



# **TOWN OF MELBOURNE BEACH**

## **REGULAR TOWN COMMISSION MEETING**

**APRIL 15, 2026**

**AGENDA PACKET**

# Town of Melbourne Beach

## REGULAR TOWN COMMISSION MEETING

### Wednesday, April 15, 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)**  
A. Basin 10 – master plan for stormwater presented by Haley Ward – Page 5
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. **Town Manager Report – Page 6**
9. **Town Attorney Report**

**10. Consent Agenda**

- A. Approval of the site plan for 608 Shannon Ave – Pages 7-26
- B. Approval of the site plan for 209 Surf Rd – Pages 27-60

**11. Public Hearings/Special Orders**

**12. Unfinished Business**

**13. New Business**

- A. Consider painting the fire hydrants along Ocean Ave, celebrating our Nation’s 250<sup>th</sup> birthday – Parks Board – Pages 61-63
- B. Consider harmonizing the amounts of accrued annual leave and compensatory time caps – Town Manager A. Marie Smith – Pages 64-75
- C. Consider changing the May Regular Town Commission Meeting date – Town Manager A. Marie Smith – Page 76
- D. Consider adding an additional yoga class – Town Manager A. Marie Smith – Page 77
- E. Consider funding ways to address the results from the employee survey – Town Manager A. Marie Smith – Page 78-93

**14. Finance/Budget Report - Pages 94-134**

**15. Town Staff/Board Reports**

- A. Technology Advisory Board
- B. Building Department – Pages 135-144
- C. Public Works Department
- D. Code Enforcement
- E. Fire Department – Pages 145-152
- F. Police Department – Pages 153-154
- G. Town Clerk – Pages 155-167

**16. Commission Reports**

**17. Task List**

**18. 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
<b>See below for events on the horizon and our recurring Ryckman Park class schedule</b>				
April 18, 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 enjoy live entertainment and food trucks
May 2, 2026	8:00 AM – 10:00 PM	Founders Day	Ryckman Park, 509 Ocean Ave.	Our largest event of the year - arts & crafts vendors, children’s fishing contest, food trucks, live music, beer tent, and more
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1 <sup>st</sup> & 3 <sup>rd</sup> Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense

# **Town Commission Meeting**

**Section: Presentation**

**Meeting Date: April 15, 2026**

**From: PW Director – Tom Davis**

**RE: Basin 10 – Master Plan for stormwater**

**Background Information: Haley Ward Engineering was retained by the Town to conduct a complete study of Stormwater Basin 10. This task has been completed, and Mr. David Bagget of Haley Ward will present an overview report of the findings.**



## Town Manager Report for March 2026

1. Updates on past events and upcoming events
2. Update on the lifeguard situation
3. Update on the Code Enforcement Officer

## Town Commission Meeting

**Section:** Consent  
**Meeting Date:** April 15, 2026  
**From:** Building Department  
**RE:** Site Plan Approval for 608 Shannon Ave. – Addition

### Background Information:

The Town received plans for an addition at 608 Shannon Ave.

### Recommendation:

Approve the site plan for 608 Shannon Ave.

### Attachments:

- Town Planner Letter
- Development Application and Narrative
- Property Appraiser Information
- Original Plans and Survey



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## Site Plan Review

### Applicable Codes:

Town of Melbourne Beach Land Development Code  
Current Florida Building Code

**Date:** April 7, 2026  
**Owner:** William and Amanda Mason  
**Owner Address:** 608 Shannon Avenue, Melbourne Beach FL 32951  
**Site Address:** 608 Shannon Avenue, Melbourne Beach FL 32951  
**Parcel ID:** 28-38-06-77-C-2  
**Zoning:** 1RS- Single- Family

**Proposed Project:** Addition of second floor living area to an existing residence.  
**References:** Town of Melbourne Beach Code of Ordinances:  
 7A-31 Single-Family Residential District  
 7A-51.1, Site Plan Approval For Single-Family Residential Districts

**Request:** Site Plan Approval in Accordance with 7A-51.1  
**Staff Review:** The property lies in Zoning District 1RS

- 1) The project involves adding second floor living area to the existing residence. The addition will include 1 bedroom, 1 recreation room, 1 full bath, and 1 half bath. Based on Property Appraiser's information, existing square footage includes living area of 2086 SF, 624 SF garage and 506 SF covered entry and porch for total existing of 3216 SF. The second-floor addition is 570 SF resulting in a total gross square footage of 3786.
- 2) The Building Lot Zoning District requires min. lot area, width and depth.  
 Lot area is 13,200sq. ft. (min. 12,000 sq. ft.)  
 Lot width is 110 ft. (min. 100 ft. measured from the front building line)  
 Lot depth is 120 ft. (min. 120 ft.)
- 3) Lot coverage has a maximum of 30% for principal structure.  
 Lot coverage per plan is 24.36%  
 Footprint of Primary Structure is 3216 SF.  
 Max allowed for Primary Structure is 3960 sq. ft. for Lot Area of 13,200 sq. ft.  
 Minimum pervious area per lot is 30%. Pervious area is approximately 66.5%.

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

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

- 4) Structure maximum height for zoning district is 28 ft.  
The proposed height provided is 22.10' from FFE.  
Flood Zone: X per survey

## Zoning District Setback requirements:

Existing Primary Structure Front Setback: 25.5' (min. 25')  
Existing Primary Structure Rear Setback: 31.2' (min. 25')  
Existing Primary Structure North Side Setback: 23.1' (min. 15')  
Existing Primary Structure South Side Setback: 22.6' (min. 15')

- 5) If required, sediment and erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
- 6) As no new impervious surfaces are proposed, on-site Storm water Retention Control measures are not required.
- 7) As no new impervious surfaces are proposed, there will be no review of the drainage plan per Ordinance 2019-06.

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

Corey W. O'Gorman  
Town Planner



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## 608 Shannon Avenue

<b>IMPERVIOUS*</b>		<b>PERVIOUS</b>	
Primary Structure	2710	Open areas	8779
Covered Porch/Patios	506		
Driveway	385		
Pool / Pool Deck	705		
Concrete areas	115		
Total Paved Area	4421		
<hr/>		<hr/>	
Total Lot Area	13,200	Total Lot Area	
<hr/>		<hr/>	
<b>% IMPERVIOUS</b>	<b>33.5%</b>	<b>% PERVIOUS</b>	<b>66.5%</b>

\*Square footages from Brevard County Property Appraiser and estimated from property survey



TOWN OF MELBOURNE BEACH  
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: \_\_\_\_\_

Address: 608 S. SHARON AVE

Parcel Number(s): 28-38-06-77-C-2

Area (in acreage): \_\_\_\_\_ Area (in square feet): \_\_\_\_\_

Current Zoning: 1RS Proposed Zoning: \_\_\_\_\_

Current Future Land Use: \_\_\_\_\_ Proposed Future Land Use: \_\_\_\_\_

Brief Description of Application: ADDING A SECOND STORY TO AN AMIA OF HOME (NO CHANGES TO FOOTPRINT)

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

IV. APPLICANT INFORMATION:

Property Owner

Name: William Mason

Phone: 508-942-1046

Address: 6-8 S. Shoreline Blvd  
Melb. FL

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

Email: WMAS086@gmail.com

Applicant (if other than property owner)

Name: Jeff Parker

Phone: 321-302-1048

Address: P.O. Box 510431  
Melb. FL 32951

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

Email: JEFF@JSPARKCONTRACTING.COM

V. OWNER AUTHORIZATION:\*

The undersigned hereby affirms the following:

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

Signature: [Handwritten Signature]

Date: 2/28/2026

Print Name: William Mason

Title: Owner

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 28 day of FEB, 2026 by William Mason who is/are personally known to me, or who has/have produced Florida DL as identification.

[Handwritten Signature]  
Signature of Notary Public, State of Florida



**VI. APPLICANT CERTIFICATION:\***

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

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

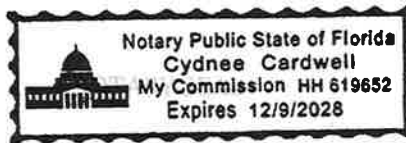
Signature: [Handwritten Signature] Date: 3-2-16  
Print Name: Jeff Parker Title: MR

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 2nd day of March, 2016, by Jeff Parker who is/are personally known to me, or who has/have produced \_\_\_\_\_ as identification.

[Handwritten Signature: Cydnee Cardwell]  
Signature of Notary Public, State of Florida




**VII. PROJECT DESCRIPTION:**

Describe Application: ADDING A SECOND STORY TO REAR OF HOME (NOT EXPANDING THE FOOTPRINT)

Provide attachment if more space is needed.

Describe Existing Conditions: \_\_\_\_\_

Provide attachment if more space is needed.

**From:** Jeff Parker jeff@jparkercontracting.com   
**Subject:** 608 S Shannon Ave.  
**Date:** March 3, 2026 at 4:01 PM  
**To:** Town Of Melb Bch building@melbournebeachfl.org

To whom it may concern,

Please accept this as the "Narrative" as requested for the proposed 570 square foot second story addition for 608 S. Shannon Ave.

This is merely a small second story addition to the existing structure. This addition will not expand the existing footprint of the residence and will not impact nor add in any way the impervious area to the site. This improvement complies with all existing zoning regulations including the height restriction of 28 feet. In addition this improvement falls below 50% of the value of the current structure therefore no drainage and landscape plans are required.

I have provided the plans for this improvement along with a survey and application as requested.

Please approve and issue said permit asap...

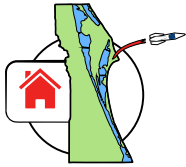
Best Regards, Jeff Parker



Jeff Parker  
321.302.1048  
P.O. Box 510431  
Melbourne Beach, FL 32951  
www.JParkercontracting.com



**NOTICE:** This email transmission, and any documents or previous emails attached to it, may contain confidential, privileged and/ or proprietary information for the exclusive use of the intended recipient(s). If you are not an intended recipient or a person responsible for delivering it to an intended recipient, any disclosure, copying, distribution or use of any of the information contained in or attached to this transmission is strictly prohibited. If you have received this transmission in error, please: (1) immediately notify me by reply e-mail; and (2) destroy the original (and any copies) of this transmission and its attachments without reading or saving it in any manner.



**REAL PROPERTY DETAILS**  
Account 2847153 - Roll Year 2025

Owners	MASON, WILLIAM A,JR; MASON, AMANDA LYNNE
Mailing Address	608 SHANNON AVE MELBOURNE BEACH FL 32951
Site Address	608 SHANNON AVE MELBOURNE BEACH FL 32951
Parcel ID	28-38-06-77-C-2
Taxing District	34X0 - MELBOURNE BEACH
Exemptions	HEX1 - HOMESTEAD FIRST HEX2 - HOMESTEAD ADDITIONAL
Property Use	0110 - SINGLE FAMILY RESIDENCE
Total Acres	0.30
Site Code	0001 - NO OTHER CODE APPL.
Plat Book/Page	0017/0054
Subdivision	RIVER COLONY EAST
Land Description	RIVER COLONY EAST LOT 2 BLK C



**VALUE SUMMARY**

Category	2025	2024	2023
Market Value	\$593,800	\$597,130	\$606,380
Agricultural Land Value	\$0	\$0	\$0
Assessed Value Non-School	\$395,210	\$384,080	\$372,900
Assessed Value School	\$395,210	\$384,080	\$372,900
Homestead Exemption	\$25,000	\$25,000	\$25,000
Additional Homestead	\$25,722	\$25,000	\$25,000
Other Exemptions	\$0	\$0	\$0
Taxable Value Non-School	\$344,488	\$334,080	\$322,900
Taxable Value School	\$370,210	\$359,080	\$347,900

**SALES / TRANSFERS**

Date	Price	Type	Instrument
09/09/2024	--	WD	10154/1099
05/05/2017	\$465,000	WD	7883/0262
01/29/2004	\$352,000	WD	5190/1518
05/30/1998	\$122,000	WD	3849/0027
09/01/1976	\$59,600	--	1665/0007
09/01/1969	\$335,000	--	1097/0239

**BUILDINGS**

**PROPERTY DATA CARD #1**

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

Materials		Details	
Exterior Wall:	STUCCO	Year Built	1969
Frame:	MASNRYCONC	Story Height	8
Roof:	ASPH/ASB SHNGL	Floors	1
Roof Structure:	HIP/GABLE	Residential Units	1
		Commercial Units	0
Sub-Areas		Extra Features	
Base Area (1st)	2,086	Pool Deck	595
Garage	624	Covered Patio	350
Open Porch	84	Paving - Stone	110
Open Porch	72	Pool - Residential	1
Total Base Area	2,086		
Total Sub Area	2,866		

## Site Data

### 608 S. Shannon Ave.

1. William Mason, 608 S. Shannon Ave. Melbourne Beach, 32951  
A 570 square foot addition a top of the existing single story SFR
2. Proposed use is additional living area.
3. There are 2 existing enclosed parking spaces.
4. The height of the second story addition shall be less than the 28 foot maximum height requirement.
5. The existing footprint of the residence will remain as is. There will be no expansion of the existing footprint.
6. The value of the proposed addition is less than 50% of the current value of the existing residence.

Account (1234567)

Show Street Map

Sales

- 2026 ✓
- 2025
- 2024
- 2023
- 2022

LEGEND

MANGOODR

JASMINE DR

SHANNON AV

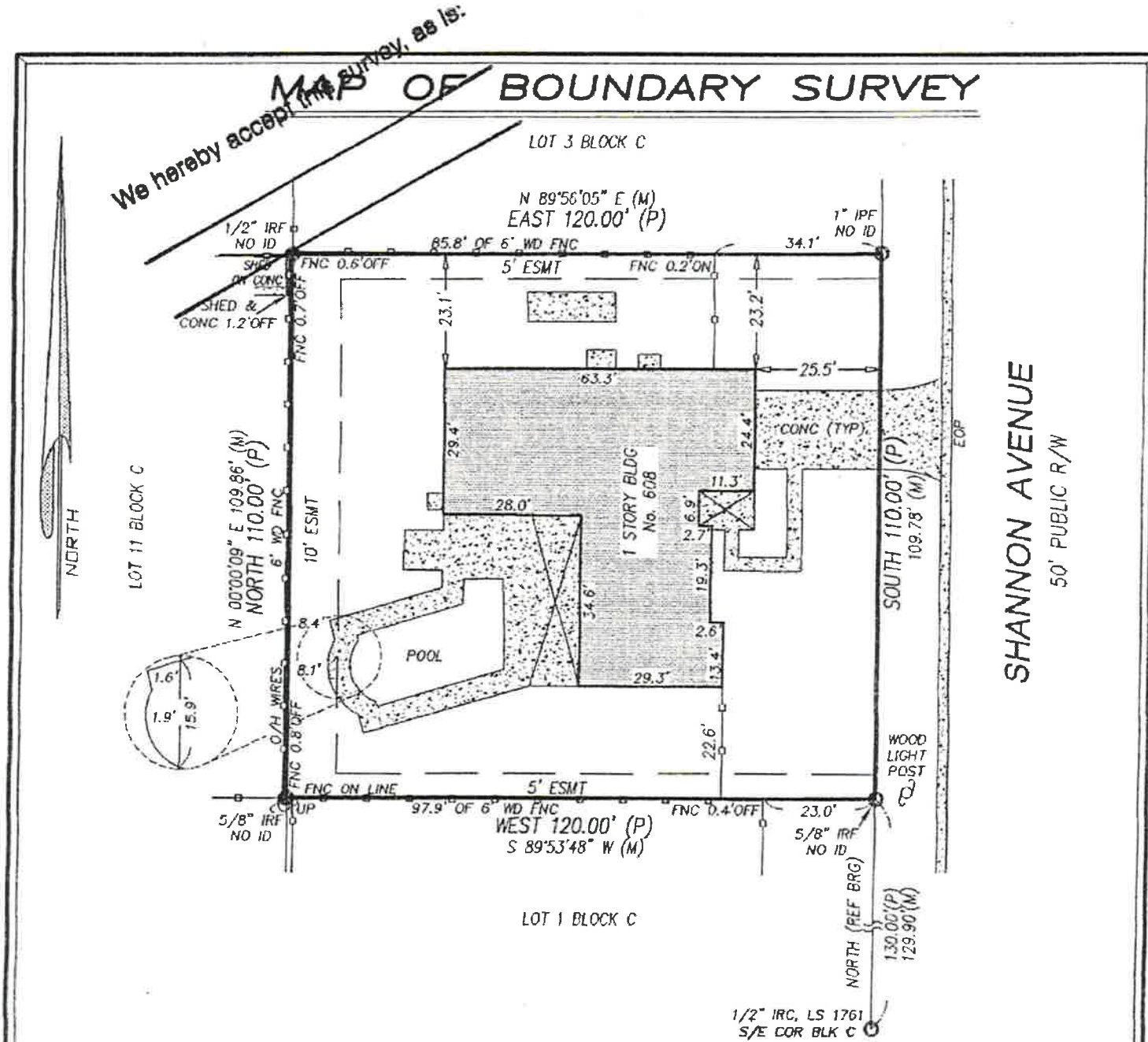
ANDREWS DR

\$615K

Account: 2847153 Parcel ID: 28-38-06-77-C-2  
 Sale: 5/5/2017 \$465,000  
 BCPAO Market Value: \$593,800  
 Owners: MASON, WILLIAM A JR; MASON, AMANDA LYNNE  
 Address: 608 SHANNON AVE MELBOURNE BEACH FL 32951

Zoom | Clear | Details | EagleView | Hide Info

BCPAO Dana Bickley, CFA, Brevard County Property Appraiser | Instructions | Disclaimer



**LEGEND**

<p>A = ARC A/C = AIR CONDITIONER BFE = BASE FLOOD ELEVATION BLDG = BUILDING BLK = BLOCK BM = BENCHMARK BRC = BEARING (C) = CALCULATED CATV = CABLE TELEVISION CBS = CONCRETE BLOCK STRUCTURE CHD = CHORD C/L = CENTERLINE CLF = CHAIN LINK FENCE CMF = CONCRETE MONUMENT FOUND CONC = CONCRETE COR = CORNER (D) = DEED DA = DELTA ANGLE DB = DEED BOOK ELEC = ELECTRIC ELEV = ELEVATION ENC = ENCROACHMENT EOP = EDGE OF PAVEMENT ESMT = EASEMENT FB = FIELD BOOK FF = FINISHED FLOOR</p>	<p>FNC = FENCE FND = FOUND FP&amp;L = FLORIDA POWER &amp; LIGHT COMPANY GOV'T = GOVERNMENT ID = IDENTIFICATION IPF = IRON PIPE FOUND IRC = IRON ROD &amp; CAP FOUND IRF = IRON ROD FOUND IRS = 5/8" IRON ROD SET "KANE LB 7179" LB = LICENSED BUSINESS NUMBER LS = (RLS) or (PLS) REGISTERED OR PROFESSIONAL LAND SURVEYOR (M) = MEASURED No. = NUMBER NDF = NAIL &amp; DISK FOUND NDS = 1 1/4" NAIL &amp; DISK SET "LB 7179" NGVD = NATIONAL GEODETIC VERTICAL DATUM O/H = OVERHEAD ORB = OFFICIAL RECORDS BOOK O/S = OFFSET (P) = PLAT PB = PLAT BOOK PCP = PERMANENT CONTROL POINT PC = POINT OF CURVATURE</p>	<p>PCC = POINT OF COMPOUND CURVATURE PI = POINT OF INTERSECTION PT = POINT OF TANGENCY PRC = POINT OF REVERSE CURVATURE PRM = PERMANENT REFERENCE MONUMENT POB = POINT OF BEGINNING POC = POINT OF COMMENCEMENT POL = POINT ON LINE PUE = PUBLIC UTILITY EASEMENT PUDE = PUBLIC UTILITY &amp; DRAINAGE EASEMENT PVMT = PAVEMENT R = RADIUS REF = REFERENCE RNG = RANGE R/W = RIGHT OF WAY SEC = SECTION TEL = TELEPHONE RISER TWP = TOWNSHIP TYP = TYPICAL UP = UTILITY POLE WD = WOOD WIT-COR = 5/8" IRON ROD SET WITH CAP "WITNESS LB 7179" WM = WATER METER XCF = CROSS CUT FOUND</p>
---	---	--

**LEGAL DESCRIPTION:**  
LOT 2, BLOCK C, THE RIVER COLONY OF MELBOURNE BEACH EAST SECTION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 54, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

BOUNDARY	DATE: 1/15/04	JOB No. 16335
		FB 3-31-64
		RIVCOLON/L2BC

**CERTIFIED TO:**  
RONALD A. & SUSAN P. WINKLER  
CHASE MANHATTAN MORTGAGE CORPORATION  
ALLIANCE TITLE OF BREVARD, LLC  
STEWART TITLE GUARANTY COMPANY

**CERTIFICATION:**  
I HEREBY CERTIFY: THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61G17-6 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.  
*Michael J. Kane* DATE: 1/18/04  
MICHAEL J. KANE PROFESSIONAL LAND SURVEYOR AND MAPPER  
STATE OF FLORIDA NO. LS 4029

- NOTES:**
- BEARINGS BASED ON SAID PLAT (SEE SKETCH)
  - ELEVATIONS BASED ON \_\_\_\_\_
  - FLOOD ZONE "X", MAP No. 12009C0355E COMMUNITY No. 125128, NOVEMBER 19, 1997
  - HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 61G17-6.003
  - BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
  - NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
  - THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
  - ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
  - UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

**KANE SURVEYING**  
FLORIDA LICENSED BUSINESS No. LB 7179  
1637 SOUTH WICKHAM ROAD  
WEST MELBOURNE, FLORIDA 32904  
(321) 676-0427  
FAX (321) 984-1448

C DRAWN BY: TAM SCALE 1 INCH = 30 FEET



Digitally signed  
by Edward F  
Shinskie  
Date:  
2026.02.25  
15:14:43 -05'00'



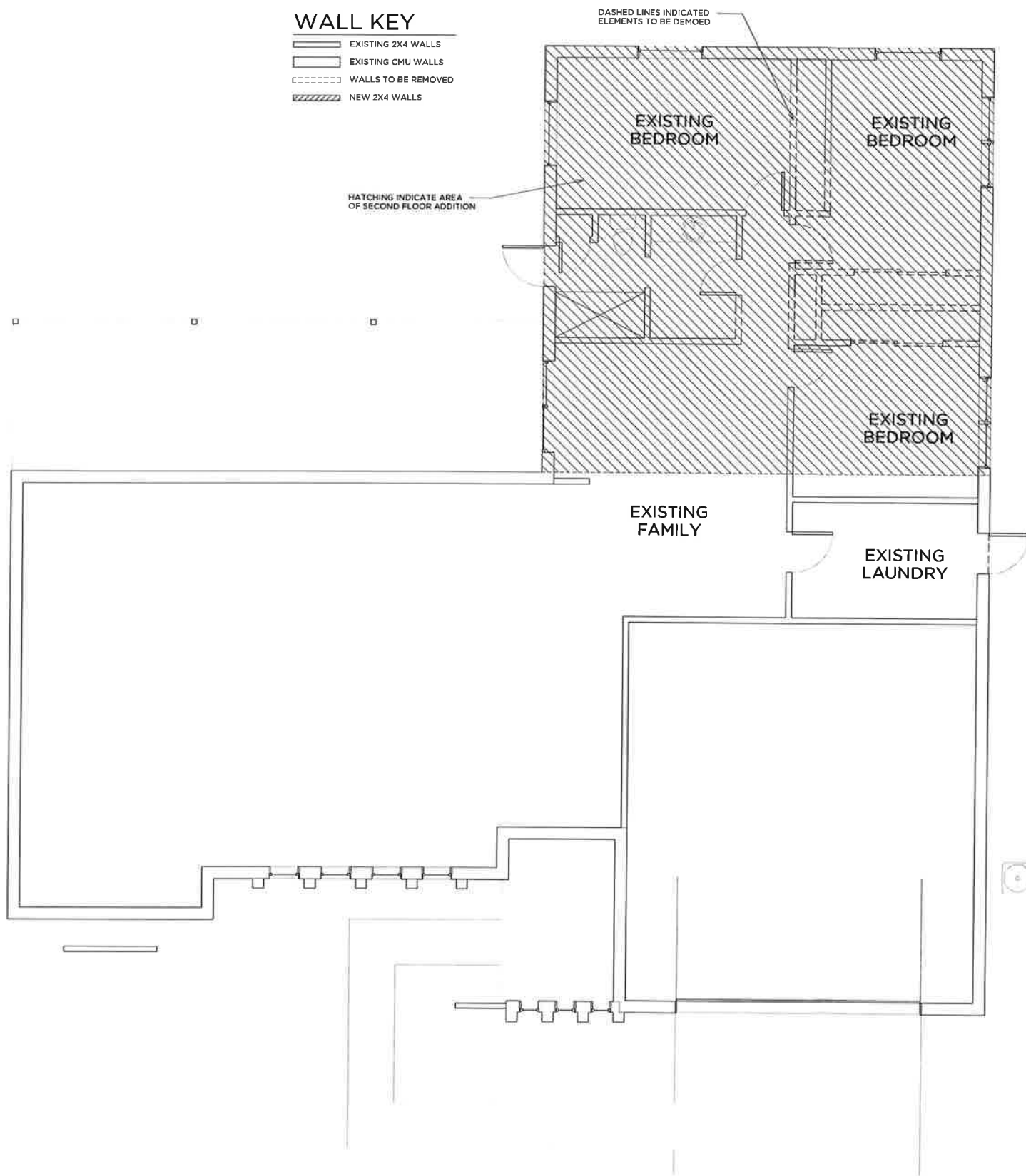
3765 Oak Lane  
Melbourne, FL 32934  
321-961-9966

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED BY EDWARD F. SHINSKIE ON THE DATE OF 02/24/26 USING A DIGITAL SIGNATURE PROGRAM. THIS DOCUMENT IS NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE IS NOT VALID UNLESS IT IS VERIFIED ON ANY ELECTRONIC COPY.

EDWARD F. SHINSKIE  
4707 WILD TURKEY RD  
MIMS, FLORIDA 32754  
321-863-3223  
PE#47515  
kshinskie@primesoft.com

**WALL KEY**

	EXISTING 2X4 WALLS
	EXISTING CMU WALLS
	WALLS TO BE REMOVED
	NEW 2X4 WALLS



**DESIGN CRITERIA**

TYPE OF CONSTRUCTION	CMU
ENCLOSURE CLASSIFICATION	ENCLOSED
DESIGN WIND SPEED	160 MPH
OCCUPANCY GROUP	R
OCCUPANCY CATEGORY	II
BUILDING CLASSIFICATION	II
WIND EXPOSURE CATEGORY	B
INTERNAL PRESSURE COEFFICIENT	+/-0.18
WIND IMPORTANCE FACTOR	1.0
MEAN ROOF HEIGHT	21'
ROOF PITCH	3/12
OVERHANG	36"
SHUTTERS	NO
IMPACT RESISTANT STRUCTURE	YES
ROOF LIVE LOAD	20 PSF
SOIL BEARING CAPACITY	2000 PSF
CONCRETE COMPRESSIVE STRENGTH	MINIMUM
PADS & FOUNDATIONS	2500 PSI
BEAMS AND DOWNPOURS	3000 PSI
BUILDING USE FACTOR	1.0

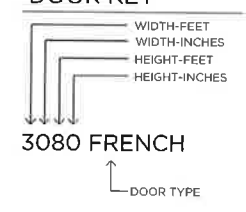
**AREA CALCULATIONS**

EXISTING LIVING	2086 SQ FT
ADDITION	570 SQ FT
TOTAL LIVING	2656 SQ FT
EXISTING COVERED ENTRY/PORCH	504 SQ FT
EXISTING GARAGE	623 SQ FT
TOTAL	3783 SQ FT

**GENERAL NOTES**

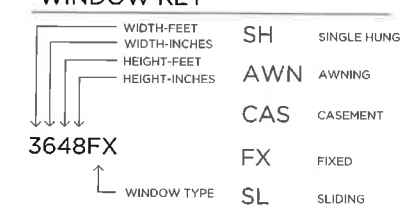
- THIS BUILDING DESIGN COMPLIES WITH THE FLORIDA BUILDING CODE 8th EDITION (2023).
- ALL EXTERIOR WALLS BETWEEN OPENINGS ARE DESIGNED AS AND SHOULD BE CONSIDERED SHEAR WALLS.
- PROTECTION OF OPENINGS IS REQUIRED.
- THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTION THAT THE CONTRACTOR OR OWNER-BUILDER IS KNOWLEDGEABLE OF COMMON CONSTRUCTION PRACTICES.
- THE CONTRACTOR / OWNER-BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER / DESIGNER PRIOR TO CONSTRUCTION.
- THE CONTRACTOR / OWNER-BUILDER IS TO VERIFY THAT TRUSS ENGINEERING AND DESIGN IS COMPATIBLE WITH THESE DRAWINGS PRIOR TO TRUSS FABRICATION.
- THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR / OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
- DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE. DO NOT SCALE DRAWINGS.

**DOOR KEY**



- DOOR NOTES:
- ALL EXTERIOR DOORS SHALL HAVE WEATHER STRIPPING ON FOUR SIDES.
  - ALL GLAZING IN DOORS SHALL BE TEMPERED.

**WINDOW KEY**



- WINDOW NOTES:
- VERIFY FIELD DIMENSIONS FOR ROUGH OPENING OF WINDOWS
  - SEE FLOOR PLAN FOR TEMPERED GLASS LOCATIONS
  - ALL WINDOWS AND DOORS TO MEET FLORIDA SAFETY & ENERGY REQUIREMENTS

1 EXISTING/DEMO PLAN  
1/4" = 1'-0"

Scale: 1/4" = 1'-0"  
Date: 02/24/26

Project  
MASON ADDITION  
608 SHANNON AVE  
MELBOURNE BEACH, FLORIDA

Sheet Number  
A101



3765 Oak Lane  
Melbourne, FL 32934  
321-961-9966

THIS ITEM HAS BEEN  
REVIEWED FOR  
CONFORMANCE WITH  
AND SEaled BY THE DATE  
SHINSKIE PE ON THE DATE  
AND/OR TIME STAMP SHOWN  
ON THIS DRAWING. ALL  
PRINTED COPIES OF THIS  
DOCUMENT ARE NOT  
CONSIDERED SIGNED AND  
VALID UNLESS THE  
SIGNATURE AND TITLE  
MUST BE VERIFIED ON ANY  
ELECTRONIC COPY.

EDWARD F. SHINSKIE  
4707 WILD TURKEY RD  
MIMS, FLORIDA 32754  
321-863-3223  
PE#47515  
efcenterprises.fl@gmail.com

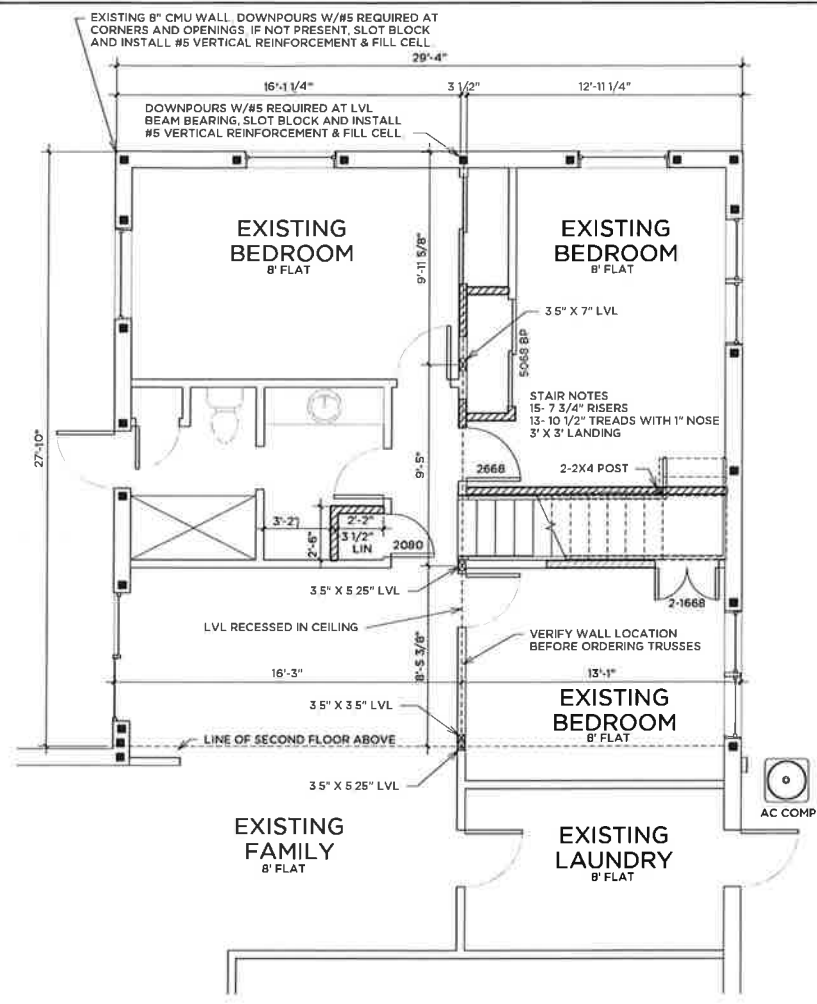
Scale: 1/4" = 1'-0"  
Date: 02/24/26

Project

MASON ADDITION  
608 SHANNON AVE  
MELBOURNE BEACH, FLORIDA

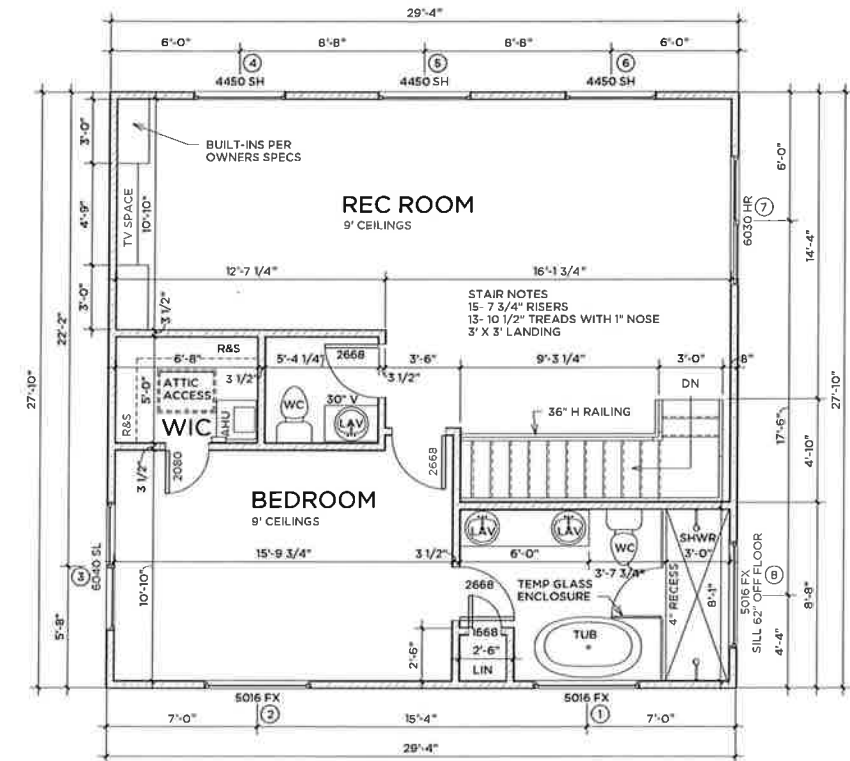
Sheet Number

A102



1 FIRST FLOOR PLAN  
1/4" = 1'-0"

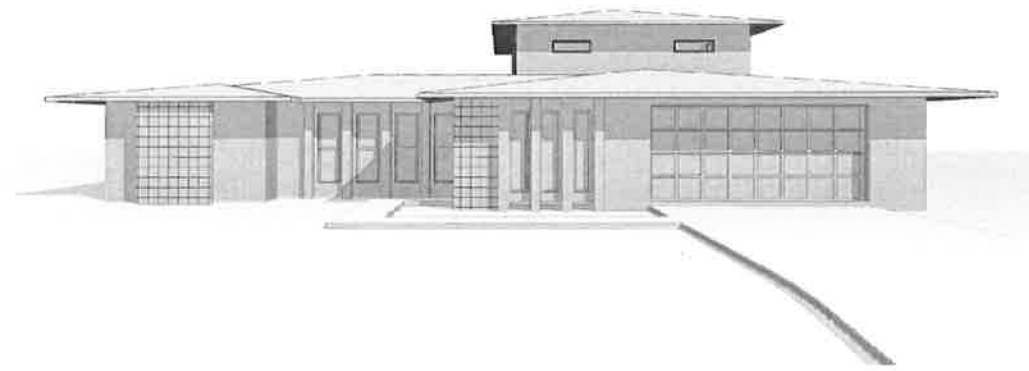
VERIFY DIMENSIONS IN FIELD



2 SECOND FLOOR  
1/4" = 1'-0"



3 FRONT ELEVATION  
1/4" = 1'-0"



4 PLAN FRONT CENTER



6 PLAN SW CORNER



5 PLAN SE CORNER



3765 Oak Lane  
Melbourne, FL 32934  
321-961-9966

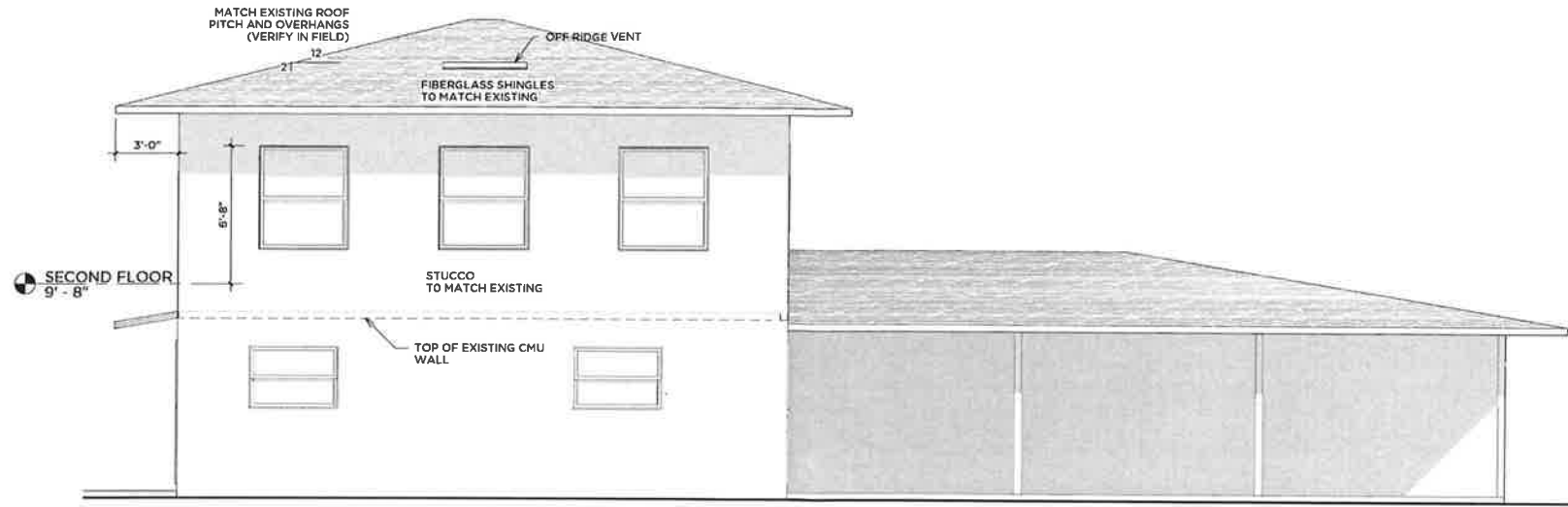
THIS ITEM HAS BEEN ELECTRONICALLY SIGNED BY EDWARD F. SHINSKIE PE ON THE DATE 02/24/26 AND/OR THE STAMP SHOWN HEREIN IS A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND VALID UNLESS THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPY.

