



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

JULY 16, 2025

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

Wednesday, July 16, 2025 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Proclamations/Awards**
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
 - A. Presentation by the Environmental Advisory Board on the proposed changes to the landscaping and trees ordinance
7. **Public Comment (Non-Agenda Items)**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.
8. **Consent Agenda**
 - A. Approval of the Town Commission Workshop minutes May 14, 2025
 - B. Approval of the Town Commission Budget Workshop minutes May 27, 2025
 - C. Approval of the second Special Town Commission Meeting minutes June 2, 2025
 - D. Approval of the third Special Town Commission Meeting minutes June 2, 2025
 - E. Approval of the Town Commission Workshop minutes June 17, 2025

- F. Appointment of Jennifer Lervold as a board member on the Technology Advisory Board
- G. Appointment of Gail Gowdy as a board member on the Technology Advisory Board
- H. Notice to residents – The second reading of Ordinance 2025-02-Proposed Amendments to the Charter will be on July 22, 2025 at 6:00 pm – Town Clerk Amber Brown

9. Public Hearings/Special Orders

10. Unfinished Business

- A. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions – Town Attorney Ryan Knight
- B. Discussion on the proposed amendments to the sign ordinance – Town Attorney Ryan Knight

11. New Business

- A. Consideration to amend Town Policies and Procedures regarding grant applications – Commissioner Tim Reed
- B. Consideration of an ordinance amendment for Sixth Ave parking enforcement – Vice Mayor Dawn Barlow
- C. Consideration to solicit quotes to repair the Sixth Ave seawall – Commissioner Robert Baldwin

12. Finance/Budget Report

13. Town Staff/Board Reports

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

14. Commission Reports

- A. Mayor Alison Dennington
- B. Vice Mayor Dawn Barlow

15. Task List

16. Adjournment

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

Town Commission Meeting

Section: Presentation by Special Guests

Meeting Date: July 16, 2025

From: Town Clerk Amber Brown

RE: Presentation by the Environmental Advisory Board on the proposed changes to the landscaping and trees ordinance

Background Information:

This is a follow-up to the previous presentation during the April 2, 2025, Town Commission Workshop.

Attachments:

Proposed changes to the landscaping and trees ordinance.

ARTICLE I. LANDSCAPING

§ 9A-1. DEFINITION.

For the purpose of this article the following definitions shall apply unless the context clearly indicates or requires a different meaning.

Canopy Tree: A tree that has layers of leaves, branches, and stems that provide shade and cover the ground when viewed from above and will develop a crown spread of 25 feet or greater at maturity.

Certified Arborist: A professional who has been trained in the art and science of planting, caring for, and maintaining trees. To become certified, an arborist must pass an exam administered by the International Society of Arboriculture (ISA), which tests knowledge in areas such as tree biology, diagnosis, pruning, soil management, and pest control.

Diameter at Breast Height (dbh): Diameter at breast height measured four feet six inches (4' 6") above grade. Diameter is calculated by dividing the circumference of the tree at that height by 3.14.

Drip Line: Refers to the area on the ground directly beneath the outermost edges of the tree canopy. Tree roots often extend beyond this area.

Florida Friendly Landscaping: Quality landscapes that conserve water, protect the environment, are adaptable to local conditions, and are drought tolerant. It is defined by § 375.185(b), Fl. Stat. and by the University of Florida's *Institute of Food and Agricultural Sciences (IFAS)*.

Invasive (or Noxious): A plant species that is non-native to a specific geographic area, was introduced intentionally or unintentionally, and does or can cause harm to the environment, economy, or humans. (UF/IFAS Invasive Species Council, 2021)

Landscape Officer: Any person hired and appointed by the Town as Landscape Officer with the authority and responsibility to administer the provisions of this Code. The Landscape Officer shall receive such training in arboriculture and code enforcement as is deemed necessary by the Town Administration.

Native (Tree or Plant): A species whose natural range included Florida at the time of European contact (1500 AD). Such species are understood as indigenous, naturally occurring prior to significant human impacts and alterations of the landscape. Categorized lists of many Florida native plant species are provided in section 9A-14.

Protected Tree: Large native trees 10 years or older, and mangroves of any age, identified as Protected Tree in paragraph 9A-14.

YARD AREA. The front, side and rear yard areas as established and required by Chapter 7A.

(` 75 Code, § 22-17) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17)

§ 9A-2. INTENT.

The intent of this article is to preserve trees whenever and wherever they exist and to provide trees wherever they are sparse or do not exist, thus enhancing the health, welfare and beautification of the Town. The intent of the article also includes the encouragement of “Florida Friendly Landscaping” as defined by § 375.185(b), Fl. Stat. and “Florida Native Landscaping” as defined by the University of Florida’s *Institute of Food and Agricultural Sciences (IFAS)*.

This chapter addresses the increasing canopy loss in the Town, by setting standards to help restore it one property at a time and preserve the environment of the Town for future generations.

Landscaping and trees benefit the Town by performing functions such as the following:

- *Absorb carbon dioxide and return oxygen to the atmosphere.*
- *Remove dust and other particulates from the air.*
- *Provide wildlife habitat, particularly for birds which, in turn, help control insects.*
- *Provide soil stabilization, which reduces erosion and mitigates the effect of flooding.*
- *Provide shade to conserve energy, reduce glare, and make outdoor areas more comfortable during hot weather.*
- *Reduce ground-level wind speeds during tropical storms and hurricanes, thereby reducing danger to people and damage to property.*
- *Enhance the Town's attractiveness.*
- *Provide attractive buffering between different land uses.*
- *Reduce noise and surface water runoff.*
- *Mitigate conflicts between adjoining land uses.*
- *Maintain immediate benefits of decade and century old mature trees which cannot be quickly replaced by a new sapling.*

(` 75 Code, § 22-16) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17)

§ 9A-3. APPLICABILITY.

The terms and provisions of this article shall apply to all real property in all zoning districts.

(` 75 Code, § 22-18) (Ord. 75-3, passed 5-27-75; Am. Ord. 87-13, passed 9-22-87; Am. Ord. 2017-05, adopted 12-20-17)

§ 9A-4. PERMIT REQUIRED FOR ~~CUTTING DOWN~~REMOVING TREES.

No person, organization, society, association or corporation, or any agent or representative thereof, directly or indirectly, shall cut down, destroy, remove, move or effectively destroy through damaging any live scrub oak of any size, or any non-invasive tree with a trunk diameter four inches (4") dbh or greater, situated on property in any zoning district without first obtaining a permit as herein provided. Tree removal on any property in any zoning district shall be in accordance with the standards mandated in the most recent edition of the *Best Management Practices - Tree Risk Assessment* published by the International Society of Arboriculture or a certification from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect as to substantial compliance with such standards. Any tree which poses an unacceptable risk may qualify for removal without a permit pursuant to Fla. Stat. § 163.045 or as such section may be amended. A current list of Certified Arborists with a tree risk assessment qualification is maintained by the Town manager.

(` 75 Code, § 22-19(a)) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17; Ord. 2023-01, adopted 3-15-23)

§ 9A-5. APPLICATION FOR PERMIT; REVIEW OF APPLICATION.

(a) Application. Permits for removal, relocation, or replacement of trees covered herein, shall be obtained by making application for a permit to the Building Official. The application shall be accompanied by a written statement indicating the reason for removal, relocation, or replacement of trees, a mitigation plan, and two copies of a legible site plan drawn to a minimum scale of one inch (1") equals 20 twenty feet (20'), indicating the following:

(1) Location of all existing or proposed structures, improvements, and sites used, properly dimensioned and referenced to property lines, setback, and yard requirements;

(2) Location of existing or proposed utility services, when known;

(3) The location of all trees on the site designating the trees to be retained, removed, relocated, or replaced. Groups of trees in close proximity may be designated as clumps of trees with the predominant type and estimated number and average diameter noted. Only

those trees to be removed, relocated, or replaced must be named (common or botanical name) on the site plan;

(4) The tree information required above shall be summarized in legend form on the plan and shall include the reason for the proposed removal, relocation, or replacement; and

(5) An application involving developed properties may be based on drawings showing only that portion of the site directly involved, and adjacent structures and landscaping or natural growth incidental thereto.

(b) Application review. Upon receipt of a proper application, the Building Official shall review the application, which will include a field check of the site and referral of the application to others concerned as necessary, to determine any adverse effect upon the general public welfare, adjacent properties, or Town services and facilities.

(` 75 Code, § 22-19(b), (c)) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17; Am. Ord. 2023-01, adopted 3-15-23) Penalty, see § 9A-12

§ 9A-6. ~~ON-SITE INSPECTION CRITERIA FOR TREE REMOVAL PERMITTING.~~

(a) On-site inspection. Prior to the issuance of ~~any~~ permit for tree removal or relocation ~~(and prior to issuance of a certificate of occupancy in the case of new construction)~~, the Building Official or his agent shall conduct an on-site inspection to determine ~~whether or not~~ if such a removal or relocation conforms to the requirements of this chapter. ~~The on-site inspection will also be conducted by a Landscape Officer in the case of new landscape designs or permits to remove one or more canopy trees.~~

(b) Issuance.

(1) Removal. No permit shall be issued for tree removal unless one of the following conditions exists:

a. The tree is located in a buildable area ~~of the property~~ where a structure or improvements may be placed ~~and~~ where ~~not removing~~ the tree would unreasonably restrict the permitted use of the property and the tree removal has been authorized by the Town as part of a site plan review;

b. The tree cannot be relocated on or off the site because of age, type, or size of tree;

c. The tree is diseased, dead, injured, in danger of falling, too close to existing or proposed structures, interferes with utility service, creates unsafe vision clearance ~~at intersections or road entries~~, or conflicts with other ordinances or regulations; or

d. It is in the welfare of the general public that the tree be removed for a reason other than set forth above.

e. Protected Trees shall not be permitted to be removed without Town Commission approval. Protected Tree determination will be conducted by the Landscape Officer during on-site inspection.

(2) Relocation or replacement. As a condition to the granting of a permit, the applicant may be required, where practical, to relocate the tree being removed or be required to replace the tree being removed with a tree somewhere within the site on the property of the type that will attain an overall height of at least twelve feet (12') and have a trunk caliper of at least four two inches (24") dbh at planting, measured four and one-half feet (4.5') above grade. The green areas left after all building and parking lot requirements have been met shall contain a tree density equal to or greater than that what was existing on the overall site before the beginning of construction. A permit to relocate a tree will be granted only if there is a reasonable expectation that the tree will survive the relocation and thrive in the new location. The Town may require a recommendation from a Department of Agriculture Forester or a Certified Arborist to determine and assure that the tree is of a species which can be successfully moved at its current size and that all conditions for its survival are being met in the plan to relocate.

(` 75 Code, § 22-19(d)) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17; Am. Ord. 2023-01, adopted 3-15-23) Penalty, see § 9A-12

§ 9A-7. MINIMUM TREE PLANTINGS.

(a) -Landscaping in all zoning districts.

(1) All developed lots within the Town shall be landscaped in accordance with the provisions of this section. All lots to be developed or re-developed shall be landscaped in accordance with this chapter prior to the issuance of a final building inspection or certificate of occupancy.

(2) All permeable and semi-permeable areas of the site shall be designed and maintained in a manner which allows water to percolate into the ground and prevents erosion from wind or rain.

(3) Landscaping plans must incorporate Florida-Friendly landscaping principles, including the use of drought-tolerant native plants, efficient irrigation systems, and soil amendments that promote water retention, consistent with the guidelines set

forth by the Florida-Friendly landscaping program and Chapter 373.185, Florida Statutes shall be used for all new development and redevelopment. Excluding the grass lawn, at least 70 percent each of the number of ground covers, grasses, vines, shrubs, and trees comprising the landscape shall be native plants selected from the current edition of the Florida Native Plant Society's list of native plants, as applicable to the East Central Florida Region. A list of native trees and plants known to survive within this region is listed in section 9A-14. This applies to tree removal permits and for all lots being developed or redeveloped with new construction.

(4) Any other activity that involves replacement of ground covers, grasses (excluding lawns), vines, shrubs, and trees, replacement species should be Florida natives until or unless 70% native plantings is already attained.

(5) Plants in the Florida Invasive Species Council's most current list of invasive species shall be removed from a property during development or redevelopment and shall not be used in landscapes.

(6) Each lot shall contain at least one (1) canopy tree and seven (7) shrubs for each two thousand (2,000) square feet of lot area (rounded up to the next whole tree). This applies to tree removal permits for vacant lots and to all lots being developed or redeveloped.

(7) For any other activity that involves tree or shrub removal, canopy and shrubs should be replaced one for one, unless the (1) canopy tree and seven (7) shrubs for each 2,000 square feet of area (rounded up) is already attained.

(a) ~~Trees in residential zoning districts. Trees planted must be of a variety which is compatible with the existing soil and drainage conditions and must be provided with adequate water and food materials to encourage growth. Trees shall be planted in locations so as not to cause danger to nor interference with existing structures at the time of maturity.~~

(b) Buffer and tree planting requirements for all non-residential and multiple family residential uses.

(1) A landscape buffer with a minimum of ten feet in width shall be provided between any residentially zoned property and a property utilized for a non-residential or multiple family residential use. Responsibility for providing a landscape buffer shall be upon the nonresidential or multifamily use. The landscape buffer shall include a minimum of one canopy tree for every 40 linear feet, or fraction thereof. In addition, one ~~ornamental smaller~~ tree or palm shall be planted for each 50 linear feet, or fraction thereof.

(2) A landscape buffer with a minimum of ten feet in width shall be provided along all road frontage of the site. The landscape buffer shall include a minimum of one canopy tree for every 25 feet of frontage, or fraction thereof.

(3) A continuous hedge shall be planted in all perimeter landscape buffer areas.

(4) Parking areas shall be designed so that there is a minimum of ~~two hundred~~ (200) square feet of open space, not including perimeter landscape buffer areas, at the end of each row of parking. In addition, a minimum of ~~two hundred~~ (200) square feet of open ~~permeable green~~ space shall be provided in the interior of the parking lot for each ten parking spaces, or fraction thereof. These open spaces shall be distributed throughout the parking lot in a manner that no more than ten parking spaces in a row shall be allowed without an intervening landscaped area.

(5) Minimum specifications for trees and hedge material shall be as follows:

a. Canopy trees at the time of planting shall have a trunk diameter of ~~two four~~ (4) inches ~~dbh-measured four and one-half feet above grade~~. The trees shall be a minimum of eight feet in height and have a minimum spread of five feet. The trees are not required to be spaced evenly along property lines.

b. ~~Ornamental~~ Trees ~~smaller than canopy trees at the time of planting~~ shall ~~at the time of planting~~ have a trunk diameter of one and one-half inches measured four and one-half feet above grade. The trees shall be a minimum of six feet in height and have a minimum spread of four feet.

c. Palms at the time of planting shall have a minimum clear trunk of eight feet.

d. Hedge material at the time of planting shall be a minimum of ~~eighteen~~ (18) inches in height when planted. Individual plants shall be planted a maximum of 24 inches on center.

(6) All plant material shall be Florida Number 1 in quality and shall be planted according to sound landscape installation standards.

(7) All landscaping shall be maintained to present a neat and orderly appearance. Dead, deteriorating or missing landscape material shall be replaced with ~~substantially equivalent~~ landscaping as permitted ~~by the Land Development Code in 9A-7(a)~~. Replacement of landscaping material shall occur within ~~sixty~~ (60) days ~~of loss~~, unless said time is extended by the Town Manager for good cause shown.

(8) ~~Variations to landscape requirements-Exceptions~~ shall be considered on an individual basis ~~based upon demonstrated unique characteristics of the site in question (for variations to landscape requirements)- Any such reduction or relocation shall comply~~

with the intent of this chapter when obstacles such as overhead power lines or other conditions inhibit the ability to comply.

~~—(9) Canopy trees shall be those that develop a crown spread of 25 feet or greater at maturity. Trees with less than twenty five (25) feet of crown spread at maturity shall be considered ornamental trees.~~

~~—(10) Clusters of three palms shall be an acceptable substitute for up to 50% of the required canopy trees and 50% of the required ornamental trees.~~

(11) Landscape material should be drought tolerant to the extent practical and feasible. A water source shall be available to ensure the plant material can be watered while it is being established and during drought occurrence. Automatic irrigation systems may be utilized.

(12) Currently developed sites that do not meet the landscape requirements will not be considered non-conforming. Landscaping consistent with the regulations shall be installed at these sites, to the extent practical, as redevelopment occurs. ~~Unless complete reconstruction or rehabilitation that results in closure of a building or buildings for a period of over six months occurs, full compliance with this section shall not be required.~~

(~~cd~~) Minimum replacement standards for ~~new construction development or re-development under the guidelines of the Land Development Code. Any trees that are removed for new construction shall be replaced by the same or similar species.~~ Specifically for ~~mature~~ oak trees 10 years old or more, replacement of ~~one (1) two for one~~ similar species for each tree removed shall be required which at a minimum will attain an overall height of at least twelve feet (12') and have a trunk caliper of at least ~~two four (4)~~ inches dbh(2") at planting, ~~measured four and one-half feet (4.5') above grade. The two for one oak replacement is required until the mini number of canopy trees required has been met.~~

(~~de~~) Maintenance of trees and landscaping. If the removal of any tree or landscaping from any lot causes the number of remaining trees or vegetative species to fall below the minimum standards required by this section or as reflected on any approved site plan or landscaping plan for said lot, replacement trees or vegetative species meeting the requirements of this chapter ~~section~~ or any approved site plan or landscaping plan shall be re-planted on the lot within thirty (30) days after removal.

(` 75 Code, § 22-20) (Ord. 75-3, passed 5-27-75; Am. Ord. 87-13, passed 9-22-87; Am. Ord. 2008-08, adopted 9-3-08; Am. Ord. 2009-03, adopted 4-15-09; Am. Ord. 2017-05, adopted 12-20-17; Am. Ord. 2023-01, adopted 3-15-23) Penalty, see § 9A-12

§ 9A-8. TREE PROTECTION.

(a) Protection of trees during land-clearing.

(1) Trees ~~that are~~ retained during land-clearing of an approved development or re-development project can be applied toward total tree requirements for the property. Prior to land-clearing, on-site protection must be initiated by constructing suitable protective barricades around trees to prevent mechanical damage. Barriers should be constructed around individual trees or groups of trees that are susceptible to mechanical damage. Protective barriers shall be placed around all trees to be retained on the site in accordance with the University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS) "Tree Preservation During Land Development" guidance to prevent the destruction or damaging of the trees. No disturbance or addition of soil will be made within the umbrella or drip line of retained trees. Any clearing within the umbrella or drip line of such trees shall be done with utmost care and avoid the use of heavy machinery. Prior to any land-clearing activity, a visual inspection of the site will be made by the Building Official and the Landscape Officer before a land-clearing permit is issued. The land-clearing permit must be posted on-site. Only land-clearing is permitted ~~within~~ outside the drip line of the tree to be protected.

(2) On-site protection of trees may be barriers consisting of two-by four-inch lumber or flag rope and stakes visible to workers and equipment operators, but far enough from the tree to prevent soil compaction and large enough to include the area within the drip line of the tree ~~(drip line refers to the outer edges of tree limbs and branches).~~

(3) Should a deep filling around a tree be necessary, a dry well, retaining wall or terracing may be required. Procedures for these are available in the site planning and tree protection regulations available at the County Extension Office.

(b) Attachments to tree. No attachments or wires other than those of a protective nature shall be attached to any tree.

(c) Tree survival. Trees must survive on-site in a viable condition for a minimum of three (3) years after the final building inspection or certificate of occupancy is issued, or after a permit is granted for any tree replacement otherwise. Trees failing to meet this survival requirement must be replaced within 45 days after a written notification of code violation is received by the property owner from the town issued by the Town. Replacement trees must be tagged or indicated on the as built plans on file with the Town and reinspected for continued viability annually for three (3) years by Code Enforcement.

(d) Landscaping prohibition. Plants included on the current Florida Noxious Weed list – Rule 5B-57.007 in Florida Administrative Code.

(` 75 Code, § 22-21) (Ord. 75-3, passed 5-27-75; Am. Ord. 87-13, passed 9-22-87; Am. Ord. 2017-05, adopted 12-20-17)

§ 9A-9. TREES ON PUBLIC LANDS.

No tree shall be removed from any public park or public right-of-way except under the provisions of this article.

(` 75 Code, § 22-23) (Ord. 75-3, passed 5-27-75; Am. Ord. 2017-05, adopted 12-20-17)

§ 9A-10. VARIATIONS TO LANDSCAPE REQUIREMENTS EXCEPTIONS.

(a) In the event that any tree shall be determined to pose an unacceptable risk as provided for in § 9A-4 or to be in a hazardous or dangerous condition so as to endanger the public health, welfare or safety and requires immediate removal without delay such tree may be removed without first obtaining a written permit as herein required.

(b) During a period of emergency, such as a hurricane, tropical storm, flood, or any other act of God, the requirements of this Article may be waived by the Town Commission.

(c) All licensed plant or tree nurseries shall be exempt from the terms and provisions of this Article only in relation to those trees planted and growing on the premises of the licensee, which are so planted and growing for sale or intended sale to the general public in the ordinary course of the licensee's business.

(d) The types of trees included on the current Florida Noxious Weed List and Florida Exotic Pest Council's List of Invasive Plant Species shall be exempt from the terms and provisions of this article and shall not be used to meet any replacement or planting requirements. A copy of the Florida Invasive Species Council List of Invasive Plant Species will be available from the Town code enforcement.

(` 75 Code, § 22-22) (Ord. 75-3, passed 5-27-75; Am. Ord. 87-13, passed 9-22-87; Am. Ord. 2017-05, adopted 12-20-17; Am. Ord. 2023-01, adopted 3-15-23)

§ 9A-11. RESERVED.

(a) Mangroves can only be trimmed per state code. 1996 Mangrove Trimming and Preservation Act (sections 403.9321-403.9333, F.S.)

§ 9A-12. PENALTY.

The improper removal of each tree shall constitute a separate offense under this chapter. Violation of this chapter and imposition of the penalty shall be determined and imposed by the Code Enforcement Special Magistrate or by a court of proper jurisdiction.

Removal of any mature oak or similar trees without first obtaining a permit from the Town as required in § 9A-4 shall constitute prima facie evidence of a violation which is irreparable or irreversible in nature for the purposes of enhanced fine assessment provided for in § 11-21(b)(1) or as otherwise amended. Photography (either ground, areal, or geospatial) or other applicable data may be used as prima-facie evidence of the existence of trees on a site prior to any unapproved removal.

Fee structure for removal of protected trees is provided below.

PROTECTED TREE		FEE FOR UNLAWFUL REMOVAL			
Common Name	Scientific Name	Min	Per inch, 5-10" dbh*	Per inch, 10-20" dbh*	Per inch >20" dbh*
<u>Black mangrove</u>	<u>Avicennia germinans</u>	<u>\$1,000</u>			
<u>Gumbo limbo</u>	<u>Bersera simaruba</u>	<u>\$1,000</u>	<u>\$200</u>	<u>\$400</u>	<u>\$800</u>
<u>Laurel oak</u>	<u>Quercus hemisphaerica</u>	<u>\$500</u>	<u>\$100</u>	<u>\$200</u>	<u>\$300</u>
<u>Live oak</u>	<u>Quercus virginiana</u>	<u>\$1,000</u>	<u>\$200</u>	<u>\$400</u>	<u>\$800</u>
<u>Longleaf pine</u>	<u>Pinus palustris</u>	<u>\$1,000</u>	<u>\$200</u>	<u>\$400</u>	<u>\$800</u>
<u>Magnolia</u>	<u>Magnolia grandiflora</u>	<u>\$500</u>	<u>\$100</u>	<u>\$200</u>	<u>\$300</u>
<u>Red mangrove</u>	<u>Rhizophora mangle</u>	<u>\$1,000</u>			
<u>Sand live oak</u>	<u>Quercus geminata</u>	<u>\$2,000</u>	<u>\$400</u>	<u>\$600</u>	<u>\$1,200</u>
<u>Slash pine</u>	<u>Pinus elliottii</u>	<u>\$1,000</u>	<u>\$200</u>	<u>\$400</u>	<u>\$800</u>
<u>White mangrove</u>	<u>Laguncularia racemosa</u>	<u>\$1,000</u>			

* As measured at dbh or existing stump size if tree is already down.

(` 75 Code, § 22-25) (Ord. 75-3, passed 5-27-75; Am. Ord. 87-13, passed 9-22-87; Am. Ord. 2017-05, adopted 12-20-17; Am. Ord. 2023-01, adopted 3-15-23)

§§ 9A-13.–9A-99. RESERVED.

§ 9A-13. NUISANCE TREES.

a. The following trees are considered non-native, noxious, invasive species and property owners shall remove all such trees from the properties they own within the Town consistent with this chapter or upon notification by the Town of a code violation.

- Brazilian pepper (*Schinus terebinthifolius*)
- Melaleuca (*Melaleuca quinquenervia*)
- Australian pine (*Causarina equisetifolia*)
- Carrotwood (*Cupaniopsis anacardioides* (A. Rich.) Radlk)
- Scefflera (*Schefflera digitata*)

§ 9A-14. LIST OF FLORIDA NATIVE TREES AND PLANTS.

LEGEND

+ Cold tolerant

- Cold intolerant

<u>PROTECTED TREES</u>	
<u>Common Name</u>	<u>Scientific Name</u>
<u>Black mangrove</u>	<u>Avicennia germinans</u>
<u>Gumbo limbo</u>	<u>Bersera simaruba</u>
<u>Laurel oak</u>	<u>Quercus hemisphaerica</u>
<u>Live oak</u>	<u>Quercus virginiana</u>
<u>Longleaf pine</u>	<u>Pinus palustris</u>
<u>Magnolia</u>	<u>Magnolia grandiflora</u>
<u>Red mangrove</u>	<u>Rhizophora mangle</u>

Sand live oak	Quercus geminata
Slash pine	Pinus elliottii
White mangrove	Laguncularia racemosa

GRASSES				
Common Name	Scientific Name	Cold Tolerance		
Beach Grass	Panicum Amarulum	-	-	+
Muhly Grass	Muhlenbergia Capillaris	-	+	-
Seashore Dropseed	Sporobolus Virginicus	-	+	-
Dwarf Fakahatchee	Tripsacum floridanum	-	-	+
Salt meadow cord grass	Spartina Patens	+	-	-
Smooth Cord Grass	Spartina Alteriflora	-	-	+
Salt grass	Distichlis Spicata	-	+	-
Sand Cord grass	Spartina Bakeri	+	-	-
Eastern Gama Grass	Tripsacum Dactyloides	-	+	-
Love grass	Eragrotis spectabilis	-	-	+
Blue-eyed grass	Sisyrinchium atlanticum	+	-	-

GROUND COVER				
Common Name	Scientific Name	Cold Tolerance		
Adams Needle	Yucca Filamentosa	-	+	-
Beach Elder	Iva Imbricata	-	-	+
Bracken Fern	Pteridium Aquilinum	-	-	+
Coontie/Arrowroot	Integrifolia, Angustifolia	-	+	-
Coontie/Arrowroot	Zamia Floridana, Pumilia	-	+	-
Florida Beargrass	Nolina Atopocarpa	-	-	+
Florida Beargrass	Nolina Brittoniana	-	-	+
Glaswort	Salicornia Spp Native	-	-	+
Golden Creeper	Ernodea Littoralis	-	-	-
Gopher Apple	Licania Michauxii	-	-	+
Penny Royal	Piloblephis Rigida	-	-	+
Prickly Pear	Opuntia Humifusa Compressa	-	+	-
Prickly Pear	Opuntia Stricta	-	+	-
Rosemary	Cretilola Erocoides	-	-	+
Runner Oak	Quercus Pumila	-	+	-
Sea Oats	Uniola Paniculata	-	+	-
Spanish Dagger	Yucca Aloifolia	+	-	-
St Johns Wort	Hypericum Spp	-	+	-

LARGE TREES				
Common Name	Scientific Name	Cold Tolerant		
Bald cypress	*Taxodium distichum	-	-	+
False dogwood or southern soapberry	Sapindus saponarina	-	-	+
Gumbo limbo	Bersera simaruba	-	-	-
Laurel oak	Quercus hemisphaerica	-	+	-
Live oak	Quercus virginiana	-	-	+
Magnolia	Magnolia grandiflora	-	-	+
Sand live oak	Quercus geminata			
Slash pine	Pinus elliottii	-	-	+
Soapberry	Sapindus marginatus	-	-	+
* Commercial applications around retention areas				

MEDIUM TREE				
Common Name	Scientific Name	Cold Tolerant		
American elm	Ulmus americana	-	+	-
Black ironwood	Krugiodendron ferreum	-	-	-
Black mangrove	Avicennia germinans	-	+	-
Blolly	Guapira discolor	-	-	-
Cherry laurel	Prunus caroliniana	-	-	+
Dahoon holly	Ilex cassine	-	-	+
Florida maple	Acer saccharum	-	+	-
Green buttonwood	Conogarpus erectus	-	-	-
Mastic tree	Mastichodendron foetidissimum	-	-	-
Persimmon	Diospyros virginiana	-	-	+
Pigeon	Coccoloba diversifolia	-	-	-
Pignut hickory	Carya glabra	-	+	-
Red bay	Persea borbonia	+	-	-
Red mangrove	Rhizophora mangle	-	-	-
Red maple	Acer rubrum	-	-	+
Sand pine	Pinus clausa	-	-	+
Satin leaf	Chrysophyllum oliveforme	-	-	-
Scrub hickory	Carya floridana	-	+	-
Silk Bay	Persea humilis	-	-	+
Southern red cedar	juniperis silicicola	-	-	-
Swamp bay	Persea pustris	-	-	+
Winged elm	Ulmus alata	-	-	+

PALMS				
Common Name	Scientific Name	Cold Tolerant		
Cabbage palm	Sabal Palmetto	-	+	-
Florida silver palm	Cocco thrinax-argentata	-	-	-
Parotis palm	Acoelorrhaphe wrightii	-	+	-
Royal palm	Roystonea elata	-	-	-

SHRUBS				
Common Name	Scientific Name	Cold Tolerance		
Firebush	Hamelia patens	-	-	-
Simpson stopper	Myrcianthes simpsonii	+	-	-
White stopper	Eugenia axillaris	-	+	-
Salt bush	Baccharis halimifolia	-	-	+
Myrtle oak	Quercus myrtifolia	-	-	+
Running oak	Quercus pumila	-	+	-
Wild lime	Zanthoxylum fagara	-	-	+
Beauty berry	Callicarpa americana	-	-	+
Blueberry	vaccinium native sp	-	-	+
Carolina aster	Aster carolinanus	-	+	-
Cassia	Cassia ligustrina	-	-	-
Cassia	Cassia chapmanii	-	-	-
Christmas berry	Lycium carolinianum	-	+	-
Coral bean	Erythrina herbacea	-	-	+
Dwarf live oak	Quercus minima	-	+	-
Fetter bush	Lyonia Lucida	-	-	+
Florida privet	Foresteria segretata	-	-	+
Frostweed	Verbesina virginica	-	-	+
Lantana	Lantana depressa	+	-	-
Lantana	Lantana involucrata	-	+	-
Marlberry	Ardisia escallonioides	-	-	+
Marsh elder	Iva imbricata	-	-	-
Necklace pod	Sophora tomentosa	-	-	-
Needle palm	Rhapidophyllum hystrix	-	+	-
Saw palmetto	Serenoa repens	-	+	-
Small privet	Foresteria pinetorum	-	-	+
Snow berry	Chiococca alba	-	+	-
Staggerbush	Lyonia ferruginea	-	+	-
Staggerbush	Lyonia fruticosa	-	+	-
Walters viburnum	Viburnum obovatum	-	-	+
Wax myrtle	Myrcia cerifera	-	+	-
Wild coffee	Psychotria nervosa	-	-	-

Wild coffee	Psychotria sulzneria	-	-	-
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SMALL TREES

