



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

FEBRUARY 18, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

Wednesday, February 18, 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:

Town Manager A. Marie Smith
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 2-3**
5. **Proclamations/Awards/Announcements**
A. Town announcements and upcoming events – Town Clerk Amber Brown – Page 4
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 December 17, 2025 Regular Town Commission Meeting minutes – Pages 5-14
B. Approval of the January 7, 2026 Special Town Commission Meeting minutes – Pages 15-17
C. Reappointment of Crystal Cain as a board member on the Environmental Advisory Board – Page 18

9. Public Hearings/Special Orders

10. Unfinished Business

- A. Resolution 2026-01 - Adopting the Brevard County Hazard Mitigation Plan – Presented last month by the prior Interim Town Manager, Lisa Frazier – Pages 19-20
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN
- B. Discussion on the proposed Town policy and procedure regarding grant applications – Fire Marshal Dave Micka – Pages 21-23
- C. Consideration of the costs to access and remove a live manatee from a stormwater pipe and then do the necessary repairs – Town Manager A. Marie Smith – Page 24

11. New Business

- A. Resolution 2026-02 – Uniform Method of Collecting Non-Ad Valorem Assessments Levied – Town Attorney Ryan Knight – Pages 25-40
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ELECTING TO TIMELY PRESERVE THE USE OF THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS LEVIED IN ALL OR PART OF THE TOWN OF MELBOURNE BEACH FOR THE FISCAL YEAR 2026-2027 BEGINNING OCTOBER 1, 2026; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE TIMELY MAILING OF THIS RESOLUTION AS PROVIDED BY GENERAL LAW; AND PROVIDING FOR AN EFFECTIVE DATE.
- B. Discussion on regulating artificial turf– Commissioner Anna Butler – Page 41

12. Finance/Budget Report - Pages 42-79

13. Town Staff/Board Reports

- A. Technology Advisory Board
- B. Building Department – Pages 80-88
- C. Public Works Department – Pages 89-90
- D. Code Enforcement
- E. Fire Department
- F. Police Department – Pages 91-92
- G. Town Clerk – Pages 93-101
- H. Town Attorney
- I. Town Manager

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.

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
March 14, 2026	11:00 AM – 3:00 PM	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 4, 2026	TBD	Egg-Stravaganza	Ryckman Park, 509 Ocean Ave.	Egg scavenger hunt, games, face painting, magic show, meet the Easter Bunny
April 11, 2026	9:00 AM – 2:00 PM	Nature Day	Ryckman Park, 509 Ocean Ave.	An educational, family-friendly event dedicated to spreading awareness and sharing progress on local environmental efforts
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 of Melbourne Beach

REGULAR TOWN COMMISSION MEETING December 17, 2025 at 6:00 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

Vice Mayor Terry Cronin called the meeting to order at 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

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

Staff Members Present

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Town Clerk Amber Brown

Commission Members Absent

Mayor Alison Dennington

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Terry Cronin led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Meeting Agenda – Additions/Deletions/Changes – 02:23

Commissioner Sherri Quarrie pulled Consent Agenda Item B – Approval of the site plan for 206 Riverside Drive – new home to New Business Item A.

Vice Mayor Terry Cronin spoke about moving up the Town Attorney and Town Manager reports to the beginning of Town Staff/Board Reports and making that a permanent change.

Commissioner Sherri Quarrie made a motion to close the meeting by 10 o'clock; Commissioner Anna Butler seconded; Motion carried 3-1 with Commissioner Tim Reed dissenting.

Interim Town Manager Lisa Frazier requested the removal of New Business Item G.

5. Proclamations/Awards/Announcements – 05:36

Vice Mayor Terry Cronin announced that the Space Coast Fire Chiefs Association has recognized Fire Chief Gavin Brown as the 2025 Space Coast Fire Chief of the Year, Fire Marshal Dave Micka as the 2025 Space Coast Fire Marshal of the Year, and Town Clerk Amber Brown as the 2025 Space Coast Volunteer Firefighter of the Year.

A. Town announcements and upcoming events – Town Clerk Amber Brown

Town Clerk Amber Brown spoke about the upcoming events and announcements.

6. Public Comment (Non-Agenda Items) – 07:01

Jan Pence – 200 Riverside Dr – In celebration of the holidays, she brought some refreshments for the meeting. Thanked everyone who donated food and money for the food drive. Spoke about Vice Mayor Terry Cronin co-producing a movie called Christmas in Vietnam and the showing will be the closing of the food drive.

Dawn Barlow – 1710 Pine – Congratulated the new Commissioners and thanked the Commission for being willing to serve. Encouraged the Commission to hold workshops to prioritize short-term and long-term Town goals and planning.

Mary Weerts – 400 Driftwood Ave – Following up on her email from last month regarding the Mayor participating in discussions on litigation with the Mayor's LLC. The Commission should file an ethics complaint; it should not fall to private citizens to do so. Requested a motion to have the Town Manager and Town Attorney provide guidance on filing an ethics complaint. Provided potential complaints to be included. An ethics complaint allows an independent body to review the conduct, similar to the purpose of an audit.

Town Attorney Ryan Knight spoke about any resident being able to file an ethics complaint. Does not think that is the place of the Commission.

Commissioner Anna Butler spoke about how things have escalated, and she does not think it should be swept under the rug. The Commission needs guidance.

Vice Mayor Terry Cronin spoke about how these concerns have been going on for a while now. Does not want a toxic workplace or the appearance of one. This could be put on the agenda in January.

Tina Coppock – 505 Avenue B – Asked why no one has taken any action against the Mayor’s abuse of power and ethics violations, among other things. The Mayor participated in discussions about her lawsuits against the Town. Based on an anonymous survey, the Mayor has bullied and created a hostile work environment. After the Commission voted to proceed with the application of the SAFER grant, she contacted FEMA to thwart the efforts to obtain the SAFER grant. Something needs to be done to stop the abuse of her position. An ethics complaint must be signed by the individual, and the Mayor is a serial litigator.

Mark McBride – 310 Second Ave – Thanked the new Commissioners. Spoke about prioritizing short-term rental enforcement. For the last two months, there have been no short-term rental reports. The Commission voted to prioritize the enforcement.

Interim Town Manager Lisa Frazier spoke about having a hard time filling the part-time, short-term rental code enforcement officer position. Recommended making the two part-time code enforcement positions into one full-time position.

John Benton – 1155 Lincoln St, Pam Bay – Spoke about trying to get State Representative Randy Fine to assist him with a code enforcement issue in Cape Canaveral.

7. Consent Agenda – 33:41

- A. Approval of the site plan for 305 Oak Street – new home
- B. ~~Approval of the site plan for 206 Riverside Drive – new home~~ – Moved to New Business Item A
- C. Approval of the Parks Board Volunteer Application for Kathy Ivers-Osthus

Commissioner Sherri Quarrie made a motion to approve the Consent Agenda minus the 206 Riverside Drive as previously mentioned; Commissioner Anna Butler seconded; Motion carried 4-0.

8. New Business

- A. Approval of the site plan for 206 Riverside Drive – new home – 34:24

Commissioner Sherri Quarrie spoke about the landscape plan, which shows the removal of 3 mature oak trees. Would like the plans to be adjusted to move the driveway in order to protect those 2 oak trees. The topography of the lot shows the water from the middle of the lot going to the river and to the road, but the landscape plan shows plantings all along that area. There is supposed to be a swale to retain the water.

Commissioner Sherri Quarrie made a motion to table this site plan until we get a landscape plan that shows the oaks are not removed and that the pavers are done in a different manner; Commissioner Anna Butler seconded;

Jeff Joseph, the project manager with Joyal Homes, spoke about the Planning and Zoning Board approved the plans unanimously, including stormwater considerations. There are 3 oak trees impacted – 2 by the driveway and 1 by the house. 2 oak trees will remain, and the removed oaks will be replaced in accordance with the landscape ordinance. Regarding retaining the water, Clayton Bennett did the plans and there are 2 swales in the front. The owner wants a circular driveway, and the only way to do that is remove the 2 oak trees.

Jan Pence – 200 Riverside Dr – Would love to have a circular driveway, but we need to preserve oak trees.

Commissioner Anna Butler spoke about wanting to keep the trees, but we have to follow the rules. If they are following the rules, we would have to adhere to that.

Commissioner Tim Reed spoke about not thinking the Commission has the grounds under the code to require them to amend the plans. Would like the Town Planner to provide an opinion on this part of the code.

Commissioner Sherri Quarrie spoke about the ordinance allows for the removal if they are in the way of the structure. A paver driveway is just a ground cover and does not believe that would allow the removal of the oak trees.

Vice Mayor Terry Cronin read part of the Land Development Code on tree removal.

Jeff Joseph from Joyal Homes spoke about the removal of the trees were also included in the engineered drainage plan, and it was reviewed by the Town Engineer, who approved it.

Motion failed 1-3 with Vice Mayor Terry Cronin, Commissioner Anna Butler, and Commissioner Tim Reed dissenting.

Commissioner Tim Reed made a motion to approve the site plan for 206 Riverside Drive as approved by our Planning and Zoning Board; Commissioner Anna Butler seconded; motion carried 3-1 with Commissioner Sherri Quarrie dissenting.

B. Discussion on grant writing – Commissioner Sherri Quarrie – 54:47

Commissioner Sherri Quarrie spoke about wanting to put together a mechanism that would give the voting delegate for the SCLOC the ability to assist the Town Manager in finding grants and getting more money for the Town.

Commissioner Sherri Quarrie made a motion that we have our voting delegate with the Florida League of Cities each year assist the Town Manager in finding and writing grants for the benefit of the Town; Commissioner Anna Butler seconded;

Tina Coppock – 505 Avenue B – Asked who the voting delegate is and asked for that person's thoughts on this to know if they would be as dedicated to this.

Commissioner Tim Reed spoke about already having an account and looking for grants.

Commissioner Anna Butler commended Commissioner Tim Reed for being proactive and already doing it.

Motion carried 4-0.

- C. Discussion on hiring for the position of Finance Clerk – Commissioner Sherri Quarrie – 1:01:08

Commissioner Sherri Quarrie spoke about the previous Commission terminating the Finance Clerk position to redistribute the funds. Does not believe that was the right solution as the Finance Department wears a lot of hats. Would like to bring the essential position back.

Commissioner Sherri Quarrie made a motion that the Commission direct the Town Manager to hire a Finance Clerk; Commissioner Anna Butler seconded;

Bruce Larson – 1510 Pine St – Spoke about how finances are incredibly important. Where is the money coming from, and what are you going to give up for it.

Jan Pence – 200 Riverside Dr – Spoke about the Commission’s most important thing is to approve a budget. If this Commission feels it is important, then it is your duty to do that.

Commissioner Sherri Quarrie spoke about the Town Manager can find where to get the money from. There is quite a large amount in reserve.

Commissioner Tim Reed spoke about wanting to focus on filling the code enforcement position first. Is willing to discuss the Finance Clerk position during the next budget cycle.

Commissioner Anna Butler spoke about having ample funds in reserve, and thinks this is a priority, so she thinks it is necessary to bring it back and is in full support.

Motion carried 3-1 with Commissioner Tim Reed dissenting.

- D. Discussion on hiring for the position of Full-Time Code Enforcement Officer – Commissioner Anna Butler – 1:08:50

Commissioner Anna Butler spoke about how the full-time code enforcement position was made into 2 part time positions, and feels that was an error. There will be a better pool of applicants for a full-time position. Spoke about it being a crucial part of the Town.

Commissioner Anna Butler made a motion to eliminate the part-time code enforcement position and recreate a full-time code enforcement position that will be able to encompass all of the duties, short-term rentals, as well as nuisance code enforcement issues; Commissioner Sherri Quarrie seconded;

Tina Coppock – 505 Avenue B – Spoke about having a lot of manager experience. You get way more from 1 full-time employee. You also won’t have issues of who is responsible for what.

Mark McBride – 310 Second Ave – Spoke about the job description not having anything about short-term rentals, so that should be added. Need to enforce the ordinances we have.

Commissioner Sherri Quarrie requested the Town Manager review the job summary and ensure it includes the short-term rental aspect of the position.

Interim Town Manager Lisa Frazier spoke about both job descriptions being updated.

Commissioner Tim Reed spoke about wanting the job description amendment to be part of the motion. Is in support of the full-time position.

Commissioner Anna Butler approved the motion amendment.

Commissioner Anna Butler amended the motion that we eliminate the part-time code enforcement position and recreate a full-time code enforcement position that will be able to encompass all of the duties, short-term rentals, as well as nuisance code enforcement issues, and amend the job summary to include the short-term rental duties; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed spoke about wanting to be notified if the salary will be sufficient.

Interim Town Manager Lisa Frazier spoke about how our salaries are rather low.

Motion carried 4-0.

- E. Discussion on the creation of a Budget & Financial Advisory Board – Commissioner Tim Reed – 1:20:20

Commissioner Tim Reed spoke about taking advantage of residents' professional experience, knowledge, and expertise in the budget and finance areas by establishing an advisory board similar to the Technology Advisory Board.

Commissioner Tim Reed made a motion to have the Town Attorney draw up the paperwork to form a budget and financial advisory board with the voluntary membership of 5 members and 2 alternates, 2 year terms; Motion failed for a lack of second.

- F. Discussion on the institution of a moment of silent prayer immediately following the Pledge of Allegiance – Commissioner Anna Butler – 1:23:48

Commissioner Anna Butler spoke about occasions when there is not a moment of silence, and residents have requested it. With everything going on in the world right now, it would be nice. Spoke with the other representatives at the South Beaches Coalition, and all of them do it.

Commissioner Anna Butler made a motion to have on the agenda and adhere to a moment of silent prayer after the pledge of allegiance at the beginning of every meeting; Commissioner Sherri Quarrie seconded;

Jan Pence – 200 Riverside Drive – Thanked the Commission, a lot of residents requested this.

Town Attorney Ryan Knight spoke about the Resolution states a Moment of Silence, so this edit can be done when that resolution is being discussed at the January meeting.

The Commission agreed to pick this up at the January RTCM.

- G. Review of bids received for 410 Riverview Lane Storm Repair project – Interim Town Manager Lisa Frazier – 1:29:29

Interim Town Manager Lisa Frazier spoke about going out for bid, and we only received 1 bid. This is not budgeted, and the cost is high. While Atlantic Development was in Town for other work, they reviewed and provided a quote, which is significantly less. If the Commission would like to accept the bid from Atlantic Development, you would have to deny the bid from JoBear and then accept the bid from Atlantic and then we can amend the contract with Atlantic.

