TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

JUNE 17, 2026

AGENDA PACKET

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING
Wednesday, June 17, 2026 at 6:00 p.m.
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

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

Staff Members:
Town Manager A. Marie Smith
Town Attorney Ryan Knight
Interim Town Clerk Cyd Jones

1. Call to Order

2. Roll Call

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

4. Meeting Agenda – Additions/Deletions/Changes

5. Proclamations/Awards/Announcements
A. Town announcements and upcoming events – Interim Town Clerk Cyd Jones - Page 4

6. Presentations by Special Guests (Maximum of 5 Minutes)

7. Public Comment (Non-Agenda Items)
After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.

8. Town Manager Report - Pages 5-7

9. Town Attorney Report

10. Consent Agenda

A. Approval of the site plan for 2103 Redwood Ave. - Pages 8-30
B. Approval of the site plan for 222 Sixth Ave. - Pages 31-70

11. Public Hearings/Special Orders

12. Unfinished Business

A. Request for Proposals for Grant Writing Services – Town Manager A. Marie Smith - Pages 71-265
B. Request for Proposals for General Planner Services – Town Manager A. Marie Smith - Pages 266-349
C. Request for Proposals for Non-Ad Valorem Assessment Funding Advisory Services – Town Manager A. Marie Smith - Pages 350-384

13. New Business

A. Circle Park Tree Planting by Residents – Town Manager A. Marie Smith - Page 385
B. Budget Update – Town Manager A. Marie Smith - Page 386
C. Approval for Financial Advisor and General Obligation Bond – Town Manager A. Marie Smith - Pages 387-402
D. FDEP Grant Application (50% Match) – Commissioner Tim Reed - Pages 403-404
E. Re-Present Stormwater Pump Item for Discussion – Commissioner Tim Reed - Pages 405-406
F. RFP for Road Assessment & Maintenance Services – Commissioner Tim Reed - Page 407
G. Request for Approval of Transcript Services – Town Manager A. Marie Smith - Pages 408-414

14. Finance/Budget Report - Pages 415-450

15. Town Staff/Board Reports

A. Technology Advisory Board - Pages 451-460
B. Building Department - Pages 461-471
C. Public Works Department - Pages 472-473
D. Code Enforcement - Pages 474-480
E. Fire Department - Pages 481-491
F. Police Department - Pages 492-494
G. Town Clerk - Pages 495-510

16. Commission Reports

17. Task List - Pages 511-519

18. 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.

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
See below for events on the horizon and our recurring Ryckman Park class schedule				
June 19, 2026	5:00 PM	Deadline: Call for Artists	Town Hall, 507 Ocean Ave.	Paint one Ocean Park pavilion in patriotic colors to commemorate the nation's 250th anniversary. One lucky artist will be selected.
July 4, 2026	4:00 PM – 9:00 PM	Independence Day	Ryckman Park, 509 Ocean Ave.	The MBVFA will hold their annual 4th of July celebration in Ryckman Park. This year is the nation's 250th anniversary!
Wednesdays	8:30 AM – 9:15 AM	Flow & Be Strong Exercise Class	Ryckman Park, 509 Ocean Ave.	Free exercise class that focuses on balance, flexibility, and strength
1st & 3rd Thursdays	10:30 AM – 11:15 AM	My Musical Tree	Ryckman Park, 509 Ocean Ave.	Free music class for children
Thursdays	6:00 PM	Sunset Yoga	Ryckman Park, 509 Ocean Ave.	Free evening yoga class while enjoying the sunset over the Indian River Lagoon
Fridays	9:30 AM – 11:15 AM	Tai Chi	Ryckman Park, 509 Ocean Ave.	Free Tai Chi class to improve balance, build internal strength, create self-healing ability, and learn self-defense
Saturdays	11:00 AM – 3:00 PM	Old Town Hall History Center is Open	2373 Oak St.	Old Town Hall is a unique 100-year-old building that has been rehabilitated to be used for history exhibits and for art, education, community functions, and other subjects of interest.

Town Manager Report for June 2026

- The Town negotiated with Exxon on 904 Oak Street for a more favorable rate per gallon of gasoline for town vehicles to fill their tanks***. Instead of $0.05 off per gallon, we will receive $0.15 off per gallon.*** This will include all Town of Melbourne Beach police, fire, and public works vehicles (no personal vehicles). We are putting together instructions on how town employees can access this program for town vehicles. Thank you to Chief Tim Zander for negotiating on behalf of the Town and Commissioner Reed for suggesting the idea.
- Among their other duties, the public works department has been busy beautifying the town for the 4th of July weekend – ***please thank them for their ingenuity and efforts***.
    - They have refurbished and repainted the Town of Melbourne Beach sign and the town outdoor bulletin board.
    - They have also planted red, white, and blue flowers along the front of the community center, in Christmas tree circle and elsewhere in town.
    - They have also redesigned the Veterans Memorial by the fire, making it more prominent and respectable, instead of hiding behind bushes that died during the February cold snap.
    - The pavilions at Ocean Park are being painted and the team will be putting up bunting and other patriotic décor at the Community Center, Ryckman Park and the Historic Town Hall.
- Residents of the town have approached the Town Manager about having a golf cart and pet parade for the 250th anniversary of our country if ***the Commission agrees***. The theme would be "Wags and Flags" for the fourth (see Attachment A).
    - It will start at 4pm until 4:20pm and end in Ryckman Park just as the Firefighters Association kicks off its event (food and Doug Flutie's band).
    - The town will take applications for attendees to ensure the nonpartisan nature of the parade.
    - Rock Harbor Church has agreed to allow the town to use the parking lot as a staging area for the parade to start and Chief Zander has identified a route down Pine Street that the parade can run until it reaches Ryckman Park (utilizing officers already on duty).

- The Environmental Advisory Board would like the Commission to ***hold a Commission workshop on their proposed tree and landscaping ordinance***. The EAB and Planning and Zoning Board held a joint workshop on the draft ordinance on November 12, 2024, and the Commission subsequently referred it to Planning and Zoning for additional input. In the interim, several decades old oaks have been taken down, and their board is concerned about other trees being removed if there is no ordinance in place.
- Corinne Rodrigo, who serves on the Technology Advisory Board, has volunteered to ***present at a Commission Workshop on AI and current cyber security issues*** that residents and students may face as technology is evolving. The idea is to conduct this workshop in tandem with students going back to school/purchasing laptops, etc. It would be geared for students and parents alike as well as residents who want to learn more about what to expect from AI technology and new, evolving cyber security threats. Corrine estimates the workshop would last an hour.

Attachment A

Wags and Flags Parade

507 Ocean Ave, Melbourne Beach, FL 32951 to Rock Harbor Church FL, 1805 Oak St, Melbourne Beach, FL 32951 Drive 0.9 mile, 4 min

Town Commission Meeting

Section: **Consent Agenda**

Meeting Date: June 17, 2026

From: Building Department

RE: Site Plan Approval for 2103 Redwood Ave. – Addition

Background Information:

The Town received plans for an addition at 2103 Redwood Ave.

Recommendation:

Approve the site plan for 2103 Redwood Ave.

Attachments:

- Town Planner Letter – Pages 9-11
- Development Application – Pages 12-15
- Original Plans and Survey – Pages 16-29
- Property Value Breakdown – Page 30

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

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

Date:	**June 2, 2026**
Owner:	**Victor Rondon**
Owner Address:	**2103 Redwood Ave, Melbourne Beach FL 32951**
Site Address:	**2103 Redwood, Melbourne Beach FL 32951**
Parcel ID:	**28-38-08-51-J-4**
Zoning:	**2RS - Single-Family**
Proposed Project:	**Construct a 473 SF addition and 385 SF lanai at existing home**
References:	**Town of Melbourne Beach Code of Ordinances:** **7A-32 Single-Family Residential District** **7A-51.1, Site Plan Approval For Single-Family Residential Districts**
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 2RS**

1) The project involves the construction of a 473 SF addition and 385 SF lanai to the existing home, with existing enclosed and open porch areas being converted to living area and a lanai, and the addition of approximately 153 SF of gross square footage. The project also includes interior remodeling, selective demolition, new foundation, CMU wall modifications and installation of new doors and egress windows. As shown on the architectural plans, this results in a total square footage of 3053 including interior living area (2189 SF), open porch (88 SF), garage (391 SF), and lanai (385 SF).

2) The Building Lot Zoning District requirements of min. lot area, width and depth.
Lot area is 12,000 sq. ft. (min. 11,250 sq. ft.)
Lot width is 100 ft. (min. 90 ft.), nonconforming lot of record.
Lot depth is 120 ft. (min. 100 ft.)

3) Lot coverage has a maximum of 30% for principal structure.
Lot coverage per plan is 25.4%
Footprint of Primary Structure is 3,053 SF.
Max allowed for Primary Structure is 3,600 sq. ft. for Lot Area of 12,000 sq. ft.
Minimum pervious area per lot is 30%. Pervious area per plan is 61.5%.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

4) Structure maximum height for zoning district is 28 ft.
   Flood Zone: X per survey
   FFE: 15.51'
   Overall building height is not shown on the plans, but scales at approximately 18' from FFE.

Zoning District Setback requirements:
   Front Setback: 29.83' (min. 25'.)
   Rear Setback (addition): 30.83' (min. 25')
   North Side Setback (addition): 20.01' (min. 15')
   South Side Setback (addition): 20.30' (min. 15')

5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
6) On-site Storm water Retention Control measures are not required as part of this application.
7) The application did not include a landscape plan, however landscape standards, as applicable, must be met at the time of building permitting.

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

Corey W. O'Gorman
Town Planner

Note that the Lot Coverage, Impervious Coverage and Setbacks were calculated based on dimensions on survey, plans and information from the Property Appraiser.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

2103 Redwood Avenue

IMPERVIOUS		PERVIOUS	
Primary Structure	3053	Open areas	7382
Pool/Pool Deck	1037		
Driveway/Walkway	527		
Total Paved Area	4617	Total Pervious	7382
Total Lot Area	12,000	Total Lot Area	12,000
% IMPERVIOUS	**38.5%**	**% PERVIOUS**	**61.5%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: Redwood avenue between Oak Street and Palm Avenue, Melbourne Meach, florida

Address: 2103 Redwood Avenue, melbourne beach, Fl 32951

Parcel Number(s): 28-38-08-51-J-4

Area (in acreage): 0.275 acres Area (in square feet): 12,000 SF

Current Zoning: 2RS- Single family residential Proposed Zoning: NO CHANGE

Current Future Land Use: Residential Proposed Future Land Use: NO CHANGE

Brief Description of Application: Site plan review for a 473sf residential addition and 385sf lanai addition to an existing single-family residential, including interior remodel, selective demolition, new fundation, CMU wall modifications, and installation of new doors and egress windown per approved construction plans.

Date of Mandatory Pre-Application Meeting (attach meeting minutes if applicable): 03/03/2026

IV. APPLICANT INFORMATION:

Property Owner

Name: Victor Rondon
Phone: 9738050127
Address: 2103 Redwood Avenue, melbourne beach, Fl 32951
Fax:
Email: victorjrondon@icloud.com

Applicant (if other than property owner)

Name: VILAG IMPROVEMENTS CORP
Phone: 4074703586
Address: 2909 Sweetspire Cir, Kissimmee FL, 34746
Fax:
Email: vilagimprovements@gmail.com

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: Victor Jesus Rondon
Date: 03/02/2026
Print Name: Victor Rondon
Title: Owner

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 02 day of March, 2026, by Victor Jesus Rondon,
who is/are personally known to me, or who has/have produced NJ DRIVER LICENSE
as identification.

Signature of Notary Public, State of Florida

Paola Santoro
Commission No. HH319984
Expires: Oct. 09, 2026
Notary Public-State of Florida

VI. APPLICANT CERTIFICATION:*

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

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

Signature: Wilker Di Pietro Date: 03/02/2026

Print Name: WILKER DI PIETRO Title: Certified Building Contractor (CBC1268224)

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 02 day of March, 20 26, by Wilker Di Pietro,
who is/are personally known to me, or who has/have produced FI DRIVER LICENSE
as identification.

: Signature of Notary Public, State of Florida

Paola Santoro
Commission No. HH3L9984
Expires: Oct. 09, 2026
Notary Public-State of Florida

VII. PROJECT DESCRIPTION:

Describe Application: interior remodel to an existing single-family residence. The scope includes a 473 sf addition and construction of a new 385 sf lanai. Work includes selective demolit on, new foundation construction, CMU wall opening modifications, and installation of new doors and egress windows in compliance with approved construction plans and applicable code.
Provide attachment if more space is needed.

Describe Existing Conditions: The property currently contains an existing one-story single-family residence constructed in 1978 with existing covered porch areas, garage, driveway, and associated improvements. The proposed project modifies and expands the existing structure while maintaining residential use.
Provide attachment if more space is needed.

NARRATIVE DESCRIPTION OF PROPOSED IMPROVEMENTS

Site Plan Review – Single Family Residential
2103 Redwood Avenue, Melbourne Beach, FL 32951
Zoning: 2RS – Single Family Residential

This application is submitted for Site Plan Review of proposed improvements to an existing one-story single-family residence located at 2103 Redwood Avenue, Melbourne Beach, Florida.

The property is currently developed with a legally existing single-family home. The proposed project does not change the use, zoning classification, density, or future land use designation of the property. The use will remain single-family residential.

The proposed improvements include:

- A 473 square foot residential addition to expand the conditioned living area.
- Construction of a new 385 square foot covered lanai attached to the residence.
- Selective interior demolition and remodeling.
- CMU wall opening modifications and structural tie-ins.
- Installation of new impact-rated doors and code-compliant egress windows.
- Removal and replacement of the existing roofing system in compliance with current Florida Building Code wind load requirements.

The addition and lanai will comply with required setbacks, lot coverage limitations, and height restrictions under the 2RS zoning district. No additional dwelling units are proposed.

The project does not require a variance, rezoning, or special exception. It maintains the residential character of the neighborhood and is consistent with surrounding single-family development.

Stormwater and drainage conditions will remain consistent with existing site conditions, and any required compliance will be addressed in accordance with Town standards.

The improvements modernize and expand the existing residence while maintaining full compliance with the Florida Building Code (2023, 8th Edition) and applicable Town of Melbourne Beach regulations.

Respectfully submitted,

Wilker Di Pietro
Certified Building Contractor – CBC1268224
VILAG Improvements Corp

Index Of Sheets

1	Cover Page I
2	Cover Page II
3	Notes & Details
4	Additional Notes & Details
5	Add Details & Pressure Calcs
6	Demolition Plan I
7	Demolition Plan II
8	Foundation Plan
9	Floor Plan
10	Roof Plan
11	Front & Right Elevations
12	Rear & Left Elevations
13	Electrical Plan

General Structure Data:

Occupancy Type: Residential-Single Family

Building Area: 3053sf

Existing Area Calculations

Living:	1634sf
F/Open Porch:	88sf
Garage:	473sf
R/Encl. Porch:	259sf
R/Open Porch:	446sf

Totals

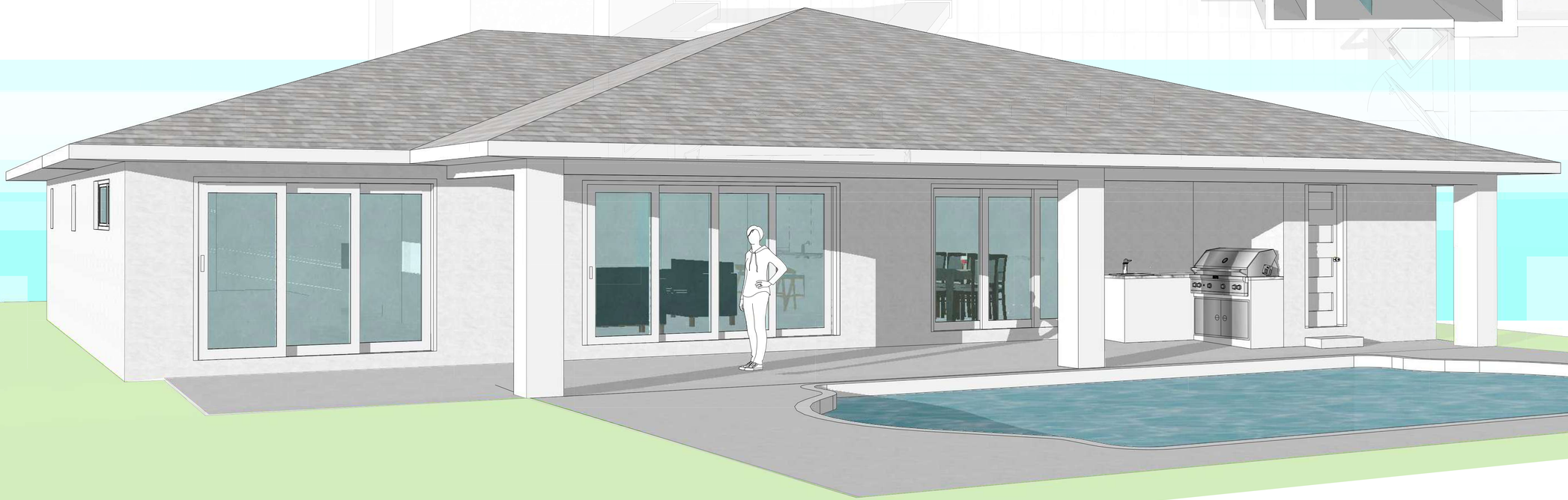
Total Area: 2900sf

Post-Construction Area Calculations

Living:	2189sf	+82sf Remod. into Living +473sf Additions
F/Open Porch:	88sf	
Garage:	391sf	-82sf Remod. into Living
R/Encl. Porch:	0sf	Removed
R/Open Porch:	0sf	Removed
Lanai:	385sf	Addition

Totals

Total Area: 3053sf



ARMISTEAD DESIGN INC

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Chris Feddersen
Project DESIGNER

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

Douglas A. Czerwinski P.E.
Digitally signed by Douglas A. Czerwinski P.E.
Date: 2025.12.09 13:26:32 -05'00'

REVISIONS
Description Date

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project № 08142025

FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

COVER PAGE I

Scale NTS

PAGE № 01

Rondon Addition & Remodel

When it's all done

YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon *2103 Redwood Ave* *Melbourne Beach, FL 32951*	Project № *08142025*

FIELD CONDITIONS , PRODUCTS, AND ASEEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

ARMISTEAD DESIGN INC

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

REVISIONS

Description	*Date*

Project DESIGNER
Chris Feddersen

Codes In Effect:
Florida Building Code Residential 2023 (8th Ed.)
Florida Building Code Energy Conservation 2023 (8th Ed.)
National Electric Code 2020 (NFPA 70)

COVER PAGE II

Scale ◆ *NTS*

PAGE №
02

General Notes

1. The intent of these documents is to include all work and items necessary for the completion of the work. Therefore, it does not matter whether the item is shown or not, all items necessary for the intended result must be provided.
2. All material must be new without blemishes or defects of any kind.
3. All work should be of the highest quality for the trade involved.
4. Unless noted otherwise (uno), all work shall be guaranteed for a minimum of one year from the date of occupancy.
5. General contractor and subcontractors must be currently licensed in the state of Florida to perform their trade.
6. Owner must approve substitutions of any item.
7. General contractor shall be responsible for the coordination and quality of workmanship by all trades. This includes proper installation of any roofing systems, flashings, sealants, secondary water proofing, and any other required resistance to water intrusion.
8. General contractor must obtain and maintain liability insurance as required by contract until completion of the job.
9. If any part of these documents is not clear, the general contractor or the subcontractor must ask the Engineer for clarification. Lack of understanding does not excuse improper installation or construction.
10. These plans have been prepared in compliance with the latest edition of the Florida Building Code with current revisions.
11. Dimensions should be used in lieu of scaling.
12. All new exterior doors and windows shall be wind resistant and installed per manufacturer's specifications to ensure that they will meet wind load requirements.

Concrete

1. All concrete shall be as designed to develop a compressed strength as follows: foundations 2500 psi
2. All reinforced steel shall be deformed bars conforming to ASTM A-615 Grade 40
3. All concrete reinforcement shall be detailed, fabricated, labeled, supported and spaced in forms and secured in place as per building code requirements for reinforced concrete. ACI 318-19 and the manuals of standard practice for detailing reinforced concrete structures, ACI 315 latest edition.
4. All #5 bar splices and dowels shall lap 25 inches unless noted otherwise.
5. Unless otherwise permitted or specified, the concrete shall be proportional and produced to have a slump of 3" minimum and 5" maximum immediately after depositing.
6. Welded wire fabric shall conform to ASTM-185. 1.5#/yd fibermesh may be used with or in lieu of WWF or vice versa.
7. Minimum concrete protection for reinforcing bars:

structural part cover minimum (concrete cast against and permanently exposed to earth)	clear footings, 3 inches
Footing and walls (concrete cast in forms permanently exposed to earth)	2 inches
slab (in contact with earth)	2 inches
beams (to stirrups)	2 inches
columns (to ties) above grade	2 inches

8. Foundations and slabs on grade are designed to bear on soil with minimum safe bearing capacity of 2000 P.S.F. It is the responsibility of the contractor to provide the required capacity under all foundations and slabs.
9. Control joints shall be installed per ACI 224.3R.

