



# **TOWN OF MELBOURNE BEACH**

## **REGULAR TOWN COMMISSION MEETING**

**AUGUST 20, 2025**

**AGENDA PACKET**

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# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING Wednesday, August 20, 2025 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

### PUBLIC NOTICE AGENDA

#### Commission Members:

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### Staff Members:

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Proclamations/Awards**
  - A. Proclamation recognizing the month of September 2025 as National Suicide Prevention Month
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
  - A. Presentation from the Environmental Advisory Board regarding the proposed tree ordinance amendments
7. **Public Comment (Non-Agenda Items)**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.



## **8. Consent Agenda**

- A. Approval of the Regular Town Commission minutes June 18, 2025
- B. Approval of the Town Commission Budget Workshop minutes June 23, 2025
- C. Approval of the Special Town Commission Meeting minutes July 1, 2025
- D. Approval of the Town Commission Budget Workshop minutes July 15, 2025
- E. Approval of the Regular Town Commission Meeting minutes July 16, 2025
- F. Approval of the Special Town Commission Meeting minutes July 22, 2025
- G. Approval of the Special Town Commission Meeting minutes August 4, 2025
- H. Reappointment of Jamie Guth as a board member on the Environmental Advisory Board
- I. Reappointment of Karen Fenaughty as a board member on the Environmental Advisory Board
- J. Reappointment of Laurie Simmons as a board member on the History Center Board
- K. Reappointment of Todd Albert as an alternate on the Planning and Zoning Board
- L. Notice to the Town of Melbourne Beach from the City of Melbourne regarding scheduled hearings to approve the proposed increases for water and wastewater rates

## **9. Public Hearings/Special Orders**

## **10. Unfinished Business**

- A. Discussion on the proposed amendments to the sign ordinance – Town Attorney Ryan Knight
- B. Discussion on the proposed Town Policy and Procedure regarding grant applications – Town Attorney Ryan Knight
- C. Discussion on the proposed parking ordinance – Town Attorney Ryan Knight
- D. Modifications to previously presented 2024 Fire Department incident response times – Fire Chief Gavin Brown

## **11. New Business**

- A. Consideration on repairing the road at 410 Riverview Lane – Public Works Director Tom Davis
- B. Consideration on the proposals to replace the Old Town Hall History Center roof – Public Works Director Tom Davis
- C. Consideration on the proposals to replace the 5 leaking windows on the east side of the second floor of the Town Hall – Public Works Director Tom Davis
- D. Consideration on repairing the 3 leaking showers on the second floor of the Town Hall – Public Works Director Tom Davis
- E. Consideration on initial tasks for the Technology Advisory Board – Commissioner Tim Reed
- F. Consideration to repeal, retract, or void setback variance #VV2025-0001 at 1200 Orange St – Commissioner Tim Reed
- G. Consideration on tasking the Town Attorney to provide a monthly active lawsuit report – Commissioner Anna Butler
- H. Consideration on tasking the Town Clerk to provide a monthly report listing all public records requests from elected or appointed public officials – Commissioner Anna Butler
- I. Discussion regarding an Interim Town Manager – Mayor Alison Dennington
- J. Discussion on stormwater status – Mayor Alison Dennington

**12. Finance/Budget Report****13. Town Staff/Board Reports**

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- B. Public Works Department
- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk
- G. Town Attorney
- H. Town Manager

**14. Commission Reports**

- A. Mayor Alison Dennington
- B. Vice Mayor Dawn Barlow

**15. Task List****16. Adjournment**

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

# Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

## National Suicide Prevention Month September 2025

**WHEREAS**, September is designated as National Suicide Prevention Month, as recognized by the National Association of Mental Illness; and

**WHEREAS**, many health officials and community leaders locally, state, and nationally, understand that mental illness is a significant issue of concern, particularly among our youth; and

**WHEREAS**, we realize that to address mental health issues requires more open and honest discussions about mental health; and

**WHEREAS**, one major hurdle is removing the stigma attached to mental health treatment and discussion; and

**WHEREAS**, individuals, businesses, organizations, public officials, and many others recognize the importance of emotional health; and

**WHEREAS**, the Town of Melbourne Beach supports efforts on the Space Coast to provide education and resources for mental health problems, and

**WHEREAS**, the Town of Melbourne Beach will encourage a positive effort to encourage those with mental health issues to seek the help of a family member, friend, colleague and/or licensed mental health professional to assist them in times of need.

**NOW, THEREFORE**, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim the month of September 2025 as:

## National Suicide Prevention Month

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

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

\_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_

Town Clerk

## Town Commission Meeting

**Section:** Presentation by Special Guests

**Meeting Date:** August 20, 2025

**From:** Town Clerk Amber Brown

**RE:** Presentation by the Environmental Advisory Board on the proposed changes to the landscaping and trees ordinance

### **Background Information:**

This is a follow-up to the previous presentation during the April 2, 2025, Town Commission Workshop.

### **Attachments:**

None

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING June 18, 2025 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### **1. Call to Order**

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

#### **2. Roll Call**

Town Clerk Amber Brown conducted roll call

#### **Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Chief of Police Tim Zander  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Town Clerk Amber Brown

#### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

#### 4. Meeting Agenda – Additions/Deletions/Changes

Town Clerk Amber Brown said she added the corrected Fire Department report.

Commissioner Tim Reed spoke about moving New Business items B and E to a Special Meeting, and New Business Item 11 D to a Workshop.

Mayor Alison Dennington spoke about how the person that added the item is the only person who can remove it, to which the Town Attorney agreed.

**Vice Mayor Dawn Barlow made a motion to approve the agenda as presented; Commissioner Anna Butler seconded; Motion carried 5-0.**

#### 5. Proclamations/Presentations/Awards – 7:40

A. Proclamation recognizing Aging Matters in Brevard for 60 years of service

Ken from Aging Matters commended Dawn Barlow and Todd Albert, and all of the volunteers.

Vice Mayor Dawn Barlow spoke about volunteering with Meals on Wheels and how giving back to the community is near and dear to her heart.

Ken from Aging Matters spoke about starting a campaign on July 1st called the Aging Matters in Brevard Champions, which will look for leaders in the community.

Mayor Alison Dennington read the proclamation recognizing Aging Matters in Brevard.

#### 6. Presentations by Special Guests (Maximum of 5 Minutes)

#### 7. Public Comment (Non-Agenda Items) – 14:16

**John Benton – Palm Bay, FL** – Spoke about a code enforcement issue from Cape Canaveral, and how bad they can get.

**Chuck Cain – 309 Surf Rd** – Spoke about the ongoing legal expense from Funoe LLC, which is the Mayor's LLC. It may be her right, but that does not make it right. If she cannot or is unwilling to do what is right, perhaps it is time for her to go somewhere else.

**Brandon Human** – Owns Steel Hammer roofing here in Town, noticed there has not been a formal RFP out for the roof, so he wants to submit his bid.

**Todd Albert – 1710 Pine St** – Provided a document and spoke about how the Town is getting ready to interview for a Town Manager. He has been involved in that before, and they used the STAR concept. Gave some tips about best practices for interviews.

**Jan Pence – 200 Riverside Dr** – Provided documents of an email from the Mayor to Police Chief Tim Zander, said it is distressing to her. Spoke about being part of a newly created Political Action Committee and her issues with the Mayor.

**Tina Coppock – 505 Avenue B** – Spoke about the Mayor is not fit for public office. She interrupts others, attacks staff and residents. It is time for the Mayor to voluntarily step down.

Mayor Alison Dennington tried to say her public comment was related to items on the agenda for the evening, the Town Attorney said she had not mentioned the DOGE emails which are the specific agenda item, so she is allowed to speak unless it is about that.

**Jim Simmons – 409 Avenue B** – Spoke about there has been a lot of talk about key fobs. There is no need for Commissioners to go inside Town Hall after hours. It is a good thing they were taken away from the Commission since there is a Commissioner that is suing the Town and could have unfettered access to Town records. For Town Manager interviews, he recommends giving them a specific example of something likely to occur in Town and see how they would handle it. - 33:20

**Carol Killingsworth – 901 Atlantic St** – Spoke about the Mayor's behavior and how she has undermined the trust and unity in the Town.

**Steve Walters – 416 Sixth Ave** – Spoke about the Mayor has every right to discuss any item up for a vote, she just cannot vote on the items. Everyone used to have a key fob to allow them access to their mailbox or to make copies for the meetings.

**Mark McBride – 310 Second Ave** – Spoke about one topic the whole Commission is onboard with is vacation rental enforcement. The Code Enforcement reports fall woefully short of being accountable. The task at hand is doable, but not being done. Asked the Commission to come together and find someone to deliver the enforcement and reporting that the Town deserves.

**Frank LaGrassa – 412 First Ave** – Spoke about not knowing the details of the Mayor's lawsuits, but lawsuits against the Government deter Government abuse of power and enhance Government transparency.

**Marc Lower – 206 Elm Ave** – The Code does not have anything about allowing vacation rentals in single-family zones, so then it's prohibited. Owner-occupied STRs can remain in place until a property is sold. Resident owned STRs can operate for 5 years. Out of area owned STRs can operate for 3 years. Said the Town Attorney needs to collect the data. The majority of residents do not want STRs, asked the Commission to pass a motion to get this done in 30 days.

**Bruce Larson – 1507 Pine St** – Spoke about how there has been an increase in the number of certified vacation rentals in Town. There needs to be an improvement in the enforcement. Spoke about there being 19 Code cases open that were and still are in violation. - 47:10

Vice Mayor Dawn Barlow read a public comment from **Bryan Troy – 509 Hibiscus Trl** – Spoke about the Mayor being confrontational and threatening people. Anyone who disagrees with her becomes a target. She has stalled the Town's progress and has created a toxic environment. Asked that the Mayor step down.

Vice Mayor Dawn Barlow read a public comment from **Thomas Downs – 200 Riverside Rd** – Spoke about the Mayor's hostility and how she creates conflict in the Town. It's time for Mayor Dennington to resign.

**8. Consent Agenda – 56:06**

- A. Approval of the Regular Town Commission Meeting minutes May 21, 2025
- B. Approval of the first Special Town Commission Meeting minutes June 2, 2025
- C. Appointment of Bruce Larson as a board member on the Technology Advisory Board

Commissioner Anna Butler asked how many people are we planning to have on the Board, and has anyone else applied?

Town Attorney Ryan Knight said the Board is made up of 5 members and 2 alternates, 3 are required for a quorum to conduct official business.

Town Clerk Amber Brown said Bruce Larson is the first individual to apply.

***Bruce Larson – 1507 Pine St – Asked if he can start working on things with the Town Manager without a quorum.***

The Town Attorney said there is nothing to stop him from informally meeting or requesting information, but he could not conduct official business.

**9. Public Hearings/Special Orders****10. Unfinished Business – 1:00:05**

- A. Approval of the Town Commission Workshop minutes April 30, 2025

**Commissioner Tim Reed made a motion to approve Item 10A under Unfinished Business; Commissioner Robert Baldwin seconded; Motion carried 5-0.**

- B. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about how he sent proposed language to Dave Micka to review today, so he will have proposed language for the next meeting. Said he could do a first reading at the next Commission meeting.

Mayor Alison Dennington said she'd rather see it first and not be rushed in changing anything.

Commissioner Tim Reed asked what the most timely thing would be, and the Town Attorney said to have the first reading, and clarified that first readings do not need to be published.

Commissioner Robert Baldwin suggested planning for a first reading and pushing it if big changes need to be made.

- C. Consideration on the Charter Review Committee recommendations – Town Attorney Ryan Knight - 1:04:30

Town Attorney Ryan Knight said they are getting into a time crunch, so he needs the Commission's input to put in a proposed ordinance for the next meeting.



Commissioner Robert Baldwin spoke about a proposed change to Charter 2.07 Mayor. The current Town Charter says the Mayor needs to sign documents, said the Mayor has refused to sign approved minutes. Consider adding a Charter amendment that allows for official signatures from the Mayor first, but if the Mayor is not available, then the Vice Mayor, then the next senior Commissioner, and so on.

Mayor Alison Dennington said she considers this topic an add-on. Spoke about how she has never refused to sign minutes. This came up because she was asked to sign the financial reports because it is a State Statute that requires 2 people to sign, the Mayor and the Finance Director.

Vice Mayor Dawn Barlow called a point of order for the Mayor being off topic.

Mayor Alison Dennington stated the point of order is not well taken.

Vice Mayor Dawn Barlow appealed the ruling.

**Motion to support the point of order; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Vice Mayor Dawn Barlow asked about adding additional sections.

Town Attorney Ryan Knight said the Charter Review did not make a recommendation for this section, but they are an advisory board, so the Commission can propose to make changes, and this would be the time to do so.

Mayor Alison Dennington asked the Town Clerk to read the legislative procedure about adding items on that are new and what the procedure is for that.

Town Clerk Amber Brown read the legislative procedure.

Commissioner Robert Baldwin spoke about how it does not matter who the Mayor is; this is to add alternate signers when the Mayor is not available or unwilling, or unable to timely sign documents.

Mayor Alison Dennington spoke about there is a provision in the Charter that if the Mayor is sick, then the Vice Mayor can sign.

Town Attorney Ryan Knight spoke about the 11 revisions and potentially a 12<sup>th</sup> from Commissioner Robert Baldwin. Recommended going through each one and voting on them one at a time.

Mayor Alison Dennington asked if anyone had an objection to the language for the Recognition of Both Genders. - 1:19:48

No objections.

Section 2.02, Changing residency requirements from 6 months to 12 months.

Commission Tim Reed suggested moving it from low priority to high priority, but Vice Mayor Dawn Barlow said they would discuss priority level later.

No objections.

Section 2.03, Changing the term limitation from 1 year to 11 months.

Mayor Alison Dennington objected to this one and would like to leave it as is.

The rest of the Commission had no objections.

Town Attorney Ryan Knight said he is marking these down, and at the end, they can make a motion for each one.

Commissioner Robert Baldwin would like to go back over them to prioritize them.

Town Clerk Amber Brown said it would be charged per page, but she does not know how many pages it will take or the cost per page.

Section 2.04, Amending it by specifying the time period to serve as a result of appointment due to a vacancy, specifies that they shall serve until the next general election for which the qualifying period has not begun at the time of the vacancy.

No objections.

Section 2.09, Provides that candidates receiving the largest number of votes shall be declared elected for the longest terms.

No objections.

Section 2.12, Clarify the requirement for the Commission to vote to adjourn.

**Commissioner Robert Baldwin made a motion to allow 1 minute for a representative of the committee to address this; Commissioner Tim Reed seconded;**

*Jim Simmons – 409 Avenue B - Spoke about how he was Chairman of the Charter Review Committee, said this was in case there were 3 Commissioners for a quorum, and one had to leave, you could still adjourn the meeting with a majority vote.*

Mayor Alison Dennington objected.

The rest of the Commission did not have an objection.

Section 3.01, Would remove the Commission's authority to appoint, suspend, or remove the Town Clerk. - 1:27:50

Mayor Alison Dennington had an objection to this.

The rest of the Commission did not have an objection.

Section 3.03, Amends the provision on members of the Town Commission from interfering with the administration of the Town except through the Town Manager.

Mayor Alison Dennington objected to this.

Commissioner Anna Butler was in favor of it.

Commissioner Tim Reed said he thought the Commission decided they were not making this change at the previous meeting, but other Commissioners disagreed.

Commissioner Robert Baldwin was not in favor.

Commissioner Tim Reed was not in favor of it.

Mayor Alison Dennington said that there are 3 not in favor, so they can strike this one.

Vice Mayor Dawn Barlow spoke about needing an interference clause.

Commissioner Anna Butler spoke about agreeing with the Vice Mayor.

Section 3.04, Would remove the Commission's authority to fix the salary of the Town Clerk, also removes the provision that the Town Clerk is to serve the Commission.

Mayor Alison Dennington spoke about objecting to this.

The rest of the Commission did not object to it.

Section 3.05, Would clarify that the Town Commission shall fix and approve the salary and contract of the Town Attorney and removes the requirement that the Town Attorney be the prosecutor in Town court.

No objections.

Section 3.11, Amend it to incorporate the definition of unacceptable gifts.

No objections.

Commissioner Robert Baldwin recommended the addition of Section 3.07 - Mayor

Mayor Alison Dennington objected because the current can be amended to include a definition for unavailable.

Town Attorney Ryan Knight spoke about how you can add the words unable or unwilling without needing to reword the entire section 2.08.

Mayor Alison Dennington called for public comment.

*Jim Simmons – 409 Avenue B – Spoke about how the Charter Review Committee went through each section. Recommended concentrating on the high-priority ones because you want to limit the number of referendum items put forth. Spoke about having consistency with the position of the Town Clerk and who she reports to.*

Mayor Alison Dennington spoke about a comprehensive list from the Florida League of Cities.

Vice Mayor Dawn Barlow suggested moving 2.08 to high priority.

Vice Mayor Dawn Barlow made a motion that we accept section 2.03 Terms of Office under high priority; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Vice Mayor Dawn Barlow made a motion that we accept section 2.04 Vacancies on the Commission under high priority; Commissioner Anna Butler seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept section 2.09 Commissioners at Large under high priority; Commissioner Anna Butler seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept section 3.01 Powers and Duties of the Town Commission under high priority; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Vice Mayor Dawn Barlow made a motion that we accept section 3.03 Office of the Town Manager under high priority; Commissioner Anna Butler seconded; Motion failed 2-3 with Mayor Alison Dennington, Commissioner Robert Baldwin, and Commissioner Tim Reed dissenting.

Vice Mayor Dawn Barlow made a motion that we accept section 3.04 Office of the Town Clerk under high priority; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Vice Mayor Dawn Barlow made a motion that we accept section 2.08 Vice Mayor with adding in the absence or unwilling, per what the Town Attorney just read; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Tim Reed made a motion that we move 2.02 Composition and Qualifications from a low priority to a high priority at the bottom and accept as proposed; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept section 2.12 Legislative Procedure under the low priority and condition, depending on what cost outcome is that the low priority items could potentially not make the ballot; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Vice Mayor Dawn Barlow made a motion that we accept section 3.05 Office of the Town as #9 under low priority; Commissioner Anna Butler seconded; Motion carried 5-0.

**Vice Mayor Dawn Barlow made a motion that we accept section 3.11 Code of Ethics as #10 under lower priority; Commissioner Anna Butler seconded; Motion carried 5-0.**

**Vice Mayor Dawn Barlow made a motion that we accept the universal updated He/She throughout the Charter as low priority #11; Commissioner Tim Reed seconded; Motion 4-1 with Commissioner Robert Baldwin dissenting.**

- D. Additional document to add to the Charter Review Committee recommendations – Mayor Alison Dennington

Mayor Alison Dennington said this does not need to be approved, so they can move on.

#### **11. New Business – 1:53:18**

- A. Consideration for the Parks Board to host a Back to School Event – Parks Board

Lisa Kishegyi, Chairperson of the Parks Board, and Jeannette Soucy, Parks Board Member, spoke about the details of the event, which is a Back to School Bash on Friday, August 8th, in Ryckman Park from 6:00-8:00 pm, and possibly a movie starting at 8:00.

Mayor Alison Dennington asked the Police Chief to speak about electric scooters.

Commissioner Tim Reed confirmed that the plan is for this to be an annual thing and that the only cost to the Town for the event is a little overtime staff cost and a movie.

Police Chief Tim Zander said they would be looking at about 8 hours of overtime.

Mayor Alison Dennington spoke about having guidelines on who can have a booth.

**Vice Mayor Dawn Barlow made a motion that we support the Back to School Event as presented by the Board members that have come tonight; Commissioner Anna Butler seconded; Motion carried 5-0.**

- B. Consideration on Resolution 2025-10 – Censuring Mayor Alison Dennington – Commissioner Robert Baldwin - 1:59:32

Mayor Alison Dennington spoke about how she sent her objections to the Town Attorney.

Town Attorney Knight spoke about he had not had an opportunity to read it all but her objections are noted.

Mayor Alison Dennington asked how long Commissioner Robert Baldwin had to speak and Vice Mayor Dawn Barlow said he had unlimited time to present as there has never been a time limit before.

Commissioner Robert Baldwin spoke about how he had hoped the Mayor's behavior would have changed after the meeting in October, but her communication has become more irrational and spoke about an email she sent to DOGE. Spoke about the Mayor's frustration

towards Commissioner Anna Butler and Town Attorney Ryan Knight, and requested a public apology to them both. Recommends that we approve the censure resolution as presented.

Commissioner Tim Reed spoke about how he can see it being problematic and how it can get under people's skin, but asked how this benefits the Town. Would rather work on something to come together, not cause more division.

Commissioner Anna Butler spoke about how we need to make a statement to the Town, the negativity and talking badly about people is disheartening. It didn't do anything last time, but the Commission needs to hold her to it if this passes. The only people getting hurt are the people who live in this Town. If this is one way we can make a statement, please do.

Vice Mayor Dawn Barlow said the feedback from the October Resolution was that there were no specifics, but this one has specifics. We are all neighbors. There is some polarizing behavior. A resident previously spoke about trust. The Mayor has some incredible passion. The examples in this Resolution are not professional and are not the behavior of leadership. There needs to be a coming together. Is supportive of this Resolution and frustrated that the true business of this Town is not able to be focused on. Said she is hopeful that we can get there. We have high expectations of professional behavior.

Mayor Alison Dennington spoke about how this censure is based on a 4-page email she sent to a DOGE official whom she had spoken with before. She used the word idiot, but the rest of the email was about mismanagement. Apologized for using the word idiot and said she should have been more professional. Said she has a stack of emails with things other Commissioners have said about her. Spoke about a Facebook group that Commissioner Robert Baldwin and Commissioner Anna Butler are a part of, where things have been said about her.

Vice Mayor Dawn Barlow called a point of order for being off topic.

Mayor Alison Dennington found the point of order not well taken.

Mayor Alison Dennington spoke about how there is a legitimate purpose to censure, but it should only be used when it really applies. Said this is a charade. Apologized for her one drop in an ocean of hypocrisy.

Commissioner Anna Butler said if the Mayor wanted to hand out the emails, she has nothing to hide, does not use bad words, or call people names.

Mayor Alison Dennington spoke about how this is a charade. Said she will not apologize for exposing violations of statutes. Apologized for using the word idiot, but did not apologize for the rest of the email.

Commissioner Robert Baldwin spoke about a Facebook Messenger private post between 2 residents where the word psycho was used. There is a difference between calling a fellow

Commissioner an idiot to a State Official and a private conversation between two people. Said he would be happy to defend his use of the word psycho.

Mayor Alison Dennington wanted clarification on being able to use the word psycho but not idiot. Said she wanted a list of words she could say.

Vice Mayor Dawn Barlow called a point of order.

Commissioner Robert Baldwin said he provided the private message conversation because of the reference to the FPL emails.

Commissioner Tim Reed said this forum has done the airing out of the opinions. Not sure a censure benefits the Town. Said he would like to see a way to come together rather than keep us divided.

**Commissioner Robert Baldwin made a motion to approve the resolution to censure Mayor Dennington as presented; Commissioner Anna Butler seconded;**

**Jim Simmons – 409 Avenue B** – Spoke about how the Mayor's job is not hard, but you totally screwed it up. You are not a stupid person; you could be an asset to the community. Put some kind of filter on it. Quit trying to find conspiracies under every rock.- 2:21:25

**Mark McBride – 310 Second Ave** – Spoke about how none of you are perfect, and the Mayor talks too much, but all of you have issues. The Mayor is the only one who has done anything for him. Nobody is innocent. She needs to pull it in, but she has extreme value. We are not "fans", we just want something to get done in the Town, and she's the only one that's doing it.

**John Benton – Palm Bay, FL** – Spoke about how if you censure the Mayor, she should hold a sign out. Stand your ground.

**Frank LaGrassa – 412 First Ave** – Spoke about when the polarized faction of this Commission does things like this, it demonstrates how little it cares about the Mayor's causes.

**Tina Coppock – 505 Avenue B** – Spoke about how at the previous censure the Mayor promised to do better, but she has not. It didn't have to come to this; she could have apologized. This is the second time the Mayor has been censured. Resign before the third.

**Steve Walters – 416 Sixth Ave** – Spoke about the Mayor's email to DOGE. Said the Mayor is doing her best, she donates her salary to the Town. If the 4 other Commissioners have never said anything negative about the Mayor, then go ahead and vote yes for the censure.

**Marivi Walker – 511 Riverside Dr** – Thought the Mayor was going to change after the first censure, but she has not. Continues to talk over people and still does not know how to run a meeting. This is not about I, it is about we, as a Commission. You argue with everyone and don't let other people talk. You are very smart, but you need to channel yourself. Wishes for change, but you're not going to. You should resign, and the censure is long overdue.

**Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.**

C. Discussion on inspection plan of Town assets – Public Works Director Tom Davis - 2:41:58

Public Works Director Tom Davis spoke about how Commissioner Tim Reed put this on the task list, so he constructed this list. This is a base model; he is open to suggestions.

Commissioner Tim Reed spoke about part of it was the itemization of the inspection items, which still has some work to be done. The second part is executing the inspections. Asked when the first scheduled execution of these items is and how frequently he plans to do that.

Public Works Director Tom Davis spoke about how the base list is verbatim what the insurance covers. This is a base model for input. Then he will go back and refine it.

Commissioner Tim Reed said what drove this was the issues in the Town Hall building with leaks, mold, gutter damage, and roof damage. It does not appear there is a full list, such as roof, electrical, plumbing, etc. Confirmed this will address those issues.

Public Works Director Tom Davis said a few pages at the end include the details of the inspection. Said he would like to get input from the Commissioners individually because they have good insight.

Mayor Alison Dennington asked if this is new; there are a couple more things that can be added. Have a stand-alone for each of the 16, and include a column for how often to do the inspection. Suggested having the police while they are driving around, have a basic sheet to report issues to Public Works.

Vice Mayor Dawn Barlow spoke about liking the basics, but does have some suggestions that they can meet to go over.

Mayor Alison Dennington suggested doing the Public Works Department now.

Public Works Director Tom Davis spoke about how he would like to stay to defend himself against the allegations against him for the agenda item.

D. Consideration on a finger pier (dock) at the Sixth Ave boat ramp – Commissioner Robert Baldwin - 2:54:32

Mayor Alison Dennington verified that Commissioners are not prohibited from adding things day of that no one has seen as a supplemental item.

Town Attorney Ryan Knight said if it is your item, you can provide supplemental information day of; if it is not your agenda item and you want to provide supplemental information, it would have to go on as a new agenda item.



Commissioner Robert Baldwin said there is a resident who owns a dock company who is willing to build and maintain the dock at no charge to the Commission. Said there are 2 main benefits to this: you do not have to walk down a slippery, unsafe ramp, and it reduces the potential damage to your boat as there is coquina rock there. This does not change the size of boats that can launch here, it does not attract larger vehicles, does not change anything. There was a concern about privacy, and the property to the south only has a 4-foot block wall, which everyone at the ramp can already see over. Recommends moving ahead with this.

Mayor Alison Dennington spoke about being against it.

Commissioner Tim Reed spoke about how this would be erected for the public. Thinks there would need to be a contract with the provider. Since it is open to the public, would it have to be ADA compliant, and then would there need to be handicap parking? Need to make sure we cross the Ts and dot the Is. Since the seawall is already in disrepair, how would this affect doing that work? This should go through our Planning and Zoning Board for approval. Do hours of operation need to be addressed?

Vice Mayor Dawn Darlow spoke about how this topic has been brought up before. She has dealt with the ramp her entire life. She spoke to 16-18 people, and the residents are split. Thinks it is premature, and this would need to be explored. The other aspect that comes into play is that the ramp is used for Fire Rescue. Thinks PNZ needs to play a role in this.

Commissioner Anna Butler spoke about how there is a concern with safety. In order to make sure that everyone is heard and everyone is comfortable with the decision, more work needs to be done. Does not want to keep kicking the can down the road on hard decisions.

**Commissioner Robert Baldwin made a motion that we accept the proposal as presented to construct a finger pier at the 6th Ave boat ramp; Commissioner Anna Butler seconded;**

***Sabrina Cornelius – 1705 Orange St** – Asked how long the Company will maintain it. Once the contract is done, does the maintenance fall back to the Town? Is concerned that it will be maintained in the future. - 3:13:50*

Commissioner Robert Baldwin said if the company stops maintaining it in the future, the Town could probably figure out an easy solution, but acknowledged this was a good point.

***Tina Coppock – 505 Avenue B** – Spoke about launching kayaks from the launch and it is very difficult. To the ADA compliance, are the crossovers compliant or the swings at the end of the streets? Don't use ADA compliance as the reason to disagree with this.*

**Carol Feltus-Atkinson – 1602 Pine St** – Spoke about being the neighbor on the south side, and her biggest concerns are privacy and safety, but there are also concerns for the Town with cost and liability. This will increase use and create larger boat traffic. This is clearly a different use than what was originally proposed.

**Mike Kalajian – 524 Sunset Blvd** – Spoke about living here for 51 years. This will not allow for larger boats. This is just to make it safer. Entering into a contract is not a big deal. Missing the big point which is safety. Nothing against the neighbors, but they bought a house next to a public boat ramp. Just trying to make it safer. The permitting is simple, it is federal property. If someone's lot is narrower than 65 feet, there are no setback requirements.

**Commissioner Robert Baldwin made a motion that we extend his time by a minute; Commissioner Anna Butler seconded; Motion carried 5-0.**

**Mike Kalajian – 524 Sunset Blvd** – Spoke about the County does not require a permit to build a dock in the Indian River Lagoon, DEP has an exception if it is less than 1,000 square feet which this would be. The 30 feet was proposed in order to have an average sized boat of 20 ft and then 10 ft for the trailer, said this was a starting point and open to discussion.

**Bruce Larson – 1507 Pine St** – Spoke about key issues including volume. If you build it, they will come. Does not believe it will be terribly abused. Safety is another issue. You cannot sit on the seawall and swing over, so then you would need stairs and a railing. Look into the legal aspect and have a contract.

**Billy Stephens – 1508 Pine St** – Said he is on the north side of the boat ramp. Opposed to the current and all previous plans, due to privacy and property value. This is not the spirit of Melbourne Beach. There is going to be increased traffic. If you add a 30 foot dock, you are going to get more people from other Towns. The number one group that uses the dock is people watching the sunset.

**Mayor Alison Dennington made a motion to give him another minute.**

**Billy Stephens - 1508 Pine St** - The next group are people fishing, then kayaking, paddle boarding, then lastly are people that launch their boats. Said he would speak with Commissioner Robert Baldwin another time because he ran out of time.

**Ashley Ball – 210 Cherry Dr** – Spoke about wanting a solution to the problem of getting small kids in a boat after launching. This would be something small to get into the boat. - 3:35:35

**Mark McBride – 310 Second Ave** – Spoke about digital tourism. Said if it is done it should be something for safety.

**Jan Pence – 200 Riverside Dr** – Spoke about how the other municipalities do not have this, so it could be an asset. What about all the people that live next to the beach crossovers? That boat ramp is an asset for everyone in the Town.

**Kari Ross – 206 Flamingo Ln** – Spoke about how there is only so much space to park your car and trailer, so she does not see how there would be a plethora of vehicles because there is no parking. The Commission's job is to make a decision.

Vice Mayor Dawn Barlow read a public comment from **Georgene Wawrzyniak – 1616 Pine St** – Concerned that there has not been enough research on the effects to the adjacent and surrounding homes.

Vice Mayor Dawn Barlow read a public comment submitted by **Andrew Atkinson – 1602 Pine St** – Spoke about his concerns and is opposed to the dock. This is inappropriate for a residential area, impractical and not the right thing for the Town.

Vice Mayor Dawn Barlow read a public comment submitted by **Heather Chambers – 501 Second Ave** – Opposed to the proposed dock, spoke about costs. Said this would lessen the area for kayakers, there is already a close access place for boats.

Vice Mayor Dawn Barlow read a public comment submitted by **Tim Chambers – 501 Second Ave** – Opposed to the proposed dock, mentioned cost/repairs/maintenance. Feels this project is lessening the area for kayaks. Anything you propose is already available at Ryckman Pier.

Vice Mayor Dawn Barlow read a public comment submitted by **Kelli and Gary Turner – 420 Sunset Blvd** – Support the rebuilding of the boat ramp. Hope Commissioners will be in favor, especially because a resident has offered to do it for free.

Vice Mayor Dawn Barlow read a public comment submitted by **Allison Stephens – 1508 Pine St** – Concerned with the proposed construction of a dock. Said most people proposing this dock do not live nearby and would not be directly impacted. Spoke about safety and wildlife concerns, noise, and a loss of peace in that area.

Vice Mayor Dawn Barlow read a public comment submitted by **Caterina Schwinn – 503 Fourth Ave** – Opposed to any upgrades or additions. Before the Commission approves anything, have a traffic study done.

Vice Mayor Dawn Barlow read a public comment submitted by **Mary Weerts – 400 Driftwood Ave** – Asked for the Commissioners' support for the proposed upgrades. This project would improve access and safety for users, enhance functionality, and would be done at no cost to the city. - 3:58:55

Vice Mayor Dawn Barlow read a public comment submitted by **Bob and Patty Maier – 503 First Ave** – *Said they are opposed to the dock. Wants to keep residential areas residential.*

**Motion failed 2-3 with Mayor Alison Dennington, Vice Mayor Dawn Barlow, and Commissioner Tim Reed dissenting.**

**Vice Mayor Dawn Barlow made a motion that we task PNZ with evaluating this topic and hosting a workshop; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Recess at 10:05 pm – 10:14 pm

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Chief of Police Tim Zander  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Town Clerk Amber Brown

- E. Discussion on Town Manager and Public Works Director's conduct regarding auction signs – Mayor Alison Dennington - 4:15:15

Mayor Alison Dennington read the agenda item cover page. The missing signs include: 5 Ocean Ave signs, 4 Sunset signs, 4 Avenue B signs, 4 Surf signs, 4 Beau Jean signs. There are more than 40 missing signs valued at over \$750, and by State Statute, it is a felony, so she filed a police report for theft. Believes she has a duty to report it. This should be investigated.

Town Manager Elizabeth Mascaro said this is false and slanderous.

Town Attorney Ryan Knight said the Town Manager and Public Works Director have been accused of false statements and a felony. Thinks they should have a chance to respond without interruption.

Public Works Director Tom Davis spoke about the signs that were not given out. Forty years of his life he has served the public, and he has never stolen anything. He's so insulted. The signs that were not sold were kept because they were not in poor condition. The Mayor went back into the Public Works building and lost it over signs that were taken down and kept in case signs needed to be replaced after a storm. Spoke about the procedure of selling signs.

Mayor Alison Dennington said she does not believe the Public Works Director stole signs, but she does believe the Commission made a decision, and the management did not want to put it through.

Town Manager Elizabeth Mascaro spoke about no matter what she does, the Mayor is going to accuse her of being dishonest, immoral, etc. Cannot take this anymore because now she wants to charge them with a felony. They kept signs that were in good condition. The signs that were sold were a mess. The assumption is so far off base that it is offensive.

Police Chief Tim Zander spoke about how the allegations were of suspected theft. When the item has no more use of life left, the Public Works Director has the ability to throw things away, and anyone can dumpster dive. The Police Department investigated, and there was no crime committed, and there was no theft. If the Commission wants to look into whether a policy was violated, then that is up to the Commission. The case is closed.

Mayor Alison Dennington asked if this was a private company, and someone claimed theft, and you interviewed the employer or department head, and they said they had authority, would you close the case, or would you check with the boss? Would you take a sworn statement before closing it? Was told you can either sign something under penalty of perjury or you can swear it. Said the Town Manager has not signed anything.

Mayor Alison Dennington passed the gavel.

**Mayor Alison Dennington made a motion for a formal reprimand of the Town Manager for making false statements and preventing the Town from selling signs, which she was supposed to do and did not; Motion failed for a lack of a second.**

F. Consideration on increasing the hourly parking rate – Vice Mayor Dawn Barlow - 4:42:55

Vice Mayor Dawn Barlow would like to increase the hourly rate from \$2.5 to \$3.5. Spoke about what other local Towns charge, which ranges from \$1.00-\$5.00. Asked how quickly we can change it, and is there any legal notice that needs to be done.

Town Attorney Ryan Knight said there is no notice that needs to happen, but the signs need to accurately reflect the new cost.

Commissioner Tim Reed asked about the company's fees and what the Town nets.

Finance Manager Jennifer Kerr said the company sends an invoice every month for the kiosk, parking meter, etc, and she could get them those numbers. It changes monthly but is around the same amount. Guessed they charge roughly around 3%.

Town Manager Elizabeth Mascaro said it revolves around revenue generation, the more people that park, the more processing taking place and the more the Town receives. Said they can set different rates for different days, weekends, holidays, etc.

Mayor Alison Dennington spoke about being okay if it was \$3.00 and having a busy season.

Vice Mayor Dawn Barlow spoke about how the people paying are not residents, so this is a way to make some revenue from non residents.

Commissioner Robert Baldwin spoke about how we are over-thinking it. No one is going to care whether it is \$3.00 or \$3.50.

Commissioner Anna Butler spoke about agreeing with Commissioner Robert Baldwin.

**Vice Mayor Dawn Barlow made a motion that we increase it to \$3.50 effective July 1, 2025; Commissioner Anna Butler seconded; Motion carried 5-0.**

## **12. Finance/Budget Report – 4:51:02**

Commissioner Tim Reed spoke about wanting to get account balances as part of the revenue report including reserve accounts, operating accounts, and investment accounts.

Finance Manager Jennifer Kerr confirmed that he wanted bank statement balances.

Mayor Alison Dennington requested getting comp time information. Said it is a fiscal liability and she would want to know.

Commissioner Tim Reed spoke about how total expenditures are at 70.84 looking at monthly expenditures, we are going to go over the budget. Said they don't get an analysis, just data so he is just trying to understand.

Finance Manager Jennifer Kerr spoke about how you cannot compare month over month because capital items are typically purchased at the beginning of the year, so we are higher, but towards the end of the year spending slows down.

Commissioner Robert Baldwin spoke about the idea of separating the capital expenditure piece from the operating piece.

Finance Manager Jennifer Kerr said the target for right now is 66.67% and 70.84% is not far off, so we are pretty much on target.

Mayor Alison Dennington asked if everyone had paid for the signs and where that money is. Also asked about starter inventory.

Finance Manager Jennifer Kerr said it was put in as a revenue line item. Also said the starter inventory has been updated, and will send all that to the Mayor within a week.

Town Manager Elizabeth Mascaro said she would distribute the money equally.

**Commissioner Robert Baldwin made a motion to accept the finance report; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

## **13. Town Staff/Board Reports**

~~A. Building Department~~

B. Public Works Department - 5:06:10

Public Works Director Tom Davis spoke about how a recent spillage of raw sewage in Palm Bay has generated questions. Said that in that case, we have sufficient soil, and he would be able to handle the situation to stop it from entering the park.

Mayor Alison Dennington asked about an email she received about open trash and what could be done. Suggested creating a file for complaints.

Public Works Director Tom Davis said one provision that they could terminate is due to odor. Met with the Manager today, and they are going to look at it.

Town Manager Elizabeth Mascaro said they have documentation of complaints. Said there has been code enforcement on the property before, but not on this issue. Spoke about how they were not able to build a fence. Said they have called the health department about it, and they got cited.

#### C. Building Department - 5:12:35

Town Manager Elizabeth Mascaro said they are caught up with outstanding permits, and plan review has been done. Said the new Building Official could be at the next meeting.

Commissioner Tim Reed asked if there are any ongoing stop work orders, what is going on with the property at 309 Ocean, and if the report can include the number of failed inspections.

Town Manager Elizabeth Mascaro said there are maybe 3 stop work orders. Said one stop work order went to the Magistrate, and they are collecting fees. Stop work orders do not go away; they are similar to a lien on the property. They poured some footers to extend their permit at 309 Ocean; their permit is still active. Said she could add the number of failed inspections to the next report. Said the Building Official's salary base is \$110,000.

#### D. Code Enforcement - 5:18:35

Mayor Alison Dennington asked about adding something about attractive nuisance and listed residences where this is applicable. Asked about courtesy letters.

Finance Manager Jennifer Kerr spoke about the status of the addresses the Mayor listed. Courtesy letters are sent out first, saying you have X amount of time to fix the problem(5-30 days), then you will get a violation.

Vice Mayor Dawn Barlow spoke about how she has started submitting 5 STR advertising violations to the Town per day, so she has submitted 20 so far.

Mayor Alison Dennington spoke about how their advertisements can be pulled if they are not advertising correctly.

Town Manager Elizabeth Mascaro spoke about Vice Mayor Dawn Barlow submitting STR violations and how it is helpful for her to do that in addition to the Deckard software.

Vice Mayor Dawn Barlow spoke about the things she looks for when reporting an STR.

Mayor Alison Dennington suggested adding the number of rooms they've been approved for.

Town Manager Elizabeth Mascaro said they did not have the same database prior; said the report this week will be the same database with things added, like the number of bedrooms.

Town Clerk Amber Brown said the ordinance says a max occupancy of 10 (down from 12).

Commissioner Tim Reed asked about the findings by the Magistrate about Atlantic St.

Town Manager Elizabeth Mascaro said they will pursue the case again.

Finance Manager Jennifer Kerr spoke about how 1 rental is 30 days plus, which is not an STR.

#### E. Fire Department - 5:38:05

Commissioner Tim Reed asked what the plan is for the old fire truck when the new one is delivered, if the 30-day class is scheduled, and how many applicants there are.

Town Manager Elizabeth Mascaro said they planned to sell the old truck. The new truck is supposed to arrive in August, so she will determine if they are scouting out places to sell.

Town Clerk Amber Brown spoke about how there is a committee from the department that reviews applications. Depending on how many spots they have to fill, those individuals will start that 30-day class. There are applicants, but she does not know how many.

Mayor Alison Dennington spoke about how the Fire Chief told her that for the SAFER grant, you have 30 days from being notified to accept the grant, and 180 days to fill the positions.

#### F. Police Department

No additions.

#### G. Town Clerk

Finance Manager Jennifer Kerr said the deadline for the cybersecurity was 3 months.

Commissioner Tim Reed confirmed that the public records requests shown are for the month of May and asked if a year-to-date view could be included in the reports going forward.

Mayor Alison Dennington asked if a letter had been sent about reducing the rate for the scanning project.

Town Clerk Amber Brown said we are the reason we are not using it, so why would they reduce our fee? Said they are on 98 this year for public records requests, and that does not include the Commission requests. Can include the number of public records requests that have been fulfilled/have yet to be fulfilled in the upcoming reports.



H. Town Attorney

No additions.

I. Town Manager

No additions.

**14. Commission Reports**

D. Vice Mayor Dawn Barlow

E. Mayor Alison Dennington

**15. Task List - 5:48:48**

Owner Occupied STR – Next month is the first reading – Town Attorney Ryan Knight spoke about treating owner occupied inspections and things differently, so the definition will have to be inserted back in.

StormReady – Next month – Town Manager Elizabeth Mascaro said the Public Works Director pretty much has the StormReady designation completed except for questions that have to be answered by the Fire Chief and the Police Chief, so they are working on that.

6<sup>th</sup> Ave Board Ramp – Next month – Public Works Director Davis said a new sign came in today for no unattended vehicles. If someone notices an unattended vehicle, they can call the police. Said there are currently no signs up for no smoking, but said he will work on it.

Toxic Workplace Survey – Next month – Town Manager Elizabeth Mascaro said she is working with 2 different companies that will provide a selection of questions that they can ask. They would do it through a portal, so it will be anonymous. Said this could be an agenda item under unfinished business next month.

Sign Ordinance – Next month – Town Attorney Ryan Knight said the ordinance is 90% finished.

Town Building Maintenance – Next month – Town Manager Elizabeth Mascaro said the hotline is up and active. Right now people are still calling 911, but they can put out that information. For the roof for Old Town Hall, once they get signed contracts from engineering firms, then we can choose one, and they will come out to look at the roof to decide if it needs to be replaced or if there is life left. Said there is a do not exceed \$4,000.

Town Clerk Amber Brown said the motion that was made was to rescind the G&G roofing contract and proceed to put the roof for the Town History Center out for RFP in accordance with the Town's ordinances, and an additional motion for rescind the bid for G&G for the Town Hall roofing and approach EDC Haley Ward for initial consultation on making the corrections for the building, the roof, cupola, mold problems up to \$4,000.

Town Attorney Ryan Knight said all the CCNAs have been sent out; only one received back from Bowman. BSE had some revisions; those have been sent out. EDC is having its counsel review it.

Have not heard back from Construction Engineering. Said the Commission wanted an MOU from Brevard County, do not have anything finalized, so that is the hold up for the History Center roof.

Cybersecurity - Next month – Finance Manager Jennifer Kerr said she put in everything she has, and it spits out a plan. They recommend having a cybersecurity team.

Mayor Alison Dennington said the IT contract with computer experts is very detailed and a good starting point.

Town Manager Elizabeth Mascaro said they are not supposed to share the cybersecurity policy.

Town Attorney Ryan Knight said there would need to be 3 people on the Technology Advisory Board before sending them any tasks.

## **16. Adjournment**

**Commissioner Robert Baldwin made a motion to adjourn; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.**

Meeting adjourned at 12:15 PM.

**ATTEST:**

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**Alison Dennington**  
**Mayor**

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**Rachel Pembroke**  
**Transcriptionist**

# Town of Melbourne Beach

## TOWN COMMISSION WORKSHOP

### June 23, 2025 at 3:00 p.m.

### COMMUNITY CENTER – 509 OCEAN AVENUE

## MINUTES

#### Commission Members:

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### Staff Members:

Town Manager Elizabeth Mascaro  
 Deputy Clerk Cyd Cardwell

### 1. Call to Order

Vice Mayor Dawn Barlow called the meeting to order at 3:10 pm.

### 2. Roll Call

Deputy Clerk Cyd Cardwell conducted roll call.

#### Commission Members Present

Vice Mayor Dawn Barlow  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### Staff Members Present

Town Manager Elizabeth Mascaro  
 Finance Manager Jennifer Kerr  
 Deputy Clerk Cyd Cardwell

#### Commission Members Absent

Mayor Alison Dennington  
 Commissioner Robert Baldwin

### 3. Pledge of Allegiance and Moment of Silence

Vice Mayor Dawn Barlow led the Pledge of Allegiance.

