TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

NOVEMBER 18, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, November 18, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

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

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Town Clerk 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. Administration of the Oath of Office – Reception to Follow - Page 4
A. Bruce Pickett – Mayor

5. Meeting Agenda – Additions/Deletions/Changes

6. Proclamations/Awards/Announcements - Pages 5-6
A. Town announcements and upcoming events – Town Clerk Cyd Jones

7. Presentations by Special Guests (Maximum of 5 Minutes)
A. Presentation by Haley Ward

8. 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.

9. Town Manager Report - Pages 7-11

10. Town Attorney Report

11. Consent Agenda
A. Approval of the site plan for 504 Fourth Ave. - Pages 12-39
B. Approval of the site plan for 410 Second Ave. - Pages 40-81
C. Approval of the site plan for 411 First Ave. - Pages 82-123
D. Approval of the May 12, 2026 Town Commission Workshop Minutes - Pages 124-133

12. Public Hearings/Special Orders

13. Unfinished Business

A. Ordinance 2026-02 Paid Parking and Parking Fund Codification – First Reading - Pages 134-138
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. Approval of Reserve Fund Policy – Town Manager A. Marie Smith & Town Attorney Ryan Knight - Page 139

14. New Business

A. Appointment of Vice Mayor – Town Clerk Cyd Jones - Page 140
B. Appointment of the South Beaches Coalition Representative – Town Clerk Cyd Jones - Pages 141-152
C. Appointment of the Voting Delegate and Alternate for the Space Coast League of Cities – Town Clerk Cyd Jones - Pages 153-154
D. Resolution 2026-10 – Final Budget Amendment – Finance Manager Jennifer Kerr - Pages 155-162
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2025/2026 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.
E. Resolution 2026-11 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr - Pages 163-165
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2026-2027; AMENDING RESOLUTION NO 2026-09 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.
F. 287(g) Stipend Purchases – Police Chief Tim Zander - Pages 166-182
G. Results of 2026 Employee Survey – Town Manager A. Marie Smith - Pages 183-200

15. Finance/Budget Report - Pages 201-249

16. Town Staff Reports

A. Building Department - Pages 250-258
B. Public Works Department - Pages 259-261
C. Code Enforcement - Pages 262-267
D. Fire Department
E. Police Department - Pages 268-269
F. Town Clerk - Pages 270-290

17. Commission Reports

18. Task List - Pages 291-297

19. Adjournment

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

Town Commission Meeting

Section: **Administration of the Oath of Office**

Meeting Date: **November 18, 2026**

From: **Cyd Jones, Town Clerk**

Subject: **Administration of the Oath of Office**

Background Information:

Having been duly certified:

- Bruce Pickett will be sworn in as the Mayor for the Town of Melbourne Beach for a three (3) year term.

Town Commission Meeting

Section: **Proclamations/Awards/Announcements**

Meeting Date: **November 18, 2026**

From: **Town Clerk Cyd Jones**

RE: **Town Announcements and Upcoming Events**

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
November 26 & 27		Thanksgiving Holiday	Town Hall	Town Hall will be closed in observance of Thanksgiving
December 4	TBD	Tree Lighting Ceremony	Ryckman Park, 509 Ocean Ave.	Includes performance by Gemini Elementary Choir, snow and bubble machines, photo op with Santa, & food trucks
December 6	2:00 pm – 4:00 pm	Santa Visits the Ryckman House	Ryckman House	Santa sits on the porch so children can tell him what they want for Christmas; live musician playing holiday music
December 12	9:00 am – 10:00 am	Christmas Parade	Oak St. & Ocean Ave.	Parade starts at Rock Harbor Church & proceeds north, then west on Ocean Ave to the pier
December 12	10:00 am (following parade)	Pancake Breakfast	Fire Station 58, 507 Ocean Ave.	Community breakfast following the parade; proceeds benefit MBVFA
December 21–24	Times vary by day	Gift Drop Off for the Santa Run	Fire Station 58, 507 Ocean Ave.	Wrapped gifts for the Santa Run can be dropped off during the designated times.
December 24	TBD	Santa Run	North & South routes through Town	Santa will be driven through Town on a fire engine to deliver the gifts to families. Information about routes available at mbvfd.com
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1st & 3rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Tuesdays & Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense
Saturdays	11:00 AM – 3:00 PM	Old Town Hall History Center is Open	2373 Oak St.	Old Town Hall is a unique 100-year-old building that has been rehabilitated to be used for history exhibits and for art, education, community functions, and other subjects of interest.

Town Manager Report for November 2026

1. Veterans' Day Celebration: The town's Veterans' Day celebration was a success with over 100 people in attendance for the designation of our new Veterans Honor Garden at Christmas Tree Circle in honor of our country's 250th anniversary. Thanks go to both the Parks Board and Environmental Advisory Board for putting the event and garden together. Our public works department has been working on the garden and honor walk for the past two months and it was spectacular. Thanks also to in-coming Mayor Bruce Pickett for being the MC for the event and Mayor Dennington and Commissioner Butler for placing our wreath and saying a few words on behalf of the town. Our own public works foreman, Sean Hasner, was a hit as our guest speaker and speaking afterwards to residents about his military experience. (see pictures attached).
2. New Codes Officer: The town has hired a new code officer, who will start on Monday, November 16, 2026. He has both code enforcement and law enforcement experience. He will start training on the Deckard this week.
3. Impact of Amendment 3 on Melbourne Beach: Based on current tax base, it is estimated – conservatively- that the town will lose the following in tax revenue:

Tax Year	ESTIMATED Fiscal Impact on Town Budget
2027-2028	$487,000
2028-2029	$905,000

   To close the gap, all departments would have to take an estimated 19% cut or if everything but public safety was cut, all other departments would have to take an estimated 27% cut. Other solutions would include raising the millage rate to an estimated 6.4185 mills. Staff are working to put together a plan that would include departmental cuts, grant funding, assessments, and millage rate increases.
4. Coastal Partnership Initiative Grant: With the assistance of DRMP, we have submitted a Coastal Partnership Initiative matching grant application with the Florida Department of Environmental Protection for a total of $11,520. If successful, the funding would be used to rehabilitate the existing public beach boardwalk and dune crossover at Ocean Park, which experiences substantial public use. The Florida Coastal Management Program (FCMP) makes National Oceanic and Atmospheric Administration (NOAA) federal funds available on a competitive basis to Florida's 35 coastal counties and all municipalities within the counties' boundaries that are required to include a coastal element in their comprehensive plan.

5. Emergency Repair Work: On November 9, 2026, the Commission authorized expenditure for emergency repairs due to the flooding of November 1-3, 2026. We have contracted with Atlantic Development of Cocoa to commence with the emergency repairs.
    - The work on Riverside Drive was completed that evening with the underground stormwater pipe repaired and road pavement put in place.
    - Stormwater work at the town's right-of-way at 413 Driftwood has started with an inflow grate being replaced and drainage of the area behind the sea wall.
    - The construction team will start work this week on the damaged manhole box at the 500 block of Ocean Avenue.
    - The 408 block of Ocean Avenue project will start once the other project on Ocean has concluded.
6. General Obligation Bond Update: Staff met with PFM and our bond counsel on November 10, 2026, to discuss next steps to move the bond financing forward for our town. They indicated that Governor DeSantis is planning to hold a special legislative session in December to provide implementary language for Amendment 3, which was passed by voters in the elections on November 3rd. Their advice was to wait until after the special session to see what comes out of it, although they do not think the type of bonds we want to finance will be at risk. We agree that it would make sense for the town to wait until the new year to start the bond process due to the uncertainties of a special legislative session and also, it would coincide with the time frame for the town to get an updated stormwater master plan that will help determine the priority needs of the town.
    - Additionally, we asked them about reimbursement for the emergency repairs we must make due to the floods of November 1-3. They said that it is possible but that the Commission would need to adopt a reimbursement resolution that would not obligate but would provide flexibility for the town to use bond funding to reimburse itself (we would have to identify which funding sources we are replenishing).






















HONOR
WALK



Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 18, 2026

From: Building Department

RE: Site Plan Approval for 504 Fourth Ave. – New Home

Background Information:

The Town received plans for a new home at 504 Fourth Ave.

Recommendation:

Approve the site plan for 504 Fourth Ave.

Attachments:

- Town Planner Letter – Pages 13-15
- Development Application – Pages 16-18
- Original Plans and Survey – Pages 19-24
- Stormwater Calculations Report – Pages 25-39

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

Applicable Codes
Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date:	**October 6, 2026**
Owner:	**K&S Dockside Revocable Living Trust**
Owner Address:	**504 Four Avenue, Melbourne Beach FL 32951**
Site Address:	**504 Four Avenue, Melbourne Beach FL 32951**
Parcel ID:	**28-38-07-02-20-5**
Zoning:	**1RS- Single- Family**
Proposed Project:	**Construct a New Single-Family Home**
References:	**Town of Melbourne Beach Code of Ordinances:**
	7A-31 Single-Family Residential District
	7A-51.1, Site Plan Approval For Single-Family Residential Districts
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 1RS**

1) The project involves demolishing the existing residence and construction of a new single-story home with five (5) bedrooms, five (5) bathrooms, kitchen, laundry, dining area, great room, mud room, two (2) car garage, a workshop, covered lanai with spa, and pool and pool deck. The plan proposes to keep the existing detached three (3) car garage. Total living area is approximately 4,570 square feet plus 2,147 square feet of covered lanai, and a total including the garage and workshop of 8,118 based on the engineering plan.
   Lot area and dimension requirements:
   Lot area 40,683 ft. (min. 12,000 sq. ft.)
   Lot width is 247 ft. (min. 100 ft.)
   Lot depth is 150 ft. (min. 120 ft.)

2) Lot coverage has a maximum of 30% for principal structure.
   Lot coverage per plan is 23.43%
   Footprint of Primary Structure is 8,118 SF per the engineering plan
   Max allowed for Primary Structure is 12,204 sq. ft. for Lot Area of 40,683 sq. ft.
   Minimum pervious area per lot is 30%. The previous area per plan is 60%.

3) Structure maximum height for zoning district is 28 ft.
   The proposed height measured from the finished floor elevation of 8.15 feet is 22.25’ to the top of the roof. As per Section 7A-55 “any elevation of a building above the required elevation shall be included in the measurement of building height.” In addition, 7A-55 also states that “lowest floor level at least 18 inches above the crown of the highest street perpendicular to the foundation to which the property abuts”. The road elevations shown on the survey are 3.2’ and 4.02’ and 18 inches above

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

the higher of the two elevations is the crown is 5.52'. The finished floor is at 8.15' which is 2.63' higher than the required floor elevation and must be added to the building height. Consequently, the building height per 7A-55 is 24.88' which complies with the maximum allowable height.
Flood Zone: X & AE Base 6, per survey

4) Zoning District Setback requirements:
Proposed Primary Structure Front Setback: 25` (min. 25'.)
Proposed Primary Structure Rear Setback: 25' (min. 25')
Proposed Primary Structure West Side Setback: +/-60' (min. 15')
Proposed Primary Structure East Side Setback 83' 3 ½" (min. 15')
Existing Detached Garage Front setback: +/- 100' (min. 25')
Existing Detached Garage rear setback: 14.8'-15' (min. 15'), existing nonconformity
Existing Detached Garage east side setback: 26.9' (min. 15')
Existing Detached Garage west side setback: +/- 200' (min. 15')
Existing Detached Garage height: 17' 8"

5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

6) On-site Storm water Retention Control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code. A preliminary site drainage plan is provided showing the location and configuration of retention areas.

7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued. This applies to new home construction and construction values greater than 50% of the existing structure.

8) Landscape standards, as applicable, must be met at the time of building permitting, and a landscape plan is included in this submittal.

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

Corey W. O'Gorman
Town Planner

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

504 Four Avenue

IMPERVIOUS		**PERVIOUS**	
House	8118	Open areas	24,413
Detached Garage	1415		
Pool/Patio	2159		
Driveway/Concrete	4578		
Total Paved Area	16,270	Total Pervious	24,413
Total Lot Area	40,683	Total Lot Area	40,683
% IMPERVIOUS	**40%**	**% PERVIOUS**	**60%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

NOTICE: Development Applications are public record under Florida Statute 119. Scammers have been known to target applicants with requests for payment. The Town of Melbourne Beach will never request payment via wire transfer. If you receive any requests for payment, contact Town Hall directly at 321-724-5860 to verify whether the request is legitimate. Please share this information with all parties named on the application.

I. **SUBMITTAL REQUIREMENTS:**

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

II. **REQUEST:**

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

III. **PROPERTY INFORMATION:**

General Location: Town of Melbourne Beach

Address: 504 4th Ave., Melbourne Beach, FL 32951

Parcel Number(s): Lot 5 Blk 20, Parcel ID 28-38-07-02-20-5

Area (in acreage): .95 Area (in square feet): 41,382

Current Zoning: 3-RS Proposed Zoning: 3- RS

Current Future Land Use: residential Proposed Future Land Use: residential

Brief Description of Application: Construct new single family residence

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): P&Z October 6, 2026

IV. APPLICANT INFORMATION:

Property Owner: K & S DOCKSIDE REVOCABLE LIVING TRUST; K & S BEACHSIDE REVOCABLE LIVING TRUST

Name: Kevin and Sharon Moore

Phone: 609-760-2728 Sharon Moore
856-313-6829 Kevin Moore

Address: 504 4th Ave.

Fax:

Melbourne Beach, FL 32951

Email: Sharon.Moore@microsoft.com
kevin4moore@verizon.net

Applicant (if other than property owner)

Name: CDS Builders

Phone: 321-806-6144

Address: 7777 N. Wickham Rd. Ste 12-324

Fax:

Melbourne, FL 32940

Email: tim@cdshomebuilders.com
angel@cdshomebuilders.com

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: [signature]

Date: 9/1/26

Print Name: Kevin Moore

Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me this 1st day of September 2026 by Kevin Moore, who is/are personally known to me, or who has/have produced Known as identification.

[signature]
Signature of Notary Public, State of Florida

NOTARY SEAL

ANGELIQUE MARCUS
MY COMMISSION # HH 670716
EXPIRES: May 10, 2029

VI. APPLICANT CERTIFICATION:*

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

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

Signature: _____ Date: August 27, 2026

Print Name: Christopher Dennis Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me this 27 day of August, 2026, by Christopher Dennis, who is/are personally known to me, or who has/have produced _____ as identification.

_____
Signature of Notary Public, State of Florida

CANDI VICKERY
MY COMMISSION # HH 734918
EXPIRES: October 26, 2029

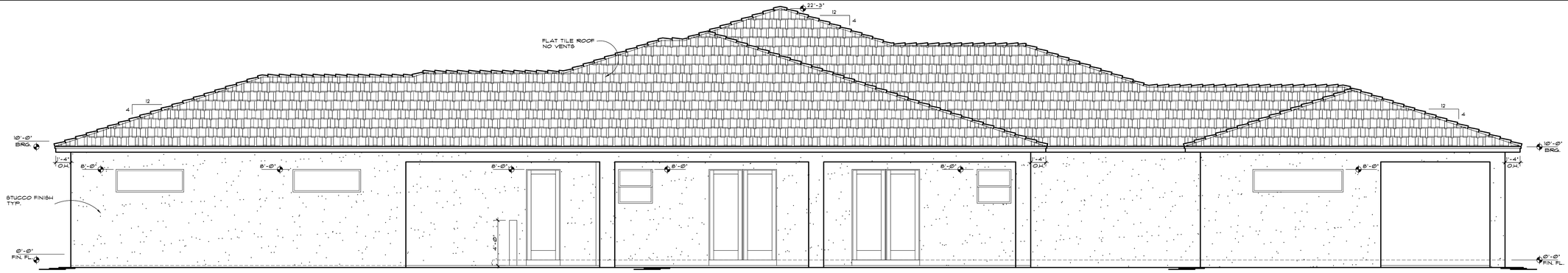
VII. PROJECT DESCRIPTION:

Describe Application: permit for new single family home

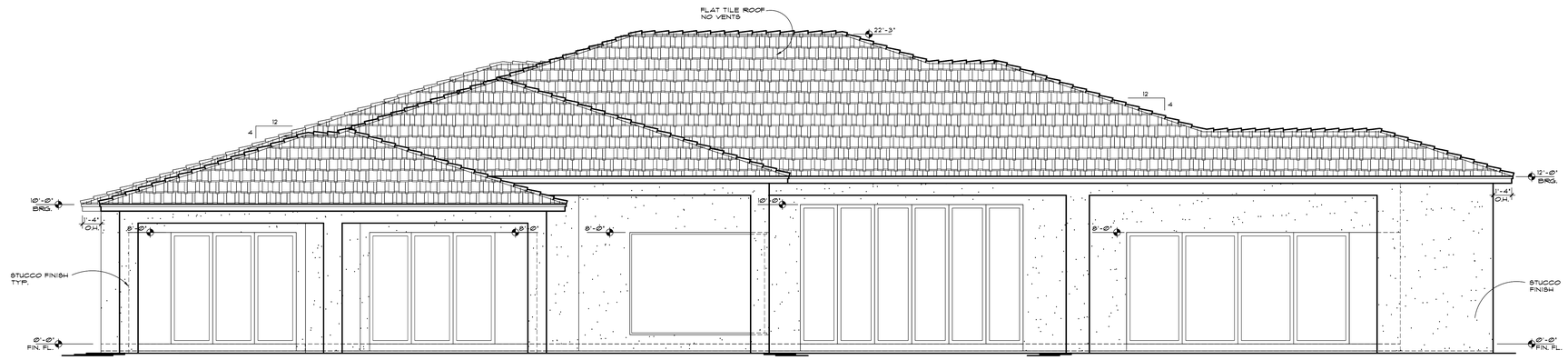
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Describe Existing Conditions: existing home to be demolished

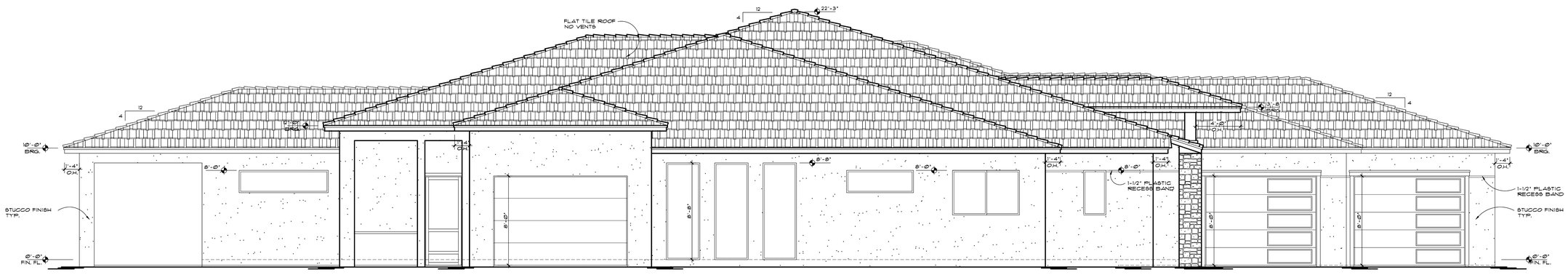
Provide attachment if more space is needed.



RIGHT ELEVATION



REAR ELEVATION



LEFT ELEVATION



FRONT ELEVATION

APPROVED BY:

REVISIONS:

SPENCER DESIGN
1199 SO. PATRICK DR.
SATELLITE BCH., FL.
32937
321-223-5966 FAX-254-6874

7777 N. WICKHAM RD.
SUITE 224
MELBOURNE, FL.
32940
321-419-4441
CDS BUILDERS

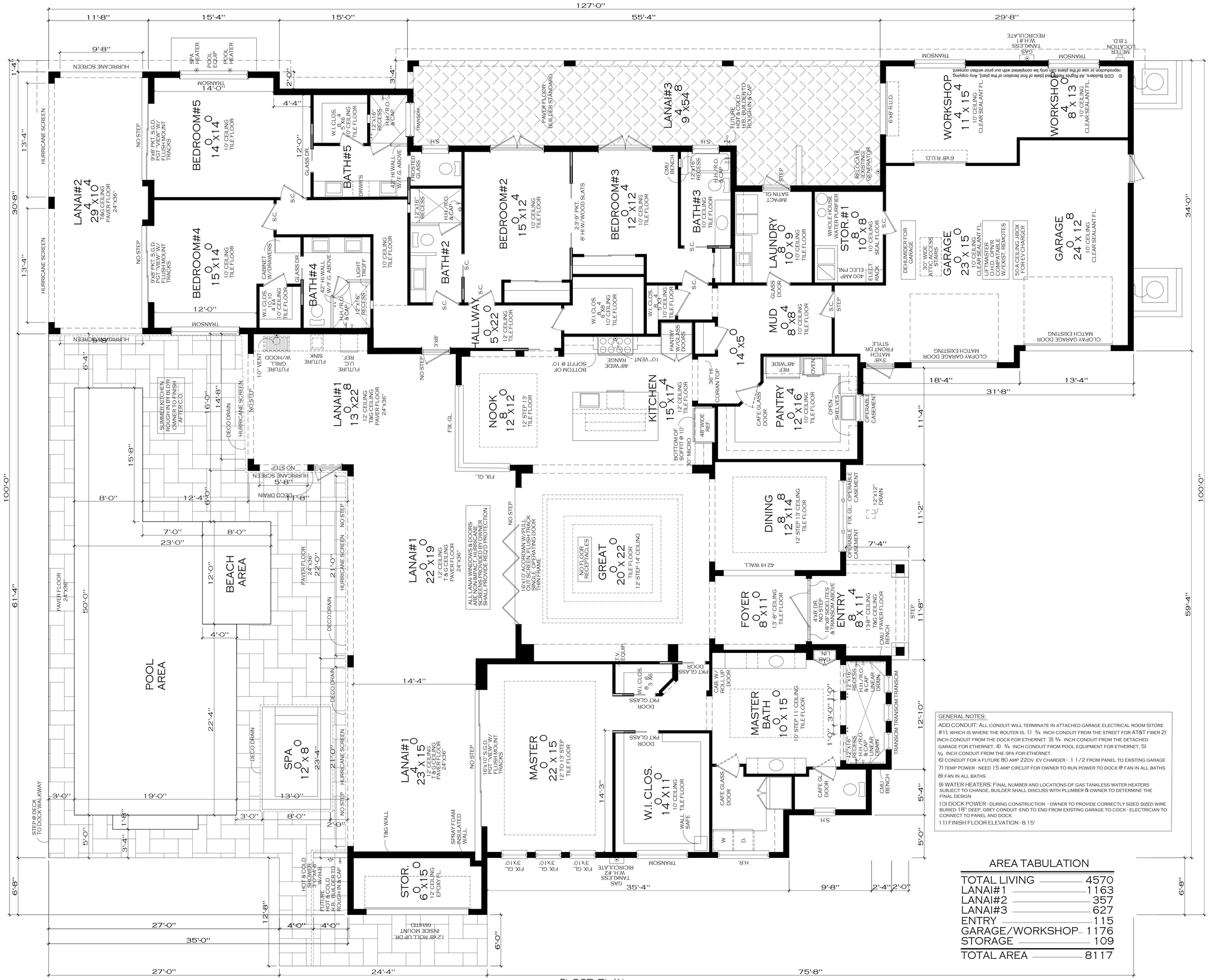
THE MOORE RESIDENCE

504 FOURTH AVENUE
INDIALANTIC, FL 32951

DRAWN BY:	A.L.S.
CHECKED BY:	A.L.S.
DATE:	9-24-26
PROJECT NO:	SD26043
SCALE:	1/4"=1'-0"
LIVING AREA:	4570

SHEET 1 OF 4

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GENERAL NOTES:

ADD CONDUIT: ALL CONDUIT WILL TERMINATE IN ATTACHED GARAGE ELECTRICAL ROOM (STORE #1), WHICH IS WHERE THE ROUTER IS. 1) ¾ INCH CONDUIT FROM THE STREET FOR AT&T FIBER 2) INCH CONDUIT FROM THE DOCK FOR ETHERNET 3) ¾ INCH CONDUIT FROM THE DETACHED GARAGE FOR ETHERNET. 4) ¾ INCH CONDUIT FROM POOL EQUIPMENT FOR ETHERNET. 5) ¾ INCH CONDUIT FROM THE SPA FOR ETHERNET.

6) CONDUIT FOR A FUTURE 80 AMP 220V EV CHARGER - 1 1/2 FROM PANEL TO EXISTING GARAGE

7) TEMP POWER - NEED 15 AMP CIRCUIT FOR OWNER TO RUN POWER TO DOCK @ FAN IN ALL BATHS

8) FAN IN ALL BATHS

9) WATER HEATERS: FINAL NUMBER AND LOCATIONS OF GAS TANKLESS WATER HEATERS SUBJECT TO CHANGE, BUILDER SHALL DISCUSS WITH PLUMBER & OWNER TO DETERMINE THE FINAL DESIGN

10) DOCK POWER - DURING CONSTRUCTION - OWNER TO PROVIDE CORRECTLY SIZED SIZED WIRE BURIED 18" DEEP, GREY CONDUIT -END TO END FROM EXISTING GARAGE TO COCK - ELECTRICIAN TO CONNECT TO PANEL AND DOCK

11) FINISH FLOOR ELEVATION - 8.15'

AREA TABULATION

TOTAL LIVING	4570
LANAI#1	1163
LANAI#2	357
LANAI#3	627
ENTRY	115
GARAGE/WORKSHOP	1176
STORAGE	109
TOTAL AREA	8117

FLOOR PLAN

APPROVED BY:

REVISIONS:

SPENCER DESIGN
1199 SO. PATRICK DR.
SATELLITE BCH., FL.
32937
321-223-5966 FAX-254-6874

7777 N. WICKHAM RD.
SUITE 224
MELBOURNE, FL.
32940
321-419-4441
CDS BUILDERS

THE MOORE RESIDENCE
504 FOURTH AVENUE
INDIALANTIC, FL 32951

DRAWN BY: A.L.S.
CHECKED BY: A.L.S.
DATE: 9-24-26
PROJECT NO: SD26043
SCALE: 1/4"=1'-0"
LIVING AREA: 4570

SHEET 2
OF 4

LOT 1
BLOCK 20
OCCUPIED
FF EL=9.01

LOT 2
BLOCK 20
IMPROVED

LOT 3
BLOCK 20
OCCUPIED

P.O.L. @ 282.76'
FND. 5/8" IR &
CAP PLS #5085

FENCE END
0.7' OFF

EAST (B.B.)

FENCE
0.3' OFF

306'±

FENCE
ON LINE

FND. 5/8" IR &
CAP PLS #5085

FENCE
0.2' OFF

FENCE
0.1' ON

ICV

18"

25'-0"

CONC.
43.3'

85'-3 1/2"

ONE STORY
GARAGE

29.4'

15'-0"

34.4'

GARAGE
EL=6.71'
28.1'

5.0'

15.3'

27.4'

150.00'

LOT 4
BLOCK 20
OCCUPIED
FF EL=6.93

NORTHWESTERLY

INDIAN RIVER

FLOOD
ZONE X

FLOOD
ZONE AE
BASE 6'

GRANITE ROCK
REVETMENT

ORDINARY HIGH
WATER LINE

PROPOSED
BLDR STD.
CONC. PAVER
DRIVEWAY

POOL
AREA

ICV

SOUTH

105.6'

11.4'
11.3'
15.2'
22.3'
10.1'
10.1'
26.5'
4.1'
6.3'
14.9'
COVERED
4.1'
2.8'
26.5'
33.8'

COMPOSITE DOCK 69.9' 60.0'

161'±

25'-0"

LOT 5
BLOCK 20
(CITY WATER & SEWER)

CONC.
WALL

CONC.
WALL

FENCE
3.1' ON

FLOOD
ZONE X

FENCE END
1.0' ON

FENCE
1.5' ON

CONC.
COLUMN

CONC.
COLUMN

FENCE 0.6' ON
FENCE 0.2' ON

100.00'

P.O.L. @ 220.33'
FND. 5/8" IR &
CAP PLS #5085
(0.5'N)

P.O.L. @ 177.16'
FND. 3/4" IP
(NO ID, 0.5'S)

WEST

WATER
METER

GUY
ANCHOR

WOOD
POWER
POLE

247'±

CONC.
WALL

FENCE END
0.3' OFF

FND. 1/2" IR &
CAP PLS #1812

FENCE END
0.4' OFF

GRAVEL

CONC.
WALL

FLOOD
ZONE X

25.00'

25.00'

FLOOD
ZONE AE
BASE 6'

FLOOD
ZONE AE
BASE 4'

EDGE OF PAVEMENT

ASPHALT ROAD

"TOW AWAY
ZONE" SIGN

FLOOD
ZONE AE
BASE 4'

BENCHMARK #1
SET NAIL
EL. = 3.20'

FOURTH AVENUE
(50' R/W)

BENCHMARK #2
SET NAIL
EL. = 4.02'

FLOOD
ZONE X

DUNE STREET (50' R/W)

WEST R/W LINE

PROJECT BENCHMARK
BREVARD COUNTY
SURVEYING AND MAPPING
VERTICAL CONTROL MARK
"H6A05 2003"
EL= 9.90' NAVD 1988
EL= 11.33' NGVD 1929

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

IRRIGATION LEGEND:

= EXISTING IRRIGATION PUMP 2HP ON DEEP WELL

= ADD TO EXISTING IRRIGATION RAINBIRD GEAR DRIVE ROTORS 20'-40' ADJUSTABLE, 3-ZONES 6-8 HEADS PER ZONE

= EXISTING MATURE PLANTED BEDS TREES & SCHRUBS W/EXISTING IRIIGATION

SYSTEM TO PROVIDE 100% LOT COVERAGE

IRRIGATION PLAN
1"=10'-0"

APPROVED BY:
REVISIONS:

SPENCER DESIGN
1199 SO. PATRICK DR.
SATELLITE BCH., FL.
32937
321-223-5966 FAX-254-6874

DAVID SPENCER
(50' R/W)
7777 N. WICKHAM RD.
SUITE 124
MELBOURNE, FL
32940
321-4194441

DS BUILDERS

THE MOORE RESIDENCE
504 FOURTH AVENUE
INDIALANTIC, FL 32951

DRAWN BY: A.L.S.
CHECKED BY: A.L.S.
DATE: 9-24-26
PROJECT NO: SD26043
SCALE: 1"=10'-0"
LIVING AREA: 4570

SHEET 4
OF 4

PROJECT NOTES:

1. DESIGN BASED ON SURVEY PREPARED BY AAL LAND SURVEYING SERVICES, INC. DATED 07/13/26.
2. CONTROLLING BENCHMARK: BREVARD COUNTY SURVEYING AND MAPPING VERTICAL CONTROL MARK "H6A05 2003", EL 9.90 (NAVD 88).
3. ELEVATIONS SHOWN ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
4. BASED ON THE FEMA FIRM PANEL NO. 12009C 0604 H, DATED JANUARY 29, 2021, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONES X & AE.
5. IT IS THE RESPONSIBILITY OF THE OWNER TO DIRECT THE RUNOFF FROM NEW DEVELOPMENT TO THE APPROVED OUTFALL. DIRECTING RUNOFF TO ADJACENT PROPERTIES IS NOT PERMITTED.
6. ON-SITE GRADES CANNOT EXCEED 4:1 SLOPE.
7. GRADES ADJACENT TO STRUCTURES MUST SLOPE A MINIMUM OF 5% WITHIN 10' OF THE FOUNDATION PER FBC R401.3.
8. ALL SWALES MUST HAVE A LONGITUDINAL SLOPE OF NOT LESS THAN 1%.
9. ALL DISTURBED AREAS SHALL BE FULLY SODDED OR LANDSCAPED AND MULCHED.

GENERAL STATEMENT
CONSTRUCTION OF SINGLE -FAMILY RESIDENCE
WITH ASSOCIATED STORMWATER SYSTEM AND DRIVEWAY

SITE DATA
PARCEL ID: 28-38-07-02-20-5
ADDRESS: 504 FOURTH AVENUE, MELBOURNE BEACH

ZONING
3-RS - SINGLE FAMILY RESIDENTIAL

LOT SIZE DATA

MINIMUM AREA - 10,000 SF	ACTUAL AREA - 40,683 SF
MINIMUM WIDTH - 90 FT	ACTUAL WIDTH - 247 FT
MINIMUM DEPTH - 100 FT	ACTUAL DEPTH - 150 FT
MAXIMUM COVERAGE - 30%	ACTUAL COVERAGE - 23%

BUILDING DIMENSIONS
MINIMUM LIVING AREA - 1,400 SF ACTUAL LIVING AREA - 4,570 SF
MAXIMUM FINISHED FLOOR EL (FFE):
HEIGHT OF HOUSE = 22.25 FT
CROWN OF ROAD = 4.02 FT
MAX FFE = 4.02 FT + 18 IN = 5.52 FT
PROPOSED FFE - 8.15 FT
HEIGHT ABOVE MAX FFE = 2.63 FT
MAXIMUM HEIGHT - 28 FT ACTUAL HEIGHT = 22.25 FT + 2.63 FT = 24.88 FT

BUILDING SETBACKS

REQUIRED FRONT - 25 FT	ACTUAL FRONT - 22.0 FT
REQUIRED SIDE - 15 FT	ACTUAL SIDE - 61.4 FT
REQUIRED REAR - 25 FT	ACTUAL REAR - 25.0 FT

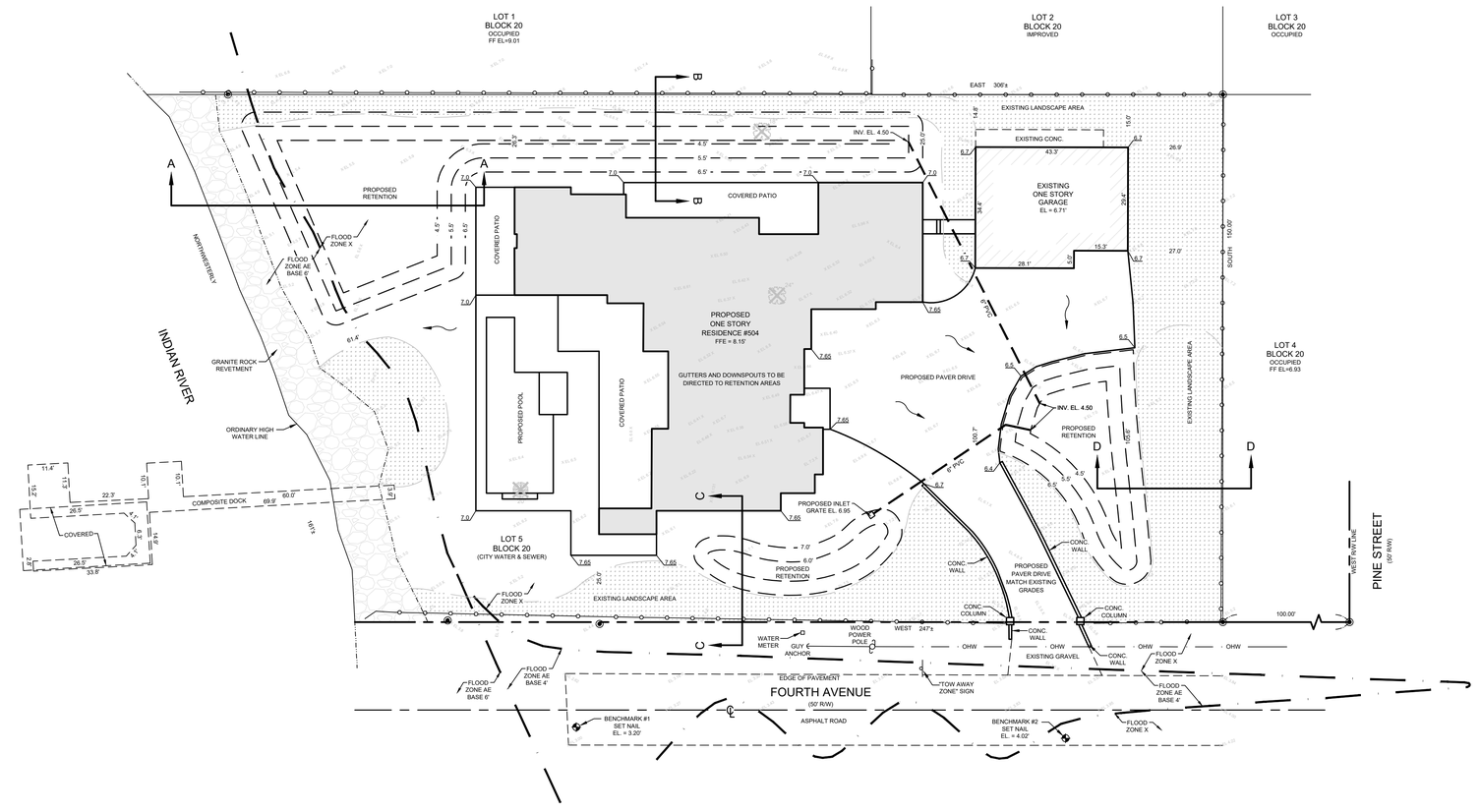
LOT CALCULATIONS

HOUSE	8,118 SF
EXISTING GARAGE	1,415 SF
POOL/PATIO	2,159 SF
DRIVEWAY	4,336 SF
ADDITIONAL CONC	242 SF
TOTAL IMPERVIOUS	16,270 SF
PERCENT IMPERVIOUS	40%

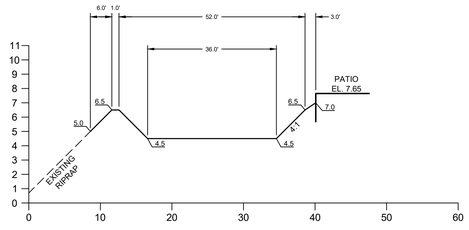
TREE LEGEND

- *OAK*
- *MAGNOLIA*
- *TO BE REMOVED*

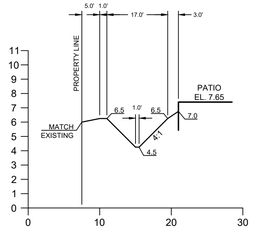
TRUNK SIZE SHOWN IN INCHES.



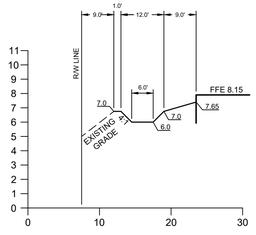
GRAPHIC SCALE
0 10 20
(IN FEET)
1" = 20'



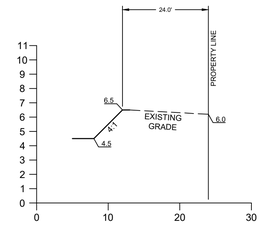
SECTION A-A



SECTION B-B



SECTION C-C



SECTION D-D

DIGITALLY SIGNED BY THOMAS L. TIEDEMAN, JR.

THIS DOCUMENT HAS BEEN ELECTRONICALLY SIGNED AND SEALED USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ALL ELECTRONIC COPIES.

BY	DATE	REVISION

MOORE RESIDENCE

504 FOURTH AVENUE
MELBOURNE BEACH, FL 32951

THOMAS L. TIEDEMAN, JR., P.E.
FL REGISTRATION NO. 62506

SUNSHINE STATE ENGINEERING
5020 BUENA VISTA AVENUE
MELBOURNE, FL 32934
(321) 421-0722
CERTIFICATE OF AUTHORIZATION NO. 32410

DATE: 09/25/26
SCALE: 1" = 20'
JOB NO.: 26-050
DRAWN BY: TLT
CHECKED BY: TLT

SHEET NO.
1 OF 1
LOT DRAINAGE

LOT 1
BLOCK 20
OCCUPIED
FF EL=9.01

LOT 2
BLOCK 20
IMPROVED

LOT 3
BLOCK 20
OCCUPIED

P.O.L. @ 282.76'
FND. 5/8" IR &
CAP PLS #5085

VIBURNUM HEDGE

ARECA HEDGE

FENCE END
0.7' OFF

EAST (B.B.)

FENCE
0.3' OFF

306'±

FENCE
ON LINE

FND. 5/8" IR &
CAP PLS #5085

FENCE
0.2' OFF

FENCE
0.1' ON

ICV

18"

25'-0"

14.8'

15.0'

CONC.
43.3'

85'-3 1/2"

15'-0"

ONE STORY
GARAGE

34.4'

29.4'

26.9'

GARAGE
EL=6.71'

28.1'

5.0'

15.3'

27.0'

150.00'

SOUTH

LOT 4
BLOCK 20
OCCUPIED
FF EL=6.93

NORTHWESTERLY

INDIAN RIVER

FLOOD
ZONE X

FLOOD
ZONE AE
BASE 6'

GRANITE ROCK
REVETMENT

ORDINARY HIGH
WATER LINE

24"

GRASS

FUTURE
SCHRUBS

PROPOSED
BLDR STD.
CONC. PAVER
DRIVEWAY

POOL
AREA

ICV

FUTURE
SCHRUBS

LOT 5
BLOCK
(CITY WATER & SEWER)

ICV

ICV

105.6'

11.4'

11.3'

15.2'

22.3'

10.1'

10.1'

6.3'

COMPOSITE DOCK

69.9'

60.0'

26.5'

4.1'

6.3'

14.9'

COVERED

4.1'

26.5'

33.8'

25'-0"

161'±

CONC.
WALL

CONC.
WALL

FENCE
3.1' ON

FLOOD
ZONE X

10"

16"

12" CONC.
COLUMN

CONC.
COLUMN

FENCE 0.6' ON
FENCE 0.2' ON

100.00'

FENCE END
1.0' ON

FENCE
1.4' ON

25'-0"

P.O.L. @ 220.33'
FND. 5/8" IR &
CAP PLS #5085
(0.5'N)

P.O.L. @ 177.16'
FND. 3/4" IP
(NO ID, 0.5'S)

WEST

247'±

WATER
METER

GUY
ANCHOR

WOOD
POWER
POLE

FENCE END
0.4' OFF

CONC.
WALL

GRAVEL

FENCE END
0.3' OFF

FND. 1/2" IR &
CAP PLS #1812

CONC.
WALL

FLOOD
ZONE X

25.00'

25.00'

FLOOD
ZONE AE
BASE 6'

FLOOD
ZONE AE
BASE 4'

EDGE OF PAVEMENT

ASPHALT ROAD

"TOW AWAY
ZONE" SIGN

FLOOD
ZONE AE
BASE 4'

BENCHMARK #1
SET NAIL
EL. = 3.20'

FOURTH AVENUE
(50' R/W)

BENCHMARK #2
SET NAIL
EL. = 4.02'

FLOOD
ZONE X

PROJECT BENCHMARK
BREVARD COUNTY
SURVEYING AND MAPPING
VERTICAL CONTROL MARK
"H6A05 2003"
EL= 9.90' NAVD 1988
EL= 11.33' NGVD 1929

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

TREE LEGEND:

= MAGNOLIA

= OAK

TRUNCK SIZE SHOWN
GIVEN IN INCHES

(R) = RAINBOW TREE
(C) = COCONUT TREE
(S) = SAUSAGE TREE
(P) = PALM TREE VARIOUS
(T) = TROPICAL VARIOUS
(G) = GUMBO LIMBO TREE
(F) = FRUIT TREE

(PT) = PINE TREE

= LARGE BANYON TREEE

= EXISTING MATURE PLANTED
BEDS TREES & SCHRUBS

LANDSCAPE PLAN
1"=10'-0"

APPROVED BY:
REVISIONS:

SPENCER DESIGN
1199 SO. PATRICK DR.
SATELLITE BCH., FL.
32937
321-223-5966 FAX-254-6874

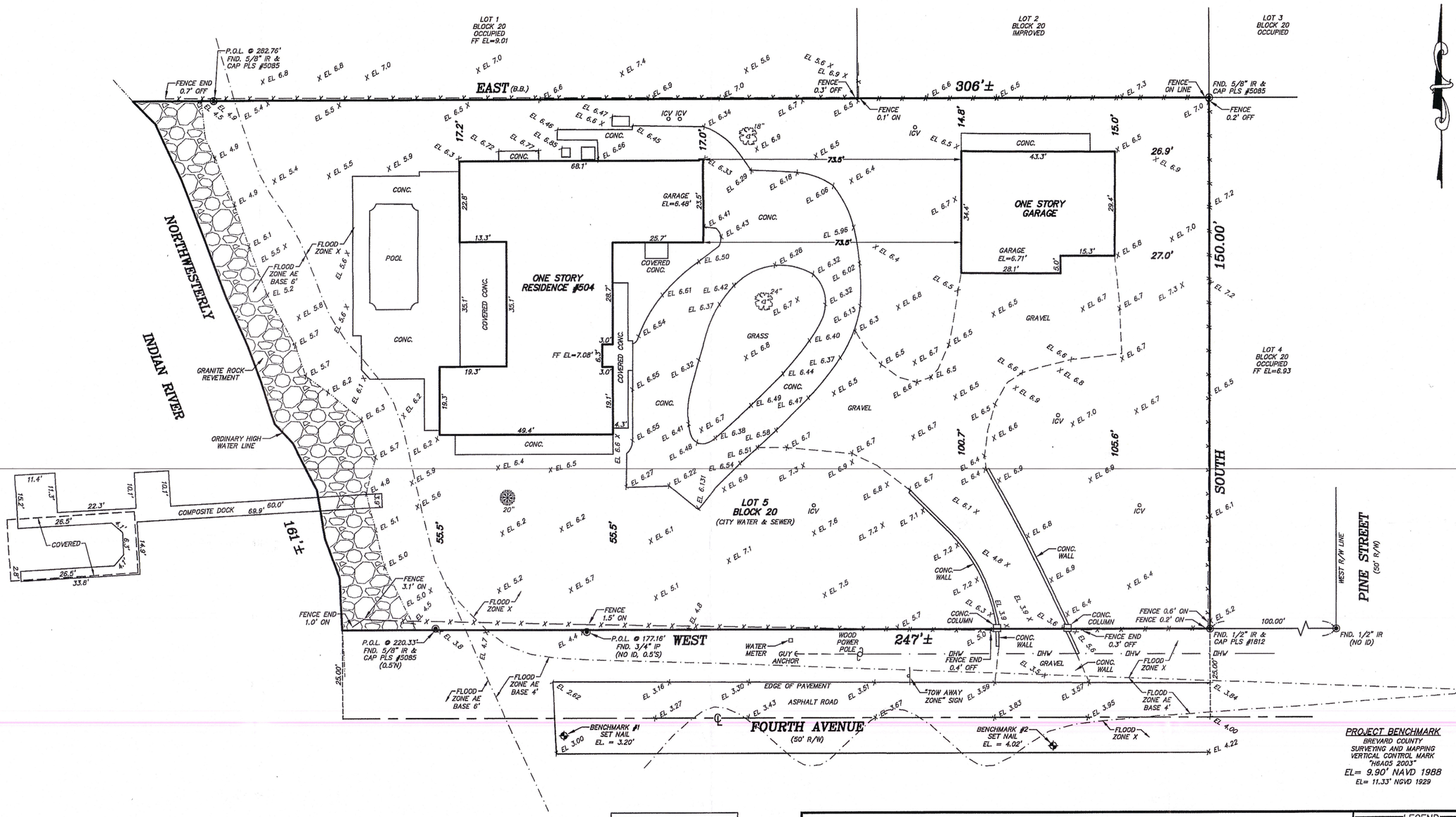
777 N. WICKHAM RD.
SUITE 224
MELBOURNE, FL.
32940
321-4194441

SDS BUILDERS

THE MOORE RESIDENCE
504 FOURTH AVENUE
INDIALANTIC, FL 32951

DRAWN BY: A.L.S.
CHECKED BY: A.L.S.
DATE: 8-28-26
PROJECT NO: SD26043
SCALE: 1"=10'-0"
LIVING AREA: 4570

SHEET 3
OF 4



PROJECT BENCHMARK

BREVARD COUNTY
SURVEYING AND MAPPING
VERTICAL CONTROL MARK
"HEADS 2003"
EL= 9.90' NAVD 1988
EL= 11.33' NGVD 1929

GRAPHIC SCALE

20 0 10 20 40 80

(IN FEET)
1 inch = 20 ft.

TREE LEGEND:
= MAGNOLIA
= OAK
TRUNCK SIZE SHOWN GIVEN IN INCHES

SURVEY PREPARED FOR:
K & S BEACHSIDE REVOCABLE LIVING TRUST
KEVIN D. MOORE AND SHARON S. MOORE, TRUSTEES

DESCRIPTION: LOT 5, BLOCK 20, RESUBDIVISION OF BLOCKS 11, 20, 21, 30 AND 31 OF WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 10, PAGE 51, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M. #12009C 0604 H, DATED JANUARY 26, 2021, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONES X & AE. BASE 6' (NAVD 88)

BOUNDARY SURVEY

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

FIELD DATE: 07-13-26

SECTION 07,
TOWNSHIP 28 SOUTH,
RANGE 38 EAST

PROJECT #52486

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

A.W. POWSHOK
2316 MINTON ROAD, WEST MELBOURNE, FL 32904 L.B.#6623
PHONE: (321)768-0110 FAX: (321)952-9771 E-MAIL: frontdesk@aalsurvey.com

No. 5383
STATE OF FLORIDA
ANDREW W. POWSHOK
P.L.S. No. 5383
REGISTERED LAND SURVEYOR

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

LEGEND

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

PROPOSED GRADES
T.B.D.– TO BE DETERMINED
EL. XXXX –EXISTING GRADES

Stormwater Management Report

504 Fourth Avenue
Melbourne Beach, FL

Provided for:

CDS Builders
2825 Business Center Blvd. Suite A1R
Melbourne, FL 32940

Provided by:

Sunshine State Engineering, LLC
5025 Buena Vista Avenue, Melbourne, FL 32934
(321) 421-0722



Thomas L Tiedeman Jr
2026.08.31
14:06:38
-04'00'

Thomas L. Tiedeman, Jr.
FL PE No. 62506

SECTION 1: PROJECT OVERVIEW

Description

The purpose of this report, along with the plans, is to provide the Town of Melbourne Beach calculations and documentation which demonstrate that the proposed single family surface water management system complies with local stormwater codes.

SECTION 2: EXISTING CONDITIONS

Description and Methodology

The existing 0.93± acre residential site is located on the north side of Fourth Avenue in the Town of Melbourne Beach. The site consists of uplands and is bordered by the Indian River Lagoon on the west. There is an existing home that will be demolished, but a detached garage will remain. The existing landscaping will also be preserved as much as possible. The eastern portion of the lot is located in FEMA Flood Zone X and the western portion bordering the Lagoon is in Flood Zone AE with a base flood elevation of 6.0 ft.

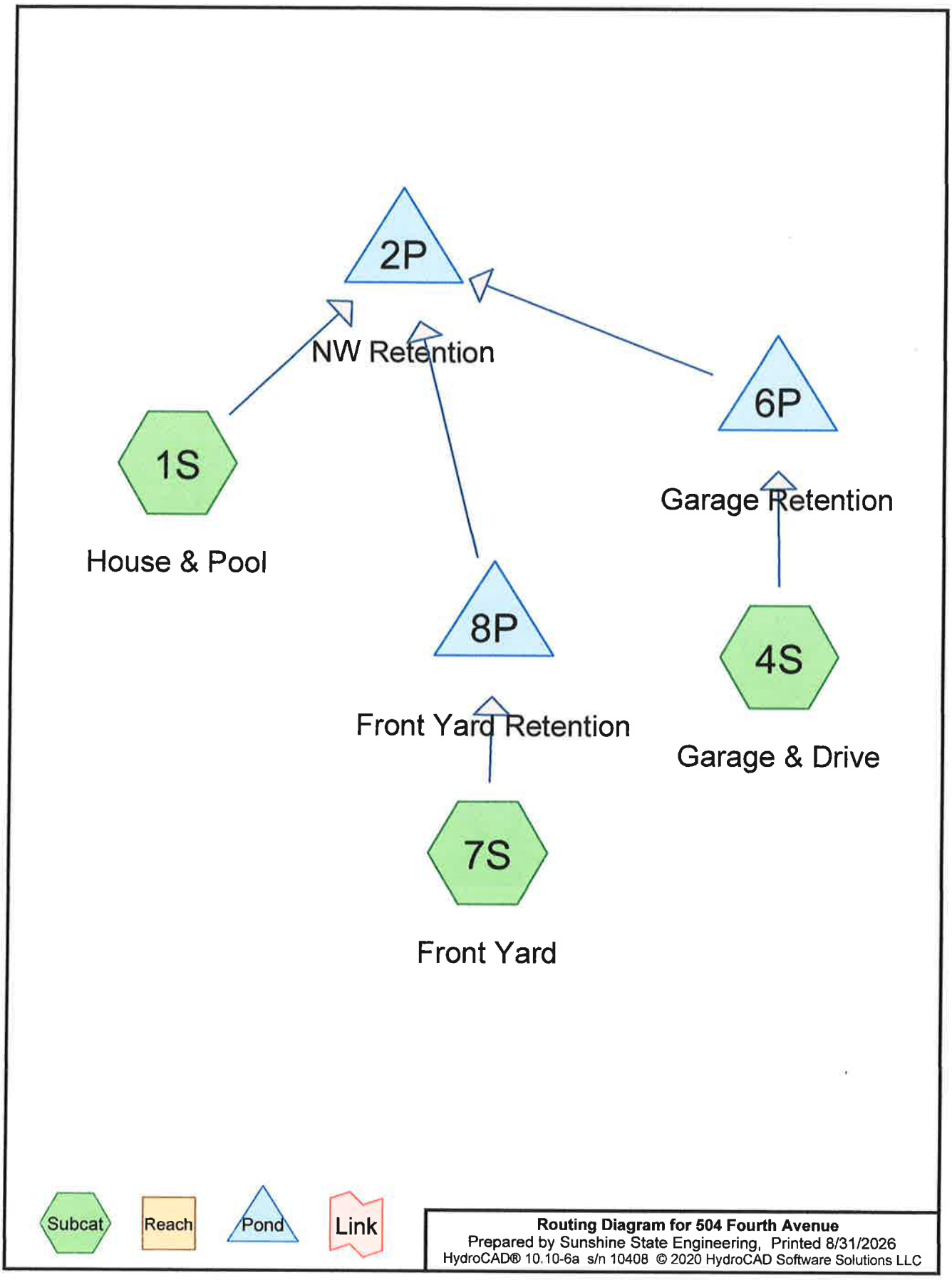
SECTION 3: PROPOSED CONDITIONS

Description and Methodology

A single-family residence will be constructed in place of the existing home. A stormwater system comprised of retention areas and overflow devices has been designed to attenuate peak flows, provide aquifer recharge, and allow suspended solids to settle.

Stormwater requirements are defined in the Town of Melbourne Beach Land Development Code. Specifically, runoff from the 10-year, 24-hr storm event with a rainfall depth of 8" must be retained on-site

Storage volume requirements are shown on the following pages.


2P
NW Retention
6P
1S
Garage Retention
House & Pool
8P
4S
Front Yard Retention
Garage & Drive
7S
Front Yard
Subcat
Reach
Pond
Link
Routing Diagram for 504 Fourth Avenue
Prepared by Sunshine State Engineering, Printed 8/31/2026
HydroCAD® 10.10-6a s/n 10408 © 2020 HydroCAD Software Solutions LLC

Rainfall Events Listing

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

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.508	39	>75% Grass cover, Good, HSG A (1S, 4S, 7S)
0.137	98	Unconnected pavement, HSG A (1S, 4S)
0.191	98	Unconnected roofs, HSG A (1S, 4S, 7S)
0.836	**62**	**TOTAL AREA**

Summary for Subcatchment 1S: House & Pool

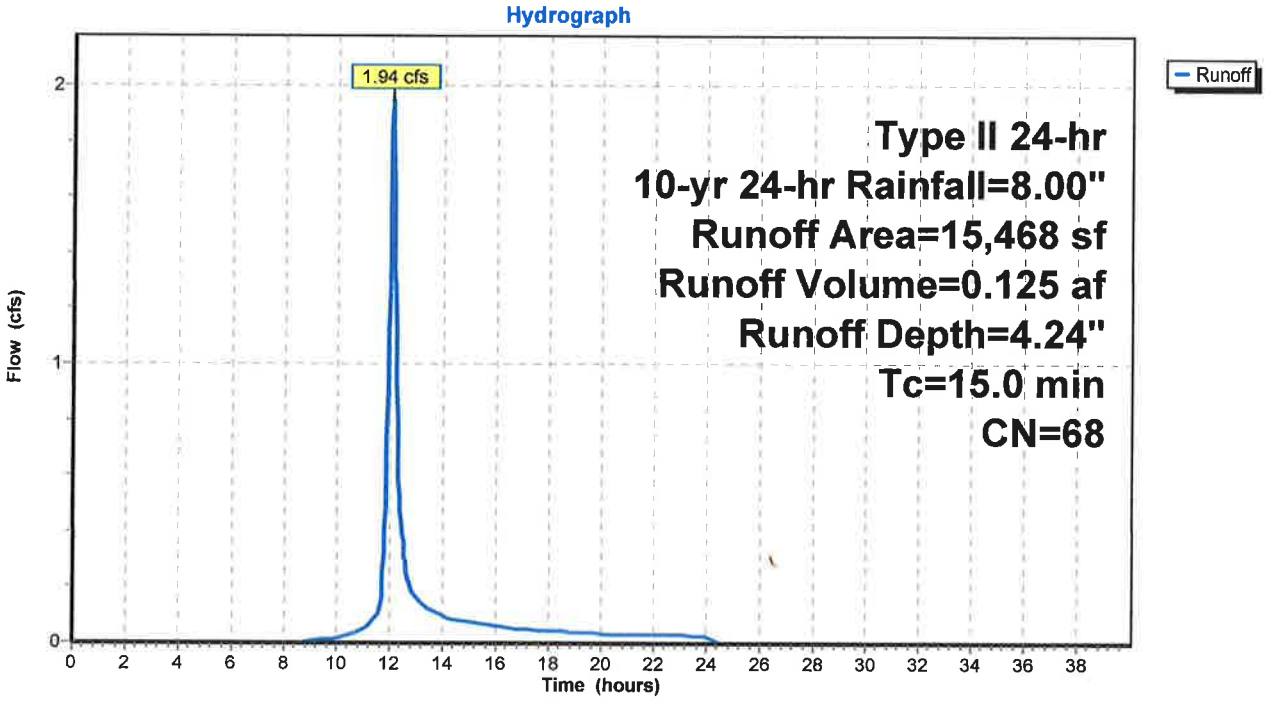
Runoff = 1.94 cfs @ 12.07 hrs, Volume= 0.125 af, Depth= 4.24"
Routed to Pond 2P : NW Retention

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs
Type II 24-hr 10-yr 24-hr Rainfall=8.00"

Area (sf)	CN	Description
5,517	98	Unconnected roofs, HSG A
1,957	98	Unconnected pavement, HSG A
7,994	39	>75% Grass cover, Good, HSG A
15,468	68	Weighted Average
7,994		51.68% Pervious Area
7,474		48.32% Impervious Area
7,474		100.00% Unconnected

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

Subcatchment 1S: House & Pool



Summary for Subcatchment 4S: Garage & Drive

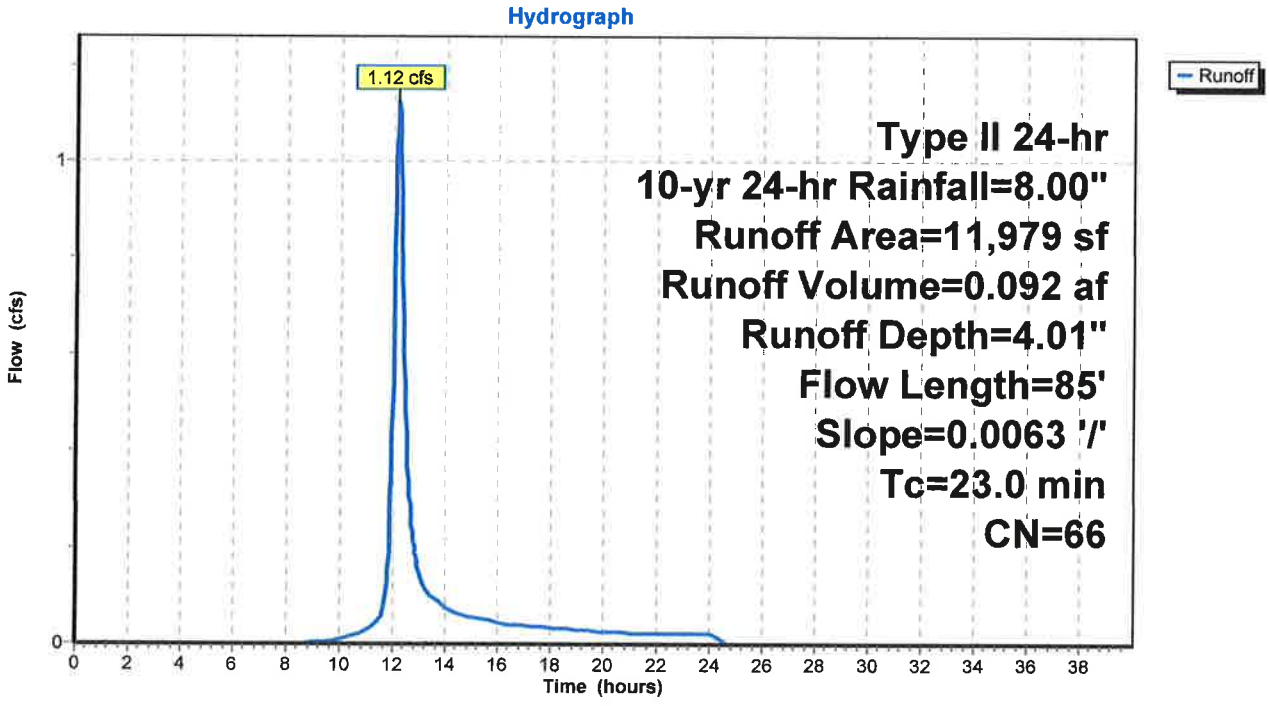
Runoff = 1.12 cfs @ 12.16 hrs, Volume= 0.092 af, Depth= 4.01"
Routed to Pond 6P : Garage Retention

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs
Type II 24-hr 10-yr 24-hr Rainfall=8.00"

Area (sf)	CN	Description
1,415	98	Unconnected roofs, HSG A
3,995	98	Unconnected pavement, HSG A
6,569	39	>75% Grass cover, Good, HSG A
11,979	66	Weighted Average
6,569		54.84% Pervious Area
5,410		45.16% Impervious Area
5,410		100.00% Unconnected

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
23.0	85	0.0063	0.06		**Sheet Flow, Sheet Flow** Grass: Dense n= 0.240 P2= 2.40"

Subcatchment 4S: Garage & Drive



Summary for Subcatchment 7S: Front Yard

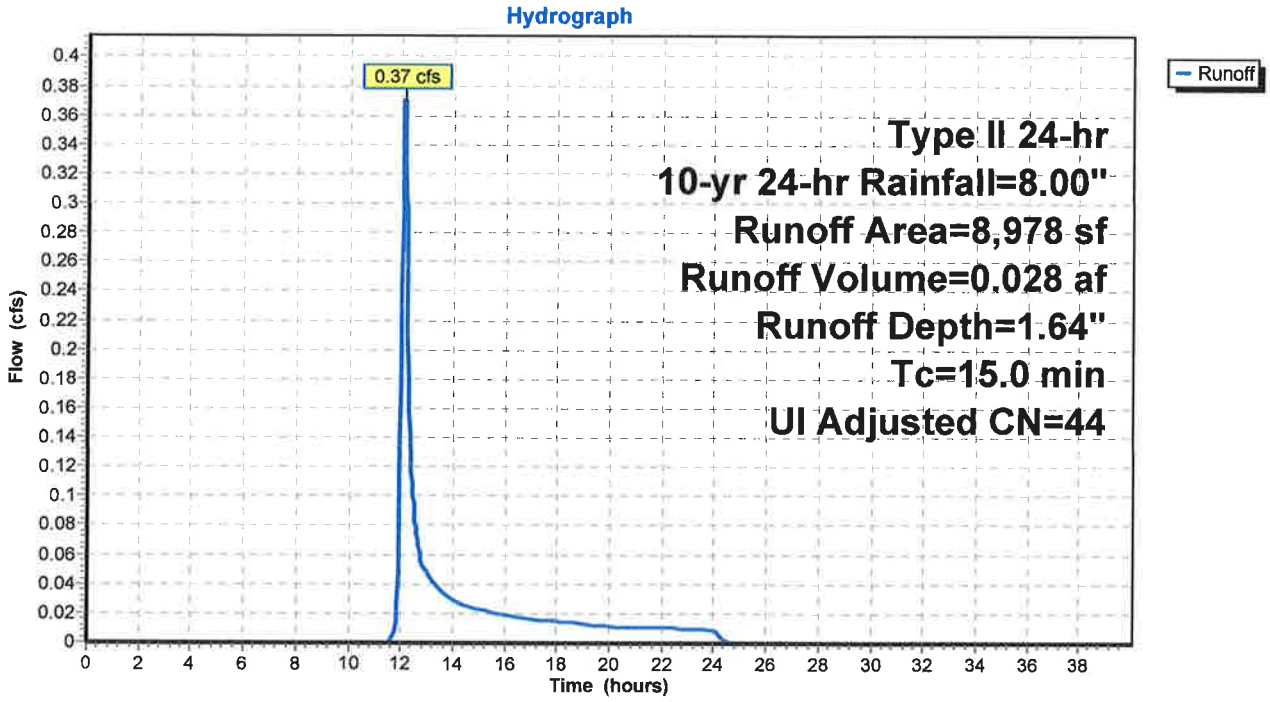
Runoff = 0.37 cfs @ 12.09 hrs, Volume= 0.028 af, Depth= 1.64"
Routed to Pond 8P : Front Yard Retention

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs
Type II 24-hr 10-yr 24-hr Rainfall=8.00"

Area (sf)	CN	Adj	Description
1,393	98		Unconnected roofs, HSG A
7,585	39		>75% Grass cover, Good, HSG A
8,978	48	44	Weighted Average, UI Adjusted
7,585			84.48% Pervious Area
1,393			15.52% Impervious Area
1,393			100.00% Unconnected

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

Subcatchment 7S: Front Yard



Summary for Pond 2P: NW Retention

Inflow Area = 0.836 ac, 39.20% Impervious, Inflow Depth = 2.45" for 10-yr 24-hr event
Inflow = 2.13 cfs @ 12.09 hrs, Volume= 0.171 af
Outflow = 0.04 cfs @ 24.10 hrs, Volume= 0.081 af, Atten= 98%, Lag= 720.6 min
Discarded = 0.04 cfs @ 24.10 hrs, Volume= 0.081 af

Routing by Dyn-Stor-Ind method, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs / 2
Peak Elev= 6.33' @ 24.10 hrs Surf.Area= 4,808 sf Storage= 5,801 cf

Plug-Flow detention time= 798.8 min calculated for 0.081 af (47% of inflow)
Center-of-Mass det. time= 670.5 min (1,517.1 - 846.6)

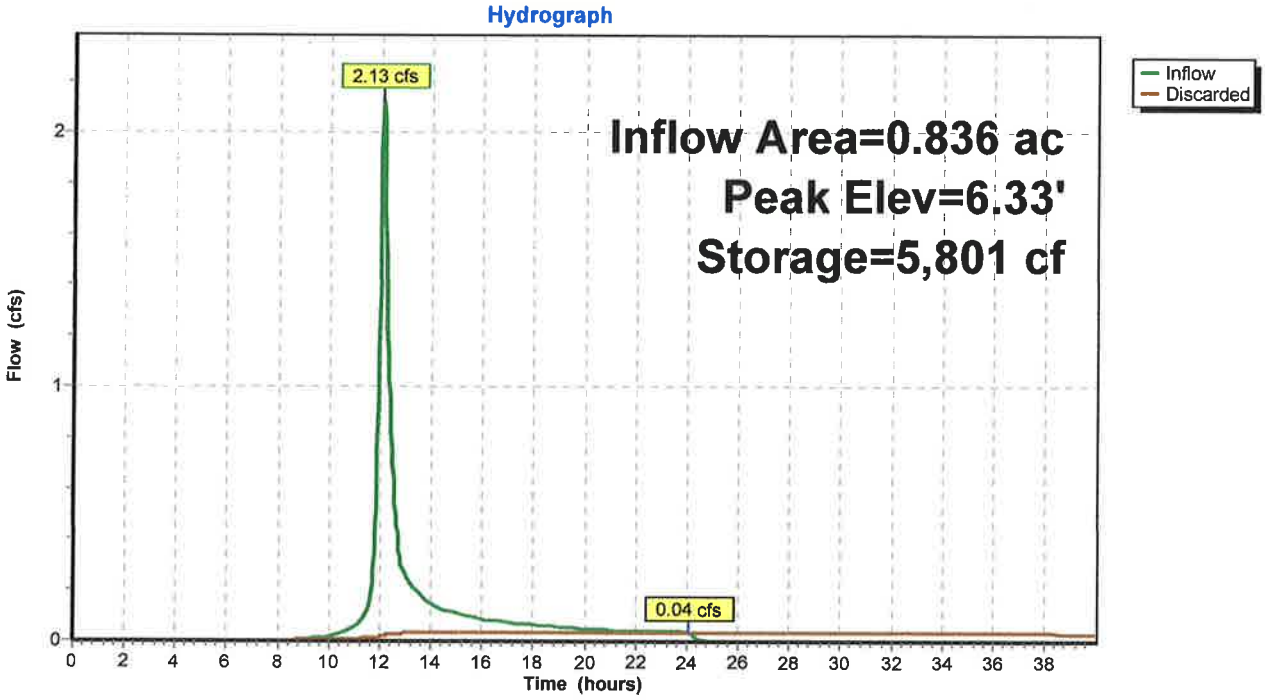
Volume	Invert	Avail.Storage	Storage Description
#1	4.50'	9,805 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
4.50	1,590	0	0
5.50	3,295	2,443	2,443
6.50	5,120	4,208	6,650
7.00	7,500	3,155	9,805

Device	Routing	Invert	Outlet Devices
#1	Discarded	4.50'	**0.250 in/hr Exfiltration over Surface area** Conductivity to Groundwater Elevation = 1.00'

Discarded OutFlow Max=0.04 cfs @ 24.10 hrs HW=6.33' (Free Discharge)
1=Exfiltration (Controls 0.04 cfs)

Pond 2P: NW Retention



Summary for Pond 6P: Garage Retention

Inflow Area = 0.275 ac, 45.16% Impervious, Inflow Depth = 4.01" for 10-yr 24-hr event
Inflow = 1.12 cfs @ 12.16 hrs, Volume= 0.092 af
Outflow = 0.46 cfs @ 12.31 hrs, Volume= 0.062 af, Atten= 60%, Lag= 8.5 min
Discarded = 0.01 cfs @ 24.09 hrs, Volume= 0.027 af
Primary = 0.45 cfs @ 12.30 hrs, Volume= 0.035 af
Routed to Pond 2P : NW Retention

Routing by Dyn-Stor-Ind method, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs / 2
Peak Elev= 6.33' @ 24.09 hrs Surf.Area= 1,632 sf Storage= 1,929 cf

Plug-Flow detention time= 402.7 min calculated for 0.062 af (68% of inflow)
Center-of-Mass det. time= 294.5 min (1,140.3 - 845.8)

Volume	Invert	Avail.Storage	Storage Description
#1	4.50'	3,280 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

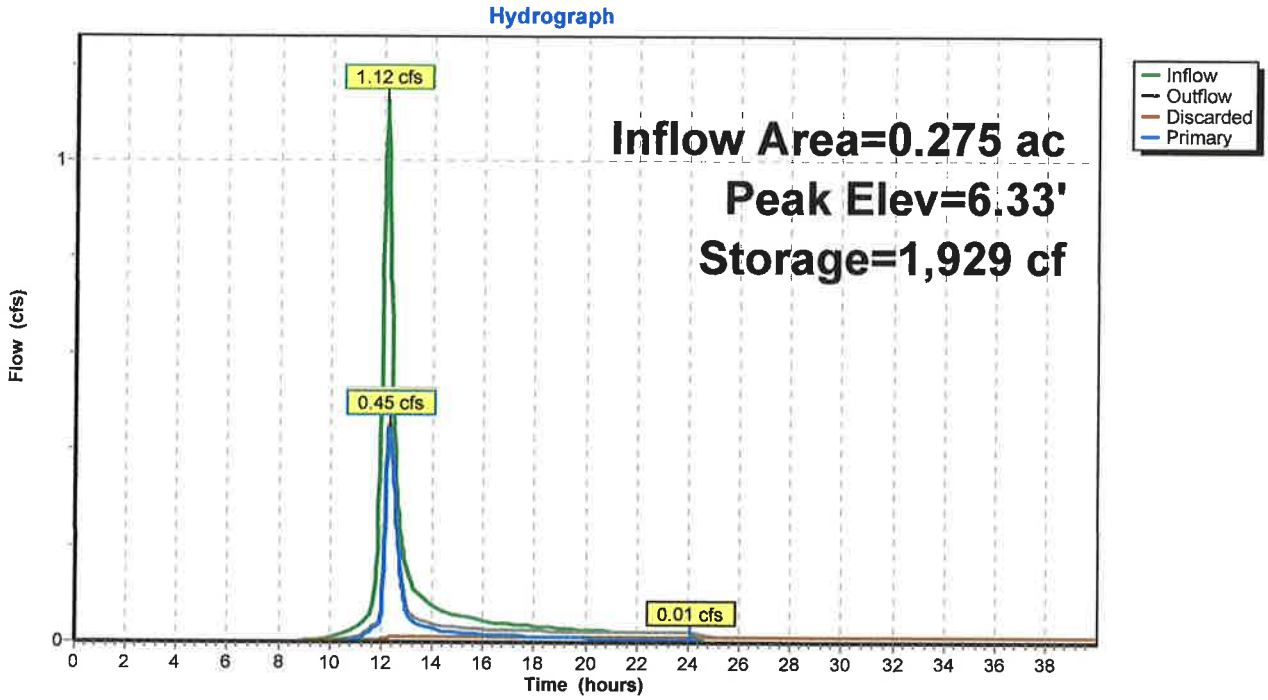
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
4.50	530	0	0
5.50	1,080	805	805
6.50	1,746	1,413	2,218
7.00	2,500	1,062	3,280

Device	Routing	Invert	Outlet Devices
#1	Discarded	4.50'	**0.250 in/hr Exfiltration over Surface area** Conductivity to Groundwater Elevation = 1.00'
#2	Primary	4.50'	**8.0" Round Culvert** L= 48.0' CPP, projecting, no headwall, Ke= 0.900 Inlet / Outlet Invert= 4.50' / 4.50' S= 0.0000 '/' Cc= 0.900 n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.35 sf

Discarded OutFlow Max=0.01 cfs @ 24.09 hrs HW=6.33' (Free Discharge)
↑**1=Exfiltration** (Controls 0.01 cfs)

Primary OutFlow Max=0.45 cfs @ 12.30 hrs HW=5.77' TW=5.65' (Dynamic Tailwater)
↑**2=Culvert** (Outlet Controls 0.45 cfs @ 1.28 fps)

Pond 6P: Garage Retention



Summary for Pond 8P: Front Yard Retention

Inflow Area = 0.206 ac, 15.52% Impervious, Inflow Depth = 1.64" for 10-yr 24-hr event
Inflow = 0.37 cfs @ 12.09 hrs, Volume= 0.028 af
Outflow = 0.04 cfs @ 13.10 hrs, Volume= 0.022 af, Atten= 88%, Lag= 60.5 min
Discarded = 0.01 cfs @ 13.10 hrs, Volume= 0.011 af
Primary = 0.04 cfs @ 13.10 hrs, Volume= 0.011 af
Routed to Pond 2P : NW Retention

Routing by Dyn-Stor-Ind method, Time Span= 0.00-39.99 hrs, dt= 0.03 hrs / 2
Peak Elev= 6.97' @ 13.10 hrs Surf.Area= 799 sf Storage= 536 cf

Plug-Flow detention time= 454.5 min calculated for 0.022 af (78% of inflow)
Center-of-Mass det. time= 359.2 min (1,254.9 - 895.7)

Volume	Invert	Avail.Storage	Storage Description
#1	6.00'	560 cf	**Custom Stage Data (Prismatic)**Listed below (Recalc)

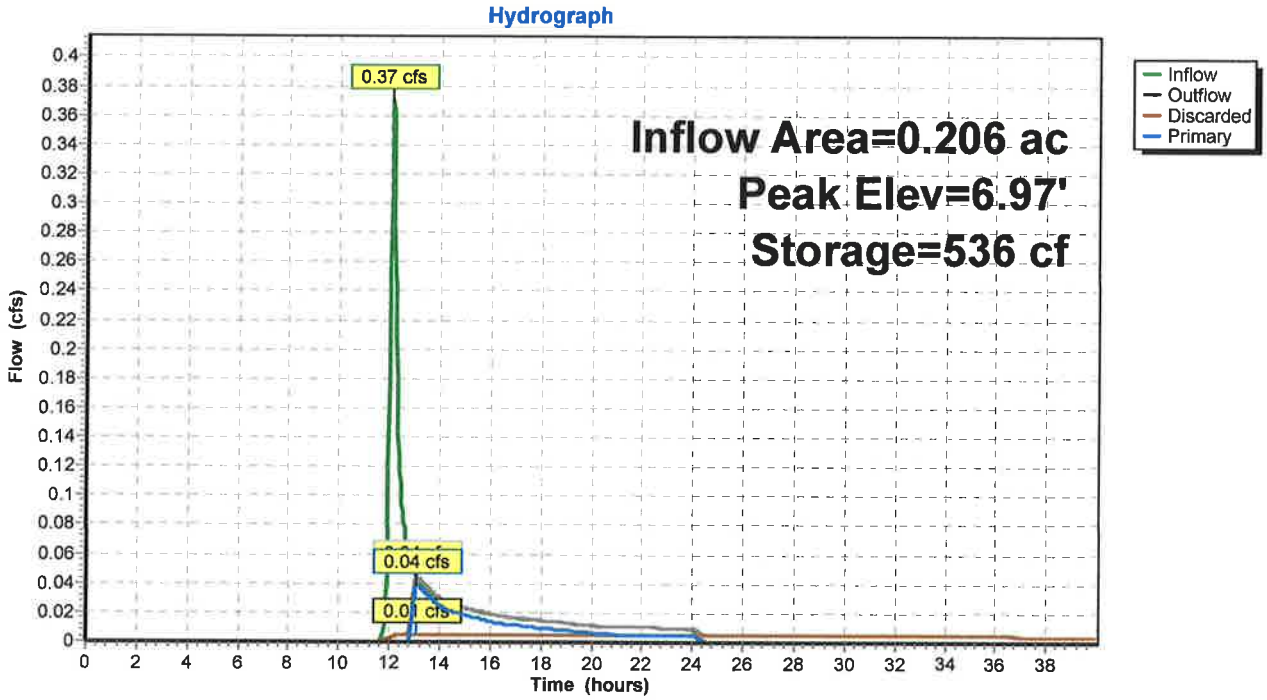
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)
6.00	305	0	0
7.00	814	560	560

Device	Routing	Invert	Outlet Devices
#1	Discarded	6.00'	**0.250 in/hr Exfiltration over Surface area** Conductivity to Groundwater Elevation = 1.00'
#2	Primary	4.50'	**6.0" Round Culvert** L= 48.0' CPP, square edge headwall, Ke= 0.500 Inlet / Outlet Invert= 4.50' / 4.50' S= 0.0000 '/' Cc= 0.900 n= 0.013 Corrugated PE, smooth interior, Flow Area= 0.20 sf
#3	Device 2	6.95'	**0.5" x 2.4" Horiz. Orifice/Grate X 15.00 columns** X 4 rows C= 0.600 in 12.0" x 12.0" Grate (50% open area) Limited to weir flow at low heads

Discarded OutFlow Max=0.01 cfs @ 13.10 hrs HW=6.97' (Free Discharge)
↑**1=Exfiltration** (Controls 0.01 cfs)

Primary OutFlow Max=0.04 cfs @ 13.10 hrs HW=6.97' TW=5.99' (Dynamic Tailwater)
↑**2=Culvert** (Passes 0.04 cfs of 0.68 cfs potential flow)
↑**3=Orifice/Grate** (Weir Controls 0.04 cfs @ 0.47 fps)

Pond 8P: Front Yard Retention



SECTION 4: SUMMARY

Results

Stormwater treatment system quantity and quality requirements are prescribed by the Town of Melbourne Beach. The 10-year, 24-hour 8" design storm creates 59,677 cf of runoff from the developed site. Retention is provided for 100% of the runoff volume.