EDWARD F. SHINSKIE  
4707 WILD TURKEY RD  
MIMS, FLORIDA 32754  
321-863-3223  
PE#47515  
fcenterprises1@gmail.com

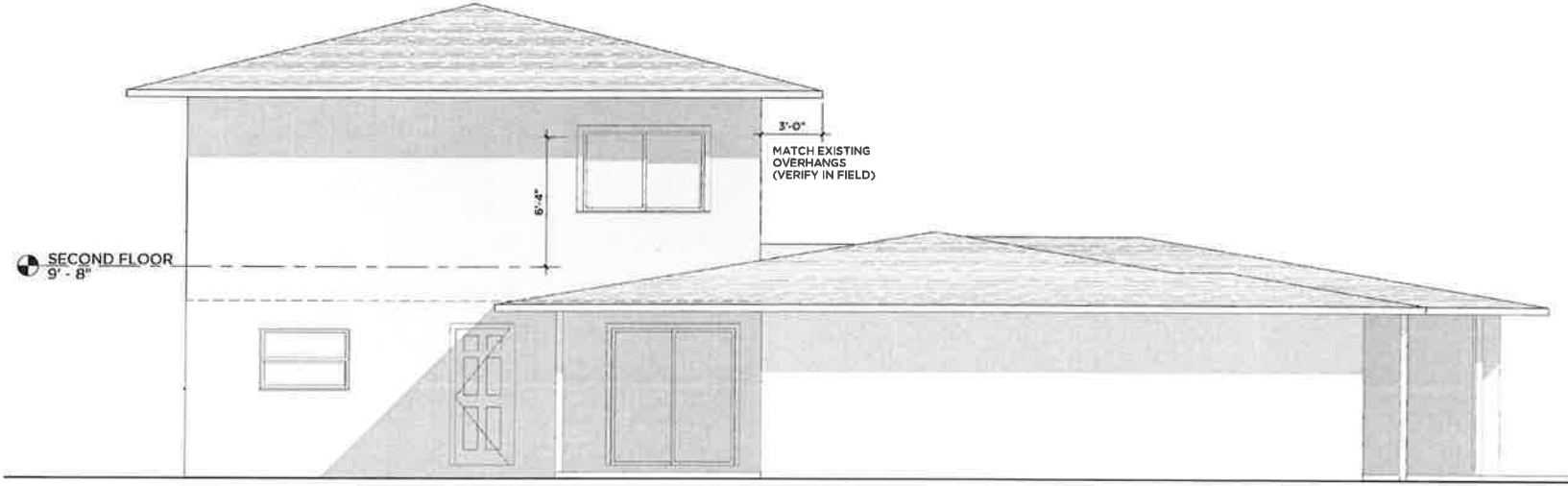
Scale: 1/4" = 1'-0"  
Date: 02/24/26

Project  
MASON ADDITION  
608 SHANNON AVE  
MELBOURNE BEACH, FLORIDA

Sheet Number  
A201



① REAR ELEVATION  
1/4" = 1'-0"



② LEFT SIDE ELEVATION  
1/4" = 1'-0"



③ RIGHT SIDE ELEVATION  
1/4" = 1'-0"



3765 Oak Lane  
Melbourne, FL 32934  
321-961-9966

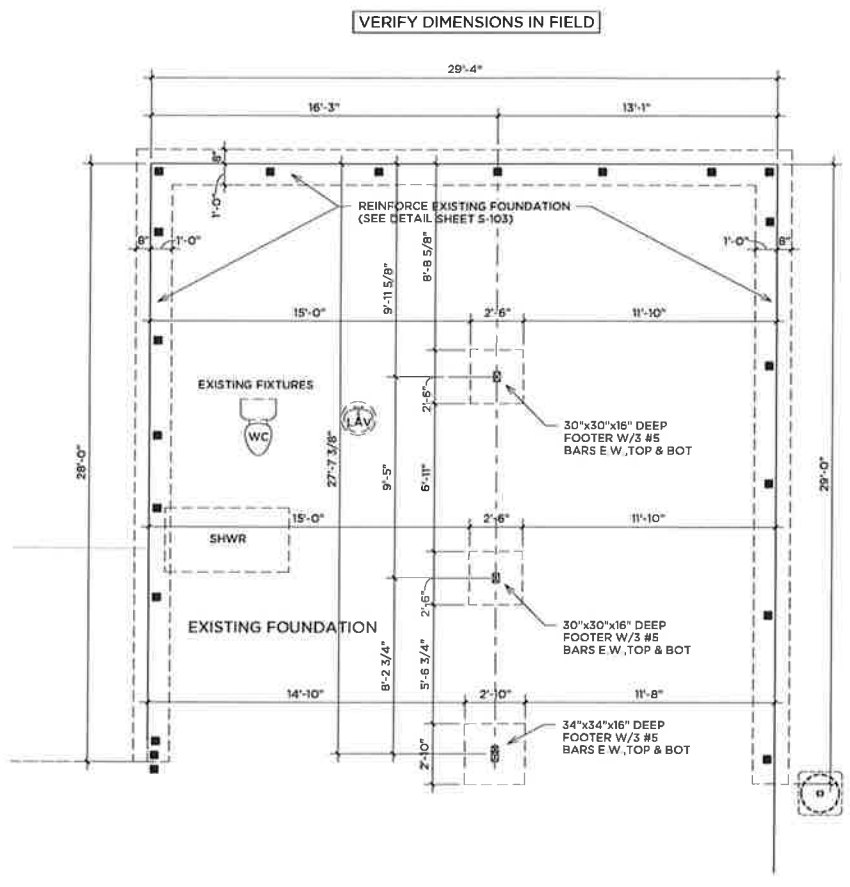
THIS ITEM HAS BEEN  
DESIGNED, DRAWN,  
AND CHECKED BY  
EDWARD F. SHINSKIE, P.E.  
ON THE DATE  
AND/OR THE STAMP SHOWN  
HEREIN. ANY  
PRINTED COPIES OF THIS  
DOCUMENT ARE NOT  
CONSIDERED SIGNED AND  
MUST BE VERIFIED ON ANY  
ELECTRONIC COPY.

EDWARD F. SHINSKIE  
4707 WILD TURKEY RD  
MIMS, FLORIDA 32754  
321-863-3223  
PE#47515  
efshins@earthlink.net

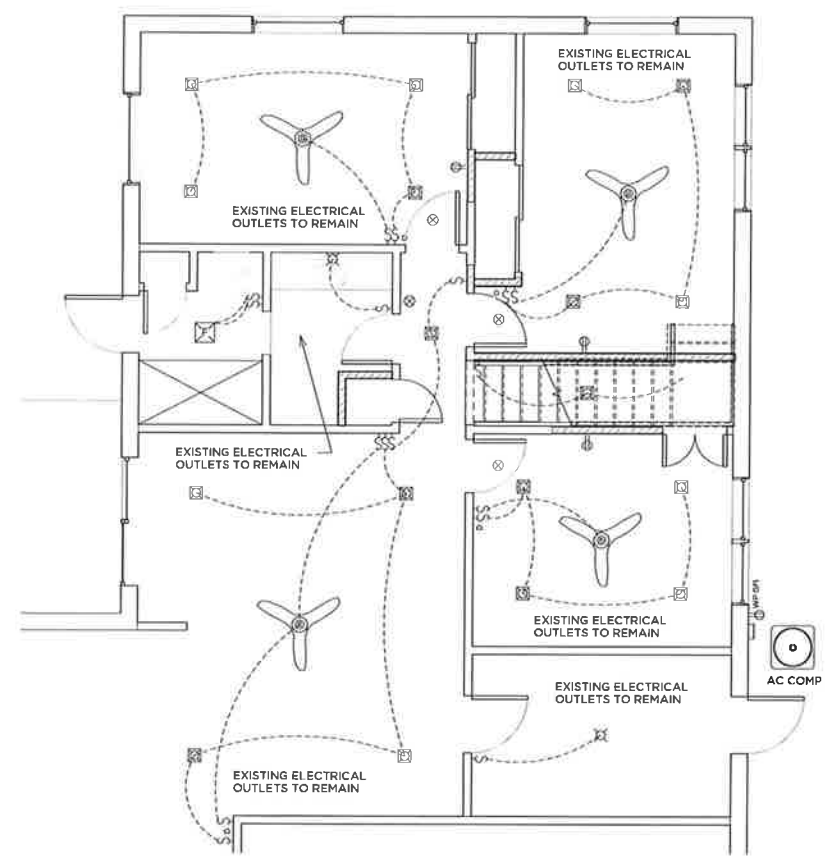
Scale: 1/4" = 1'-0"  
Date: 02/24/26

Project  
MASON ADDITION  
608 SHANNON AVE  
MELBOURNE BEACH, FLORIDA

Sheet Number  
E/S101



1 FOUNDATION PLAN  
1/4" = 1'-0"

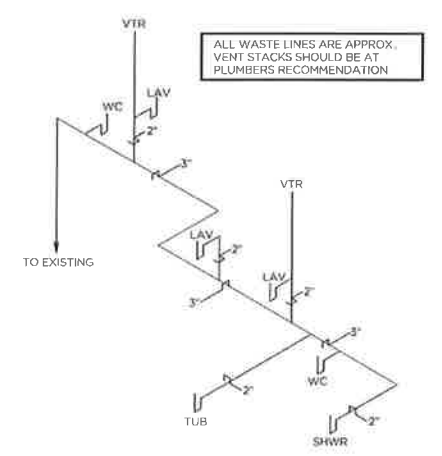


3 FIRST FLOOR ELECTRICAL PLAN  
1/4" = 1'-0"

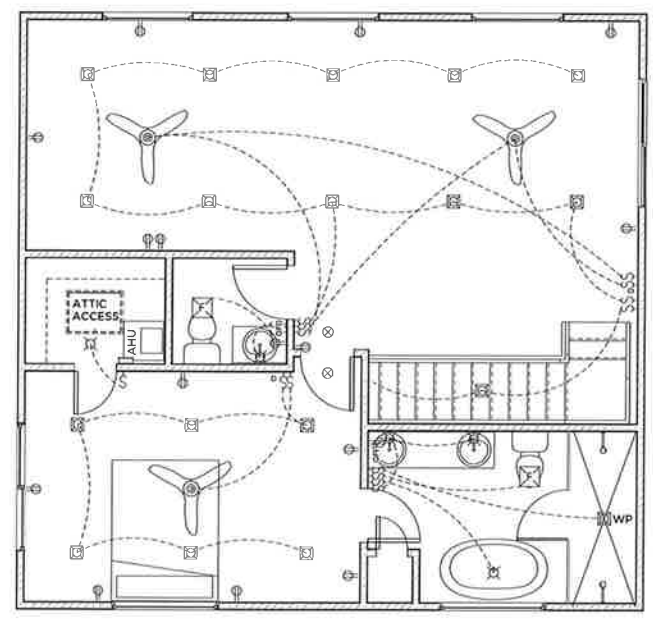
ELECTRICAL NOTES:  
ALL ELECTRICAL INSTALLATION TO  
NEC 2017, STATE AND LOCAL CODES  
AND FPL REQUIREMENTS.  
INSTALL TAMPER RESISTANT  
RECEPTACLES TO COMPLY WITH NEC  
406.11.  
AFCI REQUIREMENTS WILL COMPLY  
WITH 2017 NEC 210.12.  
SMOKE DETECTORS SHALL BE INTER-  
WIRED SO THAT ACTUATION OF ONE  
SHALL ACTUATE ALL UNITS. NO SMOKE  
DETECTORS SHALL BE LOCATED  
WITHIN 36" OF ANY A/C SUPPLY OR  
RETURN DUCK.

	RECESSED LIGHT
	PENDANT LIGHT FIXTURE
	LIGHT FIXTURE
	FLUORESCENT LIGHT
	SWITCH
	3-WAY SWITCH
	DIMMER SWITCH
	110 VOLT OUTLET
	220 VOLT OUTLET
	EXHAUST FAN
	SMOKE/CARBON MONOXIDE DET.
	TV CABLE
	SECURITY CAMERA
	JUNCTION BOX
	DISCONNECT
	CEILING FAN

ELECTRICAL KEY



2 PLUMBING RISER DIAGRAM  
1/4" = 1'-0"

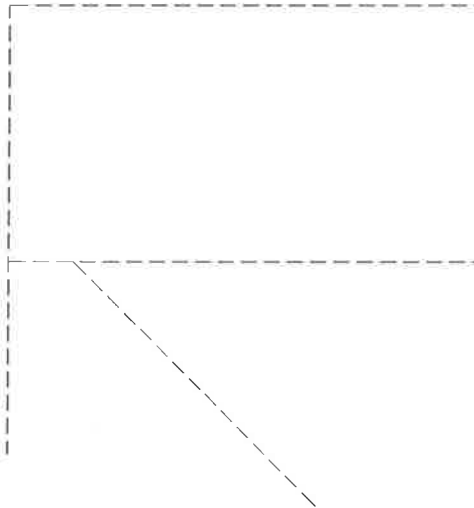


4 SECOND FLOOR ELECTRIC PLAN  
1/4" = 1'-0"

WCW0022

JPARKER CONTRACTING  
MASON ADDITION  
608 SHANNON AVE.  
MELBOURNE BEACH

8" NOMINAL BEARING @ ELEVATIONS DENOTED @ PLACEMENT PLAN &/or TRUSS DRAWINGS WITH ALL BEAMS, HEADERS, LEDGERS AND MISC. FRAMING BY BUILDER.  
FLR T's: 19.5" DEEP SYS42F, LAYOUT AS SHOWN, SEE TRUSS DRAWINGS FOR END BEARING DETAILS AND LOADING.  
ROOF T's: 3:12 PITCH, 2x6 T/C, 37# DESIGN.  
FLORIDA BUILDING CODE 8th EDITION (2023), UPLIFT VALUES PER ENGINEERING BASED ON 80PSF DEADLOAD, ASCE 7-22, 160 MPH ULTIMATE WIND SPEED, ENCLOSED BUILDING, EXP. "B", CATEGORY: II RESIDENTIAL WITH ALL CONNECTION HARDWARE AND DESIGN BY BUILDER.

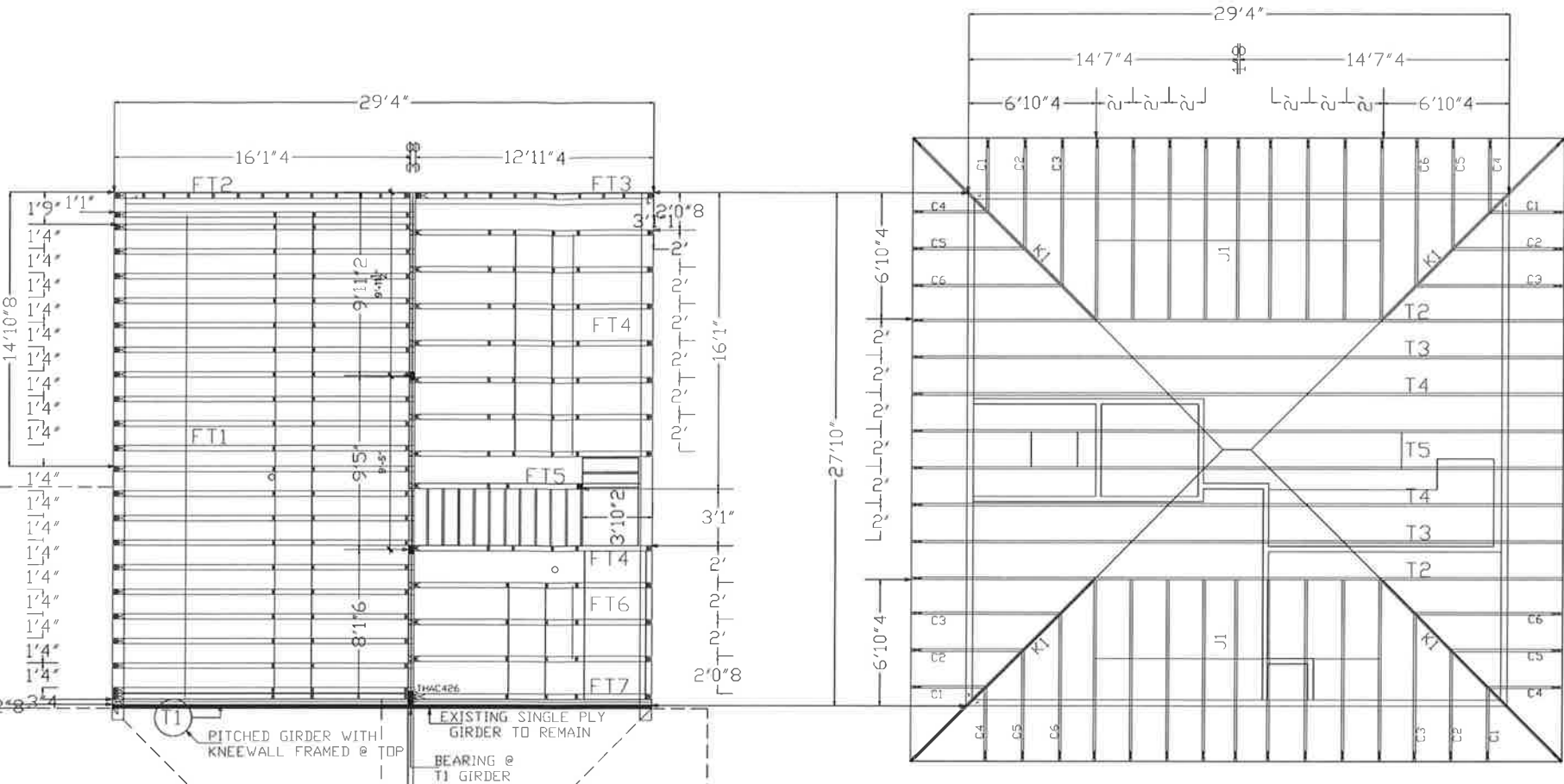


SECOND FLOOR TRUSS PLAN

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

ANCHOR SCHEDULE

LOCATION	DESIGNATION	ALLOWABLE UPLIFT	NAIL PATTERN
ROOF TRUSS TO FRAME (U.N.O)	SIMPSON MTS16	990	14-148" x 1 1/2" EACH
3.5" x 3.5" LVL POST TO FOOTER	SIMPSON ABU44Z	2300	8" ANCHOR BOLT 12-16d NAILS
3.5" x 5.25" LVL POST TO FOOTER	SIMPSON ABU46Z	2265	8" ANCHOR BOLT 12-16d NAILS
3.5" x 7" LVL POST TO FOOTER	SIMPSON ABU46Z	2265	8" ANCHOR BOLT 12-16d NAILS
LVL POST TO BEAM/TRUSS	SIMPSON MSTAZ1	1505	16-10d x 2 1/2"
LVL BEAM TO EXISTING CMU WALL	SIMPSON MTS16	830	7-148" x 1 1/2" NAIL IN BEAM 4-25" x 2 1/2" TITEN TURBO IN WALL



ROOF TRUSS PLAN

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

Client: [Redacted] | Date: 2/16/2024 | Page 1 of 2

LVL1 LP-LVL 2900Fb-2.0E 1,750" X 18,000" 2-Ply - PASSED Level Level

**Member Information**

Type	Code	Applic.	Flwr	Dir	Live	Dead	Snow	Wind	Cont.
1	2	ASD	ADD	2381	2255	0	0	0	0
2	2	ASD	ADD	4433 (-254)	5510	0	0	0	0
3	2	ASD	ADD	5058 (-486)	4907	0	0	0	0
4	2	ASD	ADD	2328 (170)	1700	0	0	0	0

**Reactions PATTERNED IS (Up/ft)**

Dir	Reaction	Value	Code
1	Vertical	2381	D+L
2	Vertical	4433 (-254)	D+L
3	Vertical	5058 (-486)	D+L
4	Vertical	2328 (170)	D+L

**Analysis Results**

Analysis	Actual	Location	Allowable	Capacity	Comb.	Case
Neg Moment	-18921 ft-lb	9'11 1/2"	-43105 ft-lb	20%	D+L	LL
Pos Moment	8723 ft-lb	4'11 1/2"	43105 ft-lb	20%	D+L	LL
Shear	450 lb	8'3 1/2"	11970 lb	3%	D+L	LL
LL Defl Inch @ 0.025 (L/246)	0' 15 1/8"	0' 225 (L/480)	15%	L	L	LL
TL Defl Inch @ 0.025 (L/1877)	0' 9 3/4"	0' 314 (L/300)	18%	D+L	LL	LL

**Design Notes**

- Design for ultimate loads has not been considered.
- Bearing 1: 150' x 0' (per beam end)
- Provide supports to prevent lateral movement and rotation at the end bearings. Lateral support may also be provided at the interior bearings by the building code.
- Dead Load Deflection: Instant = 0.020'; Long Term = 0.034'.
- Fasten all plates using 3 rows of 12d Box Nails (128x25) at 12" o.c. Maximum end distance: 6".
- Refer to last page of calculations for fasteners required for spliced joists.
- Girders are designed to be supported on bottom edge only and across their full width.
- Top flange must be supported equally by all girders.
- Top must be fully braced at a maximum of 21.7' o.c.
- Bottom must be laterally braced at a maximum of 19.6' o.c.

**Table:**

ID	Lead	Side	Units	Dist	Lane
1	Uniform	Top	PLF	514	567
2	Self Weight	PLF		18	

**Notes:**

1. This design is valid until 02/16/2024.

Client: [Redacted] | Date: 2/16/2024 | Page 2 of 2

LVL1 LP-LVL 2900Fb-2.0E 1,750" X 18,000" 2-Ply - PASSED Level Level

**Multi-Ply Analysis**

Fasten all plies using 3 rows of 12d Box Nails (128x25) at 12" o.c. Maximum end distance not to exceed 6". Clinch Nails where possible.

Efficiency	88%
Leaf	0.8 PLF
Full Leaf per Foot	278.2 PLF
Fasten Limit per Fastener	42.7 lb
Di	1"
Fasten Multi	1V
Edge Distance	1.5 1/2"
Max End Distance	6"
Load Combination	
Reaction Factor	1.00

**Notes:**

1. This design is valid until 02/16/2024.



3765 Oak Lane  
Melbourne, Fl.  
32934  
321-961-9966

THIS ITEM HAS BEEN REVIEWED AND SEALED BY EDWARD F. SHINSKIE, P.E. ON THE DATE AND/OR TIME STAMP SHOWN. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPY.

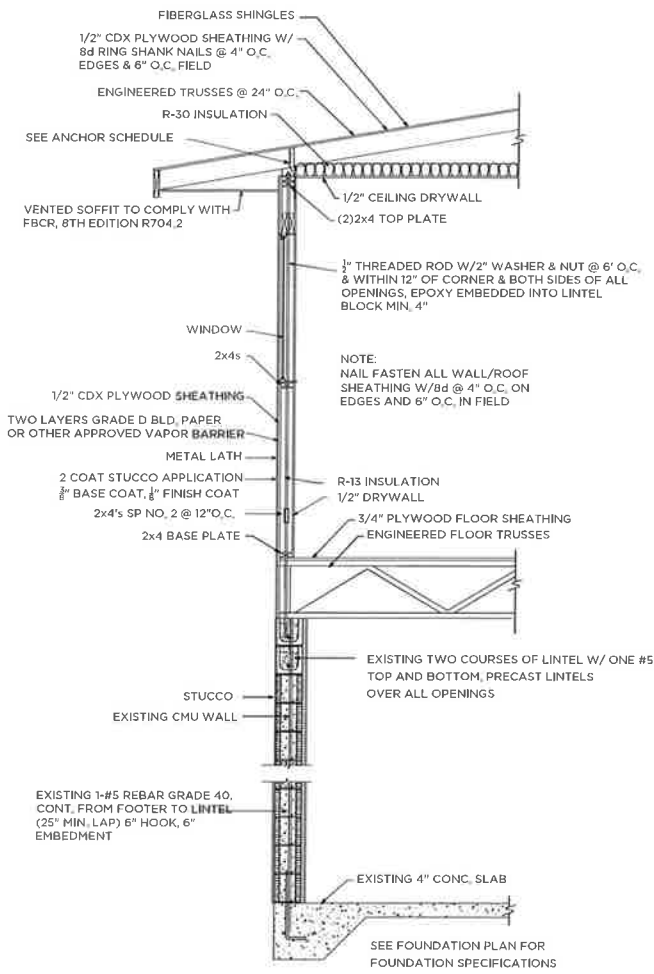
EDWARD F. SHINSKIE  
4707 WILD TURKEY RD  
MIMS, FLORIDA 32754  
321-863-3223  
PE#47515  
efcenterprises1@gmail.com

Scale: 1/4" = 1'-0"  
Date: 02/24/26

Project  
MASON ADDITION  
608 SHANNON AVE.  
MELBOURNE BEACH, FLORIDA

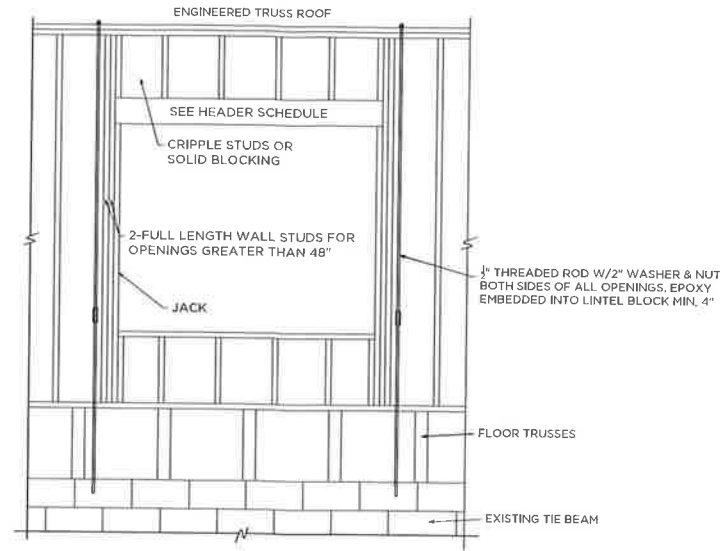
Sheet Number  
S102





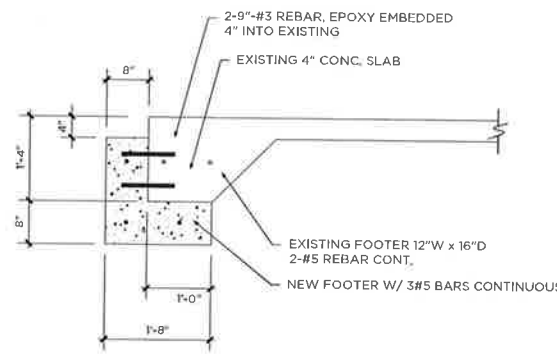
**SECOND STORY ADDITION SECTION**

SCALE: 1/2" = 1'-0"



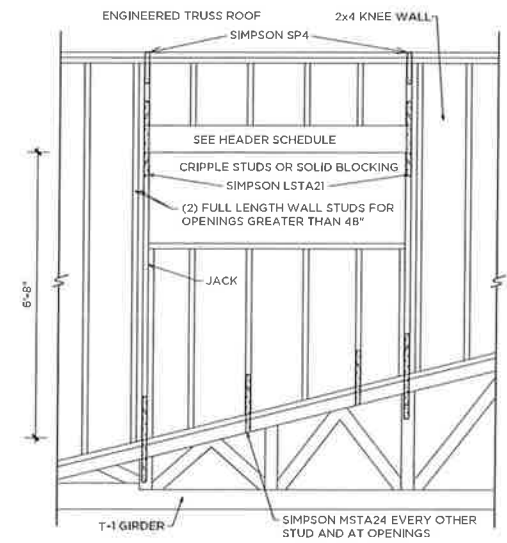
**BEARING OPENING FRAME WALL**

SCALE: 1/2" = 1'-0"



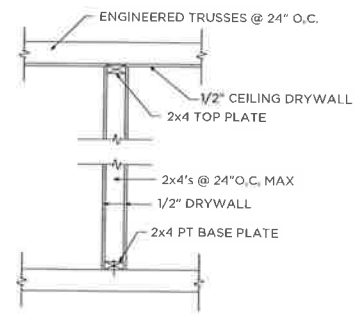
**REINFORCEMENT FOR CONTINUOUS FOOTER AT SECOND FLOOR ADDITION**

SCALE: 3/4" = 1'-0"



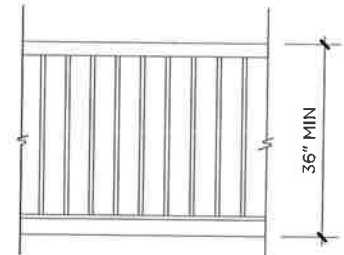
**WALL BEARING ON T-1 GIRDER**

SCALE: 1/2" = 1'-0"



**INTERIOR NON-BEARING WALL**

SCALE: 3/4" = 1'-0"

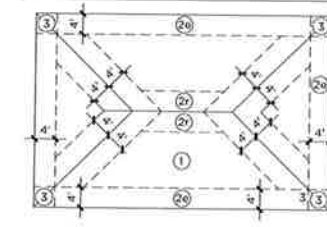


GUARDS SHALL NOT HAVE OPENINGS FROM THE WALKING SURFACE TO THE REQUIRED GUARD HEIGHT THAT ALLOW PASSAGE OF A SPHERE 4 INCHES (102 MM) IN DIAMETER

**GUARD RAIL SECTION**

SCALE: 3/4" = 1'-0"

**ROOF NAILING ZONES**



ROOF NAILING SCHEDULE:  
 ZONE 1: 8d NAILS @ 6" O.C. EDGE  
 8d NAILS @ 6" O.C. FIELD  
 ZONE 2: 8d NAILS @ 4" O.C. EDGE  
 8d NAILS @ 4" O.C. FIELD  
 ZONE 3: 8d NAILS @ 3" O.C. EDGE  
 8d NAILS @ 3" O.C. FIELD

ALLOWABLE FASTENERS:  
 8d RING SHANK NAILS WITH MIN DIMENSIONS:  
 1. 0.131 NOMINAL DIAMETER  
 2. RING DIA. OR 0.012 OVER SHANK  
 3. 16 TO 20 RINGS  
 4. 0.280 FULL ROUND HEAD DIA.  
 5. 2 1/2" NAIL LENGTH

BEARING WALL NAIL PATTERN:  
 PLYWOOD AND SIDING:  
 (FIELD) USE 8d NAILS @ 8" O.C.  
 (EDGE) USE 8d NAILS @ 4" O.C.  
 GYPSUM:  
 (FIELD) USE 5d NAILS @ 10" O.C.  
 (EDGE) USE 5d NAILS @ 7" O.C.

**WIND DESIGN PRESSURES FOR ROOF ZONES (PSF)**

ROOF ZONE 1	20.6	-46.0
ROOF ZONE 2	20.6	-60.4
ROOF ZONE 2,3	20.6	-65.1

**DESIGN PRESSURES FOR WINDOWS & DOORS**

MARK	DESCRIPTION	ZONE	ELEVATION	OPENING DIMENSIONS WIDTH INCHES HEIGHT INCHES	MAXIMUM POSITIVE PRESSURE (PSF)	MAXIMUM NEGATIVE PRESSURE (PSF)
1	5016 FX	5	16	60.0 18.0	25.3	-33.7
2	5016 FX	5	16	60.0 18.0	25.3	-33.7
3	6040 SL	5	14.6	72.0 48.0	23.9	-30.9
4	4450 SH	5	14	52.0 60.0	24.0	-31.2
5	4450 SH	4	14	52.0 60.0	24.0	-26.1
6	4450 SH	5	14	52.0 60.0	24.0	-31.2
7	6030 SL	5	15	72.0 36.0	24.3	-31.8
	5016 FX	5	16	60.0 18.0	25.3	-33.7

**WOOD FRAME HEADER SCHEDULE**

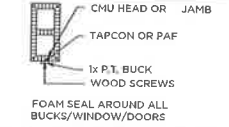
ROUGH OPENING	MIN. HEADER BEAM	NO. JACK STUDS	NO. WALL STUDS
0'-0" TO 4'-11"	2-2x6	1	1
5'-0" TO 6'-2"	2-2x8	1	1
6'-3" TO 7'-7"	2-2x10	2	2
7'-8" TO 8'-9"	2-2x12	2	2
8'-10" TO 11'-0"	3-2x12	2	2

ALL BEAMS/HEADERS 11'-0" TO 18'-11" (2) 1-3/4" x 14" LVL MICROLLAM BEARING/CONNECTORS AS INDICATED IN PLANS.

**WINDOW/DOOR BUCK INSTALLATION**

MASONRY	TAPCONS	PAF'S	PDN'S	WOOD SCREWS
OPENING WIDTH	BUCK TO HEAD JAMB		WINDOW TO BUCK	
UP TO 8'-0"	3/16" @ 16"	.145 @ 8"	.120 @ 6"	#8 @ 12"
>8'-0" TO 10'-0"	3/16" @ 12"	.145 @ 6"	.120 @ 6"	#8 @ 8"
>10'-0" TO 12'-0"	3/16" @ 8"	.145 @ 4"	.120 @ 4"	#8 @ 6"
>12'-0"	BY DESIGN	BY DESIGN	BY DESIGN	BY DESIGN

NOTE:  
 PAF = POWER ACTUATED FASTENERS  
 PDN = PNEUMATICALLY DRIVEN NAILS  
 MAINTAIN 3" EDGE CLEARANCE FOR PAF'S  
 EMBED PAF'S 1.5" INTO CHU OR CONCRETE  
 LARGER MASONRY OR WOOD SCREWS MAY BE SUBSTITUTED  
 EMBED TAP CONS 1.5" INTO CHU OR CONCRETE



FRAME	NAILS	WOOD SCREWS
OPENING WIDTH	BUCK TO HEAD AND JAMB	
UP TO 8'-0"	6d @ 4"	#8 @ 12"
>8'-0" TO 10'-0"	6d @ 3"	#8 @ 8"
>10'-0" TO 12'-0"	6d @ 3"	#8 @ 6"
>12'-0"	BY DESIGN	BY DESIGN

**ENGINEERING NOTES**

- ALL LOAD BEARING CONCRETE MASONRY UNITS SHALL COMPLY W/ ASTM C-90 WITH TYPE M OR S MORTAR COMPLYING W/ ASTM A-270. MASONRY UNITS SHALL HAVE A PRISM STRENGTH OF 1500 PSI.
- REINFORCING BARS TO BE GRADE 60 WITH 25" LAP MINIMUM, (ASTM A-615)
- COVER: FOOTINGS= 3", BEAMS = 1.5"
- SLAB AND FOUNDATION CONCRETE TO HAVE 28 DAY COMPRESSIVE STRENGTH OF 2500 PSI.
- ANY WOOD FRAMING OR LUMBER IN CONTACT W/ CONCRETE TO BE P.T. OR HAVE MOISTURE BARRIER OF 15 LB FELT MIN.
- ROOF SHEATHING IS A DIAPHRAGM, TO BE NAILED W/ 8d RING SHANK NAILS @ 4" O.C. EDGES AND 6" O.C. FIELD.
- CEILINGS TO BE 1/2" STRUCTURAL DRYWALL (CEILING BOARD).
- ALL EXTERIOR WALLS BETWEEN OPENINGS ARE DESIGNED AS AND SHOULD BE CONSIDERED SHEAR WALLS.
- INTERIOR WALLS NOTED AS SHEAR WALLS SHALL HAVE 1/2" 4-PLY OR OSB ON ONE SIDE NAILED W/ 8d @ 4" O.C. EDGES, 6" O.C. FIELD.
- INTERIOR BEARING WALLS SHOULD BE SECURED TO SLAB W/ 1/2" x 10" WEDGE ANCHORS W/ 2" WASHERS @ 24" O.C.
- THESE PLANS HAVE BEEN REVIEWED FOR COMPLIANCE WITH THE FLORIDA BUILDING CODE 8TH EDITION (2023)-RESIDENTIAL.
- DIMENSIONS SHOULD BE USED IN LIEU OF SCALING WHEREVER POSSIBLE.
- ALL WALL ANGLES ARE BASED ON 90 & 45 DEGREES UNLESS NOTED OTHERWISE.
- ALL DIMENSIONS ON THE DRAWING ARE BASED ON NOMINAL WALL THICKNESS OF 4", 6" & 8" AND DO NOT REFLECT DRYWALL, FURRING, OR OFFSETS. CARE MUST BE USED IN LAYOUT TO ALLOW FOR FINISHES.
- U.N.O. = UNLESS NOTED OTHERWISE.
- CONTRACTOR TO VERIFY THAT TRUSS DESIGN AND LAYOUT CORRELATE W/ SEALED PLANS. ANY DISCREPANCIES ARE TO BE CORRECTED PRIOR TO TRUSS FABRICATION OR ERECTION.
- ENGINEER CERTIFIES STRUCTURE ONLY



3765 Oak Lane  
 Melbourne, FL  
 32934  
 321-961-9966

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY EDWARD F. SHINSKIE PER THE DATE 02/24/26 USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT VALID UNLESS SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPY.

EDWARD F. SHINSKIE  
 4707 WILD TURKEY RD  
 MIMS, FLORIDA 32754  
 321-863-3223  
 PE#47515  
 rfc@centerprises@gmail.com

Scale: 1/4" = 1'-0"  
 Date: 02/24/26

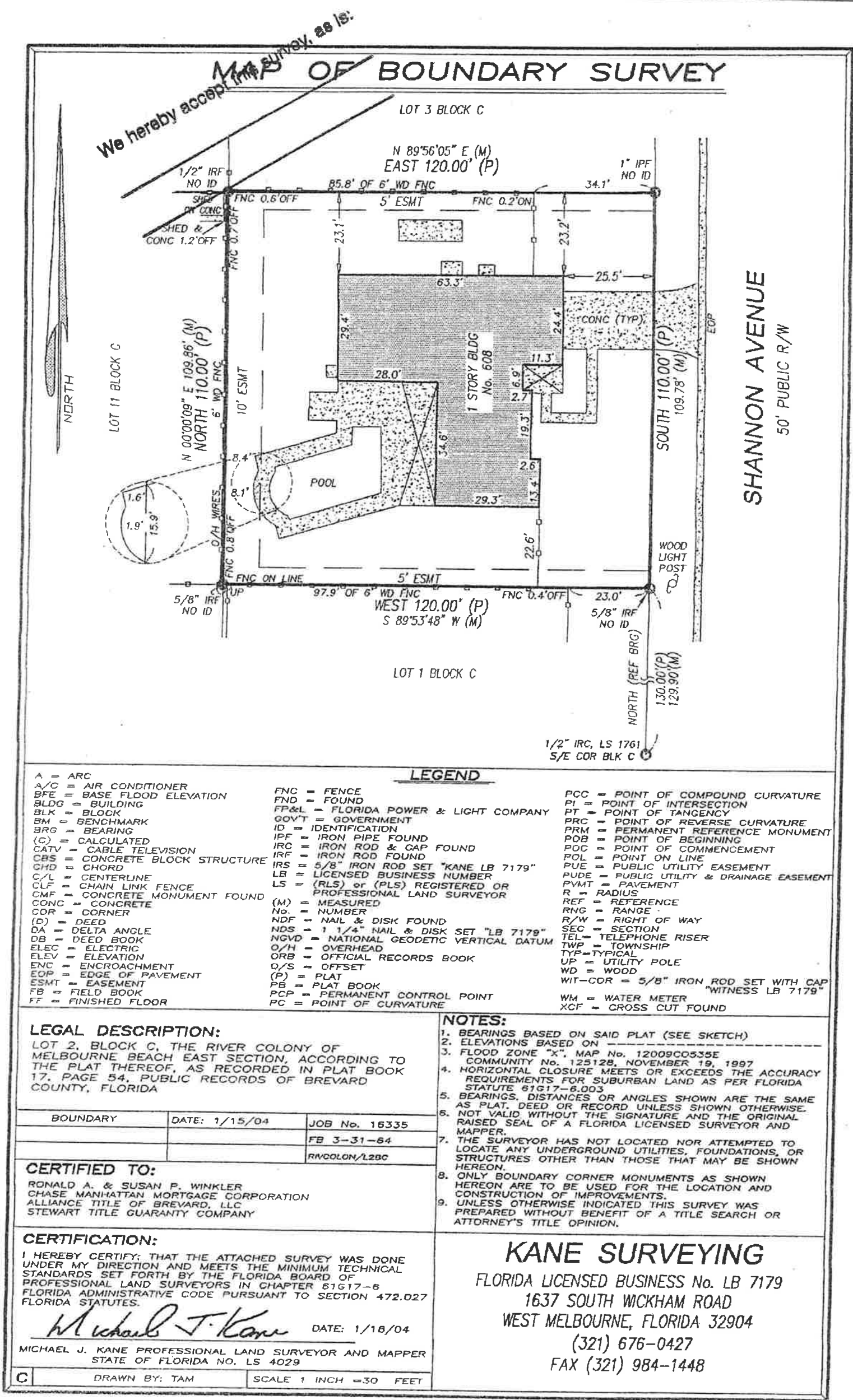
Project

MASON ADDITION  
 608 SHANNON AVE.  
 MELBOURNE BEACH, FLORIDA

Sheet Number

S103





**LEGEND**

A = ARC	FNC = FENCE	PCC = POINT OF COMPOUND CURVATURE
A/C = AIR CONDITIONER	FND = FOUND	PI = POINT OF INTERSECTION
BFE = BASE FLOOD ELEVATION	FP&L = FLORIDA POWER & LIGHT COMPANY	PT = POINT OF TANGENCY
BLDG = BUILDING	GOV'T = GOVERNMENT	PRC = POINT OF REVERSE CURVATURE
BLK = BLOCK	ID = IDENTIFICATION	PRM = PERMANENT REFERENCE MONUMENT
BM = BENCHMARK	IPF = IRON PIPE FOUND	POB = POINT OF BEGINNING
BRG = BEARING	IRC = IRON ROD & CAP FOUND	POC = POINT OF COMMENCEMENT
(C) = CALCULATED	IRF = IRON ROD FOUND	POL = POINT ON LINE
CATV = CABLE TELEVISION	IRS = 5/8" IRON ROD SET "KANE LB 7179"	PUE = PUBLIC UTILITY EASEMENT
CBS = CONCRETE BLOCK STRUCTURE	LB = LICENSED BUSINESS NUMBER	PUDE = PUBLIC UTILITY & DRAINAGE EASEMENT
CHD = CHORD	LS = (R/L) or (P/L) REGISTERED OR PROFESSIONAL LAND SURVEYOR	PVMT = PAVEMENT
C/L = CENTERLINE	(M) = MEASURED	R = RADIUS
CLF = CHAIN LINK FENCE	No. = NUMBER	REF = REFERENCE
CMF = CONCRETE MONUMENT FOUND	NDF = NAIL & DISK FOUND	RNG = RANGE
COR = CORNER	NDS = 1 1/4" NAIL & DISK SET "LB 7179"	R/W = RIGHT OF WAY
(D) = DEED	NGVD = NATIONAL GEODETIC VERTICAL DATUM	SEC = SECTION
DA = DELTA ANGLE	O/H = OVERHEAD	TEL = TELEPHONE RISER
DB = DEED BOOK	ORB = OFFICIAL RECORDS BOOK	TWP = TOWNSHIP
ELEC = ELECTRIC	O/S = OFFSET	TYP = TYPICAL
ELEV = ELEVATION	(P) = PLAT	UP = UTILITY POLE
ENC = ENCROACHMENT	PB = PLAT BOOK	WD = WOOD
EOP = EDGE OF PAVEMENT	PCP = PERMANENT CONTROL POINT	WIT-COR = 5/8" IRON ROD SET WITH CAP "WITNESS LB 7179"
ESMT = EASEMENT	PC = POINT OF CURVATURE	XCF = CROSS CUT FOUND
FB = FIELD BOOK		
FF = FINISHED FLOOR		

**LEGAL DESCRIPTION:**  
 LOT 2, BLOCK C, THE RIVER COLONY OF MELBOURNE BEACH EAST SECTION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 54, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

BOUNDARY	DATE: 1/15/04	JOB No. 16335
		FB 3-31-64
		RIVCOLON/L2BC

**CERTIFIED TO:**  
 RONALD A. & SUSAN P. WINKLER  
 CHASE MANHATTAN MORTGAGE CORPORATION  
 ALLIANCE TITLE OF BREVARD, LLC  
 STEWART TITLE GUARANTY COMPANY

**CERTIFICATION:**  
 I HEREBY CERTIFY: THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

*Michael J. Kane* DATE: 1/18/04  
 MICHAEL J. KANE PROFESSIONAL LAND SURVEYOR AND MAPPER  
 STATE OF FLORIDA NO. LS 4029

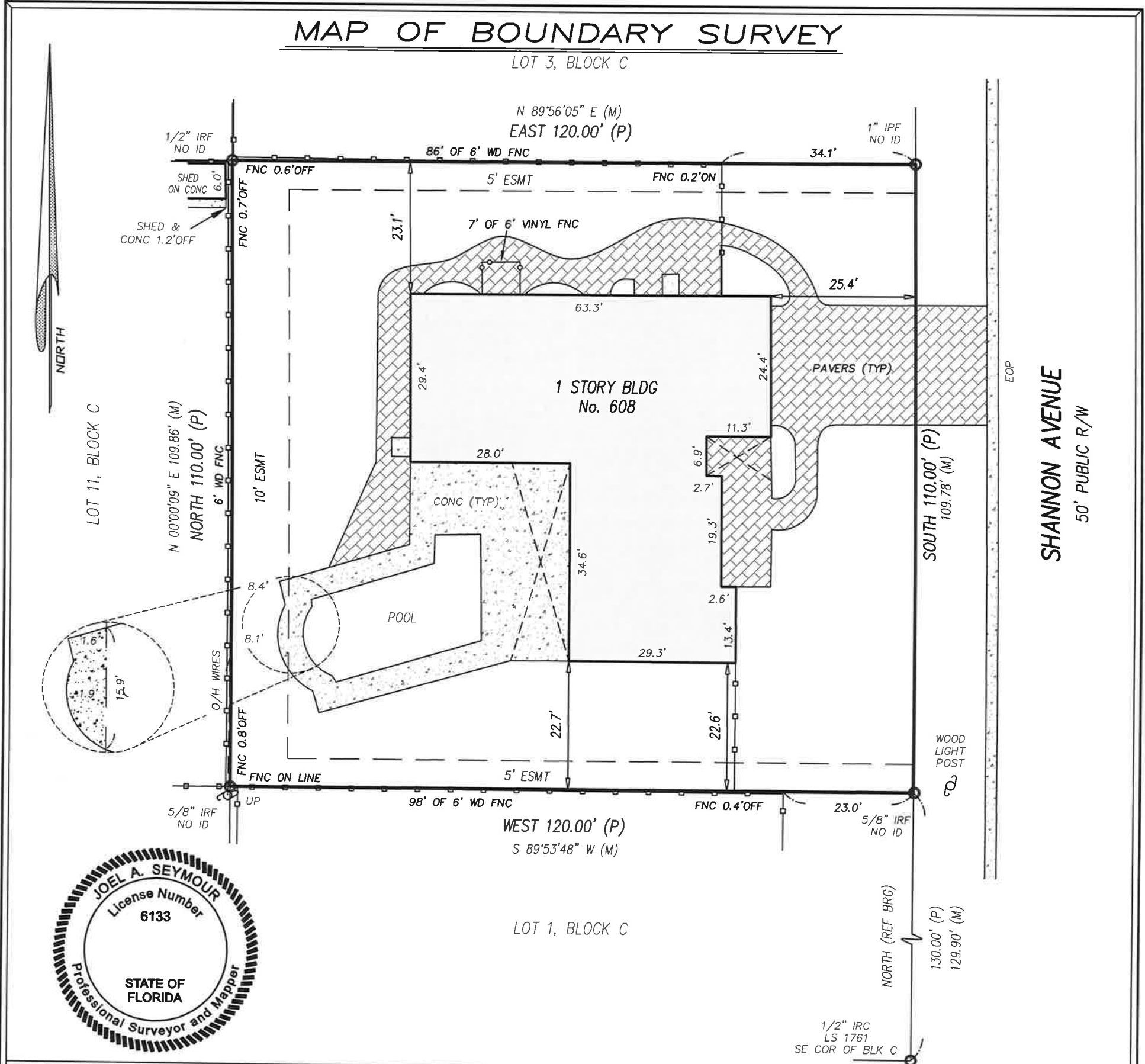
- NOTES:**
- BEARINGS BASED ON SAID PLAT (SEE SKETCH)
  - ELEVATIONS BASED ON \_\_\_\_\_
  - FLOOD ZONE "X", MAP No. 12009C0535E COMMUNITY No. 125128, NOVEMBER 19, 1997
  - HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 61G17-6.003
  - BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
  - NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
  - THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
  - ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
  - UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

**KANE SURVEYING**  
 FLORIDA LICENSED BUSINESS No. LB 7179  
 1637 SOUTH WICKHAM ROAD  
 WEST MELBOURNE, FLORIDA 32904  
 (321) 676-0427  
 FAX (321) 984-1448

C	DRAWN BY: TAM	SCALE 1 INCH = 30 FEET
---	---------------	------------------------

# MAP OF BOUNDARY SURVEY

LOT 3, BLOCK C



### LEGEND

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

**LEGAL DESCRIPTION:**  
LOT 2, BLOCK C, THE RIVER COLONY OF MELBOURNE BEACH EAST SECTION, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 17, PAGE 54, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

- NOTES:**
- BEARINGS BASED ON THE W. R/W LINE BEING SOUTH AS PER PLAT (SEE SKETCH)
  - ELEVATIONS BASED ON \_\_\_\_\_
  - FLOOD ZONE "X", MAP No. 12009C0604H COMMUNITY No. 125128, FIRM INDEX DATE: JANUARY 29, 2021. FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF SFHA.
  - HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 5J-17-6.003
  - BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
  - NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL, OR THE DIGITAL SIGNATURE AND SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
  - THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
  - ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
  - UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

BOUNDARY	DATE: 3/16/26	JOB No. 44768
		RIVCOLON/L2BC

**CERTIFIED TO:**  
WILLIAM MASON

**CERTIFICATION:**  
I HEREBY CERTIFY: THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND MEETS THE STANDARDS AND PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17 FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027 FLORIDA STATUTES.