### 4. Public Comments

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

## 5. New Business – 2:10

### A. Discussion regarding the FY 2025-2026 budget

Commissioner Tim Reed asked if the 3rd package they received was the same as the new one on the website.

Town Manager Elizabeth Mascaro said no, it has been updated. Said she had sent an updated version on Friday.

Vice Mayor Dawn Barlow said it would be helpful to add this to the packet online.

Mayor Alison Dennington arrived at 3:15 pm.

Town Manager Elizabeth Mascaro spoke about a few of the changes to the budget draft in the packet. Spoke about how she would call this week to figure out if they could get their health insurance covered by the County/State. Said a lot of final numbers will come in July. Directed the Commission to page 34 of the agenda packet, which is Fund 103, Special Revenue Fund, a donation fund for the Fire Department.

Commissioner Tim Reed asked why the fund isn't part of Dept. 22.

Town Manager Elizabeth Mascaro explained that donations may have specific purposes, so they are kept in a separate fund. These are not items that the Town will pay for, these are purchased by the Fire Dept, usually donations from MBVFA. - 13:50

Mayor Alison Dennington asked for an explanation of the differences between pages 23 and 23A.

Town Manager Elizabeth Mascaro spoke about the cost difference if additional firefighters were added. Page 23 is without the additional, 23A is with 6 full-time firefighters. This does not include the offset for the SAFER grant because this is only an expense sheet. She spoke about the three options for the Fire Dept. staffing issue.

Vice Mayor Dawn Barlow spoke about bypassing Fire for now and returning to the topic later in the meeting.

Commissioner Tim Reed confirmed that donations can't be mixed with the general fund; asked about the line item for transferring in from the general fund.

Finance Manager Jennifer Kerr explained we don't transfer into this fund from the general fund, but the line item exists for each fund.

Town Manager Elizabeth Mascaro said they separated boards because they are all taking in money that cannot be commingled in the general fund. Spoke about how the EAB has donation money separated and so does Parks Board, MBPD has a donation fund too. Town Hall is the only department whose donations would go to the general fund but donations to Town Hall are rare.

Commissioner Tim Reed asked what the Sunshine Jim donation is.

Finance Manager Jennifer Kerr said it was an older donation that they are spending down. Spoke about the GL number not showing, but it does have one.

Vice Mayor Dawn Barlow confirmed they are increasing the EAB fund from \$3,000 to \$4,000.

Town Manager Elizabeth Mascaro said this was because it is what they give the Parks Board.

Vice Mayor Dawn Barlow asked if the distribution of funds from the street sign sale was depicted. - 27:25

Town Manager Elizabeth Mascaro said they are not.

Vice Mayor Dawn Barlow spoke about reducing the allocation to the Parks Board to \$2500 because they have excess funds.

Town Manager Elizabeth Mascaro spoke about how sea oats and adopt-an-area have always been paid for by the Town, which is \$500.

Mayor Alison Dennington said the amount from selling the signs would cover the \$500. Suggested crossing out the \$4,000 and doing \$500 which was from the signs.

Commissioner Anna Butler agreed and spoke about the boards coming to the Commission later if funds are needed.

Vice Mayor Dawn Barlow spoke about having additional funds from the parking increase and how that could go to the boards if necessary.

Mayor Alisno Dennington proceeded to page 36.

Town Manager Mascaro spoke about \$11,500 in funds that the Parks Board hasn't expended yet for the butterfly garden and Circle Park; up to the Commission on how to handle it. If they don't spend, the money will be rolled back in. Kids Business Fair is usually a wash. \$1000 is the amount expected for Honor Walk bricks.

Commissioner Reed spoke about how the Parks Board hasn't presented a plan.

Vice Mayor Barlow disagreed and spoke about them having a plan but that the Commission needed an update from them.

Town Manager Mascaro spoke about the \$4000 transfer changing to \$500 for Parks Board and EAB.

Commissioner Reed asked how many boards are getting sign funds.

Vice Mayor Dawn Barlow said she would reach out to see what the update is on the butterfly garden and Circle Park upgrades.

Town Manager Elizabeth Mascaro spoke about four boards: Parks, EAB, HCB, HPAB. The Parks Board has been focused on Hometown Heroes banners and Honor Walk bricks.

Commissioner Tim Reed asked what fund 121 is about.

Town Manager Elizabeth Mascaro said this revenue comes in from tickets.

Finance Manager Jennifer Kerr said anything that goes through the Clerk of Courts, a percentage comes back to the Town and must go into a Police education fund.

Mayor Alison Dennington said it makes it difficult to be able to see where you can save money when you're paying for the same thing in 2 different spots.

Finance Manager Jennifer Kerr spoke about projecting numbers based on the prior year's spending.

Commissioner Tim Reed spoke about reducing the line item for training in Department 21 by \$2,500 since the money is sitting in another area. - 43:00

Town Manager Elizabeth Mascaro said no and spoke about sending Police Officers to school in Jacksonville for a week being expensive. Spoke about providing a spending breakdown for the Police Department training.

Vice Mayor Dawn Barlow said the revenue side of it is a distribution from the state level which is why the fund must remain separate and distinct and we show the expenses.

Commissioner Tim Reed asked if the fund was in the monthly finance report.

Town Manager Elizabeth Mascaro said no, monthly is only the general fund.

Commissioner Tim Reed asked if we will spend the combination of what's in 121 and 21 on training for FY26 or if it is just in case.

Town Manager Elizabeth Mascaro spoke about predicting that both will be spent.

Mayor Alison Dennington asked if the Town looks at what MBPD needs for training and subtracts \$2500 from 121 to figure out what 21 gets.

Town Manager Elizabeth Mascaro spoke about the summer and winter conferences for the Chief and Deputy Chief. \$2,500 for college courses, supervisory and administrative classes.

Mayor Alison Dennington asked the Town Manager to provide information on what was spent on training and schools last year. Asked to move on to the next department.

Town Manager Elizabeth Mascaro spoke about the Building Dept. education fund going towards books, conferences, online training. Spoke about the amount being dictated by building permits and must be put into the fund per state statute.

Commissioner Tim Reed confirmed the fund is mandated to be training. Said this is a relatively small amount, does not have an issue with it.

Vice Mayor Dawn Barlow asked to move onto fund 125.

Town Manager Elizabeth Mascaro spoke about the Building Department previously paying Town Hall back and having to pull funds from the general fund into Building.

Vice Mayor Dawn Barlow confirmed that the 159 figure on expenses is reflective of the updated salaries.

Town Manager Elizabeth Mascaro said she reduced the contract amount for professional service to \$20,000.

Commissioner Tim Reed asked if the full-time Building Official contract is OBE, \$180,960.

Town Manager Elizabeth Mascaro spoke about the \$180,000 figure being for a private provider, so since we have gone to a full-time employee, that will come off the budget.

Mayor Alison Dennington asked how the revenue for Building was calculated because it's more than last year. - 57:08

Finance Manager Jennifer Kerr spoke about it being \$10,000 less.

Town Manager Elizabeth Mascaro spoke about new houses under construction bringing in new permit fees.

Commissioner Tim Reed asked about a negative \$50,000 returning to the general fund.

Town Manager Elizabeth Mascaro spoke about that being an overage the Building Department returned to the general fund in FY24.

Mayor Alison Dennington asked for the expense for BS&A software for the Building Department and asked if all departments pay for it.

Town Manager Elizabeth Mascaro said that was on page 41 in the packet and confirmed that yes, all departments pay.

Finance Manager Jennifer Kerr said she could total all BS&A expenses up for the Commission.

Mayor Alison Dennington spoke about consolidating departments and cutting staff.

Vice Mayor Dawn Barlow spoke about staying on topic regarding the Building Department.

Mayor Alison Dennington spoke about consolidating the Finance and Building Clerks.

Town Manager Elizabeth Mascaro spoke about educating the Commission on staff's duties.

Mayor Alison Dennington asked to shadow the staff.

Town Manager Elizabeth Mascaro said no and spoke about there being a better way to educate the Commission.

Vice Mayor Dawn Barlow spoke about building revenue being self-sustaining and the department needing both employees.

Commissioner Tim Reed recommended moving on to fund 141, stormwater. Said this covers the cost of keeping the drains clean. It is maintenance, not anything related to future improvements.

Town Manager Elizabeth Mascaro spoke about how there are engineering fees if there is a project going on that may come out of this fund, but primarily it is the baffle boxes, the construction when they are crushed.

Commissioner Tim Reed asked if the repair at the end of Avenue A came out of 141.

Town Manager Elizabeth Mascaro responded that it came out of 341. Spoke about the way stormwater funds are separated and why.

Commissioner Robert Baldwin arrived at 4:21 pm. - 1:13:08

Mayor Alison Dennington asked if the Town Manager has a list of the funds, the year they were started and what they are for.

Town Manager Elizabeth Mascaro said they can generate a list. Spoke about how they try not to open and close funds arbitrarily at the request of the Town's accountants. Said they can talk to accountants about a separate fund, but we can't have a fund for everything.

Commissioner Robert Baldwin spoke about having a schedule for a fund rather than multiple funds.

Town Manager Elizabeth Mascaro confirmed they do that for the long-term capital fund.

Finance Manager Jennifer Kerr spoke about general fund 19, government.

Town Manager Elizabeth Mascaro confirmed that the Finance Manager could help her go in and break down what balances are in each item. It would be a spreadsheet that takes the total numbers and breaks them down into what makes up that number. They would also get the Commission the 5-year projections as well.

Commissioner Tim Reed spoke about fund 341 looking at FY25.

Town Manager Elizabeth Mascaro asked about going back to page 42 because it was skipped. Spoke about a small collapse near curbing on one of the "tree" streets that could be paid for with fund 141.



Finance Manager Jennifer Kerr said funds carry forward within themselves at the end of the fiscal year after the budget is closed out. Spoke about anything over \$5,000 going to capital assets.

Mayor Alison Dennington asked if she would get that with the requested inventory.

Finance Manager Jennifer Kerr spoke about it being its own spreadsheet separate from inventory.

Mayor Alison Dennington asked for a copy of both capital and inventory.

Vice Mayor Dawn Barlow spoke about looking at a name change for fund 141 reflective of what it's used for.

Town Manager Elizabeth Mascaro said If we are making changes to our funds, we want to run it by the accountants to make sure they are okay with the changes because there are rules that need to be followed.

Commissioner Robert Baldwin said splitting something out might be easier than combining things together, suggested seeing what the accountants have to say. - 1:32:06

Town Manager Elizabeth Mascaro spoke about moving to page 45, Ocean Park revenue and expenses.

Commissioner Tim Reed questioned using that revenue to fund the Police Officer position.

Town Manager Elizabeth Mascaro said she would get the Commission a copy of the agreement they have with the state indicating what they can use that money for.

Vice Mayor Dawn Barlow asked for confirmation that the numbers did not reflect the increase in the hourly parking rate to \$3.50.

Town Manager Elizabeth Mascaro spoke about last year's numbers being down due to cold weather and less snowbirds visiting the beach; spoke about trying to be conservative with estimates. Spoke about providing the Commission updated numbers reflecting the new parking rate. Said the projection for FY26 is that expenses will be in excess of revenue by \$726.

Mayor Alison Dennington asked for a paper list of the different funds.

Town Manager Elizabeth Mascaro said the staff could provide that; spoke about moving to page 48, Ryckman Park revenue and expenses.

Commissioner Tim Reed asked why parking revenues can't be a revenue stream into general expenditures.

Town Manager Elizabeth Mascaro spoke about being unable to see what the actual expenses are; spoke about how the Town used to have fund 72 for Founders Day, movies in the park, etc.

Commissioner Tim Reed spoke about keeping it as an expense fund only.

Finance Manager Jennifer Kerr spoke about how people used to ask what was earned on parking and where it was going, so the Commission at the time created this fund.

Commissioner Anna Butler spoke about it providing transparency.

Mayor Alison Dennington spoke about taking the excess that is not spent and putting it into a roads capital fund.

Town Manager Elizabeth Mascaro said they are unable to separate it from the general fund.

Mayor Alison Dennington spoke about it being a good idea to keep tracking it; if the state ever came after parking revenue we could show where it goes.

Commissioner Tim Reed spoke about not needing to track it separately and using the monies to help the Town's bottom line.

Vice Mayor Dawn Barlow disagreed and thought it is important to keep it separate. There are capital expenses that this park needs to capture. What happens when playground equipment needs to be replaced? Residents have expressed opposition to fundraising because it gets taxed. Suggested having a strategy that says 80% of excess funds are held in reserve for capital improvements.

Finance Manager Jennifer Kerr spoke about transferring the money into the existing long-term capital for parks.

Town Manager Elizabeth Mascaro said she reduced the transfers to EAB, parks from \$4,000 to \$500 a piece. Spoke about the recreational programs in the park being the biggest expense.

Mayor Alison Dennington asked for information on the frequency and attendance of free classes in Ryckman Park. There are roughly 4 classes a week and Vice Mayor Dawn Barlow gave some estimates of how many attendees per class.

Commissioner Tim Reed wanted to see if there was consensus to take that 75/80% out to put to long term capital. The Commission discussed what to do with the money (roads, park equipment) but ultimately decided not to put a label on where to spend the money yet.

Vice Mayor Dawn Barlow spoke about the playground equipment being on borrowed time and probably costing around \$300-400,000 to replace. - 1:52:05

Town Manager Elizabeth Mascaro spoke about the bathrooms in Ryckman Park being budgeted out of Public Works, but we can start to budget out of fund 175 if the Commission wants.

Vice Mayor Dawn Barlow asked as an example which fund the swing at 6<sup>th</sup> Avenue came from.

Finance Manager Jennifer Kerr stated it came from grounds maintenance.

Mayor Alison Dennington spoke about tracking where the parking money is going and said the more you have things segregated, the easier it is to follow.

Town Manager Elizabeth Mascaro asked if the Commission was in agreement that the parking revenues would cover all structures in Ryckman Park and Ocean Park such as Pavilion, bathrooms, etc.

Mayor Alison Dennington spoke about other parks that don't have parking such as Bicentennial staying under Public Works fund. Spoke about the importance of being able to track the expenses that the parking money is going towards.

Town Manager Elizabeth Mascaro asked if the groundskeeper's salary should come out of parking revenues because he spends a significant amount of time working on Ryckman Park.

Commissioner Tim Reed stated yes to capital items but not salaries.

Vice Mayor Dawn Barlow spoke about the Commission holding reserves towards long-term capital for parks.

Commissioner Tim Reed spoke about his concern that the Town is not funding stormwater.

Mayor Alison Dennington asked what the interlocal administrative costs are. - 2:09:15

Finance Manager Jennifer Kerr spoke about how it is a bill from the County.

Vice Mayor Dawn Barlow asked to move to the Fire Department fund since the meeting had a hard stop of 6:00 pm.

Commissioner Robert Baldwin spoke about the summary he had written and his conversation with Fire Chief Brown; shared his opinion that County was the best choice cost wise but not the best option for fastest response. Wanted to start a discussion amongst the Commissioners about how they feel about a volunteer force, the County option, etc. Commissioner Tim Reed spoke about whether there would be a separation of responsibility for paid versus volunteer firefighters and how that comes into play when it comes to marine rescue calls.

Vice Mayor Dawn Barlow spoke about response times and the 2-in, 2-out NFPA requirement being an issue if we go with Indianantic or County.

Mayor Alison Dennington spoke about how it might not be good to enter into anything but basic aid if we have a paid department. Said they have a good chance of getting the grant. Still thinks it needs to be a referendum but understands that it is difficult.

Vice Mayor Dawn Barlow spoke about the issues of voting turnout in an off-year election.

Mayor Alison Dennington spoke about the issue needing to be put to a referendum, but if it can't then staff cuts could help.

Vice Mayor Dawn Barlow asked if the Mayor could identify \$600,000 in cuts. - 2:26:04

Mayor Alison Dennington said no but the grant could help. Said she would like to do the referendum right away or try to come up with the \$157,000 by cutting positions. This would get them 2 years to figure out a tax structure and put that to voters. Spoke about a twenty-year tax according to Chief Brown.

Town Manager Elizabeth Mascaro spoke about being unaware of a twenty-year tax.

Commissioner Robert Baldwin spoke about even if there's a twenty-year tax we could reduce it to virtually nothing.

Vice Mayor Dawn Barlow spoke about following up to get the facts.

Commissioner Tim Reed spoke about the timing issue and that the sense of urgency wasn't expressed earlier, but it's not a reason to avoid a referendum.

Commissioner Robert Baldwin spoke about the timing quandary between the referendum and the SAFER grant, and that they would have to accept the grant before knowing the results of the referendum.

Commissioner Anna Butler spoke about concerns with the referendum and misinformation circulating on social media; questioned how to educate residents properly.

Town Manager Elizabeth Mascaro spoke about having a mailer with substantial information that could be sent out by Friday to residents.

Commissioner Tim Reed said you could put out a summary of the big points and point them to a hotline or somewhere online they can get that information.

Vice Mayor Dawn Barlow said she met with the Fire Chief and suggested walking through a resident's tax bill line-by-line to see how the different options affect it, and about their responsibility to juggle public safety and fiscal responsibility. The residents need to know what happens to their tax bill.

Mayor Alison Dennington said it bothers her that this is rushed because this has been an issue for years, but there is no need to place blame and it does not change the fact that they are where they are. Does not want to lose the Fire Department. Believes if Fire Chief Brown leaves, many firefighters will go with him. Said they could fund it for year one, assuming they got the SAFER grant. Said in the referendum it could say in year 4 when we have to pay for this 100% would you like to keep it or not. Spoke again about finding the \$157,000 (25% of what is needed to fund the firefighters) by eliminating positions like the Finance Clerk and the Permit Tech. Those 2 positions are \$149,000.

Vice Mayor Dawn Barlow said the Permit Clerk is supported out of permit fees, not the general fund. Said there will be tax increases in the future whether that is year 1 or year 4 and they need to plan for that regardless of whether they get the grant or not.

Commissioner Anna Butler said bringing up elimination of 2 positions with no evidence that they are not needed is irresponsible to say.

Mayor Alison Dennington said she did have reasons. We have had these positions for so long when everything was on paper. We now have software to have everything online. We are not in the business of charity. Believes there is a lot of redundancy.

Finance Manager Jennifer Kerr said the computer software does not install itself. A human must do that. Accounts receivable, accounts payable, permits, etc all still must be entered in by a human.

Commissioner Anna Butler requested a day-to-day routine of those positions to verify whether or not there is redundancy.

Vice Mayor Dawn Barlow said we created a new position and we paid for more technology this year. The argument of technology and people is not one for one.

Commissioner Tim Reed said in regard to fiscal responsibility, if we are going down this path, we need to be prepared to do it even if the grant does not come through.

The Commission discussed the hybrid model.

Commissioner Robert Baldwin noted the time and confirmed that the meeting had a hard stop of 6:00 pm.

## **6. Adjournment**

**Commissioner Robert Baldwin moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 6:02 pm.

**ATTEST:**

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**Alison Dennington**  
Mayor

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**Rachel Pembroke**  
Transcriptionist

# Town of Melbourne Beach

## SPECIAL TOWN COMMISSION MEETING

### July 1, 2025 at 5:00 p.m.

## COMMUNITY CENTER – 509 OCEAN AVENUE

## MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
 Town Attorney Ryan Knight  
 Town Clerk Amber Brown

#### **1. Call to Order**

Mayor Alison Dennington called the meeting to order at 5:03 p.m.

#### **2. Roll Call**

Town Clerk Amber Brown conducted roll call.

#### **Commission Members Present**

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members Present**

Town Manager Elizabeth Mascaro  
 Town Attorney Ryan Knight  
 Town Clerk Amber Brown

#### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

#### **4. Public Comments**

After being acknowledged by the Vice Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

#### **5. New Business**

##### **A. Ordinance 2025-02 Proposed Amendments to the Charter – First Reading**

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, SUBMITTING TO THE ELECTORS OF MELBOURNE BEACH PROPOSED AMENDMENTS TO THE CHARTER OF THE TOWN OF MELBOURNE BEACH; PROVIDING BALLOT TITLES, SUMMARIES AND TEXT FOR THE PROPOSED AMENDMENTS; PROVIDING DIRECTIONS TO THE TOWN CLERK;**

**PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE FOR APPROVED AMENDMENTS; PROVIDING FOR AN EFFECTIVE DATE FOR THE ORDINANCE.**

Town Attorney Ryan Knight spoke about how this is the first reading of what was discussed at the last regular meeting. This ordinance includes all of the high and low priorities except for the one with the interference clause, as that was removed at the last meeting. Read the preamble for Ordinance 2025-02 Proposed Amendments to the Charter. -2:22

The Commission reviewed and had no issues with Amendment 1 – Amend residency requirement and providing for forfeiture of office.

Commissioner Robert Baldwin confirmed they have an opportunity to remove things at the second reading.

Mayor Alison Dennington confirmed each amendment does not affect another amendment, so if they decided to pull one, it would not affect the others.

Town Attorney Ryan Knight said the only change that was made to this was that he had to remove he/she because that is a separate matter to be voted on.

The Commission reviewed and had no issues with Amendment 2 – Amending when Commissioners assume office and minimum term limitations.

The Commission reviewed and had no issues with Amendment 3 – Appointment to Commission due to vacancy.

The Commission reviewed and had no issues with Amendment 4 – Candidates receiving the largest number of votes are elected to the longest terms.

The Commission reviewed and had no issues with Amendment 5 – Removing authority to appoint, suspend, or remove Town Clerk.

Mayor Alison Dennington confirmed that the Commission had to either vote in favor of or against the ordinance as a whole.

The Commission reviewed Amendment 6 – Commission’s authority to fix the salary of Town Clerk. This changes the authority from the Commission to the Town Manager. Discussed changing the word fix to set or determine, but decided against it. - 9:05

The Commission reviewed Amendment 7 – Vice Mayor Duties.

Commissioner Anna Butler spoke about how it should read as if the Mayor is unable or unwilling to perform duties.

Town Attorney Ryan Knight said this is the one that was added at the last meeting.

The Commission reviewed Amendment 8 - Adjournment of Meetings.

Mayor Alison Dennington spoke about cutting this one because it is already covered in Statute and case law.

The Commission reviewed and had no issues with Amendment 9 – The Town Commission shall fix and approve the salary and or contract of the Town Attorney.

Town Attorney Ryan Knight said he added the word approve and removed the prosecutor.

The Commission reviewed and had no issues with Amendment 10 – Code of Ethics.

The Commission reviewed and had no issues with Amendment 11 – Inclusion of he/she/his/her. - 16:15

Town Attorney Ryan Knight said there were 2 minor modifications, adding question to Amendment 7 and adding or to section B on Amendment 7.

Commissioner Anna Butler confirmed interference was dropped.

Mayor Alison Dennington said when it came to the wording, unable or unwilling, and the interference, they can pass a resolution to define those things.

**Commissioner Tim Reed made a motion to pass Ordinance 2025-02, first reading, subject to the changes the Town Attorney mentioned; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington said she was voting against this because they are lumped together, and she's against questions 5 and 6, which relate to changing the Town Clerk.

The Commission discussed upcoming meetings and times.

Budget Workshop on Tuesday, the 15<sup>th</sup> at 5:00 pm. Backup date is July 10<sup>th</sup> at 5:00 pm.

## **6. Adjournment**

**Commissioner Robert Baldwin made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 5:28 pm.

**ATTEST:**

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**Alison Dennington**  
Mayor

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**Rachel Pembroke**  
Transcriptionist



# Town of Melbourne Beach

## TOWN COMMISSION WORKSHOP

### July 15, 2025 at 5:00 p.m.

## COMMUNITY CENTER – 509 OCEAN AVENUE

# MINUTES

#### Commission Members:

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### Staff Members:

Town Manager Elizabeth Mascaro  
 Deputy Clerk Cyd Cardwell

### 1. Call to Order

Mayor Alison Dennington called the meeting to order at 5:00 pm.

### 2. Roll Call

Deputy Clerk Cyd Cardwell conducted roll call.

#### Commission Members Present

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### Staff Members Present

Town Manager Elizabeth Mascaro  
 Finance Manager Jennifer Kerr  
 Deputy Clerk Cyd Cardwell

#### Commission Members Absent

Commissioner Robert Baldwin

### 3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

### 4. Public Comments

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

## 5. New Business –

### A. Discussion regarding the FY 2025-2026 budget

Mayor Alison Dennington provided a description of the additions to the packet that were handed out prior to the start of the meeting.

Commissioner Tim Reed began the budget discussion with employee salary. He disputed the proposed 3% cost of living adjustment (COLA) and stated the CPI (consumer price index) is 2.4%.

Vice Mayor Dawn Barlow mentioned previous discussions on COLA and that COLA isn't actually confirmed until later in the year. She asked where Commissioner Tim Reed was getting 2.4%.

Commissioner Tim Reed spoke about having a website source for the CPI for the Southeast and bringing the COLA to a vote in a non-workshop meeting.

Commissioner Tim Reed asked the Town Manager and Finance Manager to confirm the salary increase of 3%.

Town Manager Elizabeth Mascaro confirmed the percentage.

Commissioner Tim Reed questioned the 10% salary increase for Town Clerk Brown.

Town Manager Elizabeth Mascaro explained the intent to bring her salary to a level competitive to other clerks in the area. She spoke about having a salary survey she can share with the Commission.

Vice Mayor Dawn Barlow spoke about situations where an increase outside of COLA may be warranted for employee retention.

Town Manager Elizabeth Mascaro spoke about providing her performance evaluations and job description.

Mayor Alison Dennington spoke about it being COLA plus a raise reflective of her recent certification.

Commissioner Tim Reed moved on to the Deputy Clerk salary and questioned a COLA being provided after 4 months in the position.

Town Manager Elizabeth Mascaro explained the Deputy Clerk would have received a COLA while in their prior position at the front desk.

Vice Mayor Dawn Barlow requested a side-by-side comparison of existing versus proposed salaries.

Mayor Alison Dennington also wanted job descriptions to compare with the salaries.

Vice Mayor Dawn Barlow asked what COLA percentage was used in the last two years.

Commissioner Tim Reed stated it was also 3% last year.

Town Manager Elizabeth Mascaro stated the year prior to that it was possibly 4%. She spoke about COLA being a generic term used internally and that Commissioner Tim Reed was correct about it not being the proper term for the raise.

Commissioner Tim Reed spoke about COLA not being appropriate for less than 6 months in a position.

Commissioner Tim Reed moved on to discussion of the Front Desk role.

**Steve Walters – 416 Sixth Ave** – Spoke about being competitive on salary but it should be starting salary and that COLA should be based on the CPI. Spoke about doing anything beyond CPI as a merit increase. – 5:30 PM

Mayor Alison Dennington asked about salary ranges set by the Commission.

Town Manager Elizabeth Mascaro stated that the Commission has not ever set salary ranges.

Mayor Alison Dennington spoke about the amount of time an employee has been tenured being relevant to a pay increase, not just because another nearby town has a higher salary.

Town Manager Elizabeth Mascaro spoke about the Town Clerk having occupied 3 positions with the Town.

Commissioner Tim Reed returned to Front Desk topic and asked for justification of the increase since the person has only been in the role for a few months.

Commissioner Tim Reed spoke about the Building Official and asked if the proposed salary is what the current B.O. was hired in at.

Town Manager Elizabeth Mascaro confirmed that it is.

Mayor Alison Dennington asked if a salary range had been set in the past for the Building Official position.

Town Manager Elizabeth Mascaro stated that no range had been set.

Commissioner Tim Reed moved to Permit Tech and confirmed the 3% increase.

Commissioner Tim Reed spoke about the Fire Maintenance Tech and asked about the 6.25% increase.

Town Manager Elizabeth Mascaro explained the Fire Maintenance Tech role would be eliminated if we went with having paid Firefighters.

Mayor Alison Dennington asked how much the part-time Fire Maintenance Tech works.

Finance Manager Jennifer Kerr stated approximately 55 hours per pay period, based on the needs of the Fire Chief.

Commissioner Tim Reed moved on to the Fire Chief and asked the reason for his 10% increase.

Town Manager Elizabeth Mascaro spoke about his exemplary performance.

Mayor Alison Dennington asked if performance evaluations have been completed.

Town Manager Elizabeth Mascaro said yes except for the newest employees.

Mayor Alison Dennington asked about the format of the evaluations, whether they were handwritten or typed.

Town Manager Elizabeth Mascaro confirmed they are typed.

Commissioner Tim Reed moved on to discussion of Police Chief raise and asked what he has done to merit a 15% increase. – 5:42 PM

Town Manager Elizabeth Mascaro explained that he has turned the department around and has initiated positive interactions with the community.

Mayor Alison Dennington asked for the last 4 years of Police Chief Griswold's performance evaluations to compare to the current Chief.

Vice Mayor Dawn Barlow stated that she doesn't think the prior Chief's evaluations are relevant to the current Chief's raise; she has seen improvements while in her Commission seat.

Commissioner Tim Reed stated that he disagreed with the amount of the raise.

Vice Mayor Dawn Barlow stated that she would not form an opinion on increases above COLA until the Commission receives side-by-side salary comparisons.

Mayor Alison Dennington agreed that the comparisons are needed.

Mayor Alison Dennington asked if she could get copies of the Police Department's employee evaluations.

Town Manager Elizabeth Mascaro stated she would request them from Chief Zander.

Mayor Alison Dennington made a suggestion for budget meeting minutes to be verbatim.

Commissioner Tim Reed moved to the Deputy Police Chief's raise and questioned the percentage.

Town Manager Elizabeth Mascaro said it should be 3% and will be corrected.

Commissioner Tim Reed asked what the reason is for the increase for the Police Admin.

Town Manager Elizabeth Mascaro explained that the Police Chief requested the raise for the Police Admin based on her increased responsibilities such as taking over the evidence room and handling the Police Department volunteers.

Mayor Alison Dennington spoke about thinking that the SOP restricted who could handle the evidence room.

Town Manager Elizabeth Mascaro confirmed that the Police Admin is certified to do so.

Mayor Alison Dennington spoke about the volunteer program being started at no additional cost but now the Admin's raise is based on taking on this program.

Town Manager Elizabeth Mascaro spoke about the Police Admin taking on more responsibility overall, to include the volunteers.

Commissioner Tim Reed stated that it appears the Police Admin would have an almost 6.5% increase. He asked if there was a performance appraisal to justify the increase.

Mayor Alison Dennington spoke about the differentials for Police Officers included in the proposed budget. She wants to see if the types of responsibilities the differentials are used for are already covered in the Officers' job descriptions.

Mayor Alison Dennington suggested again doing verbatim minutes for budget workshops.

Town Manager Elizabeth Mascaro confirmed that the differentials for Police were for night shift and for training.

Commissioner Tim Reed spoke about the need to vote on differentials as they approve the budget. He spoke about calling a special meeting to work through this and other budget topics that need to come to a vote.

Commissioner Tim Reed moved to Code Enforcement and asked if the amount shown is what the new officer was hired at.

Finance Manager Jennifer Kerr stated that no, the hiring salary was lower.

Mayor Alison Dennington spoke about having a column to show the percentage increase since some employees have a proposed raise beyond the 3% COLA.

Commissioner Tim Reed questioned giving a salary increase to an employee who has been here less than 6 months.

Mayor Alison Dennington asked for confirmation that the Code Officer is one of three newer employees who has not received a performance evaluation yet.

Town Manager Elizabeth Mascaro confirmed that was correct.

Mayor Alison Dennington opposed any salary increases until the Commission receives the supporting documentation requested earlier in the meeting.

Town Manager Elizabeth Mascaro spoke about choosing to provide an increase to the Code Officer in an effort to retain a quality employee and reduce turnover in that role.

Commissioner Tim Reed suggested probationary periods with salary increases afterwards.

Finance Manager Jennifer Kerr confirmed that the Town does have probationary periods.

Commissioner Anna Butler spoke about as a recruiter having probationary periods of 90 days and in some cases having a salary increase at the end of the period to set expectations for staff.

Mayor Alison Dennington asked for documentation that shows justification of salary increases.

Commissioner Tim Reed moved on to Public Works and confirmed that the proposed increases for the Director and Foreman are 3%. He asked about the percentage difference between Maintenance Worker I (3%) and II (4%); he also asked what the Groundskeeper increase is.

Town Manager Elizabeth Mascaro pointed out that the salary Commissioner Reed had labeled as Groundskeeper belonged to a different employee. She also clarified that the document had been provided to the Commission a number of months before and it shows 2024 salaries, not 2025.

Mayor Alison Dennington asked for an updated copy of the document to be created showing 2025 salaries and providing more clarity on which job positions are listed.

Commissioner Tim Reed spoke about there being certain budget topics that need to be brought to a meeting where they can be voted on. He spoke about employee COLA, funding for Police accreditation, funding for Police mental health, and Police differentials.

Commissioner Tim Reed moved discussion to Fund 42.

Finance Manager Jennifer Kerr spoke about funds being moved to Fund 41.

Commissioner Tim Reed spoke about eliminating Fund 42 and moving the Groundskeeper under Fund 41.

Finance Manager Jennifer Kerr said that can be done and that the prior Commission wanted them separate.

Commission reached consensus on closing Fund 42.

Commissioner Tim Reed brought up the new Police Department vehicle as another item to vote on in a future meeting.

Mayor Alison Dennington spoke about trying to get consensus on the topic now and voiced her opposition to a new vehicle.

Commissioner Tim Reed voiced opposition to the renaming of Fund 341 because he doesn't want to combine paving and stormwater. He spoke about a Fund 351 which was a roadways fund. He opposed closing Fund 351.

Mayor Alison Dennington spoke about different items falling under Fund 351 that are not related to roadwork.

Town Manager Elizabeth Mascaro explained how Fund 351 had originally been a broader "beautification" fund but there were oppositions to calling it that and the previous Commission asked for it to be renamed.

Town Manager Elizabeth Mascaro spoke about the history of how the fund operated and that money had already been set aside for parks prior to the renaming of the fund.

Commissioner Tim Reed spoke about funds in Fund 341 being misappropriated.

Mayor Alison Dennington asked about the line item for Basin 1 stormwater and asked if that had been paid to BSE.

Finance Manager Jennifer Kerr explained that no, that was the amount approved in the budget for FY2025 for Basin 1 repairs.

Town Manager Elizabeth Mascaro took issue with the allegation of misappropriation and spoke about the discussions that had taken place. She spoke about Commissioner Reed making requests for changes to the fund. Money was transferred back out into the Ryckman Park fund.

Mayor Alison Dennington asked if the Ryckman Park money should have been transferred out into the general fund.

Finance Manager Jennifer Kerr said that a resolution had been passed by the Commission to move the money back into the Ryckman Park fund.

Commissioner Tim Reed asked about the \$50,000 that is set aside annually for paving and asked what the plan was for getting the roadwork done. He spoke about wanting to see that in the budget.

Mayor Alison Dennington made a statement of it being a slush fund. She spoke about the \$50,000 being eaten away each year by other expenditures.

Finance Manager Jennifer Kerr explained that milling and paving came out of long-term capital, not Fund 351 and that those are two totally different funds. The money moves from General Fund 19 into 333 to cover milling and paving.

Vice Mayor Dawn Barlow asked what categories of infrastructure the staff can identify because there could be another way to show the transactions.

Town Manager Elizabeth Mascaro spoke about it being up to the Commission as to how they want funds structured.

Vice Mayor Dawn Barlow reiterated that Commissioner Tim Reed has identified comingled expenditures and the Commission can choose to separate them.

Finance Manager Jennifer Kerr suggested that Fund 351 be roads and Fund 341 be stormwater and explained that the 300 series is capital.

Town Manager Elizabeth Mascaro asked if Commissioner Tim Reed wants a separate land fund.

Commissioner Tim Reed stated he was OK with having land with roads in Fund 351.

Town Manager Elizabeth Mascaro asked if Vice Mayor Dawn Barlow is OK with Fund 351 being roads and land and Fund 341 being stormwater.

Vice Mayor Dawn Barlow voiced her approval.

Mayor Alison Dennington asked if Fund 333 is long-term capital.

Town Manager Elizabeth Mascaro explained that different departments transfer funds into Fund 333 to pay for projects such as paving.

Vice Mayor Dawn Barlow asked how funds would be moved into Fund 351 and Fund 341.

Finance Manager Jennifer Kerr stated it would be the Commission's choice.

Mayor Alison Dennington asked how to create a restricted fund and how to make it clear that it's restricted.

Finance Manager Jennifer Kerr said that the Commission could designate a fund as restricted.

Commissioner Tim Reed asked if engineers have been engaged for the \$40,000 repair of seawall. – 6:57 PM

Town Manager Elizabeth Mascaro replied no, they have not received signatures from EGC but they have from Bowman and BSE. Spoke about Basin 1 being ready for bid so the Commission could choose from Bowman and BSE at this time.



Vice Mayor Dawn Barlow spoke about talking to the Town Attorney earlier today and learning that EGC's delay was related to a company name change.

Town Manager Elizabeth Mascaro spoke about the Basin 1 topic being on the agenda for the next day's Regular Town Commission Meeting for them to decide how they want to move forward.

Commissioner Tim Reed asked about \$80,000 in curb work on Ocean Ave.

Town Manager Elizabeth Mascaro explained that from the west end of Ocean to Oak St. the curbs are in bad shape and that \$80,000 was just a verbal estimate from the contractor that paved Riverside Drive. Spoke about it also being a topic for the next day's Regular Town Commission Meeting.

Vice Mayor Dawn Barlow asked if the estimated cost of the curb repair is greater than the money set aside in perpetuity for road repairs. She also asked how much money was in reserves for the repairs.

Town Manager Elizabeth Mascaro spoke about moving the funds designated for road repairs out of long-term capital and into Fund 351.

Mayor Alison Dennington asked if we could have a mockup of what the moving of those funds would look like.

Town Manager Elizabeth Mascaro explained that it would be done by resolution.

Vice Mayor Dawn Barlow spoke about going fund by fund in the next budget meeting.

Mayor Alison Dennington brought up the stormwater issue around the Cedar Ln. area and whether a special meeting is needed to continue the discussion.

Town Manager Elizabeth Mascaro spoke about the suggestion being to scope all of Cherry Dr.

Vice Mayor Dawn Barlow spoke about replenishing the stormwater fund due to a large \$1.1 million project on the horizon.

Mayor Alison Dennington spoke about taking 20% or more of the budget and putting it into stormwater and roads.

Vice Mayor Dawn Barlow discussed the ending cash balance and that it would be less the amounts for curb repair and seawall repair.

Town Manager Elizabeth Mascaro spoke about a conversation with Mike Kalajian on the seawall, that the coquina the Town installed should take care of it for at least three years.

Commissioner Tim Reed returned to Fund 341 in the packet and asked how we arrived at \$357,518.

Town Manager Elizabeth Mascaro spoke about the updates being listed on the cover sheet and spoke on the updated millage calculation and where the additional revenue went in Fund 341.

Vice Mayor Dawn Barlow brought up that the Town has not spent 100% of its budget for a number of years and as a result we have a comfortable reserve.

Mayor Alison Dennington spoke about the Fire Department proposal taking up the money in reserve.

Vice Mayor Dawn Barlow explained that if they don't accept the proposal, a small part of the budget goes away, but the residents will see a tax increase.

Mayor Alison Dennington spoke about the call logs she requested from Indialantic's dispatch and her belief that some of the data is skewed.

Vice Mayor Dawn Barlow recommended a separate workshop to discuss updates to the information relating to the Fire Department proposal.

Town Manager Elizabeth Mascaro asked the Commission if they had consensus on how much money to move to stormwater.

Mayor Alison Dennington recommended 15%, 10% stormwater and 5% roads.

Commissioner Tim Reed asked about the information that needs to be sent to the county for their TRIM notices.

Town Manager Elizabeth Mascaro advised that the county had already been sent the millage and the deadline was July 1<sup>st</sup>.

Mayor Alison Dennington went over the action items she wrote down during the meeting for staff to provide. – 7:37 PM

1. Town Manager to provide job descriptions for all staff positions
  - a. Also, all performance evaluations with metadata
  - b. Also, all performance evaluations from Police Chief for his staff
2. Town Manager to provide all salary comparisons and info about prior Deputy Clerk's salary
3. Town Manager to provide any salary ranges set by prior Town Commissions by resolution
4. Town Manager to provide side-by-side salary and benefits comparison for FY2025 versus proposed FY2026
5. Town Manager to provide last year's COLA
6. Town Manager to provide salary at hire for newest employees (less than 1 year)
7. Confirm whether Fire Department's part-time Maintenance Tech is a certified firefighter
8. Town Manager to provide Police Chief Zander's performance evaluation and last 4 years of Chief Griswold's evaluations
9. Clarification of salary for groundskeeper
10. Classification of funds as restricted or non-restricted

Mayor Alison Dennington spoke about not doing another budget workshop until all 10 of the items from her list are ready.

Vice Mayor Dawn Barlow asked for the dates earmarked in September by the Town Clerk.

**Steve Walters – 416 Sixth Ave** – Spoke about the Commission moving slow and the next budget meeting needs to be a voting meeting; made a comment about rollback rate; spoke about Fire Department options. – 7:47 PM

Mayor Alison Dennington brought back up her request of verbatim minutes for budget meetings.

## 6. Adjournment

**Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.**

Meeting adjourned at 7:54 pm.

ATTEST:

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Alison Dennington  
Mayor

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Cyd Cardwell  
Deputy Town Clerk

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING July 16, 2025 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

### MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### **1. Call to Order**

Mayor Alison Dennington called the meeting to order at 6:00 p.m.

#### **2. Roll Call**

Town Clerk Amber Brown conducted roll call

#### **Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

#### **Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

#### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

#### 4. Meeting Agenda – Additions/Deletions/Changes – 3:20

Mayor Alison Dennington spoke about the supporting documents that were provided.

- 1 page letter from the Town Manager dated July 16, 2025 providing her notice.
- 2 pages of supporting documents for the Environmental Advisory Board presentation.
- 1 page walk on agenda item for Unfinished Business.
- 3 new applications for the Technology Advisory Board.
- 2 responses from the RFP for executive search services.

**Commissioner Tim Reed made a motion to approve the agenda; Commissioner Anna Butler seconded; Motion carried 5-0.**

#### 5. Proclamations/Presentations/Awards

#### 6. Presentations by Special Guests (Maximum of 5 Minutes) – 5:12

- A. Presentation by the Environmental Advisory Board on the proposed changes to the landscaping and trees ordinance.

Karen Fenaughty from the Environmental Advisory Board presented the Board's proposed changes to the landscaping and trees ordinance. They would like to protect native canopy, enhance replacements when preservation is not possible, and remove invasive species. Suggested using a Landscape Officer to ensure landscape rules are followed, and require 1 canopy per 2,000 square feet. Would like to see the removal of large oaks to be replaced with 2 oak trees, and suggested a fee structure for unpermitted removal of protected trees. They are not prohibiting palm trees, but palm trees would not qualify as replacement trees because they are not a part of the solution. They are also not limiting lawn space.

Mayor Alison Dennington asked if any proposed changes have been challenged in court.

Town Attorney Ryan Knight spoke about how he is not aware off hand, but Town Planner Corey O'Gorman should probably have input.

Vice Mayor Dawn Barlow spoke about sending it to Corey O'Gorman, then having it at a future meeting.

Town Manager Elizabeth Mascaro said if Corey O'Gorman looked at this, it would be around 2 or 3 hours of cost.

Mayor Alison Dennington spoke about wanting the Town Planner to do a survey to compare this with other municipalities.

**Vice Mayor Dawn Barlow made a motion that we authorize up to \$1000.00 to allow the Town Planner to review and, if any interaction with the Town Attorney is needed, and do a comparative analysis; Commissioner Anna Butler seconded; Motion carried 5-0.**

## 7. Public Comment (Non-Agenda Items) - 22:10

**Frank LaGrassa – 413 First Ave** – Spoke about the Town Manager and the audit that was done was a soft audit and did not cover fraudulent and frivolous spending. After 3 years of the Mayor asking for the BSE contract, she was told there wasn't one.

**Steve Walters – 416 Sixth Ave** – Spoke about the street signs that were not auctioned. Read an email from the previous Town Clerk about the Town giving away street signs.

**Jan Pence – 200 Riverside Dr** – Spoke about the Mayor hiding behind an LLC to sue the Town. Spoke about an email from the Mayor that said she was going to sue the Town over not pulling a permit for a shed.

**Bruce Larson – 1507 Pine St** – Spoke about appreciating the EAB's work and the speedy passing.

**Joyce Barton – 322 Third Ave** – Invited everyone to an event on Saturday featuring guest speaker Fire Chief Gavin Brown to do a Q&A with the residents about the Fire Department proposals. Spoke about the Political Action Committee, Truth and Accuracy Matter.

**Marc McBride – 310 Second Ave** – Spoke about how there is more data on the Code Enforcement STR report, but there is missing information. Having two STR reports is confusing.

## 8. Consent Agenda – 38:35

- A. Approval of the Town Commission Workshop minutes May 14, 2025
- B. Approval of the Town Commission Budget Workshop minutes May 27, 2025
- C. Approval of the second Special Town Commission Meeting minutes June 2, 2025
- D. Approval of the third Special Town Commission Meeting minutes June 2, 2025
- E. Approval of the Town Commission Workshop minutes June 17, 2025
- F. Appointment of Jennifer Lervold as a board member on the Technology Advisory Board
- G. Appointment of Gail Gowdy as a board member on the Technology Advisory Board
- H. Notice to residents – The second reading of Ordinance 2025-02-Proposed Amendments to the Charter will be on July 22, 2025 at 6:00 pm – Town Clerk Amber Brown
- I. Approval of Steven Rodrigo as a board member on the Technology Advisory Board
- J. Approval of Corinne Rodrigo as a board member on the Technology Advisory Board
- K. Approval of Marc Lower as a board member on the Technology Advisory Board

No objections to the minutes.

**Jennifer Lervold – 214 Elm Ave** – Spoke about having 18 years in the Federal Government and is currently doing data engineering.

