TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

OCTOBER 15, 2025

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, October 15, 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:
Interim Town Manager Lisa Frazier
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**

6. **Presentations by Special Guests (Maximum of 5 Minutes)**
   A. Presentation for an Honor Walk by the Parks Board

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 September 3, 2025 second Special Town Commission Meeting minutes
   B. Approval of the September 10, 2025 first Special Town Commission Meeting minutes
   C. Approval of the September 10, 2025 second Special Town Commission Meeting minutes
   D. Approval of the September 15, 2025 Special Town Commission Meeting minutes

E. Approval of the September 17, 2025 first Special Town Commission Meeting minutes
F. Approval of the September 17, 2025 second Special Town Commission Meeting minutes
G. Approval of the September 17, 2025 Regular Town Commission Meeting minutes
H. Approval of the September 25, 2025 first Special Town Commission Meeting minutes
I. Approval of the September 25, 2025 second Special Town Commission Meeting minutes
J. Approval of the September 29, 2025 first Special Town Commission Meeting minutes
K. Approval of the site plan for 411 Hibiscus – new home
L. Updated fee schedule for 2026 from BSE Consultants
M. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro

9. Public Hearings/Special Orders

A. Ordinance 2025-03 – Traffic Code – Second Reading

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING CHAPTER 30, SECTION 30-43.1, "PENALTIES FOR VIOLATIONS OF CERTAIN TOWN PARKING REGULATIONS"; INCREASING AMOUNT OF CIVIL PENALTY FOR VIOLATION OF OFFENSES IN SECTION 30-42(A), (B), AND (C) FROM $35.00 TO $75.00; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

10. Unfinished Business

A. Ordinance 2025-04 – Sign Ordinance – First Reading

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND SIGNAGE; AMENDING SECTION 7A-52, TOWN CODE OF ORDINANCES, RELATING TO PROHIBITED SIGNS AND PROVIDING FOR ADDITIONAL REGULATIONS AS TO TYPE OF SIGNAGE PROHIBITED WITHIN THE TOWN, AMENDING SIGN LOCATION AND DURATION OF SIGNAGE PERMITTED IN THE TOWN; REVISING SIGNAGE STANDARDS; PROVIDING FOR REMOVAL OF SIGNAGE BY THE TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

B. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – First Reading

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO $3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

C. Discussion on a Civility Pledge and Resolution – Commissioner Anna Butler
D. Consideration of the lease contract with Brevard County for the Historic Williams Building
E. Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight

11. New Business

A. Discussion on the regulation of short-term rentals – Commissioner Anna Butler
B. Discussion on developing an ordinance to address residential propane storage tanks – Commissioner Tim Reed
C. Discussion on Low Impact Development Conference – Town Manager Lisa Frazier

12. Finance/Budget Report

13. Town Staff/Board Reports

A. Technology Advisory Board
B. Building Department
C. Public Works Department
D. Code Enforcement
E. Fire Department
F. Police Department
G. Town Clerk
H. Town Attorney
    1. Discussion on settlement offer from Funoe, LLC for all outstanding cases in litigation.
I. 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.

The Parks Board is presenting an updated version of the Honor Walk due to the recent change in parking that has been added near the Community Center.

In this updated version the engraved bricks will provide the border for the concrete walkway. Ideally that walkway will be sectioned by military branch of service. The emblem for each branch of service would be at the start of the walkway with the branch motto to be placed along each expansion joint in the concrete walkway.

It is our understanding that the concrete walkway can be completed by Town staff. The engraved brick fundraiser covers the cost of each brick and professional installation.

Community Center
Entrance
BIKE
concrete
BENCH
Service Above Self
Bricks
concrete
Road
Parking
Honor, Courage, Commitment
concrete
Integrity First
Bricks
Bricks
concrete
Town Sign
The Few and the Proud
concrete
HONOR WALK
OOOOOOO
7 service emblem
sidewalk
grass
Parking Spaces
Ocean Avenue

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 3, 2025 Immediately Following the First Meeting
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 6:56 p.m.

2. **Roll Call**

   Town Clerk Amber Brown conducted roll call

Commission Members Present	Staff Members Present
Mayor Alison Dennington	Town Manager Elizabeth Mascaro
Vice Mayor Dawn Barlow	Finance Manager Jennifer Kerr
Commissioner Robert Baldwin	Police Chief Tim Zander
Commissioner Anna Butler	Fire Chief Gavin Brown
Commissioner Tim Reed	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.

5. **New Business**
   A. Voting on items within the FY 2025-2026 budget

Mayor Alison Dennington spoke about 8 amended pages that have been walked on, including pages labeled page 4, 5, 23, 24, 25, 44, 45, and 49. - 3:00

Town Manager Elizabeth Mascaro spoke about leaving off last meeting at salaries and the Fire Department. - 10:15

Mayor Alison Dennington spoke about not receiving performance evaluations for the prior Police Chief Melanie Griswold until today, and was given 2019 and 2020, but nothing for 2021, 2022, or 2023.

Town Manager Elizabeth Mascaro spoke about how there were no written performance evaluations for when Griswold was Chief in 2021, 2022, or 2023.

Commissioner Robert Baldwin spoke about looking at the salary for the 6 employees that have a proposed raise higher than 3%. Suggests approving a dollar value increase to allow the Town Manager to split between those employees as she sees fit.

Vice Mayor Dawn Barlow spoke about how directionally, she would be supportive of Commissioner Robert Baldwin suggested, but thinks the 3% should be applied across the board and the Town Manager can use her discretion when it comes to the differential.

Mayor Alison Dennington spoke about having a hard time with going over a 3% raise.

Commissioner Anna Butler spoke about liking the proposal from Commissioner Robert Baldwin. Some of the roles of the staff have changed. The Town Clerk is now in a supervisory role which she was not in before, and the Police Admin has taken on a lot.

Commissioner Tim Reed verified that the raise pool would be an additional $11,010 for a total amount of raise for all 6 positions of $22,020. Did an analysis and is pretty much in line with what Commissioner Robert Baldwin suggested.

Commissioner Robert Baldwin made a motion for the purpose of computing salary for the 6 individuals that the Town Manager identified as deserving more than the 3% cost of living and merit that was previously approved by the Commission, for those 6 individuals that we in the budget allow them the same 3% COLA and merit but then we would budget an additional pool for $11,010 for the Town Manager to ascribe across those 6 individuals at her discretion and based on the evidence that supports her decisions; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about how she would have voted for a 3% for everyone and an additional raise for the Police Admin.

Mayor Alison Dennington asked about the formula error on the updates page. - 24:54

Town Manager Elizabeth Mascaro said they caught this when finance sent the Commission the expense and revenue break out for that fund. Spoke about for page 49, the Excel formula added the revenue over expenses instead of subtracting it.

Vice Mayor Dawn Barlow suggested having a summary of each of the GL to correlate with the bank balances.

Commissioner Robert Baldwin confirmed the accounting software has a budgeting model.

Finance Manager Jennifer Kerr said the budgeting model is manual to use, someone would have to enter all of the information.

Mayor Alison Dennington spoke about how the Commission does have the authority to have an audit done.

Town Manager Elizabeth Mascaro spoke about the updates to the budget that are summarized on page 3. Page 4 has updated revenues. Page 7 has updated salaries for the Police Department. Page 17 has updated costs for general liability, property, and automobile insurance and those numbers went down. Page 20 salaries were increased to show all of the officers included in that department. Page 23, the workers' compensation cost was updated. Half was attributed to Public Works, the rest was attributed to the other departments, Fire, Police and Code Enforcement. Page 26 workers' compensation was increased for one individual for Code Enforcement. Page 28 workers' compensation increased for Public Works. Page 49 was the update in stormwater for the updated number due to the formula error.

Mayor Alison Dennington spoke about how page 2 says balances as of July 31, 2025. Verified it will be updated when the August bank statements come out. - 40:44

Town Manager Elizabeth Mascaro asked the Commission if they would like to remove the money for the vehicle allowance from the Executive Department.

Mayor Alison Dennington said remove it, and if it is needed pull it from contingency.

Vice Mayor Dawn Barlow asked if the contingency needs to be increased to cover this.

Mayor Alison Dennington said the contingency is already double the normal amount.

Commissioner Robert Baldwin made a motion that we remove in the Town Manager budget the allocation for gas and oil and reflect the salary at $120,000; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Town Manager Elizabeth Mascaro spoke about in the FRS system for the Town Manager and Fire Chief positions the Town would need to put in 50%, so those positions are not included in the retirement system. Instead, they are in the ICMA-RC 457 plan. Another option is to put the contribution into their own retirement plan. - 45:00

Mayor Alison Dennington suggested calling an emergency meeting to have the brochure say retirement benefits instead of FRS.

Town Clerk Amber Brown asked if the Commission made a motion to approve a non FRS retirement, would that allow us to change the brochure without having another meeting?

Mayor Alison Dennington said they could strike FRS and say it was a scrivener's error.

Town Manager Elizabeth Mascaro said the SAFER Grant miscellaneous income figure was updated, which then changes all of the numbers associated with that. - 51:20

Town Manager Elizabeth Mascaro said page 4 was changed due to the grant and short term capital became long term, page 23, 24, 25 are all Fire Department pages and the short term capital became long term capital. Took $50,000 from Ryckman Park for stormwater. Said there is still $50,000 for playground equipment. The stormwater was reduced to cover the Fire Department. If the Town is not awarded the SAFER grant, the Town can borrow the money from the general fund.

Fire Chief Gavin Brown said no SAFER Grant funds have been awarded yet. - 1:00:25

Commissioner Tim Reed spoke about an alternate proposal for the Fire Department if we do not get the SAFER Grant. Take the 6 firefighters out of the budget and put the budget back to a volunteer department. Take the sale of the fire trucks and put it in contingency, then if the grant does come through then the money is set aside. The cost for the 6 firefighters, around $500,000-$600,000, can go into stormwater. It is fiscally irresponsible to budget for this when we do not have the money. It is fundamentally wrong.

Vice Mayor Dawn Barlow asked about putting money into contingency. Concerned if the issue is not resolved, the department might dissolve and then revert to the County.

Commissioner Tim Reed spoke about how the idea is that we would continue to work on this to come up with a solution.

Mayor Alison Dennington said if the Fire Chief leaves, we look for a new one and rebuild the Department. We have to make budget decisions based on the money we have.

Commissioner Anna Butler said we have to make budget decisions that are fiscally responsible but we also have a responsibility for the health and welfare of the residents.

Commissioner Tim Reed spoke about continuing to discuss a solution in future years.

Vice Mayor Dawn Barlow asked for the Fire Chief's input on if we do not get the grant.

Commissioner Robert Baldwin asked if the Fire Chief would also address what happens if we don't get the full grant. Is it all or nothing?

Mayor Alison Dennington asked the Fire Chief to speak about the hybrid system.

Fire Chief Gavin Brown read a quote from Chief Financial Officer Ingoglia of DOGE "the first role of government is to protect its citizens, so if you are protecting your citizens the very first lines that you fill on your budget are fire and police. Personally I don't want to hear from any local government saying that they're going to cut from any fire or any police because those are the first things they should be taking care of."

Mayor Alison Dennington spoke about how this is not a cut, it would be an addition.

Fire Chief Gavin Brown said the proposal is to provide a consistent, guaranteed response. Indian Harbour along with us are the last municipalities depending on volunteers. Harbour is currently looking into hiring positions to cover 8 hour shifts. Response times are one component for why the positions are needed. The other components are under-resourced responses and lack of any automatic aid agreements, lack of consistent frontline supervisory personnel on the initial fire apparatus and burnout. Burnout on our volunteers whether there is 1 fire call or 1000 calls, the burnout is having to be ready every second of every day. As far as contingency plans, the 6 people would cover all of the issues for the best bang for the buck. Another possible option is only having 1 supervisor officer on shift, but that would not allow us to get the automatic aid back. It would fix some of the problems, but not all of the problems.

Fire Chief Gavin Brown said to his knowledge, you either get or don't get the funds from the SAFER grant, it is a reimbursement. The total out-of-pocket if we do not get the grant would be $972,361. That is the worst-case scenario, as if all of the employees were hired on October 1. Thinks it could take a while to hire, but said he cannot guarantee that all of the employees would not be hired right away. Statistics from NFPA residential structures account for 74-77% of reported fires annually, residential fires account for 75-80% of all civilian fire deaths in the United States. Based on those statistics, our community would be more at risk than places with more condos/businesses. Wants to make sure the residents are protected and that when they call 911, their expectations will be met. The majority of the calls happen between 8am-8pm. The problem with having shifts cover only those times is all of the other hours are at risk. There are calls every day and every hour. Looking at the total data it is skewed one way or another. For example, when someone walks into the station for a medical call the response time is immediate, and then you average that among all of the calls, it skews the data.

Mayor Alison Dennington spoke about a handbook on NFIRS which says you use the time from which the Fire Department is dispatched. Said Brevard County has been in a contract negotiation so they are short hundreds of firefighters, but they now have a contract so they will be able to retain them which will help response times. Spoke about false alarms and how those could be handled differently. Asked the Fire Chief if he has accounted for any of these things. - 1:23:16

Fire Chief Gavin Brown spoke about how to his knowledge Brevard County staffing has been understaffed for a while. They have not closed any stations, and their response times should not be increased by filling the positions. They have been forcing overtime. It would reduce the burden on the existing employees.

Mayor Alison Dennington asked why not provide data before and after the automatic aid.

Fire Chief Gavin Brown spoke about not tracking the data of when Indialantic gets on scene. Said he could go to Indialantic's Fire Chief to pull their reports if the Commission feels it is important. For the last 5 years, the amount of time we were able to get 2 people on scene within 8 minutes was 46% of the time. 2 people in 10 minutes, 55% of the time. 2 people in 15 minutes, 66% of the time. Time we were able to get one person (himself,

the Fire Chief) on scene within 10 minutes was 85% of the time. Over 5 years there have been 57 fire calls where ignition occurred. False alarms and false calls 140. The whole point of people installing automatic alarm systems is to get the Fire Department there quicker and reduce the loss on the property or protect lives.

Commissioner Tim Reed verified the total ask is $972,361 if the Town pays for this outright without the grant and the SAFER award is all or nothing and is a reimbursement.

Fire Chief Gavin Brown has not heard of the SAFER Grant being awarded at a lower rate. The Town would have to report to them every pay period to prove they are still employed.

Mayor Alison Dennington asked if there is any fraudulence in the application if they could deny reimbursement to which the Fire Chief said he supposes so. Verified that the $972,361 would cover everything we have today and the paid firefighters. - 1:36:08

Fire Chief Gavin Brown spoke about how the 6 people are needed and the best bang for the buck. 1 supervisor per shift would allow us to apply for the grant again or look for other possibilities. - 1:36:45

Mayor Alison Dennington asked about what happens after the grant runs out.

Fire Chief Gavin Brown spoke about you can do a fire assessment, increase the mileage, or apply for other grants. The Town has to pay for a Fire Department one way or another.

Mayor Alison Dennington asked if there is a claw back clause if the Town decides to go back to a volunteer department.

Fire Chief Gavin Brown said from what he read, he does not believe there is a claw back provision that they would take the money back. There is a provision about not being able to add any additional people without retaining the original 6 positions.

Commissioner Tim Reed made a motion for Department 22, that we take the 6 paid fire positions out of the expenditures and go to the model of the current volunteer department and fund it at that appropriate level, budget $150,000 into contingency in Department 19, and the money that is removed for the 6 paid positions is budgeted into stormwater fund 351; Mayor Alison Dennington seconded;

Commissioner Tim Reed said the intent of this proposal is to make the commitment to work towards getting a solution in the new year. This is not intended to be a cut to the Fire Department. Recognizes the obligations for public safety, and to work on a solution.

Mark McBride – 310 Second Ave *– Spoke about 3% raises were given which is wonderful, the $11 thousand merit raise bothers him, does not know how many other mistakes are made, said the Commission was given a budget at the 11th hour, does not understand numbers, please take great care to understand it. - 1:43:02*

Jan Pence – 200 Riverside Dr *– Passed out information on a property in the County. There is a detailed article on Truth and Accuracy Matter showing exactly what it will cost residents in the Town of Melbourne Beach if we get turned over to Brevard County.*

Steve Walters – 416 Sixth Ave *– What happens if the new Commissioners are against it. The problem is they won't be doing it for long if the new Commission is not in favor of it. The volunteer department has sustained for 70 years. For response time, anything can affect it. 99% of calls are handled by the Police Department.*

Frank LaGrassa – 412 First Ave *– Spoke about how the Fire Chief said he would leave if he did not get paid firefighters, and provided altered data. When the taxes become too much, residents might agree to zoning changes to get promised revenue. The data has been geared to an agenda, tax payers money doesn't grow on trees. With more time afforded by the referendum, the public will become informed.*

Reynaldo Del Valle - 215 Ash Ave *– This should be postponed for several months.*

Bruce Larson – 1507 Pine St *– Verified $160,000 was pulled from stormwater. Said you have to have a balanced budget. If you get the grant, you still don't have the revenue to offset it. Could borrow or take from reserves or look at other places to cut money out, but something would need to be done.*

Lauren Hardman – 320 Sixth Ave *– Asked if other departments have applied for grants. The Fire Department has been doing it for years, and has saved the Town tons of money. Said she is very disheartened that the Commission is just putting this aside. Anyone saying things against the Fire Chief, if you do not step up to volunteer, how dare you question his work ethic. Said it is very clear who supports the Mayor and who the Mayor supports in this Town. Safety first couldn't be clearer.*

Town Manager Elizabeth Mascaro said Finance is the only other that has applied for grants.

Susan Stark – 307 Fifth Ave *– You received data in February when the Chief presented the demographics of the volunteers. If you are not proactive, you will have to be reactive. You should have asked for a plan A and B. If you are reactive, you can outsource to Indialantic which is $800,000 and does not include all of the services. The Town needs BLS response in Town. Asks that the Commission to add money to the budget for this issue. - 2:00:30*

Gail Gowdy – 215 Ash Ave *– Spoke about if you don't have the money you can't spend it. Commissioner Tim Reed is doing what is responsible. Things have been going along for years the way it has been. There is no emergency right now. Consider the citizens trying to understand what the budget will be and how they will afford it.*

Motion failed 2-3 with Vice Mayor Dawn Barlow, Commissioner Robert Baldwin, and Commissioner Anna Butler dissenting.

Commissioner Robert Baldwin made a motion to adjourn; Motion failed for a lack of second.

Commissioner Robert Baldwin left at 9:03 pm

Commissioner Tim Reed asked about Department 13 if the employee survey is included.

Finance Manager Jennifer Kerr spoke about how that expense is coming out of the current year's budget. They are in the process of building the survey and should be done shortly.

Commissioner Tim Reed spoke about how he believed the survey was to be done yearly.

Town Manager Elizabeth Mascaro spoke about how that was not her recollection, but can be done if the Commission would like. It was not budgeted for FY26.

Commissioner Tim Reed spoke about how Department 21 has around $50,000 difference in the previous years. - 2:11:30

Town Manager Elizabeth Mascaro spoke about how in previous years, the State Pension Reimbursement was not shown in this department. It was reflected elsewhere.

Commissioner Tim Reed asked if the new finance report will reflect the $50,000 spent and the Town Manager said no.

Finance Manager Jennifer Kerr spoke about how it was number 522.02 Police Pension.

Vice Mayor Dawn Barlow confirmed it was commingled and then separated.

Mayor Alison Dennington spoke about how changes need to be noted and confirmed with the Town Manager this was the only change that was noted.

Commissioner Tim Reed confirmed the $50,000 in FY25 in Department 29 is not being budgeted for FY26 since it was for the Deckard software purchase.

Town Manager Elizabeth Mascaro said the $13,500 was for Deckard and $1,000 was for BS&A. Does not recall the final price for Deckard, it was less than $50,000.

Mayor Alison Dennington said there was $127,000 budgeted for code, said it would be a breach of contract. Said there was no money budgeted for a Zoning Official. Confirmed the Town Manager did not get Commission approval before signing the 2024 contract.

Town Manager Elizabeth Mascaro said it was in legal. Said she had $9,000 budgeted for a Zoning Official in Planning and Zoning.

Commissioner Tim Reed spoke about page 41 Fund 172 which funds some police salary. Asked if it is sustainable to support police since the fund is trending in the negative. If something interrupts the parking revenue stream we would have to quickly find a way to cover the salary in the general fund. - 2:22:56

Town Manager Elizabeth Mascaro spoke about how that is something the Commission will have to look at, and assess the revenue with the raised rate. Said she tries to be conservative with the revenue. It usually exceeds what is projected.

Mayor Alison Dennington spoke about being short in the Building Department. We always have a hard time keeping employees. How do we fund the department if homes stop building. Look into having a company because then you would not have to pay them.

Town Manager Elizabeth Mascaro spoke about how that would be up to the Commission.

Vice Mayor Dawn Barlow spoke about that might be an opportunity to speak with the new Town Manager about continuity of services.

Commissioner Tim Reed asked about page 44 parking pass revenue, facility rental has increased, and asked if those 2 are something we can look at increasing.

Town Manager Elizabeth Mascaro spoke about how they increased the prices a few years ago where non residents pay a substantial deposit.

Vice Mayor Dawn Barlow spoke about reviewing all fees on a yearly basis.

Commissioner Tim Reed spoke about how revenue should be in the general fund not segregated in a special fund.

Commissioner Tim Reed made a motion to move these revenue streams from Fund 175 into the general fund wherever it is appropriate;

Town Manager Elizabeth Mascaro spoke about how if that was done then the expenses would have to be moved as well. Revenue does not directly offset an expense which is why revenues and expenses are in their own bucket.

Commissioner Tim Reed spoke about how there are funds that carry strictly expenses.

Mayor Alison Dennington seconded;

Vice Mayor Dawn Barlow spoke about how there would be a $76,000 ending cash balance for FY25. Confirmed this would not prevent us from allocating that cash for projects.

Lauren Hardman – 320 Sixth Ave *– Asked if the motion is to lump everything into the general fund, so then you cannot track all of the expenses. Then it will not be followed. Was not clear on the purpose for doing this. - 2:38:35*

Commissioner Tim Reed said they would have the same revenue lines they would just show up in the general fund.

Town Manager Elizabeth Mascaro spoke about how they would still itemize the general fund but they would not be able to track the revenue against the expense.

Commissioner Tim Reed said to clarify, these revenue streams would show the same as they are currently itemized, it would just show up under the general fund. Would carry an expense fund for the Ryckman Park items.

Commissioner Anna Butler spoke about not understanding the goal of what this would fix.

Mayor Alison Dennington spoke about how it is better accounting to do this way, would still be able to track the expenses.

Motion failed 2-2 with Vice Mayor Dawn Barlow and Commissioner Anna Butler dissenting.

Commissioner Tim Reed spoke about page 49 Fund 341, stormwater. FY25 there was a transfer of $710,000.

Town Manager Elizabeth Mascaro spoke about how the ARPA Fund was closed. When the Town received the ARPA money a fund was set up for it, and in the first year, all of the money was allocated. Since it was for stormwater and that fund was closed, it was transferred to this fund.

Mayor Alison Dennington said ARPA funds were 1.8 million. ARPA qualifications were that you had to obligate it by a contract, and then the contract had to begin the work by a certain date and they were prohibited from using it for payroll.

Town Manager Elizabeth Mascaro said that is not true, they have reported to ARPA and there has never been a problem.

Commissioner Tim Reed verified that there are no longer requirements for reporting because the funds were expended.

Town Manager Elizabeth Mascaro said they expended the full amount of ARPA money in the first year so they are no longer required to act under those guidelines.

Commissioner Tim Reed confirmed this money is no longer ARPA money.

Town Manager Elizabeth Mascaro said they used payroll to satisfy the ARPA requirement, which enabled the Town to use the money for whatever they decided. Confirmed this money is in no way at risk. Does not know the claw back period, but everything is legal so this would not apply.

6. **Adjournment**

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

Meeting adjourned at 9:48 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 10, 2025 at 5:30 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 5:32 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.

Steve Walters – 416 Sixth Ave *– Said on 9/5/2025, he received an email from melbournebeachmom that on the April 1st and June 10th 2025 election, candidate Terry Cronin voted in Indialantic. 8/4/2025 he switched his address back to Melbourne Beach. On*

8/11/2025, he announced he was running for Town Commission. At the 8/20/2025 STCM, he swore under oath that he was a resident for 6 months prior to qualifying. Requests the Commission remove the candidate from the ballot.

Mayor Alison Dennington spoke about being aware of this issue and has the records. Said that person swore under oath living here continuously for 6 months. There is nothing the Commission can do, they took testimony under oath.

Susan Stark – 307 Fifth *– Spoke about being a Commissioner twice. Asked the Commission to proactively communicate with one another for the community to address the very serious public safety issues that have been brought forward. The public safety issue was presented 7 months ago and it will most likely take another 7 months to get through the process. Said the volunteer firefighters are feeling disheartened. The negative comments towards them and the Chief and the MBVFD are not respectful of their volunteer service to the Community. Asked the Commission to commit to delivering the best cost effective option to provide the best and most reliable emergency service responses we all should expect from government leaders.*

5. **New Business -** 13:35
   A. Discuss the Interim Town Manager Candidate submissions, develop a short list of candidates for the position, and provide guidance to staff regarding interviews. – Town Attorney Ryan Knight

      Town Attorney Ryan Knight spoke about how the 3 minimum qualifications are a bachelor's degree, 3 years experience as Town Manager or Assistant Town Manager or comparable experience in the field, familiarity with Florida Sunshine Laws, budgeting processes, and local governance.

      Mayor Alison Dennington spoke about the importance of the candidates meeting the minimum qualifications.

      The Commission decided to provide each of their top candidates and then discuss if those candidates meet the minimum qualifications.

      - Christopher Edwards – no
      - Colin Donnelly - yes
      - Gary Stevens - yes
      - Jack Butler - no
      - Javion Brown - no
      - Lakisha Burch - no
      - Lisa Frazier - yes
      - Patrick Jordan - no
      - Peggy Castano - no
      - Ron Clare - no
      - Taylor Brown - yes
      - Theo Melancon – no

The Commission decided to discuss the top 4 candidates and if they meet the minimum requirements.

Colin Donnelly – Masters in Public Administration, and a Bachelors in Political Science, Town Manager, Assistant City Manager, and Grant Administrator. Meets the minimum requirements. - 24:45

Town Attorney Ryan Knight spoke about the process moving forward. Once the Commission has narrowed it down to the amount of candidates they want to continue with, references would be checked, interviews scheduled and background checks done. Said there could be a group interview or one-on-one.

Mayor Alison Dennington said she thinks 4 is a great number. Would like to call another Special Meeting to vet these 4 candidates quickly. Referenced a meeting in the past where the Commission had a chance to ask each candidate questions (while the other candidates were sequestered).

Town Attorney Ryan Knight said if some candidates could not attend the meeting in person, they could Zoom in.

Town Clerk Amber Brown said they had the capability to make the Zoom interviews happen, but the Town does not pay for Zoom so the free option is limited on time.

Town Attorney Ryan Knight said he has an account that can be utilized.

Gary Stevens – Bachelor's in Computer Science and Management Information Systems, does not have local government experience but his experience of managing in the government field is extensive. - 33:24

Commissioner Robert Baldwin spoke about loving that a Town resident applied, but that they would need to have municipal experience to hit the ground running.

Mayor Alison Dennington spoke about how the Town Attorney would be able to help teach them quickly.

Commissioner Anna Butler spoke about how the candidate has attended several meetings which says a lot.

Vice Mayor Dawn Barlow spoke about including him in the short list and then if there is a difference, it would be vetted out during the interview process.

Lisa Frazier – Master of Science, Bachelor of Science, American Institute of Certified Planners, Former Member of Indialantic Town Council and Deputy Mayor. Meets the minimum and preferred qualifications.

Taylor Brown – Various relevant government experience for several years in different positions and cities. Has Bachelor's degree and began a Master’s program in Community Planning. Meets the minimum qualifications.

Vice Mayor Dawn Barlow made a motion that we invite Colin Donnelly, Gary Stevens, Lisa Frazier and Taylor Brown to an interview process that we will conduct in a panel interview, 30 minute segments for each candidate for the Interim Town Manager position; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm *– Provided an application someone sent in July that the Town cannot find. Provided a document and spoke about a timeline for the process to get an Interim Town Manager. Asked if anyone had spoken with FCCMA because they provide Interim Town Managers. Everyone who applied for the interim position is hoping to be full-time, but the Town hired a search firm. - 39:30*

Commissioner Robert Baldwin confirmed with Marc Lower that the applicant would be willing to fill the Interim Town Manager.

Mayor Alison Dennington spoke about how she was told that there are people that applied as soon as they knew the Town might be looking for a new manager and the Commission was not given this information.

Finance Manager Jennifer Kerr said all people who applied for this position as Town Manager prior to the advertising, anybody who sends an application or resume gets held for one year. Emphasized that the position was not posted. When the position was posted, then all applications went to Town Attorney Ryan Knight.

Town Attorney Ryan Knight spoke about advising the Finance Manager not to send the Commission applications as she receives them, but rather send them all at one time once the submission date closes.

Mayor Alison Dennington spoke about how before anything was posted, if something comes in that says dear Mayor and Commission, believes that that should be provided to the Mayor/Commissioners.

Mayor Alison Dennington asked about adding a fifth as a backup. None of the other Commissioners spoke up about that being necessary.

Motion carried 5-0.

Town Attorney Ryan Knight asked how the Commission would like to proceed. Said typically, there is one person designated to reach out to call the references, that way they are only being contacted by one person.

Mayor Alison Dennington said she plans on calling references herself. In her experience, less than 25% of the people even call back, especially with a tight time frame.

Commissioner Robert Baldwin suggested designating one person to call the references, but the Mayor could still call anyone that is not one of their named references.

Mayor Alison Dennington says she plans to call the references they provided. Said she might not call them all.

Vice Mayor Dawn Barlow made a motion that we delegate the Finance Manager who manages our HR activities to call the references of these 4 candidates; Commissioner Anna Butler seconded;

Kari Ross – 206 Flamingo Ln *– Spoke about someone contacting people they know that are not on the reference list. Concerned that as an applicant, the candidate might not want their current employer to know they are looking for a new position. - 50:16*

Katie Cox – 1408 Atlantic St – *Spoke about how she worked with Finance Manager Jennifer Kerr and she is professional and will provide a report that is fair and unbiased.*

Marivi Walker – 511 Riverside Dr *– Spoke about how Florida Tech is not a private company and this is exactly how we do it. HR contacts all of the references. Calling their employer is completely out of line.*

Commissioner Robert Baldwin spoke about how the Mayor is not going to listen to whatever the Commission decides, but requests that she allows Finance Manager Jennifer Kerr to reach out first and let the candidates know, if they want to maintain their candidacy, just know someone may contact other people than the references provided. This would allow them the opportunity to withdraw their application.

Mayor Alison Dennington spoke about how she is not planning on calling any current employers.

Motion carried 5-0

The Commission discussed dates/times to set a meeting to interview candidates.

First choice is Wednesday 1:00-4:00 pm. Second choice is Tuesday 1:00-3:00 pm. The third choice is Thursday 2:00-4:30 pm (or a combination of these 3 dates/times)

6. **Adjournment**

Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 6:30 pm.

ATTEST:

_____ _____

Alison Dennington **Rachel Pembrook**
Mayor **Transcriptionist**

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 10, 2025 at 6:30 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 6:46 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
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
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.

Steve Walters – 416 Sixth Ave *– The State Law is clear, if I vote in Indialantic, that's where I live. You can't live in 2 places at the same time. Requested the Commission remove the residency requirement from the Charter Amendment if you're not going to enforce it. - 2:40*

Susan Stark – 307 Fifth *– Spoke about different trust mindsets. When you have a zero trust mindset then you cannot function.*

Kari Ross – 206 Flamingo Ln *– Spoke about a previous comment about how our volunteers have become disrespected from comments from residents and the Commission. We have not heard from the volunteer firefighters. Poll the volunteers anonymously about the Chief's leadership. If we do not fund the hybrid model then we will be in the same position, but we will not have a choice. Fund it appropriately.*

Terry Cronin – 150 Riverside Dr *– Spoke about how there was an event of political violence where Charlie Kirk was murdered. Requested a moment of silence.*

5. New Business

A. Concerns regarding the SAFER grant application – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how this is an opportunity for the Commission to discuss the SAFER grant. There was a request to FEMA to withdraw the grant, but it was not from the Town. This is an opportunity for the Commission to reaffirm the direction for the grant. Asked for Fire Chief Gavin Brown to talk about the grant. - 8:32

The Town Attorney Ryan Knight spoke about it being concerning that someone contacted FEMA to withdraw the application. The concern is that the application has now been flagged. The options are to reaffirm the Commission's position, do nothing or withdraw the application.

Mayor Alison Dennington said the Commission does not need to reaffirm it, the letter says nobody attempted to withdraw it.

Fire Chief Gavin Brown spoke about how the Department, as a good community partner, realizes asking for more help for the Fire Department is a cost increase to the residents so they wanted to see if they could offset the cost, which is why they decided to apply for the SAFER grant. The grant is the most labor-intensive grant they have applied for. Since applying for the grant, there have been accusations of fraud and comments about a claw back clause. There is nothing wrong with the grant application. You can disagree with the information within the grant, but that doesn't make it fraud. If people are trying to accuse the grant of being fraud to the federal government, that is concerning. This is adding additional work and stress on the department and staff, not knowing what is next with the next accusation or question. All of those labor costs are chipping away from the benefit the grant could provide if every day he has to fight against people who are trying to derail things and respond to accusations. He is a single staff department, he does not have the staff. He is doing the best he can. Leaving the grant in, is it going to cause more work. Is it worth constantly fighting legal battles about the legitimacy of the grant? People have come after him for a while but Dave Micka has been doing this for 40 years and has some of the highest safety licenses in the State. It is not okay with accusing Dave Micka.

Mayor Alison Dennington spoke about how the Fire Chief signed the grant. Fraud is a material misrepresentation or material omission. The Chief would have to be the one to withdraw it, not the Commission.

Fire Chief Gavin Brown spoke about being 100% comfortable with the grant and was not the one that signed it. His name is on it because he assisted with the preparation of the grant. Said he did not do any certifications. If there is zero trust in him, then he might not be the best person for the job as Fire Chief. We cannot move forward as a community, and he cannot move forward in leading the Fire Department if there is no trust in him at all. If everything is going to be questioned it's not going to be a productive relationship, and we're not going to be able to move forward.

Commissioner Anna Butler apologized for the way Chief Brown was spoken to in the last meeting. Apologized for being a Commissioner and not being able to stop it. To avoid that happening again, if things start to escalate, proposed taking a brief recess to take a breath and if it happens twice then adjourn the meeting.

Vice Mayor Dawn Barlow spoke about receiving a pointed email from a resident alluding to the behavior that was just referenced, the inappropriate accusations, and thanked Chuck Cain for the feedback. The Commission is working through some very tough topics right now. It is appropriate for the Commission to be challenged in ideas and questions, but the way Fire Chief Brown was spoken to was unacceptable. Apologized to Chief Brown. No public servant, no first responder, and no one deserves to be spoken to like that. Thanked Chuck Cain for holding the Commission accountable. The application was put forward in good faith, and the Town has the opportunity to be awarded funds and that is in the best interest of the Town. - 22:30

Commissioner Tim Reed spoke about how the email from FEMA said that nothing has to be done. The Commission's authority for a grant is only during the award time. There is nothing more to do here in his opinion.

Commissioner Tim Reed made a motion to adjourn; failed for a lack of second.

Commissioner Robert Baldwin apologized to Chief Brown and acknowledged many other staff members that have had to endure brow beating from the Mayor. Spoke about hearing from a lot of the volunteers and they have advised they are tired. Even if it has worked for years, times change. There are people applying for the volunteer positions and most are from across the bridge. We are at a place where we have to make a decision. The SAFER grant funds are going to be awarded to someone, why not us? People say hiring 6 firefighters is tying our hands to higher taxes forever. Florida is an at will State, so the positions do not have to be there forever. Indialantic does not automatically respond. Brevard County does not automatically respond. There is going to be conflict in the future for at least one more year. Does it make life hard? Absolutely, but believes the SAFER grant is the right decision for us. Could have a referendum in the future. To say 100% volunteerism is the absolute way to go for the future is not sound thinking. Will make a motion after everyone is done speaking that we affirm to FEMA that we are interested in keeping our SAFER grant active.

Mayor Alison Dennington spoke about speaking with the Fire Chief a few times, and spoke about the Department being underfunded. Read the grant, apologized that she thought the Fire Chief signed it. Not trying to say he is not telling the truth. Thinks there are problems with the veracity of the grant, and potential issues with the grant. Going forward

thinks he needs a full time admin staff like the other departments, as well as a maintenance person. It's a shame he hasn't had that. The next year should be getting the staffing that the other departments have. Does not think this needs to be voted on. This is potentially a coordinated attempt for a bunch of people to come in with their pitchforks, sponsored by the Manager. It was a vague agenda item based on an email where we don't need to do anything. Does feel Chief Brown has not been given the admin staff he needs.

Commissioner Robert Baldwin asked Mayor Alison Dennington if she called FEMA to withdraw the grant.

Mayor Alison Dennington said no, she did not. Town Attorney Ryan Knight is aware of this. Said she called to ask a hypothetical question about a claw back.

Commissioner Robert Baldwin made a motion that we affirm to FEMA our grant application for the SAFER grant in writing from the Town Attorney; Commissioner Anna Butler seconded;

Lauren Hardman – 320 Sixth Ave *– Spoke about how the meeting was called to order to determine one of 3 different issues. Asked the Town Attorney if he received anything from FEMA about a stop order from the grant. Been in the Fire Department for over 20 years for this community. Worked in corporate and has been a teacher with Brevard County Schools. She can help the Chief with the admin parts, but only if the Commission puts a stop to the accusations. - 37:34*

Town Attorney Ryan Knight said the email is all he received. Said he asked FEMA who requested to withdraw the application and they did not disclose that information.

Joanie Shepherd – 201 Third Ave *– Thanked the Fire Chief, but spoke about needing more volunteer signs. Spoke about how Indian Harbour Beach is not comparable.*

Jan Pence – 200 Riverside Dr *– Asked to go over the Charter to know who has the authority to do all the nit picking that the Mayor does. Pretty sure the Mayor made the complaint, and asked if it is proven, will the Mayor step down?*

Walter Hardman – 320 Sixth Ave *– Spoke about being in the department for a long time. He is an adjunct teacher, so he is only here part time, and he is an officer. Are the volunteers not allowed to go out to dinner or have time with their families? Understands that from the Town Charter, the department heads answer to the Manager.*

Bruce Pickett – 1501 Oak *– Spoke about being a paid firefighter for 25 years, and has worked for a lot of Fire Chiefs. Some he appreciated and some he didn't, but he appreciates Chief Brown. Appreciates adding an admin, he needs it, but the focus should be on taking care of the people of Melbourne Beach and having a quick response. It can be difficult for the volunteers to get up and come in with what is being said and done here. For professionalism, as long as you are breathing there is room for improvement.*

Kari Ross – 206 Flamingo Ln *– Spoke about how our Fire Chief has been disrespected. In the event we do not move forward with a hybrid model, and our volunteers are so upset because you are not listening to them. If they all quit, then what happens? Because they*

are all over the Mayor's disrespect. Then you are responsible for raising all of our taxes without any input.

Fire Chief Gavin Brown spoke about having to look at alternatives for outsourcing, looking to Brevard County or Indialantic.

Chuck Cain - 309 Surf Rd *- Spoke about the Chief probably needs admin support, but that is off topic. Asked that the public meetings be civil rather than a court proceeding because that is how it seems.*

Susan Stark – 307 Fifth Ave *– Spoke about how the vote to move forward with the hybrid model 3-2 was only if the grant is awarded. There is a misperception that the Commission approved the 6 firefighters. The real issue is the time is running out for Chief Brown's officer staff retiring and moving into a new season of their life. You cannot change that fact. Suggests getting information to the Town so the Town can understand it is not one side or the other, there's options, but it is the Chief's expert opinion to follow that plan.*

Mayor Alison Dennington spoke about how in order to do the referendum, they would have had to have it over a month ago on the ballot.

Jason Judge – 206 Flamingo Ln – *Asked the Town Attorney if there is any communication to let the townspeople know who may have communicated with FEMA.*

Town Manager Elizabeth Mascaro spoke about requesting the Town Clerk to see if there were any emails with the elected officials and FEMA, and there is an email from FEMA to the Mayor thanking the Mayor for the information and saying how to file any concerns with the Department of Homeland Security. Mayor Alison Dennington responded saying she may have messed up putting that information in, and that she would call the hotline. Asked the Mayor, if she did not make the request, what did she send to FEMA?

Mayor Alison Dennington spoke about how she never asked and would never ask to withdraw the grant. She asked a few questions and asked for a contact where she could address some concerns. She has done nothing wrong.

Jason Judge – 206 Flamingo Ln - *Said it sounds like the Mayor did this. Apologized for what the Fire Chief has had to put up with and thanked him for all his work.*

Recess 7:46 pm – 7:57 pm

Town Clerk Amber Brown conducted roll call

Commission Members Present	**Staff Members Present**
Mayor Alison Dennington	Town Manager Elizabeth Mascaro
Vice Mayor Dawn Barlow	Town Attorney Ryan Knight
Commissioner Robert Baldwin	Finance Manager Jennifer Kerr
Commissioner Anna Butler	Fire Chief Gavin Brown
Commissioner Tim Reed	Town Clerk Amber Brown

Mayor Alison Dennignton asked the Fire Chief Gavin Brown to speak about his signature on the grant.

Fire Chief Gavin Brown said the copy of the grant that was provided to the Commission does not show that they signed the grant as the authorized organization representative. Said his name is there, not as the authorized organization representative but as a secondary contact and as someone that helped prepare the grant. - 1:40 (second video)

Bryan Troy – 509 Hibiscus *– Asked the Fire Chief not to leave, this Town respects and appreciates him. Thanked the Commissioners that apologized to the Fire Chief. Said we are not all exports at everything. Let people that are experts in their field do what is in their field. Asked the Town Attorney if there was any proof that the emails or communication to FEMA came from the Mayor of Melbourne Beach. Asked if there was any personal communication that the residents of Melbourne Beach should be aware of that may cost us all the money from FEMA and has further made us a laughing stock of Brevard County.*

Town Attorney Ryan Knight said no, he did ask FEMA and they would not disclose the information. Said he is not aware of any personal information that has been transmitted to FEMA.

Frank LaGrassa – 412 First Ave *– Spoke about it not being disrespectful with questioning if the Chief is making an effort to keep a volunteer department volunteer. Spoke about the Fire Chief in Indialantic and how he was trying to drive the volunteers out.*

There was discussion on a resident getting kicked out of the meeting.

Recess – 8:04 – 8:08 pm

Town Clerk Amber Brown conducted roll call

Commission Members Present	**Staff Members Present**
Mayor Alison Dennington	Town Manager Elizabeth Mascaro
Vice Mayor Dawn Barlow	Town Attorney Ryan Knight
Commissioner Robert Baldwin	Finance Manager Jennifer Kerr
Commissioner Anna Butler	Fire Chief Gavin Brown
Commissioner Tim Reed	Town Clerk Amber Brown

Steve Walters – 416 Sixth Ave *– Spoke about how maybe 2 dozen people here have spent a lot of time devoted to the boards, a lot of volunteers that are committed and they don't get a dime. What happens if the volunteers walk out tomorrow? Then Indialantic or Brevard County will take the calls. Hopes this never happens and we can continue with the volunteer Fire Department. Believes the Mayor was set up with this meeting. Hopes everyone in the future can get along and just do the Town's business. - 12:55*

Marivi Walker – 500 Riverside Dr *– Asked Fire Chief Gavin Brown if what Steve Walters just said about a mutual aid agreement with Brevard County and the Town of Indialantic was true. Said what the Fire Chief said is very different from what Steve Walters said.*

Fire Chief Gavin spoke about how all Fire Departments in Brevard County have a mutual aid agreement which means we have to respond and attempt to resolve the problem, then we can request for assistance. It does not mean you can call them to come take care of it by themselves for free. It means we have to try to take care of it ourselves first and then we can call for assistance.

Katie Cox – 1408 Atlantic St *– Spoke about never working for anyone with more integrity than this Fire Chief, or more knowledge than Dave Micka, and Amber Brown who is a Lieutenant of the department and also the Town Clerk. They together put in more hours than almost anyone. Not just work hours, but weekends, nights all the time. Does not believe that this meeting was a setup. Concerned that the Commission only approved the paid Fire Department dependent on the grant.*

Heather Coalter – 402 Driftwood *– Asked for clarification from the Mayor if she communicated with FEMA and undermined the attempt to get the grant.*

Mayor Alison Dennington said she has already said everything. Said she will not repeat it.

Commissioner Anna Butler said she supports what the Fire Chief thinks is right, her reservation right now is that this complaint has happened and being swept under the rug, and whoever did it (and she believes it was someone with a title), someone does not want it to happen. Will we still pepper the Fire Chief with accusations and concerns and doubts? If that will continue to happen, then we should probably just drop it. Thinks we need a consensus that this interrogation will stop.

Mayor Alison Dennington said that was not related to the motion/vote.

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

6. **Adjournment**

Commissioner Robert Baldwin moved to adjourn; Commissioner Tim Reed seconded; Motion carried 5-0.

Meeting adjourned at 8:20 pm.

ATTEST:

_____ _____

Alison Dennington **Rachel Pembrook**
Mayor **Transcriptionist**

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 15, 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 6:05 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
Fire Chief Gavin Brown
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.

Susan Stark – 307 Fifth Ave – *Spoke about a medical emergency she had on Labor Day. Spoke about variables that affect response times of an ambulance. Rescue 64 covers 16 miles from 192 to the Sebastian Inlet. South Melbourne Beach is growing. Her medical call took Rescue 64 out of service for 39 minutes. - 5:36*

5. New Business

A. Discussion on the FY 2025-2025 proposed budget

Town Manager Elizabeth Mascaro spoke about the process for passing the budget. - 9:05

Mayor Alison Dennington asked about the funds for the Basin 1 project.

Town Manager Elizabeth Mascaro spoke about how the bids came in higher than expected, so it would spend every cent in the stormwater fund to pay for it, or you could get money from reserves or parking, or amend the scope of work, or rebid the project.

Mayor Alison Dennington emphasized that there would be enough money to do the project potentially if we did not spend some money on other areas such as fire and the Town Manager said that's a possibility.

Commissioner Robert Baldwin asked about stormwater grants and timelines for applying.

Town Manager Elizabeth Mascaro spoke about stormwater grants received in 2012, 2013, and 2014. Said she would try to get more information on the availability of grants before the meeting on Wednesday.

Mayor Alison Dennington read part of the Town's code on Stormwater. Said they have a duty to fund stormwater and have not been doing that.

Town Manager Elizabeth Mascaro said that particular ordinance is for Fund 141 which is the maintenance of the stormwater budget which is determined by ad valorem taxes. It is not to fund the stormwater system.

Mayor Alison Dennington read Provision 27.8 and said it would allow for an additional stormwater assessment.

The Commission discussed adding an additional Stormwater Tax to fund the Basin 1 Improvements.

Commissioner Tim Reed confirmed that the bids received are around 1.8 and over 2 million for the pipe work. - 24:52

Commissioner Robert Baldwin asked what additional costs there would be. Asked if it was possible to change the stormwater assessment at this point

Town Manager Elizabeth Mascaro spoke about originally there were discussions to do swale work. Does not believe the stormwater assessment could be changed at this point.

Town Clerk Amber Brown said the stormwater assessment resolution was passed in May of this year and needed to be submitted to the tax collector's office by July.

Vice Mayor Dawn Barlow spoke about taking from reserves and then repay it.

Commissioner Tim Reed asked what number they need to collect if they are short.

Town Manager Elizabeth Mascaro spoke about being about $100,000 short.

Commissioner Tim Reed spoke about making cuts elsewhere to make up the funds.

Mayor Alison Dennington spoke about needing to look at the stormwater management plan sometime in the next year.

Commissioner Tim Reed spoke about how earlier this year he brought looking at and redoing the stormwater assessments as a proposal.

Town Manager Elizabeth Mascaro spoke about how there is $152,000 sitting in Department 19 and $100,000 was going to long term capital for the Fire Department.

Vice Mayor Dawn Barlow made a motion that the current iteration where $100,000 is sitting in Fire Department and long term capital is removed from Department 19 and shifted to Fund 341 to fund stormwater; Commissioner Robert Baldwin seconded;

Bruce Larson – 1507 Pine – *Spoke about only being $100,000 short if you pick the lowest bid. Another way would be to do it in phases over more than one fiscal year. Don't pigeonhole yourself to the lowest bidder*. - 40:20

Kate Wilborn – 502 Second – *Spoke about being told for years that Basin 8 would be next after the tree streets, but nothing has been done. Uphill from there has more development and compounding the water. The pipes do two 90 degree turns and go uphill. Said no one is listening and they are pleading for help.*

Motion carried 5-0.

Mayor Alison Dennington spoke about reducing the funds for the playground, increase the parking during busy times. - 46:52

Commissioner Robert Baldwin spoke about how there are a lot of unknowns, there are a lot of options and we have a number to start to work with which is a good start.

Mayor Alison Dennington spoke about how having the funds would allow them to be able to start immediately.

Commissioner Robert Baldwin confirmed there is now enough funds for 2 of the 3 bids. If there is an opportunity to get a million dollars for stormwater, it is worth a try. Asked about the contract and if the project can already be started.

Town Manager Elizabeth Mascaro spoke about how another option is to do the project in phases and apply for grants on the phases that have not started.

Mayor Alison Dennington spoke about how the grants open July-September, so we would have to wait until next year. It needs to be funded this year. Could take it from reserves.

Commissioner Robert Baldwin spoke about being good with where we are at with funding stormwater now.

Mayor Alison Dennington spoke about wanting to find the money tonight.

Town Manager Elizabeth Mascaro spoke about how the Commission could amend the budget by resolution later.

Mayor Alison Dennington said the bids are usually good for 60 days.

Vice Mayor Dawn Barlow spoke about going through the rest of the budget, and then circle back to this before the end of the meeting.

Town Manager Elizabeth Mascaro spoke about having updated parking projections.- 55:00

Mayor Alison Dennington spoke about having some extra money that could be pulled.

Vice Mayor Dawn Barlow spoke about how the expenses exceed the revenue.

Mayor Alison Dennington spoke about possibly having the Police Department write more tickets for parking.

Commissioner Tim Reed spoke about being opposed to showing a transfer from reserves as an income versus a debt. The budget should reflect what you are trying to do. This budget reflects spending the reserve funds. Opposed to making a withdrawal from the reserve funds under the name of income.

Town Manager Elizabeth Mascaro said for government accounting that has to be done. Has to show a revenue and expense that equals 0.

Mayor Alison Dennington says by showing it as income and not as debt, it shows an intent to never pay that back to reserves.

Town Manager Elizabeth Mascaro spoke about the debt would be in the Fire Department.

Commissioner Tim Reed spoke about not wanting to show the money for the firefighters in the budget.

Commissioner Robert Baldwin spoke about how pulling from reserves does not affect the millage rate.

Mayor Alison Dennington spoke about how the budget this year has a raise for taxes.

Vice Mayor Dawn Barlow spoke about having a duty to the community for public safety. If you do not fund the Fire Department it is at risk of collapse.

Mayor Alison Dennington spoke about getting more data and that it is not going to collapse. If it does, it does. It was not handled right all along. If you spend money in one place, you don't have it for another. Stormwater is an existential crisis.

Commissioner Anna Butler spoke about it being irresponsible to not protect the residents.

Commissioner Tim Reed spoke about how if they do not get the grant, they need to take another hard look at what the options are.

Mayor Alison Dennington spoke about consolidating the Building and Finance Clerk and giving the Fire Chief an admin, so the Fire Chief's time could be used better. No matter what that is needed. Asked the Fire Chief if a full time admin position would help in the upcoming year with recruiting.

Fire Chief Gavin Brown spoke about how the admin position would help the Fire Chief's position, but it would not help with the emergency response capabilities.

Mayor Alison Dennington asked about having 1 full time officer.

Fire Chief Gavin Brown spoke about adding 1 would help, but it would not fix the issue.

Mayor Alison Dennington spoke about how those 2 things would be the bare minimum to help the situation right away, and continue the idea of looking into other options.

Fire Chief Gavin Brown spoke about it would help, but not fix the problem. If you were hiring 2 positions, you would get more bang for your buck if you hired 2 officers who can do admin work. It would help with doing clerical work and would provide a supervisor, but it would not solve the response issue.

Mayor Alison Dennington asked if that would help with the possibility of an imminent collapse of the Fire Department.

Fire Chief Gavin Brown spoke about how it would be a good step to demonstrate that the Commission is willing to work towards that. Emphasized the importance of 2 officers over an officer and an admin.

Commissioner Tim Reed spoke about making the commitment to do the work to come up with a solution. Start with what are the problems that are trying to be addressed, then you build from there. Then have a strong plan and go to a referendum.

Mayor Alison Dennington spoke about how part of the whole data problem is the Fire Chief is swamped, and needs help. Fund the department with the help now with 2 officers.

Town Manager Elizabeth Mascaro spoke about the admin options for the Fire Department.

Vice Mayor Dawn Barlow spoke about having good dialogue because everyone is acknowledging that what exists is not survivable. Concerned with hiring only 2 people then there will still be coverage that is compromised. The least number of positions needed is three to cover at a bare minimum at this time. Would like to fund the six; this has been a topic for 6 years. If there is a dissolution of the volunteers then you are compromising the first responder solution. - 1:20:38

Mayor Alison Dennington asked if there were 4 officers, but no admin or part time then where would the numbers be.

Fire Chief Gavin Brown spoke about hiring 3 officers would definitely be a good step. That would take care of the big critical issues. It would be around $300,000 to fund 3 officers.

Mayor Alison Dennington spoke about how there would also be costs taken out if 3 officers were added. That would be the solution that should be funded right now.

Fire Chief Gavin Brown spoke about how that would eliminate a lot of the big dangers that the department currently has.

Commissioner Tim Reed asked if that would fit within the current millage rate, and if that would be pulling from reserves.

Town Manager Elizabeth Mascaro spoke about it fitting within the millage rate, it would reduce, but some would still come from reserves unless you pull it from somewhere else.

Vice Mayor Dawn Barlow said the numbers right now are $472,000 borrowed from reserves, if we are looking at $300,000 we would still need $172,000 to figure out.

Town Manager Elizabeth Mascaro spoke about how first they will use the sale of the trucks, then there is $60,000 from contingency.

Mayor Alison Dennington spoke about how the new Fire Department option removes about $70,000, but adds $300,000, so the shortfall is around $230,000.

Town Manager Elizabeth Mascaro spoke about taking half of the cost of the 6 would roughly bring the Fire Department budget to $766,455. - 1:36:45

Mayor Alison Dennington spoke about this is a prudent, workable option that would help with a lot of issues.

Commissioner Tim Reed asked questions about page 5 and page 6.

Town Manager Elizabeth Mascaro said the code for Fire Protection Services was in there twice which is why it was removed. Said next year rates are going down and she needs to be conservative in her revenue projections.

Mayor Alison Dennington spoke about a spreadsheet the Fire Chief handed out that breaks down the costs of an option C. Asked if the $56,000 is enough to fill the positions.

Fire Chief Gavin Brown said Brevard County is offering more than that, probably around $60,000. Thinks he can fill the positions at that rate, but if not then it can be readdressed. Said it takes a while to become trained to be an officer. Hiring the 3 officers first is the best route, that would mean a supervisor/EMT there 24/7.

Commissioner Robert Baldwin spoke about first seeing if we get the SAFER Grant, then if not try to hire, then there is another conversation if you cannot hire at that rate.

Town Manager Elizabeth Mascaro spoke about needing to budget for the most expensive option, so for budgeting purposes it will show the 3 officer positions.

Mayor Alison Dennington said you have 30 days to accept the grant, in that time we could call a special meeting to amend the budget. This is a backup plan to fund whether the grant is awarded or not.

Fire Chief Gavin Brown spoke about how the benefit would be if we win the SAFER grant, the $300,000 would have been budgeted and would only need $150,000 so the rest could go towards something else. If not, at least we have what we need to keep the department going while looking at other options.

Commissioner Robert Baldwin made a motion that for the budget that we consider in 2 days, that the budget remove the maintenance and admin positions and the money attached to those positions, and that we add 3 fire officers with benefits; Vice Mayor Dawn Barlow seconded;

Bruce Larson – 1507 Pine St – *Spoke about it being $315,000, reducing it by $70,000, but where are the remaining funds coming from? You have to find the money to make sure it gets funded. A place holder could be in reserves and later do a budget resolution. - 1:54:34*

Town Manager Elizabeth Mascaro said we need to be in agreement when we leave that we can move forward with the budget.

Mayor Alison Dennington asked that any part where money is being taken from reserves on the budget be notated with an asterisk.

Mayor Alison Dennington read a public comment from ***Maureen McDevitt*** – *Spoke about being a retired Lieutenant Paramedic Firefighter with BCFR. Said every citizen expects the best medical care, and the best fire response that can be given. Are they getting the best care? If not, how can they get it and how to afford it? An option is to add 2 paid EMT firefighters which is a great choice.*

Susan Stark – 307 Fifth Ave – *Handed out the demographics of the volunteers and spoke about it being the crux of the problem. Spoke with the Indialantic Fire Chief for a couple of hours. You are taking care of part 1 of this. Spoke about part 2 of this and data from Indialantic. The volunteers are aging out.*

Commissioner Robert Baldwin amended the motion so that any shortfalls necessary would come out of reserves; Vice Mayor Dawn Barlow seconded the amended motion;

Fire Chief Gavin Brown spoke about how the positions would probably not be hired right away, so would the Commission be willing to maintain the funding of the part time maintenance person until the spots are filled.

Commissioner Robert Baldwin amended the amended motion to provide that the funding for the maintenance person remains in place until we hire the 2nd of the 3 new officers; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Mayor Alison Dennington spoke about voting for this, and does believe we can find the money from a consolidation of those positions.

Commissioner Tim Reed asked about the Fire Department stipend fund of $40,000. Nothing was paid until the 7th month. Is there any commitment to resolving that in the new year? - 2:08:46

Fire Chief Gavin Brown spoke about how that was his fault, he could not process the payments quickly. Spoke about how roughly $18,000 will come out because he owes for the back payment and the current quarter. On average they pay $8,000-$9,000 per quarter. Having the additional staff support will help get payments out quarterly.

Mayor Alison Dennington spoke about having the Fire Chief meet with the Technology Advisory Board and the Fire Chief said he has already spoken with them.

Commissioner Tim Reed suggested circling back to stormwater.

Mayor Alison Dennington spoke about wanting to find enough funds to cover the highest bid. Asked for suggestions of where to pull money from for stormwater. Asked what the deficit is for the highest bid.

Town Manager Elizabeth Mascaro spoke about how $271,000 is being moved in 2026 plus the $100,000 the Commission just approved. At the end of this year, they hope to have roughly $1,858,293 and are going to add $421,456.

Commissioner Tim Reed said $2,179,749 is the total expenses plus ending cash balance.

Town Clerk Amber Brown said the highest bid is $2,632,154.85.

Mayor Alison Dennington spoke about possibly pulling from reserves.

Commissioner Tim Reed spoke about pulling from both funds 141 and 175 and playground.

Vice Mayor Dawn Barlow suggested for half of the year, increasing the parking fees.

Commissioner Tim Reed spoke about how the parking fee was just increased by 40%.

Vice Mayor Dawn Barlow spoke about how part of Ocean Park parking funds police. Is there an opportunity that the Fire Department could fall under Ocean Park parking funds.

Town Manager Elizabeth Mascaro said possibly, because they do ocean rescue.

Commissioner Tim Reed spoke about already being at risk with those funds. Said he had $75,000 in recommendations. Fund 141, page 39.

Town Manager Elizabeth Mascaro spoke about how the seawall repair at the Sixth Ave boat ramp was added because it is failing, and someone was injured.

Commissioner Tim Reed spoke about Fund 175 page 44, suggested pulling $50,000.

Commissioner Tim Reed made a motion that we reduce the long term capital amount for playground equipment from $50,000 to $25,000; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Tim Reed made a motion that we take $25,000 from the ending cash balance from Fund 175; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Commissioner Tim Reed made a motion that you can take my 3,000 salary and put it in stormwater;

Town Clerk Amber Brown said you do not need a motion on that because it would be a donation directly from a Commissioner.

Town Manager Elizabeth Mascaro said he would need to send a letter to finance indicating he would like to donate his salary.

Mayor Alison Dennington spoke about cancelling the US Conference of Mayors. Could also cut off the National League of Cities. - 2:34:18

Town Clerk Amber Brown asked if we could get a motion to clarify where those funds are going from the previous motions made.

Commissioner Tim Reed clarified his motion to half the $50,000 long term capital for playground equipment, reduce that to $25,000 and move $25,000 into Fund 341 stormwater.

Commissioner Tim Reed clarified his motion to do a transfer from Fund 175, the Ryckman Park fund of $25,000 to Fund 341 stormwater.

Mayor Alison Dennington spoke about cancelling the US Conference of Mayors and having that go to stormwater. Could potentially cancel the National League of Cities, mentioned using their grant resources. Also mentioned donating her salary to stormwater.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion to consolidate the positions of Building Clerk and Finance Clerk into one and reallocate those funds to stormwater; Commissioner Tim Reed seconded;

Commissioner Robert Baldwin spoke about it being great to find efficiencies where you can, but would hate to saddle a new Town Manager with a change like that. It might be a great task for the new Manager.

Motion failed 2-3 with Vice Mayor Dawn Barlow, Commissioner Robert Baldwin, and Commissioner Anna Butler dissenting.

Mayor Alison Dennington spoke about having turnover in Code Enforcement. Proposed having 2 20 hour part time positions instead of 1 full time. Would save about $13,000 and have 2 people.

Commissioner Robert Baldwin made a motion that we split the full time Code Enforcement position into 2 part time positions of 20 hours each effective immediately; Commissioner Anna Butler seconded;

Marivi Walker – 501 Riverside Dr – *Spoke about everyone being able to work together. Code Enforcement is an important position, and having 2 part time positions, the people might not care as much or get as much done. - 2:44:54*

Mayor Alison Dennington spoke about going through 6 people in Code Enforcement.

Commissioner Anna Butler spoke about trying this and seeing if this fits, but asked about the possibility of a part time person wanting to move to a full time position.

Mayor Alison Dennington spoke about someone in Town that would already be willing to do part time so someone could start quickly, and believes someone could become full time if they have been in the position long enough.

Vice Mayor Dawn Barlow spoke about the option of contracting out Code Enforcement. Does not want to remove the funding because then hands are tied.

Mayor Alison Dennington spoke about how hard it is to keep a full time position. If we change this to part time, it allows us to immediately post and potentially hire somebody.

Motion carried 3-2 with Vice Mayor Dawn Barlow and Commissioner Tim Reed dissenting.

Commissioner Tim Reed spoke about Department 21 and confirmed there is a plan for purchasing a car in FY26. Suggested pushing that a year.

Commissioner Tim Reed made a motion that in Department 21, Police Department in the short term capital projects, propose we push for one year the purchase of a new vehicle in FY26 to FY27 for $50,000; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Vice Mayor Dawn Barlow dissenting.

Mayor Alison Dennington added up all the money going to stormwater so far which is $219,000. Confirmed the $13,000 from the Code Enforcement Officer change will go to stormwater.

Commissioner Robert Baldwin asked the Town Manager Elizabeth Mascaro if there was anything that she identified that could be reduced.

Town Manager Elizabeth Mascaro spoke about how contingency was increased to $60,000, so that could be reduced, would suggest not taking it all.

Commissioner Robert Baldwin made a motion that we take $30,000 from contingency and move it to 341 stormwater; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Vice Mayor Dawn Barlow spoke about pulling some funds from Ocean Park.

Mayor Alison Dennington spoke about spending a lot on Christmas decorations annually.

Town Manager Elizabeth Mascaro spoke about how squirrels eat through lights. Public Works has $15,000 that they were putting towards a truck and $20,000 towards running electricity to a storage facility.

Mayor Alison Dennington spoke about the document scanning on historic records, $10,000 fee. Originally budgeted for 3 phases but have only gotten the 1st phase scanned. Should have some savings from that.

Town Clerk Amber Brown said from the original expenses that paid for phase 1, the other projects have not been done. Confirmed the $10,000 is there for the next phase.

Mayor Alison Dennington said phase 2 does not need to be funded until phase 1 is done.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion that we remove the $10,000 as an expense for the separate phases which we will not get to and add it to the contingency; Commissioner Robert Baldwin seconded;

Mayor Alison Dennington verified with the Town Manager that if the money were to be moved, if the Town Clerk could vet companies, she would be able to ask for that money and pull the $10,000 for the project, but if not, it would be able to be used for other things. - 3:14:40

Motion failed 2-3 with Vice Mayor Dawn Barlow, Commissioner Anna Butler, and Commissioner Tim Reed dissenting.

Commissioner Robert Baldwin made a motion that we remove the project of providing electricity to the maintenance building that was $20,000 and move that to stormwater; Commissioner Anna Butler seconded; Motion carried 5-0.

Fire Chief Gavin Brown said they could take down the radio replacement long term capital expense by $10,000.

Vice Mayor Dawn Barlow made a motion that we reduce from 25 to 15 of the Fire Department and shift that over to Stormwater; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we fund the differential of the stormwater up to the highest bid amount and the funds that we have just worked really hard to minimize, be pulled from reserves, and if we get grant funding that we pay back reserves with the grant funding; Commissioner Anna Butler seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Town Manager Elizabeth Mascaro asked if the Commission wanted to fund part of the Fire Department from Ocean Park and if so, how much? Said she could do $50,000. Said whatever is decided tonight is final, but there would be flexibility later.

Vice Mayor Dawn Barlow made a motion that we take $50,000 from Ocean Park Fund 172 to put towards the Fire Department to reduce the amount that we are taking from reserves; Commissioner Anna Butler seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Vice Mayor Dawn Barlow thanked everyone for being civil and professional through this.

Mayor Alison Dennington thanked the Commissioners that gave some of her motion's seconds and those that voted with her.

Commissioner Tim Reed spoke about everything presented tonight is the budget, there won't be changes.

Mayor Alison Dennington spoke about how she will note vote to approve the budget.

Town Manager Elizabeth Mascaro said you are voting on the overarching budget. Said this is the road map to get started, can make changes after the fact.

Commissioner Robert Baldwin confirmed they are looking for $72,000. So instead of sending some savings to stormwater, could just cut them entirely.

Mayor Alison Dennington said if her vote is needed, the millage needs to get down to where there is no tax increase and fund stormwater. Suggested consolidating the Finance Clerk and Building Clerk positions.

Commissioner Tim Reed spoke about being opposed to tapping into reserves without any proposal to replenish them. Had a proposal that got a balanced budget and the commitment to start working towards getting the Fire Department to where we want to try to get it to. Says he is firm in that position.

Mayor Alison Dennington spoke about the redundancy in the positions. Said the other option is taking away from what the Commission just gave to the Fire Department.

Town Manager Elizabeth Mascaro said the Finance Clerk does the accounts receivable, accounts payable, takes payments and the Building Clerk takes permit payment, and processes permits. Said they are different jobs and both very busy.

Commissioner Robert Baldwin made a motion that we consolidate in the budget the Finance Clerk and Building Clerk into one position; Mayor Alison Dennington seconded; Motion carried 3-2 with Commissioner Anna Butler and Commissioner Tim Reed dissenting.

Vice Mayor Dawn Barlow said she would be a yes vote and support this as presented tonight.

Commissioner Tim Reed confirmed the changes done tonight, 4.6 millage remaining, for that to go, there needs to be a 4-1 vote.

Town Manager Elizabeth Mascaro said she will send the documents tomorrow, if there is another alternative to laying off an employee she will let the Commission know.

Mayor Alison Dennington spoke about how voting yes to the budget is going to be a big compromise for her to support it but others have also made big compromises.

6. **Adjournment**

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

Meeting adjourned at 9:43 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 17, 2025 @ 1:15 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 1:17 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
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comment (Non-Agenda Items)

None

5. New Business

A. Interview Interim Town Manager candidates

The Commission discussed the interview process.

Town Attorney Ryan Knight confirmed there would be some differentiation between each candidate's experience and education, so some variation in questions would be okay. Suggested having a numerical order of candidates when it comes to making offers, just in case the background check is not satisfactory or if there is no agreement on the interim contract.

1) Lisa Frazier at 1:30 pm - 16:50

Commissioner Anna Butler asked what experience Lisa has in assisting a community through difficult situations.

Lisa Frazier spoke about being with the City of Sebastian, and there was a situation with annexing land where residents had concerns. They held a lot of public workshops so everyone could have their questions answered. At the end of the day, there were some who were still unhappy, but there was a great plan that came out of it that protected the community through the comprehensive plan.

Vice Mayor Dawn Barlow asked when Lisa was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcome.

Lisa Frazier spoke about being the Growth Director for the City of Palm Bay. There has been a lot of discord and turnover, and the development pressure is very high. Was able to bring the approval process in line with Florida Statutes, empowered the staff and attracted more professional individuals, and ultimately brought stabilization to the organization.

Mayor Alison Dennington spoke about being worried about the possibility of dual office holding. If necessary, would she be willing to step down from her position on the Sebastian Inlet Special District and/or the City of Palm Bay?

Lisa Frazier spoke about running it through the Attorney to verify if that would be necessary, but does not believe it is because it is not an elected position. Has one year left as a Commissioner with the Sebastian Inlet District. Spoke about it being a difficult question and would not be able to answer that at this time.

Commissioner Robert Baldwin asked about the challenge of bringing the residents, the Town staff, and the Commission together.

Lisa Frazier spoke about having turnover on a council that violated Sunshine, and some went to jail. Some of the council members were backed by the residents, and the staff were in a difficult position. She was involved in a lot of the discussions, and there were a lot of healing and trust issues to be addressed. Helped the staff continue and do their job.

Commissioner Tim Reed said if Lisa is looking for a role that offers a challenge, she is in the right place. Spoke about challenges with budgets and revenue. Asked about being able to hit the ground running, and finding and applying for grants.

Lisa Frazier spoke about having a network in Florida to be able to get grants. You need to be strategic, and she has applied for and received a lot of grants.

Commissioner Anna Butler spoke about open communication and trust with the Commission, staff, and residents. How did you get people interested? - 36:55

Lisa Frazier spoke about how it can be difficult to get residents engaged, but to use the online format, have open working workshops, and have a Master Plan.

Vice Mayor Dawn Barlow spoke about passing her time due to time constraints.

Mayor Alison Dennington asked about her position with Palm Bay and time constraints.

Lisa Frazier spoke about how she has tendered her resignation to Palm Bay, so that would not be a problem. The Sebastian Inlet Special District meets once a month.

