



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

SEPTEMBER 18, 2024

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Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING Wednesday, September 18, 2024 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

**The Town Commission will conduct a Regular Town Commission Meeting
on Wednesday, September 18, 2024 in the Community Center
to address the items below**

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members:

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

Notice: Commission discussion and possible action may occur during any Commissioner Meeting. The following sections of the Agenda are always subject to such discussion and possible action without further motion by the Commission: Changes to the Agenda, Public Hearings, Unfinished Business, and New Business.

The public is advised that members of the Town Commission may be in attendance and participate in proceedings of the board. Attorney General Opinions (AGO) AGO 91-95, AGO 98-14, AGO 2000-68.

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.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Consent Agenda**
 - A. Approval of the Special Town Commission Meeting final minutes September 6, 2024
 - B. Approval of the Special Town Commission Meeting – Tentative Budget Hearing final minutes September 6, 2024
 - C. Approval of the Town Commission Workshop final minutes August 27, 2024
 - D. Approval of the Town Commission Workshop final minutes August 22, 2024
 - E. Approval of the Special Town Commission Meeting final minutes August 21, 2024
 - F. Approval of the Regular Town Commission Meeting action minutes August 21, 2024
 - G. Approval of the Town Commission Workshop final minutes July 3, 2024
 - H. Approval of the Town Commission Workshop final minutes June 18, 2024
 - I. Approval of the Regular Town Commission Meeting final minutes May 15, 2024
 - J. Approval of the site plan for 1609 Atlantic St – new home
6. **Proclamations/Presentations/Awards**
 - A. Proclamation recognizing September 17th through September 23rd as Constitution Week
 - B. Presentation from the Parks Board on updates and recommendations on ongoing projects
 - C. Presentation from the Planning and Zoning Board on the tree cutting and replacement ordinance
 - D. Recognition of Boy Scout Logan Knolmayer for the completion of his Eagle Scout project – Installation of fire hydrant reflectors throughout the Town of Melbourne Beach
7. **Finance/Budget Report**
8. **Department and Board/Committee Reports**
 - A. Public Works Department
 - B. Building Department
 - C. Code Enforcement
 - D. Fire Department
 - E. Police Department
 - F. Town Clerk
9. **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.
10. **Public Hearings/Special Orders**

11. Unfinished Business

- A. Consideration on filling the Town Commission seat vacated by Commissioner Adam Meyer – Town Manager Elizabeth Mascaro
- B. Approval of the Town Commission Workshop final minutes March 6, 2024 – Town Clerk Amber Brown
- C. Consideration to offer reduced pricing on non-resident parking passes – Town Manager Elizabeth Mascaro
- D. Consideration on the design for an ADA compliant ramp on the Community Center – Town Manager Elizabeth Mascaro

12. New Business

- A. Consideration to allow legal team to put together a process and plan of action regarding investigating allegations of a toxic workplace – Vice Mayor Sherri Quarrie
- B. Consideration on holding a Town sponsored meet the candidate forum at Town Hall – Mayor Alison Dennington
- C. Materials and information related to mental health awareness and suicide prevention – Mayor Alison Dennington
- D. Consideration on a formal investigation into a complaint received by Human Resources – Town Manager
- E. Consideration on a private provider for the Building Official – Town Manager Elizabeth Mascaro
- F. Consideration on changing the date for the October Regular Town Commission Meeting – Town Clerk Amber Brown

13. Administrative Reports

- A. Town Attorney
 - 1) Outline of the code enforcement process
- B. Town Manager

14. Commission Reports**15. Task List****16. Public Comment****17. Adjournment**

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING SEPTEMBER 6, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

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 6:38 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

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

3. Pledge of Allegiance and Moment of Silence

4. Public Comments – 2:13

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.

Gail Gowdy – 215 Ash – Congratulated the Mayor on the announcement today from the League of Cities.

Jean Lewis – 506 Hibiscus Trail – Congratulated the Mayor.

Mayor Alison Dennington spoke about being appointed to the legislative advocacy committee for the League of Cities and being elected to the Board of Directors for the League of Mayors.

5. New Business

- A. Discussion and Consideration on how to fill the Town Commission seat vacated by Commissioner Adam Meyer – 3:37

Town Attorney Ryan Knight spoke about Commission vacancies are governed by Section 2.04 of the Town Charter. The Commission has two options. One option is to appoint a qualified elector of the Town within 30 days, which in this case is by September 27th. The appointment would be for one year until the November 2025 election. Since there are four Commissioners, it would require an affirmative vote of three Commissioners. The second option is to have a special election and the Town would have to pay for that since it is not part of the general election. Those are the two choices. The Commission needs to decide which course of action you'd like to take. The second issue to consider is the cutoff date for any interested qualified electors to submit their name for consideration for appointment, if the Commission chooses to go that route.

Mayor Alison Dennington spoke about the Commission is deciding if they would like to do it at all and if so decide on the procedure.

Town Attorney Ryan Knight spoke about if people want to submit their names for consideration, then set a cutoff date for that. You could have a cutoff date of next Friday, then hold a special meeting if you would like to speak with the individuals at a public hearing, or push it to the Regular Town Commission Meeting to make a decision on an appointment at that time.

Mayor Alison Dennington spoke about if they open the process for appointment and people apply that meet the minimum qualifications, but nobody likes anybody then it leaves it open, so it is not clear. Would prefer to vote on the process, get applications from that process, as long as one or more applicants meet the minimum qualifications then there is already a vote that someone is going to be chosen from that group. It would be more fair to agree ahead of time before you start receiving applications.

Town Attorney Ryan Knight spoke about if there is no appointment within 30 days then it has to go to a special election.

Commissioner Marivi Walker spoke about appointing someone because a special election is too expensive and not necessary. Interested citizens should submit their resume by next Friday, and then vote on it on September 18th.

Commissioner Corey Runte spoke about agreeing with Commissioner Marivi Walker. Cannot agree to the unknown of an appointment regardless of who submits. If only one person applies and the Commission does not feel it is a good fit then the Commission can proceed in a different direction. Have a deadline of next Friday and vote at the Regular Town Commission Meeting.

Town Manager Elizabeth Mascaro asked about holding a Special Meeting before the Regular Commission Meeting to appoint someone.

The Commission agreed to have a Special Commission Meeting at 5:00 pm.

Gail Gowdy – 215 Ash Ave – Asked if the person is being appointed until November 2025. The Charter says until the next general election.

Town Attorney Ryan Knight spoke about the qualifying for this year's election has already passed, so it is too late to do it on this election. In order to get on the ballot, there is a qualifying period that has passed. Since you cannot get on the ballot for this upcoming election in November 2024 the only alternative would be through a special election.

Pat Scordino – 500 Harland Ave – Spoke about being confused and asked if you appoint someone how long would they be in the seat, and does the Commission have someone in mind yet?

Mayor Alison Dennington spoke about receiving emails from a couple of residents who are interested. The Commission has to appoint someone within 30 days otherwise they can no longer appoint someone and then it has to go to a special election.

Commissioner Corey Runte spoke about anyone can apply until next Friday.

Town Manager Elizabeth Mascaro spoke about the Town had to wait to update the residents on this until the Commission decided how to proceed. Now that they have, the Town will notify the residents, and anyone can apply by sending an email of intent, a resume would be great to her or the Town Clerk.

Dawn Barlow – 1710 Pine St – Asked for clarification can any of the current candidates fill the seat.

Mayor Alison Dennington spoke about the candidates can apply, but they might have to withdraw from running in the election.

Town Attorney Ryan Knight spoke about if a candidate was appointed they could not be elected in November because you cannot hold two seats at once.

Tim Reed – 302 Fourth Ave – Asked about the criteria for the people who apply for the appointment. Will it be similar to what the candidates have to do? Spoke about the Code says until the next general municipal election.

Commissioner Corey Runte spoke about they have to have the same qualifications, but they do not need to do the campaign documents.

Mayor Alison Dennington spoke about if there is a referendum between now and November 2025 would that end the term of the appointed Commissioner, and wanting the Town Attorney to go through the provisions to make it more clear.

Tina Bove – 216 Ash Ave – Asked for clarification on how many candidates are running and about one of them filling the vacancy. Let the residents vote do not appoint someone. Let the residents put forth people then the Commission votes.

Mayor Alison Dennington spoke about how before Commissioner Adam Meyer resigned there were two seats up for this election and there are 4 candidates. If the Commission decides to appoint then a list of interested people would be posted and then it would go to a meeting. Spoke about having interested people go out and get signatures like they are a candidate.

Commissioner Corey Runte spoke about being fine with that.

Commissioner Marivi Walker spoke about how we have never done that previously, and it is a volunteer position for one year.

Commissioner Corey Runte spoke about how there is only one week to complete this. Thinks the signatures are a bad idea because people might be out of Town or unavailable to get signatures in that timeframe. Would be fine with a special election if it were not so expensive.

Commissioner Corey Runte left at 7:15 pm.

Frank LaGrassa - 412 First Ave – Spoke about Commissioner Corey Runte being concerned about the cost of a special election, but approved the budget.

Mayor Alison Dennington spoke about not voting for it unless the signatures are required.

Town Attorney Ryan Knight spoke about the vote to appoint someone would take a majority of the Commission.

Mike Bove – 216 Ash Ave – Urged the Commission to do an election and not do an appointment. Charge the residents to cover the cost of a special election.

Commissioner Corey Runte returned at 7:20 pm.

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

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

Erika Orriss – 263 Loggerhead Drive – Spoke about other places that have had people apply, then do a speech, and allow the public to comment. 25 signatures is reasonable.

Jean Lewis – 506 Hibiscus – Spoke about being concerned about the obvious fighting going on up there. Would rather see the residents vote even at \$20,000 if it will avoid the fighting.

Commissioner Corey Runte made a motion to proceed with the appointment process in lieu of a special election with the following conditions all applicants shall submit some form of application or resume and shall meet all qualification requirements set forth by our Charter due by Friday close of business the 13th of September and it will be voted on with applicants or not at the Regular Town Commission Meeting September 18th with no signature requirement due to extenuating circumstances; Commissioner Marivi Walker seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about voting against it because the cost of an election wasn't too much, and not having the requirement of at least 25 signatures.

Commissioner Corey Runte left at 7:26.

6. Adjournment

Vice Mayor Sherri Quarrie moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 3-0.

Meeting adjourned at 7:26 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING SEPTEMBER 6, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

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 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

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

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments – 1:23

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. Public Hearings – 2:52

A. Public Hearing on the Town’s Fiscal Year 2024/2025 (FY25) Millage Rate and Annual Budget – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about being here tonight to vote on the tentative mileage rate and annual budget.

Mayor Alison Dennington spoke about getting the budget yesterday and wanting a document detailing the changes.

Town Manager Elizabeth Mascaro spoke about the changes that were made were at the direction of the Commission. They included the reduction of one police officer, moving the other police officer to be paid out of Ocean Park, addition of software for code enforcement, the addition of another part-time code enforcement officer, reduction of the millage which constituted a reduction in other line items to accommodate that, and eliminated the contingency.

Mayor Alison Dennington asked about where money was taken from.

Town Manager Elizabeth Mascaro spoke about money was taken from several different places including the Fire Department, Law Enforcement, contingency, grounds keeping, reduced one officer and moved the other out of the Law Enforcement budget. Added money to legal fees, planning fees, and magistrate fees. Spoke about the Commission approved the Town Manager taking money from places to make the changes the Commission requested.

Mayor Alison Dennington spoke about how hiring an additional officer might violate the Charter. Read and spoke about provision 3.06A of the Town Charter. Adding or removing positions changes the arrangement or potentially which the Charter says you have to go to referendum.

Town Attorney Ryan Knight spoke about the key provision of 3.06A is materially change. His interpretation of that would not be that the addition or deletion of a paid police officer would materially change the existing arrangement of law enforcement. Thinks what this is referring to is if the police force disbanded, or if the powers of the police shifted to the Sheriff’s office through an arrangement. Does not interpret staffing to be a material change to the police department.

Mayor Alison Dennington spoke about not agreeing because of the second provision. Town Attorney Ryan Knight spoke about staffing decisions would not need to go to the people through referendum. Staffing decisions are vested with the Town Commission to

add or get rid of a police officer. Staffing is under 3.01B Powers of the Commission. Does not think it would be a violation of the Charter and believes any court would agree with his interpretation.

Mayor Alison Dennington spoke about disagreeing.

Barbara Struttman – 802 Pine St – Spoke about being against the Town raising property taxes. Against the 11% tax increase and anyone who supports it. Requested the Resolutions not be signed.

Tim Reed – 302 Fourth Ave – Spoke about during the July 3rd Budget Workshop the 3 Commissioners did not request any changes. The 5% pay raise across the board is very generous of that a flat 2% merit raise is unfair to the higher-performing employees. Using Ocean Park funds for a police officer is risky because the State might take the Park back.

Bruce Larson – 1507 Pine – Spoke about echoing some of what Mr. Reed said. Does not think the current documents fully represent what was discussed at the last budget workshop. Due to the timeliness it is difficult to review and comment.

Mayor Alison Dennington spoke about the document implies a decrease, but by State Law it is a tax increase.

Town Manager Elizabeth Mascaro spoke about the millage rate went down. The Town is earning more money in ad valorem taxes because of new construction.

Commissioner Corey Runte spoke about without a referendum, the Commission can increase up to 10%. The millage rate was reduced, but there is a 4.608% increase over last year.

Jean Lewis – 506 Hibiscus Trail – Spoke about reading it on Nextdoor and thought it was a tax decrease because of the millage rate going down.

Gail Gowdy – 215 Ash Ave – Spoke about the budget coming out so late and the misunderstanding that decreasing the millage means decreased taxes. Decrease it more.

6. New Business

- A. Resolution 2024-06, Adopting the Tentative Millage Rate for the Fiscal Year 2024-2025 – Town Manager Elizabeth Mascaro – 32:27

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2024/2025; PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Corey Runte moved to adopt Resolution 2024-06 setting the tentative operating millage rate for fiscal year 2024-2025 at 4.4770 mills, which is greater than the rollback rate of 4.2798 by 4.608%, and setting the tentative debt service millage rate at .2350 mills.;

Roll Call Vote by Town Clerk

Mayor Alison Dennington – Nay
 Vice Mayor Sherri Quarrie – Aye
 Commissioner Corey Runte – Aye
 Commissioner Marivi Walker – Aye

Resolution 2024-06 carried by a vote of 3-0

- B. Resolution 2024-07, Adopting the Tentative Budget for the Fiscal Year 2024-2025 – Town Manager Elizabeth Mascaro – 35:17

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2024/2025; PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Corey Runte moved to adopt Resolution 2024-07 setting forth the appropriations and revenue estimate for the tentative budget for fiscal year 2024-2025 in the amount of \$4,582,113;

Roll Call Vote by Town Clerk

Mayor Alison Dennington – Nay
 Vice Mayor Sherri Quarrie – Aye
 Commissioner Corey Runte – Aye
 Commissioner Marivi Walker – Aye

Resolution 2024-07 carried by a vote of 3-0

Mayor Alison Dennington spoke about voting no because she believes this violates the Town Charter because any additions or deletions of positions for the police have to go to referendum. That money is the cause for the tax increase.

7. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 4-0.

Meeting adjourned at 6:37 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP AUGUST 27, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

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 6:02 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

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.

Town Manager Elizabeth Mascaro spoke about the supporting documents that were provided including a comparison of all positions with salaries from Melbourne Beach, Indialantic, and Satellite Beach, the second document is a quote from Garber for a police vehicle, and the third document is a list of the police department employees that were hired and left within the year's time.

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.

Gail Gowdy – 215 Ash Ave – Asked about the recording and the capturing of the audio. Can that help to do the minutes?

Town Clerk Amber Brown spoke about the software does capture the audio, however, it is not completely accurate, it does not capture names, and it does not capture if someone's microphone is off. She has spoken with other clerks around the State and no one has a perfect software to capture audio. Plus we do not do verbatim minutes, so parts would need to be deleted. She does not think technology is there quite yet.

5. New Business

A. Discussion regarding the FY 2024-2025 budget

Town Manager Elizabeth Mascaro spoke about suggestions from the last Budget workshop was to add a Deputy Town Clerk, increase the Code Enforcement Officer to full-time or hire a second part-time, reduce or eliminate a position the Police Department is asking for, and review the flat pay increase for the Police Department. She provided salary data from Satellite and Indialantic and reviewed the provided document.

Commissioner Corey Runte spoke about having enough information to make a decision, and thinks the best comparable is Indialantic. The questions to answer, are we adding employees if so one or two, and what salary modifications.

Mayor Alison Dennington spoke about wanting to reallocate some money to where it's needed, have a moderate raise, and lower taxes. There are years that it will need to be raised, so when it can be lowered it should be. There has not been a large increase in population or crime. Does not think this amount of raise will make a big change in what officers we will get. Would like to see an organization chart, listing of all benefits by department or employee, and a list of the positions in the police department and how long they were empty.

Police Chief Tim Zander spoke about not being able to compete with other county's, but we need to compete within our county. Not asking to be in the top, just don't allow us to be the bottom. This agency has been behind on officer safety for a really long time. Next year we will be in the same position like every other agency and position, but hopefully, the request will be for less.

Mayor Alison Dennington spoke about Melbourne Beach's budget is a little less than 5 million and Indialantic's is 9.44 million.

Commissioner Adam Meyer spoke about understanding being proportional based on revenue, but if you have one community with rich people and one community with poor people it doesn't mean the poor people need fewer police officers. There are several factors. We need to 100% be able to compete with other Towns in our County. Whatever the amount is to be able to compete either \$7,200 or \$7,000. If we don't deal with it now, next year we will still be in last and push the issue down the road. It needs to be dealt with at some point. It is concerning having an officer out on the road on their own without having any backup. However, the amount of increase in the budget is also a concern. There are a lot of places in the budget that can be adjusted to fund the officers, and not increase the budget. Could some parking funds cover part of an officer? Public safety is very important and there are a lot more people coming through Town.

Vice Mayor Sherri Quarrie spoke about retention is important, and a part of that is environment, safety, and pay. We need to have at least two officers that are capable of protecting our citizens at any time. Perhaps we could push the capital projects like a police vehicle over one year, if it will make a difference in the budget. Another item that might be able to be adjusted is gas and oil for all of the departments. Look at the current years budget and how much has been spent and perhaps those numbers for all departments can be increased. Perhaps equipment maintenance across the board could be slightly reduced. Is in favor of the increase because we cannot lose our safety.

Town Manager Elizabeth Mascaro spoke about Fund 351 Land and Road Improvement will have a substantial amount of money left in the current budget, so we can remove the \$40,000. All of the money in this fund is from Ryckman Park parking fees.

Commissioner Adam Meyer spoke about if you use parking fees then they have to be used every year because the position is not going to go away.

Commissioner Corey Runte spoke about agreeing with increasing the salaries and thinks we need more officers, and thinks we can afford one. Does not want to start gutting the parking funds to fund other things. The original intent for the parking fees is for beautification of the parks and to keep the money in the parks.

Commissioner Marivi walker spoke about agreeing with what the Police Chief is requesting. Spoke with 24 residents, 17 said increase the pay but not add officers. They thought doing all of the requests in one year was too much. In favor of the salary increase, but not adding 2 officers, unless the money comes from somewhere else.

Mayor Alison Dennington spoke about agreeing with having a competitive salary. The question is how much should the pay raise be. Asked for the data of the vacancy rate. She is against adding 2 officers. If it is truly about safety pull the money from fluff places. Suggested only doing the pay raise, and track the vacancy rate until next year to see if salary makes a difference. Regarding overtime, after a large pay raise the overtime is going to be higher. Spoke with the Police Chief and he is not going to force officers to come in when someone calls out sick, so no matter how many officers there are, if no one volunteers to come in then the officer is on their own anyway.

Recess 7:15 – 7:20

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
 Vice Mayor Sherri Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker
 Commissioner Adam Meyer

Staff Members Present

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

Mayor Alison Dennington asked for data on the vacancy rate. If we don't have a policy or train officers on what needs to be enforced it does not matter how many officers there are. She asked how much is the gas and oil expenses for the marine rescue units.

Commissioner Corey Runte spoke about being here to decide if the Commission wants 0, 1, or 2 officers and the pay raise.

Vice Mayor Sherri Quarrie spoke about there should be a portion of the parking funds going to the Police Department in order for their presence and patrols for safety.

Commissioner Corey Runte spoke about being in favor of one additional officer, and the \$7,200 raise to get the starting salary to \$50,000.

Commissioner Marivi Walker spoke about being in favor of the full pay raise. Hold off until next year on the additional officers.

Vice Mayor Sherri Quarrie spoke about being good with the pay raise and the 2 additional officers.

Commissioner Corey Runte spoke about being in favor of the balance budget which had the two officers and the pay raise.

Commissioner Adam Meyer spoke about being in favor of the \$7,200 pay raise and one additional officer with the majority (\$40,000) of the funds coming from parking funds every year.

Mayor Alison Dennington spoke about being in favor of a pay raise between \$3,500-\$5,000 without any additional information. With more data she might be okay with a higher raise. Not in favor of additional officers. If the Commission approves additional officers then take the money from the parking funds, so if the money goes away so does the position.

Vice Mayor Sherri Quarrie spoke about the money should be taken from both parks and disagrees with tying the position to parking funds.

Anna Butler – 312 Avenue A – Spoke about having a background in corporate recruiting. Anytime someone addressed staffing then data was required.

Mark McBride – 310 Second Ave – Asked what is going to be done about the short term rental situation. What has been allocated for enforcement of short term rentals? You cannot change anything that does not have a budget.

Marivi Walker spoke about adding a 20-hour part-time Code Enforcement Officer or having a full-time Code Enforcement Officer.

Mayor Alison Dennington spoke about having a \$3,500-\$5,000 raise, no additional officers, and adding a second part-time Code Enforcement Officer.

Vice Mayor Sherri Quarrie spoke about the Police Department needs to be involved in the code enforcement process.

AnneMarie McBride – 312 Second – Spoke about being tired with the fighting and the Commission not listening to what the residents want. We do not need extra police officers.

Commissioner Corey Runte spoke about being in favor of adding one 20-hour Code Enforcement Officer, and only one additional Police Officer.

Commissioner Adam Meyer spoke about being in favor of an additional 20-hour Code Enforcement Officer and one additional Police Officer.

Gail Gowdy – 215 Ash Ave – Asked if the Commission is in favor of keeping the millage rate the same. Times are tough and these are the years where you can roll back.

Mayor Alison Dennington spoke about wanting to lower it.

Commissioner Adam Meyer spoke about with the reductions that have been discussed he would expect the millage rate to be reduced.

Tim Reed – 302 Fourth Ave – Spoke about the County taxes are reducing, but Melbourne Beach is not. There are two ways to adjust the budget reduce spending or increase revenue. He is in favor of an appropriate pay raise, but not in favor of adding 2 additional police officers because there has not been sufficient justification.

Frank LaGrassa – 412 First Ave – Spoke about the town needs to be run like a business. Things are too loose. Government inherently runs things defectively. Postpone any pay hick and make the pay retroactive pending more data.

Town Manager Elizabeth Mascaro recapped:

- Police Pay Raise - 3 in favor of \$7,200, 1 in favor of \$5,000, 1 in favor of \$3,500-\$5,000
- Additional Officers – 1 in favor of 2 officers, 1 in favor of 0 officers, 2 in favor of 1 officer
- Code Enforcement 4 in favor of adding a 20-hour Code Enforcement Officer

Steve Walters – 416 Sixth Ave – Asked how we got 17% behind on pay raises. There were 9 officers when he was in the department and 10 for 3 years and there were always 2 people on. Pay is one thing that you should keep as average. Are you going to give the new staff members the same raise as well to be fair?

Frank LaGrassa – 412 First Ave – Why not go by the rule of thumb of doing what it takes to get the job filled? Don't compare to other governments that is how the country has gone bankrupt.

Bruce Larson – 1507 Pine St – Spoke about we need to pay them what is fair. There needs to be a lot of data for staffing. Our revenue has gone down, but our taxes have gone up. It is unacceptable to have an officer working on their own and Indialantic is too far to respond when you need help now. The numbers in the summary sheet do not make sense. A starting salary of \$50,000 seems low.

6. Adjournment

Commissioner Corey Runte moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 5-0.

Meeting adjourned at 8:34 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP AUGUST 22, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

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 6:02 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Marivi Walker

Staff Members Present

Town Manager Elizabeth Mascaro

Town Clerk Amber Brown

Commission Members Absent

Commissioner Corey Runte

Commissioner Adam Meyer

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 2024-2025 budget

Mayor Alison Dennington spoke about being against the amount of the police department raise but agrees that there needs to be some type of raise. Would like to see the data on overtime and the percentage of when the department is understaffed to see if there is a correlation. The overtime does not seem like a huge expense compared to the cost of increasing everyone's salary by \$7,500 plus benefits. Would like to see a list of all of the benefits staff get and a comparison to other municipalities that are comparable.

Town Manager Elizabeth Mascaro spoke about having salary surveys of current and proposed within Brevard County, and Melbourne Beach is always near or at the bottom along with Indian River. This is why the Police Chief would like to increase the starting wage which would require everyone else's pay to increase as well. Just because we are small does not mean the risk is not there. The current starting wage is \$42,800 and the proposed is \$50,000.

Mayor Alison Dennington spoke about getting a comparison statewide with other small coastal communities to figure out how much the raise should be, and compare the benefits as well because we might have better benefits.

Town Manager Elizabeth Mascaro spoke about offering the least amount of benefits as well, and reviewed the numbers on page 20.

Commissioner Marivi Walker asked about the police being salary versus hourly, and spoke about the proposed wage would be above the new fair labor threshold for overtime which is around \$48,000.00.

Town Manager Elizabeth Mascaro spoke about officers are hourly, and there is certain criteria to be considered an exempt employee.

Mayor Alison Dennington spoke about other municipalities have more detailed budgets including comparisons, lists of all benefits, and a breakdown so residents can understand it more easily. Recommended having the page updated to show how hiring additional officers will affect other items such as purchasing guns, but that the department will stay within the current budget for those additional expenses.

Town Manager Elizabeth Mascaro spoke about once the budget is approved then the department has to stay within it.

Mayor Alison Dennington spoke about wanting to see all of the additional compensation and be able to compare the starting salary current and proposed and all of the additional compensation.

Town Manager Elizabeth Mascaro spoke about how we do not have a lot of additional compensation. The health insurance is worse than an HMO because we have under 50 people. Even Indialantic has significantly better insurance because they have enough employees to go to the next tier. Some employees pay out of pocket as if they do not have insurance at all because it is cheaper since the deductible is so high. We do not offer vision or dental. Spoke about having the salary information that can be sent out now, and next week will send out the additional data on benefits.

Mayor Alison Dennington spoke about overtime should go down by about \$10,000 with additional officers, but the cost of the overtime will increase due to the salary raise.

Town Manager Elizabeth Mascaro spoke about needing to have two people on and there are only a few people that can come in, so the same people are asked to come in and it can erode morale, but they do it because that is the structure of the department. A lot of times they take comp time instead of overtime. One employee who has been with the department for almost 20 years has only been home on Christmas 3 times, which is unacceptable. If fully staffed there would be other employees that could come in instead of there only being a few that can come in.

Mayor Alison Dennington spoke about the department adding days for training would decrease their days off, and just because there are more people does not mean those people will come in.

Steve Walters – 416 Sixth Ave – Spoke about there being 10 officers when he was in the Police Department. The Police Chief just came on 90 days ago and now he says he needs 2 more officers. Regarding the raise what about the rest of the staff?

Mayor Alison Dennington spoke about having a new Police Chief, a \$7,200 proposed raise, plus 2 additional officers just seems like a lot. Spoke about how the budget for Satellite Beach is wonderful.

Vice Mayor Sherri Quarrie spoke about one of the current officers is an SRO and the County pays for it, and how each department is very committed to their budget.

Mayor Alison Dennington spoke about the Police Department is asking for the largest increase in this budget, and that the budget is lacking detail. She spoke about how the Town Clerk needs help, but we are going to hire additional police. Do the comparison places have deputy clerks? There is an actual defined need for why we need a deputy clerk even if it is a part-time or contracted position. We need more than a part-time 20 hour Code Enforcement Officer. Would be more willing to the Police Department requests if more traffic stops received

tickets. Thinks some of the money should be transferred from the Police Department to have a full-time Code Enforcement Officer and a Deputy Clerk.

Steve Walters – 416 Sixth Ave – Spoke about the clerks at the meeting last night are the Town Clerk's friends and they are going to poach her. Town Clerks work all the time and still don't get caught up because there is a lot of work. Confident that she needs help, you can't keep putting this pressure on her.

Mayor Alison Dennington spoke about the Town Clerk needs to be able to go on vacation or go to training. Went in when the Clerk was gone, and was told you cannot see anything until the Clerk is back. It is becoming more apparent that we need a Deputy Clerk. Give the police a moderate increase, but not the 2 additional officers. Then transfer some of the money to get a Deputy Clerk and a full-time Code Enforcement Officer and then decrease taxes.

Town Manager Elizabeth Mascaro spoke about how she had a meeting today with the Town Clerk and will meet tomorrow with HR to discuss in more detail about the Clerk's duties and what would be taken on by a Deputy Clerk. Believes it is very important that the Police Department get at least one new officer and the \$7,200 increase. There is the potential to have the Code Enforcement position be full-time, however, she is unsure if the current employee would want to be full-time. Also, does not think that needs to be budgeted this year. Another option is having a second part-time Code Officer. We are going to lose Officers if we are working them to death, or if they can go to another close municipality for \$10,000-\$15,000 more.

Mayor Alison Dennington spoke about needing the comparison data to prove the increase is needed then she would vote for it. If you want to challenge something, the timeframe is based on when the minutes are signed.

Town Manager Elizabeth Mascaro spoke about we can drop an Officer to get a Deputy Town Clerk, but it would not be in the best interest of the community to drop both Officers.

Mayor Alison Dennington spoke about if the Town is going to update the code on short term rentals, and get strict on them, then one part-time Code Officer is not going to be able to keep up.

Commissioner Marivi Walker spoke about a starting salary of \$50,000 is \$24.00 per hour for a Police Officer.

Frank LaGrassa – 412 First Ave – Spoke about wanting a budget that is easy to understand. These jobs could be filled in a heart beat. How many cops do you think will walk away if they don't get that much of a raise? Is turn over something we have always dealt with. Questions the need for a white glove service. Why compare to other Towns; instead see what it will take to get the job filled. Get someone in here that really knows how to recruit because it is a great job. Wants to see all of the benefits and salary.

Town Manager Elizabeth Mascaro spoke about officers have left for other agencies. Our benefits and compensation are really low, so it makes it difficult to recruit even individuals right out of the academy.

Mayor Alison Dennington spoke about getting another employee when the cost of overtime covers the cost of the additional employee and asked for staffing data to compare each position per year. If there hasn't been an issue with staffing the current positions, then why add additional?

Town Manager Elizabeth Mascaro spoke about how staffing is currently at the bare minimum, and residents expect what resident LaGrassa called white glove service. Indialantic's budget is over 6 million dollars, which is about 2 million dollars more than Melbourne Beach, which has a very limited income.

Mayor Alison Dennington spoke about wanting a table of contents, an organizational chart plus additional pages with more information.

Town Manager Elizabeth Mascaro spoke about this being only the budget workbook, and those additional pages will be included.

Commissioner Marivi Walker spoke about how people cannot make a living off of a \$42,000 salary. Does not want to pay more in taxes, but she is thinking of the working people.

Bruce Larson – 1507 Pine St – Spoke about when doing comparisons one of the most important parts is similar revenue. Then go into geographical things and crime rate, size, etc. Thought the fiscal year 25 budget was done pretty well and well thought through. You need to have data to show a reason for things.

Town Manager Elizabeth Mascaro spoke about the 2 budget meetings in September are hearings to vote on the millage and budget, so the budget needs to be set before those meetings.

Mayor Alison Dennington spoke about the Town Manager asking her if there were any projects she would like to budget for, and she said nothing, she does not want to do anything other than reduce taxes and put 10-15% of the budget towards stormwater. Would like a policy on comp time where the salary is locked into the salary at the time it was earned not when it is used. Spoke about and asked questions related to the budget for Planning and Zoning, the Board of Adjustment, and the Town Planner.

Town Manager Elizabeth Mascaro spoke about on page 15. The cost for the Town Planner is never fully used, so it was reduced. Increased legal to cover the special magistrate hearings. Spoke about page 5 is revenues, and to go to the Board of Adjustment it is really expensive with a \$5,000 deposit. Planning and Zoning reduced because we are now following the Code more closely which only requires multi-family and commercial go to the Board. In the past everything was going to Planning and Zoning Board even when it was not required by our Code.

Mayor Alison Dennington spoke about wanting to keep the legal for Code Enforcement at \$26,000 and tightening the budget elsewhere to transfer to other places such as a Deputy Clerk and additional Code Enforcement. Would like to keep the Special Magistrate, but also have a Code Enforcement Board. Have the easier cases such as mowing the grass and

unregistered vacation rentals go to the Code Enforcement Board to lower the costs and streamline things.

Town Manager Elizabeth Mascaro asked if the Commission would be willing to allow her to figure out where to pull money from in order to budget for the things they requested.

Bruce Larson – 1507 Pine – Spoke about there being enough funds for 10-15 magistrate cases. You are about 25% funded to handle all of the code enforcement cases. There will never be enough resources with what is currently budgeted. The upcoming short term rental magistrate case is the first one the Town has done, so let's get through one and see how it goes but the budget needs to be doubled, tripled, or quadrupled. We are running out of time, so focus on the big-ticket items in the budget.

Town Manager Elizabeth Mascaro spoke about only convening the Special Magistrate once a month to hear all of the cases.

Mayor Alison Dennington spoke about the police can have cards to complete while they drive around Town, to document any needed maintenance such as lights out, and also track any code violations for evidence for a case.

Town Manager Elizabeth Mascaro spoke about how the police can occasionally assist, but they cannot be dedicated Code Officers.

Mayor Alison Dennington spoke about wanting to see global totals for items that are in multiple different departments. Asked for an email of all of the items that have been discussed so far.

Town Manager Elizabeth Mascaro spoke about allowing her to figure out how to budget to add a Deputy Clerk, and add an additional part-time or full-time Code Enforcement Officer.

Frank LaGrassa – 412 First Ave – Spoke about not needing to worry about Officers not doing their job because of low morale because they did not get a record breaking pay raise or having to work overtime because that is just part of the job.

Mayor Alison Dennington asked for the expenses related to the Volunteers in the Fire Department, and the cost of gas for the marine rescue program.

Town Manager Elizabeth Mascaro spoke about the only expense for Volunteers is the stipend.

Bruce Larson – 1507 Pine St – Spoke about focusing on the big-ticket items such as Airbnbs that have homestead exemptions.

6. Adjournment

Commissioner Marivi Walker moved to adjourn; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

Meeting adjourned at 8:33 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING AUGUST 21, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker
Commissioner Adam Meyer

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 5:01 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

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

Commission Members Absent

Commissioner Adam Meyer

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments – 1:24

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 – 1:56

- A. Confirm Qualified Commission Candidates and order names to be printed on the November 5, 2024 Municipal Election Ballot

Mayor Alison Dennington introduced the candidate packet for Joyce Barton.

Tina Coppick – 505 Avenue B – Spoke about candidate Joyce Barton and what she has done for the Town, and about someone being afraid to allow her to run. Allow the public to choose with their vote.

Mayor Alison Dennington spoke about some citizens' questioning if Joyce Barton could run because of a provision in the Code. The Mayor sent it to the Town Attorney who wrote an opinion on it. She agreed with the Town Attorney's opinion that there is no reason Joyce Barton cannot run.

Commissioner Corey Runte moved to approve Joyce Barton as a qualified candidate for Commissioner-at-large 2024 as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.

Mayor Alison Dennington introduced the candidate packet for Anna Butler.

Vice Mayor Sherri Quarrie made a motion to accept Anna Elizabeth Butler's application for Commissioner-at-large; Commissioner Marivi Walker seconded; Motion carried 4-0.

Mayor Alison Dennington introduced the candidate packet for Tim Reed.

Commissioner Corey Runte made a motion to approve Tim Reed for candidate for Commissioner-at-large for the Town of Melbourne Beach 2024 election; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.

Mayor Alison Dennington introduced the candidate packet for Marivi Walker.

Commissioner Marivi Walker recused herself from the vote for herself.

Town Clerk Amber Brown reminded Commissioner Marivi Walker to file a Form 8b.

Vice Mayor Sherri Quarrie made a motion to accept Marivi Walker’s application for Commissioner-at-large; Commissioner Corey Runte seconded; Motion carried 3-0 with Commissioner Marivi Walker abstaining from the vote.

The Commission allowed each candidate to briefly address the public.

Candidate Joyce Barton spoke about who she is and her vision for the Town.

Candidate Anna Butler spoke about who she is, why she is running, and her vision for the Town.

Candidate Tim Reed spoke about who he is and being open to listening to the residents.

Candidate Marivi Walker spoke about who she is and her vision for the Town.

6. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.

Meeting adjourned at 5:24 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING August 21, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

ACTION MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker
Commissioner Adam Meyer

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 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker

Staff Members Present

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

Absent

Commissioner Adam Meyer

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes – 2:18

Vice Mayor Sherri Quarrie spoke about Unfinished Business Item D - Fee Schedule is related to New Business Item C.

New Business Item C was moved up under Unfinished Business Item D.

Mayor Alison Dennington removed New Business Item E.

Vice Mayor Sherri Quarrie made a motion to approve the agenda with the changes as discussed; Commissioner Marivi Walker seconded; Motion carried 4-0.

5. Consent Agenda – 5:17

- A. Approval of the Regular Town Commission Meeting action minutes July 17, 2024
- B. Approval of the Regular Town Commission Meeting final minutes April 17, 2024
- C. Approval of the Regular Town Commission Meeting final minutes March 20, 2024
- D. Reappointment of Planning and Zoning Board Member Kurt Belsten

Mayor Alison Dennington spoke about being fine with Items A and D but has issues with Items B and C. Pulled Consent Agenda Items B and C and put them at the end of New Business.

Vice Mayor Sherri Quarrie made a motion to move Consent Agenda Items B and C to New Business G and H; Commissioner Marivi Walker seconded; Motion carried 4-0.

Commissioner Corey Runte made a motion to approve the Consent Agenda as amended removing Items B and C; Commissioner Marivi Walker seconded; Motion carried 4-0.

6. Proclamations/Presentations/Awards – 8:34

- A. Proclamation recognizing the month of September 2024 as National Suicide Prevention Month

Mayor Alison Dennington Presented a proclamation recognizing the month of September 2024 as National Suicide Prevention Month.

- B. Presentation of Certified Municipal Clerk designation to Town Clerk Amber Brown – 11:50

FACC Central East District Director Gwen Peirce presented Town Clerk Amber Brown with her Certified Municipal Clerk designation.

Recess 6:18-6:26

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Alison Dennington
 Vice Mayor Sherri Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker

Staff Members Present

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

Absent

Commissioner Adam Meyer

7. Finance/Budget Report – 19:33

Commissioner Corey Runte made a motion to approve the Finance Report as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.

8. Department and Board/Committee Reports

- A. Parks Board – 22:08
- B. Public Works Department – 23:50
- C. Building Department – 30:11
- D. Code Enforcement – 33:48
- E. Fire Department – 37:22
- F. Police Department – 38:21
- G. Town Clerk – 42:02

9. Public Comment (Non-Agenda Items) – 43:25

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.

Frank LaGrassa – 412 First Ave – Spoke about budget transparency and having a budget that is easier to understand.

Bruce Larson – 1507 Pine St – Provided handouts and spoke about vacation rentals.

JoAnn Degel – 217 Second Ave – Spoke about there being more short term rentals than what has been identified.

Anna Butler – 312 Avenue A – Spoke about Indian Harbour Beach recently hired a company for short term rentals.

AnneMarie McBride – 310 Second Ave – Spoke about ongoing issues with vacation rentals and asked what is being done.

Mark McBride – 310 Second Ave – Spoke about ongoing issues with vacation rentals and asked what is being done.

Gail Gowdy – 215 Ash Ave – Spoke about residential is not a business, and a home is not a hotel.

Ken Lebrato – 213 Cherry Drive – Spoke about needing to enforce the present ordinances that are not being enforced.

10. Public Hearings/Special Orders

11. Unfinished Business

- A. Approval of the Town Commission Workshop final minutes March 6, 2024 – 1:20:59

Vice Mayor Sherri Quarrie made a motion to table the minutes; Commissioner Corey Runte seconded; Motion carried 4-0.

Tina Coppock – 505 Avenue B – Spoke about the Mayor’s comment about there being two Commission seats up this year, so maybe the meetings will be shorter then is uncalled for.

Gail Gowdy – 215 Ash Ave – Spoke about not understanding action minutes and final minutes.

Mark McBride – 310 Second Ave – Spoke about mismanagement and not getting minutes in a timely fashion.

- B. Approval of the Regular Town Commission Meeting final minutes February 21, 2024 – 1:34:47

Commissioner Corey Runte made a motion to approve Item B Unfinished Business approval of Regular Town Commission minutes for February as presented no changes; Commissioner Marivi Walker seconded, Motion carried 4-0.

Steve Walters – 416 Sixth Ave – Spoke about the minutes being an age-old problem which is why the Town had a Deputy Clerk because the Town Clerk needs help. Put the Deputy Clerk back.

- C. Consideration to renew the South Beaches Coalition Interlocal Agreement – Town Manager Elizabeth Mascaro – 1:38:44

Commissioner Corey Runte moved to approve the South Beaches Coalition Interlocal Agreement as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 4-0.

- D. Resolution 2024-04 Fee Schedule – Town Manager Elizabeth Mascaro – 1:41:00
Also added was New Business Item C – Consideration on leasing the Community Center
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE TOWN FEE SCHEDULE; AMENDING TOWN RESOLUTION 2022-05 TOWN FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Gail Gowdy – 215 Ash Ave – Spoke about there being history to this Town and this building, and would hate to eliminate the ability for residents to use this building.

Frank LaGrassa – 212 First Ave – Spoke about rentals and accountability and does not want the government to do more than is required.

Steve Walters – 416 Sixth Ave – Spoke about the damages are not from renters. This is the Community Center and belongs to the Town. You cannot take it away from them.

Commissioner Corey Runte made a motion to keep the leasing of the Community Center open to the public; Commissioner Marivi Walker seconded; Motion carried 4-1 with Vice Mayor Sherri Quarrie dissenting.

Frank LaGrassa – 412 First Ave – Asked if this was your building with all of the equipment and everything inside would you feel comfortable renting it out with that low of a deposit? Proposed at least \$7,000.00 deposit.

Tim Reed – 302 Fourth Ave – Spoke about the fee schedule and asked why vacation rental fees are on their own fee schedule.

Commissioner Corey Runte made a motion to approve the proposed fee schedule with the following changes: to change the hourly rate to a lump sum based on 6 hours at the current hourly rate, with a refundable security deposit of \$2,500.00; Commissioner Marivi Walker seconded; Motion carried 4-0.

E. Consideration on creating a Citizen Advisory Board – Mayor Alison Dennington – 2:17:04

Bruce Larson – 1507 Pine – Spoke about there only being one vacancy on any of the Boards, and thinks it would be important to have this Board.

Failed for a lack of motion

F. Consideration on creating a Municipal Citizens Academy – Mayor Alison Dennington – 2:23:36

Gail Gowdy – 215 Ash Ave – Spoke about when she moved into Town she took an 8 week course from the County and it was a wonderful opportunity.

Commissioner Corey Runte made a motion to approve proceeding with the Municipal Citizens Academy concept subject to further information such as a framework for scheduling, costs and responsibilities; Commissioner Marivi Walker seconded; Motion carried 4-0.

12. New Business – 2:30:34

At the request of Mr. McBride Commissioner Marivi Walker made a motion.

Commissioner Marivi Walker made a motion to direct the Town Manager to meet with Mr. Larson this week to discuss the information and data he presented to see about taking immediate corrective actions against illegal STRs; Commissioner Corey Runte seconded; Motion carried 4-0.

- A. Consideration to increase the amounts of accrued annual leave and compensatory time caps – Finance Manager Jennifer Kerr – 2:33:15

Frank LaGrassa – 412 First Ave – Spoke about government employees being compensated lavishly. Keep the bottom line in mind.

Steve Walters – 416 Sixth Ave – Spoke about the policy now is due to the auditors. Does not see a problem with what the request because in the long run, it will save money because employees will opt to earn comp time instead of being paid overtime.

Ken Lebrato – 213 Cherry Drive – Spoke about most companies do not pay out comp time, and have a time limit of when you have to use it. Manage the Town properly.

Failed for a lack of motion

- B. Consideration of recognition of Olympic gold medal winner Caroline Marks – Commissioner Corey Runte – 3:01:48

Kristen Brunosson – 408 Surf Rd – Spoke about being very close with Caroline Marks and the family, and they are open to anything the Town would like to do.

Gail Gowdy – 215 Ash Ave – Spoke about this being a good idea.

Commissioner Marivi Walker made a motion to recognize Olympic gold medal winner Caroline Marks as renaming Ocean Park and work on the potential of a celebration; Commissioner Corey Runte seconded; Motion carried 4-0.

- ~~C. Consideration on leasing the Community Center – Vice Mayor Sherri Quarrie – Moved up to Unfinished Business to be combined with Item D.~~

- D. Consideration on providing direction to the Planning and Zoning Board – Mayor Alison Dennington – 3:10:28

Bruce Larson – 1507 Pine St – Spoke about after the Commission voted to have PNZ review the Code the PNZ Board did not meet the following month. Give the Planning and Zoning Board direction to review the entire Code.

Commissioner Corey Runte read a memo from resident Dan Harper who is a member of the Planning and Zoning Board who does not agree with reviewing the entire Code without any direction or specifics.

Todd Albert – 1710 Pine St – Spoke about communication is everything and they are not getting the why they are looking at something, and the items the Planning and Zoning Board has looked at.

Commisisoner Runte left at 9:35 pm.

Failed for lack of motion

~~E. Discuss the Mayors' Fitness Challenge hosted by the United Way of Brevard – Mayor Alison Dennington – Mayor Alison Dennington pulled this item from the agenda.~~

F. Consideration of establishing a Youth Mayor for a Day program – Mayor Alison Dennington – 3:31:01

Commissioner Marivi Walker moved to establish a Youth Mayor for a Day program; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

G. Consideration of amending building height restrictions – Mayor Alison Dennington – 3:34:04

Steve Walters – 416 Sixth Ave – Spoke about this being put on a referendum in 2004 and was approved. Reaffirm the building height is 28 feet, without any gimmicks to take out the ambiguity.

Vice Mayor Sherri Quarrie made a motion to have the Town Planner work with the Town Attorney on the maximum height; Commissioner Marivi Walker seconded; Motion carried 3-0.

H. Consent Agenda Item B Approval of the Regular Town Commission Meeting final minutes April 17, 2024 - 3:48:23

Vice Mayor Sherri Quarrie made a motion to approve the minutes with the provision that Mayor Alison Dennington recused herself underneath 11 A; Commissioner Marivi Walker seconded; Motion carried 3-0.

I. Consent Agenda Item C Approval of the Regular Town Commission Meeting final minutes March 20, 2024 – 4:01:43

Vice Mayor Sherri Quarrie made a motion to approve the minutes from March 20th; Commissioner Marivi Walker seconded; Motion carried 3-0.

13. Administrative Reports – 4:02:56

- A. Town Attorney
- B. Town Manager

Bruce Larson – 1507 Pine St – Spoke about the most current plans show a sidewalk that goes through an oak tree.

14. Commission Reports

15. Task List

16. Public Comment

17. Adjournment

Commissioner Marivi Walker moved to adjourn; Vice Mayor Sherri Quarrie seconded, Motion carried 3-0.

Meeting adjourned at 10:21 p.m.

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP JULY 3, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

Staff Members:

Town Manager Elizabeth Mascaro

Town Attorney Ryan Knight

Town Clerk Amber Brown

1. Call to Order

Vice Mayor Sherri Quarrie called the meeting to order at 6:01 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commission Members Absent

Mayor Alison Dennington

Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro

Police Chief Tim Zander

Building Official Robert Bitgood

Fire Chief Gavin Brown

Finance Manager Jennifer Kerr

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Vice Mayor Sherri Quarrie led the Pledge of Allegiance.

4. Public Comments - 1:15

After being acknowledged by the Vice 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.

Kate Wilborn – 502 Second Ave – Spoke about stormwater issues on Second Ave.

5. New Business

A. Discussion regarding the FY 2024-2025 budget – 5:02

Town Manager Elizabeth Mascaro said the millage is the same as last year, 4.570. The millage rate for stormwater is .2350, which will pay off in full in 2026. Revenue expenses for Fiscal Year 2025 are less than Fiscal Year 2024. Said they are finally at a point where they are not in need of any more large capital items. Spoke about certain events/activities that are now being paid for through fund 107 which is the Parks Board fund and parking. The Parks Board funds have received grant money, general funds will give them \$2,500. Said Police Chief Tim Zander has requested 2 more officers with starting pay at \$50,000 plus benefits. Also requested an adjustment for all officers of \$7,200 to stay competitive in the marketplace. The Police and Fire departments have a one-time payment of \$18,572 to pay to Brevard County. Said that they have known radios are going to be changing, and they set money aside every year for that.

Fire Chief Gavin Brown said the \$18,572 is to upgrade the towers that the radios communicate to.

Town Manager Elizabeth Mascaro said the expenditures in general government have decreased year over year by 13.57% (12:25). These departments include legislative which is the Town Clerk, Executive which is the Town Manager, Finance which is Jennifer Kerr, Comprehensive Planning which is the Town Planner, legal, general services where bills of the Town are paid and Public Works and grounds keeping. Expenditures in public safety, which are Law Enforcement, Fire, Building and Code Enforcement, had an increase of 13.76%. Primarily due to an increase in the Police budget. Remaining departments had 4.1% increase, that was for Fire for the towers. Capital spend has lowered by 70.23%. Able to put \$500,000 in storm water this year.

Vice Mayor Sherri Quarrie asked about the miscellaneous income, the 20,000 that's in interest on investments and the Town Manager said the market has been up.

Town Manager Elizabeth Mascaro discussed salaries, asking for a 3% cost of living increase and 2% merit increase.

Commissioner Corey Runte and Commissioner Marivi Walker said they both are in support of the additional police officers and the salary increases.

Town Manager Elizabeth Mascaro discussed the budgets of each department (25:00), and the year-over-year budget for the most part seems to be trending down in each department. Added Code Enforcement Attorney and Code Enforcement Magistrate for \$10,000 each. The Commission touched on restructuring where these funds are coming from, but not making any monetary changes. Insurances varied, some went up, and some went down. Workers comp went up substantially.

Vice Mayor Sherri Quarrie asked about the transfer of long-term capital (39:00) and Town Manager Elizabeth Mascaro said that is for the fire alarm, the old Town Hall roof, and computer replacement.

Police Chief Tim Zander spoke about the budget (41:35). Spoke about the pay increase of \$7,200 to get to starting pay of \$50,000. The Town has been in last place in the county for pay, so they want to increase it to be more competitive, get good people, and retain them. The police on average handle 50 things per day for the Town. Spoke about getting 2 extra officers, they would be primarily traffic officers and would take some load off the current officers.

Commissioner Marivi Walker touched on the fact that there is no back up if it is needed when someone is sick or can't make it to work and is in support of the additional officers.

Commissioner Corey Runte mentioned that the additional pay is not considering the increases the other towns will be making as well, so they would likely still be towards the bottom in the county. Also spoke about how the lack of lifeguards will fall on the Police and Fire departments.

Vice Mayor Sherri Quarrie is also in support. Asked if the Police department needed any new equipment.

Police Chief Tim Zander said they had it within their own budget.

Fire Chief Gavin Brown spoke about the budget with not much changing (57:00). Said they got a grant funded extractor washing machine. The surrounding beach towns use it and split the costs. Also touched on the difference between the Fire department and the Fire corporation, a non-profit whose official name is the Melbourne Beach Volunteer Firefighter's Association.

Town Manager Elizabeth Mascaro said Code Enforcement had not changed (1:08:45). Public Works was able to reduce landscaping expenses, decreased budget 9.35%.

Commissioner Corey Runte said the town looked great except for Oak St from Surf to the end of town limits and the Commission was in agreement.

Town Manager Elizabeth Mascaro said the Parks and Rec fund is closing after FY24 (1:16:30). Spoke about estimates for costs/donations. The fire donation fund estimates

\$5,900 in donations, possibly spend \$3,050 in expenses. The Environmental Advisory Board, the general fund transferred \$6,500 into their department. New Parks and Rec fund, going to fund them \$2,500 for events in the parks. Police education fund, paid for by fines and forfeitures for tickets written. Building department education fund, state required fund, 10%, funded through permits through DBPR. Building fund was funded by the general fund and the Town Manager believes they need more time before paying the general fund back.

Building Official Robert Bitgood spoke about how things will pick up after the election year and when interest rates are better (1:25:45). Also spoke about inspection rates.

Town Manager Elizabeth Mascaro spoke about the utility fee for stormwater which is \$36 per home (1:31:10). The Ocean Park revenue fund is down, hoping to redo the parking lot soon.

Vice Mayor Sherri Quarrie asked about ADA ramp funding and for the sketch.

Commissioner Corey Runte said there should be money put in for playground equipment and Town Manager Elizabeth Mascaro said \$10,000 per year is being put in. Commissioner Corey Runte said he did not believe that would be enough, suggesting \$25,000 a year. Also mentioned putting in a barrier between the parking and the park on Ocean Ave.

Vice Mayor Sherri Quarrie requested that the power line come down over the jungle gym.

Town Manager Elizabeth Mascaro transferred \$116,114 from the general fund, had \$2,300 leftover from last year (1:43:30). Spoke about various funds including the stormwater bond fund which would be paid off early. The Commission also discussed the Town logo.

6. Adjournment

Commissioner Marivi Walker moved to adjourn; Commissioner Corey Runte seconded; Motion carried 3-0.

Meeting adjourned at 7:55 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP JUNE 18, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

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 6:00 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Marivi Walker

Commissioner Adam Meyer

Commission Members Absent

Commissioner Corey Runte

Staff Members Present

Town Manager Elizabeth Mascaro

Town Attorney Ryan Knight

Police Chief Tim Zander

Building Official Robert Bitgood

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. New Business

A. Discussion on short term rentals – 3:58

Town Attorney Ryan Knight presented an appellate opinion, he spoke about code issues and enforcement. He specifically mentioned the 4th amendment which guarantees all persons the right to be secure from unreasonable government intrusion. And the 5th amendment, the right to due process. He is also going to cover a bill analysis on SB 280 all related to short term rentals.

Mayor Alison Dennington asked about not being allowed to enter because of technical codes versus health and safety issues.

Town Attorney Ryan Knight explained that a code enforcement officer would have to believe there was an issue of safety or health, i.e. they are standing in a place they are allowed to be and could clearly see a wall falling down, a portion of roof that is missing etc. The Town Attorney spoke about anonymous complaints, saying the legislature made it so that people need to give their name and contact info to file a complaint. If there is an anonymous complaint, an inspector cannot start an inspection based on that complaint, however they can pass by the house and if they see it for themselves they can report it.

Annemarie McBride - 310 Second Ave (14:10) – Asked if the individual that files a code complaint is protected from public record.

Town Attorney Ryan Knight spoke about how the individuals' information would not be protected from public records, mentioning Florida Sunshine Law.

Town Attorney Ryan Knight spoke about parking (15:30). Recommends putting all parking citations under the Special Magistrate, prudent to list the exact number of vehicles that are allowed to park at a vacation rental, owners should notify renters of Town Codes. Believes it would be a combination of code and the police department dealing with parking issues. If a car is parked on your personal property, you can call and have the car towed or have a citation written.

Mayor Alison Dennington spoke about a case in Tampa and asked how they obtained the records. Asked about parking issues on personal property.

Vice Mayor Sherri Quarrie asked if one short term rental host has multiple issues with parking, would code or the police department address that.

John Butler – 312 Avenue B (38:30) - Asked if the issue here is that the officers have no way of knowing if it's a short term rental so it cant be enforced?

Mayor Alison Dennington suggested having the officers carry the list of short term rentals so they know where they can give citations for parking.

Town Attorney Ryan Knight said it would be a notice of violation through code enforcement, and the disconnect is that one is governed by the Special Magistrate and one is governed by just writing a ticket.

Mark McBride - 310 Second Ave (41:15) – *Spoke about a gender reveal party that had cars parked all over the street. What can be done, and why can't the police go to the door and tell them they cannot do that?*

Mayor Alison Dennington said that police officers are unclear on when they are and are not allowed to write tickets. Also asked if there could be one citation for the person parked and one for the owner of the short term rental for the same incident.

Police Chief Tim Zander spoke about giving people the benefit of the doubt if they are parked illegally. The police would go to the individuals and give them the opportunity to move their vehicle first. Said there could be two citations for the same incident.

Town Attorney Ryan Knight spoke about Town codes related to noise and short term rentals (47:00). Said the penalty is to be punished by fine not to exceed \$200. Said he has not spoken with Chief Zander about this yet. Believes he could figure out how that would affect the Magistrate budget by looking at other cities.

Vice Mayor Sherri Quarrie asked the Town Attorney if he had figured out with Chief Zander how officers would write tickets after hours, what would go to what department. Asked about the \$10,000 budget for the Magistrate, and if they would be able to figure out what that increase would be.

Mayor Alison Dennington suggested taking different provisions and creating forms for officers and code enforcement on these issues.

Carol Crispen - 205 Elm Ave (56:22) – *Asked why we are discussing how the Town is going to cover the budget for these issues. Why shouldn't the Airbnb owner incur those costs instead of the taxpayers? Can't you increase the registration fee?*

Mayor Alison Dennington said the Special Magistrate is a cost but when you go through procedure, they have to pay that back. Spoke about SB 280 if signed will remove the Town's registration process.

Town Attorney Ryan Knight spoke about noise regulation (59:28). As of now it is 11:00 PM for the town, but he believes it could be changed to 9:00 PM for weekdays, 10:00 PM for weekends. Says loud is subjective but should not need a decibel level. There's a code that says if the short term rental owner is notified of noise they must solve that issue within an hour.

Mayor Alison Dennington asked Police Chief Tim Zander if officers have a list of short term rentals and their owners so they can notify the owners of any issues.

Police Chief Tim Zander said they do not currently have that list but will work on it.

Town Attorney Ryan Knight mentioned noise sensors that some short term rental owners have that help with this issue. Some towns have implemented a 24 hour hotline to call if there are noise issues. For code enforcement, the neighbors have to give testimonies so they do not rely on hearsay for evidence. Touched on unregistered short term rentals and how to deal with that. Had some recommendations (1:26:42) which include creating a policy for notifying owners, limiting the number of vehicles at short term rentals (have a specific number), limiting the amount of people between certain hours, establishing a way for residents to report issues after hours.

Mayor Alison Dennington referenced a code from the 1970s that had a duration for rentals, i.e. one week or more, one month or more. Wants to know when those were removed or if that was an error.

Town Attorney Ryan Knight said in December of 2017 the one week or more was taken out. It would have had to have been voted out by P&Z and the Commission.

Building Official Robert Bitgood said that building permit fees cannot be used for code enforcement, that's why it would fall on the taxpayers.

Commissioner Marivi Walker mentioned how this is going to increase costs and how to budget for it.

Mayor Alison Dennington said a realtor had published on a listing that the Town was lenient on short term rentals, and wants to change that opinion.

Annemarie McBride – 310 Second Ave (1:48:30) – Does not want this to happen to our community. Was told there is nothing you can do.

Mayor Alison Dennington said if this is important to the Town, a fund should be set up to put money aside for issues like this so they can be addressed quickly.

Vice Mayor Sherri Quarrie said the Commission needs an estimate and to know what they are looking at realistically to make a budget.

Ken Lebrato – 213 Cherry Dr (1:57:45) – One of the most important things from this meeting was the ordinance from December of 2017. What did it change? Asked the Town to find the money to get it done. What happens if owners do not notify tenants. How many cases has the Special Magistrate heard in the last 6 months(calendar year)? Do not wait for SB 280 to be signed. Enact something now.

Town Attorney Ryan Knight spoke about an ordinance in 2017 that changed the definition of the dwelling unit and removed the 7 day minimum requirement.

Mayor Alison Dennington said she wanted to put on the agenda a request to have this be investigated, could potentially be in July. Asked what kinds of certifications that could be required of the renter of a short term rental.

Building Official Robert Bitgood spoke about part of the inspection is to have the documents posted in the house. Said they've taken about 5 cases in the last year, none having to do with short term rentals.

Bruce Larson - 1507 Pine St (2:17:40) – SB 280 will be either signed or not signed by July 1st. Add something to the Regular Town Commission Meeting agenda tomorrow.

Mark McBride - 310 Second Ave (2:21:35) – Asked the police to knock on the door when vehicles are parked all over the road. When there are 20 vehicles outside and 35 people outside could they be requested to leave because they are violating the ordinance. Says the Town is fortunate that they can call the police if there is a noise issue.

Police Chief Tim Zander spoke about if vehicles are illegally parked then the officer would knock on the door and ask for the vehicles to be moved. Said if a resident does not get an answer from a police officer that they agree with they can always call and speak with a supervisor.

Town Attorney Ryan Knight spoke about if vehicles are parked illegally then the police should handle it. The definition of occupant is someone who is spending the night.

Mayor Alison Dennington said the Town could add more restrictions in case SB 280 does not pass, including trying to change the definition of an occupant not necessarily being overnight.

Charles Leps - 212 Cherry Dr (2:32:12) – Would the Special Magistrate accept testimony from another resident that would be willing to take photos and testify?

Town Attorney Ryan Knight spoke about as long as it is not hearsay. If the resident who saw the violation, took the pictures, and testified then yes the Special Magistrate would accept it, no matter if they are a next door neighbors or live across town.

5. 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.

6. Adjournment

Vice Mayor Sherri Quarrie moved to adjourn; Commissioner Marivi Walker seconded; Motion carried 4-0.

Meeting adjourned at 8:38 pm.

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING May 15, 2024 at 6:00 p.m. COMMUNITY CENTER - 509 OCEAN AVENUE

ACTION MINUTES

Commission Members:

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker
Commissioner Adam Meyer

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 6:03 p.m.

2. Roll Call

Town Clerk Amber Brown conducted a roll call

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte

Commission Members Absent

Commissioner Marivi Walker
Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Finance Manager Jennifer Kerr
Building Official Robert Bitgood
Fire Chief Gavin Brown
Police Chief Tim Zander
Public Works Director Tom Davis
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes – 3:17

Commissioner Corey Runte moved to approve the agenda as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

5. Consent Agenda – 3:46

- A. Approval of the Regular Town Commission Meeting action minutes April 17, 2024
- B. Appointment of Edilene Johansson as an Alternate to the Parks Board

Vice Mayor Sherri Quarrie made a motion to approve the Consent Agenda; Commissioner Corey Runte seconded; Motion carried 3-0.

6. Proclamations/Presentations/Awards

- A. Presentation of a proclamation recognizing May 18th through May 24th, 2024 as National Safe Boating Week – 5:20

A member of the Coast Guard spoke about the Coast Guard being a group of volunteers, they provide educational classes, etc, which helps to fund them. Coast Guard and the Town have the same mission, to keep people safe and to have fun in a safe way.

Commissioner Corey Runte thanked the Coast Guard and told the people of the Town to take advantage of the services they provide.

Mayor Alison Dennington read the proclamation that declared May 18th to May 24th, 2024 National Safe Boating Week in the Town of Melbourne Beach and encouraged citizens to acquire skills/knowledge to practice safe boating.

- B. Presentation by Town Attorney Ryan Knight – 12:19

Town Attorney Ryan Knight explained the difference between legislative hearings and quasi-judicial hearings. Touched on the fact that legislative hearings create general rules or policies for a group of people, and spoke in more detail about quasi-judicial hearings, which are applied to more specific situations. He said you're essentially taking an ordinance or regulation and applying it to one property, one person or one development instead of a group.

Mayor Alison Dennington mentioned there will be a workshop to deal with issues about short term rentals and Town Attorney Ryan Knight said it would mostly cover enforcement.

7. Finance/Budget Report – 26:24

Commissioner Corey Runte made a motion to approve the finance report as presented; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

8. Department and Board/Committee Reports – 27:38

A. Public Works Department

Commissioner Corey Runte spoke about receiving an email about tree trimming and wants Public Works Director Tom Davis to look into the timing for that.

Public Works Director Tom Davis said they already trimmed the trees. He also said the sign at Loggerhead Park has been removed and a new sign has arrived.

Mayor Alison Dennington asked about the broken sign at Loggerhead Park.

B. Building Department

Vice Mayor Sherri Quarrie asked about the reasoning for removing the oak trees on Sunset Blvd.

Building Official Robert Bitgood said the permit was applied for by the owner as the trees were posing a threat to a wall. Also says they are a small municipality so he is the one doing the inspecting, and the town manager is made aware of any conflict of interest.

Mayor Alison Dennington asked about how conflicts of interest are addressed.

C. Code Enforcement

Commissioner Corey Runte acknowledges there's only two active cases/violations, the fewest number he's ever seen.

Building Official Robert Bitgood says they have been doing a good job keeping an eye on everything, making sure it is resolved. Believes it would be beneficial to have body cams.

Mayor Alison Dennington mentioned getting body cameras for code inspectors. Also asked some questions about enforcement for short term rentals.

Vice Mayor Sherri Quarrie asked if the cameras would come out of the building fund.

Town Manager Elizabeth Mascaro said it would come out of the building department, also they call the officers if there is an issue.

D. Fire Department

Mayor Alison Dennington mentioned there were two fires in town, but everything is okay. She mentioned that a boat was purchased with donations to the Firefighters Association. Also asked about paying firefighters instead of having them all be volunteers.

Vice Mayor Sherri Quarrie asked if they dropped the idea of renovating the pier.

Fire Chief Gavin Brown said they did drop renovating the pier, but are having an engineer do a sketch for a garage. He said that volunteer firefighters are in decline, places are even having trouble finding paid firefighters, might need to investigate paying them, hoping they could look at the SAFER grant.

E. Police Department

Police Chief Tim Zander said they have accomplished a lot in his first six weeks, specifically writing tickets, and made some clarifications about parking.

Vice Mayor Sherri Quarrie asked for clarification about certain numbers.

F. Town Clerk

Town Clerk Amber Brown said Computer Experts were working on the equipment, but it will be working for the next meeting. Said the cost for the business license portal was included in the BSA software. Said the election packet was about half done, just updating some dates.

Mayor Alison Dennington mentioned businesses being able to do more online and asked about the cost of that. Also asked about when the election packet would be ready.

9. Public Comment (Non-Agenda Items) – 57:32

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.

Frank LaGrassa – 412 First Ave – Frank Lagrassa held his comment until the parking restrictions agenda item.

10. Public Hearings/Special Orders - 59:30

A. Ordinance 2024-02 Repealing Ordinance 2023-02 Second Kitchens – Second reading

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, REPEALING ORDINANCE 2023-02 IN ITS ENTIRETY; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Commissioner Corey Runte moved to approve Ordinance 2024-02 repealing Ordinance 2023-02 Second Kitchens as presented second and final reading; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

11. Unfinished Business

A. Consideration of replacing all of the curbing on Riverside Dr as part of the repaving project – Town Manager Elizabeth Mascaro – 1:00:48

Town Manager Elizabeth Mascaro said to consider how much curbing needs to be replaced in order to get the cost. They are using a county contract which is the lowest price for the process. Suggests doing it all regardless of the condition so it won't have to be done again.

Mayor Alison Dennington says it's \$500,000 and expressed her questions and concerns with the lack of information.

Recess from 7:20 p.m. until 7:25 p.m.

Town Clerk Amber Brown conducted a roll call - 1:17:50

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte

Commission Members Absent

Commissioner Marivi Walker
Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Building Official Robert Bitgood
Police Chief Tim Zander
Public Works Director Tom Davis
Town Clerk Amber Brown

The Commission discussed their issues about curbing replacement and getting more information.

Failed for a lack of motion

12. New Business

A. Consideration of changes to 7A-50 Off-Street Parking – 1:23:30

Town Manager Elizabeth Mascaro spoke about parking requirements for businesses.

Building Official Robert Bitgood said there are places to park that would be walkable from the businesses, so requiring less parking might make sense.

Mayor Alison Dennington said she is against it. Fears self regulation by the businesses. Suggests waiting to make changes until specific businesses say they need the changes.

Vice Mayor Sherri Quarrie spoke about offloading requirements and also said she was opposed. Said to send this back to Planning and Zoning for them to review suggestions.

Commissioner Corey Runte spoke about the importance of salvaging what little green space there is left in the Town and helping save the lagoon. Believes a blanket change is not the way to go but thinks some updates are appropriate. Suggests putting in golf cart parking to save space.

Mark McBride – 310 Second Ave – Spoke about decorum and not being in favor of anything that develops the Town more.

John Butler – 312 Avenue A – Spoke about being uncomfortable with development and had a few questions.

Frank LaGrassa – 412 First – Spoke about not wanting to see anything else on Ocean Ave.

Mike Krajic – 2103 Neptune – Said a prayer and spoke about how businesses should have to apply for a variance.

Failed for a lack of motion

B. Ordinance 2024-01 Sheds – First reading – 2:15:35

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING APPENDIX “A” OF THE TOWN CODE OF ORDINANCES OF MELBOURNE BEACH, THE LAND DEVELOPMENT CODE; AMENDING SECTION 7A-57 RELATING TO UTILITY SHEDS AND SETBACK REQUIREMENTS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight spoke about adding a clause to grandfather sheds in. The changes being made are that the sheds may not be larger than 160 sq. ft., 11.6 feet in height, foundation is being struck through, also clarifies that it should be a 2 ft. setback.

Matt Harris – 314 Avenue B – Asked what the changes are.

Commissioner Corey Runte moved to table Item B under New Business Ordinance 2024-01 Sheds; Vice Mayor Sherri Quarrie seconded; Motion failed for a lack of quorum 2-0 with Mayor Alison Dennington abstaining from the vote.

Town Clerk Amber Brown reminded Mayor Alison Dennington to submit a Form 8B.

C. Ordinance 2024-03 Camping Prohibited – First reading 2:21:35

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, CREATING CHAPTER 73-20, “CAMPING PROHIBITED,” IN THE CODE OF ORDINANCES; PROVIDING FOR DEFINITIONS AND EXCEPTIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

Mayor Alison Dennington wanted clarification about why the Town would allow camping for 72 hours, fears this will invite short term renters to camp in people’s yards.

Town Attorney Ryan Knight said he left the 72 hours in so that people’s kids could camp in their backyard, but it can be removed.

Commissioner Corey Runte made a motion to approve this Ordinance with one correction of zero hours allowed versus the 72 hours currently in the language;

Commissioner Corey Runte amended his motion to approve as presented with Section B removing all words after Town limits; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

D. Ordinance 2024-04 Prohibit Smoking – First reading – 2:27:10

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, CREATING CHAPTER 73, ARTICLE VI, “PARKS AND BEACHES” IN THE CODE OF ORDINANCES TO PROHIBIT SMOKING IN TOWN PARKS AND PUBLIC BEACHES; PROVIDING FOR DEFINITIONS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight spoke about vaping and e-cigarettes and banning them in public parks, but not being able to for public beaches. Also spoke about fines typically being from \$25-\$100.

Vice Mayor Sherri Quarrie asked if marijuana should be included in the language for this and the Town Attorney said that would need to wait.

Commissioner Corey Runte made a motion to approve Ordinance 2024-04 as presented with one change adding the restriction of vaping, adding the word vaping to section 73-60 within the public parks section; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

E. Consideration of transcription services for the Town Clerk – Town Manager Elizabeth Mascaro- 2:33:05

Town Manager Elizabeth Mascaro discussed outsourcing the transcription services. The individual would charge \$20 per hour of their work, and would take typically 3 times the length of the meeting to complete. Funds would come from the Mayor’s donated salary.

Vice Mayor Sherri Quarrie asked if it would be by contract.

Mayor Alison Dennington asked about using AI transcription services.

Town Clerk Amber Brown said no one could recommend a good AI service.

Commissioner Corey Runte moved to approve transcription services for the Town Clerk with the following conditions: 1. Not to exceed an amount of roughly 3-4 thousand dollars whatever the factual amount is on record from the Mayor’s donation 2. Satisfactory review and execution of the

contract presented by the service to the Town Manager and only the Town Manager; Vice Mayor Sherri Quarrie seconded; Motion carried 3-0.

F. Consideration of purchasing a truck for the Building Department – 2:40:31

Town Manager Elizabeth Mascaro spoke about the need for having a truck to carry ladders etc, so proposed selling the 2012 Camry then buy a truck.

Mayor Alison Dennington asked about the mileage on the Camry which was 144,000.

Building Official Robert Bitgood said it would be about \$4,000-5,000 and the money would come out of the building funds so it is not a cost to the citizens.

Vice Mayor Sherri Quarrie made a motion to approve the request for the building department truck for the funds to come out of the enterprise fund of the building department offset by the sale of the Camry; Commissioner Corey Runte seconded; Motion carried 3-0.

13. Administrative Reports – 2:53:10

- A. Town Attorney
- B. Town Manager

Town Manager Elizabeth Mascaro said she got a letter from the Town of Indialantic that they are not participating/contributing to the lifeguard contract.

Building Official Robert Bitgood spoke about inspections and who does them when he is gone.

14. Commission Reports

15. Task List

16. Public Comment

17. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Sherri Quarrie seconded, Motion carried 3-0.

Meeting adjourned at 9:08 p.m.



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Site Plan Review

Applicable Codes

Town of Melbourne Beach Land Development Code

Current Florida Building Code

Date: 7-10-24

Owner: Andrew Kessler

Owner Address: 2095 A1A Unit 4303 Indian Harbour Beach Fl. 32937

Site Address: 1609 Atlantic St. Melbourne Beach Fl. 32951

Parcel ID: 28-38-08-00-501

Zoning: 1RS Zoning District 5-RMO

Project: Renovation of Single Family Residence.

Reference: Town of Melbourne Beach Code of Ordinances: 7A-31.

Request: Approval by the Planning and Zoning Board and the Town Commission for: Single Family Residence.

Staff Review:

1). The project is: A single family home in the Town Limits of Melbourne Beach Fl.

2). The Building Lot Zoning District requirements of min. lot area, width and depth.

Lot area is 12,000 sq. ft. (min. 12,000 sq. ft.)

Lot width is 100 (min. 100 ft.)

Lot depth is 120' (min. 120 ft.)

3). Lot coverage has a maximum of 30% for principle structure.

Lot coverage per plan is: 8.8%

Footprint of Primary Structure is: 1,873 sq. ft. with the addition.

Max allowed for Primary Structure is: 6,360 sq. ft. for Lot Area of 21,200 sq. ft.

Minimum pervious area per lot is 30%. Pervious area is: 88%

4). Structure maximum height for zoning district is 28 ft.

The proposed height provided is 27.73" from FFE

Flood Zone _ Coastal _____

2

5). Zoning District Setback requirements

Proposed Primary Structure Rear Setback: Coastal (77') (min. 25 ft.)

Proposed Primary Structure Front Setback is 25'.21 (min. 25 ft.)

Proposed Primary Structure North Side setback is: 15'.05 (min. 15 ft.)

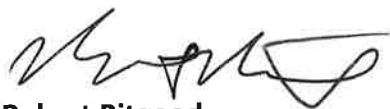
Proposed Primary Structure South Side Setback is: 15'.03 (min. 15 ft.)

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

7). On-site stormwater retention control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach's Code of Ordinances, Chapter 27 Stormwater and the current Florida Building Code.

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

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



**Robert Bitgood
Building Official**

1609 Atlantic St. Melbourne Beach. Fl.

IMPERVIOUS		PERVIOUS	
Primary Structure	1,830	Shed space	
Pool	0	Open areas	18,661
Decks		Other	
Driveway	Pavers		
Accessory Bldg			
Concrete areas	40	TOTAL PERVIOUS	88
Paver areas	669		
Other			
TOTAL IMPERVIOUS	12.10%	Lot Total Sq Footage	21,200
		TOTAL % PERVIOUS	88%



B.S.E. CONSULTANTS, INC.
 Consulting ~ Engineering ~ Land Surveying

Scott M. Glaubitz, P.E., P.L.S.
 President

Hassan Kamal, P.E.
 Vice President

August 6, 2024

Via E-mail

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

**Re: Site Plan Review – 1609 Atlantic Street
 B.S.E. File #11440.100.32**

Dear Robert:

We have reviewed the Preliminary Site Plan for the above referenced project, Sheet Numbers C-1 – C-4 dated June 27, 2024, Stormwater Calculations dated July 2, 2024, prepared by Bennett Engineering & Consulting. Survey prepared by Kane Surveying, Inc dated June 17, 2024, and Transmittal prepared by Monarch Homes of Brevard, LLC dated July 2, 2024. We offer the following comments:

1. The Drainage Plan and Drainage Calculations as presented meet Town Code. We recommend approval of same.
2. The Drainage rational presented by the EOR was equally on point and accepted.

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

Very truly yours,

Scott M. Glaubitz, P.E., P.L.S

Scott M. Glaubitz, P.E., P.L.S.
 President
 B.S.E. Consultants, Inc.

SMG/js
 11440.100.32.town.corr.24-s5829.jul



TOWN OF MELBOURNE BEACH DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: 7 blocks south of Ocean Ave; East of Intersection of Surf & A1A

Address: 1609 Atlantic Street, Melbourne Beach, FL 32951

Parcel Number(s): 28-38-08-00-501

Area (in acreage): 0.45 Area (in square feet): 21,200 sf

Current Zoning: 5-RMO Proposed Zoning: Same

Current Future Land Use: Multi-family Proposed Future Land Use: Single Family

Brief Description of Application: Major renovation of an existing SF house. Leave slab, replace building, driveway, and add drainage

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): 7-2-24

IV. APPLICANT INFORMATION:

Property Owner

Name: Andrew & June Kessler

Phone: 410-215-9099

Address: 2095 AIA Unit 4303
Indian Harbour Beach, FL 32937

Fax: NA

Email: drdrew1999@yahoo.com

Applicant (if other than property owner)

Name: Brian Fleis - Monarch Homes

Phone: 321 609 0190

Address: 1275 S. Patrick Drive
Sebastian Beach, FL 32937

Fax: NA

Email: brian@monarchhomesfl.com

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: [Handwritten Signature]

Date: 7/19/2024

Print Name: June Kessler

Title: HOME OWNER

*Must sign in front of notary.

State of Florida

County of Brevard.

The foregoing application is acknowledged before me this 19th day of July, 2024, by June Goodman Kessler, who is/are personally known to me, or who has/have produced FL DL as identification.

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



VI. APPLICANT CERTIFICATION:*

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

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

Signature: [Signature] Date: 7/19/2024
Print Name: Jane G. Kessler Title: HOME OWNER

*Must sign in front of notary.

State of Florida
County of Brevard.

The foregoing application is acknowledged before me this 19th day of July, 2024, by Jane Goodman Kessler who is/are personally known to me, or who has/have produced FL DL as identification.

[Signature]
Signature of Notary Public, State of Florida



VII. PROJECT DESCRIPTION:

Describe Application: Major Renovation of an existing 2-story home.
Demo to slabs, build new 2 story home. Replace existing deck,
Replace driveway, add new drainage plan.
Provide attachment if more space is needed.

Describe Existing Conditions: Existing SFH built in 2000. The house
is attached to city water & county sewer. Existing Footprint
of the house to remain the same.
Provide attachment if more space is needed.

8

Future Land Use Plan Amendment*

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed Amendment to the Future Land Use Plan is consistent with the Comprehensive Plan, and cite Comprehensive Plan Goals, Objectives and Policies in this analysis.

NA - renovate existing SFH

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed future land use plan amendment on public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire.

NA

Provide attachment if more space is needed.

Environmental Impacts – the applicant must provide information on the impacts of the proposed future land use plan amendment on environmental resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

Proposed renovation includes drainage improvements to bring SFH lot into Town of Melbourne Beach compliance.

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

NA

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Rezoning*

Justification – Provide a written justification of the proposed rezoning and the need for the change as proposed.

NA

Provide attachment if more space is needed.

Effect – Provide a written narrative on the effect of the change, if any, on the particular property and on surrounding properties.

NA

Provide attachment if more space is needed.

Undeveloped land – provide information on the amount of undeveloped land in the town having the same classification as that being requested.

NA

Purpose and Intent – Provide a written description of the proposed change in relationship to the purpose and intent of the present zoning and zoning requested.

NA

Provide attachment if more space is needed.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500’ radius. The applicant must also provide self-addressed envelopes with the Town’s return address for each property owner within that 500’ radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

NA

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Amendment to the Land Development Code*

General Description of the proposed amendment to the Land Development Code – Provide a written description of the proposed change and explain why the amendment is necessary or appropriate.

NA

Provide attachment if more space is needed.

The specific code section to be amended or adopted – Provide the specific wording of the proposed change.

NA

Provide attachment if more space is needed.

Consistency with the Comprehensive Plan – Provide a written summary of how the proposed amendment to the Land Development Code is consistent with the Comprehensive Plan.

NA

Provide attachment if more space is needed.