Commissioner Robert Baldwin pulled Consent Agenda items F and G.

**Commissioner Robert Baldwin made a motion to move items F and G from the Consent Agenda to the beginning of Unfinished Business with the 3 walk-on applications; Commissioner Anna Butler seconded; Motion carried 5-0.**

## 9. Public Hearings/Special Orders

### 10. Unfinished Business – 44:15

- A. The 5 Volunteer Board Applications for the Technology Advisory Board: Jennifer Lervold, Gail Gowdy, Steven Rodrigo, Corinne Rodrigo, Marc Lower.

Town Attorney Ryan Knight said there is nothing preventing the Rodrigos from both being able to serve on the board, but they would still be subject to Sunshine laws. Also, if not all board members are present, the alternates can vote.

***Corinne Rodrigo – 501 Oak St** – Spoke about how there is an issue with the application where it would not allow them to correct the answer to the qualified elector question. Spoke about having over 25 years of experience. Said she is a Certified Solutions Architect and a CISSP.*

Mayor Alison Dennington said to let the record reflect that the application said no, but it is a technical defect and that she would circle yes and initial it.

***Steven Rodrigo – 501 Oak St** – Spoke about having over 25 years of Cybersecurity. Has experience with risk and new technologies being implemented within the federal government.*

***Marc Lower – 206 Elm** – Spoke about how his background is in deploying technology and project management, and processes.*

***Gail Gowdy – 215 Ash Ave** – Spoke about how 25 years ago she worked on cloud implementation and is willing to be the alternate.*

Commissioner Tim Reed made a motion to approve Jennifer Lervold as a member of the Technology Advisory Board; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Steve Rodrigo on the Technology Advisory Board; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Commissioner Anna Butler made a motion that Corinne Rodrigo be on the Technology Advisory Board; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Marc Lower on the Technology Advisory Board; Commissioner Anna Butler seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we accept Gail Gowdy as the first alternate on the Technology Advisory Board; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington said there is one other alternate position, but now that there is enough for a quorum, they could start trying to organize their first meeting, and the Town Clerk will be emailing them to facilitate that.

Town Attorney Ryan Knight said the only time he would go to an advisory board meeting is if he were requested to.

- B. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions. – Town Attorney Ryan Knight - 1:02:06

Town Attorney Ryan Knight spoke about meeting with Dave Micka and working with him on proposed changes. The first item discussed was the definition of owner-occupied. There would be two options: have an onsite inspection, or have a meeting and sign an affidavit to the requirements. The second item is related to minor versus major violations. The third item he spoke with Code Enforcement about is regarding occupancy and potentially having an age limit for who counts towards the limit. For example, kids under 3 do not count towards the limit. The fee would be lowered for the owner occupied inspections. The owner occupied percentage would be 50% of the living space. It would be very difficult to verify if the owner leaves while it is being rented, but they do sign an affidavit saying they will be living there.

Town Manager Elizabeth Mascaro said if a child is 0-2 they are usually with a parent, so it is up to the Commission if they want to count them as an occupant.

Mayor Alison Dennington spoke about making an exception for families with kids over the occupancy because they are one living unit.

Town Attorney Ryan Knight spoke about how the current code does not allow for a family if it is over the occupancy.

Mayor Alison Dennington suggested pushing this until after the budget meetings are done.

Commissioner Robert Baldwin said let's just get it done.

Vice Mayor Dawn Barlow spoke about getting the fire inspection done and back in.

Commissioner Anna Butler spoke about not making an exception because you would be making it more desirable.

Commissioner Robert Baldwin said the initial motivation was from public comment at a prior meeting where some elderly people wanted to be able to rent out a room to be able to afford to keep living in their homes.

Commissioner Tim Reed spoke about how we are very close on this, so we should get the first draft in front of us. If it conflicts with the budget we can postpone this.

Town Attorney Ryan Knight said he could send the Commission the first draft, and the Commission decided this could be part of the August Regular Town Commission Meeting.

- C. Discussion on the proposed amendments to the sign ordinance – Town Attorney Ryan Knight

Town Attorney Ryan Knight pushed this to the August Regular Town Commission Meeting.

- D. Consideration of the proposals from the RFP for Town Manager Executive Search Services. – Town Attorney Ryan Knight



Break from 7:15 pm - 7:19 pm

Town Clerk Amber Brown conducted roll call - 1:20:30

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

Supporting documents provided: letter from the Town Manager giving her notice of intent to leave the Town's employment, RFP response from Raftelis, and RFP response from MGT.

Town Attorney Ryan Knight spoke about how the RFP closed today at 2:00 pm. The Town has the right to ask the firms for more information or approve the RFP.

Town Manager Elizabeth Mascaro spoke about the notice to leave the Town's employment opens up another option since the position is now open. The Commission could use the senior advisor program through FCCMA.

Town Attorney Ryan Knight reiterated the options are to select a firm, move it to a different time next week, get oral presentations from the firms, and the third option is to not retain a firm and use the senior advisor program.

Mayor Alison Dennington spoke about just getting the information and not being able to read it, so she feels she cannot make a decision.

Commissioner Tim Reed spoke about not making a decision tonight. Spoke about scheduling a meeting to address this to give the Commissioners time to review everything and talk about their options.

Commissioner Anna Butler asked about the senior advisor program. Is there a cost, and is that what was used previously?

Town Attorney Ryan Knight spoke about how the only costs would be associated with advertising and background checks.

Town Manager Elizabeth Mascaro spoke about how they used a similar organization that came out of the same group.

Town Attorney Ryan Knight said the senior advisor program would just be advising; the firms would be handling everything.

The Commission discussed this issue further and decided to have a Special Town Commission Meeting on Monday, August 4<sup>th</sup>, to interview the Companies (at 5:00 pm).

Vice Mayor Dawn Barlow and Commissioner Anna Butler thanked Town Manager Elizabeth Mascaro for her years of service to the Town of Melbourne Beach.

E. Discussion on civil engineer contract updates and Stormwater Basin 1 RFP distribution next steps

Vice Mayor Dawn Barlow spoke about wanting an update on the contracts and to discuss the next steps for this project. - 1:36:45

Town Attorney Ryan Knight spoke about how he is still working on the CCNA with EDC, which is now called Haley Ward, so the name has changed, and that is still in the works. Has not received the pricing back from ECG. Have signed CCNAs from Bowman and BSE. BSE did the bid book, so they can send that out for RFP or have another engineering firm redo the work.

Vice Mayor Dawn Barlow spoke about not redoing the bid book and continuing with the next step of getting the RFP issued.

Town Manager Elizabeth Mascaro said the Commission would need to vote on it again because they had set deadlines that were not met.

Break 7:41 pm -7:45 pm

Town Clerk Amber Brown conducted roll call.

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

**Staff Members Present**

Town Manager Elizabeth Mascaro  
Town Attorney Ryan Knight  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

Town Clerk Amber Brown read the motion from the May 21, 2025 RTCM where Vice Mayor Dawn Barlow said to send this out for RFP by June 1st with the condition that the CCNA agreement is executed by BSE, then amended the motion to put the project out for RFP on June 2nd or thereafter, Commissioner Anna Butler seconded and the Motion carried 4-1 with Mayor Alison Dennington dissenting.

**Vice Mayor Dawn Barlow made a motion that we ask BSE to move forward with the RFP; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington spoke about dissenting because she hasn't seen the BSE contract.

Vice Mayor Dawn Barlow asked about an existing motion that approved \$4,000 in expenses, but is not sure if there were dates attached. Asked the Town Clerk to check the minutes about the motion for the building inspection so they can know if they need to take action as a Commission or move forward with the original motion.

Commissioner Tim Reed confirmed that they dropped from 4 to 3 contracts, which are BSE, Bowman, and Haley Ward.

Mayor Alison Dennington requested that the Town Attorney send over the contracts and requested an index of contracts from Town staff.

Town Clerk Amber Brown read the motion Vice Mayor Dawn Barlow requested which confirmed there were no expiration dates attached.

Town Attorney Ryan Knight said in that case, once we have the executed CCNA we could issue a task order for that.

#### **11. New Business – 1:54:40**

##### **A. Consideration to amend Town Policies and Procedures regarding grant applications. – Commissioner Tim Reed**

Commissioner Tim Reed spoke about how the Town has no policy regarding if and or what approvals are required for applying for a grant. Recommends the Town Attorney draft a policy for applying for grants. All grants requiring matching funds shall require approval of the Town Commission.

Commissioner Robert Baldwin spoke about liking the idea, unless the matching funds are already budgeted. Does not love the idea of having the final grant application go through the Town Commission.

Vice Mayor Dawn Barlow spoke about whether there are no matching funds, the Town Manager should be able to have approval if there is a deadline issue. Asked the Town Attorney if other municipalities have similar policies.

Town Attorney Ryan Knight spoke about how other municipalities do have policies on grants, but the Commission still has to vote no matter what in order to accept the funds.

Mayor Alison Dennington spoke about how it is good to have policies, grant writing requires staff time, agrees about needing prior approval for matching funds.

Town Manager Elizabeth Mascaro spoke about if the cost is within the Town Manager's threshold, which is \$5,000, they should be able to just apply for it. Additionally, if there are matching funds, those are typically high-dollar, and the Commission would already be aware of it. Some of the deadlines are very tight.

Vice Mayor Dawn Barlow spoke about how there is consensus to have a policy, and requested the Town Attorney to put a draft together.

Town Attorney Ryan Knight confirmed that he would draft something and include samples.

Commissioner Tim Reed spoke about how he does not think it will cause a delay in anything and would prefer simple language. If the Town has an obligation to any money, then the Commission should have to approve it.

**Commissioner Tim Reed made a motion that we have the Town Attorney draft some proposed language for the policy and provide some examples also; Vice Mayor Dawn Barlow seconded;**

*Frank LaGrassa – 413 First Ave - Spoke about how it is disingenuous to say we have an expert. Right now, our expert has a passionate cause that is a matter of great debate that will affect this town fiscally.*

**Motion carried 5-0.**

- B. Consideration of an ordinance amendment for Sixth Ave parking enforcement – Vice Mayor Dawn Barlow - 2:10:50

Vice Mayor Dawn Barlow spoke about asking if the enforcement of the Sixth Ave boat ramp is being done, and found out there is no Code to allow for the enforcement. Asked the Town Attorney for his guidance on if it would be an amendment or a new ordinance.

Town Attorney Ryan Knight said it would be a new ordinance amending that specific section of the code.

Town Manager Elizabeth Mascaro spoke about other areas of unenforceable parking, including a street sign that says no parking on this side of the street.

Town Attorney Ryan Knight spoke about how he would use language that could include other areas. Said he would run it by the Chief first.

Commissioner Tim Reed spoke about how the intent was to have no unattended vehicles without a parking sticker.

Vice Mayor Dawn Barlow said another thing to include is no overnight parking.

Mayor Alison Dennington said the task is cleaning up the enforceability of a couple of specific known parking issues and potential others. This would give the Police the ability to write a ticket.

Town Manager Elizabeth Mascaro said they might want to check overnight parking in Ocean Park and Ryckman Park.

**Vice Mayor Dawn Barlow made a motion that the Town Attorney drafts ordinance language as it relates to parking enforcement with resident or guest sticker parking, no parking on this side of the street, as well as overnight parking and any other parking as he deems identified with the Chief; Commissioner Anna Butler seconded; Motion carried 5-0.**

C. Consideration to solicit quotes to repair the Sixth Ave seawall – Commissioner Robert Baldwin  
- 2:18:42

Commissioner Robert Baldwin spoke about the discussion of a possible dock at the Sixth Ave boat ramp, which was deferred to Planning and Zoning. It brought to light the idea of fixing the seawall and spoke about getting quotes. Spoke with Mike Kalajian, who spoke about materials and said the block wall increases the demise of the seawall.

Mayor Alison Dennington spoke about being opposed to it. Said she wants to get through the budget first and do an inventory.

Vice Mayor Dawn Barlow spoke about potential safety issues with the ramp itself. There are multiple parts to this to shift to PNZ and the workshop.

Mayor Alison Dennington requested a typed-up history of the work that has been done on the boat ramp over the years.

Commissioner Tim Reed said he does not think that history would be helpful. Said he believes this needs to go to a workshop. The scope of the magnitude is growing. There are other priorities. Not opposed to having PNZ involved in the workshop.

Commissioner Robert Baldwin said they have currently tasked PNZ to give a recommendation, and that would initiate scheduling a workshop.

Mayor Alison Dennington confirmed no action was needed on this.

Public Works Director Tom Davis spoke about getting clarification. Suggested having the entire project looked at as a whole.

The Commission agreed to have PNZ look into the entire project as a whole.

**12. Finance/Budget Report – 2:28:55**

Town Manager Elizabeth Mascaro spoke about the new format for the Finance Report. The targeted expenditure rate for June is 75% and the General Fund is at 78.57%. Spoke about getting the grant for \$6,000 from the Florida League of Cities, which is a reimbursement for safety expenses.

Commissioner Tim Reed spoke about the expenditure rate being above the target.

Town Manager Elizabeth Mascaro spoke about how they will meet it without question. If there is any opportunity to go over, they will slow down spending or even cut spending in August. Some

departments have yearly expenditures that get paid out early, and so the spending in that department goes down.

Commissioner Tim Reed asked questions about the FEMA funds and the last time we inquired about that.

Town Manager Elizabeth Mascaro said she spoke with a new representative last week, and they are scheduling a meeting to come to the Town. Said she would let the Commission know when the meeting is scheduled.

Commissioner Tim Reed said in relation to fire control, will the stipend be used?

Fire Chief Gavin Brown spoke about how they are one quarter behind, but are on track to spend all of it this year. Said he would have the updated number soon. It is a priority for him to cut those checks, so he will do that as soon as possible.

Mayor Alison Dennington spoke about being 2,500 in the red, but she donates her salary of 3,800, so it is better than it looks.

Vice Mayor Dawn Barlow confirmed the parking increase went into effect July 1st.

Mayor Alison Dennington said for Public Works, there is an entry for street signs and asked how they went over on that.

Town Manager Elizabeth Mascaro and the Public Works Director said they would get her that information.

Mayor Alison Dennington asked how the Christmas decorations went over by \$1,200.

Town Manager Elizabeth Mascaro said when they went to put the tree up, there was a problem with the lights, so they had to buy new lights for the tree. The old lights were out of warranty.

Mayor Alison Dennington also spoke about the Town Attorney adding the identifying number going forward.

**Vice Mayor Dawn Barlow made a motion that we approve the finance report as provided; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

### **13. Town Staff/Board Reports – 2:44:48**

#### **A. Building Department**

Town Manager Elizabeth Mascaro said the Building Official is going to come next month and is excited to meet everyone.

Commissioner Tim Reed spoke about how the numbers this month are significantly higher than last month.

Town Manager Elizabeth Mascaro spoke about how there wasn't a Building Official for part of May, so everything had to wait until the new Building Official started. The new Building Official is now caught up.

Commissioner Tim Reed pointed out that the dates on the report are getting cut off, and the Town Manager said she could fix that.

Mayor Alison Dennington spoke about instant permitting and possibly trying to implement that. Would love to task the Technology Advisory Board with looking into this.

Commissioner Robert Baldwin spoke about not being opposed to the Technology Advisory Board reviewing it, but is concerned when new businesses say something is free.

Mayor Alison Dennington said she would send the emails about the instant permitting company to the Town Clerk to forward to the Commission.

Town Manager Elizabeth Mascaro said the EAB presentation talked about how the cost for an inspection comes from permits, but that should not be done. That cost should be on the owner.

**B. Public Works Department - 2:54:54**

Mayor Alison Dennington said she has questions, but she will email them. Asked about the handwritten document on page 136.

Public Works Director Tom Davis spoke about how this will become a form, but the day before the report was due, they created this list. Said he believes the records retention timeframe is one year.

**C. Code Enforcement - 2:59:00**

Town Manager Elizabeth Mascaro spoke about rental certificates, saying the form is cut off and there is a lot more information that should be shown there. Spoke about how the rental number is not showing on Airbnb listings correctly, so they have told people to put the number in the description. Said she will include the complete form in the packet so they can see all the information. The Code Enforcement Officer is making fast progress on these issues.

Mayor Alison Dennington asked questions about some active cases.

Commissioner Tim Reed said he finds this reporting very frustrating; it is not moving in a positive direction.

**D. Fire Department - 3:09:45**

Commissioner Tim Reed asked about the new recruit class.

Fire Chief Gavin Brown spoke about how an instructor has to do the class, and they have been busy teaching Fire 1 and the Emergency Vehicle Operations Course. Said the start date is the first full week in August. 12 applicants, most of the new recruits are from Palm Bay or further.

Commissioner Robert Baldwin confirmed with the Fire Chief that we still train Indian people and that we do charge them. Asked about alarm, dispatch, and arrival.

Fire Chief Gavin Brown said alarm time is the time the person called 911 for the incident. Dispatch time is how long it takes them to send the alert to our members. En route is wheels starting to roll out the door, and the arrival time is when they get to the scene.

Mayor Alison Dennington spoke about dispatch reports, and when they started comparing dispatch sheets to the Fire Chief's own reporting, they did not match. Explained why she and the Fire Chief have a difference of opinion on the matter, but believes he should change the numbers back. Said she is going to make a packet with this information for the Commissioners and emphasized that this is a dispatch issue. Also said we need to tell people that they need to update their addresses with their cellphones.

Fire Chief Gavin Brown said if that is what the rest of the Commission would like, he can do that. Explained the reason he did it that way was because there would be confusion with residents. Said they have to contract the dispatch out so they are not in control of that part of the issue.

Mayor Alison Dennington spoke about false alarms and how they have tripled in the last couple of years, and no one has been penalized.

Fire Chief Gavin Brown said they do have an ordinance in place that allows for billing those places. They try not to impose fees on residential structures, but if there is a commercial aspect, they will.

Commissioner Robert Baldwin spoke about how both numbers can be helpful, the time the 911 call was placed, and the time our dispatch received the call.

The Commission discussed and advised the Fire Chief to add another column to include both numbers.

Commissioner Tim Reed asked about how the date to receive the new fire truck is now September. Can we advertise the sale of the old fire truck, contingent on the new truck? - 3:33:38

Fire Chief Gavin Brown spoke about how the delivery date of the new fire truck was pushed back due to the build time. Has reached out to a couple of vendors who sell fire trucks. Said his plan was to get documents from each vendor and bring them back to the Commission to see how they wanted him to move forward, but he has not had time yet.

Mayor Alison Dennington asked about a donation of \$3,000 to assist with equipment. How is that allocated in the budget?



Fire Chief Gavin Brown said that it is a donation from the Rotary Club to the Fire Department; they donate for specific things. It is allocated in this year's budget in a rolling fund. Said for 2 years the fire alarm system worked, but it was local only, so when the alarm goes off, it does not automatically call 911. The company was ATP, but they found a new company to get quotes to get it fixed.

Vice Mayor Dawn Barlow thanked Fire Chief Gavin Brown and Dave Micka for their time and effort towards the grant.

Commissioner Anna Butler thanked Fire Chief Gavin Brown for the Q&A session for the residents. Unfortunately, there was not a ton of turnout from the residents.

Fire Chief Gavin Brown said there is another Q&A in August, and there is a group that is hosting an event that he will speak at.

Mayor Alison Dennington spoke about being concerned with the Fire Chief speaking at a private event.

Vice Mayor Dawn Barlow asked if the Town Attorney had an opinion.

Town Attorney Ryan Knight spoke about how there is nothing that would legally prohibit it. There would only be an issue if he endorsed a candidate.

E. Police Department - 3:47:22

Mayor Alison Dennington said she liked the employee spotlight on the police Instagram page.

F. Town Clerk - 3:48:15

Commissioner Tim Reed asked about the status of the scanning project.

Town Clerk Amber Brown said the Town Attorney had a meeting with the company, and they are picking up all of the boxes and will be going through them themselves. Said we do have access to what has been scanned.

Town Attorney Ryan Knight said it would be at no additional charge. The week of the 28th, they will come pick up all of the boxes and go through them to make sure they're in the right order. The people doing this have over 20 years of experience, and they will get them scanned and back in. They did not give a timeframe, so once they pick up the boxes, we should follow up every couple of weeks to see where they are in the process.

Mayor Alison Dennington asked for a monthly update on this.

G. Town Attorney - 3:52:30

Town Attorney Ryan Knight said he would send the Commission an email about procurement, the thresholds, Town code and what is required for that.

H. Town Manager - 3:53:08

Vice Mayor Dawn Barlow asked if there was anything preventing an RFP on the roof.

Town Manager Elizabeth Mascaro said the Commission wanted the MOU before that.

Vice Mayor Dawn Barlow said there was nothing preventing getting bids.

Town Attorney Ryan Knight said it is probably not costly enough to need to go out for RFP; they can probably just ask around and get 3 bids.

**Vice Mayor Dawn Barlow made a motion that we seek a minimum of 3 bids for the roof replacement at Old Town Hall; Commissioner Anna Butler seconded; Motion carried 5-0.**

Commissioner Tim Reed asked about obtaining pricing for new windows in Town Hall and ADA-compliant doors for the Community Center. Thought they were going to wait until Town Hall was evaluated before buying windows, etc.

Town Manager Elizabeth Mascaro said it was to get an idea of cost because the windows leak.

Town Clerk Amber Brown emphasized the magnitude of the window leaks.

Commissioner Tim Reed asked about Ocean Park parking money, saw the copy of the lease agreement, but did not feel that it supplied sufficient information. Asked for further documents/agreements and said he would like to understand what our obligations are.

Town Manager Elizabeth Mascaro said she could not find the presentation that was done, so she wanted to get with the Town Clerk to find out why the parking is set up that way.

**14. Commission Reports**

A. Mayor Alison Dennington - 4:02:32

Mayor Alison Dennington spoke about how there is still time to register for the Florida League of Cities conference. The head official from DOGE will do a Q&A at that conference. If you want to be on a committee, the deadline is August 1st. The School Board is going to host a 4-hour ethics training for free, and anyone can attend. Invited the Vice Mayor to go be her plus one for the League of Mayors dinner.

B. Vice Mayor Dawn Barlow - 4:01:45

Vice Mayor Dawn Barlow spoke about Haley Conrad stepping down from the Parks Board and thanked her for her service on the Parks Board; she was a pivotal member.

**15. Task List - 4:05:05**

STR Policy – The Town Attorney will provide an update next month. – Next Month.

StormReady Designation – Public Works Director Tom Davis spoke about how the application was submitted, and they reached out and will contact him in August to schedule the first inspection. They advised that there will be multiple inspections and things to be done through the end of the year. Commissioner Tim Reed requested that the Commission be forwarded the email response that the Public Works Director received. Provide information on what the remaining inspection schedule looks like. – Next Month.

Parking at 6<sup>th</sup> Ave Boat Ramp – Single sign was installed. Need the new ordinance. – Next Month.

Public Works Director Tom Davis said the no-smoking signs went up about a month ago.

Toxic Workplace Survey – Town Manager - There is one company that is clearly the right company for the price. This is all that the company does, and does not feel it is appropriate for the Commission to pick the questions. The Town Attorney agreed that the Commission should not pick the questions; the company should handle that. The Commission requested any information on the company. Town Manager Elizabeth Mascaro said the estimated cost is \$4,000; the other company was closer to \$10,000. – Next Month

Sign Ordinance – Town Attorney to provide next month. – Next Month.

Building Maintenance – Public Works Director’s monthly report included the checklists. Will provide a summary of the frequency for each of the checklists. – Next Month. – 4:22:30

Deckard Software – Spoke about the new Code Enforcement Officer will start sending the Commission weekly updates. – Next Month.

Large Pump – Waiting until the CCNA contracts are done. Public Works Director Tom Davis spoke about a company that will do a free demo. Commissioner Tim Reed said he will reach out to the St. John Water Management District for what we are allowed to do. Mayor Alison Dennington spoke about storm debris companies. – Next Month.

Cybersecurity – Assign to the Technology Advisory Board. – Next Month.

## 16. Adjournment

**Commissioner Robert Baldwin made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 10:33 PM.

ATTEST:

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Alison Dennington  
Mayor

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Rachel Pembrook  
Transcriptionist

# Town of Melbourne Beach

## SPECIAL TOWN COMMISSION MEETING

### July 22, 2025 at 6:00 p.m.

## COMMUNITY CENTER – 509 OCEAN AVENUE

# MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
 Town Attorney Ryan Knight  
 Town Clerk Amber Brown

### **1. Call to Order**

Vice Mayor Dawn Barlow called the meeting to order at 6:00 p.m.

### **2. Roll Call**

Town Clerk Amber Brown conducted roll call

#### **Commission Members Present**

Vice Mayor Dawn Barlow  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members Present**

Town Manager Elizabeth Mascaro  
 Town Attorney Ryan Knight  
 Town Clerk Amber Brown

#### **Commission Members Absent**

Mayor Alison Dennington  
 Commissioner Robert Baldwin

### **3. Pledge of Allegiance and Moment of Silence**

Vice Mayor Dawn Barlow led the Pledge of Allegiance.

### **4. Public Comments**

After being acknowledged by the Vice Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

## 5. Public Hearings/Special Orders

### A. Ordinance 2025-02 Proposed Amendments to the Charter – Second Reading

**AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, SUBMITTING TO THE ELECTORS OF MELBOURNE BEACH PROPOSED AMENDMENTS TO THE CHARTER OF THE TOWN OF MELBOURNE BEACH; PROVIDING BALLOT TITLES, SUMMARIES AND TEXT FOR THE PROPOSED AMENDMENTS; PROVIDING DIRECTIONS TO THE TOWN CLERK; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE FOR APPROVED AMENDMENTS; PROVIDING FOR AN EFFECTIVE DATE FOR THE ORDINANCE.**

Vice Mayor Dawn Barlow read the preamble and introduced Ordinance 2025-02.

Town Attorney Ryan Knight spoke about two changes to amendment item 7 to correct typos. One was to add the word “question”, and to add the word “or” to the title.

Vice Mayor Dawn Barlow asked if there are any amendments tonight, what direction would the Town Attorney recommend.

Town Attorney Ryan Knight spoke about one option is to continue the meeting, or approve it with the amendments, but it would have to be unanimous.

Amendment #1 – Amend Residency Requirement and Providing for Forfeiture of Office

Commissioner Anna Butler spoke about receiving feedback from residents concerning using the words “malfeasance” or “misfeasance”. Asked if that language needs to be included.

Town Attorney Ryan Knight spoke about that language does not need to be included. You can reference State Statute or include language about committing a felony.

Further discussion ensued on the difference between “malfeasance” and “misfeasance”.

Vice Mayor Dawn Barlow spoke about receiving feedback from a resident as well and is okay with the wording the Attorney provided: convicted of a felony or otherwise provided by Florida Law. Agreed with the amended language the Attorney provided.

Commissioner Tim Reed spoke about being comfortable with the language as-is.

Town Attorney Ryan Knight explained how the second reading could die based on voting and gave a timeline of mid-August for when the budget needs to be finalized.

Vice Mayor Dawn Barlow passed the gavel. – 14:26

**Vice Mayor Dawn Barlow made a motion for a continuance on question 1 to an indeterminate meeting date; Motion failed for a lack of second.**

Commissioner Tim Reed verified that the original language was what the CRC proposed. What is the basis for the proposed change?

Vice Mayor Dawn Barlow spoke about the use of malfeasance or misfeasance being in the Code of Ethics.

Town Attorney Ryan Knight spoke about the confusion might be due to conviction usually means criminal, but malfeasance or misfeasance does not need to be criminal court. – 23:05

Town Attorney Ryan Knight spoke about someone could argue that they were not convicted of malfeasance or misfeasance because it was not in criminal court.

Vice Mayor Dawn Barlow spoke about using the language convicted of a felony or found in violation of malfeasance or misfeasance as it pertains to Florida Law. – 29:04

Town Attorney Ryan Knight spoke about using the language malfeasance or misfeasance or Florida Law, but not both.

Vice Mayor Dawn Barlow spoke about not wanting to pass this just because they are at the eleventh hour and wanting the cleanest verbiage to go to ballot.

Vice Mayor Dawn Barlow passed the gavel. – 30:06

**Vice Mayor Dawn Barlow made a motion for a continuance; Motion failed for a lack of second.**

Town Attorney Ryan Knight spoke about the Commission having three options – to pass the ordinance as-is, pass it with an amendment, or to continue it. He spoke about the ordinance dying for lack of second reading if it's not continued. He also spoke about having to try to schedule another first and second reading before August 15<sup>th</sup> if this reading died.

Vice Mayor Dawn Barlow spoke about the voting needing to be unanimous since there are only three Commissioners present.

**Commissioner Tim Reed made a motion to approve Ordinance 2025-02 as presented; Motion failed for a lack of second.**

**Vice Mayor Dawn Barlow made a motion for a continuance to August 4<sup>th</sup> at 6:00 pm; Commissioner Anna Butler seconded;**

*Frank LaGrassa – 412 First Ave – Asked why this change is being brought up at the eleventh hour. Is this personal?*

Vice Mayor Dawn Barlow spoke about it not being personal. A member of the Board raised the concern. The current language says convicted of a felony, malfeasance or misfeasance. The proposed change is to clarify language because felonies are convicted in criminal court and malfeasance or misfeasance are found in violation by an ethics committee.

**Motion failed 2-1 with Commissioner Tim Reed dissenting.**

**Vice Mayor Dawn Barlow made a motion to amend the language; Commissioner Anna Butler seconded; Motion failed 2-1 with Commissioner Tim Reed dissenting.**

Town Attorney Ryan Knight reiterated that the Commission could try to approve the ordinance as-is or rush to try to get another first and second reading done by August 15<sup>th</sup>.

**Commissioner Anna Butler made a motion to approve the ordinance as is due to the time limit; Commissioner Tim Reed seconded; Motion carried 3-0.**

## 6. Adjournment

**Commissioner Anna Butler moved to adjourn; Commissioner Tim Reed seconded; Motion carried 3-0.**

Meeting adjourned at 6:43 pm.

ATTEST:

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Alison Dennington  
Mayor

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Cyd Cardwell  
Deputy Town Clerk

# Town of Melbourne Beach

## SPECIAL TOWN COMMISSION MEETING

### August 4, 2025 at 5:00 p.m.

## COMMUNITY CENTER – 509 OCEAN AVENUE

# MINUTES

#### **Commission Members:**

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members:**

Town Manager Elizabeth Mascaro  
 Town Attorney Ryan Knight  
 Town Clerk Amber Brown

The video of this meeting has 2 parts. Part 1 is 10 minutes and 41 seconds long. Part 2 is 2 hours, 58 minutes, and 9 seconds.

### **1. Call to Order**

Vice Mayor Dawn Barlow called the meeting to order at 5:00 p.m.

### **2. Roll Call**

Town Clerk Amber Brown conducted roll call

#### **Commission Members Present**

Mayor Alison Dennington  
 Vice Mayor Dawn Barlow  
 Commissioner Robert Baldwin  
 Commissioner Anna Butler  
 Commissioner Tim Reed

#### **Staff Members Present**

Town Attorney Ryan Knight  
 Finance Manager Jennifer Kerr  
 Town Clerk Amber Brown

### **3. Pledge of Allegiance and Moment of Silence**

Mayor Alison Dennington led the Pledge of Allegiance.

### **4. Public Comments**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.



The Commission discussed reading a public comment submitted from a resident, but decided to read it later in the meeting as it pertains to the agenda item being discussed.

Mayor Alison Dennington received confirmation from the Town Attorney that the position of Town Manager is vacant after the 60th day, when the contract expires.

Town Attorney Ryan Knight said the RFP has the scoring criteria, and the Commission requested hard copies of that from the Finance Manager.

## **5. Public Hearings/Special Orders**

### **A. Presentations and consideration of the proposals from the RFP for Executive Search Services**

James Dinneen from MGT presented their proposal for Executive Recruitment Services. Spoke about his experience being a manager. Spoke about his company, team, and how they have recruited in 45 of the 50 states. Went over the process, said it is normally a 90-120 day process, they would advertise out of state, and he would conduct video interviews. Went over recruitment costs and said the candidate they're looking for is not necessarily looking for a job, and they need to take advantage of the fact that people would not be afraid to work for this stable Town and relocate here.

Commissioner Tim Reed asked if MGT reaches out to other local municipalities that have gone through the process recently for their pool of applicants.

James Dinneen said not necessarily because you only need one candidate.

Commissioner Robert Baldwin asked if there are any assessments, such as personality.

James Dinneen spoke about how they can, but they do not generally need to do that.

Mayor Alison Dennington spoke about being concerned about the timeline and asked if MGT would be able to do a condensed timeline. - 36:10

James Dinneen spoke about how fast is not good if it does not result in the best person. Yes, it can be done faster than 120 days. The process can be done quicker, but if you are looking for people who are employed, it can take a little longer because good managers will give proper notice to their current employer. To speed up the timeline, the approvals would need to be done quickly. Approve the job description, approve the brochure, etc.

Vice Mayor Dawn Barlow asked for some best practices for how MGT has done information gathering for other similar small municipalities.

James Dinneen spoke about how the Commission was elected to make decisions, so it is up to the Commission on the process. One municipality set up an email for citizen input.

Commissioner Anna Butler asked about the different recruiting platforms mentioned and if those are industry-specific.

James Dinneen said yes, but they also have their own network. All the recruiters talk to each other. Suggested that if a candidate needs to travel, when they are interviewing, set the spouse up with a realtor or someone who can answer their questions about the area.

Commissioner Tim Reed asked about the optional background and screenings. - 48:35

James Dinneen spoke about how that all comes with the package.

Commissioner Robert Baldwin asked to what extent negative things on social media would affect the process.

James Dinneen spoke about the individuals who are familiar with the job know there will be negative things out there. If something comes up, he will ask for the details.

Mayor Alison Dennington asked how you narrow it down when you have 100 applicants.

James Dinneen said it is an art, not a science. By law, he cannot influence the decision. He can only present a list to the Commission. He is trying to find the best candidates possible.

Mayor Alison Dennington asked about the process for notifying the Commission of applications that have been received.

James Dinneen spoke about how MGT will send something to the candidate to let them know that their resume was received. At the end, MGT will provide a book that includes a list of all of the candidates, but will not include all of the applications and resumes.

Mayor Alison Dennington asked about the process and confirmed that they first cut people who do not meet the minimum qualifications, then they cut down more based on experience/qualifications to determine who gets interviewed.

James Dinneen spoke about how they will receive the list of anyone who has been interviewed. Said there are people that clearly don't meet the requirements, people that clearly do, and then people in the middle that are not as clear.

Mayor Alison Dennington asked if MGT will send a weekly update.

James Dinneen spoke about how they can provide an update that only includes numbers.

Vice Mayor Dawn Barlow had no further questions.

Commissioner Anna Butler spoke about the Town having a small budget and asked about keeping the budget in mind. - 59:45

James Dinneen spoke about needing to find the right candidate, being very sensitive to budgets, and that the Commission can decide what processes to do and not do.

Commissioner Tim Reed and Commissioner Robert Baldwin had no further questions.

Mayor Alison Dennington asked how MGT handles candidates applying for multiple places.

James Dinneen spoke about not wanting the Town to get burned or ruin his reputation, so he would not recommend those individuals.

Mayor Alison Dennington asked about the process.

James Dinneen spoke about how the Commission decides how they want things done.

Mayor Alison Dennington asked about the one-year guarantee.

James Dinneen spoke about how they have a one-year guarantee that would not cost anything additional other than advertising.

Mayor Alison Dennington asked if they could into merging positions.

James Dinneen spoke about how they can do that as a special service.

Mayor Alison Dennington asked how many city contracts he is currently working on.

James Dinneen said he chooses his schedule and is only in the middle of one contract.

Recess 6:20 pm – 6:24 pm

Commissioner Anna Butler asked about the process after the presentation and questions.

Town Attorney Ryan Knight said there would be discussion, time to fill out the forms, tally the points, and then a motion to enter into an agreement or go a different route.

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

Mayor Alison Dennington  
Vice Mayor Dawn Barlow  
Commissioner Robert Baldwin  
Commissioner Anna Butler  
Commissioner Tim Reed

**Staff Members Present**

Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Town Clerk Amber Brown

Anne Lewis from Raftelis presented the proposal and process for Executive Search Services. Said she is a Senior Manager with Raftelis, spoke about the company having over 30 years in local government consulting practice, and 15 years in executive search. Spoke about her own experience with local government. Said they have a team of 10 that supports the executive search recruitment practice, and she would serve as lead recruiter for the search. Spoke about their processes, timeline, and getting the community involved. Touched on their fee structure, which is in 3 parts. - 1:15:30

Commissioner Tim Reed asked if Raftelis reaches out to the local municipalities that have recently gone through the manager hiring process to get their pool of candidates? 1:33:30

Anne Lewis spoke about doing outreach through the Florida City/County Management Association, Florida League of Cities, and the International City/County Management Association, as well as through existing relationships and cold calls/emails.

Commissioner Robert Baldwin asked how drama on social media impacts the search.

Anne Lewis spoke about dealing with it up front and not wanting surprises. The last thing she wants is turnover in 6 months. There needs to be clear transparency from both sides.

Mayor Alison Dennington spoke about having a large west and midwest presence, and asked about their presence in Florida.

Anne Lewis spoke about it being typical of search firms to have groupings around their office locations. Raftelis has an office in Florida, but it mainly focuses on financial searches. Has worked with several municipalities in Florida, and understands it is truly a Sunshine State. Said her team meets weekly to discuss their searches, and they help each other.

Mayor Alison Dennington asked if Raftelis does recruiting for private and public entities.

Anne Lewis spoke about how Raftelis only does searches for public entities.

Mayor Alison Dennington asked if they ever get hired for specific things, such as advising on stormwater projects and financing possibilities, to which Anne Lewis said yes.

Vice Mayor Dawn Barlow asked Attorney Ryan Knight about the Mayor asking questions that are different from the first company.

Town Attorney Ryan Knight spoke about trying to ask questions that are as similar as possible, but they might differ due to the presentations. - 1:45:26

Vice Mayor Dawn Barlow asked for clarification on what information she would be looking for when meeting with the Commissioners.

Anne Lewis said she wants to know what is going well, what needs attention, what characteristics they are looking for, etc. From there, the questions might go down a rabbit hole. Talking to staff can bring a different perspective, as well as talking to the community.

Commissioner Anna Butler spoke about being a small Town, asked about keeping in mind that the Town has a tight budget, the salary is small but reasonable, property values are high, how would you handle that obstacle?

Anne Lewis spoke about being very clear in the brochure, providing clear salary, benefits, and quality of life. If a candidate lives in Florida, but not in Brevard County, some places have extended the residency requirement timeline. Having in-depth conversations with the candidates to understand their motivation and why they want to be here.

Commissioner Tim Reed asked about the background checks, screening, and verification process.

Anne Lewis spoke about using a company to get a background check and employment verification, but that is typically only for the top candidate or the top two. That is in addition to the internet search report, which is done and updated throughout the process.

Commissioner Robert Baldwin asked about a service guarantee and when it was used.

Anne Lewis spoke about how it rarely happens; however, she is currently working on one right now that is leaving employment after 11 months. Virginia is different because you cannot request details from a personnel file, so she does not have all the information, but believes it was not a good fit. Said this was a situation without cause, and the guarantee was different, so that would not apply in the situation for Melbourne Beach.

Mayor Alison Dennington asked if the guarantee only applies to termination with cause, and if it applies when the candidate resigns.

Anne Lewis said yes, it only applies to termination with cause, and it does apply if the candidate resigns.

Mayor Alison Dennington asked if Raftelis is able to condense the timeline.

Anne Lewis spoke about how the brochure is very important because it is the springboard for everything that comes after that. Generally, between 7-10 days, the brochure can be done. However, she would not want to shorten the 30-day outreach. At the beginning, she will lay out the timeline and try to keep to it. As more planning they can do ahead of time, the better.

Mayor Alison Dennington asked about getting updates weekly.

Anne Lewis spoke about sending updates, but not to get nervous if there are not a lot of responses right away, because people are doing their due diligence.

Mayor Alison Dennington asked what company they use for the background and if it checks everything.

Anne Lewis spoke about how it checks everything, and the only time it did not was when a court system was down for weeks.

Mayor Alison Dennington asked about inclusive language, does it differentiate between mandatory and preferred? - 2:04:04

Anne Lewis said yes, for example, if a college degree is required and a person does not have one, they would not be moved forward. Said what is mandatory versus preferred. It would be very clear in the recruitment brochure.

Vice Mayor Dawn Barlow and Commissioner Anna Butler had no further questions.

Mayor Alison Dennington asked if Raftelis would ask candidates if they were applying for other positions.

Anne Lewis spoke about how she would know if candidates are applying to other places. Spoke about how she already has ideas of candidates.

Mayor Alison Dennington asked what qualities Anne thinks the candidates should have.

Anne Lewis spoke about having a seasoned manager, preferred someone familiar with coastal, diplomatic, fiscal responsibility, sustainability, resiliency, willing to be transparent, and being able to engage with others. Part of the process is getting familiar with the candidates' knowledge.

The Commission had no further questions.

Town Attorney Ryan Knight said the first thing to do is decide if you will utilize an Executive Search Firm.

Mayor Alison Dennington asked the Town Attorney if the Town can post for the position in order to collect applications that get sent to the Town.

Town Attorney Ryan Knight said it would not make legal sense.

Mayor Alison Dennington spoke about the job description approved by the Commission; the Commission could change it if they wanted to, but until then, this is it. Asked if they could post it and collect resumes. It would not mean there is a decision on a date to hire them.

Town Attorney Ryan Knight said theoretically yes, but the question is who is reviewing those resumes. Does not understand the point if you are using an Executive Search Firm.

Finance Manager Jennifer Kerr said they keep all received resumes on file for one year, but for this, they would have to apply through the Executive Search Firm process.

**Commissioner Robert Baldwin made a motion that we engage and employ an Executive Search Firm for the replacement of the Town Manager; Vice Mayor Dawn Barlow seconded;**

***Sherri Quarrie – 701 Pine St** – Spoke about being on the Commission when they used a search firm previously, and it ended up being a bad fit. There is no recourse for the cost of the search. Thinks there is a problem with only having 2 companies to choose from, and said there is a requirement for 3. Said this will be \$34,000-\$41000+. Suggests using our own resources to do this cheaper.*

Mayor Alison Dennington spoke about how this was not a CCNA, so it did not require 3 responses, and the Town Attorney agreed.

Town Clerk Amber Brown said she asked the Vice Mayor to read the public comments that are emailed in, so she can take the minutes more efficiently. Said the Mayor runs the meetings, so she asked the Vice Mayor who is next in line.

Vice Mayor Dawn Barlow read a public comment sent in from **Joyce Barton - 322 Third Ave** – *The public comment asked for clarification on the procedure, where it was posted, and for how long, does a minimum of 3 quotes need to be received, is this legal, or should this item be dismissed?* - 2:23:40

Town Attorney Ryan Knight said yes, it is legal, if you send out an RFP and you get 2 responses, it does not mean you have to wait for 3 to proceed. Reiterated this is not a CCNA.

**Motion carried 4-1 with Commissioner Anna Butler dissenting.**

Commissioner Anna Butler spoke about dissenting because she would like to have included the Florida City and County Manager Association to see if it was a viable search option, because of the cost.

Mayor Alison Dennington spoke about what Commissioner Anna Butler is referring to. It is a free process, takes 6 months, and would be more burdensome on the staff. If anyone wants information on it, there is a memo from the Town Attorney on that.

Mayor Alison Dennington explained how the Commissioners will rate the companies and that they will be public record.

Mayor Alison Dennington verified with the Town Attorney that she could put a note explaining why next to the score. She also verified the last part did not need to be scored because it is not applicable.

Each Commissioner awarded points based on the provided criteria. - 2:27:50-2:40:30

Town Attorney Ryan Knight said the next step would be to determine the highest score and a motion to enter into a contractual agreement with that firm. Said he would email them today or tomorrow and get an agreement drafted as soon as possible.

Commissioner Robert Baldwin brought up Commissioner Tim Reed's email that discussed various assumptions baked into the budget, a couple of things that need to be added, and asked if Commissioner Tim Reed would bring them as an item for the August meeting.

Commissioner Tim Reed said he would prefer to go the Special Meeting route, but believes it does need to be talked about this month so it could be at the RTCM.

Mayor Alison Dennington spoke about the email that Commissioner Tim Reed and Commissioner Robert Baldwin are referring to. Spoke about how any Commissioner can call for a Special Meeting.

The results for the grading criteria are as follows:

MGT – 417 total  
Raftelis – 397 total

Vice Mayor Dawn Barlow said that as this Commission works with the Executive Search Firm to hire the position of Town Manager, she wanted to emphasize the need for professionalism and discipline throughout the process. This is one of the most important decisions the Commission will make. Requests that all Commissioners refrain from excessive emails or behaviors that might be considered micromanaging or unprofessional. Asked that Commissioners come prepared and stay engaged through this transition.

**Commissioner Robert Baldwin made a motion that we enter into a contract to engage MGT for the Executive Search Services of hiring the next Town Manager;**

Mayor Alison Dennington asked if they should put requirements or suggestions for a time frame in the motion?

Town Attorney Ryan Knight said it is driven by so many variables that it is impossible to put a timeframe on it.

**Vice Mayor Dawn Barlow seconded; Motion carried 3-2 with Commissioner Anna Butler and Commissioner Tim Reed dissenting.**

The Commissioners scheduled a Special Town Commission Meeting for Tuesday, August 19<sup>th</sup> at 5:30 pm.

Town Clerk Amber Brown said if the agenda item is generic, it does not need a cover page. If you want it limited to one topic, then she would need a cover page. Landed on it being a Special Town Commission Meeting for the budget, so anything that comes up that needs voting on, the Commission can do so. The packet would be the budget. Confirmed it should also be on the RTCM agenda.

