



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

SEPTEMBER 16, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

Wednesday, September 16, 2026

Immediately following the 6:00 pm meeting

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
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
7. **Public Comment (Non-Agenda Items)**
After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.
8. **Town Manager Report**
9. **Town Attorney Report**

10. Consent Agenda

- A. Approval of the February 26, 2026 Special Town Commission Meeting minutes
- B. Approval of the February 27, 2026 Special Town Commission Meeting minutes
- C. Approval of the March 4, 2026 Town Commission Workshop minutes
- D. Approval of the March 4, 2026 Special Town Commission Meeting minutes
- E. Approval of the March 18, 2026 Regular Town Commission Meeting minutes
- F. Appointment of David Manhart as an alternate board member on the Planning and Zoning Board

11. Public Hearings/Special Orders**12. Unfinished Business****13. New Business**

- A. Ordinance 2026-02 Paid Parking and Parking Fund Codification – First Reading
AN ORDINANCE TO CREATE NEW SECTIONS 30-49 – PAID PARKING PROGRAM, AND 30-50 – PAID PARKING FUNDS, TO CODIFY PAID PARKING PROGRAM IN CERTAIN TOWN PARKS AND CODIFY PAID PARKING FUNDS; PROVIDING FOR LEGISLATIVE FINDINGS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.
- B. Discussion and approval of Reserve Fund Policy – Town Manager A. Marie Smith & Town Attorney Ryan Knight
- C. 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
- D. Placing a small sign at 5th Ave. riverfront park – Public Works Director Tom Davis
- E. Request for reimbursement – Town Manager A. Marie Smith
- F. Veterans Honor Garden – Town Manager A. Marie Smith

14. Finance/Budget Report**15. Town Staff Reports**

- A. Building Department
- B. Public Works Department
- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk

16. Commission Reports**17. Task List****18. Adjournment**

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
Friday, October 16 th & Saturday, October 17 th	Friday 7:00 – 10:00 PM, Saturday 6:00 PM – 9:00 PM	MBVFA Haunted House	Fire Station 58, 507 Ocean Ave.	The <u>best</u> haunted house on beachside is back! Hosted by the Melbourne Beach Volunteer Firefighters Association, a 501(c)3 charitable organization.
Friday, October 16 th	6:00 PM – 8:00 PM	Golf Cart Trunk or Treat	Ryckman Park, 509 Ocean Ave.	2 nd annual! Registration is limited; prizes awarded to best decorated golf carts.
Saturday, October 17 th	11:00 AM – 3:00 PM	Fall Festival	Ryckman Park, 509 Ocean Ave.	4 th annual! Free fun for the entire family: games, hayrides, and more!
Saturday, October 17 th	7:30 PM	MBPD's Movie in the Park	Ryckman Park, 509 Ocean Ave.	Free family-friendly movie and popcorn! Featured film: <i>E.T. the Extra-Terrestrial</i>
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1 st & 3 rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
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.



Town of Melbourne Beach

Town Manager's Report/September 16, 2026

- General Obligation Bond:
 - The ballot has been approved and printed for the November election.
 - Staff will start working on the GO bond information for the website and social media this week – hoping to have it go live early next week.
- Space Coast Transportation Planning Study:
 - The first phase of the multimodal study that the SCTPO agreed to conduct for the Town of Melbourne Beach concluded the first week of September at 22 sites around town. The study is being conducted to “evaluate speeding concerns, school access and safety, and multimodal transportation conditions within the Town. The Study will focus on analyzing vehicle speed trends, crash history, school travel patterns associated with Gemini Elementary School, enforcement activity, and existing roadway conditions to identify low-cost, high-impact safety improvements. The Study will also provide targeted speed management and enforcement recommendations that support the Town’s safety goals, Vision Zero, and the Safe System Approach while helping prioritize future transportation investments.”
 - *This is extremely important and timely as road construction along A1A in our town will begin in October and commuters will look to find ways around the construction through town roads.*
 - I am attending the SCTPO meeting on September 10, 2026, to provide my support for funding for this town study that will help control the flow of traffic near Gemini Elementary and for continued research work for a more expansive study of our town and speed limits/safety issues. We are a partner with SCTPO in Vision Zero – the goal of which is to ensure no pedestrian traffic deaths.
- Road Construction on A.1.A.:
 - Road construction along State Road A.1.A. in Melbourne Beach will begin in October. The project includes resurfacing a three-mile segment within Indialantic and Melbourne Beach. It also includes traffic signal reconstruction at Ocean Avenue and Oak Street, including audible features to assist visually impaired pedestrians. Sidewalks and pedestrian curb ramps will be improved to meet ADA standards.
 - During construction traffic will be limited intermittently to a single lane between 9pm and 7am. For current updates on the project, visit the Florida Department of Transportation website: www.cflroads.com. A map is attached to show the path of construction. Work is estimated to be completed in early 2027.
- Town Staffing:
 - Please welcome Yinnales “Jimmy” Quezada to the public works department. He is very familiar with this town and most recently worked at the Melbourne Market. He has a background in construction and real estate.
 - We are looking to hire a deputy town clerk and have the job advertised. First round of interviews will start in late September.
- Employee Survey:
 - The town will undertake its employee survey after the budget work is completed. The initial survey was presented in September of last year and serves as a baseline.



Town of Melbourne Beach

Town Manager's Report/September 16, 2026



FDOT road construction project to begin in October.

Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Approval of the February 26, 2026 Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

February 26, 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

Mayor Alison Dennington called the meeting to order at 6:00 pm.

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

Town Manager A. Marie Smith
 Finance Manager Jennifer Kerr
 Town Clerk Amber Brown

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

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

Mayor Alison Dennington explained that she was not at the manatee meeting because she has had issues with the Town email and her personal phone, so she did not know it was happening.

4. Public Comments

5. New Business

A. Consideration of the Police Department purchases using funds from the 287(g) Federal Stipend Program – Police Chief Tim Zander

Police Chief Tim Zander spoke about how the Federal government gave ICE money to reward agents helping them, jumped on that opportunity and put in a request for \$167,500, which he received in January. Can put in a similar request every quarter going forward and will be requesting \$120,000 tomorrow. 15-20 illegal immigrants have been detained since October. This is a stipend not a grant, so there are not a lot of parameters. Got a great deal on two (2) unmarked vehicles for \$50k a piece. Not getting rid of any cars, so with the two (2) new cars, they will have ten (10) cars total. Referenced a list that showed other cost breakdowns.

Commissioner Sherri Quarrie asked about transportation services, so the officers did not have to take anyone to jail. - 15:00

Police Chief Tim Zander said they have a transportation service, but it does not run 100% of the time.

Commissioner Tim Reed confirmed they are only talking about the \$167,500 tonight. Said he thought there would be quotes or invoices. Stressed the importance of needing some kind of accounting for this money.

Police Chief Tim Zander said he has some of the quotes but not all. No matter where it is put in the budget, they will have a separate folder for all of these receipts.

Town Manager A. Marie Smith said the money is coming in as revenue to the general fund; it will be expended out of Department 21. The vehicles are capital items so they will come out of capital from Department 21, any other training equipment will come out of those line items.

Mayor Alison Dennington spoke about how she had spoken with Chief Zander and he addressed her concerns. Clarified that he had the purchase orders he just did not include that information. As for the accounting, even if it is not necessary, believes it would be prudent to go above and beyond normal tracking. After spending the money, it would be nice to have a running tally with the costs.

Town Manager A. Marie Smith suggested doing a separate fund for this money so everything coming in and going out would just fall under the ICE fund or whatever they wanted to call it.

Commissioner Anna Butler said she was comfortable with everything.

Vice Mayor Terry Cronin spoke about language to use for the motion.

Town Manager A. Marie Smith said everything would be tracked, even if it is \$1, it will be tracked and listed as a specific item.

Vice Mayor Terry Cronin made a motion to give Chief Zander the authority to pursue the expenditures in accordance with the outline in the packet, and the fund will be a separate fund that the Finance Manager will keep to itself; Commissioner Anna Butler seconded; Motion carried 5-0.

6. Adjournment

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

Meeting adjourned at 6:31 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Approval of the February 27, 2026 Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING February 27, 2026 at 4:30 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 Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 4:30 pm.

2. Roll Call

Deputy Town Clerk Cyd Cardwell conducted roll call.

Commission Members Present

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

Staff Members Present

Town Manager A. Marie Smith
Finance Manager Jennifer Kerr
Deputy Town Clerk Cyd Cardwell

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

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

4. Public Comments

5. New Business

- A. Request for an executive session – Town Attorney Ryan Knight - 4:30

Town Attorney Ryan Knight said he was requesting that the Town Commission convene a private attorney client session to discuss settlement negotiations or strategy related to litigation expenditures with request for pending litigation in the case of FUNOE LLC against the Town of Melbourne Beach, case number 2025-CA-023102. This is the litigation matter related to the public records request. The court has set a trial date of April 8th, 2026. He requested that the Commission convene a shade meeting to be held as a Special Meeting on March 4th, 2026. The only people that can attend this meeting are the members of the Town Commission, the Town Manager, the Town Attorney and a certified court reporter. The purpose of today's meeting is for the Commission to vote as to whether they would want the private shade meeting or if they would want a public meeting.

Commissioner Tim Reed asked the Town Attorney to reiterate the topic of the shade meeting.

Town Attorney Ryan Knight said the topic would be limited to strategy related to litigation expenditures.

Vice Mayor Terry Cronin asked what the advantage of a shade meeting is if the Mayor, who is associated with FUNOE, can be in attendance and could hear any strategies discussed. Said it would be wise of the Mayor to withdraw the case. Does not want to hide anything from the Town by having a private meeting.

Mayor Alison Dennington suggested that Vice Mayor Terry Cronin read the responses from the Town itself which is relevant to his point.

Town Attorney Ryan Knight spoke about how with a public meeting, anything he said would be part of public record, any subsequent follow-up litigation or motions that need to be filed, FUNOE's attorney could use that, so it could be used as evidence to the court. In a shade meeting, it would not be public record.

Mayor Alison Dennington asked for clarification of the strategy and settlement aspects of a shade meeting. Also asked how it is handled if things are discussed at a shade meeting that are not supposed to be discussed.

Town Attorney Ryan Knight said it would be on him to ensure the discussion is limited to the settlement negotiations or strategy related to litigation expenses. Explained that they could talk about the costs of going to trial, not going to trial, his opinion on the case strengths in a court finding against the Town.

Commissioner Sherri Quarrie confirmed that a shade meeting is going to give the Town protection that what the Town Attorney is saying could not be litigated against the Town. Asked if a public meeting would happen after the shade meeting and when that could happen.

Town Attorney Ryan Knight confirmed there would be a public meeting after the shade meeting at some point if votes were needed, because votes are not allowed at a shade meeting. The public meeting could directly follow the shade meeting.

Mayor Alison Dennington asked if the Town Attorney could get back to her about the consequences of discussing things in the shade meeting that are not allowed.

Town Attorney Ryan Knight said it would be a violation of Statute but the Statute does not provide any penalties for this specifically. Gave a possible example of a noncriminal infraction which could be \$500. Reiterated that if he is there, they will stay on topic. He said he could send her what the potential range of consequences could be and do that work for free.

Commissioner Tim Reed asked if he was recommending the shade meeting route. Confirmed a court reporter would not be needed if it was a public meeting.

Town Attorney Ryan Knight said he does not necessarily recommend one way or another; believes it is not 100% imperative to have a shade meeting in this instance. Court reporter would probably cost \$600-800, could be upwards of \$1,000 depending on the length of the meeting.

Town Manager A. Marie Smith asked how quickly the meeting needed to be scheduled and if the 72-hour prior notice needed to be abided by.

Town Attorney Ryan Knight said because of the time constraints, would like to have the meeting as soon as possible. Said he got a witness list of 50 people that he would be sending to the individual Commissioners. Said they could each look at that list and make their own determinations on it.

Vice Mayor Terry Cronin made a motion that instead of having a shade meeting, they have a regular meeting to discuss this; Commissioner Anna Butler seconded;

Mayor Alison Dennington recused herself from the vote as she has a conflict.

Commissioner Tim Reed said he is not necessarily in favor of the shade meeting. Could potentially go more in depth at a shade meeting but transparency is important.

Commissioner Sherri Quarrie said she believes in transparency, so she agrees with the motion.

Motion carried 4-0

The Commission set a meeting time of 6:00 pm directly following the 5:00 pm workshop on March 4th.

6. Adjournment

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

Meeting adjourned at 5:06 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Approval of the March 4, 2026 Town Commission Workshop minutes

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

March 4, 2026 at 5:00 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 Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 5:03 pm.

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

Town Manager A. Marie Smith
Town Attorney Ryan Knight
Fire Chief Gavin Brown
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

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

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

4. Public Comments

5. New Business

- A. Discussion on non-ad valorem assessments and hiring of a consultant for the structure of them – Commissioner Tim Reed

Commissioner Tim Reed introduced the agenda item and said the Town currently uses ad valorem taxes primarily. Spoke about the differences between ad valorem versus non ad valorem taxes, ad valorem has to do with the assessed value of a property, non-ad valorem does not. This topic came up partially because of new firefighter positions and the costs

associated with that, roughly \$300,000. To date, the new firefighter positions have not been hired.

Commissioner Sherri Quarrie called a point of order due to the Fire Department salaries being off topic.

Mayor Alison Dennington said the point of order is overruled.

Commissioner Tim Reed spoke about how in the agenda item to be addressed, he did specifically say they were going to discuss the costs associated with the Fire Department. Referenced the city of Kissimmee's website that has an explanation of how they do their assessment that is a helpful example.

Town Attorney Ryan Knight presented information on special assessments, relevant Florida Statutes, and Florida Case Law. Said there are two requirements for a non-ad valorem special assessment. First, the property assessed must derive a special benefit from the improvement, service or facilities provided. And second, the assessment must be fairly and reasonably apportioned among the properties that receive the special benefit. Fire services do provide a special benefit.

Mayor Alison Dennington confirmed that emergency medical services are provided by the County, not by the Town. Said the first requirement would be covered.

Town Attorney Ryan Knight said even if there was an agreement with the county for EMS or medical transport in the future, then those would not be allowed.

Fire Chief Gavin Brown pointed out that there are some caveats so other cities that implement this non-ad valorem, do not implement 100% coverage through the Fire assessment because some things fall outside of the purview of the special benefit to the property.

Town Attorney Ryan Knight spoke about how any revenue raised by fire assessment must be used for the Fire Department. Every year there would be a resolution passed stating what the rate would be. Any apportionment must be reasonable and not arbitrary. Could have multiple tiers, tier one would be charged to all properties, i.e. \$100, tier two could charge based on value or square footage of home.

Vice Mayor Terry Cronin asked for clarification on how the rate based on value is different from the value for an ad valorem tax.

Town Attorney Ryan Knight spoke about how it is not tied into the market value of the property, it would just be a structure, so it is one cost.

Commissioner Sherri Quarrie spoke about how the County does it based on square footage, and whether it is commercial, residential or multifamily.

Fire Chief Gavin Brown spoke about how the consultant will take fire call data and determine how much the department benefits an individual property versus general areas.

Town Attorney Ryan Knight provided a handout from another municipality as an example of a fire assessment calculation for a partial cost recovery. Spoke about the procedure moving forward, they have an RFP they are working on. If the Town would like to add a special assessment, they would have to hire a consultant.

Mayor Alison Dennington confirmed that a consultant would be able to access the Fire data. Confirmed if there is an attorney working on it, they would handle it the whole way through.

Vice Mayor Terry Cronin asked about the urgency of this issue and if they are wasting their time if the legislature does not change the laws.

Town Attorney Ryan Knight spoke about how the urgency is a policy decision for the Commission to make, they need to be thinking a year ahead.

Mayor Alison Dennington spoke about how it is for the immediate concern because it takes a long time. Does believe something will go on the ballot regarding this.

Commissioner Sherri Quarrie spoke about how the next meeting should have an agenda item to vote on this.

Commissioner Tim Reed agreed with needing to be proactive rather than reactive. It is important to have it done professionally and address commercial, residential, homestead, undeveloped properties, etc. The first step is to go out for RFP for the consultant.

Town Attorney Ryan Knight spoke about how the Commission already approved going out for RFP and it would not need to come to the Commission prior to going out.

Dawn Barlow – 1710 Pine St – Asked for clarification on if the RFP would cover all non-ad valorem and not just a Fire assessment as the stormwater has not been updated for many years. - 51:32

Commissioner Tim Reed said it is not limited to just Fire; the idea is that they could expand it and stormwater is a perfect example.

Mayor Alison Dennington asked about increasing the stormwater assessment now without using the consultant.

6. Adjournment

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

Meeting adjourned at 5:57 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Approval of the March 4, 2026 Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

March 4, 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 Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:02 pm.

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

Town Manager A. Marie Smith
 Town Attorney Ryan Knight
 Public Works Director Tom Davis
 Town Clerk Amber Brown

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

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

4. Public Comments

5. New Business

- A. Discussion and consideration regarding Funoe, LLC v. Town of Melbourne Beach; Case No. 05-2025-CA-023102 (Public Records case) – Town Attorney Ryan Knight

Mayor Alison Dennington spoke about how if there is a vote, she will be recusing herself because she is a member/manager of Funoe, LLC which is the plaintiff in this case. - 9:00

Vice Mayor Terry Cronin called a point of order Robert's Rules of Order 47-10 states the Chair will relinquish the chair when there is a conflict of interest.

Town Attorney Ryan Knight read part of Robert's Rules of Order 47-10.

Mayor Alison Dennington ruled the point of order not well taken.

Vice Mayor Terry Cronin made a motion for the Vice Mayor to preside over this meeting;
Commissioner Anna Butler seconded the motion;

Vice Mayor Terry Cronin spoke about how Robert's Rules of Order 45-4 states that a conflict of interest is direct, personal or pecuniary financial interest not common to the other members. Says the Mayor has that conflict of interest being a manager of Funoe.

Mayor Alison Dennington spoke about how State Law supersedes all. Stated her conflict and will recuse if there is a vote, and that is all that is required.

Commissioner Sherri Quarrie spoke about how at the beginning the Mayor said she would ask for the removal of anyone who speaks over someone, and the Mayor has been speaking over the Vice Mayor the whole time. - 16:55

Town Attorney Ryan Knight spoke about the process for the agenda item. A memo was provided about the litigation. Currently scheduled for a one-day trial on April 8th. Expect an increase in legal fees leading up to the trial. Provided a summary and timeline of the case. In March of last year, the Town received five (5) public records requests from Funoe, LLC. He believes the completed date for these requests would be disputed at trial with Funoe arguing that documents were withheld or there were documents the Town should have had that they did not produce or that the Town redacted. Requests were made between March 6th and March 12th. Nathan Maloon from Funoe contacted the Town about this issue on March 13th, the Town Attorney responded March 19th. March 28th filed a petition of writ of mandamus alleging the Town only produced an Excel spreadsheet from public request PD-2025-2 and failed to provide other requested documents, specifically the key fob spreadsheet. Funoe alleges that the Town did not produce emails of Mayor Dennington requesting key fob access and key fob usage records, employee handbook and prior versions of the employee handbook, standard operating procedures 33 and 34 and a redacted document pertaining to key fobs.

Mayor Alison Dennington spoke about how the Town's public records request portal shows that there were previous public records requests and that is the document the Town admitted had been redacted by someone and that redaction should not have happened.

Town Attorney Ryan Knight spoke about how just prior to the meeting, he received a motion for sanctions against the Town for redactions of a document. The original document was a check-in and out sheet of key fobs, and the original had permanent marker through parts of the document. As soon as the court finds a violation, the Statute says the court shall award attorney fees and cost. Provided a conservative estimate for what the attorney fees would incur. Funoe's fees could range from \$50,000-\$100,000 if the case continues. Funoe is going to argue that the requests are not complete and that there are outstanding records that should have been produced. If the court finds that the Town did not produce even just one document then they shall rule in favor of the plaintiff no matter how much the Town did follow statute. The only way for the Town to be awarded attorney fees is if the court finds the requests are improper. Otherwise, the Town would not be awarded attorney fees even if the court rules in favor of the Town. Requested the Commission decide if they would like to continue litigating the case, do depositions, and go to court. The second option is to consider a stipulation with the court which means we do not know how the court is going to rule, but the request would be to have a hearing to cut off the attorney fees. Asked for direction from the Commission.

Mayor Alison Dennington asked what the day count is right now. - 34:55

Vice Mayor Terry Cronin called a point of order.

Mayor Alison Dennington called a point of order.

Town Attorney Ryan Knight said the resolution says the Mayor asked for a brief overview explanation of the item then the Mayor asked for a motion to be introduced on the item.

Vice Mayor Terry Cronin made a motion that the Vice Mayor now presides over this meeting; Commissioner Sherri Quarrie seconded;

Mayor Alison Dennington spoke about how she does not believe it is a proper motion.

Town Attorney Ryan Knight spoke about how the proper procedure is that a motion would be made on one of the items to open the item up for discussion with the Commission.

Vice Mayor Terry Cronin made a motion that we moved to fight this in court; Commissioner Anna Butler seconded;

Mayor Alison Dennington stated she will recuse from the vote, so there is no conflict so she will not be passing the gavel.

Town Attorney Ryan Knight spoke about Robert's Rules of Order section 47-10 and read, he should turn the chair over to the Vice President or appropriate temporary occupant during the assembly's consideration of that motion.

Mayor Alison Dennington spoke about disagreeing with it because it is against the Charter.

Mayor Alison Dennington passed the gavel.

Commissioner Tim Reed asked about the second option. The Town would be admitting to some degree of fault, and the court would award reasonable fees. Asked if that closes the case.

Town Attorney Ryan Knight spoke about how Funoe would say the Town has not produced public records they were required to; the court would have to make a determination that the Town did produce all responsive records. Could be a hearing on that. Would cut off the case if an affidavit was produced that said the Town has produced everything they have. The argument would be that at this point moving forward, the Town produced everything, admitted there may have been a violation, any fees incurred moving forward on the plaintiff's behalf are unreasonable because they are unnecessary. Could come to an agreement on attorney's fees with the plaintiff but he does not see that happening.

Commissioner Anna Butler spoke about being disheartened that the Commission is being put in this position. The decision has serious implications to the Town. Asked the Town Attorney if there was unlawful refusal. The memo does not state why there was a delay in providing the records. Considered if it was because the volume of records or number of requests was so large. There was no refusal of providing records.

Town Attorney Ryan Knight spoke about Florida law being very strict on this. It does not matter the volume of documents, volume of requests, or lack of staff. Said that improper purpose would require the court to find that the requests were made to cause that. The court has determined a delay in providing records as a refusal.

Commissioner Sherri Quarrie asked if the Town Attorney would be the sole attorney for the trial. - 46:10

Town Attorney Ryan Knight said no, if it goes to trial there will be a second chair who is a partner of the firm and that will increase the attorney fees.

Commissioner Sherri Quarrie spoke about this not being a good position to be in because this is going to be the resident's tax dollars.

Vice Mayor Terry Cronin asked what the proper purpose is here. The disagreements the Mayor had with the previous Town Manager, disagreements with the previous Police Chief. There are new staff and a new Commission, so what is the purpose of this?

Mayor Alison Dennington asked if there was a stipulation. Referenced problems in the memo, including the redacted document. Asked about what the number of days would be at now since the public records request if that document was able to be produced.

Town Attorney Ryan Knight said it would be around a year.

Vice Mayor Terry Cronin spoke about having a hard time understanding the difference between two different statutes. One is for Sunshine Law, and one is for records requests. Asked if an LLC is charged with paying the legal fees, what if they cannot cover them.

Town Attorney Ryan Knight spoke about how the Town's legal fees could be paid for by Funoe if there is an improper purpose but there is no good faith exception. Said it would be a different round of litigation for the issue of not being able to pay.

Mayor Alison Dennington called a point of order, said the Vice Mayor was trying to be uncivil and make unsubstantiated allegations.

Vice Mayor Terry Cronin overruled the point of order.

Vice Mayor Terry Cronin spoke about malfeasance and misfeasance, sometimes the Governor can come in and remove an elected official if they are hurting the Town. Funoe, LLC had issues with the old Town Manager and old Police Chief. This is just harming the Town. Perhaps we should address the Governor because this is not what the Town needs.

Kari Ross – 206 Flamingo – Spoke about previously addressing the Commission about outstanding public records requests she has made. Asked for public records for social media and emails and the Mayor refuses to give them. It is very interesting that we are here talking about costs are \$100,000 in Funoe public records case, but the Mayor is refusing to provide public records. The only recourse is for her to sue the Town. There is a problem here, we elected the problem, and hopes it is over in November. - 58:20

Vice Mayor Terry Cronin gave a warning to be careful not to attack, is not certain he saw an attack.

Mayor Dennington called a point of order for the Vice Mayor asking the Town Attorney a question during public comment.

Vice Mayor Terry Cronin overruled the point of order.

Vice Mayor Terry Cronin asked Town Attorney Ryan Knight if a Town gets a reputation for settling cases, do more people become overly litigious.

Town Attorney Ryan Knight said in his opinion, no. Everyone is already overly litigious.

Barbara Gunthrie - 1903 Atlantic St – Attended several meetings prior to the Mayor being elected and she attacked the Commission. What was the purpose, and why were those records so important? Previously being an attorney, the Mayor knows public records law is a soft spot.

Bruce Pickett – 1501 Oak – Asked if there is a standard for the completion of a record request. Is that based on the volume of records? When the request comes in, if there is a queue of fifty how does that happen?

Town Attorney Ryan Knight spoke about how there is no standard. The court is not going to look at how many requests are waiting, or how many records there are. Public records law is a strict liability statute.

Mayor Alison Dennington spoke about there is not a standard, but there is a pending bill in legislation which has a strict deadline. Would have to respond in 3 days and provide the records in 10 days. Gave an example of a Town that had smaller staff and provided records quickly. A lot of fraud and waste is uncovered by public records requests.