Commissioner Sherri Quarrie made a motion to reject the JoBear Contracting response and bid and modify Atlantic Development of Cocoa’s existing contract for the 410 Riverview Lane storm repair; Commissioner Anna Butler seconded;

Commissioner Sherri Quarrie asked if there is any issue with modifying the contract.

Town Attorney Ryan Knight said it would be fine; it would just be a change order.

Commissioner Tim Reed agreed with hiring Atlantic, with one modification being the cost is carried under Fund 141 since it is a repair. Asked about access since it is a dead-end street.

Interim Town Manager Lisa Frazier spoke about how, while the repair is being done, one lane will remain open at all times.

Commissioner Tim Reed proposed an amendment to have the cost come from Fund 141.

Commissioner Sherri Quarrie amended the motion to reject the JoBear Contracting response and bid and modify Atlantic Development of Cocoa’s existing contract for the 410 Riverview Lane storm repair, and that the cost of the repair is carried under Fund 141 versus 341; Commissioner Anna Butler seconded; Motion carried 4-0.

- H. ~~Review of quotes received for Fire Department shower stall replacements – Interim Town Manager Lisa Frazier~~ Removed from the agenda by Interim Town Manager Lisa Frazier

Vice Mayor Terry Cronin spoke about an email the Commission received about adding a fence dividing Ryckman Park from the parking area. – 1:38:46

Commissioner Tim Reed spoke about adding it to the task list or the Town Manager’s report.

9. Finance/Budget Report – 1:40:23

Commissioner Sherri Quarrie made a motion to accept the finance report as presented; Commissioner Anna Butler seconded; Motion carried 4-0.

10. Town Staff/Board Reports

- A. Town Attorney - Moved up from Item J – 1:41:00

Town Attorney Ryan Knight spoke about the January 9th Special Meeting to interview the Town Manager candidates, and at the end there will be a vote. Regarding the ethics questions, at this point, we do not have an investigation or a report from anyone outside of the Town. Normally if the Commission asked him to forward a complaint or file a complaint, he would just send a letter to the Florida Ethics Commission referencing whatever outside investigation had been performed. Otherwise, you run into situations where commissioners vote to have ethics complaints initiated against each other. He cannot prosecute a case against a commissioner when he does not have an outside report or investigation. If the Commission would like to go that route, the first step would be to have an investigation by an outside attorney. Update on lawsuits: interrogatories are due Friday.

Commissioner Sherri Quarrie confirmed that the Town Attorney could provide a list of outside attorneys if that is something the Commission asks for.

Commissioner Tim Reed asked about the settlement discussions and whether there is something the Commission needs to do for that.

Town Attorney Ryan Knight spoke about how the Commission can have a shade meeting which is to discuss settlement offers. The settlement offer expired at the beginning of December, but he could request an updated settlement demand. The Commission could vote to accept it or do nothing to reject the settlement.

B. Town Manager – Moved up from Item K – 1:48:43

Interim Town Manager Lisa Frazier spoke about providing a weekly report that is available on the website under Departments, and then Town Manager. Also, on the website is projects in action and the Basin 1 project will be kicking off on January 5th.

C. Technology Advisory Board – 1:51:56

Bruce Larson, Chairman of the Technology Advisory Board spoke about the 7 ongoing projects, and 1 tabled. They are at or getting to a place where they will need more staff time.

Commissioner Sherri Quarrie asked for more information about needing staff involvement. Thought the Board was going to look at software and programs and bring them forward, which would not need staff involvement. Staff is already so inundated with duties, and she did not realize this Board would increase the workload for staff.

Bruce Larson spoke about how the Board does not have access to the Town's systems, and to figure out how we are utilizing technology they need to get staff input.

Commissioner Anna Butler spoke about having the same reaction when she read the report. The Town is short staffed, so is there a way to streamline it so it does not take as much staff time. The plan was to go through the Town Manager to assess the software rather than sitting with the staff and taking their time.

Interim Town Manager Lisa Frazier spoke about asking the Board to review municipal systems because that is something that would really help the Town.

Commissioner Tim Reed spoke about the staff finding the Board as a benefit and not a burden.

Further discussion ensued.

Interim Town Manager Lisa Frazier spoke about some of the items the Board has brought up are energetic and the Town will not be able to get everything done by March. Things need to be prioritized.

D. Building Department

E. Public Works Department

Vice Mayor Terry Cronin spoke about finding ways to combat graffiti.

Interim Town Manager Lisa Frazier spoke about it being difficult to catch who is doing it, and the materials they use are harder to remove now days.

F. Code Enforcement

G. Fire Department

Fire Chief Gavin Brown spoke about the old fire truck has been stripped and listed on a nationwide site for \$150,000, which is high, but we have had 3 interested parties. Looking into listing it with additional sites. The sites only get paid if the sale is through their site, which is 10%. Looked into selling it outright but would not get as high of a price. The new fire engine is now in service. As far as the grant, all of the money has been awarded, so we were probably not awarded the grant; however, we have not received the letter of denial. Tightening up the job descriptions and looking into turning the police pension into a public safety pension.

Commissioner Anna Butler asked how specific the letter from the grant will be.

Fire Chief Gavin Brown spoke about how they do not provide any details.

H. Police Department

I. Town Clerk

Town Clerk Amber Brown spoke about the company provided a sample of the re-scanned documents for the Town to import and verify the documents are being renamed correctly, filed correctly, and have the correct metadata. We have not had time to do that process yet, but the company has continued to work on the remaining boxes.

J. ~~Town Attorney~~ Moved to Town Staff/Board Reports Item A

K. ~~Town Manager – Strategic priorities task list~~ Moved to Town Staff/Board Reports Item B

11. Commission Reports

Commissioner Tim Reed asked about the timeline for a workshop and the toxic workplace survey.

Vice Mayor Terry Cronin spoke about wanting to have a timeline so all Commissioners are on the same page. Another topic for the workshop is how to avoid a hostile workplace.

Commissioner Tim Reed spoke about wanting to start the discussion about timelines and prioritization. Add the grant policy and procedure to the January 7th workshop.

Interim Town Manager Lisa Frazier spoke about January 7th being too soon for the toxic workplace survey workshop.

Vice Mayor Terry Cronin spoke about targeting the February workshop for the toxic workplace survey. Would like a clear vision of a timeline, so each Commissioner knows what to expect.

Commissioner Tim Reed spoke about starting the conversation on January 7th, and as part of that workshop include the discussion on a policy for grants which was tabled.

Commissioner Anna Butler spoke about how there were a lot of budget meetings. Everyone does better knowing what the expectations are.

Commissioner Sherri Quarrie spoke about the strategic plan, and how some of the items the Commission is not involved in but should know about. Distinguish the difference between items the Commission is involved in versus what the Town staff is responsible for.

Vice Mayor Terry Cronin spoke about having the January 7th workshop, some takeaways from the meeting being using resident consultants, thinking about amending the tree ordinance, and having refreshments at meetings.

12. Adjournment

Commissioner Anna Butler made a motion to adjourn; Commissioner Tim Reed seconded; Motion carried 4-0.

Meeting adjourned at 8:49 PM.

ATTEST:

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING January 7, 2026 at 8:00 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 Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 8:08 p.m.

2. Roll Call

Town Clerk Amber Brown 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

Interim Town Manager Lisa Frazier
Fire Chief Gavin Brown
Town Clerk Amber Brown

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

Mayor Alison Dennington led the Pledge of Allegiance, a moment of silence, and read the Civility Pledge.

4. Public Comments

5. New Business

- A. Consideration of the three (3) proposals by licensed contractors for Town Hall second-floor shower stalls replacement – Interim Town Manager Lisa Frazier

Interim Town Manager Lisa Frazier spoke about the 2 men's showers and 1 women's shower on the second floor of Town Hall having been gutted due to an ongoing leak. There are 3 proposals, and there are differences. Sun Plumbing is a plumber, so they would need us or others to do the general contracting work. They're using prefab acrylic or fiberglass showers. Expedition Roofing is a general contractor, and they quoted prefab showers and are also looking at the overall building. LH Tanner Construction is a general contractor, and their proposal is for tile in lieu of prefab showers. They are also looking at the overall building. Prefabricated showers have a shorter life, but have a lower maintenance cost than tile.

Commissioner Tim Reed spoke about the Sun Plumbing quote is an incomplete quote because they would not be finishing everything, so there are unknown costs for that. Expedition Roofing does not have work comp insurance. Both would require core drilling. LH Tanner did not involve the drilling. The funding is coming from contingency, but if additional funds are needed, Public Works has \$10,000 for building maintenance and repair. Has a hard time with the Sun Plumbing quote, concerned about the licensing for Expedition Roofing, while LH Tanner is higher is easier to accept. A company came in to do leak prevention, and was unsuccessful, so the three showers were gutted, and need to be completely redone.

Mayor Alison Dennington spoke about there being roof leaks near the cupola and not wanting to keep throwing money at something. Spoke with the insurance company about a claim being denied because they had already paid out for leaks in the same area. Confused why we are paying to have something done again, and the showers were ripped out. We need to fix the leak. Since Sun Plumbing's quote is incomplete, we do not have the 3 required bids. Is against the tile because of the lower maintenance.

Town Manager Lisa Frazier spoke about how there are three quotes in front of you, but one is not doing the furring. Our Public Works said they can do it. They are all licensed and insured. Asked if the insurance claim was for the showers or for the roof.

Town Clerk Amber Brown spoke about exposing the leaks through the ceiling tiles, and the leaks are coming from the pipes that are directly connected to the three showers. The leaks have been mitigated.

Interim Town Manager Lisa Frazier spoke about the work that had already done was to mitigate the leaks and gut the showers.

Commissioner Sherri Quarrie spoke about how fiberglass inserts would not be the standard that we would want. They are only suitable for up to 300 lbs. and only if they have the correct reinforcement. Tile might be more expensive, but it would support the weight of the staff on a regular basis. Having a shower surround crack would be more extensive than doing grout work. Although it is more expensive, is in favor of the LH Tanner quote.

Commissioner Sherri Quarri made a motion to accept the bid from LH Tanner Construction Corporation in the amount of \$25,527.00; Commissioner Tim Reed seconded;

Vice Mayor Terry Cronin spoke about the tile quote, noting it can last 40 years, which would explain the higher price.

Interim Town Manager Lisa Frazier spoke about the LH Tanner quote, also including more of the general contracting work.

Commissioner Tim Reed spoke about this is an opportunity to build a relationship with a general contractor.

Motion carried 5-0.

Mayor Alison Dennington spoke about keeping all of the paperwork in case of any warranty needs.

6. Adjournment

Commissioner Sherri Quarrie moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 8:27 pm.

ATTEST:

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk



Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.

Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: Crystal J Cain Home Phone: 321-984-2221

Home Address: 309 Surf Rd

Mobile Phone: 321-698-3533 Email Address: ccain2@cfl.rr.com

Business Name: _____ Business Phone: _____

Resume or Education & Experience (attach additional pages if necessary):
Current member of the Environmental Board

Date of Birth: 01/01/1964 (optional; to verify voter registration)

Are you a registered voter of the town? YES NO

Are you a resident of the town? YES NO

Do you reside in the town for at least ten (10) months of each calendar year? YES NO

Do you hold a public office? YES NO

Do you currently serve on a Town board? YES NO

If yes, which board? Environmental Board and History Ctr Board

Please check the board(s) on which you are interested in serving:

** no financial disclosure required

- | | |
|---|--|
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> History Center Board ** |
| <input type="checkbox"/> Technology Advisory Board ** | <input type="checkbox"/> Ryckman House Historical Preservation |
| <input type="checkbox"/> Planning and Zoning Board | <input type="checkbox"/> and Awareness Board ** |
| <input type="checkbox"/> Police Pension Fund Board of Trustees | <input type="checkbox"/> Parks Board ** |
| <input checked="" type="checkbox"/> Environmental Advisory Board ** | <input type="checkbox"/> Other _____ |

Why do you think you are qualified to serve on this board? Past involvement with EAB

Would you consider serving on another board other than the one(s) you have selected above? YES NO

Signature:

Date: 2/6/26

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: townclerk@melbournebeachfl.org

Town Commission Meeting

Section: Unfinished Business

Meeting Date: February 18, 2026

From: Prior Interim Town Manager Lisa Frazier

RE: 2025 Brevard County Hazard Mitigation Plan

Background Information:

The Brevard County Hazard Mitigation Plan (HMP) has been approved by the Florida Division of Emergency Management (FDEM). The next step is to officially adopt the HMP by Resolution of the Town Commission.

The Hazard Mitigation Plan must be adopted to remain eligible for future FEMA funding such as the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and other FEMA non-emergency disaster assistance. The completed adoption documents must be sent back to Brevard County Emergency Management to be transmitted to the Division and FEMA. An official approval letter from FEMA will be sent back to the Town for our records.

Attachments:

Resolution 2026 – 01

The Brevard County Hazard Mitigation Plan 2025 is located on the Town's website under Agendas and Minutes as an addition to the February 18, 2026 meeting. This is the link to it <https://www.melbournebeachfl.org/files/assets/city/v/1/boards-amp-commission/town-commission/2025-brevard-county-hazard-mitigation-plan-with-cover-page.pdf>

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 18th day of February 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: Unfinished Business
Meeting Date: February 18, 2026
From: MBVFD Fire Marshal Dave Micka
RE: Proposed Town policy and procedure regarding grant applications

Background Information:

The Town Commission requested a policy and procedure regarding grant applications. During the January Regular Town Commission Meeting, a proposed draft was presented. Due to concerns about the policy, the Commission requested MBVFD Fire Marshal Dave Micka to present an amended policy.

The amended policy is succinct with a clear framework for how grants requiring matching funds will be approved, administered, and tracked while providing for a level of Commission oversight to avoid certain risks expressed by members of the Commission at the last meeting. It mirrors existing Town Purchasing Policies related to the maximum dollar amounts and the required approvals when committing to expenditure of those funds. The policy also provides guidance on internal controls, documentation requirements, and reporting to the Town Commission.

Adoption of this policy will strengthen the Town's ability to effectively manage the grant application and management process and reduce potential risks associated with that process in the past.

Please note that one will see a significant difference in the format between original draft and new draft policy. The new draft is in the current format of other Town policies where the original was not.

The purpose of the proposed Grant Policy is to:

- Define roles and responsibilities for approval for grant submittals
- Define roles and responsibilities for approval of grant awards
- Define roles and responsibilities for grant administration
- Ensure compliance with grant requirements and reporting

Attachments:

- Original proposed draft policy
- New proposed draft policy by Fire Marshal Dave Micka as reviewed by Town Attorney Ryan Knight



Town of Melbourne Beach

CHAPTER 16 TOWN OF MELBOURNE BEACH GRANTS APPLICATION & MANAGEMENT POLICY

16.01 Policy

Grant funds received by the Town shall be utilized to support 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.

