



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

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
No events from January 21 – February 18				
See below for events on the horizon and our recurring Ryckman Park class schedule				
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 st & 3 rd 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 5th. 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.

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 21st 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 21st meeting.

Commissioner Sherri Quarrie made a motion to move 12 F to the January 21st 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 21st 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

Date: January 6, 2026
Owner: MelBeach Investments, LLC
Owner Address: 1806 Pine Street, Melbourne Beach, FL 32951
Site Address: 1806 Pine Street, Melbourne Beach, FL 32951
Parcel ID: 28-38-07-50-*-1
Zoning: 2RS

Proposed Project: Demolition of existing single-family home and construction of new single-family home

References: Town of Melbourne Beach Code of Ordinances:
 7A-32 Single-Family Residential District
 7A-51.1, Site Plan Approval For Single-Family Residential Districts

Request: Site Plan Approval in Accordance with 7A-51.1
Staff Review: The property lies in Zoning District 2RS

- 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 | 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	Open areas	12,358
Pool & Deck	1,350		
Driveway	1,500		
Accessory Bldg			
Concrete areas	200		
Total Paved Area	8.408		
<hr/>		<hr/>	
Total Lot Area	20,766	Total Lot Area	20,000
<hr/>		<hr/>	
% IMPERVIOUS	40.49%	% PERVIOUS	59.51%



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

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

III. PROPERTY INFORMATION:

General Location: 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: Date: 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 26th day of NOVEMBER, 2025, by COREY RUNTE,
 who is/are personally known to me, or who has/have produced _____
 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:  Date: 11/26/25

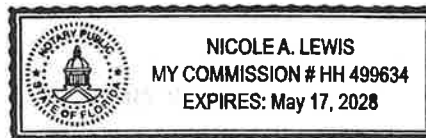
Print Name: Corey Runte Title: Manager

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me
this 26th day of NOVEMBER, 2025, by COREY RUNTE,
who is/are personally known to me, or who has/have produced _____
as identification.


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

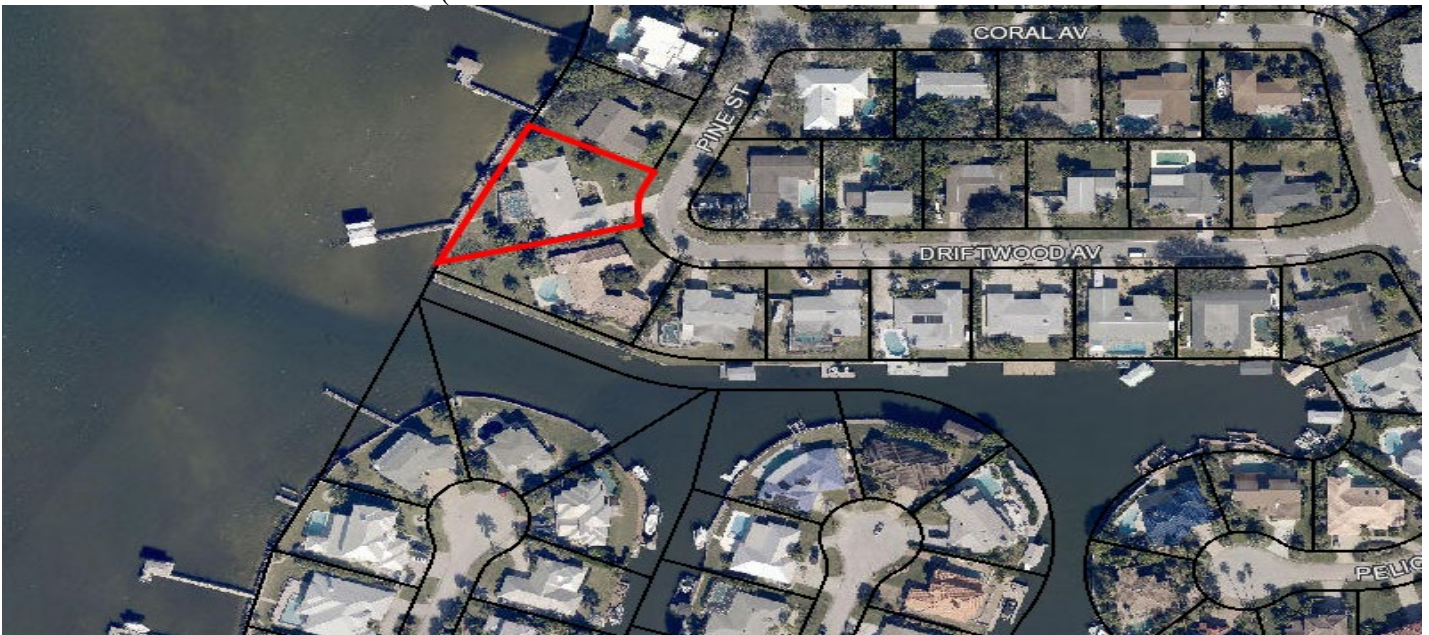
PROJECT INFORMATION

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
 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
 321-600-0672

SURVEYOR

Kane Surveying, Inc.
 Joel A. Seymour – President
 505 Distribution Dr., Melbourne FL. 32904
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
 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

<u>PROPOSED LOT COVERAGE</u>	<u>SF</u>	<u>ACRE</u>	<u>PERCENT</u>
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:

[Signature]
 Witness Name: Paul A. Dieguez
 Witness Address: 1928 S. Patrick Dr.
Indian Harbour Beach, FL 32937

[Signature]
 Sandra Diane Gunthorpe, Individually and as Successor
 Trustee

[Signature]
 Witness Name: Sarah Svendsen
 Witness Address: 1928 South Patrick Dr.
Indian Harbour Beach, FL 32951

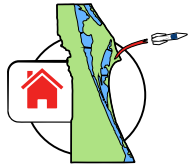
State of Florida
 County of Brevard

The foregoing instrument was acknowledged before me by means of [X] 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 [X] has produced a driver's license as identification.

[Notary Seal]



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



Dana Blickley, CFA, Brevard County Property Appraiser

Titusville • Viera • Melbourne • Palm Bay

51
(321) 264-6700

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	Year Built	1969
Frame:	MASNRYCONC	Story Height	8
Roof:	ASPH/ASB SHNGL	Floors	1
Roof Structure:	HIP/GABLE	Residential Units	1
		Commercial Units	0
Sub-Areas		Extra Features	
Base Area (1st)	2,394	All Screen - 1 Story	1,235
Garage	678	Dock Roof - Metal	725
Open Porch	66	Paving - Stone	702
Total Base Area	2,394	Pool - Residential	1
Total Sub Area	3,138	Fireplace	1
		Spa - Residential Attached	1
		Paving - Stone	60
		Screen Enclosure	756
		Dock	946

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

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

Title MGR
Name RUNTE, KRISTA
Address 402 RIVERVIEW LANE
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



PROJECT SUMMARY

PROJECT NAME : RUNTE RESIDENCE
PROJECT ADDRESS : 1806 PINE STREET
MELBOURNE BEACH FL. 32951
EXISTING USE : SINGLE FAMILY RESIDENCE
CONTRACTOR: TBD
APPLICABLE CODES

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

UTILITIES: CITY WATER/SEWER
AUTHORITY / JURISDICTION : TOWN OF MELBOURNE BEACH

SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
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

	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
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•

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

ADDRESS:
1806 PINE STREET
MELBOURNE BEACH FL. 32951

SHEET TITLE
COVER SHEET

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

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

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

[illegible]

CUSTOM DESIGN FOR

**RUNTE
RESIDENCE**

ADDRESS:

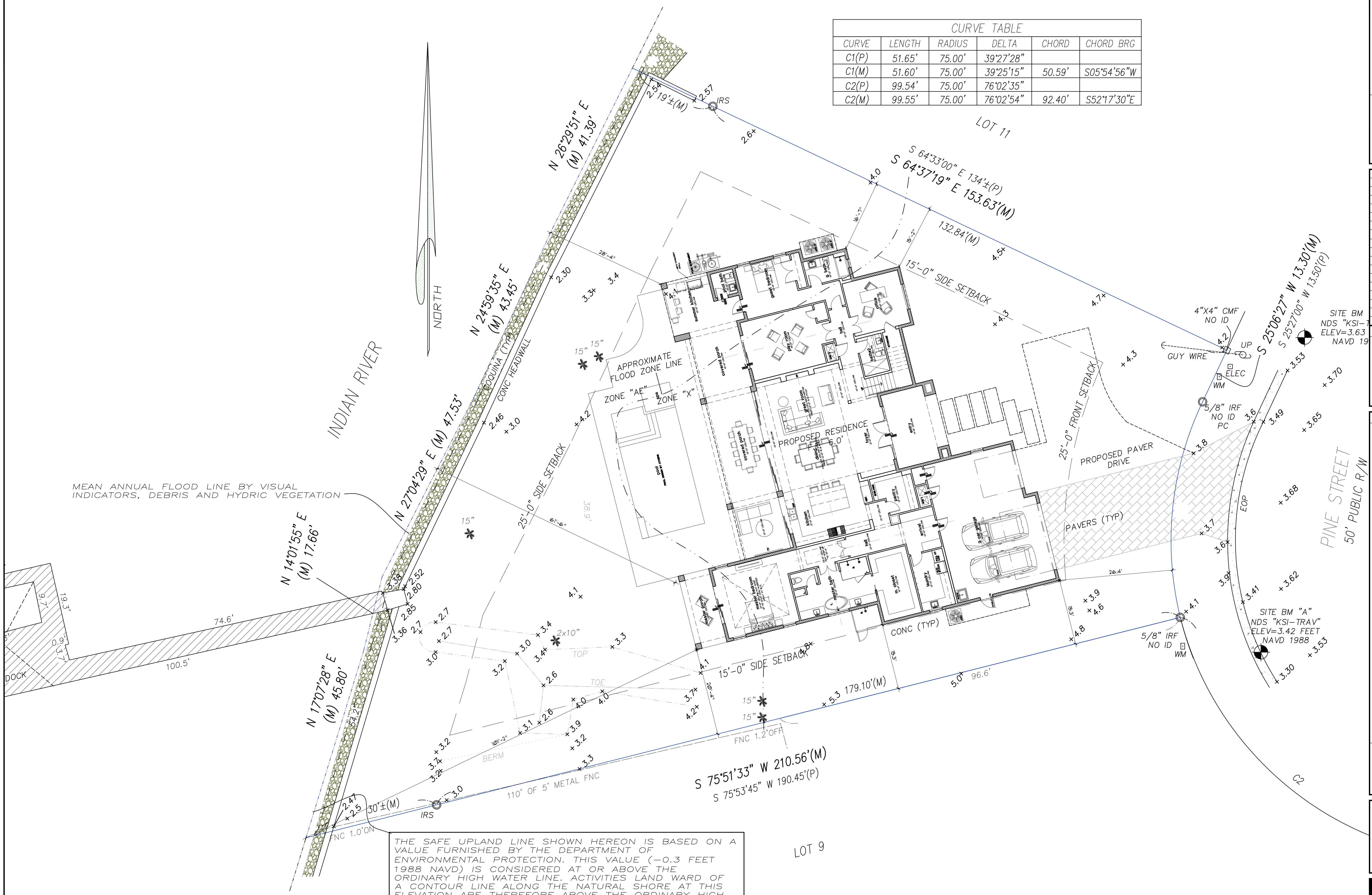
1806 PINE STREET
MELBOURNE BEACH FL. 32951

SHEET TITLE
PLOT PLAN SCALE: 1"=10'

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ALEX MITZ, PRESIDENT DESIGNER

A2



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

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 LAND WARD OF A CONTOUR LINE ALONG THE NATURAL SHORE AT THIS ELEVATION ARE THEREFORE ABOVE THE ORDINARY HIGH WATER LINE AT THE SUBJECT LOCATION.



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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

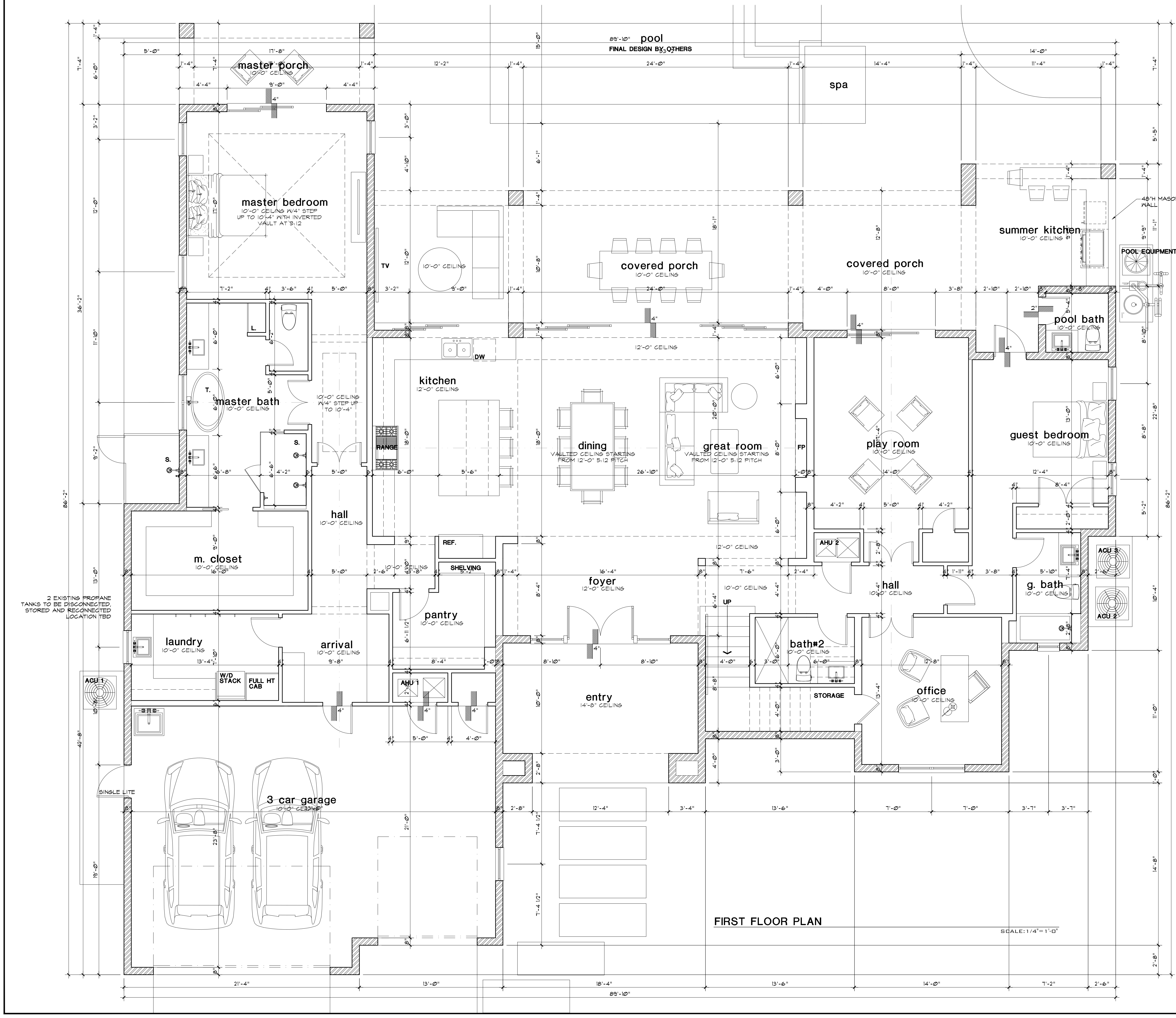
ADDRESS:
1806 PINE STREET
MELBOURNE BEACH FL. 32951

SHEET TITLE
FIRST FLOOR PLAN

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ALEX MITZ, PRESIDENT DESIGNER

