



**CITY COUNCIL
REGULAR MEETING
AGENDA
WEDNESDAY, JANUARY 14, 2026 - 6:00 PM
CITY COUNCIL CHAMBERS
1225 MAIN STREET, SEBASTIAN, FLORIDA**

ALL AGENDA ITEMS MAY BE INSPECTED IN THE OFFICE OF THE CITY CLERK OR ON THE CITY'S WEBSITE

1. CALL TO ORDER

2. MOMENT OF SILENCE

3. PLEDGE OF ALLEGIANCE - Led by Council Member Dodd

4. ROLL CALL

5. AGENDA MODIFICATIONS

Modifications for additions require a unanimous vote of City Council

6. PROCLAMATIONS, AWARDS, BRIEF ANNOUNCEMENTS

Brief Announcements:

- *January 17th & 18th - Sebastian Riverfront Fine Art & Music Festival - Saturday 10-5pm, Sunday 10 - 4pm.*
- *January 19th - Martin Luther King Day - City Hall will be closed.*
- *January 23rd - Chamber of Commerce Concert in the Park - Conspiracy Theory.*
- *January 24th - Sebastian Art Club in Riverview Park from 8-4pm*
- *January 24th - Treasure Coast Food Bank will distribute food in the City Hall Parking lot from 8-10am*

Presentations of proclamations, certificates and awards, and brief timely announcements by Council and Staff. No public input or actions under this heading.

7. PUBLIC INPUT

The heading on Regular Meeting agendas "Public Input" provides and opportunity for individuals to bring NEW INFORMATION OR REQUESTS TO CITY COUNCIL NOT OTHERWISE ON THE PREPARED AGENDA. Individuals are asked to resolve matters with staff prior to meetings. Individuals are asked to provide copies of materials for Council one week prior to the meeting if they intend to refer to specific material. City Council will not debate an issue during Public Input but may by consensus direct a Charter Officer in regard to the item if necessary or place a requested item on a future agenda.

8. CONSENT AGENDA

All items on the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of consent agenda items unless a member of City Council so

requests; in which event, the item will be removed and acted upon separately. If a member of the public wishes to provide input on a consent agenda item, he/she should request a Council Member to remove the item for discussion prior to start of the meeting or by raising his/her hand to be recognized.

- A. Consider Approval of Draft December 3, 2025, City Council Minutes
Staff Report
12-03-2025 Draft Minutes
- B. Consider Approval of the 2026 Municipal Elections Agreement for the November 3, 2026 Election.
Staff Report
Election Agreement
- C. Alcohol Beverage Approval - Espinoza Family
Staff Report
Espinoza Application
Espinoza Payment Receipt
- D. Alcohol Beverage Approval - Jackson Family
Staff Report
Jackson Family Application
Jackson Family Receipt

9. COMMITTEE REPORTS & APPOINTMENT

City committee reports and Council Member regional committee reports. No public input or action except City committee member nominations and appointments under this heading.

- A. Consider Parks & Recreation Board Appointment
Staff Report
G. Sheldon application
K. McLellan application
Press Release
Member List

10. PUBLIC HEARINGS

11. UNFINISHED BUSINESS

12. NEW BUSINESS

- A. Consideration and Direction of Proposed Riverview Park Master Plan Renovation Concepts
Staff Report
Conceptual Plan B
Conceptual Plan C
Riverview Park Gantt Chart
- B. Presentation of Pavement Management Group Inc.'s Final Assessment of City Roads and Recommendations for Future Roadway Treatment Plans
Staff Report

PMG - 2025 Final Project Report
PMG Condition and Project Year Maps with Treatments
Resolution R-25-40

- C. Consideration of Approving the Emergency Closure Disaster Wage Policy to comply with FEMA's latest Public Assistance Program Policy Guide and Authorize the Mayor to execute the Policy
Staff Report
Emergency Closure Disaster Wage Policy
O-15-07 Public Emergency Procedures
- D. Consideration of Proposed City Council Meeting Dates for Calendar Year 2026
Staff Report
2026 City Council meeting calendar

13. CITY ATTORNEY MATTERS

14. CITY MANAGER MATTERS

15. CITY CLERK MATTERS

16. CITY COUNCIL MATTERS

Council Member Nunn

Council Member Dodd

Council Member Matthews

Mayor Jones

Vice Mayor McPartlan

- 17. ADJOURN***(All meetings shall adjourn by 9:30 pm unless extended for up to one half hour by a majority vote of City Council).*

NO STENOGRAPHIC RECORD BY A CERTIFIED COURT REPORTER WILL BE MADE OF THE FOREGOING MEETING. ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COUNCIL, BOARD OR AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING OR HEARING WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE HEARD. (F.S.286.0105)

IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA) OF 1990, ANYONE WHO NEEDS A SPECIAL ACCOMMODATION FOR THIS MEETING SHOULD CONTACT THE CITY'S ADA COORDINATOR AT 388-8226 – ADA@CITYOFSEBASTIAN.ORG AT LEAST 48 HOURS IN ADVANCE OF THIS MEETING

Regular City Council Meetings

Public input is *ALLOWED* under the headings:

- Consent Agenda
- Public Hearings
- Unfinished Business
- New Business
- Public Input

Public input is *NOT ALLOWED* under the headings:

- Proclamations, Awards, Brief Announcements (except for individuals giving or accepting proclamations or awards)
- Committee Reports and Appointments (except for committee members giving reports and applicants being interviewed for committee appointments)
- City Council Matters
- Charter Officer Matters
- Council may, by majority vote, call upon an individual to provide input if desired.

Workshops and Special Meetings

Public input is limited to the item on the agenda

Time Limit

Input on agenda items where public input is permitted on agendas is THREE MINUTES; however, City Council may extend or terminate an individual's time by majority vote of Council members present.

Input Directed to Chair

Speakers shall address the City Council IMMEDIATELY PRIOR TO CITY COUNCIL DELIBERATION of the agenda item and ALL INPUT SHALL BE DIRECTED TO THE CHAIR, unless answering a question of a member of City Council or City staff. Individuals shall not address City Council after commencement of City Council deliberation on an agenda item after public input has concluded, providing, however, the Mayor and members of City Council may recall an individual to provide additional information or to answer questions.

Certain Remarks Prohibited

Personal, impertinent, and slanderous remarks, political campaigning, and applauding are not permitted and may result in expulsion from the meeting. The Chair shall make determinations on such remarks, subject to the repeal provisions below.

Appealing Decisions of Chair

Any member of Council may appeal the decision of the Chair to the entire Council. A majority vote of City Council shall overrule any decision of the Chair.

Public Input Heading on Agenda

The heading on Regular Meeting agendas "Public Input" provides an opportunity for individuals to bring NEW INFORMATION OR REQUESTS TO CITY COUNCIL NOT OTHERWISE ON THE PREPARED AGENDA. Individuals are asked to attempt to resolve matters with staff prior to meetings. Individuals are asked to provide copies of material for Council one week prior to the meeting if they intend to refer to specific material. City Council will not debate an issue during Public Input but may by consensus direct a Charter Officer in regard to the item if necessary or place a requested item on a future agenda.

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Cathy Testa, Acting City Clerk
SUBJECT	Consider Approval of Draft December 3, 2025 City Council Minutes

EXECUTIVE SUMMARY

Draft minutes of the December 3, 2025 City Council meeting are presented for review.

RECOMMENDATION

Request changes if necessary. Consider approval of minutes.

ATTACHMENTS:

1. December 3, 2025 City Council Minutes.

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed: \$ 0.00



SEBASTIAN CITY COUNCIL
REGULAR MEETING
MINUTES

WEDNESDAY, DECEMBER 3, 2025 – 6:00 P.M.
CITY COUNCIL CHAMBERS
1225 MAIN STREET, SEBASTIAN, FLORIDA

1. Mayor Jones called the Regular Meeting to order at 6:00 p.m.
2. A moment of silence was held.
3. Council Member Dodd led the Pledge of Allegiance.
4. ROLL CALL
Mayor Fred Jones
Vice Mayor Bob McPartlan
Council Member Ed Dodd
Council Member Chris Nunn
Council Member Sherrie Matthews

Staff Present

City Manager Brian Benton
Interim City Attorney James Stokes
Senior Executive Assistant Cathy Testa
Chief Financial Officer Brian Stewart
Building Director/Fire Marshal Wayne Eseltine
Community Development Director Alix Bernard
Community Development Manager Dorri Bosworth
City Engineer/Special Projects Manager Karen Miller
Parks and Recreation Director Richard Blankenship
Public Works Director Lee Plourde
Human Resources Director Cindy Watson
Principal Planner Jim Mann
Police Chief Daniel Acosta
Police Lt. Robert Vafiades

5. AGENDA MODIFICATIONS
Mayor Jones noted that the City Manager requested the removal of Item 12(a) from the agenda. Council Member Dodd made a motion to remove the item, which was

seconded by Council Member Nunn. There being no further discussion, Mayor Jones confirmed that Item 12(a) had been removed from the agenda.

6. PROCLAMATIONS, AWARDS, BRIEF ANNOUNCEMENTS

Brief Announcements:

Friday, December 5 - Sebastian River Area Chamber of Commerce Light Up Night - Various U.S. Highway 1 Merchants - 5:30pm to 8:00pm

Saturday, December 6 - Rotary Club of Sebastian Craft Hullabaloo at Riverview Park - 11am to 4pm

Saturday, December 6 - City of Sebastian Christmas Parade from Main Street to Riverview Park -6:30pm

Sunday, December 7 - Pearl Harbor Day Observance at Veterans Memorial - 12:30pm

Friday, December 12 - Sebastian Police Dept Movie Night at Riverview Park - 5:30pm - The Movie is A Christmas Carol

Saturday, December 13 - Wreaths Across America - Placement at Sebastian Municipal Cemetery -9:00am; Ceremony at Veteran's Memorial at 12:00noon

Saturday and Sunday, December 13 and 14 - Craft Club of Sebastian Event - Riverview Park - 10am to 3pm

Saturday, December 13 - Santa's Open House Sponsored by the GFWC Sebastian Woman's Club in Riverview Park - 2pm to 4pm

Council Member Nunn announced the upcoming events.

7. PUBLIC INPUT

Mayor Jones opened public input and invited members of the public to address the Council on matters not listed on the agenda.

Charles Wright, 801 Williamson Avenue, introduced himself as a resident and aircraft owner who leases a hangar at the Sebastian Municipal Airport. He explained that he and other airport users have ongoing concerns related to airport operations and hangar management. Mr. Wright stated that he had previously met with the City Manager and Airport Manager to discuss these issues and expressed interest in having residents and airport users formally address the Council. He inquired whether an airport-related committee exists and requested consideration of a future agenda item to allow discussion of airport matters. Mayor Jones confirmed that staff had Mr. Wright's contact information and indicated they would follow up with him.

Damien Gilliams, 1623 U.S. Highway 1, addressed the Council. He offered congratulations to newly seated Council members. Mr. Gilliams referenced state legislation related to government transparency and small business treatment and expressed concerns regarding the City's enforcement of rules and policies. He discussed prior public records requests and shared his perspective on past legal and code enforcement matters involving his property. Mr. Gilliams encouraged the Council to support small businesses and allow public participation.

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Mayor Jones asked if there were any additional speakers, including those attending via Zoom. With no further public comment, public input was closed.

8. CONSENT AGENDA

- A. Consider Approval of Draft October 22, 2025 City Council Minutes
- B. Consideration of Road Closure for the Rotary Craft Brew Hullabaloo special event scheduled for December 6th, 2025

MOTION by Council Member Nunn and SECOND by Council Member Dodd to approve Consent Agenda Items A and B.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

9. COMMITTEE REPORTS & APPOINTMENTS

Mayor Jones asked if there were any committee reports. Vice Mayor McPartland reported that there were none.

- A. Consider Appointments to the 2025 Charter Review Committee
The City Manager explained that each Council Member may appoint two members to the Charter Review Committee. He noted that applications are still being accepted and that the remaining appointments may be finalized at the December 17 Council meeting. The City Manager encouraged interested residents to submit applications before the agenda deadline.

Mayor Jones called on Council Members to announce their appointments if prepared.

- Vice Mayor McPartland stated he did not have appointments at this time.
- Council Member Dodd appointed Grace Reed and Jeanne Hill.
- Council Member Matthews appointed Vicki Drumheller and Sharon Herman.
- Mayor Jones appointed Scott Liberatore and Richard Gilmore.
- Council Member Nunn appointed Susan Lorusso and indicated a second appointment would be forthcoming.

Mayor Jones noted that these appointments would fill ten positions, with five at-large positions remaining. He explained that the City Charter serves as the City's governing document and encouraged members of the public to apply if interested in participating in the review process.

B. Consider Resident Position on the Police Officer Board of Trustees

Council Member Nunn nominated Mr. Pusher to serve in the resident position on the Police Officers' Board of Trustees.

MOTION by Council Member Nunn and SECOND by Council Member Matthews to appoint Mr. Pusher.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

10. PUBLIC HEARINGS

A. Consideration of Ordinance O-25-16 - Second Reading and Adoption - Amending the Code of Ordinances of the City of Sebastian, Chapter 26 - relating to Building and Building Regulations - in order to comply with contractor licensing revisions of the Florida Statutes and providing for adoption.

The City Attorney read the title to Ordinance O-25-16 and Mayor Jones opened the public hearing at 6:14 p.m. There was no ex parte communication to disclose.

The Building Official noted that Chapter 26 must be updated to remove conflicting definitions, incorporate state licensing exemptions and preemptions, and require contractors to be licensed in accordance with Florida Statutes and the Department of Business and Professional Regulation. He added that staff had prepared a summary showing how existing local license categories correspond to state categories and that affected contractors will be notified of the changes.

Mayor Jones opened the public hearing for public comment. No one spoke in favor or opposition to the proposed ordinance.

During Council discussion, Council Member Dodd asked whether existing local contractors reclassified under state categories would be required to take additional testing. The Building Official explained that existing contractors would be grandfathered into the corresponding state categories and would not be required to

take additional testing; however, new applicants would be required to meet state testing requirements.

MOTION by Council Member Dodd and SECOND by Council Member Nunn to approve Ordinance O-25-16.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

B. Quasi-Judicial Public Hearing - Consideration of Resolution No. R-25-41 – Approving the Preliminary Plat for “Hawks Landing”, a 162-unit Townhome Subdivision on 20.38 acres – Existing Zoning Designation of RM-8 (Residential Multifamily 8 Units/Acre).

The City Attorney read the title to Ordinance O-25-16 and Mayor Jones opened the public hearing at 6:18 p.m. There was no ex parte communication to disclose. Mayor Jones requested that all individuals who intended to provide testimony be sworn in. The Senior Executive Assistant administered the oath to all speakers.

The Principal Planner presented the staff report. He clarified that the request before Council was limited to preliminary plat approval and that the site plan had previously been reviewed and approved by the Planning and Zoning Board. The Principal Planner stated that the subdivision layout, lot configuration, infrastructure design, and access points comply with the City’s Land Development Code and Comprehensive Plan.

The Principal Planner confirmed that required supporting studies, including environmental review, stormwater management analysis, and traffic impact evaluation, were completed and reviewed by staff and outside agencies as applicable. He noted that the project meets concurrency requirements and that stormwater management will be handled through a wet detention system permitted by the St. Johns River Water Management District.

Wesley Mills, Engineer of Record with Mills Short & Associates, presented the application on behalf of the applicant. He described the project location and noted that the property had previously been rezoned to RM-8, allowing the proposed density. Mr. Mills outlined the subdivision design, stating that the development consists of 162 townhome units with internal private streets, sidewalks, and common open space.

Mr. Mills explained that over 40 percent of the site will be dedicated to open space, including more than 25 percent preserved as native vegetation. Planned amenities

include a pool, a cabana, walking paths, a dog park, and landscaped open areas. He stated that the primary access will be gated, with secondary access provided for pedestrian connectivity.

