



# **TOWN OF MELBOURNE BEACH**

**REGULAR TOWN COMMISSION MEETING**

**JANUARY 21, 2026**

**AGENDA PACKET**

# **Town of Melbourne Beach**

**REGULAR TOWN COMMISSION MEETING  
Wednesday, January 21, 2026 at 6:00 p.m.  
COMMUNITY CENTER – 509 OCEAN AVENUE**

## **PUBLIC NOTICE AGENDA**

**Commission Members:**

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

**Staff Members:**

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance, Moment of Silence, and Civility Pledge**

The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

**4. Meeting Agenda – Additions/Deletions/Changes - Pages 2-4**

**5. Proclamations/Awards/Announcements**

A. Town announcements and upcoming events – Town Clerk Amber Brown – Pages 5-6

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

**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 November 5, 2025 Special Town Commission Meeting minutes – Pages 7-12
- B. Approval of the November 19, 2025 Regular Town Commission Meeting minutes – Pages 13-27
- C. Approval of the November 21, 2025 Special Town Commission Meeting minutes – Pages 28-33
- D. Approval of the site plan for 1806 Pine St – Pages 34-99
- E. Approval of the site plan for 2003 Oak – Pages 100-122

**9. Public Hearings/Special Orders**

- A. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading - Pages 123-127

**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**

- B. Discussion and consideration to repeal/disapprove Ordinance 2025-06 – Salary of the Mayor and Town Commission – Commissioner Sherri Quarrie – Page 128

**10. Unfinished Business**

- A. Resolution 2025-19 – Town Commission Rules and Procedures – Town Attorney Ryan Knight – Pages 129-142

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION**

- B. Discussion on the proposed Town policy and procedure regarding grant applications – Commissioner Tim Reed – Pages 143-148

**11. New Business**

- A. Resolution 2026-01 - Adopting the Brevard County Hazard Mitigation Plan – Pages 149-150

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN**

- B. Consideration on the Basin 10 drainage analysis proposal – Town Manager Lisa Frazier – Pages 151-155
- C. Discussion and consideration of the sale of the Fire Department's decommissioned fire engine – Fire Chief Gavin Brown – Page 156
- D. Discussion on procedural requirements for future non-ad valorem assessments – Town Attorney Ryan Knight – Page 157
- E. Consideration on the Town Manager employment agreement – Town Attorney Ryan Knight – Page 158

**12. Finance/Budget Report - Pages 159-188**

**13. Town Staff/Board Reports**

- A. Technology Advisory Board – Pages 189-196
- B. Building Department – Pages 197-204
- C. Public Works Department – Pages 205-210
- D. Code Enforcement – Page 211
- E. Fire Department – Pages 212-215
- F. Police Department – Pages 216-217
- G. Town Clerk – Pages 218-223
- H. Town Attorney
- I. Town Manager – Pages 224-225

**14. Commission Reports****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.

## **Town Commission Meeting**

**Section:** **Proclamations/Awards/Announcements**

**Meeting Date:** **January 21, 2026**

**From:** **Town Clerk Amber Brown**

**RE:** **Town Announcements and Upcoming Events**

# UPCOMING EVENTS<sup>6</sup>

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
<b>No events from January 21 – February 18</b>				
<b>See below for events on the horizon and our recurring Ryckman Park class schedule</b>				
March 14, 2026	TBD	Spring Fest & Kids Business Fair	Ryckman Park, 509 Ocean Ave.	Shop at booths showcasing local children's entrepreneurial ventures and also enjoy live entertainment and food trucks
April 11, 2026	TBD	Nature Day	Ryckman Park, 509 Ocean Ave.	An educational, family-friendly event dedicated to spreading awareness and sharing progress on local environmental efforts
TBD – April?	TBD	Egg-Stravaganza	Ryckman Park, 509 Ocean Ave.	Egg scavenger hunt, games, face painting, magic show, meet the Easter Bunny
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1 <sup>st</sup> & 3 <sup>rd</sup> Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense

## **Town Commission Meeting**

**Section:** **Consent Agenda**

**Meeting Date:** **January 21, 2026**

**From:** **Town Clerk Amber Brown**

**RE:** **Approval of the November 5, 2025 Special Town Commission  
Meeting minutes**

# Town of Melbourne Beach

## SPECIAL TOWN COMMISSION MEETING

November 5, 2025 at 7:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

## MINUTES

### Commission Members:

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

### Staff Members:

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

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

Mayor Alison Dennington called the meeting to order at 7:01 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 Ana Butler  
Commissioner Tim Reed

#### Staff Members Present

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

#### **3. Pledge of Allegiance, Moment of Silence, and the Civility Pledge**

Mayor Alison Dennington led the Pledge of Allegiance and read the Civility Pledge.

#### **4. Public Comments – 1:56**

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

A. Basin 1 infrastructure improvements scope, sequence, notification, and contract with Atlantic Development

Town Manager Lisa Frazier spoke about this being the refined contract with Atlantic Development of Cocoa for the Basin 1 infrastructure improvements. The prep work will get started, but the major road work will start after the new year. The Commission chose to move forward with the alternatives without the swale work. The Town Attorney responded to the proposed changes that were brought to the Town's attention.

Town Attorney Ryan Knight spoke about how most of the concerns were addressed in the invitation to bid, so they are already included. He reviewed his response to each concern.

Mayor Alison Dennington asked if BSE maintains the records or if the Town has a copy.

Ana Saunders from BSE Engineering spoke about as the Town Engineer, they provide every document to the Town, both digital and paper, so the Town has a copy of everything.

Commissioner Tim Reed asked if all 9 items are addressed in the contract.

Town Attorney Ryan Knight spoke about how all of them are addressed and incorporated into the current agreement, except for the 2 related to liquidated damages.

Mayor Alison Dennington spoke about how Exhibit A and B are included in the contract.

Town Manager Lisa Frazier spoke about Town Engineer Ana Saunders from BSE, and Glenn Grignon from Atlantic Development are here to answer any questions.

Commissioner Tim Reed asked if there are set dates when this is going to start.

Town Manager Lisa Frazier spoke about the contract does not include exact dates because we were waiting for a response from the Commission, and the start date depends on what they find when they TV the pipes. Hoping to be ready to go by January.

Vice Mayor Dawn Barlow asked about piggybacking the scoping for other areas in Town.

Town Manager Lisa Frazier spoke about how the contract would have to answer that. Elements to consider for each outfall area include the contractor's availability to scope each one, coordination with the property owners, and avoiding disturbing vegetation.

Vice Mayor Dawn Barlow spoke about having some of the priority areas included.

Ana Saunders from BSE spoke about how she can work with the Town offline to identify certain areas to address. Could see about including just Cedar and Cherry, but to identify multiple areas and TV them that might be a separate project.

Glenn Grignon spoke about needing information before TVing. There is a lot that goes into scoping the pipe, and depending on the state of the pipes, they might wash out and create an emergency repair. If you have confirmed they are old metal pipes, they are absolutely done and need to be replaced.

Ana Saunders spoke about having an inventory of the pipes, and the recent project on Andrews had pipes made of concrete, clay, metal, PVC, and anything you could think of.

Glenn Grignon spoke about if the Notice to Proceed is done tomorrow, then he can have the TV crew on-site the following week, and then do a second Notice to Proceed, and they will be on-site January 5<sup>th</sup>. There shouldn't be any issues with TVing those pipes because they are concrete or PVC.

Mayor Alison Dennington asked if there was anything weird, concerning, or worrisome.

Glenn Grignon spoke about notifying the homeowners as much as possible because the more they know, the happier they are, and the less they will interrupt the job or be angry. The other issue is traffic. He creates flyers with his cell phone number on them and goes door to door to notify all of the residents.

Ana Saunders reviewed the Basin 1 project. It includes pipe work on Harland, Poinsettia, and Magnolia. The project will start on Harland and move north 1 street at a time.

Commissioner Tim Reed asked if the pipe between Flamingo and S. Palm is included.

Ana Saunders spoke about there not being any proposed work for that pipe.

Mayor Alison Dennington asked if we accounted for adding a pipe somewhere else.

Vice Mayor Dawn Barlow clarified whether it would be possible to lay a new pipe in a different location instead of going through 2 properties between Flamingo and S. Palm.

Ana Saunders spoke about there being no easement rights on those properties for that pipe. That pipe was never included in this project, and is around 400 feet.

Town Manager Lisa Frazier asked if it would be possible to scope those 2 inlets.

Glenn Grignon spoke about how it is not that easy to just scope it without getting access to the property, but they will talk about options.

The Commission discussed at least assessing the pipe between Flamingo and S. Palm.

Commissioner Tim Reed spoke about the slope is from east to west, so everything is flowing downhill into S. Palm, but the pipe from Flamingo to S. Palm would be going uphill.

Ana Saunders spoke about the topography is generally from east to west, but the pipe inverts direct the water.

Commissioner Tim Reed questioned whether the pipe is operating correctly.

Ana Saunders spoke about the current pipe inverts drain the water from west to east.

Mayor Alison Dennington spoke about old plats show a golf course in Indialantic, and asked if that is related to the issue. Concerned that this is bigger than what was planned.

Glenn Grignon spoke about cleaning out, and TVing along S. Palm and possibly replacing the pipe will make that whole area flow better.

Mayor Alison Dennington spoke about notifying the property owners that we are doing work in that area and request access to the pipe on their property.

Town Manager Lisa Frazier spoke about needing to get the Notice to Proceed. Would like the Commission to vote to approve the contract.

**Commissioner Robert Baldwin made a motion to accept and execute the contract for the Basin 1 stormwater improvement project that was sent to us today in its current form, and that we direct the Town Manager to issue the TPO as soon as we approve it, to get started with the scoping; Vice Mayor Dawn Barlow seconded;**

***Bobby Pruett – 504 Harland*** – Asked what is being done near his home because his driveway becomes a retention pond, and the drain is higher than his driveway.

Ana Saunders spoke about any driveway area that gets torn up will be replaced, the pipe along Harland will be removed and replaced, and the drains will be replaced.

Mayor Alison Dennington asked if the bid to fix the driveways would be enough.

Glen Grignon advised that there is enough to cover it.

***Cristina Perez – Surf and Atlantic*** – Asked about the warranties, and if all of the materials are non-leaching, non-corrosive, and rust-free for the environment.

Glenn Grignon spoke about the warranty for everything is for 2 years, and all of the materials have to be submitted to the engineer for approval.

Ana Saunders spoke about FDOT certifying all of the structures.

**Motion carried 5-0.**

Mayor Alison Dennington asked the Town Attorney about the pipe on private property.

Town Attorney Ryan Knight spoke about getting the approval to access their property in writing. If they deny it, then there is nothing we can do.

Ana Saunders spoke about the long-term fix would be to get easement rights.

Town Manager Lisa Frazier confirmed with the Town Attorney that the Town could immediately request access to view the structure, but not do the work. Then, if work does need to be done, the Town would need to get something in writing.

Town of Melbourne Beach, Florida  
Minutes - Special Town Commission Meeting  
November 5, 2025

12

Mayor Alison Dennington asked about what language would be included for easement rights and the particular space needed.

Ana Saunders spoke about how the language would include a description of the purpose, intent, and use, harmless components, and a sketch description. The space is based on the pipe diameter and depth of the pipe.

**6. Adjournment**

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

Meeting adjourned at 8:19 pm.

**ATTEST:**

---

**Alison Dennington**  
**Mayor**

---

**Amber Brown, CMC**  
**Town Clerk**

## **Town Commission Meeting**

**Section:** **Consent Agenda**

**Meeting Date:** **January 21, 2026**

**From:** **Town Clerk Amber Brown**

**RE:** **Approval of the November 19, 2025 Regular Town Commission  
Meeting minutes**

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING

November 19, 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:

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

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

Mayor Alison Dennington called the meeting to order at 6:01 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

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Police Chief Tim Zander  
Fire Chief Gavin Brown  
Public Works Director Tom Davis  
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance and read the Civility Pledge.

### **4. Administration of the Oath of Office – Reception to follow – Page 2**

A. Terry Cronin – Commissioner

Town Clerk Amber Brown administered the Oath of Office for Commissioner Terry Cronin.

B. Sherri Quarrie – Commissioner

Town Clerk Amber Brown administered the Oath of Office for Commissioner Sherri Quarrie.

Recess 6:12 pm - 6:29 pm

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

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

**Staff Members Present**

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Finance Manager Jennifer Kerr  
Public Works Director Tom Davis  
Town Clerk Amber Brown

**5. Meeting Agenda – Additions/Deletions/Changes – 12:40**

Mayor Alison Dennington spoke about two walk-on documents provided by the Town Manager that were informational only. One is a draft of a strategic project plan from the Town Manager, and the other is about enhancing public safety related to braille. Spoke about pushing the survey agenda item to the next meeting if the resolution passes to have two commission meetings per month, or have a Special Meeting to have a standalone item.

Commissioner Anna Butler spoke about the survey is her agenda item, and in order to respect the staff, this item should not be pushed under the rug.

Commissioner Sherri Quarrie agreed. Proposed moving 12 D and 12 E – budget resolutions up closer to 6 or 7, so the Finance Manager can leave early, and table until January items 10 A second reading of the Commission Salary Ordinance and 12 F Town Commission Rules and Procedures Resolution because she requested data, but has not received it yet.

No objections to moving items 12 D and 12 E after 6 and before 7.

**Commissioner Sherri Quarrie made a motion to move 10 A to January 21<sup>st</sup>, 2026 meeting at 6:00 pm; Commissioner Terry Cronin seconded; Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.**

Commissioner Sherri Quarrie spoke about moving 12 F to the January 21<sup>st</sup> meeting.

**Commissioner Sherri Quarrie made a motion to move 12 F to the January 21<sup>st</sup> meeting; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington spoke about voting against it because staff supported this item, and it was a way to shorten the regular meeting and reduce the number of special meetings.

Commissioner Anna Butler spoke about removing her agenda item 11 G.

Mayor Alison Dennington spoke about moving agenda items 11 A, B, C, D, and E to the consent agenda. There were small changes she wanted to make, but they are fine.

No objections to moving agenda items 11 A, B, C, D, and E to the consent agenda.

**Commissioner Terry Cronin made a motion to approve the agenda as amended; Commissioner Sherri Quarrie seconded;**

Commissioner Terry Cronin spoke about running effective and efficient meetings and wanting to strive to get meetings done by 10:00 pm.

Mayor Alison Dennington spoke about adding a Special Meeting to address any agenda items that the Commission does not get to tonight.

**Motion carried 5-0.**

**Commissioner Terry Cronin made a motion to end the meeting at 10:00 pm; however, if we feel like we need a few more minutes, we can vote to continue; however, we will strive to end the meetings at 10:00 pm; Commissioner Anna Butler seconded; Motion carried 5-0.**

**6. Proclamations/Awards/Announcements**

A. Town announcements and upcoming events – Town Clerk Amber Brown – 35:42

Town Clerk Amber Brown spoke about the upcoming Town Events: Tree Lighting Ceremony, Santa Visits the Ryckman House, Christmas Parade, Pancake Breakfast, and Santa Run.

**12. New Business – Agenda Items E and F Moved**

E. Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr – 37:37

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.**

Finance Manager Jennifer Kerr introduced Resolution 2025-17 – Final Budget Amendment.

Commissioner Tim Reed asked about the transfer for the Lifeguards.

Finance Manager Jennifer Kerr spoke about it not being a transfer, but an increase in the expenditure, because when the budget was approved, there was no money for lifeguards.

**Commissioner Anna Buter made a motion to approve Resolution 2025-17 Final Budget Amendment; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Commissioner Terry Cronin spoke about the importance of the Lifeguards.

Commissioner Sherri Quarrie commended the County for providing the Lifeguards at a reduced rate.

F. Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr – 42:10

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.**

Finance Manager Jennifer Kerr introduced Resolution 2025-18, which is the carryforward balances from the fiscal year 2025 into the fiscal year 2026.

**Commissioner Sherri Quarrie made a motion to accept Resolution 2025-18 as it's presented; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

**7. Presentations by Special Guests (Maximum of 5 Minutes)**

A. Presentation by the Town Attorney to include Sunshine Law, Public Records Law, and Ethics – 46:08

Town Attorney Ryan Knight provided a brief overview of the Sunshine Law, Public Records Law, Ethics, and the Town Commission's Rules and Procedures Resolution 2025-03.

Mayor Alison Dennington spoke about ambiguity in the Resolution regarding rules of debate.

**8. Public Comment (Non-Agenda Items) – 1:03:51**

***Lauren Hardman – 320 Sixth Ave – Congratulated the new Commissioners. Spoke about how she previously handed the Commission Fire Department applications, and to date, the Commission has not recruited any new members. Follow Robert's Rules of Order and stop interrupting others.***

***Mary Weerts – 400 Driftwood – Spoke about being concerned about ethical integrity of the Town Government. Requested the Town initiate a formal ethics complaint regarding the conduct of Mayor Dennington. Concerned about the alleged interference with the SAFER Grant, conflict of interest with Funoe LLC settlement discussions, Mayor was censured twice.***

***Tina Coppock – 505 Avenue B – Requested that the Mayor's microphone be shut off anytime she is not speaking because all you hear is shuffling papers while others are speaking.***

***Kari Ross – 506 Flamingo – Spoke about her outstanding public records requests for the Mayor's social media. Asked the Town Attorney if the Mayor is responsible for providing those records. Offered to help the Mayor in obtaining and providing the records.***

Town Attorney Ryan Knight spoke about how the Town would be required to provide assistance to the Mayor to provide the records.

***Joyce Barton – 322 Third Ave – Congratulated the new Commissioners. Spoke about the creation of Truth and Accuracy Matter. Spoke about how since the Mayor has taken office, it has cost the Town over \$163,000 in lawsuits against the Town and created contentious conflict with the staff.***

**Lori Adler – 501 Andrews – Thanked Lisa Frazier for meeting with her and her thoroughness regarding the Ocean Ave pedestrian button for pedestrian safety.**

**Jan Pence – 200 Riverside Dr – Congratulated the new Commissioners. Provided the JLAC analysis and summarized it. The committee's staff report noted that none of the normal situations for requesting an audit have occurred. However, they received concerns about the Mayor which appears to be one of the main reasons for the audit.**

Recess 7:40 pm – 7:51 pm

Town Clerk Amber Brown conducted roll call

**Commission Members Present**

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

**Staff Members Present**

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

**9. Consent Agenda – 1:23:28**

- A. Approval of the September 29, 2025 second Special Town Commission Meeting minutes
- B. Approval of the October 15, 2025 Regular Town Commission Meeting minutes
- C. ~~Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro~~
- D. ~~Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A.~~
- E. Approval of the Environmental Advisory Board Volunteer Application for Paula Ladd
- F. Approval of the Parks Board Volunteer Application for Marivi Walker
- G. Approval of the September 3, 2025 second Special Town Commission Meeting minutes
- H. Approval of the September 10, 2025 second Special Town Commission Meeting minutes
- I. Approval of the September 17, 2025 first Special Town Commission Meeting minutes
- J. Approval of the September 17, 2025 second Special Town Commission Meeting minutes
- K. Approval of the September 17, 2025 Regular Town Commission Meeting minutes

Mayor Alison Dennington spoke about all of the minutes from Unfinished Business were moved to the Consent Agenda. Pulled Consent Agenda Items C and D.

Consent Agenda Items A, B, E, F, G, H, I, J, and K were approved by unanimous consent.

Consent Agenda Items C and D were pulled and put on New Business.

**10. Public Hearings/Special Orders**

- A. ~~Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading – time~~  
**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.~~

Tabled until January 21<sup>st</sup> at 6:00 pm.

**11. Unfinished Business**

- A. ~~Approval of the September 3, 2025 second Special Town Commission Meeting minutes~~
- B. ~~Approval of the September 10, 2025 second Special Town Commission Meeting minutes~~
- C. ~~Approval of the September 17, 2025 first Special Town Commission Meeting minutes~~
- D. ~~Approval of the September 17, 2025 second Special Town Commission Meeting minutes~~
- E. ~~Approval of the September 17, 2025 Regular Town Commission Meeting minutes~~
- F. Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight 1:28:28

Town Attorney Ryan Knight pulled this agenda item to place on a workshop agenda.

- G. ~~Discussion on the regulation of short term rentals – Commissioner Anna Butler~~

**12. New Business**

- A. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro – 1:29:10

Town Manager Lisa Frazier spoke about this being a recap to the current agreement, which was approved in 2024. This is not a discussion of an extension; it is a matter of course as a right per the contract. The waste collection is billed by the City of Melbourne as part of the water bill. The charge on everyone's tax bill is for the Brevard County landfill.

Mayor Alison Dennington spoke about pulling this item and voting against it because the original contract was not included in the packet.

Commissioner Tim Reed made a motion that we go ahead and approve this, and you can still go ahead and get the contract information, and if there's something that is questionable, we can circle back with it at that time; Commissioner Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about voting against it because she wants the contract with it.

- B. Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A. – 1:38:24

Town Manager Lisa Frazier spoke about this contract, which is with the same Special Magistrate but with a new law firm.

Mayor Alison Dennington spoke about page 54, suggests that we include that they provide written Special Magistrate Policies and Procedures. Then we make them accessible online. Add a requirement that they sign the minutes. Page 55, limiting who from the Town can contact them. Page 56 and page 57 having conflicting minimum billing add that any extension would be in writing. Page 55, limit who from the Town can contact the Special Magistrate. Page 56

and 57 the minimum billable amount conflicts. One page says two-tenth hour increments, and the other page says one-tenth hour increments. It also doesn't limit who can call. Page 57 for the bill format add the code case number and the style of case. Page 59 add that the bills will be submitted electronically. Page 59, technology systems of the TPO, what is that? Page 60 first paragraph does that mean they do not have any work product?

Town Attorney Ryan Knight spoke about that being a typo and TPO should be town. The section about work product means anything they send to us would be public record, and they do not have any copyright.

Mayor Alison Dennington spoke about page 60 C, add inspected at the Town office.

Town Attorney Ryan Knight spoke about that section is for the Town requesting records of the contractor.

Mayor Alison Dennington spoke about page 61 and 62, questions if the part about public records is legal or not because it says without the permission of the Town Commission or Town Manager, records may not be released. If it is confidential then the Town Attorney and Commission should be responsible. Page 63, add any changes be executed and signed before they are effective. Page 65, for Administration of Agreement, add for public records requests the Town Clerk and Town Attorney are responsible for that.

Commissioner Terry Cronin asked for a summary of what the Special Magistrate does. Spoke about the Mayor providing a copy redlined, so each amendment does not need to be addressed in the meeting.

Town Attorney Ryan Knight spoke about how they hear code enforcement matters. The Special Magistrate would hear violations of the Town's code of ordinances, wherein the respondent and the Town would present their case.

Commissioner Sherri Quarrie spoke about having the proposed changes redlined and sent in prior to the meeting, so they can be reviewed, and the Commission could vote on the changes.

Mayor Alison Dennington spoke about spending a lot of time on everything and speaking about the changes in public for the benefit of the public. There is no requirement to submit the changes beforehand and prefers to talk about it. Has not done anything wrong. The public likes to know that we question things.

Commissioner Terry Cronin spoke about how it would be more effective to have it ahead of time. Each item can still be addressed in the meeting.

Mayor Alison Dennington spoke about not wanting to push the contract. It can be approved with amendments or approved as is.

Town Attorney Ryan Knight spoke about correcting the typo. The policies and procedures are in our Code of Ordinances, so we already have them, so the Magistrate would not need to have them as well. The billing does not need to have the code case because it will have the date, and the agenda will have the details.

**Commissioner Sherri Quarrie made a motion to accept the contract that has been presented by the Special Magistrate as presented; Commissioner Anna Butler seconded;**

*Joyce Barton – 322 Third Ave – Spoke about having to listen to all of this, and then it is going to pass without any changes. It is your responsibility to be prepared for the meeting, and have things done in advance. Come prepared, so a motion can be made and move forward.*

*Tina Coppock – 505 Avenue B – Spoke about the Mayor just likes to hear herself talk. Is there any way for the Commission to stifle some of the talking and arguing with the Town Attorney? It is important to trust the Town Manager and Staff to do their job.*

Commissioner Terry Cronin asked Commissioner Sherri Quarrie to amend the motion to change the word TPO and have them sign the minutes.

**Commissioner Sherri Quarrie amended the motion to accept the special magistrate agreement as presented with the exception of the TPO typo and the request to sign the minutes; Commissioner Anna Butler seconded; Motion carried 5-0.**

C. Appointment of Vice Mayor – 2:13:45

**Commissioner Sherri Quarrie made a motion to appoint Doctor Cronin as our Vice Mayor; Commissioner Anna Butler seconded; Motion carried 5-0.**

D. Appointment of the South Beaches Coalition Representative – 2:15:38

**Vice Mayor Terry Cronin made a motion to appoint Commissioner Butler; Commissioner Tim Reed seconded; Motion carried 5-0.**

E. Appointment of the Voting Delegate and Alternate for the Space Coast League of Cities – 2:16:50

Mayor Alison Dennington spoke about being the current delegate but would like to have Commissioner Tim Reed as the delegate and the Deputy Clerk as the alternate.

Further discussion ensued.

**Vice Mayor Terry Cronin made a motion to appoint Commissioner Reed as our primary and Commissioner Butler as our alternate for the Space Coast League of Cities representatives; Commissioner Sherri Quarrie seconded;**

***Joyce Barton – 322 Third Ave – Spoke about previously being the representative, and it is important to have elected officials at those meetings.***

**Motion carried 5-0.**

- F. ~~Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr – time~~  
~~A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.~~
- G. ~~Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr – time~~  
~~A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO. 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.~~
- H. ~~Resolution 2025-19 – Town Commission Rules and Procedures – Town Attorney Ryan Knight – time~~  
~~A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.~~
- I. Discussion on the 2025 anonymous employee satisfaction survey results – Commissioner Anna Butler – 2:22:00

Commissioner Anna Butler spoke about how the Commission hired an outside firm to do an anonymous employee satisfaction survey, following allegations of bullying and harassment from a town employee. The survey became available by public records request and showed overwhelmingly concerning results: only 38% of staff indicated they would likely stay employed with the Town, and the commission received 0% ratings in all categories. Although legal action was deemed unnecessary due to the survey's anonymity, it is important to acknowledge staff concerns in a public forum. Highlighted the impact on workplace morale and stability and called for constructive action and dialogue among the Commission, the Attorney, the Interim Town Manager, and the public. All commission interactions with staff should go through the Town Manager, and the staff's voices must be heard and responded to in order to rebuild trust and respect and not be swept under the rug.

Mayor Alison Dennington asked if there was a contract, scope of work, invoice, or anything. Would like to see that. Would like to see the original communications from the company. Would like to see all of the questions asked. The Commission never got a copy of any of it. Has questions about the information that was provided. Would like to have this at a workshop. One response was that they wish department heads and staff would listen more to lower staff. That is something to think about. Others mentioned benefits.

Vice Mayor Terry Cronin spoke about what is done is done, and now there is a document that could put liability on the Town if an employee left and sued. We could all learn from this and show the staff that we are not dismissive. Possibly get a facilitator to workshop this.

Town Attorney Ryan Knight spoke about the liability that would be when there is a named complaint; however, this is an anonymous survey. If there were named complaints, then it would hold a lot more weight.

Vice Mayor Terry Cronin spoke about how morally the Commission has to address this.

Mayor Alison Dennington spoke about wanting to address the sections. Several complained about salary, benefits, and health insurance. Toxic workplace is managers or people in the employment, not the people up here. Oversight is our job.

Commissioner Sherri Quarrie spoke about some of the answers reference their future career could be in jeopardy because something has been filed against them. That is a problem and puts the Town in jeopardy if the accusation is proven inaccurate. Employers ask if a grievance has been filed against you, which would affect your career. This gives the Town a black eye and could affect the Town's future workforce. How does the Town correct the damage that has been done? Start by having the Commissioners only contact the Town Manager and not the employees. If things don't change, we are not going to have a proper staff.

Commissioner Tim Reed spoke about the survey not being satisfactory. Not opposed to discussing this at a workshop. It is obvious that the Commission needs to adhere to the hierarchy that is in place. Possibly consider doing this yearly.

**Vice Mayor Terry Cronin made a motion to discuss the toxic workshop survey at our next workshop, and in that discussion, we have a facilitator that talks about how we can fix this problem, how we can make amends, and that we sign a certificate of understanding, we sign as a Commission; Commissioner Anna Butler seconded;**

Mayor Alison Dennington asked if the motion was only to focus on one aspect of the survey.

Vice Mayor Terry Cronin spoke about wanting to focus on the big problems that we can control that we are being accused of. They are mad at the Commission because they feel bullied. We need to recognize this, learn from it, and move on.

Mayor Alison Dennington spoke about being opposed to the motion if it is to only focus on one aspect.

Commissioner Tim Reed spoke about it being an employment satisfaction survey, and to be fair, it should be consistent and include the entire survey, not focus on one area.

Town Manager Lisa Frazier asked if the workshop could be pushed a little bit to allow time to get a facilitator.

**Vice Mayor Terry Cronin amended the motion to have it at the soonest workshop in either December or January; Commissioner Anna Butler seconded;**

***Jan Pickett – 1501 Oak St*** – Spoke about the survey addresses multiple areas of dissatisfaction that should be addressed that as well are the responsibility of the Town Manager, so doing a workshop on those issues is not relevant until it comes to the budget such as salaries and benefits. The Town Manager should work on those and come up with a proposal.

***Jan Pence – 200 Riverside Dr*** – Spoke about 3 ½ weeks ago she got the survey results through a public records request, and the Commission is acting like they have never seen it. Read some negative comments about the Mayor from the survey. This is not acceptable, and to brush it under the table is not okay. Save the Town and take care of the staff.

***Bruce Pickett – 1501 Oak*** – Spoke about the survey is concerning, and after it was presented, the first few minutes of discussion weren't even about the people. The only way to fix this is to find a way to make people happy and a good working environment. Without all of those people out there doing all of the work there are a lot of things that are not going to be done in Town. One of your highest priorities should be to make the employees happy in their work environment, but you do not have to give them everything and anything.

***Tina Coppock – 505 Avenue B*** – Spoke about the Mayor's comments, inability to self-reflect, or accept responsibility show that nothing is going to change because she has no intention of correcting her behavior. Read negative employee comments about the Mayor from the survey. There is no way to fix this unless you get to the cause.

***Joyce Barton – 322 Third Ave*** – Spoke about this is very concerning. This is not a broad dissatisfaction in the workplace; it is very specific. The employees had nothing but glowing remarks about the previous Town Manager. Read positive comments about the previous Town Manager. Don't broaden the survey into it being an unhappy place to work because it wasn't like that before.

***Jason Judge – 206 Flamingo*** – Hopes the Commission read the whole thing. This is not fair to the Town employees. Do anything you can to make this better. If you sit on your hands and do nothing, you are just as bad as the person doing it.

Mayor Alison Dennington spoke about how the Town Attorney does not think this brings any liability, but there are some people questioning that.

Commissioner Sherri Quarrie believes this gives the staff the opportunity to file a joint grievance against the Town. The person who is at the center of all of these attacks should voluntarily step down and have a new election would be cheaper than to go through litigation. Does not agree that this will not be a liability to the Town. Believes these accusations give the Town a financial liability. There is evidence in this, and because the Mayor is at the center of all of this, requested the Mayor to step down. It would be more cost-effective for the Mayor to step down and hold a special election than to deal with litigation. It would be in the best interest of the Town and the Mayor, and a step in healing if the Mayor steps down with grace.

**Motion carried 4-1 with Mayor Alison Dennington dissenting.**

Mayor Alison Dennington spoke about the Commission should at least cover the benefits of the other provisions.

J. Discussion on creating a strategic timeline to prioritize efforts – Commissioner Terry Cronin – 3:12:13

Vice Mayor Terry Cronin spoke about wanting to create a strategic timeline for the coming year and put it on the next workshop.

Mayor Alison Dennington spoke about supporting it.

**Vice Mayor Terry Cronin made a motion to accept the plan for creating a strategic timeline at our next workshop; Commissioner Anna Butler seconded; Motion carried 5-0.**

**13. Finance/Budget Report – 3:16:55**

Commissioner Tim Reed spoke about Department 22 on page 201. The budget was for three full-time firefighters, but we have gone through October, and those positions are not staffed. Proposed reallocating the unspent salary into the Stormwater Fund.

Town Manager Lisa Frazier suggested not doing that at this time but instead look at the budget and make adjustments quarterly rather than doing monthly budget adjustments. We have not heard back from the SAFER grant. Cautioned against doing monthly adjustments because we may need it in the future. There are a lot of funded, important projects that need to be addressed.

Commissioner Tim Reed spoke about looking at it closely each quarter and does not think the request affects the SAFER grant.

Mayor Alison Dennington spoke about the request does not affect the SAFER grant.

**Commissioner Tim Reed made a motion that we consider at the quarterly review of the budget to reallocate the unspent paid firefighter salary plus burden, I'm going to say we reallocate it to stormwater, and my thinking there was largely that I think we're going to experience cost growth in that project; Mayor Alison Dennington seconded;**

*Bruce Larson – 1507 Pine St – Spoke about not rushing into it unless there is no way that you can spend the money anymore. Suggests amending the motion to look at all items that cannot be spent within the current scope at the quarterly review. Doing budget reallocations quarterly is best practice. If you do it too often you become more reactive, and question what changed last month.*

**Commissioner Tim Reed amended his motion to do quarterly budget reviews, and as part of that, evaluate and identify unspent funds that could be reallocated; Mayor Alison Dennington seconded;**

Commissioner Sherri Quarrie spoke about how the Finance Department already does that, so she will not be voting for it.

Mayor Alison Dennington spoke about it not being done already. Previous audit findings state not to wait until the end of the year; it is standard practice and recommended to do it. Will vote for it because it has been an audit issue for the Town. It is good sound fiscal responsibility.

**Motion carried 3-2 with Commissioner Anna Butler and Commissioner Sherri Quarrie dissenting.**

**Commissioner Sherri Quarrie made a motion to accept the finance report; Vice Mayor Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.**

**Commissioner Sherri Quarrie made a motion to adjourn;**

Mayor Alison Dennington spoke about the remaining agenda items and asked to extend the meeting to allow the Technology Advisory Board to speak.

**Commissioner Anna Butler made a motion to extend just for the moments so that our representative from the Technology Advisory Board can present his report;**

Mayor Alison Dennington spoke about preparing a speech to present during the Commission Report, but will forego speaking and instead give it to the Town Clerk.

**Commissioner Tim Reed seconded; Motion carried 5-0.**

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

##### **A. Technology Advisory Board – 3:36:05**

Technology Advisory Board Chairman Bruce Larson spoke about how they are working on all of their tasks. There are two new requests for new tasks. The first one is the audiovisual and communication capabilities in the Community Center and Town Hall, and the second is business processes for Town Hall, specifically the BS&A software.

Mayor Alison Dennington spoke about being in support.

**Commissioner Tim Reed made a motion that we have the Technology Advisory Board take on the two new tasks, one being the audiovisual system evaluation here, then the business process software BS&A software evaluation; Commissioner Anna Butler seconded;**

Vice Mayor Terry Cronin spoke about the audiovisual equipment is a great idea, but is confused about the second task. Asked for more information on that.

Town Manager Lisa Frazier spoke about how she requested the Board look at different municipal government operations for permitting, finance, HR, ext. to see what is most useful and cost-effective for the Town. Asked the Board to compare different software platforms.

**Motion carried 5-0.**

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

**15. Commission Reports**

**16. Task List**

**17. Adjournment**

**Commissioner Anna Butler made a motion to adjourn; Vice Mayor Terry Cronin seconded; Motion carried 5-0.**

Meeting adjourned at 10:11 PM.

**ATTEST:**

---

**Alison Dennington**  
**Mayor**

---

**Amber Brown, CMC**  
**Town Clerk**

## **Town Commission Meeting**

**Section:** **Consent Agenda**

**Meeting Date:** **January 21, 2026**

**From:** **Town Clerk Amber Brown**

**RE:** **Approval of the November 21, 2025 Special Town Commission  
Meeting minutes**

# Town of Melbourne Beach

## SPECIAL TOWN COMMISSION MEETING

November 21, 2025 at 2:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

## MINUTES

### Commission Members:

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

### Staff Members:

Interim Town Manager Lisa Frazier  
Town Attorney Ryan Knight  
Town Clerk Amber Brown

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

Mayor Alison Dennington called the meeting to order at 2:00 pm.

Recess 2:02 pm – 2:05 pm

### **2. Roll Call**

Deputy Town Clerk Cyd Cardwell conducted roll call

### Commission Members Present

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

### Staff Members Present

Town Attorney Ryan Knight  
Deputy Town Clerk Cyd Cardwell

### **3. Pledge of Allegiance, Moment of Silence, and the Civility Pledge**

Mayor Alison Dennington led the Pledge of Allegiance and read the Civility Pledge.

### **4. Public Comments**

### **5. New Business**

A. Candidate selection to move forward with interviews for the Town Manager position

Jim Dinneen of MGT conducted a presentation about the process to select the candidates recommended for interview. He spoke about the 79 applicants narrowed down to 8 and the 1 that dropped out. He interviewed the recommended candidates personally. He spoke about most municipalities interviewing between 3-5 candidates and how the recommended candidates are grouped into most qualified versus qualified.

Mayor Alison Dennington spoke about interviewing all 7, since there is a potential for more dropouts, and asked how often MGT sees candidates drop out of the process.

Jim Dinneen spoke about being very clear with candidates on salary and there not being room for salary negotiation. He also spoke about knowing which candidates have other job offers on the table. He spoke about 7 candidates being doable, but it is a very long day for the Commission, and he spoke on his process for the flow of the interviews.

Mayor Alison Dennington spoke about the public knowing that the Commission did its due diligence on interviewing candidates.

Commissioner Sherri Quarrie asked if all 7 interviews need to be conducted in one day.

Jim Dinneen recommended conducting them in one day for transparency, but the Commission wouldn't have to make decisions that day. They can also call candidates back for second interviews.

Vice Mayor Terry Cronin asked about the thought process for MGT passing over candidates who are currently employed as town or city managers elsewhere.

Jim Dinneen spoke about his ability to find out things that may not be on paper when he does his phone interviews.

Jim Dinneen spoke about speaking with the Commission and Town staff and having an idea of who would fit our culture.

Commissioner Anna Butler asked if the 4-3 split between very qualified and qualified is quantitative or more of an art.

Jim Dinneen replied yes and spoke more about his phone interview process.

Mayor Alison Dennington spoke about liking candidates with local municipal experience.

Commissioner Tim Reed asked for confirmation that the order in which the candidates are listed is not a ranking.

Jim Dinneen confirmed this.

Mayor Alison Dennington asked for all candidates who met the minimum requirements.

Jim Dinneen spoke about that being confusing and his confidence in the 7 recommended.

Commissioner Sherri Quarrie asked if relocation was offered.

Jim Dinneen replied that it could be part of the benefit package if the Town wants, but it's a bridge for them to cross later.

Jim Dinneen spoke about the types of questions he asks and what he looks for during his phone interviews.

The first candidate that Jim Dinneen presented was David Bridle.

The second candidate presented was Sherry Burroughs. Followed by a discussion.

The third candidate presented was Peggy Castano. Followed by a discussion.

The fourth candidate presented was Lisa Frazier. Followed by a discussion.

The fifth candidate presented was Chris Edwards. Followed by a discussion.

The sixth candidate presented was A. Marie Smith. Followed by a discussion.

The seventh candidate presented was Tim Thomas. Followed by a discussion.

Commissioner Tim Reed asked why the candidates' references were redacted.

Jim Dinneen explained that MGT does not share them for the sake of privacy, but that they are checked.

Mayor Alison Dennington asked how they are checked and if every single one is.

Jim Dinneen confirmed that the corporate office contacts some but not all, and that they did not receive a single negative reference for any of the chosen candidates.

Mayor Alison Dennington spoke about local candidates not being selected.

Jim Dinneen said the local candidates may meet the minimum requirements, but did not compare to the 7 presented for consideration.

Jim Dinneen spoke about going back out for more candidates if none of the 7 pan out, but that salary and Town controversy also affected interest.

Vice Mayor Terry Cronin suggested interviewing the best 4 first and going back to the well if they don't work out.

Mayor Alison Dennington had concerns that the other 3 may not be interested if they are not part of the first round of interviews. She also spoke about the process for creating the interview questions.

Commissioner Tim Reed spoke about focusing on selecting the applicants to interview.

Mayor Alison Dennington spoke about 7 candidates making for a long day of interviews, but maybe less so if they had questions prepared in advance.

Jim Dinneen spoke about the less qualified candidates not currently being employed, so they would probably be willing to be called to interview if the first round of candidates doesn't pan out.

Commissioner Sherri Quarrie asked Commissioner Tim Reed if he is comfortable interviewing the two candidates from the Interim Town Manager search.

Commissioner Tim Reed spoke about not bringing back the two that were interviewed for the Interim Town Manager position; he wants to interview candidates 1, 2, 6, and the current Interim Town Manager.

Vice Mayor Terry Cronin asked for clarification on which candidates by name Commissioner Tim Reed wants to interview.

Commissioner Tim Reed named Bridle, Burroughs, Smith, and Frazier.

Commissioner Anna Butler spoke about interviewing Interim Town Manager Lisa Frazier this round for fairness, even though she has already interviewed.

Commissioner Sherri Quarrie asked to add candidate 7, Tim Thomas, to the interviews.

Mayor Alison Dennington named candidates Bridle, Burroughs, Frazier, Smith, and Thomas as the ones she wants to interview.

Vice Mayor Terry Cronin asked the Commission for confirmation that Castano and Edwards would not be selected for interviews.

Commissioner Sherri Quarrie asked if Commissioner Tim Reed is against including candidate 7, Tim Thomas.

Commissioner Tim Reed was okay with adding Thomas to the interviews.

Jim Dinneen spoke about the process to bring in the candidates and how the Commission could provide the questions they want to ask.

Mayor Alison Dennington asked for confirmation that all Commissioners were OK with interviewing candidates Bridle, Burroughs, Frazier, Smith, and Thomas.

Commissioner Sherri Quarrie asked if candidates are expected to stay all day at the Town. Jim Dinneen confirmed yes, they should stay all day.

Mayor Alison Dennington mentioned some communities allowing a time for the public to speak with candidates.

Jim Dinneen replied that he has seen it done the night prior to interviews, so residents can provide comment cards to the Commission with data collected by Town staff.

Commissioner Anna Butler asked for confirmation that Jim Dinneen is able to be neutral with the current Interim Town Manager.

Jim Dinneen confirmed yes and mentioned that she is unable to participate in the overall candidate process.

**Commissioner Tim Reed made a motion to select the five candidates Bridle, Burroughs, Frazier, Smith, and Thomas; Commissioner Sherri Quarrie seconded;**

*Terry Wooldridge – Indian Harbour Beach – Spoke about his qualifications and applying at the recommendation of two executive employees, and MGT never called him. Spoke about being disappointed that he was not chosen for consideration or interview.*

*Dawn Barlow – 1710 Pine St. – Spoke about there being candidates who weren't deterred by not making the first round for Interim Town Manager hiring. She also spoke about which candidates she recommended for interviews.*

The Commission agreed to suspend the 3-minute public comment time limit since Dawn was part of the earlier candidate search discussions as the former Vice Mayor.

A discussion ensued regarding two of the recommended candidates.

**Motion carried 5-0.**

A discussion ensued regarding candidates not recommended by MGT.

Mayor Alison Dennington requested resumes for some of the candidates that MGT did not bring forward.

A discussion ensued about scheduling the interviews and the interview process.

## **6. Adjournment**

**Vice Mayor Terry Cronin moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.**

Meeting adjourned at 4:27 pm.

**ATTEST:**

---

Alison Dennington  
Mayor

---

Cyd Cardwell  
Deputy Town Clerk

## **Town Commission Meeting**

**Section:** **Consent Agenda**

**Meeting Date:** **January 21, 2026**

**From:** **Building Department**

**RE:** **Site Plan Approval for 1806 Pine St. – New Home**

### **Background Information:**

The Town received plans for a new home at 1806 Pine St.

### **Recommendation:**

Approve the site plan for 1806 Pine St.

### **Attachments:**

- Town Planner Letter
- Town Engineer Letter
- Development Application
- Project Narrative
- Warranty Deed
- BCPAO Property Details
- MelBeach Investments, LLC SunBiz Report
- Site Plans
- Survey of Existing
- Survey of Proposed
- Property Plat
- Stormwater Calculations Report
- Geotechnical Engineering Evaluation



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## Site Plan Review

Applicable Codes:

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

<b>Date:</b>	<b>January 6, 2026</b>
<b>Owner:</b>	<b>MelBeach Investments, LLC</b>
<b>Owner Address:</b>	<b>1806 Pine Street, Melbourne Beach, FL 32951</b>
<b>Site Address:</b>	<b>1806 Pine Street, Melbourne Beach, FL 32951</b>
<b>Parcel ID:</b>	<b>28-38-07-50-*-1</b>
<b>Zoning:</b>	<b>2RS</b>
<b>Proposed Project:</b>	<b>Demolition of existing single-family home and construction of new single-family home</b>
<b>References:</b>	<b>Town of Melbourne Beach Code of Ordinances:  7A-32 Single-Family Residential District  7A-51.1, Site Plan Approval For Single-Family Residential Districts</b>
<b>Request:</b>	<b>Site Plan Approval in Accordance with 7A-51.1</b>
<b>Staff Review:</b>	<b>The property lies in Zoning District 2RS</b>

- 1) Project is the demolition of the existing single-family home and construction of a new two-story single-family home with 4,238 AF under air, plus garage and porches totaling 6,766 SF.
- 2) The Building Lot Zoning District requirements of min. lot area, width and depth.  
Lot area is 20,766 sq. ft. (min. 11,250 sq. ft.)  
Lot width is +/- 90 ft. (min. 90 ft. measured from the front building line)  
Lot depth is +/- 170 ft. (min. 100 ft.)
- 3) Lot coverage has a maximum of 30% for principal structure.  
Lot coverage per plan is 25.8%  
Footprint of Primary Structure is 5,358 SF.  
Max allowed for Primary Structure is 6,229.8 sq. ft. for Lot Area of 20,766 sq. ft.  
Minimum pervious area per lot is 30%. Pervious area is 59.51.
- 4) Structure maximum height for zoning district is 28 ft.  
The proposed height provided is 27.67' from FFE.  
Flood Zone: X/AE-4 per survey

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

5) Zoning District Setback requirements:

Proposed Primary Structure Front Setback: 26.4' (min. 25').