Masonry

1. Masonry construction shall conform to ACI 530 & 530.1, Building Code Requirements for Masonry Structures, ASN specifications. Masonry walls have been designed as reinforced masonry retaining walls.
2. Concrete blocks shall conform to ASTM C 90 (28 days strength = 2000 Psi (net area), Fm = 1800 Psi) Laid in running bond with full mortar embedment.
3. Mortar/Concrete/Grout shall be type M.
4. Reinforce masonry walls vertically as indicated on plans. Use 3000 psi concrete grout for filled cells.
5. Locate one filled cell at each side of openings, @ corners, wall intersections, high side of wall step up, within 8" of girder locations, and at internal bearing walls.
6. Fill the cell full height with grout and (1) #5 rebar.
7. All vertical reinforcing shall be provided as indicated and shall be installed as follows:

Provide clean-out space at bottom of each reinforced cell (at location of reinforcing steel dowel in foundations or previous concrete placement) Install vertical steel tied to dowel at bottom and at top. Cover clean out opening and fill with 3000 psi grout.

8. Continuous bond beams shall be provided as shown on the wall section(s).
9. All reinforcing steel shall conform to ASTM A615 Grade 40.
10. 8" deep bond beam with (1) #5 continuous.
11. Install (1) #5 below window openings.
12. Conrol joints shall be installed per NCMA TEK 10-02D.

Roof Notes

1. The roof trusses shall be sheathed Per TYPICAL NAILING SCHEDULE.
2. Contractor to provide roof vent that complies with Florida Building Code section R806
3. Galv (26 ga min) or alum flashing shall be used at gutters, wall & roof intersections, roof slope changes, & roof openings. Use of weep screeds, control joints, or expansion joints shall be used to drain moisture. Only workers who understand proper installations of any water barriers, including flashings and sealants, shall be used.
4. For tile roof use 30# dry in, 90# felt and hot mop w/ screw down installation per Roof Tile Institute System Two, UNO. Install tile roof system in accordance w/ FRSA/TRI per FBC 1507.3.7 & FBCR 905.3.
5. Modified Bitumen roof systems shall be Florida Product Approved. System shall be non-insulated (insulation is under the deck). Self-adhering or mechanically fastened systems for use on wood deck shall be allowed.

Framing Notes

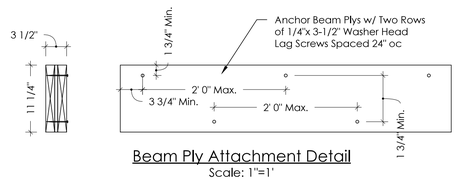
1. Structural lumber shall be 2X4 SPF Grade 2 minimum. Stud spacing on interior and exterior bearing walls shall be 16"oc UNO. Walls shall be anchored with 1/2" dia. anchor bolts, 10" long spaced 48"oc UNO.
2. 2X studs at 16" O.C. shall be used for interior partition walls. Stud spacing for all walls shall not exceed 16"oc.
3. When manufactured wood connectors are used, framing contractor is to follow manufacturer's recommendations as to quantity and size of nails. If engineer specified connector will not work in field, please contact engineer for substitution.
4. Supplier of pre-engineered trusses shall provide roof truss plans sealed by a Florida Registered Professional Engineer.

Precast Concrete Lintels

1. All precast concrete lintels shall have a minimum bearing of 8" on each side.
2. Lintels over openings larger than 14'-0" must be pre-stressed.
3. All lintels are to have 1 #5 bar (2 #5 bars for openings over 10'-0") and concrete poured in lintel cavity, unless noted otherwise.
4. Lintels to be Cast-Crete or equivalent.

Moisture Mitigation & Water Leaks

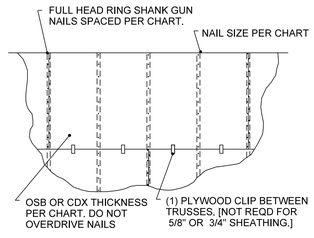
1. Moisture and leaks are major concerns. Contractor shall ensure all ventilation including but not limited to roof & any crawl space (as applicable) are installed per current Code requirement.
2. Contractor shall ensure all roof, wall, door, window, deck, and balcony flashings & waterproofings are installed correctly & meet all current code requirements.
3. Ventilation and waterproofing shall be addressed by the contractor even if any of these were omitted in these drawings.



Beam Ply Attachment Detail
Scale: 1"=1'

#2	GRADE 2 DIMENSIONAL LUMBER	DIM.	DIMENSION	LFT.	LINEAR FEET	REV.	REVISION
A.B.	ANCHOR BOLT	DL	DEAD LOAD	LAM	LAMINATE	RM	ROOM
A.F.F.	ABOVE FINISHED FLOOR	DN.	DOWN	LAT.	LATERAL	RMV.	REMOVE
A.F.G.	ABOVE FINISHED GRADE	DEG.	DEGREES	LIN.	LINEAR	S.C.	SOLID CORE
A/C	AIR CONDITIONING	E.F.	EXHAUST FAN	LINO.	LINOLEUM	S.D.	SMOKE DETECTOR
ABV.	ABOVE	E.J.	EXPANSION JOINT	LTG.	LIGHTING	SCHED.	SCHEDULE
AHU	AIR HANDLER UNIT	E.N.	END NAILING	LVL	LAMINATED VENEER LUMBER	SECT.	SECTION
AL. or ALUM.	ALUMINUM	E.W.	EACH WAY	M.O.	MASONRY OPENING	SH.	SHEET
ALT.	ALTERNATE	EA.	EACH	MAR.	MARBLE	SPECS	SPECIFICATIONS
ASPH.	ASPHALT	EL	ELEVATION	MAS.	MASONRY	SPKR.	SPEAKER
AVG	AVERAGE	ELECT.	"ELECTRIC, ELECTRICAL"	MAX.	MAXIMUM	SPF	SPRUCE PINE FIR
AWG	AMERICAN WIRE GAUGE	ELEV.	ELEVATOR	MECH.	MECHANICAL	SF	SQUARE FEET
∠	ANGLE	EQ.	EQUAL	MED.	MEDIUM	SQ. IN.	SQUARE INCHES
B.F.F.	BELOW FINISHED FLOOR	EQUIP.	EQUIPMENT	MFG.	MANUFACTURING	STD.	STANDARD
B.O.	BOTTOM OF	EST.	ESTIMATE	MFR.	MANUFACTURER	STL.	STEEL
B.O.F.	BOTTOM OF FOOTING	EXC.	EXCAVATE	MIN.	MINIMUM	SUSP.	SUSPENDED
BUI.	BUILT UP	EXH.	EXHAUST	MISC.	MISCELLANEOUS	SW	SWITCH
B/C	BACK OF CURB	EXIST. or E	EXISTING	MOD.	MODULAR	SYM	SYMMETRICAL
BD.	BOARD	EXT.	EXTERIOR	MTL.	METAL	SYP	SOUTHERN YELLOW PINE
BLDG	BUILDING	F.O.	FACE OF	MUL	MULLION	SYS.	SYSTEM
BLK.	BLOCK	FAB.	FABRICATE	N.T.S.	NOT TO SCALE	T & G	TONGUE AND GROOVE
BLKG.	BLOCKING	FDN.	FOUNDATION	NCM	NON-CORROSIVE METAL	T.B.	THROUGH BOLT
BM.	BEAM	F.F.E.	FINISHED FLOOR ELEVATION	NFC	NOT FOR CONSTRUCTION	T.O.	TOP OF
BRG.	BEARING	FIN.	FINISH	NLR.	NAILER	T.O.B.	TOP OF BEAM
C.I.P.	CAST IN PLACE	FL	FLOOR	NO.	NUMBER	T.O.C.	TOP OF CURB
C.J.	CONTROL JOINT	FTG.	FOOTING	NOM.	NOMINAL	T.O.F.	TOP OF FOOTING
C.O.	CLEAN OUT	FURN.	FURNISH	O.C. or O/C	ON CENTER	T.O.J.	TOP OF JOIST
C.T.	CERAMIC TILE	GA.	GAUGE	O.D.	OUTSIDE DIAMETER	T.O.M.	TOP OF MASONRY
CAB	CABINET	GALV.	GALVANIZED	O.H.	OVER HANG	T.O.S.	TOP OF SLAB
CEM.	CEMENT	GAR.	GARAGE	OH	OVER HEAD	T.O.W.	TOP OF WALL
CER	CERAMIC	GFCI	GROUND FAULT CIRCUIT INTERRUPTER	OPNG.	OPENING	THD.	THREADED
CFM	CUBIC FEET PER MINUTE	GFI	GROUND FAULT INTERRUPTER	OPPO.	OPPOSITE	THK.	THICK
CH or C	CHANNEL	GL	GLASS	P.C.	PRECAST CONCRETE	THRU	THROUGH
CKT. BKR.	CIRCUIT BREAKER	GYP.	GYPSUM	P.L. or ℄	PROPERTY LINE	TLT.	TOILET
CL or ℄ or C/L	CENTERLINE	GYP. BD.	GYPSUM BOARD	PERF.	PERFORATED	TYP.	TYPICAL
CLG.	CEILING	H.B.	HOSE BIBB	PERP. or ⊥	PERPENDICULAR	UNF.	UNFINISHED
CLKG.	CAULKING	H.C.	HOLLOW CORE	PLUMB.	PLUMBING	UNO =OR= U.N.O.	UNLESS NOTED OTHERWISE
CLO.	CLOSET	H/C	HANDICAPPED	PLYWD.	PLYWOOD	UR	URINAL
CLR.	CLEAR	HGT.	HEIGHT	PREFAB.	PREFABRICATED	V.B.	VAPOR BARRIER
CMU	CONCRETE MASONRY UNIT	HOR.	HORIZONTAL	PSF	POUNDS PER SQUARE FOOT	V.I.F.	VERIFY IN FIELD
CNTRD.	CENTERED	HTR	HEATER	PSI	POUNDS PER SQUARE INCH	VA	VOLT AMPERE
COL.	COLUMN	HVAC	HEATING, VENTILATING & AIR CONDITIONING	PTN.	PARTITION	VERT.	VERTICAL
COMB.	COMBINATION	HW	HOT WATER	PWR.	POWER	W/C or W.C.	WATER CLOSET
CONC.	CONCRETE	HYD.	HYDRAULIC	QTY.	QUANTITY	WDW	WINDOW
CONST.	CONSTRUCTION	ID	IDENTIFICATION	R	RADIUS	WCT	WAINSCOT
CONT.	CONTINUOUS	ICF	INSULATED CONCRETE FORMS	R.O.	ROUGH OPENING	WP	WEATHER PROOF
CONTR.	CONTRACTOR	IG	ISOLATED GROUND	R.O.W.	RIGHT OF WAY	WT.	WEIGHT
D.S.	DOWN SPOUT	INSUL.	INSULATION	REF	REFRIGERATOR	W/	WITH
D/W	DISHWASHER	INT.	INTERIOR	REF.	REFERENCE	W/O	WITHOUT
DBL.	DOUBLE	J-BOX	JUNCTION BOX	REINF.	REINFORCED	WD.	WOOD
DEMO	DEMOLITION	JCT.	JUNCTION	REQ'D.	REQUIRED	W.I.	WROUGHT IRON
DIA. or Ø	DIAMETER	JST.	JOIST	RET.	RETURN	YD.	YARD
DIAG.	DIAGONAL	L.E.D.	LIGHT EMITTING DIODE				

table of abbreviations



USE 8d GUN NAILS FOR SHEATHING 15/32" OR LESS, OTHERWISE USE 10d GUN NAILS. E = PANEL EDGES, F = PANEL FIELD.

MPH	EXPOSURE B				EXPOSURE C				EXPOSURE D			
	SHEATHING THICKNESS (IN)	SPAN RATING (IN)	NAIL SPACING (IN)		SHEATHING THICKNESS (IN)	SPAN RATING (IN)	NAIL SPACING (IN)		SHEATHING THICKNESS (IN)	SPAN RATING (IN)	NAIL SPACING (IN)	
			E	F			E	F			E	F
140	7/16	24/16	6	6	19/32	40/20	6	6	19/32	40/20	6	6
150	15/32	32/16	6	6	19/32	40/20	6	6	19/32	40/20	4	4
160	19/32	40/20	6	6	19/32	40/20	6	6	19/32	40/20	4	4
170	19/32	40/20	6	6	19/32	40/20	4	4	23/32	48/24	4	4
180	19/32	40/20	6	6	23/32	48/24	4	4	23/32	48/24	4	4

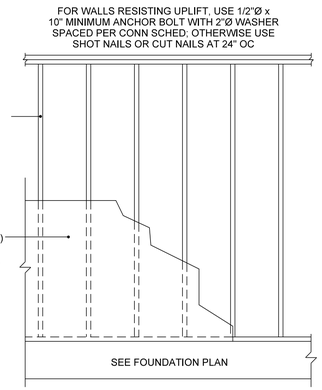
TYPICAL NAILING SCHEDULE

NAILSCHEDULE.dwg 13MAY21 SEK SCALE: NTS

Wind Load Notes

These plans prepared to comply with FBC latest edition and other applicable codes. See "Codes in Effect" note (PG.2).

1. Ultimate Design Wind Speed: 160mph
2. Exposure Category: D
3. All new structures and openings on this plan are designed as fully enclosed.
4. According to ASCE 7-22, this structure occurs within the wind-bourne debris region. Protection of openings is required.
5. All new exterior doors and windows must be installed per manufacturer's specifications to ensure that it will meet design wind load requirements.
6. Exterior doors and windows shall comply with testing and labeling requirements of FBC.
7. 7. ROOF LIVE LOAD (LL)=20 PSF; ROOF TOP CHORD DEAD LOAD (DL) (SHINGLE)=7 PSF; ROOF DL (TILE)=15 PSF; BOTTOM CHORD DL=10 PSF FLOOR LL=40 PSF (BALCONY LL=40 PSF FLOOR TOP CHORD DL=10 PSF, FLOOR BOTTOM CHORD DL=5 PSF.
8. Internal Pressure Coefficient: +/-0.18
9. Risk Category II



NOTE: SEE ALL OTHER FRAMING DETAILS FOR STRUCTURAL SPECIFICATIONS.

0800 28JUN12 INTERIOR FRAME WALL FINISHING DETAIL
SCALE: NTS

Flashing

Approved metal flashing, vinyl flashing, self-adhered membranes and mechanically attached flexible flashing shall be applied shingle-fashion or in accordance with the manufacturer's instructions. Metal flashing shall be corrosion resistant. Fluid-applied membranes used as flashing shall be applied in accordance with the manufacturer's instructions. All flashing shall be applied in a manner to prevent the entry of water into the wall cavity or penetration of water to the building structural framing components. Self-adhered membranes used as flashing shall comply with AAMA 711. All exterior fenestration products shall be sealed at the juncture with the building wall with a sealant complying with AAMA 800 or ASTM C920 Class 25 Grade NS or greater for proper joint expansion and contraction, ASTM C1281, AAMA 812, or other approved standard as appropriate for the type of sealant. Fluid-applied membranes used as flashing in exterior walls shall comply with AAMA 714. The flashing shall extend to the surface of the exterior wall finish. Approved flashings shall be installed at the following locations:

1.Exterior window and door openings. Flashing at exterior window and door openings shall extend to the surface of the exterior wall finish or to the water-resistive barrier complying with Section 703.2 for subsequent drainage. Mechanically attached flexible flashings shall comply with AAMA 712. Flashing at exterior window and door openings shall be installed in accordance with one or more of the following:

1.1. The fenestration manufacturer's installation and flashing instructions, or for applications not addressed in the fenestration manufacturer's instructions, in accordance with the flashing or water-resistive barrier manufacturer's instructions. Where flashing instructions or details are not provided, pan flashing shall be installed at the sill of exterior window and door openings. Pan flashing shall be sealed or sloped in such a manner as to direct water to the surface of the exterior wall finish or to the water-resistive barrier for subsequent drainage. Openings using pan flashing shall incorporate flashing or protection at the head and sides.

1.2. In accordance with the flashing design or method of a registered design professional.

1.3. In accordance with other approved methods.

1.4. In accordance with FMA/AAMA 100, FMA/AAMA 200, FMA/WDMA 250, FMA/AAMA/WDMA 300 or FMA/AAMA/WDMA 400, or FMA/AAMA/WDMA 2710.

2.At the intersection of chimneys or other masonry construction with frame or stucco walls, with projecting lips on both sides under stucco copings.

3.Under and at the ends of masonry, wood or metal copings and sills.

4.Continuously above all projecting wood trim.

5.Where exterior porches, decks or stairs attach to a wall or floor assembly of wood-frame construction.

6.At wall and roof intersections.

7.At built-in gutters.

ARMISTEAD DESIGN INC
675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project № 08142025

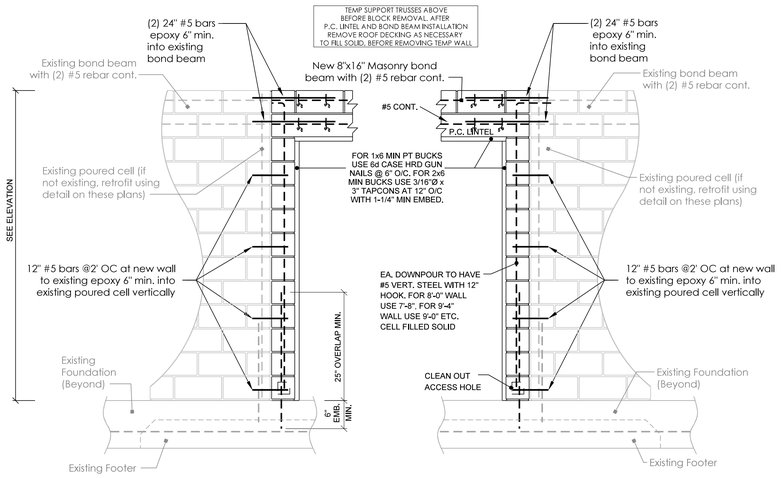
FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

REVISIONS
Description Date

NOTES & DETAILS

Scale ◆ NTS

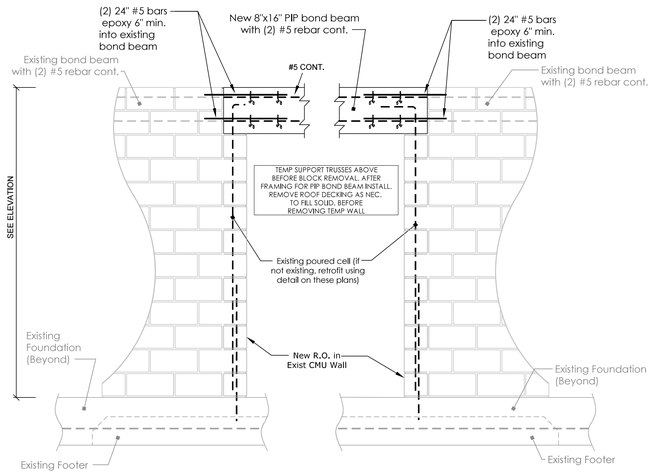
PAGE №
03



0728S 3DEC25

New Door/Slider Buck & Rebar in Enlarged Opening to Existing Block Wall Connection

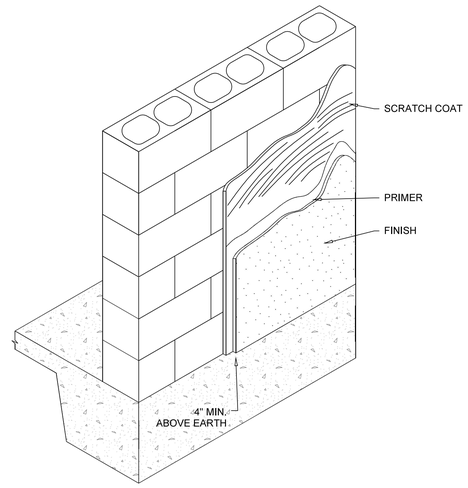
Scale: NTS



0728P 3DEC25

NEW 8"x16" PIP Bond Beam @ Enlarged Opening In Wall

Scale: NTS



STUCCO ON CMU DETAIL

STUCCOCMU.DWG 29JUL17

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

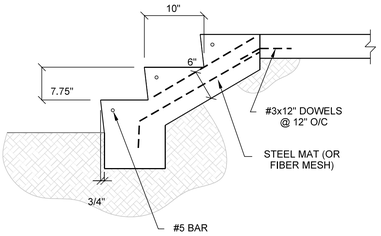
REVISIONS
Description *Date*

FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

ADDITIONAL NOTES & DETAILS

Scale ◆ *NTS*

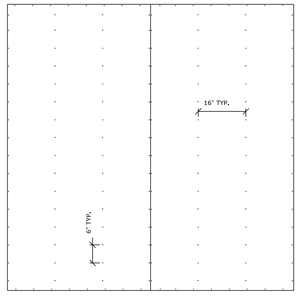
PAGE №
04



1427 19FEB17

CONCRETE STAIR SECTION

SCALE: NTS

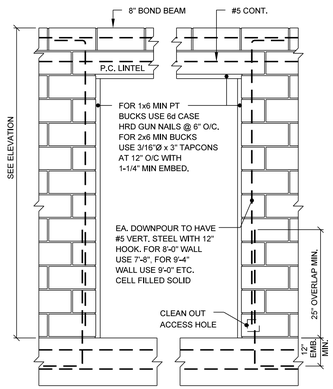


USE 8d GUN NAILS (2" x .113"Ø MIN.) SPACED 6" O/C.
PLACE NAILS 3/8" MIN. FROM EDGES & 2" MIN FROM CORNERS.
PROVIDES 200 plf OF SHEAR STRENGTH.