The proposed stormwater treatment system meets all required water quantity and quality standards set by the Town of Melbourne Beach.

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 18, 2026

From: Building Department

RE: Site Plan Approval for 410 Second Ave. – New Home

Background Information:

The Town received plans for a new home at 410 Second Ave.

Recommendation:

Approve the site plan for 410 Second Ave.

Attachments:

- Town Planner Letter – Pages 41-43
- Development Application – Pages 44-46
- Original Plans and Survey – Pages 47-60
- Stormwater Calculations Report – Pages 61-81

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

Applicable Codes:
Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date:	**October 6, 2026**
Owner:	**Dimitri J Manneh & Tricia L Manneh Revocable Trust**
Owner Address:	**3659 Poseidon Way, Melbourne FL 32903**
Site Address:	**410 Second Avenue, Melbourne Beach FL 32951**
Parcel ID:	**28-38-07-FY-9-17**
Zoning:	**3RS-Single-Family**
Proposed Project:	**Demolish the current structure and build a new single-family home**
References:	**Town of Melbourne Beach Code of Ordinances:** **7A-33 Single-Family Residential District** **7A-51.1, Site Plan Approval For Single-Family Residential Districts**
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 3RS-Single-Family**

1) The project includes demolishing the existing home and constructing a new one-story single residence with four (4) bedrooms, three (3) bathrooms, dining area, kitchen, great room, game room, office, three (3) car garage, new pool deck around existing pool, and outdoor areas.

   Lot area and dimension requirements:
   Lot area is 18,000 sq. ft. (min.10,000 sq. ft.)
   Lot width is 120 ft (min. 90 ft.)
   Lot depth is 150 ft (min. 100 ft.)

2) Lot coverage has a maximum of 30% for principal structure.
   Lot coverage per plan is 25.1%
   Footprint of Primary Structure is 4522 SF per the architectural plans
   Max allowed for Primary Structure is 5,400 sq. ft. for Lot Area of 18,000 sq. ft.
   Minimum pervious area per lot is 30%. Pervious area per civil plan is 54.26%

3) Structure maximum height for zoning district is 28 ft.
   The proposed height measured from the finished floor elevation of 9 feet is 23 feet 2 ¼ inches to the top of the roof. As per Section 7A-55 “any elevation of a building above the required elevation shall be included in the measurement of building height.” In addition, 7A-55 also

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

states that "lowest floor level at least 18 inches above the crown of the highest street perpendicular to the foundation to which the property abuts". The crown of the road is at 7.37 and 18 inches above the crown is 8.87'. The finished floor is at 9.0' which is 0.13' higher than the required floor elevation and must be added to the building height. Consequently, the building height per 7A-55 is 23' 3.81". This complies with the maximum allowable building height.
Flood Zone: X per survey
FFE: 9.0' per the civil engineering plan.

4) Zoning District Setback requirements (as shown on the civil plan):
Primary Structure Front Setback: 25' (min. 25')
Primary Structure Rear Setback 51.5` (min. 25')
Primary Structure West Side Setback 17` (min. 15')
Primary Structure East Side Setback 15` (min. 15')

5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

6) On-site Storm Water Retention Control measures shall be met, as applicable, and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code. A preliminary site drainage plan is provided showing the location and configuration of retention areas.

7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued.

8) Landscape standards, as applicable, must be met at the time of building permitting, and a landscape plan is included in this submittal.

Based on the above review, the proposed site plan for the referenced property complies with The Town of Melbourne Beach Code of Ordinances.

Corey W. O'Gorman
Town Planner

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

410 Second Avenue

IMPERVIOUS		PERVIOUS	
Primary Structure	4522	Open areas	9766
Pool and Deck	1891		
Driveway and Walks	1821		
Total Paved Area	8234	Total Pervious	9766
Total Lot Area	18,000	Total Lot Area	13,200
% IMPERVIOUS	**45.74%**	**% PERVIOUS**	**54.26%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

NOTICE: Development Applications are public record under Florida Statute 119. Scammers have been known to target applicants with requests for payment. The Town of Melbourne Beach will never request payment via wire transfer. If you receive any requests for payment, contact Town Hall directly at 321-724-5860 to verify whether the request is legitimate. Please share this information with all parties named on the application.

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: 410 Second Avenue, Melbourne Beach FL 32951

Address: 410 Second Avenue, Melbourne Beach FL 32951

Parcel Number(s): 28-38-07-FY-9-17

Area (in acreage): 0.41 Area (in square feet): 17,859.60

Current Zoning: 2-RS Proposed Zoning: _____

Current Future Land Use: _____ Proposed Future Land Use: _____

Brief Description of Application: Construction of a New Single Family Home

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

IV. APPLICANT INFORMATION:

Property Owner

Name: Dimitri Manneh — Phone: 714-292-0352

Address: 3659 Poseidon Way, Melbourne FL 32903 — Fax: _____

_____ — Email: dmanneh@live.com

Applicant (if other than property owner)

Name: Carl Brunosson — Phone: 321-720-8021

Address: 408 E Strawbridge Avenue, — Fax: _____

Melbourne FL 32901 — Email: will@groundedbuilds.com

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: Dimitri Manneh (Aug 31, 2026 12:52 11 EDT) — Date: 08/31/2026

Print Name: Dimitri Manneh — Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 31ST day of AUGUST, 2026, by DIMITRI MANNEH,
who is/are personally known to me, or who has/have produced D.L.
as identification.

Allison Trebilcock
Signature of Notary Public, State of Florida

NOTARY SEAL

Allison Trebilcock
Comm.: HH 825322
Expires: Jul. 18, 2030
Notary Public - State of Florida

VI. APPLICANT CERTIFICATION:*

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

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

Signature: CNB Date: 08/31/2026

Print Name: Carl Brunosson Title: Owner - Grounded Builds

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 31ST day of AUGUST, 2026, by CARL BRUNOSSON,
who is/are personally known to me, or who has/have produced _____
as identification.

Allison Trebilcock
Signature of Notary Public, State of Florida

NOTARY SEAL

Allison Trebilcock
Comm.: HH 825322
Expires: Jul. 18, 2030
Notary Public - State of Florida

VII. PROJECT DESCRIPTION:

Describe Application:

We are proposing the demolition of an existing single family home to build a new single family home with a complete site/drainage plan

Provide attachment if more space is needed.

Describe Existing Conditions: The current site is in good condition and the existing home is built in 1964

Provide attachment if more space is needed.

ABBREVIATIONS

A / C.	AIR CONDITIONING
AFF.	ABOVE FINISH FLOOR
AHU.	AIR HANDLER UNIT
ALUM.	ALUMINUM
BD.	BOARD
BLK.	BLOCK
BLKG.	BLOCKWG.
BOTT.	BOTTOM
BRG.	BEARING
CT.	CERAMIC TILE
CU.	COMPRESSOR UNIT
CJ.	CONTROL JOINT
CL.	CENTER LINE
CLG.	CEILING
COL.	COLUMN
CONC.	CONCRETE
CONT.	CONTINUOUS
CTR.	COUNTER
DIAG.	DIAGONAL
DIAM.	DIAMETER
D.C.C.	DECORATIVE CEMENTIOUS COATING
DR.	DOOR
DS.	DOWNSPOUT
DW.	DRYWALL
DWG.	DRAWING
EA.	EACH
ELEC.	ELECTRIC
EP.	ELECTRIC PANEL
EWH.	ELECTRIC WATER HEATER
EXH.	EXHAUST
EXP.	EXPOSED
FIN.	FINISH
FLR.	FLOOR
FPL.	FIREPLACE
FTG.	FOOTING
GA.	GAUGE
GALV.	GALVANIZED
GL.	GLASS
HB.	HOSE BIBB
HCWD.	HOLLOW CORE WOOD
HDR.	HEADER
HGT.	HEIGHT
HM.	HOLLOW METAL
HVAC.	HEATING / VENTILATING / AIR CONDITIONING
JT.	JOINT
LAV.	LAVATORY
MAX.	MAXIMUM
MIN.	MINIMUM
MO.	MASONRY OPENING
MTH.	METAL THRESHOLD
MTL.	METAL
NIC.	NOT IN CONTROL
NTS.	NOT TO SCALE
OA.	OVERALL
OBS.	OBSCURE
OD.	OUTSIDE DIAMETER
OH.	OVERHEAD
PED.	PEDESTAL
PL.	PLATE
PROPL.	PROPERTY LINE
PNL.	PANEL
PT.	PRESSURE TREATED
R / S.	ROD / SHELF
R.	RADIUS
R/A.	RETURN AIR
REF.	REFRIGERATOR
REINF.	REINFORCEMENT
REV.	REVISED
RO.	ROUGH OPENING
SH.	SHELF
STL.	STEEL
SWR.	SHOWER
SYS.	SYSTEM
TEL.	TELEPHONE
THK.	THICK
TYP.	TYPICAL
VTR.	VENT THRU ROOF
WC.	WATER CLOSET
WD.	WOOD

MANNEH RESIDENCE

SCOPE OF WORK: NEW SINGLE FAMILY RESIDENCE

GENERAL NOTES:

1. THESE DRAWINGS WERE PREPARED WITH THE ASSUMPTION THE CONTRACTOR IS KNOWLEDGEABLE OF COMMON CONSTRUCTION PRACTICES.
2. THE CONTRACTOR SHALL REVIEW DRAWINGS FOR ACCURACY AND INTERPRETATION. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGNER PRIOR TO CONSTRUCTION.
3. THE FOUNDATION PLAN SHALL BE VERIFIED BY THE CONTRACTOR TO CORRESPOND WITH THE FINAL ENGINEERED TRUSS LAYOUT.
4. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALE. DO NOT SCALE DRAWINGS.

SITE NOTES:

S-1 LANDSCAPE, POOL DESIGN, DRAINAGE PLANS, AND IRRIGATION PLANS BY OTHERS.

S-2 ADJUST LOCATION OF SITE UTILITIES IF NECESSARY TO CONFORM WITH SITE CONDITIONS.

H.V.A.C. NOTES:

H-1 THE H.V.A.C. CONTRACTOR SHALL FURNISH AND INSTALL ALL ITEMS REQUIRED FOR A COMPLETE ACCEPTABLE WORKING INSTALLATION.

H-2 ALL WORK SHALL BE DONE IN ACCORDANCE WITH NATIONAL, STATE, AND LOCAL CODES.

H-3 DUCT/REGISTER LAYOUT DRAWINGS SHALL BE PROVIDED BY HVAC CONTRACTOR.

H-4 ADJUST LOCATIONS OF DUCTWORK AND EQUIPMENT AS REQUIRED TO FIT STRUCTURAL CONDITIONS.

H-5 THE H.V.A.C. CONTRACTOR SHALL ADJUST, TEST, AND BALANCE ALL SYSTEMS PRIOR TO FINAL COMPLETION.

H-6 H.V.A.C. SYSTEM SHALL HAVE A MIN. SEER RATING OF 15.

H-7 INSTALL A DIGITAL PROGRAMMABLE THERMOSTAT FOR ALL SYSTEMS.

PLUMBING NOTES:

P-1 THE PLUMBING CONTRACTOR SHALL FURNISH AND INSTALL ALL ITEMS REQUIRED FOR A COMPLETE ACCEPTABLE WORKING INSTALLATION.

P-2 ALL WORK SHALL BE DONE IN ACCORDANCE WITH NATIONAL, STATE, AND LOCAL CODES.

P-3 ALL PLUMBING FIXTURES AND HARDWARE SHALL BE AS SELECTED BY OWNER.

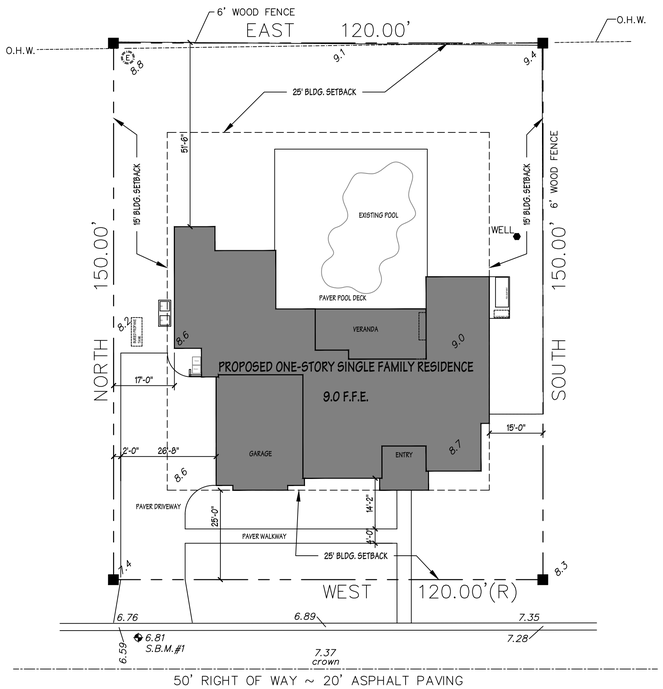
P-4 EXTEND ALL VENTS TO BACK SIDE OF ROOF WHERE APPLICABLE AND ALLOWABLE BY CODE, USE ONE-WAY VENTS WHERE POSSIBLE TO REDUCE NUMBER OF VENTS THROUGH ROOF.

P-5 PLUMBING RISER AND GAS RISER DIAGRAMS SHALL BE PROVIDED BY PLUMBING CONTRACTOR.

DEMOLITION NOTES:

D-1 REMOVE EXISTING HOME, POOL DECK, DRIVEWAY, AND WALKWAY BEFORE STARTING NEW CONSTRUCTION.

D-2 TURN OFF ALL UTILITIES BEFORE DISCONNECTING.



LEGAL DESCRIPTION: (AS FURNISHED)
Lots 17 & 18, Block 9, WILCOX PLAT OF MELBOURNE BEACH, according to the Plat thereof as recorded in Plat Book 1, Page 58, of the Public Records of Brevard County, Florida.

SITE PLAN
1" = 10'-0"

INDEX TO DRAWINGS

Sheet Number	Sheet Title
C-1	COVER SHEET
A-1	FOUNDATION PLAN
A-2	FLOOR PLAN
A-3	EXTERIOR ELEVATIONS
A-4	ROOF PLAN
E-1	ELECTRIC PLAN
S-1	STRUCTURAL FRAMING PLAN
S-2	STRUCTURAL DETAILS
S-3	SECTIONS & NOTES
S-4	STRUCTURAL DETIALS

ACCESSIBLE CODES:
2020 FLORIDA ACCESSIBILITY CODE
BUILDING CODE DATA:
SEVENTH EDITION WHERE APPLICABLE:
2020 FLORIDA BUILDING CODE
2020 FLORIDA BUILDING CODE RESIDENTIAL
2020 FLORIDA EXISTING BUILDING CODE
2020 FLORIDA PLUMBING CODE
2020 FLORIDA MECHANICAL CODE
FLORIDA FIRE PREVENTION CODE SEVENTH EDITION
FLORIDA LIFE SAFETY CODE SEVENTH EDITION
2020 FLORIDA ENERGY CONSERVATION CODE
2017 NATIONAL ELECTRICAL CODE NFPA 70, FBC 107.2.1
ASCE 7-16

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

The below named Professional Engineer shall be responsible for the following sheets in accordance with rule 61G15-23.004, F.A.C. Engineer certifies structural design only.

Sheet 1 Foundation Plan
Sheet 2 Floor Plan
Sheet 3 Elevations
Sheet 4 Roof Plan
Sheet 5 Truss Layout
Sheet 6 Details
Sheet 7 Sections & Notes

NOT VALID WITHOUT ORIGINAL SIGNATURE OR ELECTRONIC SIGNATURE
30 SEPTEMBER 2026

GARY LEE KAREL LICENSE No. 51406 STATE OF FLORIDA PROFESSIONAL ENGINEER

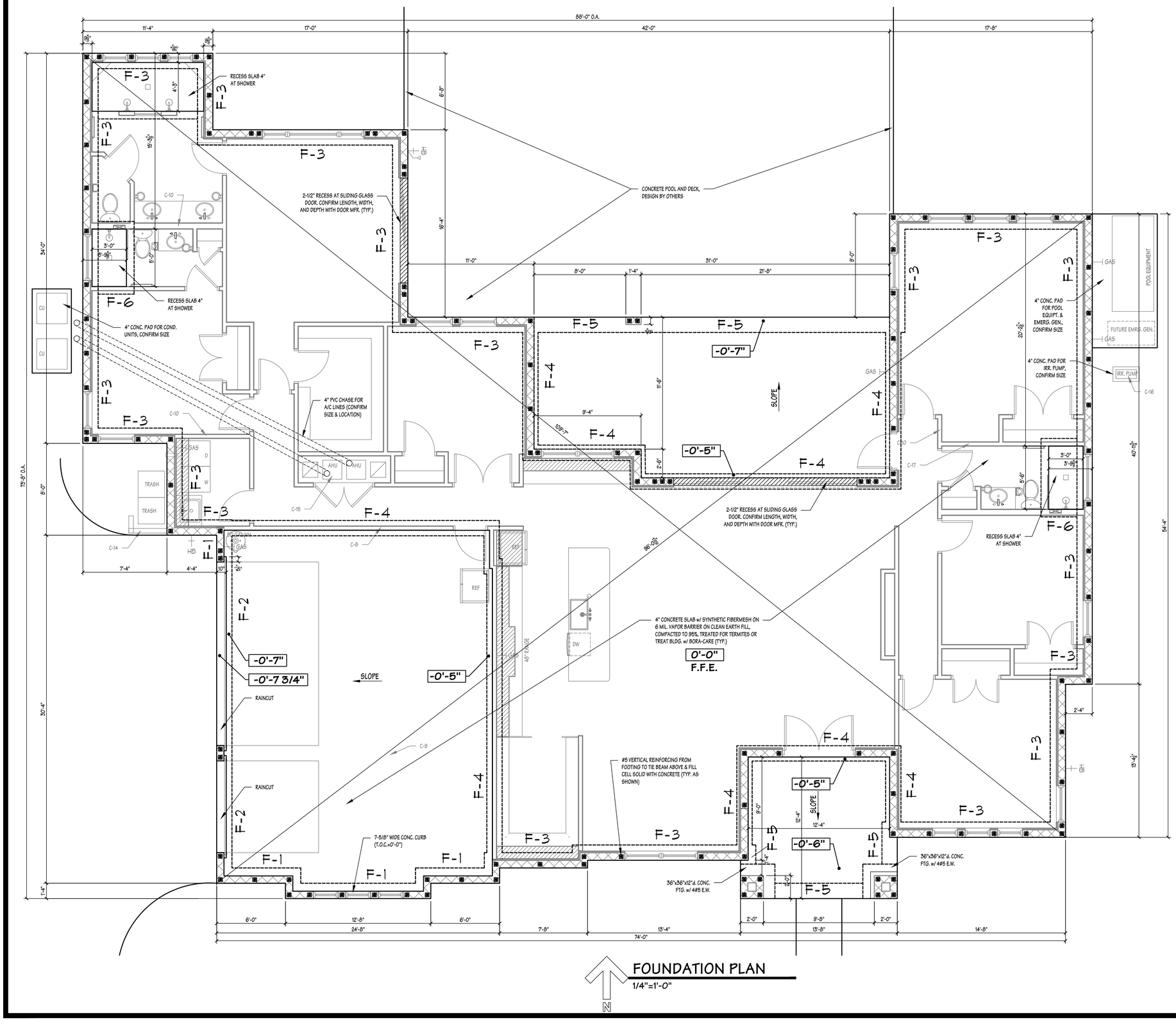
REVISIONS	BY

A BETTER PLAN, INC.
"Better Design Equals Better Homes"
1270 N. WICKHAM ROAD SUITE 16 #404
MELBOURNE, FL 32935
PH (321) 255-6475
EMAIL: doughogan@abetterplaninc.com
WEBSITE: http://www.abetterplaninc.com

GLK.KAREL P.E. FL 51406
6615 FLAMINGO ROAD
MELBOURNE VILLAGE, FL 32904
PHONE & FAX 321-723-9393
GLKPE@CFLRR.COM
STRUCTURAL ONLY
NON STRUCTURAL ITEMS MAY BE MODIFIED

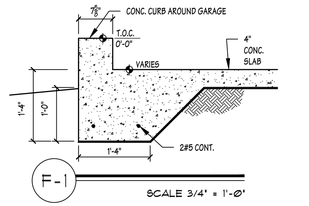
MANNEH RESIDENCE
410 SECOND AVE MELBOURNE BEACH, FL
32951

DRAWN	DLH
CHECKED	DLH
DATE	8/18/2026
SCALE	AS NOTED
JOB NO.	130-24
SHEET	C-1
OF	12 SHEETS

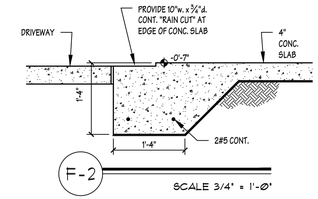


FOUNDATION PLAN

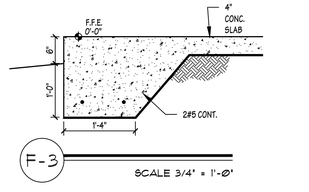
1/4"=1'-0"



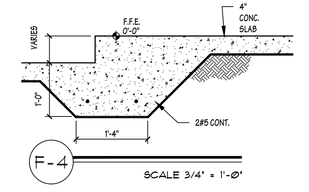
F-1 SCALE 3/4" = 1'-0"



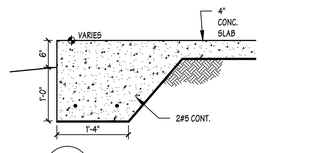
F-2 SCALE 3/4" = 1'-0"



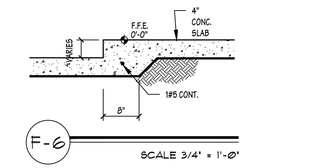
F-3 SCALE 3/4" = 1'-0"



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



F-5 SCALE 3/4" = 1'-0"



F-6 SCALE 3/4" = 1'-0"

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30 SEPTEMBER 2026

GARY LEE KAREL LICENSE No. 51406 STATE OF FLORIDA PROFESSIONAL ENGINEER

REVISIONS	BY

A BETTER PLAN, INC.
"Better Design Equals Better Homes"
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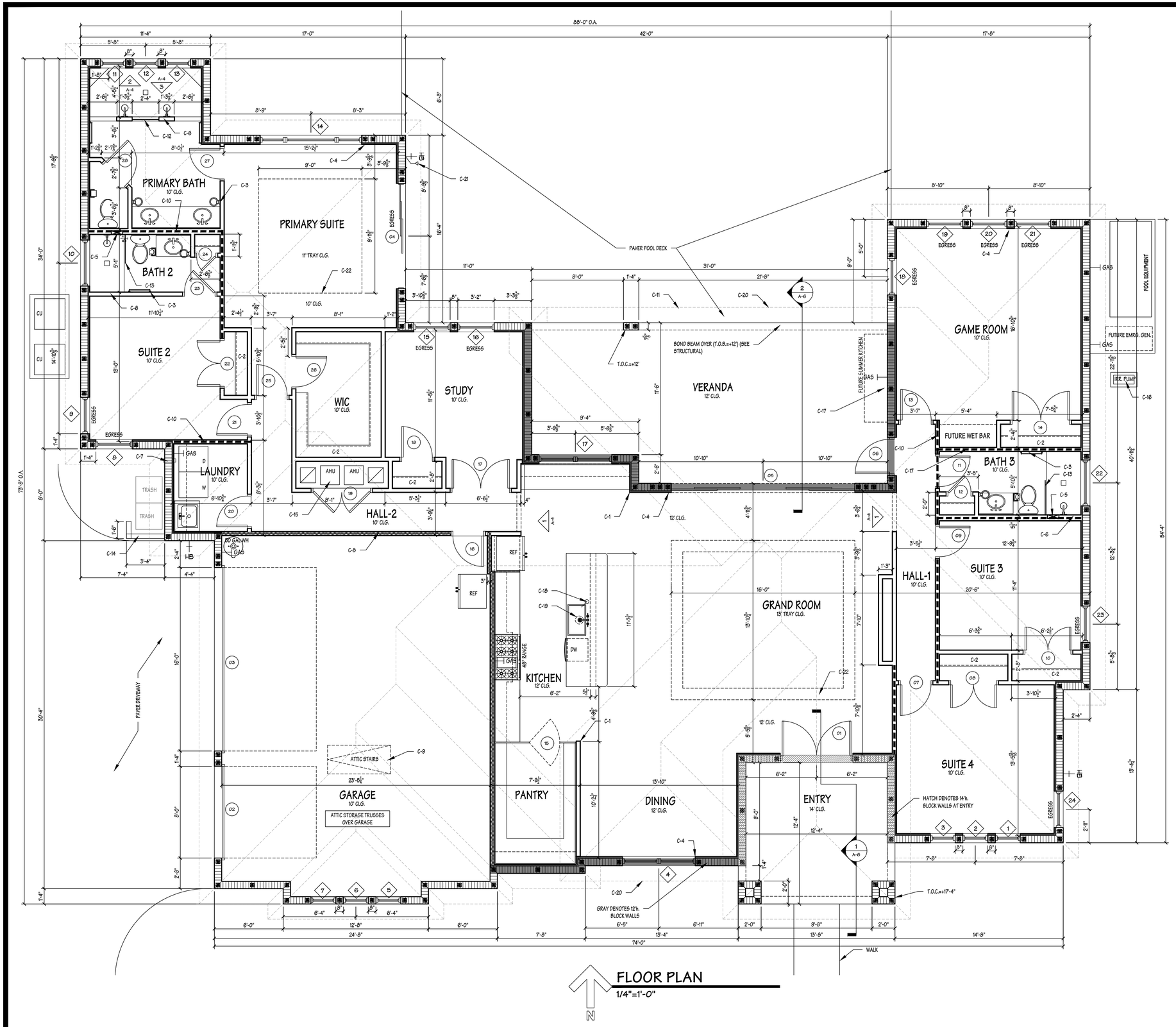
NON STRUCTURAL ITEMS MAY BE MODIFIED

MANNEH RESIDENCE

410 SECOND AVE MELBOURNE BEACH, FL 32951

DRAWN	DLH
CHECKED	DLH
DATE	8/18/2026
SCALE	AS NOTED
JOB NO.	130-24
SHEET	A-1

OF 12 SHEETS



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

N

WALL LEGEND

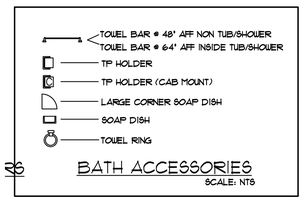
- 8" CONCRETE BLOCK WALL w/ 3/4" RIGID INSUL. BD. (R-5.4), 1x3 FURRING @ 16" O.C., 1/2" DW. ON INTERIOR AND STUCCO ON EXTERIOR
- 8" CONCRETE BLOCK WALL w/ STUCCO ON EXTERIOR
- NON-BEARING WALL: 2x4 @ 16" O.C. w/ 1/2" DW. BOTH SIDES
- BEARING WALL: 2x4 @ 16" O.C. w/ 1/2" DW. BOTH SIDES

SQ. FT. TABULATIONS

LIVING AREA	3188 SQ.FT.
GARAGE	766 SQ.FT.
VERANDA	410 SQ.FT.
ENTRY	158 SQ.FT.
TOTAL	4522 SQ.FT.
CONDITIONED VOLUME	34208 CU.FT.

CONSTRUCTION NOTES:

- C-1 ALL DRYWALL BEADS AND TRIM SHALL BE P.V.C. SQUARE.
- C-2 ALL CLOSET SHELVING SHALL BE WIRE MESH TYPE UNLESS NOTED OTHERWISE, COORDINATE CONFIGURATIONS AND LOCATIONS WITH OWNER.
- C-3 PROVIDE SUFFICIENT SUPPORT BLOCKING FOR ALL FIXTURES AND ACCESSORIES AS REQUIRED BY MANUFACTURER.
- C-4 INSTALL WALL BLOCKING AROUND ALL WINDOWS AND SLIDING GLASS DOORS FOR BLIND AND CURTAIN MOUNTING.
- C-5 12"x16"x4"SHOWER NICHE.
- C-6 INSTALL WALL BLOCKING IN ALL SHOWERS AND TUBS FOR FUTURE GRAB BARS.
- C-7 "DRYERBOX" AND VENT THROUGH THE WALL.
- C-8 R-11 WALL INSULATION AT INTERIOR GARAGE WALL.
- C-9 30" WIDE PULL DN. ATTIC ACCESS, FIELD LOCATE.
- C-10 SOUND INSULATION BETWEEN STUDS WHERE SHOWN WITH DASHED LINES.
- C-11 GRAY DASHED LINES DENOTE ROOF LINE OVER.
- C-12 MOUNT GLASS CLOSE TO BATHROOM SIDE OF SHOWER TO PROVIDE A LARGER SILL ON SHOWER SIDE.
- C-13 8' HIGH FRAMELESS GLASS AT SHOWER.
- C-14 4'h. P.T. WOOD PRIVACY FENCE.
- C-15 AIR HANDLER UNITS IN CLOSET ON R/A PLENUM.
- C-16 VERIFY LOCATION OF IRRIGATION PUMP.
- C-17 ROUGH-IN WATER AND SEWER FOR FUTURE WET BAR.



BATH ACCESSORIES
SCALE: NTS

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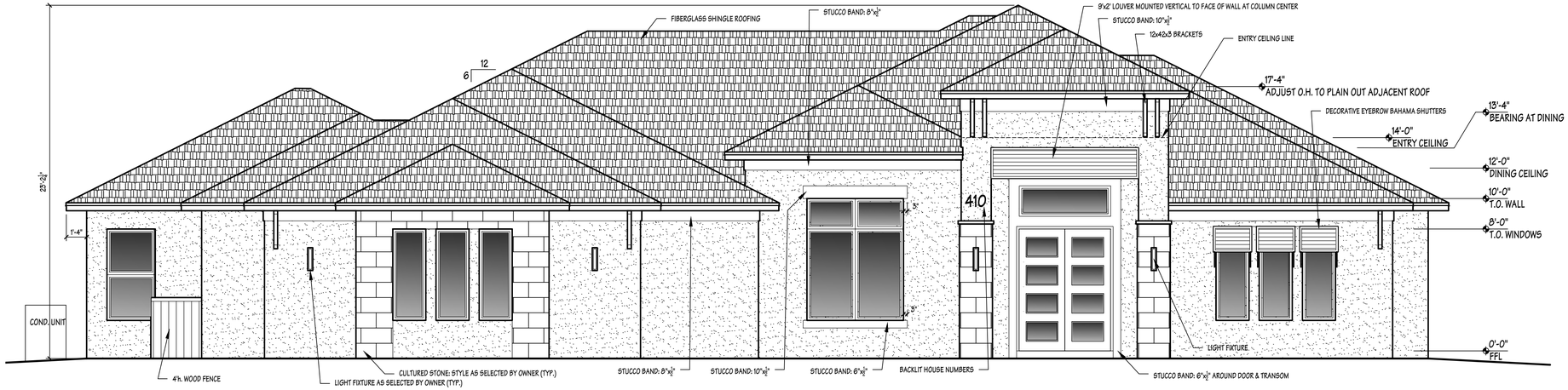
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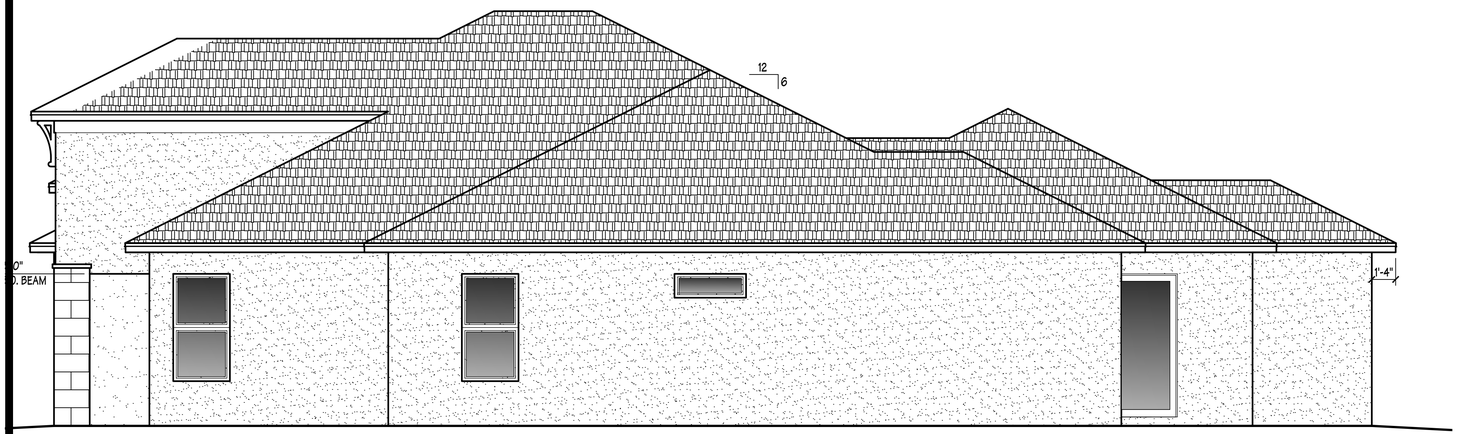
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SHEET	A-2

OF 12 SHEETS



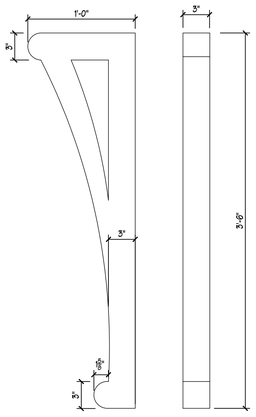
FRONT - SOUTH ELEVATION

1/4"=1'-0"



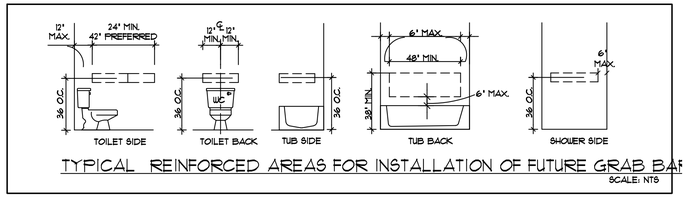
RIGHT SIDE - EAST ELEVATION

1/4"=1'-0"



BRACKET DETAIL

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



TYPICAL REINFORCED AREAS FOR INSTALLATION OF FUTURE GRAB BAR

SCALE: NTS

Window Schedule

All windows: black aluminum frames, dbl. pane, low-E, Impact Rated

Tag #	Size	Type	Width	Height	Remarks
1	H36	Fixed	25-1/2"	75"	
2	H36	Fixed	25-1/2"	75"	
3	H36	Fixed	25-1/2"	75"	
4	(2)26	Fixed	72"	99"	w/ (2) 2436 transoms, top at +10'
5	H36	Fixed	25-1/2"	75"	
6	H36	Fixed	25-1/2"	75"	
7	H36	Fixed	25-1/2"	75"	
8	26	Single Hung	36"	75"	Egress
9	26	Single Hung	36"	75"	Egress
10	4816	Fixed	48"	16"	Tempered Glass
11	2424	Fixed	24"	24"	Tempered Glass
12	2424	Fixed	24"	24"	Tempered Glass
13	2424	Fixed	24"	24"	Tempered Glass
14	H36-36-H36	SH-Fixed-SH	103-1/8"	75"	
15	26	Single Hung	36"	75"	Egress
16	26	Single Hung	36"	75"	Egress
17	(2)26	Fixed	72"	75"	top at +10'
18	26	Single Hung	36"	75"	Egress
19	26	Single Hung	36"	75"	Egress
20	26	Single Hung	36"	75"	Egress
21	26	Single Hung	36"	75"	Egress
22	4816	Fixed	48"	16"	Tempered Glass
23	26	Single Hung	36"	75"	Egress
24	26	Single Hung	36"	75"	Egress

*All window headers at 8'-0" A.F.F. (Unless noted otherwise) Verify masonry openings with supplier.

BREVARD COUNTY IS CLIMATE ZONE 2A

FENESTRATION "U" FACTOR REQUIRED IS <0.40, LOWER IS BETTER

GLAZED FENESTRATION SHGC REQUIRED <0.25, LOWER IS BETTER

Door Schedule

(Doors and hardware as selected by owner)

Tag #	Type	Material	Width	Height	Thickness	Glazing	Frame Mat'l	Remarks
1	Dbl. Entry	Fibergl/Glass	6'-0"	8'-0"	1-3/4"	Impact	Comp.	thr, ent. lockset, deadbolt, weatherstrip'g.
2	O.H. Garage	Steel	8'-0"	8'-0"	--		Stl.	Paneled
3	O.H. Garage	Steel	16'-0"	8'-0"	--		Stl.	Paneled
4	Tpl. Sl. Gl.	Vinyl/Glass	9'-0"	8'-0"	--	Impact	Vinyl	
5	Quad. Sl. Gl.	Vinyl/Glass	16'-0"	10'-0"	--	Impact	Vinyl	
6	Sgl. French	Fibergl/Glass	3'-0"	8'-0"	1-3/4"	Impact	Comp	thr, lockset, deadbolt, wstrip'g.
7	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
8	Double	MDF	4'-0"	8'-0"	1-3/8"		Wood	Paneled, snap latch
9	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
10	Double	MDF	4'-0"	8'-0"	1-3/8"		Wood	Paneled, snap latch
11	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
12	Single	MDF	2'-0"	8'-0"	1-3/8"		Wood	Paneled, latchset
13	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
14	Double	MDF	5'-0"	8'-0"	1-3/8"		Wood	Paneled, snap latch
15	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	dbl. acting cabinet door
16	Single	MDF/SC	2'-8"	8'-0"	1-3/4"		Wood	Paneled, thr, closer, rated, lockset, db, wstrip'g.
17	Double	MDF	5'-0"	8'-0"	1-3/8"		Wood	Paneled, latchset
18	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, latchset
19	Double	MDF	5'-0"	8'-0"	1-3/8"		Wood	Paneled, snap latch
20	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, latchset
21	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
22	Double	MDF	4'-0"	8'-0"	1-3/8"		Wood	Paneled, snap latch
23	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
24	Single	MDF	1'-8"	8'-0"	1-3/8"		Wood	Paneled, latchset
25	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
26	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, latchset
27	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset
28	Single	MDF	2'-8"	8'-0"	1-3/8"		Wood	Paneled, privacyset

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GARY LEE KAREL LICENSE No. 51406 STATE OF FLORIDA PROFESSIONAL ENGINEER

REVISIONS	BY

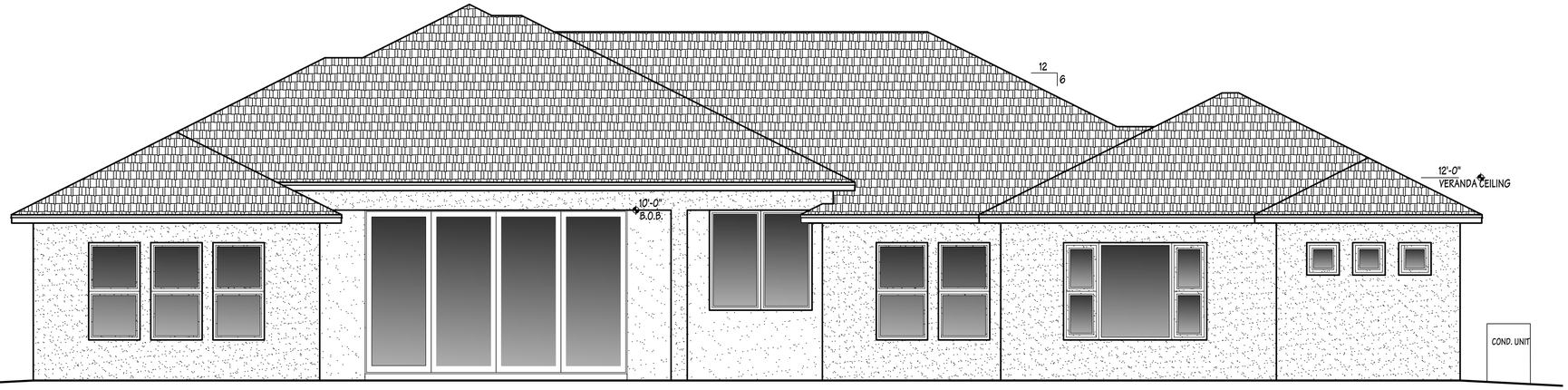
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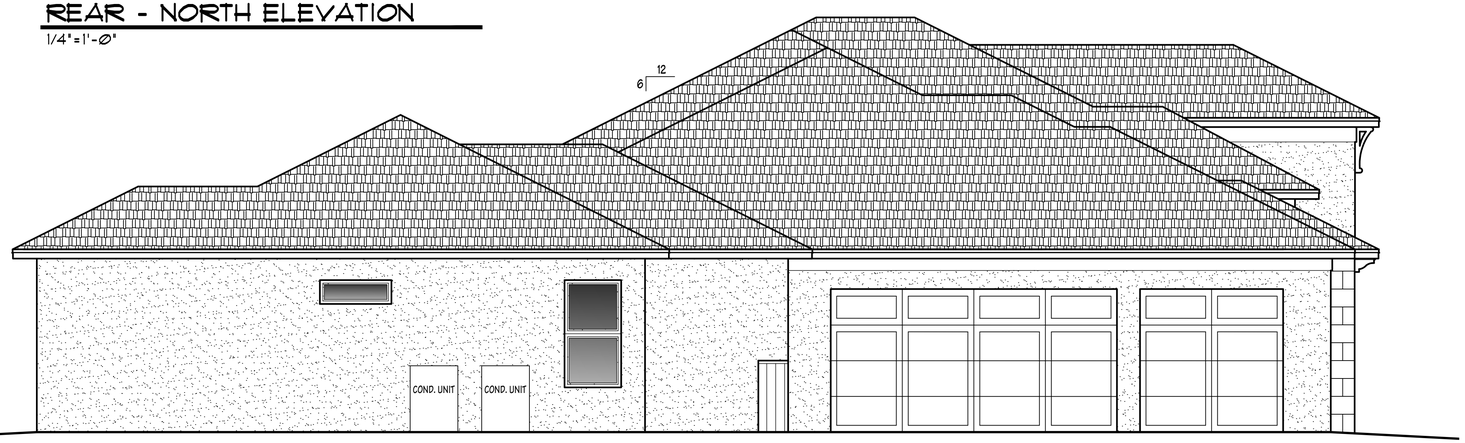
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SCALE	AS NOTED
JOB NO.	1130-24
SHEET	A-3
OF	12 SHEETS



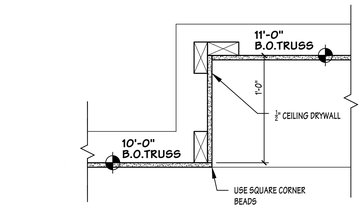
REAR - NORTH ELEVATION

1/4"=1'-0"



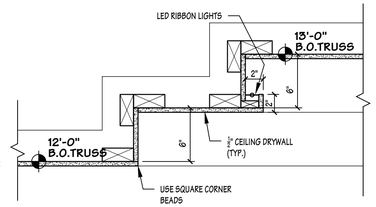
LEFT SIDE - WEST ELEVATION

1/4"=1'-0"



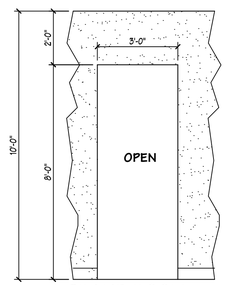
PRIMARY BEDROOM CEILING

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



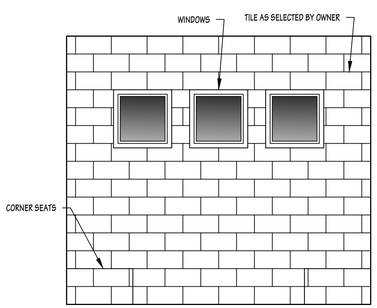
GRAND ROOM CEILING

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



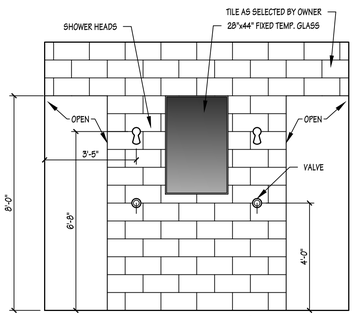
GRAND ROOM

1
A-4



PRIMARY SUITE SHOWER

2
A-4



PRIMARY SUITE SHOWER

3
A-4

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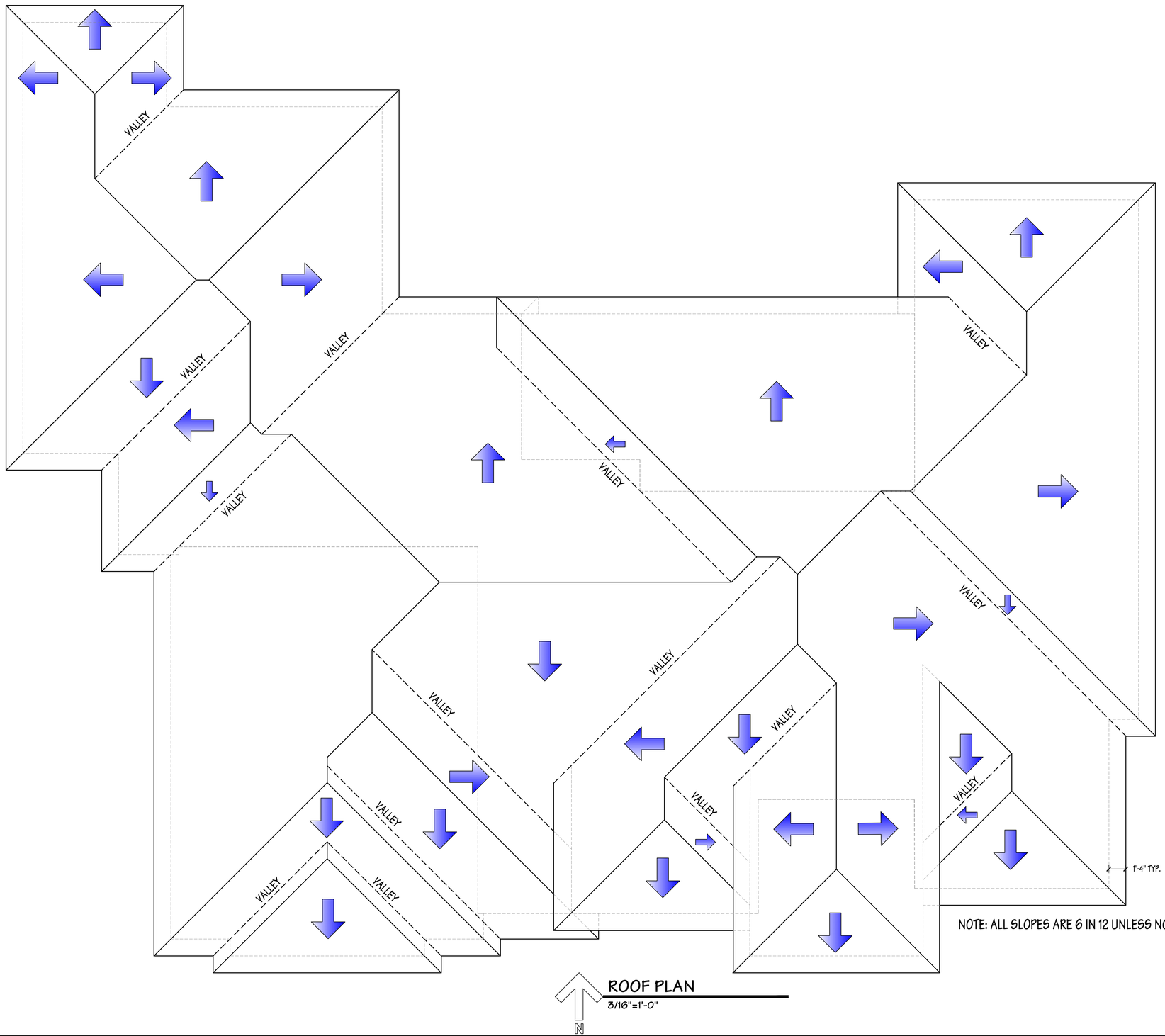
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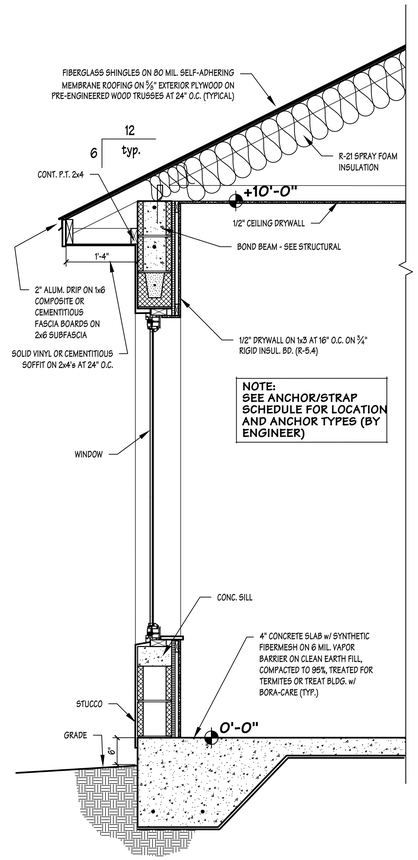
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ROOF PLAN
3/16"=1'-0"

NOTE: ALL SLOPES ARE 6 IN 12 UNLESS NO



TYPICAL WALL SECTION
3/4"=1'-0"

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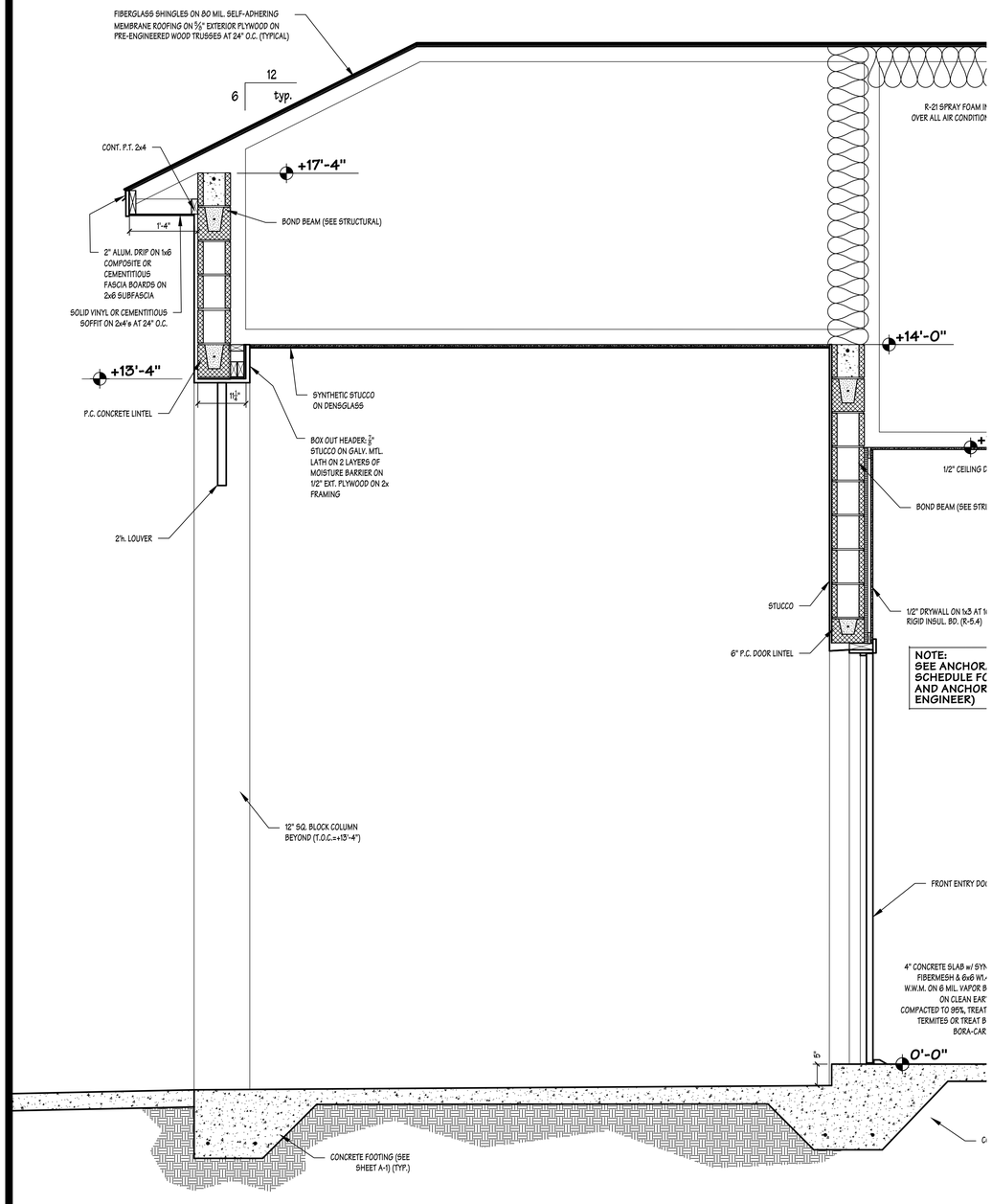
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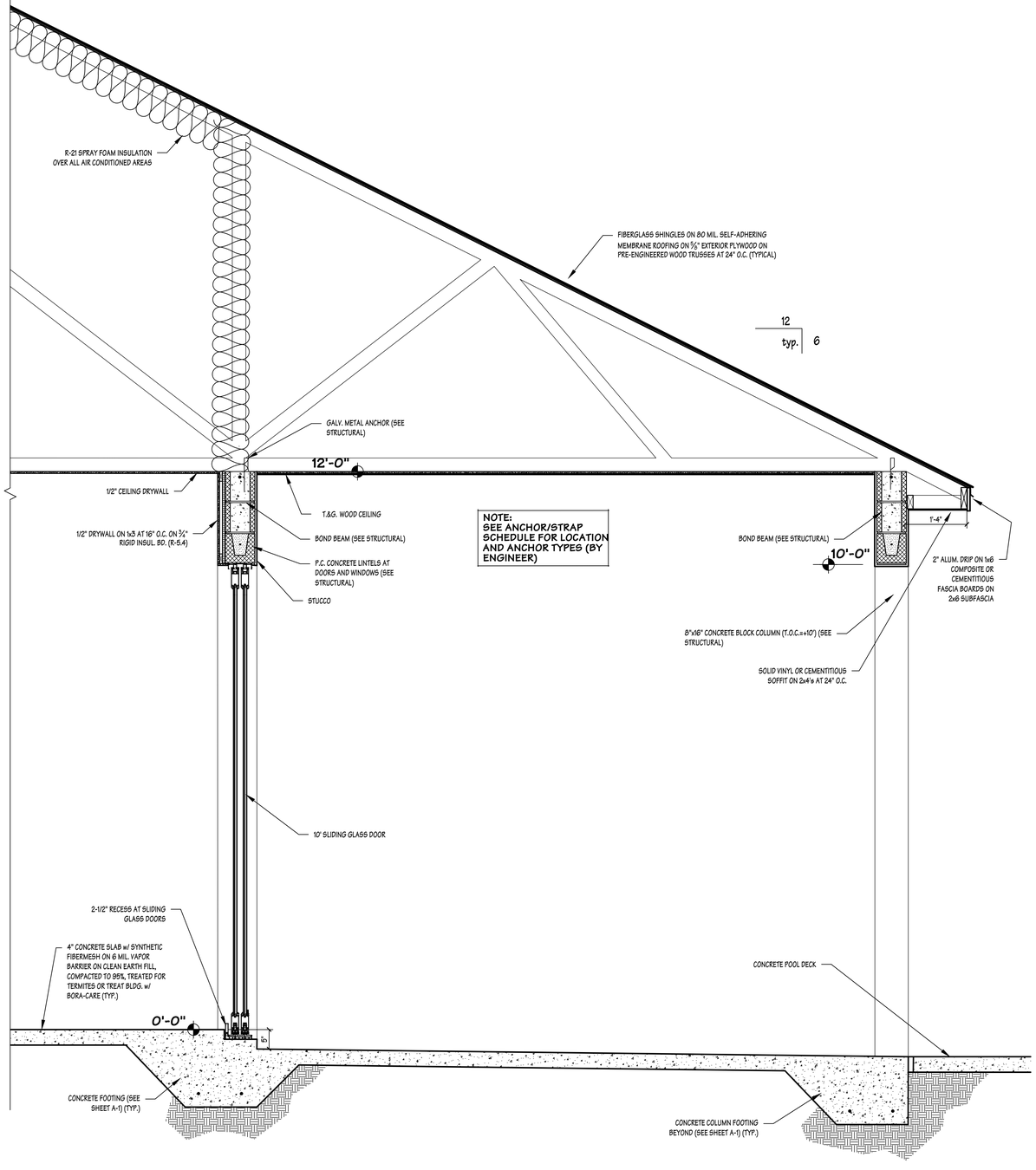
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1 SECTION AT ENTRY
3/4"=1'-0"



1 SECTION AT LANAI
3/4"=1'-0"

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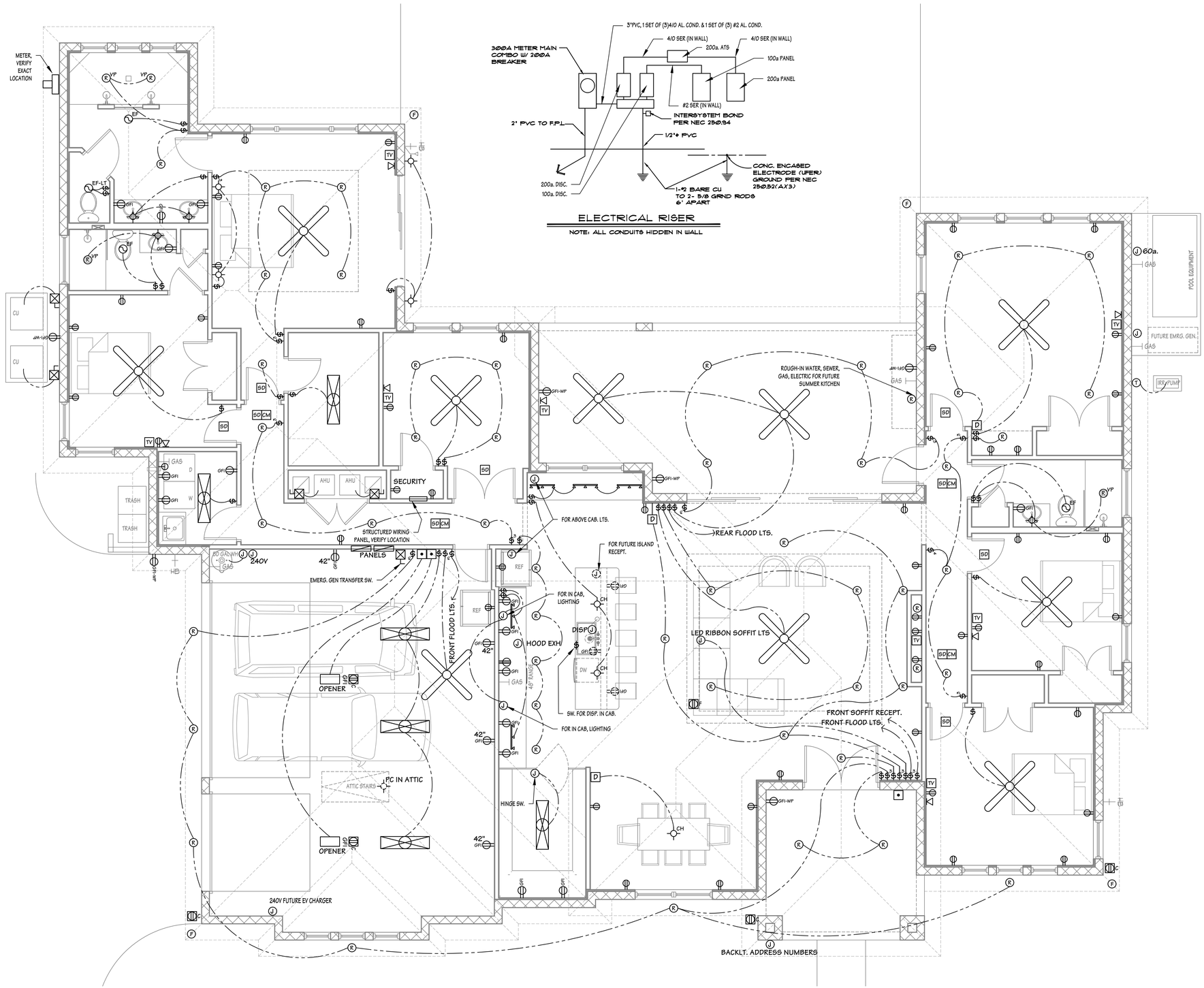
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OF 12 SHEETS



ELECTRICAL RISER

NOTE: ALL CONDUITS HIDDEN IN WALL

ELECTRIC SYMBOLS LEGEND

$4	4 WAY SWITCH	(R)	RECESSED LIGHT FIXTURE
$3	3 WAY SWITCH	(F)	FLOOD LIGHT
D	DIMMER	(R)W	RECESSED WALL WASH
$	SWITCH		SURFACE MTD. LIGHT
	4 PLEX RECEPTACLE	CH	CHANDELIER OR PENDANT
	DUPLEX RECEPTACLE	J	JUNCTION BOX
GFI	GROUND FAULT INTERUPT RECEPT.	EF	EXHAUST FAN
GFI-WP	WP AND GFI RECEPT.	EF-LT	EXHAUST FAN/LT. COMBO
	RANGE RECEPTACLE, 220V	J	NEMA 3R DISC. SWITCH
CH	CHIME	TV	CABLE RECEPTACLE
	DRYER RECEPTACLE	SD	SMOKE DETECTOR/ALARM
F	FLOOR RECEPTACLE	SD CM	SMOKE & CARBON MONOXIDE DETECTOR/ALARM
C	GFI SOFFIT RECEPTACLE		1x4 LED FIXTURE
	PUSH BUTTON		CEILING FAN
T	TIMER		
	UNDER CABINET LIGHT		
	NETWORK RECEPTACLE		
(R)H	RECESSED MINI HALOGEN		
(R)VP	RECESSED VAPOR PROOF LIGHT FIXTURE		

ELECTRICAL NOTES:

1. ALL LIGHT FIXTURES AND CEILING FANS AS SELECTED BY OWNER.
2. ALL ELECTRICAL WORK SHALL COMPLY WITH NATIONAL ELECTRIC CODE 2020 NFPA 70. FBC 107.2.1 AND FLORIDA BUILDING CODE 8TH EDITION.
3. ALL CONDUCTORS ARE TO BE COPPER (THW).
4. CONFIRM LOCATIONS OF ALL FIXTURES, RECEPTACLES, SWITCHES, ETC. w/ OWNER BEFORE WIRING.
5. WHERE RECEPTACLES ARE SWITCHED, SWITCH ONLY TOP HALF.
6. ALL SMOKE DETECTORS/ALARMS TO BE LINKED TOGETHER SO AS TO SOUND SIMULTANEOUSLY WHEN ONE IS TRIGGERED AND SHALL HAVE BATTERY BACKUP.
7. ALL BATHROOM EXHAUSTS SHALL BE EXHAUSTED OUT THE SOFFIT. THE EXHAUST FANS ARE LOCATED IN THE ATTIC BY FANTECH OR EQUAL.
8. ALL CEILING FAN SWITCHES SHALL BE DUAL SLIDERS FOR LIGHTS AND FAN CONTROL.
9. PROVIDE ARC FAULT BREAKERS (AFCI) ON ALL 15A. OR 20A. 120V. CIRCUITS & SMOKE DETECTORS, AND ALL OUTLETS AND APPLIANCES IN KITCHENS AND LAUNDRY ROOMS.
10. KITCHEN EXHAUST SHALL VENT THROUGH THE ROOF.
11. ALL RECEPTACLE OUTLETS INSTALLED IN BATHROOMS GARAGES, KITCHEN COUNTERTOPS, WET-BAR SINKS, DISHWASHERS OUTLETS, LAUNDRY ROOMS AND OUTDOORS SHALL BE GFCI PROTECTED. NEC 210.8
12. ALL BATHROOM OUTLETS ARE ON A 20 AMP SERVICE WITH NO OTHER OUTLETS.
13. INTER SYSTEM BONDING WILL BE INSTALLED AT THE SERVICE EQUIPMENT NEC 250.94
14. ALL 125-VOLT, THROUGH 250-VOLT RECEPTACLES INSTALLED IN THE LOCATIONS SPECIFIED IN 210.8 (A)(1) THROUGH (A)(11) AND SUPPLIED BY A SINGLE- PHASE BRANCH CIRCUITS RATED 150 VOLTS OR LESS TO GROUND SHALL HAVE GROUND-FAULT CIRCUIT-INTERRUPTER PROTECTION FOR PERSONNEL. NEC 210.8(A)
15. RECEPTACLE OUTLETS, IF INSTALLED TO SERVE AN ISLAND OR PENINSULAR COUNTERTOP OR WORK SURFACE, SHALL BE INSTALLED IN ACCORDANCE WITH 210.52(C)(3). IF A RECEPTACLE OUTLET IS NOT PROVIDED TO SERVE AN ISLAND OR PENINSULAR COUNTERTOP OR WORK SURFACE, PROVISIONS SHALL BE PROVIDED AT THE ISLAND OR PENINSULA FOR FUTURE ADDITION OF A RECEPTACLE OUTLET TO SERVE THE ISLAND OR PENINSULAR COUNTERTOP OR WORK SURFACE. NEC2023 210.52(C)(3)(1)(2).
16. A SURGE PROTECTION DEVICE MUST BE INSTALLED PER NEC 230.67.
17. RECEPTACLE OUTLETS AT COUNTERTOPS SHALL BE INSTALLED SO THAT NO POINT ALONG THE WALL LINE IS MORE THAN 2' MEASURED HORIZONTALLY FROM A RECEPTACLE OUTLET IN THAT SPACE. THE LOCATION OF THE RECEPTACLES SHALL IN ACCORDANCE WITH NEC BE 2017 210.52(C)(3).
18. ALL 125 VOLT, 15 AND 20 AMPERE RECEPTACLES SHALL BE LISTED TAMPER RESISTANT PER SECTION 406.12, 2020 NEC.
19. ALL PERMANENTLY INSTALLED LUMINARIES, EXCLUDING THOSE IN KITCHEN APPLIANCES, SHALL HAVE AN EFFICACY OF AT LEAST 45 LUMENS-PER-WATT OR SHALL UTILIZE LAMPS WITH AN EFFICACY OF NOT LESS THAN 65 LUMENS-PER-WATT PER FBCEC R404.1

ELECTRIC PLAN

1/4"=1'-0"

REVISIONS	BY

A BETTER PLAN, INC.
"Better Design Equals Better Homes"
1270 N. WICKHAM ROAD SUITE 16 #404
MELBOURNE, FL 32935
PH (321) 255-6475
EMAIL: doughogan@abetterplaninc.com
WEBSITE: http://www.abetterplaninc.com

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6615 FLAMINGO ROAD
MELBOURNE VILLAGE, FL. 32904
PHONE & FAX 321-723-9393
GLKPE@CFL.RR.COM
STRUCTURAL ONLY
NON STRUCTURAL ITEMS MAY BE MODIFIED

MANNEH RESIDENCE

410 SECOND AVE MELBOURNE BEACH, FL 32951

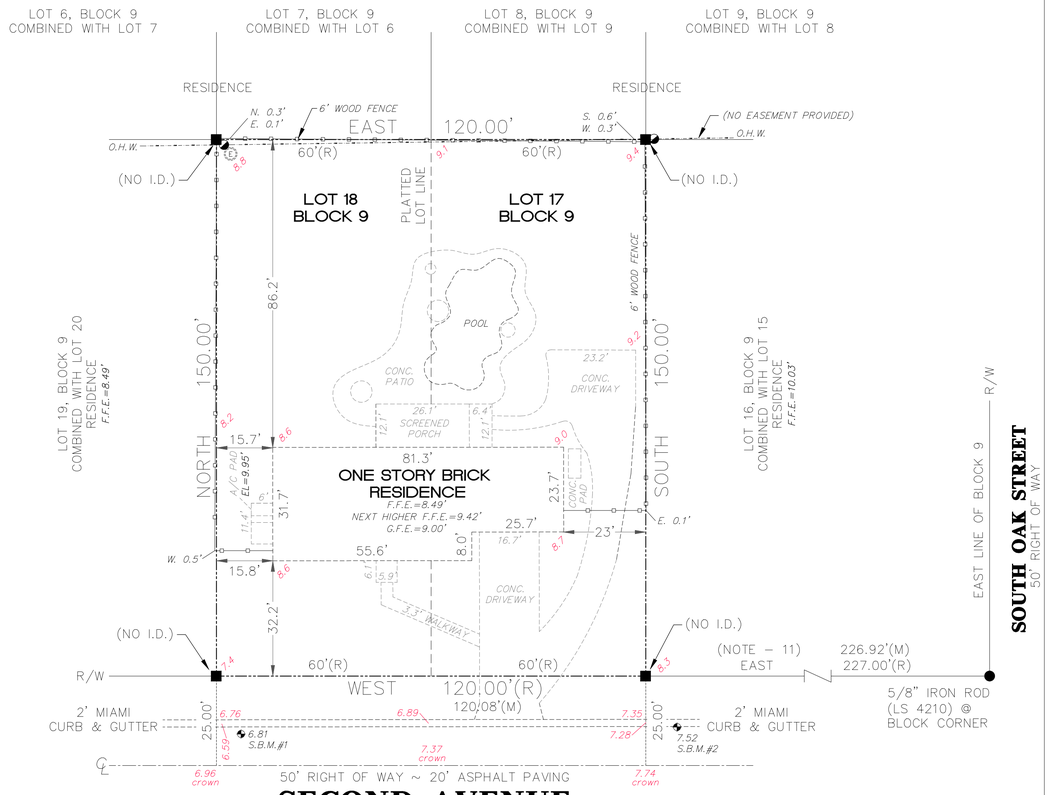
DRAWN	DLH
CHECKED	DLH
DATE	8/18/2026
SCALE	AS NOTED
JOB NO.	B0-24
SHEET	E-1
OF	12 SHEETS

811 KNOW WHAT'S BELOW ALWAYS CALL 811 BEFORE YOU DIG

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Call 811 two business days before digging

ACCORDING TO MAP NO. 12009C0608 H, DATED JAN. 29, 2021, THIS PROPERTY LIES IN FLOOD ZONE "X".