Commissioner Robert Baldwin asked if she was chosen, would she be willing to stay on as the full-time Town Manager? What would she be looking for in a Town Manager?

Lisa Frazier spoke about how she has been an elected official and was part of the hiring process for the Town Manager of Indialantic. Would be looking for someone with experience in public service, a proven track record, and someone who can come in with a low learning curve. Although the Town Manager wouldn't be here to assist her, she is very confident that there is competent staff to assist her with her questions. Willing to stay on as a permanent position, but would want to give this a try and make sure it is a good fit.

Commissioner Tim Reed asked about Live Local, DOGE, and property taxes.

Lisa Frazier spoke about not thinking DOGE is a threat or will pay much attention to Melbourne Beach. Regarding Live Local, there is very limited commercial and industrial land, so she does not think that will be an issue here. Regarding property taxes, she compared them to an HOA. Worked on stormwater taxes in Sebastian. The redefinition of stormwater taxes allowed people to get credits, which was not necessarily a tax increase.

Recessed 2:08 – 2:11 pm

2) Gary Stevens at 2:00, started at 2:12 pm - 54:35

Commissioner Anna Butler asked what are the top three challenges the Town of Melbourne Beach is facing right now.

Gary Stevens spoke about the budget, then stormwater, and finally parks and recreation. Agrees with Commissioner Reed that the budget needs to be fiscally responsible. Regarding stormwater, there needs to be a priority list to work from. Regarding parks and recreation, we are a community of recreation. Believes that is what brings families to the Town and is supportive of that.

Vice Mayor Dawn Barlow asked when he was tasked with stabilizing an organization during a period of transition, what steps were taken, and what were the outcomes.

Gary Stevens spoke about working with the DHA when there was a transition of quickly combining the old business and the new business.

Mayor Alison Dennington spoke about his experience and asked about what steps he would take to learn about local government.

Gary Stevens spoke about looking into Sunshine Law, being a quick learner, and being willing to ask questions.

Commissioner Robert Baldwin asked about where public safety would fall in his priorities.

Gary Stevens spoke about public safety being one of the top priorities, but he feels they are fully funded now.

Commissioner Tim Reed spoke about how if Gary is looking for a role that offers a challenge, he is in the right place. He is looking for someone who is able to hit the ground running. Asked about how he would manage projects in relation to the community.

Gary Stevens said he brought a management plan that he will leave with the Commission when he is done. Spoke about meeting with the community and letting them know what is going on. Communication is a priority with the residents and the Commission. Spoke about developing standardized reports to have measurable outcomes.

Commissioner Anna Butler spoke about how this is a working Interim Town Manager position and asked how he would approach that. - 1:07:14

Gary Stevens spoke about how he would have one-on-one meetings with the department heads and staff. His focus is on being a team player. Values what people say and would listen to the people who are on the ground.

Vice Mayor Dawn Barlow asked about what his approach would be to bring the community together around his top priorities.

Gary Stevens spoke about communication, having reports available, and organization. He does not need to be the expert, but he does need to know who to ask.

Mayor Alison Dennington spoke about his experience, and needing someone to come in and review all of the policies and procedures, and contracts. Asked about his experience with IT, inventorying contracts, reviewing and updating policies and procedures, and AI.

Gary Stevens spoke about how, as part of DHA, they are not implementing AI because there are still security risks. Said he can rationalize software through discussions, the policy can be organized, and he can look at dates and see which ones need to be updated.

Commissioner Robert Baldwin said a quote, the urgent is the enemy of the important. Asked about his experience of managing to manage, not just putting out the fires, and not pushing other things forward.

Gary Stevens spoke about how there are some things you can let go by the wayside and other things you can't. There are reports that have to be done on a yearly basis, and there is a balance. Strategy-wise, cannot let go of looking forward. You need that 5-year plan.

Commissioner Tim Reed spoke about how the Town's IT is contracted out. Asked if he would be able to weigh in on our IT and security.

Gary Stevens spoke about being able to help review that.

Mayor Alison Dennington asked what he would ask to review first.

Gary Stevens spoke about how the first item would be to review security. Then the next would be the nice-to-haves.

Commissioner Robert Baldwin asked if he would be interested in the full-time position.

Gary Stevens spoke about being interested and also happy to do the Interim position.

Mayor Alison Dennington confirmed that Gary Stevens is currently retired.

Gary Stevens provided a 90-day Interim Town Manager Plan.

The Commission scheduled a STCM on 9/25/2025 at 6:30 pm about Building Official services. Finance Manager Jennifer Kerr will reach out to the 3 companies to indicate if they are still interested and encourage them to attend. - 1:25:50

3) Colin Donnelly at 3:00, started at 2:52 pm - 1:34:04

Commissioner Anna Butler asked if Colin had experience in government and if he could talk about any challenges he faced that were associated with the Commission and his role.

Colin Donnelly said yes, he has worked for 2 municipalities in New Jersey and one in Florida. Spoke about personnel matters and an experience he had in Dania Beach, where a Commissioner wanted additional raises for employees, specifically a relative, and Colin stood his ground about what was fair and not showing favoritism.

Vice Mayor Dawn Barlow asked about a time when he was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcome.

Colin Donnelly spoke about taking an assistant manager position with Dania Beach when they were switching from a Commission form of government to a Manager/council form of government. He acted as City Manager after the manager had left, and had to maintain, stabilize, and keep things moving. There was a lot of communication and coaching needed.

Mayor Alison Dennington asked what the Management in Dania Beach would say about his management style and his experience with grants.

Colin Donnelly spoke about working on a lot of capital grants, from writing them to implementation, and even hired grant writers. Said he had a nickname of the money man. His personality style is dedicated, easy to get along with, humble, and part of the team.

Commissioner Robert Baldwin asked about his thoughts on Melbourne Beach and how his previous experience would be applicable.

Colin Donnelly spoke about Melbourne Beach being a nice community. Said he has a friend in Melbourne who loves the Space Coast area. Said he is not local but is not that far away. Spoke about being familiar with coastal communities and smaller communities.

Commissioner Tim Reed said if he is looking for a role with challenges, he is in the right place, but along with the challenges, there are opportunities. Looking for someone who is willing to hit the ground running. Asked if he has experience with going through any large stormwater project, and to touch on any community awareness involved in that process.

Colin Donnelly spoke about how Dania Beach had an area that had flooding. The project went through design in 2007 and is now being done. The cost estimate was 12 million dollars, but it will end up being more. Spoke about having to redesign it multiple times. Communicated with residents through smartphones and red alerts so they stay notified.

Commissioner Anna Butler asked about the logistics of living further away. - 1:51:30

Colin Donnelly spoke about not commuting every day. For the interim position, his plan would be to come up here during the weekdays and then go back home on the weekends.

Mayor Alison Dennington asked if he would relocate for the full-time position.

Colin Donnelly spoke about relocating for the full-time position.

Vice Mayor Dawn Barlow asked about a time when he had to support and develop employees and the leadership impact of their performance during that tenure.

Colin Donnelly spoke about how Dania Beach's Fire Department merged with the County Fire Department and outsourced HR. Had to coach an inexperienced individual at that time. Said to let department heads know if you have an interaction with a Commissioner.

Mayor Alison Dennington spoke about looking online and saw a document that spoke about his weaknesses, including delegation and getting overwhelmed, and getting behind. Asked about that, and if he is under application for other positions.

Colin Donnelly spoke about how he applied for another job in South Florida, but when he makes a commitment, he follows through. Regarding the document online, it was accurate, but old, so he has worked on things. One way is not having to go through paper, so he brushed up on Microsoft skills, uses a calendar, and uses reminders. Technology helped him manage his time. Also is a better delegator; working with more professional people has made that easier to do.

Mayor Alison Dennington asked if he is able to follow through when he delegates.

Colin Donnelly spoke about how one of his strengths is developing trust; he does not deal with dishonesty well.

Commissioner Robert Baldwin asked about crisis management due to hurricanes, what the priorities are, and his experience.

Colin Donnelly spoke about not going through a major hurricane yet, but he has worked with the Fire and Police Department on fundamental emergency preparedness. Dealt with flooding. Spoke about communicating and making sure everyone is informed.

Commissioner Tim Reed asked about the State's property tax reform, DOGE, Home Rule, and Live Local.

Colin Donnelly spoke about how he did a Master's paper about a similar program to DOGE. Put together a report; it wasn't wasteful spending, but opportunities. Home Rule means elected officials know and get to do what is best for their community. It might not be wasteful spending if it is best for that community.

Mayor Alison Dennington spoke about the management firm hiring the full-time position.

Colin Donnelly said if he was not offered the interim position, he would not go for the full-time position. Spoke about understanding the process from reviewing the Town's minutes.

Mayor Alison Dennington spoke about the report she touched on in the last interview and said there are some news articles about the next candidate. - 2:08:40

Recessed 3:27 - 3:32 - 2:09:54

4) Taylor Brown at 3:30 pm, started at 3:37 pm - 2:18:00

Commissioner Anna Butler spoke about Taylor's experience as a City Manager and asked if he could talk about a time where he faced some challenges and touch on the delicate balance with staff, the Commission, and the residents.

Taylor Brown spoke about his experience and emphasized doing an orientation for newly elected officials to understand each person's role, and the importance of staying in our own lanes. The issue is usually a Commission member trying to direct staff or the Town Manager directly. Asks staff members to make him aware of any conversations with Commissioners. Said that when elected officials try to direct staff, it hurts morale and puts staff in an awkward position. Said he would pull aside an elected official to have a conversation, and if a Commissioner tries to direct him in his role as Town Manager, he would let them know he works for the Commission as a whole.

Vice Mayor Dawn Barlow asked about his experience where he was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcomes.

Taylor Brown spoke about dealing with that a number of times. One situation was when he took a position where he had to terminate the Police Chief for malfeasance, and the Chief was married to an employee. He got to the bottom of everything, built rapport with staff, Commission members, and the County. Spoke about how if you are doing things right, people will want to join your team and do something positive.

Mayor Alison Dennington spoke about some articles she found on him that mention communication, reporting with the Commission, and delegation was challenging. Need someone who is willing to come in and do weekly reports.

Taylor Brown spoke about managing smaller communities, and being hands on. Takes a team approach so delegating is easy. All elected officials want to be in the loop, but each has an opinion on how much information is ideal. Tries to provide a happy medium and provide information to everyone at the same time. Always tries to respond in writing so there is a record and sends responses to everyone. We are all on the same team, and does not want anyone to be blindsided. Communication is a big deal.

Commissioner Robert Baldwin spoke about how Taylor has listened to some of the Town's meetings and asked if there are examples of what he has experienced that are close to what he has seen with the Town of Melbourne Beach.

Taylor Brown spoke about how the Town has been going through challenges. Believes the Town's biggest issue is trust. Have to get a handle on that, otherwise any other efforts will be hampered. Once you build the trust, what you can achieve is unlimited. There seem to be trust issues at all levels staff, Commission and residents.

Mayor Alison Dennington wanted to point out an email that Taylor Brown sent with 2 documents attached, his initial assessment and a 90 day action plan.

Commissioner Tim Reed said if you are looking for a role with challenges, you are looking in the right place. With that comes opportunity for meaningful impact. Looking for someone who is willing to hit the ground running. Asked about experience in securing grants, implementing tax initiatives to generate more revenue, and annexations.

Taylor Brown spoke about having a fiscal conservative approach. Recognizes that any money the Town has has been taken from residents, so he feels a high responsibility to steward the money as best he can. Has experience with taxes and keeping them low, but also making sure everything is funded well, so you do not get behind.

Commissioner Anna Butler asked about the logistics of where he is located. - 2:39:18

Taylor Brown spoke about being too far away to not relocate. It is important to live close especially for the Manager to live in the community to be subject to the same rules and taxes. Since it is an interim position, he has friends and family in Melbourne that he would be able to stay with. If it became a long-term thing, he would relocate here.

Vice Mayor Dawn Barlow asked about how he would build trust with everyone.

Taylor Brown spoke about how he would first speak with everyone to see where the mistrust is coming from, then devise a plan on how to address it. There is an upcoming election, and that is a good time to reboot to build trust. True professionals do not want to work in chaotic environments, and they would be desirable to other places. Has sent every elected official he can to the FLC IEMO because it is a training course he believes in.

Mayor Alison Dennington asked about the comment of elected officials staying in their lane. For repeated issues, some call it micromanaging, but others call it oversight. Asked if he is aware of the JLAC request to audit the Town and how he would handle that.

Taylor Brown said he was not aware of the audit, but audits should not bother anyone if you are running everything above board. Everything is public. Should put public records on the website, eliminate the gatekeepers. If there are a lot of public records requests, that's a signal of what kind of information the public is interested in that is not easily available.

Commissioner Tim Reed asked if he had any experience working with an outsourced building department and how it worked.

Taylor Brown spoke about 2 municipalities he worked for that outsourced the building department, which is common with smaller municipalities unless there is a lot of development. Gave an example of a hybrid model where they did the planning and zoning but contracted with the County for the building plans, review, and inspections.

Taylor Brown's video call ended. - 2:53:10

Mayor Alison Dennington shared the report she referenced about Taylor Brown.

Commissioner Anna Butler spoke about being impressed with Taylor Brown doing his homework and understanding the dynamics of the Town. Has great experience with small cities, and wants to live in Brevard. Impressed with Colin Donnelly, has great boundaries and what is expected of his position and others, and great experience. Gary Stevens has an incredible resume, but is not sure his experience will work for this position, as he has no experience. Lisa Frazier was very impressive and well-connected. No one had any red flags.

Vice Mayor Dawn Barlow spoke about her initial observations. Impressed that 2 individuals provided 30-60-90 day plans. Has no concerns that Lisa could step into the interim and full position. Only hesitation with Gary Stevens is hands-on management in local government and familiarity with Florida-specific statutes, not that he couldn't learn it. Colin and Taylor are both qualified. Liked Taylor Brown's discussion on trust.

Mayor Alison Dennington spoke about how all candidates are well-qualified. Despite Gary Stevens not having local government experience, believes that he could be a benefit. Concerned with Taylor's comment about staying in your lane, does not believe that it will help with the trust issues. She asks a lot of questions, and previous Commissioners have used that statement on her. Liked what he said about public records requests. Top favorite for interim Mrs. Frazier and Mr. Stevens. We have a company that is going to find the full-time candidate. Concerned about the reports she read about delegating.

Commissioner Robert Baldwin spoke about Gary Steven's background and experience are not relevant. We need someone with direct government experience because we do not have the time for someone to be asking around. Lisa Frazier has good local experience. The other 2 candidates have more CEO level experience. When Taylor spoke about staying in your lane, does not think the Mayor's situation would have come up because he would have given her what she requested. Liked that Mr. Donnelly addressed the improvements he has made. Good with the three.

Commissioner Tim Reed spoke about it being hard to view someone as the interim and then a different person full-time. Top pick is Lisa Frazier. Has all of the qualifications, is very well spoken, and she could step in and do the job, and we would not be compromising in any way. Mr. Steven's background is not in public administration or government. After listening to him, he understands how to be a manager. Mr. Donnelly and Mr. Brown have earned their stripes in public administration. The idea for an interim is doing a 5-day-a-week thing, not sure how that will work. - 3:08:12

Commissioner Anna Butler spoke about a concern with the interim versus the full-time position and the search firm. If we have someone in the interim position that is working out well and has established themselves, would it behoove us to have some continuity for the staff, Town, and Commission to hire that person on a permanent basis, rather than be concerned that we have this search firm?

Vice Mayor Dawn Barlow spoke about how there are no guarantees, but anyone interested in the full-time position could go for both positions. They would be treated separately.

Mayor Alison Dennington spoke about a concern with Colin Donnelly stating he would not apply for the full-time position if he was not chosen for the interim position. If you have a local as an interim, then it wouldn't be as permanent as if someone moved here.

Commissioner Robert Baldwin spoke about how Brown has family in Melbourne, and Mr. Donnelly would be willing to find temporary housing, and Ms. Frazier is local, so he is not concerned with any of those.

Commissioner Tim Reed spoke about how they have great candidates. Get an interim, and then go through the search firm for the full-time position to find the best.

Commissioner Robert Baldwin spoke about having everyone pick their top 2.

Mayor Alison Dennington spoke about the top 2 candidates would be Gary Stevens and Lisa Frazier. Gary Stevens is slightly higher.

Commissioner Tim Reed spoke about Lisa Frazier, then Taylor Brown.

Commissioner Robert Baldwin spoke about Lisa Frazier and Taylor Brown.

Commissioner Anna Butler spoke about Lisa Frazier and Taylor Brown.

Vice Mayor Dawn Barlow spoke about Lisa Frazier and Taylor Brown.

Town Attorney Ryan Knight said they would need to select a number 1 candidate. If that person falls through, then he would be moving to the number 2 candidate.

Commissioner Tim Reed made a motion that we identify Lisa Frazier as the number 1 candidate, and Taylor Brown as the number 2 candidate; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Town Attorney Ryan Knight said he would communicate with the number one candidate, and it would be subject to an employment agreement between the 2 parties and a background check. Believes the police do the background check and would only do the background check on the number one candidate.

Vice Mayor Dawn Barlow verified that the pay would be what is in the budget. Spoke about having a 4-1 vote. Asked the Mayor to clarify that the structure of the motion was the issue over the individual candidate.

Mayor Alison Dennington spoke about wanting to separate the motion into two. Would have voted for Lisa Frazier.

Mayor Alison Dennington asked about the retirement options and limiting them to a few. Wants to get the cost and potential options of what the Town can offer.

Town Attorney Ryan Knight spoke about getting with the Finance Manager to get those details. Said the FRS is the expensive one. Said they will go over the potential start date on the agenda for tonight's meeting, the current agreement expires in 2 days on the 19th.

6. Adjournment

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

Meeting adjourned at 4:47 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 17, 2025 @ 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 6:08 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. Public Comment (Non-Agenda Items) – 7:12

Jan Pence – 200 Riverside Dr *– Provided a copy of what she put in the Mayor's mailbox a month ago which is an outstanding bill for $3,155.05, a copy of the mail she refused to accept, and the email sent to her by the Town Clerk. What do you do when the Mayor refuses to pay a legal fine?*

Mayor Alison Dennington spoke about how on the due date her son had a fever, she was never served or given to her before, she will write the check tonight for the full amount.

5. Public Hearings

A. Public Hearing on the Town's Fiscal Year 2025/2026 (FY26) Millage Rate and Annual Budget – Town Manager Elizabeth Mascaro

Mayor Alison Dennington spoke about how the Commission had a great meeting on Monday night on the budget. Would like to go through the items that were discussed at Monday's meeting. - 12:15

Town Manager Elizabeth Mascaro reviewed the updates listed on the summary pages. Page 2, changed the annual operating budget to reflect the new budget amount based on the changes. Page 4, reflects updated revenue and expenditures based on all of the transfers into the stormwater fund. Page 7, payroll, removed the position of the Finance Clerk from the Finance Department which totaled $89,242 going to stormwater. Page 26, Code Enforcement, at the bottom of the page it says FTE, 2 part time positions 20 hours per week, which was about $13,000 transferred to stormwater. Page 10, made corrections about the $8,000 and $10,000 amounts. Page 12, supporting page 11, the gas and oil stipend number had not been reflected but that has been fixed. Page 13, removed all payroll related expenses, moved $89,242 to the stormwater fund. Page 17, reduced contingency from $60,000 to $30,000 and $30,000 was transferred to the stormwater fund along with $100,000 that had been established in long term capital. Page 21, removed the police car for $50,000 and that was moved to the stormwater fund. Page 23, Fire, added the 3 Fire Officers, along with all of their associated payroll expenses. Took $50,000 from Fund 341 into this fund. $188,780 in reserves to be used should the Commission deem that necessary to support the Fire Department.

Commissioner Tim Reed asked about why the 500.12.00 code is used multiple times. - 23:25

Town Manager Elizabeth Mascaro spoke about how that is the code for salary, and those are all salary expenses, but instead of lumping them together, she split them up for transparency.

Mayor Alison Dennington spoke about $10,000 the Fire Chief said they don't need due to changes of equipment and the Town Manager said that is reflected one line up from the bottom, transferred to the stormwater fund.

Town Manager Elizabeth Mascaro continued talking about the changes to the budget. Page 25, the bottom reflects the difference between radio replacement and the $10,000 the Fire Department donated back to stormwater. Page 26, Code Enforcement, shows the 2 20 hour employees and the health insurance benefits were removed, FRS could not be removed but is the same for 2 20 hour employees as 1 40 hour employee. Page 28, Public Works, $20,000 that was removed for the running of electricity to the Public Works building and was moved to the stormwater fund. Page 40, stormwater fund 141, for capital outlay, it did not show the 2nd $46,000 for the boat ramp for the seawall, which was updated. Page 45, Ryckman Park special fund, reduced the playground equipment from $50,000 to $25,000. A total of $75,000 is being transferred to the stormwater fund ($50,000 already being transferred, $25,000 additional). Page 49, shows all of the transfers into stormwater. Spoke about taking the highest of the 3 stormwater bids as a placeholder.

Mayor Alison Dennington asked about FEMA updates.

Town Manager Elizabeth Mascaro spoke about additional funds being obligated for Milton. Confirmed there are no restrictions on how to use that money once it is received.

Commissioner Tim Reed asked about the difference between the stormwater bids. - 34:24

Vice Mayor Dawn Barlow spoke about how the higher bid included phase 1 and phase 2.

Mayor Alison Dennington spoke about 2 of the bids quoted for phase 1 only.

Commissioner Robert Baldwin suggested going into more detail about this topic at the Regular Town Commission Meeting directly following this meeting.

Mayor Alison Dennington confirmed that the Town Manager removed the amount for the League of Mayors and the salary of Commissioner Tim Reed and herself that are going to stormwater. Spoke about receiving the Building Official resignation. His last day is October 3rd. Asked if that department could be reduced because we will not have the cost of benefits?

Town Manager Elizabeth Mascaro spoke about how the Commission will have to discuss the schedule because before they only worked 3 days a week.

Mayor Alison Dennington spoke about how she previously said she would not vote for a budget that did not have a tax cut, however, she will be voting for this budget which is a tax increase because there were a lot of things that have come up.

Sherri Quarrie – 701 Pine St *- Provided handouts and a spreadsheet based on the numbers from the budget and the fire expense. Impact to the entire Town would be almost $250,000 if you go with the County versus having our own 6 paid firefighters. The current budget that has 3 is admirable, but not having the additional 3 could result in going with the County. - 47:36*

Commissioner Anna Butler made a motion to give Mrs. Quarrie additional time, one minute; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Mayor Alison Dennington asked if she is opposed because the Fire Dept. needs more officers.

Sherri Quarrie *said she is opposed to taking away the Finance Clerk, opposed to only giving the Fire Chief 3 people, opposed to paying the Town Attorney so much money, under the Mayor's leadership there has been 2 years to find a grant and finding a stormwater grant has never been mentioned until last night. The Commission should find a way to bring in revenue.*

6. New Business

A. Resolution 2025-12, Adopting the Tentative Millage Rate for the Fiscal Year 2025-2026 – Town Manager Elizabeth Mascaro - 58:58

Mayor Alison Dennington read the resolution.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-12 setting the tentative operating millage rate for fiscal year 2025-2026 at 4.6000 mills, which is greater than the rollback rate of 4.2574 by 8.050%, and setting the tentative debt service millage rate for fiscal year 2025-2026 at .0910 mills; Commissioner Robert Baldwin seconded;

Roll Call Vote by Town Clerk
Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-12 carried by a vote of 4-1 with Commissioner Tim Reed dissenting.

B. Resolution 2025-13, Adopting the Tentative Budget for the Fiscal Year 2025-2026 – Town Manager Elizabeth Mascaro - 1:01:06

Mayor Alison Dennington read the resolution.
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-13 setting forth the appropriations and revenue estimate for the tentative budget for fiscal year 2025-2026 in the amount of $5,293,520; Commissioner Anna Butler seconded;

Roll Call Vote by Town Clerk
Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-13 carried by a vote of 4-1 with Commissioner Tim Reed dissenting.

Steve Walters – 416 Sixth Ave *– Spoke about the people wanting 6 paid firefighters bring up the County. Why not Indialantic, because it's cheaper. The Fire Department should stop going to fender benders and false alarms. Wait for the police to respond, then if needed, request the Fire Department. Spoke about a Commissioner who had said the service is free, that could not be farther from the truth. It is the resident's money, let's let them vote. - 1:03:28*

Sherri Quarrie – 701 Pine St *– Spoke about how she has been told that the Town of Indialantic does not really want to do this for our Town, which is why she overlooks them. Has draft minutes from June 3rd 2020 where Steve Walters was against paid parking. If they weren't forward thinking, then you wouldn't have the funding from parking that you now have. If it went to a referendum you have to educate the residents. If you ask anyone if they want taxes raised, they will say no.*

Bruce Pickett – 1501 Oak *– Commended the Commission for coming to a compromise, but with only 3, how will anyone be able to take a vacation? Cares about the money, but more so cares about getting to residents in need quicker. Thinks this is a stop gap, but it will need to get to 6 firefighters. Looks forward to having that in the future.*

Susan Stark – 307 Fifth Ave *– Commended the Commission for Monday's meeting, the positive tone, and prioritizing infrastructure and public safety. Spent 2 hours with the Indialantic Fire Chief, and has spoken with several current and retired firefighters. Cheaper isn't always better. Looking at the details, everything so far has been a cost estimate. There is a lot more work to do but compliments to the Commission for what they did Monday night.*

Jan Pickett – 1501 Pine *– Spoke about how the Indialantic plan is cheaper, but it is only to add 1 person on their engine, and their Fire Chief is not fond of volunteers. It is short-sighted to only consider the money, they are farther away, and they also don't have the staff.*

Dan Brunger – 400 Sixth Ave *– Spoke about how he donates to a local nonprofit, the Friends of Melbourne Beach. Now, that money will have to go towards taxes for the Fire Department. Would like to have a comprehensive financial report.*

Mayor Alison Dennington spoke about how it is driven by a Florida Statute, but it is triggered by specific items. We only get a financial audit. There is a request to get a JLAC audit. We would then have a free comprehensive audit.

Jan Pence – 200 Riverside Dr *– Spoke about how the Mayor would like to take credit for the JLAC audit, but Representative Monique Miller contacted them and they were in favor of it, and she is the only one that can request it.*

Mayor Alison Dennington spoke about voting for the budget. Said she is committed to the 3 positions, and has always thought the Fire Chief needed more help. Even if we get the SAFER grant, we will have to find a way to fund it after which would be through a tax which would require a referendum. We cannot always dip into reserves to fund things. After a year we can track the data, and if the Fire Chief thinks we need to go for more, he will have had the tracking data and support to make the case to the voters.

7. Adjournment

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

Meeting adjourned at 7:25 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
SEPTEMBER 17, 2025
Immediately following the 6:00 pm meeting
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 7:41 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present	Staff Members Present
Mayor Alison Dennington	Town Manager Elizabeth Mascaro
Vice Mayor Dawn Barlow	Town Attorney Ryan Knight
Commissioner Robert Baldwin	Fire Chief Gavin Brown
Commissioner Anna Butler	Public Works Director Tom Davis
Commissioner Tim Reed	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** - 5:55

   Mayor Alison Dennington spoke about a few walk-on items: 1 new agenda item from Commissioner Anna Butler for a Civility Pledge and Resolution, a proclamation for Fire Prevention Week, an email from the County related to the Williams Building requesting to add an agenda item to extend the lease agreement, and a supporting document for the parking ordinance.

Vice Mayor Dawn Barlow made a motion that we approve the agenda with the edit that we've got the addition to the proclamation section of the agenda regarding Fire Week, and then we will add the proclamation and the Civility Pledge and Resolution after the Town Manager's Report; Commissioner Robert Baldwin seconded; Motion carried 5-0.

5. **Proclamations/Presentations/Awards** - 13:15
   A. Proclamation recognizing October 5-11th, 2025 as Fire Prevention week

      Mayor Alison Dennington read the proclamation recognizing October 5-11, 2025 as Fire Prevention Week.

6. **Presentations by Special Guests (Maximum of 5 Minutes)** - 15:28
   A. Presentation for an Honor Walk by the Parks Board.

      Pushed to next month to allow the Parks Board to present the proposal.

   B. Presentation for the Sixth Ave boat ramp by the Planning and Zoning Board.

      Alternate Member Todd Albert of the Planning and Zoning Board presented the recommendations from the Planning and Zoning Board regarding the Sixth Ave boat ramp. Spoke about not being able to accommodate much parking, and spoke about how the reason for the dock is for a small type of boat. The Sixth Ave boat ramp will always be a residential boat ramp. Scrap the ramp effect and create a swale effect to contain water from hurricanes. The seawall is failing, so that needs to be redone and tied into the neighboring seawall. Have the seawall go up the ramp with a gate to contain the water from hurricanes. Recommended a 10-foot by 4-foot dock. Have a standing pole 5-8 feet beyond the dock to secure a stern line. Add a depth indicator, add signs for no street parking, no overnight parking, shallow water, and no loitering. A longer dock would be invasive to the neighbors.

      Commissioner Robert Baldwin asked about the coquina rock that is currently there. - 28:28

      Todd Albert spoke about moving the coquina rock to the south of where the ramp would be.

      Vice Mayor Dawn Barlow asked about the removable gate.

      Todd Albert spoke about having a removable gate to hold water or close the ramp if needed.

      Vice Mayor Dawn Barlow spoke about how the ramp is used by emergency services, so if it is closed, that would be something to look into.

Commissioner Tim Reed confirmed the gate would be solid to stop the water surge. Asked if riprap or a pier parallel to the wall was considered. Spoke about potential cost savings.

Todd Albert spoke about how that was not considered. They asked Mike Kalajian, and he advised that the parallel pier wouldn't work.

Commissioner Robert Baldwin spoke about how it would not work because the motor needs deeper water, so the boat would not be able to orient.

Todd Albert spoke about how there is not usually a lot of change in the water, but with the current rains, the water is up about a foot and a half.

Commissioner Tim Reed asked what the height of the dock would be above the water.

Public Works Director Tom Davis said it was level from the wall, and Todd Albert said that would be 4 feet off the water.

Mayor Alison Dennington spoke about how the rocks were put in because the seawall was failing, which caused the current problem. The dock is an expansion and does not need to be added. Replace the wall and remove the rocks. If anything is added, would only be in favor of a platform, but not a dock. Asked for the Public Works Director to come back with information that confirms the wall is level. Previously, the Fire Department was looking into adding a dock for their boat. If the dock is for the Fire Department, that shouldn't be done because there is a better alternative. Redo the wall, and when that is done, the rock can be removed.

Todd Albert spoke about how only 2 or 3 people wanted it back the way it was; almost everyone else wanted a ramp. Wind can make it very difficult to load and unload on the wall.

Mayor Alison Dennington spoke about being opposed to adding a dock. - 43:45

Todd Albert spoke about the wall needing to be fixed, and if you add a dock later, you will be doubling the cost because you will have to get the equipment in twice.

Vice Mayor Dawn Barlow spoke about it being prudent to look at this as a holistic approach. Said they should define the aspects wanted from the RFP so it can be evaluated in totality.

Public Works Director Tom Davis spoke about how, for a true RFP, we would have to engage a Town Engineer for the drawings because most places request specs.

Mayor Alison Dennington spoke about PNZ and the Public Works Director getting together to get information about how much this would cost, and then coming back to the Commission.

Commissioner Robert Baldwin said it would be in the ballpark of $2,500.

Commissioner Robert Baldwin made a motion that we approve up to $3,500 for engineering of the 5th Ave boat ramp, seawall, and dock project for all of the recommendations; Commissioner Anna Butler seconded;

Dan Brunger – 400 Sixth Ave *– Asked about railings, and about handicap access? - 53:44*

Jon England – 514 Avenue B *– Spoke about how a platform and west wind would beat the craft against it. The 10-foot pole would allow you to tie off to. Regarding a lift for the Fire Department, it takes a lot of time to use, and would require another dock to get on and off.*

Mayor Alison Dennington spoke about a presentation the Fire Department made, where they proposed the lift. Spoke about how there was a misunderstanding.

Bobby Williamson – 505 Riverside Circle *– Spoke about using the ramp, so he appreciates this topic, but finds it interesting that the Commission is shuffling money around to fund the Fire Department, but then looking at spending money on this, which is less of a priority.*

William Stephens – 1508 Pine St *– Spoke about how it would be unreasonable for him and his neighbor to say there is no reason for a dock, but it is also unreasonable to say you need a 30-foot dock. We need to meet in the middle, and this gives us that opportunity. Need to safely get on and off your boat. This dock will satisfy 3 groups being the Town of Melbourne Beach, the people who are against the dock, and the people who want the dock. The 4th challenge is how to pay for it. Would love for the Commission to vote to approve this tonight, decide to do the seawall, beautification, and the dock, but with an asterisk that the Town will only pay for some of it, and then the residents have to pay for the remainder, in order to put this to rest.*

Mayor Alison Dennington spoke about the Stephens would rather not have a dock at all, but confirmed he is wanting to approve it to put it to rest. What if the dock gets larger later on?

William Stevens *spoke about if it would be possible to have language where in the future it cannot be extended. Said he is reasonable and wants to work with the community.*

Todd Albert spoke about there will be hurricanes that damage the dock.

Mayor Alison Dennington read a public comment from ***Kate Wilborn – 502 Second*** *– Opposed to any further enhancements to the boat ramp, selling guest stickers, and increased traffic.*

Vice Mayor Dawn Barlow read a public comment from ***Dan Wilborn – 502 Second*** *– Opposed to selling guest stickers, and enhancements to the boat ramp which will bring in more people.*

Motion carried 5-0.

7. Public Comment (Non-Agenda Items) - 1:12:10

Erik Sander - 1910 Cedar Ln *– Spoke about Basin 10 stormwater. Believes a repair had a wrong size pipe which has caused flooding in the Cherry and Cedar area. Stormwater is a priority to the residents. Asked if there is a plan to address these issues. Would like to bring it to the Commission's attention. It never used to be a problem until after the work on Cherry.*

Mayor Alison Dennington spoke about calling a Special Meeting when there is a new Town Manager to assess stormwater. Might be good to have a citizens board for this issue.

Public Works Director Tom Davis met with Town Engineer Haley Ward and walked that area and is waiting for a proposal to present to the Commission.

Town Manager Elizabeth Mascaro spoke about when Haley Ward has a proposal, she recommends having them attend a meeting to present it to answer any questions.

Susan Stark – 307 Fifth Ave*- Spoke about individuals perceptions and perspectives on social media. As an educator she used landscape versus portrait view to change the perspective. Fire Science should be taken into consideration when speaking about Indialantic fire. Don't use a narrow view.*

Steve Walters – 416 Sixth Ave *– Spoke about the Commission using stormwater funds for other things that are not an emergency. You are taking stormwater funds and giving it to the Fire Department. The people need to vote for a paid Fire Department. It is a disservice to the people.*

8. Consent Agenda - 1:25:12

A. Approval of the August 19, 2025 Special Town Commission Meeting minutes.
B. Approval of the August 20, 2025 Special Town Commission Meeting minutes.
C. Approval of the August 20, 2025 Regular Town Commission Meeting minutes.
D. Approval of the August 25, 2025 Special Town Commission Meeting minutes.
E. Approval of the September 3, 2025 first Special Town Commission Meeting minutes.
F. Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway.

Commissioner Tim Reed pulled Consent Agenda Item F to be moved to New Business.

The Commission approved the remaining items by consent.

9. Public Hearings/Special Orders

10. Unfinished Business - 1:26:00

A. Discussion on the proposed parking ordinance language – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about how there is one change to section 30-43.1. The old version had $35 for a violation, that is changed to $75 to reflect the current fee resolution.

Commissioner Robert Baldwin made a motion that we approve Ordinance 2025-03 concerning parking with the amendment as noted by the Town Attorney; Commissioner Anna Butler seconded; Motion carried 5-0.

B. Consideration of the proposal for the seawall at the Sixth Ave boat ramp – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about when they were notified that the wall was collapsing and there was an injury, she got an estimate of what it would cost.

11. New Business - 1:28:56

A. Consideration of the proposals from the invitation to bid for basin 1 improvements – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how there were 3 bids. The bid from Atlantic Development of Cocoa included both phases. The Town has no experience with Atlantic Development of Cocoa, but Indialantic has and they said it was fine. The Town has used Jobear Contracting once and it was okay, but there were issues with the residents. Brewer Paving has done a lot of work for the Town.

Mayor Alison Dennington asked about Brewer doing the Cherry work and is that the project that caused the flooding issue.

Town Manager Elizabeth Mascaro spoke about how they have done work on Cherry, but the original company was Jones Edmunds.

Mayor Alison Dennington spoke about when there was an unexpected crushed pipe and asked if that replacement caused the flooding issues.

Town Manager Elizabeth Mascaro spoke about how Brewer did the crushed pipe repair and it was replaced with a larger pipe. They also did the work on Andrews, and also on Orange.

Mayor Alison Dennington asked if there are compliance reports for prior work.

Town Manager Elizabeth Mascaro spoke about how the report will just say the work was done to the specifications.

Commissioner Robert Baldwin asked why Brewer no bid some of the alternatives, but the Town Manager did not have any insight on that.

Commissioner Tim Reed spoke about how Atlantic Development offered the 5% bid security, the bid is good for 90 days, and they have done a lot of beachside work. We should reach out to other towns that have used them. They did not identify any subcontractors for inspections, so maybe they do that on their own. Brewer has zero bid security which is concerning. The history work they show does not have anything beachside. For subcontractors, they do not have camera/video inspection and no paver landscape or irrigation subs identified. Under licensing info, they did not provide anything. Jobear agreed to the 5% bid security. 5 year history, they did not provide anything. Subcontractors, there are no pavers or landscaping or irrigation subs identified. Their licensing is similar to Atlantic Development. Brewer had zero percent bid security and sections with no bid which raised some red flags.

Commissioner Robert Baldwin spoke about phase 2 for Brewer is twice the price. Asked some developers to rank the companies, and they said Atlantic, then Brewer, then Jobear. - 1:43:00

Vice Mayor Dawn Barlow spoke with Scott from BSE, who walked through the alternate options. The pipes have not been scoped yet. Atlantic is the frontrunner.

Mayor Alison Dennington spoke about how Atlantic is the frontrunner.

Town Attorney Ryan Knight spoke about how the bid package does not require you to bid the alternates.

Mayor Alison Dennington asked if missing information would disqualify them.

Town Attorney Ryan Knight spoke about how that is something that you can consider, but it does not mean it would have to be completely thrown away or disregarded. Said if the Commission picked someone, they would want to be able to explain why.

Commissioner Tim Reed spoke about how he would be surprised if they meet the numbers, and would not be surprised if they go up when they get into it.

Commissioner Robert Baldwin asked if anything about grant funding should be in the motion.

Town Manager Elizabeth Mascaro spoke about how having it scoped would not preclude you from getting grant funding.

Vice Mayor Dawn Barlow spoke about getting additional information about the possibility of expanding the scoping to other areas.

Town Attorney Ryan Knight said the Commission would either table it or award it at this point.

Commissioner Robert Baldwin made a motion that we accept Atlantic Development's proposal for phase one of the stormwater improvement to Basin 1; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington said the National League of Cities and US Conference of Mayors have a great grant team. Would love to have a Commissioner reach out to them.

Commissioner Tim Reed said he was doing some independent looking at grants anyway so he is happy to look into it.

Recess – 9:32-9:37

Town Clerk Amber Brown conducted roll call

Commission Members Present	**Staff Members Present**
Mayor Alison Dennington	Town Manager Elizabeth Mascaro
Vice Mayor Dawn Barlow	Town Attorney Ryan Knight
Commissioner Robert Baldwin	Town Clerk Amber Brown
Commissioner Anna Butler	
Commissioner Tim Reed	

B. Consideration of the Town Manager Employment Agreement Extension

Town Attorney Ryan Knight spoke about how the current agreement expires in 2 days. The Town will be extending an employment agreement for an interim Town Manager, which will require a background check and an employment agreement. Town Manager Elizabeth Mascaro is willing to stay on until October 2nd. Recommends extending the contract because we need someone to be in the position. - 2:01:18

Commissioner Robert Baldwin asked about having some overlap with the interim.

Commissioner Tim Reed spoke about the final budget activities. Would all of that be covered?

Town Manager Elizabeth Mascaro spoke about how she would make sure all of the budget stuff is finished, which is why she agreed to stay until October 2nd.

Mayor Alison Dennington asked if IT is doing a backup of the Town Manager's devices.

Town Manager Elizabeth Mascaro spoke about how there would be access to all of that information. Said everything is stored on the cloud for Town Hall.

Commissioner Robert Baldwin made a motion that we extend the Town Manager's contract through October 2nd; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm – *Spoke about being shocked that no one has contacted the FCCMA about their interim Town Manager program to get someone experienced right away.*

Motion carried 4-1 with Mayor Alison Dennington dissenting.

C. Consideration of the Town Zoning Official Agreement - 2:07:54

Town Attorney Ryan Knight spoke about how there was an agreement between the Town and the Zoning Official, and there was an option for a 3-year extension if the Town Commission authorized that, which never happened. Needs guidance on whether they would like to vote to extend that, which would effectively be from 2024-2027. The other option is a termination agreement, which would mean they would need to go out for RFP for zoning official services.

Mayor Alison Dennington spoke about needing to use the Zoning Official more and needing to fund it more. Does not believe you can retroactively approve a contract. Would like to negotiate a temporary contract to prevent a lapse in coverage, and then bid it.

Town Attorney Ryan Knight spoke about how you can approve it with an effective date of June for an additional 3 years.

Mayor Alison Dennington spoke about how the expiration says it can be extended prior to the expiration, so it would not be legal to approve it because it has expired.

Town Attorney Ryan Knight spoke about how the Commission has the authority to waive that.

Mayor Alison Dennington spoke about how the procurement code would not allow the Commission to waive the requirement.

Recess 9:53 – 9:53 - 2:15:58

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
Public Works Director Tom Davis
Town Clerk Amber Brown

Mayor Alison Dennington said the contract expired so they would be making a new contract. Read Chapter 15-27, formal competitive bidding. Could authorize the Town Manager to negotiate temporary contracts that would be under the thresholds. - 2:17:15

Town Attorney Ryan Knight spoke about how the Commission has the authority to approve a retroactive contract. The other option is to do a 30-day termination letter and go out for RFP, or negotiate another extension. It happens all the time and can be retroactively approved.

Mayor Alison Dennington spoke about agreeing to disagree. The contract has expired, and she believes they are legally required to bid it.

Vice Mayor Dawn Barlow asked if they could approve the extension and also go out for RFP.

Town Attorney Ryan Knight spoke about not recommending that because the extension would be for a 3-year term. If you want to go out for RFP, then do a temporary contract, 60 or 90 days. Spoke about how technically you would have to provide a 30-day notice, but also negotiate a temporary contract while the Town sends out an RFQ.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion to authorize the Town Attorney, to correct the situation that we are in in compliance with the letter and the spirit of our own code and the existing circumstances, to notify the planner that we are giving the 30 days notice under the old contract that has expired but in order to protect us from liability and in the same letter to request if they would be amenable to a 60 to 90 day period of a temporary agreement to continue services and that we will be doing an RFP in line with our code which they could apply for just to correct the situation of the contract pursuant to our code; Commissioner Anna Butler seconded; Motion carried 5-0.

D. Consideration of a cyber and data security presentation from the Town's IT service provider – Commissioner Tim Reed

Commissioner Tim Reed spoke about it being prudent to periodically review cyber and data security practices. The intent is to have the contractors present during a workshop. - 2:27:40

Mayor Alison Dennington spoke about supporting this.

Town Attorney Ryan Knight spoke about how security measures are not public record.

Mayor Alison Dennington spoke about how it could start as a public meeting, but there is a new law to allow security to be discussed in a closed meeting.

Vice Mayor Dawn Barlow spoke about having a Technology Advisory Board and how she does not have the expertise in this. Maybe have the new Town Manager review this.

Town Manager Elizabeth Mascaro spoke about how they are not cybersecurity experts. What they do is they have protocols for ransomware, send out phishing emails, monitor the backups 24/7, and upgrade the security for the email and firewalls. Can send this to them, and they can provide all of the protections they offer the Town.

Commissioner Tim Reed spoke about different topics to be addressed.

Mayor Alison Dennington spoke about tasking the Town Manager to contact them with the list and schedule a joint workshop between the Commission and the Technology Advisory Board. If they do not do cybersecurity, then maybe we need to go out for RFP for that portion. Spoke about how anything beyond one year is not guaranteed to be in the cloud; it gets archived.

Commissioner Tim Reed made a motion, with this as a starter, and from the Technology Advisory Board input, we develop this list of questions that we would possibly forward to the provider to answer at a later date; Commissioner Robert Baldwin seconded;

Bruce Larson – 1507 Pine – *Spoke about how everything that has been discussed is already part of the Technology Advisory Board's scope of what they are doing. Suggested amending the motion to have the TAB give the Commission that list and add an interim joint workshop briefing. There is a public education portion to include. - 2:43:35*

Town Attorney Ryan Knight spoke about how any requests should be made through the Town Manager because the agreement states the authorized person would be the Town Manager.

Commissioner Tim Reed modified his motion to add this task for the Technology Advisory Board to formulate a list of questions and get back to us with a recommendation.

Marc Lower – 206 Elm *– Spoke about the experts on the Technology Advisory Board are world-class. They know exactly what to do for cybersecurity. Let us show you what we can do.*

Motion carried 5-0.

E. Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway

Commissioner Tim Reed spoke about not seeing these types of plans go to PNZ before.

Town Manager Elizabeth Mascaro spoke about the threshold is if the job is more than 50% of the value of the dwelling (not the land). Then it has to go to PNZ and do a drainage plan.

Mayor Alison Dennington spoke about how she watched it and agreed with the contractor. Feels the Board is just adding things that are not required.

Town Manager Elizabeth Mascaro spoke about how anything over $50,000 in value of construction goes to the PNZ.

Commissioner Robert Baldwin made a motion that we approve the site plan for 206 Sixth Ave; Vice Mayor Dawn Barlow seconded; Motion 5-0.

Commissioner Baldwin left at 10:36 pm.

12. Finance/Budget Report

Commissioner Tim Reed spoke about the FEMA obligated funds and asked to reach out to FEMA because there is new money that is being released, to see if we can get some.

Town Manager Elizabeth Mascaro said the new money was for some of the more recent disasters. Our money was already obligated; it is just getting them to finish the paperwork.

Mayor Alison Dennington said her understanding was that it was close-out money.

Commissioner Anna Butler made a motion to approve the finance report as is; Vice Mayor Dawn Barlow seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.

13. Town Staff/Board Reports

A. Technology Advisory Board - 3:03:52

Chairman of the Technology Advisory Board, Bruce Larson, spoke about having 2 Board meetings. There is one person who is the focal point for each task item. They are working on the three topics that the Commission tasked. They also came up with a few topics, including: the digitization of documents and the website, AI will eventually become a topic when they get a better idea of what the Town has, and public safety communication and technology.

Mayor Alison Dennington spoke about changing the word charter to mission statement.

Town Attorney Ryan Knight spoke about how, legally, it is not technically a charter, but the Board can approve its own rules and policies, and procedures through resolution.

Commissioner Tim Reed made a motion to approve the communication services for emergency services and the data records digitization, and looking at the website; Commissioner Anna Butler seconded; Motion carried 4-0.

Bruce Larson spoke about how the Board's Charter expands the Commission's resolution. Spoke about wanting a two-year term.

Town Clerk Amber Brown spoke about how the first draft of the resolution had a 1-year term, but the resolution was amended to 2 years when it was approved.

Bruce Larson spoke about how the Board will provide a monthly and yearly reports, and briefs.

Commissioner Tim Reed made a motion that we approve their mission statement; Vice Mayor Dawn Barlow seconded; Motion carried 4-0.

B. Public Works Department

Commissioner Anna Butler spoke about how the groundskeeper is doing a great job around Ocean Park. - 3:21:00

Vice Mayor Dawn Barlow thanked the department for doing a great job cleaning the gutters.

Commissioner Tim Reed asked about the pending repair on Riverview. A contractor possibly caused the issue that damaged the pipe. What is required when people do work in the easement? Part of permitting is signing that if we need access to that, we can rip the fence out. Concerned that it is going to be a significant cost-wise repair. Is the contractor liable?

Public Works Director Tom Davis spoke about how if you do not use 811, you could be liable.

Town Attorney Ryan Knight spoke about there is a statute that requires 811, but if you do not do it, then you could be liable.

Mayor Alison Dennington spoke about how we can go after them if they damage property.

Commissioner Tim Reed spoke about not doing enough inspections to verify that it was the contractor. It would be worthwhile to see if that was the cause and if there is any recourse.

Public Works Director Tom Davis spoke about the urgency of the situation with the land caving in, and we did not have a Town Engineer yet. He requested the engineer to take a look at it.

Commissioner Tim Reed spoke about how he was speculating, but we should do an inspection.

Mayor Alison Dennington spoke about wanting a picture and something in writing.

Public Works Director Tom Davis spoke about how there is documentation.

Town Attorney Ryan Knight spoke about taking a look at everything and providing a response.

Vice Mayor Dawn Barlow made a motion that we authorize the Town Attorney to follow up on the documentation and work with BSE to come up with an opinion of what will be our next steps; Commissioner Anna Butler seconded; Motion carried 4-0.

C. Fire Department

Fire Chief Gavin Brown spoke about how the new fire engine should be delivered Thursday or Friday, and there will be a push-in ceremony on October 4th at 5 pm. Asked if the proposed grant policy will be applicable for grants with matching funds only or all grants. Looking at applying for a grant in October that does not have matching funds. Equipment grant for up to $40,000. The details are not out yet. - 3:35:05

The Commission spoke about how the policy was supposed to be for grants that require a Town share or matching funds. If there are no Town funds, he can apply for the grant.

Vice Mayor Dawn Barlow made a motion that we allow Fire Chief Brown and his Department to apply for the Fire House Subs Public Safety Grant that's opening up in October 2025; Commissioner Anna Butler seconded; Motion carried 4-0.

D. Building Department

Vice Mayor Dawn Barlow asked if there were more details as to why the Building Official tendered his resignation. - 3:40:44

Town Manager Elizabeth Mascaro spoke about how he had another job offer in the Caribbean.

Mayor Alison Dennington spoke about how they had a special meeting scheduled on Thursday, going over 3 RFP responses for Building Official Contract Services.

Commissioner Tim Reed confirmed that the Commission is reviewing the submissions from the previous RFP for Building Officials.

E. ~~Public Works Department~~

F. Code Enforcement

No additions.

G. ~~Fire Department~~

H. Police Department

No additions.

I. Town Clerk

Town Clerk Amber Brown said that for the document scanning project, they have completed the 4th box. They are viewing every page in a box and comparing it to the digitized version to for accuracy and corrections. Only 2 people are working on it to limit human error, so it does take longer. Going to meet with them to verify expectations. Spoke about public records requests, one report lists all open public records requests in the month of August, the second report lists all of the public records requests that were closed in August. Spoke about how this report is run through the software. Depending on the type of request, it may not be entered in our software. Spoke about how if all elected officials ' requests go through the software would add more of a workload, so requirements could be added, for example, if it takes less than 15 minutes of staff time, you get it for free; beyond that, there is a cost.

Mayor Alison Dennington said the Commission is not supposed to be charged.

Town Attorney Ryan Knight said there is a difference between requesting a couple of pages and requesting any and all documents in the last 5 years pertaining to a certain subject.

Mayor Alison Dennington spoke about a specific public records request pertaining to the Fire Department and explained that she made that request because she was denied the opportunity to look at the report.

Vice Mayor Dawn Barlow said, irrespective of who submits the request, do we find ourselves in a situation where we are concerned with a time commitment of turning something around?

Mayor Alison Dennington said there would be no time commitment if she had not been ignored about having access to look at the report. Also acknowledged being in the middle of digitizing, so not all records are readily available.

Town Clerk Amber Brown said when requests are for specific, limited documents, it takes no time at all. When requests start to get voluminous, it takes a lot of time just to see what they entail. What departments are involved? What records exist? It is a long process. It just depends on the request. Said she does have access to the records that have been sent out to be digitized, which has not been an issue. The issue is more so when she does not know what records are being requested. Said she does not necessarily want to catalog every single Commissioner request; if a department head can complete the request quickly, it will take 10 times longer if she has to catalog every single one of them.

Mayor Alison Dennington said rather than running every single one through the system, there could be a policy that says that if it is not run through the system, if a department head provides a document to a Commissioner, you send it to the other Commissioners as well. Asked the Town Clerk if it is frustrating when the Mayor has requests that are ignored, which leads to more work being generated for her that maybe could have not been generated.

Town Clerk Amber Brown said she is very busy; anytime work is added that could be accomplished in other departments, it can be frustrating. But said she wants to help every Commissioner, every resident. It would be helpful if we could narrow down requests at least initially. Said that if there are broad public records requests, it might be helpful to have a conversation to understand the request.

Mayor Alison Dennington said she gets upset when she gets attacked, and people do not understand the factual background of the issue.

Town Clerk Amber Brown apologized and said all of the employees want to help, but sometimes it is difficult to understand what records to provide.

Mayor Alison Dennington left at 11:40 pm.

J. Town Attorney

Town Attorney Ryan Knight spoke about how the Commission tasked him with detailing all of the lawsuits. For the public records request litigation, the total amount billed is $1,820. For breach of contract litigation, the total amount is $3,907.50. For the shed case, there has been nothing on the docket since March. Have had correspondence with opposing counsel regarding resolving the cases. Once he gets additional information, he will have to call a special

meeting or request a shade meeting to convey that settlement offer to the Commission. Said that if he has any conversations with Commissioners, they would be billed to these files.

K. Town Manager

No additions.

L. Civility Pledge and Resolution

Commissioner Anna Butler requested to table this item until next month when the full Commission is present.

14. Commission Reports

A. Mayor Alison Dennington

No additions.

B. Vice Mayor Dawn Barlow

No additions.

15. Task List - 4:07:50

Short Term Rentals – Town Attorney Ryan Knight has received some recommendations and will need one more meeting to go over all of the changes with Fire Inspector Dave Micka. These would be for owner-occupied short-term rentals. – Next month.

StormReady – Town Manager Elizabeth Mascaro spoke about waiting for the first inspection. The Commission requested a follow-up request for an inspection within 6 weeks. – Next month.

Plan and Proposal for Paid Parking at the 6th Ave Boat Ramp. – Close.

Toxic Workshop Survey – Town Manager Elizabeth Mascaro spoke about how the survey has gone out. It is open for 2 weeks. – Next month.

Sign Ordinance – Town Clerk Amber Brown spoke about it going to PNZ in October. – November

Building Maintenance Checklist. – Next Month.

Large Pump for Emergency Flood Protection. – Reschedule the demo.

Cybersecurity – On the Technology Advisory Board's agenda. – Close.

Report Detailing All Lawsuits – To be expected going forward. – Close.

Report Detailing Public Records Requests – Only unknown is how to deal with requests coming from the Commission. Requested Town Clerk Amber Brown to talk with the department heads and come back with a suggestion.

New Item – Have the Town Attorney review the pipes, permit # PMB21_377 451 Riverview Ln.

16. **Adjournment**

Commissioner Anna Butler made a motion to adjourn; Commissioner Tim Reed seconded; Motion carried 3-0.

Meeting adjourned at 11:54 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 25, 2025 @ 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 6:02 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
Fire Chief Gavin Brown
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

Recess at 6:03 pm - 6:06 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
Fire Chief Gavin Brown
Town Clerk Amber Brown

4. Public Comment

Mayor Alison Dennington spoke about recently receiving a request from an employee for severance, so she has questions that she would like answered prior to voting on the budget. Asked the Town Manager about combining the Finance Clerk and Building Clerk positions. – 6:38

Town Manager Elizabeth Mascaro said they eliminated the Finance Clerk and kept the Building Clerk.

Mayor Alison Dennington said she had hoped it would be a consolidation because if a contract Building Official was hired, a Building Clerk may or may not be needed.

Commissioner Robert Baldwin spoke about how, in the budget, that position still has to be in a department. Maybe that position would fit better in admin or something else, but that is something that can be fixed.

Town Manager Elizabeth Mascaro spoke about how the severance, if the Commission chooses to do that, would be paid out of this year's budget because the position is being eliminated in this fiscal year. Spoke about how everyone in Town Hall has to wear multiple hats because they don't have the staffing. Said they could shift the position name to an admin position.

Mayor Alison Dennington said it would be better if they changed that name now.

Town Manager Elizabeth Mascaro said it would be better to change it after the fact, but they are able to split payroll, they can pay someone out of 2 different departments. Spoke about how a private provider could potentially cost more than the 2 positions, and explained the permit fees are a one-time fee that would not cover the cost of someone coming in 3 or 4 days a week to do inspections.

Mayor Alison Dennington spoke about adjusting the fee structure to cover costs. Confirmed with the Town Manager that they kept the person between Finance Clerk and Building Clerk who had the most versatile experience and can do the work of the 2 positions.

Town Manager Elizabeth Mascaro said the Building Clerk was less of a cost to the Town than the Finance Clerk. The salary was similar, but the expenses were different.

Mayor Alison Dennington asked what the severance money would cost and where it would come from if it were approved.

Town Manager Elizabeth Mascaro said they have never eliminated a position since she has been employed in the Town, so she has not had anyone ask for severance. What that would look like would be at the discretion of the Commission.

Commissioner Robert Baldwin referenced an email from the Town Attorney that said 6 weeks' pay would be the max they could give.

5. Public Hearings

A. Public Hearing on the Town's Fiscal Year 2025/2026 (FY26) Millage Rate and Annual Budget.

Mayor Alison Dennington asked for public comment, to which there was none.

6. New Business

A. Resolution 2025-14, Adopting the Final Millage Rate for the Fiscal Year 2025-2026. – 23:45

Mayor Alison Dennington read the resolution preamble.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-14 setting the final operating millage rate for fiscal year 2025-2026 at 4.6000 mills, which is greater than the rollback rate of 4.2574 by 8.050%, and setting the final debt service millage rate for fiscal year 2025-2026 at .0910 mills; Commissioner Robert Baldwin seconded;

Mayor Alison Dennington confirmed with the Town Clerk that the .0910 mills number was in the prior documentation.

Roll Call Vote by Town Clerk
Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-14 carried 4-1 with Commissioner Tim Reed dissenting.

B. Resolution 2025-15, Adopting the Final Budget for the Fiscal Year 2025-2026 – 26:20

Mayor Alison Dennington read the resolution.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-15 setting forth the appropriations and revenue estimate for the final budget for fiscal year 2025-2026 in the amount of $5,293,520; Commissioner Anna Butler seconded;

Roll Call Vote by Town Clerk
Mayor Alison Dennington – Yay
Vice Mayor Dawn Barlow – Yay
Commissioner Robert Baldwin – Yay
Commissioner Anna Butler – Yay
Commissioner Tim Reed – Nay

Resolution 2025-15 carried 4-1 with Commissioner Tim Reed dissenting.

Mayor Alison Dennington thanked the other Commissioners for working together on the budget.

7. Adjournment

Vice Mayor Dawn Barlow made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 6:28 PM.

ATTEST:

_____	_____
Alison Dennington	**Rachel Pembrook**
Mayor	**Transcriptionist**

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 25, 2025 @ 6:30 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 6:30 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 Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comment (Non-Agenda Items)

5. New Business

A. Consideration of proposals from the RFQ for Building Official services.

Judson Delany, Debbie Nutter and Jeff Parsons introduced C.A.P Government. Said their forte is governmental supplemental services. They are in 94 jurisdictions and 10 school districts. They have 300 employees statewide. If you needed a Building Official here once a week or 40 hours a week, they could do that. No minimum charge. – 5:20

Mayor Alison Dennington asked about their software and how it operates in practice.

Debbie Nutter said they use their own software program, but if the cities have their own software, they would use that. Has experience with BS&A. The software they have, the cities can submit themselves.

Judson Delany said their software is more or less tailored to plan review, to school jurisdictions. If they are still on paper, their system allows them to go electronic.

Commissioner Tim Reed confirmed that the focus is on plan review, not necessarily permits.

Mayor Alison Dennington confirmed if the Town utilized their software, they would not charge.

Commissioner Robert Baldwin confirmed their company is not licensing the software from another company.

Mayor Alison Dennington said they have been the contracted Building Official for the City of Weston for 20 years, and that says something.

Judson Delany said they do not collect payment; the Town would collect fees.

Debbie Nutter said they provide backups.

Judson Delany said if an inspector is here for 4 hours, he would put a permit number for each inspection he did to justify the 4 hours. Said he audits payroll every week.

Commissioner Robert Baldwin confirmed that Jeff would be the primary point of contact. Also asked about service-level agreements. – 18:30

Judson Delany said SLAs should be in the contracts, and inspections are done within 24 hours.

Mayor Alison Dennington asked how they handle something that is a zoning issue, not a building issue.

Judson Delany said usually you would want your project to go through zoning first. If it is approved, then it would move forward to building to be reviewed. Said they do zoning in certain areas.

Vice Mayor Dawn Barlow asked them to elaborate about an assessment opportunity where they could give their recommendation of what would be required.

Judson Delany said he would assign the Building Official if they got the contract, and he would come in and assess how many permits and applications are coming in.

Jeff Persons spoke about how every municipality is different. Would want to get permits in and out the door as quickly as possible and get good inspections done in a timely manner.

Vice Mayor Dawn Barlow asked about residents who like to have interaction before a permit is applied for and granted.

Jeff Parsons said anyone can call him at any time.

Commissioner Anna Butler asked if they send an email to the builder, pass/fail on the permits.

Jeff Parsons said it is automatically set up for them to receive an email. They look at the software the Town uses during the initial phase to make sure that is happening. Said they issue the certificate of occupancy.

Commissioner Anna Butler confirmed that the Town does not pay for travel time. Also confirmed that if they wanted them at evening meetings, Jeff would be able to attend those.

Mayor Alison Dennington asked about virtual inspection options.

Jeff Parsons said he does not like virtual inspections at all; however, if it is a choice between doing a virtual inspection and stopping a project from moving forward, it is important to be able to do the virtual inspection to keep the project moving. Said he uses WhatsApp, Android, iPad, etc., and will do what he can to work with the client.

Mayor Allison Dennington asked what reimbursements they might incur.

Judson Delany said everything is included unless services are added like code enforcement.

Jeff Parsons said fire and engineering would be additional.

Commissioner Robert Baldwin asked about being fair with contractors and any experience they've had with contractors not wanting to work in a Town.

Debbie Nutter said employees follow the minimum code.

Jeff Parsons said they try to present it in a way that is beneficial for the contractor.

Commissioner Tim Reed asked who they interface with in the municipalities they work with.

Jeff Parsons said they have Building Clerks who are employed by the municipality that he works with, and also works with the Town Manager. Tries to do most of the work without bothering the staff.

Commissioner Tim Reed confirmed the contracts are typically 2-3 years. Asked if the municipalities they work with typically go for the full package, where it is the building official, plan review, and inspections.

Debbie Nutter said it depends. Said some were just inspections, some are plan review and inspections, and some are all 3.

Mayor Alison Dennington confirmed it is not always a designated Building Clerk they work with; sometimes it is a different admin. Asked how long it takes them to familiarize themselves with the specifics of a new city. Also asked what happens if fees are too low.

Jeff Parsons said they help with determining if fees are too high or too low.

Joe Payne introduced JPI. Said they are a statewide consulting firm. Said they have been servicing Brevard County since 2015. Has personally completed inspection routes in the surrounding areas. Said they have staff available on local contracts. They are multidisciplinary professionals. Said they are a highly experienced, qualified firm, have local experience, and are familiar with the builders in the area. - 39:46

Mayor Alison Dennington asked about software.

Joe Payne said they do not have proprietary software; they utilize what the city has. Spoke about security, cloud storage, and user-friendly access.

Commissioner Robert Baldwin asked about SLAs and response times, and availability. Asked how many BOs they have on staff.

Joe Payne spoke about how they have someone within 10 minutes of this building every day. There are statutes for plan review turnaround time. They currently have 1-3 day turnarounds. Said there are 6 BOs on staff, in Brevard County, they do not have a BO assigned, but have one available.

Mayor Alison Dennington asked if their Building Officials are certified. Asked if he resides in the area. Asked who the main point of contact would be.

Joe Payne spoke about a license called Building Code Administrator, but there is no license that says Building Official. Said he has 2 residences, one in this area, and he is here about 40% of the time. Said he has spoken with 2 Building Officials who are interested in being the main contact; they both have their inspector licenses and plans examiner licenses.

Vice Mayor Dawn Barlow asked about pricing and if one individual would cover multiple needs, such as plumbing inspector, electrical inspector, etc. Asked when first starting with a municipality, what are some of the assessments undertaken to understand the processes and get up to full production? Asked about fees that could occur outside of the rate table.

Joe Payne said one individual would cover multiple; the pricing that is presented is just a standard rate table. Said they would go back on a quarterly basis and look at the number of applications coming in, and how many plan reviews are done. Look at the number of inspections, and try to get a feel for what the daily productivity rate is. Would then make recommendations. The key productivity issue is the plan reviews and inspections. Said they don't see additional fees for inspections or plan review, but potentially costs could come in for a presentation at a special meeting, supporting a separate grant.

Commissioner Anna Butler asked if there was no minimum time. Asked if an email is sent that the builder passed/failed. Asked how they take payment for permits.

Joe Payne confirmed no minimum time. Said it depends on the platform being used; if they already have that capability, then they would use it. Said he anticipates the volume of plan reviews here is such that they could do it one at a time. Said they do not touch money for permits. Said they issue the certificate of occupancy.

Commissioner Tim Reed asked if they were doing the Building Official role, and disputes come up. Who is the lead on handling the dispute aspects? Confirmed there is a standard appeals process that is uniform throughout the state.

Joe Payne said the applicants are entitled to an appeal; once the appeal occurs, JPI will assign another Building Official to do the work. The Building Official could be remote, but they will be updated to give their opinion. Said this issue does not come up often.

Mayor Alison Dennington asked how they ensure they track all of the work they do and document it through invoicing, and what happens when there is a dispute. Spoke about how Public Works does a lot of ground maintenance and asked him to touch on the Public Works aspect. Also asked if they have technical engineering. - 1:01:25

Joe Payne said initially the assignment comes from the Town, so the Town documents that, but on their side, they log the permit numbers of work that is done, and the tracked information should match. Said they have a Public Works contract with the City of Palm Bay, mostly for site inspections. Said they have to have a maintenance plan to have an insurance policy. Said he has a geotech background, and they partner with a local firm that has a lab.

Town Manager Elizabeth Mascaro spoke about red tags. Spoke about an MS4 report, and that they have to take inspectors around to look at sites, and the issues that arise. Said they had a problem with pool companies charging into the stormwater system, so they enacted a fine for that, and asked how he would become familiar with those types of things.

Joe Payne said they do not prefer to do them, but they do them. Explained the difference between what he calls a red tag and a stop work order. Said they check for all of the issues that the Town Manager was referring to. Spoke about how the pool instance would be a stop work order. Spoke about his experience permitting roughly 200 projects with the Water Management District.

Mayor Alison Dennington asked how long it takes to get familiar with a new city's code and if they would give recommendations on fee structures.

Joe Payne spoke about how he has lived in Florida for 25 years and has never heard of a project getting stopped because of a permit application fee. Recommend people double or triple their fees. Spoke about looking at what ordinances pertain to what is inside the building wall first, then they will focus on the first 12 feet outside the wall, then fences and pools.

Town Manager Elizabeth Mascaro said the Building Official has always helped do assessments for hurricanes. Would their firm do that?

Joe Payne said yes. They have done site-by-site inspections, taken photos, and sent them to FEMA. Recommended the Commission pick 2 companies, that way they have a backup.

C.A.P Government representatives came back up to answer a few more questions. - 1:18:15

Town Manager Elizabeth Mascaro spoke about red tags, working without a permit. Is that something they look out for?

Debbie Nutter said yes, they are out here to protect the public and permits protect the public.

Jeff Parsons spoke about how when people do not have permits, it's often that they did not know, and you have to go at it with the right perspective where you can keep it on a friendly note and help them understand that you are there to benefit them.

Town Manager Elizabeth Mascaro asked if they do inspections for silt fences, gravel, dirt, etc.

Jeff Parsons said that is something they always look at, in some jurisdictions it is a bigger deal than others, so it depends on what the Town's focus is.

Town Manager Elizabeth Mascaro asked about hurricane inspections.

Debbie Nutter spoke about how there is a new code, House Bill 180, certain things have to be done by municipalities by July 1 every year. Said she sits on the state legislative committee for the Building Officials of Florida, so she keeps up with the House Bills and Senate Bills.

The Commission spoke about the 3rd company, Willdan. - 1:23:25

Vice Mayor Dawn Barlow said she did not see a price rate sheet for that company, and Mayor Alison Dennington said they did not ask for that originally.

Town Manager Elizabeth Mascaro said they asked for it after the fact, and she was the one who sent that email.

Vice Mayor Dawn Barlow asked what percentage of time is used for Building Official versus Planner Examiner versus Inspectors, etc.

Town Manager Elizabeth Mascaro said the Plans Examiners are knowledgeable, so they can look at plans quickly. Spoke about how the Building Official would come for 4 hours and the Inspector would come for 8 hours.

Town Clerk Amber Brown said the Town Manager spoke with the Town Attorney, and you do not need to score them, but she did type up what the RFQ required as far as evaluation procedure, mandatory elements, and experience.

The Commission discussed having a contract with more than one company.

Commissioner Tim Reed spoke about having continuity, so you are not jumping from one company to the other. - 1:31:44

Mayor Alison Dennington spoke about having a main contract with 1 company and a backup company under contract. Could also use either company on a limited basis for other things.

Commissioner Tim Reed spoke about the Building Official and Plan Review positions need to be consistent, but inspections could have more access availability. Said for JPI, the bulk of their work is supporting inspections.

Commissioner Anna Butler spoke about how continuity is important for the relationship and trust between the Building Official and the residents.

Vice Mayor Dawn Barlow spoke about how it is also important when supporting Town business, if one of the companies does not live up to expectations, we have a backup.

Town Manager Elizabeth Mascaro spoke about how C.A.P has access to different software.

Mayor Alison Dennington spoke about how the software was a plus, as well as their answers when it comes to bills and auditing.

Mayor Alison Dennington reviewed the evaluation procedure.

Each Commissioner ranked the 3 companies.

Commissioner Tim Reed – C.A.P., JPI and Willdan
Commissioner Robert Baldwin – C.A.P., JPI and Willdan
Mayor Alison Dennington – C.A.P., JPI, and Willdan
Vice Mayor Dawn Barlow – C.A.P., JPI, and Willdan
Commissioner Anna Butler – C.A.P., JPI, and Willdan

Vice Mayor Dawn Barlow made a motion that we task the Town Attorney to contract with the top 2 ranked companies, C.A.P. and JPI, leading with C.A.P. as our number 1 primary, and JPI will be utilized for business continuity purposes in the event C.A.P. isn't able to deliver on services; Commissioner Robert Baldwin seconded; Motion carried 5-0.