1101 21APR06

7/16" OSB SHEAR SPECIFICATIONS

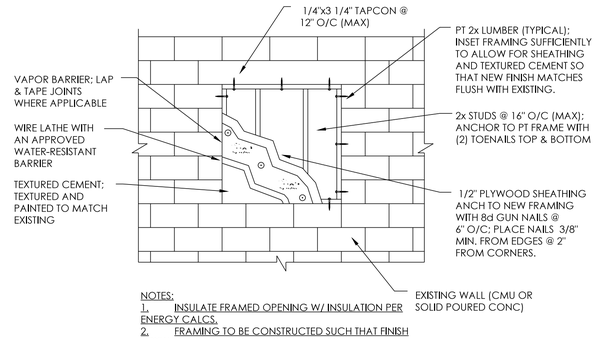
SCALE: NTS



0902 31MAY06

DOOR/SLIDER BUCK AND REBAR DETAIL

SCALE: NTS

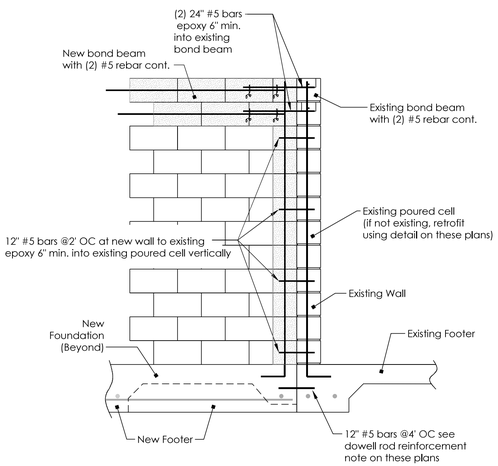


NOTES:
1. INSULATE FRAMED OPENING W/ INSULATION PER ENERGY CALCS.
2. FRAMING TO BE CONSTRUCTED SUCH THAT FINISH DRYWALL ON INTERIOR MATCHES EXISTING.
3. DETAIL APPLICABLE TO OPENINGS FOR WINDOWS, DOORS, PORCHES.

0729 18OCT19

EXISTING OPENING FRAME-IN DETAIL

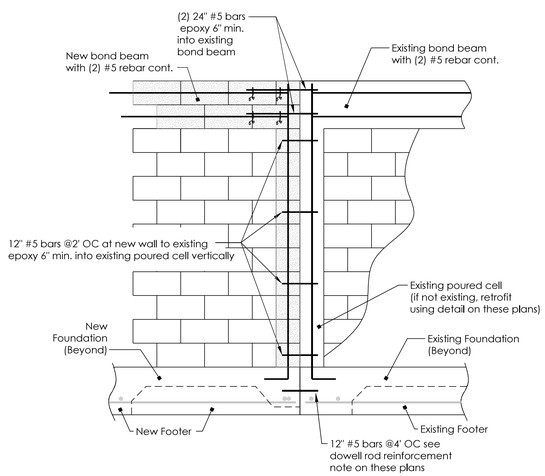
SCALE: NTS



0728M 3DEC25

New to Existing Block Wall Connection (Mid-Wall)

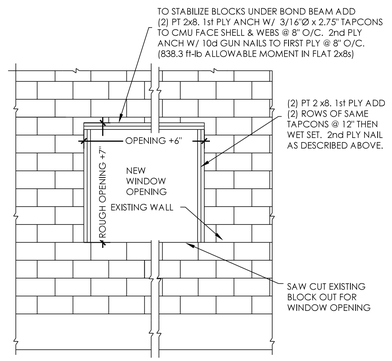
Scale: NTS



0728C 3DEC25

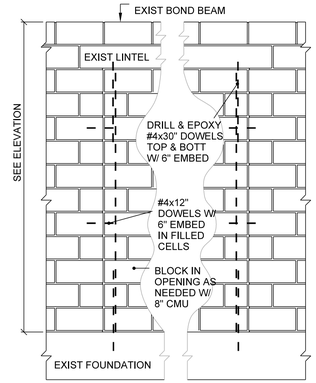
New to Existing Block Wall Connection (@ Corner/Cut End)

Scale: NTS



0904V 18JUL17

NEW OPENING IN EXISTING CMU WALL



0903A 04JUN20

BLOCK IN EXIST OPENING DETAIL

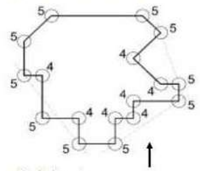
SCALE: NTS

Wind PSF ® — Wind Pressures on Buildings~

Main Wind Force Resisting Systems (MWFRS) and Components & Cladding (C&C) — **Version 1.51** — MWFRS →

					0.85	G	Default value: program designed for rigid structures only
A)	Occupancy	(Highest occupational use)[1]	Select	FBC	R-3 Single-family / Duplex		Select/Enter boxes with **RED** font, computed values in **BLACK.**
B)	**Risk Category**	(I, II, III or IV based upon occupancy selected)			II		**Buildings other then I, III or IV such as: single-family, duplexes, apartments, motels and hotels, businesses, storage, retail, manufacturing, non-hazardous storage, I-2 instutional (<50), I-4 (<250), I-3, Group E (<250) or assembly (<300), etc.**
C)	Ultimate Wind Speed (Vult)	(Per risk category & location, see ASCE web link below)	Enter		160 mph	Vult	qh= 57.4 PSF Vult= **Ult**imate design wind speed.
D)	**Nominal Wind Speed (Vasd)**	(Computed based upon Vult)			124 mph	Vasd	qh= 34.4 PSF Vasd= **A**llowable **S**tress **D**esign wind speed.
E)	Is building within 1 mile of mean high water of a large body of open water or coastline?		Yes/No?		Yes		(Open body of water >1 mile in width)
F)	Topographic Effect	(Level, hill or escarpment)	Select		Level	1.0 Kzt	**<10% slope (2:12)**
G)	Directionality Factor	(Typical or atypical building proportions)	Select		Typical	0.85 Kd	**Typical building proportions**
H)	Ground Elevation Factor	(<1,000 ft to >6,000 feet elevation)	Select		<1,000 feet	1.00 Ke	Elevation above sea level
I)	Building Width (Shortest)	(Bounding width enclosing building)	Enter		59.3 feet	W or b	(W for width, 'b' for base width for h/b computation)
J)	Building Length (Longest)	(Bounding length enclosing building)	Enter		59.3 feet	L	(L for length)
K)	Ridge Height	(Highest roof ridge height)	Enter		17.0 feet	H	(H for ridge height, 'h' for mean height) C & C →
L)	Eave Height	(Average roof eave height)	Enter		7.9 feet	3.7 :12	**Est. slope for equal slope flat, gable (width) or hip roofs**
M)	Roof Slope	(User defined average roof rise:run or slope)	Select		4.0:12 slope	18.0 Degrees	**Check: Does selected roof slope agree with est. slope?**
N)	**Mean Roof Height (h)**	(Average of ridge and eave heights)			12.5 feet	15 h	
O)	Exposure Category	(**A**= Urban, **B** = suburban, **C** = rural, or **D** = open)	Select		D Open	1.03 Kz	**Flat unobstructed area or within 1500 ft of open water >1 mile wide**
P)	Roof Type	(Flat, gable, hip, low/high mono-slope, step, mansard)	Select		Hip	7 to <20 Degrees	**90%+ hip roofs, steepest slope**
Q)	Use Vult or Vasd Pressures for Main Wind Force Resisting Systems (**MWFRS**)?		Select		Vult	Ult/Asd	**Vult** required unless building is fully ***shielded***, then **Vasd** is acceptable.
R)	Use Vult or Vasd Pressures for Components & Cladding (**C&C**)?		Select		Vasd	Ult/Asd	**Vasd** minimum, **Vult** recommended against wind ***gust*** pressures.
S)	**Impact protection required?**	(Wind Borne Debris Region '**WBDR**' per ASTM E-1996)			YES	Zone 3	**Level D Large missile <=30 feet height, medium missile >30 feet height**
T)	**Skylight, if any, protection?**	(One- and Two-Family Dwellings only)			YES	Zone 3	**Level C Medium missile <=30 feet height, small missile >30 feet height**
U)	Enclosure	(Enclosed, partially enclosed, partially open, or open)	Select		Enclosed	0.18 GCpi	**<1% open wall area total**
		(Note: For extra safety, consider 'Partially Enclosed' in the event of an opening breach.)					
V)	Building Overhang	(Average overhang width)	Enter		2.0 feet		
W)	**Building Height/Width Ratio**	(Building height divided by building width)			0.2 h/b		
X)	**Fence or Monument Sign Pressure**	Vasd + = **40.6** PSF + Vasd - = **-54.4** PSF	Combined=		95.0 PSF	qp	
Y)	**Canopy Uplift**	(Vult most critical ratio: canopy height to building height.)			126.9 PSF	1.4	
Z)	**Classifications & ratings**				3 Cat		Saffir-Simpons hurricane wind category (Cat)
					2 EF		Enhanced Fujita (EF) Tornado rating
					39 DP		C&C Design Pressure (DP) rating
	04012024	FBC Classifications as per 2023 Florida Building Code (**FBC**) 8th Edition			G Class		Minimum rated asphalt shingles class required

Units (decimal): FT = Feet; SF = Square Feet; PSF = Pounds per Square Foot; MPH = Miles Per Hour



Wall Window & Door Pressures (Note: Width, height, distance* and areas measured in decimal feet.) *Distance from edge of opening to any building envelope exterior corner or protruding outside corner, see illustration above.

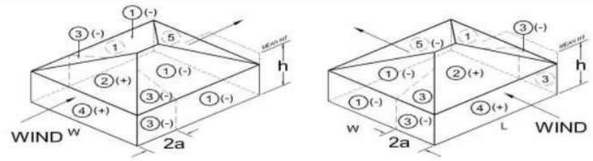
#	Description	Width	Height	Distance*	Area	SF	Zone	+ Max[1]	- Min[1]
1	Exist 5068 F (Front Door)	5.3	6.7	13.7	35	SF	4	+ 39.0 PSF	- 42.3 PSF
2	New 2020 FXD (G. Bath)	2.0	2.0	11.7	4	SF	4	+ 40.6 PSF	- 44.1 PSF
3	New SH-25 (G. Bedroom)	3.0	5.2	14.0	16	SF	4	+ 40.3 PSF	- 43.7 PSF
4	New SH-25 (G. Bedroom)	3.0	5.2	8.7	16	SF	4	+ 40.3 PSF	- 43.7 PSF
5	New 12-CSMNT (WIC)	1.7	2.0	3.0	3	SF	5	+ 40.6 PSF	- 54.4 PSF
6	New H32-CSMNT (M. Bath)	2.1	2.1	16.3	4	SF	4	+ 40.6 PSF	- 44.1 PSF
7	New D22-HR (M. Bedroom)	6.0	2.1	5.3	13	SF	4	+ 40.5 PSF	- 43.9 PSF
8	New 9068 SGD (M. Bedroom)	9.0	6.7	2.3	60	SF	5	+ 37.4 PSF	- 50.1 PSF
9	New 12068 SGD (Grt Rm)	12.0	6.7	17.3	80	SF	4	+ 36.2 PSF	- 39.2 PSF
10	New 9068 SGD (Dining)	9.0	6.7	18.3	60	SF	4	+ 37.4 PSF	- 40.6 PSF
11	New 2468 L (Pool Bath)	2.7	6.7	6.0	18	SF	4	+ 40.1 PSF	- 43.5 PSF
12	New 34-HR (Bed 4)	4.4	4.2	9.7	18	SF	4	+ 40.1 PSF	- 43.5 PSF
13	Exist 12-CSMNT (Bath 4)	1.7	2.0	35.0	3	SF	4	+ 40.6 PSF	- 44.1 PSF
14	New 34-HR (Bed 3)	4.4	4.2	25.3	18	SF	4	+ 40.1 PSF	- 43.5 PSF
15	Existing 2668 R Door (Garage)	2.7	6.7	17.3	18	SF	4	+ 40.1 PSF	- 43.5 PSF
16	Existing SH-23 (Garage)	3.0	3.0	6.6	9	SF	4	+ 40.6 PSF	- 44.1 PSF
17	Existing 16070 OHD (Garage)	16.0	7.0	3.1	112	SF	5	+ 34.9 PSF	- 46.8 PSF
18									
19									
20									
21									
22									
23									
24									
25									
26									

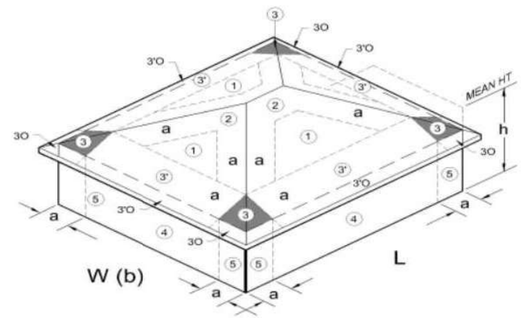
Roof Skylights & Roof Hatch Pressures[4] [4] Based on ASCE 7-16 Roof Zones

				Zone				Zone
1	Skylight or roof hatch				2	Skylight or roof hatch		

Wind *PSF* spreadsheet program is based on the ASCE 7-22 guidelines for buildings < 60 feet mean roof height & for areas >= 10 SF. Note: The registered design professional is ultimately responsible for verifying all designations and building wind pressure values.

[1]**16** PSF minimum for all for wall C&C and openings. [2]**16** PSF minimum for all roofs and overhangs. Location specific wind speeds visit: https://ascehazardtool.org DASMA.com Copyright © 2025 by **Wind *PSF*®, *LLC***



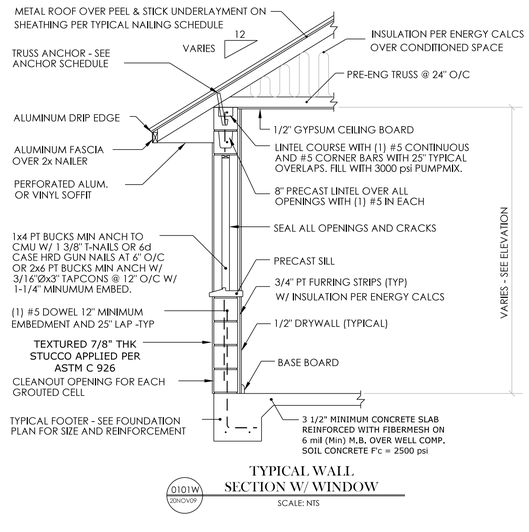


7		**Hip**		**Roof**	**7 to <=20**	**Degrees**		**h/b=<0.5**	
Vult (Ultimate Wind Speed)						**Vasd (Allowable Stress Design)**			
Roofs		+ Max[2]	**MWFRS[3]**	- Min[2]			+ Max[2]	MWFRS[3]	- Min[2]
Zone	1	+ 50.5 PSF	**- 87.8**	- 84.9 PSF		**1**	**+ 30.3** PSF	- 52.7	**- 51.0** PSF
Zone	2	+ 50.5 PSF	**- 84.9**	- 148.0 PSF		**2**	**+ 30.3** PSF	- 51.0	**- 88.8** PSF
Zone	3	+ 50.5 PSF	**- 90.7**	- 113.6 PSF		**3**	**+ 30.3** PSF	- 54.4	**- 68.2** PSF
Zone	3'	+ 50.5 PSF		- 113.6 PSF		**3'**	**+ 30.3** PSF		**- 68.2** PSF
Overhangs	1O			- 120.5 PSF		**1O**			**- 72.3** PSF
	2O			- 183.6 PSF		**2O**			**- 110.2** PSF
	3O			- 149.2 PSF		**3O**			**- 89.5** PSF
	3'O			- 149.2 PSF		**3'O**			**- 89.5** PSF

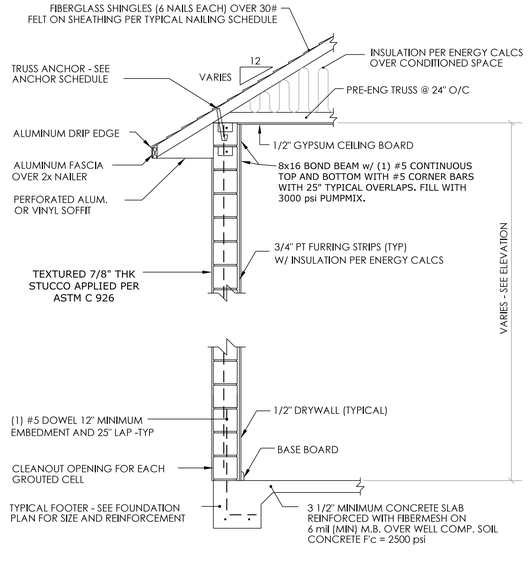
		ASCE	(7-22)		ASCE	(7-22)
Walls		C&C[1]	**MWFRS[3]**	C&C[1]		**C&C[1]**	MWFRS[3]	**C&C[1]**
Zone	4	+ 67.7 PSF	**- 54.2**	- 73.4 PSF	**4**	**+ 40.6** PSF	- 32.5	**- 44.1** PSF
Zone	5	+ 67.7 PSF	**- 75.8**	- 90.7 PSF	**5**	**+ 40.6** PSF	- 45.5	**- 54.4** PSF

End Zone a = **+ 5.0** feet Vult ± 251.3 PSF ←← **Parapets** →→ **Vasd ±** **150.8** PSF

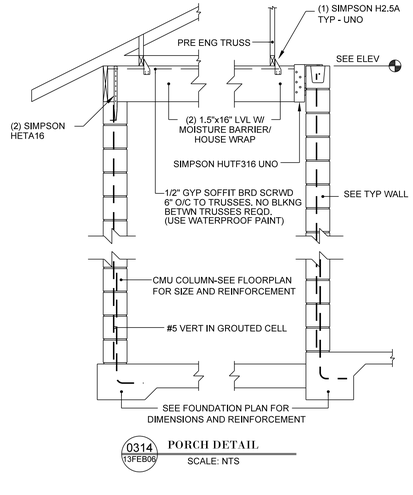
[3] MWFRS based upon >100 SF areas analysis method, **16** PSF minimum. (& Appurtenances)



0101W 20NOV09 — TYPICAL WALL SECTION W/ WINDOW — SCALE: NTS



0101 20NOV09 — TYPICAL WALL SECTION — SCALE: NTS



0314 13FEB08 — PORCH DETAIL — SCALE: NTS

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done → *YOU'RE GOING TO LOVE THIS HOUSE*

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

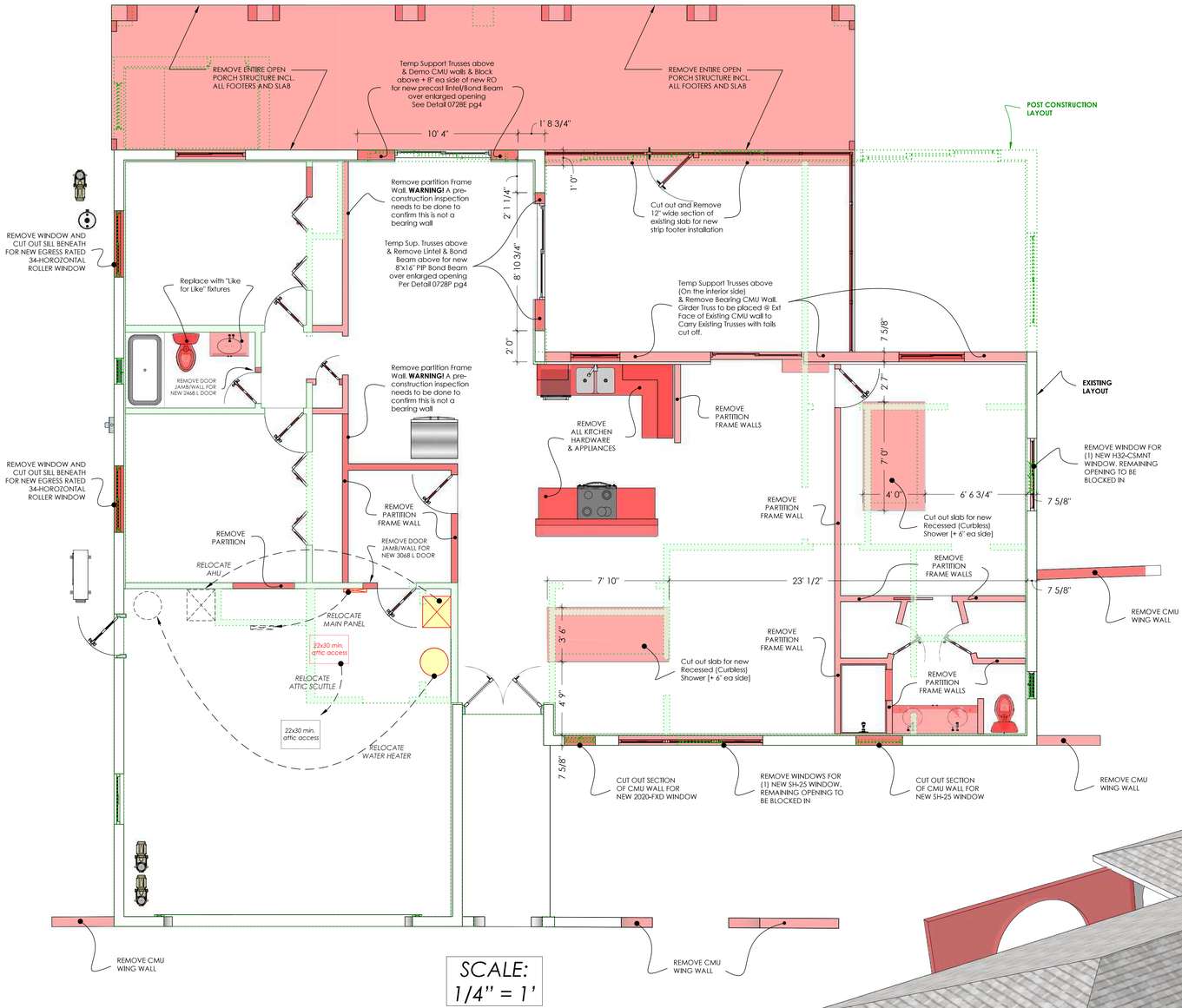
FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

