TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

AUGUST 19, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, August 19, 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 Cyd Jones

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

5. Proclamations/Awards/Announcements
A. Town announcements and upcoming events – Town Clerk Cyd Jones - Page 4
B. Proclamation recognizing the 36th Anniversary of the Americans with Disabilities Act (ADA) and Solidified Community Support for Persons with Disabilities, Caregivers, and Health Support Infrastructure - Pages 5-6
C. Proclamation recognizing the month of September 2026 as National Suicide Prevention Month - Page 7

6. Presentations by Special Guests (Maximum of 5 Minutes)
A. Presentation of the Fiscal Year 2025 audit by James Moore - Pages 8-16

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 - Pages 17-19

9. Town Attorney Report

10. Consent Agenda

A. Approval of the site plan for 322 Hibiscus Trail - Pages 20-68
B. Approval of the January 21, 2026 Regular Town Commission Meeting minutes - Pages 69-84
C. Approval of the February 9, 2026 Emergency Town Commission Meeting minutes - Pages 85-88
D. Approval of the February 18, 2026 Regular Town Commission Meeting minutes - Pages 89-103
E. Appointment of Michael Kalajian as a board member on the Planning and Zoning Board - Pages 104-105
F. Appointment of Trent Schneider as a non-voting member on the Parks Board - Pages 106-110
G. Stormwater Pipe Repair 449/451 Riverview Ln. – Public Works Director Tom Davis - Page 111

11. Public Hearings/Special Orders

12. Unfinished Business

A. Sixth Avenue Seawall – RFP – Public Works Director Tom Davis - Pages 112-148
B. Town Hall Building Roof – RFP – Public Works Director Tom Davis - Pages 149-186

13. New Business

A. Resolution 2026-04 – Stormwater Utility Fee Increase and Assessment Roll Certification – Finance Manager Jennifer Kerr - Pages 187-215
B. Approval of a contract for services for the Instructor for Flow and Be Strong Exercise Class in order to provide payments for services – Town Manager A. Marie Smith - Pages 216-217
C. Discussion regarding the FY 2026-2027 budget – Town Manager A. Marie Smith - Page 218

14. Finance/Budget Report - Pages 219-262

15. Town Staff/Board Reports

A. Technology Advisory Board
B. Building Department - Pages 263-273
C. Public Works Department - Pages 274-275
D. Code Enforcement - Pages 276-282
E. Fire Department
F. Police Department - Pages 283-284
G. Town Clerk - Pages 285-304

16. Commission Reports

17. Task List - Pages 305-316

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.

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
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
1st & 3rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Tuesdays & 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
Saturdays	11:00 AM – 3:00 PM	Old Town Hall History Center is Open	2373 Oak St.	Old Town Hall is a unique 100-year-old building that has been rehabilitated to be used for history exhibits and for art, education, community functions, and other subjects of interest.

Official Proclamation

Town of Melbourne Beach, Florida

36 YEAR ANNIVERSARY COMMEMORATION AND SOLIDIFIED COMMUNITY SUPPORT FOR PERSONS WITH DISABILITIES, CAREGIVERS, AND HEALTH SUPPORT INFRASTRUCTURE

WHEREAS, on July 26, 1990, the landmark Americans with Disabilities Act (ADA) was signed into law, establishing a vital national civil rights mandate to guarantee equal opportunity, full participation, independent living, and economic self-sufficiency for all individuals with disabilities; and

WHEREAS, this foundational framework rests upon the historic Rehabilitation Act of 1973 (including Sections 504 and 508), which pioneered federal protections against discrimination, guaranteed equal access to federally funded programs, and set the imperative standard for accessible technology and public communications; and

WHEREAS, on this day, August 19, 2026, our community proudly joins local municipalities, Brevard County, the State of Florida, and communities across the nation in celebrating the 36th Anniversary of the Americans with Disabilities Act, recognizing three and a half decades of continuous progress toward unrestricted mobility, civil liberties, and equal access; and

WHEREAS, public awareness of this historic 36-year milestone, along with local calls to action, was formally published and highlighted in Brevard Business News on July 6, 2026, as well as the announcement for the upcoming release of the new redesigned US currency and Federal Reserve note featuring raised tactile braille technology; and

WHEREAS, true community accessibility encompasses key observances that elevate independence and health awareness year-round, including:
National Disability Employment Awareness Month (NDEAM), celebrating the essential contributions of workers with disabilities and promoting inclusive workforce hiring practices;
White Cane Safety Day, reaffirming the civil rights of blind and visually impaired citizens to navigate public spaces independently, safely, and with total dignity; and
Breast Cancer Awareness, honoring survivors, patients, and advocating for equal, barrier-free access to specialized early-detection screenings, therapeutic treatments, and adaptive healthcare infrastructure; and

WHEREAS, out of Brevard County's total population of approximately 660,000 residents, over 109,000 individuals live with a disability, alongside over 60,000 military veterans residing within our region—many of whom carry service-connected disabilities requiring specialized housing, adaptive health systems, mobility infrastructure, and dedicated community-based support services; and

WHEREAS, true disability independence and inclusion are sustained through the steadfast dedication of family relative caregivers, partner caregivers, therapeutic resource networks, healthcare professionals, specialized educational institutions like Space Coast Discovery, behavioral care systems like Devereux Advanced Behavioral Health, and local community-based

organizations (CBOs) including the Resource Center for Disability Solutions (RCDS), Space Coast Center for Independent Living (SCCIL), The Arc of Space Coast / Bridges, and Promise in Brevard; and

WHEREAS, this unified legislative appeal is brought forward directly by America's Persons with Disabilities—an alliance of persons with disabilities, their family caregivers, and healthcare support networks—standing as the sole petitioning body requesting this formal proclamation to ensure that all residents, small businesses, storefront operators, and residential developers uphold full ADA compliance, proactive reasonable accommodations, and accessible physical and technical environments; and

WHEREAS, our governing authority stands firmly committed to eliminating physical, technical, and systemic barriers across commercial corridors, public transit networks, municipal infrastructure, and housing developments—affirming that accessibility, independent living, and full inclusion are essential safeguards for life, liberty, and the pursuit of happiness;

NOW, THEREFORE, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim July 26, 2026 as:

36TH ANNIVERSARY OF THE AMERICANS WITH DISABILITIES ACT & COMMUNITY ACCESSIBILITY AWARENESS DAY

and call upon all residents, businesses, community-based organizations, developers, and public institutions to honor the contributions of persons with disabilities, celebrate the vital role of caregivers and healthcare support infrastructure, and recommit to advancing full accessibility, inclusion, and civil rights throughout our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Nineteenth day of August Two Thousand Twenty-six.

_____ day of _____ , 20 _____

_____

Mayor

Attest:_____

Town Clerk

Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

National Suicide Prevention Month
September 2026

WHEREAS, September is designated as National Suicide Prevention Month, as recognized by the National Association of Mental Illness; and

WHEREAS, many health officials and community leaders locally, state, and nationally, understand that mental illness is a significant issue of concern, particularly among our youth; and

WHEREAS, we realize that to address mental health issues requires more open and honest discussions about mental health; and

WHEREAS, one major hurdle is removing the stigma attached to mental health treatment and discussion; and

WHEREAS, individuals, businesses, organizations, public officials, and many others recognize the importance of emotional health; and

NOW, THEREFORE BE IT RESOLVED that the Town of Melbourne Beach supports efforts on the Space Coast to provide education and resources for mental health problems, and

BE IT FURTHER RESOLVED that the Town of Melbourne Beach will encourage a positive effort to encourage those with mental health issues to seek the help of a family member, friend, colleague and/or licensed mental health professional to assist them in times of need.

NOW, THEREFORE, I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim the month of September 2026 as:

National Suicide Prevention Month

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Melbourne Beach to be affixed this Nineteenth day of August Two Thousand Twenty-six.

_____ day of _____ , 20 _____

_____

Mayor

Attest:_____

Town Clerk

Town Commission Meeting

Section: Presentation

Meeting Date: August 19, 2026

From: Jennifer Kerr

RE: Fiscal Year 2025 Financial Audit Presented by James Moore

Background Information: James Moore conducted the FY2025 Financial Audit for the Town of Melbourne Beach.

Recommendation: None

Attachments: FY2025 Financial Audit - Pages 9-16

Town of Melbourne Beach, Florida

Annual Audit for the Year Ended September 30, 2025

Presented by:
Zach Chalifour, CPA

JAMES MOORE
888-387-6851
www.jmco.com

Required Communications Letter

- **Significant Risks Considered (No Findings or issues noted related to any risks)**
  - Override of internal controls by management – required risk
  - Improper revenue recognition – required risk
  - Improper use of restricted resources
- **Significant Accounting Policies**
  - GASB followed
  - No current year changes.
- **Significant Estimates**
  - Net Pension Liability
  - OPEB
  - Receivables/Due from Other Governments
- **Significant Disclosures**
  - Deposits and Investments
  - Long-Term Debt
  - Pension Plan (FRS and Police Pension)

JAMESMOORE

Required Communications Letter

- **Significant Difficulties**
  - None noted.

- **Misstatements and Adjusting Entries**
  - No material corrected misstatements.
  - 5 total entries booked after final TB:
    - $1.7K true-up for final year-end timing differences on state sales/gas tax revenues
    - $4.9K true up for final year-end timing differences on recognition of FPL utility tax revenues.
    - $23.8k entry to correct the recording of a disposed asset which was initially booked in cash
    - $18k reclassification of advanced SRO revenue to unearned revenue
    - Year-end pension closing entries (subsequent to finalization of actuary report)
  - Governmental activities net position adjustment for timing of $104K donated asset

- **Disagreements with Management**
  - None noted.

JAMESMOORE

Auditors' Reports

- **Independent Auditors' Report** (pages 1-3)
  - Unmodified Opinion
- **Report on Internal Control and Compliance** (pages 58-59)
  - No material weaknesses
- **Management Letter Required by Chapter 10.550, Rules of the AG** (pages 60-62)
  - 1 other recommendation relating to leave approval documentation
- **Independent Accountants' Examination Report** (page 63)
  - Town in compliance with state statutes over investment activity/policies

General Fund (Page 15)

Fund Balance	9/30/2025	9/30/2024	9/30/2023	9/30/2022
Nonspendable	$ 181,045	$ 181,050	$ 135,391	$ 85,624
Restricted	101,867	52,834	39,508	20,148
Committed	-0-	-0-	-0-	-0-
Assigned	-0-	-0-	-0-	-0-
Unassigned	3,520,439	3,190,579	2,942,727	2,743,773
Total	**$ 3,803,371**	**$ 3,424,463**	**$ 3,117,626**	**$ 2,849,545**

General Fund (continued)

Total Assigned/Unassigned Fund Balance	$ 3,520,439
2025 Expenditures and Transfers Out	$ 4,509,870
Percentage Unassigned Fund Balance as a percentage of Expenditures :	78.1 %
Prior Year %	76.2 %
GFOA Minimum Rec. = 2 Months	At least 16.7%

Other Funds and Pensions

- Other governmental funds
  - $3,074,492 total fund balance
  - No individual deficit fund balances
- Net Pension Liability – recorded in financial statements
  - Governmental Activities:
    - $500,323 net pension liability from FRS – all required contributions made
    - $163,401 net pension asset from Police Pension plan
- Police pension (unfunded) liability history – amounts and % funded:

Year	Net Pension Liability (Asset)	Funded %
2025	$ (163,401)	102.93%
2024	(258,825)	105.10%
2023	522,066	89.39%
2022	1,418,444	73.39%

QUESTIONS

Town Manager Report for August 2026

1. Update on the Library Parking after hours: There has been some conflicting information regarding the ability for people to park in the county library parking lot after business hours. Chief Zander and I spoke with Ms. Wendi Jo Bost, Director of the Brevard County Library Services regarding their policy on parking in the county library parking lots after business hours. In short, the County *does allow* people to park in their library parking lots after hours, but not to camp or park overnight. The County has given the Melbourne Beach police the authority to trespass and arrest individuals if law enforcement officers determine that individuals are trespassing after notice has been given or are engaged in illegal activities. Ms. Bost's email is attached (Attachment #1).
2. Cameras at life ring stations on the beach: Chief Brown, Chief Zander and I met with Shoreline Sentry and Drown Zero representatives on August 12, 2026 to discuss operational issues and the cameras on the life ring stations that are used to deter theft and vandalism. Although the cameras are only pointed down at the life ring and video is only activated and stored locally on the device (it is not broadcasted), we have asked the company to take down the cameras due to concerns from beach goers that they might be recorded. We will continue our partnership with these organizations to boost beach safety, especially after-hours when lifeguards are not on duty.
3. Certificate of Occupancy for Short Term Rentals: After talking with code enforcement and the building official, the town will be requiring a Certificate of Occupancy Change for every short term rental from R3(single-family residence) to R1(transient lodging). This will ensure that short term rentals are in compliance with state life safety and other building code standards for transient lodging. Attached is a description of the process (Attachment #2).
4. Joint Legislative Audit Committee: The JLAC audit is still ongoing and staff is contacted routinely each week on various items. It is a thorough audit of everything – finances, policy, procurement, legal, public records, incidences, meeting minutes and more. Hundreds of records have been handed over to the JLAC and it is anticipated that the audit will conclude this fall, with a report to come out by the end of the year. Once the report is issued, the town will have a finite amount of time to respond. The JLAC audit continues to take time from employees to answer the auditors and requests must be answered in a timely manner or the auditors will say the town is "unresponsive."

Attachment #1:

From: Wendi Bost <wbost@brev.org>
Sent: Friday, July 31, 2026 1:02 PM
To: Tim Zander <timz@melbournebeachfl.org>
Cc: Heather Balser (heather.balser@brevardfl.gov) <heather.balser@brevardfl.gov>; Karen DiNatale <kdinatale@brev.org>
Subject: Response to Library Parking Lots

Dear Chief Zander,

Per our conversation with the City Manager, I am providing this information so you understand our parking.

Library Parking Lots:

The Melbourne Beach Library parking lot is owned by Brevard County; however not all of the county library parking lots are Brevard County property.

The County does allow people to park in our lots when the library branch is not open. It is a common occurrence for members of the public to park at library lots in order to visit businesses, churches or take nature walks, runs or bike rides. Library patrons also require access to our book drops, which are accessible only through the library parking lots, and are open 24/7.

Brevard County does not allow people to camp or park overnight in the library parking lots. The County also does not allow people to camp or sleep on our building porches, or under the overhangs overnight. Brevard County does not condone or allow illegal activities in our parking lot and gives local law enforcement permission to trespass or arrest individuals if a law enforcement officer determines that the individuals are trespassing after notice or are engaged in illegal activities.

Thanks for reaching out.

See you at the Library!

Wendi Jo Bost, Director

Brevard County Library Services

308 Forrest Avenue

Cocoa, FL 32922

Attachment #2:

Implementation of Certificate of Occupancy for Short Term Rentals

Upon submitting a new application or renewal for a short-term vacation rental, a Certificate of Occupancy will be required. Below is the mandatory procedure:

- **Certificate of Occupancy Change**: To adhere to Florida Building code every short-term rental must be transitioned from an **R3** (Single-Family Residence) to an **R1** (Transient Lodging) classification. This change must be processed via a permit through the Building Department.
    - At the time the building permit is applied for the structure used as a vacation rental must comply with current Florida Building Code and Fire Prevention Code. Currently Building and Fire code is in its 8th Edition (2023). On December 31st, 2026, the 9th Edition (2026) will be adopted.
    - Applicants must apply for a permit and submit a formal letter from a Certified Engineer or Registered Architect stating that the structure meets all current building codes to be in compliance.
    - Structures that fail to meet current building codes must complete all necessary updates before a short-term rental license will be issued.
- **Complete Process:** Applicants can register their Vacation Rental through the Deckard Registration Portal found on the Town website; Vacation Rental Registration Portal.

  Before Registration/Renewal fees are collected;
    - Applicants will apply for a permit for a Change of Occupancy through the Building Department.
    - Applicants will submit a Letter from a Certified Engineer/Registered Architect that the building meets current Building code.
    - Upon successful verification the Building Department will close out the permit and issue the new Certificate of Occupancy.

  Registration/Renewal fees will be collected, and a Life Safety Inspection will be scheduled. Upon passing a Life Safety Inspection, a Vacation Rental License will be issued.

Town Commission Meeting

Section: Consent Agenda

Meeting Date: August 19, 2026

From: Building Department

RE: Site Plan Approval for 322 Hibiscus Trl. – New Home

Background Information:

The Town received plans for a new home at 322 Hibiscus Trl.

Recommendation:

Approve the site plan for 322 Hibiscus Trl.

Attachments:

- Town Planner Letter – Pages 21-23
- Town Engineer Letter – Page 24
- Development Application – Pages 25-28
- Original Plans and Survey – Pages 29-42
- Stormwater Calculations Report – Pages 43-68

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:	August 4, 2026
Owner:	Jonathan and Emilia Banke
Owner Address:	11053 NW 5th Court, Coral Spring, FL 33071
Site Address:	322 Hibiscus Trail, Melbourne Beach FL 32951
Parcel ID:	28-38-06-77-F-2
Zoning:	1RS-Single-Family
Proposed Project:	Demolish the current structure and build a new two-story home.
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-Single-Family

1) The project includes demolishing the existing home and constructing a new two-story residence with five (5) bedrooms and five (5) full bathrooms, along with two (2) 2-car garages and a 1-car garage; living, dining, kitchen, great room, and covered porch.

2) The Building Lot Zoning District requirements of min. lot area, width and depth.
   Lot area is 13,200 sq. ft. (min.12,000 sq. ft.)
   Lot width is 110 ft. per plat (min. 100 ft.)
   Lot depth is 120 ft. per plat (min. 120 ft.)

3) Lot coverage has a maximum of 30% for principal structure.
   Lot coverage per plan is 29.4%
   Footprint of Primary Structure is 3,877 SF.
   Max allowed for Primary Structure is 3,960 sq. ft. for Lot Area of 13,200 sq. ft.
   Minimum pervious area per lot is 30%. Pervious area per plan is 35%.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

4) Structure maximum height for zoning district is 28 ft. proposed building height is 25.6 Ft.
Floor Zone: X per the survey, the Proposed FFE 13.21 for the primary structure.

Per 7A-55, "all buildings shall be constructed with the lowest floor level at least 18 inches above the crown of the highest street perpendicular to the foundation to which the property abuts." In addition, "any elevation of a building above the required elevation will be included in the measurement of building height." In this case the road crown elevation perpendicular to the foundation is 11.32, so the lowest floor elevation should be 12.82 which is 0.39' higher than required so the maximum building height is 27.61, and this proposal complies with this requirement at 25.6'.

Zoning District Setback requirements:
Primary Structure Front Setback: 27' (min. 25')
Primary Structure Rear Setback 32` (min. 25')
Primary Structure North Side Setback 15.2` (min. 15')
Primary Structure South Side Setback 24.7` (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, as applicable, 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.

8) No landscape plan was provided so the landscape standards, as applicable, must be met at the time of building permitting.

Based on the above review, 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

322 Hibiscus Trail

IMPERVIOUS		PERVIOUS	
Primary Structure	3877	Open areas	4580
Pool and Deck	2682		
Driveway and Walks	2061		
Total Paved Area	8620	Total Pervious	4580
Total Lot Area	13,200	Total Lot Area	13,200
% IMPERVIOUS	**65%**	**% PERVIOUS**	**35%**

P: 321.725.3674
F: 321.723.1159
www.bseconsult.com
312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

August 10, 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: 2nd Site Plan Review – 322 Hibiscus Trail
File #11440.100.46

Dear Jeffrey:

We have reviewed the revised drainage plan and calculations submitted for the above-referenced address and find that they meet the Town Code, we therefore recommend approval of the drainage plan.

As a reminder, 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
11440.100.46.town.corr.26-as-2053.aug

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: MELBOURNE BEACH

Address: 322 Hibiscus Trail

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

Area (in acreage): .3 Area (in square feet): 13,200

Current Zoning: Existing Proposed Zoning: Existing

Current Future Land Use: — Proposed Future Land Use: —

Brief Description of Application: Remove old house - Build new home

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

IV. APPLICANT INFORMATION:

Property Owner

Name: JONATHAN M + EMILIA D BANKE Phone: 954-588-0109

Address: 11053 NW 5TH CT Fax: —

CORAL SPRINGS FL 33071 Email: JONBANKE@GMAIL.COM

Applicant (if other than property owner)

Name: SOUTHEAST CUSTOM CONSTRUCTION Phone: 321-508-5717

Address: 406 1ST AVE Fax: —

MELBOURNE BEACH FL 32951 Email: SECUSTOMCONST@AOL.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: [signature] Date: JUNE 11, 2026

Print Name: JONATHAN BANKE EmiliaBanke Title: OWNERS

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 11 day of June, 2026 by Jonathan + Emilia Banke
who is/are personally known to me, or who has/have produced _____
as identification.

[signature]
Signature of Notary Public, State of Florida

DEREK FERNANDES NOTARY PUBLIC MY COMMISSION EXPIRES 8-21-2028 STATE OF FLORIDA COMMISSION NUMBER HH 518701

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: J~B E Banke Date: JUNE 11, 2026

Print Name: JONATHAN BANKE Emilia Banke Title: OWNERS

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 11 day of June, 2026, by Jonathan + Emilia Banke,
who is/are personally known to me, or who has/have produced _____
as identification.

DEREK FERNANDES NOTARY PUBLIC MY COMMISSION EXPIRES 8-21-2028 STATE OF FLORIDA COMMISSION NUMBER HH 518701

Signature of Notary Public, State of Florida

VII. PROJECT DESCRIPTION:

Describe Application: REMOVE old house & Build NEW home.

Provide attachment if more space is needed.

Describe Existing Conditions: RESIDENTAL

Provide attachment if more space is needed.

VI. APPLICANT CERTIFICATION:*

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

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

Signature: _____ Date: 7/2/2026

Print Name: FRANK KOFFLIN Title: PRESIDENT

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me this 2nd day of July, 2026, by Frank Koffin who is/are personally known to me, or who has/have produced FDL as identification.

_____
Signature of Notary Public, State of Florida

STEPHANIE LYN SCRIMA
Notary Public, State of Florida
Commission# HH 594555
My comm. expires Nov. 30, 2028

VII. PROJECT DESCRIPTION:

Describe Application: _____

_____

_____

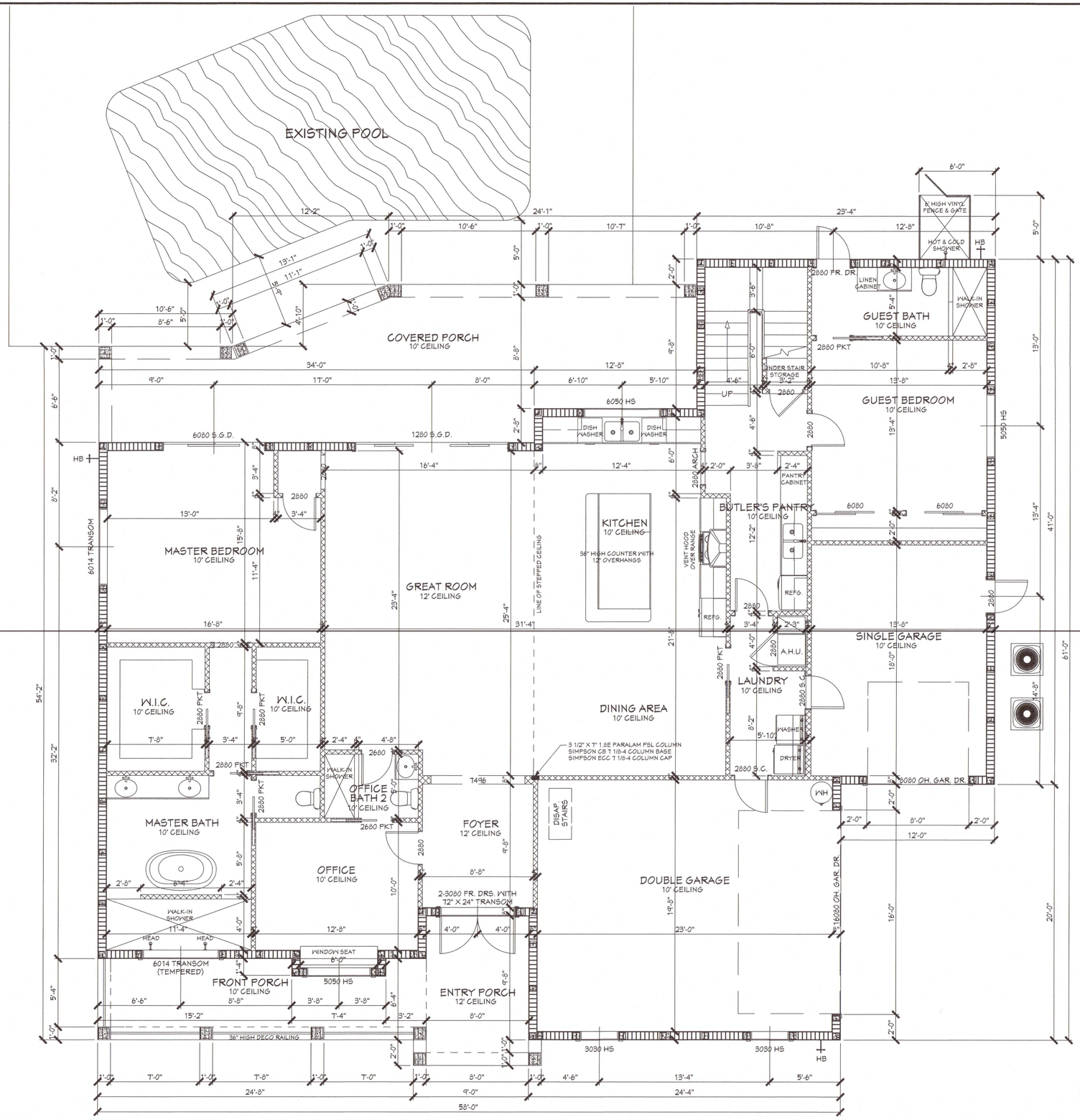
Provide attachment if more space is needed.

Describe Existing Conditions: _____

_____

_____

Provide attachment if more space is needed.



NOTE:
1. FINAL AC AND A.H.U. LOCATIONS TO BE DETERMINED BY THE AC CONTRACTOR.
2. SURFACE DRAINAGE SHALL COMPLY WITH FRC R 401.3.

TABULATIONS

GROUND FLOOR LIVING AREA	2410 SF
UPPER FLOOR LIVING AREA	1065 SF
TOTAL LIVING AREA	3475 SF
GARAGE AREAS	755 SF
ENTRY PORCH AREA	250 SF
COVERED PORCH AREA	462 SF
TOTAL AREA	4942 SF

GROUND FLOOR PLAN

TOM MORTON
DESIGN & DRAFTING
723-0330
315 SUNSET BLVD.
MELBOURNE BEACH, FLA. 32951

A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

BEN S. SCHWARTZ
LICENSE
No. 41778
STATE OF FLORIDA
PROFESSIONAL ENGINEER

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: A1

SBS SERVICES, LLC
3893 LONG LEAF DRIVE
MELBOURNE, FL 32940
(321) 684-1371
sbsservices@cfl.rr.com

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THESE PLANS AND SPECIFICATIONS COMPLY WITH THE STRUCTURAL PORTION OF THE 8 th EDITION FLORIDA BUILDING CODE - RESIDENTIAL, CHAPTER 3 FOR WIND AND GRAVITY LOADS AS AMENDED AND ENFORCED BY THE PERMITTING JURISDICTION.
BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY BEN S. SCHWARTZ, P.E. ON THE DATE ANDIOR TIME STAMP SHOWN USING A SHA AUTHENTICATION CODE.
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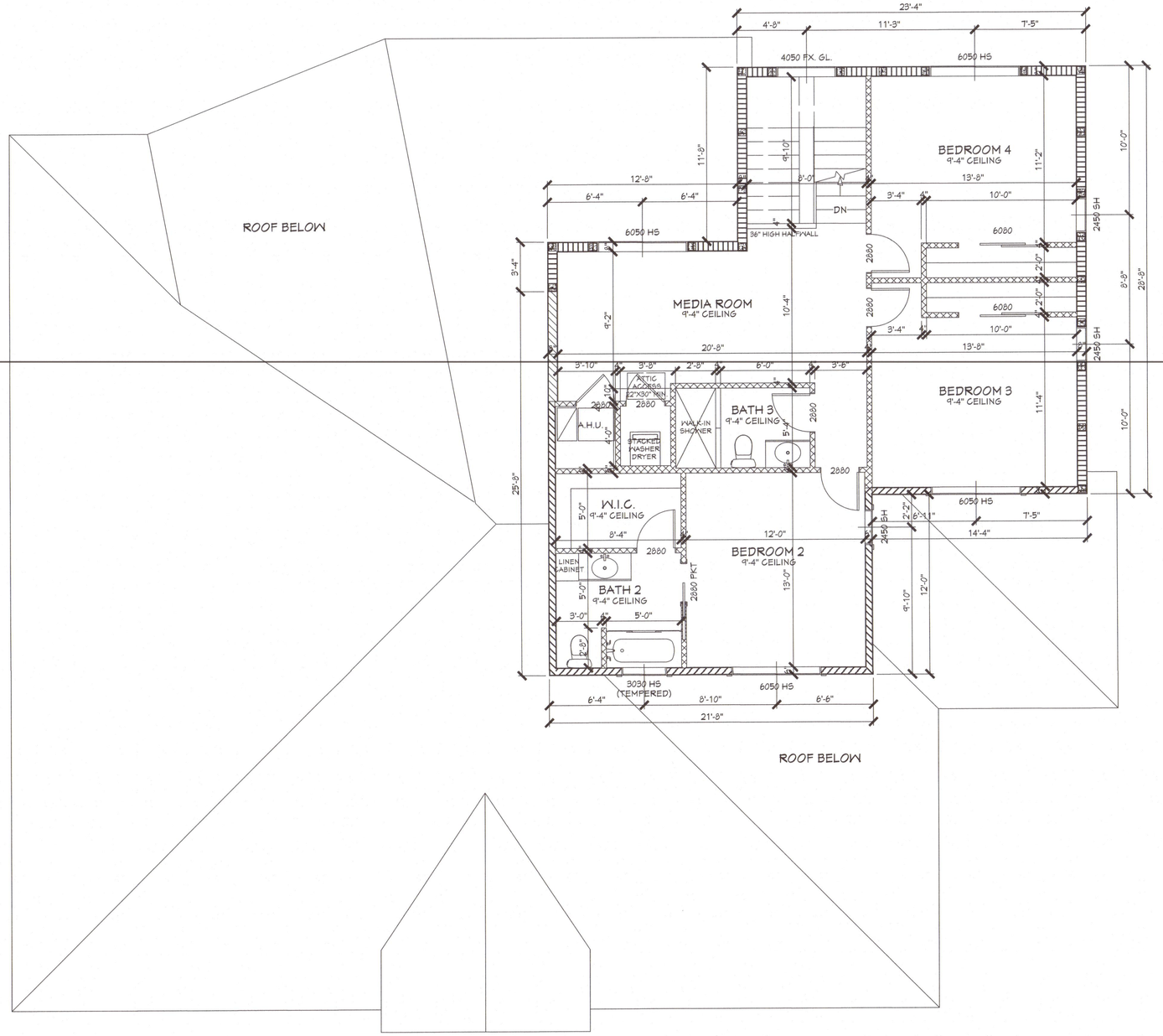

UPPER FLOOR PLAN

TOM MORTON
DESIGN & DRAFTING
723-0330
310 SUNSET BLVD.
MELBOURNE BEACH, FLA. 32951

A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

BEN S. SCHWARTZ ★ LICENSE No. 41778 ★ STATE OF FLORIDA ★ PROFESSIONAL ENGINEER

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: A2

SBS SERVICES, LLC
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MELBOURNE, FL 32940
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sbsservices@cfl.rr.com

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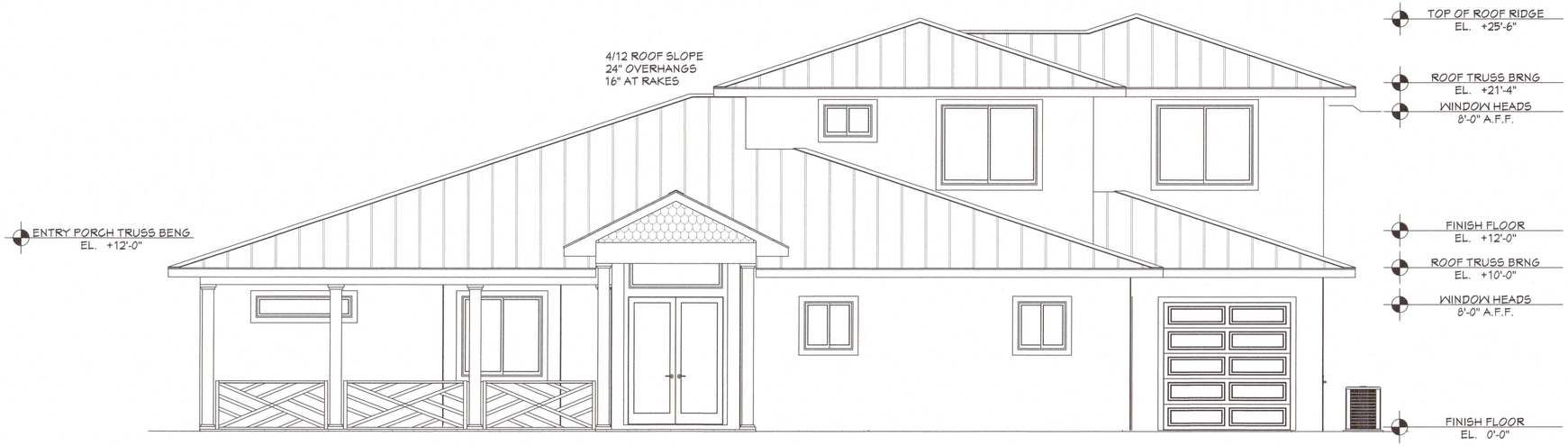

FRONT ELEVATION

RIGHT SIDE ELEVATION

EXTERIOR ELEVATIONS

TOM MORTON
DESIGN & DRAFTING
723-0330
1120 SUNSET BLVD
MELBOURNE BEACH FLA. 32951

A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

BEN S. SCHWARTZ
LICENSE
No. 41778
STATE OF FLORIDA
PROFESSIONAL ENGINEER

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: A3

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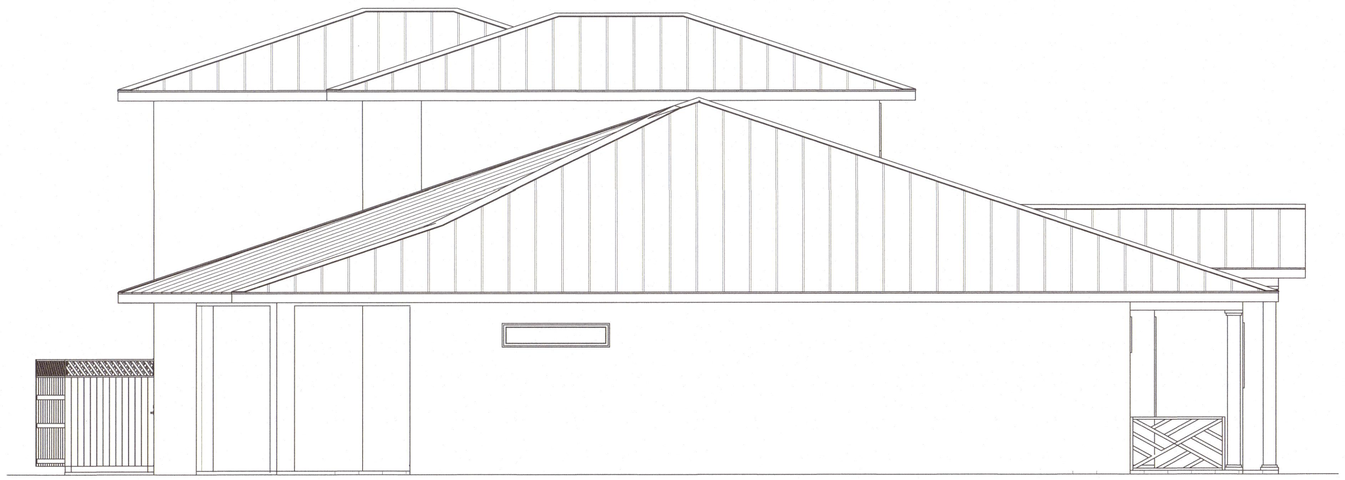
BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

REAR ELEVATION



LEFT SIDE ELEVATION

EXTERIOR ELEVATIONS

TOM MORTON
DESIGN & DRAFTING
723-0330
1120 HIGHLAND
MELBOURNE BEACH FLA. 32951

A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

BEN S. SCHWARTZ
LICENSE
No. 41778
STATE OF FLORIDA
PROFESSIONAL ENGINEER

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: A4

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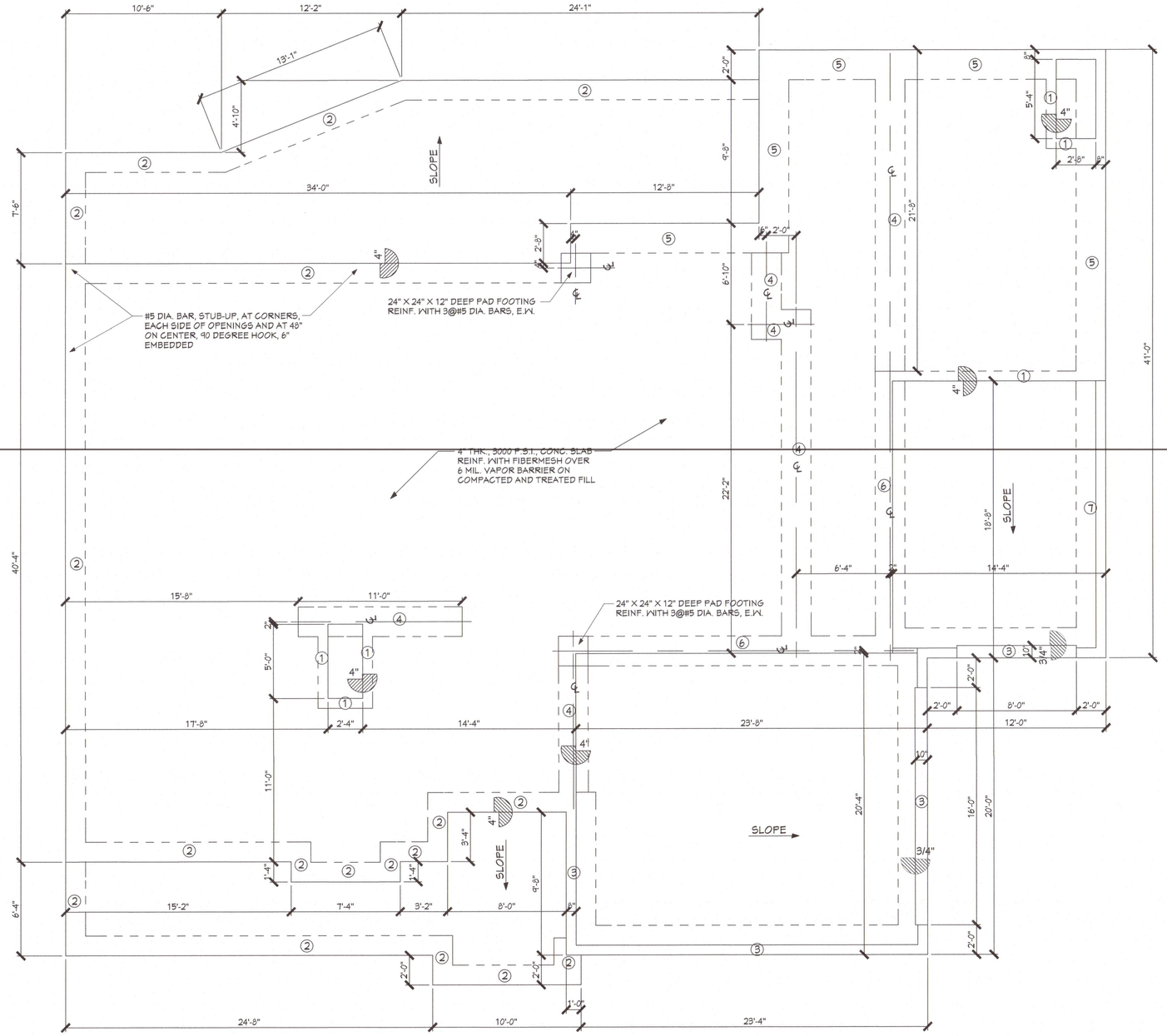

FOOTING SCHEDULE

CODE	SIZE	TYPE	REINFORCEMENT
1	8" WIDE X 8" DEEP	THICKENED EDGE	1 @ #5 DIA. BAR, CONT.
2	16" WIDE X 16" DEEP	MONO FOOTING	2 @ #5 DIA. BARS, CONT.
3	24" WIDE X 16" DEEP	MONO FOOTING WITH LEDGE	2 @ #5 DIA. BARS, CONT.
4	24" WIDE X 16" DEEP	BELL FOOTING	2 @ #5 DIA. BARS, CONT.
5	24" WIDE X 16" DEEP	MONO FOOTING	3 @ #5 DIA. BARS, CONT.
6	24" WIDE X 16" DEEP	BELL FOOTING	3 @ #5 DIA. BARS, CONT.
7	24" WIDE X 16" DEEP	MONO FOOTING WITH LEDGE	3 @ #5 DIA. BARS, CONT.

FOUNDATION PLAN

TOM MORTON
DESIGN & DRAFTING
723-0330
110 SUNSET BLVD.
MELBOURNE BEACH FLA. 32951

A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: A5

BEN S. SCHWARTZ LICENSE No. 41778 STATE OF FLORIDA PROFESSIONAL ENGINEER

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BEN S. SCHWARTZ DATE
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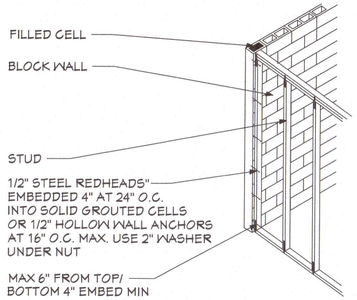
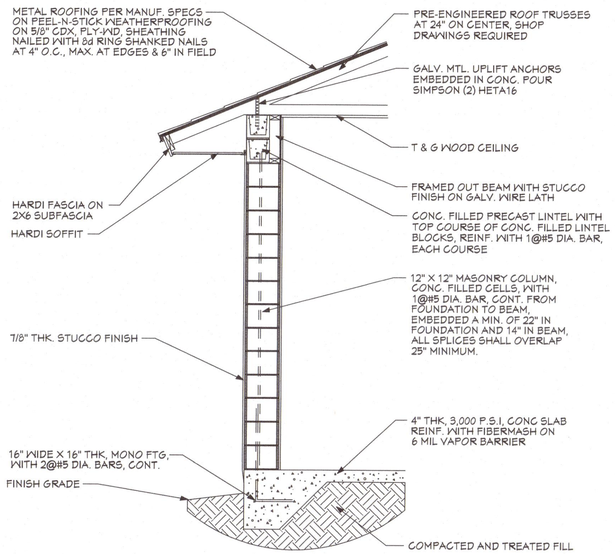
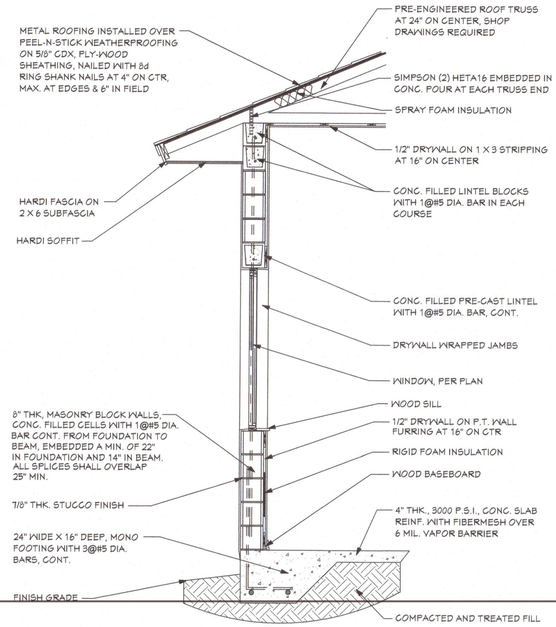
STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY



DETAIL OF FRAME WALL TO CBS ATTACHMENT
NOT TO SCALE



SECTION AT PORCH AREAS
SCALE 1/2"=1'-0"



SECTION AT HOUSE AREAS
SCALE 1/2"=1'-0"

GENERAL NOTES

1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTION THAT THE CONTRACTOR OR OWNER-BUILDER IS KNOWLEDGEABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR / OWNER-BUILDER SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER / ARCHITECT PRIOR TO CONSTRUCTION.
3. THE CONTRACTOR / OWNER-BUILDER IS TO VERIFY THAT TRUSS ENGINEERING AND DESIGN IS COMPATIBLE WITH THESE DRAWINGS PRIOR TO TRUSS FABRICATION.
4. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR / OWNER-BUILDER TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
5. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE. DO NOT SCALE DRAWINGS.

ENGINEERING NOTES

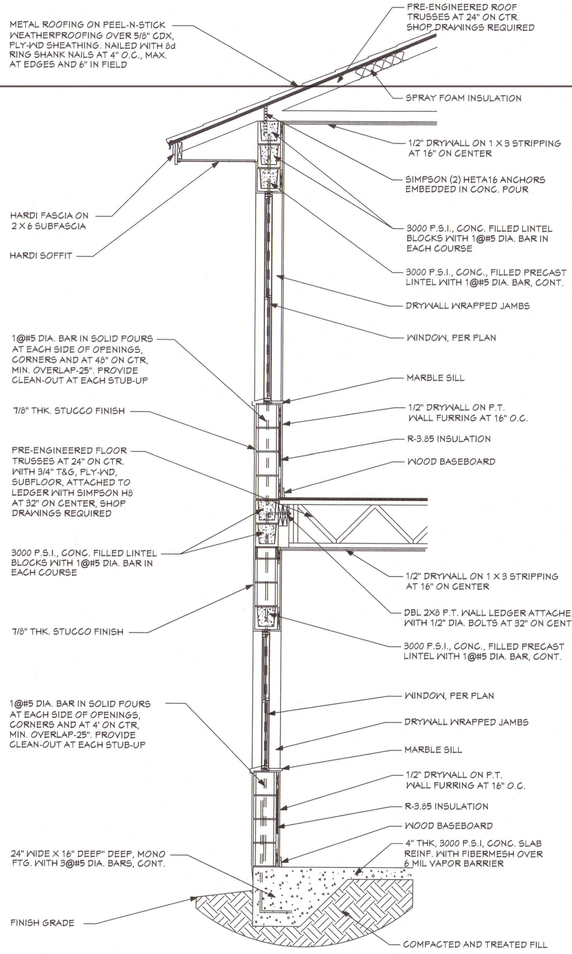
1. ALL LOAD BEARING CONCRETE MASONRY UNITS SHALL COMPLY WASTM C-90 WITH TYPE M OR S MORTAR COMPLYING WASTM A-270. MASONRY UNITS SHALL HAVE A PRISM STRENGTH OF 1500 P.S.I.
2. REINFORCING BARS TO BE GRADE 40 WITH 25" LAP MINIMUM, (ASTM A-615)
3. COVERAGE: FOOTINGS = 3" ; BEAMS = 1.5"
4. SLAB AND FOUNDATION CONCRETE TO HAVE 28 DAY COMPRESSIVE STRENGTH OF 2500 P.S.I.
5. ANY WOOD FRAMING OR LUMBER IN CONTACT WICONCRETE TO BE P.T. OR HAVE MOISTURE BARRIER OF 15 LB. FELT MIN.
6. ROOF SHEATHING IS A DIAPHRAGM TO BE NAILED WITH 8d RING-SHANKED NAILS @4" O.C. EDGES AND 6" O.C. FIELD.
7. CEILINGS TO BE 1/2" STRUCTURAL DRYWALL (CEILING BOARD)
8. ALL EXTERIOR WALLS BETWEEN OPENINGS ARE DESIGNED AS AND SHOULD BE CONSIDERED SHEARWALLS.
9. INTERIOR WALLS NOTED AS SHEARWALLS SHALL HAVE 1/2" 4-PLY OR OSB ON ONE SIDE NAILED WITH 2/8d @4" O.C. EDGES, AND IN FIELD.
10. INTERIOR BEARING WALLS SHOULD BE SECURED TO SLAB WITH 1/2" X 10" WEDGE ANCHORS W/2" WASHERS AT 24" O.C., MIN. EMBEDMENT @7".
11. CROSS REFERENCING BETWEEN CONNECTORS OF OTHER COMPANIES IS PERMITTED PROVIDED UPLIFT VALUES ARE SATISFIED.
12. THESE PLANS HAVE BEEN REVIEWED FOR COMPLIANCE WITH THE FLORIDA BUILDING CODE 8 th EDITION(2023) AND NEC (2020).
13. DESIGN CRITERIA IS BASED ON THE CURRENT VERSION OF ASCE 7.
14. DIMENSIONS SHOULD BE USED IN LIEU OF SCALING WHEREVER POSSIBLE.
15. ALL WALL ANGLES ARE BASED ON 90 AND 45 DEGREES UNLESS NOTED OTHERWISE.
16. ALL DIMENSIONS ON THIS DRAWING ARE BASED ON NOMINAL WALL THICKNESSES OF 4", 6" & 8" AND DO NOT REFLECT DRYWALL, FURRING OR OFFSETS. CARE MUST BE USED IN LAYOUT TO ALLOW FOR FINISHES.
17. U.N.O. = UNLESS NOTED OTHERWISE.
18. CONTRACTOR TO VERIFY THAT TRUSS DESIGN AND LAYOUT CORRELATE WITH SEALED PLANS. ANY DISCREPANCIES ARE TO BE CORRECTED PRIOR TO TRUSS FABRICATION OR ERECTION.
19. IN CONFORMITY WITH CHAPTER 3, SECTION R313 OF THE 8 th EDITION (2023) FLORIDA BUILDING CODE-RESIDENTIAL, TERMITE PROTECTION SHALL BE PROVIDED BY REGISTERED TERMITICIDES, INCLUDING SOIL-APPLIED PESTICIDES, BAITING SYSTEMS, AND PESTICIDES APPLIED TO WOOD OR OTHER APPROVED METHODS OF TERMITE PROTECTION LABELED UPON COMPLETION OF THE APPLICATION OF THE TERMITE PROTECTIVE TREATMENT. A CERTIFICATE OF COMPLIANCE SHALL BE ISSUED TO THE BUILDING DEPARTMENT BY THE LICENSED PEST CONTROL COMPANY THAT CONTAINS THE FOLLOWING STATEMENT. THE BUILDING HAS RECEIVED A COMPLETE TREATMENT FOR THE PREVENTION OF SUBTERRANEAN TERMITES. TREATMENT IS IN ACCORDANCE WITH THE RULES AND LAWS ESTABLISHED BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES.
20. ENGINEER CERTIFIES STRUCTURAL ONLY.

WIND NOTES

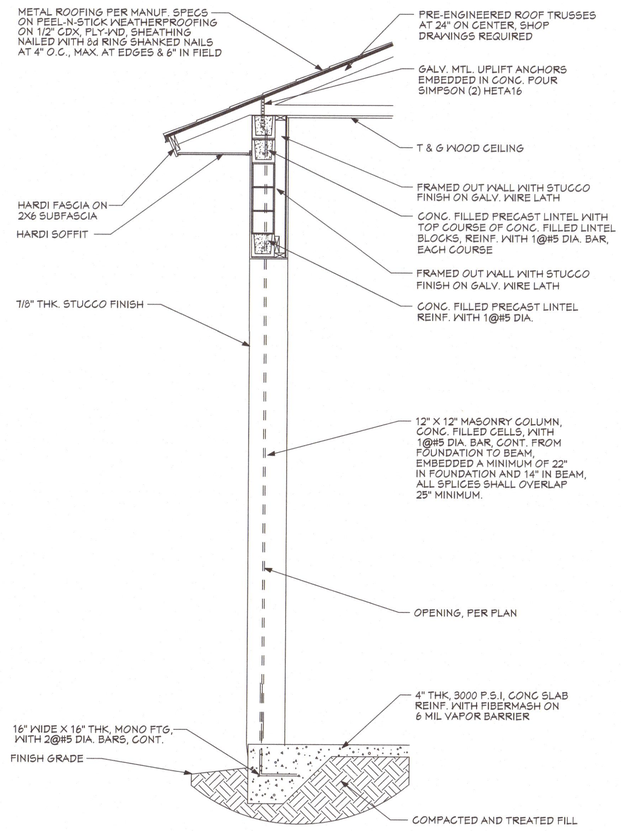
THE MAIN WIND RESISTANCE FOR THIS STRUCTURE HAS BEEN DESIGNED IN ACCORDANCE WITH THE 8 th EDITION (2023), FLORIDA BUILDING CODE-RESIDENTIAL TO WITHSTAND THE WIND LOADS ASSOCIATED WITH A MINIMUM WIND SPEED OF 160 MILES PER HOUR, EXPOSURE "C" STRUCTURE.
THE COMPONENTS AND CLADDING HAVE BEEN SELECTED AND THEIR USE INCORPORATED INTO THE DESIGN AND SPECIFICATIONS IN ACCORDANCE WITH THE 8 th EDITION (2023), FLORIDA BUILDING CODE-RESIDENTIAL TO WITHSTAND THE WIND LOADS ASSOCIATED WITH A MINIMUM WIND SPEED OF 160 MILES PER HOUR, EXPOSURE "C" STRUCTURE.

1. ULTIMATE WIND SPEED = 160 MILES PER HOUR
2. WIND IMPORTANCE FACTOR = I I/ BUILDING CATEGORY = ENCLOSED (FULLY)
3. WIND EXPOSURE = EXPOSURE "C"
4. INTERNAL PRESSURE COEFFICIENT: + 0.18 / -0.18
5. COMPONENT & CLADDING DESIGN PRESSURE +37.3/-50.0 PSF
6. GARAGE DOOR LOADS: SEE SHEET S1

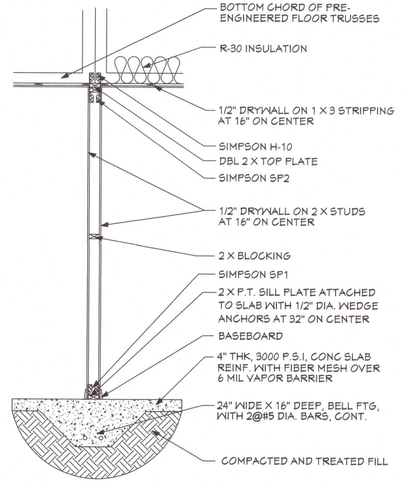
ALL DOOR AND WINDOW UNITS SHALL BE INSTALLED PER MANUFACTURERS SPECIFICATIONS. (WHERE APPLICABLE)
THIS STRUCTURE IS LOCATED IN A WIND-BORNE DEBRIS ZONE PER 8 th EDITION, FLORIDA BUILDING CODE-RESIDENTIAL.
GLAZING PROTECTION (STRUCTURAL PLYWOOD PANEL, IMPACT GLASS AND / OR HURRICANE SHUTTERS) ARE REQUIRED TO BE INSTALLED.