SECOND AVENUE

LEGAL DESCRIPTION:

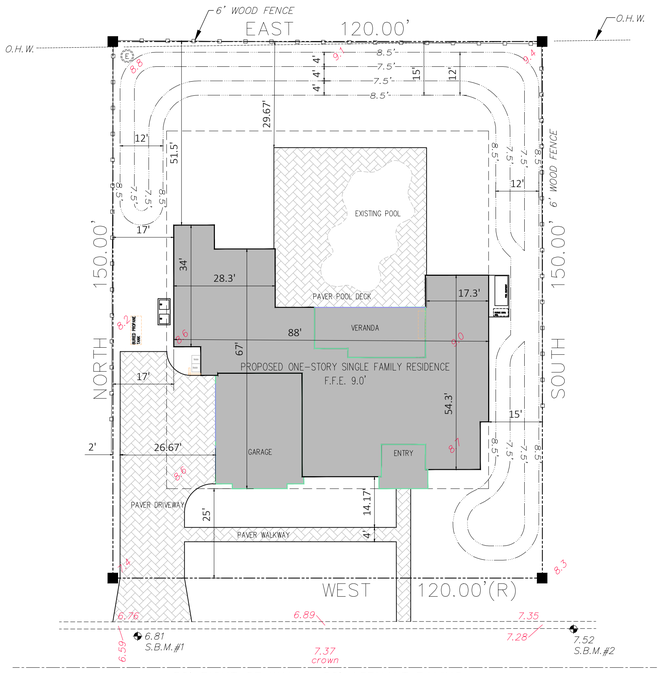
Lots 17 & 18, Block 9, WILCOX PLAT OF MELBOURNE BEACH, according to the Plat thereof as recorded in Plat Book 1, Page 58, of the Public Records of Brevard County, Florida.

PROPERTY ADDRESS:
410 SECOND AVENUE
MELBOURNE BEACH, FLORIDA 32951

N

EXISTING SITE PLAN

SCALE: 1"= 20'



50' RIGHT OF WAY ~ 20' ASPHALT PAVING

SECOND AVENUE

LOT SIZE = 18,000 SF

NEW HOUSE AREA	=	4,507 SF, 25.04%
POOL & DECK AREA	=	1,891 SF, 10.51%
DRIVEWAY & WALK AREA	=	1,821 SF, 10.12 %
TOTAL IMPERVIOUS AREA	=	8,219 SF, 45.67%
TOTAL PERVIOUS AREA	=	9,781 SF, 54.33%

18,000 SF X 1/12 FT = 1,500 CF

PROVIDED VOLUME IN THE PROPOSED SWALE: 2,330 CF

N

PROPOSED SITE PLAN

SCALE: 1"= 20'

TEIMOURI & Associates, Inc.
Consulting Engineers
32 East New Haven Avenue
Melbourne, Florida 32901
Email: vaheed@teimouri.com
321-729-8382 Fax 321-729-8869
CERTIFICATE OF AUTHORIZATION # 32293

NO.	DATE	REVISONS

410 SECOND AVENUE
SITE PLAN

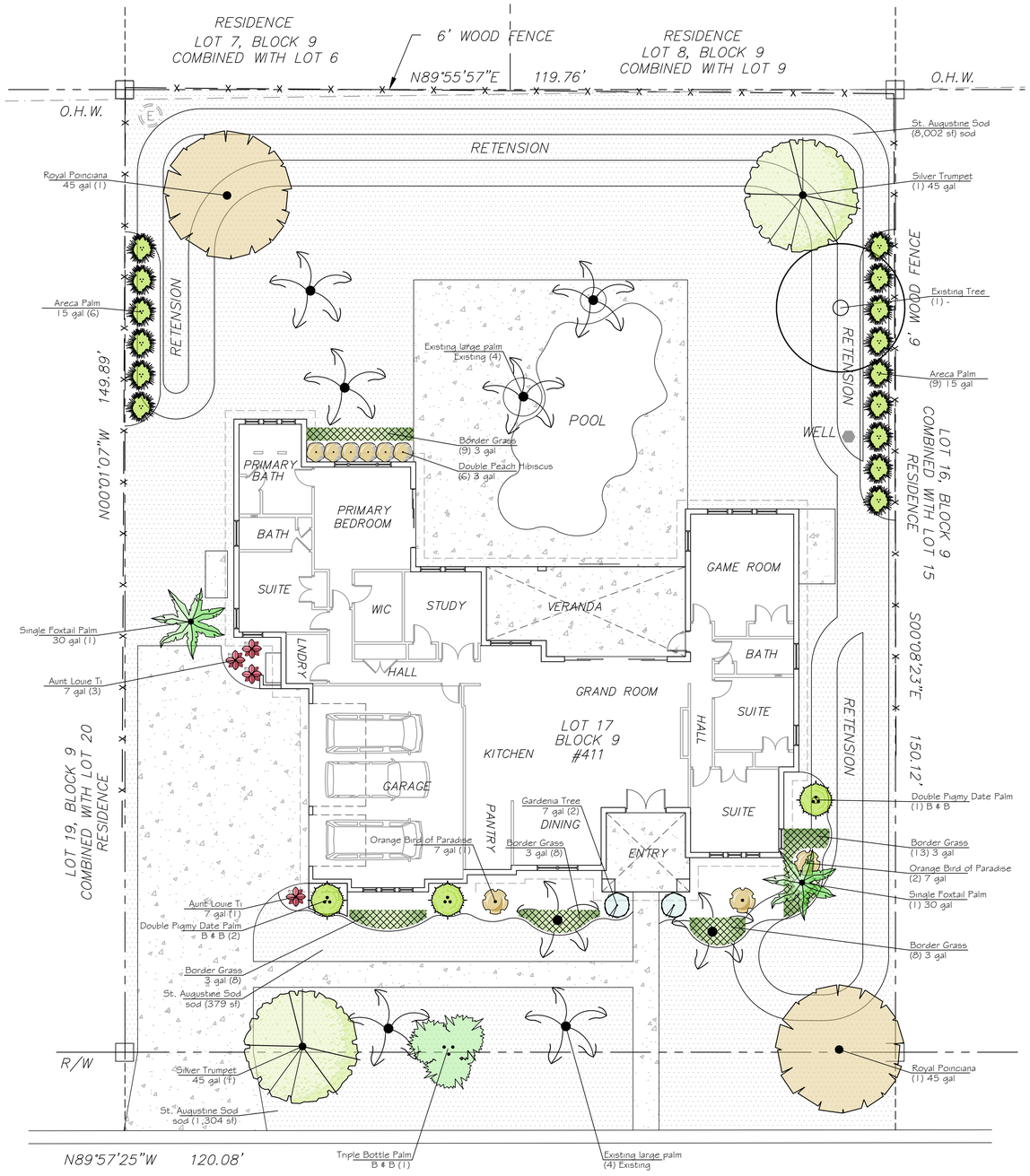
PREPARED FOR:
GROUNDED BUILDS
408 E NEW HAVEN AVE. MELBOURNE, FL 32901

PROJECT NO:	2026-132
FILE NO:	2026132C1a
DESIGNED BY:	VBT
DRAWN BY:	VBT
CHECKED BY:	
DATE:	8-14-2024
DRAWING NO:	C-1

SHEET 1 OF 1

VAHEED B. TEIMOURI, P.E. LICENSE No. 41232 STATE OF FLORIDA PROFESSIONAL ENGINEER

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Sunshine811

FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified
Horticulture Professional
Brian K. Alderfer
H02184
Certification valid through 9/30/2027

FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified
Landscape Designer
Brian K. Alderfer
D24936
Certification valid through 9/30/2027

N
W E
S

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

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing
Issue Date: 8-30-26

REVISIONS:

No.	Date	Description	By
1.			
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Project:

Manneh Residence

Location:

410 Second Ave.
Melbourne Beach

Landscape Plan

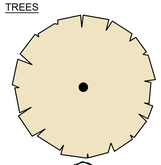
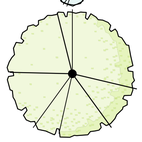
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Sheet #: L-1

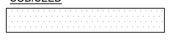
Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'

Sheet 1 of 2

PLANT SCHEDULE

SYMBOL	COMMON / BOTANICAL NAME	CONT	CAL	SIZE	QTY	REMARKS
TREES						
	Royal Poinciana / Delonix regia	45 gal	2.5"Cal	12'-14'H x 4'-5'W	2	
	Gardenia Tree / Gardenia augusta	7 gal		2'-3' O.A.	2	standard
	Silver Trumpet / Tabebuia caraiba	45 gal	2.5"Cal	10'-12'H x 4'-5'W	2	
PALM TREES						
	Areca Palm / Dypsis lutescens	15 gal	Multi-trunk	6'-7' O.A.	15	
	Triple Bottle Palm / Hyophorbe lagenicaulis	B & B	Triple	6' O.A.	1	
	Double Pigmy Date Palm / Phoenix roebelenii	B & B	Double	5'-6' O.A.	3	
	Single Foxtail Palm / Wodyetia bifurcata	30 gal	Single	6'-8' O.A.	2	

SYMBOL	COMMON / BOTANICAL NAME	SIZE	-	-	QTY	REMARKS
SHRUBS						
	Aunt Louie Ti / Cordyline fruticosa 'Aunt Louie'	7 gal			4	24"-30". full
	Double Peach Hibiscus / Hibiscus rosa-sinensis 'Double Peach'	3 gal			6	18"-24"
	Orange Bird of Paradise / Strelitzia reginae	7 gal			3	18"-18"

SYMBOL	COMMON / BOTANICAL NAME	CONT	-	-	SPACING	QTY	REMARKS
GROUND COVERS							
	Border Grass / Liriope muscari	3 gal			24" o.c.	46	full
SOD/SEED							
	St. Augustine Sod / Stenotaphrum secundatum	sod				9,685 sf	

Landscape Bid Notes

1. ANY DISCREPANCIES CONCERNING THE MATERIALS OR CONDITIONS OF THE SITE THAT SHALL INHIBIT THE INSTALLATION AS DRAWN SHALL BE BROUGHT TO THE ATTENTION OF THE OWNERS REPRESENTATIVES. ISSUES FOUND PRIOR TO BID WILL BECOME A CONDITION OF THE BID AFTER THE AWARD OF THE CONTRACT.
2. AFTER THE AWARD OF THE CONTRACT, ANY DISCREPANCIES IN THE PLANS OR ADDITIONAL MATERIALS AND COSTS BECAUSE OF PRE-EXISTING CONDITIONS AT THE SITE SHALL NOT BE A REASON FOR ANY ADDITIONAL CHARGES TO THE OWNERS.
3. THESE BID CONDITIONS ARE NOT TO BE CONSIDERED ALL INCLUSIVE. THERE MAY BE ADDITIONAL CONDITIONS INCLUDED IN OTHER DOCUMENTS OF THE CONSTRUCTION AGREEMENT. IT IS THE CONTRACTOR'S RESPONSIBILITY TO MAKE HIMSELF AND HIS SUBCONTRACTORS AWARE OF ANY OTHER SUCH CONDITIONS.
4. THE QUANTITIES ON THE MATERIALS SCHEDULE ARE FOR THE CONVENIENCE OF THE CONTRACTOR ONLY AND NOT TO BE CONSIDERED AS THE FINAL QUANTITY FOR BID AND INSTALLATION. THE CALLOUTS AND ENTITIES DRAWN ON THE PLANS TAKE PRECEDENCE OVER THE PLANT LIST.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HIS OWN TAKEOFFS OF THE PLANTINGS AS DRAWN.
6. THE CONTRACTOR SHALL BE EXPECTED TO VISIT THE SITE PRIOR TO BID. THE CONTRACTOR SHALL HAVE AN UNDERSTANDING OF THE ON SITE CONDITIONS TO PREPARE HIS BID. CONDITIONS EXISTING PRIOR TO BID WILL BECOME A CONDITION OF THE BID AFTER THE BID IS ACCEPTED BY THE CLIENT.

GENERAL LANDSCAPE NOTES

1.) LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING PROJECT SITE CONDITIONS AND QUANTITIES INDICATED ON THESE PLANS, BEFORE PRICING WORK.

2.) ALL PLANT MATERIAL SHALL BE FLORIDA GRADE NO. 1 OR BETTER AS SPECIFIED IN "GRADES AND STANDARDS FOR NURSERY PLANTS PARTS I AND II" 1998 EDITION DIVISION OF PLANT INDUSTRY, FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, AND SHALL CONFORM TO CURRENT AMERICAN ASSOCIATION OF NURSERYMAN STANDARDS FOR NURSERY STOCK. ALL SIZES SHOWN FOR PLANT MATERIAL ON THE PLAN ARE TO BE CONSIDERED MINIMUM. ALL PLANT MATERIAL MUST MEET OR EXCEED THESE MINIMUM REQUIREMENTS FOR BOTH HEIGHT AND SPREAD. ANY OTHER REQUIREMENTS FOR SPECIFIC SHAPE OR EFFECT AS NOTED ON THE PLAN SHALL ALSO BE REQUIRED FOR ACCEPTANCE. ALL TREES TO BE SINGLE TRUNKED, UNLESS OTHERWISE NOTED ON PLANS.

3.) LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING THE CONDITION OF UNDERGROUND UTILITIES THAT EFFECT PLANTING PROCEDURES OR IRRIGATION SYSTEM INSTALLATION. IF ANY CONFLICTS OCCUR BETWEEN PROPOSED LOCATION OF TREES FOR ON THE DRAWING AND ANY UNDERGROUND UTILITIES OR SUBSURFACE STRUCTURES, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE DESIGNER. IF THE LANDSCAPE CONTRACTOR DAMAGES ANY STAKED OR IN PLACE UTILITIES BY HIS OWN NEGLIGENCE, THEY SHALL BE REPAIRED AT THE LANDSCAPE CONTRACTOR'S EXPENSE.

4.) LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE DESIGNER OR OWNER OF ANY CONDITIONS THAT WOULD PREVENT THE HEALTHY GROWTH OF PLANT SPECIES CALLED FOR ON THE DRAWINGS. THIS NOTIFICATION MUST OCCUR PRIOR TO CONTRACT AWARD.

5.) IF ANY DISCREPANCIES OCCUR BETWEEN QUANTITIES CALLED FOR ON THE PLANT LIST AND THOSE INDICATED ON THE DRAWINGS, THE GREATER QUANTITY SHALL GOVERN.

6.) PLANT MATERIAL SHALL BE SOUND, HEALTHY AND VIGOROUS, WELL-BRANCHED AND DENSELY FOLIATED WHEN IN LEAF. THEY SHALL BE FREE OF DISEASE, INSECTS, EGGS, OR LARVAE, AND SHALL HAVE HEALTHY, WELL DEVELOPED ROOT SYSTEMS. THEY SHALL BE FREE FROM PHYSICAL DAMAGE OR ADVERSE CONDITIONS THAT WOULD PREVENT THRIVING GROWTH.

7.) PLANT MATERIAL MUST BE CONTAINER GROWN OR B&B (UNLESS TRANSPLANTED) AS INDICATED IN THE PLANT LIST. ALL PALMS SHALL BE FIELD GROWN

8.) PLANT MATERIAL SHALL CONFORM TO THE VARIETIES INDICATED IN THE PLANT LIST.

9.) SUBSTITUTION OF PLANT MATERIALS WILL NOT BE PERMITTED UNLESS AUTHORIZED BY THE OWNER AND/OR OWNER'S REPRESENTATIVE. IF PROOF IS SUBMITTED THAT ANY PLANT SPECIFIED IS NOT OBTAINABLE, A PROPOSAL WILL BE CONSIDERED FOR USE OF THE NEAREST EQUIVALENT SIZE OR VARIETY WITH CORRESPONDING ADJUSTMENT OF CONTRACT PRICES.

10.) PLANT MATERIAL LOCATIONS AND BED OUTLINES SHALL BE STAKED OR FLAGGED ON SITE BY THE LANDSCAPE CONTRACTOR AND SHALL BE ADJUSTED IF REQUIRED TO FIT ACTUAL AS-BUILT CONDITIONS ON SITE AND APPROVED BY THE LANDSCAPE DESIGNER OR OWNER PRIOR TO INSTALLATION. PROPOSED PLANTINGS SHALL NOT BE PLACED IN THE FLOWLINE OF SWALES OR LOCATED WHERE THEY WILL IMPEDE WATER FLOW.

11.) A CRISP LINE, EITHER STRAIGHT OR CURVING, SHALL SEPARATE PLANT BEDS FROM SODDED OR SEEDED AREAS. ALL PLANTING BED AREAS TO HAVE 6" OF DARK, FRIABLE TOP SOIL OR BED MIX CHURNED INTO EXISTING SOIL.

12.) LANDSCAPE CONTRACTOR SHALL EXCAVATE PLANT PITS ACCORDING TO THE DRAWINGS.

13.) BACKFILL AROUND PLANT MATERIAL SHALL BE WORKED FIRMLY, TAMPED AND WATERED-IN UNDER AND AROUND THE ROOT BALL TO FILL VOIDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING PLANT MATERIAL A MINIMUM OF THIRTY (30) DAYS AFTER, INSTALLATION UNLESS OTHERWISE INSTRUCTED BY LANDSCAPE DESIGNER OR OWNER.

14.) LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING HOISTING EQUIPMENT NECESSARY FOR THE PLACEMENT OF PLANT MATERIAL. NEW PLANT MATERIAL TO BE INSTALLED WILL BE FIELD ADJUSTED TO ACCOMMODATE EXISTING PLANT MATERIAL SUCH AS OVERHEAD CANOPY TREES, UNDERSTORY TREES AND SHRUBS OR GROUND COVER. THIS WILL INSURE EXISTING PLANT MATERIAL TO REMAIN IN ITS NATURAL STATE. THEREFORE, NO EXISTING PLANT MATERIAL WILL BE ALTERED BY REMOVING, CUTTING, TRIMMING OR DESTROYING IN ORDER TO INSTALL NEW PLANT MATERIAL.

15.) LANDSCAPE CONTRACTOR SHALL BEAR FINAL RESPONSIBILITY FOR PROPER SURFACE DRAINAGE OF PLANTED AREAS. ANY DISCREPANCY IN THE DRAWINGS, OBSTRUCTION ON THE SITE, OR PRIOR WORK DONE BY ANOTHER PARTY WHICH THE LANDSCAPE CONTRACTOR FEELS PRECLUDES ESTABLISHING PROPER DRAINAGE SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE LANDSCAPE DESIGNER OR OWNER. THE FINAL GRADE AND SOIL (THE LAST 6") SHALL BE PROVIDED BY THE LANDSCAPE CONTRACTOR.

16.) AFTER PLANT MATERIAL HAS BEEN INSTALLED AND APPROVED, PLANTING BEDS SHALL BE RAKED TO AN EVEN GRADE TO CONFORM TO PRE-MULCHING FINISH GRADES. PLANTING BEDS AND PLANT SAUCERS SHALL THEN BE UNIFORMLY COVERED WITH A MINIMUM 3 INCH LAYER OF PINE BARK NUGGETS.

17.) PLANT MATERIAL BACKFILL MIXTURE SHALL BE THOROUGHLY MIXED AND DISTRIBUTED EVENLY THROUGHOUT THE PROPOSED PLANTING BED AREAS.

18.) ALL TREE STAKING TO BE DONE AS DETAILED. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR AS THE RESULT OF THE FAILURE TO STAKE TREES THAT ARE NOT AN ACT OF GOD AND THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR STRAIGHTENING TREES DURING THE GUARANTEE PERIOD.

19.) IN NEW PLANTED AREAS, GRADES SHALL BE ESTABLISHED BY THE LANDSCAPE CONTRACTOR AT APPROXIMATELY 3 INCHES BELOW CURBS, SIDEWALKS, HARDSCAPE AMENITIES, MOWING STRIPS, AND ABUTMENTS TO ALLOW FOR MULCH.

20.) THE LANDSCAPE CONTRACTOR SHALL COORDINATE CONSTRUCTION OF PLANTING AREAS WITH INSTALLATION OF IRRIGATION SYSTEM AND HARDSCAPE WORK.

21.) INCLUDING PERMITS TO WORK IN RIGHTS-OF-WAY.

22.) INSTALLED PLANT MATERIAL SHALL BE FERTILIZED WITH THE FOLLOWING APPLICATIONS:
LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPLICABLE PERMITS BEFORE COMMENCING CONSTRUCTION,
TREES AND SHRUBS: OSMOCOTE (14-14-14)
SHRUBS/GROUND COVER – 1/3 LB. PER 3-GALLON POT, 1/4 LB. PER 1-GALLON POT
TREES AND SHRUBS (OVER 5 FT. HT.) – 1 LB. PER 1 INCH OF TRUNK DIAMETER
SOD: (16-4-8) COMMERCIAL FERTILIZER – 18 LBS. PER 1,000 SQ. FT.
PALMS: (12-4-12) COMMERCIAL FERTILIZER – 1 LB. PER 1 INCH OF TRUNK DIAMETER

23.) THE LANDSCAPE CONTRACTOR SHALL MAINTAIN FULLY, PLANT MATERIAL ON SITE DURING AND BEFORE PLANTING, UNTIL THE WORK IS ACCEPTED BY THE OWNER AND/OR OWNER'S REPRESENTATIVE.

24.) PLANTS SHALL BE GUARANTEED BY THE LANDSCAPE CONTRACTOR TO BE HEALTHY PLANTS AND IN FLOURISHING CONDITION OF ACTIVE GROWTH FOR ONE (1) YEAR FROM FINAL INSPECTION AND ACCEPTANCE.

25.) THE OWNER AND/OR OWNER'S REPRESENTATIVE HAS THE RIGHT TO REJECT ANY AND ALL WORK WHICH IN HIS OPINION DOES NOT MEET WITH THE REQUIREMENTS OF THE SPECIFICATIONS AT ANY STAGE OF THE PROJECT.

26.) IN GENERAL, THE WORK SHALL PROCEED AS RAPIDLY AS THE SITE BECOMES AVAILABLE.

27.) CONTRACTOR SHALL BE RESPONSIBLE FOR THE IMMEDIATE CLEANUP OF PREMISES AND REMOVAL OF DISCARDED AND SURPLUS MATERIALS AND RUBBISH.

28.) SOLID SOD SHALL BE INSTALLED IN THE AREAS AS INDICATED ON THE PLAN. VERIFY EXACT LOCATION AND AMOUNT OF SOD AS SHOWN TO FIT CONDITIONS.

29.) SOD SHALL BE LAID END-TO-END AND SIDE-TO-SIDE IN A STAGGERED LINE TO FORM A UNIFORM LAYER. UNEVEN EDGES SHALL BE SQUARELY TRIMMED TO ALLOW CLOSE AND FIRM FITTING OF EACH PIECE.

30.) AFTER SODDING IS COMPLETED, THE ENTIRE SOD AREAS SHALL BE ROLLED AND WATERED BY HAND OR IRRIGATION SYSTEM EACH DAY FOR TWO WEEKS. SODDED AREAS SHALL THEN BE TOP-DRESSED WITH A COMMERCIAL FERTILIZER AS DIRECTED BELOW IN AN EVENLY BROADCAST PATTERN.

31.) LANDSCAPE MIX IS COMPRISED OF 40% PEAT, 40% WOOD PRODUCT, AND 20% COMPOST.

32.) LANDSCAPE CONTRACTOR TO PROVIDE PHOTOS OR SAMPLES OF ALL PLANT MATERIAL NOTED ON PLANT LIST TO LANDSCAPE DESIGNER FOR APPROVAL PRIOR TO INSTALLATION.

33.) LANDSCAPE CONTRACTOR TO NOTIFY THE LANDSCAPE DESIGNER PRIOR TO COMMENCING ANY LANDSCAPE WORK IF HIGH SALT CONTENT IS DISCOVERED ONCE THE IRRIGATION WELL IS ESTABLISED AND TESTED, AND/OR IF HE/SHE HAS CONCERNS THAT THE SPECIFIED LANDSCAPE MATERIAL WILL NOT TOLLERATE THE PROJECT SITE CONDITIONS.

34.) LANDSCAPE CONTRACTOR TO NOTIFY ALL AREAS WHERE PLANTINGS HAVE BE SHOWN IS ASSUMED TO BE WELL DRAINED. CONTRACTOR TO NOTIFY ENVIRONMENTAL DESIGN SERVICES PRIOR TO INSTALLING PLANT MATERIAL IN AREAS WHERE STANDING WATER OR EXCESSIVELY WET AREAS ARE IDENTIFIED.

Plans are not to be used for construction purposes unless marked "approved" by the City of Melbourne Beach.

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing Issue Date: 8-30-26

REVISIONS:

No.	Date	By	Description
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Project:

Manneh Residence

Location:

410 Second Ave.
Melbourne Beach

Landscape Plan

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Sheet #: L-2

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	none
Sheet	2 of 2

TREES



Royal Poinciana



Gardenia Tree



Silver Trumpet

PALM TREES



Areca Palm



Triple Bottle Palm

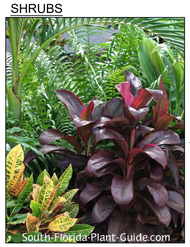


Double Pigmy Date Palm



Single Foxtail Palm

SHRUBS



Aunt Louie Ti



Double Peach Hibiscus



Orange Bird of Paradise

GROUND COVERS



Border Grass

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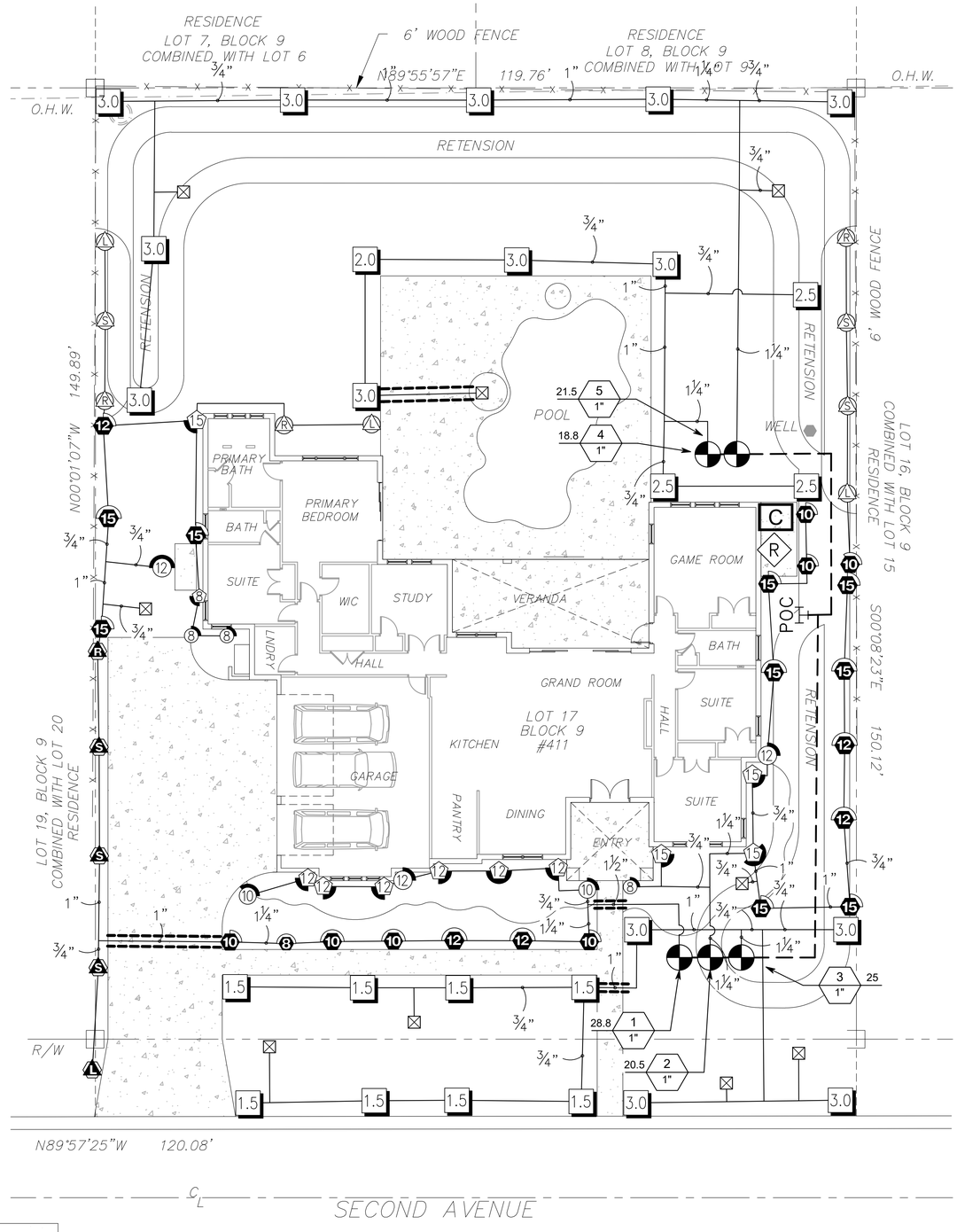
410 Second Ave. Melbourne Beach

Plant Photos

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Sheet #: LP-1

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	none
Sheet	1 of 1



Sunshine811

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Horticulture Professional
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Certification valid through 9/30/2027

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W E
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GRAPHIC SCALE
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(IN FEET)
1 inch = 10 ft.

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Melbourne Beach

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Sheet #:
IR-1

Project No.	00-0000
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Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'

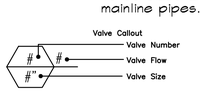
Sheet 1 of 2

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI
ES LCS RCS CS SS	Hunter PROS-06 5' strip spray Turf Spray, 6.0" pop-up	5	30
Q T H F	Hunter PROS-06 8' radius Turf Spray, 6.0" pop-up	1	30
Q T H F	Hunter PROS-06 10' radius Turf Spray, 6.0" pop-up	7	30
Q T H TT TQ F	Hunter PROS-06 12' radius Turf Spray, 6.0" pop-up	5	30
Q T H TT TQ F	Hunter PROS-06 15' radius Turf Spray, 6.0" pop-up	8	30
ES LCS RCS CS SS	Hunter PROS-12 5' strip spray Shrub Spray, 12.0" pop-up	9	30
Q T H F	Hunter PROS-12 8' radius Shrub Spray, 12.0" pop-up	3	30
Q T H F	Hunter PROS-12 10' radius Shrub Spray, 12.0" pop-up	2	30
Q T H TT TQ F	Hunter PROS-12 12' radius Shrub Spray, 12.0" pop-up	3	30
Q T H F	Hunter PROS-00 8 Series Shrub Spray, Fixed Riser.	1	30
Q T H F	Hunter PROS-00 12 Series Shrub Spray, Fixed Riser.	6	30
Q T H F	Hunter PROS-00 15 Series Shrub Spray, Fixed Riser.	5	30
25 50 10 20	Hunter PCB Flood Bubbler, 1/2" FIPT.	9	30

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI	GPM	RADIUS
1.5	Hunter PGJ-04 1.5 Turf Rotor, 4.0" Pop-Up. Adjustable and Full Circle.	8	40	1.5	22'
2.0	Hunter PGJ-04 2.0 Turf Rotor, 4.0" Pop-Up. Adjustable and Full Circle.	1	40	2	25'
2.5	Hunter PGJ-04 2.5 Turf Rotor, 4.0" Pop-Up. Adjustable and Full Circle.	3	40	2.5	28'
3.0	Hunter PGJ-04 3.0 Turf Rotor, 4.0" Pop-Up. Adjustable and Full Circle.	14	40	3	31'

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	Hunter PGV-100G 1in. Plastic Electric Remote Control Valve. Female NPT Inlet/Outlet. Globe Configuration, No Flow Control.	5
C	Hunter XC-800 8 Station Controller, Residential Use. Plastic Cabinet. 120 VAC.	1
R	Hunter MINI-CLIK Rain Sensor, mount per manufacturer's recommendations	1
POC 1"	Pump and well capable of producing between 10 and 25 gpm. Coordinate with owner for location.	1
	Irrigation Lateral Line: PVC Class 160 SDR 26	1,373 lf
	Irrigation Mainline: 2" PVC Class 200 SDR 21	125.3 lf
	Pipe Sleeve: PVC schedule 40 sleeving To be sized 2 times larger than lateral or mainline pipes.	41.8 lf



IRRIGATION NOTES

1. Verify all conditions and dimensions shown on the plans at the site prior to commencement of work under this contract.
2. All irrigation installation shall conform to local codes.
3. Piping on plans is diagrammatically routed for clarity. Route to avoid conflict with specimen plants, utilities and structures not shown on the plans. All piping should be installed outside of Right of Ways unless at Right of Ways usage permit has been recieved. Design modifications may be made only as necessary to meet field conditions and only as acceptable to Irrigation Designer.
4. Adjust sprinkler's arc and radius to assure 100% coverage. Use variable arc nozzels where necessary to prevent overspray onto hard surfices
5. Main line shall be class 200 PVC. Laterals shall be Class 160 PVC.
6. Where mains and/or laterals are covered by paving, schedule 40 PVC sleeve shall be used. Installer shall coordinate placement of sleeves with general contractor.
7. All mains shall be buried a minimum of 16" below grade.
8. All laterals shall be buried a minimum of 12" below grade.
9. All valves shall be installed in AMETEK VP-10 valve boxes.
10. Use special glue on heavy walled flexible PVC pipe connections. NOTE: barbed fittings and poly pipe are an acceptable alternative. (i.e. Toro "Funny Pipe" or RainBird "Flex Pipe".Submit shop drawings for review and approval.
11. The system requires a minimum of 55 g.p.m. at a minimum of 60 p.s.i. at the point of connection. Verify that required flows and pressures are available prior to ordering materials and or commencing with the installation. Report any discrepancies to the irrigation consultant
12. Irrigation heads installed along roadways and sidewalks shall be installed and adjusted as to prevent water from spraying onto the pavement surfaces.

Irrigation Bid Notes

1. Any discrepancies concerning the materials or conditions of the site that shall inhibit the installation as drawn shall be brought to the attention of the owners representatives. Issues found prior to bid will become a condition of the bid after the award of the contract.
2. After the award of the contract, any discrepancies in the plans or additional materials and costs because of pre-existing conditions at the site shall not be a reason for any additional charges to the owners.
3. These bid conditions are not to be considered all inclusive. There may be additional conditions included in other documents of the construction agreement. It is the contractor's responsibility to make himself and his subcontractors aware of any other such conditions.
4. The quantities on the irrigation schedule are for the convenience of the contractor only and not to be considered as the final quantity for bid and installation. The callouts and entities drawn on the plans take precedence over the materials list.
5. The contractor shall be responsible for his own takeoffs of the plantings as drawn.
6. The contractor shall be expected to visit the site prior to bid. The contractor shall have an understanding of the on site conditions to prepare his bid. Conditions existing prior to bid will become a condition of the bid after the bid is accepted by the client.

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing Issue Date: 8-30-26

REVISIONS:

No.	Date	By	Description
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Project:

Manneh Residence

Location:

410 Second Ave.
Melbourne Beach

Landscape Plan

This Drawing and The Designs Represented Herein are The Exclusive Property of Environmental Design Services, and May Not Be Reproduced, Used, or Disseminated Without Written Permission.

Sheet #:
IR-2

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	none
Sheet	2 of 2

STORMWATER MANAGEMENT

CALCULATIONS

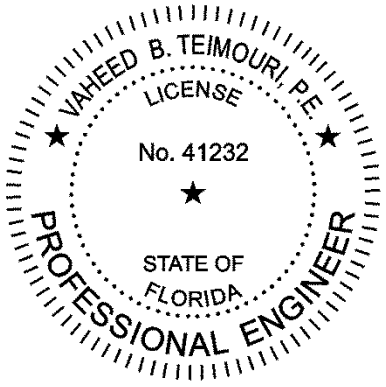
FOR

410 Second Avenue
PROJECT NO. 2026-132

PREPARED BY:

TEIMOURI & Associates, Inc.
32 East New Haven Avenue
Melbourne, Florida 32901

August 28, 2026



Pre-Development

Total Site Area	= 18,000 sf	Soil Type: Canaveral Palm Beach
Total Drainage Area	= 18,000 sf	Group A, C_N = 49
Impervious area	= 6,900 sf	C_N = 98
Pervious area	= 11,100 sf	C_N = 49
Total drainage area	= 18,000 sf	C_N Weighted = 68

Time of Concentration: Using Kinematics Wave Equation
$T = \{(0.007)(nL)^{0.8}\} \div \{(P_2)^{0.5}(S)^{0.4}\}$
L=150 ft @ S=0.0093% (From 8.8' to 7.4)
n= 0.15, P_2 = 5"
T_c = 0.245 hrs

Post Development

Total Site Area	= 18,000 sf	
Total Drainage area	= 18,000 sf	
Impervious area	= 8,219 sf	C_N = 98
Lake areas	= 0 sf	C_N = 100
Pervious area	= 9,781 sf	C_N = 49
Total drainage area	= 18,000 sf	C_N Weighted = 71

$T = \{(0.007)(nL)^{0.8}\} \div \{(P_2)^{0.5}(S)^{0.4}\}$
L=65 ft @ S=2% (From 17.5' to 16.5')
n= 0.012, P_2 = 5"
T_c = 0.04hrs
Use 0.1 hrs as minimum

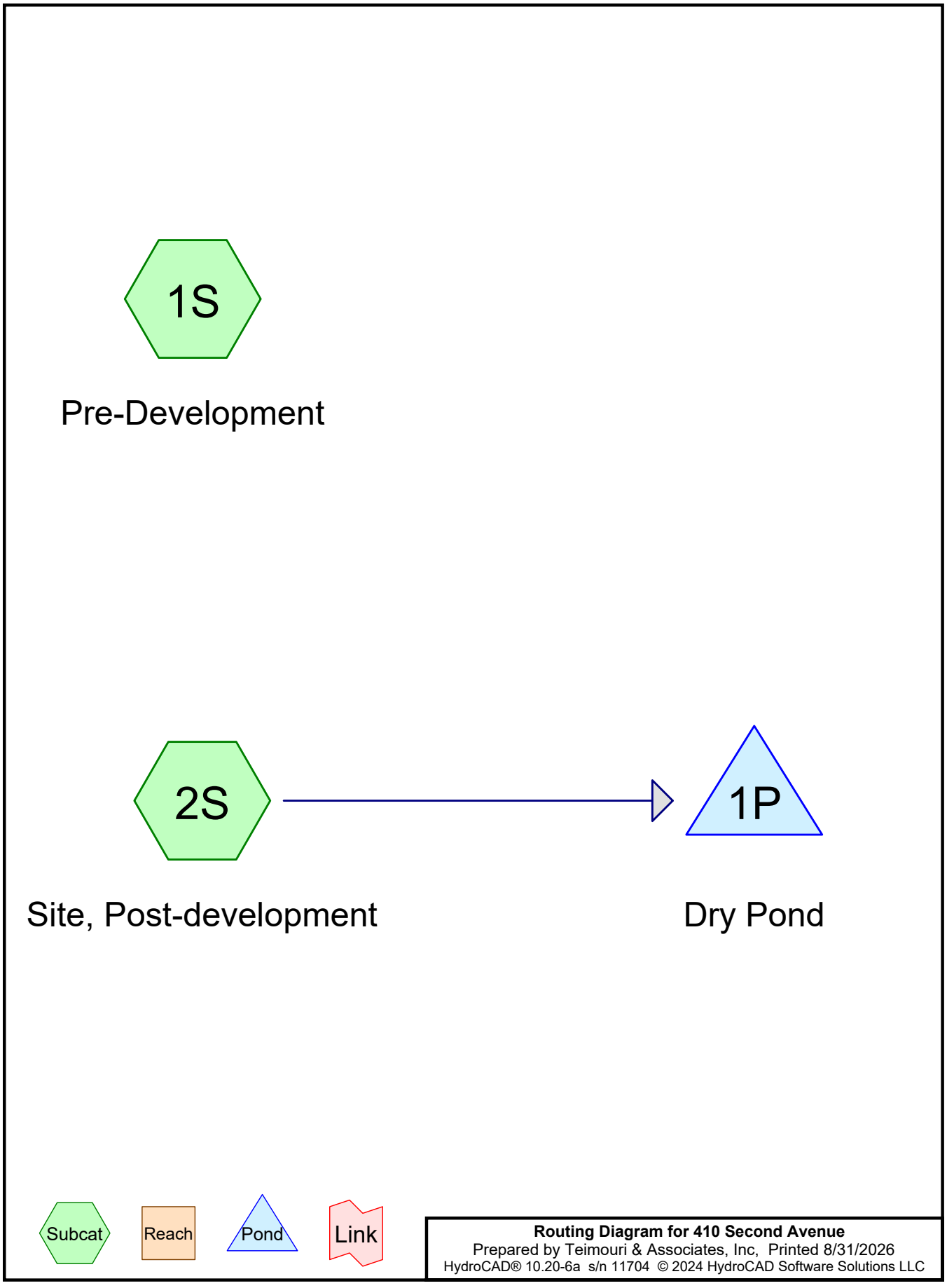
Required Retention Volume:
(18,000 sf X 1 /12 ft) = 1,500 cf (1" of treatment)

Provided retention volume = 2,330 cf (1.55" treatment) @ 8.5"

ELEVATION	AREA	VOLUME	ACC. VOLUME
8.5	3,462		2,330
		2,330	
7.5	1,199		0

RECOVERY TIME FOR TREATMENT VOLUME FOR DRY POND

Retention Volume, cf =	2,330
Retention Elevation, ft =	8.5
Area of Retention Bottom, sf =	1199
Bottom Elevation =	7.5
Seasonal High Water =	6
Horizontal Permeability, ft/hr =	6.5
Vertical Permeability, ft/hr =	1.5
Impermeable Layer, ft =	0.3
Porosity =	540
Vu =	1
hv =	0.45
hu =	4.33
Kvu =	2.17
Id =	0.21
t sat, hr =	
	1790
Remaining volume, cf =	8.2
Remaining volume elev., ft =	1.5
hc = hb ,ft =	0.7
h2, ft =	2.2
Ht, ft =	0.68
Fy =	350
L, ft =	10
W, ft =	0.8
Fx =	4.5
H, ft =	5.25
D, ft=	
t, hrs. =	1.14
t total, hrs. =	1.35


1S
Pre-Development
2S
1P
Site, Post-development
Dry Pond
Subcat
Reach
Pond
Link
Routing Diagram for 410 Second Avenue
Prepared by Teimouri & Associates, Inc, Printed 8/31/2026
HydroCAD® 10.20-6a s/n 11704 © 2024 HydroCAD Software Solutions LLC

Rainfall Events Listing (selected events)

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

Area Listing (all nodes)

Area (acres)	CN	Description (subcatchment-numbers)
0.347	98	(1S, 2S)
0.225	49	(2S)
0.255	49	50-75% Grass cover, Fair, HSG A (1S)
0.826	**70**	**TOTAL AREA**

Time span=0.00-30.00 hrs, dt=0.01 hrs, 3001 points
Runoff by SCS TR-20 method, UH=SCS, Weighted-CN
Reach routing by Stor-Ind+Trans method - Pond routing by Stor-Ind method

Subcatchment 1S: Pre-Development Runoff Area=18,000 sf 38.33% Impervious Runoff Depth=4.24"
Flow Length=115' Slope=0.0043 '/' Tc=16.2 min CN=68 Runoff=1.06 cfs 0.146 af

Subcatchment 2S: Site, Post-development Runoff Area=18,000 sf 45.66% Impervious Runoff Depth=4.58"
Tc=10.0 min CN=71 Runoff=1.21 cfs 0.158 af

Pond 1P: Dry Pond Peak Elev=7.95' Storage=725 cf Inflow=1.21 cfs 0.158 af
Outflow=0.88 cfs 0.158 af

Total Runoff Area = 0.826 ac Runoff Volume = 0.304 af Average Runoff Depth = 4.41"
58.00% Pervious = 0.479 ac 42.00% Impervious = 0.347 ac

Summary for Subcatchment 1S: Pre-Development

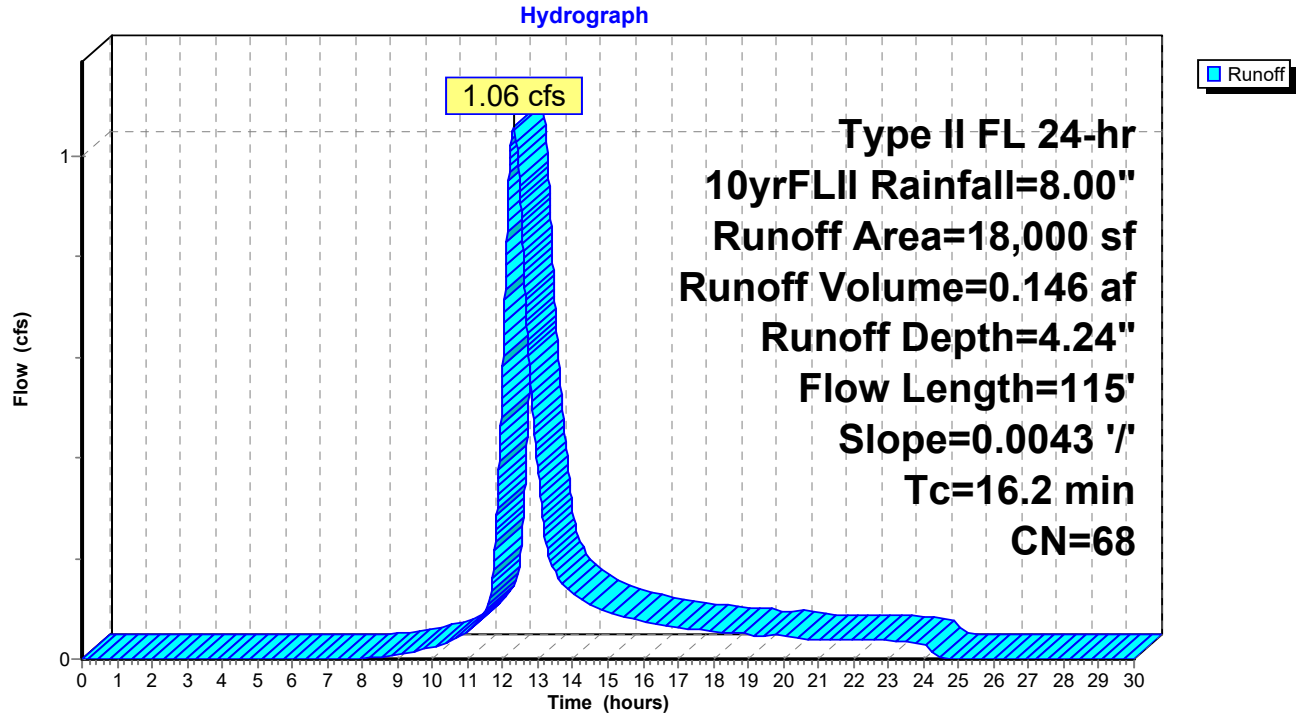
Runoff = 1.06 cfs @ 12.30 hrs, Volume= 0.146 af, Depth= 4.24"

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
Type II FL 24-hr 10yrFLII Rainfall=8.00"

	Area (sf)	CN	Description
	11,100	49	50-75% Grass cover, Fair, HSG A
*	6,900	98	
	18,000	68	Weighted Average
	11,100		61.67% Pervious Area
	6,900		38.33% Impervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
16.2	115	0.0043	0.12		**Sheet Flow,** Grass: Short n= 0.150 P2= 5.00"

Subcatchment 1S: Pre-Development



Hydrograph for Subcatchment 1S: Pre-Development

Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)
0.00	0.00	0.00	0.00
0.50	0.02	0.00	0.00
1.00	0.07	0.00	0.00
1.50	0.12	0.00	0.00
2.00	0.18	0.00	0.00
2.50	0.23	0.00	0.00
3.00	0.28	0.00	0.00
3.50	0.34	0.00	0.00
4.00	0.41	0.00	0.00
4.50	0.47	0.00	0.00
5.00	0.53	0.00	0.00
5.50	0.61	0.00	0.00
6.00	0.68	0.00	0.00
6.50	0.75	0.00	0.00
7.00	0.84	0.00	0.00
7.50	0.93	0.00	0.00
8.00	1.03	0.00	0.00
8.50	1.13	0.01	0.00
9.00	1.25	0.02	0.01
9.50	1.38	0.04	0.02
10.00	1.53	0.07	0.02
10.50	1.71	0.11	0.04
11.00	1.94	0.18	0.06
11.50	2.27	0.29	0.10
12.00	3.67	1.00	**0.58**
12.50	5.32	2.11	**0.92**
13.00	5.92	2.56	0.38
13.50	6.18	2.76	0.17
14.00	6.38	2.92	0.13
14.50	6.55	3.05	0.11
15.00	6.69	3.16	0.09
15.50	6.81	3.26	0.08
16.00	6.93	3.35	0.08
16.50	7.03	3.43	0.07
17.00	7.12	3.51	0.06
17.50	7.21	3.58	0.06
18.00	7.29	3.64	0.05
18.50	7.36	3.71	0.05
19.00	7.43	3.76	0.05
19.50	7.50	3.82	0.05
20.00	7.57	3.88	0.05
20.50	7.63	3.93	0.04
21.00	7.69	3.97	0.04
21.50	7.74	4.02	0.04
22.00	7.80	4.07	0.04
22.50	7.86	4.11	0.04
23.00	7.91	4.16	0.04
23.50	7.96	4.20	0.03
24.00	**8.00**	**4.24**	0.03
24.50	8.00	4.24	0.00
25.00	8.00	4.24	0.00
25.50	8.00	4.24	0.00
26.00	8.00	4.24	0.00
26.50	8.00	4.24	0.00
27.00	8.00	4.24	0.00
27.50	8.00	4.24	0.00
28.00	8.00	4.24	0.00
28.50	8.00	4.24	0.00
29.00	8.00	4.24	0.00
29.50	8.00	4.24	0.00
30.00	8.00	4.24	0.00

Summary for Subcatchment 2S: Site, Post-development

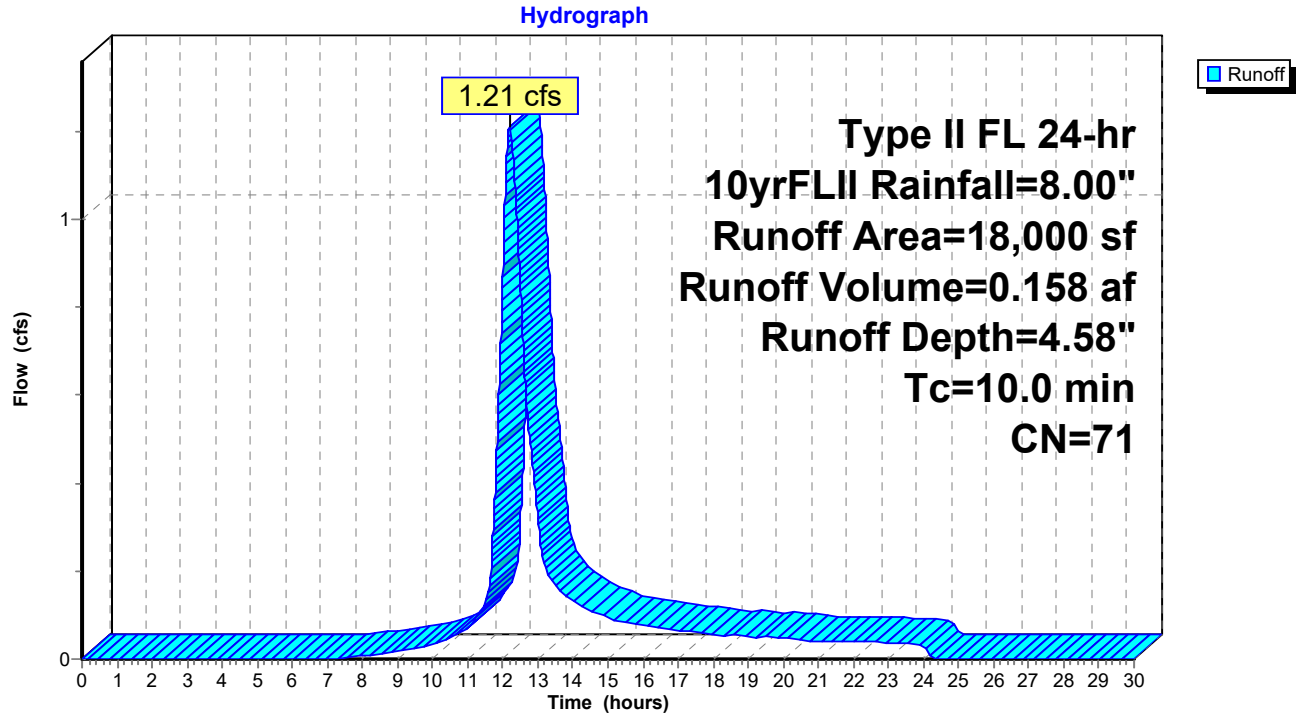
Runoff = 1.21 cfs @ 12.19 hrs, Volume= 0.158 af, Depth= 4.58"
Routed to Pond 1P : Dry Pond

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
Type II FL 24-hr 10yrFLII Rainfall=8.00"

	Area (sf)	CN	Description
*	9,781	49	
*	8,219	98	
	18,000	71	Weighted Average
	9,781		54.34% Pervious Area
	8,219		45.66% Impervious Area

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

Subcatchment 2S: Site, Post-development



Hydrograph for Subcatchment 2S: Site, Post-development

Time (hours)	Precip. (inches)	Excess (inches)	Runoff (cfs)
0.00	0.00	0.00	0.00
0.50	0.02	0.00	0.00
1.00	0.07	0.00	0.00
1.50	0.12	0.00	0.00
2.00	0.18	0.00	0.00
2.50	0.23	0.00	0.00
3.00	0.28	0.00	0.00
3.50	0.34	0.00	0.00
4.00	0.41	0.00	0.00
4.50	0.47	0.00	0.00
5.00	0.53	0.00	0.00
5.50	0.61	0.00	0.00
6.00	0.68	0.00	0.00
6.50	0.75	0.00	0.00
7.00	0.84	0.00	0.00
7.50	0.93	0.00	0.00
8.00	1.03	0.01	0.01
8.50	1.13	0.02	0.01
9.00	1.25	0.04	0.02
9.50	1.38	0.07	0.02
10.00	1.53	0.11	0.03
10.50	1.71	0.16	0.05
11.00	1.94	0.24	0.07
11.50	2.27	0.38	0.13
12.00	3.67	1.17	**0.87**
12.50	5.32	2.36	**0.85**
13.00	5.92	2.83	0.32
13.50	6.18	3.05	0.17
14.00	6.38	3.21	0.13
14.50	6.55	3.35	0.11
15.00	6.69	3.46	0.09
15.50	6.81	3.57	0.09
16.00	6.93	3.66	0.08
16.50	7.03	3.74	0.07
17.00	7.12	3.82	0.06
17.50	7.21	3.90	0.06
18.00	7.29	3.97	0.05
18.50	7.36	4.03	0.06
19.00	7.43	4.09	0.05
19.50	7.50	4.15	0.05
20.00	7.57	4.21	0.05
20.50	7.63	4.26	0.04
21.00	7.69	4.31	0.04
21.50	7.74	4.36	0.04
22.00	7.80	4.41	0.04
22.50	7.86	4.45	0.04
23.00	7.91	4.50	0.04
23.50	7.96	4.54	0.03
24.00	**8.00**	**4.58**	0.03
24.50	8.00	4.58	0.00
25.00	8.00	4.58	0.00
25.50	8.00	4.58	0.00
26.00	8.00	4.58	0.00
26.50	8.00	4.58	0.00
27.00	8.00	4.58	0.00
27.50	8.00	4.58	0.00
28.00	8.00	4.58	0.00
28.50	8.00	4.58	0.00
29.00	8.00	4.58	0.00
29.50	8.00	4.58	0.00
30.00	8.00	4.58	0.00

Summary for Pond 1P: Dry Pond

Inflow Area = 0.413 ac, 45.66% Impervious, Inflow Depth = 4.58" for 10yrFLII event
Inflow = 1.21 cfs @ 12.19 hrs, Volume= 0.158 af
Outflow = 0.88 cfs @ 12.48 hrs, Volume= 0.158 af, Atten= 27%, Lag= 17.5 min
Discarded = 0.88 cfs @ 12.48 hrs, Volume= 0.158 af

Routing by Stor-Ind method, Time Span= 0.00-30.00 hrs, dt= 0.01 hrs
Peak Elev= 7.95' @ 12.48 hrs Surf.Area= 2,070 sf Storage= 725 cf
Flood Elev= 8.50' Surf.Area= 3,462 sf Storage= 2,233 cf

Plug-Flow detention time= 5.3 min calculated for 0.158 af (100% of inflow)
Center-of-Mass det. time= 5.3 min (847.1 - 841.8)

Volume	Invert	Avail.Storage	Storage Description
#1	7.50'	2,233 cf	**Custom Stage Data (Conic)**Listed below (Recalc)

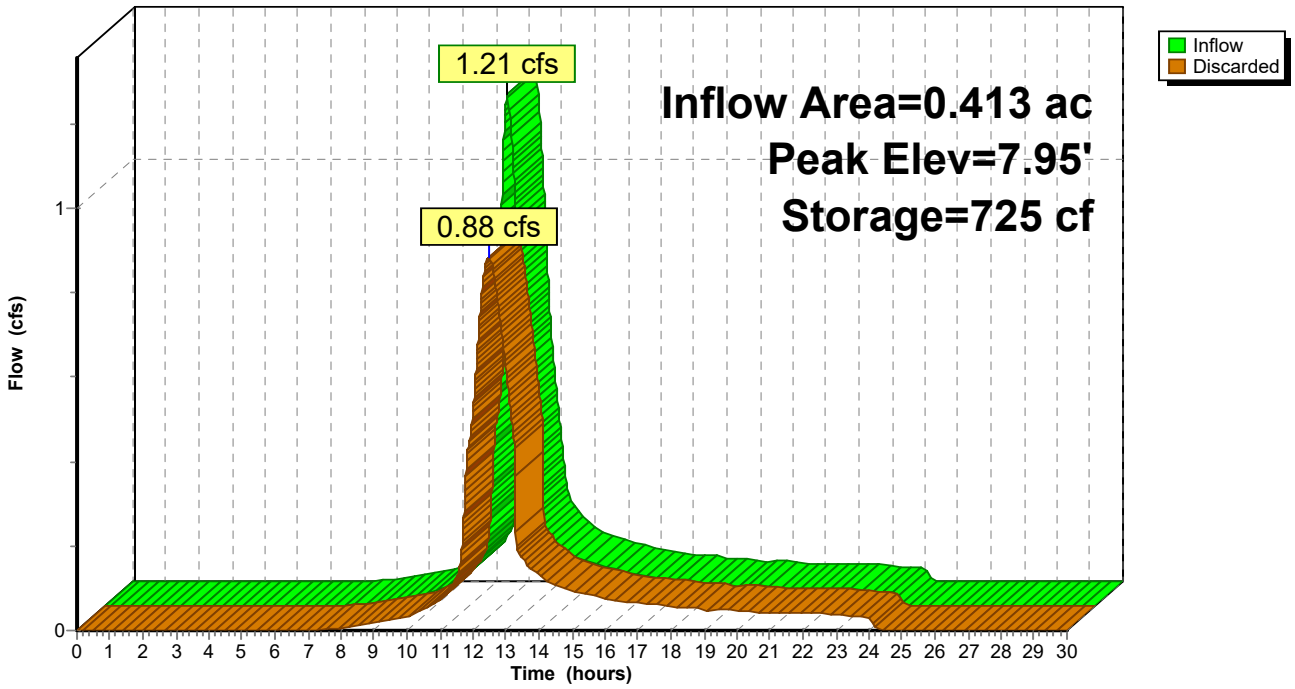
Elevation (feet)	Surf.Area (sq-ft)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
7.50	1,199	0	0	1,199
8.50	3,462	2,233	2,233	3,468

Device	Routing	Invert	Outlet Devices
#1	Discarded	7.50'	**15.000 in/hr Exfiltration over Wetted area** Conductivity to Groundwater Elevation = 6.00'

Discarded OutFlow Max=0.88 cfs @ 12.48 hrs HW=7.95' (Free Discharge)
1=Exfiltration (Controls 0.88 cfs)

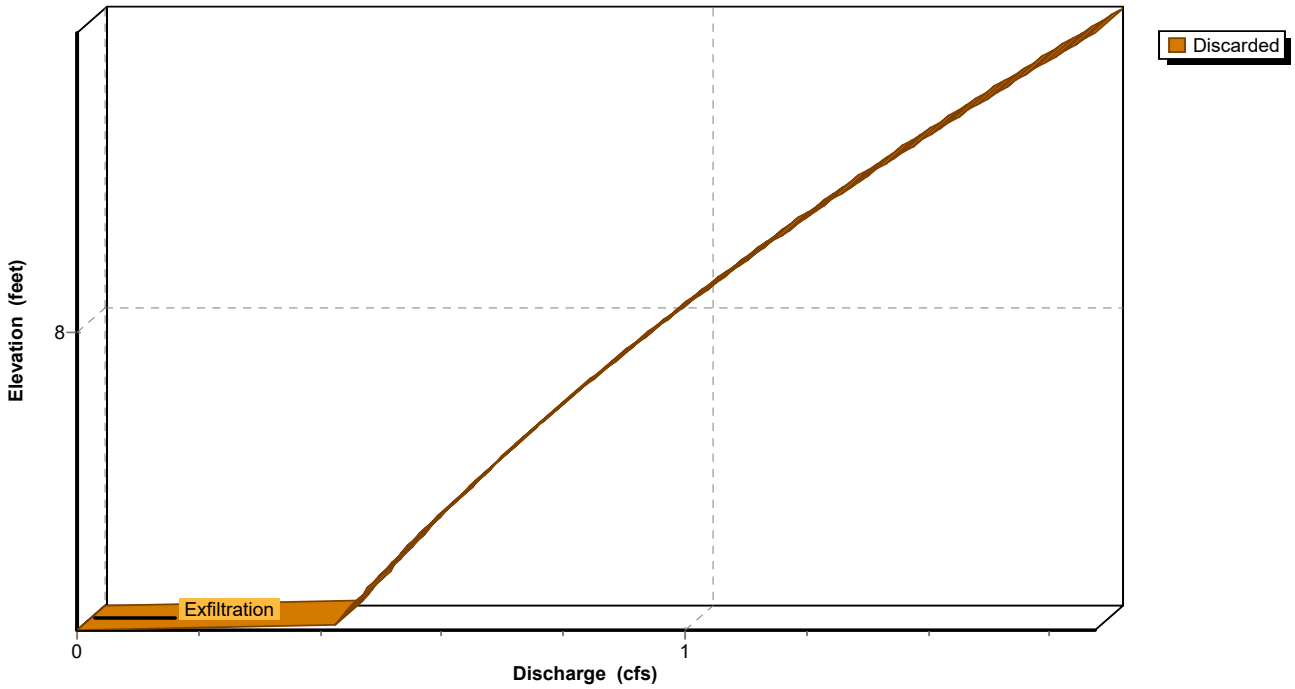
Pond 1P: Dry Pond

Hydrograph

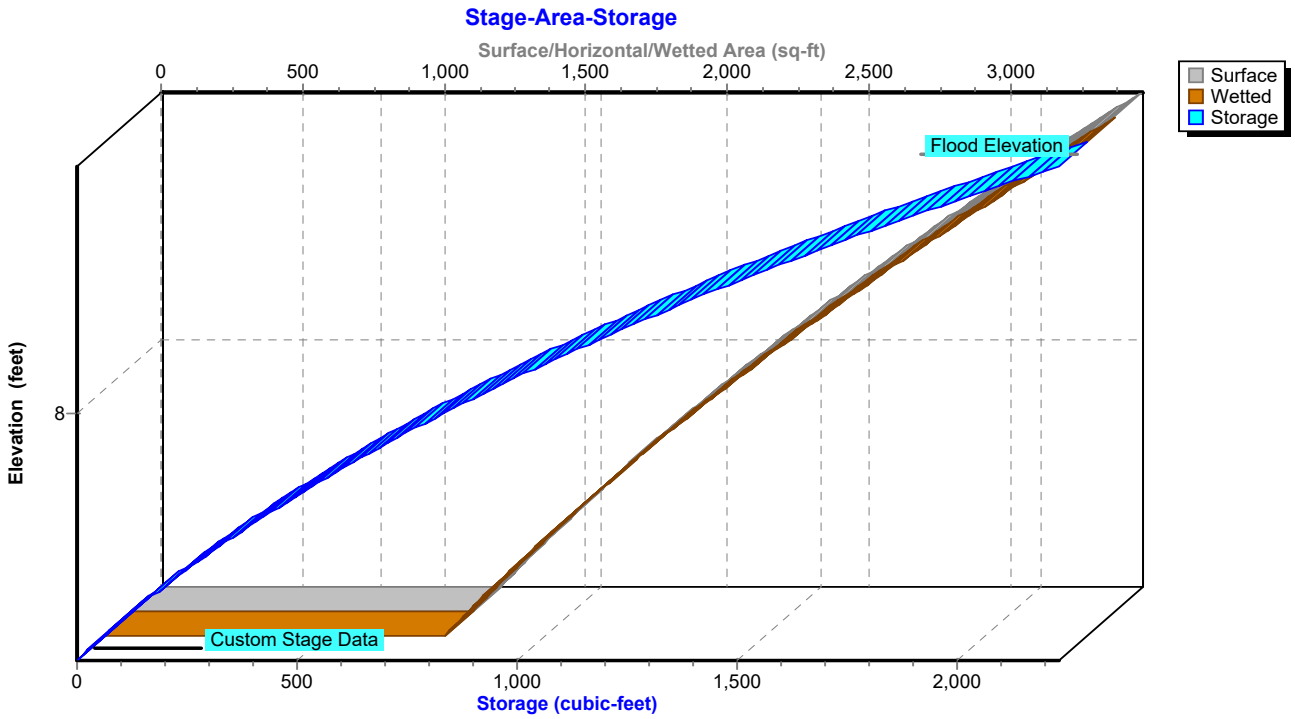


Pond 1P: Dry Pond

Stage-Discharge



Pond 1P: Dry Pond



Hydrograph for Pond 1P: Dry Pond

Time (hours)	Inflow (cfs)	Storage (cubic-feet)	Elevation (feet)	Discarded (cfs)
0.00	0.00	0	7.50	0.00
1.00	0.00	0	7.50	0.00
2.00	0.00	0	7.50	0.00
3.00	0.00	0	7.50	0.00
4.00	0.00	0	7.50	0.00
5.00	0.00	0	7.50	0.00
6.00	0.00	0	7.50	0.00
7.00	0.00	0	7.50	0.00
8.00	0.01	0	7.50	0.01
9.00	0.02	0	7.50	0.02
10.00	0.03	1	7.50	0.03
11.00	0.07	2	7.50	0.07
12.00	**0.87**	**138**	**7.61**	**0.51**
13.00	**0.32**	**303**	**7.72**	**0.62**
14.00	0.13	4	7.50	0.13
15.00	0.09	3	7.50	0.09
16.00	0.08	2	7.50	0.08
17.00	0.06	2	7.50	0.06
18.00	0.05	2	7.50	0.05
19.00	0.05	1	7.50	0.05
20.00	0.05	1	7.50	0.05
21.00	0.04	1	7.50	0.04
22.00	0.04	1	7.50	0.04
23.00	0.04	1	7.50	0.04
24.00	0.03	1	7.50	0.03
25.00	0.00	0	7.50	0.00
26.00	0.00	0	7.50	0.00
27.00	0.00	0	7.50	0.00
28.00	0.00	0	7.50	0.00
29.00	0.00	0	7.50	0.00
30.00	0.00	0	7.50	0.00

Stage-Discharge for Pond 1P: Dry Pond

Elevation (feet)	Discarded (cfs)	Elevation (feet)	Discarded (cfs)
7.50	0.00	8.03	0.98
7.51	0.42	8.04	1.00
7.52	0.43	8.05	1.01
7.53	0.44	8.06	1.02
7.54	0.45	8.07	1.04
7.55	0.46	8.08	1.05
7.56	0.47	8.09	1.06
7.57	0.48	8.10	1.08
7.58	0.49	8.11	1.09
7.59	0.50	8.12	1.10
7.60	0.51	8.13	1.12
7.61	0.52	8.14	1.13
7.62	0.53	8.15	1.14
7.63	0.53	8.16	1.16
7.64	0.54	8.17	1.17
7.65	0.55	8.18	1.19
7.66	0.56	8.19	1.20
7.67	0.57	8.20	1.21
7.68	0.58	8.21	1.23
7.69	0.59	8.22	1.24
7.70	0.60	8.23	1.26
7.71	0.61	8.24	1.27
7.72	0.62	8.25	1.29
7.73	0.64	8.26	1.30
7.74	0.65	8.27	1.31
7.75	0.66	8.28	1.33
7.76	0.67	8.29	1.34
7.77	0.68	8.30	1.36
7.78	0.69	8.31	1.37
7.79	0.70	8.32	1.39
7.80	0.71	8.33	1.40
7.81	0.72	8.34	1.42
7.82	0.73	8.35	1.44
7.83	0.74	8.36	1.45
7.84	0.75	8.37	1.47
7.85	0.77	8.38	1.48
7.86	0.78	8.39	1.50
7.87	0.79	8.40	1.51
7.88	0.80	8.41	1.53
7.89	0.81	8.42	1.55
7.90	0.82	8.43	1.56
7.91	0.84	8.44	1.58
7.92	0.85	8.45	1.59
7.93	0.86	8.46	1.61
7.94	0.87	8.47	1.63
7.95	0.88	8.48	1.64
7.96	0.90	8.49	1.66
7.97	0.91	8.50	**1.68**
7.98	0.92		
7.99	0.93		
8.00	0.95		
8.01	0.96		
8.02	0.97		

Stage-Area-Storage for Pond 1P: Dry Pond

Elevation (feet)	Surface (sq-ft)	Wetted (sq-ft)	Storage (cubic-feet)
7.50	1,199	1,199	0
7.52	1,233	1,233	24
7.54	1,267	1,267	49
7.56	1,302	1,302	75
7.58	1,337	1,337	101
7.60	1,373	1,373	128
7.62	1,409	1,409	156
7.64	1,445	1,446	185
7.66	1,482	1,483	214
7.68	1,520	1,521	244
7.70	1,558	1,559	275
7.72	1,596	1,597	306
7.74	1,635	1,636	339
7.76	1,675	1,676	372
7.78	1,714	1,716	406
7.80	1,755	1,756	440
7.82	1,796	1,797	476
7.84	1,837	1,839	512
7.86	1,879	1,880	549
7.88	1,921	1,923	587
7.90	1,964	1,966	626
7.92	2,007	2,009	666
7.94	2,050	2,053	707
7.96	2,094	2,097	748
7.98	2,139	2,141	790
8.00	2,184	2,187	834
8.02	2,229	2,232	878
8.04	2,275	2,278	923
8.06	2,322	2,325	969
8.08	2,369	2,372	1,016
8.10	2,416	2,419	1,063
8.12	2,464	2,467	1,112
8.14	2,512	2,516	1,162
8.16	2,561	2,565	1,213
8.18	2,610	2,614	1,264
8.20	2,660	2,664	1,317
8.22	2,710	2,714	1,371
8.24	2,761	2,765	1,426
8.26	2,812	2,816	1,481
8.28	2,864	2,868	1,538
8.30	2,916	2,920	1,596
8.32	2,968	2,973	1,655
8.34	3,021	3,026	1,715
8.36	3,075	3,080	1,776
8.38	3,129	3,134	1,838
8.40	3,183	3,188	1,901
8.42	3,238	3,243	1,965
8.44	3,293	3,299	2,030
8.46	3,349	3,355	2,097
8.48	3,405	3,411	2,164
8.50	**3,462**	**3,468**	**2,233**

Events for Subcatchment 1S: Pre-Development

Event	Rainfall (inches)	Runoff (cfs)	Volume (acre-feet)	Depth (inches)
10yrFLII	**8.00**	**1.06**	**0.146**	**4.24**

Events for Subcatchment 2S: Site, Post-development

Event	Rainfall (inches)	Runoff (cfs)	Volume (acre-feet)	Depth (inches)
10yrFLII	**8.00**	**1.21**	**0.158**	**4.58**

Events for Pond 1P: Dry Pond

Event	Inflow (cfs)	Discarded (cfs)	Elevation (feet)	Storage (cubic-feet)
10yrFLII	**1.21**	**0.88**	**7.95**	**725**

TABLE OF CONTENTS

Project Reports
1 Routing Diagram
2 Rainfall Events Listing (selected events)
3 Area Listing (all nodes)

10yrFLII Event
4 Node Listing
5 Subcat 1S: Pre-Development
7 Subcat 2S: Site, Post-development
9 Pond 1P: Dry Pond

Multi-Event Tables
15 Subcat 1S: Pre-Development
16 Subcat 2S: Site, Post-development
17 Pond 1P: Dry Pond

Regular Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 18, 2026

From: Building Department

RE: Site Plan Approval for 411 First Ave. – New Home

Background Information:

The Town received plans for a new home at 411 First Ave.