Mr. Mills addressed stormwater management, stating that runoff will be treated and retained on-site and discharged in accordance with applicable permits. He confirmed that traffic impacts were analyzed and found to be within acceptable thresholds and that the development is intended to provide attainable housing options consistent with surrounding zoning.

Stephen Wooldridge, 153 Day Drive, spoke in opposition to the request, citing concerns regarding density, neighborhood compatibility, affordability, and notification of surrounding property owners.

Damien Gilliams, 1623 U.S. Highway 1, President of the Sebastian Homeowners Association, spoke in opposition, expressing concerns related to project density, traffic impacts, long-term maintenance of canals and seawalls, and overall compatibility with the surrounding community.

Mayor Jones closed public comment.

Council Members questioned the Principal Planner, Community Development Manager, and the applicant regarding homeowner association maintenance responsibilities, stormwater discharge points, canal and seawall ownership and maintenance obligations, timing of amenity construction, and compatibility with surrounding development patterns. The Principal Planner, Community Development Manager, and the applicant provided clarification and confirmed that applicable conditions would be reflected on the final plat and in supporting documentation.

MOTION by Vice Mayor McPartlan and SECOND by Council Member Dodd to approve Resolution R-25-41.

Roll call:	Council Member Nunn	- nay
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 4-1

- C. Legislative Public Hearing - Consideration of Ordinance O-25-04 - Second Reading and Adoption - Request for Large-Scale Comprehensive Plan Future Land Use Map (FLUM) Amendment for 148.5 acres - Existing Land Use of Mixed Use (MU), Industrial (IN), and Commercial/Industrial (C/I, Indian River County) to Low Density Residential (LDR, 5 units/acre)

The City Attorney read the title to Ordinance O-25-04 and Mayor Jones opened the public hearing at 6:18 p.m. There was no ex parte communication to disclose. The Community Development Manager presented the staff report and clarified that this item is a legislative comprehensive plan amendment.

She explained that the request applies to a 148.5-acre site currently designated Mixed Use, Industrial, and Commercial/Industrial on the Future Land Use Map. The Mixed-Use designation was applied during the City's 2022 Comprehensive Plan update. The prospective developer originally considered a mixed-use concept but later determined that a single-family residential development would be more appropriate and consistent with surrounding land uses.

The Community Development Manager described the project location, including the former Vickers Sand Mine Lake area and a 1.47-acre industrial parcel located in the southeastern portion of the site. She explained that Industrial Park Boulevard, a private roadway within the project area, is also included in the amendment and would be designated Low Density Residential for consistency purposes, while remaining a private roadway.

The Community Development Manager stated that the surrounding properties, including Sebastian Highlands, are designated Low Density Residential and that the proposed amendment would provide land-use consistency with adjacent development.

The amendment qualifies as a large-scale Future Land Use Map amendment and was transmitted to state and regional agencies for review. There were no comments from the following agencies:

- Florida Department of Commerce
- Treasure Coast Regional Planning Council
- Florida Department of State
- St. Johns River Water Management District

The Community Development Manager explained that approval on second reading authorizes submittal of the final adoption package to the State. If the package is deemed complete and no appeals are filed, the ordinance would become effective 31 days after the State issues its Notice of Intent.

Mayor Jones opened the public hearing for public comment. No one spoke in favor or opposition to the proposed ordinance.

MOTION by Council Member Dodd and SECOND by Council Member Nunn to approve Ordinance O-25-04.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

D. Quasi-Judicial Public Hearing - Consideration and 2nd Reading of Ordinance O-25-05 – Rezoning Request for a PUD-R Designation, and the Requisite Approval of a Conceptual Planned Unit Development Plan for 148.5 acres – Existing Zoning Designations of RS-10 (Residential Single-Family), IN (Industrial), and IL (Light Industrial, County)

The City Attorney read the title to Ordinance O-25-05 and Mayor Jones opened the public hearing at 7:19 p.m. There was no ex parte communication to disclose. Mayor Jones requested that all individuals who intended to provide testimony be sworn in. The City Clerk administered the oath to all speakers.

Elise Shaughnessy of BGE, engineer for the project, presented the proposal, describing 180 residential units, including 110 single-family homes and 70 paired villas, and highlighting proposed amenities such as a kayak launch, pickleball courts, playground, dog park, public bike path, and rest area. Dimensional considerations requested included smaller lot widths, five-foot side setbacks, and increased building coverage.

The Community Development Manager provided the staff analysis, noting the conceptual plan complies with the Comprehensive Plan and Land Development Code, clarifying that public amenities would be maintained by the HOA, and reviewing the eight recommended conditions of approval.

Mayor Jones expressed support for the project overall but raised concerns regarding the proposed five-foot side yard setbacks, particularly for two-story homes.

The Community Development Manager provided historical context regarding setbacks in prior PUD developments within the City, noting that while some PUDs have five-foot setbacks, many utilize seven-and-one-half-foot setbacks. She explained that requiring increased setbacks for two-story homes could result in the developer electing not to offer two-story models rather than reducing overall density.

Council Member Matthews echoed concerns regarding drainage and long-term impacts associated with narrow setbacks.

Council Member Dodd discussed the relationship between lot sizes, setbacks, and workforce housing, noting that smaller footprints are often necessary to achieve attainable housing price points.

Vice Mayor McPartlan agreed with exploring increased setbacks for two-story homes.

Mayor Jones opened the public hearing for public comment. No one spoke in favor or opposition to the proposed ordinance.

Mike Doula, representing D.R. Horton, addressed the Council. He explained that five-foot side setbacks are common in similar developments and result in a ten-foot separation between structures. He stated that engineering design addresses drainage concerns and emphasized that the project's low density and lake-centered layout distinguish it from more compact subdivisions.

Mr. Doula noted that increasing setbacks could impact feasibility and affordability, but acknowledged that they would review Council's concerns regarding two-story homes.

MOTION by Council Member Nunn and SECOND by Vice Mayor McPartlan to approve Ordinance O-25-05.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

11. UNFINISHED BUSINESS-None

12. NEW BUSINESS-None

13. CITY ATTORNEY MATTERS

Attorney Stokes recommended that the Council formally designate an acting City Clerk to handle the official duties in Ms. Williams' absence. Council Members discussed having the Senior Executive Assistant fill in and what the appropriate compensation would be, noting that she would continue her current responsibilities in addition to City Clerk duties. It was ultimately agreed that she would receive the full salary of the City Clerk during this period.

MOTION by Council Member Nunn and SECOND by Vice Mayor McPartlan to appoint the Senior Executive Assistant as the acting City Clerk.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

14. CITY MANAGER MATTERS

The City Manager provided updates on several items. First, he addressed the city attorney recruitment process, noting that the candidate pool had narrowed from three to two. He asked the Council whether they wanted to proceed with the previously planned meet-and-greet on January 6 or move directly to interviews on January 7. Council discussion focused on the feasibility and necessity of reopening the search, with most members agreeing that additional outreach was unlikely to yield more qualified applicants and that the current interim city attorney, Mr. Stokes, could continue serving as needed. The consensus was to proceed with interviews for the two remaining candidates without a meet-and-greet, with individual interviews in the morning and a public interview in the afternoon, followed by a special council meeting that evening to make a selection.

The City Manager then reminded Council to submit their appointments for the Citizen Budget Advisory Board before the next two meetings to ensure the committee could begin meeting in January. He also shared that a design for "Red, Remember Everyone Deployed" shirts and polos had been finalized, allowing city employees to purchase them with proceeds benefiting a local veterans' organization.

15. CITY CLERK MATTERS

The Senior Executive Assistant thanked staff and Council for the opportunity.

16. CITY COUNCIL MATTERS

Mayor Jones introduced the topic of giving employees Friday, December 26 off, noting that since employees would already be off on December 24 and 25 for Christmas Eve and Christmas Day, this would prevent them from having to return to work for just one day. The City Manager explained it would be a paid day off, with personal leave or overtime provided if employees must work.

MOTION by Council Member Dodd and SECOND by Council Member Nunn for December 26th, 2025, to be a paid day off for City of Sebastian staff.

Roll call:	Council Member Nunn	- aye
	Vice Mayor McPartlan	- aye
	Mayor Jones	- aye
	Council Member Dodd	- aye
	Council Member Matthews	- aye

Motion carried. 5-0

Mayor Jones facilitated the announcements, confirming agreement and encouraging participation in holiday traditions, including the December 17 "ugly sweater" event for the Council and staff.

Vice Mayor McPartlan appreciated being able to attend via Zoom.

Council Member Dodd promoted the Sebastian High School Prism Concert, sending a recommendation to attend. He also extended well wishes to City Clerk Jeanette, expressing hope for her speedy return. Additionally, he shared concerns about House Bill 105, noting it could negatively impact the city's business community.

Council Member Matthews highlighted local high school athletic achievements. She recognized Jackson Wiese for placing eighth in the state golf championship, Addison Milliken for her top-40 finish in girls' golf, and the Shark swimming teams' overall state rankings. She also mentioned individual swimmers Louis and Lee St. Peter Lewis for state championships and Aubrey Durham and Matthew Petite for diving accomplishments.

17. Being no further business, Mayor Jones adjourned the Regular City Council meeting at 8:11 p.m.

Approved at the January 14, 2025 Regular City Council meeting.

Mayor Fred Jones

ATTEST:

Catherine E. Testa, Acting City Clerk

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Cathy Testa, Acting City Clerk
SUBJECT	Consider Approval of the 2026 Municipal Elections Agreement for the November 3, 2026 Election.

EXECUTIVE SUMMARY

Each year the Indian River County Supervisor of Elections provides an agreement between her office and the City of Sebastian to set forth each party’s responsibilities for conducting the City’s annual Election.

Funding for the 2026 Election is included in the FY 2026-2027 budget. The invoice will be submitted after the Elections and is based on the number of registered voters.

RECOMMENDATION

Consider Approval of the Municipal Election Agreement for the City of Sebastian’s November 2026 Election.

ATTACHMENTS:

1. Staff Report
2. 2026 Municipal Elections Agreement

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
65,675.00	65,675.00	FY 27 General Fund – City Clerk Operating Budget

Additional Funds Needed: \$ 0.00

MUNICIPAL ELECTIONS AGREEMENT

THIS AGREEMENT by and between the **INDIAN RIVER COUNTY SUPERVISOR OF ELECTIONS** (hereinafter "SOE") whose mailing address is 4375 43rd Avenue, Vero Beach, Florida, 32967, and the **CITY OF SEBASTIAN** (hereinafter "Municipality") whose mailing address is 1225 Main Street, Sebastian, FL 32958, to conduct the municipality's November municipal election.

RECITALS:

WHEREAS, Chapters 97 to 106, Florida Statutes, constitute the Florida Election Code (the "Code") which applies to municipalities where expressly so stated; and

WHEREAS, Sec. 100.3605, Florida Statutes, states...*The Florida Election Code, chapters 97-106 shall govern the conduct of a municipality's election in the absence of an applicable special act, charter, or ordinance provision;* and

WHEREAS, the municipality and the SOE desire to work together to provide for municipal elections and to allocate certain responsibilities and expenses between the two parties to ensure that the provisions of the Code are followed during the municipal elections; and

WHEREAS, the SOE and the municipality wish to enter into this Agreement to set out the terms of this coordinated program.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained to be kept and performed by the parties hereto, and for the mutual benefit of the municipality, its constituents, and the SOE, it is agreed as follows:

1. PURPOSE:

The purpose of this Agreement is to set forth the terms and conditions under which services will be provided by the SOE and staff to the municipality for municipal elections and to set forth the responsibilities of both parties so that there is a clear understanding of the rights and responsibilities of all parties. Such rights and responsibilities shall apply to the November General Election which is held the first Tuesday after the first Monday in November, and the Post-Election Audit, this Agreement does not apply to any Special Election or Recall Election called by the municipality that is to be held outside of the scheduled General Election.

2. DATE OF MUNICIPAL ELECTION:

The date of the City of Sebastian Municipal Election is November 3, 2026.

This Agreement covers the November municipal election and the post-election audit for the year 2026.

Either party to the Agreement may elect to withdraw from the Agreement upon written notice providing at least four (4) months' notice.

3. ELECTION FEES FOR MUNICIPAL ELECTIONS:

Municipal Elections that are held in conjunction with county, state, or federal elections: \$1.00 per registered voter (based on a 1-card ballot) limited to regularly scheduled city/town council races. Each additional ballot card: \$0.50 per registered voter. There will be an additional fee for amendments and/or referendums, which exceed print area specified below at a cost of: \$0.50 per registered voter.

Total print area for all amendments and /or referendums is limited to 2 ½" wide by 6 ½" length of total print area for a three-column ballot layout, 5" wide by 4" length of total print area for a two-column ballot layout, and 7 1/2" wide by 3" length of total print area for a one column ballot layout. The SOE determines the number of columns based on ballot content.

Municipal Elections that are not held in conjunction with county, state, or federal elections: \$3.00 per registered voter (based on a 1-card ballot). Each additional ballot card: \$0.50 per registered voter.

It is the sole discretion of the SOE to agree to conduct any Special Election or Recall Election, which is NOT held in conjunction with a Presidential Preference Primary Election, Primary Election, or General Election.

In the event the SOE agrees to conduct a Special Election or Recall Election, which is NOT held in conjunction with a Presidential Preference Primary Election, Primary Election, or General Election; the above fees for municipal elections that are NOT held in conjunction with county, state, or federal elections shall apply.

In the event of a recount (machine and/or manual), the municipality will be invoiced for the costs associated with the recount.

4. RESPONSIBILITIES OF BOTH THE MUNICIPALITY AND THE SOE FOR MUNICIPAL ELECTIONS:

A. Notice and Advertisement

(1) Municipality

(a) The Municipal Charter shall designate the Canvassing Board for the municipality's election, which shall convene in a publicly noticed meeting, open to the public, in accordance with Section 286.011, Florida Statutes and Section 102.141(2), Florida Statutes.

(b) The municipality shall be responsible for all advertising that may be required by the municipality's charter or other local requirements that are outside of the advertising required by Florida Election law, at its own expense.

(c) Request that the Supervisor of Elections conduct the municipality's election.

(d) The municipality's canvassing board will be responsible for canvassing the election, when the election is not held in conjunction with county, state, or federal elections.

(e) The municipality shall assure all political boundaries are accurate, up to date, and provided to the SOE no later than one hundred and twenty (120) days prior to each election.

(f) The qualifying officer/municipal clerk, at the time of qualifying, shall give written notice of the time and location of the Public Logic & Accuracy Test to each candidate qualifying with the municipality and obtain a signed receipt that the notice has been given according to Sec. 101.5612(2), Florida Statutes.

(2) SOE

(a) Publish legal notices required by Florida Statutes.

B. Qualifying Candidates

(1) Municipality

(a) Provide qualifying packets to candidates.

(b) Accept and process all qualifying papers and fees.

(c) Provide the SOE with a copy of the candidate's Loyalty Oath at the time of qualifying.

(d) Respond to all candidate inquiries and questions.

(e) Respond to all legal inquiries and questions.

(f) Respond to all media inquiries.

(g) Verify signatures of electors on any qualifying petitions submitted by candidates (if applicable).

(2) SOE

None

C. Ballots

(1) Municipality

All ballot language must comply with Section 101.161(1), F.S. and Rule 1S-2.032, Florida Administrative Code.

(a) Provide SOE the official title and language for any amendments and/or referendum questions seven (7) days prior to the qualifying deadline in Microsoft Word format. If mandated to provide additional languages other than English, the municipality must provide the official title, amendments and/or referendum questions in all mandated languages. Indian River County is mandated by court order to provide ballot language in Spanish.

(b) Provide the SOE with the official election title, candidate names, and ballot order, on the last day of qualifying prior to the election. All ballot language must be provided in Microsoft Word format. The municipality shall provide pronunciation guidelines for the qualified candidates to be used with the audio ballot.

(c) Review, amend (if necessary) and approve ballot proof prepared and provided by SOE to the municipality within one (1) business day of receipt from the SOE.