16.02 Grant Application Process

All grant application requests requiring any matching funds from the Town, whose matching funds are not included in the approved budget or consists of matching funds request of \$10,000 or greater, shall require approval by vote of the Town Commission before the application for the grant can be submitted.

All other grant application requests requiring any matching funds from the Town, whose matching funds 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 less than \$10,000 the Town Manager or designee has authority to approve, sign and submit grant applications.

If the Town Manager or designee applies for a grant, notification of such shall be made to the Commission at the next regularly scheduled Town Commission meeting and shall be prepared by the Town Manager or designee.

16.03 Grant Award Acceptance Process

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 acceptance of an award.

All grant agreements or contracts requiring any matching funds from the Town, whose matching funds have been (1) approved by the Town Commission, (2) are included in the approved budget, or (3) consists of matching funds request of \$5,000 or less, may be accepted and executed by the Town Manager or designee.

All grant agreements or contracts requiring matching funds from the Town, whose matching funds are not included in the approved budget or consists of matching funds request of greater than \$5,000, shall require approval by vote of the Town Commission to accept award of the grant and approve the terms and conditions.

When approval of the Town Commission is required to accept award of a grant the Town Manager or designee shall prepare a Town Commission agenda item for the Town Commission to accept award of the grant and approve the terms and conditions.

16.04 Grant Management Process

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.

If allowed by the grantor all income resulting from a grant funded project or program shall adhere to grantor requirements.

All procurement activity associated with grant funded projects or programs shall follow the procedures outlined in the Town Purchasing Policy.

Accurate and timely reporting shall be submitted to a grantor as required by the Grant Agreement or Contract.

Town Commission Meeting

Section: Unfinished Business
Meeting Date: February 18, 2026
From: Town Manager A. Marie Smith
RE: Consideration of the costs to access and remove a live manatee from a stormwater pipe and then do the necessary repairs

Background Information:

On February 9, 2026, an Emergency Town Commission Meeting was held to address the potential costs to remove a live manatee trapped inside a stormwater junction box in Melbourne Beach. During the meeting, the Commission voted 4-0 to approve up to \$30,000 for manatee removal and repair costs to the stormwater system and road. If the total cost would exceed the initial \$30,000 approved, it would require a subsequent vote from the Commission, with a grand total not to exceed \$60,000 for the project.

Section 2.11 of the Town Charter provides that action taken at emergency meetings must be ratified at the next regularly scheduled meeting of the Town Commission.

An additional item for discussion is the potential allocation of funding for improvements to stormwater pipe outflows for manatee protection.

Attachments:

None

Town Commission Meeting

Section: New Business

Meeting Date: February 18, 2026

From: Town Attorney Ryan Knight

RE: Resolution 2026-02 – Uniform Method of Collecting Non-Ad Valorem Assessments Levied

RESOLUTION NO. 2026-02

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ELECTING TO TIMELY PRESERVE THE USE OF THE UNIFORM METHOD OF COLLECTING NON-AD VALOREM ASSESSMENTS LEVIED IN ALL OR PART OF THE TOWN OF MELBOURNE BEACH FOR THE FISCAL YEAR 2026-2027 BEGINNING OCTOBER 1, 2026; STATING A NEED FOR SUCH LEVY; PROVIDING FOR THE TIMELY MAILING OF THIS RESOLUTION AS PROVIDED BY GENERAL LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Melbourne Beach Town Commission is contemplating the imposition and collection of one or more assessments for the fiscal year 2026-2027 beginning October 1, 2026; and

WHEREAS, the Town of Melbourne Beach intends to use the uniform method for collecting non-ad valorem assessments to real property within the Town of Melbourne Beach as authorized by section 197.3632, Florida Statutes, as amended, because this method will allow such assessments to be collected annually commencing in November 2026, in the same manner as provided for ad valorem taxes; and

WHEREAS, the Town of Melbourne Beach held a duly advertised public hearing prior to the adoption of this Resolution, proof of publication of such hearing being attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida:

Section 1: The above recitals and true and correct and incorporated herein by reference.

Section 2: This Resolution is adopted pursuant to sections 197.3632 and 197.3635, Florida Statutes (collectively, the "Uniform Collection Act"), and other applicable provisions of law.

Section 3: Findings. It is hereby ascertained, determined, and declared as follows:

(A) For planning and budgeting purposes it is prudent for the Commission to preserve the ability to contemplate and consider the imposition and collection of one or more series of special assessments, sometimes referred to as non-ad valorem assessments, for the provision of, among other things, streets, transportation, mobility, stormwater management, flood control, fire protection and associated emergency services availability, including capital equipment, facilities, programs, and other or related capital improvements and/or essential services and/or unpaid, rates, fees and charges associated therewith benefitting real properties (hereinafter generally the "Improvements and Services") for the fiscal year beginning October 1, 2026.

(B) The Town Commission hereby directs preservation of the option to use the uniform method for collecting non-ad valorem assessments to fund the cost of providing such Improvements and Services to property within the Town as authorized by the Uniform Collection Act, which will allow such assessments to be collected fairly and efficiently each fiscal year commencing in November 2026, in the same manner as provided for ad valorem taxes (this is sometimes referred to as the “uniform method of collection”). A description of the boundaries of the Town is attached hereto as **Exhibit A**. This Resolution timely serves to comply with general law and allows for further review and budgetary planning well in advance as the Town’s budget is formed and finances are considered.

(C) The Town Commission has held a duly advertised public hearing for the purpose of considering the adoption of this Resolution, proof of publication providing notice of such hearing and attached hereto as **Exhibit B**. This Resolution preserves a valuable fiscal planning tool subject to future policy determinations by the Commission.

(D) In compliance with Section 197.3632 (3)(a), Florida Statutes, the occurrence of the necessary public hearing and adoption of this Resolution occurred prior to March 1, 2026. **Exhibit C**, attached hereto, reflects substantiation of permission and the necessary agreement to hold the necessary public hearing after December 31, 2025, but before March 1, 2026.

(E) In the event any assessments are collected pursuant to the Uniform Collection Act, the Town Commission intends and agrees to be bound by the statutory terms required for the use of the uniform method for collecting non-ad valorem assessments, including reimbursement to the tax collector and property appraiser of necessary administrative costs and actual costs of collection not exceeding the amounts allowed and provided for by law upon certification of the non-ad valorem assessment roll to the tax collector on a compatible electronic medium without error or omission beginning as soon as early September 2026.

Section 4: Uniform Method of Collecting Non-Ad Valorem Assessments.

(A) Commencing with the ad valorem tax notices issued in November 2026 and each year thereafter, the Town Commission hereby acts to preserve fiscal opportunities and options by now timely announcing an intention to use the uniform method authorized by the Uniform Collection Act for collecting non-ad valorem assessments associated with providing the Improvements and Services.

(B) The Town Commission hereby determines that the levy of such assessments will possibly be needed to pay or fund the cost of providing such Improvements and Services. All Town Commission decisions to impose any non-ad valorem assessments will come later, likely during the Spring 2026 only after additional duly noticed public hearing and further budgetary consideration.

(C) Adoption of this Resolution is for the purpose of complying with the general law statutory requirements that the Town Commission publicly announce and inform the Florida Department of Revenue, the respective property appraiser, and tax collector serving the Town of Melbourne Beach by March 10 prior to any initial fiscal year in which such assessments may be

imposed that it may levy non-ad valorem special assessments and use the uniform method of collection.

(D) Adoption of this Resolution does not and shall not be deemed to commit or require the Town Commission to impose any assessments.

(E) Upon adoption, the Town Clerk is hereby directed to timely send a copy of this Resolution by United States mail to the Florida Department of Revenue, the Brevard County Property Appraiser, and the Brevard County Tax Collector by March 10, 2026.

Section 5: Construction. This Resolution shall be liberally construed to effect the purposes hereof.

Section 6: Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this ____ day of _____ 2026.

ATTEST:

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

Amber Brown, CMC
Town Clerk

By: _____
Alison Dennington, Mayor

(TOWN SEAL)

EXHIBIT A

**LEGAL DESCRIPTION OF
THE TOWN OF MELBOURNE BEACH, FLORIDA**

The entirety of the lands within the boundaries of the Town of Melbourne Beach, Florida, which also include and are more particularly described and referenced in the Town of Melbourne Beach Town Charter, as amended.

Source: Town Charter, Article 1, Section 1.05 - Boundaries. A printed version of the Town Boundaries of the Town are on file in the office of the Town Clerk.

EXHIBIT B
PROOF OF PUBLICATION

Melbourne Beach Town Clerk

From: Brevard Legals <brelegals@usatodayco.com>
Sent: Friday, January 23, 2026 11:10 AM
To: Melbourne Beach Town Clerk
Subject: Thank you for placing your order with us.
Attachments: ATT00002.jpg

THANK YOU for your ad submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

We appreciate you using our online self-service ads portal, available 24/7. Please continue to visit Brevard Florida Today's online Classifieds [HERE](#) to place your legal notices in the future.

Deadlines vary by publication, changes and/or cancellations may not be honored due to deadline restrictions.

Job Details

Order Number:
LSAR0446733
 Classification:
[Govt Public Notices](#)
 Package:
[General Package](#)
 Additional Options:
 1 Affidavit \$2.00
 Total payment:
 \$295.04

Account Details

Town Of Melbourne Beach (Te)
 507 Ocean Ave
 Melbourne Beach, FL □ 32951-
 2523
 321-724-5860
 TownClerk@melbournebeachfl.org
 Town Of Melbourne Beach (Te)

Schedule for ad number LSAR04467330

Tue Jan 27, 2026
Brevard Florida Today
All Zones

NOTICE OF INTENT TO USE UNIFORM METHOD
NON-AD VALOREM ASSESSMENT

The Town Commission ("Town Commission") of Melbourne Beach, Florida (the "Town") hereby provides notice pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to begin collecting non-ad valorem special assessments for the next 10 years within certain areas of the incorporated Town. Potential special assessment areas could include the cost of providing stormwater services, capital improvements, water and wastewater services, fire station improvements and/or operation and maintenance of providing fire services. Each assessment area to be established, assessment area which may be a portion of an incorporated area of the Town for the Fiscal Year beginning in 2026 and thereafter.

The Town will consider the adoption of a uniform method of collecting such assessments pursuant to Section 197.3632, Florida Statutes, at a public hearing on or before August 18, 2026, or as soon thereafter as the matter is brought to the Community Center, 509 Ocean Avenue, Melbourne Beach, Florida. The Town will state the need for the levy and will contain the boundaries of the real property subject to the levy in the form of resolution, which contains the legal description of the real property subject to the levy, may be obtained from the Town Clerk. All affected real property owners have a right to file written objections with the Town Clerk at the public hearing. Pursuant to Section 286.0105, Florida Statutes, the Town advises the public that if a person decides to appeal the Town Commission with respect to this ordinance at the public hearing, such person must ensure that a verbal record of the hearing is made, which record includes the testimony of the person making the appeal is to be based.

The needs of a hearing or visually impaired person of Melbourne Beach is notified at least 48 hours before the hearing by any person wishing assistance.

If you have questions, please contact the Town Clerk, Amber Brown, Town Clerk

Town of Melbourne Beach
507 Ocean Avenue

Melbourne Beach, Florida 32951

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS**

The Town Commission ("Town Commission") of the Town of Melbourne Beach, Florida (the "Town") hereby provides notice, pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied over a number of years within certain areas of the incorporated area of the Town. The potential special assessment areas could include areas created to fund the cost of providing stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services. Each assessment area is to be located in a separate, to be established, assessment area which may be located within the incorporated area of the Town for the Fiscal Year beginning on October 1, 2026, and thereafter.

The Town will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by Section 197.3632, Florida Statutes, at a public hearing to be held on February 18, 2026, or as soon thereafter as the matter may be heard, at Community Center, 509 Ocean Avenue, Melbourne Beach, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, may be obtained from the Town Clerk at 321-724-5860. All affected real property owners have a right to appear at the hearing and to file written objections with the Town Clerk any time prior to the public hearing. Pursuant to Section 286.0105, Florida Statutes, the Town hereby advises the public that if a person decides to appeal any decision made by the Town Commission with respect to this or any matter considered at a hearing, such person must ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The needs of a hearing or visually impaired person shall be met if the Town of Melbourne Beach is notified at least 48 hours prior to the public hearing by any person wishing assistance.

If you have questions, please contact the Town Clerk:

Amber Brown, Town Clerk
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
Phone: 321-724-5860; Fax: 321-984-8994
January 27 2026
LSAR0446733

Public Sale**Public Sale****Notice of Public Sale**

Notice is hereby given that on 02/12/2026 at 9:00am, the following personal property will be sold at public auction pursuant to F.S. 715.109: 1966 NEWM 320648. Last tenants: Haley Neal, Matthew Roderick Castro, Sharon Mae Ingold, and all unknown parties, beneficiaries, and heirs. Sale to be held at 799 Clearlake Road Cocoa, FL 32922; (248) 988-8845 ext 108.
January 27, February 3 2026
LSAR0446726

Melbourne Beach Town Clerk

Subject: FW: Thank you for placing your order with us.
Attachments: ATT00001.jpg

From: Brevard Legals <brelegals@usatodayco.com>
Sent: Friday, January 23, 2026 11:33 AM
To: Melbourne Beach Town Clerk <TownClerk@melbournebeachfl.org>
Subject: Thank you for placing your order with us.

THANK YOU for your ad submission!

This is your confirmation that your order has been submitted. Below are the details of your transaction. Please save this confirmation for your records.

We appreciate you using our online self-service ads portal, available 24/7. Please continue to visit Brevard Florida Today's online Classifieds [HERE](#) to place your legal notices in the future.

Deadlines vary by publication, changes and/or cancellations may not be honored due to deadline restrictions.

Job Details

Order Number:
LSAR0446819
 Classification:
 Govt Public Notices
 Package:
 General Package
 Additional Options:
 1 Affidavit \$2.00
 Total payment:
 \$793.12

Account Details

Town Of Melbourne
 Beach (Te)
 507 Ocean Ave
 Melbourne Beach, FL
 ☐ 32951-2523
 321-724-5860
TownClerk@melbournebeachfl.org
 Town Of Melbourne
 Beach (Te)

Schedule for ad number LSAR04468190

Tue Feb 3, 2026
Brevard Florida Today
All Zones
Tue Feb 10, 2026
Brevard Florida Today
All Zones
Tue Feb 17, 2026
Brevard Florida Today
All Zones

NOTICE OF INTENT TO USE UNIFORM METHOD NON-AD VALOREM ASSESSMENTS

The Town Commission ("Town Commission") of Melbourne Beach, Florida (the "Town") hereby provides notice pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to begin collecting non-ad valorem special assessments in the next few years within certain areas of the incorporated area. Potential special assessment areas could include the cost of providing stormwater services, capital improvements, water and wastewater services and fire station improvements and/or operational costs of providing fire services. Each assessment area is to be established, assessment area which may be incorporated area of the Town for the Fiscal Year beginning in 2026 and thereafter.