Impact of Public Facilities – the applicant must provide information on the impact of the proposed amendment to the Land Development Code on the Town’s ability to provide adequate public facilities including, but not limited to parks and open space, traffic, public utilities, police and fire and maintain the existing level of service as identified in the Comprehensive Pan, if the amendment is grated.

NA

Provide attachment if more space is needed.

Environmental/Natural/Historical Impacts – the applicant must provide information on the impacts of the proposed amendment to the Land Development Code on environmental/natural/historical resources including but not limited to wetlands, soils posing severe limitations to development, unique habitat, endangered wildlife and/or plant species, flood prone areas, and coastal zones/dune systems.

NA

Provide attachment if more space is needed.

Public notification – Payment for all appropriate processing fees and charges will be made at the time of the application and at any other time as set forth by the Town Commission or Resolution. Payment by the applicant shall include all costs necessary for giving of any public notice as required by state or local law.

NA

* Provide twelve (12) copies of the completed application and all supporting documentation.

Special Exception*

Site and architectural plans elevations of all faces of a building and an overhead view shall be submitted with all special exception applications that include a **new building(s), facade renovations, or substantial improvements to an existing building**. The drawings shall be submitted in color and at the minimum shall include:

- Sealed and signed survey of existing improvements. All elevations should be NGVD/NAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
- Architectural elevations showing:
 - Proposed architectural style.
 - Exterior construction material specifications.
 - Color charts.
- A site plan pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Refuse service area location.
- Mechanical outdoor equipment location.
- Master outdoor lighting plan.
- Screening devices.
- Master signage plan.
- Master landscaping and irrigation plan.
- Wall or fence details.
- Stormwater Management

Narrative – the applicant shall provide a narrative that explains how the use and the development will be compatible with surrounding uses in its function, its hours of operation, the type and amount of traffic to be generated, building size and setbacks, its relationship to land values and other factors that may be used to measure compatibility.

Proposed development is a SFH which is the existing use/development. There will be drainage improvements that will improve town drainage.

Provide attachment if more space is needed.

Special Exception Applications for space in an **existing building** must provide the following information:

- Survey of existing improvements.
- Architectural elevations showing:
 - Existing/proposed architectural style.
 - Existing/proposed exterior construction material specifications.
 - Existing/proposed exterior color.
- A site plan showing any proposed site improvements as described pursuant to the requirements of Section 7A-51/7A-51.1.
- Structure dimensions and setbacks from all property lines.
- Existing/proposed refuse service area location.
- Existing/proposed mechanical outdoor equipment location.

- Existing/proposed outdoor lighting layout.
- Existing/proposed screening and buffering.
- Existing/proposed signage.
- Existing/proposed landscaping and irrigation.
- Existing/proposed Wall or fence details.
- Stormwater Management

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and twelve (12) 11X17 copies of all supporting documentation.**

Variations*

Variations are allowed only for area, size of structure, size of yards, and open spaces. All applications shall provide a written Justification Statement describing the existing conditions, the proposed improvements necessitating a variance, and shall address the following specific criteria:

Describe the special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, buildings or structures in the same district

NA

Provide attachment if more space is needed.

Describe why the literal interpretation of the provisions of this Land Development Code would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this Land Development Code

NA

Provide attachment if more space is needed.

Document that the special conditions and circumstances referred to above, do not result from the actions of the applicant.

NA

Provide attachment if more space is needed.

NOTE: Establishment or expansion of a use otherwise prohibited shall not be allowed by variance, nor shall a variance be granted because of the presence of nonconformities in the zoning district or uses in an adjoining zoning district. Variations to maximum building heights are not authorized. Under no circumstances shall the Board of Adjustment grant a variance to permit a use not generally or by special exception permitted in the district involved, or any use expressly or by implication prohibited by the terms of the Land Development Code.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

- * **Provide twelve (12) copies of the completed application and all supporting documentation.**

A. Variance to Coastal Construction Line Restrictions*

Applications for variance to the Coastal Construction restrictions shall provide a statement describing the proposed work, activity, and construction seaward of the coastal setback line.

NA

Provide attachment if more space is needed.

Applications shall also include a topographic survey of the subject property with the following specific information:

- The location of the contour line corresponding to elevation zero feet NGVD;
- The location of any existing vegetation line on the subject property;
- The location of the established State Department of Environmental Protection Coastal Construction Control Line and the mean high water line, for the full width of the subject property, including the location and number of the two nearest State Department of Environmental Protection's baseline monuments;
- The location of all proposed development to be constructed as a result of the proposed variance;
- The location of all existing development to remain on-site as a part of the development or redevelopment of the site;
- The location seaward of the coastal construction control line of all portions of all existing, and planned development, depicting the number of feet seaward of the coastal construction control line of the development;
- The location for the full width of the subject property of: the line of continuous construction; the top of the coastal dune system; the toe of the coastal dune system on or adjacent to the property at the time of application to the point at the dune, as it existed in September, 1972; and the location of the East side of the A-1-A right-of-way; the location of any principal structure to the North and South of the proposed project property and located within 100 feet of the proposed project property. As used in this subsection, the term **LINE OF CONTINUOUS CONSTRUCTION** is a line drawn from the most seaward edge of any principal structure to the North, and within 100 feet of the proposed project to the most seaward edge of any principal structure to the South, and within 100 feet, of the proposed project; and
- A certification as to the maximum number of feet seaward of the coastal construction control line for which the variance is requested for the full width of the subject property.

The applicant shall also provide detailed final construction plans and specifications for all structures proposed to be constructed seaward of the coastal setback line. These documents shall be signed and sealed by a professional engineer or architect, as appropriate, who must be registered in the state.

The Applicant must provide documentation and narrative demonstrating the following:

That the subject property experienced less than 25 feet of beach-dune erosion since September, 1972. The erosion will be measured by determining the extent of horizontal recession from the toe of the dune as it exists at the time of application to the point at the dune as it existed in September, 1972, which corresponds to the same elevation as the toe of the dune as it exists at the time of application;

Provide attachment if more space is needed.

That the granting of the variance will not be injurious to adjacent properties, nor contrary to the public interest

NA

Provide attachment if more space is needed.

That the granting of the variance will not jeopardize the stability of the beach-dune system.

In granting any variance, the Board of Adjustment will when reasonable to do so require that new development on the property subject to the variance be no further seaward than existing development to the North or South of the subject property.

NA

Provide attachment if more space is needed.

A notice containing the aforementioned information shall be posted by the applicant on the affected property at least 15 days prior to the public hearing. If the property abuts a public road right-of-way, the notice shall be posted in such a manner as to be visible from the road right-of-way. An affidavit signed by the owner or applicant evidencing posting of the affected real property shall be received by the Town Board of Adjustment, prior to the public hearing.

Public notification – As required by code for the respective applications, the applicant must provide a map showing the subject site and all properties within a 500' radius. The applicant must also provide self-addressed envelopes with the Town's return address for each property owner within that 500' radius for purposes of providing notice to property owners of record. A sign must also be posted on the property within the timeframes required to provide additional public notification as required by Code.

*** Provide twelve (12) copies of the completed application and all supporting documentation.**

Site Plan for Single Family Development

A site plan must be reviewed and evaluated by the Town Engineer, Building Official and or Zoning Official and Planning and Zoning Board and approved by the Town Commission. The applicant shall provide the following in support of their application for site plan approval of a single family home:

1. Narrative description of proposed improvements and demolitions.
2. Two (2) Sealed Surveys of the existing conditions prepared by a professional surveyor. All elevations should be NGVD/DAVD or Comparable for FEMA reference. (Include Lot Dimensions, Square footage & Coverage Percentage)
 - a. All existing structures (including but not limited to outbuildings, sheds, pools, etc), major features, trees and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines.
3. Two (2) Professionally prepared plans in compliance with Ordinance 2019-06 showing the following:
 - a. Name, location, owner, and designer of the proposed development and the intended use
 - b. Location of the site in relation to surrounding properties, including the means of ingress and egress to such properties
 - c. Date, north arrow, and graphic scale (not less than one inch equals 20 feet)
 - d. Location of all property lines, existing streets adjacent to the subject property, easements, as well as proposed driveways and general lot layout
 - e. All existing and/or proposed structures, major features, and fences shall be fully dimensioned, including the height of all structures and the distance between principal and accessory structures on site and the distance between structures and driveways, and property or lot lines
 - f. Site data providing all information needed to confirm compliance with zoning regulations including "required" and "provided" information:
 - i. Proposed principal use and/or any proposed accessory uses
 - ii. Lot size and dimensions
 - iii. Lot coverage to include square footage of primary structure, pool, decks, driveways, accessory buildings, walkways, patios, paver areas, concrete (must demonstrate all impervious areas).
 - iv. Proposed living area square footage (e.g., square footage under air), and square footage of any other spaces including garage, covered entries, covered porches, screen rooms, etc.
 - v. Number of enclosed parking spaces
 - vi. Setbacks from all property lines
 - vii. Number of stories
 - viii. Floor plan – a fully dimensioned floor plan shall be provided depicting all existing and/or proposed spaces corresponding to the square footages on the site data breakdown above.
 - ix. Architectural elevations of each building façade professionally prepared plan drawn to scale and depicting the height dimension of the proposed structure, construction, or expansion or redevelopment thereof.
 - x. Landscaping & irrigation plan
4. Drainage Site Plan showing flow paths and retention areas to meet certification requirements. (3A-80 & 7A-51.1)

Ten (10) 11X17 Complete sets of plans (all information as outlined in item 3 above) including a copy of the survey both existing and proposed and the Drainage Site Plan.

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

**1609 Atlantic, St.
Melbourne Beach, FL 32951**

OWNERS:

Andrew & June Kessler
1609 Atlantic St.
Melbourne Beach, FL 32951

PREPARED BY:

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

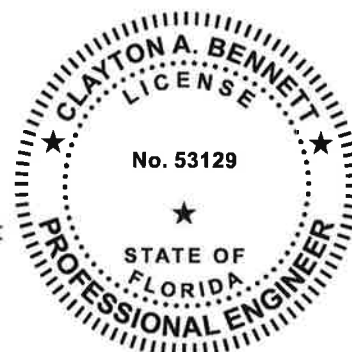
BEC No. 24.190

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

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

July 2, 2024

Digitally signed by Clayton A Bennett
Date: 2024.07.02 14:44:06 -04'00'



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ENGINEER'S CERTIFICATION

The following drainage calculations for the 1609 Atlantic Street, Melbourne Beach were prepared by me or under my direct supervision.

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

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 1609 Atlantic Street in the Town of Melbourne Beach, Florida. The overall site boundary contains ±0.4 acres, more or less. The site is currently vacant.

B. Proposed Conditions

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

II. SOILS INFORMATION

Pursuant to the NRCS Brevard County Soil Survey, the site soils consist of Palm Beach Sand which has a very high permeability rate. Typical Palm Beach Sand has a Ksat of 20 to 40 in/hr. A copy of the NRCS soils report has been included in Appendix C for informational purposes only.

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

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

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

B. Proposed Conditions

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

1. Area information

Basin 1: Total Drainage Basin Area = 9,046 sf

23

2. Stormwater Attenuation

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

<u>Basin</u>	<u>Peak Stage</u>	<u>Top of Swale El.</u>	<u>Pre-Dev. Discharge</u>	<u>Post Dev. Discharge</u>
Basin 1	14.98 ft	15.2 ft	N/A	0.0

It should be noted that due to site constraints, it is impractical to collect the stormwater runoff from approximately 500 sf of the proposed driveway, as the slope from the garage down to the right of way is $\pm 6.5\%$. A trench drain was considered to be installed in the driveway at the right-of-way line. However, due to the beachside conditions and blowing sand, the trench drain would likely become clogged and non-functional in a short period of time.

Since the subject site is currently developed without an engineered onsite stormwater retention system, the proposed stormwater management system will significantly reduce the amount of stormwater runoff discharging to the State Highway. Furthermore, the project includes restoring the SR A1A roadside drainage swale which is practically nonfunctional at this time.

In addition, the driveway discharges to a State maintained right-of-way rather than a Town maintained right-of-way. The proposed project shall comply with the FDOT drainage requirements for discharging into a state right-of-way.

IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

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

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

APPENDIX A

STORMWATER MANAGEMENT PLAN

THERE SHALL BE NO IMPACT IN AREA OF VEGETATION PRESERVATION INCLUDING THE REMOVAL OF VEGETATION; THE STORAGE OF MATERIALS OR PARKING/OPERATION OF VEHICLES. INADVERTENT DISTURBANCE OF NATIVE VEGETATION SHALL REQUIRE IN-KIND RESTORATION TO INCLUDE SEA GRASSES, SABL PALM, AND SCRUB OAKS, AS APPROPRIATE.

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

TYPE "A" LOT DRAINAGE (REAR TO FRONT)

AREA OF ALTERATION = 0.2 ACRES



MINIMUM FINISHED FLOOR ELEVATION:

TOP:
MINIMUM OF 18" ABOVE CROWN OF ROAD.
MIN. FINISHED FLOOR = 14.28' + 18" = 15.28 FT NAVD
ASCE 24: CLASS 2 STRUCTURE
FLOOD ZONE "X"(1-0): THE LOWEST HORIZONTAL MEMBER SHALL BE A MINIMUM OF 1' ABOVE THE BASE FLOOD ELEVATION.
LOWEST HORIZONTAL STRUCTURAL MEMBER = 13.0' + 1' = 14.0'
FDEP:
THE LOWEST HORIZONTAL MEMBER SHALL BE ABOVE THE 100-YEAR FLOOD ELEVATION.
THE 100-YEAR FLOOD ELEVATION PER 100+HUNDRED-YEAR STORM ELEVATION REQUIREMENTS FOR HABITABLE STRUCTURES LOCATED SEAWARD OF A COASTAL CONSTRUCTION CONTROL LINE PREPARED BY FDEP DATED NOVEMBER 1998, FOR FCZS = R100 = 15.9' FEET (NAVD). SUBTRACT 1.4 FEET TO CONVERT TO NAVD = 15.5' - 1.4' = 14.1' (NAVD)

TABULATION:

ITEM	FINISHED DIMENSIONS	NOTES
1. SITE AREA	12,000'	419,775 SQ'
2. SITE WIDTH	100 FT. MIN.	2100 FT.
3. SITE DEPTH	120 FT. MIN.	3,120 FT.
4. MIN. FLOOR AREA	1,800 SQ'	1,800 SQ'
5. LOT COVERAGE	30%	3,600 SQ'
6. STRUCTURAL HEIGHT	28 FT.	27.75 FT.
7. SET BACKS: FRONT/REAR	5/5 FT.	33.25 FT.
8. FRONT SETBACK	25 FT.	33.25 FT.
9. REAR SETBACK	15 FT.	33.25 FT.

FDEP CONSTRUCTION NOTES:

- TO THE BEST OF MY KNOWLEDGE THESE DESIGN PLANS AND SPECIFICATIONS ARE IN COMPLIANCE WITH THE STANDARDS ESTABLISHED IN SECTION 6302-23.000, FLORIDA ADMINISTRATIVE CODE.
- ALL APPLICABLE REQUIREMENTS OF FLORIDA STATUTE 270.12 (MARINE TURTLE PROTECTION ACT) SHALL BE ADHERED TO.
- IN MARINE TURTLE NESTING AREAS, ALL FORMS OF LIGHTING SHALL BE SHIELDED, AND UTILITY LAMP WAVELENGTH LIGHT SOURCES ONLY (I.E. 560 NANOMETERS) AND/OR LONGER AND ASCENT WAVELENGTHS BELOW 340 NM WITH ALL LAMPS RECESSED WITHIN WALL SHIELDS, FULL CUT-OFF FIXTURES OR OTHERWISE DESIGNED SO AS NOT TO DISTURB MARINE TURTLES.
- TINTED GLASS OR SIMILAR LIGHT CONTROL MEASURES SHALL BE USED FOR WINDOWS AND DOORS WHICH ARE VISIBLE FROM THE NESTING AREAS OF THE BEACH. TINTED GLASS SHALL BE 45 PERCENT OR LESS TRANSPARENT TO OUTDOOR LIGHT TRANSMITTANCE ON ALL NON-SHADE DOORS, WALLS, BALCONY, DECK RAILINGS, AND WINDOWS.
- ALL REGULATIONS REGARDING SEA TURTLES SHALL BE OBSERVED.



TOWNSHIP 28S, RANGE 38E, SECTION 08
VICINITY MAP

GENERAL STATEMENT:
THIS PLOT PLAN HAS BEEN PREPARED FOR THE DEVELOPMENT OF A SINGLE-FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:
KESLER, ANDREW J.; KESLER, JUNE G
1508 ATLANTIC ST.
MELBOURNE BEACH, FL 32951

ENGINEER:
BENNETT ENGINEERING & CONSULTING, LLC
4940 RANGLAND ROAD
MELBOURNE, FLORIDA 32934
(321) 622-4482

SURVEYOR:
KANE SURVEYING, INC.
508 DISTRIBUTION DRIVE
MELBOURNE, FL 32904
(321) 976-0427

SITE ADDRESS:
1508 ATLANTIC ST.
MELBOURNE BEACH, FL 32951

PARCEL ID: 28-38-08-00-501

ACCOUNT NO.: 2803384

SITE AREA: SITE AREA = 40.45 AC (419,775 SQ')

ZONING: S-RM0
LEGAL DESCRIPTION: (0811 10043, PAGE 1258)
THE NORTH 200 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY 1A-A OF LAND DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 284 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
THE NORTH 100 FEET OF THE SOUTH 800 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 63.33 FEET SOUTH OF, AS MEASURED PERPENDICULARLY, THE SOUTH LINE OF MICHON PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION:
(AS PROVIDED ON THE SURVEY)
MAP NO. 12059C0818
FIRM INDEX DATE: JANUARY 28, 2021
FLOOD ZONES "X" (BFE 13')

EROSION NOTES:
BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON-SITE EROSION. IN ADDITION TO BEST MANAGEMENT PRACTICES AS A MINIMUM, SILT FENCES SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO PREVENT SEDIMENTATION FROM LEAVING THE SITE.

KESLER, ANDREW J.
1508 ATLANTIC ST.
MELBOURNE BEACH, FL 32951

KESLER RESIDENCE
1508 ATLANTIC ST. MELBOURNE BCH

SCALE: 1"=20'

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Remmet Engineering & Consulting

4840 RANGLAND ROAD
MELBOURNE, FL 32934
(321) 622-4482
FAX: (321) 622-4482

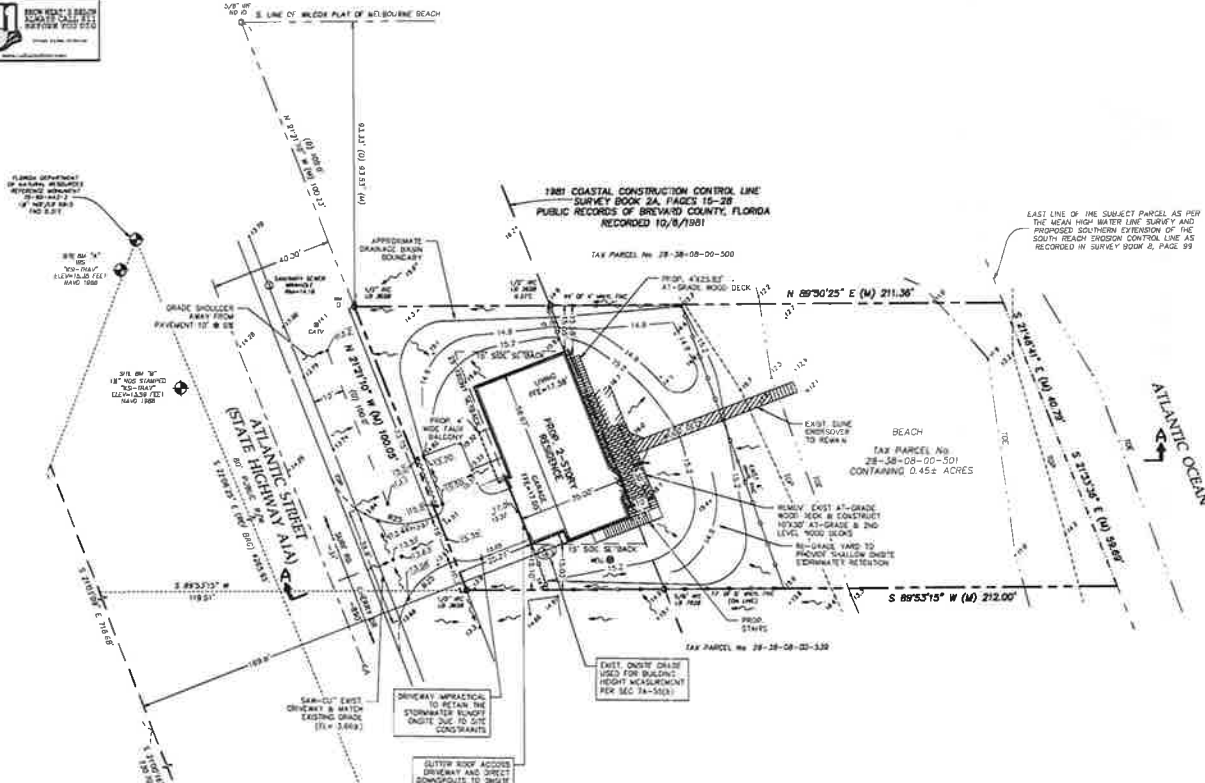
EVANSON A. BENNETT
P.E. NO. 33478

DATE: _____

THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SOLELY FOR THE PROJECT AND DATE SHOWN BELOW.

DESIGNED BY: CAB DATE: 6/27/24
DRAWN BY: CAB DATE: 6/27/24
CHECKED BY: _____
APPROVED BY: _____
ACAD CODE: 24190C10WG
PROJECT NO: 24.190

PLOT PLAN
C-1
SHEET 1 OF 4



- GENERAL NOTES:**
- PROPOSED BUILDING FOOTPRINT INDICATES MINIMUM EXTERIOR WALL DIMENSIONS ONLY.
 - BOUNDARY, TOPOGRAPHIC, & FLOOD PLAIN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 43650, DATED 06/17/2024.
 - ELEVATIONS ARE BASED ON NAVD 1988 DATUM.
 - BEACH DUNE SYSTEM IS TO BE MAINTAINED AS SPECIFIED IN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT ISSUED FOR THIS PROJECT.
 - CONTIGUOUS ARE APPROXIMATE ONLY.
 - THE SOIL WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
 - FLOOD ZONE ELEVATIONS ARE REFERENCED TO NAVD 1988 FOR THE FEMA FLOOD ZONE MAPS. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
 - IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND DEPTH OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.
 - THERE SHALL BE NO STORAGE OF VEHICLES OR MATERIALS EAST OF THE COASTAL SETBACK LINE.

- FOOT NOTES:**
- ALL CONSTRUCTION IN FOOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH FOOT STANDBY PLANS FOR ROAD CONSTRUCTION, 2023-21 AND FOOT STANDBY SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DATED JANUARY 2019.
 - THE DRIVEWAY WITHIN THE FOOT RIGHT-OF-WAY SHALL BE CONSTRUCTED PER SHALL BE 130-300 300 ALL DISTURBED AREA WITHIN FOOT RIGHT-OF-WAY WITH COMMON BENCH 300 ONLY.
 - SEAM CUT AT EDGE OF PAVEMENT TO PROVIDE FOR A SMOOTH JOINT AND MATCH EXISTING DRIVEWAY.
 - CONCRETE DRIVEWAY 18" WIDE WITH 25' TURN RADIUS.
 - ALL STORM DRAIN PIPE JOINTS WITHIN THE FOOT RIGHT-OF-WAY SHALL BE WRAPPED PER NESH 400-001.
 - 500 IS TO BE PLACED IN A BRICK PATTERN AND 1" DROP-OFF BELOW THE EDGE OF PAVEMENT PER NESH 570-300.
 - THE DRIVEWAY WITHIN THE FOOT RIGHT-OF-WAY SHALL BE A CONCRETE DRIVEWAY, 6" THICK, 3,000 PSI CLASS 4 CONCRETE WITH MINIMUM 12" 5' ASPHALT 3045-DRAIN.
 - ALL EXCAVATIONS WITHIN 10' (10) FEET OF THE TRAVEL LANE AND GREATER SHALL THREE (3) INCHES DEEP MUST BE FILLED IN OR HAVE A SHOULDER TREATMENT PLACED AT THE DROP-OFF PER NESH NO. 100-800 AT THE END OF THE WORK DAY.

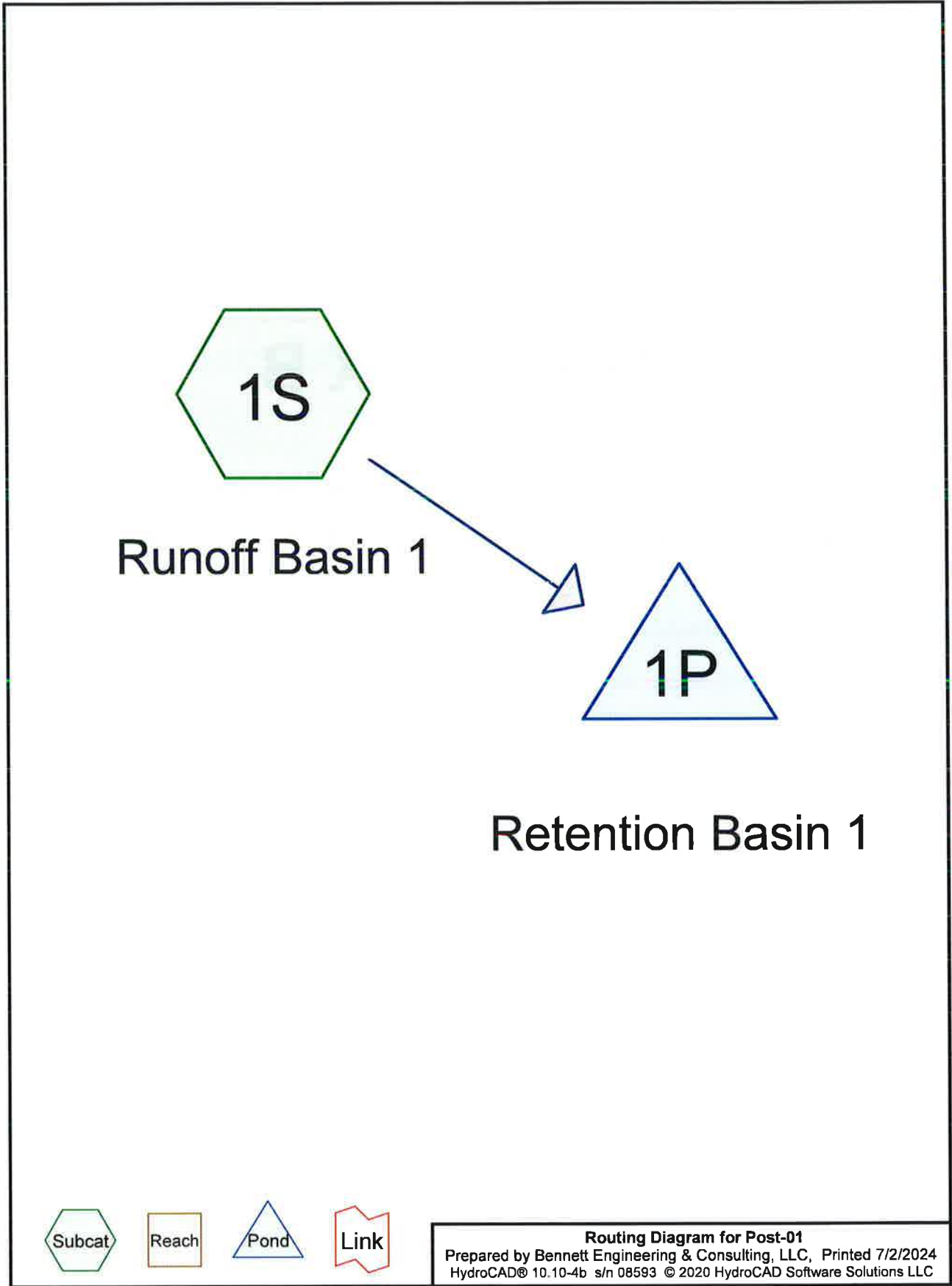


SHEET INDEX:

C-1	1	PLOT PLAN
C-2	1	SITE SECTIONS AND DETAILS
C-3	1	MAINTENANCE OF TRAFFIC PLAN
C-4	1	FOOT DETAILS
L-1	1	LANDSCAPE PLAN

APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS



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Post-01

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Page 2

Rainfall Events Listing (selected events)

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

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Post-01

Type II FL 24-hr 10y-24h Rainfall=8.00"

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Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.208 ac, 61.52% Impervious, Inflow Depth > 5.15" for 10y-24h event
 Inflow = 0.69 cfs @ 12.17 hrs, Volume= 0.089 af
 Outflow = 0.68 cfs @ 12.20 hrs, Volume= 0.089 af, Atten= 0%, Lag= 2.0 min
 Discarded = 0.68 cfs @ 12.20 hrs, Volume= 0.089 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
 Peak Elev= 14.98' @ 12.20 hrs Surf.Area= 847 sf Storage= 48 cf

Plug-Flow detention time= 0.6 min calculated for 0.089 af (100% of inflow)
 Center-of-Mass det. time= 0.6 min (829.2 - 828.5)

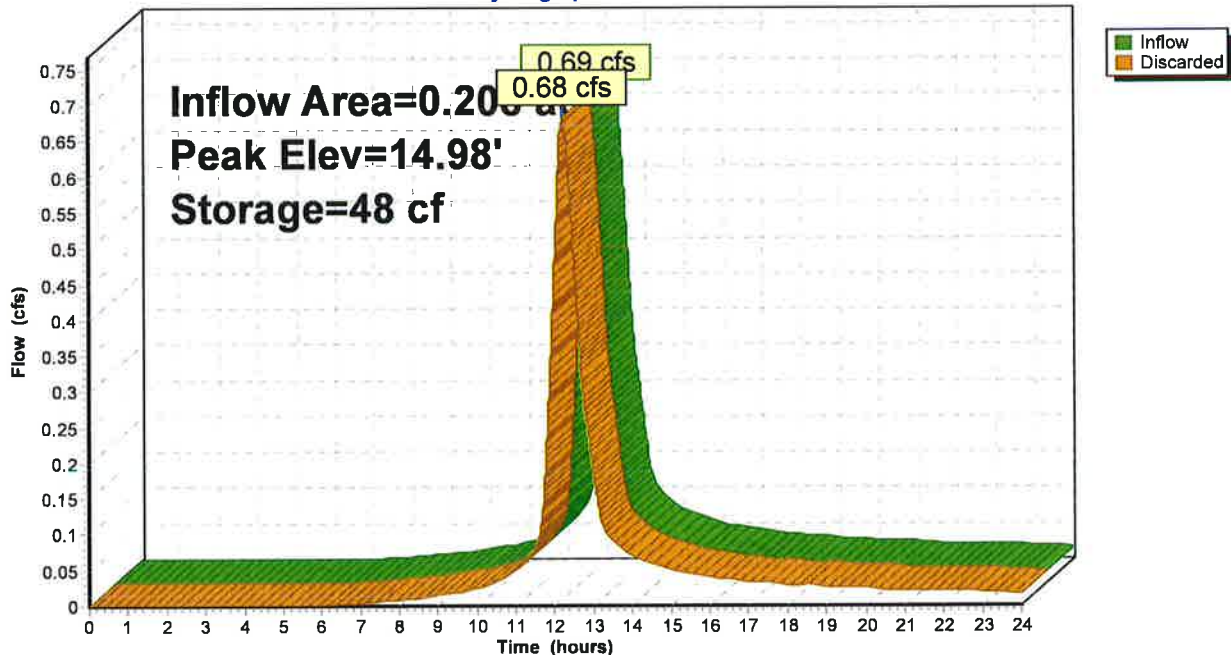
Volume	Invert	Avail.Storage	Storage Description			
#1	14.90'	449 cf	Custom Stage Data (Irregular) Listed below (Recalc)			
Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)	
14.90	393	90.0	0	0	393	
15.20	3,006	506.0	449	449	20,123	

Device	Routing	Invert	Outlet Devices	
#1	Discarded	14.90'	10.000 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = 5.00'	

Discarded OutFlow Max=0.68 cfs @ 12.20 hrs HW=14.98' (Free Discharge)
 ↑1=Exfiltration (Controls 0.68 cfs)

Pond 1P: Retention Basin 1

Hydrograph



Post-01

Type II FL 24-hr 10y-24h Rainfall=8.00"

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Summary for Subcatchment 1S: Runoff Basin 1

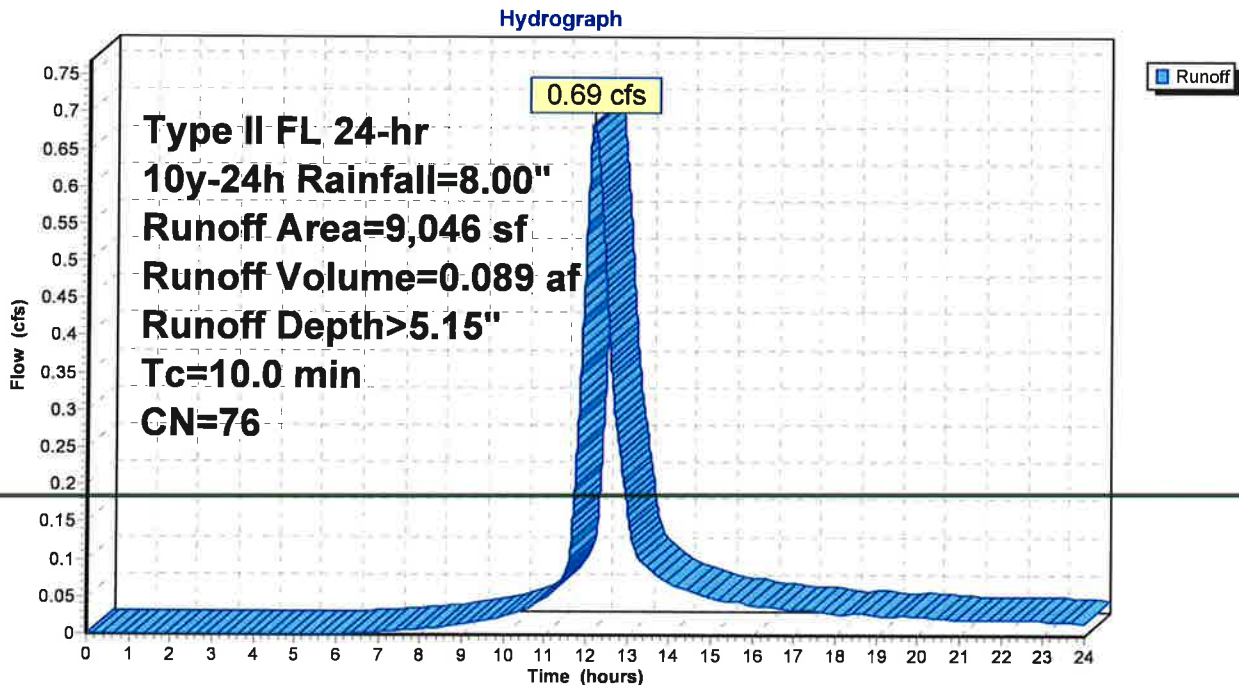
Runoff = 0.69 cfs @ 12.17 hrs, Volume= 0.089 af, Depth> 5.15"

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

	Area (sf)	CN	Description
*	3,006	100	Retention Swale
*	1,871	98	Roof, Paved parking, HSG A
*	285	98	Driveway
*	403	98	At grade wood deck
	3,481	39	>75% Grass cover, Good, HSG A
	9,046	76	Weighted Average
	3,481		38.48% Pervious Area
	5,565		61.52% Impervious Area

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

Subcatchment 1S: Runoff Basin 1



APPENDIX C

Soils Report

Prepared by: NRCS

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



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

Custom Soil Resource Report for Brevard County, Florida

1609 Atlantic



Preface

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

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

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

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

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

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

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

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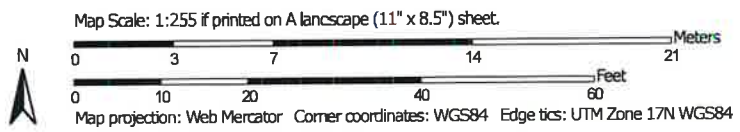
References..... 12

Soil Map

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





































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Custom Soil Resource Report Soil Map



Custom Soil Resource Report

MAP LEGEND

- Area of Interest (AOI)**
 -  Area of Interest (AOI)
- Soils**
 -  Soil Map Unit Polygons
 -  Soil Map Unit Lines
 -  Soil Map Unit Points
- Special Point Features**
 -  Blowout
 -  Borrow Pit
 -  Clay Spot
 -  Closed Depression
 -  Gravel Pit
 -  Gravelly Spot
 -  Landfill
 -  Lava Flow
 -  Marsh or swamp
 -  Mine or Quarry
 -  Miscellaneous Water
 -  Perennial Water
 -  Rock Outcrop
 -  Saline Spot
 -  Sandy Spot
 -  Severely Eroded Spot
 -  Sinkhole
 -  Slide or Slip
 -  Sodic Spot
- Water Features**
 -  Streams and Canals
- Transportation**
 -  Rails
 -  Interstate Highways
 -  US Routes
 -  Major Roads
 -  Local Roads
- Background**
 -  Aerial Photography
- Spoil Area**
 -  Spoil Area
- Stony Spot**
 -  Stony Spot
- Very Stony Spot**
 -  Very Stony Spot
- Wet Spot**
 -  Wet Spot
- Other**
 -  Other
- Special Line Features**
 -  Special Line Features

MAP INFORMATION

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

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

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

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

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

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

Soil Survey Area: Brevard County, Florida
 Survey Area Data: Version 23, Aug 28, 2023

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

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

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

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Custom Soil Resource Report

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
42	Palm Beach sand, 0 to 8 percent slopes	0.2	100.0%
Totals for Area of Interest		0.2	100.0%

Map Unit Descriptions

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

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

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

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

Custom Soil Resource Report

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

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

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

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

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

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

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

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

Custom Soil Resource Report

Brevard County, Florida**42—Palm Beach sand, 0 to 8 percent slopes****Map Unit Setting**

National map unit symbol: 30c6b
Elevation: 0 to 30 feet
Mean annual precipitation: 49 to 60 inches
Mean annual air temperature: 70 to 77 degrees F
Frost-free period: 345 to 365 days
Farmland classification: Not prime farmland

Map Unit Composition

Palm beach and similar soils: 90 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Palm Beach**Setting**

Landform: Dunes on marine terraces, ridges on marine terraces
Landform position (two-dimensional): Summit, backslope
Landform position (three-dimensional): Interfluvium, tread
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy and shelly marine deposits

Typical profile

Ak - 0 to 4 inches: sand
Ck - 4 to 80 inches: very paragravelly sand

Properties and qualities

Slope: 0 to 8 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Excessively drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Very high (20.00 to 40.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 4 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 4.0
Available water supply, 0 to 60 inches: Very low (about 2.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7s
Hydrologic Soil Group: A
Ecological site: R155XY220FL - Sandy Coastal Beach Dunes
Forage suitability group: Sandy soils on ridges and dunes of xeric uplands (G155XB111FL)
Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G155XB111FL)

Custom Soil Resource Report

Hydric soil rating: No

Minor Components

Canaveral

Percent of map unit: 5 percent

Landform: Dunes on marine terraces, knolls on marine terraces, ridges on marine terraces

Landform position (two-dimensional): Summit, backslope

Landform position (three-dimensional): Side slope, tread

Down-slope shape: Convex

Across-slope shape: Linear

Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests

Other vegetative classification: Forage suitability group not assigned (G155XB999FL)

Hydric soil rating: No

Paola

Percent of map unit: 4 percent

Landform: Ridges on marine terraces, hills on marine terraces

Landform position (two-dimensional): Summit, backslope

Landform position (three-dimensional): Interfluve, side slope, riser

Down-slope shape: Convex, linear

Across-slope shape: Linear

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

Other vegetative classification: Sandy soils on ridges and dunes of xeric uplands (G155XB111FL), Sand Pine Scrub (R155XY001FL)

Hydric soil rating: No

Narcoossee

Percent of map unit: 1 percent

Landform: Rises on marine terraces, knolls on marine terraces

Landform position (two-dimensional): Summit

Landform position (three-dimensional): Interfluve, tread, rise

Down-slope shape: Convex, linear

Across-slope shape: Linear

Ecological site: F155XY150FL - Sandy Upland Mesic Flatwoods and Hammocks on Rises and Knolls

Other vegetative classification: Sandy soils on rises and knolls of mesic uplands (G155XB131FL), Upland Hardwood Hammock (R155XY008FL)

Hydric soil rating: No

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Custom Soil Resource Report

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FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center
2600 Blair Stone Road
Tallahassee, FL 32399-2400

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

August 7, 2024

Kessler Residence
c/o Clayton Bennett, P.E.
Bennett Engineering & Consulting, LLC
4940 Ranchland Road
Melbourne, Florida 32934

Notice of Exemption Determination

File Number: EXM-BE0060
Project Location: Approximately between 285 feet and 375 feet south of the Department of Environmental Protection's reference monument R-135, in Brevard County
Project Address: 1609 Atlantic Street, Melbourne Beach

Dear Mr. Bennett:

This letter is in response to your email dated July 26, 2024, in which you requested the Department's exemption determination on or authorization for the following: demolition and reconstruction of a residence on the existing pile foundation, demolition and reconstruction of a driveway landward of the residence, demolition and reconstruction (including the addition of a second level) of a wood deck, and minor site grading. The following information was submitted to the Department in support of this request.

<u>Designer</u>	<u>Sheet No.</u>	<u>Date</u>	<u>Project No.</u>
Bennett Engineering & Consulting	C-1, C-2	June 27, 2024	24.190
Bennett Engineering & Consulting	L1	June 7, 2024	24.190
A Better Plan, INC	A-1, A-3, A-4, A-5, E-1	June 19, 2024	106-24
A Better Plan, INC	D-1, A-2, E-2, L-1	July 1, 2024	106-24
Gerding Engineering Corporation	S1, S2	July 1, 2024	#190424

Based on the above description and the submitted plans, the proposed work is not expected to cause a measurable interference with the natural functioning of the coastal system. Therefore, the Department has determined that the proposed work satisfies the exemption requirements of Subsection 161.053(11)(b), Florida Statutes.

No other activities are addressed by this exemption determination.

This determination does not convey or create any property right or any interest in real property. This determination does not authorize any trespass, entrance upon, or activities on property which is not owned or controlled by you or convey any rights or privileges other than those specified in this determination and applicable rules and statutes.

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Clayton Bennett, P.E., Agent
EXM-BE0060
August 7, 2024

NOTICE OF RIGHTS

This action is final and effective on the date filed with the Clerk of the Department unless a petition for an administrative hearing is timely filed under Sections 120.569 and 120.57, F.S., before the deadline for filing a petition. On the filing of a timely and sufficient petition, this action will not be final and effective until further order of the Department. Because the administrative hearing process is designed to formulate final agency action, the hearing process may result in a modification of the agency action or even denial of the application.

Petition for Administrative Hearing

A person whose substantial interests are affected by the Department's action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, F.S. Pursuant to Rules 28-106.201 and 28-106.301, F.A.C., a petition for an administrative hearing must contain the following information:

- (a) The name and address of each agency affected and each agency's file or identification number, if known;
- (b) The name, address, and telephone number of the petitioner; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests are or will be affected by the agency determination;
- (c) A statement of when and how the petitioner received notice of the agency decision;
- (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
- (e) A concise statement of the ultimate facts alleged, including the specific facts that the petitioner contends warrant reversal or modification of the agency's proposed action;
- (f) A statement of the specific rules or statutes that the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
- (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wishes the agency to take with respect to the agency's proposed action.

The petition must be filed (received by the Clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us. Also, a copy of the petition shall be mailed to the applicant at the address indicated above at the time of filing.

Time Period for Filing a Petition

In accordance with Rule 62-110.106(3), F.A.C., petitions for an administrative hearing by the applicant and persons entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of receipt of this written notice. Petitions filed by any persons other than the applicant, and other than those entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of publication of the notice or within 21 days of receipt of the written notice, whichever occurs first. The failure to file a petition within the appropriate time period shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, F.S., or to intervene in this proceeding and participate as a party to it. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, F.A.C.

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Clayton Bennett, P.E., Agent
EXM-BE0060
August 7, 2024

Extension of Time

Under Rule 62-110.106(4), F.A.C., a person whose substantial interests are affected by the Department's action may also request an extension of time to file a petition for an administrative hearing. The Department may, for good cause shown, grant the request for an extension of time. Requests for extension of time must be filed with the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at AgencyClerk@dep.state.fl.us, before the deadline for filing a petition for an administrative hearing. A timely request for extension of time shall toll the running of the time period for filing a petition until the request is acted upon.

Mediation

Mediation is not available in this proceeding.

Judicial Review

Once this decision becomes final, any party to this action has the right to seek judicial review pursuant to Section 120.68, F.S., by filing a Notice of Appeal pursuant to Florida Rules of Appellate Procedure 9.110 and 9.190 with the Clerk of the Department in the Office of General Counsel (Station #35, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000) and by filing a copy of the Notice of Appeal accompanied by the applicable filing fees with the appropriate district court of appeal. The notice must be filed within 30 days from the date this action is filed with the Clerk of the Department.

You shall hold and save the Department harmless from any and all damages, claims, or liabilities which may arise by reason of the activities described in this determination.

This determination does not relieve you from your responsibility to comply with the permitting requirements of any other local, state, or federal regulatory agency which has jurisdiction over the proposed activity. The exempted work is strictly limited to that described above. If you have any questions, concerns, or need additional information, please contact me by mail at the letterhead address (add Mail Station 3522), or by telephone at 850-245-7531, or by e-mail at Aline.Sartori@FloridaDEP.gov.

Sincerely,



Aline Sartori, Environmental Specialist III
Coastal Construction Control Program
Office of Resilience and Coastal Protection

cc: Celora Jackson, Environmental Administrator, Celora.A.Jackson@FloridaDEP.gov
Melanie Cain, Field Inspector, Melanie.Cain@FloridaDEP.gov



TRANSMITTAL

RE: Submittal of Preliminary Plans for the renovation of the residence at 1609 Atlantic Street, Town of Melbourne Beach.

Monarch Homes of Brevard LLC would like to thank you for the opportunity to provide the preliminary plans and scope of work to renovate the residence newly purchased by Dr. Andrew & June Kessler.

This submittal has been done prior to creating the final construction documents that will be submitted for the building permit.

This is the submittal for review by the Planning and Zoning Board and the Town Council meetings in August.

INCLUDED DOCUMENTS:

1. Preliminary plans by the Architectural Designer including elevations.
2. Preliminary engineering plans by the Structural Engineer. This is the same structural engineer that did the original home's plan.
3. Preliminary Demo and Landscape plan
4. Survey
5. Preliminary Site plan for newly proposed renovation, including all setback information.
6. Drainage calculations by Clayton Bennett, PE (emailed separately from Clayton)

PROPOSED SCOPE OF WORK:

1. Demo the existing residence down to the slab. The existing slab is a structural slab on pilings. A demo permit will be applied for a later date in accordance with the requirements of the Town of Melbourne Beach.
2. None of the existing trees on site will be removed.
3. After receiving a building permit from the Town, we will make required changes to plumbing and slab for new building configuration. The new building will stay within the existing building's footprint.
4. Construct a new 2-story residence on the existing slab that is 3232 living and 4113 total square feet. The residence is 27.73' tall.
5. Construct a new 2 story deck on the east side of the home. This deck is within the footprint area of the existing deck on the property.
6. Construct a new driveway for the residence.
7. As part of the renovation of the site, improve the existing home's drainage by bringing the site into compliance with the Town's drainage plan requirements.

Thank You for your time.

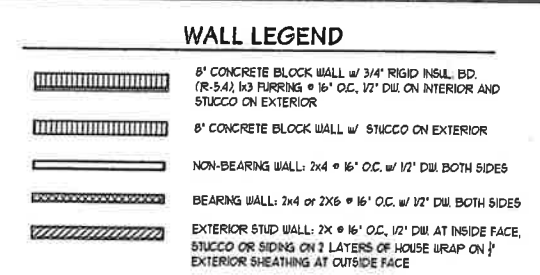
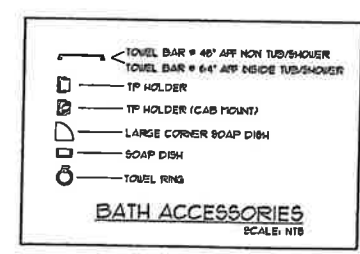
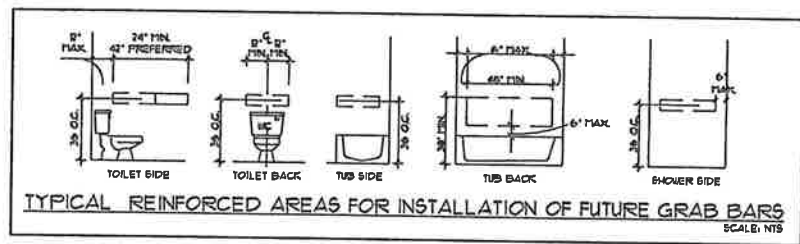
Sincerely,
Monarch Homes of Brevard, LLC.

Brian Fleis
Monarch Homes of Brevard, LLC
321-609-0190

Date Submitted: 7-2-24

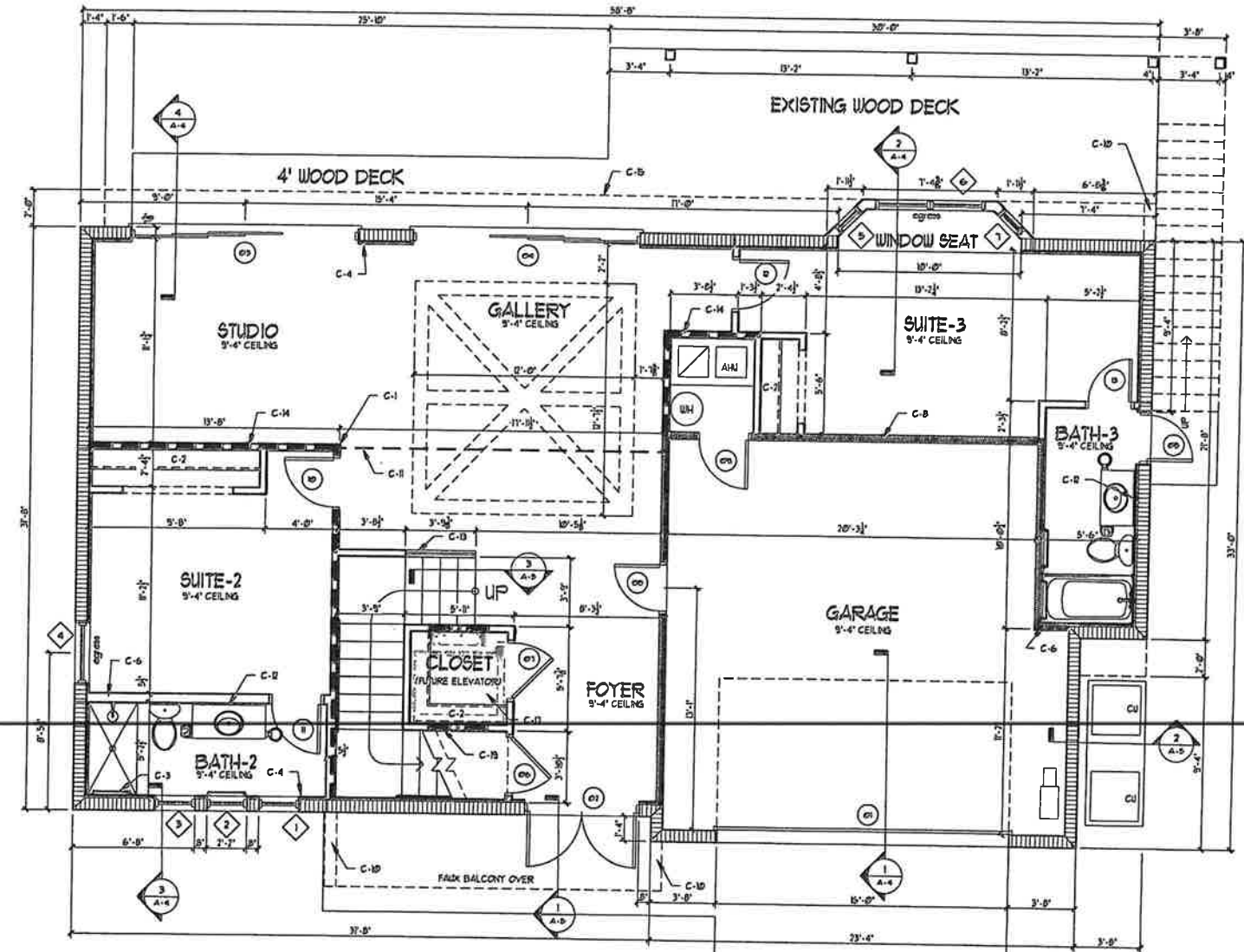
SQ. FT. TABULATIONS

FIRST FLOOR	1392 SQ.FT.
SECOND FLOOR	1840 SQ.FT.
TOTAL LIVING	5232 SQ.FT.
WOOD DECK	400 SQ.FT.
GARAGE	481 SQ.FT.
TOTAL	4113 SQ.FT.
CONDITIONED VOL.	32690 CU.FT.



CONSTRUCTION NOTES:

- C-1 ALL DRYWALL BEADS AND TRIM SHALL BE PVC SQUARE
- C-2 ALL CLOSET SHELVING SHALL BE CUSTOM CLOSET TYPE UNLESS NOTED OTHERWISE, COORDINATE CONFIGURATIONS WITH OWNER
- C-3 PROVIDE SUFFICIENT SUPPORT BLOCKING FOR ALL FIXTURES AND ACCESSORIES AS REQUIRED BY MANUFACTURER
- C-4 INSTALL WALL BLOCKING AROUND ALL WINDOWS AND SLIDING GLASS DOORS FOR BLIND AND CURTAIN MOUNTING
- C-5 HAND RAIL 3\"/>
- C-6 INSTALL WALL BLOCKING IN ALL SHOWERS AND TUBS FOR FUTURE GRAB BARS "DRYERBOX" AND VENT THROUGH THE WALL
- C-8 R-11 WALL INSULATION AT INTERIOR GARAGE WALL
- C-9 22\"/>
- C-10 CANTILEVERED CONCRETE BEAM OVER (B.O.B. + 9\"/>
- C-11 GIRDER FLOOR TRUSS OVER (SEE STRUCTURAL)
- C-12 MOUNT TOP OF MIRROR FRAME AT 6\"/>
- C-13 CABLE RAIL WHERE SHOWN AT LOWER STAIR LEVEL
- C-14 SOUND INSULATION BETWEEN STUDS WHERE SHOWN
- C-15 CANTILEVER FLOOR TRUSSES 2\"/>
- C-16 GRAY DASHED LINE DENOTES ROOF LINES OVER
- C-17 PROVIDE 6\"/>
- C-18 INSTALL REMOVABLE WOOD FLOOR AT FUTURE ELEVATOR AT SECOND FLOOR
- C-19 INSTALL WALL BLOCKING FOR FUTURE ELEVATOR INSTALLATION



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

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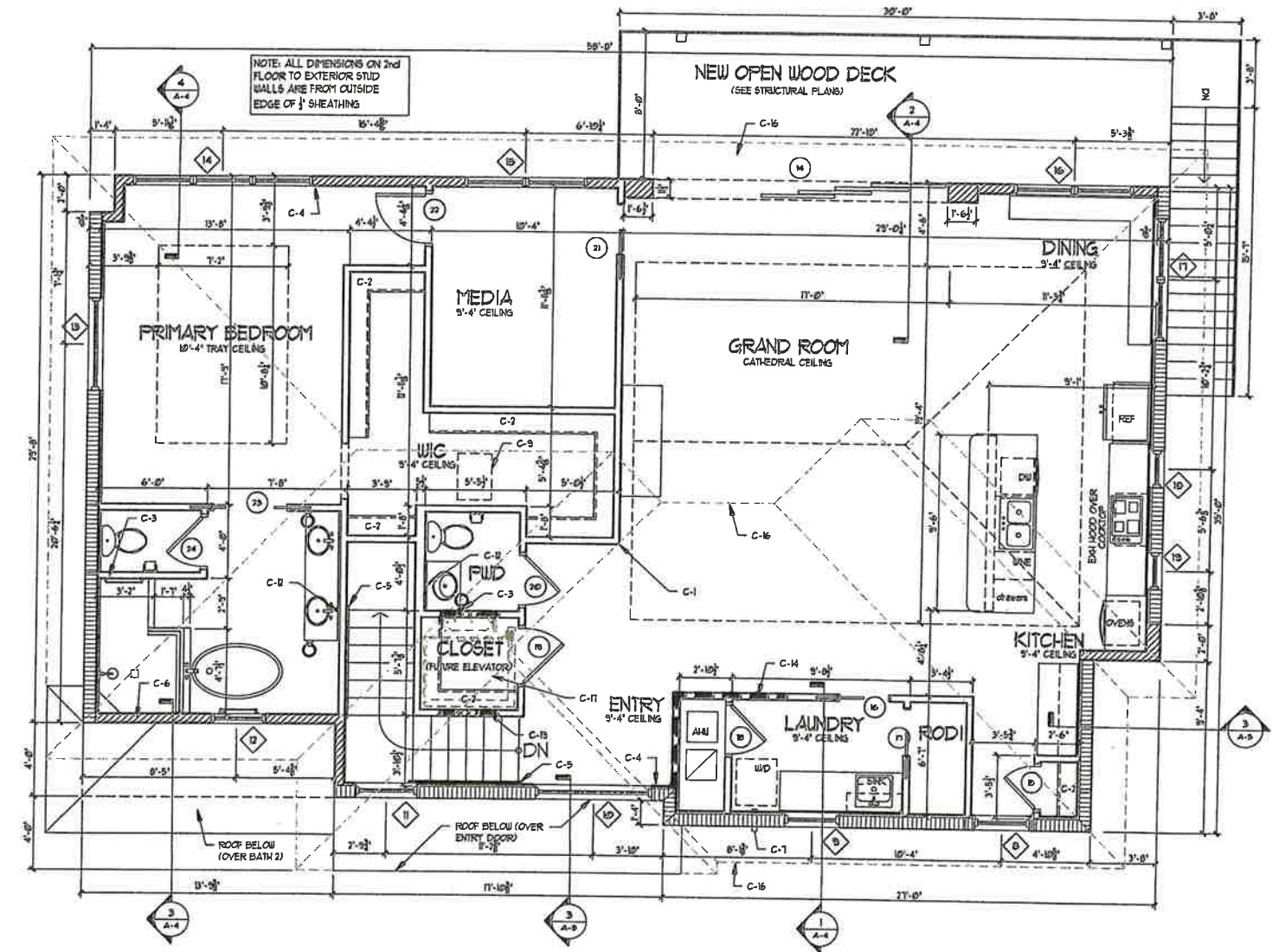
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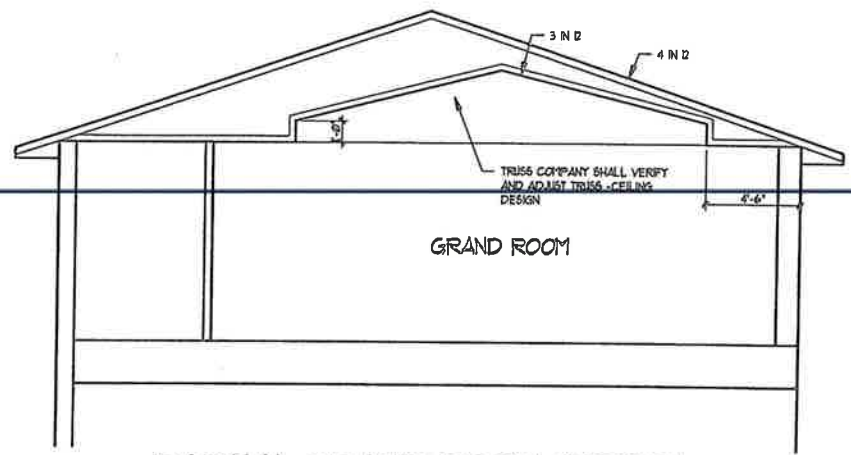
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DATE	6/19/2024
SCALE	AS NOTED
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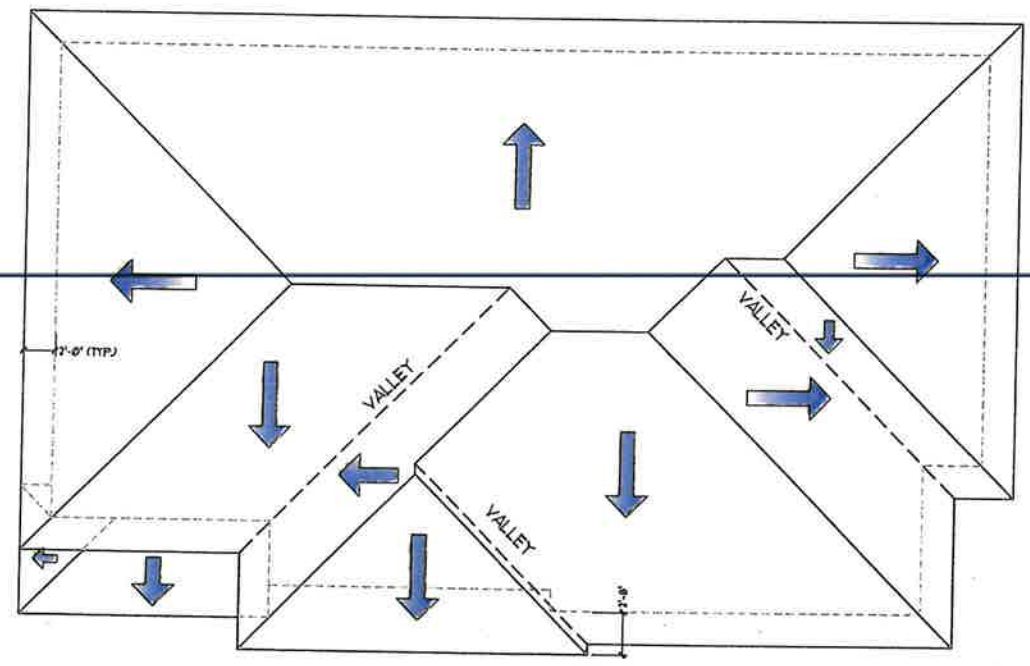
A-1
OF 8 SHEETS



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



PARTIAL GRAND ROOM SECTION
1/4" = 1'-0"



ROOF PLAN
3/16" = 1'-0"
NOTE: ALL SLOPES ARE 5 IN 12 UNLESS NOTED OTHERWISE

Door Schedule (Doors and hardware as selected by owner)										
Floor	Tag #	Type	Material	Width	Height	Thickness	Glazing	Frame Type	Frame Mat ¹	Remarks
First Floor	1	Garage	Steel	18'-0"	8'-0"	--		Rectangular	Stl	Carrage style door
	2	Entry	Fiberglass/Glass	6'-0"	8'-0"	1-3/4"	Impact	Rectangular	Comp	3/8 glass, thr. ent. lockset, db, wa
	3	Tpl. Slider	Vinyl/Glass	12'-0"	8'-0"	--	Impact	Rectangular	Comp	
	4	Tpl. Slider	Vinyl/Glass	12'-0"	8'-0"	--	Impact	Rectangular	Vinyl	
	5	Single	Fiberglass	2'-6"	8'-0"	1-3/4"		Rectangular	Wood	Paneled, deadbolt, lockset, thr., weatherstrip's.
	6	Single	MDF	3'-0"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, latchset
	7	Single	MDF/SC	3'-0"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, latchset
	8	Single	MDF/SC	2'-8"	8'-0"	1-3/4"		Rectangular	Wood	Paneled, lockset, closer, rated, thr., weatherstrip's.
	9	Single	MDF/SC	2'-8"	8'-0"	1-3/4"		Rectangular	Wood	Paneled, latchset, thr., weatherstrip's.
	10	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	11	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	12	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	13	Single	MDF	2'-4"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	14	Quad. Slider	Vinyl/Glass	18'-0"	8'-0"	--	Impact	Rectangular	Vinyl	
	15	Single	MDF/SC	2'-4"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, latchset
Second Floor	16	Pocket	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled
	17	Pocket	MDF	2'-6"	8'-0"	1-3/8"		Rectangular	Wood	Paneled
	18	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, latchset
	19	Single	MDF/SC	3'-0"	8'-0"	1-3/4"		Rectangular	Wood	Paneled, latchset
	20	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	21	Pocket	MDF	2'-8"	8'-0"			Rectangular	Vinyl	Paneled
	22	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset
	23	DL pocket	MDF	4'-0"	8'-0"	1-3/8"		Rectangular	Wood	Paneled
	24	Single	MDF	2'-8"	8'-0"	1-3/8"		Rectangular	Wood	Paneled, privacyset

Window Schedule All windows: Vinyl dbl. Pane low-E, Impact rated						
Floor	Tag #	Size	Type	Width	Height	Remarks
First Floor	1	H52	Fixed	25-1/2"	25"	
	2	H32	Fixed	25-1/2"	25"	
	3	H32	Fixed	25-1/2"	25"	
	4	25	Single Hung	36"	62"	Egress
	5	1860	Fixed	18"	60"	
	6	(2)5660	Casement	72"	60"	Egress
	7	1860	Fixed	18"	60"	
	8	5654	Casement	56"	54"	
	9	5654	Casement	56"	54"	
	10	6880	Fixed	68"	80"	
Second Floor	11	5668	Casement	56"	68"	
	12	5654	Fixed	56"	54"	Tempered Glass
	13	6024	Fixed	60"	24"	Transom
	14	(3) 25	Varies	108"	62"	Fixed-Casement-Fixed
	15	(2) 25	Fixed	72"	62"	
	16	(2) 25	Fixed	72"	62"	
	17	(2) 25	Fixed	72"	62"	
	18	H54	Fixed	25-1/2"	49-5/8"	
	19	H54	Fixed	25-1/2"	49-5/8"	

¹All window headers at 6'-0" A.F.F. (Unless noted otherwise) Verify masonry openings with supplier.

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 EMAIL: daughan@abetterplaninc.com
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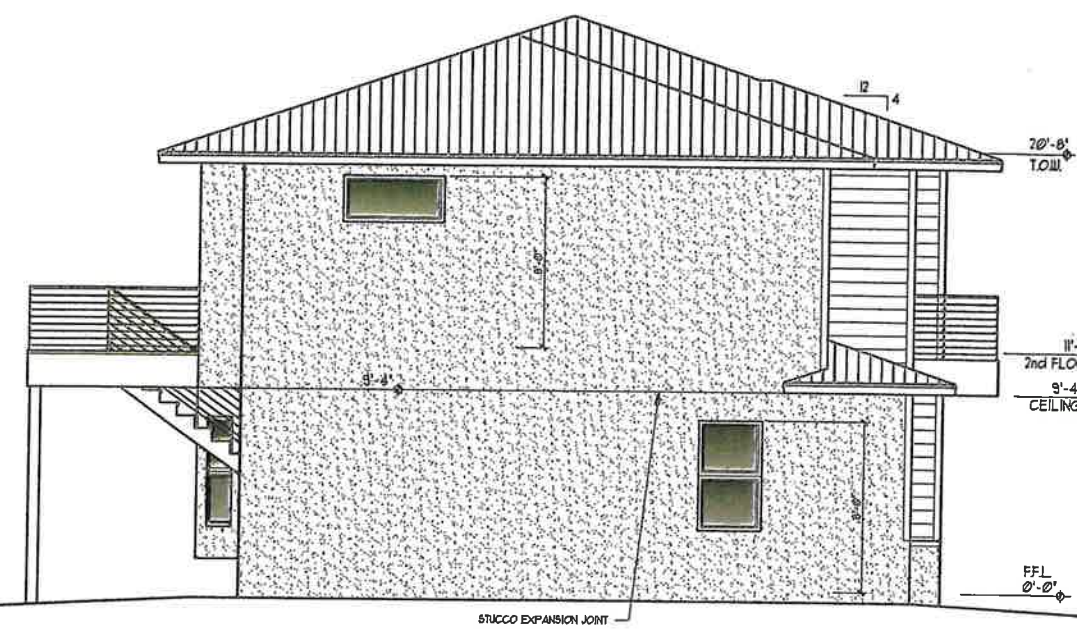
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 106-24
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A-2
 OF 8 SHEETS

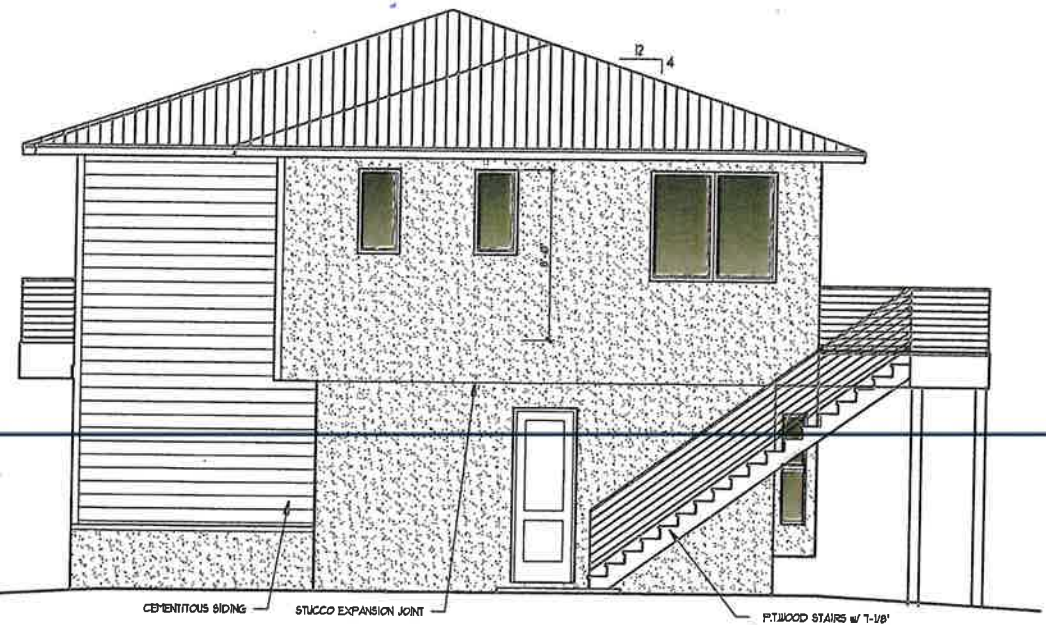
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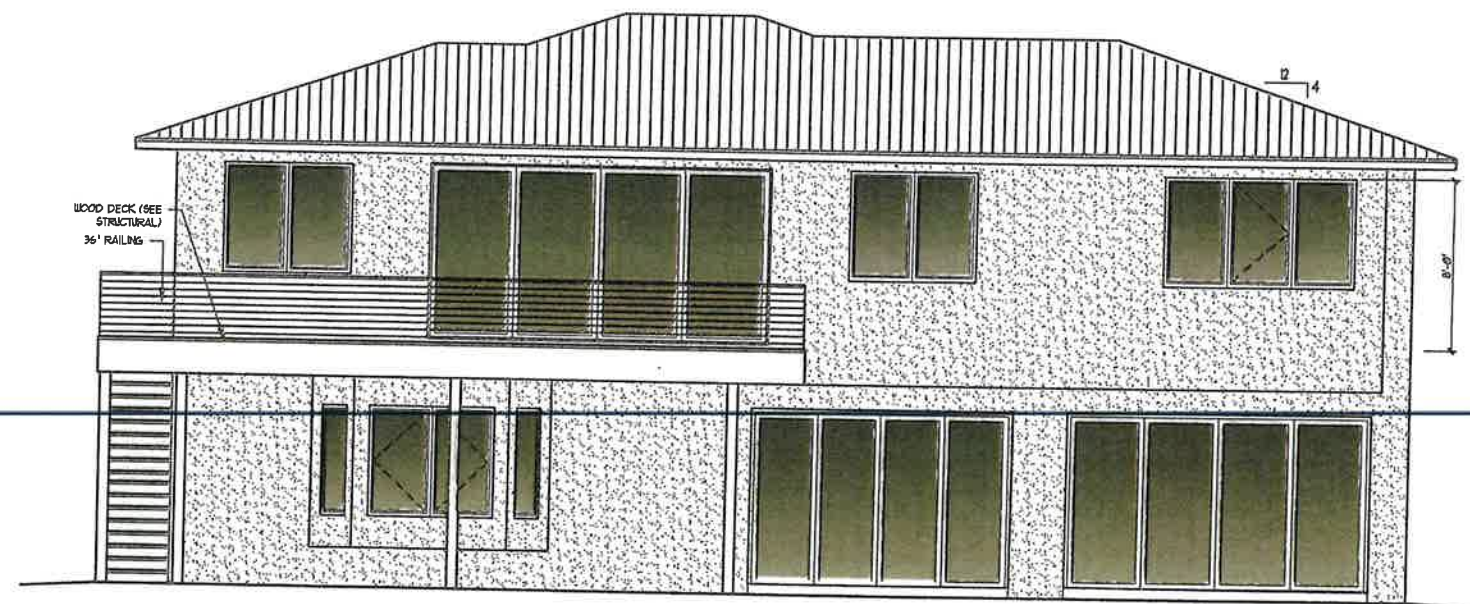
LEFT SIDE ELEVATION
1/4" = 1'-0"



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



RIGHT SIDE ELEVATION
1/4" = 1'-0"



REAR ELEVATION
1/4" = 1'-0"

A BETTER PLAN, INC.
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1609 ATLANTIC ST. MELBOURNE BEACH FL 32951

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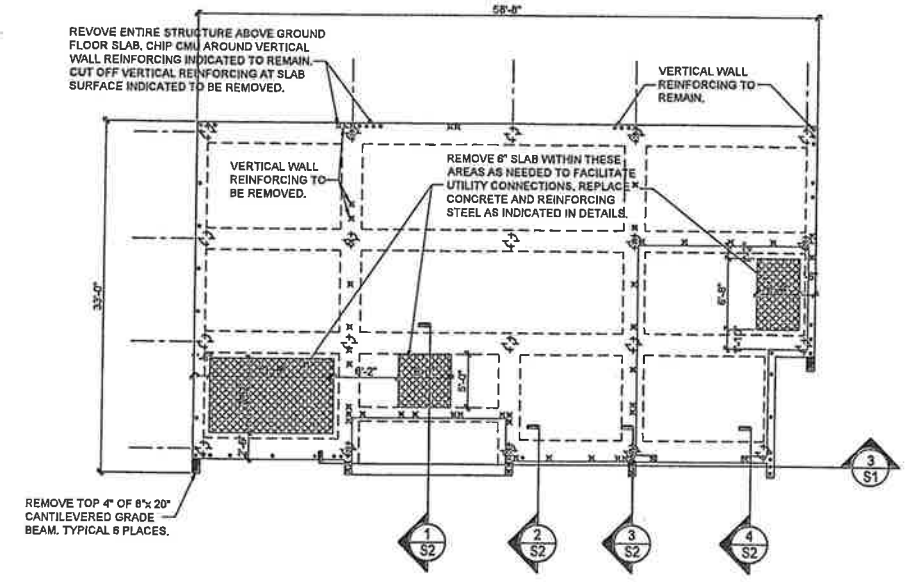
JOSEPH E. GERDING, PE #2548

GERDING ENGINEERING CORPORATION
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KESSLER RESIDENCE
 1609 HIGHWAY A1A
 MELBOURNE BEACH
 FLORIDA

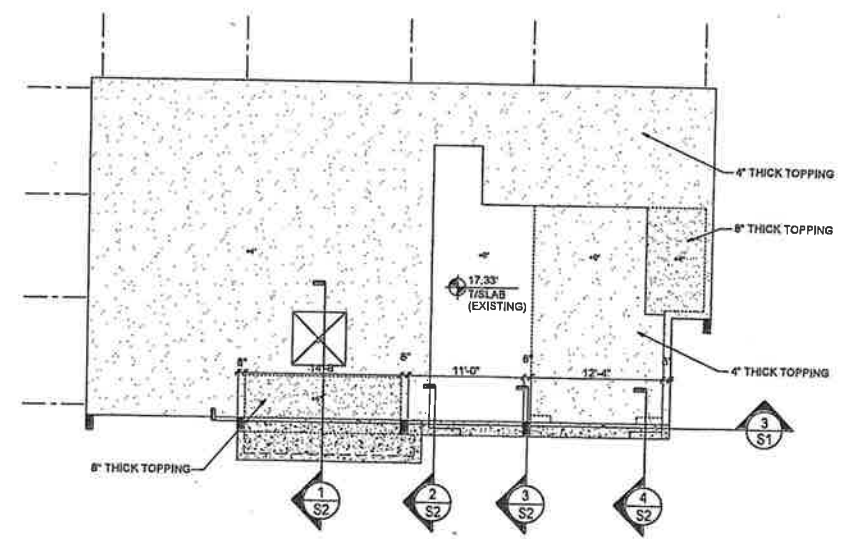
DATE:	REVISIONS
1 JULY 2024	REVISION
DESIGN: J. GERDING	PROGRESS REVIEW/SET
DRAWN: J. GERDING	
PROJECT: #190424	

S1
 1 OF 2



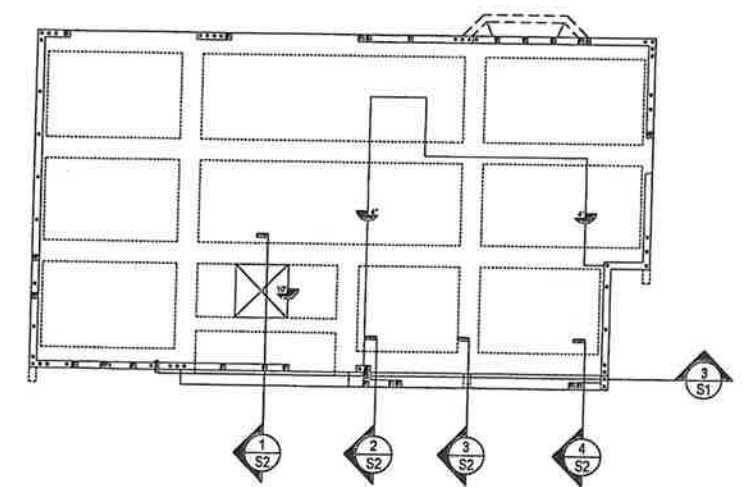
FOUNDATION PLAN Existing Slab Demolition

* NEW FINISH FLOOR = 17.67' (NGVD) UNLESS NOTED OTHERWISE
 * EXISTING FINISH FLOOR = 17.33' (NGVD) UNLESS NOTED OTHERWISE
 * 10" DEEP SLAB RECESS AT ELEVATOR IS SHOWN. COORDINATE WITH MANUFACTURER.
 1/8" = 1'-0"



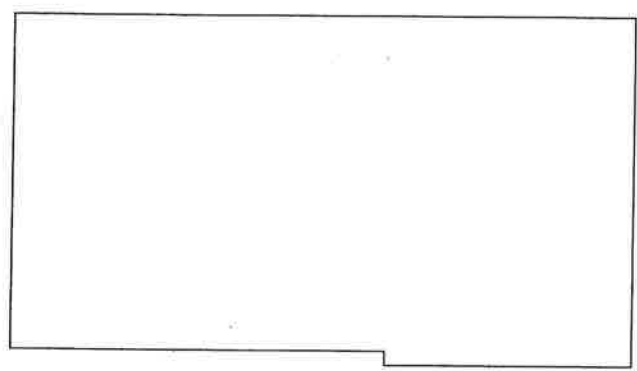
FOUNDATION PLAN Concrete Overlay

* NEW FINISH FLOOR = 17.67' (NGVD) UNLESS NOTED OTHERWISE
 1/8" = 1'-0"



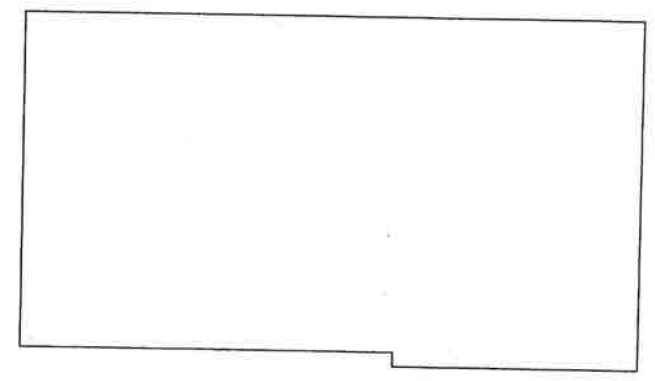
GROUND FLOOR PLAN

* NEW FINISH FLOOR = 17.67' (NGVD) UNLESS NOTED OTHERWISE
 1/8" = 1'-0"