Recommendation:

Approve the site plan for 411 First Ave.

Attachments:

- Town Planner Letter – Pages 83-85
- Development Application – Pages 86-88
- Original Plans and Survey – Pages 89-103
- Stormwater Calculations Report – Pages 104-123

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

Applicable Codes:
Town of Melbourne Beach Land Development Code
Current Florida Building Code

Date:	**October 6, 2026**
Owner:	**411 First Avenue Land Trust**
Owner Address:	**411 First Avenue, Melbourne Beach FL 32951**
Site Address:	**411 First Avenue, Melbourne Beach FL 32951**
Parcel ID:	**28-38-07-FY-9-7**
Zoning:	**3RS - Single-Family**
Proposed Project:	**Demolish the existing home and construct a new single-family home**
References:	**Town of Melbourne Beach Code of Ordinances:** **7A-33 Single-Family Residential District** **7A-51.1, Site Plan Approval for Single-Family Residential Districts**
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 3RS**

1) The project includes the demolition of the existing home and construction of a new single-story home with three (3) bedrooms, two (2) full baths and 1 half bath, a covered entry with a courtyard, a laundry, a great room, a kitchen, a covered porch, 3-car garage, detached 1-car garage, a pool, and a spa. The total living area is 2,659 square feet, plus a car garage of 1,054 and a detached garage of 365 square feet, giving a total of 4,078 square feet. The report below references the plan used to determine compliance as there are some inconsistencies between the drawings provided.

   Lot area and dimension requirements:
   Lot area is 13,507 SF per survey (min. 10,000 SF)
   Lot width is 90 ft. (min. 90 ft.)
   Lot depth is 150.07 / 150.09 ft. per survey (min. 100 ft.)

2) Lot coverage maximum 30% for the principal structure.
   Lot coverage per plan is 29.62%
   Footprint of Primary Structure is 4,002 SF., inclusive of living area, covered entry and porch, and garage area, not including detached garage (lot coverage is that portion of the lot covered by the principal building, not including accessory structures).
   Maximum allowed for Primary Structure is 4,052.1 SF for Lot Area of 13,507 SF.
   Minimum pervious area per lot is 30%. Pervious area per the survey is 7,330 SF and 54.27%.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

3) Structure maximum height for zoning district is 28 feet.
   The proposed height measured from the finished floor elevation of 12.73 feet is 19 feet to the top of the roof, with decorative features extending to a maximum height of 24 feet. As per Section 7A-55 "any elevation of a building above the required elevation shall be included in the measurement of building height." As per the civil engineering plan the required finished floor elevation is 10.73 feet. Consequently, the height per 7A-55 is 21 feet to the top of roof and 26 feet to the top of the decorative features. This complies with the maximum allowable building height.
   Flood Zone: X per survey
   FFE: 12.73'

4) Setback requirements per the survey/plot plan:
   Primary Structure Front Setback: 25.3' (min. 25'.)
   Primary Structure Rear Setback: 31.07' (min. 25')
   Primary Structure West Side Setback: 15.09' (min. 15')
   Primary Structure East Side Setback: 15.08' (min. 15')

5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

6) On-site Storm water Retention Control measures shall be met, as applicable, and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.

7) Town Engineer will submit a review of the drainage plan included in this submittal per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued.

8) Landscape standards, as applicable, must be met at the time of building permitting, and a landscape plan is included in this submittal.

Based on the above review, the proposed site plan for the referenced property complies with The Town of Melbourne Beach Code of Ordinances.

Corey W. O'Gorman
Town Planner

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

411 First Avenue

IMPERVIOUS		**PERVIOUS**	
Primary Structure	4002	Open areas	6177
Detached Garage	365		
Driveway and Pavers	2963		
Total Paved Area	7330	Total Pervious	6177
Total Lot Area	13,507	Total Lot Area	13,507
% IMPERVIOUS	**54.27%**	**% PERVIOUS**	**45.73%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

NOTICE: Development Applications are public record under Florida Statute 119. Scammers have been known to target applicants with requests for payment. The Town of Melbourne Beach will never request payment via wire transfer. If you receive any requests for payment, contact Town Hall directly at 321-724-5860 to verify whether the request is legitimate. Please share this information with all parties named on the application.

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: 411 First Avenue, Melbourne Beach FL 32951

Address: 411 First Avenue, Melbourne Beach FL 32951

Parcel Number(s): 28-38-07-FY-9-7

Area (in acreage): 0.31 Area (in square feet): 13,503.6

Current Zoning: 2-RS Proposed Zoning: 2-RS

Current Future Land Use:_____ Proposed Future Land Use:_____

Brief Description of Application: Construction of New Single Family Home

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

IV. APPLICANT INFORMATION:

Property Owner

Name: Tracy & Sarah Sisk Phone: 405-323-7171

Address: 411 First Avenue, Melbourne Beach FL 32951 Fax: _____

_____ Email: tracysiskbpa@gmail.com

Applicant (if other than property owner)

Name: Carl Brunosson Phone: 321-720-8021

Address: 408 E Strawbridge Avenue, Melbourne Fax: _____

FL 32901 Email: will@groundedbuilds.com

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: _____ Date: 8-24-26

Print Name: Tracy Sisk Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 25th day of August, 2026, by Tracy Sisk,
who is/are personally known to me, or who has/have produced DL
as identification.

Allison Trebilcock
Signature of Notary Public, State of Florida

NOTARY SEAL

Allison Trebilcock
Comm.: HH 825322
Expires: Jul. 18, 2030
Notary Public - State of Florida

VI. APPLICANT CERTIFICATION:*

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

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

Signature: _____ Date: 08/24/2026

Print Name: Carl Brunosson Title: Owner - Grounded Builds

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 25th day of August, 2026, by Carl Brunosson,
who is/are personally known to me, or who has/have produced _____
as identification.

_____
Signature of Notary Public, State of Florida

NOTARY SEAL

Allison Trebilcock
Comm.: HH 825322
Expires: Jul. 18, 2030
Notary Public - State of Florida

VII. PROJECT DESCRIPTION:

Describe Application: _____

We are proposing the demolition of an existing single family home to build a new single family home with a complete site/drainage plan

Provide attachment if more space is needed.

Describe Existing Conditions: The current site is in good condition and the existing home is built in 1960

Provide attachment if more space is needed.

Custom Design for

Sisk Residence



FRONT ELEVATION

NOT TO SCALE

PROJECT SUMMARY

PROJECT NAME :	SISK RESIDENCE
PROJECT ADDRESS :	411 FIRST AVE, MELBOURNE BEACH FL, 32951
PROPOSED USE :	SINGLE FAMILY RESIDENTIAL
CONTRACTOR:	GROUNDED BUILDS

APPLICABLE CODES

FLORIDA BUILDING CODE:	FBC 8TH EDITION (2023)
MECHANICAL CODE :	2023
PLUMBING CODE :	2023
ELECTRICAL CODE :	NEC 2020
FIRE CODE :	FLORIDA FIRE PREVENTION CODE 2023

AUTHORITY / JURISDICTION : TOWN OF MELBOURNE BEACH

SCHEDULE OF DRAWINGS

SHEET	DESCRIPTION
G1	COVER SHEET
A1	PLOT PLAN
A2	FIRST FLOOR PLAN
A3	SECOND FLOOR PLAN
A4	ROOF PLAN
A5	GARAGE FLOOR PLAN & ROOF PLAN
A6	EXTERIOR ELEVATIONS
A7	EXTERIOR ELEVATIONS
A8	GARAGE ELEVATIONS
A9	GARAGE ELEVATIONS

AREA TABULATION

TOTAL LIVING:	2,474 SF
ENTRY	185 SF
COVERED PORCH	289 SF
DETACHED GARAGE	365 SF
GARAGE	1,054 SF
GRAND TOTAL:	4,372 SF

MITZ DESIGN GROUP

RESIDENTIAL PLANNING & DESIGN
• 105 SOUTH RIVERSIDE DR. •
•SUITE 200 INDIALANTIC FL. 32903•
•321-745-8609•
•ALEX@MITZDESIGNGROUP.COM•
•MITZDESIGNGROUP.COM•

JOB. NO.	22-061
DESIGNED	AAM
DRAWN	JAW
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

COVER PAGE

PLANNING AND ZONING

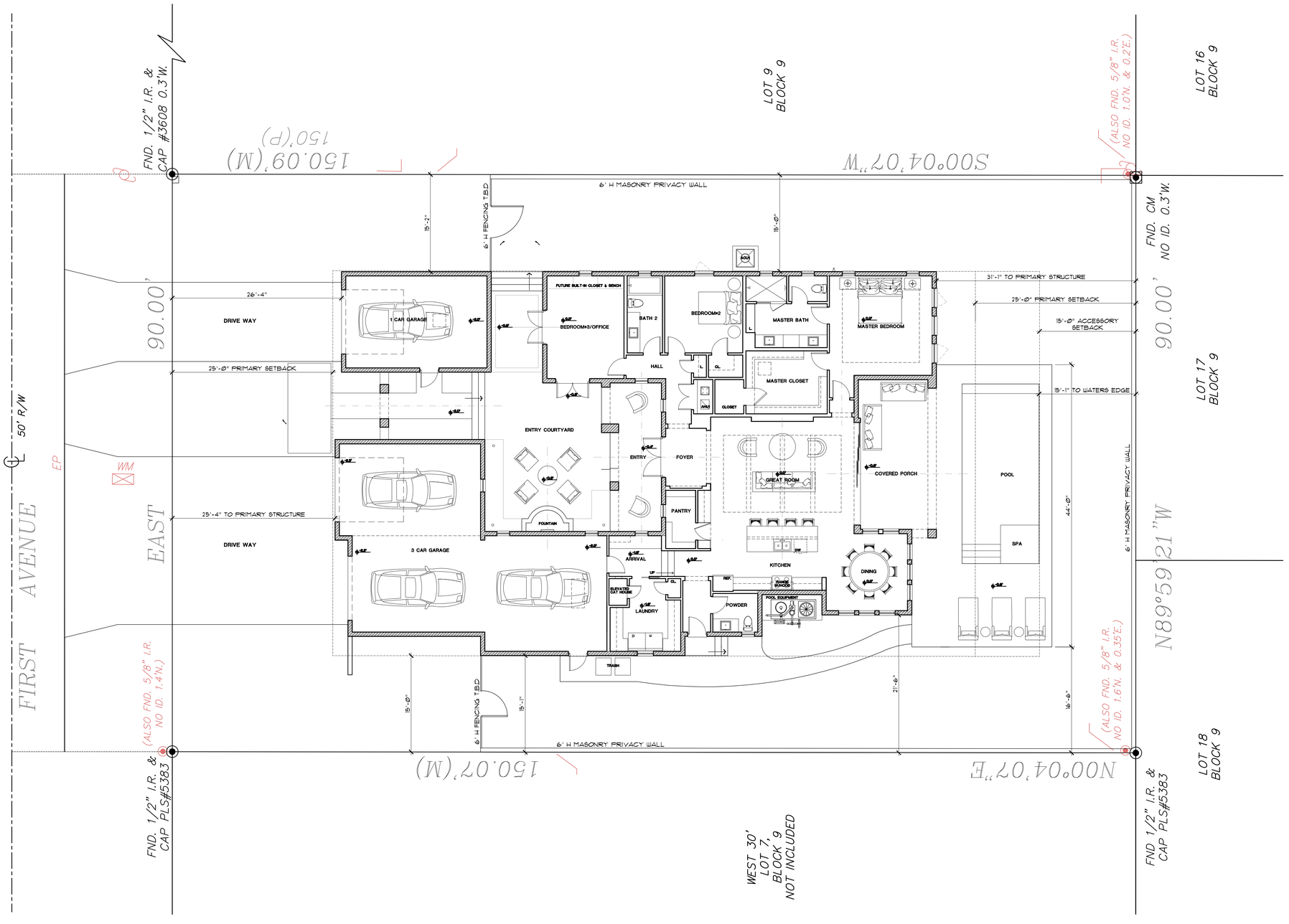
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ALEX MITZ, PRESIDENT DESIGNER

A1

SHEET 1



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DATE	8.24.26

	REVISIONS	BY	DATE
1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

PLOT PLAN

SCALE: 1/8"=1'-0"

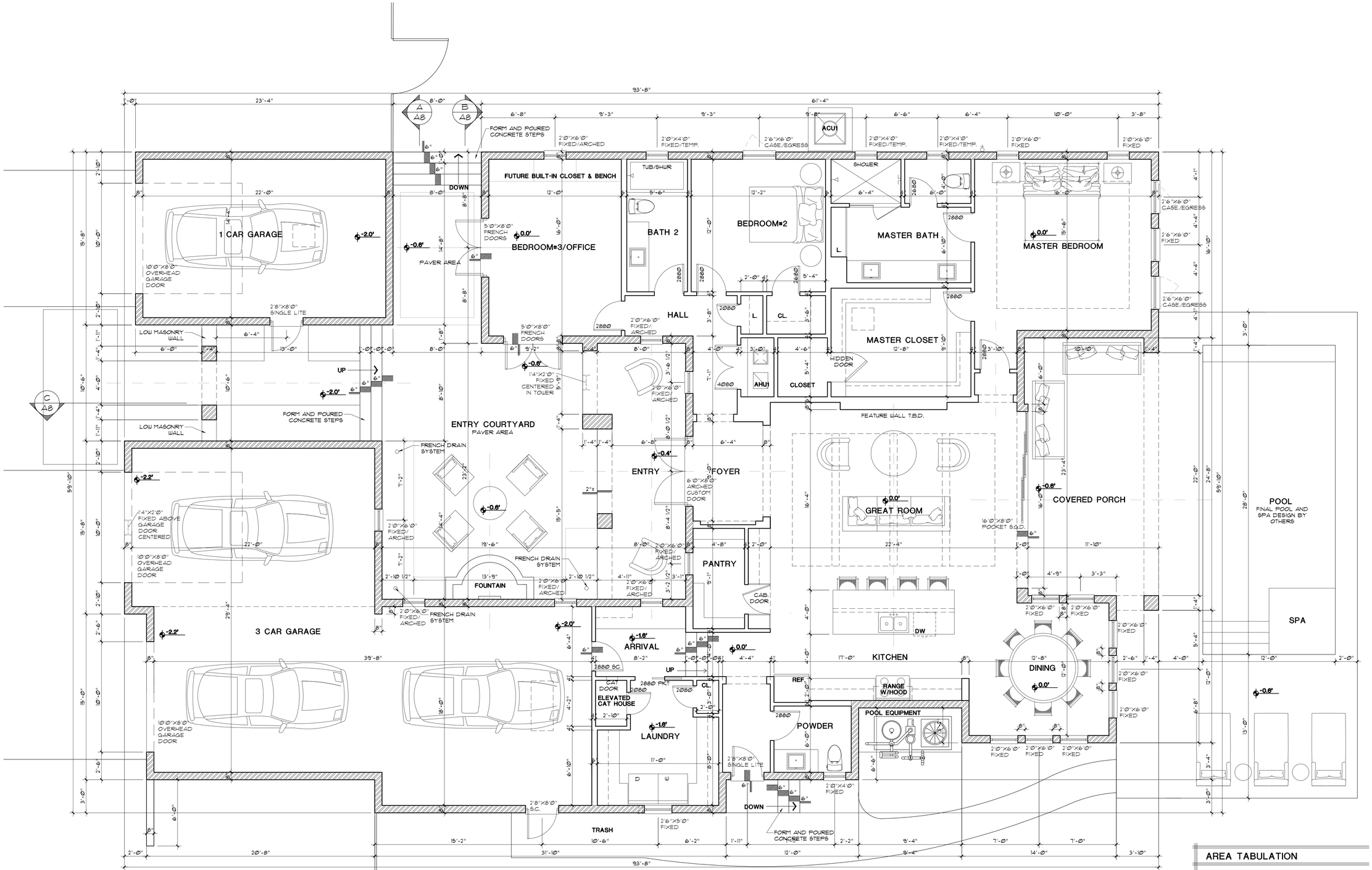
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ALEX MITZ, PRESIDENT DESIGNER

A2

SHEET 2



FLOOR PLAN

SCALE: 1/4"=1'-Ø"

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DESIGNED	AAM
DRAWN	JAW
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	-	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

FLOOR PLAN

PLANNING AND ZONING

SUBMITTAL

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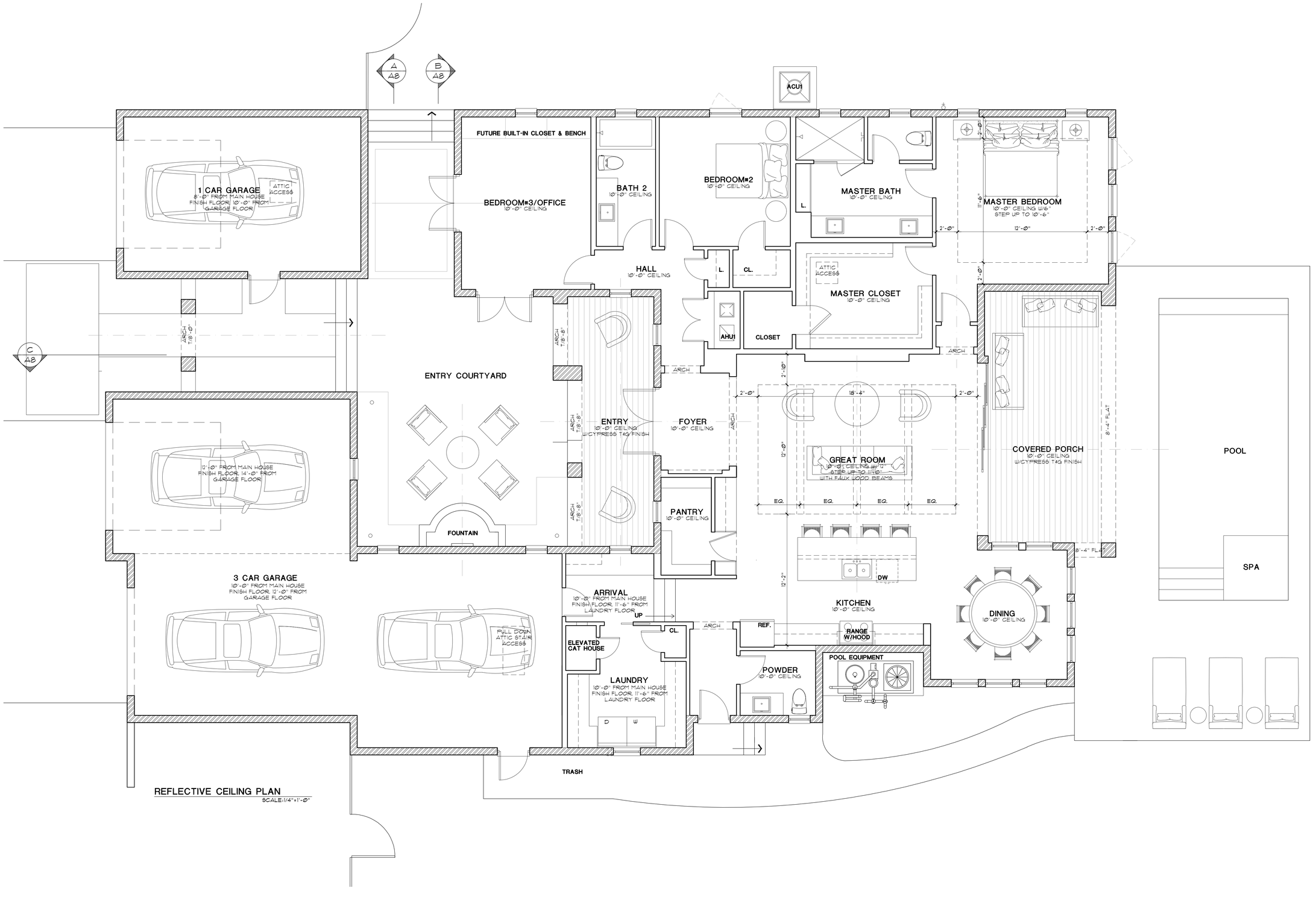
AREA TABULATION

TOTAL LIVING:	2,474 SF
ENTRY	185 SF
COVERED PORCH	288 SF
DETACHED GARAGE	365 SF
GARAGE	1,054 SF
GRAND TOTAL:	4,372 SF

ALEX MITZ, PRESIDENT DESIGNER

A3

SHEET 3



REFLECTIVE CEILING PLAN
SCALE: 1/4"=1'-0"

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JOB. NO.	22-061
DESIGNED	AAM
DRAWN	JAW
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	-	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

REFLECTIVE CEILING PLAN

PLANNING AND ZONING

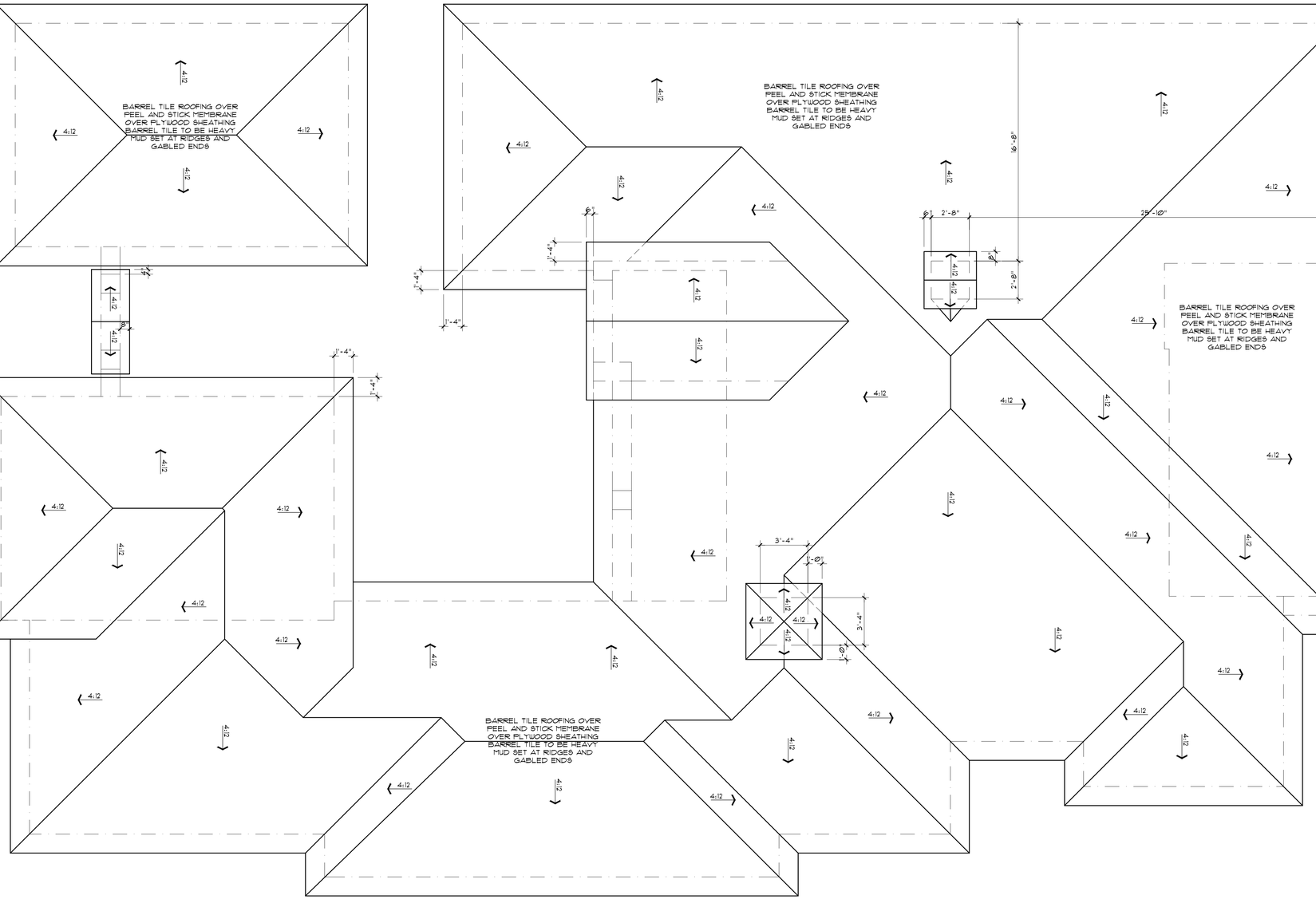
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ALEX MITZ, PRESIDENT DESIGNER

A4

SHEET 4



ROOF PLAN

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

A — TYP. ONE STORY WALL SECTION

SCALE 1/2"=1'-0"

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JOB. NO.	22-061
DESIGNED	AAM
DRAWN	JAW
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

ROOF PLAN

PLANNING AND ZONING

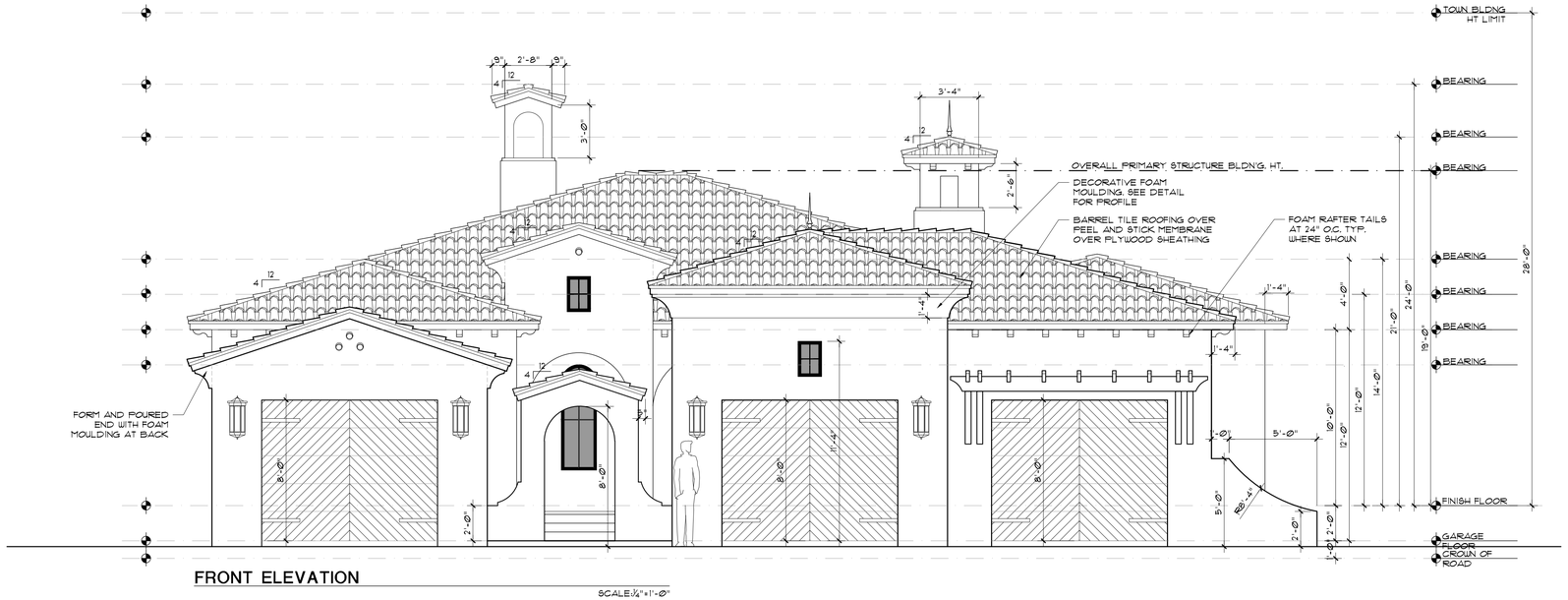
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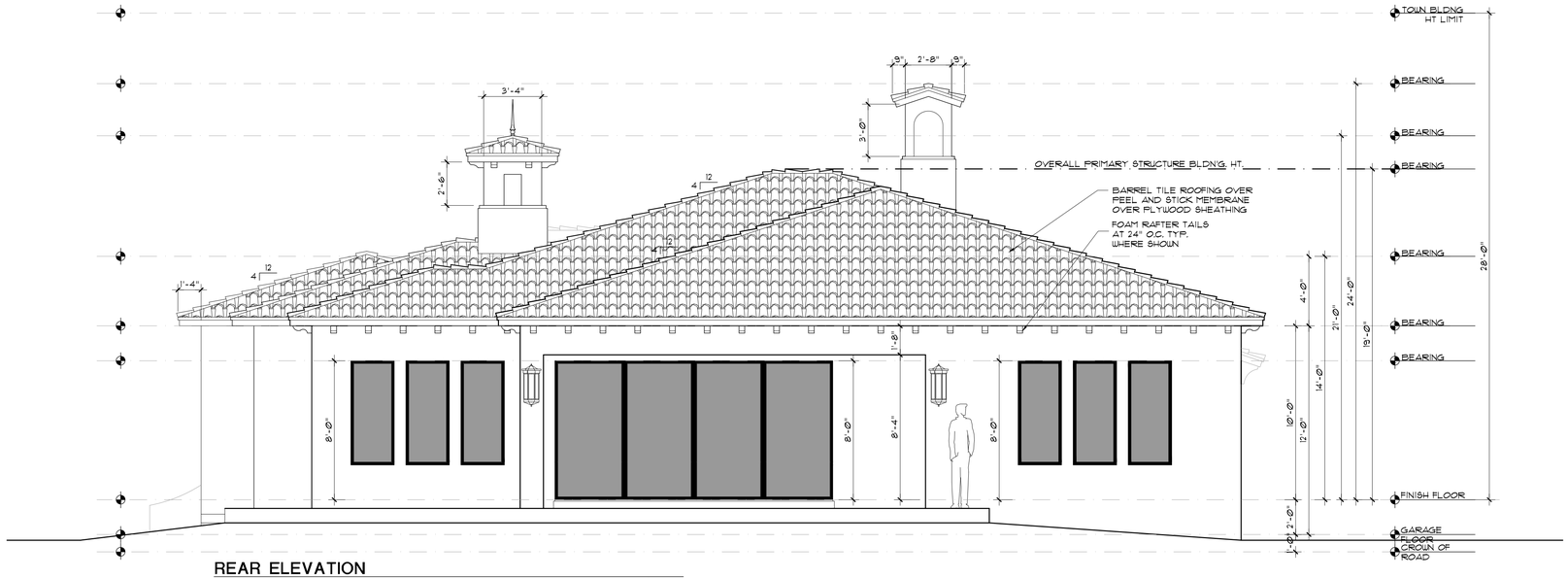
A5

SHEET 5



FRONT ELEVATION

SCALE: ¼" = 1'-0"



REAR ELEVATION

SCALE: ¼" = 1'-0"

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1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

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SHEET TITLE

EXTERIOR ELEVATIONS

PLANNING AND ZONING

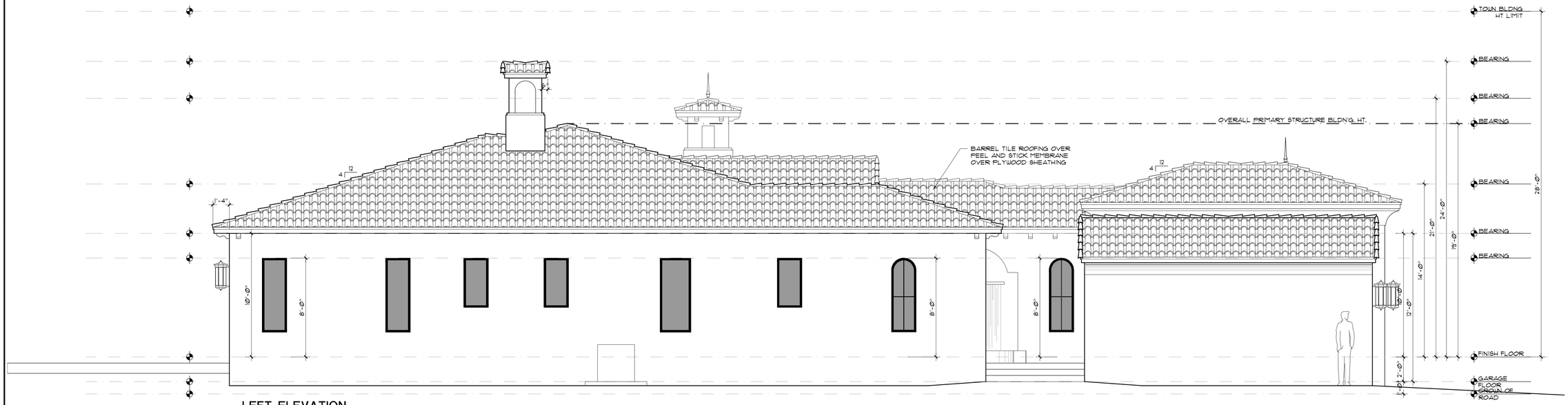
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ALEX MITZ, PRESIDENT DESIGNER

A6

SHEET 6



LEFT ELEVATION

SCALE: ¼"=1'-0"



RIGHT ELEVATION

SCALE: ¼"=1'-0"

MITZ DESIGN GROUP

RESIDENTIAL PLANNING & DESIGN
• 105 SOUTH RIVERSIDE DR. •
•SUITE 200 INDIALANTIC FL. 32903•
•321-745-8609•
•ALEX@MITZDESIGNGROUP.COM•
•MITZDESIGNGROUP.COM•

JOB. NO.	22-061
DESIGNED	AAM
DRAWN	JAW
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

EXTERIOR ELEVATIONS

PLANNING AND ZONING

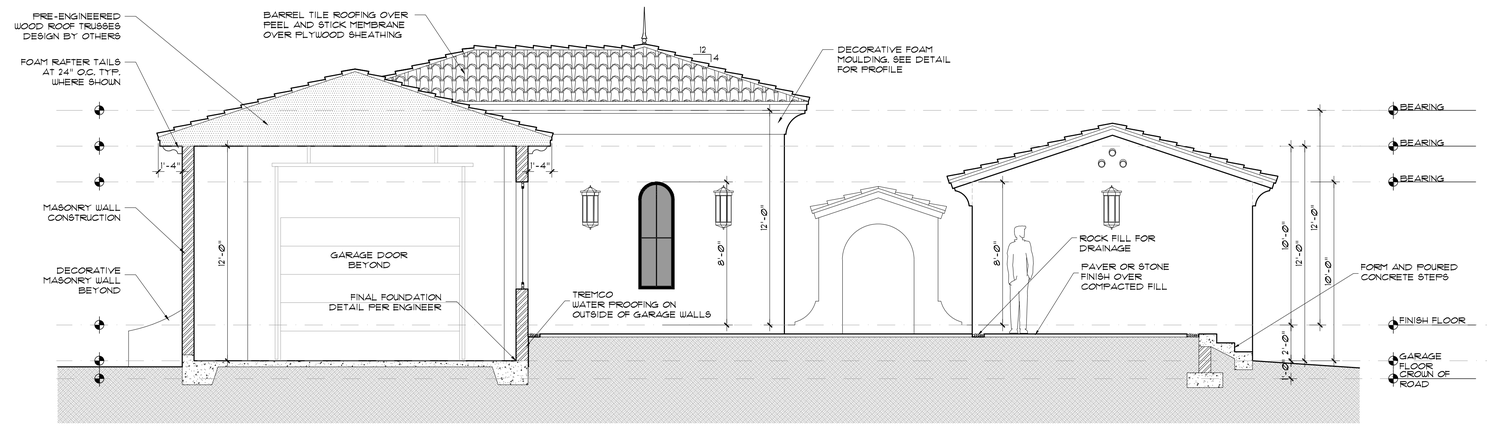
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ALEX MITZ, PRESIDENT DESIGNER

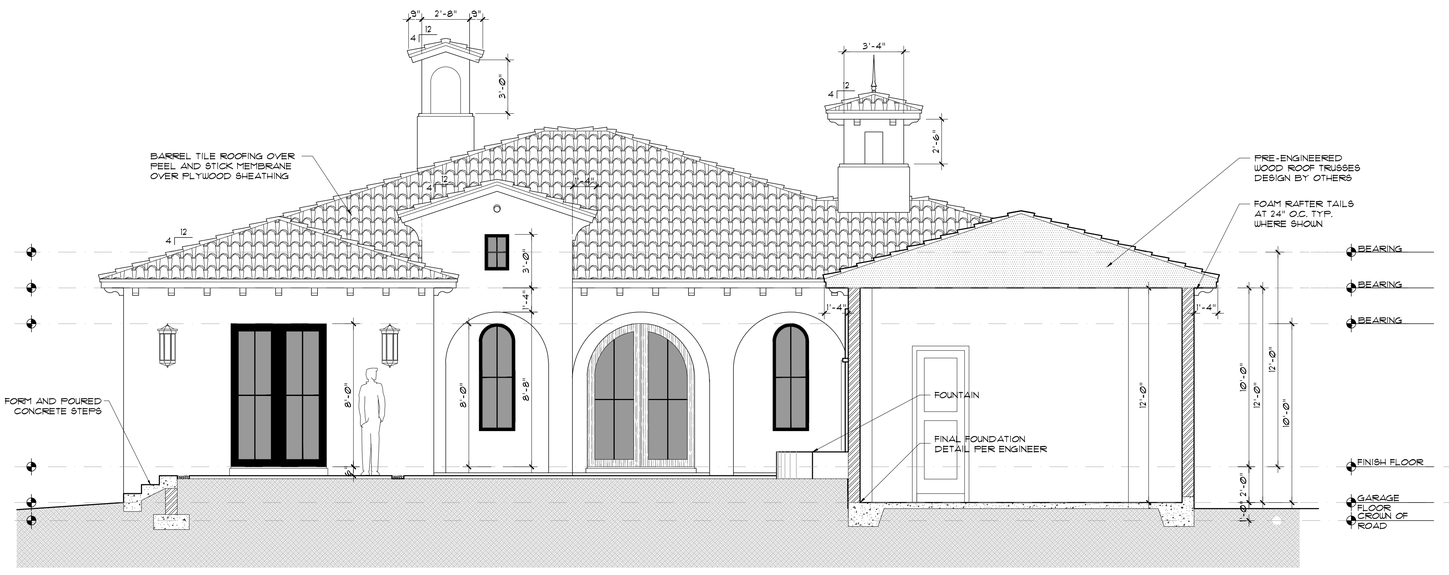
A7

SHEET 7



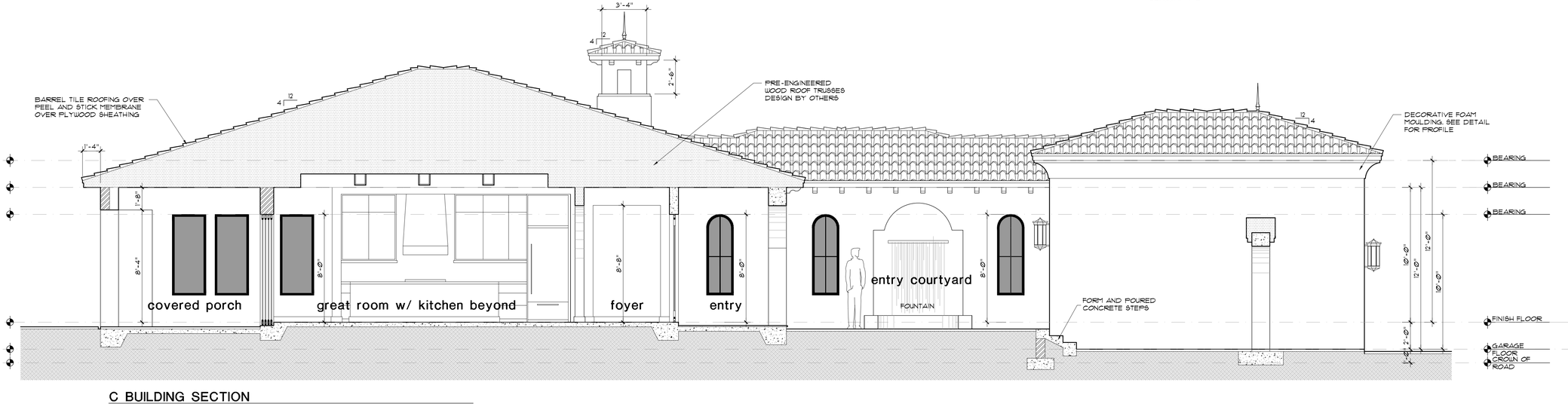
A BUILDING SECTION

SCALE: ¼"=1'-0"



B BUILDING SECTION

SCALE: ¼"=1'-0"



C BUILDING SECTION

SCALE: ¼"=1'-0"

MITZ DESIGN GROUP

RESIDENTIAL PLANNING & DESIGN
• 105 SOUTH RIVERSIDE DR. •
•SUITE 200 INDIALANTIC FL. 32903•
•321-745-8609•
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JOB. NO.	22-061
DESIGNED	AAM
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SCALE	AS SHOWN
DATE	8.24.26

	REVISIONS	BY	DATE
1	..	AAM	XX.XX.XX

CUSTOM DESIGN FOR

SISK RESIDENCE

ADDRESS:

411 FIRST AVE
MELBOURNE BEACH, FL, 32951

SHEET TITLE

BUILDING SECTIONS

PLANNING AND ZONING

SUBMITTAL

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ALEX MITZ, PRESIDENT DESIGNER

A8

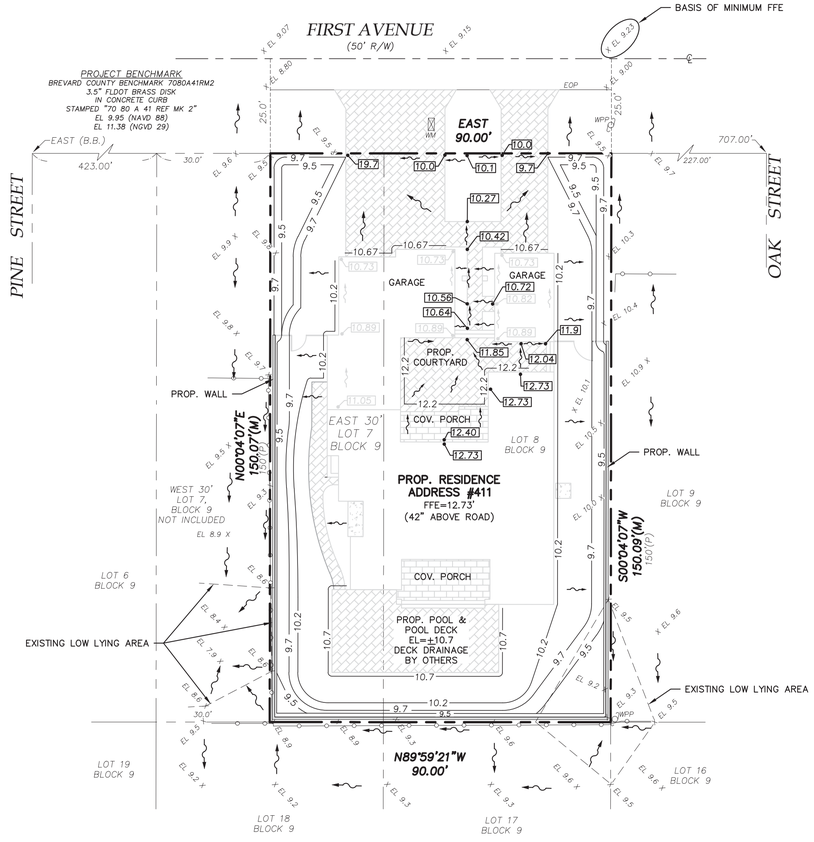
SHEET 8

GRADING NOTES

1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET 3/4" BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET. WHERE PHYSICAL BARRIERS PROHIBIT 6 INCHES OF FALL WITHIN 10 FEET, DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE.

BUILDING FOUNDATION NOTES:

1. THE STRUCTURAL ENGINEER SHALL DESIGN THE BUILDING FOUNDATION AND SITE WALLS IN ACCORDANCE WITH THE CRITERIA OF THE 2023 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH EDITION.
2. DRAINS SHALL BE PROVIDED AROUND FOUNDATIONS THAT RETAIN EARTH AND ENCLOSE HABITABLE OR USABLE SPACE LOCATED BELOW GRADE, AS APPLICABLE, IN ACCORDANCE WITH R405 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH ADDITION.
3. FOUNDATION WALLS THAT RETAIN EARTH AND ENCLOSE INTERIOR SPACE AND FLOORS BELOW GRADE SHALL BE WATERPROOFED OR DAMPPROOFED AS APPLICABLE IN ACCORDANCE WITH SECTION R406 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH EDITION.
4. TERMITE PROTECTION SHALL BE PROVIDED IN ACCORDANCE WITH SECTION R318 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH ADDITION.



GENERAL NOTES

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY & TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES, INC. JOB NO. 47316, LATEST REVISION DATED 8/27/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

MINIMUM FINISHED FLOOR ELEVATION:

TOWN:
THE LOWEST FLOOR ELEVATION MUST BE AT LEAST 18 INCHES ABOVE THE CROWN ELEVATION OF THE STREET ON WHICH THE PROPERTY ABUTS.

REQUIRED MINIMUM FFE
9.23' + 1.5' = 10.73'

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

GUTTERS SHALL BE INSTALLED TO COLLECT THE ROOF DRAINAGE WITH THE DOWNSPOUTS PIPED TO THE PERIMETER SWALE

AREA OF ALTERATION = 0.31 ACRES

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

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LEGAL DESCRIPTION: (BY SURVEYOR)

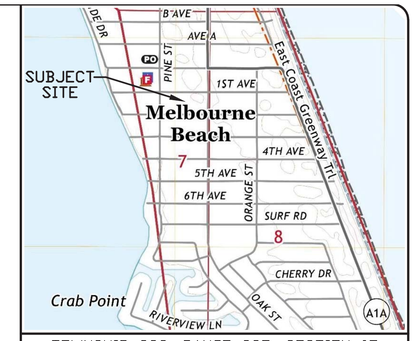
THE EAST 30 FEET OF LOT 7 AND ALL OF LOT 8, BLOCK 9, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12009C0608H
FIRM INDEX DATE: JAN 29, 2021
FLOOD ZONES: "X"

EROSION NOTES:

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



TOWNSHIP 28S, RANGE 38E, SECTION 07

VICINITY MAP
NTS

GENERAL STATEMENT:

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

OWNER:

SISK, SARAH S; SISK, TRACY
411 1ST AVE
MELBOURNE BEACH FL 32951

ENGINEER:

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

SURVEYOR:

AAL LAND SURVEYING SERVICES, INC.
3970 MILTON ROAD,
WEST MELBOURNE, FL 32904
(321) 768-8110

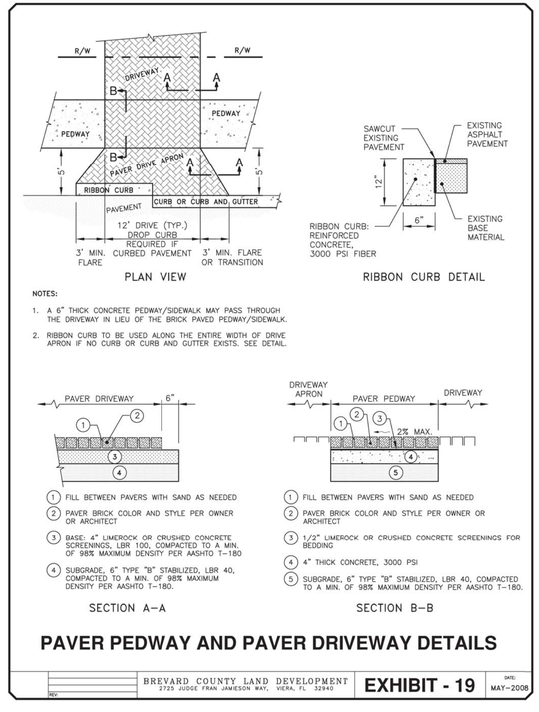
SITE ADDRESS:

411 FIRST AVE
MELBOURNE BEACH FL 32951

PARCEL ID: 28-38-07-FY-9-7

ACCOUNT NO: 2847428

SITE AREA: SITE AREA = ±0.31 AC (±13,507 SF)



PAVER PEDWAY AND PAVER DRIVEWAY DETAILS

REV	BREVARD COUNTY LAND DEVELOPMENT 2725 JUDGE FRAN JAMESON WAY, VIERA, FL 32940	EXHIBIT - 19	DATE: MAY-2008

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

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

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

"PRELIMINARY" SEPT 4, 2026

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

SHEET INDEX:

C-1 LOT DRAINAGE PLAN

NORTH

SCALE: 1"=20'

SISK, SARAH S; SISK, TRACY
411 1ST AVE
MELBOURNE BEACH FL 32951

SISK RESIDENCE

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

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

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THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE:

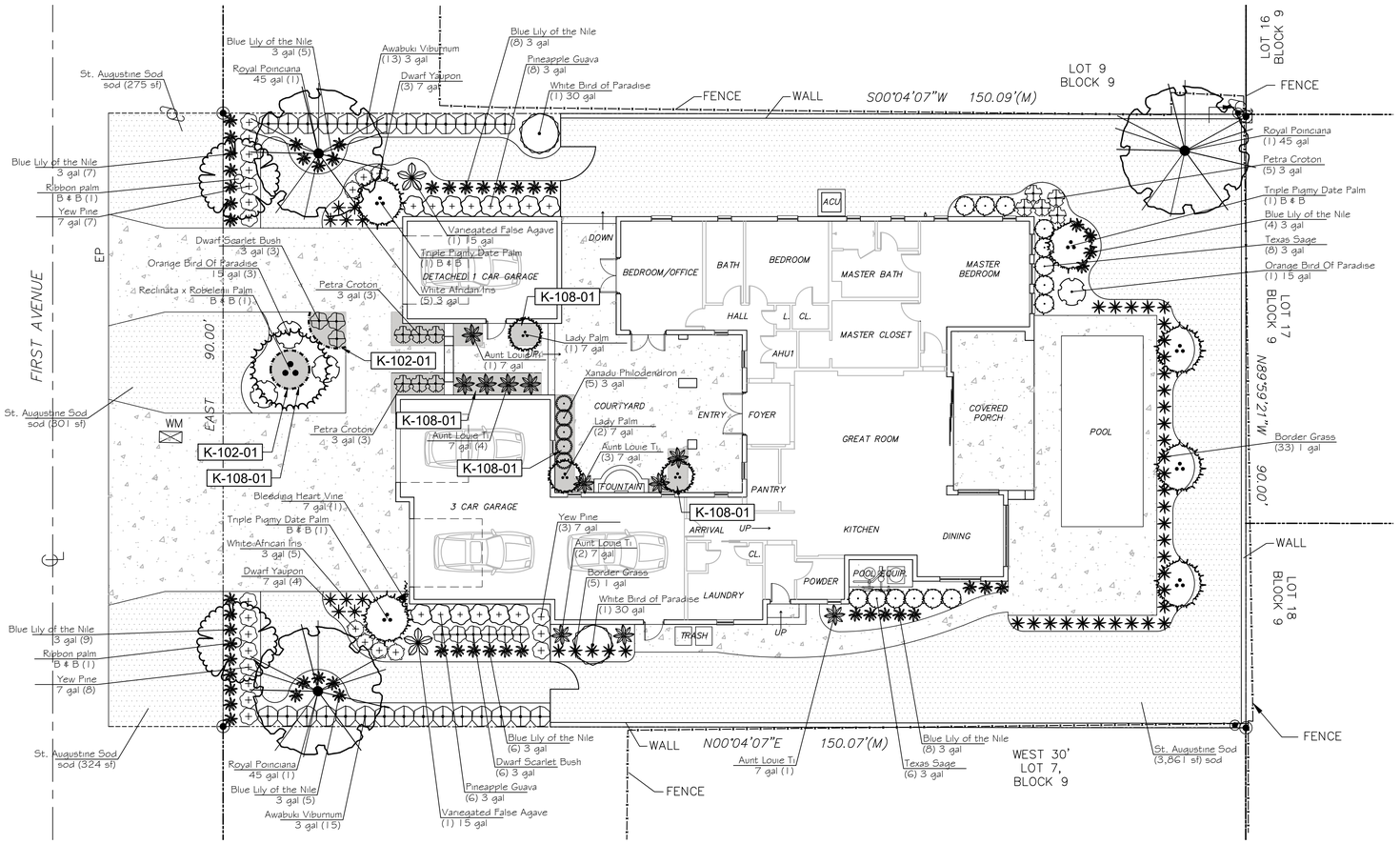
DATE

DESIGNED: CAB	DATE 09/02/26
DRAWN BY: CAB	09/02/26
CHECKED:	
APPROVED:	
ACAD CODE: 23310M01.DWG	
PROJECT NO: 23.310	

LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1



GRAPHIC SCALE

10 0 5 10 20 40

(IN FEET)
1 inch = 10 ft.

AREA TABULATION

TOTAL LIVING:		2,474 SF
ENTRY	185 SF	
COVERED PORCH	289 SF	
DETACHED GARAGE	365 SF	
GARAGE	1,054 SF	
GRAND TOTAL:		4,372 SF

SITE COVERAGE

LOT	13,500 SF
30% LOT COVERAGE FOR PRIMARY STRUCTURE	4,050 SF ALLOWABLE
PRIMARY STRUCTURE	3,980 SF
DETACHED GARAGE (ACCESSORY STRUCTURE) (NO REAL RULE HERE AS WE KNOW OF NOW)	365 SF
TOTAL IMPERVIOUS ALLOWABLE 70% WE HAVE SOME ROOM HERE	9,450 SF (7,505 SF)

THIS INCLUDES ALL STRUCTURES, SIDEWALKS, DRIVE WAYS, AC PADS ETC

Landscape Bid Notes

1. Any discrepancies concerning the materials or conditions of the site that shall inhibit the installation as drawn shall be brought to the attention of the owners representatives. Issues found prior to bid will become a condition of the bid after the award of the contract.
2. After the award of the contract, any discrepancies in the plans or additional materials and costs because of pre-existing conditions at the site shall not be a reason for any additional charges to the owners.
3. These bid conditions are not to be considered all inclusive. There may be additional conditions included in other documents of the construction agreement. It is the contractor's responsibility to make himself and his subcontractors aware of any other such conditions.
4. The quantities on the landscape schedule are for the convenience of the contractor only and not to be considered as the final quantity for bid and installation. The callouts and entities drawn on the plans take precedence over the materials list.
5. The contractor shall be responsible for his own takeoffs of the plantings as drawn.
6. The contractor shall be expected to visit the site prior to bid. The contractor shall have an understanding of the on site conditions to prepare his bid. Conditions existing prior to bid will become a condition of the bid after the bid is accepted by the client.

Sunshine 811

FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified Horticulture Professional
Brian K. Alderfer
H02184
Certification valid through 9/30/2027

FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified Landscape Designer
Brian K. Alderfer
D24936
Certification valid through 9/30/2027

Plans are not to be used for construction purposes unless marked "approved" by the City of Melbourne Beach.

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing Issue Date: 8-29-26

REVISIONS:

No.	Date	Description	By
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Project:
Sisk Residence

Location:
411 First Ave. Melbourne Beach, Fl.

Landscape Plan

This Drawing and The Designs Represented Herein are The Exclusive Property of Environmental Design Services, and May Not Be Reproduced, Used, or Disseminated Without Written Permission.

Sheet #: L-1

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'

Sheet 1 of 2

PLANT SCHEDULE

SYMBOL	COMMON / BOTANICAL NAME	CONT	CAL	SIZE	QTY	REMARKS
TREES						
	Royal Poinciana / Delonix regia	45 gal	2.5"Cal	12'-14'H x 4'-5'W	3	
PALM TREES						
	Ribbon palm / Livistona decipiens	B & B	Heavy	8' C.T.	2	
	Reclinata x Robelenii Palm / Phoenix reclinata x roebelenii	B & B	Multi-trunk	5'-6' O.A.	1	Specimen
	Triple Pigmy Date Palm / Phoenix roebelenii	B & B	Triple	6'-7' O.A.	6	
	Lady Palm / Rhapis excelsa	7 gal	Multi-trunk	3'-4' O.A.	3	sun grown

SYMBOL	COMMON / BOTANICAL NAME	SIZE	-	-	QTY	REMARKS
SHRUBS						
	Blue Lily of the Nile / Agapanthus africanus 'Blue'	3 gal			52	full
	Petra Croton / Codiaeum variegatum 'Petra'	3 gal			11	15"-18"
	Aunt Louie TI / Cordyline fruticosa 'Aunt Louie'	7 gal			11	24"-30", full
	White African Iris / Dietes vegeta	3 gal			10	full
	Pineapple Guava / Feijoa selloviana	3 gal			14	
	Variegated False Agave / Furcraea gigantea 'Variegata'	15 gal			2	24"x24"
	Dwarf Scarlet Bush / Hamelia patens 'Compacta'	3 gal			9	15"-18"
	Dwarf Yaupon / Ilex vomitoria 'Nana'	7 gal			7	15"-18"
	Texas Sage / Leucophyllum frutescens	3 gal			14	18"-24"
	Border Grass / Liriope muscari 'Evergreen Giant'	1 gal			38	full
	Xanadu Philodendron / Philodendron x 'Xanadu'	3 gal			5	12"-15"
	Yew Pine / Podocarpus macrophyllus	7 gal			18	36"
	White Bird of Paradise / Strelitzia nicolai	30 gal			2	6'-7' OA
	Orange Bird Of Paradise / Strelitzia reginae	15 gal			4	24"x24"
	Anabuki Viburnum / Viburnum anabuki	3 gal			28	18"-24"
VINE/ESPALIER						
	Bleeding Heart Vine / Clerodendrum thomsoniae	7 gal			1	with trellis

SYMBOL	COMMON / BOTANICAL NAME	CONT	-	-	QTY	REMARKS
SOD/SEED						
	St. Augustine Sod / Stenotaphrum secundatum	sod			4,761 sf	

REFERENCE NOTES SCHEDULE

SYMBOL	CODE	DESCRIPTION	QTY	DETAIL
ROCK				
	K-102-01	Permalock-Cleanedge, 4" aluminum edging. Color: silver. Install per manufacturer's recommendations.	27 lf	
	K-108-01	1.5"-3" brown river rock. Approximately 3" deep with weed matt.	247 sf	

Plans are not to be used for construction purposes unless marked "approved" by the City of Melbourne Beach.

GENERAL LANDSCAPE NOTES

1. LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING PROJECT SITE CONDITIONS AND QUANTITIES INDICATED ON THESE PLANS, BEFORE PRICING WORK.
2. ALL PLANT MATERIAL SHALL BE FLORIDA GRADE NO. 1 OR BETTER AS SPECIFIED IN "GRADES AND STANDARDS FOR NURSERY PLANTS PARTS I AND II" 1998 EDITION DIVISION OF PLANT INDUSTRY, FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, AND SHALL CONFORM TO CURRENT AMERICAN ASSOCIATION OF NURSERYMAN STANDARDS FOR NURSERY STOCK. ALL SIZES SHOWN FOR PLANT MATERIAL ON THE PLAN ARE TO BE CONSIDERED MINIMUM. ALL PLANT MATERIAL MUST MEET OR EXCEED THESE MINIMUM REQUIREMENTS FOR BOTH HEIGHT AND SPREAD. ANY OTHER REQUIREMENTS FOR SPECIFIC SHAPE OR EFFECT AS NOTED ON THE PLAN SHALL ALSO BE REQUIRED FOR ACCEPTANCE. ALL TREES TO BE SINGLE TRUNKED, UNLESS OTHERWISE NOTED ON PLANS.
3. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING THE CONDITION OF UNDERGROUND UTILITIES THAT EFFECT PLANTING PROCEDURES OR IRRIGATION SYSTEM INSTALLATION. IF ANY CONFLICTS OCCUR BETWEEN PROPOSED LOCATION OF TREES FOR ON THE DRAWING AND ANY UNDERGROUND UTILITIES OR SUBSURFACE STRUCTURES, THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE DESIGNER. IF THE LANDSCAPE CONTRACTOR DAMAGES ANY STAKED OR IN PLACE UTILITIES BY HIS OWN NEGLIGENCE, THEY SHALL BE REPAIRED AT THE LANDSCAPE CONTRACTOR'S EXPENSE.
4. LANDSCAPE CONTRACTOR SHALL NOTIFY LANDSCAPE DESIGNER OR OWNER OF ANY CONDITIONS THAT WOULD PREVENT THE HEALTHY GROWTH OF PLANT SPECIES CALLED FOR ON THE DRAWINGS. THIS NOTIFICATION MUST OCCUR PRIOR TO CONTRACT AWARD.
5. IF ANY DISCREPANCIES OCCUR BETWEEN QUANTITIES CALLED FOR ON THE PLANT LIST AND THOSE INDICATED ON THE DRAWINGS, THE GREATER QUANTITY SHALL GOVERN.
6. PLANT MATERIAL SHALL BE SOUND, HEALTHY AND VIGOROUS, WELL-BRANCHED AND DENSELY FOLIATED WHEN IN LEAF. THEY SHALL BE FREE OF DISEASE, INSECTS, EGGS, OR LARVAE, AND SHALL HAVE HEALTHY, WELL DEVELOPED ROOT SYSTEMS. THEY SHALL BE FREE FROM PHYSICAL DAMAGE OR ADVERSE CONDITIONS THAT WOULD PREVENT THRIVING GROWTH.
7. PLANT MATERIAL MUST BE CONTAINER GROWN OR B&B (UNLESS TRANSPLANTED) AS INDICATED IN THE PLANT LIST. ALL PALMS SHALL BE FIELD GROWN
8. PLANT MATERIAL SHALL CONFORM TO THE VARIETIES INDICATED IN THE PLANT LIST.
9. SUBSTITUTION OF PLANT MATERIALS WILL NOT BE PERMITTED UNLESS AUTHORIZED BY THE OWNER AND/OR OWNER'S REPRESENTATIVE. IF PROOF IS SUBMITTED THAT ANY PLANT SPECIFIED IS NOT OBTAINABLE, A PROPOSAL WILL BE CONSIDERED FOR USE OF THE NEAREST EQUIVALENT SIZE OR VARIETY WITH CORRESPONDING ADJUSTMENT OF CONTRACT PRICES.
10. PLANT MATERIAL LOCATIONS AND BED OUTLINES SHALL BE STAKED OR FLAGGED ON SITE BY THE LANDSCAPE CONTRACTOR AND SHALL BE ADJUSTED IF REQUIRED TO FIT ACTUAL AS-BUILT CONDITIONS ON SITE AND APPROVED BY THE LANDSCAPE DESIGNER OR OWNER PRIOR TO INSTALLATION. PROPOSED PLANTINGS SHALL NOT BE PLACED IN THE FLOWLINE OF SWALES OR LOCATED WHERE THEY WILL IMPEDE WATER FLOW.
11. A CRISP LINE, EITHER STRAIGHT OR CURVING, SHALL SEPARATE PLANT BEDS FROM SODDED OR SEEDED AREAS. ALL PLANTING BED AREAS TO HAVE 6" OF DARK, FRIABLE TOP SOIL OR BED MIX CHURNED INTO EXISTING SOIL.
12. LANDSCAPE CONTRACTOR SHALL EXCAVATE PLANT PITS ACCORDING TO THE DRAWINGS.
13. BACKFILL AROUND PLANT MATERIAL SHALL BE WORKED FIRMLY, TAMPED AND WATERED-IN UNDER AND AROUND THE ROOT BALL TO FILL VOIDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING PLANT MATERIAL A MINIMUM OF THIRTY (30) DAYS AFTER, INSTALLATION UNLESS OTHERWISE INSTRUCTED BY LANDSCAPE DESIGNER OR OWNER.
14. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING HOISTING EQUIPMENT NECESSARY FOR THE PLACEMENT OF PLANT MATERIAL. NEW PLANT MATERIAL TO BE INSTALLED WILL BE FIELD ADJUSTED TO ACCOMMODATE EXISTING PLANT MATERIAL SUCH AS OVERHEAD CANOPY TREES, UNDERSTORY TREES AND SHRUBS OR GROUND COVER. THIS WILL INSURE EXISTING PLANT MATERIAL TO REMAIN IN ITS NATURAL STATE. THEREFORE, NO EXISTING PLANT MATERIAL WILL BE ALTERED BY REMOVING, CUTTING, TRIMMING OR DESTROYING IN ORDER TO INSTALL NEW PLANT MATERIAL.
15. LANDSCAPE CONTRACTOR SHALL BEAR FINAL RESPONSIBILITY FOR PROPER SURFACE DRAINAGE OF PLANTED AREAS. ANY DISCREPANCY IN THE DRAWINGS, OBSTRUCTION ON THE SITE, OR PRIOR WORK DONE BY ANOTHER PARTY WHICH THE LANDSCAPE CONTRACTOR FEELS PRECLUDES ESTABLISHING PROPER DRAINAGE SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE LANDSCAPE DESIGNER OR OWNER. THE FINAL GRADE AND SOIL (THE LAST 6") SHALL BE PROVIDED BY THE LANDSCAPE CONTRACTOR.
16. AFTER PLANT MATERIAL HAS BEEN INSTALLED AND APPROVED, PLANTING BEDS SHALL BE RAKED TO AN EVEN GRADE TO CONFORM TO PRE-MULCHING FINISH GRADES. PLANTING BEDS AND PLANT SAUCERS SHALL THEN BE UNIFORMLY COVERED WITH A MINIMUM 3 INCH LAYER OF PINE BARK NUGGETS.
17. PLANT MATERIAL BACKFILL MIXTURE SHALL BE THOROUGHLY MIXED AND DISTRIBUTED EVENLY THROUGHOUT THE PROPOSED PLANTING BED AREAS.
18. ALL TREE STAKING TO BE DONE AS DETAILED. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR AS THE RESULT OF THE FAILURE TO STAKE TREES THAT ARE NOT AN ACT OF GOD AND THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR STRAIGHTENING TREES DURING THE GUARANTEE PERIOD.
19. IN NEW PLANTED AREAS, GRADES SHALL BE ESTABLISHED BY THE LANDSCAPE CONTRACTOR AT APPROXIMATELY 3 INCHES BELOW CURBS, SIDEWALKS, HARDSCAPE AMENITIES, MOWING STRIPS, AND ABUTMENTS TO ALLOW FOR MULCH.
20. THE LANDSCAPE CONTRACTOR SHALL COORDINATE CONSTRUCTION OF PLANTING AREAS WITH INSTALLATION OF IRRIGATION SYSTEM AND HARDSCAPE WORK.
21. INCLUDING PERMITS TO WORK IN RIGHTS-OF-WAY.
22. INSTALLED PLANT MATERIAL SHALL BE FERTILIZED WITH THE FOLLOWING APPLICATIONS:
    LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING APPLICABLE PERMITS BEFORE COMMENCING CONSTRUCTION,
    TREES AND SHRUBS: OSMOCOTE (14-14-14)
    SHRUBS/GROUND COVER – 1/3 LB. PER 3-GALLON POT, 1/4 LB. PER 1-GALLON POT
    TREES AND SHRUBS (OVER 5 FT. HT.) – 1 LB. PER 1 INCH OF TRUNK DIAMETER
    SOD: (16-4-8) COMMERCIAL FERTILIZER – 18 LBS. PER 1,000 SQ. FT.
    PALMS: (12-4-12) COMMERCIAL FERTILIZER – 1 LB. PER 1 INCH OF TRUNK DIAMETER
23. THE LANDSCAPE CONTRACTOR SHALL MAINTAIN FULLY, PLANT MATERIAL ON SITE DURING AND BEFORE PLANTING, UNTIL THE WORK IS ACCEPTED BY THE OWNER AND/OR OWNER'S REPRESENTATIVE.
24. PLANTS SHALL BE GUARANTEED BY THE LANDSCAPE CONTRACTOR TO BE HEALTHY PLANTS AND IN FLOURISHING CONDITION OF ACTIVE GROWTH FOR ONE (1) YEAR FROM FINAL INSPECTION AND ACCEPTANCE.
25. THE OWNER AND/OR OWNER'S REPRESENTATIVE HAS THE RIGHT TO REJECT ANY AND ALL WORK WHICH IN HIS OPINION DOES NOT MEET WITH THE REQUIREMENTS OF THE SPECIFICATIONS AT ANY STAGE OF THE PROJECT.
26. IN GENERAL, THE WORK SHALL PROCEED AS RAPIDLY AS THE SITE BECOMES AVAILABLE.
27. CONTRACTOR SHALL BE RESPONSIBLE FOR THE IMMEDIATE CLEANUP OF PREMISES AND REMOVAL OF DISCARDED AND SURPLUS MATERIALS AND RUBBISH.
28. SOLID SOD SHALL BE INSTALLED IN THE AREAS AS INDICATED ON THE PLAN. VERIFY EXACT LOCATION AND AMOUNT OF SOD AS SHOWN TO FIT CONDITIONS.
29. SOD SHALL BE LAID END-TO-END AND SIDE-TO-SIDE IN A STAGGERED LINE TO FORM A UNIFORM LAYER. UNEVEN EDGES SHALL BE SQUARELY TRIMMED TO ALLOW CLOSE AND FIRM FITTING OF EACH PIECE.
30. AFTER SODDING IS COMPLETED, THE ENTIRE SOD AREAS SHALL BE ROLLED AND WATERED BY HAND OR IRRIGATION SYSTEM EACH DAY FOR TWO WEEKS. SODDED AREAS SHALL THEN BE TOP-DRESSED WITH A COMMERCIAL FERTILIZER AS DIRECTED BELOW IN AN EVENLY BROADCAST PATTERN.
31. LANDSCAPE CONTRACTOR TO PROVIDE PHOTOS OR SAMPLES OF ALL PLANT MATERIAL NOTED ON PLANT LIST TO LANDSCAPE DESIGNER FOR APPROVAL PRIOR TO INSTALLATION.
32. LANDSCAPE CONTRACTOR TO NOTIFY THE LANDSCAPE DESIGNER PRIOR TO COMMENCING ANY LANDSCAPE WORK IF HIGH SALT CONTENT IS DISCOVERED ONCE THE IRRIGATION WELL IS ESTABLISED AND TESTED, AND/OR IF HE/SHE HAS CONCERNS THAT THE SPECIFIED LANDSCAPE MATERIAL WILL NOT TOLLERATE THE PROJECT SITE CONDITIONS.
33. LANDSCAPE CONTRACTOR TO NOTIFY ALL AREAS WHERE PLANTINGS HAVE BE SHOWN IS ASSUMED TO BE WELL DRAINED. CONTRACTOR TO NOTIFY ENVIRONMENTAL DESIGN SERVICES PRIOR TO INSTALLING PLANT MATERIAL IN AREAS WHERE STANDING WATER OR EXCESSIVELY WET AREAS ARE IDENTIFIED.

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing Issue Date: 8-29-26

REVISIONS:

No.	Date	Description	By
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Project:
Sisk Residence

Location:
411 First Ave. Melbourne Beach, Fl.

Landscape Plan

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Sheet #: L-2

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'
Sheet	2 of 2

TREES



Royal Poinciana

PALM TREES



Ribbon palm



Reclinata x Robelenii Palm



Triple Pigmy Date Palm



Lady Palm

SHRUBS



Blue Lily of the Nile



Petra Croton



Aunt Louie Ti



White African Iris



Pineapple Guava



Variegated False Agave



Dwarf Scarlet Bush



Dwarf Yaupon



Texas Sage



Border Grass



Xanadu Philodendron



Yew Pine



White Bird of Paradise



Orange Bird Of Paradise



Anabuki Viburnum

VINE/ESPALIER



Bleeding Heart Vine

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
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Original Drawing Issue Date: 8-29-26

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No.	Date	Description	By
1.			
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5.			
6.			
7.			

Project:

Sisk Residence

Location:

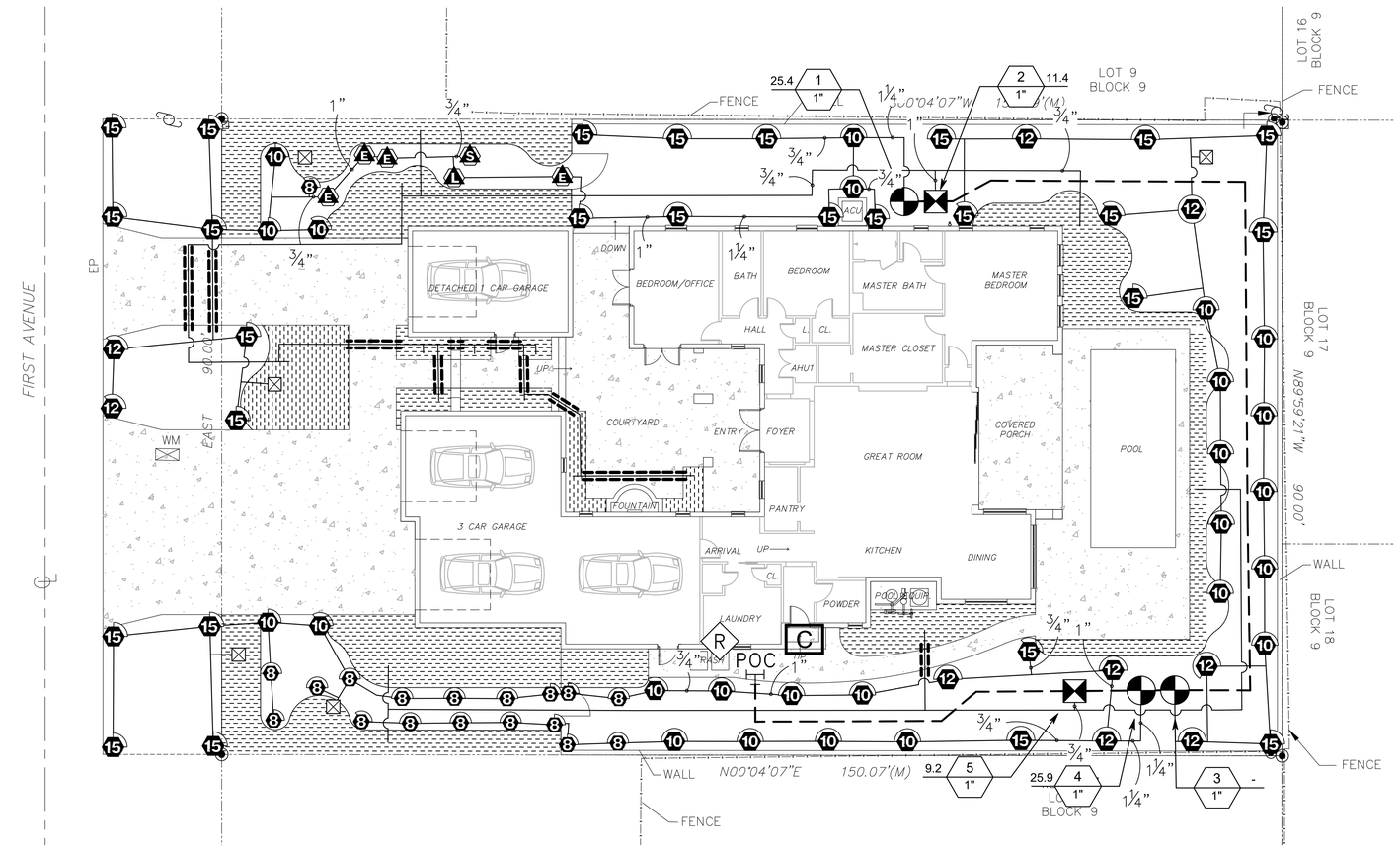
411 First Ave. Melbourne Beach, Fl.