Vice Mayor Terry Cronin spoke about how Funoe, LLC could take this as a win and withdraw the case because the Town is doing a lot to make sure the records have been digitized and getting records is easier.

Town Manager A. Marie Smith said they are in the process of scanning records and getting them on the website.

Town Clerk Amber Brown confirmed that it is the same records that they have been working on for years.

Robert Baldwin - 446 Riverview Ln – Spoke about in his opinion, this case is the weakest for the Town. Consider the second option because this is going to be a very hard argument. It does not matter if the requests were fulfilled in good faith, it is just a calendar event. It is worth exploring that before going to trial which is very costly. Asked what the probability of success is if we go to trial.

Jan Pence – 200 Riverside Dr – Read Florida Statute 119.12 proper purpose penalty. There is a member of the Commission who has harassed, abused, and torn down Town staff. True leadership is about building something, not tearing things down.

Susan Stark – 307 Fifth Ave – Spoke about how there is a letter of the law and spirit of the law. Since there is a lawsuit, the Town has to follow the letter of the law not the spirit of the law. Consider the second recommendation from the Town Attorney. Remember it is not us versus them, it is all of us. There should be a way forward to put an end to this to instead put the money to better the Town instead of legal fees. - 1:16:35

Dawn Barlow – 1710 Pine St – Spoke about how the last few years have been tumultuous; however, there have been improvements. The plaintiff still has an opportunity to retract this. When you hear the Town Attorney's recommendations, the Town is in a lose-lose situation. We have stormwater, budget, and long-term planning that needs to be taken into account. We need to remember there is an opportunity to do what's in the best interest of the Town.

Bryan Troy – 509 Hibiscus – Spoke about it being hypocritical when the Town is fighting a lawsuit against the Mayor's lawsuit for public records, she is refusing to provide public records which might end in more lawsuits. In November, we need to elect a leader not a litigator.

Commissioner Sherri Quarrie spoke about how the litigation can be removed, and would think that for the Town, the litigant would want to do the same thing for the community. The community is in dire need of stormwater management funds. Instead of putting the funds toward litigation, it can go towards stormwater. The staff was able to achieve the request in 48 days. Believes the resident's tax dollars should go towards the good of the residents.

Commissioner Anna Butler spoke about how changes have been made and good things have happened. Wished Funoe, LLC would have approached the Town to ask why it is taking so long, instead they immediately went to litigation. We are here for the Town, how can anyone be part of something against the Town? Her understanding with fee triggering for this case is that there would have to be constructive refusal, bad faith stalling, intentional non-compliance, complete failure to acknowledge, and mere tardiness is not automatically an unlawful refusal. Just because you can do something does not mean you should. Says she is here to fight for the Town. There are two other lawsuits coming down the pipe and is afraid this would set a precedent.

Mayor Alison Dennington spoke about how it seemed like Commissioner Anna Butler asked the Town Attorney a question. Curious where she got her legal bullet points.

Commissioner Anna Butler said she did research.

Commissioner Tim Reed spoke about how his approach is always to be completely objective and ask how this helps the Town. The net outcome does not seem to be any benefit to the Town. This is a disappointing situation to be in.

Vice Mayor Terry Cronin spoke about if Funoe, LLC were to remove this, it would be a wonderful statement.

Town Clerk Amber Brown read the motion on the floor which said Vice Mayor Terry Cronin made a motion that we move to fight this in court; Commissioner Anna Butler seconded.

Motion carried 3-1 with Commissioner Tim Reed dissenting and Mayor Alison Dennington abstaining.

Vice Mayor Terry Cronin requested someone make a motion to contact the Governor that the Mayor is harming the Town and they would like the Governor to do something about it.

Commissioner Anna Butler made a motion to contact the Governor's office and have a conversation about his looking into the egregious behavior from the Mayor and doing harm to our Town; Commissioner Sherri Quarrie seconded;

Commissioner Tim Reed asked that the motion be specific on who is being tasked with this.

Commissioner Anna Butler amended the motion to Commissioner Anna Butler is to contact the Governor's office regarding statute 112-51 in regards to the Mayor of the Town of Melbourne Beach; Commissioner Sherri Quarrie seconded;

Jan Pence – 200 Riverside Dr – Thanked the Commission for this, and would volunteer to get signatures and go to Tallahassee to get the Mayor removed. - 1:36:35

Vice Mayor Terry Cronin said there is no need for signatures.

Commissioner Tim Reed asked for the Town Attorney to weigh in on the motion.

Town Attorney Ryan Knight spoke about how any Commissioner can make the request to the Governor. Typically, in these situations the first step would be to have an authorization for an investigation from outside counsel and then the Commission would vote to forward the report to the Governor along with a request for removal or finding of malfeasance/misfeasance.

Vice Mayor Terry Cronin asked for clarification about whether the Commission could directly send a message to the Governor or whether this would require other lawyers to get involved.

Town Attorney Ryan Knight spoke about how individually a Commissioner could reach out to the Governor but if this vote happens, someone will write a letter but cannot communicate with anyone else on the Commission regarding what is in that letter. That would call for an investigation which would require an outside attorney.

Vice Mayor Terry Cronin spoke about having a letter drafted and then voting on it at the next meeting.

Mayor Alison Dennington asked if that would make the Town accountable if anything in the letter was incorrect.

Vice Mayor Terry Cronin said he would have the letter just reference the case.

Commissioner Anna Butler amended the motion that a letter be drafted to the Governor to enforce Statute 112-51 and be in reference to the Mayor being a manager of Funoe which is the plaintiff of the suit, then have the letter at the next meeting;

Town Attorney Ryan Knight said he would not draft the letter and would not appoint a resident to do so.

Commissioner Tim Reed confirmed that a Commissioner could bring the letter to the next meeting as an agenda item.

Commissioner Anna Butler withdrew her motion.

6. Adjournment

Commissioner Tim Reed moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 7:43 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Approval of the March 18, 2026 Regular Town Commission Meeting minutes

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING March 18, 2026, 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

Mayor Alison Dennington called the meeting to order at 6:02 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

Town Manager A. Marie Smith
Town Attorney Ryan Knight
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 – 4:45

Mayor Alison Dennington spoke about walk-on item documents.

Town Manager A. Marie Smith said the PowerPoint relates to the Manager's Report, which was a high-level look at the budget cycle.

Mayor Alison Dennington said she was still not able to get into her email.

Commissioner Anna Butler said the people element item is part of B of New Business.

Town Clerk Amber Brown said the Public Works Director would like to pull New Business Item C, replacement of Community Center doors.

Commissioner Sherri Quarrie made a motion to add the Volunteer Board Application to Consent Agenda Item F; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Sherri Quarrie made a motion to approve the agenda as amended; Commissioner Anna Butler seconded; Motion carried 5-0.

5. Proclamations/Awards/ Announcements - 9:20

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

Spring Fest was cancelled due to weather and rescheduled to Saturday, April 18th.

Alison Dennington spoke about a speaker coming to the Old Town Hall, Helene Milbert. April 4th is the Egg-stravaganza Easter Egg Hunt, the 11th is Nature Day, and the 18th is the Kids Fair.

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

7. Public Comment (Non-Agenda Items) – 12:00

Kate Wilborn – 502 Second Ave. – Spoke about Bill Fisk, president of the Space Coast Audubon Society, presenting at the Library about birds and preserving habitat. Also spoke about stormwater drainage issues in Basin 8.

Mayor Alison Dennington spoke about how she thought the stormwater basin was being looked into when the Interim Manager was here and asked the current Town Manager to get with the Town Clerk to see if that has been looked into.

Town Manager A. Marie Smith said received an email but would need to do research before responding. Said they found the 2019 plan but was not aware of any other requests from the Interim Town Manager.

David Drake – 604 Alden Place – Spoke about wanting a streetlight removed, and the Town needing to create a process to vacate a utility easement. Spoke about Satellite Beach's process. Requested permission for the Town Manager to send a letter to FPL saying they want to move forward with this vacation of easement.

Mayor Alison Dennington spoke about being in favor of having a process to vacate an easement.

Town Attorney Ryan Knight spoke about a process that will have to be followed that includes a hearing and approval from the Commission. Said in the meantime it is important to get FPL to sign the vacation which would not require Commission approval.

Mayor Alison Dennington spoke about how the Town has to vacate the light and then FPL would vacate it.

Commissioner Tim Reed spoke about how this is working an item during public comment, which is improper. Put this on the agenda to work on it. Is opposed to the idea of removing the light, but the power could be put underground.

Mayor Alison Dennington suggested that David Drake make a formal request to the Town Manager that he would like a hearing.

8. Town Manager Report – 26:20

Town Manager A. Marie Smith spoke about addressing the employee survey, an overview of the budget process, and the joint legislative auditing committee. The survey had 3 points to address, the relationship with the Commission, concerns about salary, and benefits/health insurance. She has contacted Florida City and County Managers Association and ICMA and set a meeting with them. Mentioned doing a classification compensation study for salary. For health insurance, she looked into group health insurance with the state but that is ineffectual, so she spoke about looking into legislation passed where some colleges and universities have been able to join a plan with the state government under the same pool.

Town Manager A. Marie Smith spoke about a high-level overview of the Town's budget cycle. On August 4th, they must provide a proposed millage rate and hearing date. In September, hold hearings and adopt the millage rate and budget. Requested the Commission be here in September to the best of their abilities for the hearings. Takeaway is that the budget process is dynamic and a team effort. For the last two weeks they have had the joint legislative auditing committee here in the building. There were 3 state auditors who interviewed everyone from the Commissioners to Building Clerks. There were requests for information for files and reinterviewing staff. They plan to audit the Town through the end of summer.

Mayor Alison Dennington spoke about legislative updates, and there was a special session called for property taxes. Suggested taking into account 125-200,000 of added exemption for homesteaded properties.

9. Town Attorney Report – 42:45

Town Attorney Ryan Knight spoke about there not being a resolution to the lawsuits, but if that changes, he will bring it to the Commission. To date, litigation for public records case expenses are \$9,365, the breach of settlement agreement case expenses are \$4,107. Provided an update on turf restrictions, a notice of change from the Department of Environmental Protection was published

yesterday changing language on the proposed rule. Once that is finalized, we can present an ordinance and get that to PNZ for review.

Mayor Alison Dennington spoke about bills that passed specifically related to short-term and long-term rentals of standalone residential houses that gives local municipalities some power back. Another bill which will require local registration of vessels.

10. Consent Agenda – 46:50

- A. Approval of the January 7, 2026 Town Commission Workshop minutes
- B. Approval of the January 9, 2026 Special Town Commission Meeting minutes
- C. Approval of the January 23, 2026 Special Town Commission Meeting minutes
- D. Approval of the site plan for 307 Third Ave
- E. Approval of the site plan for 506 Poinsettia Rd
- F. Approval of Lisa Kishegyi

Mayor Alison Dennington pulled the 2 site plans Consent Agenda Items D and E.

The Commission approved A, B, C, and F.

Site Plan for 307 Third Ave moved to New Business A.

Site Plan for 506 Poinsettia Rd moved to New Business E.

11. Public Hearings/Special Orders

12. Unfinished Business

13. New Business - 49:30

- A. Approval of the site plan for 307 Third Ave

Mayor Alison Dennington spoke about not having an issue with it, but for these things there should be a chance for public comment and a record on it. Asked the Town Attorney to explain the issue that the Zoning Official was not sure about.

Town Attorney Ryan Knight spoke about how it was a house that had burned and sustained damage so the question was if it was built in its original footprint, would it require additional permitting.

Mayor Alison Dennington spoke about zoning opinions and how having access to that could streamline things in the future.

Vice Mayor Terry Cronin made a motion to approve;

Commissioner Sherri Quarrie asked why this was pulled from the Consent Agenda.

Mayor Alison Dennington said she wanted to know the genesis of how the zoning opinion came about and how it was decided and how citizens in the future with a similar issue find out about it.

Commissioner Anna Butler seconded;

Vice Mayor Terry Cronin spoke about if the Mayor is wanting to create a database to track opinions in the future, maybe that should be an agenda item in the future.

Sam and Katie Cox – 307 Third Ave. – Spoke about how having 30 days to give opinions could cause delays. Things will be case by case so it might not be helpful. Anyone who builds a house and goes through this process gets a lot of spam emails that look official asking for \$4,000.

Town Manager A. Marie Smith said they did find out about the issue with scam emails and posted it to the website.

Dan Brunger – 400 Sixth Ave. – Asked if the police or the Council can do anything about the spam emails.

Motion carried 5-0.

- B. Consideration on an RFP for grant writing and administrative services – Commissioner Tim Reed – 1:01:42

Commissioner Tim Reed spoke about how this is a proposal to go out for RFP for a grant writer and administrative services. Spoke about a few grant opportunities. This will allow us to get the costs associated with it. We do not have to act on it but could use that information to budget for it.

Town Manager A. Marie Smith spoke about not having the staff to be able to write grants. If we hire someone then we would have to be specific on what they are going to focus on and target.

Mayor Alison Dennington suggested the Town Manager reach out to the Town Managers of Indialantic, Indian Harbour Beach and Satellite Beach to talk to them about forming a group grant.

Commissioner Anna Butler spoke about being on the South Beaches Coalition, so they can discuss this with those municipalities at the next meeting.

Vice Mayor Terry Cronin asked if we could reach out to the grant writers to see how much it would cost to write the Florida Department of Environmental Protection grant. He knows some retired grant writers that might be willing to help out for free.

Commissioner Tim Reed spoke about how grant writing is a business, so they might not give a price. If there is someone who is willing to help for free, we can do that as well.

Mayor Alison Dennington spoke about creating a Board to come up with a list of grants we might want to go for.

Commissioner Tim Reed spoke about how he had done that work already for this year.

Commissioner Sherri Quarrie spoke about how the next steps would be to make a motion to allow the Town Manager to go out for RFP, and the Vice Mayor can also speak with his contacts who might do it for free. Would like to look into professional services to go after the free money.

Commissioner Sherri Quarrie made a motion to allow the Town Manager to go out for RFP; Commissioner Anna Butler seconded;

Bruce Pickett – 1501 Oak St. – Spoke about how grant writing is a process and is a lot of work. A professional entity that does this will give you a better product, and because they are doing it for money, they might recommend more grants to go for.

Motion carried 5-0.

Recess 7:21 pm – 7:30 pm

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

Town Manager A. Marie Smith
Town Attorney Ryan Knight
Public Works Director Tom Davis
Town Clerk Amber Brown

Mayor Alison Dennington spoke about how the Town Manager A. Marie Smith mentioned the Public Works Director had another item he wanted on the agenda and asked if they would like to address that now.

Commissioner Anna Butler made a motion to make Item D now Item B and B will turn to C; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Town Clerk Amber Brown clarified it is Items C and D.

C. **Consideration on auctioning off old street name signs – Public Works Director Tom Davis**

Public Works Director Tom Davis spoke about keeping the old street signs in case they need temporary signs after a storm. However, he is willing to auction them again to put the money towards manatee protection. Would ask for each Commissioner to volunteer for one hour and he will man the table the whole day. - 1:32:18

Mayor Alison Dennington spoke about being willing to volunteer for an hour.

Commissioner Anna Butler volunteered for an hour.

Town Manager A. Marie Smith said the Police Chief was going to get minted Melby challenge coins.

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

- D. Consideration on the proposed letter to the Governor regarding Florida State Statute 112.51: Municipal officers; suspension; removal from office – Commissioner Anna Butler – 1:38:35

Mayor Alison Dennington spoke about how the agenda item is about her, so she will pass the gavel. She will not be voting and will recuse herself.

Commissioner Anna Butler spoke about how this is a letter to submit to the governor of the state of Florida to be reviewed by the Commission. Asked Mayor Dennington to step down on her own volition. Read the letter.

Commissioner Sherri Quarrie made a motion to approve the letter; Commissioner Anna Butler seconded;

Mayor Alison Dennington spoke about how just because something is in a letter, does not mean it is true. She has reached out to DOGE, but she has never said she is speaking on behalf of the Commission. She has a duty to report. She made a request for all of the Fire Department data and risk assessment, and she never heard anything back, so she put in a public records request. Does not agree with a lot of what is in the request, but she is not going to go point by point.

Town Manager A. Marie Smith spoke about how there was an informal risk assessment done, and the grant did not require a written risk assessment. - 1:50:25

Commissioner Tim Reed spoke about understanding the purpose behind the letter, but he does not understand the need to vote on this. In the last meeting they decided anyone can send a letter to the Governor at any time. If Commissioner Anna Butler wrote the letter, why hasn't it just been mailed?

Commissioner Anna Butler spoke about how at the last meeting, she thought the Commission decided that she would write a letter, bring it to the Commission and get approval.

Mayor Alison Dennington spoke about how the censures are a badge of honor. One of the censures is about her calling another Commissioner an idiot, and she apologized for it. Asked if Commissioner Anna Butler has a conflict because of that.

Town Attorney Ryan Knight said there would not be a voting conflict.

Vice Mayor Terry Cronin spoke about how at the last meeting they agreed to have the letter come back to the Commission for a vote, and recommended amending the letter to include the names of the other Commissioners. Asked about the concern for defamation.

Town Attorney Ryan Knight spoke about how there is a much higher standard for defamation of elected officials. There is a distinction between defamation of a civilian versus an elected official.

Mayor Alison Dennington spoke about how there might be a privacy suit.

Commissioner Tim Reed spoke about how anyone can write that letter to the governor, and it would not require the Commission to approve that happening.

Town Attorney Ryan Knight spoke about how anybody can write a letter. The vote at the last meeting was for Commissioner Butler to write a letter and present it to the Commission. The only recommendation he would have is that those who are voting in the affirmative for the letter have their signature blocks added.

Mayor Alison Dennington spoke about slander, libel, defamation, and invasion of privacy. The letter includes her husband by name, and the company's name.

Commissioner Anna Butler spoke about how her husband's name was included because he is a manager of Funoe LLC.

Mayor Alison Dennington spoke about taking objection to having her husband's name in the letter. The Town may be on the hook for invasion of privacy. Each Commissioner can write an individual letter, and they may or may not be on the hook for privacy issues. This is like an intimidation tactic instead of actually dealing with the public records requests and providing the records.

Vice Mayor Terry Cronin asked the Town Attorney if there is a risk for having her husband's name in the letter.

Town Attorney Ryan Knight spoke about there is always a risk because anyone can sue. Want to be careful that you are not saying anything that is not true. Anybody can send a letter; you can either have each individual Commissioner send a letter if they would like or submit this letter as is with the signature block who are voting in the affirmative for it.

Vice Mayor Terry Cronin spoke about how they are both private citizens and elected officials. Asked if there is a difference between sending letters individually versus as a Commission.

Town Attorney Ryan Knight said sending the letters individually is not the same because it would not be a vote the Commission took. The vote is an official action by the Town.

Commissioner Sherri Quarrie said if it is better for the Town to individually send a letter then she would be for that because she is about protecting the Town and the residents. If a company that is an LLC is listed on SunBiz, anyone can see that information. There needs to be some kind of resolution.

Commissioner Anna Butler spoke about how if that is best for the Town according to the Attorney then she is happy to take it off the table. - 2:05:15

Vice Mayor Terry Cronin spoke about it being difficult to wear two hats of being the Mayor and also suing the Town. The litigation is harming the Town. How can you do both, be the leader of the Town and also harm the Town? Asked Mayor Dennington to drop the litigation.

Commissioner Anna Butler spoke about how even if the litigation was dropped, she would still send the letter because there is more to it than just the lawsuits.

Vice Mayor Terry Cronin spoke about how the legacy of the Commission could be where the Mayor drops the litigation and the Commissioners forgive and move on.

Mayor Alison Dennington spoke about something on Instagram that says conflict is not bad, it's good and conflict is how you get things done. She ran for office because she came to meetings forever, and the Commissioners already made up their mind before the meeting. Conflict is the change maker. Spoke about how Elizabeth Mascaro was a cancer for the Town. Her legacy is getting rid of her, and now we have an amazing manager. Said she is proud of her legacy. The Commission is trying to intimidate Funoe and anyone else who wants to make a public records request. There have been a lot of changes, and she fought for them.

Vice Mayor Terry Cronin said she has accomplished many things she set out to do and would recommend, as manager of Funoe, taking the win and withdrawing the cases to not harm the Town any further.

Mayor Alison Dennington said she would not discuss the litigation.

Commissioner Anna Butler spoke about the Mayor's open letter to the Town when she was running for Mayor, she stated Funoe was her company.

Mayor Alison Dennington said it is a four-member LLC.

Commissioner Sherri Quarrie spoke about what is being lost in the argument is what the Mayor believes she has accomplished and is good for the Town is also the expense to the Town, the burden on the Town, what the Town is being put through. The amount of taxpayer money going to the Mayor's legacy is not fair. Drop all of the expensive lawsuits for the betterment of the Town.

Commissioner Anna Butler spoke about how, at the advice of the Town Attorney, it would be best for the Town to withdraw the item and instead allow each person on the Commission to send their own letter if they choose. Asked the Town Attorney if she should sign the letter as a

resident or as a Commissioner.

Town Attorney Ryan Knight spoke about how the way it is written now would be as a Commissioner. Said he cannot provide personal legal advice.

Mayor Alison Dennington spoke about BSE and how the Town now has three engineers and projects are moving faster.

Commissioner Anna Butler withdrew her motion.

E. Approval of site plan for 506 Poinsettia Rd - 2:20:48

Mayor Alison Dennington spoke about pulling the item to allow for an opportunity for public comment.

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

F. ~~Consideration on replacing the Community Center doors — Public Works Director Tom Davis~~

G. ~~Consideration on auctioning off old street name signs — Public Works Director Tom Davis~~

14. Finance/Budget Report – 2:22:40

Town Manager A. Marie Smith explained that the Finance Director had worked a lot of hours dealing with the auditors, so they had to minimize her hours to keep it to 80.

Vice Mayor Terry Cronin asked about the FEMA obligated funds.

Town Manager A. Marie Smith spoke about how they have asked for documents which have been supplied, but they are only working on Hurricane Helene.

Commissioner Anna Butler made a motion to approve the Finance Budget as-is; Vice Mayor Terry Cronin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

15. Town Staff/Board Reports

A. Technology Advisory Board – 2:25:00

No report.

B. Building Department – 2:25:10

Mayor Alison Dennington spoke about looking at increasing the Building Department fees because the department always operates in the red. There is an automated AI pilot program that is free that the Town should look at to process certain permits.

Town Manager A. Marie Smith said she would research the fees with neighboring jurisdictions and asked the Mayor to send her information on the AI company.

Commissioner Tim Reed spoke about 207 Flamingo Lane, the name of the inspector and the date of completion not being in alignment, the inspector was already gone by the completed date. He may have issued the permit but wants to know who would have done the inspection.

Town Manager A. Marie Smith said she would have to investigate that.

C. Public Works Department – 2:29:55

Vice Mayor Terry Cronin spoke about being annoyed with the vandalism of the public restrooms. Spoke about having cameras outside the bathroom to keep track of who is going in and out of the restrooms. Spoke about reaching out to the Police Chief with these ideas.

Mayor Alison Dennington spoke about previous issues with the dumpster at Sands on the Beach, and to make sure it is on the radar.

Commissioner Sherri Quarrie asked for an update on the Code Enforcement Officer position.

Town Manager A. Marie Smith spoke about how the hiring position was put on hold for the past couple of weeks because we are drowning and would not have time to do interviews. There is an internal employee that has shown interest and has started working with the Fire Marshal to learn about vacation rentals. Will open the position in 4 weeks and that employee will have the option to apply.

Mayor Alison Dennington spoke about a blind resident that was working with the prior Manager about the stop light. The legislature would allow us to regulate electric bikes and scooters.

D. Code Enforcement - 2:38:45

Mayor Alison Dennington asked why the Police Officers cannot be used for Code Enforcement. The Police don't want to do code enforcement because they don't want to be the bad guys, but code enforcement is a safety issue. There are a lot of communities that use their Police for both. There is not a lot of crime and that department is over half of the budget. They are trained for code enforcement, so why are we not efficiently using them?

Vice Mayor Terry Cronin said that was addressed in the Police Report. Said using Police Officers as Code Enforcement Officers blurs those roles and leads to potential challenges, asked the Town Attorney to comment on that.

Town Attorney Ryan Knight spoke about how there are different rules for Police Officers and Code Enforcement Officers. Most municipalities have dedicated Code Enforcement Officers.

Mayor Alison Dennington spoke about a Code Enforcement case where the evidence was a police officer's video from driving by and talking to renters of an unregistered short-term rental.

Commissioner Sherri Quarrie spoke about the individual that is doing the violation would have to do the paperwork and go in front of the Magistrate which would take a lot of time from the Police Officers. We need to continue our efforts to fill the Code Enforcement Officer position.

Mayor Alison Dennington spoke about using the Police Officers for a select type of violations, such as vacation rentals.

E. Fire Department – 2:48:30

Commissioner Tim Reed asked about the call times not being included and asked for that to be sent to the Commission.

F. Police Department – 2:50:35

Mayor Alison Dennington asked about the key project and commented on being concerned that volunteers were shredding police records. Said they are shredding the master copies.

Town Attorney Ryan Knight said that they are also scanning those documents.

Town Manager A. Marie Smith said the Police Chief said the volunteers have been trained in doing the digitization and case work looking over different records.

Mayor Alison Dennington said volunteers should not touch personnel records.

Vice Mayor Terry Cronin called a point of order 47.10 as the Mayor has litigation.

Mayor Alison Dennington ruled the point of order not well taken.

Town Attorney Ryan Knight said the Mayor could direct her question to the Town Manager.

Town Manager A. Marie Smith said she would check with the Police Chief.