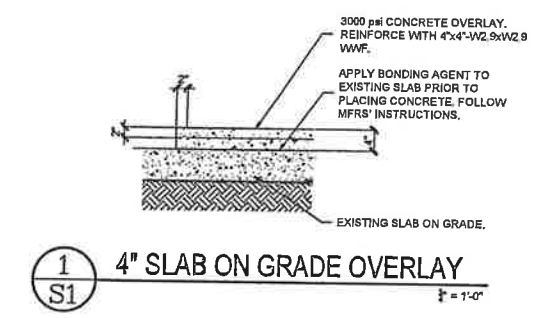
2nd FLOOR FRAMING PLAN

* TOP OF BEAMS B2 & B4 = 10'-8" A.F.F.
 * TOP OF BEAM B3 = 8'-8" A.F.F.
 1/8" = 1'-0"

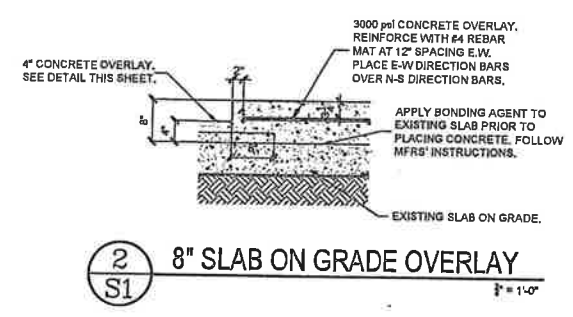


ROOF FRAMING PLAN

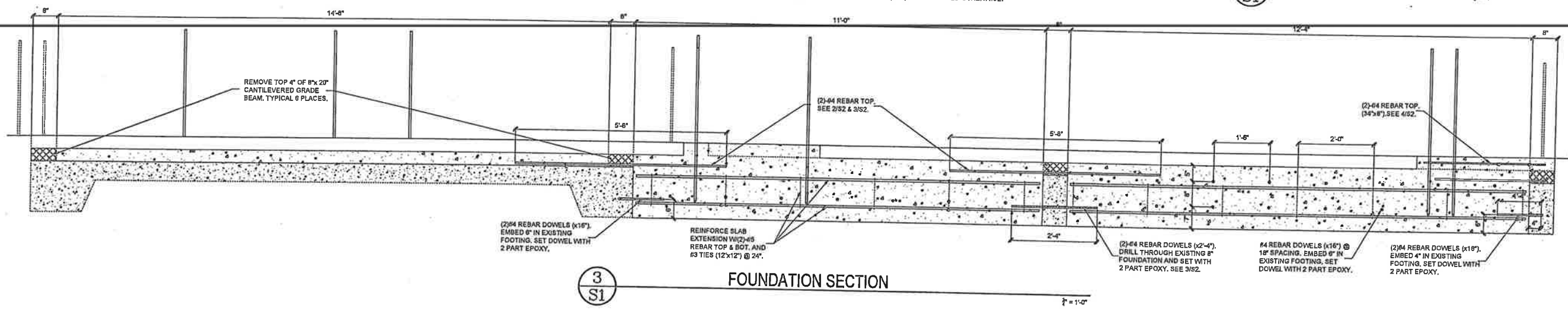
* TOP OF BEAM B1 = 20'-0" A.F.F.
 * ALL TRUSS TO CONCRETE BEAM CONNECTORS SHALL BE (1) SIMPSON META10 (SST) UNLESS NOTED OTHERWISE.
 1/8" = 1'-0"



1 4" SLAB ON GRADE OVERLAY
 1/8" = 1'-0"

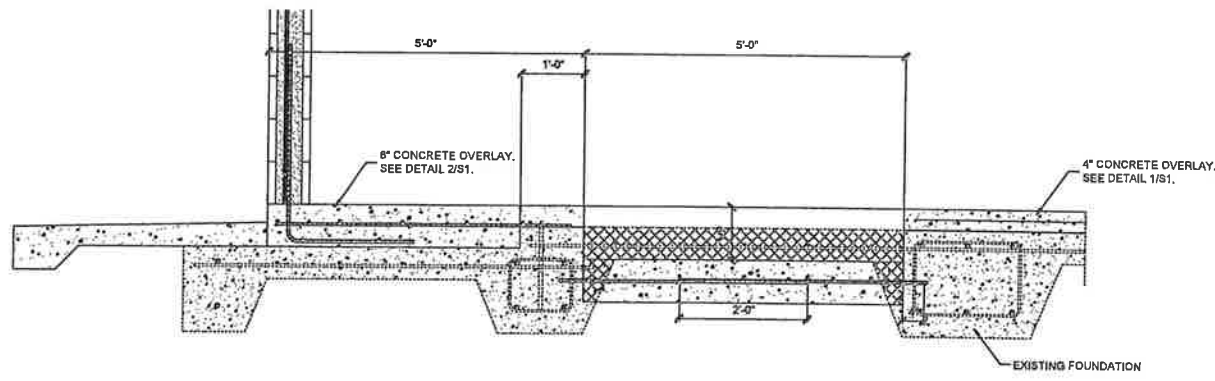


2 8" SLAB ON GRADE OVERLAY
 1/8" = 1'-0"

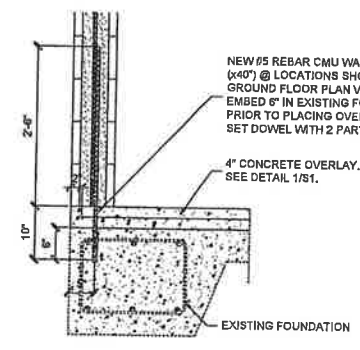


FOUNDATION SECTION

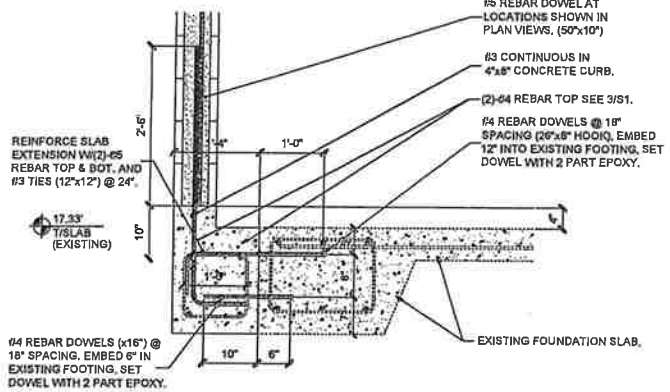
3 S1
 1/8" = 1'-0"



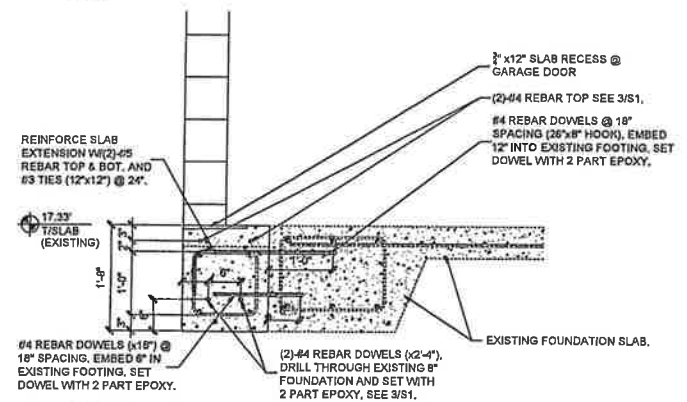
1 FOUNDATION SECTION @ ELEVATOR
S2



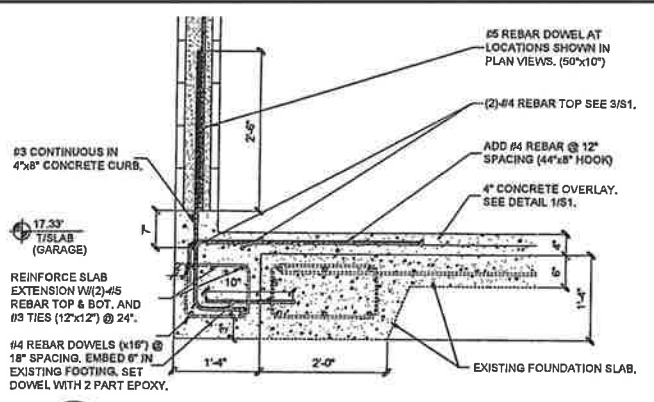
5 NEW CMU DOWEL
S2



2 FOUNDATION SECTION
S2



3 FOUNDATION SECTION
S2



4 FOUNDATION SECTION
S2

6 TYPICAL SLAB OPENING REPAIR
S2

GENERAL NOTES:

- ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO THE DRAWINGS AND SPECIFICATIONS LISTED.
- THE GENERAL CONTRACTOR SHALL COORDINATE ALL CONSTRUCTION SHOWN ON THE DRAWINGS. ANY QUESTIONS OR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER BEFORE STARTING CONSTRUCTION.
- THE STRUCTURE HAS BEEN DESIGNED TO MEET THE REQUIREMENTS OF ASCE 7-22, "MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES" AND THE 2023 FBC (EIGHTH EDITION).
- ALL FOUNDATIONS ARE TO BE FORMED UPON SOIL WITH A MINIMUM SAFE UNIFORM BEARING CAPACITY OF 2,000 PSF.
- IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE THE UNIFORM BEARING CAPACITY UNDER THESE FOUNDATIONS. THE OWNER SHALL HIRE A GEOTECHNICAL ENGINEER TO PREPARE RECOMMENDATIONS FOR NECESSARY SOIL IMPROVEMENTS AND/OR COMPACTION.
- SUPERIMPOSED GRAVITY LOADS:

AREA	LIVE	DEAD
INTERIOR LIVING	40 PSF	20 PSF

GENERAL NOTES: CONCRETE

- ALL CONCRETE CONSTRUCTION, WORKMANSHIP AND MATERIAL SHALL COMPLY WITH THE REQUIREMENTS OF ACI 301, "SPECIFICATIONS FOR STRUCTURAL CONCRETE FOR BUILDINGS."
- ALL CONCRETE SHALL BE TYPE I OR II PORTLAND CEMENT COMPLYING WITH ASTM C150 AND SHALL HAVE COMPRESSIVE STRENGTH AND WATER/CEMENT RATIO (W/C) SHOWN BELOW:

CONCRETE USE	EXPOSURE CLASS	MAXIMUM W/C RATIO	MINIMUM COMPRESSIVE STRENGTH (PSI)
FOOTINGS & SLAB ON GRADE	0 0 0 0	0.55	3,000
MASONRY GROUT	0 0 0 0	0.60	3,000
- ALL REINFORCING STEEL SHALL BE DEFORMED BARS CONFORMING TO ASTM A618, GRADE 60. BARS SHALL BE FREE OF COATINGS THAT WILL REDUCE CONCRETE BOND.
- ALL CONCRETE REINFORCEMENT SHALL BE DETAILED, FABRICATED, LABELED, SUPPORTED AND SPACED IN FORMS AND SECURED IN PLACE IN ACCORDANCE WITH ACI 315 "DETAILS AND DETAILING OF CONCRETE REINFORCEMENT."
- ALL BAR SPLICES, DOWELS AND CONCRETE COVERAGE SHALL MEET THE REQUIREMENTS OF ACI 318/318R "BUILDING CODE AND COMMENTARY FOR REINFORCED CONCRETE."
- CAST IN PLACE BEAMS SHALL HAVE CONTINUOUS TOP AND BOTTOM REINFORCEMENT. LAP SPLICES IN BOTTOM BARS SHALL OCCUR OVER SUPPORTS. TOP BARS SHALL LAP AT MID-SPAN.
- CONCRETE BEAMS AND SLABS SHALL BE FINISHED LEVEL AND TO THE ELEVATIONS SHOWN ON THE DRAWINGS.
- CALCIUM CHLORIDE SHALL NOT BE USED IN ANY FORM.
- UNLESS OTHERWISE PERMITTED OR SPECIFIED, 5000 PSI CONCRETE SHALL BE PRODUCED TO HAVE A SLUMP OF 6 INCHES +/- 1.5".
- REBAR SHOP DRAWINGS SHALL BE SUBMITTED TO THE ENGINEER FOR REVIEW PRIOR TO FABRICATION.
- FOUR SETS OF TEST CYLINDERS SHALL BE MADE AND TESTED FOR EACH 50 YARDS OR LESS OF CONCRETE POURED IN ANY DAY FOR EACH DESIGN MIX. TESTS SHALL BE MADE FOR 7 DAYS, TWO AT 28 DAYS AND ONE HELD IN RESERVE. THE CONTRACTOR SHALL SUBMIT ALL DESIGN MIXES FOR REVIEW AND APPROVAL BY THE ENGINEER.

GENERAL NOTES: MASONRY

- ALL CONSTRUCTION, WORKMANSHIP AND MATERIALS SHALL CONFORM TO "SPECIFICATIONS FOR MASONRY STRUCTURES (ACI 530.1/ASCE 5/TMS 602)."
- COURSE GROUT (SIZE 8) SHALL BE USED CONFORMING TO THE REQUIREMENTS OF ASTM C478 "STANDARD SPECIFICATIONS FOR GROUT FOR REINFORCED AND NON-REINFORCED MASONRY."
- CONCRETE MASONRY SHALL BE NORMAL WEIGHT, GRADE N, TYPE 1 OR II, CONFORMING WITH ASTM C90 "STANDARD SPECIFICATIONS FOR HOLLOW LOAD BEARING CONCRETE MASONRY UNITS."
- THE NET AREA COMPRESSIVE STRENGTH OF MASONRY (f_m) SHALL BE 1500 PSI USING TYPE M OR S MORTAR.
- THICKNESS OF MORTAR BED SHALL NOT EXCEED 5/8".
- MASONRY REINFORCING STEEL BARS SHALL BE CONTINUOUS WITH LAP SPLICES OF 48 BAR DIAMETERS (MINIMUM).
- OPENINGS IN MASONRY WALLS SHALL BE REINFORCED WITH A MINIMUM OF ONE #5 REBAR ON ALL SIDES AND SHALL BE REINFORCED WITH A PRECAST LINTEL (BEARING 8" ON EACH END) WHERE CAST IN PLACE CONCRETE BEAMS ARE NOT INDICATED.
- ALL MASONRY CELLS ADJACENT TO DOORS, WINDOWS, CORNERS OR ENDS OF WALLS SHALL BE REINFORCED WITH ONE #5 REBAR AND GROUTED SOLID.
- THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT ALL MASONRY STRUCTURAL ELEMENTS ARE ADEQUATELY BRACED TO RESIST WIND, BACKFILLING, SOIL COMPACTION AND OTHER NATURAL AND CONSTRUCTION FORCES OCCURRING DURING CONSTRUCTION. BRACING SHALL REMAIN IN PLACE UNTIL THE STRUCTURE IS COMPLETED.
- VERTICAL REINFORCING SHALL BE CONTINUOUS THROUGH ALL WALL BEAMS.
- MASONRY GROUT SHALL BE PROPORTIONED AND PRODUCED TO HAVE A SLUMP BETWEEN 8 AND 11 INCHES.
- WHEN GROUT POURS EXCEED 5 FEET IN HEIGHT, PROVIDE A CLEAN-OUT HOLE AT THE BOTTOM CELL. CLEAN THE CELL BY REMOVING ALL MORTAR, DEBRIS, LOOSE AGGREGATES AND ANY MATERIAL DELETERIOUS TO MASONRY GROUT. INSTALL AND SECURELY TIE THE VERTICAL STEEL REINFORCEMENT TOGETHER. CLOSE THE OPENING AFTER INSPECTION.
- ALL WALLS SHALL BE REINFORCED HORIZONTALLY WITH 9 GAGE LADDER TYPE GALVANIZED JOINT REINFORCING AT 16" VERTICAL SPACING. JOINT REINFORCING SHALL CONFORM TO ASTM A82.

GENERAL NOTES: WOOD

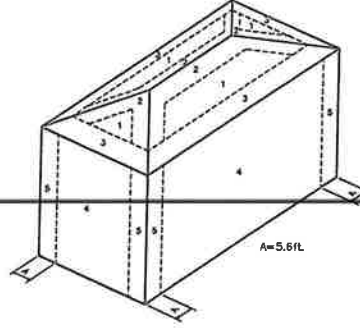
- ALL WOOD FRAMING CONSTRUCTION, WORKMANSHIP AND MATERIALS (INCLUDING TRUSSES) SHALL CONFORM WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE REFERENCES LISTED BELOW:
 - "AMERICAN INSTITUTE OF TIMBER CONSTRUCTION"
 - "NATIONAL DESIGN SPECIFICATION FOR WOOD CONSTRUCTION" AND SUPPLEMENT.
 - "U.S. PRODUCT STANDARD PS 1" OR "APA PRP-108 PERFORMANCE STANDARDS"
- ALL TRUSS FRAMING MEMBERS SHALL BE SPECIES AND GRADES OF LUMBER WHICH WILL PRODUCE DESIGN VALUES EQUAL TO OR EXCEEDING THE VALUES FOR SOUTHERN YELLOW PINE NO. 3, 19% M.C.
- GALVANIZED STEEL HANGERS AND FRAMING ANCHORS SHALL BE USED AND SHALL BE FASTENED IN ACCORDANCE WITH THE MANUFACTURERS SPECIFICATIONS.
- ANCHORING AND NAILING NOT SPECIFIED SHALL COMPLY WITH THE NAILING SCHEDULE GIVEN WITHIN TABLE 2304.91 FBC.
- TRUSSES SHALL BE SIZED AND DETAILED IN ACCORDANCE WITH THE DIMENSIONS AND LOADS INDICATED.
- TRUSS SHOP DRAWINGS AND CALCULATIONS SHALL BE SUBMITTED BY A FLORIDA LICENSED ENGINEER FOR REVIEW PRIOR TO FABRICATION (IN ACCORDANCE WITH CHAPTER 61G15-30 & 31 FLA. DEPT. OF BPR). THE DELEGATED ENGINEER SHALL SPECIFY BLOCKING AND BRACING NECESSARY TO WITHSTAND THE SPECIFIED LOADING.
- DESIGN GRAVITY LOADING:

	FLOOR	ROOF
SUPERIMPOSED DEAD LOADS		
TOP CHORD	20 PSF	7 PSF
BOTTOM CHORD	5 PSF	5 PSF
SUPERIMPOSED LIVE LOADS		
TOP CHORD	40 PSF	20 PSF
BOTTOM CHORD (STORAGE)	0 PSF	10 PSF
- ALL WALL SHEATHING SHALL BE 15/32" (1/2" NOMINAL) APA SPAN RATED, EXPOSURE I PLYWOOD FASTENED TO SUPPORTS WITH 8d @ 4" SPACING.
- ALL FLOOR SHEATHING SHALL BE 23/32" (3/4" NOMINAL) APA SPAN RATED, EXPOSURE I PLYWOOD FASTENED TO SUPPORTS WITH 2.25"x10" SCREWS AT 8" SPACING.
- UNLESS NOTED OTHERWISE, ALL PRESSURE TREATED LUMBER AND PLYWOOD SHALL BE SYP NO. 2, 19% MAX. M.C. PRESSURE TREATED IN ACCORDANCE WITH ANPA STANDARDS C1, C2 AND C3 LATEST EDITIONS, WITH A WATERBORNE PRESERVATIVE IN ACCORDANCE WITH STANDARD PS.
- ALL FASTENERS SHALL BE GALVANIZED OR STAINLESS STEEL.

COMPONENT AND CLADDING DESIGN WIND PRESSURES

(ASCE 7-22) EXPOSURE CATEGORY D RISK CATEGORY II ENCLOSED BUILDING

ZONE	EFFECTIVE WIND AREA (ft ²)	NET DESIGN WIND PRESSURE (PSF)	
		MAX. (-)	MIN. (+)
1	10	-73.7	41.2
1	20	-65.4	35.5
1	50	-54.1	28.0
1	100	-45.8	27.4
2	10	-102	41.2
2	20	-91.0	35.5
2	50	-76.7	28.0
2	100	-65.9	27.4
3	10	-102	41.2
3	20	-91.0	35.5
3	50	-76.7	28.0
3	100	-65.9	27.4
4	10	-59.8	55.1
4	20	-57.3	52.6
4	50	-54.1	49.3
4	100	-51.5	46.8
5	10	-73.7	55.1
5	20	-68.7	52.6
5	50	-62.2	49.3
5	100	-57.3	46.8
OH3	10	-157	—
OH3	20	-144	—
OH3	50	-126	—
OH3	100	-113	—



DESIGN WIND LOAD CRITERIA

- ROOF ANGLE (7° ≤ θ ≤ 20°)
- BASIC WIND SPEED (V_W) 150 MPH
- ASCE 7-22
- ENCLOSED BUILDING
- EXPOSURE CATEGORY (AWFRS) D
- (COMPONENTS & CLADDING) II
- STRUCTURE RISK CATEGORY II
- MEAN ROOF HEIGHT < 28'
- VELOCITY PRESSURE (z=15') 57.8 PSF
- (z=30') 68.8 PSF

NOTES:

- POSITIVE AND NEGATIVE SIGNS INDICATE PRESSURES ACTING TOWARD AND AWAY FROM EXTERIOR SURFACES, RESPECTIVELY.
- VALUES LISTED ARE FOR USE WITH ALLOWABLE STRENGTH DESIGN LOAD COMBINATIONS.



JOSEPH E. GERDING, PE #2008

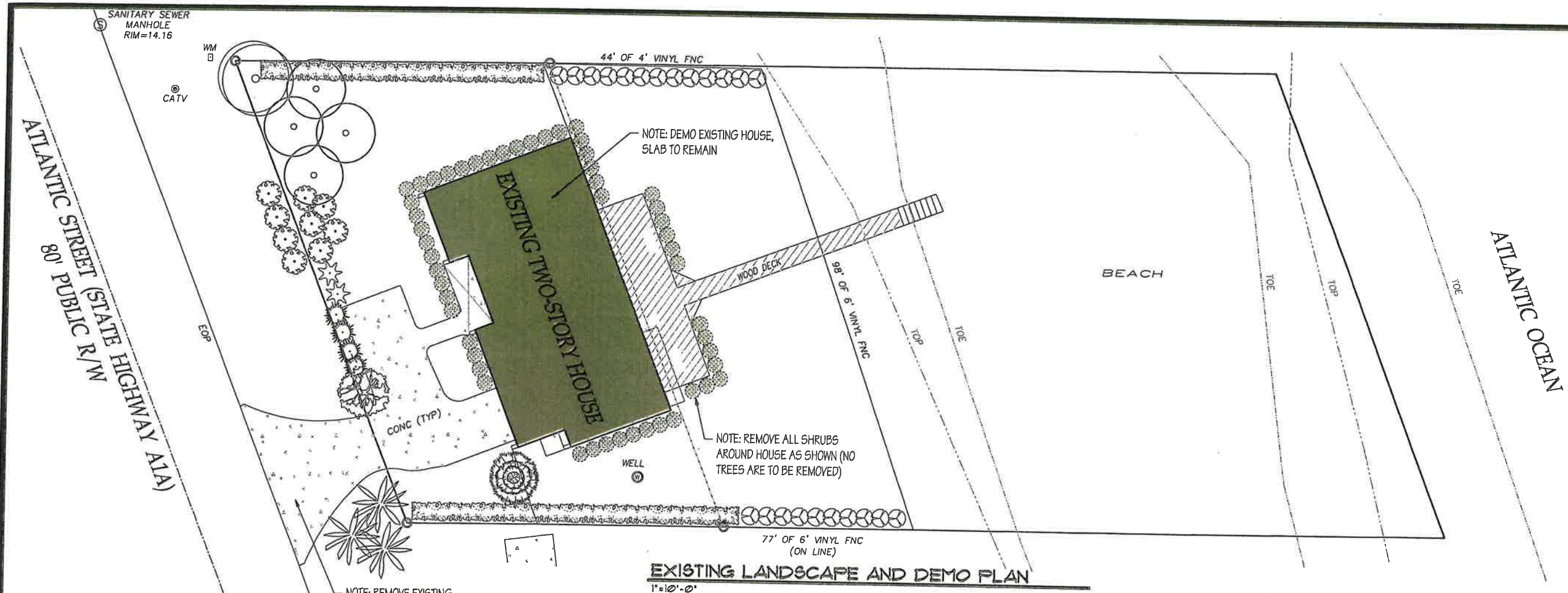
GERDING ENGINEERING CORPORATION
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541 WATERMAN LANE, SUITE 200
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PHONE: 561-840-1111
WWW.GERDINGENGINEERING.COM

KESSLER RESIDENCE
1609 HIGHWAY A1A
MELBOURNE BEACH
FLORIDA

REVISIONS

DATE	BY	REVISION
1-JULY-2024	J. GERDING	PROGRESS REVIEW SET
	J. GERDING	
	J. GERDING	
	J. GERDING	

S2
2 OF 2



EXISTING PLANT LEGEND

- | TREES | COMMON NAME |
|--------|-----------------------------------|
| | 4' Washingtonia Palm |
| | Plumena Tree, 10' tall |
| | Coconut Palm (large) |
| | Eureka Palm, 10' tall |
| | Screw Pine, 10' - 15' tall |
| SHRUBS | COMMON NAME |
| | Cardboard Palm Shrub |
| | White Bird of Paradise |
| | Misc. Shrubs |
| | Sea Grape Hedge 10'-15' tall |
| | Scaevola Taccada Hedge 6' tall |
| | Scrubs Around House To Be Removed |

REVISIONS	BY

A BETTER PLAN, INC.
 "Better Design Equals Better Homes"
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 Melbourne, FL 32935
 PH (321) 255-6475
 EMAIL: don@betterplaninc.com
 WEBSITE: www.betterplaninc.com

MONARCH HOMES
 1275 SOUTH PATRICK DRIVE, SUITE K
 SATELLITE BEACH, FLORIDA 32937
 (321) 777-2701

KESSLER RESIDENCE
 1609 ATLANTIC ST. MELBOURNE BEACH FL 32951

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DRAWN	DLH
CHECKED	DLH
DATE	1/12/24
SCALE	AS NOTED
JOB NO.	104-24
SHEET	L-1

OF 8 SHEETS

THERE SHALL BE NO IMPACT IN AREA OF VEGETATION PRESERVATION INCLUDING THE REMOVAL OF VEGETATION, THE STORAGE OF MATERIALS, OR PARKING/OPERATION OF VEHICLES. INADVERTENT DISTURBANCE OF NATIVE VEGETATION SHALL REQUIRE IN-KIND RESTORATION TO INCLUDE SEA GRAPES, SABAL PALM, AND SCRUB OAKS, AS APPROPRIATE.

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

TYPE "A" LOT DRAINAGE (REAR TO FRONT)

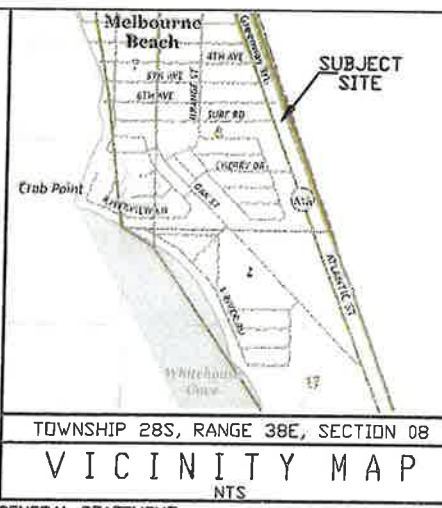
AREA OF ALTERATION = 0.2 ACRES



MINIMUM FINISHED FLOOR ELEVATION: TOWN: MINIMUM OF 18" ABOVE CROWN OF ROAD. MIN. FINISHED FLOOR = 14.28' + 1.5' = 15.78 FT NAVD. ASCE 24: CLASS 2 STRUCTURE FLOOD ZONE "VE(13.0)", THE LOWEST HORIZONTAL MEMBER SHALL BE A MINIMUM OF 1' ABOVE THE BASE FLOOD ELEVATION. LOWEST HORIZONTAL STRUCTURAL MEMBER = 13.0' + 1' = 14.0'. FDEP: THE LOWEST HORIZONTAL MEMBER SHALL BE ABOVE THE 100-YEAR FLOOD ELEVATION. THE 100-YEAR FLOOD ELEVATION PER "ONE-HUNDRED-YEAR STORM ELEVATION REQUIREMENTS FOR HABITABLE STRUCTURES LOCATED SEAWARD OF A COASTAL CONSTRUCTION CONTROL LINE" PREPARED BY FDEP, DATED NOVEMBER 1999, FOR R126 - R138 = 15.7 FEET (NGVD). SUBTRACT 1.4 FEET TO CONVERT TO NAVD = 15.7' - 1.4' = 14.3' (NAVD).

Table with 3 columns: ITEM, REQUIRED/ALLOWED, PROVIDED. Rows include SITE AREA (12,000 SF vs 19,775 SF), SITE WIDTH (100 FT vs 110 FT), SITE DEPTH (120 FT vs 212 FT), MIN. FLOOR AREA (1,800 SF vs 3,232 SF), LOT COVERAGE (30% vs 16.7%), STRUCTURAL HEIGHT (28 FT vs 27.73 FT), SET BACKS: PRINCIPLE STRUCTURE (FRONT 25 FT, SIDE 15 FT vs 25.21 FT, 15.05 FT).

- FDEP CONSTRUCTION NOTES: 1. TO THE BEST OF MY KNOWLEDGE THESE DESIGN PLANS AND SPECIFICATIONS ARE IN COMPLIANCE WITH THE STANDARDS ESTABLISHED IN SECTION 62B-33.005, FLORIDA ADMINISTRATIVE CODE. 2. ALL APPLICABLE REQUIREMENTS OF FLORIDA STATUTE 370.12 (MARINE TURTLE PROTECTION ACT) SHALL BE ADHERED TO. 3. IN MARINE TURTLE NESTING AREAS, ALL FORMS OF LIGHTING SHALL BE SHIELDED, AND UTILIZE LONG WAVELENGTH LIGHT SOURCES ONLY (E.G. 560 NANOMETERS (NM) OR LONGER) AND ABSENT WAVELENGTHS BELOW 560 NM) WITH ALL LAMPS RECESSED WITHIN WELL SHIELDED, FULL CUT-OFF FIXTURES OR OTHERWISE DESIGNED SO AS NOT TO DISTURB MARINE TURTLES. 4. TINTED GLASS OR SIMILAR LIGHT CONTROL MEASURES SHALL BE USED FOR WINDOWS AND DOORS WHICH ARE VISIBLE FROM THE NESTING AREAS OF THE BEACH. TINTED GLASS SHALL BE 45 PERCENT OR LESS INSIDE TO OUTSIDE LIGHT TRANSMITTANCE ON ALL NON-OPAQUE DOORS, WALLS, BALCONY, DECK RAILINGS, AND WINDOWS. 5. ALL REGULATIONS REGARDING SEA TURTLES SHALL BE OBSERVED.



North arrow, Scale: 1"=20', Owner: KESSLER, ANDREW I; KESSLER, JUNE G, 1609 ATLANTIC ST, MELBOURNE BEACH, FL 32951. Project name: KESSLER RESIDENCE 1609 ATLANTIC ST MELBOURNE BCH.

GENERAL STATEMENT: THIS PLOT PLAN HAS BEEN PREPARED FOR THE DEVELOPMENT OF A SINGLE-FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS ON THE SUBJECT LOT.

OWNER: KESSLER, ANDREW I; KESSLER, JUNE G, 1609 ATLANTIC ST, MELBOURNE BEACH, FL 32951

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

SURVEYOR: KANE SURVEYING, INC., 505 DISTRIBUTION DRIVE, MELBOURNE, FL 32954, (321) 676-0427

SITE ADDRESS: 1609 ATLANTIC ST, MELBOURNE BEACH, FL 32951

PARCEL ID: 28-38-08-00-501

ACCOUNT NO: 2853364

SITE AREA: SITE AREA = 0.45 AC (19,775 SF)

ZONING: S-RMO

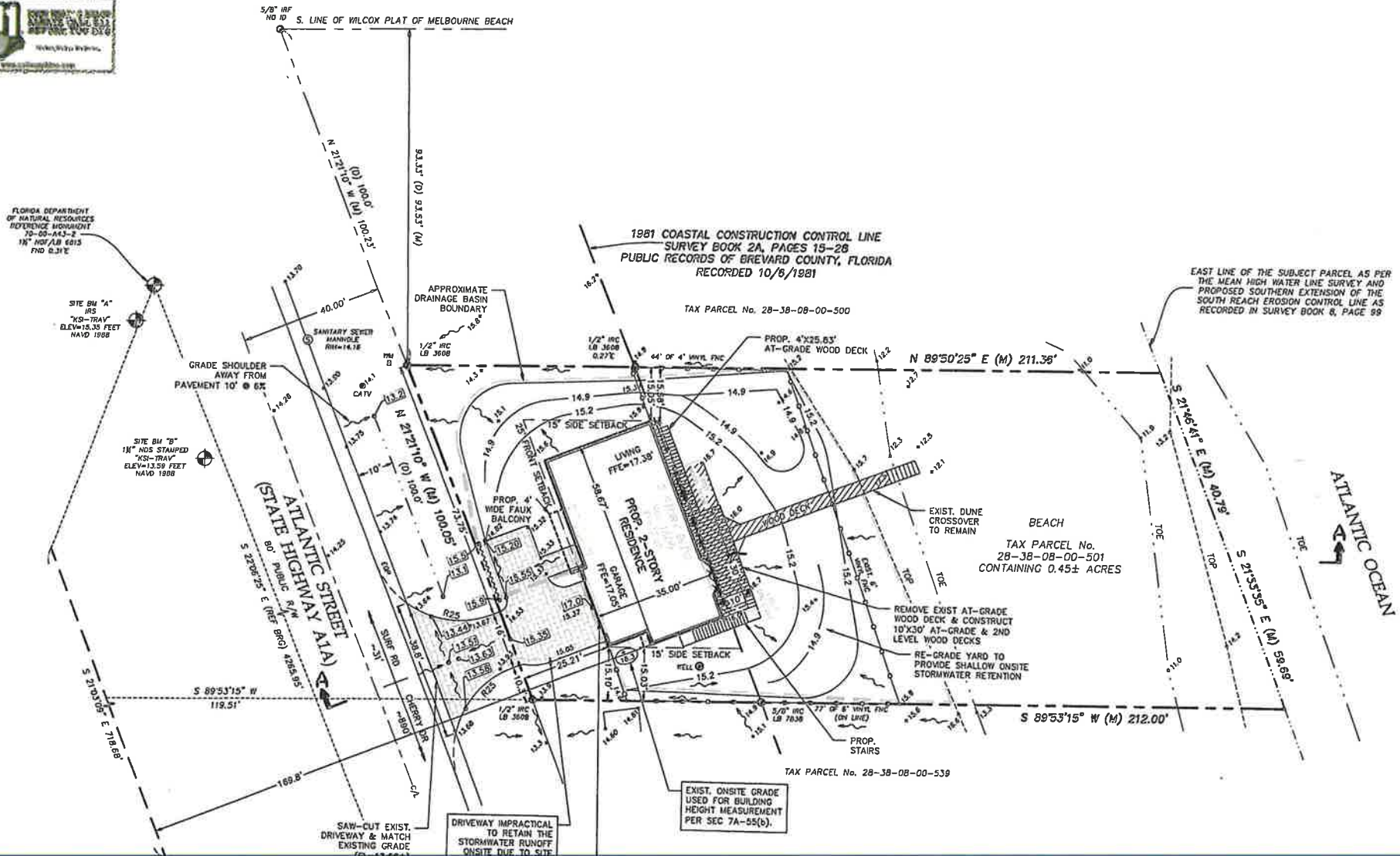
LEGAL DESCRIPTION: (ORB 10043, PAGE 1258) THE SOUTH 100 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY A-1-A OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 264 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: THE NORTH 100 FEET OF THE SOUTH 690 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTERLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 93.33 FEET SOUTH OF, AS MEASURED PERPENDICULARLY, THE SOUTH LINE OF WILCOX PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION: (AS PROVIDED ON THE SURVEY) MAP NO. 1209C0616H, FIRM INDEX DATE: JANUARY 29, 2021, FLOOD ZONES: "VE" (BFE 13')

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

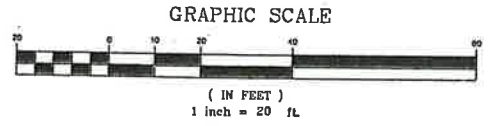
Table with 2 columns: NO., DATE, REVISION. Rows 1-7.

Logo for Bennett Engineering & Consulting, Inc. Address: 4940 RANCHLAND ROAD, MELBOURNE, FL 32934. Contact: (321) 622-4462. License: CLAYTON A. BENNETT, P.E. NO. 53129.



- GENERAL NOTES: 1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY. 2. BOUNDARY, TOPOGRAPHIC, & FLOOD PLAN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 43550, DATED 06/17/2024. 3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM. 4. BEACH DUNE SYSTEM IS TO BE MAINTAINED AS SPECIFIED IN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT ISSUED FOR THIS PROJECT. 5. CONTOURS ARE APPROXIMATE ONLY. 6. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP. 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION. 8. FLOOD ZONE ELEVATIONS ARE REFERENCED TO NAVD 1988 PER THE FEMA FLOOD ZONE MAPS. 9. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS. 10. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER. 11. THERE SHALL BE NO STORAGE OF VEHICLES OR MATERIALS EAST OF THE COASTAL SETBACK LINE.

- FDOT NOTES: 1. ALL CONSTRUCTION IN FDOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH FDOT STANDARD PLANS FOR ROAD CONSTRUCTION 2020-21 AND FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DATED JANUARY 2019. 2. DRIVEWAY WITHIN FDOT RIGHT-OF-WAY SHALL BE CONSTRUCTED PER INDEX 330-001. 3. SOD ALL DISTURBED AREA WITHIN FDOT RIGHT-OF-WAY WITH COMMON BERMUDA SOD ONLY. 4. SAW CUT AT EDGE OF PAVEMENT TO PROVIDE FOR A SMOOTH JOINT AND MATCH EXISTING GRADE. 5. CONSTRUCT DRIVEWAY 18' WIDE WITH 25' TURN RADII. 6. ALL STORM DRAIN PIPE JOINTS WITHIN THE FDOT RIGHT-OF-WAY SHALL BE WRAPPED PER INDEX 430-001. 7. SOD IS TO BE PLACED IN A BRICK PATTERN AND 1" DROP-OFF BELOW THE EDGE OF PAVEMENT PER INDEX 570-010. 8. THE DRIVEWAY WITHIN THE FDOT RIGHT-OF-WAY SHALL BE A CONCRETE DRIVEWAY, 6" THICK, 3,000 PSI CLASS 1 CONCRETE WITH MINIMUM 12" STABILIZED SUB-GRADE. 9. ALL EXCAVATIONS WITHIN TEN (10) FEET OF THE TRAVEL LANES AND GREATER THAN THREE (3) INCHES DEEP MUST BE FILLED IN OR HAVE A SHOULDER TREATMENT PLACED AT THE DROP-OFF PER INDEX NO. 102-600 AT THE END OF THE WORK DAY.



SHEET INDEX: C-1 PLOT PLAN, C-2 SITE SECTIONS AND DETAILS, C-3 MAINTENANCE OF TRAFFIC PLAN, C-4 FDOT DETAILS, L-1 LANDSCAPE PLAN.

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

Table with 2 columns: FIELD, DATE. Rows: DESIGNED BY: CAB, DATE: 6/27/24; DRAWN BY: CAB, DATE: 6/27/24; CHECKED: ; APPROVED: ; ACAD CODE: 24190MD1.DWG; PROJECT NO: 24.190

PLOT PLAN SHEET 1 OF 4

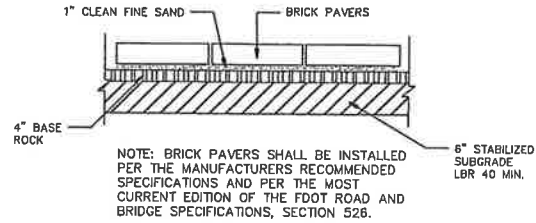
PRELIMINARY JULY 2, 2024

56

IMPORT FILL NOTES

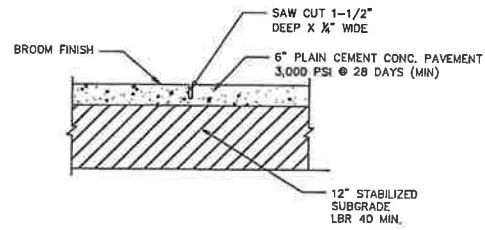
ONLY BEACH COMPATIBLE FILL SHALL BE PLACED ON THE BEACH OR IN ANY ASSOCIATED DUNE SYSTEM. ALL FILL MATERIAL PLACED SEAWARD OF THE CCCL SHALL BE SAND WHICH IS SIMILAR TO THAT ALREADY EXISTING IN THE SAME FIXED COASTAL CELL IN COLORATION, GRAIN SIZE, AND COMPOSITION. BEACH COMPATIBLE FILL IS MATERIAL THAT MAINTAINS THE GENERAL CHARACTER AND FUNCTIONALITY OF THE MATERIAL OCCURRING ON THE BEACH AND IN THE ADJACENT DUNE AND COASTAL SYSTEM. SUCH MATERIAL SHALL BE PREDOMINATELY OF CARBONATE, QUARTZ OR SIMILAR MATERIAL WITH A PARTICLE SIZE DISTRIBUTION RANGING BETWEEN 0.062MM (4.0) AND 4.76MM (-2.25) (CLASSIFIED AS SAND BY EITHER THE UNIFIED SOILS OR THE WENTWORTH CLASSIFICATION), SHALL BE SIMILAR IN COLOR AND GRAIN SIZE DISTRIBUTION (SAND GRAIN FREQUENCY, MEAN AND MEDIAN GRAIN SIZE AND SORTING COEFFICIENT) TO THE MATERIAL IN THE EXISTING COASTAL SYSTEM AT THE PLACEMENT AREA AND SHALL NOT CONTAIN:

- (A) GREATER THAN 5 PERCENT, BY WEIGHT, SILT, CLAY OR COLLOIDS PASSING THE #230 SIEVE (4.0);
- (B) GREATER THAN 5 PERCENT, BY WEIGHT, FINE GRAVEL RETAINED ON THE #4 SIEVE (-2.25);
- (C) COARSE GRAVEL, COBBLES OR MATERIAL RETAINED ON THE 3/4 INCH SIEVE IN A PERCENTAGE OR SIZE GREATER THAN FOUND AT THE PLACEMENT AREA;
- (D) CONSTRUCTION DEBRIS, CLAY BALLS OR FOREIGN MATTER; OR,
- (E) MATERIAL THAT RESULTS IN CEMENTATION OF THE BEACH.



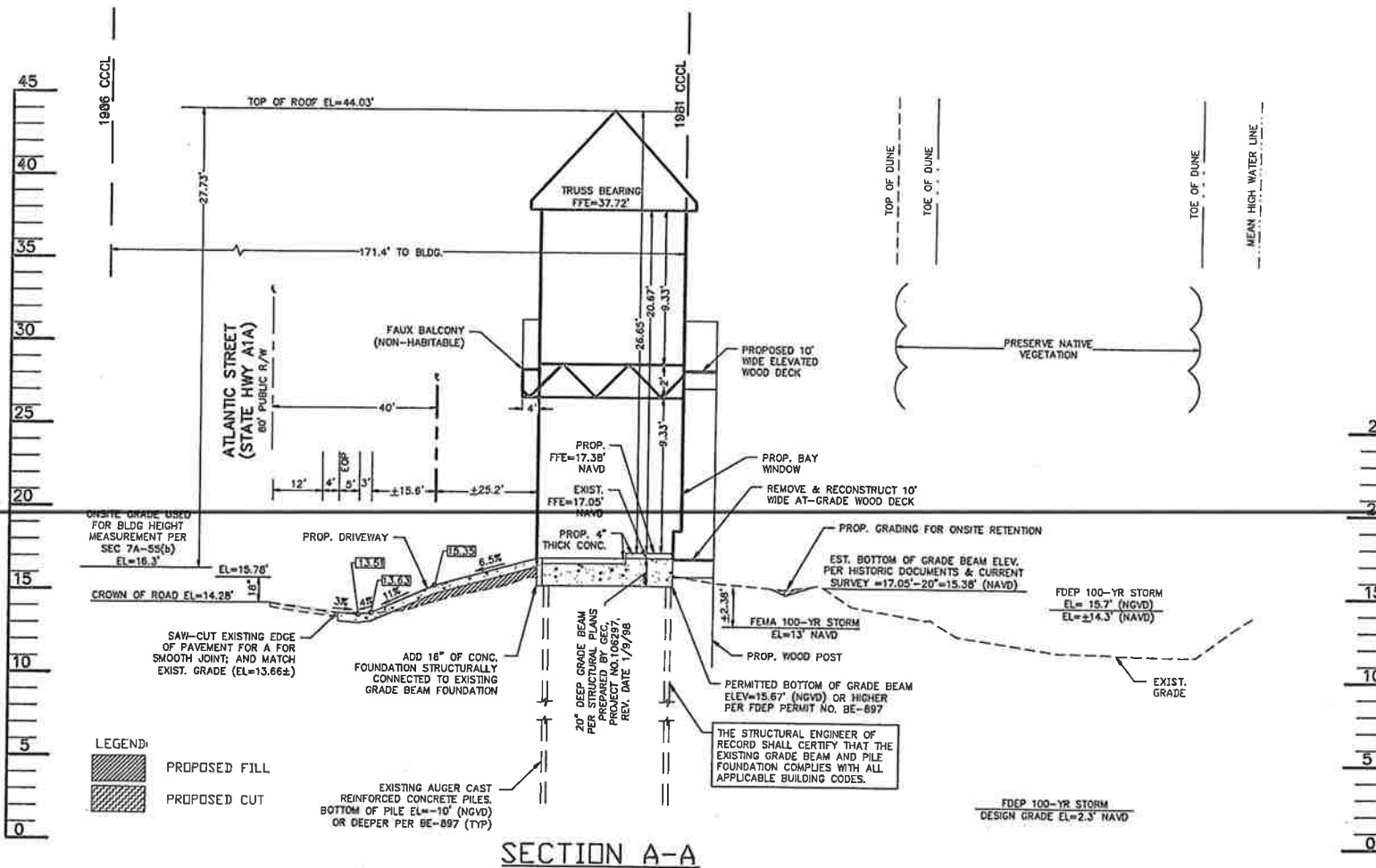
ALTERNATIVE BRICK PAVER PAVEMENT SECTION

NOT TO SCALE



CONCRETE PAVEMENT SECTION

NOT TO SCALE



PROPOSED EARTHWORK SEAWARD OF 1986 CCCL

ITEM	EXCAVATION (CY)	FILL (CY)
PILES	0	0
UNDER BUILDING	0	0
DRIVEWAY & OPEN AREA	10	10
TOTAL		

FILL > EXCAVATION = NET IMPORT SITE

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting
 4940 RANCHLAND ROAD
 MELBOURNE, FL 32934
 P.E. NO. 53125
 CLAYTON A. BENNETT
 DATE: _____
 © 2024 BENNETT ENGINEERING & CONSULTING, LLC.

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

 DATE: _____

DESIGNED: CAB	DATE: 6/27/24
DRAWN BY: CAB	6/27/24
CHECKED:	
APPROVED:	
ACAD CODE: 24190M01.DWG	
PROJECT NO: 24.190	

SITE SECTION AND DETAILS
C-2
 SHEET 2 OF 4

KESSLER RESIDENCE
 1609 ATLANTIC ST MELBOURNE BCH

KESSLER, ANDREW J
 KESSLER, JANE G
 1609 ATLANTIC ST
 MELBOURNE BEACH, FL 32951

4940 RANCHLAND ROAD
 MELBOURNE, FL 32934
 (321) 622-4462
 (321) 622-4462
 C/A: 28236

THERE SHALL BE NO IMPACT IN AREA OF VEGETATION PRESERVATION INCLUDING: THE REMOVAL OF VEGETATION; THE STORAGE OF MATERIALS; OR PARKING/OPERATION OF VEHICLES. INADVERTENT DISTURBANCE OF NATIVE VEGETATION SHALL REQUIRE IN-KIND RESTORATION TO INCLUDE SEA GRAPES, SABAL PALM, AND SCRUB OAKS, AS APPROPRIATE.

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



FLORIDA DEPARTMENT OF NATURAL RESOURCES REFERENCE MONUMENT 70-80-443-2 1" NOD/18 8015 FND 0.31'E

SITE BM "A" 1" NOD STAMPED "18-TRAY" ELEV=13.39 FEET NAVD 1988

SITE BM "B" 1" NOD STAMPED "18-TRAY" ELEV=13.59 FEET NAVD 1988

FLORIDA DEPARTMENT OF NATURAL RESOURCES REFERENCE MONUMENT 70-80-444 N 135505.592 E 001470.440



TOWNSHIP 28S, RANGE 38E, SECTION 08
VICINITY MAP
NTS

GENERAL STATEMENT:
THIS LANDSCAPE PLAN HAS BEEN PREPARED FOR THE DEVELOPMENT OF A SINGLE-FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS ON THE SUBJECT LOT.
OWNER:
KESSLER, ANDREW I; KESSLER, JUNE G
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951
ENGINEER:
BENNETT ENGINEERING & CONSULTING, LLC
4940 RANGLAND ROAD
MELBOURNE, FLORIDA 32934
(321) 622-4462
SURVEYOR:
KANE SURVEYING, INC.
505 DISTRIBUTION DRIVE,
MELBOURNE, FL 32904
(321) 676-0427
SITE ADDRESS:
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951
PARCEL ID: 28-38-08-00-501
ACCOUNT NO.: 2855364
SITE AREA: SITE AREA = ±0.45 AC (±19,775 SF)

LEGAL DESCRIPTION: (ORB 10043, PAGE 1256)
THE SOUTH 100 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY A-1-A OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 264 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
THE NORTH 100 FEET OF THE SOUTH 690 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTERLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 93.33 FEET SOUTH OF, AS MEASURED PERPENDICULARLY, THE SOUTH LINE OF WILCOX PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

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

NORTH
SCALE: 1"=20'
KESSLER, ANDREW I
KESSLER, JUNE G
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951
KESSLER RESIDENCE
1609 ATLANTIC ST MELBOURNE BCH

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

BEC Bennett Engineering & Consulting
4940 RANGLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236
CLAYTON A. BENNETT
P.E. NO. 53129
DATE
© 2024 BENNETT ENGINEERING & CONSULTING, LLC.

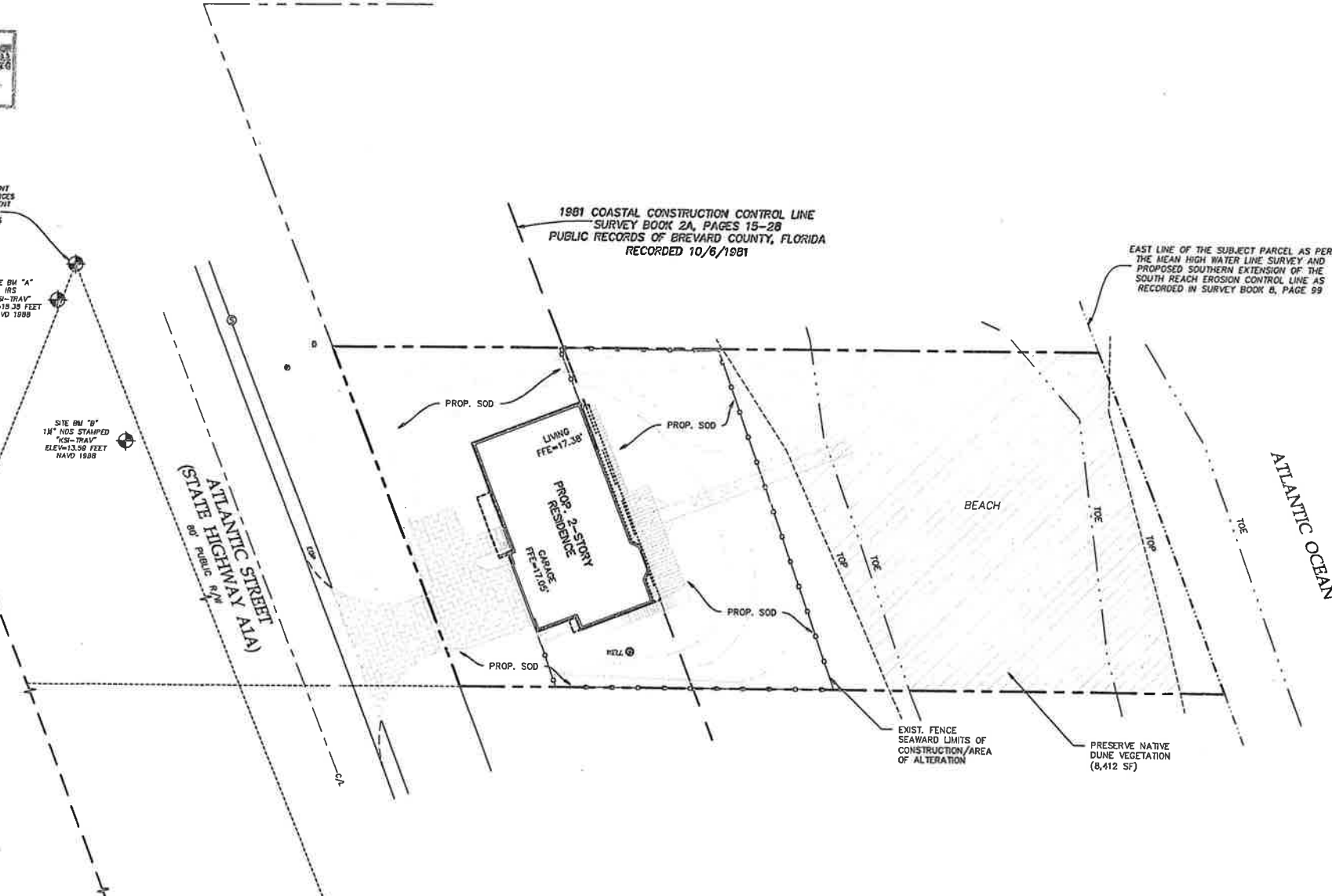
THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE: _____ DATE _____

DESIGNED BY: CAB	DATE: 6/7/24
DRAWN BY: CAB	6/7/24
CHECKED:	
APPROVED:	
ACAD CODE: 24190M01.DWG	
PROJECT NO: 24.190	

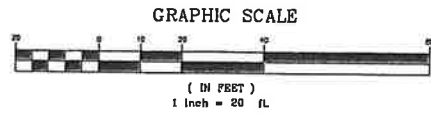
LANDSCAPE PLAN
L-1
SHEET 1 OF 1

- GENERAL NOTES**
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 5. CONTOURS ARE APPROXIMATE ONLY.
 6. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
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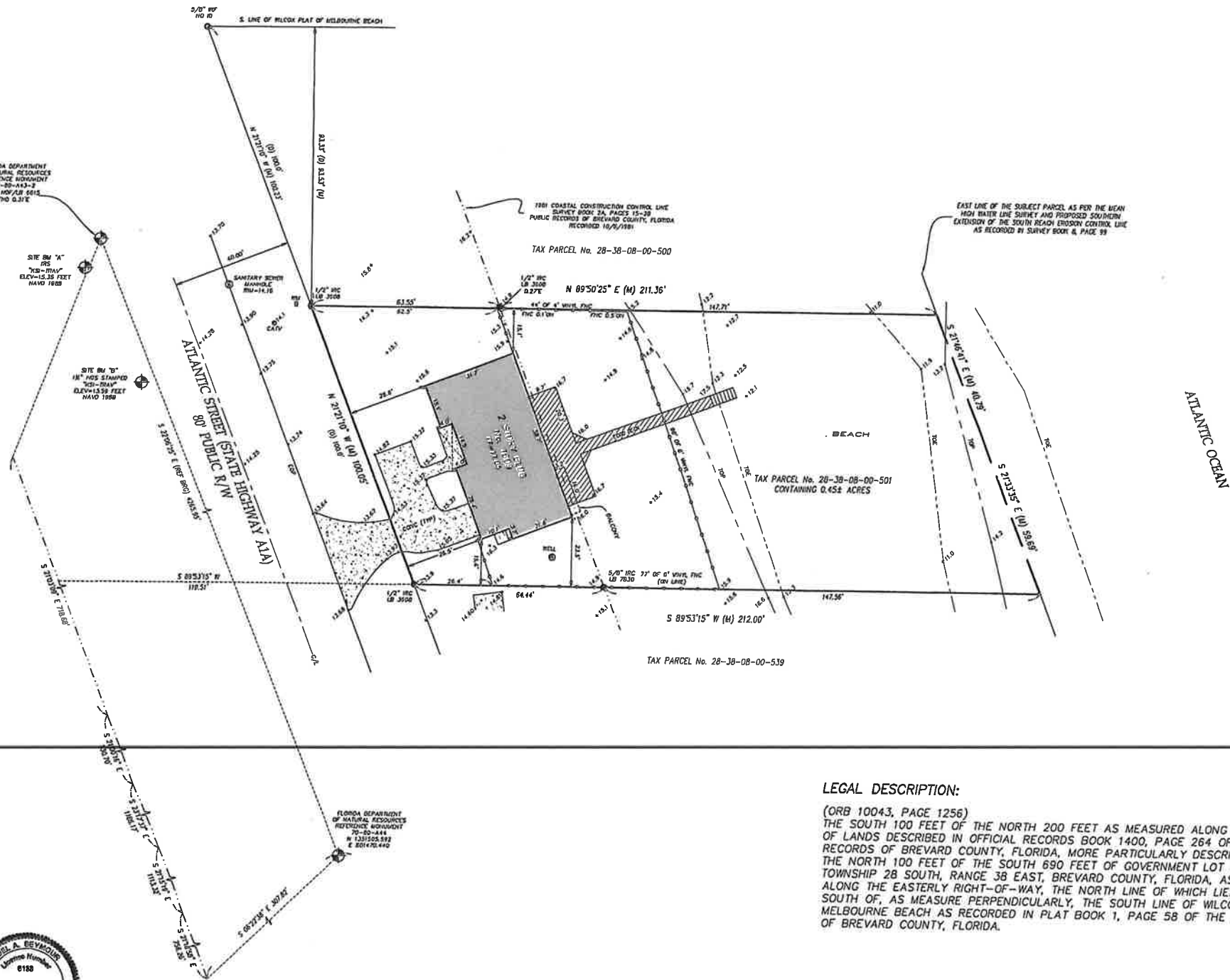
- FDEP CONSTRUCTION NOTES**
1. TO THE BEST OF MY KNOWLEDGE THESE DESIGN PLANS AND SPECIFICATIONS ARE IN COMPLIANCE WITH THE STANDARDS ESTABLISHED IN SECTION 62B-33.005, FLORIDA ADMINISTRATIVE CODE.
 2. ALL APPLICABLE REQUIREMENTS OF FLORIDA STATUTE 370.12 (MARINE TURTLE PROTECTION ACT) SHALL BE ADHERED TO.
 3. IN MARINE TURTLE NESTING AREAS, ALL FORMS OF LIGHTING SHALL BE SHIELDED, AND UTILIZE LONG WAVELENGTH LIGHT SOURCES ONLY (E.G. 560 NANOMETERS (NM) OR LONGER AND ABSENT WAVELENGTHS BELOW 560 NM) WITH ALL LAMPS RECESSED WITHIN WELL SHIELDED, FULL CUT-OFF FIXTURES OR OTHERWISE DESIGNED SO AS NOT TO DISTURB MARINE TURTLES.
 4. TINTED GLASS OR SIMILAR LIGHT CONTROL MEASURES SHALL BE USED FOR WINDOWS AND DOORS WHICH ARE VISIBLE FROM THE NESTING AREAS OF THE BEACH. TINTED GLASS SHALL BE 45 PERCENT OR LESS INSIDE TO OUTSIDE LIGHT TRANSMITTANCE ON ALL NON-OPAQUE DOORS, WALLS, BALCONY, DECK RAILINGS, AND WINDOWS.
 5. ALL REGULATIONS REGARDING SEA TURTLES SHALL BE OBSERVED.



MAP OF BOUNDARY & TOPOGRAPHIC SURVEY



CERTIFICATION:
 I HEREBY CERTIFY THAT THE ATTACHED SURVEY WAS DONE UNDER MY DIRECTION AND KEYS THE STANDARDS AND PRINCIPLES SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 51-17, FLORIDA ADMINISTRATIVE CODE PURSUANT TO SECTION 472.027, FLORIDA STATUTES.
 Digitally signed by Joel A. Seymour
 Date: 2024.06.20 09:45:51-0400' DATE: 6/18/24
 JOEL A. SEYMOUR PROFESSIONAL LAND SURVEYOR AND MAPPER
 STATE OF FLORIDA NO. LS 6133
 DRAWN BY: JAS SCALE 1 INCH = 20 FEET



LEGAL DESCRIPTION:
 (ORB 10043, PAGE 1256)
 THE SOUTH 100 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY A-1-A OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 264 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: THE NORTH 100 FEET OF THE SOUTH 690 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTERLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 93.33 FEET SOUTH OF, AS MEASURED PERPENDICULARLY, THE SOUTH LINE OF WILCOX PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

LEGEND

- A/C = AIR CONDITIONER
- BFE = BASE FLOOD ELEVATION
- BLDG = BUILDING
- BLK = BLOCK
- BM = BENCHMARK
- BNG = BEARING
- (C) = CALCULATED
- CON = CONCRETE
- CRS = CONCRETE BLOCK STRUCTURE
- CCCL = COASTAL CONSTRUCTION CONTROL LINE
- CHRD = CHORD
- CL = CENTERLINE
- CLF = CHAIN LINK FENCE
- CONP = CONCRETE MOUNTAIN FOUND
- CONP = CONSOLIDATED METAL PIPE
- CONC = CONCRETE
- COR = CORNER
- (D) = DEED
- DB = DEED BOOK
- DA = DEED ANGLE
- ELIC = ELECTRIC
- ELEV = ELEVATION
- ENC = ENCROACHMENT
- EDP = EDGE OF PAVEMENT
- ESMT = EASEMENT
- FB = FIELD BOOK
- FEMA = FEDERAL EMERGENCY MANAGEMENT AGENCY
- FF = FINISHED FLOOR
- FNC = FENCE
- FO = FORM
- FLM = FLORIDA POWER & LIGHT COMPANY
- ID = IDENTIFICATION
- IPF = IRON PIPE FOUND
- IRC = IRON ROD & CAP FOUND
- IRF = IRON ROD FOUND
- IRSD = 1/2" IRON ROD SET TO 7030"
- LB = LICENSED BUSINESS NUMBER
- LS = (PLS) or (PLS) REGISTERED BY PROFESSIONAL LAND SURVEYOR
- (M) = MEASURED
- NAD83 = NORTH AMERICAN VERTICAL DATUM
- NAD = NAD 83 FOUND
- NBS = 1/4" NAIL & DISE SET TO 7030"
- NVD = NATIONAL GEODETIC VERTICAL DATUM
- PL = PLAT
- Q/R = OVERHEAD
- ORB = OFFICIAL RECORDS BOOK
- O/S = OFFSET
- PI = PLAT BOOK
- PC = POINT OF CURVATURE
- PCP = POINT OF COMPOUND CURVATURE
- PCP = PERMANENT CONTROL POINT
- PI = POINT OF INTERSECTION
- PLS = PROFESSIONAL LAND SURVEYOR
- POB = POINT OF BEGINNING
- POC = POINT OF COMMENCEMENT
- PRC = POINT OF REVERSE CURVATURE
- PRM = PERMANENT REFERENCE MARK
- PSM = PROFESSIONAL SURVEYOR AND MAPPER
- PT = POINT OF TANGENCY
- PUE = PUBLIC UTILITY EASEMENT
- PUE = PUBLIC UTILITY EASEMENT
- R = RANGE
- REF = REFERENCE
- RNG = RANGE
- R/W = RIGHT OF WAY
- SEC = SECTION
- STHA = SPECIAL FLOOD HAZARD AREAS
- TEL = TELEPHONE RISER
- TWP = TOWNSHIP
- TYP = TYPICAL
- UP = UTILITY POLE
- WD = WOOD
- W/COR = 5/8" IRON ROD SET WITH CAP "WITNESS LB 7030"
- WM = WATER METER
- WCF = CROSS CUT FOUND

- NOTES:**
1. BEARINGS BASED ON THE STATE PLANE COORDINATE SYSTEM FOR FLORIDA EAST ZONE, NORTH AMERICAN DATUM OF 1983 AS RECALCULATED BY 2011 (NAD83/2011) AND A DIRECT BENCH MARK BETWEEN REFERENCE MONUMENTS 70-80-444 AND 70-80-443-2 BEING S 22°06'25" E (SEE METEOR).
 2. ELEVATIONS BASED ON NATIONAL GEODETIC SURVEY BENCHMARK AK4032 "MKT-2" BEING AT AN ELEVATION OF 16.93 FEET NAVD 1988.
 3. FLOOD ZONE "X" (FE=1.5), MAP NO. 12000200501H COMMUNITY NO. 125120, FIRM INDEX DATE: JANUARY 26, 2021. FLOOD ZONE INFORMATION DEPICTED HEREON IS APPROXIMATE. FEMA RETAINS SOLE AUTHORITY REGARDING BOUNDARY AND EXTENT OF STHA.
 4. HORIZONTAL CLOSURE MEETS OR EXCEEDS THE ACCURACY REQUIREMENTS FOR SURVEYING LAND AS PER FLORIDA STATUTE SJ-17-6.003
 5. BEARINGS, DISTANCES OR ANGLES SHOWN ARE THE SAME AS PLAT, DEED OR RECORD UNLESS SHOWN OTHERWISE.
 6. NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL INKED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY.
 7. THE SURVEYOR HAS NOT LOCATED NOR ATTEMPTED TO LOCATE ANY UNDERGROUND UTILITIES, FOUNDATIONS, OR STRUCTURES OTHER THAN THOSE THAT MAY BE SHOWN HEREON.
 8. ONLY BOUNDARY CORNER MONUMENTS AS SHOWN HEREON ARE TO BE USED FOR THE LOCATION AND CONSTRUCTION OF IMPROVEMENTS.

CERTIFIED TO: ANDREW KESSLER

JOB No. 43550	B-28-38/1608ATLANTIC	FB 24-2-31
BOUNDARY & TOPOGRAPHIC SURVEY		DATE: 6/17/24

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

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**DRIVEWAY CONNECTION PERMIT
FOR ALL CATEGORIES**

PART 1: PERMIT INFORMATION

APPLICATION NUMBER: 2024-A-590-00048

Permit Category: A - less than 20 VTPD

Access Classification: _____

Project: Andrew Kessler residential driveway @ 1609 Atlantic Street, Melbourne Beach

Permittee: CLAYTON BENNETT

Section/Mile Post: 70060 / 15.16

State Road: A1A

Section/Mile Post: /

State Road: _____

PART 2: PERMITTEE INFORMATION

Permittee Name: CLAYTON BENNETT

Permittee Mailing Address: 4940 Ranchland Road

City, State, Zip: Melbourne, Florida 32934

Telephone: (321) 622-4462 ext. _____

Engineer/Consultant/or Project Manager: _____

Engineer responsible for construction inspection: _____

NAME

P.E. #

Mailing Address: _____

City, State, Zip: _____

Telephone: _____

FAX, Mobile Phone, etc.

Fax: / Mobile: _____

PART 3: PERMIT APPROVAL

The above application has been reviewed and is hereby approved subject to all Provisions as attached.

Permit Number: 2024-A-590-00048

Department of Transportation

Signature: William Rickard

Title: MAINTENANCE MANAGER/PERMITS

Department Representative's Printed Name William Rickard

Temporary Permit YES NO (If temporary, this permit is only valid for 6 months)

Special provisions attached YES NO

Date of Issuance: 8/19/2024

If this is a normal (non-temporary) permit it authorizes construction for one year from the date of issuance. This can only be extended by the Department as specified in 14-96.007(6).

See following pages for General and Special Provisions

Approved

2024-A-590-00048

William Rickard

8/19/2024

PART 4: GENERAL PROVISIONS

1. Notify the Department of Transportation Maintenance Office at least 48 hours in advance of starting proposed work.
Phone: 3216346086, Attention: William Rickard
2. A copy of the approved permit must be displayed in a prominent location in the immediate vicinity of the connection construction.
3. Comply with Rule 14-96.008(1), F.A.C., Disruption of Traffic.
4. Comply with Rule 14-96.008(7), F.A.C., on Utility Notification Requirements.
5. All work performed in the Department's right of way shall be done in accordance with the most current Department standards, specifications and the permit provisions.
6. The permittee shall not commence use of the connection prior to a final inspection and acceptance by the Department.
7. Comply with Rule 14-96.003(3)(a), F.A.C., Cost of Construction.
8. If a Significant Change of the permittee's land use, as defined in Section 335.182, Florida Statutes, occurs, the Permittee must contact the Department.
9. Medians may be added and median openings may be changed by the Department as part of a Construction Project or Safety Project. The provision for a median might change the operation of the connection to be for right turns only.
10. All conditions in NOTICE OF INTENT WILL APPLY unless specifically changed by the Department.
11. All approved connection(s) and turning movements are subject to the Department's continuing authority to modify such connection(s) or turning movements in order to protect safety and traffic operations on the state highway or State Highway System.
12. **Transportation Control Features and Devices in the State Right of Way.** Transportation control features and devices in the Department's right of way, including, but not limited to, traffic signals, medians, median openings, or any other transportation control features or devices in the state right of way, are operational and safety characteristics of the State Highway and are not means of access. The Department may install, remove or modify any present or future transportation control feature or device in the state right of way to make changes to promote safety in the right of way or efficient traffic operations on the highway.
13. The Permittee for him/herself, his/her heirs, his/her assigns and successors in interest, binds and is bound and obligated to save and hold the State of Florida, and the Department, its agents and employees harmless from any and all damages, claims, expense, or injuries arising out of any act, neglect, or omission by the applicant, his/her heirs, assigns and successors in interest that may occur by reason of this facility design, construction, maintenance, or continuing existence of the connection facility, except that the applicant shall not be liable under this provision for damages arising from the sole negligence of the Department.
14. The Permittee shall be responsible for determining and notify all other users of the right of way.
15. Starting work on the State Right of Way means that I am accepting all conditions on the Permit.

2024-A 590 00048
 [Faint illegible text]

PART 5: SPECIAL PROVISIONS

NON-CONFORMING CONNECTIONS: YES NO

If this is a non-conforming connection permit, as defined in Rule Chapters 14-96 and 14-97, then the following shall be a part of this permit.

1. The non-conforming connection(s) described in this permit is (are) not permitted for traffic volumes exceeding the Permit Category on page 1 of this permit, or as specified in "Other Special Provisions" below.
2. All non-conforming connections will be subject to closure or relocation when reasonable access becomes available in the future.

OTHER SPECIAL PROVISIONS:

PART 6: APPEAL PROCEDURES

You may petition for an administrative hearing pursuant to sections 120.569 and 120.57, Florida Statutes. If you dispute the facts stated in the foregoing Notice of Intended Department Action (hereinafter Notice), you may petition for a formal administrative hearing pursuant to section 120.57 (1), Florida Statutes. If you agree with the facts stated in the Notice, you may petition for an informal administrative hearing pursuant to section 120.57(2), Florida Statutes. You must file the petition with:

Clerk of Agency Proceedings
Department of Transportation
Haydon Burns Building
605 Suwannee Street, M.S. 58
Tallahassee, Florida 32399-0458

The petition for an administrative hearing must conform to the requirements of Rule 28-106.201(2) or Rule 28-106.301(2), Florida Administrative Code, and be filed with the Clerk of Agency Proceedings by 5:00 p.m. no later than 21 days after you received the Notice. The petition must include a copy of the Notice, be legible, on 8 1/2 by 11 inch white paper, and contain:

1. Your name, address, telephone number, any Department of Transportation identifying number on the Notice, if known, the name and identification number of each agency affected, if known, and the name, address, and telephone number of your representative, if any, which shall be the address for service purposes during the course of the proceeding.
2. An explanation of how your substantial interests will be affected by the action described in the Notice;
3. A statement of when and how you received the Notice;
4. A statement of all disputed issues of material fact. If there are none, you must so indicate;
5. A concise statement of the ultimate facts alleged, including the specific facts you contend warrant reversal or modification of the agency's proposed action, as well as an explanation of how the alleged facts relate to the specific rules and statutes you contend require reversal or modification of the agency's proposed action;
6. A statement of the relief sought, stating precisely the desired action you wish the agency to take in respect to the agency's proposed action.

If there are disputed issues of material fact a formal hearing will be held, where you may present evidence and argument on all issues involved and conduct cross-examination. If there are no disputed issues of material fact an informal hearing will be held, where you may present evidence or a written statement for consideration by the Department.

Mediation, pursuant to section 120.573, Florida Statutes, may be available if agreed to by all parties, and on such terms as may be agreed upon by all parties. The right to an administrative hearing is not affected when mediation does not result in a settlement.

Your petition for an administrative hearing shall be dismissed if it is not in substantial compliance with the above requirements of Rule 28-106.201(2) or Rule 28-106.301(2), Florida Administrative Code. If you fail to timely file your petition in accordance with the above requirements, you will have waived your right to have the intended action reviewed pursuant to chapter 120, Florida Statutes, and the action set forth in the Notice shall be conclusive and final.

THERE SHALL BE NO IMPACT IN AREA OF VEGETATION PRESERVATION INCLUDING: THE REMOVAL OF VEGETATION; THE STORAGE OF MATERIALS; OR PARKING/OPERATION OF VEHICLES. INADVERTENT DISTURBANCE OF NATIVE VEGETATION SHALL REQUIRE IN-KIND RESTORATION TO INCLUDE SEA GRAPES, SABAL PALM, AND SCRUB OAKS, AS APPROPRIATE.

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

TYPE "A" LOT DRAINAGE (REAR TO FRONT)

AREA OF ALTERATION = 0.2 ACRES



MINIMUM FINISHED FLOOR ELEVATION:

TOWN: MINIMUM OF 18" ABOVE CROWN OF ROAD. MIN. FINISHED FLOOR = 14.28' + 1.5' = 15.78 FT NAVO. ASCE 24: CLASS 2 STRUCTURE FLOOD ZONE "VE(13.0)", THE LOWEST HORIZONTAL MEMBER SHALL BE A MINIMUM OF 1' ABOVE THE BASE FLOOD ELEVATION. LOWEST HORIZONTAL STRUCTURAL MEMBER = 13.0' + 1' = 14.0'. FDEP: THE LOWEST HORIZONTAL MEMBER SHALL BE ABOVE THE 100-YEAR FLOOD ELEVATION. THE 100-YEAR FLOOD ELEVATION PER "ONE-HUNDRED-YEAR STORM ELEVATION REQUIREMENTS FOR HABITABLE STRUCTURES LOCATED SEAWARD OF A COASTAL CONSTRUCTION CONTROL LINE" PREPARED BY FDEP, DATED NOVEMBER 1999, FOR R126 - R138 = 15.7 FEET (NGVD). SUBTRACT 1.4 FEET TO CONVERT TO NAVD = 15.7' - 1.4' = 14.3' (NAVD).

TABULATION:

Table with 3 columns: ITEM, REQUIRED/ALLOWED, PROVIDED. Includes SITE AREA (12,000 SF), SITE WIDTH (100 FT), SITE DEPTH (120 FT), MIN. FLOOR AREA (1,800 SF), LOT COVERAGE (30%), STRUCTURAL HEIGHT (28 FT), SET BACKS: PRINCIPLE STRUCTURE (FRONT 25 FT, SIDE 15 FT).

FDEP CONSTRUCTION NOTES:

- 1. TO THE BEST OF MY KNOWLEDGE THESE DESIGN PLANS AND SPECIFICATIONS ARE IN COMPLIANCE WITH THE STANDARDS ESTABLISHED IN SECTION 62B-33.005, FLORIDA ADMINISTRATIVE CODE. 2. ALL APPLICABLE REQUIREMENTS OF FLORIDA STATUTE 370.12 (MARINE TURTLE PROTECTION ACT) SHALL BE ADHERED TO. 3. IN MARINE TURTLE NESTING AREAS, ALL FORMS OF LIGHTING SHALL BE SHIELDED, AND UTILIZE LONG WAVELENGTH LIGHT SOURCES ONLY (E.G. 560 NANOMETERS (NM) OR LONGER AND ABSENT WAVELENGTHS BELOW 560 NM) WITH ALL LAMPS RECESSED WITHIN WELL SHIELDED, FULL CUT-OFF FIXTURES OR OTHERWISE DESIGNED SO AS NOT TO DISTURB MARINE TURTLES. 4. TINTED GLASS OR SIMILAR LIGHT CONTROL MEASURES SHALL BE USED FOR WINDOWS AND DOORS WHICH ARE VISIBLE FROM THE NESTING AREAS OF THE BEACH. TINTED GLASS SHALL BE 45 PERCENT OR LESS INSIDE TO OUTSIDE LIGHT TRANSMITTANCE ON ALL NON-OPAQUE DOORS, WALLS, BALCONY, DECK RAILINGS, AND WINDOWS. 5. ALL REGULATIONS REGARDING SEA TURTLES SHALL BE OBSERVED.

VICINITY MAP showing Melbourne Beach, Crab Point, and SUBJECT SITE. Includes Township 28S, Range 38E, Section 08. KESSLER RESIDENCE 1609 ATLANTIC ST MELBOURNE BCH.

GENERAL STATEMENT: THIS PLOT PLAN HAS BEEN PREPARED FOR THE DEVELOPMENT OF A SINGLE-FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS ON THE SUBJECT LOT.

OWNER: KESSLER, ANDREW I; KESSLER, JUNE G. 1609 ATLANTIC ST MELBOURNE BEACH, FL 32951

ENGINEER: BENNETT ENGINEERING & CONSULTING, LLC. 4940 RANGLAND ROAD MELBOURNE, FLORIDA 32334 (321) 622-4462

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

SITE ADDRESS: 1609 ATLANTIC ST MELBOURNE BEACH, FL 32951

PARCEL ID: 28-38-08-00-501 ACCOUNT NO: 2853364

SITE AREA: SITE AREA = ±0.45 AC (±19,775 SF) ZONING: 5-RMO

LEGAL DESCRIPTION: (ORR 10043, PAGE 1256) THE SOUTH 100 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY A-1-A OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 264 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS: THE NORTH 100 FEET OF THE SOUTH 690 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 38 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTERLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 93.33 FEET SOUTH OF, AS MEASURE PERPENDICULARLY, THE SOUTH LINE OF WILCOX PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

NATIONAL FLOOD INSURANCE INFORMATION: (AS PROVIDED ON THE SURVEY) MAP NO. 12009C0616H FIRM INDEX DATE: JANUARY 29, 2021 FLOOD ZONES: "VE" (BFE 13')

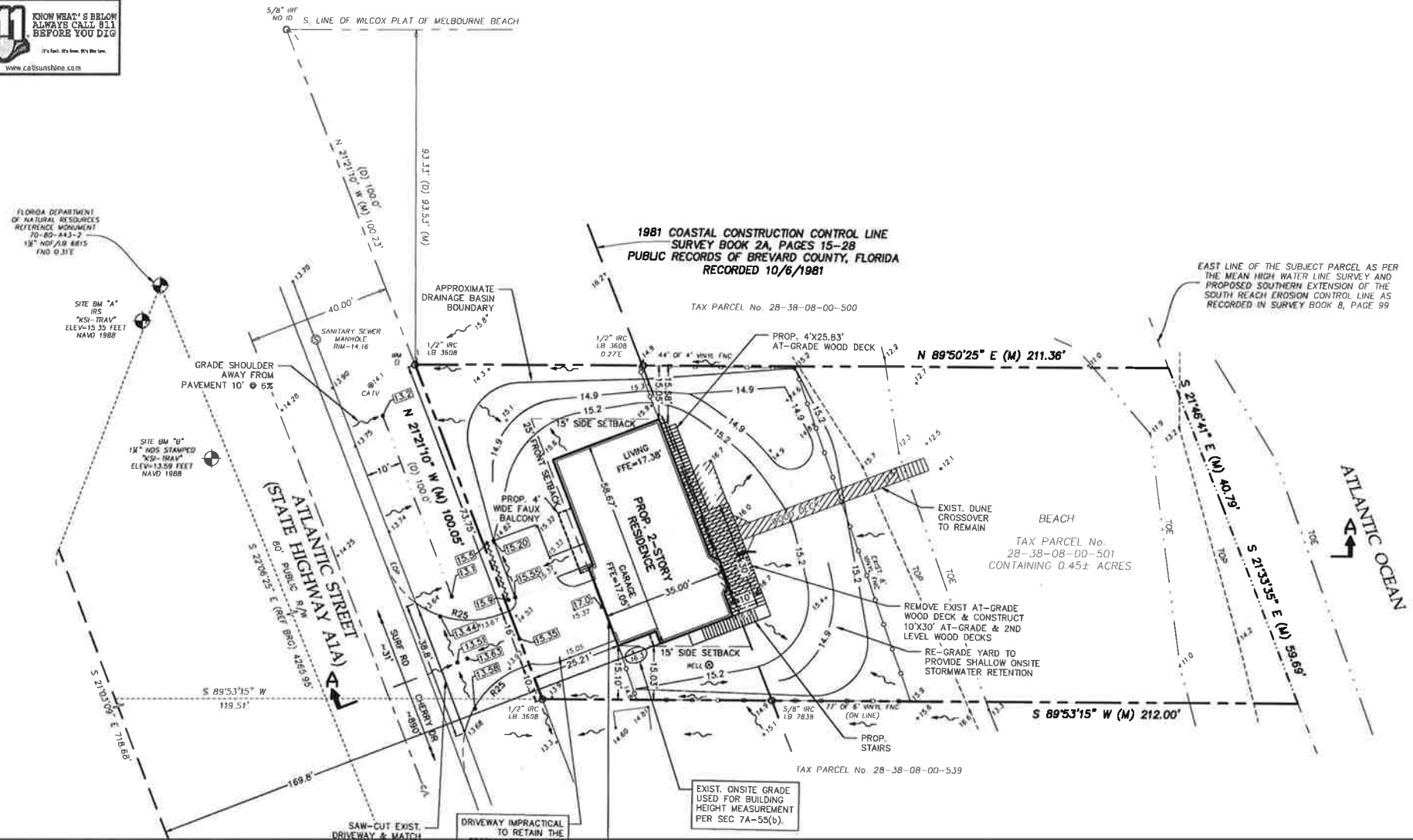
EROSION NOTES: BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.

