



# **TOWN OF MELBOURNE BEACH**

## **TOWN COMMISSION WORKSHOP**

**May 12, 2026**

**5:30 PM**

**AGENDA PACKET**

**Town of Melbourne Beach**  
**TOWN COMMISSION WORKSHOP**  
**Tuesday, May 12, 2026 @ 5:30 pm**  
**COMMUNITY CENTER – 509 OCEAN AVENUE**

**PUBLIC NOTICE**  
**AGENDA**

**Commission Members:**

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

**Staff Members:**

Town Manager A. Marie Smith  
 Deputy Clerk Cyd Cardwell

**1. Call to Order**

**2. Roll Call**

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

The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

**4. Public Comment**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

**5. New Business**

- A. Discussion on the FY27 Budget – Town Manager A. Marie Smith - Page 3
- B. Discussion on the FY27 Budget – Commissioner Tim Reed - Page 4-17

**6. Adjournment**

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

# Town Commission Workshop Agenda

**Section:** New Business  
**Meeting Date:** May 12, 2026  
**Subject:** FY27 Budget Discussion Workshop  
**Submitted By:** A. Marie Smith

## Background Information:

There are a number of competing items for the budget that deserve discussion in order for staff to provide a budget draft that reflects the priorities of the Commission and the needs of town residents. Some of these items include:

- Infrastructure and Stormwater funding
  - Maintenance
  - Capital
  
- Firefighters
  - 3 positions created last year require funding and could utilize a non-ad valorem funding stream.
  - New contract with dispatchers that combines police and fire dispatch under the county.
  
- Building Department
  - Discussion to increase fees and adhere to new legislation
  - Structure of department – addition of building official position or keep as contractor
  
- Additional Services
  - Financial – Non-ad Valorem
  - Grants- Grant Writer
  - Planning – Need for additional funds to provide background for P&Z
  
- Health Insurance
  - Need for better insurance coverage for employees
  - Reduce cost of insurance each paycheck AND copaymentsb

It also would be helpful for Commissioners to come prepared with any other budget topic ideas and input they have heard from their constituents.

# Town Commission Workshop

**Section:** New Business  
**Meeting Date:** May 12, 2026 Town Commission Workshop (re-scheduled from 4/1)  
**From:** Commissioner Tim Reed  
**Re:** FY2027 Budget Discussion

## Background Information:

May is the 8<sup>th</sup> month of FY26, so over half of the fiscal year is already behind us.

## Subject to be Addressed:

Intent of this meeting is to begin the FY2027 Budget Discussion. Below are some specific budget topics to start with for this discussion.

Strongly recommend everyone have a copy of the current FY26 Budget in front of them, as well as the last monthly finance report, and a copy of your own Brevard County tax bill.

- **Budget Related Legislation:**

- HB 1329 and SB 1566, Local Government Financial Transparency and Accountability Act.
  - HB-399, Land Use and Development Regulations.

- **Stormwater Ad Valorem Tax:** Fund-202.
- **Stormwater Non-Ad Valorem Assessment:** Fund-141.
- **Special Revenue Funds:** Fund-172 & Fund-175.
- **Legal Expenses:** Fund-001, Dept-14
- **Unfunded Expenses:** Various.
- **Salaries:** Cost of Living Adjustment (COLA).
- **Contingency Funding:** Fund-001, Dept-19.

## Attachments:

Resolution 2025-08, and the associated original Resolution-659 from 8/16/2000.

# Town Commission Workshop – FY2027 Budget Discussion

Meeting Date: May 12, 2026 (re-scheduled from 4/1)

- **Budget Related Legislation:**

1) **HB 1329 and SB 1566, Local Government Financial Transparency and Accountability Act.**

Known as the "Local Government Financial Transparency and Accountability Act," strengthen requirements for cities and counties to publish detailed budget, salary, and spending data online. The bill mandates a 10% spending reduction exercise, enhanced, accessible digital reporting for residents, and restricts impact fee increases.

**Key Provisions:**

**Transparency Requirements:** Local governments must post tentative budgets online for at least five days prior to public hearings and final budgets for at least five years. Data must be searchable, downloadable, and include detailed graphs on trends.

**Budget Reduction Exercises:** Budget officers are required to conduct an annual exercise to identify, at minimum, 10% of their tentative budget that could be cut, excluding essential services like fire/law enforcement.

**Compensation and Spending Reports:** Quarterly reports on employee salaries and travel expenses must be published online.

**Impact Fees:** The legislation limits the increase of impact fees to no more than 100% over a 4-year period and mandates that increases for transportation use a plan-based methodology.