Plant Photos

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Sheet #: LP-1

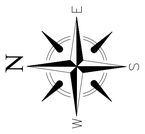
Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'
Sheet	1 of 1



GRAPHIC SCALE

10 0 5 10 20 40

(IN FEET)
1 inch = 10 ft.



Sunshine811

FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified Horticulture Professional
Brian K. Alderfer
H02184
Certification valid through 9/30/2027

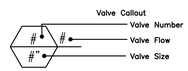
FNGLA CERTIFIED PROFESSIONAL
FNGLA Certified Landscape Designer
Brian K. Alderfer
D24936
Certification valid through 9/30/2027

IRRIGATION SCHEDULE

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY	PSI
ES LCS RCS CS SS	Hunter PROS-06 5' strip spray Turf Spray, 6.0" pop-up	6	30
Q T H F	Hunter PROS-06 8' radius Turf Spray, 6.0" pop-up	18	30
Q T H F	Hunter PROS-06 10' radius Turf Spray, 6.0" pop-up	25	30
Q T H TT TQ F	Hunter PROS-06 12' radius Turf Spray, 6.0" pop-up	9	30
Q T H TT TQ F	Hunter PROS-06 15' radius Turf Spray, 6.0" pop-up	27	30
25 50 10 20	Hunter FCB Flood Bubbler, 1/2" FIPT.	5	30

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	Hunter PCZ-101-40 Drip Control Valve Kit. 1in. PGV globe valve with 1in. HY100 filter system. Pressure Regulation: 40psi. Flow range: 0.5 GPM to 15 GPM. 150 mesh stainless steel screen.	2
	Area to Receive Dripline Hunter HDL-06-12-PC HDL-06-12-PC: Hunter Dripline with 0.6 GPH flow. Light brown tubing with gray striping. Emitters at 12" O.C. Dripline laterals spaced at 12" apart, with emitters offset for triangular pattern. Install with Hunter PLD barbed or PLD-LOC fittings.	2,062 lf

SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	QTY
	Hunter PGV-100G 1in. Plastic Electric Remote Control Valve, for Residential/Light Commercial Use. Female NPT Inlet/Outlet. Globe Configuration, No Flow Control.	3
C	Hunter XC-800 8 Station Controller, Residential Use. Plastic Cabinet. 120 VAC.	1
R	Hunter MINI-CLIK Rain Sensor, mount per manufacturer's recommendations	1
POC H	Pump and well capable of producing between 10 and 25 gpm. Coordinate with owner for location.	1
	Irrigation Lateral Line: Purple PVC Class 160 SDR 26	1,442 lf
	Irrigation Mainline: Purple 2" PVC Class 200 SDR 21	199.2 lf
	Pipe Sleeve: PVC schedule 40 sleeving To be sized 2 times larger than lateral or mainline pipes.	70.2 lf



IRRIGATION NOTES

1. Verify all conditions and dimensions shown on the plans at the site prior to commencement of work under this contract.
2. All irrigation installation shall conform to local codes.
3. Piping on plans is diagrammatically routed for clarity. Route to avoid conflict with specimen plants, utilities and structures not shown on the plans. All piping should be installed outside of Right of Ways unless at Right of Ways usage permit has been recieved. Design modifications may be made only as necessary to meet field conditions and only as acceptable to Irrigation Designer.
4. Adjust sprinkler's arc and radius to assure 100% coverage. Use variable arc nozzels where necessary to prevent overspray onto hard surfices
5. Main line shall be class 200 PVC. Laterals shall be Class 160 PVC.
6. Where mains and/or laterals are covered by paving, schedule 40 PVC sleeve shall be used. Installer shall coordinate placement of sleeves with general contractor.
7. All mains shall be buried a minimum of 16" below grade.
8. All laterals shall be buried a minimum of 12" below grade.
9. All valves shall be installed in AMETEK VP-10 valve boxes.
10. Use special glue on heavy walled flexible PVC pipe connections. NOTE: barbed fittings and poly pipe are an acceptable alternative. (i.e. Toro "Funny Pipe" or RainBird "Flex Pipe".Submit shop drawings for review and approval.
11. The system requires a minimum of 28 g.p.m. at a minimum of 45 p.s.i. at the point of connection. Verify that required flows and pressures are available prior to ordering materials and or commencing with the installation. Report any discrepancies to the irrigation consultant

Irrigation Bid Notes

1. Any discrepancies concerning the materials or conditions of the site that shall inhibit the installation as drawn shall be brought to the attention of the owners representatives. Issues found prior to bid will become a condition of the bid after the award of the contract.
2. After the award of the contract, any discrepancies in the plans or additional materials and costs because of pre-existing conditions at the site shall not be a reason for any additional charges to the owners.
3. These bid conditions are not to be considered all inclusive. There may be additional conditions included in other documents of the construction agreement. It is the contractor's responsibility to make himself and his subcontractors aware of any other such conditions.
4. The quantities on the irrigation schedule are for the convenience of the contractor only and not to be considered as the final quantity for bid and installation. The callouts and entities drawn on the plans take precedence over the materials list.
5. The contractor shall be responsible for his own takeoffs of the plantings as drawn.
6. The contractor shall be expected to visit the site prior to bid. The contractor shall have an understanding of the on site conditions to prepare his bid. Conditions existing prior to bid will become a condition of the bid after the bid is accepted by the client.

Environmental Design Services
Landscape and Irrigation Design and Consulting
141 East Dover Street
Satellite Beach, Fl. 32937
Phone: (321) 288-6143
Fax: (321) 779-9953

Original Drawing Issue Date: 8-29-26

REVISIONS:

No.	Date	Description	By
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Project:
Sisk Residence

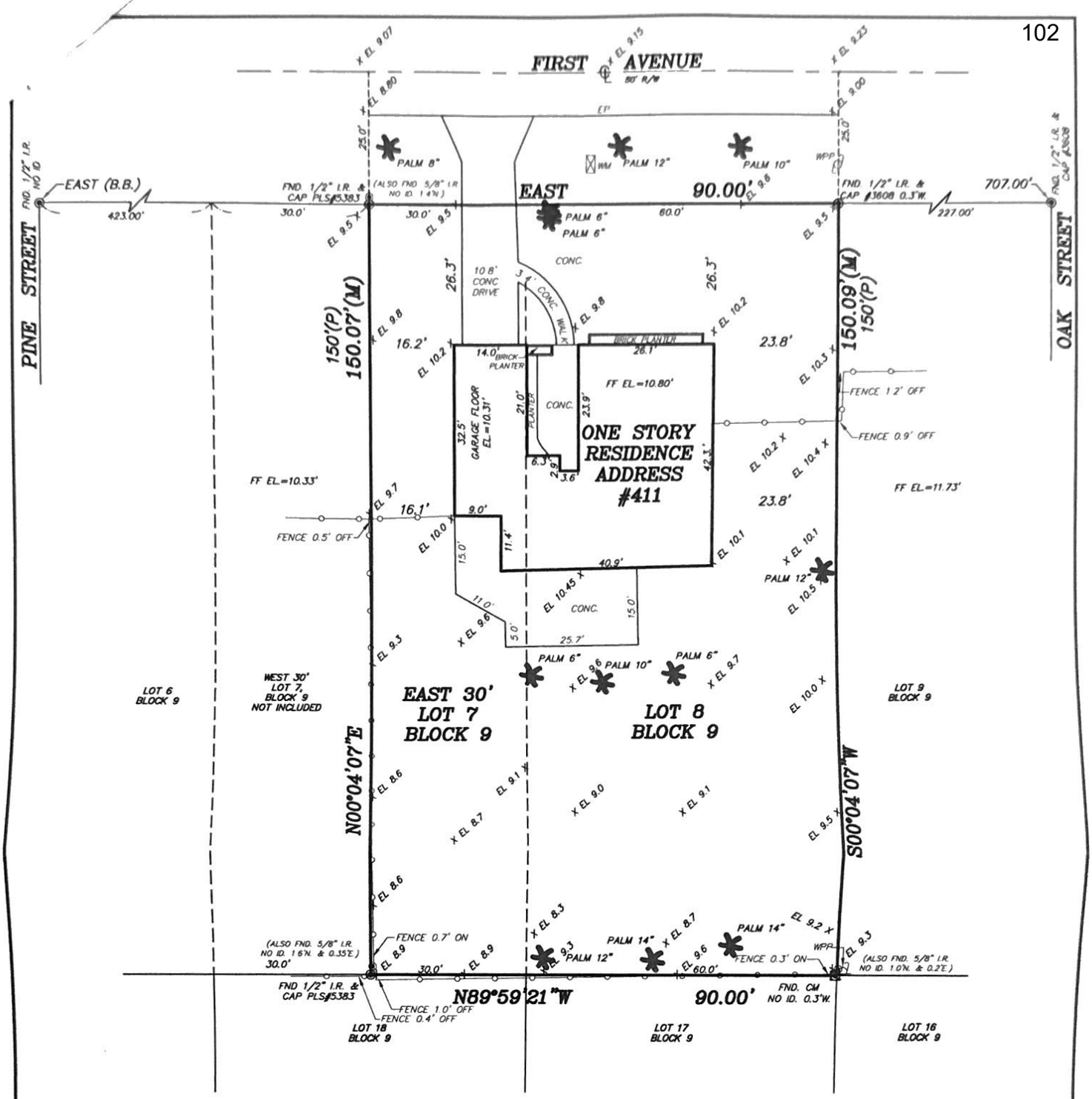
Location:
411 First Ave. Melbourne Beach, Fl.

Irrigation Plan

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Sheet #: IR-1

Project No.	00-0000
Drawn By:	BKA
Designed By:	BKA
Checked By:	BKA
Drawing Scale:	1"=10'
Sheet	1 of 1



SURVEY PREPARED FOR:
SARAH S. SISK AND TRACY SISK

DESCRIPTION: THE EAST 30 FEET OF LOT 7 AND ALL OF LOT 8, BLOCK 9, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M. #12009C 0608 H, DATED JANUARY 29, 2021, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 88)

TYPE OF SURVEY: BOUNDARY

SCALE: 1" = 20'

REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
REVISION:
REVISION: TOPOGRAPHIC ADDED 12-22-22

FIELD DATE: 07-20-22

SECTION 07, TOWNSHIP 28 SOUTH, RANGE 38 EAST

PROJECT #47316

GENERAL NOTES:

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

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

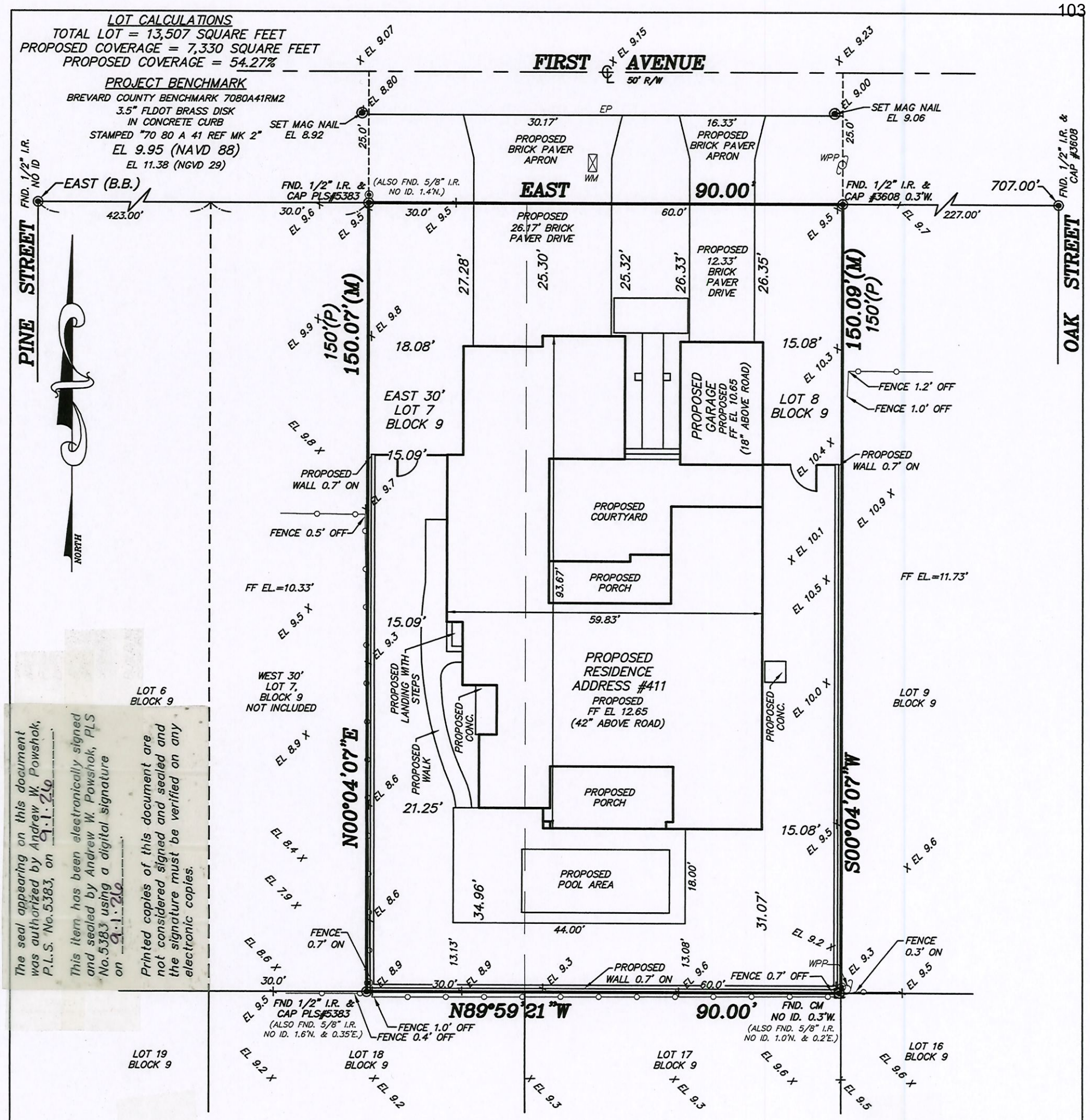
ANDREW W. POWSHOK
P.L.S. No. 5383

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

LEGEND

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

XXXX PROPOSED GRADES
T.B.D. – TO BE DETERMINED
EL XXXX – EXISTING GRADES



The seal appearing on this document was authorized by Andrew W. Powshok, P.L.S. No.5383, on 9.1.26.

This item has been electronically signed and sealed by Andrew W. Powshok, PLS No.5383 using a digital signature on 9.1.26.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

SURVEY PREPARED FOR:
SARAH S. SISK AND TRACY SISK
GROUNDED BUILDS BREVARD, LLC

DESCRIPTION: THE EAST 30 FEET OF LOT 7 AND ALL OF LOT 8, BLOCK 9, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO F.I.R.M. #12009C 0608 H, DATED JANUARY 29, 2021, THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 88)

TYPE OF SURVEY: **BOUNDARY**

SCALE: 1" = 20'

REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: PLOT PLAN: 08-27-26
REVISION: UPDATE/ADDITIONAL TOPOGRAPHIC: 08-26-26
REVISION: TOPOGRAPHIC ADDED 12-22-22

FIELD DATE: 07-20-22

SECTION 07, TOWNSHIP 28 SOUTH, RANGE 38 EAST

PROJECT #47316

GENERAL NOTES:

1. THIS SURVEY AND DRAWING HAS BEEN PREPARED TO CONFORM WITH APPLICABLE STANDARD OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027 OF THE FLORIDA STATUTES.
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3979 W. MINTOLA ROAD, WEST MELBOURNE, FL 32904 L.B. #6623
PHONE: (321)368-8116 FAX: (321)952-9771 EMAIL: frontdesk@aalsurvey.com

ANDREW W. POWSHOK No. 5383 STATE OF FLORIDA REGISTERED PROFESSIONAL SURVEYOR AND MAPPER P.S.M. LAND SURVEYOR

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

LEGEND

(B.B.)	–	BASIS OF BEARING
(M)	–	MEASURED
(P)	–	PLAT
(D)	–	DEED
IR	–	IRON ROD
IP	–	IRON PIPE
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C.M.P.	–	CORRUGATED METAL PIPE
℄	–	CENTERLINE
LB	–	LICENSED BUSINESS
PLS	–	PROFESSIONAL LAND SURVEYOR

XXXX PROPOSED GRADES
T.B.D. – TO BE DETERMINED
EL. XXXX – EXISTING GRADES

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

411 First Ave
MELBOURNE BEACH, FL 32951

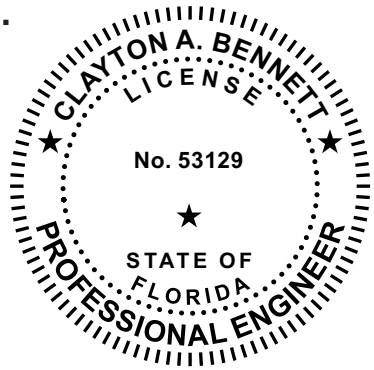
OWNERS:

Sarah & Tracy Sisk
411 1st Ave
Melbourne Beach, FL 32951

PREPARED BY:

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

BEC No. 26.310



September 3, 2026

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

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

411 First Ave
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I.	**PROJECT OVERVIEW**		1
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ENGINEER'S CERTIFICATION

The following drainage calculations for the 411 First Ave, Melbourne Beach were prepared by me or under my direct supervision.

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

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 411 First Ave in the Town of Melbourne Beach, Florida. The overall site boundary contains ±0.3 acres, more or less. The site is currently vacant.

B. Proposed Conditions

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

II. SOILS INFORMATION

KSM Engineering and Testing prepared a soils report (KSM Project No. 2300799-p) for the subject site. A copy of the said report has been included in Appendix C for informational purposes only.

The said soils report provides the horizontal and vertical permeability rate at a test location on the site. The vertical permeability rate ranged from 39.6 to 54.0 in/hr and the horizontal permeability measured at 43.6 in/hr. The measured permeability rates are high. Applying a typical safety of factor of 2, the design permeability rate would be approximately 20 in/hr. However, KSM recommends where the estimated flow rate exceeds 10 in/hr, that a design flow rate of 10 in/hr be used.

The KSM soils report noted that the seasonal high groundwater was estimated to be approximately 2.5 feet below existing grade. The existing grade was estimated at elevation 10-feet and the estimated seasonal high-water table was set at elevation 7.5'.

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

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

B. Proposed Conditions

A normally dry retention basin is proposed to retain the runoff from the 10-year/24-hour storm event consisting of 8-inches of rainfall. Basin 1 will consist of a swale wrapping around the East, South, and West property lines.

1. **Area information**
   Basin 1: Total Drainage Basin Area = 13,507 sf

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

Basin	Peak Stage	Top of Swale El.	Pre-Dev. Discharge	Post Dev. Discharge
Basin 1	9.53 ft	9.7 ft	N/A	0.0

IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

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

- Storm water retention basins shall be maintained and free of sand build up and debris, which could cause clogging and a reduction of storage volume.

- Grassed areas are to be maintained to avoid bare earth conditions where erosion could occur.

- Grass clippings are to be bagged and properly disposed of.

APPENDIX A

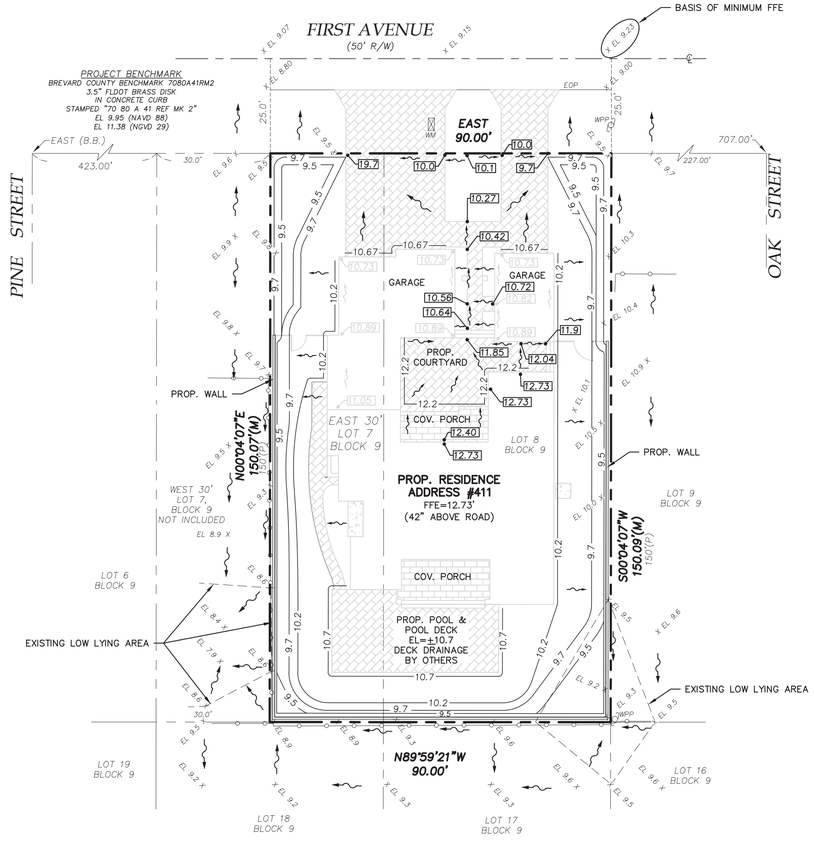
STORMWATER MANAGEMENT PLAN

GRADING NOTES

1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET 3/4" BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET. WHERE PHYSICAL BARRIERS PROHIBIT 6 INCHES OF FALL WITHIN 10 FEET, DRAINS OR SWALES SHALL BE CONSTRUCTED TO ENSURE DRAINAGE AWAY FROM THE STRUCTURE.

BUILDING FOUNDATION NOTES:

1. THE STRUCTURAL ENGINEER SHALL DESIGN THE BUILDING FOUNDATION AND SITE WALLS IN ACCORDANCE WITH THE CRITERIA OF THE 2023 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH EDITION.
2. DRAINS SHALL BE PROVIDED AROUND FOUNDATIONS THAT RETAIN EARTH AND ENCLOSE HABITABLE OR USABLE SPACE LOCATED BELOW GRADE, AS APPLICABLE, IN ACCORDANCE WITH R405 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH ADDITION.
3. FOUNDATION WALLS THAT RETAIN EARTH AND ENCLOSE INTERIOR SPACE AND FLOORS BELOW GRADE SHALL BE WATERPROOFED OR DAMPPROOFED AS APPLICABLE IN ACCORDANCE WITH SECTION R406 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH EDITION.
4. TERMITE PROTECTION SHALL BE PROVIDED IN ACCORDANCE WITH SECTION R318 FLORIDA BUILDING CODE, RESIDENTIAL, 8TH ADDITION.



GENERAL NOTES

1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY & TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES, INC. JOB NO. 47316, LATEST REVISION DATED 8/27/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

MINIMUM FINISHED FLOOR ELEVATION:

TOWN:
THE LOWEST FLOOR ELEVATION MUST BE AT LEAST 18 INCHES ABOVE THE CROWN ELEVATION OF THE STREET ON WHICH THE PROPERTY ABUTS.

REQUIRED MINIMUM FFE
9.23' + 1.5' = 10.73'

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

GUTTERS SHALL BE INSTALLED TO COLLECT THE ROOF DRAINAGE WITH THE DOWNSPOUTS PIPED TO THE PERIMETER SWALE

AREA OF ALTERATION = 0.31 ACRES

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

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

LEGAL DESCRIPTION: (BY SURVEYOR)

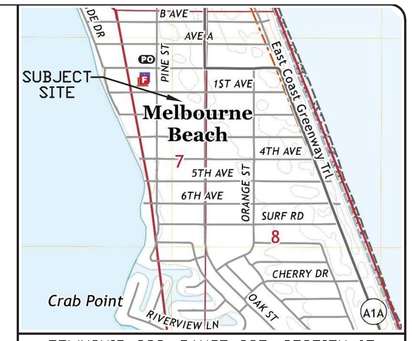
THE EAST 30 FEET OF LOT 7 AND ALL OF LOT 8, BLOCK 9, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:

(AS PROVIDED ON THE SURVEY)
MAP NO. 12009C0608H
FIRM INDEX DATE: JAN 29, 2021
FLOOD ZONES: "X"

EROSION NOTES:

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



TOWNSHIP 28S, RANGE 38E, SECTION 07

VICINITY MAP
NTS

GENERAL STATEMENT:

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

OWNER:

SISK, SARAH S; SISK, TRACY
411 1ST AVE
MELBOURNE BEACH FL 32951

ENGINEER:

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

SURVEYOR:

AAL LAND SURVEYING SERVICES, INC.
3970 MILTON ROAD,
WEST MELBOURNE, FL 32904
(321) 768-8110

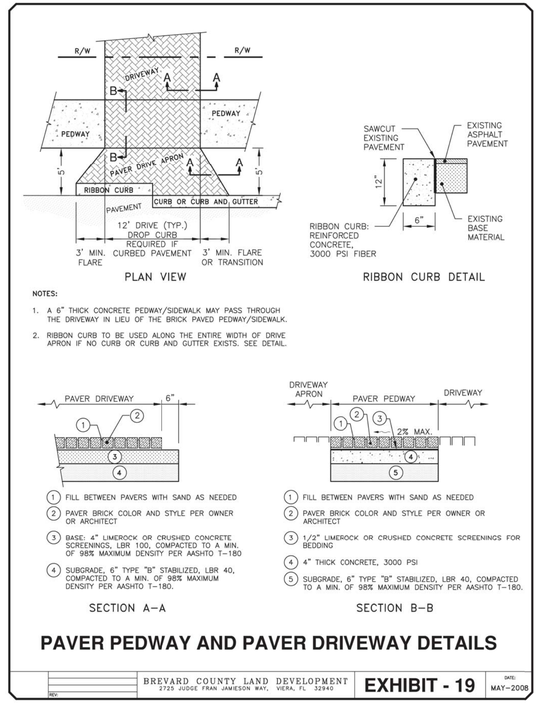
SITE ADDRESS:

411 FIRST AVE
MELBOURNE BEACH FL 32951

PARCEL ID: 28-38-07-FY-9-7

ACCOUNT NO: 2847428

SITE AREA: SITE AREA = ±0.31 AC (±13,507 SF)



PAVER PEDWAY AND PAVER DRIVEWAY DETAILS

REV.	BREVARD COUNTY LAND DEVELOPMENT 2725 JUDGE FRAN JAMESON WAY, VIERA, FL 32940	EXHIBIT - 19	DATE: MAY-2008

"PRELIMINARY"
SEPT 4, 2026

GRAPHIC SCALE
20 0 10 20 40 80
(IN FEET)
1 inch = 20 ft.

SHEET INDEX:

C-1 LOT DRAINAGE PLAN

NORTH

SCALE: 1"=20'

SISK, SARAH S; SISK, TRACY
411 1ST AVE
MELBOURNE BEACH FL 32951

SISK RESIDENCE

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting
4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236
CLAYTON A. BENNETT
P.E. NO. 53129
DATE
© 2026 BENNETT ENGINEERING & CONSULTING, LLC.

THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE:

DATE

DESIGNED: CAB	DATE 09/02/26
DRAWN BY: CAB	09/02/26
CHECKED:	
APPROVED:	
ACAD CODE: 23310M01.DWG	
PROJECT NO: 23.310	

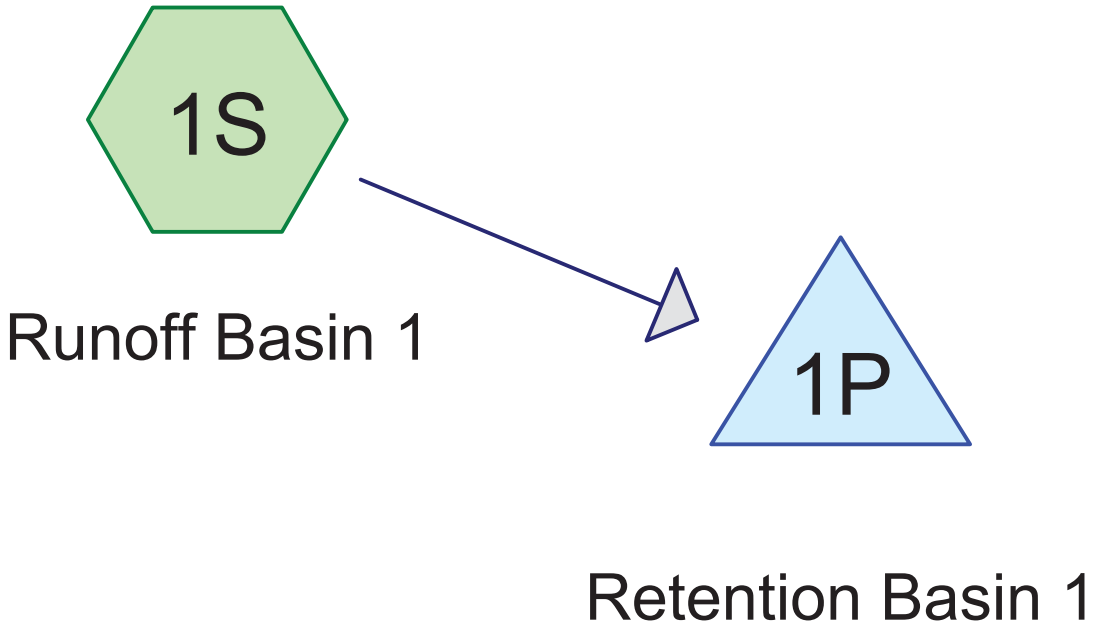
LOT DRAINAGE PLAN

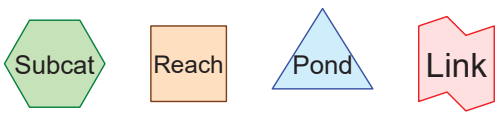
C-1

SHEET 1 OF 1

APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS





Routing Diagram for Post-01
Prepared by Bennett Engineering & Consulting, Printed 9/3/2026
HydroCAD® 10.20-9a s/n 08593 © 2026 HydroCAD Software Solutions LLC

Rainfall Events Listing (selected events)

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

Summary for Subcatchment 1S: Runoff Basin 1

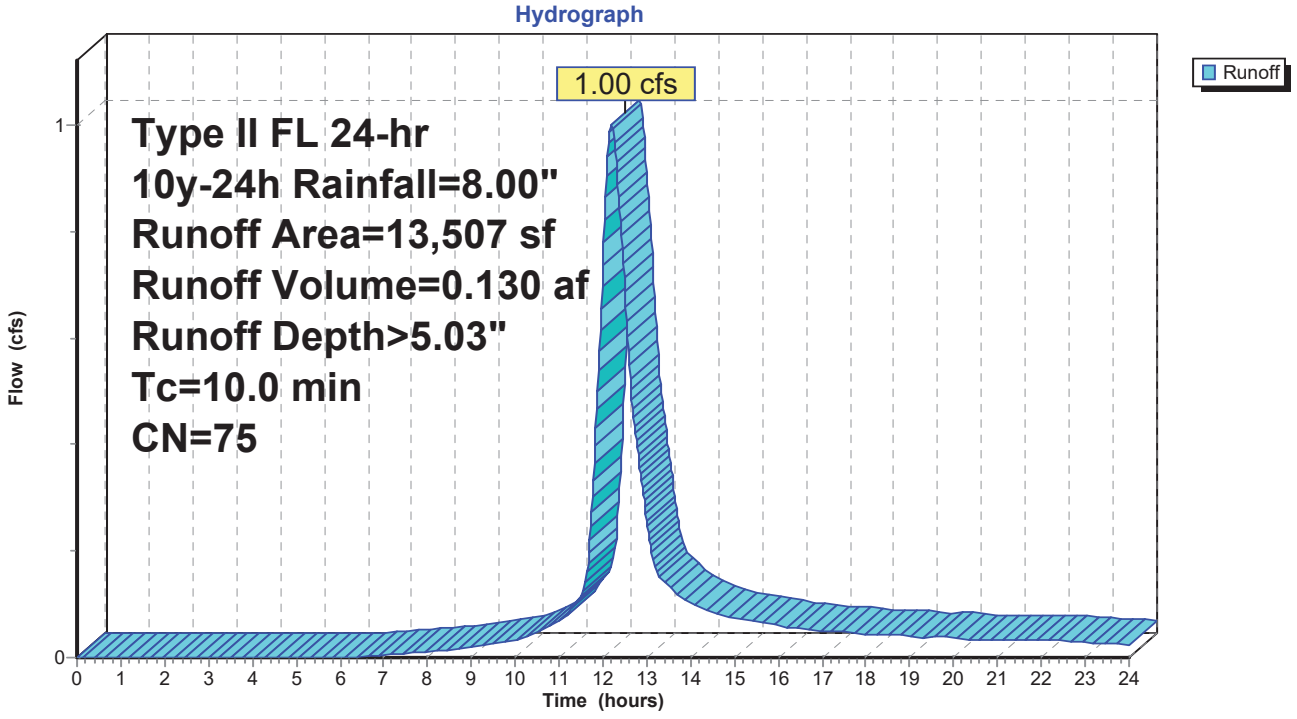
Runoff = 1.00 cfs @ 12.18 hrs, Volume= 0.130 af, Depth> 5.03"
Routed to Pond 1P : Retention Basin 1

Runoff by SCS TR-20 method, UH=SCS, Weighted-CN, Time Span= 0.00-24.00 hrs, dt= 0.02 hrs
Type II FL 24-hr 10y-24h Rainfall=8.00"

	Area (sf)	CN	Description
*	558	100	Retention Swale
*	7,611	98	Roof, Paved parking, HSG A
	5,338	39	>75% Grass cover, Good, HSG A
	13,507	75	Weighted Average
	5,338		39.52% Pervious Area
	8,169		60.48% Impervious Area

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

Subcatchment 1S: Runoff Basin 1



Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.310 ac, 60.48% Impervious, Inflow Depth > 5.03" for 10y-24h event
Inflow = 1.00 cfs @ 12.18 hrs, Volume= 0.130 af
Outflow = 1.00 cfs @ 12.19 hrs, Volume= 0.130 af, Atten= 0%, Lag= 0.4 min
Discarded = 1.00 cfs @ 12.19 hrs, Volume= 0.130 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.02 hrs
Peak Elev= 9.53' @ 12.19 hrs Surf.Area= 708 sf Storage= 19 cf

Plug-Flow detention time= 0.2 min calculated for 0.130 af (100% of inflow)
Center-of-Mass det. time= 0.2 min (831.2 - 831.0)

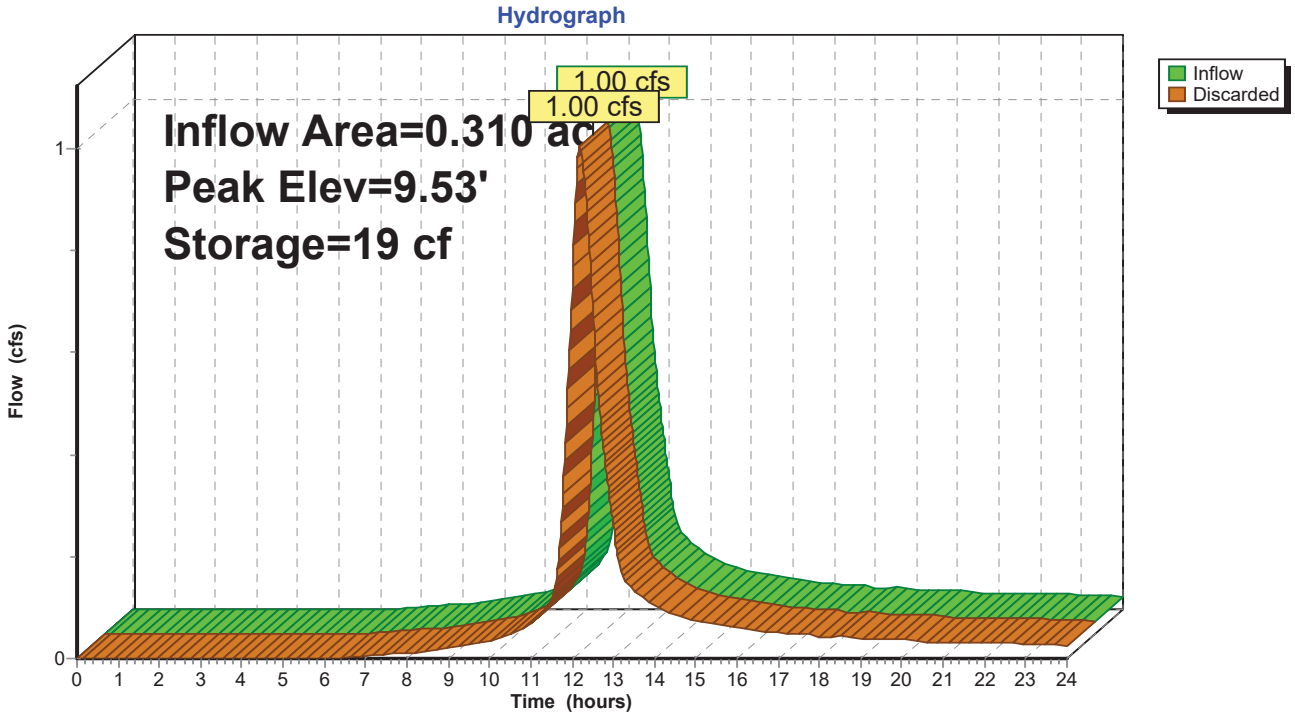
Volume	Invert	Avail.Storage	Storage Description
#1	9.50'	230 cf	**Custom Stage Data (Irregular)**Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
9.50	558	453.0	0	0	558
9.70	1,868	775.0	230	230	32,024

Device	Routing	Invert	Outlet Devices
#1	Discarded	9.50'	**10.000 in/hr Exfiltration over Wetted area** Conductivity to Groundwater Elevation = 7.50'

Discarded OutFlow Max=1.00 cfs @ 12.19 hrs HW=9.53' (Free Discharge)
↑—**1=Exfiltration** (Controls 1.00 cfs)

Pond 1P: Retention Basin 1



APPENDIX C

Soils Report

Prepared by KSM Engineering and Testing
KSM #: 2300799-p
Dated: February 16, 2023

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

Sarah & Tracy Sisk
411 1st Avenue
Melbourne Beach, FL 32951

February 16, 2023

Re: 411 1st Avenue
Melbourne Beach, Florida
KSM Project #: 2300799-p

Dear Ms. Sisk:

As requested, KSM Engineering & Testing has performed a subsurface investigation at the referenced site. The intent of our investigation was to estimate aquifer parameters at specific test locations. Presentation of the data gathered during the investigation is included in this report.

Scope of Work and Professional Service Agreement:

The scope of work and the agreement to perform a geotechnical exploration was provided by KSM's December 21, 2022, proposal to Sarah and Tracy Sisk.

Site Description:

Location & Physiography – The project site was located in Melbourne Beach, Florida. At the time of drilling, the site was found to be fairly flat with an existing structure. Vegetation on the site consisted mostly of light surface ground cover vegetation, mature landscaping, and a few trees.

The scope of our study consisted of the following tasks:

1. Performed soil borings within the approximate location indicated by the client.
2. Measured the depth to the surface of the groundwater body at the boring.
3. Performed in-field "Usual Open Hole Test" procedures at the aforementioned boring location.
4. Collected soil samples necessary to estimate aquifer parameters.
5. Reviewed the soil samples and field soil boring logs (by a geotechnical engineer) in our laboratory.
6. Reviewed the publicly available USDA Soil Survey information for the site.

7. Evaluated the discovered subsurface conditions with respect to the proposed project and prepared estimated aquifer parameters for the tested location.

8. Prepared this report to document our findings.

Site Investigation:

Subsurface Testing – KSM's site investigation program consisted of performing the following exploration operations and field tests:

- One (1) SPT boring, denoted as PB, terminated at an approximate depth of 15 feet below the existing ground surface, which was performed within the area dictated by the client.

SPT Borings – The SPT borings were performed in general accordance with procedures described in ASTM D-1586.

Soil Classification – The field soil boring logs and recovered soil samples were transported to KSM's office from the project site. Following the completion of the field exploration activities, visual and tactile examination of the soil samples was performed by a geotechnical engineer to identify the engineering classification of the soil samples that were obtained in the field exploration. The visual classification of the samples was performed in general accordance with the current United Soil Classification System (ASTM D 2487).

General Subsurface Soil Classification Summary – The following table outlines the general subsurface conditions that were encountered during our investigation. Refer to the boring logs and location map for specific information regarding our interpretation of the field boring logs.

Generalized Soil Profile	
Approximate Depth Below Grade (Feet)	**Discovered Subsurface Conditions**
0 to 15	Very loose to medium-dense fine sand and fine sand with shell fragments

The records of the soils encountered, the penetration resistances, and groundwater levels are documented on the attached boring logs.

Estimated Aquifer Parameters:

Factor of Safety – KSM has not applied a factor of safety to the estimated aquifer parameters delineated within this report. The Engineer of Record is responsible for applying the appropriate factor(s) of safety to the estimated aquifer parameters contained within this report for use in their design. Furthermore, for any stratum where the estimated flow rate exceeds 20 feet per day (10 inches per hour), we recommend that a design flow rate equal to 20 feet per day (10 inches per hour) be used.

In-Field Testing – At the test location, a Usual Condition Test was performed in general conformance with the South Florida Water Management District described procedures for the 'Usual Open-Hole Test' method.

In-Field Testing – Estimated Aquifer Parameters		
Test Location (See Location Plan)	**Approximate Test Depth (ft)**	**Hydraulic Conductivity (CFS/SF- Ft Head)**
P-1	5'	9.9×10^{-4}

Laboratory Testing and Professional Judgement – Selected samples obtained from our site investigation were tested in our laboratory in general accordance with ASTM D2434.

Laboratory Testing – Estimated Aquifer Parameters			
Test Location (See Location Plan)	**Stratum Depth Range (ft)**	**Horizontal Flow Rate (in/hr)**	**Vertical Flow Rate (in/hr)**
P-1	0 – 3	43.6	39.6
	3 – 15	--	54.0

Flow Restrictive Stratum – Based on the results of our soil borings and laboratory testing, KSM did not encounter a stratum that exhibited restrictive flow rates relative to the overlying stratum and is thus assumed to be located at the boring terminus at the tested locations.

Seasonal Groundwater Fluctuation – The following table delineates the observed groundwater surface depths, together with the estimated normal wet season and normal dry season water table depths (below existing grade) for the test location. This estimate is based upon our interpretation of existing site conditions and a review of the USDA Soil Survey for Brevard County, Florida. The majority of the site soils are mapped as follows:

- 25—Canaveral-Palm Beach-Urban land complex

Water Table Observations			
Test Location (See Location Plan)	**Depth (feet) Below Existing Grade**		
	Observed Water Table	**Estimated Wet Season Water Table**	**Estimated Dry Season Water Table**
P-1, PB-1	5.0'	2.5'	5.5'

Hydrologic Soil Group Classification – The hydrologic soil group classification was estimated based on our interpretation of the estimated aquifer parameters and guidance provided by the USDA National Engineering Handbook.

Hydrologic Soil Group Classification	
Test Location (See Location Plan)	**Hydrologic Soil Group**
P-1	A

Fillable Porosity – KSM estimates a fillable porosity of approximately 30%, at an approximate depth of 5 feet below existing grade, can be used for the test location.

Closure:

The estimated aquifer parameters are based, in part, on our understanding of published peer reviewed resources and our interpretations and evaluations of the discoveries of our site investigation and lab results. If additional geotechnical parameters or recommendations are desired, please contact our office. Upon request KSM will provide a scope and fee for any requested additional services.

Standard of Care - This report has been prepared in accordance with generally accepted soil and foundation engineering practices based on the results of the test borings and the assumed loading conditions. The procedural standards noted in this report are in reference to methodology in general. In some cases, variations to methods were applied because of local practice or professional judgement. No warranties, either expressed or implied, are intended or made. This report does not reflect any variations which may occur between the borings. If variations appear evident during the course of construction, it would be necessary to re-evaluate the recommendations of this project.

Limitations - Environmental conditions, wetland delineation, karst activity, water quality, and municipal requirements are not a part of this report.

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

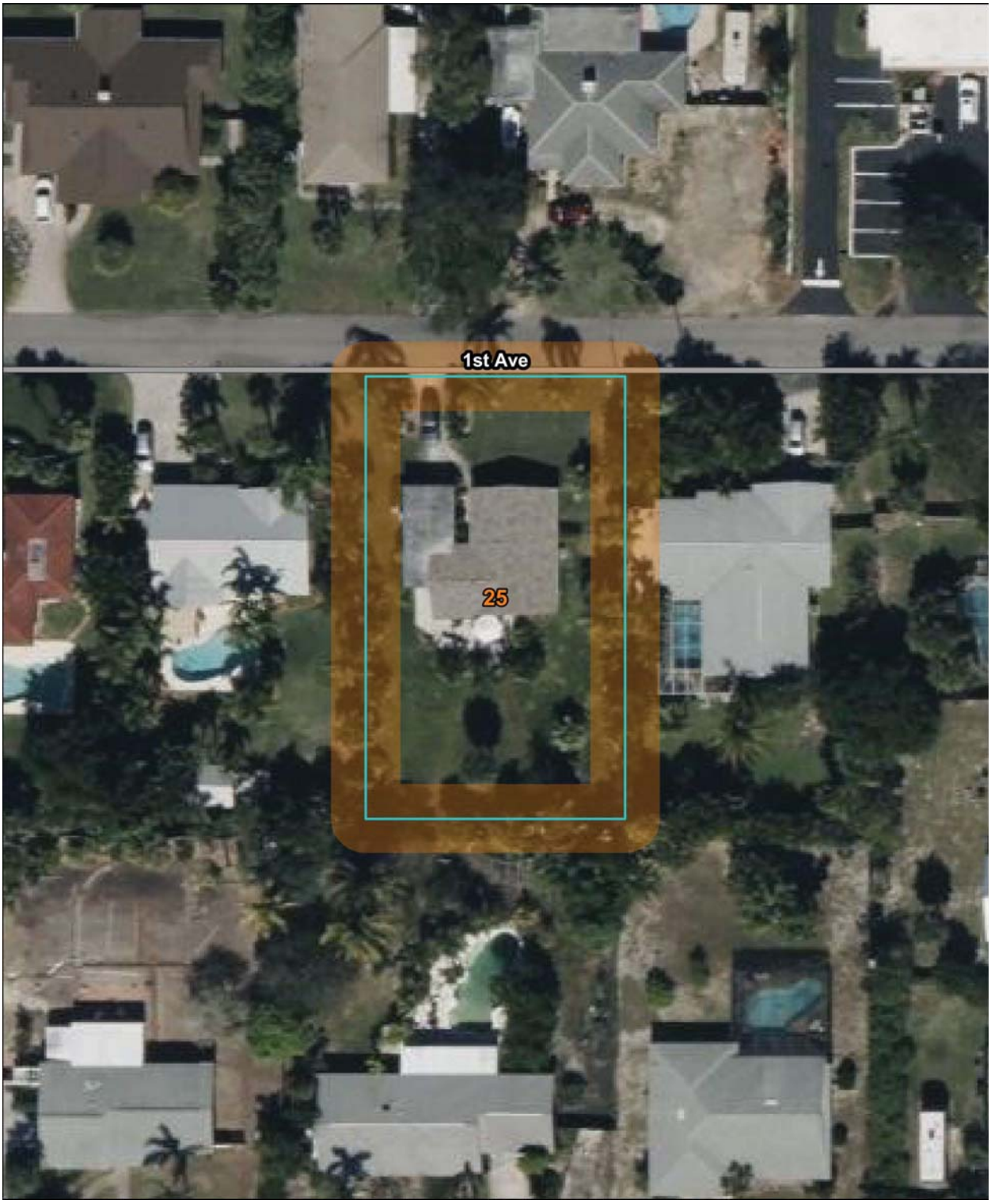
Respectfully,

Robert Maxwell

Robert T. Maxwell, E.I.
Geotechnical Engineer
Florida E.I. No. 1100024249

Cody C. Clawson, P.E.
Geotechnical Engineer
Florida Lic. No. 91598

CCC/cv/RTM
Email to: sarahsuzannesisk@gmail.com



USDA SOILS SURVEY

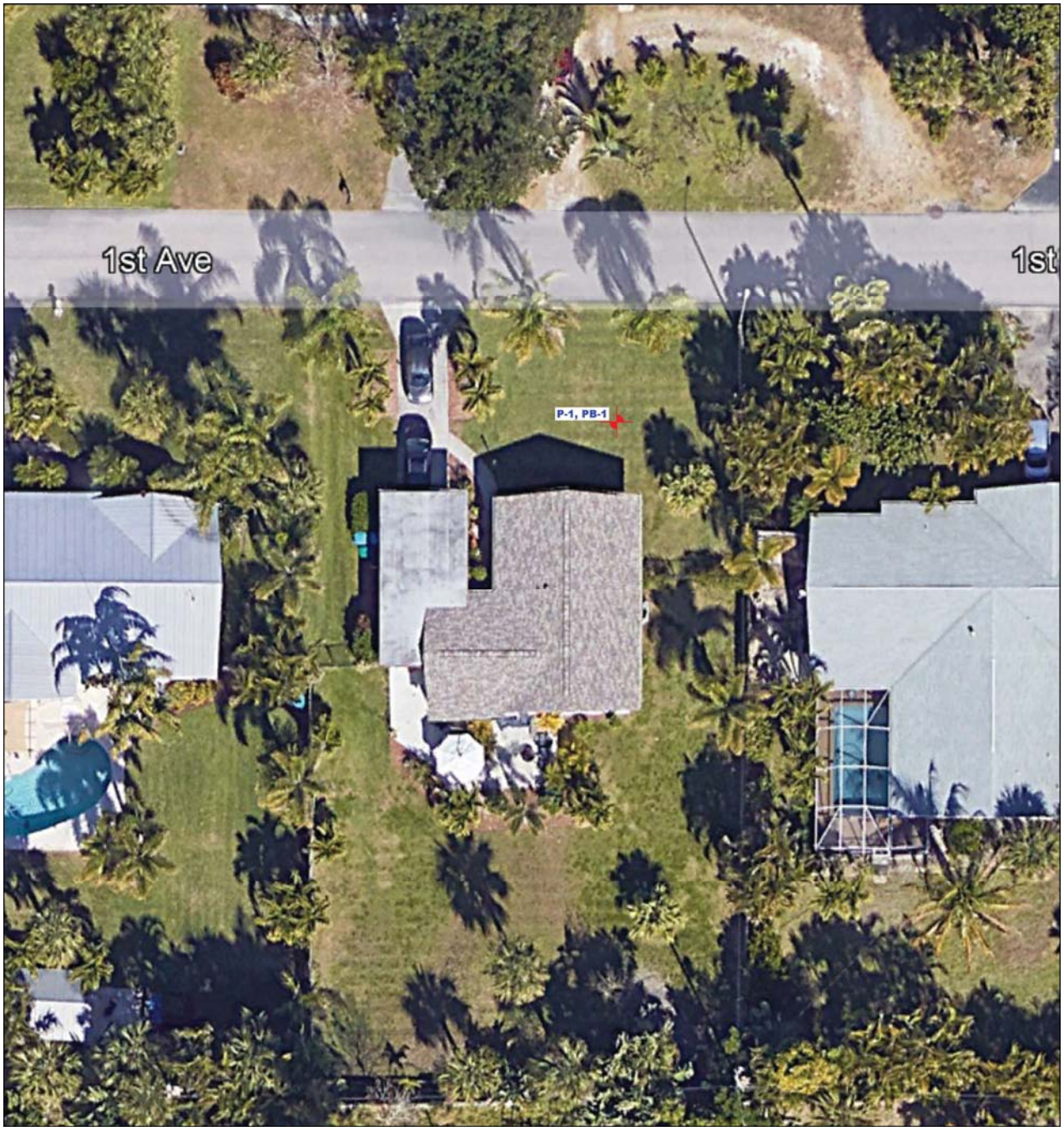
25—Canaveral-Palm Beach-Urban land complex

PROJECT: 411 1st Avenue, Melbourne Beach, Florida

SHEET 2 OF 2
PERMIT #:
PROJECT #: 2300799-soils

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.
DESIGNED BY: C.C.C.
DATE: 20230216
SCALE: NOT TO SCALE



LOCATION OF SOIL TESTING

PROJECT: 411 1st Avenue, Melbourne Beach, Florida

SHEET 1 OF 2
PERMIT #:
PROJECT #: 2300799-p

KSM ENGINEERING AND TESTING

DRAWN BY: C.V.
DESIGNED BY: C.C.C.
DATE: 20230216
SCALE: NOT TO SCALE

KSM Engineering & Testing
P.O. Box 78-1377
Sebastian, FL 32978
Tel: (772)-589-0712
Fax: (772)-589-6469

BORING NUMBER PB-1

CLIENT Sarah & Tracy Sisk
PROJECT NAME 411 1st Avenue
PROJECT NUMBER 2300799-p
PROJECT LOCATION Melbourne Beach, Florida
DATE STARTED 2/13/23 **COMPLETED** 2/13/23
GROUND ELEVATION _____ **HOLE SIZE** inches
DRILLING CONTRACTOR _____
GROUND WATER LEVELS:
DRILLING METHOD Split Spoon Sample
▽ **AT TIME OF DRILLING** 5.0 ft
LOGGED BY SF/MH **CHECKED BY** CCC
AT END OF DRILLING ---
NOTES See Attached Location Plan
AFTER DRILLING ---

DEPTH (ft)	GRAPHIC LOG	MATERIAL DESCRIPTION	SAMPLE TYPE NUMBER	RECOVERY % (RQD)	BLOW COUNTS (N VALUE)	PENETROMETER	DRY UNIT WT. (pcf)
0		Yellowish Brown Sand	SS		1-1-2 (3)		
		Light Brown Sand with Traces of Shell Fragments	SS		2-2-3 (5)		
5		▽	SS		4-3-3 (6)		
			SS		2-3-5 (8)		
10			SS		8-12-8 (20)		
			SS		9-12-10 (22)		
15			SS		6-7-7 (14)		

Bottom of borehole at 15.0 feet.

▲ SPT N VALUE ▲
20 40 60 80
PL MC LL
20 40 60 80
☐ FINES CONTENT (%) ☐
20 40 60 80

GEOTECH BH PLOTS - GINT STD US LAB.GDT - 2/16/23 09:13 - K:\KSM FILES\23 DOCS (KSM-SERVER)\2300799\SOIL INVESTIGATION\2300799-P.GPJ

Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 18, 2026

From: Town Clerk Cyd Jones

RE: Approval of the May 12, 2026 Town Commission Workshop minutes

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP
May 12, 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
Interim Town Clerk Cyd Jones

1. **Call to Order**

   Mayor Alison Dennington called the meeting to order at 5:30 pm.

2. **Roll Call**

   Interim Town Clerk Cyd Jones 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
Building Official Jeff Parsons
Building Assistant Steve Freeman
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Interim Town Clerk Cyd Jones

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 the FY27 Budget – Town Manager A. Marie Smith - 3:05

      Town Manager A. Marie Smith spoke about how the staff wanted to have a discussion with the Commission about what the priorities for the Town and its residents are. Also wanted to let the Commission know about the challenges the staff and Town are facing. Spoke about

the triple constraint which is scope, cost and time and how you usually have to sacrifice one. Budget is $5.29 million, the Town has $2.5 million in reserves and the millage rate is 4.6. For infrastructure improvements there is $52,000 which is low compared to previous years, discussed some of the improvements that will need to be done. For stormwater improvements, touched on the Basin 10 analysis and the stormwater master plan. The Town resolution done earlier in the year, 2026-02, preserves the ability to collect non-ad valorem taxes for this fiscal year if the Commission wants to think about that. Spoke about the increase in firefighter funding from hiring 3 firefighters due to less volunteers and how they need a funding plan for this. Health insurance costs are rising and need to evaluate plan options. The Building Department budget is roughly $233,000, going to have to change the fee schedule.

Building Official Jeff Parsons spoke about how House Bill 803 has mandated that valuation is no longer allowed to be used to determine a building fee. Came up with a simple fee schedule alternative using things like square footage, pools per gallon, roofs per square and windows per unit to cover administrative costs. - 23:05

Mayor Alison Dennington asked about electronic submittals and if they can require that to alleviate staff time. Asked about charging on the higher end and refunding if it is not used. Also asked about utilizing AI for building projects for an instant permitting program for things like fences.

Building Official Jeff Parsons spoke about how he personally loves AI but it is a tool, it is not the answer. There are a lot of things AI does not and cannot account for. DBPR still requires human eyes.

Commissioner Sherri Quarrie asked about how he would present the numbers to the Commission and if the goal is getting the Town out of the red.

Building Official Jeff Parsons confirmed he would give that to the Commission in advance of the budget. The goal is not just to get the Town out of the red but get that one year of revenue set aside so if there is an extreme event, the funds are there to sustain ourselves.

Town Manager A. Marie Smith said they are going to bring this to the Commission before budget season, hopefully by the May or June meeting.

Commissioner Tim Reed spoke about how doing a custom solution for a problem that every municipality is dealing with is strange. Seems like the focus is how long it takes to process the permit, not square footage or things like that.

Mayor Alison Dennington asked why we cannot do a deposit and pay as you go system.

Building Official Jeff Parsons said he does not believe anyone else in the state does it that way. Would love that approach, but that would be a question for an attorney. Gave the example if you have a 5,000 sq ft home that requires 19 inspections vs a 1,500 sq ft home that requires 19 inspections, if both homes cost $6,000 for the permit, that is not palatable

for the guy building cheaper homes. The higher dollar projects are where the building departments use more time and money.

Commissioner Tim Reed said it is about the time being taken to produce the permit, a 5,000 sq. ft roof will take longer than a 1,000 sq. ft roof, so that is why the charge should be higher. -44:40

Building Official Jeff Parsons spoke about how the intent of this fee schedule is to take the inspection and the plan review and pass on the true costs.

Mayor Alison Dennington asked if the overhead costs in the Building Department are proportionally larger, or could we cut them down?

Building Official Jeff Parsons said they probably cannot be cut down. There are certain applicants that use a lot more resources than others, particularly owner-builders, which they can charge a premium for (10-20%).

Mayor Alison Dennington spoke about being concerned just charging extra for owner-builders but does think they should charge when people speak to the Building Department and ask them questions.

Building Official Jeff Parsons spoke about stop work orders and how they do not mean anything in Melbourne Beach. Proposes they put in the fee schedule, if you get hit with a stop work order it is an automatic $250 fee, after 10 days if the situation has not been rectified it is $50 a day.

Commissioner Anna Butler spoke about how it is a great idea to be proactive about it and we can speak with an attorney about exactly what to say.

Commissioner Tim Reed expressed his concern about the revenue stream declining because of two bills. This is not a unique thing, there must be a uniform approach for this.

Building Official Jeff Parsons said he did not think revenue would decline. Has spoken to several other Building Officials about this, the responses are less than great, they have a relaxed attitude towards getting things changed. BOAF has not released anything official yet.

Mayor Alison Dennington spoke about how she believed local governments cannot require permits for people putting in storm windows and Building Official Jeff Parsons said he does not believe that bill passed but does have to read through a stack of bills.

Building Assistant Steve Freeman spoke about being on the precipice of getting online permitting and how they are currently doing permit transmission through email only and 90% of them are not complete. His time will be freed up once the online permitting is set up.

Mayor Alison Dennington expressed frustration at the fact that they pay for BS&A software that should be able to handle this but it is not being used.

Commissioner Tim Reed confirmed that for CAP they have a permitting ability through their services which is an online service.

Town Manager A. Marie Smith spoke about additional services, 3 RFPs recently put out. Looking at getting a grant writer, someone to help with non-ad valorem fees, a financial advisor, and a stormwater plan update. May has budget workshops. They will get the property appraiser tax values in June, draft a budget presentation in July and set a proposed rate. Trim notices go out in August and in September there are public hearings and a vote on adopting final millage rate and budget. - 1:04:05

Commissioner Tim Reed asked about ad valorem taxes, when do those submittals need to be into the County to take effect in the next tax year.

Town Manager A. Marie Smith said she will have to get back to him about that, the proposals are due June 5th. If it does not fit into this budget year, we would have to do it for the next budget year.

Mayor Alison Dennington asked the Town Manager to look into what requires a supermajority vote.

Town Manager A. Marie Smith asked the Commission to consider some things for FY2027. To update or amend a comprehensive plan, this should have already been done, and it will affect the things the Town cannot do as opposed to a penalty. There is an RFP out for a planner. They can piggyback off of other Towns doing comprehensive plans. Decide to do a stormwater management capital plan or patch the work as needed.

Commissioner Tim Reed said if they are going to try to get funding/grant money/loans, we would need a stormwater plan for people to respond to.

Public Works Director Tom Davis spoke about how the plan from 2014 is essentially worthless for budgeting purposes.

Commissioner Tim Reed spoke about how the prioritization, schedule and costs associated were missing from the hard copy he was given. Reiterated that a plan will be needed to acquire funding.

Town Manager A. Marie Smith spoke about how they will fund firefighters, non-ad valorem or millage. Asked the Commission if there are any other priorities to look at in budgeting.

Mayor Alison Dennington spoke about how she likes decreases across the board and as much money as possible that can go to stormwater. Spoke about how a referendum to the voters about the firefighters has not happened.

Town Manager A. Marie Smith spoke about how Save Our Indian River Lagoon will be making a presentation at the next meeting.

Commissioner Anna Butler spoke about residents' concerns about legal costs and how those are being paid.

Town Manager A. Marie Smith spoke about how it would have to come out of reserves.

Vice Mayor Terry Cronin said he also heard Town members asking for a line item about litigation costs. Asked about health insurance and if there were shared resources with other Towns.

Town Manager A. Marie Smith spoke about how there are not currently shared resources, a few Towns were using the same insurance broker that found them a shared clinic to reduce costs. Looked at the Florida League of Cities. The plan with the state turned out to be a bust.

Finance Manager Jennifer Kerr spoke about the shared clinic, she has reached out to that group and will have a phone conversation with them to find out what that entails.

Commissioner Anna Butler came from the South Beach Coalition meeting where she asked about this and they spoke a little about the clinic.

Mayor Alison Dennington spoke about how there must be reasons why group insurance between cities cannot be done.

Town Manager A. Marie Smith said if you want to get into the state system as small municipalities, you would have to get a lobbyist and go talk to different representatives that might sponsor a bill.

Vice Mayor Terry Cronin spoke about the problem with owner-builders, it sounds like they might be being over-consulted. Suggested charging for an hour of consultation.

Building Official Jeff Parsons spoke about how in the current permit fees in planning and zoning, there are staff hours.

Vice Mayor Terry Cronin suggested that they have a workshop for the comprehensive plan.

Town Manager A. Marie Smith said they will take time to do some analysis for the updated fees so they would not bring that in May or June.

Commissioner Sherri Quarrie spoke about how they already set aside money for different improvements or items that need to be purchased. Asked what changes need to be made from this system, or if things need to be increased. -1:33:00

Town Manager A. Marie Smith spoke about how the money being set aside, stormwater for example is about $30 per household. The money for that is for maintenance of current stormwater, it is not for capital. Capital projects cost more and are time-sensitive. Spoke about the playground equipment and how much that takes to install, partially because of the equipment itself but also it needs to be professionally and safely installed. They don't want to lower quality for our constituencies, but it will take more time or more money. Spoke about

the option for bond financing, could have millage as a revenue stream to support payments to the bond.

Building Official Jeff Parsons said he came here tonight to get input from the Commission as to how I can structure this to make the board happy. If they do not like square footage, what would they like to see?

Mayor Alison Dennington said to push to get the online portal set up. The faster that can get set up, the better. Require people to pay for consultation meetings with the Building Department. Give them a discount if they do everything through the system electronically.

Commissioner Tim Reed spoke about hoping to see what his initial proposal was based on his understanding of the legislation and our workflow. Do not need a finished project, would just like an outline.

Commissioner Sherri Quarrie agreed, the Building Official is the professional, knows the Town and the resident's needs. Would like to have something in writing based on all that experience.

Vice Mayor Terry Cronin spoke about how he looked up that Towns are using mobility fees to offset the lost revenue.

Building Official Jeff Parsons said he did not know what mobility fees would be referring to so he would need more information. Said he would get back to the Commission with an outline, he can include costs and estimates but up to this point they have used this fee schedule and the existing fee schedule and pulled permits at random, the new system netted 10-15% more on average. They are losing money on smaller permits such as HVAC changeouts that still require an inspection which the charge does not fully cover.

Town Manager A. Marie Smith said mobility fees tend to be some sort of impact fees on transportation which is a one-time fee paid by the developer to increase the road size, bike lanes, sidewalks, etc.

Mayor Alison Dennington spoke about how they have never had an impact fee but should look into it because they might take away the opportunity to implement one.

Bruce Larson - 1507 Pine St - *Spoke about two bills coming that will change the revenue stream for the Building Department. Says it has to do with the man hours associated with it; it cannot be tied to a percentage of the cost of the project. Said they are losing $137,500 in revenue next year because of this change. Electronic permit requests could make it more efficient and cost-effective. For stormwater, you do not have to have everything you need to know about a project to get a grant from SOIRL, but you do have to have a commitment saying there will be cost sharing. Have multi-year funds available. Significant amount of gaps between last year and this year's budget, around $650,000. - 1:49:45*

Susan Stark - 307 Fifth Ave - *Spoke about a question posted on Nextdoor which addressed if people would be willing to pay more for paid firefighters. This is not a legitimate survey and should not be a reliable source. Asked why there was not a survey sent out and was told no one could decide on what the questions should be. Not sure there is enough time for a referendum. Said she had previously been told by the Commissioners they had not heard negative comments from residents about having paid firefighters. Concerned about funding but recommends doing an official survey of the residents before the Nextdoor statement is portrayed as being accurate. Said she never received a survey in 2019. It is important to find out how the Town feels about it in a formal way and requested they do a survey.*

Mayor Alison Dennington said she found in a previous public records request there were emails from an actual poll they either did or were planning to do in 2019. There were some emails that spoke about not doing it in case it was not approved. Has heard some opposition to paid firefighters from residents.

B. Discussion on the FY27 Budget – Commissioner Tim Reed

Commissioner Tim Reed spoke about stormwater ad valorem tax fund 202 and how that will be closed which is a tax reduction. Stormwater non-ad valorem assessment fund 141 is $36 per ERU per year, which is about $55,000 a year in revenue to the Town and that is not sufficient to cover the expenses coming out of that fund so he suggests increasing the amount. - 2:01:26

Commissioner Sherri Quarrie asked if they are allowed to change the way it is calculated.

Town Manager A. Marie Smith said they cannot, it is Brevard County's calculation. If we change it, we have to hire a tax department to assess the taxes. You can increase the amount, but you cannot change the calculation.

Commissioner Tim Reed strongly recommended increasing that amount, doubling it at a minimum.

Mayor Alison Dennington suggested tripling it.

Town Manager A. Marie Smith said if it is going on the May meeting, they will have to work with the Town Attorney very quickly. Asked the Commission what amount they would be comfortable charging.

Public Works Director Tom Davis spoke about how these problems are going to become more frequent because the plumbing is old. Working on recovering as many unexpected repairs from the last ten years as he can to present to the Commission.

Commissioner Sherri Quarrie spoke about being more comfortable getting a projected cost and having a reason for coming down to a dollar amount rather than just arbitrarily picking $100.

Town Manager A. Marie Smith said she will work with the Public Works Director this week to average what it has cost over the past 3 years and see what the average cost is per year to come up with a dollar figure with a 10% increase. This issue can be discussed at a Regular Town Commission Meeting.

Commissioner Tim Reed spoke about funds 172 and 175 which are the parking funds related to Ryckman and Ocean Park. Proposed having the revenue from those funds be directed into the general fund. This would not take funding from parks. Averaged about $180,000 between the two park funds. - 2:19:00

Commissioner Sherri Quarrie said she feels very differently about this and believes Ocean Park funds have to be spent for park improvements. Did a previous survey where everyone was on board with the fact that people not from here that are using parking would pay to keep them up and keep them safe.

Mayor Alison Dennington asked if it was an ordinance that established paid parking. If not an ordinance, then they can vote to change where the funds go.

Town Manager A. Marie Smith said she does not believe it is an ordinance.

Bruce Larson - 1507 Pine - *Spoke about how 80% of the Ocean Parking fund funds police and fire. Said they are already using it as a general fund.*

Commissioner Anna Butler asked if the Finance Manager would comment on the subject.

Finance Manager Jennifer Kerr spoke about how for FY26, the Commission did approve a police salary coming out of that fund, the state did say police and fire salary could be taken out of park because they do activities in the park.

Commissioner Tim Reed said within 2 years the fund would be depleted by doing what we are doing now. This does not reduce us from doing the things in the park we want to do, it just leaves our options open. Ocean Park is owned by the state, we have a lease with them that is very old. Paid parking is not discussed in that lease. His understanding is that special revenue funds are done through a resolution or ordinance but does not believe that has been done here.

Town Manager A. Marie Smith spoke about how they have the lease. The lease does not discuss paid parking, but the Finance Manager did talk to the state about it and they said if parking is going to be paid, everyone has to pay. Is just relaying what she was told, does not have documentation. There is an email from DEP saying salaries could be paid out of that fund.

Mayor Alison Dennington spoke about how public records are a big issue for the Town.

Commissioner Tim Reed reiterated his proposal that we consider dissolving those funds and putting that revenue in the general fund and allocate money for what is needed in the park.

Public Works Director Tom Davis spoke about the pavilions falling down and how they are not safe for use anymore. Said they are required to maintain the park to the standards that it was constructed. Concerned about needing to fix something at the park but the money has already been taken for stormwater. Asked the Mayor not to interrupt him.

Commissioner Tim Reed called a point of order.

Vice Mayor Terry Cronin took the gavel and said to move the conversation along. Said Commissioner Sherri Quarrie had a good point about some Townspeople, specifically senior citizens, don't like to see their tax money going to playground equipment. This is a way we have dedicated funds to maintain the park, does not know if the Ryckman Park fund should be included in this plan.

Commissioner Sherri Quarrie confirmed the pavilions in Ryckman do not need to be replaced but that the roof on the bathroom does need to be replaced. Gave examples of times in the Town where money could not be used for one thing because it went somewhere else.

Mayor Alison Dennington spoke about Commissioner Sherri Quarrie being repetitive and said to move on.

Commissioner Anna Butler spoke about removing herself if the meeting continues in an immature manner.

6. Adjournment

Vice Mayor Terry Cronin moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Meeting adjourned at 8:16 pm.

ATTEST:

_____ _____

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

Town Commission Regular Meeting

Meeting Date: November 18, 2026

From: Town Attorney

RE: Paid Parking Ordinance

Background Information:

On October 21, 1969, the Town and the State of Florida Board of Trustees of the Internal Improvement Trust Fund entered into a Lease Agreement for Ocean Park. The Lease permits the Town to uses and activities on the land "for the purpose of preserving, developing, operating and maintaining said lands and property for outdoor recreational, park, conservation and related purposes."

The paid parking at Ocean Park is on State land and the State of Florida Board of Trustees of the Internal Improvement Trust Fund holds title to the land.

Generally, paid parking revenue generated by the Town can be used for any purpose the Commission deems necessary. However, since the paid parking at Ocean Park is on State land, the revenue generated must be used "for the purpose of preserving, developing, operating and maintaining said lands and property for outdoor recreational, park, conservation and related purposes" in accordance with the Lease.

In *City of New Smyrna Beach v. Board of Trustees of the Internal Improvement Trust Fund,* 543 So. 2d. 824 (Fla. 5th DCA 1989), the State sued the city for imposing a beach toll. While the case specifically references a beach statute, the court determined that the city could use the toll money generated for purposes so long as such expenses were beach related. In other words, the city couldn't use the beach funds for other municipal expenses or projects.

The revisions to the attached Ordinance delineates the parking revenue generated from Ryckman Park and Ocean Park, and provides that funds generated from Ocean Park parking revenue be used exclusively for improvement, maintenance, and repairs of Ocean Park facilities, operational costs for the facilities, and operational costs for the management of the paid parking program at Ocean Park.

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, CREATING 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.

WHEREAS, the Town of Melbourne Beach has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, the Town Commission directed staff to prepare and submit an Ordinance that codifies the Town's existing paid parking program and paid parking funds; and

WHEREAS, the Town Commission deems it beneficial and in the Town's best interests to continue the paid parking program as it generates public revenue that benefits the Town's residents, communities, businesses, and funds some Town operations; and

WHEREAS, the Town Commission hereby finds that this Ordinance serves legitimate government purposes, it is a permissible exercise of the Town's powers and authority, and benefits the public health, safety, and welfare of the citizens of the Town of Melbourne Beach.

NOW THEREFORE, BE IT ENACTED BY THE TOWN OF MELBOURNE BEACH, FLORIDA:

Section 1. The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Commission pertaining to this Ordinance.

Section 2. Chapter 30, Section 49 – Paid Parking Program, and Chapter 30, Section 50 – Paid Parking Funds, of the Town of Melbourne Beach Code of Ordinances, shall be created as follows (Note: additions indicated by underscore; deletions indicated by ~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)):

§ 30-49. PAID PARKING PROGRAM.

(a) For purposes of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

PAID PARKING LOCATIONS. The words "paid parking locations" shall mean and include the Ryckman Park parking lot, Ocean Park parking lot, Avenues A and B parking lots, and Avenues First through Sixth parking lots.

PARKING KIOSK. The words "parking kiosk" mean and include any Town approved electronic payment device, website, or application accepting monetary payment for the regulation of parking by authority of this section.

PARKING METER SPACE. The words "parking meter space" mean any space within a parking meter zone servicing the paid parking locations and in which a parking meter regulates the parking thereof.