G. Town Clerk – 2:57:50

Commissioner Sherri Quarrie asked when the Mayor would hand over the public records that are called for on the report and are in her possession.

Mayor Alison Dennington said the day that the Clerk sent her an email about that, she responded and said she believes she has some records. Responded to the Clerk, the Town Attorney and the former Manager, and said ready, willing, happy and able to but she needs some IT assistance. Resent that email several times. It is the Town's responsibility to get Commissioners assistance. Said they are waiting on the Town, not her.

Vice Mayor Terry Cronin asked the Town Attorney if he would be in ethical violation by sharing information on the research he was doing on the litigation and if that would now be public record.

Town Attorney Ryan Knight said he would have to look and see what was shared. Will take a look at it.

Mayor Alison Dennington spoke about just wanting to see a Statute. Asked the Town Clerk about getting records and how there was an issue brought up that seemed to be dropped.

Town Clerk Amber Brown said it is not an issue anymore because people are going through the Town Manager instead of directly contacting staff. If the Commissioners are asking the Town Manager, it does not have to go through public records or JustFOIA.

16. Commission Reports - 3:05:05

Commissioner Tim Reed spoke about the upcoming workshop next month and would like to use that for the Commission to have input on budget items. Will draft an agenda item for it.

Mayor Alison Dennington spoke about how future workshops should be very department specific.

Town Manager A. Marie Smith spoke about how another way to do it is by theme, such as life and safety, water issues, etc.

Town Clerk Amber Brown said the main cost of a workshop is if the Town Attorney has to be present (which he would not have to be for these budget workshops).

The Commission agreed to a budget workshop on April 1st at 5:30 pm.

Commissioner Anna Butler wanted to reiterate that she did not pull or negate the letter that she presented for tonight, just decided not to put it up for a vote.

17. Adjournment

Vice Mayor Terry Cronin made a motion to adjourn; Commissioner Sherri Quarrie seconded; Motion carried 5-0.

Meeting adjourned at 9:14 PM.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: September 16, 2026

From: Town Clerk Cyd Jones

RE: Appointment of David Manhart as an alternate board member on the Planning and Zoning Board

Background Information:

The Town received an application from David Manhart to join the Planning and Zoning Board.

Recommendation:

Approve David Manhart's membership to the Planning and Zoning Board as Alternate #1.

Attachments:

- Board Membership Application – Page



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: DAVID MANHART Home Phone: _____

Home Address: 213 1st Ave

Mobile Phone: 305 498 1677 Email Address: dumanhart@hotmail.com

Business Name: _____ Business Phone: _____

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

Master Electrician for Miami Dade Water & Sewer Dept 33yrs

Date of Birth: 2/27/1958 (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

2nd - ☒ Board of Adjustment

☐ History Center Board **

☐ Technology Advisory Board **

☐ Ryckman House Historical Preservation and Awareness Board **

1st - ☒ Planning and Zoning Board

☐ Police Pension Fund Board of Trustees

☐ Parks Board **

☐ Environmental Advisory Board **

☐ Other _____

Why do you think you are qualified to serve on this board? over 40 Year AS A master Electrician
Passed the GC Testing in 2008 -

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

Signature: _____

Date: 8/16/26

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

Town Commission Meeting

Section: New Business

Meeting Date: September 16, 2026

From: Town Attorney Ryan Knight

RE: Ordinance 2026-02 Paid Parking and Parking Fund Codification -
First Reading

Background Information:

At the July 15, 2026 Regular Town Commission Meeting, the Commission voted to have the Town Attorney draft a paid parking ordinance and present it to the Commission for approval.

Recommendation:

Approve the first reading of Ordinance 2026-02 Paid Parking and Parking Fund Codification.

Attachments:

Town Commission Meeting

Section: New Business

Meeting Date: August 16, 2026

From: Town Manager and Town Attorney

RE: Discussion and approval of Reserve Fund Policy

Background Information:

At the last Town Commission Budget Workshop, the Commission agreed to put in place a reserve fund policy to include procedures on how to manage the town's financial reserves and payback policy. The town attorney had been asked to start the draft with input from the town manager and town finance director. Attached is the town attorney's draft policy for consideration.

The Government Finance Officers Association (GFOA) recommends: "at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." For the Town of Melbourne Beach that would be approximately \$1.03Million.

In geographic zones prone to hurricanes, the recommended amount of reserves is three to six months for moderate threat zones and six to nine months for vulnerable coastal areas. (For context 6 months would equal \$2.56M.)

In establishing this policy, the GFOA suggests government entities should consider the following:

- The predictability of revenues and the volatility of its expenditures (i.e., higher levels of reserve fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
- The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;

With respect to use and replenishment, the reserve balance policy should define conditions for use and a plan to replenish it if it falls below the ascribed level as defined in policy. In that context, the GFOA recommends the following:

- Define the time period within which fund balances will be used;
- Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of reserve balance as a financing bridge;
- Describe the time period over which the components of reserve fund balance will be replenished and the means by which they will be replenished. (Generally, it should be within one to three years of use.)

For the time period, there are a number of factors that impact the replenishment time horizon:

- Recovering from an extreme event;
- Financial planning time horizons;
- Long-term forecasts and economic conditions;
- External financing expectations.

If the town is fortunate enough to find itself in a position with an amount of reserve fund balance over our formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future, we may want to consider a policy as to how this would be addressed as well.

Recommendation:

Discuss what the Commission would like to see in the Reserve Fund policy and allow the town attorney and town manager to make adjustments as needed.

Attachment:

Draft Reserve Fund Policy

Draft Reserve Fund Policy

Purpose: The purpose of establishing a Reserve Fund Policy is to promote short and long-term fiscal stability through economic cycles and emergencies, such as storm-related events, as well as to provide resources necessary to allow to continuous operation without resorting to external sources of liquidity. The Town's Reserve Fund Policy shall consist of three components: Unassigned Fund Reserve, Emergency Reserve, and Capital Reserve.

Total Fund Balance Reserve

The total amount of the Reserve Fund shall equal a minimum of 20% of General Fund Expenditures for the most recently concluded Fiscal Year. The amount of the reserve shall be calculated annually as of September 30 and compliance with this overall Reserve Fund Policy shall be reported to the Town Commission upon completion of the prior year audit.

Unassigned Fund Reserve

The Unassigned Fund Reserve is designed to be a permanent safeguard to respond to severe budget disruptions caused by external factors including but not limited to severe economic downturns, emergencies within the Town boundaries, and sudden revenue declines due to external factors. The amount of the Unassigned Fund Reserve shall be equal to 10% of General Fund Expenditures for the most recently concluded Fiscal Year.

The Unassigned Fund Reserve shall not be used for emergency spending or to balance the Town's budget unless a majority of the Town Commission votes to approve the use of Unassigned Fund Reserve funds upon the recommendation of the Town Manager and Finance Director. Any proposed use of the Unassigned Fund Reserve shall be accompanied by a fiscal recovery plan that outlines how the Unassigned Fund Reserve will be restored to the required amount within the ensuing three fiscal years following the fiscal year in which usage is approved.

Emergency Reserve

The Emergency Reserve is intended to address necessary use of funds as a result of a state or federal declared state of emergencies in which the Town or Brevard County is included. The Emergency Reserve shall be available, over and above the Unassigned Fund Reserve, to address immediate funding needs resulting from state or federal declared state of emergencies. Absent a state or federal declared state of emergency, funds in the Emergency Reserve shall not be used.

The Emergency Reserve shall be maintained in an amount equal to 5% of General Fund Expenditures for the most recently concluded Fiscal Year. A majority of the Town Commission may vote to approve the use of Emergency Reserve funds upon the recommendation of the Town Manager and Finance Director.

Capital Reserve

The Capital Reserve is intended to be used for periodic maintenance and improvements of infrastructure and future infrastructure improvements. The Town recognizes that funding capital maintenance and

improvements should have annual, ongoing funding mechanism in addition to the use of one-time expenditures in order to minimize additional costs to residents and businesses associated with deferred maintenance and improvements. The Capital Reserve shall be maintained in an amount equal to 5% of General Fund Expenditures for the most recently concluded Fiscal Year. A majority of the Town Commission may vote to approve the use of Capital Reserve funds upon the recommendation of the Town Manager and Finance Director.

Town Commission Meeting

Section: New Business

Meeting Date: September 16, 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*
- *2011-2018 Personal 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 Meeting

Section: New Business

Meeting Date: September 16, 2026

From: PW Director – Tom Davis

RE: Placing a Small sign 5th Ave. Riverfront Park

Background Information: One of our very long-time residents, Alice Graham, will be 105 years of age this month. For many years the park at 5th Avenue riverfront has been a part of her daily life. Alice enjoys the sunsets and the fellowship of her vast number of friends there enjoying watching thousands of sunsets. Her friends have hosted her birthday parties at that location each year.

There is a very nice Magnolia tree located in the park that was donated years back by friends and family for Alice.

I have been asked to place a sign at that Magnolia tree to honor Alice on her 105th Birthday.

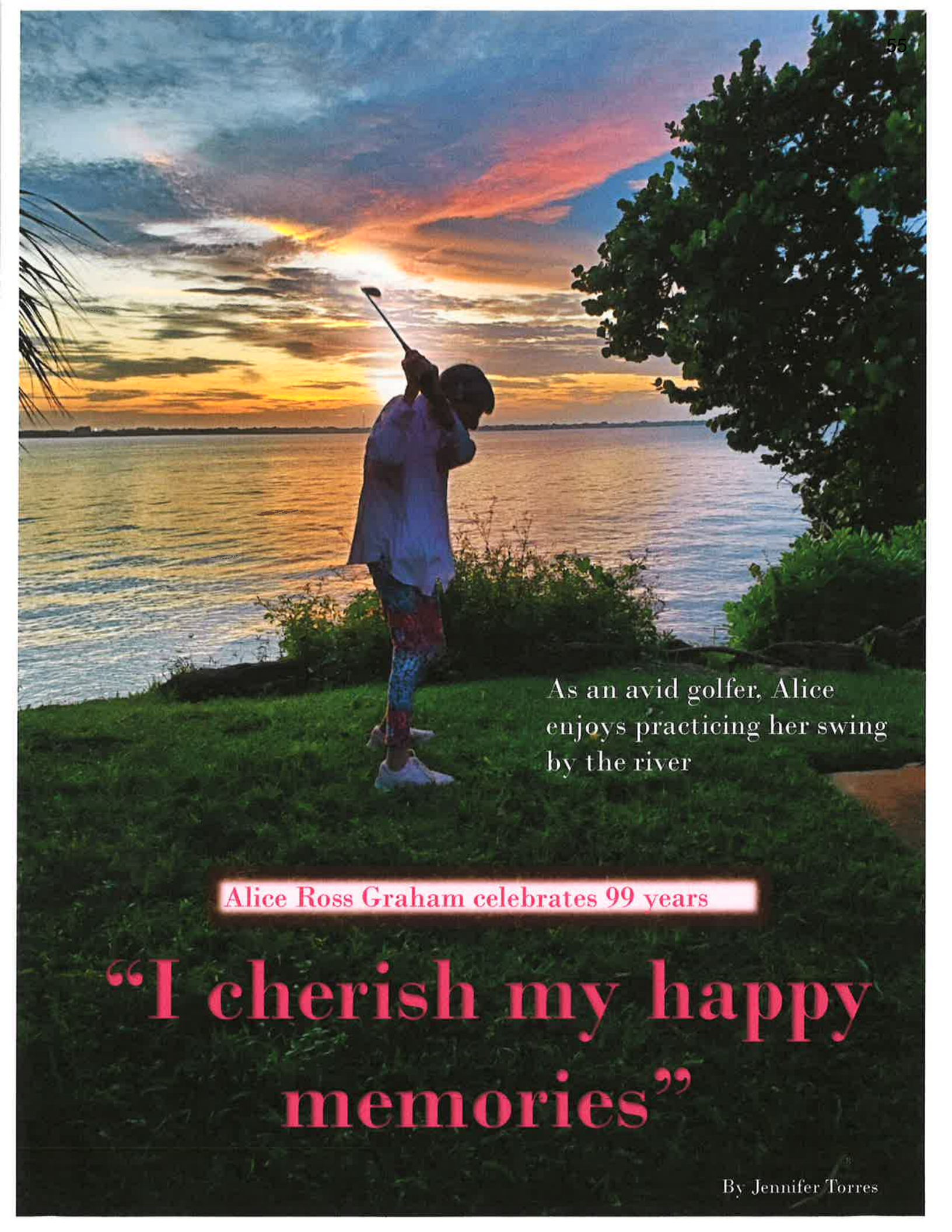
There will be no cost to the Town. The sign would measure approximately 18” x 36” wood engraved.

See attached sketch

Recommendation: Approve placement of the sign

ALICE GRAHAM
SUNSET VISTA

IN HONOR OF YOUR 105th BIRTHDAY

A full-page photograph of a woman, Alice Ross Graham, in the middle of a golf swing on a grassy bank. She is wearing a light blue long-sleeved shirt and colorful patterned pants. The background features a wide river reflecting the vibrant orange and yellow light of a sunset. The sky is filled with dramatic, colorful clouds. A large, dark green tree is on the right side of the frame, and some palm fronds are visible on the left.

As an avid golfer, Alice
enjoys practicing her swing
by the river

Alice Ross Graham celebrates 99 years

**“I cherish my happy
memories”**

By Jennifer Torres

Alice Graham loves

golf...Everyday she carries her golf club to the river to witness the sunset and practice her swing.

According to her daughter Xochitl Ross, “golf” should really be Alice’s middle name. Before the pandemic changed everything, Alice would drive herself to the golf course twice a week to play 18-holes. Now she’s down to 9-holes once a week.

“Even strangers know me as the lady with the golf club who walks to see the sunset,” she says.

In addition to golf, Alice’s passions include bridge, crossword puzzles and reading. Alice is a voracious reader who helped start a local book club in 1990 that still thrives today.

She’s loves local theatre, musicals and art...But most of all **she loves her family.**

In her life she has known love and loss but Alice chooses to focus on the love. And as she gets ready to celebrate her 99th birthday this month – Alice is thankful for the life she’s had - and looking forward to the life ahead.

Alice was born at home in the fall of 1921 in the Borough of Stanhope, a rural community encompassing just over two-square miles near Lake Musconetcong.

At the time, the community consisted of an ice mill, a tannery, grist mills, sawmills, a plaster mill and a blacksmith shop. Her father was born in Russia and her mother in Germany, both of Polish decent. They met and married in New Jersey and had seven children together, four boys and three girls - including Alice.

Dad worked for an ice house where he cut chunks of ice from the frozen lake in winter that was stored in a vast warehouse for use in people’s ice boxes. Alice attended the local schools and **graduated as the high school valedictorian in 1939.**

At the age of 17, she enrolled in classes at the New Jersey College for Women, the state’s first public college open to women. After a professor there gave her what she thought was incorrect information - she wrote a letter to Donald Ross, her former high school history teacher, for advice. He gave it. But the letters continued and within a year, Alice left college to marry him.

They’d been married less than a year, when the United States entered World War II. Across the country people rationed food and gas. Alice volunteered to serve as an Air Raid Warden, responsible for making sure the neighborhood complied with blackout drills in preparation of possible air raids.

After the war, the couple moved to the state capital of Trenton and in 1947 they had their first child, Malcolm. They later moved to New York where Donald pursued and earned his Doctorate in Education, going on to become the Assistant Commissioner of Education for the State of New York.

Over the years, the couple had three more children; Lyle in 1951, D.X. in 1952 and Xochitl in 1955. It was a happy time. They loved living near the city and enjoyed taking the children to the theatre, museums and art galleries.

In 1958, she and Donald took the trip of a lifetime to the World Fair in Brussels. They also traveled to Austria and Italy and drove back along the Riviera to Paris.

Upon their return home, Donald immediately began planning their next trip – but it wasn't to be. A few months later on January 25, 1959, Donald, who was just 44-years-old, died of a heart attack.

Alice says she is so thankful they had the opportunity to share such wonderful memories before he died.

"It was a beautiful trip and one reason why I have been able to overcome my tragedies is that I have no regrets," she said. "There was nothing left unsaid or undone."

*"I have no
regrets... There was
nothing left unsaid
or undone."*



After Donald's death, Alice's family surrounded her and the children with support. All her siblings were in agreement that they would help the family through this difficult time.

At age 37, Alice went back to college where she earned her Bachelor's Degree. Then, one day while visiting with a couple who had been good friends to her and Donald for years, the man's brother stopped by – his name was John Graham – and they became friends.



In 1962, she and John married and the couple moved to Long Island where she earned her Master's Degree in Humanities from Hofstra University.

“He took on four children and was so good to them. My son Lyle once told me that he was a father to me when I needed a father,” Alice said. “He and I loved the same things I shared with my first husband, the theatre, opera and art.”

All passions they shared with the children, two of which went on to become artists – daughters, Xochitl, who is a renowned glass artist and D.X. who went

on to have a prolific career as a multi-media artist with work on display at the Smithsonian American Art Museum.

Following in his father's footsteps, son Malcom became a teacher and after attending Florida Tech Lyle worked in municipal town government before heading back to New York where he now works in remodeling and carpentry.

In 1979, Alice and John retired and moved to Melbourne Beach, just two years later, John died.

Then in 2008, after achieving widespread acclaim as an artist, her daughter D.X. died of breast cancer.

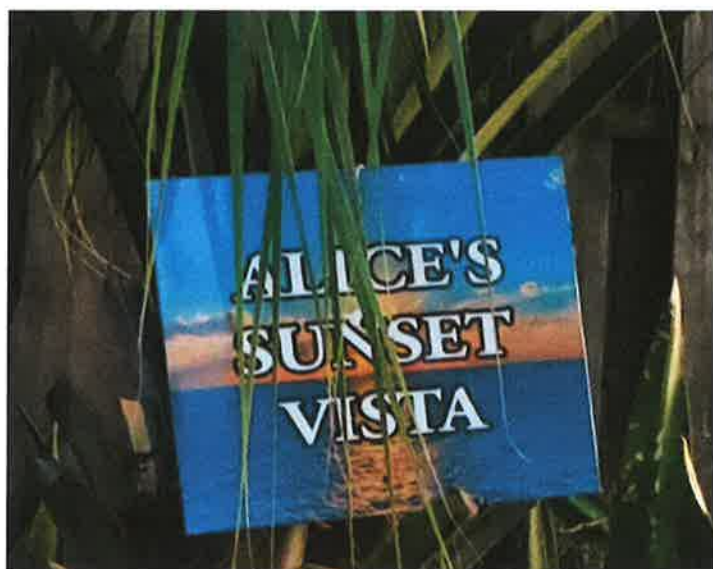
Again, Alice reiterates her philosophy of no regrets.

“My daughter and I had a wonderful relationship,” she said. “And John was a good man and we had a good life.”

Her daughter Xochitl lives in Melbourne Beach and looks after her mom, often accompanying her on her walks.

“She is loved so much by the many neighbors that have observed her daily trek to view the setting sun and contemplate the end of another day that one had a sign made that read “Alice’s Sunset Vista”, another tried to get the little green space named for her, another got the Magnolia tree planted for her... She radiates love, she inspires love and beauty,” Xochitl said.

Of Alice’s six siblings, two older brothers have passed away – but the others are in good health and they are all still very close.



Her children traditionally gather together at her home each Christmas. The family now includes two grandchildren and a great grandchild. But because of the pandemic, Alice is not sure they will all be able to reunite this holiday season.

The pandemic also meant Alice had to discontinue something she loved. For nearly 25 years she volunteered for Meals on Wheels, a non-profit group providing nutritious hot meals to

senior citizens with physical or financial limitations. But the virus posed a risk to her own health.

“She is truly a beautiful person with no regrets because she lives all her moments with integrity and grace”

Alice loves the Town of Melbourne Beach

She's been here long enough to remember the four-way-stop, the bookmobile library that popped up each Tuesday at the Community Center, the omelet shop and Nick's Steakhouse.

"Many of her life-long friends she met as neighbors and she embodies what makes a community thrive: she gives, she cares, she listens, she respects and appreciates our differences," Xochitl said. "I attribute her good health to her positive attitude. Also the 'empathy gene.' She cares so much about the well being of everyone in her life, no matter how distant the connection."



Happy Birthday Alice!

Alice's Rules to Live By

I keep active. I'm still doing what I did 80 years ago but at a diminished rate.

I keep my brain active – play bridge, do crossword puzzles and read a lot.

I love my family, my friends, my neighbors and my town.

I live by the Golden Rule – Do unto others as you would have them do unto you.

I am thankful for good health and all that I have. I try to be kind and to help when I can.

Best of all, I cherish my happy memories.

Town Commission Meeting

Section: New Business

Meeting Date: September 16, 2026

From: Town Manager

RE: Request for Reimbursement

Background Information:

In February 2026, during ratification of the Town Manager's employment contract, the Commission considered and declined to include a stipend for relocation expenses.

Since that time, the Town Manager and her family have incurred significant personal expense in relocating to and establishing residency within Melbourne Beach. Direct experience in the role has reinforced the importance of residing within the town in order to effectively address the needs of residents and staff and to respond to matters requiring the Town Manager's presence.

The Town Manager respectfully requests that the Commission reconsider this matter and approve reimbursement of relocation expenses, in light of the cost of establishing residency within the town. While the Commission's original decision not to fund a moving *stipend* is acknowledged, the Town Manager now requests *reimbursement* following completion of the relocation.

Supporting documentation includes an interstate moving contract, reflecting the most competitive rate available at the time, in the amount of \$5,479.87. This figure does not include additional costs for airfare, packing services, mileage, or materials required to prepare for the move. A rental security deposit of \$3,100 was also required for housing secured for the coming year. Combined, these documented expenses exceed \$10,000. Additional supporting documentation, including receipts and the lease agreement, is available upon request.

Since the total expense exceeds the \$5,000 procurement threshold, Commission approval by vote is required. This item was intentionally omitted from the budget in order to bring the request before the Commission transparently for its consideration.

The Town Manager's employment contract prohibits outside employment to supplement income. In addition, the Town Manager notes that health insurance premiums increased 14% this year, while the associated wage adjustment is limited to 1.9%.

Recommendation: Recommend that the Commission consider and act upon a motion to approve reimbursement to the Town Manager for relocation expenses incurred in connection with her employment with the Town.

Attachments:

Interstate bill of lading contract

INTERSTATE BILL OF LADING CONTRACT			
ORIGIN NAME: William Smith / Asuntha ADDRESS: 4319 PLANE RD CITY/STATE: FORT LAUDERDALE, FL 33308 PHONE: 301 775 8258		DESTINATION NAME: William Smith / Asuntha ADDRESS: 606 SECOND AVE CITY/STATE: MOBILE, AL 36682 PHONE: 301 775 8258	
A. FORM / TERMS OF PAYMENT: Upon booking a 30% deposit is required to be paid in the form of credit card (Amex, Visa or MasterCard), cashier's check, note or cash. At pick up 50% of the balance is due in the form of cashier's check, cash, or Post Office Money Order. At delivery the remaining balance is due prior to unloading in the form of Post Office Money Order or Cash only. No Personal checks will be accepted. PAYMENT IN FULL OF TOTAL CHARGES IS REQUIRED BEFORE THE DELIVERY TRUCK IS OPENED AND BEFORE UNLOADING.		SUMMARY OF ACTUAL CHARGES/RECEIPT:	
B. TOTAL ESTIMATED CHARGES AND MINIMUM CHARGES: By this reference bill of lading and estimate and all their terms, conditions, and estimated charges are combined and incorporated by reference in accordance with 49 CFR §375.505(b)(17). The total estimated charges for service is not a guarantee of the final total actual charges - which may increase or decrease based upon actual services performed, quantity of items shipped, accessorial services, destination services, and/or weight of shipment. Unless customer purchased an "exclusive use of the vehicle" option, there is no guarantee that you will be the only shipment on the truck.		WEIGHT CHARGES: Base: lbs. @ \$ per lb. \$ Additional: lbs. @ \$ per lb. \$ CUBIC FEET CHARGES: Base: 763 cu. ft. @ \$ 6.63 per cu. ft. \$ Additional: cu. ft. @ \$ per cu. ft. \$	
C. OPTIONAL ACCESSORY SERVICES ORDERED: ☐ STORAGE ☐ EXTRA INSURANCE ☐ STAIRS ☐ FULL VALUATION ☐ LONG CARRY ☐ PIANO OTHER: ☐ P.O.S pickup/delivery \$		HOURLY CHARGES: Part One: Start Time End Time Hours Part Two: Start Time End Time Hours hrs. min. Trucks @ \$ /hr. \$ hrs. min. Trucks @ \$ /hr. \$	
D. DISCLOSURES AND AGREED TERMS FOR DELIVERY: Packing materials/labor are not included and will be charged extra per item ordered on the packing materials list. All charges including additional services will be charged based on the full tariff rates. Filing of claims: The carrier shall not be liable for the loss or damage of the goods unless claim is made in writing supported by proof of ownership, value, and weight. All outstanding monies due to carrier must be paid in full before any claim can be made. Claims must be filed within 9 months of delivery or demand thereof is refused and must be limited to the destination descriptions of damages for each item on the inventory logs. Special Services: Shipper will be notified of final charges prior to delivery and while in transit. If destination address does not have access for a 26 foot box truck additional charges may apply. (Re-booking) delivery fees are applied when the carrier must make a second attempt to deliver the property if for any reason the shipper did not accept delivery on the first attempt. For all estimates there may be additional charges for flights of stairs, extra drop-offs or pick-ups, re-delivery and long carries.		PACKING MATERIALS AND LABOR: Total material and Packing (see attached materials price list) \$ Full Packing Service \$ Other \$	
E. NOTICE OF AGREED PICK UP AND DELIVERY PERIODS: Guaranteed pickup and delivery dates are an optional service available for purchase. Priority and delivery dates are not guaranteed unless the optional Premium Guaranteed Service (P.G.S.) is purchased in compliance with 49 CFR Section 375.505(b)(17). The non-guaranteed (P.G.S.) is purchased in compliance with 49 CFR Section 375.505(b)(17). Standard Service (S.S.) delivery "period of time" is up to 30 days. Business days, not including storage time, beginning on the first date indicated as available for delivery (not the date of pickup). The date shown indicated as "1st available" is first date of the delivery period of time and not the promised delivery date. Per day delay rate is \$20.00 (they adjust per business week). Business days do not include holidays or weekends. Unless P.G.S. is purchased, estimated delivery period is up to 30 business days from date indicated as first available for delivery. Please see Agily Van Lines, Inc. Current Calendar Day Delivery Schedule on your moving estimate. 0-300 miles - 0-3 calendar days, 301-600 miles - 1-3 calendar days, 601-900 miles - 3-7 calendar days, 901+ miles - 3-10 calendar days unless otherwise specified on your moving estimate. Delivery window applies to the first available delivery date.		OTHER SERVICES: Fuel surcharge: 86.00 \$405.72 Stairs \$ origin \$ destination \$ Long Carry \$ origin \$ destination \$ Shuttle \$ origin \$ destination \$ Misc. bulky item \$ Split pickup/delivery or extra stop-off \$ P.O.S pickup/delivery service \$ Valuation at \$0.60 per pound per item INCLUDED FREE Other \$	
F. SIGN AT LEAST 3 DAYS BEFORE PICKUP DATE: I acknowledge I have read and agree to all the terms and conditions on both sides of this bill of lading contract. I have received the arbitration information and the booklet: Your Rights and Responsibilities When You Move and pamphlet Ready to Move. I agree to pay for the total charges for moving services. I approved the total estimated charges prior to the moving services beginning.		STORAGE CHARGES: Days @ \$ @ \$ per cu. ft. per mo. \$ Other \$	
Customer's signature: _____ Date: 7/11/20		G. SUMMARY OF CHARGES: GRAND TOTAL: \$ 5479.87 PARTIAL PAYMENT: deposit \$ 1643.00 PARTIAL PAYMENT: \$ CREDIT CARD BALANCE DUE: \$ 3836.87 PRICE ADJUSTMENT: \$ NEW BALANCE DUE IN 30 DAYS: \$	
Carrier representative signature: _____ Date: 7/11/20		DELIVERY ACKNOWLEDGEMENT: Shipper hereby acknowledges that the shipment was received in apparently good condition except as noted on the inventory list. Shipper acknowledges that all the services that were ordered have been performed, have been fully satisfied, and the truck was inspected and nothing has been left behind. Shipper and/or agent has full authority to accept the shipment and enter into this agreement. Customer's signature at delivery: _____ Date: 7/14/20 Carrier signature at delivery: _____ Date: 7/14/20	

Town Commission Regular Meeting

Meeting Date: September 16, 2026

From: Town Manager

RE: Veterans Honor Garden at Christmas Tree Park

Background Information:

Christmas Tree Circle, the garden in front of the Melbourne Beach Community Center, has enjoyed a rich history with the town as the main area where residents used to gather for holiday festivities and the Christmas tree lighting. Over time, the Christmas tree died and the circular driveway was replaced by a lawn. The town's Christmas activities have also moved further down into the park.