Proposed Primary Structure Rear Setback: 28' 4" (min. 25')

Proposed Primary Structure West Side Setback: 15' 2" ft. (min. 15')

Proposed Primary Structure East Side Setback 15.3' ft. (min. 25')

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

7) On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

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

9) The applicant has provided a landscape plan that proposes preservation of seven (7) existing trees and installation of twenty (20) trees and palms including Royal Poincianas, Live Oaks, Montgomery Palms and Green Malayan Coconut Palms.

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

Corey W. O'Gorman  
Town Planner



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## 2003 Oak Street

IMPERVIOUS	PERVIOUS
Primary Structure	5,358
Pool & Deck	1,350
Driveway	1,500
Accessory Bldg	
Concrete areas	200
Total Paved Area	8,408
<hr/> Total Lot Area	20,766
	<hr/> Total Lot Area
	20,000
<hr/> <b>% IMPERVIOUS</b>	<b>40.49%</b>
	<hr/> <b>% PERVIOUS</b>
	<b>59.51%</b>

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



December 3, 2025

**Via E-mail**

Mr. Jeffrey Parsons  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, FL 32951  
E-mail address: [building@melbournebeachfl.org](mailto:building@melbournebeachfl.org)

**Re: Site Plan Review – 1806 Pine Street  
B.S.E. File #11440.100.38**

Dear Jeffrey:

We have reviewed the above-referenced plan and calculations (received by e-mail on December 2, 2025) and find that they meet the Town Code, we therefore recommend approval.

Due to recent occurrences, we request that the Engineer of Record review the as-built plans for compliance prior to the applicant requesting Town Engineer sign off. This will save time and expense for the applicant as well as the Town.

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  
11440.100.38.town.corr.25-s6061.dec



## 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. 12/01/25
- ✓ 4. Application deadlines are determined annually by the Boards and will be provided at the pre-application meeting.
- ✓ 5. All applicants must complete pages 1-3 and the section(s) as applicable to the request (refer to section II. below). All materials listed in the applicable sections must be provided, and fees paid.

### II. REQUEST:

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

### III. PROPERTY INFORMATION:

General Location: Harbor East Sec 1 Lot 10

Address: 1806 Pine Street, Melbourne Beach, FL 32951

Parcel Number(s): 28-38-07-50-\*-10

Area (in acreage): 0.47 Acres      Area (in square feet): 20,766.00 SF

Current Zoning: 2-RS      Proposed Zoning: 2-RS

Current Future Land Use: Single Family      Proposed Future Land Use: Single Family

Brief Description of Application: New Construction of Single-Family Residence

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): 12/01/25

**IV. APPLICANT INFORMATION:**

Property Owner

Name: MelBeach Investments, LLCPhone: 321-368-5428Address: 1806 Pine StreetFax: N/AMelbourne Beach, FL 32951Email: crunte@cgcfloida.com

Applicant (if other than property owner)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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

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

\_\_\_\_\_

Email: \_\_\_\_\_

**V. OWNER AUTHORIZATION:\***

The undersigned hereby affirms the following:

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

Signature: Corey RunteDate: 11/26/25Print Name: Corey RunteTitle: Manager

\*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me  
 this 21<sup>st</sup> day of NOVEMBER, 2025, by COREY RUNTE,  
 who is/are personally known to me, or who has/have produced \_\_\_\_\_  
 as identification.

Nicole A. Lewis  
Signature of Notary Public, State of Florida

VI. **APPLICANT CERTIFICATION:**\*

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

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

Signature: 

Date: 11/26/25

Print Name: Corey Runte

Title: Manager

\*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me  
this 26<sup>th</sup> day of November, 2025, by COREY RUNTE,  
who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

Nicole A. Lewis  
Signature of Notary Public, State of Florida



VII. **PROJECT DESCRIPTION:**

Describe Application: New Construction of 2-Story Single Family Residence, Demolition of Existing Dilapidated 1-Story Single Family Residence. New Residence is 4,238 SF.

Provide attachment if more space is needed.

Describe Existing Conditions: Existing Dilapidated 1-Story Single Family Residence.

Provide attachment if more space is needed.

### 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.

2025

## Town of Melbourne Beach

### Planning & Zoning, Commission

Application Deadline	P & Z Meeting Date	Town Commission Date
December 03, 2024	January 07, 2025	January 15, 2025
January 07, 2025	February 04, 2025	February 19, 2025
February 04, 2025	March 04, 2025	March 19, 2025
March 04, 2025	April 08, 2025	April 16, 2025
April 08, 2025	May 06, 2025	May 21, 2025
May 06, 2025	June 03, 2025	June 18, 2025
June 03, 2025	July 01, 2025	July 16, 2025
July 01, 2025	August 05, 2025	August 20, 2025
August 05, 2025	September 02, 2025	September 17, 2025
September 02, 2025	October 07, 2025	October 15, 2025
October 07, 2025	November 3, 2025	November 19, 2025
November 3, 2025	December 02, 2025	December 17, 2025
December 02, 2025	January 06, 2026	January 21, 2026



### Board of Adjustment Schedule

Application Deadline	Meeting Date
November 21, 2024	January 16, 2025
December 19, 2024	February 20, 2025
January 16, 2025	March 20, 2025
February 20, 2025	April 17, 2025
March 20, 2025	May 15, 2025
April 16, 2025	June 19, 2025
May 14, 2025	July 17, 2025
June 19, 2025	August 21, 2025
July 17, 2025	September 18, 2025
August 21, 2025	October 16, 2025
September 18, 2025	November 20, 2025
October 16, 2025	December 18, 2025
November 20, 2025	January 15, 2026



## **1806 PINE STREET RESIDENCE**

1806 Pine Street, Melbourne Beach, FL 32951



### **OWNER**

MelBeach Investments, LLC  
Corey Runte & Krista Runte

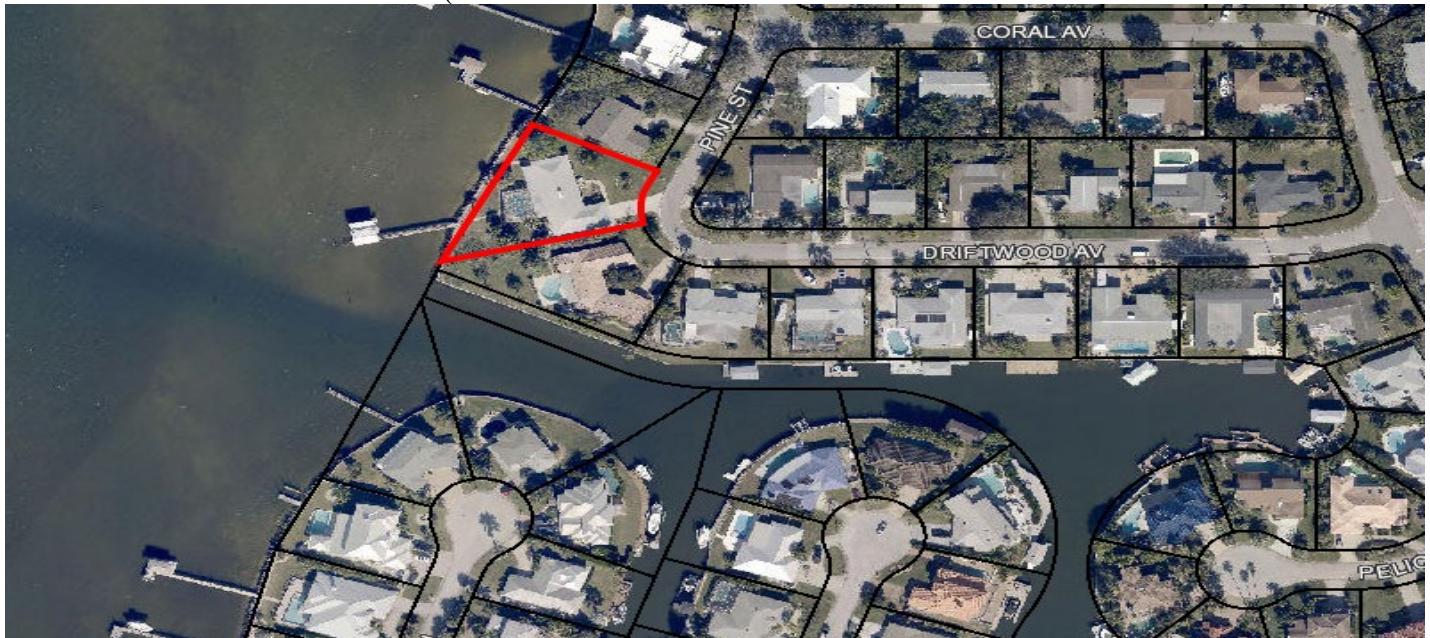
### **PROJECT INFORMATION**

1806 Pine Street, Melbourne Beach, FL 32951

Legal Description: LOT 10, HARBOR EAST SECTION ONE, ACCRODING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 90, PUBLIC RECORDSOF BREVARD COUNTY, FLORIDA

Parcel ID: 28-38-07-50-\*-10

Tax Account Number: 2847708 ( Per BCPAO





## **ARCHITECT**

Mitz Design Group, Inc.  
 Alex Mitz – President  
 587 West Eau Gallie Blvd. Suite 201 Melbourne FL. 32935  
[alex@mitzdesigngroup.com](mailto:alex@mitzdesigngroup.com)  
 321-745-8609

## **STRUCTURAL ENGINEER**

MK Structural Engineering, Inc.  
 Mike Kalajian – President  
 587 West Eau Gallie Blvd. Suite 200 Melbourne FL. 32935  
[mike@mkstructural.com](mailto:mike@mkstructural.com)  
 321-600-0672

## **SURVEYOR**

Kane Surveying, Inc.  
 Joel A. Seymour – President  
 505 Distribution Dr., Melbourne FL. 32904  
[kanesurveying@bellsouth.net](mailto:kanesurveying@bellsouth.net)  
 321-676-0427

## **GEOTECHNICAL ENGINEER**

KSM Engineering & Testing, Inc.  
 Julie Keller – President  
 11345 U. S. Highway 1, Sebastian, Florida 32958  
[julie@ksmengineering.net](mailto:julie@ksmengineering.net)  
 772-370-3545

## **PROJECT NARRATIVE**

The 1806 Pine Street Residence is a single-family, coastal contemporary, two-story home located in Melbourne Beach, FL.. The main living areas and Owner's Suite is located on the first floor. The guest bedrooms are located on the second floor. The residence has (1) connected 3-car garage. There is an existing sea wall, dock, and lift which shall be preserved. The exterior of the residence features stucco, Hardie siding, and a standing seam aluminum metal roof. The new residence replaces an existing single-story single-family residence built in the late 60s. The existing structure will be donated to the MB Fire Department for training purposes prior to demolition. Unfortunately, due to substantial long-term foundation deficiencies and recent flood damage that are not economically or structurally feasible to remediate, the existing residence must be demolished

### **General Location:**

Located on the west side of Pine Street, adjacent to the Indian River Lagoon, in Harbor East Sec1 Lot 10.

Legal Description: LOT 10, HARBOR EAST SECTION ONE, ACCRODING TO THE PLAT THEREOF,



AS RECORDED IN PLAT BOOK 17, PAGE 90, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

**General Lot Information:**

Area (in acreage): 0.47 Acres  
 Area (in square feet): 20,766.00

Setback Lines:

- Front: 25'-0"
- Sides: 15'-0"
- Rear: 25'-0"

Zoning Classification: 2-RS (Single-Family Residential)

Lot Dimensions: Irregular Shaped Lot (Please refer to Survey & Site Plan for Precise Lot Dimensions)

**General Project Information:**

Proposed Use: Single-Family Residential

Number of Stories: 2

Garage Spaces: 3

Crown of Road: 3.65'

Finish Floor Elevation (Existing): 5.23'

Finish Floor Elevation (Proposed): 6.0'

Building Height (Proposed): 35'0 (27.67' A.F.F)

Lot Coverage - Principal Building Footprint: 25.8% (5,358.00 SF / 20,766.00 SF)

Other Lot Coverage Calculations – See below (Per Sheet C-1)

**SITE DRAINAGE COVERAGE CALCULATIONS**

PROPOSED LOT COVERAGE	SF	ACRE	PERCENT
IMPERVIOUS:	10,032	0.23	44%
PERVIOUS:	12,587	0.29	56%
TOTAL GROSS AREA:	20,766	0.47	100%

**Area Tabulation:**

Per Architectural Drawings



FIRST FLOOR LIVING	3,230 SF
SECOND FLOOR LIVING	1,008 SF
TOTAL LIVING	4,238 SF
3 CAR GARAGE	860 SF
ENTRY	226 SF
REAR COVERED PORCH	912 SF
MASTER PORCH	130 SF
GRAND TOTAL	6,366 SF

### Landscaping Calculations:

Please refer to Sheet L-1 for the Landscape & Irrigation Plan provided by Trauger Consulting Engineers. Existing Trees are noted as well as annotated on the Survey. Unfortunately, there are very few existing trees, (specifically zero existing hardwood/canopy trees; i.e. Live Oak etc.), only palm trees and a Schefflera. We acknowledge and understand the importance of the landscape code and have provided a design that meets all criteria and requirements of the code. An Existing 2" Deep Artesian well shall be preserved & reused for irrigation along with code-required irrigation system featuring a New Hunter Irrigation Pump with Smart Programmable Digital Controls along with an automatic Rain Sensor.

## LANDSCAPING CALCULATIONS:

### Tree Requirement:

Plant One (1) Canopy Tree Per 2,000 SF of lot area. = 0.47 ACRES = 20766 SF = 10.4 TREES = 11 TREES

Existing Preserved Trees = 7 TREES = 2 CANOPY TREES + 2 EQUIVALENT CANOPY TREES

One (1) 24" Schefflera

One (1) 8" Fig Fruit Tree

Five (5) Existing Cabbage Palms = Equivalent to Two (2) Canopy Trees

Proposed Trees = 20 TREES = 4 CANOPY TREES + 3 EQUIVALENT CANOPY TREES

Two (2) Royal Poincianas

Two (2) Live Oaks

Three (3) Montgomery Palms = Equivalent to One (1) Canopy Trees

Thirteen (13) Green Malayan Coconut Palms = Equivalent To Three (2) Canopy Trees



Sincerely,

*Alex Mitz* – President, Mitz Design Group

*Mike Kalajian* – President, MK Structural Engineering, Inc.

*Corey Runte* – Owner, MelBeach Investments, LLC

*Erin Trauger* – Owner, Trauger Consulting Engineers

*Joel A. Seymour* – President, Kane Surveying, Inc.

*Julie Keller* – President, KSM Engineering & Testing, Inc.

**Pre App Date:** 12/01/25 (11:30AM) – COMPLETED

**Submission Date:** 12/02/25

Prepared by and return to:

**Dieguez & Stoller LLC**  
**1928 South Patrick Drive**  
**Indian Harbour Beach, FL 32937**  
**321-802-3589**

File Number: **Gunthorpe to Me**  
 Will Call No.:

[Space Above This Line For Recording Data]

## **Warranty Deed**

**This Warranty Deed** made this 24th day of **October, 2025** between **Sandra Diane Gunthorpe, a single woman, Individually and as Trustee, of the C.H. Gunthorpe and Lucy A. Gunthorpe Revocable Trust, dated the 27th day of July, 2018** whose post office address is **1806 Pine Street, Melbourne Beach, FL 32951**, grantor, and **Melbeach Investments, LLC, a Florida limited liability company**, whose post office address is **402 Riverview Lane, Melbourne Beach, FL 32951**, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

**Witnesseth**, that said grantor, for and in consideration of the sum of **TEN AND NO/100 DOLLARS (\$10.00)** and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in **Brevard County, Florida** to-wit:

**Lot 10, Harbor East Section One, according to the map or plat thereof as recorded in Plat Book 17,  
 Page 90, Public Records of Brevard County, Florida.**

**Subject to taxes for 2025 and subsequent years; covenants, conditions, restrictions, easements, reservations and limitations of record, if any.**

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

**And** the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **December 31, 2024**.

**In Witness Whereof**, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Paul A. Diesburg  
 Witness Name: Paul A. Diesburg  
 Witness Address: 1928 S. Patrick Dr.  
Indian Harbor  
Beach FL 32937

Sarah Svendsen  
 Witness Name: Sarah Svendsen  
 Witness Address: 1928 South Patrick DR.  
Indian Harbour Beach, FL 32951

Sandra Diane Gunthorpe  
 Sandra Diane Gunthorpe, Individually and as Successor  
 Trustee

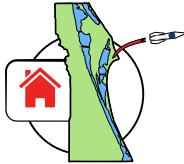
State of Florida  
 County of Brevard

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this  
23 day of October, 2025 by Sandra Diane Gunthorpe, Individually and as Successor Trustee of the C.H. Gunthorpe  
 and Lucy A. Gunthorpe Revocable Trust, dated the 27th day of July 2018, who  is personally known or  has produced a  
 driver's license as identification.

[Notary Seal]



Sarah Svendsen  
 Notary Public  
 Printed Name: Sarah Svendsen  
 My Commission Expires: 12/11/2026



**REAL PROPERTY DETAILS**  
Account 2847708 - Roll Year 2025

Owners	C H GUNTHORPE & LUCY A GUNTHORPE REVOCABLE TRUST
Mailing Address	1806 PINE ST MELBOURNE BEACH FL 32951
Site Address	1806 PINE ST MELBOURNE BEACH FL 32951
Parcel ID	28-38-07-50-*-10
Taxing District	34X0 - MELBOURNE BEACH
Exemptions	HEX1 - HOMESTEAD FIRST HEX2 - HOMESTEAD ADDITIONAL
Property Use	0110 - SINGLE FAMILY RESIDENCE
Total Acres	0.47
Site Code	0110 - RIVER FRONT
Plat Book/Page	0017/0090
Subdivision	HARBOR EAST SEC 1
Land Description	HARBOR EAST SEC 1 LOT 10



**VALUE SUMMARY**

Category	2025	2024	2023
Market Value	\$1,330,590	\$1,341,760	\$1,423,320
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$561,990	\$546,360	\$530,450
Assessed Value School	\$561,990	\$546,360	\$530,450
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$25,722	\$25,000	\$25,000
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$511,268	\$496,360	\$480,450
Taxable Value School	\$536,990	\$521,360	\$505,450

**SALES / TRANSFERS**

Date	Price	Type	Instrument
01/27/2023	--	DC	9717/0898
07/27/2018	--	WD	8227/0661
02/28/1989	--	QC	2984/0919
03/01/1969	\$11,500	--	1070/0821

**BUILDINGS**

**PROPERTY DATA CARD #1**

**Building Use:** 0110 - SINGLE FAMILY RESIDENCE

Materials		Details
Exterior Wall:	STUCCO	Year Built
Frame:	MASNRYCONC	Story Height
Roof:	ASPH/ASB SHNGL	Floors
Roof Structure:	HIP/GABLE	Residential Units
Sub-Areas		Commercial Units
Base Area (1st)	2,394	Extra Features
Garage	678	All Screen - 1 Story
Open Porch	66	Dock Roof - Metal
Total Base Area	2,394	Paving - Stone
Total Sub Area	3,138	Pool - Residential
		Fireplace
		Spa - Residential Attached
		Paving - Stone
		Screen Enclosure
		Dock

**2025 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT**

DOCUMENT# L21000188552

**Entity Name:** MELBEACH INVESTMENTS LLC**Current Principal Place of Business:**402 RIVERVIEW LANE  
MELBOURNE BEACH, FL 32951**FILED**  
**Feb 06, 2025**  
**Secretary of State**  
**6257345244CC**

52

**Current Mailing Address:**402 RIVERVIEW LANE  
MELBOURNE BEACH, FL 32951 US**FEI Number:** 86-3673763**Certificate of Status Desired:** No**Name and Address of Current Registered Agent:**RUNTE, COREY R.  
402 RIVERVIEW LANE  
MELBOURNE BEACH, FL 32951 US*The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.***SIGNATURE:** COREY R. RUNTE

02/06/2025

Electronic Signature of Registered Agent

Date

**Authorized Person(s) Detail :**

Title	MGR	Title	MGR
Name	RUNTE, COREY R	Name	RUNTE, KRISTA
Address	402 RIVERVIEW LANE	Address	402 RIVERVIEW LANE
City-State-Zip:	MELBOURNE BEACH FL 32951	City-State-Zip:	MELBOURNE BEACH FL 32951

*I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.***SIGNATURE:** COREY RUNTE

MANAGER

02/06/2025

Electronic Signature of Signing Authorized Person(s) Detail

Date

Custom Design For  
**RUNTE RESIDENCE**  
1806 PINE STREET MELBOURNE BEACH FL. 32951  
PLANS FOR PLANNING AND ZONING



## **FRONT ELEVATION**

## PROJECT SUMMARY

PROJECT NAME : RUNTE RESIDENCE  
PROJECT ADDRESS : 1806 PINE STREET  
EXISTING USE : SINGLE FAMILY RESIDENCE

CONTRACTOR: TBD

<u>APPLICABLE CODES</u>	
FLORIDA EXISTING BUILDING CODE:	FBC 2023 8TH EDITION
FLORIDA BUILDING CODE:	FBC 2023 8TH EDITION
MECHANICAL CODE :	2023
PLUMBING CODE :	2023
ELECTRICAL CODE :	NEC 2023
FIRE CODE :	FLORIDA FIRE PREVENTION CODE 2023
CONSTRUCTION TYPE	5B

CONSTRUCTION TYPE: 5B  
UTILITIES: CITY WATER/SEWER  
AUTHORITY / JURISDICTION: TOWN OF MELBOURNE BEACH

## SCHEDULE OF DRAWINGS

<u>SHEET</u>	<u>DESCRIPTION</u>
C1	COVER SHEET
A1	EXISTING FLOOR PLANS
A2	EXISTING ROOF PLAN
A3	EXISTING ELEVATIONS
A4	FIRST & SECOND FLOOR DEMO PLANS
A5	NEW FIRST FLOOR PLAN
A6	NEW SECOND FLOOR PLAN
A7	NEW ROOF PLAN
A8	NEW EXTERIOR ELEVATIONS
A9	NEW EXTERIOR ELEVATIONS
A10	BUILDING SECTIONS
A11	INTERIOR ELEVATIONS
E1	NEW FIRST & SECOND FLOOR ELEC. PLANS

## WALL LEGEND



## AREA TABULATION

FIRST FLOOR LIVING	3,230 SF
SECOND FLOOR LIVING	1,008 SF
TOTAL LIVING	4,238 SF
3 CAR GARAGE	860 SF
ENTRY	226 SF
REAR COVERED PORCH	912 SF
MASTER PORCH	130 SF
GRAND TOTAL	6,366 SF

RESIDENTIAL PLANNING & DESIGN  
◦ 587 WEST EAU GALLIE BLVD.  
◦ SUITE 201 MELBOURNE FL. 32935  
◦ 321-745-8609  
◦ ALEX@MITZDESIGNGROUP.COM  
◦ MITZDESIGNGROUP.COM

RESIDENTIAL PLANNING & DESIGN  
◦ 587 WEST EAU GALLIE BLVD.  
◦ SUITE 201 MELBOURNE FL. 32935  
◦ 321-745-8609  
◦ ALEX@MITZDESIGNGROUP.COM  
◦ MITZDESIGNGROUP.COM

<b>JOB. NO.</b>	<b>25-039</b>
<b>DESIGNED</b>	<b>AAM</b>
<b>DRAWN</b>	<b>AAM</b>
<b>CHECKED</b>	<b>AAM</b>
<b>SCALE</b>	<b>AS SHOWN</b>
<b>DATE</b>	<b>11.19.25</b>

## CUSTOM DESIGN F RUNTE RESIDENCE

ADDRESS:  
**1806 PINE STREET  
MELBOURNE BEACH FL. 32951**

**SHEET TITLE**

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

A1



# MITZ DESIGN GROUP

- 587 WEST EAU GALLIE BLVD◦
- SUITE 201 MELBOURNE FL. 32935◦
- 321-745-8609◦
- ALEX@MITZDESIGNGROUP.COM◦
- MITZDESIGNGROUP.COM◦

CURVE TABLE					
CURVE	LENGTH	RADIUS	DELTA	CHORD	CHORD BRG
$C1(P)$	51.65'	75.00'	$39^{\circ}27'28''$		
$C1(M)$	51.60'	75.00'	$39^{\circ}25'15''$	50.59'	$S05^{\circ}54'56''W$
$C2(P)$	99.54'	75.00'	$76^{\circ}02'35''$		
$C2(M)$	99.55'	75.00'	$76^{\circ}02'54''$	92.40'	$S52^{\circ}17'30''E$

LOT

JOB. NO.	25-039
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	11.19.25

REVISIONS	BY	DATE

CUSTOM DESIGN FOR  
**RUNTE  
RESIDENCE**

---

# **SHEET TITLE**

---

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

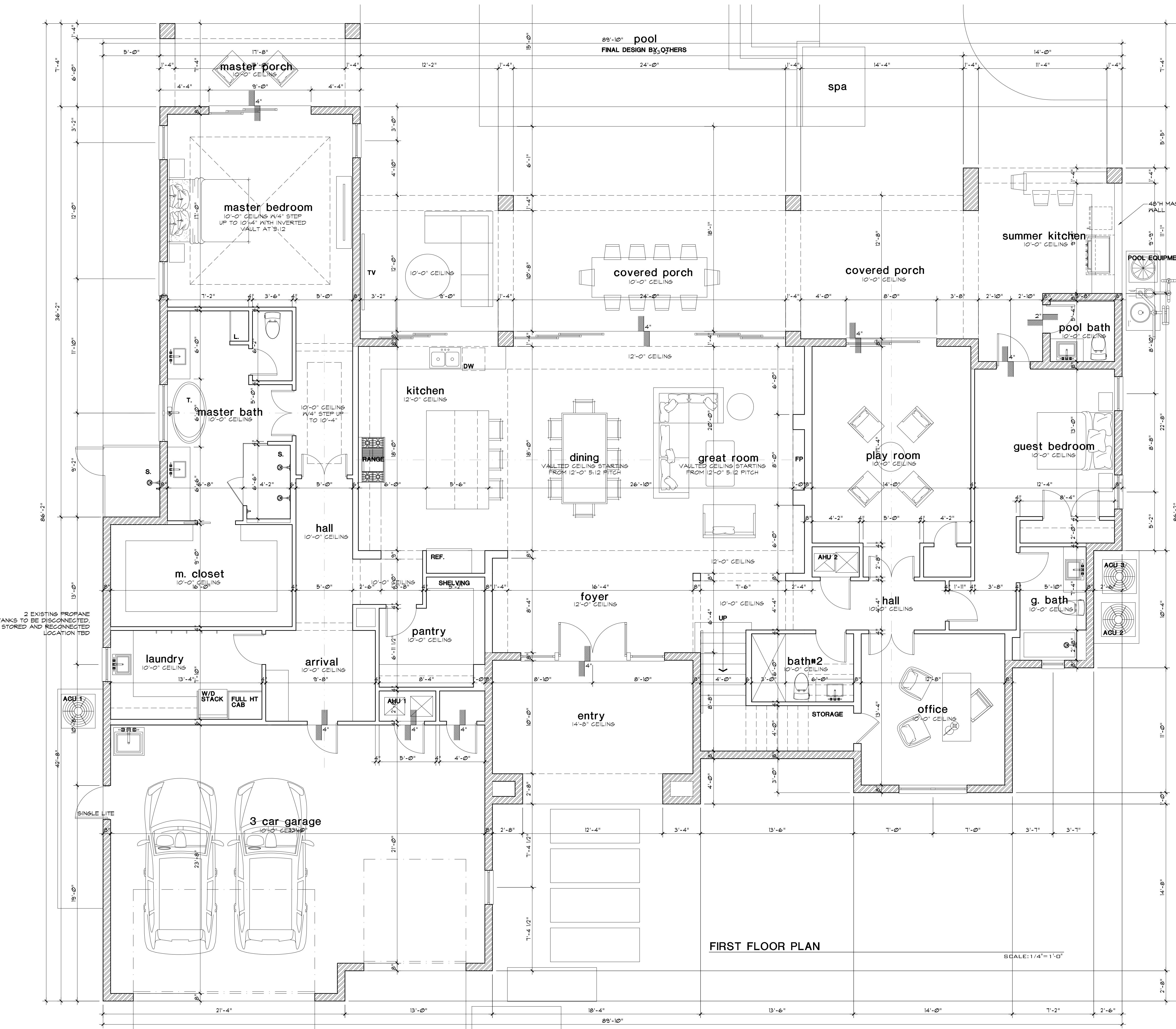
## ALEX MITZ, PRESIDENT DESIGNER

A2

LO<sup>1</sup>

THE SAFE UPLAND LINE SHOWN HEREON IS BASED ON A VALUE FURNISHED BY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION. THIS VALUE (-0.3 FEET 1988 NAVD) IS CONSIDERED AT OR ABOVE THE ORDINARY HIGH WATER LINE. ACTIVITIES LANDWARD OF A CONTOUR LINE ALONG THE NATURAL SHORE AT THIS ELEVATION ARE THEREFORE ABOVE THE ORDINARY HIGH WATER LINE AT THE SUBJECT LOCATION.



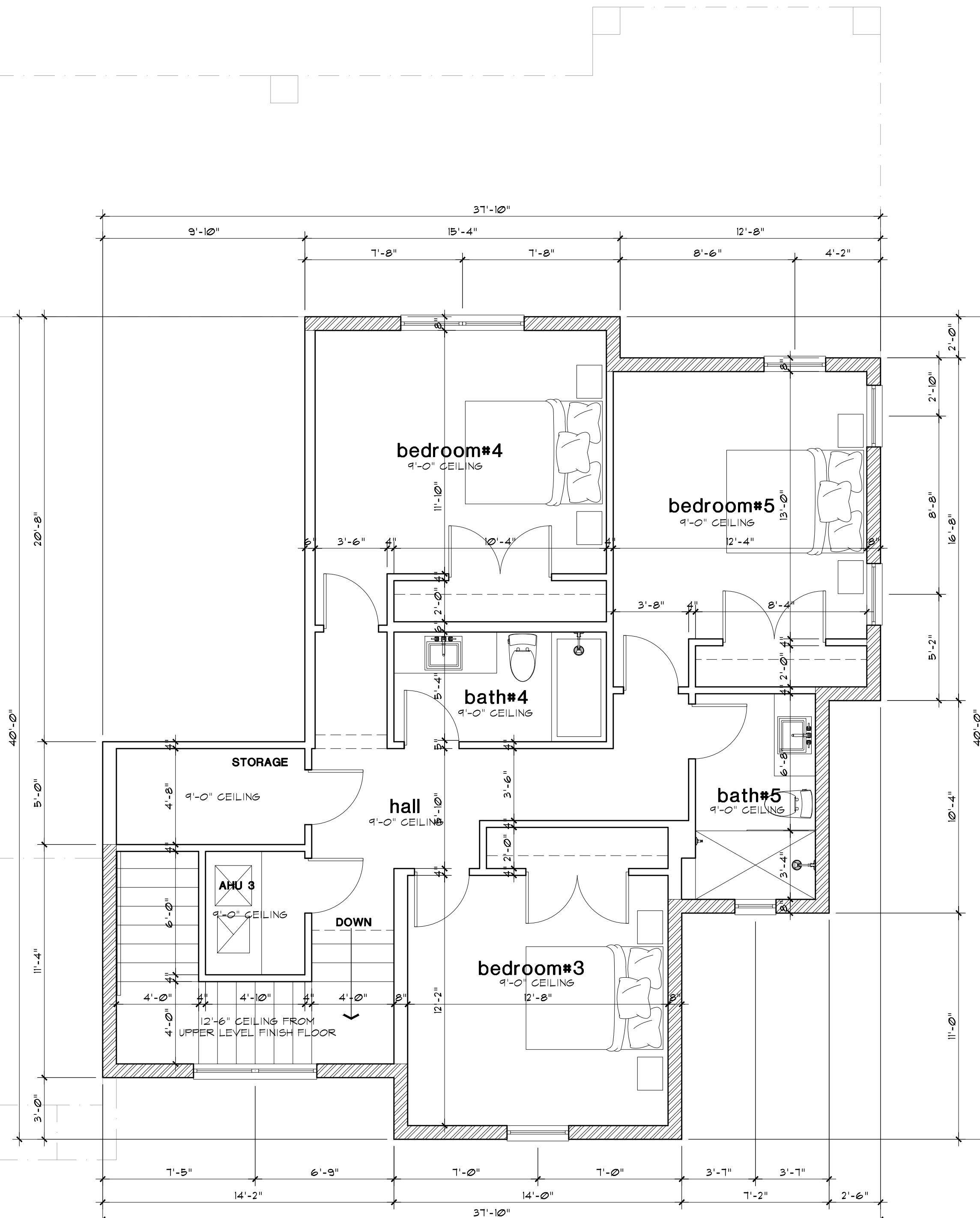


CUSTOM DESIGN FOR  
**RUNTE  
RESIDENCE**

 ADDRESS:  
 1806 PINE STREET  
 MELBOURNE BEACH FL. 32951

 SHEET TITLE  
 SECOND FLOOR PLAN

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PROHIBITED. OWNERSHIP WILL BE TRANSFERRED TO MITZ DESIGN GROUP UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.



SECOND FLOOR PLAN

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

## WALL LEGEND

	NEW 4'-6" OR 8' FRAME WALL
	NEW 8' MASONRY PARTITION

## AREA TABULATION

FIRST FLOOR LIVING	3,230 SF
SECOND FLOOR LIVING	1,008 SF
<b>TOTAL LIVING</b>	<b>4,238 SF</b>
3 CAR GARAGE	860 SF
ENTRY	226 SF
REAR COVERED PORCH	912 SF
MASTER PORCH	130 SF
<b>GRAND TOTAL</b>	<b>6,366 SF</b>

A4

REVISIONS	BY	DATE

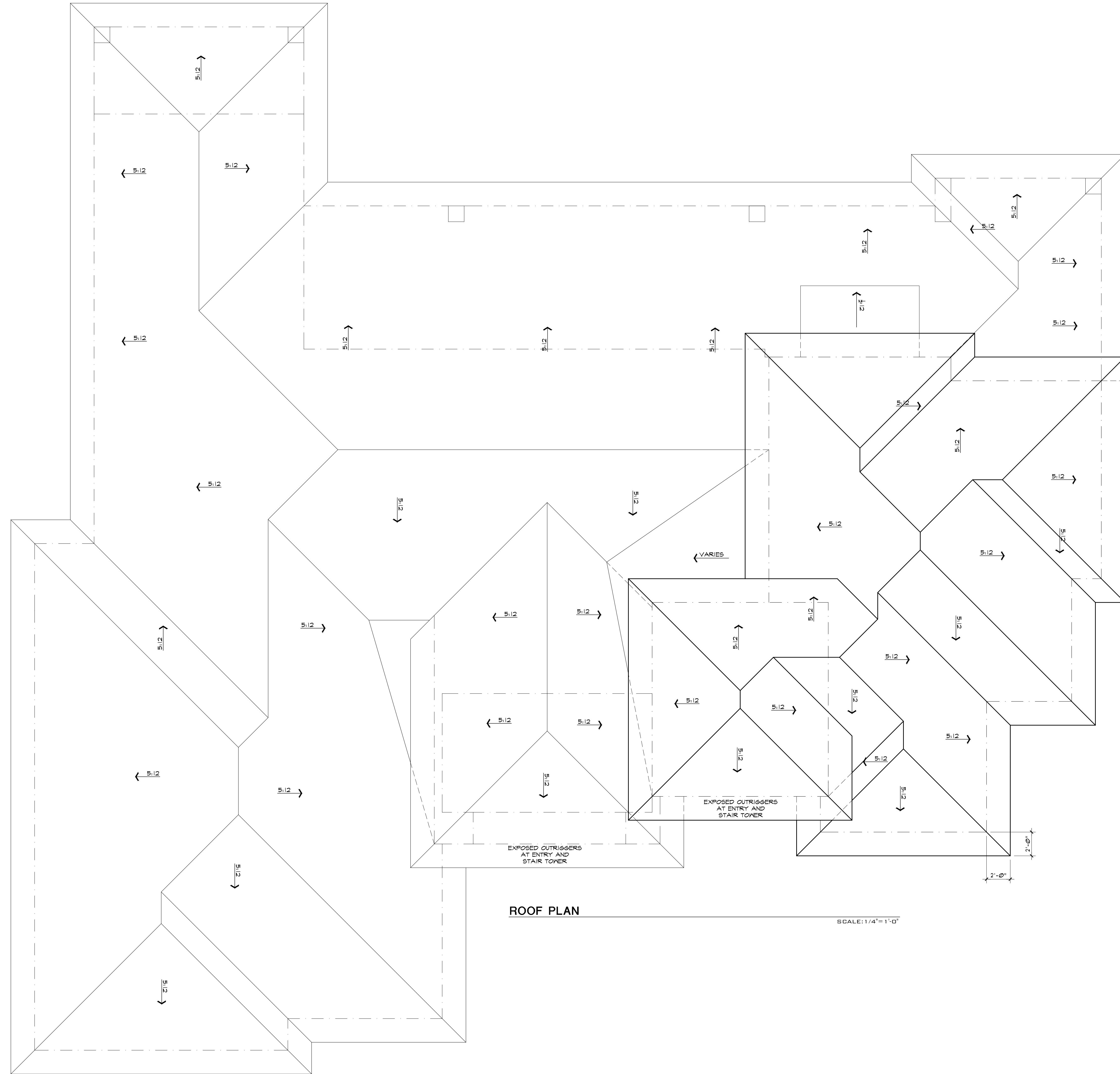
CUSTOM DESIGN FOR  
**RUNTE**  
**RESIDENCE**  
 ADDRESS:  
 1806 PINE STREET  
 MELBOURNE BEACH FL. 32951

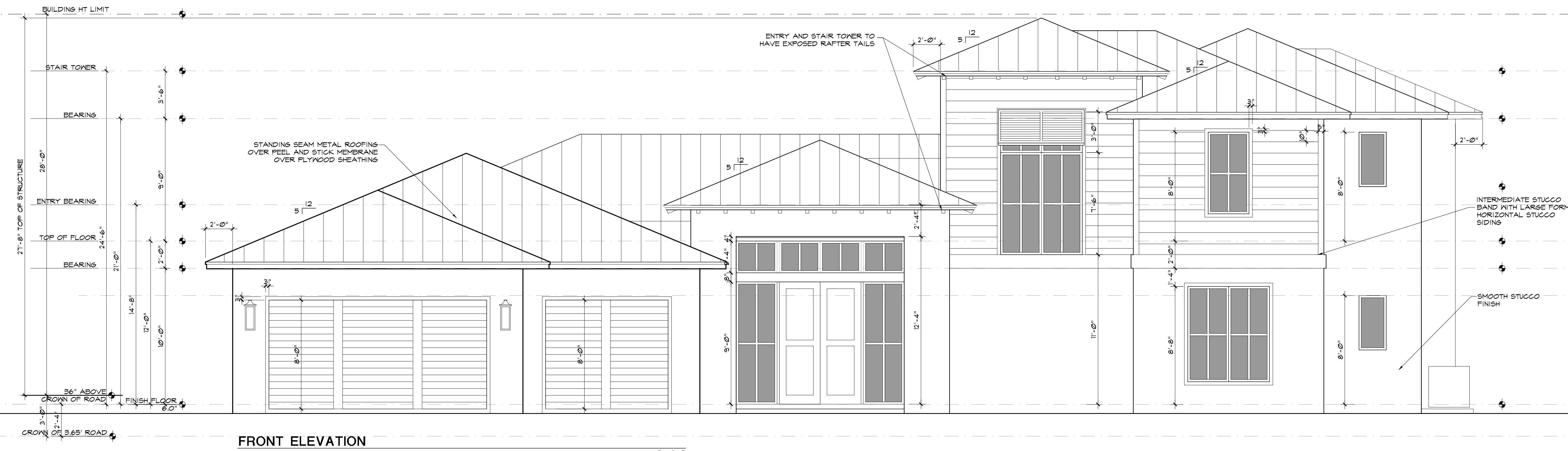
SHEET TITLE  
 ROOF PLAN

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PROHIBITED. PERMIT OR OTHER WARRANTIES CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

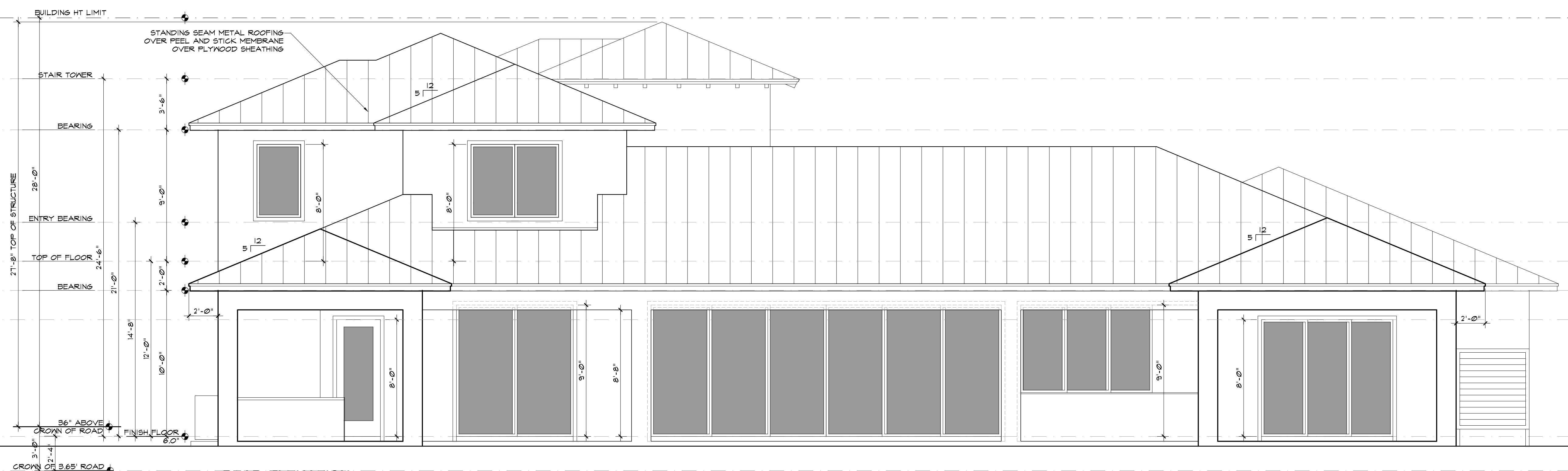
A5





FRONT ELEVATION

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



REAR ELEVATION

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



# MITZ DESIGN GROUP

RESIDENTIAL PLANNING & DESIGN  
◦ 587 WEST EAU GALLIE BLVD.  
◦ SUITE 201 MELBOURNE FL. 32935.  
◦ 321-745-8609.  
◦ ALEX@MITZDESIGNGROUP.COM.  
◦ MITZDESIGNGROUP.COM.