SECTION AT 2 STORY AREAS
SCALE 1/2"=1'-0"



SECTION AT ENTRY PORCH AREAS
SCALE 1/2"=1'-0"



INTERIOR BEARING WALL DETAIL
SCALE 1/4"=1'-0"

BEN S. SCHWARTZ LICENSE No. 41778 STATE OF FLORIDA PROFESSIONAL ENGINEER

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3893 LONG LEAF DRIVE (321) 684-1371
MELBOURNE, FL 32940 sbsservices@cfl.rr.com

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BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

CONSTRUCTION DETAILS-1

TOM MORTON DESIGN & DRAFTING
723-0330
3125 CHARLES RD.
MELBOURNE BEACH, FLA. 32951

A CUSTOM RESIDENCE FOR THE:
BANKE'S
322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
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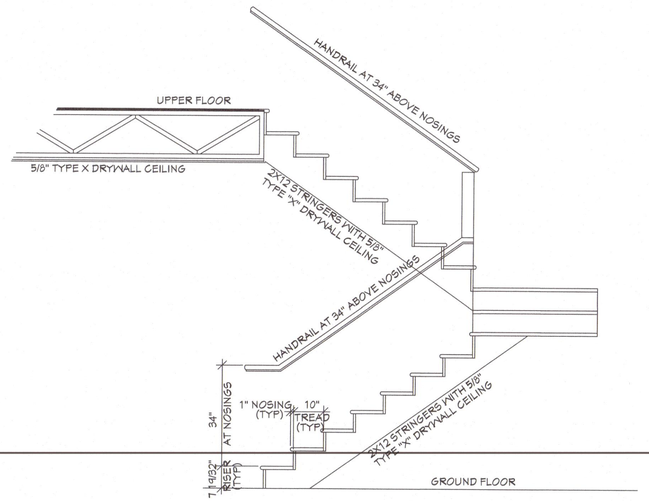
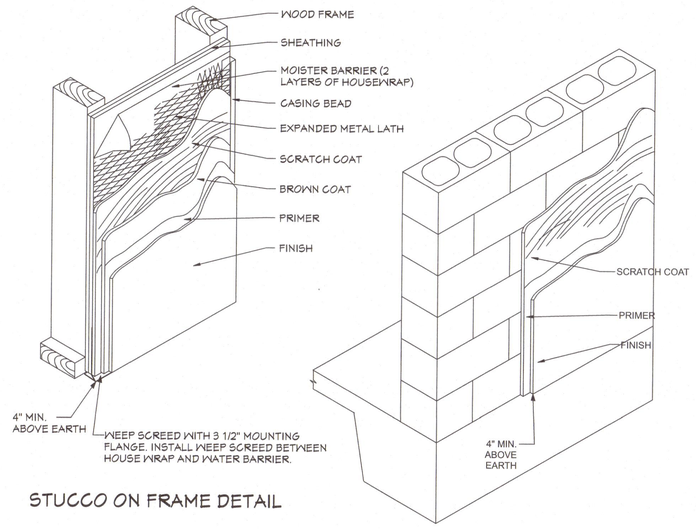
REVISION:

SHEET: A6



SECTION THRU STAIRS

SCALE 1/2"=1'-0"



STUCCO ON FRAME DETAIL

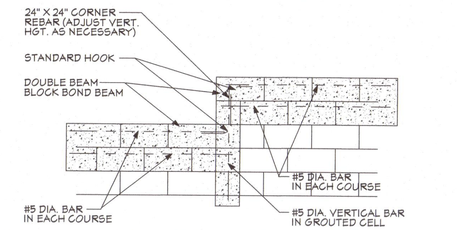
STUCCO ON CMU DETAIL

EXTERIOR FINISH

1. A WATER RESISTANT BARRIER IN COMPLIANCE WITH ASTM D226SHALL BE APPLIED OVER STUDS OR SHEATHING PRIOR TO APPLICATION OF CEMENT PLASTER FINISH AND HAVE PERFORMANCE EQUAL TO AT LEAST TWO LAYERS OF GRADE D PAPER.

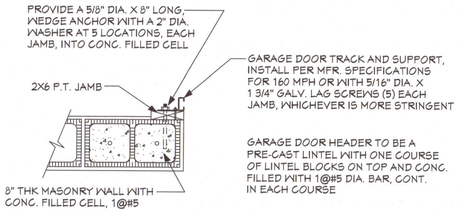
2. INSTALLATION OF EXTERIOR LATHING & FRAMING OVER FRAME WALLS SHALL COMPLY WITH ASTM C1063

3. EXTERIOR PLASTER SHALL COMPLY WITH ASTM C926. OVER MASONRY CONSTRUCTION, SCRATCH COAT SHALL BE APPROXIMATELY 3/8" THICK AND THE FINAL COAT APPROXIMATELY 1/2" THICK. OVER SHEATHED WOOD FROM CONSTRUCTION, A 3-COAT SYSTEM SHALL BE EMPLOYED RESULTING IN A TOTAL THICKNESS OF 7/8".



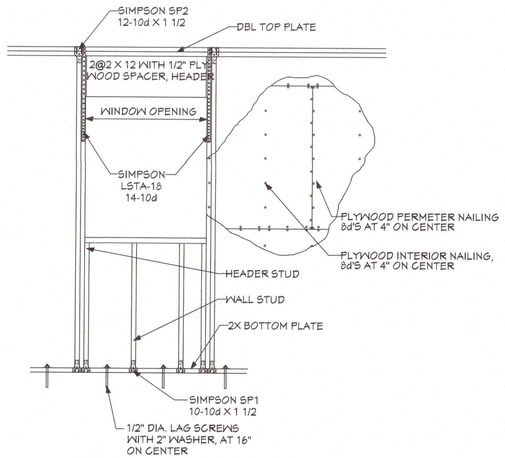
DETAIL OF CHANGES IN BOND BEAM HEIGHT

SCALE 1/2"=1'-0"



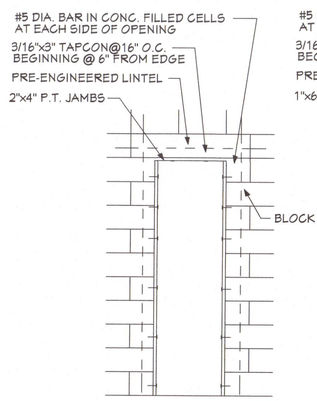
GARAGE DOOR INSTALLATION DETAIL

NOTE: GARAGE DOOR SHALL MEET REQMTS. OF F.B.C. 2023 FOR 160 MPH, ZONE C



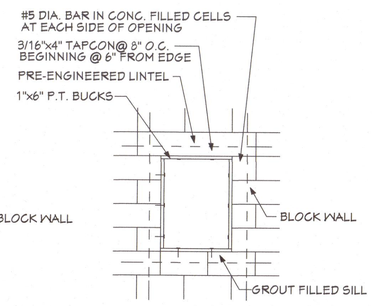
WALL FRAMING AND HEADER DETAIL

SCALE 1/2"=1'-0"



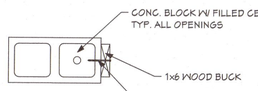
DOOR JAMB DETAIL

NO SCALE



WINDOW BUCK DETAIL

NO SCALE



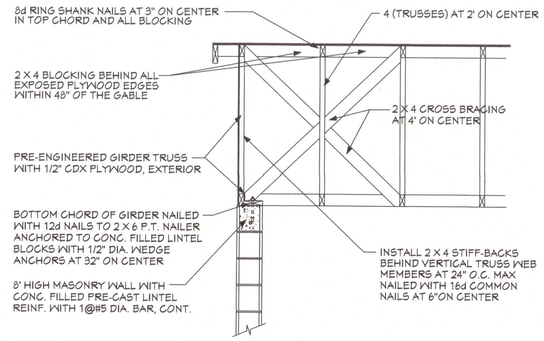
SEE WINDOW ATTACHMENT DETAILS/NOTES ON THIS SHEETFOR WINDOW FASTENING

WINDOW ATTACHMENT NOTES

A. PRODUCT HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF THE FLORIDA BUILDING CODE.
B. PRODUCT HAS BEEN TESTED TO MEET DADE COUNTY PROTOCOLS (TAS-202) AND ANSI/AAMA 101, AS REQUIRED BY SECTION 609 OF THE 8 th EDITION FLORIDA BUILDING CODE RESIDENTIAL.
C. GLAZING THICKNESS AND TEMPERING TO BE DEFINED BY THE REQUIREMENTS OF THE DESIGN PRESSURE IN ACCORDANCE WITH ASTM E-1300 AND SECTION R308 OF THE 8 th FLORIDA BUILDING CODE-BUILDING, UNLESS SPECIFIED OTHERWISE. NOTE: SPECIFICATION OF GLASS THICKNESS AND TEMPERING IS NOT LESS THAN THE REQUIREMENTS OF ASTM E-1300 AND SECTION R308 OF THE 8 th FLORIDA BUILDING CODE-BUILDING.
D. THE DEFAULT U-FACTOR FOR THIS PRODUCT SHALL BE BASED ON THE DEFAULT TABLE C303.1.3(3), CHAPTER 3, RESIDENTIAL OF THE 8 th EDITION FLORIDA BUILDING CODE-ENERGY CONSERVATION.
E. ALL ALUMINUM EXTRUSIONS SHALL BE 6063-T5 OR 6061-T6,UNLESS NOTED OTHERWISE.
F. UNDER SECTION R310 OF THE 8 th EDITION FLORIDA BUILDING CODE-RESIDENTIAL, THE REQUIREMENTS FOR EGRESS ARE: 24" MINIMUM NET CLEAR OPENING HEIGHT, 20" NET CLEAR OPENING WIDTH, 5.7 SQUARE FEET AREA EXCEPT FOR GROUND FLOOR AREA WITH PERMITS 5.0 SQUARE FEET FOR THIS PRODUCT. THE MINIMUM SIZE FOR GROUND FLOOR REQUIREMENTS IS 3'7" X5'7" (48 / 49 VENT) FOR INSTALLATIONS GREATER THAN GROUND FLOOR, THE MINIMUM SIZE IS 3'7"X5'6 1/2"(EQ.LT.)
G. FASTENER SPACING SHALL START 6" MAXIMUM FROM CORNERS AND 24" ON CENTERS MAXIMUM. MINIMUM SUBSTRATE EMBEDMENT FOR ALL FASTENERS SHALL BE 1 1/4" MINIMUM, UNLESS OTHERWISE SPECIFIED.

WINDOW BUCK ATTACHMENT DETAIL

SCALE: 1" = 1'-0"



GABLE BRACING DETAIL

SCALE 1/2"=1'-0"

BEN S. SCHWARTZ LICENSE No. 41778 STATE OF FLORIDA PROFESSIONAL ENGINEER

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SBS SERVICES, LLC
3893 LONG LEAF DRIVE
MELBOURNE, FL 32940
(321) 684-1371
sbsservices@cfl.rr.com

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THESE PLANS AND SPECIFICATIONS COMPLY WITH THE STRUCTURAL PORTION OF THE 8 th EDITION FLORIDA BUILDING CODE - RESIDENTIAL, CHAPTER 3 FOR WIND AND GRAVITY LOADS AS AMENDED AND ENFORCED BY THE PERMITTING JURISDICTION.
BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

CONSTRUCTION DETAILS-2

TOM MORTON
DESIGN & DRAFTING
723-0330
2310 PINEBROOK BLVD.
MELBOURNE BEACH, FLA. 32951

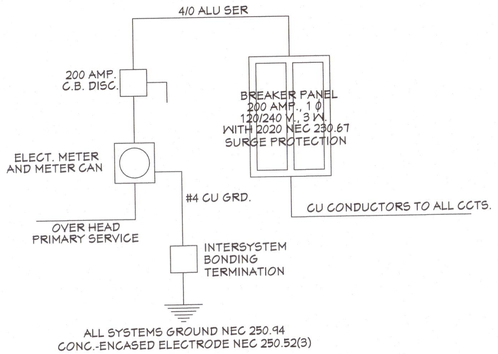
A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: AS SHOWN
REVISION:

SHEET: A7



ELECTRICAL RISER

NO SCALE

UFER GROUND ROD WILL BE LOCATED AT ELECTRICAL METER LOCATION

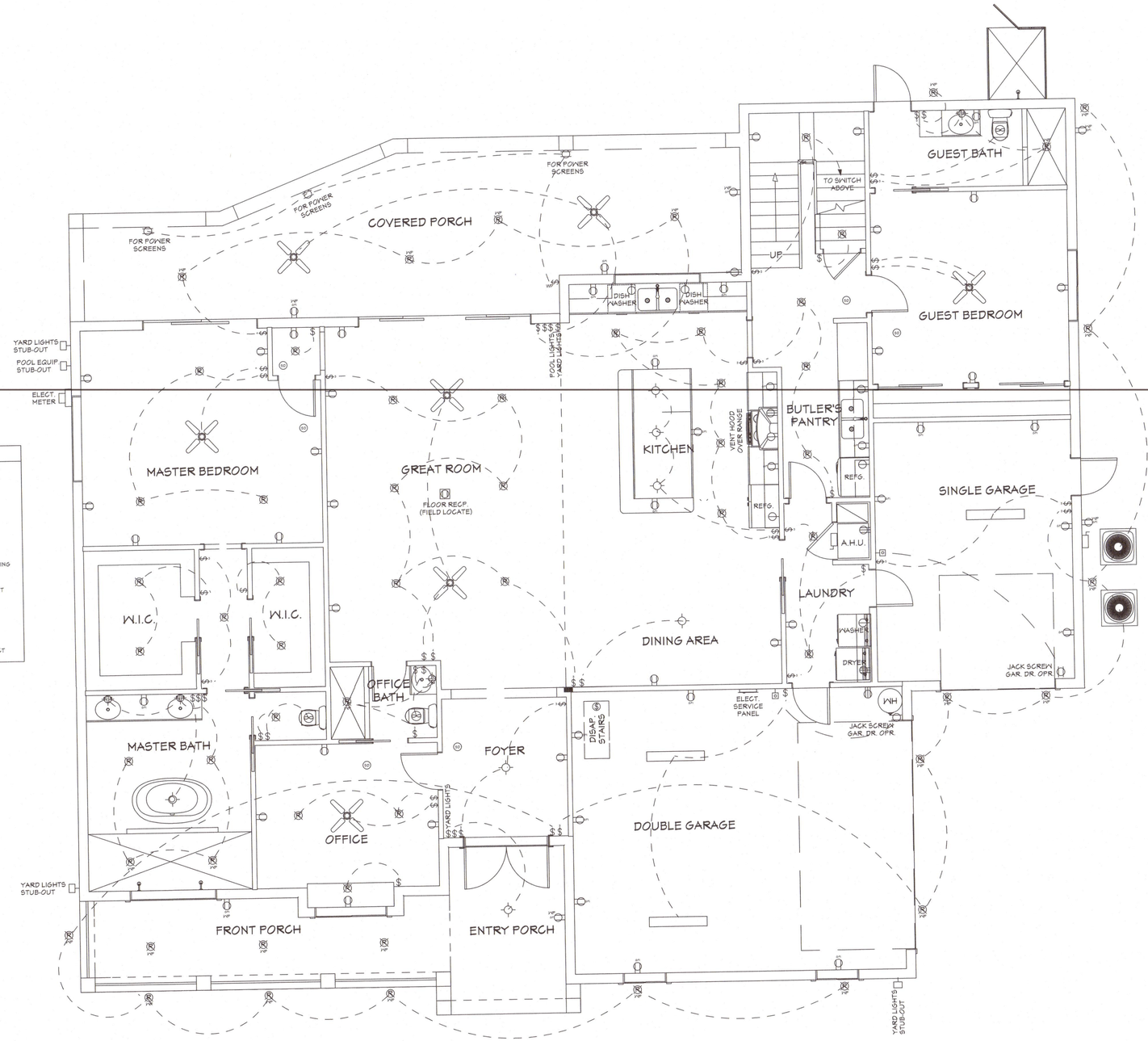
LOW VOLTAGE BOND BOARD LOCATED AT ELECTRICAL SERVICE PANEL

ELECTRICAL LEGEND

- SINGLE POLE SWITCH
- 3 WAY SWITCH
- SINGLE RECEPTACLE
- DUPLEX RECEPTACLE
- DUPLEX RECEPTACLE WITH TOP HALF SWITCHED
- QUADRUPLEX RECEPTACLE
- 220 VOLT RECEPTACLE
- PHONE JACK
- T.V. JACK, COMBO WITH CAT 5
- THERMOSTAT
- WALL MOUNTED INCAND. FIXTURE
- WALL SCONCE
- WALL MOUNTED EXTERIOR FIXTURE
- FLOOD LIGHTS
- SMOKE DETECTOR WITH CARBON MONOXIDE ALARM
- GARAGE DOOR OPR. SWITCH
- CEILING FAN
- EXHAUST FAN
- CEILING MOUNTED INCAND. FIXTURE
- RECESSED INCAND. FIXTURE
- INCAND. FIXTURE WITH PULL-CHAIN
- UNDER CAB. LIGHTING
- FLUORESCENT CEILING FIXTURE
- EXTERIOR STUBOUT
- ELECTRICAL SERVICE PANEL
- ELECT. METER
- POWER DISCONNECT

NOTES:

1. ALL 125 V., 15 & 20 AMP RECEPTACLES SHALL BE LISTED TAMPER RESISTANT RECEPTACLES, PER NEC 2020 ELECTRIC CODE 406.11.3.
2. ALL 120 VOLT, SINGLE PHASE, 15 AND 20 AMPERE BRANCH CIRCUITS SUPPLYING OUTLETS INSTALLED IN DWELLING UNIT SHALL BE PROTECTED BY A LISTED ARC-FAULT CIRCUIT INTERRUPTER, COMBINATION TYPE INSTALLED TO PROVIDE PROTECTION OF THE BRANCH CIRCUIT, PER NEC 2020 ELECTRIC CODE 210.12.4.
3. ALL ADDED SMOKE ALARMS TO BE INTERCONNECTED IN SUCH A MANNER THAT THE ACTUATION OF ONE ALARM WILL ACTIVATE ALL OF THE ALARMS.
4. 15 AND 20 AMP, 125 AND 250 VOLT RECEPTACLES INSTALLED IN A WET LOCATION SHALL HAVE AN ENCLOSURE THAT IS WEATHER-PROOF, WHETHER OR NOT THE ATTACHMENT PLUG CAP IS INSERTED.
5. 18GA 6 2 CAT5 6 TO GREAT ROOM & BEDROOM WITH HOME-RUN TO LAUNDRY ROOM LOCATION.



GROUND FLOOR ELECTRICAL PLAN

TOM MORTON
DESIGN & DRAFTING
123-0330
310 SUNSET BLVD.
MELBOURNE BEACH, FLA. 32951

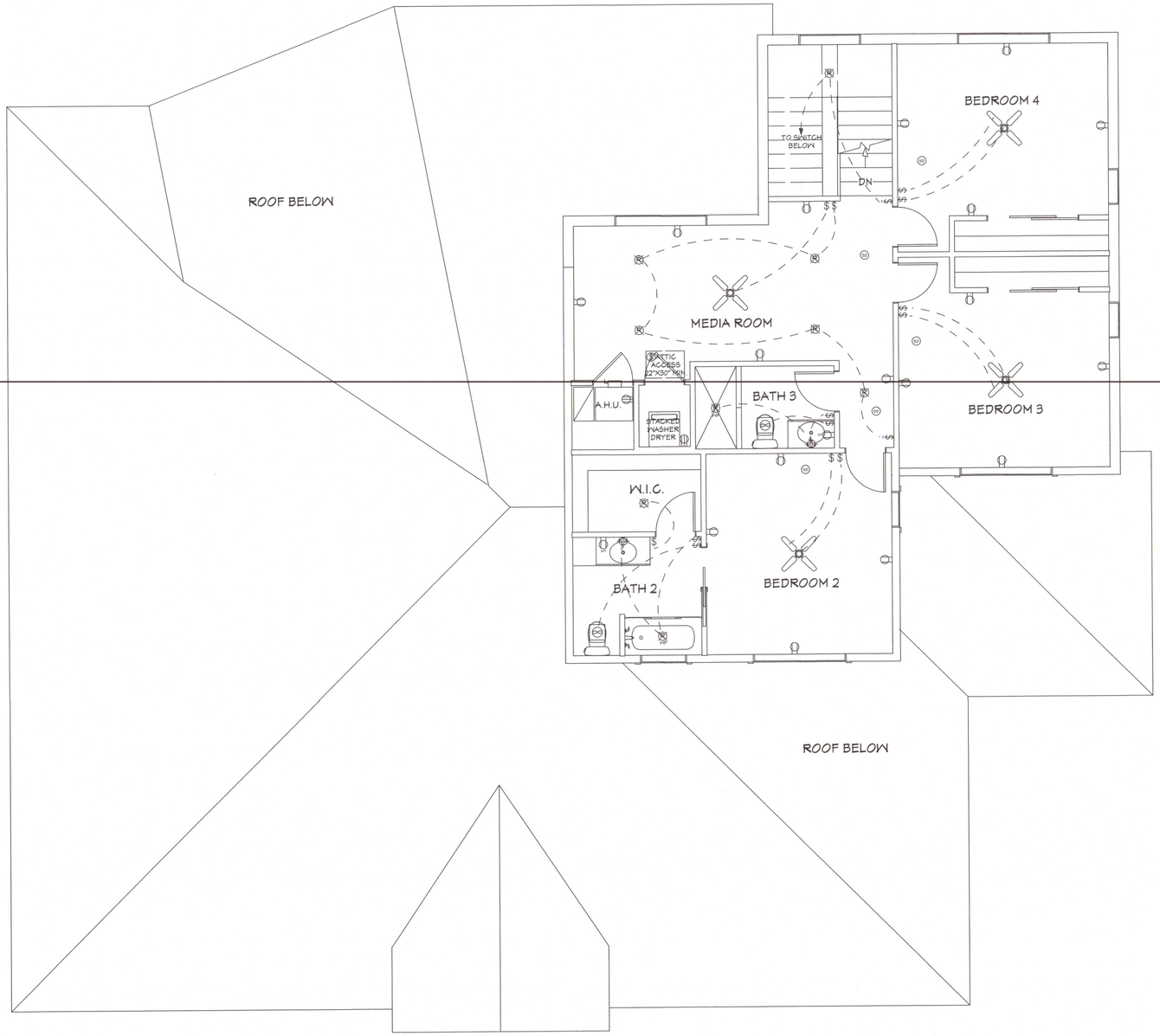
A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: E1



ELECTRICAL LEGEND

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- EXHAUST FAN
- CEILING MOUNTED INCAND. FIXTURE
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- INCAND. FIXTURE WITH PULL-CHAIN
- UNDER CAB. LIGHTING
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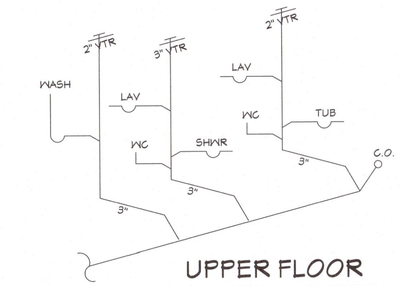
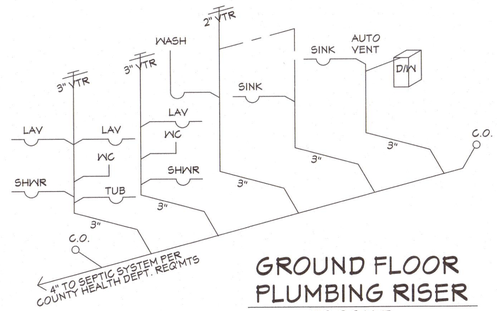


UPPER FLOOR
PLUMBING RISER
NO SCALE



GROUND FLOOR
PLUMBING RISER
NO SCALE

UPPER FLOOR ELECTRICAL PLAN

TOM MORTON
DESIGN & DRAFTING
723-0330
320 HIBISCUS TRAIL
MELBOURNE BEACH, FLA. 32951

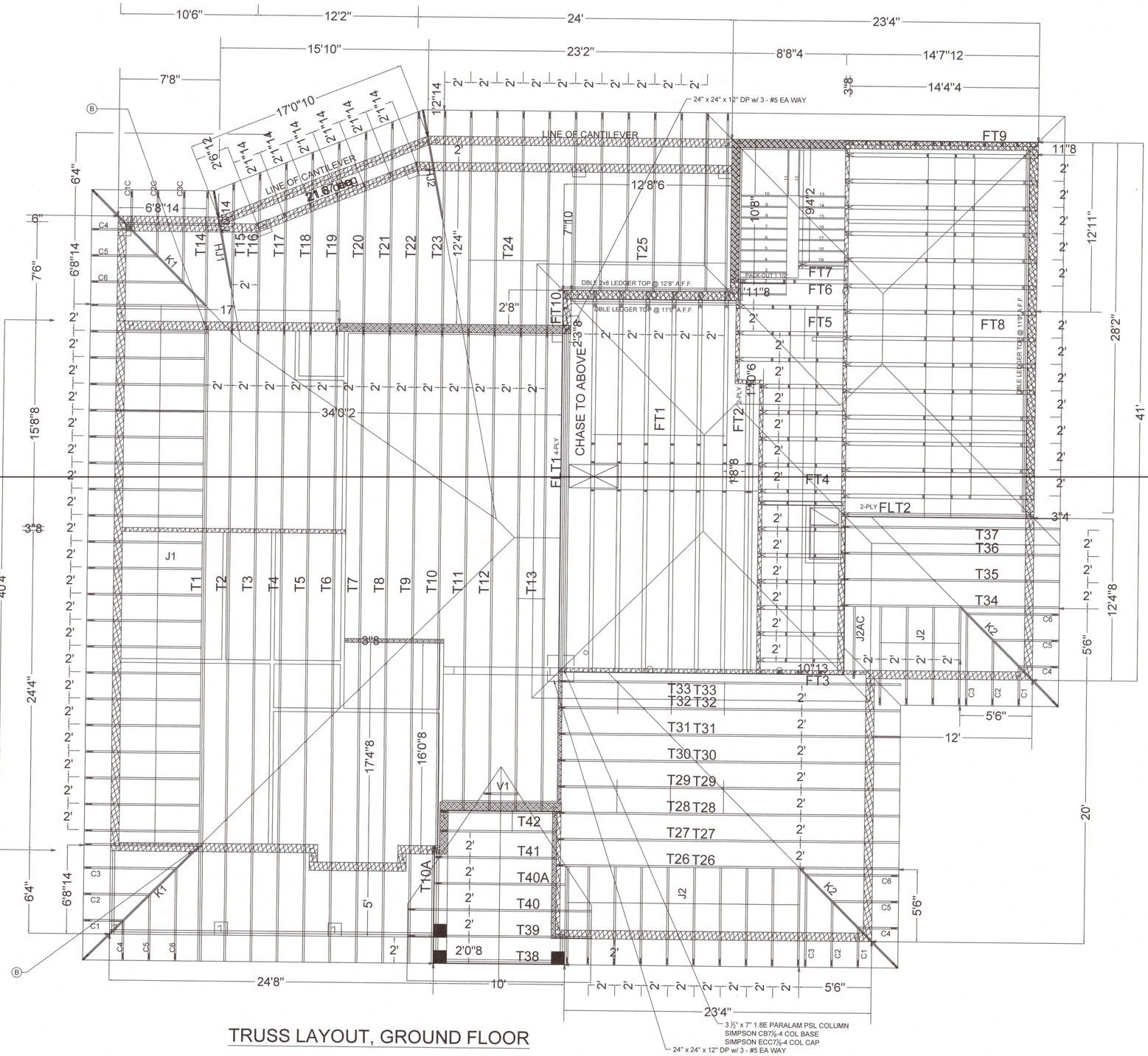
A CUSTOM RESIDENCE FOR THE:

BANKE'S

322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION:

SHEET: E2



TRUSS LAYOUT, GROUND FLOOR

NOTE: REFERENCE ONLY. FOR TRUSS PLACEMENT AND TRUSS-TO-TRUSS CONNECTORS, SEE TRUSS MANUFACTURER'S DRAWINGS.

WIND LOAD INFORMATION

THIS BUILDING HAS BEEN DESIGNED AS AN ENCLOSED STRUCTURE IN ACCORDANCE WITH THE 8th EDITION FLORIDA BUILDING CODE.

1. WIND SPEED - 124 MPH NOMINAL; 160 ULTIMATE
2. WIND IMPORTANCE FACTOR - 1
3. BUILDING CATEGORY - II
4. WIND EXPOSURE - C
5. INTERNAL PRESSURE COEFFICIENT - ±.18
6. COMPONENT & CLADDING DESIGN WIND PRESSURE *SEE TABLE 1*
7. THIS STRUCTURE OCCURS WITHIN THE WIND-BORNE DEBRIS REGION FOR 140 MPH AND ABOVE. ACCORDING TO ASCE 7-22 AND 8th EDITION FLORIDA BUILDING CODE - BUILDING, CHAPTER 16.
8. ALL STRUCTURES ON THIS PLAN ARE DESIGNED AS ENCLOSED OPENINGS AND THE TRUSS ENGINEERING SHALL BE PREPARED AS SUCH

COMPONENTS AND CLADDING PRESSURE TABLE
ENCLOSED STRUCTURE - 160 MPH ULTIMATE
GABLE ROOF, EXPOSURE C, ROOF ANGLE 20° < Ø <= 27°
MEAN ROOF HEIGHT, 20'<=25'

ZONE	LOCATION	EFFECTIVE WIND AREA (SQ FT)	COMPONENT PRESSURE (PSF)
1	ROOF	SF < 10	24.7 -53.1
		10 < SF < 20	22.4 -47.9
		20 < SF < 50	19.6 -41.2
		50 < SF < 100	17.4 -36.0
2	ROOF EDGE	SF < 10	24.7 -84.8
		10 < SF < 20	22.4 -72.4
		20 < SF < 50	19.6 -56.0
		50 < SF < 100	17.4 -43.6
3	ROOF CORNER	SF < 10	24.7 -100.6
		10 < SF < 20	22.4 -85.3
		20 < SF < 50	19.6 -65.2
		50 < SF < 100	17.4 -50.0
4	WALLS	SF < 10	37.3 -40.5
		10 < SF < 20	35.6 -38.7
		20 < SF < 50	33.3 -36.6
		50 < SF < 100	31.7 -34.8
5	WALLS	SF < 10	37.3 -50.0
		10 < SF < 20	35.6 -46.6
		20 < SF < 50	33.3 -42.1
		50 < SF < 100	31.7 -38.7

TABLE 1

GARAGE DOOR LOADS

WIDTH (FT)	HEIGHT (FT)	
9	7	+32.8/-37.1 PSF
16	7	+31.5/-35.1 PSF

ANCHOR AND TIE-DOWN CONNECTION SCHEDULE

IDENTIFY LOCATION OF CONNECTIONS PER TRUSS LAYOUT: A UPLIFT: 0-1,450 REQ'D CONNECTORS:	RAFTER OR TRUSS TO BOTH TOP PLATES OR LINTEL BEAM:	BOTH TOP PLATES TO STUD:	FIRST FLOOR STUD TO BOTTOM FLOOR STUD:	STUD TO BOTTOM PLATE:	BOTTOM PLATE TO FOUNDATION
MASONRY	SIMPSON / META16	MAKE / CONNECTOR	MAKE / CONNECTOR	MAKE / CONNECTOR	MAKE / CONNECTOR
IDENTIFY LOCATION OF CONNECTIONS PER TRUSS LAYOUT: B UPLIFT: 1-PLY: 1,920MAX; REQ'D: 2-PLY: 2,965 MAX CONNECTORS: T1	RAFTER OR TRUSS TO BOTH TOP PLATES OR LINTEL BEAM:	BOTH TOP PLATES TO STUD:	FIRST FLOOR STUD TO BOTTOM FLOOR	STUD TO BOTTOM PLATE:	BOTTOM PLATE TO FOUNDATION
MASONRY	SIMPSON / (2) HETA16	MAKE / CONNECTOR	MAKE / CONNECTOR	MAKE / CONNECTOR	MAKE / CONNECTOR
IDENTIFY LOCATION OF CONNECTIONS PER TRUSS LAYOUT: C UPLIFT: 0-1,450 REQ'D CONNECTORS:	RAFTER OR TRUSS TO BOTH TOP PLATES OR LINTEL BEAM:	BOTH TOP PLATES TO STUD:	FIRST FLOOR STUD TO BOTTOM FLOOR	STUD TO BOTTOM PLATE:	BOTTOM PLATE TO FOUNDATION
WOOD	SIMPSON / HTS20	SIMPSON / SPH4 W/12 10d x 1-1/2	ALL THREAD ROD (WHERE APPLICABLE)	SIMPSON / SPH4 W/12 10d x 1-1/2	1/2" ANCHOR BOLT
IDENTIFY LOCATION OF CONNECTIONS PER TRUSS LAYOUT: D UPLIFT: 1,451-2,830 REQ'D CONNECTORS: T43, T48, T52, T53	RAFTER OR TRUSS TO BOTH TOP PLATES OR LINTEL BEAM:	BOTH TOP PLATES TO STUD:	FIRST FLOOR STUD TO BOTTOM FLOOR	STUD TO BOTTOM PLATE:	BOTTOM PLATE TO FOUNDATION
WOOD	SIMPSON / (2) HTS20	SIMPSON / (2) HTS20	ALL THREAD ROD (WHERE APPLICABLE)	SIMPSON / (2) HTS20	1/2" ANCHOR BOLT

1. TRUSS TO MASONRY OR CONCRETE CONNECTORS TO BE TYPE A, UNLESS NOTED OTHERWISE IN CONNECTION SCHEDULE.
2. TRUSS TO WOOD FRAME WALL CONNECTORS TO BE TYPE C, UNLESS NOTED OTHERWISE IN CONNECTION SCHEDULE.

NOTE: ALTERNATE CONNECTORS ARE ALLOWABLE UPON WRITTEN APPROVAL FROM THE ENGINEER/DESIGNER OF RECORD PRIOR TO INSTALLATION.

BEN S. SCHWARTZ ★ LICENSE ★ No. 41778 ★ STATE OF FLORIDA ★ PROFESSIONAL ENGINEER

SBS SERVICES, LLC
3893 LONG LEAF DRIVE
MELBOURNE, FL 32940
(321) 684-1371
sbsservices@cfl.rr.com

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BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

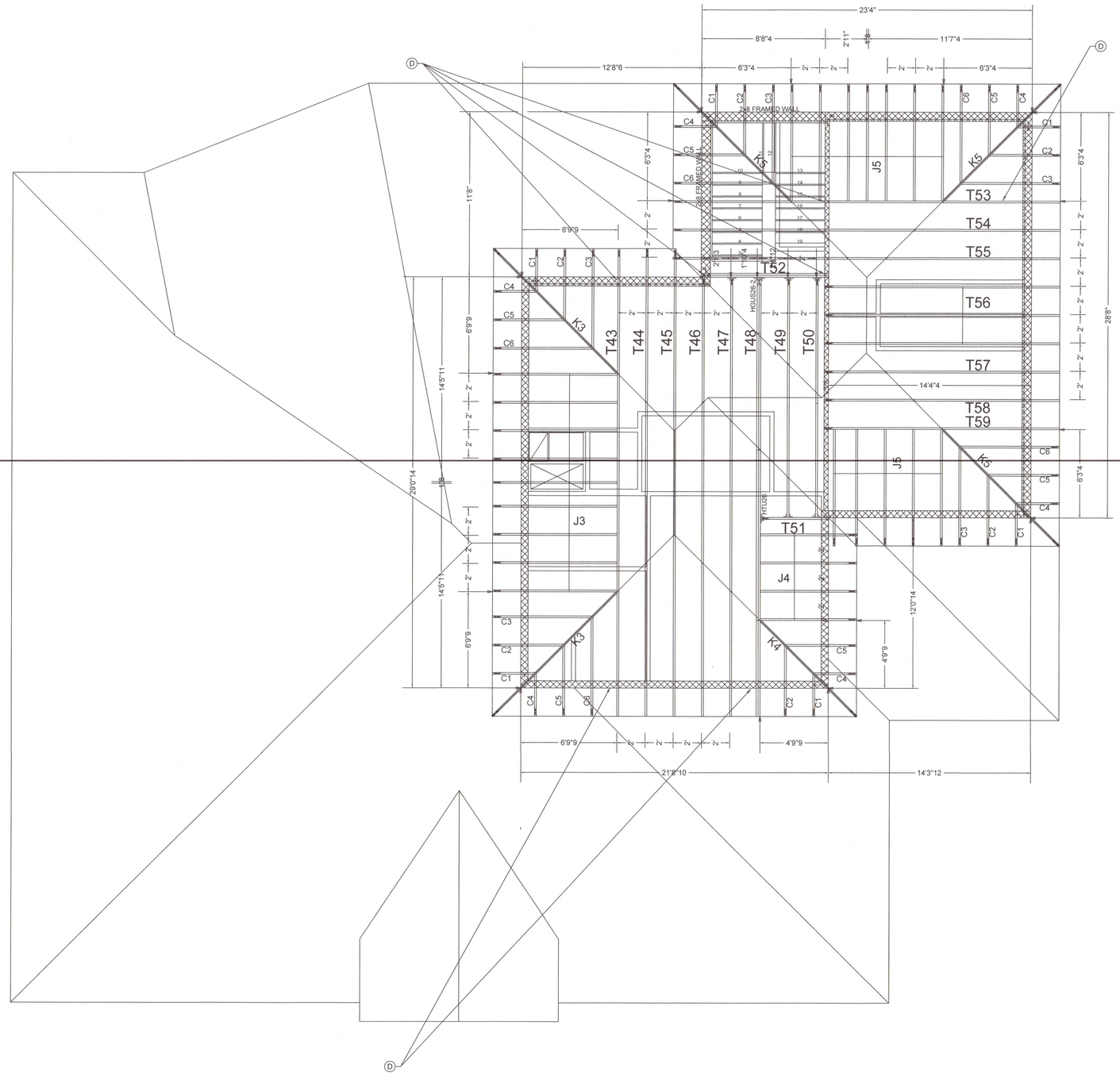
TRUSS ENGINEERING

TOM MORTON
DESIGN & DRAFTING
723-0330
315 SUNSET BLVD.
MELBOURNE BEACH, FLA. 32951

A CUSTOM RESIDENCE FOR THE:
BANKE'S
322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 26
DRAWN: T.C.M.
SCALE: 1/4"=1'-0"
REVISION:

SHEET: S1



TRUSS LAYOUT, UPPER FLOOR

NOTE: REFERENCE ONLY. FOR TRUSS PLACEMENT AND TRUSS-TO-TRUSS CONNECTORS, SEE TRUSS MANUFACTURER'S DRAWINGS.

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BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26811

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

TRUSS ENGINEERING

TOM MORTON
DESIGN & DRAFTING
723-0330
310 SUNSET BLVD
MELBOURNE BEACH, FLA. 32951

A CUSTOM RESIDENCE FOR THE:
BANKE'S
322 HIBISCUS TRAIL, MELBOURNE BEACH

DATE: 23 MAY 25
DRAWN: T.C.M.
SCALE: 1/4"=1'-0"
REVISION:

SHEET: S2

NO FILL OR CONSTRUCTION MATERIALS MAY BE PLACED OUTSIDE OF THE SILT FENCING.

AREA OF ALTERATION = 0.30 ACRES

811 KNOW WHAT'S BELOW ALWAYS CALL 811 BEFORE YOU DIG
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www.callsunshine.com

GRADING NOTES

1. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.
2. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6" WITHIN THE FIRST 10 FEET.

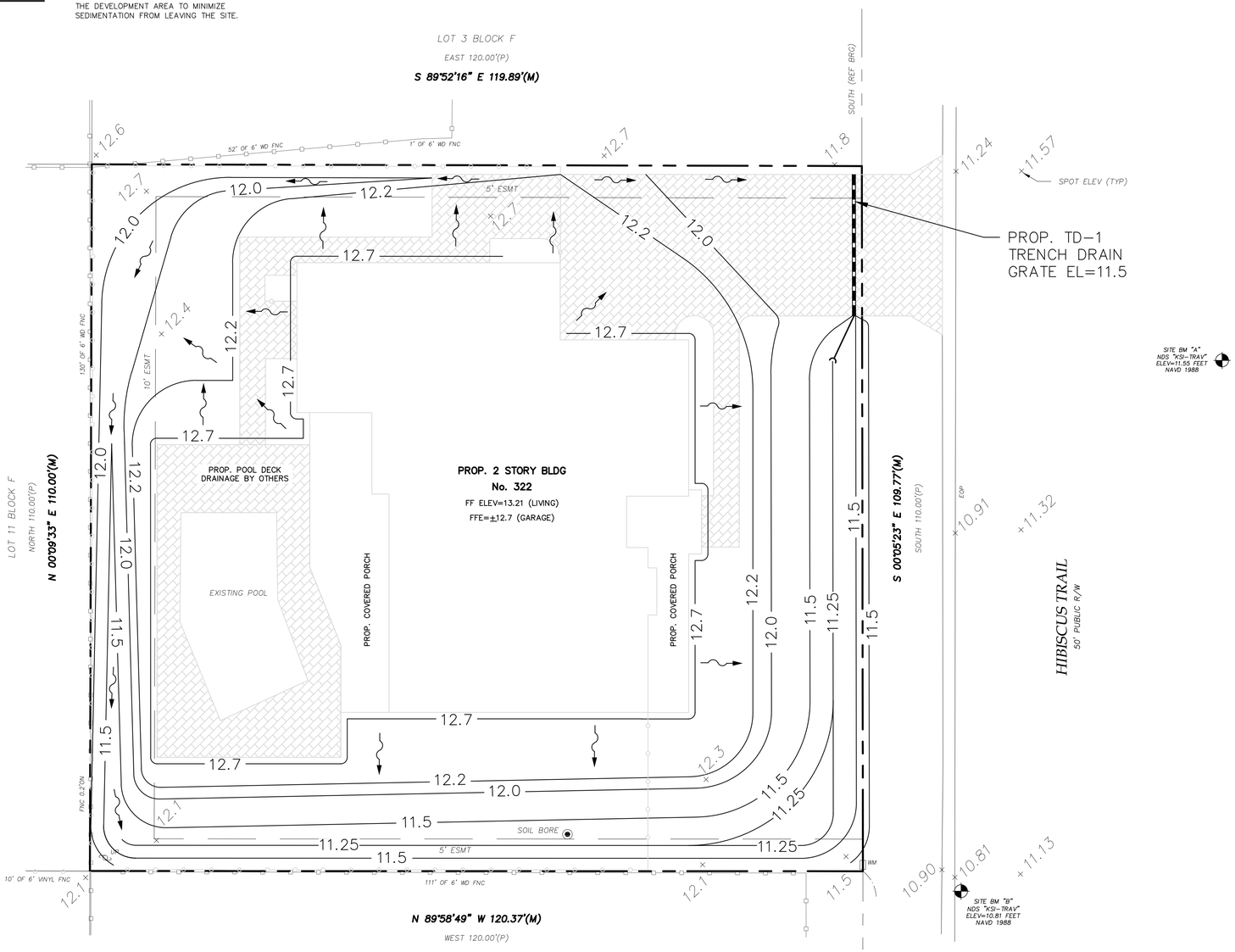
EROSION NOTES:

BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.

MINIMUM FINISHED FLOOR ELEVATION:

TOWN:
THE MINIMUM FINISHED FLOOR SHALL BE A MINIMUM OF 18-INCHES ABOVE THE CROWN OF ROAD.
MINIMUM FFE = 11.57'+1.5' =13.07'

FEMA:
FLOOD ZONE "X", NO ADDITIONAL FLOOD REQUIREMENTS

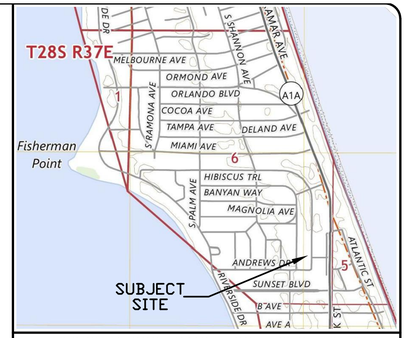


* EXISTING IMPROVEMENTS ARE TO BE REMOVED AND ARE NOT SHOWN ON THIS PLOT PLAN.

GENERAL NOTES

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY, TOPOGRAPHIC, & FLOOD PLAIN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 444924, LATEST REVISION DATE 6/1/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

GRAPHIC SCALE
10 0 5 10 20 40
(IN FEET)
1 inch = 10 ft.



TOWNSHIP 29S, RANGE 38E, SECTION 06

VICINITY MAP
NTS

GENERAL STATEMENT:

THE LOT DRAINAGE PLAN HAS BEEN PREPARED FOR THE PROPOSED SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:

BANKE, JONATHAN M; BANKE, EMILIA D
11053 NW 5TH CT
CORAL SPRINGS, FL 33071

ENGINEER:

BENNETT ENGINEERING & CONSULTING, LLC
4940 RANCHLAND ROAD
MELBOURNE, FLORIDA 32334
(321) 622-4462

SURVEYOR:

KANE SURVEYING, INC.
505 DISTRIBUTION DRIVE,
MELBOURNE, FL 32904
(321) 676-0427

SITE ADDRESS:

322 HIBISCUS TRL
MELBOURNE BEACH, FL 32951

PARCEL ID: 28-38-06-77-F-2

ACCOUNT NO: 2847189

SITE AREA: SITE AREA = ± 0.30 AC (±13,201 SF)

LEGAL DESCRIPTION:

LOT 2, BLOCK F, 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.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12009C0604H
FIRM INDEX DATE: JANUARY 29, 2021
FLOOD ZONE: "X"

CLAYTON A. BENNETT LICENSE No. 53129 STATE OF FLORIDA PROFESSIONAL ENGINEER

This item has been digitally signed and sealed by Clayton A. Bennett, PE on the date adjacent to the seal.

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SHEET INDEX:

C-1 LOT DRAINAGE PLAN

"PRELIMINARY" JUNE 30, 2026

NORTH

SCALE: 1"=10

BANKE, JONATHAN M
BANKE, EMILIA D
11053 NW 5TH CT
CORAL SPRINGS, FL 33071

BANKE RESIDENCE
322 HIBISCUS TRL

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting, LLC.
4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236
CLAYTON A. BENNETT
P.E. NO. 53129
DATE
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DATE

		DATE
DESIGNED:	CAB	6/27/2025
DRAWN BY:	CAB	6/27/2025
CHECKED:		
APPROVED:		
ACAD CODE:	26400M01.DWG	
PROJECT NO:	26.400	

LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

NO FILL OR CONSTRUCTION MATERIALS MAY BE PLACED OUTSIDE OF THE SILT FENCING.

AREA OF ALTERATION = 0.30 ACRES

811 KNOW WHAT'S BELOW ALWAYS CALL 811 BEFORE YOU DIG
It's fast. It's free. It's the law.
www.callsunshine.com

GRADING NOTES

1. IMPERVIOUS SURFACES WITHIN 10 FEET OF THE BUILDING FOUNDATION SHALL BE SLOPED A MINIMUM OF 2% AWAY FROM THE BUILDING.
2. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6" WITHIN THE FIRST 10 FEET.

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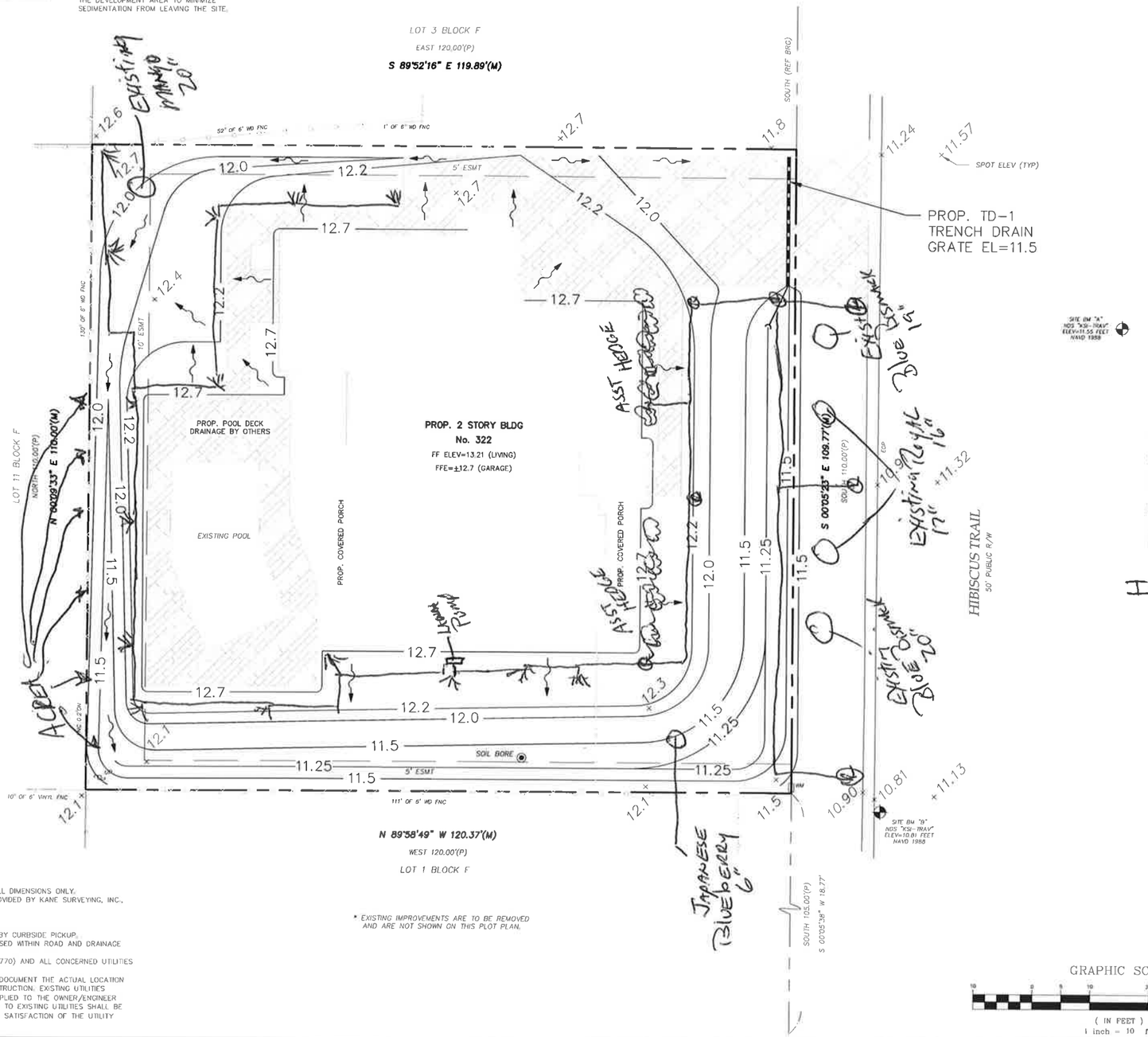
TOWN:
THE MINIMUM FINISHED FLOOR SHALL BE A MINIMUM OF 18-INCHES ABOVE THE CROWN OF ROAD.
MINIMUM FFE = 11.57'+1.5' =13.07'

FEMA:
FLOOD ZONE "X", NO ADDITIONAL FLOOD REQUIREMENTS



GENERAL NOTES

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY, TOPOGRAPHIC, & FLOOD PLAIN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 444924, LATEST REVISION DATE 6/1/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
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* EXISTING IMPROVEMENTS ARE TO BE REMOVED AND ARE NOT SHOWN ON THIS PLOT PLAN.

TOWNSHIP 29S, RANGE 38E, SECTION 06

VICINITY MAP
NTS

GENERAL STATEMENT:

THE LOT DRAINAGE PLAN HAS BEEN PREPARED FOR THE PROPOSED SINGLE-FAMILY RESIDENCE AND ASSOCIATED IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:
BANKE, JONATHAN M; BANKE, EMILIA D
11053 NW 5TH CT
CORAL SPRINGS, FL 33071

ENGINEER:
BENNETT ENGINEERING & CONSULTING, LLC
4940 RANCHLAND ROAD
MELBOURNE, FLORIDA 32934
(321) 622-4462

SURVEYOR:
KANE SURVEYING, INC.
505 DISTRIBUTION DRIVE,
MELBOURNE, FL 32904
(321) 676-0427

SITE ADDRESS:
322 HIBISCUS TRL
MELBOURNE BEACH, FL 32951

PARCEL ID: 28-38-06-77-F-2

ACCOUNT NO: 2847189

SITE AREA: SITE AREA = ± 0.30 AC (±13,201 SF)

LEGAL DESCRIPTION:

LOT 2, BLOCK F, 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.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12009C0604H
FIRM INDEX DATE: JANUARY 29, 2021
FLOOD ZONE: "X"

"PRELIMINARY" JUNE 30, 2026

GRAPHIC SCALE
10 0 5 10 20 40
(IN FEET)
1 inch = 10 ft.