Joel A Seymour Digitally signed by Joel A Seymour  
Date: 2026.03.18 06:35:46 -04'00' DATE: 3/18/26

JOEL A. SEYMOUR PROFESSIONAL LAND SURVEYOR AND MAPPER  
STATE OF FLORIDA No. LS 6133

DRAWN BY: JIL SCALE 1 INCH = 20 FEET

**Kane Surveying, Inc.**  
FLORIDA LICENSED BUSINESS No. LB 7838  
505 DISTRIBUTION DRIVE  
MELBOURNE, FLORIDA 32904  
(321) 676-0427

## Town Commission Meeting

**Section:** Consent  
**Meeting Date:** April 15, 2026  
**From:** Building Department  
**RE:** Site Plan Approval for 209 Surf Rd. – New Home

### **Background Information:**

The Town received plans for a new home at 209 Surf Rd.

### **Recommendation:**

Approve the site plan for 209 Surf Rd.

### **Attachments:**

- Development Application
- Original Plans and Survey
- Stormwater Calculations Report
- Town Planner Letter
- Town Engineer Letter



**TOWN OF MELBOURNE BEACH  
DEVELOPMENT APPLICATION**

**I. SUBMITTAL REQUIREMENTS:**

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

**II. REQUEST:**

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

**III. PROPERTY INFORMATION:**

General Location: 209 Surf Rd

Address: 209 Surf Rd, Melbourne Beach FL 32951

Parcel Number(s): 28-38-08-FZ-41-8

Area (in acreage): 0.29

Area (in square feet): 12,500

Current Zoning: 2RS

Proposed Zoning: 2RS

Current Future Land Use: \_\_\_\_\_

Proposed Future Land Use: \_\_\_\_\_

Brief Description of Application: New Single Family Residence

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): Dec 1, 2025

**IV. APPLICANT INFORMATION:**

**Property Owner**

Name: PAMELA C GILLETTE REVOCABLE LIVING TRUST

Phone: 321-704-4817

Address: 209 Surf Rd, Melbourne Beach FL 32951

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

Email: pgillette61@gmail.com

**Applicant (if other than property owner)**

Name: Coastline Construction, LLC

Phone: 321-428-0325

Address: 219 Surf Rd, Melbourne Beach, FL 32951

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

Email: Bob@CoastlineConstructionFL.com

**V. OWNER AUTHORIZATION:\***

The undersigned hereby affirms the following:

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

Signature: Pamela C. Gillette

Date: 1-28-2026

Print Name: Pamela C. Gillette

Title: \_\_\_\_\_

\*Must sign in front of notary.

State of ~~Florida~~ North Carolina  
County of ~~Brevard~~ Guilford

The foregoing application is acknowledged before me this 28<sup>th</sup> day of January, 2026 by Pamela Gillette who is/are personally known to me, or who has/have produced NC driver license as identification.

[Signature]  
Signature of Notary Public, State of ~~Florida~~ North Carolina

JORDAN CHILDERS  
NOTARY PUBLIC  
FORSYTH County  
North Carolina  
My Commission Expires 05/27/2029

**VI. APPLICANT CERTIFICATION:\***

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

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

Signature: *Robert Deal*

Date: Jan 29, '26

Print Name: By Robert Deal

Title: Manager

\*Must sign in front of notary.

State of Florida  
County of Brevard.

The foregoing application is acknowledged before me this 29<sup>th</sup> day of January 2026, by Robert Deal who is/are personally known to me, or who has/have produced FL Drivers License as identification.

*Lasheena Davis*  
Signature of Notary Public, State of Florida



**VII. PROJECT DESCRIPTION:**

Describe Application: New Single Family Residence

\_\_\_\_\_

Provide attachment if more space is needed.

Describe Existing Conditions: Old Single family residence to be razed

\_\_\_\_\_

Provide attachment if more space is needed.

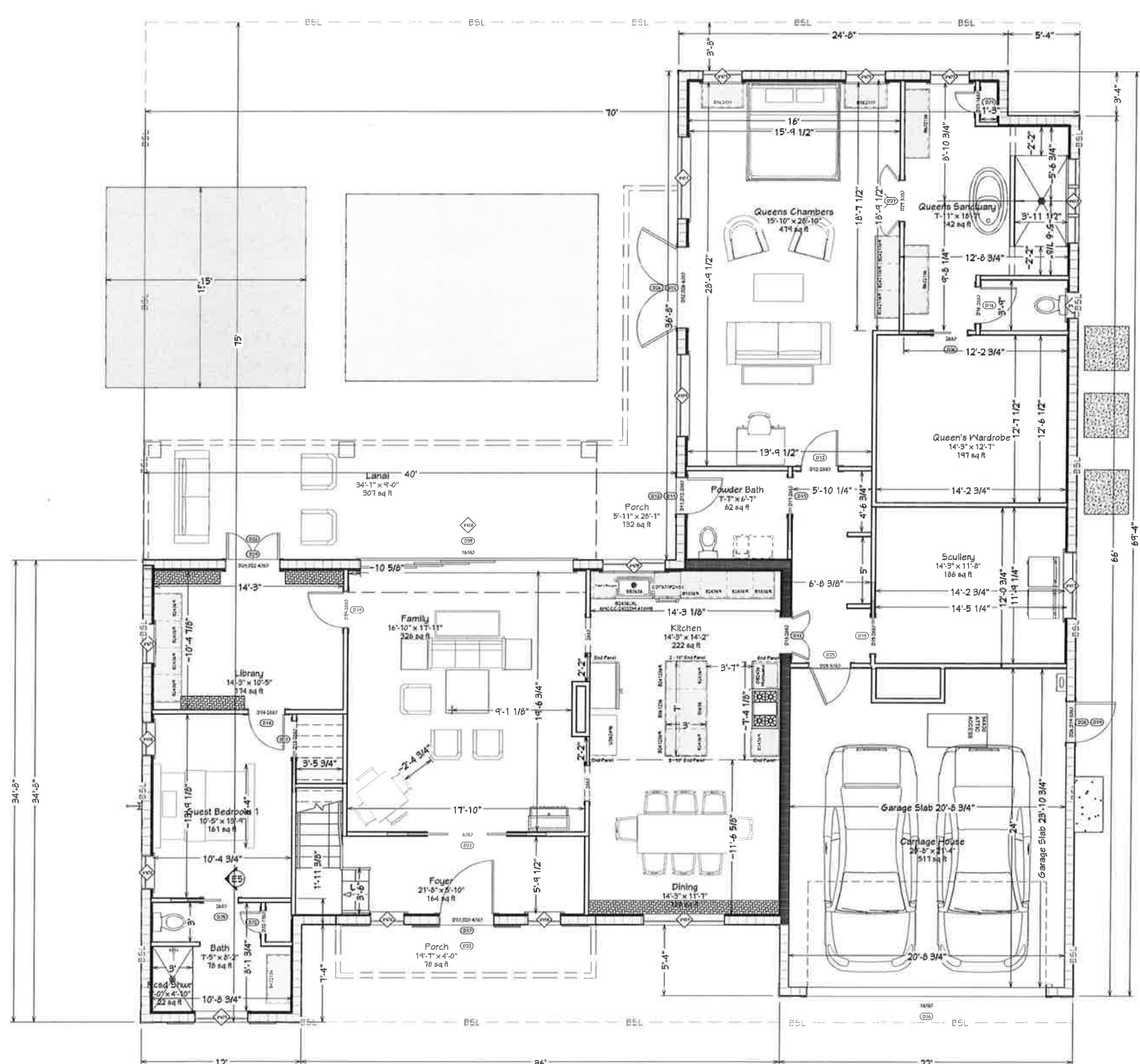
NOTES: ALL WINDOWS TO BE PROTECTED WITH STORM PANELS UNLESS OTHERWISE NOTED

NO	EXTERIOR ELEVATION	NUMBER	DATE	NO	REVISION	DESCRIPTION	CODE	DATE
1	101	1	02/20	101	1	DOUBLE CASSEMENT WINDOW		
2	102	1	02/20	102	1	RIGHT SLIDING		
3	103	1	02/20	103	1	DOUBLE CASSEMENT		
4	104	1	02/20	104	1	DOUBLE CASSEMENT		
5	105	1	02/20	105	1	DOUBLE CASSEMENT		
6	106	1	02/20	106	1	MULTI-PANE		
7	107	1	02/20	107	1	DOUBLE CASSEMENT		
8	108	1	02/20	108	1	DOUBLE CASSEMENT		
9	109	1	02/20	109	1	DOUBLE CASSEMENT		
10	110	1	02/20	110	1	DOUBLE CASSEMENT		
11	111	1	02/20	111	1	DOUBLE CASSEMENT		
12	112	1	02/20	112	1	DOUBLE CASSEMENT		
13	113	1	02/20	113	1	DOUBLE CASSEMENT		
14	114	1	02/20	114	1	DOUBLE CASSEMENT		
15	115	1	02/20	115	1	DOUBLE CASSEMENT		
16	116	1	02/20	116	1	DOUBLE CASSEMENT		
17	117	1	02/20	117	1	DOUBLE CASSEMENT		
18	118	1	02/20	118	1	DOUBLE CASSEMENT		
19	119	1	02/20	119	1	DOUBLE CASSEMENT		
20	120	1	02/20	120	1	DOUBLE CASSEMENT		

**DESIGN CRITERIA**  
 Florida Building Code-Residential 8TH Edition (2023)  
 ICC 600 - 2020  
 OCCUPANCY CLASS = R3 - Residential Single Family  
 CONST. TYPE = V B  
 EXPOSURE CATEGORY = C  
 BUILDING RISK FACTOR = II  
 ROOF MEAN HEIGHT < 15'  
 ULTIMATE DESIGN WIND SPEED: 160 MPH (3 SEC)  
 ASSUMED WIND SPEED = 124 MPH  
 INTERNAL PRESSURE COEFF = +/- 0.18  
 COMPONENTS & CLADDING LOADS PER 10 S.F.  
 Per ICC 600 Table 301(3) Exposure Adj Coeff = 1.35  
 Per ICC 600 Table 301(2) 10 S.F. Adjusted by EAC (1.35)  
 Zone 1 27.8 -50  
 Zone 2e, 2r, 3 27.8 -66.9  
 Zone 4 31.3 -40.5  
 Zone 5 (w/in 4' of corners) 31.3 -50  
 Garage Door 9X7 32.8 -37.1  
 Garage Door 16X7 31.5 -35.1

PLANS DESIGNED TO CONFORM WITH ALL LOCAL BUILDING CODES.  
 1. ALL WORK SHALL COMPLY WITH ALL APPLICABLE CODES AND INDUSTRY WORKMANSHIP STANDARDS.  
 2. CONTRACTOR TO CONFIRM ALL DIMENSIONS IN THE FIELD AND TO REFER ANY QUESTIONS ON POSSIBLE DISCREPANCIES ON WORKING DRAWINGS TO DESIGN PROFESSIONAL BEFORE THE CONSTRUCTION BEGINS.  
 3. ALL INTERIOR WALLS ARE NON-BEARING.  
 SCALE 1/4" = 1'

Interior Non Bearing framing may be wood or steel.



Label	Title	Description	Comments
1	FLOOR PLAN	Floor Plan, Window & Door Schedule	
2	FOUNDATION	Foundation Layout	
3	ELEVATIONS	Elevations	
4	ELECTRICAL / TRUSS	Electrical & Truss Layout	



Date	Description

Design Professional:  
 Robert Deal, Certified General Contractor  
 Pursuant to FBC-Building 107.3.4.2 &  
 489.115(4)(b)2 & FL Statute 489.113(9)(b)2  
 Note: Not an Architect or Engineer.

Pam Gillette  
 209 Surf Rd  
 Melbourne Beach, FL 32951

DRAWINGS PROVIDED BY:  
 Coastline Construction, LLC  
 321-428-0325  
 C6C1526552

DATE:

01/02/26

SCALE:

1/4" = 1'

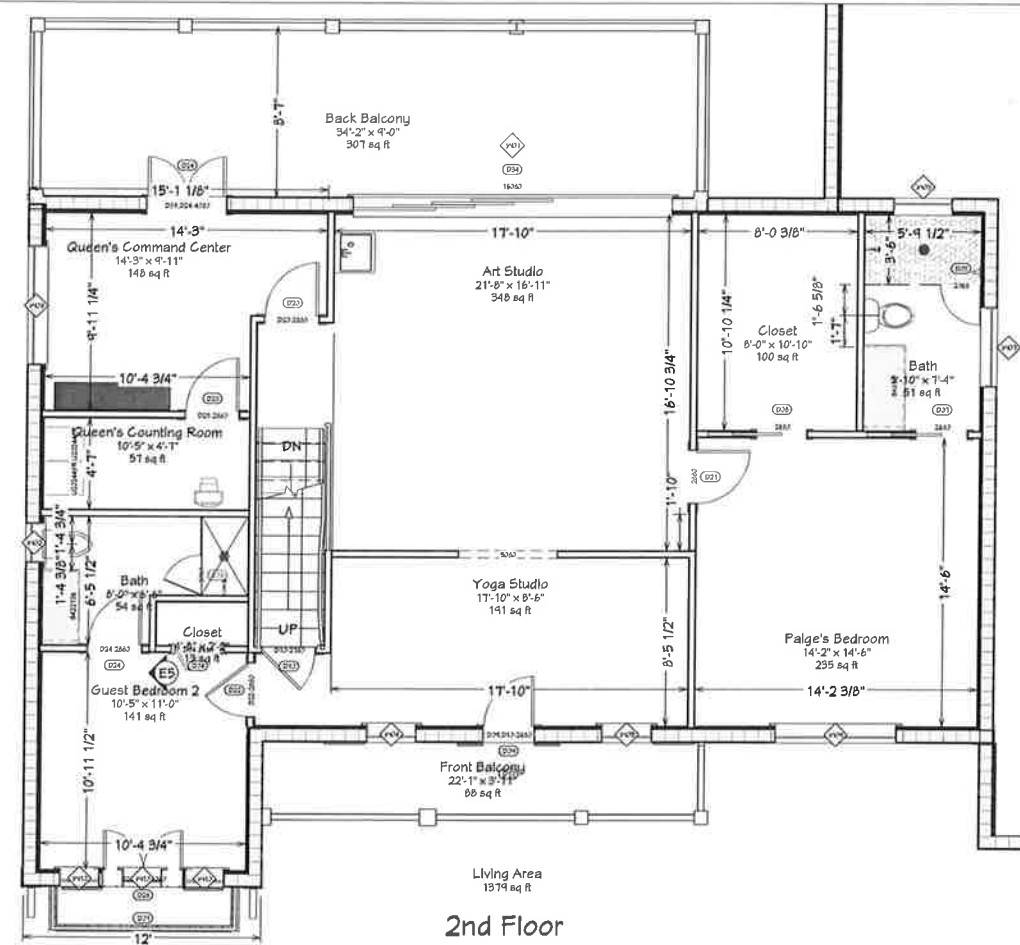
SHEET:

1

1st Floor

3D EXTERIOR ELEVATION	NUMBER	QTY	SIZE	WINDOW SCHEDULE				DESCRIPTION	
				EGRESS	TEMPERED	U-FACTOR	SHGC		
	W01	1	16080 R EX	149"X17"	YES	YES	0.3	0.3	EXT. 4-1/2" PANEL SLIDER-GLASS PANEL
	W02	1	20305C	25 3/4"X31"	YES		0.33	0.23	SINGLE CASEMENT-HR
	W03	1	211011	36 3/4"X12"			0.31	0.22	FIXED GLASS
	W04	1	26525C	31 3/4"X63"	YES		0.33	0.23	SINGLE CASEMENT-HL
	W05	1	26525C	31 3/4"X63"	YES		0.33	0.23	SINGLE CASEMENT-HR
	W07	1	40011	49 3/4"X12"			0.31	0.22	FIXED GLASS
	W06	1	6052	13 3/4"X63"			0.3	0.3	MULLED UNIT-HL
	W09	1	6252	15 3/4"X63"			0.3	0.3	MULLED UNIT-HL
	W10	3	2020FX	25 3/4"X25"	YES		0.33	0.23	FIXED GLASS

3D Exterior Elevation	Number	Label	Qty	Floor	Size	UFP	Door Schedule Description	Header
	D01	D28, D01-4080	1	2	4080 L/R IN	50"X96"	Double Hinged-Glass Panel	4"X2"X53"
	D10	D04, D10-2660	1	2	2660 R IN	32"X96"	Hinged-Glass Panel	4"X2"X35"
	D12	D11, D12-2860	1	1	2860 L EX	37 1/2"X100"	ext. Hinged-Glass Panel	1 5/8"X8"X40 1/2"
	D14	D26, D14-3080	1	1	3080 L EX	41 1/2"X100"	ext. Hinged 6801 Craftsmen One Lite II	1 5/8"X8"X44 1/2"
	D22	D24, D22-4080	1	1	4080 L/R EX	53 1/2"X100"	ext. Double Hinged-Glass Panel	1 5/8"X8"X56 1/2"
	D23	D30, D23-4080	1	1	4080 R IN	50"X96"	Hinged-4060 Quadrate	4"X2"X53"
	D24	D31, D24-4080	1	2	4080 L/R EX	53 1/2"X100"	ext. Double Hinged-Glass Panel	1 5/8"X8"X56 1/2"
	D26	D32, D26-6080	1	1	6080 L/R EX	71 1/2"X100"	ext. Double Hinged-Glass Panel	1 5/8"X8"X80 1/2"



Date	Description

Design Professionals:  
 Robert Deal, Certified General Contractor  
 Pursuant to FBC-Building 107.3.4.2 &  
 489.115(4)(b)2 & F.L. Statute 489.113(9)(b)2  
 Note: Not an Architect or Engineer.

**Fam Gillette**  
 209 Surf Rd  
 Melbourne Beach, FL 32951

DRAWINGS PROVIDED BY:  
 Coastline Construction, LLC  
 521-428-0325  
 C661526552

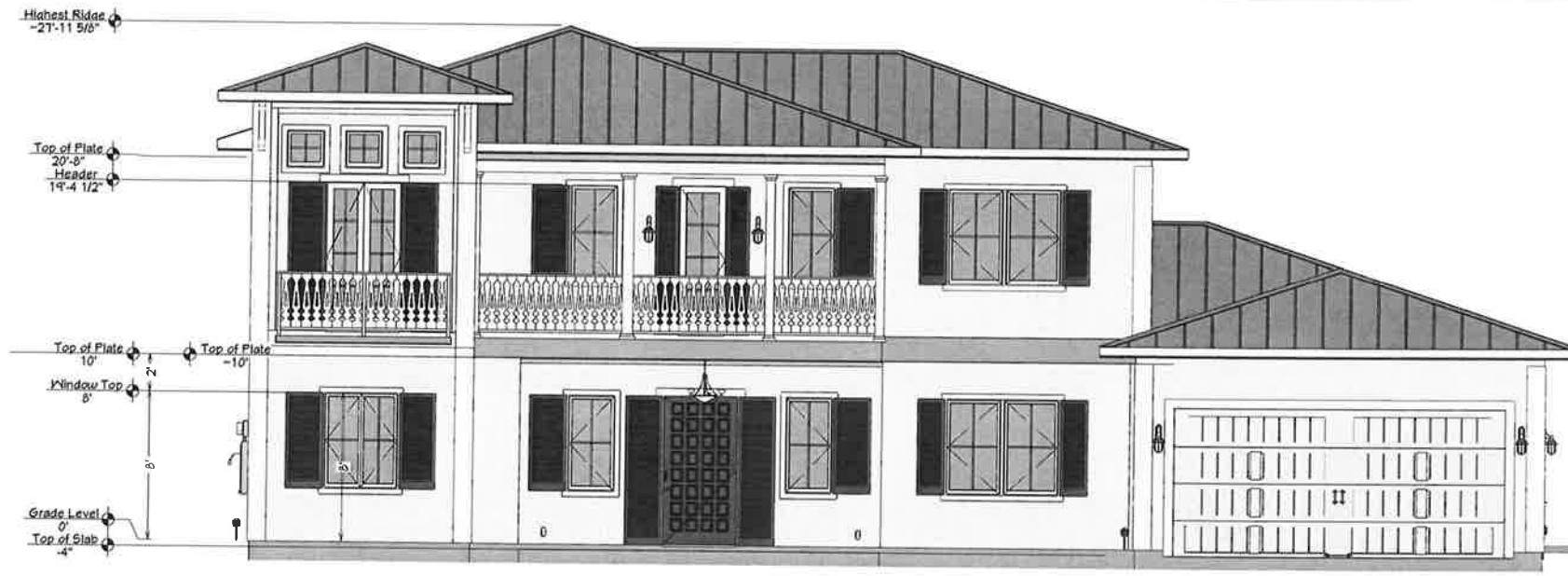
DATE:

01/02/26

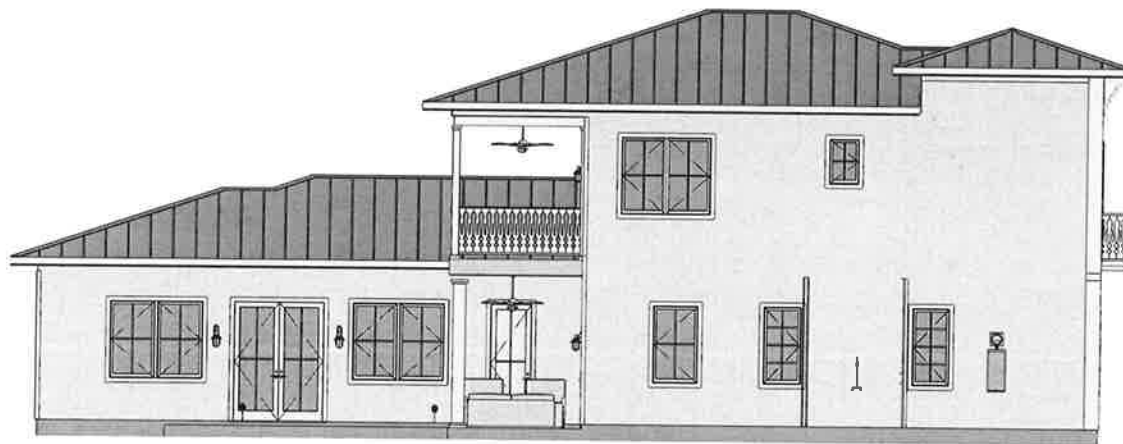
SCALE:

1/4" = 1'

SHEET:



Exterior Elevation Front



Exterior Elevation Left



Exterior Elevation Right



Exterior Elevation Back

NOTES:  
 Pitch 6:12 UNO  
 Asphalt Shingles  
 Overhangs 16" (14.5" Truss Tails) Typical  
 4" Ceilings UNO  
 Window Header Height 8' 0"  
 Ridge / Off-Ridge Vents where necessary



Date	Description

Design Professional:  
 Robert Debi, Certified General Contractor  
 Pursuant to FBC-Building 107.3.4.2 &  
 489.115(4)(b) 2 & F.L. Statute 489.113(9)(b)2  
 Note: not an Architect or Engineer.

Pam Gillette  
 209 Surf Rd  
 Melbourne Beach, FL 32951

DRAWINGS PROVIDED BY:  
 Coastline Construction, LLC  
 321-420-0325  
 CGC1526552

DATE:

01/02/26

SCALE:

1/4" = 1"

SHEET:

3

# PAMELA C GILLETE REVOCABLE LIVING TRUST

## DRAINAGE PLAN

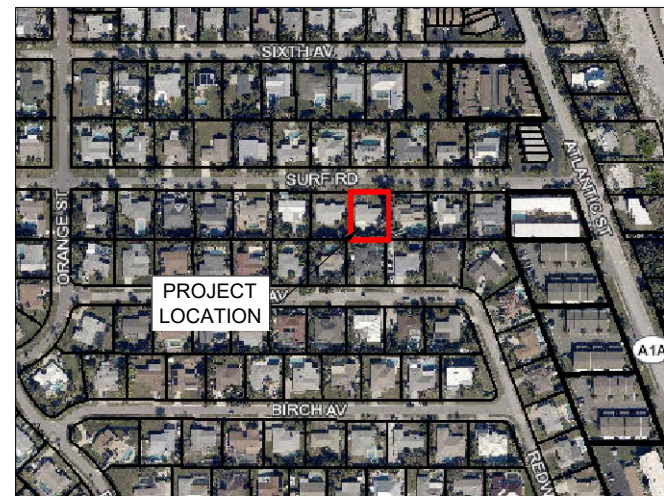
209 SURF ROAD  
MELBOURNE BEACH, FL 32951

GENERAL NOTES:

1. PROPERTY LAYOUT INFORMATION SHOWN HAS BEEN PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT. IT HAS NOT BEEN VERIFIED FOR ACCURACY. ENGINEER DOES NOT ACCEPT LIABILITY FOR INCORRECT OR INACCURATE PROPERTY AND/OR AREA INFORMATION PROVIDED.
2. FOOTPRINT PROVIDED BY OWNER AND/OR OWNER'S AGENT. ANY DIMENSIONS ON SITE PLAN ARE FOR REFERENCE ONLY. CONTRACTOR TO ENSURE CORRECT DIMENSIONS INCLUDED PRIOR TO CONSTRUCTION.
3. CONTRACTOR TO FIELD VERIFY ELEVATIONS OF ADJACENT PROPERTIES PRIOR TO CONSTRUCTION FOR CONNECTION TO EXISTING PROPERTY LINE WITHOUT BLOCKING OR DRAINING ONTO ADJACENT PROPERTIES. CONTRACTOR TO COORDINATE GRADING ALONG COMMON LOT LINES WITH ADJACENT NEIGHBORS TO ENSURE CONTINUED POSITIVE DRAINAGE.
4. SIDE SLOPES ON ANY AREA WITHIN THE LOT CANNOT EXCEED ONE (1) FOOT VERTICAL FOR EACH FOUR (4) FEET HORIZONTAL, EXCEPT FOR RETENTION AREAS. THEY CANNOT EXCEED (1) 1 FOOT VERTICAL FOR EACH THREE (3) FEET HORIZONTAL.
- ⚠ 5. DRIVEWAY AND SIDEWALK ARE PROPOSED WITH PVIOUS SURFACE. DETAIL FOR THE PVIOUS SURFACE IS INCLUDED IN SHEET 5 OF 5.
6. DRAINAGE EASEMENTS SHALL NOT CONTAIN PERMANENT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO SIDEWALKS, DRIVEWAYS, IMPERVIOUS SURFACES, PATIOS, DECKS, POOLS, AIR CONDITIONERS, STRUCTURES, UTILITY SHEDS, POLES, FENCES, SPRINKLER SYSTEMS, TREES, SHRUBS, HEDGES, AND LANDSCAPING PLANTS OTHER THAN GRASS, EXCEPT FOR THE LANDSCAPING OF STORMWATER DETENTION AND RETENTION PONDS AS REQUIRED BY THE CODE.
7. ALL ELEVATIONS SHOWN HEREON ARE BASED ON THE NAVD88 DATUM. EXISTING ELEVATIONS WERE PROVIDED TO THE ENGINEER BY THE OWNER AND/OR OWNER'S AGENT AND WERE NOT VERIFIED FOR ACCURACY.
- ⚠ 8. PVIOUS SURFACE MAINTENANCE PER PRODUCT SPECIFICATIONS:
  - 8.1. MAINTAIN PUREPAVE IN ACCORDANCE WITH MANUFACTURER GUIDELINES AND THE PROJECT MAINTENANCE PLAN.
  - 8.2. PERFORM ROUTINE INSPECTIONS TO IDENTIFY SEDIMENT BUILDUP, SURFACE CLOGGING, OR STRUCTURAL DISTRESS; CLEAN SURFACE PORES AS NEEDED USING VACUUM SWEEPING, LOW-PRESSURE WASHING, OR OTHER APPROVED METHODS.
  - 8.3. INSPECT JOINTS, EDGES, AND OBSERVATION WELLS PERIODICALLY TO ENSURE PROPER FUNCTION AND DRAINAGE.
  - 8.4. MAINTENANCE MAY BE PERFORMED BY THE OWNER OR BY PUREPAVE-CERTIFIED CONTRACTORS AND SHOULD INCLUDE PERIODIC INSPECTION, CLEANING TO PREVENT CLOGGING, AND REMOVAL OF ACCUMULATED SEDIMENT AT APPROPRIATE INTERVALS OR AS SPECIFIED.
  - 8.5. IF THE SYSTEM INCLUDES SENSORS, INSTALLED DEVICES SUCH AS WATER LEVEL, WATER QUALITY, PAVEMENT DEFLECTION, AND LOAD-BEARING SENSORS TO ENSURE PROPER OPERATION. REPAIR, RECALIBRATE, OR REPLACE SENSORS AS REQUIRED IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS.
  - 8.6. REPAIR MINOR SURFACE DEFECTS PROMPTLY TO PREVENT MOISTURE INFILTRATION, FREEZE-THAW DAMAGE, OR PROGRESSIVE DETERIORATION.

LEGAL DESCRIPTION:

LOT 80, BLOCK 8, PLAT OF MELBOURNE SHORES 1ST ADDITION, AS RECORDED IN PLAT BOOK 10, PAGE 87 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.



LOCATION MAP  
N.T.S

SHEET INDEX:	
1	COVER SHEET & GENERAL NOTES
2	EXIST. CONDITIONS & DEMO PLAN
⚠ 3	SITE & LANDSCAPE PLAN
4	LOT DRAINAGE PLAN
⚠ 5	DETAILS SHEET

REVISIONS SUMMARY:

- ⚠ 1. SHEET 1: ADDED NOTE 5 IN GENERAL NOTES, AND ADDED SITE PLAN & DETAILS SHEET.
  2. SHEET 2: UPDATED SITE DATA TABLE.
  3. SHEET 3: ADDED SHEET.
  4. SHEET 4: REMOVED SWALE IN ROW, REVISED DRIVEWAY AND SIDEWALK MATERIAL, REVISED PERIMETER SWALE, REVISED CROSS SECTION D-D.
  5. SHEET 5: ADDED SHEET.
- 
- ⚠ 1. SHEET 1: ADDED NOTE 8 IN GENERAL NOTES
  2. SHEETS 2&3: PROPOSED CONC. APRONS IN ROW
  3. SHEET 4: DIRECT SW TO RETENTION AREA.