The Town will consider the adoption of a resolution to use a uniform method of collecting such assessments pursuant to Section 197.3632, Florida Statutes, at a public hearing on August 18, 2026, or as soon thereafter as the matter is brought to the Community Center, 509 Ocean Avenue, Melbourne Beach, Florida. The resolution will state the need for the levy and will contain the boundaries of the real property subject to the levy. A copy of the form of resolution, which contains the legal description of the real property subject to the levy, may be obtained from the Town Clerk. All affected real property owners have a right to be heard at the hearing. Pursuant to Section 286.0105, Florida Statutes, the Town advises the public that if a person decides to appeal the resolution to the Town Commission with respect to this or any other matter at the hearing, such person must ensure that a verbal recording of the appeal is made, which record includes the testimony of the person making the appeal is to be based.

The needs of a hearing or visually impaired persons of Melbourne Beach is notified at least 48 hours before the hearing by any person wishing assistance.

If you have questions, please contact the Town Clerk:

Amber Brown, Town Clerk

Town of Melbourne Beach

507 Ocean Avenue

Melbourne Beach, Florida 32951

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS**

The Town Commission ("Town Commission") of the Town of Melbourne Beach, Florida (the "Town") hereby provides notice, pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied over a number of years within certain areas of the incorporated area of the Town. The potential special assessment areas could include areas created to fund the cost of providing stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services. Each assessment area is to be located in a separate, to be established, assessment area which may be located within the incorporated area of the Town for the Fiscal Year beginning on October 1, 2026, and thereafter.

The Town will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by Section 197.3632, Florida Statutes, at a public hearing to be held on February 18, 2026, or as soon thereafter as the matter may be heard, at Community Center, 509 Ocean Avenue, Melbourne Beach, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, may be obtained from the Town Clerk at 321-724-5860. All affected real property owners have a right to appear at the hearing and to file written objections with the Town Clerk any time prior to the public hearing. Pursuant to Section 286.0105, Florida Statutes, the Town hereby advises the public that if a person decides to appeal any decision made by the Town Commission with respect to this or any matter considered at a hearing, such person must ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The needs of a hearing or visually impaired person shall be met if the Town of Melbourne Beach is notified at least 48 hours prior to the public hearing by any person wishing assistance.

If you have questions, please contact the Town Clerk:

Amber Brown, Town Clerk
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
Phone: 321-724-5860; Fax: 321-984-8994
February 3, 10, 17 2026
LSAR0446819

**NOTICE OF INTENT TO USE UNIFORM METHOD OF COLLECTING
NON-AD VALOREM ASSESSMENTS**

The Town Commission ("Town Commission") of the Town of Melbourne Beach, Florida (the "Town") hereby provides notice, pursuant to Section 197.3632(3)(a), Florida Statutes, of its intent to use the uniform method of collecting non-ad valorem special assessments to be levied over a number of years within certain areas of the incorporated area of the Town. The potential special assessment areas could include areas created to fund the cost of providing stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services. Each assessment area is to be located in a separate, to be established, assessment area which may be located within the incorporated area of the Town for the Fiscal Year beginning on October 1, 2026, and thereafter.

The Town will consider the adoption of a resolution electing to use the uniform method of collecting such assessments authorized by Section 197.3632, Florida Statutes, at a public hearing to be held on February 18, 2026, or as soon thereafter as the matter may be heard, at Community Center, 509 Ocean Avenue, Melbourne Beach, Florida. Such resolution will state the need for the levy and will contain a legal description of the boundaries of the real property subject to the levy. Copies of the proposed form of resolution, which contains the legal description of the real property subject to the levy, may be obtained from the Town Clerk at 321-724-5860. All affected real property owners have a right to appear at the hearing and to file written objections with the Town Clerk any time prior to the public hearing. Pursuant to Section 286.0105, Florida Statutes, the Town hereby advises the public that if a person decides to appeal any decision made by the Town Commission with respect to this or any matter considered at a hearing, such person must ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

The needs of a hearing or visually impaired person shall be met if the Town of Melbourne Beach is notified at least 48 hours prior to the public hearing by any person wishing assistance.

If you have questions, please contact the Town Clerk:

Amber Brown, Town Clerk
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, Florida 32951
Phone: 321-724-5860; Fax: 321-984-8994
February 3, 10, 17 2026
LSAR0446819

EXHIBIT C

**AGREEMENTS WITH PROPERTY APPRAISER
AND TAX COLLECTOR**

**BREVARD COUNTY PROPERTY APPRAISER'S
CONSENT TO EXTENTION OF TIME**

This Consent to Extension of Time is given as of _____, 2026, by the Brevard County Property Appraiser ("Property Appraiser"), to the Town of Melbourne Beach, Brevard County, Florida (the "Town").

WHEREAS, the Town desires to collect non-ad valorem assessments for stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services beginning with Fiscal Year 2026-2027; and

WHEREAS, the Town must adopt a resolution of intent under Chapter 197, Florida Statutes, in order to collect said assessment on the Tax Collector's tax bill under the Uniform Method of Collection; and

WHEREAS, the Town would like an extension beyond January 1, 2026, to March 1, 2026, by which to adopt the resolution of intent; and

WHEREAS, The Town seeks the consent of the Property Appraiser and Tax Collector for such extension of time.

NOW, THEREFORE, the Property Appraiser hereby consents, pursuant to section 197.3632(3)(a), Florida Statutes, to the Town's holding of a public hearing prior to March 1, 2026, to consider the adoption of a resolution of the Town of Melbourne Beach Town Commission providing a notice of its intent to use the section 197.3632, Florida Statutes, non-ad valorem method of collecting assessments to fund the Town's stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services beginning with Fiscal Year 2026-2027.

Brevard County Property Appraiser

**BREVARD COUNTY TAX COLLECTOR'S
CONSENT TO EXTENTION OF TIME**

This Consent to Extension of Time is given as of _____, 2026, by the Brevard County Tax Collector ("Tax Collector"), to the Town of Melbourne Beach, Brevard County, Florida (the "Town").

WHEREAS, the Town desires to collect non-ad valorem assessments for stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services beginning with Fiscal Year 2026-2027; and

WHEREAS, the Town must adopt a resolution of intent under Chapter 197, Florida Statutes, in order to collect said assessment on the Tax Collector's tax bill under the Uniform Method of Collection; and

WHEREAS, the Town would like an extension beyond January 1, 2026, to March 1, 2026, by which to adopt the resolution of intent; and

WHEREAS, The Town seeks the consent of the Property Appraiser and Tax Collector for such extension of time.

NOW, THEREFORE, the Tax Collector hereby consents, pursuant to section 197.3632(3)(a), Florida Statutes, to the Town's holding of a public hearing prior to March 1, 2026, to consider the adoption of a resolution of the Town of Melbourne Beach Town Commission providing a notice of its intent to use the section 197.3632, Florida Statutes, non-ad valorem method of collecting assessments to fund the Town's stormwater services, capital infrastructure, roadway improvements, water and wastewater services and facilities improvements, fire station improvements and/or operational and maintenance cost of providing fire services beginning with Fiscal Year 2026-2027.

Brevard County Tax Collector

Town Commission Meeting

Section: New Business

Meeting Date: February 18, 2026

From: Commissioner Anna Butler

RE: Artificial Turf

Background Information: There are instances of residents circumventing, whether purposefully or not, our recently adopted water retention and percolation codes by installing artificial turf. Artificial turf is almost totally impervious and, per our codes, requires no building permit or review prior, or subsequent to, installation.

Please see Code of Ordinances, Appendix A (Land Development Code) 1A-3 Definitions:

“PVIOUS AREA. An area that does not impede the downward flow, infiltration, or percolation of water into the underlying soil or any groundwater recharge area and is not covered with an impervious surface.”

7A-31. 1-RS SINGLE-FAMILY RESIDENTIAL DISTRICT, sub paragraph (f) (9)

“ (9) Minimum pervious area percentage per lot, 30%. Lots failing to meet the minimum pervious area percentage requirement on September 18, 2019 are deemed to constitute a nonconforming character of use subject to Section [7A-85\(b\)](#).”

Recommendation:

Because artificial turf exacerbates our stormwater issues, I recommend that the Town Attorney revise the Code of Ordinances.

Artificial Turf should require a building permit

Building permit is to require the civil engineering documentation and review whether construction was before or after implementation of the ordinance.

Construction since the ordinance was enacted should have to prove that they still meet the 30% percolation/8 inches in 24 hours.

Construction prior to the ordinance will either meet the new requirement, or will not lessen their current percolation/retention.



Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: February 10, 2026
Re: January Fiscal Year 2026

We are in the fourth month of our fiscal year 2026. The target expenditure rate for January is 33.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 40.65%. 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:	33.41%
Executive:	49.46%
Finance:	50.50%
Legal:	16.15%
Planning:	63.75%
General Services:	52.35%
Law Enforcement:	34.85%
Fire:	24.28%
Code:	08.87%
Public Works:	34.17%

Discussion Items:

All budgeted transfer out expenditures have been completed. This has caused the general fund to exceed the target rate.

The FY25 Audit began at the end of January. This will continue for the next two to three months.

The Town received Parking Revenue for January FY2026 in the amount of \$13,515.83. Parking revenue for January FY2025 was \$7,666.45.

A copy of the Attorney’s monthly invoice is provided with the Finance Report.

Operating Account Balance as of 1/30/2026: \$4,873,209.07
Reserve Account Balance as of 1/30/2026: \$2,495,196.62
Florida Prime Account Balance as of 1/31/2026: \$ 540,653.53



Town of Melbourne Beach Finance Department

I am in the process of gathering information from the following local government investment pools: Florida Prime, FLPalm, and FLCLASS. Presently the Town is in Florida Prime. Florida Prime currently has a 3.88% participant rate of return. FLPalm is at 3.78% and FLCLASS is at 3.778% These pools are Local Government Pools, they are not a public depository and therefore, they are not insured. Although 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 currently to provide an educated and confident recommendation on investing more of the Town's money in a Local Government Pool. I hope to have more information in the near future.

A teams meeting has been scheduled with JLAC for Tuesday, February 17, 2026 at 9:00am.

FEMA Obligated Funds:

Hurricane IRMA: \$586,392.00

Hurricane Milton: \$ 587.50

I am actively 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 01/31/2026

Fund: 001 GENERAL FUND						
Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	369,491.35	87.97
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	86,323.60	13.28
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	209,296.59	29.77
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	36,181.76	32.07
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	691.78	18.13
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	6,429.64	19.63
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	1,158.22	22.79
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	2,925.86	30.34
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	746.78	19.27
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	116,625.34	19.57
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	7,324.22	43.66
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	175,795.58	18.23
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	45,336.90	41.88
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	18,054.60	17.93
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	(75.00)	104.69
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	700.00	53.33
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	350.00	76.67
001-00-331.12.00	FEMA	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	67,329.18	34.63
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	193,360.86	14.82
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	2,200.00	53.19
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	5,400.00	55.00
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	775.00	72.32
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	7,494.43	81.26

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	2,938.76	8.16
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
						67.48
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	37,250.00	50.00
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	7,247.09	34.12
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(354.00)	170.80
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	22.80	88.60
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(8.00)	100.00
						30.64
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:						64.68
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						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	6,675.03	25.83

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	76,194.75	32.63
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	6,510.51	30.30
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	10,690.19	32.63
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	14,592.82	30.27
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	109.62	25.18
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	1,090.00	2.68
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	4,980.00	4.05
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	7,053.05	7.05
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	41,178.92	24.62
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						33.41
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	105,801.78	44.91
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	4,958.21	59.12
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	6,410.82	61.92
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	2,951.27	37.17
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	15,695.17	47.26
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	3.64	95.96
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	4,252.00	0.00	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
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

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						49.46
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	48,670.28	35.56
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	3,731.94	35.41
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	6,828.46	35.56
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	9,151.56	33.33
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	128.10	17.35
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	12,015.19	18.49
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
						50.50
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	102,942.80	19.07
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
						16.15
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	3,262.50	63.75
						63.75
Department: 19 GENERAL SERVICES						
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	3,147.50	19.71
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(1,579.00)	484.18
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	10,202.00	37.90

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
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	21,208.74	16.28
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	46,618.86	38.33
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 MAINTEN,	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	2,282.00	38.69
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	4,208.64	29.86
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	8,263.40	28.09
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						52.35
Department: 21 LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	595,146.79	31.10
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	16,164.61	54.22
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	12,251.26	60.51
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	5,100.00	34.62
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	4,250.00	34.62

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	51,545.22	31.02
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	4,798.74	23.06
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	96,944.95	30.74
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	730.49	29.90
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	1,172.00	2.33
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	1,762.00	6.87
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	5,677.91	51.82
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	9,504.24	15.59
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	14,397.21	28.01
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	1,172.01	34.89
001-21-520.49.99	MISCELLANEOUS	0.00	0.00	0.00	(10.00)	100.00
001-21-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(93.95)	100.00
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	7,437.79	12.50
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	14,116.95	29.42
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	9,489.08	5.11
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,428.27	19.06
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	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	10,770.21	57.14

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						34.85
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	216,264.68	13.01
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	22,749.88	10.66
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	7,131.73	32.98
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	40,146.80	5.56
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	216.24	10.27
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	4,760.00	22.73
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	1,954.40	45.13
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	8,897.75	11.02
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	23,913.41	4.35
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	(155.10)	125.85
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	842.17	15.78
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	4,099.08	41.44

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	2,629.05	17.84
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	390.00	44.29
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
						24.28
Department: 29 CODE ENFORCEMEI						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	34,998.00	11.44
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,619.69	13.34
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	4,910.55	11.44
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	295.47	1.51
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
						8.87
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	161,005.61	32.97
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	(6,173.93)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	22,477.00	33.30
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	28,685.37	34.25
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	207.35	28.06
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,410.45	11.79
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	4,644.66	7.11
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	12,236.02	18.43
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	1,387.61	86.12
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	2,955.46	1.48
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	17,226.24	6.89
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	593.37	68.35
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	5,346.63	15.13
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	2,156.02	48.67
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