<b>JOB. NO.</b>	<b>25-039</b>
<b>DESIGNED</b>	<b>AAM</b>
<b>DRAWN</b>	<b>AAM</b>
<b>CHECKED</b>	<b>AAM</b>
<b>SCALE</b>	<b>AS SHOWN</b>
<b>DATE</b>	<b>11.19.25</b>

# CUSTOM DESIGN FOR **RUNTE RESIDENCE**

ADDRESS:  
1806 PINE STREET  
MELBOURNE BEACH FL 32951

## **SHEET TITLE**

---

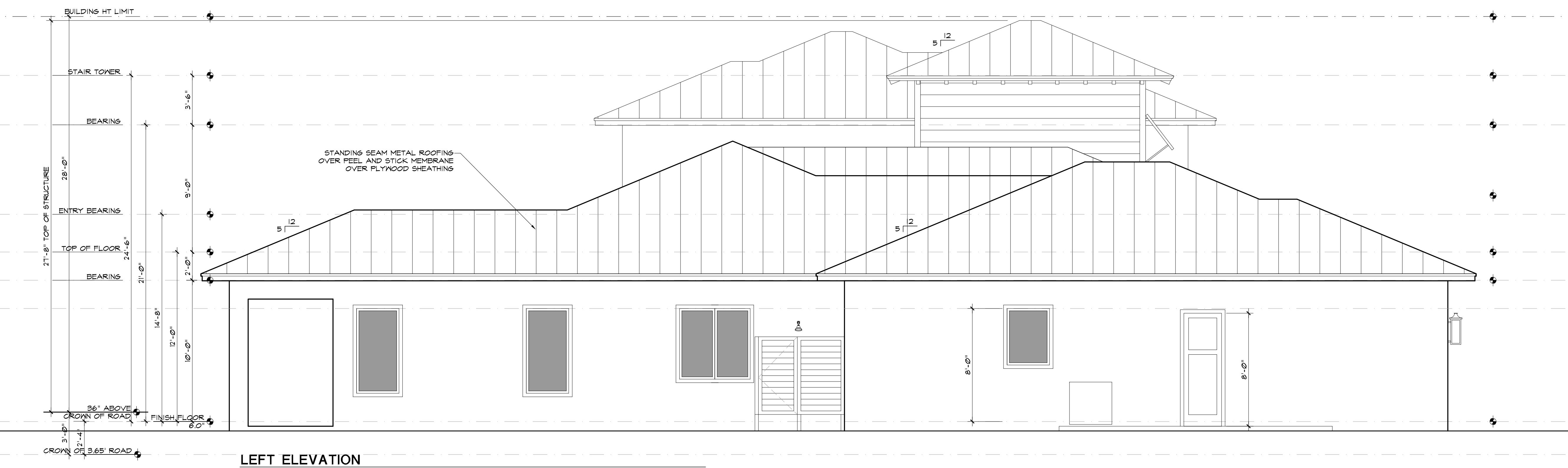
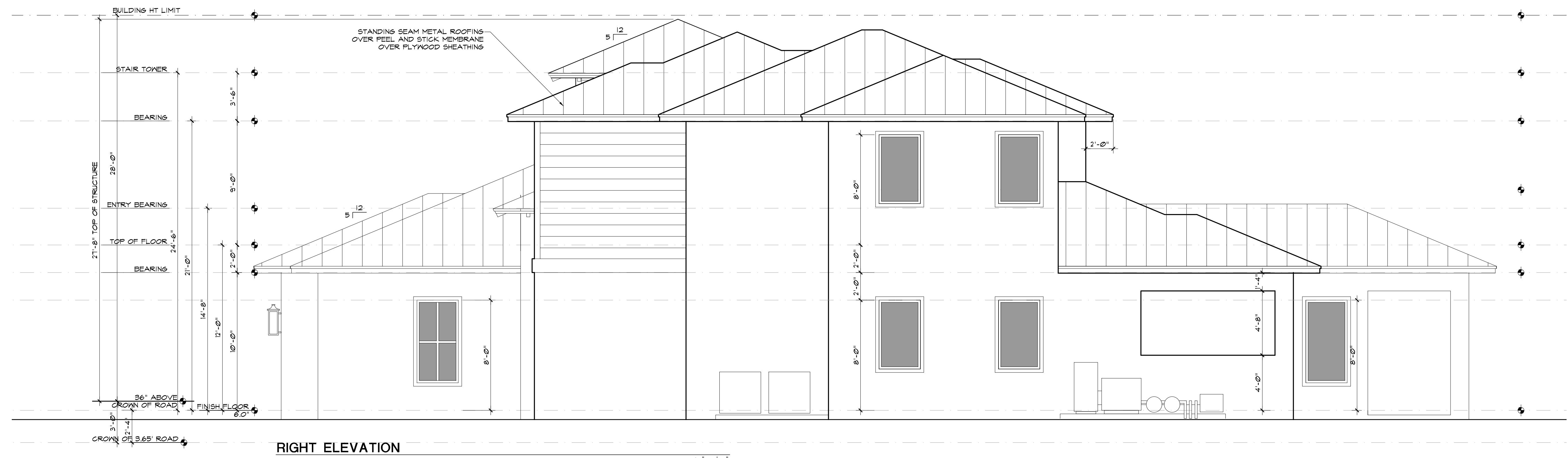
## **EXTERIOR ELEVATIONS**

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

A7

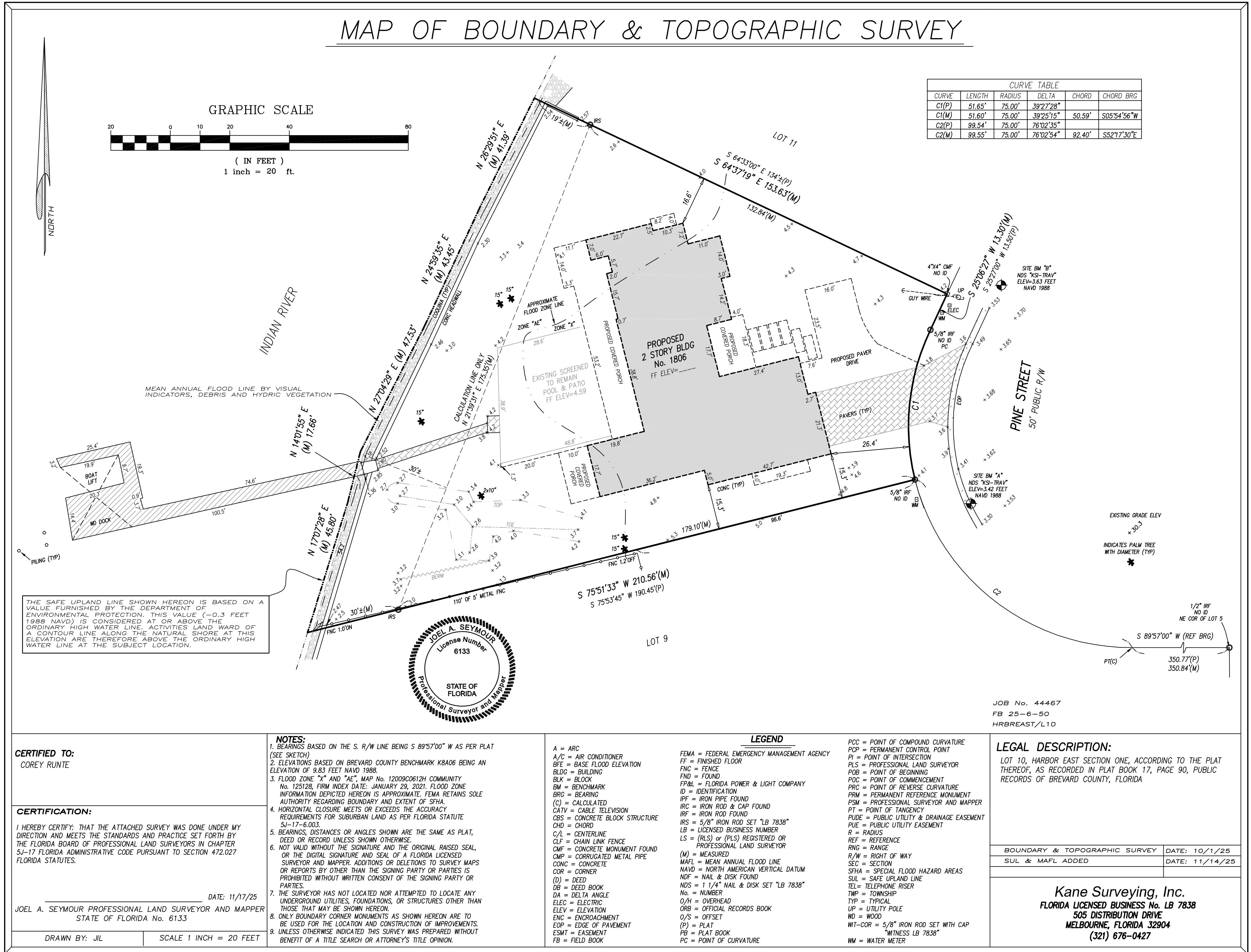
SHEET 7











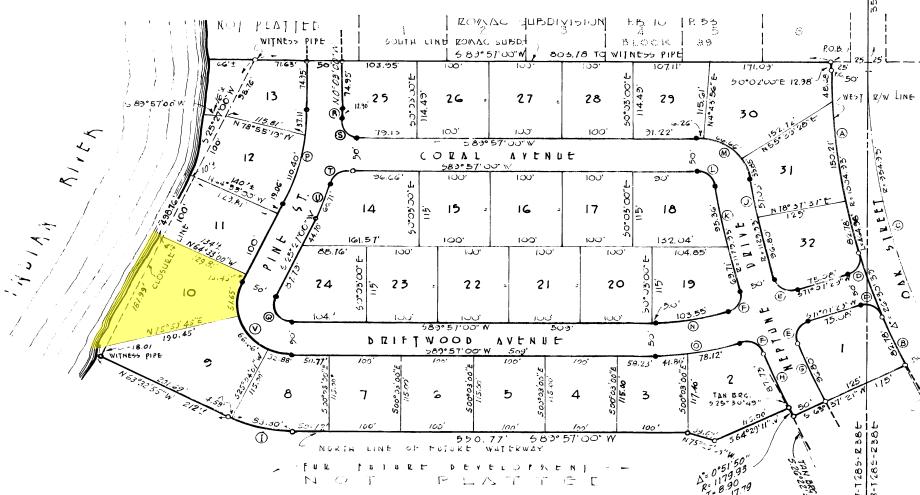
# HARBOR EAST

## SECTION ONE

### Aelbourne Beach, Brevard County Florida

A SUBDIVISION OF A PART OF SECTION 7 AND SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLA.

BEGIN AT A POINT ON THE SOUTH LINE OF ROMAC SUBDIVISION ACCORDING TO THE PLAT THEREOF IN PLAT BOOK 10, PAGE 55 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, SAID POINT BEING 25 FT WESTERLY OF THE SOUTHEAST COR. OF BLK 39, SAID ROMAC SUBDIVISION, FOR THE FIRST CALL OF THE LANDS HEREIN DESCRIBED RUN 589' 57" 00' W ALONG THE SAID SOUTH LINE OF ROMAC SUBDIVISION, AND FROM PROJECTION THEREOF A DIST. OF 66' FT, MORE OR LESS, TO THE EASTERLY MEAN HIGH WATER LINE OF THE INDIAN RIVER, A WITNESS PIPE AT A DIST. OF 605.76 FT; RETURN THENCE TO THE POINT OF BEGINNING AND RUN THENCE 5' 00" 02' 00" ALONG THE WESTERLY RIGHT-OF-WAY LINE OF OAK STREET 12.98 FT TO THE P.C. OF A RIGHT-OF-WAY CURVE CONCAVE TO THE N.E. HAVING A RADIUS OF 1004.93 FT AND A CENTRAL ANGLE OF 26° 30' 59"; THENCE ALONG THE ARC OF SAID CURVE 464.98 FT TO A POINT, THENCE FROM A TANGENT B.R.C. OF 5' 26" 22' 39" E RUN 5' 69" 37' 21" W A DIST. OF 175 FT TO A POINT ON A CURVE CONCAVE TO THE N.E. HAVING A RADIUS OF 119.93 FT AND A CENTRAL ANGLE OF 0° 31' 50"; THENCE FROM A TANGENT B.R.C. OF 5' 26" 22' 39" E RUN 5' 69" 37' 21" W A DIST. OF 115.00 FT; THENCE N 79° 25' 39" W A DIST. OF 39.67 FT; THENCE 589' 57" 00' A DIST. OF 550.77 FT TO THE P.C. OF A CURVE CONCAVE TO THE N.E. HAVING A RADIUS OF 100.00 FT AND A CENTRAL ANGLE OF 26° 30' 05"; THENCE 87.88 FT ALONG THE ARC OF SAID CURVE; THENCE N 79° 32' 55" W A DIST. OF 212 FT, MORE OR LESS, TO THE SAID EASTERLY MEAN HIGH WATER LINE OF THE INDIAN RIVER PASSING OVER A WITNESS PIPE AT A DIST. OF 201.60 FT; SAID WITNESS PIPE BEING 5' 25" 27' 00" W A DIST. OF 498.76 FT FROM THE WITNESS OF THE FIRST CALL AFORESAID; THENCE NORTHERLY ALONG THE SAID EASTERLY MEAN HIGH WATER LINE OF THE INDIAN RIVER TO CLOSE ON THE FIRST CALL AFORESAID.



CURVE DATA					
MARK	Δ <sup>o</sup>	T	L.A.	L.C.	
A	16° 03' 34"	1004.93'	141.77'	281.67'	280.75'
B	1° 43' 11"	1004.93'	41.41'	82.78'	82.75'
C	26° 30' 59"	594.35'	224.50'	441.85'	437.65'
D	87° 32' 55"	224.50'	28.81'	50.00'	54.49'
E	92° 35' 57"	26.03'	26.16'	40.49'	56.85'
F	87° 37' 18"	26.03'	23.26'	38.92'	34.61'
G	47° 54' 51"	112.93'	48.43'	96.80'	96.77'
H	5° 07' 26"	1179.93'	59.80'	109.50'	105.48'
I	26° 30' 05"	150.00'	44.74'	87.88'	87.10'
J	7° 46' 01"	1123.93'	77.05'	153.85'	153.71'
K	8° 00' 05"	1173.93'	82.67'	165.07'	164.94'
L	81° 34' 07"	25.00'	21.57'	35.59'	52.66'
M	81° 34' 07"	75.00'	64.70'	106.77'	37.98'
N	18° 49' 51"	315.16'	52.25'	103.55'	103.05'
O	18° 49' 51"	365.16'	60.55'	119.38'	119.44'
P	2° 50' 00"	331.45'	75.60'	147.51'	146.30'
Q	115° 20' 00"	25.00'	39.62'	504.00'	42.29'
R	1° 56' 15"	341.45'	64.45'	12.30'	
S	92° 12' 15"	25.00'	25.91'	40.16'	35.98'
T	78° 37' 08"	25.00'	18.71'	32.10'	29.36'
U	3° 07' 05"	381.45'	30.42'	60.71'	60.65'
V	115° 20' 00"	75.00'	118.87'	151.19'	126.86'

GENERAL NOTES:  
1. OPEN CIRCLE DENOTES PERMANENT REFERENCE MONUMENTS. (CLOSED CIRCLE DENOTES INTERIOR MON.)  
2. A 75 FT PUBLIC UTILITIES AND DRAINAGE EASEMENT IS RESERVED ALONG THE ROAD OF ALL LOTS (EXCEPT THOSE LOTS ON THE RIVER AND ON OAK ST.)  
3. ALL LOTS WITH CURVED FRONT LINES HAVE A MINIMUM BLDG. SET-BACK OF 30 FT.  
4. BLDGS. SHOWN ARE BASED ON THE EAST LINE OF SEC 7 BEING N 0° 02' 00" W AND DO NOT REFER TO TRUE MERIDIAN.  
5. ALL DIST. SHOWN ON CURVED LINES REFER TO ARC DIMENSIONS.

OUTLAW, TUCKER & ASSOCIATES, INC.  
CONSULTING ENGINEERS  
EAU GALLIE, FLORIDA

62-161 A.M.S.

PLAT BOOK 17  
AND PAGE 90

311514

DEDICATION

KNOW ALL MEN BY THESE PRESENTS, That the Corporation named below, being the owner in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates said lands and plat for the uses and purposes herein expressed and dedicates the Streets, alleys, thoroughfares, parks, canals and drainage easements shown herein to the perpetual use of the public, and  
IN WITNESS WHEREOF, has caused these presents to be signed and attested to by the officers named below and its corporate seal to be affixed hereto on Oct 21, 1962  
ALL FLORIDA DEVELOPERS INC.  
By Martin J. McGuire  
President

Attest:  
Veronica in McGuire  
SECRETARY

Signed and sealed in the presence of:  
Robert Moller  
C. M. L. L.

Frederick D. Lammel  
H. W. Hudson

STATE OF FLORIDA COUNTY OF BREVARD  
THIS IS TO CERTIFY, That on November 12, 1962 before me, an officer duly authorized to take acknowledgments in the State and County aforesaid, personally appeared Martin J. McGuire and Veronica in McGuire, and respectively President and Secretary of the above-named corporation incorporated under the laws of the State of Florida, to me known to be the individuals and officers described in and who executed the foregoing Dedication and attested to the execution thereof to be their free act and deed as such officers, the same duly authorized; that the seal of said corporation is duly affixed thereto; and that the said Dedication is the act and deed of said corporation.  
IN WITNESS WHEREOF, I have hereunto set my hand & my hand and seal on the above date.

NOTARY PUBLIC

My Commission Expires

SEAL

CERTIFICATE OF SURVEYOR

KNOW ALL MEN BY THESE PRESENTS, That the undersigned, being a licensed and registered land surveyor, does hereby certify that on November 12, 1962, he completed the survey of the lands as shown in the foregoing plat, that said plat is a correct representation of the lands therein described and that the permanent reference monuments have been placed as shown in the survey required by Chapter 177, Florida Statutes; and that said land is located in Brevard County, Florida. Dated March 28, 1963  
Richard H. Mann Registration No. 1854.

CERTIFICATE OF APPROVAL  
BY MUNICIPALITY

THIS IS TO CERTIFY, That on October 23, 1962 the  
Town of Melbourne Beach, Brevard  
County, Florida approved the foregoing plat.

Joe C. Cade  
MAYOR

ATTEST:  
Shirley J. McElroy  
CITY CLERK

CERTIFICATE OF APPROVAL BY BOARD  
OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY, That on the  
foregoing plat was approved by the Board of County Commissioners of Brevard County, Florida.

Attest:

Chairman of the Board  
Clerk of the Board  
Approved  
County Engineer

CERTIFICATE OF APPROVAL  
BY ZONING COMMISSION

THIS IS TO CERTIFY, That on October 22, 1962 the  
Zoning Commission of the above Municipality approved the foregoing  
plat.

Ed. H. Cade  
Zoning Director

CERTIFICATE OF CLERK

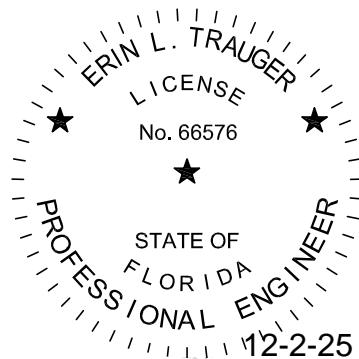
I HEREBY CERTIFY, That I have examined the foregoing plat and find that it complies in form with all the requirements of Chapter 177, Florida Statutes, and was filed for record on APRIL 3 1963  
at 1:30 P.M. File No. 311514  
Teresa R. Brown  
Clerk of the Circuit Court  
in and for Brevard County, Fla.



# STORMWATER CALCULATIONS

SUBMITTED TO:  
Town of Melbourne Beach

REVISION DATE: 12-2-25



---

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

1806 Pine Street  
Residence

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

## ***I. Introduction***

The goal of this report is to detail requirements of compliance of the stormwater treatment system for the proposed improvements. The proposed single family residence improvements include a new single-family house located at 1806 Pine Street in the Town of Melbourne Beach, Florida. The Brevard County Property Appraiser Aerial and Details have been included for reference.

## ***II. Existing Conditions***

There is currently a house on this lot but there is no existing stormwater treatment. Much of the lot drains toward the east directly to the river with the remainder of the lot drainage to Third Avenue that ultimately discharges directly to the river.

## ***III. Proposed Conditions***

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

## ***IV. Required Stormwater Calculations***

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

- 8" of runoff from a 10-yr/24 hour storm event was evaluated for the 0.47 acre drainage basin at 1806 Pine Street (including the proposed improvements) using HydroCAD and zero discharge is proposed from the storm collection ponds for this storm event.
- 25-Canaveral-Palm Beach-Urban land Complex and 72-Welaka sand has been determined to be the soils mapped according to the Soils Survey Map of Brevard County which is reflect in the weighted average CN value using A soil values for grass.

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

Boring#	Natural Ground	Existing Ground Water Elevation	Estimated Wet Season Ground Water Table
HA-1	4.0	0.6	1.5

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

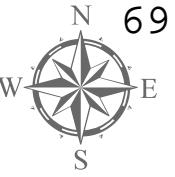
#### **V. Summary**

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

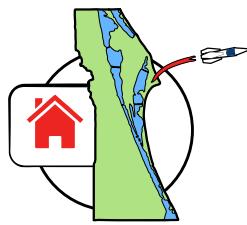
## LOCATION INFORMATION



0 15 30 1:500 60 ft  
0 4.75 9.5 19 m



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.



## Dana Blickley, CFA, Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

(321) 264-6700

[www.bcpao.us](http://www.bcpao.us)

[Disclaimer](#)

### REAL PROPERTY DETAILS

Account 2847708 - Roll Year 2025

Owners	C H GUNTHORPE & LUCY A GUNTHORPE REVOCABLE TRUST
Mailing Address	1806 PINE ST MELBOURNE BEACH FL 32951
Site Address	1806 PINE ST MELBOURNE BEACH FL 32951
Parcel ID	28-38-07-50-*-10
Taxing District	34X0 - MELBOURNE BEACH
Exemptions	HEX1 - HOMESTEAD FIRST HEX2 - HOMESTEAD ADDITIONAL
Property Use	0110 - SINGLE FAMILY RESIDENCE
Total Acres	0.47
Site Code	0110 - RIVER FRONT
Plat Book/Page	0017/0090
Subdivision	HARBOR EAST SEC 1
Land Description	HARBOR EAST SEC 1 LOT 10



### VALUE SUMMARY

Category	2025	2024	2023
Market Value	\$1,330,590	\$1,341,760	\$1,423,320
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$561,990	\$546,360	\$530,450
Assessed Value School	\$561,990	\$546,360	\$530,450
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$25,722	\$25,000	\$25,000
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$511,268	\$496,360	\$480,450
Taxable Value School	\$536,990	\$521,360	\$505,450

### SALES / TRANSFERS

Date	Price	Type	Instrument
01/27/2023	--	DC	9717/0898
07/27/2018	--	WD	8227/0661
02/28/1989	--	QC	2984/0919
03/01/1969	\$11,500	--	1070/0821

### BUILDINGS

#### PROPERTY DATA CARD #1

**Building Use:** 0110 - SINGLE FAMILY RESIDENCE

Materials	Details
Exterior Wall:	STUCCO
Frame:	MASNRYCONC
Roof:	ASPH/ASB SHNGL
Roof Structure:	HIP/GABLE
Year Built	1969
Story Height	8
Floors	1
Residential Units	1
Commercial Units	0
Sub-Areas	Extra Features
Base Area (1st)	Spa - Residential Attached
Garage	1
Open Porch	Paving - Stone
Total Base Area	702
Total Sub Area	All Screen - 1 Story
	1,235
	Pool - Residential
	1
	Fireplace
	1
	Dock Roof - Metal
	725
	Screen Enclosure
	756
	Paving - Stone
	60
	Dock
	946

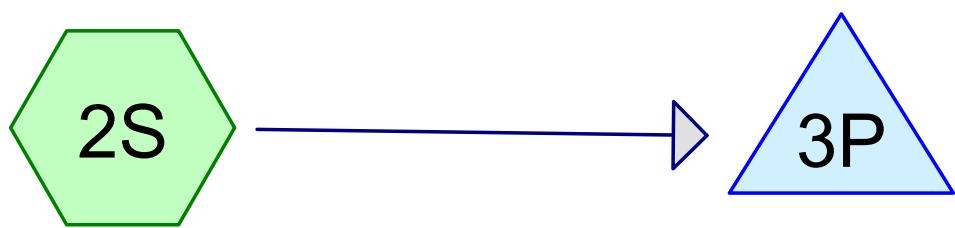
## DATA AND CALCULATIONS

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

Cover Type	Area (acres)	CN Value
Impervious	8708.00	98
Pervious	12058.00	39
Total Area	20766.00	64

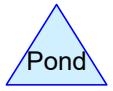
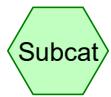
**Stage/Storage Volume of Dry Retention Pond:**

Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)	Volume (Cu. Ft.)	Sum. Volume (Cu. Ft.)
4.50	4,015		1,965	1,965
3.80	1,600	2,808	0	0



Runte Lot

Dry Retention Pond



**Routing Diagram for Runte on Pine**

Prepared by Trauger Consulting Engineers, Inc. Printed 12/1/2025  
HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

**Runte on Pine**

Prepared by Trauger Consulting Engineers, In  
HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

Printed 12/1/2025  
Page 2

**Area Listing (all nodes)**

Area (acres)	CN	Description (subcatchment-numbers)
0.277	39	>75% Grass cover, Good, HSG A (2S)
0.200	98	Roofs, HSG A (2S)
<b>0.477</b>	<b>64</b>	<b>TOTAL AREA</b>

**Runte on Pine**

Prepared by Trauger Consulting Engineers, In  
HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

Printed 12/1/2025  
Page 3

**Soil Listing (all nodes)**

Area (acres)	Soil Group	Subcatchment Numbers
0.477	HSG A	2S
0.000	HSG B	
0.000	HSG C	
0.000	HSG D	
0.000	Other	
<b>0.477</b>		<b>TOTAL AREA</b>

**Runte on Pine**

Prepared by Trauger Consulting Engineers, In  
HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

Printed 12/1/2025  
Page 4

**Ground Covers (all nodes)**

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.277	0.000	0.000	0.000	0.000	0.277	>75% Grass cover, Good	2S
0.200	0.000	0.000	0.000	0.000	0.200	Roofs	2S
<b>0.477</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.477</b>	<b>TOTAL AREA</b>	

**Runte on Pine**

Prepared by Trauger Consulting Engineers, In

HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

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

Printed 12/1/2025

Page 5

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

**Subcatchment 2S: Runte Lot**

Runoff Area=20,766 sf 41.93% Impervious Runoff Depth=3.78"  
Tc=10.0 min CN=64 Runoff=1.14 cfs 0.150 af

**Pond 3P: Dry Retention Pond**

Peak Elev=4.22' Storage=921 cf Inflow=1.14 cfs 0.150 af  
Outflow=0.67 cfs 0.150 af

**Total Runoff Area = 0.477 ac Runoff Volume = 0.150 af Average Runoff Depth = 3.78"  
58.07% Pervious = 0.277 ac 41.93% Impervious = 0.200 ac**

**Runte on Pine**

Prepared by Trauger Consulting Engineers, In

HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

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

Printed 12/1/2025

Page 6

**Summary for Subcatchment 2S: Runte Lot**

Runoff = 1.14 cfs @ 12.21 hrs, Volume= 0.150 af, Depth= 3.78"  
 Routed to Pond 3P : Dry Retention Pond

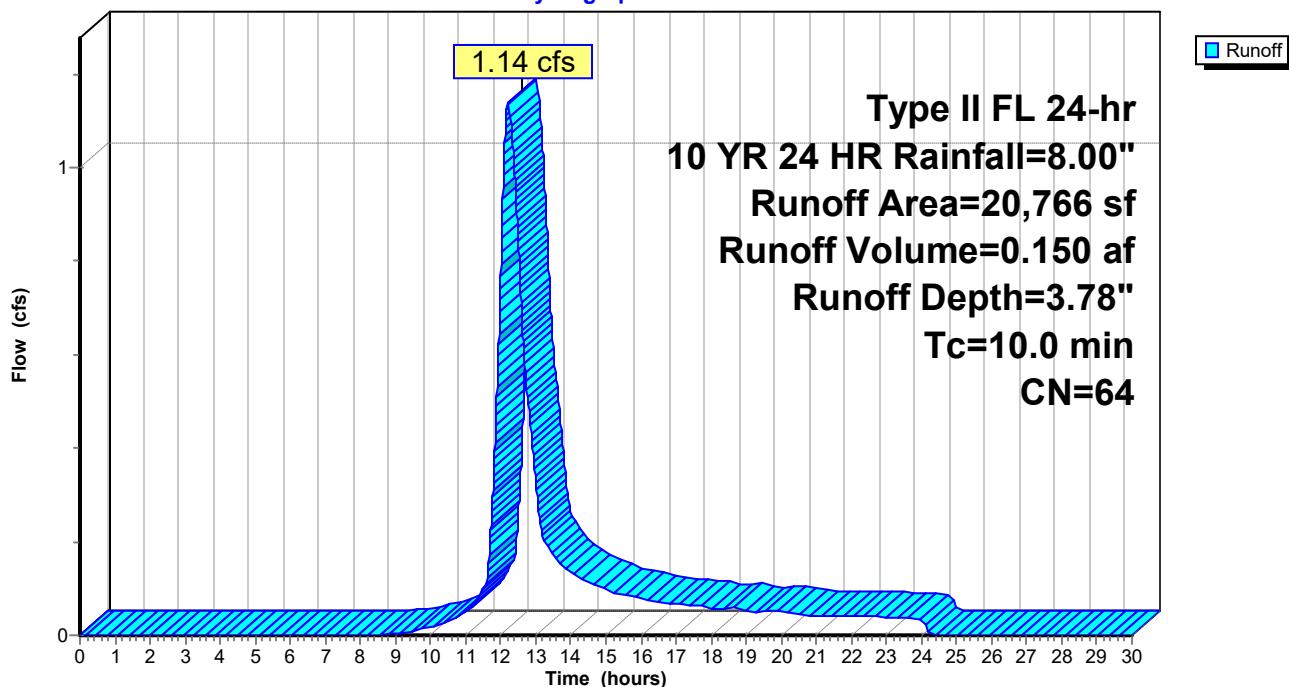
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs  
 Type II FL 24-hr 10 YR 24 HR Rainfall=8.00"

Area (sf)	CN	Description
8,708	98	Roofs, HSG A
12,058	39	>75% Grass cover, Good, HSG A
20,766	64	Weighted Average
12,058		58.07% Pervious Area
8,708		41.93% Impervious Area

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

**Subcatchment 2S: Runte Lot**

Hydrograph



**Runte on Pine**

Prepared by Trauger Consulting Engineers, In

HydroCAD® 10.20-7a s/n 12764 © 2025 HydroCAD Software Solutions LLC

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

Printed 12/1/2025

Page 7

**Summary for Pond 3P: Dry Retention Pond**

Inflow Area = 0.477 ac, 41.93% Impervious, Inflow Depth = 3.78" for 10 YR 24 HR event

Inflow = 1.14 cfs @ 12.21 hrs, Volume= 0.150 af

Outflow = 0.67 cfs @ 12.61 hrs, Volume= 0.150 af, Atten= 41%, Lag= 23.8 min

Discarded = 0.67 cfs @ 12.61 hrs, Volume= 0.150 af

Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs

Peak Elev= 4.22' @ 12.61 hrs Surf.Area= 2,503 sf Storage= 921 cf

Plug-Flow detention time= 8.5 min calculated for 0.150 af (100% of inflow)

Center-of-Mass det. time= 8.5 min ( 866.5 - 858.0 )

Volume	Invert	Avail.Storage	Storage Description
#1	3.80'	1,689 cf	<b>30.00'W x 64.00'L x 0.70'H Prismatoid Z=7.0</b>

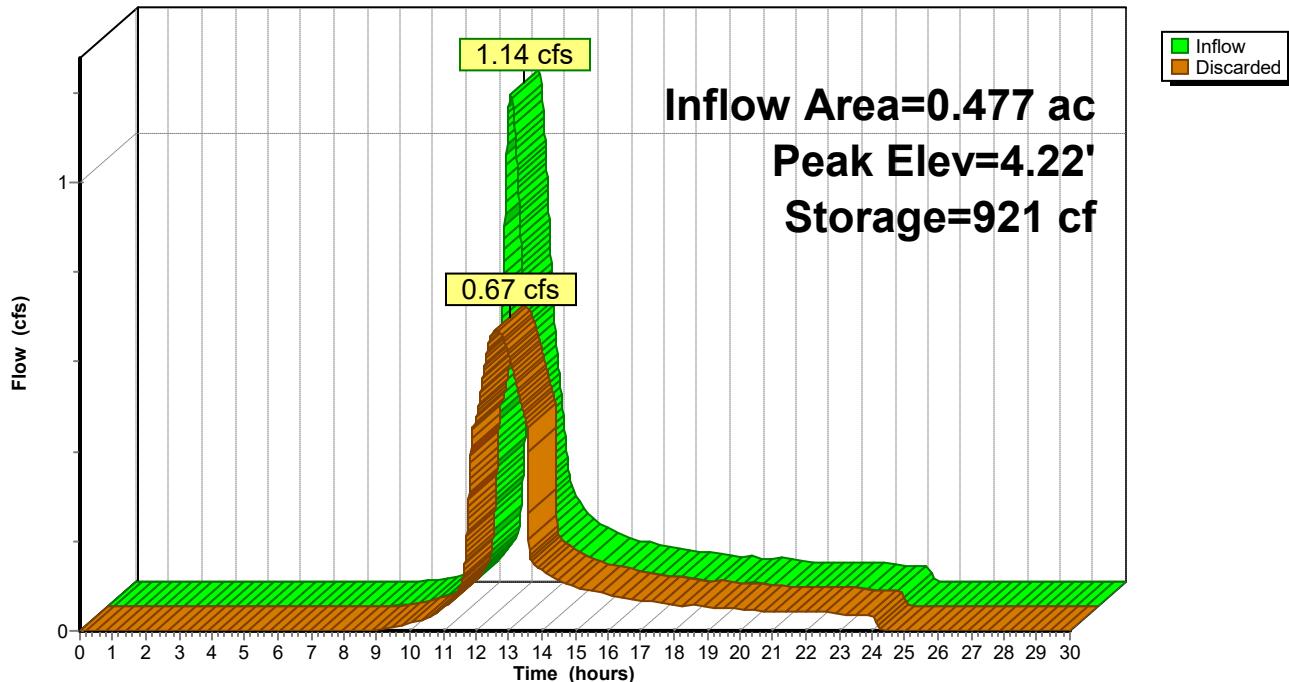
Device	Routing	Invert	Outlet Devices
#1	Discarded	3.80'	<b>10.000 in/hr Exfiltration over Surface area</b> Conductivity to Groundwater Elevation = 1.50' Phase-In= 0.01'

Discarded OutFlow Max=0.67 cfs @ 12.61 hrs HW=4.22' (Free Discharge)

↑ 1=Exfiltration ( Controls 0.67 cfs )

**Pond 3P: Dry Retention Pond**

Hydrograph



# MODRET

## SUMMARY OF UNSATURATED & SATURATED INPUT PARAMETERS

**PROJECT NAME : 1806 Pine Street**  
**POLLUTION VOLUME RUNOFF DATA USED**  
**UNSATURATED ANALYSIS INCLUDED**

Pond Bottom Area	1,600.00 ft <sup>2</sup>
Pond Volume between Bottom & DHWL	1,965.00 ft <sup>3</sup>
Pond Length to Width Ratio (L/W)	3.00
Elevation of Effective Aquifer Base	0.00 ft
Elevation of Seasonal High Groundwater Table	1.00 ft
Elevation of Starting Water Level	3.80 ft
Elevation of Pond Bottom	3.80 ft
Design High Water Level Elevation	4.50 ft
Avg. Effective Storage Coefficient of Soil for Unsaturated Analysis	0.17
Unsaturated Vertical Hydraulic Conductivity	10.00 ft/d
Factor of Safety	2.00
Saturated Horizontal Hydraulic Conductivity	20.00 ft/d
Avg. Effective Storage Coefficient of Soil for Saturated Analysis	0.19
Avg. Effective Storage Coefficient of Pond/Exfiltration Trench	1.00

### Hydraulic Control Features:

	Top	Bottom	Left	Right
<b>Groundwater Control Features - Y/N</b>				
Distance to Edge of Pond	N 0.00	N 0.00	N 0.00	N 0.00
Elevation of Water Level	0.00	0.00	0.00	0.00
<b>Impervious Barrier - Y/N</b>				
Elevation of Barrier Bottom	N 0.00	N 0.00	N 0.00	N 0.00

**MODRET****TIME - RUNOFF INPUT DATA****PROJECT NAME: 1806 PINE STREET**

<b>STRESS PERIOD NUMBER</b>	<b>INCREMENT OF TIME (hrs)</b>	<b>VOLUME OF RUNOFF (ft<sup>3</sup>)</b>
Unsat	2.28	761.60
1	1.00	1,203.40
2	8.59	0.00
3	8.59	0.00
4	8.59	0.00
5	8.59	0.00
6	8.59	0.00
7	8.59	0.00
8	8.59	0.00
9	8.59	0.00

# MODRET

## SUMMARY OF RESULTS

**PROJECT NAME : 1806 Pine Street**

Maximum Water Elevation: 4.164 feet @ 3.28 hours

Recovery @ 11.817 hours

\* Time increment when there is no runoff

Maximum Infiltration Rate: 2.458 ft/day

## **SOILS REPORT AND MAP INFORMATION**

Melbeach Investments LLC  
402 Riverview Lane  
Melbourne Beach, FL 32951

November 13, 2025  
KSM Project No. 2507322-p  
*Revised December 1, 2025*

Attention: Mr. Corey Runte

**Subject: Additional Subsurface Investigation and  
Geotechnical Engineering Evaluation  
Stormwater Improvements at 1806 Pine Street  
Melbourne Beach, Brevard County, Florida**

Dear Mr. Runte:

As requested, **KSM Engineering & Testing (KSM)** has performed an additional subsurface investigation and geotechnical engineering evaluation at the above referenced site. Presentation of the data gathered during the investigation, together with our geotechnical related opinions, are included in this report.

### **Scope of Work and Professional Service Agreement:**

The scope of work for our services provided is based upon KSM Proposal No. 250761, dated October 9, 2025, which was authorized and returned to us later that day.

### **Site and Location Description:**

The  $0.47\pm$  acre waterfront lot is located on the west side of Pine Street and on the east side of the Indian River, in Melbourne Beach, Brevard County, Florida. At the time of our investigation, the site was developed with a single-family residence with a footprint of  $3,138\pm$  square feet and an associated swimming pool, which were constructed in 1969.

### **Project Description:**

Based on our conversations and on our review of the provided Boundary and Topographic Survey, prepared by Kane Surveying, Inc., dated October 1, 2025, we understand that this phase of the project entails the design and construction of stormwater improvements at the subject site, and soil and groundwater conditions are required by your engineers to perform their stormwater analysis.

We note that, as requested, our subsurface exploration program for this phase of the project was limited to the location requested and does not include geotechnical explorations or engineering recommendations relative to the proposed structures; such explorations are recommended to explore bearing capacity of on-site soils and to generate data necessary to provide site preparation and bearing capacity recommendations.

If the construction plans differ from our understanding and assumptions of this phase of the project as stated above, we should be notified immediately to allow for re-evaluation of the recommendations in this report.

## Scope of Services Performed:

1. Reviewed the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Web Soil Survey to determine the predominant surficial soil types within the subject area.
2. Performed a soil boring at an accessible location in the general vicinity of the requested location.
3. Measured the depth to the groundwater level encountered at each boring location.
4. Performed a field Usual Open-Hole Test at a selected location within the area requested.
5. Reviewed the field soil boring logs and visually classified the soil samples in our laboratory.
6. Evaluated the subsurface soil conditions encountered and prepared this report to document our findings and summarize our conclusions and recommendations.

## NRCS Surficial Soil Information:

Based on KSM's review of the USDA soils survey for Brevard County, NRCS indicates that the following USDA soil mapping units were identified within the limits of the project.

**25: Canaveral-Palm Beach-Urban land complex** – The typical profile of this soil reportedly consists of layers of sand that extend to a depth of about 80 inches below the surface. The seasonal high groundwater level is typically within 1 to 3 feet of the natural ground surface.

**72: Welaka sand** – The typical profile of this soil reportedly consists of layers of sand that extend to a depth of about 80 inches below the surface. The seasonal high groundwater level is typically between 4 to 5 feet of the natural ground surface.

The general location of the subject area is shown on a reproduction of an aerial photograph which was obtained from the USDA Web Soil Survey and is presented as the attached USDA Soils Survey Map.

## Subsurface Investigation:

**Field Exploration Program** – Our site exploration program during this phase of the project consisted of performing one (1) hand auger boring to an approximate depth of 6 feet below the existing ground surface, and one (1) Usual Open-Hole Test at an approximate depth of 5 feet below the existing ground surface, within the general vicinity of the proposed stormwater improvements.

The approximate location of the boring is illustrated on a reproduction of an aerial photograph and is presented as the attached Boring Location Plan. This location was determined in the field by estimating distances from existing site features and other points of reference and should be considered accurate only to the degree implied by the method of measurement used. If a more accurate boring location is required, we recommend that the location be surveyed by a licensed surveyor.

**General Soil Profile** – The stratification of the boring profile represents our interpretation of the field boring log and the laboratory test results of the recovered samples. The stratification lines represent the approximate boundary between soil types. The actual transitions may be more gradual than implied.

As shown on the soil boring profile, the hand auger boring typically encountered dark brown sand in the upper 1 foot, underlain by light brown sand to the auger termination depth of 6 feet.

**Measured Groundwater Level** – The groundwater level was measured in the borehole on the day drilled, after stabilization of the downhole water level. As shown on the attached soil boring profile, groundwater was encountered at an approximate depth of 3.4 feet on the date indicated. We estimate the normal seasonal high groundwater level will be about 2.5 feet below the existing ground surface in the general vicinity of the location of our soil boring.

Fluctuations in groundwater levels should be anticipated throughout the year due to a variety of factors including tidal fluctuations due to the proximity of the site to the Indian River, as well as due to seasonal variations in the amount of rainfall, elevated tidal events, and other factors not evident at the time the boring was performed. Therefore, groundwater levels during construction or at other times in the future may be higher or lower than the levels indicated on the soil boring profiles.

## Laboratory Testing Program:

Upon completion of our field exploration activities, the field soil boring logs and recovered soil samples were transported to our soils laboratory from the project site for further review and testing. The soil classifications and other pertinent data obtained from our field explorations and laboratory observations are reported on the attached soil boring profiles. All laboratory testing was performed in general accordance with applicable laboratory standards and/or industry standards with a standard practice of care.

## Stormwater and Aquifer Parameters:

Based on the results of our exploration, the soils encountered are considered to be relatively permeable.

**Factor of Safety** – We note that a factor of safety has not been applied to the stormwater and aquifer parameters presented below. An appropriate factor of safety should be applied to these parameters for use in the stormwater design.

**Field Test Results** – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District procedures for the ‘Usual Open-Hole Test’ method. The results of this test is presented in the table below.

Field Test Results – Estimated Soil Parameters			
Test Location (See Location Plan)	Approximate Test Depth (ft)	Hydraulic Conductivity (CFS/SF- Ft Head)	Hydraulic Permeability (ft/day)
HA-1	5	$1.3 \times 10^{-3}$	33.9

**Vertical Flow Rates** – We consider the measured permeability rate to be indicative of a saturated horizontal permeability. Our experience and published references have indicated that unsaturated vertical permeability as used in some locally available groundwater models is typically about 1/2 to 2/3 the saturated horizontal value.

**Hydrologic Soil Group (HSG) Classification and Estimated Fillable Porosity** – The HSG classification was estimated based on our interpretation of the estimated aquifer parameters at the time of our investigation and guidance provided by the USDA National Engineering Handbook. KSM has estimated the fillable porosity of the soils above the estimated wet season water table.

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

### Closure:

Based upon our subsurface investigation at the above-mentioned project location, the reliance of the recommendations presented within this signed and sealed report is predicated on KSM representative’s involvement in reviewing design plans and performing/monitoring construction testing services. Any design professional utilizing the information within this report are responsible for confirming the accuracy of the project information and assumptions stated in our report and that the soil parameters presented are adequate for the design of the proposed project. If additional parameters are required, KSM is to be notified so that our recommendations can be amended as required.

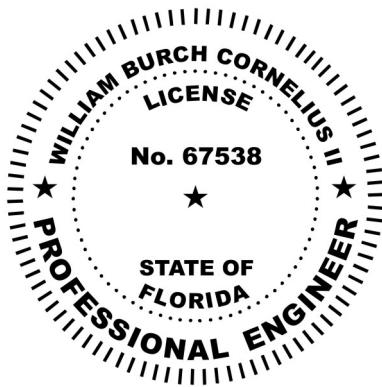
**Standard of Care** – This report has been prepared in accordance with generally accepted soil and engineering practices and is based on our evaluation of our geotechnical investigation and our stated understanding and assumptions of the proposed project. The procedural standards noted in this report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

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

KSM Engineering and Testing should be retained to perform and/or monitor Construction Testing services. If Client elects to not have KSM provide Construction Testing services, the Client shall indemnify and hold KSM and its consultants harmless from and against damages, losses, and judgments arising from claims by Client or any third parties.

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

Respectfully,  
**KSM Engineering & Testing**



Will B. Cornelius II, P.E.  
 Principal Engineer  
 Florida License No. 67538

Attachments:      USDA Soil Survey Map  
                     Boring Location Plan  
                     Soil Boring Profile

Email to:           Mr. Corey Runte - [CRunte@gmail.com](mailto:CRunte@gmail.com)  
                     Ms. Erin Trauger, P.E. - [erin.trauger@gmail.com](mailto:erin.trauger@gmail.com)



## USDA SOILS SURVEY

**25—Canaveral-Palm Beach-Urban land complex**  
**72—Welaka sand**

PROJECT: 1806 Pine Street, Melbourne Beach, Florida

SHEET 1 OF 1

PERMIT #: N/A

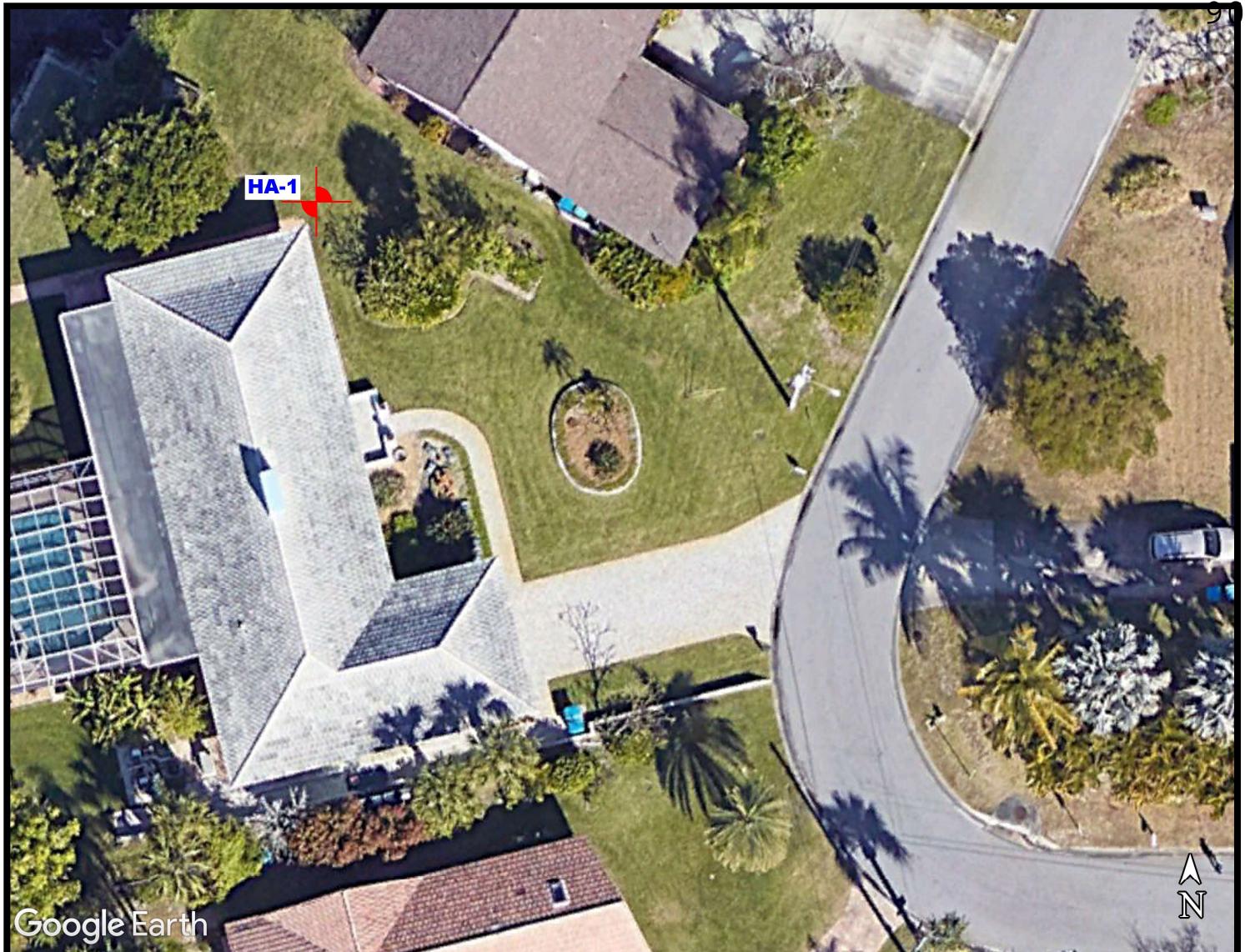
PROJECT #: 2507322-soils

**KSM** ENGINEERING  
AND TESTING

DRAWN BY: C.V.

