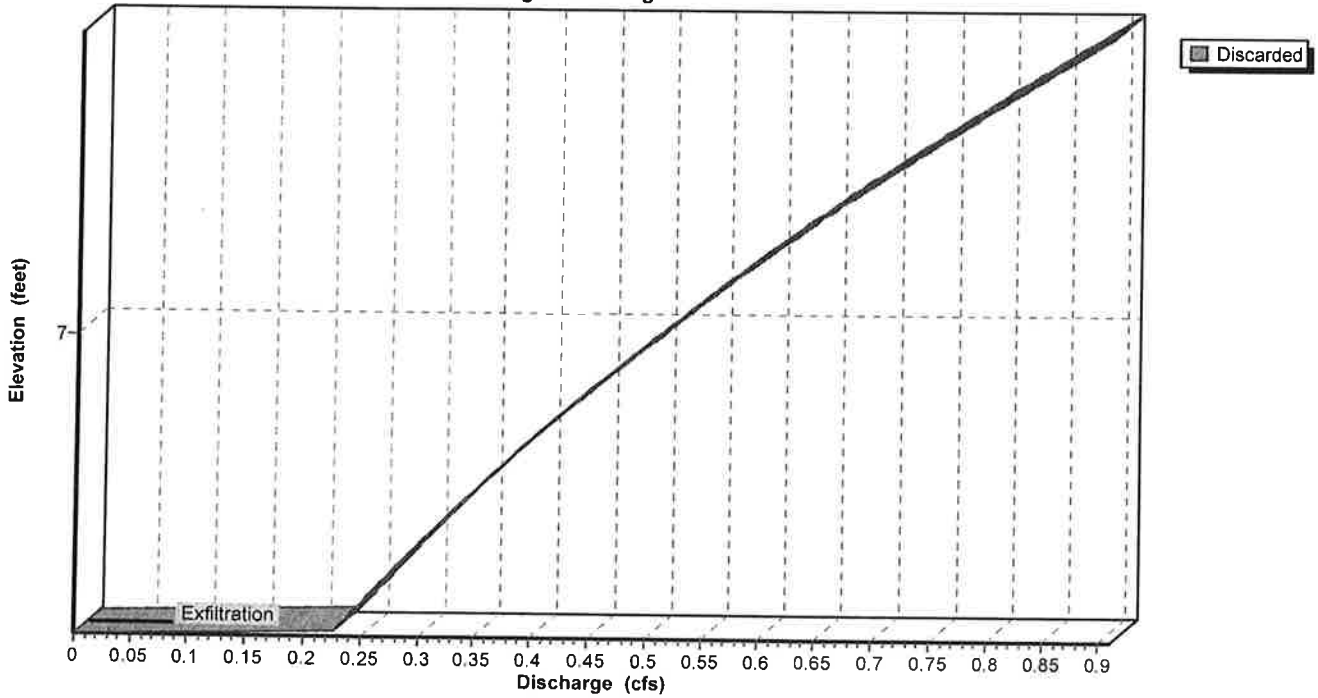
Pond 1P: Dry Pond

Hydrograph



Pond 1P: Dry Pond

Stage-Discharge



526 Sunset

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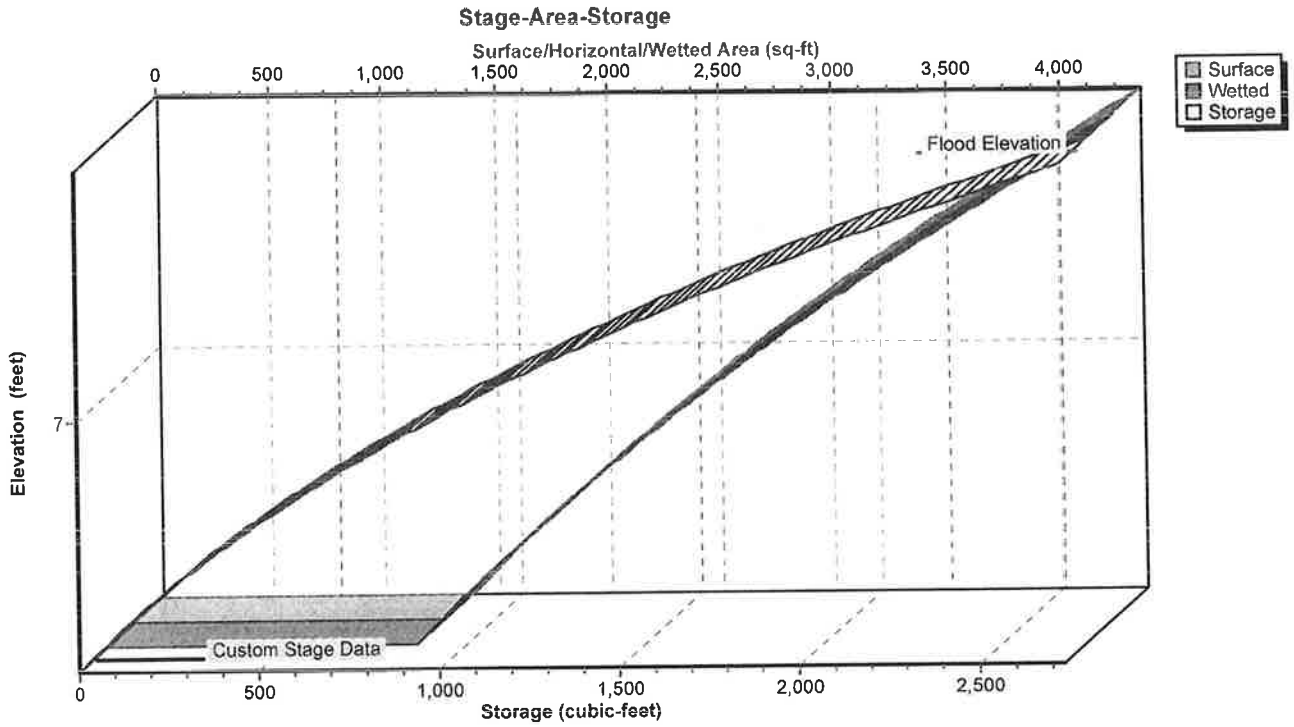
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Type II FL 24-hr 10yrFLII Rainfall=8.00"

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Pond 1P: Dry Pond



**526 Sunset**

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Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Hydrograph for Pond 1P: Dry Pond**

Time (hours)	Inflow (cfs)	Storage (cubic-feet)	Elevation (feet)	Discarded (cfs)
0.00	0.00	0	6.50	0.00
1.00	0.00	0	6.50	0.00
2.00	0.00	0	6.50	0.00
3.00	0.00	0	6.50	0.00
4.00	0.00	0	6.50	0.00
5.00	0.00	0	6.50	0.00
6.00	0.00	0	6.50	0.00
7.00	0.01	1	6.50	0.01
8.00	0.02	1	6.50	0.02
9.00	0.04	2	6.50	0.04
10.00	0.06	4	6.50	0.06
11.00	0.12	7	6.51	0.12
12.00	<b>1.24</b>	<b>558</b>	<b>6.82</b>	<b>0.39</b>
13.00	<b>0.42</b>	<b>1,971</b>	<b>7.31</b>	<b>0.75</b>
14.00	0.17	708	6.89	0.43
15.00	0.12	45	6.53	0.24
16.00	0.10	6	6.50	0.10
17.00	0.08	5	6.50	0.08
18.00	0.07	4	6.50	0.07
19.00	0.06	4	6.50	0.06
20.00	0.06	4	6.50	0.06
21.00	0.05	3	6.50	0.05
22.00	0.05	3	6.50	0.05
23.00	0.05	3	6.50	0.05
24.00	0.04	2	6.50	0.04
25.00	0.00	0	6.50	0.00
26.00	0.00	0	6.50	0.00
27.00	0.00	0	6.50	0.00
28.00	0.00	0	6.50	0.00
29.00	0.00	0	6.50	0.00
30.00	0.00	0	6.50	0.00



**526 Sunset**

Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Stage-Discharge for Pond 1P: Dry Pond**

Elevation (feet)	Discarded (cfs)	Elevation (feet)	Discarded (cfs)
6.50	0.00	7.03	0.53
6.51	0.23	7.04	0.54
6.52	0.23	7.05	0.54
6.53	0.24	7.06	0.55
6.54	0.24	7.07	0.56
6.55	0.25	7.08	0.57
6.56	0.25	7.09	0.57
6.57	0.26	7.10	0.58
6.58	0.26	7.11	0.59
6.59	0.27	7.12	0.60
6.60	0.27	7.13	0.60
6.61	0.28	7.14	0.61
6.62	0.28	7.15	0.62
6.63	0.29	7.16	0.63
6.64	0.29	7.17	0.63
6.65	0.30	7.18	0.64
6.66	0.30	7.19	0.65
6.67	0.31	7.20	0.66
6.68	0.31	7.21	0.66
6.69	0.32	7.22	0.67
6.70	0.32	7.23	0.68
6.71	0.33	7.24	0.69
6.72	0.34	7.25	0.70
6.73	0.34	7.26	0.70
6.74	0.35	7.27	0.71
6.75	0.35	7.28	0.72
6.76	0.36	7.29	0.73
6.77	0.36	7.30	0.74
6.78	0.37	7.31	0.75
6.79	0.38	7.32	0.75
6.80	0.38	7.33	0.76
6.81	0.39	7.34	0.77
6.82	0.39	7.35	0.78
6.83	0.40	7.36	0.79
6.84	0.41	7.37	0.80
6.85	0.41	7.38	0.80
6.86	0.42	7.39	0.81
6.87	0.42	7.40	0.82
6.88	0.43	7.41	0.83
6.89	0.44	7.42	0.84
6.90	0.44	7.43	0.85
6.91	0.45	7.44	0.86
6.92	0.46	7.45	0.87
6.93	0.46	7.46	0.88
6.94	0.47	7.47	0.88
6.95	0.48	7.48	0.89
6.96	0.48	7.49	0.90
6.97	0.49	7.50	0.91
6.98	0.50		
6.99	0.50		
7.00	0.51		
7.01	0.52		
7.02	0.52		

**526 Sunset**

Type II FL 24-hr 10yrFLII Rainfall=8.00"

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**Stage-Area-Storage for Pond 1P: Dry Pond**

Elevation (feet)	Surface (sq-ft)	Wetted (sq-ft)	Storage (cubic-feet)
6.50	1,380	1,380	0
6.52	1,423	1,423	28
6.54	1,467	1,467	57
6.56	1,512	1,512	87
6.58	1,557	1,557	117
6.60	1,603	1,603	149
6.62	1,650	1,650	182
6.64	1,697	1,697	215
6.66	1,745	1,745	249
6.68	1,793	1,794	285
6.70	1,843	1,843	321
6.72	1,892	1,893	358
6.74	1,943	1,944	397
6.76	1,994	1,995	436
6.78	2,046	2,047	477
6.80	2,099	2,100	518
6.82	2,152	2,154	561
6.84	2,206	2,208	604
6.86	2,261	2,262	649
6.88	2,316	2,318	695
6.90	2,372	2,374	741
6.92	2,428	2,430	789
6.94	2,486	2,488	839
6.96	2,544	2,546	889
6.98	2,602	2,604	940
7.00	2,661	2,664	993
7.02	2,721	2,724	1,047
7.04	2,782	2,785	1,102
7.06	2,843	2,846	1,158
7.08	2,905	2,908	1,216
7.10	2,968	2,971	1,274
7.12	3,031	3,034	1,334
7.14	3,095	3,098	1,396
7.16	3,160	3,163	1,458
7.18	3,225	3,228	1,522
7.20	3,291	3,294	1,587
7.22	3,357	3,361	1,654
7.24	3,425	3,429	1,721
7.26	3,493	3,497	1,791
7.28	3,561	3,565	1,861
7.30	3,631	3,635	1,933
7.32	3,700	3,705	2,006
7.34	3,771	3,776	2,081
7.36	3,842	3,847	2,157
7.38	3,914	3,919	2,235
7.40	3,987	3,992	2,314
7.42	4,060	4,065	2,394
7.44	4,134	4,139	2,476
7.46	4,209	4,214	2,560
7.48	4,284	4,290	2,645
7.50	<b>4,360</b>	<b>4,366</b>	<b>2,731</b>

**526 Sunset**

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*Multi-Event Tables*

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**Events for Subcatchment 1S: Pre-Development**

Event	Rainfall (inches)	Runoff (cfs)	Volume (acre-feet)	Depth (inches)
10yrFLII	<b>8.00</b>	<b>0.98</b>	<b>0.137</b>	<b>3.33</b>

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*Multi-Event Tables*

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**Events for Subcatchment 2S: Site, Post-development**

Event	Rainfall (inches)	Runoff (cfs)	Volume (acre-feet)	Depth (inches)
10yrFLII	8.00	1.67	0.217	5.27

**526 Sunset**

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Multi-Event Tables

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**Events for Pond 1P: Dry Pond**

Event	Inflow (cfs)	Discarded (cfs)	Elevation (feet)	Storage (cubic-feet)
10yrFLII	1.67	0.79	7.37	2,192

**526 Sunset**

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**TABLE OF CONTENTS****Project Reports**

- 1 Routing Diagram
- 2 Rainfall Events Listing (selected events)
- 3 Area Listing (all nodes)

**10yrFLII Event**

- 4 Node Listing
- 5 Subcat 1S: Pre-Development
- 7 Subcat 2S: Site, Post-development
- 9 Pond 1P: Dry Pond

**Multi-Event Tables**

- 15 Subcat 1S: Pre-Development
- 16 Subcat 2S: Site, Post-development
- 17 Pond 1P: Dry Pond

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

Grounded Builds  
Will Brunosson  
203 E. New Haven Avenue  
Melbourne, FL 32901

November 3, 2023

**Re: 526 Sunset Boulevard  
Melbourne Beach, Florida  
KSM Project #: 2308454-p**

Dear Mr. Brunosson:

As requested, KSM Engineering & Testing has performed a subsurface investigation at the above referenced site. The intent of our investigation was to estimate aquifer parameters. 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 is contingent upon KSM's October 11, 2023, proposal to Carl Brunosson. The agreement was signed by Mr. Brunosson on October 11, 2023, and was returned to KSM thereafter.

The scope of our study consisted of the following tasks:

1. Performed a soil boring within the approximate location indicated by the client.
2. Measured the depth of the observed groundwater body at the boring.
3. Performed in-field "Usual Open Hole Test" procedures at the aforementioned 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.

526 Sunset Boulevard  
Melbourne Beach, Florida  
KSM Project #: 2308454-p



## 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.

All testing was performed in general accordance with applicable ASTM Standards and/or industry standards with a standard practice of care.

**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 D 2487).

**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 6	Very loose to loose fine sand
6 to 15	Medium-dense to dense fine sand

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

## 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'	$3.3 \times 10^{-4}$

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 – 3	16.8	16.1
	3 – 5	--	13.4

Flow Restrictive Stratum – Based on the results of our soil borings and laboratory testing, KSM did not encounter a stratum that exhibited restrictive flow rates relative to the overlying stratum and is thus assumed to be located at the boring terminus at the tested locations.

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	2.5' Below Grade	2.1' Below Grade	5.1' 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 Handbook. KSM has estimated the fillable porosity of the soils above the estimated wet season water table.

526 Sunset Boulevard  
Melbourne Beach, Florida  
KSM Project #: 2308454-p

**KSM** ENGINEERING  
AND TESTING

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. Soil variations across the site should be expected. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

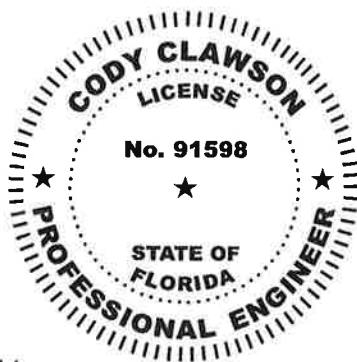
Limitations - Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

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,

*Maitland Melnyk*

Maitland D. Melnyk, E.I.  
Geotechnical Engineer  
Florida E.I. No. 1100024241  
CCC/cv/MDM  
Email to: cbrunosson@gmail.com



This item has been electronically signed and sealed by Cody Clawson, P.E. FL Lic. 91598 on the date stated directly to the right 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.

Digitally  
signed by  
Cody C  
Clawson

Date:  
2023.11.06  
11:20:17  
-05'00'

Cody C. Clawson, P.E.  
Geotechnical Engineer  
Florida Lic. No. 91598



 **APPROXIMATE LOCATION OF SOIL TESTING**

**PROJECT:** 526 Sunset Boulevard, Melbourne Beach, Florida

SHEET 1 OF 2  
 PERMIT #:  
 PROJECT #: 2308454-p



DRAWN BY: C.V.  
 DESIGNED BY: C.C.C.  
 DATE: 20231103  
 SCALE: NOT TO SCALE



## USDA SOILS SURVEY

### 25—Canaveral-Palm Beach-Urban land complex

**PROJECT:** 526 Sunset Boulevard, Melbourne Beach, Florida

SHEET 2 OF 2  
 PERMIT #:  
 PROJECT #: 2308454-soils

KSM

ENGINEERING  
AND TESTING

**DRAWN BY:** C.V.  
**DESIGNED BY:** C.C.C.  
**DATE:** 20231103  
**SCALE:** NOT TO SCALE



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

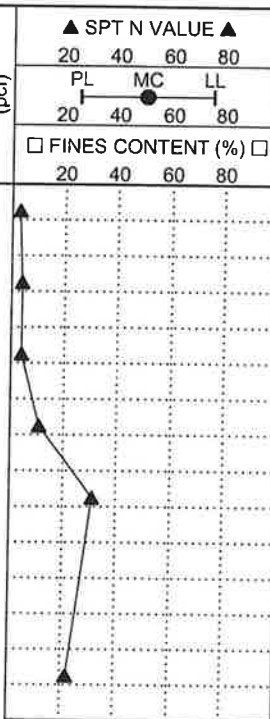
**BORING NUMBER PB-1**

PAGE 1 OF 1

CLIENT Grounded Builds PROJECT NAME 526 Sunset Boulevard  
 PROJECT NUMBER 2308454-p PROJECT LOCATION Melbourne Beach, Florida  
 DATE STARTED 10/24/23 COMPLETED 10/24/23 GROUND ELEVATION \_\_\_\_\_ HOLE SIZE \_\_\_\_\_ inches  
 DRILLING CONTRACTOR \_\_\_\_\_ GROUND WATER LEVELS:  
 DRILLING METHOD SPT Safety Hammer ∇ AT TIME OF DRILLING 2.5 ft  
 LOGGED BY SH/SG CHECKED BY CCC AT END OF DRILLING \_\_\_\_\_  
 NOTES See Attached Location Plan AFTER DRILLING \_\_\_\_\_

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	80		
0		Yellowish Brown Sand	SS		1-1-2 (3)								
		Light Gray Sand	SS		1-2-2 (4)								
5			SS		2-2-2 (4)								
			SS		3-5-6 (11)								
10			SS		6-13-18 (31)								
15			SS		7-10-12 (22)								

Bottom of borehole at 15.0 feet.

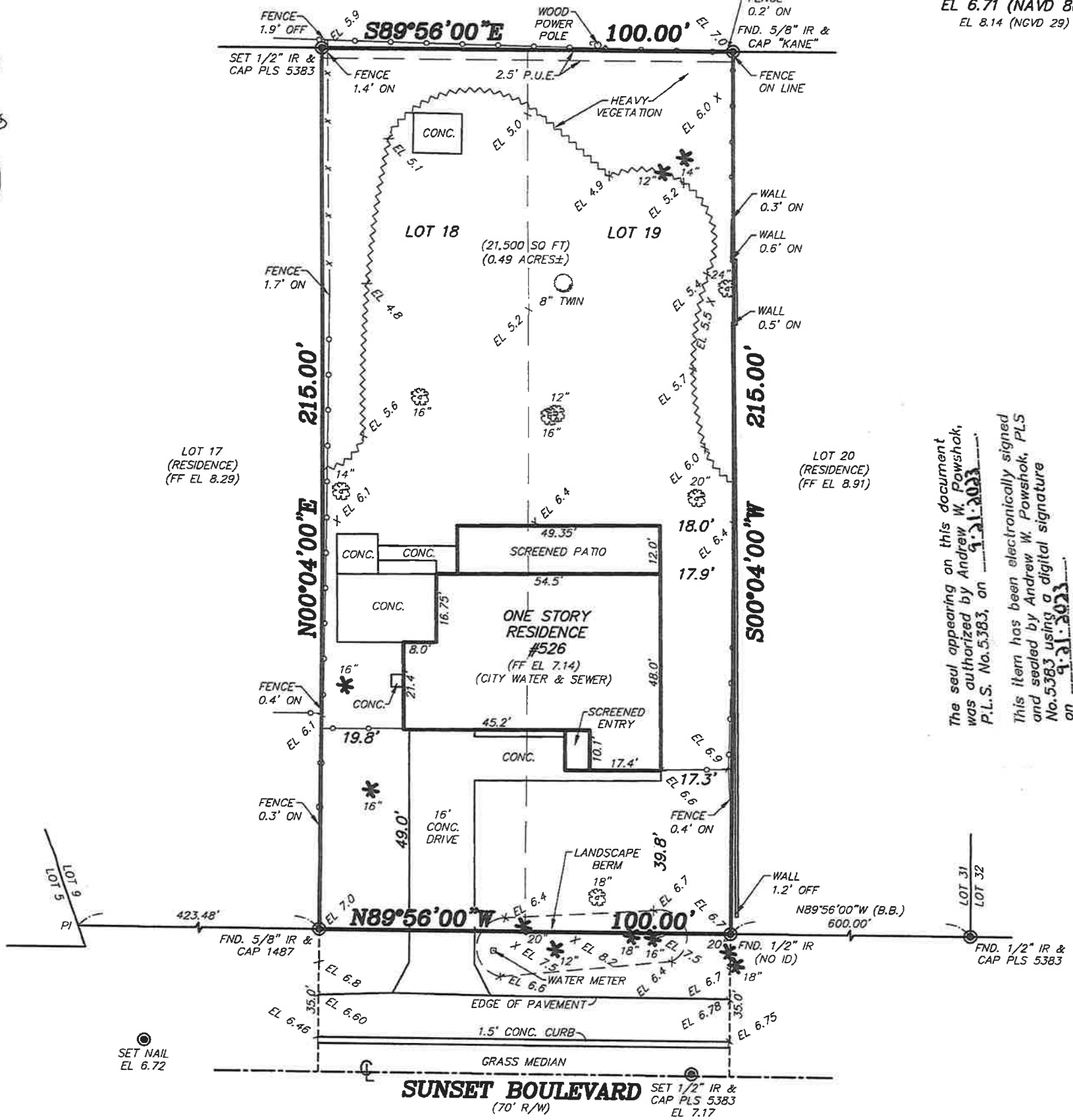


GEOTECH BH PLOTS - GINT STD US LAB.GDT - 11/3/23 15:27 - K:\KSM FILES\23 DOCS (KSM-SERVER)\2308454\SOIL INVESTIGATION\2308454-P.GPJ



**PROJECT BENCHMARK**  
 BREVARD COUNTY BENCHMARK 422-34  
 2.5" BRASS DISK IN CURB INLET  
 STAMPED "422-34 2005"  
 EL 6.71 (NAVD 88)  
 EL 8.14 (NGVD 29)

THE RIVER COLONY WEST SECTION  
 (PLAT BOOK 17, PAGE 55)



The seal appearing on this document was authorized by Andrew W. Powshok, P.L.S. No. 5383, on 9.21.2023.  
 This item has been electronically signed and sealed by Andrew W. Powshok, P.L.S. No. 5383 using a digital signature on 9.21.2023.  
 Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

**SURVEY PREPARED FOR:**  
 GW PROPERTIES  
 BRANDON SMITH AND JESSICA SMITH

**DESCRIPTION:** LOTS 18, 19, SUNSET BAY SUBDIVISION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 6, PAGE 59, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

**TREE LEGEND**

- - MANGO
- ⊗ - OAK
- \* - PALM

NOTE: TRUNK SIZE SHOWN IN INCHES.

# AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M. #12009C 0604 H, DATED JANUARY 29, 2021 THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X.

TYPE OF SURVEY:  
 BOUNDARY

SCALE: 1" = 30'

FIELD DATE: 09-15-23

SECTION 06,  
 TOWNSHIP 28 SOUTH,  
 RANGE 38 EAST

PROJECT #48866

**GENERAL NOTES:**

1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
2. 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.
3. THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE SEAL OF THE SURVEYOR, AND ANY REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
4. NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
5. 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.
6. BEARINGS ARE BASED ON AN ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
7. NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
8. ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
9. "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.

3975 NINTON ROAD WEST MELBOURNE, FL 32904 L.B. #6623  
 PHONE: (321)781-8101 FAX: (321)952-9771 EMAIL: frontdesk@aalsurvey.com

Digitally signed by  
 Andrew W. Powshok  
 Date: 2023.09.22  
 Andrew W. Powshok  
 P.L.S. No. 5383

DANIEL D. GARNER  
 P.L.S. No. 6189

**LEGEND**

- (B.B.) - BEARING BASIS
- B.S.L. - BUILDING SETBACK LINE
- CB - CHORD BEARING
- CH - CHORD LENGTH
- CL - CENTERLINE
- C.M. - CONCRETE MONUMENT
- C.M.P. - CORRUGATED METAL PIPE
- CONC. - CONCRETE
- (D) - DEED
- D - DELTA
- D.E. - DRAINAGE EASEMENT
- EL - ELEVATION
- EP - EDGE OF PAVEMENT
- FF - FINISH FLOOR
- FND - FOUND
- IP - IRON PIPE
- IR - IRON ROD
- L - ARC LENGTH
- LB - LICENSE BUSINESS
- (M) - MEASURED
- N&D - NAIL AND DISK
- N&TT - NAIL AND TIN TAB
- OHW - OVERHEAD WIRE
- (P) - PLAT
- PC - POINT OF CURVATURE
- PLS - PROFESSIONAL LAND SURVEYOR
- P.O.L. - POINT ON LINE
- PP - POWER POLE
- PT - POINT OF TANGENCY
- P.U. - PUBLIC UTILITY
- R - RADIUS
- R.C.P. - REINFORCED CONCRETE PIPE
- R/W - RIGHT OF WAY
- XX.XX - PROPOSED GRADE

# SMITH RESIDENCE

**OWNER:**

Jessica & Michael Smith  
526 Sunset Boulevard  
Melbourne Beach FL 32951

**CONTRACTOR:**

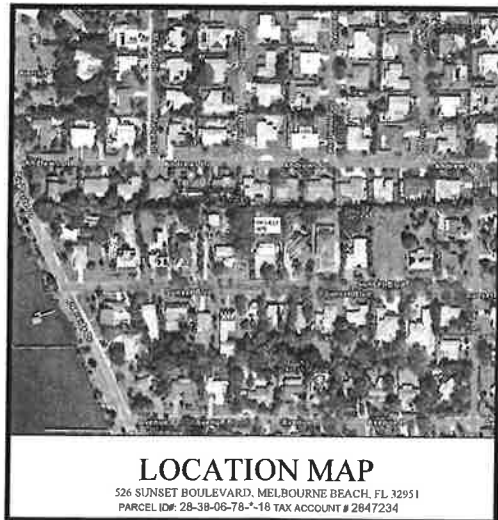
Grounded Builds  
203 E New Haven  
Melbourne, Florida 32901  
Tel: 321-720-8021

**CIVIL ENGINEER:**

TEIMOURI & Associates, Inc.  
32 E New Haven Avenue  
Melbourne, FL 32901  
Tel: (321) 729-8382

**SURVEYOR:**

AAI Land surveying, Inc  
3970 Minton Road  
West Melbourne, FL 32904  
TEL (321) 768-8110



SECTION 06 TOWNSHIP 28 S. RANGE 38 E.

INDEX OF SHEETS	
C-1	COVER SHEET
C-2	EXISTING SITE PLAN
C-3	SITE LAYOUT PLAN
C-4	GRADING, PAVING & DRAINAGE PLAN
L-1	LANDSCAPE PLAN

**TEIMOURI & Associates, Inc.**  
*Consulting Engineers*  
32 East New Haven Avenue  
Melbourne, Florida 32901  
Tel: 321-729-8382; C: 321-508-5422  
CERTIFICATE OF AUTHORIZATION # 32293



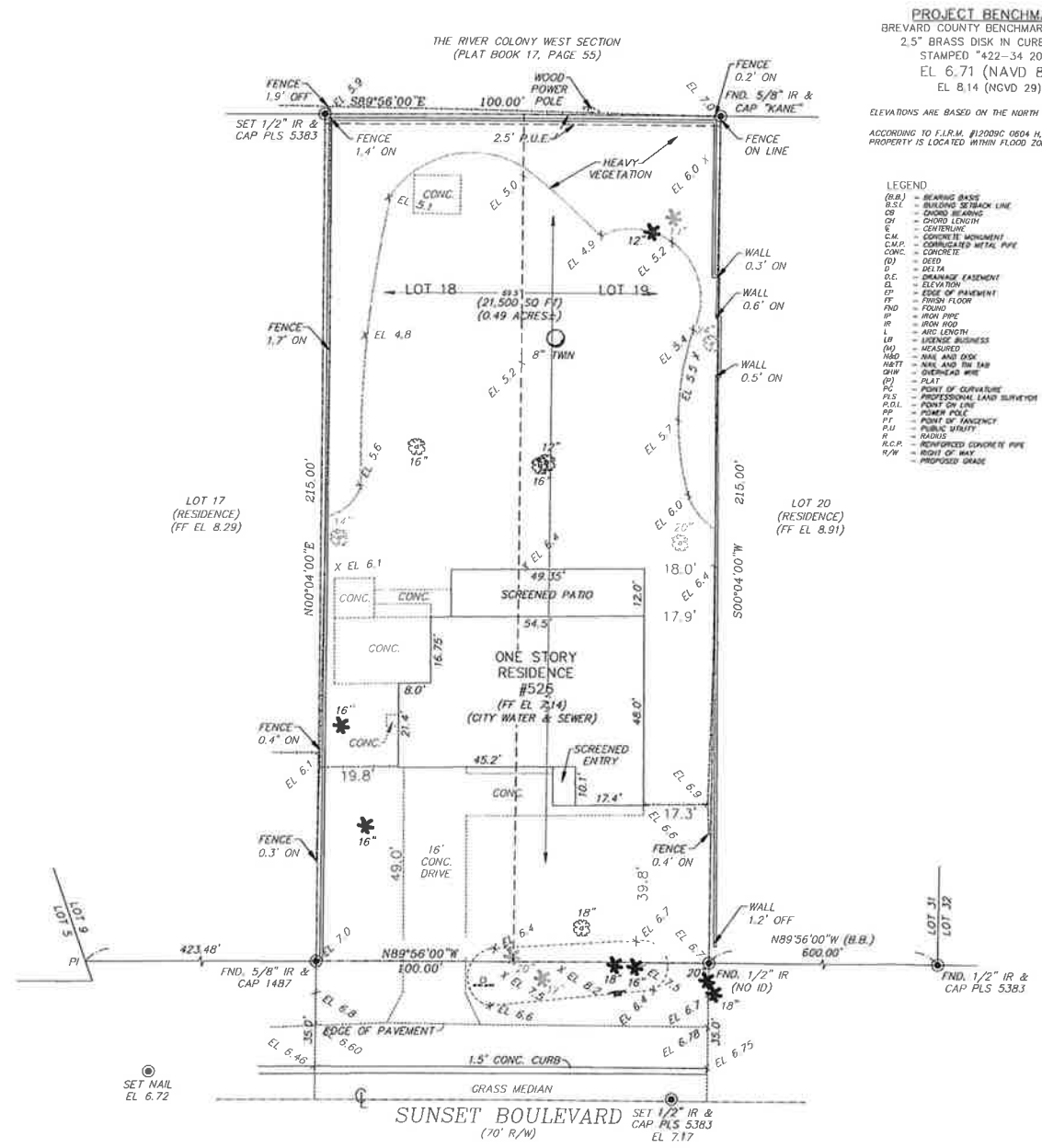
NO.	DATE	REVISIONS

SMITH RESIDENCE  
COVER SHEET

PREPARED FOR:  
GROUNDED BUILDS  
203 E NEW HAVEN AVE MELBOURNE FL 32901

PROJECT NO: 2023-158  
FILE NO: 2022156C1a  
DESIGNED BY: VBT  
DRAWN BY: VBT  
CHECKED BY:  
DATE: 1-25-2024  
DRAWING NO:  
**C-1**  
SHEET 1 OF 5





**PROJECT BENCHMARK**  
 BREVARD COUNTY BENCHMARK 422-34  
 2.5" BRASS DISK IN CURB INLET  
 STAMPED "422-34 2005"  
 EL 6.71 (NAVD 88)  
 EL 8.14 (NCVD 29)

ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988  
 ACCORDING TO F.L.R.M. #12009C 0804 H, DATED JANUARY 29, 2021 THIS  
 PROPERTY IS LOCATED WITHIN FLOOD ZONE X.

- LEGEND**
- (B.B.) = BEARING BARS
  - B.S.T. = BUILDING SETBACK LINE
  - CB = CONDO BEARING
  - CL = CENTERLINE
  - CM = CONCRETE MOUNTING
  - C.M.P. = CORRUGATED METAL PIPE
  - CONC. = CONCRETE
  - (C) = DEEP
  - D = DELTA
  - D.E. = DRAINAGE EASEMENT
  - D.F. = DRAINAGE EASEMENT
  - E.P. = EDGE OF PAVEMENT
  - FF = FINISH FLOOR
  - FO = FOUND
  - FP = FINISH FLOOR
  - IR = IRON ROD
  - L = LINE LENGTH
  - LI = LICENSE BUSINESS
  - (M) = MEASURED
  - N&D = NINE AND DASH
  - N&T = NINE AND TWO BAR
  - OSW = OVERHEAD WIRE
  - (P) = PLAT
  - P.C. = POINT OF CURVATURE
  - P.L.S. = PROFESSIONAL LAND SURVEYOR
  - P.O.L. = POINT OF LINE
  - PP = POWER POLE
  - PT = POINT OF TANGENCY
  - P.U. = PUBLIC UTILITY
  - R = RADIUS
  - R.C.P. = REINFORCED CONCRETE PIPE
  - R.O.F. = RIGHT OF WAY
  - R/W = PROPOSED GRADE

- TREE LEGEND**
- = MATURE
  - = GUY
  - = PLANT
- NOTE: TRUNK SIZE SHOWN IN INCHES.

**811** KNOW WHAT'S BELOW  
 ALWAYS CALL 811  
 BEFORE YOU DIG

It's fast, it's free, it's the law.  
 Call 811 two business  
 days  
 before digging

**EXISTING SITE PLAN**  
 SCALE: 1" = 20'

**TEIMOURI & Associates, Inc.**  
 Consulting Engineers  
 37 East New Haven Avenue  
 Melbourne, Florida 32901  
 Email: teimouri@teimouri.com  
 T: 321.728-8392 C: 321.509-5422  
 CERTIFICATE OF AUTHORIZATION # 32293

NO.	DATE	REVISIONS

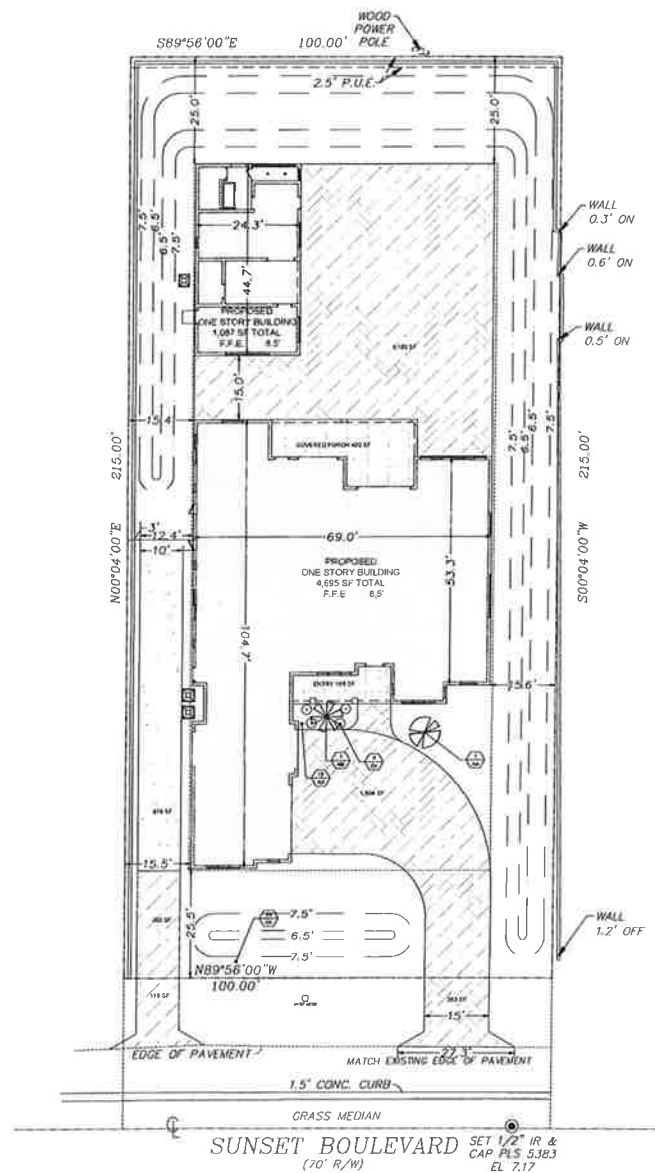
**BRUNNEN OVERSEER INC.**  
 EXISTING SITE PLAN

PREPARED FOR:  
 GROUNDED BUILDS  
 203 E NEWHAVEN AVE, MELBOURNE, FL 32901

PROJECT NO:	2023-156
FILE NO:	2022156C1a
DESIGNED BY:	VBT
DRAWN BY:	VBT
CHECKED BY:	VBT
DATE:	1-25-2024
DRAWING NO:	<b>C-2</b>
SHEET 2 OF 5	





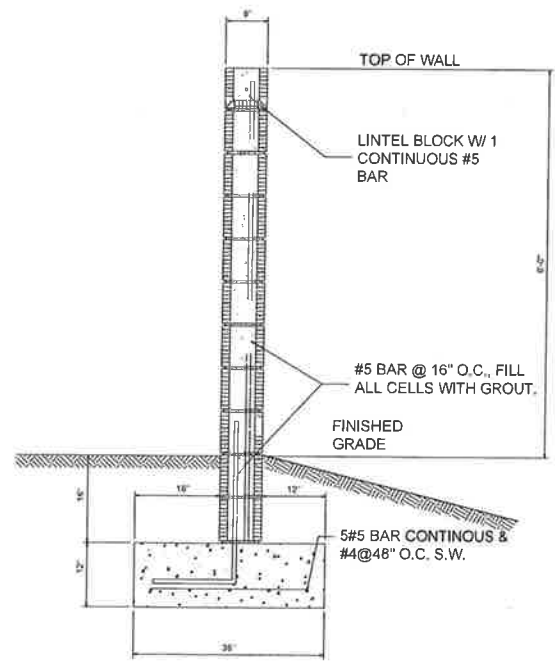


CONSTRUCT A 6' HIGH CONCRETE BLOCK WALL TO PROVIDE A CONTINUOUS 6' HIGH ALONG THE ENTIRE WEST, NORTH & PORTION OF EAST PROPERTY LINE.

CITY OF MELBOURNE'S WATER DISTRIBUTION NOTES:

ANY EXISTING SERVICE LINE, THAT IS TO BE RELOCATED OR REMOVED, MUST BE CUT/CAP AT THE CORPORATION STOP AND RUN A NEW SERVICE.

CONTRACTOR SHALL VERIFY ALL EXISTING UTILITIES, PRIOR TO COMMENCEMENT OF CONSTRUCTION.



CONCRETE BLOCK WALL SECTION

THIS CONCRETE BLOCK WALL HAS BEEN DESIGNED FOR THE REQUIRED 145 MPH WIND LOAD.

OWNER:		CIVIL ENGINEER:	
JESSICA & MICHAEL SMITH		VAHEED TEMOURLI, P.E.	
526 SUNSET BOULEVARD		TEMOURLI & ASSOCIATES, INC.	
MELBOURNE BEACH FL 32951		32 E NEW HAVEN AVENUE	
		MELBOURNE, FLORIDA 32901	
		TEL: (321) 729-8382	
GENERAL STATEMENT: THIS SITE CONTAINS 0.49 ACRES, IT IS DEVELOPED AND HAS A SINGLE FAMILY HOME ON IT. THE EXISTING BUILDING AND ALL THE IMPERVIOUS SURFACES WILL BE DEMOLISHED AND REMOVED. A NEW ONE STORY SINGLE FAMILY HOME WITH THREE CAR GARAGE, AGUEST HOUSE NEW DRIVEWAYS WILL BE CONSTRUCTED.			
ADDRESS		526 SUNSET BOULEVARD, MELBOURNE BEACH FL 32951	
TAX ACCOUNT NO.		2847234	
F.I.R.M.		#12009C 0604 M, DATED JANUARY 29, 2021; FLOOD ZONE X	
EXISTING ZONING & FUTURE LAND USE		3RS, SINGLE FAMILY, RESIDENTIAL	
DEVELOPMENT AREA		21,500 SF, 0.49 ACERS	
NUMBER OF EXISTING STRUCTURES:		ONE 3,072 SF SINGLE FAMILY RESIDENCE, WILL BE REMOVED	
NUMBER OF PROPOSED STRUCTURES:		ONE 4,695 SF ONE-STORY SINGLE-FAMILY HOME & ONE GUEST HOUSE 1,087 SF	
FLOOR AREA RATIO		5,782 / 21,500 = 0.27	
SETBACKS		REQUIRED	PROVIDED
FRONT	NORTH	25'	25.0'
SIDE	WEST	15'	15.0'
SIDE	EAST	15'	15.0'
REAR	SOUTH	25'	25.0'
COVERAGE BY EXISTING STRUCTURE		3,072 SF	
COVERAGE BY OTHER EXISTING IMPERVIOUS SURFACES		1,710 SF	
TOTAL EXISTING IMPERVIOUS COVERAGE		4,782 SF	
TOTAL IMPERVIOUS AREA TO BE REMOVED:		4,782 SF	
PERCENT COVERAGE BY NEW STRUCTURE		5,782 SF	
PERCENT COVERAGE BY OTHER NEW IMPERVIOUS SURFACES		8,468 SF	
TOTAL PERCENT NEW IMPERVIOUS COVERAGE		12,250 SF	
TOTAL PERCENT PERVIOUS COVERAGE		9,250 SF	
PROPOSED BUILDING HEIGHT		20 FEET, ONE STORY	
MAXIMUM PERMITTED HEIGHT		28 FEET, TWO STORIES	
GENERAL NOTES: 1. WATER DISTRIBUTION CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF MELBOURNE TECHNICAL SPECIFICATIONS FOR CONSTRUCTION OF WATER DISTRIBUTION SYSTEM, LATEST EDITION. 2. SANITARY SEWER & RE-USE DISTRIBUTION CONSTRUCTION SHALL BE ACCORDANCE WITH BREVARD COUNTY UTILITIES SERVICES LATEST STANDARDS AND SPECIFICATIONS. 3. SOILD WASTE SHALL BE COLLECTED BY WASTE MANAGEMENT CURBSIDE SERVICE.			