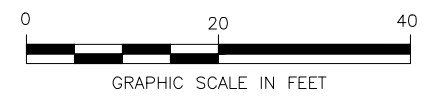
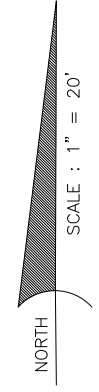
THIS PLAN HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY ELIA G. TWIGG, PE USING A DIGITAL SIGNATURE AND DATE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

CONTRACT NO.: C2512.68 JOB NO.: 25.12-151 DATE: 03/23/26	ELIA G. TWIGG, PE FLORIDA LICENSE NO: 65711 TITLE: COVER SHEET & GENERAL NOTES	PARCEL ID: 28-38-08-FZ-41-8 SUBDIVISION: ROMAC SUBDIVISION CONTRACTOR: COASTLINE CONSTRUCTION	LOTS /BLOCK: LOT 8 BLK 41 ORB BK/PG: 10 / 534	PROJECT: <b>PAMELA C GILLETE REVOCABLE LIVING TRUST</b> 209 SURF ROAD MELBOURNE BEACH, FL 32951	REVISIONS: ⚠ 2/13/26 - MELBOURNE BCH COMMENTS ⚠ 3/23/26 - MELBOURNE BCH COMMENTS
355 TORTOISE VIEW DRIVE, SUITE E SATELLITE BEACH, FL 32937 Ph: (321) 413-0027 eliatwigg@lanticsolutions.com					

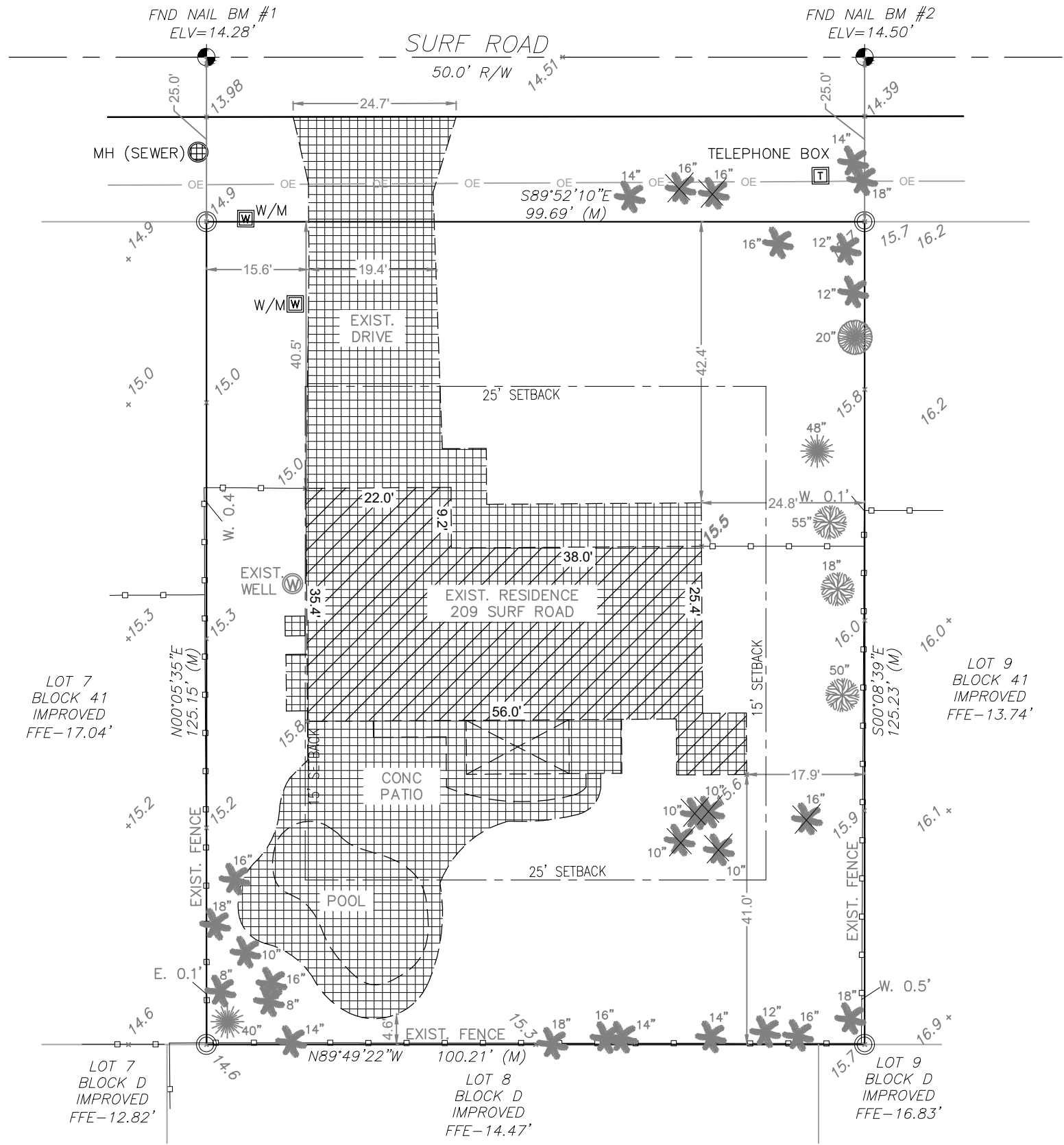
- LEGEND:**
- EXISTING ELEVATION
  - PROPOSED ELEVATION
  - FLOW DIRECTION
  - TO BE REMOVED

- TREE LEGEND**
- PALM TREE
  - PINE TREE
  - SHEFALERA TREE
  - FIG TREE
  - TREES TO BE REMOVED

SITE DATA	AREA	
TOTAL SITE AREA	12,500 SF	
<b>EXISTING:</b>		SF
HOUSE & PORCH	2,066 SF	
DRIVEWAY & S/W	1,110 SF	
POOL DECKING	1,159 SF	
CONCRETE	37 SF	
TOTAL IMPERVIOUS AREA	4,372 SF	35%
TOTAL PERVIOUS AREA	8,128 SF	65%
<b>PROPOSED IMPERVIOUS AREA</b>		
HOUSE	3,201 SF	
PORCH	432 SF	
POOL AND DECKING	1,035 SF	
ENTRY	78 SF	
CONCRETE A/C PAD	33 SF	
<b>PROPOSED PERVIOUS AREA</b>		
PERVIOUS DRIVEWAY & S/W	1,260 SF	
GRASS/SWALES	6,461 SF	
TOTAL IMPERVIOUS AREA	4,779 SF	38%
TOTAL PERVIOUS AREA	7,721 SF	62%



ELEVATIONS BASED ON: NAVD88		ELEVATION
MELBOURNE BEACH BENCHMARK: AK-4032		16.93



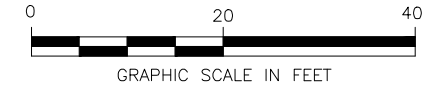
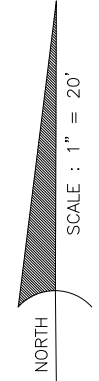
**LOT 8  
BLOCK 41  
ROMAC SUBD**

<p>CONTRACT NO.: C2515.68 JOB NO.: 25-12-151 DATE: 03/18/26</p>	<p>ELEVATION NAVD88 16.93</p>	<p>ELIA G. TWIGG, PE FLORIDA LICENSE NO: 65711</p>	<p>TITLE: <b>EXIST. COND. &amp; DEMO PLAN</b></p>	<p>SHEET <b>2</b> OF <b>5</b></p>						
<p>SCALE: 1" = 20'</p>	<p>PARCEL ID: 28-38-08-FZ-41-8</p>	<p>LOTS/BLOCK: LOT 8 BLK 41</p>	<p>CONTRACTOR: COASTLINE CONSTRUCTION</p>	<p>PLAT BK/PG: 10/534</p>						
<p><b>PROJECT:</b> <b>PAMELA C GILLETTE REVOCABLE LIVING TRUST</b> 209 SURF ROAD MELBOURNE BEACH, FL 32951</p>										
<p>REVISIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>2/13/26</td> <td>MELBOURNE BCH COMMENTS</td> </tr> </tbody> </table>					NO.	DATE	DESCRIPTION	1	2/13/26	MELBOURNE BCH COMMENTS
NO.	DATE	DESCRIPTION								
1	2/13/26	MELBOURNE BCH COMMENTS								
<p>355 TORTOISE VIEW DRIVE, SUITE E SATILLITE BEACH, FL 32937 Ph: (321) 413-0027 ellatwigg@lanticsolutions.com</p>										

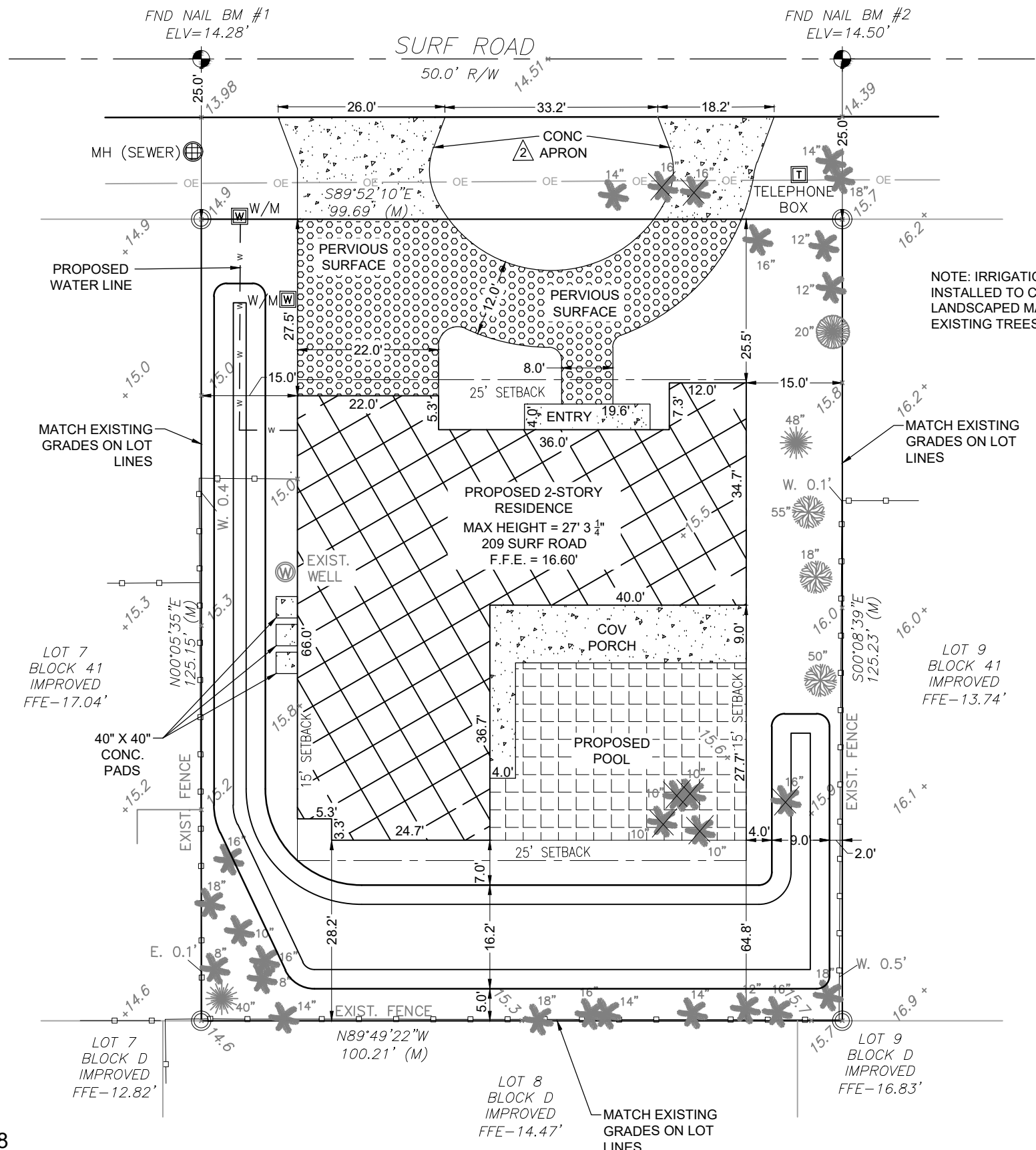
- LEGEND:**
- EXISTING ELEVATION
  - PROPOSED ELEVATION
  - FLOW DIRECTION
  - TO BE REMOVED

- TREE LEGEND**
- PALM TREE
  - PINE TREE
  - SHEFALERA TREE
  - FIG TREE
  - TREES TO BE REMOVED

SITE DATA	AREA	
TOTAL SITE AREA	12,500 SF	
<b>EXISTING:</b>		
HOUSE & PORCH	2,066 SF	
DRIVEWAY & S/W	1,110 SF	
POOL DECKING	1,159 SF	
CONCRETE	37 SF	
TOTAL IMPERVIOUS AREA	4,372 SF	35%
TOTAL PERVIOUS AREA	8,128 SF	65%
<b>PROPOSED IMPERVIOUS AREA</b>		
HOUSE	3,201 SF	
PORCH	432 SF	
POOL AND DECKING	1,035 SF	
ENTRY	78 SF	
CONCRETE A/C PAD	33 SF	
<b>PROPOSED PERVIOUS AREA</b>		
PERVIOUS DRIVEWAY & S/W	1,260 SF	
GRASS/SWALES	6,461 SF	
<b>TOTAL IMPERVIOUS AREA</b>		
TOTAL IMPERVIOUS AREA	4,779 SF	38%
<b>TOTAL PERVIOUS AREA</b>		
TOTAL PERVIOUS AREA	7,721 SF	62%



ELEVATIONS BASED ON:	NAVD88
MELBOURNE BEACH BENCHMARK: AK-4032	16.93

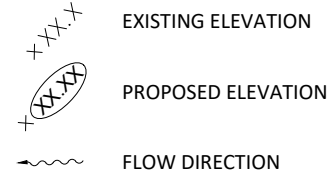


NOTE: IRRIGATION SYSTEM TO BE INSTALLED TO COVER ALL LANDSCAPED MATERIAL, INCLUDING EXISTING TREES AND PLANTS.

LOT 8  
BLOCK 41  
ROMAC SUBD

<p>CONTRACT NO.: C2515.68 JOB NO.: 25-12-151 DATE: 03/25/26</p>	<p>ELIA G. TWIGG, PE FLORIDA LICENSE NO: 65711</p>	<p>TITLE: <b>SITE &amp; LANDSCAPE PLAN</b></p>	<p>SHEET 3 OF 36</p>						
<p>SCALE: 1" = 20'</p>	<p>PARCEL ID: 28-38-08-FZ-41-8</p>	<p>LOTS / BLOCK: LOT 8 BLK 41</p>	<p>PLAT BK/PG: 10/534</p>						
<p><b>PROJECT:</b> PAMELA C GILLETTE REVOCABLE LIVING TRUST 209 SURF ROAD MELBOURNE BEACH, FL 32951</p>									
<p>REVISIONS:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"> <p>2/13/26</p> </td> <td style="width: 80%;"> <p>MELBOURNE BCH COMMENTS</p> </td> <td style="width: 10%;"> <p></p> </td> </tr> <tr> <td> <p>3/23/26</p> </td> <td> <p>MELBOURNE BCH COMMENTS</p> </td> <td> <p></p> </td> </tr> </table>				<p>2/13/26</p>	<p>MELBOURNE BCH COMMENTS</p>	<p></p>	<p>3/23/26</p>	<p>MELBOURNE BCH COMMENTS</p>	<p></p>
<p>2/13/26</p>	<p>MELBOURNE BCH COMMENTS</p>	<p></p>							
<p>3/23/26</p>	<p>MELBOURNE BCH COMMENTS</p>	<p></p>							
<p>355 TORTOISE VIEW DRIVE, SUITE E SATTELITE BEACH, FL 32937 Ph: (321) 413-0027 elliatwigg@lanticsolutions.com</p>									

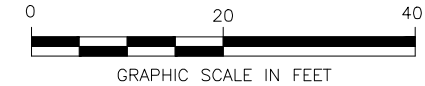
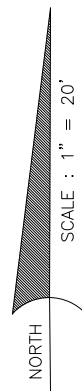
**LEGEND AND TYPICAL SECTION:**



**TREE LEGEND:**

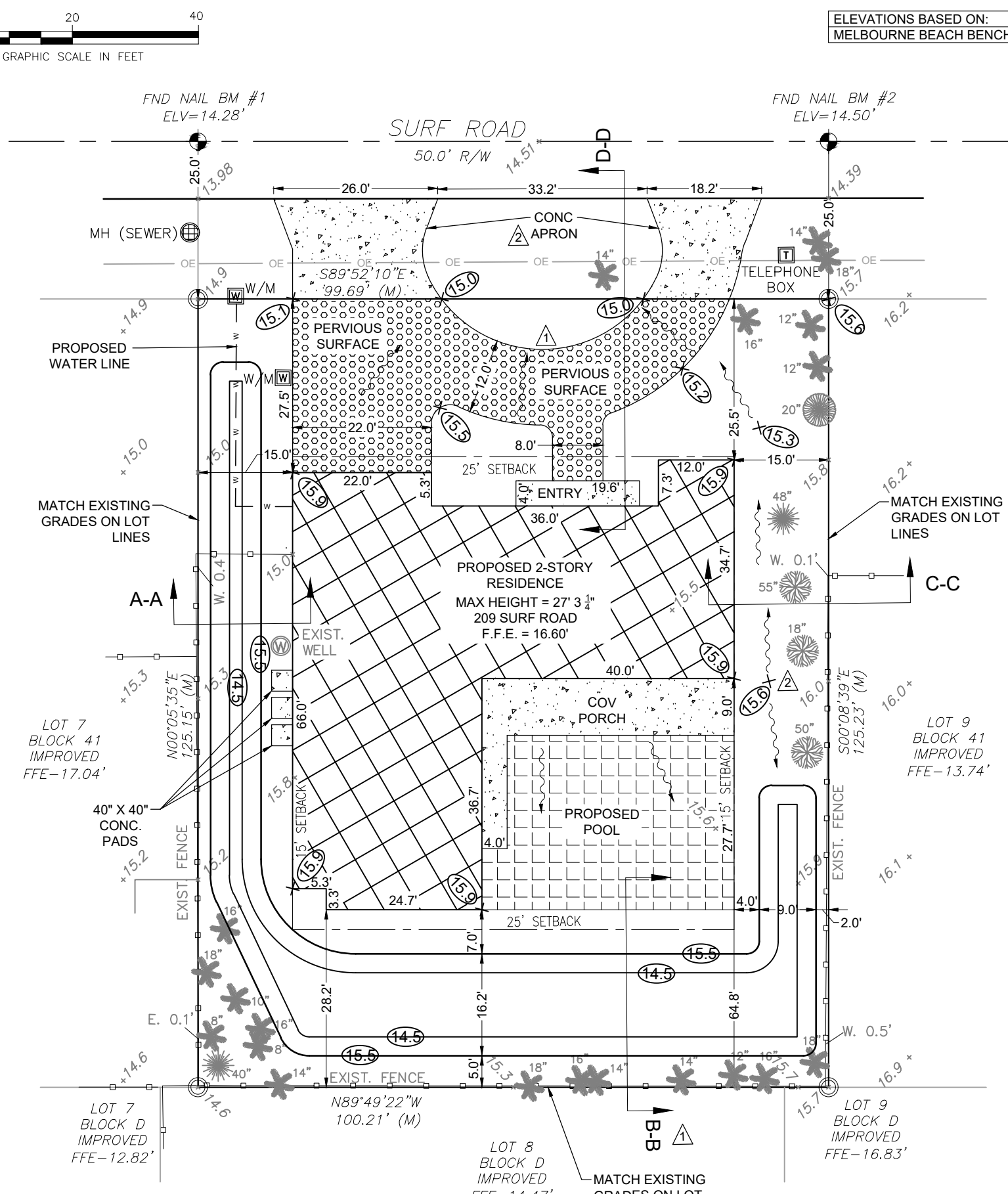
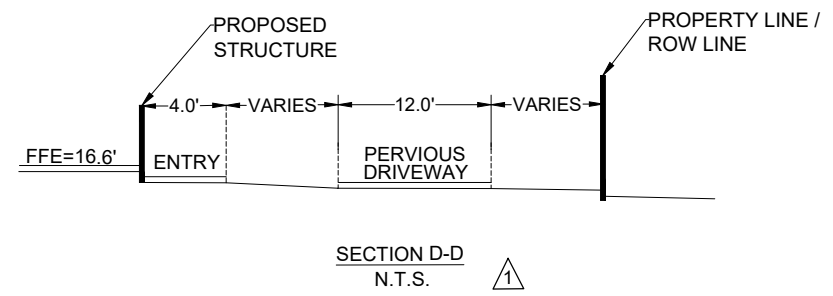
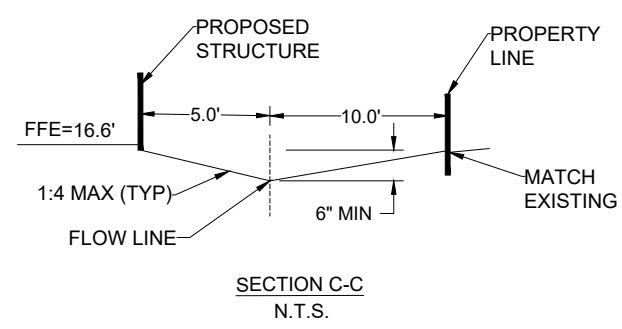
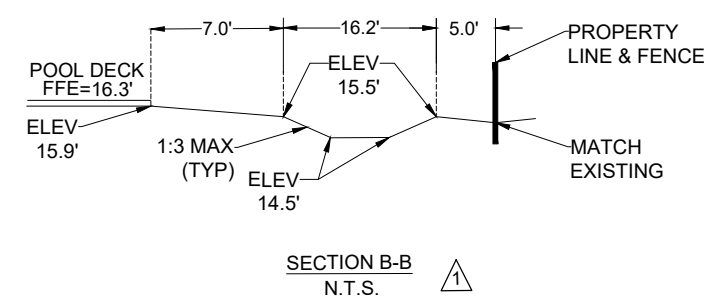
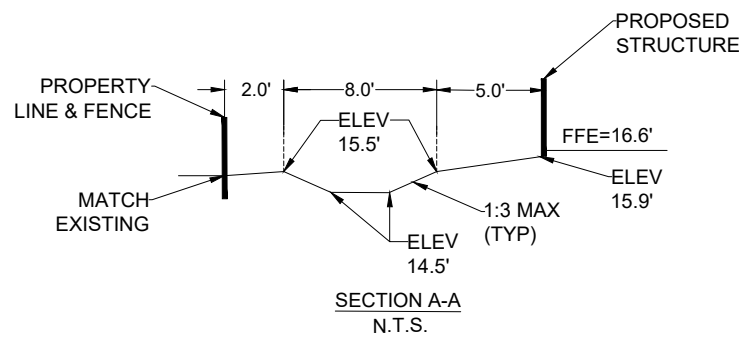


TRUNK SIZES SHOWN IN INCHES



ELEVATIONS BASED ON:	NAVD88
MELBOURNE BEACH BENCHMARK: AK-4032	16.93

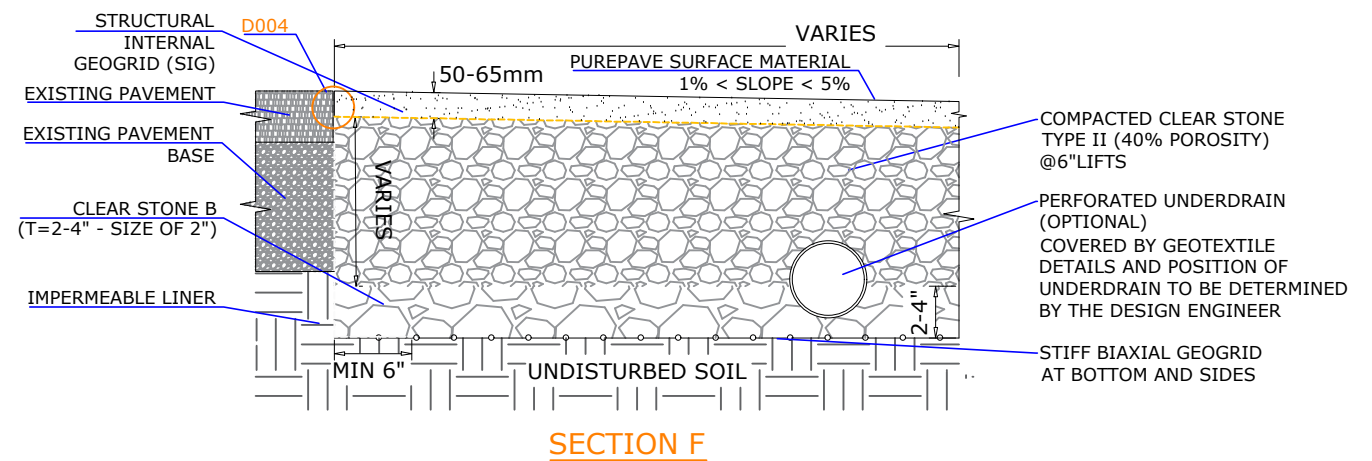
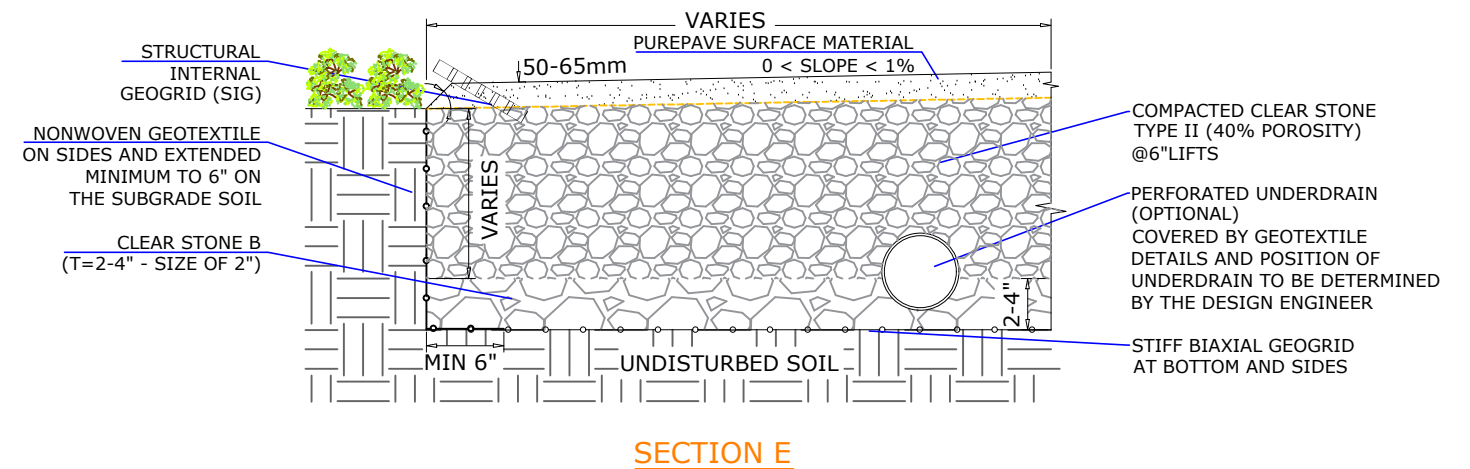
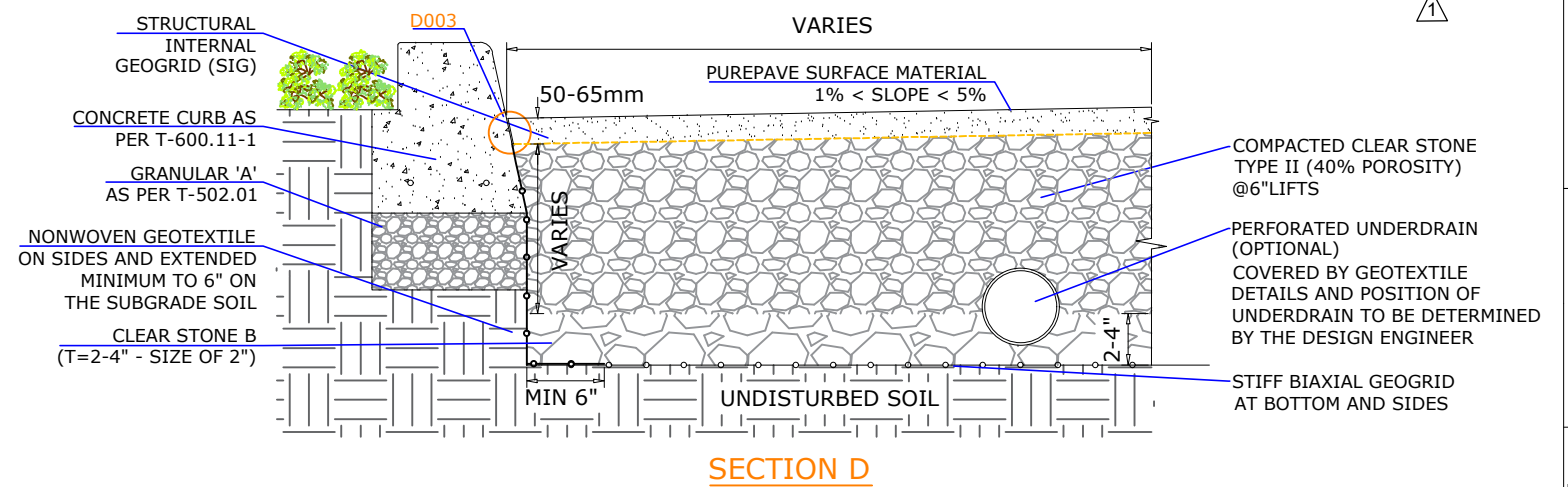
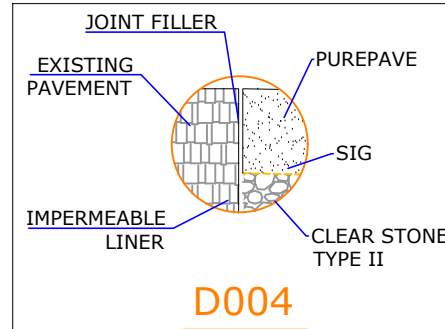
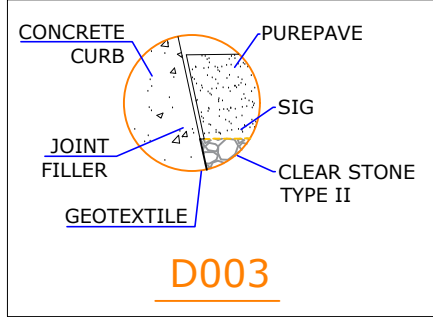
**CROSS SECTIONS:**



**LOT 8  
BLOCK 41  
ROMAC SUBD**

CONTRACT NO.: C2515.68	DATE: 03/25/26	SHEET: 57
JOB NO.: 25.12-151	DATE: 03/25/26	OF: 4
ELIA G. TWIGG, PE FLORIDA LICENSE NO: 65711	TITLE: LOT DRAINAGE PLAN	
PARCEL ID: 28-38-08-FZ-41-8	LOTS / BLOCK: LOT 8	PLAT BK/PG: 10/534
SCALE: 1" = 20'	SUBDIVISION: ROMAC SUBDIVISION	CONTRACTOR: COASTLINE CONSTRUCTION
PROJECT: PAMELA C GILLETTE REVOCABLE LIVING TRUST 209 SURF ROAD MELBOURNE BEACH, FL 32951		
REVISIONS:		
1/21/26 - MELBOURNE BCH COMMENTS 2/3/26 - MELBOURNE BCH COMMENTS		
355 TORTOISE VIEW DRIVE, SUITE E SATELLITE BEACH, FL 32937 Ph: (321) 413-0027 ellatwigg@lanticsolutions.com		

LEGEND		
GEOTEXTILE		IMPERMEABLE LINER
GEOGRID		PUREPAVE
SIG		GRANULAR 'A'
SIDEWALK		CLEAR STONE
CONCRETE		SUBGRADE SOIL



**NOTES:**

- Surface material shall be PurePave Rustic HD permeable pavement, as manufactured or certified by PurePave Technologies Inc., Ottawa, ON, Canada. Website: [www.purepave.com](http://www.purepave.com) | Phone: +1 888-212-7873. Installation shall follow manufacturer specifications and approved project drawings.
- PurePave permeable surfacing shall be installed at a nominal thickness of 50-65 mm suitable for parking lot and light vehicular traffic applications. Final thickness shall be determined by the Design Engineer based on loading conditions and site requirements.
- The base course shall consist of clean, dry, angular clear stone in accordance with OPSS.PROV 1004 or approved equivalent. Clear Stone Type II (19 mm nominal size) shall be provided at a variable thickness as required by design. Clear Stone B (50 mm nominal size) shall be provided at a thickness of 50-100 mm over prepared subgrade.
- Hydrologic design shall be completed to ensure adequate management of Water Quality Volume (WQV), subsurface storage, and drainage performance appropriate for vehicular-use environments.
- Adjacent hardscape materials such as asphalt, concrete, or unit paving shall be separated from the PurePave system using flexible joints or edge restraints as indicated on the drawings.
- Where required, impermeable liners may be incorporated to prevent unintended water migration into adjacent structural elements or sensitive infrastructure.
- A stiff biaxial geogrid must be installed at the base of the system where subgrade stabilization is required, particularly in weak or variable soil conditions.
- A Structural Internal Grid (SIG) Might be installed between the PurePave surface layer and the underlying stone storage layer to enhance load distribution and reduce strain at the interface. SIG properties shall be determined by the Design Engineer.
- Nonwoven geotextile shall be installed where specified to provide separation, filtration, and protection of drainage components.
- Check dams, where specified, may be incorporated within the stone base to control internal flow and enhance storage performance.
- Underdrain systems may be included where infiltration capacity is limited or controlled drainage is required. The position, details, and properties of the underdrain shall be determined by the Design Engineer.
- Standard winter maintenance practices may be used. De-icing salt use should be minimized. Commercial snow blowers are recommended as an optimal method for winter snow removal.
- Installation shall be carried out using appropriate placement equipment to ensure uniform thickness, smooth surface finish, and continuous permeable structure.
- Monitoring wells as per T-850.041 and cleanout pipe as per T708-01-5 may be incorporated where required for performance monitoring.
- Refer to PurePave installation and maintenance guidelines for additional performance and operational requirements.
- The PurePave parking lot system may be installed under different lateral boundary configurations depending on site conditions, including concrete curbs as per T-600.11-1 along the perimeter (SECTION D), 45° sloped edges along the perimeter (SECTION E), or adjacent to asphalt pavement separated by a flexible joint (SECTION F), where the opposite edge may be either a curb or a 45° slope.

Based on project-specific conditions, combinations of these edge configurations may be selected.

CONTRACT NO.: C2515.68		JOB NO.: 25-12-151		DATE: 03/18/26		SHEET 5 OF 88	
ELIA G. TWIGG, PE		FLORIDA LICENSE NO: 65711		TITLE: DETAILS			
PARCEL ID: 28-38-08-FZ-41-8		LOTS / BLOCK: LOT 8 BLK 41		PLAT BK/PG: 10/534			
SCALE: N.T.S.		SUBDIVISION: ROMAC SUBDIVISION		CONTRACTOR: COASTLINE CONSTRUCTION			
PROJECT: <b>PAMELA C GILLETTE REVOCABLE LIVING TRUST</b> 209 SURF ROAD MELBOURNE BEACH, FL 32951							
REVISIONS: 2/13/26 - MELBOURNE BCH COMMENTS							
		355 TORTOISE VIEW DRIVE, SUITE E SATELLITE BEACH, FL 32937 Ph: (321) 413-0027 eliatwigg@lanticsolutions.com					

26

Phone (321)724-2940  
 Fax (321)951-4879  
 E-MAIL: SMITHSURVEYING@GMAIL.COM



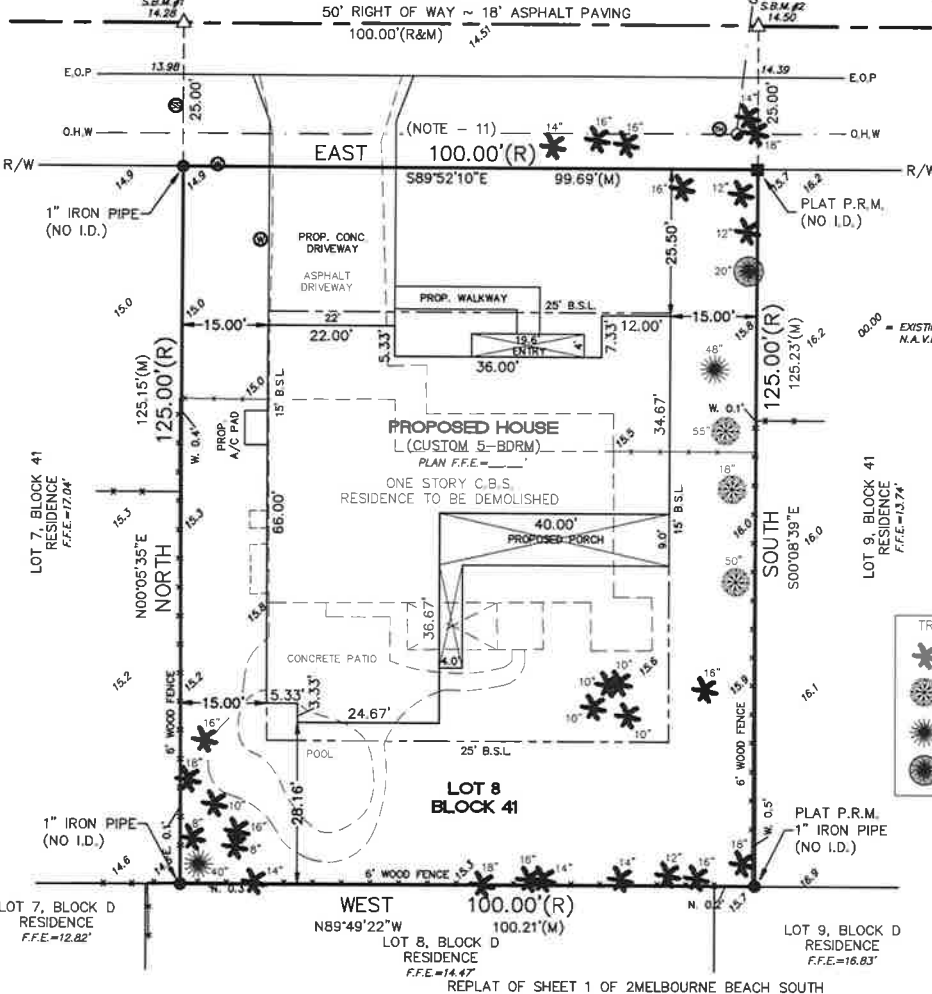
1350 MALABAR ROAD S.E., SUITE 1  
 PALM BAY, FLORIDA 32907  
 WEBSITE: SMITHSURVEYING.NET

MAP OF SURVEY  
 CERTIFICATE OF AUTHORIZATION L.B. 7426

ACCORDING TO MAP NO. 12009C0616 H,  
 DATED JAN 29, 2021, THIS PROPERTY  
 LIES IN FLOOD ZONE "X".



**SURF ROAD**



**TREE LEGEND**

- PALM TREE
- PINE TREE
- SHEFLERA TREE
- FIG TREE

PROPERTY ADDRESS: 209 SURF ROAD  
 MELBOURNE BEACH, FLORIDA 32951

REPLAT OF SHEET 1 OF 2MELBOURNE BEACH SOUTH  
 (PLAT BOOK 20, PAGE 137)

CERTIFIED TO: COASTLINE CONSTRUCTION, LLC

THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP OR COPYRIGHT 2026  
 SMITH & ASSOCIATES, SURVEYING AND MAPPING, INC. NOT VALID WITHOUT  
 THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR DIGITAL SIGNATURE OF A  
 FLORIDA LICENSED SURVEYOR AND MAPPER

**SURVEYORS NOTES:**

- LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR ADJOINING DEEDS, RIGHT-OF-WAY, RESERVATION, AGREEMENTS AND/OR EASEMENTS OF RECORD. SUCH INFORMATION, IF DESIRED, SHOULD BE OBTAINED AND CONFIRMED BY OTHERS THROUGH APPROPRIATE TITLE VERIFICATION.
- ADJOINERS SHOWN HAVE NOT BEEN SURVEYED.
- DRAWINGS ARE NOT TO BE RELIED UPON FOR SCALE PURPOSES.
- ALL MEASUREMENTS ARE IN FEET AND DECIMAL PARTS THEREOF AND ARE IN ACCORDANCE WITH THE STANDARDS OF THE UNITED STATES (CHAPTER 5J17-6.003(1)(B) F.A.C.)
- PURSUANT TO FLORIDA LAW (F.A.C. 5J17-8.003(1)) THIS SURVEY IS BASED ON A CLOSED TRAVERSE.
- USE ONLY PROPERTY CORNERS FOR CONSTRUCTION OF FENCES AND OTHER IMPROVEMENTS.
- ONLY OPEN AND NOTORIOUS EVIDENCE OF EASEMENTS AND RIGHT-OF-WAYS ARE LOCATED AND SHOWN HEREON. THE SURVEYOR HAS NOT LOCATED ANY UNDERGROUND UTILITIES OR FOUNDATIONS WHICH MAY ENDOURAGE.
- LEGAL DESCRIPTION AS SHOWN WAS PROVIDED BY CLIENT.
- ELEVATIONS BASED ON 50.00' ASSUMED AT N/A
- ELEVATIONS BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988 (PARENT B.M. AK4032 ELEVATION 16.93 ) AND ARE EXPRESSED IN FEET AND DECIMAL THEREOF.
- BEARINGS BASED ON SOUTH RIGHT OF WAY LINE OF SURF ROAD BEING EAST ASSUMED.
- PILOT PLANS ARE NOT TO BE USED FOR CONSTRUCTION LAYOUT PURPOSES.
- LOT DIMENSIONS AND BEARINGS ARE RECORDED AND MEASURED UNLESS OTHERWISE NOTED.
- SEPTIC TANKS AND WELLS IF SHOWN ARE APPROXIMATE LOCATIONS AND SHOULD BE FIELD VERIFIED BY CONTRACTOR FOR CORRECT POSITION AND SEPARATION.
- NORTH ARROW AS SHOWN DOES NOT REPRESENT TRUE NORTH OR GRID NORTH. IT IS FOR APPROXIMATE POSITION ONLY.
- ALL RIGHT-OF-WAYS, ALLEYS, DIRT ROADS, AND ASPHALT ROADS IF SHOWN ARE "OPEN TO TRAVEL" BOTH BY FOOT AND VEHICLE UNLESS OTHERWISE NOTED BY (CLOSED TO TRAVEL).
- SETBACKS AS SHOWN ON PLOT PLANS WERE PROVIDED BY CONTRACTOR.
- HORIZONTAL FEATURE ACCURACY: TOPOGRAPHIC LAND FEATURES (DRIKS, MULTS, VALVES, MALBONES, POWER POLES, DRIVEWAYS, CULVERTS, AND SIMILAR FEATURES) HAVE A HORIZONTAL FEATURE ACCURACY OF PLUS OR MINUS 0.25 FEET.
- VERTICAL FEATURE ACCURACY: ELEVATIONS ON THE SITE (GROUND, PAVEMENT, INLETS, ETC.) HAVE A VERTICAL FEATURE ACCURACY OF PLUS OR MINUS 0.10 FEET.
- THIS SURVEY IS FOR THE SOLE BENEFIT OF THE PARTIES NAMED HEREON AND FOR THE SPECIFIC PURPOSE NOTED, AND SHOULD NOT BE RELIED UPON BY ANY OTHER ENTITY, AND IS NOT TRANSFERABLE UNDER ANY CIRCUMSTANCES.
- THE EXPECTED USE OF THE LAND IS RESIDENTIAL. THE MINIMUM RELATIVE DISTANCE ACCURACY FOR THIS TYPE OF BOUNDARY SURVEY IS 1 FOOT IN 7,500 FEET WHICH WAS MET IN THE CASE OF THIS SURVEY.
- ALL "PROPOSED" IMPROVEMENTS SHOWN HEREON ARE NOT "AS-BUILT". ALL CONSTRUCTION PERFORMED ACCORDING TO THE "PROPOSED" INFORMATION SHOWN HEREON IS SUBJECT TO BEING APPROVED BY THE APPLICABLE AUTHORIZING AGENCIES. THE CLIENT IS RESPONSIBLE FOR COMPARING THE "PROPOSED" INFORMATION AS SHOWN, WITH THE FINAL APPROVED FOR CONSTRUCTION DOCUMENTATION PRIOR TO AUTHORIZING ANY LAYOUT WORK.

**LEGEND:**

- S.B.M. = SITE BENCH MARK
- P.C.P. = PERMANENT CONTROL POINT
- P.O.B. = POINT OF COMMENCEMENT
- P.T. = POINT OF TANGENCY
- P.F.M. = PERMANENT FORENSIC MONUMENT
- R.P. = RADIUS POINT
- P.C. = POINT OF CURVATURE
- P.C.C. = POINT OF COMPOUND CURVATURE
- P.R.C. = POINT OF REVERSE CURVATURE
- D = DELTA (CENTRAL ANGLE)
- R = RADIUS
- A = ARC
- T = TANGENT
- E = PROPERTY LINE
- R = RECORD
- W = WOOD FRAME
- W = MEASURED
- W = STORY
- C = CALCULATED
- F/R = RIGHT-OF-WAY
- W = WOOD
- W = MORE OR LESS
- N.O.I.D. = NO IDENTIFICATION
- C.B.S. = CONCRETE BLOCK & STUCCO
- F.P.R.L. = FLORIDA POWER AND LIGHT RES. = RESIDENCE
- PROP. = PROPOSED
- TX = TRANSFORMER
- CONC. = CONCRETE (TYP.) = TYPICAL
- APPROX. = APPROXIMATE
- E.O.P. = EDGE OF PAVEMENT
- T.O.S. = APPROX. TOE OF SLOPE
- E.O.W. = APPROX. EDGE OF WATER

- B.S.L. = BUILDING SETBACK LINE
- T.O.B. = APPROX. TOP OF BANK
- N.T.S. = NOT TO SCALE
- O/S = OFFSET
- L.F.E. = LOWEST FLOOR ELEVATION
- G.F.E. = GARAGE FLOOR ELEVATION
- F.F.E. = FINISHED FLOOR ELEVATION
- O.R.L. = OPTICAL RECORDING BOOK
- P.B. = PLAT BOOK
- D.B. = DEED BOOK
- P.G. = PAGE
- P.V.C. = POLYVINYL CHLORIDE
- C.M.P. = CORRUGATED METAL PIPE
- R.C.P. = REINFORCED CONCRETE PIPE
- C.P.P. = CORRUGATED PLASTIC PIPE
- I.W. = INVERT
- CL = ELEVATION
- F.Z.L. = FLOOD ZONE LINE
- N.A.V.D. = NORTH AMERICAN VERTICAL DATUM
- N.G.V.D. = NATIONAL GEODETIC VERTICAL DATUM
- CL = CLEANOUT
- W = WATER METER
- E = ELECTRIC METER/HANDHOLE
- S = SANITARY SOWER MANHOLE
- SM = STORM SEWER MANHOLE
- W = WIRE METER/HANDHOLE
- W = WIRE METER/HANDHOLE
- C = CABLE TELEVISION RISER

- M = GAS VALVE
- R = RECLAIM WATER METER
- G = GAS SERVICE
- W = WATER VALVE IN 2'x2' CONC.
- W = WATER VALVE
- F = FIRE HYDRANT
- P = POWER POLE
- L = LIGHT POLE
- A = CITY ANCHOR
- W = OVERHEAD WIRE (O.H.W.)
- W = APPROXIMATE SEPTIC TANK
- W = UNDER MAIN ROOF
- W = WELL
- W = IRON MARKER FOUND - SEE DESCRIPTION
- W = 1/2" IRON ROD WITH PLASTIC CAP MARKED "K.A. SMITH LB 7426" SET
- W = 4" x 4" CONC. MONUMENT FOUND
- W = 4" x 4" CONC. MONUMENT MARKED "K.A. SMITH LB 7426" SET
- W = NINE (9) DISK FOUND - SEE DESCRIPTION
- W = SET MAGNETIC NAIL
- W = HUB & TACK SET

**LOT 8, BLOCK 41, "ROMAC SUBDIVISION"**

AS RECORDED IN PLAT BOOK 10, PAGE 534, PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA

TYPE	SURVEY DATE	JOB NUMBER	CK. BY
TREE LOCATION	JAN. 7, 2026		
BOUNDARY SURVEY/PLOT PLAN	DEC. 4, 2025	25-1251 - 535 / 10,11	
DRAWN BY: A. TEJADA		SCALE: 1" = 20'	

Digitally signed by Kevin A Smith  
 Date: 2026.01.13 13:13:38 -05'00'

PROFESSIONAL SURVEYOR & MAPPER IN RESPONSIBLE CHARGE  
 KEVIN A. SMITH - FLORIDA CERTIFICATE NO. 4457  
 ANDREW J. SMITH - FLORIDA CERTIFICATE NO. 5690





# Stormwater Report

---

## **TOWN OF MELBOURNE BEACH**

PAMELA C GILLETE REVOCABLE LIVING TRUST

209 SURF ROAD  
MELBOURNE BEACH, FL 32951

Prepared By:

Elia Twigg, PE  
LANTIC SOLUTIONS LLC  
355 TORTOISE VIEW DRIVE, SUITE E  
SATELLITE BEACH, FL 32937



# TABLE OF CONTENTS

Project Location..... 1

Existing Conditions and Project Description ..... 1

Site Description ..... 1

Design..... 1

Appendix A: Exhibits

    Aerial Map (Brevard County Property Appriaser)

    Lot Drainage Plan

    Soil Map-Brevard County, FL

Appendix B: Stormwater Calculations

# Stormwater Report

---

## Project Location

The project site is a 0.29-acre previously developed property located at 209 Surf Road in Melbourne Beach, FL 32951. It is located approximately 0.1 miles west of Jimmy Buffett Mem Highway (Highway A1A) and approximately 0.14 miles east of Orange Street.