SHEET INDEX:
C-1 LOT DRAINAGE PLAN

NORTH

SCALE: 1"=10

BANKE, JONATHAN M & BANKE, EMILIA D
11053 NW 5TH CT
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BANKE RESIDENCE
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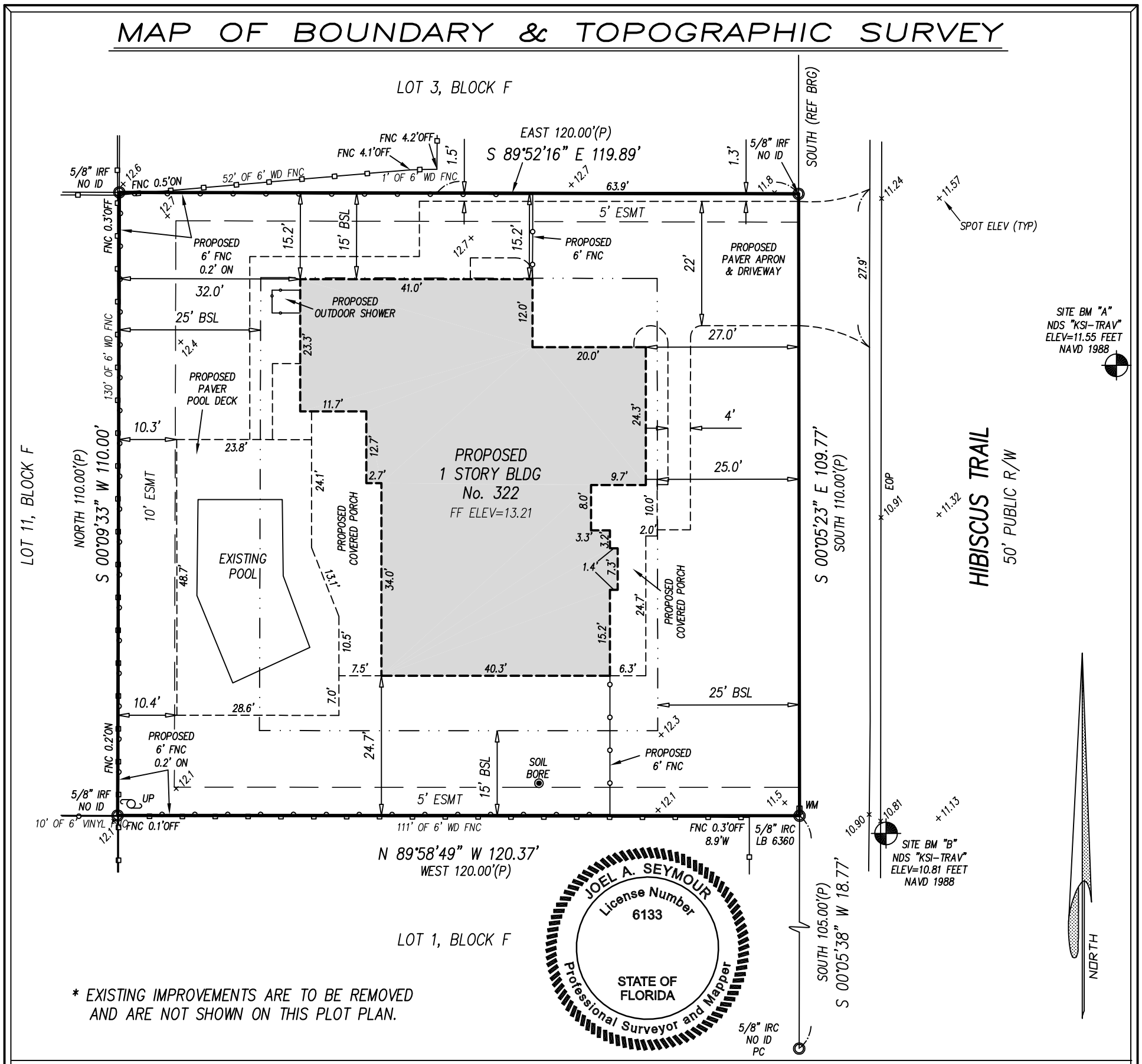
LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

MAP OF BOUNDARY & TOPOGRAPHIC SURVEY



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LEGEND

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

LEGAL DESCRIPTION:

LOT 2, BLOCK F, 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 & TOPOGRAPHIC	DATE: 5/21/26	JOB No. 444924
PLOT PLAN	DATE: 6/1/26	FB 26-2-26
		RIVERCOL/L2BF

CERTIFIED TO:

FRANK KOFFLIN
SOUTHEAST CUSTOM CONSTRUCTION

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.

DATE: 5/26/26

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

DRAWN BY: JIL/HRG | SCALE 1 INCH = 20 FEET

NOTES:

1. BEARINGS BASED ON THE W. R/W LINE BEING SOUTH AS PER PLAT (SEE SKETCH)
2. ELEVATIONS BASED ON BREVARD COUNTY BENCHMARK R-130-10 BEING AN ELEV OF 14.13 FEET NAVD 1988.
3. 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.
4. HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SUBURBAN LAND AS PER FLORIDA STATUTE 5J-17-6.003
5. BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
6. 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.
7. THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
8. ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.
9. UNLESS OTHERWISE INDICATED THIS SURVEY WAS PREPARED WITHOUT BENEFIT OF A TITLE SEARCH OR ATTORNEY'S TITLE OPINION.

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

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

322 HIBISCUS TRAIL
Melbourne Beach, FL 32951

OWNERS:

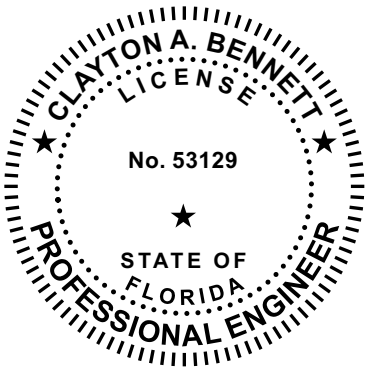
JONATHAN & EMILIA BANKE
11053 NW 5TH CT
CORAL SPRINGS, FL 33071

PREPARED BY:

Bennett Engineering & Consulting, LLC.
4940 Ranchland Road
Melbourne, Florida 32934
Tel/Fax (321) 622-4462
CA # 28236

BEC No. 26.240

June 30, 2026



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322 Hibiscus Trail
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II.	**SOIL INFORMATION**		1
III.	**STORMWATER MANAGEMENT PLAN**		1
	A.	EXISTING CONDITIONS	1
	B.	PROPOSED CONDITIONS	1
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		2. Stormwater Attenuation	2
IV.	**STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN**		2
	APPENDIX		
	A.	Stormwater Management Plan	3-4
	B.	Post Development Stormwater Calculations	5-9
	C.	NRCS Soils Report (*Provided for information only and not included in the Engineer's certification of this report)*	10-24

ENGINEER'S CERTIFICATION

The following drainage calculations for 322 Hibiscus Trail, Melbourne Beach were prepared by me or under my direct supervision.

_____
Clayton A. Bennett, P.E.
Fla. Reg. 53129

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 322 Hibiscus Trail in the Town of Melbourne Beach, Florida. The overall site boundary contains ±0.3 acres, more or less. The site is currently developed as a single-family residence.

B. Proposed Conditions

The proposed project consists of the demolition of the existing residences and the construction of a new single-family residence, and associated improvements. The existing swimming pool shell to remain. A stormwater management system has been proposed to retain the runoff from the 10-year/24-hour storm event, consisting of 8-inches of rainfall, from the site in accordance with the Town Criteria (Section 3A-30). The proposed improvements fall below the permit requirement thresholds of the SJRWMD Applicants Handbook Sec. 3.2.2 (a).

II. SOILS INFORMATION

Pursuant to the NRCS Brevard County Soil Survey, the site soils landward of the top of dune consist of Canaveral-Palm Beach-Urban land complex which has a very high permeability rate. The said soil has a reported typical Ksat of 20 to 50 in/hr. A copy of the NRCS soils report has been included in Appendix C for informational purposes only.

For the stormwater management design, the Ksat was assumed to be 10 in/hr by applying a factor of safety of 2 to the lower permeability range noted in the NRCS soils report.

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

The rate of runoff was not computed as the Town requires the retention of the 10-year/24-hour storm event.

B. Proposed Conditions

A normally dry retention basin is proposed to retain the runoff from the 10-year/24-hour storm event consisting of 8-inches of rainfall.

1. **Area information**
   Basin 1: Lot Area = ±13,201 sf

2. Stormwater Attenuation

The proposed stormwater management system is designed to retain the runoff from the 10-yr/24-hr storm event site area using the computer model HydroCAD. The results of the HydroCAD model are provided in Appendix B. The following summarizes the results of the HydroCAD analysis for the 10-yr/-24hr storm event:

Basin	Peak Stage	Top of Swale El.	Pre-Dev. Discharge	Post Dev. Discharge
Basin 1	11.34 ft	11.5 ft	N/A	0.0

IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

The stormwater management system for this project consists of normally dry retention basins. This system has been designed within the restrictions of the site and with the intent of satisfying the stormwater treatment requirements of the Town of Melbourne Beach stormwater management code. In order for the system to function properly, it must be maintained. The following maintenance and monitoring program shall be followed:

- Storm water retention basins shall be maintained and free of sand build up and debris, which could cause clogging and a reduction of storage volume.
- Grassed areas are to be maintained to avoid bare earth conditions where erosion could occur.
- Grass clippings are to be bagged and properly disposed of.
- The storm pipe(s) shall be maintained and free of obstruction.

APPENDIX A

STORMWATER MANAGEMENT PLAN

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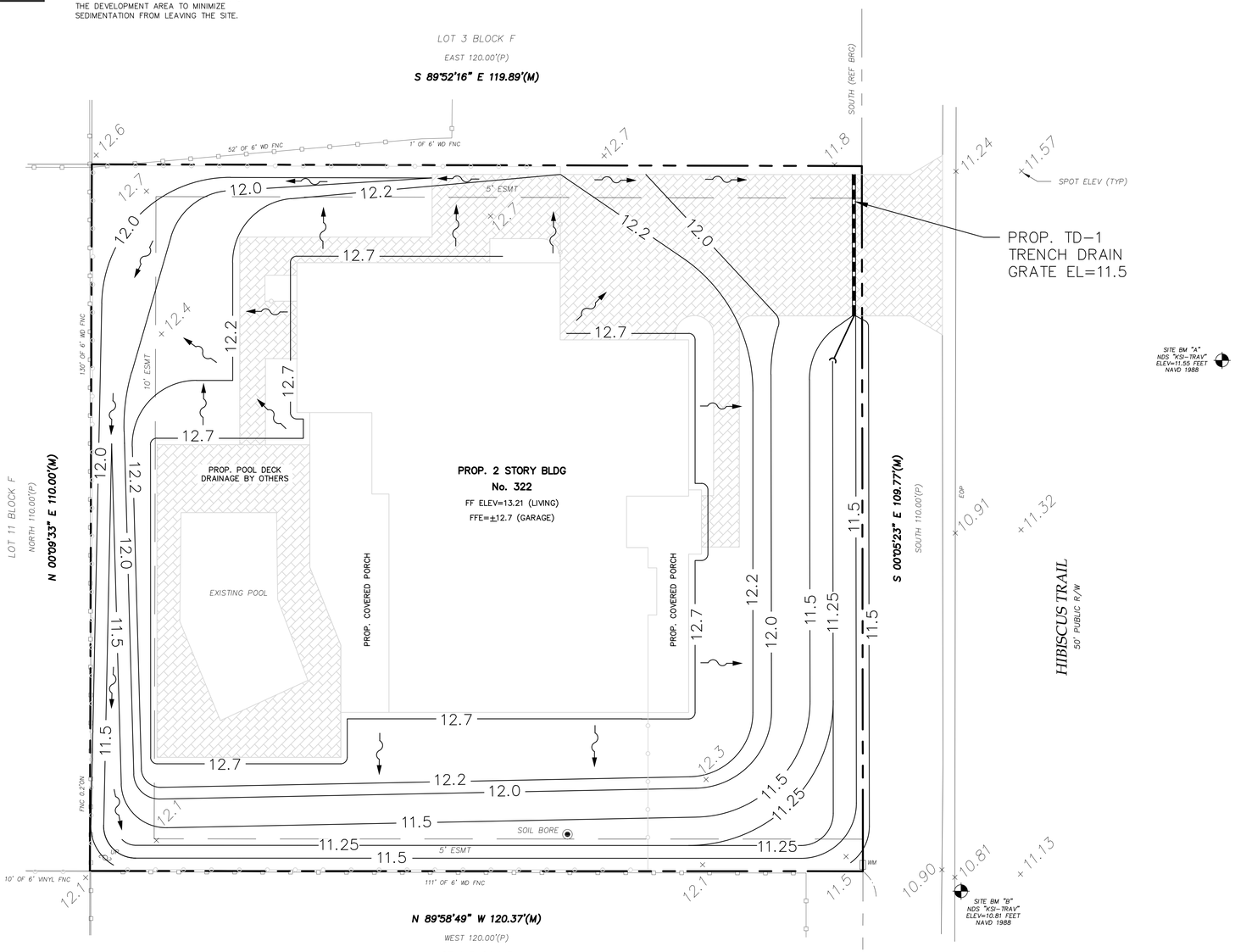

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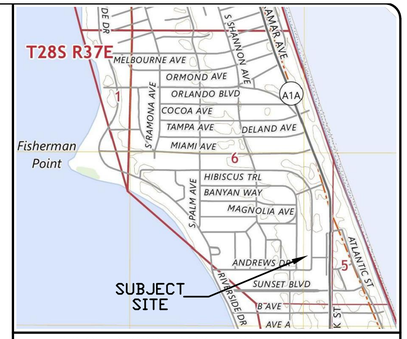

TOWNSHIP 29S, RANGE 38E, SECTION 06

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PARCEL ID: 28-38-06-77-F-2

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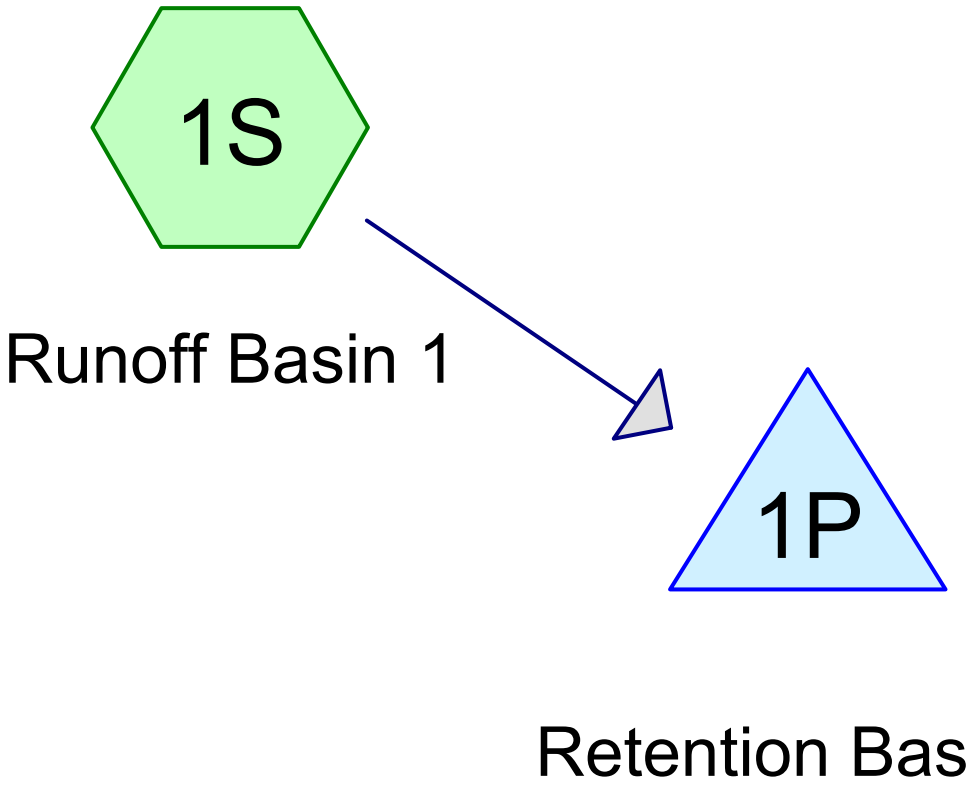
LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS



Subcat Reach Pond Link

Routing Diagram for Post-01
Prepared by Bennett Engineering & Consulting, LLC, Printed 6/30/2026
HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Rainfall Events Listing (selected events)

Event#	Event Name	Storm Type	Curve	Mode	Duration (hours)	B/B	Depth (inches)	AMC
1	10y-24h	Type II FL 24-hr		Default	24.00	1	8.00	2

Summary for Subcatchment 1S: Runoff Basin 1

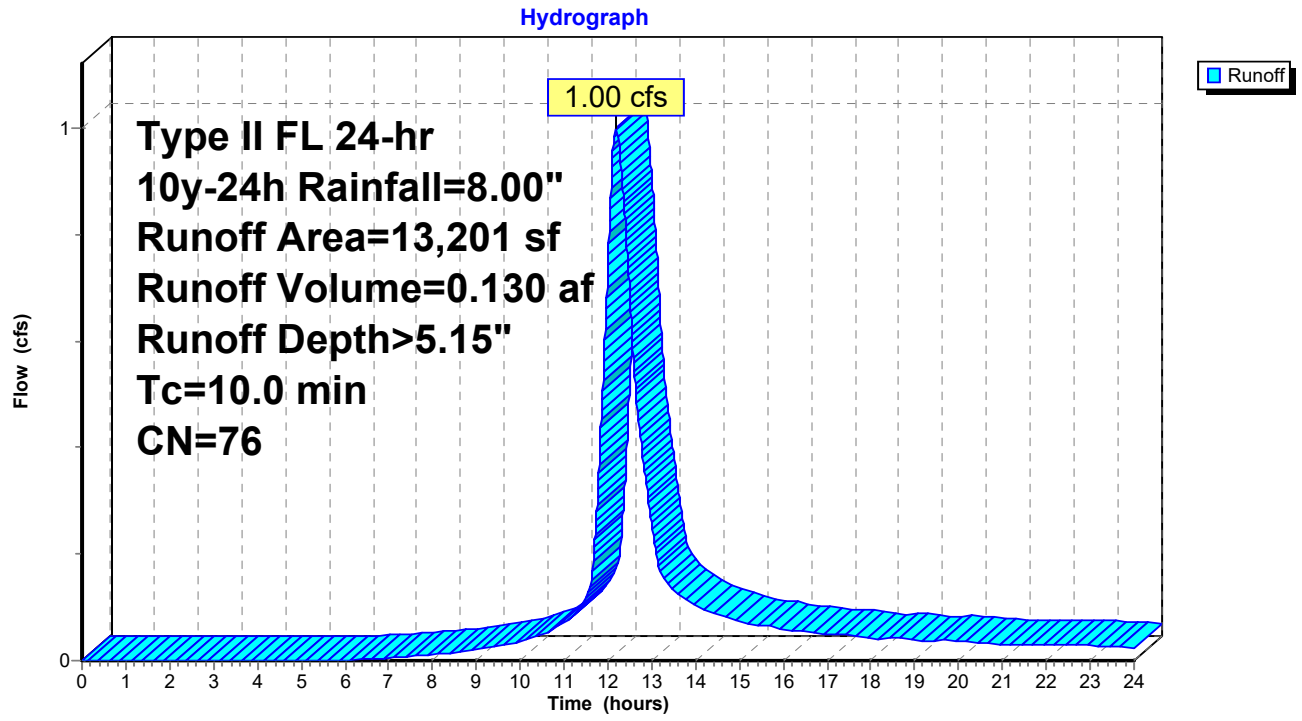
Runoff = 1.00 cfs @ 12.17 hrs, Volume= 0.130 af, Depth> 5.15"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
Type II FL 24-hr 10y-24h Rainfall=8.00"

	Area (sf)	CN	Description
*	1,355	100	Retention Swale
*	3,877	98	Roof, Paved parking, HSG A
*	1,784	98	Driveway
*	1,271	98	Pool and Deck
	4,914	39	>75% Grass cover, Good, HSG A
	13,201	76	Weighted Average
	4,914		37.22% Pervious Area
	8,287		62.78% Impervious Area

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

Subcatchment 1S: Runoff Basin 1



Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.303 ac, 62.78% Impervious, Inflow Depth > 5.15" for 10y-24h event
Inflow = 1.00 cfs @ 12.17 hrs, Volume= 0.130 af
Outflow = 1.00 cfs @ 12.19 hrs, Volume= 0.130 af, Atten= 0%, Lag= 1.0 min
Discarded = 1.00 cfs @ 12.19 hrs, Volume= 0.130 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
Peak Elev= 11.34' @ 12.19 hrs Surf.Area= 381 sf Storage= 20 cf

Plug-Flow detention time= 0.2 min calculated for 0.130 af (100% of inflow)
Center-of-Mass det. time= 0.2 min (828.7 - 828.5)

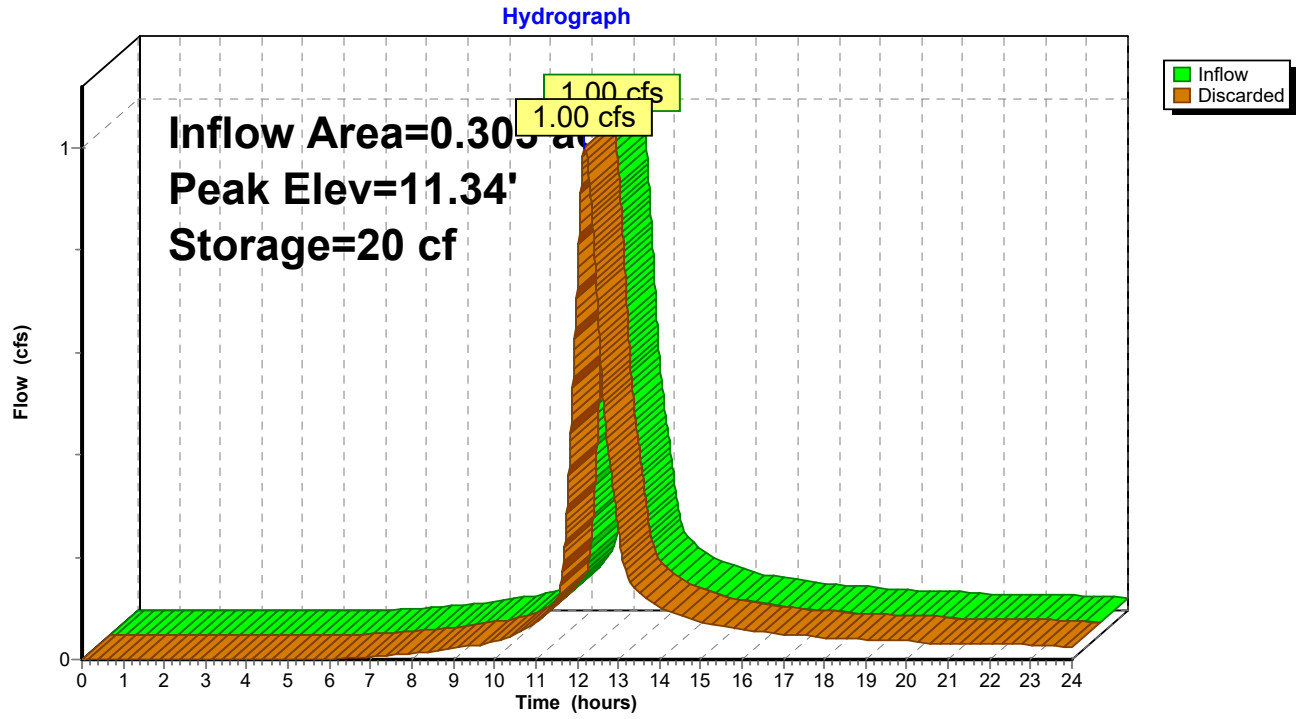
Volume	Invert	Avail.Storage	Storage Description
#1	11.25'	153 cf	Custom Stage Data (Irregular) Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
11.25	104	220.0	0	0	104
11.50	1,355	500.0	153	153	16,147

Device	Routing	Invert	Outlet Devices
#1	Discarded	11.25'	10.000 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = 4.00'

Discarded OutFlow Max=1.00 cfs @ 12.19 hrs HW=11.34' (Free Discharge)
↳1=Exfiltration (Controls 1.00 cfs)

Pond 1P: Retention Basin 1



APPENDIX C

Soils Report

Prepared by: NRCS

Soils report included for informational purposes only and Not part of the Engineer's Certification

United States Department of Agriculture

NRCS

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Brevard County, Florida

322 Hibiscus Trail

Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require

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Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report
Soil Map

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	0.3	100.0%
Totals for Area of Interest		**0.3**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

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

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Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	August 19, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the January 21, 2026 Regular Town Commission Meeting minutes

Town of Melbourne Beach

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

MINUTES

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

Staff Members:
Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:03 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

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

Staff Members Present
Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

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

4. Meeting Agenda – Additions/Deletions/Changes – 4:30

Commissioner Sherri Quarrie spoke about moving New Business Item C and New Business Item E as far up as possible.

Commissioner Tim Reed spoke about moving New Business Item B up because there is a representative here to present.

Mayor Alison Dennington spoke about moving them up in the order of B, C, E.

Commissioner Tim Reed made a motion to move new business items C, B, E in that order immediately after the consent agenda; Vice Mayor Terry Cronin seconded; Motion carried 5-0.

Vice Mayor Terry Cronin spoke about tabling New Business A until they have the update to review.

Vice Mayor Terry Cronin made a motion to table the discussion of the mitigation plan until next month; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington spoke about the walk on items which are the cover sheet that discusses the mitigation plan, a notice of intent to use uniform method of collecting non-ad valorem taxes, Resolution 2026 electing to use the uniform method of collecting ad valorem taxes and the Town Manager employment agreement.

Vice Mayor Terry Cronin made a motion to approve the agenda as amended; Commissioner Anna Butler seconded; Motion carried 5-0.

5. **Proclamations/Awards/ Announcements**
   A. Town announcements and upcoming events – Town Clerk Amber Brown

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

7. **Public Comment (Non-Agenda Items)** – 13:30

David Drake – 604 Alden Place – *Spoke about wanting the electrical wire that runs along the south side of his property removed, as it will be over where he wants to place a pool. The Commission can decide if the streetlight is necessary or not. If it is, then he would be willing to install an in-kind solar.*

Public Works Director Tom Davis spoke about how the pole and wire is FPL's.

Commissioner Sherri Quarrie spoke about having the Public Works Director speak with FPL about what can and cannot be done and then bring the item back.

Mayor Alison Dennington suggested David Drake get pictures so there are records to reference if the Commission has a say in the matter.

Commissioner Tim Reed spoke about wanting to hear from the neighbors directly and Mayor Alison Dennington said signatures would suffice.

Joyce Barton – 322 Third Ave – *Spoke about taking pride in being a super host on AirBnB and having zero complaints from residents or guests. Short-term rentals are largely operated without incident, and this issue has become more about politics than practicality. Said it is essential to advocate for property rights and invasion of privacy.*

Mark McBride – 310 Second Ave – *Thanked the Fire Chief for putting out the fence fire behind his home. Spoke about short-term rentals and how they are not being enforced. The ordinance was passed a year ago in February, and not one fine has been issued.*

8. Consent Agenda – 26:55

A. Approval of the November 5, 2025 Special Town Commission Meeting minutes
B. Approval of the November 19, 2025 Regular Town Commission Meeting minutes
C. Approval of the November 21, 2025 Special Town Commission Meeting minutes
D. Approval of the site plan for 1806 Pine St
E. Approval of the site plan for 2003 Oak

Mayor Alison Dennington pulled Consent Agenda items D and E.

Consent Agenda Items A, B, and C were approved by consent.

New Business Item C – Discussion and consideration of the sale of the Fire Department's decommissioned fire engine – Fire Chief Gavin Brown

Fire Chief Gavin Brown spoke about the old fire engine listed for sale, recommending they accept the offer for $125,000 from Woodcrest Fire Department in Oklahoma. - 28:45

Commissioner Sherri Quarrie made a motion to accept the offer the Fire Chief recommended; Commissioner Anna Butler seconded;

Mayor Alison Dennington asked about the process for selling the fire engine, if the Town Attorney has reviewed the terms, and how soon will it happen?

Fire Chief Gavin Brown said he had a letter of intent and the sale would be done through a broker who takes a 10% fee. The Woodcrest Fire Department wants it as soon as possible and they will be responsible for picking it up.

Bruce Pickett – 1501 Oak – *Spoke about being in the fire service for a long time. Take the money and run.*

Motion carried 5-0.

New Business Item B – Consideration on the Basin 10 drainage analysis proposal – Town Manager Lisa Frazier

David Baggett from Haley Ward spoke about the Basin 10 drainage analysis proposal where he referenced a Jones Edmonds stormwater master plan from 2007. -34:18

Commissioner Sherri Quarrie asked about the $49,000 quote for work done only on the surface and asked about underground observations. Also asked about the possibility of collapse. - 46:25

David Baggett said part of their quote is a full survey scope of Basin 10 which includes flying it and ground shooting the structures and pipes. Said to do additional work underground would be about $9,000 which would include a TV report, but would not include removal so there would be no risk of collapse.

Mayor Alison Dennington pointed out that some pipes have been worked on in the last 5-8 years and might not need to be scoped. Said she is in favor of doing it and doing it right which means adding the scoping.

David Baggett said a model that assumes everything is in working order that still identifies areas of concern is valuable, but if they want to see the condition of the infrastructure as it stands today, they would have to scope. Said start to finish would take 60 days.

Mayor Alison Dennington spoke about the importance of the Cedar Lane area and asked specifically for a recommendation for that area in the final report.

Commissioner Tim Reed spoke about being in possession of a lot of data already, and asked if the company could make use of the data the Town already has from other engineering companies. Also asked about the baffle box that has connections beyond the Town and if that is the issue if they could get help from the County. Asked if they are evaluating the persistent soggy area on Orange St. - 1:02:50

David Baggett said he reviewed the data and passed it onto the surveyor. Said having the report that shows that the baffle box is an issue to bring to meetings with the County would be important in asking them for help. Orange St. falls on the boundary of Basin 10 and they will get topographic information on that.

Commissioner Anna Butler made a motion to approve the contract as is with Haley Ward; Commissioner Sherri Quarrie seconded;

Eric Sander – 1910 Cedar Lane *– Asked if the approval was with or without the scoping. It does not seem that it will provide a full picture without the scoping. - 1:10:44*

Mayor Alison Dennington explained this would be without the scoping and they would get information on specific areas they could scope later.

Vice Mayor Terry Cronin asked Commissioner Tim Reed if he feels this is recreating the wheel with information that already exists.

Commissioner Tim Reed spoke about how the Town has spent money on this area in the past, so he would want to make sure Haley Ward has access to that information, so we do not pay

for it again. Also, there is no money for this, so it should be tabled to workshop it some more.

Mayor Alison Dennington spoke about how this is urgent and you need this information to apply for grants or do it in a phased approach.

Vice Mayor Terry Cronin asked David Baggatt if they have seen the data the Town currently has from the BSE survey.

David Baggatt spoke about how he has looked at everything they have been provided, but that will not be the same as what they are doing.

Interim Town Manager Lisa Frazier spoke about how the data was shared with Haley Ward, but it was specific to a project, and this would be a larger scale for the entire basin.

Motion carried 4-1 with Commissioner Tim Reed dissenting.

New Business Item E – Consideration on the Town Manager employment agreement – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about how Marie has requested the following changes to the employment agreement: 4B increase in annual leave from 120 to 160 (from 15 days to 20 days), 4D increase in vehicle stipend from $150 to $200 per month, relocation reimbursement up to $5,000, and 6C requested 20 weeks of severance pay. -1:21:00

Vice Mayor Terry Cronin asked about the details of the 20 weeks of severance pay.

Town Attorney Ryan Knight spoke about how there is a Florida Statue that says if you pay out severance pay to a city employee that it cannot be over 20 weeks of their salary.

Commissioner Sherri Quarrie spoke about how the differences between the original agreement and the requested changes is about $13,000 over the 3 year contract.

Mayor Alison Dennington said those numbers were misleading because it made it seem like they were paying more than they did for the previous Town Manager's contract.

Commissioner Anna Butler spoke about having an issue with the relocation part. There was a candidate from Florida who has knowledge and experience. The current candidate said she was moving to Florida for other reasons.

Mayor Alison Dennington spoke about being fine with the relocation fee if they are here for a year or longer otherwise they pay it back. Also fine with the vehicle allowance, but no flat fee for gas. Does not like that the severance is at the maximum. Keep the admin leave at 120 for the first year, but 160 after that. Keep the severance at 16 weeks.

Vice Mayor Terry Cronin spoke about the candidate already wanting to move to Florida.

Commissioner Anna Butler does not think the relocation fee is necessary.

Mayor Alison Dennington said she was in favor of the relocation fee as long as they paid it back if they left within a year.

Commissioner Sherri Quarrie spoke about how the $5,000 relocation fee is not necessary because the candidate said she was already going to move here.

Vice Mayor Terry Cornin made a motion vote on each item individually;

The Commission agreed there were no issues with the automobile allowance.

Vice Mayor Terry Cronin made a motion that the automobile allowance be accepted at $200 a month and that there will be no automatic charges for gasoline; Commissioner Anna Butler seconded; Motion carried 5-0.

Vice Mayor Terry Cronin made a motion that we keep the annual benefit hours at 120 hours, but to increase it to 160 hours starting in year 2 and keep the severance at 16 weeks; Commissioner Tim Reed seconded; Motion carried 5-0.

Commissioner Tim Reed spoke about having a start date of February 9th.

Town Attorney Ryan Knight spoke about as of today, February 9th.

Mayor Alison Dennington made a motion that we approve the $5,000 moving expense with the stipulation that if they choose to leave voluntarily or if they are terminated with cause within a year, they reimburse the Town; Commissioner Tim Reed seconded;

Marivi Walker – 511 Riverside Dr *– Spoke about how not everyone offers relocation fees. We are a municipality, and we should not be paying it. The candidate said she was already moving here.* - 1:41:54

David Micka - 323 4th Ave *– Spoke about how most companies do not provide relocation fees, and that was not part of the original discussion with the other candidates.*

Mayor Alison Dennington spoke about how a lot of companies pay relocation fees.

Motion failed 2-3 with Vice Mayor Terry Cronin, Commissioner Anna Butler, and Commissioner Sherri Quarrie dissenting.

Town Attorney Ryan Knight said the Commission could authorize another number for the relocation fee or vote to say they are not offering relocation reimbursement and approve the contract with the amendments that did pass.

Commissioner Sherri Quarrie said she is opposed to paying relocation services. The candidate was adamant about moving to Florida.

Vice Mayor Terry Cronin spoke about the possibility of making a counteroffer for $2,500.

Town Attorney Ryan Knight said the candidate did say she had family in the area but would not want to reside with them. Rent is high in the area, and she wants to be as close as possible. Confirmed with the Commission that there is no relocation reimbursement in the agreement. Depending on what the candidate says, there is the possibility that there would need to be a special meeting to discuss this matter further.

9. Public Hearings/Special Orders - 1:52:30

A. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading
AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO $3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

Commissioner Sherri Quarrie spoke about being opposed to this ordinance. Some people donate their salary, so this would not be saving the Town money. Said the Commissioners need their expenses covered to be a Commissioner. Stop making ordinances that do not improve government compliance, operation or Town assets.

Mayor Alison Dennington said it improves it because it puts more money in the Town, people don't become Commission members for the money. This is the second reading.

Vice Mayor Terry Cronin asked how much money had been spent changing this ordinance.

Town Attorney Ryan Knight said roughly an hour of time and there is an advertising cost as well, which has already been paid.

Town Clerk Amber Brown said advertising costs around a couple hundred dollars. Also said there is a cost that has not been paid for this ordinance yet which is to codify it which is typically $500-$1,000.

Town Attorney Ryan Knight said this one did not need to be codified immediately.

Commissioner Tim Reed made a motion to approve the ordinance as read; Commissioner Anna Butler seconded; Motion carried 3-2 with Vice Mayor Terry Cronin and Commissioner Sherri Quarrie dissenting.

Vice Mayor Terry Cronin made a motion that when an ordinance is being changed, the Commission is transparent to the public about the cost associated with the change;

Town Attorney Ryan Knight said that would require a resolution, so instead he could make a comment about the Commissioners keeping in mind the cost or an ordinance when voting.

Mayor Alison Dennington suggested each time there is an ordinance, he could request an estimate of what that would cost.

Vice Mayor Terry Cronin withdrew his motion.

Recess at 8:10 pm – 8:18 pm

Town Clerk Amber Brown conducted roll call - 2:16:52

Commission Members Present	Staff Members Present
Mayor Alison Dennington	Interim Town Manager Lisa Frazier
Vice Mayor Terry Cronin	Town Attorney Ryan Knight
Commissioner Anna Butler	Fire Chief Gavin Brown
Commissioner Tim Reed	Town Clerk Amber Brown
Commissioner Sherri Quarrie	

10. Unfinished Business

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

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

Commissioner Sherri Quarrie spoke about the original Resolution that had bimonthly meetings, but the updated Resolution does not include that which would cost over $4000.00 for a 4-hour meeting.

Mayor Alison Dennington spoke about how this would save us a ton of money because we would not have all of the special meetings.

Commissioner Anna Butler spoke about being able to shorten the meetings by being more efficient and prepared and have our questions answered before the meeting.

Mayor Alison Dennington spoke about how things have run more smoothly since the last Town Manager left.

Vice Mayor Terry Cronin spoke about being against having 2 separate meetings because we can get everything done in one meeting. Having the ability to do the Workshop is optional, and if there is something to vote on, a special meeting could follow the workshop. Moving the Town Manager and Town Attorney report up in the agenda is good. Not having the meetings go past 10:00PM will keep us focused. Confirmed the seating arrangement had not been changed.

Mayor Alison Dennington asked if by vote at a regular meeting the Commission could make the workshop a voting meeting and the Town Attorney said they would still need to have the language of having 2 meetings a month. Said it would not be a second mandatory meeting every month, but they would have the option.

Vice Mayor Terry Cronin asked the Town Attorney why a special meeting can only have one topic and asked if that could be changed.

Town Attorney Ryan Knight said it is in the Charter so there would have to be a referendum, Charter review committee and a vote to change it.

Vice Mayor Terry Cronin made a motion to accept the Resolution with the exception of removing the bimonthly meeting; Commissioner Sherri Quarrie seconded;

Mayor Alison Dennington clarified what changes were made and said there was ambiguity around what debate is and when to ask questions and would like that cleared up but feels that it has been handled fine, so it is not an issue.

Motion carried 5-0.

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

Commissioner Tim Reed spoke about the details of the policy. - 2:32:20

Commissioner Tim Reed made a motion to accept the amended policy as is; Vice Mayor Terry Cronin seconded;

Dave Micka - 323 4th Ave *– Spoke about this policy being very burdensome and unnecessary, having a policy is fine, but this is just going to add a burden and staff time. He has been writing grants for the Town for 20 years. Asked what is broken that needs this much detail.*

Bruce Pickett – 1501 Oak *– Spoke about when you submit for a grant, it does not mean you have to take the grant. If it takes too much time to apply for the grant you will not make it in time.*

Vice Mayor Terry Cronin spoke about how this looks like a bureaucratic creep. The Commission agreed to address grants with matching funds, but appreciated what Dave Micka said. Can this be reduced to a paragraph to address only matching funds.

Mayor Alison Dennington spoke about how this is about transparency and does not think it will be as burdensome as people say.

Commissioner Sherri Quarrie spoke about needing some type of policy, but the advice from those that are applying for the grants should be taken into account and make it something that is workable and does not hamstring us from getting grants in the future.

Commissioner Anna Butler agrees with Commissioner Sherri Quarrie, and additionally Dave Micka does not get paid and volunteers to apply for grants.

Terry Cronin spoke about how some of the grants pop up and you need to apply immediately, or you will lose out. There is a matter of quickness, but if you wait for the next Town meeting, or get authority from the Town Manager might be the next day, and you might lose out on the opportunity. Does want oversight over anything with matching funds over $10,000. Is okay with

staff applying for grants that do not require matching funds without any approval. We should make the grant process as easy as possible.

Mayor Alison Dennington suggested moving the language around to make it clearer.

Commissioner Sherri Quarrie spoke about wordsmithing this with the Fire Department and the Town Attorney.

Vice Mayor Terry Cronin retracted his second to the motion.

Motion failed for lack of a second

Commissioner Sherri Quarrie made a motion to take the policy and procedure for grant applications and table it until Chief Dave Micka can wordsmith it; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington

11. New Business

A. ~~Resolution 2026-01 - Adopting the Brevard County Hazard Mitigation Plan~~
~~**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN**~~

Tabled to the next meeting

B. ~~Consideration on the Basin 10 drainage analysis proposal – Town Manager Lisa Frazier~~

Moved up after the Consent Agenda

C. ~~Discussion and consideration of the sale of the Fire Department's decommissioned fire engine – Fire Chief Gavin Brown~~

Moved up after the Consent Agenda

Consent Agenda Item D – 1806 Pine St - 2:54:08

Mayor Alison Dennington asked about the square footage of the accessory structure and was told there will be no accessory structure on this lot.

Commissioner Anna Butler made a motion to approve the 2 site plans on the Consent Agenda; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington confirmed with the Town Attorney that there needed to be 2 separate motions for the different addresses.

Commissioner Anna Butler made a motion to approve 1806 Pine St; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Consent Agenda Item E – 2003 Oak St

Commissioner Anna Butler made a motion to approve the site plans for 2003 Oak; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

D. Discussion on procedural requirements for future non-ad valorem assessments – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about the Florida Statute. This does not require the Town to do a special assessment, but it allows the Town to preserve the right to do one if approved. The Town needs to approve posting the notice for 4 consecutive weeks and that would involve a cost. - 2:59:00

Commissioner Tim Reed asked if this applied to making a change to an existing non-ad valorem.

Town Attorney Ryan Knight said no, the stormwater that he is referring to can be done by resolution.

Vice Mayor Terry Cronin thanked the Town Attorney and said having options available is very important because if property taxes change, they will need some kind of taxation method.

Commissioner Anna Butler made a motion to authorize the Town to expend the funds to publish the notice of intent; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

E. ~~Consideration on the Town Manager employment agreement – Town Attorney Ryan Knight~~

Moved up after the Consent Agenda

12. Finance/Budget Report – 3:05:45

Commissioner Tim Reed asked about the Building Department on page 171 and if there have been any bills from CAP.

Interim Town Manager Lisa Frazier spoke about only receiving the invoice a few weeks ago, and it is only through November, but they are contesting some of the items on the bill. Said they received $42,631 from FEMA processing from the state.

Mayor Alison Dennington asked what the amount was for the CAP invoice. Asked about a severance payment.

Interim Town Manager Lisa Frazier said she did not know the amount of the CAP invoice and said the severance payment was approved for the former Town Manager.

Town Clerk Amber Brown said it might have been for sick pay.

Mayor Alison Dennington pointed out the word severance needed to be changed if it was sick pay.

Commissioner Sherri made a motion to accept the budget; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

13. Town Staff/Board Reports

A. Technology Advisory Board – 3:11:18

Chairman Bruce Larson spoke about the Technology Advisory Board projects, and without access to staff time, it will be very difficult to make good recommendations. Cannot assess cybersecurity without knowing what the Town has. The Board requests the checklist be completed to get cybersecurity underway. Deckard is not being used for live enforcement. Get Board Member Marc Lower a log onto the system, so he can review it. Priority is to get access to Town Staff.

Mayor Alison Dennington commented on the improved website functionality. Clarified what was needed for the checklist and staff time.

Town Attorney Ryan Knight said there are provisions in Florida Statutes that exempt certain information from public disclosure.

Commissioner Anna Butler spoke about how there has been a lot of staffing change. At the moment, they may need to be sensitive to the staff's time.

Mayor Alison Dennington spoke about wanting to approve one hour of IT contractor time and a half hour with each staff member needed.

Commissioner Tim Reed made a motion to make the current contract with the IT services provide to the TAB, and over the next month commit to 30 timeframe for staff to meet with TAB; Mayor Alison Dennington seconded;

Commissioner Sherri Quarrie spoke about how the Town Manager should be responsible for managing the staff.

Commissioner Tim Reed made a motion to provide the TAB with the most current copy of the contract with our IT provider, and ask the Town Manager to work to create within the next 30 days to 30 minutes for staff to meet with TAB; Mayor Alison Dennington seconded;

Vice Mayor Terry Cronin spoke about how the Town management is in transition and if it is done quickly it might need to be done again.

Chairman Bruce Larson spoke about how this is the best last chance to capture the knowledge and experience the Interim Town Manager has since being in the position.

Vice Mayor Terry Cronin asked if the Town is out of compliance.

Interim Town Manager Lisa Frazier spoke about not being aware of being out of compliance with any Cybersecurity. Volunteers cannot have a log in to get into the Town's systems. Provided 3 items that would be the most helpful to staff to the TAB to research that they have not looked into yet.

Vice Mayor Terry Cronin thanked Interim Town Manager Lisa Frazier for everything she has done. - 3:37:10

Chairman Bruce Larson spoke about how Florida Statute says we have to follow certain guidelines.

Mayor Alison Dennington spoke about a Florida Statute regarding cybersecurity incidents and liability protection.

Town Attorney Ryan Knight said there was a resolution passed regarding this in May of 2025. The resolution adopted the most recent version of the framework for improving critical infrastructure cybersecurity to establish a framework for cybersecurity for the Town and went on to authorize the Town Manager to direct and proceed with implementing those policies.

Mayor Alison Dennington said the prior Town Manager never did this. Said if you adopt the policy you would need to narrow it down to what is relevant.

Vice Mayor Terry Cronin said he would need to educate himself more on the resolution that was passed regarding this issue.

Mark McBride – 310 Second *– Spoke about an issue the Commission has is being inundated with so much information.*

Mayor Alison Dennington defended the Interim Town Manager and spoke about how some of the things that have not been done are because the prior Town Manager did not do them.

Motion carried 3-2 with Vice Mayor Terry Cronin and Commissioner Anna Butler dissenting.

Chairman Bruce Larson spoke about the request for a log on for Deckard Rentalscape.

Town Attorney Ryan Knight suggested seeing if Deckard could supply a read only log in.

Mayor Alison Dennington said she had a contact at Deckard who spoke about a training for the Commission and she said she would be willing to do that training and see if there is any private information that would be accessible.

The Interim Town Manager Lisa Frazier spoke about doing this once they had a Code Compliance Officer.

Technology Advisory Board Member Marc Lower spoke about how the meeting they had with Deckard was not a training, it was just an overview.

B. Building Department

No additions.

C. Public Works Department

No additions.

D. Code Enforcement

No additions.

E. Fire Department

No additions

F. Police Department

No additions

G. Town Clerk

No additions

H. Town Attorney

No additions.

I. Town Manager

No additions.

14. Commission Reports

15. Adjournment

16.

Vice Mayor Terry Cronin made a motion to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Meeting adjourned at 10:01 PM.

ATTEST:

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

Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	August 19, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the February 9, 2026 Emergency Town Commission Meeting minutes

Town of Melbourne Beach

EMERGENCY TOWN COMMISSION MEETING
February 9, 2026 at 5:30 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

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

Staff Members:
Town Manager A. Marie Smith
Town Clerk Amber Brown

1. **Call to Order**

   Vice Mayor Terry Cronin called the meeting to order at 5:35 pm.

2. **Roll Call**

   Town Clerk Amber Brown conducted roll call.

Commission Members Present
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members Present
Town Manager Lisa Frazier
Fire Chief Gavin Brown
Public Works Director Tom Davis
Town Clerk Amber Brown

Commission Members Absent
Mayor Alison Dennington

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

   Vice Mayor Terry Cronin led the Pledge of Allegiance, a Moment of Silence and read the Civility Pledge.

4. **Public Comments**

5. **New Business**
   A. Consideration of the costs to access and remove a live manatee from a stormwater pipe and then do the necessary repairs – Town Manager A. Marie Smith

Town Manager A. Marie Smith spoke about how a manatee swam up the stormwater pipe and is stuck in a baffle box. Thought they could turn the manatee around, but it won't be possible. Also cannot push him out backwards, the space is too small. The only option is to open the pavement on the road and take the lid off the baffle box which takes a special excavating crane and would need a contractor to do that. Said this would cost $50,000-$60,000. The County Manager said they would send out Public Works people to break up the road and have an excavator that can take the large lid off the baffle box. Florida Wildlife and staff from Seaworld said they have a large sling they can put under the animal. Said this route could cost less than hiring a contractor to do the work. - 2:00

Public Works Director Tim Davis said if we pay a contractor we would be paying $50,000 to $60,000, but suggesting going with the amount up to $60,000, which would be more than ample to compensate Brevard County. Said there should be $60,000 in Basin One funds.

Commissioner Anna Butler made a motion that the Commission approve funds to alleviate this emergency situation up to $60,000; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed spoke about extracting the animal and asked if someone else is transporting it. Said he would like to amend the motion to limit the work to the extraction and repair work associated.

Town Manager A. Marie Smith said Florida Wildlife is going to handle transporting the animal.

Commissioner Anna Butler amended the motion for the Commission to approve funding to extricate the manatee and repair the road not to exceed $60,000; Commissioner Sherri Quarrie seconded;

Commissioner Sherri Quarrie asked if the Town's personnel were going to be involved in the extraction and cost to the Town, overtime, etc.

Town Manager A Marie Smith said the Town's Fire Department will be there but does not know if the Town's Public Works will be there or just the County's Public Works.

Public Works Director Tom Davis said he did not think he would need to be involved but if he did, he is exempt from overtime so it should not affect pay.

Vice Mayor Terry Cronin said if the budget is up to $60,000, then usually things in that situation end up costing $60,000. Suggested approving up to $30,000 and if it needs to go to $60,000, then the Commission could vote for that. - 12:00

Commissioner Anna Butler amended the motion to approve up to $30,000 with a cap, if the cost goes above that, it will have to come to the Commission for a second vote for up to $60,000 and that is for the extrication of the manatee and the repairs of the road; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed confirmed this is happening now and the crane is on its way.

Commissioner Sherri Quarrie spoke about wanting to see the Town Attorney investigate what the Town's financial part will have to be versus how much the County will have to be. Said they could figure that out at the next meeting.

Motion carried 4-0.

Commissioner Sherri Quarrie spoke about having the funds conversation at the next meeting so the Town Attorney and Town Manager could have time to look into that.

Public Works Director Tom Davis said they should try to get clarification about the shared baffle box and the line and asked if the Town bears all the expense for draining the line. Said he is concerned that there is nothing in writing about the status of that box.

Commissioner Anna Butler confirmed there would be police in the area.

Town Manager A Marie Smith spoke about how, in regards to the story or the takeaway with the people and press, we are working together in collaboration with Brevard County and Florida Wildlife to save this manatee quickly and safely.

Commissioner Sherri Quarrie suggested putting that message on the Town website.

Town Clerk Amber Brown made the Commission aware that this exact same agenda item will have to be ratified at the Regular Town Commission Meeting. It won't slow anything down, but there was no time for notice for the public so it will just need to be ratified.

6. Adjournment

Commissioner Anna Butler moved to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 4-0

Meeting adjourned at 5:56 pm.

ATTEST:

_____ _____

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town Commission Meeting

Section:	Consent Agenda
Meeting Date:	August 19, 2026
From:	Town Clerk Cyd Jones
RE:	Approval of the February 18, 2026 Regular Town Commission Meeting minutes

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
February 18, 2026 at 6:00 p.m.
COMMUNITY CENTER - 509 OCEAN AVENUE

MINUTES

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

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Read
Commissioner Sherri Quarrie

Staff Members Present
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk Amber Brown

Commissioner Members Absent
Mayor Alison Dennington

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Terry Cronin led the Pledge of Allegiance, Moment of Silence, and the Civility Pledge.

4. Meeting Agenda – Additions/Deletions/Changes – 1:40

Vice Mayor Terry Cronin spoke about how the Commission previously decided to move the Town Manager and Town Attorney Report to the top of the line to be item 8 and 9.

Commissioner Anna Butler spoke about a walk on item for Curtis Bird for the Environmental Advisory Board.

Town Clerk Amber Brown said that would go under the Consent Agenda.

Commissioner Sherri Quarrie confirmed Chief Brown's item would be added to the manatee report.

Commissioner Sherri Quarrie made a motion to approve the agenda with those changes; Commissioner Anna Butler seconded; Motion carried 4-0.

5. **Proclamations/Awards/Announcements** – 3:40
   A. Town announcements and upcoming events – Town Clerk Amber Brown

      Town Clerk Amber Brown spoke about upcoming events including the Spring Fest and Kids Business Fair on March 14th 11:00 AM to 3:00 PM, the Easter event in Ryckman Park on April 4th with no time set yet, and Nature Day hosted by the Environmental Advisory Board on April 11th from 9:00 AM to 2:00 PM. Reoccurring events are also listed in the packet.

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

7. **Public Comment (Non-Agenda Items)** – 4:40

Jim Simmons – 409 Avenue A *– Spoke about how the previous police reports provided sergeant reports that included detailed information about calls and would like those to be included again. Requested the Commission to reconsider the name change of Ocean Park to Carolyn Mark's Park. Does not believe that was a good decision and would like it changed back to Ocean Park.*

Marivi Walker – 511 Riverside Dr *– Thanked everyone involved with the rescue of Melby the manatee. Requested the Commission to help ensure the manatee is released in Melbourne Beach.*

Town Manager A Marie Smith said she spoke with SeaWorld about the release and wanting it to be in Melbourne Beach. They said it would be in a few months, and it would depend on the water temperature.

Susan Stark – 307 Fifth Ave *– Thanked the Commission for adding a civility pledge. February is Random Acts of Kindness Month so she wanted to bring attention to 2 residents. Pam Bress who founded WAYS for Life which is a transition facility for youths into adults, and Ed Struttman who founded Saint Stevens Way which provides housing for formerly homeless families with school age children. Brought flowers for anyone that would like to take them.*

Jan Pence – 200 Riverside Dr – *Spoke about how FWC said that SeaWorld did not get to decide where the manatee would be released. Loves the civility pledge but said Town staff is still having to deal with dysfunction. Read an email from Mayor Dennington to the Finance Manager from 3 weeks ago. Spoke about the email being inappropriate, for the Mayor to speak to anyone like that is not okay.*

David Drake – 604 Alden Place *– Came last month to request the removal of a streetlight. Brought a signed petition by his neighbors to remove the streetlight. Spoke with FP&L numerous times and wants to know if the Commission wants the light or not so he can communicate that.* - 16:50

Vice Mayor Terry Cronin spoke about the Town needing time to verify the petition and suggested writing a letter of support to get rid of the light.

Commissioner Anna Butler said if all of the neighbors are in support of it, she has no problem with it.

Commissioner Sherri Quarrie spoke about having the Town Manager work with him and FPL.

Commissioner Tim Reed spoke about this being out of process as this is public comment, but this can be placed on the next agenda item.

Town Attorney Ryan Knight spoke about how the Commission could put it as an agenda item for the next meeting and request that the staff do research on the issue. It would require FPL to provide something in writing that they would have no objection to the removal of the light. Said if the Town did not have procedures on this they would look to the County for what they would do.

Public Works Director Tom Davis spoke about it being very difficult to get a response from FPL.

Vice Mayor Terry Cronin said they will develop a response and put it on the agenda for next month.

8. **<u>Town Manager Report</u>** – 24:50

Town Manager A. Marie Smith asked to allow her to manage the staff. If anyone has any issues with staff, please go to her to handle it. Second is trust with each other. Trust her to use her judgement and work with her. Spoke about needing a communication system with the residents, social media is great, but only if you are on social media. Looking into quick messaging systems to communicate with residents. The cost would be under $5,000.00. Additionally, the Code

Enforcement Officer turned in his resignation today. This is the 6th Code Enforcement Officer in the past year. Almost all of them left because the pay is too low. Needs to be a salary increase in this position to retain anyone. Since the position has been vacant for so long, we could increase it this year. Proposed an increase of 1-2 dollars. Will look into what other municipalities are paying.