**Timeline:** The bill passed both chambers and is slated to take effect on July 1, 2026.

2) **HB-399, Land Use and Development Regulations.**

Signed into law in March 2026, it mandates significant changes to how local governments structure development permit fees, aiming to reduce costs for developers and increase housing supply.

**Key Fee Changes (Effective January 1, 2027)**

**Reasonable Cost Standard:** Local governments (counties and municipalities) must ensure application fees for development permits and orders are reasonably related to the direct and indirect costs of reviewing and processing the application.

**Prohibition on Percentage-Based Fees:** The law expressly prohibits charging fees based on a percentage of total construction costs, site value, or project valuation.

**Fee Transparency:** Local governments must publish their fee schedules, which must conform to these new cost-based standards.

- **Stormwater Ad Valorem Tax:** Fund-202.

Discuss how this Bond Debt is being paid off & tax is going away next year.

- **Stormwater Non-Ad Valorem Assessment:** Fund-141 (see provided copy of resolution)

Discuss on if \$36 per ERU per Year amount be increased. This has not been changed in 25+ years. Assessment currently produces ~\$55k revenue per year which does not keep up with recent repair & maintenance costs. Depending on how RFP for Non-Ad Valorem consultant effort goes, this could also be considered for a rate study to overhaul this going forward.

- **Special Revenue Funds:** Fund-172 & Fund-175.

Discuss having all park revenue go into the General Fund-001 instead of Special Revenue Fund-172 (Ocean Park) & Fund-175 (Ryckman Park). Facilitates using those revenue streams for all Town operations. This will not eliminate/reduce funding for the parks or reduce visibility into amount of revenue collected. Additionally, any positive balances in these funds could also be credited back to the General Fund.

# Town Commission Workshop – FY2027 Budget Discussion

**Meeting Date:** May 12, 2026 (re-scheduled from 4/1)

- **Legal Expenses:** Fund-001, Dept-14

Discuss evaluating projected costs based on estimates from the Town Attorney, with some level of margin added (10%).

- **Unfunded Expenses:**

FY26 Examples

Hiring additional FT staff after Budget approved – Fund-001, Dept 13, Finance

Under Funding – Fund-001, Dept-15, Planning

Under Funding – Fund 001, Dept-41, Public Works

Over Spending – Fund-141, Stormwater Utility

FY27 New Expenses

RFP Non-Ad Valorem Tax Consultant (Fire Assessment)

RFP Grant Writing Assistance

Stormwater Capital (Fund-341)

Road Paving (Fund-351)

- **Salaries:** Cost of Living Adjustment (COLA).

Discuss using U.S. Bureau of Labor Statistics produced CPI as basis for determining COLA. Would need to identify which monthly report to use (i.e. Sept).

[https://www.bls.gov/regions/southeast/news-release/consumerpriceindex\\_south.htm](https://www.bls.gov/regions/southeast/news-release/consumerpriceindex_south.htm)

- **Contingency Funding:** Fund-001, Dept-19.

Discuss evaluating amount to budget based on previous levels of expenditure (and/or unfunded expenses).

Discuss usage of Contingency in various funds.

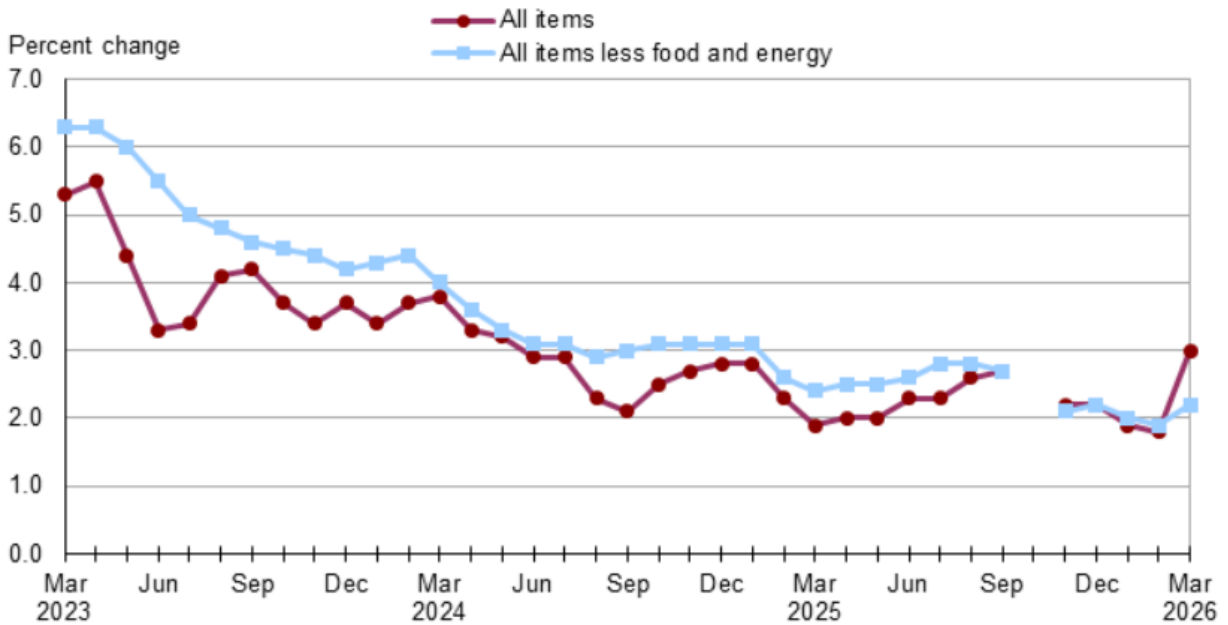
# Town Commission Workshop – FY2027 Budget Discussion