A3
SHEET 3



FIRST FLOOR PLAN

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

WALL LEGEND

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

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



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•MITZDESIGNGROUP.COM•

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**

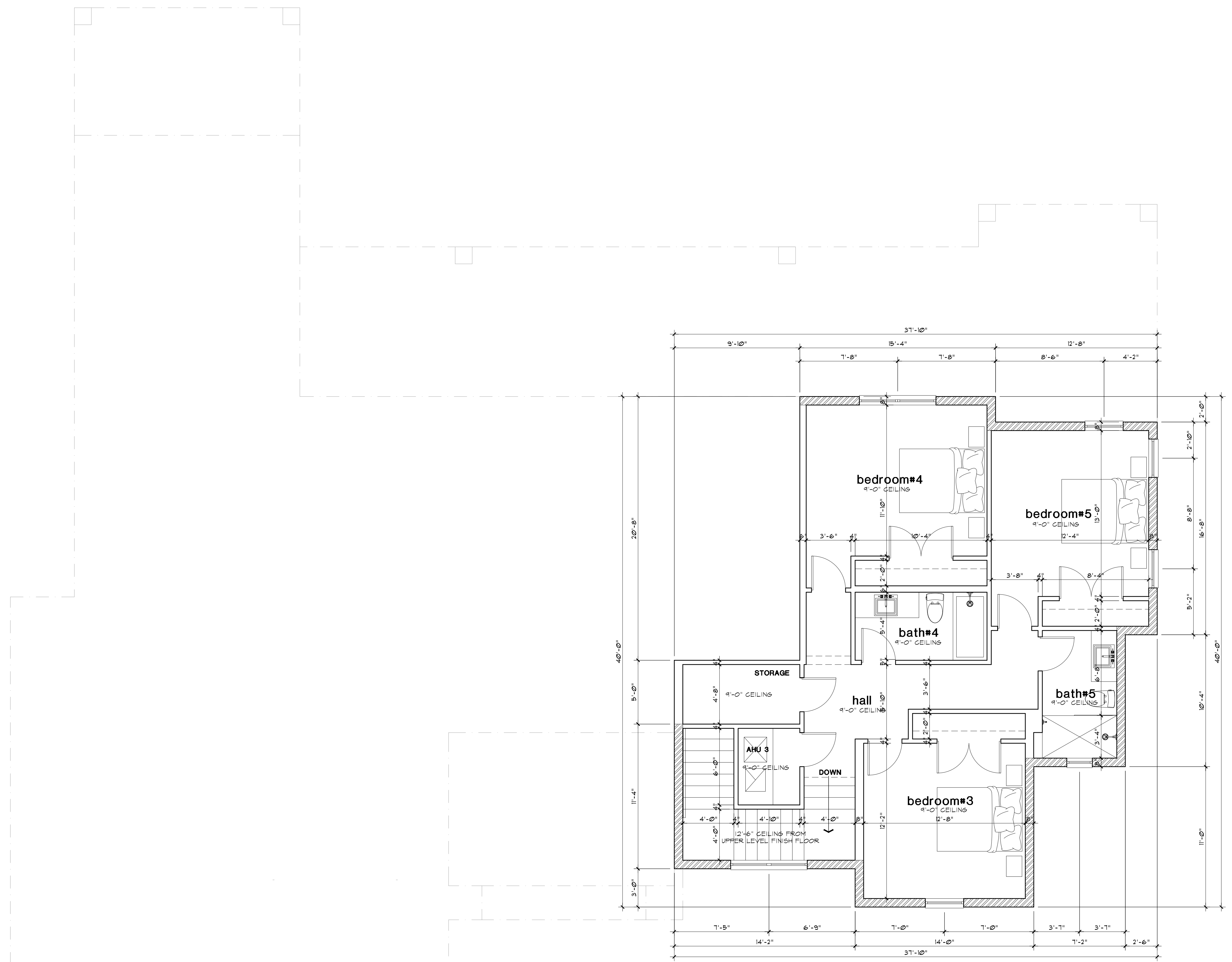
ADDRESS:
1806 PINE STREET
MELBOURNE BEACH FL. 32951

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 PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

A4
SHEET 4



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

REVISIONS	BY	DATE

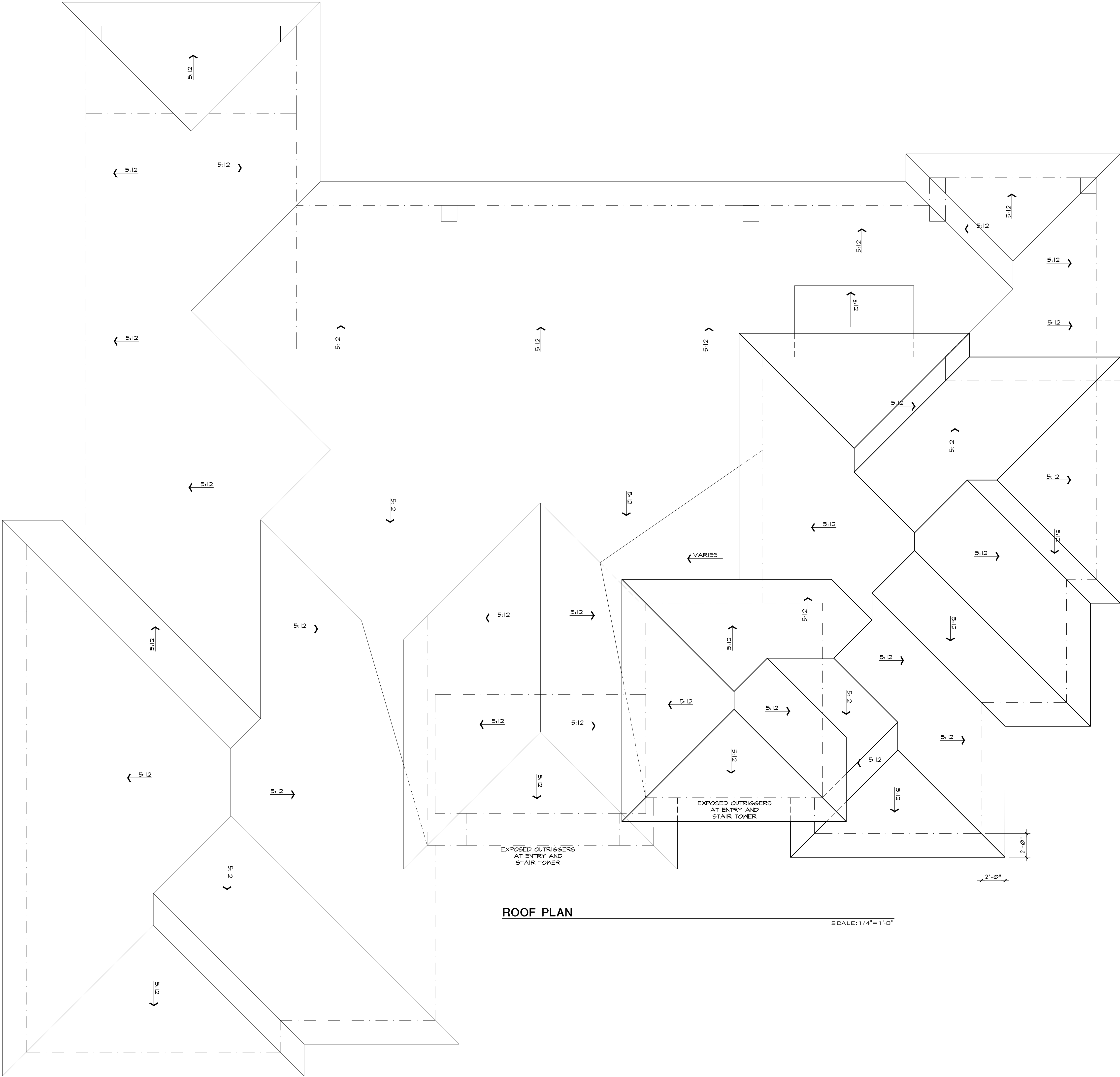
CUSTOM DESIGN FOR
**RUNTE
RESIDENCE**

ADDRESS:
1806 PINE STREET
MELBOURNE BEACH FL. 32951

SHEET TITLE
ROOF PLAN

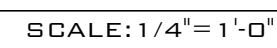
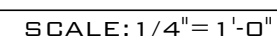
THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

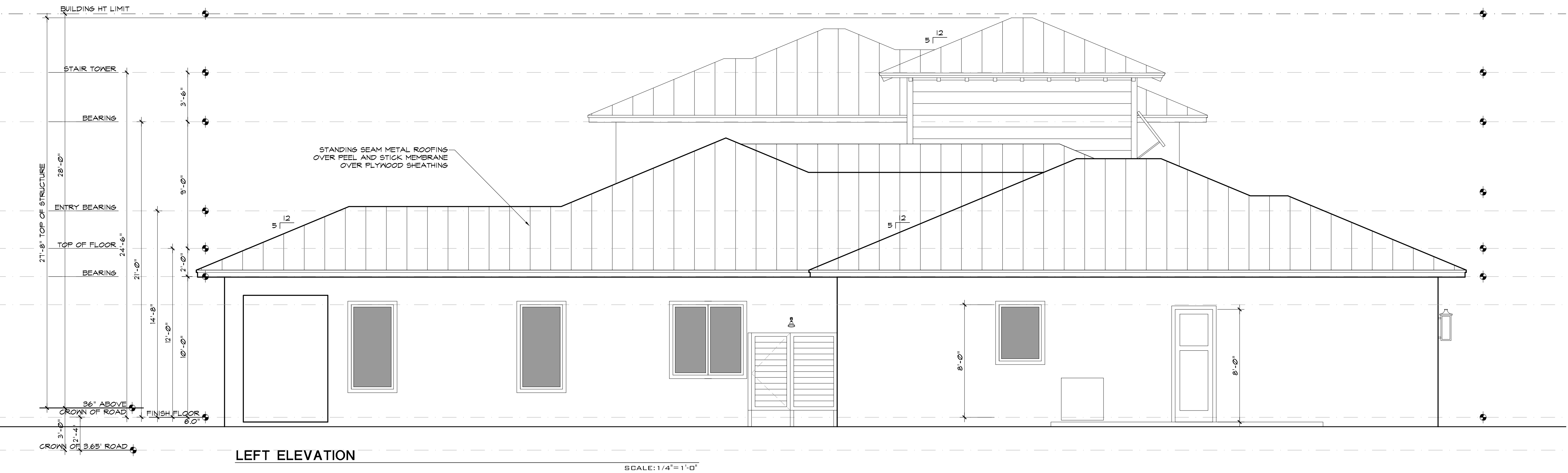
ALEX MITZ, PRESIDENT DESIGNER

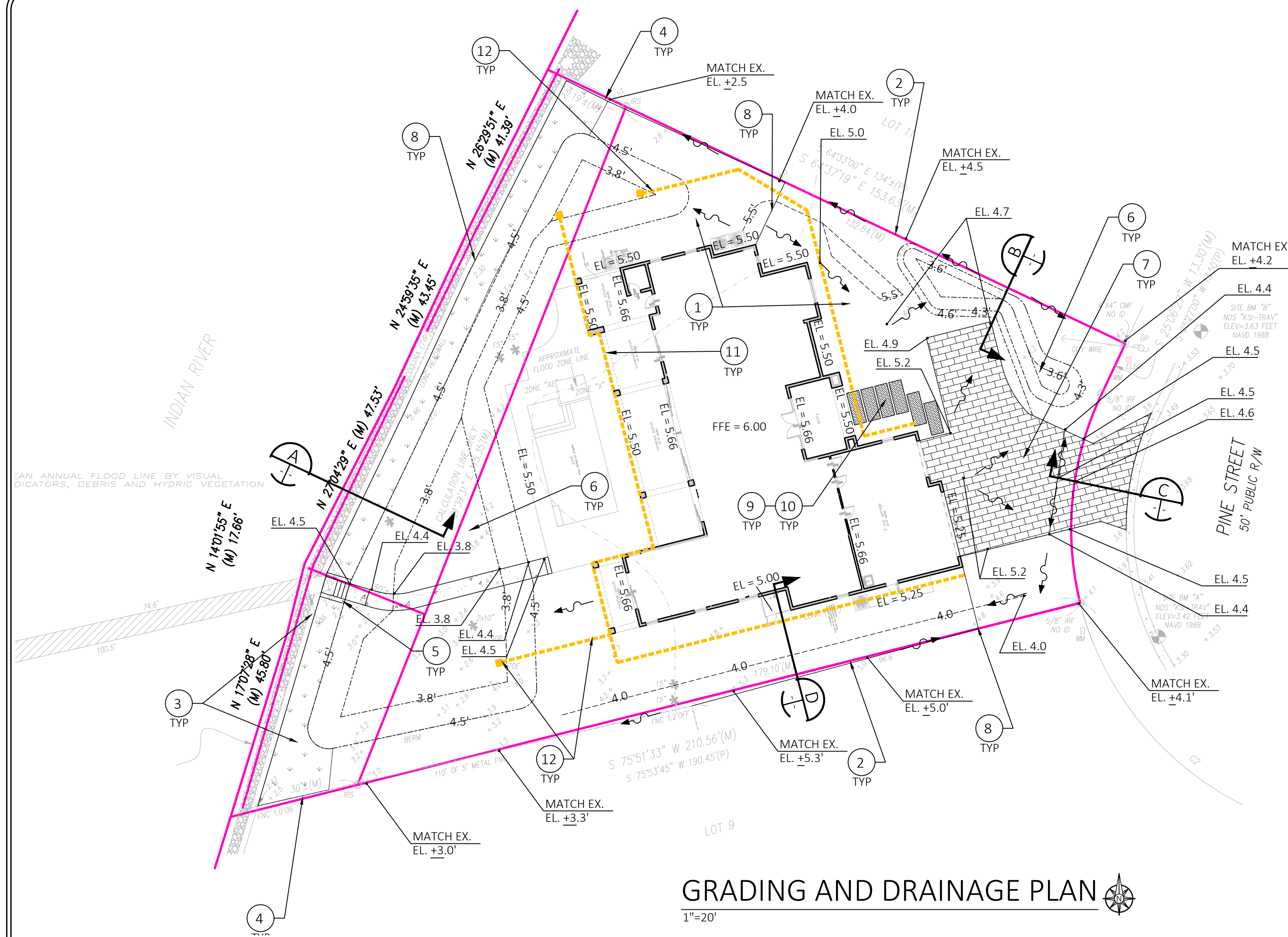


EXTERIOR ELEVATIONS

SHEET 6

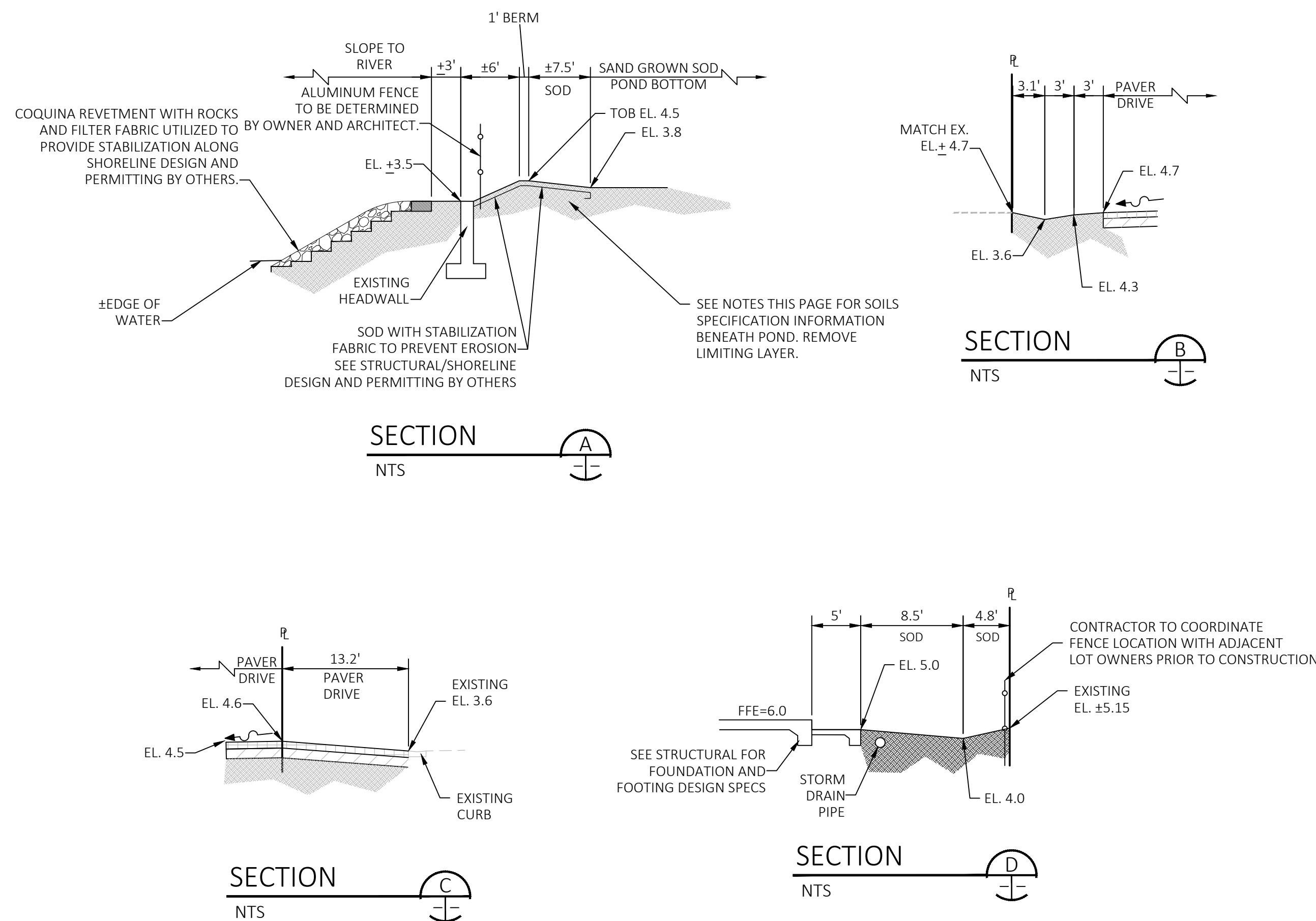






GRADING AND DRAINAGE PLAN

1"=20'



CIVIL SITE GRADING NOTES:

- CONTRACTOR TO PROVIDE POSITIVE DRAINAGE PATHS TO DESIGNATED STORMWATER COLLECTION AND TREATMENT AREAS.
- CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE. CARE TO BE TAKEN DURING GRADING EFFORTS TO MAINTAIN EXISTING DRAINAGE PATHS OF ADJACENT NEIGHBORS WHICH SHALL NOT BE BLOCKED BY ADDED HARDSCAPES, LANDSCAPES, OR MATERIAL STOCKPILES.
- SHORELINE IMPROVEMENTS TO INCLUDE EXISTING RIP RAP TO REMAIN WITH RETAINING WALL ALONG SHORELINE TO BE RAISED 1 FOOT. PROVIDE NEW STABILIZED GRASSED BACKSLOPE FROM TOP OF BANK AT ELEVATION 4.5 TO NEW WALL ELEVATION AT APPROXIMATELY 3.5' USING GEOGRID TIED INTO THE RETAINING WALL FOR EROSION PREVENTION. ALL IMPROVEMENTS TO MEET FDEP AND SIRMWD REQUIREMENTS (INCLUDING ANY ADDED ROCK SIZE MIN/MAX DISTRIBUTIONS). SEE STRUCTURAL AND SHORELINE IMPROVEMENT PLANS FOR ALL DETAILS AND SPECIFICATIONS. REVETMENT DESIGN AND PERMITTING BY OTHERS.
- CONTRACTOR TO TRANSITION PROPOSED SHORELINE IMPROVEMENTS TO EXISTING IMPROVEMENTS AND CONTOURS. FIELD COORDINATION REQUIRED TO VERIFY LENGTHS OF RETAINING WALL RETURNS NECESSARY FOR SMOOTH TRANSITIONS. CONTRACTOR TO COORDINATE CONSTRUCTION RETAINING WALLS IF FIELD CONDITIONS DICTATE TO CONNECT MODIFIED REVETMENT ALONG PROPERTY LINES. APPROVED DESIGN ALTERNATIVE INCLUDES PERMISSION FROM NEIGHBOR FOR REGRADING EFFORTS TO RESTORE REVETMENT NEAR EXISTING DOCK. RETAINING WALL AND/OR REVETMENT DESIGN AND PERMITTING BY OTHERS.
- PROVIDE CONCRETE SIDEWALK WITH STEPS AND LANDINGS TO ACCESS EXISTING DOCK TO BE INSTALLED AT ELEVATIONS SHOWN. SEE STRUCTURAL AND ARCHITECTURAL PLANS FOR ADDITIONAL DETAILS AND SPECIFICATIONS. STAIR AND WALL DESIGN AND PERMITTING BY OTHERS. CONTACT FOR IF TOP OF STAIR ELEVATION CANNOT BE MAINTAINED AT TOP OF BANK ELEVATIONS FOR UPDATES PRIOR TO CONSTRUCTION.
- GRASS COVER WITHIN BOUNDARY OF STORMWATER POND BOTTOM SHALL BE EITHER SEED AND MULCH OR SAND GROWN SOD. REMOVE AND REPLACE ANY DELETERIOUS MATERIALS OR LIMITING SOILS WITH PERCOLATION VALUES LESS THAN 10 INCHES PER HOUR PLACED AT A DENSITY OF APPROXIMATELY 92% OF THE MODIFIED PROCTOR TEST OR PER GEOTECHNICAL ENGINEER RECOMMENDATIONS BENEATH THE STORMWATER PONDS. CONTRACTOR TO INCLUDE MATERIAL TESTING DURING CONSTRUCTION FROM GEOTECHNICAL ENGINEER.
- CONTRACTOR TO PITCH DRIVEWAY TOWARD SIDE YARD STORMWATER COLLECTION AREAS FOR TREATMENT.
- PROVIDE FENCE ALONG SHORELINE AND PROPERTY LINE WITH SWING GATES PER OWNER. CONTRACTOR TO COORDINATE CONSTRUCTION LOCATIONS WITH NEIGHBORS FOR ANY IMPACTS OR REVISIONS TO FENCING. MINIMUM FENCING REQUIREMENTS TO BE PROVIDED TO MEET FLORIDA BUILDING CODE FOR POOL ACCESS PREVENTION AND EDGE PROTECTION FOR DROP HAZARDS. SEE ARCHITECTURAL DETAILS AND SPECIFICATIONS FOR ADDITIONAL INFORMATION. DESIGN AND PERMITTING BY OTHERS.
- DRIVEWAY, SIDEWALK, PORCH, RESIDENCE AND FENCE DESIGN INCLUDING DETAILS WITH SPECIFICATIONS BY OTHERS.
- FOOTPRINT AND POOL LAYOUT PROVIDED BY ARCHITECT AND OWNER. ANY DIMENSIONS ON GRADING PLAN FOR REFERENCE ONLY. CONTRACTOR TO ENSURE CORRECT DIMENSIONS INCLUDED PRIOR TO CONSTRUCTION. CONTACT ENGINEER OF RECORD WITH ANY SIZE OR SHAPE CHANGES TO THE OVERALL POOL/DECK, PAVEMENT WALKWAY OR FOOTPRINT.
- SEE ARCHITECTURAL PLAN FOR ROOF DRAINAGE AND DOWNSPOUT COLLECTION. RUNOFF COLLECTION SHOULD BE DIRECTED TO PROPOSED DRY RETENTION AREAS.
- PROVIDE 6" ADS N-12 UNDERGROUND STORMWATER COLLECTION PIPE WITH WATER TIGHT JOINTS TO EXTEND AT A MINIMUM 1% SLOPE WITH A MINIMUM COVER OF 12" FROM GUTTER AND DOWNSPOUT COLLECTION SYSTEM FOR ROOF ADJACENT TO POOL TO STORMWATER COLLECTION AREA PROVIDE 12" YARD DRAIN BUBBLE UP CONNECTION IN STORMWATER POND WITH TOP OF DRAIN AT ELEVATION 3.8 AND INVERT FIELD CUT. INCLUDE ROCK FOR EROSION PROTECTION AROUND DRAIN LOCATION.

GENERAL INFORMATION:

CONTACT INFORMATION		
OWNER MELBEACH INVESTMENTS, LLC 1806 PINE STREET MELBOURNE BEACH, FL 32901	CIVIL ENGINEER: TRAUGER CONSULTING ENGINEERS, INC. ERIN TRAUGER, P.E. 2210 FRONT STREET STE 204 MELBOURNE, FL 32901 TEL: 321-652-5316 E-MAIL: ERIN.TRAUGER@GMAIL.COM	
SURVEYOR: KANE SURVEYING, INC 505 DISTRIBUTION DRIVE MELBOURNE, FL 32904 TEL: 321-676-0427	ARCHITECT: MITZ DESIGN GROUP ALEX MITZ, ARCHITECT 587 WEST EAU GALIE BOULEVARD MELBOURNE, FL 32935 TEL: 321-745-8609	

LEGAL DESCRIPTION:

LOT 10, HARBOR EAST SECTION ONE, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 90, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

DRAINAGE CALCULATIONS:

SITE DATA			
TOTAL ACREAGE: 0.47 ACRES			
F.L.R.M. #120090612H THIS PROPERTY LIES IN FLOOD ZONES "AE" AND "X"			
PARCEL ID: 28-38-07-50-4-10			
TAX ACCOUNT NUMBER: 2847708			
ADDRESS: 1806 PINE STREET, MELBOURNE BEACH, FL 32951			
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%

GENERAL NOTES: (ALL CIVIL DRAWINGS)

- CONTRACTOR SHALL BECOME FAMILIAR AND COMPLY WITH ALL PERMITS AND PERMIT CONDITIONS. CONTRACTOR SHALL OBTAIN PERMISSION FROM ALL NECESSARY PERMIT AGENCIES PRIOR TO COMMENCING SITE WORK.
- ALL AREAS DISTURBED OFF-SITE SHALL BE RESTORED TO EQUAL OR BETTER CONDITION THAN PRE-CONSTRUCTION.
- ANY SHORELINE REVETMENTS REQUIRE DESIGN AND PERMITTING BY OTHERS WITH INFORMATION INCLUDED FOR ELEVATION REFERENCE AS PART OF STORMWATER DESIGN.
- SLOPE ALL SIDEWALKS TO FLOW AWAY FROM BUILDING WITH MAXIMUM 2% CROSS SLOPE.
- PROVIDE CONSTANT SLOPE BETWEEN ALL SPOT ELEVATIONS.
- CONTRACTOR SHALL PROVIDE SILT FENCE AROUND PROJECT AREA AS REQUIRED BY FDEP AND MELBOURNE BEACH.
- ALL WASTE SHALL BE DISPOSED OF OFF-SITE IN A SAFE AND LEGAL MANNER UNLESS OWNER SPECIFICALLY REQUESTS OTHERWISE.
- ALL SLOPES 4H:1V OR STEEPER SHALL BE SODDED. ALL SLOPES STEEPER THEN 3H:1V SHALL BE SODDED AND STAKED.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO PUBLIC ROADWAYS, EASEMENTS, CURBS, SIDEWALKS, DRAINAGE SYSTEM, BENCHMARKS, OR UTILITIES AS A DIRECT RESULT OF CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING ALL BOUNDARY CORNERS AND BENCHMARKS DISTURBED OR DESTROYED DURING CONSTRUCTION REPLACED BY A FLORIDA LICENSED LAND SURVEYOR.
- EXCEPT AT DOORWAYS, FINISHED GRADE ADJACENT TO HOUSE SHALL BE 6" BELOW FINISHED FLOOR UNLESS IDENTIFIED OTHERWISE BY ARCHITECT/HOME BUILDER OR ON GRADING PLAN. ALL LOT GRADING SHALL COMPLY WITH APPLICABLE FLORIDA BUILDING CODES.
- THIS PLAN HAS BEEN PREPARED WITH A BASE SURVEY, FOOT PRINT AND LAYOUT PROVIDED BY MITZ DESIGN GROUP AND KANE SURVEYING, INC. CIVIL ENGINEER DOES NOT WARRANT THE ACCURACY OF THE RECORD SURVEY NOR HAVE THEY COMPLETED THE DESIGN FOR THE SITE LAYOUT.
- SEE ARCHITECTURAL/HOME BUILDER DRAWINGS FOR BUILDING DIMENSIONS AND LAYOUT, SEE PLUMBING, MECHANICAL, ELECTRICAL AND LANDSCAPING DRAWINGS FOR UTILITY CONNECTION LOCATIONS, HEATING/AC, ELECTRICAL AND LANDSCAPING INFORMATION.
- SWPPP IS NOT INCLUDED. CIVIL ENGINEER IS NOT RESPONSIBLE FOR THE DESIGN OF EROSION AND SEDIMENT CONTROLS OR OTHER POLLUTION PREVENTION PRACTICES FOR THIS PROJECT.
- CLEARING SPECIFICATIONS, UTILITY DESIGN, PAVING AND OTHER SITE MATERIALS AND SPECIFICATIONS ARE NOT INCLUDED. CIVIL ENGINEER NOT RESPONSIBLE FOR THE DESIGN SPECIFICATIONS RELATED TO THESE ITEMS. CONTRACTOR TO CONSULT GEOTECHNICAL ENGINEER PRIOR TO CONSTRUCTION TO ENSURE SOILS AS ANTICIPATED FOR DESIGN.
- BOUNDARY, TOPOGRAPHIC AND EXISTING INFORMATION INDICATED ON THESE DRAWINGS ARE PER FIELD DATA SUPPLIED BY KANE SURVEYING, INC. IT IS SOLELY THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE INFORMATION AND PROTECT SAME FROM DAMAGE DURING THE CONSTRUCTION PHASE. DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED TO THE OWNER'S SATISFACTION AT THE CONTRACTOR'S EXPENSE.
- THIS IS A SPECIFIC PURPOSE DRAWING SET, FOR THE PERMITTING AND THE CONSTRUCTION OF A STORMWATER TREATMENT AREA THE ENGINEER CERTIFIES THESE DRAWINGS ONLY FOR THE CONSTRUCTION OF THAT INFORMATION AND NO OTHER PERMITTING AND CONSTRUCTION USES.
- CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND SETBACKS PRIOR TO STARTING CONSTRUCTION.
- ANY REQUIRED REPLACEMENT SOIL/SAND FOR THE STORMWATER MANAGEMENT AREAS TO BE CONSTRUCTED WITH CLEAN TYPE A SOIL/SAND WITH A MINIMUM PERCOLATION RATE OF 20FT/DAY AT A DENSITY OF APPROXIMATELY 92% OF THE MODIFIED PROCTOR TEST OR PER GEOTECHNICAL ENGINEER RECOMMENDATIONS. CONTRACTOR SHALL PROVIDE SOIL SOIL TEST RESULTS VERIFYING THE PERCOLATION RATE OF THE MATERIAL TO THE ENGINEER OF RECORD AND TOWN OF MELBOURNE BEACH PRIOR TO INSPECTION.

SURVEYOR NOTES:

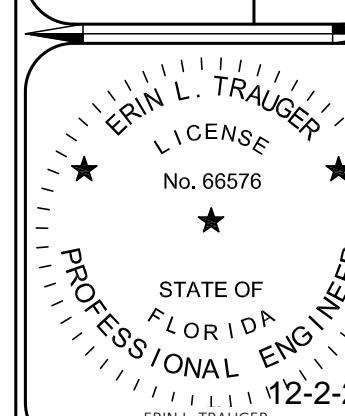
- NOTES:**
- BEARINGS BASED ON THE S. R/W LINE BEING S 89°57'00" W AS PER PLAT (SEE SKETCH)
 - ELEVATIONS BASED ON BREVARD COUNTY BENCHMARK K8A06 BEING AN ELEVATION OF 9.83 FEET NAVD 1988.
 - FLOOD ZONE "X" AND "AE", MAP No. 12009C0612H COMMUNITY No. 125126, FIRM INDEX DATE: JANUARY 29, 2021. FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF SFHA.
 - HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 51-17-6.003.
 - BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
 - NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL, OR THE DIGITAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
 - THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
 - ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
 - UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

SURVEYOR LEGEND:

LEGEND		
A = ARC	FEMA = FEDERAL EMERGENCY MANAGEMENT AGENCY	PCC = POINT OF COMPOUND CURVATURE
A/C = AIR CONDITIONER	FF = FINISHED FLOOR	PCP = PERMANENT CONTROL POINT
BFE = BASE FLOOD ELEVATION	FF = FINISHED FLOOR	PI = POINT OF INTERSECTION
BLD = BUILDING	FNC = FENCE	PLS = PROFESSIONAL LAND SURVEYOR
BLK = BLOCK	FND = FOUND	POB = POINT OF BEGINNING
BM = BENCHMARK	FP&L = FLORIDA POWER & LIGHT COMPANY	POC = POINT OF COMMENCEMENT
BRG = BEARING	ID = IDENTIFICATION	PRC = POINT OF REVERSE CURVATURE
CAL = CALCULATED	IRP = IRON PIPE FOUND	PRM = PERMANENT REFERENCE MONUMENT
CATV = CABLE TELEVISION	IRC = IRON ROD & CAP FOUND	PSM = PROFESSIONAL SURVEYOR AND MAPPER
CBS = CONCRETE BLOCK STRUCTURE	IRS = IRON ROD FOUND	PT = POINT OF TANGENCY
CHD = CHORD	IRS = 5/8" IRON ROD SET "LB 7838"	PUDE = PUBLIC UTILITY & DRAINAGE EASEMENT
C/L = CENTERLINE	LB = LICENSED BUSINESS NUMBER	PUE = PUBLIC UTILITY EASEMENT
CLF = CHAIN LINK FENCE	LS = (RLS) or (PLS) REGISTERED OR MEASURED PROFESSIONAL LAND SURVEYOR	R = RADIUS
CMF = CONCRETE MONUMENT FOUND	MAFL = MEAN ANNUAL FLOOD LINE	REF = REFERENCE
CMP = CORRUGATED METAL PIPE	NAVD = NORTH AMERICAN VERTICAL DATUM	RNG = RANGE
CNC = CONCRETE	NDT = NAIL & DISK FOUND	R/W = RIGHT OF WAY
COR = CORNER	NDS = 1 1/4" NAIL & DISK SET "LB 7838"	SEC = SECTION
DA = DELTA ANGLE	No. = NUMBER	SFHA = SPECIAL FLOOD HAZARD AREAS
ELEC = ELECTRIC	O/H = OVERHEAD	SUL = SAFE UPLAND LINE
ELEV = ELEVATION	ORD = OPTICAL RECORDS BOOK	TEL = TELEPHONE RISER
ENC = ENCROACHMENT	O/S = OFFSET	TWP = TOWNSHIP
EOP = EDGE OF PAVEMENT	PB = PLAT BOOK	TYP = TYPICAL
ESMT = EASEMENT	PC = POINT OF CURVATURE	UP = UTILITY POLE
FB = FIELD BOOK		WD = WOOD
		WIT-COR = 5/8" IRON ROD SET WITH CAP WITNESS LB 7838"
		WM = WATER METER