Vice Mayor Terry Cronin asked if there were others from the hiring pool that we could offer the job to.

Town Manager A. Marie Smith spoke about how this employee was the second of the candidate pool.

Commissioner Tim Reed spoke about wanting a candidate that was familiar with Deckard and when the position was turned into a full-time position, the Commission asked if the salary would be sufficient.

Town Attorney Ryan Knight said there would need to be a vote to give the Town Manager authority to change the salary to something comparable in the area.

Commissioner Sherri Quarrie spoke about being comfortable allowing up to $2.00 per hour to and then figure out if it is enough. See if the Police Department would be comfortable doing some Code Enforcement.

Commissioner Sherri Quarrie made a motion to authorize the Town Manager to increase the salary by $2.00 per hour for the Code Enforcement Officer; Commissioner Anna Butler seconded;

Commissioner Tim Reed spoke about wanting to require the candidate to have experience with Deckard or vacation rental experience, otherwise he is on board.

Town Manager A. Marie Smith spoke about how it would be very difficult with this salary point. We provide training for the software.

Commissioner Sherri Quarrie spoke about not being comfortable with that requirement, would rather have the person trained in house.

Commissioner Tim Reed spoke about how having relatable experience would be the goal but does not have to be a hard and fast requirement.

Vice Mayor Terry Cronin suggested a friendly amendment that the Deckard training be at the description of the Town Manager for the new Code Enforcement Officer.

Marivi Walker – 511 Riverside Dr *– Spoke about Deckard only being in Brevard County since 2023, verified it is okay that potential candidates be trained after hire because not many people will have that experience.* - 41:15

Jan Pence – 200 Riverside Dr *– Spoke about the County only started using Deckard software in 2025, so we would be limiting the candidate pool. Also, STRs are not the only thing Code Enforcement does.*

Vice Mayor Terry Cronin reiterated that Code Enforcement or lack thereof for STRs was the number one issue during election season, so it is a priority for the Commission.

Jim Simmons - 409 Avenue B *– Spoke about how previous Code Enforcement Officers were required to work odd hours to catch people doing violations in off hours. Our codes are our ordinances, so they can be enforced by the police.*

Commissioner Sherri Quarrie accepted the amendment to the Motion; Commissioner Anna Butler seconded the amendment; Motion carried 4-0.

9. Town Attorney Report – 46:30

Town Attorney Ryan Knight spoke about having a productive meeting with JLAC about the upcoming operational audit. They are looking at the Town's internal controls for fraud, waste, and abuse. They will be looking into public records requests, fire service, building permits, and procurement. The dates they are looking into are October of 2024 to December of 2025 and hope to finish the audit by the end of the summer and have the report done by the end of December.

Town Manager A. Marie Smith said it is a process that will take to the end of the year and into possibly next year. Said they will do as best as possible for the budget session to predict the increase in staff pay that this will cause.

Town Attorney Ryan Knight said the trial date for the public records suit with FUNOE LLC is set for 4/8/2026. Said they are still in the discovery phase and have a deadline of February 27th to provide a witness list. Outstanding fees for the public records request case are $6,340. Outstanding attorney's fees brought by FUNOE are $4,027.50. Said they could call a Shade meeting if necessary, which is closed to the public.

Commissioner Anna Butler confirmed the Mayor would be at that meeting as a Commission member.

Commissioner Sherri Quarrie asked about "Fobgate". Asked if the Town Manager could get the Commission an update with the Elizabeth Harris court case.

Town Attorney Ryan Knight said there was no litigation he was aware of regarding "Fobgate". Said he could look into it, but it might be a part of the lawsuit that was a breach of settlement agreement. Said he did not have an update on the Elizabeth Harris court case.

Town Manager A. Marie Smith said she could get an update from Elizabeth Harris on the court case.

Town Attorney Ryan Knight spoke about getting Town cell phones for the Commission. - 56:56

Town Manager A. Marie Smith spoke about how the phone would be $0.99, and the monthly cost is $40.00 per phone, which would be $200 monthly.

Town Attorney Ryan Knight said this would not change the way the Commission could communicate with each other, it would just give the Town access to the information at all times.

Vice Mayor Terry Cronin spoke about not being in favor.

Commissioner Tim Reed spoke about not being in favor.

Commissioner Anna Butler spoke about not being in favor.

Commissioner Sherri Quarrie spoke about not being in favor.

10. **Consent Agenda** – 1:00:35
    A. Approval of the December 17, 2025 Regular Town Commission Meeting minutes
    B. Approval of the January 7, 2026 Special Town Commission Meeting minutes
    C. Reappointment of Crystal Cain as a board member on the Environmental Advisory Board
    D. Reappointment of Curtis Byrd as a board member on the Environmental Advisory Board

Commissioner Sherri Quarrie made a motion to approve the consent agenda with the addition of Curtis Byrd's application; Commissioner Anna Butler seconded;

Commissioner Tim Reed thanked the volunteers.

Motion carried 4-0.

11. **Public Hearings/Special Orders**

12. **Unfinished Business**
    A. Resolution 2026-01 - Adopting the Brevard County Hazard Mitigation Plan – 1:01:40
    A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ADOPTING THE 2025 UPDATE OF THE BREVARD COUNTY HAZARD MITIGATION PLAN

    Vice Mayor Terry read the preamble.

Commissioner Sherri Quarrie made a motion to accept the Brevard County Hazard Mitigation Plan 2025 as presented; Commissioner Anna Butler seconded; Motion carried 4-0.

B. Discussion on the proposed Town policy and procedure regarding grant applications – 1:02:40

Fire Marshal Dave Micka presented a consolidated version of the grant policy. Believes he included the oversight the Commission wanted but removed the conflicting parts and fluff as well as put it in the proper format. Under $10,000 grants can still be submitted quickly, over $10,000 has to come before the Commission before it can be submitted.

Commissioner Anna Butler made a motion to accept it as presented; Commissioner Tim Reed seconded; Motion carried 4-0.

C. Consideration of the costs to access and remove a live manatee from a stormwater pipe and then do the necessary repairs – 1:05:42

Town Manager A. Marie Smith spoke about the incident, said the manatee is doing well and is on the mend. Requested that the Commission make an amendment to include the cost of manatee protection pipes.

Vice Mayor Terry Cronin thanked everyone involved and commented on how precisely this was completed and how quickly the road was back to normal.

Commissioner Tim Reed verified the Town has not received a bill for the costs yet. Spoke about how that would be key to know. Asked if they are compliant currently and if adding the protection pipes would just be extra protection.

Town Attorney Ryan Knight spoke about how there is a requirement to have a grate or bollard and the Town owns that piece of property so they would be responsible for placing a grate or bollard in front of the pipe.

Commissioner Tim Reed asked to see that requirement. Spoke about Haley Ward already working on Basin 10, so maybe they could address that as well.

Town Manager A. Marie Smith said she can ask Haley Ward to include a recommendation, might want professionally installed manatee protection but will first have the meeting with FWC and the County to see what they want to install.

Commissioner Sherri Quarrie asked if FWC is going to look at the Town's Public Works Department's inventory of the size of pipes and where they are located and they are going to give the Town the recommended protection devices for each of those pipes.

Town Manager A. Marie Smith said she does not know if they will look at this one pipe or all of the pipes.

Commissioner Anna Butler made a motion to amend the previous motion for the allocation of funds for the construction from the manatee to include potential allocation of funds for improvements to stormwater pipes for manatee protection; Commissioner Sherri Quarrie seconded;

Jim Simmons – 409 Avenue B *– Spoke about needing to have a plan to clean the grates due to blockage.* - 1:21:14

Commissioner Anna Butler spoke about how a person from FWC suggested installing 2 ballasts for the pipes to help with this issue.

Commissioner Sherri Quarrie asked for details about obtaining a jon boat to assess the outfall pipes.

Fire Marshal Dave Micka spoke about having 2 jon boats.

Motion carried 3-1 with Commissioner Tim Reed dissenting.

Fire Chief Gavin Brown spoke about an after-action report from the Fire Department standpoint and thanked everyone involved.

13. New Business

A. Resolution 2026-02 – Uniform Method of Collecting Non-Ad Valorem Assessments Levied – 1:27:20

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

Town Attorney Ryan Knight read the preamble and spoke about how this does not require the Town to do an assessment, but it leaves the option open to do it.

Commissioner Tim Reed made a motion to approve Resolution 2026-02 as presented; Commissioner Sherri Quarrie seconded; Motion carried 4-0.

Commissioner Tim Reed made a motion to have the Town Manager initiate an RFP for firms to structure non-ad valorem taxes for the Town; Commissioner Sherri Quarrie seconded;

Vice Mayor Terry Cronin asked why we would do this at this time.

Commissioner Tim Reed spoke about doing this to help offset the cost of paid firefighters in the next fiscal year. The urgency in the timing of it is to get it in for the next year's tax roll.

Vice Mayor Terry Cronin spoke about thinking this was a safety net if we lost property taxes. Is this to fund paid firefighters?

Town Attorney Ryan Knight spoke about the process being lengthy, and it is up to the Commission if this is to help pay for firefighters. The sooner the better to ensure it can be on the tax roll next year if need be and for budgeting purposes. The cost depends, does not have an estimate at this time, but will most likely require outside specialized counsel.

Commissioner Tim Reed spoke about getting an idea of cost through getting the RFP. Fiscal Year 26 had salary money budgeted for paid firefighters which have not been filled so that money, roughly $50,000, has not been spent. Suggested using that funding to get the structuring of the taxes done.

Commissioner Sherri Quarrie spoke about how the firm would help with anything below the line on the tax bill such as fire assessment or stormwater assessment. Said it is an insightful motion, and we need to know our options as a Town to protect the residents and infrastructure.

Jan Pence – 200 Riverside Dr *– Spoke about how there have been items below the line before. How were those done? Having a hard time understanding why we need a firm now.* - 1:41:50

Town Attorney Ryan Knight spoke about how the stormwater assessment was codified through ordinance, anything else regarding a special assessment would need a report, an analysis, and justification as to why the Town would need this.

Jim Simmons – 409 Avenue B *– Asked if this is because of the threats to get rid of ad valorem property taxes. We have never paid operational expenses through a special assessment.*

Town Attorney Ryan Knight said essentially it would be for any capital improvements.

Vice Mayor Terry Cronin asked how much shopping an RFP costs.

Town Attorney Ryan Knight said the cost is minimal, advertising on websites or in the paper, roughly $300.

Town Clerk Amber Brown added that whoever writes it has a cost associated.

Motion carried 3-1 with Commissioner Anna Butler dissenting.

B. Discussion on regulating artificial turf – 1:46:05

Commissioner Anna Butler spoke about how residents are circumventing the Town's retention codes by installing artificial turf that requires no permit but is basically impervious. The 30% impervious does not include artificial turf. Suggested having the Town Attorney look at updating the language.

Commissioner Anna Butler made a motion to ask the Town Attorney to revise the code of ordinances to require a permit for artificial turf and be reviewed by engineering, construction since the enactment should prove they meet the 30%, and construction prior will either meet the new requirement, or will not lessen their current retention; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed spoke about how other municipalities have ordinances for this. Recommended the Town Planner, Building Official, or Planning and Zoning put something together first instead of the Town Attorney.

Commissioner Sherri Quarrie spoke about being interested in knowing what is under the turf and tying that in.

Jim Simmons – 409 Avenue B *– Spoke about how properties get a C/O based on having less than 30% impervious. Artificial turf violates the intent of the ordinance. Direct the Town Attorney to close the loophole. They violated their C/O by doing this. Believes there should be recourse for people who build it under a certain set of plans with approval by the Town and then violate it.*

Motion carried 4-0.

14. **Finance/Budget Report** – 2:00:55

Commissioner Tim Reed spoke about how the Police Department got ICE funds, and how is that being tracked in the budget? Seems it should be tracked in a separate fund. The sale of the fire truck happened, asked where that money was going.

Fire Chief Gavin Brown spoke about how the funds would go into the Fire Department to offset the cost of salaries to reduce the funds being pulled from reserves. The money transfer is going through today and the Finance Director will put it into the Fire Department.

Commissioner Tim Reed asked about Fund 351 not being reported in the report, and there are significant expenses that are not being shown. Fund 125 Building Department looks like it has started operating in the red, and it looks like they are below the projected. Said to the Town Manager that we need to pay attention to where that department is headed with funding and asked for some sort of trend analysis or projection.

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

15. **Town Staff/Board Reports**

A. Technology Advisory Board – 2:09:20

Commissioner Sherri Quarrie spoke about how the Town Attorney sent everyone an email about the TAB report stating we were not in compliance with a few things. The Town Attorney addressed it in his email that we are in compliance.

Town Attorney Ryan Knight spoke about how the Town adopted a Resolution for cybersecurity measures, so we are in compliance with that. Has had a conversation with Chairman Bruce Larson and is working with Computer Experts to answer his questions. The Board has requested information that would be considered secure, and so it should not be released to the Board. The passing of the Resolution, the Town is in compliance with State Statute. Any information related to cybersecurity and technology is privileged and confidential.

Vice Mayor Terry Cronin spoke about how the Board has to comply with the Sunshine Law, so any information you provide has to be public. Asked if it would be better if they were consultants instead.

Town Attorney Ryan Knight spoke about if we wanted consultants, the Town would have to go out for RFP.

Marivi Walker – 511 Riverside Dr *– Spoke about being concerned how an advisory Board has the authority to tell the Town Attorney to contact Computer Experts. It should go through the Town Manager.*

Town Attorney Ryan Knight said the Board member did not direct him to do anything, the Board member had a question and the Town Attorney did not have an answer, so he offered to call the computer experts.

Jan Pence – 200 Riverside Dr *– Asked the Town Attorney if he offered to do it for free? Because the taxpayers don't need to be paying the Town Attorney to contact Computer Experts and answer an Advisory Board member's questions. The Board is taking up a lot of the staff's time.*

Town Attorney Ryan Knight said he met with the Board at their first meeting where he gave them the Sunshine Law presentation and that was the only meeting he attended.

Jim Simmons – 409 Avenue B *– Spoke about how the Commission previously had to address advisory board members reaching out to Town contractors and racking up the Town's bill or directing them to do things. Maybe the Commission needs to remind the Boards that they cannot contact Town contractors or direct them to do things. Everything needs to go through the Town Manager.*

Town Manager A. Marie Smith spoke about how next week she is setting up meetings with the chairs of the advisory boards and said she will make it clear that they need to go through her to talk to Town staff or the Town Attorney.

B. Building Department

No additions.

C. Public Works Department – 2:24:50

Public Works Director Tom Davis spoke about how another cold snap is coming, so the dead leaves are not being cut in order to protect the plants. Said he was open to suggestions for issues with someone damaging a public bathroom, but it is difficult to identify offenders. Spoke about the pier, there are concerns on the pillars, said he spoke with a resident who is an engineer who is going to take a look.

Commissioner Tim Reed asked about the speed limit sign survey.

Public Works Director Tom Davis spoke about how he provided a cost estimate to the previous Interim Town Manager. Will provide the info to the new Town Manager.

Commissioner Tim Reed spoke about addressing at least the most important areas.

Vice Mayor Terry Cronin spoke about resident concerns about the crosswalk at Ocean and Orange.

Public Works Director Tom Davis spoke about how previously FDOT said we do not have enough traffic to warrant additional lighting.

D. Code Enforcement

No additions.

E. Fire Department – 2:36:20

Fire Chief Gavin Brown spoke about how the Fire Department is still transitioning into the new records reporting system. Got Engine 58 sold. Amber Brown and Dave Micka received awards at the Space Coast Fire Chief's Awards Ceremony. Spoke about training for new volunteer firefighters.

F. Police Department – 2:41:00

Commissioner Sherri Quarrie spoke about having the Town Manager get with the Police Chief to get his feelings on adding the Sergeants' reports back. Spoke about there being a massive amount of vehicles on Riverside versus Oak St.

Commissioner Tim Reed spoke about how Riverside Dr has had way more traffic than the others for the past year.

The Commission was in consensus to have the Town Manager get with the Police Chief about adding the Sergeants' reports back in the monthly.

Commissioner Tim Reed asked when the Police Chief will be bringing forth purchase proposals for the Commission to approve. Believes the funding is in the bank so just trying to figure out what is needed to move forward.

Town Manager A. Marie Smith said she would have to get back about that. Knew they were planning to purchase 2 unmarked police vehicles but did not know the timeline. Will reach out to get more details.

Commissioner Sherri Quarrie mentioned finding out how long it will take to get the new vehicles and what will be done with the old vehicles.

G. Town Clerk – 2:45:30

Town Clerk Amber Brown spoke about the scanning project. The company that is doing the scanning has completed the redo of the 39 boxes. She has imported the sample they have sent into the system and has started the review process which will be in 2 phases. From what she has seen, they have resolved the issues.

Commissioner Sherri Quarrie asked the Town Attorney about open public records requests that were pending responses from a Commissioner.

Town Attorney Ryan Knight spoke about having no information for an update about that.

Town Manager A. Marie Smith said if the Commission had phones for this, the Town could have better access about public records requests.

H. ~~Town Attorney~~

I. ~~Town Manager~~

16. Commission Reports

No additions.

17. Task List

Vice Mayor Terry Cronin spoke about having a successful manatee rescue. Mentioned addressing the toxic workplace survey, the email the Mayor sent to the Finance Director is not a good look and would recommend an apology. Spoke about the Foster Care proclamation for the meeting in May and said he would be happy to sponsor it.

Commissioner Tim Reed spoke about scheduling a workshop meeting to talk about the non-ad valorem tax and what we would like to get out of it, how it could be structured and how it affects different groups in the Town. Said he could supply bullet points to talk about.

Town Manager A. Marie Smith spoke about how the toxic workplace survey is awful and surprising. Has a few ideas and can talk to colleagues in the industry but is open to ideas from the Commission. Said having a moderator might be tricky.

Vice Mayor Terry Cronin spoke about having a speaker for educational purposes and then everyone can sign a memorandum of understanding for best practices and how to move forward.

The Commission set a workshop for Wednesday, March 4th at 6:00 pm.

18. Adjournment

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

Meeting adjourned at 9:02 PM.

ATTEST:

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

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: August 19, 2026

From: Town Clerk Cyd Jones

RE: Appointment of Michael Kalajian as a board member on the Planning and Zoning Board

Background Information:

The Town received an application from Michael Kalajian to join the Planning and Zoning Board.

Recommendation:

Approve Michael Kalajian’s membership to the Planning and Zoning Board.

Attachments:

- Board Membership Application – Page 105

Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.
Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: Michael Kalajian Home Phone: 321-794-5596

Home Address: 524 Sunset Blvd. Melbourne Beach, FL 32951

Mobile Phone: 321-794-5596 Email Address: Mike@MKStructural.com

Business Name: MK Structural Engineering Business Phone: 321-600-0672

Resume or Education & Experience (attach additional pages if necessary):
MK Structural Engineering - Owner Shoreline Marine Contractors - Owner

Date of Birth: 9/24/1973 (optional; to verify voter registration)

Are you a registered voter of the town? ◉ YES ○ NO

Are you a resident of the town? ◉ YES ○ NO

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

Do you hold a public office? ○ YES ◉ NO

Do you currently serve on a Town board? ○ YES ◉ NO

If yes, which board? _____

Please check the board(s) on which you are interested in serving: ** no financial disclosure required

- ☐ **Board of Adjustment**
- ☐ **Technology Advisory Board ****
- ☑ **Planning and Zoning Board**
- ☐ **Police Pension Fund Board of Trustees**
- ☐ **Environmental Advisory Board ****
- ☐ **History Center Board ****
- ☐ **Ryckman House Historical Preservation and Awareness Board ****
- ☐ **Parks Board ****
- ☐ **Other** _____

Why do you think you are qualified to serve on this board? I am a Certified Structural Engineer that lives in Town. I have a strong commitment to the well-being of the Town of Melbourne Beach

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

Signature: _____ Date: 7.14.2026

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

Updated 07/18/2025

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: August 19, 2026

From: Town Clerk Cyd Jones

RE: Appointment of Trent Schneider as a non-voting member on the Parks Board

Background Information:

The Town received an application from Trent Schneider to join the Parks Board. He is not a resident of Melbourne Beach and would be considered a non-voting member.

Recommendation:

Approve Trent Schneider's membership to the Parks Board.

Attachments:

- Board Membership Application – Pages 107-110

Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.
Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: Trent Schneider Home Phone: N/A

Home Address: 276 Pomona Dr. Melbourne Beach, FL

Mobile Phone: 478-828-9665 Email Address: trentls07@icloud.com

Business Name: N/A Business Phone: N/A

Resume or Education & Experience (attach additional pages if necessary):

Date of Birth: April 6th, 2007 (optional; to verify voter registration)

Are you a registered voter of the town? ☐ YES ☒ NO

Are you a resident of the town? ☐ YES ☒ NO

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

Do you hold a public office? ☐ YES ☒ NO

Do you currently serve on a Town board? ☐ YES ☒ NO

If yes, which board? _____

Please check the board(s) on which you are interested in serving: ** no financial disclosure required

- ☐ **Board of Adjustment**
- ☐ **Technology Advisory Board ****
- ☐ **Planning and Zoning Board**
- ☐ **Police Pension Fund Board of Trustees**
- ☐ **Environmental Advisory Board ****
- ☐ **History Center Board ****
- ☐ **Ryckman House Historical Preservation and Awareness Board ****
- ☒ **Parks Board ****
- ☐ **Other** _____

Why do you think you are qualified to serve on this board? My management experience includes budgeting and operations. My hands-on experience would make me a qualified candidate.

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

Signature: Trent Schneider Date: August 6 2026

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

Updated 07/18/2025

Trent Schneider

(770) 828 - 9665
Trentls07@icloud.com
Melbourne Beach, FL

Professional Summary

Cybersecurity student (3.8 GPA) with hands-on aerospace manufacturing experience assembling aircraft weather radar systems in accordance with FAA-compliant processes and engineering work instructions. Skilled in troubleshooting mechanical and electrical systems, precision assembly, technical documentation, and quality inspection. Experienced training new employees and solving complex technical problems through aerospace manufacturing, mechanical repair, and computer hardware projects. Seeking opportunities in avionics, systems integration, product support, test engineering, or technical operations.

Education

Eastern Florida State College – Melbourne, FL

- Associate in Arts (A.A.), Awarded May 2025, GPA 3.8
- Bachelor of Science in Cybersecurity, May 2025 - Expected Graduation Spring 2027

Melbourne High School – Melbourne, FL

- GPA: 3.6 Unweighted, GPA 4.1: Weighted, Fall 2021 - Spring 2025

Honors & Awards

Dean's List for Excellent Achievement: Eastern Florida State College (Fall 2024)

Honors List for Excellent Achievement: Eastern Florida State College (Spring 2025)

Honors & Scholars (4.0+ Weighted GPA): Weighted GPA: 4.04 (May 2025)

Career & Technical Education Award: Applied Engineering Technology (May 2025)

Work Experience

Collins Aerospace, Aircraft Electronics Assembler | May 2026 - Present

- Assemble aircraft weather radar systems by following detailed engineering work instructions and FAA-compliant manufacturing procedures.
- Assemble precision electrical and mechanical components.
- Train new employees on assembly procedures and quality expectations.
- Inspect completed assemblies to verify compliance with engineering, manufacturing, and quality requirements.
- Maintain organized workstations while supporting production goals.

Shift Lead, Moo's Soft Serve - Indialantic, FL | June 2023 - Present

- Provide excellent customer service.
- Operate point-of-sale hardware and process transactions.
- Train and assist new employees.
- Maintain equipment and workstations to ensure a clean and safe environment.

Britney Griffin | Manager, (321) 215 - 8503

Independent Work, Handyman | 2022 - Present

- Provide pressure washing, mulching, and house cleaning for local residents.
- Manage scheduling, budgeting, and customer communication.
- Ensure high-quality results and customer satisfaction, leading to repeat business and referrals.
- Hands-on experience with tools, safety procedures, and time management.

Technical Skills

Software: SolidWorks (Certified), Microsoft Office, Visual Studio Code
Hardware: PC assembly and upgrades, troubleshooting, diagnostics, system optimization
Programming: Python, JavaScript (beginner-level, coursework and projects)
Other: Basic networking, operating systems (Windows, Linux)

Certifications

STK Level 3 Grand Master Certification, Ansys, February 2026
- Advanced mission modeling, coverage analysis, communications modeling, and integration proficiency in STK.

STK Level 2 Master Integration Certification, Ansys, February 2026
- STK Object Model, integration tools, automation workflows, and system connectivity modeling.

STK Level 1 TETK Certification, Ansys, February 2026
- Mission modeling, simulation analysis, and visualization fundamentals.

STK Level 1 ODTK Certification, Ansys, February 2026
- Orbit determination techniques and orbital analysis workflows.

Getting Started with Cisco Packet Tracer, Cisco Networking Academy, January 2026
- Introductory networking simulation skills, including building basic topologies and practicing routing/switching concepts.

SolidWorks Certification, Melbourne High School, Spring 2024
- 3D modeling, technical drawings, mechanical design fundamentals

Google Agile Essentials, Google/Coursera, September 2025
- Agile project management, Scrum methodology, product and sprint backlogs, sprint planning, collaboration and communication

Projects

Custom PC Build: Designed and assembled computer systems, installed OS and drivers, and optimized hardware/software performance.

Personal Watercraft Rebuild: Rebuilt the jet pump and driveline of a PWC by following manufacturer service manuals and torque specifications to restore performance and reliability.

CAD Design in SolidWorks: Created 3D models and technical drawings for mechanical parts as part of certification coursework.

Programming Exercises: Built small applications in Python and JavaScript to automate tasks and strengthen coding fundamentals.

Volunteer Experience

Grace Lutheran Preschool – Melbourne Beach, FL, Volunteer (100+ Hours)
- Planned and led activities for children during summer programs.
- Coordinated schedules with staff to ensure safe and engaging events.

Blue Angels Airshow Vero, FL, Volunteer (20+ Hours)
- Assisted with logistics and transport of personnel/supplies for large-scale community event with thousands of attendees.
- Provided organizational support for setup and crowd management.

American Muscle Car Museum – Melbourne, FL, Volunteer (10+ Hours)
- Supported fundraising events benefiting the Alzheimer's Foundation.
- Assisted with food services, logistics, and event setup

References

Debbie Hogan | Grace Lutheran Preschool, Director: (321) 508 - 0360
Dona Cellini | Moo's Soft Serve, Team Lead/Manager: (321) 750 - 7299
Sam Leach | FitzGerald Financial, Mortgage Lender: (443) 532 - 0478

Town Commission Meeting

Section: Consent Agenda

Meeting Date: August 19, 2026

From: PW Director Tom Davis

RE: Stormwater Pipe Repair 449/451 Riverview Ln.

Background Information: In February 2025, PW investigated an area of ground that was sinking over a stormwater outfall pipe in the easement between 449/451 Riverview Ln. The ground had sunk to the point that a hole approximately 2 ft. by 3 ft. existed. Safety cones with caution tape were placed.

In the summer of 2025 PW Director Davis met with BSE (Engineering). We discussed the fact that the Town's stormwater pipe went to the canal's edge where a typical concrete "Header" was constructed where the pipe met the water's edge. That structure was in very good condition.

At the property lines along the Town easement area there are seawalls along the water's edge. BSE was asked by PW Director Davis to design plans showing the construction of a seawall completely across the Town easement.

Once these plans were completed PW Director Davis applied just standard seawall cost and found that the cost would likely exceed $75,000+.

Also based upon experience PW Director Davis is reluctant to attach to any seawall. The Town had to deal with a situation where a property owner wanted to replace their wall and insisted that the Town should also. The issue was resolved and the Town did not replace any seawall.

The Commission approved $40,000 in the current budget to repair this failing pipe.

At the request of PW Director Davis, the superintendent for Atlantic Materials and BSE Engineer Saunders met at the site. It was determined that the sinking ground area was due to a settling pipe causing a separation of the pipe joint.

The recommendation was to dig up the area of the pipe sinking and reconnect and wrap the pipe joint. We examined the "header" area, and it was in good condition.

During this meeting Atlantic Material advised that they could repair this situation not to exceed $25,000.

At PW Director Davis' direction, BSE prepared the correct plans for this.

Recommendation: Place change order with Atlantic Materials to repair this 2-year-old problem before any hurricane activities. This also will limit any Mobilization charges.

Town Commission Meeting

Section: New Business

Meeting Date: August 19, 2026

From: PW Director – Tom Davis

RE: Sixth Avenue Seawall - RFP

Background Information: An RFP was issued pursuant to the Town of Melbourne Beach Purchasing Policy (15-27) for removal and replacement of the seawall at the Sixth Avenue riverfront park.

Bids are attached.

Recommendation: Accept proposal by Baker Marine Construction and enter into contract

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFP: Sixth Avenue Seawall Removal and Reconstruction

July 30, 2026 – 4:00 pm

BID TABULATION

<table>
<tr><th>Bidder Name & Address</th><th>Cost</th><th>References?</th><th>Insurance?</th><th>Deposit?</th></tr>
<tr><td>Florida Solid Solutions, LLC DBA Florida Seawall Solutions
24526 NW 178th PL
High Springs, FL 32643</td><td>
<table>
<tr><th>Item #</th><th>Description</th><th>Unit</th><th>Qty</th><th>Total Cost</th></tr>
<tr><td>1.0</td><td>Mobilization, Permitting, & Safety</td><td></td><td></td><td></td></tr>
<tr><td>1.1</td><td>Permitting coordination (Town of Melb. Beach, FDEP, USACE)</td><td>Lump Sum</td><td>1</td><td>$1,000.00</td></tr>
<tr><td>1.2</td><td>Site prep, MOT, boat ramp closure signage, and safety barriers</td><td>Lump Sum</td><td>1</td><td>$1,500.00</td></tr>
<tr><td>1.3</td><td>Supply and deployment of Type II Turbidity Curtains</td><td>Lump Sum</td><td>1</td><td>$2,400.00</td></tr>
<tr><td>2.0</td><td>Demolition & Site Prep</td><td></td><td></td><td></td></tr>
<tr><td>2.1</td><td>Extract and dispose of 54 LF of existing failing bulkhead</td><td>Lump Sum</td><td>1</td><td>$8,100.00</td></tr>
<tr><td>2.2</td><td>Excavation of tie-back trenches along south side of ramp</td><td>Lump Sum</td><td>1</td><td>$3,500.00</td></tr>
<tr><td>3.0</td><td>Seawall Materials & Installation</td><td></td><td></td><td></td></tr>
<tr><td>3.1</td><td>Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)</td><td>Linear Foot</td><td>54</td><td>$27,000.00</td></tr>
<tr><td>3.2</td><td>Supply & install 90-degree interlocking corner pile assembly</td><td>Lump Sum</td><td>1</td><td>$1,000.00</td></tr>
</table>
</td><td>Yes</td><td>Yes</td><td>Yes</td></tr>
</table>

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

	3.3	Installation of tie-back rods and concrete deadmen anchors	Lump Sum	1	$16,500.00				
	3.4	Supply and pour 18"x12" reinforced marine concrete top cap	Linear Foot	54	$13,500.00				
	4.0	**Drainage, Backfill, & Restoration**							
	4.1	Geotextile fabric, clean fill backfill, and mechanical compaction	Lump Sum	1	$1,250.00				
	4.2	Installation of maintainable weep hole filter units	Each	5	$750.00				
	4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$1,500.00				
	TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			**$78,000.00**				

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

<table>
<tr><th>Bidder Name & Address</th><th>Cost</th><th>References?</th><th>Insurance?</th><th>Deposit?</th></tr>
<tr><td>Dockside Builders, Inc.
9760 Primrose Drive
Sebastian, FL 32976</td><td>
<table>
<tr><th>Item #</th><th>Description</th><th>Unit</th><th>Qty</th><th>Total Cost</th></tr>
<tr><td>1.0</td><td>Mobilization, Permitting, & Safety</td><td></td><td></td><td></td></tr>
<tr><td>1.1</td><td>Permitting coordination (Town of Melb. Beach, FDEP, USACE)</td><td>Lump Sum</td><td>1</td><td>$4,500.00</td></tr>
<tr><td>1.2</td><td>Site prep, MOT, boat ramp closure signage, and safety barriers</td><td>Lump Sum</td><td>1</td><td>$4,000.00</td></tr>
<tr><td>1.3</td><td>Supply and deployment of Type II Turbidity Curtains</td><td>Lump Sum</td><td>1</td><td>$1,200.00</td></tr>
<tr><td>2.0</td><td>Demolition & Site Prep</td><td></td><td></td><td></td></tr>
<tr><td>2.1</td><td>Extract and dispose of 54 LF of existing failing bulkhead</td><td>Lump Sum</td><td>1</td><td>$4,800.00</td></tr>
<tr><td>2.2</td><td>Excavation of tie-back trenches along south side of ramp</td><td>Lump Sum</td><td>1</td><td>$3,500.00</td></tr>
<tr><td>3.0</td><td>Seawall Materials & Installation</td><td></td><td></td><td></td></tr>
<tr><td>3.1</td><td>Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)</td><td>Linear Foot</td><td>54</td><td>$27,000.00</td></tr>
<tr><td>3.2</td><td>Supply & install 90-degree interlocking corner pile assembly</td><td>Lump Sum</td><td>1</td><td>$1,800.00</td></tr>
<tr><td>3.3</td><td>Installation of tie-back rods and concrete deadmen anchors</td><td>Lump Sum</td><td>1</td><td>$2,500.00</td></tr>
<tr><td>3.4</td><td>Supply and pour 18"x12" reinforced marine concrete top cap</td><td>Linear Foot</td><td>54</td><td>$4,500.00</td></tr>
<tr><td>4.0</td><td>Drainage, Backfill, & Restoration</td><td></td><td></td><td></td></tr>
<tr><td>4.1</td><td>Geotextile fabric, clean fill backfill, and mechanical compaction</td><td>Lump Sum</td><td>1</td><td>$4,000.00</td></tr>
</table>
</td><td>Yes</td><td>Yes</td><td>No</td></tr>
</table>

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

	4.2	Installation of maintainable weep hole filter units	Each	5	$600.00			
	4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$2,500.00			
	TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			**$60,900.00**			

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

<table>
<tr><th>Bidder Name & Address</th><th>Cost</th><th>References?</th><th>Insurance?</th><th>Deposit?</th></tr>
<tr><td>Baker Marine Construction, LLC
2405 Abalone Ave.
Indialantic, FL 32903</td><td>
<table>
<tr><th>Item #</th><th>Description</th><th>Unit</th><th>Qty</th><th>Total Cost</th></tr>
<tr><td>1.0</td><td>Mobilization, Permitting, & Safety</td><td></td><td></td><td></td></tr>
<tr><td>1.1</td><td>Permitting coordination (Town of Melb. Beach, FDEP, USACE)</td><td>Lump Sum</td><td>1</td><td>$1,822.00</td></tr>
<tr><td>1.2</td><td>Site prep, MOT, boat ramp closure signage, and safety barriers</td><td>Lump Sum</td><td>1</td><td>$300.00</td></tr>
<tr><td>1.3</td><td>Supply and deployment of Type II Turbidity Curtains</td><td>Lump Sum</td><td>1</td><td>$250.00</td></tr>
<tr><td>2.0</td><td>Demolition & Site Prep</td><td></td><td></td><td></td></tr>
<tr><td>2.1</td><td>Extract and dispose of 54 LF of existing failing bulkhead</td><td>Lump Sum</td><td>1</td><td>$3,000.00</td></tr>
<tr><td>2.2</td><td>Excavation of tie-back trenches along south side of ramp</td><td>Lump Sum</td><td>1</td><td>$750.00</td></tr>
<tr><td>3.0</td><td>Seawall Materials & Installation</td><td></td><td></td><td></td></tr>
<tr><td>3.1</td><td>Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)</td><td>Linear Foot</td><td>54</td><td>$17,496.00</td></tr>
<tr><td>3.2</td><td>Supply & install 90-degree interlocking corner pile assembly</td><td>Lump Sum</td><td>1</td><td>$470.00</td></tr>
<tr><td>3.3</td><td>Installation of tie-back rods and concrete deadmen anchors</td><td>Lump Sum</td><td>1</td><td>$4,650.00</td></tr>
<tr><td>3.4</td><td>Supply and pour 18"x12" reinforced marine concrete top cap</td><td>Linear Foot</td><td>54</td><td>$13,662.00</td></tr>
<tr><td>4.0</td><td>Drainage, Backfill, & Restoration</td><td></td><td></td><td></td></tr>
<tr><td>4.1</td><td>Geotextile fabric, clean fill backfill, and mechanical compaction</td><td>Lump Sum</td><td>1</td><td>$3,600.00</td></tr>
</table>
</td><td>Yes</td><td>Yes</td><td>No</td></tr>
</table>

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

	4.2	Installation of maintainable weep hole filter units	Each	5	$600.00			
	4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$1,000.00			
	TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			**$47,600.00**			

BID SUBMITTAL

Date: 7/23/2026

Project: Sixth Avenue Seawall

Owner/Agency: Town of Melbourne Beach - Brevard County Florida

Solicitation/Bid No.: Sixth Avenue Seawall

Dear Town Manager,

Florida Solid Solutions, LLC DBA Florida Seawall Solutions is pleased to submit our bid package for the above-referenced project. Enclosed are all required forms, certifications, and supporting documentation in accordance with the solicitation requirements.

Our team appreciates the opportunity to be considered for this project. We are committed to delivering safe, high-quality marine and waterfront construction services while meeting the project's schedule, specifications, and performance expectations.

Should you have any questions or require additional information regarding our submission, please do not hesitate to contact us.

Thank you for your time and consideration. We look forward to the opportunity to work with your organization.

Sincerely,

Florida Solid Solutions, LLC DBA Florida Seawall Solutions

Authorized Representative

Name: Matt Miller

Title: CEO

Phone: 813-377-2462

Email: lia@floridaseawallsolutions.com

Florida Solid Solutions, LLC DBA

Florida Seawall Solutions

24526 NW 178th PL
High Springs, FL 32643

REQUEST FOR PROPOSAL (RFP) & FORMAL BID TEMPLATE
PROJECT TITLE: Removal & Replacement of 54 LF Bulkhead System & Boat Ramp Return
LOCATION: West End of Sixth Avenue, Melbourne Beach, FL 32951 (Indian River Lagoon)
ISSUANCE DATE: July 14, 2026
CLOSING DATE FOR BIDS: July 30, 2026 at 3:30 pm

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1. PROJECT OVERVIEW & SCOPE

The Owner is seeking formal, line-item bids from licensed, insured Florida Marine Contractors to remove an existing, failing bulkhead and construct a new vinyl sheet piling seawall system. The project encompasses a total of **54 Linear Feet (LF)** in an L-shaped configuration directly bordering a concrete boat ramp on the micro-tidal, brackish waters of the Indian River Lagoon. **The boat ramp will be completely closed to all traffic for the duration of this project**, allowing full land-based equipment access directly on the ramp surface (subject to surface protection requirements).

2. SITE SPECIFICATIONS & CONFIGURATION

- **Front Seawall Segment:** 17 Linear Feet facing west into the Indian River Lagoon.
- **Return Wall Segment:** 37 Linear Feet running east, flanking the south side of the boat ramp, transitioning into a sloped retaining wall toward land grading.
- **Exposed Wall Height:** Approximately 4.0 feet from the lagoon mudline to the top of the concrete cap.
- **Jurisdiction:** Town of Melbourne Beach Building Department, FDEP Central District, and U.S. Army Corps of Engineers.

3. TECHNICAL & MATERIAL REQUIREMENTS

Bidders must base their pricing on the following minimum structural standards:

- **Sheet Piling:** Heavy-gauge, UV-stabilized vinyl sheets (ShoreGuard SG-425 / SG-525 or engineered equivalent).
- **Sheet Length & Penetration:** Minimum 12-foot sheets providing an 8.0-foot embedment depth (2:1 ratio) driven into load-bearing strata past the organic muck layer.
- **Corner Assembly:** Must utilize a specialized, pre-fabricated 90-degree interlocking corner sheet.
- **Concrete Top Cap:** Poured-in-place, 3,000 PSI marine-grade concrete cap (minimum 18" wide by 12" deep) with epoxy-coated or fiberglass rebar reinforcement.
- **Tie-Back System:** Minimum ¾" diameter hot-dipped galvanized or Grade 316 stainless steel rods spaced every 6 feet on-center, connected to pre-cast concrete deadmen anchors. Return wall tie-backs must not interfere with or undermine the boat ramp sub-base.
- **Drainage:** Non-woven geotextile filter fabric applied to the landward face of the vinyl sheets; JetFilter maintainable weep hole filtration units installed every 10 LF.
- **Environmental Controls:** Contractor must supply, deploy, and maintain Type II weighted turbidity curtains around the entire marine work zone.

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4. CONTRACTOR BID PRICING SHEET

Contractor to provide fixed, lump-sum line item pricing below:

Item #	Description	Unit	Qty	Total Cost
1.0	**Mobilization, Permitting, & Safety**			
1.1	Permitting coordination (Town of Melb. Beach, FDEP, USACE)	Lump Sum	1	$ 1,000.00
1.2	Site prep, MOT, boat ramp closure signage, and safety barriers	Lump Sum	1	$ 1,500.00
1.3	Supply and deployment of Type II Turbidity Curtains	Lump Sum	1	$ 2,400.00
2.0	**Demolition & Site Prep**			
2.1	Extract and dispose of 54 LF of existing failing bulkhead	Lump Sum	1	$ 8,100.00
2.2	Excavation of tie-back trenches along south side of ramp	Lump Sum	1	$ 3,500.00
3.0	**Seawall Materials & Installation**			
3.1	Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)	Linear Foot	54	$ 27,000.00
3.2	Supply & install 90-degree interlocking corner pile assembly	Lump Sum	1	$ 1,000.00
3.3	Installation of tie-back rods and concrete deadmen anchors	Lump Sum	1	$ 16,500.00
3.4	Supply and pour 18"x12" reinforced marine concrete top cap	Linear Foot	54	$ 13,500.00
4.0	**Drainage, Backfill, & Restoration**			
4.1	Geotextile fabric, clean fill backfill, and mechanical compaction	Lump Sum	1	$ 1,250.00
4.2	Installation of maintainable weep hole filter units	Each	5	$ 750.00
4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$ 1,500.00
TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			$ 78,000.00

5. SUBMISSION REQUIREMENTS & TERMS

Bidders must submit the completed pricing sheet along with the following documentation:

1. **Proof of Licensure:** Active Florida State Certified Marine Contractor license (or qualified State Certified General Contractor license with marine endorsement).
2. **Insurance Certificates:** Minimum $1,000,000 General Liability, Worker's Compensation, and Jones Act/USL&H coverage (if applicable for marine work).
3. **References:** Minimum of three (3) references for similar residential or public seawall/bulkhead projects completed in Brevard County within the last 36 months.
4. **Project Schedule:** Estimated number of calendar days from permit issuance to substantial completion: 30 Days.

5. **Warranty Confirmation:**
   - Manufacturer Piling Material Warranty: 50 Years (Minimum 50 Years required).
   - Contractor Labor/Workmanship Warranty: 3 Years (Minimum 3 Years required).

6. BOAT RAMP PROTECTION & LIABILITY CLAUSE
By submitting a bid, the Contractor acknowledges that the adjacent concrete boat ramp is a critical asset. The Contractor agrees to utilize heavy-duty rubber or timber equipment mats (swamp mats) for all tracked or heavy wheeled machinery operating on the ramp. The Contractor accepts full financial and structural liability for any cracking, shifting, fracturing, or undermining of the boat ramp slab resulting from construction operations.

BIDDER SIGNATURE & IDENTIFICATION

Company Name: Florida Solid Solutions, LLC DBA Florida Seawall Solutions
Authorized Signee Name/Title: Matt Miller CEO
License Number: CBC1265946, SCC131154310 Phone: 813-377-2462
Signature: Matt Miller Date: 07/22/2024

References:

Bayshore Capital
Point of Contact: John Ott
Phone: (321) 438-2525
Location: Daytona Beach, Volusia County, FL

Dimucci Twin Towers
Point of Contact: Melissa Wargo
Phone:(836) 931-6469
Email:manager@twintowersdbs.com
Location:Daytona Beach, Volusia County, FL

Palma Bella Condo
Point of Contact: Larry Flood
Phone:(614) 746-6962
Email: lwflood@gmail.com
Location:Daytona Beach Shores, Volusia County, FL

BID BOND

Trisura Insurance Company 2 Stamford Plaza, Suite 1504, 281 Tresser Blvd., Stamford, CT 06901

KNOWN ALL BY THESE PRESENTS, That we, Florida Solid Solutions, LLC DBA Florida Seawall Solutions, as Principal, and **Trisura Insurance Company**, as Surety, are held and firmly bound unto **Town of Melbourne Beach**, as Obligee, in the sum of **Five percent of the Total Bid** Dollars (**5% of the Total Bid**) for the payment of which we bind ourselves, and our successors and assigns, jointly and severally, as provided herein.

WHEREAS, Principal has submitted or is about to submit a bid to the Obligee on a contract for **Sixth Avenue Seawall Seawall removal and reconstruction** ("Project").

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and Principal enters into a contract with Obligee in conformance with the terms of the bid and provides such bond or bonds as may be specified in the bidding or contract documents, then this obligation shall be void; otherwise Principal and Surety will pay to Obligee the difference between the amount of Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed this **22nd** day of **July**, **2026**.

Florida Solid Solutions, LLC DBA Florida Seawall Solutions

(Principal)

By: Matt Miller

Trisura Insurance Company

By: Becky Gomez
Becky Gomez, Attorney-in-Fact

TRISURA

2 Stamford Plaza
Suite 1504, 281 Tresser Boulevard
Stamford, Connecticut 06901
us.surety@trisura.com

POWER OF ATTORNEY
TRISURA INSURANCE COMPANY

Bond # N/A

KNOW ALL MEN BY THESE PRESENTS: That **TRISURA INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of Oklahoma, authorized to conduct a surety business, and having its principal place of business at 2 Stamford Plaza, Suite 1504, Tresser Boulevard, Stamford, Connecticut 06901, does hereby constitute and appoint:

Alexander Dam, Vanessa Fong, Jessica Richmond, Judith A. Lucky-Efimov, Becky Gomez, Stephanie Gross, Caroline Twitty

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **TRISURA INSURANCE COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **TRISURA INSURANCE COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **TRISURA INSURANCE COMPANY.**

"**RESOLVED**, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **TRISURA INSURANCE COMPANY** have each executed and attested these presents on this **24th** day of **June, 2025.**

STATE OF Connecticut
County of Fairfield

George James, Chief Underwriting Officer, Surety

Trisura Insurance Company CORPORATE SEAL

On this **24th** day of **June, 2025**, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **TRISURA INSURANCE COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed Official Seal, at the County of Fairfield, State of Connecticut the day and year first above written.

Tysheena Holeyfield
_____, a Notary Public of Connecticut
My Commission Expires: 6-30-30

TYSHEENA HOLEYFIELD
Notary Public, Connecticut
My Commission Expires 06/30/2030

CERTIFICATION

I, the undersigned officer of **TRISURA INSURANCE COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this 22nd day of July, 2026.

By: _____
Name: Terry Michalakos
Title: Senior Vice President

TO CONFIRM AUTHENTICITY OF THIS BOND OR DOCUMENT EMAIL: us.surety@trisura.com

Applicant Company Name: TRISURA INSURANCE COMPANY

NAIC No: 22225
FEIN: 952743473

Uniform Certificate of Authority Application (UCAA)
Certificate of Compliance

STATE OF FLORIDA

OFFICE OF INSURANCE REGULATION

I, DAVID ALTMAIER, hereby certify that I am the* INSURANCE COMMISSIONER of the State of FLORIDA and have supervision of insurance business in said State and as such I hereby certify that **TRISURA INSURANCE COMPANY** of OKLAHOMA CITY, OK is duly organized under the laws of said State and is authorized to transact the business of D 010 FIRE,D 020 ALLIED LINES,D 030 FARMOWNERS MULTI PERIL,D 040 HOMEOWNERS MULTI PERIL,D 050 COMMERCIAL MULTI PERIL,D 080 OCEAN MARINE,D 090 INLAND MARINE,D 120 EARTHQUAKE,D 170 OTHER LIABILITY,D 192 PRIVATE PASSENGER AUTO LIABILITY,D 194 COMMERCIAL AUTOMOBILE LIABILITY,D 211 PPA PHYSICAL DAMAGE,D 212 COMMERCIAL AUTO PHYSICAL DAMAGE,D 220 AIRCRAFT,D 230 FIDELITY,D 240 SURETY,D 250 GLASS,D 260 BURGLARY AND THEFT,D 270 BOILER AND MACHINERY,D 280 CREDIT,D 300 INDUSTRIAL FIRE,D 540 MOBILE HOME MULTI PERIL,D 550 MOBILE HOME PHYSICAL DAMAGE,D 607 HOME WARRANTIES,D 608 SERVICE WARRANTIES (NON-AUTO),D 610 OTHER WARRANTY,D 620 MISCELLANEOUS CASUALTY,** insurance in this State.

IN TESTIMONY WHEREOF, I have hereunto set my hand at Tallahassee, Florida on this 18th day of June A.D. 2020.

David Altmaier

* Insurance Commissioner, Officer or Superintendent of Insurance authorized to certify to the insurance business within the domiciliary state.

** Lines of Insurance as shown on Form 3 of UCAA

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/22/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Howden US Specialty, LLC 7701 France Avenue South Suite 200 Minneapolis MN 55435 License#: 40977396	CONTACT NAME: PHONE (A/C, No, Ext): 646-685-4930 FAX (A/C, No): E-MAIL ADDRESS:
INSURED Florida Solid Solutions, Inc. dba Florida Seawall Solutions 24526 NW 178th Pl High Springs FL 32643-2304 FLORSOL-01	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Liberty Mutual Insurance Company INSURER B : Zenith Insurance Company — 13269 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 923647624 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			MLIB-1001899-01	11/20/2025	11/20/2026	EACH OCCURRENCE	$ 1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
	X P&I						MED EXP (Any one person)	$ 1,000,000
	X Jones Act/Crew						PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	[ ] OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	[ ] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	[ ] UMBRELLA LIAB [X] OCCUR			ATADFA34001	11/20/2025	11/20/2026	EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$ 5,000,000
	[ ] DED [ ] RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			Z141332003	8/3/2025	8/3/2026	X PER STATUTE X OTH-ER	Includes USL&H
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE Project: Removal & Replacement of 54 LF Bulkhead System & Boat Ramp Return

CERTIFICATE HOLDER

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach FL 32951

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Edward J. Bradley

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE BUILDING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MILLER, MATTHEW CLAYTON

FLORIDA SEAWALL SOLUTIONS
24526 NW 178TH PLACE
HIGH SPRINGS FL 32643

LICENSE NUMBER: CBC1265946

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/11/2024

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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

2601 BLAIR STONE ROAD
TALLAHASSEE FL 32399-0783

Congratulations! With this license you become one of the nearly one million Floridians licensed by the Department of Business and Professional Regulation. Our professionals and businesses range from architects to yacht brokers, from boxers to barbeque restaurants, and they keep Florida's economy strong.

Every day we work to improve the way we do business in order to serve you better. For information about our services, please log onto www.myfloridalicense.com. There you can find more information about our divisions and the regulations that impact you, subscribe to department newsletters and learn more about the Department's initiatives.

Our mission at the Department is: License Efficiently, Regulate Fairly. We constantly strive to serve you better so that you can serve your customers. Thank you for doing business in Florida, and congratulations on your new license!

STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

SCC131154310 ISSUED: 02/17/2026
CERTIFIED SPECIALTY CONTRACTOR
MILLER, MATTHEW CLAYTON
FLORIDA SEAWALL SOLUTIONS
MARINE SPECIALTY CONTRACTOR

Signature
LICENSED UNDER CHAPTER 489, FLORIDA STATUTES
EXPIRATION DATE: AUGUST 31, 2026

Ron DeSantis, Governor Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER: SCC131154310 **EXPIRATION DATE: AUGUST 31, 2026**

THE MARINE SPECIALTY CONTRACTOR HEREIN IS CERTIFIED UNDER THE PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MILLER, MATTHEW CLAYTON
FLORIDA SEAWALL SOLUTIONS
24526 NW. 128TH PLACE
HIGH SPRINGS FL 32643

ISSUED: 02/17/2026

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REQUEST FOR PROPOSAL (RFP) & FORMAL BID TEMPLATE
PROJECT TITLE: Removal & Replacement of 54 LF Bulkhead System & Boat Ramp Return
LOCATION: West End of Sixth Avenue, Melbourne Beach, FL 32951 (Indian River Lagoon)
ISSUANCE DATE: July 14, 2026
CLOSING DATE FOR BIDS: July 30, 2026 at 3:30 pm

---

1. PROJECT OVERVIEW & SCOPE
The Owner is seeking formal, line-item bids from licensed, insured Florida Marine Contractors to remove an existing, failing bulkhead and construct a new vinyl sheet piling seawall system. The project encompasses a total of **54 Linear Feet (LF)** in an L-shaped configuration directly bordering a concrete boat ramp on the micro-tidal, brackish waters of the Indian River Lagoon. **The boat ramp will be completely closed to all traffic for the duration of this project,** allowing full land-based equipment access directly on the ramp surface (subject to surface protection requirements).
2. SITE SPECIFICATIONS & CONFIGURATION

- **Front Seawall Segment:** 17 Linear Feet facing west into the Indian River Lagoon.
- **Return Wall Segment:** 37 Linear Feet running east, flanking the south side of the boat ramp, transitioning into a sloped retaining wall toward land grading.
- **Exposed Wall Height:** Approximately 4.0 feet from the lagoon mudline to the top of the concrete cap.
- **Jurisdiction:** Town of Melbourne Beach Building Department, FDEP Central District, and U.S. Army Corps of Engineers.

3. TECHNICAL & MATERIAL REQUIREMENTS
Bidders must base their pricing on the following minimum structural standards:

- **Sheet Piling:** Heavy-gauge, UV-stabilized vinyl sheets (ShoreGuard SG-425 / SG-525 or engineered equivalent).
- **Sheet Length & Penetration:** Minimum 12-foot sheets providing an 8.0-foot embedment depth (2:1 ratio) driven into load-bearing strata past the organic muck layer.
- **Corner Assembly:** Must utilize a specialized, pre-fabricated 90-degree interlocking corner sheet.
- **Concrete Top Cap:** Poured-in-place, 3,000 PSI marine-grade concrete cap (minimum 18" wide by 12" deep) with epoxy-coated or fiberglass rebar reinforcement.
- **Tie-Back System:** Minimum ¾" diameter hot-dipped galvanized or Grade 316 stainless steel rods spaced every 6 feet on-center, connected to pre-cast concrete deadmen anchors. Return wall tie-backs must not interfere with or undermine the boat ramp sub-base.
- **Drainage:** Non-woven geotextile filter fabric applied to the landward face of the vinyl sheets; JetFilter maintainable weep hole filtration units installed every 10 LF.
- **Environmental Controls:** Contractor must supply, deploy, and maintain Type II weighted turbidity curtains around the entire marine work zone.