<u>Common Name</u>	<u>Scientific Name</u>	<u>Cold Tolerant</u>		
<u>American holly</u>	<u>Ilex opaca</u>	-	-	-
<u>Chapman oak</u>	<u>Quercus Chapmanii</u>	-	-	+
<u>Coco plum</u>	<u>Chrysobalanus icaco</u>	-	-	-
<u>Fiddlewood</u>	<u>Citharexylum fruticosum</u>	-	-	-
<u>Firebush</u>	<u>Hamelia patens</u>	-	-	-
<u>Florida privet</u>	<u>Forestiera segregata</u>	-	-	+
<u>Guiana plum</u>	<u>Drypetes lateriflora</u>	-	-	-
<u>Inkwood</u>	<u>Exothea paniculata</u>	-	-	-
<u>Jamaica caper</u>	<u>Capparis cyanophallophora</u>	-	-	-
<u>Lancewood</u>	<u>Nectandra coriacea</u>	-	-	-
<u>Limber caper</u>	<u>Capparis flexuosa</u>	-	-	-
<u>Myrtle oak</u>	<u>Quercus myrti Folia</u>	-	-	+
<u>Myrsine</u>	<u>Myrsine floridana</u>	-	-	-
<u>Salt bush</u>	<u>Baccharis halimifolia</u>	-	-	+
<u>Sand live oak</u>	<u>Quercus geminata</u>	-	-	+
<u>Scrub oak</u>	<u>Quercus inopino</u>	-	+	-
<u>Sea grape</u>	<u>Coccoloba uvifera</u>	-	-	-
<u>Simpson stopper</u>	<u>Myrcianthes simpsonii</u>	+	-	-
<u>Southern sumac</u>	<u>Rhus copallina</u>	-	+	-
<u>Spanish stopper</u>	<u>Eugenia foetida</u>	-	-	-
<u>Sweet acacia</u>	<u>Acacia farnesiana</u>	-	+	-
<u>Tough bumelia</u>	<u>Bumelia tenax</u>	-	+	-
<u>Varnish leaf</u>	<u>Dodonoea viscosa</u>	-	-	-
<u>Wax Myrtle</u>	<u>Myrica cerifera</u>	-	+	-
<u>White mangrove</u>	<u>Laguncularia racemosa</u>	-	-	-
<u>White stopper</u>	<u>Eugenia axillaris</u>	-	+	-
<u>Wild lime</u>	<u>Zanthoxylum fagara</u>	-	-	+
<u>Yaupon holly</u>	<u>Ilex vomitoria</u>	-	-	+

<u>VINES</u>				
<u>Common Name</u>	<u>Scientific Name</u>	<u>Cold Tolerant</u>		
<u>Beach Bean</u>	<u>Canavalia Obtusifolia</u>	-	-	-
<u>Beach Morning Glory</u>	<u>Ipomea Stolonifera</u>	-	-	-
<u>Coral honeysuckle</u>	<u>Lonicera Sempervire</u>	-	-	+
<u>Corky stem passion vine</u>	<u>Passiflora Suberosa</u>	-	-	-
<u>Grapes</u>	<u>Vitis Native Spp</u>	-	+	-

Gray Nickerbean	Caesalpinia Bonduc Crista	-	-	-
Maypop	Passiflora incarnata	-	-	-
Morning Glory	Ipomea Spp	-	+	-
Railroad Vine	Ipomea pes-caprae	-	-	-
Virginia Creeper	Parthenocissus Quinque Folia	-	+	-

WILDFLOWERS				
Common Name	Scientific Name	Cold Tolerant		
Beach Croton	Croton Punctatus	-	+	-
Beach Sunflower	Helianthus Debilis	-	+	-
Beach Verbenia	Verbenia Maritima	-	+	-
Black eyed susan	Rudbeckia hirta	+	-	-
Blazing Star	Liatris Tenuifolia	-	+	-
Blue Curl	Trichostema Dichotomum	-	+	-
Blue Eyed Grass	Sysyrinchium Atlanticum	+	-	-
Firewheel	Gaillardia Pulchella	-	-	+
Goldenrod	Solidago Spp	-	-	+
Horse Mint	Monarda Puncata	-	-	+
Partridge Pea	Cassia Spp	-	+	-
Pink Purslane	Portulaca Pilosa	-	+	-
Purslane	Portulaca Rubricaulis	-	-	+
Sea Oxide Daisy	Borrchia Spp	-	+	-
Sea Purslane	Sesuvium Portula Castrum	-	+	-
Seaside Evening Primrose	Oenothera Humifusa	-	+	-
Seaside Gentian	Eustoma Exaltatum	-	+	-
Spider Lily	Hymenocallis Latifolia	-	+	-
St. Johns Wort	Hypericum Spp	+	-	-
Standing Cypress	Ipomopsis Rubra	-	+	-
Tampa Verbenia	Verbenia Tempenisis	-	+	-
Tropical Sage	Salvia Coccinea	-	+	-
Twin Flower	Dyschoriste Spp	-	-	-
Wild Cotton	Gossypum Hirsutum	-	-	-
Wild Petunia	Ruellia Caroliniensis	-	-	+
Wild Plumbago	Plumbago Scandens	-	+	-
Yellow Top	Flaveria Linearis	-	+	-

Legend

A	Aquatic
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G	Ground cover
GR	Grass
LT	Large tree: average mature height over 60 feet
MT	Medium tree: average mature height over 20 feet
P	Palm
S	Shrub
ST	Small tree: average mature height of at least ten feet and less than 20 feet
V	Vine
W	Wildflower

DAMP TO WET AREA PLANTS					
	Common Name	Scientific Name			Cold Salt
W	Alligator lily	Hymenocallis palmeri	-	-	- +
G	Batis	Batis maritima	-	-	+ +
S	Beauty berry	Callicarpa americana	-	-	+ +
GR	Blue eyed grass	Sisyrinchium atlanticum	+	+	- -
W	Blue flag iris	Iris hexagona	-	-	- -
W	Bushy aster	Aster dumosus	-	-	+ -
W	Canna lily	Canna flacida	-	-	- -
S	Buttonbush	Cephalanthus occidentalis	-	+	- -
W	Cardinal flower	Lobelia cardinalis	+	-	- -
V	Climbing aster	Aster carolinianus	-	+	- -
S-ST	Coastal plains willow	Salix caroliniana	-	+	+ -
W	Coreopsis	Coreopsis leavenworthii	-	+	+ -
ST	Dahoon holly	Ilex cassine	-	-	+ +
A	Duck potato	Sagittaria sp	-	-	+ +
GR	Eastern gamma grass	Tripsacium dactyloides	-	+	+ -
S	Elderberry	Sambucus canadensis	-	-	+ -
S	Gallberry	Ilex glabra	-	-	+ +
WF	Goldenrod	Solidago sp.	-	-	+ -
S	Hibiscus	Hibiscus coccinea or grandiflora	-	-	+ -
G	Lemon bacopa	Bacopa caroliniana	-	+	+ -
MT	Loblolly bay	Gordonia lasianthus	-	-	+ -
ST	Mangroves	-	-	-	+ +

W	Narrow-leafed sunflower	Helianthus angustifolius	+	+	-	-
A	Pickeralweed	Pontederia cordata	-	-	+	+
W	Rayless sunflower	Helianthus radula	-	+	-	-
P	Sabal palm	Sabal palmetto	-	-	+	+
G	Sand Cordgrass	Spartina bakeri	+	-	-	-
G	Sandweed	Hypericum fasciculatum	-	+	+	-
W	Sea ox-eye daisy	Borrichia frutescens	-	+	+	-
W	Sea purslane	Sesuvium portulacastrum	-	+	+	-
W	Seaside gentian	Eustoma exaltaum	-	+	+	-
A	Soft rush	Juncus effusus	-	-	+	+
W	Spiderwort	Tradescantia ohienensis	-	-	+	+
G	St. Andrews cross	Hypericum hypericoides	-	+	+	-
G	Sunshine Mimosa	Mimosa strigillosa	-	-	+	+
W	Swamp Milkweed	Asclepias incarnata	-	-	+	+
MT	Sweet bay	Magnolia virginica	-	+	+	-
W	Vanilla plant	Carphephorus paniculatus	-	+	+	-
W	Violets	Viola affinis	-	-	-	-
G	Water dropwort	Oxypolis filiformis	-	+	+	-
G	Water hyssop	Bacopa monnieri	-	+	+	-
W	Yellowtop	Flaveria linearis	-	+	+	-
G	Glaswort	Salicornia spp	-	-	+	+
-	Leather fern	Acrostichum dandefolium	-	-	+	-
S	Saltmarsh mallow	Kosteletzkaya virginica	-	+	+	-
LT	Bald cypress	Taxodium distichum	-	-	+	+

Plants approved for use along the 4RM AND 5RMO.

Common Name	Scientific Name
Indian Hawthorne	Rhaphiolepis Indica "Alba"
Juniper—Parsoni	Juniperus chinensis "Parsonii"
Juniper—Torulosa	Juniperus chinensis "Torulosa"
King Sago	Cycas Revoluta
Buttonwood Green	Conocarpus erectus
Buttonwood Silver	Conocarpus erectus sericeus
Cord Grass	Spartina Bakeri
Necklace Pod	Sophora Tomentosa
Bird of Paradise	Strelitzia Reginae
Elaeagnus	Elaeagnus pungens

Arbicola	Schefflera Arboricola
Coco Plum	Chrysobalanus Icaco
Natal Plum	Carissa Macrocarpa
Pittosporum Green/Varigated	Pittosporum tobira
Palmetto	Sabal Palmetto
Madagascar Olive	Norohnia Emarginata
Sea Oats	Uniola Paniculata
Gallardia	Gaillardia pulchella
Coontie	Zamia Pumila
Zamia	Zamia Maritima
Confederate Jasmine	Trachelospermum Jasminoides
Pindo Palm	Butia Capitat
Cabbage Palm	Sabal palmetto
Sprengeri Fern	Asparagus densiflorus
Fiddlewood	Citharexylum spinosum
Dune Sunflower	Helianthus Debilis
Gazania Daisey	Gazania

The following plants may be used along the 4RM AND 5RMO if protected from the direct wind and salt spray:

Common Name	Scientific Name
Liriope	Liriope "Evergreen Giant"
Oleander Dwarf/Standard	Nerium oleander
Ligustrum	Ligustrum Lucidum
Florida Privet	Forestiera Segregata
Yaupon—Weeping	Ilex vomitoria pendula
Walter's Viburnum	Viburnum Obovatum
Podocarpus	Podocarpus macrophyllus
Ilex Schillings	Ilex vomitoria "Stokes Dwarf"
Ixora	Ixora
Jatropha	Jatropha
European Fan Palm	Chamaerops Humilis
Coconut Palm	Cocos nucifera
Hibiscus	Hibiscus
Snow Bush	Breyneia Disticha
Simpson's Stopper	Myrcianthes Fragrans
Croton	Codiaeum Variegatum
Allamanda	Allamanda cathartica
Agapanthus	Agapanthus arfricanus
Blue Daze	Evolvulus glomeratus

Hibiscus	Hibiscus
East Palatka Holly	Ilex attenuata "East Palatka"
Geiger Tree	Cordia sebestena
Foxtail Palm	Wodyetia bifurcata
Bismarkia Palm	Bismarckia nobilis
Paurotis Palm	Acoelorrhaphe wrightii
Fountain Grass	Pennisetum setaceum
Crinum Lily	Crinum lily
Society Garlic	Tulbaghie violacea
Indian Hawthorne	Rhaphiolepis Indica "Alba"
Juniper—Parsoni	Juniperus chinensis "Parsonii"
Juniper—Torulosa	Juniperus chinensis "Torulosa"
King Sago	Cycas Revoluta
Buttonwood Green	Conocarpus erectus
Buttonwood Silver	Conocarpus erectus sericeus
Cord Grass	Spartina Bakeri
Necklace Pod	Sophora Tomentosa
Bird of Paradise	Strelitzia Reginae
Elaeagnus	Elaeagnus pungens
Arbicola	Schefflera Arboricola
Coco Plum	Chrysobalanus Icaco
Natal Plum	Carissa Macrocarpa
Pittosporum Green/Varigated	Pittosporum tobira
Palmetto	Sabal Palmetto
Madagascar Olive	Norohnia Emarginata
Sea Oats	Uniola Paniculata
Gallardia	Gaillardia pulchella
Coontie	Zamia Pumila
Zamia	Zamia Maritima
Confederate Jasmine	Trachelospermum Jasminoides
Pindo Palm	Butia Capitat
Cabbage Palm	Sabal palmetto
Sprengeri Fern	Asparagus densiflorus
Fiddlewood	Citharexylum spinosum
Dune Sunflower	Helianthus Debilis
Gazania Daisey	Gazania

ARTICLE I. WETLANDS PROTECTION

§ 11A-1. PURPOSE AND INTENT.

The purpose of this chapter is to protect, preserve and enhance the natural functions of wetlands and other environmentally sensitive areas. It is also the intent of this article to apply the following standards for development in and adjacent to wetlands.

(Am. Ord. 2017-05, adopted 12-20-17)

§ 11A-2. GENERAL PROVISIONS.

(a) During the review of a site plan or any other plan for development, the Town Manager shall use the Natural Wetlands Inventory maps, the Brevard County Soil Survey, the Town Comprehensive Plan, aerial photography or other applicable data in order to determine the potential existence of wetlands on or adjacent to the site.

(b) If a review of the above documents indicates that wetlands may exist on or adjacent to the site, the Town manager or designee shall contact the appropriate authorities listed in section 11A-2(c) to perform verification of wetland determination and provide guidance on wetlands permit requirements. an inspection will be performed by the Town Manager.

(c) Based on the assessment of the above site visit, the ~~Town Manager may require the developer to property owner shall~~ have the site inspected by a representative from the St. Johns River Water Management District for a determination of jurisdictional limits of the site. This may require the involvement of the Army Corps of Engineers, the Department of Environmental Regulation and the Department of Natural Resources.

(d) No building permit will be issued by the Town until either the site plan has been approved or an exemption letter has been issued by the applicable environmental agency.

(e) All proposed development adjacent to canals, the Indian River and east of State Road A1A will automatically be reviewed under the above process.

(Am. Ord. 2017-05, adopted 12-20-17)

§ 11A-3. PERMITTED USES IN WETLANDS.

The following uses shall be permitted in wetlands provided that they are approved by the St. Johns River Water Management District or the applicable environmental agency:

- (1) Open space;
- (2) Fish and wildlife management;
- (3) Recreation; or

(4) Any other use deemed appropriate by the St. Johns River Water Management District or the Department of Natural Resources.

(Am. Ord. 2017-05, adopted 12-20-17)

§ 11A-4. PROHIBITED USES IN WETLANDS.

The following uses are specifically prohibited in wetlands:

(1) Residential, commercial, industrial and institutional uses, except as provided for in § 1A-3;

(2) Disposal of solid or liquid wastes, and the application or storage of pesticides and herbicides; and

(3) Any activity which impairs the function of the wetlands.

(Am. Ord. 2017-05, adopted 12-20-17)

§§ 11A-5. – 11A-99. RESERVED.

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

May 14, 2025 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Town Clerk Amber Brown

Commissioner Members Absent

Commissioner Robert Baldwin

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments

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.

5. New Business

A. Discussion regarding the FY 2025-2026 budget

Town Manager Elizabeth Mascaro said what she provided is only for Fund 001, the General Fund. She recommended starting with the departments first.

Commissioner Tim Reed recommended starting with the Police Budget, as that is the largest budget.

Town Manager Elizabeth Mascaro introduced the police budget, which is department 21. The first page is the summary roll-up up and the following two pages are the breakdown. It is too early to receive the numbers for all of the insurance line items. Said to be conservative, she increased all of those line items by 20%. The Town pays 100% of the health insurance for the employee and 50% for the spouse and children, which seems to be common in government.

Vice Mayor Dawn Barlow asked how many employees are included in the line items. - 8:20

Town Manager Elizabeth Mascaro said the police department has 13 employees who participate.

Finance Manager Jennifer Kerr said they have data on what amount they paid for employees, and what amount they paid for spouses and children. Said she could get that information.

Vice Mayor Dawn Barlow asked how much of the police salary is paid from Ocean Park Fund.

Town Manager Elizabeth Mascaro said one employee is paid from the Ocean Park Fund.

Finance Manager Jennifer Kerr said \$80,934 is paid from Ocean Park for salary/benefits.

Town Manager Elizabeth Mascaro said another item that is paid from the Ocean Park Fund is for night pay differential, which is a little over \$11,000.

Commissioner Tim Reed spoke about how the accreditation funds feel optional; not everyone has it. Said he is not a fan of the stipends.

Town Manager Elizabeth Mascaro spoke about how the differential pay is just a projected number, as it will change when she has hard numbers to put in.

Commissioner Tim Reed spoke about not being a fan of stipends for doing your job; there is a percentage increase for these things in their salary. Said they could log time for doing additional activities, and that could be overtime pay.

Town Manager Elizabeth Mascaro spoke about how the differential pay would be tracked through the payroll system.

Commissioner Tim Reed said shift differential is typically a percentage of salary, not a stipend.

Vice Mayor Dawn Barlow asked about salary overtime, which went from \$5,000 to \$13,000.

Town Manager Elizabeth Mascaro spoke about how this year they are running over because it was projected based on having 2 additional officers, but only one was approved.

Vice Mayor Dawn Barlow verified that the majority of the police department is going to receive a 3% raise.

Town Manager Elizabeth Mascaro said the Police Chief's raise will bring him up to \$125,000 from \$110,000.

Mayor Alison Dennington verified that the Police Chief's raise would be \$15,000. Spoke about when the Commission hired him, he was already given a higher pay than the original range that was set.

Town Manager Elizabeth Mascaro said his pay is low based on experience and qualifications, and she thought he was hired at the lower end of the salary range, which she believed the cap was set at \$125,000. Said she will provide the salary information from the RFP.

Mayor Alison Dennington spoke about how the salary overtime was based on hiring 2 officers, which would allow 2 officers per shift and allow them to do training days. The Commission approved 1 officer to make sure there are always 2 officers on duty, but maybe the overtime is so high because of the training days. Believes the training is a good thing, but would not want to hire another officer.

Commissioner Tim Reed confirmed it looked like they would spend \$13,000 for overtime.

Mayor Alison Dennington asked to get information on what has caused the overtime.

Commissioner Tim Reed spoke about not being against overtime, but he wants to make sure it is funded correctly, or to see if something can be changed to help it.

Town Manager Elizabeth Mascaro spoke about how the volunteers have also helped with overtime.

Commissioner Tim Reed spoke about wanting a projection for the overtime pay.

Mayor Alison Dennington asked about how the different salary pays are done.

Finance Manager Jennifer Kerr spoke about how during a hurricane, the officers are getting paid 1 ½ or 2 times. During their working hours, they receive double time, but during their off hours, they get paid 1 ½ times for not being able to leave. Holiday pay is a flat amount paid at the end of the year because they have to work, no matter what. - 32:40

Town Manager Elizabeth Mascaro spoke about how the education incentive pay is for staff with degrees.

Finance Manager Jennifer Kerr spoke about the education incentive pay is required by FDLE,

and they determine the amount.

Vice Mayor Dawn Barlow requested the education incentive pay name be changed to remove the word incentive. Asked about the State Pension Reimbursement figure of \$50,513.

Finance Manager Jennifer Kerr spoke about how the State Pension Reimbursement used to be consolidated with another line item. That amount is a wash as it comes in from the State and goes out to the police pension.

Vice Mayor Dawn Barlow asked if the consolidated numbers and the now separated numbers could be presented together to see the difference.

Mayor Alison Dennington spoke about how the increase in the pension amount is directly related to an increase in the salaries, as well as adding an additional officer.

Finance Manager Jennifer Kerr spoke about how the State Pension Reimbursement is revenue from the State and is then an expenditure to the pension fund.

Commissioner Tim Reed verified the professional services item is for accreditation. -45:02

Vice Mayor Dawn Barlow and Commissioner Anna Butler agreed with Commissioner Tim Reed that the accreditation is an optional item.

Vice Mayor Dawn Barlow asked about the medical line item that went up to \$10,000.

Town Manager Elizabeth Mascaro spoke about how that is for a wellness program to include things like counseling.

Mayor Alison Dennington verified the money would only be spent if an employee uses the services. Asked if other local municipalities could join together to decrease the costs.

Town Manager Elizabeth Mascaro said she can get clarification on that.

Commissioner Tim Reed said the wellness program is another item he considers optional.

Commissioner Anna Butler verified the health insurance has an employee assistance program.

Commissioner Tim Reed asked about the Communication Services line item almost doubling.

Town Manager Elizabeth Mascaro spoke about how items that are paid monthly were moved from Licenses & Fees and put into Communication Services.

Vice Mayor Dawn Barlow verified that Licenses & Fees decreased by about \$23,000, and Communication Services increased by about \$6,000.

Town Manager Elizabeth Mascaro spoke about how Licenses & Fees last year had a large one-time fee for upgrading the radio system.

Mayor Alison Dennington asked about including the number of licenses when there are multiple software licenses.

Town Manager Elizabeth Mascaro spoke about having to upgrade our Microsoft to 360, so that has increased as well.

Commissioner Tim Reed asked about the capital items. - 58:05

Town Manager Elizabeth Mascaro spoke about how the items in green are being paid out this year. Short-term capital items for this year are \$50,000 for the purchase of a vehicle and \$4,900 for radios. Long-term capital is putting \$30,000 towards a vehicle purchase next year. Police vehicles might not have a lot of miles, but the engines have a lot of miles in idle time.

Vice Mayor Dawn Barlow asked how often 2 cars were bought in one year.

Town Manager Elizabeth Mascaro spoke about how the Town has not purchased 2 cars in one year for a while prior to COVID. They could not get cars during COVID. They ordered two vehicles in 2020 or 2021, but did not receive them in the same year.

Mayor Alison Dennington spoke about a car that had been sold for junk, and she asked for a list of junk vehicles, and that one was not on the list. Since then, there has been a policy change so that if they sell a car for junk, there is information provided on that car.

Vice Mayor Dawn Barlow asked if there is a car being purchased, does that mean there is potential to get revenue for selling a car?

Town Manager Elizabeth Mascaro spoke about how there is no plan to sell a vehicle because they share cars, so they hot seat the cars.

Mayor Alison Dennington spoke about wanting to track the cost of all of the equipment that gets put into the vehicles. Asked if all of the added equipment is inventoried.

Finance Manager Jennifer Kerr spoke about how any significant purchases are added to the inventory list.

Commissioner Tim Reed verified that the intent is to increase the number of vehicles. Asked if there is an option to finance or lease a vehicle.

Town Manager Elizabeth Mascaro spoke about how the Town financed vehicles, but now that the Town can afford to pay cash, it saves the Town from paying interest. - 1:10:32

Mayor Alison Dennington spoke about how cars are purchased too frequently, and would prefer to buy a car every other year. If we could extend the life of each car, it would save a lot of money.

Commissioner Tim Reed said it seems like this would be for an extra vehicle. If they can conduct their business with the number they have, then they do not need another one.

Mayor Alison Dennington spoke about wanting to buy vehicles less often, but would consider buying another vehicle if the maintenance costs are high. Would like to scrap the car to keep something else. Thinks the accreditation is a good idea, even though it is an expense.

Town Manager Elizabeth Mascaro said another option is to fund half of it this year and half of it next year.

Vice Mayor Dawn Barlow asked if there are ongoing costs.

Town Manager Elizabeth Mascaro spoke about how the \$18,000 is to have someone guide them through the accreditation process.

Commissioner Tim Reed spoke about how his understanding is that it will take 2 years to complete and cost \$18,000 per year.

Mayor Alison Dennington said the 2 years is the length of time you have to complete the process, but you can do it quicker. Then you recertify every 3 years.

Commissioner Tim Reed spoke about how it could be completed quicker, but once you go down that path, you have to complete it, and it might take longer than a year.

Vice Mayor Dawn Barlow spoke about how there are still funds left from parking, so maybe some of those funds could be used as well.

Town manager Elizabeth Mascaro said they could consider paying the Police Officers out of Ocean Park, and they could redirect some of the money from Ryckman Park.

Vice Mayor Dawn Barlow spoke about looking at items that could be paid with tax dollars versus those from other sources. - 1:20:15

Mayor Alison Dennington spoke about how taking money from the fund for Ryckman Park could potentially take away from beautification of the Town or other things. Confirmed that any unused money in that fund stays in that fund. It does not get moved to the general fund.

Vice Mayor Dawn Barlow asked to have the surplus numbers for the next meeting.

Mayor Alison Dennington asked if there is any reduction in liability insurance if the police department is accredited. Spoke about the Town's insurance policy has a 10% deductible. FMIT spoke to her about this year, they are allowing policies to reduce the rate to 5% without increasing the cost.

Vice Mayor Dawn Barlow spoke about possibly funding the accreditation and medical wellness program from parking funds, and holding off on the purchase of a car for this year.

Commissioner Tim Reed asked what the 3% increase is based on.

Town Manager Elizabeth Mascaro said the 3% increase is a cost-of-living increase and is based on the CPI. The Police Chief, Fire Chief, Town Clerk, Groundskeeper, one Maintenance

Worker, Police Officer, and Police differential are getting a level up increase to bring them closer to what others are making in that field in the area.

Mayor Alison Dennington spoke about how if there is a COLA program, then you can stay on top of things and don't get behind and need a big bump. Having a COLA serves the purpose of not getting behind inflation and not having a union. - 1:32:05

Town Manager Elizabeth Mascaro said there is no merit increase being offered this year.

Commissioner Anna Butler spoke about a 3% increase across everyone can help with retention because they know what they will get.

Mayor Alison Dennington spoke about not wanting to get behind on salaries.

Town Manager Elizabeth Mascaro spoke about how the bump in police salary last year put the Town in a much better position when comparing salaries to other municipalities. She would provide what the increases in pay is to the Commission along with the salary surveys.

Mayor Alison Dennington spoke about wanting to compare the salaries to the different job descriptions. She then suggested going to public comment before moving on.

Frank LaGrassa – 412 First Ave – Spoke about his experience with the wellness program and how it can be considered featherbedding. As far as using Ryckman Park money to fund things, why not use those funds to reduce taxes? As house values go up, taxes are very high, and that will depress demand. - 1:41:50

Town Clerk Amber Brown read a public comment from **Sherri Quarrie – 701 Pine St** – The salary expense is \$63,220 higher for 2026 than 2025 and asked if this was due to the new Deputy Clerk position. For the Building Department, mentioned an increase of \$14,747. Asked if this was related to losing the Building Official. The General Fund has new expenses related to the National League of Mayors, which she believes the Mayor should pay. Mentioned other things taxpayer dollars are going to such as costs associated with short term rentals.

Mayor Alison Dennington spoke about how she donates her salary of \$3,800, which covers the League of Mayors. The increase in the Town Attorney is due to the anticipation of increased code cases.

Commissioner Tim Reed spoke about going to the Fire Department budget Department 22.

Town Manager Elizabeth Mascaro said the regular pages are included, but there is an additional page that shows the numbers from Indialantic on the cost to take on 3 new firefighters. Still in discussions with Brevard County, but they just voted to increase the fire tax. The first page above the line is for the full-time Fire Chief, part-time Fire Maintenance worker, volunteers, and the expenses. -1:51:00

Fire Chief Gavin Brown clarified that the Volunteer Stipend is \$38,000, which is based on an 85% compliance rate. There was a decrease in professional services by \$1,000 for a mental health program as the Firefighters' Association has decided to cover that program. Since the

program started, it has been used by 3 people, and it has been very helpful. Has been in the department for 20 years, and two members have committed suicide. Mental health in fire responders is very important. Vehicle maintenance went down, and they will be getting the new fire truck in August.

Commissioner Tim Reed asked what would be done with the old fire truck.

Fire Chief Gavin Brown spoke about how it will be up to the Commission to decide what they would like to do with the truck. There are options, such as selling it for cash, looking into doing a trade with the fire college for credit to send firefighters to school, or sending the truck to another country (however, this option would not benefit the Town financially). Said the decision should be made August/September timeframe. Getting information on what the truck would sell for and what the college would provide for trade credits.

Mayor Alison Dennington said she would like information on how they can use credits for the college and how long they would have to use them. Would also like to know what the brokers' estimate of the value is, as well as the percentage they would take. Would also like to have some information on the value of similar trucks (check auctions for what they have sold for). Said she is 100% opposed to donating it.

Fire Chief Gavin Brown said the truck still has value but it might not be as much as the Commission is thinking, maybe \$75,000 to \$100,000, and might need to be sold out of state.

Mayor Alison Dennington asked about the health insurance going down. - 2:03:08

Fire Chief Gavin Brown spoke about how the difference in health insurance is because the part-time position, which had health insurance, has switched to per diem, which does not get health insurance. Spoke about how the increase in tools & hardware is for a vent fan, as the current fan needs to be replaced. The new fan would allow the department to cleanly vent a house. Right now, the fans are gas-powered, so they blow the gas fumes into the home when pushing the smoke out. Indialantic provided a quote of \$904,793 to provide fire services to the Town. Brevard County has advised they would do the same assessment that county resident's pay which would be higher than what the Town is proposing. The County has a fire assessment based on the value of the home, and the square footage of the lot. The Town's proposal for paid people would be around \$860,722.

Mayor Alison Dennington commended the Fire Chief on the budget report and said the quote from Indialantic is negotiable.

Fire Chief Gavin Brown spoke about how you can negotiate for the first year, but once you lose control over the department, you will not be able to get it back, and they can charge anything they want.

Mayor Alison Dennington said she would vote no because it needs to be a referendum.

Fire Chief Gavin Brown spoke about if the Town proceeds with paid firefighters, he would recommend doing a fire tax, so it would be a fair cost share among all residents, as there are properties in Town that do not pay any taxes. A fire tax would be paid by everyone in Town.

Town Manager Elizabeth Mascaro spoke about the quote for Indialantic is for 3 firefighters, but the Town's proposed cost is for 7 full-time employees and 24 volunteers. - 2:13:50

Fire Chief Gavin Brown spoke about how the fire tax could cover everything for the first year. You generally don't want to adjust it year after year, so when they get their cost-of-living raise in pay, that would have to come from the general fund.

Town Manager Elizabeth Mascaro spoke about how this tax is similar to stormwater; there is a tax above the line and a tax below the line. One is a flat fee, and one is a percentage.

Fire Chief Gavin Brown spoke about how you can do a flat assessment, but you can also do an assessment based on property size or lot size. The flat assessment is quick and easy to see the numbers, whereas the assessment based on property size will take some work to get the base size of the property, then figure out what to charge per square foot. Said they could do a range, 500-1,000 sq feet pay x, etc.

Town Manager Elizabeth Mascaro spoke about how this is doable without being an exorbitant expense to the residents.

Mayor Alison Dennington spoke about wanting to see if it would be possible to have exceptions for residents over a certain age and on a fixed income. Would not be comfortable with such a big deal not going for a referendum.

Fire Chief Gavin Brown spoke about agreeing on principle, but his concern is if/when the volunteers decide they can no longer cover the Town. That could happen tomorrow or maybe next month, but if that happens, the Town will not have the option to have its own department. They would have to choose between Indialantic or the County because the Town would be in an emergency mode. - 2:24:20

Mayor Alison Dennington spoke about an informal poll that could determine if there was support or opposition.

Town Manager Elizabeth Mascaro spoke about software that could have information on square footage, and also mentioned a tax reduction program for residents who are 60 or 65 with certain conditions.

Commissioner Tim Reed asked about the salary number \$393,708.

Fire Chief Gavin Brown spoke about how the salary would be \$55,000 for a supervisor and \$50,000 for a firefighter per shift, which would be comparable in the area and to the police department's starting wage. Said this includes himself and 6 firefighters.

Commissioner Tim Reed asked about the shift models.

Fire Chief Gavin Brown spoke about the model with 8 employees would have less overtime pay, and they would work less, so the salary would be less, but the number of six staff sounds better to people.