(b) All fees charged for the use of a parking meter space shall be made through the parking kiosk located at the paid parking locations and shall be collected via electronic payment at the parking kiosk. Evidence of the proper parking fee payment shall be made through a confirmation check using the vehicle license plate.

(c) The fees and rates to be charged for a parking meter space located in the paid parking program shall be established by resolution approved by the Town Commission. The Town Manager shall be authorized to temporarily waive or modify such fees and rates in the event of a severe weather or emergency event as determined by the Town Manager or said manager's designee.

(d) *Violations.* It shall be unlawful and a violation of the provisions of this section for any person:

(1) To cause, allow, or permit any vehicle registered in said person's name to be parked in a parking meter space overtime;

(2) To cause, allow, or permit any vehicle registered in said person's name to remain or be placed in any parking meter space controlled by any parking kiosk while said parking kiosk provides that the vehicle occupying such parking space has already been parked beyond the period prescribed for such parking space;

(3) To cause, allow, or permit any vehicle registered in said person's name to be parked across any line or making of a parking meter space or in such position that the vehicle shall not be entirely within the area designated by such lines or markings.

(e) *Enforcement and Penalties.* Subsections (d)(1), (2), and (3) of this section shall be enforced by Town police officers or parking enforcement specialists in accordance with Sections 30-43.1 and 30-44 of the Town Code. Any person violating sections (d)(1), (2), and (3) of this section shall be subject to a noncriminal infraction and shall be assessed a civil penalty of $75 in accordance with Sections 30-43.1 and 30-44 of the Town Code. For purposes of this section, the Town incorporates and adopts the procedures set forth in Sections 30-43.1 and 30-44, Town Code, governing the issuance of citations and the civil traffic infraction hearing officer program.

(f) *Resident Annual Pass.* Qualified residents shall be eligible to obtain annual passes, which will allow parking at the paid parking locations, excluding Ocean Park, without

being required to pay the daily parking rates as may be adopted by the Town Commission from time to time.

(g) *Non-Resident Annual Pass.* Non-residents shall be eligible to obtain an annual pass, which will allow parking at the paid parking locations, excluding Ocean Park, at the annual rate that may be adopted by the Town Commission from time to time. The non-resident annual pass shall be limited and issued to the first 50 non-resident applications per year unless otherwise approved by the Town Commission.

§ 30-50. PAID PARKING FUNDS.

(a) Special Revenue Funds for Ryckman Park and Ocean Park are hereby codified for the deposit of all fees collected pursuant to Section 30-49. All revenues derived from the daily parking rates originating from Ryckman Park and Ocean Park shall be placed in each respective special revenue fund.

(b) The expenditure of all revenues placed in the Ryckman Park special revenue fund shall be limited to the following:

(1) Capital projects relating to the improvement, maintenance, and repair of Town parks and associated facilities;

(2) Operational costs for the daily maintenance and management of Town parks and associated facilities; and

(3) Operational costs for the management of the paid parking program.

(c) The expenditure of all revenues placed in the Ocean Park special revenue fund shall be limited to the following:

(1) Capital projects relating to the improvement, maintenance, and repair of Ocean Park facilities;

(2) Operational costs for the daily maintenance and management of Ocean Park and associated facilities; and

(3) Operational costs for the management of the paid parking program at Ocean Park.

***

Section 3. Conflicts. All ordinances or parts thereof, in conflict herewith are, to the extent of such conflict, repealed.

Section 4. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance

and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

Section 5. Codification. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Melbourne Beach, as additions or amendments thereto.

Section 6. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2026, by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA

By:_____
BRUCE PICKETT, Mayor

ATTEST:

(TOWN SEAL)

_____
Cyd Jones, Town Clerk

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 18, 2026

From: Town Manager and Town Attorney

RE: Approval of Reserve Fund Policy

Background Information:

At the September Regular Town Commission Meeting, the Commission reviewed the draft Reserve Fund policy provided by the Town Attorney. A final draft was created based on the Commission's comments.

Recommendation:

Review the final draft of the Reserve Fund policy and approve the policy.

Town Commission Meeting

Section: **New Business**

Meeting Date: **November 18, 2026**

From: **Cyd Jones, Town Clerk**

Subject: **Appointment of the Vice Mayor**

Background Information:

When the Commission is seated for the first time after an election and/or for the new Fiscal Year, the Commission will vote for one Commissioner to be designated as Vice Mayor.

Recommendation:

Vote for a Vice Mayor.

Town Commission Meeting

Section: **New Business**

Meeting Date: **November 18, 2026**

From: **Cyd Jones, Town Clerk**

Subject: **Appointment of the South Beaches Coalition Representative**

Background Information:

The municipalities of Indialantic, Indian Harbour, Melbourne Beach, and Satellite Beach formed the South Beaches Coalition. The Coalition was accorded a single voting delegate seat on the Transportation Planning Organization Governing Board. The Coalition was established to have an organized method to provide joint instructions to their single voting delegate to the TPO.

Recommendation:

Appoint a Town of Melbourne Beach Representative to the South Beaches Coalition.

Attachments:

Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition

CFN 2024197452, OR BK 10168 PAGE 3042
Recorded 09/30/2024 at 10:30 AM, Rachel M. Sadoff,
Clerk of Courts, Brevard County
Pgs:11

THIS INSTRUMENT RETURN TO:
Laura Carter
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Bldg. B
Melbourne, FL 32940

THIS INSTRUMENT PREPARED BY:
Paul R. Gougelman, III, General Counsel
Space Coast Transportation Planning Organization
Weiss Serota Helfman Cole & Bierman, P.L.
200 East Broward Blvd. – 19th Floor
Ft. Lauderdale, FL 33301

INTERLOCAL AGREEMENT REGARDING VOTING REPRESENTATION ON SPACE COAST TRANSPORTATION PLANNING ORGANIZATION FOR THE SOUTH BEACHES COALITION

THIS AGREEMENT is made and entered into as of the 30th day of September 2024, by and between the TOWN OF INDIALANTIC, a Florida Municipal Corporation (herein "Indialantic"), CITY OF INDIAN HARBOUR BEACH, a Florida Municipal Corporation (herein "Indian Harbour Beach"), TOWN OF MELBOURNE BEACH, a Florida Municipal Corporation (herein "Melbourne Beach"), and CITY OF SATELLITE BEACH, a Florida Municipal Corporation (herein "Satellite Beach").

WITNESSETH:

WHEREAS, the Space Coast Transportation Planning Organization (herein "TPO") is a metropolitan planning organization established under Section 339.175, Florida Statutes, to coordinate transportation planning and finance throughout Brevard County; and

WHEREAS, the TPO is legally formed and operates pursuant to an interlocal agreement entitled as the Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on July 15, 2014, in Official Records Book 7166, Page 2144, Public Records of Brevard County, Florida, as amended by the First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on October 8, 2020, in Official Records Book 8880,

Page 279, Public Records of Brevard County, Florida (herein: the "Restated Interlocal Agreement")' and

WHEREAS, in the early 1990s, the municipalities of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach formed the "South Beaches Coalition" to participate on the TPO Governing Board and to help guide transportation planning on the South Beaches portion of Brevard County; and

WHEREAS, the South Beaches Coalition in the 1990s and first decade of 2000 operated pursuant to the "Memorandum of Understanding" relating to voting representation on Brevard County Metropolitan Planning Organization dated June 9, 1992, between Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the "Agreement with Respect to Voting Representation on Brevard County Metropolitan Planning Organization" dated September 22, 2000, between the four municipalities, including Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach; and

WHEREAS, in the early 1990s and the first decade of the 21st Century, the South Beaches Coalition was accorded a single voting delegate seat on the TPO Governing Board as provided in the Restated Interlocal Agreement; and

WHEREAS, it is the desire of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach to provide a methodology by which the four municipalities may share the aforesaid single voting delegate seat on the TPO Governing Board; and

WHEREAS, the authority to undertake sharing of a delegate seat on the TPO Governing Board is provided in Section 339.175(3)(a), Florida Statutes (2024), which states in pertinent part:

> (a) The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations. In accordance with 23 U.S.C. s. 134, the Governor may also allow M.P.O. members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area which do not have members on the M.P.O. With the exception of instances in which all of the county commissioners in a single-county M.P.O. are members

> of the M.P.O. governing board, county commissioners shall compose at least one-third of the M.P.O. governing board membership. A multicounty M.P.O. may satisfy this requirement by any combination of county commissioners from each of the counties constituting the M.P.O. Voting members shall be elected officials of general-purpose local governments, one of whom may represent a group of general-purpose local governments through an entity created by an M.P.O. for that purpose. An M.P.O. may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. As used in this section, the term "elected officials of a general-purpose local government" excludes constitutional officers, including sheriffs, tax collectors, supervisors of elections, property appraisers, clerks of the court, and similar types of officials. County commissioners shall compose not less than 20 percent of the M.P.O. membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an M.P.O; and.

WHEREAS, the undersigned parties for the purposes of this Agreement, and for the purpose of reference by the TPO, have designated the arrangement provided for herein to be informally and colloquially referred to as the "South Beaches Coalition"; and

WHEREAS, this Agreement is entered as an interlocal agreement pursuant to Section 163.01, Florida Statutes (2024), and is also entered into pursuant to the home rule power of each of the municipalities as provided in Section 166.021, Florida Statutes, and Article VIII, Section 2, Florida Constitution of 1968; and

WHEREAS, pursuant to this Agreement, the parties have provided for an arrangement by which the voting delegate on the TPO Governing Board will be rotated among Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, on a scheduled basis; and

WHEREAS, the parties have further agreed to establish an organized method to provide joint instructions to their single voting delegate to the TPO; and

WHEREAS, this Agreement has been approved by the respective governing body of the four municipalities joining in this Agreement..

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed by the parties that:

1. Recitals. Each and all of the recitals above be and the same are hereby incorporated herein and declared to be true and correct.

2. Appointment of Voting Delegate.

(a) The single voting delegate holding the South Beaches Coalition seat on the TPO and representing the collective interests of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, along with an alternate voting delegate, shall be appointed by the governing body of each respective municipality according to the following schedule:

Designating Party	Calendar Years for Designation
Indialantic	2024 & 2025, 2032 & 2033
Indian Harbour Beach	2028 & 2029
Melbourne Beach	2030 & 2031
Satellite Beach	2026 & 2027

(b) The power of appointment will be exercised in such a manner that a municipality's appointee as a voting delegate, or alternate voting delegate, assumes office on January 1st of the first year of the foregoing schedule that a municipality may exercise the power of appointment and ends on December 31st of the second year of the foregoing schedule that the municipality may exercise the power of appointment. For example, because Indialantic holds the power of appointment for 2024 and 2025, Indialantic's appointed voting delegate would assume office effective January 1, 2024 and leave office on December 31, 2025.

(c) Neither the TPO voting delegate, nor the alternate delegate, must reside within the corporate limits of the designating municipality, but each must be an elected official of either Indialantic, Indian Harbour Beach, Melbourne Beach, or Satellite Beach.

(d) In the event that any party to this Agreement fails to appoint the TPO voting delegate, or alternate voting delegate, by the beginning of that municipality's two-year term set forth in the foregoing schedule, the TPO voting delegate and alternate voting delegate appointed for the immediate prior two-year term shall continue as the TPO

voting delegate and alternate voting delegate until such time as their successors have been appointed.

(e) During each two-year term set forth in herein, the TPO voting delegate and the alternate voting delegate shall serve at the pleasure of the appointing municipality, which has the power to rescind any such appointment and to name any other elected official of one of the four municipalities as the TPO voting delegate or alternate voting delegate.

(f) Consistent with Section 339.175, Florida Statutes, a new Interlocal Agreement for the Creation of the Transportation Planning Organization (and replacing the Restated Interlocal Agreement) between various Brevard County local governmental entities and the Florida Department of Transportation may need to be entered into during the term of this Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beach Coalition. It is intended that this Agreement shall continue to be valid and in force when the new Interlocal Agreement for the Creation of the Transportation Planning Organization is adopted; provided, that the new Interlocal Agreement for the Creation of the Transportation Planning Organization provides for a single voting delegate to be alternated among Indialantic, Melbourne Beach, Satellite Beach, and Indian Harbour Beach.

3. South Beaches Coalition ("Coalition") Representatives.

(a) The governing body of each party to this Agreement shall appoint one of their elected officials to represent that municipality on the South Beaches Coalition. Each representative shall serve at the pleasure of the appointing governing body. In addition, the remaining elected officials of each municipality shall be deemed alternate Coalition representatives who may substitute as needed in the absence of their appointed representative at Coalition meetings.

(b) The four Coalition representatives shall advise and direct the TPO voting delegate and alternate voting delegate representing the South Beaches Coalition on the TPO Governing Board and who must vote on matters before the TPO in accordance with instructions provided by the Coalition representatives. However, when express instructions have not been provided, the TPO voting delegate or alternate voting

delegate shall exercise said delegate's best judgment in voting for the best collective interests of the four municipalities on matters before the TPO.

(c) The Coalition representative appointed by the municipality responsible for appointing the TPO voting delegate shall serve as Chairperson of the Coalition. This position shall rotate in accordance with the schedule established in Section 2 hereof. The Chairperson shall take office when the TPO voting delegate is appointed.

(d) The Coalition representatives shall elect a Vice-Chairperson from among themselves during the month of December each year. The Vice-Chairperson shall serve for one year or until said individual's successor is elected, whichever occurs later.

(e) The municipality responsible for appointing the TPO voting shall provide staff support for all activities incident to the performance of this Agreement, including preparation and distribution of agenda packages, advertising of meetings to comply with the Government-in-the-Sunshine Law, preparation of minutes, and coordination of time and place of meetings of the Coalition representatives.

(f) Meetings of the Coalition representatives will operate generally using Robert's Rules of Order, Newly Revised, most recent edition.

4. TAC and CAC Members.

(a) In the event that the TPO seats only one Technical Advisory Committee ("TAC") member or one Citizens Advisory Committee ("CAC") member to represent the South Beaches Coalition, the municipality appointing the TPO voting delegate shall also appoint the sole TAC or CAC member(s) to represent the Coalition.

(b) In the event that the TPO permits a TAC or a CAC member to represent each municipality, the governing body of each municipality shall appoint the TAC and CAC member to represent that municipality.

(c) To the extent permitted by law and pursuant to Section 339.175(6), Florida Statutes, TAC and CAC members will serve at the pleasure of the appointing authority.

5. Expiration. This Agreement will expire on December 31, 2033; provided, that the respective governing bodies of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, may agree from time to time to extend, amend, or terminate this Agreement by written instrument. No such written instrument shall be effective until the amendatory instrument is approved by the governing body of each of the four

municipalities, executed by appropriate officials of each governing body, and recorded with the Brevard County Clerk of the Court as provided in Section 163.01(11), Florida Statutes.

6. Interpretation; Termination of Prior Agreements.

(a) This Agreement and the terms herein were negotiated jointly by Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the four municipalities had the full choice of wording thereof. Consequently, no term, provision, or section hereof will be more harshly construed against either party hereto as the drafter of this Agreement.

(b) The agreement entitled "Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition recorded on December 12, 2013, in Official Records Book 7029, Page 2904, Public Records of Brevard County, Florida, is hereby terminated.

7. Effective Date. This Agreement will become effective upon recordation in the Public Records of Brevard County, Florida, as maintained by the Brevard County Clerk of Court pursuant to Section 163.01(11), Florida Statutes.

8. Counterpart Signature Pages. This Agreement may be executed by the use of counterpart signature pages.

IN WITNESS WHEREOF, the Town of Indialantic, City of Indian Harbour Beach, Town of Melbourne Beach, and City of Satellite Beach, have each caused this agreement to be executed the day and year set forth below by their authorized representative.

[Remainder of Page Left Vacant]

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

TOWN OF INDIALANTIC, FLORIDA, a Florida

By: _____
Michael Casey
Town Manager

Dated: August 23, 2024

(TOWN SEAL)

ATTEST:

_____
Mollie Carr, Town Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

CITY OF INDIAN HARBOUR BEACH, FLORIDA, a Florida Municipal Corporation

By: _____
John W. Coffey, City Manager

Dated: 8/13/2024, 2024

(CITY SEAL)

ATTEST:

_____
Sue Frank, MMC, City Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

TOWN OF MELBOURNE BEACH, FLORIDA, a Florida Municipal Corporation

By: _____
Elizabeth Mascaro
Town Manager

Dated: 8/21/2024
2024
(TOWN SEAL)

ATTEST:

_____
Amber Brown, Town Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

CITY OF SATELLITE BEACH, FLORIDA, a Florida Municipal Corporation

By: _____
Brittany Retherford
Interim City Manager

Dated: 8-8-24, 2024

(CITY SEAL)

ATTEST:

_____
Gwen Peirce, MPA, CMC
City Clerk

Town Commission Meeting

Section: New Business

Meeting Date: November 18, 2026

From: Cyd Jones, Town Clerk

Subject: Appointment of the Voting Delegate and Alternate Voting Delegate for the Space Coast League of Cities

Background Information:

Every year the Town Commission votes for one Voting Delegate and one Alternate Voting Delegate for the Space Coast League of Cities.

If a member will be an Officer on the 2027 Executive Board, a different Primary and Alternate Voting Delegate will need to be designated.

Recommendation:

Make two separate motions: one to appoint the Voting Delegate, and one to appoint the Alternate Voting Delegate.

Attachments:

2027 Appointment of League Voting Delegate/Director Form

SPACE COAST LEAGUE OF CITIES, INC.

A Florida Not-for Profit Corporation

CAPE CANAVERAL	INDIALANTIC	MELBOURNE BEACH	ROCKLEDGE
COCOA	INDIAN HARBOUR BEACH	MELBOURNE VILLAGE	SATELLITE BEACH
COCOA BEACH	MALABAR	PALM BAY	TITUSVILLE
GRANT-VALKARIA	MELBOURNE	PALM SHORES	WEST MELBOURNE

"CITIES OF BREVARD WORKING TOGETHER"

2027 Appointment of League Voting Delegate/Director

The Bylaws of the Space Coast League of Cities require the following:

- Every December, the governing body of each member municipality must appoint a Voting Delegate/Director and Alternate to the League.

  Eligibility: Only the member municipality's elected officials, manager, attorney, clerk, and department heads are eligible to be a Voting Delegate/Director and Alternate. Any Voting Delegate/Director or Alternate who ceases to hold such a position ceases at the same time to be a Voting Delegate/Director or Alternate.

  Functions: The person appointed as Voting Delegate serves as both the member municipality's Voting Delegate at membership meetings and its representative to the Board of Directors. The Voting Delegate and the Director is the same person. The sole function of the Alternate for the Voting Delegate/Director is to vote in the absence of the Voting Delegate/Director.

- Following the appointment, the names of the Voting Delegate/Director and the Alternate must be promptly certified in writing to the Executive Director.

- Because dues for member municipalities are based on population, each member municipality must also certify its current population figures when it certifies its Voting Delegation/Director and Alternate.

Accordingly, please provide and certify the information requested below and return this form promptly to the League Executive Director at the email address: **execsec@scloc.org**.

Municipality: Click here to enter text. **Current Population**: Click here to enter text.

Voting Delegate/Director: Click here to enter text.

Email address: Click here to enter text. **Telephone Number**: Click here to enter text.

Alternate Voting Delegate/Director: Click here to enter text.

Email address: Click here to enter text. **Telephone Number**: Click here to enter text.

I hereby certify that the above named persons were duly appointed by our governing body and the foregoing information is correct: Municipality Clerk's signature: Click here to enter text. **Date:** Click here to enter text.

Regular Town Commission Meeting Agenda

Section: **New Business**

Meeting Date: **November 18, 2026**

Subject: **Resolution 2026-10 Fiscal Year (FY) 2026 Budget Amendment**

Submitted By: **Jennifer Kerr, Finance Manager**

Background Information

Close out FY 2026 Budget:
Transfer funds within the General Fund to cover increases in expenditure line items within departments to balance the FY2026 Budget.
Transfer Funds from one Fund to another Fund
Increase the expenditure line items in Special Revenue Funds, Project Funds, and Debt Service Funds to cover increased expenses.

Recommendation:

Consideration of Budget Resolution 2026-10

Attachments:

Proposed Resolution 2026-10

RESOLUTION 2026-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2025/2026 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.

WHEREAS, as is routine, the Town must adopt year end budget amendments.

WHEREAS, attached hereto marked as Exhibit A are the final budget amendments for the 2025/2026 fiscal year annual budget.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA;

SECTION 1. The Town Commission of the Town of Melbourne Beach hereby approves the final budget amendments for the fiscal year 2025/2026 annual budget as outlined in attached Exhibit A.

SECTION 2. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application and to this end the provisions of this Resolution are declared severable.

SECTION 4. EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption

THIS RESOLUTION APPROVED ON FIRST READING this 18th day of November, 2026 by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA, a Florida Municipal Corporation.

By: _____

Bruce Pickett, Mayor

ATTEST: _____

Cydnee Jones, Town Clerk

RESOLUTION 2026-10
BUDGET AMENDMENT
EXHIBIT A

Fund: 001 GENERAL FUND

Revenues	Description	ORIGINAL BUDGET	Amended	FINAL
Department: 00	Increase Revenue: To recognize ICE Funding			
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENT	0.00	167,510.00	167,510.00
001-00-331.12.00	Increase Revenue: To recognize FEMA Federal Funding FEMA	0.00	59,831.04	59,831.04
001-00-331.10.00	Increase Revenue: To recognize FEMA State Funding FEMA STATE GRANT	0.00	41,539.88	41,539.88
001-00-381.00.00	Increase Revenue: Transfer in Revenue from Operating Account for FEMA funds to carry forward to FY27. Transfer from Reserves for Melby Storm Drain Incident, Town Hall Roof, Basin 10, and Staff Training. Remove the Reserve Funds for the Fire Salary. TRANSFER IN	353,195.00	367,869.46	367,869.46
001-21-312.52.00	Increase Revenue: To recognize actual Police Pension Revenue INSURANCE PREMIUM TAX	50,000.00	105,244.89	105,244.89

Operating	40,951.46	FEMA
Reserves	60,000.00	Melby
Reserves	42,743.00	Roof
Reserves	49,760.00	Basin 10
Reserves	10,000.00	Training
Reserves	(188,780.00)	Fire Salary

	Description	ORIGINAL BUDGET	Amended	FINAL
	Decrease Revenue: To recognize actual sale price of Fire Engine for Fire Department Salaries			
001-22-364.10.00	DISPOSAL OF ASSETS-VEHICLES (FIRE)	125,000.00	112,500.00	112,500.00
Fund: 001 GENERAL FUND				
Expenditures	Credit Prepaid Expense:			
Department: 00	To recognize prepaid Fire Truck to Capital Outlay			
001-00-155.00.00	PREPAID ITEMS	0.00	(179,459.02)	(179,459.02)
	Increase Expenditure: To recognize ICE Funding and Transfer out to Fire LTC			
001-00-581.00.00	TRANSFER OUT	326,947.92	552,610.30	552,610.30
	Decrease Expenditure:			
Department: 11 LEGISLATIVE	Transfer to Dept 14 to cover overage			
001-11-543.00.00	LICENSE AND FEES	54,629.00	9,629.00	9,629.00
	Increase Expenditure:			
Department: 12 EXECUTIVE	Transfer from Dept 41 to cover overage			
001-12-510.49.99	MISCELLANEOUS	400.00	33,400.00	33,400.00
	Increase Expenditure:			
Department: 13 FINANCE	Transfer from Dept 21 to cover overage			
001-13-500.12.00	REGULAR SALARIES	75,530.00	100,530.00	100,530.00
	Increase Expenditure:			
Department: 14 LEGAL COUNSE	Transfer from Dept 11 to cover overage			
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	172,200.00	172,200.00
	Increase Expenditure:			
Department: 15 PLANNING	Transfer from Dept 29 to cover overage			
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	24,700.00	24,700.00

	Description	ORIGINAL BUDGET	Amended	FINAL
	Decrease/Increase Expenditure:			
	Transfer to Dept 13 to cover overage			
Department: 21 LAW ENFORCEI	To recognzie Police Pension Premium Payment			
001-1-500.12.00	REGULAR SALARIES	863,842.00	838,842.00	838,842.00
001-21-500.22.02	POLICE PENSION	227,000.00	282,244.89	282,244.89
	Decrease Expenditures:			
	Remove Reserve loan of $188,780 and $12,500 less from			
	the sale of Fire Truck from Fire Wages.			
Department: 22 FIRE CONTROL	Increase Expenditure: To recognize prepaid Fire Engine			
001-22-500.12.00	REGULAR SALARIES	248,599.00	119,244.94	119,244.94
001-22-500.14.00	SALARIES OVERTIME	27,417.00	13,995.06	13,995.06
001.22.500.14.16	HURRICANE PAY	58,504.00	0.00	0.00
001-22-520.64.01	CAPITAL OUTLAY	79,460.00	258,919.02	258,919.02
	Decrease Expenditure:			
Department: 29 CODE ENFORCI	Transfer to Dept 15 to cover overage			
001-29-500.12.00	REGULAR SALARIES	39,520.00	23,820.00	23,820.00
	Decrease Expenditure:			
Department: 41 PUBLIC WORKS	Transfer to Dept 12 to cover overage			
001-41-530.52.20	TOOLS AND HARDWARE	7,200.00	(25,800.00)	(25,800.00)
Fund: 103 DONATIONS				
Expenditures	Increase Expenditures:			
Department: 22 Fire Control	To recognize overage			
103-22-520.52.20	TOOLS & HARDWARE	0.00	11,207.65	11,207.65
Fund: 104 ENVIRONMENTAL ADVISORY BOARD				
Expenditures	Increase Expenditure:			
Department: 72 PARKS & RECRE	To recognzie overage			
104-72-570.34.91	LANDSCAPING	0.00	891.25	891.25

Fund: 121 POLICE EDUCATION F	Description	ORIGINAL BUDGET	Amended	FINAL
Expenitures	Increase Reveneue:			
Department: 21 Law Enforcemer	To recognize overage			
121-21-520.54.10	TRAINING & SCHOOLS	1,086.00	1,448.00	1,448.00
Fund: 122 POLICE ICE FUND	NEW FUND APPROVED BY COMMISSION IN FY2026			
Revenues	Increase Revnue:			
Department: 00	To recognize ICE Funding			
122-00-381.00.00	TRANSFER IN	0.00	167,510.00	167,510.00
	Increase Revenue:			
	To recognize ICE Funding			
122-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENT	0.00	120,000.00	120,000.00
Expenditures	Increase Expenditures:			
Department: 21 Law Enforcemer	To recognize overage			
122-21-520.46.45	EQUIPMENT	0.00	24,287.61	24,287.61
122-21-520.64.01	Capital Outlay	0.00	142,933.95	142,933.95
Fund: 175 RYCKMAN CROSSOVER	PARKING FUND			
Expenditures	Increase Expenditure:			
Department: 75 TOWN PARKS	To recognize overage			
175-75-575.32.90	BANKING FEES	2,800.00	5,542.00	5,542.00
Fund 201 - DEBT SERVICE FUND-	MUNI COMPLEX:			
Expenditures	Increase Expenditure:			
Department: 00	To recognize overage			
201-00-510.73.00	OTHER DEBT SERVICE COST	2,125.00	2,584.09	2,584.09
Fund: 202 DEBT SERVICE FUND-	STORMWATER			
Expenditures	Increase Expenditure:			
Department: 00	To recognize Transfer Out to Fund 341			
202-00-581.00.00	TRANSFERS OUT	0.00	1,168.04	1,168.04

Fund: 333 LONG TERM CAPITAL	**Description**	**ORIGINAL BUDGET**	**Amended**	**FINAL**
Revenues	Increase Revenue:			
Department: 22 FIRE CONTROL	To recognize Transfer In from Fund 001 FEMA Grant			
333-22-381.00.00	TRANSFER IN	0.00	58,152.38	58,152.38
Expenditures				
	Increase Expenditure:			
Department: 22 FIRE CONTROL	To cover overage for Bunker Gear			
333-22-570.64.01	CAPITAL OUTLAY	0.00	95,808.93	95,808.93
Fund: 341 CAPITAL PROJECTS - S				
Revenues	Increase Revenue:			
Department: 00	To recognize Transfer In from Fund 202			
341-00-381.00.00	TRANSFER IN	585,706.00	586,874.04	586,874.04
Fund: 390 HISTORIC PRESERVATION AND AWARD				
Expenditures	Increase Expenditure:			
Department: 41	To cover overage for Ryckman House			
390-41-530.46.32	RYCKMAN HOUSE	250.00	332.20	332.20
Fund 391 - OLD TOWN HALL				
Expenditures	Increase Expenditure:			
Department: 72	To cover overage for Old History Center			
391.72.570.49.99	MISCELLANEOUS	1,000.00	5,278.05	5,278.05
Fund: 622 POLICE DONATIONS				
Expenditures	Increase Expenditure:			
Department: 21	To cover overage			
622-21-520.52.90	OPERATING SUPPLIES	1,000.00	2,699.17	2,699.17

JE for Prepaid Fire Truck	Entry made to recognize Prepaid Fire Truck	DEBIT	CREDIT
001-22-520.64.01	CAPTIAL OUTLAY	179,459.02	0.00
001-00-155.00.00	PREPAID ITEMS	0.00	179,459.02

Regular Town Commission Meeting Agenda

Section: **New Business**

Meeting Date: **November 18, 2026**

Subject: **Resolution 2026-11 Fiscal Year (FY) 2027 Budget Amendment**

Submitted By: **Jennifer Kerr, Finance Manager**

Background Information

Carryforward fund balances from FY 2026 for utilization in FY 2027. Transfer out $15,000 from the Building Fund (125) to the General Fund (001).

Recommendation:

Consideration of Budget Resolution 2026-11

Attachments:

Proposed Resolution 2026-11

RESOLUTION NO. 2026-11

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2026-2027; AMENDING RESOLUTION NO 2026-09 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2026 and ending September 30, 2027 by Resolution No 2026-09; and

WHEREAS, this Resolution amends Resolution No. 2026-09 covering the period October 1, 2026 to September 30, 2027; and

WHEREAS, the Town Commission of the Town of Melbourne Beach has conducted the requisite public hearing(s) on this resolution as required by Section 166.241, Florida Statutes and Section 15-6, Melbourne Beach Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, as follows:

Section 1. That the 2026-2027 Town Budget for all Funds including the General Fund and Resolution 2026-11 adopting the aforesaid amended budget is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended.

#1. Carryforward Revenue Balances and Transfer Out for Utilization from FY2026 to FY2027 for the following Funds:

Fund 001 – Carryforward the following revenues:
- $60,000 for Melby Storm Drain Incident
- $42,743 for Town Hall Roof
- $49,760 for Basin 10
- $7,500 for Staff Training

Fund 001 – 001-00-229.55.22 – Shared Fire Training in the amount of $1,953.05
Fund 103 – Fire Donations Fund in the amount of $17,530.29
Fund 104 – Environmental Advisory Board Fund (EAB) in the amount of $10,619.07
Fund 107 – Parks Board Fund in the amount of $15,095.82
Fund 121 – Police Education Fund in the amount of $3,230.21
Fund 122 – Police ICE Fund in the amount of $120,288.44
Fund 124 – Building Education Fund in the amount of $1,467.98
Fund 125 – Building Department Fund in the amount of $73,918.39 and
Transfer Out $15,000 From Fund 125 to the General Fund (001)
Fund 141 – Stormwater Utility Fund in the amount of $56,075.11

Fund 172 – Ocean Park Parking Fund in the amount of $95,715.39
Fund 175 – Ryckman Park Parking Fund in the amount of $77,474.23
Fund 201 – Debt Service Fund, Muni Complex in the amount of $465.13
Fund 333 – Long Term Capital Projects Fund in the amount of:
Dept. 19 – $179,424.56
Dept. 21 – $ 30,000.00
Dept. 22 – $ 110,534.01
Dept. 41 – $ 54,032.55
Dept. 42 – $ 4,250.00
Dept. 72 – $ 2,800.00
Dept. 75 – $ 43,660.19
Fund 341 – Stormwater Project Fund in the amount of $134,555.54
Fund 351 – Land and Road Improvement Fund in the amount of $155,384.30
Fund 390 – Historic Preservation Fund in the amount of $3,443.36
Fund 391 – Old Town Hall Fund in the amount of $13,233.36
Fund 622 – Police Donations Fund in the amount of $12,976.48

Section 2. That the amounts shown in Section 1. of the Resolution are hereby appropriated out of the treasury of the Town and any revenues accruing to the Town available for said purposes of the Town's budgetary accounts.

Section 3. That the Town Manager is hereby authorized and directed to proceed with the implementation of the service programs and projects provided for in the budget. Such implementation is to be consistent with the provisions of the Town Code of Ordinances and policies established by the Mayor and Town Commission.

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 18, 2026.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 18th day of November, 2026.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Bruce Pickett, Mayor

ATTEST:

_____
Cydnee Jones
Town Clerk

Town Commission Meeting

Section: New Business

Meeting Date: November 18, 2026

From: Chief Tim Zander

RE: 287g Stipend Purchases

Background Information:

In October 2026, we learned that the Melbourne Beach Police Department was awarded the quarterly Stipend of $120,000 by the Federal Stipend Program as a task force partner with Immigration and Customs Enforcement Agency. This stipend was awarded for the 2nd quarter of 2026. Our agency has applied for these stipends each quarter. To date we have received 2 quarters worth of stipends from the federal government. There are zero match requirements.

The quarterly stipends are as follows: $7,500 per task force officer to be used for equipment for the law enforcement agency and $7,500 per task force officer to be used on IT equipment/software to be used by the law enforcement agency. During the second quarter, our agency had 8 officers that were credentialed as task force officers with ICE. This made us eligible to receive $120,000 in quarterly stipend monies.

Our department will be purchasing the following items with this round of stipend monies.

1. Fully equipped Patrol vehicle. In researching what is considered law enforcement equipment in regards to these stipends, the administration with ICE is extremely vague. When emailing, their replies say something like its up to the Chief and town to determine what is considered equipment. Their only advice is to make sure that we keep good records of the items purchased. With Amendment 3 passing and future funding unknown currently and not knowing what that will look like in the future, we will be purchasing a patrol vehicle with the $60,000 awarded for Equipment.
2. Desktop Computers and IT equipment- All of the desktop computers within the police department are past their life span. Computer Experts has asked that we get them replaced as maintenance and updates might become hard to come by in the future. We will be purchasing 10 desktop computers along with several other IT items to go along with them. We are still collecting quotes from computer experts however it is estimated that this will cost $30,000 of the $60,000 awarded for IT equipment for our police department.
3. 1 Speed Sign to go with the 2 that we currently have. This sign is used to monitor speeds and vehicle counts on our major thoroughfares in our town. We currently have one at A1A coming northbound into our town and another one on Oak St

coming southbound into our town. This speed sign is estimated to be around $5,000 with an annual fee of $500 that we will fund within our current budget for this fiscal year.

4. Scheduling App- Our scheduling process for our employees currently is antiquated and old. We currently use an excel spreadsheet that is stored on our Intranet. This means that our employees can't check the schedule when they are home or away from the station. This software will give the employees the ability to check their schedules on their phones or on their computers from anywhere. They will also be able to request vacation days and so on directly from the app, negating the need to fill out a form on a piece of paper. It also has the ability to create timecards that are completed automatically reducing the need for the employee to have to fill one out on their own which will reduce errors. We are still looking at several different ones, however these prices are competitive with each other at around $5,000.
5. Police Car Mobile Radio- With the purchase of a new police vehicle, we will have a need to purchase an additional car radio. The police mobile radio will be purchased through Communications International who is our police radio vendor as they are for the entire county. The cost for these mobile police radios are nearly $8,500 each.

The costs for the above purchases will be estimated to be $108,500 of the awarded $120,000, leaving an estimated $11,500 in our account to purchase future needs that may arise.

As in prior purchases utilizing the Federal Stipends, we will keep clear and concise records of all purchase for future audits.

Recommendation: It is my recommendation that the above stipend/money is approved for the police department to purchase items listed above.

Attachments: Service Agreement, 287g Electronic Payment Request, 287g Invoice

287(g) SERVICE AGREEMENT
BETWEEN THE
UNITED STATES DEPARTMENT OF HOMELAND SECURITY
U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT
AND
(Melbourne Beach Police Department, FL)

This Service Agreement (**"agreement"**) is entered into between United States (US) Department of Homeland Security (**"DHS"**), Immigration and Customs Enforcement ("**ICE**"), and **(Melbourne Beach Police Department, FL, DBJANAKCRKL7)** (**"service provider"**) for the purpose of receiving stipends, incentives, and/or reimbursable costs incurred by the service provider in providing resources to operations pursuant to the Task Force Model (TFM) Memorandum of Agreement (TFM MOA) or Jail Enforcement Model (JEM) MOA (JEM MOA). The term "parties" is used in this agreement to refer jointly to ICE and the service provider.

When performing services subject to the TFM MOA or JEM MOA and this agreement, service provider will perform Immigration Enforcement Activities (IEAs) that have been approved by Enforcement and Removal Operations (ERO) in advance of the enforcement actions. TFM service provider will also undertake any case specifically designated by ICE and approved by ERO that was previously in Office of Refugee Resettlement (ORR) custody, subsequently released, and unaccounted for.

The agreement will remain in effect for a period not to exceed 36 months unless extended by bilateral modification or terminated in writing by either party. Either party may terminate this agreement by providing written notice of intention to terminate the agreement, a minimum of 60 calendar days in advance of the effective date of termination, or the parties may agree to a shorter period. If this agreement is terminated by either party under this article, ICE will be under no financial obligation for any allowable costs after the date of termination. The service provider will only be paid for services provided to ICE up to and including the day of termination.

The period of performance for this agreement will be specified on Optional Form 347 (OF347).

The following documents constitute the complete agreement and are hereby incorporated directly or by reference:

- A. Optional Form (OF) 347
- B. 287(g) Service Agreement (This document)

Attachments

- Attachment 1 – Title 29, Part 4 Labor Standards for Federal Service Contracts
- Attachment 2 – Wage Determination Number (to be specified on OF347)
- Attachment 3 – Combatting Trafficking in Persons
- Attachment 4 – ICE Privacy, Records Management, and Safeguarding of Sensitive Information

IN WITNESS WHEREOF, the undersigned, duly authorized officers, have subscribed their names on behalf of the (Melbourne Beach Police Department, FL) and the DHS, U.S. ICE. Only the service provider is authorized as a signatory for this agreement with full authority to sign and bind the service provider regarding this agreement. The authorized signatory must be a bona fide representative of the service provider.

ACCEPTED:

U.S. Immigration and Customs Enforcement

Contracting Officer (CO)

Signature: Brittany Tobias Digitally signed by BRITTANY M TOBIAS

Date: Date: 2026.09.11 10:29:11 -04'00'

ACCEPTED:

(Melbourne Beach Police Department)
(Tim Zander)
(Chief of Police)

Signature:

Date: 6/1/26

Definitions

- Law Enforcement Agency (LEA) - Any agency with an active 287(g) TFM MOA or JEM MOA signed by the ICE director or designee.

- Task Force Officer (TFO) - Any officer, in good standing, employed by a LEA with an active TFM MOA who satisfactorily completed the required initial and any mandated subsequent refresher training and is in possession of valid TFM credentials (temporary or permanent).

- Designated Immigration Officer (DIO) - Any officer, in good standing, employed by a LEA with an active JEM MOA who satisfactorily completed the required initial and any mandated subsequent refresher training and is in possession of valid JEM credentials (temporary or permanent).

- Immigration Enforcement Activity (IEA) - any immigration enforcement activity conducted during the course of normal duties, and/or work in concert with local ICE/ERO officers, pursuant to the TFM MOA or JEM MOA.

- Unaccompanied Alien Children (UAC) Case - any case specifically designated by ICE that was previously in ORR custody, subsequently released, and unaccounted for.

- 287(g) Service Provider Report – a digital document provided by ERO to service providers from time to time, that records Incentive and/or Reimbursement-related data for IEAs under the TFM MOA or JEM MOA and this Service Agreement.

- Stipend – a one-time payment that may be requested by a TFM or JEM service provider, based on funding availability, for their engagement in purposeful and intentional IEAs, when their operational date is established by ICE. Stipend amounts are established, and may be modified from time to time, by ICE and communicated to LEA partners.

- Incentive – a payment that may be awarded quarterly to a TFM service provider, based on funding availability, for continued engagement in purposeful and intentional IEAs. Incentive amounts are established, and may be modified from time to time, by ICE and communicated to LEA partners.

- Reimbursement – TFO salary, overtime, and benefit payments that may be requested by TFM service providers for IEAs, inclusive of UAC Cases.

- Operational Date – the (1) first date upon which a service provider makes a qualifying apprehension under the direction and supervision of ICE pursuant to the TFM MOA, as determined by ICE, or the (2) first date of a service provider's documented encounter with a foreign-born national within their facility that is processed in the designated ICE system pursuant to the JEM MOA, as determined by ICE.

Article 1. Purpose

A. Purpose: The purpose of this Service Agreement is to establish an agreement between ICE and the service provider for specific IEAs as directed by ICE under the authority of Section 287(g) of the Immigration and Nationality Act (INA), codified at 8 U.S.C. § 1357(g), as amended by the Homeland Security Act of 2002, Public Law 107-296. Participation in the ICE/ERO 287(g) program for payment of items listed in this agreement applies to participation and operational enforcement conducted within ICE TFM or JEM.

   a. To qualify for reimbursement under this agreement, the service provider must sign a TFM MOA, sign this Service Agreement, and have an operational date established by ICE/ERO. A service provider will be reimbursed for TFO time spent conducting purposeful and intentional IEAs on or after the service provider's operational date. These activities may occur during the course of their normal duties and/or at the direction of ICE.
   b. To qualify for a stipend or incentive under this agreement, the service provider must sign a TFM MOA or JEM MOA, sign this service agreement, have an operational date established by ICE/ERO, and be engaged in purposeful and intentional IEAs.

B. Responsibilities: This agreement sets forth the responsibilities of ICE and the service provider.

   a. ICE

      i. ERO shall provide the service provider with access to the Federal Law Enforcement Training Center (FLETC) course curriculum required for service provider candidates to become credentialed TFOs or DIOs upon successful completion.

      ii. ERO shall provide TFM service providers with a "287(g) Service Provider Report" template. This template must be completed by the service provider monthly to detail TFO payroll (salary and overtime), and benefits related to IEAs performed on behalf of ICE.

      iii. An ERO designee shall verify and validate TFM service provider salary, overtime, and benefits data for requested Reimbursements.

      iv. An ERO designee shall verify and validate the TFM service provider's IEA accomplishments for requested quarterly incentives. Quarterly Incentive distributions are determined by the evaluation of continuous engagement in purposeful and intentional IEAs as determined by the ERO 287(g) PMO. Quarterly Incentive disbursements will be made following the conclusion of the quarter.

   b. In the case where a service provider is receiving incentives/stipends from alternate state/local sources, it is the responsibility of the service provider to

resolve any concerns they may have about the appropriateness of receiving duplicate payments for the same IEAs.

i. The service provider shall provide all personnel, management, equipment, supplies, and services necessary for performance of all IEAs addressed in this agreement. The service provider will comply with the TFM MOA or JEM MOA, as applicable, between the service provider and ICE.

ii. The TFM service provider shall provide ERO with salary, overtime, and benefits package data for each TFO for whom Reimbursement is being sought.

iii. The service provider shall attest to the truthfulness and accuracy of any and all salary, overtime, benefits, and operational information provided to ICE in all submitted materials.

iv. The service provider shall provide ERO with subjects of interest located through immigration enforcement activities and illegal alien disposition (arrest, transfer of custody to ICE, transfer of custody to CBP, or other).

v. The TFM service provider shall provide ERO with hours spent performing ICE enforcement activities for adult and UAC for each credentialed TFO assigned to the apprehension.

vi. On all invoices, the TFM service provider shall identify TFO participants by their ICE designated credential identification number (generated after the successful completion of ICE FLETC training).

C. Rates: All reimbursement rates are specified in the OF347. This is a fixed rate agreement, subject to the availability of funds.

D. Order of Precedence: In instances where other policies conflict with ICE policy or standards, this agreement and/or the TFM MOA or JEM MOA, as applicable, between the provider and ICE will be the guiding document. Int

Article 2. Participation Verification

A. Points of Contact (POC)

The service provider shall provide a POC to the ERO field office with local operational control of the 287(g) program for participation notification purposes. The POC information shall include a name, title, office phone number, and official email address.

The ERO field office with local operational control of the 287(g) program shall provide a POC to the service provider for participation verification purposes. The local ERO office POC will provide the service provider POC with a name, title, office phone number, and official email

address, or other electronic means of communication, for communicating and documenting participation activities.

B. TFM Reimbursement Process

TFM service providers will only be eligible for Reimbursement for purposeful and intentional work on IEA and UAC cases. TFOs will record all enforcement actions on the approved 287(g) Service Provider Report, on which they will specify whether the case is IEA or UAC. TFOs will provide the 287(g) Service Provider report to their LEA POC at the end of their shift.

The TFM service provider will create a process to save and track all TFO 287(g) Service Provider Reports.

An ERO designee will reconcile the list of TFO IEAs against events recorded in ICE systems of record. Any unmatched records will be reviewed by the ERO designee to identify a cause and resolution. If a case cannot be resolved, then the ERO designee will notify the TFM service provider POC that the case has been rejected. If the TFM service provider POC submits correct information and the case is located, then credit will be granted.

If the TFM service provider has indicated they will participate in locating UACs within their jurisdiction, all work performed must be in accordance with the UAC Safety Verification Initiative Workflow, Incentives Program Info Sheet, UAC Safety Verification Initiative FAQs, and UAC Verification Reporting Form. These four documents are available upon request. The four documents will be incorporated into the agreement once participation is verified.

Disputes of reimbursement participation verification will be handled between ERO and TFM service provider management.

Article 3. Employment Screening Requirements

General. The service provider shall certify to the Contracting Officer (CO) and CO Representative (COR) that any service provider employees who have access to ICE detainees have successfully completed employment screening that includes at a minimum a criminal history records check, employment reference checks and a citizenship check.

Employment Eligibility. Each service provider employee performing under this agreement shall successfully pass the DHS Employment Eligibility Verification (E-Verify) program operated by the United States Citizenship and Immigration Services (USCIS) to establish work authorization.

The E-Verify system is an Internet-based system operated by DHS USCIS, in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

Each employee performing under this Agreement shall have a Social Security Card issued by the SSA. The service provider shall be responsible for acts and omissions of his own employees and for any subcontractor(s) and their employees.

Subject to existing law, regulations and/or other provisions of this contract, illegal or undocumented aliens shall not be employed by the service provider under this Agreement. The service provider shall ensure that this provision is expressly incorporated into any subcontracts or agreements issued in support of this Agreement.

Security Management. The service provider shall appoint a senior official to act as the Corporate Security Officer. The individual will interface with Office of Professional Responsibility (OPR) Personnel Security Division (PSD) through the COR on all security matters, to include physical, personnel, and protection of all Government information and data accessed by the service provider.

The COR and OPR shall have the right to inspect the procedures, methods, and facilities utilized by the service provider in complying with the security requirements under this contract. Should the COR determine that the service provider is not complying with the security requirements of this contract, the service provider will be informed in writing by the CO of the proper action to be taken to effect compliance with such requirements.

Article 4. Incident Reporting

The COR and ERO287g@ice.dhs.gov shall be immediately notified in the event of all serious incidents. The COR will provide any additional contact information for outside working hours to the service provider at the time of the award.

Article 5. Administration

A. Commencement of Services: ICE is under no obligation to utilize the services identified herein until the need for services has been identified, and funding has been identified and made available.

B. Funding: The obligation of ICE to make payments to the service provider is contingent upon the availability of Federal funds. ICE will not direct the performance of any other services until ICE has appropriate funding. Service agreements will be established when specific requirements have been identified and funding obligated. Performance under this agreement starts on the date that the service provider becomes operational as determined by ERO. Payments under this agreement are not authorized until the CO issues a specific service agreement to the designated service provider in writing. In the event of a Federal lapse of funding the service provider should consult with the CO.

C. Consistent with Law: This agreement is permitted under applicable statutes, regulations, policies, and judicial mandates. Any provision of this agreement contrary to applicable statutes, regulation, policies, or judicial mandates is null and void and shall not necessarily affect the balance of the agreement.

Article 6. Adjusting the Agreement Rates

A. ICE will reimburse the TFM service provider at the rates shown in the OF347, subject to the availability of funds, except as provided in Article 11. No rate adjustments are permitted under this service agreement unless initiated by ICE subject to the availability of funds.

Article 7. Modifications and Disputes

A. Modifications: Actions, other than those designated in this agreement, will not bind or incur liability on behalf of either party. Either party may request a modification to this agreement by submitting a written request to the other party. A modification will become a part of this agreement only after the CO has approved the modification in writing.

B. Disputes: In regard to this service agreement, the CO and the authorized signatory of the service provider will settle disputes, questions, and concerns arising from this agreement. Settlement of disputes will be memorialized in a written modification between the ICE CO and authorized signatory of the service provider. In the event that a dispute cannot be resolved between the service provider and the ICE CO, the ICE CO will make the final decision. If the service provider does not agree with the final decision, the matter may be appealed to the ICE Head of Contracting Activity (HCA) for resolution. The ICE HCA may employ all methods available to resolve the dispute including alternative dispute resolution techniques. The service provider shall proceed diligently with performance of this agreement pending final resolution of any dispute.

Article 8. Enrollment, Invoicing, and Payment

A. Enrollment in Electronic Funds Transfer: All payments by the Government under this contract shall be made by electronic funds transfer (EFT). The Government shall make payment to the service provider using the EFT information contained in the System for Award Management (SAM). In the event that the EFT information changes, the service provider shall be responsible for providing the updated information to SAM. If the service provider's EFT information in SAM is incorrect, then the Government need not make payment to the service provider under this agreement until correct EFT information is entered into SAM; and any invoice shall be deemed not to be a proper invoice for the purpose of prompt payment under this agreement.

B. SAM Registration: The service provider shall maintain an active registration in SAM at the time of award and throughout the life of this agreement. The service provider shall be registered to receive "All Awards" in their SAM registration. The SAM website can be found at www.sam.gov.

C. Payment Requests:
   a. Initial Stipend (TFM and JEM): Service providers shall submit Initial Stipend requests on a 287(g) Service Provider Report to ERO287g@ice.dhs.gov as soon as practicable after ICE notifies the service provider of having established an operational date.

b. Monthly Salary/Overtime/Benefits (TFM): Service providers shall submit pre-invoices on a 287(g) Service Provider Report for salary, overtime, and benefits to ERORPA-287g-TFM@ice.dhs.gov by the 10th day of the subsequent month after the immigration enforcement action is performed.
c. Quarterly Incentives (TFM): Service providers shall submit quarterly incentive requests on a 287(g) Service Provider Report to ERO287g@ice.dhs.gov during the last month of that fiscal quarter (e.g., for the quarter April 1 – June 30, the request should be submitted between June 1 and June 30).

D. Consolidated Invoicing:
a. Initial Stipend (TFM and JEM): Initial Stipend invoices shall be submitted to Invoice Consolidation once the contract is signed by an ICE Contracting Officer, and at the instruction of the 287gInvoicing@ice.dhs.gov team.
b. Monthly Salary/Overtime/Benefits (TFM): Service providers shall submit invoices spreadsheets to Invoice Consolidation for salary, overtime, and benefits at the instruction of the ERORPA-287g-TFM@ice.dhs.gov team.
c. Quarterly Incentives (TFM): Service providers shall submit invoices to Invoice Consolidation for Quarterly Incentive payments at the instruction of the 287gInvoicing@ice.dhs.gov team.
d. Please reference the OF347 for full procedures for submission to Invoice Consolidation.

Article 9. Hold Harmless Provisions

Unless specifically addressed by the terms of this agreement, the parties agree to be responsible for the negligent or wrongful acts or omissions of their respective employees to the extent authorized under the applicable law.

A. Service Provider Held Harmless: ICE liability for any injury, damage or loss to persons or property caused by the negligent or tortuous conduct of its own officers, employees, and other persons provided coverage pursuant to Federal law is governed by the Federal Tort Claims Act, 28 USC 2691 *et seq.* (FTCA). Compensation for work related injuries for ICE's officers, employees and covered persons is governed by the Federal Employees Compensation Act (FECA). The service provider shall promptly notify ICE of any claims or lawsuits filed against any ICE employees of which the service provider is notified.

B. Federal Government Held Harmless: Service provider liability for any injury, damage or loss to persons or property arising out of the performance of this agreement and caused by the negligence of its own officers, employees, agents and representatives is governed by the applicable State and/or local law. ICE will promptly notify the service provider of any claims filed against any of the service provider's employees of which ICE is notified. The Federal Government will be held harmless for any injury, damage or loss to persons or property caused by a service provider employee arising in the performance of this agreement.

C. Defense of Suit: In the event an ICE detained alien files suit against the service provider contesting the legality of the alien's ICE detention under this agreement and/or immigration/citizenship status, or an alien files suit as a result of an administrative error or omission of the Federal Government, ICE will request that the United States Department of Justice (DOJ), as appropriate, move either to have the service provider dismissed from such suit; to have ICE substituted as the proper party defendant; or to have the case removed to a court of proper jurisdiction. Regardless of the decision on any such motion, ICE will request that DOJ be responsible for the defense of any suit on these grounds. Nothing in this agreement limits the discretion of DOJ on any litigation matters.

D. ICE Recovery Right: The service provider shall do nothing to prejudice ICE's right to recover against third parties for any loss, destruction of, or damage to U.S. Government property. Upon request from the CO, the service provider shall furnish to ICE all reasonable assistance and cooperation, including assistance in the prosecution of suit and execution of the instruments of assignment in favor of ICE in obtaining recovery.

Article 10. Financial Records

A. Retention of Records: All supporting documents, arrest sheets, and other records pertinent to service agreements or subordinate agreements under this agreement shall be retained by the service provider in accordance with the NARA records schedule for purposes of federal examinations and audit. The retention period begins at the end of the first year of completion of service under the agreement. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the retention period, the records must be retained until completion of the action and resolution of all issues which arise from it or until the end of the regular NARA record retention period, whichever is later. Retention of records requirements can be found in Attachment 4.

B. Access to Records: ICE and the Comptroller General of the United States, or any of their authorized representatives, have the right of access to any pertinent books, documents, papers or other records of the service provider or its subcontractors, which are pertinent to the award, to make audits, examinations, excerpts, and transcripts. The rights of access must not be limited to the required retention period but shall last as long as the records are retained.

Article 11. Labor Standards and Wage Determination – TFM Reimbursement

A. The Service Contract Act, 41 U.S.C. 351 et seq., Title 29, Part 4 Labor Standards for Federal Service Contracts, is hereby incorporated as Attachment 1. These standards and provisions are included in every contract and service agreement entered by the United States or the District of Columbia, in excess of $2,500, or in an indefinite amount, the principal purpose of which is to furnish services through the use of service employees.

B. Wage Determination: Each service employee employed in the performance of this agreement shall be paid not less than the minimum prevailing wages in the locality where the work is being performed and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or authorized representative, as specified in any wage determination applicable under this agreement. The wage determination, issued under the Service Contract Labor Standards statute, by the Administrator, Wage and Hour Division, U.S. Department of Labor, will be updated on the annual anniversary of the service agreement with the most recent applicable wage determination.

C. The TFM service provider shall notify the CO of any increase claimed within 30 calendar days after receiving a new wage determination unless this notification period is extended in writing by the CO. Requested increases shall only include the TFM service provider's actual increase in applicable wages and fringe benefits to the extent the increase is made to comply with the new wage determination. Any adjustment will be limited to increases or decreases in wages and fringe benefits, and the accompanying increases or decreases in social security and unemployment taxes and workers' compensation insurance but shall not otherwise include any amount for general and administrative costs, overhead, or profit.

Article 12. Notification and Public Disclosures

A. Information obtained or developed because of this agreement is under the control of ICE and is subject to public disclosure only pursuant to the provisions of applicable Federal laws (such as FOIA), regulations, and Executive Orders or as ordered by a Court. The service provider is prohibited from disclosing any information relating to ICE aliens pursuant to 8 C.F.R § 236.6. If the service provider receives a request for such information through, for example, relevant State sunshine laws or another mechanism, the service provider shall promptly notify the ERO FOIA Officer at ERO-FOIA@ice.dhs.gov and inform the requester to submit a FOIA request directly to the ERO FOIA Office. To the extent the service provider intends to release the agreement or any information relating to, or exchanged under, this agreement, the service provider agrees to coordinate with the ERO FOIA Officer prior to such release. The service provider may, at its discretion, communicate the substance of this agreement when requested. ICE understands that this agreement will become a public document when presented to the service provider's governing body for approval.

B. The service provider shall notify the ICE Office of Congressional Relations at CongressToICE@ice.dhs.gov when a member of the United States Congress requests information, or the CO and ERO287(g) program office and the ICE Office of Congressional Relations when he/she makes a request to visit the facility. The service provider shall coordinate all public information related issues pertaining to ICE aliens with ICE. The service provider shall promptly make public announcements stating the facts of unusual or newsworthy incidents to local media. Examples of such events include, but are not limited to deaths, escapes from custody, and facility emergencies. All

press statements and releases shall be cleared, in advance, with the ICE Office of Public Affairs at ICEMedia@ice.dhs.gov.

C. With respect to public announcements and press statements, the service provider shall ensure employees agree to use appropriate disclaimers clearly stating the employees' opinions do not reflect the position of the United States government in any public presentations they make or articles they write that relate to any aspect of performance or the facility operations.

Article 13. Privacy

A. The service provider shall comply with the Privacy Act of 1974 ("the Act") and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the agreement specifically identifies (i) the systems of records; and (ii) the design, development, or operation work that the service provider is to perform. The service provider shall also include the Privacy Act into all subcontracts when the work statement in the proposed subcontract requires the redesign, development, or operation of a system of records on individuals that is subject to the Act; and

B. In the event of violations of the act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For the purposes of the act, when the agreement is for the operation of a system of records on individuals to accomplish an agency function, the service provider is considered to be an employee of the Agency.

1. "Operation of a system of records," as used in this article, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

2. "Record," as used in this article, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

3. "System of records on individuals," as used in this article, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

Article 14. Quality Control

The service provider is responsible for management and quality control actions, including the actions of credentialed TFOs and/or DIOs, necessary to meet the quality standards set forth in the agreement.

ICE 287(g) TFM Service Provider 2026 IT and Equipment Incentives

FORM SUBMISSION

EMAIL TO: **ERO287g@ice.dhs.gov**
SUBJECT: elbourne Beach Police Department 287g report Jan 1-Mar 31, 20

SERVICE PROVIDER REFERENCE INFORMATION

Banking Information Change?	Same as last submission
Service Provider:	Melbourne Beach Police Department
Street Address:	507 Ocean Ave.
City/State/Zip:	Melbourne Beach, FL 32951
POC Name:	Chief Tim Zander
POC Email:	john.doe@fakepd.gov
SAM Registration No. (UEI):	DBJANAKCRKL7
SAM Registration Active:	Yes
IRS TIN/EIN:	59-6018983
COR:	Roxann Dzur
COR Email Address:	Roxann.R.Dzur@ice.dhs.gov
ACOR:	N/A
ACOR Email Address:	N/A

INVOICE INFORMATION

Invoice Start Date:	4/1/2026
Invoice End Date:	6/30/2026
Days in Period:	91
Invoice Number:	1
Invoice Date:	7/1/2026

Total Incentive:		
One-Time Transportation:	$	
Information Technology	$	60,000.00
Equipment	$	60,000.00
Total:	$	120,000.00

287(g) ERO - Electronic Payment Request

Please fill out green highlighted fields below

Requisition Number:	N/A
ALC:	**70-19-1512**
Date:	03/02/2026
Appropriation Remarks 1 (Bank's Name):	Truist
Appropriation Remarks 2 (Street Address):	314 E Eau Gallie Blvd
Appropriation Remarks 3 (City, State, Zip):	Indian Harbour Beach
Appropriation Remarks 4 (POC Name and Phone #):	Jennifer Kerr 321-396-5025
Beneficiary Account Name:	Town of Melbourne Beach
Beneficiary Bank:	Truist
Beneficiary Account Number:	[redacted]
Wire transfer routing number (not ACH):	[redacted]
Product Code (BTR/CTR):	CTR
RFB (Beneficiary bank incoming wire transfer fee):	$ 15.00
BBK Remarks:	OBI
Payee Remarks 1:	N/A
Payee Remarks 2:	N/A
Payment Amount (Stipend Amount Only):	$ 120,000.00
Type Code:	**10**
Payee ID/TIN:	[redacted]
OI POC This Request:	Akeem Nugent
ACCS Funding String:	

If **no seizure** is tied to the case, please include funding string to be used above depending on which category the case falls under (Example: National Security, Financial, or Smuggling/Public Safety Investigation). **If there **is a seizure** tied to the case, I will fill in the ACCS funding string.

Town Commission Meeting

Section: New Business

Meeting Date: November 18, 2026

From: Town Manager

RE: Employee Engagement Survey 2026

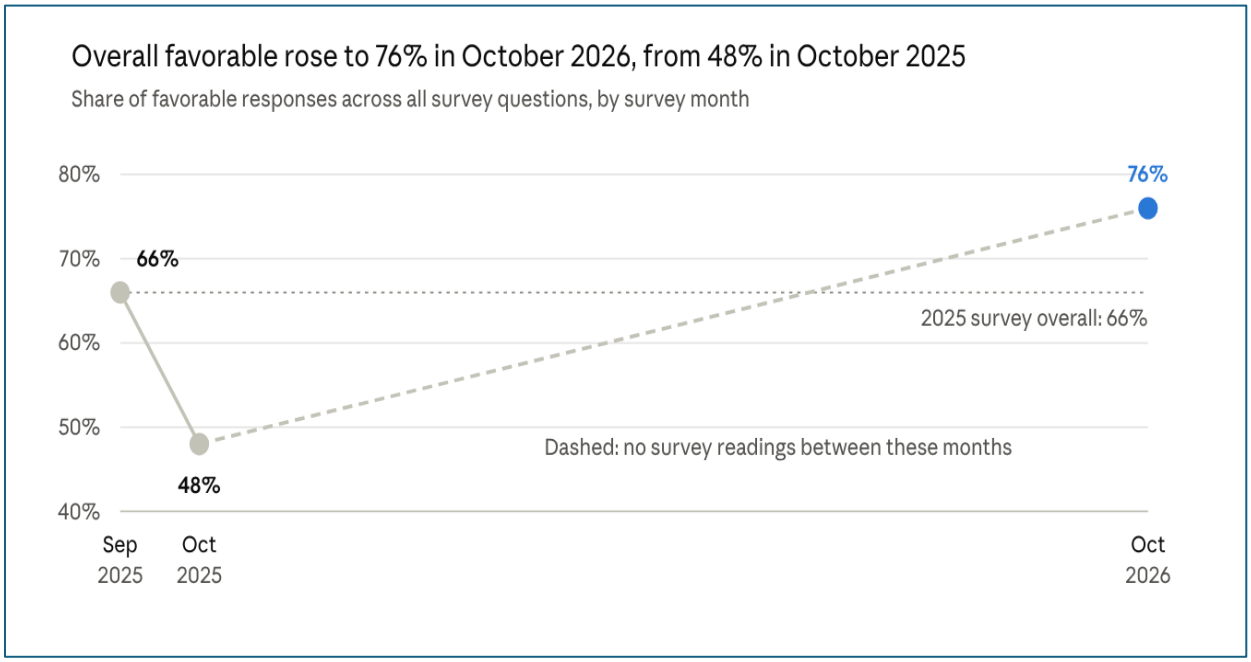
Background Information:

Last Fall the Commission requested that an employee engagement survey (attached) be conducted to better understand concerns of employees about the work environment and their perception of the Commission. The same survey was requested this Fall (results attached) to see if any improvement has been made to employee engagement – it has, with some nuances.

Engagement Survey Comparison: 2025 vs 2026

- The share of employees classed as **engaged nearly tripled, from 25% to 68%**, and the **actively disengaged group shrank from 46% to 9%**.

- Overall favorability reached **76%** in October 2026, 10 points above the highest 2025 survey result of 66%.



Biggest improvements

Retention and pride in the organization improved most, with the three loyalty questions each gaining 35 to 45 points in % favorable.

1. **Would recommend as a good place to work:** 38% to 83% (+45 points)
2. **Plan to be here at least 1 year:** 38% to 82% (+44 points)
3. **Do not consider looking for a new job elsewhere:** 33% to 68% (+35 points)

- **Proud to work for this organization:** 63% to 87% (+24 points)
- **Paid fairly compared to others doing similar work:** 37% to 61% (+24 points)
- **Paid fairly for the work I do:** 20% to 42% (+22 points)
- **Company communication tools are useful:** 79% to 95% (+16 points)
- **Mayor and Commissioners show strong leadership:** 0% to 16% (+16 points)

At the category level:

- Engagement rose from 56% to 83% (+27),
- Compensation from 28% to 51% (+23),
- Communication from 85% to 95% (+10) and
- Job Satisfaction increased from 89% to 95% (+6).

Workplace conduct also moved in a positive direction.

- belief that survey feedback will lead to change rose from 11% to 68%.(+57 points)
- Reported bullying fell from 52% to 29% (-23 points)
- no respondent reported witnessing unethical or illegal conduct (22% in 2025), and

Where the most work is needed

Four areas need attention, ranked by how far they sit from a favorable result.

1. **Mayor and Commissioners (Commission category, 9% favorable).** All four questions were at 0% in 2025 and are still only 5% to 16% in 2026. Each is 60 to 71 points below the comparison benchmark, the largest gap in either survey.
2. **Compensation (51% favorable).** It is better than 28% in 2025, but "I am paid fairly" is still 42% favorable, with 32% unfavorable and 26% neutral.
3. **Benefits (64% favorable).** "The benefits package meets my needs" is 50% favorable with 28% unfavorable, and "My benefits are clearly communicated" fell from 85% to 78%. It is flagged as a key driver in 2026.
4. **Culture and professional development slipped.** Culture fell from 95% to 86%: "Do you feel valued by your manager and peers" was the only “culture” question asked and dropped from 95% to 86%. "Someone encourages my development" fell from 95% to 89%.

Manager scores remain exceedingly high (97% favorable overall), though two department-manager items eased: communicating expectations (100% to 90%) and resolving issues (100% to 95%).

The yes/no questions show the clearest shift in how employees view workplace conduct and the survey itself. Figures are the share answering Yes.

Question	2025 Yes	2026 Yes	Change (points)
I believe that changes will be made based on the survey feedback I provide	11% (N=18)	68% (N=19)	+57
Have you ever witnessed conduct by an employee, volunteer, contractor, or agent that you would characterize as unethical or illegal?	22% (N=18)	0% (N=19)	-22
Have you ever experienced bullying in the workplace?*	52% (N=23)	29% (N=21)	-23
Permission to identify your name with specific comments	7% (N=15)	9% (N=11)	+2

Although reported bullying declined, staff will receive training with the goal of eliminating workplace bullying entirely. We will also review the survey questions to determine whether bullying is perceived to come from peers, managers, or Commissioners.