**SITE LAYOUT PLAN**  
SCALE: 1"= 20'

**TEMOURLI & Associates, Inc.**  
Consulting Engineers  
32 East New Haven Avenue  
Melbourne, Florida 32901  
Tel: (321) 729-8382  
www.temourelliconsulting.com  
CERTIFICATE OF AUTHORIZATION # 32293



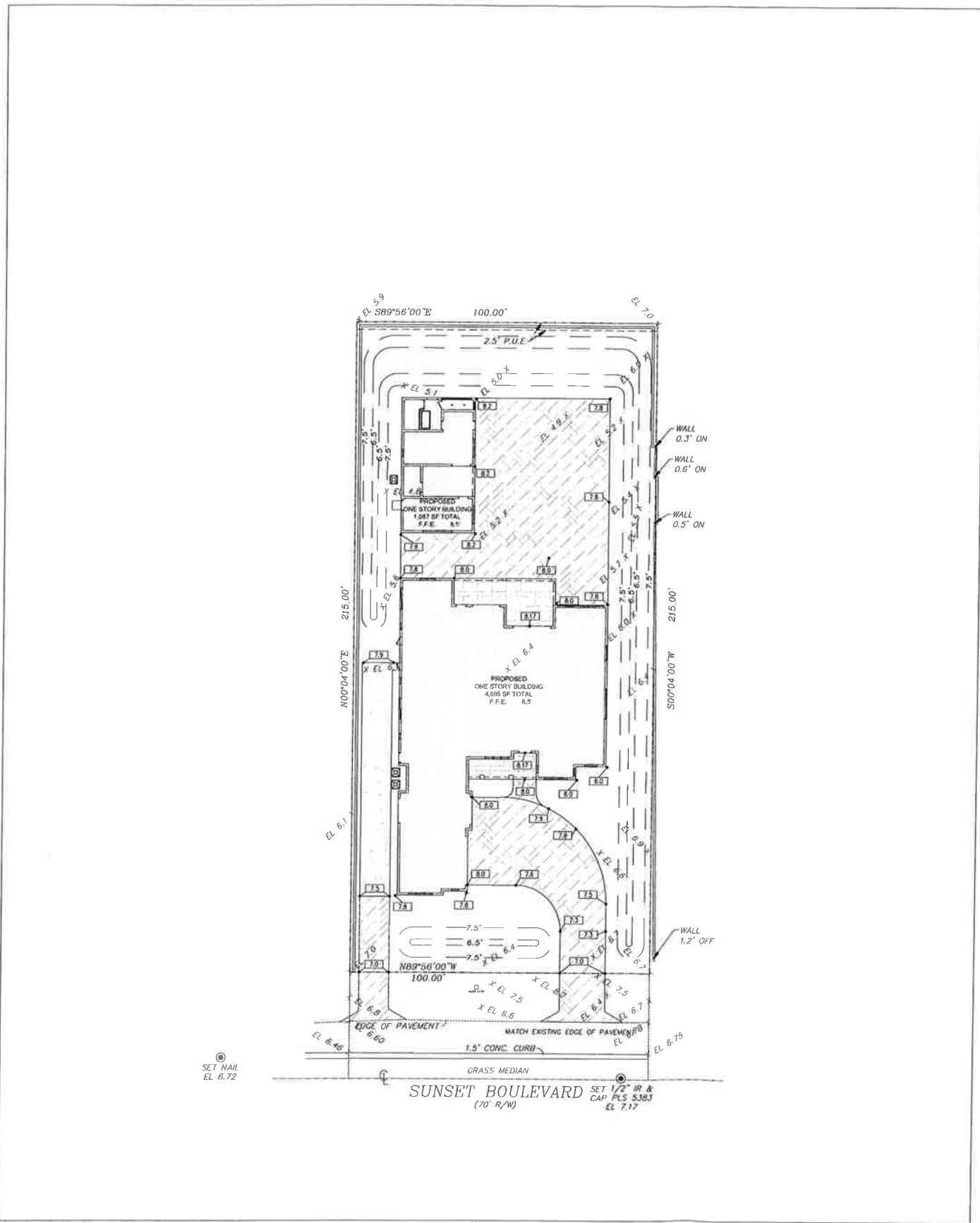
NO.	DATE	REVISIONS

**SMITH RESIDENCE**  
**SITE LAYOUT PLAN**  
PREPARED FOR:  
GROUNDED BUILDS  
MINTON ROAD, WEST MELBOURNE, FL 32904

PROJECT NO: 2023-156  
FILE NO: 2022156C1a  
DESIGNED BY: VBT  
DRAWN BY: VBT  
CHECKED BY:  
DATE: 1-25-2024  
DRAWING NO:

**C-3**  
SHEET 3 OF 5





**GRADING, PAVING & DRAINAGE PLAN**  
 SCALE: 1"= 20'

**TEIMOURI & Associates, Inc.**  
**Consulting Engineers**  
 32 East New Street  
 Melbourne, Florida 32901  
 Email: vhehede@teimouri.com  
 Phone: (321) 983-1321 / (321) 595-5422  
 CERTIFICATE OF AUTHORIZATION # 32293



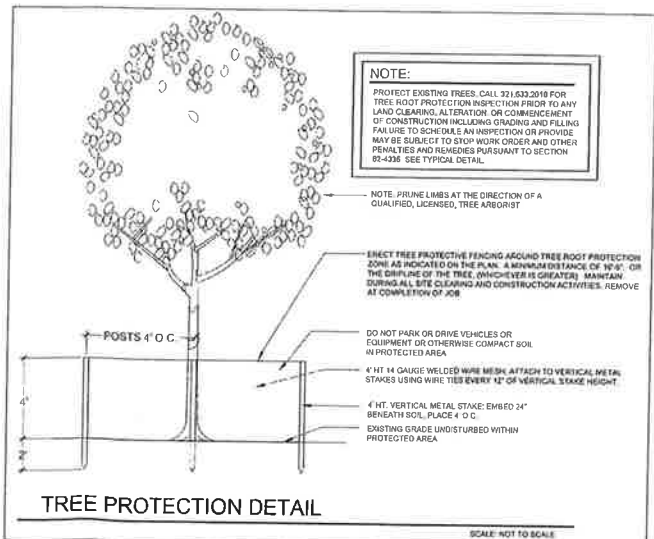
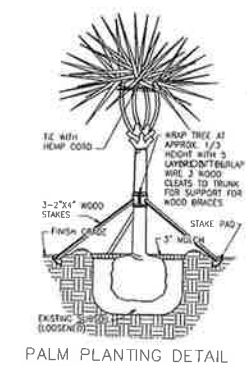
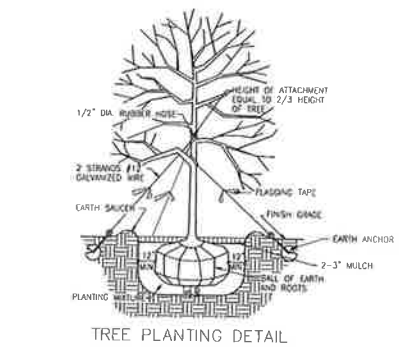
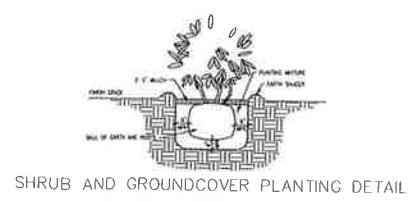
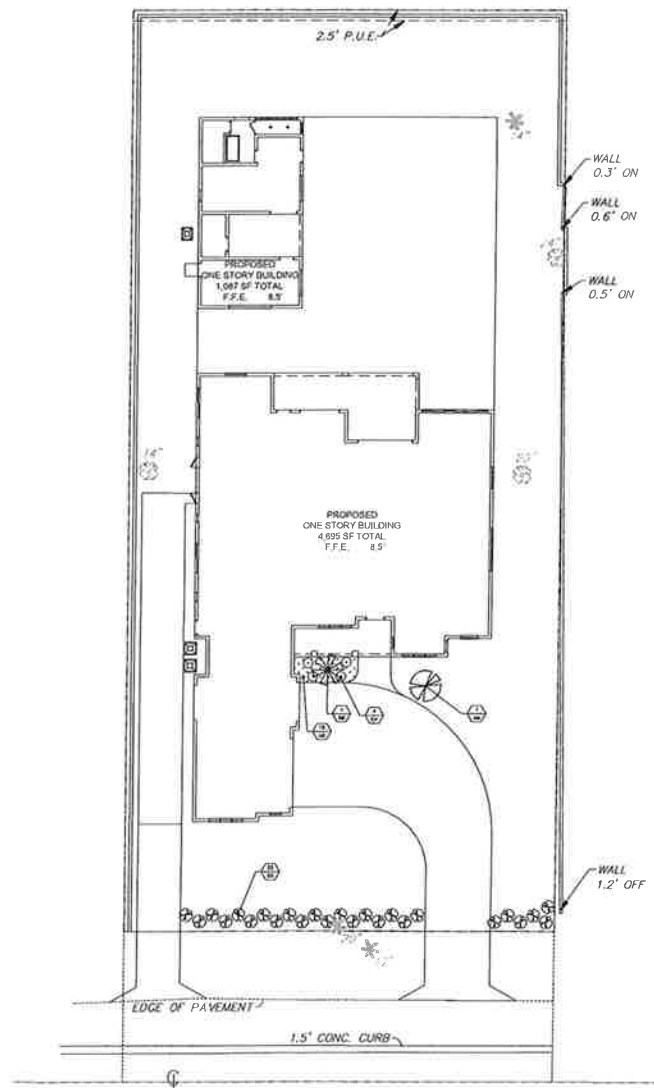
NO.	DATE	REVISIONS

**SMITH RESIDENCE**  
**SITE GRADING, PAVING & DRAINAGE PLAN**  
 PREPARED FOR:  
 GROUNDED BUILDS  
 203 E NEW HAVEN AVE MELBOURNE FL 32901

PROJECT NO: 2023-156  
 FILE NO: 2022156C1a  
 DESIGNED BY: VBT  
 DRAWN BY: VBT  
 CHECKED BY:  
 DATE: 1-25-2024  
 DRAWING NO:

**C-4**  
 SHEET 4 OF 5





- PLANTING NOTES**
1. PLANT MATERIAL SHALL BE GRADED FLORIDA NO. 1 OR BETTER AS OUTLINED UNDER GRADES AND STANDARDS FOR NURSERY PLANTS, STATE PLANT BOARD OF FLORIDA.
  2. SOIL USED FOR PLANTING (PLANTING MIX) SHALL CONSIST OF 80% PEAT HUMUS, 30% WOOD CHIPS (FINE BARK, PASSING THROUGH 3/4\"/>

QTY. TREES	SYM.	BOTANICAL NAME	COMMON NAME	SPECIFICATIONS
1	AM	ADONIDIA MERRILLII	CHRISTMAS PALM	8' HIGH
1	WB	WODYETIA BIFURCATA	FOXTAIL PALM	6' HIGH
<b>SHRUBS</b>				
15	AM	ADONIDIA MERRILLII	FOXTAIL FERN	3 GALLON
25	CG	CLUSIA GUTTIFERA	CLUSIA PLANT	5 GAL., 24" IN HEIGHT, 36" O.C. STAGGERED
4	EH	DWARF MORNING GLORY	EVOLVILUS HYBRID	5 GAL

**TELMOURI & Associates, Inc.**  
 Consulting Engineers  
 32 East New Haven Avenue  
 Suite 2201  
 New Haven, CT 06511  
 Tel: 203-728-8382  
 Fax: 203-728-8383  
 Email: info@telmouri.com  
 T 321-728-8382 C 321-506-5422  
 CERTIFICATE OF AUTHORIZATION # 32293

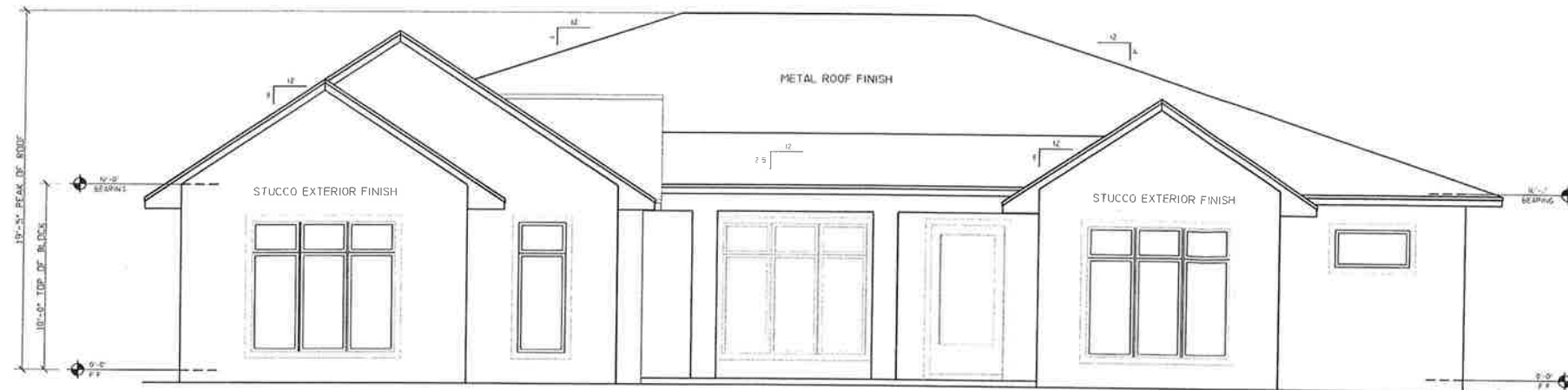
NO.	DATE	REVISIONS

**SMITH RESIDENCE**  
 LANDSCAPE PLAN  
 PREPARED FOR:  
 GROUNDED BUILDS  
 203 E NEW HAVEN AVE MELBOURNE FL 32901

PROJECT NO: 2023-156  
 FILE NO: 2022156C1a  
 DESIGNED BY: VBT  
 DRAWN BY: VBT  
 CHECKED BY:  
 DATE: 1-25-2024  
 DRAWING NO:  
**L-1**  
 SHEET 5 OF 5

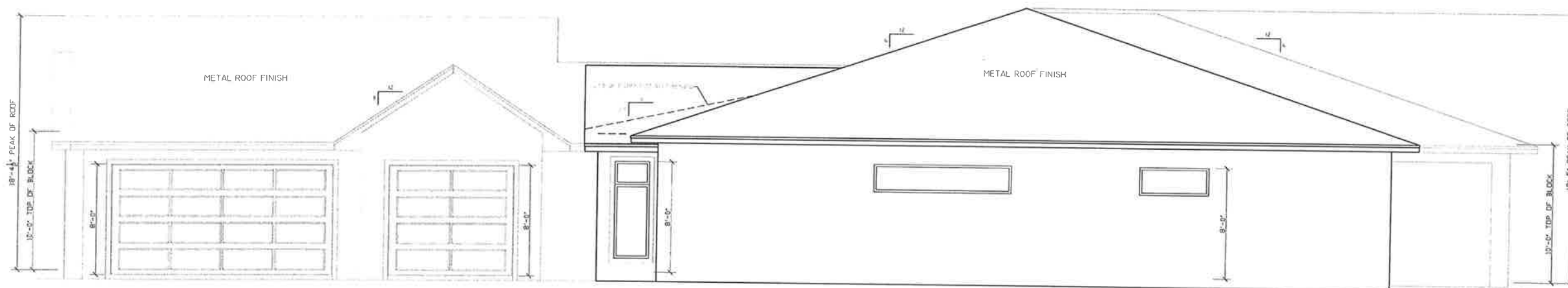
WINFRED B. TELMOURI, P.E.  
 LICENSE  
 No. 41232  
 STATE OF FLORIDA  
 PROFESSIONAL ENGINEER

**LANDSCAPE PLAN**  
 SCALE: 1"= 20'



**FRONT ELEVATION**

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

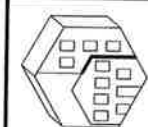


**RIGHT ELEVATION**

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

REVISIONS	
1	ISSUED FOR TOWN APPROVAL, 2-5-24
2	
3	
4	

2115 PALM BAY ROAD STE. 6  
PALM BAY, FL 32905  
TEL: (321) 724-0740  
FAX: (321) 914-4206  
EMAIL: DFRICHETTE350@FL-EDC.COM



**EDC**  
ENGINEERING AND DESIGN CONCEPTS, INC.

-SFR FOR-  
526 SUNSET BLVD.  
MELBOURNE BEACH, FL 32951

**GROUND**  
**BUILDS**  
DESIGN • BUILD • DEVELOP  
321.409.9324 • 317 • 105.131.00

ENGINEER OF RECORD  
EDWARD F. SHINSKIE, PE  
4707 WILD TURKEY ROAD  
MIMS, FLORIDA 32754  
FLORIDA PE# 47515  
PH: 321-863-3223

**AI**

SHEET 1 OF 3  
DRAWN BY:  
DANIEL FRECHETTE

**GENERAL NOTES**

1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTION THE CONTRACTOR/OWNER/BUILDER IS A KNOWLEDGEABLE OR COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER/BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/OWNER/BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.

DC NOT SCALE DRAWINGS

DESIGN CRITERIA	
FULLY ENCLOSED	
WIND SPEED	160 MPH
EXPOSURE	D
BUILDING CATEGORY	TWO (2)

PLANS HAVE BEEN DESIGNED FOR PRELIMINARY SUBMITTAL FOR REVIEW BY THE TOWN OF MELBOURNE BEACH BY ENGINEERING AND DESIGN CONCEPTS, INC.

ROBERT CARTER - PROJECT DESIGNER - 2/16/24  
FOR EDC, INC.

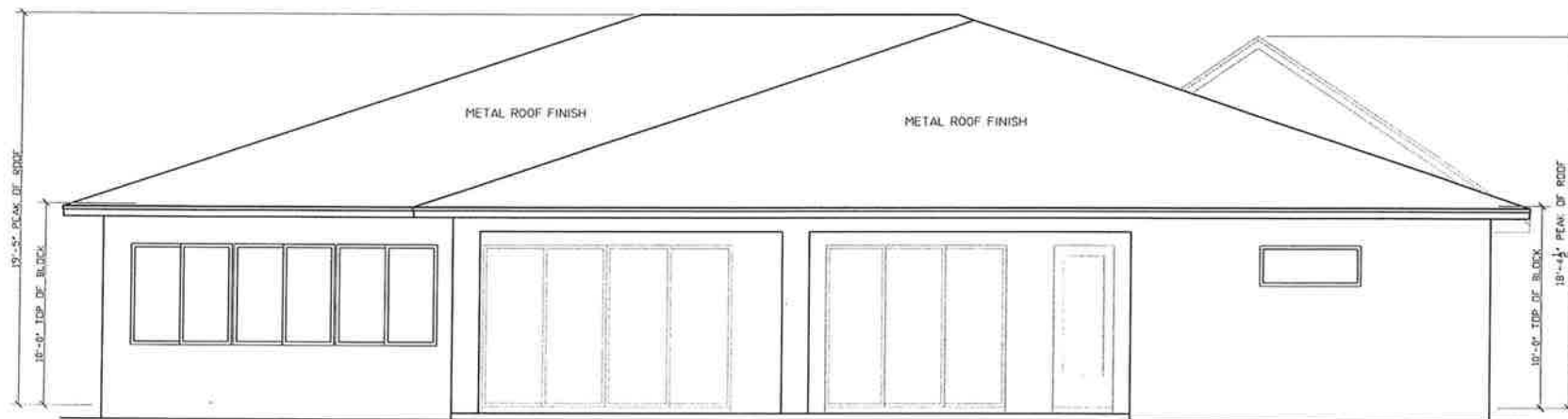
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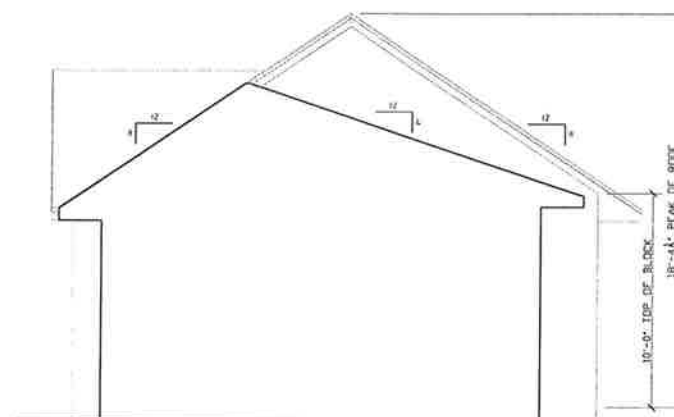
LEFT ELEVATION

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



REAR ELEVATION

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



SECTION "I-I"

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

GENERAL NOTES  
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 FOR EDC, INC.

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REVISIONS

1	ISSUED FOR TOWN APPROVAL 2-4-24
2	
3	
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218 PALM BAY ROAD STE. 6  
 PALM BAY, FL 32905  
 TEL (321) 724-0740  
 FAX (321) 914-4206  
 EMAIL: INFO@EDCINC.COM  
 @EDCINC.COM



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 ENGINEERING AND DESIGN CONCEPTS, INC.

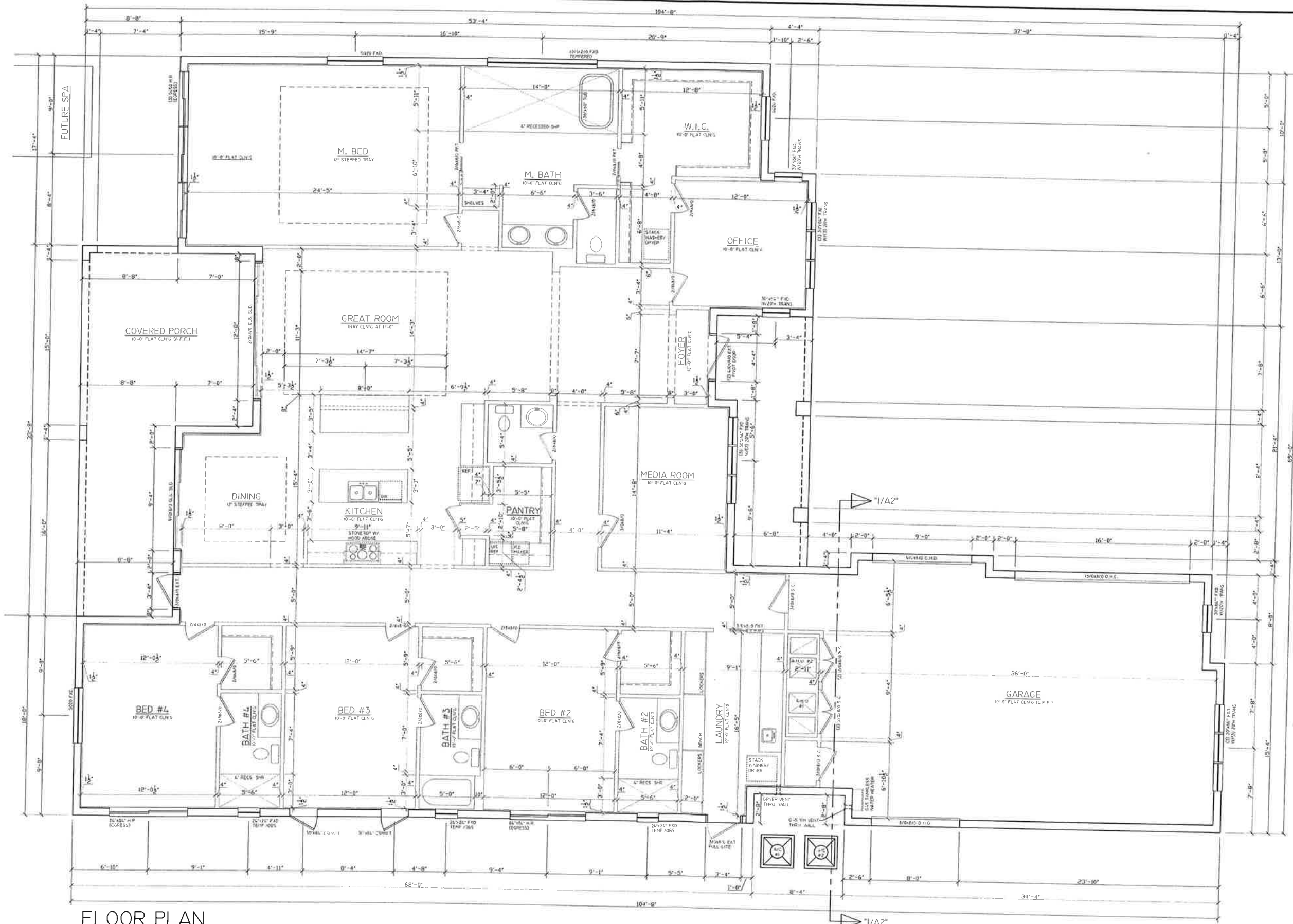
-SFR FOR-  
 526 SUNSET BLVD.  
 MELBOURNE BEACH, FL 32951

**GROUND**  
**BUILDS**  
 DESIGN • BUILD • DEVELOP  
 31200 37th • Suite 100 • West Palm Beach, FL 33409

A2

SHEET 2 OF 3

DRAWN BY:  
 DANIEL FRECHETTE



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

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**ROBERT CARTER - PROJECT DESIGNER - 2/6/26**  
FOR EDC, INC.

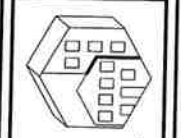
AREA TABULATION (12-12-23)	
LIVING	3771 SQ.FT.
GARAGE	923 SQ.FT.
ENTRY	166 SQ.FT.
COVERED PORCH	402 SQ.FT.
<b>TOTAL</b>	<b>5262 SQ.FT.</b>

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REVISIONS	
1	SCALE FOR TOWN APPROVAL, 2-8-23
2	
3	
4	

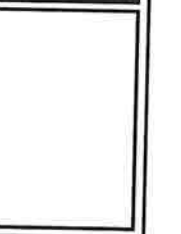
216 PALM BAY ROAD, STE. 6  
PALM BAY, FL 32909  
TEL: (321) 724-0740  
FAX: (321) 916-4206  
EMAIL: RECHETTE350@FUTURE.COM



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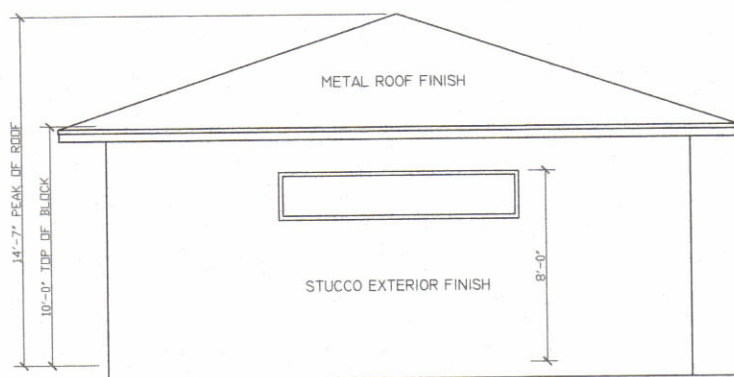
-SFR FOR-  
526 SUNSET BLVD.  
MELBOURNE BEACH, FL 32951

**GROUND**  
**BUILDS**  
DESIGN • BUILD • DEVELOP  
335625776 • 1101 • 502 STREET

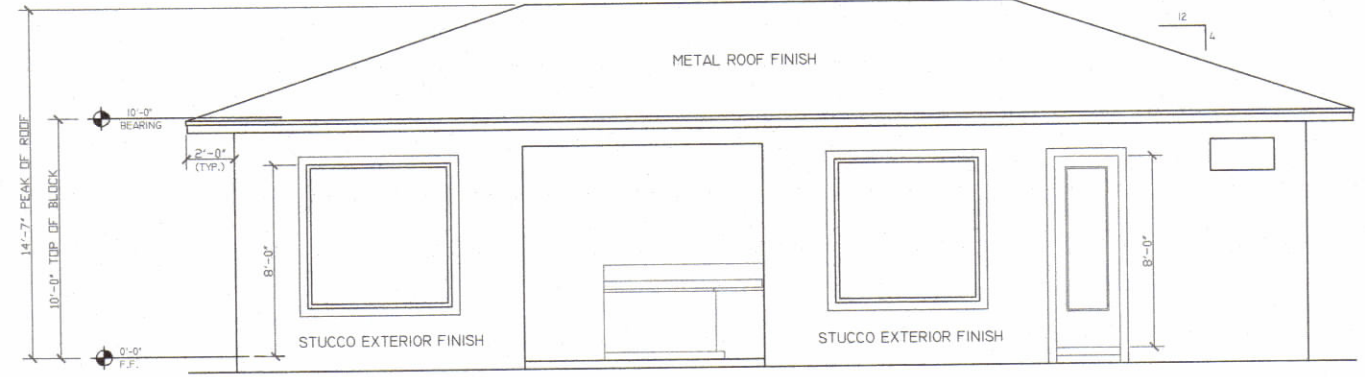


**A3**  
SHEET 3 OF 3  
DRAWN BY:  
DANIEL FRECHETTE

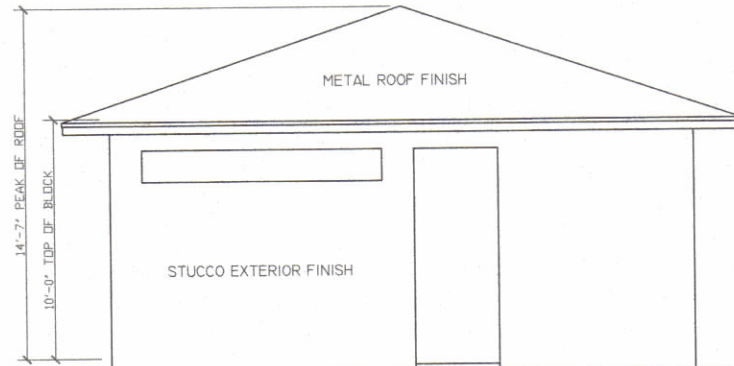




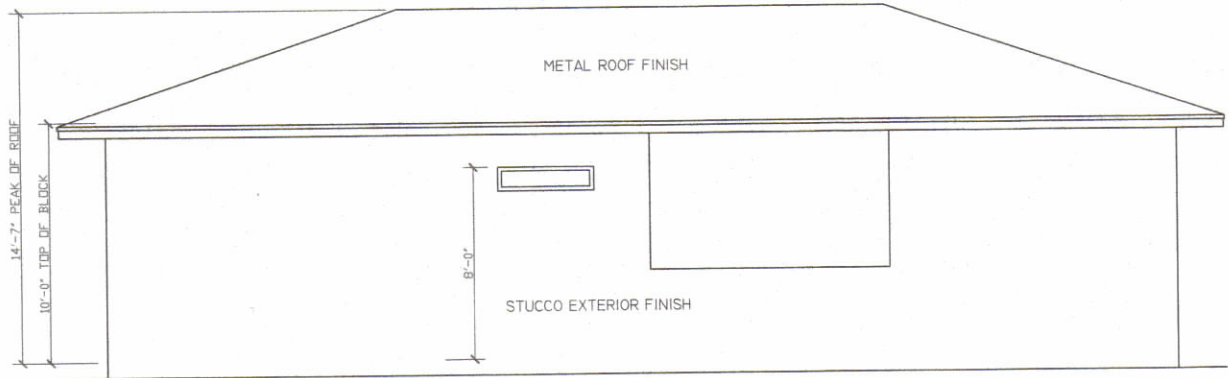
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



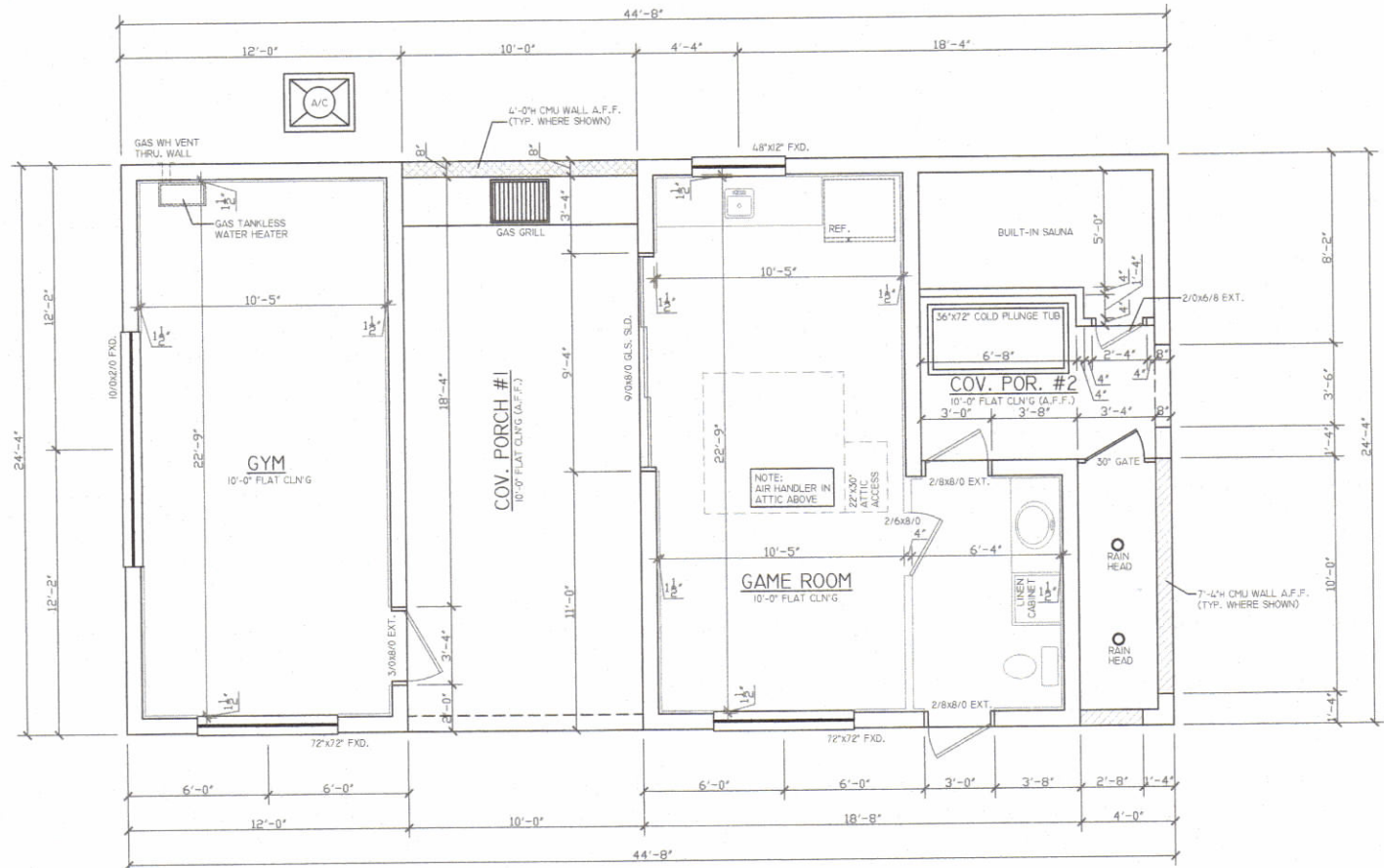
**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



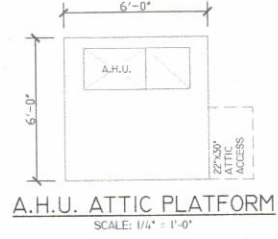
**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"



**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"



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



**A.H.U. ATTIC PLATFORM**  
SCALE: 1/4" = 1'-0"

**GENERAL NOTES**

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4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.

DO NOT SCALE DRAWINGS

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ROBERT CARTER - PROJECT DESIGNER - 2/6/24  
FOR EDC, INC.

**AREA TABULATION (1-16-24)**

GYM	292 SQ.FT.
LIVING	368 SQ.FT.
TOTAL LIVING	660 SQ.FT.
STORAGE	70 SQ.FT.
COV. PORCH #1	173 SQ.FT.
COV. PORCH #2	184 SQ.FT.
TOTAL	1087 SQ.FT.

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2115 PALM BAY ROAD STE. 6  
PALM BAY, FL. 32905  
TEL: (321) 724-0740  
FAX: (321) 914-4206  
EMAIL: DFRCHETTE1550@GMAIL.COM

-POOL CABANA FOR-  
526 SUNSET BLVD.  
MELBOURNE BEACH, FL 32951

**GROUND**  
**BUILDS**

DESIGN • BUILD • DEVELOP

321-940-5774 • LIC. # CAC 133474

**AI**

SHEET 1 OF 1

-DRAWN BY-  
DANIEL FRECHETTE

<b>Attachments:</b>	Proclamation
<b>Date Prepared:</b>	3-13-2024
<b>Prepared By:</b>	Fire Chief Gavin Brown
<b>Meeting Date:</b>	March 20, 2024

**Agenda Category:**

<input checked="" type="checkbox"/>	<b>Proclamations &amp; Awards</b>	<input type="checkbox"/>	<b>Public Hearings</b>
<input checked="" type="checkbox"/>	<b>Presentations</b>	<input type="checkbox"/>	<b>Old Business</b>
<input type="checkbox"/>	<b>Boards &amp; Committees</b>	<input type="checkbox"/>	<b>New Business</b>
<input type="checkbox"/>	<b>Consent</b>	<input type="checkbox"/>	<b>Other:</b>

<b>Subject:</b>	A presentation from the Melbourne Beach Volunteer Fire Department including a proclamation commemorating 33 years of dedicated volunteer service to the Town of Melbourne Beach provided by Ret. Fire Lieutenant Stephen Stewart, the swearing in of two new State Certified Volunteer Firefighters (Michael Bellucco and George Walters), and acceptance of a donation from the MBVFA.
<b>Recommended Action:</b>	
<b>Background Information:</b>	<ol style="list-style-type: none"> <li>1. After 33 years of service to the Melbourne Beach Vol. Fire Department, Volunteer Fire Lieutenant Stephen Stewart is finally retiring from active duty. Lieutenant Stewart joined the Fire Department in 1990, serving in many capacities along the way, including as a Marine Rescue Team Member, State Certified Volunteer Firefighter, and Fire Lieutenant. In addition to responding to emergency calls for service, over the course of his volunteer career, Lt. Stewart has received multiple commendations for his above and beyond service, and has served on multiple strike teams for countywide wildfire incidents, disaster response teams for hurricane events, and community outreach teams to assist with special community events.</li> </ol>



	<ol style="list-style-type: none"><li data-bbox="808 241 1507 926">2. It is a large commitment for volunteers to give up the amount of time required to obtain their State of Florida Volunteer Firefighter certification. George Walters and Michael Bellucco have been volunteering with the Department since 2022, and over the past year, they have both completed more than 200 hours of formal classroom &amp; practical training pertaining to critical topics such as safety, communications, structural and wildland fire suppression, rescue, first aid, CPR, hazardous materials, and property conservation. Out of 13 students in the original class, only 3 (2 from Melbourne Beach) have been able to complete all of the necessary requirements to become State certified. (We anticipate 3 more from Melbourne Beach and 1 more from Indian Harbour Beach will be able to obtain their certification shortly.)</li><li data-bbox="808 976 1507 1234">3. The Melbourne Beach Volunteer Firefighters Association would like to donate funds for use by the Fire Department to purchase 4 new AED training units, additional Stop the Bleed kits, misc. classroom consumable items, and hydration supplies for emergency scenes (drinking waters &amp; electrolyte packets).</li></ol>
--	---

**COMMEMORATING 33 YEARS OF DEDICATED VOLUNTEER SERVICE TO THE TOWN OF MELBOURNE BEACH PROVIDED BY RET. FIRE LIEUTENANT STEPHEN STEWART**

**WHEREAS**, Lieutenant Stephen Stewart joined the Melbourne Beach Volunteer Fire Department in 1990, and has faithfully served his community as a volunteer firefighter for 33 years; and

**WHEREAS**, Lieutenant Stewart was a founding member of the Department's Water Rescue Team, which was established in 1995 as one of the first in Brevard County; and

**WHEREAS**, over the course of his volunteer career, Lieutenant Stewart has served the Department in many capacities, including as a Marine Rescue Team Member, State Certified Volunteer Firefighter, and Fire Lieutenant; and

**WHEREAS**, Lieutenant Stewart has received multiple commendations during his many years of volunteer service, including being named as Melbourne Beach's Volunteer Firefighter of the Year twice, and receiving multiple training attendance and emergency response awards; and

**WHEREAS**, in addition to responding to local emergency calls for service, Lieutenant Stewart has served on multiple strike teams for countywide wildfire incidents, disaster response teams for hurricane events, and community outreach teams to assist with special events such as Fire Prevention Week at local schools and the Fire Department's holiday events; and

**WHEREAS**, today, even after his retirement from active duty, Lieutenant Stewart continues to be active in supporting the Department, passing on his vast experience and knowledge to the Department's new volunteer firefighters;

**NOW, THEREFORE**, be it resolved that I, Mayor Alison Dennington, and the members of the Town of Melbourne Beach Commission, on behalf of a grateful community, do hereby recognize all that Lieutenant Stephen Stewart has accomplished in support of the Melbourne Beach Volunteer Fire Department, and formally extend our thanks for his above and beyond service in keeping our community safe for the past 33 years. Thank you Lieutenant Stewart for all you have done for the Town of Melbourne Beach and congratulations on your well-earned retirement after a lifetime of service!

## Section I

# Town Charter Overview

# **Town of Melbourne Beach Town Charter**



# Basic Forms of Municipal Government

- Florida League of Cities Municipal Officials Manual
- (1) Council-Weak Mayor
  - Mostly in smaller towns
  - Mayor is rotated among the elected council members on an annual basis
  - Council retains collective control over administration, including appointment and dismissal of municipal employees and appointments to boards and commissions
  - Generally, the Mayor's authority is little, if any, greater than that of the other council members
  - Department heads report to the council as a whole

# Basic Forms of Municipal Government

- (2) Council-Strong Mayor
  - Distinct division of powers between the council and the mayor
  - Mayor is the chief executive, and the office of mayor has substantial influence in the policymaking process and substantial control over administration
  - Mayor holds important budgetary and appointing powers, along with the power to veto legislative actions of the council
  - Mayor has general power to appoint people to boards and commissions
- (3) Council-Manager
  - Manager is the chief administrative officer of the city
  - Manager supervises and coordinates the departments, appoints and removes their directors, prepares the budget for the council's consideration, and makes reports and recommendations to the council

# Basic Forms of Municipal Government

- (3) Council-Manager (cont.)
  - Manager fully responsible for municipal administration
  - Mayor is ceremonial head of municipality, presides over council meetings and may serve as the spokesperson for the city
  - Mayor may be an important political figure but has little, if any, role in day-to-day municipal administration
  - Widely viewed as a way to take politics out of municipal administration
  - Manager expected to abstain from any and all political involvement
  - Council members are expected to refrain from intruding on the Manager's role as chief executive and expected to abstain from seeking to individually interfere in administrative matters, including actions on personnel matters
  - Some city charters provide that interference in administrative matters by an elected city official is grounds for removal from office (not present in Town's Charter)

# Town Form of Government

- Council-Manager (see FLC Florida Municipal Officials Manual)
  - Manager is the Chief Administrative Officer of the Town
    - Supervises and coordinates the departments
    - Appoints and removes department directors
    - Prepares budget for Commission consideration
    - Makes reports and recommendations to the Commission
  - Widely viewed as a way to take politics out of municipal administration
    - Manager expected to abstain from political involvement
    - Commission members and other political leaders are expected to refrain from intruding on the Manager's role as Chief Executive
    - Hired and fired by the Commission, is subject to the authority of the Commission, but council members are expected to abstain from seeking to individually interfere in administrative matters



# Article II - Section 2.01

- General Powers and Duties of the Town Commission
- “All powers of the Town shall be vested in an elected Commission, except as otherwise provided by law or by this Chapter. The Commission shall provide for the exercise by the Town of its municipal powers and for the performance of all duties and obligations imposed on the Town by law.

# Article II – Sections 2.07 & 2.08

- Mayor
  - Shall be a voting member of the Commission
  - Presiding Officer of the Commission
  - Titular head of the Town Government for ceremonial purposes and for the purpose of civil process
- Vice-Mayor
  - Elected annually by the Commissioners
  - Shall act temporarily as Mayor in the absence or disability of the Mayor

# Article II – Section 2.12

- Legislative Procedure
  - Three (3) members of the Commission constitute a quorum
  - No action shall be valid or binding unless adopted by the affirmative vote of at least three (3) members of the Commission
  - Commission shall determine its own rules and order of business

# Article III – Section 3.01

- Powers and Duties of the Town Commission
  - All powers of the Town shall be vested in an elected commission
  - Responsible to the citizens for the proper functioning of all Town affairs, shall have power and are required to:
    - Appoint, suspend, or remove the Town Manager, Town Clerk, or Town Attorney or any members of any board, commission or agency, who are appointed by the Town Commission
    - Approve any additions or deletions of staff positions upon recommendation of Manager
    - Provide policy direction to, and exercise control over, the Town Manager as may be required
    - Approval annual Town budget and periodically review financial status of Town
    - Provide Town representation on intragovernmental groups
    - Perform such other duties as may be prescribed by ordinance or resolution

# Article III – Section 3.03

- Office of Town Manager
  - Appointed by Town Commission
  - Chief Administrative Officer
  - Direct and supervises the administration of all departments except Town Attorney
  - Prepares annual budget and advises Town as to the financial condition and future needs of the Town
  - Sees that all laws, Charter provisions, ordinances, resolutions and other acts of the Commission subject to enforcement by her are faithfully executed
  - Makes recommendations to Commission
  - Commission or members shall not give orders or directions to any officer or employee under the supervision of the Manager (except for purpose of inquiries and investigations)

# Article III – Section 3.04

- Office of the Town Clerk
  - Hired by Town Manager to serve the Commission
  - Town Manager has exclusive supervisory authority, including the authority to manage, discipline, and terminate consistent with the Town's employment policies, without consent of the Town Commission
  - Duties include: custodian of official records as the Commission may prescribe; attestor to contracts; chief registration and elections officer of the Town; and other duties so prescribed by the Town Commission or Town Manager

# Article III – Section 3.05

- Office of Town Attorney
  - Appointed by Commission
  - Legal advisor and attorney to the officers of the Town in matters affecting the Town or relating to their official duties
  - Prosecute and defend on behalf of Town all civil actions
  - Prepare and endorse written instruments
  - Other duties as the Commission may require or as may be prescribed by general state law

## Regular Town Commission Meeting Agenda

**Section:** Presentations

**Meeting Date:** March 20, 2024

**Subject:** Presentation and Review of Town Audit for Fiscal Year 2023 by James Moore

**Submitted By:** Jennifer Kerr, Finance Manager

### Background Information

Audit for Fiscal Year 2023

### Recommendation:

Review Audit

### Attachments:

Fiscal Year 2023 Audit



# Town of Melbourne Beach, Florida

Annual Audit for the Year Ended  
September 30, 2023

Presented by:  
Zach Chalifour, CPA

 JAMES  
MOORE

888-387-6851

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



# Auditors' Reports

- **Independent Auditors' Report** (pages 1-3)
  - Unmodified Opinion
- **Report on Internal Control and Compliance**(pages 56-57)
  - No material weaknesses
- **Management Letter Required by Chapter 10.550, Rules of the AG** (pages 58-60)
  - 2 other recommendations – Budget Amendments, Capital Asset Inventory
- **Independent Accountants' Examination Report** (page 61)
  - Town in compliance with state statutes over investment activity/policies

# General Fund (Page 15)

<u>Fund Balance</u>	<u>9/30/2023</u>	<u>9/30/2022</u>	<u>9/30/2021</u>	<u>9/30/2020</u>
Nonspendable	\$ 135,391	\$ 85,624	\$ 57,713	\$ 55,802
Restricted	39,508	20,148	15,833	11,233
Committed	-0-	-0-	-0-	-0-
Assigned	-0-	-0-	-0-	-0-
Unassigned	2,942,727	2,743,773	2,691,625	2,489,781
<b>Total</b>	<b>\$ 3,117,626</b>	<b>\$ 2,849,545</b>	<b>\$ 2,765,171</b>	<b>\$ 2,556,816</b>

# General Fund (continued)

Total Assigned/Unassigned Fund Balance	\$ 2,942,727
2023 Expenditures and Transfers Out	\$ 4,053,347
Percentage Unassigned Fund Balance as a percentage of Expenditures :	72.6%
Prior Year %	71.5 %
GFOA Minimum Rec. = 2 Months	At least 16.7%

# Pension Funds

- Net Pension Liability – recorded in financial statements
  - Governmental Activities: \$1.1 million net pension liability from Police & FRS
- Police pension (unfunded) liability history – amounts and % funded:

Year	Net Pension Liability	Funded %
2023	\$ 522,066	89.39%
2022	1,418,444	73.39%
2021	238,957	95.16%
2020	916,021	80.44%

# Other Items

- Other governmental funds
  - \$2,772,003 total fund balance
  - No individual deficit fund balances
- ARPA
  - \$1,651,815 award recognized in FY22
  - \$829K in current year expenditures
  - \$759,385 in assigned fund balance for capital improvements
- Net Pension Liability – FRS allocation
  - Governmental Activities: \$620,025
  - Overall impact of pension liability
  - All Town contributions made

# QUESTIONS





March 13, 2024

To the Honorable Mayor and Town Commission Members,  
Town of Melbourne Beach, Florida:

We have audited the financial statements of the Town of Melbourne Beach, Florida (the Town) as of and for the year ended September 30, 2023, and have issued our report thereon dated March 13, 2024. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated July 26, 2021, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Town solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting and material weaknesses and material noncompliance, and other matters noted during our audit in a separate letter to you dated March 13, 2024.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, and our firm has complied with all relevant ethical requirements regarding independence.