Commissioner Tim Reed asked if the department is ready to be staffed.

Fire Chief Gavin Brown spoke about how the repairs to the building still need to be done, but those are not paid for by the fire department budget. Most of the budget, other than salary-related expenses, would pretty much stay the same. If there are full-time firefighters, the number of volunteers would be capped at a reduced amount of 24.

Mayor Alison Dennington asked if certain items would cost more or stay the same. Spoke about how right now it there are 30 volunteers, it would reduce to 24, and the cost savings associated with that would cover the 6 paid firefighters, such as uniforms, gear, etc.

Fire Chief Gavin Brown said they budget \$10,000 every year for bunker gear replacements, which would be for 4 sets. If someone new fits into old gear, they do not need to replace it. They keep an inventory of the old gear that is not being used.

Mayor Alison Dennington spoke about possibly doing an informal survey and only counting the responses that are registered voters. - 2:41:35

Mayor Alison Dennington said unless there is a cut in taxes, then she will be voting against it. One way that could be done is by cutting the finance clerk and the building clerk. We pay a lot for BS&A, and the whole reason was to be able to stop doing everything on paper, so why pay all of the money for the software when everything is done electronically now?

Commissioner Tim Reed asked if the intent is to go through the entire thing or break it up.

Mayor Alison Dennington spoke about wanting all of the salaries to be individually listed instead of totals. Wants a policy to say this should be included going forward.

Vice Mayor Dawn Barlow said this is to show the 3% cost-of-living and any other increases.

Town Manager Elizabeth Mascaro spoke about how it creates issues when all employees know what each other makes. -2:55:30

Mayor Alison Dennington said that it is public record. Spoke about how it is best practice to provide each employee's compensation and requested if there was consensus from the Commissioners that they put that in the budget.

Commissioner Tim Reed verified that the documents tonight only cover the general fund.

The Commission discussed when to schedule the next meeting to continue this topic.

Town Clerk Amber Brown said she would not be available to attend a meeting the following week, so she would check with the Deputy Clerk.

The Commission agreed to have the next budget workshop on Tuesday, May 20th at 3:00 pm, 4:00 pm, or 5:00 pm. Will determine the start time based on Commissioner Robert Baldwin's availability.

Vice Mayor Dawn Barlow requested the Town Clerk to send a calendar invite when sending the Commission the ICS file.

Frank LaGrassa – 412 First Ave – Thanked the Mayor for taking a stand on employee compensation transparency. Asked why he couldn't get a total compensation for each employee. - 3:09:30

Town Manager Elizabeth Mascaro spoke about how that was provided.

6. Adjournment

Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.

Meeting adjourned at 9:12 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

May 27, 2025 at 3:30 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
 Vice Mayor Dawn Barlow
 Commissioner Robert Baldwin
 Commissioner Anna Butler
 Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
 Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 3:36 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
 Vice Mayor Dawn Barlow
 Commissioner Robert Baldwin
 Commissioner Anna Butler
 Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
 Police Chief Tim Zander
 Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments

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.

5. New Business

A. Discussion regarding the FY 2025-2026 budget

Mayor Alison Dennington clarified some things about the packet and discussion topics with the Town Clerk and the Town Manager.

Police Chief Tim Zander spoke about how the purpose of the health and wellness program is for counseling when an officer needs it by a professional who specializes in dealing with police. He spoke about the number of police vehicles and the importance of changing out a car every two years. He spoke about the amount of overtime, which is currently \$14,000 to \$16,000 a year and is not spent on training. -5:25

Commissioner Robert Baldwin commented on the fact that Melbourne Beach is slightly bigger than Indialantic, but their overtime budget of \$55,000 is significantly more.

Mayor Alison Dennington spoke about budgeting for hurricanes.

Police Chief Tim Zander said they have a separate line for storms; every piece of overtime that is in relation to a storm is tracked differently and charged separately. He requested the Police Pension Board look into implementing a drop plan and spoke about the details of the education incentive pay, which is based on FDLE's requirements. Spoke about the differential pay for night shifts (\$7,680 for 4 stipends for 4 officers), having a stipend for the Detective (\$1,920), a stipend for a Field Training Officer, and how on-call/overtime pay would be significantly more than a stipend. Spoke about health insurance/dependent insurance. Said cutting any benefits for any employees would be detrimental to the Town. - 15:32

Mayor Alison Dennington spoke about life insurance and questioned why the Town Manager's policy is a higher value than police officers.

Vice Mayor Dawn Barlow asked if getting accredited would potentially reduce liability insurance -32.10

Police Chief Tim Zander said that of the Chiefs he has spoken with, they do not think it would reduce insurance. Stressed that he is looking out for the best interest of the Town, and he is open to suggestions.

Commissioner Robert Baldwin asked if the Police Chief could rank the importance of the items, how vehicle maintenance works, and how an additional vehicle would affect it.

Police Chief Tim Zander spoke about putting together a ranked list and sending it to the Commission, and explained how vehicle maintenance works.

Vice Mayor Dawn Barlow asked if the Police Chief could shave 5% off of the budget, where would that come from?

Police Chief Tim Zander spoke about how it would be difficult to do that because it is already thin. This year is already tight.

Mayor Alison Dennington spoke about wanting to provide most of what the Police Department is asking for, but would have to decrease things outside of the Police budget.

Commissioner Tim Reed asked if the proposed overtime is adequate. Requested a projection based on the information they have now, including the additional officer.

Police Chief Tim Zander spoke about how the number is pretty close based on prior years' overtime. Will provide information from prior years.

Commissioner Tim Reed asked what the minimum number of cars is needed to operate.

Police Chief Tim Zander said the minimum is 8, which is what they currently have: 2 for day shift, 2 for night shift, 1 for the Police Chief, 1 for the Deputy Chief, one for the Detective, and one for the SRO.

Commissioner Tim Reed asked if the wellness plan is only for the Police or would it also be for the Fire Department.

Police Chief Tim Zander said the funding he requested is only for the Police Department.

Commissioner Tim Reed asked about Fund 172 Ocean Park Parking which includes a police officer salary. Says he is against carrying the salary for a police officer in this fund. Worried the State would have an issue with that or DOGE. All of the police salary should be carried in the police fund. Concerned that this might be an issue. Even if they are okay with it, the cost should appear in the police fund. - 43:05

Mayor Alison Dennington says things can escape the review as a whole if the police fund does not capture everything falling within that department.

Commissioner Robert Baldwin asked if the expenditure only appears in the Ocean Park Fund if the revenue dries up, would the position be terminated. If not, it should show in the Police Department Fund.

Town Manager Elizabeth Mascaro spoke about how the position would not be terminated, and that the line items could be in the Police Department Fund. Said it was originally under the Police budget, the prior Commission had decided to fund it out of Ocean Park but there is nothing stopping them from being able to change that back.

Mayor Alison Dennington requested the Town Clerk pull the minutes from the meeting from last year's budget meeting when deciding for the position of police officer and see what the vote was. Said there would have to be a new vote.

Town Clerk Amber Brown said she could not pull them now, but she would send all budget meeting minutes to the Commission.

Vice Mayor Dawn Barlow pointed out that they have the opportunity to discuss what the current Commission wants to do.

Commissioner Tim Reed clarified that he is not advocating we eliminate a position, from a bookkeeping standpoint, believes the cost should be carried with the rest of the officers.

Mayor Alison Dennington asked if the Town Manager could contact the Town Attorney to get an informal opinion from the Attorney General. - 54:02

Commissioner Robert Baldwin spoke about how another option is to move the line items, so there would be no need to get an Attorney General opinion.

Commissioner Tim Reed spoke about how there is a short list of things he thinks the Commission should vote on.

Town Manager Elizabeth Mascaro spoke about how the budget is there for the Commission to make decisions on.

Commissioner Tim Reed said a few items the Commission should vote on would include COLA, police accreditation, and salary increases outside of the COLA.

Mayor Alison Dennington asked why the summary page does not include the Fire Department cost increase.

Town Manager Elizabeth Mascaro spoke about how the Commission has not provided any direction on how they would like to cover the cost, and it is a big discussion that has not happened yet.

Commissioner Tim Reed said the Fire Chief has not come back with a second presentation. Said that any move in that direction, he would suggest taking it to a referendum to let the voters decide.

Mayor Alison Dennington suggested applying for the grant, and in the meantime, that would give them time to go to a referendum.

Vice Mayor Dawn Barlow spoke about how the proposals for the Fire Department are still ongoing and still in negotiation. As it relates to the Fire Department, there has been 1 workshop, and she believes there needs to be more information provided before she would decide if it should go to a referendum or a Town survey.

Commissioner Anna Butler spoke about needing the second workshop before she can make a decision on how to proceed.

Town Manager Elizabeth Mascaro said to have the Town Clerk set up a Special Meeting so the Commission can vote.

Commissioner Robert Baldwin spoke about wanting to schedule another Fire Department workshop. Asked about the meeting with the County, and details about the grant.

Town Manager Elizabeth Mascaro said she did not have more details about the grant, but they were working on getting the criteria.

Mayor Alison Dennington spoke about receiving information, some of which she was asked not to share, but she thinks some of it should be shared when the workshop happens.

Town Manager Elizabeth Mascaro spoke about the meeting with the County. They have an ad valorem and a non-ad valorem assessment. There is a possibility that the Town could join the County's health insurance. Said they spoke about how it would work if they took over, and how soon, and that they would want to keep the volunteers, the current equipment, and the new equipment. Each property would then fall into the County's fire assessments.

Steve Walters – 416 Sixth Ave – Spoke about how there are 4 new Commissioners that have not dealt with the Town Manager before, and asked them to give the Mayor the benefit of the doubt. The Fire Department asked for \$100,000, and now wants a paid department. Wants this to go to a referendum. -1:11:02

Frank LaGrassa – 412 First Ave – Spoke about agreeing with Steve Walters. If you go for the wellness program, make sure it is not abused. He never experienced emotional issues, nor did anyone he worked with.

Cynthia LaGrassa – 412 First Ave – The Town of Melbourne Beach is one tiny square mile, static in population. There are no major improvements, so why aren't taxes going down? The Town should be in maintenance mode, not expansion mode, and should not be compared to Indialantic or Indian Harbour. The asks today sound like a big city ask, not a tiny town ask.

Bruce Larson – 1507 Pine St – Spoke about how preventive mental health is really important to maintain the quality of life. Said for the big picture things, this is preliminary, but the numbers are already decided in the document. The document has stormwater down \$400,000, and the Fire Department increased \$400,000; this proposal has flat revenues and flat expenditures. Said this is a draft, the Town Manager needs to point out the things that still need to be worked on and the things they don't have the numbers on yet. Said he had a letter he was going to send to the Commission.

Mayor Alison Dennington asked the Town Manager when she comes back with the budget, if the big numbers will be included in there.

Town Manager Elizabeth Mascaro spoke about how the last meeting only went over the police and fire. Since there are 4 new Commissioners, only the General Fund was presented. Said she takes direction from the Commission.

Vice Mayor Dawn Barlow spoke about wanting the entire budget even if the numbers are just preliminary in order to see the holistic budget. Spoke about having the police salary that comes from Ocean Park, but have it show in the Police Department.

Mayor Alison Dennington spoke about getting the budget from every other municipality in the county, and ours is the least detailed.

Commissioner Robert Baldwin said the full budget as a draft would be helpful. - 1:34:58

Town Manager Elizabeth Mascaro asked how the Commission would like the Fire Department to be presented: with the grant, if the County took over, or if Indialantic took over.

Mayor Alison Dennington spoke about not including it in the budget at all and only proceeding with a referendum.

Commissioner Robert Baldwin spoke about having a summary and then also a schedule for each option for the Fire Department.

Vice Mayor Dawn Barlow spoke about the 3 options for the Fire Department as still being firmed up now, so present them as is today, and the 3 additional options.

Commissioner Tim Reed spoke about how the cost proposals for the Fire Department would be beneficial to have at the Fire Department workshop. Spoke about how the General Fund should include the disposal of assets for the fire truck when the new one comes in.

Mayor Alison Dennington said she was told that it would be around \$75,000-80,000.

Commissioner Tim Reed verified the Legislative Fund health insurance increased significantly due to the new Deputy Clerk and a spouse.

Town Manager Elizabeth Mascaro spoke about how the Department of Elections provided her with the figure of \$8,634 for the upcoming elections. Estimating \$10,000 for the Charter Review amendments.

Mayor Alison Dennington asked for an update on the Charter Review figure from the Clerk.

Town Clerk Amber Brown said she cannot get more information because they said they will not provide an estimate, it is based on the number of pages. They were not able to tell her the cost per page.

Commissioner Tim Reed asked about the dues & subscriptions line for the Legislative Fund because the current budget is almost \$3,000, but the proposed budget is only \$855.

Mayor Alison Dennington requested the Town Manager provide an asterisk for some of these items, explaining what they are for.

Commissioner Robert Baldwin said there can be a danger in identifying every single thing. Requested that the Mayor be specific about her priority list.

Commissioner Tim Reed clarified that the Department 13 expenses include HR and Finance. Asked if it included the cost for the third-party employee workplace survey.

Town Manager Elizabeth Mascaro spoke about how the toxic workshop survey is on the task list, and she has received some quotes for around \$4,000-\$5,000.

Commissioner Tim Reed asked about the increase in legal counsel. - 1:57:00

Town Manager Elizabeth Mascaro said the increase is due to the projected increase in code enforcement cases and ongoing suits.

Mayor Alison Dennington spoke about having a code enforcement board and a magistrate.

Commissioner Robert Baldwin spoke about being on the code enforcement board, and it was a trainwreck because the members would not make a difficult decision against their neighbors. Says having an independent special magistrate would be the way to go.

Town Manager Elizabeth Mascaro spoke about how she reduced services for planning and zoning because over the last 3 years, what has been spent has been less than what they have budgeted. Sometimes they get zoning opinions and other things they do not need it.

Commissioner Tim Reed spoke about Department 19 and how there are 2 of the same line items 510.41.10, and asked about the increases.

Town Manager Elizabeth Mascaro spoke about how the line item is for communication services, but the difference is that one is for telephone and one is for computer. The increase is due to upgrading to the new Microsoft 365, and upgrading Huntress and Barracuda.

Commissioner Tim Reed verified that the communications budget increase happened this fiscal year and will continue in the next budget.

Mayor Alison Dennington asked the Town Manager to get back to the Commission about how much the communication budget was busted.

Commissioner Tim Reed asked about the healthy environment building line item.

Town Manager Elizabeth Mascaro spoke about how that is an ongoing line related to mold remediation.

Commissioner Tim Reed asked about the contingency line item and where that number came from. Does it need to be more or less?

Town Manager Elizabeth Mascaro spoke about how that line item is not always used, but when unexpected items come up, that is where it comes from. That is the same number as the previous years.

Mayor Alison Dennington asked who receives the 12 licenses for Adobe and why spend \$5,000 on that.

Town Manager Elizabeth Mascaro said that in order to take documents from Word to PDF, you need to have a license from Adobe. Said she can find out who holds the 12 licenses.

Town Clerk Amber Brown said there are other uses; she uses Adobe for e-signatures.

Vice Mayor Dawn Barlow asked if there is a way to see what was used from contingency for the past 4 years.

Commissioner Tim Reed mentioned that where it said pave and mill one mile of road, there is \$52,000 set aside for this, and asked where that is in the budget.

Town Manager Elizabeth Mascaro spoke about how a previous Commission came up with that number, and it goes into long-term capital because doing 1 mill of road is not cost-effective. They would wait until they had enough to pave 5 miles of road.

Commissioner Tim Reed asked if there is a record of paving for all of the roads.

Town Manager Elizabeth Mascaro said there is a record, and BSE has done it before.

Commissioner Tim Reed verified that there are about 20 miles of road, and if the Town budgets for 1 mile of road per year, then it takes 20 years. Wants to know what the plan is, if the Town is accurately assessing, recording, and planning to do this. Questioned if the Town is adequately putting money away to repave the roads.

Town Manager Elizabeth Mascaro spoke about how she will provide the document for the road repaving schedule, what they have paved in the past, and where that money came from.

Commissioner Tim Reed asked about the stipend for the Fire Department and the idea of increasing the stipend to get more volunteers. - 2:20:45

Commissioner Robert Baldwin spoke about how there is a limit to the amount you can pay, or it will no longer be deemed a volunteer Fire Department, and the Mayor asked if the Town Manager could get that number.

Commissioner Tim Reed spoke about Code Enforcement, confirmed the salary was the new person they hired at that rate. Asked about the fire inspector.

Town Manager Elizabeth Mascaro spoke about how the fire inspector has to be licensed.

Commissioner Tim Reed asked about the Groundskeeper Fund.

Town Manager Elizabeth Mascaro spoke about how that is for one employee and it is separate in order to track the costs better. Said the salary total cost is 59,917.

Vice Mayor Dawn Barlow verified that where it says To Date it should be Actual for FY25.

Commissioner Robert Baldwin asked why the licenses & fees went from \$1,000 to \$14,500 for Code Enforcement

Town Manager Elizabeth Mascaro said that is paying for the vacation rentals software.

Commissioner Tim Reed asked about parking revenue and about changing the fee.

Town Manager Elizabeth Mascaro spoke about how it is set at \$2.50, but there is complete flexibility to increase the fee; it can be changed for weekends, holidays, etc.

Mayor Alison Dennington asked if the Town Manager could get back to the Commission with an example that includes dollar figures if they increased it by number A and B. Suggested increasing it by a flat amount and then have a seasonal increase of spring/summer.

Vice Mayor Dawn Barlow spoke about how the parking would go from \$85,000 to \$102,000 if there was a \$0.50 increase. Said she wants to check to make sure they stay competitive with other coastal Towns. - 2:37:25

The Commission discussed getting the full budget and scheduling another budget workshop.

Town Manager Elizabeth Mascaro said they have until September to approve of the budget. Also said she does not usually start this early because she will not have actual numbers until after July, but these meetings are good to work out these ideas. Said she could get the full packet to the Commission by Friday.

The Commission agreed to the following meetings:

- June 2nd at 4:00 pm – Special Town Commission Meeting – Building RFQ
- June 2nd, immediately following – Special Town Commission Meeting – Town Manager Evaluation
- June 2nd, immediately following - Special Town Commission Meeting – Town Manager Position
- June 16th at 5:30 pm – Town Commission Workshop – Fire Department
- June 23rd at 5:00 pm – Town Commission Workshop – Budget

6. Adjournment

Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 6:35 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

June 2, 2025 – Immediately following the first meeting

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 5:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

4. Public Comments

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.

5. New Business

A. Performance evaluation of Town Manager - 1:55

Commissioner Anna Butler spoke about how she will provide her response to the Town Clerk because she does not feel it is appropriate to do it publicly. Asked the Town Manager if she could provide what her day-to-day workload looks like, if that has changed in the past few years, and what she foresees it looking like going forward. Believes this will help with an RFQ/RFP going forward.

Town Manager Elizabeth Mascaro spoke about her main function is to do what the Commission wants, and be the liaison between the Town Commission and staff. Meets with department heads and helps if there are any issues, deals with other agencies, and performs a lot of administrative work. Said she is a working Town Manager. The last couple of years have been a strain due to the number of records requests she has received, the number of lawsuits received, and managing the stress level of the staff. There are some days when all she has been able to do is counsel staff. If looking for a new Town Manager, they will have to find someone willing to work; this is not a job where you sit back and direct. They will also need to find someone willing to counsel the staff more than this job would typically call for.

Commissioner Robert Baldwin requested an additional 3 minutes for the Town Manager.

Vice Mayor Dawn Barlow spoke about strengths and areas of growth. Strengths include knowledge, ability to work with staff and other entities, and historical knowledge of the Town and budgets. Said the Town Manager could continue to focus on communication with the Commission and residents. Wants to have a collaborative effort between the Commission and the Town Manager on the Town's true priorities and would like to implement monthly and quarterly tracking.

Commissioner Robert Baldwin moved to give Vice Mayor Dawn Barlow an additional 2 minutes; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington spoke about how she gave a 24, which is the lowest you can give. Said the Town Manager actively misrepresents things, commits fraud, and lies. Spoke about how she evades public records requests and mentioned staff grievances against the Town Manager. Spoke about how she has pushed many people out. The Mayor said she filed 3 criminal complaints last week for destruction of property. The policy and procedures are not being followed. Spoke about how her reports for Commission meetings are horrible. - 13:00

Commissioner Tim Reed made a motion to add 2 minutes; Vice Mayor Dawn Barlow seconded; Motion carried 3-2 with Commissioner Robert Baldwin and Commissioner Anna Butler dissenting.

Commissioner Robert Baldwin spoke about how the Town Manager has done a great job trying to hold things together. He had 4 items: would like the Town Commission and Town Staff to build a 3-year strategic plan, have a system to prioritize all of the requests from the Commission, and have the Town Manager submit a weekly activity report to the Commission.

Vice Mayor Dawn Barlow made a motion that we afford another 2 minutes; Commissioner Anna Butler seconded; Motion carried 5-0.

Mayor Alison Dennington pointed out to Commissioner Robert Baldwin that he needs to stay on topic and not attack her.

Commissioner Robert Baldwin spoke about how the Town Manager should be the sole gatekeeper for all requests from the Town Commission.

Commissioner Tim Reed spoke about not publicly going over everything here, but his score is a 2.1. Doing an adequate job keeping the Town running, but there are areas for improvement that he would go over with the Town Manager face-to-face. - 23:52

***Steve Walters – 416 Sixth Ave** – Spoke about how trust is a big factor with the Town Manager. She has lied to him numerous times, and he does not trust her. Said she ghosts you if she doesn't like you. Has lost 30 employees.*

***Marc Lower – 206 Elm Ave** – Said he cannot believe there is a meeting to publicly do this. This should not be done in a meeting. Said there is no published criteria or set of metrics, how can you evaluate someone without that? Handed the Commission paperwork.*

***Sherri Quarrie – 701 Pine St** – Spoke about disagreeing with resident Steve Walters because she has the FDLE reports from the incident he spoke about. It is obvious who has a personal agenda here. She is in the top 5 of the applicants for a manager position at a neighboring municipality, so the applicants that she has outshined are going to be the ones applying for this position if you do not renew her contract. Spoke about the Town Manager's knowledge of the Town. Said she does not know any current employees who have an issue with the Town Manager. Asked the Commission to renew her contract.*

6. Adjournment

Commissioner Robert Baldwin moved to adjourn; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Meeting adjourned at 5:34 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

**June 2, 2025 – Immediately following the second meeting
COMMUNITY CENTER – 509 OCEAN AVENUE**

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 5:37 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Finance Manager Jennifer Kerr
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

4. Public Comments

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.

5. New Business

A. Discussion of Town Manager position - 1:30

Commissioner Tim Reed spoke about how at a prior meeting, he had an agenda item to start the process to open the position up. Initially, he thought about getting the process started by the end of the month. Said the Town Attorney had provided an outline for the 4 processes of an outline.

Town Attorney Ryan Knight spoke about the 4 options. The first option is to have staff handle the process. That can be very taxing on the staff. The second option is to pay an executive search firm to do it, which can be expensive, ranging from \$20,000-\$30,000. The third option is to work with FCCMA, these are volunteers who are familiar with the process and work with staff to do the search. The fourth option is a hybrid to have a firm work with the staff.

Town Clerk Amber Brown spoke about the Town used FCCMA for the Town Manager search in 2017.

Finance Manager Jennifer Kerr said in the past, the firm they worked with in a similar situation did everything, they put out the information and went through it all, gave the Town a list of candidates that were qualified/not qualified, and a list that they either recommended or did not recommend.

Town Attorney Ryan Knight said generally the companies work with the Town to see exactly what they are looking for when it comes to the position they are helping hire.

Mayor Alison Dennington spoke about other municipalities that have used firms to do it and have had a lot of applicants.

Town Attorney Ryan Knight spoke about how you would go out for RFP for a firm.

Mayor Alison Dennington spoke about not doing an RFQ, but getting 3 quotes to save time.

Town Attorney Ryan Knight spoke about how it would be best to do an RFP. Also said they could shorten the RFP to 20 days. - 10:30

Commissioner Anna Butler spoke about how she has used outside firms in the past that worked on a percentage of the position's salary.

Vice Mayor Dawn Barlow made a motion that we issue an RFQ with a 20 day response time to just try and shorten that window so that we can do an evaluation; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm Ave – Asked if the Commission was all in agreement to do this because it was not clear in the last meeting. Handed the Commission some paperwork. Said the Town Manager should not be doing all the administrative things she is currently doing, but she needs to manage and delegate better.

Vice Mayor Dawn Barlow said there was a general consensus that they would post the position and allow the existing Town Manager to be included in that search.

Kate Wilborn – 502 Second – Spoke about needing a Town Manager who will work collaboratively with the Commission. Spoke about poor management, not getting input from residents, got rid of really good staff members, and did not apply for grants. Said to the Commission that she knows it is hard to replace someone but to be brave.

Steve Walters – 416 Sixth Ave – Spoke about wanting a salary listed as part of the RFP. The Town Manager is up to \$151,000 salary which includes vehicle stipend and ICMA.

Motion carried 5-0.

Town Attorney Ryan Knight spoke about how he will do his best to work with staff and get the RFP written by Wednesday, Thursday at the latest. For the RFP, this is just for the outside company, so they will not be doing the job description or salary requirements, etc.

Mayor Alison Dennington said give or take, it will go out on the 5th, 20 days would be the 25th, so 26th would be the first day they would be able to review those.

Town Attorney Ryan Knight said when it is complete, he will send it to the Commission and let them know when it will be going out.

Town Clerk Amber Brown said she will post it when it is ready but it will take 2 more days to get in the newspaper.

6. Adjournment

Vice Mayor Dawn Barlow moved to adjourn; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Meeting adjourned at 6:01 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

June 17, 2025 at 6:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
 Vice Mayor Dawn Barlow
 Commissioner Robert Baldwin
 Commissioner Anna Butler
 Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
 Town Clerk Amber Brown

1. Call to Order

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

2. Roll Call

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
 Vice Mayor Dawn Barlow
 Commissioner Robert Baldwin
 Commissioner Anna Butler
 Commissioner Tim Reed

Staff Members Present

Town Manager Elizabeth Mascaro
 Fire Chief Gavin Brown
 Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments

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.

5. New Business

- A. Part 2 of the presentation from the Melbourne Beach Volunteer Fire Department pertaining to the need to adjust the Department's current staffing model – Fire Chief Gavin Brown

Fire Chief Gavin Brown started his presentation, which he said would cover rules, standards, and best practices, current response data, options for the future and costs associated, and potential funding sources. The big change causing this conversation is that the partnership with Indialantic has changed. They cancelled the automatic aid agreement with Melbourne Beach, and they were the safety net. Spoke about the difficulty of getting volunteers. The NFPA is the National Fire Protection Association, which is a nonprofit that develops and publishes standards associated with fire safety. NFPA 1710 is a standard developed for a paid department, and NFPA 1720 is the standard developed for a volunteer department. The main difference is how many people need to show up and how quickly. - 4:08

Fire Chief Gavin Brown said Melbourne Beach is considered a dense urban city, which means there are over 3,000 people per square mile. Spoke about the differences between a volunteer department, a combination department, and a paid department. Said they want to move from a volunteer fire department to a combination department. Explained the differences between basic life support (BLS) and advanced life support (ALS). Said they need a minimum of 16 firefighters to respond to an incident. The two-in two-out rule means there needs to be at least 4 members on scene before interior firefighting can start. An exception is if there is a rescue, then 2 firefighters can go interior to effect the rescue. Spoke about the NFPA 1710 requirements (what paid fire departments are following) and NFPA 1720 requirements (typically what volunteer departments are following). However, NFPA 1720 does not cover dense urban cities because usually those areas have paid departments. Our department follows 1710 because it is a little easier to meet the requirements. NFPA 1720 for a less populated area recommends 15 certified firefighters on scene in less than 9 minutes, which would not be possible all of the time for our department.

Fire Chief Gavin Brown showed a short video which showed how quickly a fire can grow, doubling in size every 30-60 seconds. Spoke about how synthetic materials in modern furniture make fires worse. Spoke about flashover, and how within 3 minutes everything in the room was on fire. - 20:45

Fire Chief Gavin Brown spoke about staffing as it exists today. Melbourne Beach fire department is 0 minutes from the closest home in town and 5 minutes from the farthest home in town. BCFR Station 64 is 2 minutes from the closest home in town and 7 minutes from the furthest home in town. Indialantic Station 57 is 4 minutes from the closest home in Town and 10 minutes from the furthest home in town. BCFR Station 63 is 7 minutes from the closest home in Town and 13 minutes from the furthest home in Town. And finally Station 65 is 13 from the closest home in Town and 20 minutes from the furthest home in Town. Spoke about response times for Melbourne Beach and gave some examples. Spoke about his duties as Fire Chief and how it is important he is able to lead the scene instead of being inside fighting the fire.

Commissioner Robert Baldwin asked about the timeline for the dispatch phone calls and how they can make it more efficient. - 39:20

Fire Chief Gavin Brown spoke about how it can take a long time for the call to come in when police decide fire is needed. They are currently dispatched by the Indian River County Police Dept., which costs \$6,000 per year, switching to the County would potentially be more efficient but would cost \$20,000 per year. Compliance with recommended alarm to arrival time is 21%, compliance with recommended dispatch to arrival time is 20%, the percentage of calls that did not have 2 certified firefighters on the initial apparatus was 7.3%, average time dispatch to arrival was 7.8 minutes, average time from alarm to arrival was 11.8 minutes.

Fire Chief Gavin Brown said option one is having Indian River County take over fire protection for a flat rate of \$800,000 annually. That would get one added firefighter on Indian River County's fire engine, and they would respond to Melbourne Beach. This would guarantee a response to all calls, and they have ALS. Things to consider is their response time would put addresses in Town out of NFPA 1710 compliance with the recommended response times, they have 3 firefighters so they would have to wait for 1 more to have the 2 in 2 out in order to go interior to fight fires, Melbourne Beach volunteers would go away, and this cost does not include commercial or vacation rental fire inspections. Said the Town would be giving away control and would never be able to get it back because we would no longer have the infrastructure to have our own department, and this would thin out the resources available in the local emergency response system. This would add workload to another department, but there would be one less department for local response, and it would not add an additional fire engine to the response.

Fire Chief Gavin Brown said another option would be to go with Brevard County Fire Rescue. They would add 2 tax assessments to everyone's tax bill, one below the line and one above the line, which would total around 1.1 million dollars. This would not add any firefighters or any fire engines. They would provide a guaranteed response, and they would provide an ALS unit. This would include commercial and vacation rental fire inspections. Things to consider: Some properties would have a response time that would fall out of compliance with NFPA, but some properties would not. Melbourne Beach volunteers would have the option of staying at a reduced capacity under the County's supervision, this would give away control, and thin out the resources available in the local emergency response system. - 51:24

Commissioner Robert Baldwin confirmed this would not mean the County adds firefighters or anything; this would just be Melbourne Beach paying them for what they already have.

Fire Chief Gavin Brown spoke about Melbourne Beach's proposal, which has an estimated cost of just under one million. This would provide 2 paid firefighters per shift to Melbourne Beach's dedicated fire engine. There would be a total of 7 paid staff members (6 new) and 1 Fire Chief (which they already have). There would be 30 volunteers. This would guarantee a response in Town. BCFR and IFD would be willing to return to an automatic aid, and the majority of homes in Town would be within the NFPA compliance response time. The volunteers would stay with a reduced burden, so they would continue the Town events and community outreach. This would have the fastest response, this would ensure a qualified and competent supervisor is available 24/7 to manage incidents, and this would eventually reduce the cost of commercial and vacation rental fire inspections. This provides 2 additional Town staff members (the firefighters) 24/7 to assist other Town departments as needed. A major benefit is that the Town would retain control of the service for the future, and this will enhance the resources available for the local emergency response system. Some

considerations are that this would start off with a BLS level for medical response. Said the requirements for ASL would be in the equipment and certification training, and it would be a higher cost. The department would be held to the NFPA 1710 level standards, which is a shorter response time but requires fewer firefighters on scene. Said the initial response would be 2 firefighters. This would add an engine to the local emergency services, and if we need additional personnel, we could pull from the volunteers or automatic aids with Brevard County or Indialantic.