The Commission scheduled a STCM on 9/29/2025 at 5:30 pm.
The Commission canceled the workshop scheduled for 10/01/2025.

6. **Adjournment**

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

Meeting adjourned at 8:21 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING
September 29, 2025 @ 5:30 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 5:32 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 Comment

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. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

5. New Business - 2:00

A. Consideration on employee request for severance pay

Town Attorney Ryan Knight spoke about how an employee has requested a severance after her position was eliminated with the new budget. The Town policies and procedures do not provide for a severance, but Florida Statutes do. To date, the Town has not received a grievance.

Mayor Alison Dennington confirmed that no claim has been received. Spoke about setting a precedent if they provide a severance without there being a claim.

Town Attorney Ryan Knight spoke about how the statute does not require a claim. It just said an employment dispute.

Mayor Alison Dennington spoke about how there does need to be a claim. Spoke about receiving a notice of resignation from another employee and suggested putting the employee that was laid off in that position in the meantime and working out an agreement.

Finance Manager Jennifer Kerr spoke about the employee who is on probation and the policy states if someone is on probation then the employee whose position was terminated would be offered the position that has an employee on probation. The employee was offered to take that position, and they declined it.

Town Attorney Ryan Knight spoke about how the statute does not require a claim to be filed; it states an employee dispute. Said it is not an extra compensation claim, it is a severance claim.

Mayor Alison Dennington spoke about how this would be creating a claim that does not currently exist.

Town Attorney Ryan Knight said he could agree if the statute said claim or written claim, but it does not say that, it says employment dispute.

Mayor Alison Dennington requested the email from the Finance Clerk be read to see if there was anything in the email that could be seen as an attempt to assert a claim.

Vice Mayor Dawn Barlow read the email from the Finance Clerk whose position was eliminated in the next fiscal budget. - 16:55

Mayor Alison Dennington asked how do you settle an employment dispute when there hasn't even been a dispute claimed. Believes this is a pull on heart strings.

Commissioner Robert Baldwin spoke about how this is a case where one person is being laid off for reasons other than job performance, which hasn't happened in over a decade, if ever. Proposed that if they can get past the legal hurdle the Mayor has brought up, then provide a week for each year in the position.

Mayor Alison Dennington said it is a shame the policies and procedures are not more clear.

Commissioner Anna Butler made a motion to provide 3 weeks of severance pay to Mrs. Vicki Van Dyke.

Mayor Alison Dennington said all of the Commission members must have a chance to speak before a motion is made.

Vice Mayor Dawn Barlow asked the Town Attorney if there is any legal issue with providing a severance.

Town Attorney Ryan Knight spoke about how his opinion is that the statute would apply for this situation.

Mayor Alison Dennington spoke about a provision that says all claims against the Town have to be in writing.

Commissioner Anna Butler made a motion to provide 3 weeks of severance pay to Mrs. Vicki Van Dyke plus an extension of her employee benefits until October 31, 2025, as well as payout any of her unused PTO;

Finance Manager Jennifer Kerr said her net pay would be $2,140.75 for 30.5 hours working, plus 25.5 hours of sick time that she was out sick during that pay period, then 24.3 hours of vacation payout, and then 34.3 hours of sick payout which is 50% of her sick payout.

Mayor Alison Dennington said all employees after any termination can extend coverage using COBRA, so this would be something they do not normally do.

Finance Manager Jennifer Kerr spoke about how if the severance is approved, she will do it on this year's budget, the rest would be on next year's budget.

Vice Mayor Dawn Barlow asked the Town Attorney if benefits are an extension of employment or is that deemed part of a severance package.

Town Attorney Ryan Knight said it is part of severance pay.

Finance Manager Jennifer Kerr said she is entitled to unemployment compensation. Said this could cost the Town but a minimal amount.

Commissioner Tim Reed asked if the motion included if they signed an agreement.

Commissioner Anna Butler spoke about including upon signature of the severance settlement in the motion.

Town Attorney Ryan Knight said she would have 21 days to consult with an Attorney if she chooses, and once agreements are signed, she will have 7 days to pull out of the agreement if she wanted to.

Commissioner Robert Baldwin said he would be supportive of the 3 weeks of severance, but if health insurance pushes them to the next fiscal year, he would rather not include it in the severance.

Commissioner Anna Butler amended the motion to provide 3 weeks of severance pay to Mrs. Vicki Van Dyke as well as pay any unused PTO, upon signature of the severance settlement; Commissioner Robert Baldwin seconded;

Susan Stark – 307 Fifth Ave *– Asked if the Town pays for family coverage, asked about COBRA insurance and if the Town can pay for that, and asked if they are setting a precedent for when another position is eliminated such as the Fire Department Maintenance, if they would be eligible for severance also.* - 36:52

Mayor Alison Dennington said it would be setting a precedent and that is what she is worried about.

Finance Manager Jennifer Kerr spoke about how the Town covers 50% of family coverage. The Fire Department Maintenance position is part-time with no benefits.

Terry Cronin – 150 Riverside Dr *– Spoke about the Commission had a great discussion, but had questions about the process being confusing because there was a motion, but then the Mayor said to wait, there was more discussion, then the motion was made again, and more discussion prior to a second, so what rules are being followed?*

Mayor Alison Dennington spoke about how they follow Robert's Rules of Order, which allows for each Commissioner to speak prior to a motion being made.

Vice Mayor Dawn Barlow said they also use Resolution 2025-03 to supplement Robert's Rules.

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

Mayor Alison Dennington spoke about voting against it because there was no written claim.

6. Adjournment

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

Meeting adjourned at 6:19 PM.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

411 HIBISCUS TRAIL
SITE PLAN

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: Island shores of Melbourne Beach

Address: 411 Hibiscus Trail, Melbourne Beach, FL 32951

Parcel Number(s): 28-38-06-75-10-6

Area (in acreage): 0.29 Area (in square feet): 12,632

Current Zoning: 2RS Proposed Zoning: 2RS

Current Future Land Use: SFR Proposed Future Land Use: SFR

Brief Description of Application: Construction of a Single Family residence on vacant land.

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

IV. APPLICANT INFORMATION:

Property Owner

Name: Zeth James Phone: 321-242-3255

Address: 315 Miami Ave Fax: —

Indiatlantic, FL 32903 Email: Permitting@lowmanbrothers.com

Applicant (if other than property owner)

Name: Lowman Brothers Construction LLC Phone: 321-242-3255

Address: 4011 Digital Light Dr. St.101 Fax: —

Melbourne, FL 32934 Email: Permitting@lowmanbrothers.com

V. OWNER AUTHORIZATION:*

See attached owner Authorization

The undersigned hereby affirms the following:

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

Signature:_____ Date:_____

Print Name:_____ Title:_____

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this _____ day of _____, 20___, by_____,
who is/are personally known to me, or who has/have produced _____
as identification.

_____
Signature of Notary Public, State of Florida

NOTARY SEAL

VI. APPLICANT CERTIFICATION:*

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

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

Signature: _____ Date: 9/3/25

Print Name: Jonathan Lowman Title: President

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 3 day of September, 2025, by Jonathan Lowman,
who is/are personally known to me, or who has/have produced _____
as identification.

_____
Signature of Notary Public, State of Florida

Notary Public State of Florida
Angela L Kratz
My Commission HH 400430
Expires 6/3/2027

VII. PROJECT DESCRIPTION:

Describe Application: Construct Single Family Residential Home on vacant land

Provide attachment if more space is needed.

Describe Existing Conditions: Vacant lot

Provide attachment if more space is needed.

Future Land Use Plan Amendment*

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

N/A

Provide attachment if more space is needed.

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

N/A

Provide attachment if more space is needed.

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

N/A

Provide attachment if more space is needed.

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

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

Rezoning*

Justification – Provide a written justification of the proposed rezoning and the need for the change as proposed.

N/A

Provide attachment if more space is needed.

Effect – Provide a written narrative on the effect of the change, if any, on the particular property and on surrounding properties.

N/A

Provide attachment if more space is needed.

Undeveloped land – provide information on the amount of undeveloped land in the town having the same classification as that being requested.

N/A

Purpose and Intent – Provide a written description of the proposed change in relationship to the purpose and intent of the present zoning and zoning requested.

N/A

Provide attachment if more space is needed.

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

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

Amendment to the Land Development Code*

General Description of the proposed amendment to the Land Development Code – Provide a written description of the proposed change and explain why the amendment is necessary or appropriate.

N/A

Provide attachment if more space is needed.

The specific code section to be amended or adopted – Provide the specific wording of the proposed change.

N/A

Provide attachment if more space is needed.

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed amendment to the Land Development Code is consistent with the Comprehensive Plan.

N/A

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed amendment to the Land Development Code on the Town's ability to provide adequate public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire and maintain the existing level of service as identified in the Comprehensive Pan, if the amendment is grated.

N/A

Provide attachment if more space is needed.

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

N/A

Provide attachment if more space is needed.

Public notification – Payment for all appropriate processing fees and charges will be made at the time of the application and at any other time as set forth by the Town Commission or Resolution.
Payment by the applicant shall include all costs necessary for giving of any public notice as required by state or local law.

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

Special Exception*

Site and architectural plans elevations of all faces of a building and an overhead view shall be submitted with all special exception applications that include a **new building(s), facade renovations, or substantial improvements to an existing building**. The drawings shall be submitted in color and at the minimum shall include:

- Sealed and signed survey of existing improvements. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
- Architectural elevations showing:
  - Proposed architectural style.
  - Exterior construction material specifications.
  - Color charts.
- A site plan pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Refuse service area location.
- Mechanical outdoor equipment location.
- Master outdoor lighting plan.
- Screening devices.
- Master signage plan.
- Master landscaping and irrigation plan.
- Wall or fence details.
- Stormwater Management

Narrative – the applicant shall provide a narrative that explains how the use and the development will be compatible with surrounding uses in its function, its hours of operation, the type and amount of traffic to be generated, building size and setbacks, its relationship to land values and other factors that may be used to measure compatibility.

N/A

Provide attachment if more space is needed.

Special Exception Applications for space in an **existing building** must provide the following information:

- Survey of existing improvements.
- Architectural elevations showing:
  - Existing/proposed architectural style.
  - Existing/proposed exterior construction material specifications.
  - Existing/proposed exterior color.
- A site plan showing any proposed site improvements as described pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Existing/proposed refuse service area location.
- Existing/proposed mechanical outdoor equipment location.

- Existing/proposed outdoor lighting layout.
- Existing/proposed screening and buffering.
- Existing/proposed signage.
- Existing/proposed landscaping and irrigation.
- Existing/proposed Wall or fence details.
- Stormwater Management

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

*** Provide twelve (12) copies of the completed application and twelve (12) 11X17 copies of all supporting documentation.**

Variances*

Variances are allowed only for area, size of structure, size of yards, and open spaces. All applications shall provide a written Justification Statement describing the existing conditions, the proposed improvements necessitating a variance, and shall address the following specific criteria:

Describe the special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, buildings or structures in the same district

N/A

Provide attachment if more space is needed.

Describe why the literal interpretation of the provisions of this Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Land Development Code

N/A

Provide attachment if more space is needed.

Document that the special conditions and circumstances referred to above, do not result from the actions of the applicant.

N/A

Provide attachment if more space is needed.

NOTE: Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. Variances to maximum building heights are not authorized. Under no circumstances shall the Board of Adjustment grant a variance to permit a use not generally or by special exception permitted in the district involved, or any use expressly or by implication prohibited by the terms of the Land Development Code.

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

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

A. Variance to Coastal Construction Line Restrictions*

Applications for variance to the Coastal Construction restrictions shall provide a statement describing the proposed work, activity, and construction seaward of the coastal setback line.

N/A

Provide attachment if more space is needed.

Applications shall also include a topographic survey of the subject property with the following specific information:

- The location of the contour line corresponding to elevation zero feet NGVD;
- The location of any existing vegetation line on the subject property;
- The location of the established State Department of Environmental Protection Coastal Construction Control Line and the mean high water line, for the full width of the subject property, including the location and number of the two nearest State Department of Environmental Protection's baseline monuments;
- The location of all proposed development to be constructed as a result of the proposed variance;
- The location of all existing development to remain on-site as a part of the development or redevelopment of the site;
- The location seaward of the coastal construction control line of all portions of all existing, and planned development, depicting the number of feet seaward of the coastal construction control line of the development;
- The location for the full width of the subject property of: the line of continuous construction; the top of the coastal dune system; the toe of the coastal dune system on or adjacent to the property at the time of application to the point at the dune, as it existed in September, 1972; and the location of the East side of the A-1-A right-of-way; the location of any principal structure to the North and South of the proposed project property and located within 100 feet of the proposed project property. As used in this subsection, the term ***LINE OF CONTINUOUS CONSTRUCTION*** is a line drawn from the most seaward edge of any principal structure to the North, and within 100 feet of the proposed project to the most seaward edge of any principal structure to the South, and within 100 feet, of the proposed project; and
- A certification as to the maximum number of feet seaward of the coastal construction control line for which the variance is requested for the full width of the subject property.

The applicant shall also provide detailed final construction plans and specifications for all structures proposed to be constructed seaward of the coastal setback line. These documents shall be signed and sealed by a professional engineer or architect, as appropriate, who must be registered in the state.

The Applicant must provide documentation and narrative demonstrating the following:

That the subject property experienced less than 25 feet of beach-dune erosion since September, 1972. The erosion will be measured by determining the extent of horizontal recession from the toe of the dune as it exists at the time of application to the point at the dune as it existed in September, 1972, which corresponds to the same elevation as the toe of the dune as it exists at the time of application;

N/A

Provide attachment if more space is needed.

That the granting of the variance will not be injurious to adjacent properties, nor contrary to the public interest

N/A

Provide attachment if more space is needed.

That the granting of the variance will not jeopardize the stability of the beach-dune system.
In granting any variance, the Board of Adjustment will when reasonable to do so require that new development on the property subject to the variance be no further seaward than existing development to the North or South of the subject property.

N/A

Provide attachment if more space is needed.

A notice containing the aforementioned information shall be posted by the applicant on the affected property at least 15 days prior to the public hearing. If the property abuts a public road right-of-way, the notice shall be posted in such a manner as to be visible from the road right-of-way. An affidavit signed by the owner or applicant evidencing posting of the affected real property shall be received by the Town Board of Adjustment, prior to the public hearing.

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

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

APPEAL*

1. Nature of Appeal – Please be specific in your narrative:

N/A

2. Provide any supporting drawings, information and documentation. All records and attachments shall be considered part of the application and will become part of the public record and will not be returned.

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

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

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. **Narrative description of proposed improvements and demolitions.**
2. **Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)**
    a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.
3. **Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:**
    a. Name, location, owner, and designer of the proposed development and the intended use
    b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
    c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
    d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
    e. All existing and/or proposed structures, major features, and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines
    f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
        i. Proposed principal use and/or any proposed accessory uses
        ii. Lot size and dimensions
        iii. Lot coverage
        iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
        v. Number of enclosed parking spaces
        vi. Setbacks from all property lines
        vii. Number of stories
        viii. Height of structure
        ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
        x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
        xi. Landscaping & irrigation plan
4. **Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)**
5. **Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.**

Site Plan for duplex, multi-family, and/or commercial

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. **Narrative description of proposed improvements and demolitions.**
2. **Survey of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage)**
    a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.
3. **Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:**
    a. Name, location, owner, and designer of the proposed development and the intended use
    b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
    c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
    d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
    e. All existing and/or proposed structures, major features, and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines
    f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
        i. Proposed principal use and/or any proposed accessory uses
        ii. Lot size and dimensions
        iii. Lot coverage
        iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
        v. Number of enclosed parking spaces
        vi. Setbacks from all property lines
        vii. Number of stories
        viii. Height of structure
        ix. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
        x. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
        xi. Landscaping and irrigation plan
4. **Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)**

5. **Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.**

P: 321.725.3674
F: 321.723.1159
www.bseconsult.com
312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

September 11, 2025

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

Re: Stormwater Report & Survey Review – 411 Hibiscus Trail
B.S.E. File #11440.100.35

Dear Roberto:

We have reviewed the Stormwater Report prepared by Lantic Solutions, dated July 21, 2025, the Topo and Boundary Survey, prepared by AAL Land Surveying Services, Inc., signed June 18, 2025 and the Plot Plan, prepared by AAL Land Surveying Services, Inc., signed July 23, 2025, for the above referenced project.

We offer the following comments:

1. Please provide spot elevations to 10' beyond the property line to ensure a match. No need to resubmit as we use some desktop software in this case.
2. Stormwater calculations ensure code is being met.
3. The only Lot Drainage Plan is an 8.5" x 11" sized plan located within the report. Please provide a larger sized plan for review.
4. No elevations are provided on the drawing to grade the driveway to the dry stormwater facility. Please add and resubmit.
5. It appears that we can recommend approval of the drainage plan with resubmittal of #3 & 4 above.

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

Very truly yours,

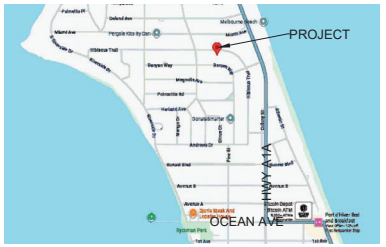
Scott M. Glaubitz, P.E., P.L.S

Scott M. Glaubitz, P.E., P.L.S.
President
B.S.E. Consultants, Inc. an LJA company

SMG/alm
11440.100.35.town.corr.25-s6042.sept

ZETH JAMES

411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951



LOCATION MAP
N.T.S

SHEET INDEX:	
1	COVER SHEET & GENERAL NOTES
2	DRAINAGE PLAN

LEGAL DESCRIPTION:

LOT 6, BLOCK 10, ISLAND SHORES OF MELBOURNE BEACH

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION AND ELEVATIONS SHOWN HAVE BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. ITHEY HAVE NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. THE MINIMUM THE FINISHED FLOOR ELEVATION (FFE) IS 18 INCHES ABOVE THE CENTERLINE ELEVATION OF 12.26 FEET. MINIMUM SETBACK REQUIREMENTS ARE 25 FEET FOR FRONT AND REAR YARDS AND 15 FEET FOR SIDE YARDS.
3. ALL SITE DRAINAGE SHALL BE DIRECTED AWAY FROM THE RESIDENCE. OVERHANGS THAT HAVE GUTTERS, ROOF VALLEY'S DOWNSPOUTS, SCUPPERS, OR OTHER RAINWATER OR COLLECTION DEVICES SHALL NOT BE DIRECTED TOWARDS ADJACENT PARCELS OF LAND LOCATED WITHIN TEN (10) FEET OF THE TERMINUS OF SUCH COLLECTION DEVICES.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL.
5. DRAINAGE EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, AND UTILITY SHEDS.
5. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CONTACT ENGINEER OF RECORD IF ELEVATIONS AS PROPOSED CANNOT BE MAINTAINED.
6. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. CONVERSION FROM NAVD88 TO NGVD29 IS 1.43 FEET. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.

REVISION SUMMARY:

1. REVISED SURVEY
2. ADDED ELEVATIONS 10' ON ADJACENT PROP. & D/W
3. REV. CROSS SECTIONS & ADDED CROSS SECTIONS
4. ADDED DIM. B/N POOL & HOUSE

THIS PLAN HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ELIA G. TWIGG, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

ELIA GOVANTES TWIGG LICENSE No. 65711 STATE OF FLORIDA PROFESSIONAL ENGINEER

CONTRACT NO: C2405.16
JOB NO.: 25.06-073
DATE: 09/24/25
SHEET 1 OF 2

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOT(S) / BLOCK: LOT 6 BLK 10
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: LOWMAN BROTHERS

PROJECT:
ZETH JAMES
411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

REVISIONS:
1 9/12/25 - MELB BCH COMMENTS

LANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@lanticsolutions.com

LEGEND AND TYPICAL SECTIONS:

XXX.X EXISTING ELEVATION

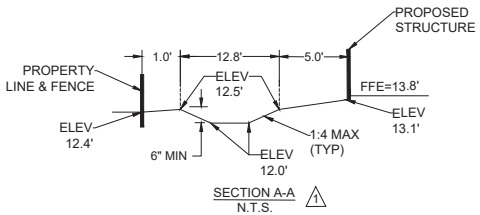
(XXX.X) PROPOSED ELEVATION

FLOW DIRECTION

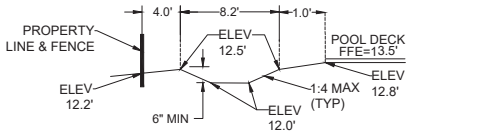
GRAPHIC SCALE IN FEET 0 20 40

SCALE : 1" = 20'

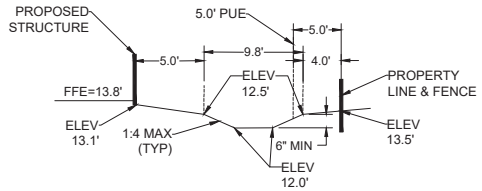
NORTH



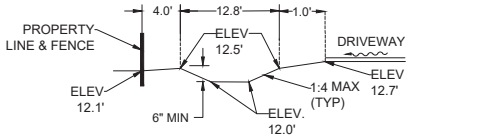
SECTION A-A
N.T.S. 1



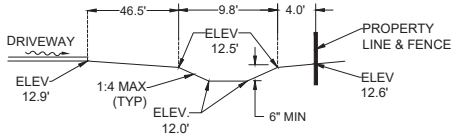
SECTION B-B
N.T.S. 1



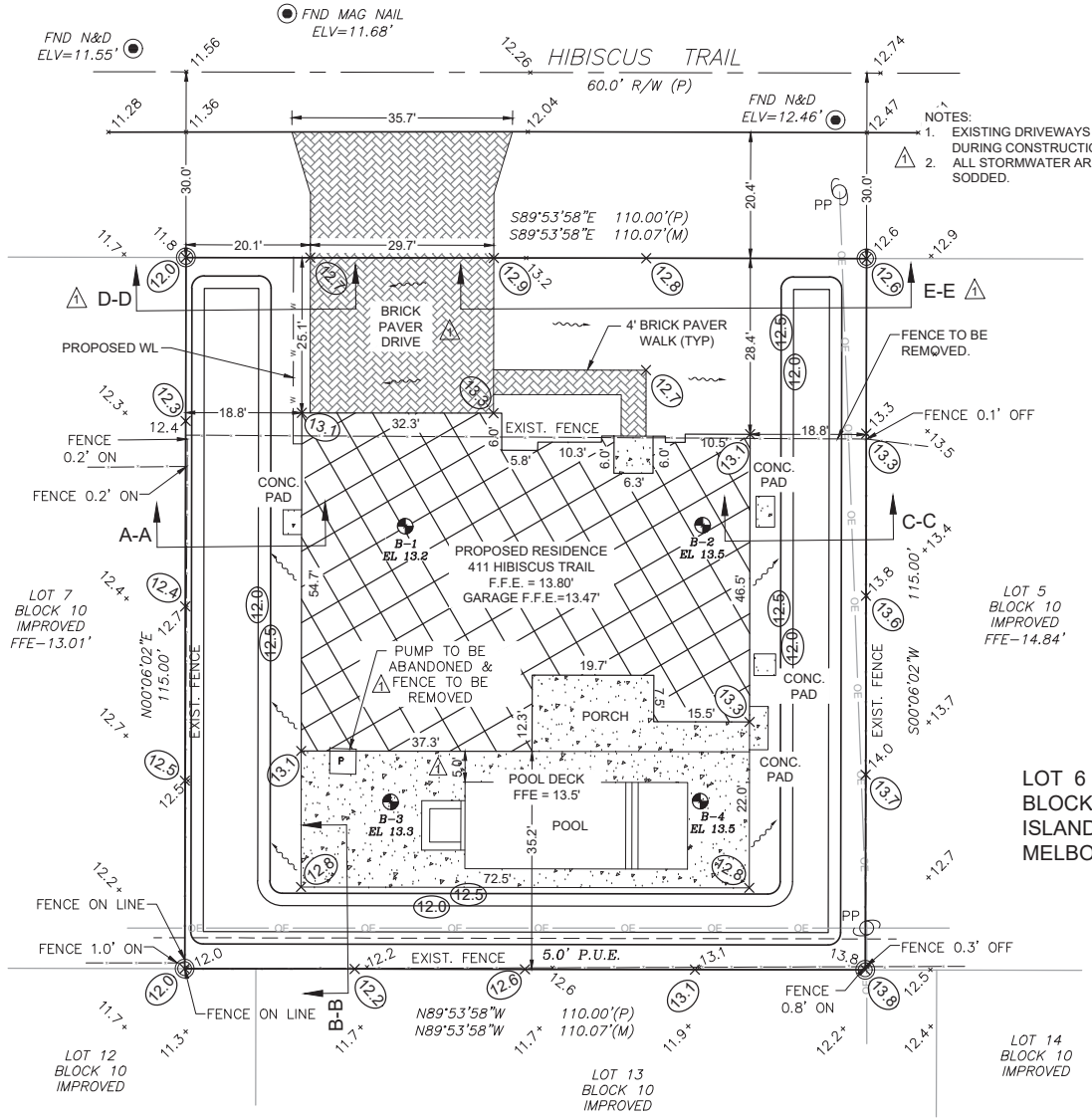
SECTION C-C
N.T.S. 1



SECTION D-D
N.T.S. 1



SECTION E-E
N.T.S. 1



NOTES:
1. EXISTING DRIVEWAYS WILL BE REMOVED DURING CONSTRUCTION.
2. ALL STORMWATER AREAS ARE TO BE SODDED.

LOT 6
BLOCK 10
ISLAND SHORES OF
MELBOURNE BEACH

CONVERSION TO NGVD29: +1.43	ELEVATIONS	
ELEVATIONS BASED ON: NAVD88	NGVD29	NAVD88
BREVARD COUNTY BENCHMARK: 422-43	10.41	8.98

CONTRACT NO: C2405.16
JOB NO.: 25.06-073
DATE: 09/24/25
SHEET 2 OF 2

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOT(S) / BLOCK: LOT 6 BLK 10
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: LOWMAN BROTHERS

PROJECT:
ZETH JAMES
411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

REVISIONS:
1 9/17/25 - MELB BCH COMMENTS

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355 TORTOISE VIEW DRIVE, SUITE E
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Ph: (321) 413-4002
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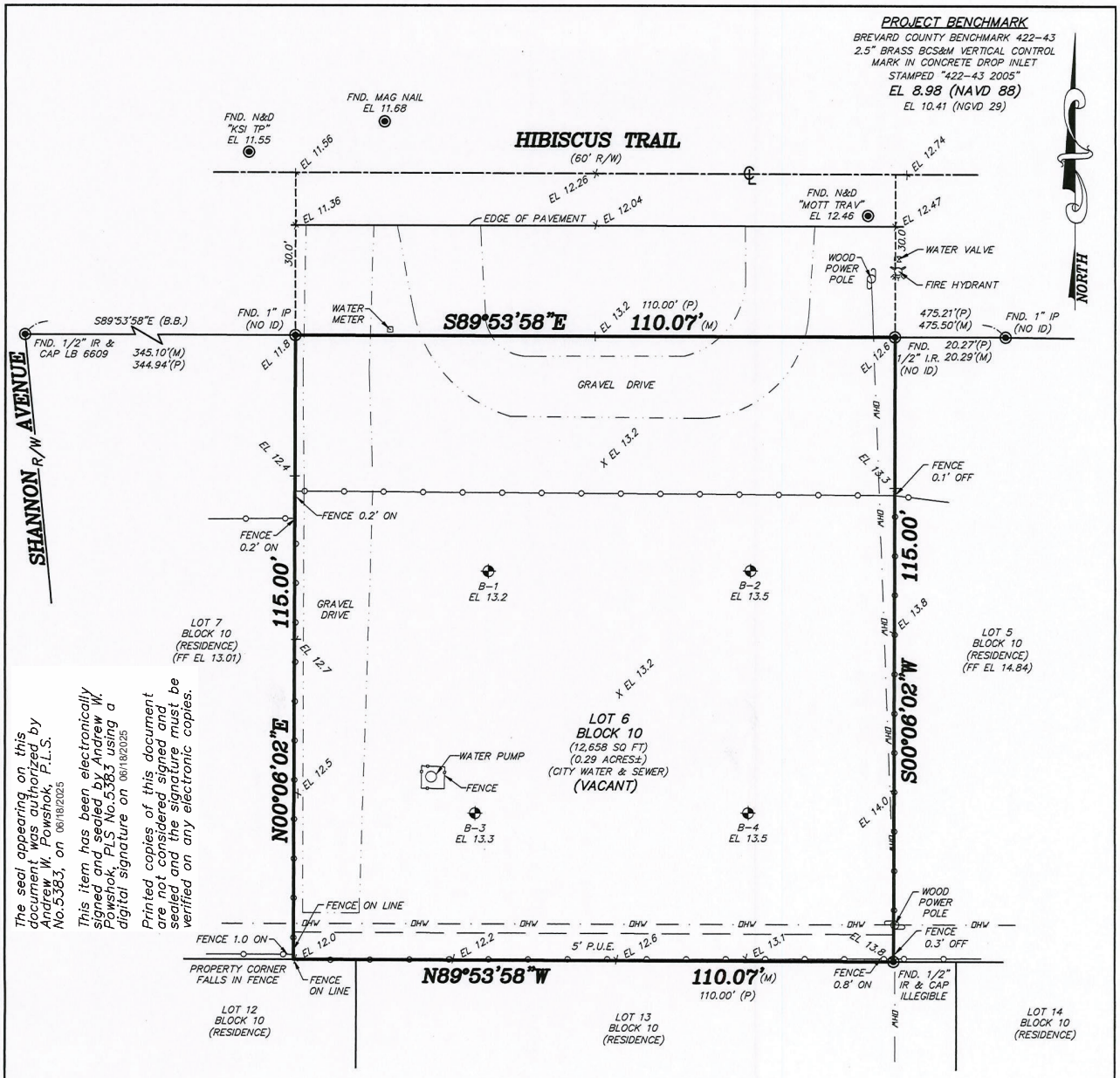


The seal appearing on this document was authorized by Andrew W. Powshok, P.L.S. No.5383, on 06/18/2025

This item has been electronically signed and sealed by Andrew W. Powshok, PLS No.5383 using a digital signature on 06/18/2025

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SURVEY PREPARED FOR:
ZETH JAMES
LOWMAN BROTHERS CONSTRUCTION, LLC

DESCRIPTION: LOT 6, BLOCK 10, ISLAND SHORES OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 10, PAGE 52A, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO FLOOD INSURANCE RATE MAP #12009C 0604 H , DATED JANUARY 29, 2021 THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 1988)

TYPE OF SURVEY: **BOUNDARY**

SCALE: **1" = 20'**

REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: TOPOGRAPHIC: 06-04-25

FIELD DATE: 01/15/2025

SECTION 06, TOWNSHIP 28 SOUTH, RANGE 38 EAST

PROJECT #50276

GENERAL NOTES:

1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARD OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
2. THIS SURVEY AND DRAWING IS FOR THE SOLE USE AND BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE AS NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
3. THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE SEAL OF THE FLORIDA LICENSED SURVEYOR, AND REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
4. NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
5. THIS SURVEY WAS PREPARED FROM INFORMATION FURNISHED TO THE SURVEYOR BY THE CLIENT, AND MAY BE SUBJECT TO EASEMENTS OR LIMITATIONS EITHER RECORDED OR IMPLIED.
6. BEARINGS ARE BASED ON AN ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
7. NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
8. ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
9. "NO WELLS" AND "NO SEPTICS" ARE DEFINITIONS TO SHOW AN ATTEMPT BY THE SURVEYOR TO LOCATE POSSIBLE EXISTING WELLS AND SEPTICS, HOWEVER NONE WERE FOUND USING STANDARD SURVEY LOCATING EQUIPMENT.

3970 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B. #6623
PHONE: (321)768-8110 FAX: (321)952-9771 EMAIL: frontdesk@aalsurvey.com

Andrew W Powshok — Digitally signed by Andrew W Powshok, Date: 2025.06.18 13:13:40 -04'00'

ANDREW W. POWSHOK P.L.S. No. 5383

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

LEGEND

BB	–	BEARING BASE
(M)	–	MEASURED
(P)	–	PLAT
(D)	–	DEED
IR	–	IRON ROD
IP	–	IRON PIPE
N&D	–	NAIL AND DISC
N&TT	–	NAIL AND TIN TAB
C.M.	–	CONCRETE MONUMENT
PRM	–	PERMANENT REFERENCE MARKER
LB	–	LICENSED BUSINESS
PLS	–	PROFESSIONAL LAND SURVEYOR
TBM	–	TEMPORARY BENCHMARK
FND.	–	FOUND
D	=	DELTA
R	=	RADIUS
L	–	ARC LEGNTH
CH	–	CHORD LEGNTH
CB	–	CHORD BEARING
PRC	–	POINT OF REVERSE CURVE
P.O.L.	–	POINT ON LINE
R/W	–	RIGHT OF WAY
WPP	–	WOOD POWER POLE
OHW	–	OVERHEAD WIRES
E.P.	–	EDGE OF PAVEMENT
P.U.	–	PUBLIC UTILITY EASEMENT
D.E.	–	DRAINAGE EASEMENT
FPL	–	FLORIDA POWER & LIGHT
FH	–	FIRE HYDRANT
WV	–	WATER VALVE
UB	–	UTILITY BOX
CONC.	–	CONCRETE
WM	–	WATER METER
W	–	WELL
℄	–	CENTERLINE

LANTIC
SOLUTIONS

September 24, 2025

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

RE: Zeth James – 411 Hibiscus Trail, Melbourne Beach, FL 32951
Lantic Job #25.06-073

To Whom it May Concern,

Please accept this submittal as the response to comments dated September 12, 2025. Below are the comments with our responses to their comments directly below each comment.

DEPT (Reviewer Name)

1. **Lot Grading Plan comments**
    a. **Provide spot elevations 10-feet outside the perimeter of the project/property boundary line to ensure proper grading with adjacent properties. Update cross-sections as well.**

    Elevations 10 feet outside the perimeter of the property boundary have been added and cross sections have been updated with an elevation at the lot line. Please see the Drainage Plan for the revision.

    b. **Provide driveway elevations to show flow is being directed to the stormwater area.**
        i. **Flow arrow NE of driveway indicates flow offsite; provide elevations to ensure flow is to stormwater area.**

        Additional elevations and flow arrows were added on the driveway and in the area east of the driveway. All flow arrows show water flow to the retention areas. Please see the Drainage Plan for the revision.

    c. **Add fence and PUE to cross-sections.**

    The fences and PUE were added to the cross sections. Please see the Drainage Plan for the revision.

    d. **Will stormwater area be sodded? Confirm and note in the cross-sections including note.**

    All stormwater areas are to be sodded. Note 2 was added at the top right of the Drainage Plan.

321-413-0027
www.lanticsolutions.com
355 Tortoise View Drive, Suite E
Satellite Beach, FL 32937

e. Provide ground elevation adjacent to building FFE and pool deck in cross-sections.

Ground elevations adjacent to the building FFE and pool deck have been added to the cross sections. Please see the Drainage Plan for the revision.

f. There is a water pump with fence enclosure noted on the plan that falls with the proposed building footprint – please revise.

A note has been added to the plan that the pump is to be abandoned and fence to be removed. Please see the drainage plan for the note.

g. Please provide cross-sections at the stormwater area and road r/w (both east and west of the driveway).

Cross sections D-D and E-E were added. Please see the Drainage Plan for the revision.

h. The survey plot plan does not reflect the perimeter stormwater area – please revise accordingly.

The stormwater area is shown on the Drainage Plan.

We trust that this satisfies the Town's requirements. Should you have any questions, please contact me at (321) 413-0046 or via email at eliatwigg@lanticsolutions.com.

Sincerely,

Elia Twigg, PE
Engineer of Record

Enclosures:

1. Revised Plans

KSM ENGINEERING AND TESTING

September 11, 2025 **KSM JOB # :** 2506498-1d/AH/JM

CLIENT: George Construction

JOB LOCATION: 411 4th Ave
Melbourne Beach, Florida

To Whom it may concern,

Enclosed, please find the density test results performed on the compacted foundation fill for the detached studio at the above referenced project.

Should you have any questions, please feel free to contact our office.

Respectfully,

ERIC A. McARA LICENSE No 69841 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been digitally signed and sealed by Eric A. McAra, P.E. on the date adjacent to the seal.
Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Digitally signed by Eric A McAra
Date: 2025.09.11 11:57:13 -04'00'

Eric A. McAra, P.E.
V.P. of Engineering
PE # 69841 09/11/25
Email: mgeorge@georgeconstructioninc.com

Proudly Serving Florida since 1990

KSM ENGINEERING AND TESTING

SOIL COMPACTION REPORT
ASTM D 1557 and ASTM D 6938

DATE TESTED: September 10, 2025

KSM JOB #: 2506498-1d/AH/JM
NUC # 215
Nuc Model: MC-1DR-P
Nuc Serial # MD80404215

CLIENT: George Construction

JOB LOCATION: 411 4th Ave
Melbourne Beach, Florida

ITEM TESTED: **Compacted Foundation Fill for the Detached Studio**

	TEST LOCATION OF SAMPLE	DEPTH	MOISTURE %	DRY DENSITY (P.C.F.)	MAX. DRY PROCTOR VALUE (P.C.F)	PERCENT COMPACTION
1	N.E.	0" - 12"	9.4	115.1	115.6	99.6%
2	S.E.	0" - 12"	8.5	113.8	115.6	98.4%
3	S.W.	0" - 12"	8.1	112.1	115.6	97.0%
4	N.W.	0" - 12"	9.2	114.6	115.6	99.1%

Soil Description:

Tan Shelled Sand

Proctor Optimum Moisture:
10.3 %
Proctor Max. Dry Density: P.C.F.
115.6
@ Test Locations the Density & Penetrometer readings indicate the Degree of Compaction Meets Minimum Requirement
For a Formed Foundation

Disclaimer: Contractor is responsible to maintain the tested area in the condition that KSM completed the indicated passed compaction test. KSM is not responsible if the tested area has been altered from the approved inspected condition.

Proudly Serving Florida since 1990

38

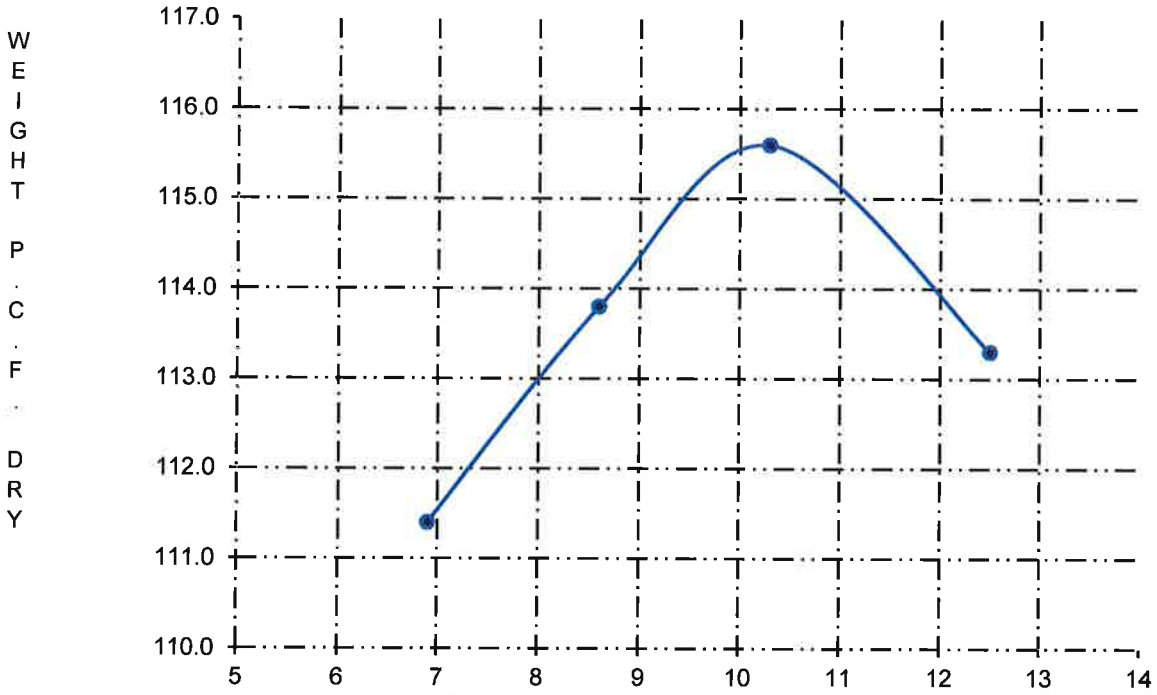
KSM ENGINEERING AND TESTING

SOIL COMPACTION REPORT
ASTM D 1557

DATE TESTED: September 10, 2025 **KSM JOB # :** 2506498-1d/AH/JM

CLIENT: George Construction

JOB LOCATION: 411 4th Ave
Melbourne Beach, Florida



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Proctor Max. Dry Density: P.C.F.
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KSM ENGINEERING AND TESTING

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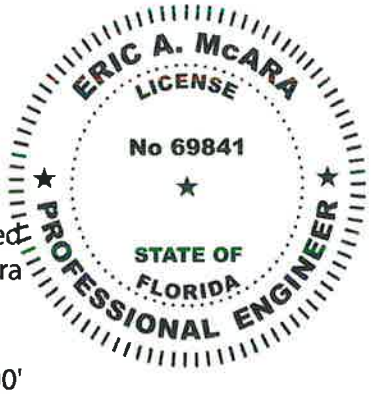

This item has been digitally signed and sealed by Eric A. McAra, P.E. on the date adjacent to the seal.
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Digitally signed by Eric A McAra
Date: 2025.09.11 11:57:13 -04'00'

Eric A. McAra, P.E.
V.P. of Engineering
PE # 69841 09/11/25
Email: mgeorge@georgeconstructioninc.com

Proudly Serving Florida since 1990

KSM ENGINEERING AND TESTING

SOIL COMPACTION REPORT
ASTM D 1557

DATE TESTED: September 10, 2025 **KSM JOB # :** 2506498-1d/AH/JM

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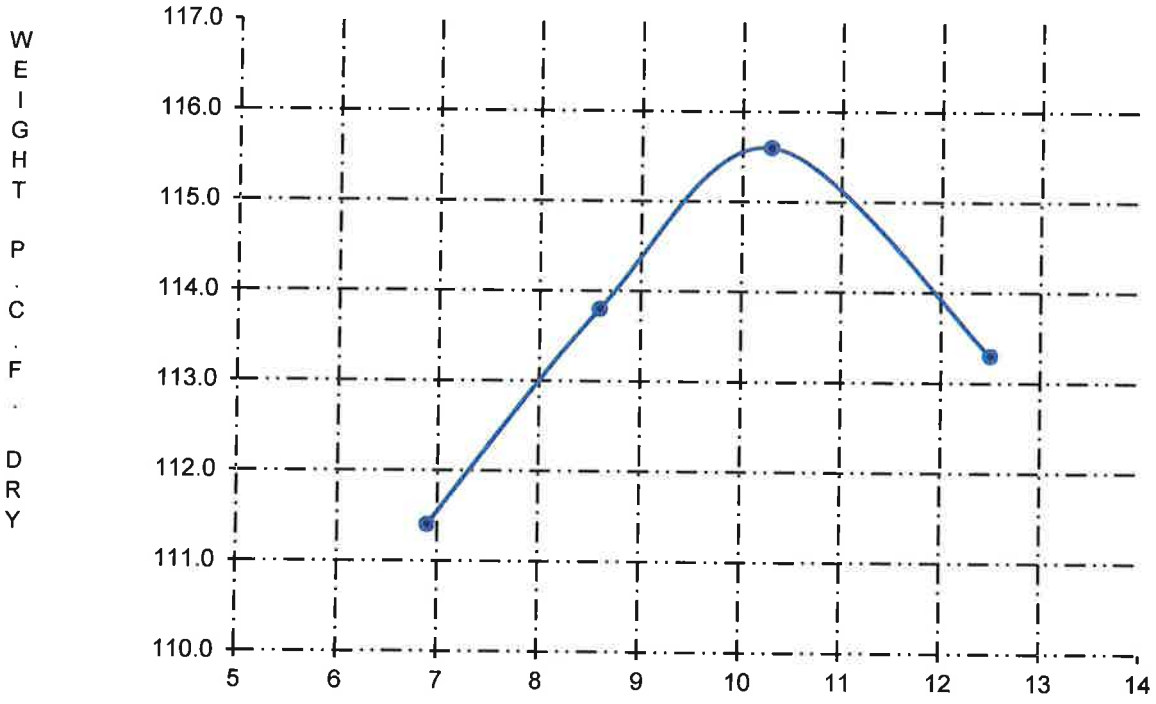

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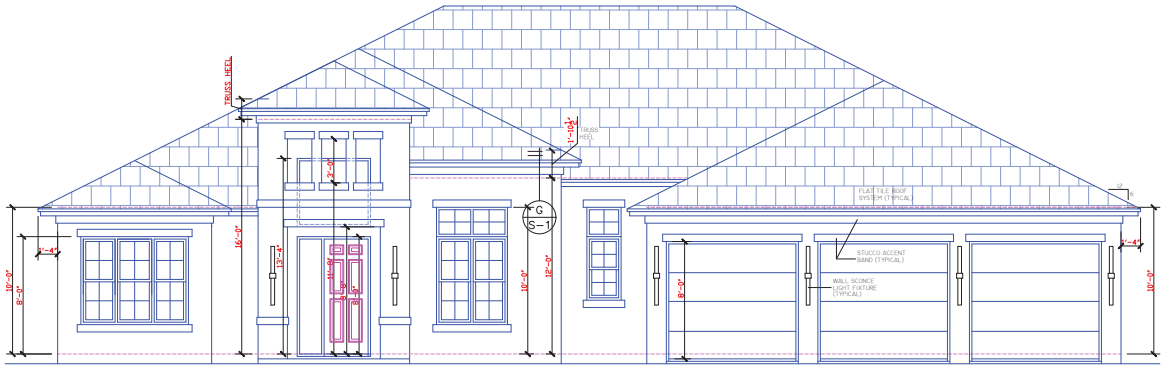
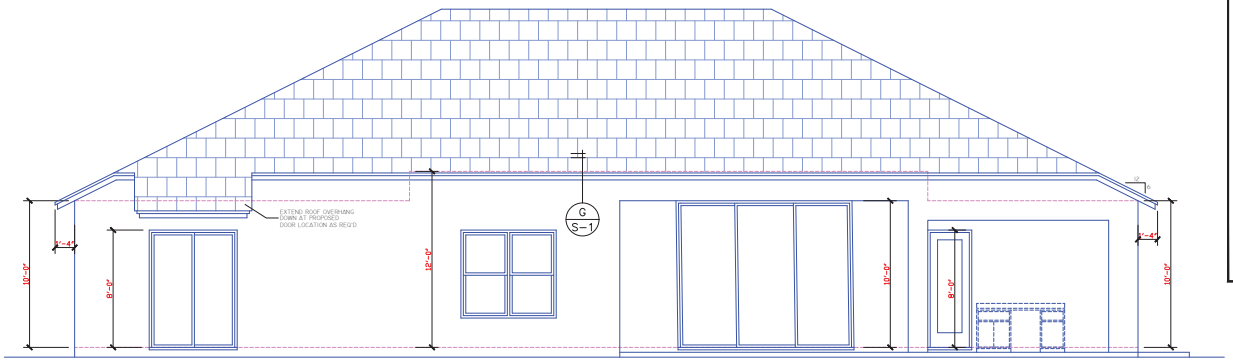
115.6



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



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

THE MAIN WIND RESISTANCE FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE 2023 FLORIDA RESIDENTIAL BUILDING CODE 8TH EDITION AND LATEST ADOPTED SUPPLEMENTS TO WITHSTAND THE WIND LOADS ASSOCIATED WITH A MINIMUM WIND SPEED OF 160 MILES PER HOUR, EXPOSURE "D" STRUCTURE.

THE COMPONENTS AND CLADDING HAVE BEEN SELECTED AND THEIR USE INCORPORATED INTO THE DESIGN AND SPECIFICATIONS IN ACCORDANCE WITH THE 2023 FLORIDA RESIDENTIAL BUILDING CODE 8TH EDITION AND LATEST ADOPTED SUPPLEMENTS TO WITHSTAND THE WIND LOADS ASSOCIATED WITH A MINIMUM WIND SPEED OF 160 MILES PER HOUR, EXPOSURE " D" STRUCTURE

1. ULTIMATE WIND SPEED = 160 MILES PER HOUR/NOMINAL WIND SPEED = 124 MILES PER HOUR
2. WIND IMPORTANCE FACTOR = 1 / BUILDING CATEGORY = 2 / ENCLOSED (FULLY)
3. WIND EXPOSURE = EXPOSURE " D"
4. INTERNAL PRESSURE COEFFICIENT: + 0.18 / - 0.18
5. COMPONENTS & CLADDING: + 40.8 PSF / - 54.7 PSF

ALL DOOR AND WINDOW UNITS SHALL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS (WHERE APPLICABLE)

THIS STRUCTURE HAS BEEN DESIGNED AS A FULLY ENCLOSED STRUCTURE. THIS STRUCTURE IS LOCATED IN A WIND-BORNE DEBRIS ZONE PER FLORIDA BUILDING CODE. GLAZING PROTECTION (IMPACT GLASS AND/OR HURRICANE SHUTTERS) IS REQUIRED TO BE INSTALLED.

FLASHING NOTES
APPROVED METAL FLASHING, VINYL FLASHING, SELF-ADHERED MEMBRANES AND MECHANICALLY ATTACHED FLEXIBLE FLASHING SHALL BE APPLIED SHINGLE-FASHION OR IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. METAL FLASHING SHALL BE CORROSION RESISTANT. FLUID-APPLIED MEMBRANES USED AS FLASHING SHALL BE APPLIED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS. ALL FLASHING SHALL BE APPLIED IN A MANNER TO PREVENT THE ENTRY OF WATER INTO THE WALL CAVITY OR PENETRATION OF WATER TO THE BUILDING STRUCTURAL FRAMING COMPONENTS. SELF-ADHERED MEMBRANES USED AS FLASHING SHALL COMPLY WITH AAMA 711. ALL EXTERIOR FENESTRATION PRODUCTS SHALL BE SEALED AT THE JUNCTURE WITH THE BUILDING WALL WITH A SEALANT COMPLYING WITH AAMA 800 OR ASTM C920 CLASS 25 GRADE NS OR GREATER FOR PROPER JOINT EXPANSION AND CONTRACTION. ASTM C1281, AAMA 812, OR OTHER APPROVED STANDARD AS APPROPRIATE FOR THE TYPE OF SEALANT. FLUID-APPLIED MEMBRANES USED AS FLASHING IN EXTERIOR WALLS SHALL COMPLY WITH AAMA 714. THE FLASHING SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH. APPROVED FLASHINGS SHALL BE INSTALLED AT THE FOLLOWING LOCATIONS:

1. EXTERIOR WINDOW AND DOOR OPENINGS. FLASHING AT EXTERIOR WINDOW AND DOOR OPENINGS SHALL EXTEND TO THE SURFACE OF THE EXTERIOR WALL FINISH OR TO THE WATER-RESISTIVE BARRIER COMPLYING WITH SECTION 703.2 FOR SUBSEQUENT DRAINAGE. MECHANICALLY ATTACHED FLEXIBLE FLASHINGS SHALL COMPLY WITH AAMA 712. FLASHING AT EXTERIOR WINDOW AND DOOR OPENINGS SHALL BE INSTALLED IN ACCORDANCE WITH ONE OR MORE OF THE FOLLOWING:
   1.1. THE FENESTRATION MANUFACTURER'S INSTALLATION AND FLASHING INSTRUCTIONS, OR FOR APPLICATIONS NOT ADDRESSED IN THE FENESTRATION MANUFACTURER'S INSTRUCTIONS, IN ACCORDANCE WITH THE FLASHING MANUFACTURER'S INSTRUCTIONS. WHERE FLASHING INSTRUCTIONS OR DETAILS ARE NOT PROVIDED, PAN FLASHING SHALL BE INSTALLED AT THE SILL OF EXTERIOR WINDOW AND DOOR OPENINGS. PAN FLASHING SHALL BE SEALED OR SLOPED IN SUCH A MANNER AS TO DIRECT WATER TO THE SURFACE OF THE EXTERIOR WALL FINISH OR TO THE WATER-RESISTIVE BARRIER FOR SUBSEQUENT DRAINAGE. OPENINGS USING PAN FLASHING SHALL INCORPORATE FLASHING OR PROTECTION AT THE HEAD AND SIDES.
   1.2. IN ACCORDANCE WITH THE FLASHING DESIGN OR METHOD OF A REGISTERED DESIGN PROFESSIONAL.
   1.3. IN ACCORDANCE WITH OTHER APPROVED METHODS.
   1.4 IN ACCORDANCE WITH FMA/AAMA 100, FMA/AAMA 200, FMA/WDMA 250, FMA/AAMA/WDMA 300 OR FMA/AAMA/WDMA 400.
2. AT THE INTERSECTION OF CHIMNEYS OR OTHER MASONRY CONSTRUCTION WITH FRAME OR STUCCO WALLS, WITH PROJECTING LIPS ON BOTH SIDES UNDER STUCCO COPINGS.
3. UNDER AND AT THE ENDS OF MASONRY, WOOD OR METAL COPINGS AND SILLS.
4. CONTINUOUSLY ABOVE ALL PROJECTING WOOD TRIM.
5. WHERE EXTERIOR PORCHES, DECKS OR STAIRS ATTACH TO A WALL OR FLOOR ASSEMBLY OF WOOD-FRAME CONSTRUCTION.
6. AT WALL AND ROOF INTERSECTIONS.
7. AT BUILT-IN GUTTERS.

REVISIONS
07/10/25 ISSUE
09/11/25 CLIENT REVS
***
***
***

215 PALM BAY ROAD STE. 6
PALM BAY, FL. 32905
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FAX: (321) 914-4206
EMAIL:
BCARTER350@
@GMAIL.COM

EDC
ENGINEERING AND DESIGN CONCEPTS, INC.

SFR FOR:
411 HIBISCUS TRAIL
MELBOURNE BEACH, FLORIDA

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

A1
SHEET 1 OF *
DRAWN BY:
RDC

Digitally signed by Edward F Shinskie
Date: 2025.09.11 15:21:23 -04'00'

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY EDWARD F. SHINSKIE, PE LIC NO 47515 ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE.

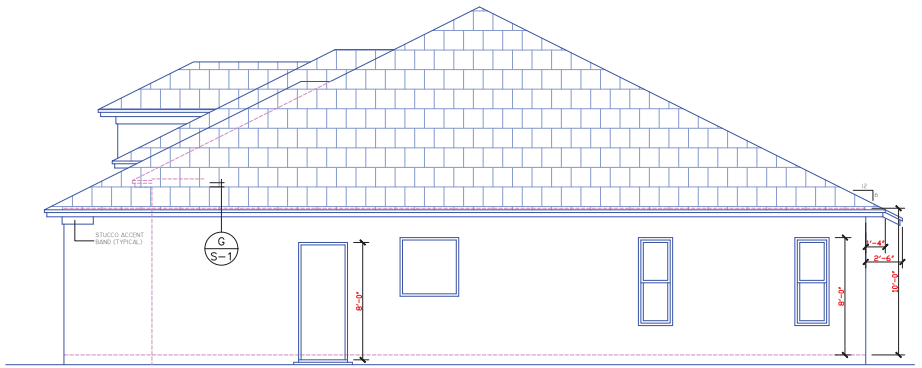
PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPY.

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

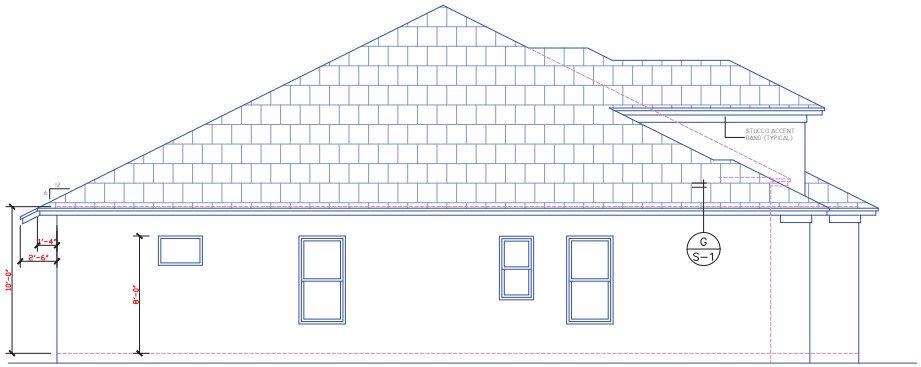
GENERAL NOTES
1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTION THE CONTRACTOR/OWNER BUILDER IS KNOWLEDGEABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR/OWNER-BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS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

DO NOT SCALE DRAWINGS

TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF, THE FOLLOWING PLANS COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE 2023 FLORIDA RESIDENTIAL BUILDING CODE 8TH EDITION AND LATEST ADOPTED SUPPLEMENTS



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



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

WINDLOAD SOLUTIONS

ASCE 7-22

General Information

Design Wind Speed	Nominal	
Wind Speed, V (mph)	160	Click Here to find the right wind speed
Exposure Category	D	(ASCE 7-22, Sect. 26.7)
Enclosure Classification	Enclosed	(ASCE 7-22, Section 26.12 & Figure 26.13-1)

Building Information

Height above ground, z (ft.)		Elevation of raised structure (i.e. house floor on piles)
Building Width, B (ft)	72.50	-
Building Length, L (ft)	54.67	-

Frequency Information

Damping Ratio, β	0.0700	(Suggested Range = 0.010-0.070)
Period Coef., C_t	0.0200	(Suggested Range = 0.020-0.035), ($T = C_t*(h)^{3/4}$, and $f = 1/T$)

Roof Information

Roof Type	Hip w/Overhang	
Ridge Height, h_r (ft)	23.67	($h_r \geq h_e$), Roof Peak Height
Eave Height, h_e (ft.)	10.00	($h_e \leq h_r$), Roof Edge @ Wall
Overhang, h_o (ft.)	1.33	
Parapet Along Roof Perimeter (ft.)	0.00	
Roof Slope (x:12)	6.00	
Mean Roof Height (h) - (ft.)	17.50	($h=(h_r+h_e)/2$, for roof angle >10 deg.)

Topographic Information

Hill Shape	Flat - No Hill	Click to view Topographic Diagram
H_c (ft.)		
L_h (ft.)		
x, (ft.)		
z, (ft.)		

Project Information

Client	
Address	
Company	
Job Number	
Preparer	

Determinations

Internal Pressure	0.18
Roof Angle, θ (degrees)	26.57
Edge Strip, a (ft.)	5.47
Directionality Factor, K_d	0.85
Topo. Factor, K_{zt}	1.00
Gust Factor, G	0.85
Building Type	Rigid

Components & Cladding (C&C)

		WALL OPENINGS - user entry					WIND LOAD PRESSURES		NOA INFORMATION		VENDOR INFORMATION	
							Nominal Wind Load Pressures					
INFO.	DESCRIPTION	ZONE	OPENING ELEVATION (ft.)	WIDTH (in.)	LENGTH (in.)	EFFECTIVE WIND AREA (sq.ft.)	MAXIMUM POSITIVE PRESSURE (psf)	MAXIMUM NEGATIVE PRESSURE (psf)	NOA Approval Number	Max Pressure Per NOA	Manufacturer	Model Number
WALL OPENING INFORMATION	1 4/8 x 8/0 ext dr	4	5	56.0	96.0	37.3	**37.3**	**-40.8**				
	2 4/8 x 4/8 transom	4	5	56.0	56.0	21.8	**38.8**	**-42.2**				
	3 (3) 1/2 36 windows	5	5	92.0	72.0	46.0	**36.8**	**-46.6**				
	4 26 window	4	5	38.0	72.0	19.0	**39.1**	**-42.6**				
	5 1/2 34 window	4	5	28.0	52.0	10.1	**40.8**	**-44.3**				
	6 26 window	4	5	38.0	72.0	19.0	**39.1**	**-42.6**				
	7 3/0 x 2/0 transom	4	5	36.0	24.0	6.0	**40.8**	**-44.3**				
	8 2/8 x 8/0 ext dr	5	5	32.0	96.0	21.3	**38.8**	**-50.6**				
	9 12/0 x 10/0 sldg gls dr	4	5	144.0	120.0	120.0	**34.2**	**-37.7**				
	11 (2) 26 wridows	5	5	78.0	72.0	39.0	**37.2**	**-47.4**				
	12 (2) 26 windows	5	5	78.0	72.0	39.0	**37.2**	**-47.4**				
	13 6/0 x 8/0 sldg gls dr	5	5	72.0	96.0	48.0	**36.7**	**-46.3**				
	14 1/2 35 window	5	5	28.0	65.0	12.6	**40.2**	**-53.4**				
	15 1/2 35 window	4	5	38.0	65.0	17.2	**39.4**	**-42.8**				
	16 4/0 x 4/0 transom	4	5	48.0	48.0	16.0	**39.6**	**-43.0**				
	17 3/0 x 8/0 ext dr	4	5	36.0	96.0	24.0	**38.5**	**-42.0**				
	18 9/0 x 8/0 oh door	5	5	108.0	96.0	72.0	**35.6**	**-44.2**				
	19 9/0 x 8/0 oh door	4	5	108.0	96.0	72.0	**35.6**	**-39.0**				
	20 9/0 x 8/0 oh door	5	5	108.0	96.0	72.0	**35.6**	**-44.2**				
	21 1/2 34 window	4	5	28.0	52.0	10.1	**40.8**	**-44.3**				
	22 28 x 24 transom	4	5	28.0	24.0	4.7	**40.8**	**-44.3**				
	23 (2) 1/2 36 windows	5	5	58.0	72.0	29.0	**38.0**	**-49.0**				
	24 58 x 24 transom	5	5	58.0	24.0	9.7	**40.8**	**-54.7**				
WALL OPENING INFORMATION												

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY EDWARD F. SHINSKIE, PE LIC NO 47515 ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE.

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

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DO NOT SCALE DRAWINGS

REVISIONS
***
***
***

2181 PALM BAY ROAD STE. 6
PALM BAY, FL. 32905
TEL: (321) 724-5740
FAX: (321) 914-4286
EMAIL: BCARTER350@GMAIL.COM

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SFR FOR:
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MELBOURNE BEACH, FLORIDA

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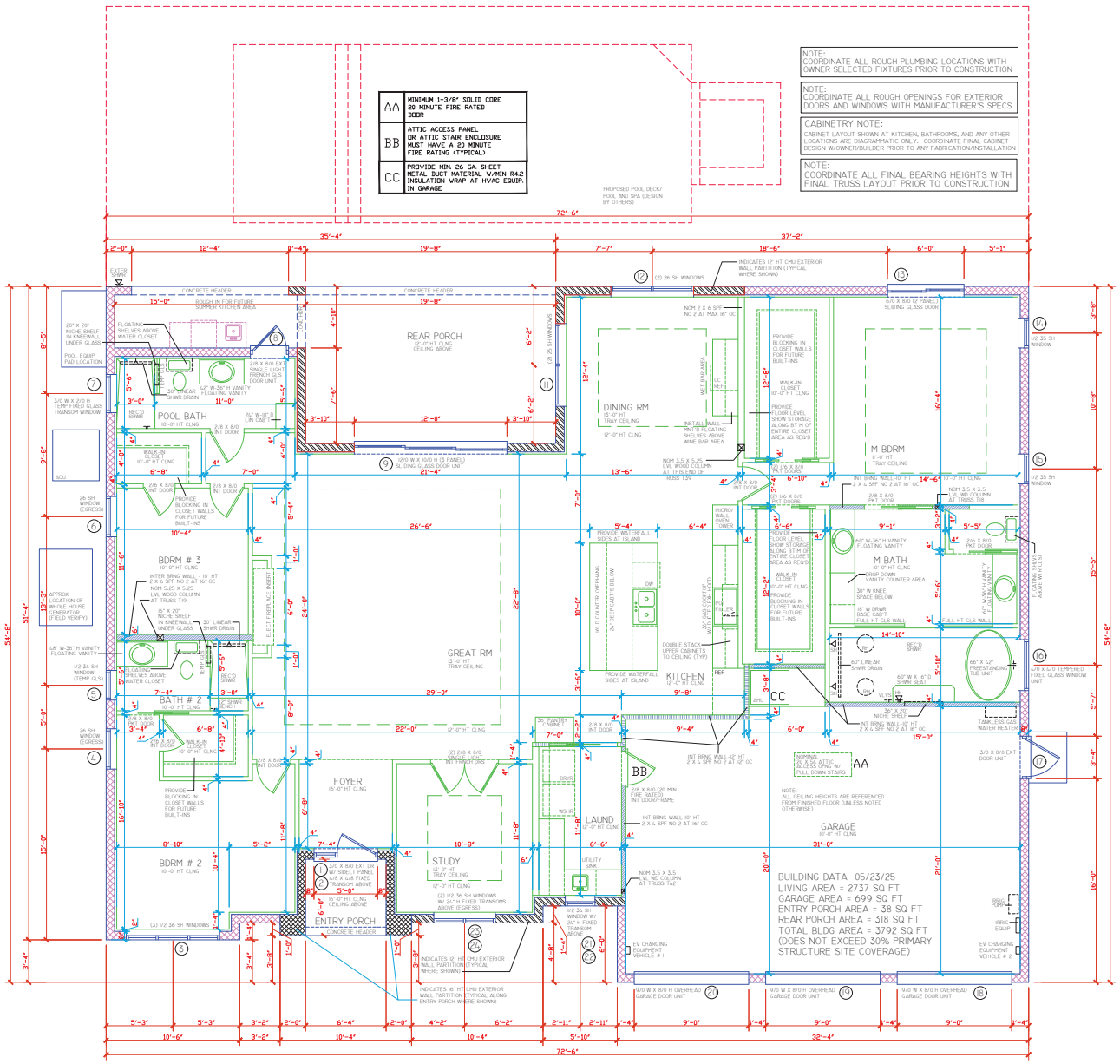
MIMS, FLORIDA 32754
FLORIDA PE# 47515
PH: 321-863-3223

A2

SHEET 2 OF *

-DRAWN BY-
RDC



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

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

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4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.
DO NOT SCALE DRAWINGS

REVISIONS
***
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***

216 PALM BAY ROAD STE. 6
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FAX (321) 914-4206
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BCARTER3509
@GMAIL.COM

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MELBOURNE BEACH, FLORIDA

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4707 WILD TURKEY ROAD
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FLORIDA PE# 47515
PH. 321-863-3223

A3
SHEET 3 OF *
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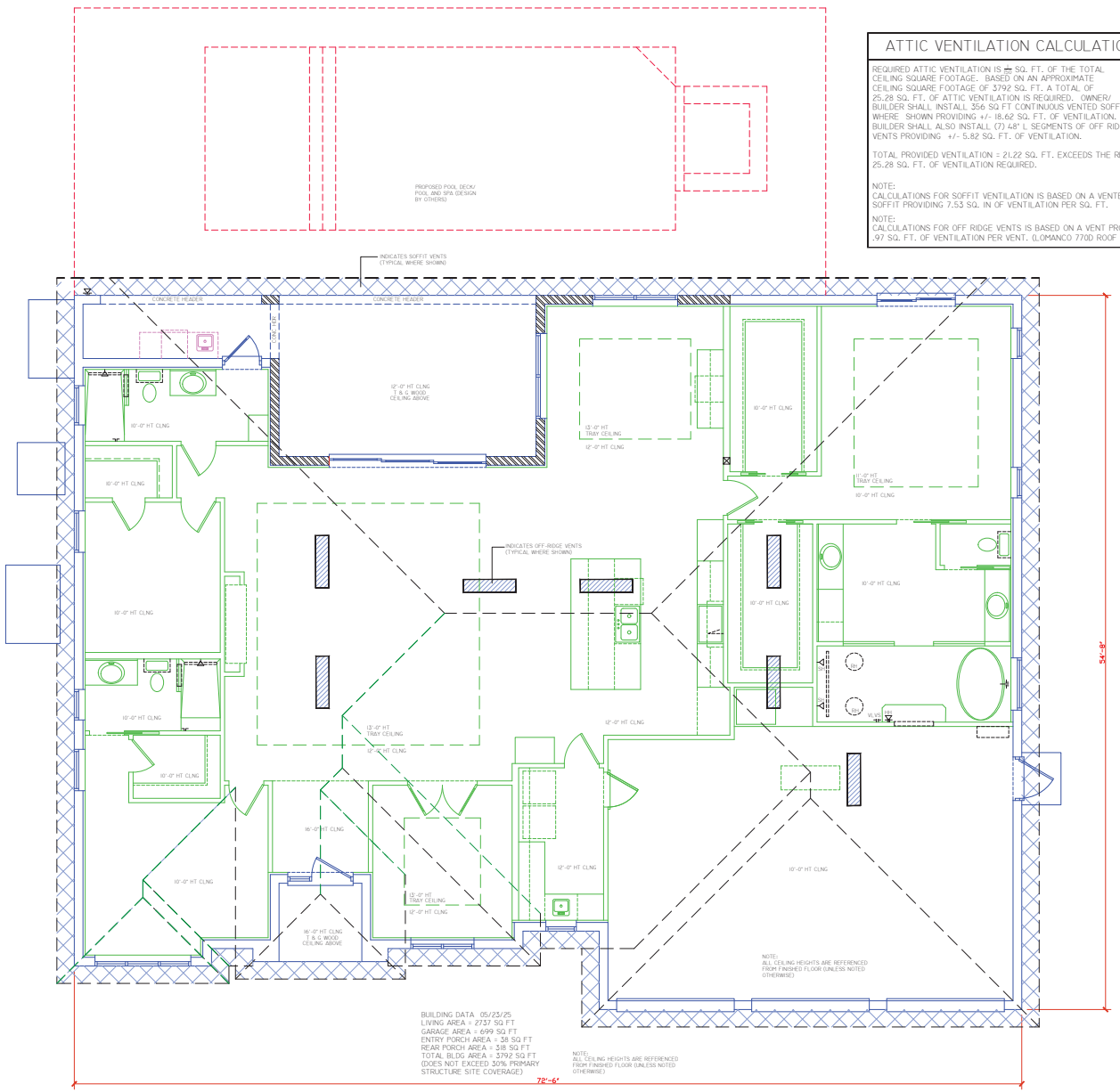

BUILDING DATA 05/23/25
LIVING AREA = 2737 SQ FT
GARAGE AREA = 699 SQ FT
ENTRY PORCH AREA = 38 SQ FT
REAR PORCH AREA = 318 SQ FT
TOTAL BLDG AREA = 3792 SQ FT
(DOES NOT EXCEED 30% PRIMARY
STRUCTURE SITE COVERAGE)

RESIDENCE-ROOF PLAN
SCALE: 1/4" = 1'-0"

ATTIC VENTILATION CALCULATION

REQUIRED ATTIC VENTILATION IS $\frac{1}{300}$ SQ. FT. OF THE TOTAL CEILING SQUARE FOOTAGE. BASED ON AN APPROXIMATE CEILING SQUARE FOOTAGE OF 3792 SQ. FT. A TOTAL OF 25.28 SQ. FT. OF ATTIC VENTILATION IS REQUIRED. OWNER/ BUILDER SHALL INSTALL 356 SQ FT CONTINUOUS VENTED SOFFIT WHERE SHOWN PROVIDING +/- 18.62 SQ. FT. OF VENTILATION. OWNER/ BUILDER SHALL ALSO INSTALL (7) 48" L SEGMENTS OF OFF RIDGE VENTS PROVIDING +/- 5.82 SQ. FT. OF VENTILATION.