DATE: 20251111

SCALE: NOT TO SCALE



## APPROXIMATE LOCATION OF SOIL TESTING

PROJECT: 1806 Pine Street, Melbourne Beach, Florida

SHEET 1 OF 1

PERMIT #: N/A

PROJECT #: 2507322-b

**KSM** ENGINEERING  
AND TESTING

DRAWN BY: C.V.

DATE: 20251111

SCALE: NOT TO SCALE



CLIENT Melbeach Investments, LLC  
PROJECT NUMBER 2507322-b  
DATE STARTED 11/10/25 COMPLETED 11/10/25  
DRILLING CONTRACTOR \_\_\_\_\_  
DRILLING METHOD Auger Boring  
LOGGED BY CH  
NOTES See Attached Location Plan

PROJECT NAME 1806 Pine Street  
PROJECT LOCATION Melbourne Beach, Florida  
GROUND ELEVATION \_\_\_\_\_  
GROUND WATER LEVELS:  
▽ AT TIME OF DRILLING 3.4 ft

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	BLOW COUNTS (N VALUE)	SCP VALUE				ATTERBERG LIMITS		
				45	20	15	15	20	30	PLASTIC LIMIT
0		Dark Brown Sand								
5		Light Brown Sand								

Bottom of borehole at 6.0 feet.

Melbeach Investments LLC  
402 Riverview Lane  
Melbourne Beach, FL 32951

November 13, 2025  
KSM Project No. 2507322-p  
*Revised December 1, 2025*

Attention: Mr. Corey Runte

**Subject: Additional Subsurface Investigation and  
Geotechnical Engineering Evaluation  
Stormwater Improvements at 1806 Pine Street  
Melbourne Beach, Brevard County, Florida**

Dear Mr. Runte:

As requested, **KSM Engineering & Testing (KSM)** has performed an additional subsurface investigation and geotechnical engineering evaluation at the above referenced site. Presentation of the data gathered during the investigation, together with our geotechnical related opinions, are included in this report.

### **Scope of Work and Professional Service Agreement:**

The scope of work for our services provided is based upon KSM Proposal No. 250761, dated October 9, 2025, which was authorized and returned to us later that day.

### **Site and Location Description:**

The  $0.47\pm$  acre waterfront lot is located on the west side of Pine Street and on the east side of the Indian River, in Melbourne Beach, Brevard County, Florida. At the time of our investigation, the site was developed with a single-family residence with a footprint of  $3,138\pm$  square feet and an associated swimming pool, which were constructed in 1969.

### **Project Description:**

Based on our conversations and on our review of the provided Boundary and Topographic Survey, prepared by Kane Surveying, Inc., dated October 1, 2025, we understand that this phase of the project entails the design and construction of stormwater improvements at the subject site, and soil and groundwater conditions are required by your engineers to perform their stormwater analysis.

We note that, as requested, our subsurface exploration program for this phase of the project was limited to the location requested and does not include geotechnical explorations or engineering recommendations relative to the proposed structures; such explorations are recommended to explore bearing capacity of on-site soils and to generate data necessary to provide site preparation and bearing capacity recommendations.

If the construction plans differ from our understanding and assumptions of this phase of the project as stated above, we should be notified immediately to allow for re-evaluation of the recommendations in this report.

## Scope of Services Performed:

1. Reviewed the United States Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) Web Soil Survey to determine the predominant surficial soil types within the subject area.
2. Performed a soil boring at an accessible location in the general vicinity of the requested location.
3. Measured the depth to the groundwater level encountered at each boring location.
4. Performed a field Usual Open-Hole Test at a selected location within the area requested.
5. Reviewed the field soil boring logs and visually classified the soil samples in our laboratory.
6. Evaluated the subsurface soil conditions encountered and prepared this report to document our findings and summarize our conclusions and recommendations.

## NRCS Surficial Soil Information:

Based on KSM's review of the USDA soils survey for Brevard County, NRCS indicates that the following USDA soil mapping units were identified within the limits of the project.

**25: Canaveral-Palm Beach-Urban land complex** – The typical profile of this soil reportedly consists of layers of sand that extend to a depth of about 80 inches below the surface. The seasonal high groundwater level is typically within 1 to 3 feet of the natural ground surface.

**72: Welaka sand** – The typical profile of this soil reportedly consists of layers of sand that extend to a depth of about 80 inches below the surface. The seasonal high groundwater level is typically between 4 to 5 feet of the natural ground surface.

The general location of the subject area is shown on a reproduction of an aerial photograph which was obtained from the USDA Web Soil Survey and is presented as the attached USDA Soils Survey Map.

## Subsurface Investigation:

**Field Exploration Program** – Our site exploration program during this phase of the project consisted of performing one (1) hand auger boring to an approximate depth of 6 feet below the existing ground surface, and one (1) Usual Open-Hole Test at an approximate depth of 5 feet below the existing ground surface, within the general vicinity of the proposed stormwater improvements.

The approximate location of the boring is illustrated on a reproduction of an aerial photograph and is presented as the attached Boring Location Plan. This location was determined in the field by estimating distances from existing site features and other points of reference and should be considered accurate only to the degree implied by the method of measurement used. If a more accurate boring location is required, we recommend that the location be surveyed by a licensed surveyor.

**General Soil Profile** – The stratification of the boring profile represents our interpretation of the field boring log and the laboratory test results of the recovered samples. The stratification lines represent the approximate boundary between soil types. The actual transitions may be more gradual than implied.

As shown on the soil boring profile, the hand auger boring typically encountered dark brown sand in the upper 1 foot, underlain by light brown sand to the auger termination depth of 6 feet.

**Measured Groundwater Level** – The groundwater level was measured in the borehole on the day drilled, after stabilization of the downhole water level. As shown on the attached soil boring profile, groundwater was encountered at an approximate depth of 3.4 feet on the date indicated. We estimate the normal seasonal high groundwater level will be about 2.5 feet below the existing ground surface in the general vicinity of the location of our soil boring.

Fluctuations in groundwater levels should be anticipated throughout the year due to a variety of factors including tidal fluctuations due to the proximity of the site to the Indian River, as well as due to seasonal variations in the amount of rainfall, elevated tidal events, and other factors not evident at the time the boring was performed. Therefore, groundwater levels during construction or at other times in the future may be higher or lower than the levels indicated on the soil boring profiles.

## Laboratory Testing Program:

Upon completion of our field exploration activities, the field soil boring logs and recovered soil samples were transported to our soils laboratory from the project site for further review and testing. The soil classifications and other pertinent data obtained from our field explorations and laboratory observations are reported on the attached soil boring profiles. All laboratory testing was performed in general accordance with applicable laboratory standards and/or industry standards with a standard practice of care.

## Stormwater and Aquifer Parameters:

Based on the results of our exploration, the soils encountered are considered to be relatively permeable.

**Factor of Safety** – We note that a factor of safety has not been applied to the stormwater and aquifer parameters presented below. An appropriate factor of safety should be applied to these parameters for use in the stormwater design.

**Field Test Results** – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District procedures for the ‘Usual Open-Hole Test’ method. The results of this test is presented in the table below.

Field Test Results – Estimated Soil Parameters			
Test Location (See Location Plan)	Approximate Test Depth (ft)	Hydraulic Conductivity (CFS/SF- Ft Head)	Hydraulic Permeability (ft/day)
HA-1	5	$1.3 \times 10^{-3}$	33.9

**Vertical Flow Rates** – We consider the measured permeability rate to be indicative of a saturated horizontal permeability. Our experience and published references have indicated that unsaturated vertical permeability as used in some locally available groundwater models is typically about 1/2 to 2/3 the saturated horizontal value.

**Hydrologic Soil Group (HSG) Classification and Estimated Fillable Porosity** – The HSG classification was estimated based on our interpretation of the estimated aquifer parameters at the time of our investigation and guidance provided by the USDA National Engineering Handbook. KSM has estimated the fillable porosity of the soils above the estimated wet season water table.

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

### Closure:

Based upon our subsurface investigation at the above-mentioned project location, the reliance of the recommendations presented within this signed and sealed report is predicated on KSM representative’s involvement in reviewing design plans and performing/monitoring construction testing services. Any design professional utilizing the information within this report are responsible for confirming the accuracy of the project information and assumptions stated in our report and that the soil parameters presented are adequate for the design of the proposed project. If additional parameters are required, KSM is to be notified so that our recommendations can be amended as required.

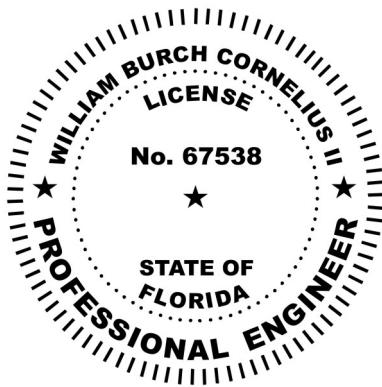
**Standard of Care** – This report has been prepared in accordance with generally accepted soil and engineering practices and is based on our evaluation of our geotechnical investigation and our stated understanding and assumptions of the proposed project. The procedural standards noted in this report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

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

KSM Engineering and Testing should be retained to perform and/or monitor Construction Testing services. If Client elects to not have KSM provide Construction Testing services, the Client shall indemnify and hold KSM and its consultants harmless from and against damages, losses, and judgments arising from claims by Client or any third parties.

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

Respectfully,  
**KSM Engineering & Testing**



Will B. Cornelius II, P.E.  
Principal Engineer  
Florida License No. 67538

Attachments:      USDA Soil Survey Map  
                         Boring Location Plan  
                         Soil Boring Profile

Email to:            Mr. Corey Runte - [CRunte@gmail.com](mailto:CRunte@gmail.com)  
                         Ms. Erin Trauger, P.E. - [erin.trauger@gmail.com](mailto:erin.trauger@gmail.com)



## USDA SOILS SURVEY

**25—Canaveral-Palm Beach-Urban land complex**  
**72—Welaka sand**

PROJECT: 1806 Pine Street, Melbourne Beach, Florida

SHEET 1 OF 1

PERMIT #: N/A

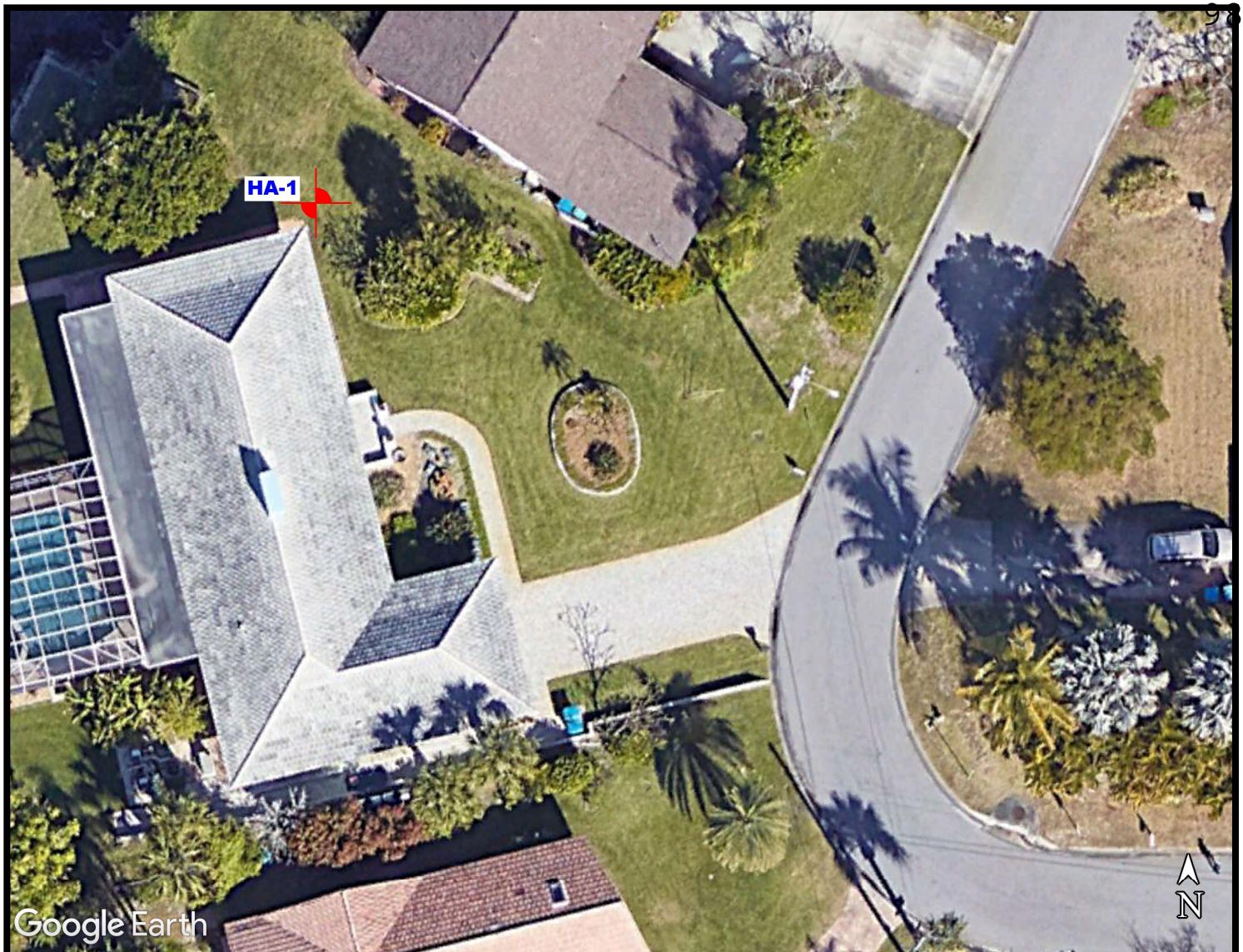
PROJECT #: 2507322-soils

**KSM** ENGINEERING  
AND TESTING

DRAWN BY: C.V.

DATE: 20251111

SCALE: NOT TO SCALE



## APPROXIMATE LOCATION OF SOIL TESTING

PROJECT: 1806 Pine Street, Melbourne Beach, Florida

SHEET 1 OF 1

PERMIT #: N/A

PROJECT #: 2507322-b

**KSM** ENGINEERING  
AND TESTING

DRAWN BY: C.V.

DATE: 20251111

SCALE: NOT TO SCALE



CLIENT Melbeach Investments, LLC  
PROJECT NUMBER 2507322-b  
DATE STARTED 11/10/25 COMPLETED 11/10/25  
DRILLING CONTRACTOR \_\_\_\_\_  
DRILLING METHOD Auger Boring  
LOGGED BY CH  
NOTES See Attached Location Plan

PROJECT NAME 1806 Pine Street  
PROJECT LOCATION Melbourne Beach, Florida  
GROUND ELEVATION \_\_\_\_\_  
GROUND WATER LEVELS:  
▽ AT TIME OF DRILLING 3.4 ft

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	BLOW COUNTS (N VALUE)	SCP VALUE				ATTERBERG LIMITS				
				45	20	15	15	20	30	FINE CONTENT (%)	ORGANIC CONTENT (%)	PERMEABILITY RATE (IN/HR)
0		Dark Brown Sand										
5		Light Brown Sand										

Bottom of borehole at 6.0 feet.

## **Town Commission Meeting**

**Section:** **Consent Agenda**

**Meeting Date:** **January 21, 2026**

**From:** **Building Department**

**RE:** **Site Plan Approval for 2003 Oak St. – Addition**

### **Background Information:**

The Town received plans for an addition to the home at 2003 Oak St.

### **Recommendation:**

Approve the site plan for 2003 Oak St.

### **Attachments:**

- Town Planner Letter
- Development Application
- Project Narrative
- Statement of Estimated Construction Cost
- Residential Appraisal
- Site Plans
- Survey of Existing



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## Site Plan Review

Applicable Codes:

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

<b>Date:</b>	<b>January 6, 2026</b>
<b>Owner:</b>	<b>Frederic and Amanda Sax</b>
<b>Owner Address:</b>	<b>2003 Oak Street, Melbourne Beach, FL 32951</b>
<b>Site Address:</b>	<b>2003 Oak Street, Melbourne Beach, FL 32951</b>
<b>Parcel ID:</b>	<b>28-38-08-50-*-1</b>
<b>Zoning:</b>	<b>2RS</b>
<b>Proposed Project:</b>	<b>Addition of +/- 558 SF Bedroom and +/- 70 SF porch to existing single-family home</b>
<b>References:</b>	<b>Town of Melbourne Beach Code of Ordinances:  7A-32 Single-Family Residential District  7A-51.1, Site Plan Approval For Single-Family Residential Districts</b>
<b>Request:</b>	<b>Site Plan Approval in Accordance with 7A-51.1</b>
<b>Staff Review:</b>	<b>The property lies in Zoning District 2RS</b>

- 1) Project is a +/- 628 SF addition to a single-family home as a principal residence.
- 2) The Building Lot Zoning District requirements of min. lot area, width and depth.  
Lot area is 20,000 sq. ft. (min. 11,250 sq. ft.)  
Lot width is 100 ft. (min. 90 ft.)  
Lot depth is 200 ft. (min. 100 ft.)
- 3) Lot coverage has a maximum of 30% for principal structure.  
Lot coverage per plan is 18.3%  
Footprint of Primary Structure is 3,660 sq. ft. with the addition.  
Max allowed for Primary Structure is 6,000 sq. ft. for Lot Area of 20,000 sq. ft.  
Minimum pervious area per lot is 30%. Pervious area is +/- 64.48% (see attached calculation).
- 4) Structure maximum height for zoning district is 28 ft.  
The proposed height provided is 13' 2 5/8" from FFE.  
Flood Zone: X

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

5) Zoning District Setback requirements:

Proposed Primary Structure Front Setback: +/-70 ft. (min. 25 ft.)  
 Proposed Primary Structure Rear Setback: +/-46' 9" ft. (min. 25 ft.)  
 Proposed Primary Structure West Side Setback: 15 ft. (min. 15 ft.)  
 Proposed Primary Structure East Side Setback 15 ft. (min. 25 ft.)

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

7) On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

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

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

Corey W. O'Gorman  
 Town Planner

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## 2003 Oak Street

IMPERVIOUS	PERVIOUS
Primary Structure	3,660
Pool	924
Decks	420
Driveway	1,800
Accessory Bldg	100
Concrete areas	200
Total Paved Area	7,104
 Total Lot Area	20,000
 % IMPERVIOUS	<b>35.52%</b>
	<hr/>
	<b>% PERVIOUS</b>
	<b>64.48%</b>

**Note:** The figures above are based on the plans dated 10-28-2025 and the accompanying calculations prepared by melD studio Architecture, and take-off approximations by the Town Planner using the plans provided.

Phone: (321) 724-5860 | [melbournebeachfl.org](http://melbournebeachfl.org) | Fax: (321) 984-8994

Brevard County's Oldest Beach Community - Established 1883



**TOWN OF MELBOURNE BEACH  
DEVELOPMENT APPLICATION**

**I. SUBMITTAL REQUIREMENTS:**

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

**II. REQUEST:**

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

**III. PROPERTY INFORMATION:**

General Location: 2003 Oak Street, Melbourne Beach, FL 32951

Address: 2003 Oak Street, Melbourne Beach, FL 32951

Parcel Number(s): 28-38-08-50-\*-1

Area (in acreage): 0.46      Area (in square feet): 20,037.6 sq ft

Current Zoning: 2RS - SINGLE FAMILY      Proposed Zoning: 2RS - SINGLE FAMILY

Current Future Land Use: 0110 - SINGLE FAMILY RESIDENCE      Proposed Future Land Use: 0110 - SINGLE FAMILY RESIDENCE

Brief Description of Application: SMALL ADDITION TO AN EXISTING SINGLE-FAMILY RESIDENCE.

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

IV. APPLICANT INFORMATION:

## Property Owner

Name: Frederic L Sax  
 Address: 2003 Oak Street,  
Melbourne Beach, FL 32951

Phone: 610-764-7560  
 Fax: \_\_\_\_\_  
 Email: drrsax@me.com

## Applicant (if other than property owner)

Name: Jeffrey Anderson  
 Address: 1542 Guava Ave  
Unit A, Melbourne, FL  
32935

Phone: 321-428-3869  
 Fax: N/A  
 Email: Jeff@meidarch.com

V. OWNER AUTHORIZATION:\*

The undersigned hereby affirms the following:

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

Signature: Frederic L Sax

Date: Oct. 27, 2025

Print Name: FREDERIC L. SAX

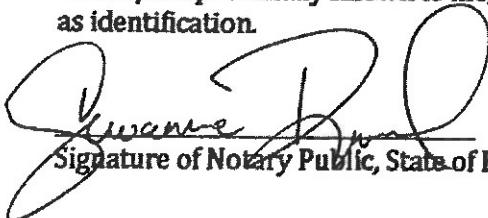
Title: OWNER

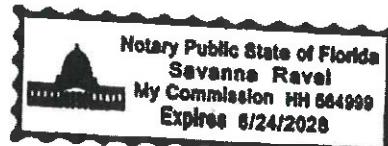
\*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me  
 this 17<sup>th</sup> day of October, 2025, by Frederic Sax  
 who is/are personally known to me, or who has/have produced Drivers License  
 as identification.

  
 Signature of Notary Public, State of Florida



VI. APPLICANT CERTIFICATION:\*

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

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

Signature: Jeffrey K. Anderson

Date: 10/28/2025

Print Name: Jeffrey K. Anderson

Title: Architect

\*Must sign in front of notary.

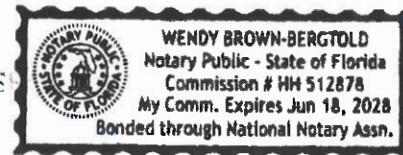
State of Florida

County of Brevard.

The foregoing application is acknowledged before me this 28 day of October, 2025, by Jeffrey Anderson, who is/are personally known to me, or who has/have produced or as identification.

W. G. Brown - B.A.

Signature of Notary Public, State of Florida

VII. PROJECT DESCRIPTION:

Describe Application: Please see the attached description.

Provide attachment if more space is needed.

Describe Existing Conditions: The house is an existing single-story residence with a two-car garage.

Provide attachment if more space is needed.

### 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.

## Frederic and Amanda Sax Residence

2003 Oak Street, Melbourne Beach, FL 32951



### Client Information:

Frederic Sax  
Amanda Sax

### Project Information:

2003 Oak Street, Melbourne Beach, FL 32951  
Lot: 26  
Parcel Number: 28-38-08-50-\*-1





ARCHITECTURE

**Architect:**

MelD Studio Architecture, LLC  
 Jeffrey K. Anderson, Architect  
 1542 Guava Ave. Unit A  
 Melbourne, FL 32935  
 321-403-9295

**Structural Engineer:**

MK Structural Engineering  
 Michael Kalajian, PE  
 587 W. Eau Gallie Blvd. Suite #201  
 Melbourne FL 32935  
 321-574-2702

**Project Narrative:**

MelD Studio Architecture and Frederick and Amanda Sax propose to expand their existing single-family residence located at 2003 Oak Street, Melbourne Beach, Florida. The project includes an addition to the existing one-story home, extending the footprint to create a new primary bedroom suite with two closets and a custom bathroom.

The design maintains the character of the existing residence while enhancing comfort and function. The new owner's suite features a covered porch near the pool, a tongue-and-groove tray ceiling, and a bathroom with a large walk-in shower, window seat, and dual sinks.

Architecturally, the addition complements the existing home through consistent materials and detailing, creating a seamless transition between old and new. The residence is located on the north side of Oak Street, just east of Cherry Drive, and the design continues the architectural language and scale consistent with the Melbourne Beach neighborhood.

**General Location:**

The property is located on the north side of Oak Street, just east of the intersection with Cherry Drive, in Melbourne Beach, Florida.

**General Lot Information:**

Area (in acreage): 0.46

Area (in square feet): 20,037.6 square feet

Set Back Lines:

Front:	25'-0"
Side Interior:	15'-0"
Rear:	25'-0"



Zoning Classification: 2 R-S - Single Family Residential

Lot Dimension: 100' x 200' x 100' x 200'

**General Project Information:**

Proposed Principal Use: Single-Family Residence (Addition to Existing One-Story Home)

Number of Stories: 1 story

Garage Spaces: 2 car

Max Building Height: 28'

Lot Coverage:

Principal Lot Coverage: 18.3% (3,659.74 sq. ft.)

Existing Conditioned Square Feet: 2,071 sq. ft.

Existing Front Porch: 101 sq. ft.

Existing Back Porch: 360 sq. ft.

Existing Garage: 500 sq. ft.

New Conditioned Square Feet: 557.62 sq. ft.

New Covered Porch: 70.12 sq. ft.

Total Project Square Feet: 3,659.74 sq. ft.

**BC Reno Group LLC**  
 2740 Business Center Blvd, # 25  
 Melbourne, FL 32940



**Subject:** Formal Statement of Estimated Construction Cost – Sax Residence

**Date:** October 24, 2025

**Permit Number:** \_\_\_\_\_ (TBD)

**Authority / Jurisdiction:** Town of Melbourne Beach

**Contractor License Number:** CRC1332660

**Contractor Name:** Chad A. Giesen

**Property Address:** 2003 Oak Street, Melbourne Beach, FL 32951

**To:** Town of Melbourne Beach – Planning & Zoning Board

**Re:** Estimated Construction Cost – Residential Addition/Expansion

Dear Members of the Planning & Zoning Board,

Pursuant to the preliminary architectural drawings prepared by *MelD Architecture Studio* and based upon a review of all parameters pertinent to the proposed addition and expansion of the single-family residence located at the address referenced above, *BC Reno Group* has prepared the following formal estimate of construction cost:

**Estimated Total Construction Cost: ≤ \$160,000.00**

This estimate reflects the anticipated cost of labor, materials, and associated expenses required to complete the scope of work as depicted in the preliminary architectural plans.

Should any further clarification, supporting documentation, or adjustments to this estimate be required, please direct all correspondence to the undersigned at the contact information provided below.

Respectfully,

**Chad A. Giesen**

Owner – BC Reno Group LLC  
 Florida Certified Residential Contractor  
 License No. CRC1332660  
 Phone: (321) 288-6909  
 Email: chad@bcrenogroup.com

COSTON APPRAISAL & RESEARCH, INC.  
26 NELSON AVENUE  
MELBOURNE, FL 32935  
(321) 768-0370  
<http://WWW.COSTONAPPRAISAL.COM>

10/08/2025

FREDERIC L. SAX  
2003 OAK STREET  
MELBOURNE BEACH, FL 32951

Re: Property: 2003 Oak St  
Melbourne Beach, FL 32951  
Borrower: N/A  
File No.: 2003 OAK ST

Opinion of Value: \$ 875,000, ALSO SEE ADDENDUM FOR EXTRACTION OF DWELLING  
Effective Date: 10/03/2025

In accordance with your request, we have appraised the above referenced property. The report of that appraisal is attached.

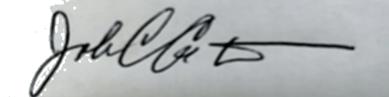
The purpose of the appraisal is to develop an opinion of market value for the property described in this appraisal report, as improved, in unencumbered fee simple title of ownership.

This report is based on a physical analysis of the site and improvements, a locational analysis of the neighborhood and city, and an economic analysis of the market for properties such as the subject. The appraisal was developed and the report was prepared in accordance with the Uniform Standards of Professional Appraisal Practice.

The opinion of value reported above is as of the stated effective date and is contingent upon the certification and limiting conditions attached.

It has been a pleasure to assist you. Please do not hesitate to contact me or any of my staff if we can be of additional service to you.

Sincerely,



JOHN C. COSTON  
MRA  
License or Certification #: CERT RES RD2803  
State: FL Expires: 11/30/2026  
[JCOSTON@CFL.RR.COM](mailto:JCOSTON@CFL.RR.COM)

## RESIDENTIAL APPRAISAL SUMMARY REPORT

SUBJECT ASSIGNMENT  MARKET AREA DESCRIPTION  SITE DESCRIPTION  DESCRIPTION OF THE IMPROVEMENTS	Property Address: 2003 Oak St			City: Melbourne Beach			State: FL Zip Code: 32951																																																																																					
	County: BREVARD			Legal Description: BEACH ESTATES LOT 1 PB 19 PG 57			Assessor's Parcel #: 28-38-08-50-*-1																																																																																					
	Tax Year: 2024 R.E. Taxes: \$ 6,702			Special Assessments: \$			Borrower (if applicable): N/A																																																																																					
	Current Owner of Record: FREDERIC & AMANDA J. SAX			Occupant: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Vacant			<input type="checkbox"/> Manufactured Housing																																																																																					
	Project Type: <input type="checkbox"/> PUD <input type="checkbox"/> Condominium <input type="checkbox"/> Cooperative <input type="checkbox"/> Other (describe)						HOA: \$ 0 <input type="checkbox"/> per year <input type="checkbox"/> per month																																																																																					
	Market Area Name: BEACH ESTATES			Map Reference: 37340			Census Tract: 0661.01																																																																																					
	The purpose of this appraisal is to develop an opinion of: <input checked="" type="checkbox"/> Market Value (as defined), or <input type="checkbox"/> other type of value (describe)																																																																																											
	This report reflects the following value (if not Current, see comments): <input checked="" type="checkbox"/> Current (the Inspection Date is the Effective Date) <input type="checkbox"/> Retrospective <input type="checkbox"/> Prospective																																																																																											
	Approaches developed for this appraisal: <input checked="" type="checkbox"/> Sales Comparison Approach <input type="checkbox"/> Cost Approach <input type="checkbox"/> Income Approach (See Reconciliation Comments and Scope of Work)																																																																																											
	Property Rights Appraised: <input checked="" type="checkbox"/> Fee Simple <input type="checkbox"/> Leasehold <input type="checkbox"/> Leased Fee <input type="checkbox"/> Other (describe)																																																																																											
Intended Use: DETERMINE MARKET VALUE FOR INTERNAL DECISION MAKING TO SUBMIT TO THE TOWN P & Z BOARD.																																																																																												
Intended User(s) (by name or type): FREDERIC L. SAX, NO OTHER INTENDED USERS																																																																																												
Client: FREDERIC L. SAX			Address: 2003 OAK STREET, MELBOURNE BEACH, FL 32951																																																																																									
Appraiser: JOHN C. COSTON			Address: 26 NELSON AVENUE, MELBOURNE, FL 32935																																																																																									
<table border="1"> <tr> <td>Location:</td> <td><input type="checkbox"/> Urban</td> <td><input checked="" type="checkbox"/> Suburban</td> <td><input type="checkbox"/> Rural</td> <td>Predominant Occupancy</td> <td>One-Unit Housing</td> <td>Present Land Use</td> <td>Change in Land Use</td> </tr> <tr> <td>Built up:</td> <td><input checked="" type="checkbox"/> Over 75%</td> <td><input type="checkbox"/> 25-75%</td> <td><input type="checkbox"/> Under 25%</td> <td></td> <td></td> <td>One-Unit 80 %</td> <td><input checked="" type="checkbox"/> Not Likely</td> </tr> <tr> <td>Growth rate:</td> <td><input type="checkbox"/> Rapid</td> <td><input checked="" type="checkbox"/> Stable</td> <td><input type="checkbox"/> Slow</td> <td><input checked="" type="checkbox"/> Owner</td> <td></td> <td>2-4 Unit 5 %</td> <td><input type="checkbox"/> Likely * <input type="checkbox"/> In Process *</td> </tr> <tr> <td>Property values:</td> <td><input type="checkbox"/> Increasing</td> <td><input type="checkbox"/> Stable</td> <td><input checked="" type="checkbox"/> Declining</td> <td><input type="checkbox"/> Tenant</td> <td>300 Low 0</td> <td>Multi-Unit 10 %</td> <td>* To:</td> </tr> <tr> <td>Demand/supply:</td> <td><input type="checkbox"/> Shortage</td> <td><input checked="" type="checkbox"/> In Balance</td> <td><input type="checkbox"/> Over Supply</td> <td><input checked="" type="checkbox"/> Vacant (0-5%)</td> <td>6,500 High 110</td> <td>Comm'l 5 %</td> <td></td> </tr> <tr> <td>Marketing time:</td> <td><input type="checkbox"/> Under 3 Mos.</td> <td><input checked="" type="checkbox"/> 3-6 Mos.</td> <td><input type="checkbox"/> Over 6 Mos.</td> <td><input type="checkbox"/> Vacant (&gt;5%)</td> <td>850 Pred 35</td> <td></td> <td></td> </tr> </table>				Location:	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Predominant Occupancy	One-Unit Housing	Present Land Use	Change in Land Use	Built up:	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25-75%	<input type="checkbox"/> Under 25%			One-Unit 80 %	<input checked="" type="checkbox"/> Not Likely	Growth rate:	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	<input checked="" type="checkbox"/> Owner		2-4 Unit 5 %	<input type="checkbox"/> Likely * <input type="checkbox"/> In Process *	Property values:	<input type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input checked="" type="checkbox"/> Declining	<input type="checkbox"/> Tenant	300 Low 0	Multi-Unit 10 %	* To:	Demand/supply:	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	<input checked="" type="checkbox"/> Vacant (0-5%)	6,500 High 110	Comm'l 5 %		Marketing time:	<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	<input type="checkbox"/> Vacant (>5%)	850 Pred 35																																											
Location:	<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Suburban	<input type="checkbox"/> Rural	Predominant Occupancy	One-Unit Housing	Present Land Use	Change in Land Use																																																																																					
Built up:	<input checked="" type="checkbox"/> Over 75%	<input type="checkbox"/> 25-75%	<input type="checkbox"/> Under 25%			One-Unit 80 %	<input checked="" type="checkbox"/> Not Likely																																																																																					
Growth rate:	<input type="checkbox"/> Rapid	<input checked="" type="checkbox"/> Stable	<input type="checkbox"/> Slow	<input checked="" type="checkbox"/> Owner		2-4 Unit 5 %	<input type="checkbox"/> Likely * <input type="checkbox"/> In Process *																																																																																					
Property values:	<input type="checkbox"/> Increasing	<input type="checkbox"/> Stable	<input checked="" type="checkbox"/> Declining	<input type="checkbox"/> Tenant	300 Low 0	Multi-Unit 10 %	* To:																																																																																					
Demand/supply:	<input type="checkbox"/> Shortage	<input checked="" type="checkbox"/> In Balance	<input type="checkbox"/> Over Supply	<input checked="" type="checkbox"/> Vacant (0-5%)	6,500 High 110	Comm'l 5 %																																																																																						
Marketing time:	<input type="checkbox"/> Under 3 Mos.	<input checked="" type="checkbox"/> 3-6 Mos.	<input type="checkbox"/> Over 6 Mos.	<input type="checkbox"/> Vacant (>5%)	850 Pred 35																																																																																							
Market Area Boundaries, Description, and Market Conditions (including support for the above characteristics and trends): THE SUBJECT PROPERTY IS LOCATED EAST OF INDIAN RIVER, WEST OF THE ATLANTIC OCEAN SOUTH OF FIFTH AVE, INDIALANTIC AND NORTH OF SPESSARD HOLLAND G.C.. THE CURRENT MARKET CONDITIONS APPEAR TO BE MOSTLY STABLE WITH RECENT DECREASE THIS PAST QUARTER. MOST HOMES THAT ARE APPROPRIATELY LISTED FOR SALE WILL SELL IN 3-6 MOS., AND EXPOSURE TIME APPEARS TO BE THE SAME. THE SUBJECT COMMUNITY INCLUDES MIDRISE CONDOS, CLUSTER TOWNHOMES, SINGLE STORY AND TWO STORY TOWNHOMES, AS WELL AS DETACHED SINGLE FAMILY HOMES LIKE THE SUBJECT. THE DETACHED HOME IS THE MOST COMMON WITHIN THE SUBJECT IMMEDIATE NEIGHBORHOOD.																																																																																												
Dimensions: 100 X 200 Site Area: 20,000 sf																																																																																												
Zoning Classification: 2RS			Description: SINGLE FAM. RESIDENTIAL																																																																																									
Zoning Compliance: <input checked="" type="checkbox"/> Legal			<input type="checkbox"/> Legal nonconforming (grandfathered) <input type="checkbox"/> Illegal <input type="checkbox"/> No zoning																																																																																									
Are CC&Rs applicable? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown			Have the documents been reviewed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Ground Rent (if applicable) \$ /																																																																																									
Highest & Best Use as improved: <input checked="" type="checkbox"/> Present use, or <input type="checkbox"/> Other use (explain)																																																																																												
Actual Use as of Effective Date: SFR			Use as appraised in this report: SFR																																																																																									
Summary of Highest & Best Use: THE SUBJECT USE OF SFR IS THE HIGHEST AND BEST USE, AND MEETS THE FOLLOWING FOUR CRITERIA: FINANCIALLY FEASIBLE, LEGALLY PERMISSABLE, PHYSICALLY POSSIBLE, AND MEETS THE MAXIMUM PRODUCTIVITY.																																																																																												
<table border="1"> <tr> <td>Utilities</td> <td>Public</td> <td>Other</td> <td>Provider/Description</td> <td>Off-site Improvements</td> <td>Type</td> <td>Public</td> <td>Private</td> <td>Topography</td> <td>LEVEL/TYPICAL</td> </tr> <tr> <td>Electricity</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Street</td> <td>ASPHALT</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Size</td> <td>TYPICAL</td> </tr> <tr> <td>Gas</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Curb/Gutter</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Shape</td> <td>RECTANGULAR</td> </tr> <tr> <td>Water</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Sidewalk</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>Drainage</td> <td>APPEARS ADEQUATE</td> </tr> <tr> <td>Sanitary Sewer</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Street Lights</td> <td>YES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>View</td> <td>TYP. NEIGH.</td> </tr> <tr> <td>Storm Sewer</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td>Alley</td> <td></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>			Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Topography	LEVEL/TYPICAL	Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street	ASPHALT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size	TYPICAL	Gas	<input type="checkbox"/>	<input type="checkbox"/>		Curb/Gutter		<input type="checkbox"/>	<input type="checkbox"/>	Shape	RECTANGULAR	Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sidewalk	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage	APPEARS ADEQUATE	Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street Lights	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	TYP. NEIGH.	Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>		Alley		<input type="checkbox"/>	<input type="checkbox"/>																																
Utilities	Public	Other	Provider/Description	Off-site Improvements	Type	Public	Private	Topography	LEVEL/TYPICAL																																																																																			
Electricity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street	ASPHALT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Size	TYPICAL																																																																																			
Gas	<input type="checkbox"/>	<input type="checkbox"/>		Curb/Gutter		<input type="checkbox"/>	<input type="checkbox"/>	Shape	RECTANGULAR																																																																																			
Water	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Sidewalk	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage	APPEARS ADEQUATE																																																																																			
Sanitary Sewer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Street Lights	YES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	View	TYP. NEIGH.																																																																																			
Storm Sewer	<input type="checkbox"/>	<input type="checkbox"/>		Alley		<input type="checkbox"/>	<input type="checkbox"/>																																																																																					
Other site elements: <input checked="" type="checkbox"/> Inside Lot <input type="checkbox"/> Corner Lot <input type="checkbox"/> Cul de Sac <input checked="" type="checkbox"/> Underground Utilities <input type="checkbox"/> Other (describe)																																																																																												
FEMA Spec'l Flood Hazard Area <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			FEMA Flood Zone X			FEMA Map # 12009C0616H			FEMA Map Date 1/29/2021																																																																																			
Site Comments: THE SUBJECT PROPERTY CONFORMS TO THE NEARBY HOMES, AND FALLS WITHIN RANGE OF NEIGHBORHOOD SIZE AND PRICING.																																																																																												
<table border="1"> <tr> <td colspan="2">General Description</td> <td colspan="2">Exterior Description</td> <td colspan="2">Foundation</td> <td colspan="2">Basement</td> <td colspan="2">Heating</td> </tr> <tr> <td># of Units</td> <td>1 <input type="checkbox"/> Acc.Unit</td> <td>Foundation</td> <td>SLAB</td> <td>Slab</td> <td>YES</td> <td>None</td> <td><input checked="" type="checkbox"/></td> <td>CENTRAL</td> </tr> <tr> <td># of Stories</td> <td>1</td> <td>Exterior Walls</td> <td>BRK/FRM/ST</td> <td>Crawl Space</td> <td>NONE</td> <td>Area Sq. Ft.</td> <td><input type="checkbox"/></td> <td>FAA</td> </tr> <tr> <td>Type <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Att. <input type="checkbox"/></td> <td></td> <td>Roof Surface</td> <td>SHINGLE</td> <td>Basement</td> <td>NONE</td> <td>% Finished</td> <td><input type="checkbox"/></td> <td>Fuel</td> </tr> <tr> <td>Design (Style) <b>RANCH</b></td> <td></td> <td>Gutters &amp; Dwnspts.</td> <td>YES</td> <td>Sump Pump</td> <td><input type="checkbox"/></td> <td>Ceiling</td> <td><input type="checkbox"/></td> <td>ELEC</td> </tr> <tr> <td><input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.</td> <td></td> <td>Window Type</td> <td>AL. SLIDERS</td> <td>Dampness</td> <td><input type="checkbox"/></td> <td>Walls</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Actual Age (Yrs.)</td> <td>60</td> <td>Storm/Screens</td> <td>PER CODE</td> <td>Settlement</td> <td>NONE NTD</td> <td>Floor</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Effective Age (Yrs.)</td> <td>20</td> <td></td> <td></td> <td>Infestation</td> <td>NONE NTD</td> <td>Outside Entry</td> <td><input type="checkbox"/></td> <td></td> </tr> </table>			General Description		Exterior Description		Foundation		Basement		Heating		# of Units	1 <input type="checkbox"/> Acc.Unit	Foundation	SLAB	Slab	YES	None	<input checked="" type="checkbox"/>	CENTRAL	# of Stories	1	Exterior Walls	BRK/FRM/ST	Crawl Space	NONE	Area Sq. Ft.	<input type="checkbox"/>	FAA	Type <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Att. <input type="checkbox"/>		Roof Surface	SHINGLE	Basement	NONE	% Finished	<input type="checkbox"/>	Fuel	Design (Style) <b>RANCH</b>		Gutters & Dwnspts.	YES	Sump Pump	<input type="checkbox"/>	Ceiling	<input type="checkbox"/>	ELEC	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.		Window Type	AL. SLIDERS	Dampness	<input type="checkbox"/>	Walls	<input type="checkbox"/>		Actual Age (Yrs.)	60	Storm/Screens	PER CODE	Settlement	NONE NTD	Floor	<input type="checkbox"/>		Effective Age (Yrs.)	20			Infestation	NONE NTD	Outside Entry	<input type="checkbox"/>																		
General Description		Exterior Description		Foundation		Basement		Heating																																																																																				
# of Units	1 <input type="checkbox"/> Acc.Unit	Foundation	SLAB	Slab	YES	None	<input checked="" type="checkbox"/>	CENTRAL																																																																																				
# of Stories	1	Exterior Walls	BRK/FRM/ST	Crawl Space	NONE	Area Sq. Ft.	<input type="checkbox"/>	FAA																																																																																				
Type <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Att. <input type="checkbox"/>		Roof Surface	SHINGLE	Basement	NONE	% Finished	<input type="checkbox"/>	Fuel																																																																																				
Design (Style) <b>RANCH</b>		Gutters & Dwnspts.	YES	Sump Pump	<input type="checkbox"/>	Ceiling	<input type="checkbox"/>	ELEC																																																																																				
<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.		Window Type	AL. SLIDERS	Dampness	<input type="checkbox"/>	Walls	<input type="checkbox"/>																																																																																					
Actual Age (Yrs.)	60	Storm/Screens	PER CODE	Settlement	NONE NTD	Floor	<input type="checkbox"/>																																																																																					
Effective Age (Yrs.)	20			Infestation	NONE NTD	Outside Entry	<input type="checkbox"/>																																																																																					
<table border="1"> <tr> <td colspan="2">Interior Description</td> <td colspan="2">Appliances</td> <td colspan="2">Amenities</td> <td colspan="2">Car Storage</td> <td colspan="2"></td> </tr> <tr> <td>Floors</td> <td>VINYL</td> <td>Refrigerator</td> <td><input checked="" type="checkbox"/></td> <td>None</td> <td>Fireplace(s) #</td> <td>Woodstove(s) #</td> <td><input type="checkbox"/> None</td> <td></td> <td></td> </tr> <tr> <td>Walls</td> <td>DW</td> <td>Range/Oven</td> <td><input checked="" type="checkbox"/></td> <td>Stairs</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Trim/Finish</td> <td>WD</td> <td>Disposal</td> <td><input checked="" type="checkbox"/></td> <td>Drop Stair</td> <td><input type="checkbox"/></td> <td>Patio</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Bath Floor</td> <td>CT/CONC/WD</td> <td>Dishwasher</td> <td><input checked="" type="checkbox"/></td> <td>Scuttle</td> <td><input checked="" type="checkbox"/></td> <td>PATIO</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Bath Wainscot</td> <td>CT</td> <td>Fan/Hood</td> <td><input checked="" type="checkbox"/></td> <td>Doorway</td> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Doors</td> <td>HC WD/SC FIBR/WD</td> <td>Microwave</td> <td><input checked="" type="checkbox"/></td> <td>Floor</td> <td><input type="checkbox"/></td> <td>PORCH</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Washer/Dryer</td> <td><input checked="" type="checkbox"/></td> <td>Heated</td> <td><input type="checkbox"/></td> <td>FENCE</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Finished</td> <td><input type="checkbox"/></td> <td>SCR POOL</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>			Interior Description		Appliances		Amenities		Car Storage				Floors	VINYL	Refrigerator	<input checked="" type="checkbox"/>	None	Fireplace(s) #	Woodstove(s) #	<input type="checkbox"/> None			Walls	DW	Range/Oven	<input checked="" type="checkbox"/>	Stairs	<input type="checkbox"/>		<input type="checkbox"/>			Trim/Finish	WD	Disposal	<input checked="" type="checkbox"/>	Drop Stair	<input type="checkbox"/>	Patio	<input type="checkbox"/>			Bath Floor	CT/CONC/WD	Dishwasher	<input checked="" type="checkbox"/>	Scuttle	<input checked="" type="checkbox"/>	PATIO	<input type="checkbox"/>			Bath Wainscot	CT	Fan/Hood	<input checked="" type="checkbox"/>	Doorway	<input type="checkbox"/>		<input type="checkbox"/>			Doors	HC WD/SC FIBR/WD	Microwave	<input checked="" type="checkbox"/>	Floor	<input type="checkbox"/>	PORCH	<input type="checkbox"/>					Washer/Dryer	<input checked="" type="checkbox"/>	Heated	<input type="checkbox"/>	FENCE	<input type="checkbox"/>						<input checked="" type="checkbox"/>	Finished	<input type="checkbox"/>	SCR POOL	<input type="checkbox"/>		
Interior Description		Appliances		Amenities		Car Storage																																																																																						
Floors	VINYL	Refrigerator	<input checked="" type="checkbox"/>	None	Fireplace(s) #	Woodstove(s) #	<input type="checkbox"/> None																																																																																					
Walls	DW	Range/Oven	<input checked="" type="checkbox"/>	Stairs	<input type="checkbox"/>		<input type="checkbox"/>																																																																																					
Trim/Finish	WD	Disposal	<input checked="" type="checkbox"/>	Drop Stair	<input type="checkbox"/>	Patio	<input type="checkbox"/>																																																																																					
Bath Floor	CT/CONC/WD	Dishwasher	<input checked="" type="checkbox"/>	Scuttle	<input checked="" type="checkbox"/>	PATIO	<input type="checkbox"/>																																																																																					
Bath Wainscot	CT	Fan/Hood	<input checked="" type="checkbox"/>	Doorway	<input type="checkbox"/>		<input type="checkbox"/>																																																																																					
Doors	HC WD/SC FIBR/WD	Microwave	<input checked="" type="checkbox"/>	Floor	<input type="checkbox"/>	PORCH	<input type="checkbox"/>																																																																																					
		Washer/Dryer	<input checked="" type="checkbox"/>	Heated	<input type="checkbox"/>	FENCE	<input type="checkbox"/>																																																																																					
			<input checked="" type="checkbox"/>	Finished	<input type="checkbox"/>	SCR POOL	<input type="checkbox"/>																																																																																					
Finished area above grade contains: 7 Rooms 4 Bedrooms 2 Bath(s) 2,091 Square Feet of Gross Living Area Above Grade																																																																																												
Additional features: SCR ING POOL																																																																																												
Describe the condition of the property (including physical, functional and external obsolescence): THE SUBJECT PROPERTY WAS IN GOOD CONDITION AT THE TIME OF VISIT ON 10/01/2025 THERE WAS NO FUNCTIONAL, NOR EXTERNAL OBSOLESCENCE. THE APPRAISER IS NOT A HOME INSPECTOR AND IT IS BEYOND THE SCOPE OF THE APPRAISAL TO TEST AND INSPECT MECHANICAL SYSTEMS, THE APPRAISAL IS COMPLETED UNDER THE ASSUMPTION THE MECHANICAL SYSTEMS ARE IN WORKING ORDER. THE APPRAISER RATES THE HOME "OVERALL" AND BASED ON THE VISIT THE SUBJECT IS DEEMED GOOD CONDITION.																																																																																												