Commissioner Tim Reed asked about the staffing schedule. - 1:10:45

Fire Chief Gavin Brown spoke about looking into what would be the most beneficial and attractive to staff. There is a proposed bill where the standard goes from 24 hours on 48 hours off to 24 hours on 72 hours off. Since our department would not be running back-to-back calls, we would be able to get away with staffing the same as Satellite, which is 48 hours on and 96 hours off. With the 48/96 model, you would need 6 firefighters; with 24/72, you would need 8 firefighters.

Mayor Alison Dennington asked about the density and size of the Town.

Fire Chief Gavin Brown spoke about how the 1.4 square miles includes the land that is underwater, which does not get included in the density, so the Town is only .99 square miles.

Commissioner Robert Baldwin asked how many calls from midnight to 8 a.m. the fire department gets on average.

Fire Chief Gavin Brown said it really depends; if they took medical calls, they would go from 150 calls to 700 calls per year. Provided a printout of random properties in Town to compare the amount currently being paid for the fire department, and the cost for the three options presented, being Brevard County Fire Rescue, Indialantic Fire Department, and Melbourne Beach. Brevard County's is fixed; they just put fire assessments on the residents' tax bill. For Indialantic or Melbourne Beach, there are 4 options for funding. Option A is based on funding through a fire assessment based on property use and base square footage. Option B is based on funding through taxable property value. Option C is based on keeping the current funding allocated and adding an assessment to raise the additional amount to cover the cost. Option C assessment would be based on property use and square footage. Option D would be to keep the same funding from the general fund and add an assessment to raise the additional costs. The assessment for Option D would be based on the property value.

Commissioner Tim Reed asked if the square footage model includes accessory dwelling units. Also asked about the millage used to raise the difference in funding. - 1:24:40

Fire Chief Gavin Brown said it currently does not, but if the Commission goes with Melbourne Beach or Indialantic, it would be up to them to decide how to generate the funds and could be done 100 different ways. It could be through increasing the general fund, so there would not be a fire assessment, or they could do an above-the-line and or below-the-line fire assessment on each tax bill. Said if they keep the current funding, they would raise the difference and use 0.558 mill for Indialantic, 0.902 mill for Melbourne Beach.

Fire Chief Gavin Brown said the provided spreadsheet includes some properties with the highest value and also some of the lowest, which have had a homestead exemption for many years. The added cost for the residents ranged from \$9-\$287 per year. The fire department is like an insurance policy. You pay for car insurance, but don't use it often, but when you do, you want it there. Provided statistics on the demographics between Melbourne Beach and Indialantic. Melbourne Beach is slightly larger in land mass, housing units, population, and median age. However, Indialantic's operating budget is \$9.4 million, whereas Melbourne Beach has an operating budget of \$4.5 million.

Mayor Alison Dennington pointed out that the difference in budget could be because they have a higher number of commercial buildings.

Fire Chief Gavin Brown said Indialantic pays 21% of its budget towards fire protection, whereas Melbourne Beach allocates 8.77% towards fire control. Spoke about the Safer Grant, which is a Federal grant through FEMA for staffing to provide adequate protection with 24-hour staffing. The Department is actively working on applying for the Grant. However, the grant is not provided at the same rate as previous years. Now it is 75% for the first and second year, and then 35% for the third year. The cost share if the Town were awarded the grant, the Town would have to provide 25% for the first and second year, 65% the third year, and 100% for every year thereafter. It would cover the cost for the usual base salary (standard benefits package, etc). The deadline to apply is July 3, 2025, and they plan to start announcing awards starting August 18th and continue to award them until September 30th or until they run out of funds. The overall objective for the Safer Grant is to help get departments closer to meeting the NFPA 1710 recommendations.

Commissioner Tim Reed confirmed that the taxing scheme would have to be done prior to any announcement from the grant.

Commissioner Robert Baldwin confirmed that if awarded, the grant is for 3 years, but it is paid out over time, so it would still be dependent on the Federal Government appropriating the funds to the grant each year. - 1:46:00

Fire Chief Gavin Brown spoke about whether you go with Indialantic or Brevard County, you would be doubling their response area, but not adding any fire trucks. In his opinion, any calls with red being not in compliance could be a near miss where something bad could have happened. The responsibility of public servants is 1 - manage public funding and taxes responsibility, 2 - provide adequate levels of service and protection to your taxpayers, and 3 - leave it better than you found it.

Vice Mayor Dawn Barlow asked if there were any modifications to the station that would be needed.

Fire Chief Gavin Brown spoke about how there would be minor modifications. The corporation recently put in a kitchen, but the bunk room would need to be divided in case there are female and male firefighters.

Vice Mayor Dawn Barlow asked what would happen to the fire truck that is on order if the fire department goes away.

Fire Chief Gavin Brown said the Commission would sell it.

Mayor Alison Dennington spoke about how the Fire Chief's main concern is safety, but thinks this should go to a referendum. Asked if they would be able to get this on a referendum.

Fire Chief Gavin Brown agreed with the Mayor, however, switching takes time, and the current staffing and output from the volunteers is not sustainable. The Commission is elected to make the hard decisions, and if it went to a referendum, no one wants to increase taxes. Said that as the Fire Chief, he is not comfortable with the position he is in moving forward without some sort of change to provide adequate protection for the residents.

Town Manager Elizabeth Mascaro spoke about how any changes to the taxes through a referendum would not take place until the following year.

Mayor Alison Dennington spoke about wanting to budget for it with the condition that it depends on the outcome of the referendum.

Commissioner Robert Baldwin asked how much the fire budget is for the current setup. Said take that amount (421) and suggested establishing a fire tax that pays that, stop taking it out of the general fund, and wait to see the results of the referendum, and then there is still money for fire.

Vice Mayor Dawn Barlow spoke about how it will need to be presented in the referendum because the question is yes or no. For example, do we want to pay for the Melbourne Beach Fire Department, yes or no? But if the answer is no, right now we are looking at options to consider paying Indialantic or Brevard County.

Mayor Alison Dennington said that the other options are not implicated unless and until Fire Chief Gavin Brown retired and took a group of people with him.

Town Manager Elizabeth Mascaro said the concern is that the shelf life for the volunteers is limited because they have volunteered for so many years.

Fire Chief Gavin Brown said he had some additional requested information about staffing and provided a spreadsheet. The age range of volunteers is 20 to 71 with 1/3 of the department of 60, if they are certified or not, how many years of service, if they live in Town or out of Town, if they have kids, etc. Said there are two tiers of volunteers based on those who live closer or further from Town. Had to expand the accepted distance to get more volunteers, now accepting those living 20 minutes from the station.

Dave Micka - 323 Fourth Ave – Said if you go to referendum, you can kiss the grant goodbye. Spoke about the way the grant works with having to hire people. Been a resident since 1977, raised his kids here, and served the Fire Department for many years. Has retired from the active side, but still helps on the admin side. Has done a lot for the Town for free. He was the Fire Chief and was not compensated, but times have changed, and we need a paid fire department. Fully in support of the move towards a paid Fire Department. - 2:12:38

Jeff Boos – Merritt Island – Been in the Fire Department for many years and runs the marine rescue unit. Used to live on Riverside Dr, but moved to South Merritt Island, so he is one of the 20-minute response people. The dept. was here 7 years ago, letting the Commission know the volunteer dept. is not sustainable, but with Indialantic canceling the aid agreement, that was a major change. The Commission will still have a decision to make even if people say no.

Sam Cox – 307 Third Ave – Spoke about being a resident who responds to fire calls. If we go with Indialantic or Brevard County, you might lose marine rescue services. There was a recent call where a resident's kid was on a paddle boat and stuck out in the river during a storm.

Bruce Pickett – 1501 Oak St - Spoke about being in 3 different volunteer fire departments. The most important part to him is the response time. With paid firefighters, we would be able to meet the standards. In 2009, his wife had a heart attack, and that Fire Department arrived quickly. In 2016, she had a stroke, and that Fire Department was close, and so was the hospital. Quick response time is the most important. The thing about money is you cannot put a value on your family; you can put a value on your home.

Paul Carlson – 400 Riverview Lane – Spoke about being on medical leave from the department due to his back being out. 2.5 years ago, his father had a stroke, and BCFR response time was not good. They refused to send an ambulance until he answered all of their questions. We need this department. It took about an hour to get his dad to the hospital, and he did not make it out of the hospital. If our department was paid and ran medical they would have been there within minutes. We need this now. This started 6-7 years ago and we cannot kick the can anymore. We have something that works, but it needs some help because it cannot depend only on the volunteers anymore. Believes in being part of the community, do not let this slip away.

Steve Walters – 416 Sixth Ave – Spoke about how the budget is already out there. It makes more sense to go ahead and apply for the grant. In regards to response time, hiring 6 more people, they would still have to travel. Reminded the Commission of the promises they made when they ran/were appointed.

Dan Maloney – 1403 Pine St – Spoke about being a resident, being a volunteer in the Fire Department, and being full-time with Brevard County Ocean Rescue. The cost of everything is going up, so the main thing is getting the best bang for the buck, which in his opinion would be a combination department. Keep the local department. One way or the other, we are all going to be paying more. Do we want to have control or outsource it and have less control?

Jan Pickett – 1501 Oak – Spoke about being a resident, a nurse practitioner, lieutenant colonel. If it goes out to referendum they will not understand the gravity of the decision. The Commission is elected to make the decisions.

Fire Chief Gavin Brown spoke about being an ISO class 3, but that does not significantly affect residential property insurance; it more significantly affects commercial. The bigger issue for insurance is wind and flood damage. - 2:39:35

Vice Mayor Dawn Barlow asked about hurricanes and hurricane response.

Fire Chief Gavin Brown spoke about how it would not exist if the Town went with Indian River or Brevard County. Being a small Town, we help each department out, so during hurricanes, we have volunteers come in for emergency response, and after the hurricane, the volunteers go out and help the Building Official to do damage assessments and help Public Works clear the roadways. Brevard County Fire Rescue has in the past pulled their resources from the beachside. The Fire Department has never left the Town for a hurricane. There is a plan in place to move vehicles mainland if need be, but a skeleton crew stays in Town.

Commissioner Robert Baldwin asked if the Town Attorney had an opinion on whether it had to go to a referendum.

Town Manager Elizabeth Mascaro said it would not need to go to a referendum.

Mayor Alison Dennington spoke about a provision in the Charter about no material changes and how that is in relation to the Police Department, not Fire.

Town Manager Elizabeth Mascaro spoke about how the decision is up to the Commission.

Mayor Alison Dennington spoke about how this is not in the budget right now and asked if they would have to budget the full amount.

Town Manager Elizabeth Mascaro spoke about the option of allocating the money from reserves, but if we get the grant, then that money would be reduced.

Commissioner Robert Baldwin asked what the deadline is for pulling something off the referendum.

Town Clerk Amber Brown said the Brevard County Supervisor of Elections has not provided a date for when to remove things from the ballot. August 18th is the deadline to provide language for things going on the ballot. Said if she had to guess, whenever the ballot is written, you cannot change it anymore.

Vice Mayor Dawn Barlow said Dave mentioned that if you go to a referendum, you would not qualify for the grant.

Mayor Alison Dennington said that is not true.

Commissioner Robert Baldwin spoke about how we could start the search prior to but not give an offer.

Mayor Alison Dennington asked how many of the current volunteers would be interested in doing the paid work.

Fire Chief Gavin Brown spoke about how there might be 1 or 2 people interested who already have the certifications, but they would have to have firefighter level 2 and EMT to qualify. Most of the volunteers are happy with their current jobs and make more money.

Mayor Alison Dennington said she keeps hearing there is no time for a referendum, feels rushed, and is uncomfortable with that.

Commissioner Tim Reed spoke about having a conversation with Indian Harbour Beach, and they are going for an intermediary step. Asked if an incremental step would give us the time to get things in motion. A big community outreach needs to be done. Indian Harbour Beach is looking at bringing on 2 paid firefighters and seeing how that goes.

Fire Chief Gavin Brown spoke about how his understanding of Indian Harbour's option is to have 2 paid firefighters only during business hours Monday through Friday. - 2:56:25

Commissioner Robert Baldwin asked if the Town got the grant, would anyone be opposed to hiring 6?

Vice Mayor Dawn Barlow and Commissioner Anna Butler spoke about not being opposed.

Vice Mayor Dawn Barlow said her biggest concern is the volunteer fire department going away, and if that happens, the default is Brevard County.

Commissioner Robert Baldwin said Indian Harbour would be better than Brevard County because at least they would hire an additional person where Brevard County would make no changes.

Commissioner Tim Reed spoke about if we got the grant he would be in favor of taking advantage of it, but maybe not the full 6 people.

Fire Chief Gavin Brown said they are working on the grant for the 6 firefighters. Said if they hired 2 people to cover business hours, that would only help for 8 hours a day, Monday through Friday, but it would not fix the situation they are currently in. Fix it right the first time, rather than kicking the can down the road, which would be a disservice to the residents. Agrees the residents should have input, but most do not want to sit through a 3-hour meeting to learn the intricacies of this. It is the role of the Commission to make the hard decisions and spend the time to educate themselves to best serve the residents. If every hard decision went out to a referendum, why have a Commission?

Mayor Alison Dennington spoke about an option for the SAFER grant is to recruit volunteers.

Fire Chief Gavin Brown spoke about the grant being for one or the other. You either apply for the paid staffing or for the recruitment of volunteers. Grants are a lot of work to apply for. The only possible option other than having paid people is if there are 30 young, able-bodied residents who live less than 3 minutes from the station who are willing to volunteer, become certified, and are able to leave work.

Mayor Alison Dennington pointed out that the grant had two options: apply for hiring or apply for money to help find volunteers.

Fire Chief Gavin Brown agreed that you can apply for recruitment and retention, or for hiring, but funding to find volunteers would not solve the problem. Said applying for the grant is a big undertaking, and it has to be worth it.

Town Manager Elizabeth Mascaro asked what the minimum training is. - 3:05:40

Fire Chief Gavin Brown spoke about how the bare minimum for fire 1 is 191 hours of butts in seats class work just for fires. That does not include marine rescue, vehicle accidents, or medical emergencies. Originally, the \$100,000 stipend was split to cover hiring a paid Fire Chief, the maintenance person, training because we had to send people out to be trained, and a stipend to all of the volunteers. Now the stipend is \$30,000-\$40,000 per year.

Mayor Alison Dennington asked if there were bills not yet signed that would affect the Fire Department.

Fire Chief Gavin Brown said the Florida Fire Chiefs Association tracks them. He has not checked recently, but watches for updates.

Commissioner Tim Reed spoke about wanting to get the packet, put it online, and do social media posts to get the information out there.

Commissioner Robert Baldwin suggested having an FAQ.

6. Adjournment

Commissioner Robert Baldwin moved to adjourn; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Meeting adjourned at 9:12 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist



Town of Melbourne Beach

Town Board Volunteer Application

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

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

Name: Jennifer Lervold Home Phone: _____

Home Address: 214 Elm Ave, Mel Beach

Mobile Phone: 631-525-3397 Email Address: Jenn.Lervold@icloud.com

Business Name: _____ Business Phone: _____

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

Data Engineer, USN Project Director, DoD
Data Engineer, Bluestone Analytics
Mgmt Program Analyst, USAF

Date of Birth: 11/7/86 (optional; to verify voter registration)

Are you a qualified elector of the town? ☒ YES ☐ NO

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

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

Do you hold a public office? ☐ YES ☒ NO

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

If yes, which board? _____

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

** no financial disclosure required

☐ Board of Adjustment

☐ History Center Board **

☒ Technology Advisory Board **

☐ Ryckman House Historical Preservation and Awareness Board **

☐ Planning and Zoning Board

☐ Parks Board **

☐ Police Pension Fund Board of Trustees

☐ Add Other _____

☐ Environmental Advisory Board **

Why do you think you are qualified to serve on this board? Background in data engineering, cyber security + certification, extensive PM experience in technology

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

Signature: Jennifer Lervold

Date: 6/29/25

Jennifer M. Lervold, PMP

214 Elm Avenue, Melbourne Beach, FL 32951 | 631-525-3397 | Jenn.Lervold@icloud.com

Objective

Experienced data engineer and program manager with TS/SCI clearance (full scope polygraph) seeking opportunities to utilize proven skills to improve organizations through the efficient use of data, statistics, and visualizations. Experience working with both structured and unstructured data to provide cohesive solutions to data needs and inquiries. Driven professional with excellent attention to detail, ability to manage multiple priorities, and extensive leadership experience.

Education & Training

- Graduate Certificate in Data Analytics | 2021 | Air Force Institute of Technology
- Master of Public Administration | 2010 | Norwich University
- Bachelor of Arts | 2008 | University at Albany
- Additional training courses completed through the National Cryptologic School, Udemy, and LinkedIn Learning, focusing on: Data Literacy, Data Visualizations, Machine Learning, Tableau, Power BI, and JavaScript

Certifications

- CompTIA Security + - 2025
- Elastic Certified Engineer – 2023
- AWS Certified Cloud Practitioner – 2022
- Certified DAWIA II Program Management – 2016
- National Security Agency's Emerging Leaders Program – 2015
- Certified Program Management Professional (PMP) – 2013

Experience

DATA ENGINEER - MANPOWER, ANALYTICS & HUMAN RESOURCES (MAHRS)| DEPARTMENT OF THE NAVY| 7/2024-PRESENT

Full Time, 40 hours per week, GS-13, Civilian Position (GS-2210-13)

- Data engineer working in data acquisition and integration branch, under the total force human resources business intelligence division. Manage data acquisitions projects related to human resources and human capital data for the Department of the Navy secretariat office.
- Support Department of Defense advanced analytic data warehouse, ADVANA. Manage the extract, transform, and load (ETL) pipelines from data sources into the ADVANA Jupiter enclave. Draft all necessary data governance paperwork, determine appropriate data delivery methods, develop data architecture diagrams, map data objects from source system to tables in Jupiter, and ensure quality of all data that is in the platform.
- Utilize Databricks to transform data as required to meet project requirements. Use pyspark sql to process post-ingest data transformations in Jupiter. Analyze enterprise data sources to identify systems and tables with requisite data to fulfill MAHRS requirements, supporting data analytics, visualizations and Qlik dashboards.
- Data lead for the migration of a new enterprise learning management system to be powered to & from the Jupiter platform. Planning bi-directional data pipelines, sources, transformations, and defining the products and tables for both the LMS and Jupiter. Ensuring the use of authoritative data sources to power

data to the platform. Additionally, developing python script to provide quality assurance of data provided back from the LMS for training completions and new training objects prior to submission to personnel records.

- Served as branch representative to Defense Manpower Data Management (DMDC) as a subject matter expert (SME) on manpower and personnel data attributes and systems in support of automated tools that are in development planning phases.
- Managed team migration into using agile methodology and tools. Led weekly meetings to discuss team objectives, practices, and provided training on agile. The team developed business rules, templates, and formats that work for the branch. Instituted recurring sprint planning, stand-up, and retrospective meetings to support communication. Managed the team backlog. Used the advanced road-map feature to capture gaant style charts to improve efficiency and reduce the need for duplicative work in other project management tools.
- Scripted several automations to capture recurring work for team in Jira. Worked with story and epic owners to accurately capture all data and correctly set accurate dates for custom date time objects within the tool.
- Developed standard operating procedures for data acquisitions from concept through to data availability in the Jupiter platform. Wrote an onboarding guide for new personnel to the MAHRS organization to streamline processes and capture lessons learned.

DATA ENGINEER| BLUESTONE ANALYTICS & CACI FEDERAL| 5/2022-7/2024

Full Time, 40 hours per week

- Data engineer responsible for ETL pipelines supporting DarkBlue, a leading dark web intelligence tool for exploitation and extraction of Open-Source Intelligence (OSINT).
- Plan and develop for extraction, scraping, storage, and update for all data across multiple large data sets. Design architecture supporting new data ingestion and modification of existing pipelines to provide optimizations. Program solutions in python, for extracting data at its source, cleaning and structuring data, and managing pipelines to present searchable data to end users.
- Employ skills in Elasticsearch for create, read, update, and delete (CRUD) operations. Clean data using ingest pipelines and update queries, to include the painless scripting language, ensuring data integrity. Perform quality assurance on searchable system data and update or delete data as necessary to maintain information for customers. Generate complex queries and searchable fields to return results to DarkBlue tool users.
- Create and maintain PostgreSQL databases used for multiple purposes in data pipelines. Utilize SQL for CRUD operations as necessary.
- Develop and manage code to populate data from various API endpoints supporting internal metrics, business development needs, and assessment of vulnerabilities found on different operating platforms. Synthesize, structure, and clean data to generate reports and populate databases as necessary.
- Provide documentation and architectural diagrams for both user and internal engineer's use. Document pipelines via Figma diagrams, update API documentation, write internal technical documentation in Confluence and work on user guides for data understanding.
- Develop and maintain cloud pipelines for processing infrastructure. Utilize myriad AWS services to include (but not limited to): EC2, ECS, Batch, Step Functions, Lambda, RDS, Dynamo DB, S3, IAM, SQS and SNS for processes related to processing/cleaning, storing, and publishing of data. Ensure security through use of IAM and security group management.
- Utilize GitHub for code management across multiple repositories. Repository manager for two repositories ensuring that all code reviews are complete, and code is thoroughly tested prior to merging into development and production branches. Utilize pre-commit hooks to provide ruffing, linting, and import sort support for code integrity. Provide comments and recommendations for improving code submitted to conform with standards.
- Manage work through Jira. Work off both kanban and sprint boards. Manage assigned tickets to communicate status of issues in real time for other team members and management.

- Completed proof-of-concept project to migrate data from excel spreadsheets with macros into a streamlined python pipeline, ultimately into OpenSearch for counter unmanned aircraft system (CUAS) missions. Developed dashboards to visualize data related to geographic locations, frequency, and other notable data points for intelligence support program. Reduced time needed for data processing and allowed for timely extraction of data rather than batch extraction through excel.

CHIEF, PLANS AND PROGRAM ANALYSIS - 543 ISRG| UNITED STATES AIR FORCE | 12/2017- 5/2022

Full Time, 40 Hours per week, GG-13, Civilian Position (GG-0343-13)

- Served as subject matter expert for manpower and personnel data related to 850+ billets. Built access database with custom VBA to assimilate data from three separate systems. Wrote custom SQL for querying required for various reports related to data mismatches between systems, missing data, and reporting. Automated reporting and saved hours of line-by-line comparisons of data. Ingested data into PowerBI to facilitate data visualizations and data analysis. Liaised with NSA in Texas (NSAT) manpower and HR on data disconnects from AF systems of record regarding placement of military and civilian service personnel as a force multiplier.
- Wrote a python script to generate a report based on the Air Force Total Force Personnel Center Fill spreadsheet. Provided automated analysis regarding the process for hiring actions to identify areas of improvement for recruitment and hiring actions. Additionally, reports provided the status of hiring actions for squadron commanders and NSAT leaders.
- Architected and built MS Access database to track all civilian information in the group including billets, personnel, awards, ratings, position descriptions, and supervision. Automated the generation of reports for commanders. Streamlined data previously stored in disparate systems and spreadsheets.
- Managed several group level programs supporting 1K+ personnel across 7 different sites. Programs included mission strategic planning initiatives (manpower, personnel, and finance), continuity of operations, physical space planning, and support agreements. Supported the integration of military and national intelligence programs.
- Developed several standardization processes and guides to support data integrity. Implemented new budget templates and wrote scripts to generate data visualizations for metrics of interest to Commanders. Wrote working aids for onboarding processes, human resources processes (civilian ratings and awards), and developed resource advisor training that were adopted wing wide.
- Chief of a team of service enlisted and civilians leading command programs for the group. Program oversight included all evaluations, awards & decorations, finance, resource management, civilian liaison activities, command language program management, reserve management, unit deployment management, and unit training programs; programs support 800+ Airmen across 7 geographic locations.

PROJECT DIRECTOR - HIGH PERFORMANCE COMPUTING | NATIONAL SECURITY AGENCY | 1/2015 - 12/2017

Full Time, 40 Hours per week, GG-11/12/13, Civilian Position (GG-0301-11/12/13)

- Served as a project director leading research and procurement efforts in high performance computing (HPC). Ensured cost, schedule, performance objectives and risk reduction activities were met, fulfilling agency mission. Responsible for all aspects of the successful development, production, and deployment of HPC systems. Managed project costs to the planned budget through project execution. Synchronized all development schedules for system deployments to multiple data center sites. Ensured proper support infrastructure work was completed. Coordinated all system and physical security mitigations for successful system deliveries.
- Provided expert project management necessary for the agency to sustain an exploitation advantage using HPC against a growing variety of techniques and targets. Deployed several one-of-a-kind systems, provided users with test beds for future technology procurements. Managed teams comprised of subject matter experts in various technical disciplines supporting HPC systems from concept through decommission. Captured and organized system level requirements and schedules. Corresponded with customers and vendors to ensure that procurements met users' mission needs.

- Appointed as team lead for a class of systems being deployed. Mentored fellow project directors and developed processes for on boarding and training new personnel in the division. Developed templates and provided training on MS Excel and Project for all new hires.
- Served as a portfolio manager, led the budget planning for the fiscal year defense program (FYDP). Integrated input from various sources, planned portfolio expenditures and required resources for future years. Aligned mission goals to portfolio profile, ensured that capability needs were met by the planned procurement schedule.
- Contracting Officer Representative (COR) responsible for 10+ technical task orders (TTOs) across multiple contracts with myriad vendors. Created and managed all pre-solicitation and request for proposal (RFP) documentation. Coordinated all efforts related to source selection and served as the source selection board chair. Documented all contractor performance assessments. Chaired design review meetings with vendors. Monitored and controlled all costs, schedule, and security concerns, assisting in mitigation of issues and communicating problems to the contracting officer. Led the review and acceptance of all data item deliverables (DIDs) on the contract data requirements list (CDRL), to include vendor invoices, status reports, project schedule (MS Project), and Finance Man-Hour Expenditure Reports (FMER). Managed the Contractor Personnel Roster List (CPRL) for all cleared vendor personnel on multiple contracts.

ACQUISITIONS & FINANCIAL ANALYST SETA | MFUSION | 8/2013 – 1/2015

Full Time, 40 Hours per week

- Contributed to an advanced technology investigation organization's program and acquisition decisions by addressing laboratory procurements including ordering requisite equipment to facilitate the stand-up of prototype experiments. Created and monitored supporting budgetary profiles, schedules, and outlay plans for successful implementation.
- Enhanced data tracking to support projects utilizing MS Excel by writing macros and using pivot tables to automate, track, and report information on contracts, personnel utilization, budgetary profiles, spend plans and action tasking. Analyzed finances to keep projects on budget in support of budgetary requisitions processed by the Financial Accounting and Tracking System (FACTS) database. Monitored the organization's achievement of agency and DOD financial goals.
- Prepared acquisitions documentation (e.g. MIPR, EAO) to aid with the award and maintenance of various contract efforts for technology development efforts that led to Tier 1 and II HPC programs. Coordinated and completed the annual Base of Estimate (BOE) for financial planning providing a clear characterization of financial needs to sustain technology investigation efforts, supporting DOD Planning Programming Budget and Execution (PPBE) framework. Responded to Congressional Budget Justification Book (CBJB) tasks, annotating alignment of execution to planned efforts.

ASSOCIATE PROGRAM MANAGER | TEXELTEK | 9/2012 – 8/2013

Full Time, 40 Hours per week

- Served as a program manager (PM) for multiple TTOs as well as Internal Research and Development (IRAD) efforts, comprised of 75+ staff members. Missions included security and cloud computing efforts, lead analytic development, widget development for national security interests, and hyper-spectral imagery analysis. Liaised with technical delivery teams in agile environment. Led scrum and managed projects using JIRA and Trello tools. Managed three subcontracts: responsible for subcontractor hours, rates, funding, and all necessary modifications across eight TTOs. Ensured that all delivery requirements were met technically and administratively. Conducted financial analysis, tracked budget targets and hours against a cost-plus award fee (CPAF) contract with a level of effort (LOE) component. Provided first insight into required contract realignments and modifications. Mitigated issues with minimal impact to the customer. Prepared all internal and customer deliverables (IMS, IPR, PMR, MSR, and FMER). Provided integral organization and support for PM team to increase program management award fee score by 30%.

RESOURCE ADVISOR - 314 TRS/22 IS | UNITED STATES AIR FORCE | 08/2008-09/2012

Full Time, 40 Hours per week, Civilian Position (GG-0301-07)

- Managed Planning, Programming, Budget, and Execution (PPBE) and unfunded requests (UFRs) for squadrons supporting 1,000+ active-duty military personnel. Controlled lines of accounting for government purchase cards, travel, training, and deployments. Tracked all data out of respective databases and developed automated data visualizations for Commander. Provided Commander oversight for 44 squadron programs as the Managers Internal Control Toolset (MICT) program manager. Identified and coined as a “key contributor” to squadrons Unit Compliance Inspection (UCI).

Awards and Recognition

- Deputy Assistance Secretary of the Navy Powerhouse Award, 2025
- Bluestone Analytics, Performance Bonus, 2023
- Bluestone Analytics Performance Bonus, 2022
- Quality Step Increase for Performance, FY21
- 543d ISR Group, Supervisory Category II, Civilian of the Quarter, January-March 2021
- DCIPS Special Act Award, April 2021
- 70th ISR Wing Commander’s Coin Recipient, March 2021
- Quality Step Increase for Performance, FY20
- 70th ISR Wing Command Chief Coin Recipient, January 2020
- 543d ISR Group, Supervisory Category II, Civilian of the Year 2019
- 70th ISR Wing, Supervisory Category II, Civilian of the Quarter, January-March 2019



JUL 1 '25 AM 10:58

Town of Melbourne Beach

Town Board Volunteer Application

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

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Name: GAIL GOWDY Home Phone: 321-522-9471

Home Address: 215 ASH AVE

Mobile Phone: 321-522-9471 Email Address: GGOWDY@GMAIL.COM

Business Name: _____ Business Phone: _____

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

RETIRED MANAGER VERIZON - STRATEGIC MARKETING SYSTEMS, DATA ANALYSIS
SERVED AS TOWN COMMISSIONER

Date of Birth: 4-26-1951 (optional; to verify voter registration)

Are you a qualified elector of the town? ☒ YES ☐ NO

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

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

Do you hold a public office? ☐ YES ☒ NO

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

If yes, which board? RYCKMAN HOUSE-HPAB

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

** no financial disclosure required

☐ Board of Adjustment

☐ History Center Board **

☒ Technology Advisory Board **

☐ Ryckman House Historical Preservation and Awareness Board **

☐ Planning and Zoning Board

☐ Parks Board **

☐ Police Pension Fund Board of Trustees

☒ Add Other TECH ADV. BOARD

☐ Environmental Advisory Board **

Why do you think you are qualified to serve on this board? SYBASE/ORACLE SQL CLIENT SERVER

PROGRAMMER/DATABASE/POWERBUILDER/BEST PRACTICES VS BEST SOLUTIONS

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

Signature: Gail Gowdy

Date: 6/30/25

Town Commission Meeting

Section: Consent Agenda

Meeting Date: July 16, 2025

From: Town Clerk Amber Brown

RE: Meeting date scheduled for the second reading of Ordinance 2025-02 – Proposed Amendments to the Charter

Background Information:

The first reading of Ordinance 2025-02 – Proposed Amendments to the Charter was on July 1, 2025. Due to the 4th of July Holiday, there was insufficient time to advertise a second reading for the July Regular Town Commission Meeting.

This is just a notice to the residents that the second reading will be held during a Special Town Commission Meeting scheduled on July 22, 2025 at 6:00 pm.