(d) Any modifications to the approved ballot by the municipality, is not guaranteed after final approval from the municipality. Any requested modification must be provided to the SOE in writing and signed by the appropriate parties, and in accordance with any special act, charter, or ordinance provision. The municipality is responsible for all costs associated with re-printing of ballots, once ballot has been approved and prior to mailing of ballots.

(2) SOE

(a) Provide ballot proof to the municipality to review, amend (if necessary) and approve. Municipality has one (1) business day after receipt of ballot proof to review, amend (if necessary) and approve ballot.

(b) SOE shall prepare file for ballot printing and audio ballot based on information received from the Municipal Clerk and shall arrange for the printing, preparation, receipt, and testing of the ballots to be used in the municipal election.

(c) Black ink text only on ballots.

(d) Receive, securely store, and account for all ballots until disbursed to polling places.

(e) Control all access to un-voted ballots while in the possession of the SOE.

(f) SOE will provide sample ballots in accordance with the Election Code.

(g) SOE will post precinct specific sample ballots on the SOE website.

D. Equipment Testing

(1) Municipality

(a) Municipal Canvassing Board shall convene for the Public Logic and Accuracy Test as per Florida Statute 101.5612(2). For municipal elections held in conjunction with county, state, or federal elections, the County Canvassing Board will preside over the election.

(2) SOE

(a) Develop a unique test deck to be used for the Public Logic & Accuracy Test.

(b) Conduct the Public Logic & Accuracy Test of the automatic tabulating equipment as required by Section 101.5612, Florida Statutes.

E. Early Voting (OPTIONAL) - The SOE is not required to conduct early voting for municipal elections that are not held in conjunction with county, state or federal elections. The responsibilities of the municipality listed below under Section E1 (a) – (b) and the responsibilities of the SOE listed under Section E2 (a) – (e) are only applicable if the municipality agrees to offer early voting and pay all associated costs which are indicated in Section E1 below.

(1) Municipality

- (a) Reimburse SOE for all early voting expenses incurred by the SOE.
- (b) Municipality shall conduct its early voting activities in accordance with Florida Statute 101.657.

(2) SOE

- (a) Secure early voting site(s).
- (b) Prepare all supplies needed for each early voting site.
- (c) Provide poll workers to staff early voting site(s) and additional personnel as needed.
- (d) Train poll workers.
- (e) Provide staffing to accept voted ballots daily at the SOE office.

F. Vote-by-Mail

(1) Municipality

- (a) Refer all requests for vote-by-mail ballots to SOE.
- (b) If the SOE office is required by federal or state law to pay return postage on vote-by-mail ballots, the municipality will be charged the postage costs for all returned voted ballots.
- (c) If the SOE is required by federal or state law to mail every registered voter a vote-by-mail ballot, the municipality will be charged an additional \$.50 per registered voter for elections that are held in conjunction with county, state, or federal elections or an additional \$1.00 per registered voter for elections that are not held in conjunction with county, state, or federal elections.

(2) SOE

- (a) Determine eligibility and compile vote-by-mail ballot file.
- (b) Accept all requests for vote-by-mail ballots by telephone, mail, online, or in person.
- (c) Prepare and mail vote-by-mail ballots as required per Florida Statute.
- (d) Deliver vote-by-mail ballots to the post office.
- (e) Receive vote-by-mail ballots at the SOE office and verify signatures and other identifying information required by Florida Statute on vote-by-mail certificate envelopes. Notify voters of a missing signature or if the signature on the voter's certificate envelope does not match their signature on their voter record or if any other identifying information required by Florida Statute is missing or does not match the voter's information on file with the SOE office.
- (f) Prepare and open vote-by-mail ballots for tabulation.

(g) Notify voter of the disposition of their rejected vote-by-mail ballot after determination by the Canvassing Board, as required by Florida Statute.

G. Polling Places

(1) Municipality

None

(2) SOE

(a) Contract with facilities for use as polling places.

(b) Confirm polling place accessibility and ADA compliance.

(c) Notify voters, as required by law, if a voter's assigned polling place is to be temporarily relocated or unavailable. The Supervisor is responsible for mailing "Polling Place Change Notices" to affected voters, the cost of which shall be reimbursable to the SOE.

(d) Notify voters and the municipality of permanent polling place change(s).

H. Precinct Supplies

(1) Municipality

None

(2) SOE

(a) Prepare precinct supplies for each polling place location.

(b) Prepare precinct registers for each polling place location.

(c) Contract with moving company for delivery and pick-up of polling place voting equipment and supplies.

I. Poll Workers

(1) Municipality

None

(2) SOE

(a) Hire poll workers.

(b) Schedule and notify poll workers of training classes.

- (c) Provide training materials and training for poll workers.

J. Poll Watchers

(1) Municipality

None

(2) SOE

(a) Poll watcher designations must be submitted to the SOE office before noon of the second Tuesday preceding the election. Poll watchers must be approved by the SOE on or before the Tuesday prior to the election. Designations for early voting sites (if applicable) shall be submitted in writing to the SOE office before noon at least 14 days before early voting begins. The poll watchers for early voting sites shall be approved by the SOE no later than 7 days before early voting begins per Florida Statute 101.131. Approved poll watcher badges will be available for pick-up at the SOE office upon notification.

K. Election Day Support

(1) Municipality

None

(2) SOE

- (a) Provide technical support personnel as needed.
- (b) Provide phone support to respond to poll workers/voters on Election Day.

L. Ballot Tabulation of Election Results

(1) Municipality

(a) Municipal Canvassing Board present (only applies when the election is not held in conjunction with county, state or federal elections).

(2) SOE

- (a) Deliver all voted ballots and other necessary election related items to SOE office after the polling places have closed on Election Day.
- (b) Provide technical staff and equipment to tabulate election results.
- (c) Post election results on SOE website and provide the same to local municipal television (upon request).

(d) Provide the municipality with unofficial election results upon conclusion of tabulation and canvassing of ballots cast on Election Day.

M. Post-Election Day

(1) Municipality

(a) Municipal Canvassing Board shall canvass provisional ballots, and vote-by-mail and provisional ballot cure affidavits. For municipal elections held in conjunction with county, state, or federal elections, the County Canvassing Board will preside over the above activities.

(b) Municipal Canvassing Board shall certify election results. For municipal elections held in conjunction with county, state, or federal elections, the County Canvassing Board will preside over the above activity

(2) SOE

(a) Provide the municipality with an official certification of election results report.

(b) Sort, inventory, pack and store all necessary election records and ballots until the expiration of the retention period prescribed by Florida law.

(c) Process polling place affirmation forms.

(d) Notify voter of the disposition of their rejected vote-by-mail ballot or provisional ballot after the determination by the Canvassing Board, as required by law.

(e) Respond to public records requests regarding records kept on behalf of the municipality.

(f) Record voting history for each voter who voted.

N. Post-Election Audit

(1) Municipality

(a) Municipal Canvassing Board to randomly select precinct(s)/race(s) for audit. For municipal elections held in conjunction with county, state, or federal elections, the County Canvassing Board will preside over the above activities.

(b) Municipal Canvassing Board to preside over post-election audit. For municipal elections held in conjunction with county, state, or federal elections, the County Canvassing Board will preside over the above activities.

(2) SOE

(a) Organize precinct/race information for the Canvassing Board to randomly select the race(s) and precinct(s) that shall be audited according to Florida Statute 101.591. The SOE has the option of auditing ballots using an automated system pursuant to Florida Statute 101.591.

(b) Organize and prepare ballots for post-election audit. If an automated system is used to conduct the post-election audit, the SOE will be responsible for all ballot scanning and report preparation.

(c) Provide SOE staff to conduct post-election audit.

O. Recount

(1) Municipality (Applies only when the election is not held in conjunction with county, state or federal elections).

(a) Municipal Canvassing Board will be responsible for the administration of the recount, with support and guidance from the SOE.

(b) Notify the candidates of the time, date, and location of the recount.

(c) Post public notice(s) of the recount with the time, date, and location.

(d) Recording and minutes as stipulated in Rule 1S-2.031 Recount Procedures.

(e) Canvassing Board to review with counting teams and observers, the Florida Statutes and rules, which apply to recounts, specifically Rule 1S-2.031 Recount Procedures; and Rule 1S-2.027 Standards for Determining Voter Choice on a Ballot.

(f) Reimburse the SOE for all staff salaries/overtime and all other expenses required to conduct the recount.

(2) SOE

(a) Post public notice(s) of the recount with the time, date, and location at the SOE office and website.

(b) Test tabulating equipment as required by Florida Statute 101.5612.

(c) Prepare and organize ballots for recount processing.

(d) Conduct recount as required by Florida Statute 101.5612.

(e) Provide counting teams for examining out-stacked ballots (overvoted and blank ballots), in the event a manual recount is ordered.

(f) Provide official certification of the election as determined by the Canvassing Board.

(g) In the event of a recount (machine and/or manual), the municipality will be invoiced for the costs associated with the recount.

P. Cancellation of Election

(1) Municipality

(a) If a scheduled election is cancelled after the qualifying period, the municipality is responsible for all SOE costs incurred in this Agreement as of the cancellation date.

(2) SOE

None

5. HOLD HARMLESS COVENANT:

To the extent allowed by law, each party shall indemnify and hold the other harmless from all claims brought during the term of this Agreement by third parties, including reasonable attorneys' fees, court costs and expenses, which may arise out of or be attributed to the negligence of the indemnitor's employees in the performance of any of the covenants, agreements, terms, or conditions to be performed or complied with under this Agreement. Neither party's liability to the other shall include punitive damages or interest for the period before judgment. Nothing contained herein shall be construed as a waiver of any immunity from, or limitation of, liability either party has under the Doctrine of Sovereign Immunity of Section 768.28 Florida Statutes. Additionally, neither party shall be liable pursuant to this indemnity to pay a claim or a judgment by any one person or any claim or judgment, or portions thereof, which when totaled with all other claims or judgments paid arising out of the same incident or occurrence, which exceeds the limits of liability as set forth in Section 768.28(5) Florida Statutes, provided, that the payment of said claim(s) shall be further limited to the actual amount of insurance proceeds paid for such claim(s) covered by this indemnification. This indemnity specifically excludes any requirement for one party to indemnify the other party for the other party's negligence or to assume any liability for the other party's negligence as provided in Section 768.28 (19) Florida Statutes.

6. CHANGE IN LAW:

It is understood that the provisions of this Agreement are based on current state or federal law, and if any changes in election law should occur during the term of this Agreement, those changes will supersede the terms of this Agreement where applicable.

7. NOTICES:

Mail notices affecting the provisions of this Agreement may be delivered in person or sent via U.S. mail, to the individual designated below, until either party furnishes the other party written instruction to contact another individual.

For the SOE:	For the Municipality:
Supervisor of Elections 4375 43 rd Avenue Vero Beach, Florida 32967 Attention: Leslie Rossway Swan	City of Sebastian 1225 Main Street Sebastian, FL 32958 Attention: Jeanette Williams

8. **SEVERABILITY:**

If any clause, section, or provision of this Agreement shall be declared to be unconstitutional, invalid or unenforceable for any cause or reason, or is abrogated or negated by a change in law, the same shall be eliminated from this Agreement, and the remaining portion of this Agreement shall be in full force and effect and be valid as if such invalid portions thereof had not been incorporated herein.

9. **EFFECTIVE DATE:**

The Effective Date of this Agreement shall be the latest date of execution by duly authorized representatives of SOE and MUNICIPALITY as shown on the signature page hereto.

10. **NO MODIFICATION EXCEPT IN WRITING:**

This is the complete and final Agreement between the parties. No representations other than those set forth herein shall be binding upon the parties. No modification of this Agreement shall be effective unless submitted in writing and signed by both parties, and their duly authorized representatives.

IN WITNESS WHEREOF, we, the undersigned, do hereby state that we have the authority to bind and obligate as promised herein, SOE and MUNICIPALITY for purposes of executing this Agreement on the dates set forth below.

As to the SOE

SUPERVISOR OF ELECTIONS
INDIAN RIVER COUNTY

Leslie R. Swan
Leslie Rosway Swan, Supervisor of Elections

Date: 11/10/2025

As to the MUNICIPALITY:

INSERT NAME OF MUNICIPALITY

City of Sebastian

_____, Mayor

Fred Jones
Date: 1-14-2026

WITNESSES:

[Signature]
[Signature]

ATTEST:

Catherine B. Testa, ~~Municipal Clerk~~
Acting City Clerk
(Affix Municipal Seal)

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Ron Paul, Parks and Recreation Administrative Asst.
SUBJECT	Alcohol Beverage Approval – Espinoza Family

EXECUTIVE SUMMARY

The Espinoza Family is having a Birthday Party at the Community Center on April 25th, 2026 and they are requesting permission to serve alcoholic beverages.

RECOMMENDATION

Staff recommends approval

ATTACHMENTS:

1. Rental Application
2. Payment Receipt

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed:



Community Center

4/25/2026

Set Up 4/24 (6pm-8pm)

Party 4/25 (5pm-11pm)

Alcohol serving to

City Council

1/14/2026

CITY OF SEBASTIAN COMMUNITY CENTER RENTAL PERMIT APPLICATION

1225 Main Street
Sebastian, FL 32958
Parks Phone: (772) 228-7054 FAX: (772) 228-7054
* For emergency purposes ONLY, please dial 772.321-8086*

Today's Date: 12/10/2025

Susana Espinoza

Name of Permittee (permits may only be issued to an adult) Name of Organization (if applicable)

705 Carnation Drive

Physical Address

Mailing Address (if different)

Sebastian

Florida

32958

(772) 713-4153

City

State

Zip

Phone

Birthday Party

Susanae@sl2@gmail.com

Reason for Rental - Type of Function

E-Mail Address

60-70

Anticipated Number of Attendees (Must be less than a maximum of 150)

4/25/2026

~~5:30-10:30~~ 5-11

Requested Date

Time: From

To

4/24 setup 6-8

Please answer the following yes or no:

- 1) Are you a resident of Sebastian? Yes
 - 2) Will there be an admission charge or door charge? NO
 - 3) Will alcoholic beverages be served? YES
- If yes, please provide govt. issued ID proof of age

06/28/1984
Date of Birth

R Paul
Verified by

I, Susana Espinoza, the undersigned, acknowledge that I am the applicant or authorized agent of the above referenced organization, that I am aware of the provisions of the City of Sebastian Codes and Resolutions in respect to this application and use of City facilities for which I have applied and agree to abide by all rules and regulations set out for use of City facilities. I understand that the \$250.00 security deposit will be refunded if the building is left clean and undamaged, however, failure to clean the facilities immediately after the use, or causing any damage to the facility will result in forfeiture, in part or full, of the security deposit.

Susana Espinoza
Signature of Applicant

CITY OF SEBASTIAN
PARKS AND RECREATION RECEIPT

3243

Name Susana Espinoza Cash

Date 12/10/2025 Check #

Community Center
Birthday Party Credit

4/25/26; 5pm-11pm **Amount Paid**

001001 220000 Security Deposit 250.00

001501 362100 Taxable Rent 380.00

001501 362150 Non-Taxable Rent _____

001001 208001 Sales Tax _____

001501 342100 Police Security Services _____

001501 366150 Brick Pavers _____

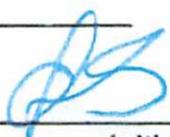
001501 366000 Memorial Benches _____

001501 369400 Reimbursement Services _____

Pick a key up for the
Community Center at
City Hall 4/23 or 4/24

Return the key by 4/28

Deposit refund will be
mailed on 5/1/2026

 RP Total Paid 630.00
Initials

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Ron Paul, Parks and Recreation Administrative Asst.
SUBJECT	Alcohol Beverage Approval – Jackson Family

EXECUTIVE SUMMARY

The Jackson Family is having a Birthday Party at the Community Center on March 21, 2026 and they are requesting permission to serve alcoholic beverages.