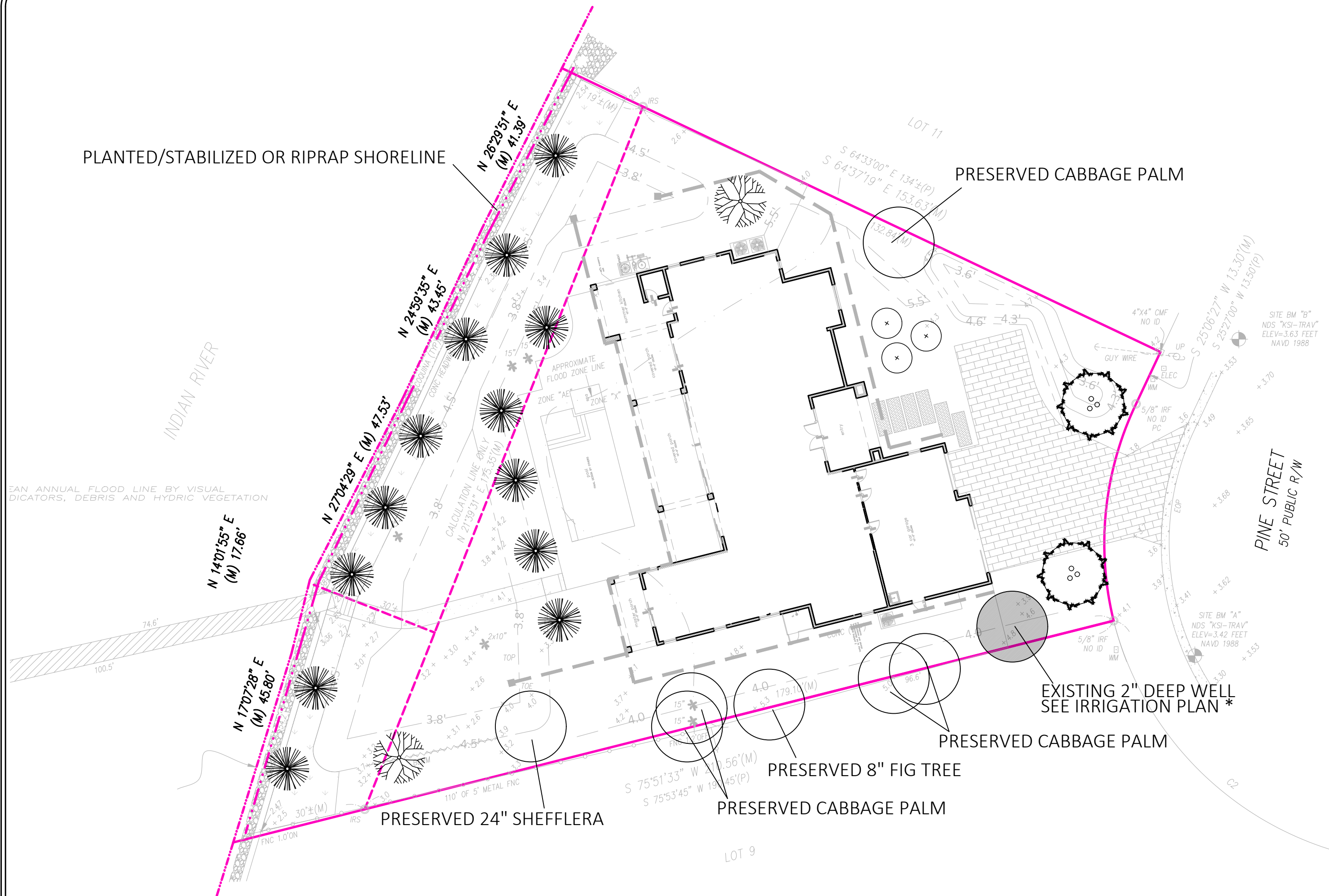


1806 Pine Street
SINGLE FAMILY RESIDENCE
BREVARD COUNTY, FLORIDA



DATE:	11-24-25
TOWNSHIP:	28
RANGE:	38
SECTION:	07
SCALE:	1"=20'
DRAWING NO.:	C-1
DRAWN BY:	TLW
PROJECT:	25-PRE

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PLANT SCHEDULE:

SYMBOL	QUANTITY	COMMON NAME
	2	LIVE OAK
	13	GREEN MALAYAN COCONUT PALMS
	2	ROYAL POINCIANAS
	3	MONTGOMERY PALMS

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" Shefflera
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 Malaysian Coconut Palms = Equivalent To Three (2) Canopy Trees

- NOTE THAT EXISTING 2" IRRIGATION WELL IS PROPOSED TO BE MAINTAINED. HUNTER IRRIGATION PUMP WITH SMART CONTROLS TO BE UTILIZED FOR IRRIGATION ONSITE.
- NOTE THAT EXISTING PRESERVED TREE LOCATIONS HAVE BEEN INCLUDED BASED ON CUENT FIELD REVIEW AND SKETCH. NO FIELD INSPECTION WAS COMPLETED BY ENGINEER. LOCATION OF TREES ARE NOT WARRANTED.
- PLANTING LOCATION AND TREES PROVIDED BY OWNER AND SHOULD BE REVIEWED WITH OWNER PRIOR TO CONSTRUCTION.

REV#	DATE	REVISION

TRAUGER
CONSULTING ENGINEERS

2210 FRONT STREET STE 204, MELBOURNE, FL 32901
Erin.Trauger@gmail.com O)321.372.3060 C) 321.652.5316

1806 Pine Street
SINGLE FAMILY RESIDENCE
BREVARD COUNTY, FLORIDA

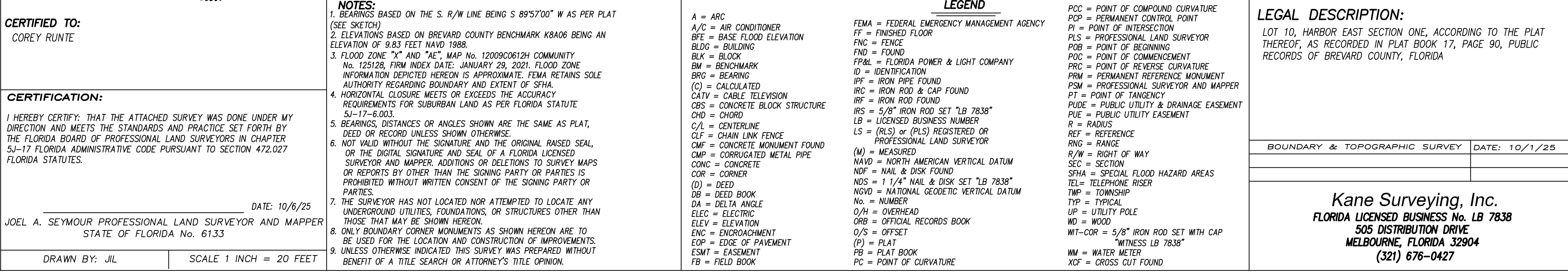
LANDSCAPE PLAN

ERIN L. TRAUGER
FL P.E. #860376

CONSENT/ACKNOWLEDGMENT
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DATE: 11-24-25
TOWNSHIP: 28
RANGE: 38
SECTION: 07
SCALE: 1"=20'
DRAWING NO. **L-1**
DRAWN BY: TLW
PROJECT: 25-PRE





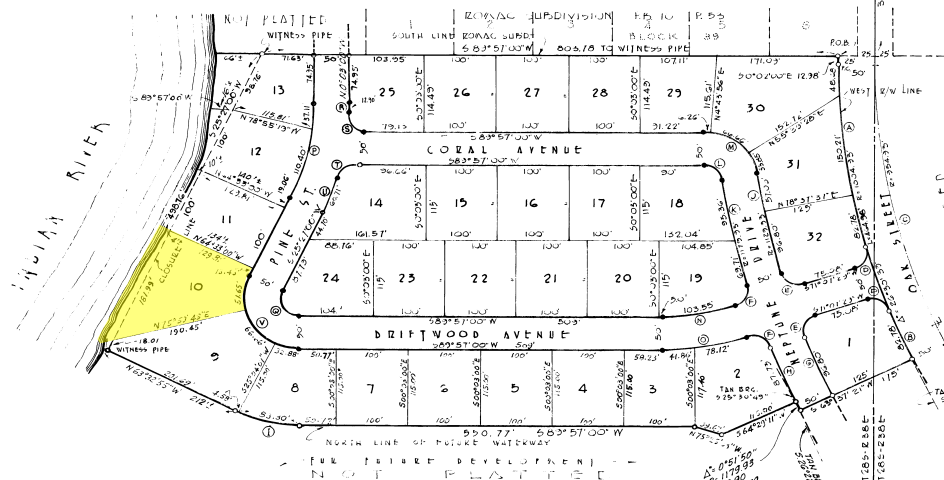
HARBOR EAST

SECTION ONE

Melbourne 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 53 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 S 83° 57' 00" W ALONG THE SAID SOUTH LINE OF ROMAC SUBDIVISION, AND ON A PROJECTION THEREOF A DIST. OF 66 FT. MORE OR LESS, TO THE EASTERLY MEAN HIGH WATER LINE OF THE INDIAN RIVER, PASSING OVER A WITNESS PIPE AT A DIST. OF 803.78 FT.; RETURN THENCE TO THE POINT OF BEGINNING AND RUN THENCE S 00° 02' 00" E 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 BEG. OF S 26° 22' 33" E RUN S 63° 37' 21" W A DIST. OF 175 FT. TO A POINT ON A CURVE CONCAVE TO THE N.E. HAVING A RADIUS OF 1179.93 FT. AND A CENTRAL ANGLE OF 0° 51' 50"; THENCE FROM A TANGENT BEG. OF S 26° 22' 33" E RUN NORTHWESTERLY ALONG THE ARC OF SAID CURVE 17.75 FT. TO A POINT, THENCE FROM A TANGENT BEG. OF S 25° 27' 00" W A DIST. OF 428.76 FT. FROM THE WITNESS PIPE OF THE FIRST CALL AFORESAID, THENCE N 75° 25' 33" W A DIST. OF 39.67 FT.; THENCE S 83° 57' 00" W A DIST. OF 550.77 FT. TO THE P.C. OF A CURVE CONCAVE TO THE N.E. HAVING A RADIUS OF 190.00 FT. AND A CENTRAL ANGLE OF 26° 30' 59"; THENCE 87.88 FT. ALONG THE ARC OF SAID CURVE; THENCE N 63° 52' 25" 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 2016.50 FT.; SAID WITNESS PIPE BEING 5° 27' 00" W A DIST. OF 428.76 FT. FROM THE WITNESS PIPE 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	Δ	T	LA	LC
A	16° 03' 34"	1004.93	141.77	261.67	280.75
B	4° 43' 11"	1004.93	41.41	82.78	87.75
C	28° 30' 39"	254.93	234.81	441.85	437.63
D	87° 15' 09"	25.00	23.81	36.06	34.49
E	72° 35' 57"	25.00	26.16	40.40	36.15
F	87° 37' 18"	25.00	23.98	36.23	34.61
G	4° 54' 51"	1123.93	48.45	76.80	96.77
H	5° 07' 26"	1179.93	52.80	105.52	105.48
I	26° 30' 05"	150.00	44.74	87.88	87.10
J	7° 48' 01"	1123.93	17.03	153.89	153.71
K	8° 00' 56"	1179.93	82.67	165.07	164.94
L	01° 54' 07"	25.00	21.57	35.59	32.66
M	61° 34' 07"	75.00	64.70	106.77	97.98
N	18° 49' 51"	515.16	52.25	103.55	103.08
O	18° 49' 51"	363.16	60.55	119.98	119.44
P	23° 37' 00"	351.48	75.00	147.91	146.20
Q	115° 30' 00"	25.00	33.62	50.40	42.29
R	1° 56' 10"	381.45	6.45	12.90	12.00
S	92° 02' 15"	25.00	25.01	40.16	35.98
T	73° 37' 05"	25.00	18.71	32.12	29.36
U	3° 07' 45"	861.45	50.42	60.71	60.68
V	115° 30' 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 REAR 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.

KNOW ALL MEN BY THESE PRESENTS, That LEROY F. HIXBY, Trustee for RADIATION EMPLOYEES Trust Fund, owner & holder of a certain mortgage dated October 2, 1962, and filed Oct. 2, 1962 in O.R. BK 531, Pp. 134, Brevard County Public Records, said mortgage encumbering the property described herein, do hereby consent and join in the recording of this plat.

IN WITNESS WHEREOF, I have hereunto set my hand & seal this day of December, 1962.

Notary Public - State of Florida
My Commission Expires

KNOW ALL MEN BY THESE PRESENTS, That MELBOURNE INVESTMENT CORPORATION, owner & holder of a certain mortgage dated May 15, 1961, and filed May 18, 1961 in O.R. BK 483, Pp. 642, Brevard County Public Records, said mortgage encumbering the property described herein, do hereby consent and join in the recording of this plat.

IN WITNESS WHEREOF, I have hereunto set my hand & seal this day of May, 1962.

Notary Public - State of Florida
My Commission Expires

KNOW ALL MEN BY THESE PRESENTS, That LEROY F. HIXBY, Trustee for RADIATION EMPLOYEES Trust Fund, owner & holder of a certain mortgage dated October 2, 1962, and filed Oct. 2, 1962 in O.R. BK 531, Pp. 134, Brevard County Public Records, said mortgage encumbering the property described herein, do hereby consent and join in the recording of this plat.

IN WITNESS WHEREOF, I have hereunto set my hand & seal this day of December, 1962.

Notary Public - State of Florida
My Commission Expires

KNOW ALL MEN BY THESE PRESENTS, That LEROY F. HIXBY, Trustee for RADIATION EMPLOYEES Trust Fund, owner & holder of a certain mortgage dated October 2, 1962, and filed Oct. 2, 1962 in O.R. BK 531, Pp. 134, Brevard County Public Records, said mortgage encumbering the property described herein, do hereby consent and join in the recording of this plat.

IN WITNESS WHEREOF, I have hereunto set my hand & seal this day of December, 1962.

Notary Public - State of Florida
My Commission Expires

KNOW ALL MEN BY THESE PRESENTS, That LEROY F. HIXBY, Trustee for RADIATION EMPLOYEES Trust Fund, owner & holder of a certain mortgage dated October 2, 1962, and filed Oct. 2, 1962 in O.R. BK 531, Pp. 134, Brevard County Public Records, said mortgage encumbering the property described herein, do hereby consent and join in the recording of this plat.

IN WITNESS WHEREOF, I have hereunto set my hand & seal this day of December, 1962.

Notary Public - State of Florida
My Commission Expires

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

PLAT BOOK 17
AND PAGE 90

311511

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 therein expressed and dedicates the Streets, alleys, thoroughfares, parks, canals and drainage easements shown hereon 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 this day of October, 1962.

By: Martin J. McQuinn President

Attest: Bernice M. McQuinn Secretary

Signed and sealed in the presence of: Charles L. McQuinn

Charles L. McQuinn

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. McQuinn and Bernice M. McQuinn, President and Secretary, respectively, 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 severally acknowledged the execution thereof to be their free act and deed as such officers thereto duly authorized; that the official 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 hereto set 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

March 18, 1963, 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 permanent reference monuments have been placed as shown thereon as required by Chapter 177, Florida Statutes; and that said land is located in Brevard County, Florida, dated March 28, 1963.

Notary Public

My Commission Expires

SEAL

CERTIFICATE OF APPROVAL BY MUNICIPALITY

THIS IS TO CERTIFY, That on October 23, 1962, the

Board of Melbourne Beach, Brevard County, Florida, approved the foregoing plat.

Notary Public

My Commission Expires

SEAL

CERTIFICATE OF APPROVAL BY BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY, That on October 23, 1962, the

Board of County Commissioners of Brevard County, Florida, approved the foregoing plat.

Notary Public

My Commission Expires

SEAL

CERTIFICATE OF APPROVAL BY ZONING COMMISSION

THIS IS TO CERTIFY, That on October 23, 1962, the

Zoning Commission of the above Municipality approved the foregoing plat.

Notary Public

My Commission Expires

SEAL

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 3:33 PM File No.

Notary Public

My Commission Expires

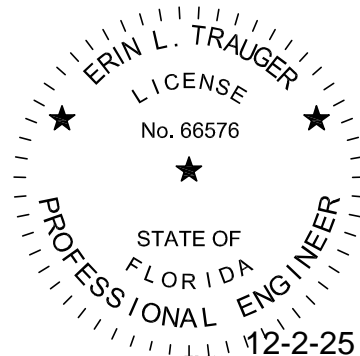
SEAL



STORMWATER CALCULATIONS

SUBMITTED TO:
Town of Melbourne Beach

REVISION DATE: 12-2-25



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.

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

1806 Pine Street
Residence

I. Introduction

The goal of this report is to detail requirements of compliance of the stormwater treatment system for the proposed improvements. The proposed single family residence improvements include a new single-family house located at 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.

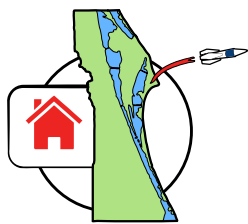
V. Summary

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



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
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	Year Built	1969
Frame:	MASNRYCONC	Story Height	8
Roof:	ASPH/ASB SHNGL	Floors	1
Roof Structure:	HIP/GABLE	Residential Units	1
		Commercial Units	0
Sub-Areas		Extra Features	
Base Area (1st)	2,394	Spa - Residential Attached	1
Garage	678	Paving - Stone	702
Open Porch	66	All Screen - 1 Story	1,235
Total Base Area	2,394	Pool - Residential	1
Total Sub Area	3,138	Fireplace	1
		Dock Roof - Metal	725
		Screen Enclosure	756
		Paving - Stone	60
		Dock	946

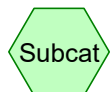
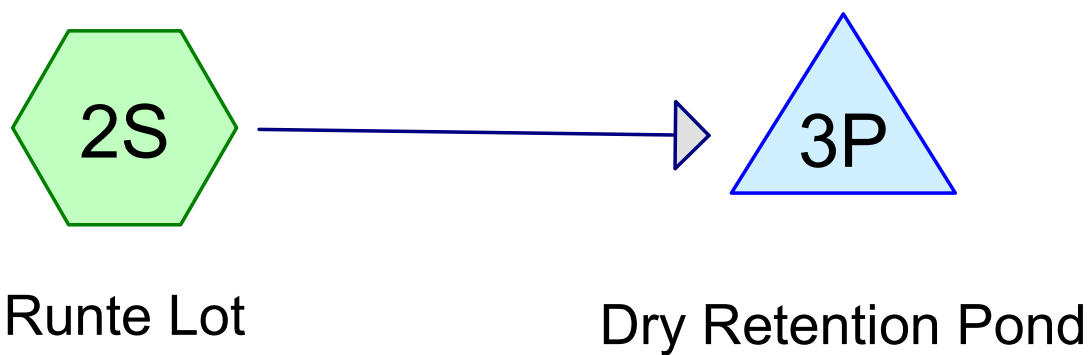
DATA AND CALCULATIONS

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:

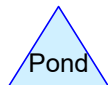
Elevation (Feet)	Area (Sq. Ft.)	Avg. Area (Sq. Ft.)	Volume (Cu. Ft.)	Sum. Volume (Cu. Ft.)
4.50	4,015	2,808	1,965	1,965
3.80	1,600		0	0



Subcat



Reach



Pond



Link

Routing Diagram for Runte on Pine

Prepared by Trauger Consulting Engineers, In, Printed 12/1/2025
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Runte on Pine

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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)
0.477	64	TOTAL AREA

Runte on Pine

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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	
0.477		TOTAL AREA