Recommendation:

None

Attachments:

None

Town Commission Meeting

Section: Unfinished Business

Meeting Date: July 16, 2025

From: Ryan Knight, Town Attorney

Re: Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions

Background:

The update to the short-term rental ordinance removed owner-occupied rentals. The Commission discussed creating an ordinance for owner-occupied short-term rentals and life safety issues.

Recommendation:

Discuss language to include in an ordinance for owner-occupied short-term rentals and life safety issues

Attachments:

Town Commission Meeting

Section: Unfinished Business
Meeting Date: July 16, 2025
From: Town Attorney Ryan Knight
RE: Proposed amendments to the sign ordinance

Background Information:

The Commission requested the Town Attorney to review the current sign ordinance and provide proposed amendments.

Recommendation:

Attachments:

Town Commission Meeting

Section: Unfinished Business

Meeting Date: July 16, 2025

From: Town Attorney Ryan Knight

RE: Consideration of the proposals from the RFP for Town Manager Executive Search Services

Background Information:

The Town Commission approved doing an RFP for Town Manager Executive Search Services. The original closing date was extended to July 16, 2025.

Recommendation:

Review and consider the proposals from the RFP.

Attachments:

The proposals will be provided after the closing date and time.

Town Commission Meeting

Section: New Business

Meeting Date: July 16, 2025 Regular Town Commission Meeting

From: Commissioner Tim Reed

Re: Amend Town Policies & Procedures Regarding Grant Applications

Background Information:

According to the Town Attorney, no Town policy currently exists governing if and/or what approvals are needed before an application is submitted for grant funding on behalf of the Town.

Recommendation:

Have the Town Attorney draft an amendment or addition to the Town's Policies & Procedures regarding applications for grants. Below is recommended language for said policy:

All grants requiring any matching funds from the Town shall require approval by vote of the Town Commission before the application for the grant can be submitted.

Additionally, it is further recommended that any and all grant applications also be approved by a vote of the Town Commission before the application for the grant can be submitted.

Attachments:

N/A

Town Commission Meeting

Section: New Business

Meeting Date: July 16, 2025

From: Dawn Barlow

RE: 6th Ave Parking Enforcement – Ordinance Amendment

Background Information: On 7/2/25, I asked Chief Zander and/or Elizabeth Mascaro if MBPD was patrolling the 6th Ave Boat ramp to enforce the resident sticker only parking. Chief Zander responded with the following:

Currently there is no Code for the Police Department to enforce “Non-Residents” parking at that boat ramp. There would have to either be a state statute or an ordinance for the Police Department to enforce and in fact issue a citation. For instance, there is an ordinance that says you can’t park in a driveway blocking a sidewalk. If you did, you would be in violation of our ordinance and it dictates what the penalty is. Or there is an ordinance about parking in a “Paid” parking spot and your time runs out or you don’t pay, then there is a violation and it gives the enforcement penalties. But non-residents parking where only residents are allowed, is not currently in our code and would not be a violation until something is in the ordinance in reference to this.

Now, you can put signs there that say residents with stickers are only allowed to park to try to deter others from parking there, but there would be no actual enforcement from the Police Department until an ordinance is written and adopted.

Recommendation: Task the Town Attorney to review and propose language to allow for enforcement of non-resident sticker parking at 6th Ave boat ramp. Discuss if this a new ordinance or an amendment to an existing ordinance.

Attachments:

Town Commission Meeting

Section: New Business

Meeting Date: July RTCM

From: Robert Baldwin, Commissioner

RE: RFP for seawall quote

Background Information:

At the June RTCM, the commission discussed the possibility of adding a finger pier to the 6th Ave boat ramp to improve safety for those utilizing the ramp to launch and retrieve boats. In the meeting, it was mentioned that the seawall is also in disrepair, which is why the coquina rocks were added.

Recommendation:

While we have a resident, who is an engineer and owns a seawall & dock company offering to construct the dock, we should solicit quotes to repair the seawall first.

Attachments:

None.



Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners
From: Jennifer Kerr, Finance Manager
Date: July 8, 2025
Re: June Fiscal Year 2025

We are in the ninth month of our fiscal year 2025. The target expenditure rates for June are 75.00%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 78.57%. The Departmental expenditure rate breakdown is as follows:

Legislative:	70.44%
Executive:	68.08%
Finance:	77.79%
Legal:	70.41%
Planning:	14.38%
General Services:	85.72%
Law Enforcement:	76.79%
Fire:	71.47%
Code:	41.72 %
Public Works:	69.55%
Grounds Keeping:	53.98%

Capital Expenditure Rate:	70.08%	Budget: \$190,917.60	Actual Spent: \$133,796.16
Operating Expense Rate:	80.00%	Budget: \$4,144,032.77	Actual Spent: \$3,326,440.35
General Fund Rate:	78.57%	Budget: \$4,334,950.37	Actual Spent: \$3,406,096.41

Operating Account Balance as of 06/30/25: \$3,627,150.66
Reserve Account Balance as of 06/30/25: \$2,464,313.10
Florida Prime Account Balance as of 06/30/25: \$ 527,377.31

Discussion Items:

001-11-510.54.00 – Dues and Subscriptions is at 402.59% due to the U.S. Mayor Subscription. The cost of this is offset by the Mayor's salary.

001-41-530.46.31 – Maintenance Old Town Hall is at 388.46% due to the cost of monthly rodent and pest control.

125-24-520.046.20 – Vehicle Maintenance is at 475.92% due to the cost of four (4) new tires and brake pads for the Building Official's vehicle.



Town of Melbourne Beach Finance Department

172-75-575.46.40 – Grounds Maintenance is at 530.06% due to the new roof on the Rita Karpie pavilion, fence repairs, and fire pit maintenance at Ocean Park.

172-75-575.52.10 – Janitorial Supplies is at 293.52% due to an increase in the monthly cost of janitorial maintenance after January 1, 2025.

172-75-575.53.15 – Parking Lot Repairs is at 1,663.33% due to parking lot repairs needed at Ocean Park.

Line items that are over budgeted amounts and previously addressed are not discussed in this report.

The Town received Parking Revenue for June FY2025 in the amount of \$21,951.12.

Parking revenue for June FY2024 was \$19,824.05.

- A Fiscal Year (FY) parking revenue comparison is attached.

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

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 get obligated by FEMA will be added to the above amounts.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH

Balance As Of 06/30/2025

GL Number

Fund: 001 GENERAL FUND

Account Category: Revenues	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,830,233.00	2,830,233.00	0.00	(1,213.32)	100.04
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	136,000.00	136,000.00	0.00	57,658.83	57.60
001-00-314.10.00	UTILITY SERVICES TAX FPL	285,000.00	285,000.00	0.00	78,367.59	72.50
001-00-314.30.00	UTILITY SERVICES TAX WATER	60,000.00	60,000.00	0.00	18,171.90	69.71
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(589.23)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,000.00	7,000.00	0.00	1,246.45	82.19
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	1,000.00	0.00	12.05	98.80
001-00-314.40.30	UTILTIY GAS TAX FERRELL	3,000.00	3,000.00	0.00	(107.64)	103.59
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	300.00	300.00	0.00	(324.45)	208.15
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	44,116.45	69.57
001-00-316.00.00	OCCP. LIC	16,000.00	16,000.00	0.00	3,132.78	80.42
001-00-323.10.00	FRANCHISE FEES FPL	216,000.00	216,000.00	0.00	90,304.56	58.19
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	50,000.00	50,000.00	0.00	(10,472.29)	120.94
001-00-323.70.10	SOLID WASTE COMMERCIAL	16,000.00	16,000.00	0.00	(607.16)	103.79
001-00-329.20.00	BONFIRE PERMIT	900.00	900.00	0.00	(700.00)	177.78
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	2,000.00	2,000.00	0.00	(100.00)	105.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	13,000.00	13,000.00	0.00	11,150.00	14.23
001-00-331.12.00	FEMA	0.00	0.00	0.00	(43,500.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	106,000.00	106,000.00	0.00	32,320.10	69.51
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	44,000.00	44,000.00	0.00	38,217.62	13.14
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	230,000.00	230,000.00	0.00	96,498.21	58.04
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,650.00	1,650.00	0.00	(50.00)	103.03
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	2,500.00	2,500.00	0.00	(1,535.00)	161.40
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,500.00	5,500.00	0.00	(650.00)	111.82
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,550.00	4,550.00	0.00	(6,865.00)	250.88
001-00-349.00.29	LIEN SEARCH REQUEST	1,260.00	1,260.00	0.00	(1,590.00)	226.19

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	23,000.00	23,000.00	0.00	(21,260.32)	192.44
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	(10,798.30)	437.45
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	3,800.00	3,800.00	0.00	3,800.00	0.00
						90.98
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	52,500.00	52,500.00	0.00	52,500.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	72,000.00	72,000.00	0.00	0.00	100.00
001-21-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	5,000.00	5,000.00	0.00	(4,449.27)	188.99
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	500.00	0.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	24.00	88.00
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(7.00)	100.00
						59.94
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	2,190.00	51.33
001-22-364.20.00	DISPOSAL OF ASSETS - OTHER	100.00	100.00	0.00	100.00	0.00
001-22-369.55.10	SHARED TRAINING	300.00	300.00	0.00	300.00	0.00
						47.14
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Department: 41 PUBLIC WORKS						
001-41-364.10.00	DISPOSAL OF ASSETS - VEHICLES	100.00	100.00	0.00	100.00	0.00
						0.00
Overall Revenue Rate:						89.96
Account Category: Expenditures						
Department: 00						
001-00-581.00.00	TRANSFER OUT	638,918.92	638,918.92	0.00	0.00	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	4,485.12	72.31
001-11-500.12.00	REGULAR SALARIES	66,274.00	66,274.00	0.00	7,715.99	88.36
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	6,309.00	6,309.00	0.00	1,312.01	79.20
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	9,033.00	9,033.00	0.00	1,051.54	88.36
001-11-500.23.01	HEALTH INSURANCE	6,561.00	6,561.00	0.00	266.86	95.93
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(8.82)	112.60
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	99.00	99.00	0.00	35.81	63.83
001-11-510.31.00	PROFESSIONAL SERVICES	18,300.00	18,300.00	0.00	16,958.01	7.33
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	4,465.00	0.00	938.40	78.98
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	1,900.00	1,900.00	0.00	(13.23)	100.70
001-11-510.47.00	PRINTING	6,995.72	6,995.72	0.00	2,286.99	67.31
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	150.91	62.27
001-11-510.48.40	LEGAL NOTICES	5,000.00	5,000.00	0.00	3,005.69	39.89
001-11-510.49.50	ELECTION EXPENSE	2,000.00	2,000.00	0.00	1,742.47	12.88
001-11-510.54.00	DUES & SUBSCRIPTIONS	830.00	830.00	0.00	(2,511.51)	402.59
001-11-510.54.10	TRAINING & SCHOOLS	3,540.00	3,540.00	0.00	2,090.00	40.96
001-11-543.00.00	LICENSES & FEES	40,436.00	40,436.00	6,615.00	9,578.95	76.31
						70.44
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	159,118.00	159,118.00	0.00	52,781.97	66.83
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,173.00	12,173.00	0.00	3,330.99	72.64
001-12-500.22.01	RETIREMENT - ICMA	21,592.00	21,592.00	0.00	10,008.68	53.65
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	5,445.00	5,445.00	0.00	2,528.85	53.56
001-12-500.23.01	HEALTH INSURANCE	16,212.00	16,212.00	0.00	(3,367.40)	120.77
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	300.19	67.23
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	191.00	191.00	0.00	74.69	60.90
001-12-510.40.00	TRAVEL & MEETINGS	2,200.00	2,200.00	0.00	2,157.76	1.92
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	400.00	0.00
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	600.00	75.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,178.67	36.48

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	860.96	13.90
						68.08
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	119,630.00	119,630.00	0.00	34,696.16	71.00
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	9,152.00	9,152.00	0.00	2,844.68	68.92
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	16,306.00	16,306.00	0.00	4,671.12	71.35
001-13-500.23.01	HEALTH INSURANCE	25,604.00	25,604.00	0.00	176.34	99.31
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	23.40	82.79
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	63.63	58.95
001-13-510.32.00	AUDITING SERVICES	37,500.00	37,500.00	0.00	3,488.00	90.70
001-13-510.32.90	BANKING FEES	10,540.00	10,540.00	0.00	3,412.53	67.62
001-13-510.40.00	TRAVEL & MEETINGS	1,550.00	1,550.00	0.00	475.00	69.35
001-13-510.47.00	PRINTING	216.00	216.00	0.00	179.80	16.76
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	900.00	900.00	0.00	900.00	0.00
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						77.79
Department: 14 LEGAL COUNSE						
001-14-510.31.00	PROFESSIONAL SERVICES	106,000.00	106,000.00	0.00	27,965.85	73.62
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	19,200.00	19,200.00	0.00	9,080.50	52.71
						70.41
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	35,000.00	35,000.00	0.00	29,968.75	14.38
						14.38
Department: 16 HURRICANE EXI						
001-16-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(915.70)	100.00
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	(294.23)	100.00
001-16-520.52.20	TOOLS & HARDWARE	0.00	0.00	0.00	(90.00)	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	0.00	0.00	(4,744.52)	100.00
001-16-530.46.40	GROUPS MAINTENANCE	0.00	0.00	0.00	(2,319.85)	100.00
001-16-534.00.00	SOLID WASTE SERVICES	0.00	0.00	0.00	(43,500.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 19 GENERAL SERVICE						
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	0.00	100.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	717.50	81.70
001-19-510.31.11	SECURITY	411.00	411.00	0.00	411.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	15,500.00	15,500.00	0.00	2,009.00	87.04
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(196.00)	100.00
001-19-510.41.00	TELEPHONE	24,876.00	24,876.00	0.00	11,946.38	51.98
001-19-510.41.10	COMMUNICATION SERVICES	39,658.00	39,658.00	0.00	(1,128.41)	102.85
001-19-510.43.00	STREET LIGHTS	51,000.00	51,000.00	0.00	16,823.80	67.01
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	8,412.79	69.95
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	1,272.46	68.19
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	2,500.00	0.00	(1,414.44)	156.58
001-19-510.45.00	GENERAL LIABILITY INSURANCE	91,903.00	91,903.00	0.00	7,881.00	91.42
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	(431.00)	106.48
001-19-510.45.02	PROPERTY INSURANCE	124,200.00	124,200.00	0.00	(14,958.00)	112.04
001-19-510.45.03	AUTO INSURANCE	11,238.00	11,238.00	0.00	240.00	97.86
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	3,588.00	3,588.00	0.00	843.35	76.50
001-19-510.46.15	EQUIPMENT MAINTENANCE	20,000.00	20,000.00	0.00	19,264.63	3.68
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTENANCE	0.00	0.00	0.00	(3,420.00)	100.00
001-19-510.46.36	PEST CONTROL	3,720.00	3,720.00	0.00	930.00	75.00
001-19-510.49.98	CONTINGENCY	9,004.28	9,004.28	0.00	9,004.28	0.00
001-19-510.51.00	OFFICE SUPPLIES	3,500.00	3,500.00	0.00	(374.40)	110.70
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	575.71	61.62
001-19-510.52.10	JANITORIAL SUPPLIES	6,000.00	6,000.00	0.00	3,112.93	48.12
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	4.97	98.76
001-19-510.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	0.00	21,111.10	29.63
001-19-543.00.00	LICENSES & FEES	22,277.00	22,277.00	0.00	(803.51)	103.61
001-19-581.00.00	TRANSFER OUT	7,500.00	7,500.00	0.00	0.00	100.00
						85.72
Department: 21 LAW ENFORCEMENT						
001-21-500.12.00	REGULAR SALARIES	739,793.00	739,793.00	0.00	213,402.30	71.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.12.50	HOLIDAY PAY	29,634.00	29,634.00	0.00	(510.34)	101.72
001-21-500.14.00	SALARIES OVERTIME	5,000.00	5,000.00	0.00	(5,199.42)	203.99
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	11,693.36	63.83
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,150.00	7,150.00	0.00	970.71	86.42
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	1,142.86	80.95
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	62,723.00	62,723.00	0.00	18,376.99	70.70
001-21-500.22.02	POLICE PENSION	167,850.00	167,850.00	0.00	26,850.00	84.00
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,443.00	5,443.00	0.00	3,395.27	37.62
001-21-500.23.01	HEALTH INSURANCE	116,155.00	116,155.00	0.00	21,508.53	81.48
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	460.02	83.37
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	9,398.00	9,398.00	0.00	100.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	984.00	984.00	0.00	339.99	65.45
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	575.00	20.69
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(290.00)	101.49
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	707.05	41.08
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	377.87	80.03
001-21-520.41.10	COMMUNICATION SERVICES	6,972.00	6,972.00	0.00	(1,672.10)	123.98
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	172.02	13.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	2,869.23	74.52
001-21-520.46.16	RADAR CALIBRATION	550.00	550.00	0.00	149.50	72.82
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	4,604.66	72.91
001-21-520.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	(239.91)	129.99
001-21-520.48.50	CRIME PREVENTION	500.00	500.00	0.00	500.00	0.00
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(110.52)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	3,372.30	60.33
001-21-520.52.05	PROTECTIVE GEAR	13,531.00	13,531.00	0.00	6,555.58	51.55
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	4,997.62	75.01
001-21-520.52.70	MEDICAL	1,014.00	1,014.00	0.00	588.09	42.00
001-21-520.52.90	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	657.97	72.58
001-21-520.54.00	DUES & SUBSCRIPTIONS	695.00	695.00	0.00	10.00	98.56

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	2,900.00	2,900.00	0.00	370.00	87.24
001-21-520.64.01	Capital Outlay	30,121.00	30,121.00	0.00	0.00	100.00
001-21-543.00.00	LICENSES & FEES	45,580.00	45,580.00	0.00	643.30	98.59
						76.79
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	101,038.00	101,038.00	0.00	28,274.66	72.02
001-22-500.14.16	HURRICANE PAY	1,890.00	1,890.00	0.00	(311.65)	116.49
001-22-500.14.50	STIPEND PAYROLL	38,000.00	38,000.00	0.00	28,708.00	24.45
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,636.00	10,636.00	0.00	4,136.96	61.10
001-22-500.22.01	RETIREMENT - ICMA	9,753.00	9,753.00	0.00	2,537.27	73.98
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	4,019.00	4,019.00	0.00	1,654.01	58.85
001-22-500.23.01	HEALTH INSURANCE	36,795.00	36,795.00	0.00	18,208.75	50.51
001-22-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	34.66	74.51
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	161.00	161.00	0.00	85.26	47.04
001-22-520.31.00	PROFESSIONAL SERVICES	1,000.00	1,000.00	0.00	1,000.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	5,670.00	5,670.00	0.00	1,470.00	74.07
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	613.00	17.61
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,000.00	20.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	387.07	61.29
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	285.12	85.33
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	7,099.28	29.01
001-22-520.46.20	VEHICLE MAINTENANCE	28,000.00	28,000.00	0.00	10,956.59	60.87
001-22-520.46.30	BUILDING MAINTENANCE	2,000.00	2,000.00	0.00	339.00	83.05
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	268.73	55.21
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	2,983.87	40.32
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	1,238.36	69.04
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	1,726.25	46.05
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	635.21	36.48
001-22-520.52.20	TOOLS & HARDWARE	3,000.00	3,000.00	0.00	1,919.75	36.01

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	2,117.53	33.83
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	610.00	0.00	26.00	95.74
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	2,580.00	53.30
001-22-520.54.12	TRAINING MATERIALS	2,000.00	2,000.00	0.00	(286.81)	114.34
001-22-520.64.01	Capital Outlay	82,369.00	82,369.00	0.00	2,909.98	96.47
001-22-543.00.00	LICENSES & FEES	24,983.00	24,983.00	0.00	(781.04)	103.13
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						71.47

Department: 29 CODE ENFORCE

001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	23,066.85	41.63
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	1,530.05	49.39
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,363.00	5,363.00	0.00	3,018.19	43.72
001-29-500.23.01	HEALTH INSURANCE	9,777.36	9,777.36	0.00	4,888.68	50.00
001-29-500.23.02	LIFE INSURANCE	45.04	45.04	0.00	22.52	50.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	300.00	300.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	126.00	126.00	0.00	107.85	14.40
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	96.72	22.62
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	1,837.50	62.50
001-29-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(408.59)	100.00
001-29-520.51.10	POSTAGE	450.00	450.00	0.00	(253.26)	156.28
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-520.64.01	Capital Outlay	40,177.60	40,177.60	0.00	26,677.60	33.60
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	0.00	100.00
						41.72

Department: 41 PUBLIC WORKS	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.12.00	REGULAR SALARIES	230,932.00	230,932.00	0.00	64,353.30	72.13
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	770.38	48.64
001-41-500.14.16	HURRICANE PAY	0.00	0.00	0.00	(1,740.35)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	17,666.30	17,666.30	0.00	4,607.59	73.92
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	31,476.03	31,476.03	0.00	8,535.63	72.88
001-41-500.23.01	HEALTH INSURANCE	38,510.00	38,510.00	0.00	6,719.20	82.55
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	294.73	44.81
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	19,796.00	19,796.00	0.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	277.12	277.12	0.00	94.31	65.97
001-41-530.43.15	ELECTRICAL WORK	8,000.00	8,000.00	0.00	7,725.00	3.44
001-41-530.43.50	DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	1,005.78	32.95
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,987.81	0.24
001-41-530.46.20	VEHICLE MAINTENANCE	13,000.00	13,000.00	0.00	1,606.81	87.64
001-41-530.46.30	BUILDING MAINTENANCE	13,000.00	13,000.00	0.00	9,237.51	28.94
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	500.00	500.00	0.00	(1,442.28)	388.46
001-41-530.46.32	RYCKMAN HOUSE	300.00	300.00	0.00	291.02	2.99
001-41-530.46.33	OLD POST OFFICE REPAIRS	300.00	300.00	0.00	300.00	0.00
001-41-530.46.35	PIER MAINTENANCE	300.00	300.00	0.00	35.87	88.04
001-41-530.46.40	GROUNDS MAINTENANCE	6,500.00	6,500.00	0.00	2,795.29	57.00
001-41-530.46.43	TREE EXPENSE	2,709.00	2,709.00	0.00	2,709.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	1,493.96	20.32
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,000.00	0.00	(317.83)	131.78
001-41-530.52.20	TOOLS & HARDWARE	5,500.00	5,500.00	0.00	(71.59)	101.30
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	7,500.00	7,500.00	0.00	4,376.46	41.65
001-41-530.53.10	STREET REPAIR	9,000.00	9,000.00	0.00	8,779.21	2.45
001-41-530.53.20	STREET SIGNS	3,800.00	3,800.00	0.00	(1,913.13)	150.35
001-41-530.54.10	TRAINING & SCHOOLS	500.00	500.00	0.00	71.25	85.75
001-41-530.64.01	CAPITAL OUTLAY	4,000.00	4,000.00	0.00	4,000.00	0.00

Description		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
						69.55
Department: 42 GROUNDS KEEF						
001-42-530.34.91	LANDSCAPING	15,000.00	15,000.00	0.00	10,570.81	29.53
001-42-530.46.15	EQUIPMENT MAINTENANCE	3,700.00	3,700.00	0.00	1,777.19	51.97
001-42-530.46.40	GROUNDS MAINTENANCE	15,000.00	15,000.00	0.00	1,766.13	88.23
001-42-530.52.05	PROTECTIVE GEAR	200.00	200.00	0.00	54.23	72.89
001-42-530.52.20	TOOLS & HARDWARE	1,200.00	1,200.00	0.00	142.69	88.11
001-42-530.52.50	GAS & OIL	1,200.00	1,200.00	0.00	98.98	91.75
001-42-530.64.01	CAPITAL OUTLAY	4,250.00	4,250.00	0.00	4,250.00	0.00
						53.98
Overall Expenditure Rate:						78.57
Fund: 104 ENVIRONMENTAL ADV						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	12,841.27	12,841.27	0.00	12,841.27	0.00
104-00-381.00.00	TRANSFERS IN	3,000.00	3,000.00	0.00	0.00	100.00
						18.94
Account Category: Expenditures						
Department: 72 PARKS & RECRE						
104-72-570.46.40	GROUNDS MAINTENANCE	500.00	500.00	0.00	500.00	0.00
104-72-570.46.43	TREE EXPENSE	500.00	500.00	0.00	500.00	0.00
104-72-570.49.90	ADOPT AN AREA	500.00	500.00	0.00	477.03	4.59
104-72-570.51.00	OFFICE SUPPLIES	350.00	350.00	0.00	350.00	0.00
104-72-570.52.00	UNIFORMS	80.00	80.00	0.00	80.00	0.00
104-72-570.64.01	CAPITAL OUTLAY	1,200.00	1,200.00	0.00	1,200.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,500.00	0.00	114.50	92.37
104-72-570.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(653.10)	100.00
						44.53

Fund: 107 PARKS BOARD		ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
Department: 00						
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	6,500.00	6,500.00	0.00	1,130.00	82.62
107-00-381.00.00	TRANSFERS IN	2,304.64	2,304.64	0.00	0.00	100.00
						87.17
Account Category: Expenditures						
Department: 72 PARKS & RECRE						
107-72-570.48.60	EASTER EGG HUNT	430.00	430.00	0.00	(691.96)	260.92
107-72-570.48.90	RECREATION PROGRAMS	2,000.00	2,000.00	0.00	1,877.52	6.12
107-72-570.48.91	KID'S BUSINESS FAIR	6,000.00	6,000.00	0.00	1,927.34	67.88
						63.07
Fund: 125 BUILDING DEPT						
Account Category: Revenues						
Department: 24 PROTECTIVE INS						
125-24-322.00.00	BUILDING PERMITS	187,150.00	187,150.00	0.00	24,311.02	87.01
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	0.00	(300.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	5,000.00	5,000.00	0.00	5,000.00	0.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	7,020.00	7,020.00	0.00	4,827.50	31.23
125-24-322.20.00	BUILDING PLAN REVIEW	6,500.00	6,500.00	0.00	5,575.00	14.23
125-24-322.31.00	BOA ADVERTISING COSTS	450.00	450.00	0.00	(179.44)	139.88
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	11,500.00	11,500.00	0.00	(2,389.82)	120.78
125-24-329.00.10	BOA VARIANCE FEES	5,000.00	5,000.00	0.00	3,350.00	33.00
125-24-353.00.00	POLLUTION CONTROL	0.00	0.00	0.00	(500.00)	100.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	6,000.00	0.00	(11,809.57)	296.83
125-24-369.00.00	MISCELLANEOUS REVENUE	100.00	100.00	0.00	100.00	0.00
125-24-381.00.00	TRANSFERS IN	22,000.00	22,000.00	0.00	0.00	100.00
						88.84
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	165,324.00	165,324.00	0.00	36,081.33	78.18
125-24-500.14.00	SALARIES OVERTIME	500.00	500.00	0.00	(115.38)	123.08

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.14.16	HURRICANE PAY	0.00	0.00	0.00	(1,471.25)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,685.54	12,685.54	0.00	2,707.10	78.66
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,601.81	22,601.81	0.00	4,701.59	79.20
125-24-500.23.01	HEALTH INSURANCE	12,050.52	12,050.52	0.00	1,314.92	89.09
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	23.04	79.43
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	198.39	198.39	0.00	58.07	70.73
125-24-520.31.00	PROFESSIONAL SERVICES	27,167.92	27,167.92	0.00	27,167.92	0.00
125-24-520.40.00	TRAVEL & MEETINGS	0.00	0.00	0.00	(1,323.66)	100.00
125-24-520.41.10	COMMUNICATION SERVICES	390.00	390.00	0.00	(411.96)	205.63
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	(1,879.61)	475.92
125-24-520.51.00	OFFICE SUPPLIES	75.00	75.00	0.00	(43.73)	158.31
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	(4.04)	116.16
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	141.94	5.37
125-24-520.52.20	TOOLS & HARDWARE	100.00	100.00	0.00	100.00	0.00
125-24-520.52.50	GAS & OIL	350.00	350.00	0.00	(48.89)	113.97
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	0.00	1,415.00	5.67
125-24-543.00.00	LICENSES & FEES	3,824.00	3,824.00	0.00	223.00	94.17
						72.26

Fund: 172 OCEAN PARK PARKING

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	92,614.95	92,614.95	0.00	92,614.95	0.00
						0.00

Department: 75 TOWN PARKS

172-75-342.10.00	PARKING TICKET REVENUE	7,500.00	7,500.00	0.00	2,875.00	61.67
172-75-344.50.00	PARKING METER REVENUE	82,000.00	82,000.00	0.00	(6,148.81)	107.50
						103.66

Account Category: Expenditures

172-75-500.12.00	REGULAR SALARIES	50,000.00	50,000.00	0.00	24,230.73	51.54
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	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-500.12.50	HOLIDAY PAY	2,308.00	2,308.00	0.00	1,154.15	49.99
172-75-500.14.00	SALARIES OVERTIME	0.00	0.00	0.00	(288.47)	100.00
172-75-500.14.16	HURRICANE PAY	1,730.00	1,730.00	0.00	1,730.00	0.00
172-75-500.15.01	FIRST RESPONDER	600.00	600.00	0.00	275.00	54.17
172-75-500.21.00	FICA TAXES - EMPLOYER PORTION	3,825.00	3,825.00	0.00	1,732.29	54.71
172-75-500.23.01	HEALTH INSURANCE	7,164.00	7,164.00	0.00	7,164.00	0.00
172-75-500.23.02	LIFE INSURANCE	264.00	264.00	0.00	264.00	0.00
172-75-500.23.10	STATUTORY AD&D	106.00	106.00	0.00	106.00	0.00
172-75-500.24.00	WORKERS COMPENSATION	854.00	854.00	0.00	165.00	80.68
172-75-500.25.00	UNEMPLOYMENT COMPENSATION	67.00	67.00	0.00	38.67	42.28
172-75-575.31.02	LIFEGUARD CONTRACT	0.00	0.00	0.00	(18,617.00)	100.00
172-75-575.32.90	BANKING FEES	5,000.00	5,000.00	0.00	2,074.62	58.51
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	(210.00)	111.67
172-75-575.34.91	LANDSCAPING	800.00	800.00	0.00	800.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	4,300.00	4,300.00	0.00	(224.38)	105.22
172-75-575.43.10	ELECTRICITY	2,400.00	2,400.00	0.00	708.34	70.49
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	129.16	89.24
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	(1,430.07)	147.67
172-75-575.46.31	BUILDING MAINT RESTROOMS	950.00	950.00	0.00	619.28	34.81
172-75-575.46.40	GROUNDS MAINTENANCE	500.00	500.00	0.00	(2,150.30)	530.06
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	(677.32)	293.52
172-75-575.52.25	TOOL RENTAL	356.00	356.00	0.00	356.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	(4,690.00)	1,663.33
172-75-575.53.20	SIGNS	300.00	300.00	0.00	300.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	500.00	500.00	0.00	24.12	95.18
172-75-575.63.05	BOCCE BALL COURT	300.00	300.00	0.00	300.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	0.00	0.00	0.00	(10.00)	100.00
						84.94