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4. CONTRACTOR BID PRICING SHEET
Contractor to provide fixed, lump-sum line item pricing below:

5. **Warranty Confirmation:**
   - Manufacturer Piling Material Warranty: 50 Years (Minimum 50 Years required).
   - Contractor Labor/Workmanship Warranty: 3 Years (Minimum 3 Years required).

6. BOAT RAMP PROTECTION & LIABILITY CLAUSE

By submitting a bid, the Contractor acknowledges that the adjacent concrete boat ramp is a critical asset. The Contractor agrees to utilize heavy-duty rubber or timber equipment mats (swamp mats) for all tracked or heavy wheeled machinery operating on the ramp. The Contractor accepts full financial and structural liability for any cracking, shifting, fracturing, or undermining of the boat ramp slab resulting from construction operations.

BIDDER SIGNATURE & IDENTIFICATION

Company Name: Dockside Builders, Inc

Authorized Signee Name/Title: Keith O'Toole / Director of Operations

License Number: CBC 1540000 Phone: 772 664 6798

Signature: [signature] Date: 7/28/26

Item #	Description	Unit	Qty	Total Cost
1.0	**Mobilization, Permitting, & Safety**			
1.1	Permitting coordination (Town of Melb. Beach, FDEP, USACE)	Lump Sum	1	$4500.00
1.2	Site prep, MOT, boat ramp closure signage, and safety barriers	Lump Sum	1	$4000.00
1.3	Supply and deployment of Type II Turbidity Curtains	Lump Sum	1	$1200.00
2.0	**Demolition & Site Prep**			
2.1	Extract and dispose of 54 LF of existing failing bulkhead	Lump Sum	1	$4800.00
2.2	Excavation of tie-back trenches along south side of ramp	Lump Sum	1	$3,500.00
3.0	**Seawall Materials & Installation**			
3.1	Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)	Linear Foot	54	$27,000.00
3.2	Supply & install 90-degree interlocking corner pile assembly	Lump Sum	1	$1,800.00
3.3	Installation of tie-back rods and concrete deadmen anchors	Lump Sum	1	$2,500.00
3.4	Supply and pour 18"x12" reinforced marine concrete top cap	Linear Foot	54	$4,500.00
4.0	**Drainage, Backfill, & Restoration**			
4.1	Geotextile fabric, clean fill backfill, and mechanical compaction	Lump Sum	1	$4,000.00
4.2	Installation of maintainable weep hole filter units	Each	5	$600.00
4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$2,500.00
TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			$60,900

5. SUBMISSION REQUIREMENTS & TERMS

Bidders must submit the completed pricing sheet along with the following documentation:

1. **Proof of Licensure:** Active Florida State Certified Marine Contractor license (or qualified State Certified General Contractor license with marine endorsement).
2. **Insurance Certificates:** Minimum $1,000,000 General Liability, Worker's Compensation, and Jones Act/USL&H coverage (if applicable for marine work).
3. **References:** Minimum of three (3) references for similar residential or public seawall/bulkhead projects completed in Brevard County within the last 36 months.
4. **Project Schedule:** Estimated number of calendar days from permit issuance to substantial completion: 45 Days.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

MIELE-FUNK, LORRAINE

DOCKSIDE BUILDERS INC.
9760 PRIMROSE DR
SEBASTIAN FL 32976

LICENSE NUMBER: CGC1540000

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 01/26/2026

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/28/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Paula Pugliesi	
Insurance Office of America Abacoa Town Center 1200 University Blvd, Suite 200 Jupiter, FL 33458	PHONE (A/C, No, Ext): (305) 537-0360	FAX (A/C, No):
	E-MAIL ADDRESS: Paula.Pugliesi@ioausa.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : StarNet Insurance Company	40045
INSURED	INSURER B : Auto-Owners Insurance Company	18988
Dockside Builders Inc. 9760 Primrose Dr. Sebastian, FL 32976	INSURER C : American Longshore Mutual Association	N/A
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			BOUMP250736	9/3/2025	9/3/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 1,000,000
	OTHER:						S A POLLUTION	$ 100,000
B	AUTOMOBILE LIABILITY			9543298002	8/30/2025	8/30/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			ALMA-020526-122156-01	2/11/2026	2/11/2027	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: Y	N / A					E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: License #CGC1540000
Christian Penner, Officer, Excluded from Workers Compensation benefits by endorsement

Workers Compensation for USL&H Employees:
Carrier: American Longshore Mutual Association
Policy Number: ALMA-020526-122156-01
Effective 02/11/2026-02/11/2027
SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

Town Of Melbourne Beach
900 E Strawbridge Ave
Melbourne, FL 32901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David Neese

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ACORD

ADDITIONAL REMARKS SCHEDULE

AGENCY	NAMED INSURED
Insurance Office of America	Dockside Builders Inc. 9760 Primrose Dr. Sebastian, FL 32976
POLICY NUMBER SEE PAGE 1	
CARRIER: SEE PAGE 1 / NAIC CODE: SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Workers Compensation for non-USL&H Employees:
Carrier: Manufacturers Alliance Insurance Company
Policy Number: 1678440Y
Effective 02/11/2026-02/11/2027
Workers' Compensation: Statutory
Employers' Liability: $1,000,000 BI Each Accident / $1,000,000 BI Each Employee Disease /$1,000,000 BI Disease Policy Limit

Certificate Holder is included as Additional Insured regarding General Liability per form BOUMP250736 and Auto Liability per form 58504 01/15 when required by written contract.

Certificate Holder has a Waiver of Subrogation in their favor regarding General Liability per form #BOUMP250736, Auto Liability per form 58583 01/15, and regarding Workers Compensation per form ALMAws 02/02 when required by written contract.

Insurance is Primary and Non-Contributory in favor of Certificate Holder regarding Auto Liability per form 58540 12/19

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Berkley Offshore
A Berkley Company

BERKLEY OFFSHORE UNDERWRITING MANAGERS
757 THIRD AVENUE, 10TH FLOOR
NEW YORK, NY 10017

Section II – Protection & Indemnity, including Collision Liability
SP-23 P&I Form
Collision Liability Clause.
Combined Single Limit Clause
Warranted no more than **4** crew on all vessels at any one time.
Pollution Exclusion Buy Back A

NAVIGATION: Confined to the inland and coastal waters of the U.S.A, not exceeding 25 miles offshore.

SCHEDULE OF VESSELS

VESSEL / ITEM	DESCRIPTION	P&I LIMIT	DEDUCTIBLE	P&I(VESSEL) PREMIUM	CREW COUNT	CREW RATE	CREW PREMIUM
WORKBOAT	2001 20' STEEL WORKBOAT	$ 1,000,000	$ 5,000	$ 1,000	4	$1,000	$ 4,000
				$ 1,000	4	$1,000	**$ 4,000**

TOTAL P&I PREMIUM: $ 5,000

GENERAL CONDITIONS - APPLICABLE TO ALL SECTIONS

ADDITIONAL ASSURED/LOSS PAYEE/WAIVER OF SUBROGATION CLAUSES

I) It is hereby understood and agreed that this Policy shall include as Additional Assureds or Loss Payees, any person or organization to whom the Named Assured has agreed, by written contract, to provide coverage, but only with respect to operations performed by or on behalf of the Named Assured and only with respect to occurrences subsequent to the making of such written contract.

Notwithstanding the above, it is further understood and agreed that wherever Additional Assureds or Loss Payees are added to this policy it is specifically agreed:

A) Such Additional Assureds or Loss Payees are included only with respect to such activities insured by this policy as would exist in the absence of the naming of Additional Assureds or Loss Payees and coverage hereunder shall in no way be considered extended by the inclusion of Additional Assureds or Loss Payees.

B) The inclusion of Additional Assureds or Loss Payees in no way increase the limit of liability hereunder.

C) In the event of cancellation or change in policy coverage unless specifically endorsed in writing to the contrary hereon, no obligation is imposed on this company to send notice of cancellation or change of coverage to an Additional Assured or Loss Payee and notice to the original named assured shall discharge all obligations of this company hereunder. This company shall not be required to notify Additional Assureds or Loss Payees of any cancellation received from the original assured hereon.

D) The insurance afforded to Additional Assureds will not be broader than that which is required by the contract or agreement to provide for such Additional Insured.

II) It is further understood and agreed that the Underwriters waive their rights of subrogation against any person or organizations to whom the Named Assured is obligated by written contract to provide such waiver, but only to the extent of such obligation and only with respect to operations by or on behalf of the Named Assured or to the facilities of or used by Named Assured.

Notwithstanding the above, such waiver of rights of subrogation by Underwriters shall not apply to contracts between the Named Assured and subcontractors or employees of the Named Assured.

Berkley Offshore

BERKLEY OFFSHORE UNDERWRITING MANAGERS
757 THIRD AVENUE, 10TH FLOOR
NEW YORK, NY 10017

III) It is warranted and the assured agrees, that notice will be provided to underwriters of any naming of Additional Assureds within 10 business days of the effective date of such agreement and may also be subject to an additional premium, if any to be agreed.

NOTICE OF CANCELLATION CLAUSE

This policy may be canceled by the First Named Insured by mailing to us written notice when thereafter such cancellation shall be effective. This Policy may be canceled by us by mailing to the First Named Insured at his last known address written notice stating when, not less than **thirty(30)** days thereafter, such cancellation shall be effective; except in event of non-payment of premium, only **ten(10)** days' notice in writing to the First Named Insured is required. Such notice sent to the First Named Insured in the care of the broker or agent who negotiated this policy shall have the same effect as if sent directly to the First Named Insured.

If cancellation is at the Insured's option, the Company will return a short-rate return premium; if cancellation is at the Company's option, pro rata unearned premium will be returned as soon as practicable.

ABSOLUTE EXCLUSION – PUNITIVE AND EXEMPLARY DAMAGES

In no case shall this policy insure, indemnify, and/or cover fines, penalties, punitive or exemplary damages, nor shall this policy insure, indemnify or cover treble damages or any other damages resulting from the multiplication of compensatory damages.

OIL POLLUTION ACT DISCLAIMER

Notwithstanding any other provision of this policy or of any underlying insurance, this policy of insurance is not evidence of financial responsibility under the Oil Pollution Act of 1990 or any similar Federal or State Laws. Any showing or offering of this policy by the Assured as evidence of insurance shall not be taken as any indication that the Underwriters consent to act as guarantor or to be sued directly in any jurisdiction whatsoever. **The Underwriters DO NOT CONSENT TO BE GUARANTORS OR SUED DIRECTLY.**

NUCLEAR EXCLUSION CLAUSE

Notwithstanding anything to the contrary herein. It is hereby understood and agreed that this Policy shall not apply to any loss, damage or expense due to arising out of, directly or indirectly, nuclear reaction, radiation or radioactive contamination, regardless of how it is caused. However, subject to all provisions of this Policy, if this Policy insures against fire, then direct physical damage to the property insured located within the United States, or any territory of the United States or Puerto Rico by fire directly caused by the above excluded perils, is insured, provided that the nuclear reaction, radiation, or radioactive contamination was not caused, whether directly or indirectly, by any of the perils excluded by the F.C. & S. Warranty of this Policy.

Nothing in this endorsement shall be construed to cover any loss, damage, liability or expense caused by nuclear reaction, radiation or radioactive contamination arising directly or indirectly from the fire mentioned above.

ALL OTHER TERMS, CONDITIONS, LIMITATIONS AND EXCLUSIONS REMAIN UNCHANGED.

58504 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE - BLANKET COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTO POLICY

SECTION II - COVERED AUTOS LIABILITY COVERAGE is amended. The following provision is added. Any person or organization is an **insured** for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an **insured** under **SECTION II - COVERED AUTOS LIABILITY COVERAGE, A. COVERAGE, 1. Who Is An Insured**.

All other policy terms and conditions apply.

58583 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF OUR RIGHT TO RECOVER PAYMENTS (WAIVER OF SUBROGATION) - BLANKET

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTO POLICY

SECTION V CONDITIONS, A. LOSS CONDITIONS is amended. **5. Our Right to Recover Payments** is deleted and replaced by the following condition.

5. Our Right to Recover Payments

If **we** make a payment under this policy and the person to or for whom payment is made has a right to recover damages from another, **we** will be entitled to that right. That person shall do everything necessary to transfer that right to **us** and do nothing to prejudice it.

However, **we** waive **our** right to recover payments made for **bodily injury** or **property damage**:

a. Covered by the policy; and

b. Arising out of the operation of **autos** covered by the policy, in accordance with the terms and conditions of a written contract between **you** and such person or entity

only if such rights have been waived by the written contract prior to the **accident** or **loss** which caused the **bodily injury** or **property damage**.

All other policy terms and conditions apply.

58524 (1-15)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AMENDMENT OF DEFINITIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTO POLICY

SECTION VI - DEFINITIONS is amended.

1. **B.** is deleted and replaced by the following definition.
   B. Auto means:
   1. A land motor vehicle;
   2. A **trailer**; or
   3. Any other land vehicle that is subject to a compulsory or financial responsibility law or other motor vehicle insurance law where it is licensed or principally garaged.

   However, **auto** does not include **mobile equipment**. As it applies to this endorsement only, **mobile equipment** does not include a snowmobile.
2. **U.** is deleted and replaced by the following definition.
   U. Trailer means a vehicle which is designed to be connected to and towed by a power unit. **Trailer** does not include non-motorized farm machinery or farm wagons. A **trailer** is not **equipment or custom furnishings**.

All other policy terms and conditions apply.

58540 (12-19)

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY - BLANKET COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL AUTO POLICY

SECTION V - CONDITIONS, B. GENERAL CONDITIONS, 2. Other Insurance is amended. The following provision is added as it applies to this endorsement only. When this insurance is primary and there is other insurance for any person or organization, other than a Named Insured, which covers liability for **your** operations, contribution from such other insurance shall not be sought by **us** when:

(1) There is a written agreement between **you** and such person or organization that this insurance shall be primary and without the right of contribution; and
(2) Such written agreement was in force prior to any **bodily injury** or **property damage**.

All other policy terms and conditions apply.

BLANKET WAIVER OF SUBROGATION ENDORSEMENT

This endorsement, effective 12:01 a.m. February 11, 2026, forms part of Certificate No. ALMA-020526-122156-01 issued to Dockside Builders Inc., by the American Longshore Mutual Association, Ltd. ("Association").

The Association waives its rights of subrogation against other individuals, firms, organizations or corporations but only when required by written contract and only to the extent required by that contract. This waiver shall apply only in respect to the specific contract existing between the Member and such other individual, firm, organization or corporation and shall not be construed to be a waiver in respect of other operations of such individual, firm, organization or corporation in which the Member has no contractual interest.

Nothing herein contained shall be held to vary, alter, waive or change any of the terms, limits or conditions of this Coverage Agreement, except as hereinabove set forth.

Previous Work Relevant to the Project

Steve Zolga: Repair 160' vinyl wall with new tie backs and new concrete cap. 3930 River Oak Ln, Micco, FL 32976. 6462106472

Hans Straub: New wooden seawall, 100'. 4150 US 1, Grant, FL 32949. 3212231574

Nick Szymanski: New Vinyl Wall, 45' with concrete cap. 3935 Main St, Micco, FL 32976 - 443-336-0094

REQUEST FOR PROPOSAL (RFP) & FORMAL BID TEMPLATE
PROJECT TITLE: Removal & Replacement of 54 LF Bulkhead System & Boat Ramp Return
LOCATION: West End of Sixth Avenue, Melbourne Beach, FL 32951 (Indian River Lagoon)
ISSUANCE DATE: July 14, 2026
CLOSING DATE FOR BIDS: July 30, 2026 at 3:30 pm

1. PROJECT OVERVIEW & SCOPE

The Owner is seeking formal, line-item bids from licensed, insured Florida Marine Contractors to remove an existing, failing bulkhead and construct a new vinyl sheet piling seawall system. The project encompasses a total of **54 Linear Feet (LF)** in an L-shaped configuration directly bordering a concrete boat ramp on the micro-tidal, brackish waters of the Indian River Lagoon. **The boat ramp will be completely closed to all traffic for the duration of this project,** allowing full land-based equipment access directly on the ramp surface (subject to surface protection requirements).

2. SITE SPECIFICATIONS & CONFIGURATION

- **Front Seawall Segment:** 17 Linear Feet facing west into the Indian River Lagoon.
- **Return Wall Segment:** 37 Linear Feet running east, flanking the south side of the boat ramp, transitioning into a sloped retaining wall toward land grading.
- **Exposed Wall Height:** Approximately 4.0 feet from the lagoon mudline to the top of the concrete cap.
- **Jurisdiction:** Town of Melbourne Beach Building Department, FDEP Central District, and U.S. Army Corps of Engineers.

3. TECHNICAL & MATERIAL REQUIREMENTS

Bidders must base their pricing on the following minimum structural standards:

- **Sheet Piling:** Heavy-gauge, UV-stabilized vinyl sheets (ShoreGuard SG-425 / SG-525 or engineered equivalent).
- **Sheet Length & Penetration:** Minimum 12-foot sheets providing an 8.0-foot embedment depth (2:1 ratio) driven into load-bearing strata past the organic muck layer.
- **Corner Assembly:** Must utilize a specialized, pre-fabricated 90-degree interlocking corner sheet.
- **Concrete Top Cap:** Poured-in-place, 3,000 PSI marine-grade concrete cap (minimum 18" wide by 12" deep) with epoxy-coated or fiberglass rebar reinforcement.
- **Tie-Back System:** Minimum ¾" diameter hot-dipped galvanized or Grade 316 stainless steel rods spaced every 6 feet on-center, connected to pre-cast concrete deadmen anchors. Return wall tie-backs must not interfere with or undermine the boat ramp sub-base.
- **Drainage:** Non-woven geotextile filter fabric applied to the landward face of the vinyl sheets; JetFilter maintainable weep hole filtration units installed every 10 LF.
- **Environmental Controls:** Contractor must supply, deploy, and maintain Type II weighted turbidity curtains around the entire marine work zone.

4. CONTRACTOR BID PRICING SHEET

Contractor to provide fixed, lump-sum line item pricing below:

Item #	Description	Unit	Qty	Total Cost
1.0	**Mobilization, Permitting, & Safety**			
1.1	Permitting coordination (Town of Melb. Beach, FDEP, USACE)	Lump Sum	1	$1,822.00
1.2	Site prep, MOT, boat ramp closure signage, and safety barriers	Lump Sum	1	$300.00
1.3	Supply and deployment of Type II Turbidity Curtains	Lump Sum	1	$250.00
2.0	**Demolition & Site Prep**			
2.1	Extract and dispose of 54 LF of existing failing bulkhead	Lump Sum	1	$3,000.00
2.2	Excavation of tie-back trenches along south side of ramp	Lump Sum	1	$750.00
3.0	**Seawall Materials & Installation**			
3.1	Supply & drive heavy-gauge vinyl sheets (17 LF Front / 37 LF Return)	Linear Foot	54	$17,496.00
3.2	Supply & install 90-degree interlocking corner pile assembly	Lump Sum	1	$470.00
3.3	Installation of tie-back rods and concrete deadmen anchors	Lump Sum	1	$4,650.00
3.4	Supply and pour 18"x12" reinforced marine concrete top cap	Linear Foot	54	$13,662.00
4.0	**Drainage, Backfill, & Restoration**			
4.1	Geotextile fabric, clean fill backfill, and mechanical compaction	Lump Sum	1	$3,600.00
4.2	Installation of maintainable weep hole filter units	Each	5	$600.00
4.3	Final site grading, equipment mat removal, and sod restoration	Lump Sum	1	$1,000.00
TOTAL	**COMPLETE PROJECT BID PRICE (ITEMS 1.0 – 4.3)**			$47,600.00

5. SUBMISSION REQUIREMENTS & TERMS

Bidders must submit the completed pricing sheet along with the following documentation:

1. **Proof of Licensure:** Active Florida State Certified Marine Contractor license (or qualified State Certified General Contractor license with marine endorsement).
2. **Insurance Certificates:** Minimum $1,000,000 General Liability, Worker's Compensation, and Jones Act/USL&H coverage (if applicable for marine work).
3. **References:** Minimum of three (3) references for similar residential or public seawall/bulkhead projects completed in Brevard County within the last 36 months.
4. **Project Schedule:** Estimated number of calendar days from permit issuance to substantial completion: 60 Days.

5. **Warranty Confirmation:**
   - Manufacturer Piling Material Warranty: 50 Years (Minimum 50 Years required).
   - Contractor Labor/Workmanship Warranty: 3 Years (Minimum 3 Years required).

6. BOAT RAMP PROTECTION & LIABILITY CLAUSE

By submitting a bid, the Contractor acknowledges that the adjacent concrete boat ramp is a critical asset. The Contractor agrees to utilize heavy-duty rubber or timber equipment mats (swamp mats) for all tracked or heavy wheeled machinery operating on the ramp. The Contractor accepts full financial and structural liability for any cracking, shifting, fracturing, or undermining of the boat ramp slab resulting from construction operations.

BIDDER SIGNATURE & IDENTIFICATION

Company Name: Baker Marine Construction, LLC.

Authorized Signee Name/Title: Jeremy Baker / Owner

License Number: SCC131152776 Phone: 321-345-0509

Signature: _____ Date: 7/30/2026

ACORD

CERTIFICATE OF LIABILITY INSURANCE

144

DATE (MM/DD/YYYY)
07/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: House Rep	
Prime-One Insurance 2332 N Highway A1A Indialantic FL 32903	PHONE (A/C, No, Ext): (321) 241-1111	FAX (A/C, No): (877) 563-3483
	E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Markel American Insurance Co	
INSURER B : Progressive Insurance	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Baker Marine Construction, LLC
2405 Abalone Ave
Indialantic FL 32903

COVERAGES **CERTIFICATE NUMBER:** CL2672303680 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	9CE4039-03	11/28/2025	11/28/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 50,000 $ 1,000 $ 1,000,000 $ 2,000,000 $ 1,000,000
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [X] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			976438217-2	01/15/2026	01/15/2027	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Uninsured motorist combined single	$ 300,000 $ $ $ $ 100,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) [ ] Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Marine Contractor

CERTIFICATE HOLDER

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach FL 32951

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
	Medical payments	MEDPM		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
5,000					

Ref #	Description	Coverage Code	Form No.	Edition Date
	PIP-Basic	PIP		

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
10,000					

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

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BAKER MARINE
CONSTRUCTION
2405 Abalone Ave
Indialantic, FL 32903
(321) 345-0509
State License #SCC131152776

REFERENCE SHEET

Todd Albert & Dawn Barlow
1710 Pine Street
Melbourne Beach, FL 32951
(407) 864-0511
Scope of Work: New 110’ vinyl seawall with concrete cap and backfill

James Hartley
359 Arrowhead Lane
Melbourne Beach, FL 32951
(954) 914-9110
Scope of Work: New 100’ vinyl seawall with composite cap and backfill

Shawn Hindle
292 Arrowhead Lane
Melbourne Beach, FL 32951
(407) 709-3141
Scope of Work: New 96’ vinyl seawall with composite cap and backfill

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE MARINE SPECIALTY CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

BAKER, JEREMY

BAKER MARINE CONSTRUCTION, LLC
2405 ABALONE ABALONE AVE
INDIALANTIC FL 32903

LICENSE NUMBER: SCC131152776

EXPIRATION DATE: AUGUST 31, 2028

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/03/2026

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER	CONTACT NAME: Certificates
Construction Casualty Insurance, LLC 3637 4th Street North Suite 310 Saint Petersburg, FL 33704	PHONE (A/C, No, Ext): (727) 258-5774 FAX (A/C, No): E-MAIL ADDRESS: certs@cci-ins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : PMA Companies, Inc.	018200
INSURER B : American Longshore Mutual Association, Ltd.	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Baker Marine Construction LLC
2405 Abalone Avenue
Indialantic, FL 32903

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	CLAIMS-MADE OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y / N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		2025011657568Y	11/6/2025	11/6/2026	X PER STATUTE OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
B	Worker's Compensatio		X	ALMA-102425-031905-01	11/6/2025	11/6/2026	See Remarks	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
When required by written contract, a waiver of subrogation applies in favor of the certificate holder on the Workers' Compensation USL&H policy.

Work Comp USL&H:
-Each Accident: $1,000,000
-Disease – policy limit: $1,000,000
Disease – each employee: $1,000,000

CERTIFICATE HOLDER

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

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town Commission Meeting

Section: New Business

Meeting Date: August 19, 2026

From: PW Director – Tom Davis

RE: Town Hall Building Roof – RFP

Background Information: The RFP for repairing the roof on the Town Hall Building was prepared pursuant to Town of Melbourne Beach Purchasing Policy (15-27) and bids were received by the Town Clerk.

Bids attached

Recommendation: Accept best lowest bid – proceed to contract

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFP: Town Hall Complex Metal Roofing Repairs

August 10, 2026 – 2:00 pm

BID TABULATION

Bidder Name & Address	Cost		References?	Insurance?	Deposit?
Superior One Roofing Florida 111 Enterprise Ave. Palm Bay, FL 32909	**1.0 Mobilization Permits, and Site Setup**	$570.00	No	No	No
	2.0 Complete Roof Inspection & Debris Removal	$375.00			
	3.0 Total Fastener Removal & Replacement	$37,472.00			
	4.0 Seam, Flashing, and Vent Repair/Resealing	$3,976.00			
	5.0 Final Cleanup, Inspection, and Closeout	$350.00			
	TOTAL LUMP SUM BASE BID PRICE (Items 1.0 through 5.0)	**$42,743.00**			
	Bidder also provided a quote for a full roof replacement at a total of $174,948.37 ($168,946.30 + $6,002.07 tax – Town is tax exempt) with 10-year workmanship warranty and 25-year manufacturer's finish warranty				

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bidder Name & Address	Cost		References?	Insurance?	Deposit?
Atlantic Roofing II of Vero Beach Inc. 4310 45th Street Vero Beach, FL 32967	**1.0 Mobilization Permits, and Site Setup**	$3,500.00	Yes	Yes	No
	2.0 Complete Roof Inspection & Debris Removal	$2,350.00			
	3.0 Total Fastener Removal & Replacement	$34,770.00			
	4.0 Seam, Flashing, and Vent Repair/Resealing	$39,910.00			
	5.0 Final Cleanup, Inspection, and Closeout	$2,700.00			
	TOTAL LUMP SUM BASE BID PRICE (Items 1.0 through 5.0)	**$83,230.00**			
	Bidder also provided two quotes for full roof replacement: $114,527.00 with no manufacturer warranty and $175,337.00 with 30-year finish warranty				

08/10/2026

Superior One Roofing Florida
Billing Mailing Address:
111 Enterprise Ave.
Palm Bay, FL 32909
flaccounting@superioroneroofing.com
Phone: (321) 209-9092

Company Representative
Russ Lynch
Phone: (321) 338-0765
russ@superioroneroofing.com

Tom Davis
507 Ocean Avenue
Melbourne Beach, FL 32951-2523
(321) 403-6626

5V Metal Roof Fastener Replacement & Repair

- Remove existing galvalume panels on left elevation of Fire Department Bay.
- Remove siding and flashing at wall transition to cupola.
- Change approximately 7 sheets of plywood with 1/2' CDX plywood.
- Sister new 2x4's to existing trusses if necessary.
- Install new flashing at wall transition.
- Install new Hardie board lap siding.
- Install existing 5V metal panels over repair area.

- Remove panels adjacent to valley near parking lot over Fire Department Bay.
- Remove rusted valley pan metal in repair area.
- Change rotten wood.
- Repair siding on wall transition with new Hardie board lap siding.
- Install new valley metal along entire length of valley.
- Install existing 5V metal panels over repair area.

- Remove all gable rake trim and seal with butyl tape and polyurethane sealant.
- Install existing rake trim.

- Remove panels above and adjacent to metal sheet pans over cricket diverter behind cupola over Town Hall entryway.
- Install new metal pans and seal transition.
- Install existing 5V metal panels adjacent to repair area.

- Remove all fasteners throughout field of roof.
- Replace with new Woodzak fasteners in all locations.
- Seal all penetrations with new butyl tape and polyurethane sealant.

- Clean up all job-related debris.
- All permit, dump, and inspection costs included.
- Workers are all on payroll, licensed and insured.
- Crew will maintain safety requirements throughout construction process.

$42,743.00

TOTAL $42,743.00

08/10/2026

Superior One Roofing Florida
Billing Mailing Address:
111 Enterprise Ave.
Palm Bay, FL 32909
flaccounting@superioroneroofing.com
Phone: (321) 209-9092

Company Representative
Russ Lynch
Phone: (321) 338-0765
russ@superioroneroofing.com

Tom Davis
507 Ocean Avenue
Melbourne Beach, FL 32951-2523
(321) 403-6626

032 Aluminum Standing Seam Metal Roof Replacement

- Remove existing metal roof down to bare wood deck.
- Re-nail decking to meet Florida building code. 8D, 2 1/2" ring shank nails spaced every 4". If bad or rotten wood is discovered, it will be replaced at a cost outlined on the woodwork agreement pricelist. $700 credit applied to any necessary woodwork before additional charges may be incurred.

- Install GAF StormGuard peel and stick underlayment to keep roof dry.
- Install .032 Aluminum 1" snaplock standing seam (hidden fastener) metal roofing system in color of customer's choice.
- Colored metal is coated with industry-best Kynar 500 PVDF.
- Install matching metal trim.
- Install new flashing.
- Install new ridge ventilation.
- Install new pipe boot flashings and gooseneck hoods, paint to match metal.
- Repair siding at wall near valley over fire department bay.
- Caulk window trim on cupolas.

- Clean up all job-related debris.
- All permit, dump, and inspection costs included.
- Workers are all on payroll, licensed and insured.
- Crew will maintain safety requirements throughout construction process.

- Provide 10-year workmanship warranty and 25-year manufacturer's finish warranty.
- Provide owner new wind mitigation certificate at no additional charge.

$168,946.30

Tax	$6,002.07
TOTAL	$174,948.37

EXHIBIT "A"

PRICE PROPOSAL FORM

BIDDER: SUPERIOR ONE ROOFING, RUSS LYNCH

1.0 Mobilization Permits, and Site Setup	$ 570
2.0 Complete Roof Inspection & Debris Removal	$ 375
3.0 Total Fastener Removal & Replacement	$ 37,472
4.0 Seam, Flashing, and Vent Repair/Resealing	$ 3,976
5.0 Final Cleanup, Inspection, and Closeout	$ 350
TOTAL LUMP SUM BASE BID PRICE (Items 1.0 through 5.0)	**$** 42,743

EXHIBIT "B"

CONTACT SHEET

Name: SUPERIOR ONE ROOFING

Federal Taxpayer ID: 83-0562852

Mailing Address: 111 ENTERPRISE AVE SE

City, State, & Zip Code: PALM BAY, FL 32909

Telephone: 321-338-0765 **Fax:** N/A

Email: RUSS @ SUPERIORONEROOFING.COM

Submitted By: RUSS LYNCH

Title: SALES / MANAGEMENT

Accounting Contact:

Name: SABRINA JOZWICKI **Title:** FINANCE MANAGER

Email Address: FLACCOUNTING @ SUPERIORONEROOFING.COM **Phone:** 321-426-5519

EXHIBIT "C"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for TOWN HALL METAL ROOF

2. This sworn statement is submitted by (entity) SUPERIOR ONE ROOFING whose business address is 111 ENTERPRISE AVE SE, PALM BAY FL and (if applicable) Federal Employer Identification Number (FEIN) is 83-0562852 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is RUSS LYNCH and my relationship to the entity named above is EMPLOYEE.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

R. [signature] 8/10/26

Signature Date:

STATE OF FLORIDA
COUNTY OF Brevard

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 10th day of August, 2026, and is personally known to me, or has provided _____ as identification.

Sabrina Jozwicki
Notary Public
My Commission expires: 5/5/2029

EXHIBIT "D"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: SUPERIOR ONE ROOFING

CITY: PALM BAY STATE: FL ZIP CODE: 32909

SIGNATURE: R. [signature] PHONE: 321-338-0765

NAME (TYPED OR PRINTED): RUSS LYNCH TITLE: SALES/MANAGEMENT

EXHIBIT "E"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: TOWN HALL METAL ROOF

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: SUPERIOR ONE ROOFING

Authorized Signature: R. Z

Title: SALES/ MANAGEMENT

Date: 8/10/26

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for TOWN HALL METAL ROOF

This sworn statement is submitted by (entity) SUPERIOR ONE ROOFING whose business address is 111 ENTERPRISE AVE SE, PALM BAY FL and (if applicable) Federal Employer Identification Number (FEIN) is 83-0562852 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is RUSS LYNCH and my relationship to the entity named above is EMPLOYEE.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

R. [signature] 8/10/26
Signature Date:

STATE OF FLORIDA
COUNTY OF Brevard

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 10th day of August, 2026, and is personally known to me, or has provided _____ as identification.

HH672481 Exp. 5/5/2029 My Commission expires:
Sabrina Jozwicki Notary Signature

Notary Public State of Florida
Sabrina Jozwicki
My Commission HH 672481
Expires 5/5/2029

HUMAN TRAFFICKING AFFIDAVIT

In compliance with Section 787.06(13), *Florida Statutes*, this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with the Town of Melbourne Beach (the "Governmental Entity").

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.

2. I am an officer or representative of the Nongovernmental Entity and I am authorized to provide this affidavit on behalf of the Nongovernmental Entity.

3. The Nongovernmental Entity, and any of its subsidiaries or affiliates, do not use coercion for labor or services, as those terms are defined in Section 787.06, *Florida Statutes*, as may be amended from time to time.

4. If, at any time in the future, the Nongovernmental Entity does use coercion for labor or services, the Nongovernmental Entity will immediately notify the Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by the Governmental Entity.

Company: SUPERIOR ONE ROOFING

Authorized Signature: R. Zyl Date: 8/10/26

Printed Name: RUSS LYNCH

Title: SALES/MANAGEMENT

STATE OF Florida
COUNTY OF Brevard

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 10th day of August, 20 26, by RUSS Lynch, as Sales/Management on behalf of the company/corporation. They ☑ are personally known to me or ☐ have produced _____ as identification.

Sabrina Jozwicki
Notary Public Signature

(Affix Notary Stamp or Seal)

Print, Type or Stamp Name of Notary: Sabrina Jozwicki
My commission expires: 5/5/2029

Notary Public State of Florida
Sabrina Jozwicki
My Commission HH 672481
Expires 5/5/2029

EXHIBIT "A"

PRICE PROPOSAL FORM

BIDDER: Atlantic Roofing II of Vero Beach Inc

1.0 Mobilization Permits, and Site Setup	$ 3,500.00
2.0 Complete Roof Inspection & Debris Removal	$ 2,350.00
3.0 Total Fastener Removal & Replacement	$ 34,770.00
4.0 Seam, Flashing, and Vent Repair/Resealing	$ 39,910.00
5.0 Final Cleanup, Inspection, and Closeout	$ 2,700.00
TOTAL LUMP SUM BASE BID PRICE (Items 1.0 through 5.0)	**$** 83,230.00

PLEASE SEE ATTACHED SCOPE OF WORK AND PROPOSALS

Replace roof with 24 ga Galvalume Mill finish 5V Crimp $114,527.00
No manufacturer warranty

Replace roof with .032 painted 5V Crimp $175,337.00
manufacturer 30 year finish warranty

ATLANTIC ROOFING II

OF VERO BEACH, INC.
Lic. # CCC1326188

4310 45th Street
Vero Beach, FL 32967

Ph: 772-492-8493 Fax: 772-257-5740 E-Mail: jerry@atlanticroofing2.com

Date: 08/10/26

TO: Town of Melbourne Beach
RE: Town Hall Complex – Metal Roofing Repairs

SCOPE OF WORK

The scope of work included in our bid consists of the following:

1. Fastener Remediation (Re-Screwing)

- Back out and remove all existing fasteners.
- Oversize all replacement fastener holes as required.
- Install new heavy-duty, corrosion-resistant **C5/marine-grade fasteners (Stainless Steel)**.
- Fasteners shall feature integrated, UV-resistant **EPDM washer seals**.

2. Seam and Flashing Repair

- Remove, replace, and seal all critical wall flashings, valleys, and ridge caps. Including installing foam closures at Hip & Ridge, Valleys, and Wall Flashings.
- Remove and replace two rows of siding at wall flashing locations to allow for installation of new flashings.
- Inspect and replace deteriorated flashing around commercial plumbing stacks and vents.
- Apply high-performance sealant over high-risk fastener patterns and joints.

3. Metal Panel Stabilization

- Identify and repair structural metal panel deflection.
- Tighten metal-to-metal laps to eliminate wind rattle and reduce the potential for water intrusion.
- Removal and reinstallation of existing metal panels as required is included.
- Replacement of up to **10 sheets of plywood** is included.

4. Debris Removal and Disposal

- Perform daily magnetic sweeping of perimeter walkways and parking lots to collect dropped metal, screws, and other ferrous debris.
- Complete removal and legal disposal of all construction debris generated by the work.

AUTHORIZED SIGNATURE: _____ Date: 8/10/26

ATLANTIC ROOFING II

OF VERO BEACH, INC.
Lic. # CCC1326188

4310 45th Street
Vero Beach, FL 32967

Ph: 772-492-8493 Fax: 772-257-5740 E-Mail: jerry@atlanticroofing2.com

Date: 08/10/26

To: Town of Melbourne Beach, Florida

RE: Town Hall Complex Metal Roofing Repairs

We propose the following furnished and installed.

** Remove existing roof down to deck.
** Refasten deck to meet current Florida Building code requirements.
** Install one ply self-adhering high temperature metal underlayment adhered directly to the plywood deck.. (If when we tear off the existing roof it has sanded or felt faced Peel & Stick as an existing underlayment a 30# felt will need to be installed. This will be an extra to the contract)
** Install in 24 gauge galvalume mill finish all eave drip, valley flashing, hip and ridge cap, gable trim, wall and counter Flashings, and all closures and sealants.
** Install in 24 gauge galvalume mill finish 5V Crimp metal roofing.
** Two rows of siding replacement above new wall flashings included.
** Install neoprene pipe boots at plumbing vents.
** Furnish 2-year workmanship warranty.

TOTAL LABOR AND MATERIAL: $114,337.00

TO UPGRADE TO.032 STANDARD KYNAR PAINT FINISH WITH A MANUFACTURER 35 YEAR FINISH WARRANTY ADD: $60,810.00 TO CONTRACT AMOUNT

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above. The owner is to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workers Compensation Insurance.
With the consent of the Buyer, any rotten lumber or unsuitable substrate materials, which are disclosed as the work progresses and which are not specifically mentioned in this proposal and agreement will be replaced or made suitable and any additional costs will be added to the contract. Plywood replacement is an additional $4.00 per square foot with a minimum 32 square feet. Fascia replacement is an additional $9.50 per foot with a 12 foot minimum

OFFER VALID 30 DAYS FROM ISSUANCE

Authorized Signature: Jerry W Maliwuk Date: 08/10/26

Estimator/Project Manager

ACCEPTANCE of PROPOSAL

The above specifications, prices and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified.

Accepted by: _____ Date of Acceptance: _____

EXHIBIT "B"

CONTACT SHEET

Name: William Lasky Jr

Federal Taxpayer ID: 32-0340502

Mailing Address: 4310 45th Street

City, State, & Zip Code: Vero Beach FL 32967

Telephone: 772 492 8493 **Fax:** 772 257 5740

Email: wljatr@aol.com

Submitted By: William Lasky Jr

Title: Vice President

Accounting Contact:

Name: Kimberly Lasky **Title:** President

Email Address: kim@atlanticroofing2.com **Phone:** 772 492 8493

EXHIBIT "C"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Town Hall Complex Metal Roofing REpairs

2. This sworn statement is submitted by (entity) Atlantic Roofing II of Vero Beach Inc whose business address is 4310 45th Street Vero Beach, FL. 32967 and (if applicable) Federal Employer Identification Number (FEIN) is 32-0340502 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is William Lasky Jr and my relationship to the entity named above is Vice President.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

☑ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

8/10/26
Date:

STATE OF FLORIDA
COUNTY OF Indian River

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 10th day of August, 2026, and is personally known to me, or has provided _____ as identification.

Notary Public
My Commission expires: 2/4/29

Notary Public State of Florida
Jerry W. Malivuk
My Commission HH 636400
Expires 2/4/2029

EXHIBIT "D"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Atlantic Roofing II of Vero Beach Inc

CITY: Vero Beach STATE: Florida ZIP CODE: 32967

SIGNATURE: William Lasky Jr PHONE: 772 492 8493

NAME (TYPED OR PRINTED): William Lasky Jr TITLE: Vice President

EXHIBIT "E"

E-VERIFY STATEMENT

Bid/Proposal Number: Town Hall Complex Metal Roofing Repairs

Project Description: Town Hall Complex Metal Roof Repairs

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Atlantic Roofing II of Vero Beach Inc

Authorized Signature: William Earl Jr

Title: Vice President

Date: 8/10/26

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Town Hall Complex Metal Roof Repairs.

This sworn statement is submitted by (entity) Atlantic Roofing II of Vero Beach Inc whose business address is 4310 45th Street Vero Beach, FL. 32967 and (if applicable) Federal Employer Identification Number (FEIN) is 32-0340502 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is William Lasky Jr and my relationship to the entity named above is Vice President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

William Lesley Jr 8/10/26
Signature Date:

STATE OF FLORIDA
COUNTY OF Indian River

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 10th day of August, 2026, and is personally known to me, or has provided _____ as identification.

2/4/29 My Commission expires: 2/4/29
Notary Signature

Notary Public State of Florida
Jerry W. Malivuk
My Commission HH 636400
Expires 2/4/2029

Exhibit G

HUMAN TRAFFICKING AFFIDAVIT

In compliance with Section 787.06(13), *Florida Statutes*, this affidavit must be completed by an officer or representative of a nongovernmental entity that is executing, renewing, or extending a contract with the Town of Melbourne Beach (the "Governmental Entity").

The undersigned, on behalf of the entity listed below (the "Nongovernmental Entity"), hereby attests under penalty of perjury as follows:

1. I am over the age of 18 and I have personal knowledge of the matters set forth herein.

2. I am an officer or representative of the Nongovernmental Entity and I am authorized to provide this affidavit on behalf of the Nongovernmental Entity.

3. The Nongovernmental Entity, and any of its subsidiaries or affiliates, do not use coercion for labor or services, as those terms are defined in Section 787.06, *Florida Statutes*, as may be amended from time to time.

4. If, at any time in the future, the Nongovernmental Entity does use coercion for labor or services, the Nongovernmental Entity will immediately notify the Governmental Entity and no contracts may be executed, renewed, or extended between the parties.

5. I have read the foregoing affidavit and confirm that the facts stated in it are true, and are made for the benefit of, and reliance by the Governmental Entity.

Company: Atlantic Roofing II of Vero Beach Inc

Authorized Signature: _____ Date: 8/10/26

Printed Name: William Lasky Jr

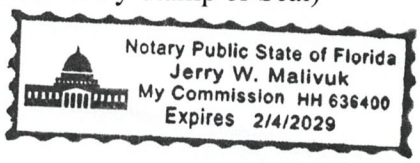
Title: Vice President

STATE OF Florida
COUNTY OF Indian River

The foregoing instrument was acknowledged before me by means of ☑ physical presence or ☐ online notarization, this 10th day of August, 2026, by William Lasky Jr, as Vice President on behalf of the company/corporation. They ☑ are personally known to me or ☐ have produced _____ as identification.

_____
Notary Public Signature

(Affix Notary Stamp or Seal)



Print, Type or Stamp Name of Notary: Jerry Malivuk
My commission expires: 02/04/29

ATLANTIC ROOFING II
OF VERO BEACH, INC.

License # CCC1326188

4310 45th Street, Vero Beach, FL 32967
Ph: 772-492-8493 Fax: 772-257-5740

August 10, 2026

Town of Melbourne Beach
Melbourne Beach, Florida

RE: Town Hall Complex Metal Roofing Repairs Project
Statement of Qualifications

To Whom It May Concern:

Atlantic Roofing II of Vero Beach, Inc. is pleased to submit this letter confirming our qualifications to bid on the Town Hall Complex Metal Roofing Repairs Project for the Town of Melbourne Beach, Florida.

Atlantic Roofing II of Vero Beach, Inc. has been in business since 2011 and has established a strong reputation for quality workmanship, professionalism, and reliable service in the commercial roofing industry. Our company currently employs 39 employees, providing us with the personnel and resources necessary to successfully perform projects of this nature.

We are experienced in commercial roofing and metal roofing installation and repair and are confident in our ability to meet the Town's project requirements, specifications, schedule, and quality standards.

Based on our company's experience, qualified workforce, and resources, Atlantic Roofing II of Vero Beach, Inc. is qualified and fully prepared to bid on and perform the Town Hall Complex Metal Roofing Repairs Project.

We appreciate the opportunity to be considered for this project and look forward to the possibility of working with the Town of Melbourne Beach.

Sincerely,

Atlantic Roofing II of Vero Beach, Inc.

Kimberly Lasky
President
Atlantic Roofing II of Vero Beach, Inc.

ATLANTIC ROOFING II
OF VERO BEACH, INC.

License # CCC1326188

4310 45th Street, Vero Beach, FL 32967
Ph: 772-492-8493 Fax: 772-257-5740

COMMERCIAL PROJECT REFERENCES

Brendan Yankee, CIRM
Chief Operating Engineer and Associate General Manager
Palm Beach Skate Zone
8125 Lake Worth Road
Lake Worth, FL 33467
Cell: 561-319-7276
Office 561-963-5900 x 309

Jason Keen
Chief Operating Officer
Village Beach Market
4905 Highway A1A
Vero Beach, FL 32963
772-231-2338

Tony Franco
Project Manager
Facilities Design & Construction
Volusia County Schools
3750 Olson Drive
Daytona Beach, FL 32124
Phone: 386-947-8786 x. 50823
Cell: 386-414-1998

Jim Ripley
Architect
RA, NCARB, RRC, RWC, REWC, RBEC, RRO, REWO
A/R/C Associates, Incorporated
601 North Fern Creek Avenue, Suite 100
Orlando, FL 32803
Office: 407-896-7875
Cell: 407-921-6702

ATLANTIC ROOFING II
OF VERO BEACH, INC.

License # CCC1326188

4310 45th Street, Vero Beach, FL 32967
Ph: 772-492-8493 Fax: 772-257-5740

Alan Craigo, PE, BECxP, CxA+BE
Gale Associates, Inc.
217 West Altamonte Drive
Altamonte Springs, FL 32714
Phone: 407-599-7031
Cell: 407-353-1602

Robert Paugh, President
Bill Bryant & Associates, LLC
1550 Old Dixie HWY
Vero Beach, FL 32960
Office: 772-567-0045
Cell: 772-633-1139

Rex A. Wilson, MBA, CFM, CGC
Director of Facilities & Construction
John's Island Club
113 Silver Moss Drive
Indian River Shores, FL 32963
Office: 772-231-8589
Cell: 772-538-2121

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/1/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
WWW Insurance, LLC
300 First Avenue South
Fifth Floor
St. Petersburg FL 33701

CONTACT NAME: Certificates/Commercial Lines
PHONE (A/C, No, Ext): 727-522-7777 FAX (A/C, No): 727-521-2902
E-MAIL ADDRESS: certificates@w3ins.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Bridgefield Casualty Insurance Company	10335
INSURER B : Kinsale Insurance Company	38920
INSURER C : GEICO Marine Insurance Company	37923
INSURER D :	
INSURER E :	
INSURER F :	

INSURED ATLAROO-01
Atlantic Roofing II of Vero Beach Inc
4310 45th St
Vero Beach FL 32967

COVERAGES **CERTIFICATE NUMBER:** 2142571387 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY			01004612370	6/29/2026	6/29/2027	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
	X Contractual Liab						MED EXP (Any one person)	$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$ 1,000,000
	POLICY X PRO-JECT LOC						GENERAL AGGREGATE	$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
C	AUTOMOBILE LIABILITY			9300344463	6/29/2026	6/29/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY X SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR			26831326	6/29/2026	6/29/2027	EACH OCCURRENCE	$ 1,000,000
	X EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 1,000,000
	DED RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N	N / A		19661209	6/29/2026	6/29/2027	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N						E.L. EACH ACCIDENT	$ 1,000,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

SAMPLE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - SCHEDULED PERSON OR ORGANIZATION

Attached To and Forming Part of Policy	*Effective Date of Endorsement*	*Named Insured*
0100461237-0	12:01AM at the Named Insured address shown on the Declarations	Atlantic Roofing II of Vero Beach, Inc.
Additional Premium:	*Return Premium:*	

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE	
Name of Additional Insured Person(s) or Organization(s)	Location(s) of Covered Operations
Blanket, as required by written contract, executed prior to the start of work on the project	Locations as required and specified by written contract, executed prior to the start of work on the project
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

© Insurance Services Office, Inc., 2012

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LASKY, WILLIAM JR

ATLANTIC ROOFING II OF VERO BEACH, INC
4310 45TH ST
VERO BEACH FL 32967

LICENSE NUMBER: CCC1326188

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/08/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

BEHRINGER, DAVID ALLAN

ATLANTIC ROOFING II OF VERO BEACH, INC.
4310 45TH STREET
VERO BEACH FL 32967

LICENSE NUMBER: CGC1520264

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 07/25/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

PAC-CLAD
PETERSEN
A CARLISLE COMPANY

PETERSEN ALUMINUM Limited 35-Year PVDF Paint and 25/30-Year Aluminum Substrate Warranty

Project Owner:

Project Name:

Address: SAMPLE

City, State and Zip:

Installer Name:

Material Installation Date:

PART I

Petersen Aluminum (hereinafter referred to as "PAC-CLAD") hereby issues the following limited warranty to the above referenced owner (hereinafter referred to as "OWNER") exclusively. Subject to the terms and conditions listed below, PAC-CLAD warrants that upon delivery, its standard color PVDF coating, excluding the colors of Cardinal Red and Award Blue, (hereinafter referred to as the "COATING") applied to aluminum sheet and coil (hereinafter referred to as the "SUBSTRATE"), that has been fabricated, roll-formed or otherwise manufactured, within one year from the date of shipment thereof by PAC-CLAD, and sold for use as painted roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, will for the warranty periods shown below, from the material installation date listed above (hereinafter referred to as the "WARRANTY PERIOD"), meet the following quality standards:

A. 35-YEARS: CHALKING - COATING will not chalk in excess of ASTM D-4214 method A number eight (8) rating.

B. 35-YEARS: COLOR FADE - COATING will not change color more than five (5.0) Hunter ΔE units as determined by ASTM method D-2244 after removal of external deposits and chalk. It is understood by all the parties herein named, that fading or color change may not be uniform in appearance between surfaces not equally exposed to the sun and other weathering elements. This paragraph is not applicable in its entirety for all PAC-CLAD® metallic colors or custom PVDF colors.

C. 35-YEARS: FILM INTEGRITY - COATING will not crack, check, peel, flake, or otherwise lose adhesion as a result of failure of the COATING. The terms, crack, check, peel, and flake, used herein shall not include minute fracturing of the COATING incurred during proper fabrication. Loss of adhesion of the COATING to the SUBSTRATE, as a result of SUBSTRATE corrosion, however caused, and either from the front side or the backside of the SUBSTRATE, is warranted against per line D. or E. below.

D. 25-YEARS: SUBSTRATE will not compromise adhesion of COATING, rupture, fail structurally, or perforate. For installations with a proximity of **less than** 2,800 feet from a seacoast, 1,200 feet from a large bay, or 600 feet from a canal or brackish water environment.

E. 30-YEARS: SUBSTRATE will not compromise adhesion of COATING, rupture, fail structurally, or perforate. For installations with a proximity of **greater than** 2,800 feet from a seacoast, 1,200 feet from a large bay, or 600 feet from a canal or brackish water environment.

The following additional terms, conditions and other limitations are also included as part of this warranty:

PART II

1.) Installations with a proximity of less than 2,800 feet from a seacoast, 1,200 feet from a large bay, or 600 feet from a canal or brackish water environment, require the OWNER shall perform maintenance including a "sweet water" (fresh tap water) rinse twice per year in accordance with AAMA 609 & 610-02. No abrasive or chemical cleaners should be used on the COATING at any time. Clear Edge Protection is to be applied to all cut edges, exposed SUBSTRATE, during material installation. The OWNER shall make and maintain records of all such maintenance during the WARRANTY PERIOD and shall make such records available to PAC upon request.

2.) This warranty and all terms, conditions and exclusions contained herein apply to the PAC-CLAD material only. In regards to the COATING that has any solar panels/solar film applied to the COATING, PAC-CLAD makes no representations or other warranties whatsoever. ALL SOLAR PANEL/FILMS ARE SOLD AS IS. In addition, PAC-CLAD makes no representations or otherwise warrants the weather tightness of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components referred to in Part I. Further, PAC-CLAD is expressly to be held harmless for failures, leaks or consequential damages caused by the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components.

3.) This warranty applies to PAC-CLAD material installed on structures within the continental United States, Alaska, and Canada that have been exposed to normal weather and atmospheric conditions only. Failure of the COATING and/or SUBSTRATE caused by exposure to harmful fumes, cement dust, falling sand, animal waste or its decomposition by-products, dust particles and other foreign substances in the air, chemical fumes, and chemical sprays is not covered by this warranty. In addition, this warranty does not apply to failure of the COATING and/or SUBSTRATE caused by or as a result of fire, other accident or casualty, vandalism, radiation, falling objects, explosions, riots or acts of God. Also, the warranty is void for areas where materials / items such as snow guards, solar panels or solar films are attached to the PAC-CLAD material. In addition, the warranty is voided if the material is perforated. The COATING portion of this warranty above (Chalking/Color Fade/Film Integrity) does not cover events or environmental circumstances that negatively impact the performance of the SUBSTRATE on which the COATING is applied. Finally, this warranty does not apply to failure of the COATING and/or SUBSTRATE caused by the following: damage incurred during shipment, improper storage, improper fabrication or improper installation, improper seaming techniques, surface scratches or other abrasions however caused, damage caused by contact with areas subject to water run-off from lead, copper or other incompatible flashings or areas in metallic contact with lead, copper or other dissimilar metals, damage caused by failure to provide free drainage of water, including internal condensation from overlaps, and all other surfaces of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, damage caused by failure to remove debris or other accumulations of foreign substances from the surface of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, damage caused by contact with green or wet lumber, damage caused by contact with or close proximity to damp underlayment, insulation, soil, vegetation or other corrosive materials and/or damage caused by use of unsuitable fasteners or flashings. Selection of suitable long-lasting fasteners as well as appropriate flashings rests solely with the OWNER.