TOTAL PROVIDED VENTILATION = 21.22 SQ. FT. EXCEEDS THE REQUIRED 25.28 SQ. FT. OF VENTILATION REQUIRED.

NOTE:
CALCULATIONS FOR SOFFIT VENTILATION IS BASED ON A VENTED SOFFIT PROVIDING 7.53 SQ. IN OF VENTILATION PER SQ. FT.

NOTE:
CALCULATIONS FOR OFF RIDGE VENTS IS BASED ON A VENT PROVIDING .97 SQ. FT. OF VENTILATION PER VENT. (LOMANCO 770D ROOF VENT)

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

GENERAL NOTES
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2. THE CONTRACTOR/OWNER-BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNERS PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE TRUSS MANUFACTURER AS TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.

DO NOT SCALE DRAWINGS

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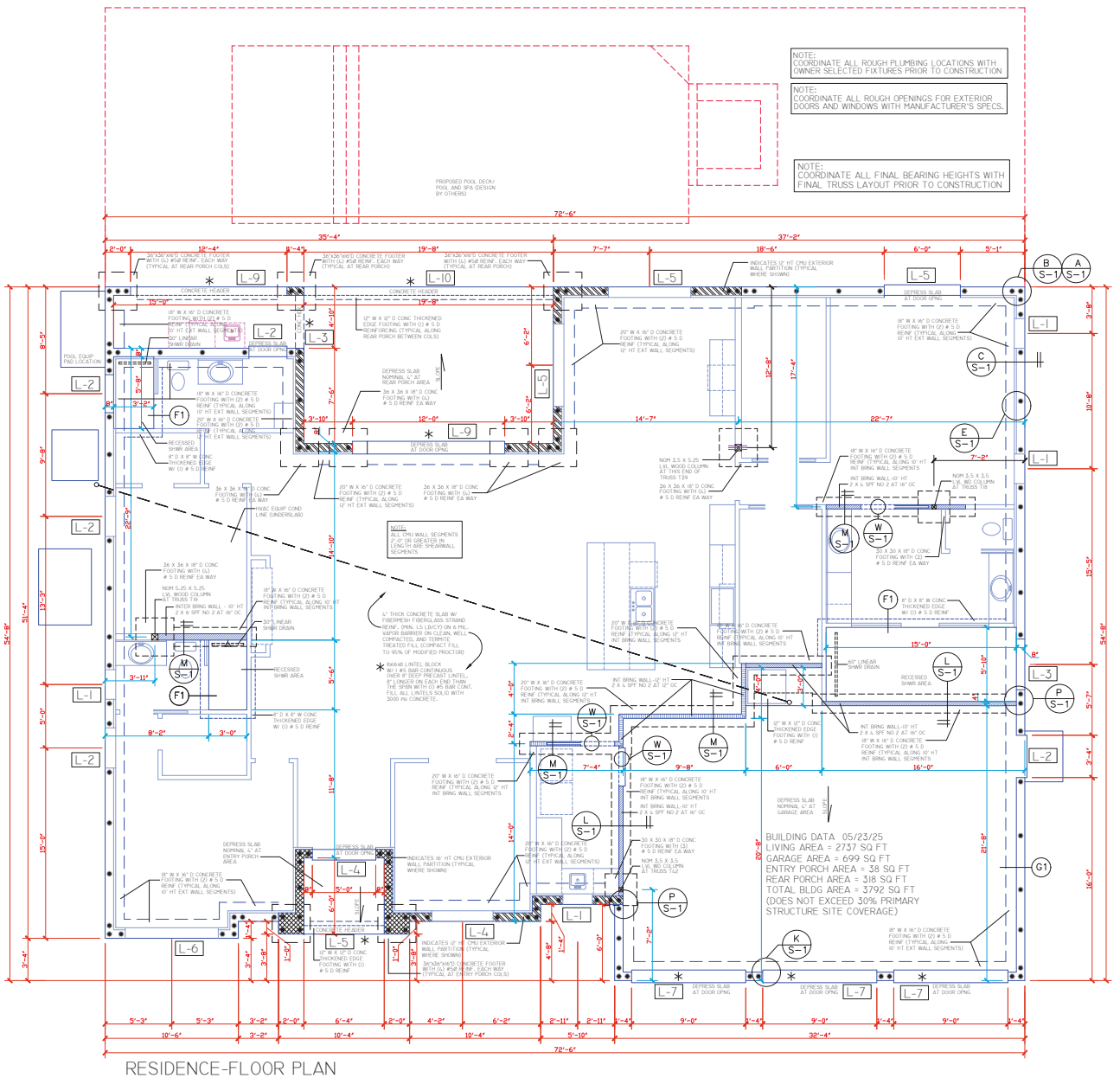

RESIDENCE-FLOOR PLAN
SCALE: 1/4" = 1'-0"

SAFE GRAVITY LOADS FOR 8" PRECAST & PRESTRESSED U-LINTELS

TYPE / LENGTH	SAFE LOAD - POUNDS PER LINEAR FOOT
L-1 2'-10" (34") PRECAST	2231
L-1 4'-0" (48") PRECAST	2231
4'-0" (48") PRECAST (INTERIOR LINTEL)	1966
4'-6" (54") PRECAST	1599
L-3 5'-4" (64") PRECAST	1217
L-4 5'-10" (70") PRECAST	1062
6'-6" (78") PRECAST	908
L-5 7'-6" (90") PRECAST	743
L-6 9'-4" (112") PRECAST	554
L-7 10'-4" (124") PRECAST	475
L-8 11'-4" (136") PRECAST	382
12'-0" (144") PRECAST	337
L-9 13'-4" (160") PRECAST	296
14'-0" (168") PRECAST	279
14'-8" (176") PRESTRESSED	N.R.
15'-4" (184") PRESTRESSED	N.R.
17'-4" (208") PRESTRESSED	N.R.
18'-4" (232") PRESTRESSED	N.R.
L-10 21'-4" (256") PRESTRESSED	N.R.
22'-0" (264") PRESTRESSED	N.R.
24'-0" (288") PRESTRESSED	N.R.

SAFE UPLIFT LOADS FOR 8" PRECAST & PRESTRESSED U-LINTELS

TYPE / LENGTH	SAFE LOAD - POUNDS PER LINEAR FOOT
L-1 2'-10" (34") PRECAST	1872
L-1 4'-0" (42") PRECAST	1969
4'-0" (48") PRECAST (INTERIOR LINTEL)	1454
L-2 4'-6" (54") PRECAST	1307
L-3 5'-4" (64") PRECAST	1116
L-4 5'-10" (70") PRECAST	959
6'-6" (78") PRECAST	839
L-5 7'-6" (90") PRECAST	727
L-6 9'-4" (112") PRECAST	591
L-7 10'-4" (124") PRECAST	530
L-8 11'-4" (136") PRECAST	455
12'-0" (144") PRECAST	459
L-9 13'-4" (160") PRECAST	408
14'-0" (168") PRECAST	393
14'-8" (176") PRESTRESSED	393
15'-4" (184") PRESTRESSED	335
17'-4" (208") PRESTRESSED	287
18'-4" (232") PRESTRESSED	182
L-10 21'-4" (256") PRESTRESSED	182
22'-0" (264") PRESTRESSED	127
24'-0" (288") PRESTRESSED	124

(#) THE NUMBERS IN PARENTHESES ARE PERCENT REDUCTIONS FOR GRHO FIELD ADDED REBAR.

SPECIFICATIONS

ENGINEERING

GENERAL NOTES

LINTEL SECTIONS N.T.S.

WINDOW AND DOOR BUCK INSTALLATION (MASONRY)

MASONRY	TAP-CONS	PAF'S	PIN'S
ROUGH OPNG.	BUCK TO HEAD AND JAMB		
UP TO 8'-0"	3/16" @ 16" O.C.	.145 @ 8" O.C.	.120 @ 6" O.C.
8'-1" TO 10'-0"	3/16" @ 12" O.C.	.145 @ 6" O.C.	.120 @ 4" O.C.
10'-1" TO 12'-0"	3/16" @ 9" O.C.	.145 @ 4" O.C.	.120 @ 4" O.C.
12'-1" AND BEYOND	BY DESIGN	BY DESIGN	BY DESIGN

LEGEND:
PAF = POWDER ACTUATED FASTENERS
PIN = PNEUMATICALLY DRIVEN FASTENERS

NOTES:
- MAINTAIN 3" EDGE CLEARANCE FOR PAF'S
- EMBED PAF'S 1.25" MIN. INTO CMU OR CONC.
- EMBED TAP-CONS 1.25" MIN. INTO CMU OR CONC.

NOTE:
FOAM SEAL AT ALL BUCKS, WINDOWS AND DOORS

NOTE: IF DOOR/WINDOW BUCK IS LESS THAN 1-1/2" DOOR/WINDOW MUST BE ANCHORED THROUGH JAMB INTO THE STRUCTURAL SUBSTRATE

NOTE: WINDOWS AND DOORS SHALL BE ANCHORED PER MANUFACTURERS SPECIFICATIONS

CMU HEAD OR JAMB
TAP-CON OR PAF
1" X P.T. BUCK STRIP
WOOD SCREWS

SITE PREPARATION NOTES:

THE PROPOSED BUILDING AREA, PLUS A MINIMUM MARGIN OF FIVE FEET BEYOND THE PROPOSED BUILDING LIMITS SHALL BE STRIPPED AND GRUBBED OF SURFACE DEBRIS, INCLUDING VEGETATION, ROOTS AND ORGANIC MATTER AND ANY REMNANTS OF PREVIOUS CONSTRUCTION SUCH AS OLD FOOTINGS AND SLABS.

THE BUILDING AND PAVEMENT AREAS SHALL BE FILLED TO THE DESIRED GRADES. THE HORIZONTAL PORTION OF THE BUILDING PAD SHALL EXTEND A MINIMUM FIVE FEET BEYOND THE BUILDING AND PAVEMENT AREAS. CLEAN IMPORTED FILL MATERIAL SHALL BE PLACED IN MAXIMUM LOOSE LAYERS OF 12 INCH LIFTS IN THICKNESS. EACH LIFT SHALL BE COMPACTED TO 95% OF A MODIFIED PROCTOR.

FIELD DENSITY TESTS AND ON-SITE INSPECTION ARE REQUIRED TO BE PERFORMED, BY A STATE OF FLORIDA LICENSED GEOTECHNICAL ENGINEER, AT APPROPRIATE TIMES DURING THE EARTH WORK OPERATIONS IN ORDER TO VERIFY THAT THE SITE PREPARATIONS HAVE BEEN PROPERLY CONSTRUCTED. A MINIMUM SOIL BEARING CAPACITY OF 2000 POUNDS PER SQUARE FOOT IS REQUIRED.

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EXPOSURE	D
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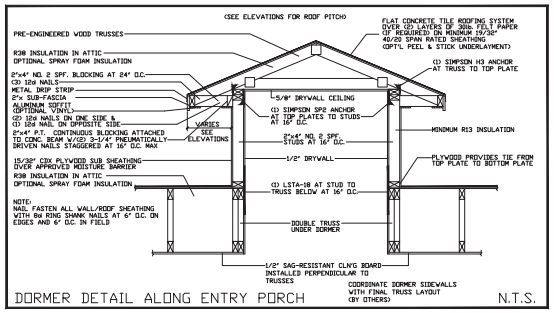
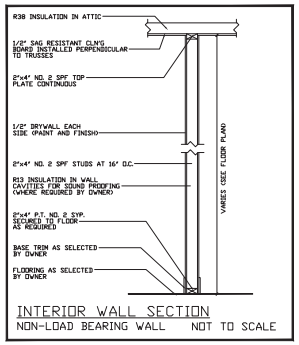
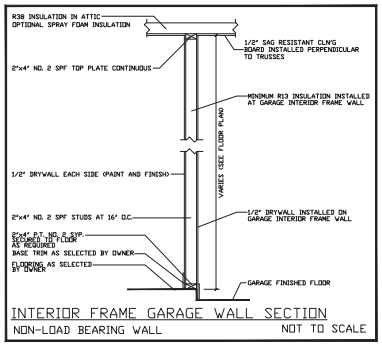


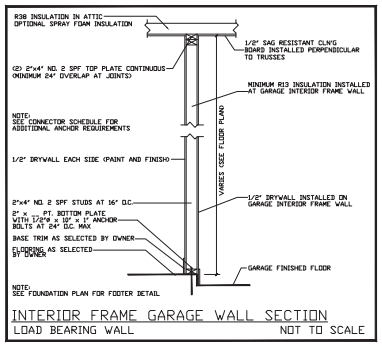
DORMER DETAIL ALONG ENTRY PORCH N.T.S.



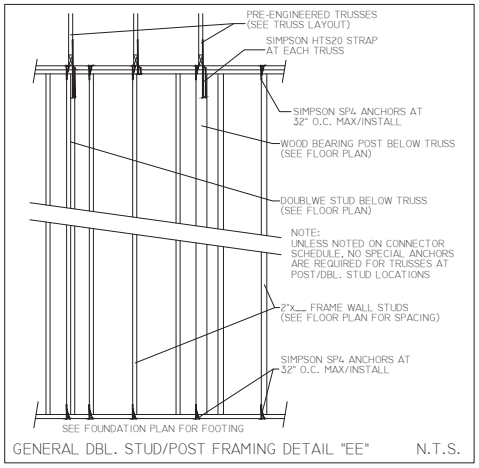
INTERIOR WALL SECTION
NON-LOAD BEARING WALL NOT TO SCALE



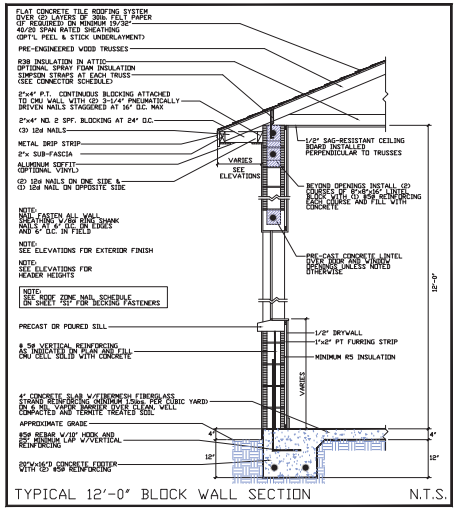
INTERIOR FRAME GARAGE WALL SECTION
NON-LOAD BEARING WALL NOT TO SCALE



INTERIOR FRAME GARAGE WALL SECTION
LOAD BEARING WALL NOT TO SCALE



GENERAL DBL. STUD/POST FRAMING DETAIL "EE" N.T.S.



TYPICAL 12'-0" BLOCK WALL SECTION N.T.S.

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EXPOSURE	D
BUILDING CATEGORY	TWO (2)

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REVISIONS
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A6
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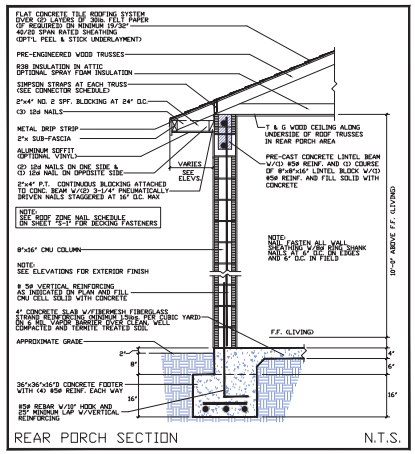
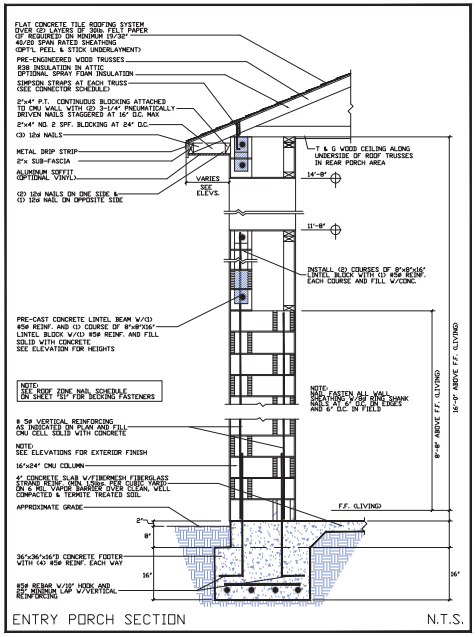
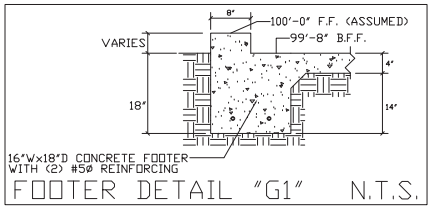


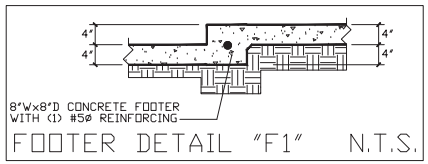
REAR PORCH SECTION N.T.S.



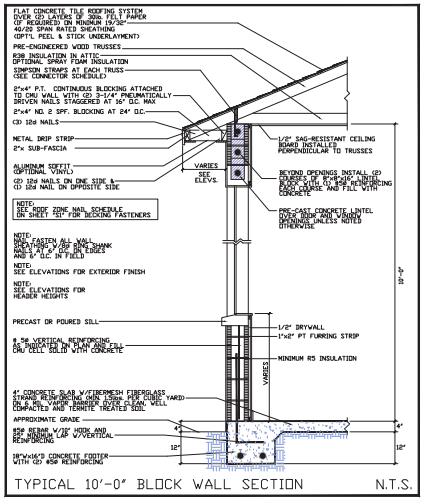
ENTRY PORCH SECTION N.T.S.



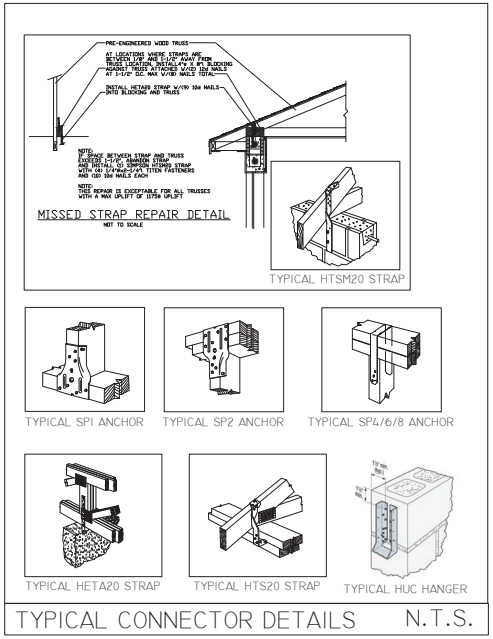
FOOTER DETAIL "G1" N.T.S.



FOOTER DETAIL "F1" N.T.S.



TYPICAL 10'-0" BLOCK WALL SECTION N.T.S.



TYPICAL CONNECTOR DETAILS N.T.S.

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EXPOSURE	D
BUILDING CATEGORY	TWO (2)

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A7

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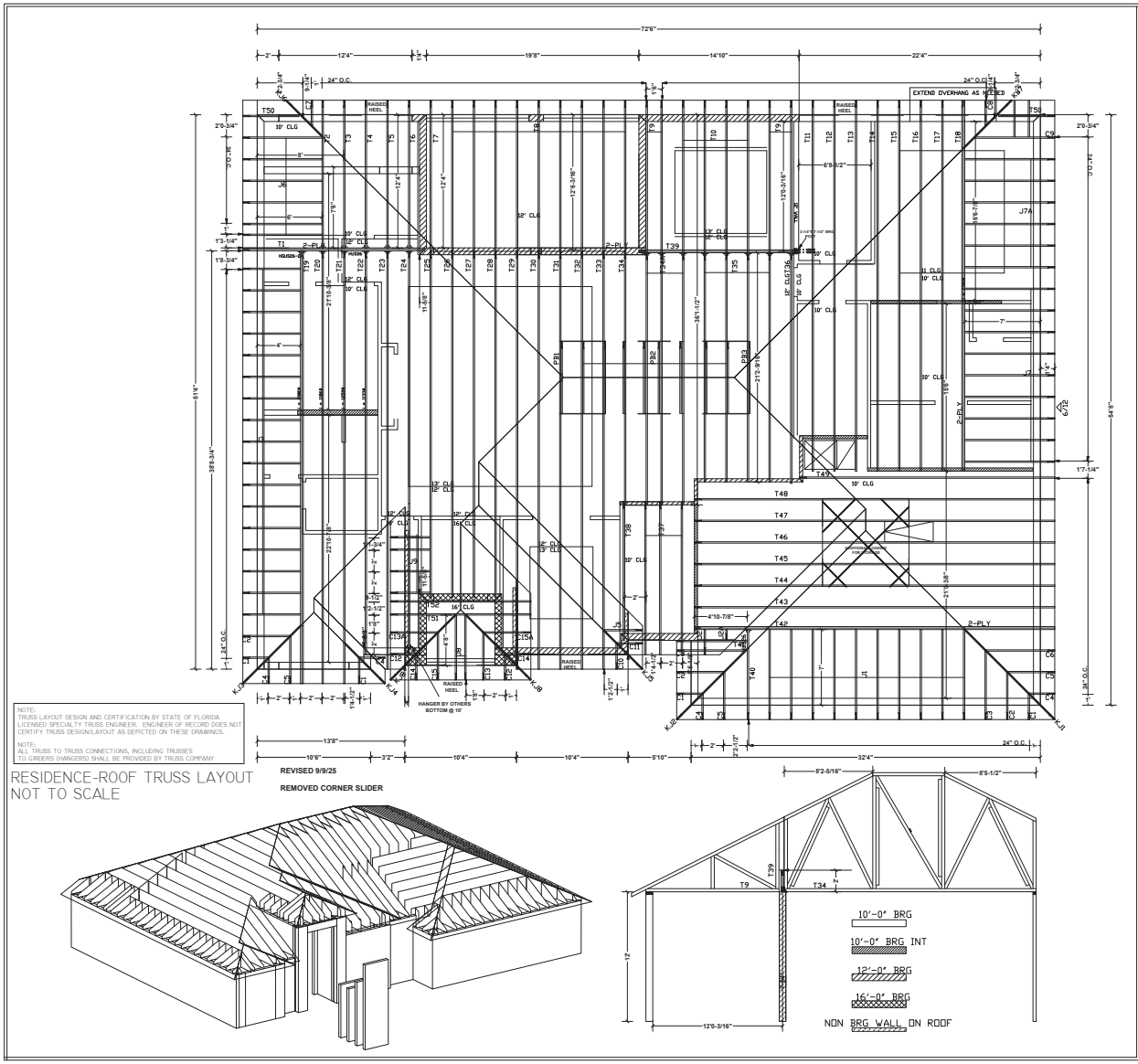

NOTE:
TRUSS LAYOUT DESIGN AND CERTIFICATION BY STATE OF FLORIDA LICENSED SPECIALTY TRUSS ENGINEER. ENGINEER OF RECORD DOES NOT CERTIFY TRUSS DESIGN/LAYOUT AS DEPICTED ON THESE DRAWINGS.

NOTE:
ALL TRUSS TO TRUSS CONNECTIONS, INCLUDING TRUSSES TO GIRDERS (HANGERS) SHALL BE PROVIDED BY TRUSS COMPANY

RESIDENCE-ROOF TRUSS LAYOUT
NOT TO SCALE

REVISED 9/9/25
REMOVED CORNER SLIDER

C:\Alpine\Ais\USR01\LOGO.bmp

P.O. BOX 455
1500 U.S. HWY. 17 N.
BARTOW, FL 33831

BARTOW
(863) 533-0821
FAX: (863) 533-9517

MELBOURNE
(321) 259-7507
FAX: (321) 242-8017

SARASOTA
(941) 371-6239
FAX: (941) 377-7788

TOLL FREE: 1-800-233-0821

DESIGN CRITERIA
FBC2023 RESIDENTIAL

WIND CODE	: ASCE 7-22
WIND SPEED	: 160 MPH
EXPOSURE	: " D "
RISK CATEGORY	: II
ENCLOSURE	: ENCLOSED
INT. PRES. COEF.	: +/- 0.18

ROOF DATA

T.C. PITCH	: 6 / 12
T.C. SIZE	: 2x4
OVERHANG	: 1"

FLOOR DATA

TYPE	
O.A.H.	
O.C.	

LOADING (POUNDS / SQ. FT.)

CHORD	LIVE	DEAD	TOTAL
TOP	20	15	35
BOT'M	0***	10	10
TOTAL	20	25	45
DURATION FACTOR :	1.25		

LOADING (POUNDS / SQ. FT.)

CHORD	LIVE	DEAD	TOTAL
TOP	40	10	50
BOT'M	0	5	5
TOTAL	40	15	55
DURATION FACTOR :	1.00		

NOTE: ALL ROOF TRUSSES HAVE BEEN CHECKED FOR AN ADDITIONAL:
* 10PSF NON-CONCURRENT BOTTOM CHORD LIVE LOAD.
** 20PSF CONCURRENT BOTTOM CHORD LIVE LOAD WHERE A 24" W x 42" H CLEARANCE EXISTS OVER 2 OR MORE TRUSSES.

NOTES :

DO NOT CUT OR ALTER TRUSSES IN ANYWAY WITHOUT AUTHORIZATION FROM CENTRAL FLORIDA TRUSS, INC.

LAYOUT APPROVED BY :
APPROVAL DATE :
REQUESTED DELIVERY DATE :

Customer : LOWMAN BROS.
Project : :
Lot # : :
Address : 411 HIBISCUS TRAIL
City : MELBOURNE
County : BREVARD

LAYOUT BY :	DATE :
RICK	09/09/25

25-0301

PAGE 1 of 1

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A8
SHEET 8 OF *
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RDC

JobKey: 25-0301
Company: Central Florida Truss
Address: 2955 Pineda Plaza Way #109
Melbourne, FL 32940
Phone: (321)259-7507
Site Address: 411 Hibiscus Trail
Melbourne Bch,FL-32951

SUPPORT REPORT JOB DESCRIPTION: 25-0301
WIND CODE: ASCE 7-22 WIND MPH: 160 BLDG TYPE: CLOSED

TRUSS DESC	TRUSS SPAN-FT	SUPPORT SIZE-IN.	SUPPORT TYPE	BEARING XLOC-FT.	BEARING YLOC-FT.	REACT. MAX.+#	REACT. MAX.-#	MAX WIND UPLFT.-#
T1	15.47	7.63	WALL	0.000	10.000	2742		-1701
T1	15.47	5.25	WALL	15.031	12.000	4908		-3241
T2	12.33	7.62	WALL	0.000	10.000	460		-321
T2	12.33	7.63	WALL	4.833	10.000	1355		-885
T2	12.33	3.00	*SPECIAL	12.083	10.000	617		-429
T3	12.33	7.62	WALL	0.000	10.000	368		-123
T3	12.33	7.63	WALL	4.833	10.000	622		-341
T3	12.33	3.00	*SPECIAL	12.083	10.000	307		-197
T4	12.33	7.62	WALL	0.000	10.000	424		-165
T4	12.33	7.63	WALL	4.833	10.000	496		-224
T4	12.33	3.00	*SPECIAL	12.083	10.000	359		-270
T5	12.33	7.62	WALL	0.000	10.000	344		-56
T5	12.33	7.63	WALL	4.833	10.000	633		-357
T5	12.33	3.00	*SPECIAL	12.083	10.000	315		-245
T6	12.33	7.62	WALL	0.000	10.000	360		-25
T6	12.33	7.63	WALL	4.833	10.000	611		-359
T6	12.33	3.00	*SPECIAL	12.083	10.000	319		-282
T7	12.61	7.62	WALL	0.000	12.000	730		-269
T7	12.61	3.31	WALL	12.333	12.000	591		-371
T8	12.61	7.62	WALL	0.000	12.000	729		-263
T8	12.61	3.31	WALL	12.333	12.000	578		-414
T9	12.78	7.62	WALL	0.000	12.000	730		-261
T9	12.78	3.12	WALL	12.516	14.000	584		-429
T10	12.78	7.62	WALL	0.000	12.000	730		-260
T10	12.78	3.12	WALL	12.516	14.000	584		-427
T11	33.00	7.62	WALL	0.000	10.000	1522		-686
T11	33.00	3.50	WALL	29.708	10.000	1697		-975
T12	33.00	7.62	WALL	0.000	10.000	1518		-686
T12	33.00	3.50	WALL	29.708	10.000	1696		-1006
T13	33.00	7.62	WALL	0.000	10.000	1522		-703
T13	33.00	3.50	WALL	29.708	10.000	1697		-979
T14	33.00	7.62	WALL	0.000	10.000	855		-331
T14	33.00	3.50	WALL	17.208	10.000	1744		-996
T14	33.00	3.50	WALL	32.708	10.000	659		-359
T15	33.00	7.62	WALL	0.000	10.000	922		-396
T15	33.00	3.50	WALL	17.208	10.000	1598		-898
T15	33.00	3.50	WALL	32.708	10.000	701		-382
T16	33.00	7.62	WALL	0.000	10.000	924		-409
T16	33.00	3.50	WALL	17.208	10.000	1611		-902
T16	33.00	3.50	WALL	32.708	10.000	694		-367
T17	33.00	7.62	WALL	0.000	10.000	923		-432
T17	33.00	3.50	WALL	17.208	10.000	1614		-885
T17	33.00	3.50	WALL	32.708	10.000	693		-367
T18	33.00	7.62	WALL	0.000	10.000	1704		-1097
T18	33.00	3.50	WALL	17.208	10.000	3807		-2354
T18	33.00	3.50	WALL	32.708	10.000	1695		-996
T19	38.73	3.00	*SPECIAL	0.000	10.000	512		-321
T19	38.73	5.50	WALL	14.750	10.000	2981		-2072
T19	38.73	7.63	WALL	38.094	10.000	1264		-873
T20	38.73	3.00	*SPECIAL	0.000	10.000	422		-283
T20	38.73	5.50	WALL	14.750	10.000	1875		-1186
T20	38.73	7.63	WALL	38.094	10.000	839		-537
T21	38.73	3.00	*SPECIAL	0.000	12.000	386	-7	-168
T21	38.73	5.50	WALL	14.750	10.000	1964		-1258
T21	38.73	7.63	WALL	38.094	10.000	838		-546
T22	37.40	3.00	*SPECIAL	0.000	12.000	434		-282
T22	37.40	5.50	WALL	14.750	10.000	1775		-1133
T22	37.40	7.63	WALL	36.760	10.000	728		-454
T23	37.40	3.00	*SPECIAL	0.000	12.000	1410		-929
T23	37.40	7.63	WALL	36.760	10.000	1500		-959
T24	36.76	3.00	*SPECIAL	0.000	12.000	1542		-994
T24	36.76	3.00	*SPECIAL	36.497	10.000	2361		-1541
T25	32.09	3.81	WALL	0.000	12.000	1190		-908
T25	32.09	4.00	WALL	31.714	16.000	1198		-1001
T26	32.05	3.81	WALL	0.047	12.000	1212		-897
T26	32.05	4.00	WALL	31.760	16.000	1212		-923
T27	32.05	3.81	WALL	0.047	12.000	1212		-915
T27	32.05	4.00	WALL	31.760	16.000	1212		-931
T28	32.05	3.81	WALL	0.047	12.000	1212		-933
T28	32.05	4.00	WALL	31.760	16.000	1212		-918
T29	37.29	3.81	WALL	0.000	12.000	1404		-974
T29	37.29	6.88	WALL	36.714	12.000	1498		-969
T30	37.29	3.81	WALL	0.000	12.000	1404		-977
T30	37.29	6.88	WALL	36.714	12.000	1498		-972
T31	37.29	3.81	WALL	0.000	12.000	1404		-975
T31	37.29	6.88	WALL	36.714	12.000	1498		-970
T32	37.29	3.81	WALL	0.000	12.000	1409		-978
T32	37.29	6.88	WALL	36.714	12.000	1496		-965
T33	37.29	3.81	WALL	0.000	12.000	1413		-973
T33	37.29	6.88	WALL	36.714	12.000	1566		-1210
T34	23.47	3.81	WALL	0.000	12.000	888		-729
T34	23.47	3.50	WALL	23.182	12.000	888		-727
T34A	23.34	3.00	*SPECIAL	0.021	12.000	1141		-726
T34A	23.34	3.50	WALL	23.047	12.000	1126		-720
T35	21.08	3.00	*SPECIAL	0.021	12.000	1028		-631
T35	21.08	3.50	WALL	20.786	12.000	1009		-678
T36	21.08	3.00	*SPECIAL	0.021	12.000	797		-617
T36	21.08	3.50	WALL	20.786	12.000	797		-671
T37	12.83	3.50	WALL	0.000	12.000	477		-425
T37	12.83	7.63	WALL	12.198	12.000	574		-281
T38	12.83	3.50	WALL	0.000	12.000	480		-324
T38	12.83	3.63	WALL	12.198	12.000	544		-341
T38	12.83	4.00	WALL	12.500	12.000	175		-183
T39	14.79	7.63	WALL	0.000	12.000	7183		-4781
T39	14.79	5.50	WALL	14.333	12.000	6368		-4328
T40	7.00	7.63	WALL	0.000	10.000	470		-335
T40	7.00	3.00	*S HUS26	6.750	10.000	661		-452
T41	5.21	7.63	WALL	0.000	10.000	411		-352
T41	5.21	1.50	NAILED	5.208	10.000	97		-31
T41	5.21	1.50	NAILED	5.208	12.844	134		-136
T42	32.03	3.50	WALL	0.000	10.000	2939		-2257
T42	32.03	7.63	WALL	31.396	10.000	3026		-2104
T43	32.03	3.50	WALL	0.000	10.000	1206		-796
T43	32.03	7.63	WALL	31.396	10.000	1297		-826
T44	32.03	3.50	WALL	0.000	10.000	1320		-961
T44	32.03	7.63	WALL	31.396	10.000	1408		-1038
T45	32.03	3.50	WALL	0.000	10.000	1313		-804
T45	32.03	7.63	WALL	31.396	10.000	1406		-795
T46	32.03	3.50	WALL	0.000	10.000	1312		-818
T46	32.03	7.63	WALL	31.396	10.000	1406		-783
T47	32.03	3.50	WALL	0.000	10.000	1309		-834
T47	32.03	7.63	WALL	31.396	10.000	1400		-767
T48	32.03	3.50	WALL	0.000	12.000	1305		-824
T48	32.03	7.63	WALL	31.396	10.000	1395		-796
T49	22.29	3.50	WALL	0.000	12.000	836		-619
T49	22.29	7.63	WALL	21.656	10.000	927		-518
T50	3.87	46.44	WALL	0.000	10.000	537		-774
T51	10.21	7.63	WALL	1.302	16.000	912		-588
T51	10.21	7.63	WALL	8.271	16.000	912		-588
T52	10.21	7.63	WALL	1.302	16.000	493		-338
T52	10.21	7.63	WALL	8.271	16.000	493		-338
J1	7.00	7.63	WALL	0.000	10.000	357		-171
J1	7.00	1.50	NAILED	7.000	10.000	129		0
J1	7.00	1.50	NAILED	7.000	13.740	178		-229
J2	1.00	1.50	NAILED	-0.125	10.000	223		-155
J2	1.00	1.50	NAILED	1.000	10.000	127		-83
J2	1.00	1.50	NAILED	1.000	12.740	159	-114	-192
J2A	1.00	1.50	NAILED	-0.125	10.000	34		-9
J2A	1.00	1.50	NAILED	1.000	10.000	23		-4
J2A	1.00	1.50	NAILED	1.000	12.740	18		-13
J3	4.00	7.63	WALL	0.000	10.000	250		-128
J3	4.00	1.50	NAILED	4.000	10.000	74		0
J3	4.00	1.50	NAILED	4.000	12.240	93		-126
J5	1.75	1.50	NAILED	-0.125	12.000	292		-202
J5	1.75	1.50	NAILED	1.750	12.000	35		0
J5	1.75	1.50	NAILED	1.750	14.687	92	-6	-90
J6	6.00	7.63	WALL	0.000	10.000	321		-156
J6	6.00	1.50	NAILED	6.000	10.000	110		0
J6	6.00	1.50	NAILED	6.000	13.240	151		-196
J7	7.00	7.63	WALL	0.000	10.000	473		-171
J7	7.00	1.50	NAILED	7.000	10.000	132		0
J7	7.00	1.50	NAILED	7.000	13.740	232		-229
J7A	7.00	7.63	WALL	0.000	10.000	473		-170
J7A	7.00	1.50	NAILED	7.000	11.000	176		-89
J7A	7.00	1.50	NAILED	7.000	13.740	141		-133
J8	4.60	6.88	WALL	0.000	16.000	295		-278
J8	4.60	1.50	NAILED	4.604	16.000	90		0
J8	4.60	1.50	NAILED	4.604	19.406	109		-65
J9	2.27	1.50	WALL	0.271	16.000	279		-221
J9	2.27	1.50	NAILED	2.271	16.000	40	-1	-14
J9	2.27	1.50	NAILED	2.271	18.240	65		-54
KJ1	9.90	10.78	WALL	0.000	10.000	401		-279
KJ1	9.90	1.50	NAILED	9.899	10.000	341		-131
KJ1	9.90	1.50	NAILED	9.899	13.717	235		-234
KJ2	7.37	10.78	WALL	0.000	10.000	244		-174
KJ2	7.37	1.50	NAILED	7.366	10.000	91		0
KJ2	7.37	1.50	NAILED	7.366	12.822	217		-214
KJ3	5.66	10.78	WALL	0.000	10.000	179		-134
KJ3	5.66	1.50	NAILED	5.657	10.000	49		0
KJ3	5.66	1.50	NAILED	5.657	12.217	120		-119
KJ4	3.36	10.78	WALL	0.000	10.000	139		-113
KJ4	3.36	1.50	NAILED	3.359	10.000	12		0
KJ4	3.36	1.50	NAILED	3.359	11.405	22		-24
KJ5	2.97	8.97	WALL	0.000	12.000	136		-112
KJ5	2.97	1.50	NAILED	2.972	12.000	13		0
KJ5	2.97	1.50	NAILED	2.972	14.665	12		-16
KJ6	2.65	8.62	WALL	0.000	10.000	270		-277
KJ6	2.65	1.50	NAILED	2.648	10.000	49		0
KJ6	2.65	1.50	NAILED	2.648	13.217	27		-92
KJ7	4.06	8.62	WALL	0.000	10.000	283		-185
KJ7	4.06	1.50	NAILED	4.062	10.000	94		-6
KJ7	4.06	1.50	NAILED	4.062	13.717	116		-164
KJ8	6.45	14.63	WALL	0.000	16.000	242		-208
KJ8	6.45	1.50	NAILED	6.449	16.000	70		0
KJ8	6.45	1.50	NAILED	6.449	19.384	154		-178
C1	1.04	7.63	WALL	0.000	10.000	207		-130
C1	1.04	1.50	NAILED	1.037	10.000	15	-1	-9
C1	1.04	1.50	NAILED	1.037	10.758	52	-27	-58
C2	3.04	7.63	WALL	0.000	10.000	219		-116
C2	3.04	1.50	NAILED	3.037	10.000	55		0
C2	3.04	1.50	NAILED	3.037	11.758	64		-92
C3	5.04	7.63	WALL	0.000	10.000	286		-142
C3	5.04	1.50	NAILED	5.037	10.000	93		0
C3	5.04	1.50	NAILED	5.037	12.758	124		-164
C4	1.04	7.63	WALL	0.000	10.000	207		-130
C4	1.04	1.50	NAILED	1.037	10.000	15	-1	-9
C4	1.04	1.50	NAILED	1.037	10.758	52	-27	-58
C5	3.04	7.63	WALL	0.000	10.000	219		-116
C5	3.04	1.50	NAILED	3.037	10.000	55		0
C5	3.04	1.50	NAILED	3.037	11.758	64		-92
C6	5.04	7.63	WALL	0.000	10.000	286		-142
C6	5.04	1.50	NAILED	5.037	10.000	93		0
C6	5.04	1.50	NAILED	5.037	12.758	124		-164
C7	1.04	7.63	WALL	0.000	10.000	249		-175
C7	1.04	1.50	NAILED	1.037	10.000	18		0
C7	1.04	1.50	NAILED	1.037	12.758	97	-45	-104
C8	1.04	7.63	WALL	0.000	10.000	304		-175
C8	1.04	1.50	NAILED	1.037	10.000	18		0
C8	1.04	1.50	NAILED	1.037	12.758	97	-78	-114
C9	6.10	7.63	WALL	0.000	10.000	433		-157
C9	6.10	1.50	NAILED	6.099	10.000	114		0
C9	6.10	1.50	NAILED	6.099	13.289	199		-199
C10	0.97	6.88	WALL	0.000	12.000	269		-192
C10	0.97	1.50	NAILED	0.974	12.000	17		0
C10	0.97	1.50	NAILED	0.974	14.102	110	-58	-121
C11	0.97	6.88	WALL	0.000	12.000	269		-192
C11	0.97	1.50	NAILED	0.974	12.000	17		0
C11	0.97	1.50	NAILED	0.974	14.102	110	-58	-121
C12	0.97	10.00	WALL	0.000	16.000	269		-203
C12	0.97	1.50	NAILED	0.974	16.000	17		0
C12	0.97	1.50	NAILED	0.974	17.591	116	-58	-121
C13	2.97	6.88	WALL	0.000	16.000	255		-222
C13	2.97	1.50	NAILED	2.974	16.000	57		0
C13	2.97	1.50	NAILED	2.974	18.591	58		-41
C13A	2.97	7.63	WALL	1.302	16.000	553		-302
C13A	2.97	1.50	NAILED	2.974	16.000	103	-130	-152
C13A	2.97	1.50	NAILED	2.974	18.591	73	-113	-119
C14	0.97	10.00	WALL	0.000	16.000	269		-203
C14	0.97	1.50	NAILED	0.974	16.000	17		0
C14	0.97	1.50	NAILED	0.974	17.591	116	-58	-121
C15	2.97	6.88	WALL	0.000	16.000	255		-222
C15	2.97	1.50	NAILED	2.974	16.000	57		0
C15	2.97	1.50	NAILED	2.974	18.591	58		-41
C15A	2.97	7.63	WALL	1.302	16.000	553		-302
C15A	2.97	1.50	NAILED	2.974	16.000	102	-130	-152
C15A	2.97	1.50	NAILED	2.974	18.591	73	-113	-119
PB1	6.58	57.35	WALL	21.944	23.156	404		-334
PB2	6.58	57.35	WALL	21.944	23.156	404		-375
PB3	6.58	57.35	WALL	21.944	23.156	404		-374

* Denotes a connection calculated by the layout program.
Refer to the Alpine Hardware Catalog for a complete list of connections.

CONNECTOR SCHEDULE

TRUSS ID:	CONNECTOR
T 1	* AT CMU WALL ONE (1) SIMPSON MGT ANCHOR EACH END WITH (22) 10D NAILS AND 5/8" THREADED ROD ANCHOR EPOXY EMBED INTO TOP OF REINF/CONC FILLED CMU HEADER MIN 12" DEPTH
T 7, T 8 T 25, T 26, T 27, T 28 T 29, T 30, T 31, T 32 T 33, T 34, T 50, T 51 T 52	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH
T 18	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT LVL WOOD COLUMN ONE (1) SIMPSON LGT 2 ANCHOR WITH (30) # 9 X 1 1/2" SD SCREWS TO TRUSS AND COL AT BASE OF COLUMN - INSTALL ONE (1) SIMPSON ABU44Z ANCHOR WITH (12) 16D NAILS TO WOOD AND 5/8" THREADED ROD ANCHOR-EPOXY EMBED MIN 12" INTO CONC FOUNDATION * AT INTERIOR BEARING WALL TOP PLATES ONE (1) SIMPSON HTS-20 ANCHOR AT EACH TRUSS W(24) 10DX1-1/2"L NAILS EACH
T 11, T 12, T 13, T 14, T 15 T 16, T 17 T 43, T 44, T 45, T 46 T 47, T 48, T 49	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT INTERIOR BEARING WALL TOP PLATES ONE (1) SIMPSON HTS-20 ANCHOR AT EACH TRUSS W(24) 10DX1-1/2"L NAILS EACH
T 39	* AT CMU WALL ONE (1) SIMPSON HD 9B ANCHOR WITH (3) 7/8" DIA ANCHOR BOLTS THRU TRUSS AND 7/8" D THREADED ROD ANCHOR-EPOXY EMBED MIN 12" INTO TOP OF CONCRETE WALL * AT LVL WOOD COLUMN ONE (1) SIMPSON HD 9B ANCHOR WITH (3) 7/8" DIA ANCHOR BOLTS THRU TRUSS AND 7/8" DIA THREADED ROD ANCHOR DOWN TO SIMPSON HD 9B ANCHOR AT COLUMN WITH (3) 7/8" DIA THRU BOLTS TO COL AT BASE OF COLUMN - INSTALL ONE (1) SIMPSON HD 9B ANCHOR WITH (3) 7/8" DIA ANCHOR BOLTS THRU TRUSS AND 7/8" D THREADED ROD ANCHOR-EPOXY EMBED MIN 12" INTO CONC FOUNDATION
T 42	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT LVL WOOD COLUMN ONE (1) SIMPSON LGT 2 ANCHOR WITH (30) # 9 X 1 1/2" SD SCREWS TO TRUSS AND COL AT BASE OF COLUMN - INSTALL ONE (1) SIMPSON ABU44Z ANCHOR WITH (12) 16D NAILS TO WOOD AND 5/8" THREADED ROD ANCHOR-EPOXY EMBED MIN 12" INTO CONC FOUNDATION
T 19	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT LVL WOOD COLUMN ONE (1) SIMPSON LGT 2 ANCHOR WITH (30) # 9 X 1 1/2" SD SCREWS TO TRUSS AND COL AT BASE OF COLUMN - INSTALL ONE (1) SIMPSON ABU44Z ANCHOR WITH (12) 16D NAILS TO WOOD AND 5/8" THREADED ROD ANCHOR-EPOXY EMBED MIN 12" INTO CONC FOUNDATION * TRUSS TO TRUSS ANCHOR PER TRUSS COMPANY DESIGN
T 20, T 21, T22 T 34A, T 35, T 36 T 37, T 38	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT INTERIOR BEARING WALL TOP PLATES ONE (1) SIMPSON HTS-20 ANCHOR AT EACH TRUSS W(24) 10DX1-1/2"L NAILS EACH * TRUSS TO TRUSS ANCHOR PER TRUSS COMPANY DESIGN
T 2, T 3, T 4, T 5, T 6 T 23, T 24, T 31, T 32 T 33, T 40, T 41 C 1, C 2, C 3, C 4, C 5 C 6, C 7, C 8, C 9, C 10 C 11, C 12, C 13, C 13A C 14, C 15, C 15A J 1, J 2, J 2A, J 3, J 5 J 6, J 7, J 7A, J 8, J 9 KJ 1, KJ 2, KJ 3, KJ 4 KJ 5, KJ 6, KJ 7, KJ 8	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * TRUSS TO TRUSS ANCHOR PER TRUSS COMPANY DESIGN
T 9, T 10	* AT CMU WALL ONE (1) SIMPSON HETA20 STRAP AT EACH TRUSS W(10) 10DX1-1/2"L NAILS EACH * AT GIRDER TRUSS ONE (1) SIMPSON HTS-20 ANCHOR AT EACH TRUSS W(24) 10DX1-1/2"L NAILS EACH
PB 1, PB 2, PB 3	* TRUSS TO TRUSS ANCHOR PER TRUSS COMPANY DESIGN
2"X4" FRAME BEARING WALL TOP PLATES TO STUD AND STUD TO BOTTOM PLATE (STUD SPACING AT 12" O.C. MAX) 2"X4" FRAME BEARING WALL TOP PLATES TO STUD AND STUD TO BOTTOM PLATE (STUD SPACING AT 16" O.C. MAX) 2"X6" FRAME BEARING WALL TOP PLATES TO STUD AND STUD TO BOTTOM PLATE (STUD SPACING AT 16" O.C. MAX)	ONE (1) SIMPSON SP4 ANCHOR AT 24" O.C. MAX WITH (6) 10DX1-1/2"L NAILS ONE (1) SIMPSON SP4 ANCHOR AT 32" O.C. MAX WITH (6) 10DX1-1/2"L NAILS ONE (1) SIMPSON SP6 ANCHOR AT 32" O.C. MAX WITH (6) 10DX1-1/2"L NAILS
IN LIEU OF SP4/SP6 ANCHORS, THE FOLLOWING MAY BE INSTALLED AS A SUBSTITUTION	ONE (1) SIMPSON SP2 ANCHOR WITH (12) 10D NAILS, INSTALLED AT EVERY STUD TO TOP PLATES ONE (1) SIMPSON SP1 ANCHOR WITH (6) 10D NAILS, INSTALLED AT EVERY STUD TO BOTTOM PLATE
WOOD POSTS/DBL. STUDS INDICATED ON FLOOR PLAN WITH AN UPLIFT LESS THEN 1310#	SEE DETAIL "EE/A3"
LOCATIONS WHERE EMBEDDED HETA20 STRAP MISSES TRUSS LOCATION BY MORE THEN 3/4"	ONE (1) SIMPSON HTSM20 STRAP WITH (10) 10D NAILS AND (4) 1/4"Øx2-1/4"L TITEN SCREWS

ALL ANCHORS ARE SIMPSON ANCHORS UNLESS NOTED OTHERWISE

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY EDWARD F. SHINSKIE, PE LIC NO 47515 ON THE DATE AND/OR TIME STAMP SHOWN USING A DIGITAL SIGNATURE.

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

GENERAL NOTES

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

DO NOT SCALE DRAWINGS

REVISIONS
1 ***
2 ***
3 ***

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EDC
ENGINEERING AND DESIGN CONCEPTS, INC.

SFR FOR: [ ]
411 HIBISCUS TRAIL
MELBOURNE BEACH, FLORIDA

ENGINEER OF RECORD
EDWARD F. SHINSKIE, PE
4707 WILD TURKEY ROAD
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FLORIDA PE# 47515
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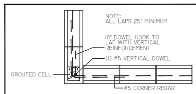
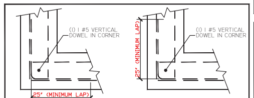
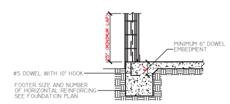
A9
SHEET 9 OF *
-DRAWN BY- RDC



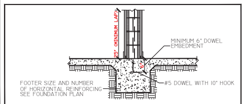
A CORNER BOND BEAM REINFORCING DETAIL NTS



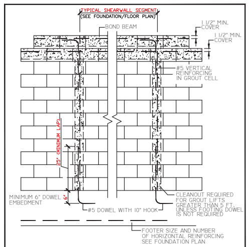
B CORNER FOOTING REINFORCING DETAIL NTS



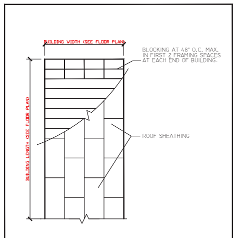
C EXTERIOR MONOLITHIC FOOTING DETAIL NTS



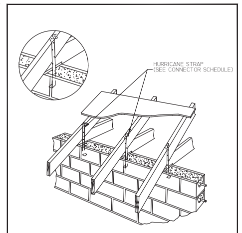
D INTERIOR FOOTING DETAIL NTS



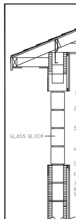
E ONE STORY MASONRY WALL NTS



F ROOF SHEATHING LAYOUT & ENDWALL BRACING NTS



G ROOF TO MASONRY SIDE-WALL CONNECTION NTS

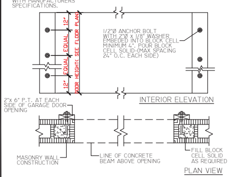


GENERAL NOTES: GLASS BLOCK

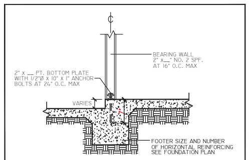
1. ALL GLASS BLOCK UNITS SHALL BE NOMINALLY 8" X 8" X 3.875" THICK PARTIALLY EVACUATED HOLLOW UNITS MANUFAACTURED BY PITTSBURG CORNING CORPORATION.
2. PANEL REINFORCING SHALL CONSIST OF TWO PARALLEL 9 GAGE WIRES 1.625 OR 2" ON CENTER WITH ELECTRICALLY BUTT-WELDED CROSS-WIRES AT 12" INTERVALS GALVANIZED AFTER WELDING.
3. PANEL JOINT REINFORCING SHALL BE INSTALLED IN FULL MORTAR JOINTS AT 24" CENTERS HORIZONTALLY. REINFORCING SHALL BE CONTINUOUS WITH 12" MINIMUM LAPS WHERE NECESSARY.
4. PANEL JOINT REINFORCING SHALL BE SECURED TO FRAMING MEMBERS WITH PERFORATED 1.75" WIDE 24" LONG 20 GAGE PANEL ANCHORS LOCATED INT THE REINFORCED MORTAR JOINTS.
5. EXPANSION STRIPS SHALL BE MADE OF FIBROUS GLASS OR POLYETHELYENE FOAM.
6. ALL MORTAR SHALL BE TYPE S IN ACCORDANCE WITH ASTM C270 WITH AN INTEGRAL TYPE WATERPROFFING ADMIXTURE.
7. ALL MORTAR JOINTS SHALL BE FULL AND NOT FURROWED.
8. JAMBS AND HEADER NUST BE FREE OF MORTAR.
9. GALVANIZING OF JOINT REINFORCING AND ANCHORS SHALL BE IN ACCORDANCE WITH ASTM A153.

H GLASS BLOCK DETAIL NTS

NOTE:
FASTEN ALL GARAGE DOOR HARDWARE IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.

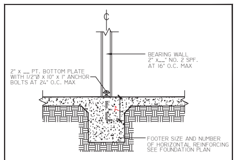


K GARAGE DOOR TO MASONRY WALL FASTENING DETAIL NTS



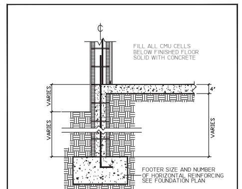
NOTE:
ALL ANCHOR BOLTS SHALL BE EMBEDDED INTO CONCRETE FOUNDATION 7" DEEP (MINIMUM) IN ACCORDANCE WITH 2023 FLORIDA BUILDING CODE 8TH EDITION

L INTERIOR STEP BEARING FOOTING NTS



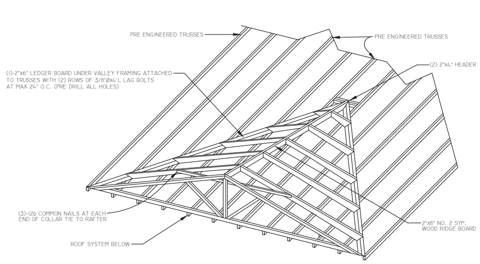
NOTE:
ALL ANCHOR BOLTS SHALL BE EMBEDDED INTO CONCRETE FOUNDATION 7" DEEP (MINIMUM) IN ACCORDANCE WITH 2023 FLORIDA BUILDING CODE 8TH EDITION

M INTERIOR BEARING FOOTING NTS

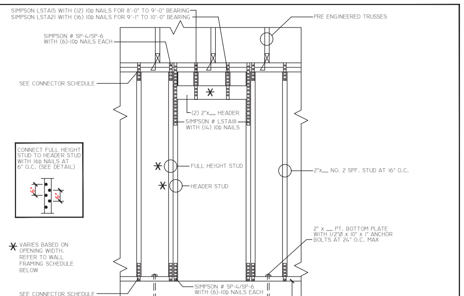


N EXTERIOR STEM WALL FOOTING DETAIL NTS

GENERAL VALLEY NOTES:
(1) ALL RAFTERS TO BE 2"x6" NO. 2 SYP. AT 24" O.C. MAX
(2) ANY RAFTER LENGTHS OVER 16'-0" CLEAR SPAN TO HAVE 2" X 4" COLLAR TIE AT HALF SPAN (UP TO 16'-0")
(3) RIDGE BOARD SHALL BE 2"x8" NO. 2 SYP.
(4) ATTACH RAFTERS 4'-0" OR LONGER TO RIDGE BOARD & LEDGER BOARD USING (1) SIMPSON # H2.5A ANCHOR WITH (8) 8D NAILS. ALL OTHERS TOE-NAIL WITH 12D NAILS. STAGGERING OF RAFTERS INTO RIDGE IS PERMITTED (+/- 3").
(5) COMPLETE PLYWOOD DECKING REQUIRED UNDER VALLEY FRAMING WHEN USED WITH ATTACHED, PARTIALLY ENCLOSED STRUCTURE. (EXAMPLE: PORCH AND OR ENTRY'S, ETC.)



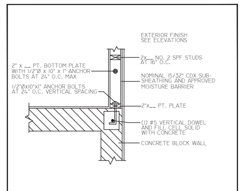
U VALLEY FRAMING DETAIL NTS



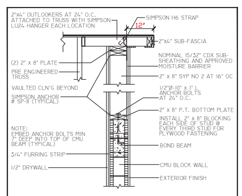
WALL FRAMING SCHEDULE - NO. 2 S.Y.P.

*	ROUGH OPENING	MINIMUM HEADER BEAM	NUMBER OF HEADER STUDS	NUMBER OF FULL HEIGHT STUDS
W-1	0'-0" TO 5'-5"	(2) 2" x 6"	1	1
W-2	5'-6" TO 6'-10"	(2) 2" x 8"	1	2
W-3	6'-11" TO 8'-5"	(2) 2" x 10"	1	3
W-4	8'-6" TO 9'-9"	(2) 2" x 12"	2	3
W-5	9'-10" TO 12'-2"	(3) 2" x 12"	2	3

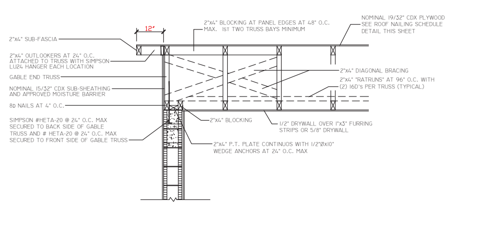
W BEARING WALL DOOR FRAMING DETAIL (UNLESS NOTED OTHERWISE ON PLAN) NTS



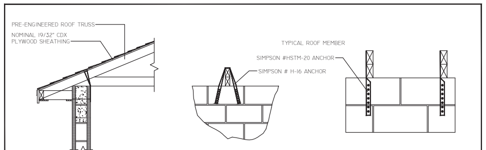
P FRAME WALL TO BLOCK WALL CONNECTION NTS



Q WOOD FRAME GABLE END WALL DETAIL N.T.S.



T GABLE END TRUSS CONNECTION DETAIL NTS



FIX FOR MISPLACED TRUSS ANCHOR NTS

GENERAL NOTES: MASONRY

1. ALL CONSTRUCTION WORKMANSHIP AND MATERIALS SHALL CONFORM TO "SPECIFICATIONS FOR MASONRY STRUCTURES" (ACI 530/530.1-13, ASCE 7-22, TMS 402/602-22. (LATEST EDITIONS)
2. COURSE GROUT (SIZE 8) SHALL BE USED IN CONFORMANCE TO THE REQUIREMENTS OF ASTM C476 "STANDARD SPECIFICATIONS FOR GROUT OF REINFORCED AND NON-REINFORCED MASONRY".
3. CONCRETE MASONRY SHALL BE NORMAL WEIGHT, GRADE N, TYPE I OR II, CONFORMING WITH ASTM C90-08 "STANDARD SPECIFICATIONS FOR HOLLOW LOAD BEARING CONCRETE MASONRY UNITS".
4. THE NET AREA COMPRESSIVE STRENGTH OF MASONRY UNITS (f'm) SHALL BE 1900 PSI USING TYPE M OR S MORTAR.
5. THICKNESS OF MORTAR BED SHALL NOT EXCEED 5/8".
6. HORIZONTAL REINFORCING SHALL CONFORM WITH ASTM A82-02.
7. MASONRY REINFORCING STEEL BARS SHALL BE CONTINUOUS WITH LAP SPLICES OF 30 BAR DIAMETERS MINIMUM.
8. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL MASONRY STRUCTURAL ELEMENTS ARE ADEQUATELY BRACED TO RESIST WIND, BACKFILLING, SOIL COMPACTION, AND OTHER CONSTRUCTION AS WELL NATURAL OCCURING FORCES ORDINARILLY ENCOUNTERED DURING THE CONSTRUCTION PROCESS.. BRACING SHALL REMAIN IN PLACE UNTIL THE STRUCTURE HAS BEEN COMPLETED.
9. MASONRY GROUT SHALL BE PROPORTIONED AND PRODUCED TO HAVE A SLUMP BETWEEN 8 AND 11 INCHES.
10. WHEN GROUT POURS EXCEED 5 FEET IN HEIGHT, PROVIDE A CLEAN-OUT HOLE AT THE BOTTOM CELL. CLEAN THE CELL BY REMOVING ALL MORTAR DEBRIS, LOOSE AGGREGATES AND ANY MATERIAL DELETERIOUS TO MASONRY GROUT. INSTALL AND SECURELY TIE THE VERTICAL STEEL REINFORCEMENT TOGETHER. CLOSE THE OPENING AFTER INSPECTION.

GENERAL NOTES: WOOD

1. ALL FRAMING CONSTRUCTION, WORKMANSHIP AND MATERIALS (INCLUDING TRUSSES) SHALL CONFORM WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE REFERENCES LISTED BELOW: "AMERICAN INSTITUTE OF TIMBER CONSTRUCTION" SIXTH EDITION "NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION "2018 AND SUPPLEMENT "U.S. PRODUCT STANDARD PS 1" OR APA PRP- 108 PERFORMANCE STANDARDS "MANUAL FOR HOUSE FRAMING, WOOD CONSTRUCTION DATA NO. 1 "NATIONAL FOREST PRODUCTS ASSOCIATION.
2. ALL TRUSS BEAM AND COLUMN MEMBERS SHALL BE SPECIES AND GRADES OF LUMBER WHICH WILL PRODUCE DESIGN VALUES EQUAL TO OR GREATER THAN VALUES FOR SOUTHERN YELLOW PINE NO. 2, 19% MAX. M.C.
3. GALVANIZED METAL HANGERS AND FRAMING ANCHORS SHOWN ON THE PLANS SHALL BE USED AND SHALL BE FASTENED IN ACCORDANCE WITH THE MANUFACTURERS SPECIFICATIONS, SUBSTITUTIONS REQUIRE ENGINEER'S APPROVAL.
4. ANCHORING AND NAILING NOT IDENTIFIED SHALL COMPLY WITH THE NAILING SCHEDULE GIVEN WITHIN "MANUAL FOR HOUSE FRAMING", AND 2023 FLORIDA BUILDING CODE 8th EDITION
5. A MINIMUM OF TWO STUDS SHALL BE INSTALLED ADJACENT TO ALL OPENINGS IN EXTERIOR AND LOAD BEARING WALLS AND BENEATH ALL BEAM & GIRDER BEARING POINTS.
6. TRUSSES SHALL BE SIZED AND DETAILED IN ACCORDANCE WITH THE DIMENSIONS AND LOADS INDICATED.
7. TRUSS SHOP DRAWINGS AND CALCULATIONS SHALL BE SUBMITTED BY A FLORIDA LICENSED ENGINEER FOR REVIEW PRIOR TO FABRICATION. THE SPECIALTY ENGINEER SHALL SPECIFY BLOCKING AND BRACING N NECESSARY TO WITHSTAND WIND LOADS DETERMINED USING ASCE 7-22.
8. AS A MINIMUM, ROOF SHEATHING SHALL CONSIST OF 19/32" (NOMINAL) APA 40/20 SPAN RATED, EXPOSURE 1 SHEATHING
9. EXTERIOR WOOD FRAME WALLS SHALL BE SHEATHED WITH 15/32" APA SPAN RATED, EXPOSURE 1 PLYWOOD OR 7/16" O.S.B. THE SHEATHING SHALL BE ATTACHED TO FRAMING MEMBERS WITH 8d NAILS AT 6" O.C.
10. EXTERIOR AND INTERIOR LOAD BEARING WALLS SHALL BE FRAMED WITH 2X4 MEMBERS AT 16" O.C. MAX. SPACING FOR MAX. 8' HIGH PARTITIONS. FOR HEIGHTS ABOVE 8' REFER TO WALL SECTIONS. STUDS SHALL BE SPRUCE-PINE-FIR #2 OR SPECIES WITH EQUAL OR GREATER DESIGN VALUES.
11. ALL PRESSURE TREATED LUMBER SHALL BE SOUTHERN YELLOW PINE #2 19% MAX. M.C. IN ACCORDANCE WITH AWPA STANDARDS C1,C2 AND C9 LATEST EDITIONS, WITH A WATERBORNE PRESERVATIVE IN ACCORDANCE WITH STANDARD P5. ALL NAILS AND SCREWS SHALL BE STAINLESS STEEL OR GALVANIZED.
12. WHERE DRAWING INDICATES APPLIED EXTERIOR FINISH OVER APPROVED WATER BARRIER OVER WOOD FRAMING MEMBERS. OWNER IS RESPONSIBLE TO INSTALL ALL REQUIRED SEALANT, FLASHING, ETC. TO MAINTAIN WATER-PROOF INTEGRITY TO PREVENT MOISTURE INFILTRATION INTO STRUCTURE. OWNER IS RESPONSIBLE FOR PERIODIC MAINTENANCE AND UPKEEP OF EXTERIOR APPLIED FINISH TO MAINTAIN WATERPROOF INTEGRITY TO PREVENT DAMAGE TO INTERIOR COMPONENTS.
13. WATER-RESISTIVE BARRIER.
EXTERIOR WALLS OF FRAME CONSTRUCTION RECEIVING A VENEER SHALL BE PROVIDED WITH A WATER-RESISTIVE BARRIER. THE WATER RESISTIVE BARRIER SHALL BE A MINIMUM OF ONE LAYER OF NO. 15 ASPHALT FELT, COMPLYING WITH ASTM D 226 FOR TYPE 1 FELT, SHALL BE ATTACHED TO THE SHEATHING, WITH FLASHING IN SUCH A MANNER AS TO PROVIDE A CONTINUOUS WATER-RESISTIVE BARRIER BEHIND THE EXTERIOR WALL VENEER.

WHERE CEMENT PLASTER (STUCCO) IS TO BE APPLIED TO LATH OVER FRAME CONSTRUCTION, MEASURES SHALL BE TAKEN TO PREVENT BONDING BETWEEN THE CEMENT PLASTER AND THE WATER-RESISTIVE BARRIER. A BOND BREAK SHALL BE PROVIDED BETWEEN THE WATER-RESISTIVE BARRIER AND THE CEMENT PLASTER (STUCCO) CONSISTING OF ONE OF THE FOLLOWING:
1. TWO LAYERS OF AN APPROVED WATER-RESISTANT BARRIER; OR
2. ONE LAYER OF AN APPROVED WATER-RESISTANT BARRIER OVER AN APPROVED PLASTIC HOUSE WRAP; OR
3. OTHER APPROVED METHODS OR MATERIALS APPLIED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

A CORROSION RESISTANT WEEP SCREED WITH A MINIMUM VERTICAL ATTACHMENT FLANGE OF 3 ½ INCHES SHALL BE PROVIDED AT OR BELOW THE FOUNDATION PLATE LINE ON ALL EXTERIOR STUD WALLS. THE SCREED MUST BE PLACED AT A MINIMUM OF 4 INCHES ABOVE THE EARTH OR 2 INCHES ABOVE PAVED AREAS AND SHALL BE OF A TYPE THAT WILL ALLOW TRAPPED WATER TO DRAIN TO THE EXTERIOR OF THE BUILDING.

GENERAL NOTES: CONCRETE

1. ALL CONCRETE CONSTRUCTION WORKMANSHIP AND MATERIAL SHALL COMPLY WITH THE REQUIREMENTS OF ACI 301-89 "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS."
2. ALL CONCRETE SHALL BE TYPE I OR II PORTLAND CEMENT COMPLYING WITH ASTM C150 AND SHALL HAVE A 28 DAY COMPRESSIVE STRENGTH SHOWN BELOW:

FOUNDATIONS & SLABS	3000 PSI
BEAMS	3000 PSI
MASONRY	3000 PSI

3. ALL REINFORCING STEEL SHALL BE DEFORMED BARS CONFORMING TO ASTM A 615-22 GRADE 60. BARS SHALL BE FREE OF RUST, MILL SCALE, PAINT OR OTHER COATINGS THAT WILL REDUCE CONCRETE BOND.
4. ALL CONCRETE REINFORCEMENT SHALL BE DETAILED, FABRICATED, LABELED, SUPPORTED AND SPACED IN FORMS AND SECURED IN PLACE IN WITH ACI 315R-18 "DETAILS AND DETAILING OF CONCRETE REINFORCEMENT.
5. ALL BAR SPLICES, DOWELS AND CONCRETE COVERAGE SHALL MEET THE REQUIREMENTS OF ACI 318-18 / 318R-18 "BUILDING CODE AND COMMENTARY FOR REINFORCED CONCRETE."
6. BEAMS OVER MASONRY OPENINGS SHALL HAVE CONTINUOUS TOP AND BOTTOM REINFORCEMENT. LAP SPLICES IN BOTTOM BARS SHALL OCCUR OVER SUPPORTS. TOP BARS SHALL LAP AT MID-SPAN.
7. CONCRETE BEAMS AND SLABS SHALL BE FINISHED LEVEL AND TO THE ELEVATIONS SHOWN ON THE DRAWINGS.
8. CALCIUM CHLORIDE SHALL NOT BE USED IN ANY FORM.
9. UNLESS OTHERWISE PERMITTED OR SPECIFIED, CONCRETE SHALL BE PROPORTIONED AND PRODUCED TO HAVE A SLUMP OF 4 INCHES +/- 1 INCH.