We have applied safeguards related to our preparation of the Town's financial statements, including, but not limited to, an assessment of management's skills, knowledge, and experience, and by obtaining a completed financial statement disclosure checklist from management.



### **Significant Risks Identified**

Professional standards require that we, as auditors, identify significant risks that impact the audit based upon the nature of the organization and design our audit procedures to adequately address those risks. As part of the audit process, we have identified the following significant risks, which are being communicated solely to comply with auditing standards and do not represent any specific finding and/or concerns related to the audit:

- Override of internal controls by management
- Improper revenue recognition due to fraud
- Improper use of restricted resources

Our audit was designed to adequately address the above risks and no issues were noted that impacted our ability to render an opinion on the financial statements.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Town is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2023. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of the allowance for doubtful accounts was based on historical water revenues, historical loss levels, and an analysis of the collectability of individual accounts. We evaluated the key factors and assumptions used to develop the allowance in determining that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of useful lives for depreciation was based on past history within each capital asset class. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimates of the net pension liability and total OPEB liability were based on actuarial factors and were calculated by actuaries independent of the Town. We evaluated the key factors and assumptions used to develop the net pension liability and total OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of due from other governments related to disaster recovery reimbursements due from FEMA. We evaluated the key factors and assumptions used to develop the net receivable balance in determining that it is reasonable in relation to the financial statements taken as a whole and in relation to the applicable opinion units.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Town's financial statements relate to:

The Deposits and Investments note summarizes the Town's deposits and investments, including any risks or concentrations in investments held.

The Long-Term Debt note to the financial statements summarizes the Town's long-term debt obligations, including future debt service payments.

The Employee's Retirement Plans note to the financial statements summarizes the basic information regarding the Town's pension plans and the net pension liability.

#### **Significant Unusual Transactions**

There were no significant unusual transactions identified as a result of our audit procedures that were brought to the attention of management and required to be communicated to you.

#### **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

#### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit:

- None noted.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- \$100,000 adjustment to reclass capital outlay to prepaid items for fire truck deposit in the general fund
- \$14,000 adjustment to reclass prepaid items to expenses for assets placed into service in the current year.
- \$7,000 adjustment to increase accounts receivable and FPL utility tax revenue for proper year-end cutoff

Town of Melbourne Beach, Florida  
March 13, 2024  
Page 4

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Town's financial statements or the auditors' report. No such disagreements arose during the course of the audit.

### **Circumstances that Affect the Form and Content of the Auditors' Report**

For purposes of this letter, professional standards require that we communicate any circumstances that affect the form and content of our auditors' report. We identified no circumstances that affect the form and content of the auditors' report as a result of our audit procedures.

### **Representations Requested from Management**

We have requested certain representations from management that are included in the management representation letter dated March 13, 2024.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the Town, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Town's auditors.

### **Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This report is intended solely for the information and use of the Town Commission and management of the Town of Melbourne Beach, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



JAMES MOORE & CO., P.L.

**TOWN OF MELBOURNE BEACH, FLORIDA**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2023**



**TOWN OF MELBOURNE BEACH, FLORIDA  
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SEPTEMBER 30, 2023**

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## INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Town Commission,  
Town of Melbourne Beach, Florida:

### **Report on the Audit of the Financial Statements**

#### ***Opinions***

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Melbourne Beach, Florida, (the Town), as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town, as of September 30, 2023, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### ***Responsibilities of Management for the Financial Statements***

The Town's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

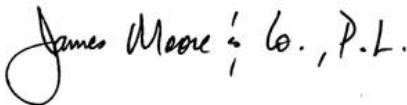
### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The combining nonmajor governmental funds financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining nonmajor governmental funds financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining nonmajor governmental funds financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated March 13, 2024, on our consideration of the Town's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town's internal control over financial reporting and compliance.



Daytona Beach, Florida  
March 13, 2024



## **Town of Melbourne Beach, Florida Management's Discussion and Analysis**

As management of the Town of Melbourne Beach (the Town), we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended September 30, 2023.

### **Financial Highlights**

- The assets of the Town of Melbourne Beach exceeded its liabilities at the close of the 2023 fiscal year by \$12,461,886 (net position). Of this amount, \$8,143,835 is net investment in capital assets while restricted net position is \$465,279. \$3,852,772 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- The total net position increased \$851,823 from the previous year.
- As of the close of fiscal year 2023, the Town's governmental funds reported combined ending fund balances of \$5,889,629, a decrease of \$(534,023) in comparison with the prior year. While \$1,205,487 represents the portion restricted by outside parties, \$1,602,241 is assigned for capital improvements and town parks, and \$2,942,727 of the governmental funds balance is available for spending at the government's discretion (unassigned fund balance). An additional \$135,391 of governmental fund balance is non-spendable for current obligations and \$3,783 is committed for stormwater utility.
- At the end of the 2023 fiscal year, unassigned fund balance for the general fund was \$2,942,727 or 85.5% of total general fund expenditures.
- The Town's total long-term liabilities decreased by \$952,269 during the 2023 fiscal year. This reflects primarily the repayment of outstanding balances for bonds and notes.

### **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-wide financial statements

The government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave). The governmental activities of the Town include general government, public safety, physical environment, and recreation. The government-wide financial statements can be found on pages 13-14 of this report.

### Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories: governmental funds and fiduciary funds.

### Governmental funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains 15 individual governmental funds, including the General Fund, American Rescue Plan, Capital Projects Fund, two Debt Service Funds (combined), Building Department, Police Education, Police Donations, Law Enforcement Forfeiture, Building Education, Stormwater Utility, Historic Preservation, Old Town Hall, Ocean State Park, and Ryckman Crossover Parking. The General Fund, American Rescue Plan, two Debt Service Funds (combined), and Capital Projects Fund are reported as major funds.

Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the major funds. Data from the non-major governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these non-major governmental funds is provided in the form of combining statements elsewhere in this report.

The Town adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 15-18 of this report.

### Fiduciary funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statement because the resources of those funds are not available to support the Town's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund financial statements can be found on pages 21-22 of this report.

### Notes to the financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 23-47 of this report.

### Other information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Town's progress in funding its obligation to provide pension benefits and other post-employment benefits to its employees. Required supplementary information can be found on pages 48-53 of this report.

The combining statements referred to earlier in connection with non-major governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 54-55 of this report.

### **Government-wide Financial Analysis**

The following is a summary of the Town's governmental activities net position for each of the past two years:

	<u>2023</u>	<u>2022</u>
Assets		
Current and other assets	\$ 5,974,378	\$ 6,495,529
Capital assets, net	<u>9,305,940</u>	<u>8,757,030</u>
	<u>\$ 15,280,318</u>	<u>\$ 15,252,559</u>
Total assets		
Deferred outflows of resources	<u>\$ 632,246</u>	<u>\$ 983,138</u>
Liabilities		
Current liabilities	\$ 90,215	\$ 86,893
Noncurrent liabilities	<u>2,668,009</u>	<u>4,306,878</u>
Total liabilities	<u>\$ 2,758,224</u>	<u>\$ 4,393,771</u>
Deferred inflows of resources	<u>\$ 692,454</u>	<u>\$ 231,863</u>
Net position		
Net investment in capital assets	\$ 8,143,835	\$ 6,597,713
Restricted	465,279	870,207
Unrestricted	<u>3,852,772</u>	<u>4,142,043</u>
Total net position	<u>\$ 12,461,886</u>	<u>\$ 11,610,063</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the Town, assets exceeded liabilities by \$12,461,886 at the close of the 2023 fiscal year. By far the largest portion of the Town's net position (65.4% percent) reflects its investment in capital assets (e.g., land, buildings, machinery and equipment, infrastructure and improvements), less any related debt used to acquire those assets that are still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's net investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Of the remaining net position, \$465,279 represents resources that are subject to external restrictions on how they may be used. These restrictions relate primarily to externally imposed restrictions on funding for debt and capital purposes. The remaining balance of the net position which represents amounts available to meet the Town's ongoing obligations to citizens and creditors at the discretion of the Commission is \$3,852,772 for the 2023 fiscal year.

The following is a summary of the changes in the Town's governmental activities net position for each of the past two years:

	<u>2023</u>	<u>2022</u>
Revenues:		
Program Revenues:		
Charges for Services	\$ 639,316	\$ 545,792
Operating Grants	222,166	1,838,398
Capital Grants	5,000	7,337
General Revenues:		
Property taxes	2,945,198	2,656,513
Sales and use taxes	386,941	365,382
Franchise and utility taxes	314,292	279,471
Public services taxes	390,775	349,173
Insurance premium taxes	52,693	45,792
State revenue sharing	116,123	111,791
Investment earnings (loss)	23,809	5,240
Miscellaneous revenues	14,931	6,143
Total Revenues	<u>5,111,244</u>	<u>6,211,032</u>
Expenses:		
General government	1,505,066	1,341,289
Public safety	1,975,386	1,998,549
Physical environment	488,811	496,132
Culture/recreation	236,718	163,958
Interest on long-term debt	53,440	97,581
Total Expenses	<u>4,259,421</u>	<u>4,097,461</u>
Changes in net position	851,823	2,113,571
Beginning net position	<u>11,610,063</u>	<u>9,496,492</u>
Ending net position	<u>\$ 12,461,886</u>	<u>\$ 11,610,063</u>

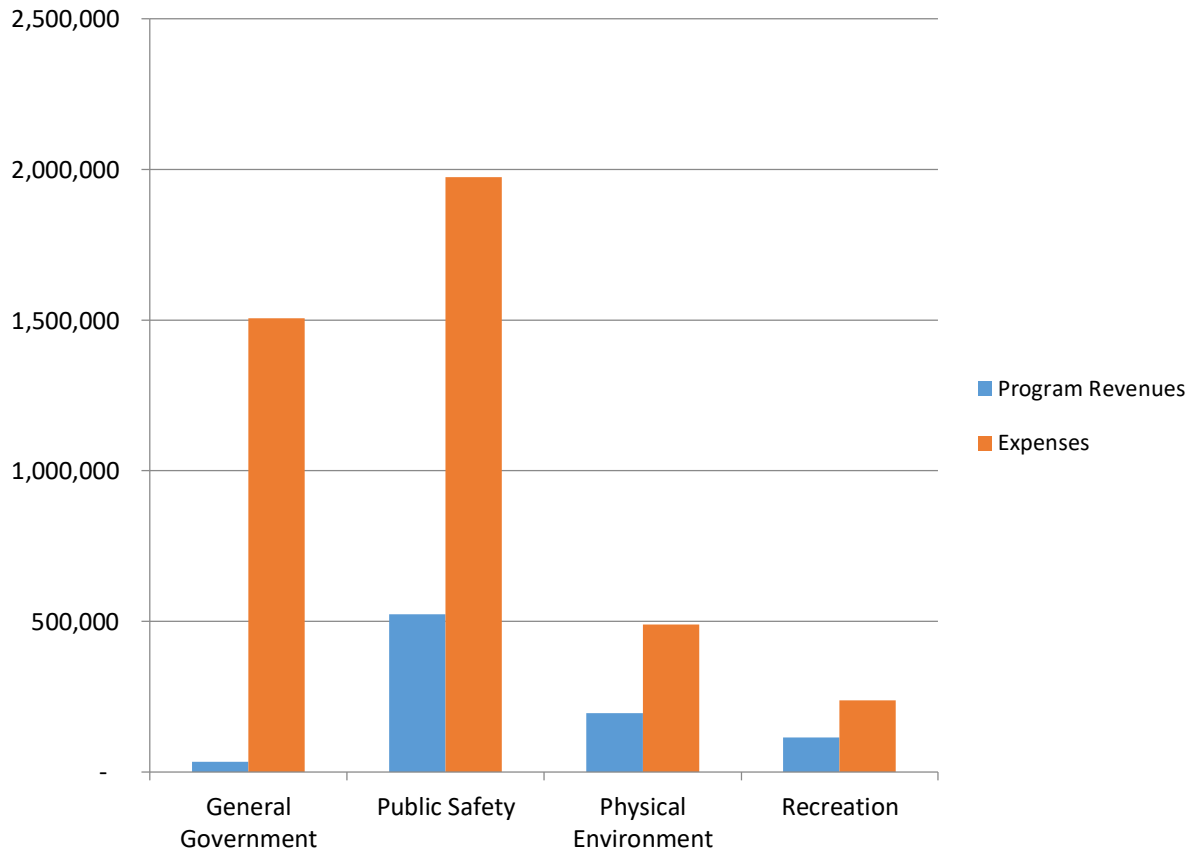
#### Governmental activities

Governmental activities increased the Town's net position by \$851,823. This amount is primarily attributable to increases in property tax revenues.

- The Town's total revenues related to governmental activities decreased by \$1,099,788 from the prior year. Factors that contributed to a decrease in revenues are an decrease in General Revenue operating grants, due to the ARPA Funds, which were received in fiscal year 2022.
- Expenses related to governmental activities increased by \$169,124 from the prior year. This is primarily related to an increase in general government expenses, which increased due to competitive salary raises and the rise of inflation in the economy.

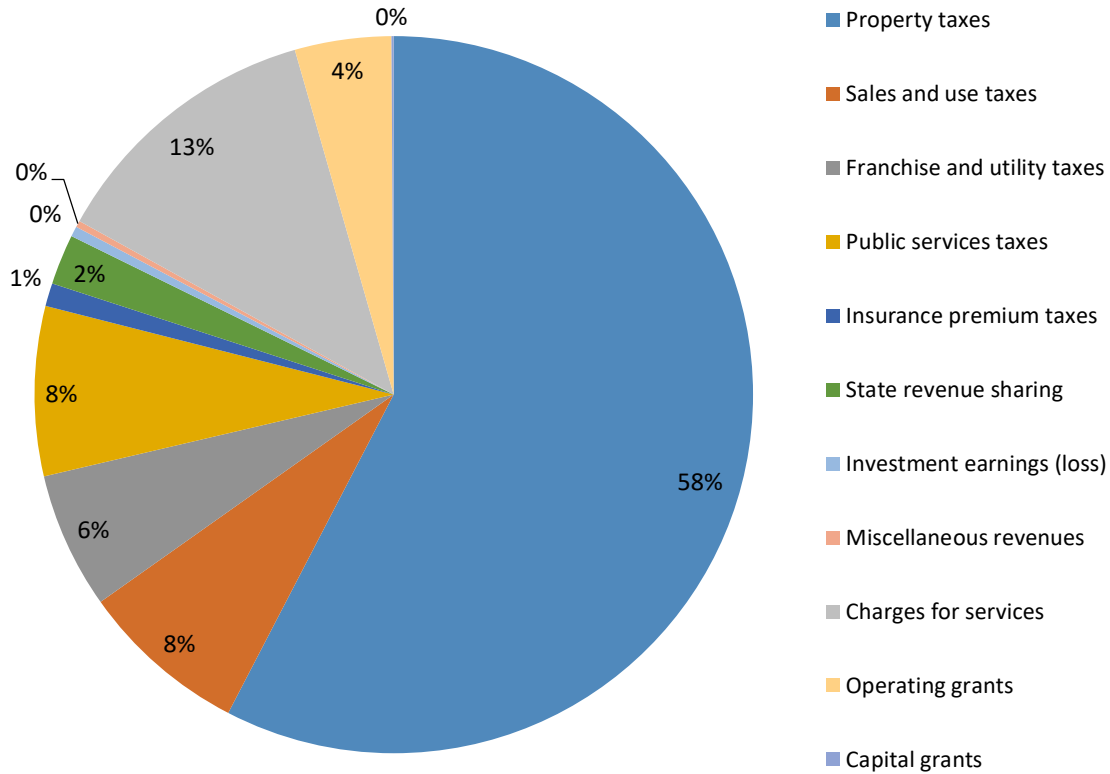
### Expenses and Program Revenues - Governmental Activities

The following chart summarizes the Town's program revenues and expenses by function:



**Revenues by Source - Governmental Activities**

The following chart summarizes the Town’s revenues by source:



**Financial Analysis of the Government's Funds**

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds

The focus of the Town's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the fiscal year 2023, the Town's governmental funds reported combined ending fund balances of \$5,889,629, a decrease of \$(534,023) in comparison with the prior year. As of the end of fiscal year 2023, \$135,391 of the fund balance is designated as non-spendable to indicate that it is not available for new spending because it has already been spent on prepaid items. A portion of the fund balances is restricted in use by outside parties for the following: \$281,357 for debt purposes; \$7,706 for historic preservation; \$734,742 for stormwater construction; \$55,938 for Ocean State Park; \$27,344 for beautification; \$9,977 for environmental advisory; \$1,293 for Christmas donations; \$27,864 for law enforcement education; \$25,761 for building department operations; and \$19,606 for Old Town Hall.

Additionally, \$1,602,241 has been assigned by the Town Commission for capital improvements and town parks. The remaining amount, \$2,942,727 constitutes unassigned fund balance, which is available for spending at the government's discretion.

The General Fund is the chief operating fund of the Town. At the end of the 2023 fiscal year, unassigned fund balance of the general fund was \$2,942,727 while total general fund balance was \$3,117,626. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. An excess of revenues over expenditures of \$835,507 was partially offset by \$612,830 of transfers to other funds during the year.

The American Rescue Plan fund has a fund balance of \$759,385. The American Rescue Plan fund was revenues that will be earned to the extent of expenditures in accordance with the Town's subrecipient agreement for approximately \$1.65 million on Coronavirus State and Local Fiscal Recovery Funds. All related revenues have been earned due to the standard allowance of expenditures for payroll expenditures.

The Debt Service Fund has a fund balance of \$281,357. The net change during the current year in the debt service fund was (\$410,645). The decrease was due to the collection funds and required transfers in less than the amount due for FY2023. Additional monies collected will be used to prepay the debt.

The Capital Projects Fund has a fund balance of \$1,465,303. The net change in fund balance during the current year in the capital projects fund was \$328,832. The increase was due primarily to the transfer of funds for future projects. There were minimal capital projects and other improvements in FY2023.

The Nonmajor Funds have a fund balance of \$265,958 at the end of the year. The net change during the current year in the funds was \$137,491. The increase was primarily due to the Ryckman Crossover Parking Fund being established as a non-major fund in the current year.

### **General Fund Budgetary Highlights**

Although the Town inputs the budget by line item, the tracking of the budget is done at the department level. Department budgeting allows management to check budgets for negatives by classifications in accordance with the State of Florida's Uniform Accounting System Manual.

### **Capital Asset and Debt Administration**

**Capital assets.** The Town's investment in capital assets for its governmental funds as of September 30, 2023, amounts to \$9,305,940 (net of accumulated depreciation). This represents a net increase of \$548,910. The current year additions include \$32,076 of improvements, \$378,233 of equipment and \$730,768 in infrastructure. The Town had no projects under construction at the end of 2023. Current year depreciation expense totaled \$582,655.

The following summaries the Town's capital assets as of September 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Capital assets, not being depreciated –		
Land	\$ 897,742	\$ 897,742
Construction in progress	-	-
Total capital assets, not being depreciated	<u>897,742</u>	<u>897,742</u>
Capital assets, being depreciated –		
Buildings and improvements	4,832,282	4,809,816
Equipment	2,993,244	2,616,809
Infrastructure	<u>8,310,893</u>	<u>7,580,125</u>
Total capital assets, being depreciated	16,136,419	15,006,750
Less: accumulated depreciation	<u>(7,728,221)</u>	<u>(7,147,462)</u>
Total capital assets, being depreciated, net	<u>8,408,198</u>	<u>7,859,288</u>
Governmental activities capital assets, net	<u>\$ 9,305,940</u>	<u>\$ 8,757,030</u>

Additional information on the Town's capital assets can be found in Note (7) on page 33 of this report.

**Long-term Debt.** At the end of the 2023 fiscal year, the Town had total bonded debt and notes payable principal outstanding of \$1,162,105.

The following summaries the Town's long-term debt (excluding the net pension liability and total OPEB liability) as of September 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Notes and bonds payable	\$ 1,102,000	\$ 2,090,000
Less deferred amounts:		
Original issue premium	73,951	87,007
Original issue (discount)	<u>(13,846)</u>	<u>(17,690)</u>
Total notes and bonds payable	1,162,105	2,159,317
Capital leases	-	-
Compensated absences	344,447	299,504
Total	<u>\$ 1,506,552</u>	<u>\$ 2,458,821</u>

The Town's long-term liabilities decreased by \$988,000 during the current fiscal year. This decrease was attributable to repayment of bonds and notes.

Additional information on the Town's long-term liabilities can be found in Note (8) on page 34 of this report.

### **Economic Factors and Next Year's Budgets and Rates**

The Town Commission approved a millage rate of 4.5800 for Fiscal Year 2023. The millage rate for Fiscal Year 2022 was 4.6865. The taxable value of real property increased by 13.20% percent for Fiscal Year 2023 and is expected to increase in Fiscal Year 2024.



**Other Factors**

The Building Department continues to receive permits daily for new home construction, major and minor remodels and pool installations. There were nine (9) new homes built and nine (9) new pool installations in FY2023. Permit fee revenue increased by 37.82% even though overall inspections decreased 8.87% over FY2022. Building revenue increased by 25.49% over FY2022.

The Town continues to focus on upgrading its roads, stormwater system, parks, and services to the residents of our community. The Parking Kiosk that were installed at Ryckman Park and Ocean Park for paid parking located at Ryckman Park, Ocean Park, and the dune crossovers continues to bring in consistent revenue for Ocean Park, Ryckman Park, and dune crossover maintenance. The Police Department purchased two (2) new vehicles in FY2023. The Fire Department continues to provide fire protection, emergency medical care, and other emergency and non-emergency services to the citizens within the community. Funds continue to be set aside for the repaving of roads, dune crossovers, and Community Center upgrades which enables Public Works to continue to improve the Town.

**Requests for Information**

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Finance Manager, 507 Ocean Avenue, Melbourne Beach, Florida 32951.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF NET POSITION - GOVERNMENTAL ACTIVITIES**  
**SEPTEMBER 30, 2023**

<b>ASSETS</b>	
Cash and cash equivalents	\$ 4,496,278
Investments	482,072
Receivables, net	114,206
Due from other governments	746,431
Prepays	135,391
Capital assets:	
Non-depreciable capital assets	897,742
Other capital assets, net of depreciation	8,408,198
Total assets	<u>\$ 15,280,318</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred outflows related to pensions	\$ 624,811
Deferred outflows related to OPEB	7,435
Total deferred outflows of resources	<u>\$ 632,246</u>
<b>LIABILITIES</b>	
Accounts payable	\$ 49,861
Accrued payroll and employee benefits	23,938
Customer deposits	3,338
Unearned revenue	7,612
Accrued interest payable	5,466
Noncurrent liabilities:	
Due within one year:	
Bonds and notes payable	222,000
Compensated absences	172,224
Due in more than one year:	
Bonds and notes payable	940,105
Compensated absences	172,223
Total OPEB liability	19,366
Net pension liability	1,142,091
Total liabilities	<u>\$ 2,758,224</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred inflows related to pensions	\$ 661,278
Deferred inflows related to OPEB	31,176
Total deferred inflows of resources	<u>\$ 692,454</u>
<b>NET POSITION</b>	
Net investment in capital assets	\$ 8,143,835
Restricted for:	
Debt service	275,891
Capital projects	27,312
Law enforcement	27,864
Fire department	13,899
Ocean Park	55,938
Beautification	27,344
Environmental advisory	9,977
Christmas donations	1,293
Building department education	25,761
Unrestricted	3,852,772
Total net position	<u>\$ 12,461,886</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED SEPTEMBER 30, 2023**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	
Governmental activities:					
General government	\$ 1,505,066	\$ 30,046	\$ 3,742	\$ -	\$ (1,471,278)
Public safety	1,975,386	436,957	81,896	5,000	(1,451,533)
Transportation	-	1,500	-	-	1,500
Physical environment	488,811	57,654	136,528	-	(294,629)
Culture and recreation	236,718	113,159	-	-	(123,559)
Interest on long-term debt	53,440	-	-	-	(53,440)
Total governmental activities	<u>\$ 4,259,421</u>	<u>\$ 639,316</u>	<u>\$ 222,166</u>	<u>\$ 5,000</u>	<u>(3,392,939)</u>
General revenues:					
Property taxes					2,945,198
Sales and use taxes					386,941
Franchise and utility taxes					314,292
Public service taxes					390,775
Insurance premium taxes					52,693
State revenue sharing					116,123
Investment earnings (loss)					23,809
Miscellaneous revenues					14,931
Total general revenues					<u>4,244,762</u>
Change in net position					851,823
Net position - beginning					11,610,063
Net position - ending					<u>\$ 12,461,886</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2023**

	General	American Rescue Plan	Debt Service	Capital Projects	Other Nonmajor Governmental	Total Governmental Funds
<b>ASSETS</b>						
Equity in pooled cash and cash equivalent	\$ 2,390,910	\$ 759,385	\$ 281,357	\$ 797,264	\$ 267,362	\$ 4,496,278
Investments	482,072	-	-	-	-	482,072
Receivables, net	114,206	-	-	-	-	114,206
Due from other governments	77,697	-	-	668,039	695	746,431
Prepaid items	135,391	-	-	-	-	135,391
Total assets	<u>\$ 3,200,276</u>	<u>\$ 759,385</u>	<u>\$ 281,357</u>	<u>\$ 1,465,303</u>	<u>\$ 268,057</u>	<u>\$ 5,974,378</u>
<b>LIABILITIES</b>						
Accounts payable	\$ 48,677	\$ -	\$ -	\$ -	\$ 1,184	\$ 49,861
Accrued liabilities	23,023	-	-	-	915	23,938
Customer deposits	3,338	-	-	-	-	3,338
Unearned revenue	7,612	-	-	-	-	7,612
Total liabilities	<u>82,650</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,099</u>	<u>84,749</u>
<b>FUND BALANCES</b>						
Nonspendable:						
Prepaid items	135,391	-	-	-	-	135,391
Restricted for:						
Fire department	13,899	-	-	-	-	13,899
Debt service	-	-	281,357	-	-	281,357
Historic preservation	-	-	-	7,706	-	7,706
Stormwater construction	-	-	-	734,742	-	734,742
Ocean Park	-	-	-	-	55,938	55,938
Beautification	-	-	-	-	27,344	27,344
Environmental advisory	-	-	-	-	9,977	9,977
Christmas donations	-	-	-	-	1,293	1,293
Law enforcement education	-	-	-	-	27,864	27,864
Building department	25,609	-	-	-	152	25,761
Old Town Hall	-	-	-	-	19,606	19,606
Committed to:						
Stormwater utility	-	-	-	-	3,783	3,783
Assigned to:						
Capital improvements	-	759,385	-	722,855	-	1,482,240
Town parks	-	-	-	-	120,001	120,001
Unassigned	2,942,727	-	-	-	-	2,942,727
Total fund balances	<u>3,117,626</u>	<u>759,385</u>	<u>281,357</u>	<u>1,465,303</u>	<u>265,958</u>	<u>5,889,629</u>
<b>Total liabilities and fund balances</b>	<u>\$ 3,200,276</u>	<u>\$ 759,385</u>	<u>\$ 281,357</u>	<u>\$ 1,465,303</u>	<u>\$ 268,057</u>	<u>\$ 5,974,378</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF NET POSITION**  
**SEPTEMBER 30, 2023**

<b>Fund balances - total governmental funds</b>		\$ 5,889,629
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds		
Total governmental capital assets	17,034,161	
Less: accumulated depreciation	<u>(7,728,221)</u>	9,305,940
On the governmental fund statements, a net pension liability is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the Town's net pension liability of the defined benefit pension plans is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to pensions are also reported.		
Net pension liability	(1,142,091)	
Deferred outflows related to pensions	624,811	
Deferred inflows related to pensions	<u>(661,278)</u>	(1,178,558)
On the governmental fund statements, a total OPEB liability is not recorded unless an amount is due and payable (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the Town's total OPEB liability is reported as a noncurrent liability. Additionally, deferred outflows and deferred inflows related to OPEB are also reported.		
Total OPEB liability	(19,366)	
Deferred outflows related to OPEB	7,435	
Deferred inflows related to OPEB	<u>(31,176)</u>	(43,107)
Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities and other long-term liabilities consist of the following:		
Bonds and notes payable	(1,162,105)	
Accrued interest payable	(5,466)	
Compensated absences	<u>(344,447)</u>	(1,512,018)
<b>Net position of governmental activities</b>		<u><u>\$ 12,461,886</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<u>General</u>	<u>American Rescue Plan</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Other Nonmajor Governmental</u>	<u>Total Governmental Funds</u>
<b>Revenues</b>						
Taxes	\$ 3,473,059	\$ -	\$ 528,382	\$ -	\$ -	\$ 4,001,441
Licenses and permits	267,820	-	-	-	3,248	271,068
Intergovernmental	432,045	-	-	-	-	432,045
Charges for services	24,025	-	-	-	264,831	288,856
Fines and forfeitures	41,652	-	-	-	479	42,131
Investment income (loss)	23,809	-	-	-	-	23,809
Miscellaneous	13,614	-	-	-	16,930	30,544
Total revenues	<u>4,276,024</u>	<u>-</u>	<u>528,382</u>	<u>-</u>	<u>285,488</u>	<u>5,089,894</u>
<b>Expenditures</b>						
Current:						
General government	1,097,439	3,191	-	-	-	1,100,630
Public safety	1,735,893	-	-	-	6,286	1,742,179
Parks and recreation	19,768	-	-	-	140,408	160,176
Physical environment	381,641	1,693	-	543	52,876	436,753
Capital outlay	205,776	824,594	-	61,807	48,900	1,141,077
Debt service						
Principal	-	-	988,000	-	-	988,000
Interest and fiscal charges	-	-	69,638	-	-	69,638
Debt issuance costs	-	-	2,564	-	-	2,564
Total expenditures	<u>3,440,517</u>	<u>829,478</u>	<u>1,060,202</u>	<u>62,350</u>	<u>248,470</u>	<u>5,641,017</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>835,507</u>	<u>(829,478)</u>	<u>(531,820)</u>	<u>(62,350)</u>	<u>37,018</u>	<u>(551,123)</u>
<b>Other financing sources (uses)</b>						
Transfers in	28,304	-	121,175	391,182	133,373	674,034
Transfers out	(612,830)	(28,304)	-	-	(32,900)	(674,034)
Proceeds from sale of capital assets	17,100	-	-	-	-	17,100
Total other financing sources (uses)	<u>(567,426)</u>	<u>(28,304)</u>	<u>121,175</u>	<u>391,182</u>	<u>100,473</u>	<u>17,100</u>
<b>Net change in fund balances</b>	<u>268,081</u>	<u>(857,782)</u>	<u>(410,645)</u>	<u>328,832</u>	<u>137,491</u>	<u>(534,023)</u>
<b>Fund balances, beginning of year</b>	2,849,545	1,617,167	692,002	1,136,471	128,467	6,423,652
<b>Fund balances, end of year</b>	<u>\$ 3,117,626</u>	<u>\$ 759,385</u>	<u>\$ 281,357</u>	<u>\$ 1,465,303</u>	<u>\$ 265,958</u>	<u>\$ 5,889,629</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

<b>Net change in fund balances - total governmental funds</b>	<b>\$ (534,023)</b>
Differences in amounts reported for governmental activities in the statement of activities are:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.	
Capital outlay expenditures	1,141,077
Depreciation expense	(582,655)
Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position. These amounts are as follows:	
Principal repayment of general long-term debt	988,000
In the statement of activities, only the gain/loss on sale/disposal of capital assets is reported. However, in governmental funds, the proceeds from the sale increases financial resources. Thus, the change in net position differs from the change in fund balance by the cost of the capital assets sold/disposed.	
	(9,512)
Governmental funds report contributions to defined benefit pension plans as expenditures. However, in the Statement of Activities, the amount contributed to defined benefit pension plans reduces future net pension liability. Also included in pension expense in the Statement of Activities are amounts required to be amortized.	
Change in net pension liability and deferred inflows/outflows related to pensions	(125,408)
Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. These adjustments are as follows:	
Change in accrued interest on long-term debt	18,762
Change in total OPEB liability	525
Change in compensated absences liability	(44,943)
<b>Change in net position of governmental activities</b>	<b>\$ 851,823</b>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<u>Budgeted Amounts</u>			<b>Variance with Final Budget</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
<b>Revenues</b>				
Taxes	\$ 3,265,002	\$ 3,265,002	\$ 3,473,059	\$ 208,057
Licenses and permits	193,850	193,850	267,820	73,970
Intergovernmental	357,100	357,100	432,045	74,945
Charges for services	24,600	24,600	24,025	(575)
Fines and forfeitures	17,000	17,000	41,652	24,652
Investment income (loss)	4,000	4,000	23,809	19,809
Miscellaneous	9,450	9,450	13,614	4,164
<b>Total revenues</b>	<u>3,871,002</u>	<u>3,871,002</u>	<u>4,276,024</u>	<u>405,022</u>
<b>Expenditures</b>				
Current:				
General Government:				
Legislative	182,542	182,542	147,052	35,490
Executive	210,230	199,480	184,970	14,510
Finance	186,783	197,533	197,516	17
Legal	106,000	122,750	122,743	7
Grants & special projects	20,000	20,000	10,274	9,726
Contingency and other	485,432	508,831	505,117	3,714
Public Safety:				
Police	1,353,738	1,322,952	1,256,777	66,175
Fire	378,041	412,470	315,103	97,367
Building	220,085	220,085	216,171	3,914
Code enforcement	19,316	19,316	15,991	3,325
Parks and recreation	51,600	51,850	77,162	(25,312)
Physical environment	434,111	433,861	391,641	42,220
<b>Total expenditures</b>	<u>3,647,878</u>	<u>3,691,670</u>	<u>3,440,517</u>	<u>251,153</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>223,124</u>	<u>179,332</u>	<u>835,507</u>	<u>656,175</u>
<b>Other financing sources (uses)</b>				
Transfers in	-	32,254	28,304	(3,950)
Transfers out	(160,683)	(616,781)	(612,830)	3,951
Proceeds from sale of capital assets	-	-	17,100	17,100
<b>Total other financing sources (uses)</b>	<u>(160,683)</u>	<u>(584,527)</u>	<u>(567,426)</u>	<u>17,101</u>
<b>Net change in fund balances</b>	<u>62,441</u>	<u>(405,195)</u>	<u>268,081</u>	<u>673,276</u>
<b>Fund balances, beginning of year</b>	2,849,545	2,849,545	2,849,545	-
<b>Fund balances, end of year</b>	<u>\$ 1,021,457</u>	<u>\$ 2,444,350</u>	<u>\$ 3,117,626</u>	<u>\$ 673,276</u>

The accompanying notes to financial statements are an integral part of this statement.



**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**BUDGET AND ACTUAL - ARPA FUND**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
<b>Revenues</b>				
Intergovernmental	\$ -	\$ -	\$ -	\$ -
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>				
Current:				
General Government:				
Finance	14,710	14,710	3,191	11,519
Physical environment	27,000	27,000	1,693	25,307
Capital outlay	1,460,663	1,460,663	824,594	636,069
Total expenditures	<u>1,502,373</u>	<u>1,502,373</u>	<u>829,478</u>	<u>672,895</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(1,502,373)</u>	<u>(1,502,373)</u>	<u>(829,478)</u>	<u>672,895</u>
<b>Other financing sources (uses)</b>				
Transfers out	(28,304)	(28,304)	(28,304)	-
Total other financing sources (uses)	<u>(28,304)</u>	<u>(28,304)</u>	<u>(28,304)</u>	<u>-</u>
<b>Net change in fund balances</b>	<u>(1,530,677)</u>	<u>(1,530,677)</u>	<u>(857,782)</u>	<u>672,895</u>
<b>Fund balances, beginning of year</b>	1,617,167	1,617,167	1,617,167	-
<b>Fund balances, end of year</b>	<u>\$ (1,617,167)</u>	<u>\$ 86,490</u>	<u>\$ 759,385</u>	<u>\$ 672,895</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**SEPTEMBER 30, 2023**

	<u><b>Municipal Police Officers' Retirement Trust Fund</b></u>
<b>ASSETS</b>	
Cash and cash equivalents with trustee	\$ 73,073
Investments, at fair value	
Mutual and pooled funds	4,334,045
Total assets	<u>\$ 4,407,118</u>
<b>LIABILITIES</b>	
Prepaid employer contributions	<u>\$ 8,455</u>
<b>NET POSITION</b>	
Restricted for pensions	<u>\$ 4,398,663</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	<u><b>Municipal Police Officers' Retirement Trust Fund</b></u>
<b>Additions</b>	
Contributions:	
Employer	\$ 199,315
Plan members	33,074
State - insurance premium taxes	52,693
Total contributions	<u>285,082</u>
Investment earnings:	
Interest and dividends	105,334
Net appreciation (depreciation) in fair value of investments	428,118
Total investment earnings	<u>533,452</u>
Less: investment expense	(20,500)
Net investment income (loss)	<u>512,952</u>
Total additions	<u>798,034</u>
<b>Deductions</b>	
Benefit payments	279,174
Administrative expenses	32,316
Total deductions	<u>311,490</u>
<b>Change in net position</b>	<u>486,544</u>
<b>Net position restricted for pensions, beginning of year</b>	3,912,119
<b>Net position restricted for pensions, end of year</b>	<u><u>\$ 4,398,663</u></u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:**

The financial statements of the Town of Melbourne Beach, Florida (the Town), have been prepared in accordance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles. The following is a summary of the Town's significant accounting policies:

(a) **Reporting entity**—The Town is a municipal corporation created by the Laws of Florida, located in Brevard County. The Town was originally incorporated under the general Laws of Florida in 1923, and adopted its first charter in November 1973, under the provisions of Chapter 9833, Laws of Florida, Acts of 1923. The legislative branch of the Town is composed of an elected five-member Town Commission consisting of the Mayor and four commissioners. The Town Commission is governed by the Town Charter and by state and local laws and regulations. The Town Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission-appointed Town Manager.

The accompanying financial statements present the financial position, results of operations, and cash flows of the applicable funds governed by the Town Commission of the Town, the reporting entity of government for which the Town Commission is considered to be financially accountable. In evaluating the Town as a reporting entity, management has addressed all potential component units that may or may not fall within the Town's oversight and control, and thus, be included in the Town's financial statements. No such entities or component units have been identified.

(b) **Government-wide and fund financial statements**—The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide statement of net position, the governmental activities are presented on a consolidated basis and are reflected, on a full accrual, economic resource basis, which incorporates long term assets and receivables as well as long term debt and obligations. The Town has no business-type activities.

The government-wide statement of activities reflects both the gross and net costs per functional category (public safety, physical environment, etc.), which are otherwise being supported by general government revenues (property, sales taxes, certain intergovernmental revenues, etc.). The statement of activities reduces gross expenses (including depreciation) by the related program revenues, operating and capital grants. The program revenues must be directly associated with the function or a business-type activity. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants.

The net cost (by function) is normally covered by general revenue (property, sales taxes, intergovernmental revenues, interest income, etc.). This government-wide focus is more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements emphasize the major funds of the Town.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

The governmental funds' major fund statements in the fund financial statements are presented on a current financial resource and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to demonstrate legal compliance and demonstrate how the Town's actual experience conforms to the budgeted fiscal plan. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement, a reconciliation is presented on the page following the Governmental Funds – Balance Sheet and the Governmental Funds – Statement of Revenues, Expenditures, and Changes in Fund Balances, which briefly explains the adjustments necessary to transform the fund-based financial statements into the government-wide presentation.

The Town's fiduciary fund is presented in the fund financial statements by type (pension). Since, by definition, these assets are being held for the benefit of a third party (other local governments, private parties, pension participants, etc.) and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide statements.

As a general rule, the effect of interfund Town activities has been eliminated from the government-wide financial statements.

(c) **Measurement focus and basis of accounting**—The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using *the current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and pensions, are recorded only when payment is due.

Taxes, intergovernmental revenue, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. All other revenue items are considered to be measurable and available only when cash is received by the government.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(d) **Financial statement presentation**—The financial transactions of the Town are recorded in individual funds. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows, liabilities, deferred inflows, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The GASB Codification sets forth minimum criteria (percentage of the assets, liabilities, revenues or expenditures/expenses of all funds combined) for the determination of major funds.

The Town reports the following major governmental funds:

The **General Fund** accounts for all financial transactions not accounted for in other funds. The majority of current operating expenditures of the Town are financed through revenues received by the General Fund.

The **American Rescue Plan Fund** is a special revenue fund used to account for revenues and expenditures funded by the American Rescue Plan Act of 2021.

The **Debt Service Fund** is used to account for the accumulation of resources for, and payment of, general long-term debt principal, interest, and related costs. This fund type is used to provide for the debt service requirements of the Town's governmental long-term debt. The Town operates multiple debt service funds that account for all general fund debt service expenses.

The **Capital Projects Fund** is used to account for financial resources that are restricted, committed, or assigned to expenditure for capital outlay, including the acquisition or construction of capital facilities or other capital assets. The Town operates multiple capital projects funds that account for all general fund capital outlay expenses.

Additionally, the Town reports the following fiduciary fund:

The **Municipal Police Officer's Retirement Trust Fund** accounts for the financial activities of the Police Officers' Retirement Trust Fund, which accumulates financial resources to pay pension benefits to qualified police officers.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(e) **Budgets and budgetary accounting**—Annual budgets for all governmental funds were adopted in compliance with Florida law. The basis on which the budgets are prepared is consistent with the basis of accounting utilized by the various fund types. The governmental funds' budgets are prepared on the modified accrual basis of accounting. The Town uses the following procedures in establishing the budgetary data reflected in the accompanying financial statements:

- i. Prior to September 1st, the Town Manager submits a preliminary budget to the Town Commission for the ensuing fiscal year.
- ii. Budget workshop sessions are scheduled by the Town Commission, as needed.
- iii. A general summary of the budget and notice of public hearing is published in a local newspaper.
- iv. Prior to October 1<sup>st</sup>, the budget is legally enacted through passage of a resolution.
- v. The Town Commission, by resolution, may make supplemental appropriations in excess of those estimated for the year up to the amount of available revenue. Prior to the end of the fiscal year, supplemental appropriations are made for unanticipated spending requirements by the Commission.
- vi. The Town Manager may make transfers within a department as long as the total budget for the department is not increased. Transfers of appropriations between departments require the approval of the Commission. The Town's Ordinance establishes the level at which expenditures may not exceed appropriations at the department level.
- vii. Every appropriation lapses at the close of the fiscal year.

The budgets for governmental funds that were either adopted or amended during the year by the Town Commission were prepared using the modified accrual basis of accounting in accordance with generally accepted accounting principles. Each of the Town's governmental funds have legally adopted budgets.

(f) **Deposits and investments**—The Town's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Investments are recorded at fair value. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income.

(g) **Receivables and payables**—Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are reported net of an allowance for uncollectible accounts, which is based upon management's analysis of historical trends. All unpaid property taxes receivable at year end are at least 180 days past due, at which time the applicable property is subject to lien, and penalties and interest are assessed; therefore, these amounts are fully allowed for an no provision for taxes receivable has been made on the Town's financial statements.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(h) **Capital assets**—Capital assets include property, plant, equipment and infrastructure assets. The terms general capital assets and general infrastructure assets relate only to the assets associated with governmental activities, whereas the terms capital assets and infrastructure assets relate to all such assets belonging to the Town.

Capital assets are defined by the Town as assets with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost, if purchased or constructed. Contributed assets, including donations and easements or other intangible rights of use, are recorded at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are only capitalized if they meet the dollar threshold above for capitalization. Maintenance and repairs of capital assets are charged to operating expenses.

Depreciation is reported for the primary government using the straight-line method calculated on a service-life basis to amortize the cost of the asset over their estimated economic useful lives, which are as follows:

Assets	Years
Building Improvements	7-30 years
Buildings	25-40 years
Equipment	3-18 years
Infrastructure	20-50 years
Leased Property	3-12 years
Vehicles	5-15 years

(i) **Compensated absences**—It is the Town’s policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vacation and a portion of sick pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

(j) **Long-term obligations**—In the government-wide financial statements, long-term debt obligations are reported as liabilities, net of any outstanding premiums or discounts. Debt issuance costs are expensed when paid.

(k) **Deferred outflows/inflows of resources**—In addition to assets, the statement of financial position will, if required, report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, this category consisted of deferred amounts related to pension, as discussed further in Note (9), and OPEB, as discussed further in Note (10).

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, this category consisted of deferred amounts related to pension, as discussed further in Note (9), and OPEB, as discussed further in Note (10).



**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(1) **Summary of Significant Accounting Policies:** (Continued)

(l) **Fund equity**—In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Those classifications are as follows:

*Nonspendable* – The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash such as inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property held for sale unless the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned.