4.) This warranty does not apply to failure of the COATING and/or SUBSTRATE in the following additional circumstances: forming where the bend is tighter than 2T for SUBSTRATE thicknesses up to 0.030" (0.75mm) and tighter than 4T for SUBSRTATE thicknesses 0.031" (0.76mm) and thicker,

forming which involves severe reverse bending, or which subjects the PAC-CLAD material to alternate compression and tension, roofing applications where the slope of the roof, or sections of the roof, are less than 1/4": 12", applications where the COATING is sheltered from periodic washing by natural rainfall such as underside eaves and soffits, or discoloration or damage to the COATING caused by failure to remove factory applied protective strippable film (where applicable).

PART III

1.) All claims filed under the provisions of this warranty must be presented by the OWNER to PAC-CLAD, in writing, during the WARRANTY PERIOD and not more than thirty (30) days after discovery of any apparent defects, delivered by Registered or Certified mail to the following address:

Petersen Aluminum
1600 Airport Road
Waukesha, WI 53027
ATTN: Warranty Claims

In submitting a claim under the provisions of this warranty, it is the responsibility of the OWNER to provide adequate documentation of the COATING and/or SUBSTRATE involved in the claim, including PAC-CLAD order number, PAC-CLAD invoice number, and proof of payment to PAC-CLAD or its distributor for all such materials included as part of the claim. In no event will any claims be honored under the provisions of this warranty if invoices from PAC-CLAD or its distributor have not been previously satisfied in full within PAC-CLAD's standard credit terms. OWNER further agrees to allow PAC-CLAD to inspect all such documentation.

2.) After receipt of claim from OWNER, PAC-CLAD will be given a reasonable opportunity to examine, or cause to be examined, the material claimed to be non-conforming. OWNER shall further use reasonable care to protect any disputed material until PAC-CLAD has had time to conduct its own inspection and make disposition.

3.) If after inspection it is determined by PAC-CLAD that the claim is valid under the terms of this warranty, then PAC-CLAD agrees, at its option, to refinish, repair or replace the defective material on the following basis:

a. If the COATING is to be refinished then PAC-CLAD shall bear the cost of materials and labor reasonably necessary to repaint those areas showing failure. Further, PAC-CLAD shall use normal painting practices to apply a PVDF coating system or other suitable alternative. The choice of appropriate coating system to use rests exclusively with PAC-CLAD.

b. In the case of repair or replacement of the defective COATING and/or SUBSTRATE, PAC-CLAD shall at its option, and F.O.B. PAC-CLAD plant, furnish either replacement components or sufficient material to fabricate replacement components, for those areas of the building where the material is determined to be defective. However, in no event shall PAC-CLAD be liable for the cost of labor expended by others on any nonconforming material or for any special, indirect or consequential damages to anyone by reason of the fact that such material may have been nonconforming.

This warranty shall apply to the part or parts of the COATING and/or SUBSTRATE refinished, repaired or replaced by PAC-CLAD, but only for the unexpired portion of the WARRANTY PERIOD applicable to the original material installation date. It will be at the discretion of PAC-CLAD what appropriate measure shall be taken; that is whether the material should be refinished, repaired or replaced. However, in lieu of any of the foregoing alternatives, PAC-CLAD also reserves the right to refund to the OWNER a cash amount equal to PAC-CLAD's original invoiced price of the nonconforming materials as satisfaction in full for all claims under this warranty. In addition, should repair or replacement of the nonconforming materials necessitate the removal of solar panels/solar films PAC-CLAD assumes no responsibility for either the original, replacement or reinstallation costs of these solar panels/solar films. At no time does this warranty confer upon the OWNER the right to refinish, repair or replace those areas of material under dispute without written notice and agreement by a duly authorized officer of PAC-CLAD. Any unauthorized refinish, repair or replacement of the material shall result in this warranty becoming null and void.

PART IV

1.) Except as provided herein, PAC-CLAD makes no warranty or guarantee, express or implied, including without limitation, WARRANTIES OF FITNESS AND MERCHANTABILITY. Further, OWNER acknowledges that PAC-CLAD shall have no other liability to any other person, firm, or corporation with respect thereto, including, without limitations, any liability for indirect, consequential or resultant damages, whether based upon breach of warranty or negligence.

2.) PAC-CLAD extends this warranty solely to the OWNER listed herein. This warranty is non-transferable and non-assignable.

3.) This Warranty is governed by and enforced in accordance with the laws where the material is installed,

County/State of Select State

4.) If any provision of this warranty shall be held by any Court of competent jurisdiction to be invalid or unenforceable in whole or in part, the remaining provisions of this warranty shall be effective to the same extent as if such invalid or unenforceable provision had never been contained herein.

5.) PAC-CLAD reserves the right to terminate this warranty at any time upon thirty (30) day written notice. However, termination shall not affect the rights accruing to the OWNER prior to such termination.

6.) PAC-CLAD suppliers of the SUBSTRATE, COATING, and the COATING application to the SUBSTRATE have made certain warranties to PAC-CLAD which are similar to the warranties made by PAC-CLAD to the OWNER under this limited warranty. In the event that the supplier and or applicator (or its successors or assigns) of the material can no longer perform, or is not willing to perform, its obligations to PAC-CLAD, then the limited warranty contained herein shall be of no further force or effect.

7.) The terms hereof shall constitute the entire agreement and understanding of the parties hereto respecting the subject matter hereof and no provision or statement contained at any time in any other writing, including without limitation, OWNERS, customers and/or contractors purchase orders, architects specifications or PAC-CLAD's acceptance forms shall be effective to change the provisions hereof, unless contained in a subsequent agreement, in writing, signed by both the OWNER and PAC-CLAD expressly stating that it is intended thereby to modify or supplement this instrument.

PETERSEN ALUMINUM CORPORATION

By: T Mallinger

Tony Mallinger, President, CAM

**** Not valid without Authorized Signature ****

Date: January 1st, 2025

PAC-CLAD® is a registered trademark of Petersen Aluminum

PAC-CLAD
PETERSEN
A CARLISLE COMPANY

PETERSEN ALUMINUM Limited
25-Year Acrylic-Coated AZ55 Galvalume® Warranty

Project Owner:
Project Name:
Address: SAMPLE
City, State and Zip:
Installer Name:
Material Installation Date:

PART I

Petersen Aluminum (hereinafter referred to as "PAC-CLAD") hereby issues the following limited warranty to the above referenced owner (hereinafter referred to as "OWNER") exclusively. Subject to the terms and conditions listed below, PAC-CLAD warrants that upon delivery, its acrylic-coated AZ55 zinc-aluminum coated steel sheet and coil (hereinafter referred to as the "MATERIAL") that has been fabricated, roll-formed or otherwise manufactured, within one year from the date of shipment thereof by PAC-CLAD, and sold for use as roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, will for the 25-Year warranty period, from the material installation date listed above (hereinafter referred to as the "WARRANTY PERIOD"), meet the following quality standards:

A. 25-YEARS: MATERIAL will not rupture, fail structurally, or perforate when exposed to normal atmospheric conditions.

The following additional terms, conditions and other limitations are also included as part of this warranty:

PART II

1.) This warranty and all terms, conditions and exclusions contained herein apply to PAC-CLAD MATERIAL only. In regards to MATERIAL, where any solar panels/solar film has been applied to the MATERIAL, PAC-CLAD makes no representations or other warranties whatsoever. ALL MATERIAL WITH SOLAR PANELS/FILMS IS SOLD AS IS. In addition, PAC-CLAD makes no representations or otherwise warrants the weather tightness of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components referred to in Part I. Further, PAC-CLAD is expressly to be held harmless for failures, leaks or consequential damages caused by the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components.

2.) This warranty applies to the MATERIAL installed on structures within the continental United States, Alaska, and Canada that have been exposed to normal weather and atmospheric conditions only. Failure of the MATERIAL caused by exposure to harmful fumes, cement dust, falling sand, animal waste or its decomposition by-products, dust particles and other foreign substances in the air, chemical fumes, chemical sprays, and installations with a proximity of less than 2,800 feet from a seacoast, 1,200 feet from a large bay, or 600 feet from a canal or brackish water, are excluded and not covered by this warranty. In addition, this warranty does not apply to failure of the MATERIAL caused by or as a result of fire, other accident or casualty, vandalism, radiation, falling objects, explosions, riots or acts of God. Also, the warranty is void for areas where materials / items such as snow guards, solar panels or solar films are attached to the MATERIAL. In addition, the warranty is void if the MATERIAL is perforated. Finally, this warranty does not apply to failure of the MATERIAL caused by the following: damage incurred during shipment, improper storage, improper fabrication or improper installation, improper seaming techniques, surface scratches or other abrasions however caused, damage caused by contact with areas subject to water run-off from lead, copper or other incompatible flashings or areas in metallic contact with lead, copper or other dissimilar metals, damage caused by failure to provide free drainage of water, including internal condensation from overlaps, and all other surfaces of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, damage caused by failure to remove debris or other accumulations of foreign substances from the surface of the roofing, wall, mansard, and/or soffit panels, or other flashings and edge metal building components, damage caused by contact with green or wet lumber, damage caused by contact with or close proximity to damp underlayment, insulation, soil, vegetation or other corrosive materials and/or damage caused by use of unsuitable fasteners or flashings. Selection of suitable long-lasting fasteners as well as appropriate flashings rests solely with the OWNER.

3.) This warranty does not apply to failure of the MATERIAL in the following additional circumstances: forming where the bend is tighter than 2T for MATERIAL thicknesses up to 0.030" (0.75mm) and tighter than 4T for MATERIAL thicknesses 0.031" (0.76mm) and thicker, forming which involves severe reverse bending, or which subjects the PAC-CLAD material to alternate compression and tension, roofing applications where the slope of the roof, or sections of the roof, are less than 1/4": 12", applications where the MATERIAL is sheltered from periodic washing by natural rainfall such as underside eaves and soffits.

PART III

1.) All claims filed under the provisions of this warranty must be presented by the OWNER to PAC-CLAD, in writing, during the WARRANTY PERIOD and not more than thirty (30) days after discovery of any apparent defects, delivered by Registered or Certified mail to the following address:

Petersen Aluminum
1600 Airport Road
Waukesha, WI 53027
ATTN: Warranty Claims

In submitting a claim under the provisions of this warranty, it is the responsibility of the OWNER to provide adequate documentation of the MATERIAL involved in the claim, including PAC-CLAD order number, PAC-CLAD invoice number, and proof of payment to PAC-CLAD or its distributor for all such materials included as part of the claim. In no event will any claims be honored under the provisions of this warranty if invoices from PAC-CLAD or its distributor have not been previously satisfied in full within PAC-CLAD's standard credit terms. OWNER further agrees to allow PAC-CLAD to inspect all such documentation.

1.) After receipt of claim from OWNER, PAC-CLAD will be given a reasonable opportunity to examine, or cause to be examined, the material claimed to be non-conforming. OWNER shall further use reasonable care to protect any disputed material until PAC-CLAD has had time to conduct its own inspection and make disposition.

2.) If after inspection it is determined by PAC-CLAD that the claim is valid under the terms of this warranty, then PAC-CLAD agrees, at its option, to repair or replace the defective MATERIAL on the following basis:

a. In the case of repair or replacement of the defective MATERIAL, PAC-CLAD shall at its option, and F.O.B. PAC-CLAD plant, furnish either replacement components or sufficient sheet to fabricate replacement components, for those areas of the building where the MATERIAL is determined to be defective. However, in no event shall PAC-CLAD be liable for the cost of labor expended by others on any nonconforming material or for any special, indirect, or consequential damages to anyone by reason of the fact that such material may have been nonconforming.

This warranty shall apply to the part or parts of the MATERIAL repaired or replaced by PAC-CLAD, but only for the unexpired portion of the WARRANTY PERIOD applicable to the original material installation date. It will be at the discretion of PAC-CLAD what appropriate measure shall be taken; that is whether the material should be repaired or replaced. However, in lieu of any of the foregoing alternatives, PAC-CLAD also reserves the right to refund to the OWNER a cash amount equal to PAC-CLAD's original invoiced price of the nonconforming materials as satisfaction in full for all claims under this warranty. In addition, should repair or replacement of the nonconforming materials necessitate the removal of solar panels/solar films PAC-CLAD assumes no responsibility for either the original, replacement or reinstallation costs of these solar panels/solar films. At no time does this warranty confer upon the OWNER the right to repair or replace those areas of material under dispute without written notice and agreement by a duly authorized officer of PAC-CLAD. Any unauthorized repair or replacement of the material shall result in this warranty becoming null and void.

PART IV

1.) Except as provided herein, PAC-CLAD makes no warranty or guarantee, express or implied, including without limitation, WARRANTIES OF FITNESS AND MERCHANTABILITY. Further, OWNER acknowledges that PAC-CLAD shall have no other liability to any other person, firm, or corporation with respect thereto, including, without limitations, any liability for indirect, consequential or resultant damages, whether based upon breach of warranty or negligence.

2.) PAC-CLAD extends this warranty solely to the OWNER listed herein. This warranty is non-transferable and non-assignable.

3.) This Warranty is governed by and enforced in accordance with the laws where the material is installed,

County/State of Select State

4.) If any provision of this warranty shall be held by any Court of competent jurisdiction to be invalid or unenforceable in whole or in part, the remaining provisions of this warranty shall be effective to the same extent as if such invalid or unenforceable provision had never been contained herein.

5.) PAC-CLAD reserves the right to terminate this warranty at any time upon thirty (30) day written notice. However, termination shall not affect the rights accruing to the OWNER prior to such termination.

6.) PAC-CLAD suppliers of the MATERIAL have made certain warranties to PAC-CLAD which are similar to the warranties made by PAC-CLAD to the OWNER under this limited warranty. In the event that the supplier and or applicator (or its successors or assigns) of the material can no longer perform, or is not willing to perform, its obligations to PAC-CLAD, then the limited warranty contained herein shall be of no further force or effect.

7.) The terms hereof shall constitute the entire agreement and understanding of the parties hereto respecting the subject matter hereof and no provision or statement contained at any time in any other writing, including without limitation, OWNERS, customers and/or contractors purchase orders, architects specifications or PAC-CLAD's acceptance forms shall be effective to change the provisions hereof, unless contained in a subsequent agreement, in writing, signed by both the OWNER and PAC-CLAD expressly stating that it is intended thereby to modify or supplement this instrument.

PETERSEN ALUMINUM CORPORATION

By: T Mallinger

Tony Mallinger, President, CAM

****** Not valid without Authorized Signature******

Date: January 1st, 2025

PAC-CLAD® is a registered trademark of Petersen Aluminum
Galvalume® is a registered trademark of BIEC International, Inc.

Regular Town Commission Meeting Agenda

Section: **New Business**

Meeting Date: **August 19, 2026**

Subject: **Resolution 2026-04 & Resolution 2026-05 – Stormwater Utility Fee Increase and Assessment Roll Certification**

Submitted By: **Jennifer Kerr, Finance Manager**

Background Information

Resolution 2026-04 adopts the rate increase of $68.90 per ERU for the 2026-2027 Fiscal Year (FY) Stormwater Utility Assessment Roll. The Stormwater Utility Fee will increase each year for the next five (5) years by the 12-month percent change in the Consumer Price Index for all Urban Consumer (CPI-U) South Region, not to exceed 5% annually. Resolution 2026-05 certifies the rate and the annual Stormwater Utility Assessment Roll for the 2026-2027 Fiscal Year (FY).

Recommendation:

Consideration of Resolution 2026-04 and Resolution 2026-05

Attachments:

- Proposed Resolution 2026-04 if increase is approved – Pages 188-189
- Exhibit 1 – Pages 190-192
- Proposed Resolution 2026-04 if increase is not approved – Page 193
- Exhibit A – Pages 194-202
- Exhibit B – Page 203
- Proposed Resolution 2026-05 – Pages 204-205
- Exhibit 1 – Pages 206-208
- Exhibit 2 – Page 209
- Written objections to increase submitted by residents – Pages 210-215

RESOLUTION NO. 2026-04

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE STORMWATER UTILITY FEE RATE INCREASE PURSUANT TO SECTION 27-5 OF THE CODE OF ORDINANCE OF THE TOWN OF MELBOURNE BEACH; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Melbourne Beach, Florida has held a public hearing after notice required under state law and county ordinance on the issue as to whether the stormwater utility fee rate should be increased; and

WHEREAS, pursuant to Section 197.3632, Florida Statutes, a public hearing was conducted by the Town Commission on August 19, 2026, to duly consider a proposed rate increase and provide the public a forum for comment, testimony, and objections; and

WHEREAS, Section 27-5(c) of the Town's Code of Ordinances expressly provides that the stormwater utility fee may be modified from time to time by resolution of the Town Commission; and

WHEREAS, the Town Commission finds it is in the best interest of the Town and its residents to increase the stormwater utility fee in accordance with Section 27-5(c) of the Town's Code of Ordinances to ensure the stormwater management program is adequately funded; and

WHEREAS, upon passage of this resolution, the Town Manager is authorized to take the necessary administrative measures to ensure that the stormwater utility fee is properly assessed and collected.

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

Section 1. ANNUAL STORMWATER FEE RATE INCREASE. The Town Commission of the Town of Melbourne Beach adopts the Schedule of Rates and Classifications for the Stormwater Assessments, attached hereto as **Exhibit 1**, for all property located within the Town of Melbourne Beach. The Town Commission of the Town of Melbourne Beach hereby adopts stormwater utility fees incorporating the rate of $68.90 per ERU per year in the calculation formulas set forth in **Exhibit 1**. The rate shall increase each year for the next five (5) years by the 12-month percent change in the Consumer Price Index for all Urban Consumers (CPI-U) South Region, not to exceed 5% annually.

Section 2. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are repealed.

Section 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its Town Commission meeting this 19th day of August, 2026.

Time Adopted: _____ p.m.

ATTEST:

_____
Cyd Jones
Town Clerk
(TOWN SEAL)

TOWN OF MELBOURNE BEACH

By: _____
Alison Dennington, Mayor

EXHIBIT 1
SCHEDULE OF ANNUAL STORMWATER UTILITY SPECIAL ASSESSMENT
BILLING CLASSIFICATIONS AND CALCULATION FORMULAS
EFFECTIVE OCTOBER 1, 2026

Billing Classification Category Letter/Name	Billing Classification Description
(A) Agricultural* (same as vacant altered)	Any property used for commercial Agricultural pursuits and designated bona fide commercial Agricultural on Brevard County Property Appraise records. ** Section 125.01(1)(r), Florida Statutes, provides that properties in unincorporated Brevard County classified as agricultural lands pursuant to Section 193.461, Florida Statutes are exempt from stormwater assessment*
(B) Condominium and Manufactured Housing	Any property identifying as individual Condominium or Townhouse unit or any property upon which is located a manufactured home.
(D) Multiple Single-Family Dwelling Units	Any property on which is located more than one building or structure, each of which is designed and constructed for use as residence for one family.
(E) Commercial	Any lot or parcel upon which is located any structure or facility designed for business related uses.
(I) Industrial	Any lot or parcel upon which there is a structure or building for use as productive enterprises and/or manufacturing activities.
(M) Multi-Family Dwelling	Any property upon which is located any building or structure consisting of more than one dwelling unit, each designed for occupancy by one family.
(N) Non-Billable	Those parcels or lots which are right of way or government-owned lands excluding those billable by law.
(R) Mixed Use Residential	Any lot or parcel which contains more than one use, including one or more single family dwellings in conjunction with more than one multi-family unit, each being assessed at its corresponding billing class Equivalent Residential Unit (ERU) calculation.
(S) Single Family Residence	Any property upon which is located any building or structure designed or constructed for and capable for use as a residence for one family and is erected on a separate lot or parcel.
(T) Non-Billable	Any lot or parcel that is unaltered, contains no structures, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N
(V) Vacant Altered (same as Agricultural)	Any lot or parcel that is modified from its natural state, contains no structures, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N
(Y) Vacant Improved	Any lot or parcel which is either graded, cleared, compacted and/or excessively landscaped, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N

Table 1

Billing Classification Calculation Formula Term	Billing Classification Calculation Formula Term Definition
ERU	Equivalent Residential Unit is determined through engineering analysis to be 2,500 square feet of effective impervious area and is for purposes of calculating service charge. Current ERU Rate = $68.90 effective October 1, 2026
G	Gross Area of parcel in square feet
I	Impervious Area of parcel in square feet
M	Mitigation Factor with a range of 0.2 to 1.0 and an increment of 0.01
N	Number of Dwelling Units or hookups
NI	Adjustment Factor for alteration of impervious surfaces
0.20	Pervious Factor Coefficient
0.90	Impervious Factor Coefficient
0.03	Pervious Factor Coefficient for Agricultural, Vacant Altered, Industrial Use Only
0.40	Infiltration Factor for Agricultural Land Use Cover for Good Soil Conditions
0.60	Average Runoff Coefficient for Open Space for Average Soil Conditions
DF	Melbourne Tillman Drain Fee
RATE	Per ERU. This is set by the taxing authority (Brevard County or city with interlocal agreement)
Billing	Stormwater Assessment Amount

Table 2

Billing Classification Category Letter/Name	Billing Classification Calculation Formula

(A) Agricultural*
(same as vacant altered)
	# ERU's = G × 0.03 × 0.4 ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] – DF
	** Section 125.01(1)(r), Florida Statutes, provides that properties in unincorporated Brevard County classified as agricultural lands pursuant to Section 193.461, Florida Statutes are exempt from stormwater assessment*

(B) Condominium and Manufactured Housing	Billing = [1 ERU × .50 × RATE × M] - DF
(D) Multiple Single-Family Dwelling Units	Billing = [1 ERU × N × RATE × M] – DF Note: If number of units is unavailable, this defaults to calculating with 2

(E) Commercial	NI = I × 1.25
	# ERU's Commercial = {[(NI-I) × 0.2] + (I × 0.9)} ÷ 2,500 square feet
	# ERU's Vacant Altered = [G-NI) × 0.03 × 0.40] ÷ 2,500 square feet
	Billing = [{(#ERU's Commercial × RATE) + (#ERU's Vacant Altered × RATE)} ×M] - DF

(I) Industrial	NI = I × 1.25 # ERU's Commercial = {[(NI-I) × 0.2] + (I × 0.9)} ÷ 2,500 square feet # ERU's Vacant Improved = [(G-NI) × 0.03 × 0.60] ÷ 2,500 square feet Note: If Vacant Improved < 0, then this defaults to 0 Billing = [{(#ERU's Commercial × RATE) + (#ERU's Vacant Improved × RATE)} ×M] - DF
(M) Multi-Family Dwelling	Billing = [1 ERU × .50 × N × RATE × M] - DF
(N) Non-Billable	Billing = 0. No bills generated for these land uses
(R) Mixed Use Residential	Billing = [(Sum of S, M, B, D ERU's) × RATE × M] – DF Sum Explained – Mixed Use Commercial accounts will have more than one structure on the account. The Property Appraiser's Office assigns a number of units and land use code to each individual structure. Each land use code has a calculation factor of either 0.5 or 1.0. An amount for each structure is computed by multiplying the number of units times the calculation factor times the rate. The sum of these amounts for the account is then used in the Bill Class R Calculation.
(S) Single Family Residence	Billing = [1 ERU × RATE × M] - DF
(T) Non-Billable	Billing = 0. No bills generated for these land uses

(V) Vacant Altered
(same as Agricultural)
	# ERU's = G × 0.03 × 0.4 ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] - DF

(Y) Vacant Improved	# ERU's = [(G × 0.03 × 0.6) + (I × 0.9)] ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] -DF

Minimum Bill Amount	The minimum billing is set at $2.35 per parcel

Table 3

Exhibit 1

RESOLUTION NO. 2026-04

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2026/2027; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an annual Stormwater Utility Assessment Roll has been prepared; and

WHEREAS, the Town Commission of the Town of Melbourne Beach, Florida, is satisfied that the annual Stormwater Utility Special Assessment Roll has been prepared in conformity with the Schedule of Stormwater Utility Special Assessments adopted by the Town Commission on August 16, 2000 (Resolution No. 659, attached hereto as **Exhibit "A"**); and

WHEREAS, a copy of such annual Stormwater Utility Assessment Roll will be forwarded to the Brevard County Tax Collector for collection in the same manner as *ad valorem* taxes are collected.

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

Section 1. The Town Commission of the Town of Melbourne Beach hereby certifies, ratifies, and confirms that the annual Stormwater Utility Special Assessment Roll for the fiscal year beginning October 1, 2026, is in conformity with the Schedule of Stormwater Utility Special Assessments adopted by the Town of Melbourne Beach on August 16, 2000 (Resolution No. 659).

Section 2. The Town Commission of the Town of Melbourne Beach hereby certifies, ratifies, and confirms the annual Stormwater Utility Special Assessment Roll, summary attached hereto as **Exhibit "B"**, as sent to the Brevard County Tax Collector. The Tax Collector will collect such special assessments in the same manner as *ad valorem* taxes are collected.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its Town Commission meeting this 19st day of August, 2026.

Time Adopted: _____ p.m.

ATTEST: TOWN OF MELBOURNCE BEACH

_____ By: _____

Cy Jones Alison Dennington, Mayor

Town Clerk

(TOWN SEAL)

RESOLUTION NO. 659

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, IMPOSING AN ANNUAL STORMWATER UTILITY ASSESSMENT BEGINNING WITH THE FISCAL YEAR BEGINNING OCTOBER 1, 2000, AGAINST ALL REAL PROPERTY WITHIN THE TOWN LIMITS OF MELBOURNE BEACH, FLORIDA, UNLESS OTHERWISE EXEMPT; PROVIDING FOR CLASSIFICATIONS OF PROPERTY; PROVIDING FOR RATES APPLICABLE TO PROPERTIES; PROVIDING CONFIRMATION, CERTIFICATION, AND RATIFICATION OF THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL; PROVIDING RESOLUTION AUTHORITY AND FOR TRANSMITTAL TO THE BREVARD COUNTY TAX COLLECTOR; PROVIDING FOR BILLING; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, Florida, the Town Commission is authorized to adopt a rate resolution for the purposes of imposing a stormwater utility fee or assessment upon the owners of all real property located within the Town; and

WHEREAS, Section 197.3632, Florida Statutes, and Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, provides that on or before the fifteenth day of September, the Town Commission of Melbourne Beach shall hold a public hearing to adopt a rate resolution for the purpose of imposing said schedule of annual stormwater utility fees or assessments, after proper notice and publication; and

WHEREAS, said adopted schedule of rates, as embodied in this Resolution, shall stay in effect until such time as a change in the Stormwater Utility Fee or Assessment is proposed to be amended; and

WHEREAS, on August 16, 2000, the Town Commission held a public hearing to adopt a budget for the operation and maintenance of the Town's stormwater management program for the ensuing fiscal year, and this rate resolution adopted by the Town Commission, provides sufficient revenues to fund the budget adopted for the operation and maintenance of the Town's stormwater management program; and

WHEREAS, this Resolution provides a Schedule of Rates and Classifications specifying the amount and calculation of the annual stormwater utility fee or assessment imposed within the Town for the fiscal year beginning October 1, 2000; and

WHEREAS, the Town Commission is satisfied that the annual Stormwater Utility Assessment Roll has been prepared in conformity with the Schedule of Rates and Classifications.

BE IT RESOLVED BY THE TOWN OF MELBOURNE BEACH, FLORIDA, that:

SEECTION 1. The Town Commission of Melbourne Beach, Florida, does hereby adopt the Schedule of Rates and Classifications set forth for all real property located within the Town of Melbourne Beach, unless otherwise exempt pursuant to Section 27-11, Melbourne Beach Town Code:

SCHEDULE OF RATES AND CLASSIFICATIONS FOR ANNUAL STORMWATER UTILITY ASSESSMENT FOR TOWN FISCAL YEARS WITH FISCAL YEAR BEGINNING OCTOBER 1, 2000. (See Tables for land use categories)

(a) BILLING CLASSIFICATIONS. The following are the classifications of real property to be utilized in determining which billing rate is applicable pursuant to Section 1.(b) below. The classifications are drawn from the Brevard County Property Appraiser's Database Use Codes, as amended from time to time, the current copy of which is attached as Exhibit "A" and incorporated herein by this reference.

A- Agricultural: Any property without structures which is used for agricultural pursuits, and is designated as agricultural on the Brevard County Property Appraiser's records.

S- Single Family Dwelling: Any property upon which is located any building or structure designed or constructed for, and capable for use as a residence for one family and is erected on a separate lot or parcel.

D- Multiple Single Family Dwelling Units: Any property upon which is located more than one building or structure, each of which is designed and constructed for, and capable for use as a residence for one family.

M- Multifamily Dwelling: Any property, designated as a trailer park, or upon which is located any building or structure, consisting of more than one dwelling unit, each designed for occupancy for one family.

B- Condominium: Any parcel identifying an individual condominium or townhouse unit.

E- Commercial: Any lot or parcel upon which is located any structure or facility designed for business related uses (other than as a single family dwelling unit).

I- Industrial: Any lot or parcel upon which there is a structure or building for use as productive enterprises and/or manufacturing activities.

T- Vacant Natural: Any lot or parcel which is unaltered, contains no structures, and has not been designated as Agricultural (A) or Non-Billable (N). These parcels may be determined on a case by case basis.

V- Vacant Altered: Any lot or parcel which contains no structures, is not designated as Agricultural (A) or Non-Billable (N), and has been modified from its natural state. These parcels will be determined on a case by case basis.

Y- Vacant Improved: Any lot or parcel which is not designated as agricultural or non-billable, and has been either graded, cleared, compacted and/or excessively landscaped.

N- Non-Billable: Those parcels or lots which are right of way, State or Federal lands or properties designated by the Stormwater Utility to receive an assessment through other means than the Tax Notice.

H- All Else: Any lot or parcel which has not been classified under one of the above billing classes due to its unique land use. The assessment for these parcels will be calculated individually.

(b) RATES:

(1) The established rate of assessment shall be $36 per ERU per year. An ERU or Equivalent Residential Unit for the purpose of calculating service charge rates has been determined through engineering analysis to be 2,500 square feet of effective impervious area.

(2) The following is a list of the terms used in the rate calculation formulas given below:

G = gross area of parcel in sq. feet.
I = impervious area of parcel in sq. feet
M = mitigation factor with a range of 0.0 to 1, and an increment of 0.01
N = number of dwelling units or hook-ups
NI = adjustment factor for alteration of pervious surfaces
0.20 = pervious factor coefficient
0.90 = impervious factor coefficient
0.03 = pervious factor coefficient for agricultural use only
0.40 = infiltration factor for agricultural land use cover for good soil condition
0.60 = average runoff coefficient for open space for average soil condition

(3) For each lot, parcel, or tract of real property, the lot, parcel, or tract is classified by its use. The rate of assessment is expressed as a number of equivalent residential units. The rate of assessment to be charged within that use classification, as set forth in sub-section (a) above, is computed, and the amount to be billed to a particular lot, parcel or tract utilizing the rate of assessment, is calculated as follows:

A- Agricultural

$$\text{\# ERU's} = \frac{G \times 0.03 \times 0.4}{2500 \text{ sq. feet}}$$

Billing = # ERU's x $36 x M

S- Single Family Dwelling

Billing = 1 ERU x $36 x M

D- Multiple Single Family Dwelling Units

Billing = 1 ERU x N x $36 x M

M- Multifamily Dwelling

Billing = 1 ERU x 0.50 x N x $36 x M

B- Condominium

The billing amount is calculated for each unit as a fraction of an ERU.

Billing = 1 ERU x 0.50 x $36 x M

E- Commercial

NI = I x 1.25

$$\text{\# ERU's Commercial} = \frac{[(NI - I) \times 0.2] + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

$$\text{\# ERU's Vacant Altered} = \frac{(G - NI) \times 0.03 \times 0.40}{2500 \text{ sq. ft.}}$$

Billing = (# ERU's Commercial + # ERU's Vacant Altered) x $36 x M

I- Industrial

NI = I x 1.25

$$\text{\# ERU's Commercial} = \frac{[(NI - I) \times 0.2] + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

$$\text{\# ERU's Vacant Improved} = \frac{(G - NI) \times 0.03 \times 0.60}{2500 \text{ sq. ft.}}$$

Billing = (#ERU's Commercial + # ERU's Vacant Improved) x $36 x M

T- Vacant Natural

No bills generated for these land uses

V- Vacant Altered

$$\text{\# ERU's} = \frac{G \times 0.03 \times 0.4}{2500 \text{ sq. feet}}$$

Billing = # ERU's x $36 x M

Y- Vacant Improved

$$\text{ERU's} = \frac{(G \times 0.03 \times 0.60) + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

Billing = # ERU's x $36 x M

N- Non-Billable

No bills generated for these land uses.

H- All Else

The assessments for the parcels that fall under this category will be determined on an individual basis. One of the formulas

provided will be used to calculate the assessment for each parcel according to its land use.

For any of the above categories - if a mitigation credit is granted then the number of ERU's will be multiplied by a factor ranging from 0.0 to 1.0 to arrive at the mitigated number of ERU's.

For any of the above categories (except Non-Billable and Vacant), the minimum billing is set at $2.35 per parcel.

SECTION 2. Pursuant to Section 197.3632(6), Florida Statutes (2000), the annual equivalent residential unit rate of $36, calculation methodologies, and the rates set forth for real property in Section 1. of this resolution are to be used for collection of the stormwater utility assessment for a period of more than one (1) year. Section 1. of this resolution shall yield a calculation of $18.

SECTION 3. It is intended by the Town Commission of Melbourne Beach, Florida, that this Resolution constitutes the rate resolution specified in Section 27-5, Melbourne Beach Town Code.

SECTION 4. The Town Commission of Melbourne Beach, Brevard County, Florida, hereby ratifies, confirms, and certifies that the annual Stormwater Utility Assessment Roll for fiscal year beginning October 1, 2000, is in conformity with the aforementioned Schedule of Rates adopted by the Town Commission.

SECTION 5. The Town Clerk shall forward a certified copy of this resolution to the Brevard County Tax Collector.

SECTION 6. Those stormwater utility assessments imposed during the fiscal year beginning October 1, 2000, shall be billed by the Town of Melbourne Beach or its authorized representative, pursuant to the provisions of Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, and shall be due and payable on November 1 of each year, pursuant to law.

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this rate resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holdings shall not affect the validity of the remaining portions of this rate resolution.

SECTION 8. Repeal of Inconsistent Resolutions. All resolutions, or parts of resolutions, in conflict herewith are hereby repealed.

SECTION 9. Effective Date. This resolution shall become effective immediately upon its adoption.

This Resolution was adopted at a regular meeting of the Town Commission on the 16th day of August 2000.

TOWN OF MELBOURNE BEACH, FLORIDA

By: Robert D. Wille
ROBERT D. WILLE, MAYOR

ATTEST:

Cynthia E Masny
CYNTHIA E. MASNY, CMC
TOWN CLERK

Resolution No. 659

2026 Totals for Stormwater Billing

City Code	Count	District - City	Billing Amount
X	1,607	Melbourne Beach	$58,460.84
	Total: 1,607		**$58,460.84**

RESOLUTION NO. 2026-05

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, RATIFYING, CONFIRMING, AND CERTIFYING THE RATE AND THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2026/2027; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on August 19, 2026, the Town Commission of the Town of Melbourne Beach, Florida has adopted Resolution 2026-04, a Schedule of Annual Stormwater Utility Special Assessments including a schedule of rates and classifications for the fiscal year; and

WHEREAS, pursuant to Melbourne Beach Town Code Chapter 27, Section 27-6(a) on or before the 15th day of September of each year, the Director shall cause to be prepared an annual stormwater utility assessment roll based on information provided by the Property Appraiser; and

WHEREAS, pursuant to Melbourne Beach Town Code Chapter 27, Section 27-6(b) The Town Commission, at any regular or special meeting held on or before the 15th day of September of each year, shall ratify and confirm such roll and certify the roll to the Brevard County Tax Collector for appropriate action; and

WHEREAS, the Town Commission has reviewed and is satisfied that the annual Stormwater Utility Special Assessment Roll has been prepared in conformity with the Schedule of Stormwater Utility Special Assessments adopted by Brevard County, Florida, and the Town Commission of the Town of Melbourne Beach, Florida, does hereby ratify, confirm, and certify, the schedule of the Rates and Classifications attached hereto as **Exhibit 1** for all property located within the Town of Melbourne Beach; and

WHEREAS, a copy of such annual Stormwater Utility Assessment Roll will be forwarded to the Brevard County Tax Collector for collection in the same manner as *ad valorem* taxes are collected.

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

Section 1. The Town Commission of the Town of Melbourne Beach confirms the Schedule of Stormwater Assessments and Classifications adopted pursuant to Resolution 2026-04. The stormwater classification adopted on August 19, 2026, are attached hereto as **Exhibit 1**. Amendments to the stormwater classifications do not change assessments or methodology.

Section 2. The Town Commission of the Town of Melbourne Beach hereby certifies, ratifies, and confirms that the annual Stormwater Utility Special Assessment Roll for the fiscal year beginning October 1, 2026, a summary is attached hereto as **Exhibit 2**, is in conformity with the Schedule of Stormwater Utility Special Assessments adopted by Brevard County, Florida

and as sent to the Brevard County Tax Collector. The Tax Collector will collect such special assessments in the same manner as *ad valorem* taxes are collected.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its Town Commission meeting this 19th day of August, 2026.

Time Adopted: _____ p.m.

ATTEST:

_____
Cyd Jones
Town Clerk
(TOWN SEAL)

TOWN OF MELBOURNE BEACH

By: _____
Alison Dennington, Mayor

EXHIBIT 1
SCHEDULE OF ANNUAL STORMWATER UTILITY SPECIAL ASSESSMENT
BILLING CLASSIFICATIONS AND CALCULATION FORMULAS
EFFECTIVE OCTOBER 1, 2026

Billing Classification Category Letter/Name	Billing Classification Description
(A) Agricultural* (same as vacant altered)	Any property used for commercial Agricultural pursuits and designated bona fide commercial Agricultural on Brevard County Property Appraise records. ** Section 125.01(1)(r), Florida Statutes, provides that properties in unincorporated Brevard County classified as agricultural lands pursuant to Section 193.461, Florida Statutes are exempt from stormwater assessment*
(B) Condominium and Manufactured Housing	Any property identifying as individual Condominium or Townhouse unit or any property upon which is located a manufactured home.
(D) Multiple Single-Family Dwelling Units	Any property on which is located more than one building or structure, each of which is designed and constructed for use as residence for one family.
(E) Commercial	Any lot or parcel upon which is located any structure or facility designed for business related uses.
(I) Industrial	Any lot or parcel upon which there is a structure or building for use as productive enterprises and/or manufacturing activities.
(M) Multi-Family Dwelling	Any property upon which is located any building or structure consisting of more than one dwelling unit, each designed for occupancy by one family.
(N) Non-Billable	Those parcels or lots which are right of way or government-owned lands excluding those billable by law.
(R) Mixed Use Residential	Any lot or parcel which contains more than one use, including one or more single family dwellings in conjunction with more than one multi-family unit, each being assessed at its corresponding billing class Equivalent Residential Unit (ERU) calculation.
(S) Single Family Residence	Any property upon which is located any building or structure designed or constructed for and capable for use as a residence for one family and is erected on a separate lot or parcel.
(T) Non-Billable	Any lot or parcel that is unaltered, contains no structures, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N
(V) Vacant Altered (same as Agricultural)	Any lot or parcel that is modified from its natural state, contains no structures, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N
(Y) Vacant Improved	Any lot or parcel which is either graded, cleared, compacted and/or excessively landscaped, and is not designated as Agricultural Bill Class A or Non-Billable Bill Class N

Table 1

Billing Classification Calculation Formula Term	Billing Classification Calculation Formula Term Definition
ERU	Equivalent Residential Unit is determined through engineering analysis to be 2,500 square feet of effective impervious area and is for purposes of calculating service charge. Current ERU Rate = $68.90 effective October 1, 2026
G	Gross Area of parcel in square feet
I	Impervious Area of parcel in square feet
M	Mitigation Factor with a range of 0.2 to 1.0 and an increment of 0.01
N	Number of Dwelling Units or hookups
NI	Adjustment Factor for alteration of impervious surfaces
0.20	Pervious Factor Coefficient
0.90	Impervious Factor Coefficient
0.03	Pervious Factor Coefficient for Agricultural, Vacant Altered, Industrial Use Only
0.40	Infiltration Factor for Agricultural Land Use Cover for Good Soil Conditions
0.60	Average Runoff Coefficient for Open Space for Average Soil Conditions
DF	Melbourne Tillman Drain Fee
RATE	Per ERU. This is set by the taxing authority (Brevard County or city with interlocal agreement)
Billing	Stormwater Assessment Amount

Table 2

Billing Classification Category Letter/Name	Billing Classification Calculation Formula

(A) Agricultural*
(same as vacant altered)
	# ERU's = G × 0.03 × 0.4 ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] – DF
	** Section 125.01(1)(r), Florida Statutes, provides that properties in unincorporated Brevard County classified as agricultural lands pursuant to Section 193.461, Florida Statutes are exempt from stormwater assessment*

(B) Condominium and Manufactured Housing	Billing = [1 ERU × .50 × RATE × M] - DF
(D) Multiple Single-Family Dwelling Units	Billing = [1 ERU × N × RATE × M] – DF Note: If number of units is unavailable, this defaults to calculating with 2

(E) Commercial	NI = I × 1.25
	# ERU's Commercial = {[(NI-I) × 0.2] + (I × 0.9)} ÷ 2,500 square feet
	# ERU's Vacant Altered = [G-NI) × 0.03 × 0.40] ÷ 2,500 square feet
	Billing = [{(#ERU's Commercial × RATE) + (#ERU's Vacant Altered × RATE)} ×M] - DF

(I) Industrial	NI = I × 1.25 # ERU's Commercial = {[(NI-I) × 0.2] + (I × 0.9)} ÷ 2,500 square feet # ERU's Vacant Improved = [(G-NI) × 0.03 × 0.60] ÷ 2,500 square feet Note: If Vacant Improved < 0, then this defaults to 0 Billing = [{(#ERU's Commercial × RATE) + (#ERU's Vacant Improved × RATE)} ×M] - DF
(M) Multi-Family Dwelling	Billing = [1 ERU × .50 × N × RATE × M] - DF
(N) Non-Billable	Billing = 0. No bills generated for these land uses
(R) Mixed Use Residential	Billing = [(Sum of S, M, B, D ERU's) × RATE × M] – DF Sum Explained – Mixed Use Commercial accounts will have more than one structure on the account. The Property Appraiser's Office assigns a number of units and land use code to each individual structure. Each land use code has a calculation factor of either 0.5 or 1.0. An amount for each structure is computed by multiplying the number of units times the calculation factor times the rate. The sum of these amounts for the account is then used in the Bill Class R Calculation.
(S) Single Family Residence	Billing = [1 ERU × RATE × M] - DF
(T) Non-Billable	Billing = 0. No bills generated for these land uses

(V) Vacant Altered
(same as Agricultural)
	# ERU's = G × 0.03 × 0.4 ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] - DF

(Y) Vacant Improved	# ERU's = [(G × 0.03 × 0.6) + (I × 0.9)] ÷ 2,500 square feet
	Billing = [#ERU's × RATE × M] -DF

Minimum Bill Amount	The minimum billing is set at $2.35 per parcel

Table 3

Exhibit 1

2026 Totals for Stormwater Billing

City Code	Count	District - City	Billing Amount
X	1,607	Melbourne Beach	$111,868.86
	Total: 1,607		**$111,868.86**

From: Bret Fuqua
To: Melbourne Beach Town Clerk
Subject: Objection for fee increase
Date: Tuesday, July 14, 2026 2:31:55 PM

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to whom it may concern,

I am officially letting you know that I am against any fee increase for the utility stormwater infrastructure.

My address is 303 Cherry Dr., Melbourne Beach, FL 32951.

Bret Fuqua,
Cell: 303-905-5759

Date: July 16, 2026
To: Town of Melbourne Beach
From: Ted A. Funkhouser
Nancy L. Funkhouser
509 Banyan Way
Melbourne Beach, FL 32951
Re: Proposed Stormwater Utility Fee Increase

To whom it may concern,

First, the proposal of any increase in any TAX without first showing the residents what money has been collected and what money has been spent is presumptuous at the very least. We have been living here for 17 years and have never received any accounting for money spent on stormwater maintenance.

Second, attaching an annual increase based on the Consumer Price Index for all Urban Consumers (CPI-U) South Region, where we have had a steady rate since 2000, is again disrespectful. There is nothing in this proposal to alert the residents of what was spent each year to justify another increase. The increase would just show up in our NON-AD VALOREM ASSESSMENTS. And at that point, we would have no option but to accept it.

Third, experience has shown us TAX increases always end up convoluted. The reserves usually grow until someone proposes the money should be allocated to projects outside the scope. A prime example is the ½ cent increase in the sales tax for the cleanup of the Indian River Lagoon. We know of NO one who voted for the increase, yet it passed. Now we see signs in yards of every little town in Brevard County asking for donations to clean up the Indian River Lagoon. How strange!!! Where did that ½ cent go?

In conclusion, we have no objection to an increase in the Stormwater Utility Fee but are OPPOSED with this proposal in its PRESENT FORM. In fact, the current proposed $68.90, while almost double the current rate, would be acceptable if it was FIXED for at least the next 5 years. All future increases must be justified.

Ted A. Funkhouser Nancy L. Funkhouser

To the Melbourne Beach Town Commission:

I am the owner of property within the Town of Melbourne Beach and respectfully submit this written objection to the proposed increase in the Stormwater Utility Fee.

I recognize the importance of maintaining the Town's stormwater infrastructure and investing in projects that reduce flooding risks. I also understand that the Town states the Stormwater Utility Fee has not been increased since its establishment in 2000. However, I do not believe the public notice provides sufficient information to justify either the magnitude of the proposed increase or the automatic annual increases that would follow.

The proposed increase raises the annual rate per Equivalent Residential Unit (ERU) from $36.00 to $68.90, an increase of approximately 91 percent. For my property, which is assessed at one ERU, the annual fee would nearly double. In addition, the proposal authorizes automatic annual increases for the next five years based on the Consumer Price Index, up to five percent annually.

While the notice explains that the additional revenue will replenish the Stormwater Utility reserve, fund maintenance, and support future flood risk reduction projects, it does not provide the financial information necessary for property owners to evaluate whether the proposed increase is reasonable or proportional.

Specifically, the notice does not disclose:

- The current balance of the Stormwater Utility reserve.
- The reserve balance the Town considers necessary or appropriate.
- The reasons the reserve requires replenishment.
- The specific maintenance projects or capital improvements that will be funded.
- The estimated cost, schedule, or priority of the proposed flood risk reduction projects.
- Whether all revenues collected through this assessment are legally restricted to stormwater purposes.
- How the Town intends to report annually on revenues collected, expenditures made, and reserve balances.

The notice also authorizes automatic annual increases for five years but does not explain what will occur after that period or whether additional public hearings and Commission approval would be required before future increases.

As a property owner, I believe residents deserve greater transparency before approving a significant increase in a mandatory assessment. A detailed financial analysis, capital improvement plan, reserve policy, and long-term funding strategy should be made available to the public before the Commission asks taxpayers to approve a nearly doubling of the fee.

Accordingly, I respectfully request that the Commission:

1. Postpone approval of the proposed increase until supporting financial information is made publicly available.
2. Publish the current and target balances of the Stormwater Utility reserve.
3. Provide a detailed list of the maintenance and capital projects the additional revenue will fund, together with estimated costs and implementation schedules.
4. Commit to annual public reporting showing assessment revenues, expenditures, completed projects, and reserve balances.
5. Clarify the Town's authority and intentions regarding rate adjustments after the proposed five-year CPI adjustment period expires.
6. Consider whether a phased implementation of any necessary increase would reduce the financial impact on property owners while still meeting the Town's funding needs.

My objection is not to maintaining or improving the Town's stormwater system, rather, it is to the approval of a substantial and continuing increase in mandatory assessments without sufficient financial justification, transparency, and accountability.

Thank you for your consideration of these comments.

Respectfully,

Tom Swensen

217 Surf Rd Melbourne Beach FL 32951

July 17 2026

Received by T. Yracheta.

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MB

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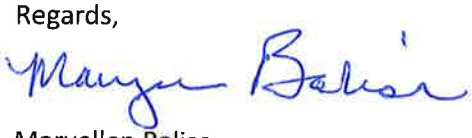
Thank you for your consideration of these comments.

Regards,



Maryellen Balise

404 Atlantic Street, Melbourne Beach, FL 32951

07-17-2026

CC:

Executive Office of Governor Ron DeSantis

400 S. Monroe St.

Tallahassee, FL 32399

Town Commission Meeting

Section: New Business

Meeting Date: August 19, 2026

From: Town Manager

RE: Approval of a contract for services for the Instructor for Flow and Be Strong Exercise Class in order to provide payments for services.

Background Information:

The town received a request from Ms. Kelly Young, the Flow & Be Strong Class instructor, that the Commission consider paying her per class as we do for all other class instruction in Ryckman Park. The Flow & Be Strong Class helps participants in gaining balance, strength and flexibility that helps in mitigating injury from falls and builds core strength, which is very important for an aging population. The rate of $65/class is in range of what we pay other instructors for music classes and yoga in the park. Below is Ms. Young's email to the town:

My name is Kelly Young. I have taught this class for the past 3 years. I offered to teach it without pay because when I approached the Board/commissioners 3 years ago, there wasn't a budget to get paid.

I offered to teach it as a no charge class and have been doing so every Wednesday at 8:30am since then.

We have a good following ~ 6-10 people weekly. I support this group by being on time and ending on time. I provide a sub, when I cannot be there. I also bring blocks and bands, providing options for developing new strengths and keeping the workout interesting and exciting.

If the board is willing, I request $65 per class.

Thank you for communicating this further to the commissioners/board.

My credentials are:

KELLY YOUNG
242 River Walk Dr, Melbourne Beach, Fl 32951

805-710-0437

Resume Summary:
Inspired by the journey of my life...the people I have met in my travels, the knowledge that I have gained by stepping out of my box and the places I have traveled. After years of making a living in the corporate world, I am now more available to deepen my knowledge of humanity, including my passion for YOGA. I love teaching, which is listening, observing and being in inquiry. My love for others knowing their own greatness and encouraging

growth in others is what has me excited about living! I am committed to the "being-ness" and happiness in the journey of all human beings!

HIGHLIGHTS

- *Love the outdoors * Learning and teaching is my passion*
- *Love animals and talking to strangers*
- *Integrity is key to life * Fully Self Expressed*
- *Health and well-being optimal * Listening vs talking*

PROFESSIONAL COURSES/EDUCATION

**1979 Began Registered Nursing career and expanded to medical device sales 22 years*
**2005-present LandMark Forum, Personal and Professional Growth and Development*
Courses:
** 2008 Personal Training Certificate NASM*
** 2011 YogaFit yoga certification*
** 2012 YogaFit yoga certification for Kids*
** 2013 Corrective Exercise Specialist Certification NASM*
** 2015 Nutrition Certification NASM*
** 2015 Founded Girls Going Greater, a women's organization in making a difference in community*
** 2018 NASM Seniors Course Certification NASM*
** 2018 Yoga Alliance TBA Certification with Loren Collarile, The Yoga Garden, Melbourne, Fl.*

Experience:

- *2011 Taught FREE Yoga on the Beach, Cayucos, California*
- *2011-2018 Spin Instructor*
- *2011-2018Personal Trainer Private Clients*

+ moved to Melbourne from California

+ 2018-2026 teach/substitute YOGA at the Yoga Garden

+ 2023 Certification in Functional Movements for the Aging, FMA Assoc.

+ 2024 CPR recertification

+ 2023-2026 teaching Flow and Be Strong in Ryckman Park, Melbourne Beach.

Recommendation:

Provide a contract for services for Ms. Kelly for the Flow and Be Strong Class each week at a rate of $65 per class that will come from the Ryckman Park Parking Funds. Payment will not be retroactive.

Town Commission Workshop

Section: New Business

Meeting Date: August 19, 2026

From: Town Manager

RE: Fiscal Year 2027 Budget Discussion

Background Information:

The purpose of this agenda item is to discuss the budget being presented and to address any questions or concerns about the proposed budget before September when the Commission must finalize the budget. An updated budget packet will be provided prior to this meeting.

Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: August 11, 2026

Re: July Fiscal Year 2026

We are in the tenth month of our fiscal year 2026**.** The target expenditure rate for July is 83.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 82.19%. The Departmental expenditure rate breakdown is as follows:

Legislative:	71.51%
Executive:	94.28%
Finance:	97.74%
Legal:	102.94%
Planning:	212.68%
General Services:	92.98%
Law Enforcement:	79.05%
Fire:	40.78%
Code:	58.66%
Public Works:	78.38%

Discussion Items:

The JLAC State Audit is ongoing. The State Audit will continue through the summer.

The Town received Parking Revenue for July FY2026 in the amount of $25,314.69.
Parking revenue for July FY2025 was $26,317.09.