To revitalize the area while also paying homage to our veterans and to the heritage of the town, staff is recommending moving the veteran's stone memorial in town (at the corner of the fire station) to the center of Christmas Tree Circle and install a flagpole. The sign in the circle would be renamed as the "Veterans Honor Garden at Christmas Tree Circle," so that Christmas Tree Circle will not be forgotten.

A plaque with the history of Christmas Tree Circle would also be placed on site. Dayle Farrel with Ryckman House has graciously agreed to research and triangulate the history of Christmas Tree Circle to ensure accuracy of what is presented.

I have been in touch with the Parks Advisory Board and the Environmental Advisory Board who have agreed to assist with this plan. They will collaborate with staff to suggest plantings and to see if a new Christmas tree can be planted. The garden is next to where the veteran's walkway will be installed, going from the Community Center to the sidewalk.

If the Commission agrees to this idea, we hope to have it completed by November 11th, Veterans Day, so that we can have a rededication ceremony on site.

Recommendation:

Vote in favor of creating a Veterans Honor Garden at Christmas Tree Circle, as described above in time for Veterans Day 2026.

Attachment:

Photo of what the garden might look like when completed.





Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners
 From: Jennifer Kerr, Finance Manager
 Date: September 08, 2026
 Re: August Fiscal Year 2026

We are in the eleventh month of our fiscal year 2026. The target expenditure rate for August is 91.67%. 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 87.54%. The Departmental expenditure rate breakdown is as follows:

Legislative:	77.57%
Executive:	100.82%
Finance:	104.75%
Legal:	112.19%
Planning:	227.22%
General Services:	94.37%
Law Enforcement:	85.09%
Fire:	47.30%
Code:	65.07%
Public Works:	85.44%

Discussion Items:

The JLAC State Audit is ongoing. The State Audit will continue through the summer.

The Town received Parking Revenue for August FY2026 in the amount of \$17,465.58.
 Parking revenue for August FY2025 was \$18,084.00.

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 8/31/2026: \$2,337,901.80
 Reserve Account Balance as of 8/31/2026: \$2,520,125.42
 Florida Prime Account Balance as of 8/31/2026: \$ 552,802.19

FEMA Obligated Funds:

Hurricane IRMA: \$586,392.00



Town of Melbourne Beach Finance Department

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.

FEMA has reviewed the items sent to them and the Town Manager and I will be meeting with FEMA contractors to go over what other information they may need to complete the Hurricane Irma project.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH

Balance As Of 08/31/2026

Fund: 001 GENERAL FUND						
Account Category: Revenues	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	6,648.61	99.78
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	(7,664.55)	107.70
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	(8,989.72)	103.02
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	(7,438.27)	113.97
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	120.01	85.80
001-00-314.40.10	UTILTIIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	623.15	92.21
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	(71.37)	104.76
001-00-314.40.30	UTILTIIY 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	8,856.68	93.89
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	(1,865.17)	114.35
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	(5,809.62)	107.45
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	3,941.04	82.09
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	(1,000.00)	120.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	957.61	99.07
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	65,862.46	70.99
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNME	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	800.00	55.56
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	(1,300.00)	127.66
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	8,600.00	8,600.00	0.00	4,350.00	49.42
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 ncumbrance		Available	% Used
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	1,525.00	45.54
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(52,469.96)	231.17
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	(5,517.44)	272.42
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
						99.79
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 ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	18,625.00	75.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	948.12	91.38
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	(242.53)	221.27
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(76.00)	100.00
						49.71
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 ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	(5,700.00)	2,000.00
						2,000.00
Department: 41 PUBLIC WORKS						
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(10.00)	100.00

	Description	ORIGINAL BUDGET	Amended ncumbrance	Available	% Used
Overall Revenue Rate:					98.13
Account Category: Expenditures					
Department: 00					
001-00-581.00.00	TRANSFER OUT	326,947.92	326,947.92	0.00	(167,510.00) 151.23
					151.23
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	3,175.03 64.72
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	6,220.90 94.50
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	1,025.55 89.02
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	911.67 94.25
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	6,436.03 69.24
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(42.60) 160.86
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	39.30 73.18
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	(59.88) 105.35
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	6,150.91 18.94
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	1,920.12 63.92
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	(80.00) 109.36
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,430.00 57.44
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	24,445.45 55.25
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00 100.00
					77.57
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	13,065.38 93.20
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	(2,239.32) 118.46
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	(3,397.50) 120.18
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	(144.00) 103.07
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	(8,767.75) 129.46

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	675.98	26.20
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(90.42)	200.47
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	(491.00)	222.75
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(1,400.00)	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
						100.82
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	(19,835.93)	126.26
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	(1,492.64)	125.83
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	(2,700.51)	125.48
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	(2,808.45)	120.46
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	23.40	82.79
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	59.53	61.59
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	6,982.03	52.63
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	250.00	98.37
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
						104.75
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	(38,043.90)	129.91
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	13,080.00	9.17
						112.19

Department: 15 PLANNING	Description	ORIGINAL BUDGET	Amended ncumbrance	Available	% Used
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	(11,450.04) 227.22
					227.22
Department: 19 GENERAL SERVICE					
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	65.00 98.34
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	6,863.77 72.90
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	12,114.79 83.97
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	5,335.36 61.96
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN	3,720.00	3,720.00	0.00	3,419.24 8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	(588.00) 115.80
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	(516.40) 108.61
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	826.08 44.93
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	(27.42) 100.72
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	3,276.52 71.49

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						94.37
Department: 21 LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	116,967.20	86.46
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	12,379.42	60.09
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	(725.00)	109.29
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	75.00	98.85
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	14,409.59	80.72
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	1,049.55	83.17
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	6,438.99	95.40
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	(84.14)	103.04
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	226.00	78.31
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	(1,368.03)	111.61
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	3,256.00	3,487.22	69.03
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	1,296.15	93.52
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(534.49)	129.69
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(209.62)	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	7,977.76	4,851.24	65.18
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	(3,298.34)	116.49

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	7,926.52	20.73
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	788.18	73.73
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	40.00	94.37
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	689.20	79.73
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	2,264.52	90.99
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						85.09
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	144,832.29	41.74
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	26,277.62	4.16
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	16,935.43	33.49
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	35,116.19	14.54
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	28,605.17	32.71
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	599.78	37.52
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	156.17	35.20
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	(1,922.00)	221.49
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	(54.94)	100.89
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	(1,877.00)	352.28
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	620.52	37.95
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	(1,037.59)	129.13
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	6,723.21	32.77
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	15,740.65	37.04
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	1,548.00	(1,936.53)	177.46

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(3,817.47)	736.25
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	887.30	82.25
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	(280.80)	107.02
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	2,810.75	12.16
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	697.85	30.22
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	(550.45)	117.20
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	21.00	97.00
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	3,326.96	39.78
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	(2,577.56)	112.91
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						47.30

Department: 29 CODE ENFORCEMENT

001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	19,502.00	50.65
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	1,241.17	58.94
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	2,764.77	50.14
001-29-500.23.01	HEALTH INSURANCE	0.00	0.00	0.00	(2,230.28)	100.00
001-29-500.23.02	LIFE INSURANCE	0.00	0.00	0.00	(22.52)	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	279.96	6.68
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	616.90	27.42
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

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
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
						65.07
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	33,173.32	86.19
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	(16,083.20)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	4,679.03	86.11
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	(1,193.39)	102.74
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	240.12	55.03
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	77.53	73.10
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	(103.40)	102.07
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,375.62	72.49
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	(1,799.88)	219.99
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	2,980.93	40.38
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	4,679.24	68.81
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	(765.76)	107.66
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	1,774.77	40.84
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	1,958.55	89.41
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

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	2,081.52	66.96
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	485.43	88.44
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
001-41-543.00.00	LICENSES & FEES	0.00	0.00	0.00	(3,980.00)	100.00
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
						85.44

Overall Expenditure Rate:	87.54
----------------------------------	--------------

Fund: 104 ENVIRONMENTAL ADVIS

Account Category: Revenues

Department: 00

104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	0.00	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						3.71

Account Category: Expenditures

Department: 72 PARKS & RECREATI

104-72-570.34.91	LANDSCAPING	0.00	0.00	0.00	(891.25)	100.00
104-72-570.46.40	GROUPS 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

107-00-271.00.99	CARRY FORWARD	1,137.79	1,137.79	0.00	1,137.79	0.00
------------------	---------------	----------	----------	------	----------	------

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
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
						104.52

Account Category: Expenditures

Department: 72 PARKS & RECREATI

107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	333.16	66.68
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 ENFORCEMEN

122-21-520.46.15	EQUIPMENT	0.00	0.00	9,234.98	(25,647.59)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	0.00	(142,933.95)	100.00
						100.00

Fund: 125 BUILDING DEPT

Account Category: Revenues

Department: 24 PROTECTIVE INSPE

125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	2,282.78	98.86
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	(12,804.63)	465.85

	Description	ORIGINAL BUDGET	Amended ncumbrance		Available	% Used
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	11,904.34	27.85
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
						93.49
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	116,142.02	26.98
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	8,908.00	26.79
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	16,327.98	26.83
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	4,397.94	76.18
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	59.64	46.75
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	147.88	22.52
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	(120.28)	180.19
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
				0.00		70.56

Fund: 172 OCEAN PARK PARKING F

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	(12,150.00)	316.96
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	(11,734.34)	109.94
						(23,884.34) 119.32

Account Category: Expenditures

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	(930.10)	104.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	(2,122.37)	144.22
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	3,731.43	50.25
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	529.87	81.08
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	GROUPS MAINTENANCE	2,200.00	2,200.00	0.00	623.64	71.65
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	(427.35)	313.68
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
						97.39

Fund: 175 RYCKMAN CROSSOVER I

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	2,600.00	48.00
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	12,966.17	85.59
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	4,931.20	50.69
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						83.40

Account Category: Expenditures

175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	(1,783.90)	163.71
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	2,287.63	48.01
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	(1,459.14)	391.83
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	1,072.50	89.61
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
						97.29

Fund: 341 CAPITAL PROJECTS - STC

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
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(3,345.10)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	29,850.65	98.52
						98.70

Fund: 351 LAND & ROAD IMPROVEMENT

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	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	TOTAL
Ocean	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	12,551.44	116,954.52
Ryckman	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	5,532.56	58,202.15
Total	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	18,084.00	175,156.67

FY26	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Jul-26	Aug-26	TOTAL
Ocean	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	12,185.90	129,734.94
Ryckman	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	5,279.68	77,033.83
Total	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	17,465.58	206,768.77



INVOICE

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

Invoice #: 27929
Date: 08-31-2026

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
08-04-26	RGK	Research FLSA and overtime requirements for pay periods governing firefighters	1.30	200.00	\$260.00
08-04-26	RGK	Phone conference with Marie Smith and Jennifer Kerr Re FLSA	0.20	200.00	\$40.00
08-05-26	RGK	Email Correspondence: Email to Marie Smith and Jennifer Kerr Re FLSA 207(k)	0.50	200.00	\$100.00
08-05-26	RGK	Attendance at Commission Special Meeting	0.30	200.00	\$60.00
08-05-26	RGK	Email Correspondence: Email to Marie Smith and Cyd Jones Re Meetings Tonight - Robert's Rules	0.20	200.00	\$40.00
08-05-26	RGK	Email Correspondence: Email to Marie Smith and Cyd Jones RE: Meetings Tonight - Voting Requirements for Approval	0.20	200.00	\$40.00
08-06-26	RGK	Email Correspondence: Emails with Marie Smith RE: Response Requested: 107 Constituents Urge action on AI beach cameras privacy	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Email to Jeff Rackley RE: Melbourne Beach - Stantec Draft Agreement	0.10	200.00	\$20.00
08-07-26	RGK	Review Stantec's proposed revisions and revise Stantec Agreement; finalize agreement for execution	0.60	200.00	\$120.00

08-07-26	RGK	Email Correspondence: Email from Chief Zander RE: Follow up memo from July town commission meeting	0.10	200.00	\$20.00
08-07-26	RGK	Email Correspondence: Email to Josh Norman Re Town of Melbourne Beach - DRMP Draft Agreement	0.10	200.00	\$20.00
08-10-26	RGK	Email Correspondence: Email from Jeff Rackley RE: Stantec Contract	0.10	200.00	\$20.00
08-10-26	RGK	Research election law and review Town Code re unopposed candidates; research disqualification of contractor in bid for not complying with bidding requirements	0.50	200.00	\$100.00
08-10-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Short Term Rental Updates	0.10	200.00	\$20.00
08-11-26	RGK	Email Correspondence: Emails with Steve Miller and Jay Glover Re: Memo for August 12th Bond financing meeting	0.20	200.00	\$40.00
08-11-26	RGK	Email Correspondence: Email from Marie Smith Re Memo for August 12th Bond financing meeting	0.10	200.00	\$20.00
08-11-26	RGK	Email Correspondence: Email from Jay Glover RE: Chapter 215 Section 84 - 2024 Florida Statutes - The Florida Senate	0.10	200.00	\$20.00
08-11-26	RGK	Phone conference with Marie Smith, Dave Micka, Chief Brown, Jeff Parsons, Jacob Lopez, and Steve Freeman Re short term rentals, building code, and code enforcement matters	1.70	200.00	\$340.00
08-12-26	RGK	Review Town Code of Ordinances Section 27; review and revise Stormwater Utility Fee Resolution	0.60	200.00	\$120.00
08-14-26	RGK	Attendance at Special Meeting Re Election Qualifying	0.80	200.00	\$160.00
08-14-26	RGK	Email Correspondence: Email from Jeff Rackley RE: Stantec Contract	0.10	200.00	\$20.00
08-14-26	RGK	Research CEO Advisory Opinions Re potential conflicts of interest related to volunteer firefighter serving as official	0.80	200.00	\$160.00
08-17-26	RGK	Research and analyze Florida Building Code and applicability to new certificate of use for short-term rental; research new building code requirements for homes to come into compliance	2.10	200.00	\$420.00
08-17-26	RGK	Phone conference with Marie Smith, Jeff Parsons, Tom Davis, and Steve Freeman Re Town Hall roof repairs	1.00	200.00	\$200.00
08-18-26	RGK	Email Correspondence: Email to Josh Norman RE: Town of Melbourne Beach - DRMP Draft Agreement	0.10	200.00	\$20.00
08-18-26	RGK	Email Correspondence: Emails with Steve Miller and Cyd Jones RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	\$20.00
08-18-26	RGK	Email Correspondence: Emails with Josh Norman RE: Town of Melbourne Beach - DRMP Draft Agreement	0.10	200.00	\$20.00

08-18-26	RGK	Email Correspondence: Email to Jacob Lopez re: Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
08-18-26	RGK	Email Correspondence: Email to Marie Smith, Jennifer Kerr, and Chief Brown Re Ethics Opinion - Volunteer Firefighter Information	0.20	200.00	\$40.00
08-18-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
08-18-26	PAB	Confer with RGK re labor matter; prepare email to labor attorney	0.10	225.00	\$22.50
08-19-26	RGK	Review agenda packet in preparation for Regular Commission meeting on 8/19	1.10	200.00	\$220.00
08-19-26	RGK	Email Correspondence: Email from Jeff Rackley RE: Stantec Contract	0.10	200.00	\$20.00
08-19-26	RGK	Meet with Staff, meet with Bruce Pickett, attendance at Commission meeting	6.00	200.00	\$1,200.00
08-20-26	RGK	Review Superior One Roofing proposal; review Invitation to Bid; draft Agreement with Superior One Roofing for repairs to Town Hall	1.60	200.00	\$320.00
08-26-26	RGK	Review recommended budget; review and analyze the Local Government Financial Transparency and Accountability Act; review Town Code 15-4 Re minimum recommended budget information; phone conference with Marie Smith Re same	1.80	200.00	\$360.00
08-26-26	RGK	Review correspondence from Mayor Dennington Re budget compliance and objections	0.30	200.00	\$60.00
08-26-26	RGK	Attendance at special meeting and budget workshop	1.60	200.00	\$320.00

Services Subtotal: \$5,062.50

Subtotal	\$5,062.50
Total	\$5,062.50
Payment	\$0.00
Balance Owing	\$5,062.50

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$5,062.50

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>



INVOICE

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

Invoice #: 27935
Date: 08-31-2026

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
08-14-26	RGK	Email Correspondence: Emails with Commissioner Reed RE: Candidate Qualifying	0.30	200.00	\$60.00
08-19-26	RGK	Phone conference with Commissioner Reed Re 8/19 agenda item	0.10	200.00	\$20.00

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.

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



INVOICE

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

Invoice #: 27936
Date: 08-31-2026

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
08-12-26	RGK	Phone conference with Jennifer Kerr Re Stormwater Resolution	0.10	200.00	\$20.00
08-12-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Stormwater Resolution	0.20	200.00	\$40.00
08-12-26	RGK	Email Correspondence: Revise Stormwater Resolution; Emails with Jennifer Kerr RE: Stormwater Resolution Revisions	0.50	200.00	\$100.00
08-12-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Stormwater Resolution	0.20	200.00	\$40.00
08-18-26	RGK	Email Correspondence: Emails with Jennifer Kerr RE: JLAC	0.20	200.00	\$40.00
08-18-26	RGK	Email Correspondence: Review JLAC request; Review invoices related to PRR and Breach of Settlement Case; Emails with Jennifer Kerr RE: same (JLAC)	0.60	200.00	\$120.00
08-26-26	RGK	Email Correspondence: Review recommended budget and Section 15-4 of Town Code; Emails with Jennifer Kerr and Marie Smith RE: question from the Mayor and request from Commissioner Quarrie	0.70	200.00	\$140.00
08-26-26	RGK	Email Correspondence: Email to Marie Smith and Jennifer Kerr RE: question from the Mayor and request from Commissioner Quarrie	0.10	200.00	\$20.00
08-28-26	RGK	Draft Reserve Fund Policy	0.80	200.00	\$160.00

08-28-26	RGK	Email Correspondence: Email to Jennifer Kerr and Marie Smith Re Reserve Fund Policy	0.10	200.00	\$20.00
----------	-----	---	------	--------	---------

Services Subtotal: \$700.00

Subtotal	\$700.00
Total	\$700.00
Payment	\$0.00
Balance Owing	\$700.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$700.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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



INVOICE

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

Invoice #: 27937
Date: 08-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
08-11-26	RGK	Email Correspondence: Email from Chief Brown RE: FLSA 207(k)	0.20	200.00	\$40.00

Services Subtotal: \$40.00

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

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$40.00

Tax ID #32-0242557
Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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



INVOICE

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

Invoice #: 27938
Date: 08-31-2026

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
08-20-26	RGK	Phone conference with Chief Zander and Marie Smith Re residential speed limits in Town	0.20	200.00	\$40.00
08-20-26	RGK	Research Fla. Stat. 316.189 Re lowering of speed limits in Town and requirement of traffic study	0.40	200.00	\$80.00
08-20-26	RGK	Phone conference with Chief Zander and Marie Smith Re Traffic Engineering study required pursuant to Fla. Stat. 316.189	0.20	200.00	\$40.00
08-20-26	RGK	Email Correspondence: Email to Marie Smith and Chief Zander Re Town Speed Limits - Fla. Stat. 316.189	0.20	200.00	\$40.00

Services Subtotal: \$200.00

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

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$200.00

Tax ID #32-0242557

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

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



INVOICE

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

Invoice #: 27939
Date: 08-31-2026

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
08-12-26	RGK	Phone conference with Marie Smith and Tom Davis Re Change Order for Basin 11	0.10	200.00	\$20.00
08-12-26	RGK	Phone conference with Tom Davis Re Town Hall roof repairs	0.20	200.00	\$40.00
08-12-26	RGK	Email Correspondence: Emails with Tom Davis RE: Town Hall Roof	0.30	200.00	\$60.00
08-12-26	RGK	Email Correspondence: Email from Tom Davis RE: Town Hall Roof	0.10	200.00	\$20.00
08-12-26	RGK	Email Correspondence: Email from Tom Davis RE: Town Hall Roof	0.10	200.00	\$20.00
08-20-26	RGK	Email Correspondence: Emails with Tom Davis and Marie Smith RE: 449 Riverview follow up	0.20	200.00	\$40.00
08-20-26	RGK	Email Correspondence: Email from Tom Davis Re 451 Riverview Ln.	0.10	200.00	\$20.00
08-21-26	RGK	Email Correspondence: Emails with Tom Davis RE: 449 Riverview follow up	0.20	200.00	\$40.00
08-25-26	RGK	Email Correspondence from Tom Davis re: Sixth Ave. seawall area	0.10	200.00	\$20.00
08-26-26	RGK	Email Correspondence from Tom Davis re contract	0.10	200.00	\$20.00

08-26-26	RGK	Email Correspondence: Email from Tom Davis Re Proposal referenced in contract	0.10	200.00	\$20.00
08-28-26	RGK	Email Correspondence: Emails with Tom Davis RE: repair roof contract	0.10	200.00	\$20.00
08-28-26	RGK	Email Correspondence: Emails with Tom Davis RE: repair roof contract	0.10	200.00	\$20.00
08-28-26	RGK	Email Correspondence: Email from Tom Davis Re Town Hall Roof	0.10	200.00	\$20.00
Services Subtotal: \$380.00					

Subtotal	\$380.00
Total	\$380.00
Payment	\$0.00
Balance Owing	\$380.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$380.00

Tax ID #32-0242557

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

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



INVOICE

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

Invoice #: 27940
Date: 08-31-2026

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
08-10-26	RGK	Email Correspondence: Email from Cyd Jones RE: STCM for Candidate Qualifying	0.10	200.00	\$20.00
08-10-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Questions	0.20	200.00	\$40.00
08-11-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Questions	0.10	200.00	\$20.00
08-17-26	RGK	Email Correspondence: Email from Cyd Jones RE: Town of Melbourne Beach & PFM Follow-Up	0.10	200.00	\$20.00
08-18-26	RGK	Email Correspondence: Email to Cyd Jones Re Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
08-20-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
08-20-26	RGK	Email Correspondence: Email from Cyd Jones RE: Contract with Corey O'Gorman	0.10	200.00	\$20.00
08-25-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR for Settlement Agreement	0.20	200.00	\$40.00
08-25-26	RGK	Email Correspondence: Emails with Cyd Jones RE: New Board Members	0.10	200.00	\$20.00

08-26-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR for Settlement Agreement	0.20	200.00	\$40.00
08-26-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR for Settlement Agreement	0.10	200.00	\$20.00
08-28-26	RGK	Email Correspondence: Email to Cyd Jones RE: Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
08-31-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
Services Subtotal: \$320.00					