REVISIONS
Description *Date*

ADDITIONAL DETAILS & WIND PRESSURE CALCS

Scale ◆ *NTS*

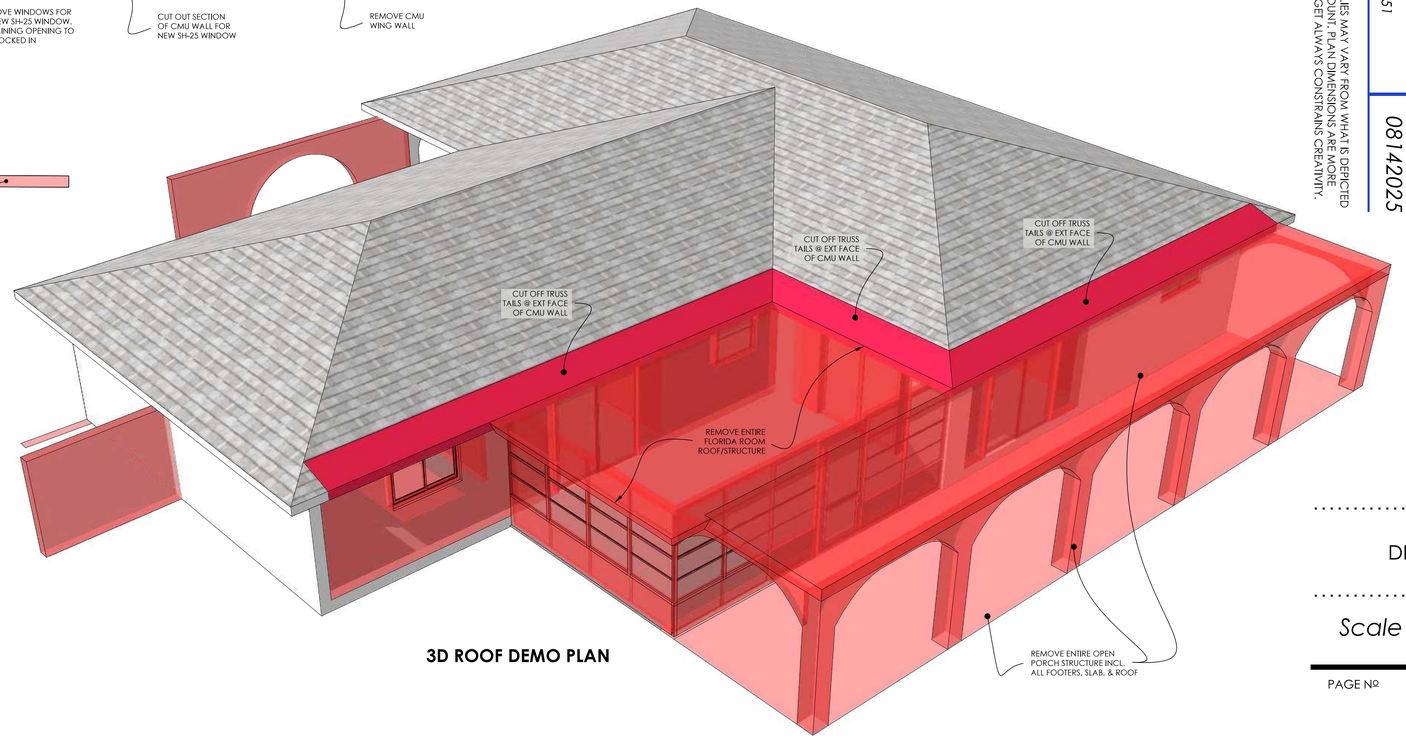
PAGE №
05



SCALE:
1/4" = 1'

Demolition Notes:

1. Demolish all walls shown based on legend.
2. See floor plan for dimensions of proposed openings.
3. Stability of the structure during demolition and construction is the contractors responsibility.
4. Removal of waste and destruction debris is the contractors responsibility.
5. Any unexpected conditions shall be reported to the engineer.
6. Shoring and temporary bracing shall be per engineers requirements and industry standards.
7. Safety of persons and pets in the surrounding area shall be the contractors responsibility.
8. Existing utilities not to be disturbed or damaged.
9. CONTRACTOR SHALL FIELD VERIFY ALL WALLS TO BE REMOVED ARE NON-BEARING.



3D ROOF DEMO PLAN

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

REVISIONS
Description — Date

Project DESIGNER
Chris Feddersen

Ronton Addition & Remodel

When it's all done — YOU'RE GOING TO LOVE THIS HOUSE

Victor Ronton
2103 Redwood Ave
Melbourne Beach, FL 32951

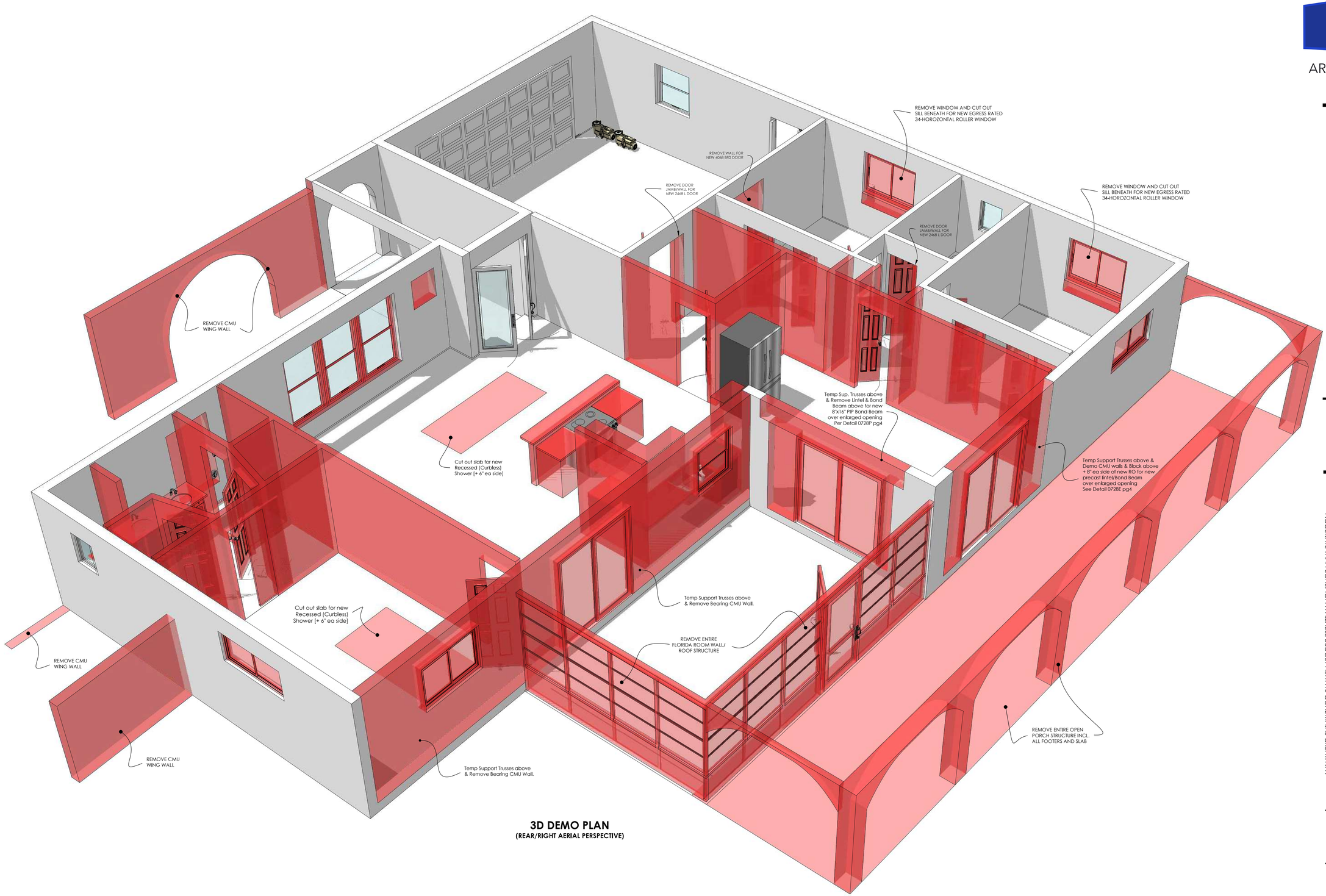
Project №
08142025

FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

DEMO PLAN

Scale ◆ NTS

PAGE №
06



3D DEMO PLAN
(REAR/RIGHT AERIAL PERSPECTIVE)

ARMISTEAD DESIGN INC

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

REVISIONS
Description *Date*

FIELD CONDITIONS , PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

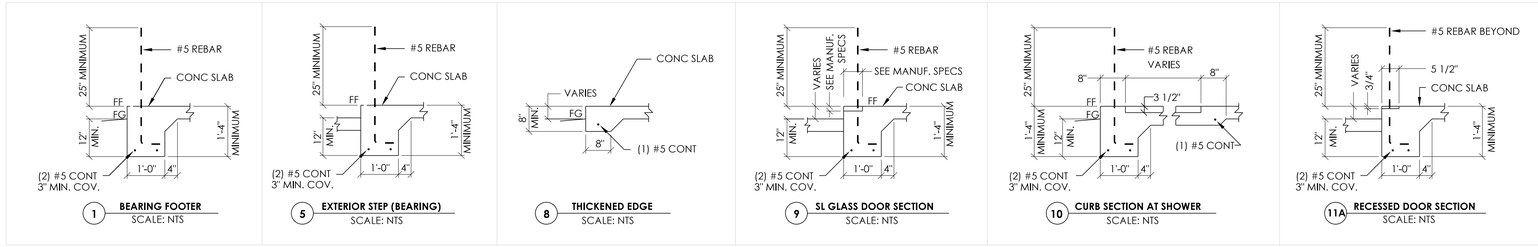
DEMO PLAN II

Scale ◆ *NTS*

PAGE №
07

NEW FOOTERS

NEW TO EXISTING FOOTERS



1 **BEARING FOOTER** SCALE: NTS

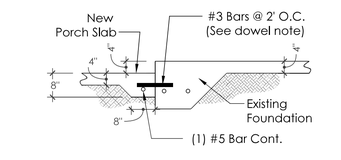
5 **EXTERIOR STEP (BEARING)** SCALE: NTS

8 **THICKENED EDGE** SCALE: NTS

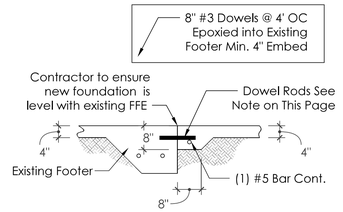
9 **SL GLASS DOOR SECTION** SCALE: NTS

10 **CURB SECTION AT SHOWER** SCALE: NTS

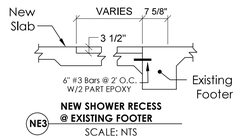
11A **RECESSED DOOR SECTION** SCALE: NTS



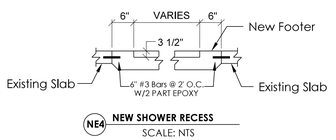
NE1 **NEW STEP DOWN FOOTER** SCALE: NTS



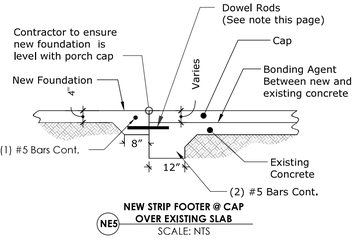
NE2 **NEW TO EXISTING FOOTER** SCALE: NTS



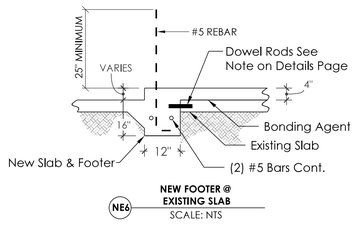
NE3 **NEW SHOWER RECESS @ EXISTING FOOTER** SCALE: NTS



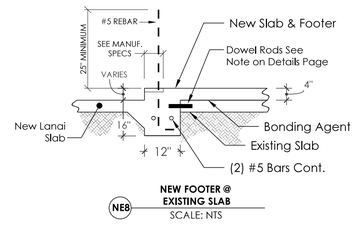
NE4 **NEW SHOWER RECESS** SCALE: NTS



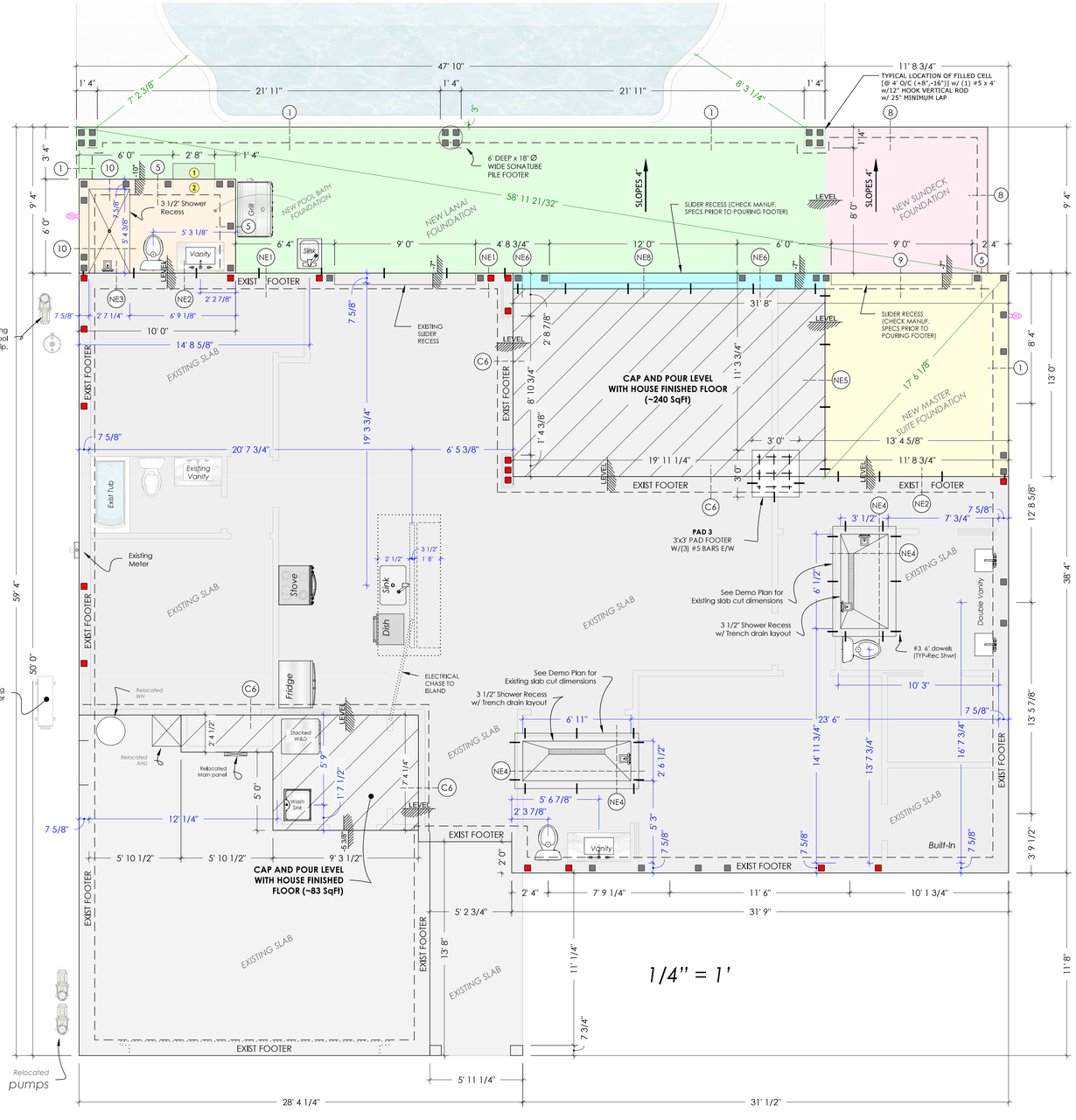
NE5 **NEW STRIP FOOTER @ CAP OVER EXISTING SLAB** SCALE: NTS

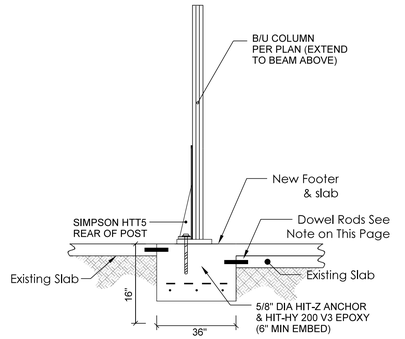


NE6 **NEW FOOTER @ EXISTING SLAB** SCALE: NTS

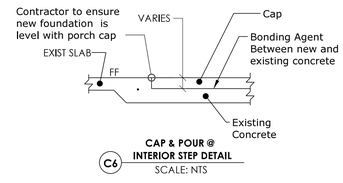


NE8 **NEW FOOTER @ EXISTING SLAB** SCALE: NTS





PAD3 20NOV25 **RETRO PAD FOOTER SECTION** SCALE: NTS



C6 **CAP & POUR @ INTERIOR STEP DETAIL** SCALE: NTS

DOWEL.dwg **DOWEL ROD REINFORCEMENT:** 18SEP19

* TO ANCHOR NEW MASONRY WALL AND/OR SLAB CONSTRUCTION TO EXISTING, DRILL 4" (MIN) AT 24"O/C (MAX) INTO CMU AND/OR CONCRETE (NO CLOSER THAN 1-1/2" FROM EDGES). REMOVE DUST PER MFGRS SPECS & USE 2-PART EPOXY TO ANCHOR #3x8" DOWELS IN PLACE (OPTION TO USE #5 DOWELS @ 48" O/C).

* FOR NEW MONO FOOTING TO EXISTING USE (2) #5x30" DOWELS FOR CONTINUOUS STEEL TIE OFF.

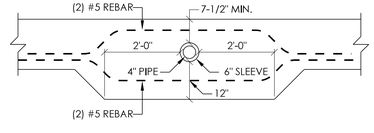
* FOR NEW BOND BEAM USE #5x30" DOWELS FOR EACH LINTEL COURSE AS APPLICABLE.

* ADD FILLED CELL TO EXISTING BLOCK WALL AT CONNECTION TO NEW CMU CONSTRUCTION WHERE ONE IS NOT ALREADY PRESENT.

Footer Notes:

All footers will be placed over 6 mil moisture barrier on well compacted soil, treated with a registered termiticide. All concrete used for slab and footers must be f'c=2500psi @ 28 days. All footings must extend 12" below grade and a minimum of 4" above grade

REGISTERED TERMITICIDE:
Product listed as registered for use as a preventative treatment for termites for new construction by the Florida Department of Agriculture and Consumer Services under authority of Chapter 487, *Florida Statutes*.



PIPE THRU FOOTER SCALE: NTS

ARMISTEAD DESIGN INC
675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

SOILS.DWG **SOIL NOTES:** 12OCT21

SOIL CONDITIONS
ENGINEER HAS NOT BEEN ON SITE NOR HAS RECEIVED ANY SOIL INFORMATION OR REPORTS YET, REPORT SHALL BE PROVIDED TO EOR ASAP. IT IS ASSUMED THE SOIL CONDITIONS ARE CONSIDERED NORMAL AND NO PROBLEMATIC SOILS (INCLUDING BUT NOT LIMITED TO MUCK) ARE PRESENT. OWNER IS RESPONSIBLE FOR ANY KNOWN OR UNKNOWN SOIL CONDITIONS AND ANY SOIL BORINGS DEEMED NECESSARY, NOTIFY ENGINEER IMMEDIATELY OF ANY UNUSUAL SITE SUB-SURFACE CONDITION WHICH VARIES FROM TEST BORINGS, SUCH AS DIFFERENT SOILS ENCOUNTERED, SEEPAGE OR PRESENCE OF WATER, OR WHEN THERE IS A CONCERN REGARDING BEARING CAPACITY OR IF IT HAS NOT BEEN ATTAINED. DEVIATER EXCAVATIONS BEFORE PLACING CONCRETE. REMOVE & DISPOSE OF ALL ORGANIC & UNSATISFACTORY SOIL. BACKFILL SHALL BE FREE DRAINING AND RESTRICTED TO GW, GP, SW, OR SP PER ASTM D2487. COMPACT ALL BACKFILL MATERIAL TO 95% OF MAX DENSITY PER ASTM D698, CONTRACTOR IS RESPONSIBLE FOR DESIGN, INSTALLATION & FINAL CLEARANCE OF TEMPORARY BRACING. A CERTIFIED TESTING LAB SHALL BE ENGAGED BY THE OWNER TO VERIFY THAT THE REQUIRED COMPACTION REQUIREMENTS WERE OBTAINED.