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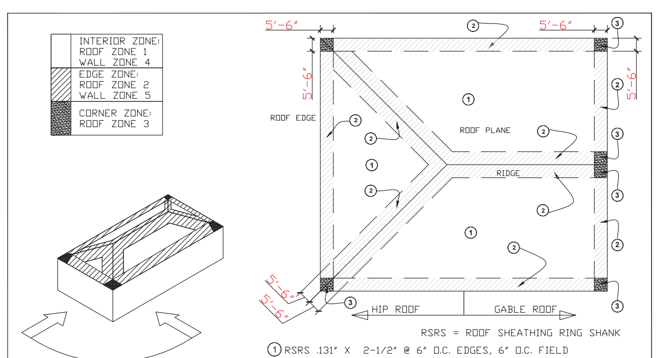
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR/ OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE - DO NOT SCALE DRAWINGS.
5. FLASHING SHALL BE PROVIDED PER FIELD CONDITONS.
6. MOISTURE PROTECTION SHALL BE PROVIDED BETWEEN ALL MASONARY AND NON PRESSURE TREATED WOOD SURFACES.
7. A 1/2" DIAMETER X 10 " LONG MINIMUM WEDGE ANCHOR MAY BE USED IN LIEU OF 1/2" DIAMETER J-BOLTS. AT FOUNDATION
8. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE DRAWINGS AND SPECIFICATIONS LISTED.
9. THE GENERAL CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION SHOWN ON THE DRAWINGS. ANY QUESTIONS OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION TO THE ENGINEER BEFORE STARTING CONSTRUCTION.
10. THE STRUCTURE HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF 2023 FLORIDA BUILDING CODE 8th EDITION
11. FOUNDATION AND SLAB ARE TO BE FORMED UPON SOIL WITH A MINIMUM SAFE BEARING CAPACITY OF 2000 PSF.
12. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO UNIFORMLY PROVIDE THE BEARING CAPACITY UNDER ALL FOUNDATIONS.
13. THE CONTRACTORS SHALL HIRE A GEOTECHNICAL ENGINEER TO RECOMMEND SOIL IMPROVEMENTS REQUIRED TO OBTAIN THE MINIMUM SAFE BEARING CAPACITY STATED ABOVE.



RSRS = ROOF SHEATHING RING SHANK
(1) RSRS .131" X 2-1/2" @ 6" O.C. EDGES, 6" O.C. FIELD
(2) RSRS .131" X 2-1/2" @ 6" O.C. EDGES, 6" O.C. FIELD
(3) RSRS .131" X 2-1/2" @ 6" O.C. EDGES, 6" O.C. FIELD

ROOF ZONE NAIL SCHEDULE N.T.S.

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

GENERAL NOTES
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4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.
DO NOT SCALE DRAWINGS

REVISIONS
1 ***
2 ***
3 ***

2115 PALM BAY ROAD STE. 6
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@GMAIL.COM

EDC
ENGINEERING AND DESIGN CONCEPTS, INC.

SFR FOR:
411 HIBISCUS TRAIL
MELBOURNE BEACH, FLORIDA

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

S1
SHEET 10 OF *
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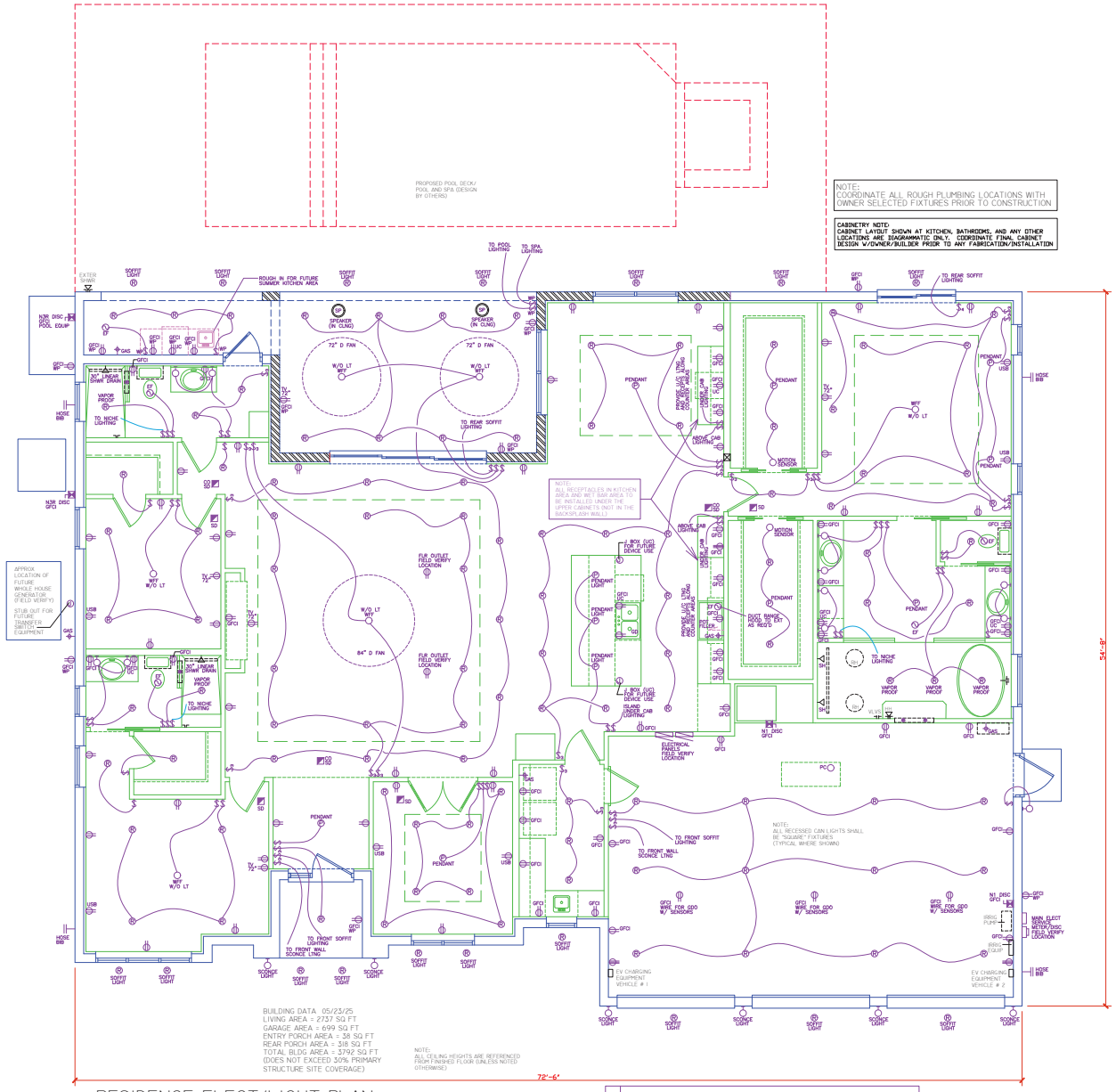
RDC



RESIDENCE-ELECT/LIGHT PLAN
SCALE: 1/4" = 1'-0"

ELECTRICAL SYMBOLS

SINGLE POLE SWITCH	LIGHT FIXTURE
THREE POLE SWITCH	WALL MOUNT FIXTURE
FOUR POLE SWITCH	RECESSED FIXTURE
DIMMER SWITCH	EYEBALL FIXTURE
SINGLE OUTLET	PULL CHAIN
DUPLEX OUTLET	TRACK LIGHTING LENGTH AS INDICATED
SWITCHED DUPLEX	FLOOD LIGHTS
220 OUTLET	EMERGENCY LIGHT
QUAD OUTLET	FLUORESCENT LENGTH AS INDICATED
TELEPHONE	WIRE FOR FAN
TELEVISION	WIRE FOR FAN WITH LIGHT
SMOKE DETECTOR	INDICATES WATERPROOF
ELECTRICAL PANEL	INDICATES GROUND FAULT CIRCUIT INTERRUPT
EXHAUST FAN	INDICATES ARC FAULT CIRCUIT INTERRUPTER
THERMOSTAT	INDICATES HEIGHT ABOVE FLOOR
INTERCOM	GARAGE DOOR OPENER
DOOR BELL BUTTON	
DISCONNECT	
ELECTRICAL METER	
PENDANT LIGHT	
JUNCTION BOX	

NOTE: ALL SMOKE DETECTORS TO BE LINKED TOGETHER SO AS TO SOUND SIMULTANEOUSLY WHEN ONE IS TRIGGERED.

NOTE: ALL OUTLETS SHALL BE TAMPER-RESISTANT

NOTE: PLANS COMPLY WITH THE 2023 FBC-R (8TH ED), 2020 NEC AND 2023 NFPA 70

GENERAL NOTES

CARBON MONOXIDE PROTECTION.

(1) DEFINITIONS: FOR PURPOSES OF THIS RULE, THE FOLLOWING DEFINITIONS SHALL APPLY:

(A) CARBON MONOXIDE ALARM. A DEVICE FOR THE PURPOSE OF DETECTING CARBON MONOXIDE, THAT PRODUCES A DISTINCT AUDIBLE ALARM, AND IS LISTED OR LABELED WITH THE APPROPRIATE STANDARD EITHER ANSI/UL 2034 - 96, STANDARD FOR SINGLE AND MULTIPLE STATION CO ALARMS, INCORPORATED HEREIN BY REFERENCE, OR UL 2075 - 04, GAS AND VAPOR DETECTOR SENSOR, INCORPORATED HEREIN BY REFERENCE, IN ACCORDANCE WITH ITS APPLICATION. BOTH DOCUMENTS MAY BE OBTAINED BY WRITING TO: CODES AND STANDARDS SECTION, DEPARTMENT OF COMMUNITY AFFAIRS, 2555 SHUMARD OAK BOULEVARD, TALLAHASSEE, FLORIDA 32399-2100.

(B) FOSSIL FUEL. COAL, KEROSENE, OIL, FUEL GASES, OR OTHER PETROLEUM OR HYDROCARBON PRODUCT THAT EMITS CARBON MONOXIDE AS A BY-PRODUCT OF COMBUSTION.

(2) EVERY BUILDING FOR WHICH A PERMIT FOR NEW CONSTRUCTION IS ISSUED ON OR AFTER 7/1/08 AND HAVING A FOSSIL-FUEL-BURNING HEATER OR APPLIANCE, A FIREPLACE, OR AN ATTACHED GARAGE SHALL HAVE AN OPERATIONAL CARBON MONOXIDE ALARM INSTALLED WITHIN 10 FEET OF EACH ROOM USED FOR SLEEPING PURPOSES.

(3) IN NEW CONSTRUCTION, ALARMS SHALL RECEIVE THEIR PRIMARY POWER FROM THE BUILDING WIRING WHEN SUCH WIRING IS SERVED FROM THE LOCAL POWER UTILITY. SUCH ALARMS SHALL HAVE BATTERY BACK UP.

(4) COMBINATION SMOKE/CARBON MONOXIDE ALARMS SHALL BE LISTED OR LABELED BY A NATIONALLY RECOGNIZED TESTING LABORATORY. SPECIFIC AUTHORITY 553.885(2) FS. LAW IMPLEMENTED 553.72, 553.73(2), (3), (7), (9), 553.885(2) FS HISTORY-NEW 11-18-07.

EXHAUST FAN VENT/DRYER VENT NOTES

(A) ALL BATHROOM EXHAUST FAN VENTS SHALL EXTEND FROM UNIT UP THRU ROOF TO EXTERIOR AND TERMINATE WITH WEATHERPROOF CAP/GRILLE, OR OUT THROUGH SOFFIT AND TERMINATE WITH WEATHERPROOF CAP/GRILLE

(B) DRYER PIPE VENTING SHALL EXTEND FROM UNIT OUT THRU ADJACENT EXTERIOR WALL (WHERE APPLICABLE) AND TERMINATE WITH WEATHERPROOF CAP/GRILLE. WHERE UNABLE TO EXTEND THRU ADJACENT EXTERIOR WALL, DRYER VENT SHALL EXTEND FROM UNIT UP THRU ROOF TO EXTERIOR AND TERMINATE WITH WEATHERPROOF CAP/GRILLE.

HVAC NOTES

(A) HVAC DESIGN/MODIFICATIONS AND ENERGY CALCULATIONS WILL BE SUBMITTED BY OWNER/ CONTRACTOR WITH THESE PLANS FOR PERMITTING

LIGHTING NOTE

ALL PERMANENTLY INSTALLED LUMINAIRES, EXCLUDING THOSE IN KITCHEN APPLIANCES, SHALL HAVE AN EFFICIENCY OF AT LEAST 45 LUMENS-PER-WATT OR SHALL UTILIZE LAMPS WITH AN EFFICACY OF NOT LESS THAN 65 LUMENS-PER-WATT

ENERGY CODE COMPLIANCE PATH

PERFORMANCE METHOD

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4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE.

DO NOT SCALE DRAWINGS

REVISIONS
***
***
***

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4707 WILD TURKEY ROAD
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FLORIDA PE# 47515
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E1

SHEET 11 OF *

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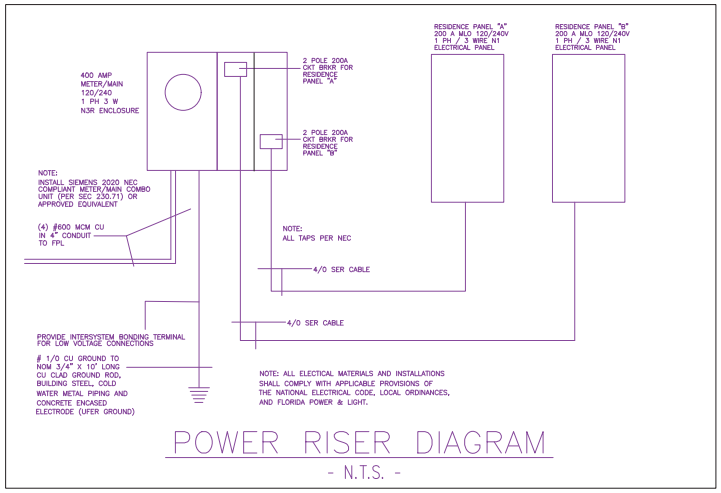
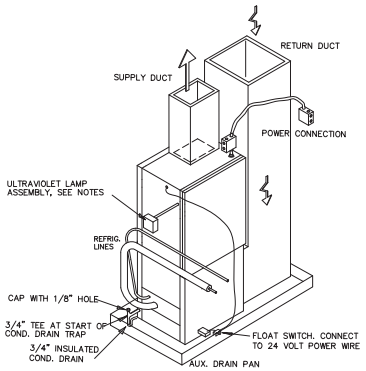


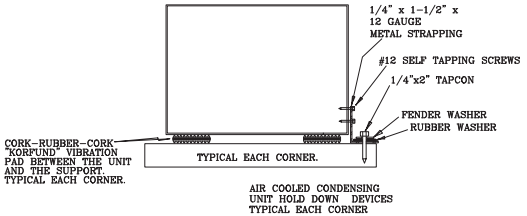
POWER RISER DIAGRAM

- N.T.S. -



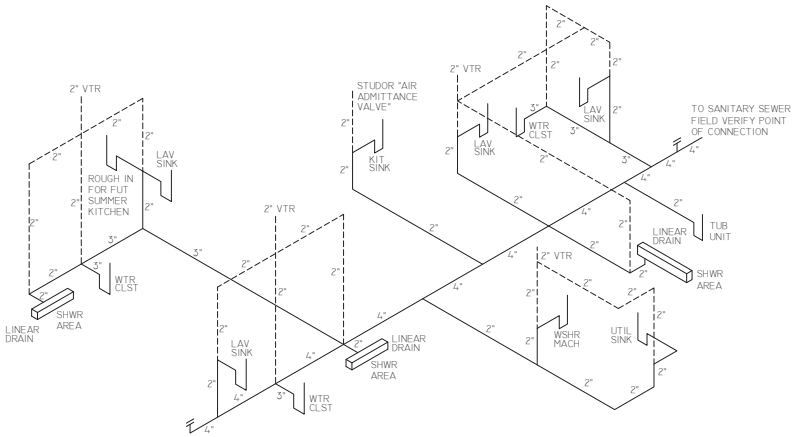
VERTICAL AIR HANDLER DETAIL

N.T.S.



CONDENSING UNIT HOLD DOWN DETAIL

TYPICAL EACH CORNER N.T.S.



PLUMBING RISER DIAGRAM

NOT TO SCALE

PLUMBING GENERAL NOTES

1.0 PROVIDE ALL LABOR AND MATERIALS AS REQUIRED TO PROVIDE A FULLY FUNCTIONING AND COMPLETE DOMESTIC WATER DISTRIBUTION, AND SANITARY DRAINAGE SYSTEM AS INDICATED ON DRAWINGS. THESE DRAWINGS ARE DIAGRAMMATIC IN NATURE AND INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS AND EQUIPMENT. FINAL LOCATIONS OF EQUIPMENT SHALL BE FIELD DETERMINED.

2.0 ALL MATERIALS SHALL BE NEW AND APPROVED BY APPROPRIATE CODES.

3.0 EXTEND SERVICE TO WATER METER AND PROVIDE SHUT OFF VALVE IN VALVE BOX OUTSIDE BUILDING. FIELD VERIFY.

4.0 PROVIDE AND INSTALL PLUMBING FIXTURES AS SCHEDULED IN BUILDER CONTRACT.

5.0 DO NOT SCALE FOR THE EXACT FIXTURES, PIPING, EQUIPMENT, ETC.

6.0 COORDINATE WORK WITH OTHER TRADES TO AVOID INTERFERENCE WITH CONSTRUCTION PROGRESS.

7.0 WATER PIPING TO BE CPVC

8.0 FURNISH AND INSTALL APPROVED AIR CHAMBERS OR SHOCK ABSORBERS AT EACH PLUMBING FIXTURE GROUP.

9.0 USE APPROVED INSULATING UNION FOR JOINED DISSIMILAR METALS.

10.0 FURNISH AND INSTALL CONDENSATE DRAIN PIPING TO A POINT WITHIN 5 FT OF A/C UNIT AND ON TO AN APPROVED DISCHARGE POINT.

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REVISIONS
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FLORIDA PE# 47515
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E2

SHEET 12 OF *

DRAWN BY:
RDC

LANTIC
SOLUTIONS

Stormwater Report

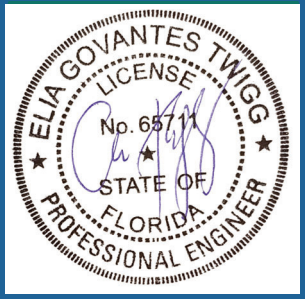
TOWN OF MELBOURNE BEACH

JAMES RESIDENCE

411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

Prepared By:

Elia Twigg, PE
LANTIC SOLUTIONS LLC
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937



July 21, 2025

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Project Description..... 1
Site Description..... 1
Design..... 1
Appendix A: Exhibits
Aerial Map (Brevard County Property Appriaser)
Lot Drainage Plan
Soil Map-Brevard County, FL
Appendix B: Stormwater Calculations
Appendix C: Geotechnical Report by UES

Stormwater Report

Project Location

The project site is a 0.29-acre undeveloped property located at 411 Hibiscus Trail in Melbourne Beach, FL 32951. It is located approximately 0.6 miles north of Ocean Avenue in Melbourne Beach and approximately 0.2 miles west of Highway A1A.

Existing Conditions

The site is currently a vacant lot within the Melbourne Beach town limits and is zoned as 2-RS. There is an existing driveway that will be removed with the development.

An aerial map from the Property Appraiser's site is included in Appendix A.

Project Description

The project will be constructed as one phase and includes a 3,792 SF single-family residence with a pool. Please refer to the Lot Drainage Plan in Appendix A:

Site Description

According to the National Resources Conservation Service (USDA), the soil types found on site were Canaveral – Palm Beach – Urban Land Complex. The soils can be classified as hydrologic soil group A. Please refer to Appendix A for the soils map and description of the soil type.

According to the Geotechnical Report, the estimated wet seasonal high-water table (SHWT) is approximately two feet higher than the elevation encountered in the field, therefore it is approximately 6.5 ft below grade. Please refer to Appendix C for a copy of the Geotechnical Report completed by UES.

Design

The Town of Melbourne Beach requires that stormwater management facilities provide retention of the first 8 inches of runoff from a 10-year, 24-hour storm event, in accordance with the adopted minimum level of service standards.

The proposed stormwater design includes a 6-inch-deep dry retention area located along the west, south, and east property lines. The Lot Drainage Plan, which includes typical cross-sections of the proposed retention areas, is provided in Appendix A.

Retention basin recovery calculations were performed using methodologies outlined in the St. Johns River Water Management District (SJRWMD) Permit Information Manual, Part X, Section 23.0 – Methodologies & Design Examples.

The total impervious area for the site is 6,317 SF. Based on the 8-inch retention requirement, the total required retention volume is 4,212 cubic feet (CF). Since the total retention volume provided is 1,250 CF, the stormwater design incorporates unsaturated vertical (Stage 1) and saturated lateral (Stage 2) infiltration analyses to account for the remaining volume.

During Stage 1, the volume infiltrated during unsaturated vertical flow (V_u) is 3,068 CF. This leaves the remaining volume (V_2) of 1,144 CF to be recovered during Stage 2 through saturated lateral flow. Based on interpolation, the starting elevation for lateral flow is 0.5 feet above the bottom of the retention areas. Therefore, the 6-inch-deep proposed retention areas will accommodate this volume.

The total recovery time for the runoff volume includes both vertical and lateral infiltration stages. The calculated total recovery time is 3.13 hours, which is well within the required 24-hour recovery period.

To confirm that the runoff volume will not exceed the storage capacity of the retention areas, the height of the retained runoff volume (h_2) was also evaluated. Based on the calculations, the height of the runoff volume is 0.5 feet, which matches the top-of-bank elevation of the proposed dry retention areas (elevation 12.5 feet), ensuring no overflow will occur.

Please refer to Appendix B for the Stormwater Calculations.

Appendix A

EXHIBITS:

AERIAL MAP (BREVARD COUNTY PROPERTY APPRAISER)

LOT DRAINAGE PLAN

SOIL MAP-BREVARD COUNTY, FL

Dana Blickley, CFA
PROPERTY APPRAISER
Brevard County

1:1,000
0 30 60 120 ft
0 5 10 20 m

N
W E
S

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

Map created June 20, 2025 (map data dates may vary)

LEGEND AND TYPICAL SECTIONS:

EXISTING ELEVATION

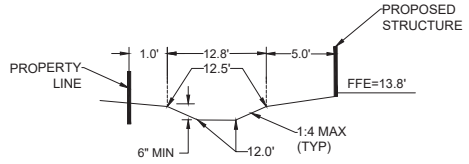
PROPOSED ELEVATION

FLOW DIRECTION

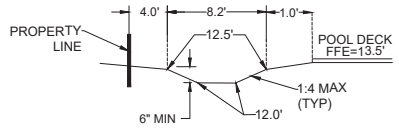
GRAPHIC SCALE IN FEET (0, 20, 40)

SCALE : 1" = 20'

NORTH



SECTION A-A
N.T.S.



SECTION B-B
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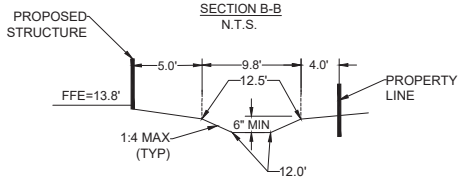
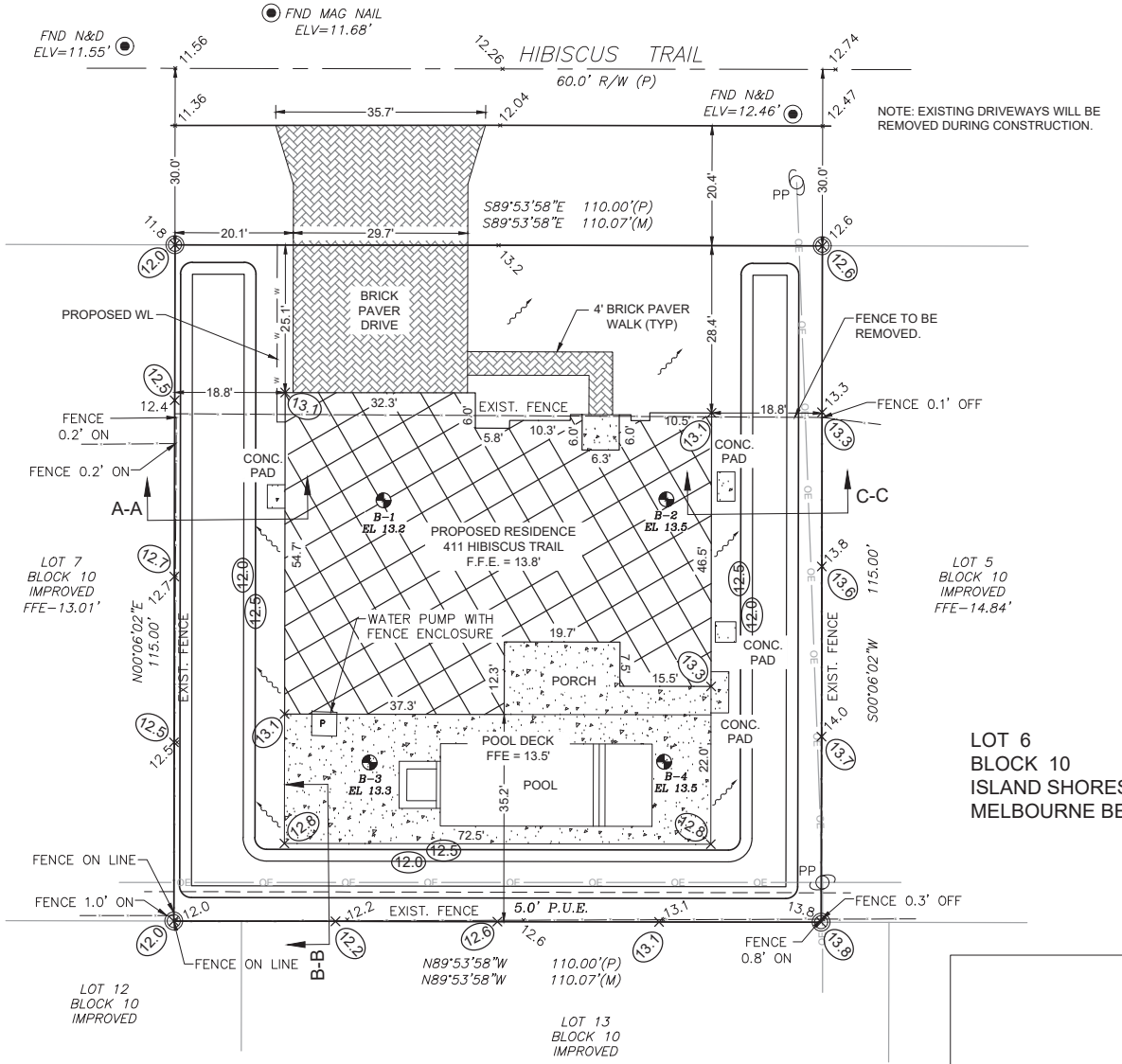


SECTION C-C
N.T.S.

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION AND ELEVATIONS SHOWN HAVE BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. ITHEY HAVE NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. THE MINIMUM THE FINISHED FLOOR ELEVATION (FFE) IS 18 INCHES ABOVE THE CENTERLINE ELEVATION OF 12.26 FEET.
3. ALL SITE DRAINAGE SHALL BE DIRECTED AWAY FROM THE RESIDENCE. OVERHANGS THAT HAVE GUTTERS, ROOF VALLEY'S DOWNSPOUTS, SCUPPERS, OR OTHER RAINWATER OR COLLECTION DEVICES SHALL NOT BE DIRECTED TOWARDS ADJACENT PARCELS OF LAND LOCATED WITHIN TEN (10) FEET OF THE TERMINUS OF SUCH COLLECTION DEVICES.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL.
5. DRAINAGE EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, AND UTILITY SHEDS.
5. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CONTACT ENGINEER OF RECORD IF ELEVATIONS AS PROPOSED CANNOT BE MAINTAINED.
6. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. CONVERSION FROM NAVD88 TO NGVD29 IS 1.43'. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.



CONVERSION TO NGVD29: +1.43	ELEVATIONS	
ELEVATIONS BASED ON: NAVD88	NGVD29	NAVD88
BREVARD COUNTY BENCHMARK: 422-43	10.41	8.98

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CONTRACT NO: C2405.16
JOB NO.: 25.06-073
DATE: 07/18/25
SHEET 1 OF 1

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOT/S / BLOCK: LOT 6 BLK 10
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: LOWMAN BROTHERS

PROJECT:
ZETH JAMES
411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

REVISIONS:

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-4027
eliatwigg@atlcsolutions.com

Soil Map—Brevard County, Florida

Map Scale: 1:1,750 if printed on A landscape (11" x 8.5") sheet.

N

Meters
0 25 50 100 150

Feet
0 50 100 200 300

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

MAP LEGEND

Area of Interest (AOI)

- Area of Interest (AOI)

Soils

- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features

- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features

- Streams and Canals

Transportation

- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background

- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Brevard County, Florida
Survey Area Data: Version 24, Aug 28, 2024

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jan 19, 2022—Mar 2, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
25	Canaveral-Palm Beach-Urban land complex	11.9	100.0%
Totals for Area of Interest		**11.9**	**100.0%**

Brevard County, Florida

25—Canaveral-Palm Beach-Urban land complex

Map Unit Setting

National map unit symbol: 1lg35
Elevation: 10 to 20 feet
Mean annual precipitation: 49 to 57 inches
Mean annual air temperature: 68 to 75 degrees F
Frost-free period: 350 to 365 days
Farmland classification: Not prime farmland

Map Unit Composition

Canaveral and similar soils: 31 percent
Palm beach and similar soils: 30 percent
Urban land: 29 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Canaveral

Setting

Landform: Flats on marine terraces, ridges on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy marine deposits

Typical profile

A - 0 to 6 inches: sand
C - 6 to 12 inches: sand
C - 12 to 80 inches: coarse sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat poorly drained
Runoff class: Low
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: About 12 to 36 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 15 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 6.0
Available water supply, 0 to 60 inches: Very low (about 1.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 6s
Hydrologic Soil Group: A/D
Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Palm Beach

Setting

Landform: Flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Shells and sandy marine deposits

Typical profile

A - 0 to 3 inches: sand
C - 3 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Excessively drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 30 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 4.0
Available water supply, 0 to 60 inches: Very low (about 1.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7s
Hydrologic Soil Group: A
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Urban Land

Setting

Landform: Marine terraces
Landform position (three-dimensional): Interfluve, talf
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: No parent material

Interpretive groups

Land capability classification (irrigated): None specified
Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: Unranked

Minor Components

Paola

Percent of map unit: 4 percent
Landform: Flats on marine terraces, rises on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Other vegetative classification: Forage suitability group not assigned (G156BC999FL), Sand Pine Scrub (R155XY001FL)
Hydric soil rating: No

Welaka

Percent of map unit: 3 percent
Landform: Rises on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY180FL - Sandy Scrub on Rises, Ridges, and Knolls of Mesic Uplands
Other vegetative classification: Forage suitability group not assigned (G156BC999FL), Sand Pine Scrub (R155XY001FL)
Hydric soil rating: No

Pomello

Percent of map unit: 3 percent
Landform: Flats on marine terraces, rises on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F155XY150FL - Sandy Flatwoods and Hammocks on Rises and Knolls of Mesic Uplands

Other vegetative classification: Forage suitability group not assigned (G156BC999FL), Sand Pine Scrub (R155XY001FL)
Hydric soil rating: No

Data Source Information

Soil Survey Area: Brevard County, Florida
Survey Area Data: Version 24, Aug 28, 2024

Appendix B

STORMWATER CALCULATIONS

LANTIC SOLUTIONS

STORMWATER CALCULATIONS

411 Hibiscus Trail
Melbourne Beach, FL 32951

SITE INFORMATION	IMPERVIOUS AREA (SF)	PERVIOUS AREA (SF)	TOTAL AREA (SF)
Total Lot			**12658**
Home & Front Porch	3,475		
Porch & Pool	1,912		
Concrete Pads	60		
Driveway & Walkway	870		
Green Space		6,341	
Total	**6,317**	**6,341**	**12,658**
Total	**50%**	**50%**	

TOTAL DRY RETENTION VOLUME

Drainage Areas	Top Area (SF)	Bottom Area (SF)	Depth (FT)	VOLUME (CF)
Perimeter Swale	3,113	1,888	0.5	1,250
				0
TOTAL	**3,113**	**1,888**	**0.5**	**1,250**

Total Dry Retention Vol. ==> $V_{drainage}$ 1,250 CF

TOTAL VOLUME OF WATER TO RETAIN

Requirement = 8" retention for 10 yr/24 hr storm

REQUIREMENT FOR RECOVERY	DEPTH (in.)	DEPTH (FT)	AREA (SF)	VOLUME (CF)
8" X Impervious	8	0.67	6,317	4,212

Total volume to retain ==> V_{retain} = 4,212 CF

UNSATURATED VERTICAL AND SATURATED LATERAL FLOW ANALYSIS

Calcs based on SJRWMD Permit Information Manual
Part X, Section 23.0 - Methodologies & Design Examples

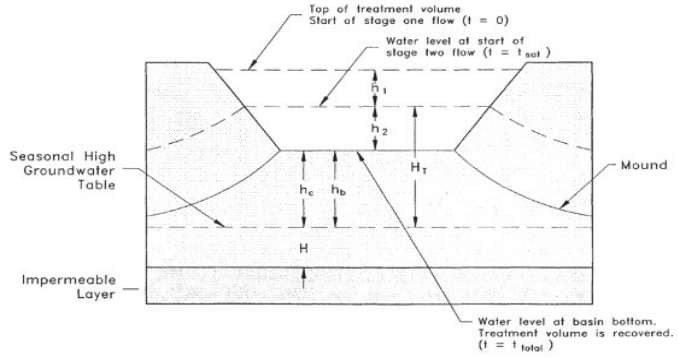

Fig 23-4: Design Parameters for Groundwater Mounding Analysis for Stage 1 & Stage 2 Flow (Source: Andreyev and Wisemand, 1989)

Calculate volume of water infiltrated in unsaturated vertical (Stage 1) flow & time to infiltrate this volume

1. Calculate Volume infiltrated during Stage 1 ==> V_u

Per Equation 23-3 ==> $V_u = (A_b)(h_b)(f)$ CF

V_u = 3,068 CF

V_u is the total volume of water required to saturate the soil below the basin bottom (h_b)

A_b = Area of Basin Bottom
A_b = 1,888 SF
h_b = Height of basin bottom to SHWT [SHWT is 2' above exist. measured level per Geotech Report]
h_b = 6.5 ft
f = Fillable porosity (generally 0.2 or 0.3 - use 0.25 average).
f = 0.25

2. Calculate Unsaturated Vertical Hydraulic Conductivity ==> K_{vu}

Per Equation 23-11 ==> $K_{vu} = (2/3)K_{vs}$ ft/day

K_{vu} = 27 ft/day

K_{vs} = Vertical saturated flow rate per USDA Web Soil Survey
K_{vs} = 19.98 in/hr
K_{vs} = 39.96 ft/day
K_{vs} = 1.665 ft/hr

3. Calculate the Design infiltration rate ==> I_d

Per Equation 23-1 ==> $I_d = K_{vu}/FS$

I_d = 13.3 ft/day

FS = Factor of Safety [use 2]
FS = 2

STORMWATER CALCULATIONS

411 Hibiscus Trail
Melbourne Beach, FL 32951

4. Calculate time to saturate soil beneath the drainage area ==> t_{sat}

Per Equation 23-2 ==> $t_{sat} = (f)(h_b)/I_d$ Days

t_{sat} = 0.12 Days

t_{sat} = 2.9 Hours

5. Calculate the remaining treatment volume to be recovered under saturated lateral (Stage 2) flow conditions ==> V_2

$V_2 = V_{retain} - V_u$ CF — V_2 = Treatment volume to be recovered in saturated lateral flow

V_2 = 1,144 CF — V_{retain} = 4,212 CF

V_u = 3,068 CF

6. Calculate the elevation of V_2 at start of lateral flow ==> h_2

NOTE: the elevation h_2 is calculated by interpolating. It is assumed that the drainage areas continue up to this elevation.

$V_{drainage}$ = 1,250 CF

$h_{drainage}$ (h_v)= 0.5 ft

V_2 = 1,144 CF

h_2 = 0.5 ft NOTE: with h_2 at 0.5 feet, that means it will be at the top of the swale

7. Calculate F_Y and F_X

NOTE: when the V_{retain} is recovered (t = t_{total}), the water level is at the bottom of the drainage area

Per Equation 23-8 ==> $H_T = h_b + h_2$ ft — H_T = Height of water above SHWT at start of saturated lateral flow.

H_T = 7.0 ft — h_b = 6.5 ft

h_2 = 0.5 ft

Per Equation 23-6 ==> $F_Y = h_c/H_T$ — F_y = Dimensionless representing % water level decline below max level

F_Y = 0.93 — h_c = height of water above SHWT at time t

$h_b = h_c$ = 6.5 ft

Need length (L) to width (W) ratio of basin bottom since that is when water level will be at bottom at time t

L = 306 ft

W = 6 ft

L/W = 51.00 ft

Determine F_x using figure 23-7 (pg 23-17 or Page 298 of 652)

f = 0.25

L/W = 51.00

F_Y = 0.93

Fx = 1.0

8. Calculate the time (t_2) to recover the remaining treatment volume (V_2) under saturated lateral flow

Per Equation 23-7 ==> D = H + hc/2 — D = Average thickness of the aquifer.

D = 11.75 ft — H = Initial saturated thickness of the aquifer (ft) - NOTE: based on the UES Geotech report, UES did not encounter a stratum that exhibited restricted flow rates, so it is assumed to be located at the boring terminus, which is at 15 ft below grade. Therefore, the initial saturated thickness is 15 ft minus 6.5 ft for SWHT.

H = 8.5 ft

Per Equation 23-9 ==> $t_2 = \frac{W^2}{4(K_H)(D)(F_x)^2}$ — W = Width of drainage area bottom at water level at time (t)

W = 4 ft

t_2 = 0.0085 Days — K_H = Average horizontal hydraulic conductivity (ft/day)

t_2 = 0.20 Hours — K_H = 19.98 in/hr — NOTE: K_H was not provided and can be up to 2 times higher than the K_{vs}. To be conservative, use the same value as K_{vs}.

K_H = 39.96 ft/day

TOTAL RECOVERY TIME

9. Total time to recover the treatment volume (t_{total}) equals the time to recover during unsaturated vertical flow (t_{sat}) and lateral saturated flow (t_2)

$t_{total} = t_{sat} + t_2$

t_{total} = 3.13 Hours

Appendix C

GEOTECHNICAL REPORT BY UES

June 10, 2025

Lowman Brothers Construction
4011 Digital Light Drive, Suite 101
Melbourne, Florida 32934

Attention: Mr. John Canarie

Reference: **Subsurface Exploration**
Proposed Residence
411 Hibiscus Trail
Melbourne Beach, Brevard County, Florida
UES Project No. 0330.2500113.0000

Dear Mr. John Canarie:

UES Professional Solutions, LLC. (UES) has completed a subsurface exploration at the above referenced site in Melbourne Beach, Brevard County, Florida. Our exploration was authorized by you and was conducted as outlined in UES's proposal No. 0330.0525.00029. This exploration was performed in accordance with generally accepted soil and foundation engineering practices. No other warranty, expressed or implied, is made.

The following report presents the results of our field exploration with a geotechnical engineering interpretation of those results with respect to the project characteristics as provided to us. We have included general engineering recommendations concerning site preparation procedures & foundation design parameters, and our estimates of the typical wet season high groundwater levels at the boring locations.

We appreciate the opportunity to have worked with you on this project and look forward to a continued association. Please do not hesitate to contact us if you should have any questions, or if we may further assist you as your plans proceed.

Sincerely yours,
UES PROFESSIONAL SOLUTIONS, LLC.

Digitally signed by Richard E Hoaglin
DN: c=US, o=Universal Engineering Sciences, dnQualifier=A01410D000001964008897F00033F4C, cn=Richard E Hoaglin
Date: 2025.06.10 12:50:28 -04'00'

Adam Dubaz
Project Manager

Richard E. Hoaglin, P.E.
Regional Manager
Florida registration No. 48796

1 – Client (by e-mail)
UESDOCS # 2150462

UES PROFESSIONAL SOLUTIONS, LLC.

SUBSURFACE EXPLORATION

Proposed Residence
411 Hibiscus Trail Due Diligence
Melbourne Beach, Brevard County, Florida
UES Project No. 0330.2500113.0000

June 10, 2025

PREPARED FOR:
Lowman Brothers Construction, LLC.
4011 Digital Light Drive, Suite 101
Melbourne, Florida 32934

PREPARED BY:
UES Professional Solutions, LLC.
820 Brevard Avenue
Rockledge, Florida 32955
(321) 638-0808

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GBA Document..... Exhibit 1

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1.0 INTRODUCTION

UES Professional Solutions, LLC. (UES) has completed a subsurface exploration for the proposed residence at 411 Hibiscus Trail in Melbourne Beach, Brevard County, Florida. Our exploration was authorized by Mr. John Canarie of Lowman Brothers Construction, LLC. and was conducted as outlined in UES's proposal No. 0330.0525.00029. This exploration was performed in accordance with generally accepted soil and foundation engineering practices. No other warranty, expressed or implied, is made.

2.0 PROJECT DESCRIPTION

It is our understanding from review of partial information submitted to UES by the client that the proposed project will include the construction of a new residence at 411 Hibiscus Trail in Melbourne Beach, Florida.

Based on the preliminary site layout provided, we assume the proposed residence will be a one-story masonry structure located in the approximate central area of the property, near the boring locations shown on the attached Figure No. 1. We assume that the finished first floor level will be approximately 2 to 3 feet above existing grades.

We assume that the proposed structure will be constructed using a combination of reinforced concrete, masonry and wood framing. Based on our previous experience with similar structures, we assume that the proposed building will have maximum loading conditions on the order of 20 kips per column, 5 kips per linear foot for load bearing walls and 100 psf for on grade floor slabs.

If any of the above information is incorrect or changes prior to construction, please contact UES immediately so that we may revise the recommendations contained in this report, as necessary. In order to verify that our recommendations are properly interpreted and implemented, UES should be allowed to review the final design and specifications prior to the start of construction.

3.0 PURPOSE

The purposes of this exploration were:

- to explore and evaluate the subsurface conditions at the site with special attention to potential problems that may impact the proposed development,
- to provide our estimates of the typical wet season high groundwater levels at the boring locations
- to provide general engineering recommendations concerning site preparation procedures & foundation design parameters for the proposed structure.

4.0 SITE DESCRIPTION

The subject site is located within Section 6, Township 28 South, Range 38 East in Brevard County, Florida. More specifically, the new residence will be located on the south side of Hibiscus Trail and is listed with an address of 411 Hibiscus Trail in Melbourne Beach, Florida. A

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single-family residence once occupied the property and was demolished sometime in 2006. At the time of drilling the property surface was mostly cleared.

4.1 SOIL SURVEY

The Brevard County Soil Survey (BCSS), issued by the U.S. Department of Agriculture Soil Conservation Service in 1974, maps one primary soil type (pre-developmental) within the general area of the site. A brief description of the soil type is provided in the following Table I.

TABLE I
BREVARD COUNTY SOIL SURVEY DESIGNATED SOIL TYPES

Soil Type (Map Symbol)	Brief Description
Canaveral-Palm Beach-Urban land complex (Ga)	Well drained sandy soils that consist of reworked and leveled sandy materials where 25 to 40 percent of the surface area is covered with buildings or pavements.

4.2 TOPOGRAPHY

According to information obtained from the United States Geological Survey (USGS) Melbourne East, FL 7.5-minute topographic quadrangle map (dated 2024); ground surface elevation across the project site is approximately +15 feet North American Vertical Datum (NAVD).

5.0 SCOPE OF SERVICES

The services conducted by UES during our subsurface exploration program were as listed below:

- Drill four (4) Standard Penetration Test (SPT) borings within the proposed building footprints to depths of 7 to 15 feet below existing land surface (bls).
- Secure samples of representative soils encountered in the soil borings for review, laboratory analysis and classification by a Geotechnical Engineer.
- Measure the existing site groundwater levels and provide an estimate of the typical wet season high groundwater levels at the boring locations.
- Assess the existing soil conditions with respect to the proposed construction.
- Prepare a report that documents the results of our subsurface exploration and analysis with general geotechnical engineering recommendations.

6.0 LIMITATIONS

This report has been prepared in order to aid the client/architect in the design and construction of the proposed residence at 411 Hibiscus Trail in Melbourne Beach, Florida. The scope is limited to the specific project and locations described herein. Our description of the project's design parameters represents our understanding of the significant aspects relevant to soil and foundation characteristics. In the event any changes in the design or location of the structure as outlined in this report are planned, we should be informed so the changes can be reviewed and the conclusions of this report modified, if required, and approved in writing by UES.

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The recommendations submitted in this report are based upon the data obtained from the soil borings performed at the locations indicated on the Boring Location Plan and from other information as referenced. This report does not reflect any variations that may exist between boring locations and within unexplored areas of the site. The nature and extent of such variations may not become evident until the course of construction. If variations become evident, it will then be necessary for a re-evaluation of the recommendations of this report after performing on-site observations during the construction period and noting the characteristics of the variations. Deleterious soils were not encountered within any of the borehole locations; however, we cannot preclude their presence between boring locations, or within unexplored portions of the property. Therefore, this report should not be used for estimating such items as cut and fill quantities.

Borings for a typical geotechnical report are widely spaced and generally not sufficient for reliably detecting the presence of isolated, anomalous surface or subsurface conditions, or reliably estimating unsuitable or suitable material quantities. Accordingly, UES does not recommend relying on our boring information to negate presence of anomalous materials or for estimation of material quantities unless our contracted services ***specifically*** include sufficient exploration for such purpose(s) and within the report we so state that the level of exploration provided should be sufficient to detect such anomalous conditions or estimate such quantities. Therefore, UES will not be responsible for any extrapolation or use of our data by others beyond the purpose(s) for which it is applicable or intended.

All users of this report are cautioned that there was no requirement for UES to attempt to locate any manmade buried objects or identify any other potentially hazardous conditions that may exist at the site during the course of this exploration. Therefore, no attempt was made by UES to locate or identify such concerns. UES cannot be responsible for any buried manmade objects or environmental hazards which may be subsequently encountered during construction that are not discussed within the text of this report. We can provide this service if requested.

For a further description of the scope and limitations of this report, please review the document attached within Exhibit 1, "Important Information about Your Geotechnical Engineering Report", prepared by GBA/The Geoprofessional Business Association.

7.0 FIELD METHODOLOGIES

7.1 STANDARD PENETRATION TEST BORINGS

The four (4) SPT borings, designated B1 through B4 on the attached Figure No. 1, were performed in general accordance with the procedures of ASTM D 1586 (Standard Method for Penetration Test and Split-Barrel Sampling of Soils). The SPT drilling technique involves driving a standard split-barrel sampler into the soil by a 140 pound hammer, free falling 30 inches. The number of blows required to drive the sampler 1 foot, after an initial seating of 6 inches, is designated the penetration resistance, or N-value, an index to soil strength and consistency. The soil samples recovered from the split-barrel sampler were visually inspected and classified in general accordance with the guidelines of ASTM D 2487 (Standard Classification of Soils for Engineering Purposes [Unified Soil Classification System]).

The SPT soil borings were performed with a truck mounted CME 45 drilling rig using either rotary mud techniques or continuous flight augers to the termination depth. The boring locations were determined in the field using a handheld GPS receiver. No survey control was provided

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on-site, and our boring locations should be considered only as accurate as implied by the methods of measurement used. The approximate boring locations are shown on the attached Figure No. 1.

8.0 LABORATORY METHODOLOGIES

8.1 PARTICLE SIZE ANALYSIS

We completed #200 sieve particle size analyses on two (2) representative soil samples. These samples were tested according to the procedures listed ASTM D 1140 (Standard Test Method for Amount of Material in Soils Finer than the No. 200 Sieve). The percentage of soil particles passing the #200 sieve in each sample tested is shown on the appropriate attached boring logs.

9.0 SOIL STRATIGRAPHY

The results of our field exploration, together with pertinent information obtained from the SPT soil borings such as soil profiles, penetration resistance and stabilized groundwater level, are shown on the boring logs included in Appendix A. The Key to Boring Logs, Soil Classification Chart is also included in Appendix A. The soil profile was prepared from the field logs after the recovered soil samples were examined by a Geotechnical Engineer. The stratification lines shown on the boring logs represent the approximate boundaries between soil types and may not depict exact subsurface soil conditions. The actual soil boundaries may be more transitional than depicted.

A generalized profile of the soils encountered at our boring locations is presented in the following Table II. For more detailed soil profiles, please refer to the attached boring logs found in Appendix A.

TABLE II
GENERALIZED SOIL PROFILE

Depth Encountered (feet, bls)	Approximate Thickness (feet)	Soil Description
Surface	2	Fill soils consisting of fine sands with varying quantities of gravel and broken shell; loose to medium dense.
2	5+ to 10	Fine sand [SP], loose.
7 to 12	3+ to 8+	Fine sand [SP] with varying amounts of broken shell and occasional cemented rock layers, loose.

NOTE: [ ] denotes Unified Soil Classification system designation.
+ indicates strata encountered at boring termination, total thickness undetermined.

10.0 GROUNDWATER CONDITIONS

10.1 EXISTING GROUNDWATER CONDITIONS

We measured the water levels within the boreholes on June 5, 2025, after the ground water was allowed to stabilize. As shown on the attached boring logs, the groundwater level depths ranged

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from 8.1 feet bls at boring location B1 to 8.5 feet bls at the boring location B4. Fluctuations in groundwater levels should be anticipated throughout the year, primarily due to seasonal variations in rainfall, surface runoff, and other factors that may vary from the time the borings were conducted.

10.2 Typical Wet Season High Groundwater Levels

The typical wet season high groundwater level is defined as the highest groundwater level sustained for a period of 2 to 4 weeks during the "wet" season of the year, for existing site conditions, in a year with average normal rainfall amounts. Based on historical data, the rainy season in Brevard County, Florida is between June and October of the year. In order to estimate the wet season water level at the boring locations, many factors are examined, including the following:

a. Measured groundwater level
b. Drainage characteristics of existing soil types
c. Season of the year (wet/dry season)
d. Current & historical rainfall data (recent and year-to-date)
e. Natural relief points (such as lakes, rivers, swamp areas, etc.)
f. Man-made drainage systems (ditches, canals, etc.)
g. Distances to relief points and man-made drainage systems
h. On-site types of vegetation
i. Area topography (ground surface elevations)

Groundwater level readings were taken on June 5, 2025. According to data from the National Weather Service, the total rainfall in the previous month of May for Central Brevard County was approximately 4.4 inches, roughly 0.9 inches above the normal levels for the month of May. Year-to-date rainfall for 2025 through June 5, 2025, was approximately 10.4 inches, roughly 3.8 inches below the normal level for this time period.

Based on this information and the factors listed above, we estimate that the typical wet season high groundwater levels at the boring locations will be approximately 2 feet above the existing measured levels. Please note, however, that peak stage elevations immediately following various intense storm events may be somewhat higher than the estimated typical wet season high levels.

Variations in the silt/clay content of the near surface soils at this site, there may be occasional isolated pockets of “perched” groundwater within the project area, particularly after periods of prolonged wet weather. Such temporary perched water table levels may be significantly higher than the estimated wet season high groundwater levels indicated above.

11.0 LABORATORY RESULTS

11.1 Particle Size Analysis

The soil samples submitted for analysis were classified as fine sand [SP]. The percentage of soil sizes passing the #200 sieve size are shown on the attached boring logs at the approximate depth sampled.

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12.0 PROPOSED RESIDENCE

12.1 ANALYSIS

Based on the results of the soil borings, the near surface soils at this site consist primarily of loose to medium dense sandy fill soils to a depth of about 2 feet bls, underlain by loose fine sandy soils to the maximum depth of 15 feet bls.

Based on the results of our subsurface exploration the proposed structure can be supported upon conventional shallow spread footings, provided that any loose soil pockets that are encountered, or created, during construction are properly re-densified prior to footing installation. We believe that this can be effectively accomplished by compacting any loosened foundation soils with medium sized vibratory rollers, then filling to grade (as required) in compacted lifts as recommended in section 12.3 (Site Preparation Procedures) of this report.

The following recommendations are made based upon a review of the attached soil test data, our understanding of the proposed construction, and experience with similar projects and subsurface conditions. If the structural loadings, building location or grading plans change from those discussed previously, we request the opportunity to review and possibly amend our recommendations with respect to those changes.

12.2 RECOMMENDATIONS

Provided our recommended site preparation procedures are followed, we recommend designing conventional, shallow spread footings foundations for a maximum allowable soil-contact pressure of 2,000 pounds per square foot (psf). The base of all footings should be at least 24 inches below finished grade elevation. Backfill above and around the footings should be compacted at least 95 percent of Modified Proctor test maximum dry density (ASTM D1557) as recommended below. For a design criteria, we recommend using an allowable passive earth pressure coefficient of K_p=3.0.

We recommend using a sheet vapor barrier, such as Visqueen, beneath the building slab-on-grade to help control moisture migration through the slab. Floor slabs can be supported upon the compacted fill and should be structurally isolated from other foundations elements or adequately reinforced to prevent distress due to differential movements. We recommend a minimum thickness of at least 4 inches be maintained for the concrete floor slab. If there are areas of anticipated heavy floor loads, then we recommend a minimum thickness of at least 5 inches be maintained.

12.3 SITE PREPARATION PROCEDURES

Following is a list of our recommended site preparation procedures to prepare the site for the proposed construction.

1. If necessary, take measures to lower the groundwater levels to at least 18 inches below bottom of footing elevations. To avoid disturbances to bearing soils, we recommend that this dewatering be continuous until construction and backfilling has reached a level of at least two feet above the groundwater table level.

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2. Excavate the proposed footings, plus an additional margin of at least two feet beyond the proposed edges of the foundations to bottom of footing level. At this point, prior to any further construction, UES personnel should be allowed to examine and probe the bottom of excavation subsoils to ascertain if there are unsuitable soils requiring further removal. All such soils encountered should be removed for a depth of at least 24 inches below the bottom of the proposed footings, or as directed by UES at the time of excavation.

3. After removal of any unsuitable bedding soils, backfill the excavated pockets to the proposed bottom of foundation levels with clean fine sands [SP] placed in 12-inch-thick loose lifts.

4. If vibratory equipment is used to compact the footing bearing soils and any subsequent fill, then we recommend using vibratory plates or rollers weighing less than 2 tons.

5. The footing bearings soils including the two feet margin should be densified to at least 95 percent of the Modified Proctor test maximum dry density (ASTM D 1557, Laboratory Compaction Characteristics of Soil Using Modified Effort (56,000 ft-lbf/ft^3 (2,700 kN-m/m^3))) to at least 12 inches below the bottom of footing level. Any fill required afterwards to reach footing level should also consist of fine sands [SP] or fine sands with silt [SP-SM] compacted to at least 95% of the modified proctor test.

6. Construct the footing foundations, taking care not to disturb the bearing soils.

7. Backfill above and adjacent to the footings and across the floor slabs areas should also be fine sands [SP] or fine sand with silt [SP-SM] placed in 12-inch loose lifts with each lift compacted to at least 95% of the Modified Proctor Test maximum dry density. Backfilling should not begin until the footings have had sufficient time to cure and gain sufficient strength.

8. Field density tests should be performed by UES at appropriate times throughout the earthwork operations in order to verify that the compaction requirements have been met. Density tests should be performed after compaction of each lift of structural fill/backfill and in the bottom of all foundation excavations.

14.0 SPECIAL CONSIDERATIONS

Vibrations produced during vibratory compaction operations at the site may be significantly noticeable within 100 feet and may cause settlement distress of adjacent structures if not properly regulated. Therefore, provisions should be made to monitor these vibrations by UES so that any necessary modifications in the compaction operations can be made in the field before potential damages occur. In addition, the conditions of the existing adjacent structures should be ascertained and documented prior to vibratory operations. Slight cosmetic damage (e.g. hairline cracks in stucco, plaster, or masonry) may occur in conjunction with compaction operations.

Cemented rock layers were encountered below a depth of 12 feet bls at some of the boring locations; perhaps forming dense boulders and/or ledges. Shallower rock layers may exist between boring locations and within unexplored areas of the site. Where cementation is the greatest these layers may hinder excavation with typical backhoes or similar equipment.

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Where coquina cobbles or boulders are excavated within borrow zones at the site, we recommend that they be broken up to sizes less than 3 inches in diameter before being included within structural fill areas. We recommend that such items as utility lines & foundations be kept as shallow as possible to help avoid excavating through the rock filled zones.

15.0 EXCAVATIONS

Excavations should be sloped as necessary to prevent slope failure and to allow backfilling. As a minimum, temporary excavations below 4-foot depth should be sloped in accordance with OSHA regulations (29 CFR Par 1926) dated October 31, 1989. Where lateral confinement will not permit slopes to be laid back, the excavation should be shored in accordance with OSHA requirements. During excavation, excavated material should not be stockpiled at the top of the slope within a horizontal distance equal to the excavation depth. Provisions for maintaining workman safety within excavations is the sole responsibility of the contractor.

16.0 DEWATERING

Based on the water level conditions encountered, and depending upon the construction methods used, control of the groundwater may be required at this project. If dewatering does become necessary, the actual method(s) of dewatering should be determined by the contractor.

Dewatering should be accomplished with the knowledge that the permeability of soils decreases with increasing silt [M] and/or clay [C] content. Therefore, a silty fine sand [SM] is less permeable than a fine sand [SP]. The fine sand [SP], fine sand with silt [SP-SM] and silty fine sand [SM] soil types can usually be dewatered by well pointing.

It should be noted that the typical wet season high groundwater levels previously listed may be temporarily exceeded during any given year in the future. Should impediments to surface water drainage exist on the site, or should rainfall intensity and duration, or total rainfall quantities exceed the normally anticipated rainfall quantities, groundwater levels may exceed our seasonal high estimates. We recommend positive drainage be established and maintained on the site during construction. We further recommend permanent measures be constructed to maintain positive drainage from the site throughout the life of the project. We recommend that the contract documents provide for determining the depth to the groundwater table just prior to construction, and for any required remedial dewatering.

17.0 CLOSURE

The soil and groundwater conditions encountered during our subsurface exploration of the property and the results of the laboratory analysis identified no geotechnical issues that would significantly impact the proposed construction, as we currently understand it, using conventional construction practices. Standard methods of excavation, compaction and backfilling should adequately prepare the site.

The geotechnical engineering design does not end with the advertisement of the construction documents. The design is an on-going process throughout construction. Because of our familiarity with the site conditions and the intent of the engineering design, we are most qualified to address site problems or construction changes, which may arise during construction, in a timely and cost-effective manner. We recommend the owner retain the UES Rockledge office to provide inspection & testing services during earthwork & foundation operations.

* * * * * *

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FIGURES

APPROXIMATE BORING LOCATION

FIGURE IS BASED UPON A GOOGLE EARTH AERIAL PHOTOGRAPH

N

UES™

DUE DILIGENCE
411 HIBISCUS TRAIL
MELBOURNE, FLORIDA

BORING LOCATION PLAN

DRAWN BY:	AD	DATE:	6/6/2025	CHECKED BY:	RH	DATE:	6/6/2025
SCALE:	1" = 80'	PROJECT NO:	0330.2500113.0000			PAGE NO:	FIGURE 1

APPENDIX A

UNIVERSAL ENGINEERING SCIENCES
BORING LOG

PROJECT NO.:	0330.2500113.0000
REPORT NO.:	
APPENDIX:	A

PROJECT: DUE DILIGENCE
411 HIBISCUS TRAIL
MELBOURNE, FLORIDA

BORING DESIGNATION: **B1** SHEET: **1 of 1**
SECTION: TOWNSHIP: RANGE:

CLIENT:

LOCATION: SEE BORING LOCATION PLAN

REMARKS:

G.S. ELEVATION (ft):
WATER TABLE (ft): 8.1
DATE OF READING: 6/5/2025
EST. W.S.W.T. (ft):

DATE STARTED: 6/3/25
DATE FINISHED: 6/3/25
DRILLED BY: JL, DW
TYPE OF SAMPLING:

DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N (BLOWS/ FT.)	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS LL	ATTERBERG LIMITS PI	K (FT./ DAY)	ORG. CONT. (%)
0						**fine SAND, trace of gravel and clay lumps**, brown, [SP] (fill)						
		4-4-5	9									
						fine SAND, brown, [SP]						
		5-4-4	8									
		2-2-2	4									
5												
		2-2-3	5									
		2-3-4	7			**fine SAND, trace of broken shell**, brown, [SP]						
				▼								
		3-4-4	8									
10												
						fine SAND, trace of broken shell and occasional cemented rock layers, brown, [SP]						
		5-5-4	9									
15						BORING TERMINATED AT 15'						
20												

BL3_2

UNIVERSAL ENGINEERING SCIENCES
BORING LOG

PROJECT NO.:	0330.2500113.0000
REPORT NO.:	
APPENDIX:	A

PROJECT: DUE DILIGENCE
411 HIBISCUS TRAIL
MELBOURNE, FLORIDA

BORING DESIGNATION: **B2** SHEET: **1 of 1**
SECTION: TOWNSHIP: RANGE:

CLIENT:

LOCATION: SEE BORING LOCATION PLAN

REMARKS:

G.S. ELEVATION (ft):
WATER TABLE (ft): N/E
DATE OF READING: 6/5/2025
EST. W.S.W.T. (ft):

DATE STARTED: 6/3/25
DATE FINISHED: 6/3/25
DRILLED BY: JL, DW
TYPE OF SAMPLING:

DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N (BLOWS/ FT.)	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS LL	ATTERBERG LIMITS PI	K (FT./ DAY)	ORG. CONT. (%)
0						**fine SAND, trace of broken shell and clay lumps**, brown, [SP] (fill)	2	6				
		5-6-8	14									
						fine SAND, brown, [SP]						
		7-5-4	9									
		3-3-5	8									
5												
		3-3-3	6									
						BORING TERMINATED AT 7'						
10												
15												
20												

BL3_2

UNIVERSAL ENGINEERING SCIENCES
BORING LOG

PROJECT NO.:	0330.2500113.0000
REPORT NO.:	
APPENDIX:	A

PROJECT: DUE DILIGENCE
411 HIBISCUS TRAIL
MELBOURNE, FLORIDA

BORING DESIGNATION: **B3** SHEET: **1 of 1**
SECTION: TOWNSHIP: RANGE:

CLIENT:

LOCATION: SEE BORING LOCATION PLAN

REMARKS:

G.S. ELEVATION (ft):
WATER TABLE (ft): N/E
DATE OF READING: 6/5/2025
EST. W.S.W.T. (ft):

DATE STARTED: 6/3/25
DATE FINISHED: 6/3/25
DRILLED BY: JL, DW
TYPE OF SAMPLING:

DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N (BLOWS/ FT.)	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS LL	ATTERBERG LIMITS PI	K (FT./ DAY)	ORG. CONT. (%)
0						**fine SAND, trace of broken shell and clay lumps**, grey, [SP] (fill)						
		4-3-6	9									
						fine SAND, brown, [SP]						
		5-4-4	8									
		1-2-3	5									
5												
		2-4-4	8									
						BORING TERMINATED AT 7'						
10												
15												
20												

BL3_2

UNIVERSAL ENGINEERING SCIENCES
BORING LOG

PROJECT NO.:	0330.2500113.0000
REPORT NO.:	
APPENDIX:	A

PROJECT: DUE DILIGENCE
411 HIBISCUS TRAIL
MELBOURNE, FLORIDA

BORING DESIGNATION: **B4** SHEET: **1 of 1**
SECTION: TOWNSHIP: RANGE:

CLIENT:

LOCATION: SEE BORING LOCATION PLAN

REMARKS:

G.S. ELEVATION (ft):
WATER TABLE (ft): 8.5
DATE OF READING: 6/5/2025
EST. W.S.W.T. (ft):

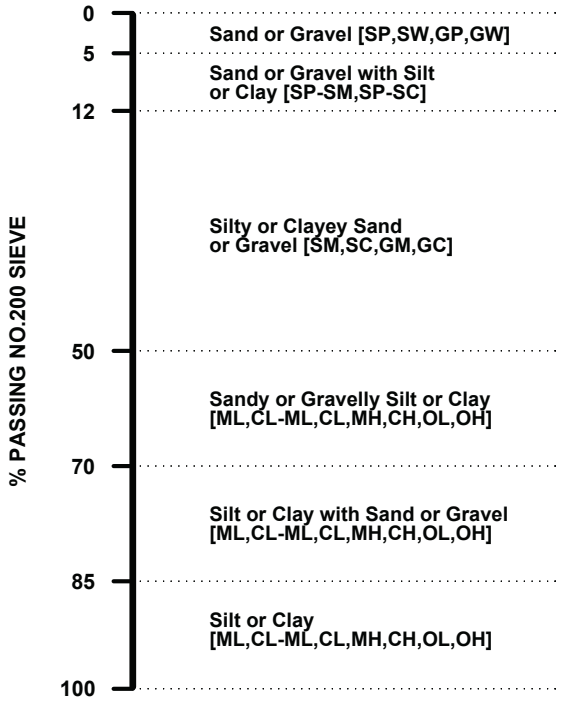
DATE STARTED: 6/3/25
DATE FINISHED: 6/3/25
DRILLED BY: JL, DW
TYPE OF SAMPLING:

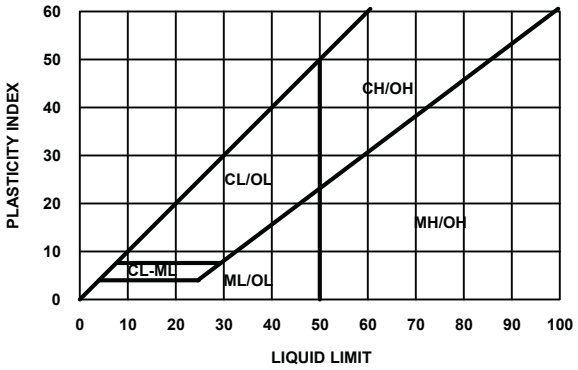
DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N (BLOWS/ FT.)	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS LL	ATTERBERG LIMITS PI	K (FT./ DAY)	ORG. CONT. (%)
0						**fine SAND, trace of gravel and broken shell**, grey, [SP] (fill)						
		2-3-4	7									
						fine SAND, brown, [SP]						
		4-4-4	8									
		1-1-1	2									
5												
		2-2-3	5									
		2-2-2	4									
		2-4-4	8	▼								
10												
						fine SANDtrace of broken shell,, brown, [SP]						
		11-6-4	10				2	6				
15						BORING TERMINATED AT 15'						
20												

BL3_2

KEY TO BORING LOGS

SOIL CLASSIFICATION CHART*





PLASTICITY CHART

GROUP NAME AND SYMBOL

COARSE GRAINED SOILS

- WELL-GRADED SANDS [SW]
- POORLY-GRADED SANDS [SP]
- POORLY-GRADED SANDS WITH SILT [SP-SM]
- POORLY-GRADED SANDS WITH CLAY [SP-SC]
- SILTY SANDS [SM]
- CLAYEY SANDS [SC]
- SILTY CLAYEY SANDS [SC-SM]
- WELL-GRADED GRAVELS [GW]
- POORLY-GRADED GRAVELS [GP]
- POORLY-GRADED GRAVELS WITH SILT [GP-GM]
- POORLY-GRADED GRAVELS WITH CLAY [GP-GC]
- SILTY GRAVELS [GM]
- CLAYEY GRAVELS [GC]

FINE GRAINED SOILS

- INORGANIC SILTS SLIGHT PLASTICITY [ML]
- INORGANIC SILTY CLAY LOW PLASTICITY [CL-ML]
- INORGANIC CLAYS LOW TO MEDIUM PLASTICITY [CL]
- INORGANIC SILTS HIGH PLASTICITY [MH]
- INORGANIC CLAYS HIGH PLASTICITY [CH]

HIGHLY ORGANIC SOILS

- ORGANIC SILTS/CLAYS LOW PLASTICITY [OL]**
- ORGANIC SILTS/CLAYS MEDIUM TO HIGH PLASTICITY [OH]**
- PEAT, HUMUS, SWAMP SOILS WITH HIGH ORGANIC CONTENTS [PT]**

IN ACCORDANCE WITH ASTM D 2487 - UNIFIED SOIL

* CLASSIFICATION SYSTEM.

** LOCALLY MAY BE KNOWN AS MUCK.

RELATIVE DENSITY

(SAND AND GRAVEL)

VERY LOOSE - 0 to 4 Blows/ft.
LOOSE - 5 to 10 Blows/ft.
MEDIUM DENSE - 11 to 30 Blows/ft.
DENSE - 31 to 50 Blows/ft.
VERY DENSE - more than 50 Blows/ft.

CONSISTENCY

(SILT AND CLAY)

VERY SOFT - 0 to 2 Blows/ft.
SOFT - 3 to 4 Blows/ft.
FIRM - 5 to 8 Blows/ft.
STIFF - 9 to 16 Blows/ft.
VERY STIFF - 17 to 30 Blows/ft.
HARD - more than 30 Blows/ft.

NOTES:
8* - DENOTES DYNAMIC CONE PENETROMETER (DCP) VALUE
R - DENOTES REFUSAL TO PENETRATION
P - DENOTES PENETRATION WITH ONLY WEIGHT OF DRIVE HAMMER
N/E - DENOTES GROUNDWATER TABLE NOT ENCOUNTERED

NOTE: DUAL SYMBOLS ARE USED TO INDICATE BORDERLINE SOIL CLASSIFICATIONS

EXHIBIT 1

Important Information about This

Geotechnical-Engineering Report

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

While you cannot eliminate all such risks, you can manage them. The following information is provided to help.

The Geoprofessional Business Association (GBA) has prepared this advisory to help you – assumedly a client representative – interpret and apply this geotechnical-engineering report as effectively as possible. In that way, clients can benefit from a lowered exposure to the subsurface problems that, for decades, have been a principal cause of construction delays, cost overruns, claims, and disputes. If you have questions or want more information about any of the issues discussed below, contact your GBA-member geotechnical engineer. Active involvement in the Geoprofessional Business Association exposes geotechnical engineers to a wide array of risk-confrontation techniques that can be of genuine benefit for everyone involved with a construction project.