## Existing Conditions and Project Description

The site has an existing single story, single-family home within the Melbourne Beach town limits and is zoned as 2-RS. The existing house and existing pool will be demolished, and a new house and a new pool will be built totaling 4,779 SF of impervious area. The driveway and sidewalk up to the front door is proposed to be a pervious surface on the property and totals 1,260 SF. The portion of the driveway that is in the right-of-way is proposed to be concrete and is not considered in the calculations since that portion of the driveway is within the right-of-way.

An aerial map from the Property Appraiser's site is included in Appendix A, as well as the Lot Drainage Plan.

## Site Description

According to the National Resources Conservation Service (USDA), the soil types found on site were Canaveral – Palm Beach – Urban Land Complex. The soils can be classified as hydrologic soil group A/D.

According to the soils information and previous experience working in the area, the estimated groundwater table was assumed to be 4.5 feet below grade. This assumes that the virgin ground previously had approximately 1.5 feet of fill when the first home was constructed. Please refer to Appendix A for the soils map and description of the soil type.

## Design

The Town of Melbourne Beach requires that stormwater management facilities provide retention of the first 8 inches of runoff from a 10-year, 24-hour storm event, in accordance with the adopted minimum level of service standards.

The proposed stormwater design includes a 1-ft-deep dry retention area that goes along the west side, the rear and part of the east side. The connected retention area is approximately 8 feet wide in west side yard, +/- 16 feet wide in the rear of the property, and 9 feet wide in the east side yard. The Lot Drainage Plan, which includes typical cross-sections of the proposed retention areas, is in Appendix A.

Retention basin recovery calculations were performed using methodologies outlined in the St. Johns River Water Management District (SJRWMD) Permit Information Manual, Part X, Section 23.0 – Methodologies & Design Examples.

The total impervious area for the site is 4,779 SF. Based on the 8-inch retention requirement, the total required retention volume is 3,186 cubic feet (CF). Since the total retention volume provided is 1,770 CF, the stormwater design incorporates unsaturated vertical (Stage 1) and saturated lateral (Stage 2) infiltration analyses to account for the remaining volume.

During Stage 1, the volume infiltrated during unsaturated vertical flow ( $V_1$ ) is 1,511 CF. This leaves the remaining volume ( $V_2$ ) of 1,675 CF to be recovered during Stage 2 through saturated lateral flow. Based on interpolation, the elevation for lateral flow is 0.95 feet above the bottom of the retention areas. Therefore, the 1-ft-deep proposed retention areas will accommodate this volume.

The total recovery time for the runoff volume includes both vertical and lateral infiltration stages. The calculated total recovery time is 3.2 hours, which is well within the required 24-hour recovery period.

Please refer to Appendix B for the Stormwater Calculations.

# Appendix A

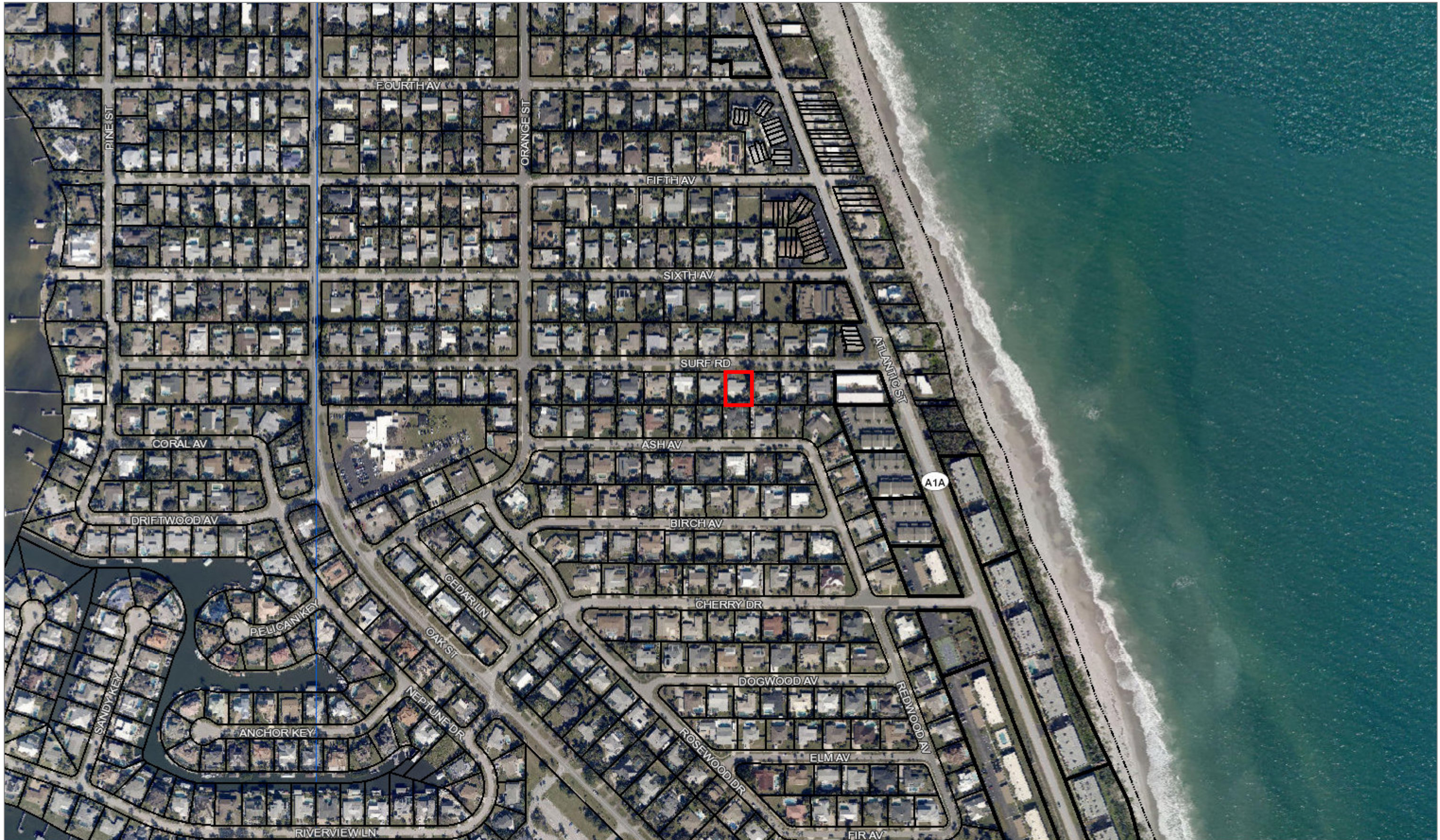
---

## **EXHIBITS:**

AERIAL MAP (BREVARD COUNTY PROPERTY APPRAISER)

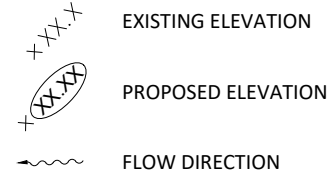
LOT DRAINAGE PLAN

SOIL MAP-BREVARD COUNTY, FL



All BCPAO maps and/or map applications are maintained for assessment and illustrative purposes only and do not represent surveys, plats, or any other legal instrument. Likewise, measurement and location tools are for assessment and illustrative purposes only and do not necessarily reflect real-world conditions. Due to the nature of Geographic Information Systems (GIS) and cadastral mapping, map layers may not precisely align and may not represent precise location, shape, and/or legal boundaries. Only a Florida-licensed surveyor can determine legally-relevant property boundaries, elevation, distance, area, and/or location in Florida.

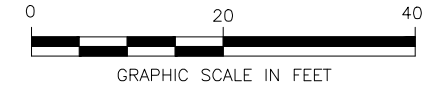
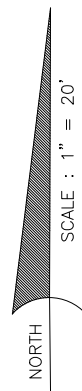
**LEGEND AND TYPICAL SECTION:**



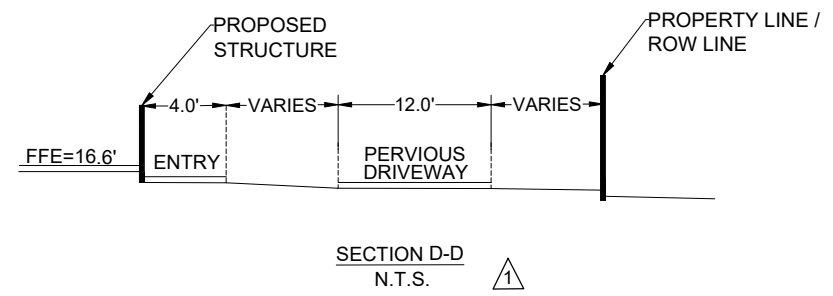
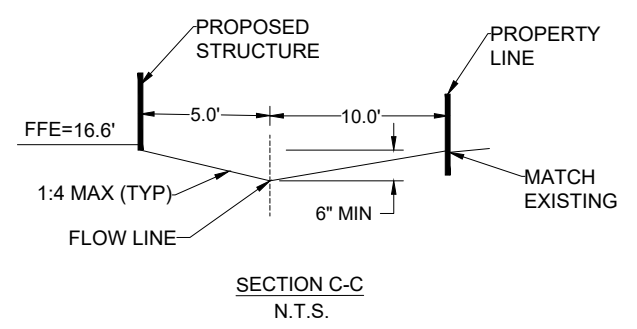
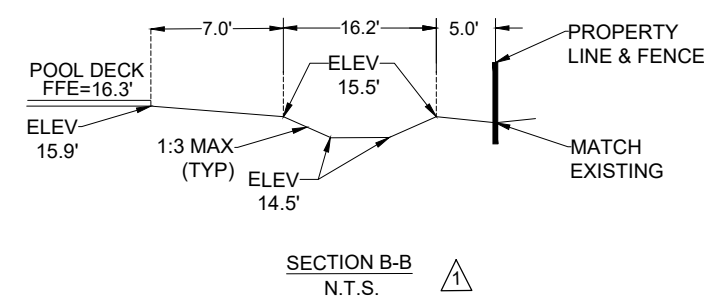
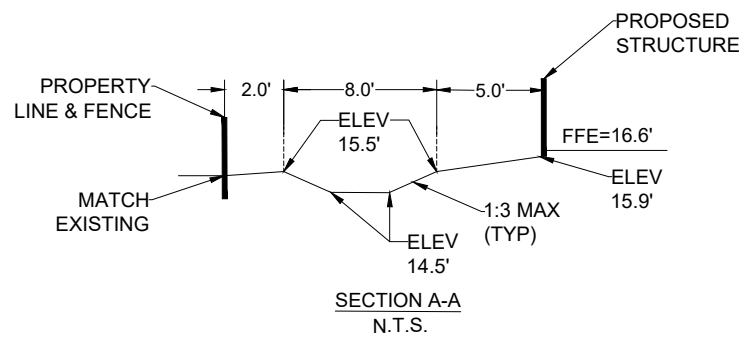
**TREE LEGEND:**



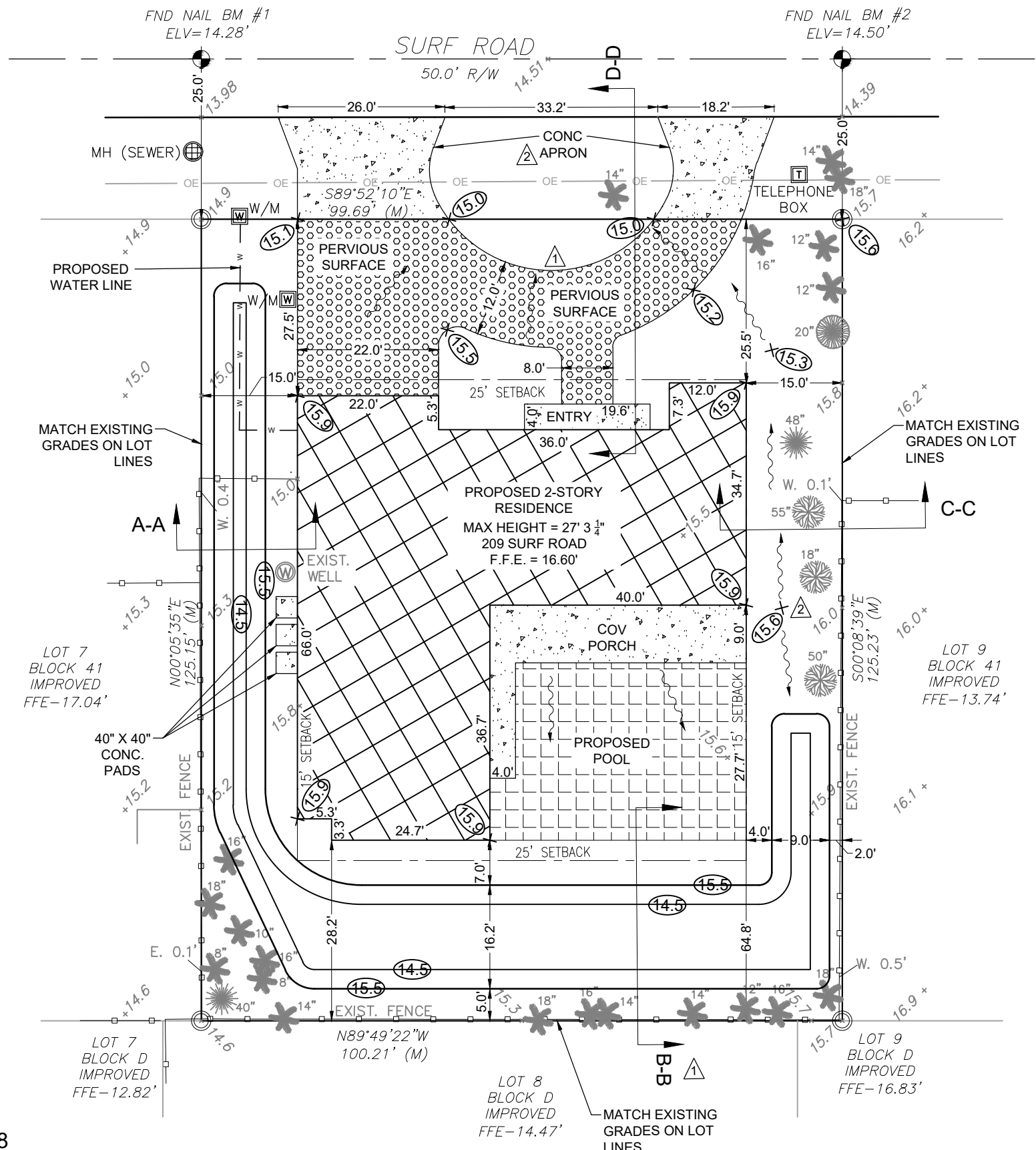
TRUNK SIZES SHOWN IN INCHES



**CROSS SECTIONS:**



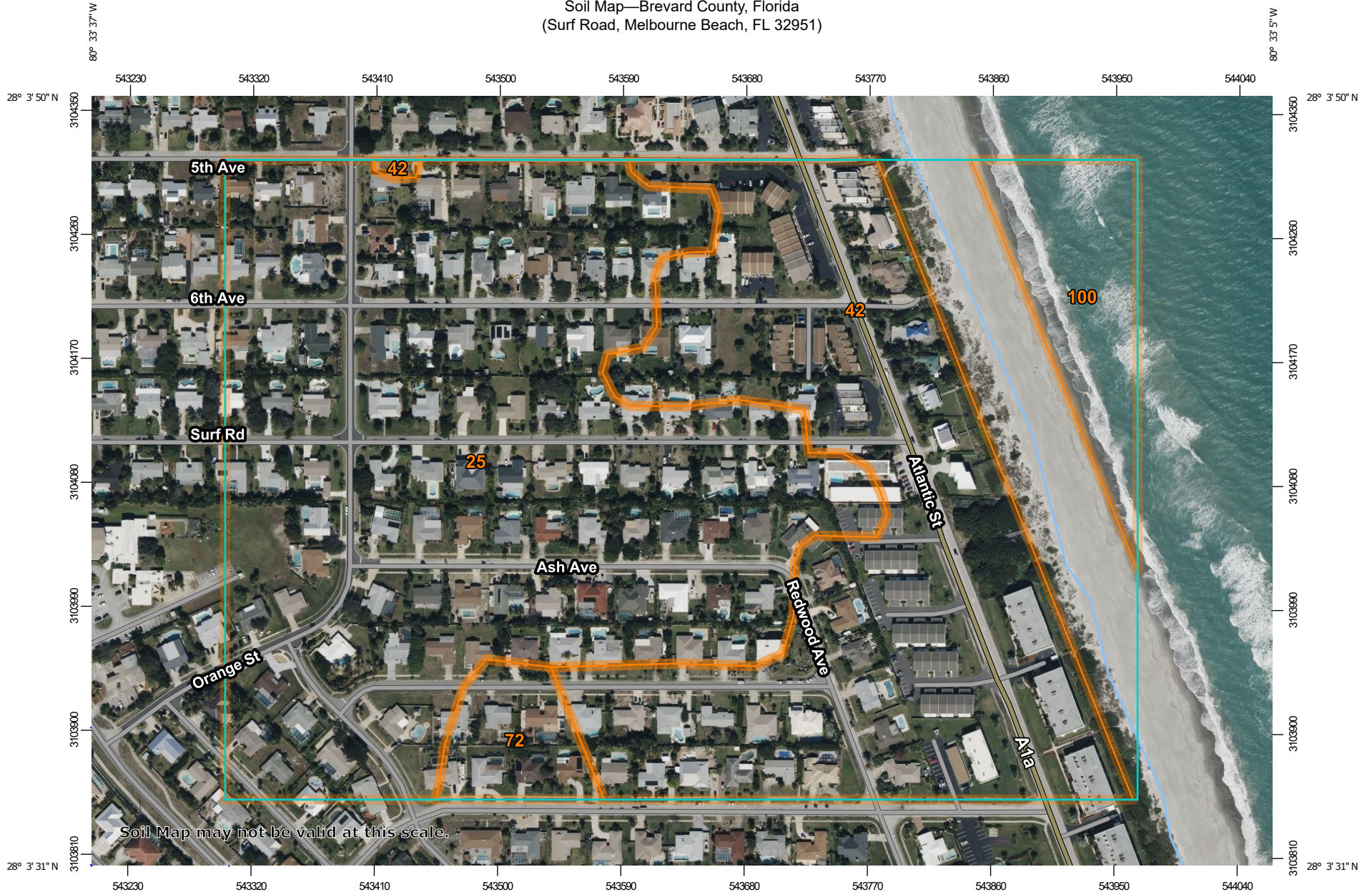
ELEVATIONS BASED ON:	NAVD88
MELBOURNE BEACH BENCHMARK: AK-4032	16.93



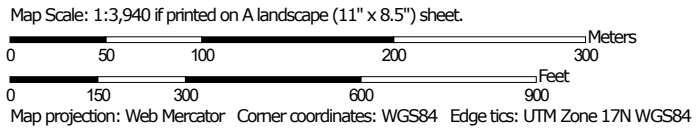
**LOT 8  
BLOCK 41  
ROMAC SUBD**

CONTRACT NO.: C2515.68	DATE: 03/25/26	SHEET 46
JOB NO.: 25.12-151	DATE: 03/25/26	OF 4
ELIA G. TWIGG, PE FLORIDA LICENSE NO: 65711	TITLE: LOT DRAINAGE PLAN	
PARCEL ID: 28-38-08-FZ-41-8	LOTS / BLOCK: LOT 8	PLAT BK/PG: 10/534
SCALE: 1" = 20'	SUBDIVISION: ROMAC SUBDIVISION	CONTRACTOR: COASTLINE CONSTRUCTION
PROJECT: PAMELA C GILLETTE REVOCABLE LIVING TRUST 209 SURF ROAD MELBOURNE BEACH, FL 32951		
REVISIONS: 1/2/13/26 - MELBOURNE BCH COMMENTS 3/23/26 - MELBOURNE BCH COMMENTS		
<p> <b>LANTIC SOLUTIONS</b>        355 TORTOISE VIEW DRIVE, SUITE E        SATELLITE BEACH, FL 32937        Ph: (321) 413-0027        elliatwigg@lanticsolutions.com     </p>		

Soil Map—Brevard County, Florida  
(Surf Road, Melbourne Beach, FL 32951)




Soil Map may not be valid at this scale.





### MAP LEGEND


**Area of Interest (AOI)**

 Area of Interest (AOI)




















**Soils**






 Soil Map Unit Polygons

 Soil Map Unit Lines


 Soil Map Unit Points

**Special Point Features**






-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features


**Water Features**

 Streams and Canals

**Transportation**

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

**Background**

 Aerial Photography

### MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

**Warning:** Soil Map may not be valid at this scale.  
Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service  
Web Soil Survey URL:  
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Brevard County, Florida  
Survey Area Data: Version 25, Sep 2, 2025

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jan 19, 2022—Mar 2, 2022

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
25	Canaveral-Palm Beach-Urban land complex	38.3	49.9%
42	Palm Beach sand, 0 to 8 percent slopes	25.1	32.7%
72	Welaka sand	2.2	2.9%
100	Waters of the Atlantic Ocean	4.5	5.8%
<b>Totals for Area of Interest</b>		<b>76.8</b>	<b>100.0%</b>

## Brevard County, Florida

### 25—Canaveral-Palm Beach-Urban land complex

#### Map Unit Setting

*National map unit symbol:* 1lg35

*Landscape:* Coastal plains

*Elevation:* 10 to 20 feet

*Mean annual precipitation:* 49 to 57 inches

*Mean annual air temperature:* 68 to 75 degrees F

*Frost-free period:* 350 to 365 days

*Farmland classification:* Not prime farmland

#### Map Unit Composition

*Canaveral and similar soils:* 31 percent

*Palm beach and similar soils:* 30 percent

*Urban land:* 29 percent

*Minor components:* 10 percent

*Estimates are based on observations, descriptions, and transects of the mapunit.*

#### Description of Canaveral

##### Setting

*Landscape:* Coastal plains

*Landform:* Ridges on marine terraces, Flats on marine terraces

*Landform position (three-dimensional):* Interfluve

*Down-slope shape:* Convex

*Across-slope shape:* Linear

*Parent material:* Sandy marine deposits

##### Typical profile

*A - 0 to 6 inches:* sand

*C - 6 to 12 inches:* sand

*C - 12 to 80 inches:* coarse sand

##### Properties and qualities

*Slope:* 0 to 2 percent

*Depth to restrictive feature:* More than 80 inches

*Drainage class:* Somewhat poorly drained

*Runoff class:* Low

*Capacity of the most limiting layer to transmit water (Ksat):* Very high (19.98 to 50.02 in/hr)

*Depth to water table:* About 12 to 36 inches

*Frequency of flooding:* None

*Frequency of ponding:* None

*Calcium carbonate, maximum content:* 15 percent

*Maximum salinity:* Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

*Sodium adsorption ratio, maximum:* 6.0

*Available water supply, 0 to 60 inches:* Very low (about 1.4 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified

*Land capability classification (nonirrigated):* 6s

*Hydrologic Soil Group:* A/D

*Ecological site:* R155XY170FL - Sandy Coastal Grasslands and Forests

*Forage suitability group:* Forage suitability group not assigned (G156BC999FL)

*Other vegetative classification:* Forage suitability group not assigned (G156BC999FL)

*Hydric soil rating:* No

**Description of Palm Beach****Setting**

*Landscape:* Coastal plains

*Landform:* Flats on marine terraces

*Landform position (three-dimensional):* Talf

*Down-slope shape:* Convex

*Across-slope shape:* Linear

*Parent material:* Shells and sandy marine deposits

**Typical profile**

*A - 0 to 3 inches:* sand

*C - 3 to 80 inches:* sand

**Properties and qualities**

*Slope:* 0 to 2 percent

*Depth to restrictive feature:* More than 80 inches

*Drainage class:* Excessively drained

*Runoff class:* Negligible

*Capacity of the most limiting layer to transmit water (Ksat):* Very high (19.98 to 50.02 in/hr)

*Depth to water table:* More than 80 inches

*Frequency of flooding:* None

*Frequency of ponding:* None

*Calcium carbonate, maximum content:* 30 percent

*Maximum salinity:* Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)

*Sodium adsorption ratio, maximum:* 4.0

*Available water supply, 0 to 60 inches:* Very low (about 1.8 inches)

**Interpretive groups**

*Land capability classification (irrigated):* None specified

*Land capability classification (nonirrigated):* 7s

*Hydrologic Soil Group:* A

*Ecological site:* R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands

*Forage suitability group:* Forage suitability group not assigned (G156BC999FL)

*Other vegetative classification:* Forage suitability group not assigned (G156BC999FL)

*Hydric soil rating:* No

**Description of Urban Land****Setting**

*Landscape:* Coastal plains  
*Landform:* Marine terraces  
*Landform position (three-dimensional):* Interfluve, talf  
*Down-slope shape:* Linear  
*Across-slope shape:* Linear  
*Parent material:* No parent material

**Interpretive groups**

*Land capability classification (irrigated):* None specified  
*Ecological site:* R155XY170FL - Sandy Coastal Grasslands and Forests  
*Forage suitability group:* Forage suitability group not assigned (G156BC999FL)  
*Other vegetative classification:* Forage suitability group not assigned (G156BC999FL)  
*Hydric soil rating:* Unranked

**Minor Components****Paola**

*Percent of map unit:* 4 percent  
*Landscape:* Coastal plains  
*Landform:* Rises on marine terraces, Flats on marine terraces  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Linear  
*Ecological site:* R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands  
*Other vegetative classification:* Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)  
*Hydric soil rating:* No

**Pomello**

*Percent of map unit:* 3 percent  
*Landscape:* Coastal plains  
*Landform:* Rises on marine terraces, Flats on marine terraces  
*Landform position (three-dimensional):* Interfluve  
*Down-slope shape:* Convex  
*Across-slope shape:* Linear  
*Ecological site:* F155XY150FL - Sandy Flatwoods and Hammocks on Rises and Knolls of Mesic Uplands  
*Other vegetative classification:* Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)  
*Hydric soil rating:* No

**Welaka**

*Percent of map unit:* 3 percent  
*Landscape:* Coastal plains  
*Landform:* Rises on marine terraces  
*Landform position (three-dimensional):* Interfluve

*Down-slope shape:* Convex  
*Across-slope shape:* Linear  
*Ecological site:* R155XY180FL - Sandy Scrub on Rises, Ridges,  
and Knolls of Mesic Uplands  
*Other vegetative classification:* Sand Pine Scrub (R155XY001FL),  
Forage suitability group not assigned (G156BC999FL)  
*Hydric soil rating:* No

## Data Source Information

Soil Survey Area: Brevard County, Florida  
Survey Area Data: Version 25, Sep 2, 2025

# Appendix B

---

## STORMWATER CALCULATIONS



# STORMWATER CALCULATIONS

209 Surf Road  
Melbourne Beach, FL 32951

SITE INFORMATION	IMPERVIOUS AREA (SF)	PERVIOUS AREA (SF)	TOTAL AREA (SF)
<b>Total Lot</b>			<b>12,500</b>
Proposed House	3,201		
Proposed Porch	432		
Proposed Pool	1,035		
Proposed Entry	78		
Proposed Driveway & Sidewalk		1,260	
Proposed Concrete Pads	33		
Pervious Grass/Swales Area		6,461	
<b>Total</b>	<b>4,779</b>	<b>7,721</b>	<b>12,500</b>
<b>Total</b>	<b>38%</b>	<b>62%</b>	

### TOTAL DRY RETENTION VOLUME

Drainage Areas	Top Area (SF)	Bottom Area (SF)	Depth (FT)	VOLUME (CF)
West, Rear and East Area	2,420	1,119	1	1,770
				0
				0
<b>TOTAL</b>	<b>2,420</b>	<b>1,119</b>	<b>1</b>	<b>1,770</b>

**Total Dry Retention Vol. ==>  $V_{\text{drainage}}$  1,770 CF**

### TOTAL VOLUME OF WATER TO RETAIN

Requirement = 8" retention for 10 yr/24 hr storm

REQUIREMENT FOR RECOVERY	DEPTH (in.)	DEPTH (FT)	AREA (SF)	VOLUME (CF)
8" X Impervious	8	0.67	4,779	3,186

**Total volume to retain ==>  $V_{\text{retain}}$  = 3,186 CF**

### UNSATURATED VERTICAL AND SATURATED LATERAL FLOW ANALYSIS

Calcs based on SJRWMD Permit Information Manual  
Part X, Section 23.0 - Methodologies & Design Examples

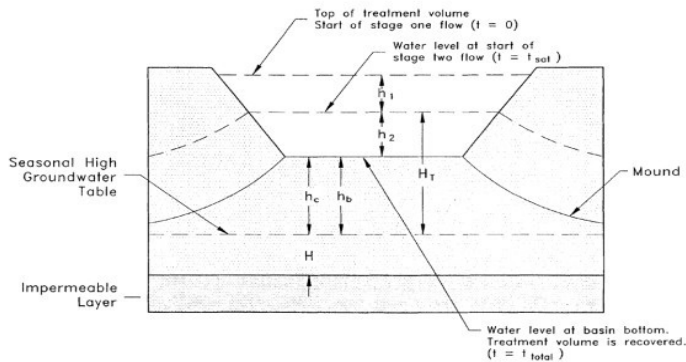


Fig 23-4: Design Parameters for Groundwater Mounding Analysis for Stage 1 & Stage 2 Flow (Source: Andreyev and Wisemand, 1989)

#### Calculate volume of water infiltrated in unsaturated vertical (Stage 1) flow & time to infiltrate this volume

1. Calculate Volume infiltrated during Stage 1 ==>  $V_u$

Per Equation 23-3 ==>  $V_u = (A_b)(h_b)(f)$  CF  
 $V_u = 1,511$  CF

$A_b$  = Area of Basin Bottom  
 $A_b = 1,119$  SF

$V_u$  is the total volume of water required to saturate the soil below the basin bottom ( $h_b$ )

$h_b$  = Height of basin bottom to water table  
 $h_b = 4.5$  ft  
 $f$  = Fillable porosity  
 $f = 0.3$

2. Calculate Unsaturated Vertical Hydraulic Conductivity ==>  $K_{vu}$

Per Equation 23-11 ==>  $K_{vu} = (2/3)K_{vs}$  ft/day  
 $K_{vu} = 27$  ft/day

$K_{vs}$  = Vertical saturated flow rate  
 $K_{vs} = 19.98$  in/hr  
 $K_{vs} = 39.96$  ft/day



## STORMWATER CALCULATIONS

209 Surf Road  
Melbourne Beach, FL 32951

$$K_{vs} = 1.665 \text{ ft/hr}$$

3. Calculate the Design infiltration rate  $\Rightarrow I_d$

$$\text{Per Equation 23-1 } \Rightarrow I_d = K_{vs}/FS$$

$$I_d = 13.3 \text{ ft/day}$$

FS = Factor of Safety [use 2]

$$FS = 2$$

4. Calculate time to saturate soil beneath the drainage area  $\Rightarrow t_{sat}$

$$\text{Per Equation 23-2 } \Rightarrow t_{sat} = (f)(h_b)/I_d \text{ Days}$$

$$t_{sat} = 0.10 \text{ Days}$$

$$t_{sat} = 2.4 \text{ Hours}$$

5. Calculate the remaining treatment volume to be recovered under saturated lateral (Stage 2) flow conditions  $\Rightarrow V_2$

$$V_2 = V_{retain} - V_u \text{ CF}$$

$$V_2 = 1,675 \text{ CF}$$

$V_2$  = Treatment volume to be recovered in saturated lateral flow

$$V_{retain} = 3,186 \text{ CF}$$

$$V_u = 1,511 \text{ CF}$$

6. Calculate the elevation of  $V_2$  at start of lateral flow  $\Rightarrow h_2$

NOTE: the elevation  $h_2$  is calculated by interpolating. It is assumed that the drainage areas continue up to this elevation.

$$V_{drainage} = 1,770 \text{ CF}$$

$$h_{drainage} (h_u) = 1.00 \text{ ft}$$

$$V_2 = 1,675 \text{ CF}$$

$$h_2 = 0.95 \text{ ft}$$

NOTE: with  $h_2$  at 0.95 feet, that means it will be at the top of the retention areas.

7. Calculate  $F_y$  and  $F_x$

NOTE: when the  $V_{retain}$  is recovered ( $t = t_{total}$ ), the water level is at the bottom of the drainage area

$$\text{Per Equation 23-8 } \Rightarrow H_T = h_b + h_2 \text{ ft}$$

$$H_T = 5.4 \text{ ft}$$

$H_T$  = Height of water above SHWT at start of saturated lateral flow.

$$h_b = 4.5 \text{ ft}$$

$$h_2 = 0.9 \text{ ft}$$

$$\text{Per Equation 23-6 } \Rightarrow F_y = h_c/H_T$$

$$F_y = 0.83$$

$F_y$  = Dimensionless representing % water level decline below max level

$h_c$  = height of water above SHWT at time  $t$

$$h_b = h_c = 4.5 \text{ ft}$$

Need length (L) to width (W) ratio of basin bottom since that is when water level will be at bottom at time  $t$

$$L = 214 \text{ ft}$$

$$W = 11 \text{ ft}$$

$$L/W = 19.45 \text{ ft}$$

Determine  $F_x$  using figure 23-7 (pg 23-17 or Page 298 of 652)

$$f = 0.3$$

$$L/W = 19.45$$

$$F_y = 0.83$$

$$F_x = 2.0$$

8. Calculate the time ( $t_2$ ) to recover the remaining treatment volume ( $V_2$ ) under saturated lateral flow

$$\text{Per Equation 23-7 } \Rightarrow D = H + hc/2$$

$$D = 6.8 \text{ ft}$$

$D$  = Average thickness of the aquifer.

$H$  = Initial saturated thickness of the aquifer (ft) - assume to be at the water table

$$H = 4.5 \text{ ft}$$

$$\text{Per Equation 23-9 } \Rightarrow t_2 = \frac{W^2}{4(K_{H1})(D)(F_x)^2}$$

$$t_2 = 0.0334 \text{ Days}$$

$W$  = Width of drainage area bottom at water level at time ( $t$ )

$$W = 12 \text{ ft}$$

$K_{H1}$  = Average horizontal hydraulic conductivity (ft/day)

$$K_{H1} = 19.98 \text{ in/hr}$$

$$K_{H1} = 39.96 \text{ ft/day}$$

### TOTAL RECOVERY TIME

9. Total time to recover the treatment volume ( $t_{total}$ ) equals the time to recover during unsaturated vertical flow ( $t_{sat}$ ) and lateral saturated flow ( $t_2$ )

$$t_{total} = t_{sat} + t_2$$

$$t_{total} = 3.23 \text{ Hours}$$



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## Site Plan Review

### Applicable Codes:

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

**Date:** April 7, 2026  
**Owner:** Pamela C Gillette Revocable Living Trust  
**Owner Address:** 209 Surf Road, Melbourne Beach FL 32951  
**Site Address:** 209 Surf Road, Melbourne Beach FL 32951  
**Parcel ID:** 28-38-08-FZ-41-8  
**Zoning:** 2RS- Single- Family

**Proposed Project:** Construct New Single-Family Home  
**References:** Town of Melbourne Beach Code of Ordinances:  
 7A-32 Single-Family Residential District  
 7A-51.1, Site Plan Approval For Single-Family Residential Districts

**Request:** Site Plan Approval in Accordance with 7A-51.1  
**Staff Review:** The property lies in Zoning District 3RS

- 1) The project involves construction of a new two-story single-family home and will include four (4) bedrooms, four and one-half (4 1/2) baths, living, dining, kitchen, library, laundry and utility rooms, a 2-car garage, a covered porch and swimming pool. Total living area is approximately 3201 square feet plus 432 square foot porch and 78 square foot entry and a total of 3711 square feet of space.
- 2) The Building Lot Zoning District requirements of min. lot area, width and depth.  
 Lot area is 12,500 sq. ft. (min. 11,250 sq. ft.)  
 Lot width is 100 ft. (min. 90 ft. measured from the front building line)  
 Lot depth is 125 ft. (min. 100 ft.)
- 3) Lot coverage has a maximum of 30% for principal structure.  
 Lot coverage per plan is 29.69%  
 Footprint of Primary Structure is 3711 SF.  
 Max allowed for Primary Structure is 3750 sq. ft. for Lot Area of 12,500 sq. ft.  
 Minimum pervious area per lot is 30%. Pervious area per plan is 62%. If the "pervious surface" used for the driveway and sidewalk is changed to impervious, the pervious area for this site plan would be 51.7%, and would still comply with the minimum 30% requirement.

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

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

- 4) Structure maximum height for zoning district is 28 ft.  
 The proposed height provided is 27' 11 5/6" from FFE.  
 Flood Zone: X per survey  
 FFE: 16.6'. The FFE has been established based on existing grade as allowed by 7A-55 since the crown of the road is at 14.51' but existing elevations on site range between 15' and 16'.  
 The proposed building height of 27' 11 5/6" is measured from the FFE of 16.6'.

#### Zoning District Setback requirements:

- Proposed Primary Structure Front Setback: 25.5' (min. 25'.)  
 Proposed Primary Structure Rear Setback: 28.2' (min. 25')  
 Proposed Primary Structure West Side Setback: 15' (min. 15')  
 Proposed Primary Structure East Side Setback 15' (min. 15')
- 5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
- 6) On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
- 7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure.
- 8) The application did not include a landscape plan, however landscape standards must be met at the time of building permitting.

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

Corey W. O'Gorman  
 Town Planner

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

Brevard County's Oldest Beach Community - Established 1883



# Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

## 209 Surf Road

<b>IMPERVIOUS</b>		<b>PERVIOUS</b>	
Primary Structure	3711	Open areas	6461
Pool & Deck	1035	Pervious Driveway	1260
Concrete areas	33		
Total Paved Area	4779	Total Pervious	7721
<hr/>		<hr/>	
Total Lot Area	12,500	Total Lot Area	12,500
<hr/>		<hr/>	
<b>% IMPERVIOUS</b>	<b>38%</b>	<b>% PERVIOUS</b>	<b>62%</b>



April 6, 2026

**Via E-mail**

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

**Re: 2<sup>nd</sup> Site Plan Review – 209 Surf Road Site Plan & Stormwater Review  
File #11440.100.40**

Dear Jeffrey:

We have reviewed the Drainage Plan and Stormwater Calculations for the above referenced project prepared by Lantic Solutions, dated March 25, 2026 and find that they meet the Town Code, we therefore recommend approval of both.

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

Should you have any questions, feel free to contact me.

Very truly yours,

***Ana Saunders, P.E.***

Ana Saunders, P.E.  
Vice President  
B.S.E. Consultants, Inc. an LJA company

AS/as.alm  
11440.100.40.town.corr.26-as-1943.mar

**Town Commission Meeting**

**Section:** New Business

**Meeting Date:** April 15<sup>th</sup>, 2026

**From:** Jeanette Soucy

**RE:** Celebrating our Nation's 250<sup>th</sup> Birthday - Painting Fire Hydrants Along Ocean Avenue.

**Background Information: CALL FOR ARTISTS**

The Town of Melbourne Beach is inviting local artists to submit designs and bid proposals for its upcoming Patriotic Fire Hydrant Painting Project along Ocean Avenue.

The project is a public art initiative to commemorate the nation's 250th birthday and enhance our city streets by repainting seven fire hydrants in designs that reflect our community's patriotic spirit.

**PROJECT DETAILS AND SCOPE**

Applicants should submit unique designs and, if selected, will be responsible for painting one fire hydrant on Ocean Avenue.

Responsibilities include:

- Prepping the hydrants (including removal of dirt, rust, chipped paint, and the removal of any vegetation around the hydrant)
- Providing all necessary materials, tools, paints, and protective coatings appropriate for outdoor metal surfaces.
- Painting each hydrant using approved designs and applying a weather-resistant, clear protective seal upon completion.
- Maintaining a clean and safe work area throughout all project phases

**DEADLINE**

The Town Hall must receive all artist's proposals no later than 7 a.m. on June 8, 2026. Proposals can be submitted either by email ([office@melbournebeachfl.org](mailto:office@melbournebeachfl.org)) or as a hard copy delivered to the Town Hall located at 507 Ocean Avenue Melbourne Beach, FL.

For questions, contact Town of Melbourne Beach Parks Chair Jeanette Soucy at [jsoucy@cfl.rr.com](mailto:jsoucy@cfl.rr.com) or (321) 720-9673.