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

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$320.00

Tax ID #32-0242557

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

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



INVOICE

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

Invoice #: 27941
Date: 08-31-2026

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
08-04-26	RGK	Email Correspondence: Email to Marie Smith Re Property Tax Ballot Question	0.20	200.00	\$40.00
08-05-26	RGK	Phone conference with Marie Smith re 8/5 special meetings and beach cameras	0.20	200.00	\$40.00
08-05-26	RGK	Email Correspondence: Email from Marie Smith Re Beach life ring camera issue	0.10	200.00	\$20.00
08-06-26	RGK	Phone conference with Marie Smith Re special meeting outcome	0.10	200.00	\$20.00
08-06-26	RGK	Email Correspondence: Email from Marie Smith re: Please Read: Moving forward with the budget and DR-420 Certification Completed by Town of Melbourne Beach	0.10	200.00	\$20.00
08-06-26	RGK	Email Correspondence: Emails with Marie Smith RE: Response Requested: 107 Constituents Urge action on AI beach cameras privacy	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Emails with Marie Smith Re Stantec Agreement	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Emails with Marie Smith Re Stantec Agreement revisions	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Email to Marie Smith Re Stantec Agreement	0.10	200.00	\$20.00

08-07-26	RGK	Email Correspondence: Emails with Marie Smith RE: Contract with Corey O'Gorman	0.20	200.00	\$40.00
08-11-26	RGK	Email Correspondence: Email from Marie Smith Re Budget Workshop memo and powerpoint	0.10	200.00	\$20.00
08-14-26	RGK	Phone conference with Marie Smith Re Town Hall roof, firefighter policy, and candidate qualifying	0.20	200.00	\$40.00
08-14-26	RGK	Phone conference with Marie Smith Re Town Hall Roof	0.20	200.00	\$40.00
08-17-26	RGK	Email Correspondence: Emails with Marie Smith RE: Town of Melbourne Beach - DRMP Draft Agreement	0.10	200.00	\$20.00
08-18-26	RGK	Email Correspondence: Emails with Marie Smith RE: 2003 Metal Roof requirements	0.20	200.00	\$40.00
08-20-26	RGK	Email Correspondence: Emails with Marie Smith RE: TH Roof	0.20	200.00	\$40.00
08-21-26	RGK	Email Correspondence: Emails with Marie Smith RE: OGSR Victims of Sexual Harassment Questionnaire	0.10	200.00	\$20.00
08-25-26	RGK	Phone conference with Marie Smith Re meeting on 8/26 (Seawall)	0.10	200.00	\$20.00
08-26-26	RGK	Phone conferences with Marie Smith Re recommended budget	0.20	200.00	\$40.00
08-28-26	RGK	Email Correspondence: Emails with Marie Smith Re Agenda Items	0.30	200.00	\$60.00
08-28-26	RGK	Email Correspondence: Email from Marie Smith Re PLEASE READ: Latest updated budget draft at 4.6 mil	0.20	200.00	\$40.00
08-31-26	RGK	Phone conference with Marie Smith and Gavin Brown re Fire policy	0.20	200.00	\$40.00
Services Subtotal:					\$740.00

Subtotal	\$740.00
Total	\$740.00
Payment	\$0.00
Balance Owing	\$740.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$740.00

Tax ID #32-0242557

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

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



INVOICE

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

Invoice #: 27946
Date: 08-31-2026

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
08-03-26	RGK	Phone conferences with Marie Smith, Commissioner Butler, and Commissioner Quarrie (separately) Re 8/5 Special Meeting to discuss settlement	0.60	200.00	\$120.00
08-03-26	RGK	Phone conferences with Marie Smith and Commissioners Reed and Cronin (separately) Re settlement proposal	0.30	200.00	\$60.00
08-04-26	RGK	Draft Cover Sheet for Commission consideration on approving settlement with Funoe, LLC	0.30	200.00	\$60.00
08-04-26	RGK	Email Correspondence: Email to Cyd Jones RE: Notice for special mtg	0.10	200.00	\$20.00
08-04-26	RGK	Email Correspondence: Email from Marie Smith Re Notice for special mtg	0.10	200.00	\$20.00
08-05-26	RGK	Phone conference with Nathan Meloon Re special meeting	0.10	200.00	\$20.00
08-07-26	RGK	Email Correspondence: Emails with Claudia Pastorius and Nathan Melon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.30	200.00	\$60.00
08-07-26	RGK	Draft Stipulated Order Vacating Findings of Fact, Conclusions of Law, and Order	0.80	200.00	\$160.00
08-07-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	\$20.00

08-07-26	RGK	Email Correspondence: Email from Nathan Meloon RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	\$20.00
08-07-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	\$20.00
08-10-26	RGK	Email Correspondence: Revise proposed Stipulated Order Vacating Findings of Fact, Conclusions of Law, and Order; Emails with Nathan Meloon RE: same	0.30	200.00	\$60.00
08-13-26	RGK	Email Correspondence: Review Notice of Cancellation of Depositions	0.10	200.00	\$20.00
08-13-26	RGK	Email Correspondence: Email from Ariana Tellone RE: Subpoena for Deposition	0.10	200.00	\$20.00
08-18-26	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
08-18-26	RGK	Email Correspondence: Emails with Claudia Pastorious RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	\$40.00
08-24-26	RGK	Email Correspondence: Emails with Claudia Pastorius and Elizabeth Harris Re: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.20	200.00	\$40.00
08-31-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-08-28_PAO Staying Case	0.20	200.00	\$40.00
08-31-26	RGK	Email Correspondence: Emails with Nathan Meloon RE: 2026-08-28_PAO Staying Case	0.20	200.00	\$40.00

Services Subtotal: \$900.00

Subtotal	\$900.00
Total	\$900.00
Payment	\$0.00
Balance Owing	\$900.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$900.00

Tax ID #32-0242557

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

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



INVOICE

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

Invoice #: 27980
Date: 08-31-2026

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
08-06-26	PAB	Confer with RGK re litigation strategy	0.10	225.00	\$22.50
08-06-26	RGK	Research and analyze case law Re attorneys' fees and costs, entitlement to award, and apportionment	2.20	200.00	\$440.00
08-06-26	RGK	Review Petitioner's Motion for Attorney's Fees and Costs and exhibits (186 pages)	0.90	200.00	\$180.00
08-06-26	PAB	Email Correspondence: Receive and analyze motion to quantify attorneys fees and costs	0.10	225.00	\$22.50
08-07-26	RGK	Begin drafting Response in Opposition to Motion for Attorney's Fees	2.50	200.00	\$500.00
08-07-26	RGK	Email Correspondence: Email to Marie Smith Re Funoe v. Town - Public Records Case - Motion for Attorney's Fees and Costs	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Emails with Nathan Meloon Re Motion for Attorney's Fees and Costs	0.20	200.00	\$40.00
08-07-26	RGK	Email Correspondence: Email from Ariana Tellone RE: Follow up with JA on Motion for Rehearing	0.10	200.00	\$20.00
08-11-26	RGK	Email Correspondence: Email from Valerie Mackey Re Motion for Rehearing	0.10	200.00	\$20.00

08-11-26	RGK	Email Correspondence: Email from Nathan Meloon Re counteroffer	0.10	200.00	\$20.00
08-11-26	RGK	Phone conference with Marie Smith re counteroffer	0.20	200.00	\$40.00
08-11-26	RGK	Phone conference with Marie Smith Re Funoe demand	0.20	200.00	\$40.00
08-12-26	RGK	Phone conference with Marie Smith Re settlement authority	0.40	200.00	\$80.00

Services Subtotal: \$1,465.00

Expenses

Date	Atty	Description	Quantity	Rate	Total
08-31-26	ER	MN 250056 Funoe, LLC v Town of Melbourne Beach Mediation on 4/3/26	1.00	2587.50	\$2,587.50

Expenses Subtotal: \$2,587.50

Subtotal	\$4,052.50
Total	\$4,052.50
Payment	\$0.00
Balance Owing	\$4,052.50

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$4,052.50

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 August 2026

- Permit issued – 35
- Construction value - \$553,628.24
- Permit fees collected - \$10,850.39
- Plans reviewed – 43
- Building inspections completed - 105
- Site plan review for P&Z – 1 (322 Hibiscus Trail)
- Stop work order – 1 (309 First Ave – work without a permit)
- New homes (completed) – 0
- Short-term rental inspections – 3 (3 failed)
- HB803 \$7500 and under permits – 17 permits/0 exemption requests

Monthly Permit List

08/31/2016

1/5

Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD26-0006	GROUNDEN BUILDS BREVARD, LLC	403 BANYAN WAY	\$154.25	\$0.00
Work Description: Demolition of existing pool. Current pool is in bad condition and will be replaced with a new permitted pool.				

Total Permits For Type:	1
Total Fees For Type:	\$154.25
Total Const. Value For Type:	\$0.00

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0029	MANHART, DAVID	213 FIRST AVE	\$79.00	\$500.00
Work Description:				
PE26-0030	EJM ELECTRIC LLC	201 6TH AVE APT A	\$86.50	\$2750.00
Work Description: Remove existing 100-amp meter pan and electrical panel. Install new 100-amp meter pan and panel. This permit is for the service for the community garages which have no address listed for them, so I am applying under unit A.				
PE26-0031	FRANK GAY SERVICES	404 CORAL AVE	\$174.93	\$5679.00
Work Description: REPLACE EXISTING 150 A MAIN BREAKER DISCONNECT / INSTALL WHOLE HOME SURGE PROTECTION / REPLACE EXISTING GROUNDING SYSTEM / REPLACE 50 FT OF EXISTING 2/0 SER WIRE				
PE26-0032	Cornelius Electrical Contrators Inc	512 ANDREWS DR	\$436.98	\$22633.30
Work Description: 1. Furnish and install (1) new Kohler 20kw Generator and ATS. 2. Furnish and install (1) new Generator Quick Pad. 3. Furnish and install generator feeder and communications. 4. Replace (1) existing meter socket with new 150a Meter/Main Combo 5. Install (1) new grounding system. 6. Replace (1) existing 150a overhead riser with new. 7. Install surge protection.				
PE26-0035	ALLSTAR ELECTRICAL SERVICES	105 OAK ST	\$121.00	\$3900.00
Work Description: replacing 400a service like for like exact. surge, 5/8 gal groundrods x2 /#4 solid ground and bonding strip				
PE26-0033	Champion Electric	323 THIRD AVE	\$94.00	\$3000.00
Work Description: Replacing 150 Amp Meter Main Combo and install (2) new ground rods				
PE26-0034	American Air & Heat of Brevard	208 CHERRY DR	\$79.00	\$2203.11
Work Description: Remove existing meter can Provide and install - New meter main combo with distribution - Grounding, bonding block, and surge protection - New wiring from Main to subpanel				
PE26-0036	Johnny Sharrone, Jr	323 AVENUE A	\$79.00	\$1000.00
Work Description: temp power pole				

Total Permits For Type: 8⁰⁴
Total Fees For Type: \$1150.41
Total Const. Value For Type: \$41665.41

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0036	US CURB APPEAL INC DBA FLORIDA FENCE COMPANY	503 BANYAN WAY	\$148.58	\$4813.60
Work Description: remove and install 106 LF of 6' tall wood fence with 1-5' swg, 1-4' swg				

Total Permits For Type: 1
Total Fees For Type: \$148.58
Total Const. Value For Type: \$4813.60

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM26-0067	FREEDOM AIR AND PLUMBING	416 RIVER VIEW LN	\$389.28	\$17978.21
Work Description: Hvac exact change out - No duct work				
PM26-0073	WEATHER ENGINEERS	205 SURF RD	\$309.63	\$10208.00
Work Description: REPLACE EXACT HVAC SYSTEM				
PM26-0074	NATHAN IACOBACCI	2007 OAK ST	\$351.30	\$14273.00
Work Description: Replace exact hvac system				
PM26-0075	Paradise Air & Heat	500 HARLAND AVE	\$348.22	\$13972.00
Work Description: HVAC Change out like for like				
PM26-0076	Florida Breeze	442 RIVER VIEW LN	\$215.43	\$7006.00
Work Description: REPLACE HVAC SYSTEM EXACT SIZE CHANGE OUT NO DUCT WORK				

Total Permits For Type: 5
Total Fees For Type: \$1613.86
Total Const. Value For Type: \$63437.21

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0016	LFGL MARKET SOLUTIONS LLC	301 OAK ST	\$816.15	\$44990.00
Work Description: Removal of the left-side apron, proposed pavers on apron and new driveway.				
PCD26-0018	Surfside Pavers Inc.	438 SANDY KEY	\$423.01	\$21269.00
Work Description: replace two driveways on home with pavers, same footprint				
PCD26-0019	CARLSON, PAUL	400 RIVER VIEW LN	\$389.50	\$18000.00
Work Description: remove broken driveway concrete and replace with pavers				

Total Permits For Type: 3
Total Fees For Type: \$1628.66

Total Const. Value For Type: \$84259.00⁰⁵

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0025	LOMBARDI CONSTRUCTION LLC	510 MAGNOLIA AVE	\$303.65	\$9875.00
Work Description: Hall Bath Cut chip bathroom floor Remove concrete Pipe new sanitary lines to vanity, Toilet and shower to locations provided by home owner Kitchen/ Laundry Cut/chip wall and existing slab at kitchen area and laundry area Remove concrete Pipe new stack and arm over at kitchen wrap around back to connect to laundry and continue to sewer connection Cut/chip wall at laundry area Remove concrete Pipe new stack and laundry connection Connect to Kitchen line Sewer Connect at New bathroom and kitchen/laundry Run new sewer line to city lateral and reconnect				
PP26-0024	GOODRICH, CHARLES H	1804 PINE ST	\$124.00	\$4000.00
Work Description: remove tub and convert to walk in shower. No plumbing changes				
PP26-0026	JOHNSON, TODD B	214 DOGWOOD AVE	\$95.56	\$3052.00
Work Description: REPLACE 50 GALLON WATER HEATER LIKE FOR LIKE				
PP26-0027	AMERICAN LEAK DETECTION	414 SECOND AVE	\$229.00	\$1750.00
Work Description: 1/2'' cold water line going from HW heater manifold to kitchen manifold				

Total Permits For Type: 4
Total Fees For Type: \$752.21
Total Const. Value For Type: \$18677.00

Pool Enclosure

Permit #	Applicant	Address	Fee Total	Const. Value
PPE26-0003	ALL ALUMINUM & SCREENING	300 OAK ST	\$451.00	\$24000.00
Work Description: screen enclosure				

Total Permits For Type: 1
Total Fees For Type: \$451.00
Total Const. Value For Type: \$24000.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0011	PARADISE POOLS AND SPA	414 MAGNOLIA AVE	\$337.48	\$12925.00
Work Description: pool resurface				
PPR26-0012	Swimming Pool Center	404 SURF RD	\$348.50	\$14000.00

Total Permits For Type: 2
Total Fees For Type: \$685.98
Total Const. Value For Type: \$26925.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0030	Patrick Roofing Inc	214 DOGWOOD AVE	\$459.92	\$24870.00
Work Description: Shingle/Flat Roof Replacement				
PRR26-0031	FLORIDA ROOF BROS LLC	1905 CEDAR LN	\$368.91	\$15991.00
Work Description: Shingle Roof Replacement				

Total Permits For Type: 2
Total Fees For Type: \$828.83
Total Const. Value For Type: \$40861.00

Res Addition

Permit #	Applicant	Address	Fee Total	Const. Value
PRBADD26-000	ELEVATION CONTRACTORS	218 SIXTH AVE	\$1640.00	\$180000.00
Work Description: master bedroom addition, repipe house				

Total Permits For Type: 1
Total Fees For Type: \$1640.00
Total Const. Value For Type: \$180000.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0024	CONSTRUCTION & ENGINEERING PROFESSIONALS LLC AHMAD ALHAYAJNEH	2203 ATLANTIC ST 721	\$139.03	\$4500.00
Work Description: Upgrade existing walk in shower. Replace tiles, backer board. No Rough in plumbing changes, No Electrical work, no structural, work no Alteration of any walls or shower location.				

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

Solar

Permit #	Applicant	Address	Fee Total	Const. Value
PSL26-0001	TESLA ENERGY OPERATIONS INC	1501 ORANGE ST	\$392.15	\$18258.48
Work Description: Removal and reinstallation of roof mounted photo-voltaic system due to homeowner completing re-roof. Roof type has changed during re-roof				

Total Permits For Type: 1
Total Fees For Type: \$392.15

Total Fees For Type: \$552.15
Total Const. Value For Type: \$18258.48¹⁰⁷

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS26-0056	A BETTER VIEW	309 FIRST AVE	\$421.79	\$21150.00
Work Description: window and Sliding Glass Door Replacements IMPACT. PLEASE NOTE: New Owner, Gretchen Correia. General Warranty Deed Attached in Uploads.				
PWS26-0063	ROCKET CITY CONSTRUCTION LLC	317 FIRST AVE	\$199.93	\$6500.00
Work Description: Replace one bedroom window and enlarge the bottom of the masonry window opening to accept a code required egress window. The modification to the masonry is non-structural. The block below the window will be saw cut with two courses removed and built back up to proper sill elevation.				
PWS26-0064	Civilization Builders	201 FIFTH AVE	\$317.75	\$11000.00
Work Description: R/R 9 windows size for size				
PWS26-0065	ALL GUARD STORM & SHUTTERS	2150 ATLANTIC ST 425	\$154.00	\$2000.00
Work Description: Installation of Hurricane Shutters; FL22558				
PWS26-0066	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	422 FOURTH AVE	\$171.96	\$5581.54
Work Description: r/r two entry doors				

Total Permits For Type: 5
Total Fees For Type: \$1265.43
Total Const. Value For Type: \$46231.54

Grand Total Fees: \$10,850.39
Grand Total Permits: 35.00
Grand Total Const. Value: \$553628.24

Monthly Inspection List

08/31/2026

1/3

JEFFREY PARSONS

Record #	Type	Scheduled	Completed	Result
PRO26-0003	Final Propane	08/31/2026	08/31/2026	Approved
PP26-0025	Rough Sewer & Water	08/31/2026	08/31/2026	Approved
PM26-0069	Final Mechanical	08/28/2026	08/28/2026	Approved
PWS26-0048	Final Window, Door, & Shutte	08/28/2026	08/28/2026	Approved
PMS26-0002	Final Seawall	08/28/2026	08/28/2026	Approved
PRR26-0026	Final	08/28/2026	08/28/2026	Approved
PE26-0031	Electrical Underground	08/28/2026	08/28/2026	Approved
PE26-0031	Final Electrical	08/28/2026	08/28/2026	Approved
PE26-0031	Rough Electrical	08/28/2026	08/28/2026	Approved
PP26-0001	Final Plumbing	08/28/2026	08/28/2026	Approved
PP26-0007	Final Plumbing	08/28/2026	08/28/2026	Approved
PRB26-0001	Final Building	08/28/2026	08/28/2026	Approved
PF26-0012	Final Fence	08/28/2026	08/28/2026	Approved
PWS26-0063	Final Window, Door, & Shutte	08/28/2026	08/28/2026	Approved
PRBALT26-0005	Framing	08/28/2026	08/28/2026	Approved
PRB26-0001	Final Electrical	08/26/2026	08/26/2026	Approved
PRB26-0001	Water Retention	08/26/2026	08/26/2026	Approved
PF26-0012	Final Fence	08/26/2026	08/26/2026	Disapproved
PAS26-0004	Final Building	08/26/2026	08/26/2026	Approved
PRBADD26-0002	Pre Pour	08/26/2026	08/26/2026	Approved
PWS26-0050	In-Progress	08/26/2026	08/26/2026	Approved
PWS26-0063	In-Progress	08/26/2026	08/26/2026	Approved
PF26-0032	Final Fence	08/24/2026	08/24/2026	Approved
PRR26-0026	Dry-In	08/21/2026	08/21/2026	Approved
PPL26-0006	Deck	08/21/2026	08/21/2026	Not Ready
PRBADD26-0006	Footer	08/21/2026	08/21/2026	Approved
PWS26-0043	Final Window, Door, & Shutte	08/19/2026	08/19/2026	Approved
PRBALT26-0003	Rough Electrical	08/19/2026	08/19/2026	Approved
PP26-0024	Final Plumbing	08/19/2026	08/19/2026	Approved
PAS26-0003	Final Building	08/17/2026	08/17/2026	Approved
PSH26-0003	Final Building	08/17/2026	08/17/2026	Approved
PF26-0028	Final Fence	08/17/2026	08/17/2026	Approved
PWS26-0057	Final Window, Door, & Shutte	08/17/2026	08/17/2026	Disapproved
PPL26-0008	Erosion Control	08/17/2026	08/17/2026	Approved
PPE26-0002	Final Pool Enclosure	08/17/2026	08/17/2026	Approved
PRB26-0021	Drywall	08/17/2026	08/17/2026	Approved
PRBADD26-0002	Underground Plumbing	08/17/2026	08/14/2026	Approved

Monthly Inspection List

08/31/2026

2/3

PRB26-0011	Framing	08/17/2026	08/17/2026	Approved
PRB26-0011	Dry In	08/17/2026	08/17/2026	Approved
PRBALT26-0005	window down pour	08/14/2026	08/14/2026	Approved
PE26-0029	Final Electrical	08/14/2026	08/14/2026	Approved
PM26-0071	Final Mechanical	08/14/2026	08/14/2026	Disapproved
PCD26-0014	Final Paver, Concrete, & Dec	08/14/2026	08/14/2026	Approved
PP26-0016	Final Plumbing	08/14/2026	08/14/2026	Partially Approved
PRBADD26-0003	Pre Pour	08/14/2026	08/14/2026	Approved
PE26-0030	Final Electrical	08/14/2026	08/14/2026	Approved
PP26-0024	Plumbing Underground	08/14/2026	08/14/2026	Approved
PPL26-0006	Deck	08/14/2026	08/14/2026	Disapproved
PRBALT26-0004	Drywall	08/14/2026	08/14/2026	Approved
PRB26-0021	Insulation	08/14/2026	08/14/2026	Approved
PPL26-0006	Equipotential	08/14/2026	08/14/2026	Approved
PRB26-0015	Insulation	08/12/2026	08/12/2026	Approved
PRB25-0020	Pre Power	08/12/2026	08/12/2026	Approved
PSH26-0005	Final Building	08/12/2026	08/12/2026	Approved
PWS26-0036	Final window, Door, & Shutte	08/12/2026	08/12/2026	Approved
PF26-0029	Final Fence	08/12/2026	08/12/2026	Approved
PCD26-0013	Final Paver, Concrete, & Dec	08/12/2026	08/12/2026	Approved
PRBALT26-0005	Window & Door In-Progress	08/12/2026	08/12/2026	Canceled
PWS26-0062	Final window, Door, & Shutte	08/12/2026	08/12/2026	Approved
PWS26-0062	Rough Electric	08/12/2026	08/12/2026	Approved
PRB26-0017	Footer	08/12/2026	08/12/2026	Approved
PSH26-0004	PRE POUR	08/12/2026	08/12/2026	Approved
PAS25-0002	Ufer Ground	08/12/2026	08/12/2026	Approved
PAS25-0002	Pre Pour	08/12/2026	08/12/2026	Approved
PRBADD26-0003	Pre Pour	08/12/2026	08/12/2026	Disapproved
PSH26-0004	Ufer Ground	08/12/2026	08/12/2026	Approved
PWS26-0048	In-Progress	08/11/2026	08/10/2026	Approved
PM26-0052	Final Mechanical	08/10/2026	08/11/2026	Approved
PRR26-0025	Final	08/10/2026	08/11/2026	Approved
PWS26-0044	Final window, Door, & Shutte	08/10/2026	08/11/2026	Approved
PPL26-0001	Dry Final	08/10/2026	08/13/2026	Approved
PRBALT26-0003	Screw	08/10/2026	08/11/2026	Approved
PPR26-0005	Final Pool Resurface	08/10/2026	08/17/2026	Approved
PM26-0066	Final Mechanical	08/10/2026	08/11/2026	Disapproved
PWS26-0041	In-Progress	08/10/2026	08/11/2026	Approved
PMS26-0002	Deadmen & Tiebacks	08/07/2026	08/10/2026	Approved
PPL26-0008	Erosion Control	08/07/2026	08/10/2026	Disapproved

Monthly Inspection List

08/31/2026¹¹⁰

3/3

PPL26-0008	Steel & Ground	08/07/2026	08/10/2026	Approved
PWS26-0062	Final window, Door, & Shutte	08/07/2026	08/10/2026	Disapproved
PRBADD26-0005	Final Building	08/07/2026	08/10/2026	Approved
PRB26-0021	Lath	08/07/2026	08/10/2026	Approved
PMS26-0002	Panel	08/05/2026	08/05/2026	Approved
PP26-0025	Plumbing Underground	08/05/2026	08/05/2026	Approved
PM26-0057	Final Mechanical	08/05/2026	08/05/2026	Approved
PRBALT26-0003	Rough Electrical	08/05/2026	08/05/2026	Approved
PRBALT26-0003	Framing	08/05/2026	08/05/2026	Approved
PRB26-0021	Rough Plumbing	08/05/2026	08/05/2026	Approved
PRB26-0021	Rough Electrical	08/05/2026	08/05/2026	Approved
PRB26-0021	Framing	08/05/2026	08/05/2026	Approved
PRB26-0021	Final Mechanical	08/05/2026	08/05/2026	Approved
PRB26-0021	Truss, Bracing & Strapping	08/05/2026	08/05/2026	Approved
PRB26-0021	Window & Door In-Progress	08/05/2026	08/05/2026	Approved
PRB26-0021	Window, Doors - Final	08/05/2026	08/05/2026	Approved
PRBALT26-0003	Framing	08/03/2026	08/03/2026	Partially Approved
PRB26-0010	Column & Tie Beam	08/03/2026	08/03/2026	Approved
PRBALT26-0006	Final Building	08/03/2026	08/03/2026	Approved
PM26-0057	Final Mechanical	08/03/2026	08/03/2026	Disapproved
PRB26-0001	Final Mechanical	07/31/2026	08/03/2026	Approved
PRB25-0012	Rough Electrical	08/19/2025	08/07/2026	Approved
PRB25-0012	Rough Mechanical	08/19/2025	08/07/2026	Approved
PRB25-0012	Rough Plumbing	08/19/2025	08/07/2026	Approved
PRB25-0012	Sheathing	06/25/2025	08/07/2026	Approved
PRB25-0012	up lift	06/25/2025	08/07/2026	Approved
PRB25-0012	Dry In	04/28/2025	08/07/2026	Approved
PRB25-0012	Slab	04/28/2025	08/07/2026	Partially Approved

Total # of Inspections: 105

Grand Total Inspections: 105

Public Works Monthly Report

New Format

This month is our inaugural use of data using our tracking system. The information reflects our early stages and as we become more familiar with this system more details such as cost of parts, labor etc. will be available.