Digitally signed by Clayton A Bennett Date: 2024.08.08 14:24:24 -04'00'

This item has been digitally signed and sealed by Clayton A. Bennett, PE on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

DESIGNED: CAB DATE 6/27/24 DRAWN BY: CAB 6/27/24 CHECKED: APPROVED: ACAD CODE: 2419D01.DWG PROJECT NO: 24.190

GRAPHIC SCALE (IN FEET) 1 inch = 20 ft. SHEET INDEX: C-1 PLOT PLAN, C-2 SITE SECTIONS AND DETAILS, C-3 MAINTENANCE OF TRAFFIC PLAN, C-4 FOOT DETAILS, L-1 LANDSCAPE PLAN. SHEET 1 OF 4



- GENERAL NOTES: 1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY. 2. BOUNDARY, TOPOGRAPHIC, & FLOOD PLAIN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 43350, DATED 06/17/2024. 3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM. 4. BEACH DUNE SYSTEM IS TO BE MAINTAINED AS SPECIFIED IN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT ISSUED FOR THIS PROJECT. 5. CONTOURS ARE APPROXIMATE ONLY. 6. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP. 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION. 8. FLOOD ZONE ELEVATIONS ARE REFERENCED TO NAVD 1988 PER THE FEMA FLOOD ZONE MAPS. 9. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS. 10. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER. 11. THERE SHALL BE NO STORAGE OF VEHICLES OR MATERIALS EAST OF THE COASTAL SETBACK LINE.

- FDOT NOTES: 1. ALL CONSTRUCTION IN FDOT RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH FDOT STANDARD PLANS FOR ROAD CONSTRUCTION 2020-21 AND FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, DATED JANUARY 2019. 2. DRIVEWAY WITHIN FDOT RIGHT-OF-WAY SHALL BE CONSTRUCTED PER INDEX 330-001. 3. SOD ALL DISTURBED AREA WITHIN FDOT RIGHT-OF-WAY WITH COMMON BERMUDA SOD ONLY. 4. SAW CUT AT EDGE OF PAVEMENT TO PROVIDE FOR A SMOOTH JOINT AND MATCH EXISTING GRADE. 5. CONSTRUCT DRIVEWAY 16' WIDE WITH 25' TURN RADIUS. 6. ALL STORM DRAIN PIPE JOINTS WITHIN THE FDOT RIGHT-OF-WAY SHALL BE WRAPPED PER INDEX 430-001. 7. SOD IS TO BE PLACED IN A BRICK PATTERN AND 1" DROP-OFF BELOW THE EDGE OF PAVEMENT PER INDEX 570-010. 8. THE DRIVEWAY WITHIN THE FDOT RIGHT-OF-WAY SHALL BE A CONCRETE DRIVEWAY, 6" THICK, 3,000 PSI CLASS 1 CONCRETE WITH MINIMUM 12" STABILIZED SUB-GRADE. 9. ALL EXCAVATIONS WITHIN TEN (10) FEET OF THE TRAVEL LANES AND GREATER THAN THREE (3) INCHES DEEP MUST BE FILLED IN OR HAVE A SHOULDER TREATMENT PLACED AT THE DROP-OFF PER INDEX NO. 102-600 AT THE END OF THE WORK DAY.

North arrow, Scale: 1"=20', KESSLER, ANDREW I; KESSLER, JUNE G. 1609 ATLANTIC ST MELBOURNE BEACH, FL 32951. KESSLER RESIDENCE 1609 ATLANTIC ST MELBOURNE BCH.

Table with 2 columns: NO., DATE, REVISION. Rows 1-7.

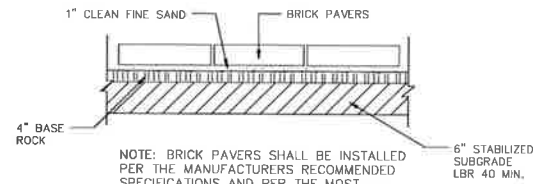
Bennett Engineering & Consulting logo and contact info: 4940 RANGLAND ROAD MELBOURNE, FL 32934 (321) 622-4462. Clayton A. Bennett, P.E. No. 53128. State of Florida Professional Engineer. Digitally signed by Clayton A Bennett Date: 2024.08.08 14:24:24 -04'00'.

THIS DOCUMENT IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED HERE. DATE. DESIGNER: CAB DATE 6/27/24. DRAWN BY: CAB 6/27/24. CHECKED: APPROVED: ACAD CODE: 2419D01.DWG PROJECT NO: 24.190. PLOT PLAN. SHEET 1 OF 4.

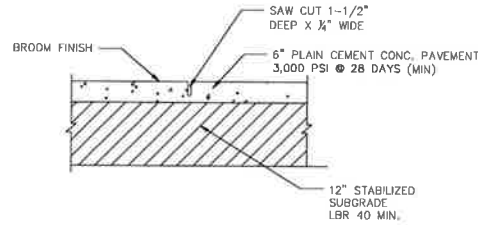
IMPORT FILL NOTES

ONLY BEACH COMPATIBLE FILL SHALL BE PLACED ON THE BEACH OR IN ANY ASSOCIATED DUNE SYSTEM. ALL FILL MATERIAL PLACED SEAWARD OF THE CCCL SHALL BE SAND WHICH IS SIMILAR TO THAT ALREADY EXISTING IN THE SAME FIXED COASTAL CELL IN COLORATION, GRAIN SIZE, AND COMPOSITION. BEACH COMPATIBLE FILL IS MATERIAL THAT MAINTAINS THE GENERAL CHARACTER AND FUNCTIONALITY OF THE MATERIAL OCCURRING ON THE BEACH AND IN THE ADJACENT DUNE AND COASTAL SYSTEM. SUCH MATERIAL SHALL BE PREDOMINATELY OF CARBONATE, QUARTZ OR SIMILAR MATERIAL WITH A PARTICLE SIZE DISTRIBUTION RANGING BETWEEN 0.062MM (4.0) AND 4.76MM (-2.25) (CLASSIFIED AS SAND BY EITHER THE UNIFIED SOILS OR THE WENTWORTH CLASSIFICATION), SHALL BE SIMILAR IN COLOR AND GRAIN SIZE DISTRIBUTION (SAND GRAIN FREQUENCY, MEAN AND MEDIAN GRAIN SIZE AND SORTING COEFFICIENT) TO THE MATERIAL IN THE EXISTING COASTAL SYSTEM AT THE PLACEMENT AREA AND SHALL NOT CONTAIN:

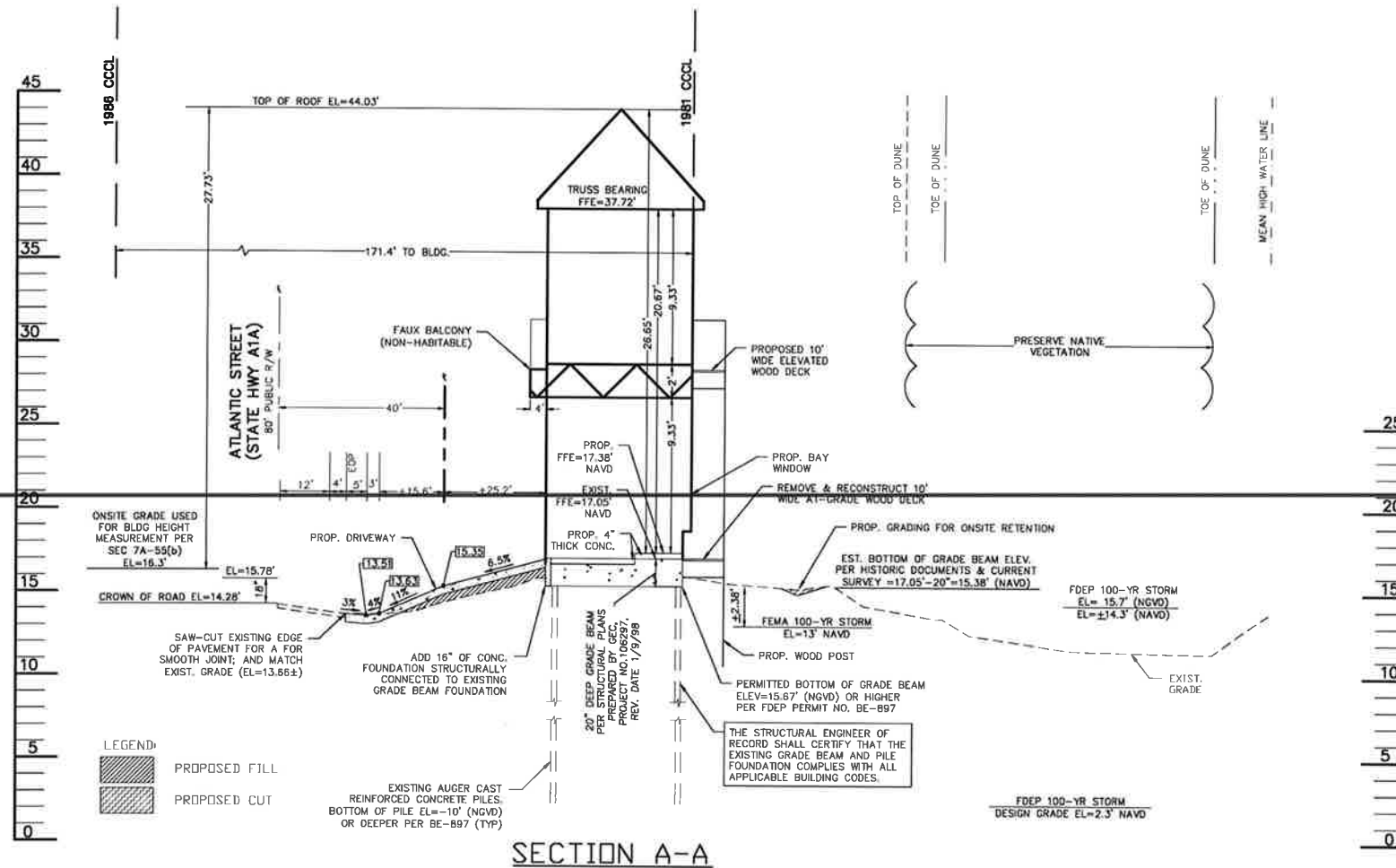
- (A) GREATER THAN 5 PERCENT, BY WEIGHT, SILT, CLAY OR COLLOIDS PASSING THE #230 SIEVE (4.0);
- (B) GREATER THAN 5 PERCENT, BY WEIGHT, FINE GRAVEL RETAINED ON THE #4 SIEVE (-2.25);
- (C) COARSE GRAVEL, COBBLES OR MATERIAL RETAINED ON THE 3/4 INCH SIEVE IN A PERCENTAGE OR SIZE GREATER THAN FOUND AT THE PLACEMENT AREA;
- (D) CONSTRUCTION DEBRIS, CLAY BALLS OR FOREIGN MATTER; OR,
- (E) MATERIAL THAT RESULTS IN CEMENTATION OF THE BEACH.



ALTERNATIVE BRICK PAVER PAVEMENT SECTION
NOT TO SCALE



CONCRETE PAVEMENT SECTION
NOT TO SCALE



PROPOSED EARTHWORK SEAWARD OF 1986 CCCL

ITEM	EXCAVATION (CY)	FILL (CY)
PILES UNDER BUILDING	0	0
DRIVEWAY & OPEN AREA	10	10
TOTAL		

FILL > EXCAVATION + NET IMPORT SITE

SCALE: 1"=20'

KESSLER, ANDREW & KESSLER, JUNE G
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951

KESSLER RESIDENCE
1609 ATLANTIC ST MELBOURNE BCH

NO.	DATE	REVISION
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Bennett Engineering & Consulting

4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28235

CLAYTON A. BENNETT
P.E. NO. 53129

DATE _____

© 2024 BENNETT ENGINEERING & CONSULTING, LLC.

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

DATE _____

DESIGNED: CAB	DATE: 6/27/24
DRAWN BY: CAB	6/27/24
CHECKED:	
APPROVED:	
ACAD CODE: 24190M01.DWG	
PROJECT NO: 24.190	

SITE SECTION AND DETAILS

C-2

SHEET 2 OF 4

GENERAL NOTES:

1. This is a standard construction detail that complies with the rules and regulations of the State of Florida and the Department of Transportation.

2. Materials shall not be substituted or replaced without the approval of the Designer.

3. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

4. The Contractor shall coordinate the removal of the existing mailbox. The Contractor shall also be responsible for the installation of the new mailbox.

5. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

6. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

7. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

8. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

9. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

10. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

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20. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

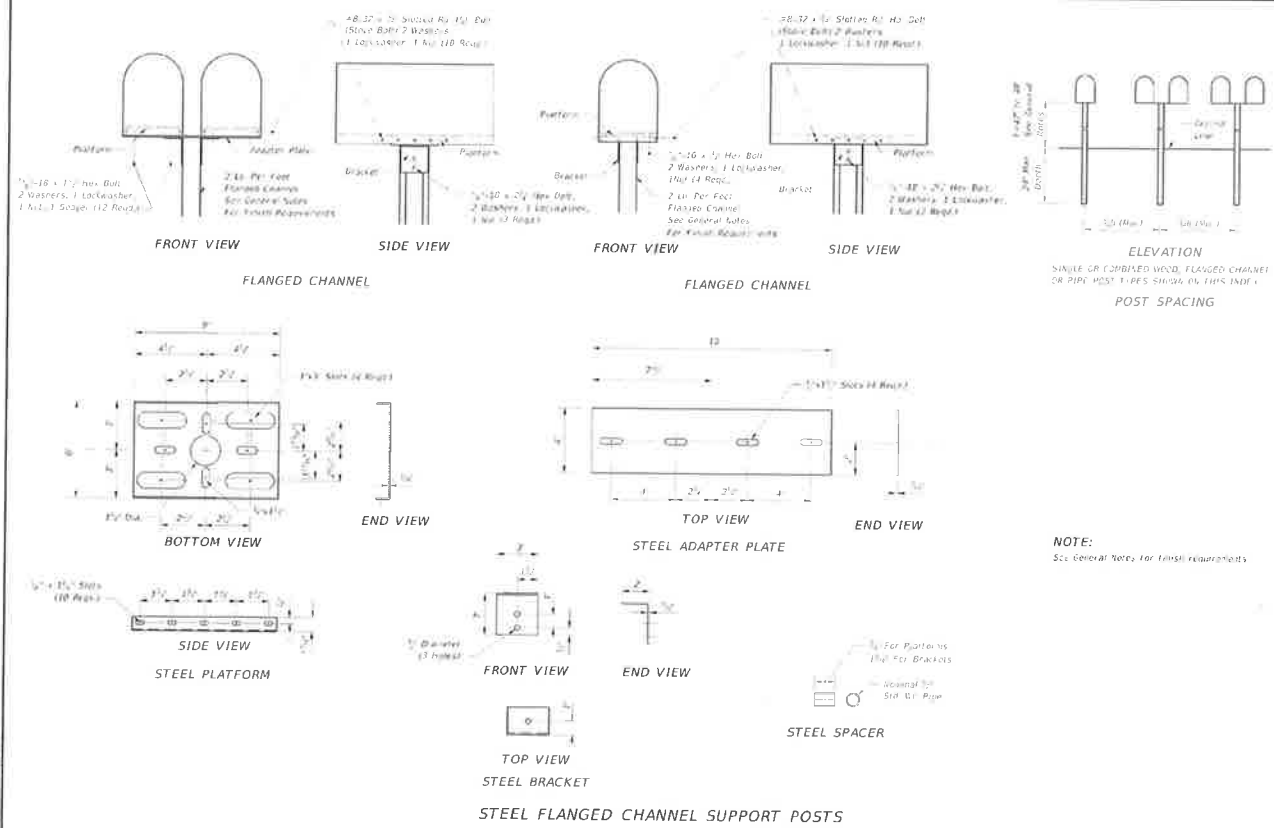
21. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

22. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

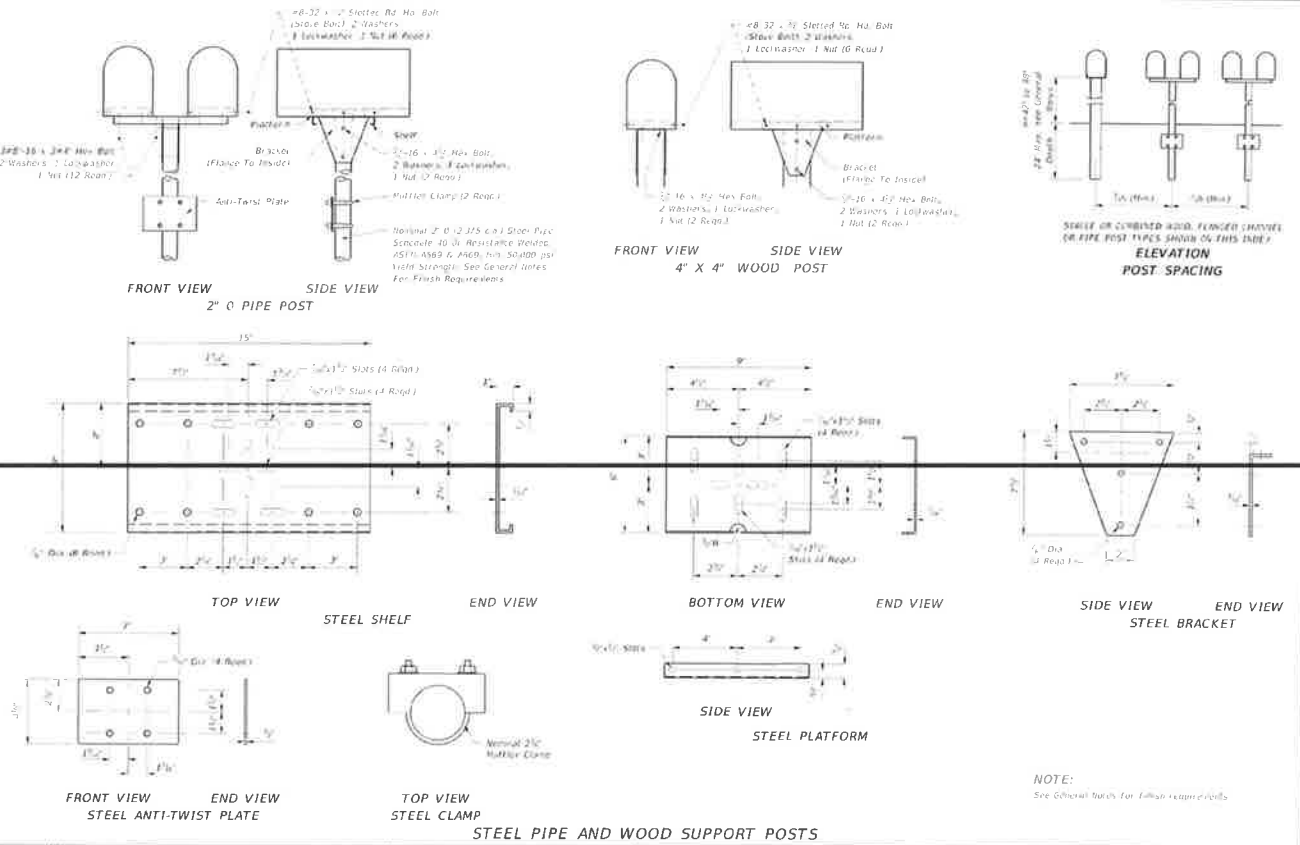
23. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

24. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.

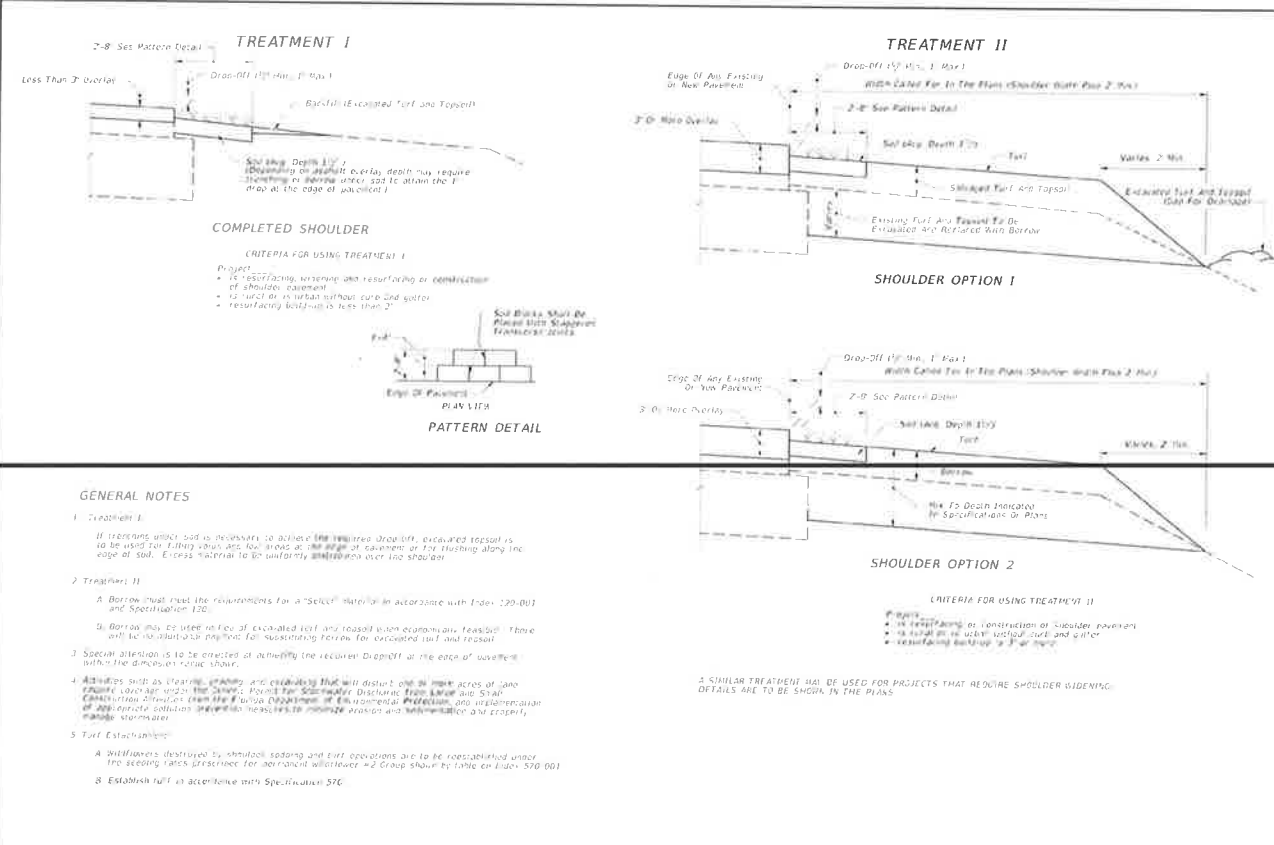
25. The Contractor shall provide the materials and labor for the construction of the support structure. The Contractor shall also be responsible for the installation of the support structure.



NO.	DATE	REVISION
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LAST REVISION	DESCRIPTION	INDEX	SHEET
11/01/17		110-200	1 of 3



LAST REVISION	DESCRIPTION	INDEX	SHEET
11/01/17		570-010	1 of 1

SCALE: N.T.S.

KESSLER, ANDREW B.
1885 N. HIGHWAY A1A
INDIAN LANTIC, FL 32903

KESSLER RESIDENCE
1609 ATLANTIC ST MELBOURNE BCH

NO.	DATE	REVISION
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Bennett Engineering & Consulting

4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236

CLAYTON A. BENNETT
P.E. NO. 53129

DATE: _____

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

DATE: _____

DESIGNED BY: CAB DATE: 6/7/24

DRAWN BY: CAB DATE: 6/7/24

CHECKED BY: _____

APPROVED: _____

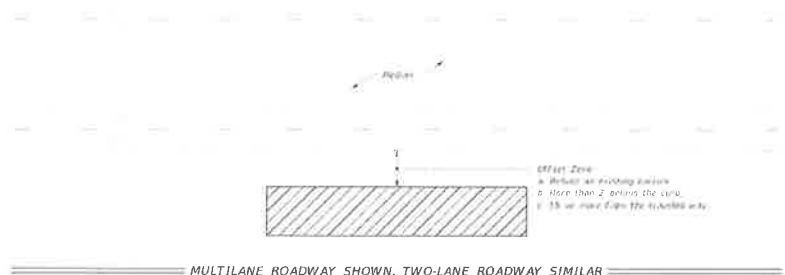
ACAD CODE: 24190M1.DWG

PROJECT NO: 24.190

MAINTENANCE OF TRAFFIC PLAN

C-3

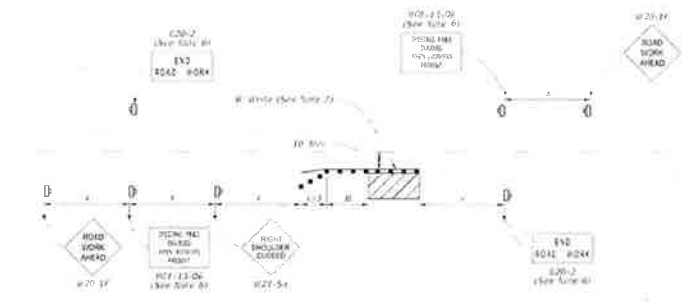
SHEET 3 OF 4



- NOTES:**
- This Index applies to Two-Lane, Two-Way and Multilane Roadways including Medians of divided roadways, with work beyond the shoulder.
 - Use Index 102-602 when the work operation is restricted to one lane and temporary traffic control devices are used to restrict traffic to one lane.
 - Use Index 102-600 when work area encroaches a sidewalk.
- SYMBOLS:**
- Work Area
 - Temporary Traffic Control Device (See Index 102-600)
 - Work Zone Sign
 - Later Identification and Direction of Traffic

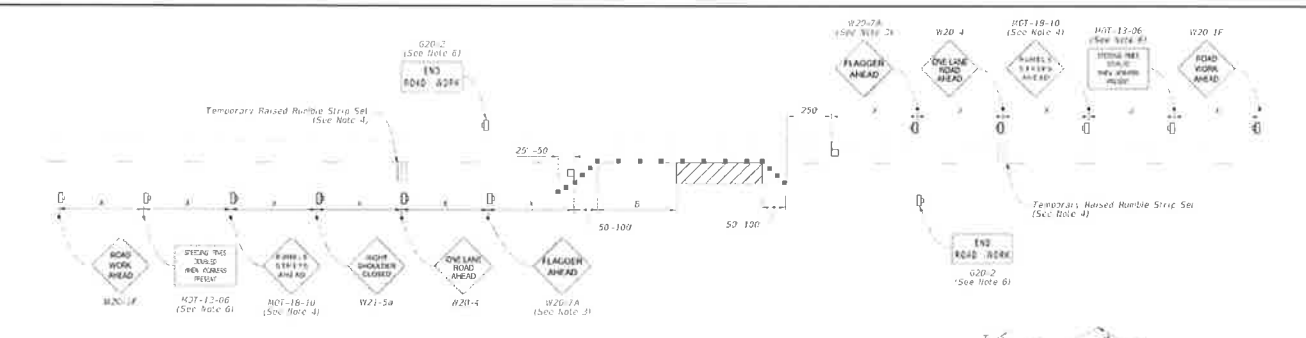
LAST REVISION 11/01/20	DESCRIPTION	FDOT FY 2023-24 STANDARD PLANS	TWO-LANE AND MULTILANE ROADWAY, WORK BEYOND THE SHOULDER	INDEX 102-601	SHEET 1 of 1
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- NOTE:**
- This Index applies to Two-Lane, Two-Way and Multilane Roadways including Medians of divided roadways, with work on the shoulder.
 - L = Taper Length
L = Work Zone Sign Spacing
d = Buffer Length
See Index 102-600 for "T", "L", "d", and Channelizing Device spacing values.
 - Where work encroaches the shoulder 2' and 15' from the edge of traveled way, the Engineer may use signs and channelizing devices for work operations 60 minutes or less.
 - When two or more work vehicles enter the through traffic lane in a one hour period, recording and logging the duration of the work area is the responsibility of the contractor.
 - For work less than 2' from the traveled way and work zone speed is greater than 45 MPH, use a single closure.
 - The "Speeding Frees Doublet Work Workers Present" signs (MUT 13-36) and "End Road Work" signs (MUT 13-37) along with the associated work zone sign spacing, may be omitted when the work operation will be in place for 24 hours or less.
 - Temporary pavement markings may be permitted when the work operation will be in place for 24 hours or less.
 - For "Shoulder Closure" signs (MUT 13-38) along with associated work zone sign spacing, alternatives for work on the shoulder.
 - When there is no active shoulder (the "Work" sign (MUT 13-31) may be used instead of the "Shoulder Closure" sign (MUT 13-38).



- SYMBOLS:**
- Work Area
 - Channelizing Device (See Index 102-600)
 - Work Zone Sign
 - Later Identification and Direction of Traffic

LAST REVISION 11/01/21	DESCRIPTION	FDOT FY 2023-24 STANDARD PLANS	TWO-LANE AND MULTILANE, WORK ON SHOULDER	INDEX 102-602	SHEET 1 of 2
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- NOTES:**
- This Index applies to Two-Lane, Two-Way, Roadways including Medians of divided roadways, with work within the traveled way.
 - L = Taper Length
L = Buffer Length
L = Work Zone Sign Spacing
See Index 102-600 for "T", "L", "d", and Channelizing Device spacing values.
 - Automatic Flaggers: Alternative Devices (MUT 13-39) may be used in accordance with Specification Section 102.990 and the associated drawings.
 - When Flaggers are the best means of one-way control, the Flaggers must be in sight of each other or in direct communication at all times.
 - When Flaggers are the best means of one-way control, the Flaggers must be in sight of each other or in direct communication at all times.
 - When Flaggers are the best means of one-way control, the Flaggers must be in sight of each other or in direct communication at all times.
- SYMBOLS:**
- Work Area
 - Channelizing Device (See Index 102-600)
 - Work Zone Sign
 - Flagger
 - Later Identification and Direction of Traffic

LAST REVISION 11/01/21	DESCRIPTION	FDOT FY 2023-24 STANDARD PLANS	TWO-LANE, TWO-WAY WORK WITHIN THE TRAVEL WAY	INDEX 102-603	SHEET 1 of 2
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SCALE: N.T.S.

KESSLER ANDREW I
KESSLER JANE Q
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951

KESSLER RESIDENCE
1609 ATLANTIC ST MELBOURNE BCH

NO.	DATE	REVISION
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Bennett Engineering & Consulting

4940 RANCHLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236

CLAYTON A. BENNETT
P.E. NO. 63129

DATE

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

DATE

DESIGNED: CAB	DATE: 6/7/24
DRAWN BY: CAB	DATE: 6/7/24
CHECKED:	
APPROVED:	
ACAD CODE: 24190M01.DWG	
PROJECT NO: 24.190	

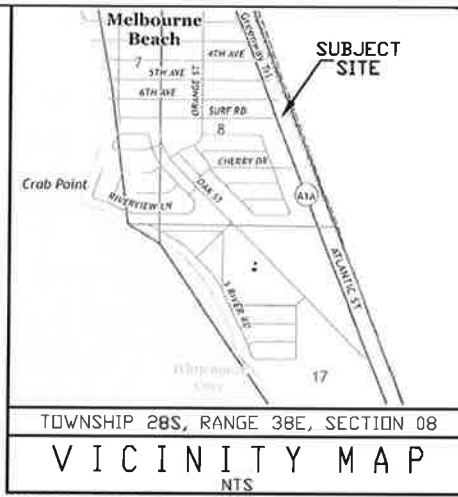
FOOT DETAILS

C-4

SHEET 4 OF 4

THERE SHALL BE NO IMPACT IN AREA OF VEGETATION PRESERVATION INCLUDING: THE REMOVAL OF VEGETATION; THE STORAGE OF MATERIALS; OR PARKING/OPERATION OF VEHICLES. INADVERTENT DISTURBANCE OF NATIVE VEGETATION SHALL REQUIRE IN-KIND RESTORATION TO INCLUDE SEA GRAPES, SABAL PALM, AND SCRUB OAKS, AS APPROPRIATE.

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



GENERAL STATEMENT:
THIS LANDSCAPE PLAN HAS BEEN PREPARED FOR THE DEVELOPMENT OF A SINGLE-FAMILY RESIDENCE AND ASSOCIATED SITE IMPROVEMENTS ON THE SUBJECT LOT.

OWNER:
KESSLER, ANDREW I; KESSLER, JUNE G
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951

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

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

SITE ADDRESS:
1609 ATLANTIC ST
MELBOURNE BEACH, FL 32951

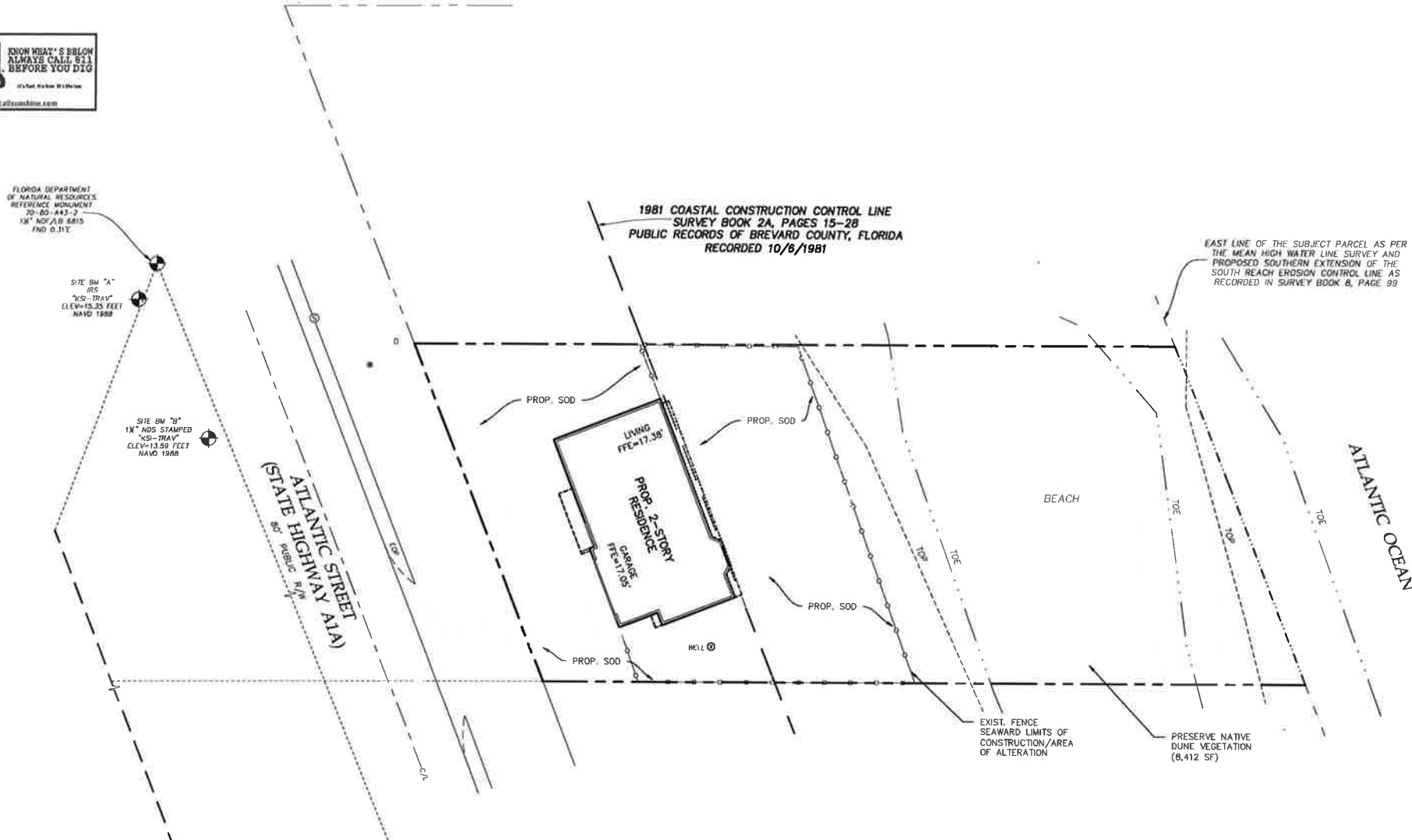
PARCEL ID: 28-38-08-00-501

ACCOUNT NO: 2853364

SITE AREA: SITE AREA = ±0.45 AC (±119,775 SF)

LEGAL DESCRIPTION: (ORL 10043, PAGE 1256)
THE SOUTH 100 FEET OF THE NORTH 200 FEET AS MEASURED ALONG HIGHWAY A-1-A OF LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1400, PAGE 264 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA, MORE PARTICULARLY DESCRIBED AS FOLLOWS:
THE NORTH 100 FEET OF THE SOUTH 690 FEET OF GOVERNMENT LOT 3, SECTION 8, TOWNSHIP 28 SOUTH, RANGE 36 EAST, BREVARD COUNTY, FLORIDA, AS MEASURED ALONG THE EASTERLY RIGHT-OF-WAY, THE NORTH LINE OF WHICH LIES 93.33 FEET SOUTH OF, AS MEASURED PERPENDICULARLY, THE SOUTH LINE OF WILDOW PLAT OF MELBOURNE BEACH AS RECORDED IN PLAT BOOK 1, PAGE 58 OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

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



- GENERAL NOTES**
1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
 2. BOUNDARY, TOPOGRAPHIC, & FLOOD PLAIN INFORMATION WAS PROVIDED BY KANE SURVEYING, INC., JOB NO. 43550, DATED 05/17/2024.
 3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
 4. BEACH DUNE SYSTEM IS TO BE MAINTAINED AS SPECIFIED IN THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMIT ISSUED FOR THIS PROJECT.
 5. CONTOURS ARE APPROXIMATE ONLY.
 6. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
 8. FLOOD ZONE ELEVATIONS ARE REFERENCED TO NAVD 1988 PER THE FEMA FLOOD ZONE MAPS.
 9. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
 10. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.
 11. THERE SHALL BE NO STORAGE OF VEHICLES OR MATERIALS EAST OF THE COASTAL SETBACK LINE.

- EDEP CONSTRUCTION NOTES**
1. TO THE BEST OF MY KNOWLEDGE THESE DESIGN PLANS AND SPECIFICATIONS ARE IN COMPLIANCE WITH THE STANDARDS ESTABLISHED IN SECTION 628-33.005, FLORIDA ADMINISTRATIVE CODE.
 2. ALL APPLICABLE REQUIREMENTS OF FLORIDA STATUTE 370.12 (MARINE TURTLE PROTECTION ACT) SHALL BE ADHERED TO.
 3. IN MARINE TURTLE NESTING AREAS, ALL FORMS OF LIGHTING SHALL BE SHIELDED, AND UTILIZE LONG WAVELENGTH LIGHT SOURCES ONLY (E.G. 560 NANOMETERS (NM) OR LONGER AND ABSENT WAVELENGTHS BELOW 560 NM) WITH ALL LAMPS RECESSED WITHIN WELL SHIELDED, FULL CUT-OFF FIXTURES OR OTHERWISE DESIGNED SO AS NOT TO DISTURB MARINE TURTLES.
 4. TINTED GLASS OR SIMILAR LIGHT CONTROL MEASURES SHALL BE USED FOR WINDOWS AND DOORS WHICH ARE VISIBLE FROM THE NESTING AREAS OF THE BEACH. TINTED GLASS SHALL BE 45 PERCENT OR LESS INSIDE TO OUTSIDE LIGHT TRANSMITTANCE ON ALL NON-OPAQUE DOORS, WALLS, BALCONY, DECK RAILINGS, AND WINDOWS.
 5. ALL REGULATIONS REGARDING SEA TURTLES SHALL BE OBSERVED.

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

Bennett Engineering & Consulting

4940 RANGLAND ROAD
MELBOURNE, FL 32934
(321) 622-4462
FAX (321) 622-4462
CA# 28236

CLAYTON A. BENNETT
P.E., NO. 53129

DATE _____

© 2024 BENNETT ENGINEERING & CONSULTING, LLC.

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

DATE _____

DESIGNED BY:	CAB	DATE:	6/7/24
DRAWN BY:	CAB	DATE:	6/7/24
CHECKED:			
APPROVED:			
ACAD CODE:	24190M01.DWG		
PROJECT NO:	24.190		

LANDSCAPE PLAN

L-1

SHEET 1 OF 1

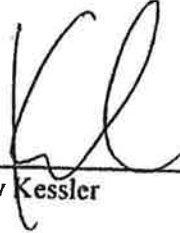
TO ACCOMPANY FORM 850-040-15
DRIVEWAY/CONNECTION APPLICATION

Notarized Authorization

TO: FLORIDA DEPARTMENT OF TRANSPORTATION

RE: PROJECT: Andrew Kessler
LOCATION: 1609 Atlantic Street, Melbourne Beach
COUNTY: Brevard
BEC NO. 24.190

I hereby authorize Clayton A. Bennett, P.E., of Bennett Engineering & Consulting, LLC.
as my representative to sign forms and act on my behalf in order to obtain a
driveway/connection permit, utility permit and drainage connection/exemption permit from
the Florida Department of Transportation.

By: 
Andrew Kessler

Title: Owner

Date: 8/7, 2024

STATE OF FLORIDA
COUNTY OF BREVARD

Before me personally appeared Andrew Kessler

(check one) who is personally known by me, or
 who produced

Sworn to and subscribed before me this 8th day of August, 2024 for identification

Commission Expires:

Notary Public, State of Florida Elena Slesareva





Official Proclamation

TOWN OF MELBOURNE BEACH, FLORIDA

Constitution Week
September 17th through September 23rd

WHEREAS: September 17, 2024, marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week,

NOW, THEREFORE I, Alison Dennington, Mayor of the Town of Melbourne Beach, in the State of Florida, do hereby proclaim the week of September 17th through September 23rd as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the the Town of Melbourne Beach to be affixed this 18th day of September Two Thousand Twenty-four.

_____ day of _____, 20 _____

Mayor

Attest: _____

Town Clerk

Town Commission Meeting

Section: Parks Board

Meeting Date: September 18, 2024

From: Dawn Barlow, Chairperson

RE: Update/Recommendations on Parks Board Projects

Background Information:

The Parks Board has been working on a variety of projects. At the June Town Commission meeting, a PowerPoint presentation showcased the below projects:

Honor our Veteran's

- Hometown Heroes
- Veteran's Park/Circle Park
 - Refresh Circle Park
 - Military Honor Walk - Ryckman Park

Bicentennial Park Water Feature

For background and tracking purposes, slides have been added with updates, including recommendations. The added slides have a “light grey” background. For efficiency purposes, the Board does not anticipate speaking to the former slides, keeping focus on the update information and recommendations.

Playground equipment continues to be evaluated, therefore no planned update/recommendation at this time.

Recommendation:

Please refer to the added slides in the presentation document: MB Parks Board – Sept 18 Town Commission Meeting.

For summary purposes, I’m providing the below:

Honor our Veteran's

- Hometown Heroes – Approved (unanimous)
- Veteran's Park/Circle Park
 - Refresh Circle Park – Approved (unanimous)
 - Military Honor Walk - Ryckman Park – Approved (unanimous)

Bicentennial Park Water Feature – Not approved (not unanimous)

Attachments:**Presentation document :**

MB Parks Board - Sept 18 Town Commission Meeting

Supporting documents:

Circle Park Enhancement Final

Melbourne Lawn & Landscape Estimate

Melbourne Lawn & Landscape Digital Rendering and sample native plants

Sun Harbor Response to Circle Park

Bicentennial Water Park Feature

240701 Parks Board Meeting Minutes

Parks Board

Honor our Veterans
Bicentennial Water Feature
Playground Equipment



Update/Recommendations

September 18, 2024



Honor our Veterans

Town Commission asked the Parks Board to explore creating a memorial in Veterans Park to honor our military population.

Hometown Heroes & Veteran's Park

Hometown Heroes

Program Requirements

Honoree must be a United States Armed Forces active duty or honorably discharged service member or a military service member who has died in the line of duty.

Honorees must also be:

- A current Town of Melbourne Beach* resident, OR
- A business/property owner in the Town of Melbourne Beach*, OR
- An immediate family member** of a current Town of Melbourne Beach resident or business/property owner, OR
- A Town of Melbourne Beach employee.

**Immediate family members include wife or husband, son or daughter, mother or father, brother or sister, grandfather or grandmother, grandson or granddaughter, or son-in-law or daughter-in-law.

Banner placement – Ocean Avenue

Cost – evaluate Town or corporate sponsorship – cost est \$100-125 per sign



Hometown Heroes

Next Steps

Establish website and define process for ordering
Promote during July 4 and Melbourne Beach Facebook or other social
Determine when to showcase; for example, Memorial Day or Veteran's Day
Day

Things to Consider

Annual campaign
Establish website
Return banner to family



Hometown Heroes

Update

Max capacity of 38 banners – displayed across 18 decorative posts

Costs

Anticipated total costs = \$2,480

Fastsigns = \$1,440 double sided banners

Hardware = \$1,040

Installation = MB Public Works to install

Timeline

Announce: Veteran's Celebration on Nov 11, 2024

Application window: Dec 1, 2024-Jan 15, 2025

Display window: Memorial Day, May 26, 2025-July 31, 2025

Next steps

Establish/launch Town website

Finalize design

Return banner to family

Recommendation – Approved (unanimous)



Veterans Park

Memorial Pathway or Honor Pathway

Personalized bricks/pavers with veteran's name/military emblem

Program requirements - same as Hometown Heroes

Cost for personalization covered by individuals/families

Possible vendor: Polar Engraving – Naples, FL (licensed to use military emblems/used by Gemini Elementary)

Refresh landscaping

Incorporate low profile native plants

Memorial/Honor path design

Option - Memorial/Honor stone (natural stone)

Option – 6 trees to represent branches of service

3 Vendors: Go Native Landscaping, Sun Harbor and Melbourne



Veteran's Park

Next Steps

Meet with Vendors and review Required Components

- Vendor submission deadline is July 1

Define process for ordering personalized bricks

Promote during July 4 and on Melbourne Beach Facebook

Things to Consider

Peaceful place to honor our Veterans

Pedestrian park

- No car parking

Immediate neighbors

- Promote greenspace
- Minimize hardscape

Additional future brick additions or one-time only?

Maintenance

Cost



Veteran's Park

Update

PB Meeting on 7/1/24 – Shift Veteran's Memorial to Ryckman

Refresh Circle Park

Finalized selection of vendors: Go Native, Melbourne Lawn & Landscape and Sun Harbor

Finalized Circle Park Required Components

Vendor response and costs

Go Native – declined due to extenuating circumstances

Melbourne Lawn & Landscape

Onsight evaluation

Digital concept

Total estimate: \$9,440 - removal of existing concrete pad, add brick pavers path, 1 royal poincianna tree, 2 benches, 50 low lying native plants

Sun Harbor

Digital concept

Partial estimate: \$729.92 – low lying native plants only

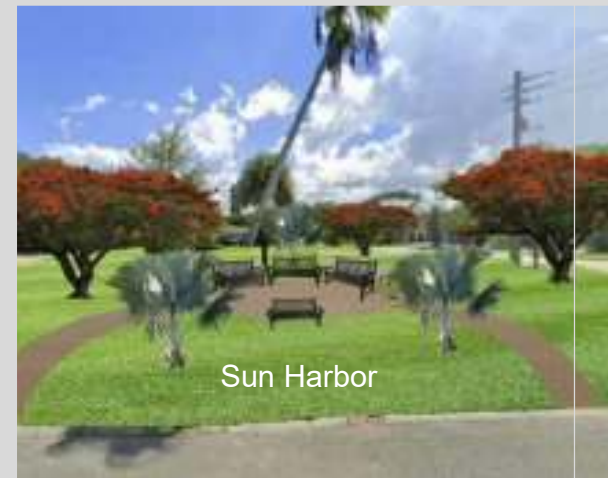
Next steps

Finalize desired plan and design with Town

Recommendation – Approved (unanimous)



Melbourne Lawn & Landscape



Sun Harbor

Veteran's Park

Update

PB Meeting on 7/1/24 – Shift Veteran's Memorial to Ryckman

Veteran's Honor Walk

Personalized pavers

Transform existing coquina path behind Old Post Office and Water

Tower

Path dimensions : 3' x 250' and can accommodate 3,375 4" x 8"

pavers

Costs

Anticipated total costs = \$17,750 - \$30,500

Personalize pavers: \$25.50 each (\$12,750 - \$25,500)

Installation: \$5,000

Anticipated total revenues = \$50,000 - \$100,000

Personalized pavers: \$100 each (\$50,000 - \$100,000)

Anticipated profits = \$32,250 - \$69,500

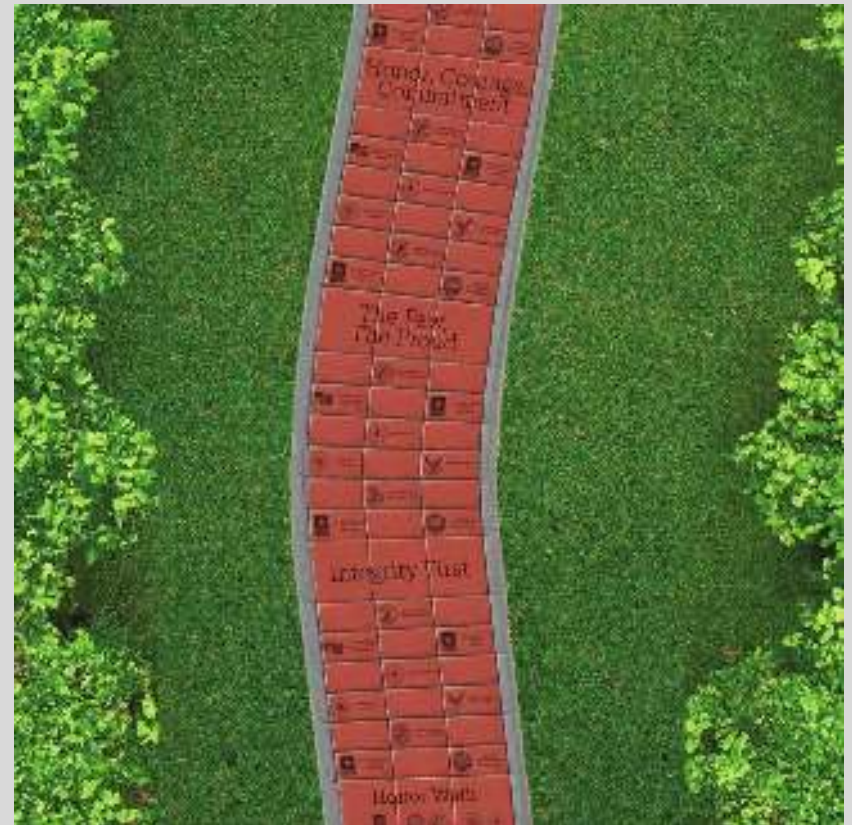
*Any excess profits earned be considered to support future playground equipment

Timeline

Announce: Veteran's Celebration on Nov 11, 2024

Application window: Dec 1, 2024-March 31, 2025

Installation: June 2025



Sun Harbor

Veteran's Park

Next steps

Finalize design with Town

Finalize campaign with Polar Engraving

Recommendation – Approved (unanimous)



Bicentennial Park

Town Commission asked the Parks Board to review \$1,500 water feature donation.

Things to Consider

Water and power are available

- Does the water need to be potable?
 - Gum up pump and weir, stain materials
- Power cost of pump/lights (always on?)

Maintenance

- Coastal elements – salt, sun and heat corrosion
 - Commercial grade/material selection important

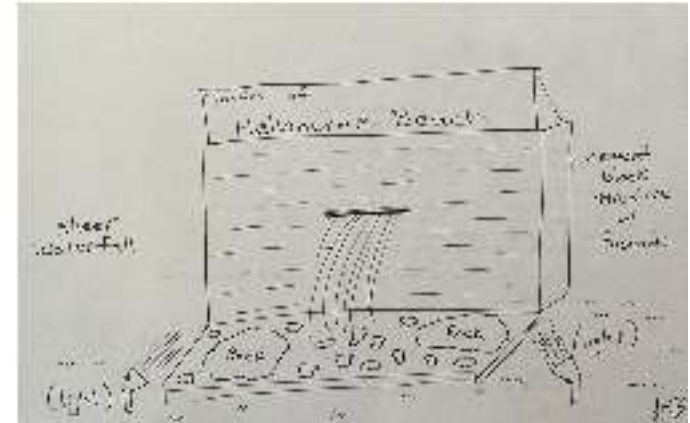
Water

- Assume 15-20 Gallons per minute /foot of feature
- Need for rocks, grating, tank/trough (3x flow of feature)
- Will water attract mosquitoes? (pump stops or clogs)

Aesthetics

- Representative of Town
- Florida Vernacular/Coquina/Coastal/Authentic
- Consistency of Welcome to Melbourne Beach signage through Town
- Front/Back both need to be finished

Is “water feature” a requirement of the donation? Consider donation for existing Melbourne Beach signs or low-profile landscaping refresh.



Bicentennial Park

Update

Joyce Barton, Garden Club representative, attended the 7/1/24 Parks Board meeting
 Provided a historical overview of the Garden Club (1961-2024) – Thank you again!

Expressed donation is for water feature only

Alternative suggestions were not appealing

Location: lower end of the northern section of Bicentennial Park

Evaluated design ideas: Key West wall feature to match Town Hall v natural stone

Costs:

Anticipated total costs: min \$6,000 and \$200 monthly maintenance

Recommendation: Not approved (not unanimous)

The Board recognizes the importance of honoring the Garden Club and believes the Garden Club should be honored. The donation amount does not cover the anticipated costs. The Board also has the same concerns that were raised in the June 2024 Town Commission meeting. The Parks Board meeting took place on Thursday, Sept 5. On Friday, Sept 6, The Town Commission did approve a line-item budget in the amount of \$7,500. If the Town further evaluates this request, the Parks Board believes it is important to obtain feedback from immediate neighbors and keep sight line top of mind.



Playground Equipment

Town Commission asked the Parks Board to explore playground equipment replacement.

Vision

Replace playground equipment

- Evaluate 2 design themes
- Evaluate 3 age groups of equipment
 - Price age groups separately
- Gather cost estimates
- Determine installation timeline
- Gather feedback and present recommendation to Town Commission likely in August or September



Thank you

Circle Park Enhancement

Required Components

Please provide an itemized estimate and sketches/scope of work for the following design/build work to be provided at Circle Park, Melbourne Beach. The Park Board, an advisory Board to the Town of Melbourne Beach, will present three estimates for this work at the September Regular Town Commission meeting.

Concrete Pad:

- Demo Existing concrete pad and provide new paver path/pad,
- Provide two (2) 6 foot long benches, with minimal pad in front, to match style and colors of other benches in Town. KBC1470 from BarcoProducts.com. Benches shall be anchored to the path/pad with stainless steel hardware.

Landscaping:

- Provide **native** colorful, low density, low height, low-maintenance plants around the border of the bench pad. Minimum 2 different types of plants.
- Provide edging around plant beds.
- Provide mulch in plant beds, min 4" deep. Mulch materials shall match type and color of other Melbourne Beach park beds.
- Provide three (3) to Six (6) trees: Oak, Royal Poinciana or other. Native, shade and low maintenance are critical. Minimum 1.5" caliper diameter/ 10-12 feet tall.
- Maintain existing greenspaces not noted for work and/or repair to original condition.

Paver Pathways:

- Provide two independent curvilinear pathways to the existing pad location.
- Provide each curvilinear Paver Pathway with a minimum length of 25'-0" down the centerline of the path.
- Pathways shall be standard pavers
- Provide Paver Pathway with a minimum width of 4'-0", meeting ADA Accessible Route requirements. Edges shall be smooth.

Concept: Refer to 2nd Page



Designs may vary from this concept. Maintaining green space and existing trees is critical.

Estimate

Melbourne Lawn & Landscape
 PO BOX 510362
 Melbourne Beach, Fl. 32951

Name/Address
Town of Melbourne Beach

Date	Estimate No.	Project
09/02/24	760	

Item	Description	Quantity	Cost	Total
Removal	Remove concrete pad		400.00	400.00
Pavers	Install approx 350sf paver walkway & sitting area	350	15.00	5,250.00
Tree	Install 1 Royal Poincianna Tree (45 gallon/approx 13ft tall)	1	490.00	490.00
Plants Installed	Install approx 50 native plants	50	17.00	850.00
mulch	Install 30 bags mulch	30	5.00	150.00
other	Install 2 benches	2	1,150.00	2,300.00
	Sales Tax		0.00%	0.00
			Total	\$9,440.00







Sun Harbor Response to Circle Park

List of items:

1. Bench Bench (2)
2. Patio Circular (1)
3. Bismark Palm (3) \$130.00
4. Muhly Grass (14) \$12.98
5. Cedar Mulch (2)
6. Flamboyant Tree Blooming exsistting
7. Brick Running Bond Basketweave Brown (2)
8. Lantana native (18) \$5.98
9. Grass Green With Striping Curved (1)
10. Bench (2)

Plants total: \$729.92

same thing just showing Bizmark palms instead.



Bicentennial Park Water Feature

Recommended Components



Water Feature:

Commercial Grade- Oreq, Custom Cascades Sheet falls or equivalent oreqcorp.com

List Pricing for Metal 1000 Series (1/8" opening) (Stainless Steel, Copper or Brass) is \$550-\$625.00 per 36" section with 1.5" lip

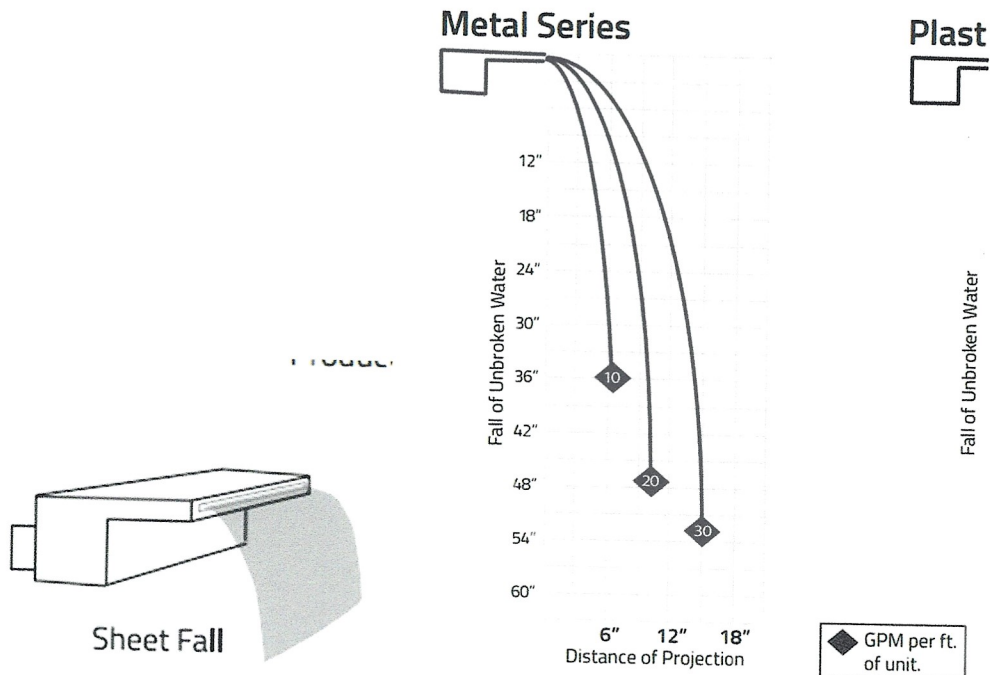
Flow required: 30-90GPM for 3ft section (see below), single pipe connection per 3 Ft = 1.5" Schedule 40 or 80 PVC connection.

Basin Required: 3x Volume of Water Feature – 90-270 gallons. 1Cubic foot =7.48 Gallons

-Reservoir length = 2' longer than the waterfall (12" on each side)

-Reservoir width = ½ height of waterfall.

-Reservoir covered with grating and coquina rock scape.



Water Feature Façade:

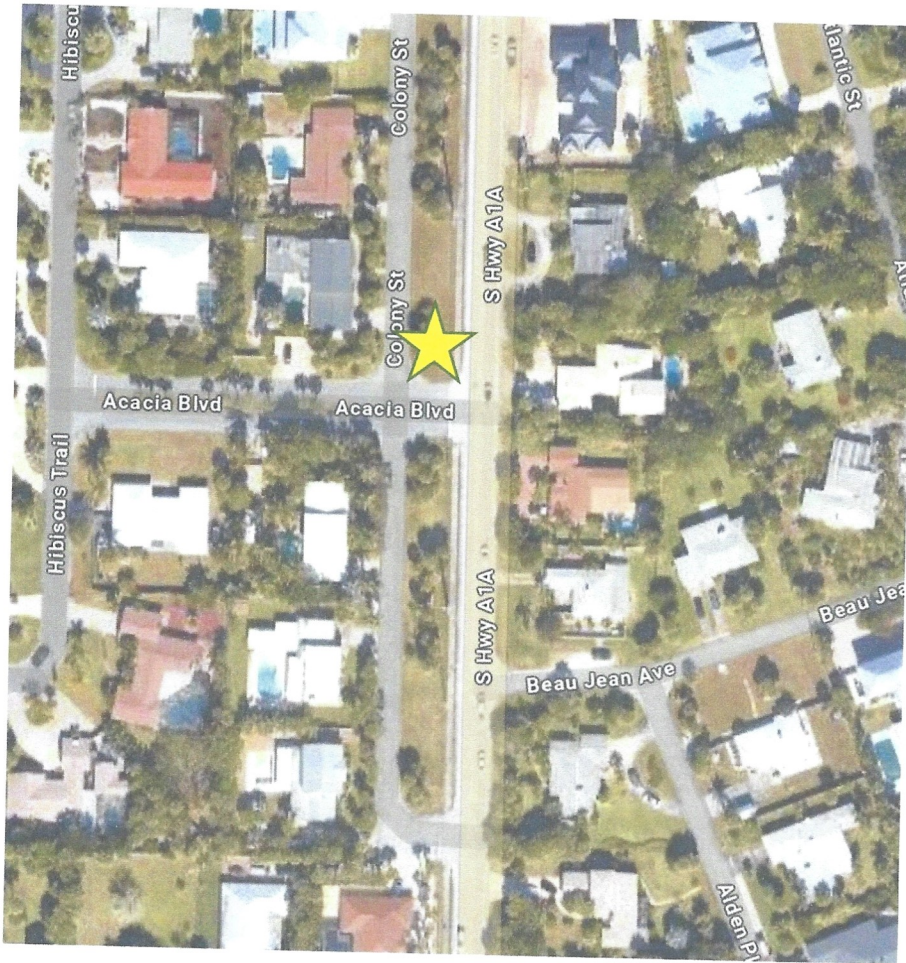
- Key West Style Architecture to match the Town Hall, Exxon and Library buildings in tow
- Color
- Architectural/Structural design TBD

Landscaping:

- Provide native colorful, low density, low height, low-maintenance plants around the border of the bench pad. Minimum 2 different types of plants. Recommendation from Garden Club welcome.

Location:

- Proximity to irrigation water supply
- North side of Acacia





Meeting minutes July 1, 2024

Attendees

Dawn Barlow
Haley Conrad
Lisa Kishegyi
Heidi Brewer
Sabrina Connelius
Ediline Johansson

Call to order 6:01pm

Public Comment

Bobby Williamson 505 Riverside Circle-put together a handout for the attendees with current photos of Circle Park. In regard to a Veterans Memorial He would like to see the bench replaced with one made from a material that can withstand the weather.

Also discussed the potential of having the FPL power line placed underground if needed to accommodate shade trees. The irrigation pump house could be rebuilt again with a material that can withstand the elements. There is currently 1 working irrigation zone. A bike rack might be a nice feature to add. His main concern is that the changes to the park are well thought out and built to last and not be installed as temporary. Save the money if needed so the installation will last. As previously discussed shade trees and flowers would be a welcome addition.

Lori Bradstreet 504 Riverside Drive

Have we given any thought to a permanent shade structure like a gazebo.

Andy Sarpoolaji 503 Riverside Circle

Has lived on Riverside Circle since 1992. He is happy to see young families out using the park. He is not in favor of a shade structure.

William Bartlett 507 Riverside Circle

Joyce Barton 322 Third Avenue

Spoke about Lily Park in Indialantic which is supported by the Town of Indialantic and the South Brevard Garden club. She did mention that the Island Garden Club may be able to participate.

A motion was made by Lisa Kishegyi to approve the meeting minutes from June 5, 2024 meeting. Haley Conrad seconded the motion. The motion passed unanimously 6-0

Unfinished Business

The Parks Board discussed the lack of parking on Riverside circle which will impact the placement of a Veterans Memorial in Circle Park. The concrete pad that is currently installed seems a random placement in the park. The potential of having a concrete path leading to a new pad was discussed. If placing a new bench in the area a concrete pad under the bench was also discussed. The board will acquire vendor information from Tom Davis regarding the purchase of a bench and the estimated cost for DPW to install the bench.

After a lengthy discussion regarding the access to Circle Park Haley Conrad made a motion to remove Circle Park as a site for the Veterans Memorial but continue to move forward with a “refresh” of the park. The motion was seconded by Lisa Kishegyi. Motion passed unanimously 6-0

A discussion was had regarding the existing memorial located by the flagpole in front of town hall. Heidi Brewer asked if we can have memorial bricks and participate in the hometown heroes banner program simultaneously. We discussed possibly placing the bricks on the coquina path that travels behind the original post office building in Ryckman park. We have 18 poles in town that could be used for the hometown hero banners. We could put 2 or 4 banners per pole depending on the number of potential participants we would have. It was also mentioned that the Daughters of the American Revolution may have some ideas regarding the use of memorial bricks.

Haley Conrad made a motion to continue to honor veterans in RyckmanPark. Sabrina Cornelius seconded the motion. Unanimously passed 6-0

The water feature at Bicentennial Park was discussed. Joyce Barton Third Avenue spoke about how the donation and request for the water feature was made by the Melbourne Beach Garden Club founded 1961, as a final request from the club before dissolving. The donation of \$1500 was given to the town in May of 2023. The vision of the Garden Club was to have a waterfall with a recirculating trough. The Board will look into pricing of building out a waterfall with materials that will last. This water feature would need to be placed at the lower end of the Northern section of the park since that is where to access to water is. The Board discussed possibly putting a plaque at the water feature to acknowledge the garden club and their contribution to the town.

A discussion was had regarding putting a welcome to Melbourne Beach sign at the park as well. Possibly a Key West style to compliment town hall. This lead to a review of the current signs in town. The sign on Riverside is already missing letters. Dawn will contact Tom Davis to find out how many “welcome” signs are currently placed in town and which require attention at this time.

An update was given on the replacement of current playground equipment. We do not have a budget figure from the Town Manager yet. An estimation of 100k was given a few months ago. The playground would cover 3 different age groups and 2 design choices will be created. The addition of permanent shade structures was discussed. Dawn Barlow will contact Indialantic Town to see if they can streamline the process in providing some equipment information since they just completed the Mikey Goodwin project in Nance Park.

Events

The next event will be Veterans Day

Reports

None

Meeting was adjourned 7:46PM

Memo to: Planning & Zoning Board

Subject: Tree cutting & replacement ordinance

From: Member Dan Harper

Issue—current ordinance calls for a tree for tree replacement on the house tear-down and rebuild lots (Sec. 9A-7(c). This has proven to be impractical given the substantial increase in footprint of the new home (example; 306 Ave B., 41 trees before tear-down).

History—Chapter 9A: Landscape and Trees was modified in March of 2023 as it relates to tree retention. The before and after of this modification is as follows.

Before; (1) minimum of three trees must exist (9A-7 (a)).

(2) tree density after construction must be equal or greater than pre-construction (9A-6 (b)(2)).

After; (1) minimum of three trees was deleted.

(2) any tree removed must be replaced, tree for tree requirement (9A-7 (c)).

Community Survey--A drive by of new homes built on tear down lots prior to the March modifications demonstrated no lack of tree retention. The post construction landscapes' all have tree density consistent with their neighboring homes and adds to the goal of preserving and enhancing property values. See list below with tree estimates:

Number of Trees

● 401 A1A	6+
● 404 Atlantic	8+
● 400 Banyan	10+
● 422 Sunset	12+
● 527 Sunset	13+
● 507 Sunset	13+
● 520 Sunset	7+
● 524 Sunset	15+
● 303 Riverside	10+
● 901 Riverside	9+
● 509 Third	16+
● 419 Ave B	16+
● 418 Ave B	25+
● 404 Ave B	17+
● 307 Ave B	16+
● 401 Ave A	10+
● 522 Ave A	14+
● 225 Fourth	14+
● 208 Second	5+
● 202 Second	12+
● 304 First	8+

Neighboring/similar communities tree removal ordinances:

- City of Melbourne (Sec 9.272 (b) (17), all trees located on properties with existing single dwellings are exempted from tree removal provisions.

- Winter Park (Sec 58-284 (a)), palm trees are exempted from tree removal provisions.
- Satellite Beach (Sec. 30-702 (c) (1), permit required for removal of “protected tree”, may require relocation of tree. Protected tree not defined.
- Orange County (Sec 15-279) (8), trees located on single family lots are exempted from tree removal provisions.
- Indian Harbor (Sec 107.36) Definitions-- excludes palms from “protected tree”.
- Brevard County (Sec. 62-4334 (2), single family lots that are 1.25 acres or less are exempt.

Citizen input--Citizens have spoken at Town Commission meetings about the need/desire to retain oak trees (Town Commission minutes). Other municipalities and counties reviewed reflected a desire to retain oak and other canopy trees where possible. Citizens have also voiced their desire to retain as many trees as possible (Town Commission minutes).

Melbourne Beach Comprehensive Plan-- “Periodically review, analyze, and amend, as determined necessary, the tree preservation and landscape ordinances to ensure that minimum standards are consistent with the desires of the community, are easily understood and enforceable” (Policy 14.1).

Summary of findings

- The tree for tree replacement requirement in many instances has proven to not be practical.
- The tree density provision was adequately working prior to the March 2023 ordinance modification.
- Other communities sampled did not have tree for tree requirements.
- Melbourne Beach citizens strongly desired the replanting of all Oak trees removed.
- Maintaining tree density requirements is consistent with the Melbourne Beach comprehensive plan.

Recommendation

Eliminate the tree for tree replacement requirement. Retain the tree density before and after provisions that have served the community well in the past.

Make the following change to the Chapter 9A: Landscape and Trees.

- Section 9A-7(C), delete the second sentence, “Any trees that are removed for new construction shall be replaced by the same or similar species”.

(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.

(a) On-site inspection. Prior to the issuance of a permit for tree removal or relocation, the Building Official or his agent shall conduct an on-site inspection to determine whether or not such a removal or relocation conforms to the requirements of this chapter.

(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 or yard where a structure or improvements may be placed where inability to remove 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, 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.

TREE DENSITY PROVISION

(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 of the type that will attain an overall height of at least twelve feet (12') and have a trunk caliper of at two inches (2") 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 existing on the overall site before the beginning of construction.

(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.

(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.

9A-7
(c) Minimum replacement standards for new construction. Any trees that are removed for new construction shall be replaced by the same or similar species. Specifically for mature oak trees, replacement of one (1) 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 inches (2") at planting, measured four and one-half feet (4.5') above grade.

(d) 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 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 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. Prior to any land-clearing activity, a visual inspection of the site will be made by the Building Official before a land-clearing permit is issued. The land-clearing permit must be posted on-site. Only land-clearing is permitted within 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. Trees failing to meet this survival requirement must be replaced within 45 days after a written notification is received by the property owner from the town.

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

Attachments:	Letter of Recognition
Date Prepared:	09/11/2024
Prepared By:	Fire Chief Gavin Brown
Meeting Date:	September 18, 2024

Agenda Category:

X	Proclamations & Awards		Public Hearings
	Presentations		Old Business
	Boards & Committees		New Business
	Consent		Other:

Subject:	Recognition of Boy Scout Logan Knolmayer for the completion of his Eagle Scout Project – Installation of fire hydrant reflectors throughout the Town of Melbourne Beach.
Recommended Action:	
Background Information:	<ol style="list-style-type: none"> 1. Local Boy Scout of America, Logan Knolmayer, approached the Fire Department last month regarding a possible Eagle Scout project to install new fire hydrant reflectors throughout the Town of Melbourne Beach in an effort to assist firefighters with locating fire hydrants after dark. Scout Knolmayer conceived this project after noticing that many of the existing hydrant reflectors throughout the Town were old and worn down, with some missing all together. After developing a proposal and plan to replace all reflectors in the Town, he obtained the necessary approvals, and was able to secure funding to complete his project through a discount negotiated with the equipment vendor, as well as through a cost share between the Melbourne Beach Volunteer Firefighters Association and the Fire Department. Scout Knolmayer coordinated the entire project, which consisted of multiple youth and adult volunteers installing 168 new hydrant reflectors over the course of 2 days. In total the project took 82 man hours to complete, and in addition to making the hydrants easier to locate at night by firefighters, also improved the appearance of our roadways. Thank you to Scout Knolmayer for completing this project and helping to keep our community beautiful and safe!



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY • ESTABLISHED 1883

September 18th, 2024

Logan Knolmayer,

On behalf of the Town of Melbourne Beach, we would like to formally extend our thanks and recognize your contributions to the Town; specifically provided by your Eagle Scout Project of replacing all of our fire hydrant reflectors. The new hydrant reflectors will not only increase public safety by assisting our Fire Department in locating hydrants after dark, but also improves the visual appearance of our roadways.

We appreciate the significant amount of time and planning that it took to complete this project, and are thoroughly impressed that you coordinated 82 work-hours, provided by multiple youth and adult volunteers, ultimately installing 168 new hydrant reflectors over the course of 2 days.

Thank you again for your above and beyond service to the Town of Melbourne Beach and for helping to keep our community beautiful and safe!

Sincerely,

Alison Dennington
Mayor

Elizabeth Mascaro
Town Manager

Gavin Brown
Fire Chief



Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners
 From: Jennifer Kerr, Finance Manager
 Date: September 11, 2024
 Re: August Fiscal Year 2024

We are in the eleventh month of our fiscal year 2024. The target expenditure rate for August is 91.67%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 82.80%. The Departmental expenditure rate breakdown is as follows:

Legislative:	88.99%
Executive:	88.65%
Finance:	84.81%
Legal:	84.19%
Comp & Plan:	24.23%
General Services:	65.00%
Law Enforcement:	88.67%
Fire:	79.62%
Code:	58.44%
Public Works:	80.71%
Grounds Keeping:	65.46%
Parks:	93.65%

Discussion Items:

The Town received Parking Revenue for August FY2024 in the amount of \$13,957.45. Parking revenue for August FY2023 was \$15,171.79.