**Recommendation:** We will need approval from the City of Melbourne's Utility Department to proceed with this request. Marie Smith, Melbourne Beach Town Manager, has reached out to the City's Town Manager and is waiting for her reply.

We wanted to present this idea with the hope that only approved we can proceed and have them painted in time for July 4, 2026.

**Attachments:**





alamy

Image ID: 100010  
www.alamy.com

## Regular Town Commission Meeting Agenda

**Section:** New Business

**Meeting Date:** April 15, 2026

**Subject:** Harmonize the amounts of accrued annual leave and compensatory time caps

**Submitted By:** A. Marie Smith, Town Manager

### Background Information:

There is an incongruity in the caps for compensatory time and annual leave. The current *compensatory* time cap is a flat 96 hours while the *annual* leave cap is based on years of service, as follows:

1-5 years max accrual of 120 hours  
 6-10 years max accrual of 180 hours  
 11+ years max accrual of 240 hours

A number of town employees (mostly supervisors) have already reached or will exceed the 96-hour compensatory time cap and/or annual leave cap, but continue to work to meet requirements, which may cause future labor issues. Even if employees wish to “volunteer” their time, we are required by federal law to pay employees if they are “volunteering” to do the same work for which they are employed.

### 29 CFR § 553.102 - Employment by the same public agency.

**(a) Section 3(e)(4)(A)(ii) of the FLSA does not permit an individual to perform hours of volunteer service for a public agency when such hours involve the same type of services which the individual is employed to perform for the same public agency.**

This is due to the growing across-the-board increased workload of town employees and the static number of employees, town employees *must* work additional hours to keep up with their current work assignments and what is required by law. Some examples of the increase in workload include:

- the cold snap that has caused additional work for public works crews and a 50% increase in debris collection, according to Waste Pro,
- unprecedented number, complexity, and size of public records requests within the past year,
- joint legislative audit, which will continue throughout the year, etc.

**Recommendation:**

To resolve future labor issues with employees working beyond their compensatory and/or leave caps, **we are proposing to flatten the annual leave cap to 240 hours for all employees and align the compensatory time cap to the same 240 hours.**

- This will harmonize and simplify policy and accounting for compensatory and annual leave caps for town, police, and fire,
- Align with Florida State employees and Federal Fair Labor Standards Act for compensatory time,
- Allow employees to work the hours needed to complete necessary work without being penalized/ losing time.

**Attachments:**

Chapter 9 – Wage and Salary: 9.06 Overtime

Chapter 13 – Annual Leave Regular Employees: 13.03 Accrual of Annual Leave

U.S. Department of Labor, Wage and Hour Division, Fact Sheet #7

**CHAPTER 9  
TOWN OF MELBOURNE BEACH  
WAGE AND SALARY**

**9.01 Policy**

It is the policy of the Town to assign wages and salaries based on the nature of the job performed. Rates paid by other area governments for similar work may be used as a basis for comparison.

**9.02 Administration**

Wages and Salaries shall be administered by the Town Manager or his or her designated representative. Percentage cost of living increases and/or merit increases as determined by the Town Commission through budgetary action may cause the maximum pay ranges to be increased accordingly.

**9.03 Wage and Salary Plan**

The Wage and Salary Plan is intended to provide fair compensation and includes salary ranges from minimum to maximum rates for all positions. This plan may be adjusted from time to time by the Town Commission.

The minimum rate established for the position is the normal hiring rate for entry level. Appointment above the minimum rate may be made only when the Town Manager determines that it is necessary and in the best interest of the Town.

**9.04 Wage & Salary Increases**

Increases may be granted in accordance with Town Commission action after completion of the employee's performance evaluation.

A "satisfactory" or better rating is normally required for an increase. An overall rating of "unsatisfactory" may be a basis to deny an increase.

**9.05 Pay Rates in Promotion or Re-Assignment**

When an employee is promoted or re-assigned the rate of pay in the new position shall be established in accordance with the following:

Promotion: (including temporary promotion) an increase in pay may be granted.

Transfer: the salary may remain the same or change depending upon the assignment.

Re-Assignment: reassignment to a position of a lower pay rate for which the employee is qualified, will normally result in a decrease in pay.

Employee request: a request by an employee to be re-assigned to a position of a lower pay rate may result in a decrease in pay.

## 9.06 Overtime

Overtime will be authorized or directed by the Town Manager only when it is in the interest of the Town and is the most practicable and economical way of meeting workloads or deadlines. Department Heads may authorize overtime, but will report the circumstances to the Town Manager through payroll records.

Exempt personnel may not receive overtime pay, unless authorized by the Town Manager but shall be eligible for compensatory time in accordance with Section 9.07.

All authorized and approved work performed in excess of forty (40) hours in any one work week or in excess of 168 hours in a 28-day cycle for Certified Police Officers, shall be considered as overtime and shall be paid at the overtime rate of one and one-half times the employee's straight time rate of pay.

**Under no circumstances will non-exempt employees be directed or permitted to perform work "off-the-clock", i.e., all work performed for the Town must be compensated in accordance with the Fair Labor Standards Act.**

### Compensatory Time

**Non-Exempt Employees-** The accrual of compensatory time (comp time) in lieu of overtime pay for non-exempt employees may be granted upon request of the employee. All comp time for non-exempt employees must be calculated at one and one-half hours off for every hour of overtime worked. The maximum accrual of comp time for employees shall be two hundred and forty (240) hours. Any overtime earned by an employee upon reaching the maximum comp time accrual of two hundred and forty (240) ~~of ninety six (96)~~ hours shall be paid as overtime to the employee at the employee's overtime pay rate. Upon separation, any accrued comp time will be paid to the employee.

The use of comp time must be requested in advance by the employee and approved in writing by the employee's immediate supervisor. Comp time must be taken in increments of no less than one-half (1/2) hour.

**Exempt Employees** - Those personnel who are exempt from the overtime policy will be awarded compensatory time on a straight time basis (hour for hour). Positions exempt from overtime, but eligible for compensatory time are:

1. Chief of Police
2. Municipal Accountant
3. Building Official
4. Town Clerk
5. Public Works Director

## 6. Fire Chief

The maximum accrual of comp time for any exempt employee shall be two hundred and forty (240) hours for all employees. Upon separation, any accrued comp time will be paid to the employee. ~~ninety six (96) hours. Any employee who has accrued comp time in excess of ninety six (96) hours as of the date of policy adoption shall not accrue any additional comp time until such balance is reduced below ninety six (96) hours.~~

The use of comp time must be requested in advance by the employee and approved in writing by the employee's immediate supervisor. Comp time must be taken in increments of no less than one-half (1/2) hour.

Earned comp time shall be recorded on the appropriate payroll time card, must include the reason for which the comp time was earned, and must be approved by the employee's immediate supervisor.

All time worked by eligible exempt employees, in excess of their regularly scheduled hours during an emergency as declared by the Governor, Brevard County Board of County Commissioners or the Town Commission, will be paid as overtime on a straight time basis.

### **9.07 Exempt Employee Pay Deductions**

The Town and its employees are accountable to the public. In the event an exempt employee is absent for a full or partial day of work for personal reasons or because of illness or injury, the employee is expected to use his or her accrued personal leave and sick leave to cover such absences.

(Compensatory time and annual leave are considered forms of paid personal leave for purposes of this policy.) An exempt employee's pay will be reduced or such employee will be placed on leave without pay for absences of a full or partial day for personal reasons or because of illness or injury when accrued leave is not used by an employee because:

- Permission for its use has not been sought or has been sought and denied;
- Accrued leave has been exhausted; or
- The employee chooses to use leave without pay.

Deductions from pay are also permissible in the following circumstances:

- To offset any amounts the employee receives from the government for jury or witness duty or military leave;
- For an unpaid suspension of any length of time (partial or full days) as a result of a violation of a safety rule of major significance;

- For an unpaid disciplinary suspension of one or more full days for violation of a workplace conduct rule;
- For a partial week during the employee's first or last week of employment (compensation will be received for the days or partial days actually worked);
- For any (partial or full days) time an employee takes unpaid leave under Chapter 15.
- A budget-required furlough and for which the employee's pay is accordingly reduced; and
- Any other deduction permitted by applicable law.

## **9.08 Pay During Declared Emergencies**

### **Purpose**

This policy is to be used to determine how and when special pay provisions will be implemented in the case of a declared emergency.

### **Policy**

When a "state of emergency" has been declared by the Governor, Brevard County Board of County Commissioners or the Town Commission, the Town Manager may implement special pay provisions for Town Employees in contemplation of, during, and/or after the occurrence of the emergency.

### **Scope**

This policy applies to all non-exempt and exempt employees who are not covered by an employment contract.

### **Special Pay Provisions**

- A. During the pre-impact period, each Department Head may allow, if practicable, and sufficient time exists, his or her employees four (4) hours of paid emergency leave to make personal preparations for the emergency. Such leave must be approved by the Department Head and coordinated in such a manner as to maintain adequate staffing for the Department or work area. Department Heads must obtain the approval of the Town Manager in order to take this leave.
- B. Employees who are not required to report to work due to the emergency shall receive emergency pay for their normally scheduled workday.
- C. Employees who are required to work while other employees receive emergency pay as outlined in paragraph 2, above, shall be paid at a rate of two times (2x) their base hourly pay rate for each hour of their normally scheduled workday. When the Town Manager determines that it is safe for all employees to return to work, employees will be paid according to the normal pay policy.
- D. Employees who work outside of their regularly scheduled work hours during a declared emergency shall be paid at a rate of one and one-half times (1.5x) their base hourly pay rate for all hours worked outside of their regular work schedule.
- E. Employees who are required to report to work but who cannot report due to circumstances beyond their control shall be allowed to use annual leave or

compensatory time to account for the lost work time. The Town Manager will review all cases in which an employee fails to report to work to determine whether appropriate attempts to report were made by the employee.

F. Should an employee refuse to report to work when directed during an emergency situation, any lost time will be considered unpaid leave and will not be compensated. Any employee refusing to so report will be subject to disciplinary action up to, and including, termination.

G. Should an employee be on annual leave during an emergency situation, and it has been determined by the Town Manager that the employee is not required to report to work, and other employees have been granted emergency leave as described in paragraph 2, above, the employee will not be required to use annual leave. Emergency leave pay will be granted to this employee until the Town Manager determines that it is safe for all employees to return to work. At such time, the employee may return to annual leave if deemed appropriate by the Town Manager.

H. Should an employee be on annual leave during an emergency situation and the employee is required to report to work due to the emergency situation, the employee shall suspend his annual leave and report if it is possible to return. The Town Manager will review all cases to determine if appropriate attempts were made by the employee to report to work. Should the Town Manager determine that appropriate attempts were not made by the employee; the employee may be subject to disciplinary action up to, and including, termination.

#### **9.09 Accurate Time Records**

All employees who are eligible for overtime or comp time are required to record all time worked including time worked during regularly scheduled lunches or breaks. Time worked during regularly scheduled lunches or breaks must be authorized in advance by the Town Manager. At no time should an employee work “off the clock”. Any request or direction to work “off the clock” must be immediately reported to the Town Manager or the Municipal Accountant.

**CHAPTER 13**  
**TOWN OF MELBOURNE BEACH**  
**ANNUAL LEAVE REGULAR EMPLOYEES**

**13.01 Policy**

Recognizing that a period of rest and relaxation improves morale and productivity, annual leave with pay is provided to regular employees in accordance with established guidelines as shown below. Police officers have a separate policy adopted by the Town Commission.

**13.02 Eligibility**

- A. Full-time regular employees will be granted annual leave with pay.
- B. Part-time regular employees will earn annual leave at a rate proportionate to their hours worked.
- C. Temporary employees are not eligible for annual leave.
- D. Probationary employees shall earn annual leave while on probation on an original appointment but are not eligible to use same until the probationary period has been satisfactorily completed or approved by the Town Manager.

**13.03 Accrual of Annual Leave**

Annual leave shall be earned as follows:

Years of Employment	Leave Days Earned Per Year	Leave Hours Accrued Per Pay Period
1-5	10	3.0769
6-10	15	4.6153
11+	20	6.1538

Holidays occurring while an employee is on annual leave shall not be charged as annual leave.

The maximum number of annual leave hours an employee is allowed to accrue shall be two hundred and forty (240) hours ~~one and one-half (1 1/2) times the annual rate of accrual~~. Employees shall not be entitled to accrue additional annual leave time once they have reached the maximum allowed unless specifically authorized to do so by the Town Manager who shall make a determination, in writing, that due to unusual circumstances the additional accrual is authorized.

**13.04 Request for Annual Leave**

Annual leave for five (5) working days or more shall be requested at least two (2) weeks in advance on the Request for Leave Form provided by the Town. Annual leave will be charged in no less than one-half (1/2) hour increments. The Town Manager has the ability to approve or deny leave based on work load and staff coverage. The Town Manager has the ability to waive the two (2) week advance notice for any leave request.

**13.05 Payment for Unused Leave**

Payment of annual leave time in lieu of actually taking vacation shall not be permitted except in cases of emergency or hardship, with approval of the Town Manager (or Town Commission in the case of the Town Manager or Town Clerk).

Upon separation from Town employment, employees shall be entitled to compensation for any earned unused annual leave on the effective day of termination. This does not apply to employees who have not satisfactorily completed their probationary period. Employees beginning or ending employment, who work less than a full pay period, shall have their annual leave credit prorated.

## **Fact Sheet #7: State and Local Governments Under the Fair Labor Standards Act (FLSA)**

This fact sheet provides general information concerning the application of the FLSA to State and local government employees.

### **Characteristics**

State and local government employers consist of those entities that are defined as public agencies by the FLSA. "Public Agency" is defined to mean the Government of the United States; the government of a State or political subdivision thereof; any agency of the United States, a State, or a political subdivision of a State; or any interstate governmental agency. The public agency definition does not extend to private companies that are engaged in work activities normally performed by public employees.

### **Coverage**

Section 3(s)(1)(C) of the FLSA covers all public agency employees of a State, a political subdivision of a State, or an interstate government agency.

### **Requirements**

The FLSA requires employers to:

- pay all covered nonexempt employees, for all hours worked, at least the Federal minimum wage of \$7.25 per hour effective July 24, 2009;
- pay at least one and one-half times the employees' regular rates of pay for all hours worked over 40 in the workweek;
- comply with the youth employment standards; and
- comply with the recordkeeping requirements

Youth Minimum Wage: The 1996 Amendments to the FLSA allow employers to pay a youth minimum wage of not less than \$4.25 an hour to employees who are under 20 years of age during the first 90 consecutive calendar days after initial employment by their employer. The law contains certain protections for employees that prohibit employers from displacing any employee in order to hire someone at the youth minimum wage.

Compensatory Time: Under certain prescribed conditions, employees of State or local government agencies may receive compensatory time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. Law enforcement, fire protection, and emergency response personnel and employees engaged in seasonal activities may accrue up to 480 hours of comp time; all other state and local government employees may accrue up to 240 hours. An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

In locations with concurrent State wage laws, some States may not recognize or permit the application of some or all of the following exemptions. Since an employer must comply with the most stringent of the State or

Federal provisions, it is strongly recommended that the State laws be reviewed prior to applying any of the exclusions or exemptions discussed herein.

For certain employees in the following examples, the calculation of overtime pay **may** differ from the general requirements of the FLSA:

- employees who solely at their option occasionally or sporadically work on a part-time basis for the same public agency in a different capacity than the one in which they are normally employed
- employees who at their option with approval of the agency substitute for another during scheduled work hours in the same work capacity
- employees who meet exemption requirements for Executive, Administrative, Professional or Outside Sales occupations
- hospital or residential care establishments may, with agreement or understanding of employees, adopt a fixed work period of 14 consecutive days and pay overtime after 8 hours in a day or 80 in the work period, whichever is greater
- mass transit employees who spend some time engaged in charter activities
- employees working in separate seasonal amusement or recreational establishments such as swimming pools, parks, etc.

#### **Employees Engaged in Fire Protection and Law Enforcement Activities**

Fire protection personnel include firefighters, paramedics, emergency medical technicians, rescue workers, ambulance personnel, or hazardous materials workers who:

1. are trained in fire suppression;
2. have the legal authority and responsibility to engage in fire suppression;
3. are employed by a fire department of a municipality, county, fire district, or State; and
4. are engaged in the prevention, control and extinguishment of fires or response to emergency situations where life, property, or the environment is at risk.

There is no limit on the amount of nonexempt work that an employee employed in fire protection activities may perform. So long as the employee meets the criteria above, he or she is an employee "employed in fire protection activities" as defined in section 3(y) of the FLSA.

Law enforcement personnel are employees who are empowered by State or local ordinance to enforce laws designed to maintain peace and order, protect life and property, and to prevent and detect crimes; who have the power to arrest; and who have undergone training in law enforcement.

Employees engaged in law enforcement activities may perform some nonexempt work that is not performed as an incident to or in conjunction with their law enforcement activities. However, a person who spends more than 20 percent of the workweek or applicable work period in nonexempt activities is not considered to be an employee engaged in law enforcement activities under the FLSA.

Fire protection and law enforcement employees may at their own option perform special duty work in fire protection and law enforcement for a separate and independent employer without including the wages and hours in regular rate or overtime determinations for the primary public employer.

- Fire Departments or Police Departments **may** establish a work period ranging from 7 to 28 days in which overtime need be paid only after a specified number of hours in each work period.

- Any employee who in any workweek is employed by an agency employing less than 5 employees in fire protection or law enforcement may be exempt from overtime.

For more information on law enforcement and fire protection employees under the FLSA, see Fact Sheet #8.

#### **Where to Obtain Additional Information**

**For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

**U.S. Department of Labor**  
Frances Perkins Building  
200 Constitution Avenue, NW  
Washington, DC 20210

**1-866-4-USWAGE**  
TTY: 1-866-487-9243  
**Contact Us**

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** 4/15/2026  
**From:** Town Manager A. Marie Smith  
**RE:** May Regular Town Commission Meeting Date

### **Background Information:**

The court hearing for case number 05-2025-CA-023102-XXCA-BC will continue on May 20 2026, which is the same day as the May Regular Town Commission Meeting.

Resolution 2025-19 Section 5 (A) states, Regular meetings: Regular meetings of the Town Commission shall be held on the third Wednesday of each month in the Community Center, unless the Town Commission designates a different date, time, or place by a consensus of the Town Commission present at a preceding meeting.

### **Recommendation:**

Consider changing the date of the May Regular Town Commission Meeting to Thursday, May 16, 2026.

### **Attachments:**

None

## Town Commission Meeting

**Section:** New Business  
**Meeting Date:** 4/15/2026  
**From:** Town Manager A. Marie Smith  
**RE:** Request to add an additional yoga class

### **Background Information:**

The Town has received a request from a resident to add an additional yoga class on Tuesday evenings.

### **Recommendation:**

Consider adding a yoga class on Tuesday evenings.

### **Attachments:**

None

## Town Commission Meeting

**Section:** New Business

**Meeting Date:** April 15, 2026

**From:** A. Marie Smith, Town Manager

**RE:** Funds for Addressing Results from Employee Survey

### Background Information:

In October 2025, an employee survey of the Town of Melbourne Beach employees revealed a shocking lack of employee engagement and willingness to stay in the current environment while it also revealed high levels of dissatisfaction, especially with the Commission. Subsequently the Commission agreed that this situation should be addressed with staff training and engagement, but no concrete plans or funding was put towards this effort to date. I have worked with the town finance manager to see if we can find funds for training out of this year's budget, but it has already been scraped clean.

I have witnessed the extreme dedication and pride that many town employees have in the Town of Melbourne Beach, but they do not have the tools to deal with the attacks and abuse they feel on a regular basis.

Towards this end, I engaged with recommended consultants in leadership and team coaching (including ICMA) and have received proposals on solutions to stabilize, communicate, and allow our employees to take ownership of their work environment. Based on my discussions, it will take a number of sessions to rebuild the trust and positive work environment that previously existed. It must be about creating best practices, not a bandage. We can choose to have one provider, or we can select different providers based on their skills and expertise (which may be a preferred option, based on the shifting unknowns presented each week).

**In any case, it is imperative that we begin right away to stabilize the staff and work environment. This will require an initial investment and follow on in the next fiscal year.**

### Recommendation:

**I am asking the Commission to provide an initial investment of \$10,000 from operating to fund staff training to stabilize the town's work environment and provide tools for employees to rebuild best practices and trust with the Commission.**

### Attachments:

Team Coaching proposals (Bond Enterprise/ Culture Transformers)




# Engagement Survey 2025

Reported on 10/30/2025

Data from 06/19/2025 - 10/30/2025

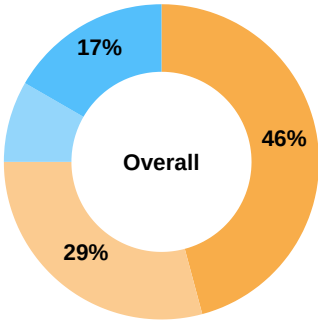
MELBOURNE BEACH, FLORIDA

View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)	Com	Communication	19	4.05	79	13	-
Communication between departments is effective		Communication	18	4.22	83	17	-
I am kept informed about matters that affect me		Communication	19	4.21	89	23	-
I am motivated to go beyond what is normally expected of me to help the organization be successful		Engagement	24	4.29	83	17	-
I don't consider looking for a new job elsewhere		Engagement	24	2.58	33	-33	-
I feel proud to work for this organization		Engagement	24	3.75	63	-3	-
I have enough freedom in making decisions to do my job effectively		Job Satisfaction	23	4.22	91	25	-
I plan to be here at least 1 year from now		Engagement	24	2.96	38	-28	-
I would recommend this organization as a good place to work		Engagement	24	2.88	38	-28	-
My work gives me a sense of personal accomplishment		Engagement	24	4.25	79	13	-
The benefits package meets my needs		Benefits	20	3.35	45	-21	-
The organization supports me in maintaining a work/life balance		Job Satisfaction	23	4.30	87	21	-
I am satisfied with the communication in my department		Communication	19	4.42	89	23	-
My benefits are clearly communicated so that I understand them		Benefits	20	4.10	85	19	-
I have someone at work who encourages my professional development		Growth & Development	20	4.60	95	29	-
My department manager clearly communicates expectations for my performance		Manager	21	4.67	100	34	-
I feel respected by the current Mayor and Commissioners		Commission	20	1.55	0	-66	-
My department manager holds people accountable for results		Manager	21	4.62	100	34	-
I feel valued and respected by the current Town Manager		Manager	21	4.67	95	29	-
I am paid fairly for the work I do		Compensation	20	2.65	20	-46	-
The current Town Manager has strong leadership skills.		Manager	21	4.62	95	29	-
I am paid fairly compared to others at the organization doing similar work with similar experience		Compensation	19	2.74	37	-29	-
Do you feel valued in your position by your manager and peers?		Culture	21	4.67	95	29	-
My department manager is effective in resolving issues		Manager	21	4.67	100	34	-
The Town has improved under the current Town Manager.		Manager	21	4.67	95	29	-
I am provided with opportunities to grow professionally		Growth & Development	20	4.30	80	14	-

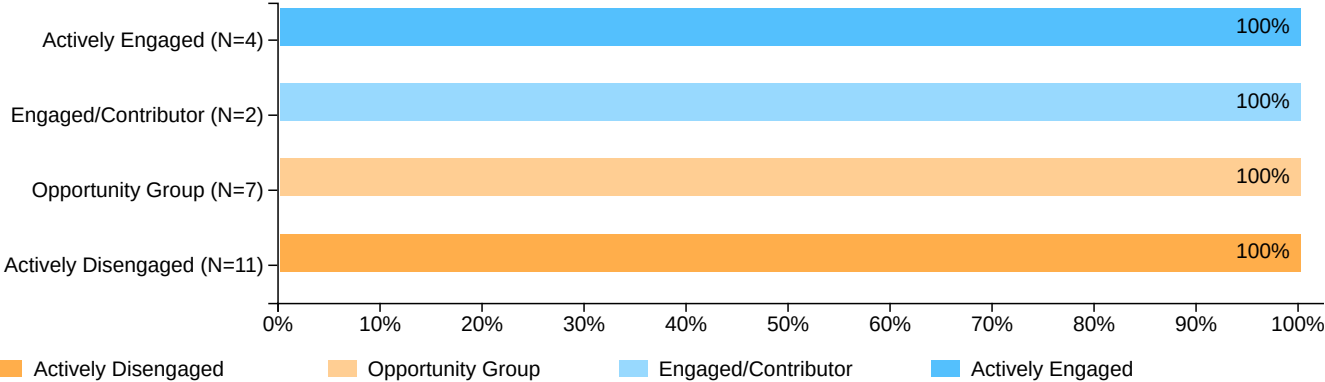
View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
I feel valued as an employee by the current Mayor and Commissioners		Commission	19	1.37	0	 -66	81 -
The Town has improved under the current Mayor and Commissioners		Commission	20	1.20	0	 -66	-
The current Mayor and Commissioners show strong leadership skills		Commission	20	1.30	0	 -66	-

# Engagement

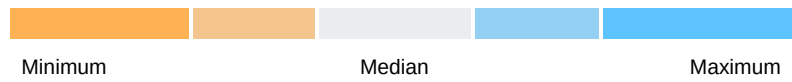
## 25% Engaged

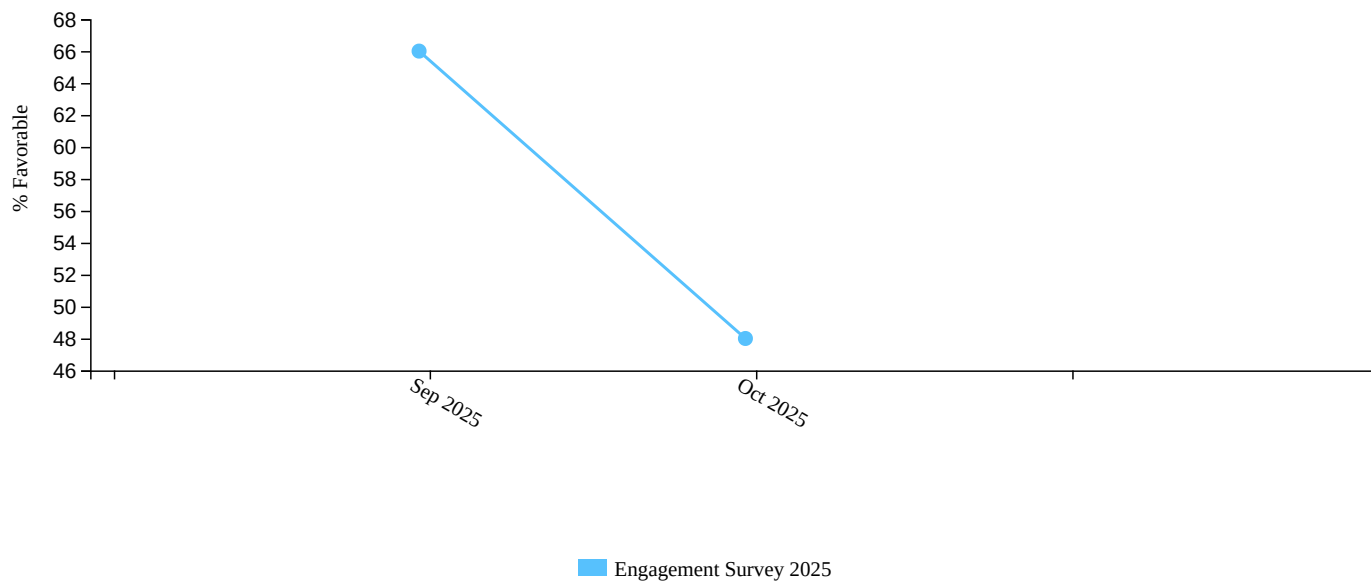


### Engagement index for demographics (Engagement Index)

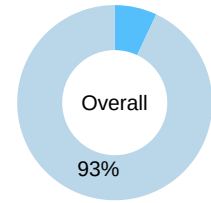


Category	Overall	Actively Disengaged	Opportunity Group	Engaged/Contributor	Actively Engaged
Number of Respondents (N)	24	11	7	2	4
Overall % Favorable	66%	56	64	76	85
Benefits	65%	56	58	75	88
Commission	0%	0	0	0	0
Communication	85%	86	74	88	100
Compensation	28%	13	42	25	43
Culture	95%	100	86	100	100
Engagement	56%	29	60	100	100
Growth & Development	88%	75	100	75	100
Job Satisfaction	89%	85	86	100	100
Manager	98%	100	93	100	100



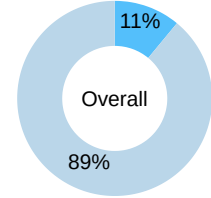


(Answer only if you responded to any of the questions in this category) The organization takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s on. As much information as you can share will be most helpful (i.e., department, location, job titles, etc). All your other answers to this survey remain confidential. Do you give permission to identify your name with these specific comments? If yes, this will give the organization an opportunity to follow up and you may be contacted for more information. (N=15)



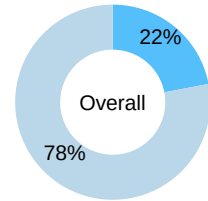
Yes No

I believe that changes will be made based on the survey feedback I provide (N=18)



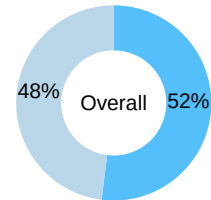
Yes No

Have you ever witnessed any conduct by an employee, volunteer, contractor or agent that you would characterize as either unethical or illegal? (N=18)



Yes No

Have you ever experienced bullying in the workplace? (N=23)



Yes No



# **City of Melbourne Beach Strategic Planning and Culture Proposal**

# Services Proposal

Dear Mrs. Smith,

Thank you for the opportunity to present you with our services proposal to be provided to the City of Melbourne Beach (The "City").

## **Objective**

Per our conversation, the City desires to engage Cultivate Culture LLC to provide services related to your Culture Transformation Workshop and Retreat .

## **Suggested Approach**

- 1) Culture: We propose to lead a 2 to 3-hour City Executive Staff workshop covering the City team culture and focused on the City team Vision, Mission and Core Values. The participants should include the City Manager, their direct reports, City Attorney, and any key employees.

The workshop will include:

- a. Definition and benefits of strong and favorable organizational culture
- b. How is culture created
- c. What are the components of Philosophy
- d. What is Vision
- e. What is Mission
- f. What are Core Values

### **Targeted deliverables:**

- Updated Vision and Mission statements
- Updated listing of Core Values

Note: We can also increase the workshop duration by 1 hour and include a strategic planning kick off with a targeted deliverable of the Implementation Action Plan (IAP). If elected, the IAP will NOT be fully completed as a result of the workshop. Cultivate Culture will utilize the template to document results of the strategy brainstorming during the workshop, which will then become the project management tool for the City to utilize in their strategic planning and execution. The template will include columns such as: Strategy ID, Mission/Goal, Objective, Proposed Strategy, Action (No change, added, deleted, modified), Basis of Proposal, Final Strategy, Metric/KPI, Key Implementation Task/Action, Accountable (only one person/department), Responsible, Consulted, Informed, Start Date, End Date, Percentage of Completion (POC), Employee Capacity Assessment

Completion. The City will be responsible to complete the template to arrive at the final IAP.

Timing: We suggest holding this workshop by the end of April 2026.

- 2) Retreat: We propose to lead an off-site retreat (or on-site if desired) with the City Manager, City Attorney, and all City Council Members to discuss the same contents from the executive workshop. The effort will include:
  - a. Facilitate pre-retreat meetings with all City Council Members individually for a maximum of 0.5 hour each, in order to gather feedback from City Council Members that will ultimately be considered in the retreat.
  - b. Leading the retreat (maximum of 4 hours).

**Targeted deliverables:**

- Initial City Council Members' Focus Area listing (to Mrs. Smith)
- Agenda to be utilized during the retreat
- Final Focus Area (post-retreat)

Timing: We suggest holding this retreat after the 2026 election cycle is completed.

Note: The City will provide all facilities and printing of all materials for workshops (electronic files to be provided by Cultivate Culture LLC).

**Investment**

We expect to structure the investment in our services as a fixed fee of \$7,000.

**Invoicing**

We expect to invoice the City for our efforts based on the completion of the milestone as follows:

<b>Milestone</b>	<b>\$</b>
Culture Workshop with Executives	2,000
Retreat: Interviews with Council	2,000
Retreat: Completion of retreat	3,000
<b><i>Total</i></b>	<b>7,000</b>

**Next Steps**

Thank you for considering our cultural transformation services. I'm confident that our proposed services will significantly enhance your organization's culture, which comes with great financial and non-financial benefits. We would be honored and delighted to continue our journey together.

Eyad Mubaied  
Founder and CEO  
Cultivate Culture LLC  
860-796-7066



## LEADERSHIP DEVELOPMENT SERIES PROPOSAL

### Restoring Clarity, Trust, and Communication in a High-Pressure Environment

A 4-part Leadership Development Series

#### DESIGNED FOR TOWN OF MELBOURNE BEACH:

**Audience:** City Employees (Approx. 25 Participants)

**Format:** 4 Half-Day Workshops

**Delivery:** In-Person

**Approach:** Interactive, scenario-based, and tailored to real workplace dynamics

**Diagnostic Interviews:** conducted with a cross-section of staff and commissioners

- Commissioners will only be interviewed; they will not participate in training

This leadership development series is designed to support City employees as they navigate a high-pressure, complex work environment where trust has been strained, communication has become challenging, and uncertainty is affecting day-to-day performance. Rather than offering a one-time training, this approach provides a structured, practical experience that equips participants with the awareness, tools, and strategies needed to lead effectively within the current dynamics—without losing clarity, confidence, or professionalism.

Grounded in real workplace scenarios, this series focuses on restoring stability, strengthening communication, and building sustainable behaviors that improve how work gets done across the organization. Each session is designed to be immediately applicable, ensuring participants can take what they learn and use it in real time—within meetings, conversations, and decision-making processes.

#### PROGRAM OVERVIEW

This 4-part leadership development series is designed to address the current challenges of low trust, high fear, and strained communication within the organization.

Rather than delivering standalone training sessions, this experience is intentionally designed as a progressive sequence. Each workshop builds on the previous one—moving participants from:

Awareness → Ownership → Skill Development → Sustainable Action

This structure ensures participants are not just learning concepts, but applying tools in **real time to their environment.**

## THE WORKSHOP SEQUENCE

### Workshop 1: Claiming Reality - Understanding the Current Environment

**Focus:** Awareness and stabilization

**Participants will:**

- Identify the difference between facts, assumptions, and emotional responses
- Understand how fear and uncertainty are impacting behavior and communication
- Begin building a shared, honest language around current challenges

**Outcome:**

A clearer, more grounded understanding of what is happening—and how it is affecting the team.

### Workshop 2: Ownership & Systems – Navigating Without Losing Yourself

**Focus:** Personal ownership and system awareness

**Participants will:**

- Identify how they have adapted their behavior in response to the current environment
- Understand team dynamics, power flow, and communication breakdowns
- Learn how to maintain leadership presence without over-functioning or disengaging

**Outcome:**

Participants regain a sense of control and clarity about where they can influence outcomes.

### Workshop 3: Communication That Works – Clarity Without Escalation

**Focus:** Practical communication tools

**Participants will:**

- Learn and apply structured communication tools (including SBI+E)
- Practice addressing real workplace scenarios with clarity and professionalism
- Develop strategies to communicate effectively in high-pressure or sensitive situations

**Outcome:**

Increased confidence and capability in navigating difficult conversations.

### Workshop 4: Rebuilding Trust & Accountability – Moving Forward Together

**Focus:** Application and sustainability

**Participants will:**

- Establish shared behavioral expectations for how they work together
- Create practical accountability structures that support consistency
- Develop a 90-day action plan tied to real workplace priorities

**Outcome:**

A clear path forward with aligned expectations and actionable commitment

## Why the Full Series Matters

While individual workshops can provide value, the full 4-part series is designed to:

- Address both emotional impact and practical skill-building
- Ensure participants are not left with awareness without tools, or tools without context
- Create lasting behavior change, not temporary insight

Partial participation (e.g., selecting only 1-2 sessions) will limit the ability to fully achieve these outcomes, as each session builds on the foundation of the previous one.

### Bottom Line

This is not a one-time training.

It is a structured experience designed to restore **clarity, strengthen communication and confidence, rebuild trust, and begin healing the team through practical, usable tools.**

### APPROACH

Behavior-first leadership development combining:

- Experiential learning
- Real-time application
- Facilitated discussion to ensure relevance and engagement (+healing)
- Immediate execution and implementation
- Pre-session discovery with key stakeholders to tailor delivery



## Scope of Work

This engagement is designed as a cohesive 4-part series, with each workshop intentionally building on the previous to create meaningful and sustained behavior change. That said, we understand budget cycles and approval structures within municipal environments can require flexibility.

To support implementation while maintaining the integrity of the experience, each workshop may be contracted and delivered individually.

To make this accessible within current spending parameters, each half-day workshop is offered at an adjusted investment of \$4,999 per session. In addition, each workshop includes up to **2 hours of individual coaching** (for key leaders or designated participants) to reinforce application, address real-time challenges, and ensure the work translates beyond the session.

Thank you for the opportunity to share this scope with you. While this is a first draft, as we move through the process, we will refine and further define the content and deliverables to personalize this experience for your staff.

Please let me know if there are further questions and how I may support you in moving forward with this first phase of training.

*Tammy J. Bond*

Name: Tammy J. Bond  
Title: President  
Date: March 25, 2026

[Client's Signature]

Name: Marie Smith  
Title: Town Manager  
Date:



Town of Melbourne Beach  
Finance Department

# Memo

To: Mayor, Vice Mayor and Commissioners  
 From: Jennifer Kerr, Finance Manager  
 Date: April 7, 2026  
 Re: March Fiscal Year 2026

We are in the sixth month of our fiscal year 2026. The target expenditure rate for March is 50.00%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 57.52%. 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:	44.40%
Executive:	62.12%
Finance:	68.90%
Legal:	32.96%
Planning:	117.92%
General Services:	72.31%
Law Enforcement:	55.97%
Fire:	30.72%
Code:	32.02%
Public Works:	48.05%

## Discussion Items:

The FY25 Annual Audit and the JLAC State Audit is ongoing. The FY25 Audit will continue for the next month and a half. The State Audit will continue through the summer.

The Town received Parking Revenue for March FY2026 in the amount of \$27,155.12.  
 Parking revenue for March FY2025 was \$22,813.09.

FY Parking Revenue comparison is attached.

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

Operating Account Balance as of 3/31/2026: \$4,165,067.35  
 Reserve Account Balance as of 3/31/2026: \$2,502,143.44  
 Florida Prime Account Balance as of 3/31/2026: \$ 544,005.93



## Town of Melbourne Beach Finance Department

---

The process of gathering information from the following local government investment pools: Florida Prime, FLPalm, and FLCLASS, **has been temporarily put on hold due to the Audits.** Presently the Town is in Florida Prime. The rate is currently at 3.83%.

### FEMA Obligated Funds:

Hurricane IRMA:           \$586,392.00

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.

The status of Hurricane Irma has not changed. The Town has submitted requested items to FEMA for Hurricane Irma.