*Restricted* – Fund balance is reported as restricted when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation (i.e. when the government assesses, levies, charges, or otherwise mandates payment of resources from external resource providers) and includes a legally enforceable requirement that those resources be used only for the specific purposes stipulated in the legislation.

*Committed* – Fund balance amounts that can only be used for specific purposes pursuant to constraints imposed by ordinance of the Town Commission are reported as committed fund balance. Those committed amounts cannot be used for any other purpose unless the Town removes or changes the specified use by taking the same type of action it employed to previously commit those amounts.

*Assigned* – Fund balance amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed, are reported as assigned fund balance, except for stabilization arrangements. Assignments can be made by the Town Commission or the Town Manager.

*Unassigned* – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

For spendable resources, is the Town’s policy to use its resources in the following order as needed to fund expenses: restricted, committed, assigned, unrestricted.

(m) **Use of estimates**—Management uses estimates and assumptions in preparing financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Actual results could vary from the estimates assumed in preparing the financial statements.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

**(2) Reconciliation of Government-Wide and Fund Financial Statement:**

(a) **Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position**—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) **Explanation of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities**—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

**(3) Property Tax Calendar:**

Under Florida law, the assessment of all properties and collection of all county, municipal and school board property taxes are consolidated in the offices of the County Property Appraiser. State laws regulating tax assessment are designed to ensure a consistent property valuation method statewide and to permit municipalities to levy property taxes at a rate of up to 10 mills. For the fiscal year ended September 30, 2023, the millage rate assessed by the Town was 4.580 per \$1,000.

All property is assessed according to its fair market value on January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of State statutes.

The current year taxes for the fiscal year, beginning October 1, are billed in the month of November and are due no later than March 31. On April 1, all unpaid amounts become delinquent and are subject to interest and penalties.

Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, 1% in the month of February, and without discount in March.

The Town recognizes property tax revenues on an accrual basis. Delinquent taxes on real property bear interest of 18% per year. On or prior to June 1 following the tax year, certificates are sold for all delinquent taxes on real property. After sale, tax certificates bear interest of 18% per year or any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years. The Town tax calendar is as follows:

Valuation Date:	January 1, 2022
Preliminary Tax Roll Date:	July 1, 2022
Commission Tax Rate Hearings:	September 2022
Levy Date:	November 1, 2022
Due Date:	March 31, 2023
Lien Date:	June 1, 2023

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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**(4) Deposits and Investments:**

The Town, for accounting and investment purposes, maintains a pooled noninterest-bearing banking account for substantially all Town funds. Additional accounts are held for various other purposes, or to segregate cash balances for amounts which are restricted or held on behalf of others.

State statutes authorize the Town to invest excess funds in time deposits, obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States Government, commercial paper, corporate bonds, repurchase agreements and/or the State Board of Administration (SBA) Local-Government Surplus Trust Fund Investment Pool or other investment vehicles authorized by local ordinance.

As of September 30, 2023, all Town deposits were covered by private bank acquired insurance, Securities Investor Protection Corporation (SIPC) insurance, private broker/dealer acquired insurance, Federal Depository Insurance Corporation (FDIC) insurance, and/or the State of Florida collateral pool established under the Florida Security for Public Deposits Act (the Act). The Act established guidelines for qualification and participation by banks and savings associations, procedures for administration of the collateral requirements and characteristics of eligible collateral. Under the Act, the qualified depository must pledge at least 50% of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance. Additional collateral, up to 125% may be required if deemed necessary.

Obligations pledged to secure deposits must be delivered to the State Treasurer, or with the approval of the State Treasurer to a bank, savings association, or trust company provided a power of attorney is delivered to the Treasurer. Under the Act, the Town is authorized to deposit funds only in Qualified Public Depositories.

The Town is a member of Florida PRIME, the Local Government Surplus Funds Trust Fund Investment Pool (the Pool), that is administered by the State Board of Administration of Florida (SBA). This pool is a "2a-7 like" pool, which has the characteristics of a money market fund. Therefore, the fair value of investments held at the State Board of Administration Pool is the same as the fair value of the pooled shares. The Regulatory Oversight of the Local Government Surplus Funds Trust fund is governed by Ch. 19-7 of the Florida Administrative Code, which identifies the Rules for the State Board of Administration. These rules provide guidance and establish the general procedure for the administration of the Local Government Surplus Funds Trust Fund. The Local Government Surplus Trust Fund is not a registrant with the Securities and Exchange Commission (SEC); however, the Board has adopted operating procedure consistent with the requirements for a 2a-7 fund. As of September 30, 2023, the investment pool had a weighted average of 35 days to maturity.

The Town held no assets or investments carried at fair value at September 30, 2023, and subject to the required disclosures of GASB 72.

***Town Investment Portfolio***

As of September 30, 2023, the Town's governmental investment portfolio is composed of the following investments:

<u>Investment Type</u>	<u>Credit Quality Rating (S&amp;P)</u>	<u>Carrying Value</u>	<u>Maturities (in Years)</u>		
			<u>Less Than 1</u>	<u>1-5</u>	<u>Over 5</u>
SBA funds	AAAm	\$ 482,072	\$ 482,072	\$ -	\$ -

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

**(4) Deposits and Investments:** (Continued)

*Interest Rate Risk:* The Town limits its exposure to fair value losses arising from increases in interest rates by limiting the investment of its operating funds in investments with maturities of less than one year. Substantially all of the Town's surplus funds are invested in the Local Government Surplus Trust Fund. Investments held in the Town's Police Officer's Retirement Trust Fund are generally held to maturity to provide a stable investment interest rate platform which is vital to the projection of actuarial pension costs in the future. Interest rate risk exists when there is a possibility that changes in interest rates could adversely affect an investment's fair value. The Town's bank deposits are held in noninterest-bearing accounts.

*Credit Risk:* Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Town's portfolio is held entirely with public depositories and is invested in SBA funds, as described above.

*Concentration of Credit Risk:* In addition to describing the credit risk of investments in the portfolio, governmental entities will need to disclose the concentration of credit risk with a single issuer, if 5 or more percent of the total assets of the portfolio are invested with one issuer. The Town's policy limits certain type of investments to no more than 5% of the total portfolio. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools and other pooled investments are excluded from the concentration of credit risk disclosure requirements.

*Custodial Credit Risk:* All demand deposits are held with qualified public depositories, as defined above. In the case of investments, this is the risk that, in the event of the failure of the counterparty, the Town will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. As of September 30, 2023, the Town's investment of \$482,072 in SBA funds are backed by the full faith and credit of the State of Florida, or explicitly guaranteed by the State of Florida.

***Municipal Police Officers' Retirement Trust Fund Investment Portfolio***

The Municipal Police Officers' Retirement Trust Fund has adopted an investment policy which authorizes the pension manager to invest in equities, fixed income investments, money market funds, and pooled funds.

The Plan is subject to using fair value measurement guidelines established by GASB Statement No. 72. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

The following chart shows the Municipal Police Officers' Retirement Trust Fund investment accounts by investment portfolios and their respective maturities (in years) and fair value measurement levels:

<u>Investment Type</u>	<u>Carrying Value</u>	<u>Maturities (in years) Less Than 1</u>	<u>Credit Rating Range (S&amp;P)</u>	<u>Fair Value Hierarchy Classification</u>
Mutual funds – fixed income	\$ 1,357,083	\$ 1,357,083	NR	Level 1
Mutual funds – equity	2,976,962	2,976,962	NR	Level 1
Total Portfolio	<u>\$ 4,334,045</u>	<u>\$ 4,334,045</u>		

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

**(4) Deposits and Investments:** (Continued)

*Interest Rate Risk:* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The established performance objectives of the Pension Plan require investment maturities to provide sufficient liquidity to pay obligations as they become due. At September 30, 2023, all investments were held in cash or other assets that could be liquidated at any time.

*Credit Risk:* Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Pension Plan utilizes portfolio diversification in order to limit investments to the highest rated securities as rated by nationally recognized rating agencies. All investments are rated within the investment policy guidelines at September 30, 2023.

*Concentration of Credit Risk:* Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Police Officer's Retirement Trust Fund policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company. At September 30, 2023, the investment portfolios met these limitations.

*Custodial Credit Risk:* Custodial credit risk is the risk that the Town may not recover cash and investments held by another party in the event of financial failure. Custodial credit risk is limited since investments are held in independent custodial safekeeping accounts or mutual funds.

*Foreign Currency Risk:* Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. At September 30, 2023, the investment portfolio had no foreign investments.

**(5) Accounts Receivable:**

The Town's receivables consists of \$114,206 at September 30, 2023, all of which was included in the general fund and governmental activities. There was no allowance for doubtful accounts at September 30, 2023.

In addition to accounts receivable, the Town also recorded \$746,431 in due from other governments at September 30, 2023 of which \$668,734 relates to Federal and State reimbursements related to Hurricanes Matthew and Irma, both of which impacted the Town in fiscal year 2017. These amounts reflect management's best estimate of recoveries based on costs incurred and approved project worksheets, and are subject to change pending adjustments made by the respective Federal and/or State agencies.

**(6) Interfund Loans, Advances, Fees and Transfers:**

The outstanding balances between funds are short-term loans to cover short-term cash flow needs and expected to be repaid in full over the course of the next fiscal year. There were no individual fund interfund receivables or payables for the primary government at September 30, 2023.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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**SEPTEMBER 30, 2023**

(6) **Interfund Loans, Advances, Fees and Transfers:** (Continued)

For the year ended September 30, 2023, interfund transfers consisted of the following:

	<b>Transfers Out:</b>				
<b>Transfers In:</b>	<b>General Fund</b>	<b>ARPA</b>	<b>Ryckman Parking</b>	<b>Ocean Parking</b>	<b>Total</b>
General Fund	\$ -	\$ 28,304	\$ -	\$ -	\$ 28,304
Beautification	-	-	30,000	-	30,000
Debt Service	121,175	-	-	-	121,175
Capital Projects	388,282	-	1,500	1,400	391,182
Ryckman Parking	97,999	-	-	-	97,999
Environmental	5,374	-	-	-	5,374
Advisory Board					
<b>Total</b>	<b>\$ 612,830</b>	<b>\$ 28,304</b>	<b>\$ 31,500</b>	<b>\$ 1,400</b>	<b>\$ 674,034</b>

The transfer from the general fund to the debt service fund represents the requirements for debt service. The transfers from the general fund to the capital projects fund represent capital expenditures paid for by the general fund. The transfer from the general fund to the Ryckman Crossover Parking fund represents amounts to be used on Ryckman Park and the crossover in the future. The transfer from the ARPA fund to the general fund represents an amount to help cover payroll expenditures. The transfer from the Ryckman Crossover Parking fund to the beautification fund represents amounts to be used on beautification in the future.

(7) **Capital Assets:**

Capital asset activity for the fiscal year ended September 30, 2023, is as follows:

	<b>Beginning Balance</b>	<b>Increases</b>	<b>Decreases</b>	<b>Ending Balance</b>
Governmental activities:				
Capital assets, not being depreciated –				
Land	\$ 897,742	\$ -	\$ -	\$ 897,742
Construction in progress	-	-	-	-
Total capital assets, not being depreciated	897,742	-	-	897,742
Capital assets, being depreciated –				
Buildings and improvements	4,809,816	32,076	(9,610)	4,832,282
Equipment	2,616,809	378,233	(1,798)	2,993,244
Infrastructure	7,580,125	730,768	-	8,310,893
Total capital assets, being depreciated	15,006,750	1,141,077	(11,408)	16,136,419
Less: accumulated depreciation	(7,147,462)	(582,655)	1,896	(7,728,221)
Total capital assets, being depreciated, net	7,859,288	558,422	(9,512)	8,408,198
Governmental activities capital assets, net	\$ 8,757,030	\$ 558,422	\$ (9,512)	\$ 9,305,940

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	\$ 350,541
Public safety	107,799
Physical environment	52,058
Culture and recreation	72,257
Total depreciation expense - governmental activities	\$ 582,655

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

**(8) Long-Term Debt:**

For the fiscal year ended September 30, 2023, a summary of the long-term liability transactions for the Town is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
<b>Governmental activities:</b>					
Notes and bonds payable	\$ 2,090,000	\$ -	\$ (988,000)	\$ 1,102,000	\$ 222,000
Less deferred amounts:					
Original issue premium	87,007	-	(13,056)	73,951	-
Original issue (discount)	(17,690)	-	(3,844)	(13,846)	-
Total notes and bonds payable	<u>2,159,317</u>	<u>-</u>	<u>(997,212)</u>	<u>1,162,105</u>	<u>222,000</u>
Compensated absences	<u>299,504</u>	<u>168,669</u>	<u>(123,726)</u>	<u>344,447</u>	<u>172,224</u>
Governmental activities – Total long-term liabilities	<u>\$ 2,458,821</u>	<u>\$ 168,669</u>	<u>\$ (1,120,938)</u>	<u>\$ 1,506,552</u>	<u>\$ 394,224</u>

Notes and bonds payable at September 30, 2023, are comprised of the following obligations:

Series 2017 Florida Municipal Loan Council Revenue Refunding Bonds, dated September 20, 2017, originally issued to partially defease the Florida Municipal Loan Council Revenue Bonds, Series 2005B, due in payments of principal plus interest ranging from 3.00% to 5.00% semiannually on April 1 and October 1 each year until final maturity on October 1, 2029.	\$ 585,000
Series 2009 Stormwater Improvement note payable, dated August 20, 2009, due in payments of principal plus interest at 4.23% semiannually on January 1 and July 1 through July 1, 2028. Repayment of loan balance is secured by a pledge of real property ad valorem tax revenues assessed at 0.9999 mills on all property within the Town.	517,000
Total long-term debt, governmental activities	\$ 1,102,000

Annual debt service requirements to maturity for the Town's notes and bonds payable are as follows:

<u>Year Ending September 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	\$ 222,000	\$ 51,044	\$ 273,044
2025	321,000	37,279	358,279
2026	154,000	23,007	177,007
2027	90,000	15,800	105,800
2028	110,000	11,050	111,050
2029-2033	<u>215,000</u>	<u>7,575</u>	<u>222,575</u>
Total	<u>\$ 1,102,000</u>	<u>\$ 145,755</u>	<u>\$ 1,247,755</u>

**TOWN OF MELBOURNE BEACH, FLORIDA  
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**(9) Employees' Retirement Plans:**

**A. Deferred Compensation Plan**

The Town offers employees' participation in an unqualified deferred compensation plan created in accordance with Internal Revenue Code Section 457 to receive employee contributions, which is administered by Nationwide Retirement Solutions, P.O. Box 182797, Columbus, OH, 43218-2797. Annual contributions are limited to the amount allowed by federal tax laws. Employees immediately vest in the elective deferral contributions made to the 457 plan. The Town may also contribute to the plan for participants; these contributions vest at the time such contributions are made to the plan. For the year ended September 30, 2023, employee contributions were \$19,320 and employer contributions were \$13,202 to the 457 plan.

**B. Florida Retirement System**

**Plan Description and Administration**

The Town participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the Town's full-time employees. The System is administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the Town are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2023, eligible retirees and beneficiaries received a monthly HIS payment equal to the number of years of service credited at retirement multiplied by \$7.50. The minimum payment is \$45 and the maximum payment is \$225 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.



**TOWN OF MELBOURNE BEACH, FLORIDA  
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**(9) Employees' Retirement Plans:** (Continued)

**Benefits Provided and Employees Covered**

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

**Financial Statements**

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site ([www.myfloridacfo.com](http://www.myfloridacfo.com)). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services  
Division of Retirement, Research and Education Services  
P.O. Box 9000  
Tallahassee, FL 32315-9000  
850-488-5706 or toll free at 877-377-1737

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(9) **Employees' Retirement Plans:** (Continued)

**Contributions**

The Town participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect during the year ended September 30, 2023, as follows (contribution rates are in agreement with the actuarially determined rates):

FRS Membership Plan & Class	Through June 30, 2023	After June 30, 2023
Regular Class	11.91%	13.57%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll through June 30, 2023, and 2.00% thereafter, which are included in the above rates.

For the plan year ended June 30, 2023, actual contributions made for Town employees participating in FRS and HIS were as follows:

Town Contributions – FRS	\$ 45,535
Town Contributions – HIS	10,059
Employee Contributions – FRS	18,179

**Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions**

At September 30, 2023, the Town reported a liability related to FRS and HIS as follows:

Plan	Net Pension Liability
FRS	\$ 377,173
HIS	242,852
Total	\$ 620,025

The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2023 and June 30, 2022, the Town's proportionate share of the FRS and HIS net pension liabilities were as follows:

Plan	2023	2022
FRS	0.000946557%	0.000772082%
HIS	0.001529169%	0.001177166%

For the plan year ended June 30, 2023, pension expense was recognized related to the FRS and HIS plans as follows:

FRS	\$ 96,885
HIS	97,515
Total	\$ 194,400

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
**SEPTEMBER 30, 2023**

(9) **Employees' Retirement Plans:** (Continued)

*Deferred outflows/inflows related to pensions:*

At September 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 35,413	\$ -	\$ 3,555	\$ (570)
Changes of assumptions	24,587	-	6,385	(21,044)
Net difference between projected and actual investment earnings	15,752	-	125	-
Change in proportionate share	60,011	-	41,005	(8,456)
Contributions subsequent to measurement date	13,914	-	3,374	-
Total	<u>\$ 149,677</u>	<u>\$ -</u>	<u>\$ 54,444</u>	<u>\$ (30,070)</u>

The above amounts for deferred outflows of resources for contributions related to pensions resulting from Town contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the year ended September 30, 2024. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

	FRS	HIS	Total
2024	\$ 28,334	\$ 4,584	\$ 32,918
2025	11,919	5,777	17,696
2026	75,055	3,268	78,323
2027	15,965	1,486	17,451
2028	4,490	4,148	8,638
Thereafter	-	1,737	1,737
	<u>\$ 135,763</u>	<u>\$ 21,000</u>	<u>\$ 156,763</u>

*Actuarial assumptions:*

The actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2019 for the period July 1, 2013, through June 30, 2018. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 6.70%. This rate is consistent with the prior year rate. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 3.65% was used to determine the total pension for the program. This rate increased from the prior year rate, which was 3.54%. Mortality assumptions for both plans were based on the PUB-2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(9) **Employees' Retirement Plans:** (Continued)

*Long-term expected rate of return:*

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2023, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Annual Arithmetic Expected Rate of Return</u>
Cash	1.0%	2.9%
Fixed income	19.8%	4.5%
Global equities	54.0%	8.7%
Real estate	10.3%	7.6%
Private equity	11.1%	11.9%
Strategic investments	3.8%	6.3%
Total	<u>100.0%</u>	

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the proportionate shares of the FRS and HIS net pension liability of the Town calculated using the current discount rates, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

<u>Plan</u>	<u>Current Discount Rate</u>	<u>NPL with 1% Decrease</u>	<u>NPL at Current Discount Rate</u>	<u>NPL with 1% Increase</u>
FRS	6.70%	\$ 644,288	\$ 377,173	\$ 153,699
HIS	3.65%	277,057	242,852	214,499

**C. Municipal Police Officers' Retirement Trust Fund**

The Town maintains a separate single-employer defined benefit pension plan for Police officers.

**Plan Description and Administration**

All full-time police officers are eligible to participate in the Police Officers' Pension Plan (the Plan). This is a single employer, defined benefit pension plan. Benefit provisions and other requirements of the plan are established by Florida Statutes and Town Ordinance 2012-02. It is accounted for as a retirement trust fund and reported on herein as part of the Town's reporting entity. The plan is administered through its own Board of Trustees. Pension plan data is provided from an actuarial report as of October 1, 2022.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
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(9) **Employees' Retirement Plans:** (Continued)

**Benefits Provided and Employees Covered**

The Plan provides retirement, disability and death benefits to plan participants and beneficiaries. No cost of living adjustment is provided to retirees and beneficiaries. The Plan's Board of Trustees has contracted with an actuary to provide an actuarial valuation of each plan as of October 1 of every other year. Current membership in the Plan was composed of the following at October 1, 2023:

Inactive participants	8
Active participants	3
Retired participants	<u>10</u>
Total current membership	<u><u>21</u></u>

Benefits vest after ten years of service. Participants may retire upon attainment of the earlier of, age 55 and completion of ten years of credited service, or age 52 and 20 years of credited service. Retirees are entitled to 3.0% of average monthly earnings times years of credited service. The plan also provides service-incurred disability compensation and early retirement. Early retirement may be taken at age 50 and 10 years of credited service with reduced benefits.

**Financial Statements**

The financial statements of the Plan are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The government's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All plan investments are reported at fair value. Separate financial statements have not been prepared for the Plan.

**Contributions**

The participant contribution rates for the Plan are established by and may be amended by the Town Commission. Employees covered under the plan are required to make contributions of 5% of their compensation. The Town's annual required contribution for the current year was determined as part of the October 1, 2023 actuarial valuations. The Town is required under the Florida Protection of Public Employee Retirement Benefits Act to contribute a payment which represents annual normal cost plus amortization of the unfunded actuarial accrued liability over various periods as prescribed by law. The Town's contributions (and if applicable, any liquidations of a net pension obligation) to the Plan are funded by the General Fund.

The State of Florida also makes contributions to the Plan in accordance with Chapter 185 of the Florida Statutes as amended by the State Legislature. This contribution by the State of Florida is first recognized as revenue in the General Fund before being transferred to the Pension Fund. The Town's actual annual contribution for the plan is determined by subtracting estimated employee contributions and actual State of Florida contributions from the total annual required contribution as determined by the actuary.

Contributions to the Plan for the year ended September 30, 2023, were as follows:

Employee contributions	\$ 33,074
Town contributions	199,315
State contributions	<u>52,693</u>
Total contributions	<u><u>\$ 285,082</u></u>

**Investment Policy**

See Note (4) for additional discussion of the investment policies for the Plan.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(9) **Employees' Retirement Plans:** (Continued)

**Net Pension Liability**

At September 30, 2023, the components of the net pension liability for the Plan were as follows:

Total pension liability	\$ 4,920,729
Plan fiduciary net position	<u>(4,398,663)</u>
Net pension liability	<u>\$ 522,066</u>
 Plan fiduciary net position as percentage of total pension liability	 89.39%

The total pension liability was determined by an actuarial valuation as of October 1, 2023, with a measurement date of September 30, 2023, using the following actuarial assumptions to all measurement periods.

Inflation	2.50%
Salary increases	Service based
Discount rate	6.60%
Investment rate of return	6.60%

**Mortality rate:**

*Mortality Rate Healthy Active Lives:*

Female: PubS.H-2010 for Employees, set forward one year.

Male: PubS.H-2010 (Below Median) for Employees, set forward one year.

*Mortality Rate Healthy Retiree Lives:*

Female: PubS.H-2010 for Healthy Retirees, set forward one year.

Male: PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year.

*Mortality Rate Beneficiary Lives:*

Female: PubG.H-2010 (Below Median) for Healthy Retirees.

Male: PubG.H-2010 (Below Median) for Healthy Retirees, set back one year.

*Mortality Rate Disabled Lives:*

80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees.

All rates are projected generationally with mortality Improvements Scale MP-2018. The above described mortality assumption rates were mandated by Chapter 2015-157, Laws of Florida. The above rates are those outlined in Milliman's July 1, 2019 FRS valuation report for special risk employees, with appropriate adjustments made based on plan demographics.

The most recent actuarial experience study used to review the other significant assumptions was dated December 12, 2022.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(9) **Employees' Retirement Plans:** (Continued)

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of September 30, 2023, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Arithmetic Expected Rate of Return</u>
Domestic Equity	55%	7.50%
International Equity	10%	8.50%
Broad Market Fixed Income	30%	2.50%
GTAA	5%	3.50%
Total	<u>100%</u>	

*Discount rate:*

The discount rate used to measure the total pension liability for the pension plan was 6.60%. The projection of cash flows used to determine the discount rate assumed the plan member contributions will be made at the current contribution rate and that Town contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**NOTES TO FINANCIAL STATEMENTS**  
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(9) **Employees' Retirement Plans:** (Continued)

*Changes in net pension liability:*

Changes in the plan's net pension liability were as follows:

	<b>Total Pension Liability (a)</b>	<b>Plan Fiduciary Net Position (b)</b>	<b>Net Pension Liability (a – b)</b>
Beginning Balance	\$ 5,330,583	\$ 3,912,119	\$ 1,418,464
Changes for year:			
Service cost	124,081	-	124,081
Interest	356,110	-	356,110
Differences between expected/actual experience	(664,238)	-	(664,238)
Change in assumptions	53,367	-	53,367
Contributions – employer	-	199,315	(199,315)
Contributions – state	-	52,693	(52,693)
Contributions – employee	-	33,074	(33,074)
Net investment income	-	512,952	(512,952)
Benefit payments, including refunds	(279,174)	(279,174)	-
Administrative expenses	-	(32,316)	32,316
Net changes	<u>(409,854)</u>	<u>486,544</u>	<u>(896,398)</u>
Ending Balance	<u>\$ 4,920,729</u>	<u>\$ 4,398,663</u>	<u>\$ 522,066</u>

*Sensitivity of the net pension liability to changes in the discount rate:*

The following presents the net pension liability (asset) of the Town calculated using the discount rate of 6.60%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is 1% lower (5.60%) or 1% higher (7.60%) than the current rate:

<b>Town's Net Pension Liability (Asset)</b>	<b>1% Decrease 5.70%</b>	<b>Current Discount Rate 6.70%</b>	<b>1% Increase 7.70%</b>
Municipal Police Officers' Retirement Trust Fund	\$ 1,114,677	\$ 522,066	\$ 29,477

*Money-weighted rate of return:*

For the year ended September 30, 2023, the annual money-weighted rate of return on Plan investments, net of pension plan investment expense was as follows:

Annual money-weighted rate of return                      13.26%

The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

**Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions**

For the year ended September 30, 2023, the Town recognized pension expense of \$244,843 in the Plan.



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(9) **Employees' Retirement Plans:** (Continued)

At September 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 21,978	\$ 620,210
Changes of assumptions	180,012	10,998
Net difference between projected and actual investment earnings	218,700	-
	<u>\$ 420,690</u>	<u>\$ (631,208)</u>

Amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

2024	\$ (56,053)
2025	(29,903)
2026	47,958
2027	(172,520)
2028	-
Total	<u>\$ (210,518)</u>

(10) **Other Post-Employment Benefits (OPEB):**

**Plan Description**—Effective October 1, 2019, the Town implemented GASB Statement No. 75, *Accounting and Reporting for Post-Employment Benefits Other Than Pensions*, for certain post-employment healthcare benefits provided by the Town. The Town elected to implement the requirements of this statement prospectively. No assets are held in trust for payment of the OPEB liability as the Town had no OPEB liability other than as arising from the implicit rate subsidy, as discussed in the following paragraph.

Retirees and their dependents are permitted to remain covered under the Town's respective health care plans as long as they pay a full premium applicable to the coverage elected. This conforms to the minimum required of Florida governmental employers per Chapter 112.08, Florida Statutes. The Other Post-Employment Benefit Plan does not issue a stand-alone report

**Benefits Provided**—The Other Post Employment Benefit Plan is a single-employer benefit plan administered by the Town. Retirees are charged whatever the insurance company charges for the type of coverage elected, however, the premiums charged by the insurance company are based on a blending of the experience among younger active employees and older retired employees. The older retirees actually have a higher cost which means the Town is actually subsidizing the cost of the retiree coverage because it pays all or a significant portion of the premium on behalf of the active employee. GASB No. 75 calls this the "implicit rate subsidy."

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(10) **Other Post-Employment Benefits (OPEB):** (Continued)

**Plan Membership**—At October 1, 2021, the date of the latest actuarial valuation, plan participation consisted of the following:

Active Employees	20
Inactive Employees	-
	20
	20

**Total OPEB Liability**—The Town’s total OPEB liability of \$19,366 was measured as of September 30, 2023, and was determined by an actuarial valuation as of that date utilizing the Alternative Measurement Method for small plans.

**Actuarial Assumptions and Other Inputs**—The total OPEB liability in the September 30, 2023 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Salary increases	3.00%
Discount rate	4.91%
Healthcare cost trend rate	8.00%
Age-related morbidity rate	3.50%

The Town does not have a dedicated Trust to pay retiree healthcare benefits. The discount rate was based on the S&P Municipal Bond 20 Year High Grade Rate Index as of September 30, 2023.

Mortality rates were based on the sex-distinct rates set forth in the PUB-2010 Mortality Table (without income adjustments) for general employees, with full generational improvements in mortality using Scale MP-2020.

For the fiscal year ended September 30, 2023, changes in the OPEB liability were as follows:

	<b>Total OPEB Liability</b>
Balance at September 30, 2022	\$ 17,636
Changes for a year:	
Service cost	1,690
Interest	934
Demographic gain/loss	-
Changes of assumptions	(279)
Benefit payments – implicit rate subsidy	(615)
Net changes	1,730
Balance at September 30, 2023	\$ 19,366

*Sensitivity of the total OPEB liability to changes in the discount rate:*

The following presents the total OPEB liability of the Town calculated using the discount rate of 4.91%, as well as what the Town’s total OPEB liability would be if it were calculated using a discount rate that is 1% lower (3.91%) or 1% higher (5.91%) than the current rate:

	<b>1% Decrease</b>	<b>Current Discount Rate</b>	<b>1% Increase</b>
Total OPEB Liability	\$ 21,606	\$ 19,366	\$ 17,410

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(10) **Other Post-Employment Benefits (OPEB):** (Continued)

*Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:*

The following presents the total OPEB liability of the Town as well as what the Town's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower or 1% higher than the current healthcare cost trend rates (8.00% graded down to 5.00%):

	<u>1% Decrease</u>	<u>Current Trend Rates</u>	<u>1% Increase</u>
Total OPEB Liability	\$ 16,628	\$ 19,366	\$ 22,702

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources**

For the year ended September 30, 2023, the Town recognized OPEB expense of (\$525). At September 30, 2023, the Town reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Demographic gain/loss	\$ 1,226	\$ 4,190
Changes of assumptions	6,209	26,986
Total	<u>\$ 7,435</u>	<u>\$ 31,176</u>

Deferred outflows for contributions subsequent to the measurement date will be recognized in fiscal year 2023. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year ended September 30:</u>	<u>Amortization</u>
2024	\$ 2,534
2025	2,534
2026	2,534
2027	2,534
2028	2,534
Thereafter	11,071

(11) **Risk Management:**

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Town carries commercial insurance. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years. There were no significant reductions in coverage from the prior year.

The Town is engaged in routine litigation incidental to the conduct of its municipal affairs. In the opinion of the Town's legal counsel, no legal proceedings are pending which would have a material adverse effect on the financial position or results of operations of the Town.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
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(12) **Commitments and Contingencies:**

The Town is engaged in various liability claims incidental to the conduct of its general government operations at September 30, 2023. The outcomes of established claims are included in these financial statements. In the opinion of the Town's legal counsel, no legal proceedings are pending or threatened against the Town which are not covered by applicable insurance which would inhibit its ability to perform its operations or materially affect its financial condition.

(13) **Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board ("GASB") has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for subsequent fiscal years that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the Authority's financial statements:

- (a) GASB issued Statement No. 101, *Compensated Absences*, in June 2022. GASB Statement No. 101 amends the existing guidance related to the calculation and disclosures surrounding the liability for compensated absences. The provisions for GASB 101 are effective for fiscal years beginning after December 15, 2023.
- (b) GASB issued Statement No. 102, *Certain Risk Disclosures*, in December 2023. The objective of GASB 102 is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. The effective date for implementation is fiscal years beginning after June 15, 2024, and all reporting periods thereafter.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY**  
**AND RELATED RATIOS**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total OPEB Liability					
Service cost	\$ 1,690	\$ 1,732	\$ 5,108	\$ 5,385	\$ 3,621
Interest	934	2,237	1,110	750	1,020
Demographic gain/loss	(213)	(1,359)	-	(4,241)	-
Changes of assumptions	(2,321)	(29,985)	(1,463)	9,070	183
Benefit payments - implicit rate subsidy	(615)	(300)	(46)	(18)	(56)
Net change in total OPEB liability	<u>(525)</u>	<u>(27,675)</u>	<u>4,709</u>	<u>10,946</u>	<u>4,768</u>
Total OPEB liability - beginning of year	<u>17,636</u>	<u>45,311</u>	<u>40,602</u>	<u>29,656</u>	<u>24,888</u>
Total OPEB liability - end of year	<u><u>\$ 17,111</u></u>	<u><u>\$ 17,636</u></u>	<u><u>\$ 45,311</u></u>	<u><u>\$ 40,602</u></u>	<u><u>\$ 29,656</u></u>

**Notes to Schedule**

Valuation date: 10/1/2021 10/1/2021 10/1/2019 10/1/2019 10/1/2018

Changes of assumptions. Changes of assumptions and other changes reflect the effects of changes in the discount rate each period. The following are the used in each period:

4.91% 4.77% 2.43% 2.14% 3.58%

Note 1: GASB 75 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which is available.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED RATIOS**  
**MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND**  
**SEPTEMBER 30, 2023**

For the year ended September 30,	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
<b>Total Pension Liability:</b>										
Service cost	\$ 124,081	\$ 175,753	\$ 145,752	\$ 146,094	\$ 139,118	\$ 142,520	\$ 92,471	\$ 90,773	\$ 95,129	\$ 92,542
Interest	356,110	343,490	340,372	334,765	333,851	305,755	287,077	274,273	266,454	257,604
Differences between expected and actual experience	(664,238)	5,375	(143,105)	57,872	(189,455)	228,539	73,071	(80,473)	(3,954)	-
Changes of assumptions	53,367	133,969	175,817	(32,993)	-	69,128	188,677	138,126	-	-
Benefit payments, including refunds of employee contributions	(279,174)	(260,771)	(270,233)	(278,077)	(278,532)	(297,428)	(268,593)	(260,105)	(250,963)	(233,262)
Net change in total pension liability	(409,854)	397,816	248,603	227,661	4,982	448,514	372,703	162,594	106,666	116,884
Total pension liability - beginning of year	5,330,563	4,932,747	4,684,144	4,456,483	4,451,501	4,002,987	3,630,284	3,467,690	3,361,024	3,244,140
Total pension liability - ending of year (a)	<u>\$ 4,920,709</u>	<u>\$ 5,330,563</u>	<u>\$ 4,932,747</u>	<u>\$ 4,684,144</u>	<u>\$ 4,456,483</u>	<u>\$ 4,451,501</u>	<u>\$ 4,002,987</u>	<u>\$ 3,630,284</u>	<u>\$ 3,467,690</u>	<u>\$ 3,361,024</u>
<b>Total Fiduciary Net Position:</b>										
Contributions - employer	\$ 199,315	\$ 197,000	\$ 252,549	\$ 295,935	\$ 262,309	\$ 196,123	\$ 223,500	\$ 186,596	\$ 222,353	\$ 200,907
Contributions - state	52,693	45,792	42,470	42,206	40,536	78,809	36,787	32,271	-	32,044
Contributions - employee	33,074	31,345	28,185	29,060	28,033	28,500	28,084	23,298	22,464	21,403
Net investment income	512,952	(778,626)	891,384	235,105	86,314	265,306	329,348	221,491	(22,583)	255,971
Benefit payments, including refunds of employee contributions	(279,174)	(260,771)	(270,233)	(278,077)	(278,532)	(297,428)	(268,593)	(260,105)	(250,963)	(233,262)
Administrative expense	(32,316)	(16,411)	(18,688)	(15,989)	(16,914)	(24,645)	(14,945)	(16,803)	(23,280)	(8,111)
Net change in plan fiduciary net position	486,544	(781,671)	925,667	308,240	121,746	246,665	334,181	186,748	(52,009)	268,952
Plan fiduciary net position - beginning of year	3,912,119	4,693,790	3,768,123	3,459,883	3,338,137	3,091,472	2,757,291	2,570,543	2,622,552	2,353,600
Plan fiduciary net position - end of year (b)	<u>\$ 4,398,663</u>	<u>\$ 3,912,119</u>	<u>\$ 4,693,790</u>	<u>\$ 3,768,123</u>	<u>\$ 3,459,883</u>	<u>\$ 3,338,137</u>	<u>\$ 3,091,472</u>	<u>\$ 2,757,291</u>	<u>\$ 2,570,543</u>	<u>\$ 2,622,552</u>
Net pension liability - end of year (a) - (b)	<u>\$ 522,046</u>	<u>\$ 1,418,444</u>	<u>\$ 238,957</u>	<u>\$ 916,021</u>	<u>\$ 996,600</u>	<u>\$ 1,113,364</u>	<u>\$ 911,515</u>	<u>\$ 872,993</u>	<u>\$ 897,147</u>	<u>\$ 738,472</u>
Plan fiduciary net position as a percentage of the total pension liability	89.39%	73.39%	95.16%	80.44%	77.64%	74.99%	77.23%	75.95%	74.13%	78.03%
Covered payroll	\$ 661,476	\$ 626,899	\$ 563,692	\$ 581,196	\$ 560,662	\$ 569,999	\$ 561,681	\$ 465,956	\$ 467,561	\$ 428,060
Net pension liability as a percentage of covered payroll	78.92%	226.26%	42.39%	157.61%	177.75%	195.33%	162.28%	187.36%	191.88%	172.52%

**TOWN OF MELBOURNE BEACH, FLORIDA  
REQUIRED SUPPLEMENTARY INFORMATION  
SCHEDULE OF CONTRIBUTIONS  
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND  
SEPTEMBER 30, 2023**

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
Actuarially determined contribution	\$ 247,987	\$ 266,244	\$ 276,434	\$ 333,839	\$ 296,534	\$ 274,568	\$ 259,272	\$ 218,394	\$ 222,353	\$ 232,950
Contributions in relation to the actuarially determined contributions	252,008	242,792	295,019	338,141	302,845	274,932	260,287	218,867	222,353	232,950
Contribution deficiency (excess)	\$ (4,021)	\$ 23,452	\$ (18,585)	\$ (4,302)	\$ (6,311)	\$ (364)	\$ (1,015)	\$ (473)	\$ -	\$ -
Covered payroll	\$ 661,476	\$ 626,899	\$ 563,692	\$ 581,196	\$ 560,662	\$ 569,999	\$ 561,681	\$ 465,956	\$ 467,561	\$ 428,060
Contributions as a percentage of covered payroll	38.10%	38.73%	52.34%	58.18%	54.02%	48.23%	46.34%	46.97%	47.56%	54.42%

**Notes to Schedule:**

Valuation Date: 10/1/2021

**Methods and assumptions used to determine contribution rates:**

Mortality:

Healthy Active Lives:

Female: PubS.H-2010 for Employees, set forward one year.

Male: PubS.H-2010 (Below Median) for Employees, set forward one year.

Healthy Inactive Lives:

Female: PubS.H-2010 for Healthy Retirees, set forward one year.

Male: PubS.H-2010 (Below Median) for Healthy Retirees, set forward one year.

Beneficiary Lives:

Female: PubG.H-2010 (Below Median) for Healthy Retirees.

Male: PubG.H-2010 (Below Median) for Healthy Retirees, set back one year.

Disabled Lives: 80% PubG.H-2010 for Disabled Retirees / 20% PubS.H-2010 for Disabled Retirees.

All rates are projected generationally with Mortality Improvement Scale MP-2018. We feel this assumption sufficiently accomodates future mortality improvements.

Interest Rate:

6.90% (prior year 6.70%) per year compounded annually, net of investment related expenses. This assumption is supported by the target asset allocation of the trust and the expected long-term return by asset class.

Retirement Age:

100% assumed retirement at the earlier of: 1) age 55 and 10 years of credited service, or 2) age 52 and 20 years of credited service, regardless of age. This assumption is supported by the October 9, 2017 experience study.

Early Retirement:

Members are not assumed to take early retirement, based on results of the experience study dated October 9, 2017.

Disability Rates:

It is assumed that 75% of disablements are service-related. This assumption is based on results of the experience study dated October 9, 2017.

Termination Rates:

18.0% per year for the first three years of Credited Service, and 6.5% per year for the fourth and fifth years of Credited Service; no turnover is expected after the fifth year. This assumption is based on results of the October 9, 2017 experience study.

Salary Increases:

8.5% per year for less than two years of Credited Service, followed by 4.5% per year for two or more years of Credited Service. In addition, the projected salary at retirement is increased 15% to account for lump sum payments. This assumption is based on results of the October 9, 2017 experience study.

Payroll Growth:

None for amortization of the Unfunded Actuarial Accrued Liability. This is in compliance with Part VII of Chapter 112, Florida Statutes.

Cost of Living:

N/A

Amortization Method:

New UAAL amortization bases are amortized over the following amortization periods:

Experience: 10 Years.

Assumption/Method Changes: 20 Years.

Benefit Changes: 30 Years.

Funding Method:

Entry Age Normal Actuarial Cost Method.

Asset Valuation Method:

Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric four-year average Market Value return (net of fees). It is possible that over time this technique will produce an insignificant bias above or below Market Value of Assets.

Termination and Disability Rate Tables:

Age	% Becoming Disabled During the Year	Service	% Terminating During the Year
20	0.21%	0-3	18.00%
25	0.23%	4-5	6.50%
30	0.27%	6+	0.00%
35	0.35%		
40	0.45%		
45	0.77%		
50	1.50%		
55	2.33%		
60 +	3.14%		

**TOWN OF MELBOURNE BEACH, FLORIDA  
 REQUIRED SUPPLEMENTARY INFORMATION  
 SCHEDULES OF INVESTMENT RETURNS  
 MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST FUND  
 SEPTEMBER 30, 2023**

<u>For the Year Ended September 30,</u>	<u>Annual Money-Weighted Rate of Return</u>
2023	13.26%
2022	-16.71%
2021	23.65%
2020	6.78%
2019	2.59%
2018	8.59%
2017	11.96%
2016	8.64%
2015	-0.87%
2014	10.99%



**TOWN OF MELBOURNE BEACH, FLORIDA**  
**SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	As of the Plan Year Ended June 30,									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>Florida Retirement System (FRS)</b>										
Proportion of the net pension liability	0.000946557%	0.000772082%	0.000742826%	0.000682987%	0.000652773%	0.000593693%	0.000525938%	0.000564726%	0.000570663%	0.000546111%
Proportionate share of the net pension liability	\$ 377,173	\$ 287,276	\$ 56,112	\$ 296,017	\$ 224,806	\$ 178,823	\$ 155,569	\$ 142,594	\$ 73,709	\$ 33,581
Covered payroll	605,972	429,087	420,250	454,238	419,289	359,702	358,623	352,113	362,777	245,833
Proportionate share of the net pension liability as a percentage of covered payroll	62.24%	66.95%	13.35%	65.17%	53.62%	49.71%	43.38%	40.50%	20.32%	13.66%
Plan fiduciary net position as a percentage of the total pension liability	82.38%	82.89%	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%	96.09%
<b>Health Insurance Subsidy Program (HIS)</b>										
Proportion of the net pension liability	0.001529169%	0.001177166%	0.001186821%	0.001308514%	0.001253435%	0.001101056%	0.001122682%	0.001179170%	0.001038277%	0.000861064%
Proportionate share of the net pension liability	\$ 242,852	\$ 124,681	\$ 145,581	\$ 159,767	\$ 140,247	\$ 116,537	\$ 120,042	\$ 137,427	\$ 105,888	\$ 80,512
Covered payroll	605,972	429,087	420,250	454,238	419,289	359,702	358,623	352,113	362,777	245,833
Proportionate share of the net pension liability as a percentage of covered payroll	40.08%	29.06%	34.64%	35.17%	33.45%	32.40%	33.47%	39.03%	29.19%	32.75%
Plan fiduciary net position as a percentage of the total pension liability	4.12%	4.81%	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%	0.99%

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**SCHEDULE OF CONTRIBUTIONS**  
**LAST 10 FISCAL YEARS**  
**(UNAUDITED)**

	For the Fiscal Year Ended September 30,									
	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014
<b>Florida Retirement System (FRS)</b>										
Contractually required contribution	\$ 50,519	\$ 33,443	\$ 29,941	\$ 22,693	\$ 20,241	\$ 16,920	\$ 13,691	\$ 13,772	\$ 13,913	\$ 11,962
Contributions in relation to the contractually required contribution	<u>50,519</u>	<u>33,443</u>	<u>29,941</u>	<u>22,693</u>	<u>20,241</u>	<u>16,920</u>	<u>13,691</u>	<u>13,772</u>	<u>13,913</u>	<u>11,962</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 646,551	\$ 446,961	\$ 429,437	\$ 454,238	\$ 419,289	\$ 358,623	\$ 358,623	\$ 352,113	\$ 362,777	\$ 245,833
Contributions as a percentage of covered payroll	7.81%	7.48%	6.97%	5.00%	4.83%	4.72%	3.82%	3.91%	3.84%	4.87%
<b>Health Insurance Subsidy Program (HIS)</b>										
Contractually required contribution	\$ 11,306	\$ 7,420	\$ 7,129	\$ 7,540	\$ 6,960	\$ 5,971	\$ 5,942	\$ 6,044	\$ 3,969	\$ 2,950
Contributions in relation to the contractually required contribution	<u>11,306</u>	<u>7,420</u>	<u>7,129</u>	<u>7,540</u>	<u>6,960</u>	<u>5,971</u>	<u>5,942</u>	<u>6,044</u>	<u>3,969</u>	<u>2,950</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered payroll	\$ 646,551	\$ 446,961	\$ 429,437	\$ 454,238	\$ 419,289	\$ 358,623	\$ 358,623	\$ 352,113	\$ 362,777	\$ 245,833
Contributions as a percentage of covered payroll	1.75%	1.66%	1.66%	1.66%	1.66%	1.66%	1.66%	1.72%	1.09%	1.20%

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**COMBINING BALANCE SHEET**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**SEPTEMBER 30, 2023**

	<u>Environmental Advisory</u>	<u>Christmas Donations</u>	<u>Police Education</u>	<u>Building Education</u>	<u>Stormwater Utility</u>	<u>Ocean State Park</u>	<u>Ryckman Crossover Parking</u>	<u>Beautification</u>	<u>Old Town Hall</u>	<u>Police Donations</u>	<u>Total Nonmajor Governmental Funds</u>
<b>ASSETS</b>											
Equity in pooled cash and cash equivalents	\$ 9,977	\$ 1,293	\$ 12,191	\$ 152	\$ 3,143	\$ 57,305	\$ 120,625	\$ 27,397	\$ 19,606	\$ 15,673	\$ 267,362
Due from other governments	-	-	-	-	695	-	-	-	-	-	695
Total assets	<u>\$ 9,977</u>	<u>\$ 1,293</u>	<u>\$ 12,191</u>	<u>\$ 152</u>	<u>\$ 3,838</u>	<u>\$ 57,305</u>	<u>\$ 120,625</u>	<u>\$ 27,397</u>	<u>\$ 19,606</u>	<u>\$ 15,673</u>	<u>\$ 268,057</u>
<b>LIABILITIES</b>											
Accounts payable	\$ -	\$ -	\$ -	\$ -	\$ 55	\$ 613	\$ 464	\$ 52	\$ -	\$ -	\$ 1,184
Accrued payroll and employee benefits	-	-	-	-	-	754	160	1	-	-	915
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>55</u>	<u>1,367</u>	<u>624</u>	<u>53</u>	<u>-</u>	<u>-</u>	<u>2,099</u>
<b>FUND BALANCES</b>											
Restricted for:											
Ocean Park	-	-	-	-	-	55,938	-	-	-	-	55,938
Beautification	-	-	-	-	-	-	-	27,344	-	-	27,344
Environmental advisory	9,977	-	-	-	-	-	-	-	-	-	9,977
Christmas donations	-	1,293	-	-	-	-	-	-	-	-	1,293
Law enforcement education	-	-	12,191	-	-	-	-	-	-	15,673	27,864
Committed to:											
Stormwater utility	-	-	-	-	3,783	-	-	-	-	-	3,783
Assigned to:											
Town parks	-	-	-	-	-	-	120,001	-	-	-	120,001
Unassigned	-	-	-	-	-	-	-	-	-	-	-
Total fund balances	<u>9,977</u>	<u>1,293</u>	<u>12,191</u>	<u>152</u>	<u>3,783</u>	<u>55,938</u>	<u>120,001</u>	<u>27,344</u>	<u>19,606</u>	<u>15,673</u>	<u>265,958</u>
<b>Total liabilities and fund balances</b>	<u>\$ 9,977</u>	<u>\$ 1,293</u>	<u>\$ 12,191</u>	<u>\$ 152</u>	<u>\$ 3,838</u>	<u>\$ 57,305</u>	<u>\$ 120,625</u>	<u>\$ 27,397</u>	<u>\$ 19,606</u>	<u>\$ 15,673</u>	<u>\$ 268,057</u>

The accompanying notes to financial statements are an integral part of this statement.