## **6. Adjournment**

**Commissioner Robert Baldwin moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 8:09 pm.

**ATTEST:**

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**Alison Dennington**  
Mayor

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**Rachel Pembrook**  
Transcriptionist





# Town of Melbourne Beach

## Town Board Volunteer Application

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

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

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

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

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

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

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

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

Are you a registered voter of the town? ☐ YES ☐ NO

Are you a resident of the town? ☐ YES ☐ NO

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

Do you hold a public office? ☐ YES ☐ NO

Do you currently serve on a Town board? ☐ YES ☐ NO

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

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

\*\* no financial disclosure required

☐ Board of Adjustment

☐ History Center Board \*\*

☐ Technology Advisory Board \*\*

☐ Ryckman House Historical Preservation  
and Awareness Board \*\*

☐ Planning and Zoning Board

☐ Police Pension Fund Board of Trustees

☐ Parks Board \*\*

☐ Environmental Advisory Board \*\*

☐ Other \_\_\_\_\_

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

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

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

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



### Jamie Guth | Partner, Art Director

Jamie Guth excels in developing communication strategies and community outreach campaigns, leveraging her deep expertise across various industries to craft impactful solutions through research, targeted messaging, visuals, and metrics.

## EXPERTISE

Proficient in Adobe Creative Suite software including Photoshop, InDesign, Illustrator, Adobe XD and Acrobat Pro; Skilled in Microsoft Office and Google Suite software; Knowledgeable in web-based applications, content management systems and HTML for website management; email campaigns and surveys via WordPress, HubSpot, Constant Contact, MailChimp and SurveyMonkey; Familiar with WCAG 2.1 compliance and application of document accessibility; Proficient in setup, management, and monitoring multiple social media channels; Familiar with methodology and integration of community-based social marketing techniques to promote sustainable behavior; Ability to work within and offer creative solutions to budget constraints.

## EXPERIENCE

MTN, Inc. » Satellite Beach, FL

*Partner | Art Director: 2006 – Present*

- On business management team for creating company-wide process improvement standards for efficient work flow; Expertise in strategy development, budget creation, project coordination and campaign design for various client industries including environment, energy utilities, technology, non-profit community organizations; Creative concept development, design and layout for corporate identities and brand follow-through to virtually all mediums such as print, digital, web, outdoor signage, large format event signage and apparel; Developer and manager of brand guidelines for multiple clients; Proficient in web-based functionality testing as well as quality testing for consistency of message, design, legibility and clarity; Passion for research and understanding of client goals to pitch effective solutions via messaging, visuals and metrics.

## EDUCATION, CERTIFICATIONS & AFFILIATIONS

- M.F.A., Graphic Design/Visual Experience  
*Savannah College of Art & Design » Savannah, GA*
- B.F.A., Graphic Design/Visual Communication  
*Virginia Tech » Blacksburg, VA*
- Community-Based Social Marketing Advanced Workshop Certificate
- Member, Melbourne Beach Environmental Advisory Board
- Member, American Advertising Federation Space Coast
- Member, Harbor East Homeowners Association Board
- Oyster Gardener, Brevard Zoo Restore Our Shores



# Town of Melbourne Beach

## Town Board Volunteer Application

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

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

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

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

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

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

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

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

Are you a registered voter of the town? ☐ YES ☐ NO

Are you a resident of the town? ☐ YES ☐ NO

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

Do you hold a public office? ☐ YES ☐ NO

Do you currently serve on a Town board? ☐ YES ☐ NO

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

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

\*\* no financial disclosure required

☐ Board of Adjustment

☐ History Center Board \*\*

☐ Technology Advisory Board \*\*

☐ Ryckman House Historical Preservation  
and Awareness Board \*\*

☐ Planning and Zoning Board

☐ Police Pension Fund Board of Trustees

☐ Parks Board \*\*

☐ Environmental Advisory Board \*\*

☐ Other \_\_\_\_\_

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

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

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

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





# Town of Melbourne Beach

## Town Board Volunteer Application

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

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Name: Laurie Simmons Home Phone: 321-984-8357

Home Address: 409 Avenue B, Melbourne Beach, FL 32951

Mobile Phone: 321-506-3300 Email Address: lauriosimm@aol.com

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

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

BA Univ of FL  
Founding Member of History Center Board and  
current chairperson.

Date of Birth: 06/23/56 (optional; to verify voter registration)

Are you a registered voter of the town? ☒ YES ☐ NO

Are you a resident of the town? ☒ YES ☐ NO

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

Do you hold a public office? ☐ YES ☒ NO

Do you currently serve on a Town board? ☒ YES ☐ NO

If yes, which board? History Center Board

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

\*\* no financial disclosure required

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

Why do you think you are qualified to serve on this board? see resume

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

Signature: Laurie Simmons Date: 8/7/25

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



# Town of Melbourne Beach

## Town Board Volunteer Application

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

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

Name: Todd Albert Home Phone: (407) 864-0511

Home Address: 1710 Pine Street, Melbourne Beach FL 32951, United States

Mobile Phone: (407) 864-0511 Email Address: tsalbert11@att.net

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

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

BA International Studies UNC-CH 1978; 5/1978-11/2014 Wachovia Bank/First Union National Bank/Well Fargo Bank -Audit Dpmt, HR, National Corp Banking, International Iona Bank and Treasury Svcs. Series 7 and CTP certifications

Date of Birth: May 8, 1954 (optional; to verify voter registration)

Are you a registered voter of the town? ☒ YES ☐ NO

Are you a resident of the town? ☒ YES ☐ NO

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

Do you hold a public office? ☐ YES ☒ NO

Do you currently serve on a Town board? ☒ YES ☐ NO

If yes, which board? Planning & Zoning

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

\*\* no financial disclosure required

☐ Board of Adjustment

☐ History Center Board \*\*

☐ Technology Advisory Board \*\*

☐ Ryckman House Historical Preservation and Awareness Board \*\*

☒ Planning and Zoning Board

☐ Police Pension Fund Board of Trustees

☐ Parks Board \*\*

☐ Environmental Advisory Board \*\*

☐ Other \_\_\_\_\_

Why do you think you are qualified to serve on this board? Experience on the Board and involved in in depth

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

Signature: Todd Albert Date: 8/8/25

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



Financial Services Department  
900 E. Strawbridge Avenue • Melbourne, FL 32901 • (321) 608-7010 • Fax (321) 608-7048

July 31, 2025

Amber Brown, Town Clerk  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951

Ms. Brown,

Pursuant to Section 16(d) of the Water Franchise Agreement between the City of Melbourne and the Town of Melbourne Beach, dated July 10, 2018, the City of Melbourne agreed to provide written notice to the Town Manager of Melbourne Beach at least thirty (30) days prior to any public hearing for the final approval of any proposed adjustments of service rates that would affect customers within the municipal boundaries of Melbourne Beach.

As discussed during the City of Melbourne's December 10, 2024 City Council Meeting, Council has directed staff with moving forward with the consideration of proposed increases for water and wastewater rates per thousand gallons, as well as the monthly service charge for both services.

To comply with the language found in Section 16(d) of the agreement, this letter shall constitute written notice of an effective date of the proposed increase to both the per thousand gallon rate and monthly service charge of October 1, 2025. The proposed rates are currently still under deliberation and further guidance will be provided once the rate consultant has provided their final recommendation.

As stated in your constituents' July billing statements, mailed in August, as required by Florida State Statute §180.136, the first reading of the ordinance for the proposed increases is scheduled for the September 11, 2025 City Council Meeting to be held at a public meeting immediately following the First Special Budget Hearing scheduled for 5:30pm, in the City of Melbourne Council Chambers located at 900 E. Strawbridge Ave, Melbourne, FL 32901.

The second and final reading is anticipated to take place at the September 24, 2025 City Council Meeting to be held immediately following the Second Special Budget Hearing scheduled for 5:30pm, in the City of Melbourne Council Chambers located at 900 E. Strawbridge Ave, Melbourne, FL 32901.

Please feel free to reach out to me with any questions or concerns.

Thank you,

A handwritten signature in black ink, appearing to read 'Ross McGinn'.

Ross McGinn  
Director of Finance  
(321)-608-7014  
[ross.mcgin@mlbfl.org](mailto:ross.mcgin@mlbfl.org)

## Town Commission Meeting

**Section:** Unfinished Business  
**Meeting Date:** August 20, 2025  
**From:** Town Attorney Ryan Knight  
**RE:** Proposed amendments to the sign ordinance

### Background Information:

The Commission requested the Town Attorney to review the current sign ordinance and provide proposed amendments.

### Recommendation:

### Attachments:

## Town Commission Meeting

**Section:** Unfinished Business

**Meeting Date:** August 20, 2025

**From:** Town Attorney Ryan Knight

**RE:** Proposed Town Policy and Procedure regarding grant applications

### **Background Information:**

The Commission requested the Town Attorney to provide a proposed Town Policy and Procedure regarding grant applications.

### **Recommendation:**

### **Attachments:**



## Town Commission Meeting

**Section:** Unfinished Business  
**Meeting Date:** August 20, 2025  
**From:** Town Attorney Ryan Knight  
**RE:** Proposed ordinance language regarding parking

### Background Information:

The Commission requested the Town Attorney to provide proposed ordinance language regarding parking.

### Recommendation:

### Attachments:

# Regular Town Commission Meeting

**Section:** Unfinished Business

**Meeting Date:** August 20<sup>th</sup>, 2025

**From:** Fire Chief Gavin Brown

**RE:** Modifications to previously presented 2024 Fire Department Incident Response Times

## Background Information:

Commission,

As per your direction provided at the Town Commission Meeting on Wednesday, July 16<sup>th</sup>, I have gone back and added an additional column to the originally presented 2024 Fire Department Incident Response Times to reflect not only the time that the 911 call was originally answered (previously referred to as “Alarm Time”) but also the time that the call was received by our fire department PSAP (now referred to as “Alarm Time”). *Please see attachment.*

In addition, I had my Fire Marshal, who is considered a subject matter expert with 39 years of experience, go through and audit all times originally presented for accuracy. *Please see attached email from Fire Marshal Micka on his opinion regarding the changing of our alarm times and dispatch services.*

As I originally relayed in my 2<sup>nd</sup> presentation, and again at the Town Commission Meeting on July 16<sup>th</sup>, the data used for my presentation’s response times were based on the time that the 911 call was initially answered, which I referred to as my “Alarm Time”. I am aware that for NFIRS reporting purposes, the “Alarm Time” can be recorded as the time it was answered by our immediate PSAP (Indialantic), however, I felt it was more transparent and relevant to the conversation that residents and the Commission have a global view of the local emergency response system, including the dispatch process, so everyone can realistically understand how long it will take from the time they dial 9-1-1 until the first fire suppression apparatus arrives on scene.

Here is an excerpt from a document published by the U.S. Fire Administration/National Fire Data Center about Response Times that I feel is relevant to this conversation: *“The definition of “response time” depends on the perspective from which one approaches the data. In the fire service, “total” response time is usually measured from the time a call is received by the emergency communications center to the arrival of the first apparatus at the scene. For the public, the clock for response time begins when the public becomes aware there is an emergency incident occurring and the fire department is notified.”*

Additionally, it is a common accepted interpretation by NFPA technical committees and supporting materials that the response time begins at the point the first PSAP receives the 911 call, even if the call is subsequently transferred to a secondary PSAP or dispatch center. When referring to emergency

response, three phases are included in total response time; Phase 1 is “Alarm Handling Time”, Phase 2 is “Turnout Time and Travel Time”, and Phase 3 is “Initiating Action/Intervention Time”. As per guidance from the NFPA, Phase One (Alarm Handling Time), includes alarm transfer time, alarm answering time, and alarm processing time. *Please see attachment from NFPA 1710 (Figure A.3.3.64.6) which illustrates that “alarm time” also includes the transfer time as part of the Total Response Time determination.*

Please also understand that response times are not an exact science, as there are multiple opportunities for human errors such as forgetting to make a radio call, the dispatcher being busy and not immediately logging a status update, the dispatcher forgetting to log an event, etc. Additionally, my volunteers must manually enter the incident data into Emergency Reporting, which adds further possibilities of human errors and typos. While I do briefly review every call before I submit the data to the NFIRS system, I do not have the time required to thoroughly verify every single digit on every report. I do the best I can with the limited resources that I have, and I did the best I could to ensure accuracy in the data that I originally presented.

As Fire Chief, I can only control one part of the emergency response system, and that is how quickly our firefighters respond. I can’t control what happens on the dispatch end, but when there are delays, and they can happen for multiple reasons, it’s even more important that our Fire Department is able to respond quickly, because valuable time, at no fault of our own, has already been lost.

### **Recommendation:**

Moving forward for future incident reporting, unless otherwise directed by the Town Commission, I plan to use the time the 911 call is answered by the first PSAP as our “Alarm Time”, as I believe it is the most transparent way to report our incidents, and my opinion is supported by guidance from the NFPA and the U.S. Fire Administration/National Fire Data Center. While it may be an accepted interpretation, my opinion is that reporting our “Alarm Time” as the time the incident reached our PSAP, instead of the time it reaches the initial PSAP, provides a false sense of performance and response time of our Fire Department when there is an emergency. The Fire Department is part of an emergency response system with many moving parts, and my opinion is that we should be transparent about every part of the system, so we can understand where there are areas for improvement, and provide our residents with realistic expectations for what happens when they dial 911 for an emergency.

### **Attachments:**

- Updated 2024 Fire Department Response Times
- Email From Fire Marshal David Micka
- Chart A.3.3.64.6 from NFPA 1710 (Total Response Time)

# Melbourne Beach VFD

Melbourne Beach, FL



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INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	APPARATUS	911 CALL TIME	ALARM TIME	DISPATCH TIME	PROCESS TIME mm:ss (Alarm to Dispatch)	ENROUTE TIME	TURNOUT TIME mm:ss (Dispatch to Enroute)	ARRIVAL TIME	TRAVEL TIME mm:ss (Enroute to Arrival)	TOTAL TIME mm:ss (Dispatch to Arrival)	TOTAL TIME mm:ss (Alarm to Arrival)	Certified Firefighters
NFPA 1710 Time Recommendations:								2:26		1:20		4:00	5:20	7:36	
01/01/2024	2024-01	316 Del Rio LN	111 - Building fire												
OUT OF TOWN (Not included in Stats)				MBF1	04:14:53	04:17:36	04:23:48	6:12	04:31:33	7:45	04:31:45	0:12	7:57	14:09	1
				E58	04:14:53	04:17:36	04:23:48	6:12	04:48:23	24:35	04:53:02	4:39	29:14	35:26	4
01/14/2024	2024-5	201 4th AVE	445 - Arcing, shorted electrical equipment												
				E58	18:18:49	18:20:34	18:22:55	2:21	18:33:24	10:29	18:36:46	3:22	13:51	16:12	2
01/15/2024	2024-6	312 6th AVE	162 - Outside equipment fire												
				E58	17:41:57	17:43:47	17:46:22	2:35	17:51:34	5:12	17:55:41	4:07	9:19	11:54	3
01/16/2024	2024-7	300 S Palm AVE	743 - Smoke detector activation, no fire - unintentional												
				E58	10:51:35	10:51:35	10:52:21	0:46	10:56:23	4:02	10:59:23	3:00	7:02	7:48	2
01/16/2024	2024-8	1905 Atlantic ST	735 - Alarm system sounded due to malfunction												
				E58	16:15:09	16:15:09	16:16:13	1:04	16:18:41	2:28	16:21:57	3:16	5:44	6:48	1 + Chief
01/16/2024	2024-9	Oak ST	445 - Arcing, shorted electrical equipment												
				E58	18:09:14	18:09:14	18:10:34	1:20	18:10:40	0:06	18:12:47	2:07	2:13	3:33	3
02/13/2024	2024-18	401 Oak ST	322 - Motor vehicle accident with injuries												
				E58	15:05:10	15:05:10	15:05:44	0:34	15:17:28	11:44	15:18:37	1:09	12:53	13:27	0
03/04/2024	2024-23	453 Sandy KY	440 - Electrical wiring/equipment problem, other												
				E58	02:01:58	02:04:08	02:06:29	2:21	02:12:23	5:54	02:16:27	4:04	9:58	12:19	2
03/05/2024	2024-25	Oak Street AVE	324 - Motor vehicle accident with no injuries.												
				E58	07:39:42	07:44:48	07:44:58	0:10	07:54:19	9:21	07:56:10	1:51	11:12	11:22	4
03/05/2024	2024-27	Oak Street	422 - Chemical spill or leak												
				E58	12:22:19	12:23:15	12:25:09	1:54	12:29:00	3:51	12:29:57	0:57	4:48	6:42	2
03/06/2024	2024-28	Ocean AVE	324 - Motor vehicle accident with no injuries.												
				E58	08:05:10	08:10:14	08:10:24	0:10	08:18:11	7:47	08:19:09	0:58	8:45	8:55	2
03/09/2024	2024-29	1005 Atlantic ST	735 - Alarm system sounded due to malfunction												
				E58	13:12:10	13:12:10	13:13:55	1:45	13:29:17	15:22	13:31:05	1:48	17:10	18:55	3
03/28/2024	2024-31	321 2nd AVE	412 - Gas leak (natural gas or LPG)												
				E58	08:34:40	08:36:19	08:38:21	2:02	08:41:12	2:51	08:42:48	1:36	4:27	6:29	2
03/30/2024	2024-32	318 Avenue B	734 - Heat detector activation due to malfunction												
*** E-58 canceled en-route (never arrived on scene) ***				MBF1	15:29:10	15:30:45	15:34:00	3:15	15:37:36	3:36	15:43:51	6:15	9:51	13:06	Chief
				E58	15:29:10	15:30:45	15:34:00	3:15							2
03/30/2024	2024-33	304 Orange ST	420 - Toxic condition, other												
				E58	17:16:07	17:17:38	17:22:18	4:40	17:23:47	1:29	17:25:39	1:52	3:21	8:01	5
04/01/2024	2024-34	Atlantic ST	323 - Motor vehicle/pedestrian accident (MV Ped)												
				SQ58	15:31:35	15:32:07	15:32:07	0:00	15:32:09	0:02	15:38:26	6:17	6:19	6:19	1 + Chief
04/07/2024	2024-36	303 5th AVE	622 - No incident found on arrival at dispatch address												
				E58	12:56:36	12:56:36	12:57:39	1:03	13:08:42	11:03	13:11:55	3:13	14:16	15:19	1

04/11/2024	2024-37	Riverside DR	440 - Electrical wiring/equipment problem, other													97
				E58	16:31:24	16:33:10	16:34:36	1:26	16:39:40	5:04	16:40:06	0:26	5:30	6:56	1 + Chief	
04/12/2024	2024-38	801 Riverside DR	735 - Alarm system sounded due to malfunction													
				E58	15:08:53	15:09:57	15:11:22	1:25	15:17:37	6:15	15:18:48	1:11	7:26	8:51	3	
04/20/2024	2024-41	201 Ocean AVE	111 - Building fire													
				E258	17:33:53	17:35:37	17:36:16	0:39	17:43:02	6:46	17:48:21	5:19	12:05	12:44	2	
04/26/2024	2024-43	409 5th AVE	111 - Building fire													
				E58	13:25:04	13:25:04	13:26:07	1:03	13:30:12	4:05	13:31:46	1:34	5:39	6:42	4	
05/08/2024	2024-49	1005 Atlantic ST	734 - Heat detector activation due to malfunction													
				E58	11:28:06	11:28:06	11:29:51	1:45	11:35:52	6:01	11:37:43	1:51	7:52	9:37	3	
05/14/2024	2024-50	1005 Atlantic ST	735 - Alarm system sounded due to malfunction													
				E58	10:34:19	10:34:19	10:36:00	1:41	10:38:59	2:59	10:40:07	1:08	4:07	5:48	1 + Chief	
05/17/2024	2024-51	2nd AVE	324 - Motor vehicle accident with no injuries.													
				SQ58	16:19:34	16:31:24	16:31:24	0:00	16:37:06	5:42	16:38:34	1:28	7:10	7:10	1	
05/18/2024	2024-52	1005 Atlantic ST	734 - Heat detector activation due to malfunction													
				E58	11:14:54	11:14:54	11:15:59	1:05	11:26:26	10:27	11:29:32	3:06	13:33	14:38	3	
05/20/2024	2024-54	437 Riverview LN	733 - Smoke detector activation due to malfunction													
				E58	05:57:37	05:57:37	05:59:00	1:23	06:10:10	11:10	06:15:42	5:32	16:42	18:05	2	
06/07/2024	2024-62	404 Sixth AVE	735 - Alarm system sounded due to malfunction													
				E58	13:36:37	13:45:31	13:45:41	0:10	13:49:25	3:44	13:59:46	10:21	14:05	14:15	3	
06/25/2024	2024-68	228 Sixth AVE	445 - Arcing, shorted electrical equipment													
				E58	14:10:20	14:10:20	14:10:45	0:25	14:17:49	7:04	14:19:59	2:10	9:14	9:39	2	
06/27/2024	2024-69	303 Beau Jean AVE	143 - Grass fire													
				E58	18:21:11	18:25:52	18:25:52	0:00	18:29:19	3:27	18:30:35	1:16	4:43	4:43	1 + Chief	
07/03/2024	2024-70	Atlantic ST	322 - Motor vehicle accident with injuries													
				SQ58	16:17:09	16:22:01	16:22:01	0:00	16:28:41	6:40	16:30:13	1:32	8:12	8:12	3	
07/04/2024	2024-71	201 Ocean AVE	735 - Alarm system sounded due to malfunction													
				E58	12:46:39	12:46:39	12:48:44	2:05	12:51:54	3:10	12:53:08	1:14	4:24	6:29	4	
07/08/2024	2024-73	516 Ocean AVE	140 - Natural vegetation fire, other													
				E58	21:12:15	21:12:15	21:14:23	2:08	21:17:38	3:15	21:18:39	1:01	4:16	6:24	2	
07/10/2024	2024-74	Atlantic ST	322 - Motor vehicle accident with injuries													
				E58	17:01:41	17:07:42	17:07:42	0:00	17:15:53	8:11	17:19:28	3:35	11:46	11:46	3	
07/18/2024	2024-78	Oak ST	322 - Motor vehicle accident with injuries													
				SQ58	12:53:09	12:58:34	12:58:34	0:00	13:03:01	4:27	13:05:13	2:12	6:39	6:39	1	
07/21/2024	2024-79	800 Pine ST	671 - HazMat release investigation w/no HazMat													
				E58	22:52:22	22:52:22	22:54:48	2:26	22:59:23	4:35	23:00:11	0:48	5:23	7:49	4	
09/04/2024	2024-87	1005 Atlantic ST	520 - Water problem, other													
				E258	22:22:15	22:28:50	22:32:00	3:10	22:37:27	5:27	22:39:51	2:24	7:51	11:01	5	
09/08/2024	2024-90	Ocean AVE	322 - Motor vehicle accident with injuries													
				SQ58	04:14:07	04:18:42	04:18:42	0:00	04:24:31	5:49	04:24:42	0:11	6:00	6:00	3	
09/13/2024	2024-92	405 Atlantic ST	743 - Smoke detector activation, no fire - unintentional													
				E58	11:29:36	11:32:00	11:34:15	2:15	11:38:09	3:54	11:40:05	1:56	5:50	8:05	2 + Chief	
09/17/2024	2024-93	1805 Oak ST	331 - Lock-in (if lock out , use 511 )													
				E58	15:49:33	15:49:33	15:49:52	0:19	15:49:54	0:02	15:56:36	6:42	6:44	7:03	1 + Chief	
09/25/2024	2024-95	508 Harland AVE	743 - Smoke detector activation, no fire - unintentional													
				E58	18:58:54	19:02:43	19:02:43	0:00	19:08:31	5:48	19:10:31	2:00	7:48	7:48	3	
09/26/2024	2024-96	1603 Atlantic ST	551 - Assist police or other governmental agency													
				E58	19:07:49	19:07:49	19:09:11	1:22	19:20:02	10:51	19:22:09	2:07	12:58	14:20	3	
09/26/2024	2024-97	303 Banyan WAY	444 - Power line down													
				E58	21:13:03	21:13:03	21:13:16	0:13	21:14:54	1:38	21:17:45	2:51	4:29	4:42	3	

10/01/2024	2024-99	308 Oak ST	743 - Smoke detector activation, no fire - unintentional														
				E58	09:50:29	09:57:51	09:58:03	0:12	10:02:00	3:57	10:05:04	3:04	7:01	7:13	3	98	
10/03/2024	2024-101	308 Oak ST	743 - Smoke detector activation, no fire - unintentional														
				E58	14:06:14	14:10:07	14:10:55	0:48	14:14:05	3:10	14:16:09	2:04	5:14	6:02	2		
10/03/2024	2024-102	201 Atlantic AVE	733 - Smoke detector activation due to malfunction														
				E58	23:12:21	23:14:40	23:16:25	1:45	23:18:17	1:52	23:19:20	1:03	2:55	4:40	3		
10/08/2024	2024-104	1005 Atlantic ST	520 - Water problem, other														
				E58	19:27:54	19:27:54	19:30:06	2:12	19:37:00	6:54	19:38:35	1:35	8:29	10:41	4		
10/12/2024	2024-123	Surf RD	444 - Power line down														
				E58	12:03:49	12:17:02	12:18:07	1:05	12:26:09	8:02	12:29:14	3:05	11:07	12:12	3		
10/13/2024	2024-124	313 2nd AVE	651 - Smoke scare, odor of smoke														
				E258	08:40:42	08:40:42	08:42:33	1:51	08:48:14	5:41	08:49:42	1:28	7:09	9:00	3		
10/18/2024	2024-126	2100 Oak	444 - Power line down														
				E58	07:08:24	07:08:24	07:09:50	1:26	07:15:56	6:06	07:20:02	4:06	10:12	11:38	3		
10/21/2024	2024-130	Ocean AVE	324 - Motor vehicle accident with no injuries.														
				E58	17:15:43	17:21:50	17:22:26	0:36	17:29:49	7:23	17:30:34	0:45	8:08	8:44	3		
11/09/2024	2024-140	1505 Atlantic ST	743 - Smoke detector activation, no fire - unintentional														
				E58	13:18:46	13:33:23	13:34:20	0:57	13:42:03	7:43	13:44:01	1:58	9:41	10:38	3		
11/16/2024	2024-141	2203 Atlantic ST	743 - Smoke detector activation, no fire - unintentional														
				E58	02:25:02	02:25:02	02:27:26	2:24	02:38:24	10:58	02:40:13	1:49	12:47	15:11	2		
11/20/2024	2024-142	2100 Oak ST	743 - Smoke detector activation, no fire - unintentional														
				E58	06:57:00	06:58:06	07:00:17	2:11	07:08:04	7:47	07:10:56	2:52	10:39	12:50	3		
12/03/2024	2024-144	404 Banyan WAY	240 - Explosion (no fire), other														
				E58	14:59:37	14:59:37	15:01:18	1:41	15:03:19	2:01	15:09:55	6:36	8:37	10:18	3		
12/12/2024	2024-150	Ocean AVE	324 - Motor vehicle accident with no injuries.														
				E58	04:08:44	04:19:05	04:21:10	2:05	04:30:37	9:27	04:31:30	0:53	10:20	12:25	2		
12/16/2024	2024-155	522 Ocean AVE	251 - Excessive heat, scorch burns with no ignition														
				E58	08:41:51	08:45:50	08:48:20	2:30	08:52:04	3:44	08:52:33	0:29	4:13	6:43	3		

Total Incidents Included: 55

Quick Stats
Compliance with recommended Alarm to Arrival time: 34.5%
Compliance with recommended Dispatch to Arrival time: 21.8%
% of calls didn't have 2 certified firefighters on initial response apparatus: 7.3%
Average time Dispatch to Enroute: 5.8 Minutes
Average time Dispatch to Arrival: 8.5 Minutes
Average time Alarm to Arrival: 9.7 Minutes
Average time 911 Call to Arrival: 11.8 Minutes

5:16:33
5.8

7:48:07	8:51:20
8.5	9.7

## Gavin Brown

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**From:** Dave Micka  
**Sent:** Friday, August 08, 2025 3:48 PM  
**To:** Gavin Brown; Fire Chief MBVFD  
**Subject:** Updates to Emergency Reporting

As directed the 55 Calls for service that were presented to the Commission have been changed in Emergency Reporting to reflect the time that the call for service was received at Indialantic Dispatch (PSAP) not when it was received by Brevard County Dispatch (PSAP) where applicable and subsequently transferred to the Indialantic PSAP. These dispatch centers are referred to as a PSAP - Public Safety Answering Point. There were also other minor changes made to correct what appeared to be typographical errors or other similar data entry errors. However the changes made to reflect only the time when the call reached the Indialantic PSAP is contrary to NFPA guidance based on my research.

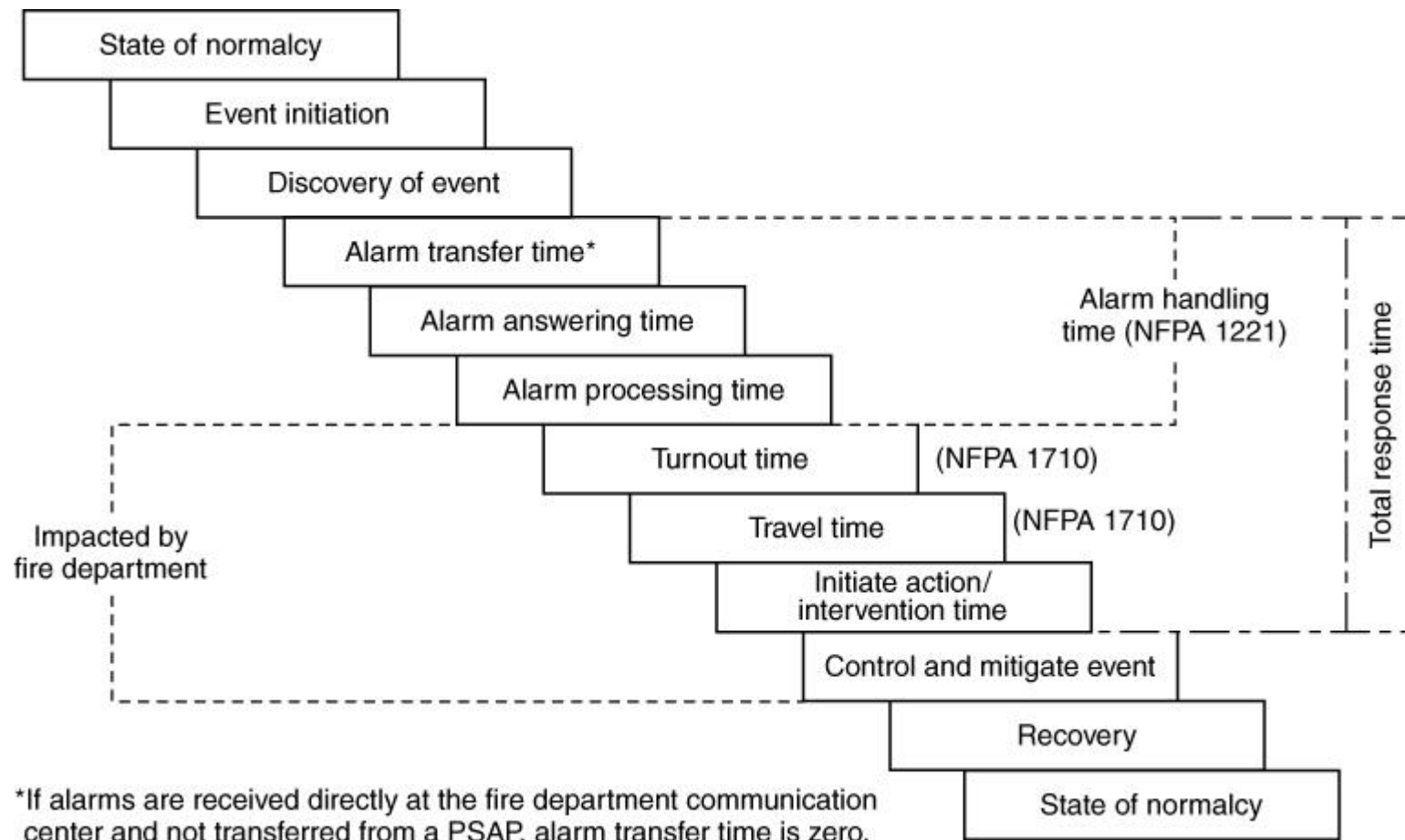
Per NFPA 1225 (2022 Edition), Section 4.2.2.1, communications centers are required to document the time of receipt of an emergency alarm. While the standard does not explicitly define whether this timing begins at the initial or final PSAP in the case of a transferred call, it is the commonly accepted interpretation by NFPA technical committees and supporting training materials that the response time begins at the point the **first PSAP receives the 911 call**, even if the call is subsequently transferred to a secondary PSAP or dispatch center. Figure A.3.3.64.6 in NFPA 1710 also includes the transfer time as part of the Total Response Time determination.

This approach ensures consistency in tracking **Total Response Time**, aligns with performance benchmarking goals outlined in NFPA 1225 and NFPA 1710/1720, and supports transparency in public safety data reporting.

Additionally the proposal to change the dispatch center that the department utilizes to Brevard County will not correct the need for transfers between PSAPs. A lack of location data provided by a wireless phone can result in sending 9-1-1 calls to the wrong PSAP, causing a delay in the call being correctly routed, and a delay in dispatching potentially life-saving services. If the dispatching for MBVFD was moved to Brevard County PSAP then calls that are initially received by the Indialantic PSAP would then have to be transferred to Brevard County PSAP before the department could be dispatched. Therefore the change to Brevard County PSAP for dispatching would not resolve the transfer delay but would result in a significant increase in the cost of dispatching services.

Dave Micka  
 Fire Marshal  
 Safety and Compliance  
 Melbourne Beach Volunteer Fire Department  
 507 Ocean Ave.  
 Melbourne Beach, FL 32951  
 Station 58 (321) 724-1736  
[dmicka@melbournebeachfl.org](mailto:dmicka@melbournebeachfl.org)  
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[fireinspector@melbournebeachfl.org](mailto:fireinspector@melbournebeachfl.org)

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.



NFPA 1710 Figure A.3.3.64.6



## Town Commission Agenda Item

**Section:** New Business

**Meeting Date:** 8/20/2025

**Subject:** Street repair 410 Riverview

**Submitted By:** Tom Davis Public Works Director

**Background Information** A Public Works employee making routine morning rounds discovered a hole and a depression in the pavement near 410 Riverview. The hole is located in front of a stormwater inlet. I responded to the location and examined the situation.

It appeared to me that there was likely a problem with the stormwater pipe that connected to the stormwater inlet. The pavement condition was at a point where it caused serious concerns on my part. One of those concerns being that should a vehicle drive over it the road could collapse.

The area was immediately blocked off with the use of barricades and caution tape.

It is my opinion that actions should be taken to repair the area ASAP. Because of the urgency of this I would like to utilize BSE Engineers to expedite the project because of their knowledge and experience with our stormwater system.

**Recommendation:** Proceed quickly to repair this issue to lessen further deterioration of the roadway.

**Attachments:** Four Photos of the area in question



## Town Commission Agenda Item

**Section:** New Business

**Meeting Date:** 8/20/2025

**Subject:** Proposals for roof replacement History Center

**Submitted By:** Tom Davis, Public Works Director

**Background Information:** The shingle roof on the History Center Building has reached the point of needing to be replaced. RFP's were requested and four were obtained for the Commission to consider.

**Recommendation:**

Commission review and determine which proposal to proceed with. With approval the final contract will be completed and the roof replacement would proceed.

**Attachments:** Four proposals with specs and state licensure records. Color selection charts will be available at the presentation.

07/30/2025



**Superior One Roofing Florida**  
 Billing Mailing Address:  
 111 Enterprise Ave.  
 Palm Bay, FL 32909  
 flaccounting@superioroneroofing.com  
 Phone: 321-209-9092

**Company Representative**  
 Russ Lynch  
 Phone: (321) 338-0765  
 russ@superioroneroofing.com

**Tom Davis**  
**Public Works for Melbourne Beach**  
 2373 Oak Street  
 Melbourne Beach, FL 32951-2816  
 (321) 403-6626

### GAF Shingle Roof Replacement

- Remove existing shingles down to bare wood deck.
- Re-nail decking to meet Florida building code. 8D, 2 1/2" ring shank nails spaced every 4". If bad or rotten wood is discovered, it will be replaced at a cost outlined on the woodwork agreement pricelist. \$400 credit applied to any necessary woodwork before additional charges may be incurred.
- Install 3' of GAF Weatherwatch ice and water shield at all penetrations.
- Install Weathermaster ice and water shield (peel and stick) underlayment throughout entire roof surface.
- Install new aluminum drip edge in color of customer's choice.
- Install GAF ProStart starter shingles along all gutter lines/eaves.
- Install GAF Timberline HDZ Lifetime Dimensional Shingles per specifications using 1 1/4" roofing nails to the 130-mph standard. Stainless steel coil nails used due to proximity to salt water.
- Install GAF Seal-A-Ridge hip & ridge shingles.
- Install GAF Cobra 3 ridge vent.
- Install new pipe flashings and gooseneck hoods, paint to match selected shingle color.
- Install new custom-fabricated aluminum flashing around base of copula.

Options to add:

\*\*\* Add modified bitumen flat roof replacement for an additional \$3,850 to price below. Installation of flat roof in addition to shingle roof will extend unlimited wind speed warranty to low-slope roof for full building coverage.

\*\*\* Add new aluminum 6" seamless gutter to porch eave for an additional \$470 to price quoted below. (Poor gutter condition noted.)

\*\*\* Add re-build of copula siding (wood rot noted during inspection) with Hardie style "wood grain" concrete board to resist rot. Adds \$750 to price quoted below.

Total cost with all options: \$18,040

- Clean up all job-related debris.
- All permit, dump, and inspection costs included.
- Workers are all on payroll, licensed and insured.
- Crew will maintain safety requirements throughout construction process.
- Provide 10-year workmanship warranty and 15-year GAF Silver Pledge Unlimited Windspeed Warranty. This warranty remains intact for both labor and material coverage even after hurricane or named storm strikes to the area.
- Provide new wind mitigation certificate at no additional charge.

**TOTAL**

**\$12,970.00**

*43850 flat roof*

*\$16,820*



## PROJECT CONTRACT

Project Manager: \_\_\_\_\_

Superior One Roofing Florida  
Company

Customer: \_\_\_\_\_ Date: \_\_\_\_\_  
Property Location: \_\_\_\_\_ Primary Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Gate Code: \_\_\_\_\_  
Email: \_\_\_\_\_ HOA Approval Needed: ☐ Yes ☐ No

### PROJECT SPECIFICATIONS

Roof Type: ☐ SHINGLE ☐ FLAT ☐ TILE ☐ METAL (if Metal or Tile refer to corresponding Job Supplement) INITIAL: \_\_\_\_\_  
First Choice Second Choice  
Shingle Brand: \_\_\_\_\_ Style: \_\_\_\_\_ Color: \_\_\_\_\_  
Metal Gauge: \_\_\_\_\_ Style: \_\_\_\_\_ Color: \_\_\_\_\_  
Underlayment: ☐ Synthetic ☐ Peel & Stick Tear-Off Layers: ☐ 1 ☐ 2 Drip Edge Color: \_\_\_\_\_  
Warranty: ☐ Standard ☐ System: \_\_\_\_\_ Story: ☐ 1 ☐ 2 ☐ 3 Pitch: \_\_\_\_\_  
Ventilation: Type \_\_\_\_\_ Qty. \_\_\_\_\_ Valley #: \_\_\_\_\_ Dead Valley #: \_\_\_\_\_  
Pipe Jacks: ☐ 1.5" \_\_\_\_\_ ☐ 2" \_\_\_\_\_ ☐ 3" \_\_\_\_\_ ☐ 4" \_\_\_\_\_ Turtle Vents: \_\_\_\_\_  
Goosenecks: ☐ 4" \_\_\_\_\_ ☐ 6" \_\_\_\_\_ ☐ 10" \_\_\_\_\_ Splitboot: \_\_\_\_\_  
Satellite Dish: ☐ Detach ☐ Trash # Solar Panels: \_\_\_\_\_  
Replace Skylights: ☐ Yes ☐ No Skylights: Size \_\_\_\_\_ Type \_\_\_\_\_ Qty. \_\_\_\_\_  
Replace Gutters: ☐ Yes ☐ No Color \_\_\_\_\_ Size \_\_\_\_\_ LF \_\_\_\_\_ # Downspouts \_\_\_\_\_  
Replace Flat Roof: ☐ Yes ☐ No Color \_\_\_\_\_

Special Instructions / Delivery Notes:

### TERMS & CONDITIONS

1. By signing this Agreement, you authorize Superior One Roofing, Inc. to perform the work as specified above and agree to the payment schedule listed on this Agreement.
2. Your signature below provides your agreement to all the terms and conditions set forth on pages 1 and 2 of this Agreement. Please carefully read both pages of this agreement.
3. Payments are to be made upon completion of roof replacement. Gutters and Wind-Mitigations are not considered part of the project, but offered as a service to our customers through a third party company and shall not be used as a reason for any delay of final payment.
4. This proposal may be withdrawn by Superior One Roofing, Inc. if not accepted within 30 days.

### CASH

Agreed Price: \$ \_\_\_\_\_  
First Check: \$ \_\_\_\_\_  
Balance Due: \$ \_\_\_\_\_ at time of completion

\_\_\_\_\_  
Signature (Customer)

\_\_\_\_\_  
Signature (Superior One Roofing, Inc Rep)



## AGREEMENT

This Work Agreement (the "Agreement") is entered into as of the last date signed below by and between Superior One Roofing, Inc ("Contractor") and the above-named customer(s) ("Customer"). This Agreement, the Terms and Conditions and any documents referenced therein, the Statutory Warnings, along with any other contract documents to be issued as part of this Agreement, form the Contract Documents, and by signing below the parties agree to be bound by the terms of same. Customer acknowledges that he/she is the owner of the subject property or is otherwise a valid agent or representative of same. The parties further agree as follows:

**CUSTOMER'S RIGHT TO CANCEL:** If for whatever reason you do not want the goods or services described herein, you may cancel this Agreement by providing written notice to Contractor in person, by telegram, or by mail. This notice must indicate that you do not want said goods or services and must be delivered or postmarked before midnight of the third (3rd) business day after you sign. If you cancel this Agreement, Contractor may not keep all or part of any cash down payment.

## SCOPE OF WORK

In consideration for Customer's payment of the final total contract price set forth herein below, Contractor proposes to furnish materials and labor necessary for completion of the roofing scope of work (the "Work") mentioned in page 1 (one).

## PAYMENT

Base Contract Price: \$ \_\_\_\_\_

Base contract price for the Work contemplated herein is subject to change in accordance with the Contract Documents. The final total contract price owed to Contractor for the Work performed pursuant to this Agreement

may be subject to additional costs separate and above the quoted base contract price, which can include without limitation:

- costs for additional work and/or other upgrades requested by Customer;
- presently unknown (or hidden) conditions such as rotted wood which result in increased costs to Contractor;
- and any other work that may be required to meet certain manufacturer's specifications and/or applicable code;
- Other conditions and costs may apply; see Terms and Conditions.

Payments of the BASE CONTRACT PRICE will be made per the following schedule:

\$ \_\_\_\_\_ upon signing contract;  
 \$ \_\_\_\_\_ by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or upon completion of \_\_\_\_\_  
 \$ \_\_\_\_\_ final payment.

**Final Payment:** The total contract price shall be due and owed in full by Customer within two (2) days from the date of substantial completion of the Work. See Terms and Conditions for additional information concerning payment.

**Unit Pricing:** All prices for woodwork, flashing, and stucco services, if applicable, are outlined in the Woodwork / Flashing / Stucco Agreement. Any repairs required due to unforeseen conditions, such as replacing damaged plywood, decking, or lumber discovered during the roof tear-off, will be charged at the unit rates specified in that agreement.

## WARRANTY

**Unless otherwise provided: THERE ARE NO EXPRESS OR IMPLIED WARRANTIES WHATSOEVER INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** All warranties or guarantees provided by Contractor, if any, shall be deemed null and void if Customer fails to strictly adhere to the payment terms contained in the Agreement. All warranties and guarantees if any, provided under the Agreement are solely for the original Customer and are non-transferable, unless otherwise agreed to by Contractor in writing. All warranties and guarantees, if any, provided under the Agreement are solely for the original Customer and are non-transferable, unless otherwise agreed to by Customer and Contractor in writing. Any express warranty provided, if any, by Contractor is the sole and exclusive remedy for alleged construction defects, in lieu of all other remedies, implied or statutory. Warranties (if any) to be issued and effective upon completion and full payment of this Agreement. If there is a breach in the applicable Manufacturer's warranty according to the stated terms and conditions of the warranty supplied, at that moment, this would simultaneously void Contractor's warranty and all of Contractor's responsibility and liability to correct, supplement, rectify, fix, etc. any and all issue(s) as a result of such breach. No warranties will be provided for repair work.

## TERMS AND CONDITIONS

**1. General Conditions.** Contractor will perform the work within a reasonable time and in a workmanlike manner, and in accordance with industry standards. Unless otherwise specified, there is no specific completion date for Contractor's work. **If Customer cancels this Agreement prior to the start of work, but not within the timeframe allowed by any applicable laws pertaining to cancellation or after obtaining or securing Third-Party Payment for the Work to be performed by Contractor, Customer is liable for 15% of the total Agreement price as liquidated damages because Contractor is unable to accurately measure its damages for the cancellation of the Agreement.** By executing this Agreement, Customer and Contractor agree that the liquidated damages amount is fair and is not a penalty. Customer acknowledges that payment to Contractor is ultimately Customer's responsibility. In the event Customer is unable to obtain or secure adequate Third-Party Payment if applicable, Customer shall still be responsible and liable to pay Contractor for any such work provided and/or materials furnished at Customer's direction, authorization, and/or request, including without limitation, emergency repairs, tarping, etc. Customer agrees that under no circumstances shall Contractor be held liable for water intrusion, or any damage caused by same, that occurs on the project prior to the date of completion of its work, so long as such damage is not caused by Contractor's sole negligence. Customer shall take measures to protect property's interior. Contractor shall carry worker's compensation, automobile liability, commercial general liability and any other insurance required by law. If a suspension occurs that is not caused solely by the Contractor, the Agreement sum shall be increased by the amount of Contractor's reasonable costs of shut-down, delay, and start-up.