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

The Town received \$2,437.63 from FEMA through the State of Florida for Hurricane Nicole.
 The Town received \$14,625.77 from FEMA through the Federal Government for Hurricane Nicole.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 08/31/2024

Fund: 001 GENERAL FUND						
Account Category: Revenues	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,685,662.00	2,685,662.00	0.00	28,306.41	98.95
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	125,000.00	125,000.00	0.00	22,564.33	81.95
001-00-314.10.00	UTILITY SERVICES TAX FPL	276,000.00	276,000.00	0.00	8,978.62	96.75
001-00-314.30.00	UTILITY SERVICES TAX WATER	54,000.00	54,000.00	0.00	2,475.01	95.42
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	0.00	0.00	(110.09)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,500.00	8,500.00	0.00	1,573.61	81.49
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,300.00	1,300.00	0.00	8.97	99.31
001-00-314.40.30	UTILTIY GAS TAX FERRELL	2,500.00	2,500.00	0.00	(1,079.35)	143.17
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	100.00	100.00	0.00	(458.69)	558.69
001-00-314.40.50	UTILITY SERVICE GAS TAX THOMPSONGAS	0.00	0.00	0.00	(321.96)	100.00
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	24,631.26	83.01
001-00-316.00.00	OCCP. LIC	15,000.00	15,000.00	0.00	(1,338.59)	108.92
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	66,799.64	68.93
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	44,000.00	44,000.00	0.00	(433.60)	100.99
001-00-323.70.10	SOLID WASTE COMMERCIAL	15,000.00	15,000.00	0.00	928.49	93.81
001-00-329.20.00	BONFIRE PERMIT	350.00	350.00	0.00	(550.00)	257.14
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	500.00	500.00	0.00	(1,500.00)	400.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	600.00	600.00	0.00	(700.00)	216.67
001-00-331.12.00	FEMA	0.00	0.00	0.00	(56,532.20)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(4,224.09)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	7,000.00	7,000.00	0.00	2,008.00	71.31
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	112,000.00	112,000.00	0.00	9,459.11	91.55
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,300.00	4,300.00	0.00	(725.51)	116.87
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	225,000.00	225,000.00	0.00	49,881.81	77.83
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,200.00	1,200.00	0.00	(450.00)	137.50
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	1,600.00	1,600.00	0.00	(350.00)	121.88
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	4,000.00	4,000.00	0.00	(1,500.00)	137.50
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,725.00	4,725.00	0.00	175.00	96.30
001-00-349.00.29	LIEN SEARCH REQUEST	0.00	0.00	0.00	(135.00)	100.00

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	12,000.00	12,000.00	0.00	(14,289.37)	219.08
001-00-369.00.00	MISCELLANEOUS REVENUE	2,500.00	2,500.00	0.00	(7,584.24)	403.37
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	194,000.00	194,000.00	0.00	194,000.00	0.00
						92.31
Department: 21 LAW ENFORCEM						
001-21-312.52.00	INSURANCE PREMIUM TAX	45,500.00	45,500.00	0.00	(5,012.84)	111.02
001-21-337.20.00	SCHOOL RESOURCE OFFICER	68,500.00	68,500.00	0.00	17,125.00	75.00
001-21-337.90.01	OTHER GRANTS	6,000.00	6,000.00	0.00	6,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(1,280.00)	100.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	5,000.00	5,000.00	0.00	(1,360.42)	127.21
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	(18.00)	109.00
001-21-364.10.00	DISPOSAL OF ASSETS - VEHICLES	200.00	200.00	0.00	200.00	0.00
001-21-369.00.00	MISCELLANEOUS REVENUE	100.00	100.00	0.00	(543.27)	643.27
						87.61
Department: 22 FIRE CONTROL						
001-22-271.00.99	CARRY FORWARD	10,700.00	10,700.00	0.00	10,700.00	0.00
001-22-322.30.00	FIRE PROTECTIVE SERVICES	2,000.00	2,000.00	0.00	(2,415.00)	220.75
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	500.00	500.00	0.00	500.00	0.00
						33.20
Department: 29 CODE ENFORCEM						
001-29-359.00.00	OTHER FINES AND FORFEITURES	1,000.00	1,000.00	0.00	1,000.00	0.00
						0.00
Department: 41 PUBLIC WORKS						
001-41-335.12.00	STATE REVENUE SHARING	0.00	0.00	0.00	(4.37)	100.00
001-41-364.10.00	DISPOSAL OF ASSETS - VEHICLES	500.00	500.00	0.00	500.00	0.00
001-41-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(721.00)	100.00
						145.07
Department: 72 PARKS & RECREA						
001-72-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	(332.50)	104.75

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-72-347.50.00	FACILITY RENTALS	6,000.00	6,000.00	0.00	2,380.00	60.33
001-72-366.19.00	TH DONATIONS - KIDS BUSINESS FAIR	5,000.00	5,000.00	0.00	(1,640.00)	132.80
						97.74

Overall Revenue Rate:

92.00

Account Category: Expenditures

Department: 00

001-00-581.00.00	TRANSFER OUT	441,761.00	441,761.00	0.00	0.00	100.00
						100.00

Department: 11 LEGISLATIVE

001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	16,200.00	0.00	4,516.81	72.12
001-11-500.12.00	REGULAR SALARIES	60,113.00	60,113.00	0.00	4,556.63	92.42
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	5,838.00	5,838.00	0.00	841.72	85.58
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	8,157.00	8,157.00	0.00	610.75	92.51
001-11-500.23.01	HEALTH INSURANCE	6,534.00	6,534.00	0.00	483.00	92.61
001-11-500.23.02	LIFE INSURANCE	71.00	71.00	0.00	3.44	95.15
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	244.00	244.00	0.00	173.62	28.84
001-11-510.31.00	PROFESSIONAL SERVICES	250.00	250.00	0.00	(172.55)	169.02
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	4,465.00	0.00	2,945.38	34.03
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	2,100.00	2,100.00	0.00	46.44	97.79
001-11-510.47.00	PRINTING	12,593.00	12,593.00	0.00	6,233.51	50.50
001-11-510.48.00	PROMOTIONAL ACTIVITIES	800.00	800.00	0.00	229.34	71.33
001-11-510.48.40	LEGAL NOTICES	10,000.00	10,000.00	0.00	8,370.50	16.30
001-11-510.49.50	ELECTION EXPENSE	11,000.00	11,000.00	0.00	948.16	91.38
001-11-510.54.00	DUES & SUBSCRIPTIONS	720.00	720.00	0.00	(110.00)	115.28
001-11-510.54.10	TRAINING & SCHOOLS	3,560.00	3,560.00	0.00	1,616.00	54.61
001-11-510.64.01	CAPITAL OUTLAY	85,700.00	85,700.00	4,740.00	(9,412.12)	110.98
001-11-543.00.00	LICENSES & FEES	34,267.00	34,267.00	0.00	2,282.63	93.34
						88.99

Department: 12 EXECUTIVE

001-12-500.12.00	REGULAR SALARIES	147,720.00	147,720.00	0.00	13,728.06	90.71
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	11,301.00	11,301.00	0.00	(168.72)	101.49

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-12-500.22.01	RETIREMENT - ICMA	15,247.00	15,247.00	0.00	1,500.17	90.16
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,937.00	4,937.00	0.00	484.04	90.20
001-12-500.23.01	HEALTH INSURANCE	28,117.00	28,117.00	0.00	6,503.95	76.87
001-12-500.23.02	LIFE INSURANCE	828.00	828.00	0.00	153.25	81.49
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	212.00	212.00	0.00	39.00	81.60
001-12-510.40.00	TRAVEL & MEETINGS	1,820.00	1,820.00	0.00	(117.40)	106.45
001-12-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	300.00	0.00
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	200.00	91.67
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,511.00	3,511.00	0.00	1,000.73	71.50
001-12-510.54.10	TRAINING & SCHOOLS	1,680.00	1,680.00	0.00	1,130.00	32.74
						88.65
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	112,950.00	112,950.00	0.00	9,871.12	91.26
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	8,641.00	8,641.00	0.00	780.83	90.96
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	15,327.00	15,327.00	0.00	1,326.07	91.35
001-13-500.23.01	HEALTH INSURANCE	39,000.00	39,000.00	0.00	15,826.32	59.42
001-13-500.23.02	LIFE INSURANCE	297.00	297.00	0.00	161.88	45.49
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	158.00	158.00	0.00	27.13	82.83
001-13-510.32.00	AUDITING SERVICES	32,600.00	32,600.00	0.00	1,750.00	94.63
001-13-510.32.90	BANKING FEES	12,916.00	12,916.00	0.00	4,522.95	64.98
001-13-510.40.00	TRAVEL & MEETINGS	1,221.00	1,221.00	0.00	250.16	79.51
001-13-510.47.00	PRINTING	216.00	216.00	0.00	216.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	468.05	53.20
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						84.81
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	97,000.00	97,000.00	0.00	16,834.12	82.65
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	10,000.00	10,000.00	0.00	77.50	99.23
						84.19
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	26,000.00	26,000.00	0.00	19,701.20	24.23
						24.23

Department: 16 FEMA - HURRICA		ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-16-520.52.05	PROTECTIVE GEAR	0.00	0.00	0.00	67.76	100.00
						100.00
Department: 19 GENERAL SERVIC						
001-19-500.24.00	WORKERS COMPENSATION	3,687.00	3,687.00	0.00	0.00	100.00
001-19-510.31.00	PROFESSIONAL SERVICES	4,620.00	4,620.00	0.00	765.00	83.44
001-19-510.31.11	SECURITY	1,000.00	1,000.00	0.00	700.00	30.00
001-19-510.34.10	JANITORIAL SERVICES	17,000.00	17,000.00	0.00	3,151.00	81.46
001-19-510.35.00	PRE-EMPLOYMENT EXP	400.00	400.00	0.00	400.00	0.00
001-19-510.41.00	TELEPHONE	25,080.00	25,080.00	0.00	4,787.73	80.91
001-19-510.41.10	COMMUNICATION SERVICES	45,372.00	45,372.00	0.00	(945.73)	102.08
001-19-510.43.00	STREET LIGHTS	50,400.00	50,400.00	0.00	8,040.27	84.05
001-19-510.43.10	ELECTRICITY	33,600.00	33,600.00	0.00	7,815.77	76.74
001-19-510.43.20	WATER & SEWER	3,650.00	3,650.00	0.00	(123.46)	103.38
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	2,500.00	0.00	70.45	97.18
001-19-510.45.00	GENERAL LIABILITY INSURANCE	94,000.00	94,000.00	0.00	9,382.00	90.02
001-19-510.45.01	FLOOD INSURANCE	5,690.00	5,690.00	0.00	(360.00)	106.33
001-19-510.45.02	PROPERTY INSURANCE	128,000.00	128,000.00	0.00	30,641.00	76.06
001-19-510.45.03	AUTO INSURANCE	9,000.00	9,000.00	0.00	(688.00)	107.64
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,832.00	4,832.00	0.00	1,055.89	78.15
001-19-510.46.15	EQUIPMENT MAINTENANCE	31,500.00	31,500.00	0.00	17,532.68	44.34
001-19-510.46.36	PEST CONTROL	3,120.00	3,120.00	0.00	(290.00)	109.29
001-19-510.47.00	PRINTING	900.00	900.00	0.00	799.88	11.12
001-19-510.49.90	ADOPT AN AREA	1,000.00	1,000.00	0.00	597.75	40.23
001-19-510.49.98	CONTINGENCY	25,000.00	25,000.00	0.00	24,502.00	1.99
001-19-510.49.99	MISCELLANEOUS	300.00	300.00	0.00	147.13	50.96
001-19-510.51.00	OFFICE SUPPLIES	11,000.00	11,000.00	0.00	5,215.97	52.58
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	206.23	86.25
001-19-510.52.10	JANITORIAL SUPPLIES	5,400.00	5,400.00	0.00	2,309.04	57.24
001-19-510.54.00	DUES & SUBSCRIPTIONS	435.00	435.00	0.00	39.97	90.81
001-19-510.64.01	CAPITAL OUTLAY	148,000.00	148,000.00	0.00	141,478.99	4.41
001-19-543.00.00	LICENSES & FEES	20,585.00	20,585.00	0.00	6,890.26	66.53
001-19-581.00.00	TRANSFER OUT	77,000.00	77,000.00	0.00	0.00	100.00
						65.00

Department: 21 LAW ENFORCEM	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-21-500.12.00	REGULAR SALARIES	721,855.00	721,855.00	0.00	81,529.70	88.71
001-21-500.12.50	HOLIDAY PAY	23,000.00	23,000.00	0.00	3,930.77	82.91
001-21-500.14.00	SALARIES OVERTIME	15,000.00	15,000.00	0.00	(428.06)	102.85
001-21-500.14.16	HURRICANE PAY	18,000.00	18,000.00	0.00	18,000.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,634.00	7,634.00	0.00	962.93	87.39
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,000.00	0.00	508.93	91.52
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	54,888.00	54,888.00	0.00	3,493.15	93.64
001-21-500.22.02	POLICE PENSION	142,500.00	142,500.00	0.00	(9,066.27)	106.36
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,217.00	5,217.00	0.00	1,622.45	68.90
001-21-500.23.01	HEALTH INSURANCE	105,440.00	105,440.00	0.00	16,676.81	84.18
001-21-500.23.02	LIFE INSURANCE	2,900.00	2,900.00	0.00	519.02	82.10
001-21-500.23.10	STATUTORY AD&D	1,000.00	1,000.00	0.00	(162.50)	116.25
001-21-500.24.00	WORKERS COMPENSATION	8,848.00	8,848.00	0.00	271.00	96.94
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	2,296.00	2,296.00	0.00	1,423.80	37.99
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	725.00	0.00	92.55	87.23
001-21-520.34.40	DISPATCHING SERVICES	18,319.00	18,319.00	0.00	(549.11)	103.00
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,000.00	1,000.00	0.00	(1,358.00)	235.80
001-21-520.40.00	TRAVEL & MEETINGS	3,184.00	3,184.00	0.00	1,249.04	60.77
001-21-520.41.10	COMMUNICATION SERVICES	6,000.00	6,000.00	0.00	(1,254.70)	120.91
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	7,000.00	7,000.00	0.00	6,825.53	2.49
001-21-520.46.15	EQUIPMENT	2,500.00	2,500.00	0.00	1,038.10	58.48
001-21-520.46.16	RADAR CALIBRATION	250.00	250.00	0.00	(261.00)	204.40
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	17,000.00	0.00	1,168.26	93.13
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,500.00	1,500.00	0.00	274.18	81.72
001-21-520.48.50	CRIME PREVENTION	1,500.00	1,500.00	0.00	780.27	47.98
001-21-520.49.99	MISCELLANEOUS	100.00	100.00	0.00	2.55	97.45
001-21-520.51.10	POSTAGE	125.00	125.00	0.00	116.44	6.85
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	3,403.88	59.95
001-21-520.52.05	PROTECTIVE GEAR	3,500.00	3,500.00	0.00	1,621.82	53.66
001-21-520.52.50	GAS & OIL	25,000.00	25,000.00	0.00	6,521.52	73.91
001-21-520.52.70	MEDICAL	800.00	800.00	0.00	800.00	0.00
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	(1,400.11)	146.67
001-21-520.54.00	DUES & SUBSCRIPTIONS	1,175.00	1,175.00	0.00	470.00	60.00

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-21-520.54.10	TRAINING & SCHOOLS	6,400.00	6,400.00	0.00	5,950.00	7.03
001-21-520.64.01	Capital Outlay	8,400.00	8,400.00	0.00	(3,600.43)	142.86
001-21-543.00.00	LICENSES & FEES	14,646.00	14,646.00	0.00	1,561.25	89.34
001-21-581.00.00	TRANSFER OUT	15,000.00	15,000.00	0.00	0.00	100.00
						88.67
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	96,226.00	96,226.00	0.00	7,608.43	92.09
001-22-500.14.16	HURRICANE PAY	1,890.00	1,890.00	0.00	1,890.00	0.00
001-22-500.14.50	STIPEND PAYROLL	44,000.00	44,000.00	0.00	27,479.00	37.55
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,727.00	10,727.00	0.00	2,651.98	75.28
001-22-500.22.01	RETIREMENT - ICMA	9,248.00	9,248.00	0.00	431.84	95.33
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	3,591.00	3,591.00	0.00	371.15	89.66
001-22-500.23.01	HEALTH INSURANCE	28,200.00	28,200.00	0.00	1,824.12	93.53
001-22-500.23.02	LIFE INSURANCE	148.00	148.00	0.00	12.88	91.30
001-22-500.23.10	STATUTORY AD&D	207.00	207.00	0.00	(162.50)	178.50
001-22-500.24.00	WORKERS COMPENSATION	16,222.00	16,222.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	128.63	46.63
001-22-520.31.11	SECURITY	0.00	0.00	0.00	(300.00)	100.00
001-22-520.34.40	DISPATCHING SERVICES	5,400.00	5,400.00	0.00	1,200.00	77.78
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	2,060.00	2,060.00	0.00	1,644.00	20.19
001-22-520.36.00	ANNUAL PHYSICALS	4,375.00	4,375.00	0.00	3,075.00	29.71
001-22-520.40.00	TRAVEL & MEETINGS	750.00	750.00	0.00	193.89	74.15
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	1,944.00	0.00	0.00	100.00
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	1,137.35	88.63
001-22-520.46.20	VEHICLE MAINTENANCE	32,000.00	32,000.00	0.00	15,305.85	52.17
001-22-520.46.30	BUILDING MAINTENANCE	1,000.00	1,000.00	0.00	(1,068.19)	206.82
001-22-520.51.00	OFFICE SUPPLIES	800.00	800.00	0.00	582.60	27.18
001-22-520.52.00	UNIFORMS	12,600.00	12,600.00	0.00	9,120.86	27.61
001-22-520.52.02	S.C.B.A.	2,550.00	2,550.00	0.00	(999.76)	139.21
001-22-520.52.05	PROTECTIVE GEAR	2,925.00	2,925.00	0.00	(139.79)	104.78
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	556.42	44.36
001-22-520.52.20	TOOLS & HARDWARE	10,500.00	10,500.00	0.00	9,137.67	12.97
001-22-520.52.50	GAS & OIL	5,000.00	5,000.00	0.00	2,363.20	52.74

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	(933.33)	166.67
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	610.00	0.00	60.00	90.16
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	808.00	85.38
001-22-520.54.12	TRAINING MATERIALS	3,200.00	3,200.00	0.00	2,595.46	18.89
001-22-520.64.01	Capital Outlay	82,369.00	82,369.00	195.00	2,714.98	96.70
001-22-543.00.00	LICENSES & FEES	13,473.00	13,473.00	0.00	1,529.12	88.65
001-22-581.00.00	TRANSFER OUT	36,500.00	36,500.00	0.00	0.00	100.00
						79.62
Department: 29 CODE ENFORCEM						
001-29-500.12.00	REGULAR SALARIES	15,792.00	15,792.00	0.00	6,946.62	56.01
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	1,208.00	1,208.00	0.00	332.45	72.48
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	2,143.00	2,143.00	0.00	640.24	70.12
001-29-500.23.10	STATUTORY AD&D	21.00	21.00	0.00	0.00	100.00
001-29-500.24.00	WORKERS COMPENSATION	738.00	738.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	51.00	51.00	0.00	36.63	28.18
001-29-520.40.00	TRAVEL & MEETINGS	50.00	50.00	0.00	50.00	0.00
001-29-520.46.12	MAINTENANCE SUPPLIES	100.00	100.00	0.00	100.00	0.00
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	150.00	0.00	150.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,600.00	4,600.00	0.00	707.14	84.63
001-29-520.51.00	OFFICE SUPPLIES	125.00	125.00	0.00	67.75	45.80
001-29-520.51.10	POSTAGE	350.00	350.00	0.00	228.18	34.81
001-29-520.51.20	RECORDING COSTS	120.00	120.00	0.00	120.00	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	600.00	600.00	0.00	600.00	0.00
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	1,000.00	0.00
						58.44
Department: 41 PUBLIC WORKS						
001-41-500.12.00	REGULAR SALARIES	253,947.00	253,947.00	0.00	54,062.18	78.71
001-41-500.14.00	SALARIES OVERTIME	4,000.00	4,000.00	0.00	3,051.80	23.71
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	19,427.00	19,427.00	0.00	3,847.80	80.19
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	34,461.00	34,461.00	0.00	7,150.68	79.25
001-41-500.23.01	HEALTH INSURANCE	46,000.00	46,000.00	0.00	10,551.70	77.06

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-41-500.23.02	LIFE INSURANCE	294.00	294.00	0.00	(5.51)	101.87
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	0.00	100.00
001-41-500.24.00	WORKERS COMPENSATION	4,424.00	4,424.00	0.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	813.00	813.00	0.00	552.80	32.00
001-41-530.40.00	TRAVEL & MEETINGS	150.00	150.00	0.00	150.00	0.00
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	(5,543.50)	210.87
001-41-530.43.50	DUMP SERVICE	2,000.00	2,000.00	0.00	1,918.84	4.06
001-41-530.46.12	MAINTENANCE SUPPLIES	6,500.00	6,500.00	0.00	5,528.23	14.95
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	3,538.28	29.23
001-41-530.46.20	VEHICLE MAINTENANCE	9,500.00	9,500.00	0.00	(5,709.46)	160.10
001-41-530.46.30	BUILDING MAINTENANCE	9,000.00	9,000.00	0.00	(6,391.09)	171.01
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	600.00	600.00	0.00	539.57	10.07
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	(700.00)	170.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	2,000.00	2,000.00	0.00	1,869.69	6.52
001-41-530.46.35	PIER MAINTENANCE	1,000.00	1,000.00	0.00	863.40	13.66
001-41-530.46.40	GROUNDS MAINTENANCE	10,000.00	10,000.00	0.00	5,101.46	48.99
001-41-530.52.00	UNIFORMS	3,750.00	3,750.00	0.00	2,147.75	42.73
001-41-530.52.05	PROTECTIVE GEAR	2,500.00	2,500.00	0.00	1,539.39	38.42
001-41-530.52.20	TOOLS & HARDWARE	5,000.00	5,000.00	0.00	(651.76)	113.04
001-41-530.52.25	TOOL RENTALS	1,500.00	1,500.00	0.00	645.85	56.94
001-41-530.52.50	GAS & OIL	7,000.00	7,000.00	0.00	1,548.00	77.89
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	513.26	93.16
001-41-530.53.20	STREET SIGNS	8,000.00	8,000.00	0.00	2,616.36	67.30
001-41-530.54.10	TRAINING & SCHOOLS	1,500.00	1,500.00	0.00	984.05	34.40
001-41-530.57.25	WELDING	200.00	200.00	0.00	200.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	4,000.00	4,000.00	0.00	0.00	100.00
001-41-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						80.71
Department: 42 GROUNDS KEEPII						
001-42-530.34.91	LANDSCAPING	22,300.00	22,300.00	0.00	8,874.44	60.20
001-42-530.46.15	EQUIPMENT MAINTENANCE	2,500.00	2,500.00	0.00	(933.09)	137.32
001-42-530.46.40	GROUNDS MAINTENANCE	26,000.00	26,000.00	0.00	15,923.46	38.76
001-42-530.46.43	TREE EXPENSE	3,000.00	3,000.00	0.00	3,000.00	0.00

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
001-42-530.52.00	UNIFORMS	3,125.00	3,125.00	0.00	2,980.25	4.63
001-42-530.52.05	PROTECTIVE GEAR	575.00	575.00	0.00	485.31	15.60
001-42-530.52.20	TOOLS & HARDWARE	500.00	500.00	0.00	(1,008.28)	301.66
001-42-530.52.25	TOOL RENTALS	0.00	0.00	0.00	(323.69)	100.00
001-42-530.52.50	GAS & OIL	1,000.00	1,000.00	0.00	(263.71)	126.37
001-42-530.54.10	TRAINING & SCHOOLS	375.00	375.00	0.00	375.00	0.00
001-42-530.64.01	CAPITAL OUTLAY	0.00	0.00	0.00	(7,134.60)	100.00
001-42-581.00.00	TRANSFER OUT	4,250.00	4,250.00	0.00	0.00	100.00
						65.46
Department: 72 PARKS & RECREA						
001-72-570.48.10	FOUNDER'S DAY	8,000.00	8,000.00	0.00	(549.02)	106.86
001-72-570.48.50	MOVIES IN THE PARK	1,800.00	1,800.00	0.00	813.03	54.83
001-72-570.48.52	FOURTH OF JULY	1,000.00	1,000.00	0.00	0.00	100.00
001-72-570.48.53	CHRISTMAS DECORATIONS PARK	4,000.00	4,000.00	0.00	(592.55)	114.81
001-72-570.48.60	EASTER EGG HUNT	400.00	400.00	0.00	(25.12)	106.28
001-72-570.48.90	RECREATION PROGRAMS	5,000.00	5,000.00	0.00	3,530.59	29.39
001-72-570.48.91	CHILDREN'S BUSINESS FAIR	5,000.00	5,000.00	0.00	(985.87)	119.72
001-72-570.63.01	TENNIS COURT EXPEDITURES	700.00	700.00	0.00	700.00	0.00
001-72-570.63.02	BBALL & VBALL COURTS	700.00	700.00	0.00	0.00	100.00
001-72-570.64.01	CAPITAL OUTLAY	30,000.00	30,000.00	0.00	700.64	97.66
						93.65
Overall Expenditure Rate:						82.80
Fund: 104 ENVIRONMENTAL ADV						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	9,977.14	9,977.14	0.00	9,977.14	0.00
104-00-337.90.01	OTHER GRANTS	0.00	0.00	0.00	(568.00)	100.00
104-00-381.00.00	TRANSFERS IN	5,500.00	5,500.00	0.00	0.00	100.00
						39.21

Account Category: Expenditures	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
Department: 72 PARKS & RECREA						
104-72-570.31.00	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00
104-72-570.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
104-72-570.46.40	GROUNDS MAINTENANCE	1,200.00	1,200.00	0.00	920.29	23.31
104-72-570.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(345.35)	100.00
104-72-570.52.00	UNIFORMS	400.00	400.00	0.00	360.77	9.81
104-72-570.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	4,971.17	17.15
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,500.00	0.00	57.61	96.16
						27.03

Fund: 125 BUILDING DEPT

Account Category: Revenues

Department: 24 PROTECTIVE INSP

125-24-322.00.00	BUILDING PERMITS	240,000.00	240,000.00	0.00	70,278.83	70.72
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	0.00	0.00	(15.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	2,500.00	2,500.00	0.00	2,125.00	15.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	6,000.00	6,000.00	0.00	4,261.25	28.98
125-24-322.20.00	BUILDING PLAN REVIEW	5,500.00	5,500.00	0.00	3,625.00	34.09
125-24-322.31.00	BOA ADVERTISING COSTS	100.00	100.00	0.00	(175.06)	275.06
125-24-322.31.20	P&Z ADVERTISING	200.00	200.00	0.00	200.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	13,000.00	13,000.00	0.00	2,531.43	80.53
125-24-329.00.10	BOA VARIANCE FEES	1,000.00	1,000.00	0.00	(3,297.00)	429.70
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	6,000.00	0.00	546.14	90.90
125-24-364.10.00	DISPOSAL OF ASSETS - VEHICLES	0.00	0.00	0.00	(6,000.00)	100.00
						72.99

Account Category: Expenditures

125-24-500.12.00	REGULAR SALARIES	154,096.00	154,096.00	0.00	13,090.10	91.51
125-24-500.14.00	SALARIES OVERTIME	1,000.00	1,000.00	0.00	1,000.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	11,788.34	11,788.34	0.00	1,199.39	89.83
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	20,910.83	20,910.83	0.00	1,758.45	91.59
125-24-500.23.01	HEALTH INSURANCE	17,000.00	17,000.00	0.00	4,419.04	74.01
125-24-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	24.52	81.97
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	0.00	100.00

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
125-24-500.24.00	WORKERS COMPENSATION	1,475.00	1,475.00	0.00	1,475.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	493.11	493.11	0.00	314.10	36.30
125-24-520.40.00	TRAVEL & MEETINGS	700.00	700.00	0.00	(1,156.46)	265.21
125-24-520.41.10	COMMUNICATION SERVICES	0.00	0.00	0.00	(195.00)	100.00
125-24-520.46.20	VEHICLE MAINTENANCE	800.00	800.00	0.00	374.09	53.24
125-24-520.51.00	OFFICE SUPPLIES	430.00	430.00	0.00	167.18	61.12
125-24-520.51.10	POSTAGE	75.00	75.00	0.00	57.64	23.15
125-24-520.52.00	UNIFORMS	560.00	560.00	0.00	335.31	40.12
125-24-520.52.20	TOOLS & HARDWARE	100.00	100.00	0.00	(129.00)	229.00
125-24-520.52.50	GAS & OIL	700.00	700.00	0.00	275.13	60.70
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	0.00	1,475.00	1.67
125-24-520.54.10	TRAINING & SCHOOLS	400.00	400.00	0.00	(549.00)	237.25
125-24-520.64.01	Capital Outlay	0.00	0.00	0.00	(10,733.00)	100.00
125-24-543.00.00	LICENSES & FEES	3,490.00	3,490.00	0.00	(1,693.10)	148.51
125-24-581.00.00	TRANSFER OUT	20,000.00	20,000.00	0.00	20,000.00	0.00

86.63

Fund: 145 AMERICAN RESCUE PLA

Account Category: Revenues

Department: 00

145-00-271.00.99	CARRY FORWARD	759,385.36	759,385.36	0.00	759,385.36	0.00
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0.00

Account Category: Expenditures

Department: 41 PUBLIC WORKS

145-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(7,330.00)	100.00
145-41-530.64.01	CAPITAL OUTLAY	758,533.87	758,533.87	0.00	716,689.24	5.52

6.48

Fund: 172 OCEAN PARK PARKING

Account Category: Revenues

Department: 00

172-00-271.00.99	CARRY FORWARD	51,144.00	51,144.00	0.00	51,144.00	0.00
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0.00

Department: 75 TOWN PARKS	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
172-75-342.10.00	PARKING TICKET REVENUE	12,000.00	12,000.00	0.00	6,650.00	44.58
172-75-344.50.00	PARKING METER REVENUE	95,000.00	95,000.00	0.00	13,257.21	86.05
						81.40

Account Category: Expenditures

172-75-543.00.00	LICENSES & FEES	0.00	0.00	0.00	(300.00)	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	73,000.00	73,000.00	0.00	50,649.55	30.62
172-75-575.32.90	BANKING FEES	5,500.00	5,500.00	0.00	1,283.94	76.66
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	1,800.00	0.00	150.00	91.67
172-75-575.34.91	LANDSCAPING	1,500.00	1,500.00	0.00	1,278.27	14.78
172-75-575.41.10	IPS COMMUNICATIONS FEE	5,000.00	5,000.00	0.00	1,352.15	72.96
172-75-575.43.10	ELECTRICITY	3,000.00	3,000.00	0.00	794.40	73.52
172-75-575.43.20	WATER & SEWER	1,200.00	1,200.00	0.00	(462.87)	138.57
172-75-575.43.50	DUMP SERVICE	250.00	250.00	0.00	250.00	0.00
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	3,000.00	0.00	609.87	79.67
172-75-575.46.31	BUILDING MAINT RESTROOMS	400.00	400.00	0.00	(1,893.88)	573.47
172-75-575.46.40	GROUNDS MAINTENANCE	1,200.00	1,200.00	0.00	(634.03)	152.84
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	350.00	0.00	(1,828.15)	622.33
172-75-575.52.25	TOOL RENTAL	3,000.00	3,000.00	0.00	3,000.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	1,500.00	1,500.00	0.00	1,500.00	0.00
172-75-575.53.20	SIGNS	800.00	800.00	0.00	800.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	2,000.00	2,000.00	0.00	1,506.04	24.70
172-75-575.63.05	BOCCE BALL COURT	0.00	0.00	0.00	(7,356.15)	100.00
172-75-575.64.01	CAPITAL OUTLAY	6,000.00	6,000.00	0.00	5,433.07	9.45
172-75-581.00.00	TRANSFER OUT	1,400.00	1,400.00	0.00	0.00	100.00
						49.38

Fund: 175 RYCKMAN CROSSOVER

Account Category: Revenues

Department: 00

175-00-271.00.99	CARRY FORWARD	120,556.74	120,556.74	0.00	120,556.74	0.00
						0.00

Department: 75 TOWN PARKS	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
175-75-342.10.00	PARKING TICKET REVENUE	3,500.00	3,500.00	0.00	(3,250.00)	192.86
175-75-344.50.00	PARKING METER REVENUE	89,000.00	89,000.00	0.00	7,613.39	91.45
175-75-344.50.10	PARK PASS REVENUE	2,500.00	2,500.00	0.00	(700.00)	128.00
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(75.00)	100.00
						96.22

Account Category: Expenditures

175-75-575.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(3,000.00)	100.00
175-75-575.32.90	BANKING FEES	3,400.00	3,400.00	0.00	589.29	82.67
175-75-575.41.15	IPS COMMUNICATION FEE	2,800.00	2,800.00	0.00	429.47	84.66
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,876.50)	100.00
175-75-575.48.52	FALL FESTIVAL	4,000.00	4,000.00	0.00	278.20	93.05
175-75-575.48.53	CHRISTMAS DECORATIONS	4,000.00	4,000.00	0.00	4,000.00	0.00
175-75-575.50.00	RECREATION PROGRAMS	10,500.00	10,500.00	0.00	1,400.00	86.67
175-75-575.63.06	PLAYGROUND EQUIPMENT	0.00	0.00	0.00	(2,256.69)	100.00
175-75-575.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
175-75-575.73.00	CULTURAL SERVICES	3,500.00	3,500.00	0.00	2,699.08	22.88
175-75-581.00.00	TRANSFER OUT	91,500.00	91,500.00	0.00	0.00	100.00
						69.20

Fund: 351 LAND & ROAD IMPROV

Account Category: Revenues

Department: 00

351-00-271.00.99	CARRY FORWARD	27,397.17	27,397.17	0.00	27,397.17	0.00
351-00-381.00.00	TRANSFERS IN	90,000.00	90,000.00	0.00	0.00	100.00
						76.66

Account Category: Expenditures

Department: 41 PUBLIC WORKS

351-41-570.31.00	PROFESSIONAL SERVICES	5,000.00	5,000.00	0.00	3,777.50	24.45
351-41-570.31.21	ENGINEERING SERVICES	20,000.00	20,000.00	0.00	20,000.00	0.00
351-41-570.34.91	LANDSCAPING	10,000.00	10,000.00	0.00	(3,304.00)	133.04
351-41-570.46.40	GROUNDS MAINTENANCE	0.00	0.00	0.00	(1,183.10)	100.00
351-41-570.46.43	TREE EXPENSE	9,000.00	9,000.00	0.00	8,650.00	3.89
351-41-570.52.25	TOOL RENTALS	3,000.00	3,000.00	0.00	3,000.00	0.00

	Description	ORIGINAL BUDG	Amended	Encumbrance	Available	% Used
351-41-570.53.20	STREET SIGNS	20,000.00	20,000.00	0.00	(15,515.13)	177.58
351-41-570.64.01	CAPITAL OUTLAY	50,000.00	50,000.00	0.00	50,000.00	0.00
						44.08

FY23	Nov-23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	TOTAL
Ocean	3,785.42	3,456.88	4,996.04	8,137.70	13,056.24	9,875.00	10,732.69	10,164.36	13,312.63	8,768.32	91,206.32
Ryckman	5,050.00	6,359.91	6,415.41	8,745.55	10,817.72	9,235.16	9,540.80	7,688.74	9,178.92	6,403.47	85,790.03
Total	8,835.42	9,816.79	11,411.45	16,883.25	23,873.96	19,110.16	20,273.49	17,853.10	22,491.55	15,171.79	176,996.35

FY24	Nov-23	Dec-24	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	TOTAL
Ocean	3,669.99	2,544.37	2,412.50	3,359.78	10,650.19	10,584.79	11,999.21	11,707.57	13,209.28	7,281.57	81,742.79
Ryckman	4,085.40	5,833.19	5,111.66	6,927.64	10,600.74	9,782.44	9,917.90	8,116.48	8,718.81	6,675.88	81,386.61
Total	7,755.39	8,377.56	7,524.16	10,287.42	21,250.93	20,367.23	21,917.11	19,824.05	21,928.09	13,957.45	163,129.40

Public Works Activities

August 2024

On behalf of my crew I just want to let the Commission and Town residents the many compliments received are appreciated. As the leader of this Department I will tell you that any compliments I receive are shared with my crew. Much appreciated. Thanks

Construction of deck in Ryckman Park - 24 x 40 ft. under oaks –

Repaired one of the picnic covered areas Ocean Park

Notified FPL – street lights out 200 block First Ave. – per resident request

Notified Brevard County Public Works about sunken area by sewer box Sandy Key

Trimmed area of beach crossover path – Cherry

Removed large trim limb broken by winds Oak St.

Installed new Town Of Melbourne Beach signs incoming routes to Town

Many hundreds of pounds of tree debris collected – high winds (waterspout?)

Measure size of pathway along south end of Ryckman supplied to Parks Board

Repaired bathroom stall latch Ocean Park

Replaced handsoap dispensers Ocean Park

Installed new drinking fountain Ryckman Park restrooms

Assembled new chairs for Community Center/placed in Community Center

Removed rotten wood and replaced window Ryckman House window

Built assembled and installed crossover flag holders for pedestrian crossings

Constructed swale Ash and Orange

Continued months long conversation with FDOT ref. Cherry ped crossing and Oak and Ocean intersection

Installed "Back to School" banners Circle Park and Bicentennial Park



TOWN OF MELBOURNE BEACH

BREVARD COUNTY'S OLDEST BEACH COMMUNITY ESTABLISHED 1883

Building Department Report

JULY 2024

- permits issued 41
- Construction value of the \$672,148.23 permits totaled \$13,503.74
- Total permit fees \$13,503.74
- Inspections completed 102
- Plans reviewed 41
- Site plan review for P&Z 1
- Vacation rental inspections 2
- New home 0
- Stop work order 0

Monthly Permit List

Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS24-0008	GROUNDEN BUILDS BREVARD, LLC	408 SURF RD	\$533.00	\$32000.00
Work Description: Construction of Detached Gym/Outdoor Kitchen				

Total Permits For Type: 1
Total Fees For Type: \$533.00
Total Const. Value For Type: \$32000.00

Electrical

Permit #	Applicant	Address	Fee Total	Const. Value
PE24-0043	HECK, JAMES	505 ANDREWS DR	\$79.00	\$2340.00
Work Description: Replace 200A OH Service				
PE24-0044	LLERENA, ABNER	603 MANGO DR	\$109.00	\$3500.00
Work Description: remove and replace existing meter main and electrical panel				
PE24-0042	Saunders, Brian	300 SHANNON AVE	\$82.00	\$2600.00
Work Description: replace a 24 space 200A Federal Pacific panel with a 32 space Square D Homeline 200A panel				

Total Permits For Type: 3
Total Fees For Type: \$270.00
Total Const. Value For Type: \$8440.00

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF24-0026	PRISCILLA A DE NINO REVOCABLE TRUST	203 ELM AVE	\$124.00	\$4000.00
Work Description: replace fence				
PF24-0025	Carrie's Fence of Palm Bay	2204 REDWOOD AVE	\$241.23	\$7845.00
Work Description: installing 154' of 6' tall wood fence with (1) 15' wide double drive gate and (1) 4' wide walk gate				
PF24-0027	Professional Grade Fence	540 SUNSET BLVD	\$187.75	\$6100.00
Work Description: 116' OF 5' TALL ALUMINUM FENCE 1X 4' GATE 1X5' GATE				

Total Permits For Type: 3
Total Fees For Type: \$552.98
Total Const. Value For Type: \$17945.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM24-0070	NATHAN IACOBACCI	420 4TH AVE	\$276.13	\$8980.00
Work Description: replace exact hvac system				

PM24-0073	ELIJAH LUTHER	304 5TH AVE	\$205.87	\$6695.00
Work Description: HVAC changeout like for like				
PM24-0067	Manuel Antonio Montoya	200 SIXTH AVE	\$152.73	\$4950.00
Work Description: remove all existing damage fiberglass air ducts and redo using flexible ducts and insulated Boots, install new 3/4 3/8 copper line set a T-stat wire. Install a 3 ton air conditioning				
PM24-0061	Paul M Hoskins	423 6TH AVE	\$154.25	\$5000.00
Work Description: Air handler only change out like for like				
PM24-0065	NATHAN IACOBACCI	302 ATLANTIC ST	\$609.35	\$39449.00
Work Description: Replace 2 AC systems and duct work				
PM24-0071	Lamb, David	1702 ATLANTIC ST 1C	\$326.99	\$11901.00
Work Description: EXACT HVAC CHANGEOUT				
PM24-0066	NATHAN IACOBACCI	1712 ATLANTIC ST 6F	\$297.66	\$9680.00
Work Description: Repalce exact HVAC System				
PM24-0064	JONATHON Black	408 CORAL AVE	\$325.95	\$11800.00
Work Description: Replace A/C system				

Total Permits For Type: 8
Total Fees For Type: \$2348.93
Total Const. Value For Type: \$98455.00

Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC24-0013	MOWRER, ERIC	2101 ATLANTIC ST 532	\$79.00	\$500.00
Work Description: Demolition and removal of fireplace. Repair drywall				

Total Permits For Type: 1
Total Fees For Type: \$79.00
Total Const. Value For Type: \$500.00

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD24-0026	DUFF, ALLEN J JR	311 FOURTH AVE	\$184.70	\$6000.00
Work Description: slab/carport				
PCD24-0027	WALTERS, STEVEN O	416 SIXTH AVENUE	\$220.63	\$7175.00
Work Description: Remove concrete drive replace with pavers				
PCD24-0028	MCGEOUGH, SEAN MCGEOUGH, MARY	222 SURF RD	\$169.48	\$5500.00
Work Description: Pavers on new driveway				

Total Permits For Type: 3
Total Fees For Type: \$574.81
Total Const. Value For Type: \$18675.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP24-0021	BRIAN K MARKLE Work Description: master bath remodel	600 HIBISCUS TRL	\$410.00	\$20000.00
PP24-0022	White, Roxy Work Description: whole house repipe	1901 NEPTUNE DR	\$150.56	\$4878.50

Total Permits For Type: 2
Total Fees For Type: \$560.56
Total Const. Value For Type: \$24878.50

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL24-0013	GLENN, DONALD Work Description: installation of inground fiberglass swimming pool	1503 ATLANTIC ST	\$717.50	\$50000.00

Total Permits For Type: 1
Total Fees For Type: \$717.50
Total Const. Value For Type: \$50000.00

Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO24-0004	SUBURBAN PROPANE Work Description: (2) 120 GALLON ABOVE GROUND PROPANE TANKS WITH SERVICE TO A GENERATOR	311 THIRD AVE	\$124.00	\$4000.00

Total Permits For Type: 1
Total Fees For Type: \$124.00
Total Const. Value For Type: \$4000.00

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR24-0041	BARVITE ROOFING INC Work Description: METAL ROOF 60 SQUARES 5/12 PITCH UNDERLAYMENT FL5259-R43 METAL FL1724-R2	604 ALDEN PL	\$748.25	\$53000.00
PRR24-0042	DC ROOFING Work Description: shingle re-roof FL10124 Underlayment FL17322	217 ASH AVE	\$431.02	\$22050.00
PRR24-0028	Mike Willis Roofing & Construction LLC Work Description: roof replacement	603 ATLANTIC ST	\$1291.75	\$112050.00
PRR24-0040	DIRECT METAL ROOFING Work Description: Residential Re-Roof	502 COLONY ST	\$358.75	\$15000.00
PRR24-0039	BD ROOFS & EXTERIORS INC Work Description: Flat roof only	300 SHANNON AVE	\$301.35	\$9800.00

Total Permits For Type: 5

Total Fees For Type: \$3131.12
Total Const. Value For Type: \$211900.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB24-0026	CASTILLO REMODELZONE	1910 CEDAR LN	\$1022.45	\$13800.00
Work Description: Bathroom remodel, new faucet, new tile, new shower, new toilet				

Total Permits For Type: 1
Total Fees For Type: \$1022.45
Total Const. Value For Type: \$13800.00

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH24-0008	UGRYUMOV, VLADIMIR	315 HIBISCUS TRL	\$312.63	\$10499.83
Work Description: 10 x 16 built on site shed				

Total Permits For Type: 1
Total Fees For Type: \$312.63
Total Const. Value For Type: \$10499.83

Solar

Permit #	Applicant	Address	Fee Total	Const. Value
PSL24-0005	CASTAWAYS ENERGY LLC	210 5TH AVE	\$746.20	\$52800.00
Work Description: INSTALLATION OF ROOF MOUNTED PHOTO VOLTAIC SYSTEM				
PSL24-0004	MARK WASMILLER SUNERGY SOLAR LLC	303 SHANNON AVE	\$805.29	\$58564.90
Work Description: Install 18.90kw roof mounted solar panel system				

Total Permits For Type: 2
Total Fees For Type: \$1551.49
Total Const. Value For Type: \$111364.90

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR24-0012	D'AYALA, MARCUS	505 BANYAN WAY	\$0.00	\$0.01
Work Description: Banyan Tree and Palm Tree in backyard needs to be removed since the Banyan tree has affected and cracked the foundation of the house and rear patio; also, the banyan tree has current active infestations and appears to be a potential hazard to house and neighbors' house property in the event of a wind storm. Also, the power lines to the house are in very close proximity to this tree. The palm tree has become engulfed by the Banyan Tree.				

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

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS24-0075	NEIGHBORHOOD WINDOWS AND DOORS	317 FIRST AVE	\$395.77	\$18612.00
	Work Description: Replacing windows			
PWS24-0073	IKON WINDOWS AND DOORS LLC	200 SIXTH AVE	\$458.18	\$24700.00
	Work Description: remove and replace windows and doors			
PWS24-0081	AFFORABLE GLASS PROTECTION	411 AVENUE A	\$217.40	\$7070.00
	Work Description: Install hurricane shutters			
PWS24-0076	Atlantic Storm Protection	509 BANYAN WAY	\$131.20	\$4239.99
	Work Description: Installation of shutters FL16293, 1 front door, garage door, rear slider, and 9 windows FL17733, 1 opening			
PWS24-0078	PRECISION DOOR SERVICES OF BREVARD	512 HARLAND AVE	\$123.70	\$3990.00
	Work Description: REPLACING CURRENT GARAGE DOOR(S) WITH HURICANE IMPACT REATED GARAGE DOOR(S)			
PWS24-0066	Clyde Hippchen Carpentry Inc	703 HIBISCUS TRL	\$79.00	\$700.00
	Work Description: Remove and replace exterior garage door			
PWS24-0077	Tropical Doors Inc	2100 NEPTUNE DR	\$139.03	\$4500.00
	Work Description: replace garage door 9x8			
PWS24-0074	Atlantic Storm Protection	2002 NEPTUNE DR	\$180.99	\$5878.00
	Work Description: INSTALLATION OF SHUTTERS FL42141 AR REAR LANAI			

Total Permits For Type:	8
Total Fees For Type:	\$1725.27
Total Const. Value For Type:	\$69689.99

Grand Total Fees:	\$13,503.74
Grand Total Permits:	41.00
Grand Total Const. Value:	\$672148.23

Inspection Totals

Barriers & Alarms	1
BTR FIRE	6
Dry-In	4
Electrical	8
Equipotential	3
Final	3
Final	1
Final Building	3
Final Fence	3
Final Mechanical	5
Final Miscellaneous	2
Final Paver, Concrete, & Deck	3
Final Plumbing	2
Final Pool	5
Final Propane	1
Final Solar	1
Final Tree	1
Final Window, Door, & Shutter	13
Fire Inspection	1
Footer	1

Inspection Totals

Framing	3
In Progress	1
In Progress - Window	3
Initial	1
In-Progress	1
In-Progress	2
Insulation	4
Pre Pour	3
Rough Building	1
Rough Electrical	3
Rough Mechanical	2
Rough Miscellaneous	1
Rough Plumbing	6
Screw	3
Under ground rough, tie down and pressure test	1

Total # of Inspections: 102

Enforcement List

09/10/2024

1/2

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE24-0223	1709 PINE ST	Pools	Open - Complaint Received	Public - web	08/01/24	
ECE24-0224	217 THIRD AVE	Short Term Rental Violations	Open - Complaint Received	Public - Email	08/10/24	
ECE24-0228	601 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Public - Email	08/30/24	
ECE24-0231	302 5TH AVE	Short Term Rental Violations	Open - Complaint Received	Public - walk In	09/05/24	
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	Open - Court Magistrate	Staff	07/31/23	
ECE23-0193	409 THIRD AVE	Attractive Nuisance	Open - First Letter Sent	Staff	09/21/23	
ECE23-0206	200 OCEAN AVE STE 203	Business Tax	Open - First Letter Sent	Staff	12/18/23	
ECE24-0214	387 RIVER VIEW LN	Short Term Rental Violations	Open - First Letter Sent		04/01/24	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	08/14/24
ECE23-0192	323 AVENUE A	Attractive Nuisance	Open - Second Letter Certified Mail	Staff	09/21/23	
ECE24-0229	416 THIRD AVE	Lawns - Overgrowth	Open - Verbal Warning		09/03/24	
ECE24-0230	308 ORANGE ST	Lawns - Overgrowth	Open - Verbal Warning	Public - Phone	09/04/24	
ECE24-0232	401 HIBISCUS TRL	Short Term Rental Violations	Open - Verbal Warning		09/05/24	
ECE24-0233	322 HIBISCUS TRL	Short Term Rental Violations	Open - Verbal Warning	Staff	09/05/24	
ECE24-0234	210 4TH AVE	Lawns - Overgrowth	Open - Verbal Warning		09/05/24	
ECE24-0235	206 4TH AVE	Lawns - Overgrowth	Open - Verbal Warning	Staff	09/05/24	
ECE24-0236	1505 ORANGE ST	Lawns - Overgrowth	Open - Verbal Warning	Staff	09/06/24	
ECE24-0237	302 5TH AVE	Short Term Rental Violations	Open - Verbal Warning	Staff	09/06/24	

Total # of Enforcements: 18

Enforcement List

09/10/2024

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Enforcement #	Address	Category	Status	Origin	Filed	Closed
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Enforcement List

09/10/2024

1/1

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE24-0223	1709 PINE ST	Pools	Open - Complaint Received	Public - web	08/01/24	
ECE24-0224	217 THIRD AVE	Short Term Rental Violations	Open - Complaint Received	Public - Email	08/10/24	
ECE24-0228	601 HIBISCUS TRL	Trailers, Boats, and Recreational Vehicles	Open - Complaint Received	Public - Email	08/30/24	
ECE24-0215	304 S PALM AVE	Fences and walls	Closed - No Violations Found	Public - Phone	08/14/24	08/14/24
ECE24-0225	604 SHANNON AVE	Lawns - Overgrowth	Closed - No Violations Found	Public - Email	08/13/24	08/23/24
ECE24-0226	209 CHERRY DR	Lawns - Overgrowth	Closed - Complied		08/23/24	09/03/24
ECE24-0227	504 SHANNON AVE	Lawns - Overgrowth	Closed - Complied		08/26/24	09/06/24

Total # of Enforcements: 7

Certificate List

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR23-0016	217 FOURTH AVE	Vacation Rental	FOURTH AVENUE LLC	Issued	10/17/2023	10/17/2024	\$0.00
CVR23-0021	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Issued	10/24/2023	10/24/2024	\$0.00
CVR23-0019	228 6TH AVE	Vacation Rental	WELLENS, DOUGLAS M	Issued	10/26/2023	10/26/2024	\$0.00
CVR23-0020	212 DOGWOOD AVE	Vacation Rental	DEAN LAGALA	Issued	10/27/2023	10/27/2024	\$0.00
CVR23-0022	1905 REDWOOD AVE	Vacation Rental	ATLANTIC SURFSIDE, LLC	Issued	10/30/2023	10/30/2024	\$0.00
CVR23-0024	315 AVENUE B	Vacation Rental	KOGOK, RONALD C, JR	Issued	11/06/2023	11/06/2024	\$0.00
CVR23-0015	527 AVENUE B	Vacation Rental	SEIDEL, BRIAN R	Issued	11/08/2023	11/08/2024	\$0.00
CVR23-0023	411 OAK ST	Vacation Rental	MOLINA OAK LLC	Issued	11/14/2023	11/14/2024	\$0.00
CVR23-0025	2201 REDWOOD AVE	Vacation Rental	NEWTON, SHEILA D	Issued	11/21/2023	11/21/2024	\$0.00
CVR24-0001	308 SECOND AVE	Owner Occupied Exempt	NOBLE, LINDA S	Issued	01/10/2024	12/31/2024	\$0.00
CVR24-0002	311 FIRST AVE	Owner Occupied Exempt	JEPPSON, RICHARD C	Issued	01/10/2024	12/31/2024	\$0.00
CVR24-0003	322 3RD AVE	Owner Occupied Exempt	BARTON, JOYCE	Issued	01/10/2024	12/31/2024	\$0.00
CVR23-0003	304 FOURTH AVE	Vacation Rental	SAMMELMAN, MARK T	Issued	01/11/2024	01/11/2025	\$0.00
CVR24-0007	320 2ND AVE	Vacation Rental	WAGNER, CHRISTOPHER WAGNER, KIM	Issued	02/27/2024	02/27/2025	\$0.00
CVR24-0005	312 SECOND AVE	Vacation Rental	HENSEL, VANITA	Issued	03/01/2024	03/01/2025	\$0.00
CVR24-0006	209 FIRST AVE	Vacation Rental	KERR, HOWARD, DIANE	Issued	03/04/2024	03/04/2025	\$0.00
CVR24-0004	205 SURF RD	Vacation Rental	BLESSED IN THE SON LLC	Issued	03/12/2024	03/12/2025	\$0.00
CVR24-0009	300 THIRD AVE	Vacation Rental	GNK PROPERTIES	Issued	04/18/2024	06/05/2025	\$0.00
CVR24-0010	405 FIFTH AVE	Vacation Rental	GNK PROPERTIES LLC	Issued	04/18/2024	06/05/2025	\$0.00
CVR24-0008	301 OAK ST	Vacation Rental	BOCA COVE HIGHLAND BEACH LLC	Issued	04/23/2024	04/23/2025	\$0.00
CVR24-0015	311 AVENUE A	Vacation Rental	K5 INVESTMENT GROUP LLC	Issued	05/21/2024	06/09/2025	\$0.00
CVR24-0014	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, JAKE	Issued	05/29/2024	06/12/2025	\$0.00
CVR24-0016	211 CHERRY DR	Vacation Rental	BEACH HOST, LLC SEDENO, SELENE	Issued	07/03/2024	07/03/2025	\$0.00
CVR24-0013	406 HIBISCUS TRL	Vacation Rental	PETERS, ERIC RYAN	Issued	09/10/2024	09/10/2025	\$0.00
CVR24-0019	208 CHERRY DR	Vacation Rental	DALTON, BRITTANY	Issued	09/10/2024	09/10/2025	\$0.00
CVR24-0011	608 MANGO DR	Vacation Rental	COMPO, DEVIN	Issued	09/12/2024	09/12/2025	\$0.00
CVR24-0018	401 SECOND AVE	Vacation Rental	JUSTIN ARMOUR	Issued	09/12/2024	09/12/2025	\$0.00

Total # of Certificates: 27

Total Amount Due: \$0.00

Certificate List

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR22-0008	202 SURF RD	Vacation Rental	SURF202 LLC	Expired	10/05/2021	10/05/2022	\$0.00
CVR22-0011	1205 ATLANTIC ST	Vacation Rental	HUNT BROS INC	Expired	11/17/2021	11/17/2022	\$0.00
CVR22-0012	205 SURF RD	Vacation Rental	BLESSED IN THE SON LLC	Expired	11/19/2021	11/19/2022	\$0.00
CVR22-0005	304 FOURTH AVE	Vacation Rental	SAMMELMAN, MARK T	Expired	05/27/2021	04/26/2023	\$0.00
CVR22-0002	206 FIR AVE	Vacation Rental	HARRIS, CHARLES M	Expired	06/08/2022	06/08/2023	\$0.00
CVR22-0017	1103 ATLANTIC ST	Vacation Rental	SORGENFREI, JOHN R	Expired	07/12/2022	07/12/2023	\$0.00
CVR22-0022	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Expired	07/18/2022	07/18/2023	\$0.00
CVR23-0002	501 POINSETTIA RD	Vacation Rental	GENNA, PETE	Expired	07/06/2023	07/06/2024	\$0.00
CVR22-0044	224 FIFTH AVE	Vacation Rental	POVICH, ROBYN S	Expired	07/07/2023	07/07/2024	\$0.00
CVR23-0007	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Expired	08/02/2023	08/02/2024	\$0.00
CVR23-0011	400 AVENUE B	Vacation Rental	KERR, JOHN	Expired	08/31/2023	08/31/2024	\$0.00

Total # of Certificates: 11

Total Amount Due: \$0.00

Certificate List

09/10/2024

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Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR24-0013	406 HIBISCUS TRL	Vacation Rental	PETERS, ERIC RYAN	Ready to Issue		06/09/2025	\$0.00
CVR24-0019	208 CHERRY DR	Vacation Rental	DALTON, BRITTANY	Ready to Issue			\$0.00

Total # of Certificates: 2

Total Amount Due: \$0.00



Town of Melbourne Beach



Fire Department

MONTHLY REPORT – August 2024

Incident Response

For the month of August 2024, the Melbourne Beach Volunteer Fire Department responded to 5 calls for service, and was placed on Standby for 2 water rescue incidents. The average number of responding volunteer personnel per paged out call for the month was 11.

Breakdown:

- 2 Fire/Rescue 911 Calls (Paged out)
- 3 Public Service/Assists

Department Membership

- 1 Fire Chief (*Full-Time*)
- 1 Maintenance Technician (*Part-Time*)
- 18 Certified Volunteer Firefighters
- 4 Support Services Volunteers
- 8 Probationary Volunteer Members
- 4 Administrative Volunteers
- 1 Volunteer Fire Chaplain

Notable Incidents

- None

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. The next new recruit orientation is scheduled for February of 2025. For more information, visit MBVFD.com/recruitment or email us at FireTraining@MelbourneBeachFL.org.

Notable Events & Updates

FEMA Assistance to Firefighters Grant Update – Chief Brown and Ret. Chief Micka began the process of executing the successful AFG grant awarded last month. The \$40,952.00 award will be used to assist with the purchase of 10 sets of new structural firefighting gear. The new structural gear will help keep our volunteer firefighters safe and reduce the cancer risk potential.

Fire Hydrant Reflector Installation – Local Boy Scout of America, Logan Knolmayer, approached the Fire Department last month regarding a possible Eagle Scout project involving installing new fire hydrant reflectors throughout the town of Melbourne Beach. The Fire Department worked alongside Scout Knolmayer to provide traffic control and safety/medical standby during the installation phase of his project. The 168 new hydrant reflectors will assist firefighters in locating hydrants after dark. Thank you to Scout Knolmayer for completing this project to assist in keeping our community safe!

Fire Drill at Gemini Elementary - Chief Brown & Safety Officer Micka (Ret. Chief) attended the first fire drill of the new school year at Gemini Elementary school and provided observation and advice to school administrators regarding fire safety best practices for student evacuations. The drill was completed successfully with no deficiencies noted.

Emergency Medical Responder Program - Chief Brown (EMT), Vol. Battalion Chief J. Turner (Paramedic/RN), Vol. FF/Paramedic K. Connole (APRN), Vol. FF/EMT M. Dean, and Vol. FF/EMT T. Wood all completed their EMR Instructor qualifications and are working with the State of Florida to become an approved Emergency Medical Responder Training Site. The 56 hour program provides a basic level of emergency medical training, and the plan is to bring all MBVFD volunteers up from the current First Aid Provider/First Responder level to the nationally recognized EMR level over the next year.

Florida Wildland Firefighter Training Program – Department Fire Instructors are preparing to host and teach a 40 hour Basic Wildland Firefighting training program for the volunteer members of Melbourne Beach, Indianalantic, and Indian Harbour Beach. The program is targeted to start in September 2024.

Automatic Aid Agreement Investigation – Chief Brown continues to investigate the possibility of establishing an Automatic Aid Agreement with Indian Harbour Beach Fire Department. An automatic aid agreement immediately notifies the other agency when there is a report of a structure fire or other major incident that would require assistance from outside resources, which would allow our respective agencies, that rely on volunteer response, more time to assemble a crew and get additional staffing to the scene faster rather than waiting for the first unit to get on scene to confirm an emergency exists. Discussions are still underway at this time.

Misc. Updates - Chief Brown attended the Space Coast Fire Chiefs meeting as well as a Department of Homeland Security grant presentation.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 9/14/2024 4:14:10 PM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 08/01/2024 | End Date: 08/31/2024

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2024-82	08/06/2024		222 Fifth Avenue AVE , Melbourne Beach, FL, 32951	Public service assistance, other	08/06/2024 10:52	08/06/2024 11:03
2024-83	08/06/2024		507 Ocean AVE , Melbourne Beach, FL, 32951	Public service assistance, other	08/06/2024 22:00	08/06/2024 23:48
2024-84	08/20/2024		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	08/20/2024 09:12	08/20/2024 09:51
2024-85	08/27/2024		Hwy 192 CSWY , Indialantic, FL, 32903	Brush or brush-and-grass mixture fire	08/27/2024 19:50	08/27/2024 19:57
2024-86	08/28/2024		105 S Riverside DR , Indialantic, FL, 32903	Alarm system activation, no fire - unintentional	08/28/2024 11:53	08/28/2024 11:58

Location Type is only filled in when it is marked Intersection, Directions, or National Grid on Basic Info 3.



Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 9/14/2024 4:14:57 PM



Personnel Count per Incident for Date Range

Start Date: 08/01/2024 | End Date: 08/31/2024

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2024-82	8/6/2024 10:52:19	550 - Public service assistance, other	19112	3	0	3
2024-83	8/6/2024 22:00:26	550 - Public service assistance, other	19112	3	0	3
2024-84	8/20/2024 09:12:03	553 - Public service	19112	2	0	2
** 2024-85	8/27/2024 19:50:45	142 - Brush or brush-and-grass mixture fire	19112	6	8	14
** 2024-86	8/28/2024 11:53:22	745 - Alarm system activation, no fire - unintentional	19112	4	4	8

TOTAL # OF INCIDENTS: 5

AVERAGES:

3.6

2.4

6.0

Total # of incidents
paged out for
volunteer response: 2

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

5.0

6.0

11.0

Only REVIEWED incidents included

NOTE: MBVFD Volunteers were placed on standby twice on 8/18/24 for 2 separate water rescue incidents; no Incident Numbers were generated as both incidents were resolved without MBVFD response. Chief Brown and 9 volunteers responded to each standby request.



emergencyreporting.com
Doc Id: 358
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Melbourne Beach Police Department

Chief Zander's Monthly Report

August 2024



Operations:

In August 2024, the department handled 1431 calls for service.

Activity:

- 105 Citations/ 179 Written Warning
- 335 Traffic Stops
- 180 Traffic Enforcement Details
- 2 Traffic Complaint
- 16 Parking Citations

85% of Traffic stops conducted have received either a written warning or a citation.

PD News

- Attended the Brevard Police Chief's/Sheriff Quarterly meeting
- Attended Congressman Posey's Human Trafficking Symposium
- Attended Beachside Chiefs meeting In regards to Mental Wellness Program
- Attended Brevard Police Testing Meeting
- PPO Edgar Rivera completed Phase 2 of Field Training. Currently in Phase III
- The Police Department Volunteers completed 80 total hours of volunteer service.
 - Helping out with Front Desk Coverage/Admin and with House Checks

CRIME Update:

- Several Battery calls for service
- Discovered 2 firearms during calls for service.
- Numerous Disturbance Calls
- Several Drug investigations
- 6 arrests/1 Marchman Act (Intoxicated Individual), Trespassing, Flee and Elude, DUI.... etc.....
- 16 Suspicious Incidents/15 Suspicious Vehicles
- 12 Assist other Law enforcement agencies

Town of Melbourne Beach

Town Clerk Report

Business Tax Receipts – 72 Businesses have been renewed so far

Records Management Project/ Scanning Project – The scanning portion of project 1 is complete. Next step is importing the documents and building the public portal when the new website goes live.

New Town Website Project – Attended admin and user trainings. Projected go live date is September 25th.

Meetings – Had several meetings with Granicus about the new town website. Met with MCCi regarding the records management/scanning project.

Town Meetings – Prepared agendas and minutes and attended the Planning and Zoning Board Meeting, Special Magistrate Hearing, and 6 Commission Meetings. Created the agenda and prepared for the Environmental Advisory Board, Parks Board Meeting, History Center Board, Historical Preservation and Awareness Board, and the Police Pension Board.

Elections – The Town of Melbourne Beach will conduct a Municipal Election in conjunction with the November 5th General Election for the purpose of electing two at-large Commissioners for a three-year term.

There are four candidates:

- Joyce Barton
- Anna Butler
- Tim Reed
- Marivi Walker

Town Commission Meeting

Section: Public Comment

Meeting Date: September 18, 2024

Re: Public Comment from Walter Hardman

Background:

The Town received a public comment from resident Walter Hardman – 320 Sixth Ave who is unable to attend the meeting.

Recommendation:

The resident has requested his comment be read into the Commission Meeting minutes.

Attachments:

Letter from the resident

Walter Hardman
320 6th Ave

I have passed this on to our Town Manager as I am out of town and unable to attend the Commission meeting. I am addressing the commission as a resident and taxpayer, and I am requesting this be read into the commission meeting minutes.

I have been a resident of Melbourne Beach for over twenty-six years, and I have witnessed many challenges, changes and events in our town. No matter the challenge, the staff in town hall have always been helpful, professional, and respectful. Our Public Works Department has worked tirelessly to maintain and beautify our town. Our Police Department Is at present is the most professional it's been in 26 years. Our Volunteer Fire Department provides our town with state certified fire fighters at a fraction of what career firefighters would cost. Despite their hard work, it has become apparent that some residents, and elected officials in positions of authority, feel they don't have to treat town employes with respect.

As a young seaman coming up through the ranks, I had many mentors. I was taught to listen to my crew, be honest to them, teach them, treat them with respect, and counsel them with respect when the need arose. Upon reaching command of my own ship and crew these lessons proved invaluable in ensuring safe and efficient operations.

This is behavior, particularly from our elected officials that our community has trusted to administer the town that our families live and work in is unacceptable. Our town employees deserve better than that. Residents of our town should be aware of this and hold our elected officials accountable for their behavior.

Town Commission Meeting

Section: New Business
Meeting Date: September 18, 2024
From: Town Manager, Elizabeth Mascaro
Re: Candidate's Submissions for Vacant Commission Seat

Background:

Commissioner Adam Meyer vacated his seat on the Town Commission of Melbourne Beach. The Town Commission voted during a Special Meeting on 9/6/2024 to allow an appointment to the Commission seat in lieu of a Special Election.

Recommendation:

Review the attached resumes and Letters of Intent.

Attachments:

Robert Baldwin
Dawn Barlow
Robin Davis
Bruce Larson
Katherine Wilborn

Robert Baldwin

ROBERT BALDWIN
 446 Riverview Lane, Melbourne Beach, FL 32951
rybaldwinjr@gmail.com / www.linkedin.com/in/rybaldwin

Results-driven **Senior Executive** experienced in strategic leadership, finance and operations within public, private, and not-for-profit companies. Strong finance background coupled with deep strategic insight acquired through experiences in the finance, healthcare, high tech, and aerospace industries.

President & CEO, CXO, LLC (2016 – Present)

Management and finance consultant in healthcare industry. Current engagements:

- **CFO, COMPLETE CARE, LLC, Merritt Island, Florida (www.completecarefl.com)**
Co-founded primary care medical practice in 2015; now with four offices in Brevard County
- **CEO, MEDIVU, INC., Melbourne, Florida (www.medivu.com)** –MediVu develops healthcare applications that exchange clinical patient data between healthcare payers and providers to improve clinical outcomes and increase staff productivity. Clients include several BCBS plans.
- **COO, SHARABLE LLC, Melbourne, Florida (www.sharable.life)** – Co-founded Sharable in 2017 and built a fintech platform serving the healthcare sharing industry.

SYMETRICS INDUSTRIES LLC, Melbourne, Florida

2011 – 2012

Aerospace / Defense company specializing in the design, manufacture and test of electronic systems for the Department of Defense, Department of State and prime contractors. Annual revenues of \$60M+ and 200 employees.

Vice President, Electronic Warfare Division

Led \$20M+ business unit manufacturing, selling and supporting ALE-47 aircraft self-protection (flare & chaff) systems to domestic and international government and non-government customers. Responsible for full P&L, strategic and operating plans, business development and program execution. Held a SECRET security clearance.

CHRISTIAN CARE MINISTRY, INC., Melbourne, Florida

2004 – 2011

Not-for-Profit healthcare organization with \$70M in revenue, 50,000 covered lives, and 160 employees.

CEO/President

Built and managed highly effective executive team and set strategic direction for Medi-Share (faith-based health plan), reporting to Board of Directors. Spearheaded legal, regulatory, and legislative strategy, resulting in exemption to federal Affordable Care Act (PPACA), legal exemptions in multiple states, appellate court victory and several successful regulatory actions.

INTERSIL CORPORATION, Palm Bay, Florida

1999 – 2004

World leader in the design and manufacture of high-performance analog ICs; Intersil spun off from Harris Corporation in 1999 and completed its IPO in 2000

Director/Controller

Managed all financial aspects of \$300M High-performance Analog product line including \$60M R&D budget and \$10M marketing budget.

Other experience:

Lead Treasury Analyst, Harris Corporation, Melbourne, Florida	1998 – 1999
Vice President, Bank of Winter Park, Winter Park, Florida	1994 – 1998
Assistant Vice President, First Union National Bank, Orlando, Florida	1989 – 1994

EDUCATION

- MBA, Finance (1998) Rollins College Crummer School of Business, Winter Park, Florida
- BBA, Finance (1989) Stetson University, Deland, Florida

CIVIC INVOLVEMENT

- Melbourne Beach Board of Adjustments Alternate (2022)
- Melbourne Beach Code Enforcement Board Member (2018 – 2020)
- President, Melbourne Beach Soccer Club/Brevard Soccer Alliance (2012 – 2016)

Dawn Barlow

Dawn M. Barlow

1710 Pine Street
Melbourne Beach, FL 32951
407-409-2894
dmbarlow11@att.net

Amber Brown, Town Clerk
507 Ocean Ave
Melbourne Beach, FL 32951

September 13, 2024

Dear Amber,

I am writing to express an intent to serve the Town of Melbourne Beach as the Commissioner, filling the seat previously held by Adam Meyer.

Who is Dawn Barlow?

I am often described as a leader who is accountable, level-headed, and dedicated, with a strong work ethic and a keen ability to listen. As a native Floridian born in Melbourne and raised in the Town of Melbourne Beach, my connection to this community is deep and personal. I attended Gemini, Hoover, and Mel-Hi before earning a Finance Degree from the University of Alabama. I further earned an MBA at the University of Central Florida while working full-time.

In 2020, I retired from a 26-year career in corporate finance. At Harris Corporation, I served as Cash Manager at Corporate Headquarters, managing bank relationships and foreign exchange exposure, and played a key role in M&A activities. This included the successful divestiture of the semiconductor business that became Intersil. I then transitioned to the banking sector in Atlanta, GA, working with Wachovia, which merged with First Union and ultimately became Wells Fargo. Over 16 years, I was a Treasury Sales Consultant managing Fortune 500 clients in the Retail, Restaurant and Gaming industries. In my final 6 years, I elevated into leadership and helped manage a team of 12 covering these same industries. The people aspect was key to longevity, and I was also fortunate to develop two key processes that were client focused, problem-solving in nature and win-win situations for our clients and the bank. Both have become industry leading best practices.

Since 2020, I have embraced a “give back” chapter in my life. My parents, Mitch and Karen Barlow, were dedicated to the Town of Melbourne Beach, and I am proud to continue their legacy. I joined the Parks Board in 2023 and was elected Chairperson in December. This role involves more than attending monthly meetings; it requires Board collaboration, engaging with Town staff, researching and driving park projects, and participating in various Town events and meetings.

In addition to my role on the Parks Board, I am the Treasurer of the Harbor East Homeowner's Association, volunteer for Meals on Wheels, and participate in the Lagoon Restoration program. My personal life includes walking our dog, Lexie, with my husband Todd, and pursuing interests such as tennis, snow skiing, and travel. I also hold a real estate license and am affiliated with One Sotheby's International Realty.

Why Town Commissioner?

I moved back to Melbourne Beach in 2018 after renovating our current residence in 2017. Todd and I were looking for our "next" chapter. For me, Melbourne Beach was the ideal childhood backdrop. I often say it hasn't changed. To me, that is a flattering comment. Some say it has changed. Okay, maybe there is more traffic and golf carts today. Who wouldn't want to live here? Kids riding their bikes to school and people out walking their dogs. We are all blessed with the ability to enjoy ocean sunrises at the beginning of the day and end our days with stunning sunsets. I want to protect and enhance these treasures of Melbourne Beach.

I support the continued focus on several key areas: regulating short-term rentals, ensuring Town transparency and accountability, and maintaining fiscal responsibility. We have wonderful residents with a variety of backgrounds. We will have varying views, but all should be afforded the opportunity to be respectfully heard. I believe in listening and making objective decisions in the best interests of the Town.

My dedication to the Town is evidenced by my commitment to the Parks Board, and I am eager to elevate my role to that of Town Commissioner. I am available to attend Commission meetings and other Town events between now and next November, and I am ready to work diligently to preserve what makes Melbourne Beach special.

Thank you for considering my application for the Town Commissioner appointment.

Warm Regards,



Dawn M. Barlow

Robin Davis

Robin L. Davis
 318 Sixth Avenue
 Melbourne Beach, Florida 32951
 09-13-24

Letter of Intent for Consideration

I am interested in serving as a Town Commission member to fill the vacancy term remaining by Commissioner Meyer.

I believe I can bring knowledge and experience to the Commission, that will require a minimal of "up to speed" time based on my work history, and my knowledge of Melbourne Beach. I have no personal agenda, and do not affiliate with any particular group. I am a good listener, excellent study of people, and an a good will ambassador. I believe I would be fair, civil and kind, well read and researched on a variety of subjects to include but not limited to: environmental stewardship, parks and recreation useage, storm water run off and environmental impact, budgeting, community engagement projects, cooperation between agencies, boards and regulatory issues, maintaining small town vibe of the community, enhancement of employee work experience, recruitment/retention strategies, and assuring the public the Town is in good hands.

Professional Education

Over 1600 hours of in-service professional and instructor development training

Webster University, Master of Arts, Management and Leadership

University of Central Florida , Bachelor of Arts, Allied Legal Studies and Criminal Justice

Brevard Community College, Associate of Arts and Associate of Science Degree, Police Administration and Criminal Justice

Brevard Community College, Criminal Justice Institute , State of Florida Certification CJSTC Police Academy Standards Course

Cocoa Beach High School, High School Diploma

My husband and I purchased our home in Melbourne Beach in 2004 and moved from Merritt Island. We are members of the Melbourne Beach Community Chapel. I have had a 40 year career in Public Service working for both State and Municipal Governments. I retired in 2020. I currently have a part time job in retail for fun. My parents were business and land owners in

upstate New York, and moved to Brevard County when I was in High School.

I am a retired Daytona State College Associate Professor and the manager of Emergency Services Continuing Education Programs, this encompasses Police, Fire, Medics and other experts. I managed two large budgets, one a continuing State Grant and the other a college fund, and negotiated and executed contracts. I had daily supervision responsibilities of college facilities, 250 adjunct instructors and contract presenters and Training Center staff. I organized events, workshops, taught classes, attended and planned graduations, large job fairs and recruitment events and other special events for the college. Mentoring students and instructors was the absolute favorite part of my work. I am an Instructor Trainer in several specialty areas, having taught in my career over 2,000 officers how to become police instructors. *In 2011*, I received from College President Eaton, the Presidential Sterling Academic Teaching Award. Probably one of the most memorable highlights of my whole career.

Prior to this, I held a position with the Florida Department of Law Enforcement as a Regional Field Specialist, Senior Management Analyst II, assigned to the ten county Orlando Region. For 13 years I served as one of nine people in the State of Florida who are Regional Field Representatives for the Criminal Justice Standards and Training Commission. It is a position of great authority, responsibility and government oversight on public employees and agencies. Knowledge, diplomacy, problem solving skills, and trust are of utmost importance in the position. The position serves a 19-member Florida Commission appointed by the Governor and Florida Statute. My duties included serving as a local contact for Police Chiefs, Sheriffs and Agency Administrators, personnel file inspection, and certification of Law Enforcement, Correctional Officers and Instructors for employment, and misconduct oversight, and inspection authority over the Regional Police Training Academies in my assigned area.

I have extensive knowledge of Florida Statutes, Florida Administrative Code, Florida Rules of Civil Procedure, The Justice System, Court proceedings, and general government protocols and workings. I prepared reports, conducted administrative investigations, conducted sworn interviews, inspected files and records for compliance, and served as a subject matter expert in a variety of areas.

As a Field Rep. I saw a need, and created a training program with FDLE for all Training Academy Directors and personnel to attend on how to conduct operations while using public grant funds within the guidelines of Florida Law and Florida Administrative Code. I received the Davis Productivity Award from Florida Tax Watch for this innovative program. It still is in use today by FDLE.

For five years while living in Tallahassee, I worked as a Training Coordinator and Instructor at the Lively Pat Thomas Criminal Justice Academy located in Havana, Florida. It is the largest most progressive training school of its kind in the State.

I am a former Police Sergeant and former Crime Prevention Officer PIO at the Titusville Police

Department. Then while living in Tallahassee, served as a Reserve Lieutenant for the Game and Fresh Water Fish Commission over the volunteer Officer Reserve Programs in North Florida.

During the infamous Charlie/ Jean/ Francis Hurricanes I began providing community service to the Town of Melbourne Beach and community assisting the Police Chief. I organized an ice truck which provided free ice to the community. FEMA representatives came to town at my request, and offered assistance to residents with reimbursement for damages, and I assisted the police department taking phone calls. Over the years I have assisted the Town with various small projects. I often work with students who need community service hours and do work at the U.S. Post Office, landscaping.

I am a volunteer Steward for two *Official Chartered Little Free Library* book sharing boxes, one of three in Melbourne Beach. There about 150,000 such book sharing boxes worldwide. It promotes reading and book sharing. The Town of Melbourne Beach Commissioners, and Town Manager approved my request to place a new book sharing **Little Free Library in Ryckman Park**. It is a huge success. I also served on Board of Directors of the Melbourne Beach Public Library from 2023 -2024.

I have served the Town behind the scenes doing small things like planting flowers, or helping at the Ryckman House, or checking in on citizens who need help. I would be more than happy to serve in a more official public capacity should you desire.

Thank you for your consideration,


Robin L. Davis

Bruce Larson

Bruce Larson
1507 Pine Street
Melbourne Beach, FL 32951

Members of the Melbourne Beach Town Commission
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

SEP 18 '24 AM 11:47

September 10, 2024

Ladies and Gentlemen,

I am honored to be considered for appointment as Commissioner in our wonderful town. I grew up here and am deeply committed to the values that have shaped our community: managed growth, environmental stewardship, transparency, efficiency, and integrity. These principles have made Melbourne Beach the idyllic village it is today, together we can continue to nurture and protect the qualities that make our town special while building a brighter future.

Our Town is experiencing rapid change - thoughtful management of growth is crucial. I believe in sustainable growth that protects our coastal community's unique character; growth that enhances, rather than diminishes, our quality of life. With strategic planning, and diligent enforcement of our ordinances, we can attract and guide growth in a way that enhances, rather than diminishes, our quality of life.

Our seashore and lagoon are some of our town's most valuable assets, but pollution and unchecked development can cause irreversible harm. We must stay vigilant in protecting these natural resources for future generations. If appointed, I will strongly advocate for environmental protections to preserve our fragile ecosystems.

Transparency is crucial for building trust within our community. If appointed, I will dedicate myself to ensuring that all decisions, developments, and meetings are promptly and openly

shared with residents. Through honesty, accountability, and clear communication, we can work together to manage our town's resources effectively and fairly.

Efficiency is more than just a buzzword – it is a duty. As Commissioner, I would prioritize comprehensive reviews of town procedures and ordinances, identifying opportunities for improvement and innovation. By embracing technology and implementing best practices, we can streamline processes, reduce waste, and make the most of our town's resources - saving both time and taxpayer dollars.

Too often, bureaucratic infighting has held back progress and diverted attention from the issues that matter most to our community. I am committed to fostering collaboration throughout our Municipal departments and leadership to ensure our focus remains fixed on delivering results.

Above all, I stand for Truth. Our residents deserve honest, clear communication from their leaders. I am dedicated to ensuring that integrity guides every decision I make. I will always be open to listening to the concerns and ideas of our residents, working with you to strengthen our community bonds and facilitate productive dialogue.

I would be honored to have your support in appointing me to the Town Commission. Together, we can protect and enhance the qualities that make Melbourne Beach a place we are proud to call home.

Sincerely,



Bruce Larson

SEP 13 '24 AM 11:47

Katherine Wilborn

Katherine S. Wilborn, Ph.D., LCSW

Clinical Experience

1/2/01-present

Therapist,

Private practice. Individual and family therapy. Member of 36 provider panel and employee assistance contracts.

9/99- present

Guidance Counselor, Ascension Catholic School

Provide part time guidance counseling services to this K-8 school. working , Organized mentor program. IQ and Achievement screenings, LD, ADD/ADHD assessment. Coordinate community resources , liaison with public school system.

10/97- 1/01

Therapist, Brevard Counseling Center

Private practice. Individual and family therapy.

1997-10/97

Therapist, Counseling Centers of Melbourne

Private practice. Individual and family therapy

1994-1997

Therapist, Apogee, Inc.

Worked in six area nursing homes, providing individual, group and family therapy. Supportive therapy, end of life issues, pain management, depression, etc.

1988-1994

Therapist/ Case Manager, Devereux Hospital & Children's Center

Individual, group and family therapy in in-patient children's psychiatric hospital. Completed 40 Behavior Modification training course. Completed Devereux Family Therapy Training Institute supervised training , treatment planning. Developed first substance abuse program for residents, assessment, tx., and a continuum of care through community support groups.

Licensed in Florida ,LCSW, since 1989, Board Certified nationally since1993, BCD

Education

1973-1977 Bachelor of Arts, University of Minnesota, Double Major Speech-Communications and Journalism. 3.6 GPA.

1978-1981 Masters of Social Work. University of Minnesota, 4.0 GPA. Internships at Boynton Health Service and Minnesota Women's Center.

2000- 2003 Ph.D., Maimonides University 9/14/02, 1/26/03,dissertation and PHd.confirmed , Counseling.

Certifications

Certified Clinical Sexologist, American Academy of Clinical Sexology,2001.

Certified in Clinical hypnotherapy, 1992, Rose Institute, Ft. Lauderdale, FL

Certified in Rapid Reduction Technique for Emotional Trauma, 6/00,Women's Center. Certified EMDR 2003, NASA, Cape Canaveral FL.

Certified in Critical Incident De-briefing, member NASA emergency response team.

Board Certified Diplomate, American Board of Examiners in Clinical Social Work.

Other Experience

Co-produced video documentary re: gender identity development aired on KTCA-TV, Mpls., MN. Public affairs writer, free lance, KTCA-TV.

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP MARCH 6, 2024 MEETING COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

Mayor Alison Dennington

Vice Mayor Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

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 Sherri Quarrie

Commissioner Corey Runte

Commissioner Marivi Walker

Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro

Building Official Robert Bitgood

Public Works Director Tom Davis

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance. She then had a Moment of Silence for a resident who had passed.

4. New Business

Vice Mayor Sherri Quarrie made a motion to switch the order of new business item A and item B, Commissioner Corey Runte seconded, all in favor 5-0

A. ~~Discuss traffic calming devices.~~

B. Discuss the rules and procedures of the Parks Board.

Mayor Alison Dennington spoke about sections within the Town Code related to establishing advisory boards and also the Parks Board (passed in 1987) Article VIII section 11-90 through 11-94. Does not feel the language and spirit of the code has been adhered to. Would like to utilize the Parks Board to vet any changes to the parks.

Commissioner Corey Runte spoke about staying on topic and discussing the Parks Board not the Public Works Department.

Vice Mayor Sherri Quarrie spoke about the agenda items that were tabled at the last Commission meeting and the agenda item did not include the Public Works Department.

Mayor Alison Dennington spoke about how the Parks Board and Public Works Department are intrinsically combined.

Commissioner Corey Runte asked what the goal of this agenda item is.

Mayor Alison Dennington spoke about the Town has not been using the Parks Board as much as required. Would like to have parameters that any changes to the parks are first vetted by the Parks Board and then the Commission.

Town Manager Elizabeth Mascaro spoke about being the administrator of the Town so the Public Works Department reports to her. The Town's interpretation of this is that the Parks Board looks into enhancing the parks. She does not answer to the Parks Board. The Parks Board should not be involved in the daily operations of the parks.

Mayor Alison Dennington spoke about specifically wanting changes to the park to go through the Parks Board, not daily operations. Suggested creating a policy of what things need to go to the Parks Board to be vetted then submit a recommendation to the Commission.

Town Manager Elizabeth Mascaro spoke about being okay with having a list of items that would and would not need to go to the Parks Board.

Dawn Barlow, Chairperson of the Parks Board spoke about how looking at the ordinance related to the Parks Board mainly breaks it up into two categories: events and park enhancements. There are a lot of entities that have events in the park. What else is going

on in the parks? There is an opportunity to use the Parks Board more, and increase transparency, public involvement, and allow the Parks Board to vet things.

Mayor Alison Dennington spoke about liking the idea of vision planning and having meetings around that.

Commissioner Corey Runte spoke about wanting to increase communication, a matrix of shared responsibility, because there is going to be crossover between all departments.

Vice Mayor Sherri Quarrie said that there are things that need to be addressed, such as playground equipment and veterans memorial, that takes over a year to figure out. Wants to have the focus on big projects first and thinks the primary function should be focusing on the big stuff.

Dawn Barlow, Chairperson of the Parks Board, spoke about the Board being happy to run with things, but what are the other items that are in the works? Part of this is to understand what the priorities are and what is already being worked on.

Mayor Alison Dennington spoke about how having Parks Board meetings would make the park information accessible to all residents, including newer ones. The original creation of Public Works was passed in 1977, 2017 prior manager proposed getting rid of Public Works.

Recess 6:43-6:48 (45:00)

Mayor Alison Dennington stated she did not wish to get rid of Public Works and if there is ambiguity in the code to address it. Having more meetings amongst the volunteer groups would be cheaper and keep the main meetings and workshops shorter.