**TOWN OF MELBOURNE BEACH, FLORIDA**  
**COMBINING SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE**  
**NONMAJOR GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED SEPTEMBER 30, 2023**

	Environmental Advisory	Christmas Donations	Police Education	Building Education	Stormwater Utility	Ocean State Park	Ryckman Crossover Parking	Beautification	Old Town Hall	Police Donations	Total Nonmajor Governmental Funds
<b>Revenues</b>											
Licenses and permits	\$ -	\$ -	\$ -	\$ 612	\$ 2,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,248
Charges for services	-	-	-	-	55,018	110,064	99,489	-	260	-	264,831
Fines and forfeitures	-	-	479	-	-	-	-	-	-	-	479
Miscellaneous	5,000	-	-	-	-	-	-	1,500	742	9,688	16,930
Total revenues	<u>5,000</u>	<u>-</u>	<u>479</u>	<u>612</u>	<u>57,654</u>	<u>110,064</u>	<u>99,489</u>	<u>1,500</u>	<u>1,002</u>	<u>9,688</u>	<u>285,488</u>
<b>Expenditures</b>											
Current:											
Public safety	-	-	-	3,066	-	-	-	-	-	3,220	6,286
Parks and recreation	5,301	-	-	-	-	99,332	31,527	-	4,248	-	140,408
Physical environment	-	-	-	-	17,515	-	-	35,361	-	-	52,876
Capital outlay	-	-	-	-	-	19,980	14,460	14,460	-	-	48,900
Total expenditures	<u>5,301</u>	<u>-</u>	<u>-</u>	<u>3,066</u>	<u>17,515</u>	<u>119,312</u>	<u>45,987</u>	<u>49,821</u>	<u>4,248</u>	<u>3,220</u>	<u>248,470</u>
<b>Excess (deficiency) of revenues over expenditures</b>	<u>(301)</u>	<u>-</u>	<u>479</u>	<u>(2,454)</u>	<u>40,139</u>	<u>(9,248)</u>	<u>53,502</u>	<u>(48,321)</u>	<u>(3,246)</u>	<u>6,468</u>	<u>37,018</u>
<b>Other financing sources (uses)</b>											
Transfers in	5,374	-	-	-	-	-	97,999	30,000	-	-	133,373
Transfers out	-	-	-	-	-	(1,400)	(31,500)	-	-	-	(32,900)
Total other financing sources (uses)	<u>5,374</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,400)</u>	<u>66,499</u>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>100,473</u>
Town Parks											
<b>Net change in fund balances</b>	<u>5,073</u>	<u>-</u>	<u>479</u>	<u>(2,454)</u>	<u>40,139</u>	<u>(10,648)</u>	<u>120,001</u>	<u>(18,321)</u>	<u>(3,246)</u>	<u>6,468</u>	<u>137,491</u>
<b>Fund balances, beginning of year</b>	4,904	1,293	11,712	2,606	(36,356)	66,586	-	45,665	22,852	9,205	128,467
<b>Fund balances, end of year</b>	<u>\$ 9,977</u>	<u>\$ 1,293</u>	<u>\$ 12,191</u>	<u>\$ 152</u>	<u>\$ 3,783</u>	<u>\$ 55,938</u>	<u>\$ 120,001</u>	<u>\$ 27,344</u>	<u>\$ 19,606</u>	<u>\$ 15,673</u>	<u>\$ 265,958</u>

The accompanying notes to financial statements are an integral part of this statement.



**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Mayor and Town Commission,  
Town of Melbourne Beach, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Melbourne Beach, Florida, (the Town) as of and for the year ended September 30, 2023, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements, and have issued our report thereon dated March 13, 2024.

***Report on Internal Control over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

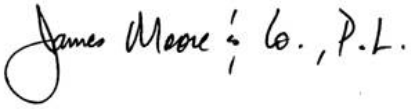
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

***Report on Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style and is enclosed within a thin black rectangular border.

Daytona Beach, Florida  
March 13, 2024



**INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED  
BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA  
OFFICE OF THE AUDITOR GENERAL**

To the Honorable Mayor and Town Commission,  
Town of Melbourne Beach, Florida:

**Report on the Financial Statements**

We have audited the financial statements of the Town of Melbourne Beach, Florida, as of and for the fiscal year ended September 30, 2023, and have issued our report thereon dated March 13, 2024.

**Auditors' Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Accountant's Report on an examination conducted in accordance with *AICPA Professional Standards*, Section 601, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated March 13, 2024, should be considered in conjunction with this management letter.

**Prior Audit Findings**

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. The following is a summary of all findings and recommendations reported in our preceding annual financial audit report:

**2022-001 Reconciliation of Account Balances** – Corrective action taken.

**2022-002 Budgetary Compliance** – Corrective action taken.

**Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government and component units of the reporting entity is disclosed in Note 1 of the basic financial statements.

## **Financial Condition and Management**

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not the Town has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that the Town, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for the Town. It is management's responsibility to monitor the Town's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we had the following recommendation:

### **2023-001 – Budget Amendments**

During our audit, we noted increases to budgeted amounts for two general ledger accounts were made in the BS&A system to roll forward prior year unspent long-term capital appropriations. However, no formal resolution was adopted to amend the fiscal year 2023 budget to roll forward such appropriations. While the Town remained in budgetary compliance based on actual activity during the year and the final adopted budget excluding these items, to help avoid any potential budgetary compliance issue in the future, we recommend no such manual increases be made to BS&A final budgeted amounts in the absence of a formal budget amendment, and for any intended carryforward of unspent appropriations be adopted via a budget amendment resolution.

### **2023-002 – Capital Asset Inventory**

During our audit, we noted there were a substantial number of fully depreciated capital assets, as well as a number of old assets that were initially capitalized prior to the Town adopting its current capitalization threshold of \$5,000. As an added procedure related to internal controls over capital assets and to ensure accuracy of the Town's capital asset schedule, we recommend a capital asset inventory be performed and that any old assets under the current depreciation threshold also adjusted for accordingly.

## **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

## **Management's Response to Recommendations**

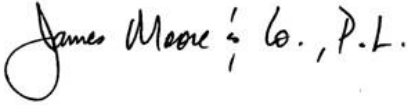
The Town's response to the recommendations identified in this letter is outlined as listed in the table of contents. The Town's response was not subjected to the auditing procedures applied in the audit of the financial statements, and accordingly, we express no opinion on the response.



**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and State granting agencies, the Town Commission, management, and others within the Town and is not intended to be and should not be used by anyone other than these specified parties.

Daytona Beach, Florida  
March 13, 2024

A handwritten signature in black ink that reads "James Moore & Co., P.L." The signature is written in a cursive style and is contained within a thin black rectangular border.



## INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor and Town Commission,  
Town of Melbourne Beach, Florida

We have examined the Town of Melbourne Beach, Florida's (the Town) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* (the Statute), for the year ended September 30, 2023. The Town's management is responsible for the Town's compliance with those requirements. Our responsibility is to express an opinion on the Town's compliance based on our examination. Our responsibility is to obtain reasonable assurance by evaluating the Town's compliance with those requirements and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of our evaluation based on our examination.

Our examination was conducted in accordance with the attestation standards for a direct examination engagement established by the AICPA. Those standards require that we obtain reasonable assurance by evaluating whether the Town complied with Section 218.415, Florida Statutes, *Local Government Investment Policies*, for the year ended September 30, 2023 and performing other procedures to obtain sufficient appropriate evidence to express an opinion that conveys the results of evaluation of the Town's compliance based on our examination during the year ended September 30, 2023. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

We are required to be independent of the Town, and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our examination engagement.

In our opinion, the Town of Melbourne Beach, Florida complied, in all material respects, with the Statute for the year ended September 30, 2023.

Daytona Beach, Florida  
March 13, 2024



## Town of Melbourne Beach

Brevard County's Oldest Beach Community \* Established 1883

March 13, 2024

### **MANAGEMENT'S RESPONSE TO FINDINGS**

**2023-001 Budget Amendments:** The Town will complete a formal budget amendment for any expenditures that need to be increased from the original budget in BS&A.

**2022-002 Capital Asset Inventory:** The Town will complete a capital asset inventory and review the existing schedule for adjustments arising from the inventory and to remove any old assets below the Town's current capitalization threshold.

Jennifer Kerr  
Finance Manager



Town of Melbourne Beach  
Finance Department

# Memo

To: Mayor, Vice Mayor and Commissioners  
 From: Jennifer Kerr, Finance Manager  
 Date: March 13, 2024  
 Re: February Fiscal Year 2024

We are in the Fifth month of our fiscal year 2024. The target expenditure rate for February is 41.67%. All departments are in the process of purchasing all budget approved capital items. 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 45.39%. The Departmental expenditure rate breakdown is as follows:

Legislative:	34.29%
Executive:	39.79%
Finance:	36.56%
Legal:	39.53%
Comp & Plan:	12.45%
General Services:	35.48%
Law Enforcement:	42.71%
Fire:	48.88%
Code:	32.89%
Public Works:	36.28%
Grounds Keeping:	26.92%
Parks:	17.52%

## Discussion Items:

The Town received Parking Revenue for February FY2024 in the amount of \$10,287.42. Parking revenue for February FY2023 was \$16,883.25.

- A Fiscal Year (FY) parking comparison is attached.

We have submitted the Florida Municipal Insurance Trust (FMIT) Safety Grant Application for an amount up to \$5,000. The application can take a couple months to be processed and approved.

**Parking Revenue FY Comparison**

<b>FY23</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-23</b>	<b>Jan-23</b>	<b>Feb-23</b>	<b>TOTAL</b>
<b>Ocean</b>	4,921.04	3,785.42	3,456.88	4,996.04	8,137.70	40,567.68
<b>Ryckman</b>	6,354.35	5,050.00	6,359.91	6,415.41	8,745.55	45,824.76
<b>Total</b>	11,275.39	8,835.42	9,816.79	11,411.45	16,883.25	86,392.44

<b>FY24</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-24</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>TOTAL</b>
<b>Ocean</b>	4,323.54	3,669.99	2,544.37	2,412.50	3,359.78	16,310.18
<b>Ryckman</b>	5,616.47	4,085.40	5,833.19	5,111.66	6,927.64	27,574.36
<b>Total</b>	9,940.01	7,755.39	8,377.56	7,524.16	10,287.42	43,884.54

## REVENUES AND EXPENDITURES FOR TOWN OF MELBOURNE BEACH

Balance As Of 02/29/2024

## Fund: 001 GENERAL FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,685,662.00	2,685,662.00	0.00	289,732.90	89.21
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	125,000.00	125,000.00	0.00	97,778.70	21.78
001-00-314.10.00	UTILITY SERVICES TAX FPL	276,000.00	276,000.00	0.00	160,180.47	41.96
001-00-314.30.00	UTILITY SERVICES TAX WATER	54,000.00	54,000.00	0.00	34,115.38	36.82
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(380.31)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,500.00	8,500.00	0.00	6,189.00	27.19
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,300.00	1,300.00	0.00	1,061.83	18.32
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,500.00	2,500.00	0.00	1,157.77	53.69
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	100.00	100.00	0.00	(87.13)	187.13
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	103,101.92	28.90
001-00-316.00.00	OCCP. LIC	15,000.00	15,000.00	0.00	3,894.45	74.04
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	156,981.88	26.99
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	44,000.00	44,000.00	0.00	27,743.52	36.95
001-00-323.70.10	SOLID WASTE COMMERCIAL	15,000.00	15,000.00	0.00	9,543.68	36.38
001-00-329.20.00	BONFIRE PERMIT	350.00	350.00	0.00	(550.00)	257.14
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	500.00	500.00	0.00	(400.00)	180.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	600.00	600.00	0.00	(100.00)	116.67
001-00-331.12.00	FEMA	0.00	0.00	0.00	(10,718.74)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(1,786.46)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,000.00	7,000.00	0.00	7,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	112,000.00	112,000.00	0.00	67,795.23	39.47
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,300.00	4,300.00	0.00	4,202.11	2.28
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	225,000.00	225,000.00	0.00	167,033.30	25.76
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,200.00	1,200.00	0.00	300.00	75.00
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	1,600.00	1,600.00	0.00	400.00	75.00
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	4,000.00	4,000.00	0.00	1,000.00	75.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,725.00	4,725.00	0.00	1,925.00	59.26
001-00-361.10.00	INTEREST ON INVESTMENTS	12,000.00	12,000.00	0.00	160.43	98.66



Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	441,761.00	441,761.00	0.00	0.00	100.00
		441,761.00	441,761.00	0.00	0.00	100.00
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	10,716.73	33.85
001-11-500.12.00	REGULAR SALARIES	60,113.00	60,113.00	0.00	35,075.29	41.65
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	5,838.00	5,838.00	0.00	3,570.22	38.85
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	8,157.00	8,157.00	0.00	4,759.39	41.65
001-11-500.23.01	HEALTH INSURANCE	6,534.00	6,534.00	0.00	3,508.50	46.30
001-11-500.23.02	LIFE INSURANCE	71.00	71.00	0.00	37.22	47.58
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	244.00	244.00	0.00	210.19	13.86
001-11-510.31.00	PROFESSIONAL SERVICES	250.00	250.00	0.00	250.00	0.00
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	4,465.00	0.00	3,970.38	11.08
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,100.00	2,100.00	0.00	1,135.87	45.91
001-11-510.47.00	PRINTING	12,593.00	12,593.00	0.00	9,181.46	27.09
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	704.83	11.90
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	0.00	9,992.10	0.08
001-11-510.49.50	ELECTION EXPENSE	11,000.00	11,000.00	0.00	948.16	91.38
001-11-510.54.00	DUES & SUBSCRIPTIONS	720.00	720.00	0.00	220.00	69.44
001-11-510.54.10	TRAINING & SCHOOLS	3,560.00	3,560.00	0.00	2,771.00	22.16
001-11-510.64.01	CAPITAL OUTLAY	85,700.00	85,700.00	4,740.00	63,924.65	25.41
001-11-543.00.00	LICENSES & FEES	34,267.00	34,267.00	0.00	16,836.48	50.87
						34.29
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	147,720.00	147,720.00	0.00	88,097.71	40.36
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	11,301.00	11,301.00	0.00	6,182.72	45.29
001-12-500.22.01	RETIREMENT - ICMA	15,247.00	15,247.00	0.00	9,136.75	40.08
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,937.00	4,937.00	0.00	2,956.55	40.11
001-12-500.23.01	HEALTH INSURANCE	28,117.00	28,117.00	0.00	17,067.97	39.30
001-12-500.23.02	LIFE INSURANCE	828.00	828.00	0.00	448.09	45.88
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	212.00	212.00	0.00	129.75	38.80
001-12-510.40.00	TRAVEL & MEETINGS	1,820.00	1,820.00	0.00	1,785.00	1.92
001-12-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	300.00	0.00



	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	1,400.00	41.67
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,511.00	3,511.00	0.00	2,124.73	39.48
001-12-510.54.10	TRAINING & SCHOOLS	1,680.00	1,680.00	0.00	1,680.00	0.00
						39.79
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	112,950.00	112,950.00	0.00	66,346.37	41.26
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,641.00	8,641.00	0.00	5,087.35	41.13
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	15,327.00	15,327.00	0.00	9,002.84	41.26
001-13-500.23.01	HEALTH INSURANCE	39,000.00	39,000.00	0.00	27,413.16	29.71
001-13-500.23.02	LIFE INSURANCE	297.00	297.00	0.00	229.44	22.75
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	158.00	158.00	0.00	94.99	39.88
001-13-510.32.00	AUDITING SERVICES	32,600.00	32,600.00	0.00	27,850.00	14.57
001-13-510.32.90	BANKING FEES	12,916.00	12,916.00	0.00	8,914.64	30.98
001-13-510.40.00	TRAVEL & MEETINGS	1,221.00	1,221.00	0.00	1,191.25	2.44
001-13-510.47.00	PRINTING	216.00	216.00	0.00	216.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	893.05	10.70
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						36.56
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	97,000.00	97,000.00	0.00	63,770.77	34.26
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	10,000.00	0.00	930.00	90.70
						39.53
Department: 15 COMPREHENSIVE PLANN						
001-15-510.31.00	PROFESSIONAL SERVICES	26,000.00	26,000.00	0.00	22,763.70	12.45
						12.45
Department: 16 FEMA - HURRICANE DAM						
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	67.76	100.00
						100.00
Department: 19 GENERAL SERVICES						
001-19-500.24.00	WORKERS COMPENSATION	3,687.00	3,687.00	0.00	3,687.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,620.00	4,620.00	0.00	2,722.50	41.07

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-19-510.31.11	SECURITY	1,000.00	1,000.00	0.00	1,000.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	17,000.00	0.00	9,446.00	44.44
001-19-510.35.00	PRE-EMPLOYMENT EXP	400.00	400.00	0.00	400.00	0.00
001-19-510.41.00	TELEPHONE	25,080.00	25,080.00	0.00	15,397.06	38.61
001-19-510.41.10	COMMUNICATION SERVICES	45,372.00	45,372.00	0.00	23,146.43	48.99
001-19-510.43.00	STREET LIGHTS	50,400.00	50,400.00	0.00	33,396.39	33.74
001-19-510.43.10	ELECTRICITY	33,600.00	33,600.00	0.00	23,719.18	29.41
001-19-510.43.20	WATER & SEWER	3,650.00	3,650.00	0.00	2,437.83	33.21
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	2,500.00	0.00	70.45	97.18
001-19-510.45.00	GENERAL LIABILITY INSURANCE	94,000.00	94,000.00	0.00	51,691.00	45.01
001-19-510.45.01	FLOOD INSURANCE	5,690.00	5,690.00	0.00	5,690.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	128,000.00	128,000.00	0.00	79,180.17	38.14
001-19-510.45.03	AUTO INSURANCE	9,000.00	9,000.00	0.00	4,156.00	53.82
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,832.00	4,832.00	0.00	3,167.28	34.45
001-19-510.46.15	EQUIPMENT MAINTENANCE	31,500.00	31,500.00	0.00	30,197.68	4.13
001-19-510.46.36	PEST CONTROL	3,120.00	3,120.00	0.00	1,570.00	49.68
001-19-510.47.00	PRINTING	900.00	900.00	0.00	799.88	11.12
001-19-510.49.90	ADOPT AN AREA	1,000.00	1,000.00	0.00	939.27	6.07
001-19-510.49.98	CONTINGENCY	25,000.00	25,000.00	0.00	25,000.00	0.00
001-19-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	147.13	50.96
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	11,000.00	0.00	7,623.78	30.69
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	796.29	46.91
001-19-510.52.10	JANITORIAL SUPPLIES	5,400.00	5,400.00	0.00	3,111.98	42.37
001-19-510.54.00	DUES & SUBSCRIPTIONS	435.00	435.00	0.00	435.00	0.00
001-19-510.64.01	CAPITAL OUTLAY	148,000.00	148,000.00	0.00	143,529.11	3.02
001-19-543.00.00	LICENSES & FEES	20,585.00	20,585.00	0.00	13,381.14	35.00
001-19-581.00.00	TRANSFER OUT	77,000.00	77,000.00	0.00	0.00	100.00

35.48

## Department: 21 LAW ENFORCEMENT

001-21-500.12.00	REGULAR SALARIES	721,855.00	721,855.00	0.00	406,972.48	43.62
001-21-500.12.50	HOLIDAY PAY	23,000.00	23,000.00	0.00	3,930.77	82.91
001-21-500.14.00	SALARIES OVERTIME	15,000.00	15,000.00	0.00	9,162.09	38.92
001-21-500.14.16	HURRICANE PAY	18,000.00	18,000.00	0.00	18,000.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,634.00	7,634.00	0.00	4,897.93	35.84
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	3,658.93	39.02
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	54,888.00	54,888.00	0.00	28,888.10	47.37
001-21-500.22.02	POLICE PENSION	142,500.00	142,500.00	0.00	108,446.57	23.90
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	5,217.00	0.00	3,331.86	36.13
001-21-500.23.01	HEALTH INSURANCE	105,440.00	105,440.00	0.00	64,091.52	39.22
001-21-500.23.02	LIFE INSURANCE	2,900.00	2,900.00	0.00	1,782.44	38.54
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	(162.50)	116.25
001-21-500.24.00	WORKERS COMPENSATION	8,848.00	8,848.00	0.00	436.00	95.07
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,296.00	2,296.00	0.00	1,835.55	20.05
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	525.00	27.59
001-21-520.34.40	DISPATCHING SERVICES	18,319.00	18,319.00	0.00	(549.11)	103.00
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,000.00	1,000.00	0.00	374.00	62.60
001-21-520.40.00	TRAVEL & MEETINGS	3,184.00	3,184.00	0.00	2,689.96	15.52
001-21-520.41.10	COMMUNICATION SERVICES	6,000.00	6,000.00	0.00	2,364.05	60.60
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	7,000.00	7,000.00	0.00	5,650.25	19.28
001-21-520.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	(615.65)	124.63
001-21-520.46.16	RADAR CALIBRATION	250.00	250.00	0.00	7.00	97.20
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	7,881.85	53.64
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,500.00	1,500.00	0.00	1,431.18	4.59
001-21-520.48.50	CRIME PREVENTION	1,500.00	1,500.00	0.00	1,469.26	2.05
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	0.00	72.64	27.36
001-21-520.51.10	POSTAGE	125.00	125.00	0.00	125.00	0.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	7,703.23	9.37
001-21-520.52.05	PROTECTIVE GEAR	3,500.00	3,500.00	0.00	2,607.66	25.50
001-21-520.52.50	GAS & OIL	25,000.00	25,000.00	0.00	17,681.89	29.27
001-21-520.52.70	MEDICAL	800.00	800.00	0.00	800.00	0.00
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,093.61	30.21
001-21-520.54.00	DUES & SUBSCRIPTIONS	1,175.00	1,175.00	0.00	470.00	60.00
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	6,400.00	0.00	6,400.00	0.00
001-21-520.64.01	Capital Outlay	8,400.00	8,400.00	0.00	318.57	96.21
001-21-543.00.00	LICENSES & FEES	14,646.00	14,646.00	0.00	7,215.90	50.73

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-581.00.00	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
						42.71
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	96,226.00	96,226.00	0.00	54,555.70	43.30
001-22-500.14.16	HURRICANE PAY	1,890.00	1,890.00	0.00	1,890.00	0.00
001-22-500.14.50	STIPEND PAYROLL	44,000.00	44,000.00	0.00	44,000.00	0.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,727.00	10,727.00	0.00	7,477.99	30.29
001-22-500.22.01	RETIREMENT - ICMA	9,248.00	9,248.00	0.00	5,063.41	45.25
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	3,591.00	3,591.00	0.00	2,120.93	40.94
001-22-500.23.01	HEALTH INSURANCE	28,200.00	28,200.00	0.00	15,012.06	46.77
001-22-500.23.02	LIFE INSURANCE	148.00	148.00	0.00	80.44	45.65
001-22-500.23.10	STATUTORY AD&D	207.00	207.00	0.00	(162.50)	178.50
001-22-500.24.00	WORKERS COMPENSATION	16,222.00	16,222.00	0.00	7,810.00	51.86
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	185.04	23.22
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	5,400.00	0.00	4,000.00	25.93
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	2,060.00	0.00	1,709.00	17.04
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	4,375.00	0.00	3,775.00	13.71
001-22-520.40.00	TRAVEL & MEETINGS	750.00	750.00	0.00	398.53	46.86
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	972.00	50.00
001-22-520.46.15	EQUIPMENT MAINTENANCE	10,000.00	10,000.00	0.00	4,495.18	55.05
001-22-520.46.20	VEHICLE MAINTENANCE	32,000.00	32,000.00	0.00	30,694.15	4.08
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	929.78	7.02
001-22-520.51.00	OFFICE SUPPLIES	800.00	800.00	0.00	752.30	5.96
001-22-520.52.00	UNIFORMS	12,650.00	12,650.00	0.00	12,393.03	2.03
001-22-520.52.02	S.C.B.A.	2,550.00	2,550.00	0.00	(507.56)	119.90
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	2,925.00	0.00	1,549.40	47.03
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	620.55	37.95
001-22-520.52.20	TOOLS & HARDWARE	10,500.00	10,500.00	0.00	10,414.30	0.82
001-22-520.52.50	GAS & OIL	5,000.00	5,000.00	0.00	4,031.40	19.37
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	543.20	61.20
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	610.00	0.00	235.00	61.48
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	1,622.00	70.64
001-22-520.54.12	TRAINING MATERIALS	3,200.00	3,200.00	0.00	2,907.61	9.14

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.64.01	Capital Outlay	82,369.00	82,369.00	0.00	2,909.98	96.47
001-22-543.00.00	LICENSES & FEES	13,473.00	13,473.00	0.00	5,885.00	56.32
001-22-581.00.00	TRANSFER OUT	36,500.00	36,500.00	0.00	0.00	100.00
						48.88
Department: 29 CODE ENFORCEMENT						
001-29-500.12.00	REGULAR SALARIES	15,792.00	15,792.00	0.00	10,600.75	32.87
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,208.00	1,208.00	0.00	725.77	39.92
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	2,143.00	2,143.00	0.00	1,287.58	39.92
001-29-500.23.10	STATUTORY AD&D	21.00	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	738.00	738.00	0.00	738.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	51.00	51.00	0.00	42.35	16.96
001-29-520.40.00	TRAVEL & MEETINGS	50.00	50.00	0.00	50.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	100.00	100.00	0.00	100.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,600.00	4,600.00	0.00	2,194.64	52.29
001-29-520.51.00	OFFICE SUPPLIES	125.00	125.00	0.00	97.37	22.10
001-29-520.51.10	POSTAGE	350.00	350.00	0.00	298.16	14.81
001-29-520.51.20	RECORDING COSTS	120.00	120.00	0.00	120.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	600.00	600.00	0.00	600.00	0.00
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
						32.89
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	253,947.00	253,947.00	0.00	163,020.18	35.81
001-41-500.14.00	SALARIES OVERTIME	4,000.00	4,000.00	0.00	3,355.59	16.11
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	19,427.00	19,427.00	0.00	12,334.70	36.51
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	34,461.00	34,461.00	0.00	22,034.86	36.06
001-41-500.23.01	HEALTH INSURANCE	46,000.00	46,000.00	0.00	27,908.13	39.33
001-41-500.23.02	LIFE INSURANCE	294.00	294.00	0.00	66.43	77.40
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	4,424.00	4,424.00	0.00	4,424.00	0.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	813.00	813.00	0.00	686.26	15.59

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-530.40.00	TRAVEL & MEETINGS	150.00	150.00	0.00	150.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,437.95	71.24
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	6,500.00	0.00	5,917.43	8.96
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,781.73	4.37
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	0.00	1,904.72	79.95
001-41-530.46.30	BUILDING MAINTENANCE	9,000.00	9,000.00	0.00	7,946.40	11.71
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	600.00	0.00	600.00	0.00
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	(700.00)	170.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	2,000.00	2,000.00	0.00	1,869.69	6.52
001-41-530.46.35	PIER MAINTENANCE	1,000.00	1,000.00	0.00	966.84	3.32
001-41-530.46.40	GROUNDS MAINTENANCE	10,000.00	10,000.00	0.00	7,007.81	29.92
001-41-530.52.00	UNIFORMS	3,750.00	3,750.00	0.00	2,630.94	29.84
001-41-530.52.05	PROTECTIVE GEAR	2,500.00	2,500.00	0.00	1,749.34	30.03
001-41-530.52.20	TOOLS & HARDWARE	5,000.00	5,000.00	0.00	4,205.88	15.88
001-41-530.52.25	TOOL RENTALS	1,500.00	1,500.00	0.00	645.85	56.94
001-41-530.52.50	GAS & OIL	7,000.00	7,000.00	0.00	4,190.61	40.13
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	4,438.28	40.82
001-41-530.53.20	STREET SIGNS	8,000.00	8,000.00	0.00	6,666.00	16.68
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	0.00	1,231.05	17.93
001-41-530.57.25	WELDING	200.00	200.00	0.00	200.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	4,000.00	4,000.00	0.00	3,375.41	15.61
001-41-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						36.28

## Department: 42 GROUNDS KEEPING

001-42-530.34.91	LANDSCAPING	22,300.00	22,300.00	0.00	16,878.34	24.31
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	1,775.38	28.98
001-42-530.46.40	GROUNDS MAINTENANCE	26,000.00	26,000.00	0.00	24,970.65	3.96
001-42-530.46.43	TREE EXPENSE	3,000.00	3,000.00	0.00	3,000.00	0.00
001-42-530.52.00	UNIFORMS	3,125.00	3,125.00	0.00	3,085.10	1.28
001-42-530.52.05	PROTECTIVE GEAR	575.00	575.00	0.00	546.16	5.02
001-42-530.52.20	TOOLS & HARDWARE	500.00	500.00	0.00	424.02	15.20
001-42-530.52.50	GAS & OIL	1,000.00	1,000.00	0.00	858.17	14.18

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-42-530.54.10	TRAINING & SCHOOLS	375.00	375.00	0.00	375.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(7,134.60)	100.00
001-42-581.00.00	TRANSFER OUT	4,250.00	4,250.00	0.00	0.00	100.00
						29.62
Department: 72 PARKS & RECREATION						
001-72-570.48.10	FOUNDER'S DAY	8,000.00	8,000.00	0.00	8,000.00	0.00
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	0.00	1,335.00	25.83
001-72-570.48.52	FOURTH OF JULY	1,000.00	1,000.00	0.00	1,000.00	0.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	4,000.00	4,000.00	0.00	(592.55)	114.81
001-72-570.48.60	EASTER EGG HUNT	400.00	400.00	0.00	400.00	0.00
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	5,000.00	0.00	4,467.88	10.64
001-72-570.48.91	CHILDREN'S BUSINESS FAIR	5,000.00	5,000.00	0.00	1,371.06	72.58
001-72-570.63.01	TENNIS COURT EXPEDITURES	700.00	700.00	0.00	700.00	0.00
001-72-570.63.02	BBALL & VBALL COURTS	700.00	700.00	0.00	0.00	100.00
001-72-570.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	0.00	30,000.00	0.00
						17.52
<b>Overall Expenditure Rate:</b>						45.39

**Fund: 104 ENVIRONMENTAL ADVISORY I****Account Category: Revenues**

Department: 00

104-00-271.00.99	CARRY FORWARD	9,977.14	9,977.14	0.00	9,977.14	0.00
104-00-337.90.01	OTHER GRANTS	0.00	0.00	0.00	(568.00)	100.00
104-00-381.00.00	TRANSFERS IN	5,500.00	5,500.00	0.00	0.00	100.00
						39.21

**Account Category: Expenditures**

Department: 72 PARKS &amp; RECREATION

104-72-570.31.00	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
104-72-570.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
104-72-570.46.40	GROUNDS MAINTENANCE	1,200.00	1,200.00	0.00	956.27	20.31
104-72-570.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(345.35)	100.00
104-72-570.52.00	UNIFORMS	400.00	400.00	0.00	400.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
104-72-570.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	6,000.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,500.00	0.00	107.61	92.83
						17.08

**Fund: 125 BUILDING DEPT**
**Account Category: Revenues**

Department: 24 PROTECTIVE INSPECTION

125-24-322.00.00	BUILDING PERMITS	240,000.00	240,000.00	0.00	170,136.03	29.11
125-24-322.10.00	ZONING PLAN REVIEW	2,500.00	2,500.00	0.00	2,500.00	0.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	6,000.00	6,000.00	0.00	6,000.00	0.00
125-24-322.20.00	BUILDING PLAN REVIEW	5,500.00	5,500.00	0.00	5,500.00	0.00
125-24-322.31.00	BOA ADVERTISING COSTS	100.00	100.00	0.00	(175.06)	275.06
125-24-322.31.20	P&Z ADVERTISING	200.00	200.00	0.00	200.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	13,000.00	13,000.00	0.00	9,200.00	29.23
125-24-329.00.10	BOA VARIANCE FEES	1,000.00	1,000.00	0.00	(1,297.00)	229.70
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	6,000.00	0.00	3,682.14	38.63
						28.64

**Account Category: Expenditures**

125-24-500.12.00	REGULAR SALARIES	154,096.00	154,096.00	0.00	92,253.49	40.13
125-24-500.14.00	SALARIES OVERTIME	1,000.00	1,000.00	0.00	1,000.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	11,788.34	11,788.34	0.00	7,208.79	38.85
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	20,910.83	20,910.83	0.00	12,518.73	40.13
125-24-500.23.01	HEALTH INSURANCE	17,000.00	17,000.00	0.00	9,810.88	42.29
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	80.26	40.99
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	0.00	100.00
125-24-500.24.00	WORKERS COMPENSATION	1,475.00	1,475.00	0.00	1,475.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	493.11	493.11	0.00	409.20	17.02
125-24-520.40.00	TRAVEL & MEETINGS	700.00	700.00	0.00	(238.70)	134.10
125-24-520.46.20	VEHICLE MAINTENANCE	800.00	800.00	0.00	385.07	51.87
125-24-520.51.00	OFFICE SUPPLIES	430.00	430.00	0.00	430.00	0.00
125-24-520.51.10	POSTAGE	75.00	75.00	0.00	75.00	0.00
125-24-520.52.00	UNIFORMS	560.00	560.00	0.00	560.00	0.00



	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-520.52.20	TOOLS & HARDWARE	100.00	100.00	0.00	100.00	0.00
125-24-520.52.50	GAS & OIL	700.00	700.00	0.00	542.00	22.57
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	0.00	1,475.00	1.67
125-24-520.54.10	TRAINING & SCHOOLS	400.00	400.00	0.00	50.00	87.50
125-24-543.00.00	LICENSES & FEES	3,490.00	3,490.00	0.00	16.00	99.54
125-24-581.00.00	TRANSFER OUT	20,000.00	20,000.00	0.00	0.00	100.00
						45.63

## Fund: 145 AMERICAN RESCUE PLAN

Account Category: Revenues

Department: 00

145-00-271.00.99	CARRY FORWARD	759,385.36	759,385.36	0.00	759,385.36	0.00
						0.00

Account Category: Expenditures

Department: 41 PUBLIC WORKS

145-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(1,365.00)	100.00
145-41-530.64.01	CAPITAL OUTLAY	758,533.87	758,533.87	0.00	758,293.87	0.03
						0.21

## Fund: 172 OCEAN PARK PARKING FUND

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	51,144.00	51,144.00	0.00	51,144.00	0.00
						0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	12,000.00	12,000.00	0.00	9,050.00	24.58
172-75-344.50.00	PARKING METER REVENUE	95,000.00	95,000.00	0.00	78,689.82	17.17
						18.00

## Account Category: Expenditures

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-575.31.02	LIFEGUARD CONTRACT	73,000.00	73,000.00	0.00	73,000.00	0.00
172-75-575.32.90	BANKING FEES	5,500.00	5,500.00	0.00	3,949.11	28.20
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	900.00	50.00
172-75-575.34.91	LANDSCAPING	1,500.00	1,500.00	0.00	1,278.27	14.78
172-75-575.41.10	IPS COMMUNICATIONS FEE	5,000.00	5,000.00	0.00	4,169.76	16.60
172-75-575.43.10	ELECTRICITY	3,000.00	3,000.00	0.00	2,089.41	30.35
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	846.08	29.49
172-75-575.43.50	DUMP SERVICE	250.00	250.00	0.00	250.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	836.82	72.11
172-75-575.46.31	BUILDING MAINT RESTROOMS	400.00	400.00	0.00	(185.65)	146.41
172-75-575.46.40	GROUNDS MAINTENANCE	1,200.00	1,200.00	0.00	759.46	36.71
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	329.75	5.79
172-75-575.52.25	TOOL RENTAL	3,000.00	3,000.00	0.00	3,000.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	1,500.00	0.00	1,500.00	0.00
172-75-575.53.20	SIGNS	800.00	800.00	0.00	800.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	2,000.00	0.00	1,950.01	2.50
172-75-575.63.05	BOCCE BALL COURT	0.00	0.00	0.00	(4,579.13)	100.00
172-75-575.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	5,750.15	4.16
172-75-581.00.00	TRANSFER OUT	1,400.00	1,400.00	0.00	0.00	100.00
						12.85

## Fund: 175 RYCKMAN CROSSOVER PARKIN

## Account Category: Revenues

## Department: 00

175-00-271.00.99	CARRY FORWARD	120,556.74	120,556.74	0.00	120,556.74	0.00
						0.00

## Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	3,500.00	3,500.00	0.00	900.00	74.29
175-75-344.50.00	PARKING METER REVENUE	89,000.00	89,000.00	0.00	61,425.64	30.98
175-75-344.50.10	PARK PASS REVENUE	2,500.00	2,500.00	0.00	700.00	72.00
						33.66

Account Category: Expenditures		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-575.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(3,000.00)	100.00
175-75-575.32.90	BANKING FEES	3,400.00	3,400.00	0.00	2,366.07	30.41
175-75-575.41.15	IPS COMMUNICATION FEE	2,800.00	2,800.00	0.00	2,246.51	19.77
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(954.97)	100.00
175-75-575.48.52	FALL FESTIVAL	4,000.00	4,000.00	0.00	325.06	91.87
175-75-575.48.53	WINTER FESTIVAL	4,000.00	4,000.00	0.00	4,000.00	0.00
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	10,500.00	0.00	6,400.00	39.05
175-75-575.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
175-75-575.73.00	CULTURAL SERVICES	3,500.00	3,500.00	0.00	2,963.08	15.34
175-75-581.00.00	TRANSFER OUT	91,500.00	91,500.00	0.00	0.00	100.00
						62.08

## Fund: 351 LAND &amp; ROAD IMPROVEMENTS

## Account Category: Revenues

Department: 00

351-00-271.00.99	CARRY FORWARD	27,397.17	27,397.17	0.00	27,397.17	0.00
351-00-381.00.00	TRANSFERS IN	90,000.00	90,000.00	0.00	0.00	100.00
						76.66

## Account Category: Expenditures

Department: 41 PUBLIC WORKS

351-41-570.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	3,777.50	24.45
351-41-570.31.21	ENGINEERING SERVICES	20,000.00	20,000.00	0.00	20,000.00	0.00
351-41-570.34.91	LANDSCAPING	10,000.00	10,000.00	0.00	8,896.00	11.04
351-41-570.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(1,183.10)	100.00
351-41-570.46.43	TREE EXPENSE	9,000.00	9,000.00	0.00	9,000.00	0.00
351-41-570.52.25	TOOL RENTALS	3,000.00	3,000.00	0.00	3,000.00	0.00
351-41-570.53.20	STREET SIGNS	20,000.00	20,000.00	0.00	9,999.36	50.00
351-41-570.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
						11.55

## Public Works Activities

February 2024

Completely rebuilt 5<sup>th</sup> Ave. ocean crossover

Housekeeping of our storage yard

Composed stormwater information article for next Beach Comber – public education

Repaired parking kiosks

Met with Rotary planning for upcoming Founders Day

Restored the old railroad water tower (1800's circa) and installed in Ryckman Park

Coordinated and obtained supplies for Eagle Scout project OTH – fence painting

Replaced the solar light at Ocean Park pavilion – replaced 4 year old

Insured that all storm drains are numbered and have “drains to Lagoon” markers – stormwater requirement

Replaced the rusting chains for the swings at Ocean Park – used stainless steel for extended life

Replaced a storm water grate 400 block 6<sup>th</sup> Ave.

Replaced door closers in PD

Replaced broken volleyball nets Ocean Park

Street sweeper some streets

EAB/Parks Board banners up and down

Moved speed trailer for PD multiple times

Replaced flags on pole Ocean Ave. turnaround

Replaced broken concrete slab under bench 5<sup>th</sup> Ave. riverpark

Put one of the covers up over playground

Trimmed and cleaned Ave. A and Ave.B beach crossovers

Addressed sewer drain issue Ryckman Park restrooms

Planted hedge line 5<sup>th</sup> ave. river park and mulched

Replaced signs various areas of Town – ongoing

Installed new trash receptacle front of Community Center

Trimmed and cleaned 6<sup>th</sup> ave. beach crossover

Trimmed seagrapes Shannon and Citrus

Just note of interest reference to street name signs:

We are phasing to the larger names on the street signs. Residents over years have made this request to me over the years. Once we have obtained the larger letter signs we can save cost in the years to come. This is because what we have learned is when the lettering fades we will be able to just purchase the facing material not the entire metal sign.



# TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

## Building Department Report

FEBRUARY 2024

- permits issued 46
- Construction value of the \$ 970,006.98 permits totaled \$16,846.72
- Total permit fees \$16,846.72
- Inspections completed 81
- Plans reviewed 46
- Site plan review for P&Z 0
- Vacation rental inspections 2
- New home 0
- Stop work order 0

# Melbourne Beach Permit List

Permit	Type	Address	Applicant	Issued	Expired
PMC24-0001	Miscellaneous	201 OCEAN AVE	ATLANTIC COAST REST & MECH SERVICES LLC	02/01/202	07/30/202
PM24-0006	Mechanical	201 OCEAN AVE	PIETANZA, MARK	02/01/202	07/30/202
PRR23-0075	Reroof	501 POINSETTIA RD	AMERICAN ROOFING, LLC	02/02/202	07/31/202
PF24-0002	Fence	214 SURF RD	MEYER, ADAM	02/02/202	07/31/202
PRR24-0009	Reroof	519 ANDREWS DR	HEART ROOFING INC	02/02/202	08/27/202
PE24-0011	Electrical	2206 ROSEWOOD DR	LYON, NATHAN	02/02/202	07/31/202
PRR24-0008	Reroof	210 CHERRY DR	EC Haas Construction Inc	02/05/202	08/13/202
PF24-0003	Fence	407 THIRD AVE	Carrie's Fence of Palm Bay	02/05/202	08/03/202
PPL24-0002	Pool	414 HIBISCUS TRL	Space Coast Shotcrete Inc	02/08/202	08/20/202
PWS24-0016	Window, Door, and Shutter Permit	445 RIVER VIEW LN	BREVARD SOFFIT & SIDING, INC DBA BSS EXTERIORS	02/08/202	08/06/202
PWS24-0017	Window, Door, and Shutter Permit	1902 NEPTUNE DR	WALLABY WINDOWS OF BREVARD	02/08/202	08/10/202
PPR24-0003	Pool Resurface	320 2ND AVE	BREVARD POOLS, INC	02/12/202	08/10/202
PWS24-0018	Window, Door, and Shutter Permit	409 5TH AVE	Brevard Window & Doors Inc	02/12/202	08/27/202
PRB24-0002	Res Building	404 DRIFTWOOD AVE	Windward Building Company	02/13/202	08/11/202
PM24-0010	Mechanical	315 6TH AVE	Robert Miller	02/13/202	08/11/202
PRR24-0012	Reroof	1903 REDWOOD AVE	WESCON CONSTRUCTION INC	02/14/202	08/12/202
PRR24-0011	Reroof	1710 PINE ST	Florida Native Roofing Inc	02/15/202	08/13/202
PWS24-0020	Window, Door, and Shutter Permit	203 SIXTH AVE 8	HOWARD GARAGE DOORS	02/15/202	08/13/202
PE24-0012	Electrical	400 HIBISCUS TRL	Johnny Sharrone, Jr	02/15/202	08/13/202
PRB24-0003	Res Building	505 BANYAN WAY	D'AYALA, MARCUS	02/16/202	08/14/202
PE24-0013	Electrical	502 POINSETTIA RD	ERASMO TORRES	02/16/202	08/14/202
PWS24-0021	Window, Door, and Shutter Permit	1708 ATLANTIC ST	SHIER, TODD R	02/16/202	08/31/202
PWS24-0012	Window, Door, and Shutter Permit	441 RIVER VW	Newsouth Window Solutions	02/20/202	08/18/202
PP24-0005	Plumbing	401 HIBISCUS TRL	STEPHEN MCANALLY	02/20/202	08/31/202
PM24-0014	Mechanical	321 OCEAN AVE	Robert Miller	02/20/202	08/18/202
PM24-0015	Mechanical	201 RIVERSIDE DR	JONATHON Black	02/20/202	08/18/202
PCD24-0002	Paver, Concrete, & Deck	409 5TH AVE	ELITE PAVERS & PRICE RITE PAINTING INC	02/21/202	08/19/202
PPR24-0004	Pool Resurface	1906 ROSEWOOD DR	Space Coast Shotcrete Inc	02/21/202	08/19/202
PE24-0014	Electrical	202 S PALM AVE	KHARISOV, EVGENY	02/22/202	08/20/202
PWS24-0019	Window, Door, and Shutter Permit	1700 ATLANTIC ST	LOWES Home Centers	02/26/202	08/24/202
PM24-0012	Mechanical	222 THIRD AVE	Procell, Andrew	02/26/202	08/24/202

# Melbourne Beach Permit List

Permit	Type	Address	Applicant	Issued	Expired
PAS24-0001	Accessory Structure	1902 NEPTUNE DR	Palm Bay Aluminum Corp	02/26/202	08/24/202
PM24-0001	Mechanical	213 DOGWOOD AVE	PEDERSON, RALPH	02/27/202	08/25/202
PM24-0013	Mechanical	400 SIXTH AVE	John T Arrigo	02/27/202	08/25/202
PE23-0050	Electrical	514 POINSETTIA RD	MARK SCHWARZBACH	02/28/202	08/26/202

**Total Permits: 35**



# Monthly Permit List

## Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS24-0001	Palm Bay Aluminum Corp	1902 NEPTUNE DR	\$400.88	\$19110.00
<b>Work Description:</b> concrete slab and aluminum frame screen room with solid aluminium roof				

**Total Permits For Type: 1**  
**Total Fees For Type: \$400.88**  
**Total Const. Value For Type: \$19110.00**

## Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE24-0012	Johnny Sharrone, Jr	400 HIBISCUS TRL	\$79.00	\$1000.00
<b>Work Description:</b> replace existing 200 amp meter main with new				
PE24-0014	KHARISOV, EVGENY	202 S PALM AVE	\$79.00	\$100.00
<b>Work Description:</b> ADD AND CHANGE POWER				
PE24-0013	ERASMO TORRES	502 POINSETTIA RD	\$261.38	\$8500.00
<b>Work Description:</b> Replace new meter main combo with FPL hookup				
PE23-0050	MARK SCHWARZBACH	514 POINSETTIA RD	\$169.48	\$5500.00
<b>Work Description:</b> 400 amp eectrical service upgrade				
PE24-0011	LYON, NATHAN	2206 ROSEWOOD DR	\$79.00	\$2299.00
<b>Work Description:</b> installation of hardwires level 2 evse with 50a breaker for included level 2 evse at preferred garage location within 15' of garage electric panel				

**Total Permits For Type: 5**  
**Total Fees For Type: \$667.86**  
**Total Const. Value For Type: \$17399.00**

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF24-0003	Carrie's Fence of Palm Bay	407 THIRD AVE	\$151.05	\$4895.00
<b>Work Description:</b> Installing 225' of 6' tall and 12' of 4' tall PVC privacy fence with (2) 5' wide walk gates				
PF24-0002	MEYER, ADAM	214 SURF RD	\$109.00	\$3500.00
<b>Work Description:</b> Replace fence on east, west, and front sections of property approx 200'				

**Total Permits For Type: 2**  
**Total Fees For Type: \$260.05**  
**Total Const. Value For Type: \$8395.00**

## Generator

# Inspection Totals

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Column & Tie Beam	1
DECK - NAIL OFF	1
Dry In	1
Dry-In	5
Electrical	7
Electrical Underground	1
Equipotential	1
Final	6
Final Building	3
Final Electrical	3
Final Mechanical	8
Final Paver, Concrete, & Deck	1
Final Pool	1
Final window, Door, & Shutter	8
Fire Inspection	2
Footer	4
Form Board	2
Foundation	1
Framing	1
In Progress	3

# Inspection Totals

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In Progress	1
In-Progress	1
LINTEL	1
Pan	1
Rebar for Front Entry and Patio	1
Roof Sheathing	1
Rough Electric	1
Rough Electrical	1
Rough Plumbing	4
Rough Plumbing	1
Sewer Connect	1
Slab	2
Steel & Ground	1
Tie Beam	1
Ufer Ground	1
Underground Electrical	1
Up Bars - 2nd Floor	1

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**Total # of Inspections: 81**

**Enforcement List**

## Open Code Enforcement Cases

03/11/2024

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	Open - Second Letter Certified Mail	Staff	07/31/23	
ECE23-0192	323 AVENUE A	Attractive Nuisance	Open - Second Letter Certified Mail	Staff	09/21/23	
ECE23-0193	409 THIRD AVE	Attractive Nuisance	Open - First Letter Sent	Staff	09/21/23	
ECE23-0201	302 ORANGE ST	Building Permit Violation	Open - Court Magistrate	Staff	11/14/23	
ECE23-0206	200 OCEAN AVE STE 203	Business Tax	Open - First Letter Sent	Staff	12/18/23	
ECE24-0208	314 AVENUE B	Building Permit Violation	Open - Citation Issued	Staff	01/11/24	
ECE24-0211	308 FIRST AVE	Trees and Landscaping	Open - First Letter Sent	Staff	02/22/24	
ECE24-0212	602 SHANNON AVE	Short Term Rental Violations	Open - Second Letter Certified Mail	Staff	03/01/24	

**Total # of Enforcements: 8**

0179: non-certified vacation rental property

0192: overgrown property, attempting to work with property owner

0193: overgrown property, awaiting homeowners return from out of State

0201: windows without permit, magistrate ruled, accruing fines daily

0206: Business operating without BTR

0208: working with Building Official

0211: property owners out of the area, scheduling tree trimming service

0212: non-certified vacation rental property

**Enforcement List**

Code Enforcement Cases closed in February

03/11/2024

1/1

<b>Enforcement #</b>	<b>Address</b>	<b>Category</b>	<b>Status</b>	<b>Origin</b>	<b>Filed</b>	<b>Closed</b>
ECE23-0191	325 AVENUE A	Multiple violations	Closed - Complied	Staff	09/19/23	02/13/24
ECE24-0210	203 SIXTH AVE 8	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Public - walk In	02/20/24	02/22/24

**Total # of Enforcements: 2**

**Certificate List****Current Active Registered Vacation Rental Properties**

03/11/2024

1/1

<b>Certificate #</b>	<b>Property Address</b>	<b>Certificate Type</b>	<b>Holder</b>	<b>Status</b>	<b>Issued</b>	<b>Expires</b>	<b>Amount Due</b>
CVR23-0004	608 MANGO DR	Vacation Rental	COMPO, DEVIN	Issued	06/05/2023	06/05/2024	\$0.00
CVR23-0005	300 THIRD AVE	Vacation Rental	GNK PROPERTIES	Issued	06/05/2023	06/05/2024	\$0.00
CVR23-0006	405 FIFTH AVE	Vacation Rental	GNK PROPERTIES LLC	Issued	06/05/2023	06/05/2024	\$0.00
CVR23-0008	406 HIBISCUS TRL	Vacation Rental	PETERS, ERIC RYAN	Issued	06/09/2023	06/09/2024	\$0.00
CVR23-0010	311 AVENUE A	Vacation Rental	K5 INVESTMENT GROUP LLC	Issued	06/09/2023	06/09/2024	\$0.00
CVR23-0009	415 HIBISCUS TRL	Vacation Rental	GOSELIN, JAKE	Issued	06/12/2023	06/12/2024	\$0.00
CVR23-0002	501 POINSETTIA RD	Vacation Rental	GENNA, PETE	Issued	07/06/2023	07/06/2024	\$0.00
CVR22-0044	224 FIFTH AVE	Vacation Rental	POVICH, ROBYN S	Issued	07/07/2023	07/07/2024	\$0.00
CVR23-0007	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Issued	08/02/2023	08/02/2024	\$0.00
CVR23-0011	400 AVENUE B	Vacation Rental	KERR, JOHN	Issued	08/31/2023	08/31/2024	\$0.00
CVR23-0016	217 FOURTH AVE	Vacation Rental	FOURTH AVENUE LLC	Issued	10/17/2023	10/17/2024	\$0.00
CVR23-0021	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Issued	10/24/2023	10/24/2024	\$0.00
CVR23-0019	228 6TH AVE	Vacation Rental	WELLENS, DOUGLAS M	Issued	10/26/2023	10/26/2024	\$0.00
CVR23-0017	211 CHERRY DR	Vacation Rental	LA GALA, DEAN	Issued	10/27/2023	10/27/2024	\$0.00
CVR23-0020	212 DOGWOOD AVE	Vacation Rental	DEAN LAGALA	Issued	10/27/2023	10/27/2024	\$0.00
CVR23-0022	1905 REDWOOD AVE	Vacation Rental	ATLANTIC SURFSIDE, LLC	Issued	10/30/2023	10/30/2024	\$0.00
CVR23-0024	315 AVENUE B	Vacation Rental	KOGOK, RONALD C, JR	Issued	11/06/2023	11/06/2024	\$0.00
CVR23-0015	527 AVENUE B	Vacation Rental	SEIDEL, BRIAN R	Issued	11/08/2023	11/08/2024	\$0.00
CVR23-0023	411 OAK ST	Vacation Rental	MOLINA OAK LLC	Issued	11/14/2023	11/14/2024	\$0.00
CVR23-0025	2201 REDWOOD AVE	Vacation Rental	NEWTON, SHEILA D	Issued	11/21/2023	11/21/2024	\$0.00
CVR24-0001	308 SECOND AVE	Owner Occupied Exempt	NOBLE, LINDA S	Issued	01/10/2024	12/31/2024	\$0.00
CVR24-0002	311 FIRST AVE	Owner Occupied Exempt	JEPPSON, RICHARD C	Issued	01/10/2024	12/31/2024	\$0.00
CVR24-0003	322 3RD AVE	Owner Occupied Exempt	BARTON, JOYCE	Issued	01/10/2024	12/31/2024	\$0.00
CVR23-0003	304 FOURTH AVE	Vacation Rental	SAMMELMAN, MARK T	Issued	01/11/2024	01/11/2025	\$0.00
CVR24-0007	320 2ND AVE	Vacation Rental	WAGNER, CHRISTOPHER WAGNER, KIM	Issued	02/27/2024	02/27/2025	\$0.00
CVR24-0005	312 SECOND AVE	Vacation Rental	HENSEL, KURT	Issued	03/01/2024	03/01/2025	\$0.00
CVR24-0006	209 FIRST AVE	Vacation Rental	KERR, HOWARD, DIANE	Issued	03/04/2024	03/04/2025	\$0.00

**Total # of Certificates: 27****Total Amount Due: \$0.00**



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – February 2024**

#### **Incident Response**

For the month of February 2024, the Melbourne Beach Volunteer Fire Department responded to 9 calls for service. The average number of responding volunteer personnel per paged out call for the month was 10.

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

- 4 Fire/Rescue 911 Calls (Paged out)
- 1 EMS Assist (First Responder EMS)
- 1 Public Assist (Fire drill standby)
- 2 Special Event Coverage (Nature Day & South Beach Little League Parade)
- 1 New system fire alarm inspections / tests

#### **Department Membership**

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 16 Certified Volunteer Firefighters
- 7 Support Services Volunteers
- 5 Probationary Members
- 3 Administrative Volunteers
- 1 Volunteer Fire Chaplain

## Notable Incidents

- 2/10/2024 – Nighttime water rescue incident in Indian River. The Melbourne Beach Vol. Fire Department's Water Rescue Team was requested to assist the City of Melbourne & Town of Indialantic for reports of capsized 17ft boat in the Indian River with 2 victims and a dog in the water. Multiple units from the MBVFD responded. Melbourne Beach's Marine-58 vessel was the first emergency unit on scene, and was able to meet up with a good samaritan vessel that had just pulled the victims and dog out of the water. Both victims and the dog were transferred onto Marine-58 for medical assessment and transport to shore. Both victims and the dog were in stable condition, and care was transferred to Brevard County Fire Rescue at the Front Street boat ramp. Sunken vessel reported to USCG Station Cape Canaveral.

## Notable Events

Chief Brown and Ret. Chief Micka continued working on a FEMA Assistance to Firefighters Grant for structural firefighting gear, with a submittal deadline date of March 8<sup>th</sup>. The Department has submitted multiple grant requests for mobile and portable radios over the past few years, but unfortunately due to the highly competitive nature of the grant process, the requests were not a high enough priority to be awarded. This year the Department decided to switch up its request strategy to assist in offsetting the increasing cost of personal structural firefighting turnout gear. In addition to this grant, the Fire Department continues to investigate other potential creative funding sources for equipment and projects. It should be noted that most grants require a substantial amount of administrative time and effort to complete, and can take smaller agencies with limited staffing months to gather the required data and complete.

The Melbourne Beach Volunteer Fire Department's Training Division hosted multiple training events in February including:

- Full day vehicle extrication training at A&M Auto World in Melbourne. The training event was a great learning experience, both for our senior members and newer volunteers. Crews were able to work together to remove vehicle doors/roofs, lift vehicles, and stabilize vehicles on their sides using our Agency's Hurst E-draulic extrication tools (won on a grant), Air lift bags, and Hurst stabilization struts.
- CPR and First Aid course for internal members as well as members from Indian Harbour Beach Volunteer Fire Department.
- 8 Hour Emergency Vehicle Driver Refresher Training.
- 16 Hour Initial Emergency Vehicle Driver Training for students of Melbourne Beach, Indialantic Volunteer Fire Department, and Indian Harbour Beach Volunteer Fire Department.
- Weekly 2-3 hour firefighter drill/training nights.

Huge thanks to Melbourne Beach Resident Tony Presti, of A&M Auto, for donating 2 vehicles and the space for the extrication training, to Rickey McLester of MES Fire for coming out to assist in teaching the vehicle extrication training, and to Eastern Florida State College for allowing us to use their Public Safety Driving Pad to conduct the practical portions of the driving courses.



Chief Brown attended an Incident Inquiries and Formal Investigations course and FEMA G-191 (Incident Command System/ Emergency Operations Center Interface) course. In addition, Chief Brown attended multiple meetings including a planning meeting with other Town Department Heads for the upcoming PineappleMan Triathlon event hosted by the Melbourne Beach Rotary Club, Brevard County 800mhz radio users meeting, and the Space Coast Fire Chiefs 5 bugle committee meeting.

The Volunteer Firefighters Association hosted their annual volunteer appreciation dinner. In addition, the MBVFA board of directors agreed to donate funds to purchase 4 new training AEDs, Stop the Bleed kits for new volunteers, and hydration supplies for emergency scenes (drinking waters & electrolyte packets).

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 3/14/2024 3:40:12 PM



## Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2024-14	02/02/2024	Intersection	Pine ST / Driftwood Ave., Melbourne Beach, FL, 32951	Smoke scare, odor of smoke	02/02/2024 19:16	02/02/2024 19:28
2024-15	02/07/2024		2051 Atlantic ST , Melbourne Beach, FL, 32951	Special type of incident, other	02/07/2024 11:35	02/07/2024 11:42
2024-16	02/07/2024		2100 Oak ST , Melbourne Beach, FL, 32951	Service Call, other	02/07/2024 13:56	02/07/2024 14:14
2024-17	02/10/2024		2929 Riverview DR , Melbourne, FL, 32901	Watercraft rescue	02/10/2024 19:40	02/10/2024 20:23
2024-18	02/13/2024		401 Oak ST , Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	02/13/2024 15:05	02/13/2024 15:40
2024-19	02/15/2024		6th AVE / Pine Street, Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	02/15/2024 18:06	02/15/2024 18:17
2024-20	02/23/2024		403 Miami AVE , Melbourne Beach, FL, 32951	Smoke detector activation, no fire - unintentional	02/23/2024 12:29	02/23/2024 12:37
2024-21	02/24/2024		509 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	02/24/2024 11:40	02/24/2024 15:39
2024-22	02/24/2024		1805 Oak ST , Melbourne Beach, FL, 32951	Public service	02/24/2024 14:51	02/24/2024 15:38

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



# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 3/14/2024 3:40:44 PM



## Personnel Count per Incident for Date Range

Start Date: 02/01/2024 | End Date: 02/29/2024

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2024-14	2/2/2024 19:16:47	651 - Smoke scare, odor of smoke	19112	1	8	9
*** 2024-15	2/7/2024 11:35:59	900 - Special type of incident, other	19112	1	0	1
2024-16	2/7/2024 13:56:00	500 - Service Call, other	19112	1	0	1
** 2024-17	2/10/2024 19:40:33	365 - Watercraft rescue	19112	11	1	12
** 2024-18	2/13/2024 15:05:10	322 - Motor vehicle accident with injuries	19112	9	2	11
2024-19	2/15/2024 18:06:50	311 - Medical assist, assist EMS crew	19112	1	0	1
** 2024-20	2/23/2024 12:29:04	743 - Smoke detector activation, no fire - unintentional	19112	4	4	8
2024-21	2/24/2024 11:40:52	571 - Cover assignment, standby, moveup	19112	1	0	1
2024-22	2/24/2024 14:51:08	553 - Public service	19112	4	0	4

**TOTAL # OF INCIDENTS: 9**

**AVERAGES:**

**3.7**

**1.7**

**5.3**

Total # of incidents  
paged out for  
volunteer response: 4

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

**6.3**

**3.8**

**10.0**

Only REVIEWED incidents included

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



emergencyreporting.com

Doc Id: 358

Page # 1 of 1



# Melbourne Beach Police Department

## Monthly Report

### February 2024



#### Operations:

In February 2024, the department responded to 1,225 calls for service and 68 house checks.

#### Activity:

- 23 Citations / 8 Written Warnings
- 193 Traffic Stops
- 101 Traffic Enforcement
- 4 Traffic Complaint
- 16 Parking Citations

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

#### PD News

- The Police Department has lost and found miscellaneous items that have been brought into the department, for example, keys, sunglasses, and children's toys. These items were found at our beach accesses and Rychman Park. If you believe you may have lost things, come to the Police Department during business hours Monday – Friday, 8 am to 5 pm.
- The portable Speed Radar unit has been placed in Bicentennial Park on Oak Street.
- Our next Movie in the Park will be "Super Mario Brothers." We will announce the details on our Facebook page.
- FDOT has changed the speed limit on Atlantic Street from Ocean Ave/Atlantic Str - to 2207 Atlantic Street, from 40 mph to 35 mph.

Please see the attachments:

- Speed Trailer reports
- Sergeant's monthly reports

Stay Safe, Chief Melanie Griswold









**MELBOURNE BEACH POLICE DEPARTMENT**  
**Jason Hinchman**  
**Sergeant**

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



## Monthly Report February 2024

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### House Checks: 31

- 02/03: Trespass warning in the 300 block of Ocean Avenue. A male and female were causing a disturbance in a business. The employee wanted the subjects given a trespass warning.
- 02/13: Traffic crash in the area of Oak Street and Acacia Blvd. (2) Vehicles involved with minor damage to each vehicle. One driver was transported to hospital with minor injuries. One vehicle was towed from the scene. The driver at fault was issued a citation.
- 02/27: Battery in the 200 block of Ocean Avenue. A male suspect was in a physical altercation with a female. The male subject was placed under arrest for battery.
- 02/28: Death Investigation in the 1600 block of Atlantic Street. Brevard County Fire Rescue transported a male subject to the hospital, where he later passed away. This case is still under investigation.
- 02/29: Hospice death in the 400 block of Sixth Avenue. Officers stood by until a Hospice nurse arrived to take the scene over.
- 02/29: A juvenile female was found wandering in the 300 block of Fifth Avenue. The case was turned over to the Department of Children and Families.



**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 February 2024

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**02/07-** Assist DCF reference possible neglect in the 400 block of Sunset Blvd. Nothing criminal occurred case was closed by DCF.

**02/09-** Fraud in the 200 block of Fifth Avenue. Case open pending investigation.

**02/14-** Traffic stop in the area of Sunset Blvd and Oak Street on a vehicle for no lights. Drug paraphernalia seized for destruction.

**02/22-** Fraud in the 1800 block of Atlantic Street. Case open pending investigation.

**02/23-** Dog bite in the 1500 block of Oak Street. Minor injuries from multiple dog bites.

**02/23-** Traffic crash hit and run in the 500 block of Ocean Avenue. No injuries or major damage.

**02/25-** Assist the Brevard County Sheriff's Office with a fight on the beach in the 2300 block of Highway A1A. Case turned over to BCSO.

- Total House Checks (Sadler Squad)- 37



**MELBOURNE BEACH POLICE DEPARTMENT  
OFC. L. TEJEDA**

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



MEMORANDUM

TO: Chief Griswold  
FROM: OFC. Tejeda #329  
RE: Patrol Vehicles  
DATE: 3/5/2023

**VEHICLE REPORT FOR: February 2024**

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**Car 300 Ford Explorer 2022**

Starting mileage # 17,799  
Total mileage # 983  
Total maintenance bill for the month \$0.00

Ending mileage # 18,782

Next oil change due at: 21,730

**Car 363 Dodge Charger 2016**

Starting mileage # 68,297  
Total mileage #1  
Total maintenance bill for the month \$0.00

Ending mileage # 68,298

Next oil change due at: 71,316

**Car 360 Dodge Charger 2019**

Starting mileage # 44,630  
Total mileage # 52  
Total maintenance bill for the month \$0.00

Ending mileage # 44,682

Next oil change due at: 45,299

**Car 301 Ford Explorer 2022**

Starting mileage # 5,503  
Total mileage # 909  
Total maintenance bill for the month \$0.00

Ending mileage # 6,412

Next oil change due at: 10,000

**Car 302 Ford Explorer 2022**

Starting mileage # 6,672  
Total mileage #1,160  
Total maintenance bill for the month \$0.00

Ending mileage # 7,832

Next oil change due at: 10,000

**Car 366 Dodge Charger 2019**

Starting mileage # 39,974

Ending mileage # 40,594

Total mileage # 620

Total maintenance bill for the month \$1,885.39 - Radiator,thermostat, wheel alignment

Next oil change due at: 44,693

**Car 367 Dodge Charger 2021**

Starting mileage # 27,035

Ending mileage # 27,775

Total mileage # 740

Total maintenance bill for the month \$0.00

Next oil change due at: 32,500

**Atv #1 Honda TRX 420 2021**

Starting Miles # 464

Ending Miles # 465

Total Miles #1

Total Maintenance bill for the month \$0.00

Next service due at: 586

**Atv #2 Honda TRX 420 2021**

Starting Miles # 384

Ending Miles # 407.3

Total Miles #23.3

Total maintenance bill for the month \$0.00

Next service due at: 592

**SPEED TRAILER MAINTENANCE****TRAILER 2**

\$0.00

Total fleet maintenance cost for February 2024: \$1,885.39

Total mileage for February 2024: 4,489.3

# Count by Speed Range Report

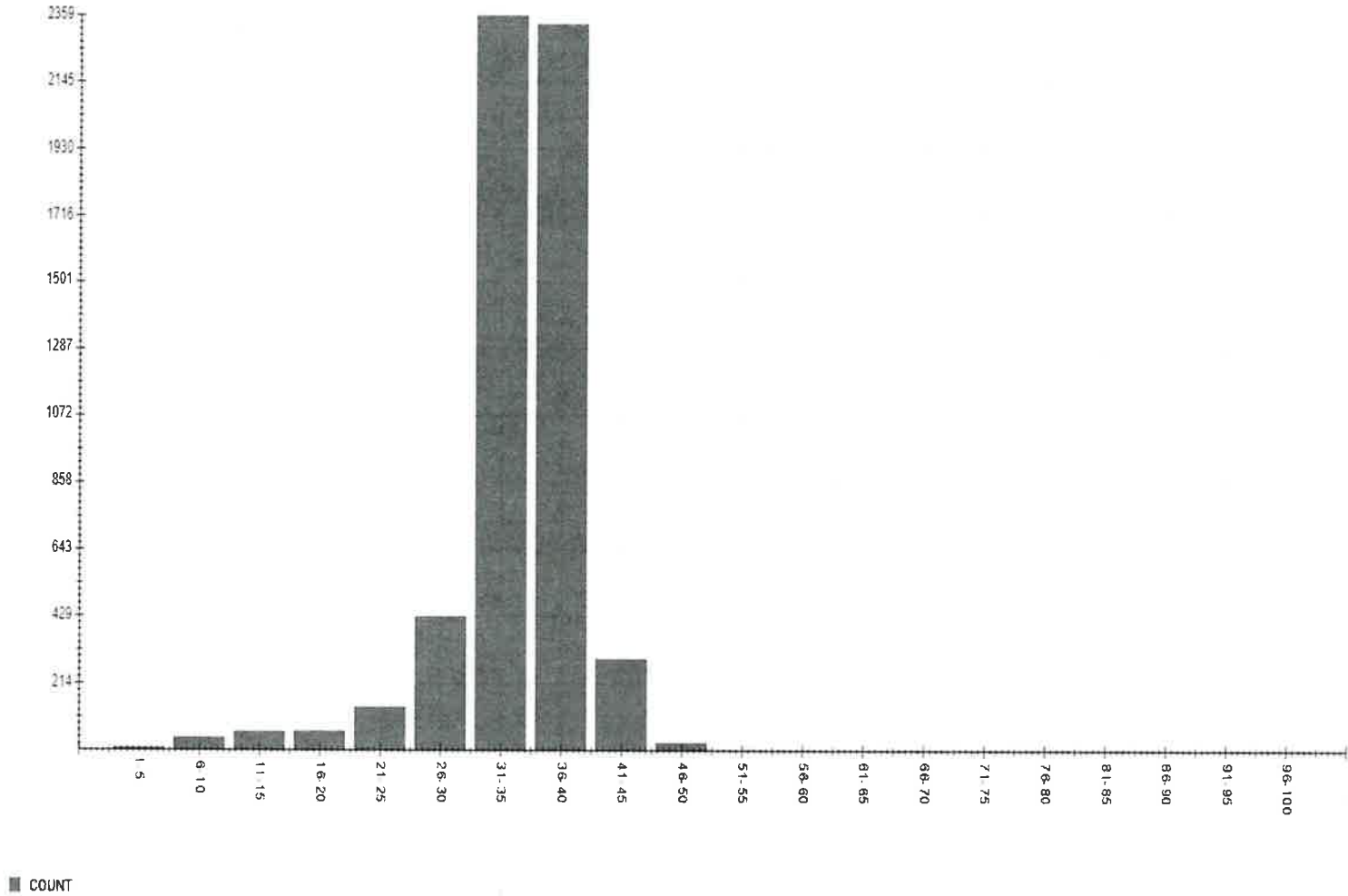
Report period: 2024-02-07 to 2024-02-14

Location: Oak Street (Colony)-SB

Address: Oak Street (Colony)-SB

Count By Speed Range

Speed (mph)	Count
1-5	7
6-10	39
11-15	59
16-20	60
21-25	138
26-30	426
31-35	2359
36-40	2332
41-45	291
46-50	24
51-55	0
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	5735



■ COUNT

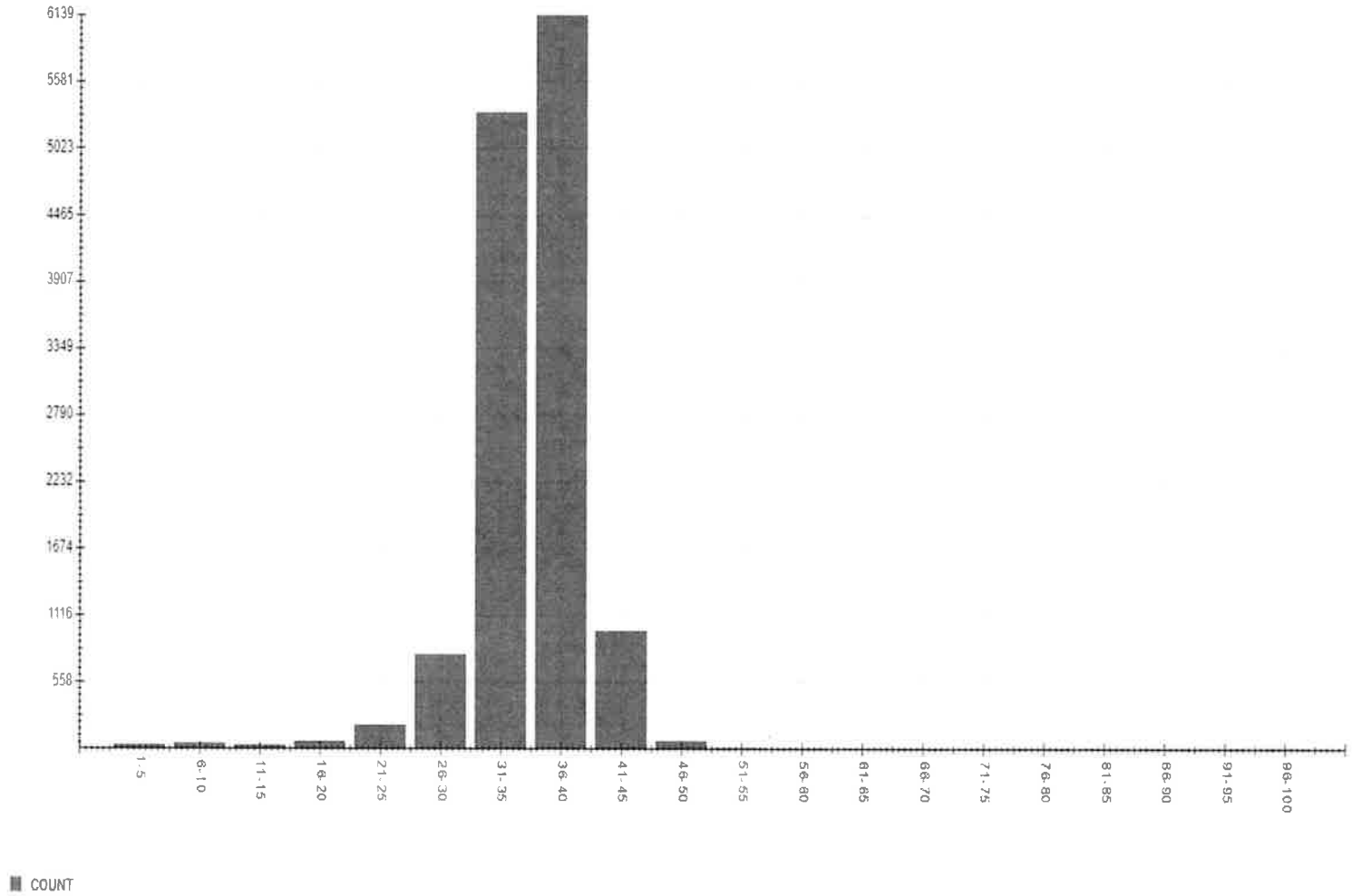
# Count by Speed Range Report

Report period: 2024-02-15 to 2024-02-21

Location: Oak Street (Colony)-SB

Address: Oak Street (Colony)-SB

Count By Speed Range	
Speed (mph)	Count
1-5	29
6-10	42
11-15	28
16-20	57
21-25	195
26-30	785
31-35	5324
36-40	6139
41-45	985
46-50	63
51-55	4
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	13651



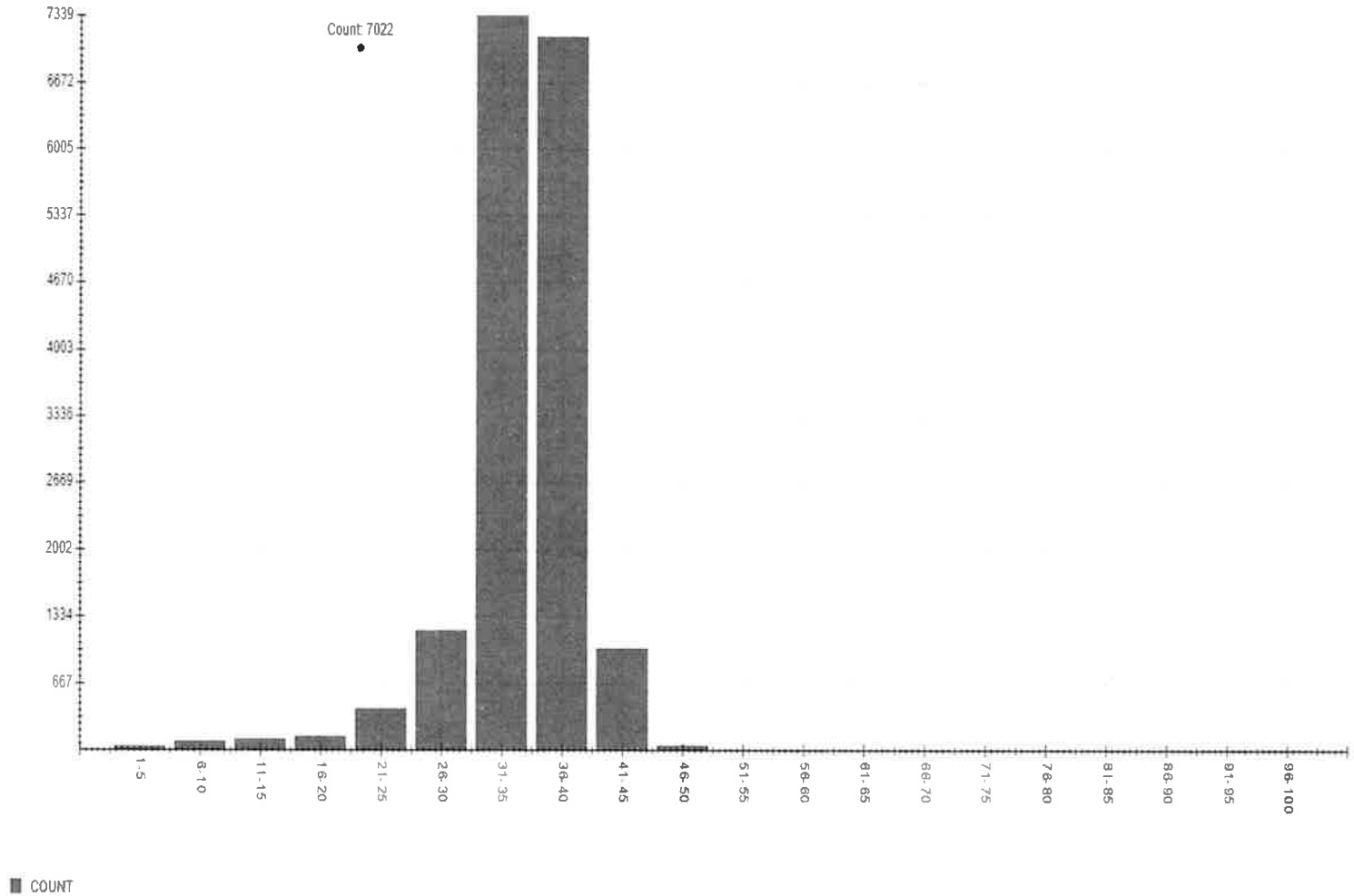
# Count by Speed Range Report

Location: Oak Street (Colony)-SB

Address: Oak Street (Colony)-SB

Report period: 2024-02-22 to 2024-02-29

Count By Speed Range	
Speed (mph)	Count
1-5	36
6-10	88
11-15	107
16-20	134
21-25	417
26-30	1193
31-35	7339
36-40	7130
41-45	1011
46-50	46
51-55	2
56-60	0
61-65	0
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	17503



# Town of Melbourne Beach

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## Town Clerk Report

**Records Management Project/ Scanning Project** – Imported the first sample of scanned documents. Noticed some needed adjustments during the importing process that are being fixed. When the adjustments are complete the sample will need to be redone.

**New Town Website Project** – Received the sample website design. Town staff is providing feedback to Granicus regarding design changes. The next step will be reviewing data from our current website and what pages/data will be migrated to the new website.

**Audio-Visual Equipment Project** - The project is scheduled for installation the fourth week in April.

**Vendor Meetings** – Continue to meet bi-weekly with Granicus about the new town website. Meeting frequently with MCCi to work through each step of the records management project and to work out any glitches in the new records management software.

**Town Meetings** – Prepared agendas and minutes and attended the meetings for Special Magistrate Hearings, Planning and Zoning, and Regular Town Commission. Prepared meetings for the Environmental Advisory Board, Parks Board, and the History Center Board.

**Training** – Attended a webinar on e-filing and form 6. Starting in 2024 all Form 1 and Form 6 filers must submit their financial disclosure data through the Commission on Ethics portal. Each filer will receive an email from the Commission on Ethics roughly in April to set up an account to submit their information. Senate Bill 774 passed in 2023 and requires, beginning January 1, 2024, all elected members of the governing body of a municipality must file a Form 6 – Full and Public Disclosure of Financial Interests. The due date for the Form 1 and Form 6 is July 1<sup>st</sup>.

## Town Commission Meeting

**Section:** Old Business  
**Meeting Date:** March 20, 2024  
**From:** Town Manager, Elizabeth Mascaro  
**Re:** Updated Contract Pricing from Waste Pro

### Background Information:

A new Waste Pro contract with updated pricing was presented to the Town Commission at the February 21, 2024 meeting. The Town Commission voted to send the waste collection services out for an RFP. Waste Pro contact the Mayor asking if they could present updated pricing prior to the Town sending out an RFP. I asked members of the Town Commission individually, if they would allow Waste Pro to present new pricing at the March 20, 2024 meeting prior to sending out an RFP. The majority of Commissioners agreed to allow Waste Pro to present updated pricing at the March 20, 2024 meeting.

### Recommendation:

Review the attached excel spread sheet for comparison pricing

### Attachments:

February Contract

March Contract

February Agenda Item

Indialantic Pricing Waste Management (2 pages)





## Town of Melbourne Beach Solid Waste & Recycling Contract Renewal

**Waste Pro recommends no change to your current service level. This includes collection of residential solid waste 2x per week, recycling 1x per week, yard waste 1x per week, AND bulk yard waste and solid waste with grapple truck 1x per week.**

### Rate Request Effective 5/1/2024

#### Option 1

Residential Rate	\$ 35.00 per home
Commercial Rate	\$ 9.98 per cubic yard
Rolloff Rate	\$375.00 per haul

All residential, commercial, and rolloff rates will be adjusted according to CPI for years 2 – 7 of the extension period.

All ancillary rates (i.e., extra pickup fees, additional containers, etc.) will adjust accordingly at the same percentages for 5/1/2024, and then according to CPI for years 2-7. All rates for the extension period are also subject to adjustment (+ / -) based on the fuel and recycling components currently in place.

#### Option 2

Residential Rate	\$ 28.90 per home*
------------------	--------------------

\*Residential rates will be adjusted at \$3.88 + CPI per home for 2 & 3 of the extension period. Years 4 – 7 of the extension period will adjust according to CPI.

Commercial Rate	\$ 9.98 per cubic yard
Rolloff Rate	\$375.00 per haul

Commercial and rolloff rates will be adjusted according to CPI for years 2 – 7 of the extension period.

All ancillary rates (i.e., extra pickup fees, additional containers, etc.) will adjust accordingly at the same percentages for 5/1/2024, and then according to CPI for years 2-7. All rates for the extension period are also subject to adjustment (+ / -) based on the fuel and recycling components currently in place.

#### **Benefits received by the Town of Melbourne Beach (compared to neighboring communities)**

- **Superior service, especially regarding yard waste collection.**
- **Grapple truck for bulk yard waste and bulk solid waste.**
- **Franchise Fee of 15% v. 10% or less in other communities.**



## Town of Melbourne Beach Solid Waste & Recycling Contract Renewal

### Overview

Initial three-year contract began 5/1/2010, with option to extend contract with additional seven-year terms. Currently in second term, which expires 4/30/2024.

Current level of service (residential) includes twice weekly garbage collection, once weekly recycling, and once weekly yard waste collection. Claw truck service, as needed.

Commercial collection includes customer specific frontend loader and rolloff service.

### Current Market Conditions

Four main commodities that this industry relies upon have skyrocketed post-pandemic:

Steel, Fuels/Oils/Lubricants, Labor, Recycling Processing Fees.

- Steel: 59% increase of hot-rolled band steel, 2020 – 2023. Used to repair truck bodies & floors, and commercial containers.
- Fuels: #2 diesel has increased to \$4.41/gallon. January 2020 ppg was \$1.92, Central Florida.
- Labor: nationwide shortage, especially with CDL drivers and skilled mechanics. Waste Pro forced to increase wages in Central Florida by approximately 50%.
- Recycling processing fees (Cocoa MRF/plant): pre-pandemic rates were \$26 per ton. Current processing rate is now \$100 per ton.
- Other factors affecting solid waste industry: escalating commercial insurance rates, utilities, operations & office supplies (tires/uniforms/shop tools/etc).

### Rate Request

Due to these pricing escalations, Waste Pro of Florida requests a residential rate of \$37.75 per home, commercial rate of \$7.48 per cubic yard, and \$375.00 per pull for rolloff containers.

As an alternative to a one-time rate increase, we propose the following for residential:

Residential Rate      \$28.90 per home      Effective 5/1/2024

Rates to be adjusted annually for the following two years of the contract extension. Future adjustments would be \$5.64 + CPI per home for years 2 & 3 of the extension period. Years 4 – 7 of the extension period will adjust according to CPI.

Commercial and rolloff rates will be adjusted according to CPI for years 2 – 7 of the extension period.

All rates for the extension period are also subject to adjustment (+ / -) based on the fuel and recycling components currently in place.

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** February 21, 2024  
**From:** Town Manager, Elizabeth Mascaro  
**Re:** RFP Waste Pro Contract

### Background Information:

The Town's contract with Waste Pro is renewing on April 30, 2024. Service is twice weekly for garbage, once weekly for recycling and once weekly for yard waste. Due to increases cost of operations, materials, recycling process, employee retention and fuel prices among other issue, Waste Pro has increased our rates.

Our current residential collection rate is \$22.37

Waste Pro is recommending a residential rate of \$37.75 a 68.75% increase or alternatively \$28.90 per home to be adjusted annually for years two and three with additional adjustments of \$5.64 + Consumer Price Index (CPI) (currently 5.41%) or \$36.40. Years 4-7 of the extention period will adjust according to CPI.

Indialantic uses the service of Waste Management. Waste Management offers the same number days of services as Waste Pro.

Their prior contract rate was \$24.86, which expired on 9/30/2023. The current contract for residential properties is \$27.30 a 9.81% increase.

### Recommendation:

Consider biding the contract renewal under an RFP

### Attachments:

Waste Pro Contract Renewal

Waste Pro Adjustment Letter 9/1/2023

Waste Management Renewal pricing 10/1/2023 and prior pricing from 2021.



September 1, 2023

Ms. Elizabeth Mascaro  
 Town Manager  
 Town of Melbourne Beach  
 507 Ocean Avenue  
 Melbourne Beach, FL 32951-2523

Re: Intent to Request Fuel/Collection Component, and Recycle Processing Fee Adjustment

Dear Ms. Mascaro:

Pursuant to the "Renewal and Amendment to the Contract Between the Town of Melbourne Beach and Waste Pro", Waste Pro is required to provide a letter of request for a fuel component and recycle processing fee adjustment. Please accept this letter as notice to satisfy required submittal.

$$\text{Fuel Adjustment} = \frac{\text{Jan-Jun 2023} - \text{Jul-Dec 2022}}{\text{Jul-Dec 2022}}$$

$$-17.38\% = \frac{4.149 - 5.0215}{5.0215}$$

$$\text{Recycle Processing Fee} = \frac{\text{(Bi-Annual Processing Fee Cost / Average Household Count)}}{\text{Six Months}}$$

$$\$1.70 = \frac{\$13,304.40}{1,308 \times 6}$$

Based on the calculations above, the new rates per month are as follows:

Residential Collection	\$22.37
Extra Cart Fee	\$ 5.09
Multi-Family Recycling	\$ 7.32

These rates are effective 10/1/2023. Waste Pro thanks you for your consideration of this matter.

Sincerely,

Dean Ulrich  
 Division Manager  
 Waste Pro of Florida, Inc.  
 Mobile: 321-302-0218  
[dulrich@wasteprousa.com](mailto:dulrich@wasteprousa.com)



Indialantic  
 \*\* All rates include 10% Franchise Fee

Effective 10/1/2023

CPI = 5.41%

*2023*

		F R E Q U E N C Y							
	1	2	3	4	5	6	Maint.*	XPU	
<b>2</b>	\$ 131.07	\$ 217.47	\$ 303.88	\$ 390.29	\$ 476.69	\$ 563.10	\$ 44.66	\$ 19.94	
<b>3</b>	\$ 181.66	\$ 311.27	\$ 440.88	\$ 570.49	\$ 700.10	\$ 829.71	\$ 52.05	\$ 29.91	
<b>4</b>	\$ 232.25	\$ 405.07	\$ 577.88	\$ 750.69	\$ 923.51	\$ 1,096.32	\$ 59.44	\$ 39.88	
<b>6</b>	\$ 326.00	\$ 585.22	\$ 844.44	\$ 1,103.66	\$ 1,362.88	\$ 1,622.10	\$ 66.78	\$ 59.83	
<b>8</b>	\$ 420.32	\$ 765.94	\$ 1,111.57	\$ 1,457.20	\$ 1,802.82	\$ 2,148.45	\$ 74.69	\$ 79.77	

S  
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Z  
E

\* Included in the matrix rates.