**2. Access.** Customer shall provide Contractor with adequate access to electricity and other utilities as needed, the work site, and the work area adjacent to the structure. Contractor disclaims any and all liability for the grading, leveling, slope or construction of the roof deck, the roofing system, structure and/or appurtenances. Customer shall provide Contractor with access to deliver and/or remove materials and debris. Prior to the commencement of work, Customer shall provide Contractor with access to the interior of the structure, upon reasonable notice by Contractor, to inspect the premises. Contractor shall not be responsible for any preexisting stains, ceiling damage and/or structural damage. Contractor should be permitted to execute its work without interruption; therefore, if Contractor's work is delayed at any time by any act or neglect of Customer or Customer's representatives, employees, agents, guests, or invitees, or any other contractor employed by Customer, or by any changes ordered in the work, then Contractor shall be paid for all additional costs or damages incurred, including without limitation lost use of equipment. Access must be made for heavy truck entry up to 80,000 lbs. for trash removal and material deliveries. Failure of the Customer to provide such access shall be construed as a breach of this contract. Customer understands and agrees that Contractor cannot perform the services requested herein without the use of heavy trucks/equipment and, therefore, Contractor will not be responsible for any damages that may occur as a result of the weight of its equipment or vehicles. Contractor assumes no responsibility for any damage that may occur to driveway or sidewalk due to weight limitations. If access to driveway cannot be provided and trucks must drive across lawn or edge of driveway to access roof edge, Contractor assumes no responsibility for damage which may occur. During the project,

Contractor may use Customer's utilities and its agreed and understood all charges shall be Customer's responsibility.

**3. Payment Terms.** Payment/deposit schedule shall be as indicated on the Work Agreement. Final payment (payment in full) shall be due upon substantial completion of the work. Customer agrees to pay interest at the rate of 1 1/2 % per month (ANNUAL PERCENTAGE RATE OF 18%), or otherwise, at the highest rate allowed by law, on the balance of any and all unpaid amounts. This interest rate shall also apply to post-judgment awards. Contractor reserves the right to require a deposit in excess of 10%, and Customer hereby waives the requirements of Section 489.126, Fla. Stat. Payments received shall be applied first to interest on all outstanding invoices and then to the principal amount of the oldest outstanding invoices. Customer agrees that any change or deviation from the scope of work will be charged to Customer as a cost that is separate and in addition to the quoted contract price. If the Work is to be paid by Customer's applicable insurer, Customer shall pay Contractor for the total replacement cost value approved by such insurer (including Customer's deductible amount), as well as any additional or supplemental amounts approved and/or issued by Customer's insurer for work completed or to be completed by Contractor. Customer agrees to pay Contractor for any additional work requested by Customer that is not covered by insurance, and for any additional work not covered under applicable policies, ordinances, and/or law covenants, and/or additional work provided that is not covered by Customer's insurance (including, but not limited to, upgrades, rotten decking and woodwork charges, depreciation, etc.). Customer shall instruct the applicable insurer and/or mortgage company to issue all applicable checks as "joint checks" naming Contractor as a co-payee. Customer agrees to instruct his/her insurer that Customer expressly authorizes Contractor to discuss and/or explain a bid for construction or repair of covered property with the insurer and that Customer's insurer is authorized to communicate with Contractor accordingly. If there is an increase in industry material pricing subsequent to entering into this Agreement, then the total contract price set forth herein shall be increased without the need for a written change order or amendment to the Agreement to reflect the price increase and additional direct cost to the Contractor, and Contractor shall submit written documentation evidencing same to the Customer. If Customer does not make any required payment, Contractor shall be entitled to recover from Customer all costs of collection incurred, including all attorney's fees, costs, and expenses incurred whether or not litigation, arbitration, or any other legal proceeding is commenced. If at any time Customer fails to pay Contractor in accordance with this Agreement, then Contractor may, at its sole discretion, suspend shipments, performance of work, and/or warranties until full payment is made, and/or terminate this Agreement.

**4. Materials.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, size, weight, amount, finish, texture and performance standards. Contractor is not responsible for the actual verification of technical specifications of product manufacturers, i.e., R value, ASTM or UL compliance, but rather the materials used are represented as such by the manufacturer. Metal roofing and especially lengthy flat span sheet metal panels will often exhibit waviness, commonly referred to as "oil-canning." Contractor is not responsible for oil-canning. Contractor is not responsible for defective products if Contractor did not know such products were defective prior to the installation of same. The parties acknowledge and agree that the substitution of materials and price adjustments may be required

based on changes in material availability and the cost to obtain and deliver materials to the project between the date of this Agreement and the delivery date. In such event, Contractor and Customer shall work together in good faith to identify substitute materials that are similar in price and quality. If Customer selects substitute materials that increase the total contract price, then the Agreement will be adjusted to reflect same.

**5. Site Conditions.** Should the Contractor discover concealed or unknown conditions in the existing structure that vary from those conditions ordinarily encountered and generally recognized as inherent in the work of the character identified in this Agreement, then the Agreement amount shall be equitably adjusted.

**6. Customer Responsibilities.** Customer shall be solely responsible for: (i) any damage to curbs, walkways, driveways, structures, septic tanks, HVAC, utility lines, pipes, gutters, landscaping, irrigation, appurtenances, or other real or personal property at the project location during construction; (ii) damage to lighting fixtures, mirrors, pictures, frames, and other such items not customarily permanently affixed, as these items can fall if not firmly attached to the wall or ceiling; (iii) securing and protecting all personal items in advance of construction and shall protect or remove all wall hangings until the work is complete. As part of the roofing process, odors and emissions from roofing products will be released and noise will be generated; Customer shall be responsible for indoor air quality during the work. Contractor shall not be responsible for: (i) cracks of any kind in the ceiling due to the performance of work; (ii) any damage caused by dust or debris caused by Contractor's work; (iii) damage to person(s) or property caused by nails on the property; (iv) damage resulting from the failure of emergency tarps placed on the property; (v) hip and ridge mortar generated surface efflorescence; and (vi) testing and abatement of asbestos, lead, and/or other hazardous waste/materials. Customer agrees to hold harmless, defend, and indemnify Contractor for/from all claims/damages arising out of, resulting from, or related to any of the aforementioned circumstances, including but not limited to attorney's fees, costs, and related expenses.

**7. Restrictions and Regulations.** In the event that state, county, or municipal codes or regulations require work not expressly set forth in this Agreement or that differs materially from that generally recognized as inherent in work of the character provided for in this Agreement, all extra costs for Contractor's labor and materials shall be the sole obligation of the Customer. Prior to executing this Agreement, Customer shall notify Contractor in writing of all property and deed restrictions and/or covenants that relate to or restrict the improvements contained in this Agreement. Contractor shall not be responsible for work performed that does not comply with or conform to the property restrictions or covenants.

**8. Arbitration and Jury Trial Waiver.** At Contractor's sole election, if a dispute shall arise between Contractor and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. However, in the event of litigation between the parties to this Agreement, the parties **KNOWINGLY, VOLUNTARILY, IRREVOCABLY AND INTENTIONALLY WAIVE THE RIGHT TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION ARISING OUT OF OR PERTAINING TO THE AGREEMENT, OR ANY COURSE OF CONDUCT, COURSE OF DEALINGS, STATEMENTS (WHETHER VERBAL OR WRITTEN) OR ACTIONS OF ANY PERSON OR PARTY RELATED TO THIS AGREEMENT; THIS IRREVOCABLE WAIVER OF THE RIGHT TO A JURY TRIAL IS A MATERIAL INDUCEMENT FOR THE PARTIES TO ENTER THIS AGREEMENT.**

**9. Choice of Law, Venue and Attorney's Fees.** This Agreement shall be governed by the laws of the State of Florida. Venue of any proceeding related to or arising out of this Agreement shall be Hillsborough County, Florida. The non-prevailing party in any legal or equitable action to collect unpaid amounts due under this agreement shall reimburse the prevailing party for all reasonable attorney's fees incurred, whether incurred before, during or after mediation, arbitration or litigation, including, without limitation, administrative, appellate and/or bankruptcy proceedings, as well as fees incurred in connection with the enforcement of any judgment awarding such unpaid amounts due, including, without limitation, litigation attributed to the determination of entitlement and/or the amount of fees to be awarded (i.e., "fees for fees").

**10. Acts of God; Delay.** Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, pandemic, COVID-19, fire, vandalism, federal, state or local law, regulation or order, strikes, protests, riots, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor, changes in the work and delays caused by others.

**11. Claims.** If the Customer believes the Contractor to be in breach of this Agreement, Customer shall give Contractor at least seven (7) days written

notice and the opportunity to cure, or such additional time as is reasonably necessary to cure any alleged breach, before declaring Contractor in default of this Agreement. It is Customer's duty to notify Contractor in writing within three (3) days of the occurrence of any claim, defect or deficiency arising out of work, services or materials provided by Contractor under this Agreement ("Occurrence"). Failure of the Customer to provide written notice of the Occurrence shall result in the Customer waiving all claims that may be brought against Contractor arising out of or relating to the Occurrence, including claims arising in law, equity, contract, warranty (express or implied), tort, negligence, or federal or state statutory claims.

**12. Gutters and Sealed Attic Liability Exclusion:** Contractor shall not be liable for any roof or structural related issue arising out of or relating to combining a sealed attic system with a self-adhered underlayment, and Customer agrees to hold harmless, defend, and indemnify Contractor for and from all claims, disputes, rights, losses, damages, liabilities, causes of action or controversies, including attorney's fees and other expenses incurred ("Claims") arising out of said condition. Customer understand that during the course of the re-roof installation, Contractor may need to remove and reinstall gutters. Customer further acknowledge that the removal and reinstallation of gutters is unavoidable, and that it carries with it a risk of damage to the gutters and the property regardless of the quality of care exercised by Contractor. In consideration of Contractor's agreement to perform the re-roof installation and associated removal and reinstallation of any gutters, Customer hereby waives and releases any and all claims or causes of action that I may have against Contractor for any damage to the gutters.

**13. Unforeseen Decking Lines.** Installation of a new roof to the deck area of the building requires nails and/or screws to be inserted into the deck area. By code, electrical, plumbing, telephone and security wiring, and air conditioning wiring and lines should not be installed directly beneath the roof deck. If Customer is aware of these or any other such lines, Customer must notify Contractor immediately as the Contractor will not be responsible for the puncture of improperly installed lines or lines within three inches of the roof deck. Customer accepts full responsibility for any repair or replacement that may be necessary.

**14. Disclaimer.** Contractor disclaims all liability for all Claims pertaining to or related to mildew, algae, fungus, mold, and/or other indoor air allergens ("Mold"), including Claims arising out of or relating to the detection, removal, disposal, or remediation of Mold, whether those Claims arise in law, equity, contract, warranty, tort, or federal or state statutory claims, and whether those Claims are based on the acts or omissions of Contractor or individuals or entities under Contractor's control. The Customer is solely liable and responsible for all damages, whether actual or consequential, caused by Mold and incurred by Customer, Contractor or third parties, and agrees to indemnify, defend, and hold Contractor harmless from any and all Claims arising out of or relating to Mold.

**15. Pre-Existing Conditions.** Customer acknowledges that Contractor will be repairing work that was previously damaged by weather, mold, water, termites, or other conditions ("Pre-Existing Conditions") unrelated to the work performed by Contractor. Accordingly, Contractor disclaims all liability for Claims pertaining to Pre-Existing Conditions, whether those Claims arise in law, equity, contract, warranty, tort, or federal or state statutory claims. Customer is solely liable and responsible for all damages, whether actual or consequential, arising out of or relating to Pre-Existing Conditions.

**16. Damage Limitation.** In no event, whether based on contract, warranty (express or implied), tort, negligence, federal or state statute or otherwise arising from or relating to the work and services performed under the Agreement, shall Contractor be liable for special, consequential, punitive, or indirect damages, including, without limitation, loss of use or loss of profits. Customer waives any/all subrogation Claims or rights against Contractor to the extent such Claim is covered by insurance. Customer shall hold harmless, defend, and indemnify Contractor for/from all Claims that relate to or arise out of any responsibility/liability which is expressly disclaimed or waived in these Terms.

**17. Construction and Interpretation.** Each provision of the Agreement shall be construed as if both parties mutually drafted this Agreement. If a provision of this Agreement (or the application of it) is held by a court or arbitrator to be invalid or unenforceable, that provision will be deemed separable from the remaining provisions of the Agreement, will be reformed/enforced to the extent that it is valid and enforceable, and will not affect the validity or interpretation of the other provisions or the application of that provision to a person or circumstance to which it is valid and enforceable. Headings are for convenience only and do not affect interpretation. The Contract Documents consist of the Work Agreement, these Terms and Conditions and all documents referenced herein, Statutory Warnings, limited workmanship warranty (if any), and State of Emergency Disclosure (if applicable), which are all incorporated herein by reference. Customer agrees that his or her signature to any one of the Contract Documents constitutes the receipt and acceptance of all Contract Documents and agrees to be bound by the terms of same. Customer may request a copy of any of the Contract Documents at any time.



## STATUTORY DISCLOSURES

### LIEN LAW

**ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001 - 713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.**

### CHAPTER 558 NOTICE OF CLAIM

**ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.**

### SECTION 489.147 FLORIDA STATUTES

1. THE CONSUMER IS RESPONSIBLE FOR PAYMENT OF ANY INSURANCE DEDUCTIBLE;
2. IT IS INSURANCE FRAUD PUNISHABLE AS A FELONY OF THE THIRD DEGREE FOR A CONTRACTOR TO KNOWINGLY OR WILLFULLY, AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE, PAY, WAIVE, OR REBATE ALL OR PART OF AN INSURANCE DEDUCTIBLE APPLICABLE TO PAYMENT TO THE CONTRACTOR FOR REPAIRS TO A PROPERTY COVERED BY A PROPERTY INSURANCE POLICY; AND
3. IT IS INSURANCE FRAUD PUNISHABLE AS A FELONY OF THE THIRD DEGREE TO INTENTIONALLY FILE AN INSURANCE CLAIM CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION.

**A CONTRACTOR MAY NOT DIRECTLY OR INDIRECTLY ENGAGE IN OFFERING TO A RESIDENTIAL PROPERTY OWNER A REBATE, GIFT, GIFT CARD, CASH, COUPON, WAIVER OF ANY INSURANCE DEDUCTIBLE, OR ANY OTHER THING OF VALUE IN EXCHANGE FOR:**

1. ALLOWING THE CONTRACTOR TO CONDUCT AN INSPECTION OF THE RESIDENTIAL PROPERTY OWNER'S ROOF; OR
2. MAKING AN INSURANCE CLAIM FOR DAMAGE TO THE RESIDENTIAL PROPERTY OWNER'S ROOF.

### **RADON GAS WARNING**

RADON GAS: RADON IS A NATURALLY OCCURRING RADIOACTIVE GAS THAT, WHEN IT HAS ACCUMULATED IN A BUILDING IN SUFFICIENT QUANTITIES, MAY PRESENT HEALTH RISKS TO PERSONS WHO ARE EXPOSED TO IT OVER TIME. LEVELS OF RADON THAT EXCEED FEDERAL AND STATE GUIDELINES HAVE BEEN FOUND IN BUILDINGS IN FLORIDA. ADDITIONAL INFORMATION REGARDING RADON AND RADON TESTING MAY BE OBTAINED FROM YOUR COUNTY HEALTH DEPARTMENT.

### **FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND**

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: (850) 487-1395, 2601 BLAIRSTONE ROAD, TALLAHASSEE, FL 32399-1039.

**I HAVE READ AND UNDERSTAND THIS AGREEMENT, THE TERMS AND CONDITIONS INCORPORATED BY REFERENCE, AND ALL OTHER CONTRACT DOCUMENTS, AND AGREE TO BE BOUND BY THEIR TERMS AS EVIDENCED BY MY SIGNATURE BELOW.**

#### **BUYER'S RIGHT TO CANCEL:**

If this is a home solicitation sale and Customer does not want the goods or services, Customer may cancel this Agreement by giving written notice of cancellation to Superior One Roofing, Inc before midnight of the third business day after the day Customer signed this Agreement. If you cancel this Agreement, Superior One Roofing, Inc may not keep all or part of any cash down payment.

**Superior One Roofing, Inc**

**Customer**

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

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

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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



**Superior One Roofing, LLC**  
 111 Enterprise Ave, Palm Bay FL  
 54 W. Illiana St. Orlando, FL  
 FL License No. CCC1331538  
 help@superioroneroofing.com  
 (407) 317-6185

## WOODWORK / FLASHING / STUCCO AGREEMENT

Homeowner Name: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

When the roof is removed we may discover rotten or damaged plywood, decking and lumber.  
 We do not cover over these problems.

We charge the following for woodwork. You will be responsible for these costs.

### Sheathing/Decking (Plywood, OSB, Planks)

There are two items we charge for when replacing sheathing, material plus labor.

- Material price charged is equal to the price at the store at the time of the roof replacement.
- Labor price charged is \$40.00 for each area where new plywood/OSB decking is installed.
- Labor price charged is \$10.00 for each area when plank decking is installed.

Many times we can get more than one repair out of one sheet of plywood or plank of decking.

### Framing Repair (Trusses, Rafters, Sub Fascia)

#### Pine

1x2, 1x3 = \$4 per LF

1x4, 1x6, 2x4, 2x6 = \$7 per LF

1x8, 1x10, 1x12, 2x8, 2x10, 2x12 = \$10 per LF

#### Cedar, Redwood, Cement Board

For these we charge material plus labor due to market changes.

Material price charged is equal to the price at the store at the time of the roof replacement. Labor price charged is \$5.00 per linear foot.

### Flashing and Stucco

We often replace flashing or install new flashing to prevent leaks, in most cases, stucco is cut for the proper installment of flashing. Charges to the homeowner are as follows:

**Flashing** - \$5 per LF (includes labor and material)

**Stucco** - \$20 per LF (includes labor and material)

In some cases if the repair is as a result of an insurance claim the carrier may pay for these items but if not the client is responsible above and beyond their deductible.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

08/05/2025



**Florida Roof Bros**  
 478 Martin Road SE Suite  
 107  
 Palm Bay, FL 32909  
 Phone: (321) 446-1702  
 Fax: (321) 914-0586

**Company Representative**  
 Jared Heideman  
 Phone: (321) 378-6649  
 jared@floridarooftbros.com

**Robert Bitgood**  
 2373 Oak Street  
 Melbourne Beach, FL 32951  
 (321) 724-5860

**Job: 7911: Robert Bitgood**

## Roofing Section

### Tear Off

- \* Remove one layer of existing shingles and underlayment to expose roof decking, if applicable.

### Flat Roof Tear Off

- \* Remove existing roll roofing and underlayment, if applicable.

### Plywood

- \* Inspect all decking for structurally damaged wood and replace up to **FIVE sheets** at no additional cost, as needed for roof replacement.

### Nail Off

- \* Re-nail roof decking with 8D ring shank nails, every 6", per Florida Building Code.

### Dry In

- \* Install self-adhering peel and stick moisture barrier (underlayment), secured with metal simplex nails on all end-laps and head-laps, per Florida Building Code.

### Drip Edge

- \* Install new .032 aluminum drip edge in either white or brown, secured with 1.25" coil shingle nails every 4", followed by modified adhesive (roofing cement) to cover nails, as per Code.

### 2-Ply Torch Down Roll Roofing

- \* Install peel and stick base sheet (underlayment) over existing substrate. Heat weld the white granulated torch down roll roofing (cap sheet) to the base sheet, providing a double layer of protection.

### Valley

- \* Install new 26g galvanized valley metal in all valleys, secured with 1.25" coil shingle nails every 4" with edges and nails sealed with modified adhesive (roofing cement).

### Starters

- \* Install new shingle starter strips on all eaves.

### Pipe Penetrations

- \* Install new lead boots and gooseneck vents around all pipe penetrations, secured with 1.25" shingle coil nails followed by modified adhesive (roofing cement) and color matched to your shingle selection.

### Shingles

- \* Install new 130mph rated dimensional shingles of your choice, secured with six 1.25" shingle nails, per Florida Building Code.

### Attic Ventilation

- \* Install new ventilation system to maximize airflow.

### Shingle Warranty

- \* Florida Roof Bros warranties shingle roofing systems for 10 years on workmanship.

### Permit

- \* This estimate includes all associated permit fees and required inspections.

### Clean Up

- \* This estimate includes all trash hauling. Tarps are canvassed around property to collect debris. We run a magnet roller around entire house multiple times throughout the re-roof process to ensure area is free of nails.

### Other

- \* Although we are as careful as possible, Florida Roof Bros will not be responsible for any damage to improperly installed A/C, plumbing, or

electrical lines in the attic, foliage, driveways, or gutters.

#### Payments

\* Final payments are to be made upon completion roof replacement. Gutters and wind mitigations are not considered part of the project, but offered as a service to our customers through a third party company and shall not be used as a reason for any delay of final payment. There will be a 3.5% processing fee for all debit/credit card transactions. All prices quoted are valid for 30 days from date stated on estimate.

#### Wind Mitigation

\* This estimate includes a FREE wind mitigation after final inspection has passed.

#### Free Annual Inspection

\* Florida Roof Bros will provide a free annual roof inspection. Customer is responsible for calling to schedule.

#### Sheathing Rates

- \* 1/2" - 5/8" plywood roof sheathing - \$80.00 per sheet.
- \* 3/4" plywood roof sheathing - \$100.00 per sheet.

#### Framing & Fascia Rates

- \* 1"x2" furring strip - \$3/ft
- \* 2"x4" to 2"x12" pine framing - \$6/ft
- \* 1"x4" to 1"x12" pine fascia - \$8/ft
- \* 1"x4" to 2"x12" cedar fascia - \$12/ft
- \* Florida Roof Bros is not responsible for paint.

#### Wall Flashing

\* Surface mount wall flashing will be billed at \$12 per linear foot. If stucco needs to be cut during the course of installation, the homeowner will be notified and an additional charge will apply. Florida Roof Bros is not responsible for painting stucco.

#### Additional Layers

\* There will be an additional charge if there are extra layers of underlayment or shingles. The charge is \$30/sq for existing peel & stick underlayment and \$50/sq for each additional layer of shingles.

#### Existing Substrate

\* Due to Florida Building Code roof deck attachment requirements on residential reroofs and condition of existing substrate, some small wrinkles or humps may form from the re-nailing of the decking. This is only cosmetic and does not warrant repair or replacement of the area.

#### Delivery

\* If our suppliers cannot access the roof to load materials, there will be an additional charge for hand loading. Florida Roof Bros is not responsible for damage to driveway due to supply house and this will not be reason to withhold payment to Florida Roof Bros.

**TOTAL**

**\$18,849.00**

Starting at \$310/month with  **Acorn** FINANCE • **APPLY**

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



**COLLIS ROOFING, INC.**

P.O. Box 520668  
Longwood, FL 32752-0668  
Ph. (321) 441-2300  
Fax (321) 441-2313  
Lic. # CCC058022

Estimator : Ray Hiltz  
Phone # : (407) 755-8044  
Email :rhiltz@collisroofing.com

Date:	7/24/2025	Phone:	321-403-6626
Attention:	Town of Melbourne Beach	Email	pwsupervisor@melbournebeachfl.org
Job Address:	2373 Oak St Melbourne Beach Fl 32951		

Collis Roofing, Inc. proposes to supply the labor and materials necessary to apply your roofing as follows:

- A) Remove the old single layer of shingles and underlayment and dispose of properly. If an existing ice and water barrier is encountered during removal an additional layer of synthetic underlayment will be applied over existing without removal to bare deck. Additional layers of shingles will be billed at \$0.36/sqft.
- B) Inspect existing decking for water damage and re-nail according to code with 8d ring shank nails.
- C) We will remove and replace rotten or deteriorated wood as indicated on page 2 of this contract. (Note: Wood replacement is not included in the total below). Collis Roofing will provide 2 sheets of ½” plywood or a \$190.00 woodwork credit. This is not a credit if not used. Initial
- D) Collis Roofing Inc. will provide all applicable permits.
1. Supply and install code approved double layer ASTM D226 Owens Corning Rhino U20 Synthetic underlayment to deck using simplex nails.
2. Supply and install code approved preformed 26ga galvanized metal along transition from flat to pitch.
3. Supply and install code approved 9” Rhino G self-adhered underlayment to all eaves.
4. Supply and install code approved 2 ½” galvanized painted eave drip and secure to the roof deck with nails around all eaves and rakes (Please specify drip edge color: ).
5. Secure the eave metal with mastic and then apply Owens Corning Starter shingles at all eaves with the seal strip at the edge of the roof.
6. Supply and install all flashings for plumbing penetrations.
7. Supply and install kitchen and bath exhaust vents.
8. Supply and install Owens Corning Hip and Ridge shingles as required.
9. Supply and install code approved Owens Corning Vent Sure shingle over roof vents as required. 8’ on both side of cupola.
10. Supply and install Owens Corning Lifetime shingles per manufacturer’s specifications and all applicable building codes (Please specify shingle color: ).
11. Supply and install a self-adhered 2 ply modified bitumen system to the low slope roof on the front of the building.

**BASE OPTION(S)**

Owens Corning \*\*130 mph wind warranty\*\* Lifetime prorated shingle only warranty \*\* 5-year workmanship warranty –  
OAKRIDGE - \$16,000.00 DURATION- \$16,500.00

Supply and install full self-adhered (peal & stick) underlayment in lieu of double layer Rhino U20 - \$625.00

**Optional Coastal Pkg: Stainless steel roofing nails, aluminum eaves metal, and aluminum transition metal- \$1,250.00**

**TOTAL JOB COST- \$**\_\_\_\_\_

With payment to be made as follows: **50% by commencement: Balance upon completion.**  
\*\*\*NOTICE\*\*\* A convenience fee of 3% will be charged to all credit/debit payments.

**This proposal is good for 30 days from the above date.**

Payments are to be made upon completion of each trade. The company reserves the right to bill proportionately based on the percentage of work completed. Customer understands that company may issue a stop work order if requested progress payment is not received. The customer agrees to pay in full at the time of completion of each phase of work. The maximum allowable retainage for any punch-out will be 5% of the original contract price.

Respectfully submitted: **Ray Hiltz 407-755-8044 rhiltz@collisroofing.com**

Homeowner / Agent Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

Collis Roofing, Inc. Manager Approval \_\_\_\_\_ Date: \_\_\_\_\_

\*(Contracts are not authorized or enforceable by either party until such time an authorized Collis Roofing Inc. manager / representative has reviewed and approved your project.)

WOOD REPLACEMENT

Upon removal of the existing roofing, conditions which require additional work, such as rotten or deteriorated wood, termite damage, or deficiencies in existing roofing sheathings are sometimes encountered. Unless otherwise noted in this agreement, the price quoted does not include removing or replacing fascia, trim, sheathing, rafters, structural members or siding of any type. Replacement of deteriorated wood will not be optional for the security of warranties and will be supplied as disclosed on below. This is above and beyond the roofing quote and does not require an additional signature.

Sheathing and Framing Rates

$\frac{1}{2}$ " – 5/8" plywood roof sheathing - <b>\$95.00</b> per sheet	
3/4" plywood roof sheathing - <b>\$105.00</b> per sheet	
1"x4" Pine sheathing – <b>\$6.50</b> per linear foot	2"x4" Pine framing - <b>\$5.00</b> per linear foot
1"x6" Pine sheathing - <b>\$6.50</b> per linear foot	2"x6" Pine framing - <b>\$5.00</b> per linear foot
1"x8" Pine sheathing - <b>\$6.50</b> per linear foot	2"x8" Pine framing - <b>\$5.00</b> per linear foot
1"x10" Pine sheathing - <b>\$7.00</b> per linear foot	2"x10" Pine framing - <b>\$6.00</b> per linear foot
1"x12" Pine sheathing - <b>\$8.00</b> per linear foot	2"x12" Pine framing - <b>\$8.00</b> per linear foot
1"x 6" and 1"x 8" Pine T&G sheathing - <b>\$7.50</b> per linear foot	

Fascia Replacement Rates

1"x4" Pine fascia - <b>\$7.00</b>	1"x4" Cedar fascia - <b>\$8.00</b>
1"x6" Pine fascia - <b>\$7.00</b>	1"x6" Cedar fascia - <b>\$10.00</b>
1"x8" Pine fascia - <b>\$8.00</b>	1"x8" Cedar fascia - <b>\$12.00</b>
1"x10" Pine fascia - <b>\$9.00</b>	1"x10" Cedar fascia - <b>\$14.00</b>
1"x12" Pine fascia - <b>\$10.00</b>	1"x12" Cedar fascia - <b>\$15.00</b>
2"x4" Pine fascia - <b>\$7.00</b>	2"x4" Cedar fascia - <b>\$9.00</b>
2"x6" Pine fascia - <b>\$7.00</b>	2"x6" Cedar fascia - <b>\$10.00</b>
2"x8" Pine fascia - <b>\$7.00</b>	2"x8" Cedar fascia - <b>\$12.00</b>
2"x10" Pine fascia - <b>\$8.00</b>	2"x10" Cedar fascia - <b>\$17.00</b>
2"x12" Pine fascia - <b>\$10.00</b>	2"x12" Cedar fascia - <b>\$20.00</b>
1"x2" Pine furring strip - <b>\$3.00</b> per foot	

Flashing Replacement

Base Flashing - <b>\$3.25</b> per linear foot
Counter flashing - <b>\$3.25</b> per linear foot

I have read and understand the above and acknowledge that the above is an additional charge.

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner / Agent (please print) \_\_\_\_\_

TERMS AND CONDITIONS

1. Collis Roofing, Inc. ("Contractor") assumes no responsibility for structural integrity of the roof deck or of the building on which the roofing is to be installed. Customer represents all structures to be in sound condition capable of withstanding normal roofing construction and operations. Collis Roofing is not responsible for any roof or structural related issue that may occur as a result of combining a sealed attic system with a self-adhered underlayment.
2. Customer is solely responsible for providing Contractor prior to the commencing of construction with such water, electricity, or other utility as may be required by the Contractor to affect the work covered by this contract. Customer hereby grants to Contractor the right to display signs and advertising at the project site.
3. Manufacturing defects in newly installed roofing products are not a cause for non-payment or delay in payment. Where colors are to be matched, Contractor shall make every reasonable effort using standard colors and materials but does not guarantee a perfect match.
4. This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the work. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials.
5. Customer shall be entitled to order changes and the contract price shall be adjusted accordingly. Upon removal of the existing roofing, conditions which require additional work, such as rotten or deteriorated wood, termite damage, or deficiencies in existing roofing underlayments are sometimes encountered. If the scope of work outlined on the face of this proposal does not contemplate such conditions, Contractor will promptly report the condition to the Customer and take such steps as are reasonably necessary and prudent to protect the building. Unless otherwise noted in this agreement, the price quoted does not include removing or replacing fascia, trim, sheathing, rafters, structural members, siding, masonry, vents, dry-in felt, caulking, metal-edging or flashing of any type. Additionally, if it is determined that the roof has multiple layers of preexisting roofing material or any alteration to or deviation from the specifications described on the front side of this proposal involving extra costs will be billed as an extra charge on a time and material basis. Replacement of deteriorated wood will not be optional for the security of warranties and will be supplied as disclosed on contract. This is above and beyond the roofing quote and does not require an additional signature. All wood replacement will be considered authorized unless cap is specified in writing by homeowner.
6. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to cracked driveways, acts of God, weather, accidents, fire, vandalism regulation, strikes, failure or delay of transportation, shortage of or inability to obtain materials, acts of Owner or agents of Owner. Contractor is not required to remove water from the roof. If the roof(s) need to be unloaded due to high winds or storms, Customer agrees to reimburse Contractor for labor and equipment costs for unloading and reloading the roofs(s). If gutter and/or downspouts are to be removed to facilitate a re-roof, Contractor shall not be held responsible for any damage caused by removal and/or re-installation of gutter and/or downspouts. If Contractor discovers a pre-existing condition that is causing damage to property or the structure of a home, or prevents Contractor from completing its duties hereunder, Contractor shall contact Customer immediately.
7. Customer is to carry property and casualty insurance, including coverage for fire, wind damage and vandalism.
8. Customer acknowledges that re-roofing may cause vibration, disturbance, dust or debris to fall around or into the home. Customer agrees to remove or protect property directly below or adjacent to the roof in order to minimize potential damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify tenants of reroofing and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Contractor harmless from claims of tenants who were not so notified and did not provide protection.
9. Contractor and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly, including notice to Contractor if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, Contractor will make repairs promptly so that water entry through the roofing installed by Contractor is not a source of moisture. Contractor is not responsible for indoor air quality. To the extent that Contractor did not cause damage to the roof that caused the occurrence or exposure to mold, mildew, fungi, spores, and for any other hazardous chemical or biological agent, Customer shall hold harmless and indemnify Contractor from claims arising out of or relating to property damage, personal injury, illness, allergic reactions, disease and/or death resulting from the occurrence or exposure to mold, mildew, fungi, spores, and/or any other hazardous chemical or biological agents. If Customer fails to make periodic inspections for sign of water intrusion and/or fails to act promptly (including notice to Contractor) when Customer believes there are roof leaks, the Customer shall hold harmless and indemnify Contractor from claims arising out of or relating to property damage, personal injury, illness, allergic reactions, disease and/or death resulting from the occurrence or exposure to mold, mildew, fungi, spores, and/or any other hazardous chemical or biological agents.
10. Contractor is not responsible for adequacy of draining or ponding as a result of the original roof design for the building. Contractor does not provide engineering, consulting, architectural or design services, and it is not the intent of the Contractor to alter the original drainage or ponding design for the roof. It is the Owner's responsibility to retain a licensed architect or engineer to determine proper design and code compliance if it desires to alter the original draining or ponding designs. Contractor is not responsible for the original roof design and shall not alter the draining or ponding schemes for the buildings. Any change in specification or construction necessary to conform to existing or future building codes, zoning laws, or regulations of the inspecting Public Authorities shall be considered additional work to be billed as an extra charge on a time and material basis.
11. Contractor's work will be warranted by Contractor in accordance with its standard warranty. A copy of Contractor's standard warranty is attached or, if not, will be furnished upon request. Contractor **SHALL NOT BE LIABLE FOR SPECIAL OR PUNITIVE DAMAGES**. Notwithstanding any contrary language in the standard warranty, Customer agrees that it shall notify Contractor within five (5) days of discovering any leaks due to the roofing system and/or the Contractor's scope of work pursuant to this contract. Customer's failure to timely notify Contractor of a leak due to the roofing system and/or Contractor's scope of work pursuant to this contract, as required by this paragraph, shall absolve Contractor of ANY liability for damages created as a result of that leak or system failure. Nothing in this paragraph or contract shall extend Contractor's responsibility beyond the time limits of the warranty and/ or Florida Statute. Customer and Contractor agree that Contractor's liability for all damages found to be due to a leak in the roof system and/or Contractor's scope of work pursuant to this contract shall be limited to no more than \$15,000.00 per occurrence. If an individual or entity other than Collis Roofing Inc. performs roof cleaning on the Collis Roofing applied roof, any and all warranties will be void.
12. Customer acknowledges and understands while the Contractor is actively completing the work under the contract, the work environment, including all roof areas, is a dangerous environment. Customer agrees not to interfere with the contractor from performing the duties under this contract. Customer agrees not to enter the work environment while work is being performed under this contract.
13. This contract shall be governed by Florida law and any action filed by either party as a result of a dispute resulting from or arising out of this contract or the transactions contemplated hereby shall only be filed in the Circuit Court in and for Seminole County Florida. I agree that if Collis Roofing, Inc. is required to take any action to enforce this contract I shall pay Collis Roofing Inc.'s attorney fees and costs, whether or not a suit is filed.
14. Contractor will provide a written release of lien, upon request, following receipt of final payment on the contract.
15. **WAIVERS OF SUBROGATION.** The Buyer waives all rights against Collis Roofing and any Collis Roofing's subcontractors, sub-subcontractors, agents and employees, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained by Buyer or other property insurance applicable to Collis Roofing's work. The insurance policies shall provide such waivers of subrogation by endorsement or otherwise in favor of Collis Roofing. A waiver of subrogation shall be effective as to Collis Roofing or sub-entity even though Collis Roofing or sub-entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.
16. **DISCLAIMER OF IMPLIED WARRANTIES. COLLIS ROOFING DISCLAIMS, AND BUYER ACKNOWLEDGES ACCEPTANCE OF SAME AS TO ALL IMPLIED WARRANTIES INCLUDING BUT NOT LIMITED TO THOSE OF FITNESS FOR A PARTICULAR PURPOSE, HABITABILITY AND MERCHANTABILITY, WHETHER OTHERWISE ARISING BY LAW, CUSTOM, USAGE, TRADE PRACTICE, COURSE OF DEALING, OR COURSE OF PERFORMANCE.** There are no warranties which extend beyond those express warranties contained in this Agreement. Buyer affirms that it has not relied upon Collis Roofing's skills nor judgment in selecting the roofing services and materials provided by Collis Roofing.
17. This agreement constitutes the entire contract by and between Contractor and Owner and the parties are not bound by oral expression or representation by any party or agent of either party. The above pricing, specifications and conditions are hereby accepted. You are authorized to do the work as specified.

REV. 11/18



**STATUTORY WARNINGS LIEN LAW**

**ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR A SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.**

**CHAPTER 558 NOTICE OF CLAIM**

ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

**FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND**

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: (850) 487-1395, 2601 Blair Stone Road, TALLAHASSEE, FL 32399-2202.

**TERMS AND CONDITIONS / SKYLIGHTS**

- In the event that the homeowner is unavailable to be present during the skylight installation then the installers will use reasonable care in positioning the skylight. Collis Roofing shall not be responsible for the final positioning of the skylight if the homeowner is not able to be present during the installation.
- We use reasonable care when removing an existing skylight for replacement. However, homeowner acknowledges and understands that damage may occur to the existing drywall and caulking in the skylight tunnel during this process. Collis Roofing is not responsible for such damage.
- If damage does occur during the removal process we can install interior skylight trim for a fee.
- Payment for the roof replacement is due upon completion of the roof and is not contingent upon the completion of additional trim work, drywall or painting.

**TERMS AND CONDITIONS / POSSIBLE AFFECTS TO YOUR PROPERTY**

Collis Roofing, Inc. must have access to your property in order to complete your roof.

The roofing process may affect your property in the following ways:

- Current building codes require the use of specific size nails for the installation of your roofing products and the repair of any roof decking, if necessary. The homeowner is responsible for notifying us if conditions such as electrical wiring, air conditioning lines, or plumbing lines are in danger of penetration of these fasteners. Collis Roofing, Inc. will use caution and reasonable care, however, we are not responsible for damages to such components.
- Collis Roofing is not responsible for broken or punctured water lines, air conditioning lines, or electrical wires.
- Skylight or vent-hole penetrations may result in loose debris falling into the interior of the home.
- Existing roofing debris may be encountered around the surrounding areas of the structure during the roofing process. Customer agrees to remove or protect property directly below or adjacent to the roof in order to minimize potential damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to property that Customer did not remove or protect prior to commencement of roofing operations.

We are committed to providing you the highest quality of service. We want to make you aware of these conditions which require caution so that we may expedite your roofing process and make it a satisfactory experience. I have read and understand the above.

**By signing this document, you the customer are aware and agree to all disclaimers. You as the customer have the right to cancel any and all service(s) within 3 days of signing this contract. All sales are final. If you choose to cancel the transaction, please notify us in writing at the business address referenced above. Collis Roofing reserves the right to file property liens if payment(s) are not received.**

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name (please print) \_\_\_\_\_

***NOTICE***

**“You, the residential property owner, may cancel this contract without penalty or obligation within 10 days after the execution of the contract or by the official start date, whichever comes first, because this contract was entered into within 180 days of events resulting in the declaration of a state of emergency by the Governor. The official start date is the date on which work that includes the installation of materials that will be included in the final work on the roof commences, a permit has been issued, or a temporary repair to the roof covering or roof system has been made in compliance with the Florida Building Code.”**

**“If the proposed work is related to an insurance claim, you, the residential property owner, should contact your insurance company to verify coverage for the proposed roofing work, including any claims, deductibles, and policy terms, before signing this contract. By signing this contract, you acknowledge that you have been advised to contact your insurance provider regarding coverage and reimbursement of the proposed work.”**

Owner / Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner / Agent Name (please print) \_\_\_\_\_

08/07/2025



**Florida Native  
Roofing**

220 Interstate Ct SE  
Palm Bay, FL 32909  
Lic# CCC 1333254  
Phone: 321-499-4448

**Company**

**Representative**

Logan Sheppard  
Phone: (321) 499-  
4448  
logan@fnrcc.com

**Town of Melbourne Beach**

2372 Oak St  
Melbourne Beach, FL 32951  
(321) 724-5860 Ext. Tom - Office

Job: Town of Melbourne Beach

**Roofing Section**

**Tear Off**

Tear off existing shingles and underlayment.

**Flat Roof Tear Off**

Remove existing flat roof down to the decking.

**Nail Off**

Nail off decking with 8d ring shank nails per Florida Building Code.

**Flat Roof**

Install peel and stick underlayment and white granulated torch down rolled roofing.

**Dry In**

Install Polyglass IRX peel-and-stick shingle underlayment

**Flashing/Drip Edge**

Install new valley flashing, plumbing flashing, and drip edge.

Install new flashing on the bottom of the cupola.

**Shingles**

Install CertainTeed 130mph architectural shingles with a six-nail pattern.

Install CertainTeed starter strip.

**Ventilation**

Replace the current attic ventilation system with a shingle over ridge vent.

**Shingle Warranty**

Florida Native Roofing has a 10 year workmanship warranty for shingles.

**Flat Roof Warranty**

Florida Native Roofing has a 5 year workmanship warranty for flat roofs.

**Permit**

Permit fees and waste removal.

**\$18,475.00**

TOTAL

\$18,475.00

Starting at **\$304/month** with  **Acorn** FINANCE •  **APPLY**

- **Re-roofs only:** There will be an additional charge if there are extra layers of underlayment or shingles. The charge is \$40/square per extra layer of mechanically fastened underlayment, \$55/square per extra layer of shingles, and \$60/square for existing peel and stick underlayment.
- **Re-roofs only:** The first two (2) sheets of plywood are free. Any additional plywood needed will be billed at \$90/sheet for 1/2", \$100 for 5/8", and \$115 for 3/4"
- **Re-roofs only:** All projects with an estimated total above \$75,000 are subject to a payment draw schedule.
- Florida Native Roofing is not responsible for damage to any HVAC, plumbing, or electrical lines in the attic that may occur during the re-roof process.
- Although we are as careful as possible, we cannot assume responsibility for any damage to foliage, driveways, or gutters.
- Due to Florida Building Code roof deck attachment requirements on residential reroofs, some small wrinkles or humps may form from the re-nailing of the decking. This is only cosmetic and does not warrant repair or replacement of the area.
- If our suppliers cannot access the roof to load materials, there will be an upcharge for loading.
- There is a 3.5% processing fee for all credit card transactions.
- This estimate is valid for 30 days from the date it was sent.

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Company Authorized Signature

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Date

---

Customer Signature

---

Date

---

Customer Signature

---

Date

## Town Commission Agenda Item

**Section:** New Business

**Meeting Date:** 8/20/2025

**Subject:** Town Hall/FD upstairs windows

**Submitted By:** Public Works Director Tom Davis

**Background Information:** The windows located on the second floor of Town Hall on the eastside leaked during a storm in 2024. They are the original window and due to their age any wind driven rain enters and runs down the inside walls. This occurred during a storm last year and damaged some of the drywall. Duct tape was applied at that time which reduced the amount of wind driven rain that entered the building . These windows are not impact windows nor do they have storm shutters. They are only accessible from the outside because they are fixed windows.

Four of the windows in question are located in the fire department buddy room and one is located in the stairwell.

**Recommendation:.** Review proposals and allow replacement of the five windows with current impact windows

# Resha Enterprises LLC

ESTIMATE  
122  
EST0314

Mike Resha

Business Number 321-432-9991

206 birch ave

Melbourne beach

FL 32951

321-432-9991

reshaenterprises@yahoo.com

DATE

Aug 4, 2025

TOTAL

USD \$7,806.50



TO

**Melbourne Beach fire department**

DESCRIPTION	RATE	QTY	AMOUNT
Provide and install five windows listed on PGT quote number 84919110	\$7,806.50	1	\$7,806.50
TOTAL			USD \$7,806.50

Any unforeseen labor required for repairs necessary to properly install these products.  
Will be an additional time and materials rate of \$100 per man hour.

If a lift is required to install these products. One will be provided by Resha Enterprises at an additional fee.  
This fee will be calculated based on the duration of the lift requirements



# NFRC Report

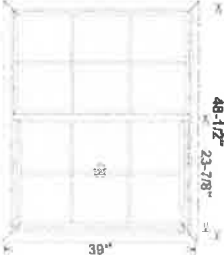
Quote # 8491911

PO Number:

Job Name: Melbourne Beach Fire Dpt.