Town Clerk Amber Brown conducted roll call.

Commission Members Present

Mayor Alison Dennington
Vice Mayor Sherri Quarrie
Commissioner Corey Runte
Commissioner Marivi Walker
Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro
Building Official Robert Bitgood
Public Works Director Tom Davis
Town Clerk Amber Brown

Commissioner Corey Runte spoke about wanting a structured goal-oriented meeting. He had very concrete recommendations. He recommends having a responsibility matrix, delineate responsibility between Public Works and Parks and Rec, Parks Board sets up a resident prioritization workshop, list of prioritizations from the Board, monthly meeting with the Town Manager.

Heidi Brewer, Parks Board Member, spoke about hearing a lot of unity in the discussion and is excited to be involved, and it seems people are on the same page.

Commissioner Marivi Walker spoke about wanting to look into the items that the Town has been putting aside, does not think there is enough money put aside yet, but to start the process.

Town Manager Elizabeth Mascaro spoke about an example, the Veteran's Memorial Park because it was not budgeted, so there needs to be a vision, plan, a cost idea, and then there can be a budget. If there's not enough money to do it in the first year, it can be done over two years.

Commissioner Adam Meyer spoke about liking the responsibility matrix, and a big item to add is that physical changes to the parks go to the Parks Board, what events go to them, they have a budget, how should it be spent.

Dawn Barlow, Chairperson of the Parks Board, asked about setting up a meeting with the Town Manager and then taking the appropriate steps.

Haley Conrad, Parks Board Member, there is a missing piece to this, how does the Parks Board find out about things they should be doing? When the Commission says take an item and run with it, what does that mean? What if someone outside of the Parks Board has an idea, does that go to the Parks Board? This communication was the goal of this meeting.

Town Manager Elizabeth Mascaro spoke about the Parks Board coming up with a vision and plan then bringing it to the Town Manager to go over the details, then it gets presented to the Commission.

Mayor Alison Dennington spoke about how no matter where the idea comes from, it should be vetted by the Parks Board. When the Parks Board makes recommendations then they should have descriptive minutes to provide to the Commission, or if someone can attend the meeting do that.

Commissioner Corey Runte spoke about how the Parks Board wants to be involved and that is a good problem to have. The Town Manager needs to be the point person for both the Parks Board and the Town Commission.

Mayor Alison Dennington spoke about the responsibility matrix to clarify who has what responsibilities, but must include that changes to parks go to Parks Board, and clarifies which events/budget concerns go to the Parks Board.

Town Manager Elizabeth Mascaro spoke about the mention of the crossovers and that they're considered maintenance. As far as the long-standing events, they should not need to ask the Parks Board, but need to be able to coordinate efforts and have respect for all of the events.

Julie Samuels, Parks Board Member, spoke about how the special event application caused hiccups, it needs to be the same for everyone. There is a signature spot on the special event application, but the Parks Board does not receive them. If an event is large

enough to have a banner then it should go to the Parks Board. People ask her all the time when an event is and she has to ask town staff.

Town Manager Elizabeth Mascaro spoke about how the size of the event determines the added needs such as porta potties and police.

Commissioner Corey Runte said that long standing events should not need to be reviewed in a Commission meeting, but they all should be treated the same way.

Commissioner Marivi Walker said that if there is a signature spot for the Parks Board then it should either be filled out or removed from the form.

Mayor Alison Dennington suggested that the Town Manager create a policy that will include a list of events already established and what events will not need to come to the Commission for approval. They do require signatures from the various Boards so they are aware that the events are happening.

Commissioner Marivi Walker spoke about how a shared calendar that all the Boards have access to should be sufficient.

Haley Conrad, Parks Board Member, spoke about quality control and how it is not a bad idea to have another entity look at the packet to acknowledge when an event is. If the Parks Board signature is removed, then the ordinance needs to be changed because it says the Parks Board will review special events.

Mayor Alison Dennington spoke about how it is an option to contact the Town on a monthly basis to ask if there are any new special event applications.

Town Clerk Amber Brown clarified the packets are not online, because the Town Commission did not want additional special events.

Town Manager Elizabeth Mascaro spoke about from the Town's standpoint the long-standing Town events have not been considered special events.

Mayor Alison Dennington said it was important to define the difference between Town events and special events.

C. Discuss traffic calming devices (1:33:55)

Commissioner Marivi Walker spoke about how there have been changes since the removal of stop signs. The entire Town needs traffic calming. The paving and curbing is going to be happening and that project needs to include traffic calming.

Mayor Alison Dennington spoke about disallowing the discussion of this, but it is a workshop not an official meeting, so she called for a recess before determining if this topic should be discussed.

Recess 7:46 pm to 7:54 pm (1:43:42)

Town Clerk Amber Brown conducted roll call

Commission Members Present

Mayor Alison Dennington
 Vice Mayor Sherri Quarrie
 Commissioner Corey Runte
 Commissioner Marivi Walker
 Commissioner Adam Meyer

Staff Members Present

Town Manager Elizabeth Mascaro
 Building Official Robert Bitgood
 Public Works Director Tom Davis
 Town Clerk Amber Brown

Commissioner Marivi Walker spoke about wanting to hear feedback from the residents, then discuss doing a professional study.

Mayor Alison Dennington spoke about wanting to listen to the residents first.

Kate Wilborn – 502 Second

Kate Wilborn spoke about how Riverside Drive is a gift to everyone. She is so glad the stop signs were taken down so you don't have to worry about hitting a bumper, the speed bumps are really hard on cars, when people feel punished they get disgruntled.

Aaron Anderson – 901 Riverside Drive

Aaron Anderson spoke about being in favor of slowing the traffic on Riverside. Anyone who thinks there is not a problem has their head in the sand. Stop signs were not necessarily the right solution. Respects his neighbors and anything that causes noise is not ideal, but something needs to be done or someone will get hurt.

Haley Conrad – 2011 Oak St

Haley Conrad spoke about agreeing with the holistic way of traffic calming for the entire town as noticed from the 2 traffic crashes this week. Turn the crosswalk at Ocean and Pine into a school zone to lower the speed limit to 15 mph. Find creative ways to accomplish slowing traffic and beautify the Town at the same time. Licensed professional civil engineer to do a study. Another idea is to lower the speed limit on Riverside Drive.

Commissioner Marivi Walker spoke about wanting to wait to see what the options are and hire someone for traffic consulting.

Dawn Barlow – 1710 Pine St

Dawn Barlow spoke about the new installation of speed limit sign on A1A, was wondering what has the effect of that been since installation. She looks at that as a calming device, and would be interested in comparing that to the more holistic approach.

Commissioner Corey Runte said it is too early for data.

Mayor Alison Dennington reiterated needing to let all public comments be made first.

Todd Albert – 1710 Pine St

Todd Albert spoke about in other communities, speed bumps do not work. What does work is a police car being at the intersection. When he first moved here he was told Melbourne Beach was a speed trap, but we have gotten away from that. Indialantic has a good idea when you come down Riverside Drive traffic is slowed down from 35 to 25. Melbourne Beach should slow it down from 25 to 20. The most dangerous point on Riverside Drive is the corner at Ocean and Riverside. He wants to see Melbourne Beach become a speed trap again. Another idea is to have Pine a one-way and Orange a one-way and Avenue A and Avenue B. Everyone will protest, but it could help.

Rebecca Stevens – 610 Atlantic St

Rebecca Stevens acknowledges being conscious of slowing down at points where there is a police officer or the signs that take pictures of license plates. She may not know if that information is going anywhere but still makes her slow down. She believes those signs might be something to think about for the Town.

Julie Samuels – 2320 South River Road

Julie Samuels spoke about how she used to live on Orange and she would protest if it was a one way street. The quickest cheapest way to slow people down is to write tickets.

Aaron Anderson – 901 Riverside Dr

Aaron Anderson spoke about how he emailed the police chief, asked for a public records request for 12 months, June '22-June '23, there were only 7 tickets written on Riverside Drive in that period.

Haley Conrad – 2011 Oak

Haley Conrad spoke about she would protest one way streets as well because it would add more traffic to the streets because you would have to go one direction in order to go the other direction. Is there a way to make money on tickets, can you raise the cost of tickets, can you always send the new officer to attend?

Mayor Alison Dennington spoke about each Commissioner getting 5 minutes to speak.

Commissioner Marivi Walker spoke about being concerned about blinking lights in people's houses, liking the idea of flower beds to beautify and slow down traffic. She says you cannot have ticket quotas, it's against the law, believes slowing the speed won't be effective, not sure about a one way lane. She does not think we need to issue warnings, just issue the ticket no matter the speed, and is concerned about the number of police officers.

Vice Mayor Sherri Quarrie spoke about the cost of the speed sign was in the budget. We need an expert so perhaps that could be put on the next agenda.

Mayor Alison Dennington spoke about how it bothers her that there is not a police presence at the last several meetings, it is important for the police the Town does have to actually write tickets. She spoke about how some streets do not have any speed limit sign on them, what streets are those and do we need to have at least one sign on each street? The red brick crosswalks are not visible, make it like a regular more visible crosswalk.

Commissioner Corey Runte spoke about Bowman and BSE Engineering, the speed humps at Ocean and Pine work, that is a big intersection for kids going to school. Regarding the police chief not being here, the Town is in the process of hiring a police chief. The Town needs to have a traffic study done by a licensed traffic engineer, safety for the residents is the number one priority. Riverside Drive and Oak St are not safe.

Commissioner Adam Meyer spoke about agreeing with getting a traffic engineer to get a study done, have a public meeting where everyone can hear ideas and no one is surprised. He is excited to meet with the possible new police chief tomorrow to ask questions about writing tickets and speeding.

Town Manager Elizabeth Mascaro said to bring that forward as an agenda item.

Mayor Alison Dennington spoke about the police chief cannot be hired tomorrow because things still need to be done such as a background check.

Haley Conrad - 2011 Oak St

Haley Conrad spoke about there is usually more than one solution or a combination of solutions. Agrees with it needing to be presented to the public prior to the Commission voting on it. If you can get general buy in from the public it would be very important. You will never please everyone, and at some point the Commission will have to make a decision. Hopefully if it is at least presented to the public and they are allowed to comment then hopefully it will alleviate some of the issue. When you lose public trust, it is really hard to get it back. The whole theme of tonight's meeting is communication which is so important.

Commissioner Marivi Walker asked if no one likes any of the presented solutions then what.

Commissioner Corey Runte spoke about no one likes change, but at some point you have to put resident safety first.

Todd Albert - 1710 Pine St

Todd Albert spoke about if no one can agree at least get a professional's input then make an educated decision. Get the reputation of being a speed trap back.

Mayor Alison Dennington commented that that can be implemented right away.

5. 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.

6. Adjournment

Commissioner Corey Runte moved to adjourn; Vice Mayor Sherri Quarrie seconded; Motion carried 5-0.

Meeting adjourned at 8:43 pm.

Transcribed by Rachel Pembrook

ATTEST:

Alison Dennington, Mayor

Amber Brown, Town Clerk

Town Commission Meeting

Section: Old Business
Meeting Date: September 18, 2024
From: Elizabeth Mascaro, Town Manager
Re: Offer Reduced Pricing on Non-resident parking passes

Background:

During the September 20, 2023, regular Town Commission meeting there was a discussion about reducing the cost of the non-resident annual parking pass. A final decision was not recommended.

This past month several people (@11) have asked to purchase the pass, however the cost is prohibitive with only a few months remaining in this calendar year.

Recommendation:

\$100.00 for annual parking pass January 1st through June 30th

\$50.00 annual parking pass July 1st through August 31st.

\$25.00 annual parking pass September 1st through December 31st.

Attachments: None

Town Commission Meeting

Section: Old Business
Meeting Date: September 18, 2024
From: Town Manager
Re: ADA Compliant Ramp on Community Center

Background:

The ADA ramp location for the Community Center is located at the rear of the building, which is not in compliance. The ramp should be moved to the front of the building, with the handicap parking near the ramp. The Commission approved the engineering of a new ramp.

Recommendation:

Attached for your consideration is an engineered drawing for the new ramp system for the Community Center. Please approve or disapprove the design. Once the design has been approved, the Town will go out for bid on the project. The funds to build the ramp are the same funds the Commission moved from consideration of a skate park, to the ramp build. There is \$47,000 available for the construction.

Attachments:

Current rendering of the Community Center

New design with ADA ramp in front of Community Center



RESIDENTIAL PLANNING & DESIGN
 -507 WEST EAU GALIE BLVD-
 -SUITE 201 MELBOURNE FL 32935-
 -321-745-8609 -
 -ALEX@MITZDESIGNGROUP.COM-
 -MITZDESIGNGROUP.COM-

JOB NO.	23-042
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.27.24

REVISIONS	BY	DATE
1	AAM	XX/XX/XX

DECK ADDITION FOR
TOWN OF MELBOURNE BEACH
 ADDRESS:
 507 OCEAN AVE.
 MELBOURNE BEACH FL 32951

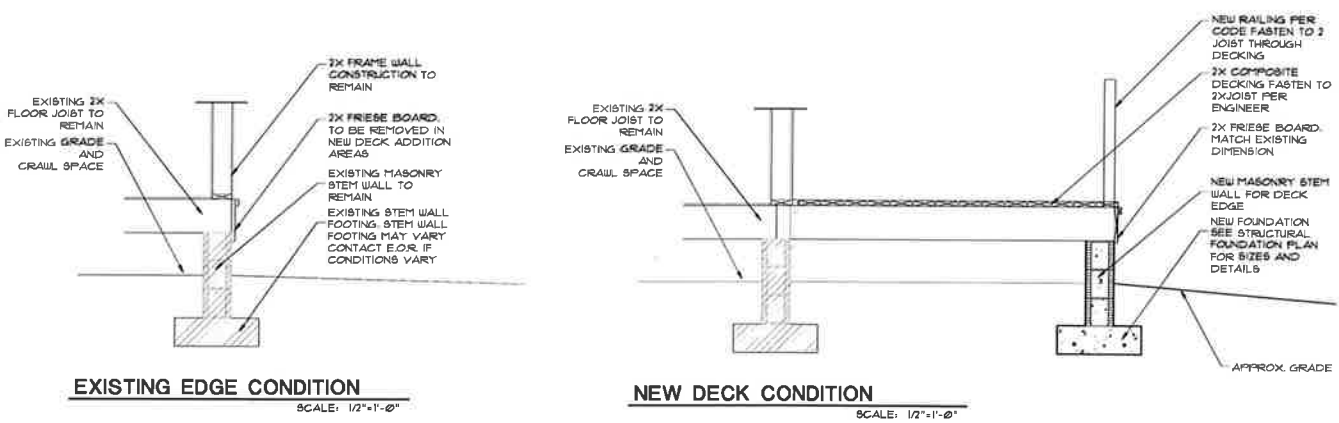
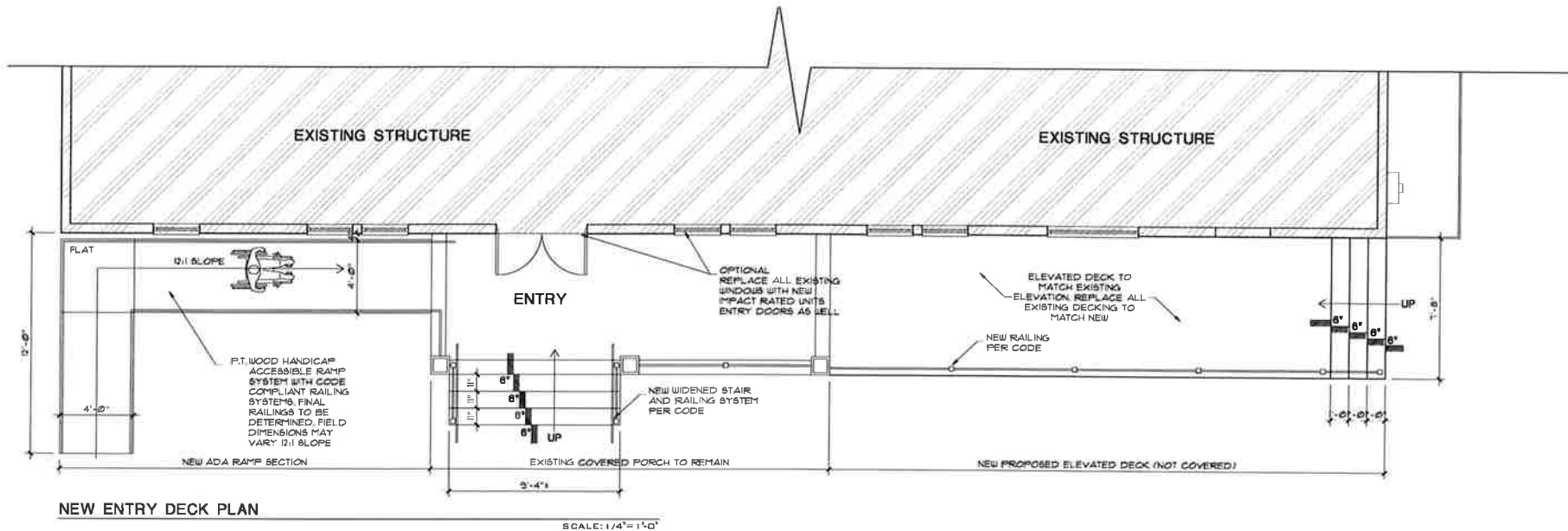
SHEET TITLE
NEW PLANS

THE DRAWINGS ARE THE PROPERTY OF MITZ DESIGN GROUP WHETHER THE PROJECT FOR WHICH THEY ARE MADE IS EXECUTED OR NOT. COPY OR USE FOR OTHER PROJECTS IS PERMITTED ONLY BY WRITTEN CONTRACT WITH MITZ DESIGN GROUP. UNAUTHORIZED USE WILL BE PROSECUTED PURSUANT TO THE COPYRIGHT LAWS.

ALEX MITZ, PRESIDENT DESIGNER

A2

SHEET 2



PROJECT SUMMARY	
PROJECT NAME :	DECK ADDITION FOR
PROJECT ADDRESS :	507 OCEAN AVE MELBOURNE BEACH FL.
CONTRACTOR :	T.B.D.
APPLICABLE CODES	
FLORIDA BUILDING CODE :	FBC 8TH EDITION (2023)
MECHANICAL CODE :	NA
PLUMBING CODE :	NA
ELECTRICAL CODE :	NEC 2020
FIRE CODE :	NA
AUTHORITY / JURISDICTION :	TOWN OF MELBOURNE BEACH
SCHEDULE OF DRAWINGS	
SHEET :	DESCRIPTION :
A1	EXISTING PLANS
A2	NEW PLANS
B1	STRUCTURAL NOTES AND DETAILS
B2	STRUCTURAL PLANS
AREA TABULATION	
232 SF OF NEW DECK	



MITZ DESIGN

RESIDENTIAL PLANNING & DESIGN
 • 587 WEST EAU GALIE BLVD •
 • SUITE 201 MELBOURNE FL 32935 •
 • 321-745-8609 •
 • ALEX@MITZDESIGNGROUP.COM •
 • MITZDESIGNGROUP.COM •

JOB NO.	23-042
DESIGNED	AAM
DRAWN	AAM
CHECKED	AAM
SCALE	AS SHOWN
DATE	8.27.24

REVISIONS	BY	DATE
1	AAM	XX.XX.XX

DECK ADDITION FOR
TOWN OF MELBOURNE BEACH
 ADDRESS:
 507 OCEAN AVE
 MELBOURNE BEACH FL 32951

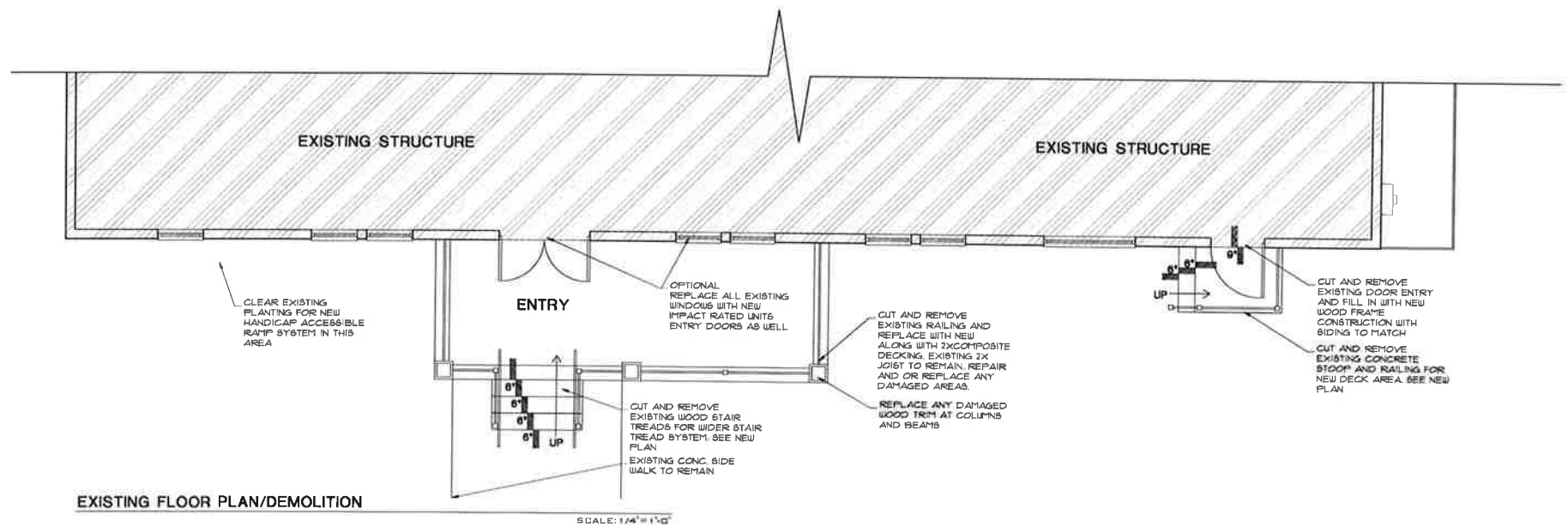
SHEET TITLE
EXISTING PLANS

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ALEX MITZ, PRESIDENT DESIGNER

A1

SHEET 1



EXISTING FLOOR PLAN/DEMOLITION
 SCALE: 1/4" = 1'-0"



EXISTING FRONT ELEVATION
 SCALE: 1/4" = 1'-0"

Town Commission Meeting

Section: New Business

Meeting Date: Sept 18 2024

From: Vice Mayor Sherri Quarrie

Subject: Robert Bittgood Resignation Letter

Robert Bittgood stated in his resignation that he was leaving due to a Toxic workplace.

My research has found an accusation of this degree requires an immediate investigation that includes interviewing all employees. It is discriminatory and violates state and federal law.

I have also been asked by concerned residents why this investigation has not already been started due to the serious nature of the allegations.

Our Town has a policy that addresses workplace behavior of Town employee's. This is different because the claim is against an elected official's behavior towards a Town employee. But the employee has the same rights for respectful interactions within the workplace from Town elected officials.

I am requesting the Commission vote to allow our legal team to immediately put together the necessary process and a plan of action determined by legal since they have the expertise.

Resignation Letter Robert Bitgood

Melbourne Beach Building Official <BuildingOfficial@melbournebeachfl.org>

Tue 8/27/2024 10:33 AM

To: Sherri Quarrie <squarrie@melbournebeachfl.org>; Corey Runte <crunte@melbournebeachfl.org>; Marivi Walker <mwalker@melbournebeachfl.org>; Adam Meyer <ameyer@melbournebeachfl.org>

📎 1 attachments (114 KB)

Signed Resignation.pdf;

It's been a joy to work with you as Commissioners.
Call me if you have any questions or concerns.
If you would like my personal cell phone number, please contact Elizabeth.
Best wishes,

Robert Bitgood, CBO

Building Official

buildingofficial@melbournebeachfl.org

507 Ocean Ave., Melbourne Beach, FL 32951-2523

(321) 724-5860 ~ Fax (321) 984-8994

www.melbournebeachfl.org

Building Permits ensure quality work.



Brevard County's Oldest Beach Community – Established 1883

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August 26, 2024

Dear Elizabeth,

I am submitting my formal resignation for my position as the Building Official with the Town of Melbourne Beach, with my last day being October 2, 2024.

After careful and considerable thought, reflection and much deliberation, I have concluded that I must resign due to the ongoing challenges, personal attacks and hostile work environment directly related to and created by the current Mayor, Alison Dennington. My decision to resign stems from and is based on the following issues and concerns:

1. Toxic Work Environment: The current work environment has become increasingly hostile and challenging since November 2023 with ongoing issues that have created a less than conducive atmosphere for both personal and professional growth.
2. Bombardment of False Claims: Direct attacks questioning my integrity, along with unfounded lawsuits and unsubstantiated allegations to State authorities from Mayor Dennington have hindered my ability to perform my duties effectively and meet the high standards I expect of myself in this role. To feel each day as though any action taken by me using my extensive training, knowledge and experience from the past 20+ years will be dissected, that I will be ambushed and publicly shamed by Mayor Dennington, causes anxiety which makes coming to work each day overwhelming, stressful and difficult.
3. Interpersonal Conflicts: Persistent interpersonal conflicts from Mayor Dennington towards staff members have contributed to a stressful, hostile and unproductive work environment, seemingly influencing overall morale and satisfaction.
4. Lack of Professionalism: Mayor Dennington's lack of respect for and towards Town employees and fellow Commissioners has created a culture of frustration and inefficiency, making it challenging to collaborate to achieve goals and work towards improvement of the Town.
5. Erosion of Professional Standards: The hostile and antagonistic approach taken by Mayor Dennington concerning Town employees has compromised the professional standards that are essential to our work. As recipients of public funds and residents of Brevard County, we are dedicated to serving the community in which we live. This erosion of standards has made it increasingly difficult for me to align my professional responsibilities with my personal values.

I have appreciated the opportunity to work here and would have enjoyed working here until my retirement, even while other municipalities and Counties have approached me with opportunities to join their Departments. I have always chosen to stay in Melbourne Beach until recently. I was approached by Brevard County and I have accepted an offer as their Deputy Building Official, as I realize things are not going to change while Dennington is on the Dias. Despite my commitment to serving the community of Melbourne Beach and contributing to shared goals, these issues have created an untenable work environment for me. I have valued my interaction with citizens and colleagues. I believe that stepping away is the most appropriate course of action under the current circumstances to preserve my personal and mental well-being.

I am committed to ensuring a smooth transition and will do my best to assist in any way possible through October 2, 2024 to facilitate the handover of my responsibilities. Please let me know how I can support this process.

Elizabeth, I thank you for the opportunity and the wonderful leadership you have provided to me during my tenure at the Town of Melbourne Beach. I have learned valuable leadership skills from you - how to address conflict; to promote a work environment that is supportive, positive and motivating in even the toughest of times; and that a good leader shields subordinates as much as possible.

Again, thank you Elizabeth for the opportunity to serve Melbourne Beach and I look forward to continuing to serve the community of Brevard County in my future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert Bitgood', with a stylized flourish at the end.

Robert Bitgood
Building Official

Town Commission Meeting

Meeting Date: September 18 2024

From: Mayor, Alison Dennington

Subject: New Business,

Discussion and Vote to hold a Town- Sponsored Meet the Candidate Forum at Town Hall

Background Information:

I was asked if the Town could hold a meet the Candidates Forum at Town Hall. I think it would be a helpful event for the Candidates and voters.

Recommendation:

Discuss and Vote to Approve Coordinating a Night to Host A Meet the Candidates forum at Town Hall - 2 -3 Hour event

Attachments:

See attachment email from Resident Requesting the same.

From: [Alison Dennington](#)
To: [Melbourne Beach Town Clerk](#); [Alison Dennington](#)
Subject: Al/Mayor Agenda 2 - topic - Discussion and Vote on Holding Meet the Candidates Forum at Town Hall before Election Fwd: Meet and Greet the candidates event at Town Hall
Date: Wednesday, September 11, 2024 2:06:02 PM

See attached request and response below. I will write the cover page page.

This is the supporting doc 1
There might be a supporting doc 2 - I will get back to you

That doc would be the rules/procedures for "special event" perhaps

Can you send me a copy of those rules/application for requesting approval to use Town Hall to hold a "special event" or whatever the town has for that sort of thing?

Thanks

Sincerely,

Mrs. Alison Dennington
Mayor, Town of Melbourne Beach

(Please pardon any spelling errors; Sent from my iPhone)

From: Alison Dennington <adennington@melbournebeachfl.org>
Sent: Sunday, September 8, 2024 7:31:43 PM
To: Susan Martin <sma1517@yahoo.com>
Subject: Re: Meet and Greet the candidates event at Town Hall

I plan to put it on the agenda for Sept.
the agenda deadline is 2 days.
Wednesday

I will put it on the agenda and hope to get votes - if not I'll put in an application for a special event and try to host it myself and invite candidates and the press and whoever wants to come can.

Sincerely,

Mrs. Alison Dennington
Mayor, Town of Melbourne Beach

(Please pardon any spelling errors; Sent from my iPhone)

From: Susan Martin <sma1517@yahoo.com>
Sent: Sunday, September 8, 2024 7:29:44 PM
To: Alison Dennington <adennington@melbournebeachfl.org>
Subject: Meet and Greet the candidates event at Town Hall

Hi Ali,

Just touching base to see if you have made any headway on scheduling a “Meet and Greet” the candidates running for commission at the Town Hall?

Is there anything that I can do to help you with this if it’s possible?

Susan Martin

[Sent from Yahoo Mail for iPad](#)

Town Commission Meeting

Meeting Date: September 18 2024

From: Mayor, Alison Dennington

Subject: New Business,

Materials and Information Related to Mental Health Awareness and Suicide Prevent, Mental Health First Aid Courses (MHFA) for Adults and Youth

Background Information:

See numerous attached Resources, Materials, and Information.

Recommendation:

None, Item intended as part of Suicide Prevention Awareness Month to assist in getting educational information and other contacts, support groups, contacts, phone numbers, programs, etc out to residents for awareness purposes of various resources available.

Attachments:

Numerous Printouts and Resources, MHFA Courses and Offerings nearby



MENTAL HEALTH FIRST AID

WHY MENTAL HEALTH FIRST AID?

Mental Health First Aid (MHFA) teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adults.

On average,
130
 people die by
 suicide every day.

Source: American Foundation
 for Suicide Prevention

From 1999 to 2019,
841,000
 people died from
 drug overdoses.

Source: Centers for Disease
 Control and Prevention

Nearly
1 IN 5
 in the U.S. lives
 with a mental illness.

Source: National Institute
 of Mental Health

WHO NEEDS TO KNOW MENTAL HEALTH FIRST AID

- Employers.
- Police officers.
- Hospital staff.
- First responders.
- Caring individuals.

WHAT IT COVERS

- Common signs and symptoms of mental health challenges.
- Common signs and symptoms of substance use challenges.
- How to interact with a person in crisis.
- How to connect a person with help.
- Expanded content on trauma, substance use and self-care.

THREE WAYS TO LEARN

- **In-person (2nd Edition)** – Learners receive their training during a 7.5-hour, Instructor-led, in-person session.
- **Blended** – Learners complete a 2-hour, self-paced online course, and participate in a 4.5- to 5.5-hour, Instructor-led training. This Instructor-led Training can be:
 - » A video conference.
 - » An in-person class.

Learn how to respond with the Mental Health First Aid Action Plan (**ALGEE**):

- A**ssess for risk of suicide or harm.
- L**isten nonjudgmentally.
- G**ive reassurance and information.
- E**ncourage appropriate professional help.
- E**ncourage self-help and other support strategies.

Sources

American Foundation for Suicide Prevention. (n.d.). *Suicide statistics*. <https://afsp.org/suicide-statistics/>

Centers for Disease Control and Prevention. (n.d.) *Drug overdose deaths*. <https://www.cdc.gov/drugoverdose/deaths/index.html>

National Institute of Mental Health (NIMH). (n.d.). *Mental illness*. <https://www.nimh.nih.gov/health/statistics/mental-illness>



YOUTH MENTAL HEALTH FIRST AID

WHY YOUTH MENTAL HEALTH FIRST AID?

Youth Mental Health First Aid teaches you how to identify, understand and respond to signs of mental health and substance use challenges among children and adolescents ages 12-18.

10.2%

of youth will be diagnosed with a substance use disorder in their lifetime.

Source: Youth Mental Health First Aid**

1 IN 5

teens and young adults lives with a mental health condition.

Source: National Alliance for Mental Illness*

50%

of all mental illnesses begin by age 14, and 75% by the mid-20s.

Source: Archives of General Psychiatry***

WHO SHOULD KNOW MENTAL HEALTH FIRST AID?

- Teachers.
- School Staff.
- Coaches.
- Camp Counselors.
- Youth Group Leaders.
- Parents.
- Adults who Work with Youth.

WHAT MENTAL HEALTH FIRST AID COVERS

- Common signs and symptoms of mental health challenges in this age group, including anxiety, depression, eating disorders and attention deficit hyperactive disorder (ADHD).
- Common signs and symptoms of substance use challenges.
- How to interact with a child or adolescent in crisis.
- How to connect the youth with help.
- Expanded content on trauma, substance use, self-care and the impact of social media and bullying.

THREE WAYS TO LEARN

- **In-person (2nd Edition)** – Learners receive their training during a 6.5-hour, Instructor-led, in-person session.
- **Blended** – Learners complete a 2-hour, self-paced online course, and participate in a 4.5- to 5.5-hour, Instructor-led training. This Instructor-led Training can be:
 - » A video conference.
 - » An in-person class.

Learn how to respond with the Mental Health First Aid Action Plan (**ALGEE**):

- A**ssess for risk of suicide or harm.
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- G**ive reassurance and information.
- E**ncourage appropriate professional help.
- E**ncourage self-help and other support strategies.

Sources

* National Alliance on Mental Illness. (n.d.). Kids. <https://www.nami.org/Your-Journey/Kids-Teens-and-Young-Adults/Kids>

** Mental Health First Aid. (2020). *Mental Health First Aid USA* for adults assisting children and youth. National Council for Mental Wellbeing.

*** Kessler, R., Berglund, P., Demler, O., Jin, R., Merikangas, K.R., Walters, E.E. (2005, June). Lifetime prevalence and age-of-onset distributions of DSM-IV disorders in the National Comorbidity Survey Replication. *Archives of General Psychiatry*. 62(6); 593-602. doi: 10.1001/archpsyc.62.6.593

Be StigmaFree

A Guide for Coworkers

Have you noticed any changes in your coworker? Changes could be related to how they feel, look, act, and/or think.

Feels: Is excessively irritable, worried, or overwhelmed

Looks: Is exhausted or fidgety

Acts: Is less engaged at work or socially withdrawn

Thinks: Has difficulty concentrating or increased confusion

Have these changes been going on for at least two weeks?



Yes

Start a conversation. Find a private place and lead with understanding. Ask if they're open to sharing.



Open to sharing

Great! Actively listen, avoid suggesting diagnoses, and don't minimize or invalidate their struggle. Share your own story if you're comfortable.

No

We can all have a bad day or two! Check back in a few days to see how they're doing.

Not open to sharing

It's ok, don't pressure them and remind them that they are not alone.



Follow up by providing resources like the NAMI Helpline 800-850-6264. Check back in two weeks to see how they're doing.

If you're worried about someone's risk of self-harm, take it seriously, don't leave them alone. Reach out to the designated person in your organization or call/text the **988 Suicide and Crisis Lifeline**.



Community Conversations About Mental Health

Discussion Guide





U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
www.samhsa.gov

On January 16, 2013, President Barack Obama directed Secretary Kathleen Sebelius of the U.S. Department of Health and Human Services and Secretary Arne Duncan of the U.S. Department of Education to launch a national conversation on mental health to reduce the shame and secrecy associated with mental illness, encourage people to seek help if they are struggling with mental health problems, and encourage individuals whose friends or family are struggling to connect them to help.

Mental health problems affect nearly every family. Yet as a nation, we have too often struggled to have an open and honest conversation about these issues. Misperceptions, fears of social consequences, discomfort associated with talking about these issues with others, and discrimination all tend to keep people silent. Meanwhile, if they get help, most people with mental illnesses can and do recover and lead happy, productive, and full lives.

This national conversation will give Americans a chance to learn more about mental health issues. People across the nation are planning community conversations to assess how mental health problems affect their communities and to discuss topics related to the mental health of young people. In so doing, they may also decide how they might take steps to improve mental health in their families, schools, and communities. This could include a range of possible steps to establish or improve prevention of mental illnesses, promotion of mental health, public education and awareness, early identification, treatment, crisis response, and recovery supports available in their communities.

Pamela S. Hyde, J.D.
Administrator
SAMHSA

Paolo del Vecchio, MSW
Director
Center for Mental Health Services
SAMHSA

Goals and Objectives of the Toolkit for Community Conversations About Mental Health

The Toolkit for Community Conversations About Mental Health is designed to help individuals and organizations who want to organize community conversations achieve three potential objectives:

- Get others talking about mental health to break down misperceptions and promote recovery and healthy communities;
- Find innovative community-based solutions to mental health needs, with a focus on helping young people; and
- Develop clear steps for communities to address their mental health needs in a way that complements existing local activities.

The *Toolkit* includes:

1. An *Information Brief* section that provides data and other facts regarding mental health and mental illness and how communities can improve prevention of mental illnesses, promotion of mental health, public education and awareness, early identification, treatment, crisis response, and recovery supports available in their communities.
2. A *Discussion Guide* section that is intended for use in holding community conversation meetings of 8-12 people each. (In a community forum with more participants, the audience would divide into groups of this size for much of their time together.) It provides discussion questions, sample views, ideas, and an overall structure for dialogue and engagement on mental health issues.
3. A *Planning Guide* section that describes a variety of ways in which people can facilitate their community conversations and take next steps at the local level to raise awareness about mental health and promote access to mental health services.

Mental health issues in our communities—particularly for our youth—are complex and challenging; but, by coming together and increasing our understanding and raising awareness, we can make a difference.

The Discussion Guide for Community Conversations About Mental Health

The *Discussion Guide* provides an example of how you could choose to structure a community conversation. This four-session model includes topic ideas and related questions, as well as tips for facilitators. The sequence, content, and timing of these sessions could be adjusted for conversations of different lengths and audiences.

This guide is a source of suggestions and should be adapted to fit local needs. It is intended to inform conversations on increasing education and awareness about mental health. It is not intended to support, facilitate, or in any other way encourage external parties to communicate with government officials to effect legislative or policy changes.

Community Conversations About Mental Health Discussion Guide



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Acknowledgments

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Disclaimer

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Originating Office

Office of Communications, Substance Abuse and Mental Health Services Administration, 1 Choke Cherry Road, Rockville, MD 20857. HHS Publication No. SMA-13-4764. Published July 2013.

SAMHSA Descriptor

The Substance Abuse and Mental Health Services Administration (SAMHSA) is the agency within the U.S. Department of Health and Human Services that leads public health efforts to advance the behavioral health of the nation. SAMHSA's mission is to reduce the impact of substance abuse and mental illness on America's communities.

Overview of Session Ideas

Session 1: Sharing Personal Experiences

Opening Question: What does mental health mean to me? To us as a community?
(Recommended Time Allocation: 90 minutes)

Potential Objectives:

- Set discussion guidelines.
- Get to know each other.
- Talk about what mental health means to each of us and to our community.

Session 2: Discussion of Challenges

Opening Question: What are the challenges and factors we should consider?
(Recommended Time Allocation: 90 minutes)

Potential Objectives:

- Take a look at some of the data about mental health.
- Identify the challenges we face as a community in addressing these issues.
- Identify the factors affecting mental health for young people.
- Examine our different beliefs about mental health and how we can find common ground to overcome challenges.

Session 3: Exploration of How to Respond

Opening Question: What can we do to support young people?
(Recommended Time Allocation: 90 minutes)

Potential Objectives:

- Consider different ways to improve mental health for young people.
- Begin to identify specific areas that we might want to work on locally.

Session 4: Community Solutions

Opening Question: What steps do we want to take as a community?
(Recommended Time Allocation: 90 minutes)

Potential Objectives:

- Decide on next steps.
- Decide how each of us wants to be involved.



Tips for Facilitators

- Welcome everyone.
- Explain that you will be facilitating the discussion—**not** joining in with your own opinions.
- The session has four parts—use the amount of time suggested for each as a guide.
- Take your time with the first few questions—they give people a chance to say why they care. Go around the circle and make sure everyone has a chance to answer.
- After that, you don't have to go around the circle in order—just make sure everyone has a chance to speak if they want to.
- You don't have to cover every question listed here, and you may have questions you want to add. Choose the questions that you think will work best for your group.
- If your group identifies ideas for community solutions during this discussion, put them up on a piece of newsprint or flipchart under the heading **Next Steps**, and make it clear to the group that they will be turning to these later in the sessions.

Session 1: Sharing Personal Experiences

What does mental health mean to me? To us as a community?

Before we get to the question of what we can do, it is important to understand the issues and how they affect us. We all have personal experiences that inform and motivate our actions. It is important to share more about those experiences and discuss why we care about mental health issues. In doing this we can relate to each other better and develop a common understanding that is foundational to creating community solutions.

Objectives of this session:

- Set discussion guidelines.
- Get to know each other.
- Talk about what mental health means to each of us and to our community.

Part 1: Setting guidelines (10 minutes)

What guidelines or ground rules do you want to set for your discussion? Here are some examples:

- Listen with respect.
- Each person gets a chance to talk.
- One person talks at a time. Don't cut people off.
- When sharing, speak about yourself and your personal experiences.
- It's OK to disagree with someone else—in fact, it can be helpful—but personal attacks are never appropriate.
- Help the facilitator keep things on track.
- After this event is over, it is OK to share the main ideas discussed in the small group but not OK to link specific comments to specific people (“He said ... and she answered...”).

Part 2: Starting the discussion (30 minutes)

1. Each person: Introduce yourself and say a little about why you wanted to be part of this discussion.
2. Take thirty seconds: Think of just one word, phrase, or image that relates to why you think it is difficult for us to talk about mental health issues. Write it down if you wish, or draw a picture. Then we will go around the circle and share each person's effort.

3. Take a look at pages 1-2 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health*, including the definitions of mental health and mental illness.

- What are your reactions to the information provided?
- Are there items that you don't agree with or want more information on?

Part 3: What does mental health mean to me? What does mental health mean to us? (30 minutes)

- What experiences in your life, your work, or your family inform what you believe about mental health?
- In your experience, how are mental health issues affecting young people and the schools? If you are a young person, how do mental health issues affect you and your peers?
- Do you think your cultural background influences how you think about mental health? If so, how?
- Why is mental health an important or not so important issue in your community?
- In your experience, how are mental health issues in the community intertwined with issues of substance abuse? How are they intertwined with physical health on an individual or community level?

Part 4: Wrapping up (20 minutes)

1. What new insights did you gain from this discussion?
2. What themes kept occurring throughout this discussion?
3. What do we still need to talk about—what areas do we want to be sure to cover in our discussions?



Tips for Facilitators

The session has four parts— you can use the amount of time suggested for each as a guide.

Session 2: Discussion of Challenges

What are the challenges and factors we should consider?

To make progress on mental health issues, we need to think strategically about the challenges we are facing and the factors that have the greatest influence on mental health—particularly those that affect young people. This session will help you consider some of those challenges and factors and begin thinking about how to address them.

Objectives of this session:

- Take a look at some of the data about mental health.
- Identify the challenges we face as a community in addressing these issues.
- Identify the factors affecting mental health for young people.
- Examine our different beliefs about mental health and how we can find common ground to overcome challenges.

Part 1: What impacts the mental health of youth and of our community? (15 minutes)

Take a look at pages 7-10 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health*.

- What are your reactions to the information presented?
- Are there items you don't agree with? Is there anything you want more information on?

Optional: If you have a handout that gives local data on mental health:

- What are your reactions to the information presented?
- Are there items you don't agree with or want more information on?

Part 2: Risks, protective factors, and promising strategies (30 minutes)

Take a few minutes to look at page 5 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health*. It describes the factors that tend to put young people at risk for mental health conditions, the ones that tend to protect them, and promising strategies for reducing risks and increasing protections. If your discussion group includes young people, consider engaging them in answering the following questions from their perspective.

Understanding the Challenges

- What are your reactions to the information provided in the *Information Brief* about risk factors?
- What are the biggest challenges you are facing related to your mental health? What risk factors affect you the most?
- What do you think are the key assets or protective factors?
- *For the adults in the group:* Do you have questions for the young people in the group that will help you understand the challenges they are facing?

Promising Strategies

- What resources (people, coalitions, agencies, funding, etc.) do you already have in your community?
- What promising strategies are already in place to improve mental health among young people?
- What promising strategies do you know of that promote the mental health of everyone in your community?

Part 3: What are the challenges that keep us from developing a common understanding and consensus on next steps? (30 minutes)

Even the most thoughtful, well-intentioned efforts to improve mental health may fail if we do not identify and address the challenges that stand in our way. An important first step is to have a candid discussion about these differences. Consider the information on pages 11-13 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health* for this discussion.

In your group or in your community:

1. Are people willing to talk about emotional and mental health issues? Why or why not?
2. There are many opinions on mental illnesses, their causes, and how we identify and treat these conditions. What are your views?
3. What are your views on how mental health services are being delivered—or how they should be delivered?

As you discover the range of views on mental health within your group and within the community, what is the common ground among people with different ideas?

Part 4: Wrapping up (15 minutes)

- What new insights did you gain from this discussion?
- What themes kept occurring throughout this discussion?
- What ideas for next steps emerged from these insights or themes during the discussion?



Tips for Facilitators

The session has three parts—you can use the amount of time suggested for each as a guide.

Session 3: Exploration of How to Respond

What can we do to support young people?

So far, the *Discussion Guide* has focused on overall issues of mental health—our experiences, our views on why it is important, and our perspectives on what obstacles we face in trying to improve it. This session will begin to sharpen our focus on young people and their families.

Objectives of this session:

- Consider different ways to improve mental health for young people.
- Begin to identify specific areas that we might want to work on locally.

Part 1: What does the research about the mental health of young people tell us? (20 minutes)

Take a look at page 10 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health*.

- What are your reactions to the information presented?
- Are there items you don't agree with? Is there anything you want more information on?

Optional: If you have a handout that gives local data on mental health:

- What are your reactions to the information presented?
- Are there items you don't agree with or want more information on?

Part 2: How can we best support the mental health of young people? (50 minutes)

Take a look at the description of evidence-based practices on pages 17-18 in the *Information Brief* section of the *Toolkit for Community Conversations About Mental Health*. Describe how the research can help identify many ways to help our young people. Consider how your community can best help youth and their families.

The list of views below is intended to help the group consider a range of ideas. You may find yourself agreeing with more than one point of view. Some views that are important to you may not be on the list—feel free to combine views or add new ones.

View 1: Reduce negative attitudes and raise awareness about the importance of mental health and wellness

According to this view, we should promote mental health as a key component of overall health and wellness. This will help make it more acceptable to talk about mental health and seek help if needed. We cannot improve the mental health of young people if we do not improve how people view mental health and mental illness, promote acceptance, eliminate misperceptions, and reduce negative attitudes associated with mental illnesses. By making health and wellness an inspiring, positive goal for individuals and communities, we can create an environment that supports the changes we seek.

View 2: Support people in our community in mental health crisis situations

According to this view, we can teach others how to respond to people in crisis and provide responders with the knowledge and skills to address their needs. When family members, loved ones, friends, neighbors, and community members learn how to be helpful when a young person is going through a difficult time, they can help that young person avoid isolation and engage in the solution. The entire community benefits when first responders, schools, health care providers, parents, and peers know how to engage a young person in crisis. This will help provide supports to people who are experiencing these conditions for the first time, help build greater understanding and acceptance in the community, and reduce crisis situations associated with mental illnesses.

View 3: Help young people access local mental health supports and services to meet their needs

According to this view, we can help young people and their families access mental health supports and services when they need them. Many different kinds of groups can be involved: public, private, nonprofit, and faith-based. Multiple youth-serving systems can work together to meet the needs of young people and their families, including schools, law enforcement, child care providers, and others. Efforts between systems need to be coordinated, and families and young people should be engaged in deciding how services are provided. We also need to harness the power of youth and families to help one another by strengthening peer-to-peer and family supports and resources in the community. To support and sustain these efforts, we need to look for ways to take advantage of existing resources in the community.

View 4: Build connections throughout the community

According to this view, implementing multiple strategies will require us to mobilize all the different resources in our community. Other youth-serving systems (juvenile justice, child welfare, early childhood), schools, health care providers, civic groups, individual volunteers, and many other people and organizations can all pitch in. By working together, we will also build the social connections that promote positive mental health. Research shows that the largest risk factor for serious illness is lack of social connectedness. By focusing on this issue, we can strengthen our community and help address health and mental health in many ways.



View 5: Help youth, families, and communities promote mental health and prevent or delay the onset of mental illnesses

According to this view, we must focus efforts on activities that promote mental health and prevent the development of mental illness. We need to focus on interventions designed to prevent or delay the onset of mental illness or substance use disorders. Child development and early life experiences are important, and we can help young children who are at risk of developing mental, emotional, and behavioral problems. We need to look for sustainable ways to support the needs of children and youth through prevention programs, early intervention strategies, and other activities that promote healthy childhood development and create positive learning experiences.

Questions about the views:

1. Which view or views best describes what you think? Why?
2. Why is this view important to you?
3. What other views would you add?
4. What are the tradeoffs between these views and other views?

Part 3: Wrapping up (20 minutes)

- What new insights did you gain from this discussion?
- What themes occurred throughout this discussion?
- What ideas for next steps emerged from these insights or themes during the discussion?

Session 4: Community Solutions

What steps do we want to take as a community?

This session will help you identify community solutions, whether you are part of a small group of concerned citizens or a community-wide planning process. Part 1 is designed to help you brainstorm and prioritize ideas for next steps. Part 2 focuses on identifying individual and community solutions and what communities across the country can do to support local efforts on mental health.

Objectives of this session:

- Decide on next steps.
- Decide how you want to be involved.

Part 1: Brainstorming and prioritizing next steps (40 minutes)

The purpose of this section is to review what you learned in earlier sessions and come up with new ideas to help strengthen mental health in your community. Then you can prioritize the ideas and choose your top ideas to work on.

1. **Identify Ideas:** Spend a few minutes jotting down ideas that will help strengthen mental health in the community. Feel free to include ideas already discussed. Refer to the flip chart paper labeled “Next Steps” from previous sessions.
2. **Prioritize:** Review your list and choose your top two or three ideas to share with the group.
3. **Share:** Go around the circle and have each person share one idea at a time until all the ideas have been shared.

As you decide on our best ideas, it may help to keep the following things in mind.

Which ideas:

- Address the issues we’ve been discussing?
- Will be effective?
- Are feasible?
- Will bring about lasting change?



Tips for Facilitators

- Invite group members to go to the flip chart and put dots or marks by their top two or three ideas.
- Identify the ideas with the most dots or marks.
- Record the top four or five community solutions identified by the group on a fresh piece of flip chart paper.

Questions for discussion:

1. Which ideas seem important or promising?
2. What is a concern you have about each idea?
3. What is something positive about each idea?
4. We have been talking about many ideas to help our community—What is one idea that you are especially interested in working on?
5. What is one thing you could do on your own to help?

Part 2: How can we support local efforts? (30 minutes)

There are many ways that public, private, and nonprofit organizations can support what is happening locally. Communities can work together to identify how existing resources can be leveraged to best support local priorities and to address mental health needs and gaps.

In this section, your group can generate a 50-word statement that captures what you have discussed and what your community can do to improve the mental health of young people.

Community Solutions Snapshot

- Take a few minutes: Write down a few words, phrases, or sentences that might help you create a snapshot of next steps your community can take.

Consider including the following:

- What has been done in your community to strengthen mental health?
 - What work still needs to be done?
 - What direction do you plan to take as a community?
- Go around the circle and share what each person wrote.
 - Decide together what you want to put into your 50-word statement.

Part 3: Final questions (20 minutes)

1. What has surprised you about these conversations?
2. Have you changed your mind about these issues? If so, how?
3. How will you stay involved to help the young people in your community?
4. What might you do differently after taking part in this process?

Facilitation Tips and Recommendations

A facilitator can help focus and structure the discussion and, at the same time, encourage the participants to take ownership of their group. The facilitator can create a safe environment where each participant feels comfortable expressing ideas and responding to those of others.

The facilitator does not have to “teach” but, instead, is there to guide the process. He or she does not have to be an expert in the subject being discussed.

Here are some other tips to consider:

Be prepared. Make sure you are familiar with the discussion materials, and think ahead of time about the directions in which the discussion might go.

Set a relaxed and open tone. Welcome everyone and create a friendly and relaxed atmosphere.

Help the group establish some ground rules. At the beginning of the session, ask people to suggest how the group should function. Use the sample ground rules, and invite the group to add others or delete some of the ones that are already there. The point is for the group to feel that the rules are their own.

Monitor and assist the group process. Keep track of how the group members are participating—who has and hasn’t spoken. Don’t let anyone dominate; try to involve everyone.

Allow time for pauses and silence. People need time to reflect and respond. Avoid speaking after each comment or answering every question, and allow participants to respond directly to each other. When deciding whether to intervene, lean toward nonintervention in the discussion.

In an emergency: If it appears that someone is having difficulty discussing topics such as previous traumatic experiences, mental health issues, or is actually in crisis, you can suggest they call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255). This hotline is staffed 24 hours-a-day for those in crisis. *The crisis line should not be used as a substitute for professional medical services and mental health care consultation. If there is an immediate emergency, call 911.*



Potential Goals for Facilitators

- Be impartial; the facilitator's opinions are not part of the discussion.
- Help the group set some guidelines or ground rules and keep to them.
- Help group members identify areas of agreement and disagreement.
- Use the discussion materials to bring in points of view that have not been talked about.
- Create opportunities for everyone to participate.
- Focus and help to clarify the discussion.
- Summarize key points in the discussion or ask others to do so.
- Be self-aware; good facilitators know their own strengths, weaknesses, biases, and values.
- Put the group first.
- Appreciate all kinds of people.

Appendix: Helpful Resources and Websites

(Note: These organizations, materials, and links are offered for informational purposes only and should not be construed as an endorsement of the referenced organization's programs or activities.)

Resources	
• Information About Mental Health	• http://www.MentalHealth.gov
• Substance Abuse and Mental Health Services Administration (SAMHSA)	• http://www.SAMHSA.gov
• National Institute of Mental Health (NIMH)	• http://www.nimh.nih.gov
• Additional information you could use to host a conversation in your community	• http://www.CreatingCommunitySolutions.org
Promoting Mental Health and Preventing Mental Illness	
• Suicide Prevention Resource Center	• http://www.sprc.org
• The Institute of Medicine's <i>Preventing Mental, Emotional and Behavioral Disorders Among Young People: Progress and Possibilities</i>	• http://www.iom.edu/Reports/2009/Preventing-Mental-Emotional-and-Behavioral-Disorders-Among-Young-People-Progress-and-Possibilities.aspx
• Addressing Bullying	• http://www.stopbullying.gov
• National Center for Mental Health Promotion and Youth Violence Prevention	• http://www.promoteprevent.org
• Find Youth Info	• http://www.findyouthinfo.gov
• Million Hearts	• http://millionhearts.hhs.gov/index.html
Addressing Public Attitudes	
• Resource Center to Promote Acceptance, Dignity, and Social Inclusion	• http://promoteacceptance.samhsa.gov
• Voice Awards	• http://www.samhsa.gov/voiceawards
• Children's Mental Health Awareness Day	• http://www.samhsa.gov/children
Evidence-Based Practices for Treatment	
• National Registry for Evidence-Based Programs and Practices	• http://www.nrepp.samhsa.gov
• National Center for Trauma-Informed Care	• http://www.samhsa.gov/nctic
• Children's Mental Health Initiative Technical Assistance Center	• http://www.cmhnetwork.org
Recovery Support Services	
• National Consumer Technical Assistance Centers	• http://ncstac.org/index.php
• Homeless Resource Center	• http://www.homeless.samhsa.gov
• Shared Decision Making in Mental Health Tools	• http://162.99.3.211/shared.asp
• College Drinking: Changing the Culture	• http://www.collegedrinkingprevention.gov

Notes:





SMA-13-4764
July 2013

MentalHealth.gov

Be StigmaFree

A Guide for Leadership

Supporting employee mental health and well-being is a business imperative.

Why?

The cost of unsupported mental health:

1. \$200 billion is lost in earnings each year in the U.S. through health care usage and decreased work productivity.*
2. Depression is the leading cause of disability costs around the world.**

Unsupported mental health can lead to challenges like:

1. Low performance and lack of concentration.
2. Decreased collaboration and creativity.
3. Low morale and low motivation.
4. Increased drug and alcohol misuse.

The good news?

Fortunately, most mental health conditions improve with proper support. As a leader in your organization, you can create a supportive and healthy workplace for employees.



Learn more
nami.org/stigmfree

Ways to Foster a Healthy Workplace

FACILITATE EVENTS

Educate staff and start a conversation about mental health.

CREATE GUIDELINES

Develop a fair and equitable code of conduct to include people with mental health conditions.

PROMOTE BALANCE

Model and support work-life balance for employees.

CHECK COVERAGE

Ensure that your health insurance provides comprehensive, affordable and accessible mental health coverage.

PROVIDE ADDITIONAL RESOURCES

Provide resources outside of insurance coverage (e.g. EAPs, employee resource groups, wellness apps, etc.)

PROVIDE EDUCATION AND AWARENESS

Foster a culture where getting help for a mental health concern is as routine as getting help for any other concern

BE SUPPORTIVE

Educate staff and start a conversation about mental health.

* <https://pubmed.ncbi.nlm.nih.gov/18463104/>

**https://www.who.int/health-topics/depression#tab=tab_1

Mental Health in My Community

It's OK to talk about mental health.

Get help if you need it.

Help is available and effective.

If you know someone in need, help is available.

SAMHSA
Treatment Locator Hotline
1-877-SAMHSA7

SAMHSA
Treatment Locator
<http://www.samhsa.gov>

SAMHSA's
National Suicide Prevention Lifeline
1-800-273-TALK (8255)

Nearly **two-thirds** of the 45 million U.S. adults over 18 years old with any mental illness went without treatment.¹

The cost of treatment for mental health issues is **equivalent** to the cost of cancer care.⁷

Mental health issues result in an estimated **\$193 billion in lost earnings**.⁸

Nearly **1 out of 4** community hospital stays involved a mental or substance use disorder.⁹

Almost **21.6 million persons** over 12 years old in the U.S. needed treatment for a substance use problem.⁵

\$247 billion annual estimated cost of mental and emotional problems among young people.¹⁰

genetics stress level
biology stressful events income
Factors that influence mental health²
social exclusion faith
access to health resources social support

1/2 of adult mental health problems **begin before age 14**.³

3/4 of adult mental health problems **begin before age 24**.⁶

Supportive and meaningful relationships help build resilience and well-being.⁴

Suicide is the **3rd leading cause of death** for youth ages 15-24.¹¹



Find more information at
<http://www.MentalHealth.gov>
Click Here for Citations





Mental Health **FIRST AID**

from NATIONAL COUNCIL FOR MENTAL WELLBEING

[Mental Health First Aid](#) is a groundbreaking public education program that helps the public identify, understand, and respond to signs of mental illnesses and substance use disorders. Mental Health First Aid USA is managed, operated, and disseminated by three national authorities — the National Council for Community Behavioral Healthcare, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health.

Mental Health First Aid is offered in the form of an interactive 12-hour course that presents an overview of mental illness and substance use disorders in the U.S. and introduces participants to risk factors and warning signs of mental health problems, builds understanding of their impact, and overviews common treatments. Those who take the 12-hour course to certify as Mental Health First Aiders learn a 5-step action plan encompassing the skills, resources and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care.

The 12-hour Mental Health First Aid USA course has benefited a variety of audiences and key professions, including: primary care professionals, employers and business leaders, faith communities, school personnel and educators, state police and corrections officers, nursing home staff, mental health authorities, state policymakers, volunteers, young people, families and the general public. See how you can get involved — find a 12-hour Mental Health First Aid [course near you](#) or learn how you can [become a certified instructor](#) to teach the 12-hour course in your community.

[LEARN MORE](#)

From Next Door To Across Florida

Mental Health

A Guide for Faith Leaders



Mental Health: A Guide for Faith Leaders

American Psychiatric Association Foundation and the Mental Health and Faith Community Partnership Steering Committee

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americanpsychiatricfoundation.org

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Resources

Part I. Mental Health Overview

For many who seek psychiatric care, religion and spirituality significantly influence their internal and external lives and are an important part of healing. [The Mental Health and Faith Community Partnership](#) was created to foster dialogue between psychiatrists and faith leaders. This guide is a product of the Partnership.

The Partnership facilitates collaboration among those who work within the different disciplines of faith and psychiatry and who share a common goal of promoting health, healing, and wholeness. It provides a platform for psychiatrists and the faith leaders to learn from each other. Faith leaders can increase their understanding of the best science and evidence-based treatment for psychiatric disorders. Likewise, psychiatrists and the mental health community can learn from spiritual leaders and increase their understanding of the role of spirituality in recovery and the support faith leaders can provide.

Because religion and spirituality often play a vital role in healing, people experiencing mental health concerns often turn first to a faith leader. From a public-health perspective, faith community leaders are gatekeepers or “first responders” when individuals and families face mental health or substance use problems. In that role they can help dispel misunderstandings, reduce stigma associated with mental illness and treatment, and facilitate access to treatment for those in need.

This guide provides information to help faith leaders work with members of their congregations and their families who are facing mental health challenges. Its goal is to help faith leaders understand more about mental health, mental illness, and treatment, and help break down the barriers that prevent people from seeking the care they need.

The Partnership and this guide are working to foster respectful, collaborative relationships between mental health professionals and faith community leaders that will lead to improved quality of care for individuals facing mental health challenges.

For more information see psychiatry.org/faith.



People experiencing
mental health concerns
often turn first to a
faith leader.



Part I

Mental Health Overview





What is Mental Illness?

Mental illnesses are health conditions involving significant changes in thinking, emotion, or behavior (or a combination of these). Mental illnesses are associated with distress and/or problems functioning in social, work, or family activities.

Mental illness is common¹: nearly 1 in 5 (19%) U.S. adults experiences some form of mental illness in a given year; 1 in 24 (4.1 %) has a serious mental illness; and 1 in 12 (8.5%) has a substance use disorder. Mental illness is treatable. The vast majority of individuals with mental illness continue to function in their daily lives.

health concern. Sometimes, for example, a depressed mood is normal, such as when a person experiences the loss of a loved one. But if that depressed mood continues to cause distress or gets in the way of normal functioning, the person may benefit from professional care.

¹Sources: National Institute of Mental Health and Substance Abuse and Mental Health Service Administration. For these data, serious mental illness is defined as a mental, behavioral, or emotional disorder (excluding developmental and substance use disorders) resulting in serious functional impairment, which substantially interferes with or limits one or more major life activities (for example, major depressive disorder, schizophrenia, bipolar disorder).

MENTAL HEALTH....	MENTAL ILLNESS....
<p>Mental health involves effective functioning in daily activities resulting in</p> <ul style="list-style-type: none"> ▪ Productive activities (work, school, caregiving) ▪ Fulfilling relationships ▪ Ability to adapt to change and cope with adversity 	<p>Mental illness refers collectively to all diagnosable mental disorders—health conditions involving</p> <ul style="list-style-type: none"> ▪ Significant changes in thinking, emotion, and/or behavior ▪ Distress and/or problems functioning in social, work, or family activities.

Mental health is

- the foundation for thinking, communication, learning, resilience, and self-esteem
- key to personal well-being, relationships, and contributing to community or society

Many people who have a mental illness do not want to talk about it. But mental illness is nothing to be ashamed of! It is a medical condition, just like heart disease or diabetes. And mental illnesses are treatable. We now know much more about how the human brain works, and treatments are available to help people successfully manage mental illnesses.

Mental illness does not discriminate; it can affect anyone regardless of one's age, gender, income, social status, race/ethnicity, religion/spirituality, sexual orientation, background, or other aspect of cultural identity. While mental illness can occur at any age, three-fourths of all mental illness begins by age 24.

It is not always clear when a problem with mood or thinking has become serious enough to be a mental

Common Mental Illnesses

Mental illnesses take many forms. Some are fairly mild and only interfere in limited ways with daily life, such as certain phobias (abnormal fears). Other mental illnesses are so severe that a person may need care in a hospital. Mental health conditions can affect different aspects of a person, including personality, thinking, perception, mood, behavior, or judgment. The following are short descriptions of some common mental illnesses:



Anxiety Disorders

Anxiety is a reaction to fear or stress. Everyone feels anxious sometimes, such as when speaking in front of a group or taking a test. A person may feel his/her heart beating faster, or may be short of breath or feel sick. Normal anxiety can usually be controlled and does not last much longer than the situation that triggers it.

When anxiety becomes excessive, involves unfounded dread of everyday situations, and interferes with a person's life, it may be an anxiety disorder. Nearly 30% of people will experience an anxiety disorder at some time in their lives. Anxiety disorders take many forms.

- **Panic disorder** is a sudden attack of fear or terror. Symptoms may include a pounding heart, sweating, weakness, dizziness, or smothering sensations. People having a panic attack often fear they are about to be harmed and feel that they are not in control.
- **Obsessive-compulsive disorder** (OCD) involves frequent upsetting thoughts (obsessions) that cause anxiety. People with OCD usually do things over and over (compulsions) to try to control their thoughts and anxiety. For example, a person might be afraid the stove was left on and return again and again to check.
- **Social anxiety disorder** involves extreme anxiety around others. A person may be very afraid they are being watched or judged by others. The fear of being embarrassed may be so strong that it disrupts relationships, work, and other activities.
- **Agoraphobia** involves avoidance of situations where escape may be difficult or embarrassing or help might not be available if panic symptoms occur. The fear is out of proportion to the actual situation, lasts six months or more, and causes problems in functioning.
- **A specific phobia** is an intense fear or anxiety that is out of proportion to the actual risk or danger posed by the object of the fear. Some common specific phobias are fear of enclosed spaces, open spaces, heights, flying, and blood.
- **Generalized anxiety disorder** (GAD) involves excessive anxiety and worry more days than not for at least six months. The worry is about a number of events or activities and is hard to control. The constant worrying causes distress and disrupts relationships, work, and other activities.

Depression

Depression is a potentially serious medical condition that affects how a person feels, thinks, and acts. The primary signs of major depression are that the person feels sad or has no interest or pleasure in normal activities for most of 2 weeks. Activities such as eating, socializing, sex, or recreation lose their appeal. Other symptoms:

- Changes in appetite
- Sleep changes (sleeping too much or being unable to sleep)
- Agitation, restlessness, or changes in motor movement
- Feelings of worthlessness or guilt
- Problems thinking, concentrating, or making decisions
- Lack of energy, fatigue
- Thoughts of death or suicide

Depression is more intense and long-lasting than normal sadness. It can develop slowly, draining the energy, pleasure, and meaning from a person's life. About 7% of adults experience major depression in any given year and one in five women will experience it in their lifetime. Some people may express depression differently. For example, some people who are depressed may be more likely to complain of body aches or other physical symptoms than of mood or emotional symptoms.

More information about the full range of mental disorders is available in *Understanding Mental Disorders: Your Guide to the DSM-5*. It is based on the latest, fifth edition of the *Diagnostic and Statistical Manual of Mental Disorders*—known as *DSM-5*. *DSM-5* specifies symptoms that must be present for a given mental disorder diagnosis and is used by mental health professionals around the world.

Part I. Mental Health Overview

Like anxiety, depression can take different forms.

- **Major depressive disorder** causes a person to feel deeply sad and unable to enjoy previously enjoyed activities for at least two weeks. Jobs, relationships, and life activities can be affected.
- **Persistent depressive disorder** (previously called dysthymic disorder) is a milder form of depression that persists for years at a time. People with dysthymia may feel gloomy, irritable, or tired much of the time. They may feel hopeless and have difficulty sleeping or concentrating. Their depressed mood can interfere with their relationships, work, and enjoyment of life.
- **Postpartum depression** refers to symptoms of major depression in a mother just before or after her baby is born (depression with peripartum onset).

Bipolar Disorder

Bipolar disorder can cause dramatic mood swings, from feeling high and energetic to feeling very low, sad, and hopeless. The periods of highs and lows are called episodes of mania or hypomania (lower grades of mania) and depression. During a manic episode, a person may speak rapidly, feel little need for sleep, and become involved in activities with a high potential for risk or pain. During a depressive episode, a person may feel despair, hopelessness, or fatigue. People with bipolar disorder are at higher risk than the general population for alcohol or substance misuse.

Schizophrenia

Schizophrenia is a chronic serious mental illness that usually begins in a person's 20s. When untreated, it can cause people to have psychotic thinking (impaired perception of reality and ability to communicate), delusions (fixed, false beliefs), or hallucinations (seeing or hearing things that aren't real). Some people with schizophrenia do not recognize that they have a mental illness. Treatment can help relieve many symptoms of schizophrenia, but most people with this illness cope with symptoms their entire lives. Nonetheless, many people with schizophrenia live successfully in their communities and lead rewarding lives.

Posttraumatic Stress Disorder

Posttraumatic stress disorder (PTSD) can occur after a person has experienced or witnessed a situation involving harm or the threat of harm. People with PTSD may startle easily or be unable to feel positive emotions. They may experience flashbacks of the event that triggered the disorder and be quick to anger.

Addiction/Substance Use Disorders

Addiction is a chronic brain disease that causes compulsive substance use despite harmful consequences. As a result of research, we now know more about how addiction affects the brain and behavior.

Addictive Disorders, including substance use disorders and gambling disorder, are mental illnesses defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM-5[®]). People take drugs for a variety of reasons—to feel good, to feel better (for example, overcome distressing feelings), to do better, out of curiosity, or because peers are doing it. An initial decision to take drugs is usually voluntary, but with continued use changes take place in the brain impairing a person's self-control and judgment. At the same time, the addiction produces intense impulses to take drugs.

Many people experience both addiction and another mental illness. Mental health conditions may precede addiction; drug misuse may also trigger or exacerbate a mental illness.

Stopping drug use is just one part of the recovery process, and relapse can occur often during the recovery process. Addiction affects many aspects of a person's life, so treatment must address the needs of the whole person to be successful. These needs could be medical, psychological, social, or vocational.

Treatment may include behavioral therapy, motivational interviewing, and medication and should be tailored to the individual's circumstances and needs. Support groups (such as Alcoholics Anonymous, Narcotics Anonymous, and others) are a central part of recovery for many people.

Risk and Protective Factors for Drug Misuse and Addiction

RISK FACTORS	PROTECTIVE FACTORS
Aggressive behavior in childhood	Good self-control
Lack of parental supervision	Parental monitoring and support
Poor social skills	Positive relationships
Drug experimentation	Academic competence
Availability of drugs at school	School anti-drug policies
Community poverty	Neighborhood pride

Source: National Institute on Drug Abuse

Suicide

Suicide is the 10th leading cause of death in the United States (the third leading cause for youth aged 10 to 14; the second leading cause for people aged 15 to 34). Each year in the United States, an estimated 37,000 people die by suicide and 1 million people attempt suicide, according to the Centers for Disease Control and Prevention. Men are nearly four times more likely than women to take their own lives.

Suicide can be prevented. Risk of suicide can be minimized by knowing the risk factors and recognizing the warning signs.

Warning Signs of Suicide²

Changes in behavior can be warning signs that someone may be thinking about or planning suicide.

- Often talking or writing about death, dying, or suicide when these actions are out of the ordinary
- Making comments about being hopeless, helpless, or worthless
- Expressions of having no reason for living; no sense of purpose in life; saying things like “It would be better if I wasn’t here” or “I want out”
- Increased alcohol and/or drug use
- Withdrawal from friends, family, and community
- Reckless behavior or more risky activities, seemingly without thinking
- Dramatic mood changes
- Giving away prized possessions, putting affairs in order, tying up loose ends, changing a will

National Suicide Prevention Lifeline

1-800-273-TALK (8255), has trained counselors available 24/7 and can refer to local resources.

Risk Factors for Suicide²

Certain events and circumstances may increase risk.

- Losses and other events (for example, the breakup of a relationship or a death, academic failures, legal difficulties, financial difficulties, bullying)
- Previous suicide attempts
- History of trauma or abuse
- Keeping firearms in the home
- Chronic physical illness, including chronic pain
- Exposure to the suicidal behavior of others
- A history of suicide in the family

²Adapted from: *Suicide Risk Factors*, Substance Abuse and Mental Health Services Administration, and *Warning Signs and Risk Factors*, American Association of Suicidology

Diagnosis

Some mental illnesses can be related to or mimic a medical condition. Therefore a mental health diagnosis typically involves a full evaluation including a physical exam. This may include blood work or neurological tests.

The diagnosis of a mental health condition helps clinicians to develop treatment plans with their patients. However, the diagnosis of a mental disorder is not the same as a need for treatment. Need for treatment takes into consideration the severity of the symptoms, level of distress, and extent of disability associated with the symptom(s), risks and benefits of available treatments, and other factors (for example, psychiatric symptoms complicating other illness).

Each person is unique and may express or describe mental disorders in different ways. The level of distress and effect on daily living are important considerations in diagnosis and treatment.

Mental Health and Culture: People of diverse cultures and backgrounds may express mental health conditions differently. For example, some people are more likely to come to a health care professional with complaints of physical symptoms that are caused by a mental health condition. Some other cultures view and describe mental health conditions in different ways from most doctors in the United States.

Mental Health and Religion/Spirituality: A person might express to either a clinician or more likely to a faith leader experiences such as receiving a message from “God,” punishment for sin, a calling to a “great holy cause,” possession by “evil spirits,” or persecution because of a conviction of “spiritual closeness.” It is important to distinguish whether these are symptoms of a mental disorder (for example, delusions, auditory or visual hallucinations, and paranoia), distressing experiences of a religious or spiritual problem, or both. (See box on Religion and Spirituality in Psychiatric Diagnosis.)

Mental health illnesses that may have symptoms with a religious or spiritual content include psychotic disorders (for example, schizophrenia, schizoaffective disorder), mood disorders (for example, major depression, bipolar disorders), and substance use disorders, among others.

Also, for a person of faith, having a mental illness may be seen as a spiritual concern or problem, just as having cancer or a heart attack would.

Religion and Spirituality in Psychiatric Diagnosis

Religion and spirituality are addressed in the American Psychiatric Association's handbook of diagnostic classification (DSM-5*) in the chapter on "Other Conditions That May Be a Focus of Clinical Attention." These conditions, which are not mental disorders, may affect the diagnosis, course, prognosis, or treatment of a patient's mental disorder and as such deserve attention in the course of treatment.

From *DSM-5*:

Religious or Spiritual Problem *This category can be used when the focus of clinical attention is a religious or spiritual problem. Examples include distressing experiences that involve loss or questioning of faith, problems associated with conversion to a new faith, or questioning of spiritual values that may not necessarily be related to an organized church or religious institution.*

*Diagnostic and Statistical Manual of Mental Disorders, Fifth Edition.

Mental Health Treatment

Mental health conditions are treatable, and improvement is possible. Many people with mental health conditions return to full functioning.

Mental health treatment is based upon an individualized treatment plan developed collaboratively with a mental health clinician and an individual (and family members if the individual desires). It may include psychotherapy (talk therapy), medication, or other treatments. Often a combination of therapy and medication is most effective. Complementary and alternative therapies are also increasingly being used.

Self-help and support, including by a faith community and its leaders, can be very important to an individual's coping, recovery, and well-being. A comprehensive treatment plan may also include individual actions (for example, lifestyle changes, support groups, exercise, and so on) that enhance recovery and well-being. Psychiatrists and other mental health clinicians help individuals and families understand mental illnesses and what they can do to control or cope with symptoms in order to improve health, wellness, and function.

Talk Therapy

While medications can be an important part of treating many mental health conditions, medications alone may not be enough. They cannot heal damaged relationships or give insight into challenges. These are things that require reflection, thinking, talking, and, for some, praying. Therapists can be extremely helpful in this vital part of recovery; they are trained to help with these problems in a nonjudgmental way.

Psychotherapy—sometimes called “talk therapy”—involves a series of meetings with a trained therapist. Since mental health conditions often cause complicated problems affecting many parts of a person's life, relationships may suffer and it may be difficult to work, think clearly, or make good decisions. Talking openly to a trusted person can be comforting and can help one see problems or situations more clearly.

There are many types of psychotherapies. Specific types work better for some types of mental health conditions.

- **Cognitive-behavioral therapy (CBT)** helps people identify and change negative or irrational thought patterns that lead to unhelpful behaviors.
- **Behavioral therapy** is based on principles of learning and aims to reinforce desired behaviors while eliminating undesired behaviors.
- **Family therapy** provides a safe place for family members to share feelings, learn better ways to interact with each other, and find solutions to problems.
- **Group therapy** typically involves a group of people dealing with the same or a similar mental health condition. Discussion is guided by a trained therapist. It can be very reassuring and helpful to hear from others who are facing the same challenges and share experiences.
- **Interpersonal therapy** is used to help patients understand underlying interpersonal issues that are troublesome, like unresolved grief and problems relating to others.

Medications for Mental Health Conditions

Just as many people take medications daily for diabetes or high blood pressure, many people take a medication daily for a mental health condition. Medication can help calm anxiety, lift depression, and improve attention. Age, individual needs, overall health, and personal preferences are important considerations in making decisions about medication in treatment.

Some Tips for Getting Best Results From Medication

- Follow doctor's directions on how (e.g., with food) and when (e.g., time of day) to take the medication
- Ask about possible side effects and how to cope
- Make sure your doctor knows about any other medicines you are taking (including over-the-counter)
- Do not stop or change dose of medication without talking with your doctor
- Pay attention and note how the medication is working and any side effects
- Talk to your doctor about any questions or concerns

Some medication for mental health conditions are taken every day, even when the person feels better, just as they are with diabetes or high blood pressure. In some cases, medications for conditions such as ADHD, depression, anxiety, and schizophrenia may need to be taken on a long-term basis. Other medications are taken only when a person needs them. Some medications help prevent the symptoms of an illness such as depression from returning. Successful medication use requires close

communication with the health care professional.

Before taking medication, people should ask about and understand the purpose and effects of the medication, how to take it, and possible side effects. People should talk with the health care professional when they are experiencing bothersome side effects or feel that something is not right.

Psychiatrists and other physicians (who have more than eight years clinical training) take into account each person's needs and symptoms when determining medications to prescribe. They will consider such factors as general medical health and history, allergies, lifestyle, age, family history, and benefits and risks of medication (potential to be habit forming, interaction with other medications, side effects).

Peer Support Services

Peer services can be an important part of recovery-oriented mental health and substance use treatment—helping people become and stay engaged in the recovery process and reduce the likelihood of relapse. Peer support services are delivered by individuals who have been successful in the process of recovery from mental health and/or substance use conditions. Peer specialists model recovery, teach skills, and offer supports to help people experiencing mental health/substance use challenges to lead meaningful lives in the community. Because these services are delivered by peers who have been successful in the recovery process, they carry a powerful message of hope. Peer support

Classes of Medications

CLASS OF MEDICATIONS	CONDITIONS TREATED	ADDITIONAL INFORMATION
Antidepressants	Depression, panic disorder, PTSD, anxiety, obsessive-compulsive disorder, borderline personality disorder, bulimia nervosa	May take 3-4 weeks for full effect, longer if dose is gradually increased
Antipsychotic medications	Psychotic symptoms (delusions and hallucinations), schizophrenia, bipolar disorder, dementia, autism spectrum disorder	Some side effects can be extreme but can be treated
Mood stabilizers	Bipolar disorder	
Sedatives, Hypnotics, and Anxiolytics	Sedatives and Anxiolytics: anxiety, insomnia Hypnotics: to cause and maintain sleep, pain disorder	Benzodiazepines (one class of anxiolytics) can be habit forming; Hypnotics are prescribed for a brief time only
Stimulants	ADHD	Most commonly prescribed for children

Source: APA, *Understanding Mental Disorders: Your Guide to DSM-5*

Part I. Mental Health Overview

specialists' roles can include peer-wellness coaching, education and advocacy, support-group facilitation, and assistance navigating community services and supports. Peer specialists supplement existing treatment.

Alternative Therapies

Many people turn to alternative health therapies, such as herbal remedies. It is important to discuss with the health care professional any medication being used, including alternative therapies and over-the-counter medications being used, since some herbal products and over-



Because peer support services are delivered by people who have been successful in the recovery process, they carry a powerful message of hope.



the-counter medications can change the way other medicines work in the body.

Support and Self-Help

People can boost chances of recovery from a mental health condition and help maintain wellness in many ways.:

Exercise

Exercise is one of the best things a person can do to improve body, mind, and mood. This doesn't mean having to go to a gym or do anything elaborate or intense. Brisk walking can be a fine exercise. Even walking five or 10 minutes a day is a start; building up to at least 30 minutes a day might be a goal.

Yoga

The many forms of yoga combine poses that stretch and tone muscles and breathing exercises that can help relieve stress and tension. Some studies find that people who practice yoga feel more positive and more energetic.