RECOMMENDATION

Staff recommends approval

ATTACHMENTS:

1. Rental Application
2. Payment Receipt

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed:



**CITY OF SEBASTIAN COMMUNITY CENTER
RENTAL PERMIT APPLICATION**

1225 Main Street
Sebastian, FL 32958
Parks Phone: (772) 228-7054 FAX: (772) 228-7054
** For emergency purposes ONLY, please dial 772.321-8086**

Today's Date: 12/9/2025

Sonia Jackson / Earlene Latson

Name of Permittee (permits may only be issued to an adult) Name of Organization (if applicable)

630 Melrose Lane

Physical Address

Mailing Address (if different)

Sebastian FL

32958

(561) 358-5833

City

State

Zip

Phone

Birthdays Party

SJ401@gmail.com

Reason for Rental - Type of Function

E-Mail Address

65 people
Anticipated Number of Attendees (Must be less than a maximum of 150)

March 21, 2026

Requested Date

Time: From

To

3/20 → 10:00am - 12:00pm - Setup
0:00pm - 10:00pm - Event
(7 hours total)

Please answer the following yes or no:

- 1) Are you a resident of Sebastian? yes
 - 2) Will there be an admission charge or door charge? NO
 - 3) Will alcoholic beverages be served? yes
- If yes, please provide govt. issued ID proof of age

yes

NO

yes 8/10/1970

Date of Birth

Verified by

R Paul

I, Sonia Jackson, the undersigned, acknowledge that I am the applicant or authorized agent of the above referenced organization, that I am aware of the provisions of the City of Sebastian Codes and Resolutions in respect to this application and use of City facilities for which I have applied and agree to abide by all rules and regulations set out for use of City facilities. I understand that the \$250.00 security deposit will be refunded if the building is left clean and undamaged, however, failure to clean the facilities immediately after the use, or causing any damage to the facility will result in forfeiture, in part or full, of the security deposit.

Sonia Jackson
Signature of Applicant

CITY OF SEBASTIAN
PARKS AND RECREATION RECEIPT

3242

Name Sonja Jackson Cash _____

Date 12/15/2025 Check # _____

Community Center Credit _____

Birthday Party

3/21/26; 10:00am to 10:00pm Amount Paid

001001 220000 Security Deposit 250.00

001501 362100 Taxable Rent 420.00

001501 362150 Non-Taxable Rent _____

001001 208001 Sales Tax 0.00

001501 342100 Police Security Services _____

001501 366150 Brick Pavers _____

001501 366000 Memorial Benches _____

001501 369400 Reimbursement Services _____

Pick up a key to the

Community Center at

City Hall 3/19 or 3/20

Return the key by 3/24

Deposit refund will be

mailed 3/27/26

Initials RP Total Paid 670.00

35

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Cathy Testa, Acting City Clerk
SUBJECT	Consider Parks & Recreation Board Appointment

EXECUTIVE SUMMARY

The Parks and Recreation Advisory Committee reviews the development of the City’s Park system and makes recommendations on the active recreational programs and facilities.

With the resignation of board member, JoAnne White, there is a regular member vacancy on the Parks and Recreation Advisory Committee.

There are two alternate members, Grace Shelton and Dale Moore. Dale Moore prefers to remain in his alternate position but Grace Shelton is interested in moving to a regular member position.

Also, in response to the Acting City Clerk’s advertisement, there is one new applicant, Kayla McLellan that would like to be considered to serve on the board.

RECOMMENDATION

Consider interviewing the applicants and submit nominations to fill one unexpired regular member and one alternate member position.

ATTACHMENTS:

1. Applications
2. Advertisement
3. Board Member List

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed: \$ 0.00



Grace Sheldon

750 S Fischer CIR Sebastian, FL 32958 • (651) 955-8158 • gcreddy578@gmail.com

○ Profile

A dedicated volunteer and resident with over 4 years. Now seeking to contribute my experience, skills and expertise to the city of Sebastian.

○ Education

University of Minnesota

Bachelor's Degree of Psychology, 2011

Illinois Central College

Associates Degree of Arts and Sciences, 2008

○ Skills, Trainings & Certifications

Technical Skills

Proficient in Microsoft Office programs (Word, Excel, PowerPoint, Outlook)
Electronic client records (Credible, Epic)
Google Apps (Gmail, Google Docs, Google Calendar, Google Plus)

Trainings

Conflict Resolution in the Workplace
Essential Skills in Communicating with Patients
How to Become a Better Communicator
Mindfulness Based Stress Reduction
Positive Psychology in the Workforce
Spoken Impact: Public Speaking Training
Email Etiquette

○ Work Experience

2015-CURRENT

Stay at home parent / Homemaker

Owner and operator of Miss Grace Creates Face Painting

2012-2015

Touchstone Mental Health
Program Coordinator

2011-2012

Alpha Human Services
Office Manager

2008-2011

Starbucks
Shift Supervisor

○ Volunteer Work

2023/24 - Sebastian Elementary School of the Arts

Established PTA/ Art Club
Drama club makeup artist

2010-2012 - Minneapolis VA Medical Center

Volunteer Activities Coordinator

○ References

Available upon request

VOLUNTEER BOARD AND COMMITTEE APPLICATION

This application form is a public record under Chapter 119, Florida Statutes, and is open to public inspection. In accordance with FS 119.07 Exemptions, individuals employed or retired from certain professions relating to law enforcement may request that their physical address and phone number remain confidential. Unless requested, that information will be available and not redacted.

Per Section 2-166, all Board and Committee members must be City residents for one year prior to application unless otherwise specified in the enacting ordinance or resolution. Board and Committee terms are three years unless otherwise specified in the enacting ordinance or resolution. You may reapply for succeeding terms upon term expiration.

Name: Grace Sheldon
Address: 750 S Fischer CIR Sebastian, FL 32958
Telephone: (651) 955-8158
E-Mail Address: gcreddy578@gmail.com
Employer: Stay at home parent / homemaker

I am interested in serving on the following board(s)/committee(s): PARKS AND RECREATION ADVISORY COMMITTEE

*Filing of financial disclosure is required following appointment
Please summarize special skills, qualifications, or education you have acquired for this appointment:
(Your resume, professional certifications or designations may be attached.) See attached resume.

Why do you want to serve on this board? I want to participate on the Parks & Rec board because I not only want to know what the city is planning but also have an active voice in future plans. The local parks are a HUGE part of my day to day life with my family. I'm really impressed by what the department has already accomplished and prioritized.

Do you presently serve on another City Board or Committee? PTA at Sebastian Elementary

Have you previously served on any other City Board or Committee? No

I will represent the best interests of the entire City while serving as a board member. I hereby waive and release any and all rights for claims for damages and injuries I may suffer while performing or after performing volunteer services for the City of Sebastian. I give permission for the City of Sebastian to use my photograph for publicity purposes (unless requesting exemption).

If required for this board, I consent to the annual filing of the Statement of Financial Interests.
<http://www.ethics.state.fl.us/ethics/forms.html>

If appointed, I acknowledge that it is my obligation and duty to comply with the following: Code of Ethics for Public Officials (Florida Statutes, Chapter 112, Part III) and Florida Sunshine Law (Florida Statutes, Chapter 286)

Statutes may be reviewed at <http://www.flsenate.gov/statutes>

I understand I must contact the City Clerk's office to request reappointment prior to expiration or to be considered for another board. I hereby certify that all the statements made on this application are true and correct. I understand that any false statements or omissions from this application may be cause for my application not to be considered.

Signature of Applicant: Grace Sheldon Date: 12/5/24

Date Received by City Clerk's Office 12/5/2024 by: J. Williams

SECTIONS 2-166 THROUGH 2-173 OF CODE OF ORDINANCES

Section 2-166. Definitions. The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section:

- "Board" shall mean any permanent board or committee of the city, which is established by ordinance as a permanent board or committee of the city.
- "Committee" shall mean any temporary committee or commission of the city, which is established by resolution to study a specific problem and recommend a solution or policy alternative within a time certain. Its existence shall terminate upon the completion of its assignment or on a date certain as provided by the resolution creating the committee or commission.
- Neither "board" nor "committee" shall be construed to include the City Council.
- "Resident" shall mean citizens that permanently reside in the City of Sebastian, consider the City of Sebastian its home of record and have been living in the city for at least one (1) full year prior to application.

Section 2-167. Appointments. The City Council shall make all appointments and reappointments to the boards and committees of the city. Unless waived by the City Council and the applicant, the City Council shall interview persons requesting consideration for appointment at a public meeting. Following said interview, the City Council shall fill the vacancy from the list of applicants. All boards and committees shall have at least one (1) alternate member, with a maximum of two (2) alternate members.

No person shall serve on more than one (1) city board or permanent committee simultaneously.

Section 2-169. Announcement of vacancies, applications for consideration. Vacancies in the membership of any city board or committee shall be publicly announced by the city clerk. Persons wishing to be considered for appointment shall file an application with the office of the city clerk. Procedures for advertisement and filling of vacancies shall be adopted by resolution of the city council.

Section 2-170. Qualifications. The primary consideration in appointing board and committee members shall be to provide the board or committee with the needed technical, professional, financial, business or administrative expertise. An applicant's previous term as a member or an alternate member of the board or committee on which there is a vacancy may be given special consideration. Whenever a current or former member of a board or committee is being considered for appointment or reappointment to a board, the City Council shall consider the number and nature of the memoranda of conflict previously filed by such individual pursuant to Chapter 112 Florida Statutes, relating to that individual's previous membership on the board or committee for which the appointment is being considered.

All of the members of each board or committee shall be residents of the city in accordance with the definition in Sec. 2-166. Additional qualifications may be ordained or be otherwise applicable for a particular board or committee.



VOLUNTEER BOARD AND COMMITTEE APPLICATION

This application form is a public record under Chapter 119, Florida Statutes, and is open to public inspection. In accordance with FS 119.07 *Exemptions*, individuals employed or retired from certain professions relating to law enforcement may request that their physical address and phone number remain confidential. Unless requested, that information will be available and not redacted.

Per Section 2-166, all Board and Committee members must be City residents for one year prior to application unless otherwise specified in the enacting ordinance or resolution. Board and Committee terms are three years unless otherwise specified in the enacting ordinance or resolution. You may reapply for succeeding terms upon term expiration.

Name: Kayla McLellan

Address: 985 Schumann Dr. City: Sebastian State: FL

Zip: 32958 Telephone: (772) 205 - 9410

E-Mail Address: krp08d@gmail.com

Employer: ithink Financial Credit Union

City: Vero Beach State: FL Zip: 32967

Business Telephone: (772) 257 - 2356

I am interested in serving on the following board(s)/committee(s):

1st Choice: parks and recreation 2nd Choice: _____

CHARTER REVIEW COMMITTEE (*serves only six months, every five years – next formation in 2025*)

CITIZENS BUDGET REVIEW ADVISORY BOARD

CONSTRUCTION BOARD*

NATURAL RESOURCES BOARD

PLANNING AND ZONING COMMISSION*

POLICE RETIREMENT BOARD OF TRUSTEES*

PARKS AND RECREATION ADVISORY COMMITTEE

VETERANS' ADVISORY BOARD

**Filing of financial disclosure is required following appointment*

Please summarize special skills, qualifications, or education you have acquired for this appointment:
(Your resume, professional certifications or designations may be attached.)

I have been living in Sebastian for 31 years. I attended schools from K-12. I then attended FSU. I moved back to the area after graduation and am now raising my own family here. I am a successful underwriter for mortgages at a local credit union.

Why do you want to serve on this board?

I am looking to continue to grow the community for young families. As a parent and young professional myself, I can offer fresh insights in to what would be positive additions to Sebastian.

Do you presently serve on another City Board or Committee? no

If yes, please list: _____

Have you previously served on any other City Board or Committee? no

If yes, please list: _____

I will represent the best interests of the entire City while serving as a board member. I hereby waive and release any and all rights for claims for damages and injuries I may suffer while performing or after performing volunteer services for the City of Sebastian. I give permission for the City of Sebastian to use my photograph for publicity purposes (unless requesting exemption).

If required for this board, I consent to the annual filing of the Statement of Financial Interests.
<http://www.ethics.state.fl.us/ethics/forms.html>

If appointed, I acknowledge that it is my obligation and duty to comply with the following: Code of Ethics for Public Officials (Florida Statutes, Chapter 112, Part III) and Florida Sunshine Law (Florida Statutes, Chapter 286) Statutes may be reviewed at <http://www.flsenate.gov/statutes>

I understand I must contact the City Clerk's office to request reappointment prior to expiration or to be considered for another board. I hereby certify that all the statements made on this application are true and correct. I understand that any false statements or omissions from this application may be cause for my application not to be considered.

Signature of Applicant: Km clem Date: 12/15/25

Date Received by City Clerk's Office: 12/16/2025 by: Bridget Eakins



November 18, 2025

Contact: City Clerk's Office 388-8216

PRESS RELEASE

PARKS AND RECREATION ADVISORY COMMITTEE

The City of Sebastian is seeking applicants to fill the following unexpired term on the Parks and Recreation Advisory Committee:

One Regular Member Position – The vacant position will Expire May 31, 2027

This board provides recommendations to City Council as to the development of the park system and provisions of active recreation programs and facilities.

The board meets on the fourth Monday of each month at 6:00 p.m. in the Council Chambers, 1225 Main Street, Sebastian.

This is a volunteer position and applicants must have been a City resident one year prior to application. If Council fills a regular member position with an alternate member, Council reserves the right to fill the alternate position with remaining applicants.

Applications are available in the City Clerk's office, City Hall, 1225 Main Street, Sebastian, between the hours of 8:00 a.m. to 4:30 p.m. or at www.cityofsebastian.org and will be accepted until December 19, 2025.

###

PARKS & RECREATION ADVISORY COMMITTEE

Ordinance No. O-07-07

<u>MEMBER NAME /ADDRESS</u>	<u>TERMS</u>
Paul Halleran 925 Greenbrier Avenue Sebastian, FL 32958 (781) 635-3740 Phalleran59@gmail.com	Term to expire 5/31/2028
Richard Mauro 114 Salazar Lane Sebastian, FL 32958 (815) 218-9150 Rm61114@gmail.com	Term to expire 5/31/2027
Vicki Drumheller – Chair 349 Joy Haven Drive Sebastian, FL 32958 (772) 713-7273 Vicki.drumhellern@gmail.com	Term to expire 5/31/2026
JoAnn Webster - Vice Chair 765 Wentworth Street Sebastian, FL 32958 (772) 633-8502 webstersnorth@aol.com	Term to expire 5/31/2026
JoAnne White 449 Easy Street Sebastian, FL 32958 766-2501 myfloridateam@gmail.com	Term to expire 5/31/2027
Dale Moore – Alt Member 415 Seagrass Avenue Sebastian, FL 32958 (407) 765-4276 dizzylanddale@aol.com	Term to expire 5/31/2026
Grace Sheldon – Alt Member 750 S. Fischer Circle Sebastian, FL 32958 (651) 955-8158 gcreddy578@gmail.com	Term to expire 5/31/2027

Three (3) regular members are needed to make a quorum. In the event a regular member cannot make the meeting, an alternate steps in.

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Richard Blankenship, Parks and Recreation Director
SUBJECT	Consideration of renovation concepts for Riverview Park, provide staff with direction.

EXECUTIVE SUMMARY

In May of 2024 staff conducted public workshops to discuss needed renovations and upgrades to Riverview Park. The renovations included several upgrades to existing amenities. Those include a new playground, as the existing playground is near the end of its useful and safe life, a new splash pad as the existing splash pad is beyond its useful life and elements of the pad are obsolete and cannot be repaired. This would also include relocating the splash pad to the north side of Harrison Street so that the playground and splash pad would be next to one another, therefore providing users the opportunity for a complete experience. This would also include new and additional picnic pavilions so that users have a more convenient option for facility usage. The renovations include relocating the sand volleyball courts across Indian River Drive to the area referred to as Twin Piers. This move creates a more efficient stormwater collection option as well as creates space for the performance area. The performance area would be a larger permanent structure that would replace the aging portable stage. The project also includes additional parking, landscaping, sidewalks and pier upgrades.