Geotechnical-Engineering Services Are Performed for Specific Purposes, Persons, and Projects

Geotechnical engineers structure their services to meet the specific needs of their clients. A geotechnical-engineering study conducted for a given civil engineer will not likely meet the needs of a civil-works constructor or even a different civil engineer. Because each geotechnical-engineering study is unique, each geotechnical-engineering report is unique, prepared *solely* for the client. *Those who rely on a geotechnical-engineering report prepared for a different client can be seriously misled*. No one except authorized client representatives should rely on this geotechnical-engineering report without first conferring with the geotechnical engineer who prepared it. *And no one – not even you – should apply this report for any purpose or project except the one originally contemplated.*

Read this Report in Full

Costly problems have occurred because those relying on a geotechnical-engineering report did not read it *in its entirety*. Do not rely on an executive summary. Do not read selected elements only. *Read this report in full.*

You Need to Inform Your Geotechnical Engineer about Change

Your geotechnical engineer considered unique, project-specific factors when designing the study behind this report and developing the confirmation-dependent recommendations the report conveys. A few typical factors include:

- the client's goals, objectives, budget, schedule, and risk-management preferences;
- the general nature of the structure involved, its size, configuration, and performance criteria;
- the structure's location and orientation on the site; and
- other planned or existing site improvements, such as retaining walls, access roads, parking lots, and underground utilities.

Typical changes that could erode the reliability of this report include those that affect:

- the site's size or shape;
- the function of the proposed structure, as when it's changed from a parking garage to an office building, or from a light-industrial plant to a refrigerated warehouse;
- the elevation, configuration, location, orientation, or weight of the proposed structure;
- the composition of the design team; or
- project ownership.

As a general rule, *always* inform your geotechnical engineer of project changes – even minor ones – and request an assessment of their impact. *The geotechnical engineer who prepared this report cannot accept responsibility or liability for problems that arise because the geotechnical engineer was not informed about developments the engineer otherwise would have considered.*

This Report May Not Be Reliable

Do not rely on this report if your geotechnical engineer prepared it:

- for a different client;
- for a different project;
- for a different site (that may or may not include all or a portion of the original site); or
- before important events occurred at the site or adjacent to it; e.g., man-made events like construction or environmental remediation, or natural events like floods, droughts, earthquakes, or groundwater fluctuations.

Note, too, that it could be unwise to rely on a geotechnical-engineering report whose reliability may have been affected by the passage of time, because of factors like changed subsurface conditions; new or modified codes, standards, or regulations; or new techniques or tools. *If your geotechnical engineer has not indicated an "apply-by" date on the report, ask what it should be*, and, in general, *if you are the least bit uncertain* about the continued reliability of this report, contact your geotechnical engineer before applying it. A minor amount of additional testing or analysis – if any is required at all – could prevent major problems.

Most of the "Findings" Related in This Report Are Professional Opinions

Before construction begins, geotechnical engineers explore a site's subsurface through various sampling and testing procedures. *Geotechnical engineers can observe actual subsurface conditions only at those specific locations where sampling and testing were performed*. The data derived from that sampling and testing were reviewed by your geotechnical engineer, who then applied professional judgment to form opinions about subsurface conditions throughout the site. Actual sitewide-subsurface conditions may differ – maybe significantly – from those indicated in this report. Confront that risk by retaining your geotechnical engineer to serve on the design team from project start to project finish, so the individual can provide informed guidance quickly, whenever needed.

This Report's Recommendations Are Confirmation-Dependent

The recommendations included in this report – including any options or alternatives – are confirmation-dependent. In other words, *they are not final*, because the geotechnical engineer who developed them relied heavily on judgment and opinion to do so. Your geotechnical engineer can finalize the recommendations *only after observing actual subsurface conditions* revealed during construction. If through observation your geotechnical engineer confirms that the conditions assumed to exist actually do exist, the recommendations can be relied upon, assuming no other changes have occurred. *The geotechnical engineer who prepared this report cannot assume responsibility or liability for confirmation-dependent recommendations if you fail to retain that engineer to perform construction observation.*

This Report Could Be Misinterpreted

Other design professionals' misinterpretation of geotechnical-engineering reports has resulted in costly problems. Confront that risk by having your geotechnical engineer serve as a full-time member of the design team, to:

- confer with other design-team members,
- help develop specifications,
- review pertinent elements of other design professionals' plans and specifications, and
- be on hand quickly whenever geotechnical-engineering guidance is needed.

You should also confront the risk of constructors misinterpreting this report. Do so by retaining your geotechnical engineer to participate in prebid and preconstruction conferences and to perform construction observation.

Give Constructors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can shift unanticipated-subsurface-conditions liability to constructors by limiting the information they provide for bid preparation. To help prevent the costly, contentious problems this practice has caused, include the complete geotechnical-engineering report, along with any attachments or appendices, with your contract documents, *but be certain to note conspicuously that you've included the material for informational purposes only*. To avoid misunderstanding, you may also want to note that "informational purposes" means constructors have no right to rely on the interpretations, opinions, conclusions, or recommendations in the report, but they may rely on the factual data relative to the specific times, locations, and depths/elevations referenced. Be certain that constructors know they may learn about specific project requirements, including options selected from the report, *only* from the design drawings and specifications. Remind constructors that they may perform their own studies if they want to, and *be sure to allow enough time* to permit them to do so. Only then might you be in a position to give constructors the information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions. Conducting prebid and preconstruction conferences can also be valuable in this respect.

Read Responsibility Provisions Closely

Some client representatives, design professionals, and constructors do not realize that geotechnical engineering is far less exact than other engineering disciplines. That lack of understanding has nurtured unrealistic expectations that have resulted in disappointments, delays, cost overruns, claims, and disputes. To confront that risk, geotechnical engineers commonly include explanatory provisions in their reports. Sometimes labeled "limitations," many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks. *Read these provisions closely*. Ask questions. Your geotechnical engineer should respond fully and frankly.

Geoenvironmental Concerns Are Not Covered

The personnel, equipment, and techniques used to perform an environmental study – e.g., a "phase-one" or "phase-two" environmental site assessment – differ significantly from those used to perform a geotechnical-engineering study. For that reason, a geotechnical-engineering report does not usually relate any environmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. *Unanticipated subsurface environmental problems have led to project failures*. If you have not yet obtained your own environmental information, ask your geotechnical consultant for risk-management guidance. As a general rule, *do not rely on an environmental report prepared for a different client, site, or project, or that is more than six months old.*

Obtain Professional Assistance to Deal with Moisture Infiltration and Mold

While your geotechnical engineer may have addressed groundwater, water infiltration, or similar issues in this report, none of the engineer's services were designed, conducted, or intended to prevent uncontrolled migration of moisture – including water vapor – from the soil through building slabs and walls and into the building interior, where it can cause mold growth and material-performance deficiencies. Accordingly, ***proper implementation of the geotechnical engineer's recommendations will not of itself be sufficient to prevent moisture infiltration.*** Confront the risk of moisture infiltration by including building-envelope or mold specialists on the design team. ***Geotechnical engineers are not building-envelope or mold specialists.***

GEOPROFESSIONAL BUSINESS ASSOCIATION

Telephone: 301/565-2733
e-mail: info@geoprofessional.org www.geoprofessional.org

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Landscape Plan

LEGEND AND TYPICAL SECTIONS:

EXISTING ELEVATION

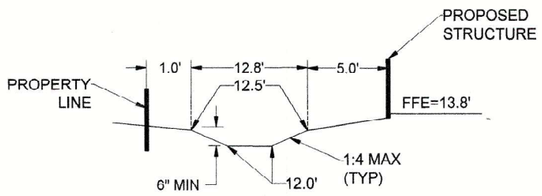
PROPOSED ELEVATION

FLOW DIRECTION

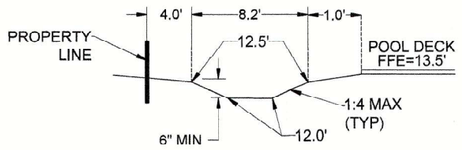
GRAPHIC SCALE IN FEET (0, 20, 40)

SCALE : 1" = 20'

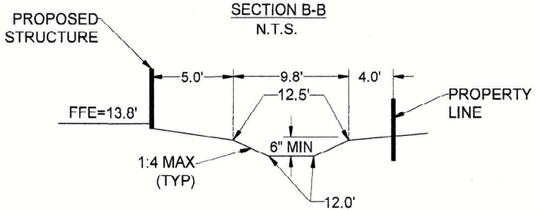
NORTH



SECTION A-A
N.T.S.



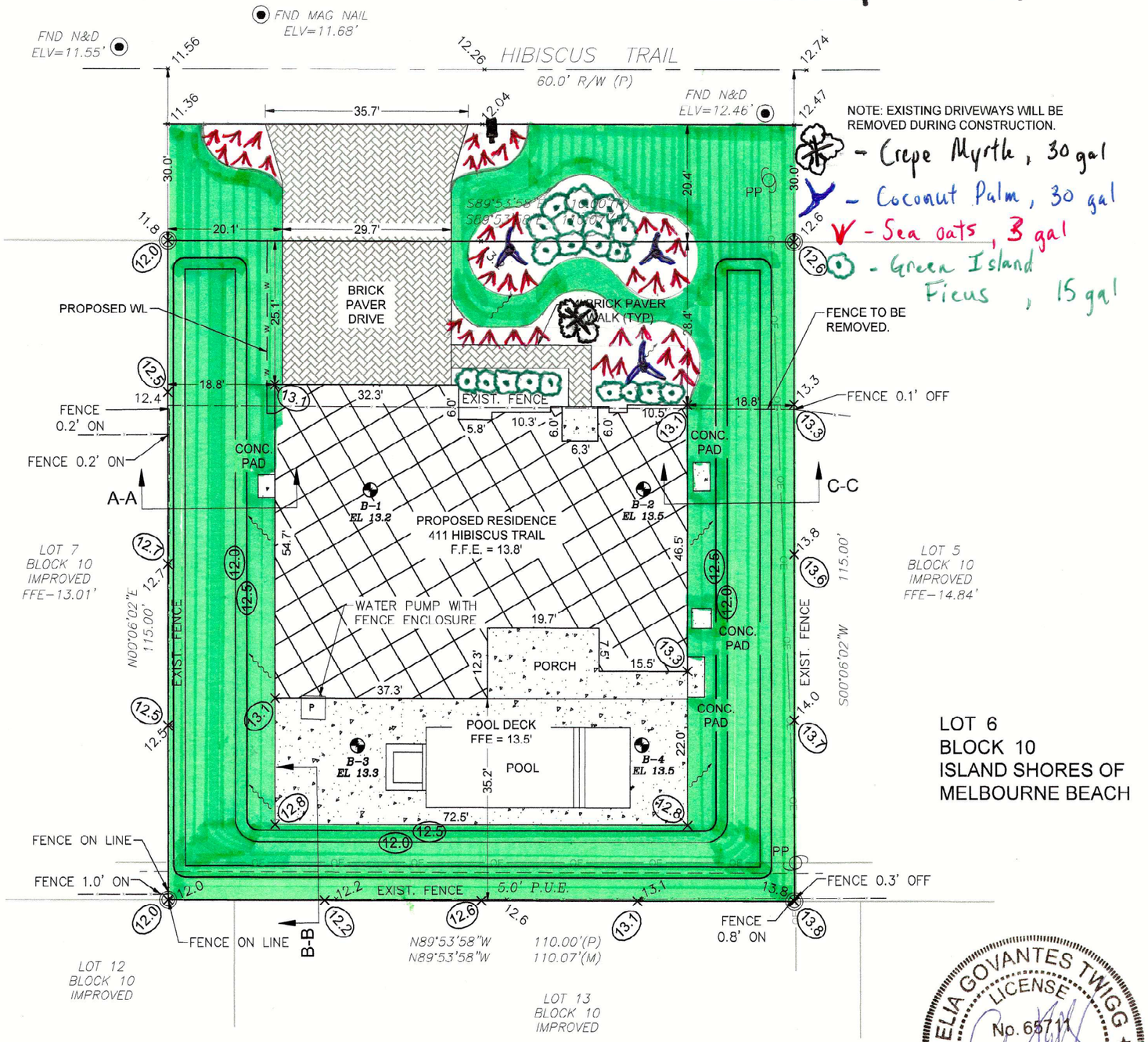
SECTION B-B
N.T.S.



SECTION C-C
N.T.S.

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION AND ELEVATIONS SHOWN HAVE BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. ITHEY HAVE NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. THE MINIMUM THE FINISHED FLOOR ELEVATION (FFE) IS 18 INCHES ABOVE THE CENTERLINE ELEVATION OF 12.26 FEET.
3. ALL SITE DRAINAGE SHALL BE DIRECTED AWAY FROM THE RESIDENCE. OVERHANGS THAT HAVE GUTTERS, ROOF VALLEY'S DOWNSPOUTS, SCUPPERS, OR OTHER RAINWATER OR COLLECTION DEVICES SHALL NOT BE DIRECTED TOWARDS ADJACENT PARCELS OF LAND LOCATED WITHIN TEN (10) FEET OF THE TERMINUS OF SUCH COLLECTION DEVICES.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL.
5. DRAINAGE EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, AND UTILITY SHEDS.
5. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CONTACT ENGINEER OF RECORD IF ELEVATIONS AS PROPOSED CANNOT BE MAINTAINED.
6. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. CONVERSION FROM NAVD88 TO NGVD29 IS 1.43'. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.



LOT 6
BLOCK 10
ISLAND SHORES OF
MELBOURNE BEACH

CONVERSION TO NGVD29: +1.43	ELEVATIONS	
ELEVATIONS BASED ON: NAVD88	NGVD29	NAVD88
BREVARD COUNTY BENCHMARK: 422-43	10.41	8.98

THIS PLAN HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ELIA G. TWIGG, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

ELIA GOVANTES TWIGG LICENSE No. 65711 STATE OF FLORIDA PROFESSIONAL ENGINEER

CONTRACT NO: C2405.16
JOB NO: 25.06-073
DATE: 07/18/25
SHEET 1 OF 1

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOTS / BLOCK: LOT 6 ELK 10
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: LOWMAN BROTHERS

PROJECT:
ZETH JAMES
411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

REVISIONS:

ATLANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-0027
eliatwigg@lanticsolutions.com

LANTIC SOLUTIONS

September 24, 2025

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

RE: Zeth James – 411 Hibiscus Trail, Melbourne Beach, FL 32951
Lantic Job #25.06-073

To Whom it May Concern,

Please accept this submittal as the response to comments dated September 12, 2025. Below are the comments with our responses to their comments directly below each comment.

DEPT (Reviewer Name)

1. **Lot Grading Plan comments**
    a. **Provide spot elevations 10-feet outside the perimeter of the project/property boundary line to ensure proper grading with adjacent properties. Update cross-sections as well.**

    Elevations 10 feet outside the perimeter of the property boundary have been added and cross sections have been updated with an elevation at the lot line. Please see the Drainage Plan for the revision.

    b. **Provide driveway elevations to show flow is being directed to the stormwater area.**
        i. **Flow arrow NE of driveway indicates flow offsite; provide elevations to ensure flow is to stormwater area.**

        Additional elevations and flow arrows were added on the driveway and in the area east of the driveway. All flow arrows show water flow to the retention areas. Please see the Drainage Plan for the revision.

    c. **Add fence and PUE to cross-sections.**

    The fences and PUE were added to the cross sections. Please see the Drainage Plan for the revision.

    d. **Will stormwater area be sodded? Confirm and note in the cross-sections including note.**

    All stormwater areas are to be sodded. Note 2 was added at the top right of the Drainage Plan.

321-413-0027
www.lanticsolutions.com
355 Tortoise View Drive, Suite E
Satellite Beach, FL 32937

e. Provide ground elevation adjacent to building FFE and pool deck in cross-sections.

Ground elevations adjacent to the building FFE and pool deck have been added to the cross sections. Please see the Drainage Plan for the revision.

f. There is a water pump with fence enclosure noted on the plan that falls with the proposed building footprint – please revise.

A note has been added to the plan that the pump is to be abandoned and fence to be removed. Please see the drainage plan for the note.

g. Please provide cross-sections at the stormwater area and road r/w (both east and west of the driveway).

Cross sections D-D and E-E were added. Please see the Drainage Plan for the revision.

h. The survey plot plan does not reflect the perimeter stormwater area – please revise accordingly.

The stormwater area is shown on the Drainage Plan.

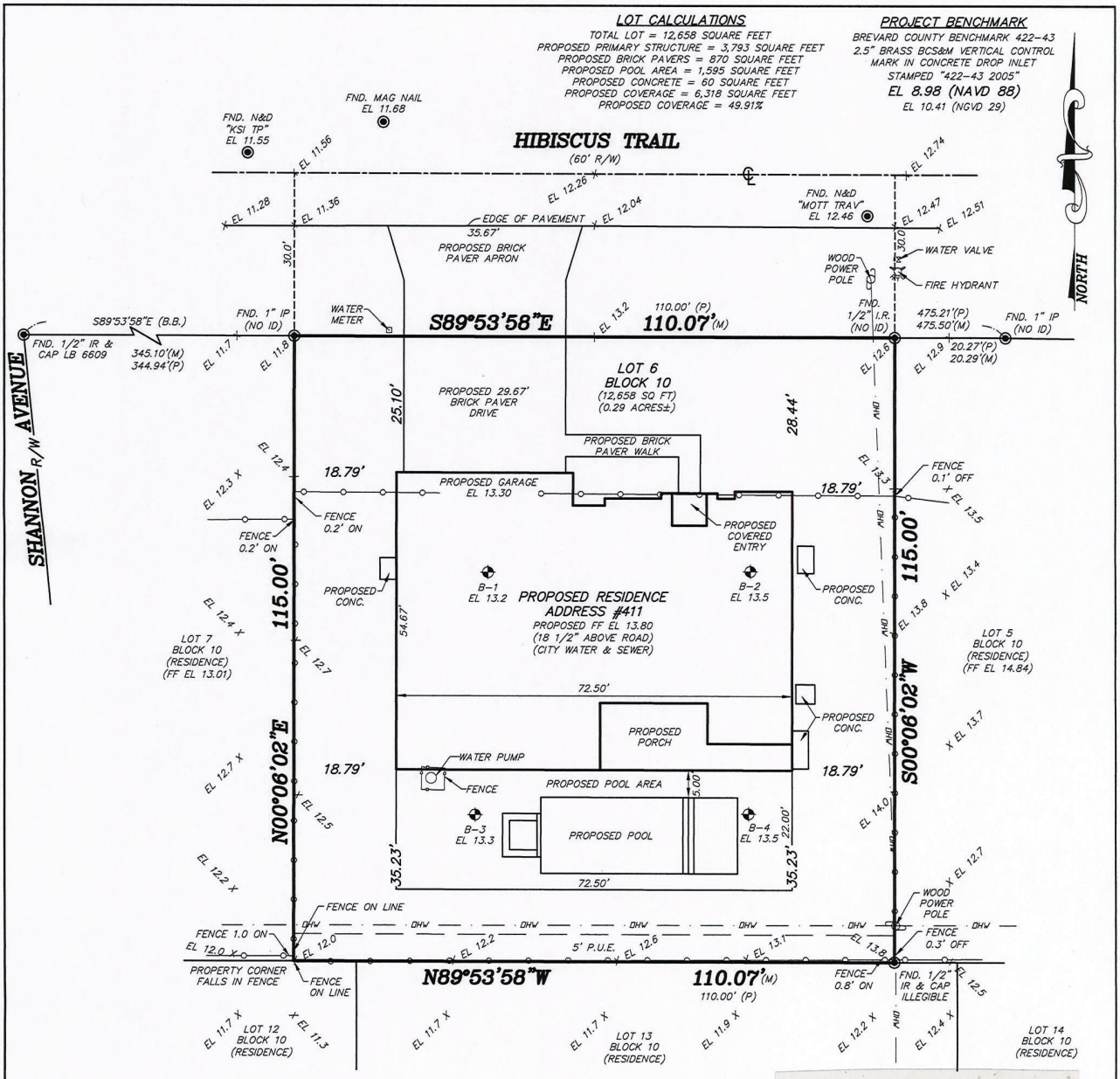
We trust that this satisfies the Town's requirements. Should you have any questions, please contact me at (321) 413-0046 or via email at eliatwigg@lanticsolutions.com.

Sincerely,

Elia Twigg, PE
Engineer of Record

Enclosures:

1. Revised Plans



The seal appearing on this document was authorized by Andrew W. Powshok, P.L.S. No.5383, on 9-19-2025.

This item has been electronically signed and sealed by Andrew W. Powshok, PLS No.5383 using a digital signature on 9-19-2025.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SURVEY PREPARED FOR:
ZETH JAMES
LOWMAN BROTHERS CONSTRUCTION, LLC

DESCRIPTION: LOT 6, BLOCK 10, ISLAND SHORES OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 10, PAGE 52A, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO FLOOD INSURANCE RATE MAP #12009C 0604 H , DATED JANUARY 29, 2021 THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 1988)

TYPE OF SURVEY: **BOUNDARY**

SCALE: **1" = 20'**

REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: ADJACENT TOPOGRAPHIC:08-17-25
REVISION: REVISE PLOT PLAN:07-23-25
REVISION: PLOT PLAN: 06-13-25
REVISION: TOPOGRAPHIC:06-04-25

FIELD DATE: 01/15/2025

SECTION 06, TOWNSHIP 28 SOUTH, RANGE 38 EAST

PROJECT #50276

GENERAL NOTES:
1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARD OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
2. THIS SURVEY AND DRAWING IS FOR THE SOLE USE AND BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE AS NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
3. THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE SEAL OF THE FLORIDA LICENSED SURVEYOR, AND REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
4. NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
5. THIS SURVEY WAS PREPARED FROM INFORMATION FURNISHED TO THE SURVEYOR BY THE CLIENT, AND MAY BE SUBJECT TO EASEMENTS OR LIMITATIONS EITHER RECORDED OR IMPLIED.
6. BEARINGS ARE BASED ON AN ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
7. NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
8. ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
9. "NO WELLS" AND "NO SEPTICS" ARE DEFINITIONS TO SHOW AN ATTEMPT BY THE SURVEYOR TO LOCATE POSSIBLE EXISTING WELLS OR SEPTICS, HOWEVER, NONE WERE FOUND USING STANDARD SURVEY LOCATING EQUIPMENT.

3970 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B. #6623
PHONE: (321)768-0105 FAX: (321)952-9771 EMAIL: frontdesk@aalsurvey.com

ANDREW W. POWSHOK STATE OF FLORIDA REGISTERED LAND SURVEYOR P.L.S. No. 5383

Andrew W. Powshok
Digitally signed by Andrew W Powshok
Date: 2025.09.19 16:06:04 -04'00'

LEGEND

BB	–	BEARING BASE
(M)	–	MEASURED
(P)	–	PLAT
(D)	–	DEED
IR	–	IRON ROD
IP	–	IRON PIPE
N&D	–	NAIL AND DISC
N&TT	–	NAIL AND TIN TAB
C.M.	–	CONCRETE MONUMENT
PRM	–	PERMANENT REFERENCE MARKER
LB	–	LICENSED BUSINESS
PLS	–	PROFESSIONAL LAND SURVEYOR
TBM	–	TEMPORARY BENCHMARK
FND.	=	FOUND
D	=	DELTA
R	=	RADIUS
L	–	ARC LEGNTH
CH	–	CHORD LEGNTH
CB	–	CHORD BEARING
PRC	–	POINT OF REVERSE CURVE
P.O.L.	–	POINT ON LINE
R/W	–	RIGHT OF WAY
WPP	–	WOOD POWER POLE
OHW	–	OVERHEAD WIRES
E.P.	–	EDGE OF PAVEMENT
P.U.	–	PUBLIC UTILITY EASEMENT
D.E.	–	DRAINAGE EASEMENT
FPL	–	FLORIDA POWER & LIGHT
FH	–	FIRE HYDRANT
WV	–	WATER VALVE
UB	–	UTILITY BOX
CONC.	–	CONCRETE
WM	–	WATER METER
W	–	WELL
℄	–	CENTERLINE

P: 321.725.3674
F: 321.723.1159
www.bseconsult.com
312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

October 3, 2025

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

Re: Stormwater Report & Survey Review – 411 Hibiscus Trail ~ 3rd Plan Review/Conditional Approval
B.S.E. File #11440.100.35

Dear Roberto:

We have reviewed the response to comments and revised Drainage Plan prepared by Lantic Solutions, dated September 24, 2025, and the revised Topo prepared by AAL Land Surveying Services, Inc. dated September 17, 202,5 for the above referenced project.

The plans are considered approved provided the following comments are addressed/included in the final submittal:

1. Please add the 5-foot PUE to cross section B-B, not sure it belongs in section C-C per the survey.
2. Show the existing water system improvements (meter, hydrant, and valve as shown on the survey).

Note that the EOR will need to provide a certification that the stormwater management system was built in accordance with the approved plan and calculations at the time C of C is requested.

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

Very truly yours,

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

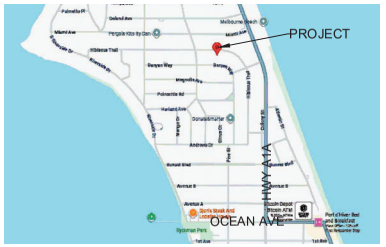
Scott M. Glaubitz, P.E., P.L.S.
President
B.S.E. Consultants, Inc. an LJA company

SMG/kd
11440.100.35.town.corr.25-s6049.sept

cc: Ana Saunders, Vice President, B.S.E. Consultants, Inc. (*via E-mail*)

ZETH JAMES

411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951



LOCATION MAP
N.T.S

SHEET INDEX:	
1	COVER SHEET & GENERAL NOTES
2	DRAINAGE PLAN

LEGAL DESCRIPTION:

LOT 6, BLOCK 10, ISLAND SHORES OF MELBOURNE BEACH

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION AND ELEVATIONS SHOWN HAVE BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. ITHEY HAVE NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. THE MINIMUM THE FINISHED FLOOR ELEVATION (FFE) IS 18 INCHES ABOVE THE CENTERLINE ELEVATION OF 12.26 FEET. MINIMUM SETBACK REQUIREMENTS ARE 25 FEET FOR FRONT AND REAR YARDS AND 15 FEET FOR SIDE YARDS.
3. ALL SITE DRAINAGE SHALL BE DIRECTED AWAY FROM THE RESIDENCE. OVERHANGS THAT HAVE GUTTERS, ROOF VALLEY'S DOWNSPOUTS, SCUPPERS, OR OTHER RAINWATER OR COLLECTION DEVICES SHALL NOT BE DIRECTED TOWARDS ADJACENT PARCELS OF LAND LOCATED WITHIN TEN (10) FEET OF THE TERMINUS OF SUCH COLLECTION DEVICES.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL.
5. DRAINAGE EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, AND UTILITY SHEDS.
5. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CONTACT ENGINEER OF RECORD IF ELEVATIONS AS PROPOSED CANNOT BE MAINTAINED.
6. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. CONVERSION FROM NAVD88 TO NGVD29 IS 1.43 FEET. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.

REVISION SUMMARY:

REVISION 1:
1. REVISED SURVEY
2. ADDED ELEVATIONS 10' ON ADJACENT PROP. & D/W
3. REV. CROSS SECTIONS & ADDED CROSS SECTIONS
4. ADDED DIM. B/N POOL & HOUSE

REVISION 2:
1. ADDED 5' DUE TO SECTION B-B AND REMOVED FROM SECTION C-C
2. ADDED WATER METER, HYDRANT AND VALVE.

THIS PLAN HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ELIA G. TWIGG, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

ELIA GOVANTES TWIGG LICENSE No. 65711 STATE OF FLORIDA PROFESSIONAL ENGINEER

CONTRACT NO: C2405.16
JOB NO: 25.06-073
DATE: 10/06/25
SHEET 1 OF 2

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

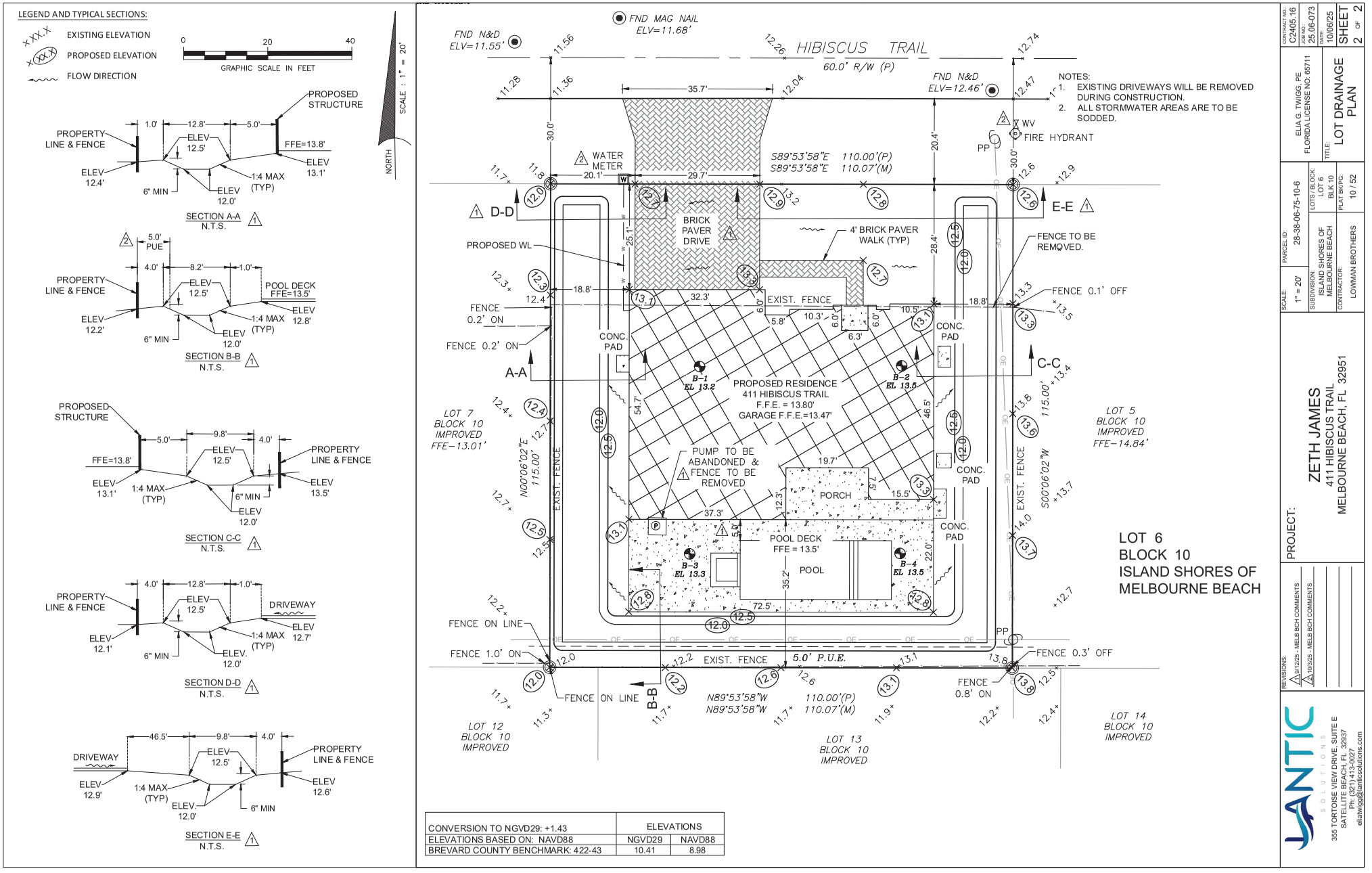
TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOTS / BLOCK: LOT 6 BLK 10
SUBDIVISION: ISLAND SHORES OF MELBOURNE BEACH
PLAT BK/PG: 10 / 52
CONTRACTOR: LOWMAN BROTHERS

PROJECT:
ZETH JAMES
411 HIBISCUS TRAIL
MELBOURNE BEACH, FL 32951

REVISIONS:
9/12/25 - MELB BCH COMMENTS
10/3/25 - MELB BCH COMMENTS

LANTIC SOLUTIONS
355 TORTOISE VIEW DRIVE, SUITE E
SATELLITE BEACH, FL 32937
Ph: (321) 413-4027
eliatwigg@lanticsolutions.com



CONVERSION TO NGVD29: +1.43	ELEVATIONS	
ELEVATIONS BASED ON: NAVD88	NGVD29	NAVD88
BREVARD COUNTY BENCHMARK: 422-43	10.41	8.98

CONTRACT NO: C2405.16
JOB NO.: 25.06-073
DATE: 10/06/25
SHEET 2 OF 2

ELIA G. TWIGG, PE
FLORIDA LICENSE NO: 65711

TITLE: LOT DRAINAGE PLAN

SCALE: 1" = 20'
PARCEL ID: 28-38-06-75-10-6
LOT(S) / BLOCK: LOT 6 BLK 10
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9/12/25 - MELB BCH COMMENTS
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ATLANTIC SOLUTIONS
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Ph: (321) 413-4022
eliatwigg@atlanticsolutions.com

P: 321.725.3674
F: 321.723.1159
www.bseconsult.com
312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

October 6, 2025

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

Re: Stormwater Report & Survey Review – 411 Hibiscus Trail ~ Approval
B.S.E. File #11440.100.35

Dear Roberto:

We have reviewed the response to comments and revised Drainage Plan prepared by Lantic Solutions, dated October 6, 2025, for the above referenced project.

The plans are considered approved.

Note that the EOR will need to provide a certification that the stormwater management system was built in accordance with the approved plan and calculations at the time C of C is requested.

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

Very truly yours,

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

Scott M. Glaubitz, P.E., P.L.S.
President
B.S.E. Consultants, Inc. an LJA company

SMG/kd
11440.100.35.town.corr.25-s6052.oct

cc: Ana Saunders, Vice President, B.S.E. Consultants, Inc. (*via E-mail*)

FEE SCHEDULE – 2026

Principal Engineer	$268.00/Hour
Senior Project Engineer	$215.00/Hour
Senior Engineer	$194.00/Hour
Project Engineer	$180.00/Hour
Staff Engineer	$145.00/Hour
Professional Surveyor	$178.00/Hour
Professional Surveyor + 1 Surveyor	$237.00/Hour
Professional Surveyor + 2 Surveyors	$328.00/Hour
Professional Surveyor + 3 Surveyors	$390.00/Hour
Senior Surveyor	$192.00/Hour
Senior Surveyor + 1 Surveyor	$290.00/Hour
Senior Surveyor + 2 Surveyors	$360.00/Hour
Senior Surveyor + 3 Surveyors	$440.00/Hour
Environmental Specialist -1	$105.00/Hour
Senior CADD Designer	$130.00/Hour
CADD Designer	$ 98.00/Hour
Jr. CADD Designer	$ 65.00/Hour
Administrative Technician	$ 98.00/Hour
Administrative Assistant	$ 85.00/Hour
Jr. Administrative Assistant	$ 64.50/Hour
Construction Inspector	$150.00/Hour
1-Man Survey Crew	$156.00/Hour
2-Man Survey Crew	$195.00/Hour
3-Man Survey Crew	$235.00/Hour
4-Man Survey Crew	$265.00/Hour
Expert Witness	$395.00/Hour

REIMBURSABLE EXPENSES

24”x36” Regular (Black/White) Prints	$2.85/Page
24”x36” Color Prints	$8.85/Page
Black/White Copies:	8.5”x11” ($0.22), 8.5”x14” ($0.27), 11”x17” ($0.33)
Color Copies:	8.5”x11” ($0.22), 8.5”x14” ($0.27), 11”x17” ($0.33)
All Other Sizes and Outsourced Prints/Copies	Prices Available By Request
Faxes	$1.75/Page
Mileage at IRS Standard Rate (2025)	$0.70/mile
Charter Airfare	AT COST
Permit Application Fees	AT COST
Postage	AT COST

WASTE PRO
Caring For Our Communities

August 21, 2025

Ms. Elizabeth Mascaro
Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Fl. 32951-2523

Re: Intent to Request Fuel/Collection Component, and Recycle Processing Fee Adjustment

Dear Ms. Mascaro

Pursuant to the "Renewal and Amendment to the Contract Between the Town of Melbourne Beach and Waste Pro", Waste Pro is required to provide a letter of request for a fuel component and recycle processing fee adjustment. Please accept this letter as notice to satisfy required submittal.

$$\text{Fuel Adjustment} = \frac{\text{Jan-Jun 2025 - Jul-Dec 2024}}{\text{Jul-Dec 2024}}$$

$$0.21\% = \frac{3.5788 - 3.5712}{3.5712}$$

$$\text{Recycle Processing Fee} = \frac{\text{(Bi-Annual Processing Fee Cost / Average Household Count)}}{\text{Six Months}}$$

$$\$1.56 = \frac{(\$12{,}224 / 1{,}307)}{6}$$

Waste Pro thanks you for your consideration of this matter.

Sincerely,

Dean Ulrich
Division Manager
Waste Pro of Florida, Inc.
Mobile: 321-302-0218
dulrich@wasteprousa.com

Town Commission Meeting

Section: Public Hearings/Special Orders

Meeting Date: October 15, 2025

From: Town Attorney Ryan Knight

RE: Ordinance 2025-03 Traffic Code– Second Reading

Background Information:

The Commission requested the Town Attorney to provide an ordinance amending the traffic code related to certain parking regulations by increasing the penalty to $75.00.

On September 17, 2025, the Town Commission voted to approve the first reading of the ordinance.

Recommendation:

Approve the second reading and adoption of Ordinance 2025-03 Traffic Code.

Attachments:

Ordinance 2025-03

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING CHAPTER 30, SECTION 30-43.1, "PENALTIES FOR VIOLATIONS OF CERTAIN TOWN PARKING REGULATIONS"; INCREASING AMOUNT OF CIVIL PENALTY FOR VIOLATION OF OFFENSES IN SECTION 30-42(A), (B), AND (C) FROM $35.00 TO $75.00; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission finds it is in the public interest to modify and update Chapter 30, Section 30-43.1 relating to penalties for certain traffic offenses; and

WHEREAS, the Town Commission finds it necessary to update the penalties for certain parking offenses to discourage illegal parking that has been prevalent in the Town of Melbourne Beach; and

WHEREAS, the Town of Melbourne Beach seeks to promote safe and legal parking within the Town and at designated parking areas throughout Town of Melbourne Beach.

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

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

Section 2. Chapter 30, Section 30-43.1, "Penalties for Violations of Certain Town Parking Regulations," of the Town of Melbourne Beach Code of Ordinances, shall be amended as follows (Note: additions indicated by underscore; deletions indicated by ~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)):

§ 30-43.1 PENALTIES FOR VIOLATIONS OF CERTAIN TOWN PARKING REGULATIONS.

(a) Any person cited for a violation of Sections 30-42 and 30-43(a)(5), (b)(3) of this code, shall be deemed to be charged with a noncriminal infraction and shall be assessed a civil penalty according to the following schedule: $~~3~~75 for a violation of any of the offenses in Section 30-42(a), (b) and (c); and $100 for a violation of any offense in Section 30-43(a)(5) and (b)(3). With regard to Sections 30-42 and 40-43(a)(5), (b)(3), this sub-section shall supersede §1-99, Town Code.

(b) The town hereby adopts the civil traffic infraction hearing officer program as provided for and established by Section 318.30 et seq., Florida Statutes, and Sections

106-96 through 106-100, Brevard County Code, all as amended from time to time. Every case involving a violation of Sections 30-42 through 30-43.1, Town Code, shall be referred to the civil infraction hearing officer program as established by Sections 106-96 through 106-100, Brevard County Code. However, upon request of the defendant, contained in a notice of appearance or a written plea, the case shall be assigned to a county court judge.

(c) Each day that violation occurs or continues shall be a separate offense. For parking in excess of the time authorized in a public parking space, each succeeding equal time period beyond that authorized as the maximum time period for the parking place shall constitute a separate offense.

(d) The amount of the penalty specified in this section shall be doubled if payment is not received by the court clerk prior to notice being mailed to the registered owner by certified mail pursuant to Section 30-44(f).

Section 3. Codification. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Melbourne Beach, as additions or amendments thereto.

Section 4. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

Section 5. Conflicting Ordinances. All ordinances or part thereof, in conflict herewith are, to the extent of such conflict, repealed.

Section 6. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2025, by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA

By:_____
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

_____
Amber Brown, Town Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Melbourne Beach website by the time notice of the proposed ordinance is published.

ORDINANCE 2025-03
AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING CHAPTER 30, SECTION 30-43.1, "PENALTIES FOR VIOLATIONS OF CERTAIN TOWN PARKING REGULATIONS"; INCREASING AMOUNT OF CIVIL PENALTY FOR VIOLATION OF OFFENSES IN SECTION 30-42(A), (B), AND (C) FROM $35.00 TO $75.00; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Melbourne Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the Town of Melbourne Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or

[1] See Section 166.041(4)(c), Florida Statutes.

☐ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Melbourne Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance amends Chapter 30 specifically Section 30-43.1 penalties for violations of certain town parking regulations, increasing the amount of civil penalty for violation of offenses in section 30-42(A),(B), and (C) from $35.00 to $75.00.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Melbourne Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town of Melbourne Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct compliance costs that businesses may incur, no new charges or fees imposed by the ordinance, and no regulatory costs to the Town.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is estimated there will be a negligible impact on any businesses as a result of the proposed ordinance.

4. Additional information the governing body deems useful (if any):

None.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: October 15, 2025

From: Town Attorney Ryan Knight

RE: Ordinance 2025-04 Sign Ordinance – First Reading

Background Information:

The Commission requested the Town Attorney to provide an ordinance amending the land development code related to signage.

On 10/7/2025, Ordinance 2025-04 was presented to the Planning and Zoning Board. The Board voted to approve the ordinance 5-0.

Recommendation:

Approve the first reading of Ordinance 2025-04 signs.

Attachments:

Ordinance 2025-04

DRAFT ORDINANCE NO. 2025-04

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND SIGNAGE; AMENDING SECTION 7A-52, TOWN CODE OF ORDINANCES, RELATING TO PROHIBITED SIGNS AND PROVIDING FOR ADDITIONAL REGULATIONS AS TO TYPE OF SIGNAGE PROHIBITED WITHIN THE TOWN, AMENDING SIGN LOCATION AND DURATION OF SIGNAGE PERMITTED IN THE TOWN; REVISING SIGNAGE STANDARDS; PROVIDING FOR REMOVAL OF SIGNAGE BY THE TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to amend its Land Development Code relating to signs to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign regulations; and

WHEREAS, the Planning and Zoning Board has examined this Ordinance and has reported its findings to the Town Commission; and

WHEREAS, the Planning and Zoning Board, sitting as the Local Planning Agency, has examined this Ordinance and reported its findings to the Town Commission with regard to consistency of the Ordinance with the Comprehensive Plan; and

WHEREAS, the Planning and Zoning Board has found this Ordinance to be consistent with the Comprehensive Plan; and

WHEREAS, the Planning and Zoning Board has recommended adoption of this Ordinance by the Town Commission; and

WHEREAS, the Town Commission adopts the findings of the Planning and Zoning Board as its own; and

WHEREAS, the Town Commission finds this Ordinance to be in the best interests of the Town and promote the public health, safety, welfare, and aesthetics of the Town.

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

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

Section 2. Section 7A-52, "Signs," of the Town of Melbourne Beach Code of Ordinances, shall be amended as follows (Note: additions indicated by underscore; deletions indicated by

~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)):

Section 3. Section 7A-52, "Signs," of the Land Development Code is hereby amended to read as follows:

ARTICLE I. GENERAL PROVISIONS

§ 7A-52. SIGNS.

The purpose of this article is to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign regulations. No part of these regulations shall be construed to favor commercial speech over non-commercial speech, nor restrict speech on the basis of content, viewpoint or message. These sign regulations reduce signage conflicts, promote traffic and pedestrian safety, and increase the aesthetic value and economic viability of the Town by classifying and regulating the location, size, type, and number of signs and related matters in a content-neutral manner. Notwithstanding anything in this section to the contrary, no sign or sign structure shall be subject to any limitation based upon the content of the message contain on such sign or displayed on such sign structure.

(a) Single-family districts:

(1) Permitted signs and regulations.

a. Signs permitted in 1-RS, 2-RS and 3-RS Single-Family Residential Districts shall be by sign exceptions as per subsection (g).

(b) Multi-family districts (4-RM, 5-RMO). Single-family dwellings in this district will follow sign criteria for single-family districts as per subsection (g).

(1) Permitted signs and size regulations: One attached sign or one freestanding sign shall be permitted per apartment complex. Attached signs shall not exceed 25% of the total surface area of the wall to which the sign is attached. In no case shall any attached sign exceed nine square feet in total surface area. Freestanding signs shall not exceed nine square feet in total area nor ten feet in height.

(c) Business districts (6-B, 7-C).

Permitted signs and size regulations:

a. One attached sign per business establishment excluding signs installed, affixed, or painted on windows or doors. Attached signs shall not exceed 10% of the total surface area of the front of the building to which the sign is attached or exceed 100 square feet in total surface area, whichever amount shall be less. Measurement of fronts of buildings will include false fronts and any mansard roof frontage. Signs shall not extend above the roof line for buildings with a flat roof or above the eve line for buildings with a sloped roof. Where multiple businesses occupy a building the cumulative total of attached signs shall not exceed 10% of the surface area of the front of the building or 100 square feet, whichever amount shall be less.

b. One freestanding sign per developed site. A maximum of 45 square feet of cumulative sign area shall be permitted on a development site. One or more businesses may advertise on the sign. If more than one sign is utilized on a development site then the signs shall be a minimum of 50 feet from any freestanding or shingle sign of a neighboring business. The maximum size of an individual sign when multiple signs are used on a development site is 32 square feet.

c. One shingle sign not to exceed 12 square feet per business establishment is permitted in lieu of the freestanding sign in front.

d. All business establishments are permitted one shingle sign at the rear of each establishment, provided said sign does not exceed 12 square feet.

e. Freestanding signs in the 6-B, 7-C and 8-B zoning districts shall be monument style signs. The sign shall be constructed of materials that are architecturally compatible with the primary building on the site. The sign shall not have internal lighting. Spot lights illuminating the sign shall be shielded so that the source of light is not visible to vehicular traffic or pedestrians. Shingle signs are not permitted for special exceptions. To the extent of any inconsistency in this section with other sections, with regard to special exceptions this sub-paragraph supersedes other provisions in this section.

(d) Residential-business districts (8-B).

Permitted signs and size regulations:

a. One attached sign or one freestanding sign shall be permitted per apartment complex.

b. One attached sign shall be permitted per business establishment. Attached signs shall not exceed 10% of the total surface area of the wall to which the sign is attached or exceed 16 square feet in total surface area except that buildings with over 30 feet of frontage may add an additional four square feet of sign for each ten linear feet of frontage over 30 feet. Attached signs for special exception uses shall be limited to a maximum of 16 square feet.

c. One freestanding sign per commercial structure shall be permitted.

d. The total surface area of all freestanding signs shall not exceed 25 square feet or 15 feet in height. Such signs must be a minimum of 20 feet from the front building line. Signs less than 20 feet are allowed but may not exceed ten feet in height and nine square feet in surface area.

e. Freestanding signs for special exception uses shall be monument style signs. The maximum size shall be 20 square feet. The maximum height shall be eight feet. The minimum setback is five feet. Only one freestanding sign is allowed per special exception site. The sign shall be constructed of materials that are architecturally compatible with the primary building on the site. The sign shall not have internal lighting. Spot lights illuminating the sign shall be shielded so that the source of light is not visible to vehicular traffic or pedestrians. To the extent of any inconsistency in this section with other sections, with regard to special exceptions this sub-paragraph supersedes other provisions in this section.

(e) Sign setbacks and additional regulations for all signs.

(1) Signs may be placed on the property line. No part of a sign may overhang adjacent property or the right-of-way. In no case may a freestanding or shingle sign be placed within 20 feet of an intersection unless the bottom of said sign is ten feet or more from the ground.

(2) Attached signs affixed to a building shall be placed only on the front facade or roof and shall not protrude above the roof line or beyond the side corners of the front facade, project out more than two feet from the wall or extend more than one-half the distance above the base of the roof to the roof peak.

(3) Signs of any type may not be placed on the roof of any structure.

(4) It shall be unlawful for any owner or permittee to fail to remove any sign after ten days which advertises business, real estate or products no longer conducted, available or for sale on the premises.

(5) Indirect lighting sources in use shall be shaded to eliminate glare on roadways, streets or surrounding properties.

(6) Internally lit signs and signs illuminated by neon lights or bare bulbs shall not exceed two footcandles illumination at any property line.

(f) Nonconforming signs.

(1) A sign or advertising structure existing within the Town limits on the effective date of Ordinance 85-7, passed November 12, 1985, or a sign or advertising structure existing in an area annexed to the Town after the effective date of this Land Development Code, which, by its height, square foot area, location, or use of structural support does not conform to the requirements of this Land Development Code shall hereafter be termed nonconforming.

(2) All nonconforming signs or advertising structures within the Town limits shall be permitted to remain until such time as:

a. The sign or advertising structure becomes a hazard or obstruction.

b. It becomes necessary to replace or rebuild the sign or building, at which time it shall conform to this section.

(3) No conforming sign or sign structure shall be erected on the same lot with an existing nonconforming sign until the nonconforming sign has been removed.

(g) ~~Sign exceptions. The following signs are exempt from the provisions of this section:~~ The following signs are allowed as listed in Table 7A-52(g):

Table 7A-52(g): Residential Sign Standards (1-RS, 2-RS, 3-RS, 4-RM, 5-RMO)

Sign Type	Number per Street Frontage	Sign Area (sq. ft.)	Height (ft)	Duration (Days) [1]	Notes
Garage/Yard sale	1	4	3	3	Located on the property where the garage sale

					occurs and outside the right-of-way; may be in common area of apartments/condo subject to approval by property owners' association
Open house	1	6	See note	6 per month	Wood or steel frame or yard signs shall not exceed three feet in height. Projecting arm-style post signs shall not exceed six feet in height; shall be removed upon sale, lease, or rent; and shall not be placed in the right-of-way
Real estate	1	6 (includes riders)	4	See note	Wood or steel frame or yard signs shall not exceed three feet in height. Projecting arm-style post sign shall not exceed six feet in height; shall be removed upon sale, lease, or rent; and shall not be placed in the right-of-way
Street/Building address		1	See note		Property numbers and names of occupants of premises having no commercial connotations and shall not exceed one square foot of total surface area
Nameplate/occupant		2			
Flag	3 (per lot)	24	20		Shall be attached to a flag pole or mounted hardware permanently affixed to a building or attached to a flag pole anchored in the ground
Window Sign		3			
On-site construction sign	1 (per lot)	6	4		Shall not be illuminated; shall be removed by date that construction is no longer active
String lights/holiday/seasonal decoration					

On-site free expression	1	6	4		Shall not be in the right-of-way; is permitted in addition to any other permitted sign
Campaign	3	4	4	See note	Shall not be in the right of way; may be erected no more than 60 days prior to an election; shall be removed within seven days after election
Warning/safety	n/a	4	6		
Non-commercial directional	n/a	4	See note		Maximum height of four feet unless otherwise required by engineering standards. Message shall be oriented towards vehicular facilities.
Non-commercial directory	n/a	8	8		Message shall be oriented towards pedestrian facilities.
Home Occupation	1	1			Shall be mounted no more than two feet from the main entrance of the residence
Memorial Signs, Tablets, or Plaques	1	2			Shall be cut into any masonry surface or constructed of bronze or other noncombustible material
Legal Notices, Traffic, Informational, Directional Signs, or Other Municipal Signs					As required by the Town or governmental bodies
Subdivision Entrance Signs	2	32	8		No part of the sign structure shall exceed eight (8) feet in height
Bulletin Boards and Signs of Churches, Schools, and Clubs	1	32			Not exceeding one per organization; if located on a corner lot, a 32 square foot sign facing each street is allowed
NOTES: [1] If cell is blank, signs are not required to be removed.					

~~(1) Memorial signs, tablets, plaques or names of buildings and date of erection when the same are two square feet or less in size and are cut into any masonry surface or when constructed of bronze or other noncombustible material.~~

~~(2) Property numbers and names of occupants of premises having no commercial connotations and shall not exceed one square foot of total surface area.~~

~~(3) Legal notices and identification, informational or directional signs erected or required by governmental bodies.~~

~~(4) Reserved.~~

~~(5) Traffic and other municipal signs, legal notices, and other safety directional signs.~~

~~(6) Private directional signs when not more than two square feet in surface area.~~

~~(7) Subdivision entrance signs not exceeding 32 square feet and not having any part of the sign structure exceeding eight feet in height. No more than two signs per entrance will be allowed.~~

~~(8) Bulletin boards and signs of churches, schools and clubs not exceeding 32 square feet in area and not exceeding one per organization. If located on a corner lot, a 32-square-foot sign facing each street is allowed.~~

~~(9) A construction or home improvement sign shall not exceed 16 square feet in surface area, not to be illuminated, and shall be removed immediately after completion of construction or improvement.~~

~~(10) Any dispensing mechanism positioned outside of a business premise such as for ice cream, candy, soda, newspapers and such or for fuel pumps and the like, with a trademark or identification; also, any lighting fixture for the sole purpose of aiding in after-dark business operations or safety with a trademark or identification.~~

~~(11) One real estate sign per interior lot or one sign facing each thoroughfare per corner lot shall be allowed. Real estate signs shall not exceed six square feet in total surface area or four feet in height.~~

~~(12) Political signs shall be permitted and display of the sign shall conform to the following:~~

~~a. Maximum size of a political sign, four square feet.~~

~~b. Signs may not be placed on rights-of-way.~~

~~c. Political signs related to an election must be removed within 72 hours after the election.~~

(h) Prohibited signs.

(1) All other signs not specifically or provisionally permitted herein, such as, but not limited to, flashing signs, billboard signs and banner signs.

(2) No private sign (sign erected by a non-governmental person or entity) is permitted on rights-of-way.

(i) Removal.

(a) *General.* Signs installed in violation of this section shall be removed or brought into compliance with the requirements of this section. The sign owner, the owner of the property on which the sign is placed, and the sign contractor shall each be held responsible for adherence to this section and any other applicable laws or regulations. This section may be enforced through code enforcement proceedings or by any equitable or legal remedy available to the Town.

(b) *Immediate Removal.* If the Town finds that a sign is in violation of this section or other applicable regulations or state law, and by reason of its violation, presents an immediate and serious danger to the public, the Town may, without prior written notice, order the immediate removal or repair of the sign within a specified period. The Town may remove or authorize others to remove the sign if the sign's owner cannot be found or if the sign's owner, after notification, refuses to repair or remove it. The owner of the building, structure, or premises on which the sign is located, are jointly and severally liable for the cost of removing such sign. The Town shall have the right to recover from the owner or person placing such sign the cost of removal and disposal of such sign.

(c) *Removal of Abandoned Signs.* The owner of an abandoned sign shall remove the sign within thirty (30) days of the date of the Town's order of removal. A sign need not be removed when a successor tenant, or business or property owner, agrees to maintain the sign as provided in this section by filing a letter of intent with the Town within thirty (30) days after receiving notice to do so from the Town.

(d) *Removal of Unpermitted Signs.* The Town may remove or order the removal, without prior written notice, of any sign erected without a sign permit required by this section.

(e) *Removal of Signs on Public Property.* Any sign installed or placed on public property, except in accordance with the requirements of this section, shall be forfeited to the Town and confiscated. The Town shall have the right to recover from the owner or person placing such sign the cost of removal and disposal of such sign.

(f) *Removal of Temporary Signs.*

(1) Temporary signs which are erected or used unlawfully are subject to removal. The Town Manager or designee is authorized to remove such sign when unlawfully erected.

(2) The Town shall proceed by notifying the occupant and/or owner of the property. If the sign identifies a party other than the occupant/owner of the property, the identified party will also be notified. Notification shall occur in person, by phone, by email, or by letter.

(3) The required notification shall advise that the sign is unlawful and that the removal is required within forty-eight (48) hours or the sign is subject to removal by the Town. The notice shall advise that the sign, if removed by the Town, may be retrieved within thirty (30) days and that if the sign is not retrieved within that time, it will be disposed of by the City.

(4) Prior to the disposal of the sign, another notice shall be delivered to the occupant and/or owner of the property concerning possible disposal of the sign.

(5) The removal and disposal of the sign shall be at the expense of the property owner or lessee.

Section 4. Codification. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Melbourne Beach, as additions or amendments thereto.

Section 5. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

Section 6. Conflicting Ordinances. All ordinances or part thereof, in conflict herewith are, to the extent of such conflict, repealed.

Section 7. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2025, by the Town Commission of the Town of Melbourne Beach, Florida.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

TOWN OF MELBOURNE BEACH, FLORIDA

By:_____
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

_____
Amber Brown, Town Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Melbourne Beach website by the time notice of the proposed ordinance is published.

ORDINANCE 2025-04
AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND SIGNAGE; AMENDING SECTION 7A-52, TOWN CODE OF ORDINANCES, RELATING TO PROHIBITED SIGNS AND PROVIDING FOR ADDITIONAL REGULATIONS AS TO TYPE OF SIGNAGE PROHIBITED WITHIN THE TOWN, AMENDING SIGN LOCATION AND DURATION OF SIGNAGE PERMITTED IN THE TOWN; REVISING SIGNAGE STANDARDS; PROVIDING FOR REMOVAL OF SIGNAGE BY THE TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Melbourne Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the Town of Melbourne Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or

[1] See Section 166.041(4)(c), Florida Statutes.

☐ The proposed ordinance is enacted to implement the following:

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Melbourne Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance amends Chapter 7A: Zoning of the Land Development Code specifically amending 7A-52 relating to prohibited signs and providing for additional regulations as to the type of signage prohibited within the Town, amending sign locations, duration of signage permitted in the Town, revising signage standards, and providing for removal of signage by the Town.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Melbourne Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town of Melbourne Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct compliance costs that businesses may incur, no new charges or fees imposed by the ordinance, and no regulatory costs to the Town.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is estimated there will be a negligible impact on any businesses as a result of the proposed ordinance.

4. Additional information the governing body deems useful (if any):

None.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: October 15, 2025

From: Town Attorney Ryan Knight

RE: Ordinance 2025-06 Salary of the Mayor and Town Commission - First Reading

Background Information:

The Commission voted to decrease the salary of the Mayor and Town Commission to $3,000 each per year.

Recommendation:

Approve the first reading of Ordinance 2025-06 Salary of the Mayor and Town Commission.

Attachments:

Ordinance 2025-06

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO $3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission finds it is in the public interest to modify and update Chapter 10, Section 10-1, Town Code of Ordinances, relating to the salary of the Mayor and Town Commission; and

WHEREAS, on August 19, 2025, the Town Commission voted to reduce the salary of the Mayor from $3,800 to $3,000 and the salary of the Town Commissioners from $3,100 to $3,000.

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

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

Section 2. Chapter 10, Section 10-1, "Salary of Mayor and Town Commission," of the Town of Melbourne Beach Code of Ordinances, shall be amended as follows (Note: additions indicated by underscore; deletions indicated by ~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)):

§ 10-1. SALARY OF MAYOR AND TOWN COMMISSION.

(a) There shall be paid to the Mayor by the town as compensation the sum of ~~$3,800~~ $3,000 per year, payable in 12 equal installments, and there shall be paid to the other members of the Town Commission by the town as compensation the sum of ~~$3,100~~ $3,000 per year, payable in 12 equal installments. Compensation shall be paid once per calendar month on a regular schedule as provided by the Town Manager.

(b) Commissioners shall receive no regular compensation to compensate for expenses, but members of the Commission may see reimbursement for actual and necessary expenses related to their duties as a member of the Commission. Compensation shall be reimbursed pursuant to Section 112.061, Florida Statutes, and for that purpose, members of the Commission are hereby designated as "travelers of the town."

(c) The compensation provisions set forth in this section shall become effective on ~~November 8, 2000~~ November 19, 2025.

***

Section 3. Codification. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Melbourne Beach, as additions or amendments thereto.

Section 4. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2025, by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA

By:_____
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

_____
Amber Brown, Town Clerk

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Melbourne Beach website by the time notice of the proposed ordinance is published.

ORDINANCE 2025-06
AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO $3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Melbourne Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the Town of Melbourne Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

[1] See Section 166.041(4)(c), Florida Statutes.

a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Melbourne Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance amends Chapter 10 specifically Section 10-1. Salary of Mayor and Town Commission, decreasing the salary of the Mayor from $3,800.00 to $3,000.00 per year and decreasing the salary of the Town Commission from $3,100.00 to $3,000.00 per year.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Melbourne Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town of Melbourne Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct compliance costs that businesses may incur, no new charges or fees imposed by the ordinance, and no regulatory costs to the Town.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is estimated there will be a negligible impact on any businesses as a result of the proposed ordinance.

4. Additional information the governing body deems useful (if any):

None.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: October 15, 2025

From: Commissioner Anna Butler

RE: Adoption of a Civility Pledge and Resolution

Background Information: In an effort to ensure an improved public meeting process, a focus on the governmental issues of Melbourne Beach rather than personal issues, I have utilized the Florida League of Cities as a resource.

Recommendation: Recommendation to vote upon and adopt a Civility Pledge and Resolution

Attachments: Resolution and Pledge

A RESOLUTION OF THE TOWN MELBOURNE BEACH ADOPTING A CIVILITY PLEDGE TO BE USED BY LOCAL GOVERNMENT OFFICIALS ENGAGED IN PUBLIC DISCOURSE.

WHEREAS, in Florida the county and municipal governments feature elected legislative and representative bodies known as commissions and councils, and said bodies meet regularly in public in accordance with state public meeting laws to conduct business, govern collectively and administer as necessary; and

WHEREAS, these Constitutionally mandated responsibilities as local governments include their respective Home Rule powers and locally adopted ordinances to govern, and as such enumerate their types of meetings and details on the procedures for such sessions to occur; and

WHEREAS, such public meetings have upon occasion included unnecessary and improper displays of temper and other actions causing dismay to the elected and appointed officials, those citizens and residents in attendance and those observing via electronic means and have led to many solicitations for codes of conduct to be enacted to ensure an improved public meeting process for all involved; and

WHEREAS, elected and appointed officials, citizens and residents now routinely communicate and engage in public discourse via electronic communications such as social media posts and such public discourse has upon occasion included unnecessary and improper displays of temper and other actions causing dismay to the elected and appointed officials, citizens and residents; and

WHEREAS, one means for this improvement is a civility pledge, wherein the elected and appointed officials of The Town of Melbourne Beach enact the pledge toward one another, toward the public, and toward staff with an understanding that the public and staff will further abide by the same pledge and in doing so ensure a civil discourse at public meetings or when communicating via electronic means; and

WHEREAS, it is recommended that The Town of Melbourne Beach enact a civility pledge, and that this policy provide that public discourse shall focus upon the governmental issues and not personal issues, that the pledge ensure that the elected and appointed officials treat one another with respect and courtesy and extend the same behavior and attitude toward citizens, residents and observers of such public discourse, and that said persons will extend that same behavior toward the officials and staff of the Town of Melbourne Beach; and

WHEREAS, that the result of this pledge and its enactment will be thoughtful debate and discussion of legislative issues facing the Town of Melbourne Beach and that in setting this public example there will be more deliberative, thoughtful and issue-based consideration of the matters before this government body, and that better policies will result along with a more informed electorate.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF MELBOURNE BEACH:

Section 1. That the Town of Melbourne Beach has adopted a civility pledge and through enacting it does commit to its full enforcement for all public discourse.

Section 2. That this civility pledge will be communicated to all those in attendance at public meetings including the officials, staff and audience, both physically in attendance and virtually.

Adopted in meeting assembled this ____ date of _____, 202_.

Signed:

Attest:

PROPOSED CIVILITY PLEDGE

"The council and staff of **THE TOWN OF MELBOURNE BEACH** pledge to conduct all public discourse in a civil manner. The mayor/commission chair and all members of the commission will treat one another with courtesy and respect and ask the public to do the same toward the commission, each other and toward staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: October 15, 2025

From: Town Clerk Amber Brown

RE: Consideration of the lease contract with Brevard County for the Historic Williams Building

Background Information:

On August 26, 2025, the Brevard County Board of County Commissioners approved a 25-year lease agreement of County property located at 2373 Oak St, Melbourne Beach, known as the Historic Williams Building.

Recommendation:

Consider approving the 25-year lease agreement for 2373 Oak St, Melbourne Beach, known as the Historic Williams Building.

Attachments:

Lease contract

BREVARD County
BOARD OF COUNTY COMMISSIONERS

FLORIDA'S SPACE COAST

Kimberly Powell, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Kimberly.Powell@brevardclerk.us

August 27, 2025

M E M O R A N D U M

TO: Ian Golden, Parks and Recreation Director

RE: Item F.6., Approval of Resolution and Lease for the Historic Williams Building located at 2373 Oak Street, Melbourne Beach, Florida to the Town of Melbourne Beach

The Board of County Commissioners, in regular session on August 26, 2025, executed and adopted Resolution No. 25-084, allowing the non-competitive lease of County property located at 2373 Oak Street in Melbourne Beach, Florida, known as the Historic Williams Building, to the Town of Melbourne Beach for public use; executed and approved the Lease Contract for the Historic Williams Building, located at 2373 Oak Street in Melbourne, Florida; and authorized you to execute the renewal option, modifications, and amendments, upon approval of the County Attorney's Office and Risk Management. Enclosed is the fully-executed Resolution and executed Lease Contract.

Upon execution by the Town of Melbourne Beach, please return the fully-executed Lease Contract to this office for inclusion in the official minutes.

Your continued cooperation is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
RACHEL M. SADOFF, CLERK

Kimberly Powell, Clerk to the Board

/sj

Encls. (2)

cc: Budget
Finance

Brevard County

Parks and Recreation Department

Lease Contract

Town of Melbourne Beach

Historic Williams Building

2373 Oak Street, Melbourne Beach, Florida, 32951

Effective September, XX, 2025

Rental Payments are established at:
$1.00 per Year

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Lease Contract

This Lease Agreement ("Agreement") is entered into this 26 day of August, 2025, by and between **Brevard County**, a political subdivision of the State of Florida, hereinafter referred to as the "County," and the **Town of Melbourne Beach**, a Florida municipal corporation, hereinafter referred to as the "Tenant."

Witnesseth

WHEREAS, the County is the owner of the property and improvements commonly known as the Historic Williams Building, located at 2373 Oak Street, Melbourne Beach, Florida, 32951 (the "Premises"); and

WHEREAS, the Tenant has expressed continued interest in operating the Premises for historic, cultural, and community enrichment purposes, consistent with its original and ongoing use as a historic exhibit hall, learning center, meeting space, and reference library; and

WHEREAS, the County finds that the continued use of the Premises by the Town serves a substantial public purpose and is not presently needed for County operations; and

WHEREAS, the Board of County Commissioners adopted a Resolution on August 26, 2025, attached hereto as **Exhibit "A"**, finding that the Historic Williams Building is not currently needed for County operations and authorizing the leasing of the Premises to the Town for a term of twenty-five (25) years for continued public use and benefit;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the County and the Town agree as follows:

Recitals. The foregoing recitals are true and are incorporated herein by reference.

Section 1. Leased Property.
The County hereby leases to the Tenant the real property and improvements commonly known as the Historic Williams Building, located at 2373 Oak Street, Melbourne Beach, Florida, 32951 as described in **Exhibit "B"**, attached hereto and incorporated herein by

reference (the "Premises"). The Premises shall be used by the Tenant for the purpose of supporting historic, cultural, educational, and community enrichment, including but not limited to the restoration, preservation, and operation of the Historic Williams Building and surrounding grounds; hosting historical exhibits, public meetings, lectures, cultural events, and educational programs; and operating a reference library, gift shop, and administrative office space related to the facility's mission. All uses shall be consistent with the public purpose of promoting community heritage, education, and cultural engagement. Any use not expressly stated herein shall require prior written approval by the County. In the event the Premises are not used or cease to be used for the stated purpose, the lease term shall immediately cease, and the Premises shall immediately revert to the County which shall thereafter have the right to re-enter and repossess the property.

Section 2. Term.
The term of this Agreement shall be twenty-five (25) years, commencing upon full execution of this Agreement by both parties, unless otherwise terminated in accordance with the provisions herein. It is hereby mutually agreed and understood that The Tenant has the option to request renewal of this Agreement for one additional five (5) year term upon written notice to The County received at least ninety (90) days prior to the date of termination of the current term. The Director of Parks and Recreation (hereinafter "Director") shall have the authority to execute said renewal option on behalf of the County.

Section 3. Rent.
The Tenant shall pay the County one dollar ($1.00) per year in rent, due annually in advance on or before the anniversary date of the Agreement.

In addition, The Tenant shall be responsible for day-to-day janitorial, custodial services, maintenance, repairs, and historical restoration to the Premises, the adjoining parklands and the infrastructure of the leased property.

Section 4. Administration.
The Tenant, in accepting this Contract, acknowledges and agrees that the County, by its designee, the Director shall have the right and the authority, but not the obligation, to adopt Rules and Regulations regulating Tenant's conduct of its business when operating in County Facilities and Parks; to set schedules and times for operation and for use of all facilities; to resolve disputes between members of the Tenant Association, or between the Tenant and County's residents or County property owners; and to take such other or further action as may, in the County sole discretion, be necessary to further or promote the public health, safety and welfare. Any decisions by any member

of the County administration as it relates to the above authority may be appealed by the Tenant to the Director whose decision shall be final.

Section 5. Alterations, Changes and Additions.
Any improvements, structural changes, alterations, or repairs, to the Premises by the Tenant, must be requested in writing to the County, and mutually agreed upon by the County and the Tenant, with written permission granted by the Director prior to any actual work. Said request shall state the party responsible for funding such improvements. The plans, specifications, and location for all improvements, structures, landscaping, and facilities made by the Tenant to the Premises shall be submitted in writing to and approved by the Director prior to the construction or installation of such improvement, structure, landscaping or facility. It is hereby mutually agreed and understood that any building, structure, or facility located thereon and permanently attached thereto shall become the property of the County. If the Premises requires closure for an extended period of time, it shall be requested by the Tenant in writing at least thirty days in advance.

Section 6. Americans with Disabilities Act Compliance.
The County and Tenant shall conform to current requirements of the Americans with Disabilities Act (ADA) in the performance of this Contract and shall not cause or place on the Premises any condition causing the Premises to become non-compliant. The parties shall work together to remedy any known violations of the ADA that may occur.

Section 7. Attorney's Fees.
In the event of any legal action to enforce the terms of this Contract each party shall bear its own attorney's fees and costs.

Section 8. Background Investigation Check.
As a municipal government entity, the Tenant is responsible for conducting and enforcing its own background screening procedures in accordance with applicable federal, state, and local laws, and any internal policies governing public facility operations. The County shall not be responsible for conducting or monitoring background screenings for any individuals operating under the authority of the Tenant.

The Tenant shall ensure that any employees, agents, contractors, or volunteers who regularly interact with the public at the Premises have been appropriately screened and vetted in a manner consistent with public safety standards. The background screening procedures should be substantially consistent with the intent and disqualifying offenses outlined in Section 435.04, Florida Statutes, as a benchmark.