Fund: 175 RYCKMAN CROSSOVER PARKING FUND

Account Category: Revenues

Department: 00	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-00-271.00.99	CARRY FORWARD	51,729.86	51,729.86	0.00	51,729.86	0.00
175-00-381.00.00	TRANSFERS IN	29,569.04	29,569.04	0.00	0.00	100.00
						36.37
Department: 75 TOWN PARKS						
175-75-342.10.00	PARKING TICKET REVENUE	7,000.00	7,000.00	0.00	3,025.00	56.79
175-75-344.50.00	PARKING METER REVENUE	80,000.00	80,000.00	0.00	32,743.23	59.07
175-75-344.50.10	PARK PASS REVENUE	2,900.00	2,900.00	0.00	(2,000.00)	168.97
175-75-347.41.00	FOUNDER'S DAY	8,000.00	8,000.00	0.00	1,537.50	80.78
175-75-347.50.00	FACILITY RENTALS	5,000.00	5,000.00	0.00	(4,460.00)	189.20
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(1,855.00)	100.00
						71.83
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	849.74	69.65
175-75-575.41.15	IPS COMMUNICATION FEE	2,400.00	2,400.00	0.00	(387.81)	116.16
175-75-575.43.15	ELECTRICAL WORK/PARTS	0.00	0.00	0.00	(361.58)	100.00
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(463.83)	100.00
175-75-575.47.00	PRINTING	1,500.00	1,500.00	0.00	397.86	73.48
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	307.92	96.15
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	296.35	78.05
175-75-575.48.51	FOURTH OF JULY	1,000.00	1,000.00	0.00	500.00	50.00
175-75-575.48.52	FALL FESTIVAL	4,000.00	4,000.00	0.00	2,053.24	48.67
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	(1,267.02)	128.16
175-75-575.49.98	CONTINGENCY	29,569.04	29,569.04	0.00	29,569.04	0.00
175-75-575.50.00	RECREATION PROGRAMS	9,350.00	9,350.00	0.00	3,700.00	60.43
175-75-575.63.01	TENNIS COURT	250.00	250.00	0.00	(145.88)	158.35
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.63.06	PLAYGROUND EQUIPMENT	5,000.00	5,000.00	0.00	4,979.06	0.42
175-75-575.73.00	CULTURAL SERVICES	500.00	500.00	0.00	500.00	0.00
175-75-581.00.00	TRANSFER OUT	44,500.00	44,500.00	0.00	40,000.00	10.11
						29.75

Fund: 351 LAND & ROAD IMPROV	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	44,181.27	44,181.27	0.00	44,181.27	0.00
351-00-381.00.00	TRANSFERS IN	40,000.00	40,000.00	0.00	40,000.00	0.00
						0.00
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	29,569.04	29,569.04	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.34.91	LANDSCAPING	3,000.00	3,000.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUNDS MAINTENANCE	2,500.00	2,500.00	0.00	2,500.00	0.00
351-41-570.53.20	STREET SIGNS	430.96	430.96	0.00	0.00	100.00
351-41-570.64.01	CAPITAL OUTLAY	17,500.00	17,500.00	0.00	17,500.00	0.00
						1.84

Parking Revenue FY Comparison

FY24	Oct-23	Nov-23	Dec-24	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL
Ocean	4,323.54	3,669.99	2,544.37	2,412.50	3,359.78	10,650.19	10,584.79	11,999.21	11,707.57	61,251.94
Ryckman	5,616.47	4,085.40	5,833.19	5,111.66	6,927.64	10,600.74	9,782.44	9,917.90	8,116.48	65,991.92
Total	9,940.01	7,755.39	8,377.56	7,524.16	10,287.42	21,250.93	20,367.23	21,917.11	19,824.05	127,243.86

FY25	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Ocean	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	16,475.07	85,261.76
Ryckman	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	5,476.05	45,493.82
Total	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	21,951.12	130,755.58



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25350
Date: 06-30-2025

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

Matter Number:240013 - Town of Melbourne Beach - General
Matter Name:General

Services

Date	Atty	Description	Quantity	Rate	Total
06-02-25	RGK	Draft RFP for executive search firm	2.20	200.00	\$440.00
06-02-25	RGK	Attend special meetings; meet with staff for RFP	2.90	200.00	\$580.00
06-02-25	PAB	Confer with RGK re procedures for meeting	0.10	225.00	\$22.50
06-04-25	RGK	Draft Memorandum of Understanding with Brevard County Re Old Town Hall	1.20	200.00	\$240.00
06-05-25	RGK	Prepare affidavits and finalize RFP for executive search firm	0.70	200.00	\$140.00
06-05-25	RGK	Review public records request and responsive documents for public records exemptions	0.30	200.00	\$60.00
06-05-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority	0.20	200.00	\$40.00
06-05-25	RGK	Email Correspondence: Email to Amber Brown FW: Thank you for submitting a report to the Civil Rights Division	0.10	200.00	\$20.00

06-06-25	RGK	Begin draft ordinance for Town signs	3.50	200.00	\$700.00
06-06-25	RGK	Email Correspondence: Email to Jennifer Kerr Re RFP - Executive Search	0.10	200.00	\$20.00
06-09-25	RGK	Review Nextdoor policies and record retention Re PRR for Nextdoor posts	0.60	200.00	\$120.00
06-09-25	RGK	Analyze and research Fla Stat 218.32 and case law Re annual financial report transmittal to state and required signatures	0.60	200.00	\$120.00
06-09-25	RGK	Email Correspondence: Review Pricing Schedules for Bowman, BSE, and Haley Ward; Emails with TM RE: Schedule of Fees for Engineering Firms	0.40	200.00	\$80.00
06-09-25	RGK	Review pricing terms from BSE, Bowman, and EDC; incorporate and finalize CCNAs with exhibits for execution by firms	1.20	200.00	\$240.00
06-09-25	PAB	Exchange emails with RGK re financial statement	0.20	225.00	\$45.00
06-10-25	RGK	Email Correspondence: Email to Katie Crowder RE: Town of Melbourne Beach Contract with Bowman	0.10	200.00	\$20.00
06-10-25	RGK	Email Correspondence: Email to Ana Saunders RE: Town of Melbourne Beach Contract	0.10	200.00	\$20.00
06-10-25	RGK	Email Correspondence: Email to David Bagget Re Town of Melbourne Beach CCNA Agreement with EDC	0.10	200.00	\$20.00
06-10-25	RGK	Email Correspondence: Emails with David Baggett RE: Town of Melbourne Beach CCNA Agreement with EDC	0.20	200.00	\$40.00
06-10-25	RGK	Review Town Charter and Code Re Annual Financial Report requirements and signatories	0.80	200.00	\$160.00
06-12-25	RGK	Phone conference with Jim Simmons Re Mayor PRR	0.30	200.00	\$60.00
06-12-25	AJH	Review and analyze correspondence, PRR requirements re: records request	0.40	225.00	\$90.00
06-13-25	RGK	Email Correspondence: Emails with Robert Bitgood RE: Public Records Request	0.20	200.00	\$40.00
06-13-25	RGK	Email Correspondence: Emails with Marivi Walker RE: Walker PR - Public Records Request	0.20	200.00	\$40.00
06-13-25	RGK	Email Correspondence: Email from Jim Simmons Re: Public Records Request	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Emails with Deputy Chief Smith RE: Public Records Request	0.20	200.00	\$40.00
06-13-25	RGK	Email Correspondence: Emails with Corey Runte and Amber Brown RE: Public Records Request	0.20	200.00	\$40.00

06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Anna Butler	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Robert Baldwin	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Jim Simmons	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Corey Runte	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Jason Judge	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Joyce Barton	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Sherri Quarrie	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Marivi Walker	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Melanie Griswold	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Tom Davis	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Deputy Chief Smith	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Robert Bitgood	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Elizabeth Mascaro	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Email from Amber Brown Re Public Records Request to Town Clerk	0.10	200.00	\$20.00
06-13-25	RGK	Email Correspondence: Emails with Marivi Walker RE: Walker PR - Public Records Request	0.20	200.00	\$40.00
06-16-25	RGK	Email Correspondence: Email from Deputy Chief Smith Re: Public Records Request	0.10	200.00	\$20.00
06-17-25	RGK	Review BSE proposed revisions to CCNA	0.20	200.00	\$40.00
06-17-25	RGK	Email Correspondence: Emails with Ana Saunders RE: BSE Town of Melbourne Beach Contract	0.20	200.00	\$40.00

06-17-25	RGK	Review agenda packet and attachments in preparation for 6/18 regular meeting	1.80	200.00	\$360.00
06-18-25	RGK	Email Correspondence: Email to Dave Micka Re STR Revisions	0.10	200.00	\$20.00
06-18-25	RGK	Review and revise STR Code provisions for life safety issues and requirements for exterior and interior sketches	0.30	200.00	\$60.00
06-18-25	RGK	Research dock permitting requirements by DEP and Fla. Stat. 403.813 for exceptions	0.60	200.00	\$120.00
06-18-25	RGK	Meet with staff and attend regular Commission meeting	7.50	200.00	\$1,500.00
06-18-25	RGK	Revise BSE CCNA to incorporate and revise proposed language by BSE	0.30	200.00	\$60.00
06-18-25	RGK	Email Correspondence: Email to Ana Saunders RE: BSE Town of Melbourne Beach Contract	0.10	200.00	\$20.00
06-20-25	RGK	Email Correspondence: Email from Zach Chalifour RE: Records request	0.10	200.00	\$20.00
06-20-25	RGK	Email Correspondence: Emails with TM RE: Historic Williams House – Early Renewal Agreement & COI Request	0.20	200.00	\$40.00
06-23-25	RGK	Email Correspondence: Emails with Ana Saunders RE: Town of Melbourne Beach Contract	0.20	200.00	\$40.00
06-27-25	RGK	Draft Charter Amendment Ordinance for first reading	3.50	200.00	\$700.00

Services Subtotal: \$6,817.50

Expenses

06-02-25	ER	RGK Travel Mileage, Melbourne Bch 5/21/25	1.00	116.20	\$116.20
06-11-25	ER	RGK Travel Mileage, Melbourne 6/2/25 MN 240013	1.00	116.20	\$116.20

Expenses Subtotal: \$232.40

Subtotal	\$7,049.90
Total	\$7,049.90
Payment	\$0.00
Balance Owing	\$7,049.90

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$7,049.90

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25370
Date: 06-30-2025

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

Matter Number:240209 - Town of Melbourne Beach - Elected Officials
Matter Name:Elected Officials

Services

Date	Atty	Description	Quantity	Rate	Total
06-02-25	RGK	Email Correspondence: Emails with Mayor Dennington Re Public Meetings and Threats	0.20	200.00	\$40.00
06-02-25	RGK	Email Correspondence: Email with Mayor Dennington RE: Public meeting and threats	0.20	200.00	\$40.00
06-02-25	RGK	Email Correspondence: Email from Mayor Dennington Re Update request on the 3 sworn criminal complaints	0.10	200.00	\$20.00
06-02-25	RGK	Email Correspondence: Email to Commissioners Re Town Manager Guide	0.40	200.00	\$80.00
06-02-25	RGK	Email Correspondence: Emails with Ryan Meehand and Mayor Dennington RE: Update request on the 3 sworn criminal complaints	0.20	200.00	\$40.00
06-02-25	RGK	Phone conferences with Commissioner Barlow Re special meeting	0.40	200.00	\$80.00
06-04-25	RGK	Review Mayor complaints; review Florida Commission on Ethics procedures and authority to investigate complaints; multiple phone conferences with TM Re same	2.10	200.00	\$420.00

06-05-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority	0.20	200.00	\$40.00
06-05-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority	0.20	200.00	\$40.00
06-05-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority	0.20	200.00	\$40.00
06-05-25	RGK	Research and review AGOs on public records exemptions; multiple phone conferences with TM on new complaints; phone conference with TM Re Department of Justice Complaint; research and review Florida Commission on Ethics Opinions in relation to numerous complaints made by Mayor Dennington	5.50	200.00	\$1,100.00
06-05-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority	0.20	200.00	\$40.00
06-06-25	RGK	Email Correspondence: Emails with Commissionr Reed and TM RE: Entrance screening	0.20	200.00	\$40.00
06-06-25	RGK	Email Correspondence: Emails with Commissioner Baldwin RE: 2025 censure resolution	0.10	200.00	\$20.00
06-07-25	RGK	Email Correspondence: Emails from Mayor Dennington FW: Agenda item - Sign Auction Discussion	0.10	200.00	\$20.00
06-09-25	RGK	Email Correspondence: Email to Commissioners Re RFP - Town Manager Executive Search Services	0.20	200.00	\$40.00
06-10-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Need advise Fw: Annual Financial Report	0.20	200.00	\$40.00
06-10-25	RGK	Review case report for street signs complaint	0.20	200.00	\$40.00
06-10-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Annual Financial Report	0.20	200.00	\$40.00
06-10-25	RGK	Email Correspondence: Email from Mayor Dennington Re: Annual Financial Report	0.40	200.00	\$80.00
06-10-25	RGK	Email Correspondence: Email from Mayor Dennington Re: Annual Financial Report	0.10	200.00	\$20.00
06-10-25	RGK	Email Correspondence: Email from Mayor Dennington Re: Annual Financial Report	0.10	200.00	\$20.00

06-10-25	RGK	Phone conference with Commissioner Barlow Re agenda items, STRs, RFP, and recent complaints	0.50	200.00	\$100.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Re Sunrise Properties and Consulting 2021 - thru 2024 Robert Bitgood, Sr.	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Emails with Mayor Dennington and Amber Brown RE: Public Records Request	0.30	200.00	\$60.00
06-11-25	RGK	Email Correspondence: Email to Mayor Dennington RE: Annual Financial Report and Certification	0.20	200.00	\$40.00
06-11-25	RGK	Review NextDoor policies Re account information and request for records; review and analyze case law Re social media posts and individual liability for records responsive to PRR	1.80	200.00	\$360.00
06-11-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Public Records Request	0.50	200.00	\$100.00
06-11-25	RGK	Email Correspondence: Email from Commissioner Barlow Re: JLAC	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Public Records Request	0.30	200.00	\$60.00
06-11-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Public Records Request	0.30	200.00	\$60.00
06-11-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Public Records Request	0.30	200.00	\$60.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Re Baldwin Public Records Request	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Fw: Public Records Request	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Fw: Public Records Request	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Fw: Public Records Request	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Fw: Public Records Request	0.10	200.00	\$20.00
06-11-25	RGK	Email Correspondence: Email from Mayor Dennington Re Jason Judge Public Record Records	0.10	200.00	\$20.00
06-12-25	CBS	Email Correspondence: RE: Public Records Request	0.10	225.00	\$22.50
06-12-25	CBS	Email Correspondence: FW: Public Records Request	0.10	225.00	\$22.50
06-12-25	RGK	Phone conference with Commissioner Baldwin Re Mayor PRR	0.30	200.00	\$60.00

06-12-25	RGK	Phone conference with Commissioner Butler Re Mayor PRR	0.30	200.00	\$60.00
06-12-25	RGK	Email Correspondence: Emails with Commissioner Butler RE: Request	0.20	200.00	\$40.00
06-12-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Public Records Request	0.30	200.00	\$60.00
06-12-25	PAB	Receive and analyze email from RGK re PRR for social media posts; confer with DAS re authorizations	0.10	225.00	\$22.50
06-13-25	RGK	Email Correspondence: Emails with Mayor Dennington Re: Public Records Request	0.20	200.00	\$40.00
06-13-25	RGK	Email Correspondence: Emails with Mayor Dennington and Amber Brown Re: Public Records Request	0.20	200.00	\$40.00
06-13-25	RGK	Phone conference with Commissioner Barlow Re fire referendum, agenda items, and CRC recommendations	0.50	200.00	\$100.00
06-13-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Baldwin discussing fdle over Facebook	0.20	200.00	\$40.00
06-17-25	RGK	Email Correspondence: Emails with Amber Brown and Corey Runte RE: Public Records Request	0.20	200.00	\$40.00
06-17-25	RGK	Email Correspondence: Emails with Amber Brown and Marivi Walker RE: Walker PR - Public Records Request	0.20	200.00	\$40.00
06-17-25	RGK	Phone conference with Commissioner Baldwin Re 6/18 agenda items	0.20	200.00	\$40.00
06-17-25	RGK	Phone conference with Commissioner Barlow Re 6/18 agenda items	0.30	200.00	\$60.00
06-18-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Ned posts - fyi	0.20	200.00	\$40.00
06-18-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: Ned posts - fyi	0.20	200.00	\$40.00
06-18-25	RGK	Email Correspondence: Emails from Mayor Dennington RE: Ned posts - fyi	0.20	200.00	\$40.00
06-18-25	RGK	Review and analyze case law re custodian of public records and legal responsibility for maintaining public records	0.80	200.00	\$160.00
06-18-25	RGK	Email Correspondence: Emails with Commissioner Barlow RE: Technology Board	0.20	200.00	\$40.00
06-23-25	RGK	Email Correspondence: Email from Mayor Dennington Fw: FD budget proposal - do NOT respond please	0.10	200.00	\$20.00
06-25-25	RGK	Phone conference with Commissioner Reed re Safer Grant	0.20	200.00	\$40.00

06-25-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: FD budget proposal - do NOT respond please	0.20	200.00	\$40.00
06-25-25	RGK	Email Correspondence: Emails with Commissioner Baldwin FW: FD budget proposal - do NOT respond please	0.20	200.00	\$40.00

Services Subtotal: \$4,487.50

Subtotal	\$4,487.50
Total	\$4,487.50
Payment	\$0.00
Balance Owing	\$4,487.50

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$4,487.50

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25371
Date: 06-30-2025

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
06-10-25	RGK	Multiple phone conferences with Jennifer Kerr Re Annual Financial Report	0.60	200.00	\$120.00
06-10-25	RGK	Email Correspondence: Email from Jennifer Kerr FW: FAQ's	0.10	200.00	\$20.00
06-23-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Audit Request to Mayor Dennington	0.10	200.00	\$20.00
06-23-25	RGK	Email Correspondence: Email from Jennifer Kerr Re Audit Report Trail Balance to Mayor Dennington	0.10	200.00	\$20.00

Services Subtotal: \$180.00

Subtotal	\$180.00
Total	\$180.00
Payment	\$0.00
Balance Owning	\$180.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$180.00

Tax ID #32-0242557

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SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25372
Date: 06-30-2025

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
06-06-25	RGK	Phone conference with Deputy Chief Smith Re complaints made by Mayor Dennington	0.40	200.00	\$80.00
06-10-25	RGK	Email Correspondence: Emails with Chief Zander RE: Agenda item - Sign Auction Discussion	0.10	200.00	\$20.00
06-11-25	RGK	Phone conference with Chief Zander Re active and closed complaints	0.30	200.00	\$60.00

Services Subtotal: \$160.00

Subtotal	\$160.00
Total	\$160.00
Payment	\$0.00
Balance Owning	\$160.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$160.00

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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ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25373
Date: 06-30-2025

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
06-04-25	RGK	Email Correspondence: Emails with Amber Brown RE: Public Records Request Question	0.20	200.00	\$40.00
06-04-25	RGK	Email Correspondence: Emails with Amber Brown RE: Griswold 2024 and 2025 police Departments Complaint and PRR outstanding - Fw: Town of Melbourne Beach - Public Records Request PRR-2024-27: Confirmation - Key Fobs and Town policy and Police Chief Griswald	0.20	200.00	\$40.00
06-05-25	RGK	Email Correspondence: Emails with Amber Brown RE: Public Records Request Question	0.30	200.00	\$60.00
06-06-25	RGK	Email Correspondence: Emails with Amber Brown RE: New JustFOIA Records Request PRR-2025-79	0.10	200.00	\$20.00
06-09-25	RGK	Email Correspondence: Emails with Amber Brown and Mayor Dennington RE: Public Records Request	0.30	200.00	\$60.00
06-12-25	RGK	Phone conference with Amber Brown Re Mayor PRRs	0.30	200.00	\$60.00
06-13-25	RGK	Phone conferences with Amber Brown Re Fla. Stat. 106.07; analyze Fla. Stat. 106.07 Re filing requirements	0.50	200.00	\$100.00
06-25-25	RGK	Email Correspondence: Emails with Amber Brown RE: Election Notice	0.20	200.00	\$40.00

06-26-25	RGK	Phone conference with Amber Brown Re fire referendum and CRC Ordinance	0.20	200.00	\$40.00
06-27-25	RGK	Email Correspondence: Emails with Amber Brown RE: Signed Document	0.10	200.00	\$20.00
06-27-25	RGK	Email Correspondence: Email to Amber Brown Re Charter Amendment Ordinance	0.10	200.00	\$20.00
06-27-25	RGK	Email Correspondence: Email from Amber Brown RE: FYI Distribution List	0.10	200.00	\$20.00
06-27-25	RGK	Email Correspondence: Email from Amber Brown RE: Public Records Request	0.10	200.00	\$20.00
06-27-25	RGK	Email Correspondence: Email from Amber Brown RE: FYI Distribution List	0.10	200.00	\$20.00
Services Subtotal: \$560.00					

Subtotal	\$560.00
Total	\$560.00
Payment	\$0.00
Balance Owing	\$560.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$560.00

Tax ID #32-0242557

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

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



SHEPARD, SMITH, HAND & BRACKINS, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25374
Date: 06-30-2025

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
06-03-25	RGK	Email Correspondence: Emails with TM RE: Contracts for Engineering Firms	0.20	200.00	\$40.00
06-03-25	RGK	Email Correspondence: Emails from TM RE: Roof permit for Melbourne Beach Town Hall Permit Application	0.10	200.00	\$20.00
06-03-25	RGK	Email Correspondence: Emails with TM RE: Griswold 2024 and 2025 police Departments Complaint and PRR outstanding - Fw: Town of Melbourne Beach - Public Records Request PRR-2024-27: Confirmation - Key Fobs and Town policy and Police Chief Griswold	0.20	200.00	\$40.00
06-04-25	RGK	Email Correspondence: Email to TM Re Mayor Complaint	0.60	200.00	\$120.00
06-04-25	RGK	Email Correspondence: Emails with TM and Chief Zander RE: Complaint	0.10	200.00	\$20.00
06-06-25	RGK	Phone conference with TM Re code enforcement and complaints against MBPD	0.30	200.00	\$60.00
06-06-25	RGK	Email Correspondence: Emails with TM RE: Code Enforcement and STR assistance	0.30	200.00	\$60.00
06-09-25	RGK	Email Correspondence: Emails with TM RE: Agenda item - Sign Auction Discussion	0.20	200.00	\$40.00

06-09-25	RGK	Email Correspondence: Email to TM RE: Schedule of Fees for Engineering Firms	0.10	200.00	\$20.00
06-10-25	RGK	Phone conference with TM Re CCNAs, Computer Experts, and Annual Financial Report	0.30	200.00	\$60.00
06-12-25	RGK	Phone conference with TM Re PRR from Mayor	0.40	200.00	\$80.00
06-23-25	RGK	Email Correspondence: Emails with TM RE: Professional Services Contract/Request for Qualifications	0.10	200.00	\$20.00
06-24-25	RGK	Email Correspondence: Emails with TM RE: Town of Melbourne Beach Contract	0.10	200.00	\$20.00
06-24-25	RGK	Phone conference with TM Re CCNAs, MOU with Brevard County, Fire Dept referendum, and outstanding RFPs	0.80	200.00	\$160.00
					Services Subtotal: \$760.00

Subtotal	\$760.00
Total	\$760.00
Payment	\$0.00
Balance Owing	\$760.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$760.00

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, P.A.
ATTORNEYS & COUNSELORS AT LAW

INVOICE

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

Invoice #: 25375
Date: 06-30-2025

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
06-10-25	RGK	Draft Notice of Objection to Proposed Order	0.50	200.00	\$100.00
06-10-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA019574XXCABC FUNOE VS MELBOURNE BEACH	0.20	200.00	\$40.00
06-13-25	RGK	Draft Initial Discovery Disclosures and Notice of Compliance	1.40	200.00	\$280.00
06-13-25	RGK	Email Correspondence: Email to Nathan Meloon RE Service of Court Document - Funoe, LLC v. Town of Melbourne Beach - Case No. 2025-CA-019874	0.10	200.00	\$20.00
06-13-25	RGK	Review Funoe's Amended Initial Disclosures	0.30	200.00	\$60.00
06-20-25	RGK	Email Correspondence: Review Notice of Compliance filed by Funoe	0.10	200.00	\$20.00
06-26-25	RGK	Draft Answer and Affirmative Defenses	1.50	200.00	\$300.00

Services Subtotal: \$820.00

Subtotal	\$820.00
Total	\$820.00
Payment	\$0.00
Balance Owing	\$820.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$820.00

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

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



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

JUNE 2025

- permits issued 74
- Construction value of the \$1,294,121.11 permits totaled \$22,292.03
- Total permit fees \$22,292.03
- Inspections completed 132
- Plans reviewed 74
- Site plan review for P&Z 0
- New home 0
- Stop work order 0

Permit List

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Permit	Type	Address	Applicant	Issued	Expired	Paid
PRB24-0039	Res Building	211 SECOND AVE	EDJ GROUP INC	06/10/202	12/08/202	\$799.50
PE25-0034	Electrical	312 SECOND AVE	PETERMAN, JOSEPH	06/30/202	12/27/202	\$109.99
PE25-0031	Electrical	506 SECOND AVE	HANEY, BRIAN	06/06/202	12/15/202	\$162.37
PPL25-0004	Pool	506 THIRD AVE	watershapes by Greg Ginstrom	06/10/202	12/08/202	\$941.98
PWS25-0064	window, Door, and Shutter Permit	201 FOURTH AVE A	Newsouth Window Solutions	06/24/202	12/21/202	\$292.77
PCB25-0009	Com Building	201 FIFTH AVE	Nobili Brothers Contractors, Inc.	06/09/202	12/17/202	\$973.75
PCB25-0012	Com Building	201 FIFTH AVE	CONSTRUCT IT INC	06/30/202	12/27/202	\$385.30
PWS25-0048	window, Door, and Shutter Permit	411 FIFTH AVE	IKON WINDOWS AND DOORS LLC	06/06/202	12/03/202	\$363.85
PRR25-0052	Reroof	218 SIXTH AVE	G&G ROOFING CONSTRUCTION INC CHEYANNE@CFLROOFING.COM	06/26/202	12/23/202	\$500.72
PP25-0012	Plumbing	222 SIXTH AVE	Hanner, Christopher	06/12/202	12/09/202	\$79.00
PE25-0033	Electrical	405 6TH AVE	HECK, JAMES	06/27/202	12/24/202	\$82.00
PWS25-0006	window, Door, and Shutter Permit	421 6TH AVE	Windward Building Company	06/24/202	12/21/202	\$79.00
PM25-0068	Mechanical	411 ANCHOR KY	James, Jason	06/27/202	12/24/202	\$609.52
PSH25-0007	Shed	417 ANCHOR KY	TRIPODI, THAD	06/10/202	12/24/202	\$184.70
PWS25-0056	window, Door, and Shutter Permit	206 ASH AVE	Precision Door Service of Brevard	06/11/202	12/08/202	\$157.92
PRB24-0034	Res Building	405 ATLANTIC ST	TVR CONSTRUCTION INC	06/03/202	11/30/202	\$2255.00
PM25-0054	Mechanical	501 ATLANTIC ST	WHITLOCK, GARY	06/12/202	12/17/202	\$202.97
PE25-0027	Electrical	505 ATLANTIC ST	Harry J Pingston	06/09/202	12/09/202	\$144.46
PM25-0063	Mechanical	1400 ATLANTIC ST A	Gregory L Vermett	06/06/202	12/03/202	\$213.78
PM25-0065	Mechanical	1503 ATLANTIC ST B	John T Arrigo	06/12/202	12/09/202	\$254.48
PM25-0058	Mechanical	1710 ATLANTIC ST 5C	Paul M Hoskins	06/09/202	12/13/202	\$169.48
PWS25-0054	window, Door, and Shutter Permit	1903 ATLANTIC ST	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	06/24/202	12/21/202	\$259.36
PWS25-0057	window, Door, and Shutter Permit	1905 ATLANTIC ST	Roll Tite Shutters East, Inc.	06/12/202	12/09/202	\$177.70
PWS25-0062	window, Door, and Shutter Permit	1905 ATLANTIC ST 314	Roll Tite Shutters East, Inc.	06/17/202	12/14/202	\$248.12
PM25-0056	Mechanical	1905 ATLANTIC ST 324	Charles Silva	06/12/202	12/09/202	\$361.83
PWS25-0049	window, Door, and Shutter Permit	2005 ATLANTIC ST 414	AFFORDABLE GLASS PROTECTION	06/06/202	12/03/202	\$259.84
PWS25-0053	window, Door, and Shutter Permit	2005 ATLANTIC ST 414	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	06/24/202	12/21/202	\$212.64
PM25-0066	Mechanical	2105 ATLANTIC ST 611	WHITLOCK, GARY	06/19/202	12/16/202	\$319.47
PM25-0067	Mechanical	2105 ATLANTIC ST 611	Gregory L Vermett	06/25/202	12/22/202	\$0.00
PWS25-0052	window, Door, and Shutter Permit	2105 ATLANTIC ST 613	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	06/24/202	12/21/202	\$168.63

Permit List

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Permit	Type	Address	Applicant	Issued	Expired	Paid
PSH25-0006	Shed	310 AVENUE A	Backyard Storage Solutions LLC	06/13/202	12/10/202	\$187.14
PRR25-0056	Reroof	310 AVENUE A	G&G ROOFING CONSTRUCTION INC CHEYANNE@CFLROOFING.COM	06/23/202	12/20/202	\$917.89
PF25-0022	Fence	317 AVENUE A	Carrie's Fence of Palm Bay	06/17/202	12/14/202	\$151.21
PM25-0061	Mechanical	520 AVENUE B	Kristin N Kelly	06/10/202	12/21/202	\$235.49
PM25-0059	Mechanical	215 BIRCH AVE	John T Arrigo	06/06/202	12/03/202	\$287.45
PWS25-0047	window, Door, and Shutter Permit	213 CHERRY DRIVE	ATLANTIC STORM PROTECTION	06/12/202	12/09/202	\$386.75
PWS25-0046	window, Door, and Shutter Permit	608 CITRUS CT	BREVARD SOFFIT & SIDING, INC DBA BSS EXTERIORS	06/06/202	12/13/202	\$87.85
PE25-0028	Electrical	402 CORAL AVE	GUALT, JAMES	06/05/202	12/02/202	\$135.81
PE25-0030	Electrical	402 DRIFTWOOD AVE	LINWOOD W CHERRY	06/17/202	12/14/202	\$112.00
PRB25-0015	Res Building	207 FLAMINGO LN	DMS CONTRACTORS LLC	06/12/202	12/09/202	\$94.00
PWS25-0044	window, Door, and Shutter Permit	401 HIBISCUS TRL	MITRA ASCENDANT CORP	06/12/202	12/13/202	\$79.00
PPR25-0003	Pool Resurface	705 HIBISCUS TRL	G AND J POOL REMODELING INC	06/19/202	12/16/202	\$397.19
PTR25-0008	Tree	400 MAGNOLIA AVE	BAILEY, PAUL	06/06/202	12/03/202	\$0.00
PPR25-0008	Pool Resurface	400 MAGNOLIA AVE	BREVARD POOLS, INC	06/24/202	12/21/202	\$184.70
PWS25-0066	window, Door, and Shutter Permit	412 MAGNOLIA AVE	Atlantic Garage Doors of So. Brevard Inc.	06/26/202	12/23/202	\$112.60
PRR25-0053	Reroof	610 MANGO DR	JPARKER ROOFING LLC	06/13/202	12/14/202	\$154.25
PRR25-0057	Reroof	2007 NEPTUNE DR	FLORIDA ROOF BROS LLC	06/19/202	12/16/202	\$589.36
PF25-0024	Fence	300 OAK ST	Carrie's Fence of Palm Bay	06/30/202	12/27/202	\$87.25
PM25-0053	Mechanical	307 OAK ST	WHITLOCK, GARY	06/12/202	12/17/202	\$249.08
PTR25-0007	Tree	1200 OAK ST	SEASCAPE ORNAMENTAL GARDENING	06/06/202	12/03/202	\$0.00
PCB25-0011	Com Building	1805 OAK ST	MH Williams Construction Group Inc	06/24/202	12/21/202	\$717.50
PCB25-0008	Com Building	419 OCEAN AVE	BEACHSIDE BUILDERS	06/18/202	12/15/202	\$379.25
PD25-0008	Demolition	308 ORANGE ST	MH Williams Construction Group Inc	06/06/202	12/03/202	\$154.25
PCB25-0010	Com Building	308 ORANGE ST	MH Williams Construction Group Inc	06/11/202	12/08/202	\$512.50
PP25-0010	Plumbing	1400 ORANGE ST	STEVENS, SCOTT KAREN STEVENS	06/23/202	12/20/202	\$79.00
PWS25-0050	window, Door, and Shutter Permit	1708 ORANGE ST	AFFORDABLE GLASS PROTECTION	06/06/202	12/03/202	\$149.99
PWS25-0060	window, Door, and Shutter Permit	1801 ORANGE ST	IKON WINDOWS AND DOORS LLC	06/27/202	12/24/202	\$189.56