Each team member can see the assigned task and report status of any assignment. Additionally, we are able to record stormwater inlet boxes conditions and the amount of debris removed each time. Photos are taken each time those boxes are serviced.

Thank you for your patience as we introduce this system.

Created vs. Completed

53

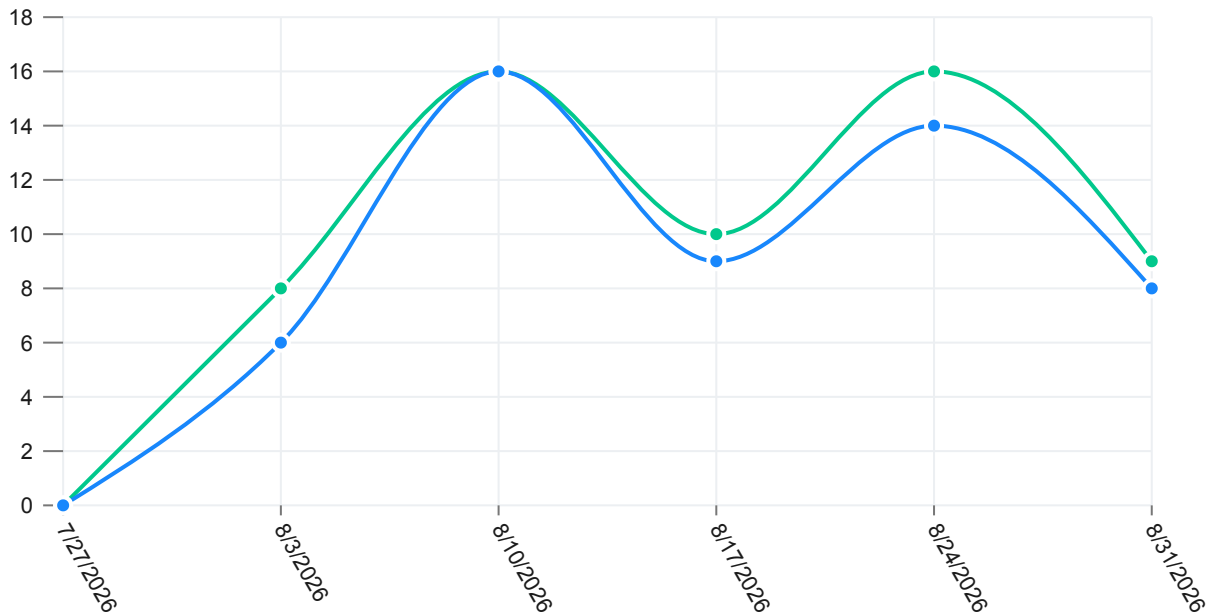
Created

59

Completed

111.3%

Percent Completed

More Work Orders were completed than created during this time period

Work Orders by Type

24

Preventive

29

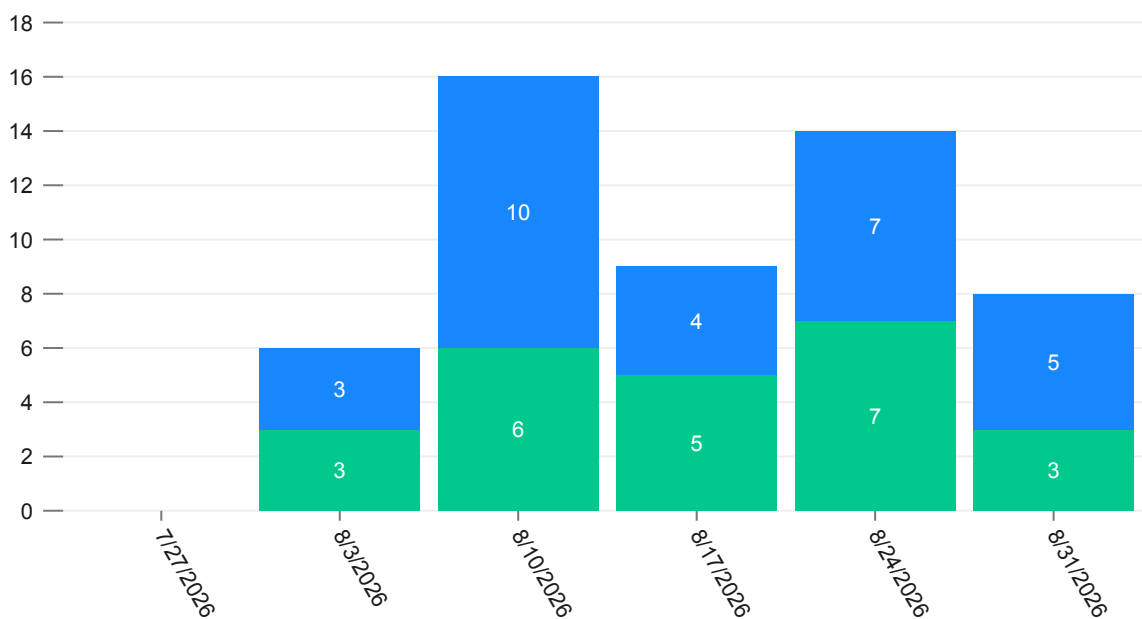
Reactive

0

Other

45.3%

Total Preventive Ratio



Non-Repeating vs. Repeating

29

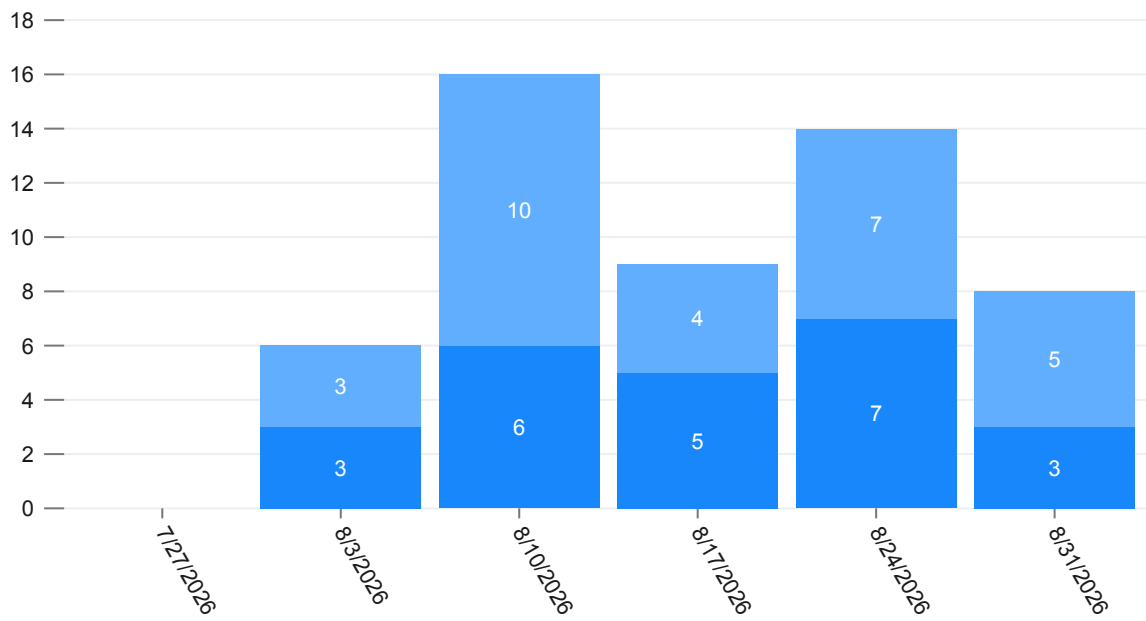
Non-Repeating

24

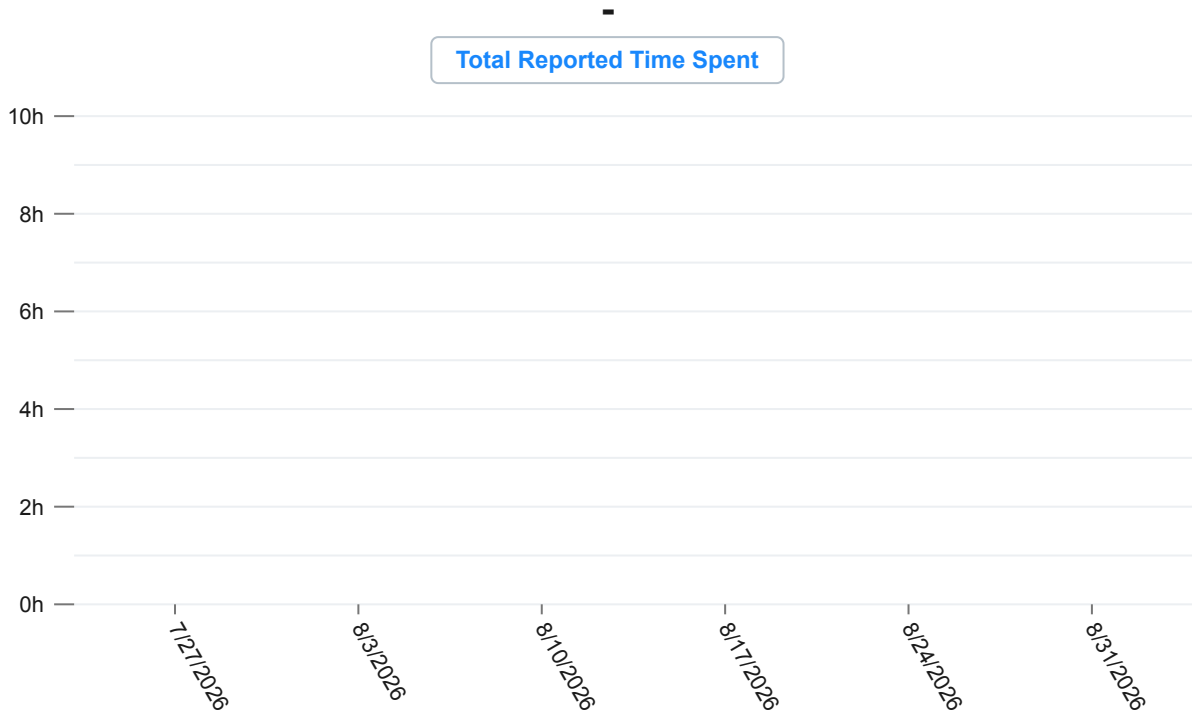
Repeating

45.3%

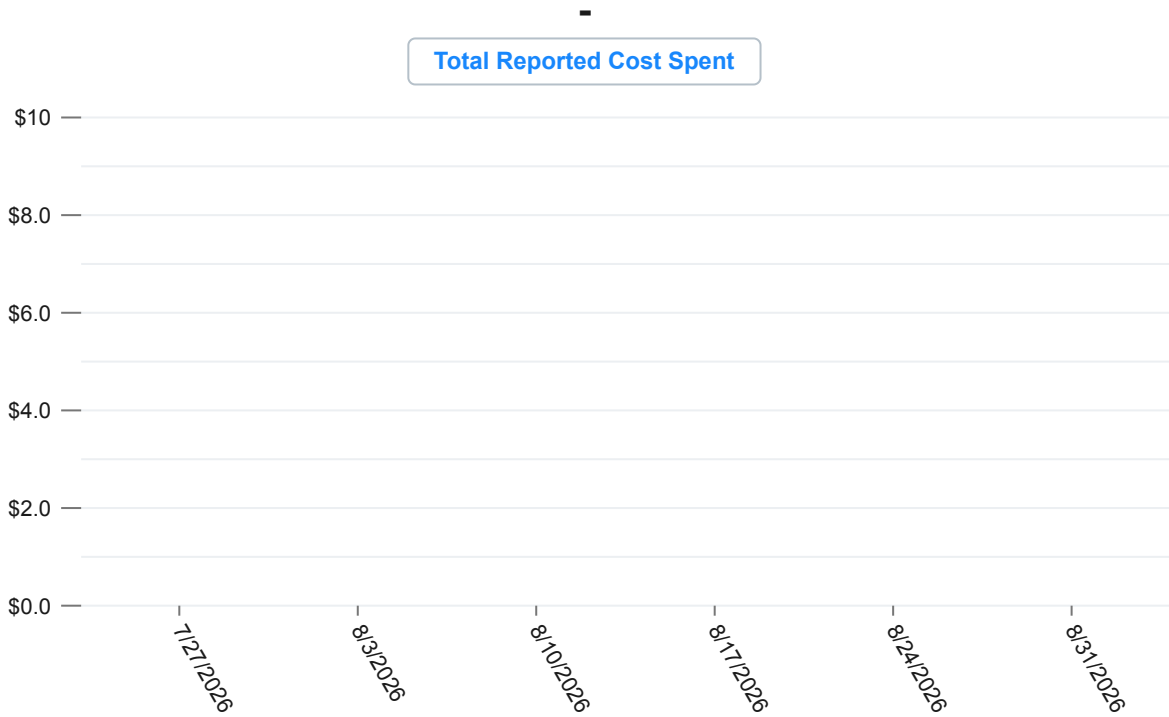
Repeating Ratio



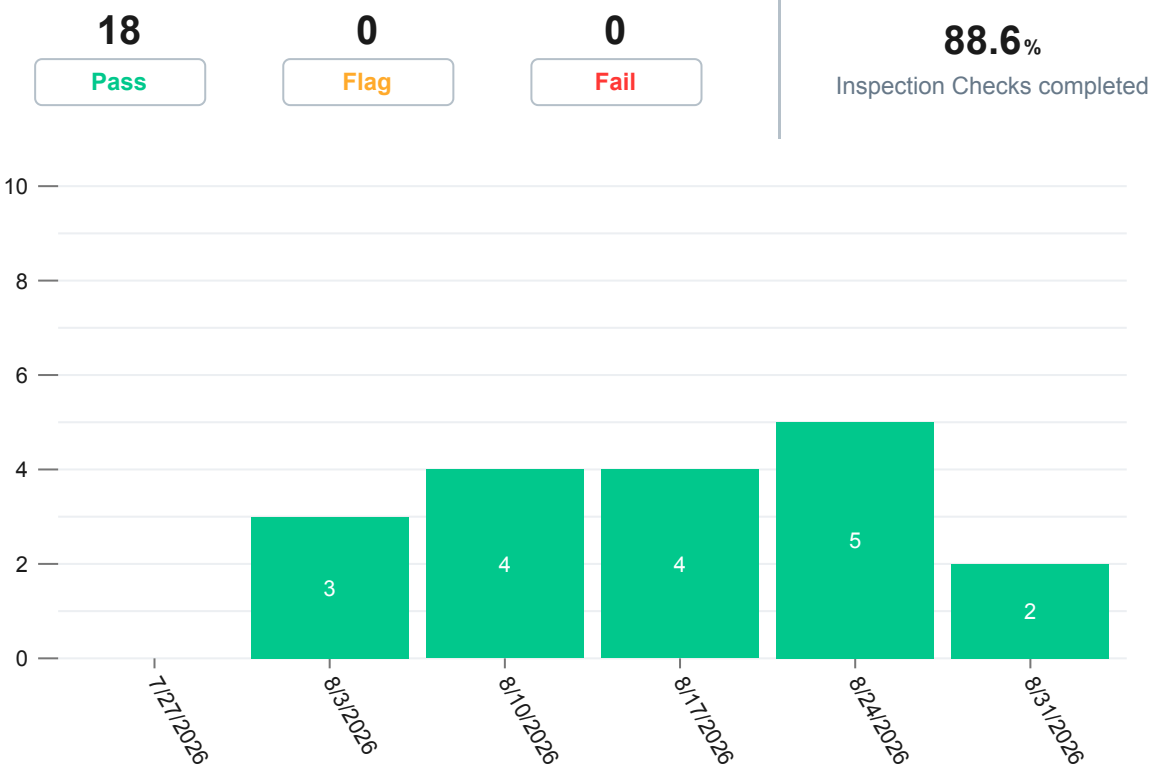
Time Reported



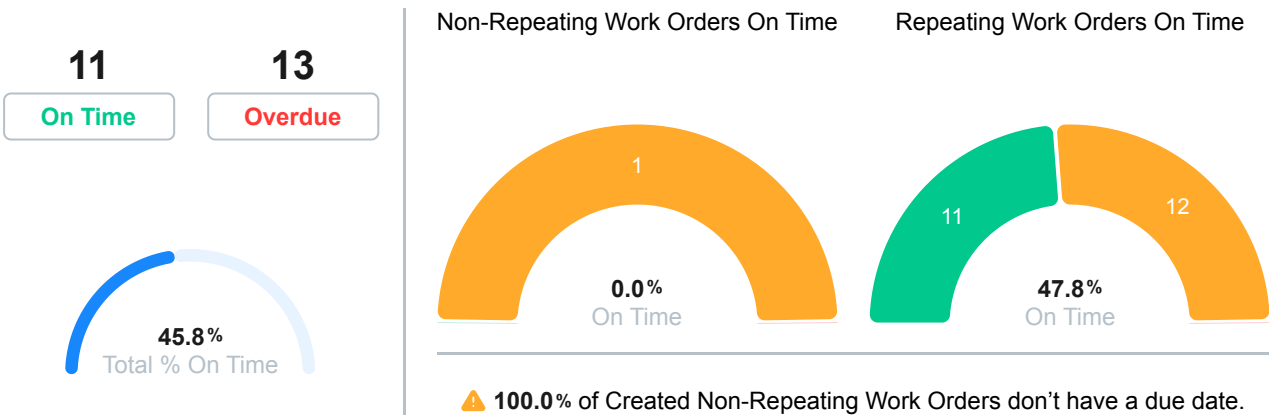
Cost Reported



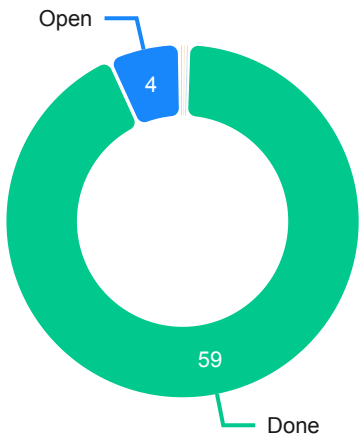
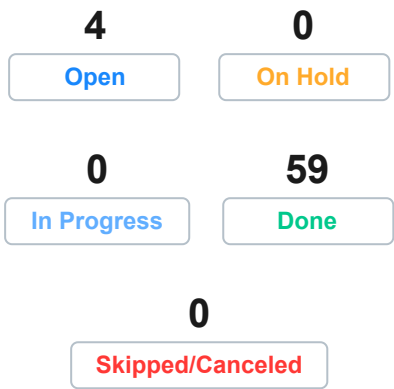
Completed with Inspection Check



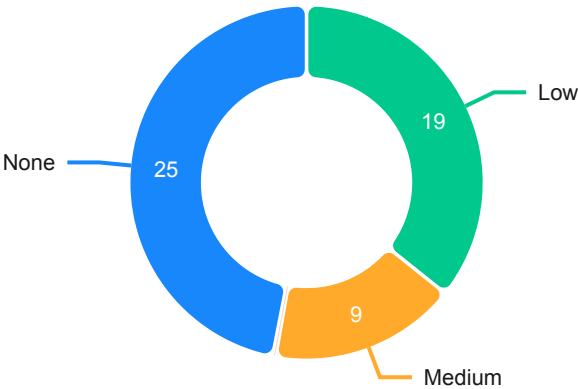
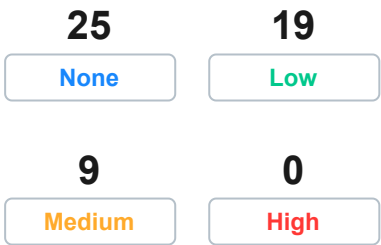
On Time vs. Overdue



Status



Priority



Time to Complete

1,516_h

Total Hours

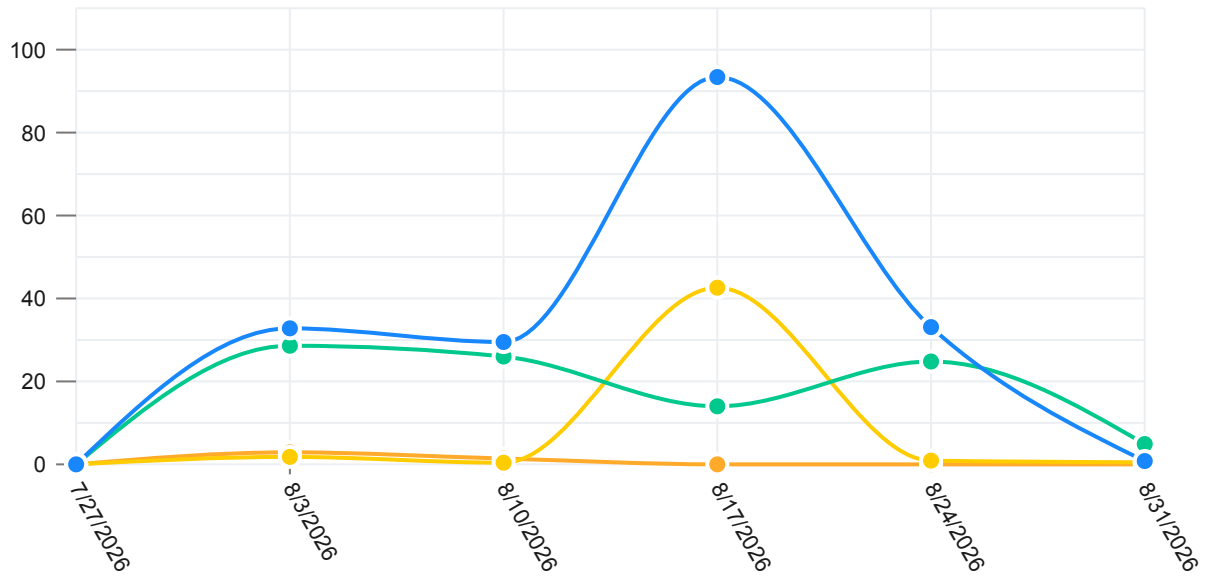
30.9_h

AVG Hours

37.2_h

MTTR AVG Hours

Only on Non-Repeating Work Orders



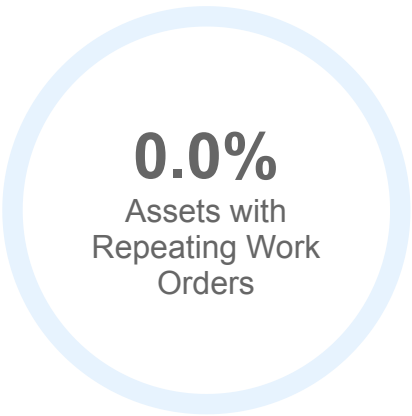
Work Orders completed by User

Name	This Week	Last Week	Previous
Joe Boucher	1	1	1
Angel Compres	4	8	8
Sean Hasner	7	15	8

All Repeating Work Orders

Title	ID	Status	Priority	Assigned To	Updated At	Due Date	Recurrence
Daily check list	#158	 Open	 Low	Angel Compres, Sean Hasner	09/01/2026, 9:51 AM	09/02/2026	Weekly
Mow west end First Ave.	#156	 Open	 Medium	Joe Boucher, Angel Compres	08/31/2026, 11:59 AM	09/07/2026	Weekly

Asset Maintenance



-
Repeating

-
Non-Repeating

No data

Requests

No data

Labor Utilization

Name	Availability Hours	Charged Hours	Percentage Utilized
Angel Compres	176.0	0.0	0.0%
Joe Boucher	176.0	0.0	0.0%



Work Orders List

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #45 reorganize back equipment room Type: Reactive Low Preventive Project Sean Hasner	Public Works Building	✓ Done Completed by Sean Hasner on 08/31/2026 Part Status: No Part		
ID: #143 Mow west end First Ave. Type: Preventive Medium Landscape Joe Boucher Angel Compres		08/31/2026 ✓ Done Completed by Angel Compres on 08/31/2026 Part Status: No Part		
ID: #53 ocean and riverside street sign is faded and needs replaced Type: Reactive Low Damage Sean Hasner		✓ Done Completed by Sean Hasner on 08/31/2026 Part Status: No Part		
ID: #140 Fix broken fence panels on backlot		✓ Done		

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
fence Type: Reactive Damage Sean Hasner			Completed by Sean Hasner on 08/31/2026 Part Status: No Part		
ID: #155 Fix step at ocean ave Type: Reactive Maintaining Sean Hasner			✓ Done Completed by Sean Hasner on 08/31/2026 Part Status: No Part		
ID: #133 Pressure wash sidewalk in ryckman Park Type: Reactive Maintaining Sean Hasner			✓ Done Completed by Sean Hasner on 08/28/2026 Part Status: No Part		
ID: #152 Remove grass out of road on banyan Type: Reactive Damage Sean Hasner		Banyan Way Parent: Town Streets	✓ Done Completed by Sean Hasner on 08/28/2026 Part Status: No Part		
ID: #149 Fix flag pole at History center Type: Reactive Damage Sean Hasner			✓ Done Completed by Sean Hasner on 08/27/2026 Part Status: No Part		
ID: #44 reorganize back storage room		Public Works Building	✓ Done Completed by Sean Hasner on 08/27/2026		