The difference between Concepts B and C is that Concept C does not close Harrison Street. However, Concept C does provide for an extended speed table, a long, flat-topped speed hump, designed to slow traffic for pedestrian safety.

The Parks and Recreation Advisory Board Recommended Concept C at the October 27, 2025 meeting.

Next Steps and Timeline

Regardless of concept selected the next steps are as follows (tentative timeline):

- January/February 2026 - Site survey.
- January – September 2026 - Phase I design and permitting (funded in part by FIND grant with a deadline of September 2026). Phase I includes overflow parking design, ingress and egress upgrades, playground design (public involvement), splash pad design (public involvement) and picnic pavilion design and associated required permitting, utilities and landscaping

- June 2026 - Public workshop to include public input on Phase I design and Phase II potential design elements
- July 2026 - Phase I design updates from public workshop
- October 2026 – December 2026 - Phase I bid package development and bidding
- March 2027 – March 2028 - Phase I construction
- September 2026 – February 2027 - Phase II design and permitting (funded partially by Land and Water Conservation grant) Phase II would consist of development of performance area, development of the Twin Piers area with sand volleyball, development of on street parking, upgrades to piers at Twin Piers, additional sidewalks and landscaping
- March 2027 - Public workshop to include input on Phase II design elements
- April 2027 - Phase II design updates from public workshop
- June 2027 – August 2027 - Phase II bid package development and bidding
- October 2027 – July 2028 - Phase II construction

This project addresses the strategic plan initiative of improving quality of life for the residents of and visitors to the City of Sebastian.

RECOMMENDATION

Consider Concept B or Concept C for Riverview Park upgrades and renovations. Provide staff with direction.

ATTACHMENTS:

1. Concept B graphic
2. Concept C graphic
3. Riverview Park Gantt Chart

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
\$200,000.00	\$200,000.00	FIND Grant Parks CIP DST
\$3,000,000.00	\$3,000,000.00	LWCF Grant Parks CIP DST

Additional Funds Needed: \$ 0.00



LEGEND

RETAINED EXISTING AMENITIES

- 1 PARK MONUMENT SIGN
- 2 IRRIGATION WELL HOUSING
- 3 VETERANS MEMORIAL
- 4 VETERANS FOUNTAIN PLAZA
- 5 RESTROOMS
- 6 PAUL KROEGEL STATUE
- 7 KAYAK LAUNCH
- 8 TWIN PIER (RECREATION)
- 9 TWIN PIER (EMERGENCY SERVICES)
- 10 DRY POND
- 11 BOAT & EVENT PARKING AREA
- 12 EVENT LAWN
- 13 BIKE REPAIR STATION
- 14 PAVILION

EXISTING BUILDINGS

- 15 AR-PAT'S CLEANERS
- 16 NO NAME SPORTS BAR
- 17 LISA LYNN JEWELRY
- 18 THE ITALIAN COUSIN
- 19 RIVERVIEW COFFEE, TEA & BOOKS
- 20 PARADISE ICE CREAM
- 21 CC'S PLACE
- 22 SEBASTIAN SANDWICH SHACK AND GRILL
- 23 SPEEDWAY GAS STATION

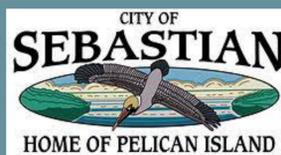
RELOCATED/PROPOSED AMENITIES

- 1 BAND SHELL
- 2 BOARDWALK WITH RAIN GARDEN PLANTING
- 3 SPLASH PAD
- 4 SPLASH PAD EQUIPMENT AREA
- 5 PAVILION
- 6 VOLLEYBALL COURTS
- 7 NATURE-BASED PLAYGROUND
- 8 CLOCK PLAZA
- 9 PARK GATEWAY
- 10 STAMPED-CONCRETE PEDESTRIAN CROSSING
- 11 ON-STREET PARKING WITH CURB
- 12 PAVER PLAZA WITH BOLLARDS
- 13 DROP OFF TURNAROUND W BUS STOP
- 14 BURY OVERHEAD ELECTRIC UTILITIES
- 15 ARTIFICIAL TURF EVENT LAWN
- 16 8' WIDE SIDEWALKS
- 17 ENHANCED PLANTINGS
- 18 MULCHED TREE RINGS AT EXISTING TREES
- 19 BUFFER PLANTING
- 20 STREET-SCAPE ENHANCEMENT WITH ALLÉE OF PALMS/STREET TREES
- 21 LARGE COMPASS SCULPTURE PLAZA
- 22 LOCAL ARTIST SCULPTURE
- 23 12' WIDE RIVERFRONT WALK WITH ENHANCED PAVING
- 24 SPECIAL EVENT PLAZA WITH CITY OF SEBASTIAN LOGO
- 25 TEMPORARY SHADE SAIL STRUCTURES
- 26 FLEXIBLE EVENT PLAZA W/ STABILIZED GRAVEL
- 27 STABILIZED GRAVEL PARKING
- 28 ENHANCED VETERANS MEMORIAL
- 29 RELOCATED BARTRAM TRAIL HISTORICAL MARKER
- 30 RELOCATED 9/11 MEMORIAL
- 31 SEAT WALL
- 32 FOOD TRUCK PARKING & BIERGARTEN
- 33 REMOVABLE BOLLARDS
- 34 MAINTENANCE SHED/STORAGE

CONCEPT B MASTER PLAN

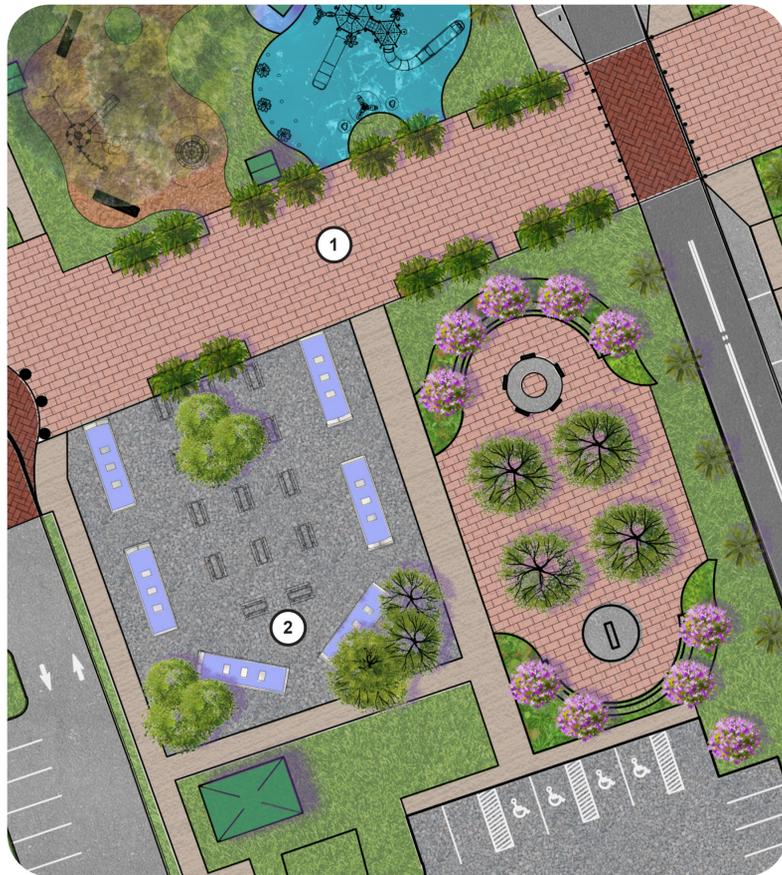
- IMPROVES RIVERVIEW PARK'S ORGANIZATION THROUGH THE GROUPING OF SIMILAR PROGRAMMATIC USES, IMPROVED PEDESTRIAN AND VEHICULAR CIRCULATION, & PRIMARY AND SECONDARY EVENT SPACES WITH FLEXIBILITY TO HOST EVENTS OF VARIOUS SCALES.
- EMPHASIS ON ENHANCED PLANTINGS THROUGHOUT ENTIRETY OF THE PARK WHILE PROVIDING MULTIPLE LAYERS OF TEXTURE COLOR AND CONSISTENCY. FINAL PLANT SELECTIONS WILL KEEP SITE LINES OPEN WHILE SOFTEN EDGES AND PROVIDING FOREGROUND, MIDDLE AND BACKGROUND ENHANCEMENTS.
- MULTIPLE POINTS OF NEW INTEREST LIKE THE HARRISON STREET PEDESTRIAN PLAZA, THE LARGE COMPASS SCULPTURE, BAND SHELL AND ARTIFICIAL TURF LAWN, STORM WATER BOARDWALK WITH ENHANCED PLANTINGS, AND PROVIDING A SENSE OF ARRIVAL AT PARK THE SEBASTIAN BOULEVARD AND US 1 ENTRANCE WITH ARCHWAY SIGNAGE AND WELCOME PLAZA.
- STRENGTHENS THE ORGANIZATION AND PROVIDES A MORE COHESIVE VETERANS MEMORIAL SPACE FOR SPECIAL EVENTS.
- IMPROVED PARKING CONDITIONS OF THE OVERFLOW PARKING AREA WHILE ADDING TO OVERALL QUANTITY OF SPACES THROUGH THE USE OF ON-STREET PARALLEL PARKING.

RIVERVIEW PARK -
CITY OF SEBASTIAN

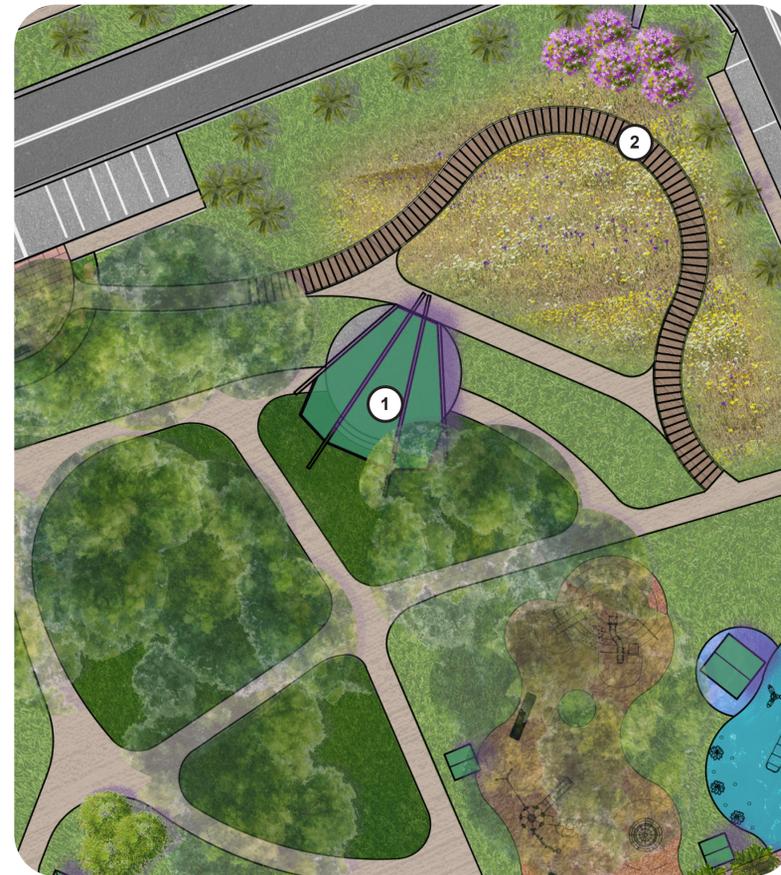


MASTER PLAN - CONCEPT B

Kimley & Horn



HARRISON STREET PLAZA



BAND-SHELL WITH EVENT LAWN



FOOD TRUCK PARKING & BIERGARTEN



STORM WATER BOARDWALK



SPLASH PAD



ENTRANCE ARCHWAY

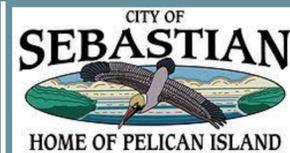


NATURE-BASED PLAYGROUND



ENHANCED PLANTING

**RIVERVIEW PARK -
CITY OF SEBASTIAN**



ENLARGEMENT AREAS - CONCEPT B

Kimley & Horn



LEGEND

RETAINED EXISTING AMENITIES

- 1 PARK MONUMENT SIGN
- 2 IRRIGATION WELL HOUSING
- 3 VETERANS MEMORIAL
- 4 VETERANS FOUNTAIN PLAZA
- 5 RESTROOMS
- 6 PAUL KROEGEL STATUE
- 7 KAYAK LAUNCH
- 8 TWIN PIER (RECREATION)
- 9 TWIN PIER (EMERGENCY SERVICES)
- 10 DRY POND
- 11 BOAT & EVENT PARKING AREA
- 12 EVENT LAWN
- 13 BIKE REPAIR STATION
- 14 PAVILION

EXISTING BUILDINGS

- 15 AR-PAT'S CLEANERS
- 16 NO NAME SPORTS BAR
- 17 LISA LYNN JEWELRY
- 18 THE ITALIAN COUSIN
- 19 RIVERVIEW COFFEE, TEA & BOOKS
- 20 PARADISE ICE CREAM
- 21 CC'S PLACE
- 22 SEBASTIAN SANDWICH SHACK AND GRILL
- 23 SPEEDWAY GAS STATION

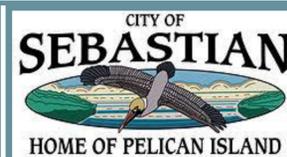
RELOCATED/PROPOSED AMENITIES

- 1 BAND SHELL
- 2 BOARDWALK WITH RAIN GARDEN PLANTING
- 3 SPLASH PAD
- 4 SPLASH PAD EQUIPMENT AREA
- 5 PAVILION
- 6 VOLLEYBALL COURTS
- 7 NATURE-BASED PLAYGROUND
- 8 CLOCK PLAZA
- 9 PARK GATEWAY
- 10 STAMPED-CONCRETE PEDESTRIAN CROSSING
- 11 ON-STREET PARKING WITH CURB
- 12 PAVER PLAZA WITH BOLLARDS
- 13 POCKET PLAZA
- 14 BURY OVERHEAD ELECTRIC UTILITIES
- 15 ARTIFICIAL TURF EVENT LAWN
- 16 8' WIDE SIDEWALKS
- 17 ENHANCED PLANTINGS
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- 26 FLEXIBLE EVENT PLAZA
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- 28 ENHANCED VETERANS MEMORIAL
- 29 RELOCATED BARTRAM TRAIL HISTORICAL MARKER
- 30 RELOCATED 9/11 MEMORIAL
- 31 SEAT WALL
- 32 SHADED VETERANS MEMORIAL SEATING
- 33 REMOVABLE BOLLARDS
- 34 MAINTENANCE SHED/STORAGE
- 35 PALM PROMENADE

CONCEPT C MASTER PLAN

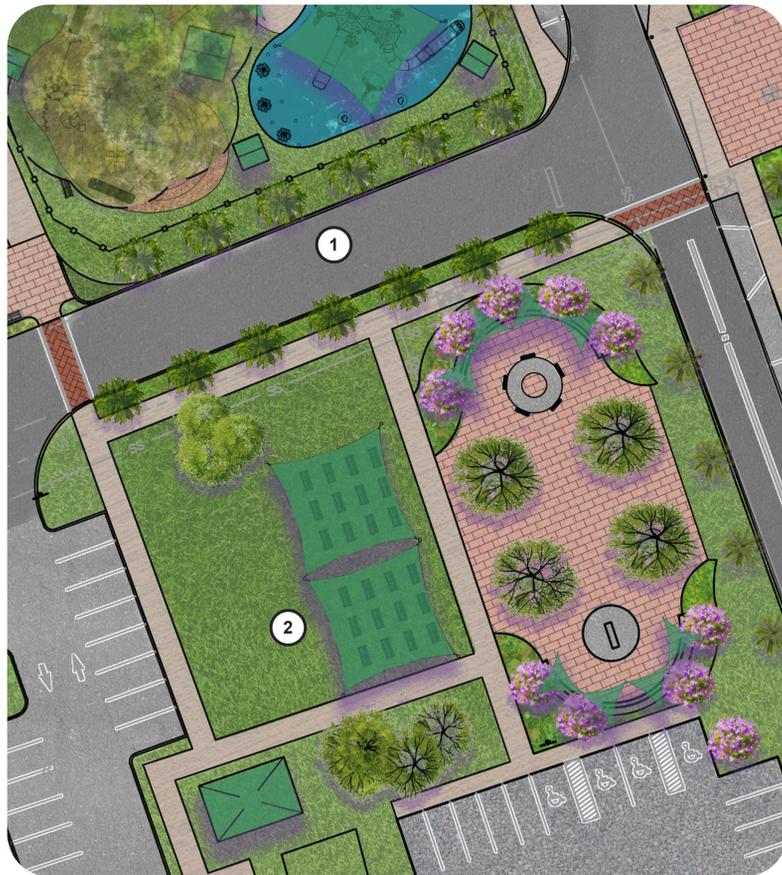
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- IMPROVED PARKING CONDITIONS OF THE OVERFLOW PARKING AREA WHILE ADDING TO OVERALL QUANTITY OF SPACES THROUGH THE USE OF ON-STREET PARALLEL PARKING.