\* Charges for Commercial ancillary services requested by the Customer, such as locks, casters, roll-out services, etc, shall be negotiated directly with the customer

\$ 9.97 Billed Cubic Yard (Harris Same)

COMMERCIAL TOTES RATES TO CUSTOMER:		Service code
Solid Waste	2x/Week	PR2
		\$42.19

RESIDENTIAL RATES TO CUSTOMER- WATER BILLED:

	Garbage	Recycle	Yard Trash	Total
Single home	\$18.66	\$6.52	\$2.12	\$27.30
Multi Unit	no special rate	\$18.66	\$6.52	\$1.63
Backdoor	\$29.02	\$6.52	\$2.12	\$37.67

Residential Ancillary Rates		
One Time Charge		Rate
Exchange Cart	(swap out 96 gal msw or yardwaste cart for 64 or 96 gal rcy cart)	\$ 35.00
Exchange Cart	(swap out 64 gal rcy cart for a 96 gal rcy cart)	\$ 35.00
Additional Recycle Cart	(provide additional 64 or 96 gal rcy cart)	\$ 75.00

Note: Handicap "backdoor" service at above rates. No additional cost.

	Monthly Maintenance	
	Pull Rate	Fees
15 Yard Open Top Per Pull	\$384.01	\$137.27
20 Yard Open Top Per Pull	\$384.01	\$137.27
30 Yard Open Top Per Pull	\$384.01	\$137.27
40 Yard Open Top Per Pull	\$384.01	\$137.27

"MAINTENANCE FEE ON ALL ROLLOFF CONTAINERS ARE CHARGED PER MONTH FOR EACH CONTAINER"

	Pull Rate*
15 Yard Compactor Per Pull	\$384.01
20 Yard Compactor Per Pull	\$384.01
30 Yard Compactor Per Pull	\$384.01
40 Yard Compactor Per Pull	\$384.01

\*ABOVE RATES ARE BASED ON PULL CHARGES ONLY AND DO NOT INCLUDE DISPOSAL AT THE LANDFILL, TAXES, OR LEASING/MAINTENANCE FEES, ALL OF WHICH WILL BE ADDED TO THE FINAL CHARGE FOR THE ROLLOFF CONTAINER

*Indialantic*

**ATTACHMENT B**

Effective

10/1/2021

Town of Indialantic

\*\* All rates include 10% Franchise Fee

*2021*

**F R E Q U E N C Y**

	1	2	3	4	5	6	Maint.*	XPU
<b>2</b>	\$ 119.36	\$ 198.06	\$ 276.75	\$ 355.44	\$ 434.14	\$ 512.83	\$ 40.67	\$ 18.16
<b>3</b>	\$ 165.44	\$ 283.48	\$ 401.52	\$ 519.56	\$ 637.60	\$ 755.64	\$ 47.40	\$ 27.24
<b>4</b>	\$ 211.52	\$ 368.90	\$ 526.29	\$ 683.68	\$ 841.06	\$ 998.45	\$ 54.13	\$ 36.32
<b>6</b>	\$ 296.89	\$ 532.97	\$ 769.05	\$ 1,005.13	\$ 1,241.21	\$ 1,477.28	\$ 60.81	\$ 54.48
<b>8</b>	\$ 382.79	\$ 697.57	\$ 1,012.34	\$ 1,327.11	\$ 1,641.89	\$ 1,956.66	\$ 68.02	\$ 72.64

S  
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E

\* Included in the matrix rates.

Charges for Commercial ancillary services requested by the Customer, such as locks, casters, roll-out services, etc., shall be negotiated directly with the Customer.

\$ 9.08 Billed Cubic Yard (Harris Same)

COMMERCIAL TOWER RATES TO CUSTOMER:

Service code	Rate
Solid Waste 2x/Week	\$38.42 PR2

RESIDENTIAL RATES TO CUSTOMER-WATER BILLED:

	Garbage	Recycle	Yard Trash	Total
Single home	\$16.99	\$5.94	\$1.93	\$24.86
Multi Unit	\$16.99	\$5.94	\$1.39	\$24.32
Backdoor	\$26.43	\$5.94	\$1.93	\$34.30

**Residential Ancillary Rates**

One Time Charge	Rate
Exchange Cart (swap out 96 gal msw or yardwaste cart for 64 or 96 gal rcy cart)	\$ 35.00
Exchange Cart (swap out 64 gal rcy cart for a 96 gal rcy cart)	\$ 35.00
Additional Recycle Cart (provide additional 64 or 96 gal rcy cart)	\$ 75.00

Note: Disability "backdoor" service at above Single home rates. No additional cost.

	Pull Rate	Monthly Maintenance Fees
15 Yard Open Top Per Pull	\$349.70	\$125.00
20 Yard Open Top Per Pull	\$349.70	\$125.00
30 Yard Open Top Per Pull	\$349.70	\$125.00
40 Yard Open Top Per Pull	\$349.70	\$125.00

**"MAINTENANCE FEE ON ALL ROLLOFF CONTAINERS ARE CHARGED PER MONTH FOR EACH CONTAINER"**

	Pull Rate*
15 Yard Compactor Per Pull	\$349.70
20 Yard Compactor Per Pull	\$349.70
30 Yard Compactor Per Pull	\$349.70
40 Yard Compactor Per Pull	\$349.70

**\*ABOVE RATES ARE BASED ON PULL CHARGES ONLY AND DO NOT INCLUDE DISPOSAL AT THE LANDFILL, TAXES, OR LEASING/MAINTENANCE FEES, ALL OF WHICH WILL BE ADDED TO THE FINAL CHARGE FOR THE ROLLOFF CONTAINER**

Contract	Option 1 Residential	Option 1 Years 2 Thru 7	Option 2 Residential	Years	Years 4 Thur 7 Residential	Option 1 Commerical	Years 2 Thru 7 Commercial
Feb Contract	37.75 Year 1	37.75 +CPI	28.90 Year 1	2& 3	40.18 +CPI	7.48 per cubic yd	7.48 + CPI
			Add \$5.64	Yr2=34.54 + CPI			
				Yr3=40.18 +CPI			
Mar Contract	\$35.00 Year 1	\$35.00 + CPI	28.90 Year 1	2&3	36.66+ CPI	9.98 per cubic yd	9.98 +CPI
		35x7 Years =\$245.	Add \$3.88	Yr 2= 32.78 + CPI			
				Yr 3= 36.66 + CPI			
				7 Years=\$244.98			

## Town Commission Meeting

**Section:** Old Business  
**Meeting Date:** March 20, 2024  
**From:** Town Manager, Elizabeth Mascaro  
**Re:** Beach Ambassador Program

### Background Information:

Fire Chief Brown presented a Beach Ambassador Program to the Town Commissioners during the February 21, 2024 meeting. The Commission requested the Town Manager contact the Town's insurance carrier to determine if the Town had any liability issues with volunteers, operating ATV's on the beach.

### Recommendation:

The Florida League of Cities, our insurer, has responded to Jennifer Kerr's email confirming all volunteers are covered under the Town's insurance policies to drive the ATV's.

I recommend the Town Commission approve the Beach Ambassador Program.

### Attachments:

Email between Jennifer Kerr and Florida League of Cities



## Melbourne Beach Town Manager

---

**From:** Melbourne Beach Finance  
**Sent:** Thursday, March 14, 2024 12:28 PM  
**To:** Melbourne Beach Town Manager  
**Subject:** FW: Insurance Question

**Jennifer Kerr**  
**Finance Manager**  
 Town of Melbourne Beach

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.  
**CONFIDENTIALITY NOTICE:** This electronic transmission, including any attachments, may contain confidential information that is legally privileged and exempt from disclosure. The information is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient or any employee/agent responsible for delivering the message to that recipient, you are hereby notified that any disclosure, dissemination, copying, distribution or the taking of any action in reliance on the contents of this confidential information is strictly prohibited. If you have received this communication in error, please destroy it and immediately notify me at [finance@melbournebeachfl.org](mailto:finance@melbournebeachfl.org) or (321) 724-5860. Thank you.

**From:** Tyler Denahan <[TDenahan@flcities.com](mailto:TDenahan@flcities.com)>  
**Sent:** Wednesday, March 6, 2024 9:40 AM  
**To:** Melbourne Beach Finance <[Finance@melbournebeachfl.org](mailto:Finance@melbournebeachfl.org)>  
**Subject:** RE: Insurance Question

Good morning Jennifer,

I confirmed that the City's WC policy does include the Voluntary Compensation endorsement which covers volunteers acting as employees by workers compensation coverage.

Let me know if you have any more questions and I am happy to assist,

**Tyler Denahan, CPCU**  
 Account Executive  
 Florida League of Cities, Inc.  
 PO Box 538135  
 Orlando FL 32853-8135  
~~[REDACTED]~~  
 [email] [tdenahan@flcities.com](mailto:tdenahan@flcities.com)  
[www.flcities.com](http://www.flcities.com)



**From:** Melbourne Beach Finance <[Finance@melbournebeachfl.org](mailto:Finance@melbournebeachfl.org)>  
**Sent:** Tuesday, March 5, 2024 4:41 PM  
**To:** Tyler Denahan <[TDenahan@flcities.com](mailto:TDenahan@flcities.com)>  
**Subject:** RE: Insurance Question

Hi Tyler,

Thank you for the quick response. I wanted to know for both. Once your system is up if you can check on that I would very much appreciate it. 😊

Thank you,

**Jennifer Kerr**  
**Finance Manager**  
 Town of Melbourne Beach

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.  
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**From:** Tyler Denahan <[TDenahan@flcities.com](mailto:TDenahan@flcities.com)>  
**Sent:** Tuesday, March 5, 2024 3:29 PM  
**To:** Melbourne Beach Finance <[Finance@melbournebeachfl.org](mailto:Finance@melbournebeachfl.org)>  
**Subject:** RE: Insurance Question

Good afternoon Jennifer,

Your question is would "they" be covered? Do you specifically want to know if the individuals are covered or if the Town is covered?

1. The Town would have coverage for the volunteers operating the ATVs.
2. Hopefully, the ATV's are less than \$25,000 in value so they are covered by the Inland Marine policy.

Unfortunately, the policy isn't available online right now as our dashboard is having an issue. Since it is unavailable, I am unable to verify if the volunteer endorsement is on the workers compensation policy.

**Tyler Denahan, CPCU**  
 Account Executive  
 Florida League of Cities, Inc.  
 PO Box 538135  
 Orlando FL 32853-8135  
 [REDACTED] 407.841.8408  
 [email] [tdenahan@flcities.com](mailto:tdenahan@flcities.com)  
[www.flcities.com](http://www.flcities.com)



**From:** Melbourne Beach Finance <[Finance@melbournebeachfl.org](mailto:Finance@melbournebeachfl.org)>  
**Sent:** Tuesday, March 5, 2024 3:05 PM

## Town Commission Meeting

**Section:** Old Business

**Meeting Date:** March 20, 2024

**From:** Town Manager, Elizabeth Mascaro

**Re:** Updated Utility Shed Ordinance

### Background Information:

A new Utility Shed Ordinance was presented to Planning and Zoning on February 6, 2024, at which time, P&Z made changes to the language provided by the Building Official.

The new Utility Shed Ordinance was presented to the Town Commission on February 21, 2024, along with, the recommendations from Planning and Zoning. The Town Commission voted to approved the language as presented-see below

160 square feet  
 11.6 feet total above grade inclusive of the base.  
 Substantially screened by a vegetative barrier or fence.  
 Utility Sheds behind the front building line.  
 Roofline must be 5 feet off the property line,  
 There shall be not be any water hooked up to the utility shed.

The Utility Shed Ordinance came back to Planning and Zoning on March 5, 2024, with the recommendations from the Town Commission. The Planning and Zoning Board amended their language to reflect the following changes:

140 square feet  
 Utility sheds behind the rear of the front building line and behind the building  
 Line of the side of any structure abutting any street with a 2-foot setback.

### Recommendation:

1. Consider the recommendations of Planning and Zoning.
2. Approve the development of a new Utility Shed Ordinance reflecting the language selected by the Town Commission.

### Attachments:

Planning and Zoning approved language for new Utility Shed Ordinance

Town Commission approved language for new Utility Shed Ordinance

Diagram of recommended corner lot lines for a shed that is behind the rear of the front of the building line of the principal structure.

## **Town Commission Meeting**

**Section:** New Business  
**Meeting Date:** February 21, 2024  
**From:** Building Official, Robert Bitgood  
**Re:** Update Utility Shed Ordinance

### **Background Information:**

Since I began as the Building Official, I have received numerous requests from residents to have a shed larger than 120 square feet. Our smaller homes that have carports or one (1)-car garages have very little storage for bikes, surfboards, lawn movers etc. Allowing these smaller homes the ability to have larger storage, may prevent the tear down older homes due a lack of storage space keeping the small town feel of Melbourne Beach.

In addition, homes on corner lots should be allowed to have sheds behind the front building line just as the Town has allowed for boats, RV's and utility trailers. Shed will have the same screening requirements as boats, RV's and utility trailers.

The Planning and Zoning Board reviewed the Ordinance change in February. The Board made a few minor adjustments but voted 5-0 to reject the increase in utility shed size and allowing the location on side lots.

### **Recommendation:**

Approve the recommendations presented by the Building Official.

### **Attachments:**

Building Officials recommendations for changes to 7A-57 (2) (d) Accessory Structures

Planning and Zonings recommendations for changes to 7A-57(2) (d) Accessory Structures

Diagrams

## § 7A-57. ACCESSORY STRUCTURES.

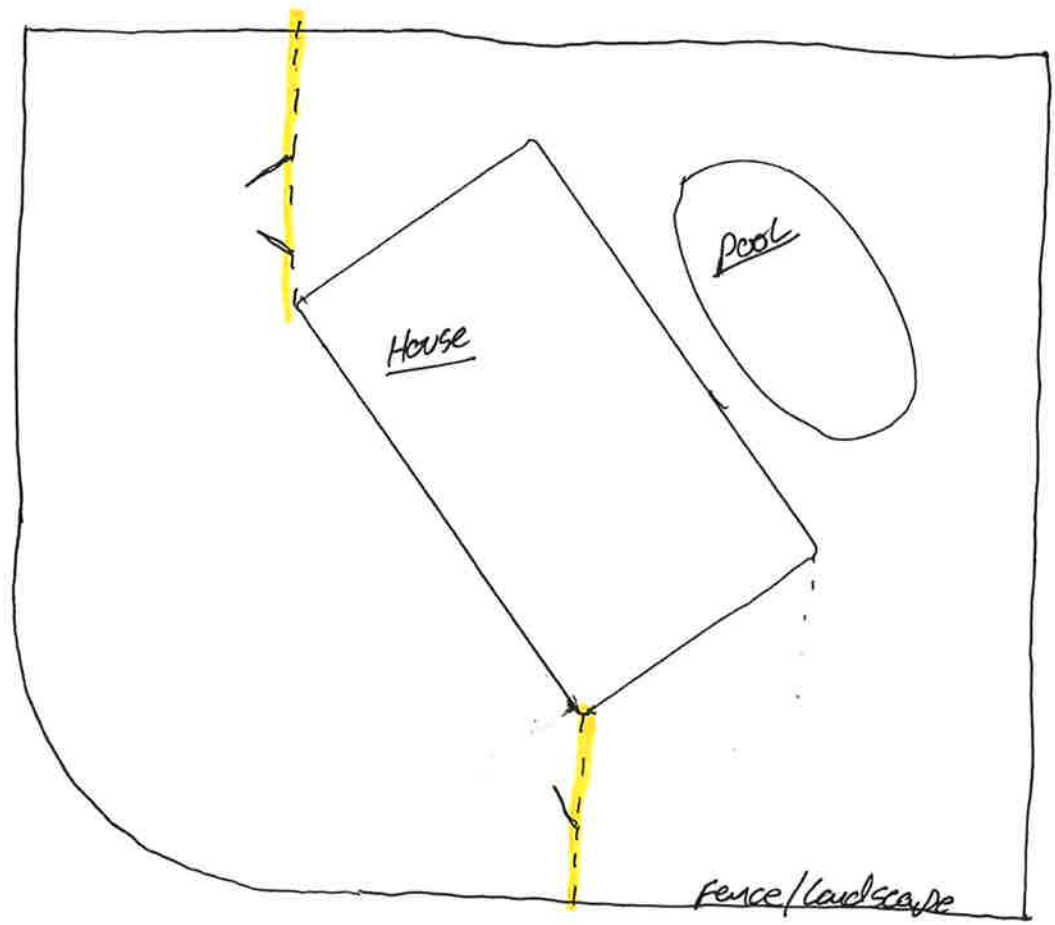
(a) (1) No accessory structure shall be erected in any front yard. Unless specifically defined in this chapter, no accessory structure shall be erected in any side yard. Except as otherwise provided by this chapter, no accessory structure shall exceed the height of the main structure. Unless specifically allowed in this chapter, no accessory structure other than a utility shed shall be constructed within 15 feet of any lot line.

(2) Accessory structures may be constructed simultaneously with, or following the construction of the main building and shall not be used until after the principal structure has been fully erected. Erection of tents as accessory structures is prohibited. No home occupation or business may be conducted in any accessory structure. No accessory structure which contains living quarters shall be constructed on any lot.

(b) Accessory buildings erected on lots fronting on two streets shall conform to main structure setbacks for the rear yard.

(c) Trailers may be used for the storage of equipment during construction provided such trailers are used only during the construction period. A temporary trailer permit shall be required for all structures, and shall be renewable every six months.

(d) **All utility sheds require a building permit.** Utility sheds may not be larger than 420 160 square feet in floor area and ~~10½~~ **11.6 feet total, above grade, in height inclusive of the base.** ~~Utility shed foundations should be no higher than 8 inches above ground level.~~ **Utility sheds shall be substantially screened by a vegetative barrier or fence.** ~~screened from the front and side streets. Screening shall be accomplished through landscaping, fencing or a combination of the two.~~ **Utility sheds must be behind the rear of the front building line of the principal structure. On any corner lot, the shed must be both behind the rear of the front line of the principal structure and behind the building line of the side of any structure abutting any street.** Utility sheds are limited to one shed per 10,000 square feet of lot area ~~address~~. ~~Sheds may be placed on the side or rear property line.~~ **The roofline must be within the lot line 5' off the property line.** **There shall not be any water hook to the utility shed.**



- corner lot Example

## § 7A-57. ACCESSORY STRUCTURES.

(a) (1) No accessory structure shall be erected in any front yard. Unless specifically defined in this chapter, no accessory structure shall be erected in any side yard. Except as otherwise provided by this chapter, no accessory structure shall exceed the height of the main structure. Unless specifically allowed in this chapter, no accessory structure other than a utility shed shall be constructed within 15 feet of any lot line.

(2) Accessory structures may be constructed simultaneously with, or following the construction of the main building and shall not be used until after the principal structure has been fully erected. Erection of tents as accessory structures is prohibited. No home occupation or business may be conducted in any accessory structure. No accessory structure which contains living quarters shall be constructed on any lot.

(b) Accessory buildings erected on lots fronting on two streets shall conform to main structure setbacks for the rear yard.

(c) Trailers may be used for the storage of equipment during construction provided such trailers are used only during the construction period. A temporary trailer permit shall be required for all structures, and shall be renewable every six months.

(d) **All utility sheds require a building permit.** Utility sheds may not be larger than 120 ~~140~~ square feet in floor area and ~~40.6~~ **11.6** feet in height. Utility shed foundations should be no higher than 8 inches above ground level. **Utility sheds shall be substantially screened by a vegetative barrier or fence** screened from the front and side streets. ~~Screening shall be accomplished through landscaping, fencing or a combination of the two.~~ Utility sheds must be behind the rear of the front line of the principal structure. On any corner lot, the shed must be both behind the rear of the front line of the principal structure and behind the building line of the side of any structure abutting any street. Utility sheds are limited to one shed per ~~10,000 square feet of lot area~~ **address**. Utility sheds may be placed on ~~the side or~~ rear property line. The roof line has to be within the lot line of the property **line**. **No water hook to the utility shed is permitted.**

with a  
2ft  
Setback

## Town Commission Meeting

**Section:** Old Business  
**Meeting Date:** March 20, 2024  
**From:** Town Attorney, Ryan Knight  
**Re:** Repeal of Ordinance 2023-02 Second Kitchens

### Background Information:

During the Town Commission meeting of February 21, 2024 a decision to repeal Town of Melbourne Beach Ordinance 2023-02, Second Kitchens, was approved by the Town Commission. The Commission instructed the Town Attorney to draft a new Ordinance repealing the original 2023-02 Ordinance.

### Recommendation:

Review the Repeal Ordinance for language.

### Attachments:

Repeal Ordinance  
Ordinance 2023-02



**ORDINANCE NO. 2024-\_\_**

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, REPEALING ORDINANCE 2023-02 IN ITS ENTIRETY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, on March 15, 2023, the Town Commission of the Town of Melbourne Beach enacted Ordinance No. 2023-02 amending the Land Development Code of the Town of Melbourne Beach regarding second kitchens in residential zoning districts in the Town of Melbourne Beach; and

**WHEREAS**, the Town Commission of the Town of Melbourne Beach, after duly noticed public hearings, has determined that the repeal of Ordinance No. 2023-02 in its entirety is in the best interests of the citizens of the Town of Melbourne Beach, and promotes the general health, safety, and welfare of the residents of the Town of Melbourne Beach; and

**WHEREAS**, on April 2, 2024, the Planning and Zoning Board at a duly noticed public hearing, reviewed and considered the repeal of Ordinance No. 2023-02 in its entirety and took public comment regarding the same; and

**WHEREAS**, the Planning and Zoning Board has determined that the repeal of Ordinance No. 2023-02 in its entirety is in the best interest of the Town of Melbourne Beach and has recommended that the Town Commission approve of the same; and

**WHEREAS**, the Town Commission of the Town of Melbourne Beach and the Planning and Zoning Board have determined that the repeal of Ordinance No. 2023-02 in its entirety is in the best interest of the Town of Melbourne Beach.

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

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

**Section 1.** The definition of “Kitchen or Kitchen Facility” in Article I, Chapter IA, Section 1A-3, of Appendix “A,” of the Town of Melbourne Beach Code of Ordinances is hereby repealed as follows:

**§1A-3. DEFINITIONS.**

\*\*\*

~~**KITCHEN** or **KITCHEN FACILITY.** A room of area within a room whose primary purposes is to store, prepare and cook food. A kitchen will have a refrigerator to store food, counter space and a sink to prepare food, and a stove and/or range to cook food. An outdoor or external barbeque area with no stove or range shall not constitute a kitchen or kitchen facility.~~

\*\*\*

**Section 2.** Section 7A-31(g) of Appendix “A,” of the Town of Melbourne Beach Code of Ordinances is hereby repealed as follows:

**§7A-31. 1-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\*\*\*

~~(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-72, and Chapter 9A.~~

\*\*\*

**Section 3.** Section 7A-32(g) of Appendix “A,” of the Town of Melbourne Beach Code of Ordinances is hereby repealed as follows:

**§7A-32. 2-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\*\*\*

~~(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-72, and Chapter 9A.~~

\*\*\*

**Section 4.** Section 7A-33(g) of Appendix “A,” of the Town of Melbourne Beach Code of Ordinances is hereby repealed as follows:

**§7A-33. 3-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\*\*\*

~~(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-72, and Chapter 9A.~~

\*\*\*

**Section 5.** Article IV, Chapter 7A, Section 7A-72, of Appendix “A,” of the Town of Melbourne Beach Code of Ordinances is hereby repealed as follows:

**§7A-72. SINGLE FAMILY RESIDENTIAL SECOND KITCHEN FACILITY.**

~~———— A second kitchen facility may be incorporated into a single family residence located in the 1-RS, 2-RS, and 3-RS zoning districts, provided the second kitchen facility meets the following conditions:~~

~~(1) — The second kitchen facility and the area or quarters it serves shall be integrated architecturally into the principal single family dwelling unit or may be located within separate quarters connected to the principal single family dwelling unit by a common wall or common roof. For purposes of this Section, a breezeway connection between the principal single family dwelling unit structure and the separate quarters served by the second kitchen may constitute a common roof. Access to the second kitchen shall be as required by the Florida Building Code.~~

~~(2) — A permit for construction must be obtained, and a floor plan of the entire single-family residence, including the additional kitchen facility, demonstrating compliance with the conditions set forth in this section, shall be submitted to the Building Official for plan review and approval prior to construction of any second kitchen. The approved floor plan shall be binding upon all future construction plans in regard to the single family residence and the second kitchen facility.~~

~~(3) — No portion of the single family dwelling unit shall be utilized for rental purposes, and the single family dwelling unit shall be served by only one electrical and water meter.~~

~~(4) — The single family dwelling unit shall continue to be utilized by no more than one family.~~

~~(5) — The property upon which the second kitchen is planned to be installed must have a valid Brevard County property tax homestead exemption at the time of permit application. A second kitchen facility must be removed within one year of the loss or removal of the homestead exemption maintained on the property.~~

**Section 6.** If any section, sentence, phrase, word or portion of this ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

**Section 7.** This Ordinance shall become effective immediately upon its passage and adoption.

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024, by the Town Commission of the Town of Melbourne Beach, Florida.

PASSED ON FIRST READING: \_\_\_\_\_

PASSED ON SECOND READING: \_\_\_\_\_

TOWN OF MELBOURNE BEACH, FLORIDA

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

ATTEST:

(TOWN SEAL)

\_\_\_\_\_  
Amber Brown, Town Clerk

**ORDINANCE NO. 2023-02**

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING; APPENDIX “A” OF THE TOWN CODE OF ORDINANCES OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 1A-3 TO ADD THE DEFINITION FOR KITCHEN OR KITCHEN FACILITY; AMENDING CHAPTER 7A REGARDING SECOND KITCHENS; SPECIFICALLY AMENDING SECTION 7A-31, SECTION 7A-32, AND SECTION 7A-33 TO PERMIT SECOND KITCHENS IN 1-RS, 2-RS, AND 3-RS ZONING DISTRICTS; CREATING SECTION 7A-72 TO PROVIDE SUPPLEMENTARY DISTRICT REGULATIONS FOR SECOND KITCHENS IN SINGLE FAMILY RESIDENTIAL DISTRICTS; PROVIDING A SEVERABILITY/INTERPRETATION CLAUSE; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES AND RESOLUTIONS; PROVIDING FOR AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.**

**WHEREAS**, the Town of Melbourne Beach desires to amend the Land Development Code of the Town of Melbourne Beach regarding second kitchens in residential zoning districts in the Town of Melbourne Beach within the Town of Melbourne Beach; and

**WHEREAS**, the Town Commission of the Town of Melbourne Beach, after duly noticed public hearings, has determined that amendments to Sections 7A-31, Section 7A-32, and Section 7A-33 of the Land Development Code to permit second kitchens in 1-RS, 2-RS, and 3-RS zoning districts and creation of standards for second kitchens in a new Section 7A-72 of the Land Development Code are consistent with the Comprehensive Plan, are in the best interests of its citizens of the Town of Melbourne Beach, and promote the general health, safety, and welfare of the residents of the Town of Melbourne Beach; and

**WHEREAS**, on February 7, 2023 and March 7, 2023 the Planning and Zoning Board/Local Planning Agency (collectively the “LPA”) at a duly noticed public hearing, reviewed and considered the proposed amendments to Sections 7A-31, Section 7A-32, and Section 7A-33 of the Land Development Code to permit second kitchens in 1-RS, 2-RS, and 3-RS zoning districts and the creation of standards for second kitchens in a new Section 7A-72 of the Land Development Code and took public comment regarding the same; and

**WHEREAS**, the LPA has determined that the proposed amendments to Sections 7A-31, Section 7A-32, and Section 7A-33 of the Land Development Code to permit second kitchens in 1-RS, 2-RS, and 3-RS zoning districts and the creation of standards for second kitchens in a new Section 7A-72 of the Land Development Code are consistent with the Town’s Comprehensive

Plan and are in the best interest of the Town of Melbourne and has recommended that the Town Commission approve of the same.

**WHEREAS**, the Town Commission and LPA have determined that an amendment to Section 1A-3 of the Land Development Code to add the definition of the terms “kitchen” or “kitchen facility” is necessary to allow for the desired regulatory changes and that such definition shall specifically exclude outdoor barbeque areas without a stove or range.

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

**SECTION 1.** That Article I, Chapter 1A, Section 1A-3, of Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida, Land Development Code, is hereby created to read as follows:

**§1A-3. DEFINITIONS.**

\* \* \*

**KITCHEN OR KITCHEN FACILITY.** A room or area within a room whose primary purpose is to store, prepare and cook food. A kitchen will have a refrigerator to store food, counter space and a sink to prepare food, and a stove and/or range to cook food. An outdoor or external barbeque area with no stove or range shall not constitute a kitchen or kitchen facility.

\* \* \*

**SECTION 2.** That Section 7A-31 of Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida, Land Development Code, is hereby amended to read as follows:

**§7A-31. 1-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\* \* \*

(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-6972, and Chapter 9A.

**SECTION 3.** That Section 7A-32 of Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida, Land Development Code, is hereby amended to read as follows:

**§7A-32. 2-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\* \* \*

(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-6972, and Chapter 9A.

**SECTION 4.** That Section 7A-33 of Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida, Land Development Code, is hereby amended to read as follows:

**§7A-33. 3-RS SINGLE FAMILY RESIDENTIAL DISTRICT.**

\* \* \*

(g) Supplementary regulations: As provided in §§ 7A-50 through 7A-6972, and Chapter 9A.

**SECTION 5.** That Article IV, Chapter 7A, Section 7A-72, of Appendix “A,” of the Town Code of the Town of Melbourne Beach, Florida, Land Development Code, is hereby created to read as follows:

**§7A-72. SINGLE-FAMILY RESIDENTIAL SECOND KITCHEN FACILITY.**

A second kitchen facility may be incorporated into a single-family residence located in the 1-RS, 2-RS, and 3-RS zoning districts, provided the second kitchen facility meets the following conditions:

(1) The second kitchen facility and the area or quarters it serves shall be integrated architecturally into the principal single-family dwelling unit or may be located within separate quarters connected to the principal single-family dwelling unit by a common wall or common roof. For purposes of this Section, a breezeway connection between the principal single-family dwelling unit structure and the separate quarters served by the second kitchen may constitute a common roof. Access to the second kitchen shall be as required by the Florida Building Code.

(2) A permit for construction must be obtained, and a floor plan of the entire single-family residence, including the additional kitchen facility, demonstrating compliance with the conditions set forth in this section, shall be submitted to the Building Official for plan review and approval prior to construction of any second kitchen. The approved floor plan shall be binding upon all future construction plans in regard to the single-family residence and the second kitchen facility.

(3) No portion of the single-family dwelling unit shall be utilized for rental purposes, and the single-family dwelling unit shall be served by only one electrical and water meter.

(4) The single-family dwelling unit shall continue to be utilized by no more than one family.

(5) The property upon which the second kitchen is planned to be installed must have a valid Brevard County property tax homestead exemption at the time of permit application. A second kitchen facility must be removed within one year of the loss or removal of the homestead exemption maintained on the property.

**SECTION 6. Severability/Interpretation Clause.**

(a) In the event that any term, provision, clause, sentence or section of this Ordinance shall be held by a court of competent jurisdiction to be partially or wholly unenforceable or invalid for any reason whatsoever, any such invalidity, illegality, or unenforceability shall not affect any of the other or remaining terms, provisions, clauses, sentences, or sections of this Ordinance, and this Ordinance shall be read and/or applied as if the invalid, illegal, or unenforceable term, provision, clause, sentence, or section did not exist.

(b) In interpreting the provisions of this Ordinance, the following rules and symbols shall apply:

(1) Words underlined are additions to existing text.

(2) Words ~~stricken through~~ are deletions from existing text.

(3) Asterisks (\* \* \*) indicates a deletion from the Ordinance of text existing in the Code of Ordinances. It is intended that the text in the Code of Ordinance denoted by the asterisks and not set forth in this Ordinance shall remain unchanged from the language existing prior to adoption of this Ordinance.

**SECTION 7. Codification.** The provisions of this Ordinance shall be codified as, and become and be made a part of, the Town of Melbourne Beach Code of Ordinances. The sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

**SECTION 8. Ordinances and Resolutions in Conflict.** All ordinances or resolutions or parts thereof that may be determined to be in conflict herewith are hereby repealed.

**SECTION 9. Effective Date.** This Ordinance shall become effective upon adoption.

**SECTION 10. Adoption Schedule.**

PASSED by the Town Commission of the Town of Melbourne Beach on first reading on



the 15<sup>th</sup> day of February, 2023, and ADOPTED by the Town Commission of the Town of  
Melbourne Beach, Florida, on final reading on the 15<sup>th</sup> day of March, 2023.

TOWN OF MELBOURNE BEACH, FLORIDA

By: Joyce D. Barton  
JOYCE D. BARTON, Vice Mayor

(TOWN SEAL)

ATTEST:

Amber Brown  
Amber Brown,  
Town Clerk



## Town Commission Meeting

**Section:** Old Business  
**Meeting Date:** March 20, 2024  
**From:** Town Manager, Elizabeth Mascaro  
**Re:** Obtain Traffic Study

### Background Information:

On February 21, 2024, Commission Walker brought an agenda item to the TM to obtain a traffic study for Riverside Drive along with calming options.

The Town Commission voted to bring this item to a workshop held on March 6, 2024.

The consensus of the workshop was to the TM to obtain the cost of a traffic study for all of the major roadways in Melbourne Beach.

### Recommendation:

Approve the Town Manager contacting three firms to obtain pricing to perform a traffic study.

### Attachments:

Agenda item from 2/21/2024

## Town Commission Meeting

**Section:**

**Meeting Date:** February 21, 2024

**From:** Marivi Walker

**RE:** Request TM obtain traffic study for Riverside Dr calming device options

**Background Information:** Residents of 32951, not just TOMB 32951, surveyed have stated they would like the stop signs removed along Riverside Dr. I would therefore like a formal/professional traffic study conducted to find alternate traffic calming devices for all Riverside Dr. and potentially Oak St., also. With all the development in the South beaches our small town will become even more of a pass through over the years by drivers who do not value our town, our families, and the fact that we want to keep this a safe community. More children have moved into our neighborhoods lately and I would like to be proactive to provide them safe streets where people obey the speed limits.

**Recommendation:** Request TM contact appropriate vendors to provide such study.

**Attachments:**

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** 3/20/24

**From:** Commissioner Runte

**RE:** Coordination of Upcoming RTCM Dates

**Background Information:** The Intent of this agenda item is for a quick and simple discussion to review, select, and confirm dates for the RTCM's the April, May, and June RTCM's to ensure these meetings not only have quorum but have the best potential for full attendance by the full commission in the best interests of all. It is important to recognize the commission position is not a full-time position, and most on the commission have full-time jobs. So long as residents are provided ample notice and the town calendar is updated accordingly.

**Recommendation:** Select mutually agreeable dates for upcoming RTCM's at the discretion of the commission.

**Attachments:** Town Calendar

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** March 20, 2024  
**From:** Town Manager, Elizabeth Mascaro  
**Re:** Salary Approval Police Chief Tim Zander

### Background Information:

Tim Zander was selected as the Town of Melbourne Beach's new Police Chief. Mr. Zander's background check was satisfactorily completed and he will be sworn in as the Town's acting Police Chief on April 1, 2024.

Mr. Zander has requested a salary of \$105,000. Based on his impressive background I feel his ask is justified. Our Police Department and Indialantic's Police Department are similar in size and makeup. The Indialantic Police Chief's salary is currently \$104,883.

### Recommendation:

Approve the request from Tim Zander for an annual salary of \$105,000.

### Attachments:

None

## Regular Town Commission Meeting Agenda

**Section:** New Business  
**Meeting Date:** March 20, 2024  
**Subject:** Resolution 2024-02 Budget Amendment  
**Submitted By:** Jennifer Kerr, Finance Manager

### Background Information

Re-allocate the capital funds were to be used for the Skate Park in Ryckman Park to now be used for a ramp to the Community Center that is in compliance with The Americans with Disabilities Act (ADA).

### Recommendation:

Consideration and approval of Budget Resolution 2024-02

### Attachments:

Proposed Resolution 2024-02

**RESOLUTION NO. 2024-02**

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR 2023-2024; AMENDING RESOLUTION NO 2023-09; AMENDING EXPENDITURES FOR ALL FUNDS INCLUDING 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, 2023 and ending September 30, 2024 by Resolution No 2023-09; and

**WHEREAS**, this Resolution amends Resolution No 2023-09 covering the period October 1, 2023 to September 30, 2024; 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 2023-2024 Town Budget for the General Fund and Resolution No 2024-02 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. There are no revenue increases. The overall budget bottom is not increased.

#1 Re-Allocate Capital Funds in Fund 175:

Utilize the remaining capital funds in the amount of \$47,000, which are designated for the Skate Park in 175-75-575.64.01 (Ryckman Parking Fund Short Term Capital), for a ramp at the Community Center that is in compliance with The Americans with Disabilities Act (ADA) at the Community Center located in Ryckman Park from 175-75-575.64.01 (Ryckman Parking Fund Short Term Capital).

**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 March 20, 2024.

**PASSED AND ADOPTED** by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 20th day of March, 2024.

TOWN OF MELBOURNE BEACH,  
FLORIDA, a Florida Municipal Corporation

By: \_\_\_\_\_  
Alison Dennington, Mayor

ATTEST:

\_\_\_\_\_  
Amber Brown  
Town Clerk

(TOWN SEAL)



## **Town Commission Meeting**

**Section: New Business**

**Meeting Date: March 20, 2024**

**From: Vice Mayor Sherri Quarrie**

**RE: Prohibit Sleeping / Camping in all zoned public places, vehicles, or any properties within Town Limits**

**Background Information:**

Satellite Beach has discovered homeowner's allowing occupation of non-permitted structures (tents) on their property for prolonged periods of time. This practice is not excluded in any of our Ordinance's. Only sleeping in motorhomes is addressed.

This is not a vacation rental. It is camping in someone's yard causing unsanitary conditions.

**Recommendation: Give legal authority to make a Town Ordinance to prohibit prolonged outdoor sleeping and camping on any lots or in non-permitted structures, or areas within a residence not permitted to be occupied by non-residents for the purpose of sleeping and eating within the Town limits**

**Attachments: Satellite Beach draft ordinance 1244**

**ORDINANCE NO. 1244**

**AN ORDINANCE OF THE CITY OF SATELLITE BEACH,  
BREVARD COUNTY, FLORIDA, AMENDING SECTION 38-  
7, SATELLITE BEACH CITY CODE, TO REGULATE  
CAMPING ON RESIDENTIALLY-ZONED PROPERTIES  
WITHIN THE CITY; PROVIDING FOR SEVERABILITY,  
CONFLICTS, AND EFFECTIVE DATE**

**WHEREAS**, issues have arisen regarding individuals camping for extended periods of time on residentially-zoned properties within the City; and

**WHEREAS**, City Council desires to address the issue by revising its current camping/ sleeping regulations.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF SATELLITE BEACH, BREVARD COUNTY, FLORIDA, as follows:**

**Section 1.** Section 30-7, Satellite Beach City Code, is amended to read as follows:

**Sec. 38-7. – Sleeping, camping in public place; sleeping in vehicle; camping or sleeping at residential properties.**

**(a)** No person shall sleep or camp on any beach, dune, beach access (dune crossover), sidewalk, parking lot or other public area of the city and no person shall sleep in any vehicle upon any city street, public right-of-way, city property, beach access parking area, parking lot or any other public property between the hours of 11:00 p.m. and 5:00 a.m. the following day.

**(b)** No person shall camp or sleep at any time in any yard of any residentially-zoned property for more than three consecutive days in any thirty day (30) time period. Any camping or sleeping governed by this subsection shall occur only within an enclosed fenced yard.

**Section 2. SEVERABILITY CLAUSE.** In the event a court of competent jurisdiction shall hold or determine that any part of this Ordinance is invalid or unconstitutional, the remainder of the Ordinance shall not be affected and it will be presumed that the City Council for the City of Satellite Beach did not intend to enact such invalid or unconstitutional provision. It shall further be assumed that the City Council would have enacted the remainder of this Ordinance without said invalid and unconstitutional provision thereby causing said remainder to remain in full force and effect.

ORDINANCE NO. 1244

Page 2

**Section 3. REPEAL OF INCONSISTENT PROVISIONS.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 4. EFFECTIVE DATE.** This Ordinance shall become effective immediately upon its adoption.

**Section 5.** This Ordinance was duly passed on first reading at a regular meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, and adopted on the second and final reading at the regular meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

STEVEN L. OSMER, MAYOR

**ATTEST:**

GWEN PEIRCE, CMC, CITY CLERK

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** March RTCM

**From:** Commissioner Corey Runte

**RE:** Consider Installing Children's GaGa Ball Pit

**Background Information:** After receiving numerous requests from local families, I would like to request consideration of installing a small Youth GaGa Ball Pit at Ryckman Park. GaGa Ball has been around for decades but has really grown in popularity over the last 10 years, notably the last 2 years with the youth. It is a simple game that can be played by all ages and most abilities, it is very inexpensive, safe, durable, and does not require any infrastructure. Indialantic recently installed one in the past 6 months that has been a great addition to Orlando Park, with extremely positive feedback from Indialantic residents (Per the Mayor McDermott, and multiple visits personally to Orlando Park). Shall be coordinated with the Parks Board as well for review and feedback.

### **Health & Public Benefits:**

1. <https://www.schoolsin.com/why-add-a-gaga-ball-pit-to-your-playground.html>
2. <https://www.weareteachers.com/gaga-ball-pits/>

**Location:** Ryckman Park (East Side, there are multiple open areas). This park feature does not have foundations, so it CAN be moved if needed.

**Cost:** Roughly \$1,200.00 +/-

Parts: \$650.00

Shipping: \$150.00

Lumber: \$300.00

Mulch: \$100.00

Install: 6 Hours x 2 PW Employees (Or volunteers)

**Recommendation:** Discuss, Review and Approve Cost and allow PW to coordinate.

### **Attachments:**

1. Online Quote for Gaga Ball Pit Parts
2. Informational Articles about Public & Health Benefits
3. Pictures of Gaga Ball at Orlando Park (Town of Indialantic)

Coach Cliff's Gaga Ball Pits LLC  
 PO Box 704  
 Libertyville, IL 60048  
 847.573.2377  
 info@gagaballpits.com



## Estimate

### ADDRESS

Town of Melbourne Beach  
 Corey Runte  
 507 Ocean Ave.  
 Melbourne Beach, FL 32951  
 321-724-5860

### SHIP TO

Town of Melbourne Beach  
 Corey Runte  
 507 Ocean Ave.  
 Melbourne Beach, FL 32951  
 321-724-5860  
 crunte@melbournebeachfl.org

ESTIMATE # 26885

DATE 03/08/2024

EXPIRATION DATE 03/22/2024

### SHIP VIA

FEG

### P.O. NUMBER

Corey R #8986

### SALES REP

LSZ

QTY	SKU	DESCRIPTION	RATE	AMOUNT
1	00830-GRN	OCTAGON 30H - HUNTER GREEN Gaga Ball Pit Bracket System: 8-Oct 30H brackets, Template, Assembly Instructions, Fastener Pack and Cut-Out templates and instructions	650.00	650.00T
1		Estimated ship cost will be finalized once order is placed.	107.00	107.00

PLEASE SEND TAX EXEMPT FORM IF APPLICABLE

SUBTOTAL	757.00
TAX (0%)	0.00
<b>TOTAL</b>	<b>\$757.00</b>

Accepted By

Accepted Date

The terms set forth at <https://www.gagaballpits.com> supersede all prior statements or understandings, whether oral or written, with regard to the purchase of goods and services from Coach Cliff's Gaga Ball Pits LLC and are incorporated by reference into the estimate and control over any inconsistent terms in your purchase order or other acceptance.









**COACH CLIFF'S GaGa RULES**

Independent play is an early skill that is essential to a child's development. The game is designed to help children develop this skill. The game is played in a circle and is suitable for children aged 2 to 4 years. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

1. The game is played in a circle. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

2. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

3. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

4. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

5. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

6. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

7. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

8. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

9. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

10. The game is played with a ball and a net. The ball is thrown into the net and the child who catches it scores a point. The child who scores the most points wins the game.

**HAVE FUN!**  
www.gagaballpits.com



**COACH CLIFF'S GaGa ball PITS**

847.573.2377  
gagaballpits.com





# Why Add a GaGa Ball Pit to Your Playground?

When choosing playground equipment, there are many points to consider such as safety, affordability, durability and versatility. GaGa Ball Pits check all those boxes.

GaGa Ball has been around for decades but has really grown in popularity over the last 10 years. It is a simple game that can be played by all ages and most abilities, which makes it a great choice for schools.

## Rules of GaGa Ball

GaGa Ball doesn't require any special skills or fancy setup, which makes it enjoyable to most anyone. An eight-sided pit and a foam ball are the only equipment needed.

Players start off inside the pit with a hand or foot touching the sides. The ball is thrown in the air and after two bounces, it is officially in play. Participants scramble to hit the ball with one hand toward their opponents. If the ball touches a player anywhere below the knees, that person is out of the game for that round and must exit the pit.

If a player knocks the ball out of the pit, they are eliminated. The ball cannot be caught inside the pit, but an eliminated player can earn a second chance by catching the ball outside of the pit. Continue until just one player remains – that's your GaGa winner!

Add your own variations and rules to customize the game for your students.

Here's why GaGa Ball could be a great choice for your playground:

## It's Versatile

Some GaGa Ball pits must be anchored and are best set up on grass but portable pits can be placed on any flat surface, even a gym floor when the weather isn't cooperating. You can build your own GaGa Ball pit or purchase a set that is easy to snap together without tools.