# RESIDENTIAL APPRAISAL SUMMARY REPORT

2003 OAK ST  
File No.: 2003 OAK ST

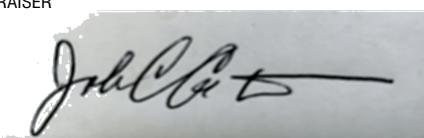
114

TRANSFER HISTORY	My research <input checked="" type="checkbox"/> did <input type="checkbox"/> did not reveal any prior sales or transfers of the subject property for the three years prior to the effective date of this appraisal. Data Source(s): TAX ASSESSMENT RECORDS, MLS												
	1st Prior Subject Sale/Transfer		Analysis of sale/transfer history and/or any current agreement of sale/listing:  THE SUBJECT HAS HAD A TRANSFER IN THE PAST THREE YEARS AS MENTIONED ABOVE. THE SIGNING APPRAISER HAS NOT COMPLETED ANY SERVICES, APPRAISAL OR OTHERWISE ON THE SUBJECT PROPERTY IN THE PAST THREE YEARS. SUBJECT IS NOT LISTED IN THE MLS, AND NOT LISTED FOR SALE ON THE INTERNET.										
	Date: 3/28/2025												
	Price: 885,000												
	Source(s): MLS/CNTY RECORDS												
	2nd Prior Subject Sale/Transfer												
	Date:												
	Price:												
	Source(s):												
	<b>SALES COMPARISON APPROACH TO VALUE (if developed)</b> <input type="checkbox"/> The Sales Comparison Approach was not developed for this appraisal.												
SALES COMPARISON APPROACH	FEATURE		SUBJECT		COMPARABLE SALE # 1			COMPARABLE SALE # 2		COMPARABLE SALE # 3			
	Address		2003 Oak St Melbourne Beach, FL 32951		250 Pompano Dr Melbourne Beach, FL 32951			320 Amberjack Pl Melbourne Beach, FL 32951		217 Cherry Dr Melbourne Beach, FL 32951			
	Proximity to Subject				0.49 miles SE			0.63 miles SE		0.09 miles NE			
	Sale Price		\$		\$ 850,000			\$ 925,000		\$ 830,000			
	Sale Price/GLA		\$ /sq.ft.		\$ 409.05 /sq.ft.			\$ 380.97 /sq.ft.		\$ 395.61 /sq.ft.			
	Data Source(s)				MLS/P.R./DOM:30			MLS/P.R./DOM 14		MLS/P.R./FSBO			
	Verification Source(s)				INT OBS./MLS1038059			INTOBS./MLS1044918		INT. OBS./P.R.			
	VALUE ADJUSTMENTS		DESCRIPTION		DESCRIPTION		+(-) \$ Adjust.		DESCRIPTION		+(-) \$ Adjust.		
	Sales or Financing		CASH		CONV				CONV.				
	Concessions				10000				-10,000				
	Date of Sale/Time		4/11/2025		0		6/18/2025		0		06/11/2025		
	Rights Appraised		Fee Simple		FEE SIMPLE				FEE SIMPLE				
	Location		AVERAGE		AVERAGE				AVERAGE				
	Site		.46 ACRE		.37 ACRE		+25,000		.31 ACRE		+25,000		
	View		TYP. NEIGH.		TYP. NEIGH.				TYP. NEIGH.				
	Design (Style)		RANCH		RANCH				RANCH				
	Quality of Construction		AVERAGE		AVERAGE				AVERAGE		0		
	Age		64		47				040		46		
Condition		GOOD		GOOD				GOOD					
Above Grade		Total	Bdrms	Baths	Total	Bdrms	Baths	Total	Bdrms	Baths			
Room Count		7	4	2	7	3	2	0	8	5	2		
Gross Living Area		2,091 sq.ft.		2,078 sq.ft.		0		2,428 sq.ft.		-50,600			
Basement & Finished		NONE		NONE				NONE		NONE			
Rooms Below Grade													
Functional Utility		ADEQUATE		ADEQUATE				ADEQUATE					
Heating/Cooling		CENTRAL		CENTRAL				CENTRAL					
Energy Efficient Items		TYPICAL		TYPICAL				TYPICAL					
Garage/Carport		2-GARAGE		2-GARAGE				2-GARAGE					
Porch/Patio/Deck		PORCH		PORCH				PORCH		0			
ING. POOL		YES		YES				YES					
Net Adjustment (Total)		<input checked="" type="checkbox"/> + <input type="checkbox"/> -		\$ 25,000		<input type="checkbox"/> + <input checked="" type="checkbox"/> -		\$ -35,600		<input checked="" type="checkbox"/> + <input type="checkbox"/> -		\$ 40,000	
Adjusted Sale Price of Comparables				\$ 875,000				\$ 889,400				\$ 870,000	
Summary of Sales Comparison Approach WE HAVE USED THREE RECENT COMPS. ALL WITHIN A MILE OF THE SUBJECT AND LOCATED IN MELBOURNE BEACH. THE SUBJECT IS A NON-POOL HOME, THAT HAS BEEN RECENTLY RENOVATED. THE SUBJECT IS SIMILAR IN CONDITION TO COMPS. 2 AND 3, YET THOSE ARE BOTH POOL HOMES, WHILE COMP. 1 IS IN ITS MOSTLY ORIGINAL CONDITION AND ADJUSTED AT 18%. THE MARKET HAS REMAINED VERY STABLE THE PAST FEW YEARS WHILE ATTEMPTING TO FIND ITS EQUILIBRIUM, THE MOST RECENT STATISTICS SUGGEST A DECLINE, HOWEVER, THE AVERAGE SALES PRICES HAVE BEEN ROLLER COASTERING MONTH TO MONTH. WE HAVE INCLUDED THE MOST RECENT MLS STATISTICS, PLEASE PAY SPECIAL ATTENTION TO AREA 384, THE SUBJECT MARKET AREA, AND "SINGLE FAMILY RESIDENCE". AS MENTIONED, THE SUBJECT IS RENOVATED AND HAS AN ADDITION TO THE REAR INCLUDED IN THIS REPORT. THE RENOVATIONS ARE GOOD QUALITY, HOWEVER, THE FLOORING IS LEFT AS TERRAZZO. THE CLIENT ATTEMPTED TO MATCH THE EXISTING ORIG. TERRAZZO, WHICH IS A DIFFICULT TASK FOR MOST MODERN DAY FLOORING SPECIALISTS, THERE WAS WHAT APPEARS LIKE SETTLEMENT (CRACKING), SHORTLY AFTER THE TERRAZZO INSTALL. THE KITCHEN COUNTERTOPS ARE AN EPOXY PRODUCT OVER PLY WOOD, WITH A SOLID SURFACE LOOK. THE SUBJECT OVERALL IS IN GOOD CONDITION, AND THE COMPS. 2 AND 3 ARE ALSO GOOD CONDITION WITH THE BULK OF THE ADJUSTMENT TO POOL, COMP. 2 AND GLA AND POOL COMP. 3. MOST WEIGHT IS GIVEN TO COMP. 2, AS IT APPEARS TO BE THE MOST SIMILAR. ALL THREE COMPS. ARE ADJUSTED FOR THE TWO CAR GARAGE VS. SINGLE GARAGE WITH CARPORT.													
Indicated Value by Sales Comparison Approach \$ 875,000													

# RESIDENTIAL APPRAISAL SUMMARY REPORT

2003 OAK ST  
File No.: 2003 OAK ST

115

<b>COST APPROACH TO VALUE (if developed)</b>		<input checked="" type="checkbox"/> The Cost Approach was not developed for this appraisal.			
Provide adequate information for replication of the following cost figures and calculations.					
Support for the opinion of site value (summary of comparable land sales or other methods for estimating site value): <b>THE COST APPROACH IS BEYOND THE SCOPE OF THIS APPRAISAL. WE ARE COMPLETING A "SALES COMPARISON" APPROACH TO SATISFY THE CLIENT'S REQUEST TO DETERMINE THE MARKET VALUE OF THE SUBJECT PROPERTY.</b>					
<b>COST APPROACH</b>	ESTIMATED <input type="checkbox"/> REPRODUCTION OR <input type="checkbox"/> REPLACEMENT COST NEW		OPINION OF SITE VALUE ----- = \$ 450,000		
	Source of cost data:		DWELLING Sq.Ft. @ \$ ----- = \$		
	Quality rating from cost service: Effective date of cost data:		Sq.Ft. @ \$ ----- = \$		
	Comments on Cost Approach (gross living area calculations, depreciation, etc.):		Sq.Ft. @ \$ ----- = \$		
			Sq.Ft. @ \$ ----- = \$		
			Sq.Ft. @ \$ ----- = \$		
			Sq.Ft. @ \$ ----- = \$		
			Garage/Carport Sq.Ft. @ \$ ----- = \$		
			Total Estimate of Cost-New ----- = \$		
			Less Physical	Functional	External
<b>INCOME APPROACH</b>	Depreciation		----- = \$( )		
	Depreciated Cost of Improvements		----- = \$		
	"As-is" Value of Site Improvements		----- = \$		
			----- = \$		
			----- = \$		
	Estimated Remaining Economic Life (if required): 58 Years		INDICATED VALUE BY COST APPROACH ----- = \$		
	<b>INCOME APPROACH TO VALUE (if developed)</b>		<input checked="" type="checkbox"/> The Income Approach was not developed for this appraisal.		
	Estimated Monthly Market Rent \$		X Gross Rent Multiplier = \$		Indicated Value by Income Approach
	Summary of Income Approach (including support for market rent and GRM):				
	<b>PUD</b>	<b>PROJECT INFORMATION FOR PUDs (if applicable)</b> <input type="checkbox"/> The Subject is part of a Planned Unit Development.			
Legal Name of Project:					
Describe common elements and recreational facilities:					
<b>RECONCILIATION</b>	Indicated Value by Sales Comparison Approach \$ 875,000		Cost Approach (if developed) \$	Income Approach (if developed) \$	
	Final Reconciliation <b>ALL WEIGHT IS AFFORDED THE SALES COMPARISON APPROACH IN THIS INSTANCE AS THIS MEETS THE INTENDED USE AND FULFILLS THE APPRAISER'S SCOPE OF WORK. NEITHER THE COST APPROACH NOR THE INCOME APPROACHES TO VALUE ARE RELEVANT TO THE APPRAISAL. THE COST APPROACH IS TYPICALLY COMPLETED ON NEW HOMES, OR HOMES NEARLY NEW, AND THE INCOME APPROACH TO VALUE IS TYPICALLY COMPLETED ON HOMES LOCATED IN PREDOMINANTLY RENTAL AREAS WHERE THE GROSS RENT MULTIPLIER HAS BEEN ESTABLISHED.</b>				
	This appraisal is made <input checked="" type="checkbox"/> "as is", <input type="checkbox"/> subject to completion per plans and specifications on the basis of a Hypothetical Condition that the improvements have been completed, <input type="checkbox"/> subject to the following repairs or alterations on the basis of a Hypothetical Condition that the repairs or alterations have been completed, <input type="checkbox"/> subject to the following required inspection based on the Extraordinary Assumption that the condition or deficiency does not require alteration or repair:				
	<input type="checkbox"/> This report is also subject to other Hypothetical Conditions and/or Extraordinary Assumptions as specified in the attached addenda.				
	Based on the degree of inspection of the subject property, as indicated below, defined Scope of Work, Statement of Assumptions and Limiting Conditions, and Appraiser's Certifications, my (our) Opinion of the Market Value (or other specified value type), as defined herein, of the real property that is the subject of this report is: \$ 875,000, as of: 10/03/2025, which is the effective date of this appraisal. If indicated above, this Opinion of Value is subject to Hypothetical Conditions and/or Extraordinary Assumptions included in this report. See attached addenda.				
	A true and complete copy of this report contains 29 pages, including exhibits which are considered an integral part of the report. This appraisal report may not be properly understood without reference to the information contained in the complete report.				
	Attached Exhibits:				
	<input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Limiting Cond./Certifications <input type="checkbox"/> Narrative Addendum <input checked="" type="checkbox"/> Photograph Addenda <input checked="" type="checkbox"/> Sketch Addendum <input checked="" type="checkbox"/> Map Addenda <input checked="" type="checkbox"/> Additional Sales <input type="checkbox"/> Cost Addendum <input type="checkbox"/> Flood Addendum <input type="checkbox"/> Manuf. House Addendum <input checked="" type="checkbox"/> Hypothetical Conditions <input type="checkbox"/> Extraordinary Assumptions <input type="checkbox"/> ADDENDUM <input type="checkbox"/>				
<b>ATTACHMENTS</b>	Client Contact: Client Name: FREDERIC L. SAX				
	E-Mail: DRRSAX@ME.COM		Address: 2003 OAK STREET, MELBOURNE BEACH, FL 32951		
	APPRaiser				
	 Supervisory or Co-Appraiser Name: _____				
	Company: _____				
	Phone: _____ Fax: _____				
	E-Mail: _____				
	Date of Report (Signature): 10/08/2025				
	License or Certification #: CERT RES RD2803 State: FL				
	Designation: MRA				
<b>SIGNATURES</b>	Expiration Date of License or Certification: 11/30/2026				
	Inspection of Subject: <input checked="" type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None				
	Date of Inspection: 10/03/2025				
	Inspection of Subject: <input type="checkbox"/> Interior & Exterior <input type="checkbox"/> Exterior Only <input type="checkbox"/> None				
	Date of Inspection: _____				

**Supplemental Addendum**

File No. 2003 OAK ST

Borrower	N/A		
Property Address	2003 Oak St		
City	Melbourne Beach	County	BREVARD
Lender/Client	FREDERIC L. SAX	State	FL
		Zip Code	32951

### A quick recap of the Brevard County Residential Report for August 2025:

- **Closed Sales are down -2.4%** for August 2025 in which the number of units closed was 890 compared to 912 in August 2024, with an increase in cash sales of 15.5%.
- **New Pending Sales are up 2.6%** and New Listings are down -5.8%.
- **The Median Sales Price for Brevard County Single Family homes is -4.0%** to \$369,715 compared to a year ago, which was \$385,000.
- **Months' Supply of Inventory is up 12.5%** to 4.5 months, an increase from 4.0 months in August 2024.
- **Traditional Sales are down -3.2%** with a median sales price of \$370,000.
- **Foreclosure/REO Sales are up 25.0%** with 5 closed sales and a median sales price of \$335,000.
- **Short Sale Closings are N/A** with 6 closed sales and a median sales price of \$280,205.

#### What this means:

In Brevard County, the housing market in August 2025 shows a slight shift. Fewer homes closed compared to last year, but pending sales are up, meaning buyers are still actively shopping. The median home price has dipped slightly to \$369,715, giving buyers a bit more breathing room. Inventory has increased, offering more options, while cash buyers and investors remain active. Foreclosures and short sales are limited but may present opportunities for those looking for bargains. Overall, buyers have more choices and potential negotiating power, while sellers may need to price strategically in this evolving market.

### A quick recap of the Brevard County Townhouses/Condos for August 2025:

- **Closed Sales are up 3.2%** for August 2025 in which the number of units closed was 193 compared to 187 in August 2024, with an increase in cash sales of 14.4%.
- **New Pending Sales are down -10.7%** and New Listings are down -11.2%.
- **The Median Sales Price for Brevard County Townhouses/Condos is down -5.4%** to \$265,000 compared to a year ago, which was \$280,000.
- **Months' Supply of Inventory is up 25.0%** to 8.0 months, an increase from 6.4 months in August 2024.
- **Traditional Sales are up 2.7%** with a median sales price of \$267,500.
- **Foreclosure/REO Sales are N/A** with 1 closed sale and a median sales price of \$86,000.
- **Short Sale Closings are N/A** with 0 closed sales and a median sales price of (no sales)

COVID-19 has been declared a pandemic and a national state of emergency in place. Substantial turmoil has occurred in financial markets and due to the developing situation, it is not possible at this time to quantify its long-term or short-term effects on real estate markets or on the subject property. The value opinion contained in this appraisal is based on findings of an analysis of market data available to the appraiser at the time of the assignment.

INTENDED USE: The intended use of the appraisal is solely to assist the client in decision making regarding the current county tax situation. The identified users are the only intended users of the appraisal report. The appraiser does not guarantee that the property is free from defects. The appraisal establishes the value of the property for the internal decision making purposes only.

**Supplemental Addendum**

File No. 2003 OAK ST

Borrower	N/A		
Property Address	2003 Oak St		
City	Melbourne Beach	County	BREVARD
Lender/Client	FREDERIC L. SAX	State	FL
		Zip Code	32951

THE SCOPE OF WORK IN THIS INSTANCE WAS TO ESTIMATE THE SUBJECT MARKET VALUE , AS WELL AS THE LAND "AS THOUGH VACANT" , IN ORDER FOR THE CLIENT TO SUBMIT THE TOTAL VALUE , MINUS THE LAND AND ING. POOL AMENITY TO THE CITY PLANNING AND ZONING BOARD FOR INTERNAL DECISION MAKING REGARDING A CONSTRUCTION DECISION. PRIOR TO ACCEPTING THE ASSIGNMENT , THE CLIENT STATED AS LONG AS THE FIGURES ARE PRESENTED IN THE REPORT, IT ACCOMPLISHES THEIR DECISION MAKING. THE CALCULATIONS ARE BELOW:

TOTAL MARKET VALUE INCLUDING HOME , SCR.ING. POOL PACKAGE , AND LAND:

\$875,000

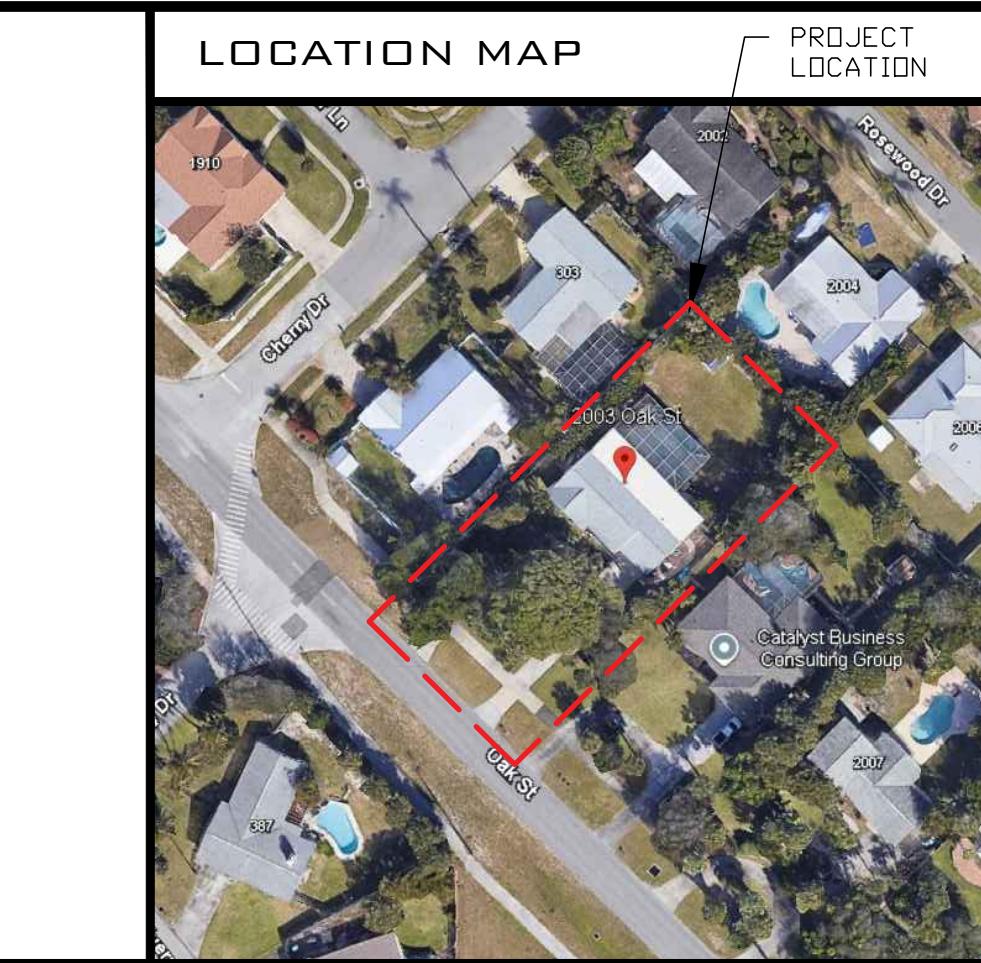
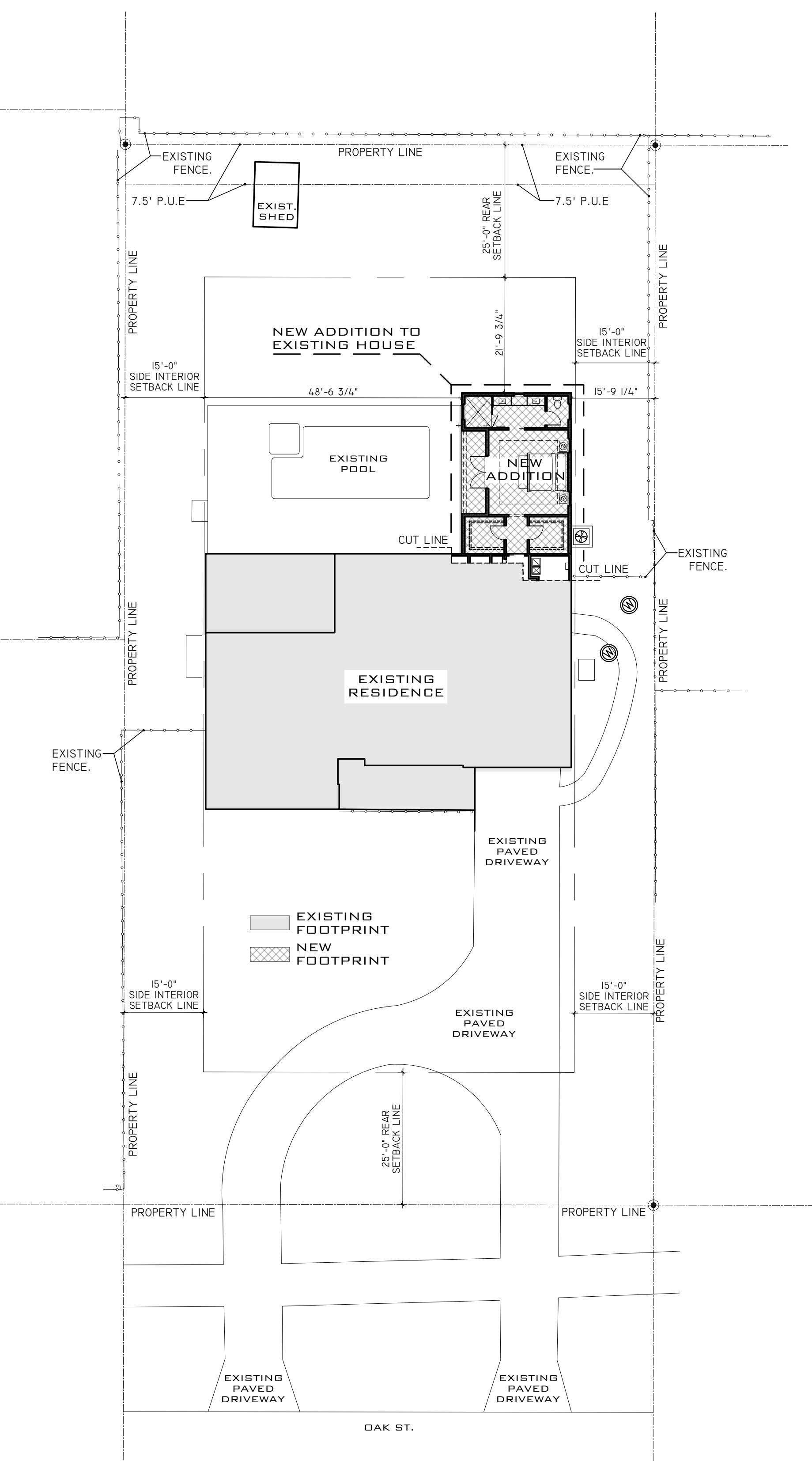
LAND VALUE: \$450,000

MARKET CONTRIBUTION OF THE SCR.ING.POOL PACKAGE: \$50,000

\$875,000 MINUS THE LAND VALUE AND CONTRIBUTORY VALUIE OF THE SCR.ING.POOL = \$375,000  
THE \$375,000 IS THE CONTRIBUTORY MARKET VALUE OF THE DWELLING AS REQUESTED BY THE CLIENT.

# CUSTOM RENOVATION: SAX RESIDENCE

2003 OAK ST, MELBOURNE BEACH, FL 32951



PROJECT SUMMARY	
PROJECT NAME :	SAX RESIDENCE
PROJECT ADDRESS :	2003 OAK ST, MELBOURNE BEACH, FL 32951
CONTRACTOR:	BC RENO GROUP
SCOPE OF WORK:	RENOVATION TO RESIDENCE
PROPOSED USE :	SINGLE-FAMILY LOW DENSITY RESIDENTIAL
BUILDING TYPE :	RESIDENTIAL
ZONING CLASSIFICATION:	2-RS - SINGLE-FAMILY RESIDENTIAL DISTRICT
APPLICABLE CODES	
FLORIDA BUILDING CODE:	2023 FBC-RESIDENTIAL
MECHANICAL CODE:	2023 FBC-MECHANICAL
PLUMBING CODE:	2023 FBC-PLUMBING
ENERGY CON. CODE:	2023 FBC-ENERGY CONSERVATION
ELECTRICAL CODE :	NEC 2020
AUTHORITY / JURISDICTION :	TOWN OF MELBOURNE BEACH

DATE

SD  
 DD  
 CD  
 BID  
 PERMIT

REVISIONS:

A  
 A-  
 A-  
 A-  
 A-  
 A-  
 A-  
 A-

## PROJECT INFORMATION

SET BACK LINES:  
FRONT: 25'-0"  
SIDE INTERIOR: 15'-0"  
REAR-PERMITTED: 25'-0"

NUMBER OF STORIES: 1 STORY  
FINISH FLOOR ELEVATION: EXISTING  
LOT SIZE: .46 ACRES  
TOTAL GARAGE: 2 CAR GARAGE  
LOT DIMENSIONS: 100'-0" x 200'-0" x 100'-0" x 200'-0"  
BUILDING HEIGHT: 13'-2 5/8"

## PROJECT TEAM

OWNER : FREDERIC & AMANDA SAX  
2003 OAK ST, MELBOURNE BEACH, FL 32951

ARCHITECT: MELD STUDIO ARCHITECTURE, LLC  
JEFFREY ANDERSON, ARCHITECT  
1542 GUAVA AVE.  
MELBOURNE, FL 32935  
321-428-3869

STRUCTURAL ENGINEER: MK STRUCTURAL ENGINEERING  
MIKE KALAJIAN, P.E.  
587 W. EAU GALLIE, BLVD.,  
SUITE 201  
MELBOURNE, FL 32935  
321-574-2702

## AREA CALCULATIONS

EXISTING CONDITIONED SPACE:	2,071	SQ. FT.
EXISTING FRONT PORCH:	101	SQ. FT.
EXISTING BACK PORCH:	360	SQ. FT.
EXISTING GARAGE:	500	SQ. FT.
NEW CONDITIONED SPACE:	557.62	SQ. FT.
NEW COVERED PORCH:	70.12	SQ. FT.

TOTAL:	3,659.74	SQ. FT.
LOT SIZE:	.46 ACRES OR 20,037.6	SQ. FT.
BUILDING FOOTPRINT:	3,659.74	SQ. FT.

LOT COVERAGE: 18.3%

## GENERAL NOTES

- OWNER/CLIENT RESPONSIBILITIES: REFERENCE IS MADE THROUGHOUT THESE GENERAL NOTES TO RESPONSIBILITIES AND STANDARDS OF CARE TO BE FULFILLED BY THOSE PROVIDING SERVICES IN THE DEVELOPMENT AND CONSTRUCTION OF THIS PROJECT. OWNER/CLIENT SHALL BE RESPONSIBLE FOR ADHERENCE TO THOSE REQUIREMENTS BY THE OWNER, BUILDER, GENERAL CONTRACTOR, SUBCONTRACTORS AND OTHER PROFESSIONAL CONSULTANTS NOT RETAINED BY THE ARCHITECT.
- PERMIT ARCHITECTURE DRAWINGS: THIS SET IS SUFFICIENT TO BE PART OF THE PERMIT SET TO OBTAIN A BUILDING PERMIT. THIS SET DOES NOT INCLUDE THE REQUIRED SHOP DRAWINGS/NOA REQUIRED FOR PERMITTING. THE CONTRACTOR SHOULD CHECK WITH THE OWNER TO DETERMINE THE SCOPE OF WORK OF THE ARCHITECT. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR OBTAINING THE BUILDING PERMIT.
- BUILDING MAINTENANCE: THE EXPOSED MATERIAL USED IN THE CONSTRUCTION OF THIS PROJECT WILL DETERIORATE AS THE COMPLETED PROJECT AGES UNLESS PROPERLY AND ROUTINELY MAINTAINED. OWNER/CLIENT SHALL WORK WITH THE CONTRACTOR TO DEVELOP A PLAN TO KEEP THESE EXPOSED MATERIALS PROTECTED AND MAINTAINED.
- ALL CONSTRUCTION SHALL COMPLY WITH THE MOST STRINGENT REQUIREMENTS OF ALL CURRENT APPLICABLE CITY, COUNTY, STATE, AND FEDERAL LAWS, RULES, CODES, ORDINANCES AND REGULATIONS. IF THE GENERAL CONTRACTOR OR ANY SUBCONTRACTOR PERFORMS ANY WORK IN CONFLICT WITH THE ABOVE MENTIONED LAWS, RULES, CODES, ORDINANCES AND REGULATIONS, THEN THE CONTRACTOR IS IN VIOLATION AND SHALL BEAR ALL COST OF REPAIR ARISING OUT OF THE NON-COMFORMING WORK.
- THE GENERAL CONTRACTOR MUST THOROUGHLY EXAMINE THE JOB SITE AND FINAL CONSTRUCTION DRAWINGS PRIOR TO STARTING CONSTRUCTION. IF ANY CONFLICTS ARISE, THE GENERAL CONTRACTOR MUST NOTIFY THE ARCHITECT AND ALLOW FOR SUFFICIENT TIME FOR RESOLUTION WITHOUT DELAYING WORK.
- SUBSTITUTIONS / CHANGES: NO SUBSTITUTIONS/CHANGES CAN BE MADE WITHOUT WRITTEN AUTHORIZATION BY THE OWNER / CLIENT. THE ARCHITECT DOES NOT TAKE ANY LIABILITY FOR ANY SUBSTITUTIONS/CHANGES WITHOUT THE ARCHITECTS WRITTEN AUTHORIZATION. ANY APPROVAL REQUIRED BY THE BUILDING OFFICIAL FOR SUBSTITUTIONS/CHANGES SHALL BE THE RESPONSIBILITY OF THE GENERAL CONTRACTOR.
- DO NOT SCALE FROM PLANS. PLEASE CALL THE ARCHITECT IF YOU REQUIRE ANY DIMENSIONS.

## KEY ABBREVIATIONS AND SYMBOLS

(TYP): TYPICAL	DETAIL #
W.H. WATER HEATER	SECTION CUT
DW DISHWASHER	SHEET #
LAV LAVATORY	
REF REFRIGERATOR	
FREZ FREEZER	
MIC MICROWAVE	
AHU AIR HANDLING UNIT	
CU COMPRESSOR UNIT	
WC WATER CLOSET	
H.B. HOSE BIB	
SO SQUARE	
FT FEET	
P.T. PRESSURE TREATED	
	ROOM TAG
	WINDOW TAG
	DOOR TAG

## SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
A0.01	COVER SHEET / INFORMATION / SITE PLAN / CALCULATIONS
A0.02	ARCHITECTURAL SPECIFICATIONS
A1.00	ENLARGED PLAN, FLOOR PLAN & DEMO PLAN
A1.10	REFLECTED CEILING PLAN & ROOF PLAN
A2.01	EXTERIOR ELEVATIONS
A3.01	SECTIONS & DETAILS
A4.01	INTERIOR / EXTERIOR WINDOWS AND DOORS ELEVATIONS AND SCHEDULES, AND DETAILS
E1.0	ELECTRICAL / LIGHTING PLAN AND PLUMBING RISER DIAGRAM & LEGEND

**meld**  
studio  
ARCHITECTURE

1542 GUAVA AVE.  
MELBOURNE, FL 32935  
321-428-3869  
design@meldarch.com

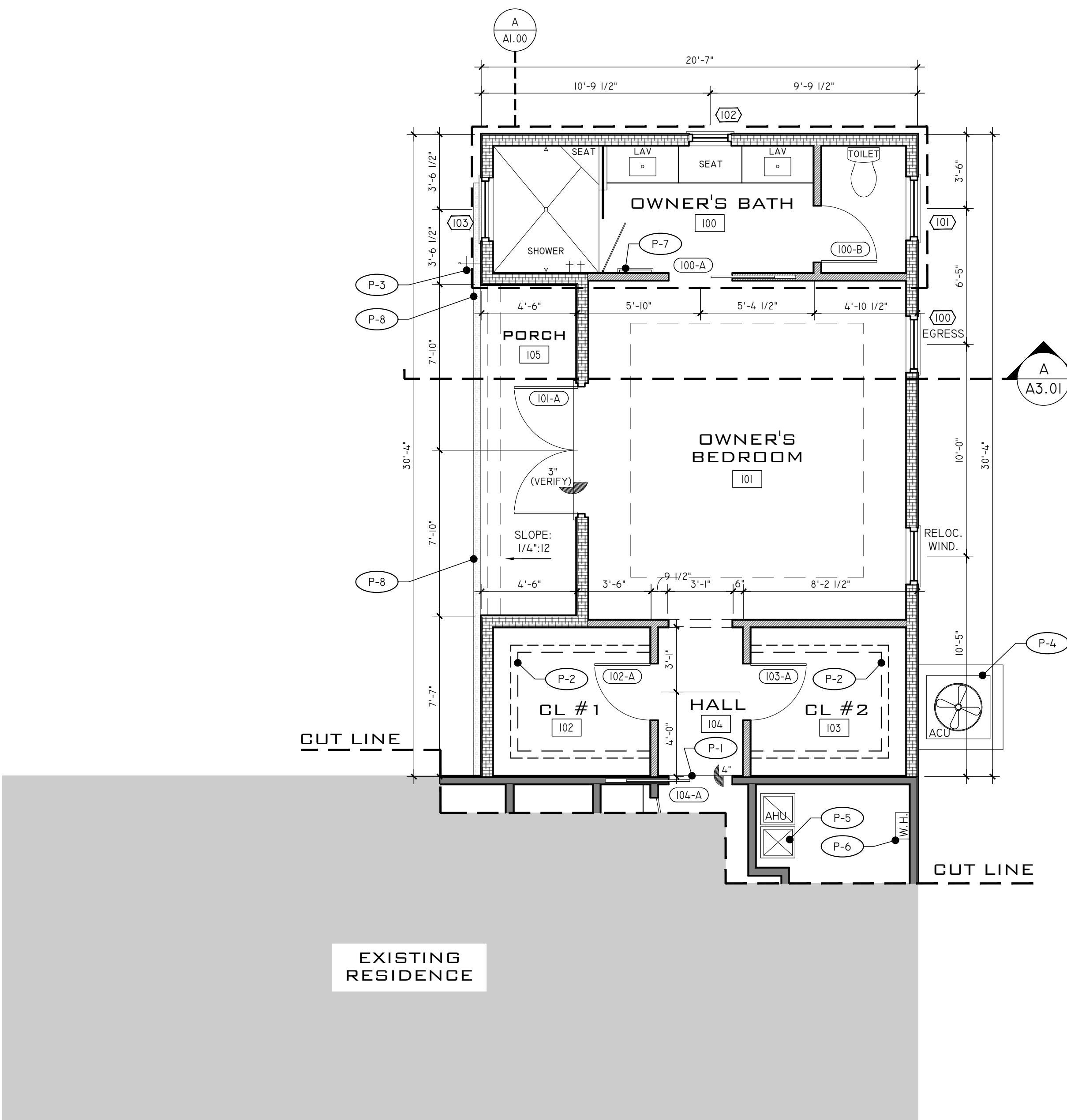
CUSTOM DESIGN  
**SAX RESIDENCE**  
2003 OAK STREET, MELBOURNE BEACH, FL 32951

DATE: 2025-10-28  
SHEET TITLE

COVER SHEET /  
INFO / SITE PLAN /  
CALCULATIONS

SHEET NUMBER

**A0.01**



## FLOOR PLAN NOTES

1. REFERENCE ARCHITECTURAL SPECIFICATION SHEET A0.2 FOR GENERAL CONSTRUCTION INFORMATION RELATED TO THE PROJECT.
2. FINISH FLOOR DATUM REFERENCES TOP OF SLAB DRAWINGS. VERIFY WITH SURVEY OR CIVIL ENGINEERING DRAWINGS.
3. EACH CONTRACTOR SHALL VERIFY ALL DIMENSIONS SHOWN ON THE DRAWING AND OBTAIN ALL MEASUREMENTS REQUIRED FOR PROPER EXECUTION OF WORK. DO NOT SCALE PLANS. CONTACT ARCHITECT FOR ANY ADDITIONAL INFORMATION OR DIMENSIONS REQUIRED.
4. DIMENSIONS ARE TAKEN FROM STRUCTURAL ELEMENTS ONLY. INTERIOR DIMENSIONS ARE TAKEN FROM ONE SIDE OF THE WALL. REFER TO WALL SCHEDULE FOR WALL THICKNESS AND CONCRETE DENSITIES.
5. PROVIDE IN-WALL BLOCKING AS REQUIRED FOR INSTALLATION OF CABINETS, EQUIPMENT, FIXTURES, BATHROOM ACCESSORIES AND AROUND WINDOWS AND DOORS.
6. DETAILED DRAWINGS AND LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
7. FOR CONSTRUCTION DETAILS NOT SHOWN, USE THE PRODUCT MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS AND STANDARD DETAILS, IN STRICT ACCORDANCE WITH THE PROJECT SPECIFICATIONS REQUIREMENTS AND DESIGN INTENT.
8. GYPSUM BOARD SHALL BE INSTALLED PER ASTM C840-18 AND AS SPECIFIED PER THE MANUFACTURER'S SPECIFICATIONS, UNLESS OTHERWISE NOTE, INTERIOR GYPSUM BOARD WALLS SHALL BE FINISHED TO LEVEL 5.
9. WALL CABINERY TO BE PROVIDED BY OWNER OR CONTRACTOR SELECTED CABINET CONTRACTOR. CONTRACTOR TO COORDINATE ALL ELECTRICAL AND PLUMBING ELEMENTS WITH CABINET CONTRACTOR PRIOR TO INSTALLING.
10. MILLWORK SHALL BE INSTALLED PER THE ARCHITECTURAL MILLWORK INSTITUTE STANDARDS AND MANUFACTURER'S SPECIFICATIONS.
11. ALL APPLIANCES TO BE PROVIDED BY CLIENT, APPLIANCE CONTRACTOR OR OTHER. COORDINATE ALL CABINET MILLWORK, ELECTRICAL LOCATIONS AND PLUMBING LINES WITH SELECTED APPLIANCES.
12. MECHANICAL UNITS AND DUCTWORK TO BE PROVIDED BY CONTRACTOR'S SELECTED SUBCONTRACTOR.
13. SEE WALL LEGEND BELOW.

## WALL LEGEND:

2X6 FRAMED EXTERIOR BEARING WALL. SEE WALL SECTION A, SHEET A3.01 FOR MORE INFORMATION. SEE STRUCTURAL DRAWINGS FOR FRAMING INFORMATION.

2X4 FRAMED WALL WITH  $\frac{1}{2}$ " GYPSUM BOARD (OR MATERIAL AS SPECIFIED IN FINISH SCHEDULE) ON EITHER SIDE. SEE SECTION A, SHEET A3.01 FOR FRAMING INFORMATION.

EXISTING INTERIOR OR EXTERIOR WALLS. REPAIR FINISHES AS REQUIRED FOR RENOVATION.

## FLOOR PLAN NOTES:

1. ITEMS NOTED BELOW REFER TO TAGS ON FLOOR PLAN. CONTRACTOR TO CONTACT ARCHITECT WITH ANY ERROR OR ISSUES WITH NOTES OR DIMENSION ON PLAN.
2. NEW OPENING IN EXISTING STUCCO-FINISHED FRAMED EXTERIOR WALL FOR INTERIOR DOOR. REMOVE EXISTING WINDOW, PROTECT FOR REUSE AND RELOCATION. MODIFY WALL PER STRUCTURAL DRAWINGS. SEE DOOR SCHEDULE FOR DOOR TYPE AND DETAILS.
3. BUILT-IN CLOSET SYSTEM (TO BE SELECTED BY CLIENT). INSTALL PER MANUFACTURER'S SPECIFICATIONS. PROVIDE IN-WALL BLOCKING AS REQUIRED FOR INSTALLATION.
4. HOSE BIB. INSTALL PER MANUFACTURER'S SPEC.
5. COMPRESSOR UNIT. CONTRACTOR'S SELECTED MECHANICAL SUBCONTRACTOR TO PROVIDE SPECIFICATION AND INSTALLATION DETAIL FOR THE HOUSE MECHANICAL SYSTEM, INCLUDING THE COMPRESSOR. SEE STRUCTURAL DRAWINGS FOR PAD INFORMATION.
6. AIR HANDLING UNIT (AHU). CONTRACTOR'S SELECTED MECHANICAL SUBCONTRACTOR TO PROVIDE SPECIFICATION AND INSTALLATION DETAIL FOR THE HOUSE MECHANICAL SYSTEM, INCLUDING THE COMPRESSOR. SEE STRUCTURAL DRAWINGS FOR PAD INFORMATION.
7. WALL-MOUNTED TANKLESS WATER HEATER. COORDINATE LOCATION AND CONNECTIONS WITH PLUMBING AND ELECTRICAL. MAINTAIN REQUIRED CLEARANCES FOR SERVICE ACCESS AND VENTING.
8. PROVIDE BLOCKING AND ELECTRICAL OUTLET FOR HEATED TOWEL BAR (TO BE SELECTED BY OWNER). COORDINATE FINAL LOCATION, MOUNTING HEIGHT, AND POWER REQUIREMENTS WITH ARCHITECT AND ELECTRICAL PRIOR TO INSTALLATION.
9. 4" ZURN DECK DRAIN. INSTALLED PER MANUFACTURER'S SPECIFICATION.

CUSTOM DESIGN

# SAX RESIDENCE

2003 OAK STREET, MELBOURNE BEACH, FL 32951

SEAL

DATE: 2025-10-28  
SHEET TITLE

ENLARGED PLAN,  
FLOOR PLAN, &  
DEMO PLAN

SHEET NUMBER

A1.00

**med**  
studio  
ARCHITECTURE

1542 GUAVA AVE.  
MELBOURNE, FL 32955  
321.428.3869  
design@meldarch.com

JOB #: R-2025-023

DRAWN: JKA

CHECKED: JKA

DATE

SD

DD

CD

BID

PERMIT

REVISIONS:

A

A-

A-

A-

A-

A-

A-

A-

A-

A-

## LANDSCAPE/ IRRIGATION NOTES:

LANDSCAPE: NO CHANGES ARE PLANNED FOR THE EXISTING LANDSCAPING. THE PROPERTY MEETS THE MINIMUM LANDSCAPE REQUIREMENTS FOR THE TOWN OF MELBOURNE BEACH. SOME PLANTINGS MAY BE ADJUSTED OR MOVED AS NEEDED FOR THE NEW ADDITION.