Runte on Pine

Prepared by Trauger Consulting Engineers, Inc

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Ground Covers (all nodes)

HSG-A (acres)	HSG-B (acres)	HSG-C (acres)	HSG-D (acres)	Other (acres)	Total (acres)	Ground Cover	Subcatchment Numbers
0.277	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
0.477	0.000	0.000	0.000	0.000	0.477	TOTAL AREA	

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

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Time span=0.00-30.00 hrs, dt=0.01 hrs, 3001 points

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN

Reach routing by Dyn-Stor-Ind method - Pond routing by Dyn-Stor-Ind method

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

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

Prepared by Trauger Consulting Engineers, Inc

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Summary for Subcatchment 2S: Runte Lot

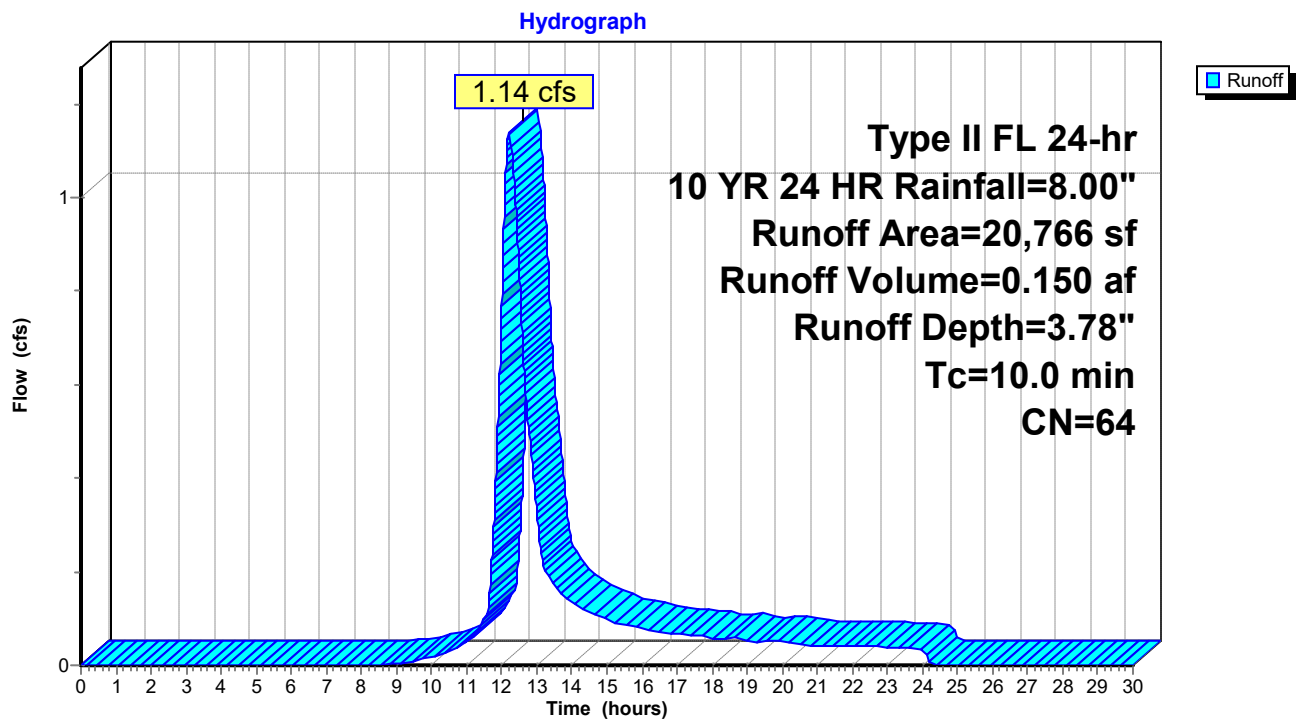
Runoff = 1.14 cfs @ 12.21 hrs, Volume= 0.150 af, Depth= 3.78"

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

Runte on Pine

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

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Summary for Pond 3P: Dry Retention Pond

Inflow Area = 0.477 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

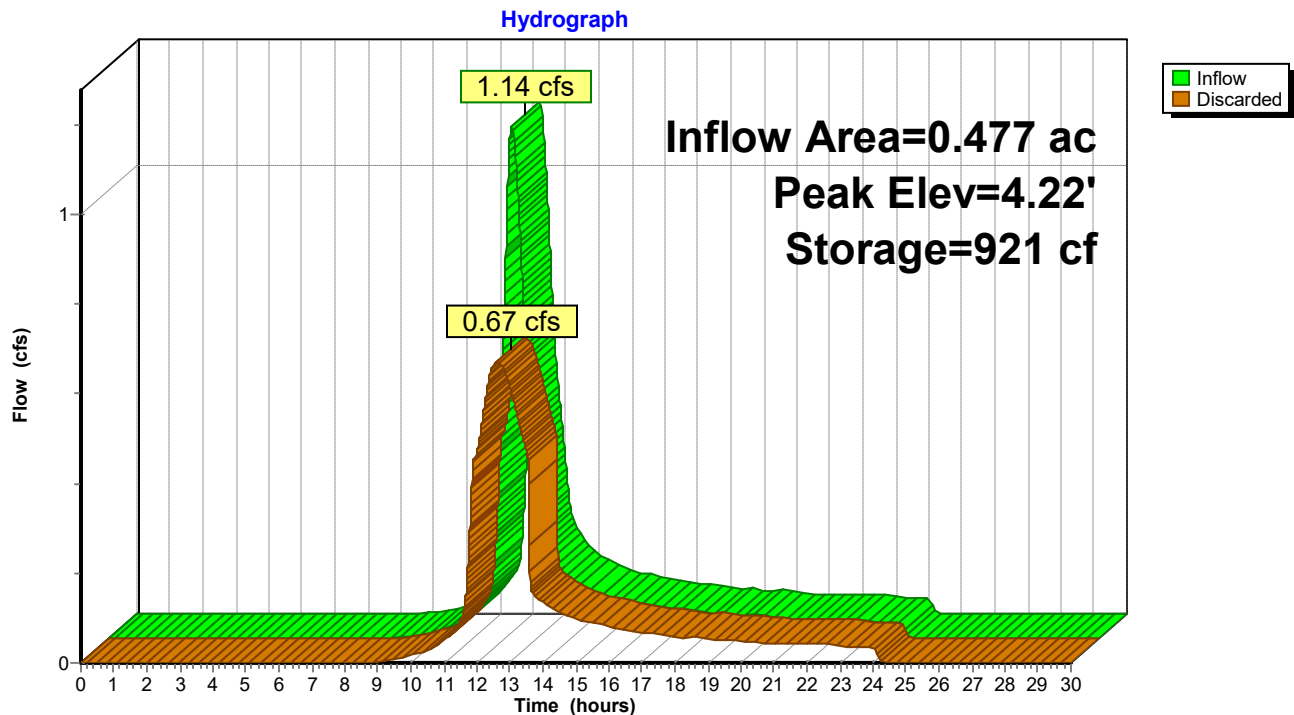
Routing by Dyn-Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
 Peak Elev= 4.22' @ 12.61 hrs Surf.Area= 2,503 sf Storage= 921 cf

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	30.00'W x 64.00'L x 0.70'H Prismatoid Z=7.0

Device	Routing	Invert	Outlet Devices
#1	Discarded	3.80'	10.000 in/hr Exfiltration over Surface area 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

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 ²
Pond Volume between Bottom & DHWL	1,965.00 ft ³
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:

Groundwater Control Features - Y/N

	Top	Bottom	Left	Right
Distance to Edge of Pond	N	N	N	N
Elevation of Water Level	0.00	0.00	0.00	0.00

Impervious Barrier - Y/N

	Top	Bottom	Left	Right
Elevation of Barrier Bottom	N	N	N	N
	0.00	0.00	0.00	0.00

MODRET

TIME - RUNOFF INPUT DATA

PROJECT NAME: 1806 PINE STREET

STRESS PERIOD NUMBER	INCREMENT OF TIME (hrs)	VOLUME OF RUNOFF (ft³)
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

CUMULATIVE TIME (hrs)	WATER ELEVATION (feet)	INSTANTANEOUS INFILTRATION RATE (cfs)	AVERAGE INFILTRATION RATE (cfs)	CUMULATIVE OVERFLOW (ft³)
00.00 - 0.00	1.000	0.000 *		
			0.00000	
0.00	1.000	0.09274		
			0.07985	
3.28	4.164	0.06695		0.00
			0.03323	
11.82	3.800	0.02643		0.00
			0.01962	
20.46	3.581	0.01673		0.00
			0.01385	
29.05	3.429	0.01231		0.00
			0.01078	
37.64	3.310	0.00983		0.00
			0.00888	
46.23	3.212	0.00823		0.00
			0.00758	
54.82	3.129	0.00710		0.00
			0.00662	
63.41	3.056	0.00625		0.00
			0.00588	
72.00	2.991			0.00

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± acre riverfront 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± 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	1.3×10^{-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.

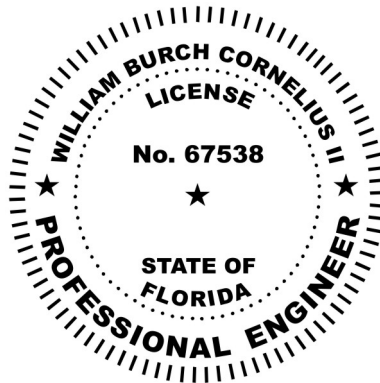
Standard of Care – This report has been prepared in accordance with generally accepted soil and engineering practices and is based on our evaluation of our geotechnical investigation and our stated understanding and assumptions of the proposed project. The procedural standards noted in this report are 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
 Ms. Erin Trauger, P.E. - erin.trauger@gmail.com



USDA SOILS SURVEY

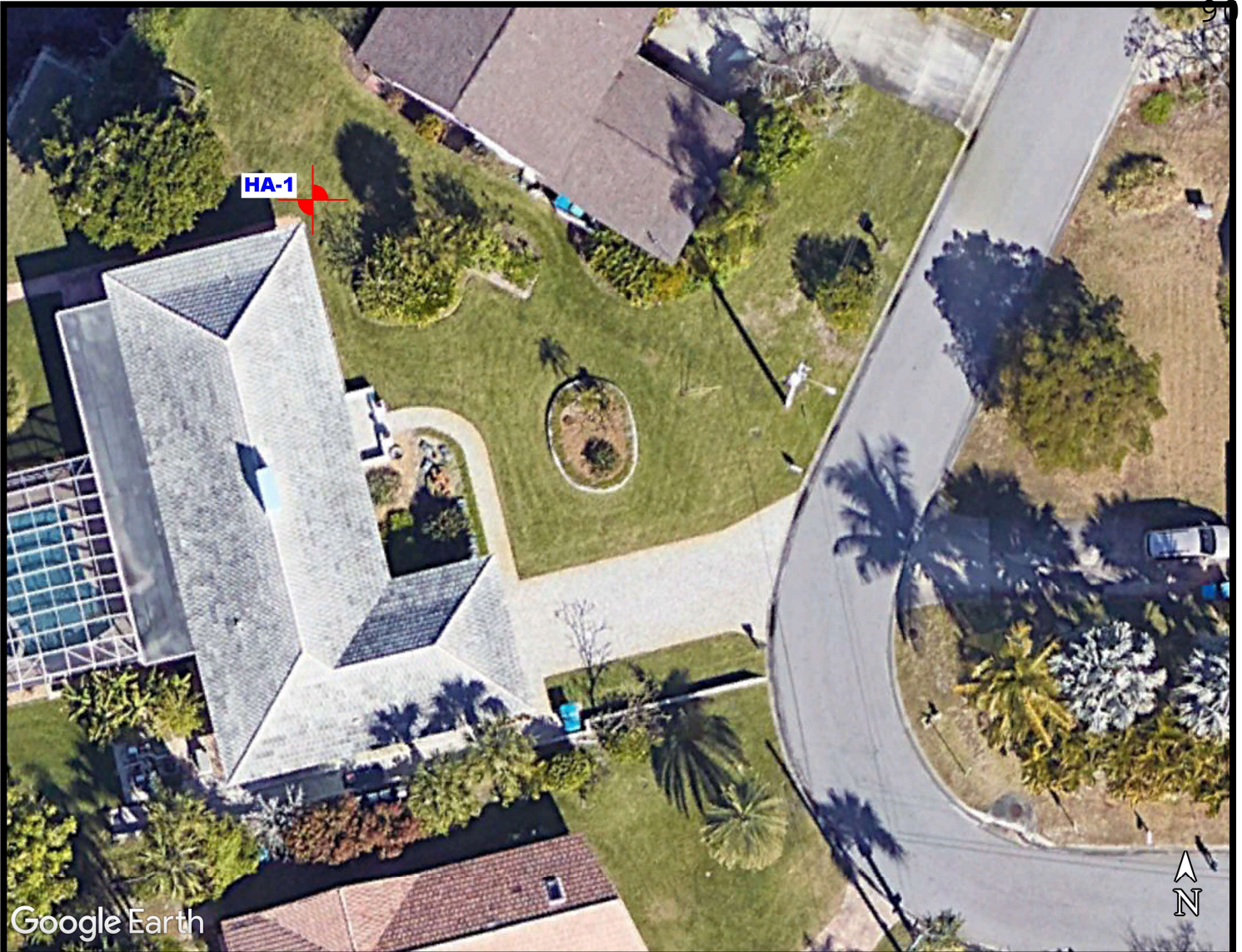
25—Canaveral-Palm Beach-Urban land complex
72—Welaka sand

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 NAME 1806 Pine Street

PROJECT NUMBER 2507322-b

PROJECT LOCATION Melbourne Beach, Florida

DATE STARTED 11/10/25 COMPLETED 11/10/25

GROUND ELEVATION _____

DRILLING CONTRACTOR _____

GROUND WATER LEVELS:
▽ AT TIME OF DRILLING 3.4 ft

DRILLING METHOD Auger Boring

LOGGED BY CH

NOTES See Attached Location Plan

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

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± acre riverfront 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± 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	1.3×10^{-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.

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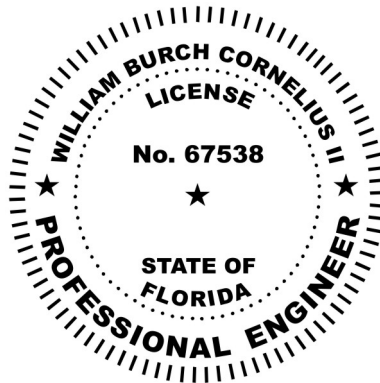
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We are pleased to have been of assistance to you in this phase of your project. When we may be of further service to you or should you have any questions, please feel free to contact the office.

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
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USDA SOILS SURVEY

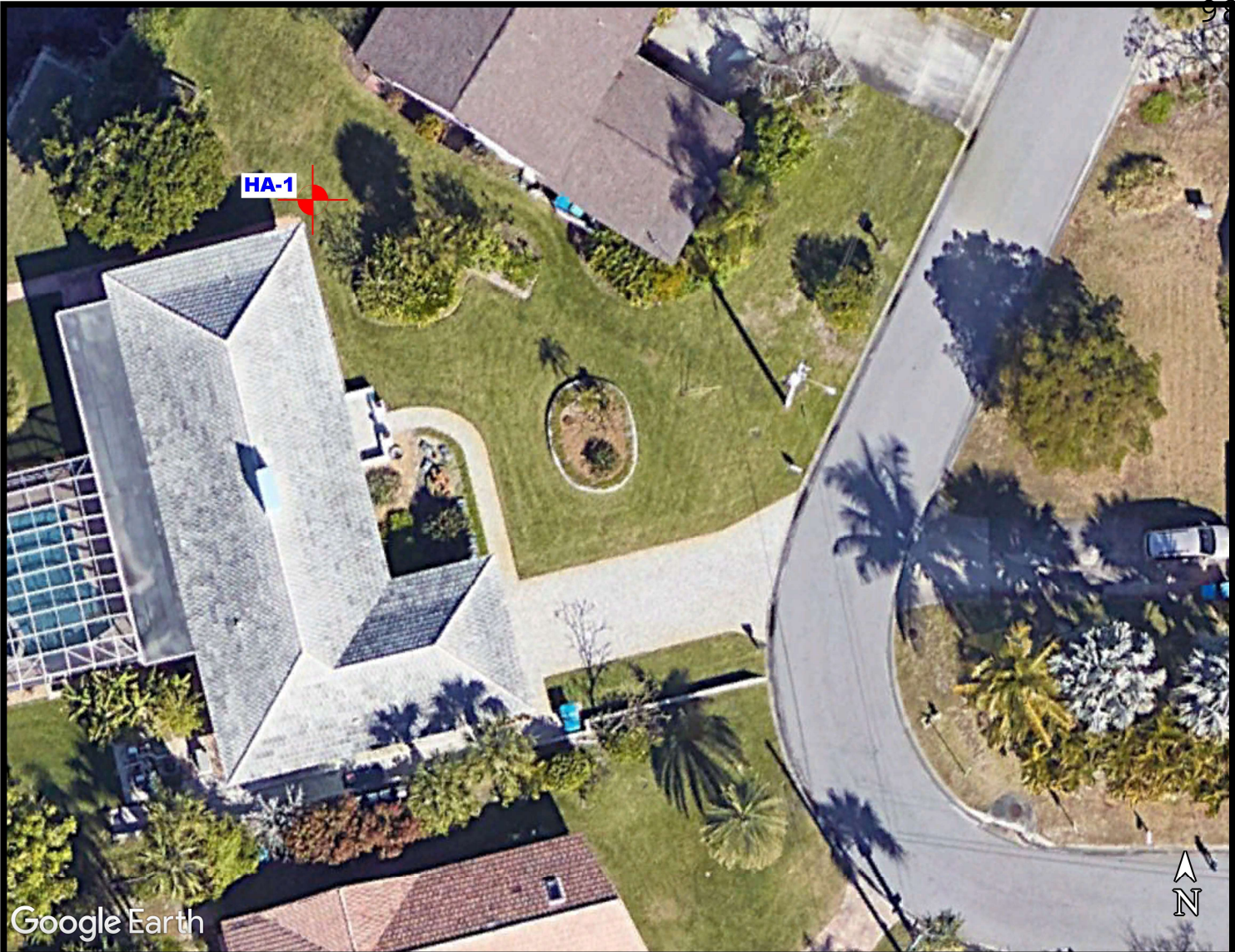
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72—Welaka sand

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



Google Earth



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 NAME 1806 Pine Street

PROJECT NUMBER 2507322-b

PROJECT LOCATION Melbourne Beach, Florida

DATE STARTED 11/10/25 COMPLETED 11/10/25

GROUND ELEVATION _____

DRILLING CONTRACTOR _____

GROUND WATER LEVELS:
▽ AT TIME OF DRILLING 3.4 ft

DRILLING METHOD Auger Boring

LOGGED BY CH

NOTES See Attached Location Plan

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

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

Date: January 6, 2026
Owner: Frederic and Amanda Sax
Owner Address: 2003 Oak Street, Melbourne Beach, FL 32951
Site Address: 2003 Oak Street, Melbourne Beach, FL 32951
Parcel ID: 28-38-08-50-*-1
Zoning: 2RS

Proposed Project: Addition of +/- 558 SF Bedroom and +/- 70 SF porch to existing single-family home

References: Town of Melbourne Beach Code of Ordinances:
7A-32 Single-Family Residential District
7A-51.1, Site Plan Approval For Single-Family Residential Districts

Request: Site Plan Approval in Accordance with 7A-51.1
Staff Review: The property lies in Zoning District 2RS

- 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 | 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



Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

2003 Oak Street

IMPERVIOUS		PERVIOUS	
Primary Structure	3,660	Open areas	12,896
Pool	924		
Decks	420		
Driveway	1,800		
Accessory Bldg	100		
Concrete areas	200		
Total Paved Area	7,104		
<hr/>		<hr/>	
Total Lot Area	20,000	Total Lot Area	20,000
<hr/>		<hr/>	
% IMPERVIOUS	35.52%	% PERVIOUS	64.48%

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.