As a condition of this Agreement, the Tenant shall submit an Attestation of Compliance (Exhibit "C") at the time of contract execution and upon any renewal of this Agreement. The Tenant shall also submit an updated Attestation of Compliance within thirty (30) days of any change in the Town Manager or other authorized representative designated to oversee operations at the Premises. The County reserves the right to request an updated Attestation of Compliance in the event of a material incident or change in applicable law.

Section 9. Business Interruption.
The County shall not be liable to the Tenant for any damages, losses, or claims arising out of the temporary restriction or prohibition of use and/or access to the Premises due to maintenance, environmental protection, public safety concerns, or other governmental operations or events. The Tenant acknowledges that the Premises are owned by the County and may occasionally be subject to County use or maintenance needs that could temporarily interfere with the Tenant's access. In such cases, the County will provide reasonable notice to the extent practicable.

Section 10. Construction of Contract.
The parties hereby acknowledge that they have fully reviewed this Contract and its attachments and have had the opportunity to consult with legal counsel of their choice, and that this Contract shall not be construed against any party as if they were the drafter of this Contract.

Section 11. Copyright.
No reports, data, programs or other materials produced, in whole or in part, for the benefit and use of the County, under this Contract shall be subject to copyright by the Tenant in the United States or any other country.

Section 12. Covenants against Assignment.
Tenant shall not assign this Contract, any part thereof, or any duty, obligation, right or privilege connected therewith, without first obtaining the County's written consent, which consent the County may withhold in its sole discretion. Consent on one occasion by the County shall not be construed as a subsequent consent to assignment, or occupation by other persons. The Tenant's unauthorized assignment or license to occupy shall be void and shall terminate the Contract at the County's option. Tenant's interest in this Contract is not assignable by operation of law, nor is any assignment of its interest herein, without the County's written consent. Nothing herein is intended to prevent the Tenant from entering into short-term use/rental lease with third parties for up to and including three days (no overnight activities); however, even under such circumstances the Tenant shall remain responsible for each and every one of its obligations under this

Contract. The tenant shall be responsible for ensuring that all short-term use or rental leases shall only be allowed for activities that are consistent with the remainder of the terms of this Contract.

Section 13. Emergencies.
In the case of a general emergency as declared by the County, the County retains the right to immediately resume occupation, management, and maintenance of the Premises, to use the facility to meet any emergency needs for the period of that emergency and a reasonable period of time thereafter as deemed necessary by the County. As used herein, an "emergency" will be defined as a period of civil unrest or riot, a period during which the military needs the Premises for a period of time relating directly to defense of the nation and a likely attack of the nation, a period during which weather such as a hurricane or tornado is likely to cause damage to the community and the Premises, is needed for public shelter, distribution of emergency supplies such as food or water, or other related event, or any other circumstance designated by the Brevard County Emergency Operations Center, as an emergency.

During the period in which the County or other governmental or non-governmental agency occupies or manages the Premises, Tenant's occupancy and any duties or obligations hereunder will be suspended.

Tenant will be provided as much notice as is practicable depending on how suddenly the need arises and shall be provided an estimate of how long the need will continue. Unless the County caused damage to the Tenant's property, the County shall not be responsible for the Tenant's loss of property during such emergency. The County will not be responsible for the Tenant's loss of income created by the use of the Premises by agencies which support the emergency response and recovery. The County and Tenant shall work directly with such support agencies to recover the cost of restoration, lost equipment, and supplies used by agencies such as the Red Cross, Federal Emergency Management Agency and others, any maintenance, damage, restoration, or repair to the Premises necessitated during any suspension of Tenant's occupancy under this Contract will be the responsibility of and at the expense of the County. Repairs, rehabilitation, restoration or maintenance, the need for which arises as a result of such emergency suspension of Tenant's occupancy, shall all be diligently completed by the County, at the expense of the County, prior to Tenant reoccupying the Premises.

Section 14. Entire Contract.
This Contract, together with any Exhibits, constitutes the entire Contract between the County and Tenant and supersedes all prior written or oral understandings. This

Contract and any Exhibits may only be amended, supplemented or canceled by a written instrument duly executed by both parties.

Section 15. E-Verify.

A) In accordance with Chapter 448.095, Florida Statutes, the Tenant shall register and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Tenant during the term of this Contract; and

B) The Tenant shall expressly require any subcontractors performing work or providing services pursuant to this Contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Contract; and

C) The Tenant agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County consistent with the terms of the Tenant's enrollment in the program. This includes maintaining a copy of proof of the Tenant's and subcontractors' enrollment in the E-Verify Program.

D) The Tenant must meet this requirement, unless:

1) The contract is solely for goods-based procurement where no services are provided; or
2) Where the requirement is waived by the Board of County Commissioners.
3) The contract is being executed with a Sole Proprietor who does not hire employees and therefore not required to file a Department of Homeland Security Form I-9 (which is the necessary document used for performing an E-Verify search); or
4) The contract is being executed with a company based outside of the United States of America and does not have a corporation or office located within in United States of America and does not employ any United States of American citizens.

E) A Tenant who registers with and participates in the E-Verify program may not be barred or penalized under this section if, as a result of receiving inaccurate verification information from the E-Verify program, the Tenant hires or employs a person who is not eligible for employment.

F) Nothing in this section may be construed to allow intentional discrimination of any class protected by law.

Section 16. Fees and Charges.

The Tenant may establish reasonable membership dues, registration fees, admission fees or donations to help defray the expenses of the Tenant. The fee schedule shall be submitted to the Director and subject to approval at the Director's discretion.

Section 17. Florida Public Records Law.
Pursuant to Section 119.0701, Florida Statutes, a request to inspect or copy public records relating to this Contract must be made directly to the County. If the County does not possess the requested records, the County shall immediately notify the Tenant of the request and the Tenant shall provide the records to the County or allow the records to be inspected or copied within twenty-four hours (not including weekends or legal holidays) of the request so the County can comply with the requirements of Chapter 119, Florida Statutes, Florida Public Records Law. The Tenant may also provide a cost estimate to produce the requested documents consistent with the policy set forth in Brevard County Administrative Order AO-47, incorporated herein by this reference. A copy of AO-47 is available upon request from the County's public records custodian designated below.

If Tenant fails to provide the requested public records to the County within a reasonable time, the Tenant may face civil liability for the reasonable cost of enforcement incurred by the party requesting the records and may be subject to criminal penalties pursuant to Section 119.10, Florida Statutes. Tenant's failure to comply with public records requests is considered a material breach of this Contract and grounds for termination. If Tenant claims certain information is exempt and/or confidential, it must cite to specific statutory provisions or case law in order to justify removal or redaction of said information. Should the County face any legal action to enforce inspection or production of the records within the Tenant's possession and control, the Tenant agrees to indemnify the County for all damages and expenses, including attorney's fees and costs. The Tenant shall hire and compensate attorneys to represent the Tenant and County in defending such action. The Tenant shall pay all costs to defend such action and any costs and attorney's fees awarded pursuant to Section 119.12, Florida Statutes.

If the Tenant has questions regarding the application of Chapter 119, Florida Statutes, to the Tenant's duty to provide public records relating to this Contract, contact the Custodian of public: Diana Marquardt, Administrative Assistant to the Director, 2725 Judge Fran Jamieson Way, B203, Viera, Florida 32940, Phone: (321) 633-2046.
Diana.Marquardt@brevardfl.gov

Section 18. Force Majeure.
Neither party shall be responsible for damages or delays in performance caused by acts of God, strikes, lockouts, or other events constituting force majeure that are beyond the reasonable control of the parties. Notwithstanding the foregoing, the Tenant shall remain responsible for making rental payments as otherwise provided herein.

Section 19. Indemnification and Insurance.
To the extent permitted by law, the Tenant agrees to indemnify, defend, and hold harmless Brevard County from and against any and all claims, liabilities, losses, damages, expenses, and causes of action (including reasonable attorney's fees, paralegal fees, and court costs) arising out of or related to the Tenant's use, occupancy, management, or control of the Premises, including any improvements, furnishings, equipment, or fixtures used in connection therewith.

The Tenant shall maintain, at its sole cost and expense, commercial general liability insurance in an amount not less than **one million dollars ($1,000,000.00)** per occurrence. The policy shall name **Brevard County** as an additional insured by endorsement. Proof of such insurance and endorsement shall be provided to the County upon execution of this Agreement and upon each renewal of the policy thereafter. The Tenant's insurance shall be primary and non-contributory with respect to any insurance maintained by the County.

Section 20. Governing Law.
This Contract shall be deemed to have been executed and entered into within the State of Florida and this Contract, and any dispute arising hereunder, shall be governed, interpreted and construed according to the laws of the State of Florida.

Section 21. Illegal, Unlawful, or Improper Use.
The Tenant shall make no unlawful, improper, immoral, or offensive use of the Premises nor will the Tenant use the Premises or allow the use of the Premises for any purpose other than that herein above set forth. Failure of the Tenant to comply with any provision shall be considered a material breach of this Contract and may result in the immediate termination of this Contract by the County.

The County shall notify the Tenant of any violation of the provisions in writing, identify the provision which is being violated and how it is being violated. The Tenant shall have 60 days within which to fix the violation. However, if the violation is not fixed or addressed to the County's satisfaction, the County has the right to issue a notice of termination of this Contract immediately at the end of the 60-day period, where upon the County shall be entitled to immediately require Tenant to remove their property within 30 days and the County shall be entitled to re-enter and retake possession of the Premises.

It is the intent of this provision for the parties to work together cooperatively towards a positive resolution of all issues.

Section 22. Independent Contractor.
The Tenant shall perform the terms and conditions of this Contract as an independent contractor, and nothing contained herein shall be construed to be inconsistent with this relationship or status. Nothing in this Contract shall, in any way, be construed to constitute the contractor or any of its agents or employees as the representative agents or employees of the County.

Section 23. Modification.
No modification of this Contract shall be binding on the County or the Tenant unless reduced to writing and signed by a duly authorized representative of both the County and the Tenant. The Brevard County Parks and Recreation Director and the City Manager are authorized representative in accordance with this Contract.

Section 24. No Waiver of Covenants or Conditions.
The failure of either party to insist on strict performance of any covenant or condition hereof, or to exercise any option herein contained shall not be construed as a waiver of such covenant, condition, or option in any other instance. This Contract cannot be changed or terminated orally.

Section 25. Notice.
Notice under this Contract shall be given to the County by mailing written notice postage prepaid, to the Brevard County Parks and Recreation Department, Administration Office, 2725 Judge Fran Jamieson Way, Building B Suite 203 Melbourne, Florida 32940; and notice shall be given to the Tenant by mailing written notice, postage prepaid, Town of Melbourne Beach, 507 Ocean Avenue Melbourne Beach, Florida 32951.

Section 26. Obligations of the Tenant.
The Tenant shall be solely responsible for the operation, restoration, preservation, maintenance, and management of the Premises, including the Historic Williams Building and its surrounding grounds, for the duration of this Agreement. This includes but is not limited to custodial services, landscaping, structural and non-structural repairs, and ongoing care of all interior and exterior elements, consistent with the facility's historic character.

The Tenant shall:

1. Maintain the Premises in a safe, clean, and functional condition at all times;
2. Pay the cost of all utility services provided to the Premises, including internet, electric, gas, water, sanitary sewer, and garbage collection, whether provided by the County, a municipality, or any other public agency or utility provider;

3. Maintain all required insurance coverage as set forth in this Agreement and provide current certificates of insurance to the County upon request;
4. Ensure full compliance with all applicable federal, state, and local laws, codes, ordinances, and regulations;
5. Prevent the placement or filing of any lien, encumbrance, or claim against the Premises or any portion thereof;
6. Obtain prior written approval from the County before initiating any structural improvement, renovation, or alteration to the Premises; and
7. Promptly notify the County of any damage, hazardous condition, or significant maintenance issue that may compromise the safety, habitability, or structural integrity of the Premises.

Section 27. Obligations of the County.
The County shall retain legal ownership of the Premises and grant the Tenant the right to use and occupy the Premises for the full term of this Agreement, provided the Tenant remains in compliance with all terms and conditions herein. The County shall have no obligation to operate, maintain, staff, improve, repair, or otherwise support the Premises during the term of this Agreement, except as may be required by law in its capacity as property owner.

Section 28. Partial Destruction of Premises.
Partial destruction of the Premises shall not render this Contract void or terminate it except as herein provided. If the Premises is partially destroyed during the term of this Contract, County may endeavor to make repairs, at the County's sole option, and when such repairs can be made in conformity with local, state, and federal laws and regulations, within ninety days of the partial destruction. If the repairs cannot be so made in ninety days and the County does not elect to make them within a reasonable time, either party hereto has the option to terminate this Contract. If the Premises is more than one-third destroyed, County or Tenant may at its option terminate this Contract, giving ninety-day notice to the other party.

Section 29. Public Entity Crimes.
A person or affiliate who has been placed on the convicted Vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of Category Two

for a period of thirty-six months from the date of being placed on the convicted Contractor list.

Section 30. Right of Entry by County.
The County or its agents may at any time enter onto the Premises for the purpose of inspection of same or for performing such other duties as are required by the terms of this Contract, or the rules, regulation, ordinances or laws of any governmental body.

Section 31. Right to Audit Records.
In performance of this Contract, the Tenant shall keep books, records, and account of all activities related to this Contract in compliance with generally accepted accounting procedures. All documents, papers, books, records and accounts made or received by the Tenant in conjunction with this Contract and the performance of this Contract shall be open to inspection during regular business hours by an authorized representative of the County. The Tenant shall retain all documents, books and records for a period of five years after termination of this Contract, unless such records are exempt from section 24(a) of Article I of the State Constitution and Chapter 119, Florida Statutes. All records or documents created by or provided to the Tenant by the County in connection with this Contract are public records subject to Florida Public Records Law, Chapter 119, Florida Statutes. All records stored electronically must be provided to the County in a format compatible with the information technology systems of the County.

The Tenant shall ensure the public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the Contract and following termination of the Contract if the Tenant does not transfer the records to the public agency. In lieu of retaining all public records upon termination of this Contract, the Tenant may transfer at no cost to the County, all public records in possession of the Tenant. If the Tenant transfers all public records to the County upon termination of the Contract, the Tenant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements.

Section 32. Severability.
If any provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

Section 33. Statutes, Laws, Rules and Regulations.
The Tenant's use of the Premises will be in accordance with applicable laws, rules, regulations, policies and procedures approved by the Department and/or the County.

The County reserves the right to disapprove any and all activities held at the Premises, which may be in conflict with the Department's and/or the County's Policies and Administrative Orders and agrees to furnish the Tenant with a copy of such rules, regulations, policies, procedures, and amendments thereto.

It shall be the Tenant's responsibility to be aware of and comply with all laws, statutes, ordinances, fire codes, rules, orders, regulations and requirements of all local, state, and federal agencies as applicable.

Section 34. Successors in Interest.
This Contract and the covenants and conditions hereof apply to and are binding on the heirs, successors, legal representatives, and assigns of the parties.

Section 35. Surrender of Premises.
Tenant shall surrender the Premises to the County at the end of the Contract term in generally the same condition as when Tenant took possession, allowing for county-approved changes and modifications agreed to by the parties over time, reasonable wear and tear, damages by acts of God, including fire and storm. On or before the date of surrender, Tenant shall remove all business signs or symbols placed on the Premises by Tenant and restore the portion of the Premises on which they were placed in the same condition as before placement.

Section 36. Termination for Convenience.
Either party may terminate this Contract for their own convenience upon providing sixty day written notice to the other party. In the event of a termination for convenience, the parties agree that the only termination damages payable by either party will be prorated rent due to the County up to the date of termination.

Section 37. Unauthorized Alien Workers.
Brevard County will not intentionally award publicly-funded contracts to any Tenant who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e)(Section 274A(e) of the Immigration and Nationality Act "INA"). The County shall consider the employment by Tenant of unauthorized aliens a violation of Section 274A (e) of the INA and such violation shall be grounds for unilateral cancellation of this Contract by the County

Section 38. Venue/Waiver of Jury Trial.
Venue for any legal action brought by any party to this Contract to interpret, construe or enforce this Contract shall be in court of competent jurisdiction in and for Brevard County, Florida, and any trial shall be non-jury.

(remainder of page left intentionally blank)

In Witness Whereof, the parties have hereunto set their hands and seals on the day and year written herein below.

Attest:

Rachel Sadoff, Clerk

Brevard County, Florida

By:

Rob Felter, Chairman
Board of County Commissioners

As Approved by the Board on August 26, 2025

Attest:

Amber Brown, Clerk

Town of Melbourne Beach
Brevard County, Florida

By:

Elizabeth Mascaro, Town Manager

As approved by the Town on_____

State of Florida
County of Brevard

The foregoing instrument was acknowledged before me this _____ day of _____ _____, 2025 by _____ with **Town of Melbourne Beach, Brevard County, Florida.** He/She is personally known to me or has produced _____ as identification.

Notary Public

Typed/Printed Name

Exhibit "A" Resolution

RESOLUTION NO. 2025-084

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA, PURSUANT TO SECTION 125.38, FLORIDA STATUTES, AUTHORIZING THE LEASE OF REAL PROPERTY TO THE TOWN OF MELBOURNE BEACH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Brevard County (the "County") owns the property and facility commonly known as the Historic Williams Building, located at 2373 Oak Street in Melbourne Beach, Florida (the "Premises"); and

WHEREAS, the County and the Town of Melbourne Beach (the "Town") have been in a Lease Agreement for the Premises since October 31, 2001, under terms approved by the Board of County Commissioners; and

WHEREAS, although the current lease remains in effect through 2026, both parties wish to enter into a new lease agreement early to support the Town's capital investment in the facility; and

WHEREAS, the continued use and operation of the Premises by the Town for public programming, historical preservation, and cultural benefit serves a valid public purpose and complies with Section 125.38, Florida Statutes; and

WHEREAS, the Board wishes to authorize execution of the new Lease Agreement and delegate authority to the Parks and Recreation Director to execute the renewal option and any future amendments.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of County Commissioners of Brevard County, Florida, that:

1. The Town of Melbourne Beach has expressed its desire to continue operating the Historic Williams Building, located at 2373 Oak Street, Melbourne Beach, Florida, as a public facility supporting historic preservation, cultural programming, and community engagement.

2. The County has determined that the Historic Williams Building is not presently needed for County purposes and will be used in a manner compatible with County purposes.

3. The Town shall operate, maintain, and preserve the Historic Williams Building for the benefit and enjoyment of the public, consistent with the terms of the Lease Agreement.

4. The proposed use of the property will serve the public interest, will serve a public purpose, and is in the best interest of the County.

5. The County shall enter into a Lease Agreement with the Town for a term of twenty (25) years, with one (1) additional five (5) year renewal option. The Chairman of the Board of County Commissioners shall be authorized to execute the Lease Agreement on behalf of the County. The Director of Parks and Recreation shall have the authority to execute the renewal option and any future amendments to the Lease Agreement.

6. The consideration for the Lease shall be one dollar ($1.00) per year.

   In the event the Premises are not used or cease to be used for the stated purpose, the lease term shall immediately cease, and the Premises shall immediately revert to the County which shall thereafter have the right to re-enter and repossess the property.

7. **Effective Date.** This Resolution shall take effect upon approval by the Board of County Commissioners.

DONE, ORDERED, AND ADOPTED, in regular session, this 26th day of August 2025.

ATTEST:

Rachel M. Sadoff, Clerk

BOARD OF COUNTY COMMISSIONERS OF BREVARD COUNTY, FLORIDA

Rob Feltner, Chairman
As approved by the Board on August 26, 2025

Exhibit “B” Aerial

EXHIBIT "B"

Historic Williams Building

2373 Oak Street, Melbourne Beach, Florida 32951

Brevard County Parks and Recreation

2725 Judge Fran Jamieson Way
Viera, FL 32940

100 50 0 100 Feet

DISCLAIMER: This map is intended for display purposes only and is not intended for any legal representation.

Exhibit "C" Attestation

Exhibit "C"
ATTESTATION OF COMPLIANCE

With Background Screening Requirements

I, _____, hereby affirm under penalty of perjury that I am over eighteen (18) years of age and am the duly authorized representative of the Town of Melbourne Beach ("Tenant") in connection with the Lease Agreement between the Tenant and Brevard County for the use of the Historic Williams Building.

Pursuant to Section 8 of the Lease Agreement, I hereby attest that:

- The Tenant is a municipal government entity and has adopted and enforces internal policies and procedures related to the background screening of its employees, agents, contractors, and volunteers;
- Such procedures are designed to promote public safety and are substantially consistent with the intent and disqualifying offenses outlined in Section 435.04, Florida Statutes, as a benchmark;
- The Tenant shall remain solely responsible for administering and enforcing its own background screening policy for the duration of the Lease term.

This Attestation is provided in accordance with Section 8 of the Lease Agreement and shall be resubmitted upon any renewal of the Lease or within thirty (30) days of any change in the Town Manager or other authorized representative designated to oversee operations at the Premises.

Executed this ____ day of _____, **20**__.

_____
Signature

_____
Print Name

_____
Print Title

_____
Phone Number

Town Commission Meeting

Section: New Business

Meeting Date: October 15, 2025

From: Town Attorney Ryan Knight

RE: Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections

Background Information:

Recommendation:

Attachments:

Town Commission Meeting

Section: New Business

Meeting Date: October 15, 2025

From: Commissioner Anna Butler

RE: Regulation of Short Term Rentals

Background Information: The topic of what the Town can do regarding limiting STRs (what is grandfathered and what isn't) continues to be a contentious issue and some residents disagree with the Town Attorney's legal opinion with respect to the provisions of the Land Development Code. It's a complicated issue and all sides of the discussion have valid points. Please see attached for an outline of where the Town currently stands in reference to STRs.

Recommendation: Discussion as to whether or not the Commission would like to engage outside legal review in order to end the debate and move forward accordingly.

Attachments: STR information

Short-Term Rentals (STRs) in Melbourne Beach

📌 **Background**

- STRs (Airbnb, Vrbo, etc.) are a growing issue in Melbourne Beach.
- Town goal: Protect **small-town, family-oriented** character.
- Challenge: Florida **state law limits** what towns can do.

📜 **Key State Laws – Timeline**

- **2011 – House Bill 883** ✅
  - Towns can't ban STRs based on length of stay.
  - *Exception:* Rules in place before **June 1, 2011** are "grandfathered."
- **2014 – Senate Bill 356** ⚖️
  - Towns can regulate **noise, parking, and safety**.
  - Still cannot set **minimum stay requirements**.

🏠 **Melbourne Beach Rules**

- **Multi-family zones (4-RM, 5-RMO):** ❌ Rentals under 30 days **banned** (grandfathered rule still applies).
- **Single-family zones (1-RS, 2-RS, 3-RS):**
  - **Before 2017:** Rentals restricted to **weekly, monthly, or longer**.
  - **Dec 20, 2017:** Town Commission redefined "Dwelling Unit."
    - This **removed the restriction** → STRs now allowed in single-family neighborhoods.

👥 **2017 Town Commission Vote (Ord. 2017-05)**

- Motion: **Commissioner Walters**

- Seconded: **Vice Mayor Davis**
- Passed: **5–0 unanimous**

📌 **Current Situation (2025)**

- STRs **banned only** in certain multi-family areas.
- STRs **allowed** in most single-family areas.
- Disagreement among residents about Town Attorney's interpretation.
- **Feb 2025:** Vacation Rentals Ordinance updated.
- Town is hiring a new **Code Enforcement Officer** 👮 to enforce rules.

🚀 **Next Steps**

- Does the Commission want an **outside legal review?**:
  - Can Melbourne Beach challenge state law for more local control?
  - Or must the Town continue with current rules and enforcement?

✅ **Key Takeaway**

- Melbourne Beach **cannot ban STRs entirely**, but **pre-2011 rules still apply** in some zones.
- The **2017 vote unintentionally expanded STRs** into single-family areas.
- Town is focused on **enforcement and legal clarity** moving forward.

🗓️ **At a Glance Timeline**

- **2011** → State limits town power, only pre-2011 rules survive.
- **2014** → Some local control restored (noise/parking).
- **2017** → Town Commission vote accidentally opens STRs in single-family zones.
- **2025** → Vacation Rentals Ordinance updated, stronger enforcement planned.

Town Commission Meeting

Section: **New Business**

Meeting Date: **October 15, 2025 Regular Town Commission Meeting**

From: **Commissioner Tim Reed**

Re: **Fire Safety Proposal**

Background Information:

Propose developing an ordinance to address large residential propane storage tanks (e.g. those used for home heating, water heaters, pool heaters, generators, appliances, etc).

Looking for the Fire Department to work with the Town Attorney to come up the specific details.

Recommendation:

Intent of this proposed ordinance is three-fold:

1) Provide the Fire Dept with database of residential addresses that have large propane storage tank(s), and thus gives them advance awareness of the presence & location when responding to a fire call.
2) Ensures residential property owners properly & safely maintain their propane storage systems (i.e. location, accessibility, anchoring, condition, labeling, signage, etc.).
3) Institute a 500 lbs. Max capacity for sum of all tank(s) of ≥ 100 lbs. capacity at a residential address.

Applicability:

- All residential propane tanks ≥ 100 lbs. capacity, up to 500 lbs. max, either buried and/or above ground.

Registration Info Required:

- Name, address, and contact info for the property owner, plus the quantity of tanks at that address, sizes of all tanks, specific location(s) on the property, and if buried and/or above ground.
- Name and contact info for company who is actively servicing the tank(s), with proof of current service contract.
- If a long-term rental, also need the name and contact info for tenant, with proof of current lease agreement.
- If a short-term rental, also need the name and contact info for the designated responsible person.

Implementation:

- Upon receipt of a paid registration request, the MBVFD will conduct a safety compliance inspection at the address to ensure all tank(s) are in compliance with Florida Building code and the Florida LP Gas Code (based on NFPA 58).
- In the event of non-compliance during inspection, the registration is not issued and the property owner is put on the clock to correct and re-inspect within 30 days.
- If above ground tank(s) are abandoned, inoperable, or otherwise no longer being used, the tank(s) will be brought into compliance and inspected within 30 days, or removed from the property entirely.
- If buried tank(s) are abandoned, inoperable, or otherwise no longer being used, the tank(s) will be brought into compliance and inspected within 30 days, or be safely purged of their contents and sealed, or removed from the property entirely.

Here is a proposed fee & fine structure to go along with the proposed ordinance:

	Initial Registration Fee (per address)			Annual Renewal Fee (per address)			Non-Registration Fines (per address)	
Tank Size (lbs.)	**Owner Occupied**	**Long Term Rental**	**Short Term Rental**	**Owner Occupied**	**Long Term Rental**	**Short Term Rental**	**Initial**	**Annual**
100 - 249	$25.00	$50.00	$100.00	$25.00	$25.00	$50.00	$50.00	$50.00
250 - 499	$25.00	$50.00	$100.00	$25.00	$25.00	$50.00	$150.00	$150.00
≥ 500	$25.00	$50.00	$100.00	$25.00	$25.00	$50.00	$250.00	$250.00

Attachments:

https://www.amerigas.com/about-propane/propane-tank-sizes

https://www.nfpa.org/codes-and-standards/nfpa-58-standard-development/58

Town Commission Agenda Item

Section: New Business

Meeting Date: October 15, 2025

Subject: Marine Resources Council 5th Annual Low Impact Development/Green Stormwater Infrastructure Conference

Submitted By: Lisa Frazier, Interim Town Manager

Background Information:

The Town of Melbourne Beach has indicated that stormwater infrastructure improvements are a high priority to address flooding and water quality issues. Low Impact Development (LID) has long been recognized as an incremental treatment approach to stormwater management that mimics natural hydrologic processes typically at less expense than traditional controls by utilizing site-design techniques that manage rainwater where it falls. Key LID strategies include minimizing and disconnecting impervious surfaces, preserving and planting vegetation, using permeable pavement, and incorporating bioretention areas like rain gardens and swales. By infiltrating, detaining, and filtering stormwater at its source, LID protects water quality, prevents erosion, and mitigates flooding more effectively and cost-efficiently than conventional stormwater systems. Stormwater grants are geared toward water quality, not water quantity!

MRC's 5th Annual Low Impact Development Conference covers a full range of tools and highlights case studies that demonstrate cost-effective means to set and meet pollution load reductions, recharge groundwater aquifers, and prevent flooding. The conference is attended by local and regional governments seeking answers to stormwater management at manageable costs.

Marine Resources 5th Annual 2025 LID Conference
https://lovetheirl.org/education/low-impact-development/2025-mrc-low-impact-development-conference/

Dates: **October 29-30, 2025**
Location: Center for Collaboration, 1100 Rockledge Blvd, Rockledge, FL
Registration: **$325 for two-day session**
$175 for one day session
Includes all meals

Recommendation: Consideration of attendee at the conference under Legislative expenses -Dept #11.

Attachments: Conference Flyer, Registration, and Schedule

LOW IMPACT DEVELOPMENT CONFERENCE

Center for Collaboration
1100 Rockledge Boulevard
Rockledge, Florida 32955

PRESENTED BY MARINE RESOURCES COUNCIL
WITH FERGUSON WATERWORKS

REGISTRATION INFORMATION

INDIVIDUAL REGISTRATION

EARLY BIRD INDIVIDUAL REGISTRATION: $275
(AUGUST 1 - SEPTEMBER 29)

*Registration includes 2-day access to all technical sessions, light breakfasts, lunches, and coffee breaks on Wednesday **AND** Thursday, as well as the Wednesday night reception.*

REGULAR INDIVIDUAL REGISTRATION: $325
(AFTER SEPTEMBER 29)

1-DAY INDIVIDUAL REGISTRATION: $175

*Registration includes 1-day access to technical sessions, light breakfast, lunch, and coffee breaks on Wednesday **OR** Thursday. Wednesday access includes the reception; Thursday access includes the happy hour.*

EXHIBITOR

EXHIBITOR PACKAGE: $750

Vendor benefits include:

- *Full registration package for one person, includes admission to all technical sessions, meals, breaks and reception.*
- *Exhibition Space with a table and chair.*
- *Company's logo and contact information in the conference program.*
- *Recognition on the conference website*
- *Recognition in the podium powerpoint.*

CONFERENCE SCHEDULE

DAY 1 — *Wednesday, October 29*

9:00 AM - 9:15 AM	**Welcome Message** *Dr. Laura Wilson, Marine Resources Council*
9:15 AM - 9:45 AM	**Eliminating Barriers to Green Infrastructure: Volusia County's New Low Impact Development Program.** *Samantha West, Volusia County*
9:45 AM - 10:15 AM	**LID in Action For Cities: Lessons Learned Since Implementing A LID Ordinance** *Lily Galleo, City of Titusville*
10:15 AM - 10:45 AM	**Coffee & Networking Break** **Networking Sponsor: American Planning Association Florida Chapter**
10:45 AM - 11:15 AM	**Palm Bay Green Infrastructure Planning begins with a map!** *Lisa Frazier, City of Palm Bay*
11:15 AM - 11:45 AM	**Volusia County Association for Responsible Development: A Hidden Gem** *Jessica Gow & Kelli Consentio, VCARD*
11:45 AM - 12:15PM	**Deering Park – A Case Study for the Scalable Implementation of Low Impact Development in Sustainable Communities** *Ernie Cox, Family Lands Remembered*
12:15 PM - 1:30 PM	**Lunch**
1:30 PM - 2:00 PM	**From Grey to Green to Smart** *David Batts, Convergent Water Technologies*
2:00 PM - 2:30 PM	**Biochar Applications and Lifecycle in the Green Industry** *Dr. Chris Fields-Johnson, Davey Institute*
2:30 PM - 3:00 PM	**Enhancing Nature's Principles - Using Floating Wetlands to Create Additional Environmental Benefits in Stormwater Design.** *Andy Hornbuckle, Atlan Stormwater, Inc*
3:00 PM - 3:30 PM	**Coffee & Networking Break** **Networking Sponsor: Kimley-Horn**
3:30 PM - 4:00 PM	**3D-Printed Living Seawalls: Scaling Low-Impact Coastal Infrastructure Through Biomimicry and Additive Manufacturing** *Maddie Rieger & Charlotte Hoffman, Kind Designs*
4:00 PM - 4:30 PM	**Operation TRAP – Using Interceptor Devices for Trash Reduction in Florida's Aquatic Preserves** *Dr. Monica Wilson, Dr. Savanna Barry, & Dr. Laura Reynolds, University of Florida*
5:00 PM - 7:00 PM	**Reception** **SPONSORED BY DIXIE CROSSROADS SEAFOOD RESTAURANT**

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CONFERENCE SCHEDULE

DAY 2

Thursday, October 30

9:00 AM - 9:15 AM	**Welcome Back** *Dr. Laura Wilson, Marine Resources Council*
9:15 AM - 9:45 AM	*TBD*
9:45 AM - 10:15 AM	**New Technologies for Coastal Resilience and Habitat Restoration** *Mason Harris, Natrx*
10:15 AM - 10:45 AM	**Coffee & Networking Break** **Networking Sponsor: Indian Riverkeeper**
10:45 AM - 11:15 AM	**Benthic Infaunal Responses to Shoreline Restoration** *Jessica Cline, Marine Resources Council*
11:15 AM - 11:45 AM	**ORCA's Multi-Habitat Restoration Project at Riverview Park – Sebastian, Florida** *Natalie C. Stephens & Missy Weiss, Ocean Research & Conservation Association*
11:45 AM - 12:15 AM	**Bioswales as LID: Lessons from Indialantic's Ocean Friendly Gardens for Water Quality & Community Resilience Project** *Bill DeLuccia, Space Coast Surfrider Chapter*
12:15 PM - 1:30 PM	**Lunch**
1:30 PM - 2:00 PM	**Barefoot Green Infrastructure in Shoeless Joe Jackson Park: How a small park was leveraged for outsized stormwater and quality of life benefits** *Jacob Burkey & Zach Smoot, Woolpert; Judy Wortkoetter, Greenville County*
2:00 AM - 2:45 PM	**Space Coast RESCUE (Resilience Solutions for Climate, Urbanization, and Environment)** *Steven Lazarus, Florida Institute of Technology* **Building Energy Resilience in a Changing Climate: Insights from the Space Coast RESCUE Project** *Hamidreza Najafi, Florida Institute of Technology* **Creating a climate resilient landscape** *Emily Ralston, Florida Institute of Technology*
2:45 PM - 3:15 PM	**Coffee & Networking Break**
3:15 PM - 4:30 PM	**Panel Discussion: Municipal operation and maintenance of GIS systems**
4:30 PM - 5:00 PM	**Happy Hour & Conference Wrap-Up**

LoveTheIRL.org

OPTIONAL ½-DAY FIELD TRIP**
(TENTATIVE SCHEDULE)

INFRASTRUCTURE
IN ACTION

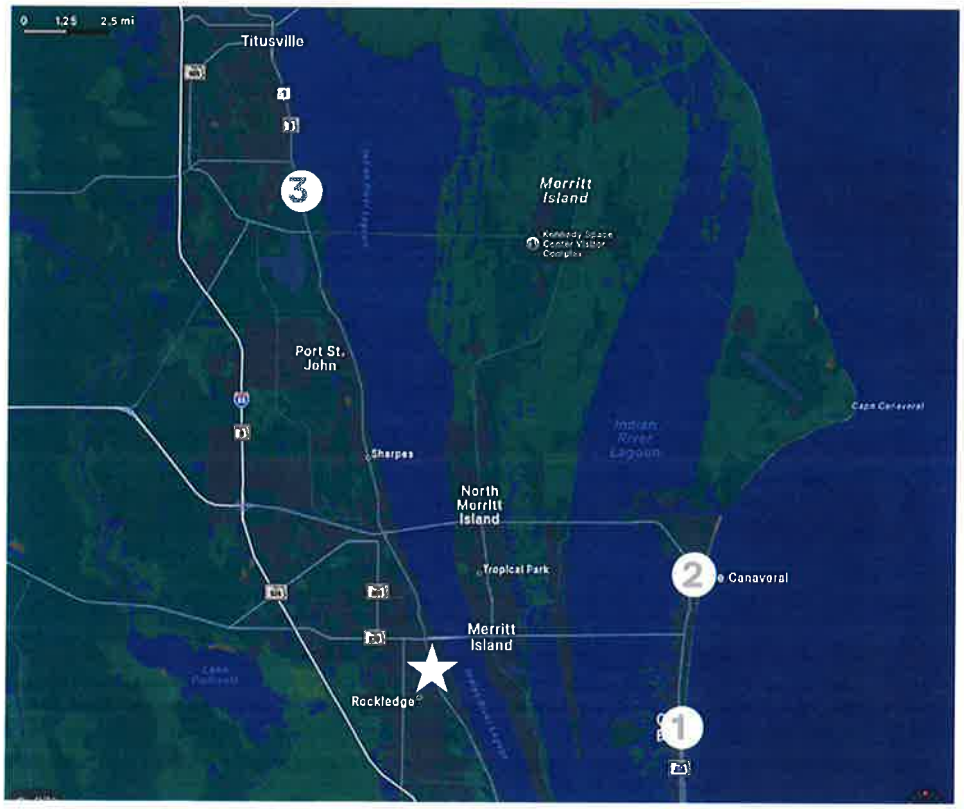
Tuesday, October 28

Departure Time: 1:00PM
Departure Location: Center for Collaboration

Stop 1: Minuteman Causeway, Cocoa Beach
Tree canopy, rain gardens, pervious pavers, and exfiltration is interconnected to transport collected rain to the barrier island soils that allows renourishment of the City's shallow freshwater aquifer, keeping saltwater intrusion at bay.

Stop 2: Smart Rain Garden, City of Cape Canaveral
This project uses a vegetated swale to naturally filter rainwater, reducing flooding and improving water quality. Continuous hydrologic monitoring sensors provide data on the rain garden's performance.

Stop 3: The Shores at Tranquility, Titusville
Visit NuVision Builders construction projects for examples of Lagoon-front residential stormwater management within HOA guidelines.



** ADDITIONAL COST

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: October 15, 2025

Re: September Fiscal Year 2025

We are in the last month of our fiscal year 2025**.** The target expenditure rate for September is 100.00%. Most 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 97.03%. The Departmental expenditure rate breakdown is as follows:

Legislative:	94.25%
Executive:	100.80%
Finance:	101.15%
Legal:	101.23%
Comp & Plan:	14.80%
General Services:	95.26%
Law Enforcement:	101.38%
Fire:	93.20%
Code:	55.11%
Public Works:	92.47%
Grounds Keeping:	63.15%

Capital Expenditure Rate:	70.08%	Budget: $190,917.60	Actual Spent: $131,968.92
Operating Expense Rate:	99.04%	Budget: $4,161,385.13	Actual Spent: $4,124,760.22
General Fund Rate:	97.03%	Budget: $4,352,302.73	Actual Spent: $4,256,729.14

Operating Account Balance as of 09/30/25: $2,947,393.28
Reserve Account Balance as of 09/30/25: $2,479,318.85
Florida Prime Account Balance as of 09/30/25: $ 533,291.91

Discussion Items:

The Town received Parking Revenue for September FY2025 in the amount of $11,256.27.
Parking revenue for September FY2024 was $10,734.35.

Parking Revenue for FY2024 totaled: $173,863.75
Parking Revenue for FY2025 totaled: $186,412.94
That is an increase of $12,549.19.

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

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

We are in the process of closing out the FY2025 Budget. Invoices pertaining to FY2025 will continue to come in through the beginning of November. The FY2025 budget will be balanced and closed out at the November Commission Meeting through resolution.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2025

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	37,652.19	72.31
001-00-314.10.00	UTILITY SERVICES TAX FPL	285,000.00	285,000.00	0.00	(21,357.87)	107.49
001-00-314.30.00	UTILITY SERVICES TAX WATER	60,000.00	60,000.00	0.00	2,123.76	96.46
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	(983.37)	114.05
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	1,000.00	0.00	(266.94)	126.69
001-00-314.40.30	UTILTIY GAS TAX FERRELL	3,000.00	3,000.00	0.00	(932.08)	131.07
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	300.00	300.00	0.00	(594.91)	298.30
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	2,691.78	98.14
001-00-316.00.00	OCCP. LIC	16,000.00	16,000.00	0.00	1,953.93	87.79
001-00-323.10.00	FRANCHISE FEES FPL	216,000.00	216,000.00	0.00	42,734.60	80.22
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	50,000.00	50,000.00	0.00	(26,744.22)	153.49
001-00-323.70.10	SOLID WASTE COMMERCIAL	16,000.00	16,000.00	0.00	(8,133.64)	150.84
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	(600.00)	130.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	13,000.00	13,000.00	0.00	10,850.00	16.54
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	(1,000.00)	120.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	106,000.00	106,000.00	0.00	(6,799.86)	106.41
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	38,424.18	83.29
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,650.00	1,650.00	0.00	(650.00)	139.39
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	2,500.00	2,500.00	0.00	(2,235.00)	189.40
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	5,500.00	5,500.00	0.00	(3,200.00)	158.18
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,550.00	4,550.00	0.00	(8,065.00)	277.25
001-00-349.00.29	LIEN SEARCH REQUEST	1,260.00	1,260.00	0.00	(1,965.00)	255.95
001-00-359.00.00	OTHER FINES AND FORFEITURES	0.00	0.00	0.00	(3,155.05)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	23,000.00	23,000.00	0.00	(58,672.66)	355.10
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	(11,051.12)	445.35
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	(13,552.36)	456.64
						100.99
Department: 21 LAW ENFORCEI						
001-21-312.52.00	INSURANCE PREMIUM TAX	52,500.00	52,500.00	0.00	(4,672.27)	108.90
001-21-337.20.00	SCHOOL RESOURCE OFFICER	72,000.00	72,000.00	0.00	(18,625.00)	125.87
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	(9,088.16)	281.76
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	425.00	15.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	(208.66)	204.33
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(7.00)	100.00
						119.22
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	440.00	90.22
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
						82.86
Department: 29 CODE ENFORCI						
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
Overall Revenue Rate:						101.53
Account Category: Expenditures						
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
						100.00
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	3,800.16	76.54
001-11-500.12.00	REGULAR SALARIES	66,274.00	83,626.36	0.00	(6,079.37)	107.27
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	6,309.00	6,309.00	0.00	(1,190.56)	118.87
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	9,033.00	9,033.00	0.00	(3,318.51)	136.74
001-11-500.23.01	HEALTH INSURANCE	6,561.00	6,561.00	0.00	(2,481.00)	137.81
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(31.34)	144.77
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	99.00	99.00	0.00	4.66	95.29
001-11-510.31.00	PROFESSIONAL SERVICES	18,300.00	18,300.00	0.00	7,128.01	61.05
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	(1,229.29)	164.70
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	1,678.37	66.43
001-11-510.49.50	ELECTION EXPENSE	2,000.00	2,000.00	0.00	1,618.47	19.08
001-11-510.54.00	DUES & SUBSCRIPTIONS	830.00	830.00	0.00	(2,701.51)	425.48
001-11-510.54.10	TRAINING & SCHOOLS	3,540.00	3,540.00	0.00	2,030.00	42.66
001-11-543.00.00	LICENSES & FEES	40,436.00	40,436.00	0.00	9,578.95	76.31
						94.25
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	159,118.00	159,118.00	0.00	7,869.58	95.05
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,173.00	12,173.00	0.00	(340.08)	102.79
001-12-500.22.01	RETIREMENT - ICMA	21,592.00	21,592.00	0.00	5,284.76	75.52
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	5,445.00	5,445.00	0.00	1,022.71	81.22
001-12-500.23.01	HEALTH INSURANCE	16,212.00	16,212.00	0.00	(8,324.98)	151.35
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	170.29	81.41
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	191.00	191.00	0.00	29.18	84.72
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	18,000.00	(30,000.00)	100.00
001-12-510.40.00	TRAVEL & MEETINGS	2,200.00	2,200.00	0.00	1,051.34	52.21
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	400.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	0.00	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,178.67	36.48
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	860.96	13.90
						100.80
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	119,630.00	119,630.00	0.00	(2,496.59)	102.09
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	9,152.00	9,152.00	0.00	277.62	96.97
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	16,306.00	16,306.00	0.00	(172.29)	101.06
001-13-500.23.01	HEALTH INSURANCE	25,604.00	25,604.00	0.00	(6,136.66)	123.97
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	0.88	99.35
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	29.11	81.22
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	749.39	92.89
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
						101.15
Department: 14 LEGAL COUNSE						
001-14-510.31.00	PROFESSIONAL SERVICES	106,000.00	106,000.00	0.00	(10,134.95)	109.56
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	19,200.00	19,200.00	0.00	8,588.83	55.27
						101.23
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	35,000.00	35,000.00	0.00	29,818.75	14.80
						14.80
Department: 16 HURRICANE EXI						
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	(513.18)	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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(2,647.81)	100.00
001-16-534.00.00	SOLID WASTE SERVICES	0.00	0.00	0.00	(43,500.00)	100.00
						100.00
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	5.00	99.87
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	(2,398.00)	115.47
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	4,796.63	80.72
001-19-510.41.10	COMMUNICATION SERVICES	39,658.00	39,658.00	0.00	(9,567.92)	124.13
001-19-510.43.00	STREET LIGHTS	51,000.00	51,000.00	0.00	(436.16)	100.86
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	(4,386.25)	115.67
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	(55.39)	101.38
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	19,244.23	3.78
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN.	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	0.00	100.00
001-19-510.47.00	PRINTING	0.00	0.00	0.00	(55.62)	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	(1,274.27)	136.41
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	110.31	92.65
001-19-510.52.10	JANITORIAL SUPPLIES	6,000.00	6,000.00	0.00	2,507.08	58.22
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	(2,167.67)	109.73

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-581.00.00	TRANSFER OUT	7,500.00	7,500.00	0.00	0.00	100.00
						95.26
Department: 21 LAW ENFORCEI						
001-21-500.12.00	REGULAR SALARIES	739,793.00	739,793.00	0.00	8,455.64	98.86
001-21-500.12.50	HOLIDAY PAY	29,634.00	29,634.00	0.00	(9,246.74)	131.20
001-21-500.14.00	SALARIES OVERTIME	5,000.00	5,000.00	0.00	(7,079.51)	241.59
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	(1,369.29)	119.15
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	(657.14)	110.95
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	62,723.00	62,723.00	0.00	2,038.32	96.75
001-21-500.22.02	POLICE PENSION	167,850.00	167,850.00	0.00	(58,322.27)	134.75
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,443.00	5,443.00	0.00	2,545.85	53.23
001-21-500.23.01	HEALTH INSURANCE	116,155.00	116,155.00	0.00	2,428.03	97.91
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	(12.50)	100.45
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	119.68	87.84
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	(1,257.29)	166.45
001-21-520.41.10	COMMUNICATION SERVICES	6,972.00	6,972.00	0.00	(1,232.00)	117.67
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	(112.98)	156.49
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	(88.50)	116.09
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	814.44	95.21
001-21-520.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	(333.39)	141.67
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	3,289.31	61.30
001-21-520.52.05	PROTECTIVE GEAR	13,531.00	13,531.00	0.00	6,555.58	51.55

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	(1,040.47)	105.20
001-21-520.52.70	MEDICAL	1,014.00	1,014.00	0.00	576.14	43.18
001-21-520.52.90	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	538.00	77.58
001-21-520.54.00	DUES & SUBSCRIPTIONS	695.00	695.00	0.00	10.00	98.56
001-21-520.54.10	TRAINING & SCHOOLS	2,900.00	2,900.00	0.00	(117.35)	104.05
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
						101.38
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	101,038.00	101,038.00	0.00	(2,180.62)	102.16
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	1,204.00	96.83
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,636.00	10,636.00	0.00	(425.04)	104.00
001-22-500.22.01	RETIREMENT - ICMA	9,753.00	9,753.00	0.00	(698.63)	107.16
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	17,108.17	53.50
001-22-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	23.40	82.79
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	61.86	61.58
001-22-520.31.00	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	940.00	6.00
001-22-520.34.40	DISPATCHING SERVICES	5,670.00	5,670.00	0.00	70.00	98.77
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	(138.33)	113.83
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	(58.32)	103.00
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	2,341.16	76.59
001-22-520.46.20	VEHICLE MAINTENANCE	28,000.00	28,000.00	0.00	(4,168.43)	114.89
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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	587.06	41.29
001-22-520.52.20	TOOLS & HARDWARE	3,000.00	3,000.00	0.00	1,745.85	41.81
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,217.94	61.94
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	419.00	70.07
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	(904.00)	116.36
001-22-520.54.12	TRAINING MATERIALS	2,000.00	2,000.00	0.00	(397.55)	119.88
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	(888.93)	103.56
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						93.20
Department: 29 CODE ENFORCI						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	13,946.85	64.71
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	641.11	78.79
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,363.00	5,363.00	0.00	1,738.63	67.58
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	98.73	21.64
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	(662.50)	113.52
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	(631.10)	240.24
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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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
						55.11
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	230,932.00	230,932.00	0.00	(3,163.11)	101.37
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	(611.28)	103.46
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	31,476.03	31,476.03	0.00	(902.04)	102.87
001-41-500.23.01	HEALTH INSURANCE	38,510.00	38,510.00	0.00	1.04	100.00
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	245.75	53.98
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	25.84	90.68
001-41-530.43.15	ELECTRICAL WORK	8,000.00	8,000.00	0.00	7,507.28	6.16
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	4,804.03	3.92
001-41-530.46.20	VEHICLE MAINTENANCE	13,000.00	13,000.00	0.00	682.92	94.75
001-41-530.46.30	BUILDING MAINTENANCE	13,000.00	13,000.00	0.00	6,548.63	49.63
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	500.00	500.00	0.00	(1,738.37)	447.67
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	1,209.00	55.37
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	(433.02)	143.30
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	3,605.36	51.93

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-530.53.10	STREET REPAIR	9,000.00	9,000.00	0.00	7,281.68	19.09
001-41-530.53.20	STREET SIGNS	3,800.00	3,800.00	0.00	(2,787.70)	173.36
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
						92.47
Department: 42 GROUNDS KEEI						
001-42-530.34.91	LANDSCAPING	15,000.00	15,000.00	0.00	10,098.01	32.68
001-42-530.46.15	EQUIPMENT MAINTENANCE	3,700.00	3,700.00	0.00	1,267.99	65.73
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	21.74	89.13
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	(311.32)	125.94
001-42-530.64.01	CAPITAL OUTLAY	4,250.00	4,250.00	0.00	4,250.00	0.00
						63.15
Overall Expenditure Rate:						97.03
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	434.18	13.16
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	88.08	82.38
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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	(1,053.10)	100.00
						62.99
Fund: 107 PARKS BOARD						
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	671.77	66.41
107-72-570.48.91	KID'S BUSINESS FAIR	6,000.00	6,000.00	0.00	1,927.34	67.88
						77.54
Fund: 125 BUILDING DEPT						
Account Category: Revenues						
Department: 24 PROTECTIVE INS						
125-24-322.00.00	BUILDING PERMITS	187,150.00	187,150.00	0.00	(29,847.43)	115.95
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	4,550.00	9.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	7,020.00	7,020.00	0.00	1,672.50	76.18
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	(5,564.82)	148.39
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	(12,109.57)	301.83

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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
						113.31
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	165,324.00	165,324.00	0.00	(9,395.29)	105.68
125-24-500.14.00	SALARIES OVERTIME	500.00	500.00	0.00	(115.38)	123.08
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	(746.64)	105.89
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,601.81	22,601.81	0.00	(1,678.77)	107.43
125-24-500.23.01	HEALTH INSURANCE	12,050.52	12,050.52	0.00	(1,387.00)	111.51
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	8.40	92.50
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	12.61	93.64
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	(650.44)	266.78
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	(138.36)	284.48
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	(402.42)	214.98
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
						95.99
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	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-342.10.00	PARKING TICKET REVENUE	7,500.00	7,500.00	0.00	(225.00)	103.00
172-75-344.50.00	PARKING METER REVENUE	82,000.00	82,000.00	0.00	(42,964.08)	152.40
						148.26
Account Category: Expenditures						
172-75-500.12.00	REGULAR SALARIES	50,000.00	50,000.00	0.00	11,346.08	77.31
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	(667.09)	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	125.00	79.17
172-75-500.21.00	FICA TAXES - EMPLOYER PORTION	3,825.00	3,825.00	0.00	668.96	82.51
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	24.67	63.18
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	(23,271.25)	100.00
172-75-575.32.90	BANKING FEES	5,000.00	5,000.00	0.00	(303.50)	106.07
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	(990.00)	155.00
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	(3,034.66)	170.57
172-75-575.43.10	ELECTRICITY	2,400.00	2,400.00	0.00	(161.96)	106.75
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	(375.93)	131.33
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	412.13	56.62
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	(839.86)	339.96
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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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
						115.74
Fund: 175 RYCKMAN CROSSOVI						
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	2,575.00	63.21
175-75-344.50.00	PARKING METER REVENUE	80,000.00	80,000.00	0.00	11,678.19	85.40
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	(5,054.12)	201.08
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(2,835.00)	100.00
						94.26
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	(735.68)	126.27
175-75-575.41.15	IPS COMMUNICATION FEE	2,400.00	2,400.00	0.00	(1,694.97)	170.62
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	(213.65)	115.83
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	1,600.00	82.89

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	4,309.47	13.81
175-75-575.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(296.77)	100.00
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	21,852.36	0.00	0.00	100.00
						63.00
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	16,000.00	8.57
						8.24

FY24	Dec-24	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	TOTAL
Ocean	2,544.37	2,412.50	3,359.78	10,650.19	10,584.79	11,999.21	11,707.57	13,209.28	7,281.57	5,649.19	87,391.98
Ryckman	5,833.19	5,111.66	6,927.64	10,600.74	9,782.44	9,917.90	8,116.48	8,718.81	6,675.88	5,085.16	86,471.77
Total	8,377.56	7,524.16	10,287.42	21,250.93	20,367.23	21,917.11	19,824.05	21,928.09	13,957.45	10,734.35	173,863.75

FY25	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	TOTAL
Ocean	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	16,475.07	19,141.32	12,551.44	3,820.56	120,775.08
Ryckman	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	5,476.05	7,175.77	5,532.56	7,435.71	65,637.86
Total	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	21,951.12	26,317.09	18,084.00	11,256.27	186,412.94

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 #: 25963
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-17-25	RGK	Phone conference with Chief Zander Re open carry First DCA opinion	0.10	200.00	$20.00
09-18-25	AOL	Confer with PAB re: open carry firearms and drafting memorandum re: same	0.10	200.00	$20.00
09-24-25	AOL	Review and analyze relevant Florida statutes re: firearms	0.30	200.00	$60.00
09-29-25	AOL	Continue reviewing and analyzing relevant Florida statutes re: firearms; review other jurisdiction analysis re: same; begin drafting memo re: open carry and effect on other Florida laws	0.30	200.00	$60.00

Services Subtotal: $160.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $160.00

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.
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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 25964
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Discount	Total
09-02-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Interim Town Manager Cover Letter and Resume	0.20	200.00	-	$40.00
09-02-25	RGK	Email Correspondence: Email to Jennifer Kerr RE: Interim Town Manager	0.10	200.00	-	$20.00
09-02-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Interim Town Manager (Town of Melbourne Beach) Cover letter and Resume	0.20	200.00	-	$40.00
09-03-25	RGK	Phone conference with Jim Dinneen Re brochure language	0.10	200.00	-	$20.00
09-03-25	RGK	Email Correspondence: Email from Jim Dinneen Re Recruitment Brochure Town Manager	0.10	200.00	-	$20.00
09-03-25	RGK	Email Correspondence: Email to all Commissioners Re Melbourne Beach Brochure	0.20	200.00	-	$40.00
09-03-25	RGK	Email Correspondence: Email from Jim Dinneen Fwd: ASL - Melbourne Beach, FL - Town Manager.xlsx	0.10	200.00	-	$20.00

09-03-25	RGK	Email Correspondence: Email to Jim Dinneen RE: ASL - Melbourne Beach, FL - Town Manager.xlsx	0.10	200.00	-	$20.00
09-03-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Interim Town Manager Applicant	0.20	200.00	-	$40.00
09-03-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Melanie Griswold's Evaluations	0.10	200.00	-	$20.00
09-03-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Melanie Griswold's Evaluations	0.10	200.00	-	$20.00
09-04-25	RGK	Email Correspondence: Emails from Jennifer Kerr, Mayor Dennington, and TM RE: Melanie Griswold's Evaluations	0.20	200.00	-	$40.00
09-04-25	RGK	Email Correspondence: Email from Jennifer Kerr RE: Melanie Griswold's Evaluations	0.10	200.00	-	$20.00
09-04-25	RGK	Email Correspondence: Emails from Mayor Dennington and Jennifer Kerr Re: Melanie Griswold's Evaluations	0.20	200.00	-	$40.00
09-04-25	PAB	Confer with RGK re fire department grant matter and FEMA	0.10	225.00	-	$22.50
09-04-25	RGK	Phone conference with Jim Dinneen Re brochure language and amendments	0.20	200.00	-	$40.00
09-04-25	RGK	Review special Commission meeting on 9/3; revise Town Manager brochure language	1.60	200.00	100.00%	$0.00
09-04-25	RGK	Research Florida Whistleblower Act and persons covered under the Act	1.20	200.00	-	$240.00
09-04-25	RGK	Email Correspondence: Emails with Amy Kroll RE: SAFER application request to be withdrawn from consideration (EMW-2024-FF-00044)	0.40	200.00	-	$80.00
09-04-25	RGK	Email Correspondence: Email from Amy Kroll RE: SAFER application request to be withdrawn from consideration (EMW-2024-FF-00044)	0.10	200.00	-	$20.00
09-05-25	RGK	Email Correspondence: Email to Commissioners Re Town Manager Brochure Revisions	0.10	200.00	-	$20.00
09-05-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Application for Interim Town Manager	0.20	200.00	-	$40.00
09-05-25	RGK	Phone conference with Mayor Dennington Re Interim Town Manager	0.30	200.00	-	$60.00
09-05-25	RGK	Email Correspondence: Emails with Commissioner Baldwin RE: Town Manager Brochure Revisions	0.10	200.00	-	$20.00
09-05-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: Town Manager Brochure Revisions	0.10	200.00	-	$20.00

09-05-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Interim Town Manager Position	0.20	200.00	-	$40.00
09-05-25	RGK	Email Correspondence: Email with attachment from Jennifer Kerr FW: Interim Town Manager Position	0.20	200.00	-	$40.00
09-05-25	RGK	Email Correspondence: Email to Jim Dinneen Re Melbourne Beach Brochure Revisions	0.10	200.00	-	$20.00
09-05-25	RGK	Email Correspondence: Email with attachments from Jennifer Kerr FW: Resume for Interim Town Manager position	0.20	200.00	-	$40.00
09-06-25	RGK	Email Correspondence: Email with Commissioners Re Interim Town Manager Candidate Submissions; compile and prepare submissions to Commission	0.40	200.00	-	$80.00
09-08-25	RGK	Email Correspondence: Re: Meetings on Wednesday	0.10	200.00	-	$20.00
09-09-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Applicant for Interim Town Manager (Florida City Jobs)	0.20	200.00	-	$40.00
09-09-25	RGK	Email Correspondence: Email to Elizabeth Mascaro and Jennifer Kerr RE: ASL - Melbourne Beach, FL - Town Manager.xlsx	0.10	200.00	-	$20.00
09-09-25	RGK	Phone conference with Jim Dinneen Re advertisement authorization	0.10	200.00	-	$20.00
09-09-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: ASL - Melbourne Beach, FL - Town Manager.xlsx	0.10	200.00	-	$20.00
09-09-25	RGK	Correspondences with Supervisor of Elections and Amber Brown Re ballot language	0.60	200.00	-	$120.00
09-09-25	RGK	Email Correspondence: Email to all Commissioners Re SAFER Grant - Correspondence with FEMA	0.30	200.00	-	$60.00
09-10-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: In office (code enforcement hearing today)	0.10	200.00	-	$20.00
09-10-25	RGK	Email Correspondence: Emails with Elizabeth Mascaro and Dan Harper RE: P&Z Legal Concerns Landscape Proposal	0.10	200.00	-	$20.00
09-10-25	RGK	Meet with staff; attend both Commission special meetings	3.50	200.00	-	$700.00
09-10-25	RGK	Email Correspondence: Emails with Dan Harper RE: P&Z Legal Concerns	0.10	200.00	-	$20.00
09-10-25	RGK	Email Correspondence: Email to Colin Donnelly Re Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-10-25	RGK	Email Correspondence: Email to Gary Stevens Re Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00

09-10-25	RGK	Email Correspondence: Email to Lisa Frazier Re Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-10-25	RGK	Email Correspondence: Email to Taylor Brown Re Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Phone conference with Jim Dinneen Re Town advertisement	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Emails with Taylor Brown RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Emails with Gary Stevens RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Review revisions to sample ballot by Supervisor of Elections	0.20	200.00	-	$40.00
09-11-25	RGK	Email Correspondence: Emails with Colin Donnelly RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Email to all Commissioners Re Interim Town Manager Interviews - Special Meeting on September 17th at 1:30 p.m.	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Email toTaylor Brown RE: Town of Melbourne Beach Interim Manager - Interview Confirmation	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Email to Colin Donnelly RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Email to Gary Stevens RE: Town of Melbourne Beach Interim Manager - Interview Confirmation	0.10	200.00	-	$20.00
09-11-25	RGK	Email Correspondence: Email to Lisa Frazier RE: Town of Melbourne Beach Interim Manager - Interview Confirmation	0.10	200.00	-	$20.00
09-15-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: References	0.10	200.00	-	$20.00
09-16-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Colin Donnely References	0.10	200.00	-	$20.00
09-16-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Gary Stevens References	0.10	200.00	-	$20.00

09-16-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Taylor Brown References	0.10	200.00	-	$20.00
09-16-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Lisa Frazier References	0.10	200.00	-	$20.00
09-16-25	RGK	Email Correspondence: Email to all Commissioners Re Interim Town Manager References	0.10	200.00	-	$20.00
09-16-25	RGK	Email Correspondence: Email from Elizabeth Mascaro Re Building Official, Roberto Moreno	0.10	200.00	-	$20.00
09-16-25	RGK	Draft Ordinance Re Amendments to Section 30-43.1	0.20	200.00	-	$40.00
09-16-25	RGK	Email Correspondence: Email to all Commissioners Re PadSplit - STRs	0.20	200.00	-	$40.00
09-16-25	RGK	Attend Interim Town Manager interviews, special meeting, and regular meeting; meet with staff are agenda items	10.80	200.00	-	$2,160.00
09-17-25	RGK	Email Correspondence: Emails with Taylor Brown RE: Town of Melbourne Beach Interim Manager - Interview	0.10	200.00	-	$20.00
09-18-25	RGK	Email Correspondence: Email to Lisa Frazier RE Town of Melbourne Beach - Interim Town Manager	0.20	200.00	-	$40.00
09-18-25	RGK	Email Correspondence: Email to Jennifer Kerr FW: Town of Melbourne Beach - Interim Town Manager Background Check	0.10	200.00	-	$20.00
09-18-25	RGK	Email Correspondence: Emails from Chief Zander RE: Background of Interim Manager	0.20	200.00	-	$40.00
09-18-25	RGK	Email Correspondence: Emails with Tom Davis RE: Fence Permit for 451 Riverview Ln	0.20	200.00	-	$40.00
09-18-25	RGK	Review procurement statutes and building services RFQ to determine if RFQ still valid and	0.60	200.00	-	$120.00
09-18-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-18-25	RGK	Email Correspondence: Email from Lisa Frazier Re: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-19-25	RGK	Review special magistrate meeting; draft proposed Order Imposing Lien/Fine Re 207 Flamingo	1.90	200.00	-	$380.00
09-19-25	RGK	Email Correspondence: Email from Chief Zander Re: Background of Interim Manager	0.10	200.00	-	$20.00
09-19-25	RGK	Email Correspondence: Emails with Chief Zander RE: Background of Interim Manager	0.10	200.00	-	$20.00

09-19-25	RGK	Email Correspondence: Emails with Amber Brown RE: Special Magistrate - Email	0.20	200.00	-	$40.00
09-19-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Building Official RFP	0.10	200.00	-	$20.00
09-19-25	RGK	Draft First Amendment to Town Manager Employment Agreement	0.60	200.00	-	$120.00
09-22-25	RGK	Email Correspondence: Email from Dan Harper Re Melbourne Beach, legal review of landscape constraints	0.10	200.00	-	$20.00
09-22-25	RGK	Draft Ordinance to change salary of Mayor and Commissioners	1.40	200.00	-	$280.00
09-23-25	RGK	Draft Interim Town Manager Employment Agreement	1.60	200.00	-	$320.00
09-24-25	RGK	Revise Interim Town Manager Employment Agreement	0.30	200.00	-	$60.00
09-24-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.20	200.00	-	$40.00
09-24-25	RGK	Email Correspondence: Email to Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-24-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-25-25	RGK	Email Correspondence: Email to all Commissioners Re Employee Severance Request	0.20	200.00	-	$40.00
09-25-25	RGK	Phone conference with Lisa Frazier Re Draft Employment Agreement	0.60	200.00	-	$120.00
09-26-25	RGK	Draft agreements with Cap Government and JPI Re building consulting services	1.90	200.00	-	$380.00
09-26-25	RGK	Email Correspondence: Email to Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-26-25	RGK	Research severance statutes and case law Re requirements for severance agreement with employee	0.80	200.00	-	$160.00
09-26-25	RGK	Email Correspondence: Email to all Commissioners Re Update on Agreement with Lisa Frazier	0.20	200.00	-	$40.00
09-26-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-26-25	RGK	Phone conference with Lisa Frazier Re upcoming conferences and Thanksgiving holiday	0.20	200.00	-	$40.00
09-26-25	RGK	Email Correspondence: Email to all Commissioners RE: Update on Agreement with Lisa Frazier	0.20	200.00	-	$40.00

09-28-25	RGK	Review Town Comprehensive Plan, proposed LDR changes to Landscaping, and case law Re Planning and Zoning questions regarding proposed tree standards	2.80	200.00	-	$560.00
09-29-25	RGK	Research required withholdings and retirement from severance pay	0.50	200.00	-	$100.00
09-29-25	RGK	Email Correspondence: Email from Elizabeth Mascaro Re Resignation of Permit Tech	0.10	200.00	-	$20.00
09-29-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	-	$20.00
09-29-25	RGK	Prepare for and attend special meetings	2.00	200.00	-	$400.00
09-30-25	RGK	Draft memo to Planning and Zoning Board Re Answers to Board Questions to LDC Landscaping Revisions	1.50	200.00	-	$300.00
09-30-25	RGK	Email Correspondence: Emails with Lisa Frazier Re Employment Agreement for Execution	0.10	200.00	-	$20.00
09-30-25	RGK	Phone conference with Dan Harper Re revisions to landscaping section of LDC	0.10	200.00	-	$20.00
09-30-25	RGK	Email Correspondence: Email to Dan Harper Re P&Z Questions	0.10	200.00	-	$20.00
09-30-25	RGK	Phone conference with Jim Dinneen Re extension of job posting	0.40	200.00	-	$80.00
09-30-25	RGK	Phone conference with Amber Brown Re special November meeting for Town Manager interviews	0.30	200.00	-	$60.00
09-30-25	RGK	Phone conference with Jim Dinneen Re special meeting in November for candidate finalists for Town Manager position	0.30	200.00	-	$60.00
09-30-25	RGK	Phone conference with Monica De Castro Re CAP Government award of contract for building services	0.20	200.00	-	$40.00
09-30-25	RGK	Email Correspondence: Email to all Commissioners Re Update on Town Manager Search	0.20	200.00	-	$40.00
09-30-25	RGK	Email Correspondence: Email to Monica De Castro (CAP Government) Re Town of Melbourne Beach RFQ	0.10	200.00	-	$20.00
09-30-25	RGK	Phone conference with Carlos Penin Re CAP Government award for building services	0.20	200.00	-	$40.00

Services Subtotal: $9,302.50

Expenses

09-18-25	ER	RGK Travel Mileage Melbourne Bch 8/26/25	1.00	116.20	-	$116.20
09-18-25	ER	RGK Travel Mileage: Melbourne 9/10/25	1.00	116.20	-	$116.20
09-29-25	ER	RGK Travel Mileage, 9/17/25 Melbourne $116.20 MN 240013	1.00	116.20	-	$116.20

Expenses Subtotal: $348.60

Discount	$320.00
Subtotal	$9,651.10
Total	$9,651.10
Payment	$0.00
Balance Owing	$9,651.10

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $9,651.10

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 #: 25965
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-18-25	RGK	Email Correspondence: Emails with Commissioner Reed and Tom Davis RE: Fence Permit for 451 Riverview Ln	0.10	200.00	$20.00
09-18-25	RGK	Email Correspondence: Review fence permit and Chapter 556, Fla. Stat.; Email to Tom Davis RE: Fence Permit for 451 Riverview Ln and Questions	0.30	200.00	$60.00
09-19-25	RGK	Email Correspondence: Email from Tom Davis Re question ref. 451 Riverview Ln.	0.10	200.00	$20.00
09-19-25	RGK	Phone conference with Tom Davis Re 451 Riverview Lane	0.20	200.00	$40.00
09-23-25	RGK	Email Correspondence: Emails with Tom Davis RE: 449/451 Riverview	0.20	200.00	$40.00
09-24-25	RGK	Email Correspondence: Emails with Tom Davis RE: Update ref. 449 Riverview Ln. stormwater pipe	0.20	200.00	$40.00

Services Subtotal: $220.00

Subtotal	$220.00
Total	$220.00
Payment	$0.00
Balance Owing	$220.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $220.00

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 #: 25966
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-03-25	RGK	Phone conference with TM Re budget finalization, interim manager process, and employee evaluations	0.40	200.00	$80.00
09-04-25	RGK	Phone conference with TM Re 9/3 budget meeting and special meeting	0.50	200.00	$100.00
09-04-25	RGK	Phone conference with TM Re correspondences with FEMA regarding SAFER grant application	0.20	200.00	$40.00
09-05-25	RGK	Email Correspondence: Email to TM Re PRIVILEGED AND CONFIDENTIAL - ATTORNEY CLIENT FW: 2025-09-02_draft corp rep depo town	0.10	200.00	$20.00
09-05-25	RGK	Phone conference with TM Re 9/10 special meeting and budget meeting	0.70	200.00	$140.00
09-08-25	RGK	Phone conference with TM Re Interim Town Manager submissions	0.50	200.00	$100.00
09-09-25	RGK	Phone conference with TM Re Interim Town Manager submissions and meeting on 9/10	0.20	200.00	$40.00
09-09-25	RGK	Phone conferences with TM Re SAFER grant application	0.30	200.00	$60.00
09-10-25	RGK	Phone conference with TM Re code enforcement hearing	0.20	200.00	$40.00