IRRIGATION: THE HOME IS EQUIPPED WITH AN EXISTING IRRIGATION SYSTEM. THIS SYSTEM WILL BE MODIFIED AND ADJUSTED AS NECESSARY TO ACCOMMODATE THE NEW ADDITION AND CONTINUE TO PROVIDE COVERAGE FOR ALL LANDSCAPED AREAS.



**meld**  
studio  
ARCHITECTURE

1542 GUAVA AVE.  
MELBOURNE, FL 32951  
321.428.3869  
design@meldarch.com

JOB #: R-2025-023

DRAWN: JKA

CHECKED: JKA

DATE

- SD
- DD
- CD
- BID
- PERMIT

REVISIONS:

- △
- △-
- △-
- △-
- △-
- △-
- △-
- △-

CUSTOM DESIGN  
SAX RESIDENCE

2003 OAK STREET, MELBOURNE BEACH, FL 32951

SEAL

DATE: 2025-10-28  
SHEET TITLE

LANDSCAPE &  
IRRIGATION PLAN

SHEET NUMBER

A5.01

### ELEVATION NOTES

#### GENERAL NOTES:

1. REFERENCE ARCHITECTURAL SPECIFICATION SHEET A0.02 FOR GENERAL CONSTRUCTION INFORMATION RELATED TO THE PROJECT.
2. FINISH FLOOR DATUM REFERENCES TOP OF SLAB DRAWINGS. VERIFY WITH SURVEY OR CIVIL ENGINEERING DRAWINGS.
3. EACH CONTRACTOR SHALL VERIFY ALL DIMENSIONS SHOWN ON THE DRAWING AND OBTAIN ALL MEASUREMENTS REQUIRED FOR PROPER EXECUTION OF WORK. DO NOT SCALE PLANS. CONTACT ARCHITECT FOR ANY ADDITIONAL INFORMATION OR DIMENSIONS REQUIRED.
4. DIMENSIONS ARE TAKEN FROM STRUCTURAL ELEMENTS ONLY.
5. DETAILED DRAWINGS AND LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
6. FOR CONSTRUCTION DETAILS NOT SHOWN, USE THE PRODUCT MANUFACTURER'S WRITTEN INSTALLATION INSTRUCTIONS AND STANDARD DETAILS, IN STRICT ACCORDANCE WITH THE PROJECT SPECIFICATIONS REQUIREMENTS AND DESIGN INTENT.
7. ALL EXTERIOR PORCHES AND BALCONIES ARE SLOPED. SEE FLOOR PLAN FOR REQUIRED SLOPE.
8. SLOPE GRADE AWAY FROM STRUCTURE ON ALL SIDES.

#### ELEVATION NOTES:

1. ITEMS NOTED BELOW REFER TO TAGS ON FLOOR PLAN. CONTRACTOR TO CONTACT ARCHITECT WITH ANY ERROR OR ISSUES WITH NOTES OR DIMENSION ON PLAN.
2. SEE STRUCTURAL DRAWINGS FOR ALL STRUCTURAL DETAILS AND INFORMATION.

E-1 ROOF SPEC TO BE SELECTED BY OWNER & INSTALLED PER MANUFACTURER SPECS. SEE ROOF PLAN, SHEET A1.10 FOR INSTALLATION DETAILS, PITCH, ETC.

E-2 NEW EXTERIOR DOOR/ WINDOW. SEE FLOOR PLAN AND DOOR SCHEDULE FOR LOCATION, SIZE AND INSTALLATION DETAILS.

E-3 STUCCO OVER FRAME. SEE ARCHITECTURAL SPECIFICATIONS DETAIL 4, SHEET A3.10 FOR STUCCO SPECIFICATION.

E-4 NEW 4" STUCCO TRIM AT ALL NEW DOORS AND WINDOWS TO MATCH EXISTING. EXTERIOR PAINT TO BE SELECTED BY OWNER.

JOB #: R-2025-023

DRAWN: JKA

CHECKED: JKA

DATE

SD

DD

CD

BID

PERMIT

REVISIONS:

△

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

△-

CUSTOM DESIGN  
**SAX RESIDENCE**  
2003 OAK STREET, MELBOURNE BEACH, FL 32951

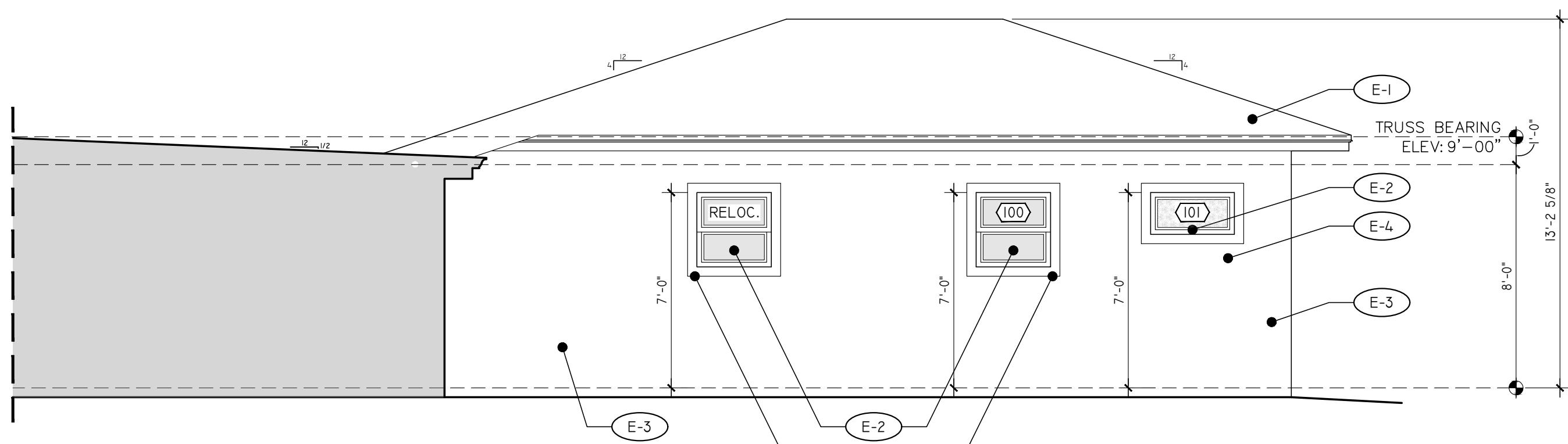
SEAL

DATE: 2025-10-28  
SHEET TITLE

EXTERIOR  
ELEVATIONS

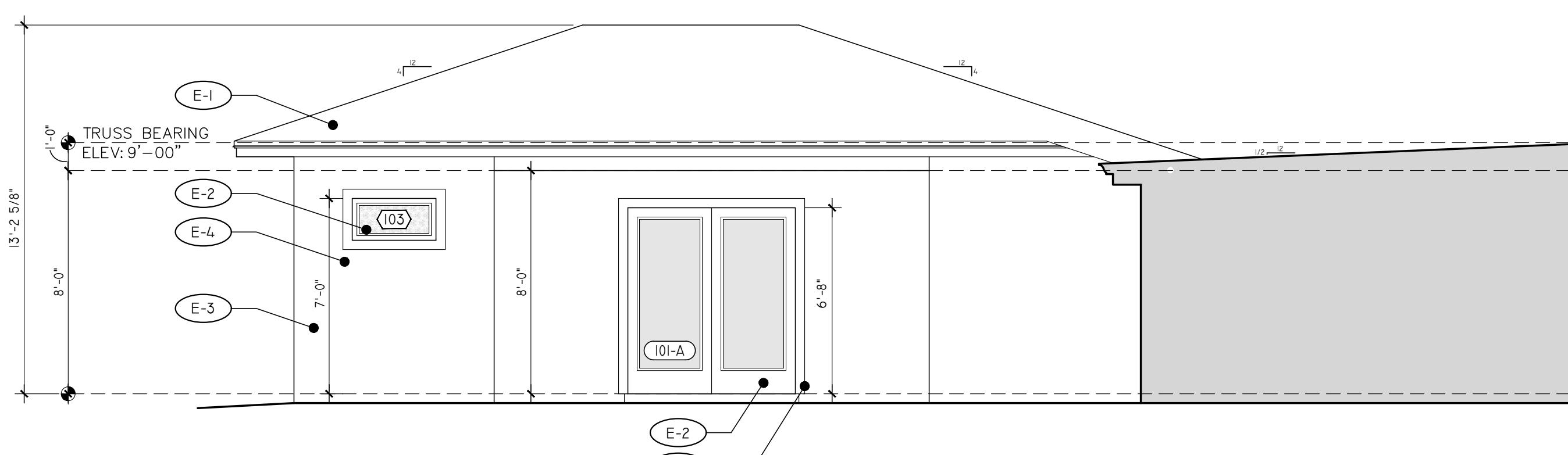
SHEET NUMBER

**A2.01**



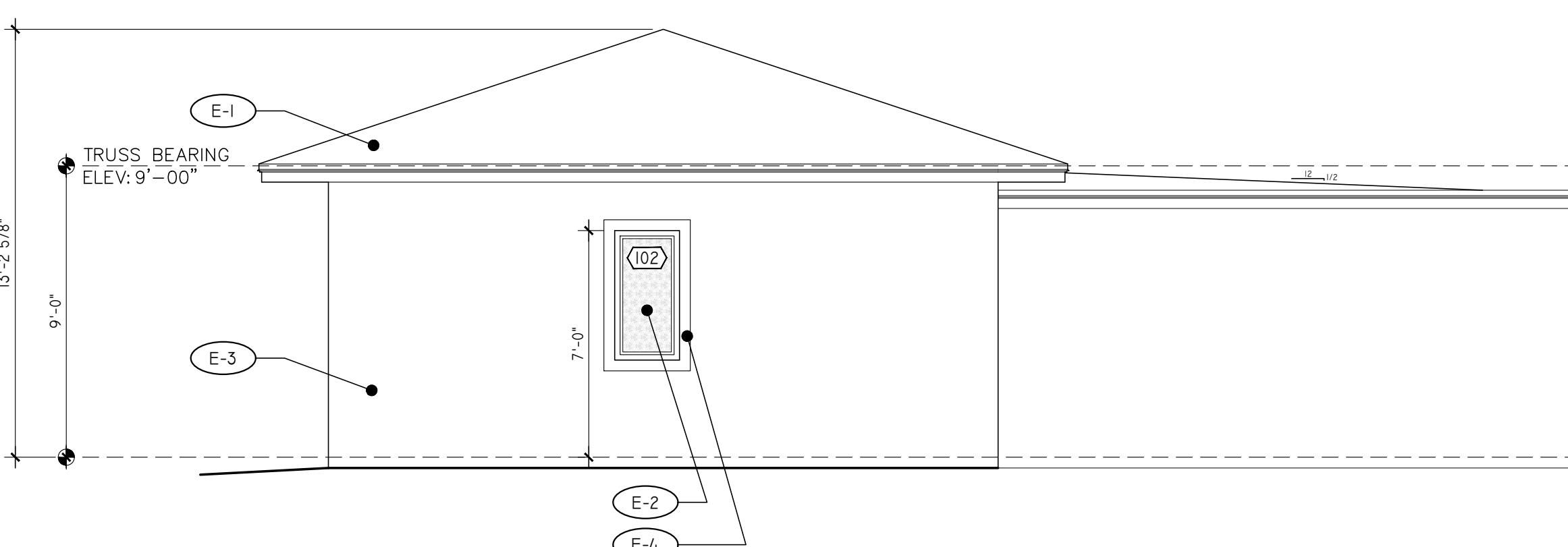
**SOUTH EXTERIOR ELEVATION**

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



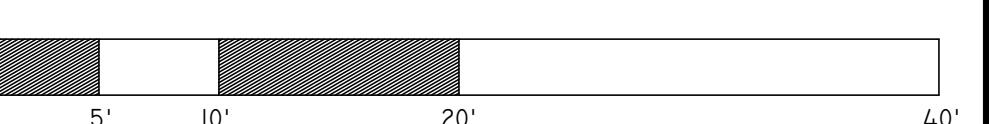
**NORTH EXTERIOR ELEVATION**

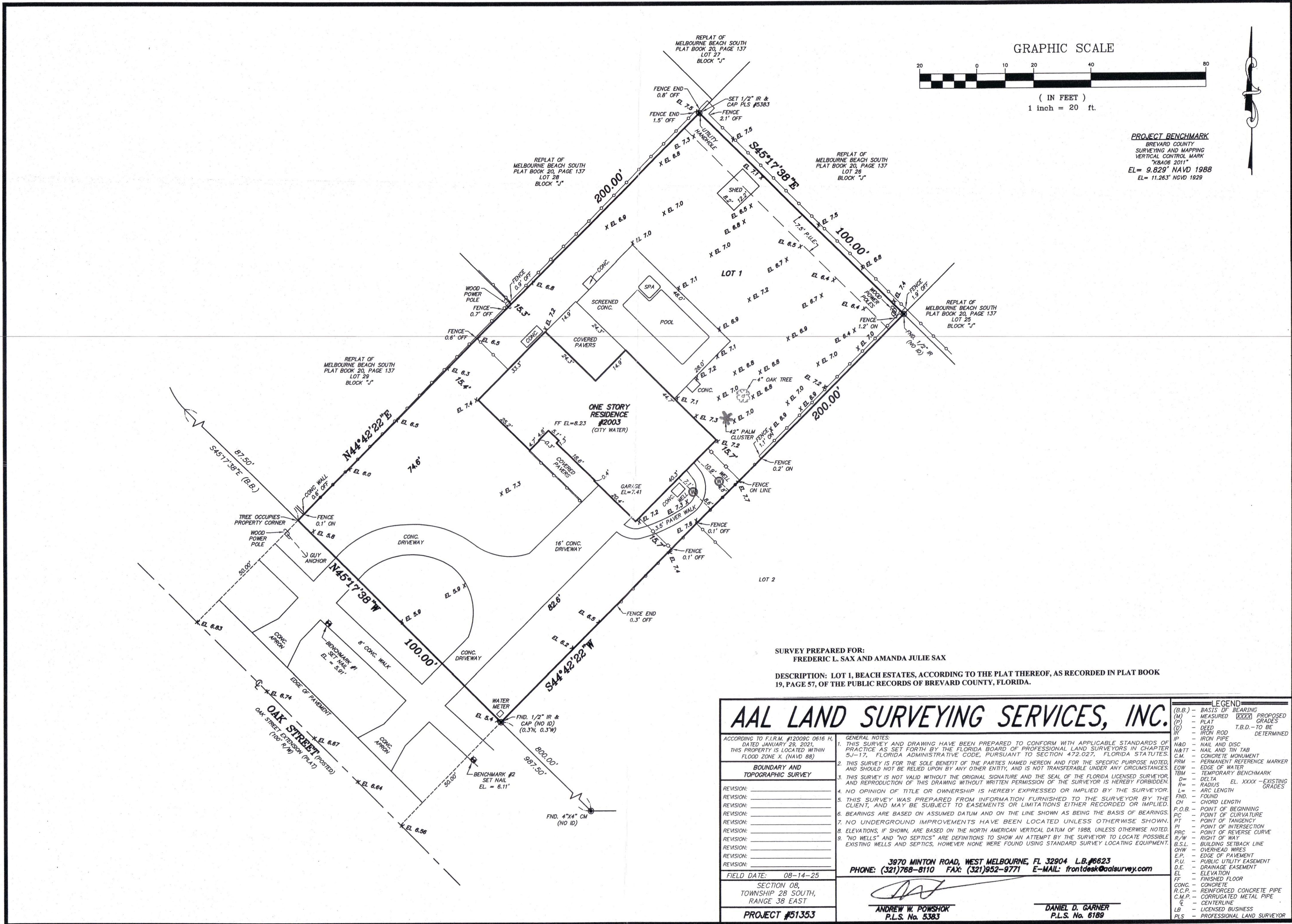
SCALE: 1/4" = 1'-0"



**EAST EXTERIOR ELEVATION**

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





## **Town Commission Meeting**

**Section:**

Public Hearings

**Meeting Date:**

January 21, 2026

**From:**

Town Attorney Ryan Knight

**RE:**

Ordinance 2025-06 Salary of the Mayor and Town Commission -  
Second Reading

### **Background Information:**

The Commission voted to decrease the salary of the Mayor and Town Commission to \$3,000 each per year.

The first reading was approved on October 15, 2025.

The second reading was scheduled for November 19, 2025, where it was tabled until January 21, 2026.

### **Recommendation:**

Approve the second reading and adoption of Ordinance 2025-06 Salary of the Mayor and Town Commission.

### **Attachments:**

- Ordinance 2025-06
- Business Impact Statement

**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 ~~January 21, 2026~~.

\*\*\*

**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 \_\_\_\_\_, 2026, 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<sup>1</sup> 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:

<sup>1</sup> 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: Ordinance 2025-06 Reduction in pay to yearly amount of \$3,000. for Commissioners.**

**Meeting Date: Jan 21,2026**

**From: Commissioner Sherri Quarrie**

**RE: Mayor and Commissioner Salary**

**Background Information:**

**This requested ordinance to reduce the amount of money paid to the commission for a reduction total in the amount of \$1,200. per year. Or \$100. per month.**

**\$800. Is for a Mayor annual salary, and \$400. is the total for four commissioners as a reduction. Except some current commission members are donating their salary. New commissioners may also donate their annual salary.**

**I am not sure of the exact amount for attorney fees for communication and writing this ordinance but at \$200. Per hour let us assume \$500. That means this reduction in (savings) if the Town was paying these salaries would not save anything for 15 months based on attorney fees not staff costs.**

**Ordinance or resolution requests should be very limited and meet a necessity requirement to greatly improve the Town assets, operation, and government compliance only before being initiated. Investigation into true costs needs to be a priority for reducing needless spending of taxpayer money in staff time and attorney fees.**

**Urgent need for this unnecessary ordinance is not established to improve the Town assets or operations in any way.**

**Recommendation: Please vote to repeal this Ordinance.**

**Attachments: Prepared Resolution**

## **Town Commission Meeting**

**Section:** **Unfinished Business**

**Meeting Date:** **January 21, 2026**

**From:** **Town Attorney Ryan Knight**

**RE:** **Resolution 2025-19 Town Commission Rules and Procedures**

**Attachments:**

- Resolution 2025-19 – Town Commission Rules and Procedures
- Concern regarding bi-monthly meetings submitted by Commissioner Sherri Quarrie
- Estimated meeting costs submitted by Commissioner Sherri Quarrie

**RESOLUTION NO. 2025-19****A RESOLUTION OF THE TOWN OF MELBOURNE BEACH BREVARD COUNTY, FLORIDA MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Town Commission recognizes and acknowledges the need and requirement for established procedures to be implemented in order to facilitate orderly and respectable regular and special Town Commission meetings; and

**WHEREAS**, the Town Commission desires to define its procedures in a single document which will allow interested parties to easily understand Commission procedures and that may be revised from time to time in response to changing circumstances, and

**WHEREAS**, this resolution shall act as a guide and framework for Town Commission procedures;

**WHEREAS**, this resolution is intended to supersede all previously adopted rules of procedures, including but not limited to Resolution Nos. 702, 708, 729, 744, 3-2005, 2007-15, 2008-22, 2009-10, 2012-01, 2012-02, 2012-14, 2016-01, and 2016-12, 2023-10, and 2025-03.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Melbourne Beach, Brevard County Florida that the following policies and procedures are hereby accepted, amended, restated, adopted, and words underlined constitute new text, and words stricken through constitute deleted text:

**Section 1. Rules of Procedure.**

(A) Pursuant to Section 1-20, Town Code, the Town Commission shall utilize the Robert's Rules of Order, Newly Revised (12<sup>th</sup> ed. 2020), as may be amended or revised, as its official rules of procedure.

**[COMMISSION INTENT:** Currently, the  
12<sup>th</sup> edition of Robert's Rules of  
Procedure is the most current version  
of the rules.]

(B) These policies and procedures shall be adopted, amended, or repealed by amending the adopting resolution. These policies and procedures shall supplement and supervene Robert's Rules of Order to the extent of a conflict.

(C) These policies and procedures may be adopted, amended, or repealed by a two-thirds vote of the full Town Commission.

## **Section 2. Seating at Meetings.**

(A) The seating of Commissioners at any meeting shall be as set forth herein. The Mayor shall be seated in the middle with two Commissioners seated on the Mayor's right and two Commissioners seated on the Mayor's left.

(B) The following seating arrangement shall be used unless all Commissioners agree on an alternative seating arrangement. The Vice Mayor shall be seated to the Mayor's right. The Commissioner having the most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's left. The Commissioner having the second most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's extreme right. The Commissioner having the third most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's extreme left.

In the event that two Commissioners are tied for the amount of service on the Commission and if both members were most recently selected at the same election, the Commissioner winning by the greater number of votes shall be considered to be the more senior member of the Commission.

If two Commissioners are tied for seniority, seniority shall be determined by the flip of a coin by the Town Clerk in the presence of both Commissioners, and the member whose last name begins with the letter closest to "z" shall be designated as having called heads.

## **Section 3. Setting the Agenda.**

(A) The Town Manager and Town Clerk prepare the agenda for a regular meeting. The order of business for a regular meeting shall be as follows:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance, and Moment of Silence, and Civility Pledge
4. Meeting Agenda-Additions/Deletions/Changes
5. Proclamations/Awards
6. Presentations by Special Guests (Maximum of 5 Minutes)
7. Public Comment (Non-Agenda Items)
8. Town Manager Report
9. Town Attorney Report
810. Consent Agenda
911. Public Hearings/Special Orders
102. Unfinished Business
143. New Business
124. Finance/Budget Report
135. Town Staff/Board Reports
146. Commission Reports
157. Task List
168. Adjournment

(B) Adding Items to the Agenda:

(1) The general closing date for items to be placed on any Town Commission regular, special, or workshop meeting agenda is 5 p.m. on the second Friday preceding a Wednesday meeting.

(2) A Commissioner may request any task list item on which the Commission will vote or discussion item to be placed on the upcoming regular meeting agenda. The Commissioner desiring to have an item placed on the agenda shall notify the Town Clerk and present the item in writing to the Town Clerk no later than the closing date outlined in item (1) above. Notification to the Town Clerk shall be done in writing with the item written as it should be presented on the agenda. The agenda title shall state the specific purpose or topic of the item. Items with a vague title will not be included on the agenda. The name of the Commissioner requesting the topic shall also be identified with the agenda item. Items placed on an agenda by a Commissioner must include associated backup. Such backup must be submitted to the Town Clerk for inclusion in the agenda packet by 5 P.M. on the second Friday preceding a Wednesday meeting.

(3) Staff members may request that the agenda be supplemented with an additional item after the closing date by requesting such item through the Town Manager. Supplemental items should be administrative, time-sensitive items. In no event shall items be added to a Town Commission regular meeting agenda without a copy of the agenda item being provided to the public at the meeting and inserted into the record by the Town Clerk.

(4) No item, once placed on an agenda, may be removed there-from without the approval of the Commissioner placing the item on the agenda. An item placed on the agenda by the Town Manager may be removed by the Town Manager at any time. An item placed on the agenda by the Town Attorney may be removed by the Town Attorney at any time.

**Section 4. Action by Consent.** By general, unanimous, or silent consent, the Commission can do business with little regard for the rules of procedure, as they are made for the protection of the minority, and when there is no minority to protect, there is little need for the restraint of the rules, except such as protect the rights of absent members. In the former case the consent of the absentees cannot be given. A single objection defeats a request for general consent. By the legitimate use of the principle that the rules are designed for the protection of the minority, and generally need not be strictly enforced when there is no minority to protect, business may be greatly expedited. When there is evidently no opposition, except in the case of state law requiring a recorded vote or when an ordinance or written resolution is being adopted in final form, the formality of voting can be avoided by the Mayor asking if there is any objection to the proposed action, and if there is none, announcing the result. The action thus taken is said to be done by general consent, or unanimous or silent consent. Thus, after an order has been adopted limiting the speeches to two minutes each, if a speaker is so interesting that when their time has expired there is a general demand for them to go on, the Mayor, instead of waiting for a motion and taking a vote, could accept it as the will of the assembly that the speaker's time be extended, and would direct them to proceed. Or, the Mayor might say that if there is no objection, the member's time will be extended two minutes, or some other time. (Excerpts from Roberts' Rules of Order).

## **Section 5. Types of Meetings.**

(A) Regular Meetings: Regular meetings of the Town Commission shall be held on the third Wednesday of each month in the Community Center, unless the Town Commission designates a different date, time or place by a consensus of the Town Commission present at a preceding meeting. At a regular meeting of the Commission, motions may be made and action taken on any subject on the agenda. Administrative or emergency issues may be added to the agenda, but no final action may be taken if the Charter, the Code, Florida or Federal law require an advertised public hearing. Regular meetings shall not extend past 10:00 p.m. unless otherwise agreed to by a majority of the Town Commission.

(B) Special Meetings: Special meetings may be called in accordance with Section 2.11 of the Town of Melbourne Beach Charter, which states as follows: Section 2.11. "Special meetings limited to the subjects specified in the call may be convened by the Mayor, any one (1) Commission member, or the Town Manager, upon at least twenty-four (24) hours' notice to each member and to the Public." Additional items shall not be added to the agenda of a special call meeting by any individual.

To the extent possible, the Town Commission shall attempt to schedule special and workshop meetings on the first Wednesday of each month to facilitate planning and scheduling for individual commission members, town staff, and the public. This paragraph is not to be construed that a special meeting shall be automatically mandated for the first Wednesday but only if such a meeting is requested.

(C) Workshop Meetings: Workshop meetings shall be called in the same manner as a special meeting. No binding decisions shall be made at a workshop meeting; therefore, motions may be proposed and dispensed with, only to determine the majority intent or desire of the Commission and to facilitate progress of the meeting.

(D) Emergency Meetings: Emergency meetings shall be in accordance with Section 2.11 of the Town of Melbourne Beach Charter, which states as follows: Section 2.11. "The Commission shall provide, by ordinance, for the holding of an emergency meeting and shall prescribe the means of serving or furnishing notice of emergency meetings. Action taken at emergency meetings must be ratified at the next regularly scheduled meeting of the Town Commission."

**Section 6. Public Notices.** Public notices for Town Commission ~~regular~~ meetings shall be posted on the Town bulletin board and the Town's website by 5 p.m. seven days before the meeting. However, failure to do so shall not affect the legality of the meeting or the validity of any actions taken at the meeting. Items shall not be added to a Town Commission regular meeting agenda after this time, unless done in accordance with Section 3.B.(3). Special meeting public notices shall be posted in accordance with Section 2.11 of the Town of Melbourne Beach Charter. Workshop meeting and Emergency meeting public notices shall be posted the same as a special meeting. Meeting notices will be posted by staff where allowed.

## Section 7. Decorum: Addressing the Commission.

(A) Any speaker who becomes unruly, screams, uses profanity or shows poor conduct may be asked to leave the lectern and return to their seat by the Mayor. Should the speaker refuse to leave the lectern and return to their seat, the Mayor may rule the speaker “out of order.” Should the speaker still refuse to leave the lectern and return to their seat, the Mayor may ask an assigned law enforcement officer to remove the speaker from the meeting.

(B) Any person may be allowed to address the Commission which may include residents and non-residents, property owners or guests invited by the Commission or the Town Manager. Employees of the Town may not address the Commission regarding their job descriptions and/or job related requirements if such comment would circumvent the chain of command. Members of the public shall not address individual members of the Commission but shall address the Commission as a whole through the Mayor.

(C) Speakers must come to the lectern to speak, but they may come to the lectern only after they have been recognized by the Mayor.

(D) No individual shall address the Commission until said person discloses who he or she is representing (if other than himself or herself), and discloses his or her name and address. If the speaker’s name is difficult to spell or otherwise confusing, the Mayor shall stop the speaker from addressing the Commission and ask the speaker to spell his or her name for the benefit of the Clerk and the record.

(E) Special interest groups are encouraged to select a representative to speak for them in order to conserve time and avoid repetition. In the event that a representative is selected, a list of the names and addresses of all concerned citizens who are present may be given to the Town Clerk for inclusion in the record. In no case will the selection of a representative speaker result in another citizen being denied the opportunity to speak.

(F) Members of the public seeking to address the Commission may do so under the “Public Comments” area of the agenda and should prepare their remarks before addressing the Commission in an effort to be concise and to the point. Except as provided in rule sub-section (H) below, members of the public are limited to a total of three minutes to address the Commission. However, by consensus of a majority of the Commissioners present, this time may be extended for a specific additional amount of time. The Town Clerk shall carefully time the presentation of anyone addressing the Commission. This rule of procedure shall be included on agendas to advise the public and those wishing to speak.

(G) If an individual wishes to speak on a Consent item, they may do so by either:

(1) Approaching the Mayor or a member of the Town Commission prior to the start of the meeting and request that the item be removed from the “Consent Agenda”.

(2) Requesting discussion or explanation under the “Public Comments” portion of the agenda understanding that they must address the Commission within the time allotment of 3 minutes. The Mayor, Commission or Staff may then address the individual as outlined in Section 9.

(H) With regard to quasi-judicial matters, the three-minute rule shall be waived for any person making a record for possible court review. The Mayor shall determine from the speaker the amount of time needed. The Mayor upon showing of good cause by the speaker with the consensus support of a majority of those Commissioners present, shall adjust the amount of time necessary for the speaker to make a record for court review. The Mayor, on its own motion, may shorten the revised time at any time that the speaker becomes redundant or strays from the issues before the Commission.

(I) Speakers shall address only the issues before the Commission, unless speaking under the "Public Comments" section of the agenda. Speakers shall avoid redundant comments.

(J) Except in the case of land development items as described in Section 8, the sequence for agenda-item discussion shall be as follows:

(1) Mayor introduces item by reading it from the agenda.

(2) Mayor asks for a brief staff overview/explanation of the item.

(3) Mayor asks for a motion to be introduced on the item. Mayor ensures that a second to the motion is received. If no second is received, the Mayor announces that the motion dies for lack of a second. Another motion is solicited.

(4) The item is open for discussion by the Town Commission.

(5) Each commission member is allowed to speak twice. Each commission member is given an opportunity to speak for 3 minutes before a member speaks a second time for 2 minutes.

(6) Public Comment will be solicited on all items except those determined to be an exception to the rule by majority vote of the Commission. Citizen comments are limited to three minutes. A speaker may only address the Commission one time on an item.

(7) An additional comment from each commission member is entertained and limited to 1 minute.

(8) Mayor calls for a vote.

(K) The Mayor may pass the gavel to make a motion. The Mayor shall also have the power to recommend to the Commission a particular motion.

(L) With the consent of a majority of the members of the Commission present at a meeting, the Mayor has the power to change the order of business on the agenda.

## **Section 8. Land Development Issues and Quasi-Judicial Matters.**

(A) Land Development Matters. A land development matter includes quasi-judicial permits or approvals and legislative zoning and comprehensive plan decisions.

(B) The sequence for agenda-item discussion shall be as follows:

(1) The Mayor shall introduce the agenda item;

(2) The Mayor shall request the Town Attorney to read the item by title if an ordinance or resolution is being considered;

(3) The Mayor shall ask the Town Manager, Town Attorney or other appropriate staff member to provide background detail with regard to the proposal;

(4) The Mayor shall ask any member of the Commission who has a voting conflict of interest to disclose the same. In the case of quasi-judicial matters, the Mayor shall ask any member of the Commission conducting an *ex parte* discussion with any non-Town staff person to disclose the same, as well as the substance of the discussion. In the case of quasi-judicial matters, the Mayor shall ask any member of the Commission conducting a site visit to a site subject to Town decision-making to disclose the same and any salient facts relating to the permit under consideration that the member noticed while on site.

(5) The Mayor shall invite the applicant for proposal approval to address the Commission;

(6) The Mayor shall invite citizen comment on the agenda item;

(7) The Mayor shall afford the applicant an opportunity to rebut, correct, or clarify citizen comment;

(8) The Commission discusses the item, including motion/second and other action.

**Section 9. Commission/Staff Response to Public Comments.** If under “Public Comments” a citizen’s concern can be addressed by (1) answering his/her questions in 1 minute; (2) by providing a 1 minute short explanation; or (3) by Commission’s directing the Town Manager to follow up, such action will be taken.

If responding to the matter will involve Commission discussion and subsequent Commission action or Commission vote, the matter shall be designated as an agenda item for the next regular Town Commission meeting.

If a concern involves a Consent item and cannot be resolved within a reasonable amount of time, the item shall be removed from the “Consent Agenda” and further discussed as the first item under “New Business”.

At no point shall members of the Town Commission or Town Staff engage in disorderly conduct when responding to recognized members of the public.

## Section 10. Rules of Debate.

(A) During a presentation by a member of the public or staff member, Commissioners, staff members and members of the public shall avoid interrupting the speaker. After a speaker has completed comments or a presentation, the Mayor and members of the Commission may question the speaker.

(B) After all members of the public have been permitted to speak (if a public hearing or other items open to public discussion), the Mayor shall close the floor to the public. The Commission may then discuss the item pending before the Commission. Staff may participate in the discussion to the extent of furnishing information and pointing out the effect of a decision one way or the other. After a reasonable opportunity has been given to Commissioners to speak, the Mayor shall afford the Commission an opportunity to make a motion.

(C) When the Mayor has placed an item on the agenda for debate, the Mayor shall pass the gavel to the Vice Mayor.

(D) Point of Order. A point of order can be raised at any time when any member notices a violation of the rules or when a decision is made by the Chair that should have been made by majority vote of the Town Commission. The member raising the point of order shall remain seated and verbally state "Point of Order". The chair shall immediately stop the proceedings and discussion, recognize the commissioner who has called the point of order, and ask the commissioner to state the violation or cause. The chair's duty is to make a decision, called a ruling, on the point of order. He may need to check the rules or the bylaws, or ask the parliamentarian for advice, but a point of order is usually ruled on in one of two ways:

The point is declared either "Well-taken," or "Not well-taken," and a short explanation of the ruling is given by the chair.

Should the member calling "point of order" disagree with the Chair's ruling he or she may appeal that ruling (decision) to the Town Commission by stating as follows:

"I appeal the Chair's ruling."

The Chair shall immediately call for a vote of the Town Commission as to the ruling. In the event the majority Town Commission votes in favor of the appeal, the ruling shall not stand and the person calling the appeal may continue with debate or by making a motion.

Should the majority Town Commission vote against the appeal, the Chair's ruling stands and the meeting proceeds without further discussion on the point of order. In the event of a tie the ruling stands.

A point of order:

- Can interrupt a speaker who has the floor.
- Doesn't need to be seconded.
- Isn't debatable.
- Can't be amended.
- Is decided by the chair: unless appealed

- Can't be reconsidered.

### **Section 11. Time for Adjournment.**

Regular, special, and workshop meetings shall adjourn at the pleasure of the Town Commission. In the interest of time, the Town Commission may elect to call a special meeting or place unfinished items on the next month's regular meeting agenda.

### **Section 12. Minutes.**

(A) The Minutes of the previous meeting(s) shall be presented to the Commission under item a. of the "Consent Agenda".

(B) Commissioners should attempt to contact the Town Clerk prior to noon on the second Friday before any regular meeting of the Commission to advise the Clerk of proposals to revise the minutes. If there is a question about what someone said or how someone voted, this will give the Clerk an opportunity to review the tape and any notes for a given meeting.

(C) At a regular Commission meeting, the Clerk shall advise the Commission of any revisions to be made to a pending set of minutes. If there are additional revisions to be included, the minutes shall be pulled from the "Consent Agenda" to be discussed under "New Business".

(D) After acknowledging the revisions to the minutes, the Mayor shall permit the minutes to be approved with the remainder of the "Consent Agenda".

(E) Minutes must be approved by at least three votes of the Commission.

(F) As provided in Section 1-26(d)(1)(B), of the Town Code, if minutes of a previous meeting are critical to a debate on an upcoming agenda by the Town Clerk, Town Manager, or the Town Commission, the Town Clerk shall attempt to prepare draft minutes and distribute them to the Commission prior to the meeting, unless excused from doing so by the Mayor. In all other cases, draft minutes shall be released as soon as possible after the Commission meeting to which they apply. Draft minutes shall be considered to be a public record once they have been completed by the Town Clerk; however, shall not be available via the Town website until approved by the Town Commission.

As provided in Section 1-26(c)(3), of the Town Code, any member of the Commission may have attached to the minutes an explanation of why said Commissioner voted in a particular manner. Said explanation shall not be subject to a vote by the other Commissioners and shall not exceed 250 words. The explanation must be submitted by the agenda closing date for the next regular meeting. Said explanation shall not contrast the Commissioner's vote with other members of the Commission. Said explanation shall show respect for the position of other Commissioners and shall merely explain why the Commissioner voted as he or she did. The explanation may be expunged from the minutes and maintained as a separate public record by a majority vote of the Commissioners for failure to adhere to this rule subsection.

**Section 13. Amendment of Rules.** As provided in Section 1-20, Melbourne Beach Code of Ordinances, the Town Commission may by four (4) votes amend or terminate rules of procedures.

**Section 14. Effective Date; Repeal of Prior Rules.** These rules are effective-immediately upon adoption. All prior rules of procedure of the Town Commission adopted by resolution, be and the same are hereby repealed, including but not limited to the rules set forth in Resolution 2025-03 (adopted February 19, 2025); Resolution No. 2023-10 (adopted May 17, 2023); Resolution No. 2016-12 (adopted October 19, 2016); Resolution 2016-01 (adopted February 17, 2016); Resolution No. 2012-14 (adopted December 19, 2012); Resolution No. 2012-02 (adopted March 21, 2012); Resolution No. 2012-01 (adopted January 18, 2012); Resolution No. 2009-10 (adopted July 15, 2009); Resolution No. 2009-10 (adopted July 15, 2009); Resolution No. 3-2005 (adopted May 18, 2005); Resolution No. 2008-22 (adopted Dec. 17, 2008); Resolution No. 2007-15 (adopted Dec. 19, 2007); Resolution No. 702 (adopted March 20, 2002); Resolution No. 708 (adopted July 17, 2002); Resolution No. 729 (adopted January 21, 2004); and Resolution No. 744 (adopted September 15, 2004).

**[TOWN COMMISSION INTENT:** In the past when the Town Commission has adopted new rules, reference has been made in the recitals that it was the intent of the Town Commission to supersede certain former rules. *See, e.g.*, the last recital in Resolution Nos. 3-2005, 2007-15, 2008-22, and 2009-10, all providing that Resolution Nos. 702, 708, 729, and 744 were to be “superseded.” However, no former statement of repeal of past rules of procedure has ever been adopted by the Town Commission. The purpose of this provision is to formally manifest the intent of the Town Commission that previous rules of procedure are intended to be repealed, and that this resolution represents the currently effective rules of procedure of the Town Commission.]

In adopting, amending, and restating these rules of procedure, statements of Town Commission intent are not a part of any adopted rule of procedure and merely explain, as a form of legislative intent, the reason for the rule or background information relating to the rule.

**Section 15. Requests by a Commissioner for Action by Town Manager, Town Clerk, or Town Staff.** Any request by a Commissioner for action by the Town Manager, Town Clerk, or Town staff members must be in written form. An e-mail will suffice. In compliance with Section 3.03(b), Charter of the Town of Melbourne Beach, requests for action by a Town staff member must be made to the Town Manager. Requests for action by the Town Clerk may be made directly to the Town Clerk but must be copied to the Town Manager. As used in this section, the term “action” includes any request for information, request for analysis, the production of public records as defined by Chapter 119, Florida Statutes, or the undertaking of any deed or act.

**PASSED AND ADOPTED** by the Town Commission of the Town of Melbourne Beach, Florida at a regular meeting this 21st day of January, 2026.

ATTEST:

Amber Brown, CMC  
Town Clerk

(TOWN SEAL)

TOWN OF MELBOURNE BEACH,  
FLORIDA, a Florida Municipal Corporation

By: \_\_\_\_\_  
Alison Dennington  
Mayor

### Resolution 2025-19

Resolution 2025-19 has other meeting changes in it but the one that is of concern is the section changing to Bi-Monthly meeting is not necessary and would be an increase on staff by increasing their work load. The Dec. meeting run by the vice mayor was 3 hours with a full agenda. Prior to 2024 meetings ran 4 to 4.5 hours or less.

Numbers calculated by Finance show the cost of a 4-hour commission meeting is **\$4,299.60** a month excluding Police Chief attendance.

This is an increase of **\$51,595.** per year for the extra meeting that would be avoided with commission using time management skills, being prepared, getting questions answered prior to meeting, eliminating individual opinion and requests with staff plus adhering to Roberts rules.

The additional cost to the taxpayers is not a necessary expense and should not be supported by the commission.

Thank you

Commissioner Quarrie

Commission Meeting Costs for a four (4) hour meeting			Agenda Prep		Meeting Prep		Minutes	
Departments	Hours	Cost	Hours	Cost	Hours	Cost	Hours	Cost
Attorney review and attendance	4.00	800.00	1.5	300.00	0	0.00	0	0.00
Town Clerk	4.00	135.10	17	574.16	7	236.42	12	405.29
Deputy Clerk	4.00	82.40	5	103.00	3	61.80	8	164.80
Chief Police	4.00	221.57	4	221.57	0	0.00	0	0.00
Police Admin	0.00	0.00	4	87.65	0	0.00	0	0.00
Police Officer	4.00	104.12	0	0.00	0	0.00	0	0.00
Chief Fire	4.00	145.86	4	145.86	0	0.00	0	0.00
Finance	4.00	145.25	5	181.56	0	0.00	0	0.00
Public Works	4.00	133.23	1.5	49.96	0	0.00	0	0.00
		\$ 1,767.53		\$ 1,663.76		\$ 298.22		\$ 570.09

Total Cost for a four (4) hour meeting: \$ 4,299.60

Total for 12 months \$ 51,595.20

## **Town Commission Meeting**

**Section:** **Unfinished Business**

**Meeting Date:** **January 21, 2026**

**From:** **Commissioner Tim Reed**

**Re:** **Amend Town Policies & Procedures Regarding Grant Applications**

### **Background Information:**

According to the Town Attorney, no Town policy currently exists governing if and/or what approvals are needed before an application is submitted for grant funding on behalf of the Town.

### **Recommendation:**

Have the Town Attorney draft an amendment or addition to the Town's Policies & Procedures regarding applications for grants. Below is recommended language for said policy:

All grants requiring any matching funds from the Town shall require approval by vote of the Town Commission before the application for the grant can be submitted.

### **Attachments:**

Proposed policy from Town Attorney Ryan Knight with amendments from Interim Town Manager Lisa Frazier

## **Grants Management & Administration Policy**

### **Purpose:**

The purpose of this Grant Management and Administration Policy is to develop, implement, and maintain meaningful grant oversight and coordination for the Town, thereby increasing grant related revenue, limiting the Town's exposure to grant related legal liability, and improving the efficiency and impact of programs and services funded through grants.

### **Policy:**

Grant funds received by the Town shall be utilized to support important programs and services that the Town provides to the community. These funds shall allow the Town to extend pre-existing services, introduce new initiatives, and gain technological advances. Grants funds shall be dispersed throughout the Town and impact a variety of efforts, including security, economic development, coastal resiliency, social services, public safety, recreation, and infrastructure improvements and equipment, among others.

### **A. TYPES OF GRANT FUNDING**

The Town considers the term *grant* to include the following grant types:

1. **Block Grants** – a broad intergovernmental transfer of funds or other assets by the Federal government to state or local governments for specific activities such as secondary education or health restrictions, but with few restrictions attached. Block grants are distributed according to legal formulas defining broad functional areas such as health, income security, education, or transportation. They are used for a variety of activities, largely at the recipient's discretion.
2. **Competitive (Discretionary) Grants** – an award of financial assistance in the form of money, or property in lieu of money, by the Federal government to an eligible grantee, usually made on the basis of a competitive review process.
3. **Continuation of any grant type** – a continuation grant provides additional funding for budget periods subsequent to the initial budget period.
4. **Conditional Grant** – a conditional grant involves one grant maker seeking the involvement of others by making their grant (only a party of the total costs of a project) conditional upon the remainder of the cost being funded from another source.
5. **Competitive Agreements & Contracts** – a type of Federal assistance; essentially, a variation of a discretionary grant, awarded by a Federal agency

when it anticipates having substantial involvement with the grantee during the performance of a funded project.

6. **Earmark** – refers to a provision in legislation requiring that a portion of a certain source of revenue be designated for specific projects usually at the request of a legislator. Typically, the Town submits requests for projects to state and federal legislators who seek to obtain funds for those requests, usually to be spent in the district the legislator represents. Earmarking bypasses the normal procedure by which revenues are pooled in a general fund and then allocated among various government spending programs as opposed to a specific project.
7. **Formula Grants** – a grant that the Federal agency is directed by Congress to make to grantees, for which the amount is established by a formula based on certain criteria that are written into the legislation and program regulations; this funding is directly awarded and administered in the Federal agency's program offices.
8. **Pass-thru of any grant type** – grant funds received from one grantor, but passed through another grantor or funding source.
9. **Reimbursement Programs** – a type of funding program under which the grantee is reimbursed for qualifying expenditures already incurred, as specified in the terms of the grant agreement for such a program.
10. **County Grants** – a grant made by a County Government.
11. **State Grants** – a grant made by a State Government.
12. **Federal Grants** – a grant made by the Federal Government.
13. **Foundation Grants** – a grant made by a philanthropic foundation.
14. **Corporate Grants** – a grant made by a corporate foundation.

## **B. GRANT APPLICATION PROCESS**

1. **Approval Process** – Once the Town Manager or designee submits an application for a grant, it shall be placed as an agenda item on the next regularly scheduled Town Commission meeting and shall be prepared by the Town Manager or designee. In time sensitive cases, to meet a grant application or grant agreement deadline, where the next regular Town Commission meeting is after the grantor's deadline, the Town Manager has authority to sign grant applications, provided the grant application is placed on the next regularly scheduled Town Commission meeting. All grant application requests requiring any matching funds from the Town, who's matching funds are not included in the approved budget or consists of matching funds request of \$10,000 or above, shall require

approval by vote of the Town Commission before the application for the grant can be submitted.

2. Grant Award Acceptance – The Town Manager or designee carry a significant legal and ethical responsibility when accepting grant funding and are responsible for thoroughly reviewing and ensuring the Town can comply with the terms and conditions of a grant agreement and other award documents before acceptances of an award. All grant agreements or contracts shall be reviewed by the Town Manager and Town Attorney prior to Town Commission consideration. The Town Manager or designee shall prepare a Town Commission item for the Town Commission to accept the grant and approve the terms and conditions.