TOWN OF MELBOURNE BEACH DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: 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 SaxPhone: 610-764-7560Address: 2003 Oak Street,

Fax: _____

Melbourne Beach, FL 32951Email: drrsax@me.com

Applicant (if other than property owner)

Name: Jeffrey AndersonPhone: 321-428-3869Address: 1542 Guava AveFax: N/AUnit A. Melbourne, FL
32935Email: Jeff@meeldarch.comV. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

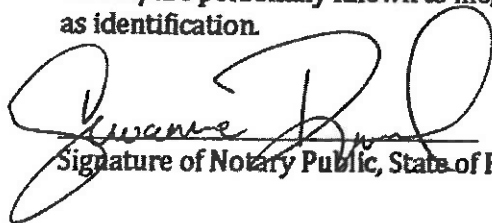
1. That I/we are the fee simple title owner/contract purchaser (circle one) of the property described in this application.
2. That I/we have read and understands the entire application and concurs with the request.
3. That I/we have appointed the Applicant to represent the application, and empowers the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

Signature: Frederic L SaxDate: Oct. 27, 2025Print Name: FREDERIC L. SAXTitle: OWNER

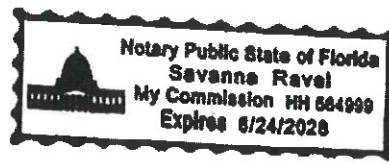
*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me
this 27th day of October, 2025, by Frederic Saxwho 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

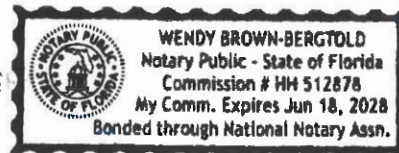
*Must sign in front of notary.

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 Ø as identification.

W. G. Brown - Jr.
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:

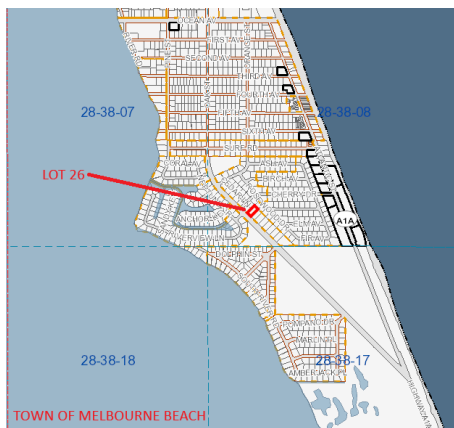
Frederic Sax
Amanda Sax

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.

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 *MeID 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.

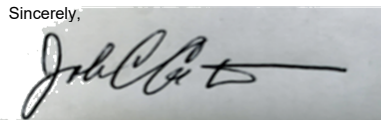
The purpose of the appraisal is to develop an opinion of market value for the property described in this appraisal report, as improved, in unencumbered fee simple title of ownership.

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

RESIDENTIAL APPRAISAL SUMMARY REPORT

2003 OAK ST

File No.: 2003 OAK ST

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SUBJECT	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					
	Tax Year: 2024		R.E. Taxes: \$ 6,702		Special Assessments: \$		Assessor's Parcel #: 28-38-08-50-*1	
	Current Owner of Record: FREDERIC & AMANDA J. SAX		Occupant: <input checked="" type="checkbox"/> Owner		<input type="checkbox"/> Tenant		<input type="checkbox"/> Vacant	
ASSIGNMENT	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							
MARKET AREA DESCRIPTION	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							
SITE DESCRIPTION	Client: FREDERIC L. SAX		Address: 2003 OAK STREET, MELBOURNE BEACH, FL 32951					
	Appraiser: JOHN C. COSTON		Address: 26 NELSON AVENUE, MELBOURNE, FL 32935					
	Location: <input type="checkbox"/> Urban <input checked="" type="checkbox"/> Suburban <input type="checkbox"/> Rural		Built up: <input checked="" type="checkbox"/> Over 75% <input type="checkbox"/> 25-75% <input type="checkbox"/> Under 25%		Growth rate: <input type="checkbox"/> Rapid <input checked="" type="checkbox"/> Stable <input type="checkbox"/> Slow		Property values: <input type="checkbox"/> Increasing <input type="checkbox"/> Stable <input checked="" type="checkbox"/> Declining	
	Demand/supply: <input type="checkbox"/> Shortage <input checked="" type="checkbox"/> In Balance <input type="checkbox"/> Over Supply		Marketing time: <input type="checkbox"/> Under 3 Mos. <input checked="" type="checkbox"/> 3-6 Mos. <input type="checkbox"/> Over 6 Mos.		Predominant Occupancy: <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Tenant <input checked="" type="checkbox"/> Vacant (0-5%) <input type="checkbox"/> Vacant (>5%)		One-Unit Housing: PRICE \$ (000) 300 AGE (yrs) 0	
DESCRIPTION OF THE IMPROVEMENTS	Present Land Use: One-Unit 80 % 2-4 Unit 5 % Multi-Unit 10 % Comm'l 5 %		Change in Land Use: <input checked="" type="checkbox"/> Not Likely <input type="checkbox"/> Likely * <input type="checkbox"/> In Process *		* To: _____			
	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							
GENERAL DESCRIPTION	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							
UTILITIES	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.							
	Public Other Provider/Description		Off-site Improvements Type		Public Private		Topography	
	Electricity <input checked="" type="checkbox"/> <input type="checkbox"/>		Street ASPHALT		<input checked="" type="checkbox"/> <input type="checkbox"/>		LEVEL/TYPICAL	
	Gas <input type="checkbox"/> <input type="checkbox"/>		Curb/Gutter		<input type="checkbox"/> <input type="checkbox"/>		TYPICAL	
FOUNDATION	Water <input checked="" type="checkbox"/> <input type="checkbox"/>		Sidewalk YES		<input checked="" type="checkbox"/> <input type="checkbox"/>		RECTANGULAR	
	Sanitary Sewer <input checked="" type="checkbox"/> <input type="checkbox"/>		Street Lights YES		<input checked="" type="checkbox"/> <input type="checkbox"/>		APPEARS ADEQUATE	
	Storm Sewer <input type="checkbox"/> <input type="checkbox"/>		Alley		<input type="checkbox"/> <input type="checkbox"/>		VIEW	
	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)							
FOUNDATION	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.							
FOUNDATION	General Description		Exterior Description		Foundation		Basement	
	# of Units 1 <input type="checkbox"/> Acc. Unit		Foundation SLAB		Slab YES		<input checked="" type="checkbox"/> None	
	# of Stories 1		Exterior Walls BRK/FRM/ST		Crawl Space NONE		% Finished	
	Type <input checked="" type="checkbox"/> Det. <input type="checkbox"/> Att. <input type="checkbox"/>		Roof Surface SHINGLE		Basement NONE		Ceiling	
FOUNDATION	Design (Style) RANCH		Gutters & Dwnspts. YES		Sump Pump <input type="checkbox"/>		Walls	
	<input checked="" type="checkbox"/> Existing <input type="checkbox"/> Proposed <input type="checkbox"/> Und.Cons.		Window Type AL. SLIDERS		Dampness <input type="checkbox"/>		Floor	
	Actual Age (Yrs.) 60		Storm/Screen PER CODE		Settlement NONE NTD		Outside Entry	
	Effective Age (Yrs.) 20				Infestation NONE NTD			
FOUNDATION	Interior Description		Appliances		Attic <input type="checkbox"/> None		Amenities	
	Floors VINYL		Refrigerator <input checked="" type="checkbox"/>		Stairs <input type="checkbox"/>		Fireplace(s) # _____	
	Walls DW		Range/Oven <input checked="" type="checkbox"/>		Drop Stair <input checked="" type="checkbox"/>		Woodstove(s) # _____	
	Trim/Finish WD		Disposal <input checked="" type="checkbox"/>		Scuttle <input checked="" type="checkbox"/>		Patio PATIO	
FOUNDATION	Bath Floor CT/CONC/WD		Dishwasher <input checked="" type="checkbox"/>		Doorway <input checked="" type="checkbox"/>		Porch PORCH	
	Bath Wainscot CT		Fan/Hood <input checked="" type="checkbox"/>		Floor <input type="checkbox"/>		Fence FENCE	
	Doors HC WD/SC FIBR/WD		Microwave <input checked="" type="checkbox"/>		Heated <input checked="" type="checkbox"/>		Pool SCR POOL	
			Washer/Dryer <input checked="" type="checkbox"/>		Finished <input type="checkbox"/>			
FOUNDATION	Car Storage <input type="checkbox"/> None		Garage # of cars (2 Tot.)		Attach. 2		Detach. _____	
	Bit-In _____		Carport 0		Driveway X OPEN		Surface CONC/GD	
	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.							

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File No.: 2003 OAK ST

GP RESIDENTIAL Form GPRES2 - "TOTAL" appraisal software by a la mode, inc. - 1-800-ALAMODE 3/2007

RESIDENTIAL APPRAISAL SUMMARY REPORT

2003 OAK ST
File No.: 2003 OAK ST

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COST APPROACH	COST APPROACH TO VALUE (if developed) <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):	
	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.	
INCOME APPROACH	INCOME APPROACH TO VALUE (if developed) <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):	
PUD	PROJECT INFORMATION FOR PUDs (if applicable) <input type="checkbox"/> The Subject is part of a Planned Unit Development.	
	Legal Name of Project:	
	Describe common elements and recreational facilities:	
RECONCILIATION	Indicated Value by: Sales Comparison Approach \$ 875,000 Cost Approach (if developed) \$ Income Approach (if developed) \$	
	Final Reconciliation 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.	
	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:	
ATTACHMENTS	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"/>	
SIGNATURES	Client Contact: E-Mail: DRRSAX@ME.COM Address: 2003 OAK STREET, MELBOURNE BEACH, FL 32951	
	Client Name: FREDERIC L. SAX	
	APPRaiser	
	Supervisory or Co-Appraiser (if required) or CO-APPRaiser (if applicable)	
	Appraiser Name: JOHN C. COSTON	
	Company: COSTON APPRAISAL & RESEARCH, INC.	
	Phone: (321) 768-0370 Fax: (321) 952-3659	
	E-Mail: JCOSTON@CFL.RR.COM	
	Date of Report (Signature): 10/08/2025	
	License or Certification #: CERT RES RD2803 State: FL	
Designation: MRA		
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		

Supplemental Addendum

File No. 2003 OAK ST

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

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	State	FL Zip Code 32951
Lender/Client	FREDERIC L. SAX				

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

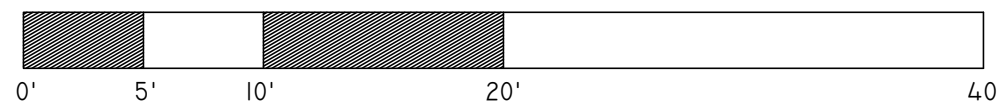
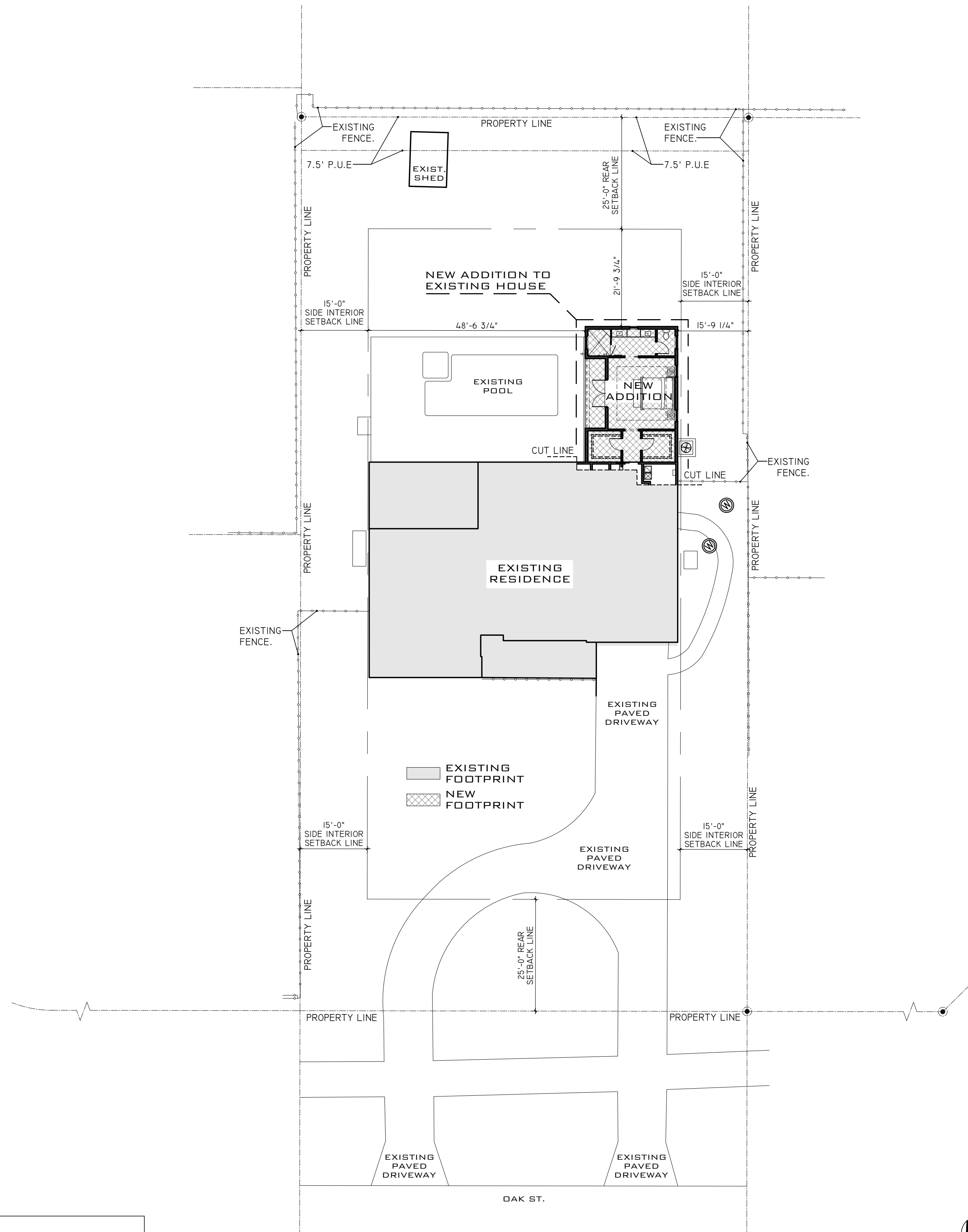
MARKET CONTRIBUTION OF THE SCR.ING.POOL PACKAGE: \$50,000

\$875,000 MINUS THE LAND VALUE AND CONTRIBUTORY VALUE 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



SITE PLAN
SCALE: 1/16" = 1'-0"

LOCATION MAP



PROJECT
LOCATION

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

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 CASE 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: ARCHITECTURAL 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-CONFORMING 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 ARCHITECT'S 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
W.H. WATER HEATER
DW DISHWASHER
LAV LAVATORY
REF REFRIGERATOR
FREF FREEZER
MIC MICROWAVE
AHU AIR HANDLING UNIT
CU COMPRESSOR UNIT
WC WATER CLOSET
H.B. HOSE BIB
SQ SQUARE
FT FEET
P.T. PRESSURE TREATED