Meeting Date: May 12, 2026 (re-scheduled from 4/1)

Attachments:

U.S. Bureau of Labor Statistics - Southeast Information Office  
Consumer Price Index, South Region - March 2026

**Chart 1. Over-the-year percent change in CPI-U, South region, March 2023–March 2026**



Note: The October 2025 data values are not available due to the 2025 lapse in appropriations.  
Source: U.S. Bureau of Labor Statistics.

**RESOLUTION NO. 2025-08**

**A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2025/2026; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, an annual Stormwater Utility Assessment Roll has been prepared; and

**WHEREAS**, the Town Commission of the Town of Melbourne Beach, Florida, is satisfied that the annual Stormwater Utility Special Assessment Roll has been prepared in conformity with the Schedule of Stormwater Utility Special Assessments adopted by the Town Commission on August 16, 2000 (Resolution No. 659, attached hereto as **Exhibit "A"**); and

**WHEREAS**, a copy of such annual Stormwater Utility Assessment Roll will be forwarded to the Brevard County Tax Collector for collection in the same manner as *ad valorem* taxes are collected.

**NOW, THEREFORE, BE IT RESOLVED** by the Town Commission of the Town of Melbourne Beach of Brevard County, Florida, as follows:

Section 1. The Town Commission of the Town of Melbourne Beach hereby certifies, ratifies, and confirms that the annual Stormwater Utility Special Assessment Roll for the fiscal year beginning October 1, 2025, is in conformity with the Schedule of Stormwater Utility Special Assessments adopted by the Town of Melbourne Beach on August 16, 2000 (Resolution No. 659).


Section 2. The Town Commission of the Town of Melbourne Beach hereby certifies, ratifies, and confirms the annual Stormwater Utility Special Assessment Roll as sent to the Brevard County Tax Collector. The Tax Collector will collect such special assessments in the same manner as *ad valorem* taxes are collected.

Section 3. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED** by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its Town Commission meeting this 21<sup>st</sup> day of May, 2025.

Time Adopted: 8:11 p.m.

ATTEST:

  
Amber Brown, CMC  
Town Clerk  
(TOWN SEAL)



TOWN OF MELBOURNE BEACH

By:   
Alison Dennington, Mayor

## RESOLUTION NO. 659

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, IMPOSING AN ANNUAL STORMWATER UTILITY ASSESSMENT BEGINNING WITH THE FISCAL YEAR BEGINNING OCTOBER 1, 2000, AGAINST ALL REAL PROPERTY WITHIN THE TOWN LIMITS OF MELBOURNE BEACH, FLORIDA, UNLESS OTHERWISE EXEMPT; PROVIDING FOR CLASSIFICATIONS OF PROPERTY; PROVIDING FOR RATES APPLICABLE TO PROPERTIES; PROVIDING CONFIRMATION, CERTIFICATION, AND RATIFICATION OF THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL; PROVIDING RESOLUTION AUTHORITY AND FOR TRANSMITTAL TO THE BREVARD COUNTY TAX COLLECTOR; PROVIDING FOR BILLING; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF INCONSISTENT RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, Florida, the Town Commission is authorized to adopt a rate resolution for the purposes of imposing a stormwater utility fee or assessment upon the owners of all real property located within the Town; and

WHEREAS, Section 197.3632, Florida Statutes, and Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, provides that on or before the fifteenth day of September, the Town Commission of Melbourne Beach shall hold a public hearing to adopt a rate resolution for the purpose of imposing said schedule of annual stormwater utility fees or assessments, after proper notice and publication; and