34.17

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
Overall Expenditure Rate:						40.65
Fund: 104 ENVIRONMENTAL ADVISO						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	0.00	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						3.71
Account Category: Expenditures						
Department: 72 PARKS & RECREATIC						
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	0.00	(33.00)	108.25
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
						16.34
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	700.00	87.27
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(360.00)	172.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						98.34
Account Category: Expenditures						
Department: 72 PARKS & RECREATIC						
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

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
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						
Account Category: Revenues						
Department: 24 PROTECTIVE INSPEC						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	162,871.39	18.56
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	75.00	97.86
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	825.00	31.25
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	15,800.00	4.24
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
						17.61
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	144,441.33	9.19
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	11,056.75	9.13
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	20,265.13	9.19
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	176.23	7.67
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(19,172.00)	338.22
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

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
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
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	2,958.05	30.05
						20.51

Fund: 172 OCEAN PARK PARKING FU

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	0.00	117,991.10	0.00
						0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(525.00)	109.38
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	97,153.09	17.67
						21.82

Account Category: Expenditures

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	3,371.39	29.76
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	6,900.00	8.00
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

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
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
						74.53
Fund: 175 RYCKMAN CROSSOVER P/						
Account Category: Revenues						
Department: 00						
175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	0.00	117,552.57	0.00
						0.00
Department: 75 TOWN PARKS						
175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	4,100.00	18.00
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	61,533.81	31.63
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	700.00	78.13
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	7,000.00	0.00
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	8,297.50	17.03
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						29.21
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	2,112.93	24.54
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	4,134.65	6.03
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(453.60)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	8,000.00	0.00
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	500.00	0.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	395.73	84.17
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	2,349.72	47.78
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	7,710.00	25.29
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86

	Description	ORIGINAL BUDGET	Amended	Encumbranc	Available	% Used
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						80.84
Fund: 351 LAND & ROAD IMPROVEM						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	0.00	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						94.33
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	3,091.02						14,604.83
Ryckman	2,097.48	5,728.84	5,775.62	4,575.43						18,177.37
Total	7,841.11	8,629.58	8,645.06	7,666.45						32,782.20

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	6,673.77						20,846.91
Ryckman	7,130.96	7,027.38	7,465.79	6,842.06						28,466.19
Total	10,143.22	12,080.23	13,573.82	13,515.83						49,313.10



INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26664
Date: 01-31-2026

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
01-02-26	RGK	Email Correspondence: Email from Amber Brown Re Friday, January 9th STCM Agenda Packet	0.10	200.00	\$20.00
01-02-26	RGK	Email Correspondence: Email from Jim Dinneen Re: Schedule for Manager Interviews	0.10	200.00	\$20.00
01-05-26	RGK	Research Space Florida, dual officeholding prohibitions, and Fla. Stat. 331.302 Re Town Manager candidate	0.50	200.00	\$100.00
01-05-26	RGK	Phone conference with Jim Dinneen Re Town Manager candidate withdrawal	0.20	200.00	\$40.00
01-05-26	RGK	Email Correspondence: Email from Jim Dinneen Fw: Melbourne Beach Town Manager	0.10	200.00	\$20.00
01-05-26	RGK	Email Correspondence: Email to Mayor and Commissioners Re Sherry Burroughs - Withdrawal from Interview	0.10	200.00	\$20.00
01-05-26	RGK	Email Correspondence: Email from Jim Dinneen Re Governor Appointment	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email to Mayor and Commissioners FW: My appointment as Director to Space Florida Board	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email from Thomas Harmer Re: Facilitator Workshop Melbourne Beach	0.10	200.00	\$20.00

01-06-26	RGK	Email Correspondence: Email to David Bridle Re Town of Melbourne Beach - January 9th Interview	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email to Lisa Frazier Re Town of Melbourne Beach - January 9th Interview	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email to Marie Smith Re Town of Melbourne Beach - January 9th Interview	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email to Tim Thomas Re Town of Melbourne Beach - January 9th Interview	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email from Amber Brown Re Updated Agenda Packet for the STCM on Friday	0.10	200.00	\$20.00
01-07-26	RGK	Email Correspondence: Email from Bryan Frick RE: Laserfiche Cost	0.10	200.00	\$20.00
01-07-26	RGK	Attend Commission workshop	0.50	200.00	\$100.00
01-08-26	RGK	Review MCCi Agreement and Addendum Re Laserfische	0.40	200.00	\$80.00
01-08-26	RGK	Draft interview questions for Town Manager special meeting on 1/9/26	0.70	200.00	\$140.00
01-08-26	RGK	Email Correspondence: Email to Jim Dinneen Re Melbourne Beach - Interview Questions	0.10	200.00	\$20.00
01-08-26	RGK	Phone conference with Jim Dinneen Re interview questions	0.10	200.00	\$20.00
01-09-26	RGK	Attend special meeting; confer with Marie Smith Re Town Manager position	8.00	200.00	\$1,600.00
01-11-26	RGK	Travel and meet with Marie Smith	4.00	200.00	\$800.00
01-12-26	RGK	Email Correspondence: Email from Amber Brown Re Board of Adjustment Agenda Packet	0.10	200.00	\$20.00
01-12-26	RGK	Phone conference with Marie Smith Re employment terms	0.50	200.00	\$100.00
01-12-26	RGK	Email Correspondence: Email to Mayor and Commissioners Re Town Manager - Draft Employment Agreement	0.40	200.00	\$80.00
01-12-26	RGK	Draft and revise Town Manager Employment Agreement	1.50	200.00	\$300.00
01-13-26	RGK	Phone conference with Marie Smith Re employment agreement	0.20	200.00	\$40.00
01-13-26	RGK	Phone conference with Mark Lawson Re fire special assessment	0.60	200.00	\$120.00
01-13-26	RGK	Email Correspondence: Emails with Commissioners RE: Town Manager - Draft Employment Agreement	0.10	200.00	\$20.00

01-13-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: Fire Assessment	0.20	200.00	\$40.00
01-13-26	RGK	Revise resolution approving Brevard County Hazard Mitigation Plan	0.20	200.00	\$40.00
01-13-26	RGK	Email Correspondence: Email to Mark Lawson Re Melbourne Beach Fire Assessment	0.10	200.00	\$20.00
01-13-26	RGK	Email Correspondence: Emails with Owen Beitsch RE: Fire Assessment	0.20	200.00	\$40.00
01-14-26	RGK	Email Correspondence: Email to David Bridle RE: Town of Melbourne Beach - January 9th Interview	0.20	200.00	\$40.00
01-14-26	RGK	Email Correspondence: Email from David Bridle Re: Town of Melbourne Beach - January 9th Interview	0.10	200.00	\$20.00
01-14-26	RGK	Conference with Owen Beitsch and Mark Lawson Re fire assessment	1.70	200.00	\$340.00
01-14-26	RGK	Draft revised Grants Management & Administration Policy	0.50	200.00	\$100.00
01-14-26	RGK	Draft Resolution Re Revisions to Commission Procedures	0.40	200.00	\$80.00
01-15-26	RGK	Revise Town Manager Employment Agreement	0.30	200.00	\$60.00
01-15-26	RGK	Email Correspondence: Email to Marie Smith Re Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-15-26	RGK	Phone conference with Mark Lawson Re Uniform method for levy, collection, and enforcement of non-ad valorem assessments	0.80	200.00	\$160.00
01-15-26	RGK	Draft Agreement with L.H. Tanner Construction Corp.	0.60	200.00	\$120.00
01-15-26	RGK	Email Correspondence: Email to all Commissioners Re Town Manager Employment Agreement	0.10	200.00	\$20.00
01-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.40	200.00	\$80.00
01-15-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: Estimate from L.H. Tanner Construction for Shower Renovation	0.20	200.00	\$40.00
01-15-26	RGK	Email Correspondence: Email to Lisa Frazier RE: Estimate from L.H. Tanner Construction for Shower Renovation	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Email from Travis Hunsucker Re: Board of Adjustment Agenda Packet	0.10	200.00	\$20.00

01-16-26	RGK	Email Correspondence: Email to Travis Hunsucker RE: Board of Adjustment Agenda Packet	0.10	200.00	\$20.00
01-16-26	RGK	Review Variance request for 200 Shannon Ave.; review applicable LDC provisions RE nonconforming structures and 50% threshold	0.80	200.00	\$160.00
01-19-26	RGK	Prepare for and attend conference call with Corey O'Gorman Re Nonconforming structures and 50% rule	0.50	200.00	\$100.00
01-20-26	RGK	Phone conference with Lisa Frazier Re agenda items	0.60	200.00	\$120.00
01-20-26	RGK	Draft Resolution Notice of Intent to use the uniform method of collecting non-ad valorem special assessments; Draft Legal Notice; Draft agreements with Brevard County Property Appraiser and Tax Collector	1.70	200.00	\$340.00
01-20-26	RGK	Revise Town Manager Employment Agreement	0.30	200.00	\$60.00
01-20-26	RGK	Email Correspondence: Email to Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-20-26	RGK	Email Correspondence: Emails with Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.20	200.00	\$40.00
01-20-26	RGK	Email Correspondence: Email to Mayor and Commissioners RE: Town Manager Employment Agreement Update	0.20	200.00	\$40.00
01-20-26	RGK	Review agenda and attachments in preparation for regular meeting on 1/21	1.20	200.00	\$240.00
01-21-26	RGK	Review correspondence from Auditor General Re operational audit	0.10	200.00	\$20.00
01-21-26	RGK	Email Correspondence: Emails with Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.20	200.00	\$40.00
01-21-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-21-26	RGK	Email Correspondence: Email from Mark Lawson Re Melbourne Beach; necessary action under general law to preserve opportunity later this Spring consider non-ad valorem (NAV) revenue sources for FY 2026-27 budget	0.30	200.00	\$60.00
01-21-26	RGK	Email Correspondence: Email to Mayor and Commissioners Re Non-Ad Valorem Assessments	0.30	200.00	\$60.00
01-21-26	RGK	Phone conference with Marie Smith Re Employment Agreement	0.30	200.00	\$60.00
01-21-26	RGK	Email Correspondence: Email from Marie Smith Re: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00

01-21-26	RGK	Email Correspondence: Email to Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-21-26	RGK	Email Correspondence: Email to Mayor and Commissioners RE: Town Manager Employment Agreement	0.20	200.00	\$40.00
01-21-26	RGK	Meet with staff prior to meeting and attendance at regular Commission meeting	5.50	200.00	\$1,100.00
01-22-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: BOA Agenda Packet	0.10	200.00	\$20.00
01-22-26	RGK	Phone conference with Marie Smith Re Employment Agreement	0.60	200.00	\$120.00
01-22-26	RGK	Email Correspondence: Email to Commissioners Re Town Manager Employment Agreement - Special Meeting for 1/23	0.30	200.00	\$60.00
01-23-26	RGK	Phone conference with Marie Smith Re special meeting on employment agreement	0.30	200.00	\$60.00
01-23-26	RGK	Attend special meeting Re Town Manager Employment Agreement	0.50	200.00	\$100.00
01-26-26	RGK	Phone conference with Jim Dinneen Re final background check	0.20	200.00	\$40.00
01-26-26	RGK	Email Correspondence: Email to Marie Smith FW: Town Manager Employment Agreement	0.10	200.00	\$20.00
01-27-26	RGK	Phone conference with Jeff Brizendine Re Audit entrance conference	0.30	200.00	\$60.00
01-27-26	RGK	Email Correspondence: Emails with Marie Smith RE: FW: Town Manager Employment Agreement	0.20	200.00	\$40.00
01-27-26	RGK	Email Correspondence: Email to Lisa Frazier, Amber Brown, Jennifer Kerr, and Mayor Dennington Re Auditor General Initial Conference	0.10	200.00	\$20.00
01-28-26	RGK	Email Correspondence: Emails with Jeff Brizendine and Mayor Dennington RE: Auditor General Engagement Letter	0.20	200.00	\$40.00
01-28-26	RGK	Email Correspondence: Email from Mayor Dennington Re: Auditor General Initial Conference	0.10	200.00	\$20.00
01-28-26	RGK	Email Correspondence: Emails to Amber Brown, Jennifer Kerr, and Mayor Dennington RE: Auditor General Initial Conference	0.10	200.00	\$20.00
01-28-26	RGK	Email Correspondence: Email to Jeff Brizendine RE: Auditor General Engagement Letter	0.10	200.00	\$20.00
01-28-26	RGK	Email Correspondence: Emails with Jeff Brizendine RE: Auditor General Engagement Letter	0.20	200.00	\$40.00

01-28-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: Building Official Input on the 200 Shannon Variance	0.20	200.00	\$40.00
01-28-26	RGK	Email Correspondence: Emails with Amber Brown RE: Building Official Input on the 200 Shannon Variance	0.20	200.00	\$40.00
01-28-26	RGK	Conference with Corey O'Gorman and building official Re: 200 Shannon variance	0.70	200.00	\$140.00
01-29-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: Building Official Input on the 200 Shannon Variance	0.20	200.00	\$40.00
01-29-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: Building Official Input on the 200 Shannon Variance	0.10	200.00	\$20.00
01-29-26	RGK	Meet with staff in preparation for Board of Adjustment meeting; attendance at Board of Adjustment meeting	2.00	200.00	\$400.00
01-30-26	RGK	Email Correspondence: Email to Jeff Brizendine RE: Auditor General Engagement Letter	0.10	200.00	\$20.00
01-30-26	RGK	Review Town Policies and Procedures Re filing of grievance and standards of conduct	0.50	200.00	\$100.00

Services Subtotal: \$9,160.00

Expenses

01-20-26	ER	RGK Travel Mileage; Melbourne Bch 1/9/26	1.00	120.35	\$120.35
----------	----	--	------	--------	----------

Expenses Subtotal: \$120.35

Subtotal	\$9,280.35
Total	\$9,280.35
Payment	\$0.00
Balance Owing	\$9,280.35

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$9,280.35

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



INVOICE

Shepard, Smith, Hand & Brackins, P.A.
 2300 Maitland Center Parkway, Suite 100
 Maitland, FL 32751