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 7/31/2026: $2,644,180.51
Reserve Account Balance as of 7/31/2026: $2,516,489.48
Florida Prime Account Balance as of 7/31/2026: $ 551,001.49

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 and those items are currently being reviewed by FEMA.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 07/31/2026

Fund: 001 GENERAL FUND
Account Category: Revenues

Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	7,384.61	99.76
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	(951.00)	100.96
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	46,614.15	84.36
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	(1,284.98)	102.41
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	120.01	85.80
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	981.38	87.73
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	64.12	95.73
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	699.51	83.35
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	118.18	87.22
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	25,699.93	82.28
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	(65.17)	100.50
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	58,851.37	72.63
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	1,591.76	97.96
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	6,001.80	72.72
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	(800.00)	153.33
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	(1,050.00)	170.00
001-00-331.12.00	FEMA	0.00	0.00	0.00	(59,831.04)	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	16,278.32	84.20
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	(50.41)	101.15
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	83,899.06	63.04
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERI	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	1,200.00	33.33
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	(1,000.00)	121.28
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	8,600.00	8,600.00	0.00	6,050.00	29.65
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	(2,400.00)	120.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	1,675.00	40.18
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(46,374.17)	215.94
001-00-366.21.00	DONATIONS	0.00	0.00	0.00	(225.00)	100.00
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	(5,495.72)	271.74
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
						96.74
Department: 13 FINANCE						
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(70.00)	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 ENFORCEI						
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	1,535.23	86.04
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(1,250.00)	350.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	(216.53)	208.27
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(72.00)	100.00
						49.26
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	3,740.00	16.89
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	12,500.00	90.00
						87.46
Department: 29 CODE ENFORCI						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Overall Revenue Rate:						**95.11**

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	3,675.03	59.17
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	10,796.03	90.45
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	1,411.48	84.89
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	1,533.43	90.34
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	7,058.74	66.27
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(31.34)	144.77
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	43.88	70.05
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	730.12	34.81
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	3,241.40	37.55
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,109.94	37.02
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	233.89	41.53
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	3,009.72	43.45
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	115.00	86.55
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,629.00	51.52
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	31,391.20	42.54
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						71.51
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	25,262.54	86.85
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	(1,313.68)	110.83
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	(2,143.04)	112.73
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	259.14	94.48
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	(5,361.31)	118.02
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	709.74	22.52
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(78.02)	186.69

	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	1,542.00	31.77
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	(487.38)	221.85
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(1,200.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	969.46	71.74
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						94.28
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	(10,464.33)	113.85
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	(778.02)	113.47
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	(1,426.91)	113.47
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	(1,664.59)	112.13
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	45.92	66.24
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	68.91	55.54
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	5,200.00	86.63
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	7,321.12	50.33
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
						97.74
Department: 14 LEGAL COUNSE						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	(25,461.05)	120.02
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	6,645.00	23.09
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
						102.94
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	(10,141.50)	212.68
						212.68

Department: 19 GENERAL SERVI	Description	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	391.25	90.02
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(4,112.00)	1,100.49
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	(873.38)	105.32
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(252.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	9,007.49	64.44
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	16,888.70	77.66
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	4,517.81	91.77
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	(939.04)	103.35
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	456.23	88.59
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	6,941.25	92.91
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	(1,653.00)	124.84
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	(4,615.50)	103.79
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	(4,640.75)	134.73
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	(651.35)	115.15
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	6,187.36	55.88
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAIN	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	(228.00)	106.13
001-19-510.47.00	PRINTING	0.00	0.00	0.00	(107.79)	100.00
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	64.63	98.92
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	845.30	43.65
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	428.73	88.72
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	3,908.32	65.99
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						92.98
Department: 21 LAW ENFORCEI						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	179,424.79	79.23

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	(319.89)	100.91
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	13,858.89	55.32
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	145.00	98.14
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	675.00	89.62
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	19,195.40	74.31
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	51,908.58	77.13
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	1,549.84	75.15
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	17,881.68	87.22
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	388.38	85.96
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	291.40	72.03
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	684.00	43.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	314.42	83.38
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	(663.74)	105.63
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	6,743.22	40.11
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	604.00	24.50
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	2,636.91	86.82
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(534.49)	129.69
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	(195.42)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	(1,966.02)	123.13
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	12,850.98	7.77
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	1,471.91	92.64
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	8,004.34	19.96
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	1,166.18	61.13
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	(440.00)	161.97
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	1,027.20	69.79

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
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	4,744.00	2,764.51	89.00
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						79.05
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	158,560.59	36.22
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	7,889.16	1.91
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	26,941.06	1.74
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	17,989.76	29.35
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	1,836.75	82.74
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	40,547.64	1.32
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	33,430.33	21.36
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	838.20	12.69
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	170.07	29.43
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	310.00	80.40
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	2,271.06	63.13
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	2,400.00	4.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	820.00	18.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	(677.54)	119.02
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	7,346.37	26.54
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	18,950.92	24.20
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	1,548.00	(468.02)	118.72
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(250.43)	141.74
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	3,790.60	24.19
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	282.32	92.94
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	731.88	26.81
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	3,252.34	53.54
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	483.42	84.89
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,344.40	3.97
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	146.00	79.14
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	4,276.96	22.59
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	1,968.98	21.24
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	(2,469.67)	112.37
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						40.78
Department: 29 CODE ENFORCI						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	22,778.00	42.36
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	1,489.54	50.73
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	3,209.97	42.11
001-29-500.23.01	HEALTH INSURANCE	0.00	0.00	0.00	(1,672.71)	100.00
001-29-500.23.02	LIFE INSURANCE	0.00	0.00	0.00	(11.26)	100.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	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	283.24	5.59
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	1,512.50	69.13
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	134.14	66.47
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	650.46	23.48
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
						58.66

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	48,729.25	79.71
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	(14,874.89)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	6,793.09	79.84
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	2,615.63	94.00
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	289.10	45.86
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	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	93.37	67.60
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	571.60	88.57
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	(1,582.94)	205.53
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	3,519.10	29.62
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	5,233.12	65.11
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	(162.76)	101.63
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	1,898.75	36.71
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	932.36	6.76
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	653.94	53.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,153.22	23.12
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	4,928.52	73.36
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	472.63	74.79
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	395.58	68.35
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	6,553.80	8.98
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	2,820.09	55.24
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	1,061.43	74.73
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	738.00	26.20
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
						78.38
Overall Expenditure Rate:						**82.19**
Fund: 104 ENVIRONMENTAL AD'						
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 & RECRE						
104-72-570.34.91	LANDSCAPING	0.00	0.00	0.00	(891.25)	100.00
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	(746.49)	206.64
						106.58
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	(780.00)	114.18
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(1,335.00)	367.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						110.32
Account Category: Expenditures						
Department: 72 PARKS & RECRE						
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	333.16	66.68

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,448.23	1.15
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	769.83	82.89
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	(2,861.31)	290.75
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						40.98
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 ENFORCEI						
122-21-520.46.15	EQUIPMENT	0.00	0.00	0.00	(12,284.11)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	11,655.00	(154,588.95)	100.00
					(166,873.06)	100.00
Fund: 125 BUILDING DEPT						
Account Category: Revenues						
Department: 24 PROTECTIVE INS						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	12,936.82	93.53
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	0.00	(3,825.00)	100.00
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	(10,878.63)	410.82
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	325.00	72.92
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	12,729.34	22.85
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						87.89

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	119,915.26	24.61
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	9,194.35	24.44
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	16,840.76	24.53
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	5,790.06	68.64
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	70.90	36.70
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	151.66	20.54
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(81,580.75)	1,113.68
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	(86.09)	157.39
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	190.00	92.80
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	(1,362.95)	132.23
						67.99
Fund: 172 OCEAN PARK PARKIN						
Account Category: Revenues						
Department: 00						
172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	0.00	117,991.10	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(10,800.00)	292.86
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	451.56	99.62
						108.37

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	0.00	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	3,910.32	83.20
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	(1,332.96)	127.77
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	0.00	100.00
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	4,370.78	41.72
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	815.25	70.88
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	414.79	74.08
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	423.46	82.20
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	(23.56)	104.71
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	675.58	69.29
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	692.87	13.39
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
						93.42
Fund: 175 RYCKMAN CROSSOVE						
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	2,675.00	46.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	18,245.85	79.73
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	(1,600.00)	150.00
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	308.50	95.59
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	5,531.20	44.69

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						78.23
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	(992.27)	135.44
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	2,448.52	44.35
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	(309.79)	103.87
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	(1,349.63)	369.93
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	2,192.50	78.75
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	(66.10)	118.89
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
						95.73
Fund: 341 CAPITAL PROJECTS - S						
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						
Department: 41 PUBLIC WORKS						
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(200.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(2,787.85)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	226,102.21	88.81
						88.96
Fund: 351 LAND & ROAD IMPRO'						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	0.00	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						94.33
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
						0.00

Parking Revenue FY Comparison

FY25	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	TOTAL
Ocean	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	16,475.07	19,141.32	104,403.08
Ryckman	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	5,476.05	7,175.77	52,669.59
Total	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	21,951.12	26,317.09	157,072.67

FY26	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	TOTAL
Ocean	3,012.26	5,052.85	6,108.03	6,673.77	6,621.62	18,936.61	17,864.61	17,410.77	17,125.76	18,742.76	117,549.04
Ryckman	7,130.96	7,027.38	7,465.79	6,842.06	6,611.86	8,218.51	7,799.87	7,528.74	6,557.05	6,571.93	71,754.15
Total	10,143.22	12,080.23	13,573.82	13,515.83	13,233.48	27,155.12	25,664.48	24,939.51	23,682.81	25,314.69	189,303.19

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27725
Date: 07-31-2026

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
07-01-26	RGK	Draft Agreement with Place Planning & Design, Inc.	1.80	200.00	$360.00
07-01-26	RGK	Email Correspondence: Email to Corey O'Gorman RE: Presentation this Wednesday	0.10	200.00	$20.00
07-01-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Vacation rental occupancy grandfathering	0.30	200.00	$60.00
07-01-26	RGK	Phone conference with Jacob Lopez re STR occupancy question	0.20	200.00	$40.00
07-01-26	RGK	Search emails and correspondences Re vehicle sales per JLAC request	0.40	200.00	$80.00
07-01-26	RGK	Email Correspondence: Email to Marie Smith re: Police Vehicle Information Town of Melbourne Beach	0.10	200.00	$20.00
07-02-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: Presentation this Wednesday	0.10	200.00	$20.00
07-02-26	RGK	Email Correspondence: Emails with Jeff Rackley RE: Melbourne Beach - Stantec Draft Agreement	0.20	200.00	$40.00
07-02-26	RGK	Phone conference with Marie Smith and Jacob Lopez re STR grandfathering provisions	0.30	200.00	$60.00

07-02-26	RGK	Email Correspondence: Emails with Marie Smith and Corey O'Gorman Re Executed Agreement	0.20	200.00	$40.00
07-02-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Vacation rental occupancy grandfathering	0.10	200.00	$20.00
07-02-26	RGK	Email Correspondence: Email to Marie Smith and Jacob Lopez Re STR Occupancy Grandfathering	0.20	200.00	$40.00
07-02-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: General Fund Studies	0.10	200.00	$20.00
07-02-26	RGK	Review June 17, 2026 meeting re FDEP Grant Writing and 50% match authority	0.40	200.00	$80.00
07-06-26	RGK	Phone conference with Dana Blickney re Non-Ad Valorem Resolution	0.20	200.00	$40.00
07-07-26	RGK	Email Correspondence: Email from Steve Miller RE: Engagement Letter	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Emails with Marie Smith RE: Town of Melbourne Beach & PFM Follow-Up	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Email from Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Email from Marie Smith Re Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Emails from Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up (x3)	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Email to Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Emails with Marie Smith and Tom Davis RE: bid info for Seawall	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Emails with Jay Glover RE: Town of Melbourne Beach & PFM Follow-Up (Revisions to agreement)	0.30	200.00	$60.00
07-08-26	RGK	Email Correspondence: Email from Jay Glober RE: Town of Melbourne Beach & PFM Follow-Up (Term of Agreement)	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Emails with Jim Cole RE: Case Discussion (JLAC)	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Email to Jim Cole Re Final Judgment - Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
07-08-26	RGK	Teams conference with Jim Cole Re Final Judgment (Case No. 2025-CA -23102)	0.30	200.00	$60.00
07-09-26	RGK	Email Correspondence: Email from Steve Miller RE: Manatee Grate	0.10	200.00	$20.00

07-09-26	RGK	Email Correspondence: Email from Marie Smith Re Meeting on Manatee Grante	0.10	200.00	$20.00
07-09-26	RGK	Email Correspondence: Email from Steve Miller RE: Meeting Advertisement Requirements	0.10	200.00	$20.00
07-13-26	RGK	Email Correspondence: Email from Jay Glover RE: Town of Melbourne Beach & PFM Follow-Up - Executed Agreement	0.10	200.00	$20.00
07-13-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Conference call @12pm today 7/13	0.10	200.00	$20.00
07-13-26	RGK	Review Town Code and LDC in preparation for conference with Marie Smith and Jacob Lopez Re questions about code enforcement	0.50	200.00	$100.00
07-13-26	RGK	Conference with Marie Smith, Jacob Lopez, and Dave Micka Re short term rental registration and code enforcement matters	0.70	200.00	$140.00
07-13-26	RGK	Analyze Town Code, Employee Handbook, and Policies and Procedures Re Increase in Salary for Employees	0.70	200.00	$140.00
07-14-26	RGK	Email Correspondence from Chief Zander re: Brevard County Library in Mellbourne Beach	0.10	200.00	$20.00
07-14-26	RGK	Email Correspondence: Review correspondence from Tim Kesecker Re Trespass Procedures for the Melbourne Beach Public Library	0.10	200.00	$20.00
07-14-26	RGK	Phone conference with Elizabeth Harris Re status of appeal in Funoe, LLC's shed case	0.20	200.00	$40.00
07-14-26	RGK	Review code enforcement records and correspondence from Respondent; Draft Notice of Objection to Fine Reduction Re 207 Flamingo Lane	1.30	200.00	$260.00
07-14-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: 207 Flamingo Reduction of Fines Special Magistrate	0.20	200.00	$40.00
07-14-26	RGK	Email Correspondence: Emails with Special Magistrate Ottinger RE: Hearing and Notice of Objection	0.20	200.00	$40.00
07-14-26	RGK	Email Correspondence: Email from Special Magistrate Ottinger Re Hearing 207 Flamingo Lane Fine Reduction Request	0.10	200.00	$20.00
07-15-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: JLAC Request	0.20	200.00	$40.00
07-15-26	RGK	Review agenda packet in preparation for regular Commission meeting	1.50	200.00	$300.00
07-15-26	RGK	Meet with staff and attendance at Commission meeting	5.50	200.00	$1,100.00
07-16-26	RGK	Email Correspondence: Review Notice of Filing Appeal; Email to Marie Smith and Commissioners Re Funoe, LLC v. Town - Shed Case - Filing of Appeal	0.20	200.00	$40.00

07-16-26	RGK	Email Correspondence: Email from Elizabeth Harris re: 5th District Court of Appeal SERVICE OF COURT DOCUMENT Case Number 5D2026 -2060 Funoe, LLC v. Town of Melbourne Beach (Shed Case)	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Email from Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe - petition for writ of certiorari (Shed case)	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Emails with Marie Smith and Elizabeth Harris RE: 5th District Court of Appeal SERVICE OF COURT DOCUMENT Case Number 5D2026-2060 Funoe, LLC v. Town of Melbourne Beach (Shed case)	0.20	200.00	$40.00
07-16-26	RGK	Email Correspondence: Email from Jay Glober RE: Town of Melbourne Beach & PFM Follow-Up - Referendum Resolution	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Email to Marie Smith and Commissioners RE: Funoe, LLC v. Town - Shed Case - Petition	0.10	200.00	$20.00
07-17-26	RGK	Review and analyze Petition for Writ of Certiorari filed by Funoe, LLC	0.80	200.00	$160.00
07-17-26	RGK	Phone conference with Elizabeth Harris Re Petition for Writ of Certiorari (Shed case)	0.10	200.00	$20.00
07-17-26	RGK	Phone conference with Marie Smith, Jacob Lopez, Dave Micka, Jeffrey Parsons, and Steve Freeman Re updated life safety and building code requirements	0.50	200.00	$100.00
07-17-26	RGK	Email Correspondence: Email from Elizabeth Harris re: 5th District Court of Appeal SERVICE OF COURT DOCUMENT Case Number 5D2026 -2060 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
07-20-26	RGK	Attendance at Special Meeting Re Approval of Elizabeth Harris	0.50	200.00	$100.00
07-21-26	RGK	Email Correspondence: Emails with Marie Smith and Tom Davis RE: Town of Melbourne Beach & PFM Follow-Up	0.20	200.00	$40.00
07-21-26	RGK	Review and analyze revisions to Stantec Agreement	0.40	200.00	$80.00
07-21-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Contract with Melbourne Beach	0.10	200.00	$20.00
07-21-26	RGK	Review draft Scope of Work and bidding requirements Re Town Hall Roof Repairs	0.20	200.00	$40.00
07-21-26	RGK	Review request for information from JLAC; Compile and review requested invoices related to pending suits against Town; Analyze and highlight time entries related to pending suits against Town	3.20	200.00	$640.00
07-21-26	RGK	Email Correspondence: Emails with Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up	0.20	200.00	$40.00
07-21-26	RGK	Email Correspondence: Emails with Marie Smith RE: Town of Melbourne Beach & PFM Follow-Up - Basin Map	0.20	200.00	$40.00

07-21-26	RGK	Email Correspondence: Emails with Steve Miller RE: Town of Melbourne Beach & PFM Follow-Up - Revisions to Resolution	0.20	200.00	$40.00
07-22-26	RGK	Email Correspondence: Email from Dielisse Rosario Re: Hearing on Code Enforcement Fine Reduction	0.10	200.00	$20.00
07-22-26	RGK	Review meeting minutes from January 2024 to current Re JLAC question regarding investigation cost discussions	1.10	200.00	$220.00
07-22-26	RGK	Email Correspondence: Email from Steve Miller RE: Referendum Resolution	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Email from Marie Smith Re FW Concern about GO Bonds	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Email from Jay Glover RE: Concern about GO Bonds	0.10	200.00	$20.00
07-22-26	RGK	Conference with Marie Smith, Jeff Parsons, and Jacob Lopez Re STR code compliance and budget	0.70	200.00	$140.00
07-22-26	RGK	Draft ITB and legal notice for Town Hall roof repairs	1.60	200.00	$320.00
07-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: Contract with Melbourne Beach	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Contract with Melbourne Beach	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Emails with Marie Smith and Corey O'Gorman Re Comprehensive Plan Update	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: Contract with Melbourne Beach (Elizabeth Harris)	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Emails with Corey O'Gorman and Marie Smith RE: Comprehensive Plan Update	0.20	200.00	$40.00
07-24-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Contract with Elizabeth Harris	0.10	200.00	$20.00
07-28-26	RGK	Email Correspondence: Emails from Dielisse Rosario and Kristin Ottinger Re: Code Enforcement Hearing	0.10	200.00	$20.00
07-28-26	RGK	Review American Legal Publishing draft revisions to Town Charter and Code of Ordinances for consistency; identify additions and deletions based on Charter Ordinance	0.60	200.00	$120.00
07-28-26	RGK	Phone conference with Jacob Lopez and Cyd Cardwell Re 207 Flamingo Drive Order	0.20	200.00	$40.00
07-28-26	RGK	Phone conference with Jacob Lopez re code enforcement matters	0.40	200.00	$80.00

07-28-26	RGK	Email Correspondence: Email from Elizabeth Harris re: SERVICE OF COURT DOCUMENT CASE NUMBER 5D2026-2060 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
07-28-26	RGK	Email Correspondence: Email from Elizabeth Harris Re Funoe v. Town of Melbourne Beach 5D2026-2060	0.10	200.00	$20.00
07-28-26	RGK	Email Correspondence: Email from Jay Glover RE: Coversheet for August 5th meeting	0.10	200.00	$20.00
07-28-26	RGK	Draft and finalize agreement with DRMP, Inc. for grant writing services	1.80	200.00	$360.00
07-28-26	RGK	Email Correspondence: Email from Elizabeth Harris re: SERVICE OF COURT DOCUMENT CASE NUMBER 5D2026-2060 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
07-29-26	RGK	Email Correspondence: Emails with Steve Miller and Marie Smith Re: Coversheet for August 5th meeting	0.20	200.00	$40.00
07-30-26	RGK	Phone conference with Elizabeth Harris Re Shed appeal and counteroffer	0.30	200.00	$60.00
07-30-26	RGK	Email Correspondence: Email from Corey O'Gorman RE: Comprehensive Plan Update	0.10	200.00	$20.00
07-31-26	RGK	Phone conference with Elizabeth Harris Re Shed Appeal	0.10	200.00	$20.00

Services Subtotal: $6,940.00

Expenses

Date	Atty	Description	Quantity	Rate	Total
07-27-26	ER	RGK Trvl Mileage; 7/15/26 Melbourne $120.35	1.00	120.35	$120.35

Expenses Subtotal: $120.35

Subtotal	$7,060.35
Total	$7,060.35
Payment	$0.00
Balance Owing	$7,060.35

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $7,060.35

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27735
Date: 07-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
07-15-26	RGK	Email Correspondence: Email to Jeffrey Parsons and Marie Smith Re HB 803 Information for Town Webpage	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.

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INVOICE

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

Invoice #: 27736
Date: 07-31-2026

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
07-08-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Letter Re: Proposed ordinance for protestors	0.20	200.00	$40.00
07-16-26	RGK	Email Correspondence: Emails with Commissioner Butler RE: Funoe, LLC v. Town - Shed Case	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Emails with Commissioner Quarrie RE: Funoe, LLC v. Town - Shed Case	0.20	200.00	$40.00
07-16-26	RGK	Email Correspondence: Emails with Commissioner Quarrie RE: Funoe, LLC v. Town - Shed Case	0.10	200.00	$20.00
07-22-26	RGK	Phone conference with Commissioner Butler Re recoverable attorneys' fees	0.20	200.00	$40.00
07-22-26	RGK	Email Correspondence: Email to Commissioners and Marie Smith Re Town Budget Process	0.20	200.00	$40.00
07-31-26	RGK	Phone conference with Mayor Dennington Re special meeting on 8/5	0.10	200.00	$20.00

Services Subtotal: $220.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $220.00

Tax ID #32-0242557
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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27737
Date: 07-31-2026

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
07-21-26	RGK	Email Correspondence: Email to Jennifer Kerr Re DR420 - Budget	0.10	200.00	$20.00
07-21-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: JLAC Request	0.20	200.00	$40.00
07-24-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Evidence Request	0.20	200.00	$40.00
07-24-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Evidence Request	0.10	200.00	$20.00

Services Subtotal: $120.00

Subtotal	$120.00
Total	$120.00
Payment	$0.00
Balance Owing	$120.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $120.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

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

Invoice #: 27738
Date: 07-31-2026

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
07-08-26	RGK	Email Correspondence: Emails with Chief Zander RE: Sunday Protests; Review Code for special event requirements and research First Amendment protections	0.40	200.00	$80.00

Services Subtotal: $80.00

Subtotal	$80.00
Total	$80.00
Payment	$0.00
Balance Owing	$80.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $80.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27739
Date: 07-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
07-06-26	RGK	Email Correspondence: Review Invitation to Bid for Seawall Removal and reconstruction; Emails with Tom Davis RE: Invite to bid seawall	0.30	200.00	$60.00
07-08-26	RGK	Email Correspondence: Revise Seawall Project Advertisement; Emails with Tom Davis RE: same	0.20	200.00	$40.00
07-17-26	RGK	Email Correspondence: Emails with Tom Davis RE: RFP for Town Hall roof	0.20	200.00	$40.00
07-17-26	RGK	Email Correspondence: Emails with Tom Davis RE: RFP for Town Hall roof	0.10	200.00	$20.00
07-21-26	RGK	Email Correspondence: Emails with Tom Davis RE: Town Hall roof BID Pkg.	0.20	200.00	$40.00
07-22-26	RGK	Phone conference with Tom Davis Re ITB Roof Repairs	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Email to Tom Davis and Cyd Jones RE: Ad for roof RFP	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Review Comp Plan; Emails with Tom Davis RE: CIP	0.40	200.00	$80.00
07-28-26	RGK	Email Correspondence: Emails with Tom Davis RE: Pre bid Mandatory meeting	0.10	200.00	$20.00

Services Subtotal: $340.00

Subtotal	$340.00
Total	$340.00
Payment	$0.00
Balance Owing	$340.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $340.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 27740
Date: 07-31-2026

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
07-01-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRRs, Open Requests	0.30	200.00	$60.00
07-21-26	RGK	Phone conference with Cyd Jones Re Public Records Request related to pending litigation	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Emails with Cyd Jones RE: 3-4-26 minutes	0.20	200.00	$40.00
07-22-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Ad for roof RFP	0.10	200.00	$20.00
07-28-26	RGK	Email Correspondence: Emails with Cyd Cardwell RE: S-28 Supplement to Melbourne Beach Code - DRAFT	0.20	200.00	$40.00
07-28-26	RGK	Email Correspondence: Emails with Cyd Cardwell RE: Order: 207 Flamingo Lane	0.10	200.00	$20.00
07-29-26	RGK	Email Correspondence: Email from Cyd Jones STCM for Candidate Qualifying	0.10	200.00	$20.00

Services Subtotal: $220.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $220.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 27741
Date: 07-31-2026

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
07-01-26	RGK	Email Correspondence: Emails with Marie Smith RE: PRRs, Open Requests	0.20	200.00	$40.00
07-01-26	RGK	Email Correspondence: Emails with Marie Smith and Jennifer Kerr RE: Situating Town Of Melbourne Beach for a potential family office investment of $2m up to $35M	0.10	200.00	$20.00
07-01-26	RGK	Phone conference with Marie Smith re Stantec Agreement	0.20	200.00	$40.00
07-01-26	RGK	Email Correspondence: Email to Marie Smith Re Police Vehicle Sales - JLAC	0.20	200.00	$40.00
07-02-26	RGK	Email Correspondence: Emails with Marie Smith RE: Melbourne Beach - Stantec Draft Agreement	0.20	200.00	$40.00
07-02-26	RGK	Phone conference with Marie Smith re General Fund Study	0.20	200.00	$40.00
07-02-26	RGK	Email Correspondence: Email from Marie Smith re: General Fund Studies	0.10	200.00	$20.00
07-02-26	RGK	Email Correspondence: Email to Marie Smith Re FDEP Grant Writing - 50% Match	0.20	200.00	$40.00
07-06-26	RGK	Email Correspondence: Emails with Marie Smith RE: July RTCM Agenda Items are Due Friday, July 3rd	0.20	200.00	$40.00

07-08-26	RGK	Email Correspondence: Email from Marie Smith re: bid info	0.10	200.00	$20.00
07-08-26	RGK	Phone conference with Marie Smith re Non-Ad Valorem Resolution	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Emails with Marie Smith RE: Sunday Protests	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Emails with Marie Smith RE: Motion - FDEP Grant Application	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Email from Marie Smith Re Manatee Grate	0.10	200.00	$20.00
07-10-26	RGK	Email Correspondence: Emails with Marie Smith RE: Letter Re: Proposed ordinance for protestors	0.10	200.00	$20.00
07-10-26	RGK	Email Correspondence: Emails with Marie Smith RE: Letter Re: Proposed ordinance for protestors	0.10	200.00	$20.00
07-13-26	RGK	Email Correspondence: Email to Marie Smith Re PW Employees Pay	0.20	200.00	$40.00
07-13-26	RGK	Email Correspondence: Emails with Marie Smith RE: PW Employees Pay	0.20	200.00	$40.00
07-13-26	RGK	Email Correspondence: Emails with Marie Smith RE: PW Employees Pay	0.20	200.00	$40.00
07-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	$20.00
07-15-26	RGK	Email Correspondence: Emails with Marie Smith RE: Execution of Place Planning Agreement	0.10	200.00	$20.00
07-17-26	RGK	Email Correspondence: Email from Marie Smith re: Tech Board Resignation	0.10	200.00	$20.00
07-17-26	RGK	Phone conference with Marie Smith Re upcoming budget meetings	0.30	200.00	$60.00
07-20-26	RGK	Phone conference with Marie Smith Re 7/20 Special Meeting	0.10	200.00	$20.00
07-21-26	RGK	Email Correspondence: Email from Marie Smith Re Contract with Melbourne Beach	0.10	200.00	$20.00
07-21-26	RGK	Email Correspondence: Emails with Jeff Rackley and Marie Smith re: Melbourne Beach - Stantec Draft Agreement	0.20	200.00	$40.00
07-22-26	RGK	Phone conference with Marie Smith Re budget and tentative millage	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Email to Marie Smith and Jennifer Kerr Re Town Budget	0.80	200.00	$160.00
07-23-26	RGK	Email Correspondence: Emails with Marie Smith RE: FRS for fire fighters	0.20	200.00	$40.00
07-23-26	RGK	Email Correspondence: Emails with Marie Smith and Jennifer Kerr RE: FRS for fire fighters	0.10	200.00	$20.00

07-25-26	RGK	Email Correspondence: Email from Marie Smith Re Recap for the week of July 19-25	0.10	200.00	$20.00
07-28-26	RGK	Email Correspondence: Email from Marie Smith Re Coversheet for August 5th meeting	0.10	200.00	$20.00

Services Subtotal: $1,120.00

Subtotal	$1,120.00
Total	$1,120.00
Payment	$0.00
Balance Owing	$1,120.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,120.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

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

Invoice #: 27747
Date: 07-31-2026

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
07-01-26	RGK	Email Correspondence: Email from Ariana Tellone RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-019574 - Our File No.: 7777.00005	0.10	200.00	$20.00
07-08-26	RGK	Phone conference with Corey O'Gorman re Notice of Taking Deposition	0.20	200.00	$40.00
07-08-26	RGK	Email Correspondence: Review Amended Notice of Taking Deposition of Corey O'Gorman	0.10	200.00	$20.00
07-08-26	RGK	Email Correspondence: Email to Corey O'Gorman Re Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-019574	0.10	200.00	$20.00
07-15-26	RGK	Email Correspondence: Emails with Ariana Tellone Re Selection of Mediator	0.20	200.00	$40.00
07-15-26	RGK	Email Correspondence: Email to Marie Smith Re Funoe, LLC v. Town of Melbourne Beach - Selection of Mediator	0.10	200.00	$20.00
07-15-26	RGK	Email Correspondence: Emails with Ariana Tellone Re Selection of Mediator	0.10	200.00	$20.00
07-16-26	RGK	Email Correspondence: Email from Ariana Tellon RE Mediation Scheduling	0.10	200.00	$20.00
07-17-26	RGK	Phone conferences with Marie Smith and Commissioners (separately) Re update on litigation	1.40	200.00	$280.00

07-21-26	RGK	Email Correspondence: Email from Elizabeth Mascaro Re Subpoena for Deposition	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Funoe v. Town of Melbourne Beach - Settlement Discussions	0.10	200.00	$20.00
07-22-26	RGK	Phone conference with Nathan Meloon Re settlement discussions	0.10	200.00	$20.00
07-22-26	RGK	Phone conference with Nathan Meloon Re settlement discussions	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-019574 - Subpoena Served	0.20	200.00	$40.00
07-23-26	RGK	Email Correspondence: Emails with Corey O'Gorman RE: Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-019574 - Deposition	0.10	200.00	$20.00
07-23-26	RGK	Email Correspondence: Email from Nathan Meloon RE: Subpoena for Deposition	0.10	200.00	$20.00
07-24-26	RGK	Phone conference with Marie Smith and Elizabeth Harris Re settlement offer	0.50	200.00	$100.00
07-24-26	RGK	Email Correspondence: Emails with Marie Smith and Elizabeth Harris RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	$60.00
07-24-26	RGK	Email Correspondence: Email from Nathan Meloon Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	$60.00
07-24-26	RGK	Phone conference with Nathan Meloon Re settlement discussions	0.10	200.00	$20.00
07-24-26	RGK	Email Correspondence: Email to Marie Smith and Elizabeth Harris re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.50	200.00	$100.00
07-24-26	RGK	Phone conference with Marie Smith and Elizabeth Harris Re settlement offer	0.50	200.00	$100.00
07-26-26	RGK	Research case law Re jurisdiction of special magistrate regarding settlement	1.80	200.00	$360.00
07-28-26	RGK	Email Correspondence: Draft Response to Funoe, LLC Re Settlement Offer; Email to Marie Smith and Elizabeth Harris Re same	0.80	200.00	$160.00
07-28-26	RGK	Phone conference with Marie Smith and Elizabeth Harris Re counteroffer	0.20	200.00	$40.00
07-28-26	RGK	Email Correspondence: Email to Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	$60.00
07-28-26	RGK	Email Correspondence: Emails from Nathan Meloon and Marie Smith re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	$40.00

07-28-26	RGK	Email Correspondence: Email to Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
07-28-26	RGK	Phone conference with Marie Smith Re counteroffer	0.20	200.00	$40.00
07-30-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
07-30-26	RGK	Email Correspondence: Email from Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	$40.00
07-30-26	RGK	Email Correspondence: Email to Marie Smith re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
07-30-26	RGK	Phone conferences with Nathan Meloon re Counteroffer	0.20	200.00	$40.00
07-30-26	RGK	Phone conference with Marie Smith Re counteroffer for settlement	0.20	200.00	$40.00
07-30-26	RGK	Email Correspondence: Email to Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	$60.00
07-31-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	$60.00
07-31-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	$40.00
07-31-26	RGK	Email Correspondence: Email to Marie Smith re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
07-31-26	RGK	Email Correspondence: Email from Claudia Pastorius Re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
07-31-26	RGK	Email Correspondence: Emails with Claudia Pastorius RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	$40.00

Services Subtotal: $2,200.00

Subtotal	$2,200.00
Total	$2,200.00
Payment	$0.00
Balance Owing	$2,200.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $2,200.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27749
Date: 07-31-2026

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
07-06-26	RGK	Analyze Final Judgment Granting in Part and Denying in Part Petition for Writ of Mandamus Following Non-Jury Trial	0.40	200.00	$80.00
07-06-26	RGK	Email Correspondence: Email to Marie Smith re: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC v. TOWN MELBOURNE BEACH	0.10	200.00	$20.00
07-06-26	RGK	Email Correspondence: Email to Marie Smith and Commissioner Re Funoe, LLC v. Town of Melbourne Beach - PRR Case	0.20	200.00	$40.00
07-06-26	RGK	Phone conference with Marie Smith re Final Judgment	0.20	200.00	$40.00
07-06-26	RGK	Phone conference with Commissioner Butler re Final Judgment	0.20	200.00	$40.00
07-06-26	PAB	Confer with RGK re final judgment and order	0.30	225.00	$67.50
07-06-26	PAB	Receive and analyze final judgment; consider litigation strategy	0.50	225.00	$112.50
07-06-26	RGK	Research on timing of appeal and whether quantification of attorney's fees and costs is required prior to filing appeal	1.20	200.00	$240.00
07-07-26	PAB	Confer with RGK re litigation strategy	0.10	225.00	$22.50
07-07-26	RGK	Research Fla. R. Civ. P. 1.442 and case law re proposals for settlement for attorney fee hearing	0.80	200.00	$160.00

07-08-26	RGK	Email Correspondence: Email to Nathan Meloon Re Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-23102	0.10	200.00	$20.00
07-10-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-23102 - Scheduling Conference	0.10	200.00	$20.00
07-16-26	RGK	Phone conference with Nathan Meloon Re attorneys' fees	0.20	200.00	$40.00
07-21-26	RGK	Review Judge Bookhardt's Policies and Procedures Re Motion for Rehearing	0.10	200.00	$20.00
07-21-26	RGK	Review and analyze Funoe, LLC's Motion for Rehearing	0.80	200.00	$160.00
07-21-26	RGK	Email Correspondence: Email to Marie Smith and Commissioners Re Funoe, LLC v. Town - Motion for Rehearing	0.30	200.00	$60.00
07-21-26	RGK	Email Correspondence: Email from Ariana Tellone Re Proposed Order; Review Proposed Order	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Email to Nathan Meloon Re Funoe v. Town of Melbourne Beach - Settlement Discussions	0.10	200.00	$20.00
07-22-26	RGK	Email Correspondence: Emails with Marie Smith RE: Funoe, LLC v. Town - Motion for Rehearing	0.10	200.00	$20.00

Services Subtotal: $1,202.50

Subtotal	$1,202.50
Total	$1,202.50
Payment	$0.00
Balance Owing	$1,202.50

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,202.50

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
July 2026

- Permit issued - 49
- Construction value - $1,601,103.18
- Permit fees collected - $18,759.61
- Permits claiming HB803 exemption - 0
- Plans reviewed – 42
- Building inspections completed – 106
- Site plan review for P&Z – 1 (1500 Pine St)
- Stop work order – 1 (1806 Pine St)
- New homes (completed) – 1 (506 Third Ave)
- Short-term rental inspections - 5

Monthly Permit List

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0017	William J Logan	228 SIXTH AVE	$79.00	$600.00
	Work Description: replace wireless smoke detectors with wired smoke detectors			
PE26-0018	Hawkins, Roger D.	416 THIRD AVE	$371.67	$19123.00
	Work Description: install generator with above ground tanks.			
PE26-0028	EAU GALLIE ELECTRIC, INC.	321 HIBISCUS TRL	$115.81	$3727.00
	Work Description: Upgrade service 200 amp overhead. 1. Install 200 amp meter main 8/16 new riser pipe & service wires. 2. Install new ground rods & ground bridge. 3. Install surge protector (per code)			

Total Permits For Type: 3
Total Fees For Type: $566.48
Total Const. Value For Type: $23450.00

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0030	LIBERTY FENCING GROUP INC GIOVANNI CALDERIN	409 SIXTH AVE	$309.93	$10237.00
	Work Description: 330 lft of 6ft wood fence (3) gates			
PF26-0031	AMERICAN FENCE	451 RIVER VIEW LN	$401.38	$19159.00
	Work Description: Fabricate and install (2) 5' wide X 6' tall aluminum framed with composite infill fixed panels on both sides of 12' wide double gate. (1) 12' wide double gate (1) side 4' wide (1) side 8' wide. Gate will be a welded aluminum frame with ''PALM FROND" aluminum cut out infill. From custom composite panel on south side install (2) 54'' tall aluminum fence sections to close in gap (2) new 4' tall gates (1) at boat access (1) over sidewalk			
PF26-0032	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	1502 ORANGE ST	$79.00	$2298.02
	Work Description: Install 17' of 6' PVC fence with 1 10' DD gate.			
PF26-0033	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	602 SHANNON AVE	$355.93	$14725.11
	Work Description: Install 319' of 6' wood fence with 1 4' gate, 1 8' DD gate, and 1 10' DD gate.			
PF26-0034	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	312 FIFTH AVE	$79.00	$1526.13
	Work Description: Install 11' of 6' PVC fence with 1 5' gate.			
PF26-0035	BRANT, PEGGY	510 ANDREWS DR	$139.69	$4522.00
	Work Description:			

Total Permits For Type: 6
Total Fees For Type: $1364.93

Total Const. Value For Type: $52467.26

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM26-0058	John T Arrigo	416 SIXTH AVENUE	$338.15	$12990.00
	Work Description: hvac switchout no ductwork			
PM26-0065	SYNERGIE AC REPAIR	508 HARLAND AVE	$246.00	$8000.00
	Work Description: Air conditioning replacementt			
PM26-0066	Jays Air & Heat	206 ELM AVE	$412.23	$12900.00
	Work Description: Replace HVAC of like kind			
PM26-0068	REYNOLDS AIR & HEAT INC	308 FIFTH AVE	$285.30	$9278.00
	Work Description: Install New Comfortmaker Coastal Series 2.5 Ton 15.2 SEER X-13 AHU Single Stage CU R-454B A2L Heat Pump System with 5 Kw Heat Strip and Breaker. Removal of old system and all debris. System shall be installed per all state and local codes.			
PM26-0069	WEATHER ENGINEERS	303 CHERRY DR	$316.42	$10870.00
	Work Description: replace exact hvac system			
PM26-0071	Florida Breeze	426 RIVER VIEW LN	$270.60	$8800.00
	Work Description: REPLACE HVAC SYSTEM EXACT SIZE CHANGE OUT NO DUCT WORK			
PM26-0072	ABLE AIR, INC	1207 ATLANTIC ST	$343.15	$13478.00
	Work Description: CHANGE OUT AC WITH 3.5 TON 15.50 SEER2 TRANE SYSTEM			

Total Permits For Type: 7
Total Fees For Type: $2211.85
Total Const. Value For Type: $76316.00

Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC26-0002	LAFFERTY ALUMINUM AND SCREENING LLC	603 MANGO DR	$303.26	$9862.00
	Work Description: 18x22 composite roof on existing slab			

Total Permits For Type: 1
Total Fees For Type: $303.26
Total Const. Value For Type: $9862.00

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0014	QUINLIVAN, MARY	409 SIXTH AVE	$255.25	$7000.00
	Work Description: concrete pad			
PCD26-0015	MH Williams Construction Group Inc	1805 OAK ST	$533.00	$32000.00
	Work Description: concrete expansion of sports court			

Total Permits For Type: 2
Total Fees For Type: $788.25

Total Const. Value For Type: $39000.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0022	Shaw Plumbing LLC	417 MAGNOLIA AVE	$366.70	$15775.00
	Work Description: Sanitary waste pipe replacement, removing all cast iron drains.			
PP26-0023	Florida Delta Mechanical Inc	300 THIRD AVE	$79.00	$1937.75
	Work Description: 50GAL ELECTRIC WATER HEATER REPLACEMENT			

Total Permits For Type: 2
Total Fees For Type: $445.70
Total Const. Value For Type: $17712.75

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0008	SHARP POOL AND SPAS	510 ANDREWS DR	$912.25	$69000.00
	Work Description: Add a hot tub to the existing pool. Replace existing deck with pavers			

Total Permits For Type: 1
Total Fees For Type: $912.25
Total Const. Value For Type: $69000.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0006	Brevard Pools Inc	416 THIRD AVE	$381.75	$37000.00
	Work Description: pool resurface and pool deck replacement (pavers)			

Total Permits For Type: 1
Total Fees For Type: $381.75
Total Const. Value For Type: $37000.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0026	RALPH CARPENTER ROOFING INC	223 THIRD AVE	$428.25	$21780.00
	Work Description: reroof of shingles and flat			
PRR26-0027	Charles Carpenter Construction & Roofing Inc.	511 ANDREWS DR	$189.57	$6160.00
	Work Description: Replace rear porch low slope roof. Install new Polyglass SA P over SA V			
PRR26-0028	JPARKER ROOFING LLC	228 FIFTH AVE	$389.50	$18000.00
	Work Description: reroof with shingles			

Total Permits For Type: 3
Total Fees For Type: $1007.32

Total Const. Value For Type: $45940.00

Res Addition

Permit #	Applicant	Address	Fee Total	Const. Value
PRBADD26-000	ALL BREVARD ALUMINUM	502 BANYAN WAY	$344.83	$13642.00
	Work Description: Erect a new composite roof screen enclosure on existing concrete deck with paver overlay			
PRBADD26-000	ATLANTIC CONSTRUCTION ENTERPRISES INC	500 HIBISCUS TRL	$615.00	$40000.00
	Work Description: installation of 6x41 patio cover on rear of home			

Total Permits For Type: 2
Total Fees For Type: $959.83
Total Const. Value For Type: $53642.00

Res Alteration

Permit #	Applicant	Address	Fee Total	Const. Value
PRBALT26-000	George Construction	511 HIBISCUS TRL	$871.25	$65000.00
	Work Description: Primary Bath Renovation. Exterior Door Replacement.			
PRBALT26-000	BRANT, ROBERTA	510 ANDREWS DR	$1189.00	$96000.00
	Work Description: remodel of existing home framing, drywall, electrical, plumbing, hvac, insulation, stucco repair			
PRBALT26-000	JOHNSON LIVING	414 ANCHOR KY	$79.00	$2000.00
	Work Description: convert existing dining room to bedroom			

Total Permits For Type: 3
Total Fees For Type: $2139.25
Total Const. Value For Type: $163000.00

Res New Construction

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0022	Coastline Construction LLC	209 SURF RD	$1896.25	$700000.00
	Work Description: construction of a SFR			

Total Permits For Type: 1
Total Fees For Type: $1896.25
Total Const. Value For Type: $700000.00

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH26-0005	KOGOK, RONALD C,JR	315 AVENUE B	$139.03	$4500.00
	Work Description: build 8' x 12' shed			

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

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR26-0009	QUINLIVAN, MARY	409 SIXTH AVE	$0.00	$0.00
	Work Description:			

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

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS26-0044	Sal Vitale The Roof Doctor	1425 ATLANTIC ST	$94.00	$3000.00
	Work Description: installation of two windows			
PWS26-0045	Affordable Glass Protection Inc	408 RIVERSIDE DR	$384.02	$17465.00
	Work Description: installation of hurricane shutter/protection			
PWS26-0048	LOWES Home Centers	604 MANGO DR	$366.97	$15802.00
	Work Description: REPLACE 3 DOORS, LIKE FOR LIKE			
PWS26-0049	IKON WINDOWS AND DOORS LLC	200 6TH AVE	$201.24	$6543.36
	Work Description: REMOVE AND INSTALL (3) REPLACEMENT WINDOWS AND (1) REPLACEMENT DOOR			
PWS26-0050	WALLABY WINDOWS OF BREVARD	510 ANDREWS DR	$519.53	$30685.94
	Work Description:			
PWS26-0051	MOMPIE CONSTRUCTION CORP	412 ANCHOR KY	$654.17	$43822.00
	Work Description: r/r existing windows and doors with impact windows and doors			
PWS26-0052	WALLABY WINDOWS OF BREVARD	604 CITRUS CT	$535.30	$32225.41
	Work Description: r/r 19 windows impact			
PWS26-0053	FASWD LLC dba FAS Windows & Doors	210 SURF RD	$384.38	$17500.00
	Work Description:			
PWS26-0055	NEIGHBORHOOD WINDOWS AND DOORS	408 RIVERSIDE DR	$585.51	$37123.00
	Work Description: Replacing Windows			
PWS26-0058	A BETTER VIEW	407 ANCHOR KY	$761.58	$54300.00
	Work Description: Window Replacements IMPACT			
PWS26-0054	PEARCE, MICHELLE/LIPSCOMB, JAMES	443 SANDY KY	$512.50	$30000.00
	Work Description: r/r windows and SGD			
PWS26-0057	Roll Tite Shutters East, Inc.	407 PELICAN KY	$97.42	$3114.00
	Work Description: INSTALLATION OF HURRICANE SHUTTERS (NON ELECTRIC) QUOTE 5240			

PWS26-0059	SPACE COAST GARAGE DOOR LLC	416 THIRD AVE	$135.10	$4370.00
	Work Description: r/r garage door			
PWS26-0060	Clyde Hippchen Carpentry Inc	1903 CEDAR LN	$79.00	$800.00
	Work Description: Remove and Replace Single Front Entry Door, Impact. Labor Only - Homeowner supplying door.			
PWS26-0062	SHORELINE SHUTTERS/SEBASTIAN ALUMINUM	407 ANCHOR KY	$332.74	$12462.46
	Work Description: INSTALL 8 SHUTTERS			

Total Permits For Type:	15
Total Fees For Type:	$5643.46
Total Const. Value For Type:	$309213.17

Grand Total Fees:	$18,759.61
Grand Total Permits:	49.00
Grand Total Const. Value:	$1601103.18

Melbourne Beach Building Dept July 2026

List of permits at $7,500 or less

PE26-0017	electrical (not exempt)
PE26-0028	electrical (not exempt)
PF26-0032	fence (not exempt due to pool safety at residence)
PF26-0034	fence (not exempt due to pool safety at residence)
PF26-0035	fence (not exempt due to pool safety at residence)
PP26-0023	plumbing (not exempt)
PRR26-0027	reroof (not exempt)
PWS26-0044	windows/door/shutters (not exempt)
PWS26-0049	windows/door/shutters (not exempt)
PWS26-0057	windows/door/shutters (not exempt)
PWS26-0059	windows/door/shutters (not exempt)
PWS26-0060	windows/door/shutters (not exempt)
PSH26-0005	shed (not exempt)
PRBALT26-0006	alteration of dining to bedroom (not exempt for life safety)
PCD26-0014	concrete pad to support shed (not exempt due to structural component of shed)

15 permits total

0 qualify as exemptions under HB803

$0 incoming revenue lost

Monthly Inspection List

JEFFREY PARSONS

Record #	Type	Scheduled	Completed	Result
PRR26-0025	Dry-In	07/31/2026	07/31/2026	Approved
PPR26-0007	Final Pool Resurface	07/31/2026	07/31/2026	Approved
PF26-0024	Final Fence	07/30/2026	07/29/2026	Approved
PRBADD26-0002	Form Board	07/30/2026	07/29/2026	Approved
PWS26-0031	Final Window, Door, & Shutte	07/29/2026	07/29/2026	Approved
PRB26-0018	Final Building	07/29/2026	07/29/2026	Approved
PRBALT26-0004	Rough Plumbing	07/29/2026	07/29/2026	Approved
PRBADD26-0002	Stem Wall	07/29/2026	07/29/2026	Approved
PTR26-0009	Final Tree	07/29/2026	07/28/2026	Approved
PRB26-0017	Underground Plumbing	07/29/2026	07/29/2026	Approved
PRBALT26-0001	Plumbing Top Out	07/29/2026	07/29/2026	Approved
PRR26-0023	Final	07/29/2026	07/29/2026	Approved
PRB26-0021	Dry In	07/29/2026	07/29/2026	Approved
PRB26-0021	Sheathing	07/29/2026	07/29/2026	Approved
PRBADD26-0002	Stem Wall	07/27/2026	07/27/2026	Disapproved
PF26-0024	Final Fence	07/27/2026	07/27/2026	Disapproved
PF26-0016	Final Fence	07/24/2026	07/24/2026	Approved
PF26-0030	Final Fence	07/24/2026	07/24/2026	Approved
PCD26-0014	Pre Pour	07/24/2026	07/24/2026	Approved
PRBALT26-0005	Rough Plumbing	07/24/2026	07/24/2026	Approved
PWS26-0054	Final Window, Door, & Shutte	07/24/2026	07/24/2026	Approved
PWS26-0025	Final Window, Door, & Shutte	07/24/2026	07/24/2026	Approved
PP26-0022	Plumbing Underground	07/24/2026	07/24/2026	Approved
PRB26-0010	Column & Tie Beam	07/24/2026	07/24/2026	Approved
PWS26-0054	In-Progress	07/23/2026	07/23/2026	Partially Approved
PWS26-0052	Final Window, Door, & Shutte	07/22/2026	07/23/2026	Approved
PRB26-0015	Dry In	07/22/2026	07/23/2026	Approved
PRB26-0015	Framing	07/22/2026	07/23/2026	Approved
PRB26-0015	Rough Plumbing	07/22/2026	07/23/2026	Approved
PRB26-0015	Rough Mechanical	07/22/2026	07/23/2026	Approved
PRB26-0015	Rough Electrical	07/22/2026	07/23/2026	Approved
PE26-0028	Rough Electrical	07/22/2026	07/23/2026	Approved
PE26-0028	Final Electrical	07/22/2026	07/23/2026	Approved
PP26-0007	Plumbing Underground	07/22/2026	07/23/2026	Approved
PP26-0007	Rough Plumbing	07/22/2026	07/23/2026	Approved
PRB26-0001	Final Mechanical	07/22/2026	07/23/2026	Approved
PWS26-0059	Final Window, Door, & Shutte	07/22/2026	07/23/2026	Approved

Monthly Inspection List

PRB26-0010	Column & Tie Beam	07/22/2026	07/23/2026	Approved
PM26-0068	Final Mechanical	07/20/2026	07/20/2026	Approved
PRR26-0027	Final	07/20/2026	07/20/2026	Approved
PCD26-0011	Final Paver, Concrete, & Dec	07/20/2026	07/20/2026	Approved
PPL26-0006	Rough Plumbing	07/17/2026	07/17/2026	Approved
PM26-0049	Final Mechanical	07/17/2026	07/17/2026	Disapproved
PRR26-0028	Final	07/17/2026	07/17/2026	Approved
PRBALT26-0002	Plumbing Top Out	07/17/2026	07/17/2026	Approved
PRBALT26-0002	Rough Electrical	07/17/2026	07/17/2026	Approved
PRBALT26-0002	Rough Mechanical	07/17/2026	07/17/2026	Approved
PRR26-0021	Dry-In	07/17/2026	07/17/2026	Approved
PRB26-0005	Rough Plumbing	07/16/2026	07/17/2026	Approved
PRB26-0005	Final Plumbing	07/16/2026	07/17/2026	Approved
PPL24-0016	Final Pool	07/15/2026	07/17/2026	Approved
PPL25-0002	Final Pool	07/15/2026	07/17/2026	Approved
PCD25-0025	Final Paver, Concrete, & Dec	07/15/2026	07/17/2026	Approved
PRB24-0025	Final Building	07/15/2026	07/17/2026	Approved
PPL25-0004	Final Pool	07/15/2026	07/15/2026	Approved
PRB26-0006	Underground Electrical	07/15/2026	07/15/2026	Approved
PRB26-0006	Framing	07/14/2026	07/14/2026	Approved
PRB26-0008	Screw	07/14/2026	07/15/2026	Approved
PE26-0027	Final Electrical	07/13/2026	07/13/2026	Approved
PM26-0059	Final Mechanical	07/13/2026	07/13/2026	Approved
PM26-0051	Final Mechanical	07/13/2026	07/13/2026	Approved
PCD26-0005	Final Paver, Concrete, & Dec	07/13/2026	07/13/2026	Approved
PPR26-0006	Final Pool Resurface	07/13/2026	07/13/2026	Approved
PM26-0065	Final Mechanical	07/13/2026	07/13/2026	Approved
PWS26-0040	In-Progress	07/13/2026	07/13/2026	Disapproved
PRBADD26-0002	Footer	07/13/2026	07/13/2026	Approved
PRB26-0009	Final Building	07/10/2026	07/10/2026	Approved
PM26-0065	Final Mechanical	07/10/2026	07/10/2026	Disapproved
PM26-0062	Final Mechanical	07/10/2026	07/10/2026	Approved
PWS26-0042	Final Window, Door, & Shutte	07/10/2026	07/10/2026	Approved
PP26-0018	Final Plumbing	07/10/2026	07/10/2026	Approved
PWS26-0045	Final Window, Door, & Shutte	07/10/2026	07/10/2026	Approved
PPL26-0007	Final Pool	07/10/2026	07/10/2026	Approved
PM26-0055	Final Mechanical	07/08/2026	07/09/2026	Approved
PP26-0020	Final Plumbing	07/08/2026	07/09/2026	Approved
PE26-0017	Final Electrical	07/08/2026	07/09/2026	Approved
PPL26-0001	Deck	07/08/2026	07/09/2026	Approved

Monthly Inspection List

PPL26-0001	Equipotential	07/08/2026	07/09/2026	Approved
PM26-0066	Final Mechanical	07/08/2026	07/09/2026	Disapproved
PRB26-0006	Underground Plumbing	07/08/2026	07/09/2026	Approved
PRB26-0008	Insulation	07/08/2026	07/09/2026	Approved
PRB26-0008	Rough Electrical	07/06/2026	07/06/2026	Approved
PRB26-0008	Rough Mechanical	07/06/2026	07/06/2026	Approved
PRB26-0008	Rough Plumbing	07/06/2026	07/06/2026	Disapproved
PRB26-0008	Framing	07/06/2026	07/06/2026	Approved
PRB23-0037	PRE POUR	07/06/2026	07/06/2026	Approved
PRB26-0006	Temporary Underground	07/06/2026	07/06/2026	Disapproved
PRBALT26-0002	Pre Pour	07/06/2026	07/06/2026	Approved
PP26-0019	Plumbing Underground	07/06/2026	07/06/2026	Approved
PRB26-0018	Screw	07/06/2026	07/06/2026	Approved
PWS26-0052	In-Progress	07/06/2026	07/06/2026	Approved
PPL26-0003	column & tie beam	07/06/2026	07/06/2026	Approved
PRB26-0008	Lath	07/02/2026	07/02/2026	Approved
PF26-0022	Final Fence	07/02/2026	07/01/2026	Approved
PD26-0004	Final Building	07/01/2026	07/01/2026	Approved
PE26-0023	Final Electrical	07/01/2026	07/01/2026	Approved
PPL25-0006	Barriers & Alarms	07/01/2026	07/01/2026	Approved
PPL25-0006	Final Pool	07/01/2026	07/01/2026	Approved
PRB26-0018	Plumbing Top Out	07/01/2026	07/01/2026	Approved
PRB26-0018	Rough Electrical	07/01/2026	07/01/2026	Approved
PRB26-0018	Rough Mechanical	07/01/2026	07/01/2026	Approved
PCD26-0013	Footer	07/01/2026	07/01/2026	Approved
PF26-0026	Final Fence	07/01/2026	07/01/2026	Approved
PRB26-0021	Pre Pour	07/01/2026	07/01/2026	Approved
PRBALT26-0002	Rough Plumbing	07/01/2026	07/01/2026	Approved
PWS26-0031	In-Progress	07/01/2026	07/06/2026	Approved

Total # of Inspections: 106

Grand Total Inspections: 106

Public Works Activities

July 2026

Installed flags etc. for 4th of July Celebrations

Completed RFP for Sixth Ave. seawall / results back for August presentation

Replaced UV light bulb in waterplay area – treats well water – added precaution

Worked with BSE in reference to the stormwater pipe 449 Riverview Ln.