WHEREAS, said adopted schedule of rates, as embodied in this Resolution, shall stay in effect until such time as a change in the Stormwater Utility Fee or Assessment is proposed to be amended; and

WHEREAS, on August 16, 2000, the Town Commission held a public hearing to adopt a budget for the operation and maintenance of the Town's stormwater management program for the ensuing fiscal year, and this rate resolution adopted by the Town Commission, provides sufficient revenues to fund the budget adopted for the operation and maintenance of the Town's stormwater management program; and

WHEREAS, this Resolution provides a Schedule of Rates and Classifications specifying the amount and calculation of the annual stormwater utility fee or assessment imposed within the Town for the fiscal year beginning October 1, 2000; and

WHEREAS, the Town Commission is satisfied that the annual Stormwater Utility Assessment Roll has been prepared in conformity with the Schedule of Rates and Classifications.

BE IT RESOLVED BY THE TOWN OF MELBOURNE BEACH, FLORIDA, that:

SECTION 1. The Town Commission of Melbourne Beach, Florida, does hereby adopt the Schedule of Rates and Classifications set forth for all real property located within the Town of Melbourne Beach, unless otherwise exempt pursuant to Section 27-11, Melbourne Beach Town Code:

SCHEDULE OF RATES AND CLASSIFICATIONS FOR ANNUAL STORMWATER UTILITY ASSESSMENT FOR TOWN FISCAL YEARS WITH FISCAL YEAR BEGINNING OCTOBER 1, 2000. (See Tables for land use categories)

(a) BILLING CLASSIFICATIONS. The following are the classifications of real property to be utilized in determining which billing rate is applicable pursuant to Section 1.(b) below. The classifications are drawn from the Brevard County Property Appraiser's Database Use Codes, as amended from time to time, the current copy of which is attached as Exhibit "A" and incorporated herein by this reference.

A- Agricultural: Any property without structures which is used for agricultural pursuits, and is designated as agricultural on the Brevard County Property Appraiser's records.

S- Single Family Dwelling: Any property upon which is located any building or structure designed or constructed for, and capable for use as a residence for one family and is erected on a separate lot or parcel.

D- Multiple Single Family Dwelling Units: Any property upon which is located more than one building or structure, each of which is designed and constructed for, and capable for use as a residence for one family.

M- Multifamily Dwelling: Any property, designated as a trailer park, or upon which is located any building or structure, consisting of more than one dwelling unit, each designed for occupancy for one family.

B- Condominium: Any parcel identifying an individual condominium or townhouse unit.

E- Commercial: Any lot or parcel upon which is located any structure or facility designed for business related uses (other than as a single family dwelling unit).

I- Industrial: Any lot or parcel upon which there is a structure or building for use as productive enterprises and/or manufacturing activities.

T- Vacant Natural: Any lot or parcel which is unaltered, contains no structures, and has not been designated as Agricultural (A) or Non-Billable (N). These parcels may be determined on a case by case basis.

V- Vacant Altered: Any lot or parcel which contains no structures, is not designated as Agricultural (A) or Non-Billable (N), and has been modified from its natural state. These parcels will be determined on a case by case basis.

Y- Vacant Improved: Any lot or parcel which is not designated as agricultural or non-billable, and has been either graded, cleared, compacted and/or excessively landscaped.

N- Non-Billable: Those parcels or lots which are right of way, State or Federal lands or properties designated by the Stormwater Utility to receive an assessment through other means than the Tax Notice.

H- All Else: Any lot or parcel which has not been classified under one of the above billing classes due to its unique land use. The assessment for these parcels will be calculated individually.

(b) RATES:

(1) The established rate of assessment shall be \$36 per ERU per year. An ERU or Equivalent Residential Unit for the purpose of calculating service charge rates has been determined through engineering analysis to be 2,500 square feet of effective impervious area.

(2) The following is a list of the terms used in the rate calculation formulas given below:

- G = gross area of parcel in sq. feet.
- I = impervious area of parcel in sq. feet
- M = mitigation factor with a range of 0.0 to 1, and an increment of 0.01
- N = number of dwelling units or hook-ups
- NI = adjustment factor for alteration of pervious surfaces
- 0.20 = pervious factor coefficient
- 0.90 = impervious factor coefficient
- 0.03 = pervious factor coefficient for agricultural use only
- 0.40 = infiltration factor for agricultural land use cover for good soil condition
- 0.60 = average runoff coefficient for open space for average soil condition

(3) For each lot, parcel, or tract of real property, the lot, parcel, or tract is classified by its use. The rate of assessment is expressed as a number of equivalent residential units. The rate of assessment to be charged within that use classification, as set forth in sub-section (a) above, is computed, and the amount to be billed to a particular lot, parcel or tract utilizing the rate of assessment, is calculated as follows:

A- Agricultural

$$\# \text{ ERU's} = \frac{G \times 0.03 \times 0.4}{2500 \text{ sq. feet}}$$

$$\text{Billing} = \# \text{ ERU's} \times \$36 \times M$$

S- Single Family Dwelling

$$\text{Billing} = 1 \text{ ERU} \times \$36 \times M$$

D- Multiple Single Family Dwelling Units

$$\text{Billing} = 1 \text{ ERU} \times N \times \$36 \times M$$

M- Multifamily Dwelling

$$\text{Billing} = 1 \text{ ERU} \times 0.50 \times N \times \$36 \times M$$

B- Condominium

The billing amount is calculated for each unit as a fraction of an ERU.

$$\text{Billing} = 1 \text{ ERU} \times 0.50 \times \$36 \times M$$

E- Commercial

$$NI = I \times 1.25$$

$$\# \text{ ERU's Commercial} = \frac{[(NI - I) \times 0.2] + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

$$\# \text{ ERU's Vacant Altered} = \frac{(G - NI) \times 0.03 \times 0.40}{2500 \text{ sq. ft.}}$$

$$\text{Billing} = (\# \text{ ERU's Commercial} + \# \text{ ERU's Vacant Altered}) \times \$36 \times M$$

I- Industrial

NI = I x 1.25

# ERU's Commercial = 
$$\frac{[(NI - I) \times 0.2] + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

# ERU's Vacant Improved = 
$$\frac{(G - NI) \times 0.03 \times 0.60}{2500 \text{ sq. ft.}}$$

Billing = (#ERU's Commercial + # ERU's Vacant Improved) x \$36 x M

T- Vacant Natural

No bills generated for these land uses

V- Vacant Altered

# ERU's = 
$$\frac{G \times 0.03 \times 0.4}{2500 \text{ sq. feet}}$$

Billing = # ERU's x \$36 x M

Y- Vacant Improved

ERU's = 
$$\frac{(G \times 0.03 \times 0.60) + (I \times 0.9)}{2500 \text{ sq. ft.}}$$

Billing = # ERU's x \$36 x M

N- Non-Billable

No bills generated for these land uses.

H- All Else

The assessments for the parcels that fall under this category will be determined on an individual basis. One of the formulas

provided will be used to calculate the assessment for each parcel according to its land use.

For any of the above categories - if a mitigation credit is granted then the number of ERU's will be multiplied by a factor ranging from 0.0 to 1.0 to arrive at the mitigated number of ERU's.

For any of the above categories (except Non-Billable and Vacant), the minimum billing is set at \$2.35 per parcel.

SECTION 2. Pursuant to Section 197.3632(6), Florida Statutes (2000), the annual equivalent residential unit rate of \$36, calculation methodologies, and the rates set forth for real property in Section 1. of this resolution are to be used for collection of the stormwater utility assessment for a period of more than one (1) year. Section 1. of this resolution shall yield a calculation of \$18.

SECTION 3. It is intended by the Town Commission of Melbourne Beach, Florida, that this Resolution constitutes the rate resolution specified in Section 27-5, Melbourne Beach Town Code.

SECTION 4. The Town Commission of Melbourne Beach, Brevard County, Florida, hereby ratifies, confirms, and certifies that the annual Stormwater Utility Assessment Roll for fiscal year beginning October 1, 2000, is in conformity with the aforementioned Schedule of Rates adopted by the Town Commission.

SECTION 5. The Town Clerk shall forward a certified copy of this resolution to the Brevard County Tax Collector.

SECTION 6. Those stormwater utility assessments imposed during the fiscal year beginning October 1, 2000, shall be billed by the Town of Melbourne Beach or its authorized representative, pursuant to the provisions of Chapter 27 of the Code of Ordinances, Town of Melbourne Beach, and shall be due and payable on November 1 of each year, pursuant to law.

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this rate resolution 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 holdings shall not affect the validity of the remaining portions of this rate resolution.

SECTION 8. Repeal of Inconsistent Resolutions. All resolutions, or parts of resolutions, in conflict herewith are hereby repealed.

SECTION 9. Effective Date. This resolution shall become effective immediately upon its adoption.

This Resolution was adopted at a regular meeting of the Town Commission on the 16<sup>th</sup> day of August 2000.

TOWN OF MELBOURNE BEACH, FLORIDA

By: Robert D. Wille  
ROBERT D. WILLE, MAYOR

ATTEST:

Cynthia E Masny  
CYNTHIA E. MASNY, CMC  
TOWN CLERK

Resolution No. 659