Relaxation Techniques

Meditation can help give a sense of calm and balance and help improve emotional well-being and overall health. Many techniques are available to help relax muscles and calm the mind. A common technique is to focus on breathing while sitting comfortably, with muscles relaxed and eyes closed. If distracted by thoughts, the mind is gently redirected back to breathing. This is continued for 10 to 20 minutes.

Support Groups

Many types of support groups are available, online or in person, to help with mental health and substance use concerns. Joining such groups can provide an opportunity to learn how other people are coping, hear their stories, ask questions, talk about personal experiences, and help others. Groups can be facilitated by professionals or by members of the group.

A Role for Spirituality

Studies show that people involved in a religious or spiritual group of some kind have a lower risk of premature death or illness than those not involved. The reasons for this apparent benefit are not well understood. But the fellowship, goodwill, and emotional support offered by religious or spiritual groups may also promote healthy living and mental health. Some faith communities offer pastoral counseling services, which can be an additional support to therapy and/or medication, and may help people cope with mental health challenges.

Correcting Myths About Mental Illness

- An expected or culturally accepted reaction to a loss or difficulty, such as the death of a loved one, is not a mental illness. It is common at times to have feelings of being down, anxious, afraid, or angry.
- Socially problematic behavior (for example, political, religious, or sexual) and conflicts that are primarily between the individual and society are not mental illnesses.
- Mental illnesses are not caused by personal weakness or lack of character.

“

Mental illness is nothing to be ashamed of! It is a medical problem, just like heart disease or diabetes.

”

Types of Mental Health Professionals

Psychiatrists are medical doctors (M.D.s or D.O.s) who specialize in the diagnosis, treatment, and prevention of mental illnesses, including substance use disorders. Among the treatments they use are medication and talk therapy.

Psychologists have doctoral degrees (Ph.D. or Psy.D.) and special training in mental health conditions. They most often help people with mental illnesses by providing testing and psychotherapy.

Clinical social workers address individual and family problems such as serious mental illness, substance abuse, and domestic conflict through counseling, therapy, and advocacy. Most have a master's degree in social work.

Psychiatric nurses work with individuals, families, groups, and communities, assessing and helping to treat their mental health needs.

Licensed professional counselors assist people with many types of problems, including mental health issues.

Certified pastoral counselors have in-depth religious and/or theological training and training and experience in counseling.

Licensed marriage and family therapists often provide treatment within the context of one's family or relationship dyad.

Primary care clinicians (physicians, physician assistants, and nurse practitioners) are often the first to identify and address mental health concerns.



What to Expect from a Mental Health Professional

Everyone deserves quality care. High-quality mental health professionals

- **Care about all aspects of the person's life** and may be able to suggest other people to talk with about needs such as housing, financial aid, or childcare.
- **Take a detailed history** that includes asking about cultural concepts of distress, cultural identity, religious/spiritual beliefs, and supports and stressors.
- **Ask about medical problems**, such as diabetes and high blood pressure, and other illnesses such as HIV.
- **Clearly explain** any diagnosis and possible treatment options—including talk therapy and medications, as well as possible side effects—and self-help techniques like exercise and support groups.
- **Review medication regularly** and adjust treatment when necessary.
- **Include family members** or friends from the community when appropriate.

The Connection Between Mental and Physical Conditions

Mind and body are connected in many important ways. Problems that first affect the mind can later increase a person's risk for physical problems, such as diabetes, high blood pressure, or malnutrition. Conversely, problems that first affect the body, such as a disease or an accident, can affect mental health (i.e., emotions, thinking, and mood).

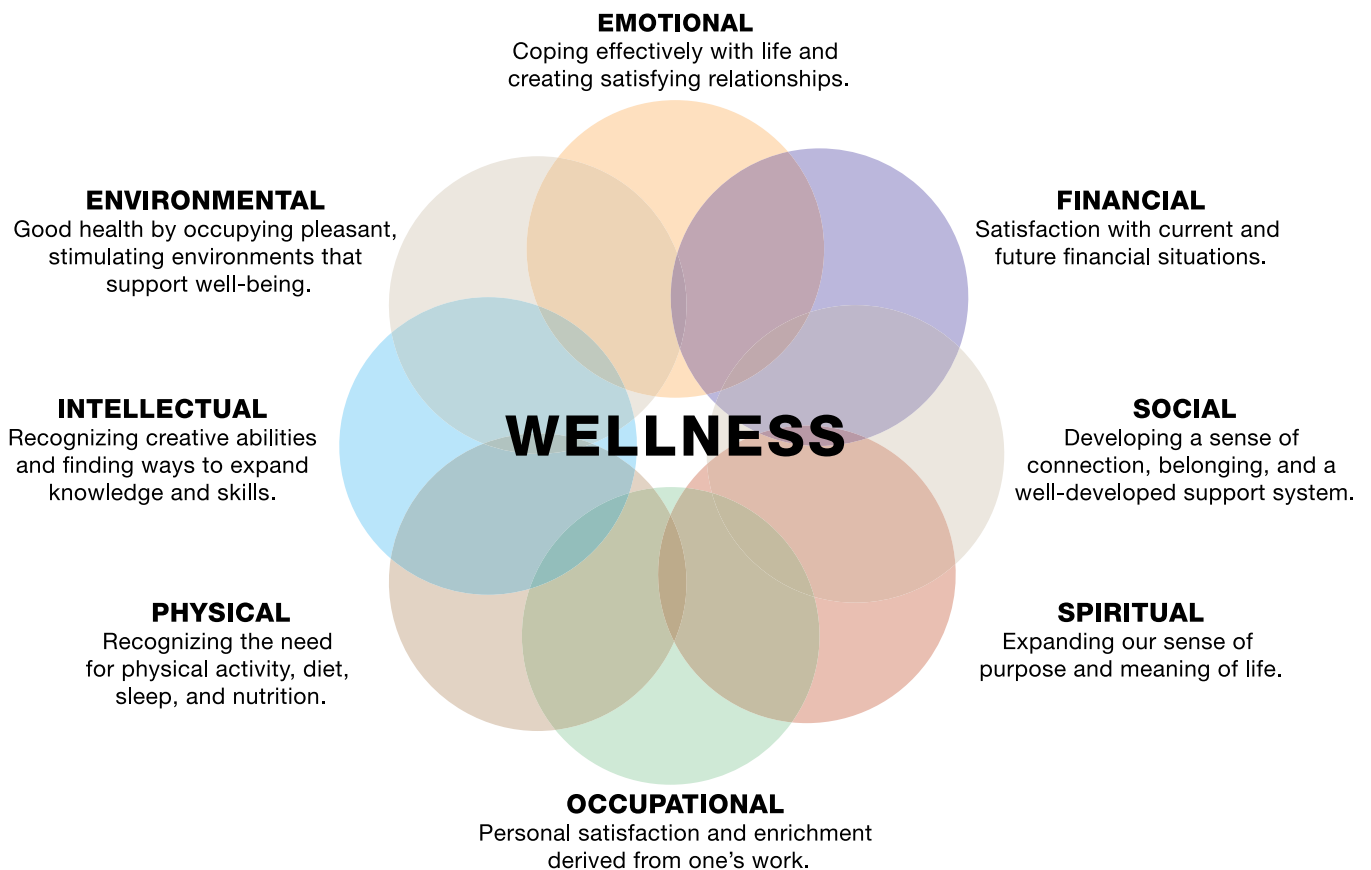
- **68% of adults with mental disorders** also have medical conditions
- **29% of adults with medical conditions** also have mental disorders³

Adults living with serious mental illness die on average many years earlier than other Americans, largely due to treatable medical conditions.



³Robert Wood Johnson Foundation. 2011. Policy Brief: Mental disorders and medical comorbidity.

Recovery, Wellness and Building Resilience⁴



A Holistic Guide to Whole-Person Wellness

Wellness means overall well-being. For people with mental health and substance use conditions, wellness is not simply the absence of disease, illness, or stress, but the presence of purpose in life, active involvement in satisfying work and play, joyful relationships, a healthy body and living environment, and happiness. It incorporates the mental, emotional, physical, occupational, intellectual, and spiritual aspects of a person's life. Each aspect of wellness can affect overall quality of life.

Building Resilience and Maintaining Wellness

Being resilient means a person is able to cope with challenges, trauma, threats, or other forms of stress. Getting help for mental health conditions can improve one's ability to take other steps to build resilience. To strengthen resilience, people need to:

- Build connections with family and friends
- Accept that change is a part of living—some goals may no longer be attainable as a result of changing situations
- Reach out to help others
- Develop realistic goals and take small, regular steps toward them
- Look for growth in loss
- Nurture a positive view of yourself
- Trust instincts
- Take care of themselves; they can't help others if they are unwell themselves
- Boost mental health by remembering that the mind and body are connected—eat right, exercise, get enough sleep, and take care of health problems promptly
- Avoid alcohol and other drugs

⁴From the SAMHSA Wellness Initiative



Part II

Faith Leader Support for People With Mental Illness

Introduction

Faith leaders are official leaders of religious congregations whose primary responsibility is to provide for the spiritual development and care of their congregations. Faith leaders encounter individuals with mental health conditions in a number of circumstances that require different approaches. They are always called to see the *person* rather than the *illness* first, and to understand their own religious assumptions regarding the role of the divine in their encounters with others. They can and should work with trained volunteer members of their congregations to help other members who are experiencing mental health challenges.

See also the companion to this guide: **Quick Reference on Mental Health for Faith Leaders**

The following sections provide suggestions and brief guidance on creating a more welcoming environment and helping individuals and families who are facing mental health concerns. Faith leaders can model openness and resilience by encouraging their congregations to cultivate mental, physical, and spiritual well-being and by being open to seeking help for themselves if needed.

How Congregations Can Be More Inclusive and Welcoming

Create a welcoming environment

- Learn about mental illness. Identify myths and stigma through open discussion.
- Mental illness can be isolating for individuals and families. Ensure that they feel welcome in all aspects of your community's spiritual life. Create a safe environment within the place of worship by promoting an atmosphere of openness and inclusiveness.
- Conduct workshops, give sermons, host lectures to reduce and eliminate the stigma of mental illness and create more acceptance in the faith community. Invite a mental health professional to address a religious education class or discussion group.
- Apply a bio-psycho-social-spiritual model, understanding mental illness and substance use not as spiritual weaknesses but as illnesses for which treatment is available.
- Develop an inventory of community resources.

- Encourage faith leaders (imams, rabbis, priests, and other clergy) and lay leaders to take training through a program like Mental Health First Aid⁵ to become familiar with the basics of mental health conditions and ways to respond appropriately.
- Identify congregational leaders who can provide support to individuals and families either in the community or when hospitalized. The importance of individual and family privacy should be emphasized.

Provide support to individuals with mental health conditions and their families

- Visit in the hospital or at home.
- Offer prayers for him/her at religious services.
- Phone or send cards or letters.
- Listen and give moral support.
- Offer to shop for food or take a meal.
- Offer help with transportation (to appointments, to attend religious services).
- Offer help with childcare.
- Encourage networking with community support/advocacy groups.

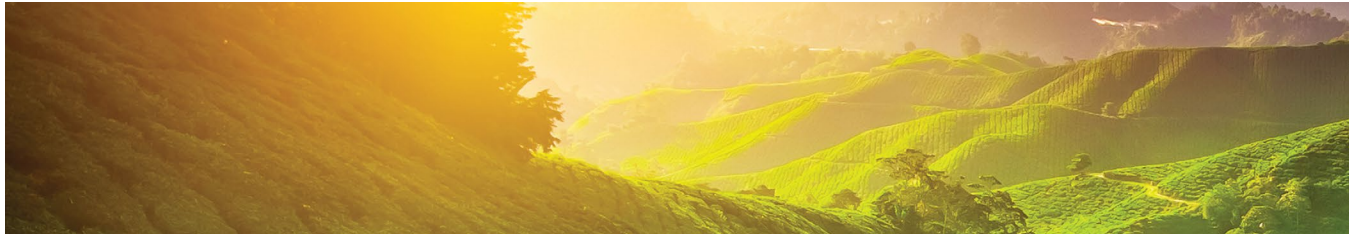
When to Make a Referral to a Mental Health Professional

Often faith leaders are unsure when to refer an individual to a mental health professional.

Situations When Prompt or Immediate Referral to a Clinical Care professional Is Indicated

- When a person poses an immediate danger to self or others.
- When a person demonstrates an emotional or behavioral problem that constitutes a threat to the safety of the person or of those around him/her (for example, suicidal behavior, severe aggressive behavior, an eating disorder that is out of control, self-mutilation like cutting, or other self-destructive behavior).
- Suicide. Thoughts of suicide should always be taken seriously. A person may not share these thoughts with you, but the family members may be aware of concerning behaviors, like isolation. A person who is seriously suicidal should be considered a psychiatric emergency and immediate psychiatric evaluation/consultation should be sought. Do not hesitate to call 911/Emergency Medical Services (EMS) for assistance; ask if a person with Crisis Intervention Team (CIT) training is available.

⁵ Mental Health First Aid USA is coordinated by the National Council for Behavioral Health, the Maryland Department of Health and Mental Hygiene, and the Missouri Department of Mental Health.



Assessing the person

- **Level of distress** – How much distress, discomfort, or anguish is he/she feeling? How well is he/she able to tolerate, manage or cope?
- **Level of functioning** – Is he/she capable of caring for self? Able to problem solve and make decisions?
- **Possibility for danger** – Is there danger to self or others, including thoughts of suicide or risky behavior?

Other Situations That May Require a Referral

- Developmental problems (children/teens)
- Abnormal bereavement (the sadness associated with the death of a loved one may progress to low self-esteem, thoughts of suicide, feelings of guilt, and lack of interest)
- Family dysfunction

- Substance misuse/addiction
- Significant changes in sleep (lack of sleep or sleeping too much can be related to multiple health conditions including depression, anxiety, and posttraumatic stress disorder)
- When you have worked with a person with behavioral or emotional problems for six to eight sessions without meaningful improvement

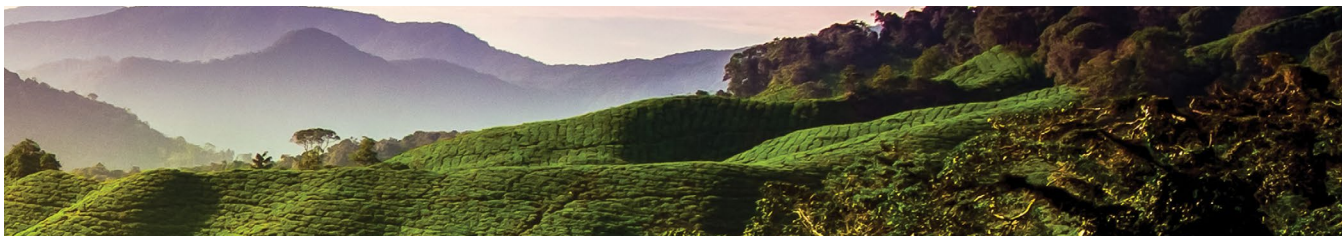
A worrisome sign is diminished social support. The person perceives he/she has no one to depend on or confide in or has recently withdrawn from supports.

If possible, work with a mental health professional who can help triage a situation and recommend the most appropriate resource for the individual's particular needs and circumstances.

Visible Signs That May Raise a Concern About Mental Illness

These categories of observation are provided to help identify whether an individual may have a mental health condition that requires attention by a mental health professional—they are not definitive signs of mental illness.

Categories of Observation	Examples of observations <i>Does something not make sense in context?</i>
Cognition Understanding of situation, memory, concentration	Seems confused or disoriented Has gaps in memory of events Answers questions inappropriately
Affect/Mood Eye contact, outbursts of emotion/indifference	Appears sad/depressed or overly high spirited Overcome with hopelessness/overwhelmed by circumstances Switches emotions abruptly
Speech Pace, continuity, vocabulary (Is difficulty with English language an issue?)	Speaks too quickly or too slowly, misses words Uses vocabulary inconsistent with level of education Stutters or has long pauses in speech
Thought Patterns and Logic Rationality, tempo, grasp of reality	Seems to respond to unusual voices/visions Expresses racing, disconnected thoughts Expresses bizarre or unusual ideas
Appearance Hygiene, attire, behavioral mannerisms	Appears disheveled; poor hygiene Trembles or shakes, is unable to sit or stand still (unexplained) Wears inappropriate attire




How to Make a Referral for Mental Health Treatment

- **Communicate clearly about the need for referral.** Make the referral a collaborative process between the person and/or family and the faith leader. “Let us think together about the helping resources that will be of most value to you.” Be clear about the difference between spiritual support and professional clinical care.
- **Reassure the individual and family that you will journey with them** and will help navigate any obstacles. Seek to understand possible barriers or preconceived ideas that may hinder the process (fears, stigmas, religious misunderstandings, economical challenges, and so on). Ask about medical insurance.
- **If possible, have a list of professionals at hand for immediate reference.** In some instances, it may be helpful to provide help with finding a professional and making an appointment.
- **Follow-up.** Remain connected with the family to see how the situation evolves. Provide the spiritual encouragement necessary to stay the course. Offer community resources (see resources at end). Support the person’s re-integration into the faith community.

Keep in mind: Not all individuals/families will immediately accept the need for referral. If this is the case, continue to journey with the family providing guidance (see next section, “Dealing With Resistance”).

For emergencies, call 911 or go to the nearest hospital; ask if a person with Crisis Intervention Team (CIT) training is available. If there is a life-threatening situation, the referral process should not precede calling 911 or going to the nearest emergency room.



National Suicide Prevention Lifeline, 1-800-273-TALK (8255), has trained counselors available 24/7 and can refer to local resources.

Dealing With Resistance to Accepting Mental Health Treatment

Remember, the person **has** an illness; the person **is not** the illness. Mental health and illness involve multiple factors, including biology and neurochemistry, and are not the fault of the person, the family, or anyone else. Faith leaders are in unique positions to educate their congregations about mental health in order to overcome the stigma and shame often associated with mental illness with understanding and acceptance.

- **Acknowledging a problem.** Resistance to treatment may come from the fact that the person does not think he/she has a mental health problem. Helping individuals understand that effective treatment is available for the issues that trouble them is an important first step.
- **Stigma.** Realize that for many people the stigma about mental health conditions, involving stereotypes, prejudice, and discrimination, is a significant part of dealing with the illness itself. This encompasses both public stigma (general population reaction to people with mental illness) and self-stigma (prejudice that people with mental illness turn against themselves). Faith leaders should know enough about mental health conditions to understand the challenges an individual may be facing and be able to comfortably and confidently deal with stigma-related resistance.
- **Past experience with medication.** People may have received mental health treatment in the past, but then decided on their own to stop taking medication. Stopping medication may have been prompted by bothersome side effects or because they felt it was no longer needed. Focusing the conversation on how they were functioning while taking medication as compared with their level of functioning without medication may be helpful in motivating individuals to consider resuming treatment.
- **Support team.** A personal “support team” for someone who is resisting treatment is often a valuable resource. Such a team would be composed of several trusted people who could provide feedback whenever they observed the individual’s thinking or behavior interfering with his/her ability to function. A support

team could help the individual over time to see the need to resume treatment.

- **Religious concepts.** At times, religious concepts and understandings may be a source of resistance to treatment. People may “depend on God” for healing or regard receiving psychiatric services as a “lack of faith.” They may interpret their symptoms as a “curse” or a “punishment from God.” When engaging in conversation and counsel, a faith leader may usefully affirm that “God has given us the ability to develop medicines that are helpful in keeping us well.”
- **Hopelessness.** People sometimes avoid or discontinue treatment because they can see no hope in their situation. In fact, hopelessness can be a significant symptom of the mental disorder itself. In some cases faith stories from one’s religious tradition that illustrate how people have found “a way forward when there seems to be no way” can facilitate hope. Personal stories of those who have come through times of crisis and resistance can also be effective in conveying an assurance that people can recover if they reach out for help that is available.
- **Perhaps the most helpful is the faith leader’s expression of his/her own confident trust that the troubled individual can find the strength to take the next step toward his or her own healing.**

If the resistance becomes extreme and if you think the person who is resisting treatment may hurt himself or herself or someone else, seek immediate assistance; call 911/Emergency Medical Services; ask if a person with Crisis Intervention Team (CIT) training is available.

As a faith leader, you can convey that each person is sacred, is a person of extreme value, and is a person who is loved ultimately.

Distinguishing Religious or Spiritual Problems From Mental Illness

Clinical needs and spiritual concerns are often inextricably intertwined among people of faith. People of faith who have a mental health condition may experience distressing spiritual concerns (for example, Has God forsaken me? Why doesn’t God heal me? Is taking medication evidence of a lack of faith?). They may also express distress in a spiritual term consistent with a DSM-5 Religious or Spiritual Problem that is not a mental health condition (for example, prayers not answered, possession by an evil spirit, anxiety over an unforgivable sin, and so on).

In dealing with individuals with both spiritual and mental concerns:

Meet with the individual and/or family to assess the needs and problems they are experiencing. Faith leaders should be clear about the difference between religious/spiritual support and professional clinical treatment.

- Consult the policies and guidelines for pastoral care and counseling adopted by your denomination or faith group. These will usually delineate boundaries for both clergy and congregants regarding how pastoral care is to be practiced.
- Take particular note of issues or concerns that require urgent clinical care. For example, suicidal intent or behavior, despondency, impulses to self-harm or harm others. Immediate referral to a clinical care professional is critical when these concerns or issues arise. The person should be assured that you will be there with spiritual care and support.
- Attend carefully to the language a person uses with you as a faith leader to describe her/his distress. Be aware that mental health conditions are sometimes expressed as religious or spiritual concerns such as committing an “unpardonable” sin, vocational indecision, family problems, and distress that one’s prayers are not answered. Recognize that cultural differences exist in understanding mental health versus religious or spiritual issues.
- Resist prematurely understanding a complex situation as entirely related to religion or spirituality. When mental health issues are not readily apparent, a faith leader may appropriately decide to offer religious counsel and spiritual guidance. If after 4 to 6 sessions, the issues still persist and the congregant exhibits a sense of hopelessness and undiminished distress or additional areas of life dysfunction, referral to a clinical professional should be made for further diagnosis, assessment, and treatment with ongoing support from you.

Approaching a Person With an Urgent Mental Health Concern

Determining what is disruptive behavior. Faith leaders should work with their congregations to develop guidelines for defining and assessing disruptive/disturbed behavior. This might include behavior that requires an intervention because it:

- significantly interferes with the purpose or task of a communal gathering or
- threatens harm to self or others.

Disruptive behaviors by individuals should be distinguished from that by persons whose behavior or appearance is different from others but are still able to participate in the service or activity to some extent. Faith leaders should assess whether persons whose unconventional behaviors or appearance may indicate a need for pastoral counsel or referral. Boundaries regarding the range and effect of unconventional behaviors should be clearly understood by all, especially when a congregation seeks to be welcoming and inclusive.

Approaching an individual within a communal service. Before interacting with an individual, consider safety for yourself, the individual, and others and whether there is a family member or friend who can help calm the person. Use lay leaders (this assumes some prior training or the identification of mental health professionals within the community) to accompany/assist the person to remain within the gathering, offering cues and communication regarding expected behavior. Escort or invite the person to a more appropriate, safe setting. Acknowledge the willingness to be there for the person, even if it means seeking the help of a professional. Recognize that a loss of hope and a loss of perspective may be both a spiritual problem and a sign of a mental health condition.

Seek immediate assistance when a person poses a danger to self or others. Thoughts of suicide should always be taken seriously. A person who is actively suicidal is a psychiatric emergency. Call 911; ask if a person with Crisis Intervention Team (CIT) training is available.

Questions to consider

- Are there signs of substance misuse? Has this been a problem?
- Is the person a threat to himself/herself or others? Does the person have a weapon?
- Is the person experiencing delusions (false beliefs) or hallucinations or exhibiting a pervasive distrust or suspiciousness of others?
- Does the person seem to be emotionally out of control or on the verge of losing control?

If so, a referral to a mental health professional may be required.



For Individuals and Families: Online and local resources and support

Mental Health America mentalhealthamerica.net

- Find an Affiliate
- Online screening tools (depression, bipolar, anxiety, PTSD)

National Alliance on Mental Illness nami.org

- Find your local NAMI
- Online discussion groups
- NAMI Helpline – 800-950-NAMI, info@nami.org
- Family support/education – Family-to-Family

Depression and Bipolar Support Alliance dbsalliance.org

- Chapter/Support group locator
- DBSA online support group

Anxiety and Depression Association of America adaa.org

- Find a local support group

Online Mental Health Screening mentalhealthscreening.org

- Screening for Mental Health, Inc. (depression, bipolar disorder, anxiety, eating disorders, PTSD, alcohol use)
- Anxiety and Depression Association of America – (anxiety, PTSD, depression, OCD, and more)
- Mental Health America (depression, bipolar, anxiety, PTSD)

Alcoholics Anonymous aa.org

Narcotics Anonymous na.org

Al-Anon Family Groups al-anon.org

For Faith Leaders: Helpful resources

There are excellent resources for faith communities and their leaders to enhance their knowledge and skills to better serve congregants.

American Psychiatric Association

Quick Reference on Mental Health for Faith Leaders - a companion to this guide, psychiatry.org/faith

Understanding Mental Disorders: Your Guide to the DSM-5® a new book from APA based on the latest, fifth edition of the *Diagnostic and Statistical Manual of Mental Disorders*—known as *DSM-5*.

www.psychiatry.org/mental-health/understanding-mental-disorders

NKI Center of Excellence in Culturally Competent Mental Health

Pastoral Education Guide and **Pastoral Education Workbook**

<http://ccase.org/our-products/>

The Guide includes a case example of depression complicating grief requiring referral, and the Workbook discusses the use of a depression screen to help identify people who may need to be referred.

Mental Health Information for Ministers (Unitarian Universalist Mental Health Ministry)

www.mpuuc.org/mentalhealth

Mental Health Ministries www.mentalhealthministries.net/

Mental Illness and Families of Faith: How Congregations Can Respond (Study Guide)

National Catholic Partnership on Disability www.ncpd.org

Welcomed and Valued: Building Faith Communities of Support and Hope with People with Mental Illness and Their Families (Resource Manual and DVD)

Mental Illness Ministry of the Chicago Catholic Archdiocese www.miministry.org

Caring Clergy Project <http://inmi.us/for-clergy/>

Videos for Clergy (making referrals, suicide prevention and intervention, and more)

United Church of Christ Mental Health Network www.mhn-ucc.blogspot.com

Interfaith Network on Mental Illness www.inmi.us

Pathways to Promise, The Way of Companionship

www.pathways2promise.org/resources/the-way-of-companionship/

Religion and Ethics Weekly (PBS/WETA) Episode on Churches and the Mentally Ill

www.pbs.org/wnet/religionandethics/2012/06/22/june-22-2012-churches-and-the-mentally-ill/11386/

NAMI FaithNet www.nami.org/faithnet

SAMHSA Faith-based and Community Initiatives www.samhsa.gov/faith-based-initiatives

(Substance Abuse and Mental Health Services Administration)

Temple University Collaborative on Community Inclusion of Individuals with Psychiatric Disabilities

<http://tucollaborative.org/religion-spirituality/>

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The American Psychiatric Association Foundation (APAF), the philanthropic and educational arm of the American Psychiatric Association, works to create a mentally healthy nation by advancing mental health, overcoming mental illness, and eliminating stigma. The Foundation combines the knowledge and credibility of the world's largest psychiatric organization with its patient and family-centered mission. Visit APAF at americanpsychiatricfoundation.org.

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DISCLAIMER: This guide is intended for informational purposes only, with the understanding that no one should rely upon this information as the basis for medical decisions. Anyone requiring medical or other health care should consult a medical or health care professional. Any actions based on the information provided are entirely the responsibility of the user and of any medical or other health care professionals who are involved in such actions.

The American Psychiatric Association Foundation has produced two new resources to help faith leaders better understand mental illness and treatment, and better help individuals and families in their congregations facing mental health challenges. The resources, *Mental Health: A Guide for Faith Leaders* and a companion two-page Quick Reference on Mental Health for Faith Leaders, are the culmination of work from the Mental Health and Faith Community Partnership, a collaboration of psychiatrists and faith leaders representing diverse faith traditions.

Many people facing a mental health challenge personally, or with a family member, turn first to a faith leader. And for many receiving psychiatric care, religion and spirituality are an important part of healing. In their role as “first responders,” faith leaders can help dispel misunderstandings, reduce stigma associated with mental illness and treatment, and facilitate access to treatment for those in need. The Guide and Quick Reference provide faith leaders with the knowledge, tools and resources to support that role. For more information see www.psychiatry.org/faith.

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Mayors' Resource Guide on Behavioral Health Issues

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What Is Behavioral Health and Why Does it Matter to Mayors?

The term “behavioral health” refers to both mental health and substance use, and recognizes how the two are often inter-related. Behavioral health problems include the misuse of alcohol or drugs, mental and substance use disorders, and suicide. Mental and substance use disorders include conditions such as schizophrenia, bipolar disorder, depression, and addiction to alcohol or prescription drugs. Preventing, treating, and supporting recovery from behavioral health problems is essential for communities to be healthy, safe, and successful. You can help ensure that everyone in your community has the best chance to succeed by addressing the behavioral health needs of your communities. You can do this by supporting the prevention and treatment of mental illness and supporting recovery from mental illness. Mayors and municipal leaders like you can have an important role in providing leadership and support to address the behavioral health needs of children, adults, and families in their communities.

Unaddressed behavioral health problems may have a negative effect on the economy for cities, towns, and counties. Costs may increase across systems including health care, emergency and social services, special education, services for homelessness, law enforcement, criminal justice system, and health insurance for municipal employees. They may impact the productivity of local businesses and health care costs, impede the ability of children and youth to succeed in school, and lead to family and community disruption.

Fortunately, many people with behavioral health problems can recover from these conditions and live healthy and productive lives. Many effective prevention, treatment, and recovery programs are available for mental and substance use disorders. Many mental and substance use disorders can be prevented and if symptoms do appear, and the severity of many of these problems can be reduced through programs focused on health promotion, illness prevention, and early treatment intervention.

In addition, the passage of the Mental Health Parity and Addiction Equity Act (MHPAEA) means that insurance groups that offer coverage for mental health or substance use disorders must provide coverage that is comparable to medical coverage. The Affordable Care Act (ACA) significantly extends the reach of MHPAEA's requirements. Because of the health care law, most small group and individual market health plans must also include coverage for mental health and substance use disorders as one of the ten categories of Essential Health Benefits, and that coverage must comply with the federal parity requirements set forth in MHPAEA.

Mayors and local public officials can have a unique role in shaping community responses that will promote recovery, prevent behavioral health disorders, reduce the impact of behavioral health problems when they do occur and ensure that needed treatments and services are available. As a Mayor, city or county official, you can help amplify the message that the U.S. Department of Health and

Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA) is working to bring to communities and the nation: *"Behavioral Health is Essential to Health; Prevention Works; People Recover; and Treatment is Effective."*

What You Can Do to Engage Your Community

Engaging to prevent or reduce behavioral health problems in any community can help save money and improve lives by:

Reducing

- health care costs;
- emergency department use;
- prescription drug misuse;
- absenteeism from work and school;
- special education costs;
- crime;

Preventing

- child maltreatment;
- tobacco, alcohol, and other drug use;

Improving

- academic achievement, graduation rates, and college entry;
- community environment;
- community partnerships;
- family stability; and
- wages and productivity.

Community Conversations on Mental Health

SAMHSA created a toolkit that can assist communities in organizing community conversations about mental health. Creating a local community conversation about mental health issues can be an effective way to bring community members together to determine how best to approach raising awareness and identifying ideas for solutions best suited for a specific local community.

Local conversations can be formal or informal, big or small, and include a group of individuals who mirror the demographics and diversity of a given community or a group of persons who are simply interested in discussing the issues and ways to move forward.

Local community organizations may be willing to organize and support these conversations and especially to collaborate with a mayor's office to follow-up on needed steps. The goal is a more informed and engaged citizenry willing to help increase mental health literacy and awareness and committed to helping those who need help are identified and assisted in receiving it.

You can get copies of the toolkit at <http://www.samhsa.gov/communityconversations/>.

Potential Next Steps

Are you ready to implement policies, programs and strategies that promote positive mental and behavioral health and prevent behavioral health problems? The following steps could help move your community forward. Your mental health and public health agencies can collaborate together to assist with these processes.

1. Assess Needs

- Conduct a scan of your community to discover the risks and strengths present and how they affect the behavioral health of young people in your community.
- Conduct a needs assessment to gather current data about your community's behavioral health systems services and supports. Identify strengths, challenges and areas where there are gaps.

2. Build Capacity

- Reach out to others who have lead successful community efforts focusing on behavioral health;
- Identify local leaders who are committed to take steps to address this issue and who are knowledgeable about behavioral health.
- Consider convening a summit on preventing and reducing mental, emotional, and substance use disorders in your community—ensuring representation from multiple sectors that can have an active role. Stakeholders might include:
 - Members of the business community
 - Groups involving families and parents of young people with mental health or substance abuse challenges
 - Representatives with lived experience of mental illness or substance use disorders
 - Youth and family leaders
 - Local college student representatives
 - Local charitable funders and foundations, faith-based groups
 - School superintendents, board members, association/union representatives, teachers and students
 - Municipal and county law enforcement, city/county prosecutors, city/county parole and probation officers, emergency medical services and other first responders, crisis response teams and trauma resources
 - Local nonprofits (soup kitchens, housing providers, employment services, and others)
 - Local scientific experts and officials – researchers/university/college professors
 - Behavioral health providers or providers of prevention services
 - Local Tribal representatives

3. Plan

- Identify goals, objectives, strategies and timelines
- Convene stakeholders. Consider using an effective facilitator or process leader to engage those present. Begin by creating a vision for behavioral health in your community. Include questions that are informed by your data regarding what to increase and what to decrease in the community.
- Consider the use of science informed community prevention frameworks such as:
 - **The Strategic Prevention Framework:** <http://captus.samhsa.gov/access-resources/about-strategic-prevention-framework-spf>
 - **Communities that Care:** <http://store.samhsa.gov/product/Communities-That-Care-Curriculum/PEP12-CTCPPT>
 - Address the unique needs of different groups in your community paying attention to differences in culture, language, religion and gender or sexual identity
- Discuss how to build on community strengths and move or reduce barriers;

4. Implement

- Determine needed next steps to address these issues.
- Engage others to help, create a timeline, and create a way to share early wins.
- Communicate with your community about successes.

5. Evaluate

- Consider developing an evaluation plan from the beginning. This plan could help your community be clear about what it is working to accomplish and how it plans to achieve these outcomes. An evaluation plan can be a valuable tool to help your community implement, monitor and continuously improve and refine its efforts. For more information about developing an evaluation plan, go to: http://nrepp.samhsa.gov/Courses/ProgramEvaluation/NREPP_0401_0010.html
- Develop processes to continually use data to inform decisions.

Potential Events to Engage Your Community

Are you looking for a way to engage your community in a conversation about behavioral health? Throughout the year, the nation recognizes many events related to mental health and substance use which can provide a great opportunity to get a discussion started. Here is a list of a few of the major events:

1. National Children's Mental Health Awareness Day:

When: Second week in May

Program Description: National Children's Mental Health Awareness Day helps raise awareness about the importance of children's mental health. Over 1,100 communities participated in 2012. Cities and towns across the nation participate in the annual National Children's Mental Health Awareness Day by planning local events on the declared day during the second week in May each year, and throughout the year. As a mayor, you can work with your community to identify local priorities and then use the Proclamation Template to declare your city's commitment. http://www.samhsa.gov/children/pnb_proclamation.asp. The Awareness Day materials include monthly data points, ideas from other communities for community activities and resources to help make your communities efforts a success. These resources can be used with local news and media outlets, social media such as Facebook and Twitter.

Additional information: Examples of community activities from previous years' events can be reviewed at <http://www.samhsa.gov/children/state.asp>

2. National Prevention Week and Substance Abuse Prevention Week:

When: May (National Prevention Week) and October (Substance Abuse Prevention Week)

Description: National Prevention Week is an annual health observance dedicated to increasing public awareness of, and steps to address, substance abuse and mental health issues. This observance is an opportunity to join with other individuals, organizations, and coalitions in your community to promote prevention efforts, educate others about behavioral health issues, and create and strengthen community partnerships. National Prevention Week usually takes place in May each year during Mental Health Month.

Substance Abuse Prevention Week usually occurs in October. National themes often emphasize that the prevention of substance abuse and promotion of mental health starts with us and with

the choices each of us makes in our own lives. Through our choices, we can set an example of health and well-being for others. With our voices—whether spoken or written—we can raise awareness of behavioral health issues and help create healthier and safer communities.

Communities can join in planning for the next annual National Prevention Week.

Additional information:

<http://beta.samhsa.gov/prevention-week>

3. National Wellness Week

When: September

Description: National Wellness Week is part of SAMHSA’s Wellness Initiative. The Wellness Initiative was established to increase life expectancy by promoting wellness as part of the recovery path for substance use, mental health problems, and trauma. Mayors can play an active role in this effort by signing the Pledge for Wellness on behalf of their communities and by participating in National Wellness Week in September in a variety of ways. A mayor can partner with clinicians, recovery centers, and faith- and community-based organizations to encourage local participation in National Wellness Week, sharing messages of how the dimensions of wellness are part of recovery from trauma and/or mental health and substance use problems. A mayor may decide to issue a proclamation for National Wellness Week, participate in local events, or speak to the media about the importance of decreasing the disparities for people with mental health and substance use problems in the community.

Additional information: <http://www.promoteacceptance.samhsa.gov/10by10/default.aspx> and email 10x10@samhsa.gov for further information.

4. National Recovery Month

When: September

Description: An annual event held in September to recognize the gains made by those who have attained recovery from substance use and mental health disorders. The observance also recognizes the contributions of addiction and mental health treatment providers to the lives of those who have achieved recovery. Each year, millions of people gather in walks, rallies, town hall meetings, picnics, and other celebratory events in recognition of the contributions being made by those who have achieved recovery and in recognition of the role that treatment

programs, mutual support, and other recovery efforts are playing in the lives of those in recovery. The observance targets individuals in recovery, their families, treatment providers and health care workers, civic and elected leaders, the private sector, and the general public and calls on everyone to “*Join the Voices for Recovery.*” Mayors can find sample proclamations in an [Information Kit](http://www.recoverymonth.gov/Recovery-Month-Kit.aspx) (<http://www.recoverymonth.gov/Recovery-Month-Kit.aspx>) that is adaptable to their needs, as well as sample media materials and op-ed pieces that facilitate public involvement in this effort. Communities and states can benefit from engaging in this observance, as millions of Americans are living in recovery from substance use or mental disorders nationwide.

Additional information: www.recoverymonth.gov.

5. Mental Illness Awareness Week

When: October

Description: In 1990, Congress established the first full week of October as Mental Illness Awareness Week (MIAW) in recognition of the efforts of the National Alliance on Mental Illness to raise awareness about mental illness across the nation. Since then, mental health advocates across the country have joined with others in their communities to sponsor activities, large or small, for public education about mental illness. MIAW often coincides with the National Day of Prayer for Mental Illness Recovery and Understanding and with National Depression Screening Day, both also in early October. MIAW provides a good opportunity for mayors to raise community awareness of the challenges of mental illness and the importance of screening for depression or other mental health issues. It is also an opportunity for local media to promote stories about mental health issues and persons who have experienced mental illness and are contributing to their families and their community.

Please visit www.SAMHSA.gov for additional SAMHSA resources.

Suggested Resources

Below are some useful behavioral health resources that you can consider as you plan your community activities. Resources denoted with an asterisk (*) are provided by external organizations. The inclusion of these resources does not constitute an endorsement of these organizations. These organizations and their respective websites do not necessarily represent the views or opinions of SAMHSA or HHS.

Prevention/Promotion Resources:

1. Mental Health First Aid Training*

Description: Mental Health First Aid (MHFA) is an interactive 12-hour course that presents an overview of mental illness and substance use disorders in the United States. Those who take the 12-hour course to certify as Mental Health First Aiders learn a five-step plan encompassing the skills, resources, and knowledge to help an individual in crisis connect with appropriate professional, peer, social, and self-help care. Individuals who participate in this public education program help their community identify, understand, and respond to signs of mental illnesses and substance use disorders.

Additional Information: The MHFA training is operated and disseminated by the National Council for Community Behavioral Healthcare. They can be reached at 1701 K Street, NW., Suite 400, Washington, DC 20006; phone: 202-684-7457; email:

Communications@thenationalcouncil.org or visit www.TheNationalCouncil.org and <http://www.mentalhealthfirstaid.org/cs/>

2. Three Bold Steps: A Toolkit for Community Leaders: Safe Schools/Healthy Students*

Description: Schools, family, youth, and community partners are the target audience for this guide. Community and school leaders learn to address challenges such as poverty and violence; mental health and substance abuse issues; growing truancy, expulsion, suspension, and dropout rates; disproportionate rates of achievement among children and youth of color; and shrinking resources. The Actions in Bold Step 1, 2 and 3 will guide you through the process of forging an effective school-community partnership. Each action will contain an overview, voices from the field, and appropriate resources and tools.

Additional information: <http://3boldsteps.promoteprevent.org/>

3. The Good Behavior Game*

Description: The Good Behavior Game teaches children to have control over their attention and not be distracted by negative behavior from others, and it works by reinforcing appropriate social and classroom behavior by teams of children. The strategy works by addressing early aggressive and inattentive behavior that, left unchecked, can evolve into a well-documented downward developmental trajectory and lead to multiple, costly problems in later life.

Additional information: Contact Dennis D. Embry, Ph.D., President and Senior Scientist, PAXIS Institute, P.O. Box 31205, Tucson, AZ, 85751; phone: 520–299–6770; email: dde@paxis.org; or Jeanne Poduska, Sc.D.; Director, Center for Integrating Education and Prevention Research in Schools, American Institutes for Research; email: jpoduska@air.org; phone: 410–347–8553.

4. Triple P Positive Parenting Program*

Description: The Triple P Positive Parenting Program is a multilevel system or suite of parenting education and support strategies for families with children from ages 0–12, with extensions to families with teenagers ages 13–16. Triple P is designed to prevent social, emotional, behavioral, and developmental problems in children by enhancing their parents’ knowledge, skills, and confidence. The program, which also can be used for early intervention and treatment, is founded on social learning theory and draws on cognitive, developmental, and public health theories. The program offers parents five intervention levels of increasing intensity to meet each family’s specific needs.

Additional information: Triple P America, phone: 803–451–2278, email: contact.us@triplep.net

5. Suicide Prevention:

Suicide Prevention Lifeline:

Description: The National Suicide Prevention Lifeline provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. Since its inception, the Lifeline has engaged in a variety of initiatives to improve crisis services and advance suicide prevention. Additionally, materials and resources are available to provide to your community.

Mayors can assure individuals and groups in the community that *“No matter what problems you are dealing with, we want to help you find a reason to keep living. By calling 1-800-273-TALK*

(8255) you'll be connected to a skilled, trained counselor at a crisis center in your area, anytime 24/7."

Additional information: <http://www.suicidepreventionlifeline.org/>

Suicide Prevention Resource Center:

Description: The Suicide Prevention Resource Center (SPRC) is the nation's only federally supported resource center devoted to advancing the [National Strategy for Suicide Prevention](http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report-rev.pdf) (http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report-rev.pdf). Your community can benefit from understanding the strategic priorities and engaging in the development and implementation of community strategies. The SPRC provides technical assistance, training, and materials to increase the knowledge and expertise of suicide prevention practitioners and other professionals serving people at risk for suicide. These resources can be helpful to your community's efforts to promote collaboration among a variety of stakeholders and organizations in your community and can play a role in developing your community's strategies in preventing suicide and self injury.

Additional information: <http://www.sprc.org/>

Treatment Resources:

1. Crisis Intervention Team Training

Description: The crisis intervention team model is a strategy for improving the outcomes of law enforcement interactions with people experiencing a behavioral health crisis. The model was first developed by the Memphis Police Department in response to a shooting by an officer of a man with mental illness. Training for law enforcement officers is only one component of the model. Community collaboration, integration of people with lived experience and family members, and a law enforcement-friendly crisis stabilization center are also essential elements of the crisis intervention team model.

Crisis intervention team training is intended for sworn officers of law enforcement agencies and first responder/911 dispatchers. The model has been adapted for corrections officers working in jails and prisons.

Additional information: <http://store.samhsa.gov/product/Crisis-Counseling-Assistance-and-Training-Program-CCP-/SMA09-4373>.

The SAMHSA Gains Center at <http://gainscenter.samhsa.gov/> emphasizes the provision of consultation and technical assistance to help communities achieve integrated systems of mental health and substance abuse services for individuals in contact with the justice system.

2. National Child Traumatic Stress Network*

Description: The NCTSN provides information and resources to help communities serve the needs of traumatized children and their families and raise public awareness of the scope and serious impact of child traumatic stress on the safety and healthy development of America's children and youth.

Additional information: <http://www.nctsnet.org/>

3. Treatment Locator:

Description: SAMHSA provides an online resource for locating mental health treatment facilities and programs. The Mental Health Treatment Locator section of the Behavioral Health Treatment Services Locator lists facilities providing mental health services to persons with mental illness.

As a Mayor, you might consider creating a locator for substance use treatment and mental health in your own community, region and state. This might be in the form of an information card of city resources with the logo from your city—perhaps a wallet-sized card that can be carried by residents of your community. These might be placed in your local health departments, hospitals, clinics, schools, faith organizations, and neighborhood settings.

Additional information: <http://www.samhsa.gov/treatment/index.aspx>.

Recovery Support:

SAMHSA has a wide array of programs and information resources to support recovery. For more information on SAMHSA's resources and working definition of Recovery, please visit: <http://www.samhsa.gov/recovery>.

Appendix

Frequently Asked Questions about Mental Health:

Where can I find resources to help young people and their families in my community who have mental health challenges?

It is important to have a clear picture of what your community's needs, gaps and strengths are in responding to the mental health needs of young people and their families. A comprehensive system of care requires leadership and cross system efforts. Work closely with local, state, foundation, business, association, family, neighborhood, youth, national partners and others to stay on top of information and resources that may assist your community in advancing its mental health planning efforts. Beyond what your community resources are, SAMHSA offers a [Mental Health Facility Locator](http://findtreatment.samhsa.gov/) (<http://findtreatment.samhsa.gov/>) for mental health and substance abuse treatment programs and resources nationwide.

Where can I find information about mental health, mental illness, or mental disorders?

Public information about mental health and mental illness is available at www.mentalhealth.gov. Publications on mental health topics can be ordered online from [SAMHSA Publications](http://store.samhsa.gov/home) (<http://store.samhsa.gov/home>). The following list includes examples of organizations that may be able to provide you with additional information:

- [American Psychological Association](http://www.apa.org/) (<http://www.apa.org/>)
- [Federation of Families for Children's Mental Health](http://ffcmh.org/) (<http://ffcmh.org/>)
- [National Alliance for the Mentally Ill](http://www.nami.org/) (<http://www.nami.org/>)
- [National Association of School Psychologists](http://www.nasponline.org/) (<http://www.nasponline.org/>)
- [American Psychiatric Association](http://www.psych.org/) (<http://www.psych.org/>)
- [American Association of Community Psychiatrists](http://www.communitypsychiatry.org/) (<http://www.communitypsychiatry.org/>)
- [American Psychiatric Nurses Association](http://www.apna.org/i4a/pages/index.cfm?pageid=1) (<http://www.apna.org/i4a/pages/index.cfm?pageid=1>)
- [National Council for Behavioral Health](http://www.thenationalcouncil.org/) (<http://www.thenationalcouncil.org/>)
- [National Coalition for Mental Health Recovery](http://www.ncmhr.org/) (<http://www.ncmhr.org/>)
- [National Association of County Behavioral Health & Developmental Disability Directors](http://www.nacbhdd.org/) (<http://www.nacbhdd.org/>)
- [National Institute of Mental Health, Public Information Branch](http://www.nimh.nih.gov/index.shtml) (<http://www.nimh.nih.gov/index.shtml>)
- [SAMHSA Publications](http://store.samhsa.gov/home) (<http://store.samhsa.gov/home>)

The above referenced list of organizations is not comprehensive and does not constitute an endorsement of these organizations. These organizations and their respective websites do not necessarily represent the views or opinions of SAMHSA or HHS.

What resources are available to help my community with suicide prevention efforts?

The Department of Health and Human Services (HHS) considers suicide a significant public health problem. One activity to address Suicide Prevention is the [Suicide Prevention Resource Center \(SPRC\)](http://www.sprc.org/) (<http://www.sprc.org/>). The SPRC provides prevention support, training, and resources to assist organizations and individuals to develop suicide prevention programs, interventions and policies, and to advance the [National Strategy for Suicide Prevention](http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report_rev.pdf) (http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report_rev.pdf). The [National Strategy for Suicide Prevention](http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/full_report_rev.pdf), collaborates and directs necessary prevention services and programs that are both public and private. Federal collaborators include the [Centers for Disease Control and Prevention](http://www.cdc.gov/) (<http://www.cdc.gov/>), the [Health Resources and Services Administration](http://www.hrsa.gov/index.html) (<http://www.hrsa.gov/index.html>), the [National Institutes of Health](http://www.nih.gov/) (<http://www.nih.gov/>), the [Office of the Surgeon General](http://www.surgeongeneral.gov/) (<http://www.surgeongeneral.gov/>), the [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](http://www.samhsa.gov/) (<http://www.samhsa.gov/>), and the private collaborators include advocates, clinicians, researchers and suicide survivors.

The National, 24-hour, toll-free telephone suicide prevention lifelines are available at:

- [National Suicide Prevention Lifeline](http://www.suicidepreventionlifeline.org/) (<http://www.suicidepreventionlifeline.org/>) at 1.800.273.8255
- [National Hopeline Network](http://www.hopeline.com/) (<http://www.hopeline.com/>) at 1.800.784.2433

These resources provide immediate assistance and connect the caller to the nearest available suicide prevention and mental health service provider.

Please visit www.SAMHSA.gov for additional SAMHSA resources.

Mental Health First Aid for Military Members, Veterans, and their Families

While military service often fosters resilience in individuals and families, some service members may experience mental health or substance use challenges. Thirty percent of active duty and reserve military personnel deployed in Iraq and Afghanistan have a mental health condition requiring treatment – about 730,000 men and women – with many experiencing post-traumatic stress disorder and major depression. Sadly, less than 50 percent of returning veterans in need receive any mental health treatment. The U.S. Department of Veterans Affairs reports that approximately 22 veterans die by suicide every day.



Mental Health First Aid is a valuable resource that can make a difference in the lives of the more than 22 million veterans, their families, and the communities they live in.

WHAT IS MENTAL HEALTH FIRST AID?

Mental Health First Aid USA is a live training program — like regular First Aid or CPR — designed to give people the skills to help someone who is developing a mental health problem or experiencing a mental health crisis. The course uses role-playing and simulations to demonstrate how to recognize and respond to the warning signs of specific illnesses.

Mental Health First Aid teaches participants a five-step action plan, ALGEE, to support someone developing signs and symptoms of a mental illness or in an emotional crisis:

- Assess for risk of suicide or harm
- Listen nonjudgmentally
- Give reassurance and information
- Encourage appropriate professional help
- Encourage self-help and other support strategies

Since 2008, more than 150,000 people have been trained in Mental Health First Aid through a network of more than 3,700 certified instructors.

Those trained include family members of persons with mental health challenges, healthcare professionals, first responders, law enforcement officials, public service employees, school and college staff, clergy and caring citizens.

WHY MENTAL HEALTH FIRST AID?

Mental Health First Aid helps people know that mental illnesses are real, common, and treatable and that it's OK to seek help. Research has demonstrated the effectiveness of this program to improve knowledge of mental disorders and substance use, remove fear and misunderstanding, and enable those trained to offer concrete assistance.

The program is listed in SAMHSA's National Registry of Evidence Based Programs and Practices. Mental Health First Aid is a low-cost, high-impact program that generates tremendous community awareness and support.



MENTAL HEALTH FIRST AID FOR VETERANS

Family members and personnel working with military and families are often not aware of how to engage veterans with mental illnesses and addictions. In addition to the impact of military service on the veteran, each has a circle of family (significant other, children, parents, siblings, etc.) and friends who are also impacted by their military service. Mental Health First Aid for Veterans, available beginning April 2014, focuses on the unique experiences and needs of the military, veteran and family population.

Individuals trained in Mental Health First Aid for Veterans can help to:

- Break down the stigma associated with mental illness like anxiety, depression, post-traumatic stress disorder (PTSD), schizophrenia, bipolar disorder, and substance use disorders
- Reach out to those who suffer in silence, reluctant to seek help
- Let veterans know that support is available in their community
- Provide community resource information
- Make mental healthcare and treatment accessible to thousands in need

Key components of Mental Health First Aid for Veterans include:

- A discussion of military culture and its relevance to the topic of mental health
- A discussion of the specific risk factors faced by many service members and their families, such as trauma (both mental and physical), stress, and separation
- Applying the ALGEE action plan in a number of scenarios designed specifically for service members, their families and those that support them
- A review of common mental health resources for service members, their families and those who support them

Nearly 100 Mental Health First Aid courses have been provided to organizations that serve the military, veterans, and their families, including:

- | | |
|--|---|
| • Army One Source, <i>National webinar</i> | • Spokane VA Medical Center, <i>Washington</i> |
| • Veterans Affairs and Veteran's Restoration Quarters in Buncombe County and the Asheville Buncombe Community Mission, <i>North Carolina</i> | • Salt Lake City VA, <i>Utah</i> |
| • Delaware County Veteran Affairs, <i>Iowa</i> | • Veterans Administration, <i>Albuquerque, New Mexico</i> |
| • Ft. Leonard Wood, <i>Missouri</i> | • Charlotte Hall Veterans Home, <i>Maryland</i> |
| • Army National Guard and Air National Guard, <i>Orange County, California</i> | • Hutchinson & Kansas City National Guard Armory, <i>Kansas</i> |
| • The University of Texas Pan American (UTPA), <i>Texas</i> | • California State University Veterans Group, <i>Pomona, California</i> |
| • Wounded Warriors, <i>Texas</i> | • Veteran's Affairs Hospital, <i>Phoenix, AZ</i> |
| • California Army Guard & Reserve and U.S. Air Force personnel at Beale Air Force Base, <i>California</i> | • The National Veterans Center, <i>Washington, DC</i> |
| • Beyond the Yellow Ribbon, <i>Minnesota</i> | |
| • Family Life Chaplains Training Center at Fort Hood, <i>Texas</i> | |

Upcoming courses will be held April 29-30 in Dubuque, Iowa; May 2 in Brookfield, Wis.; and May 16 in Dallas, Texas.

Visit www.MentalHealthFirstAid.org/cs/veterans-military/ to find local instructors to set up a course near you. Look for the blue veterans icon on their profile.



Words Matter

Use the guide below as a simple and caring approach to bust myths and stereotypes. Inclusive language can help people feel more comfortable and reach out for support when needed.

PRINCIPLE	DESCRIPTION	CONSIDER SAYING	AVOID
<i>Person-First Language</i>	Person First means using language to recognize a person's experience with mental health as only part of them as a person, and not the whole.	Person living with schizophrenia. My brother living with OCD. She is a person recovering from addiction.	A schizophrenic. My OCD brother. She is an addict.
<i>Normalizing Language</i>	Normalizing what one is going through and not minimizing or judging their experience with mental health can help people open up more	It's understandable to be feeling down with everything going on. What you're going through is challenging.	Depression is not a bad illness to have. Some people have it way worse. Why can't you just chill out?
<i>Colloquial Language</i>	Words and phrases that are second-nature to us (slang or colloquial expressions) may be rooted in problematic assumptions, which can hurt those around us.	I'm having trouble focusing. The weather is fluctuating a lot today. I like things done in a particular way. That's unreal/wild!	I have such ADD right now. This weather is bipolar. I'm so OCD about this kind of stuff. That's crazy/insane!
<i>Language Around Suicide</i>	As one of the most stigmatized topics, it's helpful to have the right language when talking about suicide. Research shows that talking about and explicitly asking about suicide can greatly reduce the risk of someone dying by suicide.	Died by suicide. Ended their own life. Attempted suicide. Sometimes when people feel this way, they think about ending their life. Are you having these thoughts? That was so hard (avoid mentioning suicide casually).	Committed suicide. Successful suicide. Unsuccessful suicide. You're not thinking of killing yourself, are you? OMG I wanted to kill myself, that was so hard.



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What is Mental Health ?



Written By Angelika Keene, Community Development Agent

May is Mental Health Awareness Month, and since the pandemic, a lot more people, organizations, etc., have been starting to have conversations about mental health. But what is mental health, what are the barriers to it, and what can we do to improve it?

According to the World Health Organization (WHO), mental health is a state of mental well-being that enables people to cope with the stresses of life, realize their abilities, learn well, work well, and contribute to their community. It is a critical component in our overall physical health; simply put, there is no health without mental health.

Similar to physical health, there is an ecological model of mental health, including individuals, society, environment, etc. Individual factors may include emotional skills, genetics, childhood experiences, and substance. Social, economic, and environmental factors may include economic status, social interaction, quality education, and neighborhood structure (safe or close to violence). Whether these factors have a positive or negative impact, it is essential to know that interacting determinants of mental health serve to enhance or undermine mental health.

The good news is that, like all health, mental health can change over time. There are active steps that individuals and the community can take.

1. **Fact vs. Fiction:** The first step in addressing any concern or making improvements is to have the correct information; finding reliable sources about mental health is essential. For example, start with sites like these: National Institute of Mental Health: NIMH studies mental health in the US, and its website provides information about mental health and related topics. National Alliance on Mental Illness: NAMI is a grassroots organization that helps to reduce misinformation around mental health and provides resources. American Psychiatric Association: APA is an evidence-based website with information for patients and families.
2. **Know your strengths.** It is essential to address issues or make improvements to understand all available resources. These resources will look

different, but some examples might be national suicide hotlines (988), peer support groups, EAP (Employee Assistance Programs), community groups, access to therapists, etc. For national and Florida resources: [Mental Health Links | Florida Department of Health \(floridahealth.gov\)](#) For Brevard-specific resources:

<https://sites.google.com/view/prevention-services-resources/local-resources/yellow-card?authuser=0>

3. **Talk about it: Get comfortable having open and honest conversations. Talking about mental health can be difficult, whether you are the person experiencing a mental illness or you know someone who is. It is essential to communicate about what you are experiencing so you can receive the correct treatment and support, similar to how you would if you were experiencing physical symptoms. There are many courses and opportunities to learn, one example of which is [Mental Health First Aid](#).**

To learn more about mental health programming in Brevard County, contact angelika.keene@ufl.edu.

You can also register for the next Adult Mental Health First Aid course on Wednesday, May 29, 2024, by clicking: <https://tinyurl.com/bdzxu627>

References:

About mental health (2024) Centers for Disease Control and Prevention. Available at: <https://www.cdc.gov/mentalhealth/learn/index.htm> (Accessed: 22 April 2024).

Mental health and well-being ecological model: Leadership Education in Maternal & Child Public Health (2023) Leadership Education in Maternal & Child Public Health |. Available at: <https://mch.umn.edu/resources/mhecomodel/> (Accessed: 22 April 2024).

Mental Health (no date) World Health Organization. Available at: <https://www.who.int/news-room/fact-sheets/detail/mental-health-strengthening-our-response> (Accessed: 22 April 2024)

2

by Morgan Roth

Posted: May 9, 2024

Category: **Health & Nutrition, Work & Life**

Tags: **Community, Emotional Health, Healh, Health And Wellness, Health Benefits, Mental Health, Mental Health Awareness, Mental Health First Aid**

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Search events



Thursday, September 26

Mental Health First Aid Training - Youth

Did you know that 1 in 5 teens and young adults live with a mental health condition?



By **UF/IFAS Extension Brevard County** 1.3k followers

9.4k attendees hosted

1.3k followers

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Date and time

\$65 – \$85

m EDT

Get tickets

UF/IFAS Extension - Brevard County

3695 Lake Drive Cocoa, FL 32926

[Show map](#)

Refund Policy

Refunds up to **16 days** before event
Eventbrite's fee is nonrefundable.

About this event

 **Event lasts 6 hours 30 minutes**

Youth Mental Health First Aid (MHFA) teaches you how to identify, understand, and respond to signs of mental health and substance use challenges among children and adolescents ages 12-18. Like physical First Aid and CPR, MHFA helps you assist someone experiencing a mental health or substance use crisis until professional assistance is obtained or the crisis is resolved. Studies show that MHFA training reduces stigma, improves knowledge, and increases first-aid actions toward people experiencing mental health and substance use challenges.

The course will cover the following:

- Common signs and symptoms of mental health challenges in this age group, including anxiety, depression, eating disorders, and attention deficit hyperactive disorder (ADHD).
- Common signs and symptoms of substance use challenges.
- How to interact with a child or adolescent in crisis.
- How to connect the youth with help.
- Expanded content on trauma, substance use, self-care, and the impact of social media and bullying.

All registered learners will complete a 2-hour, self-paced online assignment PRIOR TO THE TRAINING, and participate in a 5-hour, in-person Instructor-led training. **The 2-hour online portion MUST be completed before attending the instructor-led training.** Failure to complete the online portion will result in participants being turned away at the door.

In the event that you need to reschedule your in-person training, please contact the instructor at angelika.keene@ufl.edu

Please note - no lunch is provided during this training.

Cost:

- \$85.00 with printed books and materials
- \$65.00 with only electronic copies of books and materials

NOTE: Classes and events may be canceled at any time due to low registration or other circumstances, with full refunds issued for paid events. Similar classes or events often are offered on future dates.

The University of Florida is committed to providing universal access to all of our events. For disability accommodations such as sign language interpreters and listening devices, please contact the UF/IFAS Brevard County Extension Office at brevard@ifas.ufl.edu or (321) 633-1702 at least 2 weeks in advance. Advance notice is necessary to arrange for some accessibility needs.

Equal Opportunity/Affirmative Action Institution

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United States Events

Florida Events

Things to do in Cocoa West, FL

Cocoa West Classes

Cocoa West Health Classes

#training

#workshop

#mental_health

#mental_health_first_aid

#mental_wellness

#mental_health_training

#mental_health_awareness

#mental_wellbeing

#mental_health_support

#mental_health_courses

About the organizer



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9.4k attendees hosted

The University of Florida Institute of Food and Agricultural Sciences (UF/IFAS) Extension in Brevard County is a partnership between UF/IFAS, the United States Department of Agriculture (USDA), and Brevard County government, providing educational programs based on the latest research and technology.

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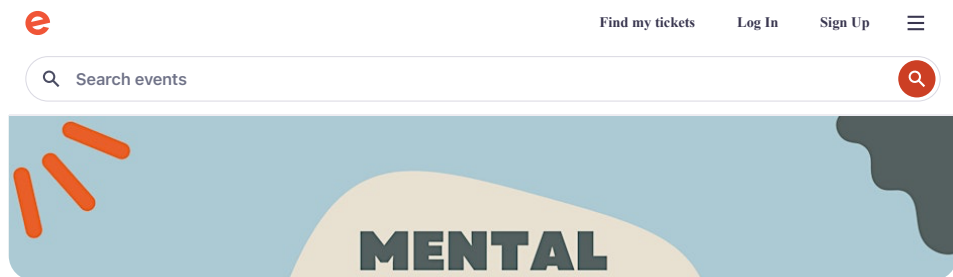


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Thursday, October 24

Adult Mental Health First Aid Training

Nearly 1 in 5 people in the U.S. live with a mental illness. Learn how to support your friends, families, and

\$65 – \$85

Get tickets

Brevard County 1.3k followers

1.3k followers

Follow

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Date and time

 Thursday, October 24 · 9am - 4pm EDT

Location

 UF/IFAS Extension - Brevard County

3695 Lake Drive Cocoa, FL 32926

[Show map](#) ▾

Refund Policy

Refunds up to **16 days** before event

Eventbrite's fee is nonrefundable.

About this event

 Event lasts 7 hours

Mental Health First Aid (MHFA) is skills-based training that teaches people how to identify, understand and respond to signs and symptoms of a mental health or substance use challenge. Like physical First Aid and CPR, MHFA helps you assist someone experiencing a mental health or substance use crisis until professional assistance is obtained or the crisis is resolved. Studies show that MHFA training reduces stigma, improves knowledge, and increases first-aid actions toward people experiencing mental health and substance use challenges.

During the course, you'll build the skills and confidence to reach out and provide initial support to struggling people. You'll also learn how to help connect them to appropriate support.

AFTER THE COURSE, YOU'LL BE ABLE TO:

- Recognize common signs and symptoms of mental health challenges.
- Understand how to interact with a person in crisis.
- Know how to connect a person with help.
- Use self-care tools and techniques.

Delivery:

All registered learners will complete a 2-hour, self-paced online assignment PRIOR TO THE TRAINING, and participate in a 5.5-hour, in-person Instructor-led training. **Please note- no lunch is provided during this training.**

Cost:

- \$85.00 with printed books and materials
- \$65.00 with only electronic copies of books and materials

NOTE: Classes and events may be canceled at any time due to low registration or other circumstances, with full refunds issued for paid events. Similar classes or events often are offered on future dates.

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Find a Course or Instructor

Mental Health First Aid is a skills-based training course that teaches participants to identify, understand and respond to mental health and substance use challenges. **Find a Mental Health First Aid course or Instructor near you using the search tool below.**

Adult Mental Health First Aid (MHFA) courses teach adult learners how to assist fellow adults, while Youth MHFA courses teach adult learners how to assist adolescents between the ages of 12 and 18.

These courses are available completely in-person through an Instructor-led training, partially in-person (called Blended In-person) or completely virtually (called Blended Virtual).

The location for Blended Virtual courses will appear as "N/A" as they can be taken from anywhere in the United States with an Internet connection.

Course Details

COURSE TYPE **COST:**
Y \$0.00

COURSE SCHEDULE

Day 1 Start Date	Day 1 End Date
10/14/2024 08:00 am	10/14/2024 05:00 pm

FUNDING SOURCE

SAMHSA FY21 – MHAT (Mental Health Awareness Training) Grant

VENUE NAME

Titusville Police Department

ADDRESS

1100 John Glenn Blvd

CITY	STATE	ZIPCODE
Titusville	Florida	32780-7910

VENUE NOTES

INSTRUCTOR:

[Yvonne L. Ball](#) (/instructor-details/25719?cd=541089&lo=Brevard%20County,%20FL,%20USA&la=28.263933&ln=-80.7214417&di=25&ssd=10/01/2024&sct=Y&t=c&headless=true&nf=&st=&sdt=after&sd=&ed=&blended=0&blendedvirtual=0&inperson=0&cs-1=1&sort-cs-start_date=3&idp=1)

CO-FACILITATOR:

[Luis Rivera](#) (/instructor-details/25736?cd=541089&lo=Brevard%20County,%20FL,%20USA&la=28.263933&ln=-80.7214417&di=25&ssd=10/01/2024&sct=Y&t=c&headless=true&nf=&

[st=&sdt=after&sd=&ed=&blended=0&blendedvirtual=0&inperson=0&cs-1=1&sort-cs-start_date=3&idp=1](#).

INSTRUCTOR EMAIL:

Yvonne.Ballmhfa@gmail.com
(mailto:Yvonne.Ballmhfa@gmail.com)

INSTRUCTOR PHONE:**CO-FACILITATOR EMAIL:**

luis.rivera@ucf.edu
(mailto:luis.rivera@ucf.edu)

CO-FACILITATOR PHONE:

Phone: 4078498957
Mobile: 2692824559

REGISTRATION INFORMATION

In Person Youth Mental Health Class

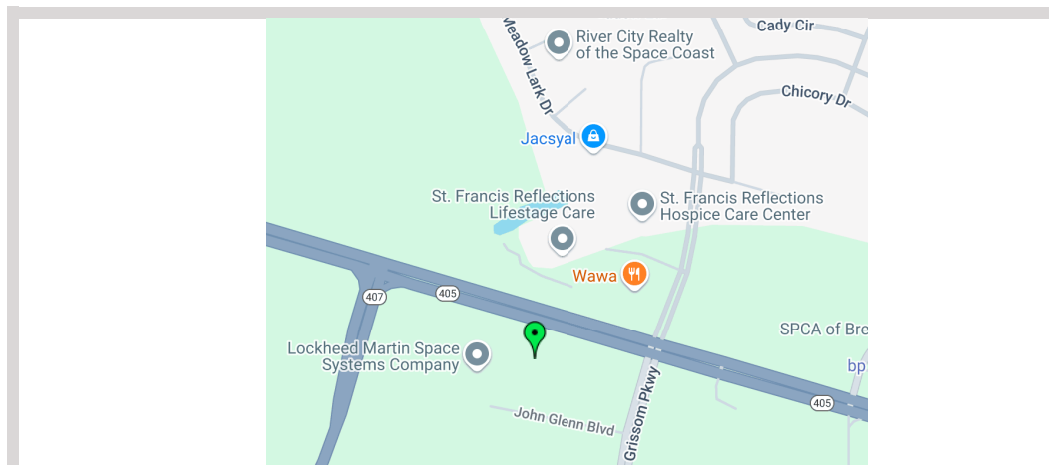
CONTACT EMAIL

yball444@gmail.com
(mailto:yball444@gmail.com)

CONTACT PHONE

4074090084

Course Location



Mental Health First Aid USA is managed, operated, and disseminated by the:

- National Council for Mental Wellbeing
- Missouri Department of Mental Health

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Find a Course or Instructor

Mental Health First Aid is a skills-based training course that teaches participants to identify, understand and respond to mental health and substance use challenges. **Find a Mental Health First Aid course or Instructor near you using the search tool below.**

Adult Mental Health First Aid (MHFA) courses teach adult learners how to assist fellow adults, while Youth MHFA courses teach adult learners how to assist adolescents between the ages of 12 and 18.

These courses are available completely in-person through an Instructor-led training, partially in-person (called Blended In-person) or completely virtually (called Blended Virtual).

The location for Blended Virtual courses will appear as "N/A" as they can be taken from anywhere in the United States with an Internet connection.

START DATE

10/14/2024

COURSE TYPE

All

FIND BY LOCATION

Melbourne Beach, FL, USA

DISTANCE FROM ME

25 miles

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FILTER BY:

Courses

Instructors

COURSES NEAR: Melbourne Beach, FL, USA

Click on any column heading to sort

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Course Status

Open

Closed

Course Delivery Format

Completely In-Person

Blended In-Person

Blended Virtual

Courses

Adult

Youth

Korean - Adult

Korean - Youth

Chinese - Adult

Chinese - Youth

Khmer - Adult

Khmer - Youth

Spanish - Adult

Spanish - Youth

Community-specific Course

Start Date

START DATE <input type="checkbox"/>	COURSE TYPE	FORMAT	INSTRUCTOR	FUNDING SOURCE	CITY, STATE	DISTANCE	REGISTR/
14 Oct 2024 (1 day)	Youth	Blended Virtual	Professor Ed Frontera	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
14 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
14 Oct 2024 (1 day)	Youth	Blended Virtual	Barbara George, Brenda George	Not Applicable	N/A	N/A	REGIS1
14 Oct 2024 (1 day)	Youth	Blended Virtual	Christina Roup	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
15 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
15 Oct 2024 (1 day)	Youth	Blended Virtual	Anthony Yates	Local	N/A	N/A	REGIS1
16 Oct 2024 (1 day)	Youth	Blended Virtual	Stephanie McGreger	Non-profit or Foundation	N/A	N/A	REGIS1
16 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
17 Oct 2024 (1 day)	Youth	Blended Virtual	Amy Anderson, Teresa R Gonzales	Texas Schools Initiative	N/A	N/A	REGIS1
17 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
17 Oct 2024 (1 day)	Youth	Blended Virtual	Violet Adams	Not Applicable	N/A	N/A	REGIS1
18 Oct 2024 (1 day)	Youth	Blended Virtual	Professor Ed Frontera	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
18 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
19 Oct 2024 (1 day)	Youth	Blended Virtual	Yazmin M. Aviles, LMFT	Not Applicable	N/A	N/A	REGIS1
19 Oct 2024 (1 day)	Youth	Blended Virtual	Barbara George, Brenda George	Not Applicable	N/A	N/A	REGIS1
				Personal			

<u>20 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	(i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>20 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>21 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>21 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>21 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>22 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Jameelah Bennett</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>22 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>23 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Elizabeth Charlton, Breanna Hamilton</u>	Not Applicable	N/A	N/A	REGIS1
<u>23 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>23 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>24 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>24 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>24 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Kelsey Edwards, Angie Sauvage</u>	Other (specify)	N/A	N/A	REGIS1
<u>25 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Suzanne Clark, Karyn Feeney</u>	Not Applicable	N/A	N/A	REGIS1
<u>25 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Julie Hook, Emily Wilkerson</u>	Not Applicable	N/A	N/A	REGIS1
<u>25 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1

<u>26 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Anthony Yates</u>	Local	N/A	N/A	REGIS1
<u>26 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Shani Young,</u> <u>Thomia</u> <u>Thompson</u>	Not Applicable	N/A	N/A	REGIS1
<u>26 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>27 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>28 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed</u> <u>Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>28 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>28 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara</u> <u>George,</u> <u>Brenda</u> <u>George</u>	Not Applicable	N/A	N/A	REGIS1
<u>29 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Anthony Yates</u>	Local	N/A	N/A	REGIS1
<u>29 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>30 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>31 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed</u> <u>Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>31 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Monica M</u> <u>Simpson,</u> <u>Austin Coy</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>31 Oct 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>01 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Anthony Yates</u>	Local	N/A	N/A	REGIS1
<u>01 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara</u> <u>George</u>	Not Applicable	N/A	N/A	REGIS1
<u>01 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Eve Krot,</u> <u>Francheska</u> <u>Parker</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>01 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M.</u> <u>Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
02 Nov 2024			Yazmin M.	Not			

<u>03 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Applicable	N/A	N/A	REGIS1
<u>03 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>04 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>04 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>04 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>05 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>06 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Yazmin M. Aviles, LMFT</u>	Not Applicable	N/A	N/A	REGIS1
<u>07 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>07 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>08 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>11 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>12 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>13 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Stephanie McGreger</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>13 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1
<u>14 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1

<u>15 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>15 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>16 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Rose Karpov-Kinrade, Nanette Barker</u>	SAMHSA FY21 – MHAT (Mental Health Awareness Training) Grant	N/A	N/A	REGIS1
<u>18 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>19 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>19 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Carolyn Conley</u>	Not Applicable	N/A	N/A	REGIS1
<u>21 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Chuck Gee, Carrie Latt</u>	Not Applicable	N/A	N/A	REGIS1
<u>23 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>25 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Professor Ed Frontera</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>25 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>29 Nov 2024</u> (1 day)	Youth	Blended Virtual	<u>Barbara George, Brenda George</u>	Not Applicable	N/A	N/A	REGIS1
<u>05 Dec 2024</u> (1 day)	Youth	Blended Virtual	<u>Julia M Gaughan</u>	Not Applicable	N/A	N/A	REGIS1
<u>11 Dec 2024</u> (1 day)	Youth	Blended Virtual	<u>Stephanie McGreger</u>	Non-profit or Foundation	N/A	N/A	REGIS1
			<u>Amy</u>	Texas			

<u>11 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1
<u>12 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Matt Nagy, Valerie A Toney</u>	Other (specify)	N/A	N/A	REGIS1
<u>12 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>12 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Rose Karpov-Kinrade, Nanette Barker</u>	SAMHSA FY21 – MHAT (Mental Health Awareness Training) Grant	N/A	N/A	REGIS1
<u>12 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Michele Pilon</u>	Not Applicable	N/A	N/A	REGIS1
<u>14 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Tracee Black-Fall, Regina Bond</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>14 Dec 2024</u> (1 day.)	Youth	Blended Virtual	<u>Eve Krot, Francheska Parker</u>	Personal (i.e. the instructor themselves)	N/A	N/A	REGIS1
<u>08 Jan 2025</u> (1 day.)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1
<u>09 Jan 2025</u> (1 day.)	Youth	Blended Virtual	<u>Stephanie McGregor</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>09 Jan 2025</u> (1 day.)	Youth	Blended Virtual	<u>Monica M Simpson, Austin Coy</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>22 Jan 2025</u> (1 day.)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>03 Feb 2025</u> (1 day.)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>07 Feb 2025</u> (1 day.)	Youth	Blended Virtual	<u>Monica M Simpson, Austin Coy</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>12 Feb 2025</u> (1 day.)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1

<u>13 Feb 2025</u> (1 day)	Youth	Blended Virtual	<u>Stephanie McGreger</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>17 Feb 2025</u> (1 day)	Youth	Blended Virtual	<u>Barbara George</u>	Not Applicable	N/A	N/A	REGIS1
<u>06 Mar 2025</u> (1 day)	Youth	Blended Virtual	<u>Monica M Simpson, Austin Coy</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>12 Mar 2025</u> (1 day)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1
<u>18 Mar 2025</u> (1 day)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>28 Mar 2025</u> (1 day)	Youth	Blended Virtual	<u>David A Brown</u>	Not Applicable	N/A	N/A	REGIS1
<u>04 Apr 2025</u> (1 day)	Youth	Blended Virtual	<u>Monica M Simpson, Austin Coy</u>	Non-profit or Foundation	N/A	N/A	REGIS1
<u>09 Apr 2025</u> (1 day)	Youth	Blended Virtual	<u>Amy Anderson, Teresa R Gonzales</u>	Texas HHSC Initiative	N/A	N/A	REGIS1
<u>24 Apr 2025</u> (1 day)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1
<u>08 May 2025</u> (1 day)	Youth	Blended Virtual	<u>Alison Boudreaux</u>	Texas Schools Initiative	N/A	N/A	REGIS1

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ABOUT THE MISSION

MISSION 22 STORY

At Mission 22, our commitment could not be more personal. Mission 22 was founded by Veterans. Most of our staff are Veterans, spouses of Veterans, or have immediate family members who have served in the US military.

We provide extensive, personalized support and resources to help Veterans and their families thrive. Mission 22's programs for Veterans and military spouses offer everything from biometric monitoring of stress, sleep, and activity levels; to meditation and coaching; to exercise programs and a wellness supplement regimen; to books and learning resources to help Veterans put their experience in context.

Mission 22 recognizes that a Veteran's experience is a family's experience - families live through all of the ups and downs that soldiers returning home do. We've developed a support program exclusively for spouses to take positive steps that renew their identities as individuals and the strengths they bring to their household.

Our Ambassador program further supports Veterans and military families - a network of more than 3,500 Veterans and civilians in all 50 states and around the world. We work to advance society's collective understanding of the issues faced by active service members, Veterans, and their families.

At Mission 22, we know firsthand that Veterans and service members bring extensive skills and assets to any situation. Their leadership capabilities, experiences, and sense of teamwork and integrity are unmatched. Veterans know how to rise to a challenge.

America's Veterans make our society stronger. They deserve a community worthy of all they have given, and all they will yet achieve. We are proud to continue designing programs for Veterans and their families, and to welcome them into our community.



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It's a New Day in Public Health.

The Florida Department of Health works to protect, promote, and improve the health of all people in Florida through integrated state, county, and community efforts.

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FILE COMPLAINT [\(/https://www.floridahealth.gov/diseases-and-conditions/respiratory-illness/COVID-Vaccine/Testing/Mask-Requirements](https://www.floridahealth.gov/diseases-and-conditions/respiratory-illness/COVID-Vaccine/Testing/Mask-Requirements)
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[Stress \(/programs-and-services/prevention/stress/index.html\)](#)

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Veteran Suicide Prevention

If you are feeling suicidal or in emotional distress:

Please call or text the Suicide Prevention Lifeline at 988 or reach out through chat by visiting www.988lifeline.org/chat/ (<https://www.988lifeline.org/chat/>).

Veterans can call 988 and press 1.



Violence and Injury Prevention Section

- 850-245-4455 (tel:850-245-4455)**
- Mailing Address**
4052 Bald Cypress Way, Bin A13
Tallahassee, FL 32399-1722

Public Health Approach to Veteran Suicide Prevention

Incorporating the CDC's [Preventing Suicide: A Technical Package of Policy, Programs and Practices](https://www.cdc.gov/suicide/pdf/preventionresource.pdf) (<https://www.cdc.gov/suicide/pdf/preventionresource.pdf>), taking a comprehensive approach to suicide prevention requires coordinating public health, healthcare, jobs and economic development, education, housing and other sectors. By joining multiple sectors, an upstream approach to prevention, as well as responding to people in crisis and connecting them to services and support is possible. To do so, the Department works to follow a series of steps together with our partners and programs.

- [Step 1: Veteran Suicide Prevention](#)
- [Step 2: Veteran Risk and Protective Factors](#)
- [Step 3: Veteran Suicide Prevention Strategies](#)
- [Step 4: Veteran Suicide Prevention Strategy Dissemination](#)
- [Resources for Veterans](#)
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Step 1: Veteran Suicide Prevention

According to the US Department of Veteran Affairs (VA), Florida is home to over 1,400,000 veterans.* This represents 6.5% of Florida's total population and makes Florida the highest-ranking state. Suicide death rates among veterans (40.4 per 100,000 population) residing in Florida is at least 2.6 times higher than the general population (13.1 per 100,000 population).