Invoice #: 26670
 Date: 01-31-2026

Town of Melbourne Beach
 507 Ocean Avenue
 Melbourne Beach, FL 32951

Matter Number:240208 - Town of Melbourne Beach - Building
 Matter Name:Building

Services

Date	Atty	Description	Quantity	Rate	Total
01-16-26	RGK	Email Correspondence: Emails with Steve Freeman and Corey O'Gorman RE: 200 Shannon Variance	0.20	200.00	\$40.00
01-16-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: 200 Shannon Variance	0.10	200.00	\$20.00
01-20-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: 200 SHANNON	0.20	200.00	\$40.00
01-20-26	RGK	Email Correspondence: Email from Corey O'Gorman FW: 200 SHANNON	0.10	200.00	\$20.00
01-20-26	RGK	Email Correspondence: Emails with Corey O'Gorman FW: 200 Shannon Ave	0.20	200.00	\$40.00
01-21-26	RGK	Email Correspondence: Emails with Corey O'Gorman and Steve Freeman RE: 200 Shannon Variance	0.20	200.00	\$40.00

Services Subtotal: \$200.00

Subtotal	\$200.00
Total	\$200.00
Payment	\$0.00
Balance Owing	\$200.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$200.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



**SHEPARD
SMITH
HAND &
BRACKINS**

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26671
Date: 01-31-2026

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
01-09-26	RGK	Email Correspondence: Emails with Sherri Quarrie RE: Ordinance preparation costs	0.10	200.00	\$20.00
01-12-26	RGK	Phone conference with Commissioner Butler Re Town Manager agreement	0.20	200.00	\$40.00
01-12-26	RGK	Email Correspondence: Emails with Commissioner Quarrie RE: Jan RTCM agenda additions	0.20	200.00	\$40.00
01-13-26	RGK	Phone conference with Commissioner Reed Re Town Manager Employment Agreement	0.20	200.00	\$40.00
01-13-26	RGK	Email Correspondence: Email from Commissioner Reed Re: January RTCM Agenda Items are Due Friday, January 9th	0.10	200.00	\$20.00
01-13-26	RGK	Phone conference with Commissioner Butler Re Town Manager Employment Agreement	0.20	200.00	\$40.00
01-14-26	RGK	Email Correspondence: Emails with Terry Cronin RE: Town Manager - Draft Employment Agreement	0.10	200.00	\$20.00
01-14-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Town Manager - Draft Employment Agreement	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Town Manager Employment Agreement	0.10	200.00	\$20.00

01-21-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Town Manager Employment Agreement	0.10	200.00	\$20.00
01-21-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Auditor General Engagement Letter	0.10	200.00	\$20.00
01-21-26	RGK	Phone conference with Commissioner Reed Re Town Manager Employment Agreement	0.10	200.00	\$20.00
01-22-26	RGK	Phone conference with Mayor Dennington Re Employment Agreement and JLAC letter	0.30	200.00	\$60.00
01-23-26	RGK	Email Correspondence: Emails with Commissioner Cronin Re: Town Manager Employment Agreement - Special Meeting for 1/23	0.10	200.00	\$20.00
01-26-26	RGK	Phone conference with Mayor Dennington Re FL League of Cities/Mayor survey and outstanding amounts due	0.20	200.00	\$40.00
01-29-26	RGK	Email Correspondence: Email from Mayor Dennington Re: FLM Dues: Final Notice	0.10	200.00	\$20.00
01-30-26	RGK	Phone conference with Sherri Quarrie Re cybersecurity compliance	0.30	200.00	\$60.00
Services Subtotal:					\$520.00

Subtotal	\$520.00
Total	\$520.00
Payment	\$0.00
Balance Owing	\$520.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$520.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



**SHEPARD
SMITH
HAND &
BRACKINS**

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26672
Date: 01-31-2026

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
01-12-26	RGK	Phone conference with Jennifer Kerr Re	0.30	200.00	\$60.00
01-15-26	RGK	Email Correspondence: Emails with Jennifer Kerr and Marie Smith RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-15-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Melbourne Beach - Draft Town Manager Employment Agreement	0.10	200.00	\$20.00
01-29-26	RGK	Email Correspondence: Email from Jennifer Kerr FW: FLM Dues: Final Notice	0.10	200.00	\$20.00
01-29-26	RGK	Email Correspondence: Email from Jennifer Kerr FW: Florida League of Mayors Dues Invoices	0.10	200.00	\$20.00
01-29-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Florida League of Mayors Dues Invoices	0.20	200.00	\$40.00
01-30-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Florida League of Mayors Dues Invoices	0.20	200.00	\$40.00

Services Subtotal: \$220.00

Subtotal	\$220.00
Total	\$220.00
Payment	\$0.00
Balance Owing	\$220.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$220.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



**SHEPARD
SMITH
HAND &
BRACKINS**

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26673
Date: 01-31-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240211 - Town of Melbourne Beach - Fire
Matter Name:Fire

Services

Date	Atty	Description	Quantity	Rate	Total
01-16-26	RGK	Email Correspondence: Email to Dave Micka Re STR Code Revisions	0.10	200.00	\$20.00
01-16-26	RGK	Phone conference with Dave Micka Re revisions to short term rental ordinance for life/safety issues	1.00	200.00	\$200.00
01-16-26	RGK	Email Correspondence: Emails with Dave Micka RE: STR Code	0.10	200.00	\$20.00
01-21-26	RGK	Review Fire Apparatus Broker Terms of Service Re sale of fire truck	0.30	200.00	\$60.00

Services Subtotal: \$300.00

Subtotal	\$300.00
Total	\$300.00
Payment	\$0.00
Balance Owing	\$300.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$300.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26674
Date: 01-31-2026

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number:240213 - Town of Melbourne Beach - Public Works
Matter Name:Public Works

Services

Date	Atty	Description	Quantity	Rate	Total
01-26-26	RGK	Email Correspondence: Email from Tom Davis RE: Weather Camera request at Ocean Ave Park	0.10	200.00	\$20.00
01-26-26	RGK	Email Correspondence: Emails with Tom Davis RE: question disposal of street name signs	0.20	200.00	\$40.00

Services Subtotal: \$60.00

Subtotal	\$60.00
Total	\$60.00
Payment	\$0.00
Balance Owing	\$60.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$60.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26675
Date: 01-31-2026

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
01-02-26	RGK	Email Correspondence: Emails with Amber Brown RE: Schedule for Manager Interviews	0.20	200.00	\$40.00
01-05-26	RGK	Email Correspondence: Emails with Amber Brown and Jim Dinneen RE: Sherry Burroughs - Withdrawal from Interview	0.20	200.00	\$40.00
01-06-26	RGK	Phone conference with Amber Brown Re 1/9 special meeting	0.30	200.00	\$60.00
01-06-26	RGK	Phone conference with Amber Brown Re updated agenda for 1/9 special meeting	0.10	200.00	\$20.00
01-09-26	RGK	Email Correspondence: Emails with Amber Brown RE: Laserfiche Cost	0.20	200.00	\$40.00
01-09-26	RGK	Email Correspondence: Emails with Amber Brown RE: First and Second on a Motion	0.10	200.00	\$20.00
01-14-26	RGK	Email Correspondence: RE: January RTCM Agenda Items	0.10	200.00	\$20.00
01-14-26	RGK	Email Correspondence: Emails with Amber Brown RE: January RTCM Agenda Items	0.10	200.00	\$20.00
01-14-26	RGK	Email Correspondence: Emails with Amber Brown RE: Agenda Item Question	0.10	200.00	\$20.00
01-14-26	RGK	Email Correspondence: Email to Amber Brown Re Revised Grant Policy	0.10	200.00	\$20.00

01-14-26	RGK	Email Correspondence: Email to Amber Brown Re Revised Resolution Commission Rules and Procedures	0.10	200.00	\$20.00
01-15-26	RGK	Email Correspondence: Emails with Amber Brown RE: Revised Resolution Commission Rules and Procedures	0.10	200.00	\$20.00
01-15-26	RGK	Phone conference with Amber Brown Re Board of Adjustment meeting	0.20	200.00	\$40.00
01-16-26	RGK	Email Correspondence: Emails from Amber Brown Re Board of Adjustment Hearing Tonight	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Email to Amber Brown RE: Board of Adjustment Hearing Tonight	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Email from Amber Brown RE: Board of Adjustment Hearing Tonight	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Email to Amber Brown RE: Board of Adjustment Hearing Tonight	0.10	200.00	\$20.00
01-22-26	RGK	Email Correspondence: Email from Cyd Cardwell Re Letter from the Auditor General	0.10	200.00	\$20.00
01-22-26	RGK	Email Correspondence: Email from Amber Brown Re Cybersecurity Planning Guide	0.10	200.00	\$20.00
01-22-26	RGK	Email Correspondence: Emails with Amber Brown RE: Commission Seating Arrangement	0.10	200.00	\$20.00
01-22-26	RGK	Email Correspondence: Emails with Amber Brown RE: Emails Regarding 200 Shannon	0.10	200.00	\$20.00
01-22-26	RGK	Phone conference with Amber Brown Re Notice of Intent advertising and special meeting	0.20	200.00	\$40.00
01-23-26	RGK	Email Correspondence: Email to Amber Brown Re Legal Notice - Notice of Intent	0.10	200.00	\$20.00
01-23-26	RGK	Email Correspondence: Email from Amber Brown Re January 29th Board of Adjustment Meeting Agenda Packet	0.10	200.00	\$20.00
01-23-26	RGK	Email Correspondence: Email from Amber Brown Re Agenda for the STCM Tomorrow January 23rd	0.10	200.00	\$20.00
01-27-26	RGK	Email Correspondence: Emails with Amber Brown RE: Additional Emails Regarding 200 Shannon Ave Variance	0.10	200.00	\$20.00
01-28-26	RGK	Email Correspondence: Research PAC reporting requirements and reporting dates; Emails with Amber Brown RE: Election Treasurer Reporting Calendar	0.80	200.00	\$160.00
01-29-26	RGK	Email Correspondence: Email from Cyd Cardwell RE: TAB Asset Checklist	0.10	200.00	\$20.00
01-29-26	RGK	Phone conference with Cyd Cardwell Re TAB Asset Checklist	0.10	200.00	\$20.00

01-29-26	RGK	Phone conference with Amber Brown Re Election Treasurer Reporting Calendar	0.10	200.00	\$20.00
01-29-26	RGK	Email Correspondence: Email from Amber Brown Re Board of Adjustment Member Question	0.10	200.00	\$20.00
01-30-26	RGK	Email Correspondence: Emails with Amber Brown RE: Auditor General Engagement Letter	0.20	200.00	\$40.00
01-30-26	RGK	Email Correspondence: Emails with Amber Brown RE: Auditor General Engagement Letter	0.20	200.00	\$40.00
01-30-26	RGK	Email Correspondence: Emails with Amber Brown RE: Auditor General Engagement Letter	0.10	200.00	\$20.00

Services Subtotal: \$1,000.00

Subtotal	\$1,000.00
Total	\$1,000.00
Payment	\$0.00
Balance Owing	\$1,000.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$1,000.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



**SHEPARD
SMITH
HAND &
BRACKINS**

INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26676
Date: 01-31-2026

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
01-02-26	RGK	Email Correspondence: Email from Lisa Frazier Re 260107 Combined TCW STCM Agenda Packets	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Email from Lisa Frazier FW: Grant Procedure on Jan 7th agenda	0.10	200.00	\$20.00
01-06-26	RGK	Email Correspondence: Emails with Lisa Frazier and Amber Brown RE: Friday, January 9th STCM Agenda Packet	0.20	200.00	\$40.00
01-08-26	RGK	Phone conference with Lisa Frazier Re 1/21 agenda items	0.50	200.00	\$100.00
01-08-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: January RTCM Agenda Items are Due Friday, January 9th (Cybersecurity)	0.40	200.00	\$80.00
01-12-26	RGK	Phone conference with Lisa Frazier Re Town Manager transition	0.60	200.00	\$120.00
01-13-26	RGK	Phone conference with Lisa Frazier Re upcoming agenda items	0.70	200.00	\$140.00
01-13-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: Cybersecurity Topic FW: Town of Melbourne Beach-Questions From the Commissioner	0.10	200.00	\$20.00
01-13-26	RGK	Email Correspondence: Email to Commissioner Reed FW: January RTCM Agenda Items are Due Friday, January 9th	0.10	200.00	\$20.00

01-13-26	RGK	Email Correspondence: Email from Lisa Frazier FW: Brevard County Hazard Mitigation Plan Approved Pending Adoption	0.10	200.00	\$20.00
01-13-26	RGK	Email Correspondence: Email to Lisa Frazier and Amber Brown RE: Brevard County Hazard Mitigation Plan Approved Pending Adoption	0.10	200.00	\$20.00
01-14-26	RGK	Phone conference with Lisa Frazier Re fire assessment procedures and deadlines	0.50	200.00	\$100.00
01-15-26	RGK	Email Correspondence: Email from Lisa Frazier Re 410 Riverview Lane Stormwater Repair Contract	0.10	200.00	\$20.00
01-16-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: 410 Riverview Lane Stormwater Repair Contract	0.20	200.00	\$40.00
01-20-26	RGK	Email Correspondence: Email to Lisa Frazier Re Special Assessment - Notice of Intent	0.10	200.00	\$20.00
01-26-26	RGK	Email Correspondence: Emails with Lisa Frazier and Chief Zander RE: Weather Camera request at Ocean Ave Park	0.20	200.00	\$40.00
01-26-26	RGK	Email Correspondence: Emails with Lisa Frazier RE: Basin 10 proposal	0.20	200.00	\$40.00
01-30-26	RGK	Email Correspondence: Emails with Cyd Cardwell RE: TAB Asset Checklist	0.40	200.00	\$80.00
01-30-26	RGK	Email Correspondence: Emails to Marie Smith Re Town Materials for Review	0.40	200.00	\$80.00
01-30-26	RGK	Email Correspondence: Email to Marie Smith Re Town Materials - JLAC Audit	0.40	200.00	\$80.00
01-30-26	RGK	Email Correspondence: Emails with Marie Smith RE: Town Materials - JLAC Audit	0.20	200.00	\$40.00
Services Subtotal: \$1,140.00					

Subtotal	\$1,140.00
Total	\$1,140.00
Payment	\$0.00
Balance Owing	\$1,140.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$1,140.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

<https://secure.lawpay.com/pages/shepardfirm/operating>



Town of Melbourne Beach

Building Department Report January 2026

- Permit issued - 42
- Construction value - \$675,850
- Permit fees collected - \$12,163.09
- Plans reviewed – 54
- Building inspections completed - 64
- Site plan review for P&Z – 2
- Stop work order – 0
- New homes (completed) – 0
- Short-term rental inspections - 3

Monthly Permit List

02/05/2028¹

1/5

Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD26-0001	MELBEACH INVESTMENTS COREY RUNTE	1806 PINE ST	\$0.00	\$4500.00
Work Description: teardown of existing residence				

Total Permits For Type: 1
Total Fees For Type: \$0.00
Total Const. Value For Type: \$4500.00

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE25-0063	JP POWERS	1350 ATLANTIC ST	\$79.00	\$1900.00
Work Description: replace electrical service and exterior panel				
PE25-0064	Steven Hatch	308 ORANGE ST	\$199.16	\$6475.00
Work Description: installation of fire alarms				
PE25-0066	Christina Slate	1806 PINE ST	\$79.00	\$750.00
Work Description: temporary power pole 200amp				
PE26-0001	STINGRAY ELECTRIC	516 SUNSET BLVD	\$180.95	\$5877.00
Work Description: 200a service overhead to underground conversion				
PE26-0002	Stephen P Champion	218 CHERRY DR	\$79.00	\$2500.00
Work Description: replace 150 amp meter main combo with new UL listed meter main combo disconnect				
PE26-0003	CURRENT CONNECTIONS ELECTRIC, INC	304 OAK ST	\$79.00	\$1400.00
Work Description: installing interconnected smoke detectors. install emergency lights.				
PE26-0004	PETER FURROW	502 COLONY ST	\$79.00	\$1400.00
Work Description: (3) smoke detectors, (2) emergency lights, wireless interconnect				
PE26-0005	COVINGTON, MICHAEL N	320 AVENUE A	\$79.00	\$500.00
Work Description: change of electrical service entrance from front structure to rear detached structure.				