REVISIONS
Description *Date*

Rondon Addition & Remodel

YOU'RE GOING TO LOVE THIS HOUSE
When it's all done

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

Project Designer
Chris Feddersen

FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

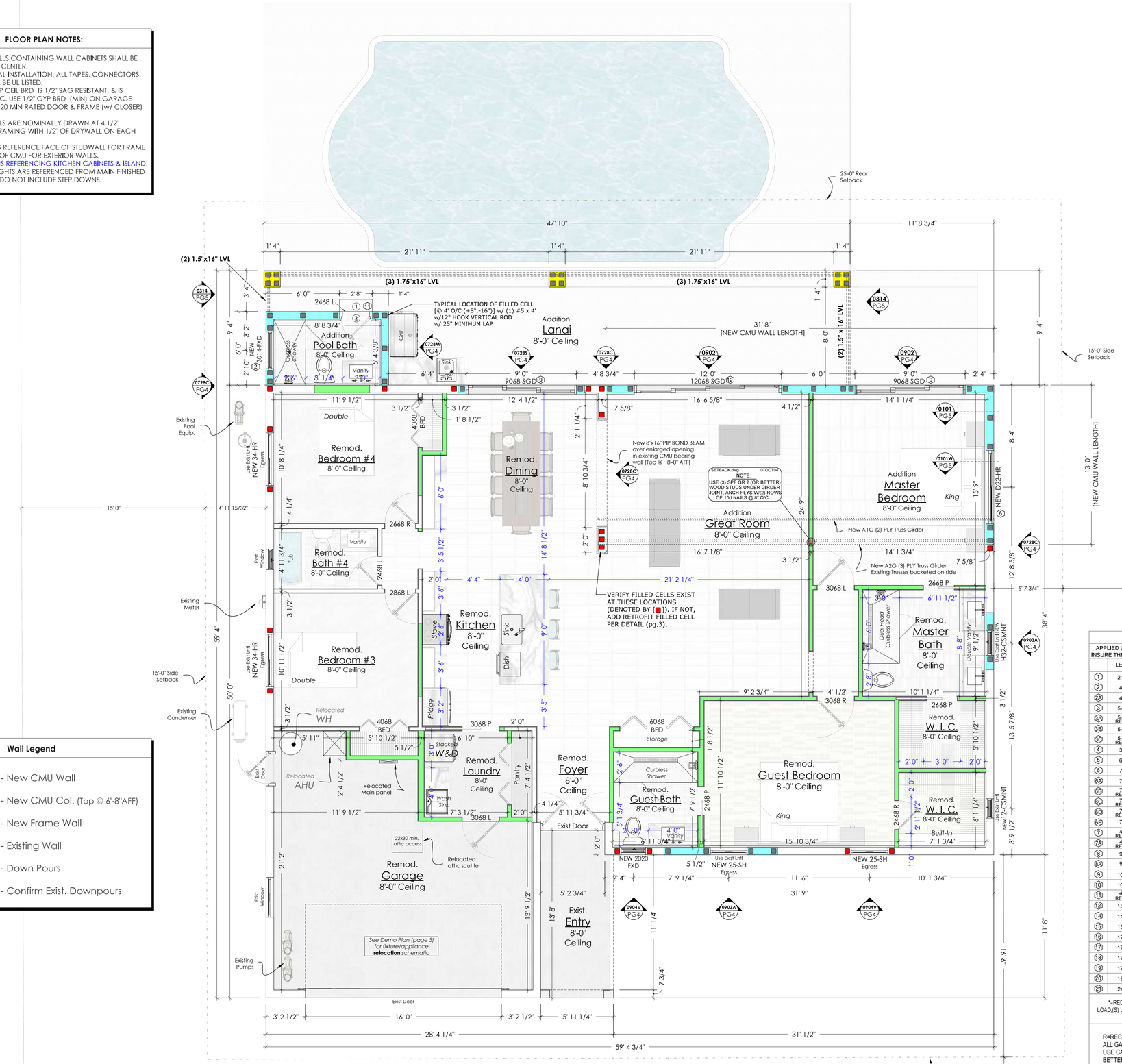
FOUNDATION PLAN

Scale ◆ NTS

PAGE №
08

FLOOR PLAN NOTES:

1. ALL KITCHEN WALLS CONTAINING WALL CABINETS SHALL BE FRAMED AT 16" ON CENTER.
2. FOR MECHANICAL INSTALLATION, ALL TAPES, CONNECTORS, AND MASTIC SHALL BE UL LISTED.
3. ALL INTERIOR GYP CEIL BRD IS 1/2" SAG RESISTANT, & IS SCREWED @ 12" O/C. USE 1/2" GYP BRD (MIN) ON GARAGE FRAME WALLS. USE 20 MIN RATED DOOR & FRAME (w/ CLOSER) TO GARAGE.
4. ALL FRAME WALLS ARE NOMINALLY DRAWN AT 4 1/2" ASSUMING 3 1/2" FRAMING WITH 1/2" OF DRYWALL ON EACH SIDE (UNO).
5. ALL DIMENSIONS REFERENCE FACE OF STUDWALL FOR FRAME WALLS, AND FACE OF CMU FOR EXTERIOR WALLS. EXCEPT DIMENSIONS REFERENCING KITCHEN CABINETS & ISLAND.
6. ALL CEILING HEIGHTS ARE REFERENCED FROM MAIN FINISHED FLOOR LEVEL AND DO NOT INCLUDE STEP DOWNS.



Wall Legend

- New CMU Wall
- New CMU Col. (Top @ 6'-8"AFF)
- New Frame Wall
- Existing Wall
- Down Pours
- Confirm Exist. Downpours

Door Legend

NOMINAL HEIGHT (IN INCHES) / NOMINAL HEIGHT (IN FEET) — NOMINAL WIDTH (IN FEET) / NOMINAL WIDTH (IN INCHES)

Example: 3068 R

DOOR TYPE / SWING
- R- Right Swing Door
- L- Left Swing Door
- F- French' Double Door
- P- Pocket Door
- B- Barn Door
- BFD- Bi-fold Door
- BPD- Bi-pass Door
- SGD- Sliding Glass Door
- OHD- Over Head Door

Window Legend [1]

[Modular Sizes]

(Typically installed in wood Frame openings)

NOMINAL HEIGHT (IN INCHES) / NOMINAL HEIGHT (IN FEET) — NOMINAL WIDTH (IN FEET) / NOMINAL WIDTH (IN INCHES)

Example: 3050 SH

Window TYPE / Operation
- SH- Single Hung
- DH- Double Hung
- HR- Horizontal Roller
- CSMNT- Casement
- AWNG- Awning
- FXD- Inoperable (Fixed)
- OR- Oriel Style
- COT- Cottage Style

Window Legend [2]

[Commodity Sizes]

(Typically installed in CMU openings)

Example: 2.5 SH

COMMODITY WIDTH CODE
- '1' - Approx. 18"-20" Width
- 'HS'- Approx. 24"-28" Width
- '2' - Approx. 36"-38" Width
- '3' - Approx. 52"-54" Width
- 'D2' - Approx. 72"-76" Width

NOMINAL HEIGHT (IN FEET)

Window TYPE / Operation
- SH- Single Hung
- DH- Double Hung
- HR- Horizontal Roller
- CSMNT- Casement
- AWNG- Awning
- FXD- Inoperable (Fixed)
- OR- Oriel Style
- COT- Cottage Style

SEE MANUFACTURER SPECS FOR COMPANY SPECIFIC UNIQUE MEASUREMENTS AND ROUGH OPENING REQUIREMENTS

PRECAST LINTEL SCHEDULE

24MAY21

APPLIED LOADS ON ALL PRECAST LINTELS HAVE BEEN REVIEWED TO INSURE THEY ARE WITHIN ALLOWABLE LIMITS. ALL UNITS ARE IN PLF.

	LENGTH	SAFE GRAVITY	APPLIED GRAVITY	SAFE UPLIFT	APPLIED UPLIFT	COMPOSITE BEAM	REMARKS
1	2'-10"	6113	<2000	4460	<1500	8F16-1B/1T	1x WINDOW
2	4'-6"	6113	<2000	2724	<1500	8F16-1B/1T	2x WINDOW
2A	4'-6"	2189	<2000	1207	<1000	8F8-1B/1T	BEAM/MISC 3'-0" OPENING
3	5'-10"	4360	<2000	2093	<1500	8F16-1B/1T	3x WINDOW
5A	5'-10" RECESS	1113	<750	655	<500	8RF6-1B/1T	30xx DR & SIDE LITE
5B	5'-10"	1451	<1000	909	<750	8F8-1B/1T	BEAM/MISC 4'-0" OPENING
5C	5'-10" RECESS	4242	<2000	1900	<1500	8RF14-1B/1T	30xx DR & SIDE LITE
4	3'-6"	6113	<2000	3547	<1500	8F16-1B/1T	1/2 3x WIN
5	6'-6"	3480	<2000	1880	<1500	8F16-1B/1T	5' SGD OR MISC
6	7'-6"	2661	<2000	1438*	<1000	8F16-1B/1T	6' SGD OR (2)2x WIN.
6A	7'-6"	1011	<750	560*	<500	8F8-1B/1T	(2)30xx DR
6B	7'-6" RECESS	2459	<2000	1345*	<1000	8RF14-1B/1T	(2)30xx DR
6C	7'-6" RECESS	755	<500	506	<350	8RF6-1B/1T	(2)30xx DR
6D	7'-6" RECESS	5743	<2000	2295*	<1500	8RF22-1B/1T	(2)30xx DR
6E	7'-6"	5501*	<2000	3192*	<1500	8F32-1B/1T	(2)30xx DR OR MISC
7	4'-6" RECESS	5206	<2000	2525	<1500	8RF14-1B/1T	30xx DOOR
7A	4'-6" RECESS	1756	<1000	867	<500	8RF6-1B/1T	30xx DOOR
8	9'-4"	1843	<1000	963*	<750	8F16-1B/1T	8' SGD OR MISC
8A	9'-4"	3486	<1000	1539*	<750	8F24-1B/1T	8' SGD OR MISC
9	10'-6"	1533	<1000	777*	<500	8F16-1B/1T	9' SGD OR (2) 3x WIN
10	10'-6"	2781	<2000	1239*	<1000	8F24-1B/1T	9' SGD OR (2) 3x WIN.
11	4'-4" RECESS	5206	<2000	2635	<1000	8RF14-1B/1T	28xx DOOR
12	13'-4"	1075	<750	521*	<350	8F16-1B/1T	12' SGD OR MISC
14	14'-0"	1002	<750	481*	<350	8F16-1B/1T	BEAM/MISC 12'-8" OPENING
15	15'-4"	1250	<1000	422*	<350	8F16-1B/1T	BEAM/MISC
16	17'-4"	950	<900	356*	<300	8F16-1B/1T	16' OHGD OR MISC
17	17'-4"	950	<900	500	<450	8F16-1B/2T	16' OHGD OR MISC
18	17'-4"	1326	<1000	458*	<400	8F20-1B/1T	16' OHGD OR MISC
19	17'-4"	1609	<1500	561*	<500	8F24-1B/1T	16' OHGD OR MISC
20	19'-4"	750	<500	309*	<250	8F16-1B/1T	18' OHGD OR MISC
21	24'-0"	450	<400	240*	<200	8F16-1B/1T	PORCH OR MISC

*=REDUCED FOR GRADE 40 REBAR. **=PLF APPLIED EQUIV LOAD DERIVED FROM CONCENTRATED LOAD,(S) USING METHOD OF EQUIVALENT BENDING MOMENTS. Ω =DUE TO HIGH CONCENTRATED LOADS, ANALYZED MOMENT, SHEAR & VERIFIED WITH PUBLISHED ALLOWABLES.

NOTES:
R=RECESS
ALL GABLES AND JACKS=<250plf
USE CAST-CRETE (OR EQUAL OR BETTER) 8F16-1B/1T IF POSSIBLE

QUANTITY OF #5 REBAR @ BOTTOM OF LINTEL CAVITY
NOMINAL HEIGHT
F=FILLED w/GROUT:
U=UNFILLED
NOMINAL WIDTH
QUANTITY OF #5 REBAR @ TOP OF LINTEL CAVITY

Example: 8 F 16 - 1B / 1T

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done → *YOU'RE GOING TO LOVE THIS HOUSE*

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

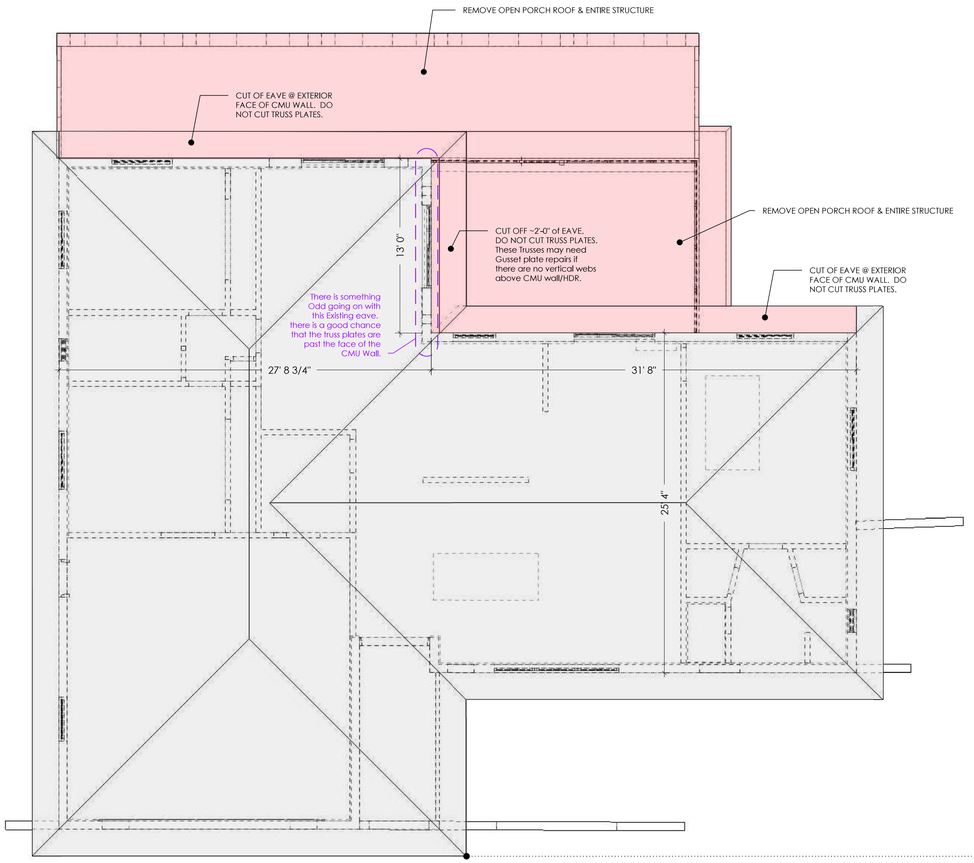
FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

REVISIONS
Description *Date*

FLOOR PLAN

Scale ◆ *1/4" = 1'*

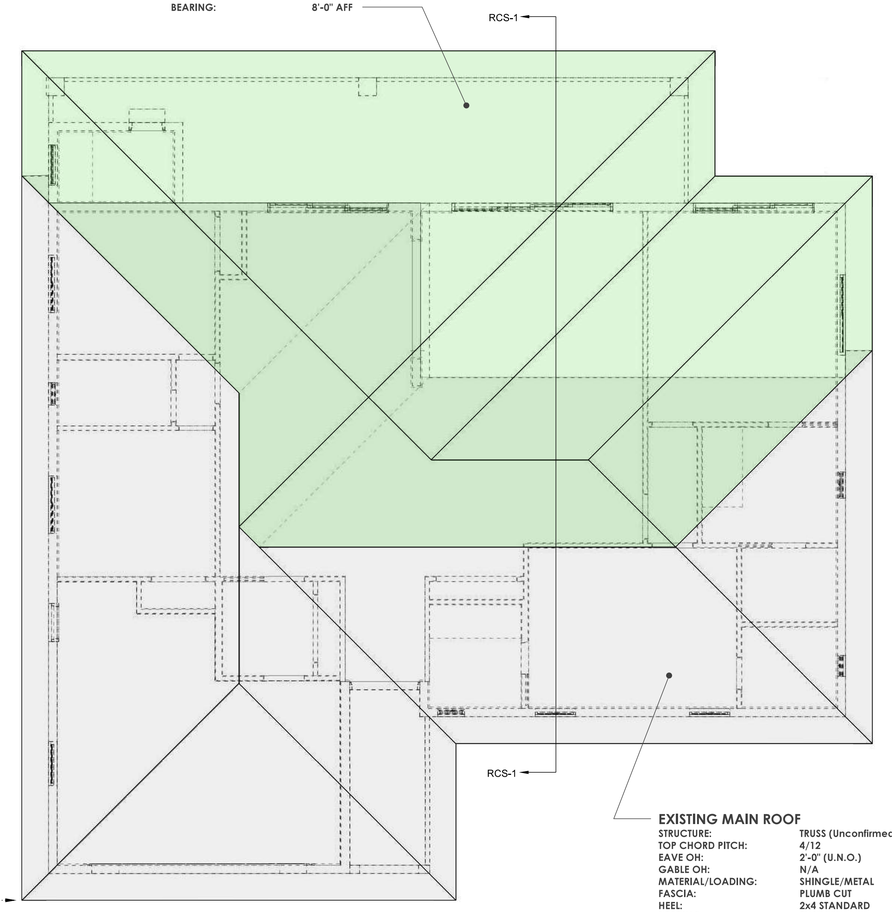
PAGE №
09



EXISTING ROOF

ADDITION ROOF

STRUCTURE:	TRUSS
TOP CHORD PITCH:	4/12
EAVE OH:	2'-0" (U.N.O.)
GABLE OH:	N/A
MATERIAL/LOADING:	SHINGLE/METAL
FASCIA:	PLUMB CUT
HEEL:	2x4 STANDARD
BEARING:	8'-0" AFF

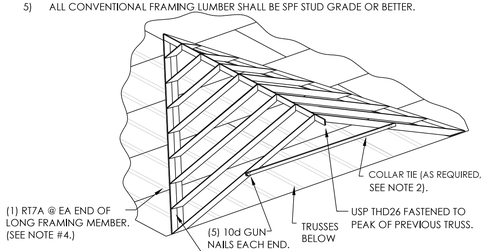


EXISTING MAIN ROOF

STRUCTURE:	TRUSS (Unconfirmed)
TOP CHORD PITCH:	4/12
EAVE OH:	2'-0" (U.N.O.)
GABLE OH:	N/A
MATERIAL/LOADING:	SHINGLE/METAL
FASCIA:	PLUMB CUT
HEEL:	2x4 STANDARD
BEARING:	8'-0" AFF

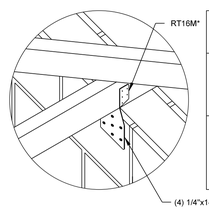
GENERAL VALLEY NOTES:

1) RAFTERS TO BE 2x4 SPACED 24" O.C. UP TO 8', USE 2x6 UP TO 12' LENGTH.
2) RAFTER LENGTHS (FROM RIDGE TO CLEAT) OVER 12'-0" TO HAVE (2x4) COLLAR TIE, OR VERTICAL KICKER, AT 1/2 RAFTER SPAN (UP TO 24'-0" MAX RAFTER LENGTH).
3) RIDGE BOARD SHALL BE 2x6 MIN. FOR 2x4 RAFTERS, & 2x8 MIN. FOR 2x6 RAFTERS.
4) ATTACH RAFTERS 4' OR LONGER TO RIDGE BOARD AND CLEAT USING (1) USP RT7A CONNECTOR, NAILED W/ (8) 8dx1-1/2" NAILS, ALL OTHERS TOE-NAIL W/ 0.131x3" GUN NAILS.
5) ALL CONVENTIONAL FRAMING LUMBER SHALL BE SPF STUD GRADE OR BETTER.

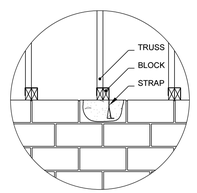


1501 09FEB15 VALLEY FRAMING DETAIL
SCALE: NTS

POST CONSTRUCTION ROOF



CONDITION #1:	STRAP IS 0" TO 3/8" AWAY FROM EDGE OF TRUSS.
REPAIR:	NO REPAIR NECESSARY.
CONDITION #2:	STRAP IS 3/8"" TO 1-1/2" AWAY FROM EDGE OF TRUSS.
REPAIR:	PLACE MAXIMUM 2x4 BLOCK BETWEEN TRUSS AND STRAP. BEND PER DETAIL AND NAIL 7-10d.
CONDITION #3:	STRAP IS MORE THAN 1-1/2" AWAY FROM EDGE OF TRUSS.
REPAIR:	PER DETAIL SHOWN W/ USP RT16M ANCH TO WALL W/ (4) 1/4"x1-3/4" TAPCONS & TO TRUSS PER MFGR SPECS. *MAY USE 16" TWST STRAP(S) & (4) TAPCONS EA.