## **C. GRANT ROLES AND RESPONSIBILITIES**

The Town of Melbourne Beach and staff that occupy positions of responsibility with respect to grant activity have specific roles and responsibilities that they shall perform and uphold both ethically and in the best interests of the Town. The grant roles and responsibilities shall be:

### **Town Commission**

The Town Commission shall approve or ratify all grant applications requiring any matching funds from the Town, who's matching funds are not included in the approved budget or consists of matching funds request of \$10,000 or above, before the application for the grant can be submitted. The Town Commission shall be made aware of all grant applications at the next regularly scheduled meeting. Any and all final grant agreements or contracts must be approved by the Town Commission unless the agreement or contract is below \$5,000, in accordance with the Town's Purchasing Code, Section 15-22(a)(3).

### **Town Manager**

The Town Manager or designee has authority to approve and sign grant applications for Town Departments at the time of application submission which have been approved by the Town Commission or who's matching funds are included in the approved budget or consists of matching funds request of \$10,000 or below.

### **Town Attorney**

Prior to the Town Commission's consideration, the Town Attorney shall conduct a legal review of grant agreements or contracts.

### **Finance Department**

The Finance Department shall be the grant coordinator responsible for the oversight

of grant-related financial activity. The Finance Department shall conduct a review of all grant applications prior to Town Manager approval and submission. In this role, the Finance Department reviews financial reports, works with the Town Attorney to identify and investigate issues that may arise with respect to the management of Town grants, and provides general oversight of other grant-related issues, including the proper budgeting and accounting for grants. The Finance Department shall maintain the Schedule of Awards to assist in the management of grants awarded to the Town, improve coordination, enhance oversight, and provide a snapshot of the current Townwide grant landscape.

### **Designee**

A person given the authorization to act on behalf of another via written instrument. For purposes of this Policy, the Town Manager can provide designee authority.

## **D. CONFLICT OF INTEREST**

No officer or employee of the Town shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may reasonably be expected to, bias the decision, conduct, or reporting of a grant funded project on which he or she is working.

No officer or employee of the Town shall:

1. Use his or her official position for private gain.
2. Give preferential treatment to any person or organization.
3. Lose complete independent or impartiality.
4. Make an official decision outside official channels.
5. Adversely affect public confidence in the grant funded program in particular and the Town in general.

## **E. USE AND RECEIPT OF GRANT FUNDS**

1. No grant funds shall be disbursed until an agenda item and budget revision request have been approved by the Town Commission, a project has been established in an appropriate fund, and required documentation is complete.
2. Grant funds awarded to the Town shall not be used to supplant an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
3. All income resulting from a grant funded project or program shall adhere to grantor requirements.

4. All procurement activity associated with grant funded projects or programs shall follow the procedures outlined in the Town Purchasing Policy.
5. All Town Departments that receive grant awards must develop an implementation plan which includes at a minimum:
  - a. Project overview
  - b. Project goals and objectives
  - c. Identification of activities and dates
  - d. Identification of roles and associated responsibilities
  - e. Identification of grant/project codes
  - f. Anticipated expenditure schedule
6. Accurate and timely reporting shall be submitted to a grantor as required by the Grant Agreement or Contract.

## **Town Commission Meeting**

**Section:** **New Business**

**Meeting Date:** **January 21, 2026**

**From:** **Town Attorney Ryan Knight**

**RE:** **Resolution 2026-01 – Adopting the Brevard County Hazard Mitigation Plan**

**Attachments:**

- Resolution 2026-01 – Adopting the Brevard County Hazard Mitigation Plan

**RESOLUTION NO. 2026-01****A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN.**

**WHEREAS**, the Town of Melbourne Beach is vulnerable to the human and economic costs of natural, technological, and societal disasters; and

**WHEREAS**, the Town of Melbourne Beach recognizes the importance of reducing or eliminating these vulnerabilities for the overall good and welfare of the community; and

**WHEREAS**, the Town of Melbourne Beach has been an active participant in the Brevard County Local Mitigation Strategy (LMS) Steering Committee, which has established a comprehensive, coordinated planning process to eliminate or decrease these vulnerabilities; and

**WHEREAS**, the Town of Melbourne Beach representatives and staff have identified and justified proposed projects and programs needed to mitigate the vulnerabilities of the Town to the impacts of future disasters; and

**WHEREAS**, the Brevard County 2025 Hazard Mitigation Plan is in compliance with the local hazard mitigation requirements of Section 322 of the Disaster Mitigation Act of 2000 (DMA2K) as implemented in 44 C.F.R., Part 201; and

**WHEREAS**, approval and adoption of the Brevard County 2025 Hazard Mitigation Plan is necessary in order to maintain eligibility for future hazard mitigation project grant funding.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Melbourne Beach Town Commission accepts and adopts the Brevard County 2025 Hazard Mitigation Plan (HMP), superseding the Brevard County 2020 Local Mitigation Strategy.

**PASSED AND ADOPTED** by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 21<sup>st</sup> day of January 2026.

ATTEST:

---

Amber Brown, CMC  
Town Clerk

(TOWN SEAL)

TOWN OF MELBOURNE BEACH,  
FLORIDA, a Florida Municipal Corporation

By: \_\_\_\_\_  
Alison Dennington, Mayor

## Town Commission Meeting

**Section: New Business**

**Meeting Date: January 21, 2026**

**From: Town Manager**

**RE: Basin 10 Drainage Analysis Proposal, Haley Ward, Inc.**

**Background Information:**

Haley Ward, continuing services engineer with Town of Melbourne Beach, has provided this proposal for consideration regarding a drainage analysis update to determine current conditions and propose infrastructure improvements to address the drainage concerns within Basin 10. Most significantly, flooding has been observed during multiple rain events at the Cherry Drive and Cedar Lane intersection where the Basin 10 storm sewer system confluences prior to draining out to the Harbor East outfall.

The previous Stormwater Master Plan produced by Jones Edmunds in 2007 will be utilized as a base for the Basin 10 analysis update. Basin 10 is approximately 88.25 acres of contributing drainage area consisting of residential lots, multi-family residential, and the associated roadways. Previous work has been performed over the years to add multiple pipes and inlets which has exasperated the flooding conditions westward prior to out falling into the river. It is the contention of Haley Ward that an analysis of the area and existing structures be conducted prior to providing a final engineered plan of infrastructure improvements.

As such, this Scope of Services includes typical tasks associated with developing an updated analysis and model of the entire Basin 10 drainage system. The purpose of the analysis is to identify the level of service (flood protection) that the system currently provides, identify points in the system where capacity may be restricted/limited, perform ground level inspection of the system for areas of concern (TV inspection excluded at this time), and provide recommendations for potential improvements to the Town Manager, Public Works, and Commissioners. Only tasks described in this proposal are included, additional tasks can be provided upon request under a separate proposal.

**Recommendation:**

Recommend approval of proposed scope and fee from Haley Ward, Inc. utilizing budgeted funds from Fund #341 Scope for Cherry/Cedar (\$40,000) and operating reserve funds (\$9500).

Task 1   Specific Purpose Survey	LUMP SUM: \$33,000.00
Task 2   Basin 10 Drainage Analysis Model and Report	LUMP SUM: \$16,500.00
Total Project Fee	LUMP SUM: \$49,500.00



January 14, 2026

Lisa Frazier, Interim Town Manager  
Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)

### **Re: Town of Melbourne Beach – Basin 10 Drainage Analysis**

Dear Mrs. Frazier,

Haley Ward is pleased to provide this proposal for a drainage analysis within the Town of Melbourne Beach drainage basin documented in previous Stormwater Master Plan's as "Basin 10". Basin 10 is approximately 88.25 acres of contributing drainage area consisting of residential lots, multi-family residential, and the associated roadways. The outfall for this basin is a 48" pipe that discharges into the canal system between lots 66 and 67 located on the western boundary in the Harbor East Subdivision. Based on previous coordination with the Town Manager and Public Works, it is our firms understanding that drainage concerns within Basin 10 have been observed. Most significantly, flooding has been observed during multiple rain events at the Cherry Drive and Cedar Lane intersection where the Basin 10 storm sewer system confluences prior to draining the Harbor East outfall. As such, this Scope of Services includes typical tasks associated with developing an updated analysis and model of the entire Basin 10 drainage system. The purpose of the analysis is to identify the level of service (flood protection) that the system currently provides, identify points in the system where capacity may be restricted/limited, perform ground level inspection of the system for areas of concern (TV inspection excluded at this time), and provide recommendations for potential improvements to the Town Manager, Public Works, and Commissioners. Only tasks described in this proposal are included, additional tasks can be provided upon request under a separate proposal.

### **SCOPE OF SERVICES**

**Task 1 | Specific Purpose Survey** – the CONSULTANT will provide a specific purpose topographic survey intended to support developing an up-to-date representation and model of existing drainage conditions within Basin 10. This task includes:



Service Item	Description	Cost
General Field Survey Services	Digital Level Loop Around Subject Area Place Targets for UAV Flight MHWL Determination Locate and As-Built Existing 31 Storm Structures Spot Check TOB/TOE Location at 394 Riverview Lane	\$12,500.00
UAV Mapping	UAV Photogrammetry and Lidar Flight Post Processing Intersection Detail Contour Creation Planimetrics Orthomosaic Publishing	\$11,000.00
CAD Mapping	Mapping and Generating a PDF and CAD deliverable	\$8,000.00
Administration and Project Mgmt	Project Coordination, Scheduling, Management and Administration	\$1,500.00

**LUMP SUM:** \$33,000.00

**Task 2 | Basin 10 Drainage Analysis Model and Report** – Based on the data collected in Task 1 of this scope the CONSULTANT will develop and drainage model for the existing condition of Basin 10. The model will be developed using Streamline Technologies StormWise software and will incorporate the basin area, land use coverages, runoff curve numbers, surface storage, storm sewer inlets and piping, and other pertinent information. The model will report maximum stages of flooding for various magnitude storm events. The model and results will be compiled with a summary of findings. Spread calculations will be provided for the curb and gutter inlets within Basin 10 to evaluate if exiting inlets capacities are currently being exceeded. Last, the report will include a summary of recommendations for potential drainage improvements based on areas of concern that can be identified in the Basin 10 model. These recommendations can be used to develop subsequent drainage improvement project scopes within Basin 10. This task includes field inspection of the Basin 10 drainage system by the CONSULTANT for purposes of developing the existing conditions model and report. This task DOES NOT include TV camera inspection of the storm sewer system within Basin 10. This service can be provided to the Town upon request under a separate proposal. This task also includes attendance at one (1) Town Commission meeting to present the findings and recommendations of this task.

**LUMP SUM:** \$16,500.00



## COMPENSATION

We propose to undertake the above Scope of Service for the **lump sum project fee of \$49,500**. This fee includes labor and report preparation. Costs for this project will be invoiced monthly, based upon the work completed during the invoice period. Lump sum fees shall be billed monthly on a percentage of completion basis. Time and materials (T&M) estimates shall be billed based on current standard rates. We will not exceed the T&M estimated fee without prior written or verbal authorization from Client. Lump sum fees may only be increased based on changes or additions to the proposed Scope of Services. These costs do not include application fees, advertising fees, or other fees charged by the Municipal, State, or Federal agencies.

## IMPLEMENTATION

Haley Ward is prepared to initiate work on this project upon receipt of a signed copy of this proposal. The estimate timeframe for completion of the project deliverables is 60 days from notice to proceed.

## AUTHORIZATION

If this proposal is acceptable to you, please sign in the approval block and return a signed copy for our files. Haley Ward is prepared to initiate work on this project upon receipt of a signed copy of this proposal. Out of scope services will not be performed without your prior written approval. Furthermore, execution of this proposal is in accordance with the terms and conditions of the executed Continuing Contract for Professional Services for Civil, Utility, and Stormwater Engineering Services.

If you have any questions concerning this proposal or if additional services are needed, please contact either of the undersigned at (772) 462-2455. We appreciate this opportunity to be of service to you.

Sincerely,

Haley Ward, Inc.

David C. Baggett, P.E.  
Vice President, Engineering Manager

js  
Enc.



Acceptance and Authorization to Proceed on behalf of "company":

Signature: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Date: \_\_\_\_\_ Email (Optional): \_\_\_\_\_

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

<b>Attachments:</b>	None (Offers to be walked on at meeting)
<b>Date Prepared:</b>	01/07/2026
<b>Prepared By:</b>	Fire Chief Gavin Brown
<b>Meeting Date:</b>	January 21 <sup>st</sup> , 2026

**Agenda Category:**

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

<b>Subject:</b>	<b>Discussion and consideration of the sale of the Fire Department's decommissioned fire engine.</b>
<b>Recommended Action:</b>	Review the offers submitted up to this point and complete the sale of the decommissioned fire engine through the Garage sales platform.
<b>Background Information:</b>	<ol style="list-style-type: none"> <li>1. The Town of Melbourne Beach originally purchased the fire engine in 2004 for approx. \$320,000. The engine was used as the Town's primary (frontline) fire apparatus for the past 22 years. This unit was removed from service in late 2025 when it was replaced by the Town's new fire engine.</li> <li>2. The old engine was listed on the Garage sales platform on December 4<sup>th</sup>. Since then, we have had 7 inquiries and 2 offers made.</li> <li>3. My recommendation is to accept one of the current offers and complete the sale through the Garage sales platform. The longer we keep possession of the apparatus, the more potential for the apparatus to deteriorate and the value to decrease.</li> </ol>

## **Town Commission Meeting**

**Section:** **New Business**

**Meeting Date:** **January 21, 2026**

**From:** **Town Attorney Ryan Knight**

**RE:** **Discussion on procedural requirements for future non-ad valorem assessments**

The supporting documentation for this agenda item will be walked on at the meeting.

## **Town Commission Meeting**

**Section:** **New Business**

**Meeting Date:** **January 21, 2026**

**From:** **Town Attorney Ryan Knight**

**RE:** **Consideration on the Town Manager employment agreement**

The supporting documentation for this agenda item will be walked on at the meeting.



---

# Memo

To: Mayor, Vice Mayor and Commissioners  
From: Jennifer Kerr, Finance Manager  
Date: January 9, 2026  
Re: December Fiscal Year 2026

---

We are in the third month of our fiscal year 2026. The target expenditure rate for December is **25.00%**. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is **34.87%**. All Budgeted Transfer Outs have been completed and this has caused the rate to be higher than the target rate. The Departmental expenditure rate breakdown is as follows:

Legislative:	26.28%
Executive:	43.19%
Finance:	45.89%
Legal:	10.92%
Planning:	28.33%
General Services:	50.82%
Law Enforcement:	25.88%
Fire:	21.50%
Code:	06.70%
Public Works:	25.26%

**Discussion Items:**

All budgeted transfer out expenditures have been completed. This has caused the general fund to exceed the target rate.

The Town received Parking Revenue for December FY2026 in the amount of \$13,573.82. Parking revenue for December FY2025 was \$8,645.06.

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

Operating Account Balance as of 12/31/2025: \$4,938,343.34

Reserve Account Balance as of 12/31/2025: \$2,491,554.33

Florida Prime Account Balance as of 12/31/2025: \$ 538,876.07

I am in the process of gathering information from the following local government investment pools: Florida Prime, FL Palm, and FLCLASS. Presently the Town is in Florida Prime. Florida Prime currently has a 3.99% interest rate. These pools are Local Government Pools, they are not a public depository and therefore, they are not insured. Although



Town of Melbourne Beach  
Finance Department

---

there are measures in place to avoid risks when investing in these pools, there are still risks with these investments. I have not gathered enough information in this short time between the workshop and the January Town Commission Meeting to provide an educated and confident recommendation on investing more of the Town's money in a Local Government Pool. I hope to have my research completed and provide a recommendation by the February Town Commission Meeting.

As of this report I have not heard anything from JLAC.

FEMA Obligated Funds:

Hurricane IRMA: \$586,392.00

Hurricane Milton: \$ 587.50

On December 18, 2025, the Town received \$42,631.04 from FEMA for Hurricane Milton. The remaining \$587.50 is processing from the State of Florida.

I am currently working with FEMA to finalize the processing of Hurricane IRMA.

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

## REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH

Balance As Of 12/31/2025

Fund: 001 GENERAL FUND	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	514,385.88	83.26
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	86,084.43	13.52
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	266,944.90	10.42
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	42,442.24	20.31
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	738.97	12.55
001-00-314.40.10	UTILTY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	7,251.21	9.36
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	1,233.63	17.76
001-00-314.40.30	UTILTY GAS TAX FERRELL	4,200.00	4,200.00	0.00	3,268.74	22.17
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	875.04	5.40
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	116,638.35	19.56
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	7,697.02	40.79
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	191,537.16	10.91
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	52,674.75	32.47
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	20,022.44	8.99
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	425.00	73.44
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	900.00	40.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	1,100.00	26.67
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(42,631.04)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	75,840.19	26.37
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	4,400.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	192,768.68	15.08
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,600.00	11.11
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	2,600.00	44.68
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	8,600.00	8,600.00	0.00	7,750.00	9.88
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	7,200.00	40.00
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	1,075.00	61.61

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	16,875.91	57.81
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	3,082.26	3.68
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	0.00	222,261.00	37.07
						62.11
Department: 15 PLANNING						
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
						0.00
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	55,875.00	25.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	8,024.51	27.05
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(350.00)	170.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	106.00	47.00
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(8.00)	100.00
						16.44
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	4,415.00	1.89
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	125,000.00	0.00
						0.07
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
<b>Overall Revenue Rate:</b>						
						59.21
Account Category: Expenditures						
Department: 00						
001-00-581.00.00	TRANSFER OUT	320,882.00	320,882.00	0.00	0.00	100.00
						100.00

Department: 11 LEGISLATIVE	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	7,191.69	20.09
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	89,244.60	21.09
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	7,502.78	19.68
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	12,521.06	21.09
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	16,176.27	22.70
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	24.96	64.34
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	122.67	16.28
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	1,120.00	0.00
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	5,050.00	2.70
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,781.40	16.97
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,078.88	6.71
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	314.88	21.28
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	4,705.28	11.59
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	0.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	0.00	675.00	21.05
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,978.00	41.13
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	42,848.92	21.56
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
					26.28	

Department: 12 EXECUTIVE	REGULAR SALARIES	158,563.00	158,563.00	0.00	124,096.67	21.74
001-12-500.12.00	SEVERANCE PAYMENT	33,481.00	33,481.00	0.00	0.85	100.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	6,460.90	46.74
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	8,353.44	50.38
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	3,575.54	23.88
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	18,760.77	36.96
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	852.42	6.94
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	21.94	75.62
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	4,252.00	(18,000.00)	100.00
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	0.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	400.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(100.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,054.46	40.10
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
					43.19	
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	57,385.28	24.02
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	4,396.33	23.91
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	8,051.17	24.02
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	10,295.42	25.00
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	107.85	20.70
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	136.83	11.72
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	33,900.00	12.85
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	12,516.80	15.08
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	0.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	0.00	50.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	0.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	0.00	15,342.00	0.00
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
					45.89	
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	110,795.20	12.90
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	8,640.00	0.00
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
					10.92	
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	6,450.00	28.33
					28.33	
Department: 19 GENERAL SERVIC						
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	3,207.50	18.18

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-510.31.11	SECURITY	411.00	411.00	0.00	411.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	10,202.00	37.90
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(84.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	24,320.49	3.99
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	51,817.03	31.45
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	41,946.01	23.60
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	20,507.83	26.76
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	2,999.97	25.00
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	0.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	0.00	55,948.25	42.82
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	6,655.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	53,535.50	56.03
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	5,356.75	59.91
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	3,451.59	19.73
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	8,264.00	41.07
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAIN	3,720.00	3,720.00	0.00	3,435.01	7.66
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	2,592.00	30.36
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	30,000.00	0.00
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	3,981.81	33.64
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	1,479.85	1.34
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	2,951.22	22.34
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	400.00	0.00
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	16,000.00	0.00
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	0.00	8,925.77	22.32
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						50.82

Department: 21 LAW ENFORCEMENT

001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	690,969.67	20.01
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	26,859.14	23.93
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	22,505.84	27.45
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00

	<b>Description</b>	<b>ORIGINAL BUDGET</b>	<b>Amended</b>	<b>Encumbrance</b>	<b>Available</b>	<b>% Used</b>
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	5,820.00	25.38
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	4,850.00	25.38
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	60,424.81	19.14
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	177,000.00	22.03
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	5,487.42	12.02
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	106,486.68	23.92
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	1,820.96	34.17
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	2,469.00	83.50
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	848.56	18.56
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	0.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	1,892.00	0.00
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	6,264.91	46.84
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	200.00	0.00
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	10,140.41	9.94
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	800.00	0.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	17,847.21	10.76
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	1,218.75	32.29
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(91.06)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	7,463.79	12.19
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	13,922.32	0.08
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	16,279.86	18.60
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	9,966.08	0.34
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,518.25	16.06
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	290.00	59.15
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	2,192.00	35.53
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	0.00	4,900.00	0.00
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	12,139.95	51.69

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						25.88
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	227,764.25	8.38
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	8,043.00	0.00
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	27,417.00	0.00
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	0.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	0.00	40,000.00	0.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	0.00	23,716.09	6.86
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	8,359.57	21.44
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	41,089.00	0.00
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	40,777.72	4.07
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	937.48	2.35
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	9,000.00	0.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	225.00	6.64
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	1,582.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	6,160.00	0.00
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	387.00	47.98
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	940.00	6.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	2,126.12	40.31
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	9,584.38	4.16
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	23,989.44	4.04
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	2,241.64	10.33
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	527.57	12.07
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	5,000.00	0.00
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	1,659.60	58.51
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	858.22	14.18
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	6,947.76	0.75

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	2,765.27	13.59
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	435.00	37.86
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	5,525.00	0.00
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	0.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	0.00	9,907.71	50.36
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
					21.50	

## Department: 29 CODE ENFORCER

001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	36,271.00	8.22
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,717.08	10.12
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	5,089.15	8.22
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	0.00	1,247.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	296.75	1.08
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	4,150.00	15.31
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	400.00	0.00
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	828.75	2.50
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	0.00	14,500.00	0.00
					6.70	

## Department: 41 PUBLIC WORKS

001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	188,919.35	21.34
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	0.00	(4,020.18)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	26,393.33	21.68
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	32,421.04	25.69
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	436.04	18.34
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	12,497.00	50.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	235.54	18.28
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,874.27	2.51
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	4,725.00	5.50
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	501.42	66.57
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,652.72	6.95
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	13,197.62	12.02
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	1,441.69	85.58
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	3,000.00	0.00
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	1,400.00	0.00
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,500.00	0.00
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	17,932.88	3.07
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	785.65	58.10
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	1,128.51	9.72
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	6,879.08	4.46
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	5,682.94	9.79
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	7,500.00	0.00
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	3,164.02	24.67
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
					25.26	

Description		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
<b>Overall Expenditure Rate:</b>						34.87
Fund: 104 ENVIRONMENTAL ADVIS						
Account Category: Revenues						
Department: 00						
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						100.00
Account Category: Expenditures						
Department: 72 PARKS & RECREA						
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	0.00	400.00	0.00
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	0.00	50.00	0.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	0.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	0.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	0.00	700.00	0.00
						0.00
Fund: 107 PARKS BOARD						
Account Category: Revenues						
Department: 00						
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	0.00	5,500.00	0.00
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	20.00	96.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						73.07
Account Category: Expenditures						
Department: 72 PARKS & RECREA						
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	1,000.00	0.00
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,477.01	0.51
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	4,500.00	0.00
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	1,500.00	0.00
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						0.11

Fund: 125 BUILDING DEPT	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
Department: 24 PROTECTIVE INSP						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	174,649.18	12.68
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	0.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	0.00	2,130.00	39.14
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	1,200.00	0.00
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	0.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	0.00	16,150.00	2.12
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						11.54
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	150,101.19	5.63
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	0.00	11,487.42	5.59
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	21,059.20	5.63
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	16,927.02	8.33
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	104.68	6.54
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	0.00	181.90	4.69
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	8,048.00	0.00
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	0.00	1,431.00	0.00
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	0.00	150.00	0.00
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	4,138.05	2.15
					5.37	

Fund: 172 OCEAN PARK PARKING

Account Category: Revenues

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	150.00	97.32
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	103,826.86	12.01
					15.88	

Account Category: Expenditures

Department: 75 TOWN PARKS

172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	300.00	0.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	23,272.00	0.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	3,769.42	21.47
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	2,080.00	33.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	0.00	7,500.00	0.00
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	2,155.24	23.03
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	1,239.96	22.50
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	1,957.81	17.70
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	239.80	52.04
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	2,058.20	6.45
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	0.00	100.00
					73.98	

Fund: 175 RYCKMAN CROSSOVER	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
<b>Account Category: Revenues</b>						
175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	4,175.00	16.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	68,375.87	24.03
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	2,200.00	31.25
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	7,000.00	0.00
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	8,447.50	15.53
						21.70
<b>Account Category: Expenditures</b>						
Department: 75 TOWN PARKS						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	2,112.93	24.54
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	4,400.00	0.00
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(453.60)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	8,000.00	0.00
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	500.00	0.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	395.73	84.17
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	2,438.16	45.82
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	8,110.00	21.41
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						6.16

Fund: 351 LAND & ROAD IMPROVE	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
Department: 00						
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						100.00
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
						0.00

## Parking Revenue FY Comparison



# INVOICE

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

Invoice #: 26499  
 Date: 12-31-2025

---

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	Total
12-01-25	RGK	Phone conferences with Jim Dinneen and Commissioner Quarrie Re availability for candidate interviews	0.20	200.00	\$40.00
12-04-25	RGK	Email Correspondence: Email to Computer Experts Re Assistance for Mayor Phone Photos/Files	0.20	200.00	\$40.00
12-04-25	RGK	Draft Lease Agreement with LKC Honey, LLC	1.50	200.00	\$300.00
12-04-25	RGK	Email Correspondence: Email to Kristen Swayze RE: LKC Honey Beekeeping Agreement	0.10	200.00	\$20.00
12-04-25	RGK	Email Correspondence: Email to Lisa Frazier FW: LKC Honey Beekeeping Agreement	0.10	200.00	\$20.00
12-04-25	RGK	Phone conferences (2) with Jim Dinneen Re Town Manager interviews	0.30	200.00	\$60.00
12-05-25	RGK	Phone conference with Jim Dinneen Re candidate resumes and interview questions	0.20	200.00	\$40.00
12-05-25	RGK	Email Correspondence: Email to Commissioners Re PLEASE READ - January 9th Special Meeting for Town Manager Interviews	0.20	200.00	\$40.00
12-05-25	RGK	Email Correspondence: Email from Kristen Swayze Re: LKC Honey Beekeeping Agreement	0.10	200.00	\$20.00

12-09-25	RGK	Email Correspondence: Emails with Jan Pence and Joyce Barton RE: Food Drive post	0.30	200.00	\$60.00
12-09-25	RGK	Email Correspondence: Email to Commissioners FW: Food Drive post	0.10	200.00	\$20.00
12-10-25	RGK	Email Correspondence: Emails with Joyce Barton and Jan Pence RE: Food Drive post	0.20	200.00	\$40.00
12-16-25	RGK	Research and analyze case law, Chapter 112, Fla. Stat., Town Policies and Procedures Re volunteer conflict of interest	1.20	200.00	\$240.00
12-17-25	RGK	Email Correspondence: Email from Lisa Frazier Re 206 Riverside Plan Approval	0.10	200.00	\$20.00
12-17-25	RGK	Prepare for Commission meeting by review of agenda packet and Code of Ordinances	1.50	200.00	\$300.00
12-17-25	RGK	Meet with staff and attendance at Regular Commission meeting	4.00	200.00	\$800.00
12-18-25	RGK	Phone conference with Jim Dinneen Re January 9th special meeting	0.30	200.00	\$60.00
12-18-25	RGK	Email Correspondence: Email to Jim Dinneen Re Melbourne Beach - Hotels for Special Meeting on January 9th	0.20	200.00	\$40.00
12-30-25	RGK	Review and revise LDC language related to Landscaping section and violations for tree removal without a permit	0.80	200.00	\$160.00

Services Subtotal: \$2,320.00

### Expenses

12-01-25	ER	RGK Travel Mileage, Melbourne 11/19/25, 11/21/25	1.00	232.40	\$232.40
Expenses Subtotal: \$232.40					

Subtotal	\$2,552.40
Total	\$2,552.40
Payment	\$0.00
Balance Owing	\$2,552.40

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$2,552.40

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 26511  
Date: 12-31-2025

---

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
12-04-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Legislative Procedure	0.20	200.00	\$40.00
12-08-25	RGK	Phone conference with Commissioner Reed Re Town Manager interview questions	0.20	200.00	\$40.00
12-08-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Special Town Commission Meeting	0.10	200.00	\$20.00
12-08-25	RGK	Phone conference with Mayor Dennington Re employee survey, interview questions and IT assistance	0.30	200.00	\$60.00
12-12-25	RGK	Phone conference with Commissioner Reed Re 12/17 agenda items	0.20	200.00	\$40.00
12-19-25	RGK	Phone conference with Commissioner Cronin Re pending litigation matters	1.00	200.00	\$200.00
12-29-25	RGK	Phone conference with Commissioner Butler Re Town Manager interview questions	0.20	200.00	\$40.00

Services Subtotal: \$440.00

Subtotal	\$440.00
Total	\$440.00
Payment	\$0.00
Balance Owing	\$440.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$440.00

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 26512  
Date: 12-31-2025

---

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
12-16-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: People Element Contract	0.30	200.00	\$60.00
12-16-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: People Element Contract	0.10	200.00	\$20.00
12-16-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: People Element Contract Termination	0.10	200.00	\$20.00
12-18-25	RGK	Phone conference with Jennifer Kerr Re employment matter	0.20	200.00	\$40.00

Services Subtotal: \$140.00

---

Subtotal	\$140.00
Total	\$140.00
Payment	\$0.00
Balance Owing	\$140.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$140.00

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>



# INVOICE

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

Invoice #: 26513  
Date: 12-31-2025

---

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
12-04-25	RGK	Email Correspondence: Emails with Amber Brown RE: Assistance for Mayor Phone Photos/Files	0.10	200.00	\$20.00
12-08-25	RGK	Email Correspondence: Emails with Cyd Cardwell RE: Dec. RTCM Agenda Item - STR Owner-Occupied	0.10	200.00	\$20.00
12-10-25	RGK	Phone conference with Lisa Frazier Re social media posting	0.20	200.00	\$40.00
12-18-25	RGK	Email Correspondence: Email to Amber Brown Re Interrogatories	0.10	200.00	\$20.00

Services Subtotal: \$100.00

---

Subtotal	\$100.00
Total	\$100.00
Payment	\$0.00
Balance Owing	\$100.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$100.00

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 26514  
Date: 12-31-2025

---

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
12-03-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Updated Beekeeper Agreement; Review Lease with County to determine approvals required for Beehives on leased premises	0.40	200.00	\$80.00
12-03-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Updated Beekeeper Agreement Questions	0.10	200.00	\$20.00
12-03-25	RGK	Phone conference with Lisa Frazier Re IT support	0.10	200.00	\$20.00
12-04-25	RGK	Email Correspondence: Emails with Amber Brown, Lisa Frazier, and Code Enforcement RE: Status on Magistrate items for 206 4th Ave & 1109 Atlantic St	0.30	200.00	\$60.00
12-04-25	RGK	Email Correspondence: Emails with Lisa Frazier and Kristen Swayze RE: LKC Honey Beekeeping Agreement	0.20	200.00	\$40.00
12-04-25	RGK	Phone conference with Lisa Frazier Re: LKC agreement and signs on Town property	0.30	200.00	\$60.00
12-05-25	RGK	Phone conference with Lisa Frazier Re upcoming agenda items	0.70	200.00	\$140.00
12-05-25	RGK	Email Correspondence: Email to Lisa Frazier Re Code Enforcement Checklist	0.10	200.00	\$20.00
12-16-25	RGK	Phone conferences with Lisa Frazier Re 12/17 agenda items	0.60	200.00	\$120.00

12-19-25	RGK	Email Correspondence: Email from Lisa Frazier Re Facilitator Workshop Melbourne Beach	0.10	200.00	\$20.00
12-19-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Historic Williams House Lease – Signing and Execution Scheduling	0.10	200.00	\$20.00
12-22-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Jan RCM and Workshop	0.30	200.00	\$60.00
12-23-25	RGK	Phone conference with Lisa Frazier Re 1/7 special meeting	0.20	200.00	\$40.00
12-30-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Jan RCM and Workshop	0.10	200.00	\$20.00
12-30-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Landscape Ordinance	0.10	200.00	\$20.00
12-30-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Landscape Ordinance	0.40	200.00	\$80.00
12-30-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Grant Policy Agenda Item for the January TCW	0.30	200.00	\$60.00
12-30-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Grant Policy Agenda Item for the January TCW	0.10	200.00	\$20.00

Services Subtotal: \$900.00

Subtotal	\$900.00
Total	\$900.00
Payment	\$0.00
Balance Owing	\$900.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$900.00

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>



# INVOICE

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

Invoice #: 26524  
Date: 12-31-2025

---

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
12-04-25	RGK	Phone conference with Nathan Meloon Re Case Management Conference	0.20	200.00	\$40.00
12-05-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Proposed Pre Final Hearing Order	0.20	200.00	\$40.00
12-05-25	RGK	Prepare for and attend Case Management Conference	0.50	200.00	\$100.00
12-05-25	RGK	Phone conference with Nathan Meloon Re Proposed trial and discovery dates	0.20	200.00	\$40.00
12-05-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Proposed Pre Final Hearing Order	0.10	200.00	\$20.00
12-05-25	RGK	Draft responses to Plaintiff's Interrogatories; review public records request and correspondences Re same	2.50	200.00	\$500.00
12-08-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Proposed Pre Final Hearing Order	0.20	200.00	\$40.00
12-18-25	RGK	Review all records produced in response to PRRs at issue in case; phone conferences with Amber Brown, Chief Zander, and Lisa Frazier Re responses to interrogatories; revise interrogatories	4.50	200.00	\$900.00
12-18-25	RGK	Phone conference with Amber Brown Re PRR 2025-33, 34, 35, 36	0.70	200.00	\$140.00

12-19-25	RGK	Review tranche of documents Re key fobs for responses to interrogatories	3.40	200.00	\$680.00
12-19-25	RGK	Email Correspondence: Email to Lisa Frazier and Amber Brown RE: Interrogatories	0.10	200.00	\$20.00
12-19-25	RGK	Email Correspondence: Emails with Chief Zander RE: Key Fob Spread sheet	0.10	200.00	\$20.00
12-19-25	RGK	Email Correspondence: Email to Amber Brown Re Key Fob emails	0.10	200.00	\$20.00
12-19-25	RGK	Email Correspondence: Emails with Chief Zander RE: Key Fob Spread sheet	0.20	200.00	\$40.00
12-23-25	RGK	Email Correspondence: Email to Nathan Meloon Re SERVICE OF COURT DOCUMENT: CASE NO. 2025-CA-23102 (FUNOE, LLC v. TOWN OF MELBOURNE BEACH)	0.10	200.00	\$20.00
12-23-25	RGK	Analyze and review all documents related to key fobs to determine any privilege to be asserted or statutory exemptions for production of documents	5.50	200.00	\$1,100.00

Services Subtotal: \$3,720.00

Subtotal	\$3,720.00
Total	\$3,720.00
Payment	\$0.00
Balance Owing	\$3,720.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$3,720.00

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:** January 21, 2026

**From:** Technology Advisory Board

**Subject:** December 2025 - Technology Advisory Board Report

### **I. Technology Advisory Board Portfolio Summary**

This monthly update from the Technology Advisory Board (TAB) summarizes the status of active technology initiatives in the Town of Melbourne Beach and highlights any significant constraints affecting progress.

Some TAB initiatives are already delivering value. Although modest, these results **establish “value” as a metric** that the Board will monitor across all TAB efforts, measured by cost savings per hour of Town staff engagement. Not all initiatives will produce quantifiable value, as some focus on compliance or risk reduction. For example, the Digital Records & Transparency initiative could enable the Town to renegotiate a portion of the contract with our service provider by accounting for unused services and reducing next year’s costs by approximately \$3,000, representing about two hours of staff engagement with the TAB.

However, most TAB initiatives are not progressing as planned — projects started in September are only 5–10% complete, even though about 65% of the time allocated for developing budgetary guidance has passed. As a result, our work is 2–3 months behind schedule, risking the quality and timeliness of FY27 budget recommendations.

Examples illustrating these challenges include: the vacation rental management system, Rentalscape, is not operational; enforcement workflows are undocumented; and violations continue due to the lack of a dedicated code enforcement officer. Without input from Town Staff, evaluating the tool’s configuration or its ability to support town workflows is unreasonable. For the NIST cybersecurity compliance project, hardware, software, and threat-mitigation control inventories initiated in October remain incomplete, and staff cybersecurity training has not been scheduled. No meaningful cybersecurity review can start until the October questionnaire is finished. After that, providing valuable budget input will be quick. In the document digitization project, unclear work status and output quality hinder effective optimization or cost-reduction guidance.

Technology is a tool, not a solution on its own. Accurate assessments of technology rely on a clear understanding of operational needs and work processes, which requires input from town staff. Without staff involvement, the TAB can provide only high-level observations instead of actionable, budget-ready recommendations. This approach does not align with best practices in government or the private sector.

## II. Recommendations to Accelerate TAB Progress:

1. Prioritize completing the checklist submitted in October for the Cybersecurity initiative and authorize Mrs. Rodrigo to contact the service provider directly to start cataloging the Town's IT services and platforms.
2. Provide Mr. Lower with a login account on the Rentalscape platform for compliance purposes to evaluate the platform's configuration.
3. Prioritize enabling TAB project leads to engage with Town Staff as requested. Continuing to coordinate all such access through the Town Manager.

## III. Project Portfolio Status Updates

### 1. Cybersecurity Modernization Project – Corine Rodrigo, Project Lead

#### Project Scope

This initiative evaluates the Town's current compliance with the F.S. 282.3185 mandate to implement the NIST Framework for Improving Critical Infrastructure Cybersecurity across the Identify, Protect, Detect, Respond, and Recover domains. It includes reviewing policies, vendor systems, network controls, data management, user access, and incident-response capabilities.

#### Expected Outputs

- Assess Town Enterprise posture relative to NIST Cybersecurity Frameworks
- Develop a phased, actionable roadmap for compliance and long-term cybersecurity maturity with budgetary recommendations

#### Timeline

- Q4 2025 – Assessment & inventory
- January-February 2026 – Gap analysis, policy drafting, review options to enhance current cybersecurity posture
- Q1 2026 – Recommendations and Roadmap report to the Commission

#### Key Hurdles & Decision Gates

- Enterprise system inventory – need to catalog the systems, versions, and high-level configurations – initial checklist submitted to staff for action
- Limited central documentation of cybersecurity controls
- Assess options to harmonize vendor practices with Town policies
- Commission decision on acceptable risk and investment levels

#### Next Steps

- Analyze information from the initial systems checklist
- Assess alignment with NIST Framework – identify gaps
- Review Policies and Procedures – recommend updates if required

- Develop roadmap and investment recommendations

## **2. Public Safety Technology Modernization Project** – Bruce Larson, Project Lead

### Project Scope

This project covers Fire, Police, and Emergency Management technology systems and services, integration with Brevard County systems, incident reporting, dispatch workflows, training, and equipment maintenance systems.

### Expected Outputs

- Technology platform mapping to staff use-cases and workflows
- Interoperability mapping with County dispatch and reporting
- Modernization plan for public safety technology
- Risk-ranked list of critical deficiencies

### Timeline

- Q4 2025 – Fire/EMS evaluation completed (interim findings)
- Q1 2026 – Police Department technology review
- Q2 2026 – Unified roadmap

### Work Completed To Date

- Interim report on Fire Department emergency management software migration – submitted in October 2025.

### Key Hurdles & Decision Gates

- Legacy solutions and upstream technology mandates from the County and State
- Resource availability.
- MBVFD, Police Department, and County coordination may be needed (coordinated through the Fire Department/Police Department).

### Next Steps

- Begin the Police Department evaluation, integrate the findings, and prepare a report for delivery in February.

## **3. Digital Services Modernization** – Jennifer Lervold, Project Lead

### Project Scope

Review efforts to transition the Town's website to the new vendor and conduct research to recommend solutions for these issues. In parallel, review the completed efforts to digitize town records. Ultimately, assist with migrating records to make them accessible to town citizens.

## Expected Outputs

- Assess new content architecture and user interface design
- Public-facing tools (forms, service requests, dashboards) \*requirements needed to ensure that functionality is being met
- Website governance and publishing practices

## Timeline

- Q4 2025 – Review of platform and contract details
- Q1 2026 – Assessment of technology implementation and effectiveness of solutions to meet currently understood Town goals
- Q2 2026 – Recommendations to the Commission for next steps or investments

## Work Completed To Date

- To date, the TAB has completed a contract review of all website and scanning-related agreements.
- During an October meeting, the TAB lead discussed with the Clerk the request for a test endpoint for document uploads and considered using previously paid-for services that are now unusable to offset future costs to the Town.
- The website project is now complete as a standalone effort. The town's deputy clerk can use the website and make modifications and load new data as it becomes available. Several new pages have been added throughout the fall.
- The TAB is currently working with town POCs to address limitations with the current website subscription functionality. The deputy clerk has also submitted a ticket with the website vendor to resolve this issue.

## Key Hurdles & Decision Gates

- High volume of outdated content needing restructuring
- Commission decision: scope of digital services expansion

## Next Steps

- Understand if scanned documents meet the intent of the Town Clerk. If so, document the process for making these accessible via the town website.
- TAB requested time with the Clerk and Deputy Clerk to discuss and see the product back ends.
- Website project: Can potentially assist with improvements to subscription services provided on the website.

## Scanning:

- Understand the data delivery structure and how OCR implementation is captured.

- Understand and document the processes for uploading website content and accessing records.
- Based on initial scanning project progress, can assist in scope definition, requirements gathering, and project planning to potentially execute the next phase of town imaging.
- If a test sandbox is approved, we will assist with using this endpoint and processing it for production.
- The current goal is to get all images (documents) migrated to the new website as soon as possible.

#### **4. Digital Records & Transparency** – Jennifer Lervold, Project Lead

##### Project Scope

Review the Town project for Town Document Digitization & Records Management Modernization, including the use of technology to implement metadata standards, automate retention processes, integrate with the new website, and reduce the operational load of public records requests.

##### Expected Outputs

- Validate the technology and process for staff to confirm an accurate digitized, indexed document repository
- Validate Metadata taxonomy and retention rules
- Validate the current process and function of the public records portal
- Reduced administrative burden

##### Timeline

- Q1–Q2 2026 – Full scanning and indexing
- Q3 2026 – Portal launch report recommendations to the Commission

##### Work Completed To Date

- There has been progress in processing the 40 boxes of documents for re-imaging. As of late November, 22 boxes have been reprocessed, with 8 more in progress.
- Ten boxes still need review, but once this is confirmed, the documents can be uploaded to the production endpoint and made accessible.

##### Key Hurdles & Decision Gates

- Large backlog of legacy paper records
- Staff time to support TAB efforts

##### Next Steps

- Validate metadata rules (indexes), finish batch digitization, and design retention workflows.
- Once it is complete, the TAB can set goals with the clerk and deputy clerk for the FY27 and/or if there are any further expenses required for the project.

## 5. Code Compliance Technology Modernization – Marc Lower, Project Lead

### Project Scope

Evaluate Technology Supporting Vacation Rental Monitoring & Enforcement to enable proactive Town Short-term Rental (STR) compliance monitoring, automated property identification database, enforcement documentation, and managed response workflows.

### Expected Outputs

- Complete STR property registry
- Compliance and enforcement dashboard view
- Automated workflows for violation notifications
- GIS-integrated monitoring tools through the vendor portal

### Timeline

- Q4 2025 – Town processes and vendor briefings (delayed)
- Q1 2026 – Evaluation of Rentalscape implementation to Town Processes (at-risk)
- Q2 2026 – Gap analysis and report recommendations to the Commission

### Key Hurdles & Decision Gates

- The project remains on hold because the Code Enforcement position is vacant, and no other resources have been assigned to support this effort.
- We are approximately 3 months behind the original timeline.

### Next Steps

- Use-case and workflow documentation needed.
- Ordinance revisions will likely be required to ensure effective enforcement and timeliness.
- Develop a GIS-aligned registry: the town needs to provide the geographic zones shapefile to the Rentalscape vendor for upload and ensure the platform configuration meets the town's compliance standards.
- Review and append the Rentalscape compliance/violation criteria the software searches, and consider adding other compliance criteria unique to Melbourne Beach, as detailed in our Vacation Ordinance.
- Review and edit if required, Rentalscape's violation auto-email letters.
- Code Enforcement Officer to review Facebook and Craigslist to see if any additional STR postings aren't captured by Rentalscape. These can be added to Rentalscape.
- Create a 3-month review and value assessment of the technology solution/s.

## 6. Enterprise Software Systems Assessment – Bruce Larson, Project Lead

### Project Scope

Review of Town Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) Suites from BS&A, evaluating capabilities including financial reporting, budgeting, permitting, payments, and workflow automation. Map Town use-cases and workflows to high-level system configuration to identify underused modules and modernization opportunities.

### Expected Outputs

- ERP/CRM configuration map
- Workflow gap analysis
- Options for optimization or expansion
- Cost-benefit comparison for long-term planning

### Timeline

- December 2025 – BS&A platform overview
- January 2026 – Module inventory and interviews
- February 2026 – Workflow and reporting analysis
- February 2026 – Develop modernization roadmap – final report to Commission

### Key Hurdles & Decision Gates

- Manual workarounds can take extra time to assess
- All efforts requiring staff input and support will need to be scheduled

## 7. Town Facilities Technology Enhancement – Steven Rodrigo, Project Lead

### Project Scope

Assessment of Technology Supporting the Town Hall Meeting Hall venue and adjacent campus facilities. Evaluate A/V, network infrastructure, conferencing systems, and digital support for meetings, events, and community programming.