RIVERVIEW PARK -
CITY OF SEBASTIAN



MASTER PLAN - CONCEPT C

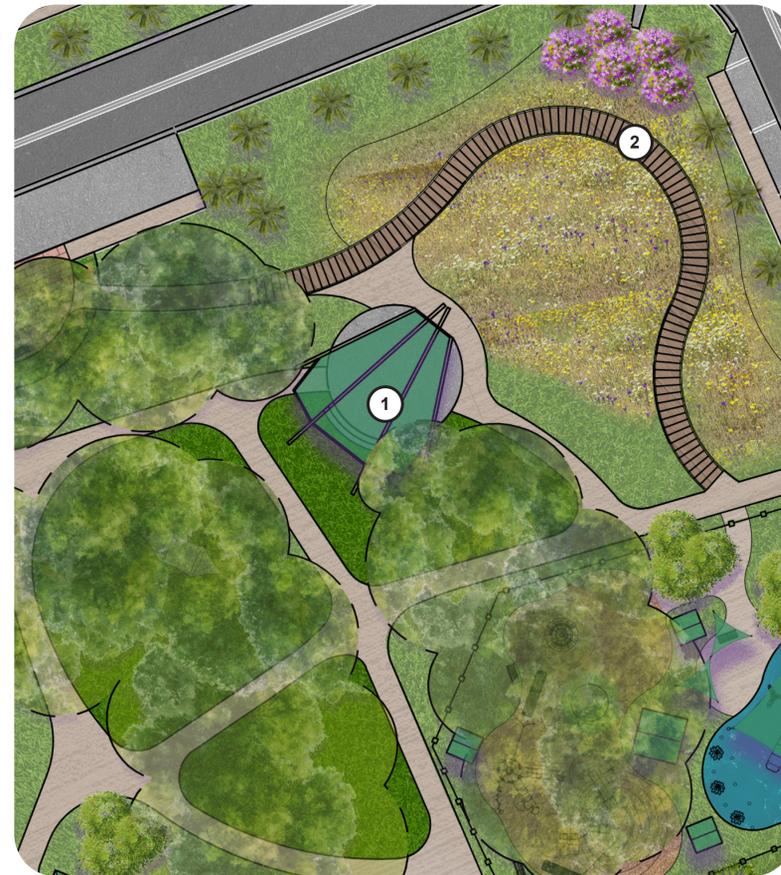
Kimley & Horn



PALM PROMENADE



FLEXIBLE EVENT LAWN



BAND-SHELL WITH EVENT LAWN



STORM WATER BOARDWALK



SPLASH PAD



NATURE-BASED PLAYGROUND



ENTRANCE ARCHWAY



ENHANCED PLANTING

**RIVERVIEW PARK -
CITY OF SEBASTIAN**



ENLARGEMENT AREAS - CONCEPT C

Kimley & Horn



LEGEND

RETAINED EXISTING AMENITIES

- 1 PARK MONUMENT SIGN
- 2 IRRIGATION WELL HOUSING
- 3 VETERANS MEMORIAL
- 4 VETERANS FOUNTAIN PLAZA
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- 20 PARADISE ICE CREAM
- 21 CC'S PLACE
- 22 SEBASTIAN SANDWICH SHACK AND GRILL
- 23 SPEEDWAY GAS STATION

EVENT OVERLAY LEGEND

- 12 X 12 TENT (+/- 275)
- 20 X 60 TENT (+/- 2)

RELOCATED/PROPOSED AMENITIES

- 1 BAND SHELL
- 2 BOARDWALK WITH RAIN GARDEN PLANTING
- 3 SPLASH PAD
- 4 SPLASH PAD EQUIPMENT AREA
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- 35 PALM PROMENADE

CONCEPT A MASTER PLAN

- IMPROVES RIVERVIEW PARK'S ORGANIZATION THROUGH THE GROUPING OF SIMILAR PROGRAMMATIC USES, IMPROVED PEDESTRIAN AND VEHICULAR CIRCULATION, & PRIMARY AND SECONDARY EVENT SPACES WITH FLEXIBILITY TO HOST EVENTS OF VARIOUS SCALES.
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CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Lee Plourde, Public Works Director
SUBJECT	Consideration of Pavement Management Group Inc's Final Assessment of City Roads.

EXECUTIVE SUMMARY

In October of 2025, the Council approved a “piggybacking” contract with Pavement Management Group (PMG) for pavement management services. The agreement required an assessment of our city roads to determine the average pavement index rating, which supports our strategic plan goal of maintaining a minimum PCI of 68. The City roads are assessed on a three to five-year basis, and were last assessed in 2022. Between October and November 2025, PMG inspected all city-owned roads and documented their condition.

RECOMMENDATION

Staff recommends that the City Council approve Pavement Management Group Inc's Final Assessment of City Roads .

ATTACHMENTS:

1. PMG Final Assessment of City Roads
2. PMG Condition and Project Year Maps with Treatments
3. Resolution No. R-25-40

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed: \$ 0.00

655 Hopewell Dr
PO Box 2407
Heath, OH 43056
(800) 638-8040



2025 PAVEMENT MANAGEMENT FINAL PROJECT REPORT

City of Sebastian, FL

Monday, December 29, 2025

Pavement Management Group



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EXECUTIVE SUMMARY

The City of Sebastian retained Pavement Management Group (PMG) to deliver a comprehensive, turnkey Pavement Management Program (PMP) for the City's roadway network. PMG's PMP is built upon the PAVER™ Pavement Management System (PMS), a nationally recognized platform developed by the U.S. Army Corps of Engineers. The system provides advanced analytical tools, including pavement performance modeling, maintenance decision trees, and budget- and target-driven scenario planning.

The objective of this program is to maximize the return on investment of available maintenance and rehabilitation funding by accurately documenting pavement conditions, prioritizing needs, and supporting data-driven decision-making. As part of this effort, PMG completed the following scope of services:

- Verified and updated the City's pavement network inventory
- Captured high-definition (HD) video for each pavement management section
- Identified all pavement distress types, severity levels, and quantities in accordance with ASTM D6433-23
- Calculated the Pavement Condition Index (PCI) for each pavement section
- Assigned all pavement management data to a Geographic Information System (GIS)
- Developed a GIS-based current condition map
- Delivered a complete inventory and condition database for all pavement sections
- Prepared this final report summarizing findings and results
- Delivered the RoadINsights™ dashboard, enabling interactive, map-based visualization and analysis of roadway conditions to support informed decision-making
- Provide continued support and consultation services

KEY TAKEAWAYS FOR LEADERSHIP

- The City of Sebastian's roadway network has an overall average PCI of **68**, placing it in **Fair** condition.
- Approximately **47%** of the network is in **Excellent or Good** condition, representing pavements that benefit most from timely preventive maintenance.
- The majority of the network (**43%**) is in **Fair** condition, where proactive preservation strategies can significantly slow deterioration and reduce long-term costs.
- Approximately **10%** of the network is in **Poor or Failed** condition, indicating targeted rehabilitation or reconstruction needs.
- The pavement management data and RoadINsights™ dashboard provide the City with a transparent, defensible, and repeatable foundation for capital planning, budgeting, and public communication.

INTRODUCTION

PMG was contracted to provide pavement management services for the City of Sebastian's roadway network, consisting of approximately 155 centerline miles (250 lane miles). Services included verification and refinement of the pavement inventory, review and update of management sections, and condition inspections of all 1,460 pavement sections within the network.

All inventory attributes were added to or updated within the PAVER™ PMS database, and a PCI value was calculated for each section. In addition, high-definition video was collected continuously along each pavement section from beginning to end. This video record provides a permanent, virtual representation of the roadway network and enhances the City's ability to conduct office-based condition reviews, plan projects, and make informed decisions.

This report documents the condition assessment methodology and summarizes the overall pavement condition results for the 2025 inspection cycle.

CONDITION ASSESSMENT PROCESS

PMG conducts pavement condition assessments in strict accordance with ASTM D6433-23, *Standard Practice for Roads and Parking Lots Pavement Condition Index Surveys*. This standard applies to both asphalt-surfaced and concrete-surfaced pavements.

For this project, PMG's trained inspection staff reviewed the collected high-definition video for each pavement management section using PMG's proprietary artificial intelligence (AI) distress identification tools. The AI-assisted process identifies and documents pavement distress types, severity levels (low, medium, and high), and measured quantities. All identified distresses are reviewed as part of PMG's quality assurance process before finalization.

The verified distress data were entered into the PAVER™ PMS, which calculates a Pavement Condition Index (PCI) for each management section. The result is a consistent, objective, and repeatable condition rating for the entire roadway network.

PAVEMENT DISTRESS DEFINITION

Asphalt-surfaced pavements may exhibit up to 20 distinct distress types, while concrete-surfaced pavements may exhibit up to 19 distress types. These distress types, along with their severity definitions and measurement criteria, are documented in the Asphalt and Concrete Distress Identification Manuals published by the U.S. Army Corps of Engineers.

Each distress is evaluated based on:

- Distress type
- Severity level (low, medium, or high)
- Quantity or extent of occurrence

Figure 1 illustrates the standard asphalt pavement distress types referenced during this inspection.

01 – Alligator Cracking	06 – Depression	11 – Patch/Utility Cut	16 – Shoving
02 – Bleeding	07 – Edge Cracking	12 – Polished Aggregate	17 – Slippage Cracking
03 – Block Cracking	08 – Joint Reflection	13 – Pothole	18 – Swell
04 – Bumps and Sags	09 – Lane/Shoulder Drop	14 – Railroad Crossing	19 – Raveling
05 - Corrugation	10 – L&T Cracking	15 – Rutting	20 – Weathering

Figure 1. Asphalt and Concrete Distresses

PCI AND CONDITION CATEGORY DEFINITION

The Pavement Condition Index (PCI) is a numerical indicator of pavement condition, ranging from 0 to 100, where 0 indicates a failed pavement and 100 indicates excellent condition. The PAVER™ PMS calculates the PCI value based on the type, severity, and quantity of observed distresses.

In accordance with industry standards, PCI values are grouped into five general condition categories, as shown in Table 1.

CONDITION CATEGORY	LOW PCI VALUE	HIGH PCI VALUE
EXCELLENT	90	100
GOOD	70	89
FAIR	50	69
POOR	30	49
FAILED	0	29

Table 1. Condition Category Values

Figure 2 illustrates the relationship between observed pavement distress and the resulting PCI value.

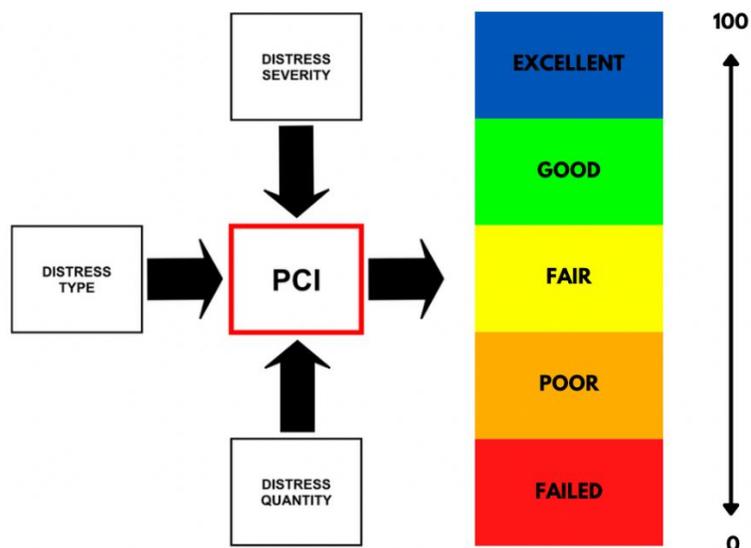


Figure. 2 Factors Determining PCI Value

EXAMPLES OF ROADWAY CONDITIONS

High-resolution video was collected for every pavement management section during the 2025 inspection. Representative image snapshots were selected from this video to visually demonstrate typical pavement conditions observed within the City's roadway network.

These examples provide a visual reference for the range of PCI values and associated pavement conditions:

EXCELLENT CONDITION



GENESEEE AV | SECTION 01 | PCI 100

GOOD CONDITION



TAFT ST | SECTION 01 | PCI 79

FAIR CONDITION



ADDIE ST | SECTION 04 | PCI 57

POOR CONDITION



ROSEBUSH TER | SECTION 04 | PCI 43

FAILED CONDITION



CAMILO CT | SECTION 01 | PCI 21

ROADWAY CONDITION RESULTS

Upon completion of the 2025 pavement management project, PMG determined that the City of Sebastian’s roadway network has an overall average PCI of **68**, which corresponds to a **Fair** condition rating. Table 2 summarizes the distribution of pavement conditions across the network by condition category, including the number of sections, centerline miles, lane miles, pavement area, and average PCI. A complete Inventory and Condition Report was provided to the City in Microsoft Excel format as part of the project deliverables.

CONDITION CATEGORY	SECTIONS	CENTERLINE MILES	LANE MILES	PAVEMENT AREA (SQFT)	PERCENT AREA	AVERAGE PCI
EXCELLENT	210	24.48	42.20	2,673,883	16.88%	97
GOOD	428	44.98	76.32	4,835,652	30.53%	77
FAIR	683	69.01	106.74	6,762,893	42.70%	60
POOR	125	14.81	22.45	1,422,251	8.98%	43
FAILED	14	1.44	2.28	144,588	0.91%	25
TOTALS	1,460	155	250	15,839,267	100%	

Table 2. Condition Summary

CONDITION GRAPHS

Figure 3 presents a graphical summary of pavement condition distribution across the network, including centerline miles and percentage of total pavement area by condition category.