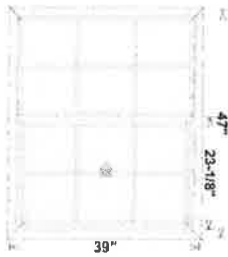
Job Address: Ocean Ave. Melbourne Beach, FL 32951

www.pgtwindows.com

Line #	Item Description	Quantity	Location
0001 (1.00)	SH5500 VINYL SINGLE HUNG 5500 39.X48.5X.,STD,5/8" FL,W,EQUAL,7/8 LIG,CL,ARG,ES Max,9/16" GBG,2V1H/2V1H,DBL,SWEEP,1816K-BOXED,CMFRT LFT HNDL	Ordered: 1.00	
 <p>           Certification Type: MIAMI            Frame Type: .625FLANGE            Window Style: STD            Size Ref: ACTUAL            Height: 48 1/2            Rough Masonry: 40 3/4 X 49 1/2            Egress Opening: 34 3/4 X 19 5/8 (4.7286 SQFT)            Balance Type: CONSTANT            Interlayer Type: PVB090            Glass: 7/8" LIG (1/8 AN - 7/16 ARG -5/16 AN/AN            Glass Color: CL - CLEAR            Argon Gas: ARGON            Grid Type: GBGF0563 - 9/16" Flat GridBETWEEN            Grid Location: UNIT            Summary Bottom: 3A2D LITES (2V1H BARS)            Screen Type: 1816K - 1816 Charcoal            Vent Latch: N            Lock Type: SWEEP - Sweep Latch            Comfort Lift: Y            Lock Quantity: 2.0000            Boxing Options: BS - Box Screen            Decralite: N            CAR#: 25-0520.01            NegativeDesignPressure: 50.0000            EnergyStar: 1.0000            UF: 0.2900            VT: 0.4200            CPD: PGT-A-234-03848-00002         </p>		<p>           NOA Selection: 25-0520.01            Vent Configuration: EQUAL            Size Selection: CUSTOM            Width: 39.0000            Actual Size: 39 X 48 1/2            Wood Frame Opening: 39 1/4 X 48 3/4            Frame Color: W - White            Glass Family: LI - Laminated Insulating            Glass Makeup: LIA207AA5            Does unit need to meet Turtle Code: NO            Low E: ENERGY SHIELD MAX            Privacy Glass: NONE - NONE            Grid Style: STD            Summary Top: 3A2D LITES (2V1H BARS)            Reinf. Upgrade: NONE - None            Screen Frame Type: ROLLFORM            WOCD: N            Upgrade Hardware Finish: N            Lift Rail: N            Anchor Group: D,HU54,55.1            Acc Glass Breakage: N            Vent Ht: 23.8930            PositiveDesignPressure: 50.0000            PANumber: FL239            CondensationResistance: 59.0000            SolarHeatGainCoeff: 0.1900            VTCOG: 0.6200         </p>	
0002 (2.00)	SH5500 VINYL SINGLE HUNG 5500 39.X47.X.,STD,5/8" FL,W,EQUAL,7/8 LIG,CL,ARG,ES Max,9/16" GBG,2V1H/2V1H,DBL,SWEEP,1816K-BOXED,CMFRT LFT HNDL	Ordered: 1.00	

Print Date 8/4/2025

Page 1 of 4



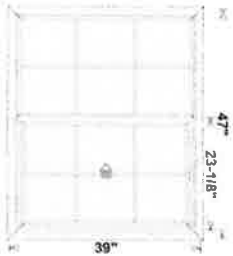
Certification Type: MIAMI  
 Frame Type: .625FLANGE  
 Window Style: STD  
 Size Ref: ACTUAL  
 Height: 47.0000  
 Rough Masonry: 40 3/4 X 48  
 Egress Opening: 34 3/4 X 18 7/8 (4.5476 SQFT)  
 Balance Type: CONSTANT  
 Interlayer Type: PVB090  
 Glass: 7/8" LIG (1/8 AN - 7/16 ARG -5/16 AN/AN  
 Glass Color: CL - CLEAR  
 Argon Gas: ARGON  
 Grid Type: GBGF0563 - 9/16" Flat GridBETWEEN  
 Grid Location: UNIT  
 Summary Bottom: 3A2D LITES (2V1H BARS)  
 Screen Type: 1816K - 1816 Charcoal  
 Vent Latch: N  
 Lock Type: SWEEP - Sweep Latch  
 Comfort Lift: Y  
 Lock Quantity: 2.0000  
 Boxing Options: BS - Box Screen  
 Decralite: N  
 CAR#: 25-0520.01  
 NegativeDesignPressure: 50.0000  
 EnergyStar: 1.0000  
 UF: 0.2900  
 VT: 0.4200  
 CPD: PGT-A-234-03848-00002

NOA Selection: 25-0520.01  
 Vent Configuration: EQUAL  
 Size Selection: CUSTOM  
 Width: 39.0000  
 Actual Size: 39 X 47  
 Wood Frame Opening: 39 1/4 X 47 1/4  
 Frame Color: W - White  
 Glass Family: LI - Laminated Insulating  
 Glass Makeup: LIA207AA5  
 Does unit need to meet Turtle Code: NO  
 Low E: ENERGY SHIELD MAX  
 Privacy Glass: NONE - NONE  
 Grid Style: STD  
 Summary Top: 3A2D LITES (2V1H BARS)  
 Reinf. Upgrade: NONE - None  
 Screen Frame Type: ROLLFORM  
 WOCD: N  
 Upgrade Hardware Finish: N  
 Lift Rail: N  
 Anchor Group: D.HU54.55.1  
 Acc Glass Breakage: N  
 Vent Ht: 23.1430  
 PositiveDesignPressure: 50.0000  
 PANumber: FL239  
 CondensationResistance: 59.0000  
 SolarHeatGainCoeff: 0.1900  
 VTCOG: 0.6200

0003  
(3.00)

**SH5500 VINYL SINGLE HUNG 5500**  
 39.X47.X.,STD,5/8" FL,W,EQUAL,7/8 LIG,CL,ARG,ES Max,9/16"  
 GBG,2V1H/2V1H,DBL,SWEEP,1816K-BOXED,CMFRT LFT HNDL

Ordered:  
 1.00



Certification Type: MIAMI  
 Frame Type: .625FLANGE  
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 Height: 47.0000  
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 Glass Color: CL - CLEAR  
 Argon Gas: ARGON  
 Grid Type: GBGF0563 - 9/16" Flat GridBETWEEN  
 Grid Location: UNIT  
 Summary Bottom: 3A2D LITES (2V1H BARS)  
 Screen Type: 1816K - 1816 Charcoal  
 Vent Latch: N  
 Lock Type: SWEEP - Sweep Latch  
 Comfort Lift: Y  
 Lock Quantity: 2.0000  
 Boxing Options: BS - Box Screen  
 Decralite: N  
 CAR#: 25-0520.01  
 NegativeDesignPressure: 50.0000  
 EnergyStar: 1.0000  
 UF: 0.2900  
 VT: 0.4200  
 CPD: PGT-A-234-03848-00002

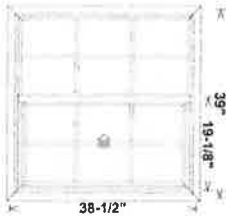
NOA Selection: 25-0520.01  
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 Reinf. Upgrade: NONE - None  
 Screen Frame Type: ROLLFORM  
 WOCD: N  
 Upgrade Hardware Finish: N  
 Lift Rail: N  
 Anchor Group: D.HU54.55.1  
 Acc Glass Breakage: N  
 Vent Ht: 23.1430  
 PositiveDesignPressure: 50.0000  
 PANumber: FL239  
 CondensationResistance: 59.0000  
 SolarHeatGainCoeff: 0.1900  
 VTCOG: 0.6200

0004  
(4.00)

**SH5500 VINYL SINGLE HUNG 5500**  
 38.5X39.X.,STD,5/8" FL,W,EQUAL,7/8 LIG,CL,ARG,ES Max,9/16"  
 GBG,2V1H/2V1H,DBL,SWEEP,1816K-BOXED,CMFRT LFT HNDL

Ordered:  
 1.00





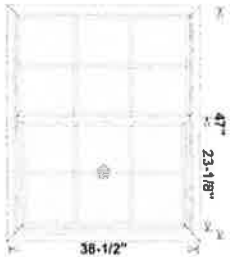
Certification Type: MIAMI  
 Frame Type: .625FLANGE  
 Window Style: STD  
 Size Ref: ACTUAL  
 Height: 39.0000  
 Rough Masonry: 40 1/4 X 40  
 Egress Opening: 34 1/4 X 14 7/8 (3.5308 SQFT)  
 Balance Type: CONSTANT  
 Interlayer Type: PVB090  
 Glass: 7/8" LIG (1/8 AN - 7/16 ARG -5/16 AN/AN  
 Glass Color: CL - CLEAR  
 Argon Gas: ARGON  
 Grid Type: GBGF0563 - 9/16" Flat GridBETWEEN  
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 Comfort Lift: Y  
 Lock Quantity: 2.0000  
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 CPD: PGT-A-234-03848-00002

NOA Selection: 25-0520.01  
 Vent Configuration: EQUAL  
 Size Selection: CUSTOM  
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 Actual Size: 38 1/2 X 39  
 Wood Frame Opening: 38 3/4 X 39 1/4  
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 Glass Family: LI - Laminated Insulating  
 Glass Makeup: LIA207AA5  
 Does unit need to meet Turtle Code: NO  
 Low E: ENERGY SHIELD MAX  
 Privacy Glass: NONE - NONE  
 Grid Style: STD  
 Summary Top: 3A2D LITES (2V1H BARS)  
 Reinf. Upgrade: NONE - None  
 Screen Frame Type: ROLLFORM  
 WOCD: N  
 Upgrade Hardware Finish: N  
 Lift Rail: N  
 Anchor Group: D.HU54.55.1  
 Acc Glass Breakage: N  
 Vent Ht: 19.1430  
 PositiveDesignPressure: 50.0000  
 PANumber: FL239  
 CondensationResistance: 59.0000  
 SolarHeatGainCoeff: 0.1900  
 VTCOG: 0.6200

0005  
(5.00)

**SH5500 VINYL SINGLE HUNG 5500**  
 38.5X47.X.,STD,5/8" FL,W,EQUAL,7/8 LIG,CL,ARG,ES Max,9/16"  
 GBG,2V1H/2V1H,DBL,SWEEP,1816K-BOXED,CMFRT LFT HNDL

Ordered:  
 1.00



Certification Type: MIAMI  
 Frame Type: .625FLANGE  
 Window Style: STD  
 Size Ref: ACTUAL  
 Height: 47.0000  
 Rough Masonry: 40 1/4 X 48  
 Egress Opening: 34 1/4 X 18 7/8 (4.4822 SQFT)  
 Balance Type: CONSTANT  
 Interlayer Type: PVB090  
 Glass: 7/8" LIG (1/8 AN - 7/16 ARG -5/16 AN/AN  
 Glass Color: CL - CLEAR  
 Argon Gas: ARGON  
 Grid Type: GBGF0563 - 9/16" Flat GridBETWEEN  
 Grid Location: UNIT  
 Summary Bottom: 3A2D LITES (2V1H BARS)  
 Screen Type: 1816K - 1816 Charcoal  
 Vent Latch: N  
 Lock Type: SWEEP - Sweep Latch  
 Comfort Lift: Y  
 Lock Quantity: 2.0000  
 Boxing Options: BS - Box Screen  
 Decralite: N  
 CAR#: 25-0520.01  
 NegativeDesignPressure: 50.0000  
 EnergyStar: 1.0000  
 UF: 0.2900  
 VT: 0.4200  
 CPD: PGT-A-234-03848-00002

NOA Selection: 25-0520.01  
 Vent Configuration: EQUAL  
 Size Selection: CUSTOM  
 Width: 38 1/2  
 Actual Size: 38 1/2 X 47  
 Wood Frame Opening: 38 3/4 X 47 1/4  
 Frame Color: W - White  
 Glass Family: LI - Laminated Insulating  
 Glass Makeup: LIA207AA5  
 Does unit need to meet Turtle Code: NO  
 Low E: ENERGY SHIELD MAX  
 Privacy Glass: NONE - NONE  
 Grid Style: STD  
 Summary Top: 3A2D LITES (2V1H BARS)  
 Reinf. Upgrade: NONE - None  
 Screen Frame Type: ROLLFORM  
 WOCD: N  
 Upgrade Hardware Finish: N  
 Lift Rail: N  
 Anchor Group: D.HU54.55.1  
 Acc Glass Breakage: N  
 Vent Ht: 23.1430  
 PositiveDesignPressure: 50.0000  
 PANumber: FL239  
 CondensationResistance: 59.0000  
 SolarHeatGainCoeff: 0.1900  
 VTCOG: 0.6200



#2

Wallaby Windows of Brevard  
620 East New Haven Avenue, Melbourne, FL 32901, U  
brevard@wallabywindows.com  
321-257-3758

126

**\*\* WallabyWindows.com \*\*****Customer Information**

Were you referred? No

Referred by:

Town of Melbourne Beach

321-724-5860

Date: 07/30/2025

507 Ocean Ave

pwsupervisor@melbourne

Rep: Eric Taylor

Melbourne Beach, FL 32951

**Homeowner's Association**

No

List Price

\$8,008.65

Promotion (Not To Be Combined With Other Offers)

\$800.87

Contract Total

(Customer's Initials) \_\_\_\_\_

\$7,207.78

Deposit

\$1,081.17

Deposit Form of Payment

Cash

**Additional Details**

Financing offer: Declined by Homeowner

Package 1 is for 5 Simonton StormBreaker Plus Impact Windows without Grids.

Package 2 is for 5 Simonton StormBreaker Plus Impact Windows with Grids.

Package 3 is for 2 sets of ThermaTru Impact Double Entry Doors.

**NOTICE OF CANCELLATION**

You may cancel this Contract, without any penalty or obligation, within three business days from the above date. If you cancel, any property traded in, any payments made by you under the Contract, and any negotiable instrument executed by you will be returned within 10 business days following receipt by Wallaby Windows of your cancellation notice. If you cancel, you must make available to Wallaby Windows at your residence, in substantially as good condition as when received, any goods delivered to you under this Contract; or you may, if you wish, comply with the instructions of Wallaby Windows regarding the return shipment of the goods at Wallaby Windows' expense and risk. If you do make the goods available to Wallaby Windows and Wallaby Windows does not pick them up within 20 days of the date of your notice of cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to Wallaby Windows, or if you agree to return the goods to Wallaby Windows and fail to do so, then you remain liable for performance of all obligations under the Contract. To cancel this Contract, mail or deliver (including notification by electronic mail or facsimile) a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram, to Wallaby Windows of Brevard at 620 East New Haven Melbourne, FL 32901.

NO LATER THAN MIDNIGHT OF THE THIRD BUSINESS DAY FROM THE DATE OF THIS CONTRACT.

I HEREBY CANCEL THIS CONTRACT.

\_\_\_\_\_  
BUYER'S SIGNATURE\_\_\_\_\_  
DATE:

Eric Taylor

Signed at 07/30/2025 11:20 AM

Town of Melbourne Beach

Date

Date

**Due to the ever-changing market this quote is only good for 10 days after receipt.**



Exterior



Interior

**Stairway (Left)**

1 x \$1,239.03

**Options**

Description:	<i>Storm Breaker Plus Picture Window</i>
Overall Frame Width:	40
Overall Frame Height:	48
Exterior Color:	<i>White</i>
Interior Color:	<i>White</i>
Glass Options:	<i>ProSolar® Shade Low E (1 Low E / 1 clear)</i>
Window Spacer:	<i>Intercept Spacer</i>
Capillary Tubes:	<i>No</i>
Tempered Glass:	<i>No</i>
Obscured Glass:	<i>No</i>
Glass Tint:	<i>None</i>
Grids Type:	<i>Flat</i>
Grids Pattern:	<i>Colonial</i>
Grille Division Type:	<i>Typical</i>
Number High:	4
Number Wide:	3
Mulled Unit:	<i>No</i>
Head Expander:	<i>No</i>
Series:	<i>Storm Breaker Plus</i>
Product Type:	<i>Direct Set</i>



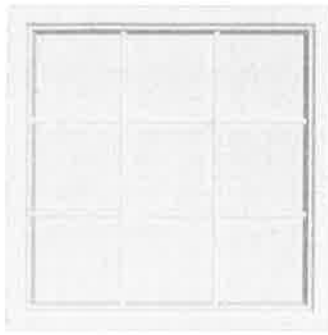
Exterior

**2nd Floor Game Room (Left)**

1 x \$1,114.55

**Options**

Description:	<i>Storm Breaker Plus Picture Window</i>
Overall Frame Width:	39
Overall Frame Height:	39
Exterior Color:	<i>White</i>
Interior Color:	<i>White</i>
Glass Options:	<i>ProSolar® Shade Low E (1 Low E / 1 clear)</i>
Window Spacer:	<i>Intercept Spacer</i>
Capillary Tubes:	<i>No</i>
Tempered Glass:	<i>No</i>
Obscured Glass:	<i>No</i>
Glass Tint:	<i>None</i>
Grids Type:	<i>Flat</i>
Grids Pattern:	<i>Colonial</i>
Grid Exterior Color:	<i>White</i>



Interior

Grid Interior Color:	White
Grille Division Type:	Typical
Number High:	3
Number Wide:	3
Mulled Unit:	No
Head Expander:	No
Series:	Storm Breaker Plus
Product Type:	Direct Set



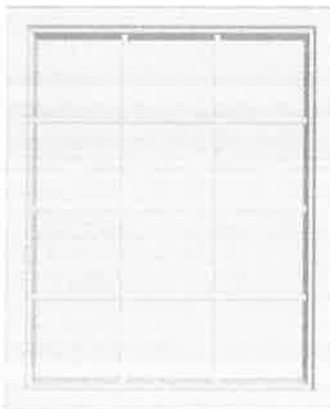
Exterior

**Game Room (Left)**

3 x \$1,201.69

**Options**

Description:	Storm Breaker Plus Picture Window
Overall Frame Width:	38
Overall Frame Height:	47
Exterior Color:	White
Interior Color:	White
Glass Options:	ProSolar® Shade Low E (1 Low E / 1 clear)
Window Spacer:	Intercept Spacer
Capillary Tubes:	No
Tempered Glass:	No
Obscured Glass:	No
Glass Tint:	None
Grids Type:	Flat
Grids Pattern:	Colonial
Grid Exterior Color:	White
Grid Interior Color:	White
Grille Division Type:	Typical
Number High:	4
Number Wide:	3
Mulled Unit:	No
Head Expander:	No
Series:	Storm Breaker Plus
Product Type:	Direct Set



Interior

**Additional Project Details**

Disposal fee 1-15:	<i>Disposal fee 1-15</i>	1 x \$250.00
Impact installed Window < 140 UI:	<i>Impact installed Window &lt; 140 UI</i>	5 x \$300.00
Permit Package \$1,000 - \$18,000:	<i>Permit Package</i>	1 x \$300.00

## Services

Disposal fee 1-15

Disposal fee 1-15

Impact installed Window < 140 UI

### Impact installed Window Less Than 140 UI

Permit Package \$1,000 - \$18,000

## Permit Package



ESTIMATE  
ESTIMATE DATE

#6997  
Aug 8, 2025

## Brevard Windows & Doors

Tom Davis  
507 Ocean Ave  
Melbourne Beach, FL 32951

(321) 724-5860  
pwsupervisor@melbournebeachfl.org

## CONTACT US

203 E New Haven Ave  
Melbourne, FL 32901

(321) 802-9517  
brevardwindowdoors@gmail.com

## ESTIMATE

### Simonton

Services	qty	unit price	amount
Stair Well Simonton perfeXion Impact Fixed 40 x 47.5 White Vinyl, Low E, Grids	1.0	\$1,273.00	\$1,273.00
Rec Room Simonton perfeXion Impact Fixed 38.75 x 47 White Vinyl, Low E, Grids	2.0	\$1,273.00	\$2,546.00
Rec Room Simonton perfeXion Impact Fixed 38.5 x 47 White Vinyl, Low E, Grids	1.0	\$1,273.00	\$1,273.00
Rec Room Simonton perfeXion Impact Fixed 38.75 x 39.125 White Vinyl, Low E, Grids	1.0	\$1,135.00	\$1,135.00
Permit Fees TBD	1.0	\$0.00	\$0.00

Services subtotal: \$6,227.00

Subtotal \$6,227.00

**Total \$6,227.00**

### Shwinco

Services	qty	unit price	amount
Stair Well Shwinco 9000 Impact Fixed 40 x 47.5 White Vinyl, Low E, Grids	1.0	\$1,294.00	\$1,294.00
Rec Room Shwinco 9000 Impact Fixed 38.75 x 47 White Vinyl, Low E, Grids	2.0	\$1,294.00	\$2,588.00

Rec Room	1.0	\$1,294.00	\$1,294.00
Shwinco 9000 Impact Fixed 38.5 x 47			
White Vinyl, Low E, Grids			
Rec Room	1.0	\$1,060.00	\$1,060.00
Shwinco 9000 Impact Fixed 38.75 x 39.125			
White Vinyl, Low E, Grids			
Permit Fees TBD	1.0	\$0.00	\$0.00

Services subtotal: \$6,236.00

Subtotal \$6,236.00

**Total \$6,236.00**

## ESW Alum

Services	qty	unit price	amount
Stair Well	1.0	\$1,606.00	\$1,606.00
ESW Elite Impact Fixed 40 x 47.5			
White Alum, Low E, Grids			
Rec Room	2.0	\$1,606.00	\$3,212.00
ESW Elite Impact Fixed 38.75 x 47			
White Alum, Low E, Grids			
Rec Room	1.0	\$1,606.00	\$1,606.00
ESW Elite Impact Fixed 38.5 x 47			
White Alum, Low E, Grids			
Rec Room	1.0	\$1,337.00	\$1,337.00
ESW Elite Impact Fixed 38.75 x 39.125			
White Alum, Low E, Grids			
Permit Fees TBD	1.0	\$0.00	\$0.00

Services subtotal: \$7,761.00

Subtotal \$7,761.00

**Total \$7,761.00**

This price includes removal, installation, and disposal of existing windows.

Pricing is valid for 30 days from the date of this estimate.

Please note the following:

Brevard Windows and Doors does not perform stucco, trim, or painting work. Referrals are available upon request.

BWD is not responsible for the installation or reattachment of alarm sensors connected to existing windows or doors.

BWD does not supply deadbolts or door knobs for fiberglass doors. However, our installers will install any hardware you provide.



**Payment Schedule:**

50% deposit is required to order materials and schedule installation.

40% is due upon completion of installation.

10% is due after final inspection and/or completion of punch list items.

Ask us about discounts for payments made by cash or check.

By signing below, you agree to the products and terms listed in this estimate and understand that final payment is due upon job completion.

Thank you for the opportunity to earn your business!

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town Commission Meeting

**Section: New Business**

**Meeting Date: 8/20/2025**

**Subject: Three leaking showers upstairs in the Town Hall/FD area**

**From: Tom Davis Public Works Director**

**Background Information:** There are three single shower stalls located in the men's and women's bath/locker rooms located upstairs in Town Hall/FD area. Due to aging and wear they have begun leaking. We have attempted several times to repair them with sealers and found that the repairs are short lived. Unfortunately, when the leaks occur the water comes to rest on the acoustic ceiling tiles in the downstairs offices creating ceiling damage.

Realizing that our in-house plumbing abilities were limited I began to solicit proposals for replacement or repairs of the showers.

The effort to get proposals began by my contacting various "Bathroom remodels in a day" companies. Three of those companies, Lowes re-bath services, Leaf Bathtubs and Bath Pros advised that they did not do commercial jobs.

Upon learning that information I directed my inquiries to plumbing companies. I met with three vendors. Those vendors are 1 Tom Plumbing, Meeks Plumbing and Freedom Air and Plumbing.

After 1 Tom Plumbing met with me and evaluated the showers, they advised that I get a proposal no later than the next day. When I had not received the proposal as stated I sent an email inquiry as to the status of the proposal. To date I have received no response.

Meek Plumbing of Vero Beach met with me and again we assessed our showers situation. I was advised that I would need to get the showers removed and replaced. Once that is completed, they would be glad to replace the very dated plumbing fixtures and hook up the plumbing.

The third respondent was Freedom Air and Plumbing. The technician and I evaluated the three showers. The technician stated that the company could repair the existing shower to prevent leaking, replace the outdated plumbing and conduct a leak test at the end of the work to provide proof of no leaks.

Given my findings I am presenting the proposal from Freedom Air and Plumbing for the repair of the showers.

The showers have been closed, and I believe they should remain so until they are repaired. The obvious concern being that damage to the downstairs offices and equipment could occur because of the leaking showers.

**Recommendation:** Approve Freedom Air and Plumbing Proposal for the repairs

**Attachments:** Freedom Air and Plumbing proposal



Freedom Air and Plumbing  
Corporate Headquarters  
4851 US Highway 1  
Rockledge, FL 32955  
321-877-1664  
State of Florida Licenses  
CAC1814448 | CFC1432388

**BILL TO**

MELBOURNE BEACH, TOWN OF  
507 Ocean Avenue  
Melbourne Beach, FL 32951 USA

ESTIMATE  
223647312

ESTIMATE DATE  
Aug 12, 2025

**JOB ADDRESS**

MELBOURNE BEACH, TOWN OF  
507 Ocean Avenue  
Melbourne Beach, FL 32951 USA

Job: 219845849

**ESTIMATE DETAILS**

Rehab three showers: Clean and scrape all caulking adhesive and three showers, after cleaning and scraping freedom will apply all new adhesive caulking. After letting it dry freedom will come back and plug the drains and do a water test.

- replace or rebuild three shower valves.
- install three new drain covers like original
- after showers are resealed, plug drain and test pan for leaks

SERVICE	DESCRIPTION	QTY
TSR14-FR	SHOWER PAN TEST FOR WATER LEAKAGE	3.00
FSD-FR	INSTALL A NEW FIBERGLASS DRAIN BASKET ON SECOND FLOOR	3.00
RECWORKPLUMB	Scrape cut and clean old sealant out of three showers, apply new sealant for waterproofing all joints and drain for prefab showers.	3.00
SVWDIVERTER	SHOWER VALVE WITH DIVERTER, DOES NOT INCLUDE TRIM	3.00

POTENTIAL SAVINGS	\$481.65
SUB-TOTAL	\$5,274.06
TAX 0%	\$0.00
TOTAL	\$5,274.06
EST. FINANCING	\$93.00

Thank you for choosing Freedom Air and Plumbing!  
State of Florida Licenses  
CAC1814448 | CFC1432388

**CUSTOMER AUTHORIZATION**

THIS IS AN ESTIMATE, NOT VALID FOR MORE THAN 30 DAYS FROM PRESENTATION DUE TO VOLITILITY OF MATERIAL COST.  
BY FLORIDA LAW, CUSTOMER HAS A 3-DAY RIGHT OF RECESSION.

**RESTOCKING** - Freedom Air and Plumbing has the right to charge a \$500 restocking fee for equipment installation. Any fees occurred by the county for permitting and installation staging will also be charged to the homeowner.

The summary above is furnished by Freedom Air and Plumbing as a good faith estimate of work to be performed at the location described above and is based on our evaluation. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

State of Florida Licenses

CAC1814448 | CFC1432388

Sign here

Date

---

# Town Commission Meeting

**Section:** New Business

**Meeting Date:** August 20, 2025 Regular Town Commission Meeting

**From:** Commissioner Tim Reed

**Re:** Initial Tasking for Technology Advisory Board (TAB)

## Background Information:

At the July 16, 2025 Town Commission Meeting, the Technology Advisory Board (TAB) was established as the needed applicants were approved, and they have scheduled their first meeting for later this month.

This agenda item is to establish initial tasking for the Technology Advisory Board (TAB).

## Recommendation:

Here are the prioritized items I am proposing as initial tasks for the TAB:

1. Review/Recommend on full utilization of the Deckard Technologies STR Software package to optimize:
  - Enforcement, Enforcement, Enforcement of Ordinance Chapter § 74 on Vacation Rentals.
  - Tracking & Reporting capabilities (creation of a status dashboard).
  - Creating a living map on towns website showing locations of all registered & unregistered STRs (see Indian Harbour Beach for example).
2. Review/Recommend on Cybersecurity needs for the town (i.e. compliance, best practices, prevention).
3. Review/Recommend on low-cost/free platforms to improve direct Citizen Communication/Engagement other than social media (i.e. to distribute info, conduct polls, etc.).

Expectations are:

- TAB members are respectful of town staff's time when interaction is required, and that town staff is cooperative with inquiries from the TAB.
- TAB to submit monthly written status to be included in the Regular Town Commission meeting package (even if there is no progress to report).

## Attachments:

N/A

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** August 20, 2025 Regular Town Commission Meeting

**From:** Commissioner Tim Reed

**Re:** Setback Variance # VV2025-0001

**Background Information:**

Setback Variance # VV2025-0001 was granted by the Board of Adjustment for 1200 Orange St, on Feb 20, 2025 (see attachment for details).

**Recommendation:**

With the recent unfortunate passing of the individual who was to have been accommodated by this variance, ask that the Board of Adjustment repeal, retract, or otherwise, remove or void that variance as it appears the original need no longer exists.

**Attachments:**

Full package available at:

<https://www.melbournebeachfl.org/files/assets/city/v/1/boards-amp-commission/board-of-adjustment/250220-boagenda-packet.pdf>

**Town of Melbourne Beach  
Board of Adjustment  
Notice of Public Hearing**

February 4, 2025

The Board of Adjustment will hold public hearings on **Thursday, February 20, 2025 at 6:00 p.m.** or as soon thereafter as may be convenient to the Board, in the Community Center, at 509 Ocean Avenue, Melbourne Beach, FL, 32951, to hear interested persons in regard to the requested variance applications:

**Variance Application: 1200 Orange Street**

Variance Application #VV2025-0001: This is a request for a variance from the Town of Melbourne Beach Land Development Code Section 7A-33(f)(7) "c" & "d" as follows:

- (7) Minimum yard requirements:
  - c. Side corner lot setback, 25 feet from lot line.
  - d. Rear setback, 25 feet from lot line.

The variance request is to allow building expansion at the northern edge of the side of the property, to be located 9'10" from the northern property line and 10'8" from the rear property line. This would require a variance of 15'2" from the required 25' side (corner) setback, and a variance of 14'4" from the required 25' rear seatback.

Property Description: The property is legally described by the Brevard County Property Appraiser as:  
Parcel ID: 28-38-08-FY-13-11

Legal Description: LOT 12 AND THE EAST 30 FEET OF LOT 11, BLOCK 13, WILCOX PLAT OF  
MELBOURNE BEACH

The application was submitted by Susan Tewksbury.

Applications may be reviewed during normal business hours 8:30 am to 4:30 pm in the Town Clerk's Office, 507 Ocean Avenue, Melbourne Beach, FL. Interested parties may be heard at the public hearing or may submit written comments to the Town Clerk's Office. This matter is subject to quasi-judicial rules of procedure. Interested parties should limit contact with the Board of Adjustment on this topic to properly noticed public hearings or to written communication to the Town Clerk's Office.

Pursuant to Section 286.0105, Florida Statutes, the Town hereby advises the public that if a person decides to appeal any decision made by this Board with respect to this or any matter considered at its hearing, such person must ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the Town for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law.

The needs of a hearing or visually impaired person shall be met if the Town of Melbourne Beach is notified at least 48 hours prior to the public hearing by any person wishing assistance.

Amber Brown, Town Clerk  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
Phone 321-724-5860 Fax 321-984-8994

## Town Commission Meeting

Section: New Business

Meeting Date: August 20, 2025

From: Commissioner Anna Butler

RE: Active lawsuits filed against the Town of Melbourne Beach

Background Information: In order to provide the clarity and transparency that the residents of the Town of Melbourne Beach deserve, I propose that the Town Attorney provide a monthly report at the Regular Town Commission Meetings detailing the nature of all active lawsuits filed against the Town, to include a description of the suit and who filed it, the status of each lawsuit, and the financial responsibility each lawsuit incurs upon the Town of Melbourne Beach.

Recommendation: I recommend that the Commission vote to task the Town Attorney to provide the above described Active Lawsuit Report on a monthly basis at the Regular Town Commission Meetings.

Attachments:



## Town Commission Meeting

Section: New Business

Meeting Date: August 20, 2025

From: Commissioner Anna Butler

RE: Public Record Requests from elected and appointed public officials

**Background Information:** In an effort to provide transparency to the residents of the Town of Melbourne Beach, as well as to support a fair and reasonable work load on Town staff, I propose that the Town Clerk provide a monthly report at the Regular Town Commission Meeting of all Public Records Requests generated by elected and appointed public officials of The Town of Melbourne Beach. The report will include specifics for each requested document, such as what documents have been requested and by whom.

**Recommendation:** I recommend that the Commission vote to task the Town Clerk of Melbourne Beach with providing a monthly report at each Regular Town Commission Meeting, listing all Public Records Requests from elected and appointed public officials of the Town of Melbourne Beach, including what each requested document is and by whom it was requested.

**Attachments:**

**Town Commission Meeting****Section: New Business****Meeting Date:****TC Regular Meeting August 20, 2025****From: Mayor, Alison Dennington****RE: Interim Manager****Background Information:****Discuss and Decide Interim Manager Situation and Timelines****Recommendation:****Discuss and Decide Interim Manager Situation and Timelines****Attachments:****None.**

**Town Commission Meeting**

**Section: New Business**

**Meeting Date:**

**TC Regular Meeting August 20, 2025**

**From: Mayor, Alison Dennington**

**RE: Stormwater**

**Background Information/Recommendation**

**Stormwater Status - Records/Inventory/Assessment/Plan-Planning**

**Short Summary:**

General Discussion of, and Schedule further discussion on, the status of our Stormwater infrastructure, and status of Records related to thereto in order to work on a more complete, consolidated set of records and jnfo into a publicly available Comprehensive Stormwater Assessment and Future Plan document that is understandable accessibly and understandable for residents, and helps guide budgeting and planning now and the future.

**Background**

**Goals/Recommendations/Discussion Items:**

This is/has been an Ongoing topic, so I'm hoping to pick it up again, and keep it going/moving along. (forgive me typos, on my phone, at deadline!)

Identify current areas of immediate potential Flooding Concern, large and small, such as Cedar area where we might be able to address some issues earlier through some maintenance and repair now.

Discuss Other Basins, Major or Minor Projects (again such as Cedar Lane area that has experienced issues in some areas, and especially after the last hurricane season rains)

Get updates from PW.

Discuss status of prior paid work product from BSE of any assessment or inventory work they done and paid for through past years, through "walk-throughs" with Town Staff and request collection of those records into a starting document if one doesn't yet exist, or collect records to do so from them based on prior billings paid since 2017.

Discuss Budgeting Stormwater needs if there are any options for maintenance and/or repair would be cost effective and productive at Cedar Lane area or others.

**Discuss potential future public Stormwater Workshop dates if needed/desired for further discussion, info-gathering, deliverables, etc?**

**Discuss and request getting a consolidated set of current and updated stormwater info, ie - current inventory and assessment, if any, on the current state of our Stormwater Infrastructure and Records related to our Stormwater, assessment, capital improvement plans it stands from PW and/BSE (including if any of those.**

**Discuss in general and specifically as to Cedar Lane area any updates at all, including any site visits or assessments, reports, ideas, plans, estimates, or other since this was last discussed (last year) but has not yet followed up by town and/or Commission in detail publicly yet (if any update at all).**

**Schedule tentative Workshops on Stormwater.**

**Consider, Discuss and Possibly vote on directing one or more of the newly contracting engineering firm to advise or assist in any of the above, including but not limited to reviewing, updating or creating an inventory, assessment, and strategic plan for stormwater (start the discussions at least and see where we are, want to go).**

**Attachments:**

**Record of Finance, TM, PW, and BSE if any on stormwater assets, inspection, assessment and/or planning type records.**

**Request to Finance, to TM and to PW, if they can, each independently, review their existing records, to confer, and to produce and provide any records and info they have which they might think relevant or would refer to on these topics as they come up, and for them to bring 2 sets of those records on things such as records on the town's stormwater assets, inventory, inspection and assessments, etc, as well as any info that might be relevant such as meeting notes, estimates, or other that is not reflected in any existing inventory but could/needs updating ahead of time, so that these are efficiently gathered and brought to the meeting ahead of time if possible.**



Town of Melbourne Beach  
Finance Department

# Memo

To: Mayor, Vice Mayor and Commissioners  
From: Jennifer Kerr, Finance Manager  
Date: August 8, 2025  
Re: July Fiscal Year 2025

We are in the tenth month of our fiscal year 2025. The target expenditure rates for July are 83.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 85.08%. The Departmental expenditure rate breakdown is as follows:

Legislative:	86.46%
Executive:	79.11%
Finance:	87.00%
Legal:	81.61%
Planning:	14.48%
General Services:	88.17%
Law Enforcement:	84.69%
Fire:	74.67%
Code:	48.25 %
Public Works:	78.54%
Grounds Keeping:	60.34%

Capital Expenditure Rate:	70.08%	Budget: \$190,917.60	Actual Spent: \$133,796.16
Operating Expense Rate:	84.41%	Budget: \$4,144,032.77	Actual Spent: \$3,497,954.44
General Fund Rate:	85.10%	Budget: \$4,334,950.37	Actual Spent: \$3,688,872.04

Operating Account Balance as of 07/31/25: \$3,200,718.45  
Reserve Account Balance as of 07/31/25: \$2,469,488.01  
Florida Prime Account Balance as of 07/31/25: \$ 529,374.82

## Discussion Items:

001-29-520.51.10 – Code Enforcement Postage is at 229.62% due to sending out NOV's via certified mail.

125-24-520.41.10 – Bldg Communication Services is at 236.21% due to an increase in cost for IT Services.

Line items that are over budgeted amounts and previously addressed in past months are not discussed in this report.



Town of Melbourne Beach  
Finance Department

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The Town received Parking Revenue for July FY2025 in the amount of \$26,317.09  
Parking revenue for July FY2024 was \$21,928.09.

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

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

FEMA Obligated Funds:

Hurricane IRMA: \$586,392.00

Hurricane Milton: \$39,106.04

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

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH  
Balance As Of 07/31/2025

Fund: 001 GENERAL FUND						
Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,830,233.00	2,830,233.00	0.00	(1,825.53)	100.06
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	136,000.00	136,000.00	0.00	44,092.56	67.58
001-00-314.10.00	UTILITY SERVICES TAX FPL	285,000.00	285,000.00	0.00	46,405.00	83.72
001-00-314.30.00	UTILITY SERVICES TAX WATER	60,000.00	60,000.00	0.00	14,620.74	75.63
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(650.98)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,000.00	7,000.00	0.00	50.54	99.28
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	1,000.00	0.00	(103.23)	110.32
001-00-314.40.30	UTILTIY GAS TAX FERRELL	3,000.00	3,000.00	0.00	(386.75)	112.89
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	300.00	300.00	0.00	(513.28)	271.09
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	30,700.77	78.83
001-00-316.00.00	OCCP. LIC	16,000.00	16,000.00	0.00	3,102.93	80.61
001-00-323.10.00	FRANCHISE FEES FPL	216,000.00	216,000.00	0.00	67,065.88	68.95
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	50,000.00	50,000.00	0.00	(21,355.36)	142.71
001-00-323.70.10	SOLID WASTE COMMERCIAL	16,000.00	16,000.00	0.00	(4,313.68)	126.96
001-00-329.20.00	BONFIRE PERMIT	900.00	900.00	0.00	(700.00)	177.78
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	2,000.00	2,000.00	0.00	(400.00)	120.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	13,000.00	13,000.00	0.00	10,950.00	15.77
001-00-331.12.00	FEMA	0.00	0.00	0.00	(43,500.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	106,000.00	106,000.00	0.00	23,024.78	78.28
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	44,000.00	44,000.00	0.00	38,217.62	13.14
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	230,000.00	230,000.00	0.00	77,223.98	66.42
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,650.00	1,650.00	0.00	(250.00)	115.15
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	2,500.00	2,500.00	0.00	(1,935.00)	177.40
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,500.00	5,500.00	0.00	(1,500.00)	127.27
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,550.00	4,550.00	0.00	(7,465.00)	264.07
001-00-349.00.29	LIEN SEARCH REQUEST	1,260.00	1,260.00	0.00	(1,815.00)	244.05
001-00-361.10.00	INTEREST ON INVESTMENTS	23,000.00	23,000.00	0.00	(42,026.90)	282.73

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	(10,802.56)	437.58
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	3,800.00	3,800.00	0.00	3,800.00	0.00
						94.66
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	52,500.00	52,500.00	0.00	52,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	72,000.00	72,000.00	0.00	0.00	100.00
001-21-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	5,000.00	5,000.00	0.00	(4,810.65)	196.21
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	500.00	0.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	17.00	91.50
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(7.00)	100.00
						60.21
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	2,190.00	51.33
001-22-364.20.00	DISPOSAL OF ASSETS - OTHER	100.00	100.00	0.00	100.00	0.00
001-22-369.55.10	SHARED TRAINING	300.00	300.00	0.00	300.00	0.00
						47.14
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Department: 41 PUBLIC WORKS						
001-41-364.10.00	DISPOSAL OF ASSETS - VEHICLES	100.00	100.00	0.00	100.00	0.00
						0.00
<b>Overall Revenue Rate:</b>						93.52
<b>Account Category: Expenditures</b>						
Department: 00						
001-00-581.00.00	TRANSFER OUT	638,918.92	638,918.92	0.00	0.00	100.00



	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	3,451.80	78.69
001-11-500.12.00	REGULAR SALARIES	66,274.00	66,274.00	0.00	(4,731.04)	107.14
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	6,309.00	6,309.00	0.00	316.07	94.99
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	9,033.00	9,033.00	0.00	(694.79)	107.69
001-11-500.23.01	HEALTH INSURANCE	6,561.00	6,561.00	0.00	(1,107.07)	116.87
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(20.08)	128.69
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	99.00	99.00	0.00	23.36	76.40
001-11-510.31.00	PROFESSIONAL SERVICES	18,300.00	18,300.00	0.00	11,958.01	34.66
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	4,465.00	0.00	588.25	86.83
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	1,900.00	1,900.00	0.00	(13.23)	100.70
001-11-510.47.00	PRINTING	6,995.72	6,995.72	0.00	2,286.99	67.31
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	150.91	62.27
001-11-510.48.40	LEGAL NOTICES	5,000.00	5,000.00	0.00	2,430.29	51.39
001-11-510.49.50	ELECTION EXPENSE	2,000.00	2,000.00	0.00	1,742.47	12.88
001-11-510.54.00	DUES & SUBSCRIPTIONS	830.00	830.00	0.00	(2,541.51)	406.21
001-11-510.54.10	TRAINING & SCHOOLS	3,540.00	3,540.00	0.00	2,090.00	40.96
001-11-543.00.00	LICENSES & FEES	40,436.00	40,436.00	0.00	9,578.95	76.31
						86.46
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	159,118.00	159,118.00	0.00	34,719.48	78.18
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,173.00	12,173.00	0.00	1,857.81	84.74
001-12-500.22.01	RETIREMENT - ICMA	21,592.00	21,592.00	0.00	8,135.57	62.32
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	5,445.00	5,445.00	0.00	1,922.76	64.69
001-12-500.23.01	HEALTH INSURANCE	16,212.00	16,212.00	0.00	(5,846.19)	136.06
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	235.24	74.32
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	191.00	191.00	0.00	56.43	70.46
001-12-510.40.00	TRAVEL & MEETINGS	2,200.00	2,200.00	0.00	2,103.34	4.39
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	400.00	0.00
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	400.00	83.33
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,178.67	36.48

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	860.96	13.90
						79.11
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	119,630.00	119,630.00	0.00	20,892.62	82.54
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	9,152.00	9,152.00	0.00	1,887.76	79.37
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	16,306.00	16,306.00	0.00	2,734.47	83.23
001-13-500.23.01	HEALTH INSURANCE	25,604.00	25,604.00	0.00	(2,980.16)	111.64
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	12.14	91.07
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	49.83	67.85
001-13-510.32.00	AUDITING SERVICES	37,500.00	37,500.00	0.00	3,488.00	90.70
001-13-510.32.90	BANKING FEES	10,540.00	10,540.00	0.00	2,138.37	79.71
001-13-510.40.00	TRAVEL & MEETINGS	1,550.00	1,550.00	0.00	475.00	69.35
001-13-510.47.00	PRINTING	216.00	216.00	0.00	179.80	16.76
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	900.00	900.00	0.00	900.00	0.00
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						87.00
Department: 14 LEGAL COUNSE						
001-14-510.31.00	PROFESSIONAL SERVICES	106,000.00	106,000.00	0.00	13,948.45	86.84
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	19,200.00	19,200.00	0.00	9,080.50	52.71
						81.61
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	35,000.00	35,000.00	0.00	29,931.25	14.48
						14.48
Department: 16 HURRICANE EX						
001-16-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(915.70)	100.00
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	(294.23)	100.00
001-16-520.52.20	TOOLS & HARDWARE	0.00	0.00	0.00	(90.00)	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	0.00	0.00	(4,744.52)	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(2,319.85)	100.00
001-16-534.00.00	SOLID WASTE SERVICES	0.00	0.00	0.00	(43,500.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 19 GENERAL SERV						
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	0.00	100.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	391.25	90.02
001-19-510.31.11	SECURITY	411.00	411.00	0.00	411.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	15,500.00	15,500.00	0.00	(1,029.00)	106.64
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(196.00)	100.00
001-19-510.41.00	TELEPHONE	24,876.00	24,876.00	0.00	8,494.35	65.85
001-19-510.41.10	COMMUNICATION SERVICES	39,658.00	39,658.00	0.00	(4,575.56)	111.54
001-19-510.43.00	STREET LIGHTS	51,000.00	51,000.00	0.00	12,508.81	75.47
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	5,533.10	80.24
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	602.22	84.94
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	2,500.00	0.00	(1,414.44)	156.58
001-19-510.45.00	GENERAL LIABILITY INSURANCE	91,903.00	91,903.00	0.00	7,881.00	91.42
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	(431.00)	106.48
001-19-510.45.02	PROPERTY INSURANCE	124,200.00	124,200.00	0.00	(14,958.00)	112.04
001-19-510.45.03	AUTO INSURANCE	11,238.00	11,238.00	0.00	240.00	97.86
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	3,588.00	3,588.00	0.00	(282.06)	107.86
001-19-510.46.15	EQUIPMENT MAINTENANCE	20,000.00	20,000.00	0.00	19,264.63	3.68
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTENAN	0.00	0.00	0.00	(3,420.00)	100.00
001-19-510.46.36	PEST CONTROL	3,720.00	3,720.00	0.00	620.00	83.33
001-19-510.47.00	PRINTING	0.00	0.00	0.00	(17.65)	100.00
001-19-510.49.98	CONTINGENCY	9,004.28	9,004.28	0.00	9,004.28	0.00
001-19-510.51.00	OFFICE SUPPLIES	3,500.00	3,500.00	0.00	(777.50)	122.21
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	183.31	87.78
001-19-510.52.10	JANITORIAL SUPPLIES	6,000.00	6,000.00	0.00	3,067.35	48.88
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	4.97	98.76
001-19-510.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	0.00	21,111.10	29.63
001-19-543.00.00	LICENSES & FEES	22,277.00	22,277.00	0.00	(1,699.81)	107.63
001-19-581.00.00	TRANSFER OUT	7,500.00	7,500.00	0.00	0.00	100.00
						88.17