Conducted extensive contacts/research on pumps for pumping standing street water

Repaired broken step at Old Town Hall

Installed gun racks in police cars

Repairs to the showers at Ocean Park

Repaired/replaced wood frames around upstairs windows Ryckman House

Repaired/replaced door closers Town Hall Building

Research and work on items for Bond proposal

Addressed broken stop sign frame Oak and 4th

Planted hibiscus tree front of Community Center

Re- mulched entire Bicentennial Park/Ocean park/Community Center/Town Hall area

Removed a very large cactus at 5th Ave. beach crossover

Prepared RFP for Town Hall roof

Participated in Storm Ready event

Replaced the large irrigation pump in Ryckman Pk. – services park and Ocean Ave. to Oak

Removed large invasive tree west end of First Avenue.

Repair work to AC in PW building

Set up Community Center multiple times for meetings

Installed new Ocean Park sign replacement for damaged one

New winches and nets tennis courts

Purchased and replaced two of the banner frames on Oak

Continued budget work for 27 budget

And as always daily routine of trash, restroom checks etc.

Groundskeeper very busy in summer mode

Cases Closed in July

ECE26-0443 - 510 Banyan Way – Unregistered and advertising, listings taken down and in process to becoming registered.

ECE26-0459 – 510 Banyan Way – Trash put out at early at STR, called property management and it was taken care of.

ECE26-0460 – 218 Fifth Ave – Unregistered and advertising, listings taken down and in process to becoming registered.

ECE26-0461 – 228 Sixth Ave – Unregistered and advertising, now registered and up to code.

ECE26-0457 – 539 Sunset Blvd – Potential tree cut down without permit, unable to obtain proof.

ECE26-0462 – 205 Surf Rd – Property was showing as unregistered and advertising, Deckard system was out of date. Property holds an active vacation rental license.

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0461	228 SIXTH AVE	Short Term Rental Violations	Closed - Complied		07/01/2026	07/27/2026
ECE26-0462	205 SURF RD	Short Term Rental Violations	Closed - No Violations Found		07/02/2026	07/14/2026
ECE26-0463	218 SIXTH AVE	Trees and Landscaping	Open - Verbal Warning		07/20/2026	
ECE26-0464	420 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/2026	
ECE26-0465	203 FLAMINGO LN	Trees and Landscaping	Open - Verbal Warning		07/27/2026	
ECE26-0466	204 FLAMINGO LN	Trees and Landscaping	Open - Verbal Warning		07/27/2026	
ECE26-0467	305 HIBISCUS TRL	Trees and Landscaping	Open - Verbal Warning		07/27/2026	
ECE26-0468	306 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/2026	
ECE26-0469	308 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/2026	

CASES CLOSED LAST MONTH

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0443	510 BANYAN WAY	Short Term Rental Violations	Closed - Complied		04/28/26	07/23/26
ECE26-0459	510 BANYAN WAY	Lawns - Garbage & Trash	Closed - Complied		06/23/26	07/16/26
ECE26-0460	218 FIFTH AVE	Short Term Rental Violations	Closed - Complied		06/30/26	07/01/26
ECE26-0461	228 SIXTH AVE	Short Term Rental Violations	Closed - Complied		07/01/26	07/27/26
ECE26-0457	539 SUNSET BLVD	Trees and Landscaping	Closed - No Violations Found		06/11/26	07/20/26
ECE26-0462	205 SURF RD	Short Term Rental Violations	Closed - No Violations Found		07/02/26	07/14/26

Total # of Enforcements: 6

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	PENDING - Monitoring Property	Staff	07/31/23	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	
ECE24-0249	209 CHERRY DR	Short Term Rental Violations	PENDING - Monitoring Property	Public - Email	12/05/24	
ECE25-0261	207 FLAMINGO LN	Building Permit Violation	PENDING - Monitoring Property	Public - Phone	01/03/25	
ECE25-0269	409 THIRD AVE	Attractive Nuisance	Open - Court Magistrate	Public - Phone	01/16/25	
ECE25-0342	207 FLAMINGO LN	Fences and Walls	Open - Court Magistrate	Public - Walk In	04/17/25	
ECE25-0404	408 AVENUE A	Multiple Violations	Open - Notice of Violation Sent	Public - Phone	07/29/25	
ECE25-0418	206 CHERRY DR	Multiple Violations	Open - Complaint Received	Public - Phone	09/04/25	
ECE25-0419	401 ATLANTIC ST	Lighting Violations	Open - Notice of Violation Sent	Staff	09/04/25	
ECE25-0420	420 RIVER VIEW LN	Lawns - Overgrowth	Open - Complaint Received	Public - Phone	09/15/25	
ECE25-0422	311 OCEAN AVE	STR - Violation of Zoning	Open - Complaint Received	Public - Web	10/21/25	
ECE25-0424	420 RIVER VIEW LN	Lawns - Overgrowth	Open - Complaint Received	Public - Phone	10/22/25	
ECE26-0429	317 FIRST AVE	Short Term Rental Violations	PENDING - Inspection Scheduled		03/31/26	
ECE26-0434	414 POINSETTIA RD	Short Term Rental Violations	PENDING - Inspection Scheduled		04/24/26	
ECE26-0437	1505 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0452	505 FIRST AVE	Multiple Violations	Open - Verbal Warning		05/26/26	
ECE26-0453	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	PENDING - Monitoring Property		05/27/26	
ECE26-0455	507 MAGNOLIA AVE	Multiple Violations	Open - Notice of Violation Sent		06/04/26	

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0456	316 OAK ST	Pools	Open - Notice of Violation Sent		06/08/26	
ECE26-0463	218 SIXTH AVE	Trees and Landscaping	Open - Verbal Warning		07/20/26	
ECE26-0464	420 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/26	
ECE26-0465	203 FLAMINGO LN	Trees and Landscaping	Open - Verbal Warning		07/27/26	
ECE26-0466	204 FLAMINGO LN	Trees and Landscaping	Open - Verbal Warning		07/27/26	
ECE26-0467	305 HIBISCUS TRL	Trees and Landscaping	Open - Verbal Warning		07/27/26	
ECE26-0468	306 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/26	
ECE26-0469	308 SECOND AVE	Trees and Landscaping	Open - Verbal Warning		07/27/26	

Total # of Enforcements: 27

CERTIFICATES ISSUED

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR25-0027	208 CHERRY DR	Vacation Rental	DALTON, BRITTANY	Issued	07/17/2026		$0.00
CVR26-0003	228 SIXTH AVE	Vacation Rental	WELLENS, DOUGLAS M AND PRUTOW, KELEN	Issued	07/27/2026	01/16/2027	$0.00
CVR26-0020	211 CHERRY DR	Vacation Rental	SPECTRUM SUNSHINE STATE LLC	Issued	07/28/2026	07/10/2027	$0.00

Total # of Certificates: 3

Total Amount Due: $0.00

CERTIFICATES ON HOLD

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAZ JOHANSSON	Hold	$0.00
CVR25-0014	387 RIVER VIEW LN	Vacation Rental	JOLOWSKI, ROBERT J.	Hold	$0.00
CVR25-0019	400 AVENUE B	Vacation Rental	KERR, JOHN	Hold	$0.00
CVR25-0021	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, KAYLEE	Hold	$0.00
CVR25-0029	302 FIFTH AVE	Vacation Rental	ARANA, PHILIP	Hold	$0.00
CVR25-0030	218 FIFTH AVE	Vacation Rental	CHAMBLIN, DAVID AND SCHERRIE	Hold	$0.00
CVR25-0036	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Hold	$0.00
CVR25-0038	304 OAK ST	Vacation Rental	DAILEY, CHRISTOPHER	Hold	$0.00
CVR26-0012	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Hold	$0.00
CVR26-0013	311 AVENUE A	Vacation Rental	K5 INVESTMENT GROUP LLC	Hold	$0.00
CVR26-0017	208 CHERRY DR	Vacation Rental	EMPIRE REO LLC	Hold	$0.00
CVR26-0018	414 POINSETTIA RD	Vacation Rental	KATHRYN MAULER DAN MAULER	Hold	$0.00
CVR26-0019	203 SECOND AVE	Vacation Rental	DAVENPORT FLORIDA IRREVOCABLE TRUST	Hold	$0.00

Total # of Certificates: 13

Total Amount Due: $0.00

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting August 19, 2026

This report covers the month of July 2026.

Operations:

Over the past month, the department handled 1,525 calls for service.

Activity:

- 47 Citations/ 267 Written Warnings
- 384 Traffic Stops
- 127 Traffic Enforcement Details
- 1 Traffic Complaint
- 28 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 81% with 72,477 vehicles recorded
    - Oak St. 94% with 76,357vehicles recorded
    - Riverside Dr. 90% with 104,254 vehicles recorded

PD News

- Department training: Active Shooter Training
- Officer James "Woody" Carroll was slected Officer of the Quarter for the 2nd Quarter of 2026
- Provided security and assisted with July 4th Golf Cart Parade and 4th of July Celebration Event
- Attended FPCA Summer Conference
- Attended Storm Ready Event
- Attended BCACP Luncheon
- Provided Security at 2 Commission Meetings/WorkShops
- Volunteers continued Scanning Personnel Files Project
- The Police Department Volunteers completed:

  70 total hours of volunteer service for the month and 475 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:

- 123 House Checks
- 26 Suspicious incident/Person/vehicles reports investigated
- 4 Disturbances Investigated
- 6 arrests- Traffic Offenses, Discarding an lighted substance, Drugs
- 1 Baker Act
- 1 House fire. House most likely totalled
- Assisted Orange County with recovering a stolen vehicle and runaway juvenile.

- 4 STR complaints for the month.
    - 07/24/2026-510 Banyan Way- Complaint of too many cars. Officer arrived and spoke to renter about cars and they moved the extra car. No issues
    - 07/24/2026- 401 Second Ave.- Complaint of too much noise coming from rental. Officer arrived and advised the renters to keep it down. No further issues.
    - 7/31/2026- 509 Hibiscus- Complaint of loud music. Officer Spoke to renter and advised to keep the noise down. No further issues.
    - 7/31/2026- 510 Banyan Way-Complainant called to report loud music and people in the back yard. Officer Arrived on scene and performed two separate decibel readings. Readings did not reach 49 decibels. No violation heard.
- All Calls for STR's are reported to Code Enforcement for further follow-up.
- 11 Assist other Law enforcement agencies.

Looking Forward:

- Department Training- Active Shooter Training
- Squad Level Training- Evidence Packaging
- Back to School Event Ryckman Park

Town of Melbourne Beach

Town Clerk's Department Monthly Report
August 2026

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

- Received in July – 26
- Received in 2026 – 121
- Completed in July – 23
- Completed in 2026 – 118
- Open/Pending – 23 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

*Records requests from Commissioners are not always included in the Public Records Request data.

Records Management Project/Scanning Project – MCCi has redone the scans, and they are now pending review by the Clerk's Office for accuracy. I am working with our customer service representative for assistance with accessing the files in Laserfiche since I have not done so in over a year.

Audio Visual Equipment – Justin from Computer Experts set up a wired connection for the AV network to address some stability issues stemming from the use of Wi-Fi for streaming. I am now in the process of attempting to adjust settings to resolve the sync issue between audio and video on our stream.

Ordinances on Website – On July 24th, I received a draft of the supplements to our code reflecting Ordinances 2025-01, 2025-02, 2025-03, and 2025-06. I made corrections as needed and submitted those back to American Legal Publishing. I expect to see the updates to our online Code of Ordinances within the next few weeks.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 7 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
- 1 Parks Board meeting

Status of 2026 Commission Minutes

Date	Type of Meeting	Who	Sent to Rachel	Minutes Created	Minutes Sent Out	1st Agenda	2nd Agenda	3rd Agenda	Commission Approved	Send E-Sign Request	Minutes Signed	Minutes Attested	Cost	Paid	Scanned & Filed	Added to Website
1/7/2026	Special	Amber	-	X	2/11/2026	2/18/2026	-	-	2/18/2026	-	X	X	-	-	X	X
1/7/2026	Workshop	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/9/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/21/2026	Regular	Rachel	7/1/2026	X	7/23/2026	8/19/2026							$ 220.00			
1/23/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
2/9/2026	Special	Amber	7/10/2026	X	7/23/2026	8/19/2026							$ 20.00			
2/18/2026	Regular	Amber	7/10/2026	X	7/23/2026	8/19/2026							$ 170.00			
2/26/2026	Special	Amber	7/10/2026	X									$ 30.00			
2/27/2026	Special	Cyd	7/21/2026	X									$ 35.00			
3/4/2026	Special	Amber	7/10/2026	X									$ 50.00			
3/4/2026	Workshop	Amber	7/10/2026	X									$ 90.00			
3/18/2026	Regular	Amber	7/10/2026													
4/2/2026	Special	Amber														
4/15/2026	Regular	Amber														
5/6/2026	Special - 1st	Amber														
5/6/2026	Special - 2nd	Amber														
5/6/2026	Workshop	Amber														
5/12/2026	Workshop	Amber														
5/21/2026	Regular	Cyd														
6/10/2026	Workshop	Cyd														
6/17/2026	Regular	Cyd														
6/24/2026	Special - 1st	Cyd														
6/24/2026	Special - 2nd	Cyd														
7/15/2026	Regular	Cyd														
7/20/2026	Special	Cyd														
8/5/2026	Special - 1st	Cyd														
8/5/2026	Special - 2nd	Cyd														
8/5/2026	Workshop - Budget	Cyd														
8/12/2026	Special	Cyd														
8/12/2026	Workshop - Budget	Cyd														
8/14/2026	Special	Cyd														
8/19/2026	Regular	Cyd														

Open Requests as of 8/1/2026					
Request #	**Name**	**Description**	**Status**	**Date of Request**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her “private” Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/25 2:28 PM	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/25 6:35 PM	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/25 9:25 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.	Pending Response From A Commissioner	8/20/25 7:42 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	9/5/25 11:07 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	9/10/25 3:49 PM	0

PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request.I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law.I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/5/25 12:04 AM	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.	Pending Payment	2/25/26 8:50 PM	0
PRR-2026-49	roger newell	fire and police respond to 502 colony street melbourne beach on april 16th approx7:30 pmwhat was the nature of the call?	Pending Department Response	4/17/26 3:23 PM	0

PRR-2026-76	Nathan Meloon	(a)Any and all texts regarding town business on any phone, whether personal or town paid, in March 2025. (c)Any and all data from the Town's iPhone 16 currently used by the manager, no matter who the user was.[Since July 1, 2024]Please do not hesitate to reach out with any clarifying questions.	Pending Department Response	6/1/26 2:48 PM	0
PRR-2026-89	Michael Fogarty	I am trying to obtain any construction permit drawings for the property that have been filed with the City. Ideally the original drawings and any subsequent renovations. This is my property that I recently purchased.	Pending Department Response	7/7/26 5:35 PM	0
PRR-2026-93	Tim Reed	For the time frame of Aug 1, 2017 thru Jul 13, 2026, please provide any Town e-mail correspondence (including any attachments), between the Town Staff identified below and any representative at the Federal Emergency Management Agency (FEMA) or at the Florida Division of Emergency Management (FDEM) in regard to Hurricane IRMA. Town Staff: Town Manager, Town Clerk, Finance Manager (as sender, recipient, or on cc:) Please don't hesitate to contact me with any questions or clarifications needed.	Pending Department Response	7/13/26 12:33 PM	0

PRR-2026-96	Bruce Larson	Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I respectfully request copies of the following public records: 1. The Town's adopted annual budget for each of the past ten (10) fiscal years. 2. For each of the past three (3) fiscal years, all electronic source files, working files, and spreadsheets used to develop, prepare, calculate, reconcile, or produce the adopted annual budget. This includes, but is not limited to, Microsoft Excel workbooks or other tabular data files, and financial model spreadsheets. I request that all responsive records be provided in their original native electronic format whenever available (e.g., Excel, CSV, Word, or other native digital formats), rather than as printed documents or scanned PDF files, to preserve the underlying data, formulas, structure, and metadata. If any requested records no longer exist, were not created, or are not maintained in the requested format, please state that in writing and identify which specific records do not exist.	Pending Department Response	7/20/26 1:28 PM	0
PRR-2026-99	Jeanne Bartczak	Need all building/construction related plans for the Beach Chateau Condominium- 1700 Atlantic Street. I believe it was built in 1963.	Pending Department Response	7/20/26 7:41 PM	0

PRR-2026-104	Alex Graham	To the Records Custodian: Pursuant to Chapter 119, Florida Statutes, I am requesting an electronic copy of your jurisdiction's building permit records from January 1, 1996, through the present, or as far back as your electronic records are available. Where available, helpful fields include: • Permit number • Permit type • Work description • Property address • Issue date • Permit status A complete export of all building permit records is acceptable. There is no need to filter the records by permit type; a standard export from your permitting system is preferred. However if lesser records is easier to process, only roofing permits is ideal. Please provide the records in CSV or Excel format by reply email, if available. If you are not the appropriate custodian for these records, please forward this request to the correct department or contact. Thank you for your time and assistance.	Pending Requestor Response	7/24/26 9:28 PM	0

PRR-2026-105	Bruce Larson	Pursuant to Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes, I respectfully request copies of all public records relating to the creation, legal authority, administration, management, modification, transfer, and closure of all restricted-use funds, Special Revenue Funds, Enterprise Funds, Capital Project Funds, Debt Service Funds, Trust Funds, and any other separately accounted funds containing legally restricted, committed, or otherwise limited-use revenues. For each fund that is currently active, please provide all records relating to its original creation and legal authority, regardless of the date the records were created. For all funds that are currently active or have been active at any time during the past five (5) fiscal years, please provide the following records: 1. Creation and Legal Authority * Ordinances, resolutions, charter provisions, adopted budgets, grant agreements, bond covenants, referenda, interlocal agreements, state or federal statutory authority, or any other records establishing the fund or restricting its revenues. * If no ordinance or resolution exists, please provide the records identifying the authority relied upon to establish the fund, including Commission meeting minutes, agenda packets, staff reports, memoranda, or other supporting records. 2. Purpose and Restrictions * Records describing the purpose of the fund, the source of its restricted revenues, and the authorized and prohibited uses of both fund revenues and accumulated fund balances.	Pending Department Response	7/25/26 2:49 PM	0

Processed Requests Report 2026-07-01 to 2026-08-01				
Request #	**Name**	**Description**	**Date Of Request**	**Date Complete**
PRR-2026-82	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from MomentumIoT, Troon Golf LLC, Royal Truck, and Brandon Industries, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	6/9/2026 2:51 PM	7/6/2026 1:21 PM
PRR-2026-86	Joe Balber	Please see the attached city data request for permit data. Request: The date range 2026-05-01 to 2026-07-05 of Building Permit records for Melbourne Beach.	7/6/2026 10:28 AM	7/7/2026 9:39 AM
PRR-2026-66	Jessica Abrahams	I’m reaching out as part of a project with Cocoa Beach to collect compensation data for comparison purposes. We are gathering records on their behalf and would greatly appreciate your help in providing the information listed below. Please send electronic copies via email. If you’d like me to set up a SharePoint folder to use to submit the data, please let me know. • All current class specifications/job descriptions • Most current salary schedule/table for all represented and non-represented classifications. Please include: o Executives (e.g., City Manager/Administrator) and elected officials o Any approved changes anticipated within the next six months • Current labor agreements/MOUs • Personnel policies or documents outlining PTO accruals for all classifications, including sick leave and vacation accruals, and administrative, bereavement, or other types of paid leave • Most current benefits information, including employer dollar contributions toward monthly premiums for your health, dental, and vision plans o Life and/or AD&D insurance death benefit amounts provided by the employer o Short-term/long-term disability income replacement amounts provided by the employer	5/15/2026 4:27 PM	7/7/2026 9:56 AM

PRR-2026-74	Nate Galindo	Job Information o All available job descriptions at your agency FY26 Salary Information All job classifications including represented, non-represented, elected officials, and executive level employees. oSalary schedules o Salary tables/ranges o Salary grade tables o Must include mapping between job titles and pay grades o Employment/labor agreements FY26 Incentives and Paid Leave o Labor agreements/MOUs/CBAs o Employment agreements o Personnel Policies o Employee Handbooks o Any other relevant documentation providing details related to PTO, pay allowances, and other related pay and benefits information FY26 Fixed Benefits o Employer dollar contributions towards monthly family premiums for the most popular health/dental/vision plans o Benefit amounts for employer-paid life insurance, AD&D, short-term disability, and long-term disability If you have any questions or need further clarification, please don't hesitate to reach out. We would be happy to assist in any way that ensures timely fulfillment of this request. *Note: If your files exceed email size limits, please contact us and we will provide a secure upload link.	5/27/2026 4:22 PM	7/7/2026 9:57 AM
PRR-2026-87	Joe Balber	Please see the attached city data request for code violation data. Request: The date range 2026-05-01 to 2026-07-01 of Code Violations records for Melbourne Beach.	7/6/2026 10:29 AM	7/7/2026 11:48 AM
PRR-2026-88		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.	7/6/2026 10:36 AM	7/7/2026 11:49 AM

PRR-2026-90	Jack Mills	Please include the following information on uncashed checks: · Date issued (please include all dates over six months eligible for reissuance) If you would like a specific range 7/2022 – 1/2026. · Check/warrant number · Amount · Payee and additional payee · Address where original check was mailed	7/8/2026 3:42 PM	7/20/2026 4:25 PM
PRR-2026-91	Jan Pence	Please provide a copy of the email communication that TM Marie Smith sent to each of the town commissioners, before the second day of the PRR trial, letting the commission know that Funoe, LLC's (aka the Dennington's) attorney, Nathan Meloon presented a settlement offer to the town of over $100K (I cannot remember the exact amount). This email also stated that the Commission had five days to respond. Thank you	7/8/2026 5:46 PM	7/21/2026 5:38 PM
PRR-2026-25	Avilane Jane	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: - Code enforcement or building inspection violations - Property maintenance violations - Unsafe or substandard structure violations - Notices of violation, citations, complaints, or enforcement actions - Case logs, databases, or spreadsheets containing these records For each record, if available, I request the following data fields: - Property address (street, city, state, ZIP) or Parcel # - Case or violation ID - Violation type / description - Date opened - Current status (open/closed/complied/etc.) - Date closed or resolved	2/23/2026 6:49 PM	7/23/2026 10:45 AM

PRR-2026-106	Mark McBride	Public Records Request Current Vacation Rental Registration List and Reporting Records (in accordance with Article I, Section 24 of the Florida Constitution and Chapter 119, Florida Statutes) Please provide the most current list, database, spreadsheet, report, or other record identifying all vacation rental properties currently registered with the Town. Please include for each property: • Property address • Registration number or permit number • Original registration date • Most recent renewal date • Current registration status • Effective date of the current status Please include any internal status classification or code used by the Town, including but not limited to: • Active • Pending • Awaiting Inspection • Hold • Suspended • Revoked • Expired • Renewal Pending • Violations Pending This request does not seek confidential information. It seeks only the	7/27/2026 8:19 AM	7/27/2026 2:40 PM
PRR-2026-107	Laurie Duesler	Hi, I am requesting to see if there is a roof permit for 7820 Highway A1A Melbourne Beach, FL 32951 to see when the last roof permit was thank you. I'm trying to find the age of the roof for my	7/27/2026 2:21 PM	7/27/2026 2:45 PM
PRR-2026-110	Jan Pence	Requesting a copy of Bruce Larson's resignation letter from the Technology Advisory Board	7/28/2026 12:30 PM	7/28/2026 12:45 PM

PRR-2026-109	Evan	Under Florida’s Public Records Law, I am requesting an electronic copy of the complete code-enforcement file for: Case number: ECE25-0379 Property: 507 Magnolia Ave, Melbourne Beach, FL 32951 Please include all nonexempt records associated with this case, including: • The original complaint and complaint narrative; • The date, time, and method by which the complaint was received; • Inspection reports and officer notes; • Photographs, videos, audio recordings, and other evidence; • Correspondence and emails; • Notices, warning letters, certified-mail records, and affidavits; • The specific ordinances or code sections investigated or cited; • Compliance dates and reinspection records; • Case-status changes and closure documentation; • Magistrate-hearing documents, if any; • Fines, liens, costs, or releases, if any; • Prior code-enforcement cases associated with 507 Magnolia Ave; • Complaints concerning noise, boat repair, boat storage, machinery, outdoor work, junk, debris, vehicles, trailers, aircraft parts, or commercial activity at this address. Please provide the records electronically by email. If any portion is withheld or redacted, please identify the statutory basis for each withholding or redaction. Before incurring any charge greater than $25, please provide a written cost estimate.	7/28/2026 11:18 AM	7/29/2026 2:30 PM
PRR-2026-92	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from CivicPlus, Inrix, Replica, Streetlight Data, Hoover, Karcher, Nascare, and Sanitaire, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	7/10/2026 10:00 AM	7/29/2026 3:09 PM

PRR-2026-95	Joanne Stanley	Good afternoon, I am requesting a copy of the franchise agreement between the town and Waste Pro, also please send me any amendments and current rates. If available via email, please send it to me at jstanley@republicservices.com. Warm Regards Joanne Stanley Republic Services 561-719-8638	7/13/2026 1:35 PM	7/29/2026 3:09 PM

PRR-2026-98	Danick Baron	SmartProcure is submitting a public records request to Town of Melbourne Beach for any and all purchasing records from 5/6/2026 to current. 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. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address 7.If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District 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. 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. https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxNzE5YllBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky	7/20/2026 1:07 PM	7/29/2026 3:11 PM

PRR-2026-100	JP Balmaceda	My name is JP Balmaceda, and I'm reaching out for a research project on the utilization of parks & recreation facilities. Can you please share your parks & recreation revenue data for the complete 2025 year? If you have more utilization metrics, data from prior years, or more detailed information based on activity type, we'd love to include that in our research. We are happy to receive the data in whichever format is easiest for your team. If there is a more appropriate contact or department for this request, please feel free to forward this message or let me know.	7/20/2026 4:28 PM	7/29/2026 3:12 PM
PRR-2026-101	Sam Crombie	Under Florida's Public Records Act (Fla. Stat. Ch. 119), I request a copy of the following existing public record: The complete purchasing-card, procurement-card, or employee credit-card transaction register for Town of Melbourne Beach for January 1, 2025 through December 31, 2025, including for each transaction: - transaction or posting date - merchant or vendor name - transaction amount - department, division, account, project code, or cost center - merchant category code, if carried in the export If your standard export includes Transaction ID, card program name, or line-item / Level 3 detail, please include those fields as well. I am requesting this record as it already exists, and am not asking you to create a new record or compile new fields. Please provide it in its native electronic format, such as Excel or CSV. I am not requesting cardholder names, card numbers, or copies of receipts, statements, or invoices. Please exclude or redact those fields rather than withholding the non-exempt record. I do not expect a cost for an existing electronic export. If any cost applies, please tell me the estimated amount before processing.	7/20/2026 8:24 PM	7/29/2026 3:13 PM

PRR-2026-102	Justin Wenig	Payment records for all vendor entities (including companies, organizations, contractors, and other non person payees) from January 1, 2026 to current date including at minimum: purchase date, vendor name, line item description, line item amount. If vendor names are coded in the records, please include the existing vendor list or key identifying those vendors. REF: 2PO26 9fd02002-73db-4b5f-9cf4-8e81a34e3a18	7/23/2026 2:52 AM	7/29/2026 3:14 PM
PRR-2026-103	Haig John	Need time period that Haig John was on the zoning board. Need stats of how many meetings in total and out of that total how many did he attend during his total board participation.	7/24/2026 10:40 AM	7/30/2026 3:18 PM

PRR-2026-111	Olivia Sherwood	The Data Branch is writing to submit a public records request regarding vendor procurement records. Pursuant to Florida's Public Records Law (Chapter 119 Florida Statutes) Scope of Request: All products from: Axon and Motorola We are looking for records from 2022 to now that capture the pricing details of any engagement, which may include (where applicable) subscription terms, licensing fees, per-unit costs, and implementation charges. The types of records we are interested in include: • Contracts, service agreements, and order forms • Purchase orders associated with the above vendors • RFP or solicitation documents • Task orders issued under cooperative purchasing agreements We are glad to accept records in whatever format your office finds easiest to produce, including: • Spreadsheet exports (preferred) • PDF or Word documents • Standard ERP or finance system reports • Any summary-level purchasing records already maintained by your office Should any portion of the requested records be exempt from disclosure, please release the segregable non-exempt portions. This request is for commercial purposes. We are happy to comply with all applicable policies and procedures Melbourne Beach Police Department has in place to handle FOIA requests, and are willing to narrow down, clarify, or adjust the request to make fulfillment easier for your office.	7/29/2026 3:06 PM	7/30/2026 3:23 PM

PRR-2026-108	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Catalis, Granicus Inc., HdL Companies (Hinderliter, de Llamas & Associates), Tyler Technologies, and Inc, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports also work. This is a commercial research request, and we're happy to narrow or clarify the scope to ease fulfillment.	7/28/2026 11:18 AM	7/30/2026 3:24 PM

JULY 2026 ACTION UPDATE LIST

* NOTE: Shaded areas indicate items that are complete. Once the shaded item has been on the list for a month, it will be hidden, but known by its #. Areas in RED are recent updates.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
1	Commission proclamation for May as foster care month.	RTCM 2/18/2026	RTCM 5/21/2026	5/21/2026	Commissioner Terry Cronin	Amber Brown	*Commission wants to proclaim May as Foster Care Month. * Template has been provided for May meeting.
2	Resident wants town to send a letter to Florida Power & Light to approve the removal of a power line above a pool to being built at his residence.	RTCM 2/18/2026	RTCM 5/21/2026	5/21/2026	Resident David Drake	Marie Smith and Tom Davis	* Drake had a petition signed by neighbors to remove power line and light. Tom to validate it includes all neighbors impacted (Commission indicated if there is no concern, they would support a letter to have th line removed). * Davis and Smith met with Drake and is worked with FPL to get estimate to remove the wire, which Drake will pay. * Estimate cost was provided by FPL and Smith sent Building Department to look at sight to ensure there are no other issues (Building Official is to write an email stating no issues). * Item is slated to go to May Commission meeting for approval. * Commission approved town manager to send letter to FPL providing approval to remove light and wire adjacent to Mr. Drake's home. * Town manager sent letter to FPL and FPL is waiting for payment from Mr. Drake.
3	Research and write an RFP for firms to provide non-ad valorem assessment funding and services.	RTCM 2/18/2026	ASAP	6/5/2026	Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have undertaking such assessment. * Knight to write draft and review final RFP. * RFP has been released and due June 5, 2026.
4	Research and write an RFP for grant writing services and management.	RTCM 2/18/2026	ASAP	6/5/2026	Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have written RFPs for grant writers. * Smith reached out to Indialatinc and Satellite Beach. * RFP has been released and due June 5, 2026.
5	Prepare an annual budget schedule by month	RTCM 2/18/2026	RTCM 3/18/2026	RTCM 3/18/2026	Commissioner Terry Cronin	Marie Smith	* Commissioners want a graphic showing the timing of the steps in the annual budget cycle by month with a list of task to perform. * Graphc completed and provided during March RTCM.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
6	Address the employee negative work survey and provide updates	RTCM 2/18/2026	ASAP	6/16/2026	All Commission	Marie Smith	* Smith has researched a number of training providers and gotten a few quotes to get a sense of the scope and cost of such services. * Smith requested at the 4/15/26 RTCM $10K for initial team building - approved by Commission. * Smith is procuring trainer for May/June. * Trainer has been selected and training for all staff will occur on June 16, 2026. * Initial training concluded and follow-on training will continue.
7	Research and update the town land development codes to look at artificial turf as impervious surface area	RTCM 2/18/2026	ASAP		All Commission (vote)	Ryan Knight and Marie Smith	* Knight to research and look at legislation passed last year where the Florida Dept. of Environment specified requirement for artificial turf and materials under the turf. * Knight opined on June 8, 2026 that while the Town cannot prevent green synthetic turf from being installed, it can ensure that the turf installation complies with stormwater management and water quality. The new rule for synthetic turf is attached in Sheet2. Knight will discuss in further detail at the June RTCM meeting.
8	Confirm if the 3 new fire fighters' salaries are offset by the sale of the fire truck. Also provide the dollar amouth of lapse for the three firefighters that have not been filled to date.	RTCM 2/18/2026	ASAP	4/27/2026	Commissioner Tim Reed	Jennifer Kerr	* The three fire fighters' costs (if they are hired by June 2026) will be **$147, 675** (includes salary, benefits, taxes and retirement). Revenue for this item comes from the sale of the fire truck ($112,500) and transfer in from Fund 172 ($50,000), which totals **$162,500**. **This will leave a positive balance of $14, 825.**
9	Resident concerned about flooding down her street.	RTCM 3/18/26	ASAP		Kate Wilburn	Marie Smith and Tom Davis	* Smith and Davis to set up meeting with Wilburn on site. * Davis will put up a sign to slow traffic at that turn. * Smith looked for SWM plan (2017) and will need to have it updated to determine best solutions and funding strategy. * Public Works put up a traffic slowing sign near Wilburn's house.
10	Research on new legislation passage that may impact local government	RTCM 3/18/26	ASAP		Mayor Alison Dennington	Marie Smith	* Mayor to provide bill information to Smith for (1) short/long term rentals (2) kids drowning (3) derelict vessels and (4) e-bike/scooter regulations.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
11	Address putrid smell in dumpster near 1st street beach access.	RTCM 3/18/26	ASAP	3/20/2026	Mayor Alison Dennington	Tom Davis	* Davis and staff went to site and saw raw sewage spill, which they wrote up. Brought in town manager and talked to business owner about spill (which they were getting a plumber to fix that morning) and closing the dumpster lid (owner agreed to do so).
12	Vision impaired resident wants town to have audible signal at crossings at A1A and Oak.	RTCM 3/18/26	ASAP		Resident Lori Adler	Marie Smith and Tom Davis	* Smith and Davis conducted site visit to better understand the issue and what can be done. * Davis contacted county (who handles maintenance for FDOT) to see if they can speed the process along. * Commissioner Reed contacted FDOT who says they will get back with him. * FDOT confirmed through Commissioner Reed that the contract has been updated through a supplemental agreement (SA) to include the 665 1 12 Pedestrian Detector Accessible pay item. This modification will address constituent's request, and the pedestrian push buttons at the intersection will include audible messages as part of the installation. FDOT is updating project flyer and then their website to include that information.
13	Set up workshop for budget	RTCM 3/18/26	WS 4/1/26	WS 5/12/26	Commissioner Tim Reed	Marie Smith and Amber Brown	* Workshop originally set up for 4/1/26, but was cancelled due to Artemis II flight. * Workshop rescheduled for 5/12/26.
14	Set up workshop for Basin 10	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Commissioner Tim Reed	Marie Smith and Amber Brown	* Contract requires that Haley Ward conducts a public meeting on the findings. * Meeting completed on May 6, 2026.
15	Set up two special meetings for fire department issues	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Fire Chief Gavin Brown	Marie Smith and Amber Brown	* two separate fire department issues (1) dispatch to transfer to county and (2) retirement plan for new fire fighters.
16	Get approval from City of Melbourne to paint fire hydrants for the 4th of July	RTCM 4/15/2026	ASAP	4/27/2026	Parks Board Jeanette Soucey	Marie Smith	* Smith reached out to Melbourne, but no response yet. * If Melbourne says "yes", town is to advertise on website/ social media. * Received email from Melbourne town manager who declined the request - notified parks board.
17	Create ongoing actions list	RTCM 4/15/2026	RTCM 5/21/26	RTCM 5/21/26	Commissioner Tim Reed	Marie Smith	* Smith creating list for next meeting.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
18	New employee satisfaction survey	RTCM 4/15/2026	RTCM 4/2027	RTCM 4/2027	Commissioner Tim Reed	Marie Smith	* To be conducted next year.
19	Add a second weekly yoga class for the park	RTCM 4/15/2026	May-26	5/1/2026	All Commission (vote)	Marie Smith	* Smith contacted the yoga instructor and she agreed to teach a second yoga class - she will start in May. * Yoga instructor is updating flyers/ finance is updating service terms.
20	Follow up with insurance from damages from car that took out street signs/ create policy/procedures on filing insurance reports	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith, Jenny Kerr and Chief Zander	* Smith spoke with Kerr and she files insurance claims. She will get information from Chief Zander and file the claim. * Kerr spoke with town insurance and damages are less than the deductible, so town filed with driver's insurance (State Farm). * Kerr and Smith to write policy/procedures.
21	Address building department possible shortfall for FY26 and revise policy/ fee schedule	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith and Building Department	* Smith reached out to Building official to revise the building fees schedule in lieu of recently signed legislation in March 2026. * New state legislation will modify how fees are calculated. Building Official with CAP addressed Commission during Budget Workshop on May 12, 2026. * Building official will take back comments from Commission meeting and will craft a new fee schedule.
22	Conduct background process to bring an updated resolution to the Commission to increase the town's stormwater fee	WS 5/12/2026	RTCM July 2026	RTCM 5/21/2026	Full Commission	Marie Smith and Jennifer Kerr	* Preparing resolution to increase the town's stormwater fee includes having a consultant conduct a rate study first, notifying all residents and then adjust the fee to meet the intended budget for stormwater improvements. * Smith researching towns that have recently adjusted stormwater fees to see if we can "piggyback" on the contract. * Finance Director Kerr contacted Brevard County and confirmed that the Town can increase its stormwater fee based on the Consumer Price Index (CPI) without a rate study. * Valerie Citta, Natural Resources Management Department (NRMD)/ Stormwater Program Support Specialist/ Environmental Management Section – Stormwater Program provided information at the Regular Commission Town Meeting and Commissioners unanimously voted to approve the increase. * Town Manager and Finance Director will work with Citta to ensure the appropriate process is followed to get the stormwater fee increase confirmed.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
23	Prepare Commission Workshop for Basin 10 Follow-up with Haley Ward including (1) Costs for next steps, (2) Engineering and costs to create swales (3) Plan for swales in Basin 10/ prioritization of where swales should be created.	RTCM 5/21/2026	RTCM 6/17/2026		Commissioner Tim Reed	Marie Smith and Tom Davis	* Davis has contacted Haley Ward who will be able to present at a Commission Workshop on 6/10/2026.
24	Research swale programs in other towns and determine what was their success rate.	RTCM 5/21/2026			Commissioner Sherri Quarrie	Marie Smith	* Smith has begun research and has spoken to Leslie Maloney with the Environmental Advisory Board to see if they have information on successful swale programs in other areas in Florida.
25	Update on FEMA grant for hurricane Irma - when will the town be receiving the funding and how can we expedite the process?	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith, Jennifer Kerr and Terry Cronin	* Kerr to follow up with FEMA to provide update. * Vice Mayor Cronin to write letter to Congressman Mike Haridopolos to contact FEMA about the grant. * On 05/20/2026 FEMA responded that they were reviewing all documents submitted by the Town. Kerr has reached out to the FEMA project manager to see what the status is to date.
26	Police Department to confirm if the town has cameras outside the bathrooms in Ryckman Park with sound.	RTCM 5/21/2026	RTCM 6/17/2026	6/17/2026	Full Commission	Marie Smith and Chief Zander	* Police do have cameras outside the bathrooms at Ryckman and Ocean Parks. Almost all cameras have the ability to record noise/sound/talking, however due to privacy of people's conversations we leave them off.
27	Clean out French drains in Basin 10	RTCM 5/21/2026	RTCM 6/17/2026	6/17/2026	Full Commission	Tom Davis	* Public works has cleaned out drains in Basin 10.
28	Work with Parks Board on the painting of the cabanas at Ocean Park for the 4th of July.	RTCM 5/21/2026	7/4/2026	7/4/2026	Full Commission	Marie Smith and Tom Davis	* Public works has painted the cabanas in Ocean Park white so that Parks Board has a clean slate for artist to paint cabanas. * Smith and Sean Hasner to join the Parks Board to select artist to paint the cabanas. * 14-year-old Artist, Meadow Miller was selected and her artwork was hung up on the front of the Community Center.
29	Attention to blue vases in Bicentennial Park - new planting and clean-up needed.	RTCM 5/21/2026	RTCM 6/17/2026	6/2/2026	Full Commission	Tom Davis	* Public works has planted white and red vincas and has done a general clean-up of the park.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
30	Public works to coordinate with girl scouts for their pet picture day during the Back-to-School event on August 7, 2026.	RTCM 5/21/2026	8/7/2026	5/22/2026	Full Commission	Tom Davis	* Public works has coordinated with Parks Board and has arranged for set up for the event.
31	Provide more details on closed cases for short-term rentals - needs to have a brief description/reason why case was closed (such as zoning violation)	RTCM 5/21/2026	RTCM 6/17/2026	RTCM 7/15/2026	Mayor Alison Dennington	Jacob Lopez	* Lopez will add more details on report for next RTCM.
32	Question: when do owner-occupied short-term rentals expire? Commission would like to see those listed on the website and communications sent out.	RTCM 5/21/2026	RTCM 6/17/2026	6/8/2026	Full Commission	Ryan Knight and Jacob Lopez	* Knight to research when owner-occupied short-term rentals expire and will advise. *Knight opined that the owner occupied exemption was removed by ordinance 2024-05 on February 19, 2025. There was a grandfathering provision for occupancy restrictions that expired February 19, 2026.
33	Write procedures for closing cases (include the special magistrate's input on appeals and procedures)	RTCM 5/21/2026			Full Commission	Marie Smith, Ryan Knight and Jacob Lopez	* Setting up meeting with Code Enforcement, Town Attorney and Town Manager to discuss how to move forward with this request.
34	Add response time column/data to fire report.	RTCM 5/21/2026	RTCM 6/17/2026		Mayor Alison Dennington	Chief Brown	* Chief Brown will add response time data to his reports going forward.
35	Update on the digitization of records - specifically to see if the Tech Board can help scan records.	RTCM 5/21/2026	RTCM 6/17/2026	6/8/2026	Full Commission	Ryan Knight	* Knight to research what it would take to allow tech board members to help digitize/scan town records. * Knight opined that Tech Board members can assist with digitization of records. The process for them to digitize the records should be the same process the police department uses to scan in records, i.e., training should be provided and a log of the records scanned would need to be created.
36	Hiring a contractor to help with public records requests.	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith and Cyd Jones	* Smith will look into contractor to help with PRRs and PRR technical policy writing.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
37	Publish meeting minutes for Commission meetings - have not been updated since December 2025.	RTCM 5/21/2026			Mayor Alison Dennington	Marie Smith and Cyd Jones	* Smith will look into hiring a contractor to assist with transcription services - the town executed a transcription service agreement in June 2024. * Transcription service provider used in 2024-2025 is available and service contract is being updated/presented to Commission for approval. * Commission Approved contract and provider has started working on minutes from a prior RTCM meeting.
38	Meet with town manager, public works director and resident who commented about Basin 10 data concerns in Haley Ward study. Find out if changes need to be made in methodology and contact David Baggett with Haley Ward before funds are made available to start Haley Ward on Basin 10 engineering (funds to come from reserves)	RTCM 6/17/2026	ASAP	ASAP	Full Commission	Marie Smith and Tom Davis	* Davis and Smith met with resident Patrick Kenny who provided convincing evidence that the Haley Ward study should be reviewed due to outdated data. Davis and Smith then met with David Baggett (Haley Ward) to provide resident's concerns and data to Mr. Baggett. Mr. Baggett also toured the stormwater outflow pipe area with the public works crew and stated that he needed to get his team out there again to reshoot the area due to stormwater in the pipes/ a pipe that he realized was not in his study but could change the results of his study.
39	Consult with engineers and other sources for leasing up to $5K for portable pumps to relieve stormwater overflow.	RTCM 6/17/2026	RTCM 7/15/2026	7/15/2026	Full Commission	Marie Smith and Tom Davis	* Davis and Smith asked David Baggett with Haley Ward to provide opinion on using portable pumps to relieve stormwater overflow. Baggett provided his recommendation and Davis was able to get three quotes for renting portable pumps - all above $5k though. Davis and Smith will present another idea about purchasing a portable pump to supplement the pump the fire department has to pump out houses.
40	Prepare Special Meeting for respondents to Grant Writing RFP and a separate meeting for respondents to Planner RFQ.	RTCM 6/17/2026	Special Meeting 6/24/2026	Special Meeting 6/24/2026	Full Commission	Marie Smith	* Meeting was conducted on June 24, 2026 and awardees were selected. Town attorney is working with awardees to put contracts together for their services.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
41	Procure bond counsel for general bond obligation work.	RTCM 6/17/2026	ASAP	7/2/2026	Full Commission	Marie Smith and Ryan Knight	*Steven E. Miller, Esq. with Nabors, Giblin & Nickerson, P.A. was selected and an engagement letter has been signed between the town and Miller. PW Director is working with Miller to provide the information needed to craft the resolution language.
42	Procure contract with PFM by piggybacking on Palm Bay contract for financial services.	RTCM 6/17/2026	ASAP	7/8/2026	Full Commission	Marie Smith and Ryan Knight	*Knight is working with Jay Glover to finalize a contract for services. * Contract was signed and work has commenced.
43	Negotiate with Stantec for $5K as initial fee for consultancy.	RTCM 6/17/2026	ASAP	8/10/2026	Full Commission	Ryan Knight	* Knight is working with Peter Napoli with Stantec on finalizing contract for services. * Contract has been finalized and signed.
44	Answer question: When do owner-occupied short-term rentals expire? Commission would like to see those listed on website and communications sent out.	RTCM 6/17/2026	ASAP		Full Commission	Ryan Knight	* Knight to find out when they expire.
45	Commission wants an update on the digitization of records and to see if the Tech Board can help scan records.	RTCM 6/17/2026	ASAP		Full Commission	Ryan Knight	* Knight researching to see what would make that possible.
46	Get transcripts of meetings from You Tube to see if the town an put transcripts into an AI system other than Otter AI.	RTCM 6/17/2026	ASAP		Full Commission	Cyd Jones	*Jones to research options.
47	Submit application to One Lagoon for grant writing services and to see if FDEP will accept a draft application for their 1 July 2026 deadline.	RTCM 6/17/2026	ASAP		Full Commission	Commissioner Tim Reed	* Commissioner Reed has engaged with One Lagoon and has provided initial information to the grant writers/ One Lagoon. * Funding for FDEP grant was cut for this year.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
48	Follow up with Corey Runte regarding installation of gate around Ryckman Park - Proceed with project if under $5K.	RTCM 7/15/2026	ASAP		Commissioner Anna Butler	Tom Davis and Marie Smith	* Davis researching options for procuring and installing gate.
49	Verify policy for parking in the library after hours for non-library business.	RTCM 7/15/2026	RTCM 8/19/2026	8/31/2026	Full Commission	Marie Smith and Chief Zander	* Zander and Smith spoke with Brevard County Library Director Wendi Bost, who indicated that while parking overnight was not acceptable, people are able to park in library parking lots after business hours. The local police have been given authority to trespass people who are staying overnight or engaged in illegal activities (see attachment).
50	Proceed with welcome packets for new residents.	RTCM 7/15/2026	ASAP	7/20/2026	Full Commission	Marie Smith and Trisha Yracheta	* Yracheta has put together packets and is distributing them to new residents as they apply for permanent parking stickers.
51	Draft Reserve Fund policy.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight and Marie Smith	* Knight working on draft.
52	Draft Special Revenue Fund policy.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight and Marie Smith	* Knight working on draft.
53	Draft Paid Parking Ordinance.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight	* Knight working on draft.
54	Schedule a workshop to discuss landscape ordinance with the Commission and Environmental Advisory Board.	RTCM 7/15/2026	ASAP		Full Commission	Cyd Jones	* Jones in discussion with Environmental Advisory Board and P&Z on dates for Workshop.
55	Ensure funds for all studies are in the FY2027 budget.	RTCM 7/15/2026	ASAP	WS 8/12/2026	Full Commission	Marie Smith and Jennifer Kerr	* Smith reviewed all recent contracts and requests for studies to ensure they were formalized. Kerr added studies to the budget.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
56	Proceed with 4th of July parade for next year/ talk to Indialantic about extending Christmas parade further into Melbourne Beach.	RTCM 7/15/2026	ASAP	8/10/2026	Full Commission	Chief Zander and Chief Brown	* Chief Zander has spoken with the Indialantic Chief of Police who has agreed to extend the Christmas parade further into Melbourne Beach. The departments will be working together on a specific alignment for the parade route and see how it goes this Christmas.

From: Wendi Bost <wbost@brev.org>
Sent: Friday, July 31, 2026 1:02 PM
To: Tim Zander <timz@melbournebeachfl.org>
Cc: Heather Balser (heather.balser@brevardfl.gov) <heather.balser@brevardfl.gov>; Karen DiNatale
Subject: Response to Library Parking Lots

Dear Chief Zander,
Per our conversation with the City Manager, I am providing this information so you understand our parking.
Library Parking Lots:
The Melbourne Beach Library parking lot is owned by Brevard County; however not all of the county library parking lots are Brevard County property.
The County does allow people to park in our lots when the library branch is not open. It is a common occurrence for members of the public to park at library lots in order to visit businesses, churches or take nature walks, runs or bike rides. Library patrons also require access to our book drops, which are accessible only through the library parking lots, and are open 24/7.

Brevard County does not allow people to camp or park overnight in the library parking lots. The County also does not allow people to camp or sleep on our building porches, or under the overhangs overnight. Brevard County does not condone or allow illegal activities in our parking lot and gives local law enforcement permission to trespass or arrest individuals if a law enforcement officer determines that the individuals are trespassing after notice or are engaged in illegal activities.

Thanks for reaching out.
See you at the Library!
Wendi Jo Bost, Director
Brevard County Library Services
308 Forrest Avenue
Cocoa, FL 32922

62-308.100 Synthetic Turf.

(1) Scope.

(a) “Synthetic turf” is defined by s. 125.572(1), F.S.

(b) Pursuant to s. 125.572, F.S., this rule establishes minimum standards for the installation of synthetic turf on single-family residential properties of 1 acre or less in size. Pursuant to s. 125.572(3), F.S., local governments may not regulate synthetic turf in a manner inconsistent with these minimum standards. This rule does not establish nor require any new department-issued

(c) These standards do not modify the property rights of any entity, including any fee simple interests or any less-than-fee interests, such as easements or rights of way.

(2) Material type.

(a) Synthetic turf, including backing material and infill, must not contain heavy metals or intentionally added per- and polyfluoroalkyl substances.

(b) Synthetic turf, including backing materials and infill, must be disposable under normal conditions at any Chapter 62-701, F.A.C., Florida permitted landfill.

(c) Infill material, if used, shall only be clean silica sand, rock, shell, or other natural material, except that coated silica sand may be used provided that any coating used is non-toxic and meets the requirements described in paragraphs (2)(a) and (2)(b). Rubber or any other synthetic infill material is allowed only within the footprint of playground equipment and must also meet

(d) Subgrade shall be composed of natural materials, such as crushed rock, or crushed concrete that meets the permeability requirements of this rule. Subgrade materials shall be washed prior to installation to prevent fines from binding.

(3) Color. Green synthetic turf shall be allowed.

(4) Permeability.

(a) Synthetic turf must be permeable and affixed to permeable backing with a pervious subgrade. A local government may establish a quantifiable standard of a maximum of 10 inches per hour for all layers.

(b) Synthetic turf must be installed over a subgrade prepared for positive drainage and evenly graded porous material.

(c) Soil beneath installed subgrade shall not be compacted to the extent that it adversely impacts percolation through the soil.

(5) Stormwater management.

(a) Installation of synthetic turf must be designed and installed to prevent pooling or an increase in the stormwater runoff volume, direction, or rates to adjacent properties and, where possible, runoff shall be directed to on-site pervious areas.

(b) Installation of synthetic turf must not alter the permitted stormwater management system as designed and shall not be installed within a swale, ditch, stormwater pond, or a stormwater pond’s littoral zone.

(6) Potable water conservation.

(a) In-ground irrigation systems cannot be used to irrigate synthetic turf areas.

(b) If any in-ground system is already installed, a local government may require that irrigation heads be removed and pipe capped.

(7) Water quality.

(a) Synthetic turf shall not cause or contribute to violations of state water quality standards.

(b) Buffer zones around natural or man-made waterbodies may be established to protect against erosion and reduce pollution provided that such buffer for synthetic turf is no greater or restrictive than what is applicable to natural turf. Where no buffer zone has been established, synthetic turf shall be installed no closer than 10 feet from a natural or man-made waterbody as measured from the applicable ordinary or mean high water line except where there is a physical barrier between the synthetic

(8) Proximity to trees and other vegetation.

(a) Installation of synthetic turf cannot compromise the health of nearby trees, including damage to tree roots, other than those identified as a noxious weed as defined in Chapter 581, F.S.

(b) Synthetic turf shall not be installed inside tree drip lines, whether on the property or adjacent properties, unless the tree is a noxious weed as defined by Chapter 581, F.S., or unless a certified arborist, using site specific information and best

(9) Other factors impacting environmental conditions of adjacent properties.

(a) Synthetic turf shall be installed according to manufacturer’s specifications.

(b) Synthetic turf shall be anchored at all edges and seams that, at a minimum, will withstand the effects of wind or flooding.

(c) If installed, synthetic turf must provide for access to the septic tank for routine pumpout.

(d) If installed, synthetic turf shall be installed landward of any dune system and shall not be used to replace any existing dune vegetation.

Rulemaking Authority 125.572 FS. Law Implemented 125.572 FS. History–New 5-19-26.