STANDARD REPAIRS FOR STRAP MISALIGNMENT

APPLIES TO MULTIPLES AND CONSECUTIVE TRUSSES, AND MAY BE USED ON EITHER SIDE OF WALL.

STRAPRPR.DWG 16DEC09 SCALE: NTS

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Project DESIGNER
Chris Feddersen

REVISIONS
Description Date

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

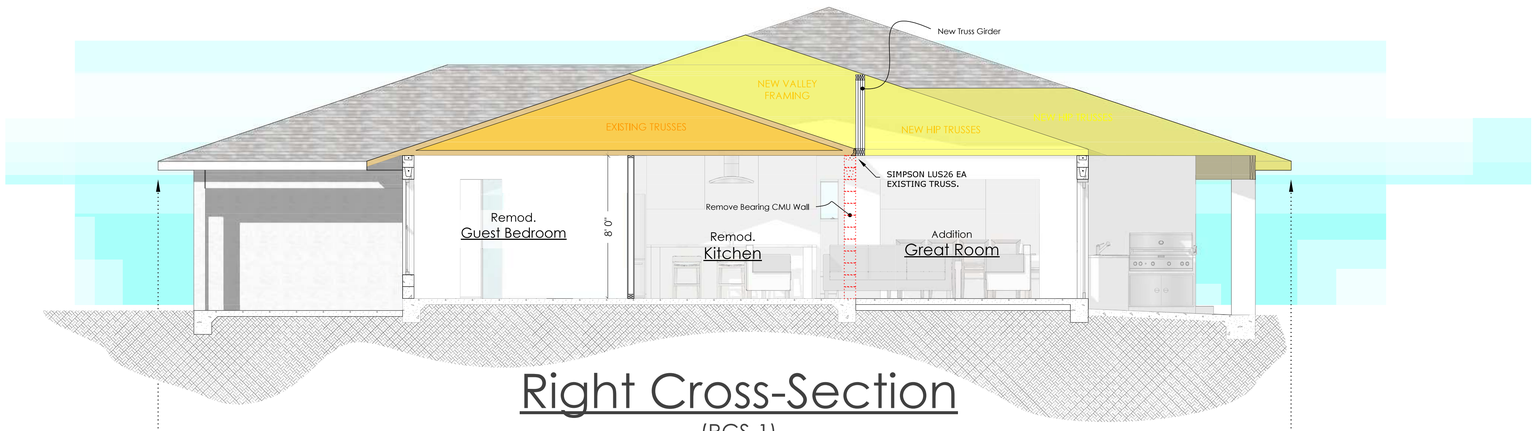
FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

ROOF PLAN

Scale ◆ 3/16" = 1'

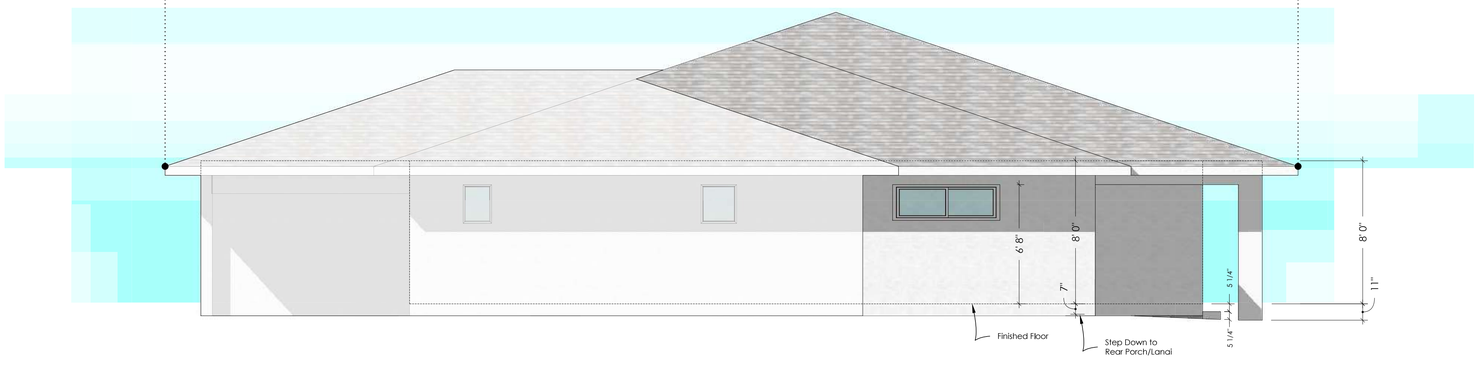
PAGE №
10

Front Elevation



Right Cross-Section

(RCS-1)



Right Elevation

ARMISTEAD DESIGN INC

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

REVISIONS
Description *Date*

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

ELEVATION VIEWS
FRONT & RIGHT

Scale ◆ *1/4" = 1'*

PAGE №
11

Rear Elevation

Left Elevation

ARMISTEAD DESIGN INC

STRUCTURAL ONLY
DOUGLAS CZERWINSKI, P.E.
LICENSE # 40088
132 St Croix Ave
Cocoa Beach, FL 32931
(321) 288-9375

675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

Project DESIGNER
Chris Feddersen

REVISIONS
Description Date

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

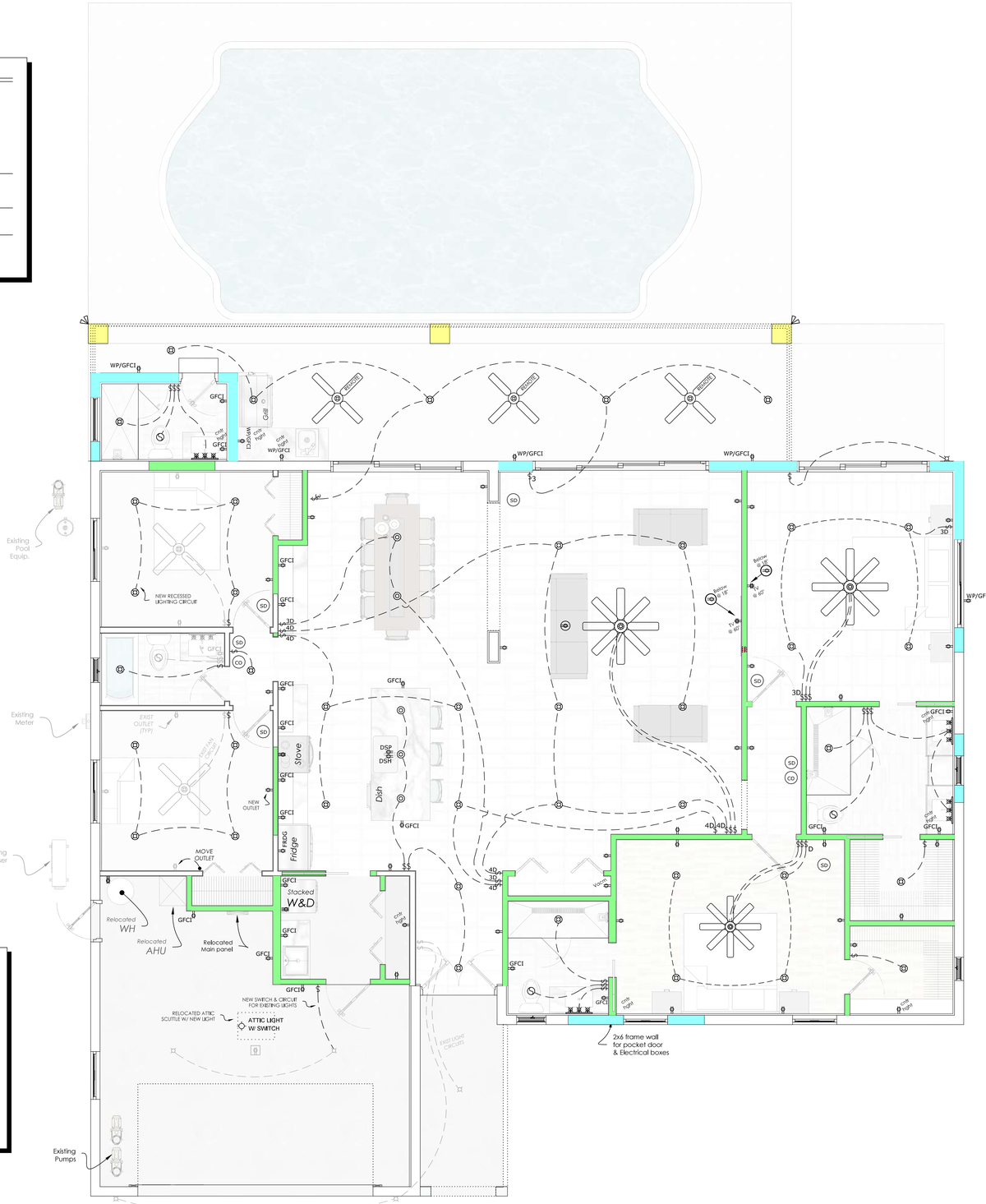
FIELD CONDITIONS , PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

ELEVATION VIEWS
REAR & LEFT

Scale ◆ *1/4" = 1'*

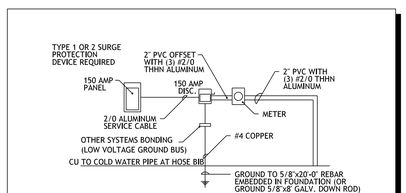
PAGE №
12

Electrical Load Calculation		
General Load		
2189sf at 3VA	20A /12ga	6,567VA
Small Appliance (4 @ 1500VA)	20A /12ga	6,000VA
Washer	20A /12ga	1,500VA
Dryer	30A /10ga	5,000VA
Disposal	20A /12ga	500VA
Refridgerator	20A /12ga	1,600VA
Dishwasher	20A /12ga	1,200VA
Water Heater	30A /10ga	4,500VA
Range	50A/8ga	12,000VA
General Load		38,867VA
First 10kVA at 100%		10,000VA
Remainder at 40%		11,547VA
Sub-Total General Load		21,547VA
Air Conditioning		10,000VA
Rated Total		31,547VA
Calculated Load Rated Total/240V=		131A



Electrical General Notes

1. All work shall comply with the current National Electrical Code and must comply with local utility requirements for service connections.
2. Conduit that penetrates wall must be sealed. Wall surfaces that are disturbed shall be repaired and painted to match the existing surface.
3. All electrical equipment and equipment with electrical circuits shall be grounded in accordance with NFPA 70 Article 250.
4. All electrical equipment and enclosures, raceways, and HVAC equipment shall be effectively grounded to ensure personal safety.
5. All non-current carrying metallic parts shall be grounded. The equipment grounding the conductor shall be bonded to all enclosures and boxes which it terminates in or passes through.
6. Water pipes or metal structures entering the building from the outside shall be grounded.
7. Provide telephone outlets & Cable TV outlets at client specified locations.
8. All 15a and 20a, 120v branch circuits must be protected by a listed AFCI device per NEC Article 210.12.
9. Install tamper resistant receptacles where required by NEC Article 406.12.
10. Smoke Alarms to be placed in accordance with FBC R314
11. Per 2023 FBC EC (8th ED) Section R 404.1 all permanently installed luminaires, excluding those in kitchen appliances, shall have an efficacy of at least 45 lumens per watt or shall utilize lamps with an efficacy of not less than 65 lumens per Watt.



150A - UNDERGROUND ELECTRICAL RISER

Electrical Legend

	Switch
D	Dimmer switch
3	3 Way Switch
4	4 Way Switch
	110V Receptacle (See Notes 8 & 9)
	110V Quad Receptacle (See Notes 8 & 9)
Gfi	Ground Fault Rec.
WP/Gfi	Water Proof Ground Fault Rec.
	220V Receptacle
	110V Floor Mounted Rec.
	110V Ceiling Mounted Rec.
	Light Bar
	Pendant Light
SD	Smoke Alarm (Interconnected)
CO	Carbon Monoxide Alarm
	Light Fixture
	Wall Mount Sconce/Uplight
	Recessed Fixture
Disc.	Disconnect
	Vent Fan
	Vent Fan/Light Combo
	Main Panel
	Power Riser
J	Junction Box
	LED Light
	Flood Lights
SD	Surface Mount Pop-Up Outlet
	Ceiling Fan
1	Under Cab Lighting

ARMISTEAD DESIGN INC
675 Fern Drive
Merritt Island, Florida 32952
Phone: (321) 454-6499
www.ArmisteadDesign.com

STRUCTURAL ONLY

Electrical Contractor: _____
E.C. Address: _____
E.C. License #: _____
Add: _____

DRAWINGS DO NOT REQUIRE ENGINEERING SEAL IF SYSTEM IS UNDER $125K & 600A (ELEC-RESIDENTIAL); 15 TONS OR LESS THAN 100 PEOPLE (HVAC); & 250 FIXTURE UNITS (PLUMBING), & DESIGNED BY A STATE LICENSED CONTRACTOR. [F.S. 471.003,(2),(h)1&2]. (THIS DRAWING SHEET IS NOT SIGNED AND SEALED)

Project DESIGNER
Chris Feddersen

Rondon Addition & Remodel

When it's all done
YOU'RE GOING TO LOVE THIS HOUSE

Victor Rondon
2103 Redwood Ave
Melbourne Beach, FL 32951

Project №
08142025

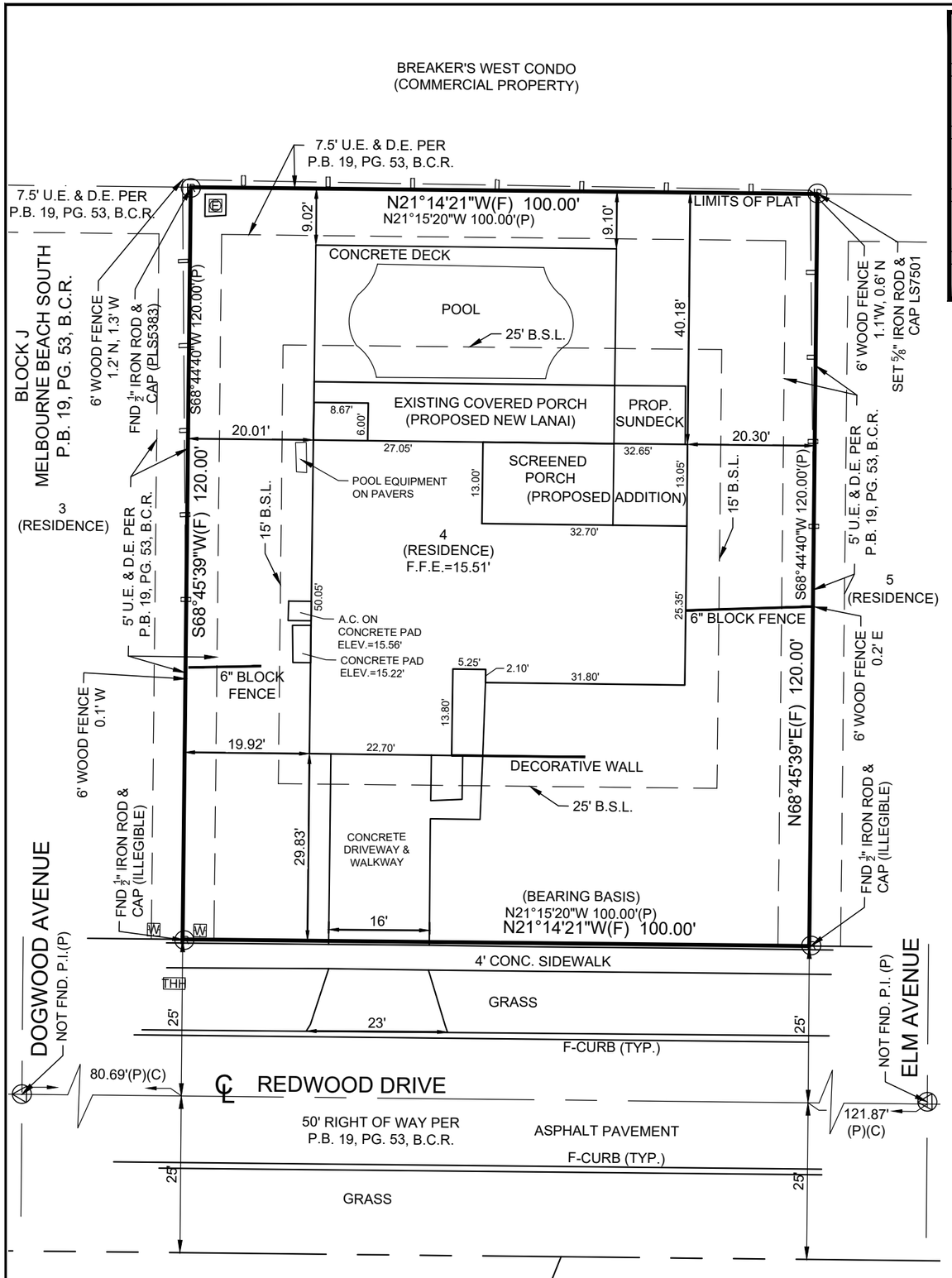
FIELD CONDITIONS, PRODUCTS, AND ASSEMBLIES MAY VARY FROM WHAT IS DEPICTED IN THESE PLANS. DESING INTENT IS PARAMOUNT. PLAN DIMENSIONS ARE MORE ACCURATE THAN SCALING. AVAILABLE BUDGET ALWAYS CONSTRAINS CREATIVITY.

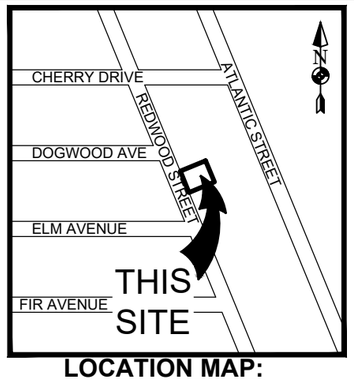
REVISIONS
Description Date

ELECTRICAL PLAN

Scale ◆ 1/4" = 1'

PAGE №
13





LOCATION MAP:
NOT TO SCALE

LEGEND:

B.C.R.	BREVARD COUNTY RECORDS
B.S.L.	BUILDING SETBACK LINE
D.E.	DRAINAGE EASEMENT
ELEV.	ELEVATION
(F)	PER FIELD MEASUREMENT
F.F.E.	FINISHED FLOOR ELEVATION
FND	FOUND
ID	IDENTIFICATION
LB	FLORIDA BUSINESS REGISTRATION NUMBER
(P)	PER RECORD PLAT
P.B.	PLAT BOOK
PG.	PAGE
P.I.	POINT OF INTERSECTION
T.B.D.	TO BE DETERMINED
U.E.	UTILITY EASEMENT
℄	CENTERLINE
IR	IRON ROD & CAP
	NAIL & DISC
BM	BENCHMARK
	ELECTRIC PAD
THH	TELEPHONE HAND HOLE
	WOOD UTILITY POLE
	GUY ANCHOR
W	WATER METER
CLS	CENTERLINE OF SWALE
OHW	OVERHEAD WIRES
TOB	TOP OF BANK
TOE	BOTTOM OF SLOPE

SURVEY NOTES:

1. THE LAND DESCRIPTION SHOWN HEREON IS IN ACCORDANCE WITH THE INSTRUMENT OF RECORD.
2. NOT VALID WITHOUT THE ORIGINAL SIGNATURE AND SEAL OR DIGITALLY ENCRYPTED SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
3. IT IS A VIOLATION OF THE STANDARDS OF PRACTICE, RULE 5J-17 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, TO ALTER THIS SURVEY WITHOUT THE EXPRESS PRIOR WRITTEN CONSENT OF THE SURVEYOR. ADDITIONS AND/OR DELETIONS MADE TO THE FACE OF THIS SURVEY WILL MAKE THIS SURVEY INVALID.
4. LANDS SHOWN HEREON WERE NOT ABSTRACTED FOR RIGHTS OF WAY, EASEMENTS, OWNERSHIP, OR OTHER INSTRUMENTS OF RECORD.
5. OTHER THAN AS SHOWN, THERE IS NO EVIDENCE THAT UNDERGROUND ENCROACHMENTS EXIST. HOWEVER SUBSURFACE INVESTIGATION WAS NOT PERFORMED TO DETERMINE IF UNDERGROUND ENCROACHMENTS EXIST.
6. THIS SURVEY DOES NOT IDENTIFY THE LIMITS OR EXTENTS OF POTENTIAL JURISDICTIONAL BOUNDARIES.
7. THE OWNERSHIP OF FENCES, PERIMETER WALLS, PONDS AND/OR HEDGES SHOWN HEREON ARE NOT KNOWN AND THUS ARE NOT LISTED AS ENCROACHMENTS.
8. FEATURES AND LINE WORK SHOWN HEREON ARE REFERENCED TO THE NORTH AMERICAN HORIZONTAL DATUM OF 1983 WITH THE 2011 ADJUSTMENT APPLIED (83/NSRS11) TRANSVERSE MERCATOR, FLORIDA EAST ZONE WHICH WAS ESTABLISHED VIA MULTIPLE REAL TIME KINEMATIC (RTK) GPS OBSERVATIONS ON THE PROJECT CONTROL POINTS. THE HORIZONTAL COORDINATE VALUES FROM THE RTK GPS OBSERVATIONS WERE PROCESSED THROUGH THE FLORIDA DEPARTMENT OF TRANSPORTATION'S (FPRN) FLORIDA PERMANENT REFERENCE NETWORK. THE RELATIVE POSITIONAL PRECISION FOR THE CONTROL ON THIS SURVEY (ADJACENT TO THEMSELVES) ACHIEVED A RELATIVE ACCURACY OF 0.03'. THE FEATURE LOCATIONS SHOWN HEREON HAVE AN EXPECTED HORIZONTAL ACCURACY OF ± 0.1'. THIS SURVEY MEET THE ACCURACY FOR ITS EXPECTED USE.
9. THE EXPECTED VERTICAL ACCURACY OF THE INFORMATION SHOWN HEREON IS ±0.03' FOR HARD SURFACE ELEVATIONS AND ±0.10' FOR SOFT SURFACE ELEVATIONS.
10. HORIZONTAL FEATURE LOCATION IS TO THE CENTER OF THE SYMBOL AND MAY BE ALTERED FOR CLARITY. DISTANCES AND ELEVATIONS SHOWN HEREON ARE U.S. SURVEY FEET UNLESS OTHERWISE NOTED.
11. BEARINGS SHOWN HEREON ARE BASED ON THE NORTH LINE OF REDWOOD DRIVE, AS DETERMINED BY FOUND CONTROL POINTS IN THE SURROUNDING AREA, IN ACCORDANCE WITH THE PLAT OF MELBOURNE BEACH SOUTH, RECORDED IN PLAT BOOK 19, PAGE 53, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA. SAID NORTH LINE BEARS NORTH 21°22'11" WEST.
12. ELEVATIONS SHOWN HEREON ARE BASED ON THE **NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88)**. SAID ELEVATIONS ARE DERIVED FROM THE FOLLOWING CITY OF NATIONAL GEODETIC SOCIETY (NGS) BENCHMARK: R 136 RESET NAVD88 ELEVATION=16.50'
13. ACCORDING TO THE NATIONAL FLOOD INSURANCE PROGRAM, FLOOD INSURANCE RATE MAP (FIRM) COMMUNITY PANEL NO. 12009C0616H EFFECTIVE DATE JANUARY 29, 2021, THIS PROPERTY LIES IN ZONE X, BASE FLOOD ELEVATION (NONE). LINES IMPORTED FROM BREVARD COUNTY GIS FILE.