### Expected Outputs

- A/V and network asset inventory and needs assessment
- Campus Wi-Fi and cabling plan
- Phased modernization and budgetary recommendations

### Timeline

- Q1 2026 – Requirements and vendor solutions
- Q2 2026 – Procurement recommendations

### Key Hurdles & Decision Gates

- Inconsistent infrastructure and meeting broadcast quality
- Commission decisions on hybrid technology objectives supporting meetings

### Next Steps

- Complete testing, draft facility-specific requirements, and prepare procurement scenarios



# Town of Melbourne Beach

---

## **Building Department Report** **December 2025**

- Permit issued - 34
- Construction value - \$414,035.78
- Permit fees collected - \$9,051.11
- Plans reviewed – 45
- Building inspections completed - 73
- Site plan review for P&Z – 2
- Stop work order – 0
- New homes (completed) – 1
- Short-term rental inspections - 0

# Inspection List

01/08/2026

1/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PM25-0110	516 HIBISCUS TRL	Final Mechanical	12/31/25	12/31/25	Approved	DANIEL HUBBARD
PRR25-0079	501 ANDREWS DR	Dry-In	12/31/25	12/31/25	Approved	DANIEL HUBBARD
PRR25-0079	501 ANDREWS DR	Final	12/31/25	12/31/25	Approved	DANIEL HUBBARD
PWS25-0113	415 ANCHOR KY	Final Window, Door, & Shutter	12/31/25	12/31/25	Approved	DANIEL HUBBARD
PRO25-0010	1609 ATLANTIC ST	Final Propane	12/31/25	12/31/25	Approved	DANIEL HUBBARD
PWS25-0113	415 ANCHOR KY	In-Progress	12/29/25	12/29/25	Approved	DANIEL HUBBARD
PRR25-0082	321 FIRST AVE	Dry-In	12/29/25	12/29/25	Disapproved	DANIEL HUBBARD
PRR25-0079	501 ANDREWS DR	Dry-In	12/29/25	12/29/25	Disapproved	DANIEL HUBBARD
PRB25-0014	394 RIVER VIEW LN	LATH	12/26/25	12/26/25	Approved	UNIVERSAL ENGINEERING
PRB25-0014	394 RIVER VIEW LN	Drywall	12/26/25	12/26/25	Approved	UNIVERSAL ENGINEERING
PRB25-0022	411 HIBISCUS TRL	Column & Tie Beam	12/24/25	12/23/25	Approved	UNIVERSAL ENGINEERING
PWS25-0115	211 SECOND AVE	Final window, Door, & Shutter	12/22/25	12/23/25	Approved	DANIEL HUBBARD
PPE25-0005	602 JASMINE DR	Pre Pour	12/22/25	12/23/25	Approved	DANIEL HUBBARD
PRB24-0036	1609 ATLANTIC ST	Final Building	12/22/25	12/23/25	Approved	DANIEL HUBBARD
PRB25-0014	394 RIVER VIEW LN	Insulation	12/22/25	12/19/25	Approved	UNIVERSAL ENGINEERING
PCB25-0011	1805 OAK ST	Rough Building	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PP25-0021	420 SECOND AVE	Final Plumbing	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PCD25-0024	306 HIBISCUS TRL	Final Paver, Concrete, & Deck	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PRO25-0008	406 AVENUE B	Final Propane	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PRR24-0066	211 SECOND AVE	Final	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PWS25-0083	507 HARLAND AVE	In-Progress	12/19/25	12/19/25	Approved	DANIEL HUBBARD
PWS25-0083	507 HARLAND AVE	Final window, Door, & Shutter	12/19/25	12/19/25	Approved	DANIEL HUBBARD
CVR25-0037	217 FOURTH AVE	Fire Inspection	12/18/25	12/18/25	No Violation	Dave Micka
PRB25-0014	394 RIVER VIEW LN	Up-Lift	12/17/25	12/18/25	Approved	UNIVERSAL ENGINEERING
PWS25-0111	505 POINSETTIA RD	In-Progress	12/17/25	12/17/25	Approved	DANIEL HUBBARD

# Inspection List

199  
01/08/2026

2/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PWS25-0111	505 POINSETTIA RD	Final Window, Door, & Shutter	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PWS25-0106	401 AVENUE B	In-Progress	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PWS25-0106	401 AVENUE B	Final Window, Door, & Shutter	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PRB25-0003	406 AVENUE B	Final Building	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PRB25-0019	325 ATLANTIC ST	Final Building	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PE25-0062	411 OAK ST	Final Electrical	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PCB25-0005	1409 ATLANTIC ST	Final Building	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PRB25-0025	1903 CEDAR LN	Screw	12/17/25	12/17/25	Approved	DANIEL HUBBARD
PWS25-0082	300 RIVERSIDE DR	Final Window, Door, & Shutter	12/15/25	12/15/25	Approved	DANIEL HUBBARD
PM25-0108	414 ANCHOR KY	Final Mechanical	12/15/25	12/15/25	Approved	DANIEL HUBBARD
PE25-0060	217 FOURTH AVE	Final Electrical	12/15/25	12/15/25	Approved	DANIEL HUBBARD
PRO25-0008	406 AVENUE B	Open Hole	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PCD25-0032	203 SIXTH AVE	Final Paver, Concrete, & Deck	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PP25-0013	308 FOURTH AVE	Final Plumbing	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PCB25-0006	1413 ATLANTIC ST	Final Building	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PCB25-0004	1415 ATLANTIC ST	Final Building	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PPR25-0012	618 HIBISCUS TRL	Final Pool Resurface	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PF25-0038	404 CORAL AVE	Final Fence	12/12/25	12/12/25	Approved	DANIEL HUBBARD
PWS25-0104	608 MANGO DR	Final Window, Door, & Shutter	12/12/25	12/11/25	Approved	Inspection Solutions
PM25-0109	415 FIFTH AVE	Final Mechanical	12/10/25	12/10/25	Approved	DANIEL HUBBARD
PRB24-0036	1609 ATLANTIC ST	Sewer Connect	12/10/25	12/10/25	Approved	DANIEL HUBBARD
PRB24-0039	211 SECOND AVE	Final Building	12/10/25	12/10/25	Approved	DANIEL HUBBARD
PRB25-0011	313 BANYAN WAY	Final Building	12/10/25	12/10/25	Approved	DANIEL HUBBARD
PRO25-0005	313 BANYAN WAY	Final Propane	12/10/25	12/10/25	Approved	DANIEL HUBBARD
PRB25-0014	394 RIVER VIEW LN	Dry-In Roof	12/09/25	12/10/25	Approved	UNIVERSAL ENGINEERING
PCD25-0031	409 SIXTH AVE	Final Paver, Concrete, & Deck	12/08/25	12/08/25	Approved	DANIEL HUBBARD

# Inspection List

01/08/2026

3/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRO25-0009	506 THIRD AVE	Tie-Downs	12/08/25	12/08/25	Approved	DANIEL HUBBARD
PRO25-0009	506 THIRD AVE	Rough Plumbing	12/08/25	12/08/25	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Pre Pour	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PCD25-0029	203 SIXTH AVE 8	Pre Pour	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PCB25-0007	201 FIFTH AVE	Final Building	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PWS25-0109	302 FIFTH AVE	Final Window, Door, & Shutter	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PPL25-0007	403 POINSETTIA RD	Final Pool	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Column & Tie Beam	12/05/25	12/08/25	Approved	DANIEL HUBBARD
PRB25-0022	411 HIBISCUS TRL	Temp Power	12/04/25	12/08/25	Approved	UNIVERSAL ENGINEERING
PSH25-0009	1503 OAK ST	Final Building	12/03/25	12/05/25	Canceled	DANIEL HUBBARD
PRR25-0065	509 ANDREWS DR	Final	12/03/25	12/05/25	Approved	DANIEL HUBBARD
PRB24-0036	1609 ATLANTIC ST	Final Drainage	12/03/25	12/05/25	Approved	DANIEL HUBBARD
PPL25-0003	313 BANYAN WAY	Final Pool	12/03/25	12/05/25	Approved	DANIEL HUBBARD
PCD25-0031	409 SIXTH AVE	Pre Pour	12/03/25	12/05/25	Approved	DANIEL HUBBARD
PAS24-0007	315 ATLANTIC ST	Final Building	12/01/25	12/01/25	Approved	DANIEL HUBBARD
PCB25-0011	1805 OAK ST	screw	12/01/25	12/01/25	Approved	DANIEL HUBBARD
PG25-0005	526 SUNSET BLVD.	Final Electrical	12/01/25	12/01/25	Approved	DANIEL HUBBARD
PRB25-0022	411 HIBISCUS TRL	Slab	12/01/25	12/02/25	Approved	Scott Buckley-UES
PWS25-0100	1950 ATLANTIC ST 225	Final Window, Door, & Shutter	11/26/25	12/01/25	Approved	DANIEL HUBBARD
PRB25-0022	411 HIBISCUS TRL	Underground Plumbing	11/21/25	12/02/25	Approved	UNIVERSAL ENGINEERING
PRR25-0067	1005 ATLANTIC ST	Dry-In	11/19/25	12/02/25	Approved	JEFFREY PARSONS
PWS25-0039	1508 PINE ST	Final window, Door, & Shutter	07/03/25	12/19/25	Approved	DANIEL HUBBARD

Total # of Inspections: 73

# Monthly Permit List

01/08/2021

1/4

## Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB25-0005	WHALE EYE WOODWORKS, LLC	1409 ATLANTIC ST	\$124.00	\$4000.00

**Work Description:** Deck repair and replace

**Total Permits For Type:** 1  
**Total Fees For Type:** \$124.00  
**Total Const. Value For Type:** \$4000.00

## Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE25-0056	JAMES R SCHLEICHER II	393 RIVER VIEW LN	\$79.00	\$2400.00

**Work Description:** Change damaged 200a meter can with new 200a meter main combo panel includes changing FPL down pipe to PVC due to rust. Also replacing all grounding system and installing whole home surge protector.

PE25-0059	Furrow, Marcus	1409 ATLANTIC ST	\$79.00	\$1800.00
-----------	----------------	------------------	---------	-----------

**Work Description:** patio lights and bar recepticals

PE25-0060	FOURTH AVENUE LLC	217 FOURTH AVE	\$79.00	\$400.00
-----------	-------------------	----------------	---------	----------

**Work Description:** installation of security light and gfci replacement

PE25-0061	Richards, Ashley	1509 PINE ST	\$79.00	\$2500.00
-----------	------------------	--------------	---------	-----------

**Work Description:** electrical service upgrade

PE25-0062	David Hogarth	411 OAK ST	\$121.00	\$3900.00
-----------	---------------	------------	----------	-----------

**Work Description:** install 3 carbon dioxide, 4 smoke detectors, 1 gfci breaker

PE25-0065	EZ PLUGZ	408 CORAL AVE	\$79.00	\$1200.00
-----------	----------	---------------	---------	-----------

**Work Description:** installation of Tesla level 2 EVSE.

PE25-0067	Ellington A/C & Heat, Inc.	211 OAK ST	\$157.57	\$5109.00
-----------	----------------------------	------------	----------	-----------

**Work Description:** replace meter main combo

**Total Permits For Type:** 7  
**Total Fees For Type:** \$673.57  
**Total Const. Value For Type:** \$17309.00

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF25-0038	LIBERTY FENCING GROUP INC GIOVANNI CALDERIN	404 CORAL AVE	\$123.10	\$3970.00

**Work Description:** Install 6h wood fencing w/ (2) 5' gates

PF25-0040	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	418 MAGNOLIA AVE	\$360.04	\$15126.00
-----------	---	------------------	----------	------------

**Work Description:** installation of 1991ft of 6' pvc fence with gate

PF25-0041 Carrie's Fence of Palm Bay 2204 ROSEWOOD DR \$319.41 \$11162.00  
**Work Description:** 308' of pvc fence with gates

---

<b>Total Permits For Type:</b>	<b>3</b>
<b>Total Fees For Type:</b>	<b>\$802.55</b>
<b>Total Const. Value For Type:</b>	<b>\$30258.00</b>

## Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM25-0108	Ralph W Durham	414 ANCHOR KY	\$357.05	\$14834.00
		<b>Work Description:</b> Exact replacement 4 ton heat pump ac system w/ 8kw energy electric heat		
PM25-0109	Meghan Williams	415 FIFTH AVE	\$260.98	\$8487.00
		<b>Work Description:</b> Scope of work - (1) 3.5 ton split system- exact changeout- no ductwork		
PM25-0110	Chapman, Donald	516 HIBISCUS TRL	\$311.60	\$10400.00
		<b>Work Description:</b> ac system replacement		

---

<b>Total Permits For Type:</b>	<b>3</b>
<b>Total Fees For Type:</b>	<b>\$929.63</b>
<b>Total Const. Value For Type:</b>	<b>\$33721.00</b>

## Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD25-0024	YOUR OUTDOOR SOURCE, LLC JOHN MCNAMEE	306 HIBISCUS TRL	\$563.75	\$35000.00
		<b>Work Description:</b> Improve pool and back yard pavers		
PCD25-0032	Palm Bay Aluminum Corp	203 SIXTH AVE	\$148.16	\$4800.00
		<b>Work Description:</b> 14' x 13' x 4" concrete slab only		

---

<b>Total Permits For Type:</b>	<b>2</b>
<b>Total Fees For Type:</b>	<b>\$711.91</b>
<b>Total Const. Value For Type:</b>	<b>\$39800.00</b>

## Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP25-0021	PIPEFLOW SOLUTIONS	420 SECOND AVE	\$139.03	\$4500.00
		<b>Work Description:</b> replace 70 ft of 4" pvc lateral pipe to city tap		

---

<b>Total Permits For Type:</b>	<b>1</b>
<b>Total Fees For Type:</b>	<b>\$139.03</b>
<b>Total Const. Value For Type:</b>	<b>\$4500.00</b>

## Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO25-0009	DIRTYWORK ENVIRONMENTAL SERVICE LLC	506 THIRD AVE	\$312.63	\$10500.00

PRO25-0010	SAMS LP GAS COMPANY INC 1609 ATLANTIC ST	\$79.00	\$850.00
<b>Work Description:</b> bury a 500 gallon lp tank			

**Total Permits For Type:** 2  
**Total Fees For Type:** \$391.63  
**Total Const. Value For Type:** \$11350.00

## Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR25-0079	ROOF EXPERTS, LLC	501 ANDREWS DR	\$487.12	\$27524.00
<b>Work Description:</b> Reroof mansard with aluminum and flat with torch-down				
PRR25-0080	ONLY WAY ROOFING LLC KYLE WILLIAMS	427 RIVER VIEW LN	\$811.39	\$59160.00
<b>Work Description:</b> 0.32 Aluminum Standing Seam Re-Roof/Replace flat roof with torchdown rolled roofing. 39Q 6/12, 11Q flat roof				
PRR25-0082	QUANTUM CONSTRUCTION AND CONTRACTING LLC	321 FIRST AVE	\$377.20	\$16800.00
<b>Work Description:</b> remove existing roof and install new roof				
PRR25-0083	DC ROOFING	509 AVENUE A	\$506.08	\$29373.00
<b>Work Description:</b> reroof of existing roof with metal				

**Total Permits For Type:** 4  
**Total Fees For Type:** \$2181.79  
**Total Const. Value For Type:** \$132857.00

## Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB25-0024	TODD THOMAS HOME IMPROVEMENTS	403 RIVER VIEW LN	\$215.25	\$7000.00
<b>Work Description:</b> interior remodel of master and guest bathrooms				
PRB25-0025	ATLANTIC BUILDING & DEVELOPMENT LLC	1903 CEDAR LN	\$430.50	\$22000.00
<b>Work Description:</b> replacement of drywall, durock, tile, and paint in master bath				

**Total Permits For Type:** 2  
**Total Fees For Type:** \$645.75  
**Total Const. Value For Type:** \$29000.00

## Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0106	AMERICAN MADE WINDOWS	401 AVENUE B	\$79.00	\$935.00
<b>Work Description:</b> Replace 1 window				
PWS25-0110	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	300 S PALM AVE	\$692.54	\$47564.78
<b>Work Description:</b> Installation of windows and doors				

PWS25-0111	BRAD GREGORY WINDOW DOOR AND TRIM LLC	505 POINSETTIA RD	\$88.00	\$2800 <sup>00</sup> 204
<b>Work Description:</b> Installation of front door				
PWS25-0112	LOWES Home Centers	1700 ATLANTIC ST	\$333.74	\$12560.00
<b>Work Description:</b> installation of 5 windows				
PWS25-0113	ECOVIEW WINDOW OF BREVARD LLC	415 ANCHOR KY	\$355.66	\$14699.00
<b>Work Description:</b> installation of 9 windows				
PWS25-0114	IKON WINDOWS AND DOORS LLC	1905 ATLANTIC ST # 325	\$309.20	\$10166.00
<b>Work Description:</b> installation of sliding glass door				
PWS25-0115	ATLANTIC STORM PROTECTION	211 SECOND AVE	\$358.40	\$14966.00
<b>Work Description:</b> installation of hurricane shutters				
PWS25-0116	All Pro Garage Doors Inc	506 BANYAN WAY	\$151.21	\$4900.00
<b>Work Description:</b> installation of garage door				
PWS25-0117	All Pro Garage Doors Inc	401 FIFTH AVE	\$83.50	\$2650.00
<b>Work Description:</b>				

---

<b>Total Permits For Type:</b>	9
<b>Total Fees For Type:</b>	\$2451.25
<b>Total Const. Value For Type:</b>	\$111240.78

---

<b>Grand Total Fees:</b>	\$9,051.11
<b>Grand Total Permits:</b>	34.00
<b>Grand Total Const. Value:</b>	\$414035.78

## Public Works Monthly Report

December 2025

The month was very active with installing, repairing and participating in our annual Christmas decorations and making sure our tree lighting event went smoothly. While this involves a considerable amount of work on your PW team they do enjoy it. All my team members get great satisfaction watching all of those who attend the tree lighting enjoying the fruits of their labor.

The normal responsibilities of PW were not neglected. Several potholes were repaired on our roadways and multiple sidewalk trip hazards were removed. Both items are ongoing.

Daily all parks are visited the trash receptacles are emptied and fallen branches and any debris as well as removing any debris on our stormwater inlets.

Thank you all for your support.

**The following is an overview of our month:**

Replaced 4 damaged or severely aged street name signs

Installed multiple stop signs replacing older faded ones

Removed trip hazards on sidewalk in the 200 block of Cherry

Met with the technician from our parking kiosk company repaired issues with 2 kiosks

Coordinated annual service and pm service on our facility generator

Continued getting proposals to consider the replacement of the Community Center doors

Worked with TM reference to Basin 10 met with Hayley Ward Engineering

Coordinated the required annual testing of the water line supplies to our facilities – Sun Plumbing

Constructed a new back porch roof at the rear of the History Center

Vehicle maintenance – electrical repair ATV, water pump bucket truck, hydraulic work tractor

Removed 2 very tall dead palm trees – right of way Fir/Rosewood

Dumped ash cans from 6 approved beach fires

**Street Pavement/Sewer line failure:**

We are dealing with what appears to be sections of failing pavement on Ancho Key and Pelican Key. These areas are in the center of the streets and are directly over the sanitary sewer lines. Brevard County Utilities has responded multiple times at our request. Brevard County then removes a small section of pavement complete a repair and then fills it with road base.

We have been advised that the sanitary sewer lines will be inspected and proper action/s will take place.

We will continue to monitor this situation. Several residents in that area are concerned about this issue and have reportedly contacted the Brevard County Public Works Dept. and the District Commissioner.

**Semi annual Structure Inspections:** On schedule – Ryckman House and Community Center completed

**Looking Ahead:**

PW will be addressing trimming and boardwalk work at Loggerhead Park. Also researching the status of the irrigation well located there.

We will utilize the budget funds to replace the roof of the “Old Post Office” replica Ryckman Park

Other budgeted items such as painting the History Center Building will be forthcoming

**STREET INVENTORY/CONDITION REPORT ATTACHED**

A visual inspection of asphalt paving involves systematically checking for distress like **cracks (hairline, alligator, edge)**, **potholes, raveling (loose aggregate), rutting, and depressions**, while also assessing **drainage, markings, and color** to identify problems like water pooling, faded paint, or material failure, guiding maintenance needs from simple crack sealing to major overlays. Key signs of poor quality include faded color, crumbling edges, and patterns indicating base failure, like alligator cracking.

#### Key Areas to Inspect

- **Cracks:** Look for hairline, transverse (across), longitudinal (with traffic), and alligator (chicken-wire) cracks, which signal different issues like temperature stress or base failure.
- **Potholes & Raveling:** Check for holes and loose aggregate, indicating significant failure, often from water infiltration.
- **Rutting & Depressions:** Identify wheel path ruts and low spots where water collects.
- **Edges:** Examine for crumbling, especially near curbs or uncurbed areas.
- **Drainage:** Ensure catch basins, gutters, and slopes allow water to move away effectively.
- **Markings:** Note if paint is faded (over 25% loss of visibility means repainting is needed).
- **Color & Texture:** Faded, light gray asphalt suggests aging and UV damage, while rough texture can mean raveling.
- 

#### What the Signs Mean

- **Alligator Cracking:** Severe base failure requiring repair.
- **Raveling:** Loss of aggregate, leading to rough surface.
- **Fading:** UV damage, reducing elasticity.
- **Potholes:** Water gets in cracks, freezes, expands, and breaks out material.

Date: July 15, 2025

To: Town Manager

From: Public Works Director

Subject: Street Condition Inventory

Please find as an attachment that rates the current conditions of the street in the Town. The document reflects the conditions of the pavement on the streets and reflects anything noteworthy as to the stormwater drainage.

The conditions are as follows:

Good – Minimum lateral crack lines with not much \*“fading” and not \*“Flashing” and NO \*“gatoring”

Fair – lateral crack lines with “fading” and small areas of “flashing” and NO “gatoring”

Poor – evidence of “flashing” over large areas and “gatoring”

When applying these measures, the Town does not have “Poor” streets. There are some smaller areas where some repairs should be completed to prevent further erosion of the asphalt.

Using these standards other than repairing the smaller areas makes it somewhat difficult to specify what streets should be repaved. On the other hand, if the desire is to pave the streets for aesthetic purposes then most any street could be chosen for new pavement.

The only areas that I feel should be considered for paving based upon these criteria would be as follows:

Redwood – north of Cherry

Ash – entire street.

Fourth – 300 block, paved and proper elevations to prevent the collection of water in the middle of the street

It is my opinion that if funds that may be available for paving should be utilized to repair the large amount of failing curbing that exist in Town. Failing curbing allows water to set and eventually go under the asphalt. When this occurs the road base fails and the pavement fails.

\*Fading -color of asphalt very light colored can allow water to soak through

\*Flashing – loose pieces of small stone or gravel present indicate deterioration

\*Gatoring – sometimes called spidering indicates water has entered and causing roadbase to fail resulting in the asphalt breaking into small pieces

Town of Melbourne Beach  
Street Condition Inventory  
2025

209

STREET NAME	LINEAR FEET	Paving Date	PAVEMENT CONDITION	STORM DRAIN SYSTEM CONDITION	SEWER LINE
Acacia Boulevard	315	2016	Good	None	
Alden Place	414		Good	None	
Anchor Key	854		Fair	Good	suspect failing
Andrews Drive	1846	2018	good		
Ash Avenue	1118		Fair	None	
Atlantic Street (A1A) to 2300	2410	2011	Fair	None	
Banyan Way	3249		Good	None	
Beaujean Avenue	424		Fair	None	
Birch Avenue	1165	2017	Good	None	
Cedar Lane	562	2017	Good	None	
Cherry Drive	1882		Fair	Fair	
Citrus Court	816	2017	Good	None	
Colony Street	914		Good	None	
Coral Avenue	521	2017	Good	None	
Dogwood Avenue	937	2017	Good	None	
Driftwood Avenue	865	2011	Good	None	
Elm Avenue	763	2017	Fair	None	
Fir Avenue	598		Fair	None	
Flamingo Lane	775		Good	Good	
Harland Avenue	1088		Good		
Hibiscus Trail	4968	2015	Good	None	
Jasmine Drive	688		Good	None	
Mango Drive	720		Good	None	
Magnolia Avenue	2380	2015	Good		
Neptune Drive	1385	2017	Fair	Good	
Oak Street (from South boundary of Gemini School to stoplight at Ocean Ave.)	6566		Good	Good	
Ocean Avenue (from Riverside to Stoplight)	1556		Good		

Town of Melbourne Beach  
Street Condition Inventory  
2025

210

STREET NAME	LINEAR FEET	Paving Date	PAVEMENT CONDITION	STORM DRAIN SYSTEM CONDITION	SEWER LINE
Orange Street	3459	2021	Good	swales system	
Pelican Key	380		Fair	Good	supect failing
Pine Street (North of Ocean Ave)	1491	2013	Good	None	
Pine Street (South of Ocean Ave)	3024	2013	Good	Good	
Poinsettia Road	1978	2017	Good	Poor -- Needs Work (Replace)	
Redwood Drive	1476	2022	Fair	None	south from Cherry completed 2022
River Road (1000 block)	361	2012	Fair	None	
River View Lane	2884		Fair	Fair	
Riverside Circle	421		Good	Good	
Riverside Drive	4255	2025	Good	Good	
Rosewood Drive	1632	2017	Fair	Fair	
Sandy Key	692		Good	Good	
Shannon Avenue	2077	2014	Good	None	
South Palm Avenue	1210		Good	System works but is inadequate	
Sunset Boulevard	2615	2011	Poor	None	
Surf Road	2717	2017	Good	None	
Avenue A	2646	2013	Fair	Fair	
Avenue B	2629	2013	Good	None	
First Avenue	2678	2012	Good	None	
Second Avenue	2671	2012	Fair	Good	
Third Avenue	2665	2017		None	
Fourth Avenue	2660		300 block bad	None	
Fifth Avenue	2490		Good	None	
Sixth Avenue	2632	2004	Fair		

# CODE ENFORCEMENT REPORT

Dec-25

DATE RECEIVED	TYPE OF POSSIBLE VIOLATION	ADDRESS	DATE REVIEWED/RESOLVED
Dec-25	ck on drive permit	Riverview	Need to pick up
	Jet ski in drive	Sandy Key	Left door tag
	Cut down tree	Sixth	Permit issued
	Boat in Drive	Sandy Key	Boat removed
	Home overgrown needs mowing	Ave B	Left door tag talked to owner
	Boat in drive	Roswood	left door tag, Boat removed
	Motor home in drive	4th	M/H moved OK
	Trailer in drive	4th	Talked to owner, moved OK
	Work trailer in street	Birch	Talked to owner will move
	Boat in Drive	Surf	Talked to owner boat moved
	Boat in Drive	Surf	Talk to owner, boat moved
	Trailer in drive	Riverview	Talked to owner, will move
Dec. Jan			
	Boat in Drive	Fir	Boat moved to side OK
	Boat and trailer drive	5Th	Will Move
	Jet ski in drive	Sandy Key	Left door tag
	Boat and trailer in right of way	Beau jean Ave	Left door tag boat moved
	Boat in drive	Anchor	Boat moved to side OK
	Home needs to be mowed	Third	
	Dead trees need to be cut down	Ave A	Owner started
	Property needs lawn cut	Shannon	Left door tag
	Property needs lawn cut No car reg.	Ave A	Left door tag
	Boat on lawn	rosewood	Talked to owner Boat placed on side of home
	Lawn needs Cutting	Cherry	Lawn cut and bushes trimmed
	Bushes blocking side walk	Orange	Talked to owner Bushes trimmed
	prperty over grown, need to rebuild mail box	Shannon	Left door tag
	M/H in drive way	Riverview	Moved to side of home
	Jet Ski in drive	Sandy Key	NOV Sent jet ski gone.



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – January 2026**

***Note: Due to transition to new Emergency Networking system and NERIS reporting standards, this months reporting data will be limited. Fire Department staff are actively working on implementation of the new system, and will be reporting all calls starting January 1<sup>st</sup>, 2026 to the NERIS database.***

#### **Incident Response**

From December 3<sup>rd</sup> through December 31<sup>st</sup>, the Melbourne Beach Volunteer Fire Department responded to 8 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 8.

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

- 1 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 156
- 2 Public Service – Special Event Standby # 155 & Elementary School Fire Drill Standby #154
- 5 Fire & Life Safety Inspections
  - Incident #'s: 153, 157, 158, 159, 160

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

- None

#### **Volunteer Recruitment**

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

## **Department Membership**

- 36 Total Members
  - Paid Staff:
    - 1 Fire Chief (*Full-Time*)
    - 2 Maintenance Technicians (*Per-diem*)
  - Volunteer Staff:
    - 18 Certified Volunteer Firefighters
    - 9 Support Services Volunteers
    - 4 Probationary Volunteer Members
    - 4 Administrative Volunteers
      - 1 Safety Officer
      - 2 Logistics Staff
      - 1 Volunteer Fire Chaplain

## **Notable Events & Updates**

### ***Town Christmas Events***

- Department volunteers participated in the Town's tree lighting event delivering Santa to the event. The Department, in partnership with the Melbourne Beach Volunteer Firefighters Association, planned and executed the 61<sup>st</sup> Annual Children's Christmas Parade, Annual Pancake Breakfast, and Christmas Eve Santa Run Gift Delivery event, which delivered nearly 600 gifts this year. All events were well attended and received by the community.

### ***Grants Update (Ongoing Update)***

- The Department was notified its FireHouse Subs Public Safety Grant application was not successful during the last awards cycle. The Department has since resubmitted the grant application on January 8<sup>th</sup> for consideration during the current cycle.
- There have been no official notifications or status updates regarding the FEMA SAFER grant our Department submitted in July. Interim Town Manager Frazier contacted FEMA who advised that all grant funds for the current cycle had been awarded, and if we had not received notification of award yet, we were most likely not successful and that written confirmation of such would follow shortly.

### ***Emergency Networking & Transition to NERIS reporting (Ongoing Update)***

- Due to the holidays and the number of departments needing to transition, there have been some delays with the implementation process of the Emergency Networking software. The Department continues to work with Emergency Networking to complete the required data migration and building out customization in the new software. The Department will start reporting to NERIS on January 1<sup>st</sup>, 2026.

### ***Recreational Beach Fire & Wheelchair Rental Programs (Ongoing Update)***

- The Town of Melbourne Beach's Recreational Beach Fire Program started back up on November 1<sup>st</sup> and runs through February 28<sup>th</sup>. 12 recreational beach fires were held during the reporting period listed above.
- The Fire Department manages the Town's beach wheelchair rental program. The chair is rented out free of charge to those with mobility issues and was rented 1 time during the reporting period listed above.

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 1/14/2026 6:32:20 PM



214

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

Incident Status(s): All Incident Statuses | Start Date: 12/03/2025 | End Date: 12/31/2025

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2025-153	12/03/2025		208 Cherry DR , Melbourne Beach, FL, 32951	Special type of incident, other	12/03/2025 13:23	12/03/2025 14:04
2025-154	12/10/2025		2100 Oak ST , Melbourne Beach, FL, 32951	Public service assistance, other	12/10/2025 13:04	12/10/2025 13:40
2025-155	12/13/2025		505 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	12/13/2025 08:34	12/13/2025 12:20
2025-156	12/16/2025		305 5th AVE , Melbourne Beach, FL, 32951	EMS call, excluding vehicle accident with injury	12/16/2025 11:08	12/16/2025 11:29
2025-157	12/17/2025		401 Avenue B , Melbourne Beach, FL, 32951	Special type of incident, other	12/17/2025 13:26	12/17/2025 14:45
2025-158	12/18/2025		217 4th AVE , Melbourne Beach, FL, 32951	Special type of incident, other	12/18/2025 10:23	12/18/2025 11:24
2025-159	12/19/2025		502 Colony ST , Melbourne Beach, FL, 32951	Special type of incident, other	12/19/2025 10:26	12/19/2025 12:12
2025-160	12/23/2025		411 Oak ST , Melbourne Beach, FL, 32951	Special type of incident, other	12/23/2025 10:25	12/23/2025 11:01

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



emergencyreporting.com  
Doc Id: 1251  
Page # 1 of 1

# Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 1/14/2026 6:31:19 PM



215

## Personnel Count per Incident for Date Range

Start Date: 12/03/2025 | End Date: 12/31/2025

INCIDENT				NUMBER OF PEOPLE		
	NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS
2025-153	12/3/2025 13:23:04	900 - Special type of incident, other	19112	1	0	1
2025-154	12/10/2025 13:04:04	550 - Public service assistance, other	19112	1	0	1
2025-155	12/13/2025 08:34:17	571 - Cover assignment, standby, moveup	19112	16	3	19
** 2025-156	12/16/2025 11:08:38	321 - EMS call, excluding vehicle accident with injury	19112	4	4	8
2025-157	12/17/2025 13:26:16	900 - Special type of incident, other	19112	1	0	1
2025-158	12/18/2025 10:23:47	900 - Special type of incident, other	19112	1	0	1
2025-159	12/19/2025 10:26:13	900 - Special type of incident, other	19112	1	0	1
2025-160	12/23/2025 10:25:20	900 - Special type of incident, other	19112	1	0	1

**TOTAL # OF INCIDENTS: 8**

**AVERAGES:**

**3.3**

**0.9**

**4.1**

Total # of incidents

\*\* Without EMS Assist or Service Calls:

**4.0**

**4.0**

**8.0**

paged out for

(Paged out calls only)

volunteer response: 1

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



emergencyreporting.com

Doc Id: 358

Page # 1 of 1



# Melbourne Beach Police Department

## Chief Zander's Monthly Report

### Commission Meeting January 21, 2026



This report covers the month of December 2025.

#### Operations:

Over the past month, the department handled 1,501 calls for service.

#### Activity:

- 31 Citations/ 139 Written Warnings
- 400 Traffic Stops
- 231 Traffic Enforcement Details
- 2 Traffic Complaint
- 27 Parking Citations
- Speed Compliance percentages over the past month:
  - Atlantic Ave. 79% with 69,539 vehicles recorded
  - Oak St. 92% with 76,463 vehicles recorded
  - Riverside Dr. 91% with 106,938 vehicles recorded

#### PD News

- Department training: Firearms Qualifications and Training
- Partnered with Wellspring Counseling Services to kick-off our Mental Wellness Programs 2<sup>nd</sup> meeting
- Celebrated Corporal Jim Obyrne's and Officer John Sullivan's Birthday
- Celebrated 1 year anniversary of Officer Brittany Brown
- Celebrated Volunteer Coordinator Peter Mui's 1 year anniversary
- Held Police Department's Annual Christmas Party
- Provided Security and TCP at TOMB Christmas Parade
- Provided Security at 1 Commission Meeting
- Volunteers completed speed limit sign inventory. Numbers were given to PW
- Continued Work on Townhall/PD/FD/PW key system and security accountability
- The Police Department Volunteers completed:
  - 63.5 total hours of volunteer service for the month and 977.85 total hours for the year.

- Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks, mental wellness checks and business engagement.
- Had 2 vacancies. Ms. Bryson (Admin Asst.) Position was filled the following week with Shanna Bottoms. Officer Luis Tejeda took a job with ICE and resigned. We are actively trying to fill this position.

#### CRIME Update:

- 76 House Checks
- 34 Suspicious incident/Person/vehicles reports investigated
- 13 arrests- Traffic, DUI, Drugs, Domestic Violence, ICE Detainers, Warrant, Violation of Injunction
- 1 Baker Act
- 2 STR complaints for the month.
  - 12/12/2025- 211 Cherry Dr. – Kid playing in pool at 10pm. They were asked to keep the noise to a minimum due to the hour of night.
  - 12/29/2025- 211 Cherry- RV blocking driveway. Contact was made with owner of the RV and it was moved without issue.
- 5 Assist other Law enforcement agencies.
- 3 Disturbances
- Recovered a Missing Juvenile
- Assisted BCSO with a Homicide in South County Area. 1<sup>st</sup> on Scene and assisted BCSO with clearing the house and securing the scene.

#### Looking Forward:

- Department Training- Legal Update and Domestic Violence Training
- Commission Workshop on 2026/27 Budget
- 4<sup>th</sup> quarter and Annual Awards Meeting
- Chief Attending FPCA Conference
- Chief interview on Mental Wellness Podcast
- Officer Nicholas Earl's and Deputy Chief Matthew Smith's birthday

# Town of Melbourne Beach

---

## Town Clerk's Department Monthly Report

January 2026

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

- Received in December – 11
- Received in 2025 – 217
- Completed in December – 4
- Completed in 2025 – 207
- Open/Pending – 13 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

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

**Records Management Project/ Scanning Project** – MCCi has completed the rescanning of the documents, and the Town is in the process of importing a sample of the documents to verify accuracy. Then we will schedule a meeting to review the documents that MCCi has questions about.

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

### **Town Meetings –**

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

- 1 Town Commission meeting
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

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

## Processed Requests Report 2025-12-01 to 2026-01-01

219

Request #	Name	Description	Date Of Request	Date Complete
PRR-2025-200	Joe Balber	Building permit data for 10/15/2025-11/15/2025. See attached document for the full details.	11/17/2025 6:15 PM	12/22/2025 4:08 PM
PRR-2025-211	Kate Laird	We have a home inspection scheduled for 12/16 at 200 Oak St and need a permit history for the reports. Thank you!	12/15/2025 9:43 AM	12/15/2025 4:00 PM
PRR-2025-212	Jordan Sunada	Hi, I'd like to request the following: - Copies of the (6) most recent invoices for Off Road Diesel delivered to Nancy Higgs Community Center at 500 Old Florida Trail and supporting bills of lading. Please send responsive records to: jsunada@pinnaclepetroleum.com Thank you	12/15/2025 11:17 AM	12/15/2025 1:00 PM
PRR-2025-213	Janine Rugas	Building permit records since 10/6/2025. See attachment for more details.	12/16/2025 4:02 PM	12/22/2025 4:34 PM

## Open Requests as of 1/1/2026

Request #	Name	Description	Status	Date of Request	Billed	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!	Pending Response From A Commissioner	6/6/2025 10:28 AM	0	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025 2:35 PM	0	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/2025 5:25 PM	0	0
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	Pending Response From A Commissioner	8/20/2025 3:42 PM	0	0
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/2025 11:49 AM	0	0

		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.				221
PRR-2025-166	Abbas Khan	Pending Payment	9/18/2025 8:55 AM	21.29	0	
PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request. I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at <a href="mailto:requests@academyresearchgroup.com">requests@academyresearchgroup.com</a> I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law. I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/4/2025 8:04 PM	212.9	0

		Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request a copy of records listing all current employees of your agency, including their full legal names, job titles, official work email addresses, assigned worksites or office locations, and current annual salaries. If this information is available in an existing report or database, please provide the most recent version electronically in Excel (.xlsx) or CSV (.csv) format.	Pending Department Response	10/29/2025 10:30 AM	0	0	222
PRR-2025-185	Steve Watts	Pursuant to the Public Records Act, I respectfully request a copy of Town of Melbourne Beach's current Payment Card Industry Data Security Standard (PCI DSS) Attestation of Compliance (AoC) for each payment method used by or on behalf of Town of Melbourne Beach.  The AoC is a standard compliance record showing that an organization accepting or processing payment cards has met the applicable PCI DSS requirements. It does not contain cardholder or other sensitive personal information. In practice, these records are often maintained by: <ul style="list-style-type: none"><li>•Finance, Treasury/Revenue</li><li>•Utilities</li><li>•Parks &amp; Recreation</li><li>•Permitting/Licensing</li><li>•IT Department</li></ul> If more than one AoC applies (e.g., for different departments or payment channels), please provide each applicable record. Rolling or partial production is welcome if some records are more readily available.  Thank you for your assistance. Please let me know if you have any questions or need clarification regarding this request.	Pending Department Response	11/12/2025 11:57 AM	0	0	
PRR-2025-194	Anonymous	Please consider this email an open records request for commercial purposes under the applicable laws of your jurisdiction. We are requesting copies of your current property and casualty insurance policies, including premium information, or a summary document that outlines coverage, carrier, limits, deductibles, and premium.	Pending Department Response	11/14/2025 5:22 PM	0	0	
PRR-2025-198	Michael Rost		Pending Department Response				

		SmartProcure is submitting a public records request to the Town of Melbourne Beach for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Town of Melbourne Beach) 7. Email Address 8. Office Address (Address, City, State, Zip)	Pending Department Response	12/11/2025 4:41 PM	0	0	223
PRR-2025-209	Karen Garcia	Request for fire safety inspection for 504 colony street. Mr Schaffer said today 12/15 that inspection was done by inspector mitka from fire dept. Do not know when this was conducted. Also permit for the accessory structure at 504. The 40x 15 ft structure. With 2 forms of combustion. Thank you. Roger Newell	Needs Routing	12/15/2025 9:42 AM	0	0	
PRR-2025-210	Roger Newell	The failed safety and fire short term rental inspection report for 502 colony street Melbourne Beach The letter of violations sent to the owner Mr Robert Morris.	Pending Department Response	12/28/2025 2:25 PM	0	0	

Jan-26

FY 2025-  
2026

# PROJECT/PROGRAM STRATEGIC PLAN

PROGRAMS	Priority	Status	Due date	% Complete	Activity	Budget	Assignment	Scope	Activity Notes
Fire Department Sustainability Plan	High	In Progress	7/2026	25%	Planning	\$292,863.00 three permanent staff salaried positions	RESOLUTION FOR ADVERTISING Fire/TM/Outsource	non-advalorem Fire Assessment private vendor: \$30,000-60,000; six month process	Advertisement for three permanent postions; Contacted private vendor for non-advalorem fire assessment.
Stormwater Fee Ordinance/Assessment	High	Not Started	7/2026	0%	Planning	\$34,000+- (141)	RESOLUTION FOR ADVERTISING TM/outsource	Revise 2020 SW Assessment resolution non-ad valorem stormwater assessment. Six month process; \$30,000 +- for engineering study	ICMA or Civil Engineer Consultant
Toxic Workplace Workshop	Normal	In Progress	2/2026	25%	Initiated		ON HOLD TM/TC	Schedule a facilitated workshop between staff and TC to addresss Toxic Workplace Survey. Direct expenses (+/- \$500)	Contacted FLC Ambassador, reviewed other government facilitator options.
Budget Calendar w/Quarterly Review	High	Complete	1/2026	50%	Initiated	NA	COMPLETE TM/Finance	Insurance/benefits review, Optimize investment, timeline/topics early and often	First Quarter Report Jan 2026
Storm Ready/EOC	Normal	In Progress	6/2026	50%	Initiated	NA	TM/PW/Fire/PD	Complete Emerg Mgt Manual; Vulnerability Assessment, and Safety Manual	COMPLETE Adopt BC HMP by resolution
Policy/Procedures Review	Normal	In Progress		15%	Planning		TM/Attny/TC	Review existing Policies/Procedures for compliance and compatibility	JLAC process
Evaluation & Appraisal Report (EAR)	Normal	In Progress	12/2026	15%	Planning		TM/Attny/Planner	Update to Comp Plan due 10/25. \$30,000 based on scope. Unable to make changes to Plan until updated.	Recommended changes supplied by Planner. TM to contact FDOC to establish new timeline.
Review of IT Software Programs	Normal	In Progress		25%	Initiated		TM/TAB	Review of existing software modules, costs, support, etc.	Laserfiche, BS&A/Municipal Gvt software, & Audio equip
Code Compliance	Normal	In Progress	2/2026	75%	Initiated	\$70,000 (#29)	TM/Code	Code Compliance officer enforcing code and utilizing software. Review Code for compliance with LDC and Building Code. Permit review.	Ad for new STR Code officer
Grant Calendar	Low	In Progress		10%	Planning		TM	Calendar of grants/alt funding by type, agency and date	

Contract Calendar	Low	In Progress		10%	Planning		TM/Attny	Cost Benefit Analysis Spreadsheet; Terms; Dates	BO, Attny, Waste Pro, Magistrate, Planner, Old Town Hall
Boards/Committees	Low	In Progress		25%	Planning		TM/TC	Review enacting resolutions for Boards/Committees to determine best use/application.	Attendance at all meetings to assess needs and staffing.

PROJECTS	Priority	Status	Due date	% Complete	Activity	Budget	Assignment	Scope	Activity Notes
Basin 1 Phase 1 infrastructure improvement	High	In Progress	Jan 2026 construction start date	75%	Initiated	\$1,981,210.75 (Alt 1 \$256,819) (#341)	PW/TM/outsource	Phase 1 Infrastructure construction	Tving and vacumming of pipes complete, MOT plan and shop drawings submitted, require proposal for Alt 1 revisions
Riverview Lane Projects (410)	High	In Progress	ASAP	25%	Initiated	\$60,969.24 (#341)	PW/TM/outsource	Designed, ITB, contract award	410 ITB: Atlantic Development proposal, \$60,969.24
Municipal Building Repairs	High	In Progress	ASAP	25%	Planning	\$30,000 (#19 contingency) for three upstairs showers completed	PW/TM/outsource	Building repairs include: <b>Upstair showers</b> , HVAC testing, Roof repair/replace, Drywall repair, mold abatement, elevator certification	Insurance review in progress; contacting GC for quotes
Basin 10 stormwater	High	In Progress	Proposal Jan 2026	25%	Planning	Proposal \$49,500; \$40,000; Scope for Cherry (#341)	PW/TM/outsource	Repeated flooding on Cedar Lane and Cherry/Oak intersection	Haley-Ward assessment
FDOT D5 RRR A1A	Normal	In Progress	6/1/2026	75%	Planning	\$134,000 Ocean Ave paving project (#351) Not recommended to perform Ocean Ave paving project during FDOT paving project due to MOT.	PW/TM/FDOT	Coordinate closeley with FDOT on planned improvements. Contract let by FDOT in March. Construction scheduled to begin south to north in June/July	Final Plans Reviewed. Working with Safety team on crosswalks and APS.
Riverview Lane Project (449) Seawall Repair	Normal	Not Started		0%	Planning	\$40,000 (#141)	PW/TM/outsource	Designed, ITB	
6TH Ave Seawall and Boat Ramp	Normal	In Progress	3/1/2026	10%	Planning	\$46,184 for const (#141)	PW/TM/outsource	Replace south side seawall and repair/replace boat ramp; ad stability and sw features to R/W	Contact Coastal Eng firms for design and proposals. FIND grant March; SOIRL/DEP/SJR WMD WQ grants
Stormwater Master Plan	Low	Deferred		80%	Initiated		PW/TM/outsource	Review existing plan and determine priority/budget	Jones eDMUNDS 2007, Basin Maps, Property Appraisers Plat Maps
Inventory of Assets	Low	In Progress		25%	Initiated	\$52,000 for paving	PW/outsource	Street Paving Inventory, Vulnerability Assett List	Part of Budget Process