## It Gets Kids Moving

GaGa Ball is an excellent source of exercise for kids. The game requires constant movement and children tend to have so much fun they don't realize they are even exercising. Since everybody starts the game in the pit, there is no waiting around for a turn like many other playground games. Before you know it, everybody will be jumping, running and skipping in the pit.

## It's Safe

GaGa is similar to dodgeball but without the excessive roughness. Since players can only be struck by the ball below the knees, there are no dangerous shots to the head and face. Allowing the ball to be hit with only one hand also reduces the impact.

## It Can Be Learned Quickly

With only a handful of rules, children can pick up on the concept of the game quickly. More time is spent playing instead of arguing about rules or constantly teaching the basics. The simple concept makes GaGa Ball enjoyable for even preschoolers.

## It is Affordable

GaGa Ball pits like those sold by Action Play Systems feature panels made of recycled plastic that stands up to wear and tear in any weather conditions. They pits are a great investment that require little to no maintenance over the years.

When selecting playground equipment for your school playground or park, consider giving GaGa Ball a try. It's a fast-paced, easy-to-learn game that kids of all ages love.

FREE Pi Day Worksheets! News, Vocab, Fractions, and More 🌟 [DOWNLOAD HERE](#)

*Every product is independently selected by (obsessive) editors. Things you buy through our links may earn us a commission.*



HEALTHY STUDENTS

## Everything You Need To Know About Gaga Ball Pits and Rules

It's a playground must-have.

<



BY [JILL STAAKE](#) NOV 8, 2023

Visit a school playground or local park these days, and there's a good chance you'll find gaga ball pits. ([They were even featured on an episode of Bob's Burgers!](#)) Kids love it because just about anyone can play, and the rules are extremely simple. Educators like Deb B. say gaga ball is a recess game changer because "the games are so fast, the kids get out in groups of 3, 4, 5 rather than 1, and then as soon as it's over, BOOM! it starts again." Wondering what a gaga ball pit is or "how do we play gaga ball?" Read on for the answers.

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Jump to:

- [What Is Gaga Ball?](#)
- [Gaga Ball Rules](#)
- [How To Make a Gaga Ball Pit](#)
- [Gaga Ball Pit Kits](#)
- [DIY Gaga Ball Pits](#)
- [Gaga Ball Accessories](#)



[The Newport Daily News](#)

Gaga ball is a variant of the classic playground sport dodgeball. But instead of running around throwing balls that can smack kids in the face, head, and other sensitive body parts, gaga ball limits the impact. Players slap or hit the ball, aiming to hit other players at or below the knees. If you're hit, you're out. The last player in the pit is the winner. The game is relatively inclusive, since kids don't need to be able to run fast, and smaller kids may even have an advantage over taller ones.

Though it's been around since at least the mid-20th century, the game has only gained popularity in the United States recently. No one is completely sure where it was invented, but most think it originated in Israel ("ga-ga" means "touch-touch" in Hebrew) and spread throughout the world via Jewish summer camps. [About 10 years ago, the game spread from camps to schools, with kids passing it along to parents and teachers.](#) Today, schools and communities everywhere are adding gaga ball pits to get in on the trend.

## Gaga Ball Rules



Gaga ball rules vary a little bit depending on who you ask, but these are the basics of play:

- Any number of players can join, as long as everyone can fit in the pit and stand touching the wall at the beginning. (Some schools limit the number of kids and ask them to line up outside, first-come, first-served.)
- To start, a referee or any player tosses a ball into the middle. On the first and second bounces, everyone yells, "Ga!" On the third bounce, they yell, "Go!"
- Once the ball is in play, any player can hit or slap the ball with an open or closed hand. Everyone may move around the pit as they play.
  - Players cannot hold, throw, or scoop the ball, only bounce or roll it off the ground or wall.
  - A player can only hit the ball once, unless it first bounces off the wall or another player.
- If someone catches the ball before it bounces, the person who hit the ball is out and must leave the pit.
- When a player is hit by the ball on or below the knee, they're out. This includes getting hit by a ball after it bounces off a wall or another person, even if you bounced it yourself.
  - If the ball hits above the knee, the player stays in.
- If a player hits the ball out of the pit, they're out of the game.
- Using the wall: Some rules allow players to use the wall to jump higher, while others state that if you do, you're out. Decide in advance which you prefer (it may depend on how sturdy your pit is).



We Are Teachers



## How To Make a Gaga Ball Pit

Gaga ball pits are generally octagonal (though some are hexagonal), with eight walls of the same size except that one is usually lower in height to make it easier to enter. There is no standard size, so you can alter your gaga ball pit dimensions to suit your space. They usually range from 15 to 30 feet in diameter, with wall heights from 24 to 36 inches.

If you're building a gaga ball pit for schools, you may want to make one large one or several smaller ones. Larger pits tend to lead to longer games, although that can vary. Smaller ones mean faster turnaround time, which is great when you have limited recess minutes available. Whichever you choose, opt for sturdy materials to stand up to lots of active use.

## Gaga Ball Pit Kits

The easiest way to bring gaga ball to your space is to invest in a kit. Here are some models to consider.

### Coach Cliff's Gaga Ball Pits



Coach Cliff's Gaga Ball Pits

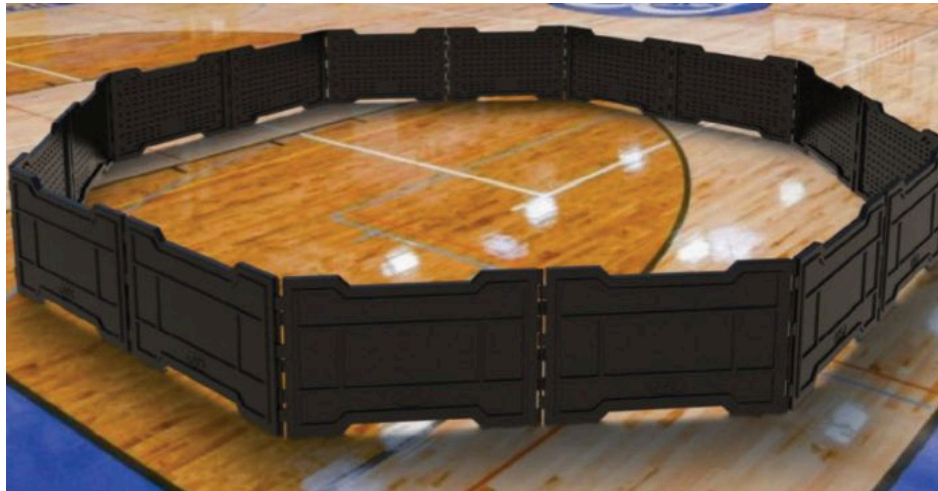
These kits come in a variety of sizes, so you'll find something to fit any space. This is a favorite brand of educators. You can customize your kit to include just the gaga ball pit brackets, templates, and instructions, then buy the lumber locally. Or you can buy a complete kit that includes composite lumber. Deon D. shares, "We selected the hexagon kit with the 30" sides and 'synthetic lumber' for long-lasting, sprinkler and weatherproof, splinter-free and

maintenance-free fun. We also purchased the rubber matting to go underneath and around the perimeter to protect the grass and avoid mud. I would do the exact same thing again." [Check out all their options here.](#)

Buy it: [Coach Cliff's Gaga Ball Pits](#)

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## Playground Outfitters Gaga Ball Pits



Playground Outfitters

This retailer offers ready-to-go gaga ball pit kits, with both outdoor and indoor versions available. The outdoor versions can be staked into the ground for extra stability, while the indoor option breaks down quickly for easy storage. [Find all their options on their website.](#)

Buy it: [Playground Outfitters](#)

## Inflatable Gaga Ball Pit



Amazon

Inflatable models are another terrific option if you're looking for a portable gaga ball pit. You'll need access to an electrical outlet, since they work via a blower fan (similar to those holiday inflatables for people's yards). This might not be as good for kids who like to use the wall to jump higher, but an inflatable pit sets up and tears down in no time flat.

Buy it: [30-Foot Inflatable Gaga Pit](#) at Amazon

### Mamba GaGa Ball Pits



Mamba GaGa

These kits are lightweight and made of nylon mesh panels with steel frames. You can use them indoors or out, and they're easy to set up and tear down. They offer a variety of sizes, including peewee versions for younger kids. [See all their offerings here.](#)

ADVERTISEMENT

Buy it: [Mamba GaGa](#)





Treehouse Supplies

This kit includes all bolts and brackets needed to construct your kit. A variety of brackets are available to match your school colors. Lumber isn't included in this kit.

Buy it: [Treehouse Supplies](#)

## DIY Gaga Ball Pits

It's fairly easy to build your own gaga ball pit, and you can save big bucks that way. Try these DIY ideas.

### DIY Wooden Gaga Ball Pits



Kaboom!

These DIY wooden gaga ball pit plans are simple and don't require any fancy parts. You can get everything you need at the home improvement store and build it in just a few hours. Many educators share that their local scouting groups built gaga ball pits at school as a community service project. Alternatively, you can make it a PBL math project for older students. Sarah H. said the students at her school were given a budget and then had to research costs, as well as calculate perimeter and area. Then parents and high school students who were taking a construction class helped build the pit. [Get Kaboom's wooden gaga ball pit plans here.](#)

ADVERTISEMENT



Learn more: [Kaboom!](#)

### DIY Collapsible Plywood Gaga Ball Pits



The Creative Mom

This DIY gaga ball pit is even easier to make, using just a few sheets of plywood. It's easy to set up and take down, so you can store it out of the way when you need to use the space for other things. [Get the how-to from The Creative Mom here.](#)

Learn more: [The Creative Mom](#)

### DIY Pool Raft Gaga Ball Pits





Aaron on Scouting

On a tight budget? Try this clever idea! Some Cub Scout leaders used inflatable pool rafts and duct tape to make their own pit, and it turned out to be a hit. This is a terrific way to try out gaga ball to see if you like it, without a major commitment. Try [these inexpensive inflatable rafts on Amazon](#) for your own DIY build.

Learn more: [Aaron on Scouting](#)

ADVERTISEMENT

## DIY Fence Panel Gaga Ball Pits



Instructables

Here's another way to save time and money: fence panels. Keep an eye out for used fence panels, or buy them new. Then [use the plans from Instructables](#) to turn them into a ball pit.

Learn more: [Instructables](#)

## Gaga Ball Accessories

Ready to up your gaga ball game? Check out these accessories to add to your pit.



Amazon

You'll definitely need a ball to play, and it's a good idea to have some extras in case one gets lost over the fence or pops. This option comes in a set of three and includes a handheld air pump.

Buy it: [Gaga Balls Set](#) at Amazon

ADVERTISEMENT

## Gaga Ball Pit Wall-Top Covers



Coach Cliff's Gaga Ball Pits

Protect the rough edges of your gaga ball pit walls with these covers, which come in a variety of colors to match your school.

Buy it: [Gaga Ball Pit Wall-Top Covers](#) at Coach Cliff's Gaga Ball Pits

### **Gaga Ball Pit Rubber Flooring**





Coach Cliff's Gaga Ball Pits

Avoid injuries in your gaga ball pit with these rubber flooring tiles.

Buy it: [Gaga Ball Pit Rubber Flooring](#) at Coach Cliff's Gaga Ball Pits

### Portable Electronic Scoreboard













**Code Review related to Existing Ordinances and STRs, Tighten Up Code, Handbook Creation and Officer and Staff Enforcement Guidelines and Training**

**Section: New Business**

**Meeting Date: Regular Town Commission Meeting, to be held Wednesday, March 20, 2024**

**Submitted by/From: Mayor, Alison Dennington**

**Topic/Subject: Code Review, Revision, and Training related to STR and Town Rules as to Occupant, Noise, Parking and similar STR issues.**

**I would like to have a vote to authorize the Town Attorney to conduct a review and training.**

**I would like part of that review to include a discussion of Newly Enacted law (SB280).**

**I would specifically like to vote to direct the Town Attorney to proceed with a targeted existing Town Code Review related to our Existing STR and related/implicated Ordinances on Parking, Occupancy, Noise, and matters of Safety (fire, accessibility, and sexual predators), including but not limited to review and report as to whether certain provisions are enforceable or not by the police officers and/or Code Compliance, and under what circumstances and means greater enforcement can be achieved, and if not why those provisions are not actually enforceable. I would also like the direction to the Town Attorney to include a determination what and how our Code could be Tighten Up Code so that it can be**

**enforceable and/or stronger in certain areas. And, finally, to include direction to the Town Attorney and Management and Police to conduct some future Officer and Staff Training for greater Enforcement of existing code as it related to STRs, including some training and guidance to officers and staff on how to go about issuing warnings and/or prompt notices of violation.**

**Recommendation:**

**I would like to formally request a Vote by the Town Commission that would authorize and direct the Town Attorney to undertake review of our Town Code as it exists now, whether certain provisions are or are not enforceable, and to determine whether there could be amendments to make them more likely to be enforceable both legally and practically and to offer some training and guidances to our Code and Police officers in how to go about enforcing certain provisions including but not limited illegal/excess occupancy and parking, noise, and other safety issues at STRs, particularly problematic party houses and/or party guests who have or will rent them in the future.**

**Materials submitted (or to be pulled for Submission by the Town Clerk):\**

**Will the Clerk Please print and attach to this propose those emails I sent earlier this afternoon for this item, which were approximately 5 emails with attachments.**

1. See materials provided to the Town Clerk today by email to be printed including some communications by and between myself and the Town of Jacksonville Beach and attachments thereto related to the newly passed SB 280, and letter to the Governor

2. See an email from resident Mr. McBride with discussion points and references to Town Code provisions and references to Cocoa Beach's similar but tighter code provisions and attachment thereto.

**From:** [Alison Dennington](#)  
**To:** [Melbourne Beach Town Clerk](#); [Melbourne Beach Town Manager](#)  
**Subject:** 3rd of a couple materials for inclusion re my Agenda material related to my STR code discussion Fwd: SB 280/ Short-Term Vacation Rentals City of Jacksonville Beach  
**Date:** Thursday, March 14, 2024 1:11:24 PM  
**Attachments:** [image001.png](#)  
[SB280 Jacksonville Beach.pdf](#)

---

Please add the attached Letter and when my letter is done tomorrow I will send it so.

Sincerely,

Mrs. Alison Dennington  
 Mayor, Town of Melbourne Beach



507 Ocean Avenue  
Melbourne Beach, FL 32951  
(321)724-5860

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Begin forwarded message:

**From:** Sandy Golding <[sgolding@jaxbchfl.net](mailto:sgolding@jaxbchfl.net)>  
**Date:** March 13, 2024 at 9:59:36 AM EDT  
**To:** Alison Dennington <[adennington@melbournebeachfl.org](mailto:adennington@melbournebeachfl.org)>  
**Subject: Fw: SB 280/ Short-Term Vacation Rentals City of Jacksonville Beach**

Hi Alison,

Here is the letter the City of Jacksonville Beach sent the Governor's Budget Director, Chris Spencer.

When you get a chance, please send me the Florida Statute you referenced about accessory

dwelling units in single family zones.

Thanks!

**Sandy Golding**

Vice Mayor

Council Seat 6, District 3

City of Jacksonville Beach

11 North Third Street

Jacksonville Beach, FL 32250

📞 904-877-0675 (call or text)

[Sign Up to Receive Email Updates](#)

Please be advised that due to Florida's very broad public records law, correspondence to and from public officials is considered a public record and must be disclosed upon request.

---

**From:** Molly Alleger <malleger@jaxbchfl.net>

**Sent:** Friday, March 8, 2024 3:29 PM

**To:** 'chris.spencer@laspds.state.fl.us' <chris.spencer@laspds.state.fl.us>;  
'amandathorpe@eog.myflorida.com' <amandathorpe@eog.myflorida.com>

**Cc:** 'Destiny.Davis@myfloridahouse.gov' <Destiny.Davis@myfloridahouse.gov>; 'Podvia, David'  
<Podvia.David@flsenate.gov>; Jack Cory <jackcory@paconsultants.com>; All City Council  
<All\_City\_Council@jaxbchfl.net>; Mike Staffopoulos <mstaffopoulos@jaxbchfl.net>

**Subject:** SB 280/ Short-Term Vacation Rentals City of Jacksonville Beach

Mr. Spencer,

The City of Jacksonville Beach appreciates the opportunity to provide input on recently passed legislation related to short-term vacation rentals known as SB280. Attached to this email is a letter expressing the City's position. We hope the Governor considers vetoing SB280. Should you or any member of the Governor's Executive Office have questions related to our letter or short-term vacation rentals in general, please feel free to contact us.

Sincerely,

**Molly Alleger**  
**Assistant to the City Manager**  
City of Jacksonville Beach

**Phone:** 904-270-1651



**Chris Spencer**

March 8, 2024

The Capitol  
400 S. Monroe Street  
Tallahassee, FL 32399-0001

Mr. Spencer,

The City of Jacksonville Beach (City) appreciates the opportunity to express its concern on issues related to the recently passed Senate Bill 280, Short Term Vacation Rentals (STVR). For background, the City did not have an STVR restriction in place when State preemption was enacted in 2011. In 2019, the City did adopt an ordinance focused on registration and inspection, to know where STVRs are located within the City, and to ensure the safety of our residents and visitors.

There are several observed positives associated with SB 280:

- STVR overnight occupancy requirements have been exempted from a 15-day cure period. The City will be able to cite violators based on advertised occupancy of the home; however, enforcement in the field by local police or code enforcement will be difficult. If an officer responds to a complaint of overnight occupancy violation, there is no probable cause for entry into the premises or method to verify who is staying overnight in the STVR.
- A municipality can fine an STVR owner \$500 per day until compliance with registration is achieved. SB 280 requires the City give notice, with the STVR owner having 15 days to cure a registration deficiency. If registration is not obtained within that period, the City can initiate fines.

While these areas of improvement are appreciated, there are other sections of SB 280 that are seen as problematic:

- SB 280 pre-empts local registration, while grandfathering Flagler County. It is unknown why Flagler County, and Flagler alone, is exempted from this particular provision. Jacksonville Beach took the adoption of an STVR ordinance seriously, modeling numerous parts of it after Flagler County's ordinance. The City spent months working on an ordinance that is reasonable, ensures the safety of our visitors, and protects our neighborhoods. The City's ordinance includes important requirements that will be wiped out by SB 280, reversing local authority the legislature gave local governments a decade ago.
- SB 280 doesn't address the concern of sex offenders who may stay in a vacation rental next door to our children and near our schools. House sponsor Griffiths said on the House floor he would be willing to work with the Senate sponsor to address this concern because he agrees we don't want sex offenders in our neighborhoods around our children. The Senate, however, did not address this topic.



CITY OF JACKSONVILLE BEACH  
OFFICE OF THE MAYOR

- SB 280 allows vacation rentals to operate BEFORE obtaining a license, while all other public lodging establishments must obtain a license before they can commence operation. It is not right to have a different set of standards for vacation rentals versus other public lodging establishments. The City, and numerous others across the State, believe safety standards for guests of a STVR should be required like those for hotels. SB 280 should require that the State license be conditioned on the issuance of the local registration AFTER proper safety inspections have been performed. This will ensure the STVR is safe for guests before they start operation.

Representative Griffiths, the bill sponsor, stated on the House floor, "*If the police, fire and code enforcement did their job, the state wouldn't have to use an 800-mile screwdriver to tighten the screws.*" With all due respect, the problem is not with local police departments or code officers doing their job; the problem is that SB 280 and existing STVR legislation makes it extremely difficult for municipalities to hold problem STVRs accountable for the negative impact they are having on our neighborhoods. As it stands, the standard is being set so high, it will be virtually impossible to suspend the operation of bad actors. Nuisance violations (noise, parking, etc.) are typically "resolved" when the tenant vacates the STVR, thus never triggering an officially recorded violation through a magistrate or code enforcement board. Under SB 280, residents will have to endure 5 or more violations before anything can be done, an unacceptable proposition for those living next to a problematic STVR.

The City of Jacksonville Beach appreciates the opportunity to express its position on SB 280. For all the above stated reasons, we do not support SB 280 and ask the Governor to veto the bill. This is not an easy problem to solve, and we, along with the Florida League of Cities and its members, are willing to work with the State to develop meaningful legislation addressing this topic. We appreciate your interest in our opinions, and your representation of the State of Florida, its residents, and businesses.

Sincerely,

Christine Hoffman, Mayor  
City of Jacksonville Beach  
E: [choffman@jaxbchfl.net](mailto:choffman@jaxbchfl.net)

cc: Rep. Kiyon Michael  
Sen. Clay Yarborough  
Amanda Thorpe, Executive Office of the Governor  
Jack Cory, PAC  
Jacksonville Beach City Council

**From:** [Alison Dennington](#)  
**To:** [Melbourne Beach Town Clerk](#); [Melbourne Beach Town Manager](#)  
**Subject:** 1 of a couple materials for inclusion re my Agenda material related to my STR code discussion  
**Date:** Thursday, March 14, 2024 1:08:57 PM  
**Attachments:** [Ordinance Handout for Commisioners.docx](#)

---

Please include this email and attachments in full with my agenda item related STR code enforcement Toghtening, Handbook creating, and Training.

Sincerely,

Mrs. Alison Dennington  
Mayor, Town of Melbourne Beach



507 Ocean Avenue  
Melbourne Beach, FL 32951  
(321)724-5860

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Begin forwarded message:

**From:** mmcbride@cfl.rr.com  
**Date:** March 13, 2024 at 4:39:11 PM EDT  
**To:** Alison Dennington <adennington@melbournebeachfl.org>  
**Subject:** **Town Ordinances for STRs**

Hi Ali,

It was good seeing you at the STR Workshop yesterday. As you requested, I'm emailing you the handout I gave you and the commissioners, I believe, at the January 2024 workshop meeting.



I will drop it below here and attach it.

The first item (I) has our established ordinances for Mel. Bch. Melanie wasn't sure if they were enforceable.

For 74-38, I read it for what it says, "All vehicles utilized by the occupants of the vacation rental must be parked within a driveway located on the subject property. There shall be no sidewalk, on street, right-of-way, or grass parking." Melanie had a problem with the first sentence, suggesting, I guess, that "visitors" were different than "occupants." The first sentence basically says "visitors" have to follow our laws, which to me doesn't need stating. Of course they do. Also, STR "occupants" are by nature "visitors."

Ordinance 74-37 reads, "The maximum occupancy....shall be limited to two occupants per bedroom plus two occupants in one common living area, with a maximum capacity of 12 persons in any vacation rental." I read that literally: if there are more than 12 people at an Airbnb then the ordinance is broken.

I'm no lawyer, but I believe that if these two ordinances are enforced the way I read them, then the 20-car gender party that happened in December at the Airbnb next door should have been dispersed upon officers arriving.

So what I'm asking for is (a) a clear reading of these ordinances and then (b) education to the public and law enforcement.

Items II and III are ordinances that have been enacted within the last two years in Cocoa Beach and Redington Beach. The nine ordinances I've selected below are stricter than our ordinances, and I believe would help contain STR nuisances.

I am asking for these nine ordinances to be adopted by our town.

At Wednesday's meeting, I will be prepared to hand this ordinance handout to our new lawyer.

Thank you again for leading the way on this issue and the hard work you've already given.

All good things,

Mark

## Melbourne Beach 1/3/2024 Town Workshop Handout

### I. Are Our Melbourne Beach Vacation Rental Ordinances Enforceable?

§ 74-38. PARKING, SOLID WASTE DISPOSAL, LEGAL COMPLIANCE, EVACUATIONS, MISCELLANEOUS PROVISIONS.

(A) All vehicles associated with the vacation rental, including visitors not residing at the vacation rental, must be parked in compliance with §§ [30-41](#) through [30-48](#) of the Town of Melbourne Beach Code of Ordinances. All vehicles utilized by the occupants of the vacation rental must be parked within a driveway located on the subject property. There shall be no sidewalk, on street, right-of-way, or grass parking.

§ 74-37. MAXIMUM OCCUPANCY BASED ON SITE CAPACITY/LIMITATIONS/GRANDFATHERING.

(A) The maximum occupancy of a vacation rental shall be stated in the vacation rental registration form and shall be limited to two occupants per bedroom plus two occupants in one common living area, with a maximum capacity of 12 persons in any vacation rental.

### II. July 2023 Cocoa Beach Short-Term Rental Ordinance Changes

- “Sec. 26.5-55. - Parking regulations; penalties”: “The maximum collective number of automobiles, trucks, boats, motorcycles, and trailers shall be limited to a total of four (4) at any vacation rental.”
- “Sec. 26.5-56. - Noise regulations; exceptions”: “No person located in or around a vacation rental at any time shall create, or cause to be created any noise or sound which is clearly audible within any other residence in the RS-1 single family residential district when the residence in which the noise or sound is clearly audible has its windows and doors closed.”
- “Sec. 26.5-57. - Noise regulations; penalties”: “If there are 3 noise violations with citations,” and the consequences are detailed in the ordinance.

### III. The December 2022 Redington Beach Short-Term Rental Ordinance Changes

-Sec. 12-176. - Minimum safety and operational requirements and limitations.

(i) No vacation rental may be advertised or used as an event venue. Events which draw or invite persons other than the occupant guests who have rented the property from the owner, including weddings, family reunions, movie shoots, and corporate retreats, are prohibited.

(j) No persons other than the occupants who have rented the property from the owner may remain in or on the property between the quiet time hours of 9:00 p.m. and 7:00 a.m.

(k) No pool, spa, jacuzzi, or outdoor sport courts on the property of a vacation rental may be used by any person between the quiet time hours of 9:00 p.m. and 7:00 a.m.

(l) Amplified music or other sound, including spoken voices, is strictly prohibited from being played at any time on the property of a vacation rental, except where such amplified music or sound is played within the residential structure, over speakers located only within and not on the exterior of the residential structure, and where the windows and doors of the vacation rental are closed.

Sec. 12-177. - Maximum occupancy based on site capacity/limitations.

(a) The maximum occupancy of a vacation rental shall be stated in the vacation rental registration form, and shall be limited to two occupants (as defined herein) per bedroom (as defined in this article), but with a maximum capacity of eight persons.

-

Sec. 12-178. - Parking, solid waste disposal, legal compliance, evacuations, miscellaneous provisions.

(a) All vehicles associated with the vacation rental, including the vehicles of temporary visitors present between the hours of 7:00 a.m. and 9:00 p.m. must be parked in compliance with the town's parking regulations and must be parked within the legal boundaries of the property and on a paved or bricked parking surface depicted in the registration application's parking diagram. Vehicles associated with the vacation rental are strictly prohibited from parking in any other manner or location within the town, including on any town sidewalk, street, right-of-way, swale, or grass parking. Recreational vehicles (RVs), boats, jet skis and similar watercraft, campers, and trailers may not be parked at vacation rentals. Commercial motor vehicles, as defined in [section 21-1](#) may not be parked at vacation rentals.

NOTE: For the 7:00 to 9:00 curfews and for the amplified music ordinances, we need to add that screened-in rooms, such as porches, are also included with the definition of outside.

## Melbourne Beach 1/3/2024 Town Workshop

Submitted by Mark McBride

310 Second Ave.

### I. Are Our Melbourne Beach Vacation Rental Ordinances Enforceable?

§ 74-38. PARKING, SOLID WASTE DISPOSAL, LEGAL COMPLIANCE, EVACUATIONS, MISCELLANEOUS PROVISIONS.

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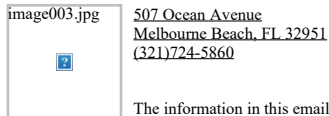
NOTE: For the 7:00 to 9:00 curfews and for the amplified music ordinances, we need to add that screened-in rooms, such as porches, are also included with the definition of outside.

**From:** [Alison Dennington](#)  
**To:** [Melbourne Beach Town Manager](#); [Melbourne Beach Town Clerk](#)  
**Subject:** 2 of a couple materials for inclusion re my Agenda material related to my STR code discussion Fwd: Revised: Legislative Action Alert: SB 280 Vacation Rentals  
**Date:** Thursday, March 14, 2024 1:10:03 PM  
**Attachments:** [image001.png](#)  
[Please VOTE NO on SB 280 HB 1537 Vacation Rentals.docx](#)  
[revised 3.6.2024 CSSB 280 Vacation Rentals 1 pager.docx](#)

See below.  
 please add this too with attachments.

Sincerely,

Mrs. Alison Dennington  
 Mayor, Town of Melbourne Beach



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Begin forwarded message:

**From:** Sandy Golding <[sgolding@jaxbchfl.net](mailto:sgolding@jaxbchfl.net)>  
**Date:** March 13, 2024 at 9:58:00 AM EDT  
**To:** Alison Dennington <[adennington@melbournebeachfl.org](mailto:adennington@melbournebeachfl.org)>  
**Subject:** Fw: Revised: Legislative Action Alert: SB 280 Vacation Rentals

Hi Alison,

Here is the alert from our lobbyist with information about contacting the Governor and copying his Budget Director Chris Spencer.

I will forward you the letter the City of Jacksonville Beach sent to Chris Spencer.

**Sandy Golding**  
 Vice Mayor  
 Council Seat 6, District 3  
 City of Jacksonville Beach  
 11 North Third Street  
 Jacksonville Beach, FL 32250  
 ☎ 904-877-0675 (call or text)  
[Sign Up to Receive Email Updates](#)

Please be advised that due to Florida's very broad public records law, correspondence to and from public officials is considered a public record and must be disclosed upon request.

**From:** Jack Cory <[jackcory@paconsultants.com](mailto:jackcory@paconsultants.com)>  
**Sent:** Tuesday, March 12, 2024 9:56 AM  
**To:** Jack Cory <[jackcory@paconsultants.com](mailto:jackcory@paconsultants.com)>  
**Subject:** Revised: Legislative Action Alert: SB 280 Vacation Rentals

**Caution:** This email originated from outside the City. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Revised with new email for Chris Spencer the Governors Director of the Office of Policy and Budget (OPB)!

**Legislative Action Alert, SB 280 Vacation Rentals, Passed out of the Senate and is on the way to the Governor We need immediate and continuous Action!**

**Please email and Call the Governor and ask him to VETO SB 280!**

You can Email Governor Ron DeSantis at: [Email the Governor \(flgov.com\)](mailto:Email the Governor (flgov.com)) AND call him at: (850) 717-9337 also please CC his Budget Director Chris Spencer at [Chris.spencer@eog.myflorida.com](mailto:Chris.spencer@eog.myflorida.com) and call him at 850-717-9506. **The volume of emails and calls will be very important!**

**Speak in your own words but Attached is a 1-page explanation of SB 280 and a summary of the 1 pager, that is sited to the lines in the Bill, that can be used as talking points and in your emails sent to the Governor and his Staff.**

Let them know:

- The Bill would limit Local Governments to "Identifying" Information not the name and contact information of the Owner or Property Manager!
- The Bill would permit a Vacation Rental Owners or Property Mangers to provide a 1-800 number for complaints even for Emergences. **It does not require action to be taken!**
-

**The Bill would erode the property rights of over 5 million Floridians who bought single family Homes and who want to live in a neighborhood that is safe for their children not next to a "Mini Hotel"!**

- **The Bill would change Florida forever!**

**Be Humble-Be Nice-Be Positive Be Polite! *But pleas act today and every day until the Governor Vetoes SB 280 !!!***

***Thank you for all you are doing.***

Jack Cory

Public Affairs Consultants Inc.

730 East Park Avenue

Tallahassee, FI 32301

Office (850)681-1065

Cell (850)566-9175

jackcory@paconsultants.com

www.paconsultants.com

**Please VOTE NO on SB 280!**



**SB 280 as Amended by Bar Code 814927 preempts Local protection of your neighborhood from Mini Hotels!**

**Florida TaxWatch** estimates that unlicensed vacation rental activity... could cost Florida...over \$30 Million a year. <https://floridataxwatch.org/>

This Bill Would restrict Local Governments to only “Identifying” information of the owner, which could be the ABC Delaware Corporation owned by the XYZ Grand Cayman Corporation.

To a party who is capable of responding to complaints or emergencies by telephone. This could be a 1-800 answering service. It does not require actions to be taken in a reasonable time even in case of emergencies.

The court may award attorney fees, costs, and damages to a vacation rental owner. This will increase Litigation and provides for 1-way attorney fees. It exempts Out of State Big Tech Companies from Litigation.

The Bill would erode the property rights of over 5 million of your constituents who bought and want to live in a Homestead Residential Property. They do not want to live next to a Mini Hotel!



## **CSSB 280 Vacation Rentals as Amended by Bar Code 814927**

Lines 323 to 325 (d): Subsection (8) does not apply to any county law, ordinance or regulation initially adopted on or before January 1, 2016

- **This Section exempts Flagler County from the Bill.**

Line 357-359: "...local vacation rental registration program **may only require...**"

Line 360: "1. Submit **identifying information** about the owner..."

- **This could be the ABC Delaware Corporation owned by the XYZ Grand Cayman Corporation.**

Line 372: "6. Designate and maintain at all times a responsible party who is **capable** of responding to complaints or emergencies related to the vacation rental including being **available by telephone** at a provided contact telephone number 24 hours a day 7 days a week..."

- **This could be a 1-800 answering service. It does not require any actions to be taken in a reasonable time even for emergencies.**

Line 636: (8) This section **does not create a private cause of action** against advertising platforms.

- **This section exempts Out of State Big Teck Companies from Litigation.**

Line 924 to 9268 Appropriates **\$3 Million Dollars for 9 full-time employees** "**with a total associated salary rate off (\$) 513,417 (.00)**" **each** at DBPR to administer Mini Hotel - Vacation Rentals in 478 Local communities from Pensacola to Key West.

The Current Law Fs. 2014-71 (SB 356 – 2024) is a 1 Page Law it has been working for 10 years. Vacation Rentals are booming. Tourism is at an all-time high.

**Amendment Bar Code 814927 is a Strike All to CSSB 280 is a 45-pages with potential unintended consequences.**

## Citizens Advisory Board Creation

Section: New Business

Meeting Date: Regular Town Commission Meeting, to be held Wednesday, March 20, 2024

Submitted by/From: Mayor, Alison Dennington

Topic/Subject: The creation of a Citizens Advisory Board (CAC)

Further Detail and Mayor Dennington's Proposed Outline and Options for the Creation of Such a Board:

I would like to propose the creation of new advisory board, to be called the Citizens Advisory Board. This Board would function like other volunteers boards. There are a number of cities and towns, large and small in Florida and elsewhere that have various types of Citizens Advisory Boards. The Town of Melbourne Beach has several boards including the BOA, and the Planning and Zoning Board, as well as the Parks Board and 2 History Boards. These boards are helpful in many ways, including providing citizens and residents a chance to be involved in various phases of planning and discussion on various issues related to the nature of the Board itself, and are also additional means of getting the public engaged and disseminating information about the potential future changes in Town, and these boards are also cost effective in many ways. There are numerous benefits and very few if any downsides to the creation of such a board.

Proposed Potential Structure, Size, Districts, Quorum, Number of Minimum Meetings, and General Purpose and Mission of the Board

Overall Size and Established, Distinct Geographical District for each Seat (to be determined)

I am proposing the creation of a Voluntary Citizen Advisory Board with at least 9 and up to a maximum of 15 members, and that the seats be restricted by designated districts, which taken together, encompass all the areas of the Town.

I would propose that these spots on the Board be determined based on a yet to be determined delineation of specific districts/areas. For example, you would not be able to have 2 or 3 seats held by someone on the same street or in the very close area, but rather areas would be determined and there would be 1 seat for each of those areas so that the Town as a whole is fairly represented on the board, or at close as is possible.

Even though the Town is small and none of the other boards in Town, nor the Town Commission itself is by "district" - I do propose a "district" type manner of seats for this board. There are many issues in town that affect all of the residents to a certain extent, however, there are in various areas of Town certain issues which affect one area more than another, and/or to a greater extent, by virtue of their location. For example, some of the issues that might affect those who live along Riverside or Oak Street, are different than those who live along the interior streets. Likewise, there are issues which may differ in the Tree Streets from those in the North End of Town; and there are issues that affect those who live close to Ocean Ave, or that border Ocean Ave, and these issues may be different from the things that affect those along Pine Street, or along the further areas farther away from the Central/Commercial areas. Thus, I propose a Citizens Advisory Board that has enough seats to account for enough "particular" areas, and yet that is not so small nor so large as to be ineffectual. I do think that 9 is a minimum number for a couple of reasons. First, if the board is too small some areas will feel left out, and the concentration in a smaller number of people will be or could be unjust, or result in a failure of the purpose of the Board. I think anything over 13 or 15 would be too large. The board probably needs an odd number for voting purposes.

#### Quorum

I would propose a much smaller number be required to meet the "quorum" requirements, so that people will be willing to volunteer and there will be enough persons who will likely attend each meeting in order to have a meeting and make advisory opinions and recommendations. Therefore, I would propose that if the Board has 9 members, then 5 are required for a quorum; or if there are 11-15 members then there must be at least 7 members present for a quorum. It is also possible that there could be an additional non-voting, or voting member, that could be drawn from a Commercial Business interest located in the Town. That is for the TC to decide and I take no position, but that is an option for consideration in order to also include their thoughts, opinions, expertise as to matters that come up and as part of the Advisory deliberative process.

#### Requirements, Terms and Number of Meetings

I would propose terms of 1-2 years, or 2 years for all at the outset, to be decided by application and appointment to the Town Commission in accordance with all other provisions and requirements in line with our town charter and code as is done for all of the Town's other boards. We could add additional requirements for application and appointment to this board, which can be discussed. For example, we could require that anyone seeking appointment to the board for their District must in addition get the signature of a certain number of residents within their district. I do not think that this signature requirement should be too onerous,

however, but having such a requirement or something similar, such as a certain established number of support letters, or something similar would ensure that the person is interested in the position enough to reach out to those in their district and that those in that particular district from which they come are supported by at least a certain number of residents therein.

Minimum of 4-6 times per year, or more as needed or desired on a case by case basis.

I would propose that this CAC board be required to meet at least 4 to 6 times per year, rather than every month. However, I would propose that they can if they choose to have monthly meetings. I would propose that their mission is to public vet and discuss "hot bottom" issues as they come up. For example, if the Town Management is aware that an issue is likely to be a hot button issue, or might be, they can voluntarily submit the issue to the CAC for a public meeting which will allow a greater chance at public discussion and debate at the CAC meeting, and which will benefit all in the Town as well as the Town Commission. Thereafter, the CAC can write a short report and recommendation as to the public discussions that take place and whether there is overwhelming support for one issue or another, or not, or whether additional ideas and options are discovered, and at the very least this will be an additional opportunity for various persons to discuss and raise pros and cons, and other considerations and concerns about important topic which can be detailed in a report to the Town Commission at the next meeting.

#### Advisory Only, with Written Reporting and Recommendations

The CAC will be advisory only will not have any final decision-making authority, and it will prepare its own Agenda, Packets, and Meeting Minutes which will be published by the Town Clerk just as all the other Volunteer Boards do, and the CAC will also when requested or when they deem it advisable, will prepare in addition Summaries on specific issues and/or reports and recommendation on specific issues that are vetted and discussed at those board meetings. Those will then be presented to the Commission, or sent to the Clerk as a report which will be included in the Town Commission packets. The Town Commission and citizens will then be able to have a second opportunity to discuss and debate those issues. This may seem duplicative, but in fact, I believe that the extra time is in fact useful in the sense of making sure the residents are included in the process and have additional opportunity and time to learn and discuss important matters. Further, I believe there is in fact the possibility that this process will in fact shorten some of the Town Commission meetings, and thus SAVE staff time and money.

Because of the State and Town laws and policy of Open Government and Sunshine, the Town Commission meetings are the only time the Town Commissioners are allowed to discuss Town issue and matters, and at those

meetings there is often a great deal of things that must be reviewed and discussed, and not all of that is necessarily interesting to residents. Yet when there is an issue of interest, and when residents do attend Town Commission meetings, they do often have to wait a while until that issue comes up.

#### Shorter Town Commission Meetings, Fiscally Cheaper, but with Greater Opportunity and More Time for Public Participation

Town residents might prefer to go a shorter, more specific, and (less contentious) public CAC meeting where a particular topic of interest is to be discussed and to make their opinions known there, and hopefully trust that the CAC will report those various viewpoints back to the Town Commission. This might result in shorter and more peaceful discussions at Town meetings, and might make those meetings not as long, which in turn, saves the Town money on Staff and legal time. Further, these boards cost very little for the Town. The Town need only publish the agendas, meetings, packets, and minutes - all of which are prepared by volunteers and simply posted online by the Clerk. And the minutes of these meetings and reports are also prepared by the Boards themselves and not the Clerk, thus it will not place any additional strain or requirements on the Town Clerk or front office. The only other issue is scheduling a time and place each month for the meetings, but there are many places and time where this could be done, such as at the Community Building which is not in use many nights throughout the month, as well as the Masney room, etc.

Sub-Groups or Workshop Committees on Discrete Topics that need or desire to meet on specific issues, or long-term issues

Finally, I would also propose the authority for this board to create sub-groups/ issue committees as needed. For example, the issue of Short Term Rentals is an important issue for some residents but may not be for others. Thus, I would propose the authority for the Board to determine and designate sub-committees for research and workshops on particular issues which would need to be public meetings, but which would not require the full board.

#### Conclusions and Benefits:

A CAC as proposed above has the potential for:

Cost and time Savings

Greater Information Dissemination and Resident Inclusion in Important Discussions about Potential Decisions and/or Changes

Additional Vetting of issues by those who it will impact in a fair, open, transparent way.

A means of promoting more communication and harmony and staying ahead of issues and concern. A means conducting surveys on future ideas and yearly

### Vision Planning

A means of promoting greater interest and access to Town Government and volunteering that may encourage more citizens to run for Town Commission office if they gain some knowledge and experience and enjoy the process.

### Recommendation:

Vote to instruct the Town Attorney to draft a Resolution and/or Ordinance (if required) for the Creation of a Citizens Advisory Board upon general guidelines as will be discussed at the March 20, 2023, and thereafter, for the Town Attorney consult with Management, and with the Town Commission as needed at future meetings to revise the same, and eventually prepare a final version for passage in accordance with statutes and local law for notice, publication, and public hearings.

Materials submitted (or to be pulled for Submission by the Town Clerk)

Will the Clerk please pull the following 2 items:

- The Town Charter and Code provisions related to the TC's authority to create Advisory Boards, and
- The provisions related to the Parks Board itself a potential introductory model, but with variation as discussed above.

I do have a large number of example cities who have created these and have previously given those to the clerk, but I don't feel that those are necessary to present at this time. Once this issue is decided as to whether to move forward or not, I can provide these as various representative examples either to the Management and/or Town Attorney, or at a future meetings as examples of types of model language used in other places. At this time, I believe the Town Provisions establishing the authority to create such a board, as well as the outline and discussion I laid out above is sufficient of itself. The Districting of the Seats and the Sizes will need to be determined, and if this is something the Commission would like to proceed with, I would envision another meeting on that precise issue might be in order and therefore, I would propose providing some concrete examples from other towns at that juncture would be in order.

**Sec. 3.12. ADVISORY BOARDS.**

The Commission may establish advisory boards to make recommendations concerning economic development, recreation, parks, playgrounds, and their facilities and activities as well as planning and zoning and such other municipal functions as the Commission deems advisable. Such boards shall be composed of a representative membership of registered electors of the Town.

(Adopted by electorate 11-6-73)

## ARTICLE VII. TOWN PARKS BOARD

### § 11-90. ESTABLISHMENT; APPOINTED MEMBERS.

There is hereby created the Melbourne Beach Parks Board, which shall consist of five members plus two alternate members established by the Town Commission. The alternate members will have a voice but not a vote in all Town Parks Board deliberations, unless one or more regular members are absent, in which case the alternate members are authorized to vote in accordance with their designation as alternate member No. 1 and alternate member No. 2, in that order. Each member and alternate member shall be at all times a resident and registered voter of the Town.

(Ord. 87-17, passed 12-8-87; Am. Ord. 90-3, passed 3-14-90)

### § 11-91. TERMS.

The members and the alternate members of the town Parks Board shall be appointed for two-year terms. Successor members and alternate members shall be appointed for a period of two years whether for a new term or to replace a member whose term expired prematurely.

(Ord. 87-17, passed 12-8-87; Am. Ord. 90-3, passed 3-14-90)

### § 11-92. OFFICERS; RULES AND PROCEDURES.

Members of the Parks Board shall annually appoint one of the members as Chairperson. The presence of three members shall constitute a quorum. The Board shall formulate its own rules, policies, and procedures as needed.

(Ord. 87-17, passed 12-8-87)

### § 11-93. POWER AND AUTHORITY.

The Park Board is created and shall have the power and authority to research and study all resources and assets available to the town in an effort to furnish recommendations and suggestions to the Town Commission and Town Manager to improve, enhance, and manage existing parks and to create and develop new parks and park facilities. In addition, said Board shall give its recommendations to the Town Manager as to approval or denial of each special events permit request.

(Ord. 87-17, passed 12-8-87)

#### **Cross-reference:**

*Special events, see Chapter 52*

### § 11-94. PARKS AND PARK FACILITIES.

Parks and park facilities shall include the town pier, parks and beach accesses, community center building and recreational facilities, and any other facilities which may in the future be used for museums, zoological gardens, observatories or such other facilities utilized for cultural events.

(Ord. 87-17, passed 12-8-87)

### §§ 11-95. – 11-99. RESERVED.



## FEBRUARY 2024 TASK LIST

<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
<b>Sixth Ave boat ramp improvements</b>	<b>8/17/2022</b>	<b>2/7/2024</b>		Commissioner Runte	Town Manager/ PW Director
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
8/16/2023	At the workshop next week.				
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				
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				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
<b>Lifeguard coverage</b>	<b>3/15/2023</b>	<b>3/20/2024</b>		Wyatt Hoover	
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
9/21/2023	Fire Chief – Presented the different options and costs. Continue with BCOR for the next fiscal year then reassess.				
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.				

## FEBRUARY 2024 TASK LIST

	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.