WORK ORDER INFO		LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Type: Reactive			Part Status: No Part		
 Low					
Preventive					
Project					
Sean Hasner					
ID: #134		Ocean Avenue	Parent: Town Streets	✓ Done	
Fill pothole on Ocean			Completed by Sean Hasner on 08/25/2026		
Type: Reactive			Part Status: No Part		
Damage					
Angel Compres					
Sean Hasner					
ID: #126				✓ Done	
Replace bulletin board at ocean			Completed by Sean Hasner on 08/25/2026		
Type: Reactive			Part Status: No Part		
Damage					
Sean Hasner					
ID: #139				✓ Done	
Put up crosswalk sign at Cherry crossover			Completed by Sean Hasner on 08/25/2026		
Type: Reactive			Part Status: No Part		
Project					
Sean Hasner					
ID: #145				✓ Done	
Change light bulb in front of PD			Completed by Sean Hasner on 08/25/2026		
Type: Reactive			Part Status: No Part		
Maintaining					
Sean Hasner					

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #130 Mow west end First Ave. Type: Preventive  Medium Joe Boucher Angel Compres		08/24/2026  Done Completed by Angel Compres on 08/25/2026 Part Status: No Part		
ID: #141 Fix broken bench near Pier Type: Reactive  Damage Sean Hasner		 Done Completed by Sean Hasner on 08/24/2026 Part Status: No Part		
ID: #136 Irrigation leak at Rickman park Sub-work orders: 0 Type: Reactive  Landscape Angel Compres Sean Hasner		 Done Completed by Angel Compres on 08/21/2026 Part Status: No Part		
ID: #52 ocean park wheelchair box needs replaced. Type: Reactive  Low  Damage Sean Hasner	Ocean Park	 Done Completed by Sean Hasner on 08/20/2026 Part Status: No Part		
ID: #51 riverside and ocean street sign is faded		 Done Completed by Angel Compres on 08/19/2026		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
and needs replaced Type: Reactive  Low Damage Angel Compres		Part Status: No Part		
ID: #21 Pressure clean deck spray water sealer Type: Preventive  Low Preventive Project Angel Compres Sean Hasner	Ryckman Park Ryckman Park - Playground	08/04/2026  Done Completed by Angel Compres on 08/18/2026 Part Status: No Part		
ID: #128 trim and mulch 5th river park. Type: Reactive Landscape Sean Hasner	5th River Park	 Done Completed by Sean Hasner on 08/17/2026 Part Status: No Part		
ID: #117 Mow west end First Ave. Type: Preventive  Medium Joe Boucher Angel Compres		08/17/2026  Done Completed by Angel Compres on 08/17/2026 Part Status: No Part		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #127 Fix light on south side of community center Type: Reactive Electrical Sean Hasner		Done Completed by Sean Hasner on 08/13/2026 Part Status: No Part		
ID: #124 need to patch a floor/wall joint behind the Department of Public Works using Wet-R-Dri. Type: Reactive Safety Angel Compres Sean Hasner	Public Works Building	Done Completed by Angel Compres on 08/12/2026 Part Status: No Part		
ID: #38 replace rope at beach access walkway A and B Type: Reactive Low Preventive Sean Hasner		Done Completed by Sean Hasner on 08/11/2026 Part Status: No Part		
ID: #121 Fix ac drainage in pw building Type: Reactive Preventive Angel Compres Sean Hasner		Done Completed by Sean Hasner on 08/11/2026 Part Status: No Part		
ID: #120		Done		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
Replace torn flags at Ocean park Type: Reactive Damage Sean Hasner		Completed by Sean Hasner on 08/11/2026 Part Status: No Part		
ID: #119 Leaking toilet mens town hall Type: Reactive Damage Sean Hasner		✓ Done Completed by Sean Hasner on 08/11/2026 Part Status: No Part		
ID: #118 Repair sprinkle at ocean park Type: Reactive Landscape Angel Compres	Ocean Park	✓ Done Completed by Angel Compres on 08/11/2026 Part Status: No Part		
ID: #106 Mow west end First Ave. Type: Preventive  Medium Maintaining Joe Boucher Angel Compres		08/10/2026 ✓ Done Completed by Angel Compres on 08/11/2026 Part Status: No Part		
ID: #114 Replace pole from crash at Ocean park Type: Reactive Damage Sean Hasner		✓ Done Completed by Sean Hasner on 08/10/2026 Part Status: No Part		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
ID: #113 Fix showers at Ocean park Type: Reactive Damage Sean Hasner		Done Completed by Sean Hasner on 08/10/2026 Part Status: No Part		
ID: #112 Fix broken fence by pw gate Type: Reactive Damage Sean Hasner		Done Completed by Sean Hasner on 08/10/2026 Part Status: No Part		
ID: #103 Tennis courts nets Type: Reactive Medium Maintaining Angel Compres Sean Hasner	Ryckman Park	Done Completed by Angel Compres on 08/09/2026 Part Status: No Part		
ID: #110 Tennis court. Net needs replace Type: Reactive Medium Preventive Angel Compres	Ryckman Park	Done Completed by Angel Compres on 08/09/2026 Part Status: No Part		
ID: #111 Fix leaky toilet and women's PD restroom Type: Reactive	Town Hall	Done Completed by Sean Hasner on 08/07/2026 Part Status: No Part		

WORK ORDER INFO

LOCATION & ASSET

DUE & STATUS

TIME & COST

PROCEDURE ANSWERS

[Damage](#)

Sean Hasner

ID: #107

Remove grass repair curb

Type: Reactive

 Medium[Maintaining](#)

Sean Hasner

Andrews Drive

Parent: Town Streets

 Done

Completed by Sean Hasner on 08/05/2026

Part Status: No Part

Preparation

Ensure all necessary safety equipment is worn:

 **Pass***Filled by Sean Hasner on 08/05/2026*

Verify the availability of tools and materials for curb repair:

 **Pass***Filled by Sean Hasner on 08/05/2026*

Is the concrete mixer in working condition?:

 **Yes***Filled by Sean Hasner on 08/05/2026***Vegetation Removal**

Remove all vegetation around the curb area:

 **Pass***Filled by Sean Hasner on 08/05/2026***Curb Inspection**

Inspect the curb for any visible damage or cracks:

 **Pass***Filled by Sean Hasner on 08/05/2026*

Is there any broken curb that needs replacement?:

 **No***Filled by Sean Hasner on 08/05/2026***Curb Repair**

Remove broken curb sections:

 **Pass***Filled by Sean Hasner on 08/05/2026*

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS
				Prepare the area for new curb installation or patching: ✓ Pass <i>Filled by Sean Hasner on 08/05/2026</i>
				Mix concrete using the concrete mixer: ✓ Pass <i>Filled by Sean Hasner on 08/05/2026</i>
				Replace broken curb sections or patch as necessary: ✓ Pass <i>Filled by Sean Hasner on 08/05/2026</i>
				Post-Repair Clean the area around the repaired curb: ✓ Pass <i>Filled by Sean Hasner on 08/05/2026</i>
				Ensure all tools and equipment are cleaned and stored properly: ✓ Pass <i>Filled by Sean Hasner on 08/05/2026</i>
ID: #105 Mow west end First Ave. Type: Preventive Medium Landscape Joe Boucher Angel Compres		08/03/2026 ✓ Done Completed by Angel Compres on 08/03/2026 Part Status: No Part		
ID: #101 Fix or order new banner brackets for town banners Type: Reactive Damage		✓ Done Completed by Sean Hasner on 08/03/2026 Part Status: No Part		

WORK ORDER INFO	LOCATION & ASSET	DUE & STATUS	TIME & COST	PROCEDURE ANSWERS	132
Sean Hasner					

Signed off by

Date

Cases Closed in August

ECE26-0463 – 218 Sixth Ave – Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0437 – 1505 Atlantic St – Property not zoned for short-term rentals, listed changed to 30-day only rental.

ECE26-0249 – 316 Oak St – Alleged pool causing mosquito hazard, unable to gather proof or contact homeowner.

ECE24-0249 – 209 Cherry – Potential short-term rental. Old case, no proof. Case closed

ECE26-0473 – 514 Avenue B – Tree on property hanging low over roadway, FPL lines running through tree. FPL to be contacted.

ECE25-0261 – 207 Flamingo – Alleged unpermitted work being done, old case and no prove. Case closed.

ECE26-0465 – 203 Flamingo - Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0466 – 204 Flamingo - Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0468 – 306 Second Ave - Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0469 – 308 Second Ave - Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0467 – 305 Hibiscus - Tree hanging low over roadway, owner contacted tree trimmed.

ECE26-0471 – 609 Atlantic St – Sea turtle lighting violation, owner notified. Upon reinvestigation property no longer in violation.

ECE26-0472 – 703 Atlantic St - Sea turtle lighting violation, owner notified. Upon reinvestigation property no longer in violation.

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0470	603 ATLANTIC ST	Turtle Lighting Violation s	Open - Verbal Warning		08/04/2026	
ECE26-0474	605 RIVERSIDE DR	Lawns - Overgrowth	Open - Verbal Warning		08/10/2026	
ECE26-0475	1005 ATLANTIC ST	Turtle Lighting Violation s	Open - Notice of Violation Sent		08/21/2026	
ECE26-0476	319 THIRD AVE	Lighting Violation s	Open - Verbal Warning		08/24/2026	
ECE26-0477	309 FIRST AVE	Multiple Violation s	Open - Notice of Violation Sent		08/25/2026	
ECE26-0478	1201 ATLANTIC ST C	Lighting Violation s	Open - Notice of Violation Sent		08/26/2026	
ECE26-0479	1103 ATLANTIC ST	Turtle Lighting Violation s	Open - Notice of Violation Sent		08/26/2026	
ECE26-0480	1203 ATLANTIC ST	Turtle Lighting Violation s	PENDING - Monitoring Property		08/27/2026	
ECE26-0481	1101 ATLANTIC ST	Turtle Lighting Violation s	PENDING - Monitoring Property		08/27/2026	
ECE26-0473	514 AVENUE B	Trees and Landscaping	Closed - Abated		08/07/2026	08/19/2026
ECE26-0471	609 ATLANTIC ST	Turtle Lighting Violation s	Closed - Complied		08/04/2026	08/27/2026
ECE26-0472	703 ATLANTIC ST	Turtle Lighting Violation s	Closed - Complied		08/04/2026	08/27/2026

CASES CLOSED LAST MONTH

09/01/2026 135

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0463	218 SIXTH AVE	Trees and Landscaping	Closed - Complied		07/20/26	08/07/26
ECE26-0437	1505 ATLANTIC ST	STR - Violation of Zoning	Closed - No Violations Found		04/24/26	08/13/26
ECE26-0456	316 OAK ST	Pools	Closed - No Violations Found		06/08/26	08/13/26
ECE24-0249	209 CHERRY DR	Short Term Rental Violations	Closed - No Violations Found	Public - Email	12/05/24	08/18/26
ECE26-0473	514 AVENUE B	Trees and Landscaping	Closed - Abated		08/07/26	08/19/26
ECE25-0261	207 FLAMINGO LN	Building Permit Violation	Closed - No Violations Found	Public - Phone	01/03/25	08/20/26
ECE26-0465	203 FLAMINGO LN	Trees and Landscaping	Closed - Complied		07/27/26	08/20/26
ECE26-0466	204 FLAMINGO LN	Trees and Landscaping	Closed - Complied		07/27/26	08/20/26
ECE26-0468	306 SECOND AVE	Trees and Landscaping	Closed - Complied		07/27/26	08/20/26
ECE26-0469	308 SECOND AVE	Trees and Landscaping	Closed - Complied		07/27/26	08/20/26
ECE26-0467	305 HIBISCUS TRL	Trees and Landscaping	Closed - Complied		07/27/26	08/21/26
ECE26-0471	609 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/04/26	08/27/26
ECE26-0472	703 ATLANTIC ST	Turtle Lighting Violations	Closed - Complied		08/04/26	08/27/26

Total # of Enforcements: 13

ACTIVE CASES

09/01/2026

1/2

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	
ECE25-0269	409 THIRD AVE	Attractive Nuisance	Open - Court Magistrate	Public - Phone	01/16/25	
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	
ECE26-0438	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	
ECE26-0464	420 SECOND AVE	Trees and Landscaping	Open - Notice of Violation Sent		07/27/26	
ECE26-0470	603 ATLANTIC ST	Turtle Lighting Violations	Open - Verbal Warning		08/04/26	
ECE26-0474	605 RIVERSIDE DR	Lawns - Overgrowth	Open - Verbal Warning		08/10/26	
ECE26-0475	1005 ATLANTIC ST	Turtle Lighting Violations	Open - Notice of Violation Sent		08/21/26	

ACTIVE CASES

09/01/2026

2/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0476	319 THIRD AVE	Lighting Violations	Open - Verbal Warning		08/24/26	
ECE26-0477	309 FIRST AVE	Multiple Violations	Open - Notice of Violation Sent		08/25/26	
ECE26-0478	1201 ATLANTIC ST C	Lighting Violations	Open - Notice of Violation Sent		08/26/26	
ECE26-0479	1103 ATLANTIC ST	Turtle Lighting Violations	Open - Notice of Violation Sent		08/26/26	
ECE26-0480	1203 ATLANTIC ST	Turtle Lighting Violations	PENDING - Monitoring Property		08/27/26	
ECE26-0481	1101 ATLANTIC ST	Turtle Lighting Violations	PENDING - Monitoring Property		08/27/26	

Total # of Enforcements: 25

CERTIFICATES ON HOLD

09/01/2025

138

1/1

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAS 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
CVR26-0021	212 SURF RD	Vacation Rental	TAYLOR CAVANAUGH	Hold	\$0.00
CVR26-0022	300 OAK ST	Vacation Rental	TAYLOR CAVANAUGH	Hold	\$0.00

Total # of Certificates: 15

Total Amount Due: \$0.00



Town of Melbourne Beach



Fire Department

MONTHLY REPORT – August & September 2026

Incident Response

From July 1st through August 31st, the Melbourne Beach Volunteer Fire Department responded to 24 calls for service.

Notable Incidents

- 7/20/2026 – MBVFD responded with automatic and mutual aid companies to a fully involved working residential structure fire in the 400 Blk of Atlantic Street in Melbourne Beach. Heavy fire extending through the roof and one occupant outside the residence suffering from non-life-threatening injuries. Initial crews conducted an offensive interior attack before conditions prompted a transition to defensive operations, with water supply established and primary and secondary searches confirming no additional occupants inside. The fire was brought under control, although a concealed fire was later discovered in the ceiling space during overhaul and was extinguished by MBVFD personnel. The injured occupant was transported for medical evaluation, and extensive ventilation, salvage, and overhaul operations were completed before the property was secured. The State Fire Marshal, BCFR fire inspectors, and MBVFD conducted a joint origin-and-cause investigation before the property was released to the homeowner's representative.
- 7/24/2026 – MBVFD responded to child locked in non-running vehicle. MBVFD E-58 responded. Child rescued from vehicle in less than 10 minutes from dispatched time with no damage to vehicle. Child assessed and had no medical need.
- 8/12/2026 – MBVFD requested Mutual Aid for Area Coverage due to large structure fire in Indian Harbour Beach. E-58 staffed up to BLS level and moved up to BCFR Station 63 to cover their area. While assigned to area coverage, E-58 ran 1 Trauma call in Station 63's primary area.
- 8/14/2026 – MBVFD responded with automatic aid from BCFR to a working construction dumpster fire threatening an adjacent residence. Crews contained the fire before structural extension occurred and utilized water, Class A foam, F-500 suppressant, thermal imaging, and extensive manual overhaul to extinguish deep-seated fire within densely layered combustible debris. The cause of the fire was undetermined; no structural damage was identified, although minor-to-moderate smoke damage was possible within the garage and attached living area.

Aid Given or Received

- Incident # 80 – Mutual Aid given to IHBFD for Water Rescue in Ocean
- Incident # 85 – Automatic Aid received by BCFR for Fire Alarm at Gemini Elementary
- Incident # 87 – Automatic Aid received by BCFR for Structure Fire
 - Mutual Aid received by IFD, MFD, SFM
- Incident # 88 – Automatic Aid received by BCFR for Commercial Fire Alarm
- Incident # 99 – Mutual Aid given to BCFR for Area Coverage & EMS Response
- Incident # 100 – Automatic Aid received by BCFR for Outside Fire w/ Structural Endangerment

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department continues to actively recruit local men and women who have a desire to serve their community. No prior fire service experience is required, and all necessary training is provided by the Department.

Recruitment efforts this period included participation in the national “Make Me A Firefighter” campaign, participation in the International Association of Fire Chiefs’ new “A Hustle Worth Having” campaign, and continued local outreach efforts within the Melbourne Beach community. These campaigns help raise awareness about the need for volunteer firefighters and encourage residents to consider serving in a meaningful and hands-on public safety role.

Of the 17 initial applicants, 12 completed the Department’s 30-day orientation process, and 10 were moved forward for probationary membership with the department.

Residents interested in learning more about becoming a volunteer firefighter are encouraged to visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station, located at 507 Ocean Avenue.

Department Membership

- Paid Staff (4):
 - 1 Fire Chief (*Full-Time*)
 - 1 Fire Captain (*Full-Time*)
 - 2 Per-Diem (*Contractor*) Maintenance Technicians
- Volunteer Staff (40):
 - Operations Division:
 - 17 Certified Volunteer Firefighters
 - 5 Officers
 - 3 Driver/Engineers
 - 9 Volunteer Firefighters
 - 6 Support Services Volunteers
 - 11 Probationary Volunteer Member +10
 - Administrative Division:
 - 1 Safety Officer/Fire Marshal
 - 2 Logistics Staff Members
 - 1 Fire Chaplain
 - 2 Ops Instructors

Notable Events & Updates

Rescue Task Force / Active Shooter Training

Chief Brown, Capt. Wooldridge, Capt. Bombriant, and Capt. Kelly participated in active shooter response and Rescue Task Force training hosted by the Melbourne Beach Police Department at Gemini Elementary School. This valuable multi-agency training helps strengthen coordination, improve readiness, and better prepare first responders to protect our community during high-risk incidents.

Employment of Paid Firefighters (Ongoing Update)

The Fire Department has filled all 3 of its paid Fire Captain positions. 24/7 shift coverage began on September 1st, 2026. Basic Life Support EMS response is scheduled to begin on October 1st, 2026.

Assistance to Firefighters Grant (Ongoing Update)

- AFG Grant Status: Submitted – No Update
- FireHouse Subs Grant Status: Submitted – No Update
- NVFC Extrication Gear Grant Status: Submitted – No Update

Melbourne Beach 4th of July Celebration in the Park & Community Golf Cart Parade

The Melbourne Beach Volunteer Firefighters Association's 4th of July Celebration in the Park and 1st annual Community Golf Cart Parade was successful. Both events were well attended and received positive community feedback.

Melbourne Beach Storm Ready Sundae Social

The Town hosted its StormReady Storm Ready Sundae Social on July 16. The event was designed to help improve community preparedness, communication, and response capabilities during hazardous weather events, including hurricanes, tropical storms, coastal flooding, severe thunderstorms, and other weather-related emergencies. Thank you to the Melbourne Beach Volunteer Firefighters Association for sponsoring and staffing the ice cream station for the event.

Marine Rescue Training and Swim Qualifications

Melbourne Beach hosted marine rescue training and annual swim qualifications for its Marine Rescue Team members.

Radio and Pager Reprogramming

Radios and Pagers were reprogrammed as part of the transition to Brevard County dispatch.

Floodwater Rescue Training

MBVFD personnel participated in the Space Coast Fire Chiefs Association (SCFCA) Flood Water Rescue training & certification program, which provided specialized instruction for responding to flood and moving-water emergencies. 3 department members completed the Awareness Level course, and an additional 4 members completed the Operations Level course. This training enhanced departmental preparedness, responder safety, and operational capability for flood-related rescue incidents.

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

142



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

Start Date: 7/1/2026 0:00:00 | End Date: 8/31/2026 23:59:00

Count

24

Incident Number	Dispatch Time	Location	Primary Incident Type	Unit Enroute	Unit on Scene
✓ 26-100					
Engine 58	08/14/2026 16:40:20	608 SHANNON AV Melbourne Beach Florida 32951	Construction Waste	08/14/2026 16:46:16	08/14/2026 16:50:54
Melbourne Beach Fire 1	08/14/2026 16:40:20	608 SHANNON AV Melbourne Beach Florida 32951	Construction Waste	08/14/2026 16:42:50	08/14/2026 16:43:33
Squad 58	08/14/2026 16:40:20	608 SHANNON AV Melbourne Beach Florida 32951	Construction Waste	08/14/2026 16:53:30	08/14/2026 16:56:00
✓ 26-101					
Engine 58	08/18/2026 8:15:49	216 SURF RD Melbourne Beach Florida 32951	Fire Alarm		
✓ 26-102					
Melbourne Beach Fire 1	08/29/2026 17:42:20	411 POINSETTIA RD Melbourne Beach Florida 32951	Citizen Assist / Service Call	08/29/2026 17:42:20	08/29/2026 17:52:51
✓ 26-79					
District 58	07/07/2026 13:18:15	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	07/07/2026 13:18:15	07/07/2026 13:20:15
✓ 26-80					
Engine 58	07/07/2026 19:49:38	500 PALM SPRINGS BLVD Indian Harbour Beach Florida 32937	Person in Water (Swiftwater/River)	07/07/2026 19:56:58	
Jet Ski 58	07/07/2026 19:49:38	500 PALM SPRINGS BLVD Indian Harbour Beach Florida 32937	Person in Water (Swiftwater/River)	07/07/2026 19:55:40	
Marine 58	07/07/2026 19:49:38	500 PALM SPRINGS BLVD Indian Harbour Beach Florida 32937	Person in Water (Swiftwater/River)	07/07/2026 19:55:40	
✓ 26-81					
District 58	07/09/2026 9:04:32	SECOND AV @ OAK ST Melbourne Beach Florida 32951	Odor	07/09/2026 9:04:32	07/09/2026 9:06:35

✓ 26-82					
Engine 58	07/09/2026 15:58:14	400 RIVERVIEW LN Melbourne Beach Florida 32951	Other Alarm	07/09/2026 15:59:40	07/09/2026 16:05:04
✓ 26-83					
Engine 58	07/12/2026 16:43:45	406 BANYAN WAY Melbourne Beach Florida 32951	Vegetation / Grass Fire	07/12/2026 16:48:20	07/12/2026 16:54:01
Melbourne Beach Fire 1	07/12/2026 16:43:45	406 BANYAN WAY Melbourne Beach Florida 32951	Vegetation / Grass Fire	07/12/2026 16:56:37	07/12/2026 17:00:25
✓ 26-84					
District 58	07/15/2026 11:27:14	505 OCEAN AV Melbourne Beach Florida 32951	Well Person Check	07/15/2026 11:27:23	07/15/2026 11:27:23
✓ 26-85					
Engine 58	07/15/2026 12:01:59	2100 OAK ST Melbourne Beach Florida 32951	Fire Alarm	07/15/2026 12:04:28	07/15/2026 12:06:26
Melbourne Beach Fire 1	07/15/2026 12:01:59	2100 OAK ST Melbourne Beach Florida 32951	Fire Alarm	07/15/2026 12:03:22	07/15/2026 12:06:13
✓ 26-86					
Engine 58	07/18/2026 17:36:00	2204 ROSEWOOD DR Melbourne Beach Florida 32951	Smoke Investigation	07/18/2026 17:43:21	07/18/2026 17:46:20
Melbourne Beach Fire 1	07/18/2026 17:36:00	2204 ROSEWOOD DR Melbourne Beach Florida 32951	Smoke Investigation	07/18/2026 17:43:00	07/18/2026 17:48:16
✓ 26-87					
District 58	07/20/2026 4:14:30	411 ATLANTIC ST Melbourne Beach Florida 32951	Structural Involvement	07/20/2026 5:18:24	07/20/2026 5:22:32
Engine 58	07/20/2026 4:14:30	411 ATLANTIC ST Melbourne Beach Florida 32951	Structural Involvement	07/20/2026 4:34:21	07/20/2026 4:36:48
Melbourne Beach Fire 1	07/20/2026 4:14:30	411 ATLANTIC ST Melbourne Beach Florida 32951	Structural Involvement	07/20/2026 4:17:58	07/20/2026 4:25:00
Squad 58	07/20/2026 4:14:30	411 ATLANTIC ST Melbourne Beach Florida 32951	Structural Involvement	07/20/2026 8:10:00	07/20/2026 8:13:31
✓ 26-88					
Engine 58	07/20/2026 11:59:30	201 OCEAN AV Melbourne Beach Florida 32951	Fire Alarm	07/20/2026 12:02:19	07/20/2026 12:04:34
✓ 26-89					
Engine 58	07/21/2026 17:07:35	507 OCEAN AV Melbourne Beach Florida 32951	Accidental Alarm	07/21/2026 17:10:05	07/21/2026 17:10:05
Melbourne Beach Fire 1	07/21/2026 17:07:35	507 OCEAN AV Melbourne Beach Florida 32951	Accidental Alarm	07/21/2026 17:10:05	07/21/2026 17:10:05
✓ 26-90					
Engine 58	07/21/2026 22:39:06	ATLANTIC ST @ OCEAN AV Melbourne Beach Florida 32951	Cancelled		