Department: 21 LAW ENFORCEMENT	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.12.00	REGULAR SALARIES	739,793.00	739,793.00	0.00	132,477.19	82.09
001-21-500.12.50	HOLIDAY PAY	29,634.00	29,634.00	0.00	(5,035.21)	116.99
001-21-500.14.00	SALARIES OVERTIME	5,000.00	5,000.00	0.00	(6,071.21)	221.42
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	11,693.36	63.83
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,150.00	7,150.00	0.00	250.71	96.49
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	592.86	90.12
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	62,723.00	62,723.00	0.00	11,807.58	81.18
001-21-500.22.02	POLICE PENSION	167,850.00	167,850.00	0.00	26,850.00	84.00
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,443.00	5,443.00	0.00	3,055.91	43.86
001-21-500.23.01	HEALTH INSURANCE	116,155.00	116,155.00	0.00	11,968.28	89.70
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	223.76	91.91
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	9,398.00	9,398.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	984.00	984.00	0.00	252.01	74.39
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	575.00	20.69
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(290.00)	101.49
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	707.05	41.08
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	55.69	97.06
001-21-520.41.10	COMMUNICATION SERVICES	6,972.00	6,972.00	0.00	(636.78)	109.13
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	29.52	85.24
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	2,371.30	78.94
001-21-520.46.16	RADAR CALIBRATION	550.00	550.00	0.00	149.50	72.82
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	2,788.29	83.60
001-21-520.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	(286.65)	135.83
001-21-520.48.50	CRIME PREVENTION	500.00	500.00	0.00	500.00	0.00
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(124.72)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	3,372.30	60.33
001-21-520.52.05	PROTECTIVE GEAR	13,531.00	13,531.00	0.00	6,555.58	51.55
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	2,723.95	86.38
001-21-520.52.70	MEDICAL	1,014.00	1,014.00	0.00	588.09	42.00
001-21-520.52.90	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	630.15	73.74
001-21-520.54.00	DUES & SUBSCRIPTIONS	695.00	695.00	0.00	10.00	98.56

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	2,900.00	2,900.00	0.00	370.00	87.24
001-21-520.64.01	Capital Outlay	30,121.00	30,121.00	0.00	0.00	100.00
001-21-543.00.00	LICENSES & FEES	45,580.00	45,580.00	0.00	643.30	98.59
						84.69
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	101,038.00	101,038.00	0.00	17,348.48	82.83
001-22-500.14.16	HURRICANE PAY	1,890.00	1,890.00	0.00	(311.65)	116.49
001-22-500.14.50	STIPEND PAYROLL	38,000.00	38,000.00	0.00	28,708.00	24.45
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,636.00	10,636.00	0.00	3,233.55	69.60
001-22-500.22.01	RETIREMENT - ICMA	9,753.00	9,753.00	0.00	1,411.94	85.52
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	4,019.00	4,019.00	0.00	1,654.01	58.85
001-22-500.23.01	HEALTH INSURANCE	36,795.00	36,795.00	0.00	17,658.46	52.01
001-22-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	29.03	78.65
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	161.00	161.00	0.00	77.01	52.17
001-22-520.31.00	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	1,000.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	5,670.00	5,670.00	0.00	1,470.00	74.07
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	613.00	17.61
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,000.00	20.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	387.07	61.29
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	113.40	94.17
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	7,042.01	29.58
001-22-520.46.20	VEHICLE MAINTENANCE	28,000.00	28,000.00	0.00	10,933.96	60.95
001-22-520.46.30	BUILDING MAINTENANCE	2,000.00	2,000.00	0.00	339.00	83.05
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	268.73	55.21
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	2,983.87	40.32
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	1,238.36	69.04
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	1,726.25	46.05
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	619.16	38.08
001-22-520.52.20	TOOLS & HARDWARE	3,000.00	3,000.00	0.00	1,919.75	36.01

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,901.97	40.56
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	610.00	0.00	26.00	95.74
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	2,580.00	53.30
001-22-520.54.12	TRAINING MATERIALS	2,000.00	2,000.00	0.00	(286.81)	114.34
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	24,983.00	24,983.00	0.00	(781.04)	103.13
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						74.67
Department: 29 CODE ENFORC						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	18,506.85	53.17
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	1,108.53	63.33
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,363.00	5,363.00	0.00	2,378.41	55.65
001-29-500.23.01	HEALTH INSURANCE	9,777.36	9,777.36	0.00	4,888.68	50.00
001-29-500.23.02	LIFE INSURANCE	45.04	45.04	0.00	22.52	50.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	300.00	300.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	126.00	126.00	0.00	103.29	18.02
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	96.72	22.62
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	887.50	81.89
001-29-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(426.25)	100.00
001-29-520.51.10	POSTAGE	450.00	450.00	0.00	(583.31)	229.62
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-520.64.01	Capital Outlay	40,177.60	40,177.60	0.00	26,677.60	33.60
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	0.00	100.00
						48.25

Department: 41 PUBLIC WORKS		DESCRIPTION	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.12.00		REGULAR SALARIES	230,932.00	230,932.00	0.00	37,507.32	83.76
001-41-500.14.00		SALARIES OVERTIME	1,500.00	1,500.00	0.00	770.38	48.64
001-41-500.14.16		HURRICANE PAY	0.00	0.00	0.00	(1,740.35)	100.00
001-41-500.21.00		FICA TAXES - EMPLOYER PORTION	17,666.30	17,666.30	0.00	2,535.54	85.65
001-41-500.22.20		RETIREMENT TOWN EMPLOYEES	31,476.03	31,476.03	0.00	4,769.15	84.85
001-41-500.23.01		HEALTH INSURANCE	38,510.00	38,510.00	0.00	3,510.12	90.89
001-41-500.23.02		LIFE INSURANCE	534.00	534.00	0.00	270.24	49.39
001-41-500.23.10		STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00		WORKERS COMPENSATION	19,796.00	19,796.00	0.00	0.00	100.00
001-41-500.25.00		UNEMPLOYMENT COMPENSATION	277.12	277.12	0.00	67.14	75.77
001-41-530.43.15		ELECTRICAL WORK	8,000.00	8,000.00	0.00	7,725.00	3.44
001-41-530.43.50		DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12		MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	972.57	35.16
001-41-530.46.15		EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,987.81	0.24
001-41-530.46.20		VEHICLE MAINTENANCE	13,000.00	13,000.00	0.00	1,916.29	85.26
001-41-530.46.30		BUILDING MAINTENANCE	13,000.00	13,000.00	0.00	7,375.85	43.26
001-41-530.46.31		MAINTENANCE OLD TOWN HALL	500.00	500.00	0.00	(1,502.18)	400.44
001-41-530.46.32		RYCKMAN HOUSE	300.00	300.00	0.00	291.02	2.99
001-41-530.46.33		OLD POST OFFICE REPAIRS	300.00	300.00	0.00	300.00	0.00
001-41-530.46.35		PIER MAINTENANCE	300.00	300.00	0.00	24.38	91.87
001-41-530.46.40		GROUNDS MAINTENANCE	6,500.00	6,500.00	0.00	2,491.75	61.67
001-41-530.46.43		TREE EXPENSE	2,709.00	2,709.00	0.00	2,709.00	0.00
001-41-530.52.00		UNIFORMS	1,875.00	1,875.00	0.00	1,493.96	20.32
001-41-530.52.05		PROTECTIVE GEAR	1,000.00	1,000.00	0.00	(360.02)	136.00
001-41-530.52.20		TOOLS & HARDWARE	5,500.00	5,500.00	0.00	(94.85)	101.72
001-41-530.52.25		TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50		GAS & OIL	7,500.00	7,500.00	0.00	4,095.23	45.40
001-41-530.53.10		STREET REPAIR	9,000.00	9,000.00	0.00	8,530.81	5.21
001-41-530.53.20		STREET SIGNS	3,800.00	3,800.00	0.00	(2,505.79)	165.94
001-41-530.54.10		TRAINING & SCHOOLS	500.00	500.00	0.00	71.25	85.75
001-41-530.64.01		CAPITAL OUTLAY	4,000.00	4,000.00	0.00	4,000.00	0.00

Description		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
						78.54
Department: 42 GROUNDS KEEI						
001-42-530.34.91	LANDSCAPING	15,000.00	15,000.00	0.00	10,570.81	29.53
001-42-530.46.15	EQUIPMENT MAINTENANCE	3,700.00	3,700.00	0.00	1,588.15	57.08
001-42-530.46.40	GROUNDS MAINTENANCE	15,000.00	15,000.00	0.00	(503.66)	103.36
001-42-530.52.05	PROTECTIVE GEAR	200.00	200.00	0.00	54.23	72.89
001-42-530.52.20	TOOLS & HARDWARE	1,200.00	1,200.00	0.00	118.61	90.12
001-42-530.52.50	GAS & OIL	1,200.00	1,200.00	0.00	5.74	99.52
001-42-530.64.01	CAPITAL OUTLAY	4,250.00	4,250.00	0.00	4,250.00	0.00
						60.34
Overall Expenditure Rate:						85.10
Fund: 104 ENVIRONMENTAL AD						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	12,841.27	12,841.27	0.00	12,841.27	0.00
104-00-366.47.00	DONATIONS	0.00	0.00	0.00	(63.92)	100.00
104-00-381.00.00	TRANSFERS IN	3,000.00	3,000.00	0.00	0.00	100.00
						19.34
Account Category: Expenditures						
Department: 72 PARKS & RECRE						
104-72-570.46.40	GROUNDS MAINTENANCE	500.00	500.00	0.00	500.00	0.00
104-72-570.46.43	TREE EXPENSE	500.00	500.00	0.00	500.00	0.00
104-72-570.49.90	ADOPT AN AREA	500.00	500.00	0.00	396.78	20.64
104-72-570.51.00	OFFICE SUPPLIES	350.00	350.00	0.00	350.00	0.00
104-72-570.52.00	UNIFORMS	80.00	80.00	0.00	80.00	0.00
104-72-570.64.01	CAPITAL OUTLAY	1,200.00	1,200.00	0.00	1,200.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,500.00	0.00	114.50	92.37
104-72-570.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(653.10)	100.00
						46.26



Fund: 107 PARKS BOARD		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
Department: 00						
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	6,500.00	6,500.00	0.00	1,130.00	82.62
107-00-381.00.00	TRANSFERS IN	2,304.64	2,304.64	0.00	0.00	100.00
						87.17
Account Category: Expenditures						
Department: 72 PARKS & RECRE						
107-72-570.48.60	EASTER EGG HUNT	430.00	430.00	0.00	(705.96)	264.18
107-72-570.48.90	RECREATION PROGRAMS	2,000.00	2,000.00	0.00	903.96	54.80
107-72-570.48.91	KID'S BUSINESS FAIR	6,000.00	6,000.00	0.00	1,927.34	67.88
						74.79
Fund: 125 BUILDING DEPT						
Account Category: Revenues						
Department: 24 PROTECTIVE IN:						
125-24-322.00.00	BUILDING PERMITS	187,150.00	187,150.00	0.00	3,569.57	98.09
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	0.00	(300.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	5,000.00	5,000.00	0.00	5,000.00	0.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	7,020.00	7,020.00	0.00	3,322.50	52.67
125-24-322.20.00	BUILDING PLAN REVIEW	6,500.00	6,500.00	0.00	5,450.00	16.15
125-24-322.31.00	BOA ADVERTISING COSTS	450.00	450.00	0.00	(179.44)	139.88
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	11,500.00	11,500.00	0.00	(3,414.82)	129.69
125-24-329.00.10	BOA VARIANCE FEES	5,000.00	5,000.00	0.00	3,350.00	33.00
125-24-353.00.00	POLLUTION CONTROL	0.00	0.00	0.00	(500.00)	100.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	6,000.00	0.00	(11,959.57)	299.33
125-24-369.00.00	MISCELLANEOUS REVENUE	100.00	100.00	0.00	100.00	0.00
125-24-381.00.00	TRANSFERS IN	22,000.00	22,000.00	0.00	0.00	100.00
						98.23
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	165,324.00	165,324.00	0.00	17,893.98	89.18
125-24-500.14.00	SALARIES OVERTIME	500.00	500.00	0.00	(115.38)	123.08

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.14.16	HURRICANE PAY	0.00	0.00	0.00	(1,471.25)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,685.54	12,685.54	0.00	1,323.53	89.57
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,601.81	22,601.81	0.00	2,149.91	90.49
125-24-500.23.01	HEALTH INSURANCE	12,050.52	12,050.52	0.00	(36.04)	100.30
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	15.72	85.96
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	198.39	198.39	0.00	39.89	79.89
125-24-520.31.00	PROFESSIONAL SERVICES	27,167.92	27,167.92	0.00	27,167.92	0.00
125-24-520.40.00	TRAVEL & MEETINGS	0.00	0.00	0.00	(1,323.66)	100.00
125-24-520.41.10	COMMUNICATION SERVICES	390.00	390.00	0.00	(531.20)	236.21
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	(1,879.61)	475.92
125-24-520.51.00	OFFICE SUPPLIES	75.00	75.00	0.00	(61.38)	181.84
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	(4.04)	116.16
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	141.94	5.37
125-24-520.52.20	TOOLS & HARDWARE	100.00	100.00	0.00	100.00	0.00
125-24-520.52.50	GAS & OIL	350.00	350.00	0.00	(128.73)	136.78
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	0.00	1,415.00	5.67
125-24-543.00.00	LICENSES & FEES	3,824.00	3,824.00	0.00	223.00	94.17
						81.84

Fund: 172 OCEAN PARK PARKIN

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	92,614.95	92,614.95	0.00	92,614.95	0.00
						0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	7,500.00	7,500.00	0.00	2,175.00	71.00
172-75-344.50.00	PARKING METER REVENUE	82,000.00	82,000.00	0.00	(26,063.45)	131.78
						126.69

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-500.12.00	REGULAR SALARIES	50,000.00	50,000.00	0.00	19,038.41	61.92
172-75-500.12.50	HOLIDAY PAY	2,308.00	2,308.00	0.00	577.23	74.99
172-75-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(522.85)	100.00
172-75-500.14.16	HURRICANE PAY	1,730.00	1,730.00	0.00	1,730.00	0.00
172-75-500.15.01	FIRST RESPONDER	600.00	600.00	0.00	225.00	62.50
172-75-500.21.00	FICA TAXES - EMPLOYER PORTION	3,825.00	3,825.00	0.00	1,271.50	66.76
172-75-500.23.01	HEALTH INSURANCE	7,164.00	7,164.00	0.00	7,164.00	0.00
172-75-500.23.02	LIFE INSURANCE	264.00	264.00	0.00	264.00	0.00
172-75-500.23.10	STATUTORY AD&D	106.00	106.00	0.00	106.00	0.00
172-75-500.24.00	WORKERS COMPENSATION	854.00	854.00	0.00	165.00	80.68
172-75-500.25.00	UNEMPLOYMENT COMPENSATION	67.00	67.00	0.00	32.61	51.33
172-75-543.00.00	LICENSES & FEES	0.00	0.00	0.00	(300.00)	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	0.00	0.00	0.00	(18,617.00)	100.00
172-75-575.32.90	BANKING FEES	5,000.00	5,000.00	0.00	903.58	81.93
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	(730.00)	140.56
172-75-575.34.91	LANDSCAPING	800.00	800.00	0.00	800.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	4,300.00	4,300.00	0.00	(1,731.36)	140.26
172-75-575.43.10	ELECTRICITY	2,400.00	2,400.00	0.00	491.87	79.51
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	(133.74)	111.15
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	(1,479.07)	149.30
172-75-575.46.31	BUILDING MAINT RESTROOMS	950.00	950.00	0.00	454.26	52.18
172-75-575.46.40	GROUNDS MAINTENANCE	500.00	500.00	0.00	(2,150.30)	530.06
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	(677.32)	293.52
172-75-575.52.25	TOOL RENTAL	356.00	356.00	0.00	356.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	(4,690.00)	1,663.33
172-75-575.53.20	SIGNS	300.00	300.00	0.00	243.02	18.99
172-75-575.63.03	VOLLEYBALL COURT	500.00	500.00	0.00	(10.29)	102.06
172-75-575.63.05	BOCCE BALL COURT	300.00	300.00	0.00	300.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	0.00	0.00	0.00	(10.00)	100.00
						96.55

Fund: 175 RYCKMAN CROSSOV		DESCRIPTION	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues							
Department: 00							
175-00-271.00.99		CARRY FORWARD	51,729.86	51,729.86	0.00	51,729.86	0.00
175-00-381.00.00		TRANSFERS IN	29,569.04	29,569.04	0.00	0.00	100.00
							36.37
Department: 75 TOWN PARKS							
175-75-342.10.00		PARKING TICKET REVENUE	7,000.00	7,000.00	0.00	2,875.00	58.93
175-75-344.50.00		PARKING METER REVENUE	80,000.00	80,000.00	0.00	25,035.01	68.71
175-75-344.50.10		PARK PASS REVENUE	2,900.00	2,900.00	0.00	(2,000.00)	168.97
175-75-347.41.00		FOUNDER'S DAY	8,000.00	8,000.00	0.00	1,537.50	80.78
175-75-347.50.00		FACILITY RENTALS	5,000.00	5,000.00	0.00	(4,715.00)	194.30
175-75-347.90.01		SPECIAL EVENTS	0.00	0.00	0.00	(2,355.00)	100.00
							80.20
Account Category: Expenditures							
175-75-575.32.90		BANKING FEES	2,800.00	2,800.00	0.00	69.05	97.53
175-75-575.41.15		IPS COMMUNICATION FEE	2,400.00	2,400.00	0.00	(826.10)	134.42
175-75-575.43.15		ELECTRICAL WORK/PARTS	0.00	0.00	0.00	(361.58)	100.00
175-75-575.46.30		BUILDING MAINTENANCE	0.00	0.00	0.00	(463.83)	100.00
175-75-575.47.00		PRINTING	1,500.00	1,500.00	0.00	300.26	79.98
175-75-575.48.10		FOUNDERS DAY	8,000.00	8,000.00	0.00	307.92	96.15
175-75-575.48.50		MOVIES IN THE PARK	1,350.00	1,350.00	0.00	296.35	78.05
175-75-575.48.51		FOURTH OF JULY	1,000.00	1,000.00	0.00	500.00	50.00
175-75-575.48.52		FALL FESTIVAL	4,000.00	4,000.00	0.00	2,053.24	48.67
175-75-575.48.53		CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	(1,267.02)	128.16
175-75-575.49.98		CONTINGENCY	29,569.04	29,569.04	0.00	29,569.04	0.00
175-75-575.50.00		RECREATION PROGRAMS	9,350.00	9,350.00	0.00	2,950.00	68.45
175-75-575.63.01		TENNIS COURT	250.00	250.00	0.00	(145.88)	158.35
175-75-575.63.02		BASKETBALL COURT	200.00	200.00	0.00	179.43	10.29
175-75-575.63.06		PLAYGROUND EQUIPMENT	5,000.00	5,000.00	0.00	4,401.00	11.98
175-75-575.73.00		CULTURAL SERVICES	500.00	500.00	0.00	500.00	0.00
175-75-581.00.00		TRANSFER OUT	44,500.00	44,500.00	0.00	40,000.00	10.11

Description		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
						32.07
Fund: 351 LAND & ROAD IMPRO						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	44,181.27	44,181.27	0.00	44,181.27	0.00
351-00-381.00.00	TRANSFERS IN	40,000.00	40,000.00	0.00	40,000.00	0.00
						0.00
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	29,569.04	29,569.04	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.34.91	LANDSCAPING	3,000.00	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	2,500.00	0.00	2,500.00	0.00
351-41-570.53.20	STREET SIGNS	430.96	430.96	0.00	0.00	100.00
351-41-570.64.01	CAPITAL OUTLAY	17,500.00	17,500.00	0.00	17,500.00	0.00
						1.84

**Parking Revenue FY Comparison**

<b>FY24</b>	<b>Oct-23</b>	<b>Nov-23</b>	<b>Dec-24</b>	<b>Jan-24</b>	<b>Feb-24</b>	<b>Mar-24</b>	<b>Apr-24</b>	<b>May-24</b>	<b>Jun-24</b>	<b>Jul-24</b>	<b>TOTAL</b>
<b>Ocean</b>	4,323.54	3,669.99	2,544.37	2,412.50	3,359.78	10,650.19	10,584.79	11,999.21	11,707.57	13,209.28	74,461.22
<b>Ryckman</b>	5,616.47	4,085.40	5,833.19	5,111.66	6,927.64	10,600.74	9,782.44	9,917.90	8,116.48	8,718.81	74,710.73
<b>Total</b>	9,940.01	7,755.39	8,377.56	7,524.16	10,287.42	21,250.93	20,367.23	21,917.11	19,824.05	21,928.09	149,171.95

<b>FY25</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>Jul-25</b>	<b>TOTAL</b>
<b>Ocean</b>	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	16,475.07	19,141.32	104,403.08
<b>Ryckman</b>	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	5,476.05	7,175.77	52,669.59
<b>Total</b>	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	21,951.12	26,317.09	157,072.67



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25552  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	RGK	Research AGOs and case law Re public records requests and Town liability for individuals producing records	1.10	200.00	\$220.00
07-01-25	RGK	Attend special Commission meeting; meet with staff Re various outstanding items for inclusion on next agenda	1.50	200.00	\$300.00
07-01-25	RGK	Email Correspondence: Email from Matthew Smith RE: Public Records Request 2025-84	0.10	200.00	\$20.00
07-02-25	RGK	Phone conference with Attorney General's Office Re public records requests	0.80	200.00	\$160.00
07-02-25	RGK	Review Computer Experts IT Agreement; Draft First Amendment to Agreement	0.80	200.00	\$160.00
07-02-25	RGK	Phone conference with Jennifer Kerr Re Town Manager RFP	0.10	200.00	\$20.00
07-02-25	RGK	Email Correspondence: Emails with David Baggett RE: Town of Melbourne Beach CCNA Agreement	0.30	200.00	\$60.00
07-02-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: RFP Town Manager	0.20	200.00	\$40.00

07-02-25	RGK	Email Correspondence: RE: Misuse of motorized bicycles and e-bikes on local roads	0.20	200.00	\$40.00
07-03-25	RGK	Email Correspondence: Email from TM and Lease Agreement Re Ocean Park Lease and Letter of Confirmation from Division of State Lands	0.20	200.00	\$40.00
07-03-25	RGK	Email Correspondence: Email to G&G Roofing Re Town of Melbourne Beach Deposit	0.10	200.00	\$20.00
07-07-25	RGK	Email Correspondence: Emails with Jennifer Kerr and TM FW: G&G Roofing - Town of Melbourne Beach Deposit	0.10	200.00	\$20.00
07-07-25	RGK	Email Correspondence: Emails with Evelyn Lopez RE: G&G Roofing - Town of Melbourne Beach Deposit	0.10	200.00	\$20.00
07-07-25	RGK	Email Correspondence: Emails with Chief Zander and TM RE: Misuse of motorized bicycles and e-bikes on local roads	0.20	200.00	\$40.00
07-07-25	RGK	Review RFP for Executive Search Firm; draft Addendum #1 Re Extension of Time for Bids	0.30	200.00	\$60.00
07-07-25	RGK	Email Correspondence: Email to TM, Amber Brown, and Jennifer Kerr Re RFP Executive Search - Addendum #1	0.10	200.00	\$20.00
07-07-25	RGK	Phone conference with Jennifer Kerr and Amber Brown Re RFP extension and agenda items	0.20	200.00	\$40.00
07-07-25	RGK	Email Correspondence: Email to David Baggett RE: Town of Melbourne Beach CCNA Agreement	0.10	200.00	\$20.00
07-08-25	RGK	Email Correspondence: Emails with David Baggett RE: Town of Melbourne Beach CCNA Agreement	0.10	200.00	\$20.00
07-08-25	RGK	Email Correspondence: Email to Code Enforcement FW: July 9th Special Magistrate Hearing Agenda	0.10	200.00	\$20.00
07-08-25	RGK	Review code enforcement packet and Town Code of Ordinances for hearing on 7/9 Re 207 Flamingo Lane	0.80	200.00	\$160.00
07-08-25	RGK	Phone conference with Ken Parker Re FCCMA Senior Advisor Program	0.60	200.00	\$120.00
07-08-25	RGK	Email Correspondence: Email from TM Re Old Town Hall 5 Year Lease Agreement with Brevard County	0.10	200.00	\$20.00
07-09-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: July 9th Special Magistrate Hearing Agenda	0.20	200.00	\$40.00
07-09-25	RGK	Phone conference with Jennifer Kerr Re code enforcement	0.30	200.00	\$60.00
07-09-25	RGK	Review MCCI Master Services Agreement and Addendums Re warranties	0.30	200.00	\$60.00



07-09-25	RGK	Email Correspondence: Email to Shanna Bottoms and Jennifer Kerr Re Code Enforcement Presentation	0.60	200.00	\$120.00
07-09-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: 207 Flamingo Ln Melbourne Beach, FL	0.20	200.00	\$40.00
07-14-25	RGK	Phone conference with TM and Shanna Bottoms Re STR Ordinance	0.80	200.00	\$160.00
07-14-25	RGK	Conference with Marie Grosh and Cyd Cardwell Re MCCi rescan	0.30	200.00	\$60.00
07-14-25	RGK	Email Correspondence: Emails with TM, Amber Brown, and Cyd Cardwell RE: MCCi PU Form and Pick Up of Boxes for Re-Scanning	0.20	200.00	\$40.00
07-15-25	RGK	Prepare for 7/16 Regular Commission meeting by reviewing agenda packet	1.50	200.00	\$300.00
07-15-25	RGK	Phone conference with Dave Micka Re STR Ordinance revisions for life safety issues	1.00	200.00	\$200.00
07-16-25	RGK	Meet with staff to prepare for regular meeting; attend Commission regular meeting	6.20	200.00	\$1,240.00
07-17-25	RGK	Email Correspondence: Email from Dave Micka Re Egress Windows Chart	0.10	200.00	\$20.00
07-17-25	RGK	Begin draft revisions to STR Ordinance	0.50	200.00	\$100.00
07-17-25	RGK	Email Correspondence: Email to Shanna Bottoms Re 207 Flamingo	0.10	200.00	\$20.00
07-18-25	RGK	Email Correspondence: Emails with Karen Barton RE: G&G Roofing - Town of Melbourne Beach Deposit	0.10	200.00	\$20.00
07-18-25	RGK	Email Correspondence: Email to TM and Jennifer Kerr FW: G&G Roofing - Town of Melbourne Beach Deposit	0.10	200.00	\$20.00
07-22-25	RGK	Email Correspondence: Email to MGT Re Town of Melbourne Beach - Executive Search RFP	0.10	200.00	\$20.00
07-22-25	RGK	Email Correspondence: Email to Raftelis Re Town of Melbourne Beach - Executive Search RFP	0.10	200.00	\$20.00
07-22-25	RGK	Prepare for and attend special Commission meeting	1.00	200.00	\$200.00
07-23-25	RGK	Email Correspondence: Emails with Michele Morawski RE: [EXTERNAL]Town of Melbourne Beach - Executive Search RFP	0.20	200.00	\$40.00
07-23-25	RGK	Email Correspondence: Emails with Anne Lewis RE: Town of Melbourne Beach - Executive Search RFP	0.20	200.00	\$40.00
07-23-25	RGK	Email Correspondence: Email from Anne Lewis RE: Town of Melbourne Beach - Executive Search RFP	0.10	200.00	\$20.00

07-23-25	RGK	Email Correspondence: Emails with Ana Saunders RE: Town of Melbourne Beach Contract with BSE	0.20	200.00	\$40.00
07-23-25	PAB	Confer with RGK re Mayor's inquiry	0.20	225.00	\$45.00
07-25-25	RGK	Email Correspondence: Emails from Marie Grosh RE: MCCi PU Form	0.20	200.00	\$40.00

Services Subtotal: \$4,605.00

#### Expenses

07-01-25	ER	RGK Travel Mileage, Melbourne Bch 6/18/25	1.00	116.20	\$116.20
07-14-25	ER	RGK Travel Mileage: Melbourne Beach 7/1/25	1.00	116.20	\$116.20
07-28-25	ER	RGKTravel Mileage:7/22/25 Melbourne	1.00	116.20	\$116.20
07-28-25	ER	RGKTravel Mileage:7/16/25 Melbourne	1.00	116.20	\$116.20

Expenses Subtotal: \$464.80

Subtotal	\$5,069.80
Total	\$5,069.80
Payment	\$0.00
Balance Owing	\$5,069.80

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$5,069.80

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25553  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-01-25	RGK	Email Correspondence: Emails with Amber Brown RE: Time Sensitive - Availability for the Month of September	0.10	200.00	\$20.00
07-03-25	RGK	Phone conference with Amber Brown Re Ordinance 2025-02 advertising	0.10	200.00	\$20.00
07-03-25	RGK	Email Correspondence: Emails with Amber Brown RE: Please review and make any changes (Ordinance 2025-02)	0.20	200.00	\$40.00
07-03-25	RGK	Email Correspondence: Emails with Amber Brown RE: Please review and make any changes (Business Impact Statement)	0.20	200.00	\$40.00
07-08-25	RGK	Email Correspondence: Review SB 268; Emails with Amber Brown RE: Interpretation of SB 268 - Public Records/Congressional Members and Public Officers	0.40	200.00	\$80.00
07-08-25	RGK	Email Correspondence: Emails with Amber Brown and TM RE: Interpretation of SB 268 - Public Records/Congressional Members and Public Officers	0.20	200.00	\$40.00
07-11-25	RGK	Email Correspondence: Email from Amber Brown RE: Posting of Materials from the June 17, 2025, Workshop	0.10	200.00	\$20.00
07-14-25	RGK	Email Correspondence: Emails with Amber Brown RE: MCCi PU Form	0.20	200.00	\$40.00

07-18-25	RGK	Email Correspondence: Emails with Amber Brown RE: Any Changes to the Charter Amendments Ordinance?	0.20	200.00	\$40.00
07-22-25	RGK	Email Correspondence: Emails with Amber Brown RE: RFP Company Invites and Technology Board Meeting	0.20	200.00	\$40.00
07-22-25	RGK	Email Correspondence: Emails with Amber Brown RE: Technology Advisory Board	0.20	200.00	\$40.00
07-23-25	RGK	Email Correspondence: Email from Amber Brown Re Agenda Packet for the STCM on August 4th	0.10	200.00	\$20.00
Services Subtotal: \$440.00					

Subtotal	\$440.00
Total	\$440.00
Payment	\$0.00
Balance Owing	\$440.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$440.00

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25554  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-02-25	RGK	Email Correspondence: Emails with TM RE: Executed Contract with Computer Experts - 2023	0.10	200.00	\$20.00
07-02-25	RGK	Email Correspondence: Email to TM RE: Executed Contract with Computer Experts - 2023	0.10	200.00	\$20.00
07-02-25	RGK	Email Correspondence: Email from TM RE: Agreement(s)/Contract(s) between Town & State for Ocean Park	0.10	200.00	\$20.00
07-03-25	RGK	Email Correspondence: Emails with TM RE: Ocean Park Lease and Letter of Confirmation from Division of State Lands	0.10	200.00	\$20.00
07-03-25	RGK	Email Correspondence: Email from TM FW: Historic Williams House – Early Renewal Agreement & COI Request	0.10	200.00	\$20.00
07-07-25	RGK	Phone conference with TM Re Executive Search, outstanding PRRs, and paid parking	0.40	200.00	\$80.00
07-08-25	RGK	Phone conference with TM Re Town Manager Executive Search bids	0.30	200.00	\$60.00
07-09-25	RGK	Email Correspondence: Emails with TM and Amber Brown RE: MCCi PU Form	0.20	200.00	\$40.00

07-10-25	RGK	Email Correspondence: Emails with TM RE: Certified Mail From VR 2201 Redwood	0.10	200.00	\$20.00
07-11-25	RGK	Phone conference with TM Re code enforcement hearings and amendments to STR code	0.60	200.00	\$120.00
07-14-25	RGK	Email Correspondence: Email from TM FW: Florida DOGE - request for information	0.10	200.00	\$20.00
07-14-25	RGK	Email Correspondence: Email to TM RE: Florida DOGE - request for information	0.10	200.00	\$20.00
07-14-25	RGK	Email Correspondence: Emails with TM RE: Florida DOGE - request for information	0.20	200.00	\$40.00
07-14-25	RGK	Email Correspondence: Emails with TM RE: DOGE Documentation	0.10	200.00	\$20.00
07-15-25	RGK	Phone conference with TM Re agenda items on 7/16	0.20	200.00	\$40.00
07-15-25	RGK	Phone conference with Commissioner Barlow Re Town Manager RFP	0.10	200.00	\$20.00
07-21-25	RGK	Email Correspondence: Email from TM FW: DOGE Documentation	0.10	200.00	\$20.00
07-21-25	RGK	Email Correspondence: Emails with TM RE: Private Provider Process – Compliance with Florida Statute 553.791	0.20	200.00	\$40.00
07-21-25	RGK	Email Correspondence: Emails with TM RE: DOGE Documentation	0.10	200.00	\$20.00
07-22-25	RGK	Phone conference with TM Re Charter Amendment ordinance	0.20	200.00	\$40.00
07-31-25	RGK	Phone conference with TM Re roofing RFPs and threshold for RFPs	0.50	200.00	\$100.00

Services Subtotal: \$800.00

Subtotal	\$800.00
Total	\$800.00
Payment	\$0.00
Balance Owing	\$800.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$800.00

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25555  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-03-25	RGK	Email Correspondence: Email to Mayor and Commissioners Re Town Manager Executive Search RFP Update	0.40	200.00	\$80.00
07-03-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Town Manager Executive Search RFP Update	0.10	200.00	\$20.00
07-06-25	RGK	Phone conference with Commissioner Reed Re Town Manager search	0.30	200.00	\$60.00
07-06-25	RGK	Email Correspondence: Email from Commissioner Barlow Re: Town Manager Executive Search RFP Update	0.10	200.00	\$20.00
07-06-25	RGK	Email Correspondence: Email from Commissioner Barlow Re: Misuse of motorized bicycles and e-bikes on local roads	0.10	200.00	\$20.00
07-06-25	RGK	Email Correspondence: Email from Commissioner Reed Re: Town Manager Executive Search RFP Update	0.10	200.00	\$20.00
07-07-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Charter	0.10	200.00	\$20.00
07-07-25	RGK	Email Correspondence: Email to Commissioner Reed RE: Town Manager Executive Search RFP Update	0.10	200.00	\$20.00

07-08-25	RGK	Email Correspondence: Email to Commissioners RE: Town Manager Executive Search RFP Update	0.20	200.00	\$40.00
07-08-25	RGK	Phone conference with Commissioner Butler Re RFP and Town Manager Executive Search Firm	0.20	200.00	\$40.00
07-09-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Old Town Hall 5 Year Lease Agreement with Brevard County	0.20	200.00	\$40.00
07-09-25	RGK	Email Correspondence: Email to Mayor and Commissioners Re FCCMA Senior Advisor Program	1.00	200.00	\$200.00
07-09-25	RGK	Phone conference with Commissioner Baldwin Re FCCMA Senior Advisor Program	0.20	200.00	\$40.00
07-10-25	RGK	Email Correspondence: Email from Commissioner Reed Re Posting of Materials from the June 17, 2025, Workshop	0.10	200.00	\$20.00
07-11-25	RGK	Email Correspondence: Email from Mayor Dennington Re VERY IMPORTANT - FYI - Passed Fla Doge Info Requests, \$1,000 per day fine for failure of local govt to provide info if requested - Passed - 11th Hour - now law - Bill Text (2025-07-03) Implementing the 2025-2026 General Appropriations Act [Chapter No. ...	0.20	200.00	\$40.00
07-15-25	RGK	Phone conference with Commissioner Barlow Re agenda items for 7/16 regular meeting	0.80	200.00	\$160.00
07-16-25	RGK	Email Correspondence: Emails with Mayor Dennington and all Commissioners RE: CRITICAL - HIGH important Need info for walk on that is to be discussed tomorrow and detail of Engineering contracts holdup, CNNA, BSE, EDC, etc	0.80	200.00	\$160.00
07-19-25	RGK	Phone conference with Mayor Dennington Re upcoming agenda items	0.70	200.00	\$140.00
07-21-25	RGK	Email Correspondence: Emails with Commissioner Baldwin RE: Need to change the wording of this proposed amendment	0.20	200.00	\$40.00
07-21-25	RGK	Phone conference with Commissioner Barlow Re Charter Amendment Ordinance	0.30	200.00	\$60.00
07-22-25	RGK	Email Correspondence: Emails with all Commissioners RE: How do I apply for the Town Manger position?	0.20	200.00	\$40.00
07-22-25	RGK	Phone conference with Commissioner Baldwin Re Charter Amendment Ordinance	0.10	200.00	\$20.00
07-22-25	RGK	Phone conference with Commissioner Barlow Re Charter Amendment Ordinance	0.10	200.00	\$20.00
07-22-25	RGK	Phone conference with Mayor Dennington Re fire reporting data	0.70	200.00	\$140.00
07-23-25	RGK	Email Correspondence: Email to Mayor and Commissioners Re August 4th Special Meeting - Executive Search RFP	0.20	200.00	\$40.00



07-23-25	RGK	Email Correspondence: Email and attachments from Mayor Dennington Re [EXTERNAL] Report re Cyber-Harrassment/Threats Against Public official (more threats and getting Doxxed) see pics- Re: Thank you for contacting Blue Marlin Real Estate	0.30	200.00	\$60.00
07-23-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: cyber harrassment, bullying and doxing mayor/mayor Town Email, Mayor FB and personal cell phones - r Re: Update request on the 3 sworn criminal complaints	0.20	200.00	\$40.00
07-23-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: cyber harrassment, bullying and doxing mayor/mayor Town Email, Mayor FB and personal cell phones - r Re: Update request on the 3 sworn criminal complaints	0.20	200.00	\$40.00
07-23-25	RGK	Phone conference with Commissioner Butler Re Blue Marlin correspondence	0.20	200.00	\$40.00
07-24-25	RGK	Email Correspondence: Email to Mayor and Commissioners RE: Report re Cyber-Harrassment/Threats Against Public official (more threats and getting Doxxed) see pics- Re: Thank you for contacting Blue Marlin Real Estate	0.40	200.00	\$80.00
07-24-25	RGK	Email Correspondence: Email from Mayor Dennington Re: Report re Cyber-Harrassment/Threats Against Public official (more threats and getting Doxxed) see pics- Re: Thank you for contacting Blue Marlin Real Estate	0.10	200.00	\$20.00
07-25-25	RGK	Phone conference with Commissioner Barlow Re charter provisions and upcoming agenda items	0.50	200.00	\$100.00
07-28-25	RGK	Phone conference with Commissioner Butler Re August 4 special meeting	0.20	200.00	\$40.00
07-28-25	RGK	Email Correspondence: Emails with Commissioner Baldwin RE: reporting on lawsuits	0.10	200.00	\$20.00
07-28-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: req copies of the emails & any resp referred to as recd by both Anna And Dawn during 7/22/25 by	0.10	200.00	\$20.00
07-28-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: weird email from anna???	0.20	200.00	\$40.00
07-28-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Report re Cyber-Harrassment/Threats Against Public official (more threats and getting Doxxed) see pics- Re: Thank you for contacting Blue Marlin Real Estate	0.20	200.00	\$40.00
					Services Subtotal: \$2,040.00

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Subtotal	\$2,040.00
Total	\$2,040.00
Payment	\$0.00
Balance Owing	\$2,040.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$2,040.00

Tax ID #32-0242557  
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25556  
Date: 07-31-2025

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

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Matter Number: 250041 - Town of Melbourne Beach - Funoe, LLC - Litigation  
Matter Name: Funoe, LLC - Litigation

## Services

Date	Atty	Description	Quantity	Rate	Total
07-11-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2025-07-08 Mtn to Strike AAD	0.20	200.00	\$40.00
07-29-25	RGK	Draft Response in Opposition to Plaintiff's Motion to Strike Affirmative Defenses	1.50	200.00	\$300.00
07-29-25	RGK	Review and analyze case law cited in Plaintiff's Motion to Strike Affirmative Defenses	0.80	200.00	\$160.00
07-31-25	RGK	Email Correspondence: Emails with Nathan Meloon Re Motion to Strike	0.20	200.00	\$40.00

Services Subtotal: \$540.00

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Subtotal	\$540.00
Total	\$540.00
Payment	\$0.00
Balance Owning	\$540.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$540.00

Tax ID #32-0242557

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

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ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25557  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-23-25	RGK	Phone conference with Chief Brown Re fire department volunteers	0.20	200.00	\$40.00
07-28-25	RGK	Email Correspondence: Emails from Gavin Brown and Mayor Dennington Re: Response to emails from Mayor Dennington	0.30	200.00	\$60.00

Services Subtotal: \$100.00

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Subtotal	\$100.00
Total	\$100.00
Payment	\$0.00
Balance Owning	\$100.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$100.00

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25558  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-28-25	RGK	Email Correspondence: Emails from Ariana Tellone and Valerie Mackey RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-023102 - Our File No.: 7777.00006	0.20	200.00	\$40.00
07-31-25	RGK	Email Correspondence: Email from Valerie Mackey Re Judge Bookhardt's availability for final hearing	0.10	200.00	\$20.00

Services Subtotal: \$60.00

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Subtotal	\$60.00
Total	\$60.00
Payment	\$0.00
Balance Owing	\$60.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$60.00

Tax ID #32-0242557

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

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SHEPARD, SMITH, HAND & BRACKINS, P.A.  
ATTORNEYS & COUNSELORS AT LAW

# INVOICE

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

Invoice #: 25559  
Date: 07-31-2025

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

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

## Services

Date	Atty	Description	Quantity	Rate	Total
07-29-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Audit Request	0.20	200.00	\$40.00
07-29-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Torres, Greyter v. Melbourne Beach GC2025287225 - Mediation (Confidential); Review correspondences from Carya Bradford	0.40	200.00	\$80.00

Services Subtotal: \$120.00

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Subtotal	\$120.00
Total	\$120.00
Payment	\$0.00
Balance Owing	\$120.00

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Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$120.00

Tax ID #32-0242557

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

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



## TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

### Building Department Report

JULY 2025

- permits issued 56
- Construction value of the \$1,478,628.26 permits totaled \$21,253.03
- Total permit fees \$21,253.03
- Inspections completed 133
- Plans reviewed 56
- Site plan review for P&Z 0
- New home 1
- Stop work order 0

# Monthly Permit List

08/01/2024

1/6

## Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD25-0009	CK Development LLC	1509 PINE ST	\$307.50	\$10000.00
Work Description: demolition of roof trusses and interior walls				

Total Permits For Type: 1  
Total Fees For Type: \$307.50  
Total Const. Value For Type: \$10000.00

## Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE25-0039	MENDONCA, MICHAEL	200 THIRD AVE 6	\$79.00	\$1750.00
Work Description: Replace main breaker add ground rod				
PE25-0035	Peter J Grandinetti	223 THIRD AVE	\$147.09	\$4765.00
Work Description: REMOVE AND REPLACE FPE PANEL IN GARAGE. REMOVE METER CAN. PROVIDE AND INSTALL METER MAIN COMBO WITH SURGE. REMOVE AND REPLACE RISER, RISER WIRE AND WEATHER HEAD. UPGRADE GROUNDS. REFEED NEW PANEL WITH 4-WIRE SER FROM METER MAIN				
PE25-0036	Peter J Grandinetti	231 FIFTH AVE	\$106.91	\$3430.25
Work Description: REMOVE METER CAN. PROVIDE AND INSTALL 150AMP METER MAIN COMBO WITH SURGE. REMOVE AND REPLACE RISER, RISER WIRE AND WEATHERHEAD. UPGRADE GROUNDS. REFEED EXISTING PANEL WITH 4-WIRE SER FROM METER MAIN COMBO.				
PE25-0032	Godfrey, Timothy	212 FIR AVE	\$79.00	\$850.00
Work Description: Provide and install 240 volt 50 amp EV Charger and circuitry next to panel in garage				
PE25-0038	VIERA NIGHTSCAPES LLC	1508 PINE ST	\$467.61	\$25621.33
Work Description: landscape lighting				

Total Permits For Type: 5  
Total Fees For Type: \$879.61  
Total Const. Value For Type: \$36416.58

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF25-0025	SAKARIS, CHRISTOPHER PETER	422 THIRD AVE	\$88.00	\$2800.00
Work Description: INSTALL NEW FENCE "WOOD"				

Total Permits For Type: 1  
Total Fees For Type: \$88.00  
Total Const. Value For Type: \$2800.00

## Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
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PM25-0076	David Mastrotonardo	310 SECOND AVE	\$250.77	\$8155.00
	<b>Work Description:</b> replace existing a/c system			
PM25-0069	Joseph E Dittmar	1350 ATLANTIC ST	\$244.48	\$5500.00
	<b>Work Description:</b> like for like HVAC change out			
PM25-0078	MOFFETT, JEFFREY MOFFETT, TRACY	1350 ATLANTIC ST 4N	\$202.36	\$6579.90
	<b>Work Description:</b> Replace air conditioning Unit - HVAC change out 1.5 ton			
PM25-0080	Joseph E Dittmar	1708 ATLANTIC ST 4B	\$212.18	\$6900.00
	<b>Work Description:</b> like for like hvac change out			
PM25-0075	ZACHARY A REYNOLDS	212 CHERRY DR	\$333.84	\$12569.00
	<b>Work Description:</b> Install new comfort maker main line series 4 ton 17 SEER 2 variable speed AHU 2 stage CUR-454B AZL Sc system w/10kw heat strip			
PM25-0077	Gregory L Vermett	402 CORAL AVE	\$290.59	\$9450.00
	<b>Work Description:</b> REPLACE A/C SYSTEM			
PM25-0079	Kevin Barrett	405 CORAL AVE	\$261.28	\$8497.00
	<b>Work Description:</b> AC changeout			
PM25-0057	John T Arrigo	607 HIBISCUS TRL	\$289.29	\$9408.00
	<b>Work Description:</b> HVAC EXACT CHANGE OUT			
PM25-0070	David Mastrotonardo	1617 PINE ST	\$310.03	\$10247.00
	<b>Work Description:</b> replace existing A/C system			
PM25-0062	Charles Silva	1111 RIVER RD	\$362.23	\$15340.00
	<b>Work Description:</b> Replace HVAC with new comfortmaker 4 ton 18 SEER two speed heat pump system			
PM25-0071	WHITLOCK, GARY	2008 ROSEWOOD DR	\$309.20	\$10166.00
	<b>Work Description:</b> Change Out AC 4 ton, 15.20 SEER 2 carrier system			
PM25-0072	John T Arrigo	205 SECOND AVE	\$300.70	\$9779.00
	<b>Work Description:</b> HVAC exact change out			