The Town received the final payment of \$587.50 from the State of Florida for Hurricane Milton on March 24, 2026.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH  
Balance As Of 03/31/2026

<b>Fund: 001 GENERAL FUND</b>						
<b>Account Category: Revenues</b>	<b>Description</b>	<b>ORIGINAL BUDGET</b>	<b>Amended</b>	<b>Encumbrance</b>	<b>Available</b>	<b>% Used</b>
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	237,112.68	92.28
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	60,024.69	39.70
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	158,324.49	46.87
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	23,260.73	56.33
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	619.78	26.65
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	3,546.30	55.67
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	766.70	48.89
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	2,395.72	42.96
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	518.02	44.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	87,261.97	39.82
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	7,199.43	44.62
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	140,273.07	34.76
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	23,256.18	70.18
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	12,122.10	44.90
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	400.00	73.33
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	(150.00)	110.00
001-00-331.12.00	FEMA	0.00	0.00	0.00	(42,631.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(41,539.88)	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	50,307.15	51.16
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	155,977.44	31.29
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENT	0.00	0.00	0.00	(167,510.00)	100.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,400.00	22.22
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	6,900.00	19.77

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	(50.00)	101.79
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(9,915.66)	124.79
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	2,849.86	10.94
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
						80.09
Department: 13 FINANCE						
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(35.00)	100.00
						100.00
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	18,625.00	75.00
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	5,341.73	51.44
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(433.00)	186.60
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	(21.20)	110.60
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(48.00)	100.00
						45.73
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	3,940.00	12.44
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	12,500.00	90.00
						87.31
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
<b>Overall Revenue Rate:</b>						<b>79.26</b>

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	320,882.00	320,882.00	0.00	(167,510.00)	152.20
						152.20
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	5,675.03	36.94
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	58,794.95	48.01
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	5,194.10	44.39
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	8,249.03	48.01
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	11,425.92	45.40
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(8.82)	112.60
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	92.22	37.06
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	1,030.00	8.04
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	3,918.86	24.49
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,345.88	29.97
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,012.91	7.58
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	3,617.12	32.03
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	250.00	70.76
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,679.00	50.03
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	39,552.92	27.60
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						44.39
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	80,149.76	58.26
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	2,914.28	75.97
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	3,644.20	78.35
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	2,118.91	54.89
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	15,141.44	49.12
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	760.38	16.99
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(22.32)	124.80

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	0.00	(3,040.95)	116.89
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	39.09	90.23
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(400.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,054.46	40.10
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						62.13
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	31,707.88	58.02
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	2,438.93	57.79
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	4,448.63	58.02
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	4,054.71	70.46
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	79.70	41.40
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	111.12	28.31
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	21,400.00	44.99
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	10,731.97	27.19
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	36.01	27.98
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	6,000.00	60.89
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
						68.90
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	77,673.90	38.94
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
						32.96
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	(1,612.50)	117.92
						117.92

Department: 19 GENERAL SERVICE		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	1,696.25	56.73
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(4,032.00)	1,081.02
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	5,542.62	66.26
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(112.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	14,369.79	43.27
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	37,483.83	50.41
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	25,898.85	52.83
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	11,967.52	57.26
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	1,921.49	51.96
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	31,444.75	67.86
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	24,460.00	79.91
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	358.00	97.32
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	7,877.00	43.83
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN	3,720.00	3,720.00	0.00	3,419.24	8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	1,562.00	58.03
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	(161.00)	100.54
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	2,579.79	57.00
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	1,334.82	11.01
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	1,839.71	51.59
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	4.97	98.76
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	6,047.37	47.37
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						72.31
Department: 21 LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	462,825.02	46.42
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	7,103.93	79.88

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	23,305.26	24.87
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	3,505.00	55.06
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	3,075.00	52.69
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	41,735.45	44.15
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	127,000.00	44.05
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	3,814.90	38.83
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	75,329.61	46.18
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	1,097.16	60.33
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	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	597.39	42.67
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	732.00	39.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	674.17	64.37
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	3,645.59	69.07
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	9,400.51	16.51
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	(1,243.50)	255.44
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	13,724.61	31.38
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(16.49)	100.92
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	(98.36)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	2,305.53	72.88
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	10,598.90	47.01
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	8,795.08	12.05
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	1,878.68	37.38
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	290.00	59.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	1,027.20	69.79
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	9,571.21	61.91
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						49.04
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	199,987.92	19.55
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	21,394.35	15.98
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	5,494.61	48.36
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	39,515.88	7.04
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	920.59	4.11
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	204.56	15.12
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	(13.00)	101.75
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	1,401.66	60.65
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	8,418.75	15.81
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	19,761.51	20.95
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	1,435.47	42.58
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(167.05)	127.84
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	4,291.54	14.17
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	282.32	92.94

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	810.07	18.99
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	3,294.83	52.93
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,624.86	49.22
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	170.00	75.71
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	5,382.96	2.57
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	(73.29)	100.37
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						31.03
Department: 29 CODE ENFORCEMENT						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	33,782.00	14.52
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,503.72	17.18
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	4,739.95	14.52
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	219.00	82.44
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	294.25	1.92
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	3,850.00	21.43
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	382.51	4.37
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	(225.00)	101.55
						33.46

Department: 41 PUBLIC WORKS	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	123,653.93	48.52
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	(9,067.98)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	17,236.52	48.85
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	21,214.03	51.38
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	362.57	32.10
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	169.43	41.22
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,351.35	12.97
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,797.34	64.05
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	11.23	99.25
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,467.99	10.64
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	11,814.48	21.24
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	454.89	95.45
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	2,330.79	22.31
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	10,782.17	41.72
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	572.62	69.46
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	6,675.42	7.29
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	4,527.89	28.13
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	1,282.28	69.47
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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
						48.05

**Overall Expenditure Rate:**

57.25

**Fund: 104 ENVIRONMENTAL ADVIS**

**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 & RECREAT

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	(3.50)	107.00
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
						18.36

**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	(360.00)	106.55
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(560.00)	212.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						104.49

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 72 PARKS & RECREAT						
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	536.13	46.39
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	1,287.20	71.40
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	540.00	64.00
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						21.67

**Fund: 122 POLICE ICE FUND****Account Category: Revenues**

Department: 00						
122-00-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(167,510.00)	100.00
						100.00

**Account Category: Expenditures**

Department: 21 LAW ENFORCEMENT						
122-21-520.46.15	EQUIPMENT	0.00	0.00	3,655.13	(6,171.21)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	28,443.65	(54,588.95)	100.00
						100.00

**Fund: 125 BUILDING DEPT****Account Category: Revenues**

Department: 24 PROTECTIVE INSPECTION						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	130,726.89	34.64
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	(3,184.25)	190.98
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	575.00	52.08
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	15,450.00	6.36
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

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						32.65

**Account Category: Expenditures**

125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	136,894.85	13.93
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	10,484.06	13.84
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	19,206.37	13.93
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	12,750.66	30.95
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	87.79	21.62
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	168.67	11.63
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(36,854.50)	557.93
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	1,133.73	20.77
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	72.03	51.98
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	(1,270.95)	130.05
						35.80

**Fund: 172 OCEAN PARK PARKING**

**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	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(3,750.00)	166.96
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	71,594.86	39.33

45.11

**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	2,049.88	57.29
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	1,300.00	58.33
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	1,616.59	42.26
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	893.41	44.16
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	1,942.79	18.34
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	928.50	57.80
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	0.00	100.00

76.79

**Fund: 175 RYCKMAN CROSSOVER**

**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	3,725.00	25.50

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	46,703.44	48.11
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	100.00	96.88
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	2,608.50	62.74
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	6,897.50	31.03
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						47.96

**Account Category: Expenditures**

175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	1,614.25	42.35
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	3,752.33	14.72
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	6,430.00	19.63
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	0.00	100.00
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	5,730.00	44.48
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						84.36

**Fund: 341 CAPITAL PROJECTS - ST**

**Account Category: Revenues**

Department: 00

341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	0.00	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	0.00	100.00
						27.49

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 41 PUBLIC WORKS						
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(576.80)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	1,204,348.41	40.41
						40.45
<b>Fund: 351 LAND &amp; ROAD IMPROVE</b>						
<b>Account Category: Revenues</b>						
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
<b>Account Category: Expenditures</b>						
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**

<b>FY25</b>	<b>Oct-24</b>	<b>Nov-24</b>	<b>Dec-24</b>	<b>Jan-25</b>	<b>Feb-25</b>	<b>Mar-25</b>	<b>Apr-25</b>	<b>May-25</b>	<b>Jun-25</b>	<b>TOTAL</b>
<b>Ocean</b>	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80				38,796.30
<b>Ryckman</b>	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29				29,737.32
<b>Total</b>	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09				<b>68,533.62</b>

<b>FY26</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>	<b>TOTAL</b>
<b>Ocean</b>	3,012.26	5,052.85	6,108.03	6,673.77	6,621.62	18,936.61				46,405.14
<b>Ryckman</b>	7,130.96	7,027.38	7,465.79	6,842.06	6,611.86	8,218.51				43,296.56
<b>Total</b>	10,143.22	12,080.23	13,573.82	13,515.83	13,233.48	27,155.12				<b>89,701.70</b>



**SHEPARD  
SMITH  
HAND &  
BRACKINS**

# INVOICE

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

Invoice #: 27031  
Date: 03-31-2026

---

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
03-03-26	RGK	Email Correspondence: Emails with Marie Smith RE: PRR-2025-146	0.20	200.00	\$40.00
03-03-26	RGK	Email Correspondence: Email from Jayne Pence Re PRR - 2025-146	0.10	200.00	\$20.00
03-03-26	RGK	Email Correspondence to Mayor Dennington re: PRR - 2025-146	0.10	200.00	\$20.00
03-04-26	RGK	Prepare for Commission workshop and special meeting Re special assessments and pending litigation	2.30	200.00	\$460.00
03-04-26	RGK	Attendance at Commission workshop and social meeting; meet with staff Re same and preparation for meetings	4.50	200.00	\$900.00
03-06-26	RGK	Email Correspondence: Emails with Marie Smith and Jim Cole Re: Introductions:Auditor and Attorney	0.10	200.00	\$20.00
03-06-26	RGK	Teams meeting with Jim Cole Re Audit questions	0.40	200.00	\$80.00
03-09-26	PAB	Confer with RGK re litigation strategy; prepare emails (x3) to RGK with policies and checklists	0.20	225.00	\$45.00
03-10-26	RGK	Email Correspondence: Emails with Marie Smith and Chief Brown RE: Request for meeting with Mayor	0.10	200.00	\$20.00
03-10-26	RGK	Meeting with Marie Smith and Chief Brown Re public records requests for fire records	0.40	200.00	\$80.00

03-11-26	RGK	Meeting with Marie Smith, Chief Brown, an Mayor Re PRRs	2.00	200.00	\$400.00
03-17-26	RGK	Phone conference with Marie Smith and Tom Davis Re vacating a public easement	0.50	200.00	\$100.00
03-17-26	RGK	Email Correspondence from Marie Smith re: Request form David Drake	0.10	200.00	\$20.00
03-18-26	RGK	Review agenda packet and prepare for regular Commission meeting	0.80	200.00	\$160.00
03-18-26	RGK	Meet with staff re preparation for meeting; attendance at Commission	6.50	200.00	\$1,300.00
03-20-26	RGK	Email Correspondence: Email from Commissioner Reed Re Request For Special Town Commission Meeting on 4/1/26	0.10	200.00	\$20.00
				Services Subtotal: \$3,685.00	

Expenses

03-03-26	ER	RGK Travel Mileage; Melbourne Bch 2/18/26 \$120.35 MN 240013	1.00	120.35	\$120.35
03-16-26	ER	RGK Travel Mileage: 3/11/26 & 3/13/26 Melbourne Bch MN 240013 \$240.70	1.00	240.70	\$240.70
03-16-26	ER	RGK Travel Mileage: Melbourne Beach 3/4/26 MN 240013	1.00	120.35	\$120.35
03-25-26	ER	RGK Travel Mileage: 3/18/26 Melbourne \$120.35; 3/19/26 Wilderman Malek PL Melbourne \$104.55	1.00	224.90	\$224.90
				Expenses Subtotal: \$706.30	

Subtotal	\$4,391.30
Total	\$4,391.30
Payment	\$0.00
Balance Owing	\$4,391.30

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$4,391.30

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 #: 27045  
 Date: 03-31-2026

---

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
03-02-26	RGK	Email Correspondence: Emails with Vice-Mayor Cronin Re questions about Funoe lawsuit	0.20	200.00	\$40.00
03-02-26	RGK	Email Correspondence: Emails with Commissioner Quarrie RE: Tof MB case 05-2025-CA-023102-XXCA-BC Please read attachment we need to talk	0.20	200.00	\$40.00
03-02-26	RGK	Phone conference with Commissioner Quarri Re 3/4 special meeting	0.50	200.00	\$100.00
03-06-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: PRR Lawsuit	0.10	200.00	\$20.00
03-09-26	RGK	Phone conference with Vice-Mayor Cronin Re upcoming items on the agenda	0.40	200.00	\$80.00
03-20-26	RGK	Phone conference with Commissioner Reed Re special meeting and costs of litigation	0.30	200.00	\$60.00
03-24-26	RGK	Phone conference with Vice-Mayor Cronin Re special meeting and ongoing litigation	0.50	200.00	\$100.00
03-26-26	RGK	Phone conference with Commissioner Quarrie Re subpoena to Fire Department	0.30	200.00	\$60.00

Services Subtotal: \$500.00

---

Subtotal	\$500.00
Total	\$500.00
Payment	\$0.00
Balance Owing	\$500.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$500.00

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 #: 27046  
 Date: 03-31-2026

---

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
03-06-26	RGK	Phone conference with Jennifer Kerr Re insurance carrier	0.10	200.00	\$20.00

Services Subtotal: \$20.00

---

Subtotal	\$20.00
Total	\$20.00
Payment	\$0.00
Balance Owing	\$20.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$20.00

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 #: 27047  
 Date: 03-31-2026

---

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
03-27-26	RGK	Phone conference with Chief Brown Re MBVFD, Inc.	0.20	200.00	\$40.00

Services Subtotal: \$40.00

---

Subtotal	\$40.00
Total	\$40.00
Payment	\$0.00
Balance Owing	\$40.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$40.00

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 #: 27048  
 Date: 03-31-2026

---

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

---

Matter Number:240212 - Town of Melbourne Beach - Police  
 Matter Name:Police

Services

Date	Atty	Description	Quantity	Rate	Total
03-11-26	PAB	Revise, finalize, and distribute memo re McDaniels and HB/SB, 790.251 and open carry	1.60	225.00	\$360.00

Services Subtotal: \$360.00

---

Subtotal	\$360.00
Total	\$360.00
Payment	\$0.00
Balance Owing	\$360.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$360.00

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 27049  
 Date: 03-31-2026

---

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
03-10-26	RGK	Email Correspondence: Emails with Amber Brown RE: Public Records Requests Information, Update, and Requests	0.20	200.00	\$40.00
03-19-26	RGK	Email Correspondence: Emails with Krisitin Ottinger and Amber Brown RE: Magistrate Hearings	0.10	200.00	\$20.00
03-20-26	RGK	Phone conference with Amber Brown Re deposition on 3/23	0.10	200.00	\$20.00
03-23-26	RGK	Phone conference with Amber Brown Re special meeting on 4/1	0.10	200.00	\$20.00

Services Subtotal: \$100.00

---

Subtotal	\$100.00
Total	\$100.00
Payment	\$0.00
Balance Owing	\$100.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$100.00

Tax ID #32-0242557

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

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



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

# INVOICE

Invoice #: 27050  
Date: 03-31-2026

---

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
03-02-26	RGK	Phone conference with Marie Smith Re purchasing procedures and code requirements (Auditor request)	0.20	200.00	\$40.00
03-03-26	RGK	Email Correspondence: Emails with Marie Smith RE: FLM Dues: Final Notice	0.20	200.00	\$40.00
03-03-26	RGK	Email Correspondence: Emails with Amber Brown and Marie Smith RE: Outstanding PRR from June 2025	0.20	200.00	\$40.00
03-03-26	RGK	Email Correspondence: Emails with Marie Smith and Amber Brown RE: PRR-2025-146	0.20	200.00	\$40.00
03-03-26	RGK	Email Correspondence: Emails with Marie Smith Re: Quick question (Auditor question Re shed case address)	0.10	200.00	\$20.00
03-04-26	RGK	Phone conference with Marie Smith Re question on Robert's Rules	0.10	200.00	\$20.00
03-05-26	RGK	Phone conference with Marie Smith Re meeting with Jim Cole	0.10	200.00	\$20.00
03-06-26	RGK	Email Correspondence: Email to Marie Smith Re Kissimmee RFP	0.10	200.00	\$20.00
03-06-26	RGK	Email Correspondence: Emails with Marie Smith RE: Funoe, LLC v. Town of Melbourne Beach - Notice of Taking Deposition	0.10	200.00	\$20.00

03-12-26	RGK	Email Correspondence: Emails with Marie Smith Re: Please send me your edits	0.10	200.00	\$20.00
03-12-26	RGK	Phone conference with Marie Smith Re agenda redaction	0.10	200.00	\$20.00
03-13-26	RGK	Phone conference with Marie Smit Re agenda redactions	0.10	200.00	\$20.00
03-16-26	RGK	Email Correspondence: Emails with Marie Smith RE: Thinking of running for mayor	0.30	200.00	\$60.00
03-17-26	RGK	Email Correspondence: Emails with Marie Smith RE: Thinking of running for mayor	0.20	200.00	\$40.00
03-17-26	RGK	Phone conference with Marie Smith Re 3/18 agenda items	0.20	200.00	\$40.00
03-24-26	RGK	Phone conference with Marie Smith Re notices of depositions and motions for protective order.	0.50	200.00	\$100.00
03-24-26	RGK	Email Correspondence: Email from Marie Smith Re From the mayor (special meeting)	0.10	200.00	\$20.00

Services Subtotal: \$580.00

Subtotal	\$580.00
Total	\$580.00
Payment	\$0.00
Balance Owing	\$580.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$580.00

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 27056  
 Date: 03-31-2026

---

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

---

Matter Number:250041 - Town of Melbourne Beach - Funoe, LLC - Litigation  
 Matter Name:Funoe, LLC - Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
03-16-26	RGK	Prepare for deposition of Robert Trantham; review proposed exhibits and develop deposition outline	1.20	200.00	\$240.00
03-18-26	RGK	Prepare for deposition of Robert Trantham	1.20	200.00	\$240.00
03-19-26	RGK	Attendance at deposition of Robert Trantham	2.50	200.00	\$500.00
03-19-26	RGK	Travel to Melbourne for deposition (billed at half time)	1.60	200.00	\$320.00
03-19-26	RGK	Email Correspondence: Email from Chloe Gilbert Re: Job Notification for 3/19/2026 (434948)	0.10	200.00	\$20.00

Services Subtotal: \$1,320.00

---

Subtotal	\$1,320.00
Total	\$1,320.00
Payment	\$0.00
Balance Owing	\$1,320.00

---

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$1,320.00

Tax ID #32-0242557

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

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



# INVOICE

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

Invoice #: 27059  
Date: 03-31-2026

---

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

---

Matter Number: 250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit  
Matter Name: Funoe LLC PRR Lawsuit

## Services

Date	Atty	Description	Quantity	Rate	Total
03-01-26	RGK	Continue review of emails and correspondences related to key fobs for production/redactions Re Funoe's request for production	4.50	200.00	\$900.00
03-02-26	RGK	Research public record litigation case law and entitlement to attorney fees, unjustifiable delay, and improper purpose for inclusion in memorandum to Commission	2.70	200.00	\$540.00
03-03-26	RGK	Draft Memorandum to Commissioners Re update on litigation and case law for 3/4 special meeting	2.80	200.00	\$560.00
03-03-26	RGK	Email Correspondence: Review Affidavit of Service on Robert Trantham	0.10	200.00	\$20.00
03-03-26	RGK	Email Correspondence: Email to Marie Smith and Commissioners Re Memorandum on Pending Litigation (Funoe, LLC v. Town of Melbourne Beach; Case No. 2025-CA-23102	0.10	200.00	\$20.00
03-03-26	RGK	Email Correspondence: Emails with Vice-Mayor Cronin RE: Memorandum on Pending Litigation (Funoe, LLC v. Town of Melbourne Beach; Case No. 2025-CA-23102	0.10	200.00	\$20.00
03-05-26	RGK	Phone conference with Nathan Meloon Re 3/4 special meeting and resolution	0.20	200.00	\$40.00
03-05-26	RGK	Email Correspondence: Emails with Isaiah Howard RE: 435574   SPECIAL TOWN COMMISSION MEETING	0.10	200.00	\$20.00

03-05-26	RGK	Review and analyze Motion for Sanctions Re intentional destruction of public record	0.30	200.00	\$60.00
03-05-26	RGK	Email Correspondence to Marie Smith re: 2026-01-15_Proposed Order on CMC and Deposition Requests	0.20	200.00	\$40.00
03-05-26	RGK	Email Correspondence: Email to Marie Smith and Commissioners RE Motion for Sanctions	0.20	200.00	\$40.00
03-05-26	RGK	Phone conference with Marie Smith Re update on status of litigation	0.40	200.00	\$80.00
03-05-26	RGK	Phone conference with Chief Zander Re deposition request	0.10	200.00	\$20.00
03-05-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	\$40.00
03-05-26	RGK	Email Correspondence: Email from Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.10	200.00	\$20.00
03-06-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-023102 - Our File No.: 7777.00006	0.20	200.00	\$40.00
03-06-26	RGK	Email Correspondence: Email to Marie Smith and Chief Zander Re Funoe, LLC v. Town of Melbourne Beach - Notice of Taking Deposition	0.20	200.00	\$40.00
03-06-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	\$40.00
03-06-26	RGK	Email Correspondence: Email from Chief Zander Re: Funoe, LLC v. Town of Melbourne Beach - Notice of Taking Deposition	0.10	200.00	\$20.00
03-09-26	RGK	Email Correspondence: Emails with Marie Smith RE: Funoe, LLC v. Town of Melbourne Beach - Notice of Taking Deposition	0.10	200.00	\$20.00
03-09-26	RGK	Email Correspondence: Emails with Chief Zander RE: Funoe, LLC v. Town of Melbourne Beach - Notice of Taking Deposition	0.10	200.00	\$20.00
03-09-26	RGK	Prepare for deposition preparation of Town's corporate representative on 3/11; compile documents for review for preparation and areas of inquiry	3.00	200.00	\$600.00
03-10-26	RGK	Prepare for deposition preparation of Chief Zander and Marie Smith; review areas of inquiry and compile documents for deposition preparation	1.60	200.00	\$320.00
03-10-26	RGK	Email Correspondence: Email to Marie Smith and Chief Zander Re Key Fob Check In/Out Document	0.10	200.00	\$20.00
03-10-26	RGK	Email Correspondence: Email from Nathan Meloon Re: 2026-01-15_Proposed Order on CMC	0.10	200.00	\$20.00
03-10-26	RGK	Email Correspondence: Emails with Chief Zander RE: Key Fob Check In/Out Document	0.10	200.00	\$20.00

03-10-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.10	200.00	\$20.00
03-11-26	RGK	Email Correspondence: Email to Nathan Meloon RE: 2026-01-15_Proposed Order on CMC	0.10	200.00	\$20.00
03-11-26	RGK	Travel time to deposition preparation of Marie Smith and Chief Zander (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-11-26	RGK	Meet with Chief Zander and Marie Smith to prepare for deposition on 3/13; confer with Amber Brown re same	5.00	200.00	\$1,000.00
03-12-26	RGK	Meeting with Marie Smith Re 3/13 deposition	0.80	200.00	\$160.00
03-13-26	RGK	Attendance at deposition of Chief Zander	2.00	200.00	\$400.00
03-13-26	RGK	Travel time to deposition of Marie Smith (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-13-26	RGK	Prepare for and attend deposition of Marie Smith; confer with opposing counsel Re settlement negotiations	5.00	200.00	\$1,000.00
03-16-26	RGK	Phone conference with Marie Smith Re depositions of Amber Brown and Cyd Cardwell	0.20	200.00	\$40.00
03-16-26	RGK	Email Correspondence: Email to Marie Smith Re Funoe, LLC v. Town of Melbourne Beach - Depositions	0.10	200.00	\$20.00
03-16-26	RGK	Prepare for depositions of Marie Smith and Chief Zander	4.20	200.00	\$840.00
03-16-26	RGK	Phone conference with Chief Brown Re deposition request	0.20	200.00	\$40.00
03-16-26	RGK	Email Correspondence: Email to Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.10	200.00	\$20.00
03-17-26	RGK	Draft Motion to Strike Petitioner's Witness List	2.10	200.00	\$420.00
03-17-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	\$40.00
03-17-26	RGK	Email Correspondence: Email to Nathan Meloon Re Funoe, LLC v. Town of Melbourne Beach - Motion to Strike Witness List Meet and Confer	0.10	200.00	\$20.00
03-17-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Funoe, LLC v. Town of Melbourne Beach - Motion to Strike Witness List Meet and Confer	0.10	200.00	\$20.00
03-17-26	RGK	Phone conference with Nathan Meloon Re depositions of Funoe, LLC corporate representative and Alison Dennington	0.10	200.00	\$20.00
03-17-26	RGK	Research case law Re motion for protective order	2.80	200.00	\$560.00

03-17-26	RGK	Draft Notices of Taking Deposition of Funoe, LLC Corporate Representative and Alison Dennington	0.50	200.00	\$100.00
03-18-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: 2026-01-15_Proposed Order on CMC	0.20	200.00	\$40.00
03-18-26	RGK	Email Correspondence to Marie Smith re: 436938 - Read and Sign Letter   A. Marie Smith	0.10	200.00	\$20.00
03-18-26	RGK	Email Correspondence: Review NOTD of Schaefer, Torres, Simmons, Turner, Mascaro	0.10	200.00	\$20.00
03-18-26	RGK	Email Correspondence: Email to Amber Brown and Cyd Cardwell Re Funoe, LLC v. Melbourne Beach (Public Records Case)	0.10	200.00	\$20.00
03-18-26	RGK	Meet with Amber Brown and Cyd Cardwell Re depositions	1.00	200.00	\$200.00
03-19-26	RGK	Email Correspondence: Emails with Nathan Meloon Re Corporate Representative deposition	0.20	200.00	\$40.00
03-19-26	RGK	Analyze Petitioner's Verified Emergency Ex-Parte Motion for Entry of Temporary Restraining Order, Preliminary Injunction Without Notice, and Memorandum of Law in Support Thereof	0.70	200.00	\$140.00
03-19-26	RGK	Review Court Order Denying Petitioner's Verified Emergency Ex-Parte Motion for Entry of Temporary Restraining Order	0.10	200.00	\$20.00
03-19-26	RGK	Email Correspondence: Emails with Chief Zander RE: Report that was requested at the Depo last Friday	0.10	200.00	\$20.00
03-19-26	RGK	Email Correspondence to Nathan Meloon re: Report that was requested at the Depo last Friday	0.10	200.00	\$20.00
03-20-26	RGK	Email Correspondence: Emails with Ariana Tellone and Nathan Meloon RE: Report that was requested at the Depo last Friday	0.10	200.00	\$20.00
03-20-26	RGK	Email Correspondence: Email to Amber Brown and Cyd Cardwell Re notice of depositions	0.10	200.00	\$20.00
03-20-26	RGK	Email Correspondence: Review Notices of Depositions of Amber Brown, Cyd Cardwell, Computer Experts, Fire Department	0.10	200.00	\$20.00
03-20-26	RGK	Phone conferences with Marie Smith and Chief Brown Re deposition notices	0.40	200.00	\$80.00
03-22-26	RGK	Prepare for deposition of Amber Brown and Cyd Cardwell; review prior exhibits and draft deposition outline for questioning	1.60	200.00	\$320.00
03-22-26	RGK	Draft Emergency Motion for Protective Order/Motion to Quash Deposition Duces Tecum of Melbourne Beach Fire Department Corporate Representative	3.60	200.00	\$720.00
03-22-26	RGK	Phone conference with Marie Smith Re Motion for Protective Order	0.20	200.00	\$40.00

03-22-26	RGK	Phone conference with Chief Brown Re Motion for Protective Order	0.20	200.00	\$40.00
03-23-26	RGK	Travel time to deposition of Amber Brown and Cyd Cardwell (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-23-26	RGK	Attend depositions of Amber Brown and Cyd Cardwell	5.50	200.00	\$1,100.00
03-23-26	RGK	Phone conference with Chief Brown Re Volunteer Fire Department Notice of Deposition	0.20	200.00	\$40.00
03-23-26	PAB	Confer with RGK re litigation strategy	0.20	225.00	\$45.00
03-23-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-03-23_Mtn to Compel Depo Corp Rep	0.20	200.00	\$40.00
03-23-26	RGK	Email Correspondence: Email to Nathan Meloon Re Emergency Motion for Protective Order	0.10	200.00	\$20.00
03-23-26	RGK	Email Correspondence: Emails with Amber Brown RE: Subpoena Duces Tecum for Deposition for MBVFD	0.10	200.00	\$20.00
03-23-26	RGK	Email Correspondence: Emails with Amber Brown RE: Agreement with MBVFD Inc	0.10	200.00	\$20.00
03-24-26	RGK	Review Funoe's Motion to Compel Corporate Representative Deposition	0.50	200.00	\$100.00
03-24-26	RGK	Phone conference with Jim Turner Re notice of deposition	0.30	200.00	\$60.00
03-24-26	RGK	Email Correspondence: Email to Aaron Thalwitzer RE Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Emails with Justin Falatek RE: Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	\$20.00
03-24-26	RGK	Phone conference with Nathan Meloon Re Emergency MPO	0.10	200.00	\$20.00
03-24-26	RGK	Phone conference with Nathan Meloon Re Motion for Protective Order	0.10	200.00	\$20.00
03-24-26	RGK	Draft Emergency Motion for Protective Order as to Depositions	3.20	200.00	\$640.00
03-24-26	RGK	Email Correspondence: Email to Nathan Meloon Re Emergency MPO on Depositions	0.10	200.00	\$20.00
03-24-26	RGK	Phone conference with Marie Smith Re Motion for Protective Order	0.10	200.00	\$20.00
03-24-26	RGK	Phone conference with Jim Simmons Re notice of taking deposition	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Emails with Jim Simmons RE: Subpoena served	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Emergency MPO on Depositions	0.10	200.00	\$20.00

03-24-26	RGK	Email Correspondence from Nathan Meloon and Michael Kahn RE: Deposition of David Church	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Emails with Marie Smith RE: Notice of Taking Deposition March 31st (Gregory Schaeffer)	0.10	200.00	\$20.00
03-24-26	RGK	Phone conference with Gregory Schaefer Re subpoena for deposition	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Email to Jim Simmons RE: Subpoena served	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence to Marie Smith re: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Email to Gregory Schaefer RE: Notice of Taking Deposition March 31st	0.10	200.00	\$20.00
03-24-26	RGK	Draft and file Motion for Emergency Hearing on Protective Order	0.50	200.00	\$100.00
03-24-26	RGK	Email Correspondence from Michael Kahn Re: Deposition of David Church	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Email to Jim Simmons RE: Notice of Cancellation of Deposition	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Review Notice of Cancellation of Deposition, Amended Notice of Taking Depositions of Computer Experts and MBVFD, Inc.	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Email to Marie Smith and Chief Brown Re Amended Notice of Taking Deposition	0.10	200.00	\$20.00
03-24-26	RGK	Email Correspondence: Email from Ariana Tellone RE: Deposition of David Church	0.10	200.00	\$20.00
03-24-26	RGK	Draft Exhibit List for trial	1.30	200.00	\$260.00
03-25-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Subpoena on Melanue Griswold)	0.10	200.00	\$20.00
03-25-26	RGK	Email Correspondence: Email from Gregory Schaefer Re: Notice of Taking Deposition March 31st	0.10	200.00	\$20.00
03-25-26	RGK	Phone conference with Justin Falatek Re motion for protective order	0.20	200.00	\$40.00
03-25-26	RGK	Phone conference with Amber Brown Re production of emails	0.30	200.00	\$60.00
03-25-26	RGK	Email Correspondence: Email from Nathan Meloon RE: Notice of Taking Deposition March 31st	0.10	200.00	\$20.00
03-25-26	RGK	Phone conference with Chief Brown Re service of subpoena for deposition of fire department	0.20	200.00	\$40.00

03-25-26	RGK	Prepare for deposition of Funoe, LLC corporate representative and Alison Dennington; prepare exhibits for depositions; prepare outline for depositions; review prior transcripts in preparation for depositions	5.50	200.00	\$1,100.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Subpoena on Elizabeth Mascaro)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Subpoena on Gregory Schaefer)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Subpoena on Jennifer Torres)	0.10	200.00	\$20.00
03-26-26	RGK	Phone conference with Amber Brown Re Response to Request for Production	0.20	200.00	\$40.00
03-26-26	RGK	Email Correspondence: Email to Nathan Meloon Re Funoe - Subpoena for Deposition (Fire Department)	0.10	200.00	\$20.00
03-26-26	RGK	Phone conference with Michael Khan Re subpoena for deposition	0.70	200.00	\$140.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Return of Service of Supoena Duces Tecum to MBVFD)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Return of Service on Morse Communications)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH (Return of Service on Subpoena for Jim Turner)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence: Emails with Nathan Meloon Re: Funoe - Subpoena for Deposition (Fire Department)	0.20	200.00	\$40.00
03-26-26	RGK	Email Correspondence: Email from Nathan Meloon Re: Notice of Taking Deposition March 31st (Gregory Schaefer)	0.10	200.00	\$20.00
03-26-26	RGK	Email Correspondence to Marie Smith and Chief Brown, Funoe - Subpoena for Deposition (Fire Department)	0.10	200.00	\$20.00
03-26-26	RGK	Review and analyze Petitioner's Response in Opposition to Motion for Protective Order as to Noticed Depositions (134 pages)	0.50	200.00	\$100.00
03-26-26	RGK	Review of Funoe, LLC's Motion to Compel (120 pages)	0.40	200.00	\$80.00
03-26-26	RGK	Review document production pursuant to Plaintiff's Request for Production; review documents for privilege and redactions; finalize documents/emails for production	4.50	200.00	\$900.00
03-27-26	RGK	Email Correspondence: Review and analyze MBVFD, Inc.'s Motion for Protective Order	0.30	200.00	\$60.00

03-27-26	RGK	Travel time to deposition of Funoe, LLC Corp. Rep. and Alison Dennington (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-27-26	RGK	Attend deposition of Funoe Corp. representative and Alison Dennington	8.00	200.00	\$1,600.00
03-29-26	RGK	Email Correspondence: Email from Ariana Tellone Re Supplemental Response to MPO	0.10	200.00	\$20.00
03-29-26	RGK	Email Correspondence: Review and analyze Funoe's Response in Opposition to Motion for Protective Order	0.30	200.00	\$60.00
03-29-26	RGK	Email Correspondence: Review and analyze MBVFD, Inc.'s Amended Motion for Protective Order	0.30	200.00	\$60.00
03-29-26	RGK	Email Correspondence: Email from Nicholas Vidoni Re: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-023102 - Our File No.: 7777.00006	0.10	200.00	\$20.00
03-29-26	RGK	Prepare for deposition of Corp. Rep. of Morse Communications, MBVFD, Inc., and Jennifer Torres on 3/30	0.80	200.00	\$160.00
03-30-26	RGK	Email Correspondence: Email Re Notice of Hearing on MBVFD Motion for Protective Order RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-023102 - Our File No.: 7777.00006	0.10	200.00	\$20.00
03-30-26	RGK	Email Correspondence: Emails Re hearing on MBVFD Motion for Protective Order	0.20	200.00	\$40.00
03-30-26	RGK	Email Correspondence: Review and analyze Funoe, LLC's Supplemental Response in Opposition to Motion for Protective Order	0.10	200.00	\$20.00
03-30-26	RGK	Email Correspondence: Email to Marie Smith Re Funoe v. Melbourne Beach - Court Order	0.10	200.00	\$20.00
03-30-26	RGK	Email Correspondence: Email to Amber Brown Re Funoe v. Melbourne Beach	0.10	200.00	\$20.00
03-30-26	RGK	Phone conference with Michael Khan Re Motion for Protective Order and deposition of Corp. Rep. of Computer Experts	0.30	200.00	\$60.00
03-30-26	RGK	Attend deposition of Morse Communications Corp. Rep. (Certificate of Non Appearance)	0.50	200.00	\$100.00
03-30-26	RGK	Attend hearing on MBVFD, Inc.'s Motion for Protective Order	0.40	200.00	\$80.00
03-30-26	RGK	Travel time to deposition of Jennifer Torres (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-30-26	PAB	Conference/meeting with RGK re litigation strategy	0.10	225.00	\$22.50
03-30-26	RGK	Attend deposition of Jennifer Torres	1.70	200.00	\$340.00

03-30-26	RGK	Review records pursuant to Funoe, LLC's Amended Request for Production; review documents for responsiveness and privilege; draft Response to Amended First Request for Production	3.50	200.00	\$700.00
03-31-26	RGK	Attend deposition of Gregory Schaefer	1.30	200.00	\$260.00
03-31-26	RGK	Email Correspondence: Review Motion to Modify Case Management Order	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence from Nathan Meloon: Notice of Taking Deposition March 31st	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Review Proposed Order Granting MBVFD, Inc.'s Amended Motion for Protective Order	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Review Notice of Limited Appearance by Michael Khan	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Emails with Nicholas Vidoni and Nathan Meloon Re: Funoe v. Melbourne Beach	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Email from Nicholas Vidoni Re: Funoe v. Melbourne Beach	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Emails with Valerie Mackey, Ariana Tellone, and Nicholas Vidoni Re Hearing on MBVFD, Inc.'s Motion for Protective Order	0.20	200.00	\$40.00
03-31-26	RGK	Email Correspondence: Review Proposed Order on Amended Case Management Order	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence with David Dugan and Marie Smith re: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Emails with David Dugan and Nathan Meloon RE: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Review court filing Re Notice of Mediation	0.10	200.00	\$20.00
03-31-26	RGK	Prepare for deposition of Gregory Schaefer	0.50	200.00	\$100.00
03-31-26	RGK	Travel time to deposition of Gregory Schaefer and Elizabeth Mascaro (only billed for travel outside Brevard County)	1.50	200.00	\$300.00
03-31-26	RGK	Prepare for deposition of Computer Experts Corporate Representative	0.50	200.00	\$100.00
03-31-26	RGK	Email Correspondence: Emails from Nathan Meloon and David Dugan Re: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00
03-31-26	RGK	Email Correspondence: Email from Nathan Meloon Re: Mediation, Funoe, LLC v. Town of Melbourne Beach, 05-2025-CA-023102, Eighteenth Circuit	0.10	200.00	\$20.00

03-31-26	RGK	Phone conference with Vice-Mayor Cronin Re special meeting and mediation	0.50	200.00	\$100.00
03-31-26	RGK	Phone conference with Commissioner Quarrie Re special meeting and mediation	0.40	200.00	\$80.00
03-31-26	RGK	Phone conference with Commissioner Butler Re special meeting and mediation	0.40	200.00	\$80.00
03-31-26	RGK	Phone conference with Commissioner Reed Re special meeting and mediation	0.40	200.00	\$80.00
03-31-26	RGK	Attend deposition of Elizabeth Mascaro	4.00	200.00	\$800.00

Services Subtotal: \$22,827.50

Subtotal	\$22,827.50
Total	\$22,827.50
Payment	\$0.00
Balance Owing	\$22,827.50

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$22,827.50

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 March 2026**

- Permit issued - 47
- Construction value - \$699,717.29
- Permit fees collected - \$14,507.85
- Plans reviewed – 48
- Building inspections completed - 77
- Site plan review for P&Z – 2
- Stop work order – 0
- New homes (completed) – 0
- Short-term rental inspections - 2

# Monthly Permit List

04/09/2026

1/6

## Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD26-0004	BRANT, PEGGY	510 ANDREWS DR	\$154.25	\$4000.00
<b>Work Description:</b> interior demo of house (drywall, flooring, cabinets, appliances, etc)				

**Total Permits For Type: 1**  
**Total Fees For Type: \$154.25**  
**Total Const. Value For Type: \$4000.00**

## Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0009	Vardis, Ryan	308 HIBISCUS TRL	\$151.21	\$4900.00
<b>Work Description:</b> service change 200 amp, replace 100 amp panel in hallway, replace 100 amp cable from service to panel				

**Total Permits For Type: 1**  
**Total Fees For Type: \$151.21**  
**Total Const. Value For Type: \$4900.00**

## Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0011	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	1102 PINE ST	\$91.08	\$2902.81
<b>Work Description:</b> install 60' of 6' fence				
PF26-0012	DOMEY DEVELOPMENT ENTERPRISES, LLC	506 BANYAN WAY	\$79.00	\$2000.00
<b>Work Description:</b> installation of wood fence with 10' double gate				
PF26-0013	US CURB APPEAL INC DBA FLORIDA FENCE COMPANY	207 FIR AVE	\$187.65	\$6097.00
<b>Work Description:</b> install 6' wood fence and 3 gates				
PF26-0014	LERVOLD, MICHAEL LERVOLD, JENNIFER	214 ELM AVE	\$79.00	\$1548.00
<b>Work Description:</b> remove 521ft of wood fence and replace with vinyl fence. 10' double gate and 5' single gate				

**Total Permits For Type: 4**  
**Total Fees For Type: \$436.73**  
**Total Const. Value For Type: \$12547.81**

## Marine - Docks/Boathouses

Permit #	Applicant	Address	Fee Total	Const. Value
PMD26-0001	PIOTROWSKI, JOHN	419 ANCHOR KY	\$324.72	\$11680.00
<b>Work Description:</b> installation of 4.5k boatlift				

**Total Permits For Type: 137**  
**Total Fees For Type: \$324.72**  
**Total Const. Value For Type: \$11680.00**

## Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM26-0010	NATHAN IACOBACCI	400 SIXTH AVE	\$336.16	\$12796.00
	<b>Work Description:</b> replace hvac ductwork only			
PM26-0011	Joseph E Dittmar	2203 ATLANTIC ST 723	\$360.19	\$15141.00
	<b>Work Description:</b> hvac switchout for 2 units			
PM26-0012	NATHAN IACOBACCI	405 BANYAN WAY	\$311.64	\$10404.00
	<b>Work Description:</b> hvac switchout			
PM26-0013	Quality Comfort Air Conditioning and Heating	404 DRIFTWOOD AVE	\$330.64	\$12257.12
	<b>Work Description:</b> replace existing hvac, no ductwork			
PM26-0014	Justin M Hall	206 SHANNON AVE	\$317.16	\$10943.00
	<b>Work Description:</b> switchout of A/c			
PM26-0015	ROBERT AIELLO	438 RIVER VIEW LN	\$309.30	\$10175.00
	<b>Work Description:</b> ductwork changeout			
PM26-0016	Jerry Lawson	1704 ATLANTIC ST 2C	\$315.70	\$10800.00
	<b>Work Description:</b> Hvac replacement			
PM26-0017	Jerry Lawson	1905 ATLANTIC ST	\$337.74	\$12950.00
	<b>Work Description:</b> hvac replacement no ductwork			
PM26-0018	ZACHARY A REYNOLDS	1100 ATLANTIC ST	\$236.32	\$7685.00
	<b>Work Description:</b> HVAC switchout, no ductwork			
PM26-0019	SMITH, VICTOR	204 FIRST AVE	\$444.83	\$23398.00
	<b>Work Description:</b> 4ton hvac switchout to split system			
PM26-0021	Charles Silva	2203 ATLANTIC ST 722	\$285.20	\$9275.00
	<b>Work Description:</b> HVAC switchout no ductwork			
PM26-0023	Ocean Air and Heat Inc	409 POINSETTIA RD	\$199.93	\$6500.00
	<b>Work Description:</b> hvac changeout no ductwork			
PM26-0024	Kristin N Kelly	504 RIVERSIDE DR	\$321.05	\$11322.00
	<b>Work Description:</b> hvac switchout			

**Total Permits For Type: 13**  
**Total Fees For Type: \$4105.86**  
**Total Const. Value For Type: \$153646.12**

## Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC26-0001	PETRUZZIELLO, JOSEPH	1425 ATLANTIC ST	\$109.00	\$3500.00

**Total Permits For Type: 1**  
**Total Fees For Type: \$109.00**  
**Total Const. Value For Type: \$3500.00**

### Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0003	UNIVERSAL CONTRACTING AND CONSTRUCTION	1202 PINE ST	\$332.62	\$12450.00
<b>Work Description:</b> remove existing 12x16 pad and pour 20x34pad and a 10x20 pad. Remove back garage pad and pour 18x22 pad				
PCD26-0004	Surfside Pavers Inc.	214 ELM AVE	\$529.70	\$31678.36
<b>Work Description:</b> replce concrete driveway with pavers to the street. Adding driveway from back shed to the street with a connector between driveways. Sidewalk underpour				

**Total Permits For Type: 2**  
**Total Fees For Type: \$862.32**  
**Total Const. Value For Type: \$44128.36**

### Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0007	SHINN PLUMBING	518 ANDREWS DR	\$338.25	\$13000.00
<b>Work Description:</b> replacement of 2 cast iron sewer lines in bathrooms				
PP26-0009	Kubisch, Joseph	604 CITRUS CT	\$336.22	\$8495.00
<b>Work Description:</b> whole house repipe				
PP26-0010	MAC 5 SERVICES STEPHEN MCANNALLY JR	1301 PINE ST	\$338.10	\$12985.00
<b>Work Description:</b> repipe of bottom floor				