LEGAL DESCRIPTION:

LOT 4, BLOCK J, MELBOURNE BEACH SOUTH ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 19, PAGE 53, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

SAID LANDS LYING IN CITY OF MELBOURNE, FLORIDA AND CONTAINING 12,000 SQUARE FEET (0.275 ACRES) MORE OR LESS.

CERTIFICATION:

I HEREBY CERTIFY THAT THE ATTACHED BOUNDARY & TOPOGRAPHIC SURVEY OF THE HEREON DESCRIBED PROPERTY IS DEPICTED TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THE INFORMATION AS WRITTEN UNDER MY DIRECTION ON JANUARY 20, 2026 MEETS THE STANDARDS OF PRACTICE RULE 5J-17 OF THE FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, SUBJECT TO THE QUALIFICATIONS NOTED HEREON.

LUIS M SANTALIZ
PROFESSIONAL SURVEYOR AND MAPPER
FLORIDA REGISTRATION, PSM 7501

PRECISION LAND SURVEYING & MAPPING, INC.
"YOUR LAND, OUR PRECISION"
772-333-4154
WWW.PRECISION-LANDSURVEYING.COM
PORT ST. LUCIE, FL 34953

VILAG IMPROVEMENTS CORP

2103 REDWOOD AVE
MELBOURNE BEACH
FL 32951

PROJECT NUMBER 2025-026

0 20
SCALE: 1" =20'

DATE:	01/30/26
DRAWN BY:	FS
CHECKED BY:	LS
FIELD BOOK:	03

NO.	DATE	DESCRIPTION

CERTIFIED TO:
VILAG IMPROVEMENTS CORP

SHEET TYPE
BOUNDARY AND TOPOGRAPHIC SURVEY

SHEET NUMBER 1 OF 1

STATUS: PRELIMINARY

Plotted by: fscot On 2/3/2026 1:17 PM

Drawing name: P:\P-2025\2025-026 2103 REDWOOD AVE, MELBOURNE\DWG\2025-026 2103 REDWOOD AVE SITE PLAN.dwg

2103 Redwood Ave

2025 Brevard County Property Appraisers website

Property $562,320

- Land $300,000
- Building $234,380 (50% threshold $117,190)
- Yard items $27,940

**based on the above numbers the 50% threshold for requiring drainage and stormwater would be $117,190. Current construction costs are $115,000.

Town Commission Meeting

Section: Consent Agenda

Meeting Date: June 17, 2026

From: Building Department

RE: Site Plan Approval for 222 Sixth Ave. – Addition

Background Information:

The Town received plans for an addition at 222 Sixth Ave.

Recommendation:

Approve the site plan for 222 Sixth Ave.

Attachments:

- Town Planner Letter – Pages 32-34
- Development Application – Pages 35-37
- Setback Interpretation Letter – Page 38
- Original Plans and Survey – Pages 39-43
- Stormwater Report – Pages - 44-69
- Final Engineer Report – Page 70

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Site Plan Review

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

Date:	**June 2, 2026**
Owner:	**Edward & Maria Drake**
Owner Address:	**222 6th Avenue, Melbourne Beach FL 32951**
Site Address:	**222 6th Avenue, Melbourne Beach FL 32951**
Parcel ID:	**28-38-08-FY-27-31**
Zoning:	**3RS - Single-Family**
Proposed Project:	**Construct a 3BR/2BA, 2-Story Addition to Existing Single-Family Home**
References:	**Town of Melbourne Beach Code of Ordinances:** **7A-33 Single-Family Residential District** **7A-51.1, Site Plan Approval For Single-Family Residential Districts**
Request:	**Site Plan Approval in Accordance with 7A-51.1**
Staff Review:	**The property lies in Zoning District 3RS**

1) The project is continued from the May meeting of the Planning and Zoning Board to address an issue with the cantilevered 2nd floor space, and the revised plans have corrected the 2nd floor to comply with the side yard setback requirements. The project involves the construction of a 3-bedroom / 2-bath 2-story addition to an existing single-family home. The existing 1-story home includes a gross area under roof of 1,820 square feet based on the Property Appraiser's information. The proposed 2-story addition will include three (3) bedrooms, two (2) baths, great room, game room and covered porch for the first and second floors, and a gross area under roof of 1,631 square feet. The game room on the 2nd floor of the addition includes a refrigerator, double-sink and dishwasher which appears like a kitchen, although a kitchen is defined as having cooking facilities and there is no oven/range to qualify as a kitchen, so this would not be considered an additional dwelling unit.

2) The Building Lot Zoning District requirements of min. lot area, width and depth.
   Lot area is 10,125 sq. ft. (min. 10,000 sq. ft.)
   Lot width is 67.5 ft. (min. 90 ft.), nonconforming lot of record.
   Lot depth is 150 ft. (min. 100 ft.)

3) Lot coverage has a maximum of 30% for principal structure.
   Lot coverage per plan is 26%

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

Footprint of Primary Structure is 2,635 SF.
Max allowed for Primary Structure is 3,037.50 sq. ft. for Lot Area of 10,125 sq. ft.

Minimum pervious area per lot is 30%. Pervious area per plan is 56.7%.

4) Structure maximum height for zoning district is 28 ft.
Flood Zone: X per survey
FFE: 20' 6", for proposed 2-story addition.

Zoning District Setback requirements:
Existing Primary Structure Front Setback: 37.1' (min. 25'.)
Proposed Primary Structure Rear Setback (addition): 31.5' (min. 25')
Proposed Primary Structure West Side Setback (addition): 15' (min. 15')
Proposed Primary Structure East Side Setback (addition): 15.7' (min. 15')
Existing Primary Structure West Side Setback: 10.7' (min. 15'), existing nonconforming
Existing Primary Structure East Side Setback 10.2' (min. 15'), existing nonconforming

5) Sediment and Erosion control measures shall be met and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
6) On-site Storm water Retention Control measures shall be met, as applicable, and approved by the Building Official in accordance with the Town of Melbourne Beach Code of Ordinances, Chapter 27 Stormwater, and the current Florida Building Code.
7) Town Engineer will submit a review of the drainage plan per Ordinance 2019-06. The Town Engineer will require a final inspection before a Certificate of Occupancy will be issued.
8) The application did not include a landscape plan, however landscape standards, as applicable, must be met at the time of building permitting.

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

Corey W. O'Gorman
Town Planner

Note that the Lot Coverage, Impervious Coverage and Setbacks were calculated based on dimensions on survey, plans and information from the Property Appraiser.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

222 6th Avenue

IMPERVIOUS		PERVIOUS	
Primary Structure	2851	Open areas	5740
Wood Deck	176		
Pool/Pool Deck	724		
Driveway/Patio	634		
Total Paved Area	4385	Total Pervious	5740
Total Lot Area	10,125	Total Lot Area	10,125
% IMPERVIOUS	**43.3%**	**% PERVIOUS**	**56.7%**

TOWN OF MELBOURNE BEACH
DEVELOPMENT APPLICATION

I. SUBMITTAL REQUIREMENTS:

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

II. REQUEST:

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

III. PROPERTY INFORMATION:

General Location: Wilcox Melbourne Beach W 30FL of Lot 31 + E 37.5 of Lot 32

Address: 222 5 Nth Ave Melbourne Beach FL 32951

Parcel Number(s): T528 R38 S08 WILCOX SD SR 38 B27 Lot 31

Area (in acreage): _____ Area (in square feet): ~~1512 Present~~ ~~C 1605 Proposed~~ 7,500 sqft

Current Zoning: Residential Proposed Zoning: Primary Residential

Current Future Land Use: Residential Proposed Future Land Use: Primary Residential

Brief Description of Application: Add Addition 3/2 + MR daughter + grandchildren to move IN C U S

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

IV. APPLICANT INFORMATION:

Property Owner

Name: Edward + Maria Drake

Address: 222 Sixth Ave
Melbourne Beach FL 32951

Phone: 321-501-3867

Fax: N/A

Email: Edrake63@outlook.com

Applicant (if other than property owner)

Name: N/A

Address:

Phone:

Fax:

Email:

V. OWNER AUTHORIZATION:*

The undersigned hereby affirms the following:

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

Signature: Edward Davenport Drake
Maria Elena Drake
Edward Davenport Drake

Print Name: Maria Elena Drake

Date: 4/9/2026

Title: Owners

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 9th day of April, 2026, by Edward Davenport Drake and Maria Elena Drake
who is/are personally known to me, or who has/have produced Florida Driver License
as identification.

Signature of Notary Public, State of Florida

ALEJANDRO R CUEVAS RODRIGUEZ
Notary Public - State of Florida
Commission # HH 718840
My Comm. Expires Sep 10, 2029

VI. APPLICANT CERTIFICATION:*

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

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

Signature: Edward Davenport Drake Maria Elena Drake Date: 4/9/2026

Print Name: Edward Davenport Drake Maria Elena Drake Title: Owners

*Must sign in front of notary.

State of Florida
County of Brevard.
The foregoing application is acknowledged before me
this 9th day of April, 2026 by Edward Davenport Drake, Maria Elena Drake
who is/are personally known to me, or who has/have produced Florida Driver License
as identification.

Signature of Notary Public, State of Florida

ALEJANDRO R CUEVAS RODRIGUEZ
Notary Public - State of Florida
Commission # HH 718840
My Comm. Expires Sep 10, 2029

VII. PROJECT DESCRIPTION:

Describe Application: A 3/2 addition on back of house

Provide attachment if more space is needed.

Describe Existing Conditions: single family home

Provide attachment if more space is needed.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

May 13, 2026

Marie Smith, Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: 222 Sixth Avenue / Building Setback

Dear Marie,

This letter is provided to confirm that the second-floor cantilevered space as currently designed for the subject property is not permitted. In that regard, please find the following background on the property and regulatory information:

- Address/Parcel ID#: 222 Sixth Avenue / 28-38-08-FY-27-31
- Zoning: 3-RS – Single-Family
- Section 7A-33. 3-RS Single-family specifies the following:
  - Minimum yard requirement, side interior lot setback: 15’ from lot line
- Section 1A-3. Definitions. This section defines “yard” as: “An open space on the same lot with a principal building which is unoccupied and unobstructed by buildings from the ground to the sky except for overhangs or bay windows or as otherwise provided in this section.”

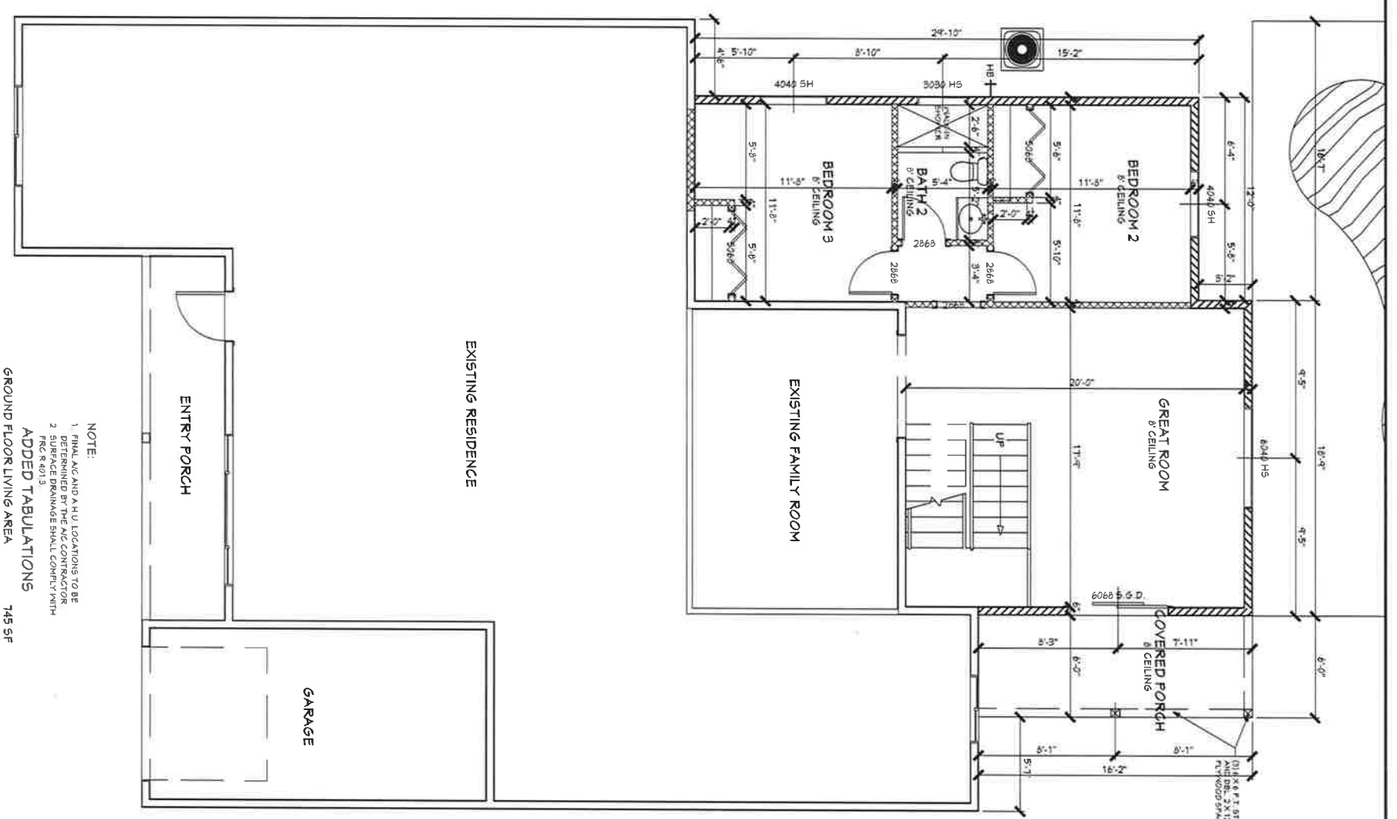
Based on the above, the minimum “yard” area for the side yard between the principal building and the side lot line is 15’. The proposed second floor cantilevered space in the design of the proposed addition at 222 Sixth Avenue is less than 15’ and cannot be permitted, and as such the plans must be redesigned to comply with the 15’ yard requirement. Please let me know if you have any questions.

Sincerely,

Corey W. O’Gorman
Town Planner

/co

town engeer Look at clayto Bennet drain age survey
Neels to sign off for June2 meeting



NOTE:
1. FINAL AC AND A.H.U. LOCATIONS TO BE DETERMINED BY THE AC CONTRACTOR
2. SURFACE DRAINAGE SHALL COMPLY WITH FBC R 401.3

ADDED TABULATIONS

GROUND FLOOR LIVING AREA	745 SF
UPPER FLOOR LIVING AREA	688 SF
TOTAL LIVING AREA	1433 SF
LOWER COVERED PORCH AREA	97 SF
UPPER COVERED PORCH AREA	101 SF
TOTAL AREA	1631 SF

THESE DRAWINGS ARE ELECTRONICALLY SEALED AND ISSUED BY STEVEN S. SCHMIDT, PE. ON THE DATE ADJACENT TO THE SEAL. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SHA AUTHENTICATION CODE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

SBS SERVICES, LLC
3851 LOGGERHEAD CIRCLE
MELBOURNE, FL 32934
(321)626-0371

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE PLANS AND SPECIFICATIONS COMPLY WITH THE MINIMUM REQUIREMENTS OF THE FLORIDA BUILDING CODE AND ALL APPLICABLE LOCAL AMENDMENTS FOR THE ABOVE LISTED OCCUPANCY AND CONSTRUCTION CLASSIFICATION. THE PLANS AND SPECIFICATIONS ARE NOT ASSIGNED TO BE USED IN ANY WAY ON ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF THE ARCHITECT.
STEVEN S. SCHMIDT P.E. #61318 DATE

STRUCTURAL CERTIFICATION FOR WIND BORNE DEBRIS

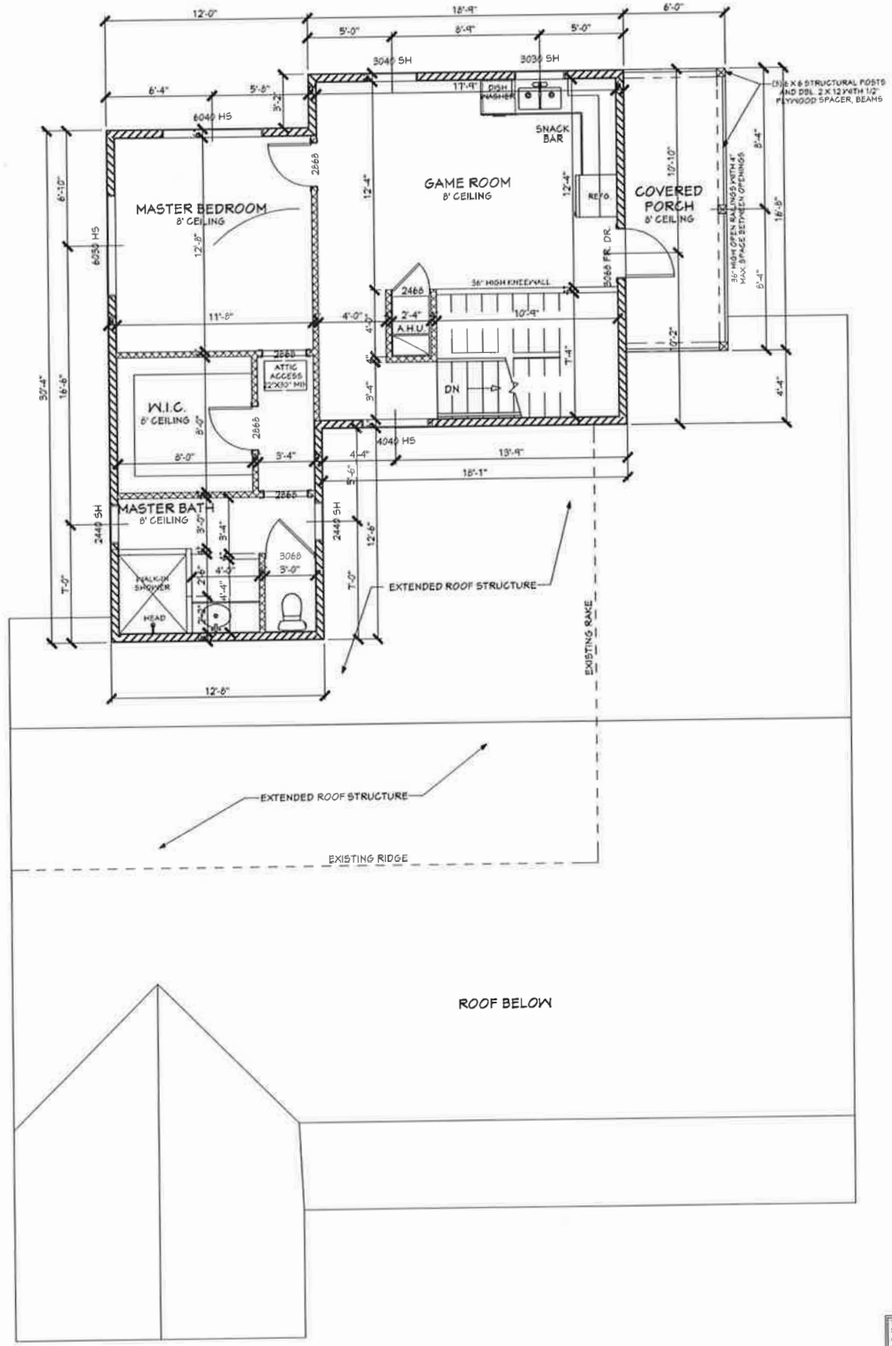
DATE: 7 APR 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION: 15 MAY 26