09-15-25	RGK	Phone conference with TM Re special meeting for settlement offer	0.20	200.00	$40.00
09-16-25	RGK	Phone conference with TM Re budget meeting	0.40	200.00	$80.00
09-18-25	RGK	Email Correspondence: Emails with TM RE: Finance Clerk Severance	0.20	200.00	$40.00
09-18-25	RGK	Phone conference with TM re employment agreement addendum and severance request from employee	0.40	200.00	$80.00
09-19-25	RGK	Email Correspondence: Emails with TM RE: Historic Williams House Lease – Signing and Execution Scheduling	0.20	200.00	$40.00
09-19-25	RGK	Phone conference with TM Re addendum to employment agreement and starting date for Interim Town Manager	0.40	200.00	$80.00
09-19-25	RGK	Email Correspondence: Email to TM Re First Amendment to Employment Agreement	0.10	200.00	$20.00
09-19-25	RGK	Email Correspondence: Email to Mayor Dennington FW: First Amendment to Employment Agreement	0.10	200.00	$20.00
09-24-25	RGK	Phone conference with TM Re building permits, budget, and building official RFP	0.50	200.00	$100.00
09-25-25	RGK	Email Correspondence: Emails with Elizabeth Mascaro RE: Town of Melbourne Beach-Questions From the Commissioner	0.20	200.00	$40.00
09-26-25	RGK	Email Correspondence: Emails with TM RE: Update on Agreement with Lisa Frazier	0.20	200.00	$40.00
09-26-25	RGK	Phone conference with TM re 9/28 special meetings	0.30	200.00	$60.00
09-26-25	RGK	Email Correspondence: Emails with TM RE: Ordinance Written by Gougelman-re Vacation Rental Restrictions	0.20	200.00	$40.00
09-29-25	RGK	Phone conferences with TM Re 9/29 special meetings	0.20	200.00	$40.00
09-29-25	RGK	Email Correspondence: Email to TM RE: Signed Mascaro Extension	0.10	200.00	$20.00

Services Subtotal: $1,360.00

Subtotal	$1,360.00
Total	$1,360.00
Payment	$0.00
Balance Owing	$1,360.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,360.00

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 #: 25967
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-04-25	RGK	Email Correspondence: Emails with Amber Brown RE: 2025 Municipal Ballot Attached	0.20	200.00	$40.00
09-04-25	RGK	Email Correspondence: Emails with Amber Brown RE: Brochure for Town Manager	0.10	200.00	$20.00
09-05-25	RGK	Email Correspondence: Emails with Amber Brown RE: Town Manager Brochure Revisions	0.10	200.00	$20.00
09-05-25	RGK	Phone conference with Amber Brown re Special Meeting on 9/10 and agenda items	0.50	200.00	$100.00
09-08-25	RGK	Phone conference with Amber Brown Re special meeting for Interim Town Manager discussion	0.30	200.00	$60.00
09-09-25	RGK	Email Correspondence: Emails with Amber Brown RE: Ballot Issue	0.20	200.00	$40.00
09-10-25	RGK	Phone conference with Amber Brown Re upcoming agenda items and public records requests	0.30	200.00	$60.00
09-11-25	RGK	Email Correspondence: Emails with Amber Brown RE: Town of Melbourne Beach Ballot	0.10	200.00	$20.00

09-11-25	RGK	Email Correspondence: Emails with Amber Brown RE: Interim Town Manager Interviews - Special Meeting on September 17th at 1:30 p.m.	0.10	200.00	$20.00
09-19-25	RGK	Phone conference with Amber Brown Re redactions to agenda walk-ons and upcoming ordinances	0.20	200.00	$40.00
09-19-25	RGK	Email Correspondence: Emails with Amber Brown RE: 9/17/25 2nd STCM Walk-Ons	0.10	200.00	$20.00
09-19-25	RGK	Email Correspondence: Emails with Amber Brown RE: Historic Williams House Lease – Signing and Execution Scheduling	0.10	200.00	$20.00
09-25-25	RGK	Phone conference with Amber Brown Re PRR request question on open investigations	0.20	200.00	$40.00
09-25-25	RGK	Email Correspondence: Emails with Amber Brown RE: Availability for a STCM	0.10	200.00	$20.00
09-25-25	RGK	Email Correspondence: Emails with Amber Brown RE: Final Order for a Special Magistrate Hearing	0.10	200.00	$20.00
09-25-25	RGK	Email Correspondence: Email from Amber Brown Re: Harrassment/Disparate Treatment, P&P? PRR-2025-168: Confirmation	0.10	200.00	$20.00
09-25-25	RGK	Email Correspondence: Emails with Amber Brown RE: Business Impact Statements for Review and Amendments and the Legal Notice; Review Business Impact Statements and Legal Notices for Signs and Traffic Code Ordinances	0.20	200.00	$40.00
09-26-25	RGK	Email Correspondence: Emails with Amber Brown RE: Town of Melbourne Beach - Interim Town Manager	0.10	200.00	$20.00

Services Subtotal: $620.00

Subtotal	$620.00
Total	$620.00
Payment	$0.00
Balance Owing	$620.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $620.00

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 #: 25968
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-03-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2025-08-28_Motion to Preserve Communications	0.20	200.00	$40.00
09-04-25	RGK	Email Correspondence: Email from Ariana Tellone Re Interrogatories to Town	0.10	200.00	$20.00
09-05-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2025-09-02_draft corp rep depo town	0.30	200.00	$60.00
09-05-25	RGK	Email from Nathan Meloon Re corporate representative deposition	0.10	200.00	$20.00
09-15-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Proposed Pre Final Hearing Order	0.20	200.00	$40.00
09-15-25	RGK	Email Correspondence: Email to Elizabeth Mascaro and Elizabeth Harris Re CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGE FW: Proposed Pre Final Hearing Order	0.20	200.00	$40.00
09-22-25	RGK	Email Correspondence: Email from Nathan Meloon RE: Proposed Pre Final Hearing Order	0.10	200.00	$20.00
09-29-25	RGK	Begin draft responses to interrogatories	1.50	200.00	$300.00

Services Subtotal: $540.00

Subtotal	$540.00
Total	$540.00
Payment	$0.00
Balance Owing	$540.00

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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INVOICE

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

Invoice #: 25969
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-04-25	RGK	Phone conference with Gavin Brown Re correspondence from FEMA regarding SAFER grant	0.10	200.00	$20.00
09-04-25	RGK	Email Correspondence: Emails with Chief Brown RE: SAFER application request to be withdrawn from consideration (EMW-2024-FF-00044)	0.20	200.00	$40.00
09-04-25	RGK	Phone conference with Chief Brown Re correspondences with FEMA for SAFER grant	0.20	200.00	$40.00
09-05-25	RGK	Phone conference with Chief Brown Re new public records request for grant documents	0.10	200.00	$20.00
09-05-25	RGK	Email Correspondence: Emails with TM, Chief Brown and Dave Micka RE: NFPA Standard Response Matrix	0.20	200.00	$40.00
09-05-25	RGK	Phone conference with Chief Brown Re FEMA grant and withdraw of application	0.30	200.00	$60.00
09-09-25	RGK	Phone conference with Chief Brown Re 9/10 special meeting	0.40	200.00	$80.00
09-10-25	RGK	Email Correspondence: Email from Chief Brown RE: BACK UP MISSING FOR SPECIAL MEETING	0.10	200.00	$20.00

Services Subtotal: $320.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $320.00

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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INVOICE

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

Invoice #: 25970
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-04-25	RGK	Phone conference with Tim Reed Re code enforcement official and extension of TM agreement	0.30	200.00	$60.00
09-04-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Petitions	0.30	200.00	$60.00
09-05-25	RGK	Email Correspondence: Email from Mayor Dennington Re: Melanie Griswold's Evaluations	0.10	200.00	$20.00
09-05-25	RGK	Correspondences with Mayor Dennington Re evaluations as public record	0.20	200.00	$40.00
09-05-25	RGK	Phone conference with Commissioner Barlow Re upcoming budget meetings and interim town manager	0.60	200.00	$120.00
09-08-25	RGK	Phone conference with Commissioner Butler Re	0.30	200.00	$60.00
09-08-25	RGK	Phone conference with Commissioner Barlow Re 9/10 special meeting	0.50	200.00	$100.00
09-09-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Interim Town Manager Candidate Submissions	0.20	200.00	$40.00
09-09-25	RGK	Phone conference with Commissioner Baldwin Re 9/10 special meeting and budget meeting	0.30	200.00	$60.00

09-09-25	RGK	Phone conference with Commissioner Reed Re 9/10 special meeting	0.20	200.00	$40.00
09-10-25	RGK	Phone conference with Commissioner Barlow Re 9/10 meeting and SAFER grant	0.40	200.00	$80.00
09-10-25	RGK	Phone conference with Mayor Dennington Re interim manager meeting	0.20	200.00	$40.00
09-12-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Information Requested - OIG	0.20	200.00	$40.00
09-16-25	RGK	Phone conference with Commissioner Reed Re election and residency questions	0.50	200.00	$100.00
09-20-25	RGK	Correspondences with Mayor Dennington Re street signs, doxxing compliant, and public records request	0.70	200.00	$140.00
09-22-25	RGK	Phone conference with Commissioner Butler Re STR Questions; review email and questions regarding STR and state preemption	0.50	200.00	$100.00
09-22-25	RGK	Phone conference with Commissioner Baldwin Re Town Manager search	0.20	200.00	$40.00
09-22-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: STR Questions	0.40	200.00	$80.00
09-23-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: STR Questions	0.20	200.00	$40.00
09-25-25	RGK	Email Correspondence: Email from Mayor Dennington Re Harrassment/Disparate Treatment, P&P? PRR-2025-168: Confirmation	0.20	200.00	$40.00
09-26-25	RGK	Email Correspondence: Emails with Robert Baldwin and Elizabeth Mascaro Re: Employee Severance Request	0.20	200.00	$40.00
09-26-25	RGK	Email Correspondence: Emails with Anna Butler RE: Update on Agreement with Lisa Frazier	0.20	200.00	$40.00
09-29-25	RGK	Phone conference with Commissioner Barlow Re 9/29 special meetings	0.30	200.00	$60.00
09-29-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: Update on Agreement with Lisa Frazier	0.20	200.00	$40.00
09-29-25	RGK	Phone conference with Mayor Dennington are severance statute	0.20	200.00	$40.00
09-30-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Update on Town Manager Search	0.20	200.00	$40.00
09-30-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Update on Town Manager Search	0.10	200.00	$20.00

Services Subtotal: $1,580.00

Subtotal	$1,580.00
Total	$1,580.00
Payment	$0.00
Balance Owing	$1,580.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,580.00

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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INVOICE

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

Invoice #: 25971
Date: 09-30-2025

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

Matter Number:250041 - Town of Melbourne Beach - Funoe, LLC - Litigation
Matter Name:Funoe, LLC - Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
09-15-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Proposed Pre Final Hearing Order and Settlement Offer	0.20	200.00	$40.00
09-15-25	RGK	Email Correspondence: Emails with Elizabeth Harris RE: CONFIDENTIAL ATTORNEY-CLIENT PRIVILEGE FW: Proposed Pre Final Hearing Order	0.20	200.00	$40.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $80.00

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 #: 25972
Date: 09-30-2025

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
09-23-25	RGK	Email Correspondence: Email to Jennifer Kerr Re Interim Town Manager Agreement	0.10	200.00	$20.00
09-23-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Interim Town Manager Agreement Benefits	0.20	200.00	$40.00
09-24-25	RGK	Email Correspondence: Email to Jennifer Kerr RE: Interim Town Manager Agreement	0.10	200.00	$20.00
09-24-25	RGK	Phone conferences with Jennifer Kerr Re Interim Town Manager Employment Agreement	0.20	200.00	$40.00
09-30-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Severance Pay	0.20	200.00	$40.00
09-30-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Severance Pay	0.10	200.00	$20.00

Services Subtotal: $180.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $180.00

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 Commission Meeting

Section: New Business

Meeting Date: October 15, 2025

From: Technology Advisory Board

Subject: Preliminary Finding Report - Evaluation of EMS Software Solutions, Inc. Platform for Emergency Response Coordination and Reporting

1. Overview

The Technology Advisory Board (TAB) was tasked with evaluating technology systems that support Town Emergency Services. The first system reviewed was the proposed upgrade from the legacy Emergency Reporting tool to the Emergency Networking Solutions software suite for the Melbourne Beach Volunteer Fire Department (MBVFD). The evaluation focused on regulatory compliance, system integration, data migration, user training, operational efficiency, and alignment with the FY26 Town Budget.

TAB's ongoing review will cover all technology supporting Emergency Services. This preliminary report addresses the immediate need for MBVFD to migrate to a reporting solution that meets national standards.

The Emergency Networking (EN) platform includes multiple modules that will add value and capability to MBVFD, improving coordination among dispatch, response, and reporting functions. All fire service agencies, including MBVFD, are now required to electronically report incident data to the National Emergency Response Incident Reporting System(NERIS). Failure to comply after January 1, 2026, may compromise reporting integrity and jeopardize the Town's eligibility for state and federal emergency service grants.

In addition to replacing the legacy system, the EN solution adds records management, reporting, asset maintenance logs, fire inspection processes, and incident pre-planning to support emergency response scenarios.

The EN platform meets this federal requirement and offers several advantages:

- Seamless compliance with the NERIS data reporting framework.
- Integration with Brevard County Dispatch, ensuring data continuity and reducing duplication.
- Direct data migration from the Town's legacy reporting system, owned by the same parent company, to ensure efficiency and accuracy.

- Comprehensive onboarding, including data migration, operator training, and report configuration, is included in the initial quotation and approved budget.

2. Preliminary Findings

Finding 1 – National Compliance Requirement
Starting January 1, 2026, a FEMA mandate requires all fire service agencies to report monthly incident data into NERIS. However, the MBVFD legacy reporting platform lacks direct NERIS integration. The EN platform fully complies with this requirement, ensuring compliant reporting.

Finding 2 – Proven Data Migration Capability
The parent company of EN software solutions was established by the previous owners of the Town's legacy platform. This ensures the EN platform has built-in capabilities for seamless data, report, and configuration migration. The vendor guarantees the migration process can be completed without data loss or manual re-entry, minimizing transition risk and administrative burden.

Finding 3 – Integration with Brevard County Dispatch
Brevard County dispatch uses a system from Tyler Technologies, the parent company of Emergency Networking, enabling direct integration between MBVFD's incident management platform and the County dispatch system. This alignment ensures MBVFD incident records are generated at dispatch and progress through the entire incident response lifecycle. It eliminates duplicate manual data entry, improving accuracy and efficiency.

Finding 4 – End-to-End Implementation Package
The vendor's initial quotation encompasses data migration, operator training, and reporting configuration, all of which are crucial for ensuring operational readiness and compliance before the NERIS deadline.

Finding 5 – Prior Product Validation and Budget Approval
MBVFD staff thoroughly researched this procurement, which was already approved by the Town Manager. They evaluated multiple vendor solutions that are NERIS compatible and follow industry best practices. Not all vendors offered as many capabilities as EN or could directly integrate with Brevard dispatch, but EN remained the most cost-effective option. The $4,205 funding for this procurement has already been allocated in the approved FY26 Town Budget. This cost covers an annual subscription fee, including a one-time data migration and platform setup fee. Future expenses will be allocated to the licenses and subscriptions portion of the MBVFD operational budget.

Finding 6 – Urgency of Implementation
The TAB recommends MBVFD promptly implement the EN platform to meet the regulatory deadline. We offer guidance and assistance as needed during project planning, platform transition, onboarding, and go-live to ensure a smooth and timely deployment.

3. Summary Recommendations

The Technology Advisory Board (TAB) has concluded that the Emergency Networking (EN) Fire Services support platform is the most suitable solution for the Town's emergency response coordination and reporting requirements. The TAB recommends that MBVFD proceed with implementing the EN platform. Additionally, the Board encourages the Department to seek advisory or technical support from the TAB as required during the transition and onboarding phases to ensure a smooth and timely deployment. The EN platform meets federal compliance mandates, integrates seamlessly with the County dispatch system, facilitates the complete migration of historical data, and aligns with the approved funding.

The Melbourne Beach TAB formally recommends the procurement of the EMS software suite as proposed by the MBVFD. Furthermore, the Board recommends the immediate commencement of system migration and operator training on the EN platform to ensure that MBVFD achieves NERIS compliance by January 1, 2026.

4. Follow-up
The TAB is ready to answer questions from the Commission and will follow up on this implementation project in future monthly reports.

Approved by Technology Advisory Board Vote: October 6, 2025

Distribution:
Town Commission
Town Manager
Fire Chief
Town Clerk (for record)

Attachments:
Quotations from the three vendors previously reviewed by MBVFD

Emergency Networking

Quote Expiration Date:	Billing Cycle Start Date:
12 / 01 / 2025	11 / 01 / 2025

Quote:

Annual Fees (Charges)	QTY	Price	Discount	Subtotal
Fire Suite (Volunteer) Fire Suite Contains ~ Fire/Exposures, Training, Properties, Inspections, Permits, Events, Hydrants, Truck Checks, Inventory & Maintenance, Daily Log, Fuel Tracker, Crew Schedule, Document Library, Personnel Management, Insights (Reporting & Ad Hoc Reporting) & Google Mapping	1	$1,995.00	$0.00	$1,995.00
CAD Connection - Volunteer CAD Connection - Please reach out to your CAD vendor as there may be a cost to integrate to Emergency Networking.	1	$600.00	$0.00	$600.00
Investigations (Volunteer) Fire Investigations Module	1	$500.00	$0.00	$500.00
FL 1 (8th Edition) Florida Fire Prevention Code, 8th Edition	1	$175.00	$0.00	$175.00
FL 101 (8th Edition) Florida Fire Prevention Code, 8th Edition	1	$175.00	$0.00	$175.00
				$3,445.00
One Time Fees (Charges)				
Fire Suite Implementation 2 Hour New Customer Training, NFIRS Import Included	1	$750.00	$0.00	$750.00
(Volunteer) Data Import: Fire Suite - Excluding Nemsis Fire Suite Data Import Includes: Properties (PrePlan, Inspections & Permits), Training, Hydrant/Flow Test, Events, Inventory/Maintenance, Events & Fuel Tracker) - Excludes Nemsis Data	1	$10.00	$0.00	$10.00
				$760.00

Subtotal	**$4,205.00**
Total	**$4,205.00**

first due
107 Seventh St
Garden City, NY 11530, United States

First Due Quote

Prepared By: Bianca Jijika
Valid Until: Nov 30, 2025
Quote Number: 1545132000447416905

Melbourne Beach Volunteer Fire Department (FL)

We are excited to present pricing for the First Due Suite! Please see detailed breakdown below. It is important to note that First Due is a cloud-based system, and all Support, Maintenance, Hosting and Upgrades are ALWAYS INCLUDED.

First Due Modules and Implementation Services Included - Description
Occupancy Management & Pre-Incident Planning Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.
Responder Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.
Inspections Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.
Incident Reporting - NFIRS NFIRS Incident Documentation, State and Federal Compliance with automated submission.
Incident Reporting - NFIRS EMS+ Includes standard NFIRS EMS Module with additional fields for enhanced patient documentation. Fields include Treatments, Procedures, Medications, Vitals, Signature
Personnel Management Store, Manage and Access Employee Records including demographic data, certifications and employment information.
Basic Training Records Assign Training, Record Completions, View Training Logs, and Manage Certifications.
Assets & Inventory Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.
Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.
CAD Integration (Other) Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.
Implementation and Configuration Services Services related to configuring and customizing the First Due Platform as described in the Statement of Work.
Essentials Online Training Package Up to 4 Hours Online Training with certified First Due Instructor

One-Time Subtotal	**$ 2,300.00**
Subscription Subtotal	**$ 9,400.00**
Total Year 1	**$ 11,700.00**

**Excluding Tax*

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Optional Add-Ons

First Due Modules	Description	Price
Investigations	Organize, analyze and document investigations, keeping case information secure and separated from, but integrated with other modules.	$ 1,250.00

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Quote Date:	04/08/2025
Customer Name:	Melbourne Beach Vol Fire Station (FL)
Quote #:	Q-198124
Quote Expiration date:	07/07/2025
ESO Account Manager:	Alyssa Cottrell

CUSTOMER CONTACT

Customer	Melbourne Beach Vol Fire Station (FL)
Name	Gavin Brown
Email	gavinb@melbournebeachfl.org
Phone	(1321) 724-1736

BILLING CONTACT

Payor	Melbourne Beach Vol Fire Station (FL)
Name	Brian Simmons
Email	firechief@melbournebeachfl.org
Phone	321-724-1736
Address	507 Ocean Ave Melbourne Beach FL, 32951
Billing Frequency	Annual
Initial Term	12 months

EHR

Product	Volume	Price	Discount	Total	Fee Type
EHR Access	25 Incidents	$547.00	($0.00)	$547.00	Recurring
EHR Setup & Online Training	1 Sessions	$625.00	($625.00)	$0.00	One-time

Fire

Product	Volume	Price	Discount	Total	Fee Type
Fire Incidents CAD Integration	200 Fire Incidents	$347.00	($0.00)	$347.00	Recurring
ESO Fire Incidents	200 Fire Incidents	$898.00	($0.00)	$898.00	Recurring
ESO Inspections	200 Fire Incidents	$449.00	($0.00)	$449.00	Recurring
ESO Properties	200 Fire Incidents	$539.00	($0.00)	$539.00	Recurring
ESO Hydrants	200 Fire Incidents	$270.00	($0.00)	$270.00	Recurring
ESO Activities	200 Fire Incidents	$359.00	($0.00)	$359.00	Recurring
2024 IFC Code Set	200 Fire Incidents	$152.00	($0.00)	$152.00	Recurring
Fire Setup & Online Training	2 Sessions	$1,250.00	($1,250.00)	$0.00	One-time
Fire Incidents NFIRS Data Import	200 Fire Incidents	$2,095.00	($2,095.00)	$0.00	One-time
Properties & Inspections Data Import	200 Fire Incidents	$2,095.00	($2,095.00)	$0.00	One-time

Personnel Management

Product	Volume	Price	Discount	Total	Fee Type
Personnel Management	11 Employees	$887.00	($0.00)	$887.00	Recurring
Personnel Management Data Migration	11 Employees	$137.00	($137.00)	$0.00	One-time

Asset Management/Checklist

Product	Volume	Price	Discount	Total	Fee Type

*Additional fees may be applied by Customer's billing or CAD vendor for certain integrations or interfaces, and Customer is encouraged to discuss this with the applicable vendor.

Quote Date: 04/08/2025
Customer Name: Melbourne Beach Vol Fire Station (FL)
Quote #: Q-198124
Quote Expiration date: 07/07/2025
ESO Account Manager: Alyssa Cottrell

ESO Checklists	200 Fire Incidents	$333.00	($0.00)	$333.00	Recurring
ESO Asset Management	200 Fire Incidents	$416.00	($0.00)	$416.00	Recurring
Asset Management Online Training	1 Sessions	$625.00	($625.00)	$0.00	One-time
Checklist Online Training	1 Sessions	$625.00	($625.00)	$0.00	One-time

On Demand Learning

Product	Volume	Price	Discount	Total	Fee Type
On Demand Learning - One Year Access	11 Employees		($0.00)	$0.00	One-time

Total Recurring Fees	$	5,197.00
Total One-Time Fees	$	0.00
TOTAL FEES	$	5,197.00

DRAFT

Quote Date: 04/08/2025
Customer Name: Melbourne Beach Vol Fire Station (FL)
Quote #: Q-198124
Quote Expiration date: 07/07/2025
ESO Account Manager: Alyssa Cottrell

EHR

Product	Description
EHR Setup & Online Training	Webinar Training Session
EHR Access	Patient care reporting suite for BLS and First Responder EMS agencies, or for all service-level agencies in a multi-agency or state-wide implementation. Includes EHR web and mobile client, Quality Management, Basic Personnel Management, Insights Reporting Tool, Analytics, Patient Tracker. Allows for unlimited users, unlimited mobile applications, live support, state and federal data reporting, ongoing weekly web training, software updates and upgrades.

Fire

Product	Description
Fire Setup & Online Training	Setup and Webinar Training Session for ESO Fire.
Fire Incidents NFIRS Data Import	Data migration from previous RMS platform.
Fire Incidents CAD Integration	Allows for integration of CAD data into the FIRE application. Ongoing maintenance included. Additional fees from your CAD vendor may apply.
ESO Fire Incidents	Includes Auto EHR-import or Auto-CAD import, federal NFIRS data reporting, software updates and upgrades.
ESO Inspections	Includes the ability to manage multiple code sets, using those to developed customized Check-lists for inspections. The application allows you to schedule, manage, execute and finalize inspections as well as reschedule any required follow up inspections.
ESO Properties	Includes CAMEO integration, Pre-Plan view. Stores property and occupant history (presence of chemicals and tanks, Incidents, and previous inspections).
Properties & Inspections Data Import	Data migration of Properties data and inspection reports into ESOs Properties and Inspections applications from a previously used RMS.
ESO Hydrants	Inventory and document testing and status of hydrants.
ESO Activities	Application for tracking non-response activities, including Operations and Community Risk Reduction and Daily Log.
2024 IFC Code Set	The 2024 IFC contains regulations to safeguard life and property from fires and explosion hazards.

Personnel Management

Product	Description
Personnel Management Data Migration	Migration of Information in Personnel Management that includes Demographics, Training Classes, Certifications, and Drivers License information.
Personnel Management	Includes tracking of Training classes, certifications, credentials, immunization records. Integrated with ESO EHR and Ad Hoc Reporting.

Asset Management/Checklist

Product	Description
Asset Management Online Training	Setup and Webinar Training Session for ESO Asset Management.
Checklist Online Training	Setup and Webinar Training Session for ESO Checklists.
ESO Checklists	Web-based apparatus checklist for Fire and EMS.
ESO Asset Management	Web-based asset management for Fire and EMS.

On Demand Learning

Product	Description

Quote Date:	04/08/2025
Customer Name:	Melbourne Beach Vol Fire Station 301 (FL)
Quote #:	Q-198124
Quote Expiration date:	07/07/2025
ESO Account Manager:	Alyssa Cottrell

On Demand Learning - One Year Access	One year access to On Demand Learning.

The subscription term shall begin **15 calendar days** after the Effective Date (Subscription Start Date). All Fees are invoiced on or about the Effective Date. After the Initial Term, Recurring Fees are due on the anniversary of the Subscription Start Date.

DRAFT

Building Department Report

SEPTEMBER 2025

- permits issued 52
- Construction value of the $ permits totaled $1,836,465.02
- Total permit fees $22,276.67
- Inspections completed 121
- Plans reviewed 52
- Site plan review for P&Z 1
- New home 0
- Stop work order 0

Monthly Permit List

Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB25-0013	Civilization Builders	203 6TH AVE	$369.00	$16000.00
	Work Description: CUT NEW DOOR IN BACK WALL OF GARAGE AND REBUILD DECK AND SCREEN INWITH ALUMINUM PAN ROOF			

Total Permits For Type: 1
Total Fees For Type: $369.00
Total Const. Value For Type: $16000.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE25-0049	Peter J Grandinetti	407 FIRST AVE	$79.00	$821.45
	Work Description: Run a new 240v 30amp circuit from panel to garage for new water heater			
PE25-0047	LaMarre, Elijah	312 SECOND AVE	$263.82	$8579.77
	Work Description: Replacing gas pool heater with electric heat pump pool heater. Will require 60 amp breaker installed line from main panel to pool pad			
PE25-0050	Broad, Anthony	312 SECOND AVE	$79.00	$1100.00
	Work Description: Add 30a dryer receptacle in garage using 10.3 Romex, 30a 2 pole GFCI breaker add GFCI receptacle for washing machine in garage using 12.2 romax and 20a breaker			
PE25-0048	Peter J Grandinetti	204 CHERRY DR	$79.00	$2033.50
	Work Description: 1. Install six (6) emergency lights throughout house to illuminate the path to the front door. 2. Provide and install nine (9) 10-yr lithium battery carbon monoxide/smoke combo detectors in bedrooms and hallways			
PE25-0051	REVOLUTION CONTRACTORS ROOFING AND SOLAR, LLC TAYLOR HILLIARD	419 RIVER VIEW LN	$505.96	$29362.50
	Work Description: 11.745kw photo voltaic system roof mounted			
PE25-0042	Timothy D Reaves	901 RIVERSIDE DR	$379.25	$17000.00
	Work Description: Power and water to dock			

Total Permits For Type: 6
Total Fees For Type: $1386.03
Total Const. Value For Type: $58897.22

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF25-0028	US CURB APPEAL INC DBA FLORIDA FENCE COMPANY	416 HIBISCUS TRL	$167.58	$5437.60
	Work Description: Install 116 lf of 6' BOB wood fence with (1) 12' dd & 3' swg			
PF25-0030	Carrie's Fence of Palm Bay	446 RIVER VIEW LN	$152.42	$4940.00
	Work Description: 102' if 6' tall wood fence with one 11' wide double drive gate			

PF25-0029	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	304 THIRD AVE	$158.44	$5137.62

Work Description: install 42' of 6' PVC fence w/1-5' gate and 1-10' gate

Total Permits For Type: 3
Total Fees For Type: $478.44
Total Const. Value For Type: $15515.22

Generator

Permit #	Applicant	Address	Fee Total	Const. Value
PG25-0004	RACK ELECTRIC LLC	602 PINE ST	$418.76	$20854.00

Work Description: INSTALLATION 24KW GENERATOR AND CONNECT TO NEW 500 G LP TANK

Total Permits For Type: 1
Total Fees For Type: $418.76
Total Const. Value For Type: $20854.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM25-0093	Joseph E Dittmar	416 FIRST AVE	$245.05	$7969.00

Work Description: Like for like HVAC change out

PM25-0092	DEREK CORMIER	201 SIXTH AVE B	$317.75	$11000.00

Work Description: Direct HVAC replacement - No duct work

PM25-0088	Campbell, Eric	600 ATLANTIC ST	$317.75	$11000.00

Work Description: exact HVAC replacement no duct work

PM25-0094	Joseph E Dittmar	1421 ATLANTIC ST	$240.71	$7828.00

Work Description: Like for like HVAC change out

PM25-0091	Mlodynia, Albert	205 BIRCH AVE	$230.63	$7500.00

Work Description: 5 ton straight cool split system with heat strips level 1

PM25-0096	Starr, Justin	324 OCEAN AVE	$2659.09	$378848.00

Work Description: Remove and replace like for like kind one (1) - Air Cooled Scroll Chiller, (2) AHU, (7) VAVs

PM25-0095	Michael B Kabran	406 OCEAN AVE	$419.07	$20885.00

Work Description: Replace 1) 14.5 seer2 1.5 ton and 1)14.5 seer2 2.5 ton HVAC systems, exact size c/o, no duct work

PM25-0086	John T Arrigo	524 OCEAN AVE	$275.98	$8975.00

Work Description: HVAC EXACT CHANGE OUT

PM25-0090	Sol B Goodwin	508 POINSETTIA RD	$330.89	$12282.00

Work Description: Replace existing a/c system. No ductwork

PM25-0097	ZACHARY A REYNOLDS	302 SURF RD	$90.10	$2870.00

Work Description: Ductless Mini Split system SC

Total Permits For Type: 10
Total Fees For Type: $5127.02

Total Const. Value For Type: $469157.00

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD25-0023	BOVE, TINA MARIE	216 ASH AVE	$79.00	$2400.00
	Work Description: Remove concrete driveway replace with paver driveway			
PCD25-0019	TJM CONSTRUCTION	517 AVENUE B	$374.74	$16560.00
	Work Description: REMOVE AND INSTALL PAVER DRIVEWAY. ADDING 2ND ENTRANCE ON EAST SIDE OF PROPERTY 2300 SQ FT TOTAL			
PCD25-0017	ELITE PAVERS LLC	409 DRIFTWOOD AVE	$451.00	$24000.00
	Work Description: replace concrete driveway with brick pavers			
PCD25-0021	Surfside Pavers Inc.	701 RIVERSIDE DR	$195.51	$6355.00
	Work Description: Add approximately 700 sf to pool deck using brick pavers			

Total Permits For Type: 4
Total Fees For Type: $1100.25
Total Const. Value For Type: $49315.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP25-0020	Doug W Hambel	312 SECOND AVE	$79.00	$450.00
	Work Description: Converted existing laundry tub in the garage into washer box. We removed the existing wall hung laundry tub and cut into the wall & installed new washer box. Tied into existing water			

Total Permits For Type: 1
Total Fees For Type: $79.00
Total Const. Value For Type: $450.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0010	EAST COAST POOLS OF BREVARD INC.	306 HIBISCUS TRL	$410.00	$20000.00
	Work Description: Refinish and title swimming pool			
PPR25-0011	JCG DEMOLITION & CONSTRUCTION INC	100 RIVERSIDE DR	$847.27	$62660.00
	Work Description: Resurface pool			

Total Permits For Type: 2
Total Fees For Type: $1257.27
Total Const. Value For Type: $82660.00

Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO25-0006	PALMDALE COMO PROPANE	2201 ROSEWOOD DR	$96.03	$3067.80
	Work Description: Install 250 gal UG LP Tank and run 15 feet of gas line to TWH			

Total Permits For Type:	1
Total Fees For Type:	$96.03
Total Const. Value For Type:	$3067.80

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR25-0070	RALPH CARPENTER ROOFING INC	316 SECOND AVE	$393.70	$18410.00
	Work Description: Reroof: remove and replace shingles			
PRR25-0066	GARCIA, ARGEMIRO	416 THIRD AVE	$261.38	$8500.00
	Work Description: RE ROOF SHINGLE			
PRR25-0071	SUPERIOR ONE ROOFING LLC	224 6TH AVE	$475.60	$26400.00
	Work Description: Reroof with TPO			
PRR25-0067	POE ROOFING AND CONSULTING INC	1005 ATLANTIC ST	$426.40	$21600.00
	Work Description: Metal roof replacement on the eastern elevations			
PRR25-0069	SMITH, WALTER G	216 ELM AVE	$139.03	$4500.00
	Work Description: Replace existing pan roof with Elite insulated roof			
PRR25-0068	W DAVIS LLC	302 SURF RD	$376.18	$16700.00
	Work Description: Shingle RR 26sq P&S, Ridge Vent, 4sq flat			

Total Permits For Type:	6
Total Fees For Type:	$2072.29
Total Const. Value For Type:	$96110.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB25-0020	BC RENO GROUP	206 SIXTH AVE	$2767.50	$400000.00
	Work Description: renovation and second story addition			
PRB25-0021	TRUE CONSTRUCTION AND RESTORATION	410 6TH AVE	$820.00	$60000.00
	Work Description: Replace existing Aluminum Florida Room with new frame addition			
PRB25-0019	S&W KITCHENS	325 ATLANTIC ST	$694.14	$47721.00
	Work Description: Alteration to existing bedroom, bathroom and laundry to accommodate updated cabinets, countertops and/or fixtures to new design. Includes plumbing, electrical and mechanical sub work.			

Total Permits For Type:	3
Total Fees For Type:	$4281.64
Total Const. Value For Type:	$507721.00

Solar

Permit #	Applicant	Address	Fee Total	Const. Value
PSL25-0001	Afforable Solar Services Inc	603 MANGO DR	$582.04	$36784.00

Work Description: New solar PV installation w/batteries

Total Permits For Type: 1
Total Fees For Type: $582.04
Total Const. Value For Type: $36784.00

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR25-0010	RIGHT COAST TREE CARE	222 BIRCH AVE	$0.00	$0.01
Work Description:	Trimming overgrown trees from neighbor over roofing at property line, and removal of rotting ficus tree in front between 2 homes			
PTR25-0011	HUGHES, HEIDI ANN	508 OCEAN AVE	$0.00	$0.01
Work Description:	Remove problem trees that have grown too large and too close to dwellings, electrical lines, and property lines.			

Total Permits For Type: 2
Total Fees For Type: $0.00
Total Const. Value For Type: $0.02

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0092	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	218 SIXTH AVE	$347.51	$13902.83
Work Description:	installation of windows and doors			
PWS25-0085	TRUE CONSTRUCTION AND RESTORATION	410 6TH AVE	$843.75	$55000.00
Work Description:	replace all windows & exterior doors, remove and replace cabinets in kitchen and bathroom (master)			
PWS25-0094	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	1950 ATLANTIC ST 213	$458.79	$24760.00
Work Description:	Installation of windows and doors			
PWS25-0095	Brevard Window & Doors Inc	2105 ATLANTIC ST 611	$622.84	$40765.00
Work Description:	REPLACING WINDOWS			
PWS25-0098	Big 5 General Construction Company Inc	208 CHERRY DR	$109.00	$3500.00
Work Description:	3 windows to be replaced (one in each bedroom to meet egress code for vacation rental)			
PWS25-0078	GROUNDED BUILDS BREVARD, LLC	1805 REDWOOD AVE	$211.34	$6873.00
Work Description:	replacing front door			
PWS25-0091	Armorvue of Orlando LLC	2205 REDWOOD AVE	$973.75	$75000.00
Work Description:	REPLACE 20 WINDOWS AND DOORS, LIKE FOR LIKE			
PWS25-0090	All Pro Garage Doors Inc	422 RIVER VIEW LN	$152.73	$4950.00
Work Description:	Install a new garage door			
PWS25-0097	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	449 RIVER VIEW LN	$607.71	$39288.96

Work Description: Installation of windows

PWS25-0093	IKON WINDOWS AND DOORS LLC	391 RIVERVIEW LN	$451.22	$207755.28

Work Description: Remove and replace windows and exterior doors

PWS25-0096	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	446 SANDY KY	$250.26	$8138.69

Work Description: REPLACEMENT OF 7 WINDOWS

Total Permits For Type:	**11**
Total Fees For Type:	**$5028.90**
Total Const. Value For Type:	**$479933.76**

Grand Total Fees:	**$22,276.67**
Grand Total Permits:	**52.00**
Grand Total Const. Value:	**$1836465.02**

Inspection Totals

BTR FIRE	9
Column & Tie Beam	1
Deadmen & Tiebacks	1
Deck	2
Dry Wall Screw	1
Dry In	1
Drywall	2
Electrical	5
Electrical	1
Equipotential	3
Final	4
Final Building	6
Final Electrical	4
Final Fence	1
Final Mechanical	10
Final Miscellaneous	5
Final Paver, Concrete, & Deck	1
Final Plumbing	5
Final Pool	1
Final Pool Enclosure	1

Inspection Totals

Final Tree	1
Final Window, Door, & Shutter	4
Footer	1
Framing	3
GAS FINAL	1
In-Progress	3
Insulation	2
Insulation	1
Lath	2
Nail	1
Plumbing	1
Pre Pour	2
Pre Pour	1
Pre Power	1
Pre Power	2
Pressure Test	1
Rebar	2
Rough Electric	1
Rough Electrical	9
Rough Plumbing	8

Inspection Totals

ROUGH PLUMBING	2
screw	1
Screw	1
Steel & Ground	1
Tie-Downs	1
Truss, Bracing & Strapping	1
Underground Plumbing	2
Window & Door In-Progress	1

Total # of Inspections: 121

Public Works Director Monthly Report
September 2025

1. Executive Summary:

Met with Hayley Ward Egineer visited Cherry St and the areas of Cedar and Rosewood. Awaiting proposal to present for consideration by Commission.

Responded to several inquiries from residents in reference to stormwater issues.

Ongoing interactions with Hayley Ward Engineering reference seawall and roof.

Met with Basin One contractors began planning meetings preconstruction.

2. Department Operations:

Several small potholes were filled. A larger area of roadway had sunken on Pelican Key due to a Sanitary Sewer line failing. I have notified Brevard County of this problem. Directed crew to temporarily fill the hole.

All parks and crossovers are on daily checks. Any corrective action needed is taken. I routinely check all the properties monitoring for any issues that may have gotten overlooked.

Due to windy conditions and heavy rains I have maintained ongoing checking of the streets and stormwater system.

Trees have been trimmed in all the beach crossovers and some parks.

3. Stormwater:

All of the stormwater baffle boxes have been cleaned per standing quarterly maintenance plan. Very large amounts of sand was removed from the baffle boxes near where any construction had occurred particularly Sixth Avenue.
The stormwater outlets are checked daily and any debris collecting on them is removed and documented.

4. Citizen Requests:

Four resident concerns were addressed. Three were in reference to vegetation blocking stop signs. Corrective actions were taken.
The fourth was in reference to stormwater drain with plant growth. This was addressed by removing the dirt and debris common to a “French” drain. When ever the opportunity arises I educate the public about stormwater information.

5. Personnel:

Personnel members remain static. One foreman and three maintenance workers. It has remained stable. They are eagerly awaiting cooler weather.

6. Equipment & Inventory:

Our equipment is current on service. Much of that is done in house. In depth testing by running some equipment that is not used daily carried out. This is a part of our hurricane preparedness plan.
The John Deere tractor was completely serviced including the hydraulic system. The tractor is 20 years old but serves us well.
Reviewed our paint striping machine operations with the crew in preparations for restriping areas.
Our inventory of required items will be reviewed and now with the new budget in place any items needed can be ordered.

7. Financial Snapshot:

The new budget will be reviewed and the projects funded will be reviewed and I will cost out to make certain to stay within budget. During this process all efforts are made to shop for the best product at the best price.

8. Projects & Capital Improvements:

Reviewed the plans for our big Basin 1 project. I have and will continue to work with the engineers and the contractors daily on this project.
Plans are proceeding with getting proposals and engineering direction as to the 6th Ave. seawall.

9. Safety & Compliance:

The fire extinguishers in our vehicles have been inspected and tagged for one year. Backup alarms and emergency lights are inspected daily and are operating.

10. Looking Ahead:

The Basin 1 project is going to be a constant project for a few months. Street line striping will begin. The condition of the boards on the Town Pier demand attention. We are experiencing splintering which could become a hazard for people walking on the pier. I am researching possible solutions. One option is turning over the boards and using the side now facing down. This is would be a large task in that there is approximately 1600 of those boards.

Asset Inspection Schedule Town of Melbourne Beach

2025

Quarterly Inspections: Utilizing the check forms provided targeting first week of each designated inspection month.

Jan., April, August, November

Community Center

Public Works Bldg.

Ryckman House

Ryckman Park Restroom Bldg.

Fishing pier to include lights

Gazebos - Ryckman Park

Town Hall/police/fire

Generator Bldg. Structure

Generator – Commercial Generator Company

Restroom Bldg. Ocean Park

Boardwalk Ocean Park

Shower deck area Ocean Park

Pavillion Ocean Park

Old Town Hall/History Center

Tennis Court Lights/nets

Park lights Ryckman walkways

Traffic signal Poles/equipment Ocean/Oak – any issues reported to Brevard County Traffic

Flashing school Zone lights Oak and Cherry – any issues reported to Brevard County Traffic

NOTE: Playground Equipment inspected monthly

Town of Melbourne Beach
Fire Department

MONTHLY REPORT – October 2025

Incident Response

From September 6th through October 3rd, the Melbourne Beach Volunteer Fire Department responded to 9 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 8.

Breakdown:

- 5 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 105, 106, 108, 112, 113
- 1 Public Service Assist – Elementary school fire drill
  - Incident #: 111
- 3 Fire & Life Safety Inspections
  - Incident #'s: 107, 109, 110

Notable Incidents

- ***9/27/2025 (9:48 pm) – Single vehicle crash with injuries at Oak & Ocean***
  - MBVFD responded to reports of single-vehicle collision into library building (with injuries) in Melbourne Beach. Fire Department secured vehicle and provided traffic control while BCFR provided patient care & MBPD conducted investigation. No damage to structure.

- ***9/29/2025 (10:19 pm) – Single vehicle crash with injuries at Shannon & Poinsettia***
  - MBVFD responded to reports of single-vehicle collision (with injuries) in Melbourne Beach. Fire Department secured vehicle, cleared hazards from roadway, and provided traffic control while BCFR provided patient care & MBPD conducted investigation. No damage to structure.

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 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 deployment of recruitment banners around town.

Notable Events & Updates

New Fire Engine Acquisition (Ongoing Update)

- The Town's new fire engine, ordered in 2022, was delivered to our fire station on September 22nd. Unfortunately, the community push-in ceremony planned for October 4th was postponed due to severe weather. The Push-in Ceremony will be rescheduled for a later date to allow the community to come out and celebrate the new fire engine that will be protecting their community.

- 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)

- The Department was awarded the FEMA AFG grant submitted back in December for $29,062 for the purchase of the following equipment:
    - 1 Rapid Intervention Pack
        - Used for rescue of down firefighters and trapped victims.
        - Currently the Department only has 1, which was donated by the Rotary Club. This will allow both Town fire engines to be equipped with its own pack.
    - 20x 50ft lengths of 2.5" firehose
        - Replacing fire hose that is over 20 years old.
    - 2 multi-function EMS patient monitors
        - New equipment used to increase our capability and level of service for EMS patient assessments and vital sign monitoring.

- There have been no notifications or status updates regarding the FEMA SAFER grant our Department submitted in July.

- The Department is preparing to apply for a FireHouse Subs Public Safety Foundation grant for a new chest compression system to provide uninterrupted, consistent compressions for cardiac arrest patients, helping to improve a patient's chance of survival. (No matching funds are required.)

New Recruit Orientation Class (Ongoing Update)

- The Fire Department completed a new volunteer recruit 30-day orientation class on August 28th. Of the 10 eligible applicants, 4 completed the program and are being considered for membership with the Department. One of the applicants resides within the Town of Melbourne Beach.

- The Department is considering hosting an additional 30-day orientation program later in October to bring in a second group of new recruits.

P-25 Phase 2 Pager Programming (Ongoing Update)

- The Department continues working with Brevard Emergency Management and Communications International to re-implement physical voice pagers for our volunteer firefighters. The new voice pagers will become the primary paging method to notify our volutneers when response is needed for an emergency incident. The pagers have completed the testing phase, and minor modifications to the programming will be made prior to the programming of the remainder of the pagers. The Department is targeting November to go online with the new paging system. Chief Brown is working with the Technology Advisory Board for assistance with the integration process of existing cloud-based paging software and app to the new 800mhz voice pagers.

Fire Prevention Week 2025 ***NEW*

- October 5th through 11th is Fire Prevention Week, and the Melbourne Beach Volunteer Fire Department joins departments across the nation in raising awareness about fire safety and helping our community prevent fires before they start.

- This year's theme, "Charge into Fire Safety: Lithium-Ion Batteries in Your Home" reminds us to practice safe usage and disposal of lithium-ion batteries. A few simple steps can save lives:
    - **Buy only listed products.** When buying a product that uses a lithium-ion battery look for a safety certification mark such as UL, ETL, or CSA. This means it meets important safety standards.
    - **Charge devices safely.** Always use the cords that came with the product to charge. Follow the instructions from the manufacturer. Buy new chargers from the manufacturer or one that the manufacturer has approved. Charge your device on a hard surface. Don't overcharge your device. Unplug it or remove the battery when it's fully charged.
    - **Recycle batteries responsibly.** Don't throw lithium-ion batteries in the trash or regular recycling bins because they could start a fire. Recycle your device or battery at a safe battery recycling location. Visit call2recycle.org to find a recycling spot near you.

- The Department is also preparing for Fire Prevention Week presentations at the local pre-school, elementary school, and public library.

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 December 2025.

Meetings & Conferences (Ongoing Update)

- Chief Brown attended the following meetings:
    - Multiple Town Commission workshops and meetings.
    - Multiple meetings with Town residents about Fire Department proposals.
    - Multiple meetings with potential volunteer applicants.
    - Multiple EOC team-calls regarding Tropical Storm Imelda
    - Meeting with Indialantic Dispatch leadership regarding dispatching arrangement and new paging system.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 10/4/2025 5:40:36 PM

320

Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 09/06/2025 | End Date: 10/03/2025

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2025-105	09/06/2025		201 Ocean AVE , Melbourne Beach, FL, 32951	Alarm system sounded due to malfunction	09/06/2025 07:39	09/06/2025 08:01
2025-106	09/08/2025		508 Harland AVE , Melbourne Beach, FL, 32951	Alarm system activation, no fire - unintentional	09/08/2025 10:05	09/08/2025 10:13
2025-107	09/11/2025		205 Surf RD , Melbourne Beach, FL, 32951	Special type of incident, other	09/11/2025 13:36	09/11/2025 14:29
2025-108	09/14/2025		1005 Atlantic Street , Melbourne Beach, FL, 32951	Power line down	09/14/2025 09:45	09/14/2025 12:30
2025-109	09/17/2025		302 5th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	09/17/2025 10:33	09/17/2025 10:47
2025-110	09/17/2025		218 5th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	09/17/2025 13:33	09/17/2025 15:19
2025-111	09/24/2025		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	09/24/2025 09:53	09/24/2025 10:27
2025-112	09/27/2025		324 Ocean AVE , Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	09/27/2025 21:48	09/27/2025 22:31
2025-113	09/29/2025	Intersection	Shannon AVE / Poinsettia, Road, Melbourne Beach, FL, 32951	Motor vehicle accident with injuries	09/29/2025 22:19	09/30/2025 00:58

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

Melbourne Beach VFD

Melbourne Beach, FL

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Personnel Count per Incident for Date Range

Start Date: 09/06/2025 | End Date: 10/03/2025

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
** 2025-105	9/6/2025 07:39:18	735 - Alarm system sounded due to malfunction	19112	7	1	8
** 2025-106	9/8/2025 10:05:28	745 - Alarm system activation, no fire - unintentional	19112	1	6	7
2025-107	9/11/2025 13:36:10	900 - Special type of incident, other	19112	1	0	1
** 2025-108	9/14/2025 09:45:07	444 - Power line down	19112	4	5	9
2025-109	9/17/2025 10:33:43	900 - Special type of incident, other	19112	1	0	1
2025-110	9/17/2025 13:33:32	900 - Special type of incident, other	19112	1	0	1
2025-111	9/24/2025 09:53:52	553 - Public service	19112	1	0	1
** 2025-112	9/27/2025 21:48:51	322 - Motor vehicle accident with injuries	19112	10	1	11
** 2025-113	9/29/2025 22:19:23	322 - Motor vehicle accident with injuries	19112	7	0	7
TOTAL # OF INCIDENTS: 9			AVERAGES:	3.7	1.4	5.1
Total # of incidents paged out for volunteer response: 5		** Incidents paged out by dispatch: (for volunteer response)		5.8	2.6	8.4

Only REVIEWED incidents included

Note: Items highlighted in green are fire prevention activities (Fire Inspections, Presentations, Fire Drills, etc.)

*** Mutual Aid Provided **** Mutual Aid Received

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting October 15, 2025

This report covers the month of September 2025.

Operations:

Over the past month, the department handled 1,391 calls for service.

Activity:

- 77 Citations/ 173 Written Warnings
- 319 Traffic Stops
- 239 Traffic Enforcement Details
- 3 Traffic Complaint
- 49 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 79% with 63,811 vehicles recorded
    - Oak St. 93% with 72,104 vehicles recorded
    - Riverside Dr. 91% with 88,454 vehicles recorded

PD News

- Department training: Defensive Tactics and Taser
- Attended Brevard County Police of Chiefs Luncheon
- Attended Beachside Police Chief Lunch
- Sgt. Jason Hinchman Employee Spotlight for month of September
- Celebrated Administrative Assistant Cristina Bryson for her 1 year anniversary
- Celebrated Officer Brown and DeLeon on National Police Women's Day
- Provided Security at 11 Commission Meetings/Workshops
- The Police Department Volunteers completed:

  50 total hours of volunteer service for the month and 764 total hours for the year.
    - Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks and business engagement.
- Zero Vacancies

CRIME Update:.

- 145 House Checks
- 26 Suspicious incident/Person/vehicles reports investigated
- 12 arrests- Warrants, Traffic, DUI
- 2 Baker Act's
- Death investigation, appears to be natural, awaiting Medical Examiner, nothing suspicious
- Several Graffitti Criminal Mischiefs to our Parks. Investigation on-going
- 1 STR complaints for the month.
    - 09/23/2025- 211 Cherry Dr. Vehicle Blocking Sidewalk. Contact was made and vehicle was moved with no issues.
- 12 Assist other Law enforcement agencies.
- 5 Disturbances

Looking Forward:

- Department Training- Defensive Tactics/Use of Force Training, Taser Training
- Employee Spotlight will be Officer john Sullivan and Kirby
- Officer Jon Sullivan 3 Year Anniversary
- Officer Tea DeLeon 1 year Anniversary
- Movie in the Park in Conjunction with MBVFD Haunted House Oct 17
- Assist with Fall Fest in Conjunction with the Parks Board Oct 18
- Annual Audit of Evidence Room

Town of Melbourne Beach

Town Clerk Monthly Report
October 2025

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

- Received in September – 18
- Received in 2025 – 168
- Completed in September – 18
- Completed in 2025 - 164
- Open/Pending – 13 (These requests are pending response from another department, pending response from the requestor, new requests, or large requests that are taking significant time to complete)

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

Records Management Project/ Scanning Project – MCCi has reviewed 14 of the 40 boxes. The variance documents have not had many issues. They have found some digital versions of folders that were separated when they shouldn't have been, so they have been fixing those issues as they go. Some of the documents are taking more time to process as each box presents different needs. They are hoping to finish the review by the end of October, depending on the extent of their findings with the remaining boxes.

Audio Visual Equipment – A technician came out to assess the system, and will be going back to the company about the configuration. We are waiting to hear back.

Town Meetings –

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

- 12 Town Commission meetings
- 1 Planning and Zoning meeting
- 1 Technology Advisory Board meeting
- 1 Code Enforcement Magistrate

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 Historical Preservation and Awareness Board meeting
- 2 Parks Board meetings
- 2 Technology Advisory Board meetings

Request Data Table Report 2025-09-01 to 2025-09-30						
Request #	**Name**	**Description**	**Date of Request**	**Date Complete**	**Invoiced**	**Paid**
PRR-2025-129	Alison Dennington,	All records related to “Emergency Reporting” software vendor and its later purchaser aka ESO including info or records related to any licenses, number of licenses, licensed users, all software contracts, agreements, addendums, software manuals or guides/instructional materials, contacts and communications with representatives from 2021 todate. And All incident reports for each year by year from 2021 todate as reported to the state.	7/27/2025 10:06 PM	9/12/2025 3:47 PM	0	0
PRR-2025-130	Alison Dennington,	All records and reports from “Emergency Reporting” software (now ESO) or other reports of on some other system such as word, csv, excel or other by year for years 2021, 2022, 2023, 2024 and to date (2025) showing or documenting training provided/given, training received, hours worked or logged for administrative work, inspections, or for incidents of any kind responded to, and any and all payments of any kind made to any staff, employees, contractors, or volunteers including but not limited to stipends, overtime, reimbursements, or other payments of any kind. All NFRIS reports by year for 2021, 2022, 2023, 2024 and 2025. All FFRIS reports of any kind for the same years of 2021, 2022, 2023, 2024, and 2025. If you have any questions or if needed to limit the scope of this request if possible please do not hesitate to contact me.	7/27/2025 10:16 PM	9/12/2025 3:48 PM	0	0

PRR-2025-137	Corey Runte	I would like to request the following public records (any/all responsive records; including emails, documents, phone calls, text messages, and social media) from Commissioner Tim Reed 1.Anything pertaining to or of any relevance to 418 Riverview Lane 2.Contact Information and proof of “Inputs from concerned residents” regarding “the possible improperness of construction occurring at 418 Riverview lane” referenced in his email on 8/4/25. a.Including voicemails, text messages, phone logs, call notes, from these “concerned residents” 3.Original files of the photographs (digital) that were attached to the complaint emails and the source of those photos and the date/time of those photos (timestamps) referenced in his email on 8/4/25.	8/12/2025 3:21 PM	9/3/2025 1:49 PM	0	0
PRR-2025-138	Corey Runte	I would like to request the following public records (any/all responsive records; including emails, documents, phone calls, text messages, and social media) from Commissioner Tim Reed ALL emails, documents, phone call log, text messages, and social media from Commissioner Tim Reed for the date range of 07/20/25 – Current	8/12/2025 3:22 PM	9/8/2025 2:33 PM	5.92	5.92
PRR-2025-143	Joe Balber	Code violations records from 6/15/2025-8/15/2025. See attachment for the full details.	8/18/2025 10:55 AM	9/16/2025 4:11 PM	0	0
PRR-2025-148	Jim Rich	I trust this email finds you well. Would you please email me contact information for the following candidates? Terry Cronin Bruce Larson Sherrie Quarrie Steve Walters	8/25/2025 4:38 PM	9/2/2025 2:36 PM	0	0
PRR-2025-149	Sherri Quarrie	List of every town board member email.	8/26/2025 1:21 PM	9/3/2025 1:41 PM	0	0
PRR-2025-150	Martha Evers	What both the short term and long term upfront, fixed and variable costs would be for the town to pay for disability for a professional fire department	8/28/2025 4:40 PM	9/2/2025 8:59 AM	0	0

PRR-2025-151	Anonymous	Can I have the code enforcement cases (Open and closed) for last month?	9/2/2025 8:57 AM	9/16/2025 4:12 PM	0	0
PRR-2025-152	Mathew Mormino	Langan Engineering is conducting a Phase I Environmental Site Assessment (ESA) for the property located at 60 W Hibiscus Blvd. The parcel is identified by Parcel No. 27-37-33-00-3. In support of this ESA, Langan is requesting information concerning this property including the following: Health department and/or environmental department information relating to environmental code violations, storage, generation, usage, and/or spillage of hazardous substances. This also includes storage tanks, petroleum products, pollutants, and controlled substances. Fire department records regarding information on the storage, generation, usage, or spills of any hazardous substances. This also includes petroleum products, pollutants, and controlled substances. Building department and/or planning and zoning records concerning Certificates of Occupancy, building permits from development to current date, and Activity and Use Limitations (AULs), including engineering and institutional controls. Please respond if there is a fee for the request of this information. Please forward this email request to the appropriate contacts/departments. Responses can be emailed to: mmormino@langan.com	9/2/2025 12:44 PM	9/2/2025 2:17 PM	0	0

PRR-2025-153	Jan Pence	Please provide ANY and ALL emails where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include emails that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	9/3/2025 1:29 PM	9/10/2025 11:00 AM	29.58	29.6
PRR-2025-154	William Kennedy	Do you have a Re Roof permit on file for: 268 Liberty Ln, Melbourne Beach, FL 32951	9/4/2025 5:28 PM	9/5/2025 8:55 AM	0	0
PRR-2025-161	Alison Dennington	1) List of all past ordinances kept by Town Clerk (known to exist) in electronic form, presented in a way that no info boxes are cutoff from reading them in full; 2)) List of all past resolutions kept by Town Clerk (known to exist) in electronic form, presented in a way that no info boxes are cutoff from reading them in full; 3) List, if any, of missing signed ordinances kept by Town Clerk; and 4) List, if any, of missing signed resolutions kept by Town Clerk, 5) list of ordinances or resolutions, or both, of abandoned Easements or abandoned rights of way.	9/15/2025 8:53 AM	9/25/2025 5:00 PM	0	0
PRR-2025-162	Joe Balber	Building permits from 7/15/2025-9/15/2025. See the attached document for the full details.	9/15/2025 2:59 PM	9/16/2025 4:13 PM	0	0
PRR-2025-163	Joe Balber	Code violation records from 7/15/2025-9/15/2025. See attached document for the full details of the request.	9/15/2025 3:00 PM	9/16/2025 4:13 PM	0	0
PRR-2025-164	Jan Pence	10 copies of any documents about Al Dennington's incomplete treasurer report and fine since August 20, 2025.	9/16/2025 4:22 PM	9/25/2025 4:43 PM	5	5
PRR-2025-165	Sherri Quarrie	Requesting printed copy of the final budget packet for the 9/17/2025 budget meeting.	9/17/2025 12:11 PM	9/18/2025 1:06 PM	5.35	5.35
PRR-2025-168	Alison Dennington	All paperwork filed by the PAC Truth and Accuracy Matter.	9/24/2025 2:48 PM	9/25/2025 4:46 PM	0	0

Open Requests 9/1/2025-9/30/2025					
Request #	**Name**	**Description**	**Date of Request**	**Invoiced**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her “private” Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	6/6/2025 10:28 AM	0	0
PRR-2025-	Alison	All social media content by Joyce Barton while in office or as a candidate	6/12/2025 2:35	0	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	6/24/2025 5:25 PM	0	0
PRR-2025-113	Alison Dennington	the emails of her distribution list (includes replies) AND on ea j email - the recipients on each email showing.	7/3/2025 1:03 PM	98.33	62.84
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	8/20/2025 3:42 PM	0	0
PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged “risk analysis” or “risk assessments” or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the “risk analysis” and/or “risk assessment/s” referred to in the SAFER grant application.	9/5/2025	0	0
PRR-2025-156		Any communication between FEMA and any elected official with the Town, since July 1, 2025 to current.	9/8/2025 1:41 PM	0	0
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	9/10/2025 11:49 AM	0	0

PRR-2025-158	Jan Pence	Please provide ALL email communications, text messages, and any other form of communications between commissioner Tim Reed and Frank La Grassa, Tim Reed and Steve Walters, Tim Reed and Marc Lower, and Tim Reed and Bruce Larson, regarding the Fire Department and any other issues in the Town of Melbourne Beach. Also please provide any and ALL emails, text messages and any form of communications between Al Dennington and Tim Reed. Time frame: January 2025 to present	9/11/2025 10:46 AM	0	0
PRR-2025-159	Christopher Heath	I am writing to request all emails to/from Mayor Alison Dennington regarding FEMA and/or the SAFER grant between June 1, 2025, and September 11, 2025, pursuant to the Public Records Act, Chapter 119 of the Florida Statutes. This request includes copies of every document related to the matter, regardless of the format in which the information is stored.	9/12/2025 3:18 PM	0	0
PRR-2025-160	Alison Dennington	1) The ordinance, Ord. 2000-04, passed 8-16-00. 2) Minutes and packets of meeting leading up and discussing it, as well as those where it was read and then passed. 3) Any referendum documents related to it if any. 4) Any legal memos or legal advice of any kind discussing it, whether title as “legal memos” or not. letter 5) An accounting of all Stormwater funds collected, each year, from 2000 to date, by year as yearly totals since it passage, ie - the total amounts collected, the total amounts spent, and on what, and the total amounts not spent but carried forward or rolled over in some manner to what, where, for how much, with any and specificity possibly 6) the fund name/s and/or fund number/s and/or bank number/s (and/or all 3) of where these dollars were placed in each year, and how they were spent or accounted for each year after collected, including fund name, fund number and bank account, and likewise including expense type, expense class, expend fund name and number, and including stormwater basin, sub-basin, area, street, etc 7) the total amounts collected each year and not spent and where such funds were rolled over, it carried over to each year 8) total amounts collected as a total figure of all year since passage of this ordinance 9) how much was collected in FY25 and where it was deposited and how spent 10) the total amount expected to be collected in FY26 and where it will be deposited and how it is currently allocated to be spent 11) the stormwater management plan referenced in the ordinance 12) any updates related to it since 13) all records related to the Jones Edmond stormwater master plan, including bills, emails, correspondence, drafts, surveys, memos, and the like 14) all records of any kind of stormwater plans, stormwater master plans, or revisions or amendments there of any kind since passage of this ordinance in the custody of Scott Glaubitz and/or BSE which the Town currently has no independent on-site (in-house) copy of, including emails.	9/15/2025	0	0

PRR-2025-166	Abbas Khan	Civic IQ is submitting this public records request under Florida Public Records Act (FPRA) for a current directory of all employees and staff. Any editable electronic format is acceptable. Specifically, we request the following information from your record-keeping system: First Name Last Name Position Title Department Direct Phone Number (if unavailable, please provide the main phone number with extension) Business Cell Phone (if provided by the authority) Email Address Office Address (Address, City, State, Zip) We appreciate your assistance and look forward to your response. Please let me know if there is any cost associated with this request prior to records.	9/18/2025 8:55 AM	0	0
PRR-2025-167	Deep D.	Hello officer, I hope you are having a good day. I am writing to request a copy of the latest contract between your city/department/office and JustFOIA (Parent company- MCCI) for using their FOIA (public records) software. Please also provide a copy of all the previous contracts with them. Additionally, please also provide all invoices or other documents received from JustFOIA (Parent company- MCCI) over the years. We want to receive all records electronically. Thank you very much.	9/23/2025 3:40 AM	0	0

Town Commission Meeting

Section: Town Staff Reports

Meeting Date: October 15, 2025

From: Town Attorney Ryan Knight

RE: Discussion on settlement offer from Funoe, LLC for all outstanding cases in litigation.

Background Information:

Recommendation:

Attachments:

Town Manager Report for October 2025

1. Attended Technology Advisory Board meeting. Presentation of STR Monitoring Software Solution by Deckard Technologies. New part time code enforcement employee, Fredderick (Fritz) Rieser, was also in attendance to become knowledgeable in the program overlaps and gaps.

2. Met with Commissioners Reed and Mayor Dennington to receive an overview of priorities. Vice Mayor Barlow was out of state but sent a warm welcome.

3. Continued correspondence with planning consultant Corey O'Gorman for zoning clarifications regarding proposed changes to the landscape ordinance and existing Vulnerability Assessment.

4. Attended Planning and Zoning Board meeting.

5. Held Staff meeting to introduce new interim manager and to review priority projects and programs. Established bi-monthly staff meetings and weekly one on ones

6. Began review of contracts: BO services, Planning services, and Software services.

7. Established draft list of priority projects as part of task list/rolling agenda items.

8. Outreach meetings included: Town Manager Indialantic; BSE BASIN 1/SW Master Plan; FDOT SR A1A Maintenance Resurfacing Project Plans; Vulnerability Assessment withy Brevard County; and Town stormwater infrastructure ride along review with PW Supervisor.

9. Budget review with Finance Director.

10. New Employee matriculation.

ITEM	*OPENED*	*DUE DATE*	CLOSED	REQUESTOR	ASSIGNED TO
Implementation plan for Resolution 2025-09 Cybersecurity procedures	***5/21/2025***	**9/17/2025**	**9/17/2025**	Commissioner Baldwin	Staff
DATE	***DIRECTIONS/NOTES***				
9/17/2025	The Technology Advisory Board is addressing this item.				
8/20/2025	On the Technology Advisory Board agenda.				
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.				
ITEM	*OPENED*	*DUE DATE*	CLOSED	REQUESTOR	ASSIGNED TO
Report detailing all lawsuits	***8/20/2025***	**Monthly**	**9/17/2025**	Commissioner Bulter	Town Attorney
DATE	***DIRECTIONS/NOTES***				
9/17/2025	The report has been implemented. Continue doing the report monthly, but close the task item.				
8/20/2025	The Commission agreed to task the Town Attorney with providing a monthly report at each RTCM detailing the nature of all active lawsuits filed against the Town. Include a description, who filed it, the status as far as where it is in the process, and the financial responsibility each suit has incurred within legal parameters.				
ITEM	*OPENED*	*DUE DATE*	CLOSED	REQUESTOR	ASSIGNED TO
Develop a plan and proposal for paid parking at the 6th Ave boat ramp	***12/18/2024***	**9/17/2025**	**9/17/2025**	Commissioner Reed	Town Manager
DATE	***DIRECTIONS/NOTES***				
8/20/2025	The sign is enforceable; there will be an ordinance update to amend the fine amount.				
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 6th Ave paid parking and bring it back in February.				
ITEM	***OPENED***	***DUE DATE***	**CLOSED**	**REQUESTOR**	**ASSIGNED TO**
Create a policy for owner occupied short term rentals	***1/27/2025***	**10/15/2025**		Commissioner Reed	Fire Chief & Town Attorney
DATE	***DIRECTIONS/NOTES***				
10/15/2025	Town Attorney – Placing discussion on STR ordinance revisions on the agenda				
9/17/2025	Town Attorney – Received some recommendations that he will go over one more time with Fire Inspector Dave Micka				
8/20/2025	Town Attorney – Working on the fire inspection aspect.				
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***	**10/15/2025**		Commissioner Reed	Town Manager & Staff

DATE	*DIRECTIONS/NOTES*
9/17/2025	Town Manager – Waiting for the first inspection. Commission – Requested a follow up request to schedule the first inspection.
8/20/2025	Public Works Director – Waiting to hear back to schedule the first meeting.
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
Research companies and costs to perform a toxic workplace survey specific to municipalities	***3/19/2025***	**10/15/2025**		Vice Mayor Barlow	Town Manager

DATE	*DIRECTIONS/NOTES*
10/15/2025	Survey closed on Monday, September 29. Responses pending review by Town Manager.
9/17/2025	Town Manager – The survey has gone out.
8/20/2025	Town Manager - The Town met with the company twice, working on the questions; hopefully, it will be out at the beginning of next month.
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**
Town building maintenance inspection checklist and calendar	***4/16/2025***	**10/15/2025**		Commissioner Reed	Public Works Director
DATE	***DIRECTIONS/NOTES***				
10/15/2025	Public Works Director – Asset inspection schedule included in agenda packet.				
9/17/2025	Next Month				
8/20/2025	Provide a schedule of frequency.				
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				
ITEM	***OPENED***	***DUE DATE***	**CLOSED**	**REQUESTOR**	**ASSIGNED TO**
Lease a large pump for emergency flood protection	***5/21/2025***	**10/15/2025**		Commissioner Reed	Staff
DATE	***DIRECTIONS/NOTES***				
9/17/2025	A demo was scheduled, but then canceled. Reschedule the demo.				
8/20/2025	On hold for the engineer contracts. Public Works has a meeting with a provider to demo one.				
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.				
ITEM	***OPENED***	***DUE DATE***	**CLOSED**	**REQUESTOR**	**ASSIGNED TO**
Reports detailing public records requests	***8/20/2025***	**10/15/2025**		Commissioner Butler	Town Clerk
DATE	***DIRECTIONS/NOTES***				

9/17/2025	The reports were provided this month, but there is still some work to do regarding requests from a Commissioner. Asked the Town Clerk to speak with the department heads to get more information.				
8/20/2025	The Commission agreed to task the Town Clerk with looking at what reports can be provided from the current systems to track the volume and frequency and amount of public records requests and come back with recommendations.				
ITEM	***OPENED***	***DUE DATE***	**CLOSED**	**REQUESTOR**	**ASSIGNED TO**
Research the pipe issue at 451 Riverview Lane	***8/20/2025***	**10/15/2025**		Commission	Town Attorney
DATE	***DIRECTIONS/NOTES***				
10/15/2025	Town Attorney - Tom Davis and his team dug the area and determined the fence installation did not case the pipe damage.				
9/17/2025	Have the Town Attorney review everything related to permit Pmb21-377 for 451 Riverview Lane to see if the damage to the pipe was caused by the fence installation.				
ITEM	***OPENED***	***DUE DATE***	**CLOSED**	**REQUESTOR**	**ASSIGNED TO**
Review 7A-52 sign ordinance	***3/19/2025***	**11/19/2025**		Vice Mayor Barlow	Town Attorney
DATE	***DIRECTIONS/NOTES***				
10/15/2025	Town Attorney – PNZ approved passing the ordinance to the Commission.				
9/17/2025	Town Clerk – The ordinance will be going to the Planning and Zoning Board in October.				
8/20/2025	This is going to PNZ.				
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.				