Attachments:

- Engagement Survey 2026 for Melbourne Beach, Florida
- Engagement Survey 2025 for Melbourne Beach, Florida

People element

Engagement Survey 2026

Reported on 11/10/2026

Data from 07/22/2026 - 10/22/2026

MELBOURNE BEACH, FLORIDA

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Summary

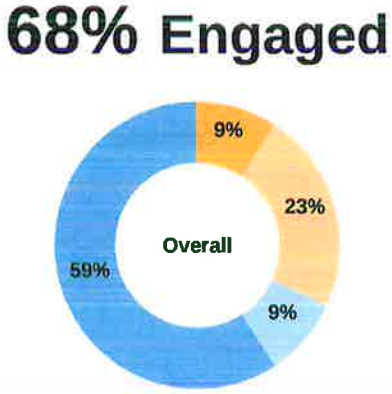
View By Question	Key Driver	Category	N	Mean	Favorability %			Favorability Comparison	Last 3 months
My benefits are clearly communicated so that I understand them	⚷	Benefits	18	3.94	6	17	78	2	-
Do you feel valued in your position by your manager and peers?	⚷	Culture	22	4.32	5	9	86	10	-
I am provided with opportunities to grow professionally	⚷	Growth & Development	19	4.05	16	0	84	8	-
Communication between departments is effective		Communication	19	4.37	0	5	95	19	-
I am kept informed about matters that affect me		Communication	19	4.42	0	0	100	24	-
I am motivated to go beyond what is normally expected of me to help the organization be successful		Engagement	23	4.61	0	4	96	20	-
I don't consider looking for a new job elsewhere		Engagement	22	4.14	0	32	68	-8	-
I feel proud to work for this organization		Engagement	23	4.43	9	4	87	11	-
I have enough freedom in making decisions to do my job effectively		Job Satisfaction	20	4.65	0	0	100	24	-
I plan to be here at least 1 year from now		Engagement	22	4.50	0	18	82	6	-
I would recommend this organization as a good place to work		Engagement	23	4.30	9	9	83	7	-
My work gives me a sense of personal accomplishment		Engagement	23	4.30	9	9	83	7	-
The benefits package meets my needs		Benefits	18	3.22	28	22	50	-26	-
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)		Communication	19	4.26	0	5	95	19	-
The organization supports me in maintaining a work/life balance		Job Satisfaction	20	4.50	0	10	90	14	-
I am satisfied with the communication in my department		Communication	19	4.37	0	11	89	13	-
I have someone at work who encourages my professional development		Growth & Development	19	4.37	11	0	89	13	-
My department manager clearly communicates expectations for my performance		Manager	20	4.50	0	10	90	14	-
I feel respected by the current Mayor and Commissioners		Commission	19	2.53	42	53	5	-71	-
My department manager holds people accountable for results		Manager	19	4.74	0	0	100	24	-
I feel valued and respected by the current Town Manager		Manager	20	4.90	0	0	100	24	-
I am paid fairly for the work I do		Compensation	19	3.21	32	26	42	-34	-
The current Town Manager has strong leadership skills.		Manager	20	4.75	0	5	95	19	-
I am paid fairly compared to others at the organization doing similar work with similar experience		Compensation	18	3.44	17	22	61	-15	-
My department manager is effective in resolving issues		Manager	20	4.60	0	5	95	19	-

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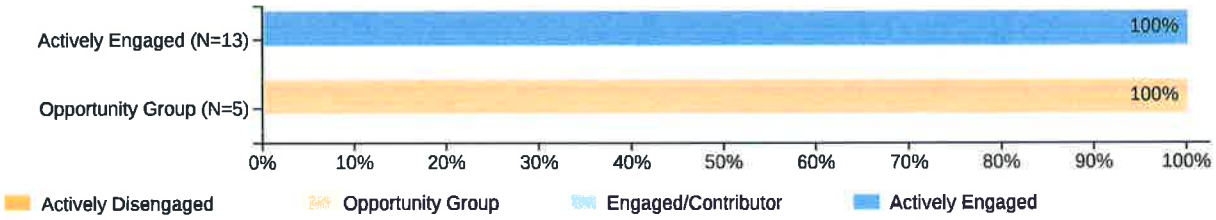
View By Question	Key Driver	Category	N	Mean	Favorability %			Favorability Comparison	Last 3 months
The Town has improved under the current Town Manager.		Manager	20	4.85	0	0	100	24	-
I feel valued as an employee by the current Mayor and Commissioners		Commission	19	2.47	47	42	11	-65	-
The Town has improved under the current Mayor and Commissioners		Commission	19	2.21	58	37	5	-71	-
The current Mayor and Commissioners show strong leadership skills		Commission	19	2.53	42	42	16	-60	-

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Engagement



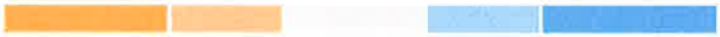
Engagement index for demographics (Engagement Index)



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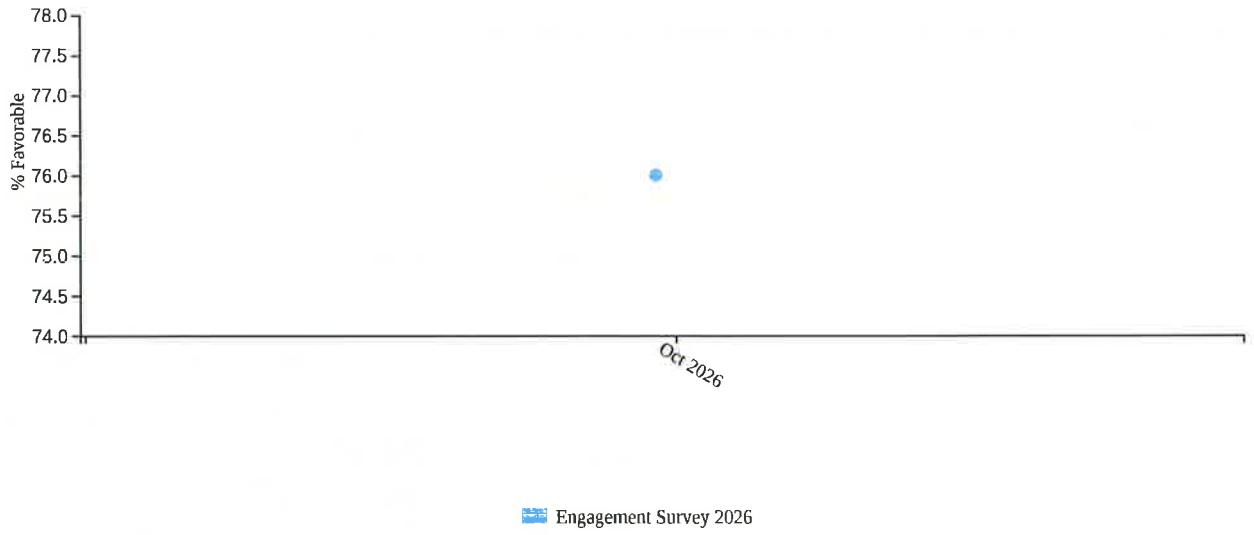
Hotspot (Engagement Index)

Category	Overall	Opportunity Group	Actively Engaged
Number of Respondents (N)	23	5	13
Overall % Favorable	76%	68	81
Benefits	64%	50	73
Commission	9%	0	10
Communication	95%	94	94
Compensation	51%	25	58
Culture	86%	60	100
Engagement	83%	63	100
Growth & Development	87%	100	88
Job Satisfaction	95%	88	100
Manager	97%	100	96



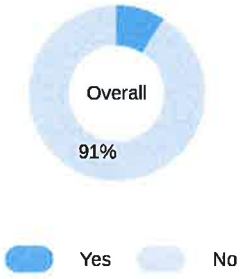
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Trends Over Time

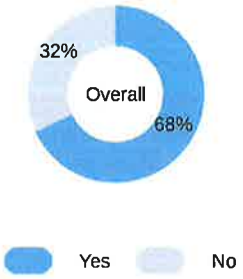


Yes/No Questions (no_breakout)

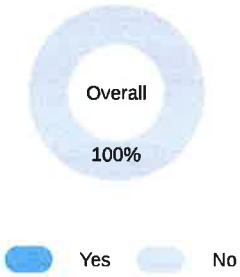
(Answer only if you responded to any of the questions in this category) The organization takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s on. As much information as you can share will be most helpful (i.e., department, location, job titles, etc). All your other answers to this survey remain confidential. Do you give permission to identify your name with these specific comments? If yes, this will give the organization an opportunity to follow up and you may be contacted for more information. (N=11)



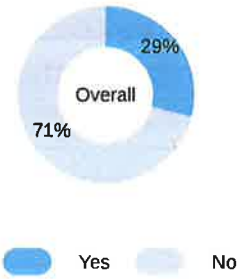
I believe that changes will be made based on the survey feedback I provide (N=19)



Have you ever witnessed any conduct by an employee, volunteer, contractor or agent that you would characterize as either unethical or illegal? (N=19)



Have you ever experienced bullying in the workplace? (N=21)



People element

Engagement Survey 2025

Reported on 10/30/2025

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

MELBOURNE BEACH, FLORIDA

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Summary

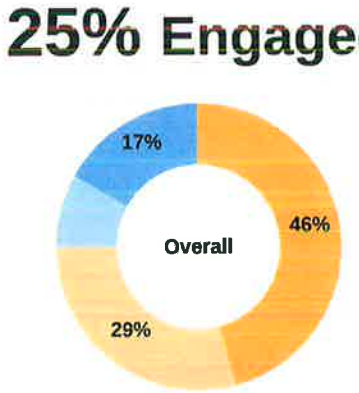
View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)		Communication	19	4.05	79	13	-
Communication between departments is effective		Communication	18	4.22	83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

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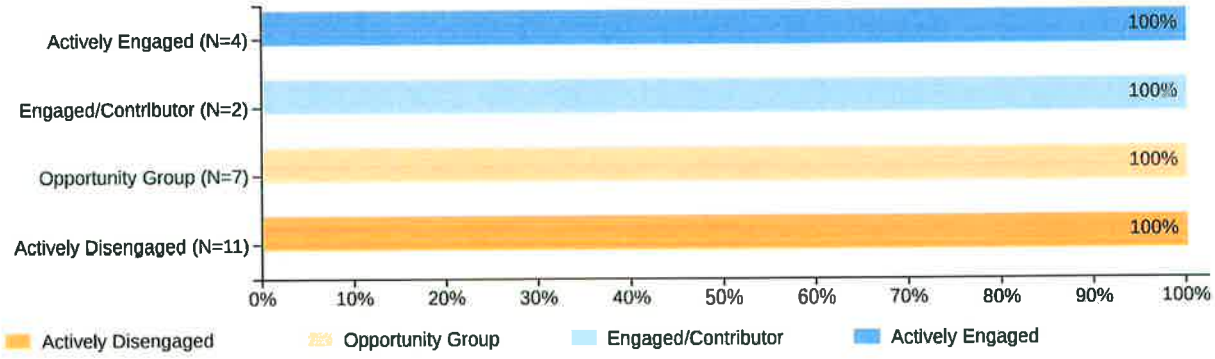
View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
I feel valued as an employee by the current Mayor and Commissioners		Commission	19	1.37	0	-66	-
The Town has improved under the current Mayor and Commissioners		Commission	20	1.20	0	-66	-
The current Mayor and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

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Engagement



Engagement index for demographics (Engagement Index)



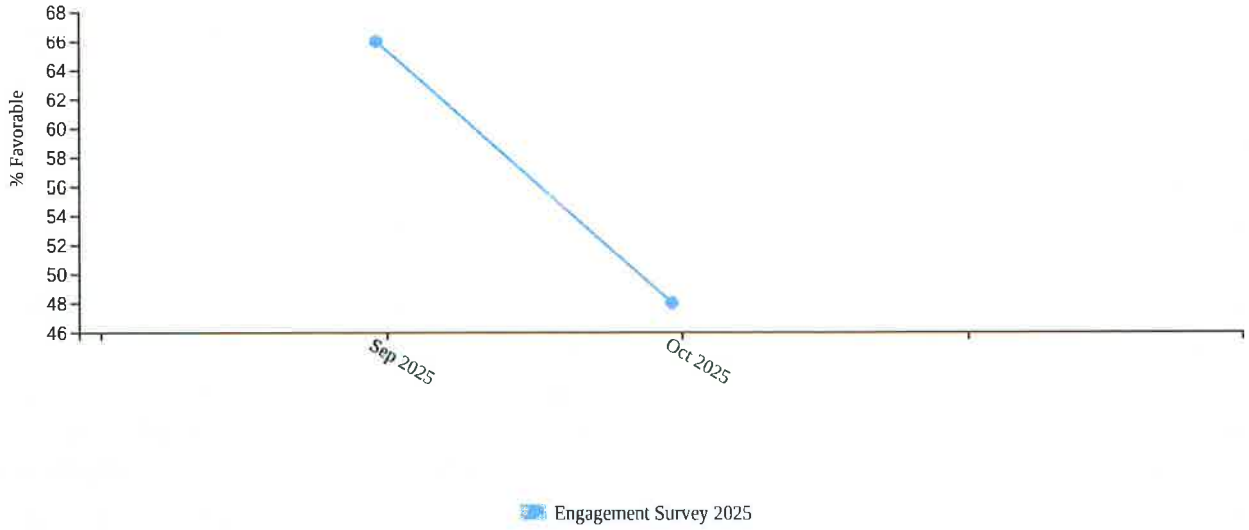
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Hotspot (Engagement Index)

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

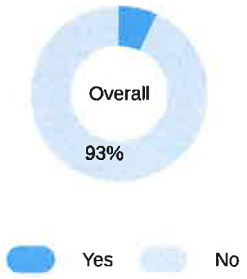
Minimum Median Maximum

Trends Over Time

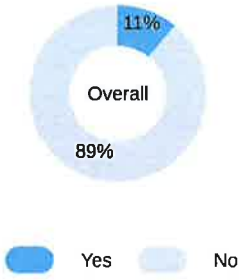


Yes/No Questions (no_breakout)

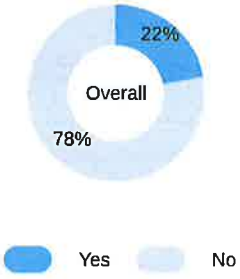
(Answer only if you responded to any of the questions in this category) The organization takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s on. As much information as you can share will be most helpful (i.e., department, location, job titles, etc).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



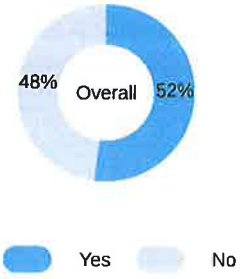
I believe that changes will be made based on the survey feedback I provide (N=18)



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



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



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Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: November 09, 2026

Re: October Fiscal Year 2027 and Close out of FY2026 Budget

We are in the first month of our fiscal year 2027**.** The target expenditure rate for October is 8.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 12.62%. The Departmental expenditure rate breakdown is as follows:

Legislative:	08.29%
Executive:	06.49%
Finance:	05.28%
Legal:	00.00%
Planning:	01.94%
General Services:	11.85%
Law Enforcement:	07.93%
Fire:	16.30%
Code:	05.34%
Public Works:	06.76%

Discussion Items:

The General Services Department is at a higher rate due to the first quarterly installment of the Town's Insurance premium payment being paid at the beginning of the year.
The Fire Department is at a higher rate due to the annual payment on the new Fire Engine being paid at the beginning of the year.

The Town received Parking Revenue for October FY2027 in the amount of $9,984.18
Parking revenue for October FY2026 was $10,143.22.

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

Operating Account Balance as of 10/30/2026: $1,777,922.05 Revenues: $273,42.08 Expenditures: $668,077.16
Reserve Account Balance as of 10/30/2026: $2,530,683.30 Revenues: $5,474.71 Expenditures: None
Florida Prime Account Balance as of 10/31/2026: $ 556,493.13 Revenues: $1,906.56 Expenditures: None

FEMA Obligated Funds:

Hurricane IRMA: $586,392.00

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

Close out of the FY2026 Budget:

The total General Fund expenditure rate at close out of FY26 is 97.34%. The Departmental expenditure rate breakdown is as follows:

Legislative:	81.36%
Executive:	111.38%
Finance:	109.20%
Legal:	129.92%
Comp & Plan:	273.92%
General Services:	99.28%
Law Enforcement:	97.31%
Fire:	64.33%
Code:	74.69%
Public Works:	92.60%

The Town received $222,373.83 in Parking Revenue in FY2026.

Resolution 2026-10 closes out the budget for FY2026.
Resolution 2026-11 carries forward all fund amounts from FY2026 to FY2027.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 10/31/2026

Fund: 001 GENERAL FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-00-271.00.99	CARRY FORWARD	84,170.00	84,170.00	84,170.00	0.00
001-00-311.00.00	AD VALOREM TAXES	3,239,313.00	3,239,313.00	3,239,313.00	0.00
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	95,500.00	95,500.00	95,500.00	0.00
001-00-314.10.00	UTILITY SERVICES TAX FPL	291,200.00	291,200.00	291,200.00	0.00
001-00-314.30.00	UTILITY SERVICES TAX WATER	60,000.00	60,000.00	53,289.72	11.18
001-00-314.40.00	UTILITY SERVICES TAX GAS	650.00	650.00	650.00	0.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	6,600.00	6,600.00	6,600.00	0.00
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,300.00	1,300.00	1,300.00	0.00
001-00-314.40.30	UTILTIY GAS TAX FERRELL	3,000.00	3,000.00	2,684.94	10.50
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	700.00	700.00	488.36	30.23
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	150,000.00	150,000.00	150,000.00	0.00
001-00-316.00.00	OCCP. LIC	14,000.00	14,000.00	6,066.00	56.67
001-00-323.10.00	FRANCHISE FEES FPL	227,200.00	227,200.00	227,200.00	0.00
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	80,000.00	80,000.00	72,811.17	8.99
001-00-323.70.10	SOLID WASTE COMMERCIAL	20,000.00	20,000.00	17,683.98	11.58
001-00-329.20.00	BONFIRE PERMIT	1,400.00	1,400.00	1,400.00	0.00
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,900.00	1,900.00	1,800.00	5.26
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	2,300.00	2,300.00	2,250.00	2.17
001-00-334.40.00	FMIT SAFETY GRANT	6,000.00	6,000.00	6,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	107,271.00	107,271.00	98,775.21	7.92
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	4,400.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	224,000.00	224,000.00	224,000.00	0.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,200.00	1,200.00	1,000.00	16.67
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	5,300.00	5,300.00	3,800.00	28.30
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	1,600.00	1,600.00	750.00	53.13
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	14,400.00	14,400.00	10,800.00	25.00
001-00-349.00.29	LIEN SEARCH REQUEST	3,500.00	3,500.00	3,050.00	12.86

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	100,000.00	100,000.00	96,484.61	3.52
001-00-369.00.00	MISCELLANEOUS REVENUE	1,200.00	1,200.00	1,200.00	0.00
					0.91
Department: 21 LAW ENFORCEMENT					
001-21-312.52.00	INSURANCE PREMIUM TAX	53,000.00	53,000.00	53,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	77,000.00	77,000.00	77,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	10,000.00	10,000.00	9,325.15	6.75
001-21-351.13.00	PARKING TICKETS	1,000.00	1,000.00	1,000.00	0.00
001-21-351.13.10	ACCIDENT REPORT	250.00	250.00	160.67	35.73
001-21-369.00.00	MISCELLANEOUS REVENUE	100.00	100.00	100.00	0.00
					0.54
Department: 22 FIRE CONTROL					
001-22-322.30.00	FIRE PROTECTIVE SERVICES	2,150.00	2,150.00	2,150.00	0.00
001-22-369.00.00	MISCELLANEOUS REVENUE	3,960.00	3,960.00	3,960.00	0.00
001-22-369.55.10	SHARED TRAINING	1,953.00	1,953.00	1,953.00	0.00
					0.00
Overall Revenue Rate:					0.43
Account Category: Expenditures					
Department: 00					
001-00-581.00.00	TRANSFER OUT	191,828.00	191,828.00	0.00	100.00
					100.00
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	12,000.00	12,000.00	11,500.00	4.17
001-11-500.12.00	REGULAR SALARIES	107,630.96	107,630.96	103,015.56	4.29
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,381.27	9,381.27	8,992.77	4.14
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	14,627.05	14,627.05	13,999.81	4.29
001-11-500.23.01	HEALTH INSURANCE	17,542.56	17,542.56	15,502.96	11.63
001-11-500.23.02	LIFE INSURANCE	136.00	136.00	119.11	12.42

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	129.16	129.16	124.54	3.58
001-11-510.31.00	PROFESSIONAL SERVICES	10,840.00	10,840.00	10,350.00	4.52
001-11-510.40.00	TRAVEL & MEETINGS	5,940.00	5,940.00	5,760.00	3.03
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	4,625.00	4,625.00	4,057.20	12.28
001-11-510.47.00	PRINTING	3,668.00	3,668.00	3,668.00	0.00
001-11-510.48.00	PROMOTIONAL ACTIVITIES	600.00	600.00	600.00	0.00
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	5,303.50	0.35
001-11-510.49.50	ELECTION EXPENSE	1,500.00	1,500.00	1,500.00	0.00
001-11-510.54.00	DUES & SUBSCRIPTIONS	1,210.00	1,210.00	845.00	30.17
001-11-510.54.10	TRAINING & SCHOOLS	3,645.00	3,645.00	3,535.00	3.02
001-11-510.64.01	CAPITAL OUTLAY	22,619.00	22,619.00	22,619.00	0.00
001-11-543.00.00	LICENSES & FEES	56,753.00	56,753.00	46,380.87	18.28
001-11-581.00.00	TRANSFER OUT	3,000.00	3,000.00	0.00	100.00
					8.29
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	172,130.96	172,130.96	159,307.59	7.45
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	13,168.02	13,168.02	12,184.28	7.47
001-12-500.22.01	RETIREMENT - ICMA	16,919.55	16,919.55	15,636.86	7.58
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	6,473.05	6,473.05	6,013.04	7.11
001-12-500.23.01	HEALTH INSURANCE	47,389.56	47,389.56	40,196.28	15.18
001-12-500.23.02	LIFE INSURANCE	203.00	203.00	169.24	16.63
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	206.56	206.56	193.54	6.30
001-12-510.31.00	PROFESSIONAL SERVICES	78,000.00	78,000.00	78,000.00	0.00
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	10,400.00	10,400.00	10,400.00	0.00
001-12-510.52.50	GAS & OIL	2,600.00	2,600.00	2,400.00	7.69
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,655.00	3,655.00	3,655.00	0.00
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	1,000.00	0.00
					6.49
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	126,399.00	126,399.00	116,816.55	7.58

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	9,670.00	9,670.00	8,939.76	7.55
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	17,178.00	17,178.00	15,875.74	7.58
001-13-500.23.01	HEALTH INSURANCE	23,556.00	23,556.00	20,885.00	11.34
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	113.48	16.56
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	152.00	152.00	142.42	6.30
001-13-510.31.00	PROFESSIONAL SERVICES	25,000.00	25,000.00	25,000.00	0.00
001-13-510.32.00	AUDITING SERVICES	41,000.00	41,000.00	41,000.00	0.00
001-13-510.32.90	BANKING FEES	11,842.00	11,842.00	11,583.51	2.18
001-13-510.40.00	TRAVEL & MEETINGS	1,200.00	1,200.00	1,200.00	0.00
001-13-510.47.00	PRINTING	75.00	75.00	75.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	900.00	900.00	900.00	0.00
001-13-543.00.00	LICENSES & FEES	18,730.00	18,730.00	18,730.00	0.00
					5.28
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	145,742.00	145,742.00	145,742.00	0.00
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	14,300.00	14,300.00	14,300.00	0.00
					0.00
Department: 15 PLANNING					
001-15-510.31.00	PROFESSIONAL SERVICES	55,000.00	55,000.00	53,934.06	1.94
					1.94
Department: 19 GENERAL SERVICES					
001-19-500.24.00	WORKERS COMPENSATION	321.00	321.00	321.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,924.00	3,924.00	3,331.50	15.10
001-19-510.31.11	SECURITY	583.00	583.00	583.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	19,548.00	19,548.00	17,030.00	12.88
001-19-510.35.00	PRE-EMPLOYMENT EXP	250.00	250.00	250.00	0.00
001-19-510.41.00	TELEPHONE	23,160.00	23,160.00	21,618.66	6.66
001-19-510.41.10	COMMUNICATION SERVICES	83,339.00	83,339.00	75,186.64	9.78
001-19-510.43.00	STREET LIGHTS	60,000.00	60,000.00	54,654.74	8.91
001-19-510.43.10	ELECTRICITY	30,000.00	30,000.00	26,813.60	10.62

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-19-510.43.20	WATER & SEWER	6,000.00	6,000.00	5,625.58	6.24
001-19-510.43.50	WASTE TAX SERVICE	3,804.00	3,804.00	3,804.00	0.00
001-19-510.45.00	GENERAL LIABILITY INSURANCE	66,480.00	66,480.00	55,128.00	17.08
001-19-510.45.01	FLOOD INSURANCE	8,308.00	8,308.00	8,308.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	67,213.00	67,213.00	45,719.50	31.98
001-19-510.45.03	AUTO INSURANCE	8,223.00	8,223.00	4,039.50	50.88
001-19-510.45.04	CYBER LIABILITY	1,193.00	1,193.00	894.75	25.00
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	5,560.00	5,560.00	5,560.00	0.00
001-19-510.46.15	EQUIPMENT MAINTENANCE	12,000.00	12,000.00	12,000.00	0.00
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTE	10,000.00	10,000.00	10,000.00	0.00
001-19-510.46.36	PEST CONTROL	4,320.00	4,320.00	4,010.00	7.18
001-19-510.47.00	PRINTING	200.00	200.00	200.00	0.00
001-19-510.49.98	CONTINGENCY	25,000.00	25,000.00	25,000.00	0.00
001-19-510.51.00	OFFICE SUPPLIES	7,000.00	7,000.00	3,451.14	50.70
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	1,500.00	0.00
001-19-510.52.10	JANITORIAL SUPPLIES	4,500.00	4,500.00	4,447.47	1.17
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	400.00	0.00
001-19-510.64.01	CAPITAL OUTLAY	110,000.00	110,000.00	110,000.00	0.00
001-19-543.00.00	LICENSES & FEES	12,010.00	12,010.00	11,272.63	6.14
001-19-581.00.00	TRANSFER OUT	5,000.00	5,000.00	0.00	100.00
					11.85
Department: 21 LAW ENFORCEMENT					
001-21-500.12.00	REGULAR SALARIES	848,307.00	848,307.00	784,189.13	7.56
001-21-500.12.50	HOLIDAY PAY	42,464.00	42,464.00	42,464.00	0.00
001-21-500.14.00	SALARIES OVERTIME	49,000.00	49,000.00	46,145.64	5.83
001-21-500.14.01	SHIFT DIFFERENTIAL	11,866.00	11,866.00	11,866.00	0.00
001-21-500.14.16	HURRICANE PAY	5,000.00	5,000.00	5,000.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	11,050.00	11,050.00	10,180.00	7.87
001-21-500.15.01	FIRST RESPONDER	7,800.00	7,800.00	7,200.00	7.69
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,286.00	74,286.00	69,298.50	6.71
001-21-500.22.02	POLICE PENSION	278,481.00	278,481.00	278,481.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,504.00	6,504.00	6,014.52	7.53
001-21-500.23.01	HEALTH INSURANCE	160,876.00	160,876.00	134,430.05	16.44
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	2,293.48	17.08
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	100.00
001-21-500.24.00	WORKERS COMPENSATION	18,555.00	18,555.00	9,182.25	50.51
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	973.56	6.57
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	20,500.00	20,500.00	20,500.00	0.00
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,049.00	1,049.00	1,049.00	0.00
001-21-520.40.00	TRAVEL & MEETINGS	3,392.00	3,392.00	3,368.57	0.69
001-21-520.41.10	COMMUNICATION SERVICES	18,440.00	18,440.00	17,410.45	5.58
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	200.00	0.00
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	11,260.00	0.00
001-21-520.46.16	RADAR CALIBRATION	950.00	950.00	950.00	0.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,560.00	20,560.00	16,431.94	20.08
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	1,800.00	0.00
001-21-520.51.10	POSTAGE	195.00	195.00	195.00	0.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	8,326.75	2.04
001-21-520.52.05	PROTECTIVE GEAR	9,574.00	9,574.00	9,423.16	1.58
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	20,000.00	0.00
001-21-520.52.70	MEDICAL	5,000.00	5,000.00	5,000.00	0.00
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	2,961.56	1.28
001-21-520.54.00	DUES & SUBSCRIPTIONS	920.00	920.00	920.00	0.00
001-21-520.54.10	TRAINING & SCHOOLS	4,050.00	4,050.00	4,050.00	0.00
001-21-543.00.00	LICENSES & FEES	28,678.00	28,678.00	16,677.67	41.85
001-21-581.00.00	TRANSFER OUT	4,450.00	4,450.00	0.00	100.00
					7.93
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	243,653.00	243,653.00	221,286.19	9.18
001-22-500.12.50	HOLIDAY PAY	11,940.00	11,940.00	11,940.00	0.00
001-22-500.14.00	SALARIES OVERTIME	51,236.00	51,236.00	51,236.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-22-500.14.50	STIPEND PAYROLL	59,200.00	59,200.00	59,200.00	0.00
001-22-500.15.00	EDUCATION INCENTIVE PAY	7,080.00	7,080.00	6,816.92	3.72
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	27,868.00	27,868.00	26,210.04	5.95
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	115,138.00	115,138.00	106,473.99	7.52
001-22-500.23.01	HEALTH INSURANCE	41,436.00	41,436.00	34,051.73	17.82
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	796.00	17.08
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	100.00
001-22-500.24.00	WORKERS COMPENSATION	10,844.00	10,844.00	10,844.00	0.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	401.00	401.00	383.01	4.49
001-22-520.31.00	PROFESSIONAL SERVICES	4,500.00	4,500.00	4,500.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	5,500.00	5,500.00	5,500.00	0.00
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,200.00	2,200.00	2,200.00	0.00
001-22-520.36.00	ANNUAL PHYSICALS	4,700.00	4,700.00	4,700.00	0.00
001-22-520.40.00	TRAVEL & MEETINGS	2,000.00	2,000.00	2,000.00	0.00
001-22-520.41.10	COMMUNICATION SERVICES	3,822.00	3,822.00	3,279.93	14.18
001-22-520.46.15	EQUIPMENT	8,000.00	8,000.00	8,000.00	0.00
001-22-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	20,000.00	0.00
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	2,500.00	0.00
001-22-520.51.00	OFFICE SUPPLIES	1,000.00	1,000.00	1,000.00	0.00
001-22-520.52.00	UNIFORMS	7,000.00	7,000.00	6,986.01	0.20
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	4,000.00	0.00
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	3,200.00	0.00
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	1,000.00	0.00
001-22-520.52.20	TOOLS & HARDWARE	5,000.00	5,000.00	5,000.00	0.00
001-22-520.52.50	GAS & OIL	4,000.00	4,000.00	4,000.00	0.00
001-22-520.52.70	MEDICAL	2,000.00	2,000.00	2,000.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	745.00	745.00	745.00	0.00
001-22-520.54.10	TRAINING & SCHOOLS	5,740.00	5,740.00	5,740.00	0.00
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	2,500.00	0.00
001-22-520.64.01	Capital Outlay	101,960.00	101,960.00	22,500.98	77.93

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-22-543.00.00	LICENSES & FEES	21,207.00	21,207.00	14,508.00	31.59
					16.30
Department: 29 CODE ENFORCEMENT					
001-29-500.12.00	REGULAR SALARIES	47,630.96	47,630.96	44,204.11	7.19
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,643.77	3,643.77	3,384.35	7.12
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	6,473.05	6,473.05	6,007.35	7.19
001-29-500.23.01	HEALTH INSURANCE	7,964.40	7,964.40	7,323.84	8.04
001-29-500.23.02	LIFE INSURANCE	22.00	22.00	16.37	25.59
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	714.00	714.00	714.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	32.77	32.77	29.35	10.44
001-29-520.40.00	TRAVEL & MEETINGS	425.00	425.00	425.00	0.00
001-29-520.48.55	FIRE PREVENTION	5,500.00	5,500.00	5,500.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	400.00	0.00
001-29-520.51.10	POSTAGE	1,000.00	1,000.00	1,000.00	0.00
001-29-520.51.20	RECORDING COSTS	250.00	250.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	1,200.00	1,200.00	1,200.00	0.00
001-29-543.00.00	LICENSES & FEES	15,000.00	15,000.00	15,000.00	0.00
					5.34
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	250,855.70	250,855.70	231,701.47	7.64
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	1,500.00	0.00
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	19,190.46	19,190.46	17,713.89	7.69
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	34,091.29	34,091.29	31,488.22	7.64
001-41-500.23.01	HEALTH INSURANCE	47,112.48	47,112.48	43,430.76	7.81
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	507.54	4.96
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	6,797.00	6,797.00	6,797.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	280.55	6.48
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	4,570.00	8.60
001-41-530.40.00	TRAVEL & MEETINGS	800.00	800.00	800.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	5,000.00	0.00
001-41-530.43.50	DUMP SERVICE	160.00	160.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	799.89	46.67
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	4,989.50	0.21
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	14,412.14	3.92
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	9,940.50	0.60
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	3,000.00	0.00
001-41-530.46.40	GROUNDS MAINTENANCE	13,500.00	13,500.00	12,105.63	10.33
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	2,000.00	2,000.00	1,877.02	6.15
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,000.00	1,036.50	(3.65)
001-41-530.52.20	TOOLS & HARDWARE	6,000.00	6,000.00	5,950.51	0.82
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	6,300.00	0.00
001-41-530.53.10	STREET REPAIR	7,000.00	7,000.00	7,000.00	0.00
001-41-530.53.20	STREET SIGNS	8,000.00	8,000.00	7,600.00	5.00
001-41-530.54.10	TRAINING & SCHOOLS	1,200.00	1,200.00	1,200.00	0.00
					6.76
Overall Expenditure Rate:					12.62
Fund: 104 ENVIRONMENTAL ADVISORY BO					
Account Category: Revenues					
Department: 00					
104-00-381.00.00	TRANSFERS IN	1,000.00	1,000.00	0.00	100.00
					100.00
Account Category: Expenditures					
Department: 72 PARKS & RECREATION					

	Description	ORIGINAL BUDGET	Amended	Available	% Used
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	400.00	0.00
104-72-570.49.90	ADOPT AN AREA	500.00	500.00	500.00	0.00
104-72-570.90.01	SPECIAL EVENTS	1,500.00	1,500.00	1,500.00	0.00
					0.00
Fund: 107 PARKS BOARD					
Account Category: Revenues					
Department: 00					
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	6,000.00	6,000.00	6,000.00	0.00
107-00-366.19.20	VETERANS DONATIONS	1,375.00	1,375.00	475.00	65.45
107-00-381.00.00	TRANSFERS IN	3,700.00	3,700.00	0.00	100.00
					41.53
Account Category: Expenditures					
Department: 72 PARKS & RECREATION					
107-72-570.48.60	EASTER EGG HUNT	1,300.00	1,300.00	1,300.00	0.00
107-72-570.48.90	RECREATION PROGRAMS	2,400.00	2,400.00	2,400.00	0.00
107-72-570.48.91	KID'S BUSINESS FAIR	5,000.00	5,000.00	5,000.00	0.00
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	(424.50)	128.30
					18.87
Fund: 125 BUILDING DEPT					
Account Category: Revenues					
Department: 24 PROTECTIVE INSPECTIONS					
125-24-322.00.00	BUILDING PERMITS	205,000.00	205,000.00	192,324.75	6.18
125-24-322.00.01	PERMIT SEARCH REQUEST	500.00	500.00	500.00	0.00
125-24-322.10.00	ZONING PLAN REVIEW	650.00	650.00	650.00	0.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	12,000.00	12,000.00	11,700.00	2.50
125-24-322.20.00	BUILDING PLAN REVIEW	600.00	600.00	475.00	20.83
125-24-322.31.00	BOA ADVERTISING COSTS	200.00	200.00	200.00	0.00
125-24-322.31.20	P&Z ADVERTISING	200.00	200.00	200.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	3,150.00	3,150.00	2,775.00	11.90

	Description	ORIGINAL BUDGET	Amended	Available	% Used
125-24-329.00.10	BOA VARIANCE FEES	1,000.00	1,000.00	500.00	50.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	5,000.00	5,000.00	5,000.00	0.00
					6.12
Account Category: Expenditures					
125-24-500.12.00	REGULAR SALARIES	50,892.00	50,892.00	47,033.84	7.58
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	4,008.00	4,008.00	3,715.15	7.31
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	7,120.00	7,120.00	6,595.67	7.36
125-24-500.23.01	HEALTH INSURANCE	19,718.00	19,718.00	16,610.80	15.76
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	100.74	10.05
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	42.00	0.00
125-24-500.24.00	WORKERS COMPENSATION	260.00	260.00	260.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	63.00	63.00	59.14	6.13
125-24-520.31.00	PROFESSIONAL SERVICES	120,000.00	120,000.00	120,000.00	0.00
125-24-520.40.00	TRAVEL & MEETINGS	2,500.00	2,500.00	2,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,910.00	1,910.00	1,910.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	500.00	500.00	500.00	0.00
125-24-520.51.10	POSTAGE	100.00	100.00	100.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	150.00	0.00
125-24-520.52.05	PROTECTIVE GEAR	150.00	150.00	150.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	165.00	165.00	165.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	3,565.00	3,565.00	3,565.00	0.00
125-24-543.00.00	LICENSES & FEES	5,500.00	5,500.00	5,302.00	3.60
					3.66
Fund: 141 STORMWATER ASSESMENT UTIL					
Account Category: Revenues					
Department: 41 PUBLIC WORKS					
141-41-313.33.00	STORMWATER UTILITY FEES	111,868.86	111,868.86	111,868.86	0.00
141-41-322.10.20	DRAINAGE SITE PLAN REVIEW	3,000.00	3,000.00	3,000.00	0.00
					0.00

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Available	% Used
141-41-530.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	5,000.00	0.00
141-41-530.31.21	ENGINEERING SERVICES	3,000.00	3,000.00	3,000.00	0.00
141-41-530.31.30	DRAINAGE SITE PLAN REVIEW	2,500.00	2,500.00	2,500.00	0.00
141-41-530.46.50	STORM DRAIN MAINTENANCE	5,500.00	5,500.00	5,500.00	0.00
141-41-530.54.10	TRAINING & SCHOOLS	500.00	500.00	500.00	0.00
141-41-530.64.01	CAPITAL OUTLAY	72,000.00	72,000.00	53,200.00	26.11
141-41-538.31.00	INTERLOCAL ADMIN. COSTS	2,500.00	2,500.00	2,500.00	0.00
141-41-538.34.90	SWALE CONSTRUCTION	2,500.00	2,500.00	2,500.00	0.00
141-41-543.00.00	LICENSES & FEES	500.00	500.00	500.00	0.00
					20.00
Fund: 172 OCEAN PARK PARKING FUND					
Account Category: Revenues					
Department: 75 TOWN PARKS					
172-75-342.10.00	PARKING TICKET REVENUE	15,500.00	15,500.00	14,675.00	5.32
172-75-344.50.00	PARKING METER REVENUE	125,000.00	125,000.00	119,890.04	4.09
					4.22
Account Category: Expenditures					
172-75-543.00.00	LICENSES & FEES	300.00	300.00	300.00	0.00
172-75-575.31.02	LIFEGUARD CONTRACT	24,202.00	24,202.00	24,202.00	0.00
172-75-575.32.90	BANKING FEES	6,500.00	6,500.00	5,959.73	8.31
172-75-575.34.10	JANITORIAL CLEANING	3,000.00	3,000.00	2,480.00	17.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	7,500.00	0.00
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	2,519.63	10.01
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	1,495.67	6.52
172-75-575.46.12	MAINTENANCE SUPPLIES	2,000.00	2,000.00	2,000.00	0.00
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	500.00	0.00
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	2,200.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	300.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	150.00	0.00
					2.70
Fund: 175 RYCKMAN CROSSOVER PARKIN(					
Account Category: Revenues					
175-75-342.10.00	PARKING TICKET REVENUE	3,000.00	3,000.00	2,925.00	2.50
175-75-344.50.00	PARKING METER REVENUE	80,000.00	80,000.00	75,125.78	6.09
175-75-344.50.10	PARK PASS REVENUE	4,800.00	4,800.00	4,800.00	0.00
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	7,000.00	0.00
175-75-347.50.00	FACILITY RENTALS	5,000.00	5,000.00	5,000.00	0.00
175-75-347.90.01	SPECIAL EVENTS	100.00	100.00	100.00	0.00
					4.95
Account Category: Expenditures					
175-75-575.32.90	BANKING FEES	4,800.00	4,800.00	4,439.82	7.50
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	4,400.00	0.00
175-75-575.34.10	JANITORIAL CLEANING	0.00	0.00	(520.00)	100.00
175-75-575.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	2,500.00	0.00
175-75-575.46.32	BUILDING MAINT RYCKMAN HOUSE	1,000.00	1,000.00	1,000.00	0.00
175-75-575.46.33	BUILDING MAINTENANCE OLD POST OI	1,400.00	1,400.00	1,400.00	0.00
175-75-575.46.35	PIER MAINTENANCE	18,500.00	18,500.00	18,407.93	0.50
175-75-575.46.40	GROUNDS MAINTENANCE	13,000.00	13,000.00	11,669.44	10.24
175-75-575.47.00	PRINTING	1,000.00	1,000.00	1,000.00	0.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	8,000.00	0.00
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	1,350.00	0.00
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	500.00	0.00
175-75-575.48.52	FALL FESTIVAL	2,000.00	2,000.00	1,431.28	28.44
175-75-575.48.53	CHRISTMAS DECORATIONS	3,850.00	3,850.00	3,850.00	0.00
175-75-575.50.00	RECREATION PROGRAMS	14,300.00	14,300.00	14,300.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
175-75-575.53.20	SIGNS	1,100.00	1,100.00	1,100.00	0.00
175-75-575.63.01	TENNIS COURT	350.00	350.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	200.00	0.00
175-75-575.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	30,000.00	0.00
175-75-581.00.00	TRANSFER OUT	36,700.00	36,700.00	0.00	100.00
					27.30
Fund: 341 CAPITAL PROJECTS - STORMWAT					
Account Category: Revenues					
Department: 00					
341-00-381.00.00	TRANSFERS IN	77,078.00	77,078.00	0.00	100.00
					100.00
Account Category: Expenditures					
Department: 41 PUBLIC WORKS					
341-41-530.31.21	ENGINEERING SERVICES	77,078.00	77,078.00	77,078.00	0.00
					0.00
Fund: 351 LAND & ROAD IMPROVEMENTS					
351-41-570.64.01	CAPITAL OUTLAY	135,000.00	135,000.00	135,000.00	0.00
					0.00

Parking Revenue FY Comparison

FY26	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	TOTAL
Ocean	3,012.26							3,012.26
Ryckman	7,130.96							7,130.96
Total	10,143.22	0.00	0.00	0.00	0.00	0.00	0.00	10,143.22

FY27	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	Apr-27	TOTAL
Ocean	5,109.96							5,109.96
Ryckman	4,874.22							4,874.22
Total	9,984.18	0.00	0.00	0.00	0.00	0.00	0.00	9,984.18

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2026

Fund: 001 GENERAL FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	6,648.61	99.78
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	(21,636.67)	121.73
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	(55,973.89)	118.78
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	(12,582.74)	123.63
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	60.38	92.85
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	(385.34)	104.82
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	(654.05)	143.60
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	(152.74)	103.64
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	118.18	87.22
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	(26,808.97)	118.49
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	499.83	96.16
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	(43,501.08)	120.23
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	(11,500.10)	114.74
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	(2,338.39)	110.63
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	(1,300.00)	186.67
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	(1,300.00)	186.67
001-00-331.12.00	FEMA	0.00	0.00	(59,831.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	(41,539.88)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	(1,000.00)	120.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	(7,538.18)	107.32
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	(50.41)	101.15
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	31,565.73	86.09
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENTS	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	800.00	55.56
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	(1,600.00)	134.04
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	8,600.00	8,600.00	4,350.00	49.42
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	(2,400.00)	120.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	1,225.00	56.25
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	(63,392.54)	258.48
001-00-366.21.00	DONATIONS	0.00	0.00	(225.00)	100.00
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	(5,387.34)	268.35
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	222,261.00	37.07
					105.46
Department: 13 FINANCE					
001-13-369.00.00	MISCELLANEOUS REVENUE	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	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	(55,244.89)	210.49
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	(625.00)	100.84
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	537.01	95.12
001-21-351.13.00	PARKING TICKETS	500.00	500.00	(1,250.00)	350.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	(260.53)	230.27
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(76.00)	100.00
					140.76
Department: 22 FIRE CONTROL					
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	3,740.00	16.89
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	12,500.00	90.00
					87.46
Department: 29 CODE ENFORCEMEN					
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	(30,774.36)	10,358.12
					10,358.12
Department: 41 PUBLIC WORKS					
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	(270.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
					100.00
Overall Revenue Rate:					106.46
Account Category: Expenditures					
Department: 00					
001-00-581.00.00	TRANSFER OUT	326,947.92	326,947.92	(167,510.00)	151.23
					151.23
Department: 11 LEGISLATIVE					
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	2,675.03	70.28
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	1,605.50	98.58
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	636.53	93.19
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	284.43	98.21
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	6,436.03	69.24
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	(42.60)	160.86
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	34.68	76.33
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	(59.88)	105.35
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	3,016.40	41.88
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	2,058.53	38.55
001-11-510.47.00	PRINTING	7,588.00	7,588.00	6,150.91	18.94
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	233.89	41.53
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	(2,043.02)	138.39
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	(140.00)	116.37
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	1,380.00	58.93
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	24,445.45	55.25
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	100.00
					81.36
Department: 12 EXECUTIVE					
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	868.22	99.55
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	(3,164.95)	126.09
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	(4,651.96)	127.63

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	(547.14)	111.65
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	(8,767.75)	129.46
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	675.98	26.20
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	(102.82)	214.24
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	(4,515.95)	125.09
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	(2,978.13)	231.78
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	(6,518.38)	1,729.60
001-12-510.52.50	GAS & OIL	0.00	0.00	(1,600.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	750.46	78.12
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	(1,500.00)	250.00
					111.38
Department: 13 FINANCE					
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	(29,207.53)	138.67
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	(2,207.25)	138.20
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	(3,974.11)	137.50
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	(2,808.45)	120.46
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	23.40	82.79
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	50.15	67.65
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	5,200.00	86.63
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	6,524.16	55.74
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	36.01	27.98
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	250.00	98.37
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	100.00
					109.20
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	(61,044.60)	147.99
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	3,015.00	65.10
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	13,080.00	9.17

	Description	ORIGINAL BUDGET	Amended	Available	% Used
					129.92
Department: 15 PLANNING					
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	(15,652.79)	273.92
					273.92
Department: 19 GENERAL SERVICES					
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	5.00	99.87
001-19-510.31.11	SECURITY	411.00	411.00	(4,112.00)	1,100.49
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	(3,592.38)	121.87
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	(280.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	4,050.75	84.01
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	10,038.56	86.72
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	(6,082.58)	111.08
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	(7,590.26)	127.11
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	(34.28)	100.86
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	6,941.25	92.91
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	(1,653.00)	124.84
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	(4,615.50)	103.79
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	(4,640.75)	134.73
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	(2,208.97)	151.37
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	4,440.36	68.34
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTENANCE	3,720.00	3,720.00	3,419.24	8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	(948.00)	125.47
001-19-510.47.00	PRINTING	0.00	0.00	(107.79)	100.00
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	(161.00)	100.54
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	(1,162.57)	119.38
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	781.71	47.89
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	(56.00)	101.47
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	4.97	98.76
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	9,844.00	38.48

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	2,644.72	76.98
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	100.00
					99.28
Department: 21 LAW ENFORCEMENT					
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	54,721.07	93.67
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	(3,044.44)	108.62
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	9,607.50	69.03
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	(1,595.00)	120.45
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	(525.00)	108.08
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	9,332.68	87.51
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	(63,316.31)	127.89
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	573.07	90.81
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	6,438.99	95.40
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	(84.14)	103.04
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	156.80	84.95
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	656.00	45.33
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	109.42	94.22
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	(2,298.03)	119.50
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	2,329.29	79.31
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	240.00	70.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	(1,179.78)	105.90
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	(955.90)	153.11
001-21-520.51.10	POSTAGE	0.00	0.00	(228.54)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	(1,966.02)	123.13
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	3,359.74	75.89

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	(8,675.92)	143.38
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	6,492.06	35.08
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	73.02	97.57
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	(15.00)	102.11
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	264.20	92.23
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	1,801.93	92.83
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	100.00
					97.31
Department: 22 FIRE CONTROL					
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	129,354.06	47.97
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	7,889.16	1.91
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	25,931.48	5.42
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	3,995.00	90.01
001-22-500.15.00	EDUCATION INCENTIVE PAY	0.00	0.00	(723.47)	100.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	12,940.01	49.18
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	1,836.75	82.74
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	27,479.03	33.12
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	28,605.17	32.71
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	599.78	37.52
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	140.88	41.54
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	(5,330.00)	436.92
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	(1,881.14)	130.54
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	(3,369.50)	552.89
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	2,400.00	4.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	560.52	43.95
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	(1,120.32)	131.45
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	(5,887.18)	158.87

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	2,401.23	90.40
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	(5,774.92)	331.00
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	(4,121.46)	786.91
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	(7,142.50)	242.85
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	(280.80)	107.02
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	(9,436.41)	394.89
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	399.23	60.08
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	3,102.15	55.68
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	(2,373.37)	174.17
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	202.13	85.56
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	21.00	97.00
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	3,254.96	41.09
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	1,848.98	26.04
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	(2,628.11)	113.17
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	100.00
					64.33
Department: 29 CODE ENFORCEMEN					
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	16,210.25	58.98
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	801.33	73.49
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	2,317.42	58.21
001-29-500.23.01	HEALTH INSURANCE	0.00	0.00	(2,230.28)	100.00
001-29-500.23.02	LIFE INSURANCE	0.00	0.00	(22.52)	100.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	219.00	82.44
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	276.67	7.78
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	(975.00)	119.90
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	76.00	81.00
001-29-520.51.10	POSTAGE	850.00	850.00	471.80	44.49
001-29-520.51.20	RECORDING COSTS	250.00	250.00	250.00	0.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-29-520.52.00	UNIFORMS	300.00	300.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	(225.00)	101.55
					74.69
Department: 41 PUBLIC WORKS					
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	16,193.15	93.26
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	(17,400.47)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	2,371.42	92.96
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	(1,493.39)	103.42
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	240.12	55.03
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	60.26	79.09
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	(1,546.80)	130.94
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	1,375.62	72.49
001-41-530.43.50	DUMP SERVICE	160.00	160.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	(2,162.86)	244.19
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	2,669.46	46.61
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	4,339.60	71.07
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	(814.86)	108.15
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	1,702.73	43.24
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	932.36	6.76
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	612.18	56.27
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	1,153.22	23.12
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	(3,928.35)	121.23
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	280.08	85.06
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	(52.41)	104.19

	Description	ORIGINAL BUDGET	Amended	Available	% Used
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	6,476.49	10.05
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	944.18	85.01
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	(2,255.38)	153.70
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	658.01	34.20
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	18,500.00	0.00
001-41-543.00.00	LICENSES & FEES	0.00	0.00	(4,444.82)	100.00
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	100.00
					92.60
Overall Expenditure Rate:					97.34
Fund: 104 ENVIRONMENTAL ADVISOF					
Account Category: Revenues					
Department: 00					
104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	100.00
Total Dept 00		13,488.85	13,488.85	12,988.85	3.71
Account Category: Expenditures					
Department: 72 PARKS & RECREATIOI					
104-72-570.34.91	LANDSCAPING	0.00	0.00	(891.25)	100.00
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	(78.54)	119.64
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	(3.50)	107.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	(746.49)	206.64
					108.29
Fund: 107 PARKS BOARD					
Account Category: Revenues					

Department: 00	Description	ORIGINAL BUDGET	Amended	Available	% Used
107-00-271.00.99	CARRY FORWARD	1,137.79	1,137.79	1,137.79	0.00
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	(780.00)	114.18
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	(1,535.00)	407.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	100.00
					105.44
Account Category: Expenditures					
Department: 72 PARKS & RECREATIOI					
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	333.16	66.68
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	4,401.35	2.19
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	769.83	82.89
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	(2,861.31)	290.75
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	10,000.00	0.00
					41.20
Fund: 122 POLICE ICE FUND					
Account Category: Revenues					
Department: 00					
122-00-342.10.21	POLICE SERVICES TO OTHER GOVERNMENTS	0.00	0.00	(120,000.00)	100.00
122-00-381.00.00	TRANSFERS IN	0.00	0.00	(167,510.00)	100.00
					100.00
Account Category: Expenditures					
Department: 21 LAW ENFORCEMENT					
122-21-520.46.15	EQUIPMENT	0.00	0.00	(24,287.61)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	(142,933.95)	100.00
					100.00
Fund: 125 BUILDING DEPT					
Account Category: Revenues					
Department: 24 PROTECTIVE INSPEC					
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	(16,238.40)	108.12
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	(3,825.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	(13,397.78)	482.79
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	325.00	72.92
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	11,279.34	31.64
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	15,000.00	0.00
					101.74
Account Category: Expenditures					
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	112,368.78	29.35
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	8,621.66	29.14
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	15,815.20	29.13
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	4,397.94	76.18
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	59.64	46.75
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	144.10	24.50
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	(108,215.75)	1,444.63
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	1,133.73	20.77
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	(178.42)	218.95
125-24-520.51.10	POSTAGE	25.00	25.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	(863.22)	132.70
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	(1,362.95)	132.23
					84.42

Fund: 141 STORMWATER ASSESMENT	Description	ORIGINAL BUDGET	Amended	Available	% Used
Account Category: Revenues					
Department: 00					
141-00-271.00.99	CARRY FORWARD	81,794.97	81,794.97	81,794.97	0.00
					0.00
Department: 41 PUBLIC WORKS					
141-41-313.33.00	STORMWATER UTILITY FEES	55,500.00	55,500.00	(0.04)	100.00
141-41-322.10.20	DRAINAGE SITE PLAN REVIEW	3,000.00	3,000.00	3,000.00	0.00
					94.87
Account Category: Expenditures					
141-41-530.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	(2,878.50)	157.57
141-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	(2,785.35)	100.00
141-41-530.31.30	DRAINAGE SITE PLAN REVIEW	3,200.00	3,200.00	1,102.49	65.55
141-41-530.46.50	STORM DRAIN MAINTENANCE	5,500.00	5,500.00	2,230.18	59.45
141-41-530.51.10	POSTAGE	0.00	0.00	(2,758.84)	100.00
141-41-530.54.10	TRAINING & SCHOOLS	500.00	500.00	500.00	0.00
141-41-530.64.01	CAPITAL OUTLAY	86,184.00	86,184.00	12,328.77	85.69
141-41-538.31.00	INTERLOCAL ADMIN. COSTS	2,252.00	2,252.00	(64.00)	102.84
141-41-538.34.90	SWALE CONSTRUCTION	2,500.00	2,500.00	2,500.00	0.00
141-41-543.00.00	LICENSES & FEES	500.00	500.00	(500.00)	200.00
					90.84
Fund: 172 OCEAN PARK PARKING FU					
Account Category: Revenues					
Department: 00					
172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	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	(12,675.00)	326.34
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	(21,910.32)	118.57
					127.98

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Available	% Used
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	(930.10)	104.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	(2,686.83)	155.98
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	(260.00)	108.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	2,385.13	68.20
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	(19.74)	100.71
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	(18.37)	101.15
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	193.87	91.85
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	(23.56)	104.71
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	623.64	71.65
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	692.87	13.39
172-75-575.52.25	TOOL RENTAL	300.00	300.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	(427.35)	313.68
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	100.00
					99.24
Fund: 175 RYCKMAN CROSSOVER PA					
Account Category: Revenues					
Department: 00					
175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	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	2,525.00	49.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	7,536.49	91.63
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	(1,600.00)	150.00
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	308.50	95.59
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	4,151.20	58.49

	Description	ORIGINAL BUDGET	Amended	Available	% Used
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	(80.00)	100.00
					88.85
Account Category: Expenditures					
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	(2,160.20)	177.15
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	1,141.24	74.06
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	(453.60)	100.00
175-75-575.46.40	GROUNDS MAINTENANCE	0.00	0.00	(418.45)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	(309.79)	103.87
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	(1,459.14)	391.83
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	149.26	94.03
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	190.45	95.77
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	(722.50)	107.00
175-75-575.53.20	SIGNS	1,100.00	1,100.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	(468.28)	233.79
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	100.00
					101.95
Fund: 341 CAPITAL PROJECTS - STOR					
Account Category: Revenues					
Department: 00					
341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	100.00
					27.49
Account Category: Expenditures					
Department: 41 PUBLIC WORKS					
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	(4,694.35)	100.00

	Description	ORIGINAL BUDGET	Amended	Available	% Used
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	29,850.65	98.52
					98.77
Fund: 351 LAND & ROAD IMPROVEME					
Account Category: Revenues					
Department: 00					
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	100.00
					94.33
Account Category: Expenditures					
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	100.00
					100.00
Department: 41 PUBLIC WORKS					
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	134,000.00	0.00
					0.00

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28347
Date: 10-31-2026

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	Discount	Total
10-01-26	RGK	Email Correspondence: Review court filing Re Notice of Appearance	0.10	200.00	-	$20.00
10-01-26	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe Motion for Stay	0.20	200.00	-	$40.00
10-01-26	RGK	Email Correspondence: Email from Elizabeth Harris Re Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-01-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Funoe Appeal; Review retainer agreement	0.20	200.00	-	$40.00
10-01-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Follow up from September RTCM	0.10	200.00	-	$20.00
10-01-26	RGK	Phone conferences with FPL; research official records re recorded easement (1005 Atlantic Street)	1.20	200.00	-	$240.00
10-01-26	RGK	Draft Independent Contractor Agreement with Kelly Young	0.80	200.00	-	$160.00
10-02-26	RGK	Email Correspondence: Email from Elizabeth Harris Re: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-06-26	RGK	Email Correspondence: Format Ethics Letter for transmittal; Emails with Bruce Pickett RE: Florida Commission on Ethics letter	0.40	200.00	-	$80.00

10-06-26	RGK	Email Correspondence: Emails with Bruce Pickett RE: Florida Commission on Ethics letter	0.10	200.00	-	$20.00
10-06-26	RGK	Email Correspondence: Email to Bruce Pickett RE: Florida Commission on Ethics letter mailing confirmation	0.10	200.00	-	$20.00
10-08-26	RGK	Phone conference with Elizabeth Harris Re dismissal of shed appeal	0.10	200.00	-	$20.00
10-08-26	RGK	Email Correspondence: Email to Claudia Pastorious RE: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-09-26	RGK	Email Correspondence: Email from Claudia Pastorius Re: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-09-26	RGK	Phone conference with Djon Pepaj Re FPL light	0.20	200.00	-	$40.00
10-09-26	RGK	Phone conferences with FPL Re lights at 1005 Atlantic Street and status of removal	0.60	200.00	-	$120.00
10-09-26	RGK	Draft Resolution for the uniform method of collecting non-ad valorem assessments and legal notice of intent to be published	1.20	200.00	-	$240.00
10-09-26	RGK	Email Correspondence: Emails with Jacob Lopez RE: Sand on the Beach Magistrate Case	0.20	200.00	-	$40.00
10-09-26	RGK	Email Correspondence: Email to Marie Smith, Jennifer Kerr, and Cyd Jones Re Non-Ad Valorem Resolution	0.10	200.00	-	$20.00
10-09-26	RGK	Email Correspondence: Email from Jacob Lopez RE: Sand on the Beach Magistrate Case	0.10	200.00	-	$20.00
10-09-26	RGK	Email Correspondence: Email to Marie Smith and Cyd Jones Re Flow and Be Strong - Agreement	0.10	200.00	-	$20.00
10-12-26	RGK	Phone conferences with Marie Smith, Cyd Jones, Computer Experts, and Digital Shield Re outstanding public records request	0.70	200.00	-	$140.00
10-12-26	RGK	Email Correspondence: Emails with Marie Smith RE: Basin 10 - Additional Info Letter	0.20	200.00	-	$40.00
10-13-26	RGK	Email Correspondence: Email from David Baggett RE: Task order for Cherry Drive Drainage Improvement Project	0.10	200.00	-	$20.00
10-13-26	RGK	Email Correspondence: Email from David Baggett Re: Task order for Cherry Drive Drainage Improvement Project	0.10	200.00	-	$20.00
10-14-26	RGK	Phone conferences with Marie Smith and Cyd Jones Re code enforcement proceedings next week and records retention	0.30	200.00	-	$60.00
10-14-26	RGK	Phone conference with FPL Re turtle season and light at 1005 Atlantic Street	0.30	200.00	-	$60.00

10-14-26	RGK	Email Correspondence: Email to Marie Smith Re Town Investment Policy	0.10	200.00	100.00%	$0.00
10-14-26	RGK	Attend Town Commission workshop	1.50	200.00	-	$300.00
10-19-26	RGK	Review stormwater correspondences Re FEMA statement	0.20	200.00	-	$40.00
10-19-26	RGK	Email Correspondence: Emails with Marie Smith RE: Statement to FEMA	0.10	200.00	-	$20.00
10-19-26	RGK	Phone conference with FPL Re code enforcement lighting update	0.50	200.00	-	$100.00
10-20-26	RGK	Phone conference with FPL Re code enforcement matter (turtle lights)	0.40	200.00	-	$80.00
10-20-26	RGK	Meet with staff and attend code enforcement hearings	1.20	200.00	-	$240.00
10-20-26	RGK	Review agenda packet in preparation for 10/21 Commission meeting	0.70	200.00	-	$140.00
10-21-26	RGK	Email Correspondence: Email to Elizabeth Harris FW: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-21-26	RGK	Attend Town Commission meeting	2.70	200.00	-	$540.00
10-22-26	RGK	Email Correspondence: Email with Elizabeth Harris RE: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	-	$20.00
10-22-26	RGK	Research and review ownership of Ocean Park and Lease Agreement between Town and State of Florida Board of Trustees of the Internal Improvement Trust Fund	1.40	200.00	-	$280.00
10-27-26	RGK	Draft general waiver and release and sign in sheet for Town classes/activities	0.80	200.00	-	$160.00
10-28-26	RGK	Email Correspondence: Emails with Marie Smith RE: Beach Fire Permit Revisions	0.20	200.00	-	$40.00
10-29-26	RGK	Email Correspondence: Email RE Change of vacation rental policy at airbnb	0.10	200.00	-	$20.00

Services Subtotal: $3,580.00

Expenses

Date	Atty	Description	Quantity	Rate	Discount	Total
10-06-26	KT	Certified Mail Fee plus processing Bruce Pickett Ethics Letter	1.00	10.74	-	$10.74
10-12-26	ER	RGK Travel Mileage;9/30/26 Melbourne Bch $120.35	1.00	120.35	-	$120.35

Expenses Subtotal: $131.09

Discount	$20.00
Subtotal	$3,711.09
Total	$3,711.09
Payment	$0.00
Balance Owing	$3,711.09

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $3,711.09

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

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28352
Date: 10-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
10-23-26	RGK	Email Correspondence: Emails with Steve Freeman and Marie Smith RE: Request about property on Ocean Avenue; Review BS&A Re Permit PCB23 -0002	0.30	200.00	$60.00
10-26-26	RGK	Email Correspondence: Email from Steve Freeman RE: Request about property on Ocean Avenue	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.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28353
Date: 10-31-2026

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
10-12-26	RGK	Email Correspondence: Email from Jennifer Kerr RE: Items for action update list	0.10	200.00	$20.00

Services Subtotal: $20.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $20.00

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

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INVOICE

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

Invoice #: 28354
Date: 10-31-2026

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
10-06-26	RGK	Phone conference with Chief Zander Re 7A-52 LDC	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.

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SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28355
Date: 10-31-2026

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
10-02-26	RGK	Email Correspondence: Email from Cyd Jones Re October 14, 2026 TCW Agenda Packet	0.10	200.00	$20.00
10-08-26	RGK	Email Correspondence: Email to Cyd Jones Re Funoe - Special Magistrate Order	0.10	200.00	$20.00
10-12-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Outstanding Public Records Request	0.10	200.00	$20.00
10-13-26	RGK	Email Correspondence: Emails with Cyd Jones RE: 10/14 TCW	0.10	200.00	$20.00
10-13-26	RGK	Email Correspondence: Emails with Cyd Jones and Jacob Lopez RE: Request to Move Code Hearing	0.20	200.00	$40.00
10-14-26	RGK	Email Correspondence: Email from Cyd Jones FW: OCT 20 Magistrate Hearing	0.10	200.00	$20.00
10-16-26	RGK	Email Correspondence: Email from Cyd Jones Re October 21, 2026 RTCM Agenda Packet	0.10	200.00	$20.00
10-19-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Magistrate Hearing Question	0.20	200.00	$40.00
10-20-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Funoe - Special Magistrate Order	0.20	200.00	$40.00

10-22-26	RGK	Email Correspondence: Email from Cyd Jones FW: Board of Adjustment Hearing - October 29th	0.10	200.00	$20.00
10-22-26	RGK	Email Correspondence: Email to Cyd Jones RE: Board of Adjustment Hearing - October 29th	0.10	200.00	$20.00
10-27-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Funoe - Special Magistrate Order	0.10	200.00	$20.00
10-29-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-44	0.10	200.00	$20.00
10-29-26	RGK	Email Correspondence: Email from Cyd Jones RE: PRR-2025-155	0.10	200.00	$20.00
10-29-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-44	0.10	200.00	$20.00
10-30-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-44	0.10	200.00	$20.00
10-30-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-44	0.20	200.00	$40.00
10-30-26	RGK	Email Correspondence: Emails with Cyd Jones RE: PRR-2026-44	0.10	200.00	$20.00
10-30-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Final Order for 407 Banyan Way	0.20	200.00	$40.00
10-30-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Final Order for 407 Banyan Way	0.10	200.00	$20.00
10-31-26	RGK	Email Correspondence: Emails with Cyd Jones RE: Final Order for 407 Banyan Way	0.10	200.00	$20.00

Services Subtotal: $520.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $520.00

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

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



INVOICE

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

Invoice #: 28356
Date: 10-31-2026

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
10-01-26	RGK	Email Correspondence: Emails with Marie Smith RE: October RTCM Agenda Item	0.20	200.00	$40.00
10-05-26	RGK	Email Correspondence: Emails with Marie Smith, Steve Miller, and Jay Glover RE: GO Bond Ad - need approval that it is legally allowable	0.40	200.00	$80.00
10-05-26	RGK	Email Correspondence: Emails with Marie Smith RE: GO Bond Ad - need approval that it is legally allowable	0.10	200.00	$20.00
10-06-26	RGK	Email Correspondence: Email from Marie Smith Re QR Code flyer for the General Obligation Bond	0.10	200.00	$20.00
10-07-26	RGK	Email Correspondence: Review Elite Paver proposal; Emails with Marie Smith RE: bid for the veterans walkway	0.40	200.00	$80.00
10-07-26	RGK	Email Correspondence: Emails with Marie Smith RE: Resolution for fire assessment	0.10	200.00	$20.00
10-09-26	RGK	Email Correspondence: Emails with Marie Smith RE: Items for action update list	0.20	200.00	$40.00
10-13-26	RGK	Email Correspondence: Email from Marie Smith Re Task order for Cherry Drive Drainage Improvement Project	0.10	200.00	$20.00
10-13-26	RGK	Email Correspondence: Emails with Marie Smith RE: Request to Move Code Hearing	0.20	200.00	$40.00

10-13-26	RGK	Email Correspondence: Research residency v. non-residency rates for fire permits; Emails with Marie Smith RE: Fire pit program amendments	0.60	200.00	$120.00
10-19-26	RGK	Email Correspondence: Email from Marie Smith RE: Statement from Tom Davis to FEMA	0.10	200.00	$20.00
10-19-26	RGK	Email Correspondence: Emails with Marie Smith RE: Statement to FEMA	0.10	200.00	$20.00
10-19-26	RGK	Review code re special permit requirements for Town parks; phone conference with Marie Smith	0.30	200.00	$60.00
10-21-26	RGK	Email Correspondence: Email to Marie Smith FW: Items for action update list	0.10	200.00	$20.00
10-21-26	RGK	Email Correspondence: Emails with Marie Smith RE: Fw: February RTCM Agenda Items are Due Tomorrow, February 6th	0.20	200.00	$40.00
10-21-26	RGK	Email Correspondence: Email from Marie Smith RE Quick update on building dept and Sands on the Beach	0.10	200.00	$20.00
10-22-26	RGK	Email Correspondence: Email to Marie Smith Re Ocean Park Lease Agreement	0.10	200.00	$20.00
10-27-26	RGK	Email Correspondence: Emails with Marie Smith RE: Flow and Be Strong	0.10	200.00	$20.00
10-27-26	RGK	Email Correspondence: Emails with Marie Smith RE: Flow and Be Strong	0.20	200.00	$40.00
10-27-26	RGK	Email Correspondence: Emails with Marie Smith RE: Flow and Be Strong	0.20	200.00	$40.00

Services Subtotal: $780.00

Subtotal	$780.00
Total	$780.00
Payment	$0.00
Balance Owing	$780.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $780.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28359
Date: 10-31-2026

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
10-01-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
10-01-26	RGK	Email Correspondence: Email from eservice Re Filed Joint Motion for Dismissal	0.10	200.00	$20.00
10-01-26	RGK	Email Correspondence: Email to Marie Smith Re Joint Stip for Dismissal	0.10	200.00	$20.00
10-01-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: Settlement offer - Funoe v. Melbourne Beach Shed Appeal and Breach Case	0.10	200.00	$20.00
10-02-26	RGK	Email Correspondence: Email from Claudia Pastorius Re: Motion for Stay in Case No: 5d2026-2060	0.10	200.00	$20.00
10-02-26	RGK	Email Correspondence: Email to Commissioners Re Funoe v. Town - Breach of Settlement Case	0.10	200.00	$20.00
10-02-26	RGK	Email Correspondence: Emails with Marie Smith Re Joint Dismissal	0.10	200.00	$20.00
10-09-26	RGK	Email Correspondence: SERVICE OF PROPOSED DOCUMENT - Proposed Order on Joint Stipulation	0.10	200.00	$20.00
10-09-26	RGK	Email Correspondence: Email from Ariana Tellone Re FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-019574 - Our File No.: 7777.00005	0.10	200.00	$20.00

10-21-26	RGK	Email Correspondence: Email from Jennifer Johnston RE: FUNOE, LLC v. TOWN OF MELBOURNE BEACH - Case No: 05-2025-CA-019574 - Our File No.: 7777.00005	0.10	200.00	$20.00
10-22-26	RGK	Email Correspondence: Receive and review Order of Dismissal	0.10	200.00	$20.00

Services Subtotal: $220.00

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

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $220.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 28362
Date: 10-31-2026

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
10-01-26	RGK	Email Correspondence: Review Mediation Questionnaire filed with court	0.10	200.00	$20.00
10-06-26	RGK	Email Correspondence: Email from Zoe Steadham Re 5D2026-2902 Mediation Forms Due	0.10	200.00	$20.00
10-06-26	RGK	Email Correspondence: Email from Elizabeth Harris Fwd: SERVICE OF COURT DOCUMENT CASE NUMBER 5D2026-2902 Funoe, LLC v. Town of Melbourne Beach	0.10	200.00	$20.00
10-15-26	RGK	Email Correspondence: Review Order Declining Referral to Mediation	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.

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Town of Melbourne Beach

Building Department Report
October 2026

- Permit issued – 37
- Construction value - $864,349.86
- Permit fees collected - $14,111.01
- Plans reviewed – 30
- Building inspections completed - 77
- Site plan review for P&Z – 3
- Stop work order – 0
- New homes (completed) – 1 (394 River View Lane)
- Short-term rental inspections – 6
- Permits applied for exemption (FS 553.79(1)(g)) - 0

Monthly Permit List

Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0015	STRUCTURED BROADBAND SERVICES	323 AVENUE B	$0.00	$5814.86
	Work Description:	We will be installing (3) separate spans on this project. Install 1,890' of new cable. To equal 80' of (4) pole risers and 1,810' of (3) directional road/driveway bores. Start permit at 411 Riverside Drive at the existing pole. End 1st span at 540 Sunset Blvd at the existing pole. Start 2nd span at 405 Avenue B at the existing pole. End 2nd span at 401 Avenue B at the FDOT Right-of-Way. We will be submitting a FDOT permit for our work crossing Oak Street(Hwy A1A). Start 3rd span at 801 Oak Street at the FDOT Right-of-Way. End permit at 323 Avenue B at the existing pole.		

Total Permits For Type: 1
Total Fees For Type: $0.00
Total Const. Value For Type: $5814.86

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PE26-0038	BOYS 2 ELECTRIC	411 HIBISCUS TRL	$79.00	$610.00
	Work Description:	Install new 20Amp 240 Volt circuit from existing panel to new mini split ac in garage		
PE26-0039	NEW STANDARD ELECTRIC LLC	1104 ATLANTIC ST	$81.24	$2574.83
	Work Description:	Replace existing 150 amp meter main equipment and weather head that has rusted out with new 150 amp meter main and weather head. Will also be adding two ground rods, surge protection device, and exterior low voltage ground terminal.		
PE26-0041	TWO CURRENTS ELECTRIC	539 SUNSET BLVD	$79.00	$2487.00
	Work Description:	install 8 carbon monoxide/smoke detectors, 2 hardwired interlinked circuits, and 5 emergency lights		

Total Permits For Type: 3
Total Fees For Type: $239.24
Total Const. Value For Type: $5671.83

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM26-0056	American Air & Heat of Brevard	208 CHERRY DR	$360.40	$15161.00
	Work Description:	hvac switchout no ductwork		
PM26-0087	cormier, wayne	401 FIRST AVE	$353.63	$14500.00
	Work Description:			
PM26-0088	ABLE AIR, INC	300 SECOND AVE	$327.24	$11926.00
	Work Description:	CHANGE OUT AC WITH 3.5 TON TRANE SYSTEM		
PM26-0089	ABLE AIR, INC	1950 ATLANTIC ST 225	$287.48	$9349.00

	Work Description: CHANGE OUT AC WITH 2 TON 14.30 SEER RHEEM SYSTEM			
PM26-0090	Paradise Air & Heat	809 ATLANTIC ST 0	$381.15	$17185.00
	Work Description: HVAC Change out like for like			
PM26-0091	FREEDOM AIR AND PLUMBING	391 RIVERVIEW LN	$618.54	$40345.66
	Work Description: HVAC exact change out with duct replacement			
PM26-0092	LYONS, TRAVIS	227 FIFTH AVE	$301.64	$9809.61
	Work Description: HVAC switchout no ductwork			
PM26-0093	ATLANTIC AIR INC	1706 ATLANTIC ST 3C	$230.63	$7500.00
	Work Description: Replace existing HVAC system equipment with like for like.			
PM26-0094	Ellington A/C & Heat, Inc.	500 HIBISCUS TRL	$340.10	$13180.00
	Work Description: Ductwork Replacement			

Total Permits For Type: 9
Total Fees For Type: $3200.81
Total Const. Value For Type: $138956.27

Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC26-0004	ERIC THE GAS MAN	406 AVENUE B	$79.00	$2088.00
	Work Description: installation of 39' of gas line from existing tank to stove			

Total Permits For Type: 1
Total Fees For Type: $79.00
Total Const. Value For Type: $2088.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0030	LOVE YOUR BATH, LLC	214 SIXTH AVE	$343.38	$13500.00
	Work Description: REMOVE/REPLACING EXISTING SHOWER/TUB COMBO TO SHOWER. NO RELOCATION TO VALVE. NO RELOCATION TO DRAIN. NO CHANGE IN FOOTPRINT. PRIVATE PROVIDER INSPECTIONS.			

Total Permits For Type: 1
Total Fees For Type: $343.38
Total Const. Value For Type: $13500.00

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0009	PINEAPPLE POOLS OF FLORIDA, LLC	305 OAK ST	$1778.38	$207000.00
	Work Description: Construction of In-Ground Swimming Pool with Paver Deck			

Total Permits For Type: 1
Total Fees For Type: $1778.38

Total Const. Value For Type: $207000.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0034	LANEUVILLE ROOFING LLC	402 THIRD AVE	$393.96	$18435.00
	Work Description: installation of IKO shingles and Karnak over existing flat roof.			
PRR26-0035	SOLAR ROOFING & CONSTRUCTION	506 BANYAN WAY	$365.42	$15650.00
	Work Description: RE-ROOF MAINHOUSE WITH SHINGLES AND REPLACING WITH SHINGLES			
PRR26-0036	W DAVIS LLC	1101 RIVER RD	$659.85	$44375.00
	Work Description: Remove existing roof material on 2nd story of guest house. Install a complete Silver Metallic .032" Aluminum Standing Seam Metal Roof System with stainless fasteners. Metal roof pitch 6/12. TPO roof pitch 1/12. 10 squares each.			
PRR26-0037	R & R Roofing of Brevard Inc	708 ATLANTIC ST	$609.88	$39500.00
	Work Description: 3000sft concrete tile with standing seam metal and 1600sft built up flat with tpo			
PRR26-0038	DC ROOFING	323 SECOND AVE	$377.70	$16849.00
	Work Description: Shingle re-roof, Flat torch			

Total Permits For Type: 5
Total Fees For Type: $2406.81
Total Const. Value For Type: $134809.00

Res Addition

Permit #	Applicant	Address	Fee Total	Const. Value
PRBADD26-000	VILAG IMPROVEMENTS CORP	2103 REDWOOD AVE	$1306.88	$115000.00
	Work Description: sfa addition, interior remodel			

Total Permits For Type: 1
Total Fees For Type: $1306.88
Total Const. Value For Type: $115000.00

Res Alteration

Permit #	Applicant	Address	Fee Total	Const. Value
PRBALT26-000	FLORIDA ROOFING AND RENOVATIONS INC	211 DOGWOOD AVE	$992.74	$69536.00
	Work Description: Add a porch roof on the back of the house. Replace 2 SGD and install one window.			
PRBALT26-000	Bremer Boys, LLC	309 FIRST AVE	$466.38	$25500.00
	Work Description: Rewire kitchen outlets, switches and lights. New dedicated circuit for 4 majors. Full renovation and layout for master bathroom. Cut slab to run waste and water to new locations. Pest treat and pour back concrete. Frame dividing wall between bed and bathroom, common area and bedroom and knee walls. Run new electric to outlets, switches and lights. Insulate walls, hang drywall and finish paint ready. Install new finish products, i.e. tile, lvt, vanities, plumbing and electrical fixtures and all accessory items. Install all doors and trims associated with project.			