Permit List

07/01/2025
12/05
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Permit	Type	Address	Applicant	Issued	Expired	Paid
PF25-0023	Fence	404 PELICAN KY	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	06/23/202	12/20/202	\$165.15
PM25-0060	Mechanical	1201 PINE ST	KENNETH WILDER	06/06/202	12/09/202	\$161.86
PMC25-0002	Miscellaneous	1508 PINE ST	BIG KAHUNA TIKI HUTS	06/25/202		\$0.00
PF25-0020	Fence	1508 PINE ST	AMERICAN FENCE	06/06/202	12/03/202	\$93.64
PTR25-0009	Tree	1509 PINE ST	LARSON, BRUCE M	06/13/202	12/10/202	\$0.00
PRR25-0050	Reroof	506 POINSETTIA RD	Florida Native Roofing Inc	06/11/202	12/15/202	\$399.75
PM24-0086	Mechanical	513 POINSETTIA RD	PROCELL, ANDREW	06/10/202	12/10/202	\$349.16
PRR25-0055	Reroof	408 RIVER VIEW LN	Hippo Roofing	06/19/202	12/16/202	\$419.74
PRR25-0051	Reroof	415 RIVER VIEW LN	Atlantiss One Roofing LLC	06/12/202	12/17/202	\$589.38
PCD25-0016	Paver, Concrete, & Deck	421 RIVER VIEW LN	OUTDOOR ENHANCEMENTS, LLC	06/20/202	12/17/202	\$512.50
PPR25-0007	Pool Resurface	2201 ROSEWOOD DR	LENNON'S LAGOON POOL & SPA INC.	06/12/202	12/09/202	\$420.25
PWS25-0058	window, Door, and Shutter Permit	604 SHANNON AVE	Brevard Window & Doors Inc	06/12/202	12/10/202	\$307.50
PRR25-0054	Reroof	539 SUNSET BLVD	SARPOOLAKI, NOSRAT A	06/13/202	12/24/202	\$389.50
PWS25-0059	window, Door, and Shutter Permit	405 SURF RD	VIP Home Improvement Specialists Inc	06/17/202	12/14/202	\$317.75
PWS25-0051	window, Door, and Shutter Permit	304 THIRD AVE	AFFORDABLE GLASS PROTECTION	06/06/202	12/03/202	\$377.40
PE25-0010	Electrical	307 THIRD AVE	COX, SAMUEL R	06/18/202	12/21/202	\$79.00
PF25-0021	Fence	319 THIRD AVE	ALL PRO HOME SOLUTIONS	06/12/202	12/09/202	\$108.25

Total Permits: 74
Total Paid: \$22292.03

Monthly Permit List

07/01/2021

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Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB25-0009	Nobili Brothers Contractors, Inc.	201 FIFTH AVE	\$973.75	\$75000.00
Work Description: Renovate kitchen, dining area, and porch. Two upstairs bathrooms				
PCB25-0012	CONSTRUCT IT INC	201 FIFTH AVE	\$385.30	\$17590.00
Work Description: column spall repair and restore balcony				
PCB25-0011	MH Williams Construction Group Inc	1805 OAK ST	\$717.50	\$50000.00
Work Description: Renovate the existing men's and women's restroom in the foyer area				
PCB25-0008	BEACHSIDE BUILDERS	419 OCEAN AVE	\$379.25	\$17000.00
Work Description: Interior remodel for bathroom, and flooring and tile *no structural*				
PCB25-0010	MH Williams Construction Group Inc	308 ORANGE ST	\$512.50	\$30000.00
Work Description: Minor renovation of the interior of the building. Add a few walls, new HVAC system, conver SGD to a 3' x 6' door, install a break are sink with counter				

Total Permits For Type:	5
Total Fees For Type:	\$2968.30
Total Const. Value For Type:	\$189590.00

Demolition

Permit #	Applicant	Address	Fee Total	Const. Value
PD25-0008	MH Williams Construction Group Inc	308 ORANGE ST	\$154.25	\$1500.00
Work Description: demolition - walls and flooring				

Total Permits For Type:	1
Total Fees For Type:	\$154.25
Total Const. Value For Type:	\$1500.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE25-0034	PETERMAN, JOSEPH	312 SECOND AVE	\$109.99	\$3533.00
Work Description: ONE WEATHER RESISTANT GFCI WITH BUBBLECOVER, REPLACE PANEL				
PE25-0031	HANEY, BRIAN	506 SECOND AVE	\$162.37	\$5266.71
Work Description: Replace existing 200amp[panel and grounding station, replace existing 200 amp 40/80 main breaker panel and 50KA surge protector				
PE25-0033	HECK, JAMES	405 6TH AVE	\$82.00	\$2600.00
Work Description: replace disconnect and install interlock				

PE25-0027	Harry J Pingston	505 ATLANTIC ST	\$144.46	\$4678.122
Work Description: Remove and replace corroded/damaged exterior main service equipment included new service ground per NEC ART 250 & Type 1 SSD'S				
PE25-0028	GUALT, JAMES	402 CORAL AVE	\$135.81	\$4393.69
Work Description: Install new 200A meter main and overhead service with new exterior panel and all branch circuit breakers with new				
PE25-0030	LINWOOD W CHERRY	402 DRIFTWOOD AVE	\$112.00	\$3600.00
Work Description: 200 amp service upgrade				
PE25-0010	COX, SAMUEL R	307 THIRD AVE	\$79.00	\$200.00
Work Description: Temporary power pole				

Total Permits For Type:	7
Total Fees For Type:	\$825.63
Total Const. Value For Type:	\$24271.65

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF25-0022	Carrie's Fence of Palm Bay	317 AVENUE A	\$151.21	\$4900.00
Work Description: 113' of 6' tall and 3' of 4' tall and 8' of 6' tall wood fence with (1) 3' wide walk gate and (1) 12' wide double drive gate				
PF25-0024	Carrie's Fence of Palm Bay	300 OAK ST	\$87.25	\$2775.00
Work Description: 50' of 6' tall wood "board on Board" fence with (1) 10' wide double drive gate and (1) 5' wide gate				
PF25-0023	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	404 PELICAN KY	\$165.15	\$5357.98
Work Description: INSTALL 22' OF 4' ALUMINUM FENCE W/2-5' GATES & 14' OF ' TREX FENCE				
PF25-0020	AMERICAN FENCE	1508 PINE ST	\$93.64	\$2988.00
Work Description: Supply and install 86' of black chain link fence with "sea wing at river. 40' of 4' tall and 46' of 6' tall				
PF25-0021	ALL PRO HOME SOLUTIONS	319 THIRD AVE	\$108.25	\$3475.00
Work Description: remove existing 102lf wood fencing on East Side preimeter and replace with 102lf stockade privacy fence on east side perimeter				

Total Permits For Type:	5
Total Fees For Type:	\$605.50
Total Const. Value For Type:	\$19495.98

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM25-0068	James, Jason	411 ANCHOR KY	\$609.52	\$39465.00
Work Description: install 3 complete systems (Trane/2 ton/seer2:22.00/EER2: 11.70/HSPF2: 10.00) Trane/3 ton /seer2: 20.00/EER2: 12.70/HSPF2: 10.50) (Trane/4 tone /seer2: 20.60/EER2: 12.00/HSPF2:10.0) condenser and air handler/like for like change out				

PM25-0054	WHITLOCK, GARY	501 ATLANTIC ST	\$202.97	\$6600.00
Work Description: Change out 3 ton 16 seer condenser only				
PM25-0063	Gregory L Vermett	1400 ATLANTIC ST A	\$213.78	\$6952.00
Work Description: Replace A/C system				
PM25-0065	John T Arrigo	1503 ATLANTIC ST B	\$254.48	\$8276.00
Work Description: HVAC exact change out (Emergency)				
PM25-0058	Paul M Hoskins	1710 ATLANTIC ST 5C	\$169.48	\$5500.00
Work Description: Air handler only change out like for like				
PM25-0056	Charles Silva	1905 ATLANTIC ST 324	\$361.83	\$15300.00
Work Description: Replace (2) HVAC Trane 2.5 ton 14.3 SEER straight cool electric heat systems				
PM25-0066	WHITLOCK, GARY	2105 ATLANTIC ST 611	\$319.47	\$11167.00
Work Description: change out ac with 4 ton carrier system				
PM25-0067	Gregory L Vermett	2105 ATLANTIC ST 611	\$0.00	\$9897.00
Work Description: replace a/c system				
PM25-0061	Kristin N Kelly	520 AVENUE B	\$235.49	\$7658.00
Work Description: Replace HVAC system exact size change out no duct work				
PM25-0059	John T Arrigo	215 BIRCH AVE	\$287.45	\$9348.00
Work Description: HVAC exact change out (EMERGENCY)				
PM25-0053	WHITLOCK, GARY	307 OAK ST	\$249.08	\$8100.00
Work Description: change out ac with 4 ton 16 seer carter condenser only				
PM25-0060	KENNETH WILDER	1201 PINE ST	\$161.86	\$5250.00
Work Description: exact a/c change out 2-ton 16 SEER 2 w/5 kw heatstrip Daikin				
PM24-0086	PROCELL, ANDREW	513 POINSETTIA RD	\$349.16	\$14064.27
Work Description: Exact HVAC changeout no duct work				

Total Permits For Type:	13
Total Fees For Type:	\$3414.57
Total Const. Value For Type:	\$147577.27

Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC25-0002	BIG KAHUNA TIKI HUTS	1508 PINE ST	\$0.00	\$0.01
Work Description: custom built auentic chickee hut with thatched roof of palm				

Total Permits For Type:	1
Total Fees For Type:	\$0.00
Total Const. Value For Type:	\$0.01

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD25-0016	OUTDOOR ENHANCEMENTS, LLC	421 RIVER VIEW LN	\$512.50	\$30000.00

Total Permits For Type: 1
Total Fees For Type: \$512.50
Total Const. Value For Type: \$30000.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP25-0012	Hanmer, Christopher	222 SIXTH AVE	\$79.00	\$2295.00
Work Description: 50 gallon electric water heater same for same changeout				
PP25-0010	STEVENS, SCOTT KAREN STEVENS	1400 ORANGE ST	\$79.00	\$1575.25
Work Description: repair cracked leaking clogged and desintergrated pipe with pvc				

Total Permits For Type: 2
Total Fees For Type: \$158.00
Total Const. Value For Type: \$3870.25

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL25-0004	Watershapes by Greg Ginstrom	506 THIRD AVE	\$941.98	\$71900.00
Work Description: INGROUND POOL SWINGING POOL				

Total Permits For Type: 1
Total Fees For Type: \$941.98
Total Const. Value For Type: \$71900.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0003	G AND J POOL REMODELING INC	705 HIBISCUS TRL	\$397.19	\$18750.00
Work Description: Resurface pool, replace waterline tile and install remodel pavers over existing pool deck				
PPR25-0008	BREVARD POOLS, INC	400 MAGNOLIA AVE	\$184.70	\$6000.00
Work Description: pool resurface				
PPR25-0007	LENNON'S LAGOON POOL & SPA INC.	2201 ROSEWOOD DR	\$420.25	\$21000.00
Work Description: RESURFACING EXISTING POOL AND NEW WATERLINE TILE				

Total Permits For Type: 3
Total Fees For Type: \$1002.14
Total Const. Value For Type: \$45750.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PPR25-0052	G&G ROOFING CONSTRUCTION INC	218 SIXTH AVE	\$500.72	\$28850.00

PRR25-0056	G&G ROOFING CONSTRUCTION INC CHEYANNE@CFLROOFING.COM	310 AVENUE A	\$917.89	\$69550.00
Work Description: Metal RR 22sq, P&S, flat rr 34sq				
PRR25-0053	JPARKER ROOFING LLC	610 MANGO DR	\$154.25	\$5000.00
Work Description: Garage re-roof				
PRR25-0057	FLORIDA ROOF BROS LLC	2007 NEPTUNE DR	\$589.36	\$37499.00
Work Description: Roof replacement - tile to metal				
PRR25-0050	Florida Native Roofing Inc	506 POINSETTIA RD	\$399.75	\$19000.00
Work Description: shingle reroof 37q 3/12				
PRR25-0055	Hippo Roofing	408 RIVER VIEW LN	\$419.74	\$20950.00
Work Description: Tear off old flat roofing materials only, install base and ISO Board to create pitch, cover with peel and stick, metal panels				
PRR25-0051	Atlantiss One Roofing LLC	415 RIVER VIEW LN	\$589.38	\$37500.00
Work Description: reroof				
PRR25-0054	SARPOOLAKI, NOSRAT A	539 SUNSET BLVD	\$389.50	\$18000.00
Work Description: Re-roof				

Total Permits For Type:	8
Total Fees For Type:	\$3960.59
Total Const. Value For Type:	\$236349.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB24-0039	EDJ GROUP INC	211 SECOND AVE	\$799.50	\$58000.00
Work Description: Demo of current concrete in open lanai area, pouring new concrete with footers, building CMU wall to match existing structure at approximately 8', stucco, joist, decking, shingles, ceiling fan, paint				
PRB24-0034	TVR CONSTRUCTION INC	405 ATLANTIC ST	\$2255.00	\$300000.00
Work Description: Bathrooms, laundry room and kitcehn remodel				
PRB25-0015	DMS CONTRACTORS LLC	207 FLAMINGO LN	\$94.00	\$3000.00
Work Description: Guest Bathroom-Remove and replace tub, new shower valve, durock, tile, wood studs, drywall as needed. Repair tile install baseboards, molding and accessories. Foyer area-replace 5 sheet of drywall, 30lf of baseboard and molding				

Total Permits For Type:	3
Total Fees For Type:	\$3148.50
Total Const. Value For Type:	\$361000.00

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH25-0007	TRIPODI, THAD	417 ANCHOR KY	\$184.70	\$6000.00

Work Description: Install concrete slab and shed

126

PSH25-0006 Backyard Storage 310 AVENUE A \$187.14 \$6080.00
Solutions LLC

Work Description: 16 x 10 wood shed built on property no plumbing, no electric

Total Permits For Type: 2
Total Fees For Type: \$371.84
Total Const. Value For Type: \$12080.00

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR25-0008	BAILEY, PAUL	400 MAGNOLIA AVE	\$0.00	\$0.01
Work Description: Remove diseased trees (fungus) four. Remove dangerous trees - three				
PTR25-0007	SEASCAPE ORNAMENTAL GARDENING	1200 OAK ST	\$0.00	\$0.01
Work Description: removal of sable palms and carrotwood trees in preparation for new sod and landscaping				
PTR25-0009	LARSON, BRUCE M	1509 PINE ST	\$0.00	\$0.01
Work Description: removal of 13 invasive trees				

Total Permits For Type: 3
Total Fees For Type: \$0.00
Total Const. Value For Type: \$0.03

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS25-0064	Newsouth Window Solutions	201 FOURTH AVE A	\$292.77	\$9521.00
Work Description: 8 windows 0 doors size for size				
PWS25-0048	IKON WINDOWS AND DOORS LLC	411 FIFTH AVE	\$363.85	\$15497.77
Work Description: Remove and replace windows and doors				
PWS25-0006	Windward Building Company	421 6TH AVE	\$79.00	\$2200.00
Work Description: remove and replace existing door with new impact door				
PWS25-0056	Precision Door Service of Brevard	206 ASH AVE	\$157.92	\$5120.50
Work Description: Replacing current garage door(s) with hurricane and impact rated garage door(s) 16x7 clopay BD2EU W8 DP46T				
PWS25-0054	FOUR SEASONS IMPACT WINDOWS AND DOORS LLC	1903 ATLANTIC ST	\$259.36	\$8434.21
Work Description: replacement of 3 windows				
PWS25-0057	Roll Tite Shutters East, Inc.	1905 ATLANTIC ST	\$177.70	\$5770.00
Work Description: INSTALLATION OF ROLLDOWN HURRICANE SHUTTERS OVER EAST 1ST FLOOR LIVING ROOM SLIDING GLASS DOOR QUOTE 3119				
PWS25-0062	Roll Tite Shutters East, Inc.	1905 ATLANTIC ST 314	\$248.12	\$8069.00

Work Description: Installation of hurricane shutters on the east side 127

PWS25-0049 AFFORDABLE GLASS 2005 ATLANTIC ST 414 \$259.84 \$8450.00
PROTECTION

Work Description: Install Hurricane Shutters

PWS25-0053 FOUR SEASONS IMPACT 2005 ATLANTIC ST 414 \$212.64 \$6915.34
WINDOWS AND DOORS LLC

Work Description: replacement 2 doors

PWS25-0052 FOUR SEASONS IMPACT 2105 ATLANTIC ST 613 \$168.63 \$5472.48
WINDOWS AND DOORS LLC

Work Description: Replacement of 1 window

PWS25-0047 ATLANTIC STORM 213 CHERRY DRIVE \$386.75 \$17732.00
PROTECTION

Work Description: INSTALLATION OF HURRICANE SHUTTERS FL389-R11; FRONT DOOR,
SLIDER, DOOR, 9 WINDOW FL42141 REAR LANAI

PWS25-0046 BREVARD SOFFIT & 608 CITRUS CT \$87.85 \$2795.00
SIDING, INC DBA BSS
EXTERIORS

Work Description: INSTALL (1) NEW IMPACT WINDOW ON RIGHT SIDE OF HOME

PWS25-0044 MITRA ASCENDANT CORP 401 HIBISCUS TRL \$79.00 \$2300.00

Work Description: Install 2 impact windows

PWS25-0066 Atlantic Garage Doors 412 MAGNOLIA AVE \$112.60 \$3620.00
of So. Brevard Inc.

Work Description: replace 16 x 7 garage door

PWS25-0050 AFFORDABLE GLASS 1708 ORANGE ST \$149.99 \$4860.00
PROTECTION

Work Description: Install Hurricane Shutters

PWS25-0060 IKON WINDOWS AND DOORS 1801 ORANGE ST \$189.56 \$6159.62
LLC

Work Description: remove and replace exterior door

PWS25-0058 Brevard Window & Doors 604 SHANNON AVE \$307.50 \$10000.00
Inc

Work Description: Replacing 3 doors

PWS25-0059 VIP Home Improvement 405 SURF RD \$317.75 \$11000.00
Specialists Inc

Work Description: Install 2 sets of impact rated sliding glass doors to rear of
house

PWS25-0051 AFFORDABLE GLASS 304 THIRD AVE \$377.40 \$16820.00
PROTECTION

Work Description: Install Hurricane Shutters

Total Permits For Type:	19
Total Fees For Type:	\$4228.23
Total Const. Value For Type:	\$150736.92

Grand Total Fees:	\$22,292.03
Grand Total Permits:	74.00
Grand Total Const. Value:	\$1294121.11

Public Works Activities

June 2025

This month's report contains copies of some of the checklist we have utilized for some time. Once the lists are received, we review them. The information is evaluated and plays a part in our planning our work task. Per the request of the Commission, I have included these checklists. Also included is a list of areas where the roadway edges are worn creating bumps that vehicles drive through. We use road asphalt millings that we receive at no cost to fill in those areas.

The following is a list of activities for the month not including the daily routine of checking and collecting trash and addressing any issues not expected.

Responded and repaired a irrigation leak onto street from a non-occupied residence Palm

Repaired hand soap dispenser Town Hall

Installed last fence panel at new pump area

Cut removed tree down on Pine Street roadway

Did cleaning and mowing of our storage yard

Cleared Community Center for rental

Cleaned all stormwater baffle boxes -18

Repaired south door Community Center

Removed mildew from exterior wall of Ryckman House over porch eastside

Trimmed seagrapes hanging over beach crossovers

Repaired pavement area on 500 block of Harlan

Replaced batteries in lighted fire exit signs

Straightened all the stop signs at intersection of Ash and Orange

Installed children at play sign Ash and Orange pursuant to resident request

Set up Community Center for meeting

Repaired non functioning area of irrigation system Ryckman Park

Installed covers on playground areas

Replaced volleyball net cables at Ocean Park

Installed new baby changing table mens bathroom Ryckman Park – vandalized

Removed entire rolls of toilet paper and stick from toilet mens room Ryckman Park

Met with PZ member 6th boat ramp and contractor

June 2025 130

5th Ave River Park

Monthly checklist

1. ✓ Check for any damage or vandalism to benches or swings
2. ✓ Check the irrigation make sure all zones run properly
3. ✓ Inspect sidewalk walk for trip hazards or cracks.

List any issue and corrective action used to resolve.

Crack in Slab NE table

Sign



Date

6/17/25

Circle Park Monthly checklist

1. Check for any damage or vandalism
2. Check irrigation all zones
3. Check for any dying or hazardous plants or trees

List any issue and corrective action used to resolve.

NO VISIBLE DAMAGE OR VANDALISM

ALL IRR. ZONES WORKING

CEMENT AROUND BENCH HAS BEEN CRACKING/
CRACKED

Sign [Signature] Date 06/17/2025

June 2022

Ocean park monthly safety check list

1. Check boardwalk for nails and trip hazards
2. Check pavilion roofs for loose boards panels or nails
3. Check picnic tables for loose boards or rot
4. Check volley ball court for damage or missing parts
5. Check bathroom use all faucets and valves make sure they all work
6. Check parking lot for potholes and sidewalks for trip hazards
7. Check swings for damage or corrosion.
8. check irrigation turn on all zone make sure it's all working properly

List any issues found and the corrective actions used to resolve them.

- 6 Deck on east end of walkway is worn down
- 6 Volley ball court missing outline and broken cable
- 6 Sink in women's Handicap p trap clogged
It was unclogged and cleared out.

Sign 

Date 6/18/25

Ryckman Park

Monthly check list

1. Check playgrounds for damage or corrosion
2. Check bathrooms use all faucets and valves make sure everything is there and working
3. Check GFI's around park plug something in make sure they work
4. Check irrigation go through each zone make sure everything is running properly
5. Check lights and photo cell around park and pier
6. Check tennis and basketball courts look for damage or new cracks
7. Check the historical buildings Ryckman house and old post office for damage or corrosion
8. Check pier for damage or corrosion

List any issues found and corrective action need to resolve

MINOR CRACKING ON BASKETBALL COURT, CRACKING ON
TENNIS COURT/BROKEN PULLEY, GFCS AROUND BATHROOM NEED
TROUBLESHOOTING, 1 GFCI ON W. SIDE OF RYCKMAN HOUSE OUT

Sign _____ Date 6/19/2025

June 2024

Bicentennial Park

Monthly checklist

- ✓ 1. Check for any damage or vandalism
- ✓ 2. Check irrigations go through all zone north and south
- ✓ 3. Inspect flower bed for any dying or sick plants

List any issues and corrective action used to resolve.

Dead spot in south grass gear drives need clean or readjustment.

Sign



Date

6/17/25

June 2025

6th ave. Boat Ramp

Monthly Check list

1. ✓ Check wall for stability and wash out
2. ✓ Check ramp for cracks or damage
3. ✓ Check swing for damage or corrosion
4. ✓ Check storm outlet clear any debris.

List any issue and corrective action used to resolve.

• Pile of Sand From construction next door
to North

• Crack in ramp on North Side

Sign



Date

6/17/25

HOLES/RUTS FILLED W/ ASPHALT - SPF

WEEK OF
JUNE 13~~6~~²⁹,

1ST, 2ND, 3RD, 4TH, 5TH, 6TH / OAK

ORANGE / OAK

CHERRY / OAK

AVE B, SUNSET, COLONY / OAK (WEST)

AVE B, SUNSET / OAK (EAST)

AVE A / ATLANTIC

6TH BEACH ACCESS

AVE B BEACH ACCESS

CERTIFICATES ISSUED

Renewal Date	Certificate #	Issued	bedr	occup	park	Property Name	Property Address	Certificate Type	Holder	Status
3/4/2025	CVR25-0005	4/15/2025	3	6	3		209 FIRST AVE https://www.airbnb.com/rooms/1287322603	Vacation Rental	KERR, HOWARD, DIANE	Issued
4/23/2025	CVR24-0008	4/23/2024					301 OAK ST	Vacation Rental	MORAN, JOHN E.	Expired Permanent residence of owners- no longer rental
6/5/2025	CVR25-0008	4/10/2025	4	8	n	Pelican Pad	300 THIRD AVE https://www.vrbo.com/1858617	Vacation Rental	GNK PROPERTIES	Issued
6/5/2025	CVR25-0007	4/10/2025	4	8	4	Pelican Pier	405 FIFTH AVE https://www.vrbo.com/2079346	Vacation Rental	GNK PROPERTIES LLC	Issued
4/30/2025	CVR24-0012	4/30/2024	3	6	n		387 RIVER VIEW LN https://www.vrbo.com/2983377	Vacation Rental	JOLOWSKI, FREDERICK/ROBERT	Hold for Fire Inspection On Hold for Fire Insp.-windows
5/29/2025	CVR24-0014	5/29/2024					415 HIBISCUS TRL	Vacation Rental	GOSSELIN, JAKE	Hold 5/30/25 Will not continue to rent.
7/3/2025	CVR24-0016	7/3/2024	4	8	n	Island Vibes Beach House	211 CHERRY DR https://www.vrbo.com/4068970	Vacation Rental	BEACH HOST, LLC SEDENO, SELENE	Hold for Fire Re-Inspection Hold for Fire Re-Inspection
9/12/2025	CVR24-0018	9/12/2024	3	6	3		401 SECOND AVE https://www.airbnb.com/rooms/1242760496	Vacation Rental	JUSTIN ARMOUR	Issued
9/10/2025	CVR24-0019	9/10/2024	4	8	3		208 CHERRY DR https://www.airbnb.com/rooms/11905	Vacation Rental	DALTON, BRITTANY	Issued
10/29/2025	CVR24-0021	10/29/2024	5	10	4	Surfing Turtle	322 HIBISCUS TRL https://www.airbnb.com/rooms/67174	Vacation Rental	BANKE, JONATHAN	Issued
11/14/2025	CVR24-0023	11/14/2024	4	8	4		411 OAK ST https://www.vrbo.com/2130120	Vacation Rental	MOLINA OAK LLC	Issued
11/14/2025	CVR24-0024	11/14/2024	4	12	n		1905 REDWOOD AVE https://www.vrbo.com/3701305	Vacation Rental	BRUNING, RICHARD A	Issued
11/4/2025	CVR24-0025	11/4/2024	4	8	4		401 AVENUE B https://www.airbnb.com/rooms/13313	Vacation Rental	NEWTON, JOHN	Issued
11/4/2025	CVR24-0026	11/4/2024	2	6	n		317 FIRST AVE https://www.airbnb.com/rooms/10092	Vacation Rental	LESINSKI, ZACH	Issued
12/9/2025	CVR24-0027	12/9/2024	3	8	n		217 FOURTH AVE https://www.airbnb.com/rooms/42524	Vacation Rental	FOURTH AVENUE LLC	Issued
12/10/2025	CVR24-0028	12/10/2024	4	10	n		304 OAK ST https://www.airbnb.com/rooms/13046	Vacation Rental	DAILEY, CHRISTOPHER	Issued
	CVR24-0029	11/1/2024	1	4	n		2015 OAK ST https://www.vrbo.com/2512283	Owner Occupied	PRUTOW, GARY	Issued
12/9/2025	CVR24-0034	12/9/2024	2	4	3	Peace of the Beach	315 AVENUE B https://www.airbnb.com/rooms/31555	Vacation Rental	KOGOK, RONALD C,JR	Issued
11/15/2025	CVR24-0036	1/12/2025	3	6	3		212 DOGWOOD AVE https://www.vrbo.com/3688428	Vacation Rental	FREELS, KEVIN ROBERT	Issued
11/25/2025	CVR24-0038	11/25/2024	7	12	n	Kelena's Grand Kabana	228 SIXTH AVE https://www.vrbo.com/3090365	Vacation Rental	PRUTOW, KELEN DOUG WELLENS	Issued
11/30/2025	CVR24-0039	1/9/2025	4	8	4	Beachy Places	2201 REDWOOD AVE https://www.vrbo.com/3919749	Vacation Rental	NLD9, INC JOHN NEWTON	Issued
12/1/2025	CVR24-0041	1/30/2025	4	12			510 BANYAN WAY https://www.vrbo.com/4258339	Vacation Rental	GOLDEN SHORES PROPERTY TRUST	Issued
1/9/2026	CVR24-0043	12/1/2024	3	6	n		304 FOURTH AVE https://www.vrbo.com/1662125	Vacation Rental	SAMMELMAN, MARK T	Issued
2/4/2026	CVR24-0045	2/4/2025	4	10	n	CasaDelCielo	414 POINSETTIA RD https://www.airbnb.com/rooms/12878	Vacation Rental	KATHRYN MAULER DAN MAULER	Issued
12/31/2025	CVR24-0047	12/23/2024					217 THIRD AVE	No rental listing	MC KERCHER, TIMOTHY	Issued
12/31/2025	CVR25-0001	1/30/2025					308 SECOND AVE	No rental listing	NOBLE, LINDA S	Issued
12/31/2025	CVR25-0002	1/30/2025	3	6			311 FIRST AVE	No live listing	JEPSON, RICHARD C	Issued
12/31/2025	CVR25-0003	1/30/2025	1	2	n		322 THIRD AVE https://www.airbnb.com/rooms/23299	Owner Occupied	BARTON, JOYCE	Issued
3/4/2026	CVR25-0005	4/15/2025	3	6	n		209 FIRST AVE https://www.airbnb.com/rooms/1287322603	Vacation Rental	KERR, HOWARD, DIANE	Issued
6/1/2026	CVR25-0007	4/10/2025	4	8	4	Pelican Pier	405 FIFTH AVE https://www.vrbo.com/2079346	Vacation Rental	GNK PROPERTIES LLC	Issued
6/1/2026	CVR25-0008	4/10/2025	4	8	4	Pelican Pad	300 THIRD AVE https://www.vrbo.com/1858617	Vacation Rental	GNK PROPERTIES	Issued
3/21/2026	CVR25-0009	5/2/2025	4	8	3	Whispering Waves Retreat	320 SECOND AVE https://www.airbnb.com/rooms/1101438018	Vacation Rental	WAGNER, CHRISTOPHER WAGNER, KIM	Issued
3/31/2026	CVR25-0010	5/15/2025	4	8	4		319 THIRD AVE https://www.airbnb.com/rooms/1273182909	Vacation Rental	MONICA SEVILA, WILLIAM AUSTIN SEVIL/	Issued
6/20/2026	CVR25-0012	6/20/2026	5	10	4	TipSea Turtle Retreat	311 AVENUE A https://www.airbnb.com/rooms/64909	Vacation Rental	KEITH LA'GALA	Issued
4/29/2026	CVR25-0015	4/29/2025	1	2	n	Mickey's Place	305 AVENUE B https://www.airbnb.com/rooms/14296	Owner Occupied	MULLEN, J MICHAEL	Issued
6/1/2026	CVR25-0018	5/9/2025	4	10	4	ItsAlwaysSunny	608 MANGO DR https://www.airbnb.com/rooms/8237351572	Vacation Rental	DEVON COMPO	Issued
5/31/2026	CVR25-0020	5/23/2025	4	8			406 HIBISCUS TRL https://www.airbnb.com/rooms/88559	Vacation Rental	PETERS, ERIC RYAN	Issued