DETAIL #
SECTION CUT
SHEET #
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

meD
studio
ARCHITECTURE

1542 GUAVA AVE.
MELBOURNE, FL 32935
321.428.3869
design@meldarch.com

JOB #: R-2025-023

DRAWN: JKA

CHECKED: JKA

DATE

☐ SD

☐ DD

☐ CD

☐ BID

☐ PERMIT

REVISIONS:

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CUSTOM DESIGN

SAX RESIDENCE

2003 OAK STREET, MELBOURNE BEACH, FL 32951

SEAL

DATE: 2025-10-28

SHEET TITLE

COVER SHEET /
INFO / SITE PLAN /
CALCULATIONS

SHEET NUMBER

A0.01

JOB #: R-2025-023

DRAWN: JKA

CHECKED: JKA

DATE

☐SD

☐DD

☐CD

☐BID

☐PERMIT

REVISIONS:

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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

FLOOR PLAN NOTES

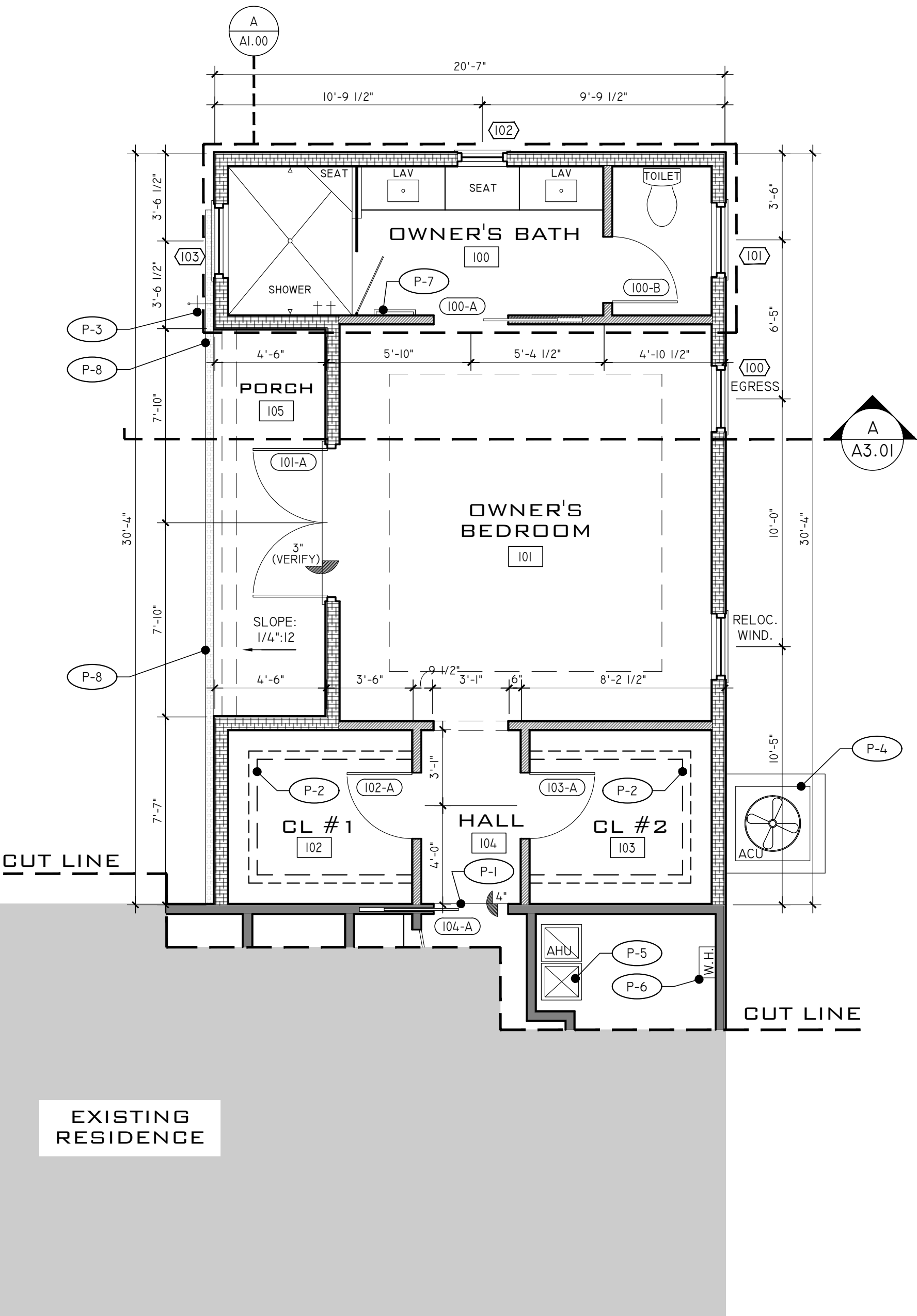
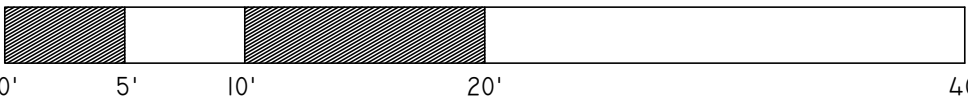
- REFERENCE ARCHITECTURAL SPECIFICATION SHEET A0.2 FOR GENERAL CONSTRUCTION INFORMATION RELATED TO THE PROJECT.
- FINISH FLOOR DATUM REFERENCES TOP OF SLAB DRAWINGS. VERIFY WITH SURVEY OR CIVIL ENGINEERING DRAWINGS.
- EACH CONTRACTOR SHALL VERIFY ALL DIMENSIONS SHOWN ON THE DRAWING AND OBTAIN ALL MEASUREMENTS REQUIRED FOR PROPER EXECUTION OF WORK. DO NOT SCALE PLANS. CONTACT ARCHITECT FOR ANY ADDITIONAL INFORMATION OR DIMENSIONS REQUIRED.
- 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 CONSTRUCTION.
- PROVIDE WOOD BLOCKING AS REQUIRE FOR INSTALLATION OF CABINETS, EQUIPMENT, FIXTURES, BATHROOM ACCESSORIES AND AROUND WINDOWS AND DOORS.
- DETAILED DRAWINGS AND LARGER SCALE DRAWINGS TAKE PRECEDENCE OVER SMALL SCALE DRAWINGS.
- 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.
- 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.
- WALL CABINTRY TO BE PROVIDED BY OWNER OR CONTRACTOR SELECTED CABINET CONTRACTOR. CONTRACTOR TO COORDINATE ALL ELECTRICAL AND PLUMBING ELEMENTS WITH CABINET CONTRACTOR PRIOR TO INSTALLING.
- MILLWORK SHALL BE INSTALLED PER THE ARCHITECTURAL MILLWORK INSTITUTE STANDARDS AND MANUFACTURER'S SPECIFICATIONS.
- ALL APPLIANCES TO BE PROVIDED BY CLIENT. APPLIANCE CONTRACTOR OR OTHER. COORDINATE ALL CABINET MILLWORK, ELECTRICAL LOCATIONS AND PLUMBING LINES WITH SELECTED APPLIANCES.
- MECHANICAL UNITS AND DUCTWORK TO BE PROVIDED BY CONTRACTOR'S SELECTED SUBCONTRACTOR.
- 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 CONSTRUCTION INFORMATION.
- 2X4 FRAMED WALL WITH ½" 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:

- ITEMS NOTED BELOW REFER TO TAGS ON FLOOR PLAN. CONTRACTOR TO CONTACT ARCHITECT WITH ANY ERROR OR ISSUES WITH NOTES OR DIMENSION ON PLAN.
- 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.
- BUILT-IN CLOSET SYSTEM (TO BE SELECTED BY CLIENT.) INSTALL PER MANUFACTURER'S SPECIFICATIONS. PROVIDE IN-WALL BLOCKING AS REQUIRED FOR INSTALLATION.
- HOSE BIB. INSTALL PER MANUFACTURERS SPEC.
- 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.
- 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.
- WALL-MOUNTED TANKLESS WATER HEATER. COORDINATE LOCATION AND CONNECTIONS WITH PLUMBING AND ELECTRICAL. MAINTAIN REQUIRED CLEARANCES FOR SERVICE ACCESS AND VENTING.
- 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.
- 4" ZURN DECK DRAIN. INSTALLED PER MANUFACTURER'S SPECIFICATION.



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



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.

meD
studio
ARCHITECTURE

1542 GUAYA AVE
MELBOURNE, FL 32935
321.428.3869
design@meldarch.com

JOB #: R-2025-023
DRAWN: JKA
CHECKED: JKA

DATE
☐SD
☐DD
☐CD
☐BID
☐PERMIT

REVISIONS:
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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:

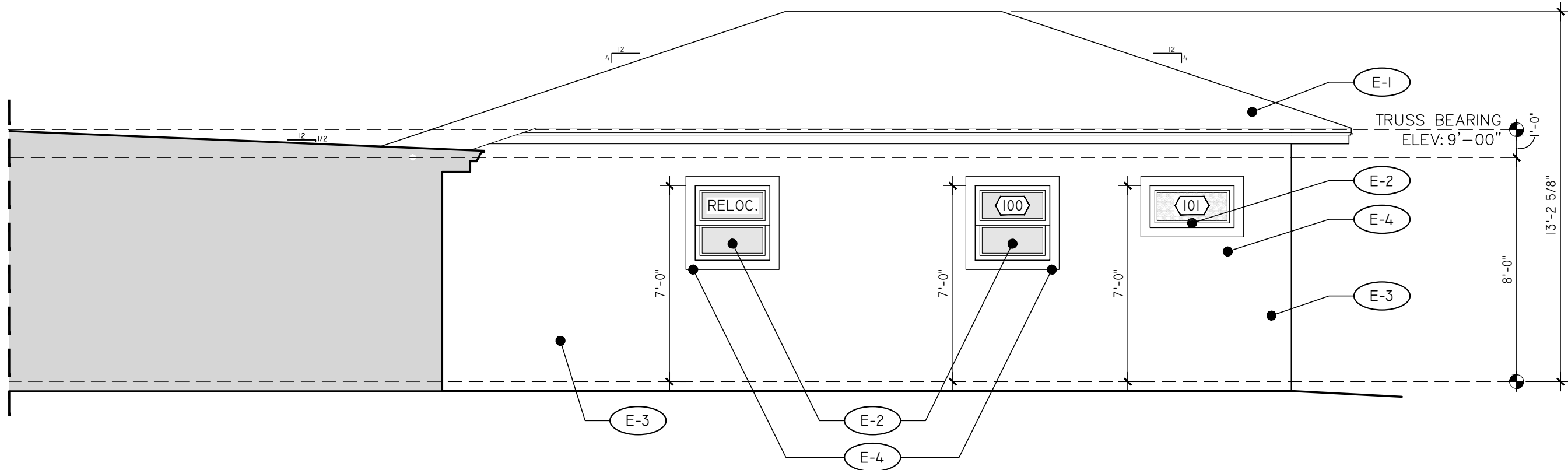
1. ITEMS NOTED BELOW REFER TO TAGS ON FLOOR PLAN. CONTRACTOR TO CONTACT ARCHITECT WITH ANY ERROR OR ISSUES WITH NOTES OR DIMENSION ON PLAN.
2. SEE STRUCTURAL DRAWINGS FOR ALL STRUCTURAL DETAILS AND INFORMATION.

(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.

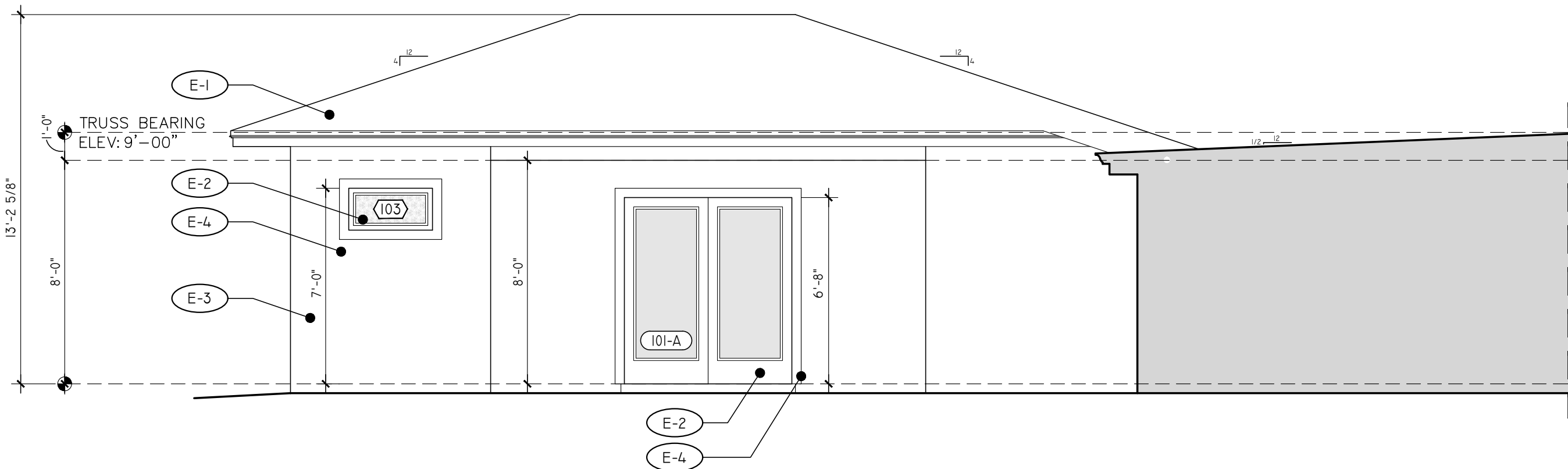
(E-3) STUCCO OVER FRAME. SEE ARCHITECTURAL SPECIFICATIONS DETAIL 4, SHEET A3.10 FOR STUCCO SPECIFICATION.