Total Permits For Type:	**2**
Total Fees For Type:	**$1459.12**
Total Const. Value For Type:	**$95036.00**

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0014	MOFFETT, JEFFREY	306 THIRD AVE	$79.00	$500.00
	Work Description: screen in front entry way 121 sft screenwalls			

Total Permits For Type:	**1**
Total Fees For Type:	**$79.00**
Total Const. Value For Type:	**$500.00**

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH26-0006	EDMUND, ROBERT B. TRUSTEE	1104 ATLANTIC ST	$194.69	$6328.00
	Work Description: shed			
PSH26-0007	Baldwin, Robert,jr; Baldwin, Valerie A	446 RIVER VIEW LN	$79.00	$2279.10
	Work Description: shed on slab			

Total Permits For Type:	**2**
Total Fees For Type:	**$273.69**
Total Const. Value For Type:	**$8607.10**

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS26-0079	Brevard Window & Doors Inc	513 BANYAN WAY	$334.15	$12600.50
	Work Description: Replacing Windows			
PWS26-0081	SUNSET VIEW WINDOWS AND DOORS RYAN BITGOOD	503 SHANNON AVE	$175.34	$5692.53
	Work Description: installation of 2 windows (one opening)			
PWS26-0082	HIGHGROVE HOME IMPROVEMENTS LLC	450 SANDY KY	$381.82	$17250.00
	Work Description: Replacement Impact Door			
PWS26-0083	Florida Retrofits Inc	1350 ATLANTIC ST	$382.84	$29802.31
	Work Description: Replace all windows and sliding glass door size for size with impact resistant Windows and sliding glass door. *Private provider inspections			
PWS26-0084	ECOVIEW WINDOW OF BREVARD LLC	2005 NEPTUNE DR	$243.02	$7903.00
	Work Description: REPLACE 2 DH & 1 ENTRY DOOR; SIZE FOR SIZE & IMPACT			
PWS26-0085	IKON WINDOWS AND DOORS LLC	309 SURF RD	$306.99	$9983.46
	Work Description: REMOVE AND INSTALL REPLACEMENT DOOR AND SIDE LITES			
PWS26-0086	BREVARD SOFFIT &	2017 OAK ST	$599.83	$38520.00

	SIDING, INC DBA BSS EXTERIORS			
	Work Description: Install impacted windows and SGD on (15) openings of the home.			
PWS26-0087	Roll Tite Shutters East, Inc.	415 HIBISCUS TRL	$79.00	$619.00
	Work Description: INSTALLATION OF HURRICANE SHUTTER ON SIDE DOOR (NON-ELECTRIC) QUOTE 5506			
PWS26-0088	ECOVIEW WINDOW OF BREVARD LLC	1807 REDWOOD AVE	$317.71	$10996.00
	Work Description: Replace 4DH, 1 PIC, 1GLIDER, 1 MULL & 1 ENTRY; SIZE FOR SIZE & IMPACT			
PWS26-0089	W. Anthes Inc.	2002 ROSEWOOD DR	$124.00	$4000.00
	Work Description: INSTALL 16'X7' IMPACT RATED GARAGE DOOR			

Total Permits For Type:	**10**
Total Fees For Type:	**$2944.70**
Total Const. Value For Type:	**$137366.80**

Grand Total Fees:	**$14,111.01**
Grand Total Permits:	**37.00**
Grand Total Const. Value:	**$864349.86**

Monthly Inspection List

JEFFREY PARSONS

Record #	Type	Scheduled	Completed	Result
PRBALT26-0007	Footer	10/28/2026	10/28/2026	Disapproved
PM26-0093	Final Mechanical	10/28/2026	10/28/2026	Approved
PPE26-0003	Final Pool Enclosure	10/28/2026	10/28/2026	Approved
PPR26-0009	Final Pool Resurface	10/28/2026	10/28/2026	Disapproved
PRB25-0020	Final Electrical	10/28/2026	10/28/2026	Approved
PRB25-0020	Final Mechanical	10/28/2026	10/28/2026	Disapproved
PRB25-0020	Final Plumbing	10/28/2026	10/28/2026	Approved
PM26-0090	Final Mechanical	10/26/2026	10/26/2026	Approved
PCD26-0019	FORM BOARD	10/26/2026	10/26/2026	Approved
PM26-0050	Final Mechanical	10/26/2026	10/26/2026	Approved
PRB26-0025	Footer	10/26/2026	10/28/2026	Approved
PWS26-0077	Final Window, Door, & Shutte	10/23/2026	10/23/2026	Approved
PRR26-0029	Final	10/23/2026	10/23/2026	Approved
PM26-0063	Final Mechanical	10/21/2026	10/21/2026	Approved
PRO26-0004	Rough Plumbing	10/21/2026	10/23/2026	Disapproved
PRO26-0004	Gas Line Inspection	10/21/2026	10/23/2026	Disapproved
PP26-0028	Rough Plumbing	10/19/2026	10/19/2026	Approved
PE26-0038	Final Electrical	10/19/2026	10/19/2026	Disapproved
PM26-0082	Final Mechanical	10/19/2026	10/19/2026	Approved
PMS26-0003	Final Seawall	10/19/2026	10/19/2026	Approved
PP26-0023	FINAL	10/16/2026	10/16/2026	Approved
PWS26-0069	Final Window, Door, & Shutte	10/16/2026	10/16/2026	Approved
PRBADD26-0008	Framing	10/16/2026	10/16/2026	Approved
PRBADD26-0007	Form Board	10/16/2026	10/16/2026	Approved
PWS26-0076	Final Window, Door, & Shutte	10/16/2026	10/16/2026	Approved
PRBALT26-0005	Rough Electrical	10/16/2026	10/16/2026	Approved
PRBALT26-0005	Rough Mechanical	10/16/2026	10/16/2026	Disapproved
PRBALT26-0005	Rough Plumbing	10/16/2026	10/16/2026	Disapproved
PRBALT26-0005	Framing	10/16/2026	10/16/2026	Disapproved
PPR26-0008	Final Pool Resurface	10/16/2026	10/16/2026	Approved
PRB26-0021	Final Electrical	10/16/2026	10/16/2026	Approved
PRB26-0021	Final Plumbing	10/16/2026	10/16/2026	Approved
PRB26-0021	Final Building	10/16/2026	10/16/2026	Approved
PRR26-0035	Final	10/14/2026	10/14/2026	Approved
PF26-0027	Final Fence	10/14/2026	10/14/2026	Approved
PRB26-0015	Final Pumbing	10/12/2026	10/12/2026	Approved
PRB26-0015	Final Electrical	10/12/2026	10/12/2026	Approved

PRB26-0015	Final Mechanical	10/12/2026	10/12/2026	Approved
PRB26-0015	Final Building	10/12/2026	10/12/2026	Approved
PAS26-0005	Underground Plumbing	10/12/2026	10/13/2026	Approved
PWS26-0072	Final Window, Door, & Shutte	10/09/2026	10/09/2026	Approved
PRBADD26-0002	Sheathing	10/09/2026	10/09/2026	Approved
PMS26-0003	Cap Form	10/09/2026	10/09/2026	Approved
PMS26-0003	Deadmen & Tiebacks	10/09/2026	10/09/2026	Approved
PF26-0037	Final Fence	10/09/2026	10/09/2026	Approved
PP26-0029	Rough Plumbing	10/09/2026	10/09/2026	Approved
PWS26-0080	Final Window, Door, & Shutte	10/09/2026	10/09/2026	Approved
PWS26-0056	Final Window, Door, & Shutte	10/07/2026	10/07/2026	Approved
PM26-0080	Final Mechanical	10/07/2026	10/07/2026	Approved
PM26-0088	Final Mechanical	10/07/2026	10/07/2026	Approved
PWS26-0078	Final Window, Door, & Shutte	10/07/2026	10/06/2026	Canceled
PWS26-0067	Final Window, Door, & Shutte	10/07/2026	10/07/2026	Approved
PM26-0084	Final Mechanical	10/07/2026	10/07/2026	Disapproved
PM26-0078	Final Mechanical	10/07/2026	10/07/2026	Approved
PPR26-0011	Final Pool Resurface	10/07/2026	10/07/2026	Approved
PSH26-0004	Electrical - Rough	10/07/2026	10/07/2026	Approved
PAS25-0002	Rough Electrical	10/07/2026	10/07/2026	Approved
PWS26-0080	In-Progress	10/07/2026	10/07/2026	Approved
PE26-0032	PRE POWER	10/06/2026	10/06/2026	Approved
PE26-0032	Final Electrical	10/06/2026	10/06/2026	Approved
PE26-0034	PRE POWER	10/05/2026	10/06/2026	Approved
PWS26-0004	Final Window, Door, & Shutte	10/05/2026	10/06/2026	Approved
PRR26-0033	Final	10/05/2026	10/06/2026	Approved
PM26-0066	Final Mechanical	10/05/2026	10/02/2026	Approved
PM26-0079	Final Mechanical	10/05/2026	10/06/2026	Approved
PRB26-0024	Final	10/02/2026	10/02/2026	Approved
PM26-0085	Final Mechanical	10/02/2026	10/02/2026	Approved
PP26-0029	Rough Plumbing	10/02/2026	10/02/2026	Disapproved
PRR26-0032	Final	10/02/2026	10/02/2026	Approved
PCD26-0020	FORM BOARD	10/02/2026	10/02/2026	Approved
PPR26-0010	Final Pool Resurface	10/02/2026	10/02/2026	Approved
PWS26-0076	In-Progress	10/02/2026	10/02/2026	Approved
PRBADD26-0003	up lift	10/02/2026	10/02/2026	Approved
PAS25-0002	uplift	10/02/2026	10/02/2026	Approved
PSH26-0004	uplift	10/02/2026	10/02/2026	Approved
PM26-0083	Final Mechanical	10/01/2026	10/01/2026	Approved
PWS26-0072	In-Progress	10/01/2026	10/02/2026	Approved

Monthly Inspection List

Total # of Inspections: 77

Grand Total Inspections: 77

ID	Title	Status	Priority	Work Type	Description	Assigned to	Created by	Created on	Planned Start Date	Due date	Estimated Time	Started on	Completed on	Completed by	Recurrence	Location	Asset	Categories	Vendors
4	MaintainX Training (Admin) - Marie Smith	DONE	LOW	REACTIVE		Marie Smith|jimmy Gomez	Tristan Kuhn	7/9/2026 8:10			1:00:00	11/6/2026 14:47	11/6/2026 14:58	jimmy Gomez				Maintaining|Preventive	
72	stormwater outfall at end of Riverview is sinking	DONE	LOW	REACTIVE	stormwater outfall at end of Riverview is sinking	Sean Hasner	Sean Hasner	7/16/2026 9:25			1:00:00	10/12/2026 14:34	10/12/2026 14:34	Sean Hasner				Damage	
73	get trash pump working or order new pump	DONE	MEDIUM	REACTIVE	get trash pump working or order new pump	Sean Hasner	Sean Hasner	7/16/2026 9:26			1:00:00	10/9/2026 14:32	10/9/2026 14:32	Sean Hasner				Damage|Mechanical	
76	community center doors need fixed north and south doors	DONE	LOW	REACTIVE	community center doors need replacement parts.	Sean Hasner	Sean Hasner	7/16/2026 9:29			1:00:00	10/27/2026 14:42	10/27/2026 14:42	Sean Hasner		community center		Damage	
77	fix lights on pier	DONE	LOW	REACTIVE	fix lights on pier	Angel Compres	Sean Hasner	7/16/2026 9:29			1:00:00	10/28/2026 13:44	10/28/2026 13:44	Angel Compres		Ryckman Park		Electrical	
78	fix seawall at 6th boat ramp	DONE	LOW	REACTIVE	fix seawall at 6th boat ramp	Sean Hasner	Sean Hasner	7/16/2026 9:30			1:00:00	10/16/2026 14:12	10/16/2026 14:13	Sean Hasner		6th River Park		Damage	
182	Ryckman park monthly checklist	DONE		PREVENTIVE	Ryckman park monthly checklist	Sean Hasner|jimmy Gomez	MaintainX	9/2/2026 14:15	9/9/2026 0:00	9/30/2026 0:00	1:00:00	10/9/2026 9:31	10/9/2026 13:19	Sean Hasner		Ryckman Park	Ryckman Park - Playground	Inspection|Maintaining	
205	public works quarterly checklist	DONE		PREVENTIVE	public works quarterly checklist	jimmy Gomez	MaintainX	9/7/2026 0:01	9/21/2026 0:00	10/5/2026 0:00	1:00:00	10/9/2026 13:28	10/9/2026 13:39	jimmy Gomez		Public Works Building	Public Works Building	Inspection|Preventive	
214	Trim palms at Pier entrance	DONE		REACTIVE		Joe Boucher|Angel Compres	Angel Compres	9/11/2026 7:54			1:00:00	9/11/2026 8:19	10/6/2026 15:21	Joe Boucher				Maintaining	
225	f350 flatbed monthly vehicle inspection	DONE		PREVENTIVE	f350 flatbed monthly vehicle inspection	Joe Boucher|Angel Compres	MaintainX	9/16/2026 0:00	9/16/2026 0:00	9/30/2026 0:00	1:00:00	9/29/2026 15:05	10/8/2026 13:38	Joe Boucher		Back Lot	Ford F350 Flatbed	Inspection|Maintaining	
227	2008 chevy 1500 monthly inspection	DONE		PREVENTIVE	2008 chevy 1500 monthly inspection	Joe Boucher	MaintainX	9/16/2026 0:00	9/29/2026 0:00	9/30/2026 0:00	1:00:00	10/8/2026 12:57	10/8/2026 13:00	Joe Boucher		Public Works Building	Chevy 1500 2008	Inspection|Maintaining	
230	monthly vehicle maintenance check of 2019 chevy	DONE		PREVENTIVE	monthly vehicle maintenance check of 2019 chevy	jimmy Gomez	MaintainX	9/16/2026 0:00	9/9/2026 0:00	9/30/2026 0:00	1:00:00	10/9/2026 13:58	10/9/2026 14:13	jimmy Gomez		Public Works Building	Chevy 1500 2019	Inspection|Maintaining	
236	monthly inspection of ventrac tractor	DONE		PREVENTIVE	monthly inspection of ventrac tractor	Joe Boucher	MaintainX	9/16/2026 13:30	9/17/2026 0:00	10/1/2026 0:00	1:00:00	10/8/2026 12:51	10/8/2026 12:55	Joe Boucher		Public Works Building	Ventrac	Inspection|Maintaining	
239	community center quarterly checklist	DONE		PREVENTIVE	community center quarterly checklist	jimmy Gomez	MaintainX	9/16/2026 14:41	9/17/2026 0:00	10/1/2026 0:00	1:00:00	10/9/2026 12:48	10/9/2026 13:13	jimmy Gomez		community center	Community center	Inspection|Preventive	
246	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/18/2026 15:06	9/25/2026 0:00	10/1/2026	1:00:00	9/29/2026 14:30	9/29/2026 14:30	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
251	Bicentennial Park Monthly Checklist	DONE		PREVENTIVE	Bicentennial Park Monthly Checklist	Angel Compres	MaintainX	9/23/2026 0:00	9/9/2026 0:00	9/30/2026 0:00	1:00:00	10/5/2026 13:40	10/5/2026 14:13	Angel Compres		Bicentennial Park	Bicentennial park	Inspection|Maintaining	
255	Fence at Rick man park	DONE		REACTIVE	10ft between each post, 2 arms inside each of them 2 feet down the ground 3 feet up	Angel Compres|Tom Davis|Sear	Angel Compres	9/25/2026 7:40			1:00:00	10/5/2026 7:06	10/5/2026 7:06	Sean Hasner		Ryckman Park		Project	
260	Mow west end First Ave.	DONE		PREVENTIVE	grass very tall	Angel Compres|jimmy Gomez	Tom Davis	9/28/2026 10:16			1:00:00	10/6/2026 11:43	10/6/2026 11:43	jimmy Gomez	Weekly|1|Monday			Maintaining	
263	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	9/28/2026 12:56	9/29/2026 0:56	10/2/2026	1:00:00	10/3/2026 8:23	10/3/2026 8:23	Angel Compres	Weekly|1|Friday			Maintaining	
267	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres	Angel Compres	9/29/2026 14:30	10/2/2026 0:00	10/8/2026	1:00:00	10/3/2026 18:07	10/3/2026 18:07	Angel Compres	Weekly|1|Thursday	Public Works Building	Public Works Building	Maintaining	
268	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	9/30/2026 8:36	10/1/2026 6:00	10/1/2026 23:30	2:00:00	10/1/2026 7:38	10/1/2026 10:44	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
269	Trim palms behind the commission meeting building	DONE		REACTIVE		Angel Compres|jimmy Gomez	Angel Compres	9/30/2026 8:49			1:00:00	10/1/2026 7:20	10/1/2026 13:01	Angel Compres				Maintaining	
270	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/1/2026 10:44	10/2/2026 6:00	10/2/2026 23:30	2:00:00	10/2/2026 7:50	10/2/2026 8:49	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
271	Trim two palms on the side of PD	DONE		REACTIVE		Angel Compres	Angel Compres	10/1/2026 13:03			1:00:00	10/1/2026 13:03	10/1/2026 14:27	Angel Compres		Town Hall		Landscape|Maintaining	
272	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/2/2026 8:49	10/5/2026 6:00	10/5/2026 23:30	2:00:00	10/5/2026 7:23	10/5/2026 9:58	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
273	Clean and wash golf cart,gator and pick up truck	DONE	HIGH	PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	10/3/2026 8:23			1:00:00	10/5/2026 10:51	10/5/2026 10:51	Angel Compres	Weekly|1|Friday			Maintaining	
274	Mow around the PWD	DONE		PREVENTIVE	Every week	Angel Compres|Sean Hasner	Angel Compres	10/3/2026 18:07			1:00:00	10/9/2026 7:10	10/9/2026 7:10	Sean Hasner		Public Works Building	Public Works Building	Maintaining	
275	history center quarterly checklist	DONE		PREVENTIVE	history center quarterly checklist	Angel Compres	MaintainX	10/4/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00	11/3/2026 13:32	11/3/2026 13:53	Angel Compres		History Center	History Center	Inspection|Preventive	
276	monthly inspection of ventrac tractor	OPEN		PREVENTIVE	monthly inspection of ventrac tractor		MaintainX	10/4/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Ventrac	Inspection|Maintaining	
277	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/5/2026 9:58	10/6/2026 6:00	10/6/2026 23:30	2:00:00	10/6/2026 11:44	10/6/2026 14:24	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
278	Clean and wash golf cart,gator and pick up truck	OPEN		PREVENTIVE	Pressure washer	Angel Compres	Angel Compres	10/5/2026 10:51			1:00:00							Maintaining	
279	Mower the 2nd river side	DONE		REACTIVE	Grass tall	jimmy Gomez	jimmy Gomez	10/5/2026 15:20			1:00:00	10/6/2026 11:41	10/6/2026 11:41	jimmy Gomez		2nd River Park		Landscape	
280	Mow west end First Ave.	DONE		PREVENTIVE	grass very tall	Joe Boucher|Angel Compres	Tom Davis	10/6/2026 11:43	10/12/2026 0:00		1:00:00	10/16/2026 7:18	10/16/2026 7:18	Angel Compres				Landscape	
281	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/6/2026 14:25	10/7/2026 6:00	10/7/2026 23:30	2:00:00	10/7/2026 7:42	10/7/2026 8:18	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
282	history center quarterly checklist	DONE		PREVENTIVE	history center quarterly checklist	Angel Compres	MaintainX	10/7/2026 1:00	10/7/2026 0:00	11/4/2026 0:00	1:00:00	11/3/2026 13:56	11/6/2026 7:38	Angel Compres		Ryckman Park	Ryckman House	Inspection|Preventive	
283	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/7/2026 8:18	10/8/2026 6:00	10/8/2026 23:30	2:00:00	10/8/2026 8:04	10/8/2026 12:17	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
284	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/8/2026 12:17	10/9/2026 6:00	10/9/2026 23:30	2:00:00	10/9/2026 7:23	10/9/2026 9:42	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
285	fix broken board on GaGa ball pit	DONE		REACTIVE	fix broken board on GaGa ball pit	Sean Hasner	Sean Hasner	10/8/2026 13:29			1:00:00	10/8/2026 13:29	10/8/2026 13:29	Sean Hasner		Ryckman Park		Damage	
286	fix broken board on water Park area deck	DONE		REACTIVE	fix broken deck board by water park	Sean Hasner	Sean Hasner	10/8/2026 13:30			1:00:00	10/8/2026 13:31	10/8/2026 13:31	Sean Hasner		Ryckman Park		Damage	
287	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/9/2026 9:42	10/12/2026 6:00	10/12/2026 23:30	2:00:00	10/12/2026 7:59	10/12/2026 9:33	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
288	move irrigation heads on other side of split rail fence	OPEN		REACTIVE	move irrigation on other side of split rail fence		Sean Hasner	10/9/2026 13:52			1:00:00					Ryckman Park		Maintaining|Preventive	
289	fix broken heads in front of church on Ocean avenue on south side	DONE		REACTIVE	fix broken irrigation heads on Ocean avenue Southside in front of church	Sean Hasner	Sean Hasner	10/9/2026 13:54			1:00:00	10/21/2026 14:17	10/21/2026 14:17	Sean Hasner		Ryckman Park		Damage|Maintaining	
290	fix flex pipe in front of post office ryckman irrigation	OPEN		REACTIVE	fix broken irrigation flex pipe in front of post office		Sean Hasner	10/9/2026 13:56			1:00:00							Damage|Landscape	

291	put out Town business only signs in front of town hall	DONE		REACTIVE	put out Town business only signs in front of town hall	Sean Hasner	Sean Hasner	10/9/2026 13:58			1:00:00	10/16/2026 14:12	10/16/2026 14:12	Sean Hasner		Town Hall		Project	
292	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/12/2026 9:33	10/13/2026 6:00	10/13/2026 23:30	2:00:00	10/13/2026 7:31	10/13/2026 9:31	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
293	fix toilet in pw building	DONE		REACTIVE	fix toilet in pw building	Sean Hasner	Sean Hasner	10/12/2026 14:33			1:00:00	10/12/2026 14:33	10/12/2026 14:33	Sean Hasner				Damage	
294	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/13/2026 9:31	10/14/2026 6:00	10/14/2026 23:30	2:00:00	10/14/2026 7:55	10/14/2026 8:56	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
295	Install parking signe	DONE		REACTIVE	Place it in the parking spot in front of the community center	Angel Compres|jimmy Gomez	Angel Compres	10/13/2026 9:48			1:00:00	10/13/2026 10:06	10/13/2026 10:08	Angel Compres		community center		Preventive	
296	Install new coloring lights on pier	DONE		REACTIVE	Slide it in under the wood arm sliders. along the way from rivershore, to the pavilion	Angel Compres|jimmy Gomez	Angel Compres	10/13/2026 10:17			1:00:00	10/13/2026 10:52	11/5/2026 7:27	jimmy Gomez		Rickman pier		Electrical	
297	storage yard monthly check	DONE		PREVENTIVE	storage yard monthly check	Sean Hasner	MaintainX	10/14/2026 1:00	10/14/2026 0:00	11/4/2026 0:00	1:00:00	10/16/2026 14:08	10/16/2026 14:09	Sean Hasner		Storage Building	Storage Building	Inspection|Maintaining	
298	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/14/2026 8:56	10/15/2026 6:00	10/15/2026 23:30	2:00:00	10/15/2026 7:12	10/15/2026 8:48	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
299	Ryckman park monthly checklist	OPEN		PREVENTIVE	Ryckman park monthly checklist		MaintainX	10/15/2026 1:01	11/1/2026 0:00	11/5/2026 0:00	1:00:00					Ryckman Park	Ryckman Park - Playground	Inspection|Maintaining	
300	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/15/2026 8:48	10/16/2026 6:00	10/16/2026 23:30	2:00:00	10/16/2026 7:21	10/16/2026 9:07	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
301	Haunted house banner on oak right away got crash so need tobe fix and get it back on	DONE		REACTIVE		Angel Compres|jimmy Gomez	Angel Compres	10/16/2026 8:00			1:00:00	10/16/2026 8:00	10/16/2026 8:00	Angel Compres		Oak St. Right of Way		Damage	
302	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/16/2026 9:07	10/19/2026 6:00	10/19/2026 23:30	2:00:00	10/19/2026 8:14	10/19/2026 10:41	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
303	Honda pioneer monthly inspection	OPEN		PREVENTIVE	Honda pioneer monthly inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Honda Pioneer		
304	f350 flatbed monthly vehicle inspection	OPEN		PREVENTIVE	f350 flatbed monthly vehicle inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Back Lot	Ford F350 Flatbed	Inspection|Maintaining	
305	2008 chevy 1500 monthly inspection	OPEN		PREVENTIVE	2008 chevy 1500 monthly inspection		MaintainX	10/18/2026 0:00	10/31/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Chevy 1500 2008	Inspection|Maintaining	
306	umax yamaha monthly inspection	OPEN		PREVENTIVE	umax yamaha monthly inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Yamaha Umax	Inspection|Maintaining	
307	toro mower monthly inspection	OPEN		PREVENTIVE	toro mower monthly inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Toro Mower	Inspection|Landscape|Maintaining	
308	ford bucket truck monthly inspection	OPEN		PREVENTIVE	ford bucket truck monthly inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Storage Building	Ford F350 Bucket Truck	Inspection|Maintaining	
309	John Deer Tractor Monthly Inspection	OPEN		PREVENTIVE	John Deer Tractor Monthly Inspection		MaintainX	10/18/2026 0:00	10/18/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	John Deer Tractor	Inspection|Landscape	
310	monthly vehicle maintenance check of 2019 chevy	OPEN		PREVENTIVE	monthly vehicle maintenance check of 2019 chevy		MaintainX	10/18/2026 0:00	10/11/2026 0:00	11/1/2026 0:00	1:00:00					Public Works Building	Chevy 1500 2019	Inspection|Maintaining	
311	timer at bicentennial North needs remounted	DONE		REACTIVE	timer at bicentennial North irrigation needs remounted	Sean Hasner	Sean Hasner	10/19/2026 7:26			1:00:00	10/21/2026 13:16	10/21/2026 13:16	Sean Hasner				Damage	
312	replace flag at Ocean	DONE		REACTIVE	replace flag at Ocean	Sean Hasner	Sean Hasner	10/19/2026 7:27			1:00:00	10/19/2026 10:50	10/19/2026 10:50	Sean Hasner		Ocean Park		Damage	
313	remove Branch from fifth Park	DONE		REACTIVE	remove Branch from 5th Park	Sean Hasner	Sean Hasner	10/19/2026 7:28			1:00:00	10/19/2026 10:06	10/19/2026 10:06	Sean Hasner		5th River Park		Damage	
314	cut down dead poinsettia on bicentennial	DONE		REACTIVE	cut down dead poinsettia on bicentennial	Sean Hasner	Sean Hasner	10/19/2026 7:43			1:00:00	10/20/2026 7:02	10/20/2026 7:02	Sean Hasner				Damage	
315	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/19/2026 10:41	10/20/2026 6:00	10/20/2026 23:30	2:00:00	10/20/2026 7:30	10/20/2026 8:39	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
316	Corrective Action: 1 failure on "Daily check list"	DONE	HIGH	REACTIVE	Original Work Order: https://app.getmaintainx.com/workorders/124083286?organizationId=534482 There was 1 failure on Procedure "Daily Checklist" ### FAILURE: - Town Right Of Way (Oak) | No note	Angel Compres|Sean Hasner|jir	jimmy Gomez	10/19/2026 10:41			1:00:00	10/19/2026 10:41	10/19/2026 10:41	jimmy Gomez				Standard Operating Procedure	
317	fix broken pump for water Park area	DONE		REACTIVE	thanks broken pump for water Park area	Sean Hasner	Sean Hasner	10/19/2026 14:10			1:00:00	10/19/2026 14:10	10/19/2026 14:10	Sean Hasner		Ryckman Park		Damage	
318	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/20/2026 8:39	10/21/2026 6:00	10/21/2026 23:30	2:00:00	10/21/2026 8:32	10/21/2026 15:06	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
319	Sea grapes clean up at 5th ave beach side	DONE		REACTIVE	Did trim all sea grapes	Joe Boucher|Angel Compres|jim	Angel Compres	10/20/2026 9:48			1:00:00	10/20/2026 9:48	10/20/2026 9:48	Angel Compres		5th Beach Access		Maintaining	
320	Sea grapes at 4th beach side	DONE		REACTIVE	Sea grapes are tall and messy	Joe Boucher|Angel Compres|jim	Angel Compres	10/20/2026 9:53			1:00:00	10/20/2026 9:53	10/20/2026 10:38	Angel Compres		4th Beach Access		Maintaining	
321	Weed eat 3rd beach side and trim sea grapes	DONE		REACTIVE	Sea grapes messy	Joe Boucher|Angel Compres|jim	Angel Compres	10/20/2026 10:40			1:00:00	10/20/2026 10:40	10/20/2026 11:15	Angel Compres		3rd Beach Access		Maintaining	
322	2nd beach side acces	DONE		REACTIVE	Weed eat and trim sea grapes	Joe Boucher|Angel Compres|Se	Angel Compres	10/20/2026 11:19			1:00:00	10/20/2026 11:19	10/20/2026 11:37	Angel Compres		2nd Beach Access		Maintaining	
323	Sea grapes and weed 1st beach side	DONE		REACTIVE	Sea grapes and weed needs trim and eat	Joe Boucher|Angel Compres|Se	Angel Compres	10/20/2026 11:56			1:00:00	10/20/2026 11:56	10/20/2026 11:56	Angel Compres		1st Beach Access		Maintaining	
324	Avenue A,B, and del mar	DONE	MEDIUM	REACTIVE	Sea grape needs trim and beach access	Joe Boucher|Angel Compres|jim	Angel Compres	10/20/2026 13:24			1:00:00	10/20/2026 13:27	10/20/2026 14:20	Angel Compres		Ave A Beach Access		Maintaining	
325	OTH Door lock seet	DONE		REACTIVE	Is rust out and the silinders is brokend need replace asap	Angel Compres|jimmy Gomez	Angel Compres	10/21/2026 10:08			1:00:00	10/21/2026 10:08	10/21/2026 10:55	Angel Compres		History Center		Maintaining	
326	OTH HAND CRAFTED WOOD ART PAINT	DONE		REACTIVE	Need redone angle stand at 15 dgrs	Angel Compres|jimmy Gomez	Angel Compres	10/21/2026 10:19			1:00:00	10/21/2026 12:45	10/21/2026 15:05	Angel Compres		History Center		Maintaining	
327	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/21/2026 15:06	10/22/2026 6:00	10/22/2026 23:30	2:00:00	10/22/2026 7:21	10/22/2026 8:41	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
328	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/22/2026 8:41	10/23/2026 6:00	10/23/2026 23:30	2:00:00	10/23/2026 7:24	10/23/2026 8:19	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	

329	broken sidewalk at elm and rosewood	OPEN		REACTIVE	broken sidewalk at elm and rosewood		Sean Hasner	10/22/2026 9:00			1:00:00					Elm Avenue		Damage	
330	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	10/23/2026 8:19	10/26/2026 6:00	10/26/2026 23:30	2:00:00	10/26/2026 7:12	10/26/2026 9:23	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
331	5th Ave River Park Monthly Checklist	OPEN		PREVENTIVE	5th Ave River Park Monthly Checklist		MaintainX	10/25/2026 0:01	10/11/2026 0:00	11/1/2026 0:00	1:00:00					5th River Park	5th river park	Inspection|Maintaining	
332	6th ave. Boat Ramp Monthly Checklist	OPEN		PREVENTIVE	6th ave. Boat Ramp Monthly Checklist		MaintainX	10/25/2026 0:02	10/11/2026 0:00	11/1/2026 0:00	1:00:00					6th River Park	Boat Ramp 6th ave	Inspection|Maintaining	
333	ocean park monthly checklist	OPEN		PREVENTIVE	ocean park monthly checklist		MaintainX	10/25/2026 0:02	10/11/2026 0:00	11/1/2026 0:00	1:00:00					Ocean Park	Ocean Restroom	Inspection|Maintaining	
334	Bicentennial Park Monthly Checklist	OPEN		PREVENTIVE	Bicentennial Park Monthly Checklist		MaintainX	10/25/2026 0:02	10/11/2026 0:00	11/1/2026 0:00	1:00:00					Bicentennial Park	Bicentennial park	Inspection|Maintaining	
335	circle park monthly checklist	OPEN		PREVENTIVE	circle park monthly checklist		MaintainX	10/25/2026 0:02	10/11/2026 0:00	11/1/2026 0:00	1:00:00					Cricle Park	Circle park	Inspection|Maintaining	
336	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/26/2026 8:54	10/27/2026 6:00	10/27/2026 23:30	2:00:00	10/27/2026 7:27	10/27/2026 9:01	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
337	Mow west and 1st	DONE	MEDIUM	REACTIVE		Angel Compres|jimmy Gomez	Angel Compres	10/26/2026 9:31			1:00:00	10/26/2026 9:45	10/26/2026 9:45	Angel Compres				Maintaining	
338	Mow 2nd river	DONE		REACTIVE		Angel Compres	Angel Compres	10/26/2026 9:55			1:00:00	10/26/2026 9:55	10/26/2026 9:55	Angel Compres		2nd River Park		Maintaining	
339	Town banner in front of Charly's	DONE		REACTIVE	Banner felt on the floor in front of Charly's need to place it back	Angel Compres|jimmy Gomez	Angel Compres	10/26/2026 14:38			1:00:00	10/26/2026 14:40	10/26/2026 14:40	Angel Compres		Ocean Park		Maintaining	
340	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/27/2026 9:01	10/28/2026 6:00	10/28/2026 23:30	2:00:00	10/28/2026 7:04	10/28/2026 8:25	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
341	Speed limit signs need's to be place around town	DONE		REACTIVE	The 20 speed limit signs, need to be set on the post ready to install it on road side's	Angel Compres|jimmy Gomez	Angel Compres	10/27/2026 9:24			1:00:00	10/30/2026 10:42	10/30/2026 10:42	Angel Compres		General		Preventive|Safety	
342	Pier lights	DONE		REACTIVE	Replace lights., the ones that need's it along the pier	Angel Compres|jimmy Gomez	Angel Compres	10/27/2026 14:14			1:00:00	10/27/2026 14:37	10/28/2026 13:42	Angel Compres		Rickman pier		Electrical	
343	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/28/2026 8:25	10/29/2026 6:00	10/29/2026 23:30	2:00:00	10/29/2026 7:45	10/29/2026 9:14	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
344	Entrance pier light And side walk needs replace	DONE		REACTIVE	Entrance pier light is worn out and side walk dont start need replacement	Angel Compres|jimmy Gomez	Angel Compres	10/28/2026 13:42			1:00:00	10/28/2026 13:42	10/28/2026 13:42	Angel Compres		Rickman pier		Electrical	
346	Back lot fence need care board fall	DONE		REACTIVE	Board fall from fence need to place it back side of tennis court	Angel Compres	Angel Compres	10/29/2026 8:22			1:00:00	10/30/2026 12:47	10/30/2026 12:50	Angel Compres		Back Lot		Inspection	
347	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/29/2026 9:14	10/30/2026 6:00	10/30/2026 23:30	2:00:00	10/30/2026 7:31	10/30/2026 8:35	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
348	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	10/30/2026 8:35	11/2/2026 6:00	11/2/2026 23:30	2:00:00	11/2/2026 8:25	11/3/2026 13:03	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
349	Outlet need's to be replace, and tight	DONE		REACTIVE	Fix the hole	jimmy Gomez	jimmy Gomez	10/30/2026 14:49		10/30/2026		10/30/2026 14:50	10/30/2026 14:50	jimmy Gomez				Electrical	
350	Ryckman House	DONE		REACTIVE	Fix the hole and replace the GFCI	jimmy Gomez	jimmy Gomez	10/30/2026 14:49		10/30/2026	1:00:00	10/30/2026 14:50	10/30/2026 14:50	jimmy Gomez		Ryckman Park	Ryckman House	Damage|Electrical	
351	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	11/2/2026 8:25	11/3/2026 6:00	11/3/2026 23:30	2:00:00	11/3/2026 7:25	11/3/2026 12:49	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
353	OTH American flag need replace and the one at ocean	IN PROGRESS		REACTIVE	Is ripp off need a new one., and pole holder. Is brookend needs replace	Angel Compres	Angel Compres	11/3/2026 8:12			1:00:00	11/3/2026 11:26				History Center		Damage	
354	Flat bed needs to be taken to the shop	OPEN		REACTIVE	Brake pump is bad and brake litgh on the right side of the truck	Angel Compres	Angel Compres	11/3/2026 11:30			1:00:00					Back Lot	Ford F350 Flatbed	Damage|Maintaining|Preventive	
355	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	11/3/2026 12:49	11/4/2026 6:00	11/4/2026 23:30	2:00:00	11/4/2026 7:12	11/4/2026 10:27	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
356	Speed bump	DONE		REACTIVE	Speed bump needed be fixed	Angel Compres|jimmy Gomez	jimmy Gomez	11/3/2026 14:57			1:00:00	11/3/2026 14:58	11/3/2026 14:58	jimmy Gomez		1 st Riverside		Inspection|Maintaining	
357	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner|jir	Sean Hasner	11/4/2026 10:27	11/5/2026 6:00	11/5/2026 23:30	2:00:00	11/5/2026 7:27	11/5/2026 9:29	jimmy Gomez	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
358	Fence beach access is brookend	DONE		REACTIVE	Need to be replace wooden fence board	Angel Compres|jimmy Gomez	jimmy Gomez	11/5/2026 8:16			1:00:00	11/6/2026 10:33	11/6/2026 10:38	Angel Compres		2nd Beach Access		Maintaining|Preventive	
359	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	11/5/2026 9:29	11/6/2026 6:00	11/6/2026 23:30	2:00:00	11/6/2026 7:39	11/6/2026 8:58	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
360	Circle tree garden sing needs to be replace, place the new veterans sign	DONE		REACTIVE	Build 2 post and place it 2ft down, 5t up aligned center of it with the flag pole	Angel Compres|jimmy Gomez	jimmy Gomez	11/5/2026 12:23			1:00:00	11/5/2026 13:38	11/5/2026 13:38	jimmy Gomez				Project	
361	201 HIBISCUS trl	DONE		REACTIVE	Change, no parking sign ◉ and place a reflective pole 50 ft in front right at the curve	jimmy Gomez	jimmy Gomez	11/5/2026 13:51			1:00:00	11/5/2026 13:51	11/5/2026 13:51	jimmy Gomez				Preventive|Safety	
362	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	11/6/2026 8:58	11/9/2026 6:00	11/9/2026 23:30	2:00:00	11/9/2026 7:37	11/9/2026 8:29	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
363	6th river side boat ramp	DONE		REACTIVE	Need to instal metal pole's on ground. precaution tape, and orange ⭮ construction fence	Angel Compres|jimmy Gomez	Angel Compres	11/6/2026 10:02			1:00:00	11/6/2026 10:02	11/6/2026 10:03	Angel Compres		6th River Park		Preventive|Safety	
364	GFCI	DONE		REACTIVE	GFCI	Angel Compres|jimmy Gomez	jimmy Gomez	11/6/2026 14:17			1:00:00	11/6/2026 14:17	11/9/2026 11:09	jimmy Gomez		Ryckman house		Electrical|Maintaining	
365	Daily check list	DONE	LOW	PREVENTIVE	Complete daily checklist	Angel Compres|Sean Hasner	Sean Hasner	11/9/2026 8:29	11/10/2026 6:00	11/10/2026 23:30	2:00:00	11/10/2026 7:59	11/10/2026 8:56	Angel Compres	Weekly|1|Monday|Tuesday|Wednesday|Thursday|Friday			Standard Operating Procedure	
366	Place American flag's along Ocean Ave	DONE		REACTIVE	From river side to the ocean and fix town vaner's	Angel Compres|jimmy Gomez	jimmy Gomez	11/10/2026 8:04			1:00:00	11/10/2026 8:04	11/10/2026 8:04	jimmy Gomez				Standard Operating Procedure	

Cases Closed in October

ECE26-0452 505 FIRST AVE Property cut and trimmed foliage on property as well as moved the boat to the back of the property. Case abated.

ECE25-0422 311 OCEAN AVE Property grandfathered. No violations found. Case closed.

ECE26-0464 420 SECOND AVE Trees cut over roadway. Case closed.

ECE26-0482 1509 PINE ST Tree cut over roadway. Case Closed.

ECE26-0487 1301 PINE ST Tree cut over roadway. Case Closed.

ECE26-0490 412 FIFTH AVE Tree cut over roadway. Case Closed.

ECE26-0483 1005 ATLANTIC ST Property picked up trash and trimmed foliage around property. Case Closed.

ECE26-0438 1103 ATLANTIC ST Property was ruled in favor during a previous Code Magistrate. Case Closed.

ECE26-0486 512 SUNSET BLVD Vacant lot was overgrown, lot clear. Case closed.

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0491	425 AVENUE A	Trees and Landscaping	Open - Verbal Warning		10/12/2026	
ECE26-0492	800 PINE ST	Lawns - Overgrowth	Open - Verbal Warning		10/12/2026	
ECE26-0493	411 ATLANTIC ST	Fire Damage/unsafe structure	Open - Complaint Received		10/16/2026	
ECE26-0494	605 SHANNON AVE	Fences and Walls	Open - Complaint Received		10/23/2026	

CASES CLOSED LAST MONTH

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0452	505 FIRST AVE	Multiple Violations	Closed - Abated		05/26/26	10/01/26
ECE25-0422	311 OCEAN AVE	STR - Violation of Zoning	Closed - No Violations Found	Public - Web	10/21/25	10/06/26
ECE26-0464	420 SECOND AVE	Trees and Landscaping	Closed - Complied		07/27/26	10/06/26
ECE26-0482	1509 PINE ST	Trees and Landscaping	Closed - Complied		09/01/26	10/06/26
ECE26-0487	1301 PINE ST	Trees and Landscaping	Closed - Complied		09/24/26	10/06/26
ECE26-0490	412 FIFTH AVE	Trees and Landscaping	Closed - Complied		09/29/26	10/06/26
ECE26-0483	1005 ATLANTIC ST	Multiple Violations	Closed - Complied		09/09/26	10/07/26
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	Closed - Court Magistrate		04/24/26	10/13/26
ECE26-0486	512 SUNSET BLVD	Lawns - Overgrowth	Closed - No Violations Found		09/23/26	10/13/26

Total # of Enforcements: 9

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	PENDING - Monitoring Property	Staff	07/31/23	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	
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	
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	
ECE26-0453	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	PENDING - Monitoring Property		05/27/26	
ECE26-0475	1005 ATLANTIC ST	Turtle Lighting Violations	Open - Court Magistrate		08/21/26	
ECE26-0476	319 THIRD AVE	Lighting Violations	Open - Verbal Warning		08/24/26	
ECE26-0477	309 FIRST AVE	Multiple Violations	PENDING - Monitoring Property		08/25/26	
ECE26-0489	1508 PINE ST	Trees and Landscaping	PENDING - Monitoring Property		09/25/26	
ECE26-0491	425 AVENUE A	Trees and Landscaping	Open - Verbal Warning		10/12/26	
ECE26-0492	800 PINE ST	Lawns - Overgrowth	Open - Verbal Warning		10/12/26	
ECE26-0493	411 ATLANTIC ST	Fire Damage/unsafe structure	Open - Complaint Received		10/16/26	
ECE26-0494	605 SHANNON AVE	Fences and Walls	Open - Complaint Received		10/23/26	

Total # of Enforcements: 17

CERTIFICATES ISSUED

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR26-0022	300 OAK ST	Vacation Rental	SALLAH, CAMILE	Issued	10/28/2026	08/20/2027	$0.00
CVR26-0026	401 AVENUE B	Vacation Rental	NP CONLAN PROJECT LLC	Issued	10/29/2026	10/07/2027	$0.00
CVR26-0027	1905 REDWOOD AVE	Vacation Rental	ATLANTIC SURFSIDE LLC	Issued	10/27/2026	10/27/2027	$0.00

Total # of Certificates: 3

Total Amount Due: $0.00

CERTIFICATES ON HOLD

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAZ JOHANSSON	Hold	$0.00
CVR25-0014	387 RIVER VIEW LN	Vacation Rental	JOLOWSKI, ROBERT J.	Hold	$0.00
CVR25-0019	400 AVENUE B	Vacation Rental	KERR, JOHN	Hold	$0.00
CVR25-0021	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, KAYLEE	Hold	$0.00
CVR25-0029	302 FIFTH AVE	Vacation Rental	ARANA, PHILIP	Hold	$0.00
CVR25-0030	218 FIFTH AVE	Vacation Rental	CHAMBLIN, DAVID AND SCHERRIE	Hold	$0.00
CVR25-0036	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Hold	$0.00
CVR25-0038	304 OAK ST	Vacation Rental	DAILEY, CHRISTOPHER	Hold	$0.00
CVR26-0017	208 CHERRY DR	Vacation Rental	EMPIRE REO LLC	Hold	$0.00
CVR26-0019	203 SECOND AVE	Vacation Rental	DAVENPORT FLORIDA IRREVOCABLE TRUST	Hold	$0.00
CVR26-0024	2201 REDWOOD AVE	Vacation Rental	NEWTON, SHEILA D	Hold	$0.00
CVR26-0025	231 FIFTH AVE	Vacation Rental	HENDRICKSON, DANIEL	Hold	$0.00
CVR26-0029	411 OAK ST	Vacation Rental	MOLINA OAK LLC	Hold	$0.00

Total # of Certificates: 13

Total Amount Due: $0.00

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting November 18, 2026

This report covers the month of October 2026.

Operations:

Over the past month, the department handled 1,260 calls for service.

Activity:

- 41 Citations/ 151 Written Warnings
- 239 Traffic Stops
- 126 Traffic Enforcement Details
- 3 Traffic Complaint
- 17 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 84% with 69,497 vehicles recorded
    - Oak St. 95% with 73,696 vehicles recorded
    - Riverside Dr. 92% with 92,571 vehicles recorded

PD News

- Department training: Firearms Range Training and Qualifications
- Squad Level Training Conducted
- Attended Brevard Juvenile Assesssment Center Meeting
- Attended Funeral for Fallen BCSO Deputy
- Attended Melbea Movie event with Commissioner Cronin
- Attended Fall Fest, PD Pumpkin Decorating Table
- Held Movie in the Park
- Attended IACP Vendor Expo
- Attended PTO Meeting at Gemini Elementary School
- Provided Security at 2 Commission Meetings/WorkShops
- Assisted with Town Talk with Town Manager on Mondays throughout October
- Volunteers continued Scanning Personnel Files Project
- The Police Department Volunteers completed:

28.5 total hours of volunteer service for the month and 605.5 total hours for the year.

- Helping out with Front Desk Coverage/Admin and helping with special events, assisted department training, ATV/beach patrol, house checks, mental wellness checks and business engagement and scanning project.

- Have one Police Officer Vacancy.

CRIME Update:

- 143 House Checks
- 28 Suspicious incident/Person/vehicles reports investigated
- 5 Domestic Disturbances
- 9 Disturbances Investigated
- 4 Battery's Investigated
- 2 Trespassing Complaints investigated
- 4 arrests- Traffic Offenses, VOP, DUI

- 1 STR complaint for the month.
  - 10/31/2026- 510 Banyan Way- Complaint of parking violation. Officer arrived and found that to many vehicles were parked at the STR. The officer made contact with the renter and explained the ordinance and the renter apologized and moved the vehicles to become in compliance. No issues.
- All Calls for STR's are reported to Code Enforcement for further follow-up.
- 7 Assist other Law enforcement agencies.

Looking Forward:

- Department Training- Firearms Qualification and Training
- Interviews for Officer Vacancy
- Veteran's Day event
- Brevard Police Chief Luncheon
- Ms. Holeman 2nd grade class Police Department Tour
- Officer Brittany Brown will be getting Married!!!!

Town of Melbourne Beach

Town Clerk's Department Monthly Report
November 2026

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

- Received in October – 19
- Received in 2026 – 179
- Completed in October – 28
- Completed in 2026 – 183
- Open/Pending – 15 (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.

Meeting Minutes – Since July, the contracted transcriptionist has worked on the backlog of minutes for Commission meetings. Although progress has been made, the Clerk's Office is still about five months behind. At the start of FY27, a contract was signed with Govably for AI-assisted minutes software. While it will require human review and edits, we anticipate based on demos that this software will significantly reduce the time it takes to create minutes in-house. The software should be fully operational for us by November. The goal is to have the Clerk and Deputy Clerk tackle the backlog concurrently, with the Deputy Clerk handling P&Z and the Clerk handling the Commission. A goal has been set to have all minutes caught up by the end of the calendar year. The Deputy Clerk has completed drafts of all missing P&Z minutes and has started picking up Commission minutes, starting from the May RTCM.

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.

Town Meetings –

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

- 2 Town Commission meetings
- 1 Board of Adjustment meeting
- 1 Planning and Zoning meeting
- 2 Code Enforcement Magistrate Hearings

Created the agenda and prepared for the following meetings:

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

Status of 2026 Commission Minutes

Date	Type of Meeting	Who	Sent to Rachel	Minutes Created	Minutes Sent Out	1st Agenda	2nd Agenda	3rd Agenda	Commission Approved	Send E-Sign Request	Minutes Attested	Minutes Signed	Cost	Paid	Scanned & Filed	Added to Website
1/7/2026	Special	Amber	-	X	2/11/2026	2/18/2026	-	-	2/18/2026	-	X	X	-	-	X	X
1/7/2026	Workshop	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/9/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
1/21/2026	Regular	Rachel	7/1/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 220.00	X	X	X
1/23/2026	Special	Amber	-	X	3/11/2026	3/18/2026	-	-	3/18/2026	-	X	X	-	-	X	X
2/9/2026	Special	Amber	7/10/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 20.00	X	X	X
2/18/2026	Regular	Amber	7/10/2026	X	7/23/2026	8/19/2026	-	-	8/19/2026	X	X	X	$ 170.00	X	X	X
2/26/2026	Special	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X	X	$ 30.00	X	X	X
2/27/2026	Special	Cyd	7/21/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X	X	$ 35.00	X	X	X
3/4/2026	Special	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X	X	$ 50.00	X	X	X
3/4/2026	Workshop	Amber	7/10/2026	X	8/26/2026	9/16/2026	-	-	9/16/2026	X	X	X	$ 90.00	X	X	X
3/18/2026	Regular	Amber	7/10/2026	X	9/4/2026	9/16/2026	-	-	9/16/2026	X	X	X	$ 175.00	X	X	X
4/2/2026	Special	Amber	9/15/2026	X	10/14/2026	10/21/2026	-	-	10/21/2026	X			$ 25.00	X		
4/15/2026	Regular	Amber	9/15/2026	X	10/14/2026	10/21/2026	-	-	10/21/2026	X			$ 170.00	X		
5/6/2026	Special - 1st	Amber	9/16/2026	X	10/14/2026	10/21/2026	-	-	10/21/2026	X			$ 10.00	X		
5/6/2026	Special - 2nd	Amber	9/16/2026	X	10/14/2026	10/21/2026	-	-	10/21/2026	X			$ 10.00	X		
5/6/2026	Workshop	Amber	9/16/2026	X	10/14/2026	10/21/2026	-	-	10/21/2026	X			$ 115.00	X		
5/12/2026	Workshop	Cyd	9/16/2026	X	10/23/2026	11/18/2026							$ 160.00	X		
5/21/2026	Regular	Cyd	X	Govably draft												
6/10/2026	Workshop	Cyd	X	Govably draft												
6/17/2026	Regular	Cyd	X	Govably draft												
6/24/2026	Special - 1st	Cyd	X	Govably draft												
6/24/2026	Special - 2nd	Cyd	X	Govably draft												
7/15/2026	Regular	Cyd														
7/20/2026	Special	Cyd														
8/5/2026	Special - 1st	Cyd														
8/5/2026	Special - 2nd	Cyd														
8/5/2026	Workshop - Budget	Cyd														
8/12/2026	Special	Cyd														
8/12/2026	Workshop - Budget	Cyd														
8/14/2026	Special	Cyd														
8/19/2026	Regular	Cyd														
8/26/2026	Special	Cyd														
8/26/2026	Workshop - Budget	Cyd														
9/3/2026	Tentative Budget Hearing	Cyd														
9/3/2026	Special	Cyd														
9/9/2026	Workshop - Budget	Cyd														
9/16/2026	Final Budget Hearing	Cyd														
9/16/2026	Regular	Cyd														

10/14/2026	Workshop	Cyd														
10/21/2026	Regular	Cyd														
11/4/2026	Workshop	Cyd														
11/18/2026	Regular	Cyd														

Open Requests as of 11/1/2026					
Request #	**Name**	**Description**	**Status**	**Date of Request**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her "private" Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Department Response	6/6/2025	
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025	
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.	Time and Materials Estimation	6/24/2025	
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.	Time and Materials Estimation	8/20/2025	
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 Department Response	9/10/2025	

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	10/5/2025	
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	2/25/2026	

PRR-2026-76	Nathan Meloon	(a)Any and all texts regarding town business on any phone, whether personal or town paid, in March 2025. (c)Any and all data from the Town's iPhone 16 currently used by the manager, no matter who the user was. [Since July 1, 2024] Please do not hesitate to reach out with any clarifying questions.	Pending Payment	6/1/2026	
PRR-2026-140	Alison Dennington	IMPORTANT NOTICE: Please see the detailed definitions and instructions at the bottom of this request. FEMA Grants Portal: everything submitted, received, or exchanged All electronic records of any kind, from September 4, 2017 through the date of production, constituting, contained in, uploaded to, downloaded from, generated by, or exchanged through the FEMA Grants Portal (or any predecessor/successor FEMA system, including EMMIE) for the Town as applicant 009-44000-00 on DR-4337, regardless of whether the record uses the Irma identifiers, including but not limited to and without limitation the following: Every submission and upload by or for the Town, including but limited to: applications, Damage Description & Dimensions, scopes, estimates, invoices, proofs of payment, Insurance policies and claim documents, procurement records, force-account labor and equipment records, timesheets, photographs), and every version of every project worksheet; And including but limited to: Every portal message, comment, task, notification, deadline, review, determination, Determination Memorandum, request for information, and response, to or from FEMA or FDEM personnel (including but not limited to Patrick Mahoney, Kenneth Cole, Patrick J. Kenney Jr., Kevan Parker, Chris Baker) And including but not limited to: All records concerning the PW 587 / Project 14620	Pending Payment	9/8/2026	

PRR-2026-141	Alison Dennington	NOTICE: THESE "DEFINITIONS AND INSTRUCTIONS" APPLY IN FULL TO THIS REQUEST AND ARE INCORPORATED HEREIN AS A PART THEREOF. State of Florida / FDEM systems: everything submitted, received, or exchanged All electronic records of any kind, from September 4, 2017 through the date of production, submitted to, received from, or exchanged with the Florida Division of Emergency Management or its contractors through any State system (FloridaPA.org, DEMES, grants management or payment portals) or by email, for DR-4337, including without limitation: Every subgrant application, agreement, amendment, RFR, payment request, drawdown, remittance advice, and every record of the twelve payments approved October 23, 2018 through March 19, 2020 (federal $216,132.86; state $9,597.76), including the 75%/12.5% to 90%/5% cost-share adjustments of October–November 2019 and March 2020; All communications with FDEM Bureau of Recovery personnel and contractors, including erassist.com addresses (Susan Hartman; spc@erassist.com), fdempagrants@em.myflorida.com, FDEM-PA-CustomerService, Jennifer Stallings, Melissa Shirah, and Patricia Murray; All records of the small-project completion certification (P.4) for PWs 607, 670, 535, 144, 7137 and 884, and all correspondence concerning the PW 587 closeout, its return to the applicant, and any appeal rights or deadlines under 44 CFR 206.206;	Pending Payment	9/8/2026	

PRR-2026-151	Joyce D Barton	Please provide: 1. A copy of the official unedited audio and/or video recording of the September 9, 2026 Town Commission Workshop meeting; 2. The official transcript of the same meeting, particularly from roughly minute 59:10 through 1:03:05, if available; 3. The Town's Rules of Procedure governing Town Commission meetings; 4. All policies, ordinances, resolutions, administrative rules or written guidelines concerning public comment, decorum, civility, personal attacks, removal of speakers, and/or removal of members of the public; 5. Any written policy governing the Mayor's authority to recognize, interrupt, silence, or remove a speaker; 6. Any policy governing when a law-enforcement officer may remove a member of the public from a Commission meeting. Thank you.	Pending Department Response	9/14/2026	
PRR-2026-154	Eric M. Wicks	Good morning, This shall serve as a public records request for the employment file of Pavlos Pavlakos. Specicfically, I would request: 1. Employment application 2. IA reports 3. Citizen complaints '4. All documentation (emails, texts, instant messaging, memorandums...etc) pertaining to the cessation of Mr. Pavlakos' employment with the Melbourne Beach Police Department.	Pending Payment	9/17/2026	

PRR-2026-161	Christopher Malcolm	Dear Public Records Custodian, Pursuant to Chapter 119 of the Florida Statutes (Florida's Sunshine Law), I am submitting a formal request for copies of public records regarding roofing permits. Specifically, I request a complete export of data for all roofing permits (both residential and commercial) filed between January 1, 2000, and September 29, 2026. To ensure a complete dataset, please include permits across all statuses, including but not limited to: applied, pending, issued, approved, completed, expired, revoked, or canceled. Where available, please include the following data fields for each permit record: • Permit Number • Application / Filing Date • Issue Date, Completion Date, and Expiration Date • Current Permit Status • Property Address and Parcel Identification Number (PIN) • Contractor / Applicant Name and License Number • Work Description / Job Subtype (e.g., shingle, metal, tile, re-roof, repair) • Valuation / Estimated Job Cost Preferred Delivery Format: Please provide these records electronically in a spreadsheet-compatible format, such as .CSV or .XLSX (Excel). If this request incurs reproduction or search fees, please notify me of the estimated cost prior to processing if it exceeds $25.00. If any portion of this request is denied or	Pending Requestor Response	10/1/2026	

PRR-2026-176		Under Chapter 119, Florida Statutes, and Article I, Section 24 of the Florida Constitution, I request copies of the following public records: The current list of short-term rental or vacation rental registrations, permits, or licenses in your jurisdiction, provided as an Excel or CSV file, including for each record: 1. Property or rental unit address 2. Registration, permit, or license number 3. Owner or responsible party name 4. Local contact or 24/7 contact name 5. Contact phone number(s) 6. Contact email address(es) 7. Issue date, status, and expiration date, if tracked If any field is withheld, please cite the specific exemption for that field and release the remaining fields and records. An existing electronic export in its native format is preferred. If the cost will exceed $25, please send an estimate before proceeding.	Pending Department Response	10/20/2026	279

PRR-2026-179	Jomer Genite	SmartProcure is submitting a public records request to the Town of Melbourne Beach for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Town of Melbourne Beach) 7. Email Address 8. Office Address (Address, City, State, Zip)	Pending Department Response	10/26/2026	280

Processed Requests Report 2026-10-01 to 2026-11-01				
Request #	**Name**	**Description**	**Date Of Request**	**Date Complete**
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.	9/5/2025 7:07 AM	10/29/2026 3:54 PM
PRR-2026-44		Emails	4/3/2026 4:21 PM	10/30/2026 2:22 PM
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.	7/7/2026 1:35 PM	10/30/2026 2:26 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.	7/20/2026 3:41 PM	10/16/2026 1:56 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.	9/1/2026 1:55 PM	10/20/2026 5:08 PM

PRR-2026-133	April C. Stoncius	Pursuant to Chapter 119 of the Florida Statutes (Florida Public Records Law), I hereby request a copy of the following public records regarding former Town Manager Robert "Bob" J. Daniels (employment time frame approximately December 2017 through March 2019): 1. The complete, unredacted personnel file for Robert J. Daniels, including but not limited to his original employment application, background checks, executive contract agreements, salary/benefit adjustment adjustments, and separation/termination records. 2. All written performance evaluations, annual reviews, and narrative commission comments regarding Robert J. Daniels' job performance. 3. All formal disciplinary actions, reprimands, written warnings, or notices of non-compliance issued to or concerning Robert J. Daniels by the Town Commission or individual commissioners. 4. Official minutes, audio transcripts, or audio recording files of the Special Town Commission Meeting held on March 13, 2019, wherein the Commission voted 4-1 to terminate his employment contract. Please notify me via email (aprilstoncius@gmail.com) of any standard duplication or administrative fees associated with this request.	9/1/2026 9:54 PM	10/16/2026 2:49 PM
PRR-2026-136	James Segarra	Can you check the property file and Board of Adjustment records for 438 Sandy Key, Parcel 28-38-07-JV-*-83, and tell me whether any variance, special exception, zoning approval, or other deviation was ever granted relating to the dock, covered boat lift, dock setbacks, width, length, or projection into the canal?	9/3/2026 1:25 PM	10/16/2026 1:52 PM
PRR-2026-137	David Manhart	I am looking for records for permits and drawings actually of the anything I can get copies of But especially for the sewer addition that was routed around the house on the outside tying one bathroom to the cleanout. I'm not sure where it goes, I can see part of it when I dug in the backyard, but I'd like to know exactly	9/3/2026 1:48 PM	10/1/2026 11:00 AM
PRR-2026-139	James Segarra	Hello, I am requesting any available records related to the dock and boat lift at 438 Sandy Key, Melbourne Beach, FL 32951, dating from 2005 to present. Please include any permits, site plans, surveys, inspections, variances, zoning approvals, and other records related to the dock or boat lift. Thank you, James Segarra	9/4/2026 11:58 AM	10/15/2026 4:08 PM

PRR-2026-145	Brittany Cherup	Under Chapter 119, Florida Statutes, I am requesting a copy of the following public records held by the Town of Melbourne Beach Building Department. An electronic export (Excel or CSV) of all building permits for roofing work within the Town of Melbourne Beach. Please include every permit type or subtype your system uses for roof covering work (new roof, re-roof, roof replacement, roof repair, roof-over, and similar) for permits applied for, issued, or finaled from January 1, 2003 (or the earliest date your system holds) through the date this request is fulfilled. For each permit, please include the fields your permitting system maintains, including: permit number, permit type and subtype, work description, site address, parcel or tax account number, contractor name and license number, applied, issued, and finaled dates, current status, declared job value, and roof squares or roof area if captured. Section 119.01(2)(f), Florida Statutes, provides that an agency maintaining a record electronically shall provide a copy in the medium requested if it maintains the record in that medium. A report exported directly from your permitting software is ideal and does not need to be reformatted. If the full date range cannot be produced in one export, an export of whatever range the current system holds, along with a note on how earlier permits are stored, would be appreciated. If fulfilling this request will involve a special service charge under s. 119.07(4)(d), please send me a written cost estimate before beginning the work. If the estimated charge is $50 or less, please go ahead.	9/8/2026 1:04 PM	10/1/2026 11:01 AM
PRR-2026-150	Brandon Wunder	Pursuant to Florida public records law, I request copies of code enforcement and building code violation records for the Town of Melbourne Beach, including open and closed cases, violations, notices, citations, liens, and related correspondence, from January 1, 2021 to present. Please provide responsive records electronically.	9/13/2026 7:56 AM	10/26/2026 1:22 PM

PRR-2026-158	Isaac Rose	Pursuant to the applicable public records law, we respectfully request all your records of uncashed/unclaimed checks that were issued by your organization. If some of this request is exempt from release, please release the remainder of the record which is admissible. Please provide all outstanding/uncashed/stale dated checks/properties that are greater than $1000. For each item, please provide issue dates, payee names, addresses, and dollar amounts due. If possible, an excel document would be the desired format. Please note that I am not requesting a listing of records which have already been escheated. Please indicate the process needed to have these checks reissued. If some of this request is exempt, please release the admissible material. The date range is 1/1/2021-3/1/2026.	9/25/2026 11:10 AM	10/15/2026 4:08 PM
PRR-2026-162	Brian Douek	Under Florida's public records law (Chapter 119), I am requesting a list of residential roof replacement (re-roof) permits issued by the Town of Melbourne Beach from January 1, 2005 through today, or as far back as your electronic records go. Excel or CSV is ideal, with these fields for each permit where available: - Property address (street, city, zip) - Permit number - Permit type or description - Issue date - Contractor name - Job value A report your permit system already produces is perfect. If it can't filter to roofing permits, a list of all residential permits for those dates works too. If it's easy on your end, I'd also be glad to get the same report each month going forward. If there is a fee, please send me the estimate before you start.	10/1/2026 10:30 AM	10/12/2026 12:37 PM

PRR-2026-163	Chris Molina	Please provide existing electronic building-permit records maintained by your office for Town of Melbourne Beach with a recorded completion event from January 1, 2017 through September 23, 2026, including permits issued before that period. Completion events include a passed final inspection, Certificate of Occupancy, Certificate of Completion, or completed/closed permit status. Please supply an existing CSV, Excel export, database export, or standard report in the form your office already maintains. I am not requesting a new report, custom field compilation, manual file-by-file research, scanning of paper files, or new analysis. If the existing report cannot filter by completion date, an existing broader export with its original dates and statuses is acceptable so we can filter it ourselves. Where already included in the existing records, useful fields are permit number, parent/master permit number, parcel number, site address, description, permit type, property use, declared construction value, issue date, final-inspection date/result, occupancy/completion certificate date, closed/completed date, current status, and project/development name. Missing fields do not need to be researched or added. Please retain existing cancellation, expiration, and administrative-closure information so those can be distinguished from completed construction. Please include all permit and property-use types in the existing report. No plans, source attachments, owner/applicant contact details, or certified copies are requested. If your office maintains records for multiple jurisdictions, please retain any existing municipality/jurisdiction field and identify the areas covered. Available electronic years are acceptable if the full period is unavailable. If an existing public download provides these records, please send the link. If another office is the custodian, please route this request or identify the appropriate office. Please provide a fee estimate before any chargeable work. This request does not authorize fees or paid research.	10/4/2026 10:09 PM	10/16/2026 1:53 PM
PRR-2026-164	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 September 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!	10/5/2026 4:54 AM	10/12/2026 12:38 PM

PRR-2026-165	Leona Griffith	To: Melbourne Beach, FL We are requesting all purchase orders issued between May 30, 2025, and the present, reflecting purchasing or procurement activity across all departments, divisions, and offices. 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.	10/6/2026 11:10 AM	10/15/2026 4:09 PM
PRR-2026-166	Cheryl Madlener	Can I please get a copy of the issued permits for Sept and October. Please see the attached format. Thank you.	10/6/2026 2:07 PM	10/12/2026 12:38 PM
PRR-2026-167		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.	10/6/2026 8:29 PM	10/7/2026 6:20 PM
PRR-2026-168	Joe Balber	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.	10/6/2026 8:32 PM	10/7/2026 6:21 PM
PRR-2026-169	Joe Balber	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.	10/6/2026 8:34 PM	10/15/2026 4:10 PM
PRR-2026-170	TAYLOR GONZALEZ	We are writing to obtain the fire report associated with a vehicle fire in Melbourne Beach, FL. The pertinent details are: 25 SEPTEMBER 2026 APPROX 18:00-19:00 APPROX LOCATION: 3660 S HWY A1A, MELBOURNE BEACH, FL 2024 FORD F-250 1FT8W2BA8REE90061, FL-XSP180 OWNER/VICTIM: CODY MAHANY, 117 LEE ST, INDIALANTIC, FL, 32903; DOB 6JUN1982	10/7/2026 11:36 AM	10/7/2026 6:18 PM

		I am requesting a list of all current contracts, annual contracts, term contracts, master agreements, and service agreements scheduled to expire, renew, or reach an option period between October 6, 2026 and October 6, 2027 for the following service categories: • Hauling • Freight • Delivery/courier • Janitorial • Housekeeping • Facility maintenance • Landscaping/mowing • Roadway maintenance • Drainage maintenance • Debris removal • Solid waste • Cleanup • Tree services • Catch-basin/stormwater cleaning • Related field-support services For each applicable contract, please include the contract or solicitation number, current vendor or contractor, original award date, current expiration date, remaining renewal options, contract value if available, and the department or project manager responsible for the contract. Electronic copies are preferred.		287
PRR-2026-171	Rasheed Hooks		10/12/2026 12:11 PM	10/15/2026 4:10 PM

PRR-2026-172	Danick Baron	SmartProcure is submitting a public records request to Town of Melbourne Beach for any and all purchasing records from 7/16/2026 to the present. This request is limited to readily available records that do not require physically copying, scanning, or printing paper documents. Any editable electronic format is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used, a comparable substitute is acceptable, such as an invoice, encumbrance, or check number. 2. Purchase date. 3. Line-item details, including a detailed description of the purchase. 4. Line-item quantity. 5. Line-item price. 6. Vendor ID number, name, address, contact person, and email address. 7. If applicable, please provide the name of the department or school for which each purchase was made. If you would like to let me know what type of financial software you use, I may have report samples that can help determine how, or whether, you are able to respond. As an added security and privacy measure, there is a unique upload link for this request. We appreciate your assistance. You may also attach the information directly to your email response. https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAxSVpmeVlBRyZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky	10/13/2026 8:12 AM	10/16/2026 4:40 PM
PRR-2026-173	Ariel Shapira	Under Chapter 119, Florida Statutes, I'm requesting an electronic export (CSV or Excel) of building permits issued by the Town of Melbourne Beach from January 1, 2026 to present, including permit number, issue date, permit type, description, job valuation, site address, parcel ID, contractor, and status. If your system can produce this on a recurring basis (daily, weekly, or monthly), please let me know how to receive it. Owner contact information is not needed. Please let me know of any costs before fulfilling the request.	10/14/2026 12:05 PM	10/16/2026 1:54 PM

PRR-2026-174	Owen Wang	I am a news reporter from Sunshine Sentinel, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Article I, section 24 of the Florida Constitution, and chapter 119, F.S., preferably in electronic format: I am requesting an electronic copy of all newly issued business licenses issued between January 1, 2026, and October 1, 2026, inclusive. Please include the following information for each license, to the extent maintained by your office: 1. Business name and DBA (doing business as) name. 2. Business owner name or legal entity name, where publicly disclosable. 3. Business street address, city, state, and ZIP code. 4. Business mailing address, if publicly available. 5. Business license number or identification number. 6. Business license type or category. 7. Date the license was originally issued. 8. License effective date and expiration date. 9. Business description or type of business activity. 10. Current license status (active, inactive, suspended, revoked, etc.). 11. Business phone number and email address, if publicly available. This request is limited to newly issued licenses during the specified period. Please exclude renewals of previously existing licenses, unless a new license number was issued for a genuinely new business or location. As a member of the media, I am involved in gathering and reporting news to the public. Access to public records is essential for me to fulfill my professional responsibilities, which include holding public institutions accountable and providing transparency to the public. Given my role in disseminating information, I believe I am eligible for a fee waiver as a media professional. Please Note: The requestor is a member of The Coalition Opposing Governmental Secrecy, a 501(c)(3) Non-Profit Missouri Corporation which	10/15/2026 5:51 PM	10/19/2026 4:44 PM
PRR-2026-175	Lee Evans	Lien Search Request encompassing: City Letter, Water/Sewer, Solid Waste, Public Works (Special Assessments), and any open permits	10/20/2026 12:59 PM	10/20/2026 5:07 PM
PRR-2026-177	Alison Dennington	Invoices from spending of ICE stipend in FY26	10/22/2026 1:07 PM	10/30/2026 2:25 PM

		I'm Jesse DeLuca with ReroofGen, a Florida roof age platform that helps roofing companies and insurers know how old a roof really is. We have relied on a data provider until now and would like to work with your office directly. Could you send your building permit records for Melbourne Beach, Brevard County, as far back as your system goes, and then a monthly export of new permits going forward? I want this to be as easy as possible for you and your office. Your standard CSV or Excel export is perfect, with whatever fields it already has, and a scheduled monthly report is ideal if your system offers one.		290
PRR-2026-178	Jesse DeLuca		10/23/2026 9:25 AM	10/26/2026 1:06 PM

NOVEMBER 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 fiscal year. Survey is being conducted now and should be completed by November 2026
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.
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.

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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. *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. * Call with FDEM resulted in a variety of requests for additional information, which Kerr is providing to FDEM.
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.
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. *Clerk is in training for new software to make transcription quicker.

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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. *Updated study by Haley Ward does not change recommendations. Proceeding with administering contract for Haley Ward to begin work on the engineering for Basin 10.
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. *Tech board has temporarily disbanded and digitization project has been assigned to office manager under the supervision of town manager.
46	Get transcripts of meetings from You Tube to see if the town an put transcripts into an AI system other than Otter AI.	RTCM 6/17/2026	ASAP		Full Commission	Cyd Jones	*Jones to research options.
52	Draft Special Revenue Fund policy.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight and Marie Smith	* Knight drafted revenue fund policy for November meeting.
53	Draft Paid Parking Ordinance.	RTCM 7/15/2026	ASAP		Full Commission	Ryan Knight	* Knight drafted paid parking ordinance for November meeting.

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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. *Workshop scheduled for November 4, 2026.
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. *Magistrate hearing was held and owner was not found liable because the town attorney verified with Florida Power and Light the owner had put in a ticket in July to FPL to turn the light off, but the work was never done.
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. *Seawall has been built and presented to Commission at the October 2026 RTCM.
59	Draft Contract for Flow and Be Strong instructor at $65/hour. Include terms in new contract to require instructor to count attendees/ sign-in sheet and report back to town.	RTCM 9/16/2026	ASAP		Full Commission	Ryan Knight	Knight drafted contract. *Contract draft was approved with caveat that sign-in sheet with disclaimers would be crafted by town attorney for use by park instructors.
60	Draft new contracts for all service providers of classes in the park and include requirements for instructors to count attendees/sign-in sheet and report back to the town.	RTCM 9/16/2026	ASAP		Full Commission	Ryan Knight	Knight drafting contracts. * Contracts will be based on Flow and Be Strong contract that was slightly amended by the Commission at October 2026 meeting.

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61	Coordinate with Tom Davis to get a proclamation for Alice Graham Day.	RTCM 9/16/2026	ASAP		Full Commission	Cyd Jones	*Davis provided draft proclamation for presentation to the Commission. * Commission approved proclamation at October 2026 RTCM.
62	Schedule workshop for reserve fund policy.	RTCM 9/16/2026	ASAP	WS 10/14/2026	Full Commission	Cyd Jones	* Jones scheduled workshop for October 14, 2026.
63	Under Clerk's report "pending response from Commissioner" (p. 159-160 in packet) remove or review what needs to be done to move it forward.	RTCM 9/16/2026					* Jones to review and advise Town Manager for action.
64	Get plaque made for Alice Graham for 5th street park.	RTCM 9/16/2026	ASAP		Full Commission	Tom Davis	* Davis had plaque made and will be installed on Alice Graham's 105th birthday.
65	Check with town liability insurance company to see if they handle claims of injuries in the park due to classes sposored by the town.	RTCM 9/16/2026	ASAP		Full Commission	Jennifer Kerr	*Kerr researching with insurance carrier.
66	Paid Parking Ordinance needs to be advertised before the second reading.	RTCM 10/21/2026	NLT 11/17/2026		Full Commission	Cyd Jones	*Paid Parking ordinance will be brought for a first reading at the November 18, 2026 Meeting.
67	Interlocal agreement for 911 data managerment - TM to manage data given to county; confirm if rate will change next year, check if town can has access to the data, and will add to the mid-year amendment (since item was not budgeted for in the FY27 Budget).	RTCM 10/21/2026	RTCM June 2027		Full Commission	Marie Smith	* Commission voted for agreement to be revisited in June/July of next year to see if it adds value.

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68	Beach fire amendment to fees and program structure - Refundable Deposit raised to $250 plus fee for non-residents set at $100/ residents $25. Amend applicaton to include language to warn patron that they can not throw firery trash into the trashcan.	RTCM 10/21/2026	11/2/2026		Full Commission	Ryan Knight and Gavin Brown	* Application was amended and reviewed by legal.
69	Amend contract for instructors in the park to include a sign-in sheet that lets participants know the sign-in is a public record and that their participation indemnifies the town.	RTCM 10/21/2026	10/30/2026		Full Commission	Ryan Knight	* Knight amended contract and included a sign-in sheet.
70	Add monthly revenues and expenses totals to the finance report moving forward.	RTCM 10/21/2026	RTCM 11/18/2026		Full Commission	Jennifer Kerr	* Kerr will add monthly revenues and expenses totals to the finance report moving forward.
71	Confirm what police department are planning on spending the recently received $120K in ICE funds for and see if it makes sense to redeploy the funding budgeted for police gear.	RTCM 10/21/2026	RTCM 11/18/2026		Full Commission	Tim Zander and Marie Smith	*The ICE funds are meant to be an addition to our budget to purchase equipment to improve our PD, not take the place of the general fund approved budget. An agenda item has been provided for the Commission's November 18, 2026 meeting, with items the PD plans to purchase with ICE funding. The list also has been reviewed and approved by the town manager.
72	Provide to Mayor prior invoices for police equipment purchased through ICE funds.	RTCM 10/21/2026	10/22/2026	10/22/2026	Mayor Dennington	Tim Zander and Marie Smith	* Inovices were previously provided. Additional copy was placed in the Mayor's mailbox and she was notified that the copies were there for her to pick up.
73	Provide and update on records management scanning each month - create a report	RTCM 10/21/2026	RTCM 11/18/2026		Full Commission	Marie Smith and Cyd Jones	* Smith and Jones working with Office Manager on a report template.

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74	Public Records Request report from Mayor regarding FEMA records - find out whether it is appropriate to charge the Mayor as a member of the Commission or if she should get the information without charge. FEMA request will require 18 hours of finance staff time.	RTCM 10/21/2026	RTCM 11/18/2026		Full Commission	Ryan Knight and Marie Smith	* Knight and Smith working on this request.