✓ 26-91					
Engine 58	07/23/2026 15:09:51	1505 ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	07/23/2026 15:09:52	07/23/2026 15:10:30
✓ 26-92					
Engine 58	07/24/2026 17:35:12	302 OCEAN AV Melbourne Beach Florida 32951	Person In Distress	07/24/2026 17:37:37	07/24/2026 17:45:15
✓ 26-93					
Engine 58	07/27/2026 17:35:26	400 ANDREWS DR Melbourne Beach Florida 32951	Fire Alarm	07/27/2026 17:37:47	07/27/2026 17:41:04
✓ 26-94					
Engine 58	08/03/2026 6:26:28	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	08/03/2026 6:36:44	08/03/2026 6:39:21
Melbourne Beach Fire 1	08/03/2026 6:26:28	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	08/03/2026 6:31:52	08/03/2026 6:41:21
✓ 26-95					
Engine 58	08/06/2026 17:46:48	200 SIXTH AV APT C Melbourne Beach Florida 32951	Unconscious Victim	08/06/2026 17:49:13	08/06/2026 17:52:25
✓ 26-96					
Engine 58	08/08/2026 6:51:54	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	08/08/2026 6:58:25	08/08/2026 7:01:37
Melbourne Beach Fire 1	08/08/2026 6:51:54	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	08/08/2026 6:56:39	
✓ 26-97					
Engine 58	08/08/2026 20:37:49	5598 CORD GRASS LN Melbourne Beach Florida 32951	Citizen Assist / Service Call	08/08/2026 20:43:00	
✓ 26-98					
Engine 58	08/12/2026 8:40:25	2100 OAK ST Melbourne Beach Florida 32951	Standby	08/12/2026 8:40:25	08/12/2026 8:40:25
✓ 26-99					
Engine 58	08/12/2026 18:54:01	1801 ISLAND CLUB DR APT 80 Melbourne Florida 32903	Fall	08/12/2026 18:54:47	08/12/2026 18:59:31
Melbourne Beach Fire 1	08/12/2026 18:54:01	1801 ISLAND CLUB DR APT 80 Melbourne Florida 32903	Fall	08/12/2026 18:59:29	08/12/2026 18:59:29
Grand Total					

Incident List by Address and Unit with Response times


 emergencynetworking.com
 #5971

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

145



Personnel Count per Incident Number (5015)

Start Date: 7/1/2026 0:00:00 | End Date: 8/31/2026 23:59:59

Incident Number	Dispatch Time	Number of Personnel	Location	Primary Incident Type	District	Station
26-100	08/14/2026 16:40:20	8	608 SHANNON AV Melbourne Beach Florida 32951	Construction Waste	Town of Melbourne Beach	Fire Station # 58
26-101	08/18/2026 8:15:49	1	216 SURF RD Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-102	08/29/2026 17:42:20	5	411 POINSETTIA RD Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-79	07/07/2026 13:18:15	1	227 FIFTH AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-80	07/07/2026 19:49:38	9	500 PALM SPRINGS BLVD Indian Harbour Beach Florida 32937	Person in Water (Swiftwater/River)	Town of Melbourne Beach	Fire Station # 58
26-81	07/09/2026 9:04:32	1	SECOND AV @ OAK ST Melbourne Beach Florida 32951	Odor	Town of Melbourne Beach	Fire Station # 58
26-82	07/09/2026 15:58:14	6	400 RIVERVIEW LN Melbourne Beach Florida 32951	Other Alarm	Town of Melbourne Beach	Fire Station # 58
26-83	07/12/2026 16:43:45	9	406 BANYAN WAY Melbourne Beach Florida 32951	Vegetation / Grass Fire	Town of Melbourne Beach	Fire Station # 58
26-84	07/15/2026 11:27:14	2	505 OCEAN AV Melbourne Beach Florida 32951	Well Person Check	Town of Melbourne Beach	Fire Station # 58
26-85	07/15/2026 12:01:59	6	2100 OAK ST Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-86	07/18/2026 17:36:00	10	2204 ROSEWOOD DR Melbourne Beach Florida 32951	Smoke Investigation	Town of Melbourne Beach	Fire Station # 58
26-87	07/20/2026 4:14:30	12	411 ATLANTIC ST Melbourne Beach Florida 32951	Structural Involvement	Town of Melbourne Beach	Fire Station # 58
26-88	07/20/2026 11:59:30	2	201 OCEAN AV Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-89	07/21/2026 17:07:35	4	507 OCEAN AV Melbourne Beach Florida 32951	Accidental Alarm	Town of Melbourne Beach	Fire Station # 58

26-90	07/21/2026 22:39:06	7	ATLANTIC ST @ OCEAN AV Melbourne Beach Florida 32951	Cancelled	Town of Melbourne Beach	Fire Station # 58
26-91	07/23/2026 15:09:51	7	1505 ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-92	07/24/2026 17:35:12	1	302 OCEAN AV Melbourne Beach Florida 32951	Person In Distress	Town of Melbourne Beach	Fire Station # 58
26-93	07/27/2026 17:35:26	1	400 ANDREWS DR Melbourne Beach Florida 32951	Fire Alarm	Town of Melbourne Beach	Fire Station # 58
26-94	08/03/2026 6:26:28	4	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	Town of Melbourne Beach	Fire Station # 58
26-95	08/06/2026 17:46:48	1	200 SIXTH AV APT C Melbourne Beach Florida 32951	Unconscious Victim	Town of Melbourne Beach	Fire Station # 58
26-96	08/08/2026 6:51:54	4	316 BANYAN WAY Melbourne Beach Florida 32951	Lift Assist	Town of Melbourne Beach	Fire Station # 58
26-97	08/08/2026 20:37:49	2	5598 CORD GRASS LN Melbourne Beach Florida 32951	Citizen Assist / Service Call		Fire Station # 58
26-98	08/12/2026 8:40:25	1	2100 OAK ST Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-99	08/12/2026 18:54:01	5	1801 ISLAND CLUB DR APT 80 Melbourne Florida 32903	Fall		Fire Station # 58

Personnel Count per Incident Number

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

147



Response Times (5710)

Start Date: 7/1/2026 0:00:00 | End Date: 8/31/2026 23:59:59

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

Yes - Given

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

2

Percent of Runs
meeting Turnout
Goal

50.00%

Percent of Runs
Meeting Travel Time
Goal

50.00%

Percent of Runs
Meeting Response
Time Goal

50.00%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
✓ 26-80									
Engine 58	07/07/2026 19:49:38	07/07/2026 19:56:58		07:20					
Jet Ski 58	07/07/2026 19:49:38	07/07/2026 19:55:40		06:02					
Marine 58	07/07/2026 19:49:38	07/07/2026 19:55:40		06:02					
✓ 26-99									

Engine 58	08/12/2026 18:54:01	08/12/2026 18:54:47	08/12/2026 18:59:31	00:46	04:44	05:30	✓		
Melbourne Beach Fire 1	08/12/2026 18:59:29	08/12/2026 18:59:29	08/12/2026 18:59:29	00:00	00:00	00:00	✓	✓	✓

Meets response goal is measured by the time difference between the unit dispatch time and the unit arrival time. The report does not include Incidents that have "Given - Mutual aid", "Given - Automatic aid", or "Given - Other aid" set in the "Aid Given or Received" field by default.

Emergency
Networking

emergencynetworking.com
#5710

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

149



Response Times (5710)

Start Date: 7/1/2026 0:00:00 | End Date: 8/31/2026 23:59:59

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

Yes - Received

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

5

Percent of Runs
meeting Turnout
Goal

20.00%

Percent of Runs
Meeting Travel Time
Goal

40.00%

Percent of Runs
Meeting Response
Time Goal

0.00%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
✓ 26-100									
Engine 58	08/14/2026 16:40:20	08/14/2026 16:46:16	08/14/2026 16:50:54	05:56	04:38	10:34			
Melbourne Beach Fire 1	08/14/2026 16:40:20	08/14/2026 16:42:50	08/14/2026 16:43:33	02:30	00:43	03:13		✓	✓
Squad 58	08/14/2026 16:40:20	08/14/2026 16:53:30	08/14/2026 16:56:00	13:10	02:30	15:40		✓	

✓ 26-85									
Engine 58	07/15/2026 12:01:59	07/15/2026 12:04:28	07/15/2026 12:06:26	02:29	01:58	04:27		✓	
Melbourne Beach Fire 1	07/15/2026 12:01:59	07/15/2026 12:03:22	07/15/2026 12:06:13	01:23	02:51	04:14		✓	
✓ 26-87									
District 58	07/20/2026 4:14:30	07/20/2026 5:18:24	07/20/2026 5:22:32	63:54	04:08	68:02			
Engine 58	07/20/2026 4:14:30	07/20/2026 4:34:21	07/20/2026 4:36:48	19:51	02:27	22:18		✓	
Melbourne Beach Fire 1	07/20/2026 4:14:30	07/20/2026 4:17:58	07/20/2026 4:25:00	03:28	07:02	10:30			
Squad 58	07/20/2026 4:14:30	07/20/2026 8:10:00	07/20/2026 8:13:31	235:30	03:31	239:01			
✓ 26-88									
Engine 58	07/20/2026 11:59:30	07/20/2026 12:02:19	07/20/2026 12:04:34	02:49	02:15	05:04		✓	
✓ 26-94									
Engine 58	08/03/2026 6:26:28	08/03/2026 6:36:44	08/03/2026 6:39:21	10:16	02:37	12:53		✓	
Melbourne Beach Fire 1	08/03/2026 6:31:52	08/03/2026 6:31:52	08/03/2026 6:41:21	00:00	09:29	09:29	✓		

Meets response goal is measured by the time difference between the unit dispatch time and the unit arrival time. The report does not include Incidents that have "Given - Mutual aid", "Given - Automatic aid", or "Given - Other aid" set in the "Aid Given or Received" field by default.

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

151



Response Times (5710)

Start Date: 7/1/2026 0:00:00 | End Date: 8/31/2026 23:59:59

Mutual Aid Given or Received

No

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

17

Percent of Runs
meeting Turnout
Goal

41.18%

Percent of Runs
Meeting Travel Time
Goal

41.18%

Percent of Runs
Meeting Response
Time Goal

35.29%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
✓ 26-101									
Engine 58	08/18/2026 8:15:49								
✓ 26-102									
Melbourne Beach Fire 1	08/29/2026 17:42:20	08/29/2026 17:42:20	08/29/2026 17:52:51	00:00	10:31	10:31	✓		
✓ 26-79									
District 58	07/07/2026 13:18:15	07/07/2026 13:18:15	07/07/2026 13:20:15	00:00	02:00	02:00	✓	✓	✓
✓ 26-81									
District 58	07/09/2026 9:04:32	07/09/2026 9:04:32	07/09/2026 9:06:35	00:00	02:03	02:03	✓	✓	✓

✓ 26-82									
Engine 58	07/09/2026 15:58:14	07/09/2026 15:59:40	07/09/2026 16:05:04	01:26	05:24	06:50			
✓ 26-83									
Engine 58	07/12/2026 16:43:45	07/12/2026 16:48:20	07/12/2026 16:54:01	04:35	05:41	10:16			
Melbourne Beach Fire 1	07/12/2026 16:43:45	07/12/2026 16:56:37	07/12/2026 17:00:25	12:52	03:48	16:40			
✓ 26-84									
District 58	07/15/2026 11:27:23	07/15/2026 11:27:23	07/15/2026 11:27:23	00:00	00:00	00:00	✓	✓	✓
✓ 26-86									
Engine 58	07/18/2026 17:36:00	07/18/2026 17:43:21	07/18/2026 17:46:20	07:21	02:59	10:20		✓	
Melbourne Beach Fire 1	07/18/2026 17:36:00	07/18/2026 17:43:00	07/18/2026 17:48:16	07:00	05:16	12:16			
✓ 26-89									
Engine 58	07/21/2026 17:07:35	07/21/2026 17:10:05	07/21/2026 17:10:05	02:30	00:00	02:30		✓	✓
Melbourne Beach Fire 1	07/21/2026 17:07:35	07/21/2026 17:10:05	07/21/2026 17:10:05	02:30	00:00	02:30		✓	✓
✓ 26-90									
Engine 58	07/21/2026 22:39:06								
✓ 26-91									
Engine 58	07/23/2026 15:09:51	07/23/2026 15:09:52	07/23/2026 15:10:30	00:01	00:38	00:39	✓	✓	✓
✓ 26-92									
Engine 58	07/24/2026 17:35:12	07/24/2026 17:37:37	07/24/2026 17:45:15	02:25	07:38	10:03			
✓ 26-93									
Engine 58	07/27/2026 17:35:26	07/27/2026 17:37:47	07/27/2026 17:41:04	02:21	03:17	05:38			
✓ 26-95									
Engine 58	08/06/2026 17:46:48	08/06/2026 17:49:13	08/06/2026 17:52:25	02:25	03:12	05:37			
✓ 26-96									
Engine 58	08/08/2026 6:51:54	08/08/2026 6:58:25	08/08/2026 7:01:37	06:31	03:12	09:43			

Melbourne Beach Fire 1	08/08/2026 6:56:39	08/08/2026 6:56:39		00:00			✓		
▼ 26-97									
Engine 58	08/08/2026 20:37:49	08/08/2026 20:43:00		05:11					
▼ 26-98									
Engine 58	08/12/2026 8:40:25	08/12/2026 8:40:25	08/12/2026 8:40:25	00:00	00:00	00:00	✓	✓	✓

Meets response goal is measured by the time difference between the unit dispatch time and the unit arrival time. The report does not include Incidents that have "Given - Mutual aid", "Given - Automatic aid", or "Given - Other aid" set in the "Aid Given or Received" field by default.



**Emergency
Networking**

emergencynetworking.com
#5710



Melbourne Beach Police Department

Chief Zander's Monthly Report

Commission Meeting September 16, 2026



This report covers the month of August 2026.

Operations:

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

Activity:

- 55 Citations/ 188 Written Warnings
- 320 Traffic Stops
- 150 Traffic Enforcement Details
- 4 Traffic Complaint
- 15 Parking Citations
- Speed Compliance percentages over the past month:
 - Atlantic Ave. 83% with 70,315 vehicles recorded
 - Oak St. 95% with 75,680 vehicles recorded
 - Riverside Dr. 91% with 89,153 vehicles recorded

PD News

- Department training: High Risk Situations
- 2 Squad Level Trainings on Evidence collection and Submission
- Provided security and assisted with Back to School Event
- Provided Security at 4 Commission Meetings/WorkShops
- Volunteers continued Scanning Personnel Files Project
- The Police Department Volunteers completed:
 - 51.5 total hours of volunteer service for the month and 526.5 total hours for the year.
 - Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks, mental wellness checks and business engagement and scanning project.
- Have zero vacancies.

CRIME Update:

- 95 House Checks
- 21 Suspicious incident/Person/vehicles reports investigated
- 8 Disturbances Investigated
- 9 arrests- Traffic Offenses, Drugs, Theft
- 1 Baker Act, 1 Marchman Act
- 1 STR complaints for the month.
 - 08/12/2026-211 Cherry- Complaint of a bumper of a car at the STR is sticking out into the sidewalk. Officer arrived and spoke to renter about the bumper blocking the sidewalk and they moved the car. No issues
- All Calls for STR's are reported to Code Enforcement for further follow-up.
- 13 Assist other Law enforcement agencies.

Looking Forward:

- Department Training- High Risk Situations
- Celebrate Deputy Chief Smith 25 years with our Department
- FPCA District Director Meeting

Town of Melbourne Beach

Town Clerk's Department Monthly Report September 2026

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

- Received in August – 20
- Received in 2026 – 148
- Completed in August – 21
- Completed in 2026 – 137
- Open/Pending – 31 (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. No changes at this time.

Audio Visual Equipment – I am in the process of attempting to adjust settings to resolve the sync issue between audio and video on our stream. No changes have been made at this time.

Ordinances on Website – Code updates reflecting Ordinances 2025-01, 2025-02, 2025-03, and 2025-06 are live on the American Legal Publishing site. Commissioners need to bring their printed Code of Ordinances books to me to have the supplement pages added.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 5 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

[illegible]

Open Requests as of 9/1/2026					
Request #	Name	Description	Status	Date of Request	Paid
PRR-2025-79	Kari Ross	Chapter 8 of town social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her "private" Facebook page, her Mayor of Melbourne beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/25 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. Timeframe: 6/15/2025 - current. Thank you.	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 approx 7:30 pm what was the nature of the call?	Pending Department Response	4/17/26 3:23 PM	0

PRR-2026-76	Nathan Meloan	(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.	Preparing for Release	7/13/26 12:33 PM	\$ 21.72

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	
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	

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. 3. Governance * Policies, procedures, accounting guidance, legal opinions, auditor guidance, or other records governing administration of the fund, including records identifying who has authority to approve expenditures, transfers	Pending Department Response	7/25/26 2:49 PM	
--------------	--------------	---	-----------------------------------	-----------------	--

PRR-2026-129	Korbel	I hope you're well! Thanks so much for all y'all did to get that horrific & terrible toxic dumpster fire under control on the 14th. As all involved are aware, with the South wind that was blowing, we (606 Shannon Ave.) took the brunt of it as the smoke poured in through our soffit vents, filling our attic, garage, and seeping through our South & West facing doors & windows. We're still working through the clean-up & clear out, unfortunately. Please send the fire report and any/all pictures & videos at your earliest availability. I have surveillance from my house & 3 neighbors, but anything the town has is greatly appreciated!	Pending Department Response	8/26/26 3:42 PM	
PRR-2026-132	Colin Newton	Are you able to assist with permit records for 407 Banyan Way (Parcel #28 3806-75-9-3). We are under contract to purchase this home and are currently in the inspection period. There is an addition on this home that I believe was done around the early 90s. I only see permits going back to 2018 on the property. I am not exactly sure on when the addition was done as it is all hear say at this point. Are you able to help us find if there were any permits for the addition on the home as back as far as needed? Our inspection period ends Tuesday 9/8.	Pending Department Response	9/1/26 5:55 PM	

Processed Requests Report 2026-08-01 to 2026-09-01				
Request #	Name	Description	Date Of Request	Date Complete
PRR-2026-97	Cheryl Madlener	Hi, could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in June 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and owner name. An existing report export works great. Thanks!	7/20/2026 1:02 PM	8/4/2026 12:14 PM
PRR-2026-112	Matthew Sobarzo	Hi, under the Florida Public Records Act (Ch. 119, F.S.), could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in July 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and	8/1/2026 1:15 PM	8/4/2026 12:15 PM
PRR-2026-115		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.	8/4/2026 12:12 PM	8/7/2026 1:26 PM
PRR-2026-114	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Audio Enhancement, Boxlight, and Vivi, 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.	8/4/2026 8:31 AM	8/7/2026 3:06 PM
PRR-2026-116	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Darkwing Tech, Eflare Corporation, Night Searcher, Orion Safety Products, and PowerFlare Corporation, covering the past three years to present. Spreadsheet exports preferred; PDF, Word, or standard ERP/finance reports	8/5/2026 8:07 AM	8/7/2026 3:06 PM

PRR-2026-71	Officer Dominic Palmeri	Good Morning, This is Officer Dominic Palmeri #8 with the Indialantic Police Department looking for assistance in obtaining a public records request. I am assisting our Union Representative for our Police Department in attaining public records for the Police Department for our upcoming union contract in which we are collecting the surrounding beachside agency	5/26/2026 8:41 AM	8/11/2026 3:51 PM
PRR-2026-113	Robert Aycock	I would like to view the Streetlight Contract Agreement between the Town of Melbourne Beach and FPL. I would also like to view the December 7, 2018 youtube video of the public meeting with respect to Streetlights. It was on the Town website but I can no longer access the video. Thanks, Robert Via email: Please amend the youtube request to November 7, 2018 not	8/2/2026 9:53 PM	8/14/2026 11:50 AM

		Dear Responsible Authority - Please see the attached city data request for code violation data. We know that we may have asked for this information recently, and if you provided it, this is a completely new request, spanning a new time frame. Please see attached pdf request.		
PRR-2026-121	Joe Balber		8/10/2026 12:20 PM	8/14/2026 11:51 AM

PRR-2026-122	Cheryl Madlener	Hi,could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in July 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and owner name. An existing report export works great. Thanks!	8/13/2026 9:12 AM	8/14/2026 1:56 PM
PRR-2026-118	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Action Training Systems, Air Methods Ascend, Axene Continuing Education, Fire Engineering Training, and TeleStaff, 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	8/7/2026 2:41 PM	8/21/2026 3:54 PM
PRR-2026-123	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from CareHawk, Centegix, Quicklert, Raptor Technologies, Singlewire, and Valcom, 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.	8/14/2026 10:13 AM	8/21/2026 3:55 PM

PRR-2026-124	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Brycer the Compliance Engine, ESO Records Management System, ImageTrend, IROL, and Vector Solutions, 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.	8/14/2026 1:36 PM	8/21/2026 3:55 PM
PRR-2026-125	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from National Time, Signal, Pyramid Time, AccuFund, Edmunds GovTech, OpenGov, Springbrook Software, and Tyler Tech, covering the past three years to present.	8/14/2026 1:45 PM	8/21/2026 3:56 PM

PRR-2026-126	Oshea Smith	Dear Records Officer, I hope you are doing well. Thank you for your time and for the work you do. Pursuant to the Florida Public Records Act (Fla. Stat. § 119.01 et seq.), I am requesting an electronic summary of purchase orders (not the individual purchase orders themselves) issued by Town of Melbourne Beach from March 1, 2026 to July 31, 2026. This report may also be referred to as an accounts payable summary, check summary, check register, bill or claims report, or vendor analysis report. Any spreadsheet or report that lists vendor names and amounts paid would be fully responsive to this request. If available, please include: -Vendor name -Description of purchase or payment -Total price or amount paid If vendor names are coded, please include the code key if it's easily available. We're happy to accept whatever form this data is already maintained in — raw exports or standard reports (Excel, CSV, or PDF) are perfectly fine. We will accept partial data if you do not have a document with each of the above components or the entire timeframe requested. If another department is better suited to handle this request, I'd appreciate it if you could forward it to them or share their contact information. If any part of this request is withheld, please provide the specific statutory exemption and release all non-exempt portions. To ensure prompt follow-up, please send any correspondence regarding clarifications, extensions, online portal access, and response letters through email only to records@sunlightaccess.com and reference: FR:130765	8/16/2026 7:09 PM	8/21/2026 3:57 PM
--------------	-------------	--	-------------------	-------------------

PRR-2026-127	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Aeva, Iteris, Miovision, Seyond, Wavetronix, Aladtec, Crewsense, and EPR Fireworks, 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.	8/17/2026 8:36 AM	8/21/2026 3:57 PM
PRR-2026-128	Woo Park	We request all records, including executed contracts, purchase orders, invoices, and solicitation/RFP documents for products or services purchased from Recorded Future, Dataminr, Shadow Dragon, Galls, Webbs, and GT Distributors, 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.	8/17/2026 10:36 AM	8/21/2026 3:58 PM
PRR-2026-117	Stephanie Schreiner	Pursuant to the Sunshine Law, this is a request for a copy of the following records: An existing report(s) of any and all employees including part-time, temporary, seasonal employees and elected officials for fiscal year 2024-2025. Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.	8/7/2026 1:22 PM	8/21/2026 3:59 PM

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	7/24/2026 5:28 PM	8/24/2026 2:51 PM
PRR-2026-94	Matthew Sobarzo	Hi, under the Florida Public Records Act (Ch. 119, F.S.), could I please get an electronic copy (CSV or Excel if possible) of all building permits issued in June 2026? Whatever fields you have are fine — ideally permit number, type, issue date, status, address, parcel ID, work description, valuation, contractor, and owner name. An existing report export works great. Thanks!	7/13/2026 1:33 PM	8/26/2026 10:26 AM

PRR-2026-120	Joe Balber	Dear Responsible Authority - Please see the attached city data request for permit data. We know that we may have asked for this information recently, and if you provided it, this is a completely new request, spanning a new time frame. Please see attached pdf request.	8/10/2026 12:19 PM	8/26/2026 10:38 AM
PRR-2026-119	Mary Weerts	Hi, I would like to request the Settlement Agreement for the Breach of Contract Slander of title case. Case number 019574 filed 3/10/25. It was discussed at the Aug 5th special meeting settling for 6K. Please email it to my email as listed above- Maryfran502@gmail.com Thank you for your time.	8/7/2026 3:13 PM	8/31/2026 2:34 PM

SEPTEMBER 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
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.
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.
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		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. *Building official presented new fee schedule to the Commission at a special meeting on 9/3/2026.

#	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	RTCM 8/19/2026	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. * Commissioner Reed contacted FDEM, who handles FEMA reimbursements and they responded on 8/24/2026 that they are in receipt of all information requested and are requesting new information from the town. The Finance Director will set up a call the week of Septmeber 8th to discuss what additional materials are needed.
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.

#	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.
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.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
46	Get transcripts of meetings from You Tube to see if the town can put transcripts into an AI system other than Otter AI.	RTCM 6/17/2026	ASAP		Full Commission	Cyd Jones	*Jones to research options.
48	Follow up with Corey Runte regarding installation of gate around Ryckman Park - Proceed with project if under \$5K.	RTCM 7/15/2026	ASAP	9/4/2026	Commissioner Anna Butler	Tom Davis and Marie Smith	* Davis researching options for procuring and installing gate. * Davis put plan together and got permit approved. Work will start the week of September 8, 2026.
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).
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.
57	Investigate constituent complaint about Sands on the Beach light during sea turtle season.	RTCM 8/19/2026	ASAP		Full Commission	Jacob Lopez	* Code enforcement has gone out at night to investigate the complaint and found that Sands on the Beach was in code violation and issued a letter. Code enforcement went out again the next week and saw that the lights were still on, so will escalate the situation.
58	Bring 6th Avenue Seawall project back for a special meeting on August 26, 2026 regarding funding source.	RTCM 8/19/2026	Special Meeting 8/26/2026	8/26/2026	Full Commission	Marie Smith	* Special meeting was held and 6th Avenue Seawall project was approved.