**Total Permits For Type: 3**  
**Total Fees For Type: \$1012.57**  
**Total Const. Value For Type: \$34480.00**

### Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0004	OASIS POOLS AND SPAS OF THE TREASURE COAST	411 HIBISCUS TRL	\$1025.00	\$80000.00
<b>Work Description:</b> new ingound pool and deck				

**Total Permits For Type: 1**  
**Total Fees For Type: \$1025.00**  
**Total Const. Value For Type: \$80000.00**

### Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0005	SUN SPLASH POOLS	506 BANYAN WAY	\$311.70	\$10410.00

**Total Permits For Type: 1**  
**Total Fees For Type: \$311.70**  
**Total Const. Value For Type: \$10410.00**

### Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO26-0001	DIRTYWORK ENVIRONMENTAL SERVICE LLC	394 RIVER VIEW LN	\$279.24	\$9081.00
<b>Work Description:</b> install propane tank and line				

**Total Permits For Type: 1**  
**Total Fees For Type: \$279.24**  
**Total Const. Value For Type: \$9081.00**

### Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0008	ONLY WAY ROOFING LLC KYLE WILLIAMS	216 CHERRY DR	\$400.88	\$19110.00
<b>Work Description:</b> reroof to include skylight, ridgevent and gooseneck				
PRR26-0009	Roof Techs Roof Systems LLC	439 SANDY KEY	\$435.63	\$22500.00
<b>Work Description:</b> reroof				
PRR26-0010	HEART ROOFING INC	505 ATLANTIC ST	\$840.45	\$61995.00
<b>Work Description:</b> reroof with shingles and skylight				
PRR26-0011	RALPH CARPENTER ROOFING INC	1616 PINE ST	\$706.53	\$48930.00
<b>Work Description:</b> reroof				

**Total Permits For Type: 4**  
**Total Fees For Type: \$2383.49**  
**Total Const. Value For Type: \$152535.00**

### Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0007	CK Development LLC	1509 PINE ST	\$1123.75	\$75000.00
<b>Work Description:</b> R/R windows, plumbing, electrical, mechanical				
PRB26-0009	EAST COAST CONSTRUCTION SD INC	212 CHERRY DR	\$456.13	\$24500.00
<b>Work Description:</b> bathroom remodel, no plumbing or electrical moving				

**Total Permits For Type: 2**  
**Total Fees For Type: \$1579.88**  
**Total Const. Value For Type: \$99500.00**

### Tree

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

PTR26-0003	VIJAY, ERIN	1101 PINE ST	\$0.00	\$1.40
	<b>Work Description:</b> removal of 4 palm trees in backyard			
PTR26-0004	FUS TRUST	2009 OAK ST	\$0.00	\$1.00
	<b>Work Description:</b> removal of one invasive tree			

**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
PWS26-0011	MH Williams Construction Group Inc	1805 OAK ST	\$154.25	\$5000.00
	<b>Work Description:</b> addition of a pair of exterior 4'x 8' doors			
PWS26-0013	All Pro Garage Doors Inc	204 DOGWOOD AVE	\$115.00	\$3700.00
	<b>Work Description:</b> installation of new garage door			
PWS26-0016	Brevard Window & Doors Inc	400 ANDREWS DR	\$645.75	\$43000.00
	<b>Work Description:</b> replacement of windows and doors			
PWS26-0017	Brevard Window & Doors Inc	416 THIRD AVE	\$79.00	\$2045.00
	<b>Work Description:</b> replace door			
PWS26-0019	MOMPIE CONSTRUCTION CORP	533 SUNSET BLVD	\$79.00	\$1589.00
	<b>Work Description:</b> r/r one window			
PWS26-0020	ROBERT MORRIS	504 COLONY ST	\$101.50	\$3250.00
	<b>Work Description:</b> r/r two sh windows and install two casement windows			
PWS26-0021	CLOVER GARAGE DOORS	443 SANDY KY	\$86.50	\$2750.00
	<b>Work Description:</b> R/R garage door			
PWS26-0022	Brevard Window & Doors Inc	416 THIRD AVE	\$79.00	\$2045.00
	<b>Work Description:</b> R/R door			
PWS26-0023	K LINE IMPACT WINDOWS	610 MANGO DR	\$352.88	\$14428.00
	<b>Work Description:</b> impact window replacement			
PWS26-0024	JOHNSON, MICHAEL	411 POINSETTIA RD	\$79.00	\$1500.00
	<b>Work Description:</b> R/R front door			

**Total Permits For Type: 10**  
**Total Fees For Type: \$1771.88**  
**Total Const. Value For Type: \$79307.00**

<b>Grand Total Fees:</b>	<b>\$14,507.85</b>
<b>Grand Total Permits:</b>	<b>47.00</b>

**Grand Total Const. Value:**

**\$699717.29<sub>41</sub>**

# Inspection List

04/10/2026 142

1/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PWS26-0005	201 SIXTH AVE B	In-Progress	03/31/26	03/31/26	Approved	DANIEL HUBBARD
PM26-0018	1100 ATLANTIC ST	Final Mechanical	03/30/26	03/30/26	Approved	DANIEL HUBBARD
PF26-0011	1102 PINE ST	Final Fence	03/30/26	03/30/26	Approved	DANIEL HUBBARD
PRB25-0018	301 OAK ST	Dry In	03/27/26	03/27/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Insulation	03/27/26	03/27/26	Approved	DANIEL HUBBARD
PF26-0011	1102 PINE ST	Final Fence	03/27/26	03/27/26	Disapproved	DANIEL HUBBARD
PWS26-0013	204 DOGWOOD AVE	Final window, Door, & Shutter	03/27/26	03/27/26	Approved	DANIEL HUBBARD
PWS26-0016	400 ANDREWS DR	In-Progress	03/27/26	03/27/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Column & Tie Beam	03/27/26	03/27/26	Approved	DANIEL HUBBARD
PF26-0013	207 FIR AVE	Final Fence	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PRR26-0009	439 SANDY KEY	Final	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PCD26-0003	1202 PINE ST	Pre Pour	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PM26-0016	1704 ATLANTIC ST 2C	Final Mechanical	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PRB26-0007	1509 PINE ST	Underground Plumbing	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PF26-0014	214 ELM AVE	Final Fence	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PF26-0014	214 ELM AVE	Final Pool Safety	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PRB26-0002	410 ANCHOR KY	Screw	03/25/26	03/25/26	Approved	DANIEL HUBBARD
PWS26-0003	509 SECOND AVE	In-Progress	03/23/26	03/23/26	Approved	DANIEL HUBBARD
PWS26-0003	509 SECOND AVE	Final window, Door, & Shutter	03/23/26	03/23/26	Approved	DANIEL HUBBARD
PWS26-0015	422 FOURTH AVE	Final window, Door, & Shutter	03/23/26	03/23/26	Disapproved	DANIEL HUBBARD
PCD25-0006	398 RIVER VIEW LN	Final Paver, Concrete, & Deck	03/23/26	03/23/26	Approved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rebar at rim of house and the trenches, rebar on t	03/23/26	03/23/26	Approved	DANIEL HUBBARD
PM26-0011	2203 ATLANTIC ST 723	Final Mechanical	03/20/26	03/20/26	Approved	DANIEL HUBBARD
PRR25-0078	1509 PINE ST	Dry-In	03/20/26	03/20/26	Approved	DANIEL HUBBARD
PRO26-0001	394 RIVER VIEW LN	Gas Line Inspection	03/20/26	03/20/26	Approved	DANIEL HUBBARD
PRO26-0001	394 RIVER VIEW LN	Rough Plumbing	03/20/26	03/20/26	Approved	DANIEL HUBBARD

# Inspection List

04/10/2026 143

2/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PRR26-0009	439 SANDY KEY	Dry-In	03/20/26	03/20/26	Approved	DANIEL HUBBARD
PF25-0039	708 ATLANTIC ST	Final Fence	03/18/26	03/18/26	Approved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rebar at rim of house and the trenches, rebar on t	03/18/26	03/18/26	Disapproved	DANIEL HUBBARD
PRB26-0002	410 ANCHOR KY	Rough Electrical	03/18/26	03/18/26	Approved	DANIEL HUBBARD
PRB26-0002	410 ANCHOR KY	Rough Plumbing	03/18/26	03/18/26	Approved	DANIEL HUBBARD
PRR25-0078	1509 PINE ST	Dry-In	03/18/26	03/18/26	Disapproved	DANIEL HUBBARD
PF26-0007	300 S PALM AVE	Final Fence	03/18/26	03/18/26	Approved	DANIEL HUBBARD
PWS26-0010	611 CITRUS CT	Final window, Door, & Shutter	03/16/26	03/16/26	Approved	DANIEL HUBBARD
PF26-0005	2201 ROSEWOOD DR	Final Fence	03/16/26	03/16/26	Approved	DANIEL HUBBARD
PM26-0013	404 DRIFTWOOD AVE	Final Mechanical	03/16/26	03/16/26	Approved	DANIEL HUBBARD
PF25-0040	418 MAGNOLIA AVE	Final Pool Safety	03/16/26	03/16/26	Disapproved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Rough Electrical	03/16/26	03/16/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Framing	03/16/26	03/16/26	Approved	DANIEL HUBBARD
PM25-0088	600 ATLANTIC ST	Final Mechanical	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PM26-0001	406 SURF RD	Final Mechanical	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Rough Plumbing	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Rough Electrical	03/13/26	03/13/26	Disapproved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Rough Mechanical	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PRB25-0020	206 SIXTH AVE	Framing	03/13/26	03/13/26	Disapproved	DANIEL HUBBARD
PRB25-0008	411 FOURTH AVE	Pre Power	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PPL25-0006	394 RIVER VIEW LN	Equipotential	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PE26-0005	320 AVENUE A	Rough Electrical	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PE26-0005	320 AVENUE A	Final Electrical	03/13/26	03/13/26	Approved	DANIEL HUBBARD
PRR25-0078	1509 PINE ST	Dry-In	03/13/26	03/13/26	Disapproved	DANIEL HUBBARD
PWS26-0002	203 SIXTH AVE 10	Final window, Door, & Shutter	03/11/26	03/11/26	Approved	DANIEL HUBBARD
PP26-0006	409 BANYAN WAY	Rough Plumbing	03/11/26	03/11/26	Approved	DANIEL HUBBARD
PM26-0012	405 BANYAN WAY	Final Mechanical	03/11/26	03/11/26	Approved	DANIEL HUBBARD

# Inspection List

04/10/2026 144

3/3

Linked Record #	Address	Inspection Type	Scheduled	Completed	Status	Inspector
PPL26-0002	603 MANGO DR	Erosion Control	03/11/26	03/11/26	Approved	DANIEL HUBBARD
PF25-0040	418 MAGNOLIA AVE	Final Fence	03/11/26	03/11/26	Disapproved	DANIEL HUBBARD
PF26-0009	320 6TH AVE	Final Fence	03/11/26	03/11/26	Approved	DANIEL HUBBARD
PM26-0014	206 SHANNON AVE	Final Mechanical	03/09/26	03/09/26	Approved	DANIEL HUBBARD
PE25-0037	304 THIRD AVE	Rough Electrical	03/09/26	03/09/26	Approved	DANIEL HUBBARD
PE25-0037	304 THIRD AVE	Final Electrical	03/09/26	03/09/26	Approved	DANIEL HUBBARD
PM26-0010	400 SIXTH AVE	Final Mechanical	03/09/26	03/09/26	Approved	DANIEL HUBBARD
PPL25-0006	394 RIVER VIEW LN	Footing and Feature wall	03/06/26	03/06/26	Approved	DANIEL HUBBARD
PRB25-0027	406 FIRST AVE	Footer	03/06/26	03/06/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Slab	03/06/26	03/06/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Slab	03/06/26	03/06/26	Approved	DANIEL HUBBARD
PWS26-0010	611 CITRUS CT	In-Progress	03/05/26	03/06/26	Approved	DANIEL HUBBARD
PE26-0007	604 CITRUS CT	Final Electrical	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Slab	03/04/26	03/04/26	Disapproved	DANIEL HUBBARD
PRR26-0005	602 SHANNON AVE	Final	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PCD26-0001	516 SUNSET BLVD	Pre Pour	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PF26-0008	312 SECOND AVE	Final Fence	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PWS26-0011	1805 OAK ST	In-Progress	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PRB25-0026	1905 ATLANTIC ST 326	Screw	03/04/26	03/04/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Underground Plumbing	03/03/26	03/03/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Underground Electrical	03/02/26	03/02/26	Approved	DANIEL HUBBARD
PRB26-0006	1806 PINE ST	Underground Plumbing	03/02/26	03/02/26	Disapproved	DANIEL HUBBARD
PRB26-0001	506 BANYAN WAY	Rough Plumbing	03/02/26	03/02/26	Approved	DANIEL HUBBARD
PRR25-0078	1509 PINE ST	In Progress	01/26/26	03/12/26	Approved	DANIEL HUBBARD

**Total # of Inspections: 77**



# Town of Melbourne Beach



## *Fire Department*

### **MONTHLY REPORT – April 2026**

#### **Incident Response**

From March 1<sup>st</sup> through March 31<sup>st</sup>, the Melbourne Beach Volunteer Fire Department responded to 13 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 8.

#### ***Breakdown:***

- 8 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 34, 35, 36, 37, 38, 39, 40, 41
- 4 Public Service – Beach patrol # 43, 44, 45 & Smoke detector battery change # 28
- 1 Assist Other Agency (BCSO) - Incident # 46

#### **Notable Incidents**

- Incident #41 – 2 Vehicle MVC at Avenue A & Oak Street. No injuries. Power pole snapped and hanging over roadway. Provided traffic control and scene safety for 6-hour road closure of A1A. Coordinated with FDOT, Brevard County Emergency Management, and Brevard County Traffic Operations.

#### **Aid Given or Received**

- Aid Given to BCSO: Incident #46 – Assisted BCSO with ATV on beach for investigation in South Melbourne Beach.

#### **Volunteer Recruitment**

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit [MakeMeAFirefighter.org](http://MakeMeAFirefighter.org) or stop by the Melbourne Beach Fire Station (507 Ocean Avenue). Recruitment efforts this month included: Participation in the “Make Me A Firefighter” Campaign, participation in the IAFCs new “A Hustle Worth Having” campaign, and local recruitment efforts.

The Department’s Membership Committee hosted a Meet & Greet event for potential new recruits. Due to low attendance from applicants and competing internal priorities, another Meet & Greet event will be held before selecting a new class of recruits.

## **Department Membership**

- 36 Total Members
  - Paid Staff:
    - 1 Fire Chief (*Full-Time*)
    - 2 Per-Diem Maintenance Technicians
      - 1 at ≤ 24 hours/week
      - 1 fill-in only
  - Volunteer Staff:
    - Operations Division:
      - 20 Certified Volunteer Firefighters (+4)
        - 5 Officers (-1)
        - 4 Driver/Engineers
        - 11 Volunteer Firefighters (+1)
      - 6 Support Services Volunteers (-5)
      - 1 Probationary Volunteer Members (-1)
    - Administrative Division:
      - 1 Safety Officer/Fire Marshal
      - 2 Logistics Staff Members
      - 1 Fire Chaplain
      - 3 Ops Instructors (+1)

## **Notable Events & Updates**

### ***Retirement of Deputy Chief John Miller***

- With 25 years of dedicated service to the Town of Melbourne Beach, Deputy Chief John Miller has made the difficult decision to step down from his operational role with the Melbourne Beach Volunteer Fire Department. Chief Miller will remain with the Department in a non-operational instructor role. Thank you Chief Miller for your many years of selfless service to our community and congratulations on your retirement!

### ***Employment of Paid Firefighters***

- Chief Brown continued working with Town Manager Smith on the process of hiring of the 3 paid firefighter supervisor positions, approved by the Town Commission in October 2025. The Town plans to have the positions posted sometime in April.

### ***Fire Department Shower Renovation***

- Work was completed on the Fire Department shower renovation/repair project. The contractor did a great job and fire department volunteers are happy with the results. Thank you to the Town Commission for prioritizing the health & wellbeing of our volunteer firefighters in approving this project.

### ***Police Department Training***

- Chief Brown, along with fire department volunteer BLS instructors, taught two 8-hour trainings to officers of the Melbourne Beach Police Department to recertify the officers in BLS CPR, as well as Stop the Bleed, First Aid certification, and other basic medical skills such as spinal immobilization and patient packaging. Kudos to the Melbourne Beach police officers for obtaining their AHA First Aid Certifications this year, a certification not held by many other agency's officers, highlighting their ongoing commitment to providing the best service possible to our residents and visitors.

**JLAC Audit**

- Chief Brown participated in JLAC interviews and is working with auditors to provide requested information and documents.

**Storm Ready Designation**

- Chief Brown continued working with Chief Zander, Town Manager Smith, Public Works Director Davis, and the National Weather Service on obtaining the Town's Storm Ready designation.

**Emergency Networking & Transition to NERIS reporting (Ongoing Update)**

- The fire department continues to work through the implementation process of the Emergency Networking software. Delays have occurred due to competing internal priorities. The Department continues to work with Emergency Networking to complete the required data migration and building out customization in the new software. All incidents after January 1<sup>st</sup>, 2026 will be reported to the new federal NERIS reporting standard.

**Policy & Procedure Updates**

- Chief Brown has started working with contractor Lexipol on reviewing and updating Fire Department policies and procedures to better align with current laws, standards, and best practices.

**Meetings & Events**

- Chief Brown attended the Brevard County Wildfire Coordinators meeting as well as the Space Coast Fire Chiefs Association meeting in March. Fire Marshal Micka attended a 3-hr training program on Short Term Rentals provided by the State Fire Marshals Office.

# Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

148



## Incident List by Address and Unit with Response times (5971)

Start Date: 3/1/2026 0:00:00 | End Date: 3/31/2026 23:59:59

**Count**  
**13**

Incident Number	Dispatch Time	Location	Primary Incident Type	Unit Enroute	Unit on Scene
∨ 26-34					
Engine 58	03/03/2026 14:04:29	216 Surf, USA	Accidental Alarm	03/03/ 2026 14:10:1 6	
Melbourne Beach Fire 1	03/03/2026 14:04:29	216 Surf, USA	Accidental Alarm	03/03/ 2026 14:06:2 7	03/03/2 026 14:09:4 3
∨ 26-35					
Melbourne Beach Fire 1	03/07/2026 16:11:07	1706 Atlantic Street, USA	Citizen Assist / Service Call	03/07/ 2026 16:21:4 4	
∨ 26-36					
Engine 258	03/10/2026 4:34:08	1805 Atlantic Street, USA	Fire Alarm	03/10/ 2026 4:58:02	03/10/2 026 4:58:02
Engine 58	03/10/2026 4:34:08	1805 Atlantic Street, USA	Fire Alarm	03/10/ 2026 4:46:44	03/10/2 026 4:49:38
Melbourne Beach Fire 1	03/10/2026 4:34:08	1805 Atlantic Street, USA	Fire Alarm	03/10/ 2026 4:40:50	03/10/2 026 4:48:39
∨ 26-37					
Engine 58	03/18/2026 13:14:43	408 Hibiscus Tr, USA	Other Outside Fire	03/18/ 2026 13:20:4 5	

Melbourne Beach Fire 1	03/18/2026 13:14:43	408 Hibiscus Tr, USA	Other Outside Fire	03/18/2026 13:16:52	03/18/2026 13:19:31
∨ 26-38					
Engine 258	03/20/2026 15:06:50	416 Poinsettia Rd, USA	Electrical Power Line Down / Arching / Malfunction	03/20/2026 15:21:04	03/20/2026 15:28:54
Engine 58	03/20/2026 15:06:50	416 Poinsettia Rd, USA	Electrical Power Line Down / Arching / Malfunction	03/20/2026 15:13:27	03/20/2026 15:17:06
Melbourne Beach Fire 1	03/20/2026 15:06:50	416 Poinsettia Rd, USA	Electrical Power Line Down / Arching / Malfunction	03/20/2026 15:10:33	03/20/2026 15:12:27
∨ 26-39					
Engine 58	03/20/2026 20:11:07	2201 Redwood Av, USA	No Incident Found Upon Arrival / Location Error	03/20/2026 20:16:32	03/20/2026 20:21:09
∨ 26-40					
District 58	03/22/2026 15:24:19	Atlantic St and sixth Av, USA	Motor Vehicle Collision	03/22/2026 15:51:22	03/22/2026 15:56:22
Melbourne Beach Fire 1	03/22/2026 15:24:19	Atlantic St and sixth Av, USA	Motor Vehicle Collision	03/22/2026 15:28:55	03/22/2026 15:37:26
∨ 26-41					
District 58	03/24/2026 15:01:08	806 OAK ST Melbourne Beach Florida 32951	Motor Vehicle Collision	03/24/2026 15:13:22	03/24/2026 15:13:26
Engine 58	03/24/2026 15:01:08	806 OAK ST Melbourne Beach Florida 32951	Motor Vehicle Collision	03/24/2026 15:12:51	03/24/2026 15:13:35
Melbourne Beach Fire 1	03/24/2026 15:01:08	806 OAK ST Melbourne Beach Florida 32951	Motor Vehicle Collision	03/24/2026 15:01:12	03/24/2026 15:03:37
Squad 58	03/24/2026 15:01:08	806 OAK ST Melbourne Beach Florida 32951	Motor Vehicle Collision	03/24/2026 15:04:16	03/24/2026 15:04:20
∨ 26-42					

District 58	03/26/2026 10:35:26	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	03/26/ 2026 10:35:2 9	03/26/2 026 10:39:4 6
∨ 26-43					
ATV 58	03/26/2026 15:01:39	190 OCEAN AV Melbourne Beach Florida 32951	Standby	03/26/ 2026 15:01:4 2	03/26/2 026 15:01:4 2
∨ 26-44					
ATV 58	03/27/2026 10:04:45	190 OCEAN AV Melbourne Beach Florida 32951	Standby	03/27/ 2026 10:04:4 7	03/27/2 026 10:05:2 1
District 58	03/27/2026 10:04:45	190 OCEAN AV Melbourne Beach Florida 32951	Standby	03/27/ 2026 10:04:4 7	
∨ 26-45					
ATV 58	03/27/2026 13:57:56	190 OCEAN AV Melbourne Beach Florida 32951	Standby	03/27/ 2026 13:57:5 8	03/27/2 026 14:39:1 9
∨ 26-46					
ATV 58	03/30/2026 11:25:18	6305 HIGHWAY A1A Melbourne Beach Florida 32951	Law Enforcement	03/30/ 2026 11:25:2 0	03/30/2 026 12:00:1 2
<b>Grand Total</b>					

Incident List by Address and Unit with Response times



emergencynetworking.com  
#5971

# Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL



## Personnel Count per Incident Number (5015)

Start Date: 3/1/2026 0:00:00 | End Date: 3/31/2026 23:59:59

Incident Number	Dispatch Time	Number of Personnel	Location	Primary Incident Type	District	Station
26-34	03/03/2026 6 14:04:29	10	216 Surf, USA	Accidental Alarm	Town of Melbourne Beach	Fire Station # 58
26-35	03/07/2026 6 16:11:07	6	1706 Atlantic Street, USA	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-36	03/10/2026 6 4:34:08	7	1805 Atlantic Street, USA	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-37	03/18/2026 6 13:14:43	6	408 Hibiscus Tr, USA	Other Outside Fire	Town of Melbourne Beach	Fire Station # 58
26-38	03/20/2026 6 15:06:50	9	416 Poinsettia Rd, USA	Electrical Power Line Down / Arching / Malfunction	Town of Melbourne Beach	Fire Station # 58
26-39	03/20/2026 6 20:11:07	5	2201 Redwood Av, USA	No Incident Found Upon Arrival / Location Error	Town of Melbourne Beach	Fire Station # 58
26-40	03/22/2026 6 15:24:19	5	Atlantic St and sixth Av, USA	Motor Vehicle Collision	Town of Melbourne Beach	Fire Station # 58

26-41	03/24/2026 15:01:08	9	806 OAK ST Melbourne Beach Florida 32951	Motor Vehicle Collision	Town of Melbourne Beach	Fire Station # 58
26-42	03/26/2026 10:35:26	1	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-43	03/26/2026 15:01:39	1	190 OCEAN AV Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-44	03/27/2026 10:04:45	1	190 OCEAN AV Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-45	03/27/2026 13:57:56	1	190 OCEAN AV Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-46	03/30/2026 11:25:18	1	6305 HIGHWAY A1A Melbourne Beach Florida 32951	Law Enforcement	Town of Melbourne Beach	Fire Station # 58

Personnel Count per Incident Number



emergencynetworking.com  
#5015



# Melbourne Beach Police Department

## Chief Zander's Monthly Report

### Commission Meeting April 15, 2026



**This report covers the month of March 2026.**

#### **Operations:**

Over the past month, the department handled 1,449 calls for service.

#### **Activity:**

- 52 Citations/ 186 Written Warnings
- 265 Traffic Stops
- 248 Traffic Enforcement Details
- 5 Traffic Complaint
- 40 Parking Citations
- Speed Compliance percentages over the past month:
  - Atlantic Ave. 82% with 74,922 vehicles recorded
  - Oak St. 95% with 78,646 vehicles recorded
  - Riverside Dr- Speed Trailer not working properly. Expected to be fixed

#### **PD News**

- Department training: First Aid and CPR
- Celebrated Sgt. Hinchman and Sadler's Birthdays
- Celebrated Det. Nicholas Earl's 3 year anniversary with our Department
- Attended the Brevard Police Chiefs Luncheon
- Held Annual Department Awards ceremony
- Provided Security at 3 Commission Meetings
- Volunteers started Scanning Personnel Files Project
- The Police Department Volunteers completed:
  - 67 total hours of volunteer service for the month and 213,50 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 scanning project.
- Have zero vacancies.

### CRIME Update:

- 77 House Checks
- 25 Suspicious incident/Person/vehicles reports investigated
- 3 arrests- Traffic, Fleeing and Elude, Trespass
- 7 Frauds- Bad Checks, Credit cards opened in different name etc....
- 2 Baker Acts
- 1 Beach Patrols
- 3 STR complaints for the month.
  - 03/20/2026- 2201 Redwood Ave.- An appliance on fire. FD Called and took care of the issue.
  - 03/14/2026-211 Cherry- Noise violation. Party in back yard, 6 people. Written warning issued to renter.
  - 03/08/2026- 608 Mango- Loud noise from residence- Nothing heard upon arrival, spoke to renters and asked to keep it down.
- 11 Assist other Law enforcement agencies.
- 12 Disturbances

### Looking Forward:

- Department Training- Defensive Tactics Training
- Officer Carrol will Complete FTO Program

# Town of Melbourne Beach

---

## Town Clerk's Department Monthly Report April 2026

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

- Received in March – 13
- Received in 2026 – 42
- Completed in March – 17
- Completed in 2026 – 44
- Open/Pending – 17 (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** – No update.

**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:

- 3 Town Commission meetings
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 History Center Board meeting
- 2 Parks Board meetings
- 1 Technology Advisory Board meeting

Open Requests as of 4/1/2026					
Request #	Name	Description	Status	Date of Request	Paid
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-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged "risk analysis" or "risk assessments" or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the "risk analysis" and/or "risk assessment/s" referred to in the SAFER grant application.	Time and Materials Estimation	9/5/2025 7:07 AM	0
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/2025 11:49 AM	0

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 attention to this matter.</p>	Pending Payment	10/4/2025 8:04 PM	0
PRR-2025-79	Kari Ross	<p>Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her "private" Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!</p>	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	Pending Department Response	6/12/2025 2:35 PM	0

PRR-2026-25	Avilane Jane	<p>Specifically, I am requesting any and all records for the last 30 days from the date this request is received, including but not limited to:</p> <ul style="list-style-type: none"> <li>- Code enforcement or building inspection violations</li> <li>- Property maintenance violations</li> <li>- Unsafe or substandard structure violations</li> <li>- Notices of violation, citations, complaints, or enforcement actions</li> <li>- Case logs, databases, or spreadsheets containing these records</li> </ul> <p>For each record, if available, I request the following data fields:</p> <ul style="list-style-type: none"> <li>- Property address (street, city, state, ZIP) or Parcel #</li> <li>- Case or violation ID</li> <li>- Violation type / description</li> <li>- Date opened</li> <li>- Current status (open/closed/complied/etc.)</li> <li>- Date closed or resolved</li> </ul>	Pending Requestor Response	2/23/2026 6:49 PM	0
PRR-2026-26	Alison Dennington	Texts and emails between Mayor Dennington and Ryan Knight regarding the Blue Marlin phishing email. And emails or texts between Ryan Knight and anyone else regarding the Blue Marlin phishing email.	Time and Materials Estimation	2/25/2026 3:49 PM	0
PRR-2026-27	Alison Dennington	All emails to finance, finance clerk, and office email addresses that mention an invoice, invoicing, bill, bills, payment, payment due, account, accounting, or any similar words I don't know the originating email though it would be FLC or FLM or a different name and all invoices ever paid to FLC FLM and date and evidence showing transaction and payment to FLC and separately to FLM since 2010 there will be on each year for FLC but for FLM looks like should be one in 2010, 2012, and 2013-2020 not every year it was spotty – but then in 2020 each year from 2020 to date. Emails back and forth between myself and finance and manage in 2024 after the first late notice and finance saying she wasn't late and that were already about to pay the bill.	Time and Materials Estimation	2/25/2026 3:50 PM	0
PRR-2026-28	Alison Dennington	Any records in BS&A related to FLC or FLM whether electronic or not and metadata included.	Time and Materials Estimation	2/25/2026 3:51 PM	0
PRR-2026-31		Please provide all emails and correspondence between Alison Dennington and Attorney Ryan Knight from December. 1, 2025-current.	Pending Department Response	3/5/2026 8:05 AM	0

PRR-2026-32	Robert G Morris (Ondra Holdings LLC)	<p>Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request copies of public records related to the following properties:</p> <ul style="list-style-type: none"> <li>• 502 Colony St, Melbourne Beach, FL</li> <li>• 504 Colony St, Melbourne Beach, FL</li> </ul> <p>Specifically, I request any and all records, communications, or materials referencing, discussing, or concerning these properties for the time period covering the past five (5) years from the date of this request.</p> <p>This request includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Emails and email attachments</li> <li>• Email metadata and header information (including sender, recipient(s), CC/BCC fields, date/time stamps, routing information, and attachment file names)</li> <li>• Written complaints or correspondence from residents or third parties</li> <li>• Communications from or to town officials or employees</li> <li>• Internal communications between town staff or departments</li> <li>• Phone logs, call notes, voicemail records, or transcripts of calls</li> <li>• Text messages, messaging app communications, or other electronic messages conducted on official devices or accounts, or personal devices used for official business</li> <li>• Code enforcement records, including complaint logs, case files, case numbers, notices, investigative notes, inspection reports, photographs, and status updates</li> <li>• Any inspection records, reports, or related documentation</li> <li>• Memoranda, internal notes, or staff comments referencing these properties</li> <li>• Any other documents, digital records, or files referencing these properties</li> </ul> <p>To assist with locating responsive records, I understand that a resident named Roger Newell (and/or spouse Doris Newell) have submitted unofficial or official complaints or communications regarding these properties; therefore, I request that communications from or referencing that individual also be included if they relate to the properties listed above.</p>	Time and Materials Estimation	3/6/2026 10:05 AM	0
-------------	--------------------------------------	--	-------------------------------	-------------------	---

PRR-2026-38	Jennifer Foster	<p>Pursuant to Chapter 119, Florida Statutes, I respectfully request electronic copies of public records related to the Entity's investment of financial assets. Specifically, I am seeking information regarding how the Entity invests its financial assets, including whether an external firm is utilized for investment management.</p> <p>Clarification on Exclusions and Bond-Related Records</p> <ul style="list-style-type: none"> <li>•Exclusions: This request does not seek information regarding fees paid to firms for the initial issuance of debt securities or bonds.</li> <li>•Inclusions: If an external advisor or firm is compensated to manage the investment of bond proceeds or other capital funds, I am requesting all records related to that management (including contracts, invoices, and statements).</li> </ul> <p>Requested Records</p> <ul style="list-style-type: none"> <li>•If the Entity contracts with an investment advisor or consultant: <ul style="list-style-type: none"> <li>•A copy of the current investment advisory agreement (contract)</li> <li>•The most recent invoice from the investment firm(s)</li> <li>•The most recent statement/report provided by the advisor/consultant</li> </ul> </li> <li>•If the Entity does not contract with an investment advisor or consultant: <ul style="list-style-type: none"> <li>•The most recent statement(s), portfolio report(s), or internal report(s) identifying: <ul style="list-style-type: none"> <li>•Financial institutions where the Entity's investment assets are held</li> <li>•Allocation of those assets</li> <li>•Current balances and/or market values</li> </ul> </li> <li>•Local Government Investment Pools (LGIPs): <ul style="list-style-type: none"> <li>•Any records, reports, or statements reflecting amounts invested in local government investment pools</li> <li>•In lieu of providing statements, the Entity may simply respond with: <ul style="list-style-type: none"> <li>•The name(s) of the pool(s) utilized</li> <li>•An estimated amount currently invested in each pool</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p>Value-Add to the Entity</p>	Pending Department Response	3/25/2026 1:25 PM	0
-------------	-----------------	--	-----------------------------	-------------------	---

PRR-2026-40	Oshea Smith	<p>I hope you are doing well. Thank you for your time and for the work you do. Pursuant to the Florida Public Records Act (Fla. Stat. § 119.01 et seq.), I am requesting any document that details payments to vendors issued for goods/services rendered to Town of Melbourne Beach from 1/1/2022 through February, 28 2026.</p> <p>This document/report may also be referred to as an accounts payable summary, check summary, check register, check warrants, vendor payment summaries, expenditure/disbursement reports or vendor analysis report. Any spreadsheet or report that lists vendor names, brief descriptions of purchases, and total amounts would be fully responsive to this request.</p> <p>If available, please include:</p> <ul style="list-style-type: none"> <li>-Vendor name</li> <li>-Description of purchase or payment</li> <li>-Total price or amount paid</li> </ul> <p>If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine.</p> <p>If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information.</p> <p>If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions.</p> <p>To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters to records@sunlightaccess.com and reference: FR:63253</p> <p>Oshea Smith 215 N Payne St STE 33025 Alexandria, VA 22314 www.sunlightaccess.com</p>	Pending Department Response	3/27/2026 8:04 AM	0
PRR-2026-41	Dennis Meraz	<p>Good morning, City Clerk Office manager can you help us with a List of Code Violations Properties on your Municipality of the month March 2026 from March 1st to this date. This request is made to help Residents on your Municipality to understand the process to bring all kind of code Violations to Violation Remediation or Curing the Violation. Bringing a property into "good standing".</p>	Pending Department Response	3/27/2026 12:11 PM	0
PRR-2026-42	Robert Hoffman	<p>408 Riverside Dr. 2019 to current: All home building permits, records and any files for work done on the roof or structures on property.</p>	Needs Routing	3/30/2026 11:40 AM	0

Processed Requests Report 2026-03-01 to 2026-04-02				
Request #	Name	Description	Date Of Request	Date Complete
PRR-2025-166	Abbas Khan	<p>Civic IQ is submitting this public records request under Florida Public Records Act (FPRA) for a current directory of all employees and staff. Any editable electronic format is acceptable. Specifically, we request the following information from your record-keeping system:</p> <ul style="list-style-type: none"> <li>First Name</li> <li>Last Name</li> <li>Position Title</li> <li>Department</li> <li>Direct Phone Number (if unavailable, please provide the main phone number with extension)</li> <li>Business Cell Phone (if provided by the authority)</li> <li>Email Address</li> <li>Office Address (Address, City, State, Zip)</li> </ul> <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>	9/18/2025 8:55 AM	3/6/2026 1:37 PM
PRR-2025-185	Steve Watts	<p>Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request a copy of records listing all current employees of your agency, including their full legal names, job titles, official work email addresses, assigned worksites or office locations, and current annual salaries. If this information is available in an existing report or database, please provide the most recent version electronically in Excel (.xlsx) or CSV (.csv) format.</p>	10/29/2025 10:30 AM	3/9/2026 2:29 PM

PRR-2025-194	Anonymous	<p>Pursuant to the Public Records Act, I respectfully request a copy of Town of Melbourne Beach's current Payment Card Industry Data Security Standard (PCI DSS) Attestation of Compliance (AoC) for each payment method used by or on behalf of Town of Melbourne Beach.</p> <p>The AoC is a standard compliance record showing that an organization accepting or processing payment cards has met the applicable PCI DSS requirements. It does not contain cardholder or other sensitive personal information. In practice, these records are often maintained by:</p> <ul style="list-style-type: none"> <li>•Finance, Treasury/Revenue</li> <li>•Utilities</li> <li>•Parks &amp; Recreation</li> <li>•Permitting/Licensing</li> <li>•IT Department</li> </ul> <p>If more than one AoC applies (e.g., for different departments or payment channels), please provide each applicable record. Rolling or partial production is welcome if some records are more readily available.</p> <p>Thank you for your assistance. Please let me know if you have any questions or need clarification regarding this request.</p>	11/12/2025 11:57 AM	3/10/2026 9:20 AM
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>	11/14/2025 5:22 PM	3/10/2026 9:21 AM

<p>PRR-2025-209</p>	<p>Karen Garcia</p>	<p>SmartProcure is submitting a public records request to the Town of Melbourne Beach for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable.                  The specific information requested from your record-keeping system is:                  1. First Name                  2. Last Name                  3. Position Title                  4. Department                  5. Direct Phone Number (if does not exist, list main phone number with extension)                  6. Business Cell Phone (if provided by Town of Melbourne Beach)                  7. Email Address                  8. Office Address (Address, City, State, Zip)</p>	<p>12/11/2025 4:41 PM</p>	<p>3/9/2026 2:35 PM</p>
---------------------	---------------------	--	---------------------------	-------------------------

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"> <li>1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number</li> <li>2. Purchase date</li> <li>3. Line item details (Detailed description of the purchase)</li> <li>4. Line item quantity</li> <li>5. Line item price</li> <li>6. Vendor ID number, name, address, contact person and their email address</li> <li>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</li> </ol> <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> <p><a href="https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwbnFpMlIBQSZzdD1GTcZvcmc9VG93bk9mTWV5Ym91cm5lQmVhY2gmb3JnaWQ9Mzky">https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwbnFpMlIBQSZzdD1GTcZvcmc9VG93bk9mTWV5Ym91cm5lQmVhY2gmb3JnaWQ9Mzky</a></p>	1/20/2026 7:36 AM	3/10/2026 9:28 AM
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"> <li>• Association name</li> <li>• Building address</li> <li>• Contact information for the association or responsible party</li> </ul> <p>If any portion of this request is unclear or requires clarification, please let me know.</p>	1/26/2026 9:49 AM	3/5/2026 3:58 PM

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 a 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>	1/28/2026 8:14 AM	3/10/2026 9:28 AM
PRR-2026-20	Courteney Human	<p>I am requesting records for all building department, code enforcement or building official documentation for unlicensed contractor activity at 207 Flamingo Lane in Melbourne Beach between 2014 April 2024.</p>	2/8/2026 11:18 AM	3/5/2026 4:19 PM
PRR-2026-22	Max Cohen	<p>Pursuant to Florida's Public Records Act (Chapter 119, Florida Statutes), I am requesting an electronic export, in its existing native format (preferably Excel/CSV), of all currently active code enforcement liens.</p> <p>If a pre-existing electronic report or lien ledger export is available, that is preferred over a custom query to minimize staff research time and associated fees.</p> <p>Requested data fields (to the extent they exist in your current system):</p> <ul style="list-style-type: none"> <li>- Lien Number / Case Number</li> <li>- Property Address</li> <li>- Parcel ID / Folio Number</li> <li>- Property Owner Name</li> <li>- Property Owner Mailing Address</li> <li>- Lien Amount</li> <li>- Date Recorded / Filed</li> <li>- Current Status (active/released/satisfied)</li> <li>- Recording Book/Page (if applicable)</li> <li>- Related Code Case Number (if linked)</li> </ul> <p>Preferred format: Excel (.xlsx), CSV, or any existing electronic export format.</p> <p>Requester email: datacompliance123@gmail.com</p> <p>Thank you for your assistance.</p>	2/15/2026 2:16 PM	3/25/2026 2:09 PM

PRR-2026-24	Nathan Meloon	Any and all documents referenced by Lisa Frazier in the December 12, 2025 Planning and Zoning Meeting regarding the building official and the zoning official, or their departments, their responsibilities or areas of jurisdiction, or a combination thereof. If you need any information to clarify this request, please do not hesitate to reach out.	2/18/2026 7:04 PM	3/27/2026 2:22 PM
PRR-2026-30	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.	3/2/2026 10:59 AM	3/2/2026 11:02 AM
PRR-2026-33	Deyar Jamil	For the period from March 1, 2026, through the present: 1) Any and all complaints made by anyone relating to 103 Oak Street, Melbourne Beach, FL 2) Recording of any and all phone calls relating to 103 Oak Street, Melbourne Beach, FL 3) Any and all internal communications (including computer aided dispatch) relating to 103 Oak Street, Melbourne Beach, FL or Randall (Randy) Fine. 4) Any and all communications with any complainant or other third party relating to 103 Oak Street, Melbourne Beach, FL or Randall (Randy) Fine	3/6/2026 2:11 PM	3/6/2026 2:21 PM
PRR-2026-34		Building at 209 Ocean looking for the original building plans. Specifically the footing around the building.	3/11/2026 1:39 PM	3/17/2026 3:52 PM
PRR-2026-35	Jack Wingo	Need roof permit # and application date	3/13/2026 10:00 AM	3/17/2026 3:53 PM
PRR-2026-36	Cheryl Madlener	Can you please send me the issued permits for February? See Attached format	3/16/2026 11:54 AM	3/17/2026 3:53 PM
PRR-2026-37	Elaine Robinson	I want a list of all AirBnBs. I want a copy of letter that was going to Gov. DeSantis.	3/24/2026 10:14 AM	3/25/2026 2:06 PM