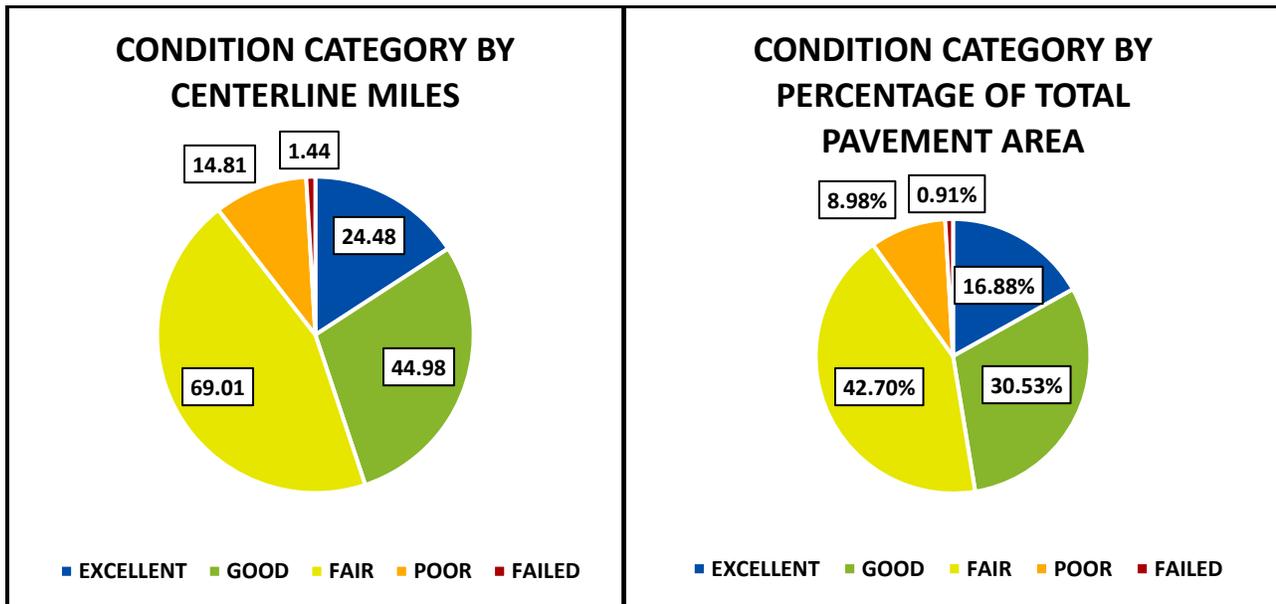


Figure 3. Condition Category by Centerline Miles, and Percentage of Pavement Area

GIS CONDITION MAP

All pavement inventory and condition data were entered into a GIS database and delivered to the City as shapefiles. This allows the City to visualize pavement conditions using ESRI ArcGIS, Google Earth, and other compatible GIS platforms.

PMG also prepared a current-condition map illustrating the spatial distribution of pavement conditions across the roadway network. An ANSI Size C, plot-ready PDF map was included in the final deliverables.

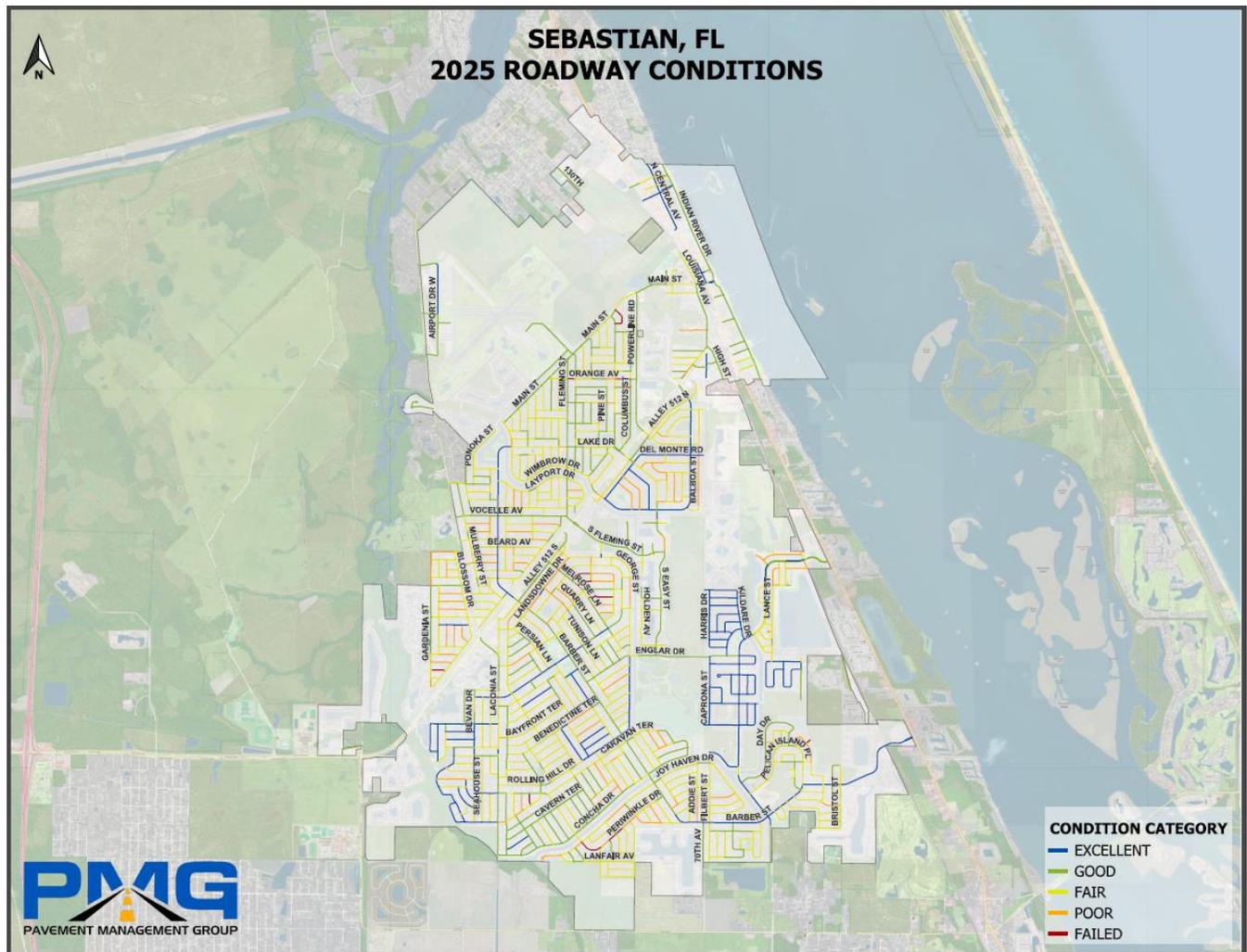


Figure 4. Roadway Conditions Map

CONCLUSION

This Pavement Condition Index (PCI) study provides an objective, standardized assessment of pavement conditions for each roadway section maintained by the City of Sebastian. PCI values are derived from documented pavement distresses and reflect the overall structural and surface condition of the roadway network on a scale of 0 to 100.

The City's roadway system consists of approximately **250 lane miles (155 centerline miles)**. Based on the ASTM D6433-23 condition assessment completed in 2025, PMG determined that the overall average network PCI is **68**, which places the system in **Fair** condition. This rating indicates that while much of the network remains serviceable, a significant portion is approaching a condition in which deterioration could accelerate if not addressed proactively.

POLICY IMPLICATIONS FOR LEADERSHIP

- The City of Sebastian strives to maintain an average network PCI of approximately **68** across its **155 centerline miles (250 lane miles)** roadway system, reflecting a balanced, sustainable approach to roadway maintenance and capital investment.
- Pavements currently in **Excellent and Good** condition represent critical assets where timely preventive maintenance can preserve value, extend service life, and minimize future capital expenditures.
- Roadways in **Fair** condition present the most significant opportunity for cost-effective intervention; strategic preservation at this stage can slow deterioration and help avoid more expensive rehabilitation or reconstruction.
- Pavements in **Poor or Failed** condition, while a smaller portion of the network, require targeted capital planning to address structural deficiencies and maintain safe and reliable transportation infrastructure.

By leveraging the data generated through this PCI study and the RoadINsights™ dashboard, the City is equipped with a transparent, defensible foundation for capital improvement planning, budget prioritization, and long-term infrastructure stewardship. Consistent application of data-driven pavement management practices will help the City maximize taxpayer investment, improve roadway performance, and reduce lifecycle costs over time.

PMG appreciates the opportunity to support the City of Sebastian with this pavement condition assessment and its broader pavement management efforts. Our mission is to provide accurate data, advanced analytics, and professional expertise to help municipalities make informed, fiscally responsible infrastructure decisions.

Please contact Pavement Management Group if you require additional analysis, planning support, or clarification related to this PCI study or the PAVER™ Pavement Management System.

PAVEMENT MANAGEMENT GROUP

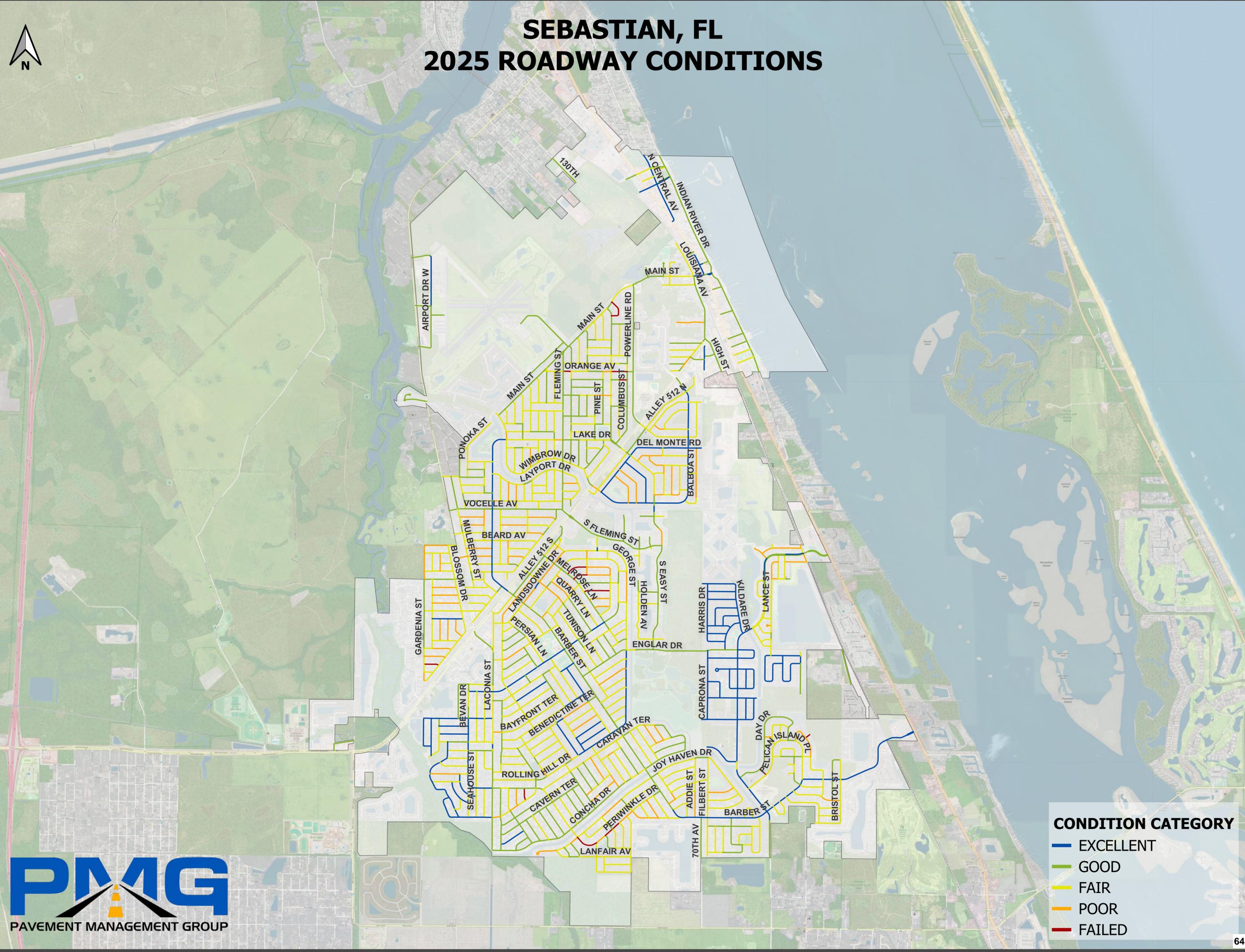
JAMES GOLDEN III

Founder/CEO





SEBASTIAN, FL 2025 ROADWAY CONDITIONS



CONDITION CATEGORY

- EXCELLENT
- GOOD
- FAIR
- POOR
- FAILED





SEBASTIAN, FL PROJECTS FY 2025-2029 BY TREATMENT

PROJECTS FY 2025-2026

- 2" MILL AND OVERLAY
- CAPE SEAL
- DOUBLE MICROSURFACING
- FDR/CIR

PROJECTS FY 2026-2027

- 2" MILL AND OVERLAY
- CAPE SEAL
- DOUBLE MICROSURFACING
- FDR/CIR

PROJECTS FY 2027-2028

- CAPE SEAL
- DOUBLE MICROSURFACING
- FDR/CIR

PROJECTS FY 2028-2029

- 2" MILL AND OVERLAY
- CAPE SEAL

OSM Standard

Google Satellite

- Sebastian City Limits



SEBASTIAN, FL PROJECTS FY 2025-2026 BY TREATMENT



PROJECTS FY 2025-2026

- 2" MILL AND OVERLAY
- CAPE SEAL
- DOUBLE MICROSURFACING
- FDR/CIR

OSM Standard

Google Satellite

□ Sebastian City Limits





SEBASTIAN, FL PROJECTS FY 2026-2027 BY TREATMENT



PROJECTS FY 2026-2027

- 2" MILL AND OVERLAY
- CAPE SEAL
- DOUBLE MICROSURFACING
- FDR/CIR

OSM Standard

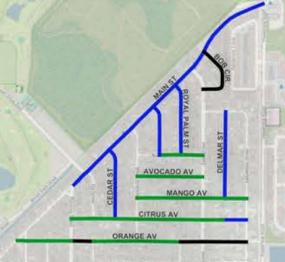
Google Satellite

□ Sebastian City Limits





SEBASTIAN, FL PROJECTS FY 2027-2028 BY TREATMENT



- PROJECTS FY 2027-2028**
- CAPE SEAL
 - DOUBLE MICROSURFACING
 - FDR/CIR
- OSM Standard**
- Google Satellite**
- Sebastian City Limits



SEBASTIAN, FL PROJECTS FY 2028-2029 BY TREATMENT



PROJECTS FY 2028-2029

- 2" MILL AND OVERLAY
- CAPE SEAL

OSM Standard

Google Satellite

□ Sebastian City Limits



RESOLUTION NO. R-25-40

A RESOLUTION OF THE CITY OF SEBASTIAN, FLORIDA, APPROVING A PIGGYBACK CONTRACT WITH PAVEMENT MANAGEMENT GROUP, LLC FOR PAVEMENT MANAGEMENT SOFTWARE AND SERVICES IN SUBSTANTIAL CONFORMITY WITH THE AGREEMENT ATTACHED HERETO AND MADE A PART HERE OF AS "EXHIBIT A."; ADOPTION OF RECITALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 287, Florida Statutes and City Code of Ordinances Section 2-10, provide that, whenever advantageous to the City of Sebastian, the City may utilize bids that have been awarded or under contract by the state, county, or other governmental agencies; and

WHEREAS, Pavement Management Group, LLC has an existing contract under a national cooperative with the Town of Greece, New York, effective through May 6, 2025 (with one (1) additional one (1) year renewal periods), attached "Exhibit A," that the City of Sebastian wishes to utilize for the purchase of Pavement Management Software and Services; and

WHEREAS, the Sebastian City Council finds it is in the City's best interest to enter into a piggyback agreement onto the existing contract between Pavement Management Group, LLC, and the Town of Greece, New York, for Pavement Management Software and Services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEBASTIAN, FLORIDA:

SECTION 1. RECITALS. The Sebastian City Council hereby finds and declares that the statements set forth in the foregoing Whereas clauses are true and correct and are adopted as the legislative findings of the City.

SECTION 2. AUTHORIZATION. The Sebastian City Council hereby authorizes approval of the piggyback contract referenced above for the purchase of services specified in this Resolution, and authorizes the Mayor or his designee and the City Clerk, as attesting witness, on behalf of the City to issue purchase orders to Pavement Management Group, LLC in an amount not to exceed \$35,000, for Pavement Management Software and Services in substantial conformity with the Agreement attached hereto as "Exhibit A" and the City's supplemental agreement attached hereto as "Exhibit B."

SECTION 3. CONFLICTS.