CERTIFICATES ON HOLD

CVR24-0035						302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAS J Hold	Fire Inspection
CVR24-0042						224 FIFTH AVE	Vacation Rental	POVICH, ROBYN S Hold	Fire Inspection
CVR25-0006						312 SECOND AVE https://www.airbnb.com/rooms/1287322603	Vacation Rental	HENSEL, KURT Hold	Failed Fire New Windows -issue permit w/new BO
CVR25-0011						205 SURF RD	Vacation Rental	STEVE RAJAVUORI Hold	Failed Fire New Windows -issue permit w/new BO
CVR25-0013	3	6	n			401 HIBISCUS TRL	Vacation Rental	ISLAND GIRL GETA Hold	Failed Fire 5/27/25 Open permits, windows, electric,plumbing
CVR25-0014						387 RIVER VIEW LN https://www.airbnb.com/rooms/2983377	Vacation Rental	JOLOWSKI, ROBEF Hold	Fire Inspection
CVR25-0019	3	2			Melbi	400 AVENUE B https://www.vrbo.com/367	Vacation Rental	KERR, JOHN Hold	Need Fire Inspection
CVR25-0021						415 HIBISCUS TRL	Vacation Rental	KAYLEE GOSSELIN HOLD	No longer wants to be an STR will not renew.
CVR25-0022						2201 REDWOOD AVE	Vacation Rental	NLD9, INC JOHN N HOLD	This renews on 11/30/25
CVR25-0023						211 CHERRY DR	Vacation Rental	ROBERT HOST, MI HOLD	Fire Inspection
CVR25-0025						203 SECOND AVE	Vacation Rental	DAVENPORT FLOR HOLD	Needs Re-Inspection- No Showed

OPEN VR VIOLATIONS

5/6/2025	ECE25-0319					527 AVENUE B	Short Term Violations	Open - Courtesy Letter Sent
4/23/2025	ECE25-0333					411 POINSETTIA RD	Short Term Violations	Open - Notice of Violation Sent
4/16/2025	ECE25-0331					312 SECOND AVE	Short Term Violations	Open - Notice of Violation Sent-NOV on Hold
4/9/2025	ECE25-0334					602 SHANNON AVE	Short Term Violatitc URHOMES Investments	Open - Notice of Violation S Hand delivered 4/29 Amended NOV sent 5/6/25

6/9/2025 ECE25-0355
 6/6/2025 ECE25-0353
 6/5/2025 ECE25-0352
 6/11/2025 ECE25-0357
 6/11/2025 ECE25-0258
 6/16/2025 ECE25-0362
 6/16/2025 ECE25-0363
 6/27/2025 ECE25-0381
 6/27/2025 ECE25-0382
 6/25/2025 ECE25-0375
 6/26/2025 ECE25-0378

2201 REDWOOD AVE
 1350 ATLANTIC ST
 414 POINSETTIA RD
 200 THIRD AVE 1
 303 Cherry Drive
 211 CHERRY DR
 205 SURF RD
 1505 Atlantic Street
 702 Oak Street
 400 Avenue B
 608 Mango

Noise Complaints
 Zoning Violation
 Short Term Rental Violations
 STR - Violation of Zoning
 STR - Unregistered STR
 Short Term Rental Violations
 Short Term Rental Violations
 STR - Zoning Violation
 STR - Unregistered STR
 Short Term Rental Violations
 Short Term Rental Violations - Noise

Open - Complaint Received
 Open - Complaint Received
 Pending- Monitoring Property
 Open - Courtesy Letter Sent
 Open - Courtesy Letter Sent
 Open - Complaint Received
 Open -Notice of Violation sent
 Open - Notice of Violation sent
 Open - Notice of Violation sent
 Open - Notice of Violation sent
 Open - Inspections for Noise

CLOSED VIOLATIONS

4/28/2025 ECE25-0343
 4/28/2025 ECE25-0344
 4/28/2025 ECE25-0345
 4/23/2025 ECE25-0336
 6/20/2025 ECE25-0369
 6/20/2025 ECE25-0370
 6/19/2025 ECE25-0367
 6/19/2025 ECE25-0368
 6/11/2025 ECE25-0358
 6/11/2025 ECE25-0359
 6/11/2025 ECE25-0360
 6/3/2025 ECE25-0348

1201 ATLANTIC ST
 1201 ATLANTIC ST UNIT A
 1201 ATLANTIC ST UNIT B
 306 AVENUE B
 315 AVENUE B
 300 THIRD AVE
 401 AVENUE B
 212 DOGWOOD AVE
 200 THIRD AVE 6
 200 THIRD AVE 4
 200 THIRD AVE 5
 1350 ATLANTIC ST

Short Term Violations
 Short Term Violations
 Short Term Violations
 Short Term Violations
 Short Term Rental Violations
 Short Term Rental Violations
 Short Term Rental Violations
 Short Term Rental Violations
 STR - Violation of Zoning
 STR - Violation of Zoning
 STR - Violation of Zoning
 Short Term Rental Violations

Closed-05/20/25- No Violations Found
 Closed-07/02/25- Complied
 Closed-07/02/25- Complied
 Closed- 07/01/25- No Violations Found
 Closed- 07/01/25- Complied
 Closed- 07/02/25- Complied
 Closed- 07/07/25- Complied
 Closed- 06/27/25- Complied
 Closed- 07/07/25- Complied
 Closed-06/30/25- Complied
 Closed-06/30/25- Complied
 Closed- Abated- Opened individual cases for each Unit

ACTIVE CASES

07/09/2025

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE25-0316	201 OCEAN AVE	Lawns - Garbage & Trash	Open - Complaint Received	Public - Email	04/02/25	
ECE25-0353	1350 ATLANTIC ST	Zoning Violation	Open - Complaint Received	Public - Email	06/06/25	
ECE25-0355	2201 REDWOOD AVE	Noise Complaints	Open - Complaint Received	Staff	06/09/25	
ECE25-0362	211 CHERRY DR	Short Term Rental Violations	Open - Complaint Received	Public - Email	06/16/25	
ECE25-0364	307 AVENUE A	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Public - Phone	06/17/25	
ECE25-0374	1350 ATLANTIC ST	Zoning Violation	Open - Complaint Received	Public - Email	06/24/25	
ECE25-0375	400 AVENUE B	Short Term Rental Violations	Open - Complaint Received	Public - Email	06/25/25	
ECE25-0378	608 MANGO DR	Short Term Rental Violations	Open - Complaint Received	Public - Email	06/26/25	
ECE25-0379	507 MAGNOLIA AVE	Multiple Violations	Open - Complaint Received	Public - walk In	06/26/25	
ECE25-0381	1505 ATLANTIC ST	STR - violation of Zoning	Open - Complaint Received	Staff	06/27/25	
ECE25-0382	702 OAK ST	Short Term Rental Violations	Open - Complaint Received	Staff	06/30/25	
ECE25-0383	406 HIBISCUS TRL	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/01/25	
ECE25-0384	1905 REDWOOD AVE	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/03/25	
ECE25-0387	304 OAK ST	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/03/25	
ECE25-0388	217 FOURTH AVE	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/07/25	
ECE25-0390	414 POINSETTIA RD	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/08/25	
ECE25-0391	510 BANYAN WAY	Short Term Rental Violations	Open - Complaint Received	Public - Email	07/09/25	
ECE25-0269	409 THIRD AVE	Attractive Nuisance	Open - Court Magistrate	Public - Phone	01/16/25	
ECE24-0258	303 CHERRY DR	Short Term Rental Violations	Open - Courtesy Letter Sent	Public - walk In	12/13/24	

ACTIVE CASES

07/09/2025

140

2/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE25-0319	527 AVENUE B	Short Term Rental Violations	Open - Courtesy Letter Sent	Staff	05/06/25	
ECE25-0357	200 THIRD AVE 1	STR - Violation of Zoning	Open - Courtesy Letter Sent	Staff	06/11/25	
ECE25-0389	217 THIRD AVE	Short Term Rental Violations	Open - Courtesy Letter Sent	Public - Email	07/08/25	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	
ECE25-0270	206 FOURTH AVE	Trailers, Boats, and Recreational Vehicles	OPEN - Magistrate ruled - fines accruing	Staff	01/21/25	
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	OPEN - Magistrate ruled violation(s)	Staff	07/31/23	
ECE24-0242	411 ATLANTIC ST	Trees and Landscaping	Open - Notice of Violation Sent	Staff	11/12/24	
ECE25-0331	312 SECOND AVE	Short Term Rental Violations	Open - Notice of Violation Sent	Staff	04/16/25	
ECE25-0333	411 POINSETTIA RD	Short Term Rental Violations	Open - Notice of Violation Sent	Staff	04/23/25	
ECE25-0334	602 SHANNON AVE	Short Term Rental Violations	Open - Notice of Violation Sent	Staff	04/09/25	
ECE25-0342	207 FLAMINGO LN	Fences and Walls	Open - Notice of Violation Sent	Public - walk In	04/17/25	
ECE25-0363	205 SURF RD	Short Term Rental Violations	Open - Notice of Violation Sent	Public - Email	06/16/25	
ECE25-0372	1005 ATLANTIC ST	Multiple Violations	Open - Notice of Violation Sent	Public - Email	06/23/25	
ECE25-0385	322 HIBISCUS TRL	Short Term Rental Violations	Open - Notice of Violation Sent	Public - Email	07/03/25	

Total # of Enforcements: 33

CASES CLOSED LAST MONTH

07/09/2025 141

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE25-0348	1350 ATLANTIC ST	Short Term Rental Violations	Closed - Abated	Staff	06/24/25	06/24/25
ECE25-0366	1005 ATLANTIC ST	Attractive Nuisance	Closed - Abated	Public - Email	06/17/25	06/24/25
ECE25-0350	398 RIVER VIEW LN	Lawns - Overgrowth	Closed - Complied	Public - Email	06/04/25	06/17/25
ECE25-0351	525 AVENUE B	Attractive Nuisance	Closed - Complied	Public - Email	06/04/25	06/30/25
ECE25-0356	400 RIVER VIEW LN	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Public - Phone	06/09/25	06/17/25
ECE25-0359	200 THIRD AVE 4	STR - Violation of Zoning	Closed - Complied	Staff	06/11/25	06/30/25
ECE25-0360	200 THIRD AVE 5	STR - Violation of Zoning	Closed - Complied	Staff	06/11/25	06/30/25
ECE25-0361	322 HIBISCUS TRL	Short Term Rental Violations	Closed - Complied	Staff	06/13/25	06/13/25
ECE25-0365	305 AVENUE A	Trailers, Boats, and Recreational Vehicles	Closed - Complied	Staff	06/17/25	06/27/25
ECE25-0368	212 DOGWOOD AVE	Short Term Rental Violations	Closed - Complied	Public - Email	06/19/25	06/27/25
ECE25-0354	1201 ATLANTIC ST C	Zoning Violation	Closed - No Violations Found		06/06/25	06/06/25
ECE25-0371	322 THIRD AVE	Short Term Rental Violations	Closed - No Violations Found	Public - Email	06/23/25	06/25/25
ECE25-0376	308 SECOND AVE	Short Term Rental Violations	Closed - No Violations Found	Public - Email	06/25/25	06/25/25

Total # of Enforcements: 13



Town of Melbourne Beach



Fire Department

MONTHLY REPORT – July 2025

Incident Response

From June 5th through July 4th, the Melbourne Beach Volunteer Fire Department responded to 14 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 9.

Breakdown:

- 6 Fire/Rescue 911 Calls (paged out)
 - Incident #'s: 64, 68, 70, 71, 73, 75
- 1 Medical Assist – Provide initial EMS care (Incident # 69)
- 1 Public Assist
 - Shoreline Survey (Incident # 63)
- 1 Assist Law Enforcement – Assist BCSO with vehicle problem (Incident # 74)
- 1 Special Event – 4th of July Fire/EMS Standby (Incident # 76)
- 3 Fire & Life Safety Inspections
 - Incident #'s: 66, 67, 72
- 1 False Call – Dispatch Error (Incident # 65)

Notable Incidents

- None

Aid Given or Received

- None

Department Membership

- 31 Total Members
 - Paid Staff:
 - 1 Fire Chief (*Full-Time*)
 - 2 Maintenance Technicians (*Per-diem*)
 - Volunteer Staff:
 - 18 Certified Volunteer Firefighters
 - 9 Support Services Volunteers
 - 0 Probationary Volunteer Members
 - 4 Administrative Volunteers
 - 1 Safety Officer
 - 2 Logistics Staff
 - 1 Volunteer Fire Chaplain

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station (507 Ocean Avenue).

Recruitment efforts this month included: Participation in the Make Me A Firefighter Campaign as well as in-person recruitment efforts at the 4th of July event in the park.

Notable Events & Updates

Grants Update (Ongoing Update)

- There have been no updates or awards for any FEMA grants over the past month, including for new the FEMA AFG grant submitted in December.
- *****NEW***** The Fire Department successfully completed and submitted a 50-page FEMA SAFER grant application on July 3rd. This is the largest and most labor-intensive grant application ever attempted by the Department, requiring 20 character-restricted narratives (essays to justify the request), 3 years of past data & statistics, and a detailed 3-year budget and operational plan for the requested positions. In total, Chief Brown & Fire Marshal Micka dedicated over 300 manhours to completing the grant application. For reference, the average cost for a professional grant-writer to complete a SAFER grant application ranges from \$5,000 to over \$10,000.

Donation from Melbourne Beach Rotary Club ***NEW***

- The Melbourne Beach Rotary Club recently presented the Melbourne Beach Fire Department with a donation of \$3,000 to assist with special equipment needs. The Fire Department plans to use these funds to purchase personal protective equipment to assist in keeping our volunteers protected during active shooter / hostile event response. The growing need for this protective equipment was highlighted on June 29th by the active shooter incident in Idaho, where two firefighters were killed, and a third was seriously injured. Thank you to the Melbourne Beach Rotary Club for their continued support and for helping to keep our volunteer emergency responders safe!

2025 Firefighter Safety Stand Down ***NEW***

- Department volunteers participated in the 2025 Firefighter Safety Stand Down initiative by canceling regular fire training for the week of June 15th-21st and instead participating in an open discussion about this year's theme of emergency responder behavioral health. The Safety Stand Down takes place the third full week of June each year to highlight critical safety, health, and survival issues for fire, EMS, rescue, dispatch, and other emergency services personnel. Departments are asked to suspend all non-emergency activities during the week to focus their attention on safety and health education efforts.

MBVFA 4th of July event in the park ***NEW***

- The Volunteer Firefighters Association hosted their annual 4th of July "Party in the Park". The weather was less than favorable for the beginning of the event but cleared up for the final hour. The event was well attended considering the weather. The Fire Department supported the event by showcasing some of their marine rescue equipment that has been donated by the Firefighters Association and talking to residents about recruitment.

New Fire Engine Acquisition (Ongoing Update)

- Chief Brown, Deputy Chief Miller, and Safety Chief Micka continue working closely with the vendor and manufacturer as the build process continues for the Town's new fire engine. The estimated delivery date is still expected sometime in early September 2025, and a community push-in ceremony is being planned.

191hr Volunteer Firefighter Certification Program (Ongoing Update)

- The Department continues hosting (and teaching) a State recognized hybrid 191hr Volunteer Firefighter Certification Program. In total, 9 students from 3 separate agencies remain in the program, which is expected to finish sometime around September 2025. Their most recent session taught them overhaul techniques, sprinkler systems, and ventilation.

Town Hall Fire Alarm System Repair (Ongoing Update)

- The Town Hall fire alarm system has been upgraded and is now fully operational & monitored.

Active Shooter & Hostile Event Training

- Chief Brown and multiple Fire Department volunteers attended a second multi-agency active shooter / hostile event response training, hosted by the Melbourne Beach Police Department, at Gemini Elementary.

Meetings & Conferences (Ongoing Update)

- Chief Brown attended the following meetings:
 - Multi-Agency Drown Zero life ring station meeting
 - P-25 radio programming meeting with Brevard EOC & Cii
 - Beach ambassador program development meeting
 - Two meetings with the Town Manager regarding Fire Control budgeting.
 - Multiple (11) meetings with Town Commissioners regarding proposed changes to Fire Department staffing.

Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 06/05/2025 | End Date: 07/04/2025

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2025-63	06/10/2025		Ocean AVE , Melbourne Beach, FL, 32951	Public service	06/10/2025 08:55	06/10/2025 10:31
2025-64	06/11/2025		1101 River Road , Melbourne Beach, FL, 32951	Smoke detector activation, no fire - unintentional	06/11/2025 16:34	06/11/2025 16:42
2025-65	06/11/2025		South A1A AVE , Titusville, FL, 32780	False alarm or false call, other	06/11/2025 16:28	06/11/2025 16:28
2025-66	06/16/2025		311 Avenue A , Melbourne Beach, FL, 32951	Special type of incident, other	06/16/2025 11:00	06/16/2025 11:21
2025-67	06/16/2025		401 Hibiscus TRL , Melbourne Beach, FL, 32951	Special type of incident, other	06/16/2025 13:18	06/16/2025 14:52
2025-68	06/18/2025		222 Surf RD , Melbourne Beach, FL, 32951	CO detector activation due to malfunction	06/18/2025 06:34	06/18/2025 07:02
2025-69	06/18/2025		317 Avenue B , Melbourne Beach, FL, 32951	Medical assist, assist EMS crew	06/18/2025 07:01	06/18/2025 07:12
2025-70	06/22/2025		322 Hibiscus TRL , Melbourne Beach, FL, 32951	Toxic condition, other	06/22/2025 06:37	06/22/2025 06:59
2025-71	06/22/2025		606 Atlantic ST , Melbourne Beach, FL, 32951	Assist invalid	06/22/2025 07:27	06/22/2025 08:03
2025-72	06/27/2025		211 Cherry DR , Melbourne Beach, FL, 32951	Special type of incident, other	06/27/2025 13:21	06/27/2025 14:49
2025-73	06/29/2025		1301 Atlantic ST , Melbourne Beach, FL, 32951	No incident found on arrival at dispatch address	06/29/2025 11:42	06/29/2025 12:00
2025-74	07/02/2025		103 Oak ST , Melbourne Beach, FL, 32951	Assist police or other governmental agency	07/02/2025 10:18	07/02/2025 10:28
2025-75	07/03/2025		307 Oak ST , Melbourne Beach, FL, 32951	Smoke detector activation due to malfunction	07/03/2025 07:39	07/03/2025 07:56
2025-76	07/04/2025		509 Ocean AVE , Melbourne Beach, FL, 32951	Cover assignment, standby, moveup	07/04/2025 14:40	07/04/2025 22:00

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 7/9/2025 4:54:22 PM



Personnel Count per Incident for Date Range

Start Date: 06/05/2025 | End Date: 07/04/2025

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2025-63	6/10/2025 08:55:04	553 - Public service	19112	2	0	2
** 2025-64	6/11/2025 16:34:15	743 - Smoke detector activation, no fire - unintentional	19112	6	4	10
2025-65	6/11/2025 16:28:25	700 - False alarm or false call, other	19112	1	0	1
2025-66	6/16/2025 11:00:19	900 - Special type of incident, other	19112	1	0	1
2025-67	6/16/2025 13:18:44	900 - Special type of incident, other	19112	1	0	1
** 2025-68	6/18/2025 06:34:02	736 - CO detector activation due to malfunction	19112	8	0	8
2025-69	6/18/2025 07:01:49	311 - Medical assist, assist EMS crew	19112	7	0	7
** 2025-70	6/22/2025 06:37:16	420 - Toxic condition, other	19112	9	1	10
** 2025-71	6/22/2025 07:27:41	554 - Assist invalid	19112	8	1	9
2025-72	6/27/2025 13:21:28	900 - Special type of incident, other	19112	1	0	1
** 2025-73	6/29/2025 11:42:11	622 - No incident found on arrival at dispatch address	19112	5	4	9
2025-74	7/2/2025 10:18:28	551 - Assist police or other governmental agency	19112	2	0	2
** 2025-75	7/3/2025 07:39:05	733 - Smoke detector activation due to malfunction	19112	7	0	7
2025-76	7/4/2025 14:40:46	571 - Cover assignment, standby, moveup	19112	5	13	18

TOTAL # OF INCIDENTS: 14

AVERAGES:

4.5

1.6

6.1

Total # of incidents
paged out for
volunteer response: 6

** Without EMS Assist or Service Calls:
(Paged out calls only)

7.2

1.7

8.8

Only REVIEWED incidents included

Note: Items highlighted in green are fire prevention activities (Fire Inspections, Presentations, Fire Drills, etc.)

*** Mutual Aid Provided **** Mutual Aid Received



emergencyreporting.com
Doc Id: 358
Page # 1 of 1

Response Times per Incident for Date Range (Landscape)

Response Time: 00:05:20 | Incident Status: Reviewed | Response Mode: All | Start Date: 06/05/2025 | End Date: 07/04/2025

INCIDENT DATE	INCIDENT #	ADDRESS	INCIDENT TYPE	APPARATUS	ALARM TIME	DISPATCH TIME	PROCESS TIME mm:ss (Alarm to Dispatch)	ENROUTE TIME	TURNOUT TIME mm:ss (Dispatch to Enroute)	ARRIVAL TIME	TRAVEL TIME mm:ss (Enroute to Arrival)	TOTAL TIME mm:ss (Dispatch to Arrival)	TOTAL TIME mm:ss (Alarm to Arrival)	Certified Firefighters
			NFPA 1710 Time Recommendations:				2:26		1:20		4:00	5:20	7:36	Minimum: 2 Recommended: 4
06/11/2025	2025-64	1101 River Road	743 - Smoke detector activation, no fire - unintentional											
				E58	16:34:15	16:34:24	0:09	16:39:43	5:19	16:41:57	2:14	7:33	7:42	3
06/18/2025	2025-68	222 Surf RD	736 - CO detector activation due to malfunction											
				E58	06:34:02	06:37:16	3:14	06:47:59	10:43	06:50:19	2:20	13:03	16:17	3
06/22/2025	2025-70	322 Hibiscus TRL	420 - Toxic condition, other											
				E58	06:37:16	06:38:48	1:32	06:49:04	10:16	06:51:18	2:14	12:30	14:02	4
06/22/2025	2025-71	606 Atlantic ST	554 - Assist invalid											
				SQ58	07:27:41	07:32:08	4:27	07:40:13	8:05	07:44:41	4:28	12:33	17:00	2
06/29/2025	2025-73	1301 Atlantic ST	622 - No incident found on arrival at dispatch address											
				ATV58	11:42:11	11:43:26	1:15	11:50:28	7:02	11:54:44	4:16	11:18	12:33	4
07/03/2025	2025-75	307 Oak ST	733 - Smoke detector activation due to malfunction											
				E58	07:39:05	07:41:00	1:55	07:50:02	9:02	07:52:11	2:09	11:11	13:06	3

Total Incidents: 6

Quick Stats

Compliance with recommended Alarm to Arrival time: 0%

Compliance with recommended Dispatch to Arrival time: 0%

% of calls didn't have 2 certified firefighters on initial response apparatus: 0%

Average time Dispatch to Arrival: 11.3 Minutes

Average time Alarm to Arrival: 13.4 Minutes



Melbourne Beach Police Department

Chief Zander's Monthly Report

Commission Meeting July 16, 2025



This report covers the month of June 2025.

Operations:

Over the past month, the department handled 1,395 calls for service.

Activity:

- 86 Citations/ 116 Written Warnings
- 391 Traffic Stops
- 195 Traffic Enforcement Details
- 0 Traffic Complaint
- 10 Parking Citations
- Speed Compliance percentages over the past month:
 - Atlantic Ave. 75% with 67,771 vehicles recorded
 - Oak St. 92% with 77,132 vehicles recorded
 - Riverside Dr. 90% with 107,448 vehicles recorded

PD News

- Held 2 Active Shooter joint response PD/FD trainings at Gemini Elem.
- Sgt. Sadler attended 2nd week or 4 of leadership training
- Assisted in the Annual Pineappleman event
- Officer Rivera completed his 1 year probation period
- Attended Budget Workshop
- Attended Marine Intelligence Meeting
- Attended Regular Town Commission Meeting
- The Police Department Volunteers completed 76.5 total hours of volunteer service for the month of May and 536 total hours for the year.
 - Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol.
- Zero Vacancies

CRIME Update:.

- 215 House Checks
- 30 Suspicious incident/Person/vehicles reports investigated
- 5 arrests- DUI, Traffic Charges, Battery, Warrant
- 5 STR complaints.
 - 06/16: 911 call for 608 Mango Drive: STR, loud talking, drinking, cursing in the back yard. Officer talked to two females who advised they were going to sleep. Officer did not hear any noise as we approached the house.
 - 6/18 - 217 Fourth Avenue- Suspicious incident: A male was seen driving with a beer in his hand. The officer arrived, and the person was gone.
 - 6/21- 2201 Redwood- Illegal Parking, vehicle blocking sidewalk. The officer arrived and asked the person to move the vehicle, and they did.
 - 6/22- 322 Hibiscus Trail- Alarm for carbon dioxide, FD responded, appeared to be a false alarm.
 - 6/26- 304 Fourth Avenue--- The owner of the rental called and stated that there were too many people staying at the residence. The officer arrived and the owner contacted back, saying, 'never mind.' There were only supposed to be two people staying there, but three people had stopped by to see the new grandchild. Only 1 vehicle in the driveway. No violations observed by the officer. The owner was made aware that it also is not a law enforcement issue.
- 13 Assist other Law enforcement agencies.
- 6 Disturbances several Domestic related

Looking Forward:

- Department Training- Crime Scene processing and CPR Refresher/Stop the Bleed
- 4th of July Event
- Employee Spot Light will be Corporal Brittany Brown

Town of Melbourne Beach

Town Clerk Monthly Report July 2025

Public Records Requests – Records requests from Commissioners are not included.

- Received in June – 32
- Received in 2025 – 115
- Completed in June – 29
- Completed in 2025 - 103
- Open/Pending – 11 (These requests are pending response from another department, new requests, or large requests that are taking significant time to complete)

Records Management Project/ Scanning Project – The Deputy Clerk has reviewed 7 of the 40 boxes of scanned documents to verify which ones will need to be rescanned or modified.

Audio Visual Equipment – In the past month, there have been a couple of meetings where the equipment was not functioning properly or at all. The company sent a technician out who advised that the wires and equipment had become loose. This is most likely due to the continued movement to hide the cords and equipment when there are rentals in the room. They redesigned the configuration of the wires to hopefully alleviate the strain from repeated movement.

Town Meetings –

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

- 6 Town Commission meetings

Created the agenda and prepared for the following meetings:

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

Town Commission Meeting

Section: Town Attorney Report

Meeting Date: July 16, 2025

From: Town Attorney Ryan Knight

RE: Requirements, differences, and details for request for proposals (RFP)
and request for quotes (RFQ)

Item to be discussed during the Town Attorney Report.



Town Manager Report for July 2025

1. Old Town Hall Five-year Lease being rescinded by County. The twenty-five year lease is being presented to the Brevard County Commissioners during the August meeting.
2. Received the final executed engineering contract between the Town and BSE. I can now move forward with posting the RFP for Construction Project on Basin 1.
3. Final contract with EDC in final legal review. Once I received the executed contract, I will contact EDC and arrange for them to inspect the roof and interior of Town Hall. EDC will also be contacted to review the stormwater pumps suggested by Commissioner Reed.
4. Updated FY2026 Budget with increases from FRS, increased revenue from paid parking, changes required by Commission and millage increase based on TRIM notification.
5. Meeting with EAB members (separately) to discuss projects (tree ordinance) and donations.
6. Meeting with and assisting new employees-Building Official, Administrative Assistant and Code Enforcement regarding policies and procedures, working in a municipality etc.
7. Extended the RFP for Search Firm for TM position.
8. Obtaining estimate from BSE regarding stormwater repairs to Riverside Lane and roadway repair on Riverside Lane.
9. Attended meetings: RTCM, workshops, Special Commission meetings, Brevard County Mgrs., weekly department meetings, Fire Department meeting with Chief Brown,
10. Discussion and planning of Community Building parking and walkway to incorporate Parks Boards Honor Walk.
11. Asked Director Davis to obtain pricing on new windows for second floor town hall and new ADA compliant doors for Community Center.
12. Special Magistrate meeting cancelled due to compliance by owner (Flamingo Lane)
13. Spoke with C. Wainwright, State of Florida, regarding offsets to revenue earned in Ocean Park for salaries

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Create a policy for owner occupied short term rentals	1/27/2025	7/16/2025		Commissioner Reed	Fire Chief & Town Attorney
DATE	DIRECTION/NOTES				
6/18/2025	Town Attorney – Proposed language next month				
4/16/2025	The Town Attorney will need to draft an ordinance as owner occupied short term rentals was taken out of the ordinance				
3/19/2025	The Town Attorney will draft the resolution				
2/19/2025	Commission discussed creating a Resolution to provide for inspections of owner occupied short term rentals.				
1/27/2025	Commissioner Reed – Create a policy for owner occupied short term rental fire inspections.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Explore the feasibility of pursuing the StormReady designation from the National Weather Service	3/19/2025	7/16/2025		Commissioner Reed	Town Manager & Staff
DATE	DIRECTION/NOTES				
6/18/2025	Public Works Director – Just finished getting the last bit of data from the Police and Fire departments. The next step will be to apply and then schedule the inspection.				
4/16/2025	Town Manager – The last thing needed for compliance was a second messaging system, and that was just confirmed. The next step is for them to come and do an inspection.				
3/19/2025	The Commission voted to task the Town Manager and Staff to explore the feasibility of having the Town pursue the StormReady designation from the National Weather Service				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Develop a plan and proposal for paid parking at the 6 th Ave boat ramp	12/18/2024	7/16/2025		Commissioner Reed	Town Manager
DATE	DIRECTION/NOTES				

6/18/2025	Public Works Director – A new sign was delivered today. Next step will be to approve the new sign.				
4/16/2025	Town Manager – The sign company did some mock ups, but there were too many words. Looking into similar language with fewer words.				
3/19/2025	The Commission discussed having signage say only stickered vehicles can be left unattended, and all others are subject to ticket or tow.				
2/19/2025	Commissioner Reed – Evaluate putting signage for no unattended vehicles without a Town parking permit.				
12/18/2024	Commissioner Reed - Develop the plan and proposal for the 6 th Ave paid parking and bring it back in February.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Research companies and costs to perform a toxic workplace survey specific to municipalities	3/19/2025	7/16/2025		Vice Mayor Barlow	Town Manager
DATE	DIRECTION/NOTES				
6/18/2025	Town Manager – Working with 2 companies who will provide a selection of questions to be asked.				
3/19/2025	The Commission voted to task the Town Manager with researching companies and costs to perform a toxic workplace survey specific to municipalities.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Review 7A-52 sign ordinance	3/19/2025	7/16/2025		Vice Mayor Barlow	Town Attorney
DATE	DIRECTION/NOTES				
6/18/2025	Town Attorney – 90% done, will have it next month.				
3/19/2025	The Commission voted to task the Town Attorney with reviewing 7A-52 sign ordinance and draft proposed language edits.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Town building maintenance inspection checklist and calendar	4/16/2025	7/16/2025		Commissioner Reed	Public Works Director
DATE	DIRECTION/NOTES				

4/16/2025	The Commission tasked staff to compile a checklist for town building maintenance inspections and calendar				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Weekly email updates on the Deckhard software, STR numbers, and updates on doing the internal policies	4/16/2025	Weekly		Mayor Dennington	Town Manager
DATE	DIRECTION/NOTES				
4/16/2025	The Commission agreed to have the Town Manager provide weekly email updates.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Lease a large pump for emergency flood protection	5/21/2025	After the engineer contracts are done		Commissioner Reed	Staff
DATE	DIRECTION/NOTES				
5/21/2025	The Commission agreed to add the discussion on leasing a large pump to provide emergency flood protection to the task list.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Implementation plan for Resolution 2025-09 Cybersecurity procedures	5/21/2025	7/16/2025		Commissioner Baldwin	Staff
DATE	DIRECTION/NOTES				
6/18/2025	The Commission discussed the ability to use the Technology Advisory Board. Town Attorney spoke about the Board needing 3 members before it can do anything.				
5/21/2025	The Commission agreed to add a task list item for staff to create a plan to implement Resolution 2025-09 Cybersecurity procedures A-E.				