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



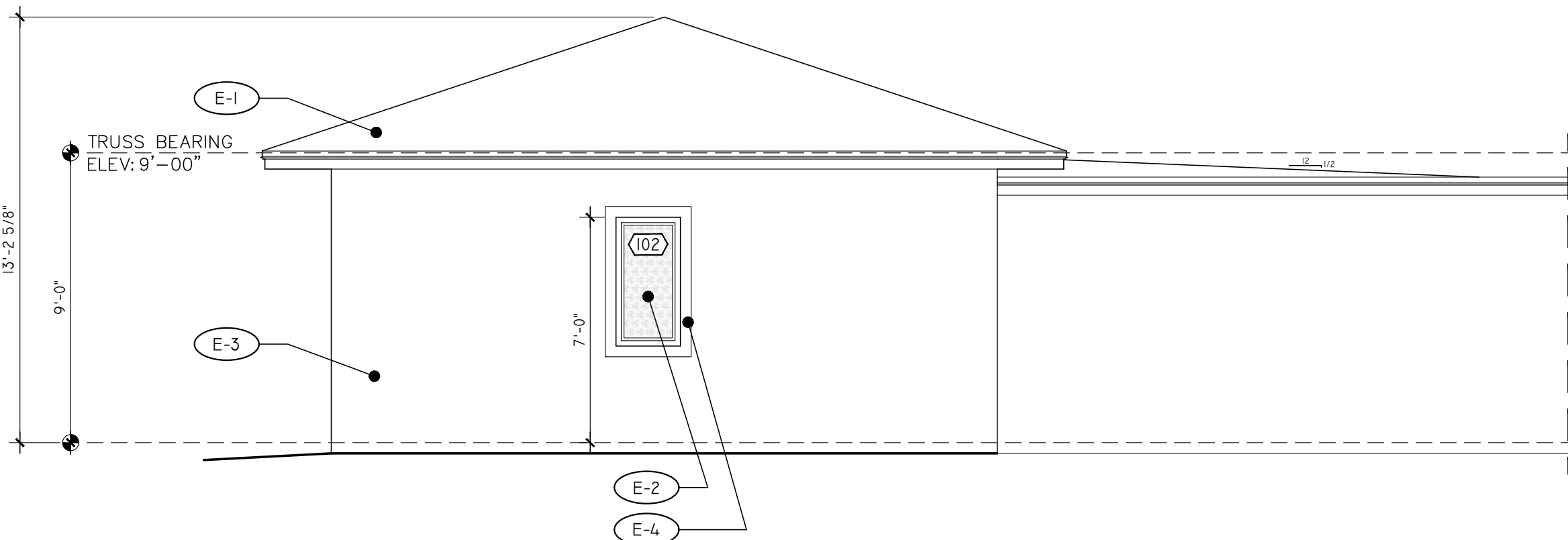
SOUTH EXTERIOR ELEVATION

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



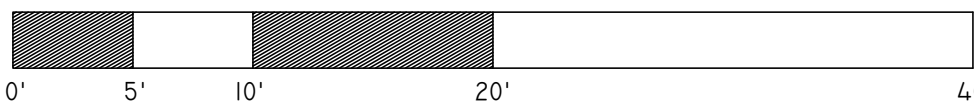
NORTH EXTERIOR ELEVATION

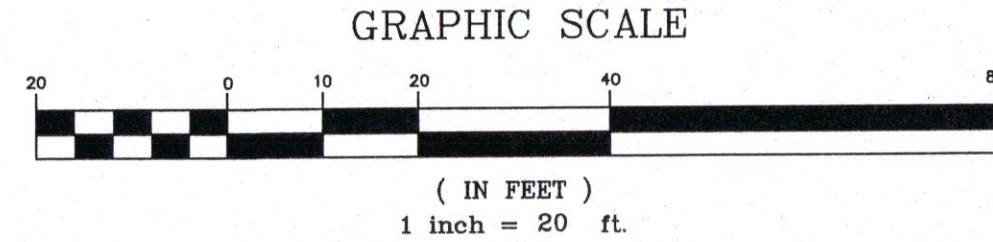
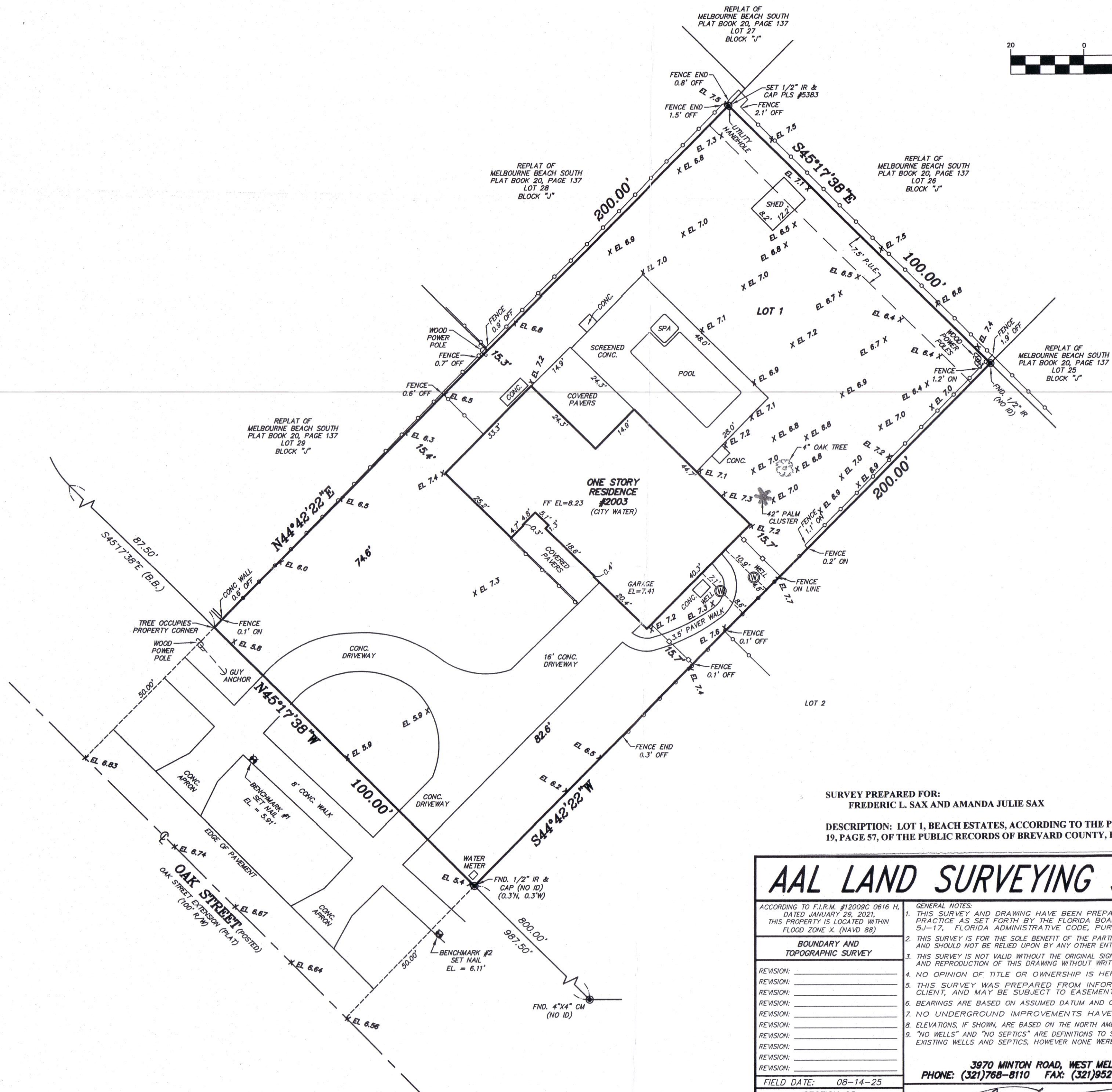
SCALE: 1/4" = 1'-0"



EAST EXTERIOR ELEVATION

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





PROJECT BENCHMARK
BREVARD COUNTY
SURVEYING AND MAPPING
VERTICAL CONTROL MARK
"K8A06 2011"
EL= 9.829' NAVD 1988
EL= 11.263' NGVD 1929

SURVEY PREPARED FOR:
FREDERIC L. SAX AND AMANDA JULIE SAX

DESCRIPTION: LOT 1, BEACH ESTATES, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 19, PAGE 57, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M. #12009C 0616 H, DATED JANUARY 29, 2021, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X (NAVD 88)

BOUNDARY AND TOPOGRAPHIC SURVEY

REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____

FIELD DATE: 08-14-25

SECTION 08,
TOWNSHIP 28 SOUTH,
RANGE 38 EAST

PROJECT #51353

GENERAL NOTES:

- THIS SURVEY AND DRAWING HAVE BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.
- THIS SURVEY IS FOR THE SOLE BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
- THIS SURVEY IS NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND THE SEAL OF THE FLORIDA LICENSED SURVEYOR, AND REPRODUCTION OF THIS DRAWING WITHOUT WRITTEN PERMISSION OF THE SURVEYOR IS HEREBY FORBIDDEN.
- NO OPINION OF TITLE OR OWNERSHIP IS HEREBY EXPRESSED OR IMPLIED BY THE SURVEYOR.
- THIS SURVEY WAS PREPARED FROM INFORMATION FURNISHED TO THE SURVEYOR BY THE CLIENT, AND MAY BE SUBJECT TO EASEMENTS OR LIMITATIONS EITHER RECORDED OR IMPLIED.
- BEARINGS ARE BASED ON ASSUMED DATUM AND ON THE LINE SHOWN AS BEING THE BASIS OF BEARINGS.
- NO UNDERGROUND IMPROVEMENTS HAVE BEEN LOCATED UNLESS OTHERWISE SHOWN.
- ELEVATIONS, IF SHOWN, ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988, UNLESS OTHERWISE NOTED.
- "NO WELLS" AND "NO SEPTICS" ARE DEFINITIONS TO SHOW AN ATTEMPT BY THE SURVEYOR TO LOCATE POSSIBLE EXISTING WELLS AND SEPTICS, HOWEVER NONE WERE FOUND USING STANDARD SURVEY LOCATING EQUIPMENT.

3970 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B.#6623
PHONE: (321)768-8110 FAX: (321)952-9771 E-MAIL: frontdesk@aalsurvey.com

ANDREW W. POWSHOK
P.L.S. No. 5383

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

LEGEND

(B.B.)	- BASIS OF BEARING
(M)	- MEASURED
(P)	- PLAT
(D)	- DEED
IR	- IRON ROD
IP	- IRON PIPE
N&D	- NAIL AND DISC
N&T	- NAIL AND TIN TAB
C.M.	- CONCRETE MONUMENT
PRM	- PERMANENT REFERENCE MARKER
EDW	- EDGE OF WATER
TBM	- TEMPORARY BENCHMARK
D=	- DELTA
R=	- RADIUS
L=	- ARC LENGTH
FND	- FOUND
CH	- CHORD LENGTH
P.O.B.	- POINT OF BEGINNING
P.C.	- POINT OF CURVATURE
PT	- POINT OF TANGENCY
PI	- POINT OF INTERSECTION
PRC	- POINT OF REVERSE CURVE
R/W	- RIGHT OF WAY
B.S.L.	- BUILDING SETBACK LINE
ONW	- OVERHEAD WIRE
E.P.	- EDGE OF PAVEMENT
P.U.	- PUBLIC UTILITY EASEMENT
D.E.	- DRAINAGE EASEMENT
EL	- ELEVATION
FF	- FINISHED FLOOR
CONC.	- CONCRETE
R.C.P.	- REINFORCED CONCRETE PIPE
C.M.P.	- CORRUGATED METAL PIPE
C	- CENTERLINE
LB	- LICENSED BUSINESS
PLS	- PROFESSIONAL LAND SURVEYOR

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 ~~strike through~~; 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 law¹ for the proposed ordinance, but the Town of Melbourne Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

¹ See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Melbourne Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance amends Chapter 10 specifically Section 10-1. Salary of Mayor and Town Commission, decreasing the salary of the Mayor from \$3,800.00 to \$3,000.00 per year and decreasing the salary of the Town Commission from \$3,100.00 to \$3,000.00 per year.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Melbourne Beach, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the Town of Melbourne Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct compliance costs that businesses may incur, no new charges or fees imposed by the ordinance, and no regulatory costs to the Town.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is estimated there will be a negligible impact on any businesses as a result of the proposed ordinance.

4. Additional information the governing body deems useful (if any):

None.

Town Commission Meeting

Section: 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 (12th ed. 2020), as may be amended or revised, as its official rules of procedure.

~~[COMMISSION INTENT: Currently, the 12th 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:

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

Amber Brown, CMC
Town Clerk

By: _____
Alison Dennington
Mayor

(TOWN SEAL)

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		Metting 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
		<u>\$ 1,767.53</u>		<u>\$ 1,663.76</u>		<u>\$ 298.22</u>		<u>\$ 570.09</u>

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 21st day of January 2026.

ATTEST:

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

Amber Brown, CMC
Town Clerk

By: _____
Alison Dennington, Mayor

(TOWN SEAL)

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

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 firm's 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: _____

Attachments:	None (Offers to be walked on at meeting)
Date Prepared:	01/07/2026
Prepared By:	Fire Chief Gavin Brown
Meeting Date:	January 21 st , 2026

Agenda Category:

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

Subject:	Discussion and consideration of the sale of the Fire Department's decommissioned fire engine.
Recommended Action:	Review the offers submitted up to this point and complete the sale of the decommissioned fire engine through the Garage sales platform.
Background Information:	<ol style="list-style-type: none"> 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. 2. The old engine was listed on the Garage sales platform on December 4th. Since then, we have had 7 inquiries and 2 offers made. 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.

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.



Town of Melbourne Beach
Finance Department

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 FL CLASS. 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						
Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	UTILTIY 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	UTILTIY 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
Overall Revenue Rate:						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

001-12-500.12.00	REGULAR SALARIES	158,563.00	158,563.00	0.00	124,096.67	21.74
001-12-500.12.05	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 MAIN1	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 ENFORCEME

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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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 ENFORCEMENT

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
Overall Expenditure Rate:							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 & RECREATION							
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 & RECREATION							
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		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: 351 LAND & ROAD IMPROVEMENTS		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

FY25	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Ocean	5,743.63	2,900.74	2,869.44							11,513.81
Ryckman	2,097.48	5,728.84	5,775.62							13,601.94
Total	7,841.11	8,629.58	8,645.06							25,115.75

FY26	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	TOTAL
Ocean	3,012.26	5,052.85	6,108.03							14,173.14
Ryckman	7,130.96	7,027.38	7,465.79							21,624.13
Total	10,143.22	12,080.23	13,573.82							35,797.27



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
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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.

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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.

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INVOICE

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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

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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.

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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

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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 Meloan 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

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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

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

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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 gfcı 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 gfcı 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 2204 ROSEWOOD DR \$319.41 \$11162.00
 Bay
 Work Description: 308' of pvc fence with gates

Total Permits For Type: 3
 Total Fees For Type: \$802.55
 Total Const. Value For Type: \$30258.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM25-0108	Ralph W Durham	414 ANCHOR KY	\$357.05	\$14834.00
Work Description: Exact replacement 4 ton heat pump ac system w/ 8kw energy electric heat				
PM25-0109	Meghan Williams	415 FIFTH AVE	\$260.98	\$8487.00
Work Description: Scope of work - (1) 3.5 ton split system- exact changeout- no ductwork				
PM25-0110	Chapman, Donald	516 HIBISCUS TRL	\$311.60	\$10400.00
Work Description: ac system replacement				

Total Permits For Type: 3
 Total Fees For Type: \$929.63
 Total Const. Value For Type: \$33721.00

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
Work Description: Improve pool and back yard pavers				
PCD25-0032	Palm Bay Aluminum Corp	203 SIXTH AVE	\$148.16	\$4800.00
Work Description: 14' x 13' x 4" concrete slab only				

Total Permits For Type: 2
 Total Fees For Type: \$711.91
 Total Const. Value For Type: \$39800.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP25-0021	PIPEFLOW SOLUTIONS	420 SECOND AVE	\$139.03	\$4500.00
Work Description: replace 70 lft of 4" pvc lateral pipe to city tap				

Total Permits For Type: 1
 Total Fees For Type: \$139.03
 Total Const. Value For Type: \$4500.00

Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO25-0009	DIRTYWORK ENVIRONMENTAL SERVICE LLC	506 THIRD AVE	\$312.63	\$10500.00

Work Description: Install 1000 gallon underground propane tank and line 203

PRO25-0010 SAMS LP GAS COMPANY INC 1609 ATLANTIC ST \$79.00 \$850.00
Work Description: 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
Work Description: 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
Work Description: 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
Work Description: remove existing roof and install new roof				
PRR25-0083	DC ROOFING	509 AVENUE A	\$506.08	\$29373.00
Work Description: 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
Work Description: interior remodel of master and guest bathrooms				
PRB25-0025	ATLANTIC BUILDING & DEVELOPMENT LLC	1903 CEDAR LN	\$430.50	\$22000.00
Work Description: 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
Work Description: Replace 1 window				
PWS25-0110	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	300 S PALM AVE	\$692.54	\$47564.78
Work Description: Installation of windows and doors				

PWS25-0111	BRAD GREGORY WINDOW DOOR AND TRIM LLC	505 POINSETTIA RD	\$88.00	\$2800.00
	Work Description: Installation of front door			
PWS25-0112	LOWES Home Centers	1700 ATLANTIC ST	\$333.74	\$12560.00
	Work Description: installation of 5 windows			
PWS25-0113	ECOVUE WINDOW OF BREVARD LLC	415 ANCHOR KY	\$355.66	\$14699.00
	Work Description: installation of 9 windows			
PWS25-0114	IKON WINDOWS AND DOORS LLC	1905 ATLANTIC ST # 325	\$309.20	\$10166.00
	Work Description: installation of sliding glass door			
PWS25-0115	ATLANTIC STORM PROTECTION	211 SECOND AVE	\$358.40	\$14966.00
	Work Description: installation of hurricane shutters			
PWS25-0116	All Pro Garage Doors Inc	506 BANYAN WAY	\$151.21	\$4900.00
	Work Description: installation of garage door			
PWS25-0117	All Pro Garage Doors Inc	401 FIFTH AVE	\$83.50	\$2650.00
	Work Description:			

Total Permits For Type:	9
Total Fees For Type:	\$2451.25
Total Const. Value For Type:	\$111240.78

Grand Total Fees:	\$9,051.11
Grand Total Permits:	34.00
Grand Total Const. Value:	\$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	L eft 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 iin 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 1st, 2026 to the NERIS database.

Incident Response

From December 3rd through December 31st, 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 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 61st 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 8th 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 1st, 2026.

Recreational Beach Fire & Wheelchair Rental Programs (Ongoing Update)

- The Town of Melbourne Beach's Recreational Beach Fire Program started back up on November 1st and runs through February 28th. 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.



Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 1/14/2026 6:31:19 PM



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	TOTAL
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
paged out for
volunteer response: 1

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

4.0

4.0

8.0

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 2nd 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 Departments 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. 1st 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
- 4th 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				
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						220
Request #	Name	Description	Status	Date of Request	Billed	Paid
PRR-2025-79	Kari Ross	Chapter 8 of town 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 Melbourne 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

		<p>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:</p> <p>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)</p> <p>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.</p>			221	
PRR-2025-166	Abbas Khan		Pending Payment	9/18/2025 8:55 AM	21.29	0
PRR-2025-171	Frank Patterson	<p>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 requests@academyresearchgroup.com</p> <p>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.</p> <p>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.</p>	Pending Payment	10/4/2025 8:04 PM	212.9	0

PRR-2025-185	Steve Watts	<p>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.</p>	Pending Department Response	10/29/2025 10:30 AM	0	0	222
PRR-2025-194	Anonymous	<p>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.</p> <p>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:</p> <ul style="list-style-type: none"> •Finance, Treasury/Revenue •Utilities •Parks & Recreation •Permitting/Licensing •IT Department <p>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.</p> <p>Thank you for your assistance. Please let me know if you have any questions or need clarification regarding this request.</p>	Pending Department Response	11/12/2025 11:57 AM	0	0	
PRR-2025-198	Michael Rost	<p>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.</p>	Pending Department Response	11/14/2025 5:22 PM	0	0	

		<p>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.</p> <p>The specific information requested from your record-keeping system is:</p> <ol style="list-style-type: none"> 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) 			2	23
PRR-2025-209	Karen Garcia		Pending Department Response	12/11/2025 4:41 PM	0	0
PRR-2025-210	Roger Newell	<p>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.</p> <p>Roger Newell</p>	Needs Routing	12/15/2025 9:42 AM	0	0
PRR-2025-217	Roger Newell	<p>The failed safety and fire short term rental inspection report for 502 colony street Melbourne Beach</p> <p>The letter of violations sent to the owner</p> <p>Mr Robert Morris.</p>	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/outsouce	Phase 1 Infrastruction 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/outsouce	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/outsouce	Building repairs include: Upstair showers , 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/outsouce	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/outsouce	Designed, ITB	
6TH Ave Seawall and Boat Ramp	Normal	In Progress	3/1/2026	10%	Planning	\$46,184 for const (#141)	PW/TM/outsouce	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/SJRWMD WQ grants
Stormwater Master Plan	Low	Deferred		80%	Initiated		PW/TM/outsouce	Review existing plan and determine priority/budget	Jones eDMUNDS 2007, Basin Maps, Property Appraisers Plat Maps
Inventory of Assets	Low	In Progress		25%	Intitiated	\$52,000 for paving	PW/outsouce	Street Paving Inventory, Vulnerability Assett List	Part of Budget Process