Total Permits For Type: 8
Total Fees For Type: \$854.11
Total Const. Value For Type: \$20802.00

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF25-0037	Michael S Marcoccia	210 SECOND AVE	\$109.00	\$3500.00
Work Description: Install 112' of 6' white PVC fence with 1 DBL gate				
PF25-0039	AMERICAN FENCE	708 ATLANTIC ST	\$315.19	\$10750.00

Work Description: install 86' of 2 rail black alum fence with gates 82

PF26-0001 KNOLMAYER, ROBERT JR 315 BANYAN WAY \$79.00 \$350.00

Work Description: installation of 25' of wood fence with gate

PF26-0002 HUGHES, ROSEMARY M 600 ALDEN PL \$410.00 \$20000.00

Work Description: 1301ft of block fence along A1A and BeauJean

PF26-0003 LLINAS, JACQUELINE B; 604 ALDEN PL \$410.00 \$20000.00
DRAKE, DAVID G

Work Description: 1001ft of 6' block wall along property line

PF26-0005 AMERICAN FENCE 2201 ROSEWOOD DR \$284.63 \$9256.00

Work Description: install 621ft of 6' tall horizontal fence with 2 gates.

PF26-0006 LIBERTY FENCING GROUP 303 SURF RD \$291.20 \$9470.00
INC GIOVANNI CALDERIN

Work Description:

Total Permits For Type: 7
Total Fees For Type: \$1899.02
Total Const. Value For Type: \$73326.00

Marine - Docks/Boathouses

Permit #	Applicant	Address	Fee Total	Const. Value
----------	-----------	---------	-----------	--------------

PMD25-0006	DC MARINE CONSTRUCTION	394 RIVER VIEW LN	\$1006.68	\$78213.00
------------	------------------------	-------------------	-----------	------------

Work Description: Dock Installation

Total Permits For Type: 1
Total Fees For Type: \$1006.68
Total Const. Value For Type: \$78213.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
----------	-----------	---------	-----------	--------------

PM26-0001	AIRWAYZ AIR DUCT CLEANING	406 SURF RD	\$214.86	\$6987.47
-----------	------------------------------	-------------	----------	-----------

Work Description: remove and replace ductwork

PM26-0002	NAUTICAL COOLING	516 BANYAN WAY	\$139.03	\$4500.00
-----------	------------------	----------------	----------	-----------

Work Description: A/c switchout

PM26-0003	ROBERT C GABBARD	2105 ATLANTIC ST	\$286.78	\$9326.00
-----------	------------------	------------------	----------	-----------

Work Description: 3ton heat pump system changeout, no ductwork

Total Permits For Type: 3
Total Fees For Type: \$640.67
Total Const. Value For Type: \$20813.47

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
----------	-----------	---------	-----------	--------------

PCD25-0028	ELITE PAVERS & PRICE RITE PAINTING INC	105 OAK ST	\$205.22	\$6674.00
------------	---	------------	----------	-----------

Work Description: Install paver driveway and asphalt

Total Permits For Type: 1⁸³
Total Fees For Type: \$205.22
Total Const. Value For Type: \$6674.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0001	SHINN PLUMBING	518 ANDREWS DR	\$184.70	\$6000.00
	Work Description: partial sanitary replacement, replace washer/laundry tub and kitchen line with Pvc. Tie into existing sewer.			
PP26-0002	Graham, Alec	211 FLAMINGO LN	\$79.00	\$1450.00
	Work Description: changeout of 40 gallon water heater to 50 gallon water heater			

Total Permits For Type: 2
Total Fees For Type: \$263.70
Total Const. Value For Type: \$7450.00

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0001	INTERCOASTAL POOL AND SPA	601 HIBISCUS TRL	\$834.70	\$61434.00
	Work Description: install in ground swimming pool			

Total Permits For Type: 1
Total Fees For Type: \$834.70
Total Const. Value For Type: \$61434.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0013	LENNON'S LAGOON POOL & SPA INC.	216 ELM AVE	\$312.81	\$10518.00
	Work Description: Resurfacing existing pool			
PPR26-0001	BREVARD POOLS, INC	211 FIR AVE	\$94.00	\$3000.00
	Work Description: pool and spa resurface			

Total Permits For Type: 2
Total Fees For Type: \$406.81
Total Const. Value For Type: \$13518.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0001	Sal Vitale The Roof Doctor	1403 ATLANTIC ST	\$320.10	\$11230.00
	Work Description: 500 sqft reroof			
PPR26-0002	Patrick Roofing Inc	2101 NEPTUNE DR	\$162.47	\$5270.00
	Work Description: flat roof replacement 600sft			
PPR26-0003	CLIMATE CHANGE CONSTRUCTION	400 COLONY ST	\$399.75	\$19000.00

Total Permits For Type: 3
Total Fees For Type: \$882.32
Total Const. Value For Type: \$35500.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB25-0026	YOUR DREAM RENOVATIONS & CONSTRUCTION	1905 ATLANTIC ST 326	\$1588.75	\$170000.00
Work Description: replace electrical, ac units, and whole house plumbing				
PRB25-0027	Southeast Custom Construction Inc	406 FIRST AVE	\$644.73	\$42900.00
Work Description: remove/rebuild front and back porch in same location. Frame over garage/replace roof.				
PRB26-0003	CALIBER HOMES INC.	204 FLAMINGO LN	\$615.00	\$40000.00
Work Description: master and guest bathroom remodel				

Total Permits For Type: 3
Total Fees For Type: \$2848.48
Total Const. Value For Type: \$252900.00

Solar

Permit #	Applicant	Address	Fee Total	Const. Value
PSL25-0002	SPECTRUM SOLAR POWER LLC	310 6TH AVE	\$528.95	\$31605.00
Work Description: rooftop solar installation				

Total Permits For Type: 1
Total Fees For Type: \$528.95
Total Const. Value For Type: \$31605.00

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR25-0014	OWNER/BUILDER	604 ALDEN PL	\$0.00	\$1.00
Work Description: removal of trees on property				
PTR26-0001	HUGHES, ROSEMARY M	600 ALDEN PL	\$0.00	\$1.00
Work Description: removal of 4 trees				

Total Permits For Type: 2
Total Fees For Type: \$0.00
Total Const. Value For Type: \$2.00

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0108	ALL GUARD STORM & SHUTTERS	300 RIVERSIDE DR	\$79.00	\$2200.00
Work Description: Installation of Hurricane Shutters; FL 16293				

PWS26-0001	LOWES Home Centers Work Description: replacement of 4 windows	1700 ATLANTIC ST	\$318.56	\$11079.00 ⁸⁵
PWS26-0002	NEIGHBORHOOD WINDOWS Work Description: replace existing door	203 SIXTH AVE 10 AND DOORS	\$228.32	\$7425.00
PWS26-0003	SUNSET VIEW WINDOWS AND Work Description: installation of doors and windows	509 SECOND AVE DOORS RYAN BITGOOD	\$356.51	\$14781.21
PWS26-0004	RENEWAL BY ANDERSON Work Description: replace one window	200 THIRD AVE 1	\$150.29	\$4870.00
PWS26-0005	SUNSET VIEW WINDOWS AND Work Description: replacement of 2 windows and 1 door w/sidelite	201 SIXTH AVE B DOORS RYAN BITGOOD	\$239.97	\$7804.00
PWS26-0006	RENUITY Work Description: r/r 9 windows	402 ANCHOR KY	\$419.78	\$20954.00

Total Permits For Type:	7
Total Fees For Type:	\$1792.43
Total Const. Value For Type:	\$69113.21

Grand Total Fees:	\$12,163.09
Grand Total Permits:	42.00
Grand Total Const. Value:	\$675850.68

Inspection List

02/05/2026 ⁸⁶

1/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRB25-0008	411 FOURTH AVE	Sewer	01/30/26	01/30/26	Approved	DANIEL HUBBARD
PE26-0001	516 SUNSET BLVD	Final Electrical	01/30/26	01/30/26	Approved	DANIEL HUBBARD
PRR26-0002	2101 NEPTUNE DR	Final	01/30/26	01/30/26	Approved	DANIEL HUBBARD
PE26-0002	218 CHERRY DR	Rough Electrical	01/30/26	01/30/26	Approved	DANIEL HUBBARD
PE26-0002	218 CHERRY DR	Final Electrical	01/30/26	01/30/26	Approved	DANIEL HUBBARD
PE26-0001	516 SUNSET BLVD	Final Electrical	01/28/26	01/28/26	Disapproved	DANIEL HUBBARD
PRR25-0080	427 RIVER VIEW LN	Final	01/28/26	01/28/26	Approved	DANIEL HUBBARD
PCB25-0011	1805 OAK ST	Rough Building	01/28/26	01/28/26	Approved	DANIEL HUBBARD
PMD25-0006	394 RIVER VIEW LN	Roof Sheathing	01/28/26	01/28/26	Approved	DANIEL HUBBARD
PRB23-0037	508 MAGNOLIA AVE	Sewer Connect	01/28/26	01/28/26	Approved	DANIEL HUBBARD
PE25-0063	1350 ATLANTIC ST	Final Electrical	01/26/26	01/27/26	Approved	DANIEL HUBBARD
PD25-0009	1509 PINE ST	Final Building	01/26/26	01/27/26	Approved	DANIEL HUBBARD
PSL25-0002	310 6TH AVE	In-Progress	01/23/26	01/26/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	up lift	01/23/26	01/23/26	Approved	DANIEL HUBBARD
PM26-0002	516 BANYAN WAY	Final Mechanical	01/23/26	01/26/26	Approved	DANIEL HUBBARD
PCD25-0028	105 OAK ST	Final Paver, Concrete, & Deck	01/23/26	01/26/26	Approved	DANIEL HUBBARD
PSL25-0002	310 6TH AVE	Final solar	01/23/26	01/26/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Truss, Bracing & Strapping	01/23/26	01/23/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Dry In	01/23/26	01/23/26	Approved	DANIEL HUBBARD
PWS25-0085	410 6TH AVE	Final window, Door, & Shutter	01/21/26	01/21/26	Approved	DANIEL HUBBARD
PWS25-0085	410 6TH AVE	In-Progress	01/21/26	01/21/26	Approved	DANIEL HUBBARD
PRR25-0083	509 AVENUE A	Final	01/21/26	01/21/26	Approved	DANIEL HUBBARD
PE26-0003	304 OAK ST	Final Electrical	01/21/26	01/21/26	Approved	DANIEL HUBBARD
PWS25-0107	1805 REDWOOD AVE	Final window, Door, & Shutter	01/21/26	01/21/26	Approved	DANIEL HUBBARD
PRB25-0021	410 6TH AVE	Final Building	01/21/26	01/21/26	Disapproved	DANIEL HUBBARD
PWS25-0090	422 RIVER VIEW LN	Final window, Door, & Shutter	01/19/26	01/20/26	Approved	DANIEL HUBBARD

Inspection List

02/05/2026⁸⁷

2/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PAS23-0005	504 FOURTH AVE	Final Electrical	01/19/26	01/20/26	Approved	DANIEL HUBBARD
PAS23-0005	504 FOURTH AVE	Final Mechanical	01/19/26	01/20/26	Approved	DANIEL HUBBARD
PAS23-0005	504 FOURTH AVE	Final Plumbing	01/19/26	01/20/26	Approved	DANIEL HUBBARD
PRB25-0007	524 SUNSET BLVD	Final Building	01/19/26	01/20/26	Approved	DANIEL HUBBARD
PWS25-0007	1205 ATLANTIC ST	Final window, Door, & Shutter	01/19/26	01/16/26	Partially Approved	DANIEL HUBBARD
PWS25-0007	1205 ATLANTIC ST	Final window, Door, & Shutter	01/19/26	01/16/26	Partially Approved	DANIEL HUBBARD
PAS23-0005	504 FOURTH AVE	Final Building	01/19/26	01/20/26	Approved	DANIEL HUBBARD
PWS25-0007	1205 ATLANTIC ST	Final window, Door, & Shutter	01/19/26	01/16/26	Partially Approved	DANIEL HUBBARD
PPE25-0007	406 AVENUE B	Final Pool Enclosure	01/16/26	01/16/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Sheathing	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PWS25-0086	419 OCEAN AVE	Final window, Door, & Shutter	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PSH25-0004	708 ATLANTIC ST	Final Building	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PP26-0001	518 ANDREWS DR	Plumbing Underground	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PWS25-0094	1950 ATLANTIC ST 213	In-Progress	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PWS25-0094	1950 ATLANTIC ST 213	Final window, Door, & Shutter	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PMS25-0003	206 RIVERSIDE DR	Final Seawall	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PE25-0066	1806 PINE ST	Final Electrical	01/14/26	01/14/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Drywall	01/14/26	01/14/26	Approved	DANIEL HUBBARD
CVR26-0001	304 FOURTH AVE	Fire Inspection	01/13/26	01/13/26	Complied	Dave Micka
PWS25-0117	401 FIFTH AVE	Final window, Door, & Shutter	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PRR25-0080	427 RIVER VIEW LN	Dry-In	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Rough Electrical	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Rough Plumbing	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PRB25-0024	403 RIVER VIEW LN	Framing	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PWS25-0112	1700 ATLANTIC ST	Final window, Door, & Shutter	01/12/26	01/12/26	Approved	DANIEL HUBBARD
PWS25-0086	419 OCEAN AVE	In-Progress	01/12/26	01/12/26	Approved	DANIEL HUBBARD

Inspection List

02/05/2026

3/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PWS25-0114	1905 ATLANTIC ST # 325	In-Progress	01/09/26	01/09/26	Approved	DANIEL HUBBARD
PWS25-0114	1905 ATLANTIC ST # 325	Final Window, Door, & Shutter	01/09/26	01/09/26	Approved	DANIEL HUBBARD
PPL24-0003	1508 PINE ST	Final Pool	01/07/26	01/07/26	Approved	DANIEL HUBBARD
PPL25-0005	406 AVENUE B	Final Pool	01/07/26	01/07/26	Approved	DANIEL HUBBARD
PE25-0065	408 CORAL AVE	Final Electrical	01/07/26	01/07/26	Approved	DANIEL HUBBARD
PF25-0041	2204 ROSEWOOD DR	Final Fence	01/07/26	01/07/26	Approved	DANIEL HUBBARD
PRB25-0022	411 HIBISCUS TRL	Sheathing	01/07/26	01/07/26	Approved	UNIVERSAL ENGINEERING
PWS25-0112	1700 ATLANTIC ST	In-Progress	01/07/26	01/07/26	Approved	DANIEL HUBBARD
PRR25-0083	509 AVENUE A	Dry-In	01/06/26	01/06/26	Approved	DANIEL HUBBARD
PPL25-0004	506 THIRD AVE	Deck	01/05/26	01/05/26	Approved	DANIEL HUBBARD
PRR25-0082	321 FIRST AVE	Dry-In	01/05/26	01/05/26	Approved	DANIEL HUBBARD
PRR25-0082	321 FIRST AVE	Final	01/05/26	01/05/26	Approved	DANIEL HUBBARD

Total # of Inspections: 64

Public Works Activity Report

January 2026

All the Christmas decorations were removed and stored. The items were marked and organized before being placed into the connex storage container. Our inventory has grown each year. We found that some of the older ones had reached the end of their life. We will be replacing that next year.