The VA presented the [latest findings in 2020](#)

Suicide Prevention
(/programs-and-services/prevention/suicide-prevention/index.html)

Tobacco Free Florida
(/programs-and-services/prevention/tobacco-free-florida/index.html)

(<https://www.mentalhealth.va.gov/docs/data-sheets/2020/2020-State-Data-Sheet-Florida-508.pdf>), highlighting Veteran suicide in Florida compared to the US.

- Florida was not significantly different than the national Veteran suicide rate but was higher than the national general population suicide rate.
- The most common method of veteran suicide was firearms (74%), followed by suffocation (10.5%).

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Step 2: Veteran Risk and Protective Factors

There are no single causes of suicide. Risk and protective factors at individual, community and societal levels can interact to lessen or increase the likelihood of dying by suicide. While the risk and protective factors that affect the general population still apply to veterans, there are some unique factors that should be identified.

Risk Factors:

- Service-related injury
- Recent transition from military service to civilian life

Protective Factors:

- Resilience or strong sense of belonging

**Veterans refers to those who have ever served in the military in any capacity.*

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Step 3: Veteran Suicide Prevention Strategies

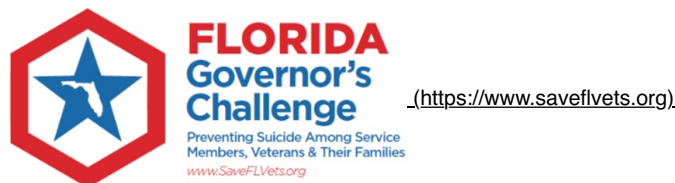
1. Strengthen economic supports
 - Improve household financial security
 - Stabilize housing
2. Create protective environments
 - Reduce access to lethal means among persons at risk of suicide
 - Create healthy organizational policies and culture
 - Reduce substance use through community-based policies and practices
3. Improve access and delivery of suicide care
 - Cover mental health conditions in health insurance policies
 - Increase provider availability in underserved areas
 - Provide rapid and remote access to help
 - Create safe suicide care through systems change
4. Promote healthy connections
 - Promote healthy peer norms
 - Engage community members in shared activities
5. Teach coping and problem-solving skills
 - Support social-emotional learning programs
 - Teach parenting skills to improve family relationships
 - Support resilience through education programs
6. Identify and support people at risk
 - Train gatekeepers
 - Respond to crises
 - Plan for safety and follow-up after an attempt

7. Less harms and prevent future risk

- Provide therapeutic approaches
- Intervene after a suicide (postvention)
- Report and message about suicide safely

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Step 4: Veteran Suicide Prevention Strategy Dissemination



The Florida Governor's Challenge Team began in 2019 to help local leaders in community and state governments work together to prevent suicide among Veterans. This is a multi-sectoral coalition convening military and civilian leaders to develop an implementation plan to prevent suicide among service members, Veterans, and their families that will advance the VA's National Strategy for Preventing Suicide and incorporate evidence-based strategies from the CDC's Preventing Suicide: A Technical Package of Policy, Programs and Practices.

The Florida's Governor's Challenge is a state-level initiative that works in conjunction with the President's national PREVENTS Office and Task Force.

Main Priorities include:

1. Identifying Service Members, Veterans, and Their Families and screening for suicide risk
2. Promoting connectedness and improving care transitions, and
3. Lethal means safety and safety planning.

In efforts to increase the awareness of Veteran suicide by creating a call to all Floridians to join the fight in connecting Veterans to the help they need, The Florida Governor's Challenge recently published the following Public Service Announcements:

- <https://youtu.be/cUq4KIKNv0Q> (<https://youtu.be/cUq4KIKNv0Q>) - Gary Littrell 30 second
- <https://youtu.be/d-MT9nBWDIs> (<https://youtu.be/d-MT9nBWDIs>) - Gary Littrell 60 second
- <https://youtu.be/AD7m2ebqpf0> (<https://youtu.be/AD7m2ebqpf0>) - Rick Monday 30 second
- <https://youtu.be/rsOw7bOQVlc> (<https://youtu.be/rsOw7bOQVlc>) - Rick Monday 60 second

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Resources for Veterans

In a Crisis

[988 Suicide & Crisis Lifeline \(https://988lifeline.org/\)](https://988lifeline.org/)

- Provides resources on accessing the crisis support line, is available by telephone, online or veterans can text 838255 to reach the Veteran Crisis Line

[DCF Statewide Office of Suicide Prevention – Service Members, Veterans, and Families \(https://www.myflfamilies.com/suicideprevention/browse-personal-identity-or-population/service-members-veterans-and-families\)](https://www.myflfamilies.com/suicideprevention/browse-personal-identity-or-population/service-members-veterans-and-families)

- Offers resources relevant to service members, veterans and their families

[Mobile Response Crisis Teams \(http://www.namiflorida.org/crisis-info\)](http://www.namiflorida.org/crisis-info)

- On-demand crisis intervention services offered in any setting.

Available 24/7 by a team of professionals trained in crisis intervention skills to ensure timely access to supports and services

[The Fire Watch \(http://www.thefirewatch.org/\)](http://www.thefirewatch.org/) – Covers Baker, Clay, Duval, Nassau and St. Johns Counties

- A network of community members and organizations trained to identify warning signs of veterans in crisis and connect them to care

[Hope for Healing Florida \(https://www.hopeforhealingfl.com/\)](https://www.hopeforhealingfl.com/)

- Online database facilitated by First Lady Casey DeSantis, providing several mental health and substance abuse resources for service members, Veterans and their families

[Connecting Florida's SMVF to Care and Support \(https://floridavets.org/governors-challenge/resources/\)](https://floridavets.org/governors-challenge/resources/)

Resources for service members, veterans and their families and organizations that support military-connected individuals. Supported by the Florida Governor's Challenge, these resources include:

- Peer Support Programs
- Benefits/Housing/Financial Assistance/Health
- Organizational and Workforce Resources
- Invisible Wounds (Mental Health and Traumatic Brain Injury)
- Family Support
- Provider Resources

[Safety Plan Worksheet \(https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffloridavets.org%2Fwp-content%2Fuploads%2F2022%2F08%2FFlorida-Governors-Challenge-Make-a-Safety-Plan.docx&wdOrigin=BROWSELINK\)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Ffloridavets.org%2Fwp-content%2Fuploads%2F2022%2F08%2FFlorida-Governors-Challenge-Make-a-Safety-Plan.docx&wdOrigin=BROWSELINK)

- Providers and patients can complete this Safety Plan together, and patients can refer to them in times of need. Safety planning helps people identify their strengths, identify their personal coping mechanisms that help them navigate a potential crisis, and to know where to turn for help.

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Partnerships and Contact Information

[Florida Department of Children and Families - Statewide Office of Suicide Prevention \(https://www.myflfamilies.com/suicideprevention\)](https://www.myflfamilies.com/suicideprevention)
2415 North Monroe Street
Tallahassee, FL 32303
850-487-2920 (<https://www.fldoe.org/schools/k-12-public-schools/sss/>)

[Florida Department of Veterans Affairs \(https://floridavets.org/governors-challenge/resources/\)](https://floridavets.org/governors-challenge/resources/)
400 South Monroe Street
Ste. 2105
Tallahassee, FL 32399
850-487-1533

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***Note:** This page contains materials in the Portable Document Format (PDF). The free [Adobe Reader \(https://get.adobe.com/reader/\)](https://get.adobe.com/reader/), may be required to view these files.

Last Modified Date: Dec 20, 2023 2:30:25 PM

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Last Reviewed Date: Dec 20, 2023 2:30:25 PM

<https://www.flhhs.gov/florida-health-department>

FEATURED PROGRAMS

HealthiestWeight
[\(http://www.healthiestweightflorida.com/\)](http://www.healthiestweightflorida.com/)

Florida Health Across the State

State Surgeon General (</about/ssg/index.html>)
State Leadership (</about/ssg/leadership/index.html>)
Health Department Leadership (</about/ssg/chd-leadership/index.html>)

Boards, Councils & Committees ([About Florida Health \(</about/index.html>\)](/provider-</u></p>
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Accreditation (</about/accreditation/index.html>)

Careers (</about/careers/index.html>)

Public Meeting Notices (</about/sunshine-info/public-meeting-notices/index.html>)

Public Notices (



(<https://www.tobaccofreeflorida.com/>)

and-partner-resources/advisory-councils-stakeholder-groups/index.html)

notices/index.html)

Public Records Requests (</about/sunshine-info/public-records-requests/index.html>)

State Health Improvement Plan (https://floridaship.org/?utm_source=flhealth.gov%26utm_medium=text_linkredirect%26utm_campaign=shi)

Annual Regulatory Plans— Florida Department of Health (pdf) (/_documents/annual-regulatory-plan-fdoh.pdf)

Annual Regulatory Plans— Boards (pdf) (/_documents/annual-regulatory-plan-boards.pdf)

Certificates and Registries

(</certificates/index.html>)

Birth Certificates

(</certificates/certificates/birth/index.html>)

Death Certificates

(</certificates/certificates/death/index.html>)

Divorce Certificates

(</certificates/certificates/divorce/index.html>)

Marriage Certificates

(</certificates/certificates/marriage/index.html>)



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Town Commission Meeting

Section: New Business
Meeting Date: September 18, 2024
From: Town Manager
Re: HR Complaint

Background:

On September 5, 2024 an email was sent to Jennifer Kerr as Human Resources and Ryan Knight as our Town Attorney. The complaint as copied from the email dated 9/5/2024 at 2:00pm is below:

“Mr. Knight, and HR

Thus is a formal complaint and "grievance" and more specifically a request for an outside company to do an internal investigation for violations by one or more employees/personnel for violations of the Towns P&Ps that constitute or could numerous civil and even potentially criminal violations (such as obstruction - possibly obstructing official business, obstruction access to federal property and/or to a mailbox in violation of required policy of access), and also grounds suspension or immediate termination for cause of one or more employees or officials, including the Manager or others.

I am requesting a real - not a sham conflicted fake investigation - but a real actual, appropriate, independent investigation and advice and recommended and required steps and procedures under law and Town actual policy and ask that it be applied TO the manager also as is required.”

There are 24 items listed in the complaint.

Recommendation:

The Commission will need to vote on whether or not they would like to proceed with a formal investigation. If yes, then how much will the Commission allow for the cost of the investigation and who should engage the individual or company for an investigation.

Attachments:

Email complaint from September 5, 2024. No.'s 1 and 2

From: Alison Dennington <adennington@melbournebeachfl.org>

Sent: Thursday, September 5, 2024 2:00 PM

To: Ryan Knight <rknight@shepardfirm.com>

Cc: Melbourne Beach Finance <finance@melbournebeachfl.org>; Alison Dennington <adennington@melbournebeachfl.org>

Subject: Confidential HR Investigation, grievance and complaint - advice sought re discrimination, retaliation and obstruction ongoing

Mr. Knight, and HR

Thus is a formal complaint and "grievance" and more specifically a request for an outside company to do an internal investigation for violations by one or more employees/personnel for violations of the Towns P&Ps that constitute or could numerous civil and even potentially criminal violations (such as obstruction - possibly obstructing official businesss, obstruction access to federal property and/or to a mailbox in violation of required policy of access), and also grounds suspension or immediate termination for cause of one or more employees or officials, including the Manager or others.

I am requesting a real - not a sham conflicted fake investigation - but a real actual, appropriate, independent investigation and advice and recommended and required steps and procedures under law and Town actual policy and ask that it be applied TO the manager also as is required.

Please confirm receipt of this suffices?

If other steps are required - from HR or TA - please advise.

I formally notified yall before of this but no one took any required action at all that I am aware of.

I would like formal procedures to be filed and records to go in the personnel files of anyone implicated or ultimately responsible and an investigation.

Key fobs, access, violations of town policy -

1. numerous, false and inconsistent statements regarding town policy,
2. Abuse of office or position by the TM, Grosword or others
3. undocumented attempts to change town policy without authority or approval,

4. inequitable, inconsistent, unlawful, retaliatory, discriminatory application of policy for illegal/improper reasons - based on animus against st me for my
5. By the Following persons in authority and control, Town Manager, Town HR, Former police chief Griswold, and one or more unknown others at this time, including potentially new chief if implicated - though I don't know if he is aware or not
6. As a result of their ignoring prior complaints, making false statements, and continuing violations of 10.2 by continually denying to provide me a key fob as is required by 10.2. I have asked for one before was denied, have reported this, made complaints, asked for records of policy change - there is no action or explanation. I came today - sled again. Was denied. In fact no one is here. I asked for the Clerk, finance, manager - no one is here. (Update now 1:10 Cyd is here - Requested a key fob she said she can't give me - she doesn't have authority but will send it to the Manager)
7. We have 32 volunteer firefighters the majority are not even residents - they have key fobs per this policy and access to the building.
8. The policy says at TC members.
9. I witnessed all prior TC member their fibs in the past. Including Joyce Barton in mid-August 2024.
10. Upon election in November I should have given one but was not and when I asked I was denied.
11. Refer to prior emails and request on alleged policy change still outstanding related to Griswold. NOTE - to get my Mayors mail - I need a key fob.
12. I constantly have to sit and wait for someone at the front desk. No other commissioner or mayor has ever been denied a key fob.
13. There IS a policy existing approved by the TC and not changed.
14. It is being violated.
15. For discriminatory purposes based on my political beliefs and as willful act of harassment, obstruction, interference by the TM and or others. The obstruction is long-standing, intentional, deliberate, coordinated, pervasive, discriminatory and discriminate in a way that violates state and federal law on a protected class grounds/basis, retaliatory (also on protected class grounds), and illegal. Potentially conspiratory. And it also involves - mail! I have a mailbox where mail to myself as mayor and other commissioners goes to town hall.
16. All prior TCs and mayor got their mail using a key fob or key. Per the policy. Until me. The policy still requires it though.
17. At least the TM is responsible bc regardless really of someone else did this - griswold - the TM has known my complaints and does nothing. She thus condones the violations - or was originally always a participant in them.
18. Per the charter no matter what she is also responsible for others violations if she fails to properly oversee them or address complaints.
19. She takes Bitgood complaints seriously, but totally fails to do anything about Griswold prior. These facts are further evidence of her discriminatory action and intent and inconsistent statements and positions and condone violation of policy - if it hurt or discriminates against me.
20. she refused to do anything about my valid complaints re griswold - all of which is documented in emails, lack of responses on this alleged change or who authorized it or whether it was allowed consider 10.2 and Her inaction on all that speaks for itself on Griswold. The TM let her (friend Griswold) retire without any investigation into this or the other matter re car sales, and she took no action re Griswold employment or others as to my complaint, grievance and investigation request.
21. Instead she paid her out hefty comp time and other benefits with no investigation at all. Again, this needs to be investigated as it's fiscally related and relates to her favoritism of employees and treatment of them and allowance for payouts that potentially should be occurring.
22. I am seeking an investigation into all facts related to this, including prior custom and usages of TCs having key fobs and why suddenly the policy alleged changed, even though the written policy still exists unchanged - and what the effect of all of that is, including whether it is grounds for termination of the Manager, or any criminal liability for obstruction of any kind, including but not limiting her obstructing my access to own official Mayor mailbox

23. and I want this considered a formal Complaint
24. Literally I'm obstructing from accessing my mailbox - which btw - not sure if that is legal
Under federal postal laws! I have a mailbox back there, get mail, and I'm constantly obstructed despite the policy that requires otherwise to include all my prior notices, emails regarding this matter.
And whether anyone was required to take any action including HR but failed to - either because they were directed not to or were intimidated or reasonably fearful to take action in any way vis a vis the former police chief or the Manager political views, viewpoints, and expression of them prior to my being elected to office and continuing to date - which again is actually a violation of current policy right now too.

And obstruction (or similar/related grounds/ theories) in the process (re key fobs and access - Policy 10.2.

I would like also to know who was and wasn't involved in these discussions, decisions as key fobs for anyone violating policies and not taking action, or not taking a required action they should have known they were required to take for others actions they became aware of, or simply for their own violations.

As to the prior Chief-history...

As you are aware of this issue previously - related to my complaint the prior police chief claiming she changed a town policy (she didn't have authority to do) regarding key fobs to town building (not police station but main employee building) - that all happened early and she said she didn't remember when and had no records of changing the policy - but eventually I did get a copy of the towns P&Ps which contain Chapter 10, the copy I was given as existing current policy passed by the Commission unchanged

The Current Commission Passed, Printed Policy 10.2 states:

"A key fob will be assigned to each member of Town Hall staff, Commission Members, and Volunteer Firefighters."

I have complained before officially to the Town Manager and to you and to HR that Griswold claimed to have changed a Commission policy but she had no records of when, or how, or by whose authority.

Either Griswold took actions in violation of Town policy she wasn't authorized at all to do,
or she lied,

or she was directed by someone to took actions to deny me a key fob or change a policy even though neither she nor the TM were authorized to do so, but they did it anyway and it is continuing.

Regardless, the policy is clear.

Passed by the Commission in 2020.

All prior TC had fobs until I was elected. I suspect some still do.

The only change was NOT the policy itself which still stands and be followed but isn't - the only change was I was elected and now they don't want to follow the policy - because certain people, particularly the Manager who is the boss of everyone else - doesn't like me, my political ideas, my free expression of them, and her/actions in this regard - refusing to provide a key fob per the policy and failing to discipline Griswold or others for their failure if that is the case - are grounds for termination for cause - as we as those actions being illegal, discriminatory against me (based on her animus towards me for my political views and expressions of them, 1st A), her actions are also inequitable, inconsistent, and retaliatory for improper reasons, unjustified, and her actions also constitute intentional interference - for one I cannot even access my own mailbox.

I've been at the front desk now for 48 minutes and counting (at 1:10 Cyd came, but most days I go in I have to wait or whoever ask for is not their, and everyone there has access to my mail but I don't.

And there was once when a sealed letter from my private attorney was ALREADY unsealed by someone when I came later to ask for my mail. I can't prove who. But it was sealed. Someone had unsealed and opened it surreptitiously. It was only a congrats card right after the election so I decided not make an issue of it. But now it becoming an issue and is a part of the totality of issues and willful, deliberate, multi-actor obstruction by the TM and her fearful or overpaid, over-compensated-back-scratching cronies.

I cannot access my Mayor mailbox - which is federal property if I'm not mistaken, even if it's just behind the window there where 32 non-resident fireman have a key fob according this same policy but A TC member/Mayor is denied a key fob in violation of that same policy.

The Manager and whoever else is involved in this secret 10.2 policy change and the continuation of it and the discriminatory and retaliatory denial of access to me after the election - all of it is acting outside the scope of her authority.

If there were NO existing policy - she could perhaps create or change one on her own as Manager. That is IN THE ABSENCE of an existing Town commission Policy.

But that is NOT the case.

Again

Read chapter 10, 10.2

Neither the Manager, nor the PC, nor any other employee or official - they cannot substitute their own policy (especially for illegal discriminatory reasons especially on an important issue of ACCESS) - when like here - there is already a Town Commission policy passed by Resolution.

This policy given to me as THE current policy says it was passed by the TC in 2017, update in 2020.

The TM and others are routinely ignoring policy or violating policy to point of it becoming the rule rather than the exception. They get angry and retaliate if anyone asks questions or tries to look into policy or points out a violation.

Then they coordinate attacks on that person. It has to stop.

I feel bad for employees in the sense that they fear her.

But they ought to not fear her so much that they fail to do their jobs or look the other or participate in illegal conduct.

The TM cannot create and alter TC approved Town Policies by secret undisclosed decisions where there is no record of a change and no record of proper authority or approval.

I could complain the HR or the TM - BUT - I already did.

They take no action whatsoever.

And as I already complained and they took no action and they aren't going to turn themselves in or other - I again complain to you and CC HR.

This is a formal complaint and I am charging the TM and HR for violations of town policies that are ongoing, for retaliatory discrimination, for discrimination based on an actual protected class grounds - that being retaliation, discrimination, obstruction, and interference based on their animus towards me for my political views, viewpoints, and expressions of them.

I believe that is an actionable grounds.

I of course don't want to sue for discrimination (though I reserve all rights) - but I do want an actual independent external investigation of anyone involved, and into the pervasive of the TMs violation of policy, and her obstruction of lots of things, in numerous ways, and the impact of that on the internal disfunction and potential linty as a result. They aren't to turn themselves and neither HR nor anyone else can do an adequate investigation of themselves or their boss - nor can anyone there be a whistleblower internally and be protected.

Please advise.

Sincerely,

Mrs. Alison Dennington
Mayor, Town of Melbourne Beach

(Please pardon any spelling errors; Sent from my iPhone)

From: Alison Dennington <adennington@melbournebeachfl.org>
Sent: Thursday, September 5, 2024 2:32 PM
To: Ryan Knight <rknight@shepardfirm.com>; Melbourne Beach Finance <Finance@melbournebeachfl.org>
Subject: Re: Confidential HR Investigation, grievance and complaint - advice sought re discrimination, retaliation and obstruction ongoing

A few corrections:

Below 4) was cutoff

Add this pertinent part:

"...against me for my prior (and now current) political views, political positions, political beliefs, and because of my expression of those views/viewpoint prior to taking to office, which is my protected free speech, and viewpoints, and further as to retaliations, discriminated/discriminating and retaliating against me again for those above because my speech they didn't like prior to office (and now for my speech, and for my statements and questions - legitimate- also now as Mayor), esp if it was critical of them, or their protectors/friends
 And this illegal discrimination, retaliation, policy violations and inconsistency and obstruction continues now from that old animus and continuing animus"

Correction as Joyce key:

fob

Joyce use was August 2023 (not 2024).

I witnessed her use it when turned in her election paperwork last year (contradicts Griswold false claims she never provided any proof of a written policy change)

I sat waiting on the clerk

She/barton - mid-August 2023 walked in using her fob and went straight back into building

This new part to TA only

Mr. Knight-I request all records related to tracking use of fob use at the mail building - from the front or any of side or back entrances. As far back as you have it for the use by any current or prior TC/Mayor.

Town Commission Meeting

Section: New Business
Meeting Date: September 18, 2024
From: Town Manager, Elizabeth Mascaro
Re: Private Provider for Building Official

Background:

The current Building Official has resigned his position effective October 4, 2024. Florida State Law provides that every municipality shall have a licensed Building Official. While the Town advertised for a full time replacement, the Town will need to have a Building Official providing inspections.

The Town has a contract with Bureau Veritas dated 6/18/2024. Their hourly rate for a Building Official is \$140.00 per hour. Since we have had our contract with Vertias they have been unable to provide us with a B.O., which would have allowed our Building Official to take a vacation. Many times, they do not even return my phone calls.

I have asked for a contract with Universal Engineering Services, who we have used in the past to provide boring samples and other road engineering work. Universal has provided me with a contract rate of \$140.00 for a Building Official. They are willing to provide coverage 5 days per week, 4 hours per day.

I have requested a contract from SafeBuilt, however to date I have not received a contract.

Recommendation:

Consider approving Universal Engineering to take over the Building Official position beginning October 7, 2024 until the Town hires a full time, in house Building Official.

Attachments:

Bureau Veritas Contract

Universal Engineering Services Contract.



**BUREAU
VERITAS**

1422 S Narcoossee Road
St. Cloud, FL 34771
www.bvna.com

June 18, 2024

Robert Bitgood
Building Official
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Mr. Bitgood:

It has come to our attention that the Town of Melbourne Beach is currently looking at alternatives for augmenting the building department staff (Plans Examiners and Inspectors). Bureau Veritas has licensed staff in your area, and we are available to provide these services.

Attached please find a similar active contract we have with the County of Osceola. If you are in agreement to "piggyback" off the enclosed contract with Bureau Veritas North America, Inc., please sign below where indicated for the Town of Melbourne Beach to acknowledge and agree to be bound by the same terms and conditions included in the County of Osceola contract as if the Town of Melbourne Beach was a signatory thereto.

Feel free to contact us at 407-973-0511 to discuss this opportunity or if you have further questions.

Sincerely,

Cynthia Jones
Business Development Manager

Agreed to and accepted on 18th day of June, 2024

By Town

City of Melbourne Beach	(Company Name)
	(Signature)
Elizabeth M. Mascaro	(Printed Name)
Town Manager	(P.O. Number to Bureau Veritas North America, Inc.)

AGREEMENT

THIS AGREEMENT is made by and between OSCEOLA COUNTY, a political subdivision of the State of Florida, 1 Courthouse Square, Kissimmee, Florida 34741, hereinafter referred to as the "COUNTY", and BUREAU VERITAS NORTH AMERICA, INC., 1422 S. Narcoossee Road, Saint Cloud, Florida 34771, hereinafter referred to as the "CONTRACTOR".

WITNESSETH:

WHEREAS, the COUNTY has competitively solicited for Contracted Building Inspections and Plans Review Services, pursuant to RFP-23-13476-MM; and

WHEREAS, the CONTRACTOR has exhibited by its response to the solicitation that it is capable of providing the required services; and

WHEREAS, the parties hereto have agreed to the terms and conditions cited herein based on said solicitation.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and provisions contained herein, the parties agree as follows:

SECTION 1. **TERM.**

The term of this Agreement shall begin upon execution by the COUNTY and continue through March 31, 2026, and may be extended when in the best interest of the County.

SECTION 2. **SCOPE OF SERVICES.**

The CONTRACTOR will furnish and install all necessary labor, materials, and equipment to complete the services set forth in **Exhibit "A"** which is attached hereto and incorporated herein.

SECTION 3. **OBLIGATIONS OF THE CONTRACTOR.**

Obligations of the CONTRACTOR shall include, but not be limited to, the following:

- A. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the COUNTY, and shall not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the COUNTY, or any property owned by the COUNTY. Such lien, attachment, or encumbrance, until it is removed, shall preclude any and all claims or demands for any payment expected by virtue of this Agreement.

- B. The CONTRACTOR will ensure that all of its employees, agents, subcontractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions set herein, when providing services for the COUNTY in accordance herewith.
- C. The CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences, safety programs, and procedures necessary to properly and fully complete the work set forth in the Scope of Services.
- D. The CONTRACTOR will maintain an adequate and competent staff, and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the COUNTY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.
- E. The CONTRACTOR shall use appropriate tools and/or equipment which are in good repair and proper working order, so as to enable the CONTRACTOR to complete the services required hereby.

SECTION 4. STANDARD OF CARE.

- A. The CONTRACTOR has represented to the COUNTY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Agreement, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill, and ability as any other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the COUNTY's stated scope of services and industry standards.
- B. The CONTRACTOR covenants and agrees that it and its employees, agents, sub-contractors, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

- A. The amount to be paid under this Agreement for services rendered will not exceed Three Million and 00/100 Dollars (\$3,000,000.00) annually, for a total not to exceed amount of Nine Million and 00/100 Dollars (\$9,000,000.00) for the term of this Agreement, in accordance with the pricing schedule set forth in **Exhibit "B"** which is attached hereto and made a binding part hereof.

- B. Compensation for services completed by the CONTRACTOR will be paid in accordance with section 218.70, Florida Statutes, Florida's Prompt Payment Act.
- C. Services to be performed in accordance with this Agreement are subject to the annual appropriation of funds by the COUNTY. In its sole discretion, the COUNTY reserves the right to forego use of the CONTRACTOR for any project which may fall within the Scope of Services listed herein. In the event the COUNTY is not satisfied with the services provided by the CONTRACTOR, the COUNTY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem.

SECTION 6. TERMINATION.

Either party may terminate this Agreement, with or without cause, given thirty (30) days written notice to the other party.

This Agreement may be terminated by the COUNTY, without penalty to the COUNTY, i) in the event that CONTRACTOR is put on the scrutinized companies lists enumerated in Section 287.135, Florida Statutes, or ii) if the COUNTY determines that CONTRACTOR falsely certified to the COUNTY that CONTRACTOR is not listed as a scrutinized company. Exemptions and additional penalties shall be as set forth in Section 287.135, Florida Statutes. Certification is set forth in Exhibit "C", which is attached hereto and made a binding part hereof.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

- A. In the event of termination of this Agreement by the COUNTY, and not due to the fault of the CONTRACTOR, the COUNTY shall compensate the CONTRACTOR for all services performed prior to the effective date of termination.
- B. In the event of termination of this Agreement due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the COUNTY shall compensate the CONTRACTOR for all services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the COUNTY. All such payments shall be subject to an off-set for any damages incurred by the COUNTY resulting from any delay occasioned by early termination. This provision shall in no way be construed as the sole remedy available to the COUNTY in the event of breach by the CONTRACTOR.

SECTION 8. INSURANCE.

- A. The CONTRACTOR shall not commence any work in connection with this Agreement until it has obtained all of the following types of insurance and has provided proof of same to the COUNTY, in the form of a certificate prior to the start of any work, nor shall the CONTRACTOR allow any subcontractor to commence work on its

subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.

- B. The CONTRACTOR shall maintain the following types of insurance, with the respective limits, and shall provide proof of same to the COUNTY, in the form of a Certificate of Insurance prior to the start of any work hereunder:
1. AUTOMOBILE LIABILITY: Combined Property Damage and Bodily Injury, One Million Dollars (\$1,000,000.00) – Any Auto;
 2. GENERAL LIABILITY: One Million Dollars (\$1,000,000.00) each occurrence;
 3. MEDICAL EXPENSES: Five Thousand Dollars (\$5,000.00) – Any one person;
 4. DAMAGE TO RENTED PREMISES – Fifty Thousand Dollars (\$50,000.00) any single occurrence;
 5. PERSONAL & ADVERTISING INJURY: One Million Dollars (\$1,000,000.00);
 6. GENERAL AGGREGATE: Two Million Dollars (\$2,000,000.00) per year;
 7. PRODUCTS – COMPLETED OPERATIONS AGGREGATE: One Million Dollars (\$1,000,000.00)
 8. EXCESS/UMBRELLA COVERAGE: One Million Dollars (\$1,000,000.00); and,
 9. WORKERS' COMPENSATION: Employers' liability insurance which covers the statutory obligation for all persons engaged in the performance of the work required hereunder with limits not less than \$1,000,000.00 per occurrence. Evidence of qualified self-insurance status will suffice for this subsection. The CONTRACTOR understands and acknowledges that it shall be solely responsible for any and all medical and liability costs associated with an injury to itself and/or to its employees, sub-contractors, volunteers, and the like, including the costs to defend the COUNTY in the event of litigation against same.
- C. The CONTRACTOR shall name the "Osceola County Board of County Commissioners" as additional insured, to the extent of the services to be provided hereunder, on all required insurance policies, and provide the COUNTY with proof of same.

D. The CONTRACTOR shall provide the COUNTY's Procurement Services with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:

1. The name of the insured CONTRACTOR,
2. The specified job by name and job number,
3. The name of the insurer,
4. The number of the policy,
5. The effective date,
6. The termination date,
7. A Statement that the insurer will mail notice to the COUNTY at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy.
8. The Certificate Holder Box must read as follows. Any other wording in the Certificate Holders Box shall not be acceptable.

**Osceola County Board of County Commissioners
c/o Director of Human Resources
1 Courthouse Square, Suite 4200
Kissimmee, Florida 34741**

- E. Receipt of certificates or other documentation of insurance or policies or copies of policies by the COUNTY, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements specified herein.
- F. The CONTRACTOR shall ensure that any sub-contractor(s), hired to perform any of the duties contained in the Scope of Services of this Agreement, maintain the same insurance requirements set forth herein. In addition, the CONTRACTOR shall maintain proof of same on file and made readily available upon request by the COUNTY.
- G. The COUNTY shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the CONTRACTOR and/or subcontractor providing such insurance.
- H. All insurance carriers shall have an AM Best Rating of at least A- and a size of VII or larger. The General Liability and Workers' Compensation policies shall have a waiver

of subrogation in favor of Osceola County. The liability policies shall be Primary/Non-Contributory.

SECTION 9. **COUNTY OBLIGATIONS.**

At the CONTRACTOR's request, the COUNTY agrees to provide, at no cost, all pertinent information known to be available to the COUNTY to assist the CONTRACTOR in providing and performing the required services.

SECTION 10. **ENTIRE AGREEMENT.**

This Agreement, including referenced exhibits and attachments hereto, constitutes the entire agreement between the parties and shall supersede, replace and nullify any and all prior agreements or understandings, written or oral, relating to the matters set forth herein, and any such prior agreements or understandings shall have no force or effect whatsoever on this Agreement.

SECTION 11. **APPLICABLE LAW, VENUE, JURY TRIAL.**

The laws of the State of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall lie in Osceola County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Agreement, which may be brought by either of the parties hereto.

SECTION 12. **PUBLIC RECORDS**

A. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT THE FOLLOWING:

Public Information Office
1 Courthouse Square, Suite 4400
Kissimmee, Florida 34741
407 742-0100
BCCPIO@osceola.org

B. The CONTRACTOR understands that by virtue of this Agreement all of its documents, records and materials of any kind, relating to the relationship created hereby, shall be open to the public for inspection in accordance with

Florida law. If CONTRACTOR will act on behalf of the COUNTY, as provided under section 119.011(2), Florida Statutes, the CONTRACTOR, subject to the terms of section 287.058(1)(c), Florida Statutes, and any other applicable legal and equitable remedies, shall:

1. Keep and maintain public records required by the COUNTY to perform the service.
2. Upon request from the COUNTY's custodian of public records, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by Florida law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.
4. Upon completion of the contract, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the service. If the CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirement. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.
5. If the CONTRACTOR does not comply with a public records request, the COUNTY shall enforce the contract provisions in accordance with the contract.

SECTION 13. **INDEPENDENT CONTRACTOR**

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the COUNTY for all purposes, including, but not limited to, the application of the

following, as amended; the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida Workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgment of the manner and means of carrying out the CONTRACTOR's activities and responsibilities hereunder.

SECTION 14. **APPLICABLE LICENSING.**

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services set forth herein.

SECTION 15. **COMPLIANCE WITH ALL LAWS.**

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Agreement or are adopted at any time following the execution of this Agreement.

SECTION 16. **INDEMNIFICATION.**

The CONTRACTOR agrees to be liable for any and all damages, losses, and expenses incurred, by the COUNTY, caused by the acts and/or omissions of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like. The CONTRACTOR agrees to indemnify, defend and hold the COUNTY harmless for any and all claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like. Said indemnification, defense, and hold harmless actions shall not be limited by any insurance amounts required hereunder.

SECTION 17. **SOVEREIGN IMMUNITY.**

The COUNTY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this Agreement to the contrary, nothing in this Agreement shall be deemed as a waiver of sovereign immunity or limits of liability which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of COUNTY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, shall not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Agreement shall inure to the benefit of any third

party for the purpose of allowing any claim against the COUNTY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

SECTION 18. **BANKRUPTCY OR INSOLVENCY.**

If the CONTRACTOR files a Petition in Bankruptcy, or if the same shall be adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the CONTRACTOR shall be appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR shall make an assignment for the benefit of creditors, or proceedings shall be commenced on or against the CONTRACTOR's operations of the premises, the COUNTY may terminate this Agreement immediately, notwithstanding the notice requirements of Section 7 hereof.

SECTION 19. **BINDING EFFECT.**

This Agreement shall be binding upon and inure to the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 20. **ASSIGNMENT.**

This Agreement shall only be assignable by the CONTRACTOR upon the express written consent of the COUNTY.

SECTION 21. **SEVERABILITY.**

All clauses found herein shall act independently of each other. If a clause is found to be illegal or unenforceable, it shall have no effect on any other provision of this Agreement. It is understood by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida or the United States, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.

SECTION 22. **WAIVER.**

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions of this Agreement or to exercise any right or option herein contained, shall not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, or condition, or right of election, but same shall remain in full force and effect.

SECTION 23. **NOTICE.**

The parties hereto agree and understand that written notice, mailed or delivered to the last known mailing address, shall constitute sufficient notice to the COUNTY and the CONTRACTOR. All notices required and/or made pursuant to this Agreement to be given to the

COUNTY and the CONTRACTOR shall be in writing and given by way of the United States Postal Service, first class mail, postage prepaid, addressed to the following addresses of record:

COUNTY: Osceola County
Attention: Procurement Services
1 Courthouse Square, Suite 2300
Kissimmee, Florida 34741

CONTRACTOR: Bureau Veritas North America, Inc.
Attention: Van Tran, VP
1422 S. Narcoossee Road
Saint Cloud, Florida 34771

SECTION 24. MODIFICATION.

The covenants, terms, and provisions of this Agreement may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Agreement and any written Amendment(s) hereto, the provisions of the latest executed instrument shall take precedence.

SECTION 25. HEADINGS.

All headings of the sections, exhibits, and attachments contained in this Agreement are for the purpose of convenience only and shall not be deemed to expand, limit, or change the provisions contained in such sections, exhibits, and attachments.

SECTION 26. ADMINISTRATIVE PROVISIONS.

In the event the COUNTY issues a purchase order, Memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the COUNTY's internal purposes only, and any and all terms, provisions, and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms, and provisions of this Agreement and shall have no force or effect thereon.

SECTION 27. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this Paragraph, the COUNTY shall have the right to terminate this

Agreement immediately, without liability and without regard to the notice requirements of Section 7 hereof.

SECTION 28. **PUBLIC ENTITY CRIMES**

As required by section 287.133, Florida Statutes, the CONTRACTOR warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The CONTRACTOR further warrants that it will neither utilize the services of, nor contract with, any supplier, sub-contractor, or consultant in connection with this Agreement for a period of thirty-six (36) months from the date of being placed on the convicted contractor list.

SECTION 29. **EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY)**

Pursuant to Florida Statutes, Section 448.095, the CONTRACTOR shall be registered with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. In addition, the CONTRACTOR shall require any and all subcontractors performing work in accordance with this Agreement to register with and utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility status of all employees performing work under this Agreement as well as all newly hired employees. Any such subcontractor shall provide an affidavit to the CONTRACTOR stating that the subcontractor does not employ, contract with or subcontract with any ineligible individuals and the CONTRACTOR must keep a copy of said affidavit for the duration of this Agreement. Violation of this section is subject to immediate termination of this Agreement without regard to any notice otherwise required herein. In the event the COUNTY incurs costs as a result of the CONTRACTOR'S breach of this provision, any and all such costs shall be paid by the CONTRACTOR immediately upon receipt of notice of the same from the COUNTY. Information on registration for and use of the E-Verify Program may be obtained at the Department of Homeland Security website: <http://www.dhs.gov/E-Verify>.

SECTION 30. **JOINT AUTHORSHIP.**

This Agreement shall be construed as resulting from joint negotiation and authorship. No part of this Agreement shall be construed as the product of any one of the parties hereto.

SECTION 31. **EQUAL OPPORTUNITY EMPLOYER.**

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors it utilizes in providing the services required hereunder will comply with all equal opportunity employment laws.

SECTION 32. AUDITING, RECORDS, AND INSPECTION.

In the performance of this Agreement, the CONTRACTOR shall keep books, records, and accounts of all activities, related to the Agreement, in compliance with generally accepted accounting procedures. Throughout the term of this Agreement, books, records, and accounts related to the performance of this Agreement shall be open to inspection during regular business hours by an authorized representative of the COUNTY and shall be retained by the CONTRACTOR, for a period of three years after termination or completion of the Agreement or until the full COUNTY audit is complete, whichever comes first. The COUNTY shall retain the right to audit the books during the three-year retention period. All books, records, and accounts related to the performance of this Agreement shall be subject to the applicable provisions of the Florida Public Records Act, Chapter 119, Florida Statutes. The COUNTY also has the right to conduct an audit within sixty (60) days from the effective date of this Agreement to determine whether the CONTRACTOR has the ability to fulfill its contractual obligations to the satisfaction of the COUNTY. The COUNTY has the right to terminate this Agreement based upon the findings in this audit without regard to any notice requirement for termination.

SECTION 33. PROJECT MANAGERS.

The COUNTY and the CONTRACTOR have identified individuals as Project Managers, listed below, who shall have the responsibility for managing the work performed under this Agreement. The person or individual identified by the CONTRACTOR to serve as its Project Manager for this Agreement, or any replacement thereof, is subject to prior written approval and acceptance of the COUNTY. If the COUNTY or CONTRACTOR replace their current Project Manager with another individual, an amendment to this agreement shall not be required. The COUNTY will notify the CONTRACTOR, in writing, if the current COUNTY Project Manager is replaced by another individual.

A. The COUNTY Project Manager's contact information is as follows:

Steven Whitmore, Building Director
Osceola County Office of Building Safety
1 Courthouse Square, 1400
Kissimmee, Florida 34741
Phone: (407) 742-0360
Email: steven.whitmore@osceola.org

B. The CONTRACTOR Project Manager's contact information is as follows:

Van Tran, VP
Bureau Veritas North America, Inc.
1422 S. Narcoossee Road
Saint Cloud, FL 34771
Phone: (407) 556-0027
Email: van.tran@bureauveritas.com

SECTION 34. PUBLIC EMERGENCIES.

It is hereby made a part of this Agreement that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God, Osceola County shall require a "First Priority" for goods and services. It is vital and imperative that the health, safety, and welfare of the citizens of Osceola County are protected from any emergency situation that threatens public health and safety as determined by the COUNTY. The CONTRACTOR agrees to rent/sell/lease all goods and services to the COUNTY or governmental entities on a "first priority" basis. The COUNTY expects to pay contractual prices for all products and/or services under this Agreement in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God. Should the CONTRACTOR provide the COUNTY with products and/or services not under this Agreement, the COUNTY expects to pay a fair and reasonable price for all products and/or services rendered or contracted in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective the later of the dates that each party signed this Agreement.

BOARD OF COUNTY COMMISSIONERS
OF OSCEOLA COUNTY, FLORIDA

By: _____
Chair/Vice Chair



ATTEST:
OSCEOLA COUNTY CLERK OF THE BOARD

By: Augusta Espinosa
Clerk/Deputy Clerk of the Board

As authorized for execution at the Board of
County Commissioners meeting of:

05/15/2023
Bureau Veritas North America Inc.

BUREAU VERITAS NORTH AMERICA, INC.

By: Van Tran

Print: Van Tran

Title: Vice President

STATE OF FLORIDA
COUNTY OF Osceola

The foregoing instrument was executed before me this 20 day of March,
2023 by Van Tran as Vice President Bureau Veritas North
America, Inc., who personally swore or affirmed that he/she is authorized to execute this
Agreement and thereby bind the Corporation, and who is personally known to me OR has
produced _____ as identification.



(stamp)

Michelle Acosta
NOTARY PUBLIC, State of Florida

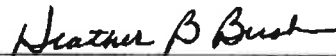
BUREAU VERITAS NORTH AMERICA, INC.**CERTIFICATE OF INCUMBENCY**

I, Heather B. Bush, hereby certify that I am the duly elected and qualified Secretary of BUREAU VERITAS NORTH AMERICA, INC., a corporation organized and existing under the laws of the State of Delaware (the "Corporation"), and further certify, on behalf of the Corporation, that the person named below, acting singly, has the full authority of the Board of Directors to act on behalf of the Corporation with respect to the execution of the Agreement by and between Osceola County and Bureau Veritas North America, Inc. for Contracted Building Inspections and Plans Review Services:

AUTHORIZED SIGNATORY**Van Tran – Vice President**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Corporation on May 10, 2023.

By:



Heather B. Bush, Secretary

Exhibit "A"
Scope of Services

A. Scope of Services.

The CONTRACTOR shall perform residential and/or commercial building code inspections and plan reviews services and provide permit technicians and Building Official services for the COUNTY on an as-needed basis. Services shall be provided in accordance with, and pursuant to, the Florida Building Codes and other applicable federal, state and local law, rules, regulations and requirements.

B. Service Requirements.

The CONTRACTOR must be capable of performing one or more of the following:

1. Florida Building Code compliant residential and/or commercial inspections in the principal building trades of building, electrical, plumbing, mechanical, energy conservation, and existing building.
2. Florida Building Code compliant residential and/or commercial remote plan reviews in the principal building trades of building, electrical, plumbing, mechanical, energy conservation, and existing building.
3. Florida Building Code Compliant Building Official services.
4. Permit technician services for permitting intake, processing, data entry, and customer service.
5. The CONTRACTOR shall provide a list to the COUNTY of the positions they intend to provide Assigned Employees to perform services.

C. Assigned Employees.

The CONTRACTOR shall provide individuals, as noted above, herein identified as an Assigned Employee(s) that will perform services for Osceola County.

1. The CONTRACTOR's Assigned Employee shall provide a variety of expert consulting services to the Osceola County Building Office, including Contracted Building Inspections and Plans Review Services, Building Official(s) and/or Permit Technicians.
2. The CONTRACTOR shall provide other Assigned Employees as requested by the COUNTY from time to time, and as reflected herein to the COUNTY on a need-based requirement.
3. All Assigned Employees are employees of the CONTRACTOR and are not, and will not be considered, employees of the COUNTY.
4. The CONTRACTOR shall select employees that meet the requirements noted herein and provide them for use by COUNTY based upon their qualifications, certifications licenses and experience as an Assigned Employee.
5. The CONTRACTOR shall notify any Assigned Employees they are not an employee of the COUNTY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers'

compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits.

D. Assigned Employee Equipment.

1. The CONTRACTOR shall provide all equipment necessary to perform building code inspections including but not limited to, cellular phones, laptop computers, iPads, mobile printers, code books, inspection mirrors, safety equipment (PPE), ladders, electrical test equipment, and other items required to complete each inspection.
2. The CONTRACTOR shall provide all equipment necessary to perform building code remote plan reviews, including but not limited to, cellular phones, computers, code books, and other items required to complete each plan review.
3. The CONTRACTOR'S Assigned Employees performing Permit Technician services at the County Administration Building, or approved alternate location, shall be provided with the necessary office equipment for their assigned task by the COUNTY.
4. The CONTRACTOR'S Assigned Employees performing Building Official services at the County Administration Building, or approved alternate location, shall be provided with the necessary office equipment for their assigned task by the COUNTY.

E. Assigned Employee Vehicles.

1. For building inspection services, the CONTRACTOR shall be responsible for providing all vehicles required to perform the services described herein with all vehicles being used clearly identified with the contracted company's name.
2. The CONTRACTOR'S vehicles shall be well maintained to limit breakdowns and possible interruptions to service.
3. The CONTRACTOR'S Assigned Employees who will drive vehicles while performing work for the COUNTY shall possess a valid Florida Driver's License and maintain a clean driving record.
4. All fuels, oils, lubricants, and maintenance of the vehicles or any parts thereof shall be the sole responsibility of the CONTRACTOR.

F. The Contactor and Assigned Employee Personnel Appearance.

1. The CONTRACTOR'S Assigned Employees shall be neat and clean in appearance and shall always wear visible photo identification.
2. The COUNTY will provide a temporary Osceola County identification card to the CONTRACTOR'S Assigned Employees giving authorization for performance of County inspections, plan reviews, Permit Technician services and/or Building Official services, as applicable.
3. The CONTRACTOR shall provide uniforms with its company name for all Assigned Employees providing services related to this Agreement.
4. The CONTRACTOR'S Assigned Employees shall be physically able to perform all requirements of their assigned positions and conduct themselves in a courteous, positive, and professional manner always.

G. Assigned Employee Licensure.

1. Personnel employed by the CONTRACTOR to perform building code inspections, plan review, and Building Official services must possess a current license issued by the Department of Business and Professional Regulations, Building Code Administrators, and Inspectors Board (BCAIB) and may only perform building code inspection services that are within the disciplines covered by that person's licensure or certification under Florida Statute Chapter 468, Chapter 471, or Chapter 481.
2. The names of all personnel and a copy of each license issued to personnel employed by the CONTRACTOR to perform building code inspections shall be provided to the COUNTY's Building Official, or his designee, prior to award of contract.

H. Timing of Service Performance.

The CONTRACTOR and its Assigned Employees, as applicable, shall be required to perform building code inspection services in the following manner.

1. The COUNTY will inform the CONTRACTOR no later than 7:00 a.m. the day of the requested inspection.
 - a. The CONTRACTOR shall conduct the requested inspection the day of the notification by the COUNTY between 7:00 a.m. and 4:00 p.m.
 - b. In the event the project site cannot be inspected, the CONTRACTOR shall notify the COUNTY's Building Office to coordinate the projected building inspection.
2. The COUNTY's Building Official, or his designee, may visit any project site to verify inspections. If it is discovered that the CONTRACTOR and its inspectors have missed code issues on two or more inspections on a specific project site, the CONTRACTOR must meet with the COUNTY's Building Official to resolve the matter.
3. The CONTRACTOR shall be required to perform remote building code plan review services in the following manner:
 - a. The COUNTY will inform the contracted firm(s) through our automated plan review program of the plan reviews that have been assigned to them on a daily basis.
 - b. The contracted firm(s) shall conduct the requested plan reviews the day following the notification by the COUNTY.
 - c. In the event the project cannot be reviewed, the contracted firm(s) shall notify the Osceola County Building Office to coordinate a projected schedule for the assigned plan reviews.

I. CONTRACTOR'S Assigned Employee, Operational Hours and Time-off Requests.

1. The CONTRACTOR's Assigned Employee for positions noted herein are for semi-permanent assignment whether full time or part time for the duration of the agreement, including amendments.
2. When the COUNTY accepts an assigned employee from the CONTRACTOR it shall be for a regular work schedule.
3. If the CONTRACTOR finds it necessary to remove this Assigned Employee or if the Assigned Employee quits, the CONTRACTOR shall refill this Assigned Employee

position at the COUNTY with another like (licensed) Assigned Employee as quickly as possible.

4. Through the CONTRACTOR, the assigned employees shall submit requests for time-off two weeks in advance; requests submitted to the CONTRACTOR and provided to the COUNTY are subject to the COUNTY's approval based on the needs of the Department.

J. Documentation.

1. Upon completion of the assigned inspection, the CONTRACTOR shall record such inspection within the Department's on-line data-based program (Accela).
2. The CONTRACTOR shall report to the COUNTY's Building Official, or his designee, any condition that poses an immediate threat to public safety, health, and welfare.
3. Upon completion of the assigned plan reviews, the contracted firm(s) shall record reviewed plans and comments within the Department's on-line data-based program (Accela).
4. Each completed plan review record, indicating pass or fail and applicable conditions, shall be posted within the computer system.
5. The CONTRACTOR shall be responsible for ensuring the provision of information related to inspections and plans review services and shall ensure the information is provided in the COUNTY's online data-based application as noted herein.
6. The CONTRACTOR shall report to the COUNTY Building Official, or their designee, any condition that poses an immediate threat to public safety, health, and welfare.

K. Other Services.

The COUNTY requests CONTRACTOR include a cost per hour pay item for Permit Technician positions and Building Officials.

1. Permit Technicians may be utilized to in-take permits, process of permits, perform data entry, and other customer services as needed but would not perform Residential and Commercial Inspections and would not perform Plans Review Services.
2. Building Officials' duties shall be to serve as required by Florida Statute and the Florida Building Code. The hourly rate will include all costs associated with the performance of their duties.
3. No additional compensation will be considered for fuel, overhead, materials, testing equipment, cell phones, computers, laptops or table devices or similar items.
4. The CONTRACTOR's Assigned Employees performing as Permit technicians and Building Officials, working at the County Administration Building, shall be provided with the necessary office equipment for their assigned task by the COUNTY. Use of the COUNTY's provided technology shall be COUNTY's policy and applicable procedures regarding acceptable technology use, including cyber security.

L. Staff Sufficiency.

The COUNTY reserves the right to request the CONTRACTOR to replace an Assigned Employee when repeated performance deficiencies are noted. While the COUNTY will

work with the CONTRACTOR to remedy deficiencies identified, the CONTRACTOR agrees to provide a replacement Assigned Employee within eight (8) business hours upon request.

M. Assigned Employees' Work – Application of Standard Rate Charges and Extended Rate Charges.

1. If the CONTRACTOR's Assigned Employee works up to forty (40) hours per Work Week, the CONTRACTOR shall charge the COUNTY using the Standard Rate Charge per hour, for each hour worked up to forty (40) hours during the Work Week.
 - a) The Work Week is defined as Saturday at 12:00:00 AM to Friday at 11:59:59 PM of any given week.
 - b) For reference, the COUNTY's Building Department operating hours are 7:30 AM to 3:30 PM, Monday through Friday, with a half hour lunch break.
 - c) Where applicable, the COUNTY will review requests for a variable daily schedule. If approved, the COUNTY will notify the CONTRACTOR and the CONTRACTOR's Assigned Employee in writing, with the approved schedule noted.
2. If any Assigned Employee works more than forty (40) hours in a Work Week, the CONTRACTOR may charge the COUNTY the Extended Rate Charge, for each additional hour beyond the forty (40) hours worked during the Work Week.
3. If, during the performance of work herein, it is apparent the Assigned Employee will work additional hours beyond the initial forty (40) hours per Work Week, the CONTRACTOR will notify the COUNTY. If the COUNTY needs the CONTRACTOR's Assigned Employee to work additional hours beyond the initial forty (40) hours per Work Week, the COUNTY will notify the CONTRACTOR. The COUNTY will be able to review, approve or reject, in advance the performance of work in addition to the forty (40) hours in writing.
4. The performance of hours beyond the initial forty (40) hour per individual Assigned Employee will be billed at the Extended Rate Charge.
5. The Extended Rate Charge will only be applied to hours worked by each individual Assigned Employee during a specific Work Week in excess of forty (40) hours.
6. The Contractor, when charging for services using the Extended Rate Charge, shall identify the specific hours being charged as "Extended Rate Charges".

N. CONTRACTOR's Hourly Rates and Invoicing.

1. Inspectors:
 - a. Hourly rate includes all costs associated with Inspection Services and is all inclusive.
 - b. No additional compensation will be considered for mileage, fuel, overhead, materials, testing equipment or administration.
 - c. Commuting expenses to and from Osceola County, by the CONTRACTOR's Assigned Employee, shall not be billable to COUNTY under this contract and shall be an expense of the CONTRACTOR. Once inside Osceola County, travel time to the inspection site should be included in the inspection time. All inspections time reported should include travel time from the previous inspection.

- d. Inspectors are to be within the boundaries of Osceola County during working/billable hours
 - e. The CONTRACTOR shall submit invoices to the County's Building Office monthly and shall include the Building Permit Numbers, date of inspection, inspection performed, and time required to complete the inspection.
2. Remote Plans Review:
- a. The CONTRACTOR's cost to provide Remote Plan Review Services is all inclusive.
 - b. No additional compensation will be considered for mileage, fuel, overhead, materials, testing equipment or administration.
 - c. Remote plan reviewers are to work from remote locations and shall bill working time only as required to complete their assigned plan reviews
 - d. Invoices shall be submitted to the Osceola County Building Office monthly and shall include the Building Permit Number, date of plan review performed, and total hours worked by Permit Number
3. Permit Technician Services:
- a. Hourly rate includes all costs associate with the performance of the Technician.
 - b. No additional compensation will be considered for mileage, fuel, overhead, materials, testing equipment, cell phones computers, laptops or table devices or similar items.
 - c. Commuting expenses to and from Osceola County, by the CONTRACTOR's Assigned Employee, shall not be billable to COUNTY under this contract and shall be an expense of the CONTRACTOR. Once inside Osceola County, travel time to the inspection site should be included in the inspection time. All inspections time reported should include travel time from the previous inspection.
 - d. Permit Technicians shall be at the County Administration Building during working/billable hours
 - e. The CONTRACTOR shall submit invoices to the County's Building Office monthly and shall include time required to complete tasks.
4. Building Official Services:
- a. Hourly rate includes all costs associated with the performance of the Building Official.
 - b. No additional compensation will be considered for mileage, fuel, overhead, materials, testing equipment, cell phones computers, laptops or table devices or similar items.
 - c. Commuting expenses to and from Osceola County, by the CONTRACTOR's Assigned Employee, shall not be billable to COUNTY under this contract and shall be an expense of the CONTRACTOR. Once inside Osceola County, travel time to the inspection site should be included in the inspection time. All inspections time reported should include travel time from the previous inspection.
 - d. Building Officials shall be at the County Administration Building during working/billable hours
 - e. The CONTRACTOR shall submit invoices to the County's Building Office monthly and shall include time required to complete tasks.

- O. Provision of Additional Services.
The COUNTY reserves the right to negotiate with the awarded CONTRACTOR for the provision of additional services similar in nature. This includes, but is not limited to, additional inspection services, nationally recognized testing laboratory services, architects, engineers, and other like services that may be required on an as-needed basis.
- P. Semi-Annual Review: The CONTRACTOR agrees to review any resulting agreement with the COUNTY on a semi-annual basis.

INTENTIONALLY LEFT BLANK

Exhibit "B"
Pricing Schedule
Bureau Veritas North America, Inc.

<i>Item</i>	<i>Description</i>	<i>Unit Price</i>	<i>Unit of Measure</i>
Standard Rate Charges			
1.	Building Code Inspector	\$115.00	Per Hour
2.	Remote Plan Review	\$120.00	Per Hour
3.	Permitting Technician Services	\$105.00	Per Hour
4.	Building Official	\$140.00	Per Hour
Extended Rate Charges			
5.	Building Code Inspector	\$172.50	Per Hour
6.	Remote Plan Review	\$180.00	Per Hour
7.	Permitting Technician Services	\$157.50	Per Hour
8.	Building Official	\$210.00	Per Hour

1. **Building Code Inspectors:** Hourly rate includes all costs associated with Building Code Inspection Services. No additional compensation will be considered for fuel, overhead, materials, testing equipment or administration.
2. **Remote Plan Review:** Hourly rate includes all costs associated with Building Code Plans Review Services. No additional compensation will be considered for fuel, overhead, materials, testing equipment or administration.
3. **Permitting Technician Services:** Hourly rate includes all costs associate with the performance of the Technician. No additional compensation will be considered for fuel, overhead, materials, testing equipment, cell phones computers, laptops or table devices or similar items
4. **Building Official:** Hourly rate includes all costs associated with Building Official Services. No additional compensation will be considered for fuel, overhead, materials, testing equipment or administration.
5. **Standard Rate Charges:** Standard Rate Charges shall apply to hours performed during the standard forty (40) hours Work Week by each individual Assigned Employee.
6. **Extended Rate Charges:** Extended Rate Charges shall only apply to work performed specifically for hours worked in excess of forty (40) hours worked during any specific Work Week by each individual Assigned Employee.

Exhibit "C"
Contractor Certification Regarding Scrutinized Companies
(Contracts of \$1,000,000.00 or more)

Respondent/Contractor Name: <u>Bureau Veritas North America, Inc.</u>		
Contractor FEIN: <u>06-1689244</u>		
Contractor's Authorized Representative Name and Title: <u>Van Tran, VP</u>		
Address: <u>1422 S. Narcoossee Road</u>		
City: <u>St. Cloud</u>	State: <u>FL</u>	Zip: <u>34771</u>
Phone Number: <u>214-876-6855</u>		
Email Address: <u>van.tran@bureauveritas.com</u>		

Section 287.135, Florida statutes, prohibits local governments from contracting with companies, for goods or services of one million dollars (\$1,000,000.00) or more that are on the Scrutinized Companies Lists enumerated in Section 287.135, Florida Statutes.

As the person authorized to sign on behalf of respondent, I hereby certify that the company identified above in the section entitled "respondent contractor name" is not listed on the Scrutinized Companies List. I understand that pursuant to section 287.135, Florida statutes, the submission of a false certification may subject company to termination of the agreement, civil penalties, attorney's fees, and/or costs.

CERTIFIED BY: _____
 Authorized Signature

Date: 3/20/2023

Print Name: Van Tran

Print Title: Vice President



Geotechnical Engineering | Building Code Compliance
Construction Materials Testing and Inspection
Environmental, Health & Safety | Facilities Consulting



PROPOSAL



September 12, 2024

Town of Melbourne Beach
507 Ocean Avenue
Melbourne, FL 32951

Attention: Ms. Elizabeth Mascaro

Reference: Building Official Municipal Support
Town of Melbourne Beach Municipal Support
UES Opportunity No.: 0315.0924.00002
UES Document No.: 2109676

Dear Ms. Mascaro,

UES Professional Solutions, LLC is pleased to submit our proposal to conduct Building Official Municipal Support. Our understanding of this project, with our proposed scope of services and costs, is presented in the following paragraphs.

Project Understanding

We understand your project consists of Building Official Municipal Support. In an effort to facilitate construction and occupancy, you have expressed interest in having UES Professional Solutions, LLC perform the building official duties under the "Private Provider Inspection" (PPI) statute.

Scope of Services

Building Official Services

UES Proposes to provide Building Official services pursuant to Building Code and Florida Statute. This may include plan review, inspection services and any other duties that may need the assistance of a Building Official.

Fees and Terms

Universal will complete the scope of work outlined within this proposal for the fees listed below:

Building Official Municipal Support = \$140.00 per hour with a 3-hour minimum charge per visit.

Qualifications

UES Professional Solutions, LLC. is one of the largest family-owned engineering companies in the United States. Being headquartered in Orlando, and possessing branch offices throughout the State of Florida, provides us with the ability to staff your project efficiently. We understand the importance of working together to keep your project on schedule.

Closure

UES appreciates this opportunity to offer our services, and we are looking forward to the assignment. Please do not hesitate to contact us at 321-638-0808 if you have any questions.

Respectfully Submitted,
UES Professional Solutions, LLC

Richard Hoaglin
Branch Manager
Phone: 321-638-0808
rhoagline@teamues.com

Attachments: Work Authorization, General Conditions

**Building Inspections Department
Work Authorization / Proposal Acceptance Form**

PLEASE SIGN AND RETURN ONE COPY VIA EMAIL OR FAX

UES Professional Solutions, LLC is pleased to provide the services described below. The purpose of this document is to describe the terms under which the services will be provided and to obtain formal authorization.

OPPORTUNITY NAME: Town of Melbourne Beach Municipal Support
OPPORTUNITY LOCATION: Melbourne Beach, FL
CLIENT NAME: Town of Melbourne Beach
CLIENT ADDRESS: 507 Ocean Avenue, Melbourne Beach, FL 32951
PHONE: 321-724-5860
CONTACT: Ms. Elizabeth Mascaro
EMAIL: townmanager@melbournebeachfl.org

I. Scope of Services & Understanding of Project (See attached proposal or as indicated below).

UES Opportunity No.: 0315.0924.00002 UES Docs No.: 2109676

Fees and Terms

Building Official Support = \$140.00 per hour with a 3-hour minimum charge per visit.

I. Contract Documents. The following documents form part of the Agreement and are incorporated herein by referral:

A. UES General Conditions.

In the event of any inconsistency or conflicting among the Contract Documents, the provision in that Contract Documents first listed above shall govern.

II. Authority to proceed and for payment. (To be completed by Client)

A. For payment of Services, invoice to the account of:

Firm: _____ **Social Security Number or Federal Identification No.:** _____
Address: _____ **City:** _____ **Zip Code:** _____
Attention: _____ **Title:** _____
Phone: _____ **Fax:** _____

B. If the invoice is to be mailed for approval to someone other than the account charged, please indicate where, below:

Firm: _____
Address: _____ **City:** _____ **Zip Code:** _____
Attention: _____ **Title:** _____
Phone: _____ **Fax:** _____

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duty authorized representatives this _____ day of _____, 2024.

CLIENT: _____ **UES Professional Solutions, LLC**
BY (signature): _____ **BY (signature):** _____
NAME: _____ **SIGNATORY:** Richard E. Hoaglin, P.E.
TITLE: _____ **TITLE:** Branch Manager
DATE: _____ **DATE:** September 12, 2024

UES Professional Solutions, LLC
 Attention: Rockledge BID
 820 Brevard Avenue, Rockledge, FL 32955 Office 321 638 0808 Fax 321 638 0978

SECTION 1: RESPONSIBILITIES 1.1 UES, and its subsidiaries and affiliated companies ("UES"), is responsible for providing the services described under the Scope of Services. The term "UES" as used herein includes all of UES's agents, employees, professional staff, and subcontractors. 1.2 The Client or a duly authorized representative is responsible for providing UES with a clear understanding of the project nature and scope. The Client shall supply UES with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys, plans and specifications, and designs, to allow UES to properly complete the specified services. The Client shall also communicate changes in the nature and scope of the project as soon as possible during performance of the work so that the changes can be incorporated into the work product. 1.3 The Client acknowledges that UES's responsibilities in providing the services described under the Scope of Services section is limited to those services described therein, and the Client hereby assumes any collateral or affiliated duties necessitated by or for those services. Such duties may include, but are not limited to, reporting requirements imposed by any third party such as federal, state, or local entities, the provision of any required notices to any third party, or the securing of necessary permits or permissions from any third parties required for UES's provision of the services so described, unless otherwise agreed upon by both parties in writing.

SECTION 2: STANDARD OF CARE 2.1 Services performed by UES under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of UES's profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, express or implied, is made. 2.2 Execution of this document by UES is not a representation that UES has visited the site, become generally familiar with local conditions under which the work is to be performed, or correlated personal observations with the requirements of the Scope of Services. It is the Client's responsibility to provide UES with all information necessary for UES to provide the services described under the Scope of Services, and the Client assumes all liability for information not provided to UES that may affect the quality or sufficiency of the services so described.

SECTION 3: SITE ACCESS AND SITE CONDITIONS 3.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for UES to perform the work set forth in this Agreement. The Client will notify any possessors of the project site that Client has granted UES free access to the site. UES will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Scope of Services. 3.2 The Client is responsible for the accuracy of locations for all subterranean structures and utilities. UES will take reasonable precautions to avoid known subterranean structures, and the Client waives any claim against UES, and agrees to defend, indemnify, and hold UES harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

SECTION 4: BILLING AND PAYMENT 4.1 UES will submit invoices to Client monthly or upon completion of services. Invoices will show charges for different personnel and expense classifications. 4.2 Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts. 4.3 If UES incurs any expenses to collect overdue billings on invoices, the sums paid by UES for reasonable attorneys' fees, court costs, UES's time, UES's expenses, and interest will be due and owing by the Client.

SECTION 5: OWNERSHIP AND USE OF DOCUMENTS 5.1 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, as instruments of service, shall remain the property of UES. Neither Client nor any other entity shall change or modify UES's instruments of service. 5.2 Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose. 5.3 UES will retain all pertinent records relating to the services performed for a period of five years following submission of the report or completion of the Scope of Services, during which period the records will be made available to the Client in a reasonable time and manner. 5.4 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, are prepared for the sole and exclusive use of Client, and may not be given to any other entity, or used or relied upon by any other entity, without the express written consent of UES. Client is the only entity to which UES owes any duty or duties, in contract or tort, pursuant to or under this Agreement.

SECTION 6: DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS 6.1 Client represents that a reasonable effort has been made to inform UES of known or suspected hazardous materials on or near the project site. 6.2 Under this agreement, the term hazardous materials include hazardous materials, hazardous wastes, hazardous substances (40 CFR 261.31, 261.32, 261.33), petroleum products, polychlorinated biphenyls, asbestos, and any other material defined by the U.S. EPA as a hazardous material. 6.3 Hazardous materials may exist at a site where there is no reason to believe they are present. The discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. The discovery of unanticipated hazardous materials may make it necessary for UES to take immediate measures to protect health and safety. Client agrees to compensate UES for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. 6.4 UES will notify Client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client will make any disclosures required by law to the appropriate governing agencies. Client will hold UES harmless for all consequences of disclosures made by UES which are required by governing law. In the event the project site is not owned by Client, it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials. 6.5 Notwithstanding any other provision of the Agreement, Client waives any claim against UES, and to the maximum extent permitted by law, agrees to defend, indemnify, and save UES harmless from any claim, liability, and/or defense costs for injury or loss arising from UES's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by UES which are found to be contaminated.

SECTION 7: RISK ALLOCATION 7.1 Client agrees that UES's liability for any damage on account of any breach of contract, error, omission, or professional negligence will be limited to a sum not to exceed \$50,000 or UES's fee, whichever is greater. If Client prefers to have higher limits on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$1,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$400.00, whichever is greater. If Client prefers a \$2,000,000.00 limit on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$2,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$800.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance. 7.2 Client shall not be liable to UES and UES shall not be liable to Client for any incidental, special, or consequential damages (including lost profits, loss of use, and lost savings) incurred by either party due to the fault of the other, regardless of the nature of the fault, or whether it was committed by Client or UES, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statutory, or any other cause of action. 7.3 As used in this Agreement, the terms "claim" or "claims" mean any claim in contract, tort, or statute alleging negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or any other act giving rise to liability.

SECTION 8: INSURANCE 8.1 UES represents it and its agents, staff and consultants employed by UES, is and are protected by worker's compensation insurance and that UES has such coverage under public liability and property damage insurance policies which UES deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, UES agrees to indemnify and save Client harmless from and against loss, damage, or liability arising from negligent acts by UES, its agents, staff, and consultants employed by it. UES shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance or the limits described in Section 7, whichever is less. The Client agrees to defend, indemnify, and save UES harmless for loss, damage or liability arising from acts by Client, Client's agents, staff, and others employed by Client. 8.2 Under no circumstances will UES indemnify Client from or for Client's own actions, negligence, or breaches of contract. 8.3

To the extent damages are covered by property insurance, Client and UES waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance.

SECTION 9: DISPUTE RESOLUTION **9.1** All claims, disputes, and other matters in controversy between UES and Client arising out of or in any way related to this Agreement will be submitted to mediation or non-binding arbitration, before and as a condition precedent to other remedies provided by law. **9.2** If a dispute arises and that dispute is not resolved by mediation or non-binding arbitration, then: (a) the claim will be brought in the state or federal courts having jurisdiction where the UES office which provided the service is located; and (b) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other claim related expenses.

SECTION 10: TERMINATION **10.1** This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or in the case of a force majeure event such as terrorism, act of war, public health or other emergency. Such termination shall not be effective if such substantial failure or force majeure has been remedied before expiration of the period specified in the written notice. In the event of termination, UES shall be paid for services performed to the termination notice date plus reasonable termination expenses. **10.2** In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by the Agreement, UES may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs of UES in completing such analyses, records, and reports.

SECTION 11: REVIEWS, INSPECTIONS, TESTING, AND OBSERVATIONS **11.1** Plan review, private provider inspections, and building inspections are performed for the purpose of observing compliance with applicable building codes. Threshold inspections are performed for the purpose of observing compliance with an approved threshold inspection plan. Construction materials testing ("CMT") is performed to document compliance of certain materials or components with applicable testing standards. UES's performance of plan reviews, private provider inspections, building inspections, threshold inspections, or CMT, or UES's presence on the site of Client's project while performing any of the foregoing activities, is not a representation or warranty by UES that Client's project is free of errors in either design or construction. **11.2** If UES is retained to provide construction monitoring or observation, UES will report to Client any observed work which, in UES's opinion, does not conform to the plans and specifications provided to UES. UES shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of UES, or UES's site representative, can be construed as modifying any agreement between Client and others. UES's performance of construction monitoring or observation is not a representation or warranty by UES that Client's project is free of errors in either design or construction. **11.3** Neither the activities of UES pursuant to this Agreement, nor the presence of UES or its employees, representatives, or subcontractors on the project site, shall be construed to impose upon UES any responsibility for means or methods of work performance, superintendence, sequencing of construction, or safety conditions at the project site. Client acknowledges that Client or its contractor is solely responsible for project jobsite safety. **11.4** Client is responsible for scheduling all inspections and CMT activities of UES. All testing and inspection services will be performed on a will-call basis. UES will not be responsible for tests and inspections that are not performed due to Client's failure to schedule UES's services on the project, or for any claims or damages arising from tests and inspections that are not scheduled or performed.

SECTION 12: ENVIRONMENTAL ASSESSMENTS Client acknowledges that an Environmental Site Assessment ("ESA") is conducted solely to permit UES to render a professional opinion about the likelihood or extent of regulated contaminants being present on, in, or beneath the site in question at the time services were conducted. No matter how thorough an ESA study may be, findings derived from the study are limited and UES cannot know or state for a fact that a site is unaffected by reportable quantities of regulated contaminants as a result of conducting the ESA study. Even if UES states that reportable quantities of regulated contaminants are not present, Client still bears the risk that such contaminants may be present or may migrate to the site after the ESA study is complete.

SECTION 13: SUBSURFACE EXPLORATIONS **13.1** Client acknowledges that subsurface conditions may vary from those observed at locations where borings, surveys, samples, or other explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by UES will be based solely on information available to UES at the time of service. UES is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed or provided by UES. **13.2** Subsurface explorations may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated zone and links it to an aquifer, underground stream, or other hydrous body not previously contaminated. UES is unable to eliminate totally cross-contamination risk despite use of due care. Since subsurface explorations may be an essential element of UES's services indicated herein, Client shall, to the fullest extent permitted by law, waive any claim against UES, and indemnify, defend, and hold UES harmless from any claim or liability for injury or loss arising from cross-contamination allegedly caused by UES's subsurface explorations. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

SECTION 14: SOLICITATION OF EMPLOYEES Client agrees not to hire UES's employees except through UES. In the event Client hires a UES employee within one year following any project through which Client had contact with said employee, Client shall pay UES an amount equal to one-half of the employee's annualized salary, as liquidated damages, without UES waiving other remedies it may have.

SECTION 15: ASSIGNS Neither Client nor UES may delegate, assign, sublet, or transfer its duties or interest in this Agreement without the written consent of the other party.

SECTION 16: GOVERNING LAW AND SURVIVAL **16.1** This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the UES office performing the services hereunder is located. **16.2** In any of the provisions of this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired and will survive. Limitations of liability and indemnities will survive termination of this agreement for any cause.

SECTION 17: INTEGRATION CLAUSE **17.1** This Agreement represents and contains the entire and only agreement and understanding among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among the parties. No agreement, understanding, representation, inducement, promise, warranty, or condition of any kind with respect to the subject matter of this Agreement shall be relied upon by the parties unless expressly incorporated herein. **17.2** This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.

SECTION 18: WAIVER OF JURY TRIAL Both Client and UES waive trial by jury in any action arising out of or related to this Agreement.

SECTION 19: INDIVIDUAL LIABILITY PURSUANT TO FLORIDA STAT. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF UES MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

Town Commission Meeting

Section: New Business

Meeting Date: September 18, 2024

From: Town Clerk, Amber Brown

Re: Consider changing the date for the October Regular Town Commission Meeting

Background:

The Town Clerk will be unable to attend the October Regular Town Commission Meeting on October 16th as she will be attending the Florida Association of City Clerks 2024 Fall Academy October 13th-17th.

Recommendation:

Consider alternative dates for the October Regular Town Commission Meeting

Attachments:

None

M E M O R A N D U M

TO: Elizabeth Mascaro (TownManager@melbournebeachfl.org)

FROM: Ryan Knight

SUBJECT: Outline of Code Enforcement Process

DATE: September 12, 2024

Ms. Mascaro,

Below is an outline of the standard code enforcement process required pursuant to Chapter 162, *Florida Statutes*, and Chapter 11, Article II of the Town's Code of Ordinances.

The Standard Code Enforcement Process

The code enforcement process is governed by Chapter 162, *Florida Statutes*, and Chapter 11, Article II, of the Town's Code of Ordinances. Generally, the standard code enforcement process is as follows:

1. Complaint received
2. Confirmation of validity of violation through research and site visit
3. If violation is found, notice of violation letter sent to owner
 - a. This will contain a reasonable time for compliance
4. Follow-up inspection at expiration of time for compliance
5. If property is still not in compliance, a notice of violation is sent to owner and the matter is scheduled for a hearing
6. Special Magistrate Hearing
 - a. Special Magistrate will issue an order specifying the date for compliance and any fines
 - b. If property is not in compliance on date set forth in order, as verified by code inspector, fines begin to accrue
7. Lien recorded
8. Foreclosure of lien after 90 days of recording

Once a complaint is received by Code Enforcement, the code inspector must confirm the validity of the violation and often requires research and a site visit. A code inspector may not initiate enforcement proceedings by way of an anonymous complaint.¹ If a violation of the Town's Code is found, the code inspector must notify the violator and give him or her a reasonable time to correct the violation.² The focus of any code enforcement violation is to obtain compliance with the Town's Code. If the violation continues beyond the time specified for correction, then the code

¹ Fla. Stat. § 162.06(1)(b).

² Fla. Stat. § 162.06(2); Section 11-19(b), Town Code.

inspector shall notify the special magistrate and request a hearing.³ Notice of the hearing must be provided by written notice to the violator and the case may be presented to the special magistrate even if the violation has been corrected prior to the hearing.⁴ An exception exists if the violation is a repeat violation, and the code inspector is not required to give the violator a reasonable time to correct the violation.⁵

Once a hearing is scheduled, the Town and the alleged violator shall present evidence and testimony, with the Town having the burden of proving the existence of the alleged violation by a preponderance of the evidence.⁶ Formal rules of evidence shall not apply, but fundamental due process shall be observed and shall govern the proceedings.⁷ Moreover, any testimony shall be under oath and shall be recorded.⁸ At the conclusion of the hearing, the special magistrate must issue findings of fact, based on evidence of record and conclusions of law, and shall issue an order affording relief consistent with the powers granted pursuant to Florida Statutes and the Town Code.⁹ The order may include a notice that the order must be complied with by a specified date and that a fine may be imposed if the order is not complied with by said date as provided in § 162.09(1), Fla. Stat., which provides, in pertinent part:

An enforcement board (or special magistrate), upon notification by the code inspector that an order of the enforcement board has not been complied with by the set time or upon finding that a repeat violation has been committed, may order the violator to pay a fine in an amount specified in this section for each day the violation continues past the date set by the enforcement board for compliance or, in the case of a repeat violation, for each day the repeat violation continues, beginning with the date the repeat violation is found to have occurred by the code inspector.

If the violator does not comply within the time set by the order issued by the special magistrate, only then may the fine begin to accrue for each day the violation continues past the date set forth in the order for compliance, unless it is a repeat violation. Thus, in order for fines to begin, there must be: (1) an order from the special magistrate providing a compliance date and fine, and (2) non-compliance with the order by the violator by the prescribed date. Once the compliance date prescribed in the order passes, and the violation is not corrected, only then will the fine start to accrue. The fine shall not exceed \$250 per day for a first violation and shall not exceed \$500 per day for a repeat violation.¹⁰ If the special magistrate finds the violation to be irreparable or irreversible in nature, it may impose a fine not to exceed \$5,000 per violation.¹¹

The fine will continue to accrue until the violation is corrected. The Town may file a lien against the property and record such lien in the public records.¹² After three months from the filing

³ *Id.*

⁴ *Id.*

⁵ Fla. Stat. § 162.06(3); Section 11-19(c), Town Code.

⁶ Section 11-20(c), Town Code.

⁷ Fla. Stat. § 162.07(3); Section 11-19(c), Town Code.

⁸ *Id.*

⁹ Fla. Stat. § 162.07(4); Section 11-19(d), Town Code.

¹⁰ Fla. Stat. § 162.09(2)(a); Section 11-21(b)(1), Town Code.

¹¹ *Id.*

¹² Fla. Stat. § 162.09(3); Section 11-21((b)(3)(D), Town Code.

of the lien which remains unpaid, the special magistrate may authorize the Town Attorney to foreclose on the lien.¹³ However, no lien created pursuant to this procedure may be foreclosed on any property which is a homestead.¹⁴

Sincerely,

/s/ Ryan G. Knight

¹³ *Id.*

¹⁴ *Id.*



Town Manager Report for September 2024

1. Meeting 9/6/2024 to vote tentative millage-passed
2. Meeting 9/17/2024 to vote final millage.
3. Meeting 9/3/024 P&Z –passed including DEP - 1609 Atlantic-new home build
4. **Riverside paving-curb work to begin week of September 23, 2024.**
5. Meeting with resident, F. LaGrasse 8/23/2024
6. Magistrate Hearing 8/29/2024-204 Cherry with Town Attorney.
7. Vacation workshop 9/29/2024-Vacation rental workshop with Town Attorney. R. Knight to update VR Ordinance with additional language.
8. Website training 8/30/2024 (2 hours)
9. Researching VR software- Allowing \$50k in 2025 budget for purchase

SEPTEMBER 2024 TASK LIST

ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Clarify the difference between Special Event and Town Event, inform the Boards, and update forms	7/17/2024		8/21/2024	Mayor Dennington	Town Manager
DATE	DIRECTION/NOTES				
8/21/2024	Town Manager Elizabeth Mascaro spoke about this task list item has been completed.				
7/17/2024	Mayor Dennington requested the Town to clarify the difference between Special Event and Town Event, inform the Town Boards, and update the forms.				
ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO
Sixth Ave boat ramp improvements	8/17/2022	12/18/2024		Commissioner Runte	Town Manager/ PW Director
DATE	DIRECTION/NOTES				
6/19/2024	Push to December after hurricane season.				
3/20/2024	Corey Runte- Pushed for 3 months				
8/16/2023	At the workshop next week.				
7/19/2023	Mayor – Neighboring property put in a taller dock that is getting destroyed, so if the Town put in a small dock it would not last long				
6/28/2023	Look into grant opportunities				
3/15/2023	Put on the Town Commission Workshop				
2/15/2023	Tom Davis- met with Bowman Engineering at Sixth Ave boat ramp to get them to draw something up				
1/18/2023	Tom Davis – installed the geogrid and painted the wall, considering installing a kayak rack Commissioner Corey Runte – come up with future vision plans and get concept drawings/proposals to beautify it and address parking				
11/16/2022	Joyce Barton – Spoke about possible grant options Corey Runte – Research funding options Mayor Hoover – Start with fixing the seawall				
9/21/2022	Discussed under new business agenda item D.				

SEPTEMBER 2024 TASK LIST

8/17/2022	Research what the exact issue is with parking that prevents the Town from getting grant money
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