If any section, sentence, phrase, word, or portion of this Resolution is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 4. SCRIVENER'S ERRORS

Sections of this Resolution may be renumbered or re-lettered and corrections of typographical errors which do not affect the intent may be authorized by the City Manager or designee, without need of further action by the City Council by filing a corrected copy of same with the City Clerk.

SECTION 5. EFFECTIVE DATE.

This Resolution shall become effective immediately upon adoption by the City Council.

The foregoing Resolution was passed for adoption by Council Member Dodd, was seconded by Council Member Jones, and upon being put to a vote, the vote was as follows:

Mayor McPartlan	<u>aye</u>
Vice Mayor Jones	<u>aye</u>
Council Member Dodd	<u>aye</u>
Council Member Nunn	<u>aye</u>

The Mayor thereupon declared this Resolution duly passed and adopted this 22 day of October, 2025.

**CITY COUNCIL OF THE CITY OF
SEBASTIAN, FLORIDA**



Bob McPartlan, Mayor



ATTEST:

**Approved as to form and
Legality:**


Jeanette Williams, City Clerk
Jennifer Cockcroft, Esq., City Attorney

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Karen Miller, City Engineer & Special Projects Director
SUBJECT	Consider approval of revised Emergency Closure Disaster Wage Policy to comply with FEMA’s latest Public Assistance Program Policy Guide and authorize the Mayor to Execute the Policy

EXECUTIVE SUMMARY

During fiscal year 2024-2025 the City of Sebastian enrolled in the Florida Recovery Obligation Calculation (F-ROC) through Florida Division of Emergency Management. This program was created to help standardize and simplify the public assistance process. This program reviews all City policies and procedures in accordance with Federal Emergency Management Agency (FEMA) requirements and provides comments.

We were recently informed by the Indian River County Emergency Operations Center of claw-backs and litigation where funding was withdrawn in another state, all regarding discretionary labor pay policies. The IRC EOC provided additional guidelines for appropriate policies. We have adjusted the City’s Emergency Closure Disaster Wage Policy to include Council approval, ensure it is not a discretionary policy, and clarify the exempt pay during emergency closures due to questions from FEMA during the Hurricane Milton public assistance process. With this we are bringing our current policy better in line with federal requirements and FEMA’s latest Public Assistance Policy Guide.

RECOMMENDATION

Staff recommends approval of the revised Emergency Closure Disaster Wage Policy and authorize the Mayor to execute the policy.

ATTACHMENTS:

1. Emergency Closure Disaster Wage Policy
2. Ordinance No. O-15-07

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
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N/A	N/A	N/A
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Additional Funds Needed: \$ 0.00



Document ID	Title: Emergency Closures and Disaster Wages	Print Date January 2, 2026
Revision September 6, 2017 June 26, 2018 (Revised) August 21, 2019 (Revised) June 14, 2024 (Revised) March 27, 2025 (Revised) November 17, 2025 (Revised) January 14, 2026	Prepared By Cynthia Watson, Human Resources Director	Date Prepared January 2, 2026
Effective Date January 15, 2026	Reviewed By Karen Miller	Date Reviewed January 2, 2026
Signature: Fred Jones, Mayor	Approved By (Sebastian City Council) Fred Jones, Mayor Bob McPartlan, Vice Mayor Ed Dodd, Council Member Sherrie Matthews, Council Member Chris Nunn, Council Member	Date Approved January 14, 2026

Disasters, whether natural or manmade, can have a severe impact on City operations. Therefore, we must be prepared to keep our employees safe and minimize disruptions to operations. Policy familiarization is the responsibility of each employee

Scope:

This policy applies to all City of Sebastian employees during a declared state of emergency and/or emergency closure.

Purpose:

The purpose of this policy is to establish a comprehensive plan for pay, leave and reporting requirements during an emergency declared by the Mayor as written in Ordinance O-15-07.

Policy:



This policy is intended to comply with Florida Statute 252.36 covering short-term critical incidents, lasting less than seven calendar days. Critical incidents lasting more than seven calendar days will necessitate re-evaluation.

Authority to Declare Emergency Closure

1. When a state of emergency is declared the City Manager or designee is authorized, based on the nature and severity of the emergency, to close normal operations of the organization, whether in part or whole. This time period is defined as an emergency closure.
2. The City Manager's designation ensures clear communication, consistency, and proper administration of emergency operations, including the activation of essential personnel and the implementation of any special pay or staffing measures required to support critical city functions.
3. Local authorities' recommendations (e.g., State Governor, County Authorities, City Council, police, fire department, public health officials) will be taken into consideration.

Criteria for Emergency Closure

The following is a list of Emergency Closure criteria:

1. Natural disasters (e.g., hurricanes, floods, earthquakes)
2. Severe weather conditions (e.g., extreme temperatures)
3. Security threats (e.g., bomb threats, active shooter situations)
4. Health emergencies (e.g., pandemics, outbreaks)
5. Utility failures (e.g., power outages, water supply issues)
6. Any other situation deemed hazardous to safety and operations.

Notification

1. The City Manager will authorize department directors to communicate with employees to identify and coordinate the required essential workforce during an emergency closure. This workforce will be determined based on each emergency. Employees will be informed whether to report or not to report to work.
2. Employees who are required to report to work, will be advised by the department director or designee of the time, date and place the employee is to report.

Communication



1. Communications will be immediately through, but not limited to, the following channels:
 - a. Email
 - b. Text messages,
 - c. Phone calls
 - d. City's website and social media, and
 - e. Local news outlets.
2. A designated spokesperson will handle all communications to the general public in order to ensure consistent and accurate information dissemination.

General

1. During an emergency closure, payment provided to employees for their regularly scheduled work time, that is not performed due to the closure, is defined as emergency leave pay. Emergency leave pay is not contingent on FEMA reimbursement, nor are any other payments made to employees.
2. An employee who is on a regularly scheduled day off and not required to report for duty will not receive emergency leave pay for these days.
3. An employee, who is on approved leave and is not required to return to work, shall be charged the leave for which they were approved and will not receive emergency leave pay during the closure period.
4. Employees that are in lockdown shall receive their regular pay rate for any other time they cannot leave the facility due to inclement weather.
5. For pay calculation during a critical incident a day shall be from 12:00 AM to 11:59 PM unless specific times are designated, and the week is from Sunday, 12:00 AM to Saturday, 11:59 PM.

Employee Meals

During an emergency closure, meals will be provided to all mission critical employees.

Mission Critical Employee

Any employee (exempt, non-exempt or part-time) deemed mission critical and directed to report for work during an emergency closure within a declared state of emergency.

Exempt Employees



1. During an emergency closure within a declared state of emergency, exempt employees released from duty, will be provided with paid emergency leave pay (base wages). Exempt employees designated as essential and required to report to work during critical incidents will receive additional compensation above the emergency leave pay for the time they are required to be on duty.)
 - a. This additional pay reflects the critical nature of their responsibilities and the expectations that essential personnel report to work to support vital operations during emergency conditions.
 - b. Additional compensation is not classified as overtime and will be calculated based on the additional hours worked at a rate of pay equal to the employee's hourly salary.
2. Exempt employees will be required to document their time and work performed both on their timesheet as well as the required forms.

Non-Exempt

1. Non-exempt employees, including part-time employees, will receive hourly pay for their normally scheduled hours during an emergency closure for up to one work week unless they are required to report to work while the city is closed.
2. Additional paid weeks are at the approval of the City Manager.
3. Non-exempt employees required to complete their shift will be paid for the remainder of their normally scheduled shift at two times their regular rate of pay.
4. If an employee only works part of their normal shift, the non-working hours that fall within their normal work schedule will be paid as emergency leave and the working hours will be paid at two times their regular rate of pay.
5. Time that extends beyond the normal shift will be paid at time and one-half.
6. Absences from work while on paid leave, to include sick leave, will be counted as time worked, solely for overtime computation within the pay period. This will only apply to the period in which paid emergency leave is granted.

Failure to Report for Duty When Assigned

Any employee required to report for duty during an emergency operation period who fails or refuses to report and/or perform duties as directed may be subject to disciplinary actions, up to and including termination. The only exception to this policy will be for those employees medically unable to report or perform as directed, or where an employee is on pre-authorized FMLA during the emergency operations period.



Leaving the Area

1. Employees that choose to evacuate the area shall inform their supervisor of their intentions to do so in advance.
2. Employees that choose to evacuate the area and therefore cannot respond to the City shall be required to use Personal or Vacation Leave and will not receive emergency leave pay.

Extended Emergency

1. Critical incidents with emergency closures lasting more than seven calendar days will necessitate re-evaluation and approval for additional paid workdays by the City Manager.
2. For an emergency that extends beyond one work week, employees will be expected to use paid time off (Vacation/Personal/Comp Time Leave) to cover additional days that the city may be closed to ensure they continue to receive their pay.
3. During this extended period emergency leave wages will no longer apply.
4. During an extended emergency, exempt employees who cannot safely report to City Hall or an assigned emergency location will be required to continue working from home at their regular rate of pay.
5. All critical mission employees are expected to remain available and perform their assigned duties until the declared emergency has been lifted and regular City business and operations resume.
6. Notice of commencement of regular City business will be released and communicated via phone calls, text messages, voicemail, email, social media and available local media.

Benefits Coverage for Employees

The City will continue to provide insurance coverage for all employees enrolled in the benefits program during a declared emergency. This includes the city's standard health, dental, and vision insurance plans as well as the life insurance, short term disability, and long-term disability for up to 30 days.

The number of days may be altered by the regulations of the insurance companies and/or by Federal or State law.

Extending Employee Leave



1. All employees are expected to report to work when the emergency closure has been lifted and regular City business and operations has resumed. At that time a declared state of emergency may still be in effect as it pertains to other operations of the City.
2. Employees who cannot return to work at the end of the city closure must arrange additional time off with their manager. If the employee has no available leave, they will be required to apply for an extended unpaid leave of absence which may or may not be granted.

Part-Day Closure

1. If an emergency event such as inclement weather or a power outage occurs, the City Manager may determine that the City will close mid-day. When the City closes mid-day, employees are encouraged to leave immediately so not to affect their ability to travel safely.
2. Exempt employees who were, working at home with prior permission, or at the office on the day of the partial day closure, will be paid their normal salary.
3. Non-exempt employees will be paid for their scheduled hours of work. No overtime will be paid unless employees are requested to stay and deal with the emergency, and if after completing their scheduled hours they are required to work additional hours.
4. Employees who had taken the day off will have the day subtracted from their allotted leave bank as would have occurred if the City did not close.

Return to Work

1. Individual employee circumstances may affect an employee's ability to come to work. The key to assessing the situation on a case-by-case basis is communication between the employee and his or her manager. The City recognizes that a severe disaster may cause some methods of communication to be unavailable but requires employees to exhaust all means to contact their supervisor to discuss their return to work. Failure to do so may be interpreted as job abandonment.
2. The City is aware that in emergency situations or inclement weather emergencies, employees may lose family members, their home, and all regular activities such as school and daycare. Should personal emergencies prevent an employee from returning to work this policy will no longer be in effect once the emergency closure is lifted and regular City business and operations has resumed. General pay, leave, attendance and bereavement policies will apply during further employee absenteeism.



Post-Closure Procedures

1. The city will communicate reopening plans and any modifications to operations through the same channels used for closure notifications.
2. A debriefing meeting will be held to review the response and identify areas for improvement.
3. Support services, such as counseling, may be provided to employees affected by the emergency through the Employee Assistance Program (EAP).

Emergency Closures and Disaster Wages

I have received, read and understand the Emergency Closures and Disaster Wages Policy.

Signature _____ Date

Print Name

ORDINANCE NO. 0-15-07

AN ORDINANCE OF THE CITY of SEBASTIAN, INDIAN RIVER COUNTY, FLORIDA RELATING TO PUBLIC EMERGENCIES, AUTHORIZING THE MAYOR TO DECLARE STATES OF EMERGENCY, PROVIDING DUTIES OF THE CITY MANAGER AND THE CITY COUNCIL DURING EMERGENCY, PROVIDING SEVERABILITY, INCLUSION IN THE CODE AND AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Sebastian deems it advisable to delineate the respective powers and duties of city elected officials and officers during times of emergencies, or imminent threat thereof,

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SEBASTIAN, FLORIDA:

~~Sec. 2-31 Mayor to declare states of emergency.~~

~~The mayor may appoint and discharge special policemen in times of riot or public emergency and invoke the provisions of F.S. §§870-041-870.047.~~

ARTICLE II A. PUBLIC EMERGENCIES

Section 1. Sec. 2-37 – Public Emergencies; Mayor to Declare States of Emergency

Duties of Mayor, City Manager, City Council During Emergencies

(a) In accordance with Section 2.06 (b) of the Charter of the City of Sebastian and Chapter 870.043 Florida Statutes, the Mayor may in times of public emergency, or imminent threat thereof, declare a state of emergency within the boundaries of the city or in any portion thereof and invoke the provisions of F.S. §870-041-870.047, inclusive, as the same may be renumbered or amended from time to time. The city council may terminate a state of emergency at any time.

(b) (1) The city manager shall be responsible for the overall emergency management function of the city, shall prepare and maintain the city's emergency management plan, shall coordinate with Indian River County and shall keep the mayor and the city council advised of any action.

(2) The city manager shall utilize any available means to give the public notice of the declaration of a state of emergency and the specific requirements therein.

(3) The city manager may issue such orders as are immediately necessary for the protection of life and property; provided, however, that any such orders shall at the earliest practicable time, be presented to the city council for ratification, confirmation, amendment or termination.

(c) If, due to a disaster or emergency, it becomes impossible for the city council to meet at city hall, the council may meet upon the call of the mayor or any city councilmember at any other place within the city until city hall is sufficiently repaired to resume meetings there. All reasonable attempts must be made to comply with the Sunshine Law and the Public Records Law of the State of Florida.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

Section 3. Laws in Conflict. The provisions of this Ordinance shall prevail over the provisions of any other Ordinance or Resolutions in conflict.

Section 4. Effective Date. This ordinance shall take effect immediately upon adoption.

The foregoing Ordinance was moved for adoption by Councilmember Adams. The motion was seconded by Councilmember McPartlan and, upon being put to a vote, the vote was as follows:

Mayor Richard Gillmor	<u>aye</u>
Vice-Mayor Jerome Adams	<u>aye</u>
Councilmember Bob McPartlan	<u>aye</u>
Councilmember Jim Hill	<u>absent</u>
Councilmember Andrea B. Coy	<u>aye</u>

The Mayor thereupon declared this Ordinance duly passed and adopted this 14th day of October, 2015.

CITY OF SEBASTIAN, FLORIDA

By: [Signature]
Mayor Richard Gillmor

ATTEST:

[Signature]
Sally A. Maio, MMC
City Clerk

Approved as to Form and Legality for
Reliance by the City of Sebastian only.



Robert A. Ginsburg, City Attorney

Words stricken shall be deleted; words underlined constitute the proposed amendment;
remaining provisions continue in effect.

CITY OF SEBASTIAN

CITY COUNCIL STAFF REPORT



DATE	January 14, 2026
TO	Honorable Mayor and City Council
THRU	Brian Benton, City Manager
FROM	Cathy Testa, Acting City Clerk
SUBJECT	City Council meeting Dates for 2026

EXECUTIVE SUMMARY

In January 2025, City Council voted to allow Early voting to take place in the Council Chambers for the 2026 Primary and General Elections. Because of this early voting in the Council Chambers the following meeting had to be cancelled: October 28, 2026. Staff has also adjusted meeting dates for November and December to work around the holidays.

RECOMMENDATION

Consider approval of the attached calendar outlining the City Council meeting dates for 2026.

ATTACHMENTS:

1. 2026 City Council meeting calendar

FUNDING SOURCE:

Expenditure required	Amount Budgeted:	Funding source
N/A	N/A	N/A

Additional Funds Needed: \$ 0.00



City Council Meeting Dates

2026

January						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

→ EARLY VOTING

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

→ EARLY VOTING

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

○ = City Council Meeting Dates