Coordinated with the EAB to make certain our order for sea oats planting was placed. The dunes that we have now are witness to how successful this program is. Thanks to Curtis Byrd and his EAB folks PW does not have to do any of the planting.

Worked with PD to restock the flags at the crosswalks in Town.

Several road potholes were repaired.

The deck screws on the Loggerhead boardwalk were checked and tightened as needed

Loggerhead Park boardwalk handrails were removed and replaced and the seagrape canopy was trimmed and shaped. Researched possible ways to make the nonfunctioning well operatable. Continues.

Responded to reported pavement sinking on both Pelican Key and Anchor Key. Roadway sinking in areas due to the sanitary sewer pipes settling. Contacted Brevard County who responded. They removed and replaced the pavement after filling in the areas. Six such areas were addressed.

Completed scheduled inspections of Town Hall, Ryckman House, Community Center. No major issues were found. AC filter etc. replaced.

Three offices in Town Hall were painted and bulletin boards installed.

Met with Florida Inland Waterways representative in reference to our pier. This action came as a result of our visual inspection of the pier revealed deficiencies. The decking is beginning to splinter to a point it may pose a hazard to those who walk there. Also, some of the wood pillars at the west end exhibit extreme wear. Learned that we must have an engineer's report before presenting a request for assistance from Florida Inland Waterways.

Removed several of the lights on the pier railing that had weather and been broken.

Assisted with lock installations in FD/Town Hall

Updated all the street name signs with the new larger entire length of Pine St. Old signs retained for use if needed ie. Post storm event.

Removed and replaced the roof on Old Post Office Building in Ryckman Park. Installed wood sheeting where none had existed before. Strengthens the structure and now watertight.

86 yards of playground engineered mulch installed in our playground.

Removed replaced drinking water fountains at Ocean Park. They had rusted and had been abused and would not turn off. Installed vandal resistant unit constructed of composite material to prevent corrosion.

Cleared clogged toilets at Ocean Park and Ryckman Park bathrooms. Rolls of toilet paper had been packed into them.

Routine daily rounds to collect trash and or fallen palm branches. Empty trash containers. Check for any repairs that may be needed.

Cleaned the stormwater baffle boxes.

Conducting daily checks of Basin 1 ongoing stormwater project

80 yards of mulch installed in Bicentennial Park , Ocean Park



Melbourne Beach Police Department

Chief Zander's Monthly Report

Commission Meeting February 18, 2026



This report covers the month of January 2026.

Operations:

Over the past month, the department handled 1,624 calls for service.

Activity:

- 75 Citations/ 179 Written Warnings
- 459 Traffic Stops
- 228 Traffic Enforcement Details
- 3 Traffic Complaint
- 18 Parking Citations
- Speed Compliance percentages over the past month:
 - Atlantic Ave. 81% with 72,826 vehicles recorded
 - Oak St. 94% with 78,502 vehicles recorded
 - Riverside Dr. 91% with 105,348 vehicles recorded

PD News

- Department training: Legal Update and DV Scenerio's
- Celebrated Detective Nicholas. Earl, Officer Brittany Brown and Deputy Chief Matthew. Smith's Birthdays
- Mental Wellness Podcast Interview
- Sgt. Jason Hinchman was selected as the MBPD 4th Qtr Officer of the Quarter 2025
- Attended the Florida Police Chiefs Association Mid-Winter Conference
- Attended Brevard Police Chief's quarterly luncheon
- Provided Security at 4 Commission Meetings
- Conducted Interviews to fill vacant Officer Position
- Continued Work on Townhall/PD/FD/PW key system and security accountability. PD, PW and FD are completed. TH to start this month.
- The Police Department Volunteers completed:
81.5 total hours of volunteer service for the month and 81.5 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 and re-key project.
- Have zero vacancies. Our one officer vacancy was filled.

CRIME Update:

- 77 House Checks
- 41 Suspicious incident/Person/vehicles reports investigated
- 16 arrests- Traffic, Resisting W/O Violence, DUI, ICE Detainers, Warrant, Trespassing
- 1 Death- Natural Causes Non Suspicious
 - 1 STR complaints for the month.
 - 12/12/2025- 211 Cherry Dr. – Vehicle blocking Driveway. Contact was made with the vehicle owner and it was moved without issue.
 - 10 Assist other Law enforcement agencies.
 - 2 Disturbances

Looking Forward:

- Department Training- Legal Update and Domestic Violence Training
- 2025 Annual Awards Meeting
- Swear-In of our new officer, James “Woody” Carroll February 12 at 1pm
- 3 Year Anniversary for Corporal Ryan Meehan
- Complete ToMB Re-Key Project

Town of Melbourne Beach

Town Clerk's Department Monthly Report February 2026

Public Records Requests – Attached are reports of completed requests in the month of January and open requests at the end of January.

- Received in January – 16
- Received in 2026 – 16
- Completed in January – 13
- Completed in 2026 – 13
- Open/Pending – 18 (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 boxes. The next step is for the Town Clerk to import the documents, and start the review process.

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:

- 5 Town Commission meetings
- 2 Board of Adjustment meetings
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 Historical Preservation and Awareness Board meeting
- 1 History Center Board meeting
- 1 Parks Board meeting
- 1 Technology Advisory Board meeting

Processed Requests Report 2026-01-01 to 2026-02-01

Request #	Name	Description	Date Of Request	Date Complete
PRR-2026-6	Cheryl Madlener	Please send the issued permits for December-see attached	1/13/2026 1:20 PM	1/14/2026 3:13 PM
PRR-2025-214	Cheryl Madlener	Pleass send me the issued permits for November. See attached. If possible please add the total construction cost.	12/17/2025 2:07 PM	1/5/2026 12:46 PM
		<p>Our firm has been requested to research the referenced property to search for any building permit and code enforcement issues that may exist in any city, town, village, or port authority.</p> <p>We kindly request that you advise us of the complete permit history, including all open, expired, and closed permits that may exist, as well as all open or closed code enforcement cases found on record for the following property:</p> <p>Property Address: 1700 Atlantic Street Unit 9 Melbourne Beach, Florida 32951</p> <p>Parcel ID #: 2848126</p> <p>Owner: Michael Pacula</p> <p>Code Enforcement Cases/Violations: Open _____ Expired _____ Closed _____ None _____</p> <p>Building Permit History: Open _____ Expired _____ Closed _____ None _____</p> <p>_____</p> <p>To further assist our clients and facilitate this process, could you please provide general instructions to resolve any permits that are open, expired, or currently pose a concern to the property referenced above.</p>		
PRR-2026-2	Mariana Guerra		1/2/2026 10:15 AM	1/5/2026 12:58 PM
PRR-2025-216	Jordin Chandler	<p>Could you please provide me with the following:</p> <p>1.A copy of the municipality's Solid Waste Agreement with your current hauler</p> <p>2.A copy of the most up-to-date solid waste rates</p>	12/22/2025 4:40 PM	1/5/2026 12:49 PM
PRR-2026-5	Jan Pence	Most recent treasurer report from Bruce Larson	1/13/2026 10:51 AM	1/13/2026 2:45 PM
PRR-2026-12	Ron Thompson	<p>property survey for:</p> <p>2705 Pelagornis Drive Melbourne, FL 32940</p>	1/27/2026 10:15 AM	1/27/2026 10:33 AM
PRR-2026-3	Anonymous	Code enforcement cases open and closed for December 2025.	1/5/2026 12:28 PM	1/14/2026 2:28 PM
PRR-2025-207	Anonymous	Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.	12/1/2025 12:47 PM	1/14/2026 5:04 PM

PRR-2026-7	Janine Rugas	Building permit records from December 12, 2025 to present. See attached for more	1/16/2026 1:13 PM	1/26/2026 3:10 PM
PRR-2025-208	Lynda Smith Rippolone	Id like to know who complained about my property for the past 10 years . Please release any and all complaint s that were made . Please call me so I can pick up report	12/4/2025 3:46 PM	1/14/2026 11:14 AM
PRR-2026-11	Catherine Clanton	Total property footage of house 111 delvalle street Melbourne Beach Florida 32951	1/26/2026 11:04 AM	1/26/2026 3:09 PM
PRR-2026-4	Sarah Harmon	electronic copies of the current and active contract, including exhibits; as well as any amendments/renewals, between Town of Melbourne Beach and the vendor who provides elevator maintenance services. Some possible vendors are: 1. TK Elevator (TKE) 2. Oracle Elevator 3. KONE	1/12/2026 3:02 PM	1/27/2026 12:50 PM
PRR-2025-201	Joe Balber	Code violations data for 10/15/2025-11/15/2025. See attached document for the full	11/17/2025 6:16 PM	1/14/2026 5:03 PM

Open Requests as of 2/1/2026					
Request #	Name	Description	Status	Date of Request	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
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Department Response	6/12/2025 2:35 PM	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
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
PRR-2025-157	Kari Ross	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

PRR-2025-166	Abbas Khan	<p>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>	Pending Payment	9/18/2025 8:55 AM	0
PRR-2025-171	Frank Patterson	<p>I am contacting you in regard to a public records/information request.</p> <p>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</p>	Pending Payment	10/4/2025 8:04 PM	0
PRR-2025-185	Steve Watts	<p>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

PRR-2025-194	Anonymous	<p>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</p>	Pending Department Response	11/12/2025 11:57 AM	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
PRR-2025-209	Karen Garcia	<p>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) 	Pending Department Response	12/11/2025 4:41 PM	0

PRR-2025-217	Roger Newell	Melbourne Beach The letter of violations sent to the owner Mr Robert Morris.	Pending Department Response	12/28/2025 2:25 PM	0
PRR-2026-1	Juan Casillas	<p>I am writing to formally request access to public records concerning code violations within the Town. I believe it is important to have transparency and accountability regarding the enforcement of local codes and regulations. Therefore, I am seeking information on any code violations that have been reported or recorded within the Town</p> <p>Specifically, I am requesting access to the following information: I am requesting access to the following information: List of properties with code violations issued by the Town code enforcement department that have been in the list for the past 2 months open or closed. List of any properties that have been on the water shut off list in the past 2 months. I would also like a list of any properties that have been reported with fire damage by the fire department. Please provide this information in an excel format if possible.</p> <p>I understand that some information may be redacted to protect privacy or ongoing investigations, but I request that any redactions be clearly noted and justified according to relevant statutes. Please inform me of any fees associated with fulfilling this request, and I am prepared to cover reasonable expenses for copying or processing the requested documents.</p> <p>I appreciate your attention to this matter and look forward to receiving the requested information in a timely manner. If you require any further information or clarification to process this request, please do not hesitate to contact me at 213-772-0634</p> <p>Thank you for your cooperation and commitment to open government practices.</p>	Pending Department Response	1/1/2026 11:41 AM	0

PRR-2026-8	Danick Baron	<p>SmartProcure is submitting a public records request to Town of Melbourne Beach for any and all purchasing records from 4/28/2025 to current. 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. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address 7. If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District <p>If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.</p> <p>As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email.</p>	Pending Department Response	1/20/2026 7:36 AM	0
PRR-2026-10	Connery Schiebel	<p>I am requesting a public record of all buildings that have received a Notice of Required Milestone Inspection during the current year, as well as any buildings that remain overdue from 2025.</p> <p>This request includes records associated with Milestone Inspections, also referred to as Building Safety Inspections or Building Recertifications.</p> <p>For each record, please include the following information where available:</p> <ul style="list-style-type: none"> • Association name • Building address • Contact information for the association or responsible party <p>If any portion of this request is unclear or requires clarification, please let me know.</p>	Pending Department Response	1/26/2026 9:49 AM	0
PRR-2026-13	Joe Balber	Code Violations from 1/1/2025-1/15/2026. See attached for the full details.	Pending Department	1/27/2026 10:54 AM	0

PRR-2026-15	Justin Wenig	<p>All purchase orders and/or payment records (such as a check register or list of payments) from January 1, 2025 to the Present Date for non-person/vendor entities (e.g., companies, organizations, contractors). This request excludes purchase orders or payments issued to staff, employees, or individuals for payroll, reimbursements, stipends, or other personnel-related expenses. Requesting the records to include, at minimum:</p> <p>Purchase date, vendor name, description of purchase, line item quantity, line item price/amount.</p> <p>If vendor names are coded in the file, please provide a vendor list with corresponding codes.</p> <p>REF: 1PO26 9fd02002-73db-4b5f-9cf4-8e81a34e3a18</p>	Pending Department Response	1/28/2026 8:14 AM	0
PRR-2026-16	Sherri Quarrie	Computer Experts contract and any other computer service providers company contracts. Not internet services contracts provided by spectrum, at&t or Verizon.	Preparing for Release	1/30/2026 9:56 AM	0