<b>Total Permits For Type:</b>	<b>12</b>
<b>Total Fees For Type:</b>	<b>\$3366.95</b>
<b>Total Const. Value For Type:</b>	<b>\$112590.90</b>

## Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC25-0009	FLORIDA CERTIFIED CONTRACTORS	2105 ATLANTIC	\$322.88	\$11500.00
	<b>Work Description:</b> Concrete evaluation; remove and replace existing slabs per engineer drawings			
PMC25-0010	FLORIDA CERTIFIED CONTRACTORS	1903 ATLANTIC ST 224	\$322.88	\$11500.00
	<b>Work Description:</b> concrete sill repairs			
PMC25-0008	FLORIDA CERTIFIED CONTRACTORS	1905 ATLANTIC ST	\$322.88	\$11500.00
	<b>Work Description:</b> concrete evaluation; remove and replace existing slabs per engineer drawings			

PMC25-0007	FLORIDA CERTIFIED CONTRACTORS	2203 ATLANTIC ST	\$322.88	\$11500.00 <sup>186</sup>
<b>Work Description:</b> concrete column repairs floor to ceiling per engineered drawings.				
PMC25-0006	ALPHA FOUNDATION SPECIALISTS INC	215 THIRD AVE	\$383.26	\$17391.24
<b>Work Description:</b> INSTALLING 4 HELICAL AND 4 PUSH PIERS FOR FOUNDATION REPAIR/STABILIZATION				

<b>Total Permits For Type:</b>	<b>5</b>
<b>Total Fees For Type:</b>	<b>\$1674.78</b>
<b>Total Const. Value For Type:</b>	<b>\$63391.24</b>

## Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD25-0018	Surfside Pavers Inc.	437 RIVER VIEW LN	\$145.27	\$4705.00
<b>Work Description:</b> Add paver walkway on left side of house				

<b>Total Permits For Type:</b>	<b>1</b>
<b>Total Fees For Type:</b>	<b>\$145.27</b>
<b>Total Const. Value For Type:</b>	<b>\$4705.00</b>

## Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP25-0013	Lesser, Thomas	308 FOURTH AVE	\$404.88	\$19500.00
<b>Work Description:</b> replace cast iron drains for 2 bathrooms and kitchen, replace copper water lines and replace with uponor pex				
PP25-0014	Carl Kandiko	411 SECOND AVE	\$267.53	\$8700.00
<b>Work Description:</b> replace drain lines				

<b>Total Permits For Type:</b>	<b>2</b>
<b>Total Fees For Type:</b>	<b>\$672.41</b>
<b>Total Const. Value For Type:</b>	<b>\$28200.00</b>

## Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL25-0006	INTERCOASTAL POOL AND SPA	394 RIVER VIEW LN	\$781.21	\$56216.00
<b>Work Description:</b> inground swimming pool				

<b>Total Permits For Type:</b>	<b>1</b>
<b>Total Fees For Type:</b>	<b>\$781.21</b>
<b>Total Const. Value For Type:</b>	<b>\$56216.00</b>

## Pool Enclosure

Permit #	Applicant	Address	Fee Total	Const. Value
PPE25-0003	DESIGNER POOLS AND ENCLOSURES	208 BIRCH AVE	\$399.75	\$19000.00

**Work Description:** Add pool enclosure to existing deck

187

PPE25-0004      LAFFERTY ALUMINUM AND      408 RIVER VIEW LN      \$480.82      \$26909.00  
SCREENING LLC

**Work Description:** 24'6" x 56'6" mansard pool enclosure on existing foundation

**Total Permits For Type:** 2  
**Total Fees For Type:** \$880.57  
**Total Const. Value For Type:** \$45909.00

## Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0002	HARBOUR POOLS & SPAS	398 RIVER VIEW LN	\$252.15	\$8200.00
<b>Work Description:</b> Pool resurface				

**Total Permits For Type:** 1  
**Total Fees For Type:** \$252.15  
**Total Const. Value For Type:** \$8200.00

## Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO25-0005	FERRELLGAS	313 BANYAN WAY	\$210.48	\$6845.00
<b>Work Description:</b> Install 250 gal underground LP tank and line to water heater and generator				

**Total Permits For Type:** 1  
**Total Fees For Type:** \$210.48  
**Total Const. Value For Type:** \$6845.00

## Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0060	Jparker Contracting LLC	407 FIRST AVE	\$399.75	\$19000.00
<b>Work Description:</b> Residential Re-roof				
PPR25-0061	FLORIDA ROOF BROS LLC	210 SECOND AVE	\$686.74	\$46999.00
<b>Work Description:</b> metal roof replacement				
PPR25-0062	FLORIDA ROOF BROS LLC	217 SECOND AVE	\$686.74	\$46999.00
<b>Work Description:</b> Metal roof replacement				
PPR25-0058	SUPERIOR ONE ROOFING LLC	406 SIXTH AVE	\$666.25	\$45000.00
<b>Work Description:</b> RE-ROOF WITH .032 ALUMINUM 1" STANDING SEAM STRIATED TCM-LOK, STORMGUARD UNDERLAYMENT, AND RIDGE VENT				
PPR25-0059	VALLEY RIDGE ROOFING LLC	410 6TH AVE	\$410.20	\$20020.00
<b>Work Description:</b> remove old roof down to plywood, renail all sheathing to new codes, install waterproof underlayment with new drip edge, install new 30 year dimensional shingles true definition with new vents and stacks				
PPR25-0047	RALPH CARPENTER ROOFING INC	425 RIVER VIEW LN	\$434.85	\$22425.00

**Total Permits For Type: 6**  
**Total Fees For Type: \$3284.53**  
**Total Const. Value For Type: \$200443.00**

### Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB25-0017	SB360 LLC	214 ELM AVE	\$487.79	\$27589.00
<b>Work Description:</b> Porch addition to existing residence, finish with mod-bit roof system. No electrical and no plumbing.				
PRB25-0018	DIPENTA CONSTRUCTION	301 OAK ST	\$1025.00	\$80000.00
<b>Work Description:</b> Garage entry way cover addition and front entry way remodel/addition				

**Total Permits For Type: 2**  
**Total Fees For Type: \$1512.79**  
**Total Const. Value For Type: \$107589.00**

### Res New Construction

Permit #	Applicant	Address	Fee Total	Const. Value
PRB25-0014	LIFE STYLE HOMES BUILDERS INC	394 RIVER VIEW LN	\$3640.03	\$640500.00
<b>Work Description:</b> Construct new single family residence				

**Total Permits For Type: 1**  
**Total Fees For Type: \$3640.03**  
**Total Const. Value For Type: \$640500.00**

### Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0069	CN ROMACK, INC	209 SECOND AVE	\$117.22	\$3774.00
<b>Work Description:</b> Replace existing exterior front door size for size				
PWS25-0079	AAA PRIME WINDOW AND DOORS LLC	312 SECOND AVE	\$109.00	\$3500.00
<b>Work Description:</b> place 2 egress windows to meet vacation rental requirements for 2 points of egress from each room				
PWS25-0080	LOWE'S HOME CENTERS, LLC	224 FIFTH AVE	\$150.69	\$4883.00
<b>Work Description:</b> 2 Replacement windows				
PWS25-0061	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	315 6TH AVE	\$82.11	\$2603.54
<b>Work Description:</b> installation of windows				
PWS25-0065	GARAGE DOORS GUARANTEED	503 ANDREWS DR	\$130.09	\$4203.00
<b>Work Description:</b> Replace garage door with hurricane rated garage door FL Approval 16660.17				
PWS25-0070	BRAD GREGORY WINDOW DOOR AND TRIM LLC	1611 ATLANTIC ST	\$307.50	\$10000.00



	<b>Work Description:</b> front door replacement			189
PWS25-0075	HOWARD GARAGE DOORS	1702 ATLANTIC ST	\$105.25	\$3375.00
	<b>Work Description:</b> Install a new garage door			
PWS25-0071	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	1950 ATLANTIC ST 222	\$354.40	\$14575.00
	<b>Work Description:</b> Installation of windows and doors			
PWS25-0081	AFFORABLE GLASS PROTECTION	208 ELM AVE	\$79.00	\$1940.00
	<b>Work Description:</b> install hurricane shutters			
PWS25-0072	CN ROMACK, INC	400 MAGNOLIA AVE	\$100.39	\$3213.00
	<b>Work Description:</b> Replace 2 existing garage doors size for size.			
PWS25-0073	CALIBER HOMES INC.	608 MANGO DR	\$328.00	\$12000.00
	<b>Work Description:</b> Replacing 3 existing windows and one existing door			
PWS25-0077	BC RENO GROUP	2003 OAK ST	\$481.05	\$26932.00
	<b>Work Description:</b> remove and replace 10 windows			
PWS25-0067	Brevard Window & Doors Inc	411 SECOND AVE	\$544.48	\$33120.00
	<b>Work Description:</b> replacing windows and doors			
PWS25-0068	Brevard Window & Doors Inc	603 SHANNON AVE	\$513.57	\$30104.00
	<b>Work Description:</b> replacing windows and doors			
PWS25-0074	Bremer Boys, LLC	205 SURF RD	\$154.00	\$600.00
	<b>Work Description:</b> remove double set of 26x47" windows and replace w/52x47" single hung window			

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<b>Total Permits For Type:</b>	<b>15</b>
<b>Total Fees For Type:</b>	<b>\$3556.75</b>
<b>Total Const. Value For Type:</b>	<b>\$154822.54</b>

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<b>Grand Total Fees:</b>	<b>\$21,253.03</b>
<b>Grand Total Permits:</b>	<b>56.00</b>
<b>Grand Total Const. Value:</b>	<b>\$1478628.26</b>

# Inspection Totals

08/01/2025 180  
1/3

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Building	1
Building - Final	1
Column & Tie Beam	3
Dock & Seawall Final	2
Dry In	1
Dry-In	1
Drywall	1
DURAROCK	1
Electrical	6
Equipotential	1
Final	6
FINAL	2
Final Building	4
Final Fence	4
Final Mechanical	12
Final Miscellaneous	1
Final Paver, Concrete, & Deck	1
Final Plumbing	2
Final Pool	1
Final Pool Enclosure	1

# Inspection Totals

08/01/2025 181  
2/3

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Final Pool Resurface	4
Final Propane	1
Final Roof	1
Final Seawall	1
Final window, Door, & Shutter	17
Fire Reinspection	3
Footer	3
Framing	3
In Progress	3
In Progress	1
In-Progress	5
Insulation	4
Lath	2
Plumbing Underground	1
Pre Pour	2
Roof Sheathing	1
Rough Building	1
Rough Electrical	4
Rough Mechanical	4
Rough Plumbing	4

Inspection Totals

screw	2
Screw	4
Sewer	2
Sewer Connect	1
Slab	3
Soffit	1
Steel & Ground	1
Temporary Underground	1
Window & Door In-Progress	1

Total # of Inspections: 133

## Public Works Activities

July 2025

Completed Hurricane Checklist – equipment check, supplies, handheld radios, sandbags etc.

Attempted repair to showers upstairs FD area – not successful – replacement proposals explored

Continued to coordinate monthly rodent checks History Center

Gathered RFP's ref. History Center

Resealed window in PW office

Construction of additional parking spots front of Community Center

Repaired broken irrigation pipe near pier

Installed additional NO SMOKING signs Ocean Park

Trimmed palms and seagrapes at crossovers and parks

Repaired desk in PD

Repaired a broken vehicle parking stop OP turnaround

Monthly and mowed trimmed storage yard

General clean up in PW shop

Repaired an area of soffit along east side of FD cupola

Replaced air handler fan belt TH

Experienced very large amounts of palm tree blow down branches post wind event

Pressure washed pier pavilion

Repeated attempts to unclog hand sink women's restroom OP

Rebuilt steps at History Center

Cleaned grass growing through curb Cherry

Flags up and down for July 4th

CERTIFICATES ISSUED

Renewal Date	Certificate #	Issued	bedr	occup	park	Property Name	Property Address		Certificate Type	Holder	Status
9/12/2025	CVR24-0018	9/12/2024	3	6	3		401 SECOND AVE	<a href="https://www.airbnb.com/rooms/1242760496">https://www.airbnb.com/rooms/1242760496</a>	Vacation Rental	JUSTIN ARMOUR	Issued
9/10/2025	CVR24-0019	9/10/2024	4	8	3		208 CHERRY DR	<a href="https://www.airbnb.com/rooms/11905">https://www.airbnb.com/rooms/11905</a>	Vacation Rental	DALTON, BRITTANY	Issued
10/29/2025	CVR24-0021	10/29/2024	5	10	4	Surfing Turtle	322 HIBISCUS TRL	<a href="https://www.airbnb.com/rooms/67174">https://www.airbnb.com/rooms/67174</a>	Vacation Rental	BANKE, JONATHAN	Issued
11/14/2025	CVR24-0023	11/14/2024	4	8	4		411 OAK ST	<a href="https://www.vrbo.com/2130120">https://www.vrbo.com/2130120</a>	Vacation Rental	MOLINA OAK LLC	Issued
11/14/2025	CVR24-0024	11/14/2024	4	12	n		1905 REDWOOD AVE	<a href="https://www.vrbo.com/3701305">https://www.vrbo.com/3701305</a>	Vacation Rental	BRUNING, RICHARD A	Issued
11/4/2025	CVR24-0025	11/4/2024	4	8	4		401 AVENUE B	<a href="https://www.airbnb.com/rooms/13313">https://www.airbnb.com/rooms/13313</a>	Vacation Rental	NEWTON, JOHN	Issued
11/4/2025	CVR24-0026	11/4/2024	2	6	n		317 FIRST AVE	<a href="https://www.airbnb.com/rooms/10092">https://www.airbnb.com/rooms/10092</a>	Vacation Rental	LESINSKI, ZACH	Issued
12/9/2025	CVR24-0027	12/9/2024	3	8	n		217 FOURTH AVE	<a href="https://www.airbnb.com/rooms/42524">https://www.airbnb.com/rooms/42524</a>	Vacation Rental	FOURTH AVENUE LLC	Issued
12/10/2025	CVR24-0028	12/10/2024	4	10	n		304 OAK ST	<a href="https://www.airbnb.com/rooms/13046">https://www.airbnb.com/rooms/13046</a>	Vacation Rental	DAILEY, CHRISTOPHER	Issued
	CVR24-0029	11/1/2024	1	4	n		2015 OAK ST	<a href="https://www.vrbo.com/2512283">https://www.vrbo.com/2512283</a>	Owner Occupied	PRUTOW, GARY	Issued
12/9/2025	CVR24-0034	12/9/2024	2	4	3	Peace of the Beach	315 AVENUE B	<a href="https://www.airbnb.com/rooms/31555">https://www.airbnb.com/rooms/31555</a>	Vacation Rental	KOGOK, RONALD C,JR	Issued
11/15/2025	CVR24-0036	1/12/2025	3	6	3		212 DOGWOOD AVE	<a href="https://www.vrbo.com/3688428">https://www.vrbo.com/3688428</a>	Vacation Rental	FREELS, KEVIN ROBERT	Issued
11/25/2025	CVR24-0038	11/25/2024	7	12	n	Kelena's Grand Kabana	228 SIXTH AVE	<a href="https://www.vrbo.com/3090365">https://www.vrbo.com/3090365</a>	Vacation Rental	PRUTOW, KELEN DOUG WELLENS	Issued
11/30/2025	CVR24-0039	1/9/2025	4	8	4	Beachy Places	2201 REDWOOD AVE	<a href="https://www.vrbo.com/3919749">https://www.vrbo.com/3919749</a>	Vacation Rental	NLD9, INC JOHN NEWTON	Issued
12/1/2025	CVR24-0041	1/30/2025	4	12			510 BANYAN WAY	<a href="https://www.vrbo.com/4258339">https://www.vrbo.com/4258339</a>	Vacation Rental	GOLDEN SHORES PROPERTY TRUST	Issued
1/9/2026	CVR24-0043	12/1/2024	3	6	n		304 FOURTH AVE	<a href="https://www.vrbo.com/1662125">https://www.vrbo.com/1662125</a>	Vacation Rental	SAMMELMAN, MARK T	Issued
2/4/2026	CVR24-0045	2/4/2025	4	10	n	CasaDelCielo	414 POINSETTIA RD	<a href="https://www.airbnb.com/rooms/12878">https://www.airbnb.com/rooms/12878</a>	Vacation Rental	KATHRYN MAULER DAN MAULER	Issued
12/31/2025	CVR24-0047	12/23/2024					217 THIRD AVE	No rental listing	Owner Occupied	MC KERCHER, TIMOTHY	Issued
12/31/2025	CVR25-0001	1/30/2025					308 SECOND AVE	No rental listing	Owner Occupied	NOBLE, LINDA S	Issued
12/31/2025	CVR25-0002	1/30/2025	3	6			311 FIRST AVE	No live listing	Owner Occupied	JEPPSON, RICHARD C	Issued
12/31/2025	CVR25-0003	1/30/2025	1	2	n		322 THIRD AVE	<a href="https://www.airbnb.com/rooms/23299">https://www.airbnb.com/rooms/23299</a>	Owner Occupied	BARTON, JOYCE	Issued
3/4/2026	CVR25-0005	4/15/2025	3	6	n		209 FIRST AVE	<a href="https://www.airbnb.com/rooms/1287322603">https://www.airbnb.com/rooms/1287322603</a>	Vacation Rental	KERR, HOWARD, DIANE	Issued
6/1/2026	CVR25-0007	4/10/2025	4	8	4	Pelican Pier	405 FIFTH AVE	<a href="https://www.vrbo.com/2079346">https://www.vrbo.com/2079346</a>	Vacation Rental	GNK PROPERTIES LLC	Issued
6/1/2026	CVR25-0008	4/10/2025	4	8	4	Pelican Pad	300 THIRD AVE	<a href="https://www.vrbo.com/1858617">https://www.vrbo.com/1858617</a>	Vacation Rental	GNK PROPERTIES	Issued
3/1/2025	CVR25-0006	7/29/2025	4	10	4	Steps to the Beach	312 SECOND AVE	<a href="https://www.airbnb.com/rooms/53903">https://www.airbnb.com/rooms/53903</a>	Vacation Rental	HENSEL, VANITA	Issued
3/21/2026	CVR25-0009	5/2/2025	4	8	3	Whispering Waves Retreat	320 SECOND AVE	<a href="https://www.airbnb.com/rooms/1101438018">https://www.airbnb.com/rooms/1101438018</a>	Vacation Rental	WAGNER, CHRISTOPHER WAGNER, KIM	Issued
3/31/2026	CVR25-0010	5/15/2025	4	8	4		319 THIRD AVE	<a href="https://www.airbnb.com/rooms/1273182909">https://www.airbnb.com/rooms/1273182909</a>	Vacation Rental	MONICA SEVILA, WILLIAM AUSTIN SEVILA	Issued
6/20/2026	CVR25-0012	6/20/2026	5	10	4	TipSea Turtle Retreat	311 AVENUE A	<a href="https://www.airbnb.com/rooms/64909">https://www.airbnb.com/rooms/64909</a>	Vacation Rental	KEITH LA'GALA	Issued
4/29/2026	CVR25-0015	4/29/2025	1	2	n	Mickey's Place	305 AVENUE B	<a href="https://www.airbnb.com/rooms/14296">https://www.airbnb.com/rooms/14296</a>	Owner Occupied	MULLEN, J MICHAEL	Issued
7/18/2025	CVR25-0023	7/18/2025	4	8	n	Island Vibes Beach House	211 CHERRY DR	<a href="https://www.vrbo.com/4068970">https://www.vrbo.com/4068970</a>	Vacation Rental	BEACH HOST, LLC SEDENO, SELENE	Issued
6/1/2026	CVR25-0018	5/9/2025	4	10	4	ItsAlwaysSunny	608 MANGO DR	<a href="https://www.airbnb.com/rooms/8237351572">https://www.airbnb.com/rooms/8237351572</a>	Vacation Rental	DEVON COMPO	Issued
5/31/2026	CVR25-0020	5/23/2025	4	8			406 HIBISCUS TRL	<a href="https://www.airbnb.com/rooms/88559">https://www.airbnb.com/rooms/88559</a>	Vacation Rental	PETERS, ERIC RYAN	Issued
7/14/2026	CVR25-0025	7/14/2025	2	6	4		203 SECOND AVE	No rental listing	Vacation Rental	DAVENPORT FLORIDA IRREVOCABLE TRU	Issued
CERTIFICATES ON HOLD											
	CVR24-0035						302 FIFTH AVE		Vacation Rental	ARANA, PHILIP	Hold Waiting for application 08/07/2025
	CVR24-0042						224 FIFTH AVE		Vacation Rental	POVICH, ROBYN S	Hold Windows being installed 08/20/25
	CVR25-0011						205 SURF RD		Vacation Rental	STEVE RAJAVUORI	Hold Failed Fire                      New Windows -issue permit w/new BO
	CVR25-0013		3	6	n		401 HIBISCUS TRL		Vacation Rental	ISLAND GIRL GETAWAY LLC	Hold Waiting on egress window   Open permits, windows, electric,plumbing
	CVR25-0014						387 RIVER VIEW LN	<a href="https://www.airbnb.com/rooms/89213">https://www.airbnb.com/rooms/89213</a>	Vacation Rental	JOLOWSKI, ROBERT J.	Hold Has handyman currently working on house to bring up to code. 08/07/25
	CVR25-0019		3	2		Melbourne Beach House	400 AVENUE B	<a href="https://www.vrbo.com/3670419">https://www.vrbo.com/3670419</a>	Vacation Rental	KERR, JOHN	Hold Needs Fire Inspection
OPEN VR VIOLATIONS											
6/16/2025	ECE25-0362						211 CHERRY DR		Short Term Rental Violations		Open- Agent currently updating listing 07/18/25
7/18/2025	ECE25-0393						302 FIFTH AVE		Unregistered STR		Open-Owner filling out application 07/28/2025
7/30/2025	ECE25-0408						1503A ATLANTIC ST		STR- Violation of Zoning		Open-NOV sent 7/31/25
7/15/2025	ECE25-0395						228 6th AVE		STR Violation- Update listing		Open- Owner updating listing 08/06/25
7/29/2025	ECE25-0403						411 DRIFTWOOD AVE		Unregistered STR		Open- Owner occupied
7/29/2025	ECE25-0408						1503 A ATLANTIC ST		STR- Violation of Zoning		Open- NOV   sent 07/31/25
CLOSED VIOLATIONS											
4/23/2025	ECE25-0333						411 POINSETTIA RD		Short Term Violations		Closed. No longer renting.Monitering Property
	ECE25-0343						1201 ATLANTIC ST		Short Term Violations		Closed-05/20/25- No Violations Found

4/28/2025	ECE25-0344	1201 ATLANTIC ST UNIT A	Short Term Violations	Closed-07/02/25- Complied
4/28/2025	ECE25-0345	1201 ATLANTIC ST UNIT B	Short Term Violations	Closed-07/02/25- Complied
4/28/2025	ECE25-0336	306 AVENUE B	Short Term Violations	Closed- 07/01/25- No Violations Found
4/23/2025	ECE25-0369	315 AVENUE B	Short Term Rental Violations	Closed- 07/01/25- Complied
6/20/2025	ECE25-0370	300 THIRD AVE	Short Term Rental Violations	Closed- 07/02/25- Complied
6/20/2025	ECE25-0367	401 AVENUE B	Short Term Rental Violations	Closed- 07/07/25- Complied
6/19/2025	ECE25-0368	212 DOGWOOD AVE	Short Term Rental Violations	Closed- 06/27/25- Complied
6/19/2025	ECE25-0358	200 THIRD AVE 6	STR - Violation of Zoning	Closed- 07/07/25- Complied
6/11/2025	ECE25-0359	200 THIRD AVE 4	STR - Violation of Zoning	Closed-06/30/25- Complied
6/11/2025	ECE25-0360	200 THIRD AVE 5	STR - Violation of Zoning	Closed-06/30/25- Complied
6/11/2025	ECE25-0348	1350 ATLANTIC ST	Short Term Rental Violations	Closed- Abated- Opened individual cases for each Unit
6/3/2025	ECE25-0258	303 Cherry Drive	No Violation Found	Open - Courtesy Letter Sent
6/11/2025	ECE25-0353	1350 ATLANTIC ST	Zoning Violation	Owner Occupied
6/6/2025	ECE25-0374	1350 ATLANTIC ST	Zoning Violation	Closed 7/11/25-Changed to Long Term Rental
6/6/2025	ECE25-0385	322 Hibiscus Trai	Ordinance Violation bedrooms, cars	Closed 7/11/25-Changed to Long Term Rental
	ECE25-0338	217 Fourth Ave	Ordinance Violation Cert#, cars, occupants	Closed 7/11/25 Cert#, bedroom count and car count updated
	ECE25-0355	2201 REDWOOD AVE	Noise Complaints	Closed 7/11/25 all updated on website
6/9/2025	ECE25-0352	414 POINSETTIA RD	Short Term Rental Violations	Closed Investigate by Police Dept
6/5/2025	ECE25-0378	608 MANGO DR	Short Term Rental Violations - Noise	Closed 7-14-25 No Violation-excess cars, 3 visits
6/26/2025	ECE25-0319	527 AVENUE B	STR Violations-Unregistered STR	Closed-Investigated by Police Dept
7/16/2025	ECE25-0357	200 THIRD AVE UNIT 1	STR-Violation of Zoning	Closed- No violations Found- permanent residence
6/11/2025	ECE25-0382	702 Oak Street	STR - Unregistered STR	Closed-No Violations Found- Second home
6/27/2025	ECE25-0381	1505 Atlantic Street	STR-Violation of Zoning- renting for less than 30 days	Closed 07/31/25 No violations Found-LTR
6/27/2025	ECE25-0387	304 Oak St	STR Violation-Update listing	Closed 07/30/25 No violations Found-primary residence.
7/3/2025	ECE25-0391	510 BANYAN WAY	STR Violation- update listing	Closed 07/30/25 Complied
7/9/2025	ECE25-0331	312 SECOND AVE	Short Term Violations	Closed 07/29/2025 Complied
7/24/2025	ECE25-0399	2015 OAK ST	STR Violation- Update listing	Closed 07/29/2025 Complied
7/15/2025	ECE25-0392	317 First Ave	STR Violation- Update listing	Closed 08/06/25 No Violations Found
4/9/2025	ECE25-0334	602 SHANNON AVE	Short Term Violatic URHOMES Investments	Open- 08/07/25 Complied
7/28/2025	ECE25-0401	202 SURF RD	Unregistered STR	Closed- 08/07/25- Continuing to monitor property
7/29/2025	ECE25-0402	311 OCEAN AVE	Unregistered STR	Closed 08/07/25- LTR- No violations found
				Closed 08/05/25- No violations found- grandfathered under zoning.



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – August 2025**

#### **Incident Response**

From July 5<sup>th</sup> through August 8<sup>th</sup>, the Melbourne Beach Volunteer Fire Department responded to 13 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 6.

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

- 5 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 81, 82, 83, 86, 87, 75
- 1 Service Call – Person in Distress (Incident # 77)
- 1 Public Assist – Hazardous Marine Debris Removal (Incident # 88)
- 1 Special Event – Back to School Bash Fire/EMS Standby (Incident # 89)
- 5 Fire & Life Safety Inspections
  - Incident #'s: 78, 79, 80, 84, 85

#### **Notable Incidents**

- **7/21/2025 (3:23 pm) – 4 Vehicle Crash with Injuries at Oak & Acacia**
  - MBVFD responded to reports of multi-vehicle collision with road blockage, injuries, and leaking fluids, in the area of Oak Street & Acacia Blvd in Melbourne Beach. Fire Department secured vehicles and provided initial patient triage/assessment while waiting for Brevard County Fire Rescue units to arrive from West Melbourne (closest ambulances available). Patient care transferred to BCFR upon their arrival on scene. Fire Department took 5 BLS patient refusals and assisted with mitigation of leaking vehicle fluids as well as general roadway cleanup.



- **7/30/2025 (12:56 pm) – 4 Vehicle Crash at Oak & Atlantic**
  - MBVFD responded to reports of multi-vehicle collision with road blockage and leaking fluids in the area of Oak Street & Atlantic Street in Melbourne Beach. Fire Department secured vehicles and provided initial patient triage/assessment while waiting for Brevard County Fire Rescue units to arrive. Patient care transferred to BCFR upon their arrival on scene, all refusals approved by BCFR. Fire Department took 6 BLS patient refusals and assisted with mitigation of leaking vehicle fluids as well as general roadway cleanup.
  
- **8/7/2025 (12:30 pm) – Public Assist (Hazardous Marine Debris Removal)**
  - Resident reported large piece of wooden marine debris (approx. 25ft x 5ft) floating in river causing a navigational hazard to vessels transiting the area. MBVFD Marine Rescue team was able to locate the debris and tow it back to 6<sup>th</sup> Ave boat ramp, where Public Works was able to cut it up and dispose of it properly.

### **Aid Given or Received**

- None

### **Department Membership**

- 32 Total Members
  - Paid Staff:
    - 1 Fire Chief (*Full-Time*)
    - 2 Maintenance Technicians (*Per-diem*)
  - Volunteer Staff:
    - 18 Certified Volunteer Firefighters
    - 9 Support Services Volunteers
    - 0 Probationary Volunteer Members
    - 4 Administrative Volunteers
      - 1 Safety Officer
      - 2 Logistics Staff
      - 1 Volunteer Fire Chaplain

## **Volunteer Recruitment**

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit [MakeMeAFirefighter.org](http://MakeMeAFirefighter.org) or stop by the Melbourne Beach Fire Station (507 Ocean Avenue).

Recruitment efforts this month included: Participation in the Make Me A Firefighter Campaign as well as in-person recruitment efforts at 2 events held in Ryckman Park.

## **Notable Events & Updates**

### ***New Fire Engine Acquisition (Ongoing Update)***

- Chief Brown, along with Fire Marshal Dave Micka (mechanical engineer) and Volunteer Deputy Chief John Miller (electrical engineer) will be traveling up to the Pierce fire apparatus factory on August 18<sup>th</sup> to meet with their engineers for final inspections and acceptance testing of our new fire engine. If all goes according to plan, we should see it here sometime in early September 2025 and have it placed into service before the start of the new fiscal year. A community push-in ceremony is being planned by the Volunteer Firefighters Association.
- Chief Brown continues to investigate possible solutions and vendors to assist with the sale of our existing 2004 Pierce Enforcer fire engine.

### ***Grants Update (Ongoing Update)***

- There have been no updates or awards for any FEMA grants over the past month, which includes the FEMA AFG grant submitted in December, and the FEMA SAFER grant submitted in July. Award announcements for the SAFER grant are expected to start around August 18<sup>th</sup>, 2025, and will be awarded on a continuous basis thereafter until all available funds have been awarded, but no later than September 30, 2025.

### ***Law Enforcement Training* \*\*\*NEW\*\*\***

- Chief Brown taught a 3 hour course to officers of the Melbourne Beach Police Department covering the topics of bleeding control, CPR, basic triage, scene size-up, and initial operations for law enforcement arriving at fire incidents.

### ***New Recruit Orientation Class (Ongoing Update)***

- The Fire Department started a new volunteer recruit 30-day orientation class on August 7<sup>th</sup>. Of the 10 eligible applicants that applied, only 2 showed up for the first day of the orientation program. 1:10 applicants reside within the Town of Melbourne Beach.

### ***P-25 Phase 2 Public Safety Radio Reprogramming & Pagers (Ongoing Update)***

- The Department has been working with Brevard Emergency Management, Communications International, and leadership from other local fire agencies to create a unified fire service radio profile and upgrade all radios from the older EDACS radio system to the County's new P-25 Phase 2 system. Most of the Department's radios were reprogrammed to operate on the new system in July. Part of this transition is also to re-implement physical voice pagers for our volunteer firefighters as the primary paging method to notify them when response is needed for an emergency incident. We are working to get all radios transitioned and pagers implemented before the start of the new fiscal year.

### ***Executive Development Conference \*\*\*NEW\*\*\****

- Chief Brown attended the Florida Fire Chiefs Association Executive Development Conference in July. The conference was a great opportunity to learn about upcoming legislation, leadership techniques, and new emerging technology, as well as to network with fire service leaders across the State of Florida.

### ***Community Question & Answer Session \*\*\*NEW\*\*\****

- Chief Brown hosted the first community question and answer session to assist in educating our residents about the challenges the fire department is facing and possible solutions for the future. A second question and answer session is scheduled for August 14<sup>th</sup>. Additional dates may be added in the future based on community interest and participation.

### ***EMT Certification for Volunteer Nick Ramsay \*\*\*NEW\*\*\****

- Chief Brown attended the graduation ceremony at Eastern Florida State College for volunteer Nick Ramsay who recently completed his EMT certification. Congratulations to Nick on this accomplishment!

### ***191hr Volunteer Firefighter Certification Program (Ongoing Update)***

- The Department continues hosting (and teaching) a State recognized hybrid 191hr Volunteer Firefighter Certification Program. In total, 8 students remain in the program, which is expected to finish sometime around September 2025. For their most recent session, the class took a field trip out to Brevard County Fire Rescue Station #48 to learn from their Hazardous Materials and Special Operations Team. Huge thanks to Chief Neidert and the crew at Brevard County Fire Rescue Station #48 for hosting us and putting on a great training for our students!

### ***Back to School Bash in the Park \*\*\*NEW\*\*\****

- Chief Brown along with fire department volunteers attended the Parks Board Back to School Bash event in Ryckman Park. The Department brought their boat, mini-pumper, and some equipment for the kids to check out. It was also a great opportunity to talk to residents about volunteering with the Fire Department.

### ***Meetings & Conferences (Ongoing Update)***

- Chief Brown attended the following meetings:
  - Brevard County Emergency Operations Municipal Meeting
  - Town Staff Hurricane Preparedness Meeting
  - Multiple meetings with Town residents about Fire Department proposals
  - Monthly meeting with Fire Department Chaplain & Deputy Chief

### ***Fire Apparatus Maintenance (Ongoing Update)***

- Our reserve engine (258) was taken over to Sanford for its annual inspection, maintenance, and pump testing. Estimated return date is around the end of August.
- On Friday, August 8<sup>th</sup>, while Engine 258 was out, our frontline primary fire engine (58) had a sudden and unexpected mechanical problem requiring it to immediately be taken out of service. Indian Harbour Beach generously allowed us to borrow their reserve fire engine while ours was getting repaired. Engine 58 was repaired and placed back in service on Tuesday, August 12<sup>th</sup>. Huge thank you to Fire Chief David Lewis and the Indian Harbour Beach Volunteer Fire Department for their support and being such great partners to our community!



# Melbourne Beach Police Department

## Chief Zander's Monthly Report

### Commission Meeting August 20, 2025



**This report covers the month of July 2025.**

#### **Operations:**

Over the past month, the department handled 1,472 calls for service.

#### **Activity:**

- 136 Citations/ 200 Written Warnings
- 391 Traffic Stops
- 179 Traffic Enforcement Details
- 4 Traffic Complaint
- 15 Parking Citations
- Speed Compliance percentages over the past month:
  - Atlantic Ave. 76% with 70,670 vehicles recorded
  - Oak St. 93% with 78,966 vehicles recorded
  - Riverside Dr. 90% with 103,804 vehicles recorded

#### **PD News**

- Held 1<sup>st</sup> Bagel with the Blue, Will hold quarterly moving forward
- Department training: Crime Scene and Investigation .
- 4<sup>th</sup> of July Event Security
- Sgt. Sadler attended 3rd week or 4 of leadership training
- Officer DeLeon completed a 2 week Defensive Tactics Instructor Course
- Attended Marine Intelligence Meeting (Nothing to Report)
- Attended Brevard County Police Chief Luncheon
- Detective Nicholas Earl Selected as Officer of the Quarter (2<sup>nd</sup> Quarter)
- Officer Brittany Brown Employee Spotlight for month of July
- Provided Security at 4 Commission Meetings/Workshops
- The Police Department Volunteers completed:
  - 149.5 total hours of volunteer service for the month of July and 656 total hours for the year.

- Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks.
- Zero Vacancies

#### CRIME Update:.

- 232 House Checks
- 19 Suspicious incident/Person/vehicles reports investigated
- 5 arrests
- 4 STR complaints for the month.
  - 7/5/2025 1731 hours- 312 Second Avenue- Report of People being too loud in the pool. The officer arrived and discovered it was a 2-year-old jumping in the pool. They said they would keep it down; the caller/complainant was anonymous. It was also confirmed by the renters that it was listed on AirBNB. It is listed as UNREGISTERED on our sheet.
  - 7/5/2025 - 211 Cherry Dr – Vehicle parked, blocking sidewalk. No one was home when the officer arrived. The officer made contact with the property owner, who stated they would contact the renter and have them move the vehicle. The renter returned and did move the car.
  - 7/19- 414 Poinsettia Rd- 6 vehicles parked at short term rental. Officer arrived on scene and noticed 6 vehicles on scene. A warning was issued on one of the vehicles and was moved immediately. The second vehicle was departing as I was arriving, which left 4 vehicles in the driveway
  - 7/25/2025 414 Poinsettia Rd : 17:52:30 Officer spoke with the renter of the Airbnb, he stated that the owner of the residence is aware of the amount of people that are staying at the residence and that is why there is one additional car in the driveway. Upon arriving there was no cars parked in the grass area or in the street all vehicles parked in the driveway there was also an A/C van that was parked in the driveway as well, however, they left after working on the A/C. The renter was issued a written warning. Renter stated that he can move one of the cars if needed and it was moved. Different renters from who was warned the previous weekend.
- 11 Assist other Law enforcement agencies.
- 7 Disturbances several Domestic related

#### Looking Forward:

- Department Training- Crime Scene processing and CPR Refresher/Stop the Bleed
- Back to school Event
- Employee Spot Light will be Volunteer Coordinater Peter M.

# Town of Melbourne Beach

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## Town Clerk Monthly Report August 2025

**Public Records Requests** – Records requests from Commissioners are not included.

- Received in July – 18
- Received in 2025 – 131
- Completed in July – 19
- Completed in 2025 - 124
- Open/Pending – 11 (These requests are pending response from another department, new requests, or large requests that are taking significant time to complete)

**Records Management Project/ Scanning Project** – MCCi has picked up all of the 40 boxes of records. In order to make sure it is done right, the company is only going to have the Director of Scanning Operations and 1 other experienced employee working on this project. The first step is that they will be going through each box for an initial review to compare the digital version to the physical box and verify that the physical contents are generally organized as expected. They have advised that some boxes will require more attention than others. Once they have confirmed the physical boxes are back in the proper order, they will determine if they can reorganize the existing digital version or if rescanning will be necessary.

**Audio Visual Equipment** – There continue to be issues with the audio visual equipment not working the way we expected or having connection issues. The Clerk's Office has had several appointments with BIS Digital to work on the system. The most recent update is that they are switching our streaming software.

**Training** – Attended the Florida Association of City Clerks Summer Conference & Academy. Some of the sessions attended include: Legislative Updates, Artificial Intelligence in Municipal Administration, Emergency Management for Local Governments, Responding to Unique Public Records Requests, Smart Social Media, and Cyber Security.

**Town Meetings** –

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

- 4 Town Commission meetings

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 2 History Center Board meeting
- 1 Parks Board meetings



## Town Manager Report for August 2025

1. *RFP for Basin 1 being issued by BSE, includes advertising and pre-planning meeting.*
2. *Employee survey meeting set 8-1 with HR and me, began editing survey questions.*
3. *2nd reading of Town Charter changes approved 7-22*
4. *Obtaining pricing on stormwater repair -riverside*
5. *Meeting with Commissioner to discuss budget 7-23 and 8-30.*
6. *PW getting bids on Old Town Hall roof. PW obtained multiple quotes*
7. *PW getting bids on TH windows (east side) and new ADA doors for Community Center. PW obtained multiple quotes*
8. *PW obtaining pricing on paving 4 additional parking spots by community center \$4500. Burton Paving*
9. *Scanned documents being picked up for rescanning on 8-1 no, cost to Town*
10. *Finance continues to submit requested information to DOGE*
11. *All staff meeting, to prepare for hurricane season.*
12. *Meeting with FEMA on 8-5 -hurricane Irma*
13. *Discussion with HaleyWard for roof inspection and specifications.*
14. *Commission to select recruiting firm for TM position.*
15. *Parks Board, Back-to-School event big success*
16. *Budget discussions with two Commissioners*



ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Create a policy for owner occupied short term rentals	1/27/2025	8/20/2025		Commissioner Reed	Fire Chief & Town Attorney
DATE	DIRECTION/NOTES				
7/16/2025	Next month				
6/18/2025	Town Attorney – Proposed language next month				
4/16/2025	The Town Attorney will need to draft an ordinance as owner occupied short term rentals was taken out of the ordinance				
3/19/2025	The Town Attorney will draft the resolution				
2/19/2025	Commission discussed creating a Resolution to provide for inspections of owner occupied short term rentals.				
1/27/2025	Commissioner Reed – Create a policy for owner occupied short term rental fire inspections.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Explore the feasibility of pursuing the StormReady designation from the National Weather Service	3/19/2025	8/20/2025		Commissioner Reed	Town Manager & Staff
DATE	DIRECTION/NOTES				
7/16/2025	Public Works Director – Application was submitted, and scheduling the first inspection of several will begin in August. Commissioner Reed requested the email response sent to the Public Works Director. Provide information on the inspection schedule.				
6/18/2025	Public Works Director – Just finished getting the last bit of data from the Police and Fire departments. The next step will be to apply and then schedule the inspection.				
4/16/2025	Town Manager – The last thing needed for compliance was a second messaging system, and that was just confirmed. The next step is for them to come and do an inspection.				
3/19/2025	The Commission voted to task the Town Manager and Staff to explore the feasibility of having the Town pursue the StormReady designation from the National Weather Service				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO

Develop a plan and proposal for paid parking at the 6 <sup>th</sup> Ave boat ramp	12/18/2024	8/20/2025		Commissioner Reed	Town Manager
DATE	DIRECTION/NOTES				
7/16/2025	A sign was installed. Need an ordinance for the parking enforcement.				
6/18/2025	Public Works Director – A new sign was delivered today. Next step will be to approve the new sign.				
4/16/2025	Town Manager – The sign company did some mock ups, but there were too many words. Looking into similar language with fewer words.				
3/19/2025	The Commission discussed having signage say only stickered vehicles can be left unattended, and all others are subject to ticket or tow.				
2/19/2025	Commissioner Reed – Evaluate putting signage for no unattended vehicles without a Town parking permit.				
12/18/2024	Commissioner Reed - Develop the plan and proposal for the 6 <sup>th</sup> Ave paid parking and bring it back in February.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research companies and costs to perform a toxic workplace survey specific to municipalities	3/19/2025	8/20/2025		Vice Mayor Barlow	Town Manager
DATE	DIRECTION/NOTES				
7/16/2025	Town Manager – One company is clearly the right choice for the price. Commission requested information on the company.				
6/18/2025	Town Manager – Working with 2 companies who will provide a selection of questions to be asked.				
3/19/2025	The Commission voted to task the Town Manager with researching companies and costs to perform a toxic workplace survey specific to municipalities.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Review 7A-52 sign ordinance	3/19/2025	8/20/2025		Vice Mayor Barlow	Town Attorney
DATE	DIRECTION/NOTES				

7/16/2025	Next month				
6/18/2025	Town Attorney – 90% done, will have it next month.				
3/19/2025	The Commission voted to task the Town Attorney with reviewing 7A-52 sign ordinance and draft proposed language edits.				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Town building maintenance inspection checklist and calendar	4/16/2025	8/20/2025		Commissioner Reed	Public Works Director
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
7/16/2025	Public Works Director – Included the checklists in his monthly report. Will provide a summary for how often each checklist is done.				
4/16/2025	The Commission tasked staff to compile a checklist for town building maintenance inspections and calendar				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Weekly email updates on the Deckhard software, STR numbers, and updates on doing the internal policies	4/16/2025	Weekly		Mayor Dennington	Town Manager
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
7/16/2025	The Code Enforcement Officer will start sending the updates.				
4/16/2025	The Commission agreed to have the Town Manager provide weekly email updates.				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Lease a large pump for emergency flood protection	5/21/2025	After the engineer contracts are done		Commissioner Reed	Staff
<b>DATE</b>	<b>DIRECTION/NOTES</b>				

7/16/2025	Waiting until the CCNA contracts are done.				
5/21/2025	The Commission agreed to add the discussion on leasing a large pump to provide emergency flood protection to the task list.				
<b>ITEM</b>	<b>OPENED</b>	<b>DUE DATE</b>	<b>CLOSED</b>	<b>REQUESTOR</b>	<b>ASSIGNED TO</b>
Implementation plan for Resolution 2025-09 Cybersecurity procedures	5/21/2025	8/20/2025		Commissioner Baldwin	Staff
<b>DATE</b>	<b>DIRECTION/NOTES</b>				
7/16/2025	Assign to the Technology Advisory Board.				
6/18/2025	The Commission discussed the ability to use the Technology Advisory Board. Town Attorney spoke about the Board needing 3 members before it can do anything.				
5/21/2025	The Commission agreed to add a task list item for staff to create a plan to implement Resolution 2025-09 Cybersecurity procedures A-E.				