SHEET: A1

ADDITION AND RENOVATIONS TO EXISTING RESIDENCE FOR:
THE DRAKES
222 SIXTH AVENUE, MELBOURNE BEACH

TOM MORTON
DESIGN & DRAFTING
723-0330
310 SUNSET BLVD.
MELBOURNE BEACH, FLA. 32951

GROUND FLOOR PLAN



UPPER FLOOR PLAN

TOM MORTON
DESIGN & DRAFTING
723-0330
312 SUNSET BLVD
MELBOURNE BEACH FLA. 32951

ADDITION AND RENOVATIONS TO EXISTING RESIDENCE FOR:

THE DRAKES

222 SIXTH AVENUE, MELBOURNE BEACH

DATE: 7 APR 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION: 15 MAY 26

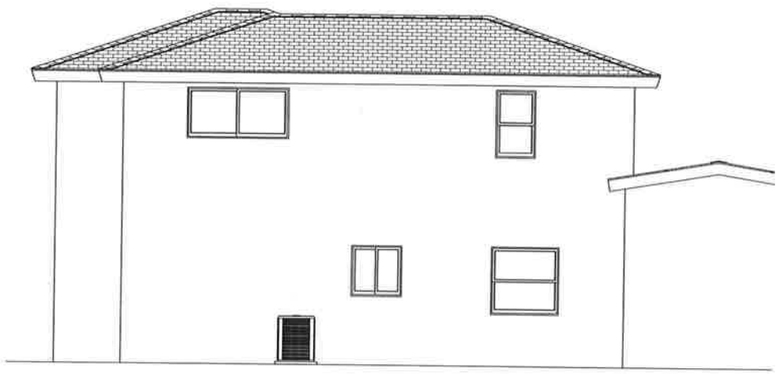
SHEET: A2

SBS SERVICES, LLC
3693 LONG LEAF DRIVE (321) 698-1371
MELBOURNE, FL 32940 sbsservices@bellsouth.net

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY BEN S. SCHWARTZ, P.E. ON THE DATE AND/OR TIME STAMP SHOWN USING A SHA AUTHENTICATION CODE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SHA AUTHENTICATION CODE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

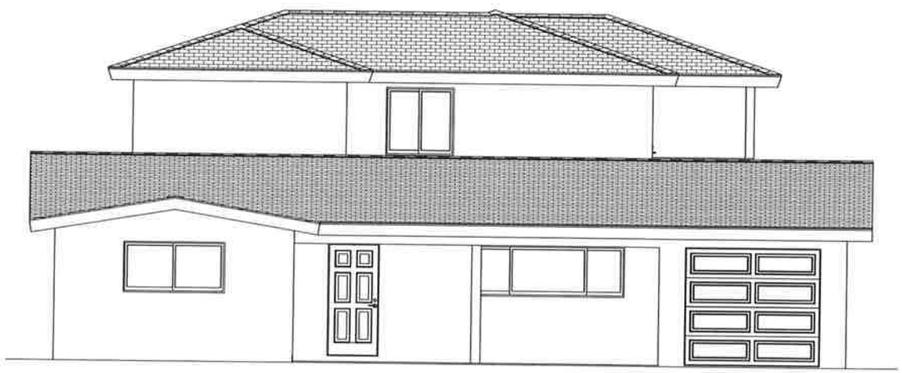
I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THESE PLANS AND SPECIFICATIONS COMPLY WITH THE STRUCTURAL PORTION OF THE 8TH EDITION FLORIDA BUILDING CODE - RESIDENTIAL, CHAPTER 3 FOR WIND AND GRAVITY LOADS AS AMENDED AND ENFORCED BY THE PERMITTING JURISDICTION.
BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26891
STRUCTURAL CERTIFICATION FOR HPCO LOCKING ONLY

REAR ELEVATION



LEFT SIDE ELEVATION

RIGHT SIDE ELEVATION



FRONT ELEVATION

EXTERIOR ELEVATIONS

TOM MORTON
DESIGN & DRAFTING
723-0330
310 SUNSET BLVD
MELBOURNE BEACH FLA 32951

ADDITION AND RENOVATIONS TO EXISTING RESIDENCE FOR:

THE DRAKES

222 SIXTH AVENUE, MELBOURNE BEACH

DATE: 7 APR 26
DRAWN: T.C.M
SCALE: 1/4"=1'-0"
REVISION: 15 MAY 26

SHEET: A3

THIS ITEM HAS BEEN ELECTRONICALLY SIGNED AND SEALED BY Ben S. SCHWARTZ, P.E. ON THE DATE ANEXON TIME STAMP SHOWN USING A SHA AUTHENTICATION CODE.
PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SHA AUTHENTICATION CODE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.

SBS SERVICES, LLC
2893 LONG LEAF DRIVE (321) 684-1371
MELBOURNE, FL 32940 BSWATSON@BELLSOUTH.NET

I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THESE PLANS AND SPECIFICATIONS COMPLY WITH THE STRUCTURAL PORTION OF THE 8 th EDITION FLORIDA BUILDING CODE - RESIDENTIAL, CHAPTER 3 FOR WIND AND GRAVITY LOADS AS AMENDED AND ENFORCED BY THE PERMITTING JURISDICTION.
BEN S. SCHWARTZ DATE
PE LIC NO. 41778 CA LIC NO. 26911

STRUCTURAL CERTIFICATION FOR WIND LOADING ONLY

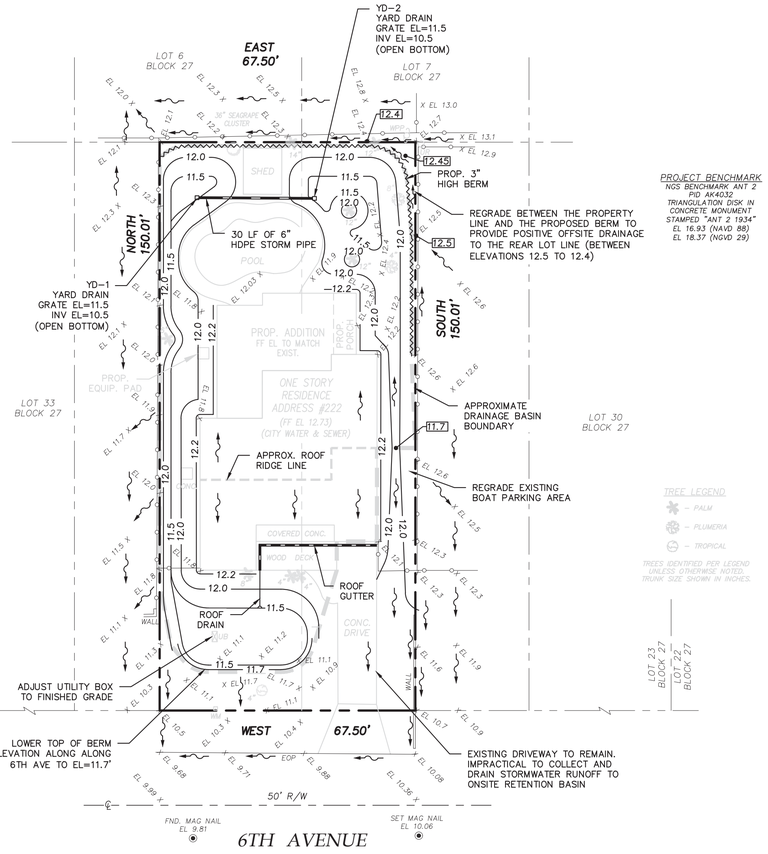
AREA OF ALTERATION = 0.23 ACRES

TYPE "A" LOT DRAINAGE (REAR TO FRONT)

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

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

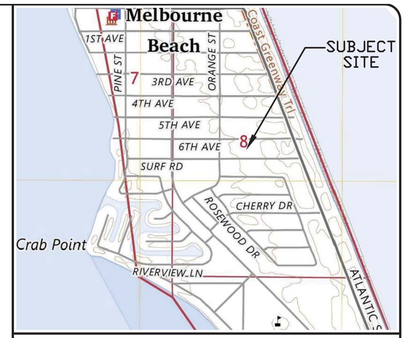
EROSION NOTES:
BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.



TREE LEGEND
- PALM
- PLUMERIA
- TROPICAL

TREES IDENTIFIED PER LEGEND UNLESS OTHERWISE NOTED. TRUNK SIZE SHOWN IN INCHES.

LEGEND:
- X EL 10.9 — EXISTING GRADE ELEVATION
- 12.4 — PROPOSED GRADE ELEVATION
- 11.5 — PROPOSED ELEVATION CONTOUR LINE
- PROPOSED FLOW DIRECTION
- APPROXIMATE DRAINAGE BASIN BOUNDARY



TOWNSHIP 28S, RANGE 36E, SECTION 08

VICINITY MAP
NTS

GENERAL STATEMENT:
THIS LOT DRAINAGE PLAN HAS BEEN PREPARE FOR A BUILDING ADDITION TO THE EXISTING SINGLE-FAMILY RESIDENCE ON THE SUBJECT LOT.

OWNER:
DRAKE, EDWARD DAVENPORT; DRAKE, MARIA ELENA
222 6TH AVE
MELBOURNE BEACH FL 32951

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

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

SITE ADDRESS:
222 6TH AVE
MELBOURNE BEACH FL 32951

PARCEL ID: 28-38-08-FY-27-31

ACCOUNT NO: 2848021

SITE AREA: SITE AREA = ±0.23 (±10,126)

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

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

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

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

GENERAL NOTES
1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY, TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES, INC., JOB NO. 50897, DATED 05/07/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT-OF-WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1-800-432-4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

FINISHED FLOOR ELEVATION:
MATCH EXISTING HOUSE FFE:
EXISTING HOUSE FFE = 12.73

HEIGHT ABOVE CROWN OF ROAD
12.73' - 10.36' = 2.37 FEET

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

GRADING NOTES
1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET ½" BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET.

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

NORTH

SCALE: 1"=20'

DRAKE, EDWARD DAVENPORT;
DRAKE, MARIA ELENA
222 6TH AVE
MELBOURNE BEACH FL 32951

DRAKE RESIDENCE
222 6TH AVE

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

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

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

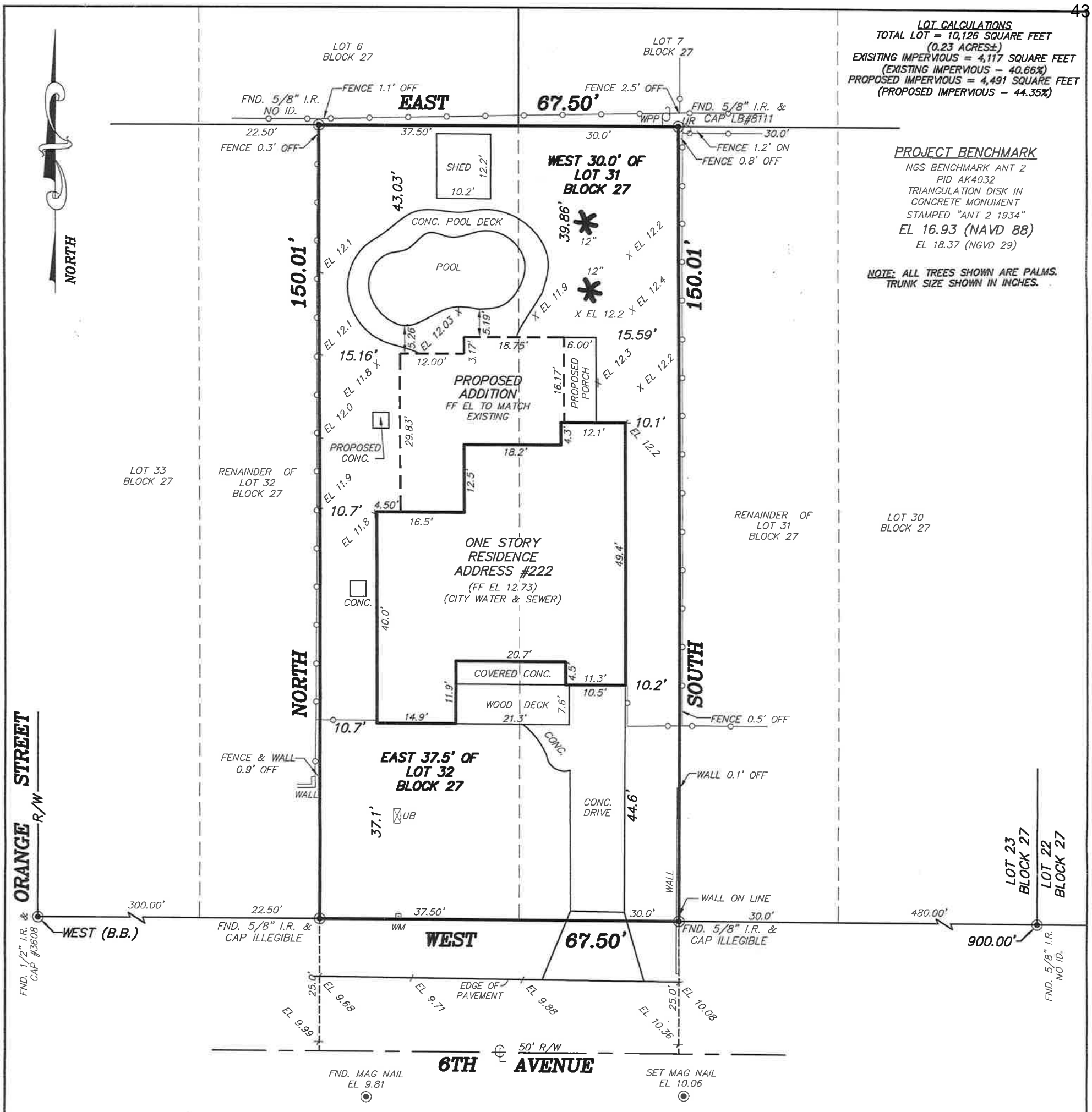
DATE

DESIGNED: CAB	DATE 05/18/2026
DRAWN BY: CAB	05/18/2026
CHECKED:	
APPROVED:	
ACAD CODE: 26180M01.DWG	
PROJECT NO: 26.180	

LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1



LOT CALCULATIONS
TOTAL LOT = 10,126 SQUARE FEET
(0.23 ACRES±)
EXISITING IMPERVIOUS = 4,117 SQUARE FEET
(EXISTING IMPERVIOUS – 40.66%)
PROPOSED IMPERVIOUS = 4,491 SQUARE FEET
(PROPOSED IMPERVIOUS – 44.35%)

PROJECT BENCHMARK
NGS BENCHMARK ANT 2
PID AK4032
TRIANGULATION DISK IN
CONCRETE MONUMENT
STAMPED "ANT 2 1934"
EL 16.93 (NAVD 88)
EL 18.37 (NGVD 29)

NOTE: ALL TREES SHOWN ARE PALMS. TRUNK SIZE SHOWN IN INCHES.

SURVEY PREPARED FOR:
EDWARD DAVENPORT DRAKE AND MARIA ELENA DRAKE

DESCRIPTION: WEST 30 FEET OF LOT 31 AND EAST 37.5 FEET OF LOT 32, BLOCK 27, WILCOX PLAT OF MELBOURNE BEACH, ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK 1, PAGE 58, OF THE PUBLIC RECORDS OF BREVARD COUNTY, FLORIDA.

AAL LAND SURVEYING SERVICES, INC.

ACCORDING TO FLOOD INSURANCE RATE MAP #12009C 0608 H , DATED JANUARY 29, 2021 THIS PROPERTY IS LOCATED WITHIN FLOOD ZONE X. (NAVD 1988)

TYPE OF SURVEY: **BOUNDARY**

SCALE: 1" = 20'

REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: _____
REVISION: TOPOGRAPHIC/TREE: 04-28-26
REVISION: PLOT PLAN 04-08-26

FIELD DATE: 03/20/2026

SECTION 08,
TOWNSHIP 28 SOUTH,
RANGE 38 EAST

PROJECT #50897

GENERAL NOTES:

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

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

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

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

LEGEND

BB	–	BEARING BASE
(M)	–	MEASURED
(P)	–	PLAT
(D)	–	DEED
IR	–	IRON ROD
IP	–	IRON PIPE
N&D	–	NAIL AND DISC
N&TT	–	NAIL AND TIN TAB
C.M.	–	CONCRETE MONUMENT
PRM	–	PERMANENT REFERENCE MARKER
LB	–	LICENSED BUSINESS
PLS	–	PROFESSIONAL LAND SURVEYOR
TBM	–	TEMPORARY BENCHMARK
FND.	=	FOUND
D	=	DELTA
R	=	RADIUS
L	–	ARC LEGNTH
CH	–	CHORD LENGTH
CB	–	CHORD BEARING
PRC	–	POINT OF REVERSE CURVE
P.O.L.	–	POINT ON LINE
R/W	–	RIGHT OF WAY
WPP	–	WOOD POWER POLE
OHW	–	OVERHEAD WIRES
E.P.	–	EDGE OF PAVEMENT
P.U.	–	PUBLIC UTILITY EASEMENT
D.E.	–	DRAINAGE EASEMENT
FPL	–	FLORIDA POWER & LIGHT
SSM	–	SANITARY MANHOLE
UR	–	UTILITY RISER
UB	–	UTILITY BOX
CONC.	–	CONCRETE
WM	–	WATER METER
Ⓦ	–	WELL
℄	–	CENTERLINE

SURFACE WATER MANAGEMENT REPORT

TO

TOWN OF MELBOURNE BEACH

FOR

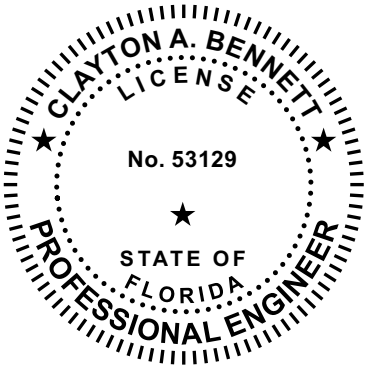
222 Sixth Ave
Melbourne Beach, FL 32951

OWNERS:

Edward and Maria Drake
222 Sixth Ave
Melbourne Beach, FL 32951

PREPARED BY:

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



BEC No. 26.180

May 21, 2026

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

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

TABLE OF CONTENTS

			Page
I.	**PROJECT OVERVIEW**		1
	A.	EXISTING CONDITIONS	1
	B.	PROPOSED CONDITIONS	1
II.	**SOIL INFORMATION**		1
III.	**STORMWATER MANAGEMENT PLAN**		1
	A.	EXISTING CONDITIONS	1
	B.	PROPOSED CONDITIONS	1
		1. Area Information	1
		2. Stormwater Attenuation	2
IV.	**STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN**		2

APPENDIX

A.	Stormwater Management Plan	3-4
B.	Post Development Stormwater Calculations	5-9
C.	NRCS Soils Report (*Provided for information only and not included in the Engineer's certification of this report)*	10-24

ENGINEER'S CERTIFICATION

The following drainage calculations for 222 Sixth Ave, Melbourne Beach were prepared by me or under my direct supervision.

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

Date: _____

I. PROJECT OVERVIEW

A. Existing Conditions

The proposed project is located at 222 6th Ave in the Town of Melbourne Beach, Florida. The overall site boundary contains ±0.23 acres, more or less. The site is currently developed as a single-family residence.

B. Proposed Conditions

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

II. SOILS INFORMATION

Pursuant to the NRCS Brevard County Soil Survey, the site soils landward of the top of dune consist of Canaveral-Palm Beach-Urban land complex which has a very high permeability rate. The said soil has a reported typical Ksat of 20 to 50 in/hr. A copy of the NRCS soils report has been included in Appendix C for informational purposes only.

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

III. STORMWATER MANAGEMENT PLAN

A. Existing Conditions

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

B. Proposed Conditions

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

A gutter and downspout will be utilized to collect the stormwater runoff from the southeast corner of the roof. The existing driveway is to remain. As such, it is impractical to collect the stormwater runoff from the said driveway and convey the runoff to the stormwater retention basin. Likewise, it is impractical to collect and convey the stormwater runoff from the southeast side yard to the stormwater retention basin.

1. **Area information**
   Basin 1 = ±8,126 sf

2. Stormwater Attenuation

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

Basin	Peak Stage	Top of Swale El.	Pre-Dev. Discharge	Post Dev. Discharge
Basin 1	11.56 ft	11.7 ft	N/A	0.0

IV. STORMWATER MANAGEMENT SYSTEM MAINTENANCE PLAN

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

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

APPENDIX A

STORMWATER MANAGEMENT PLAN

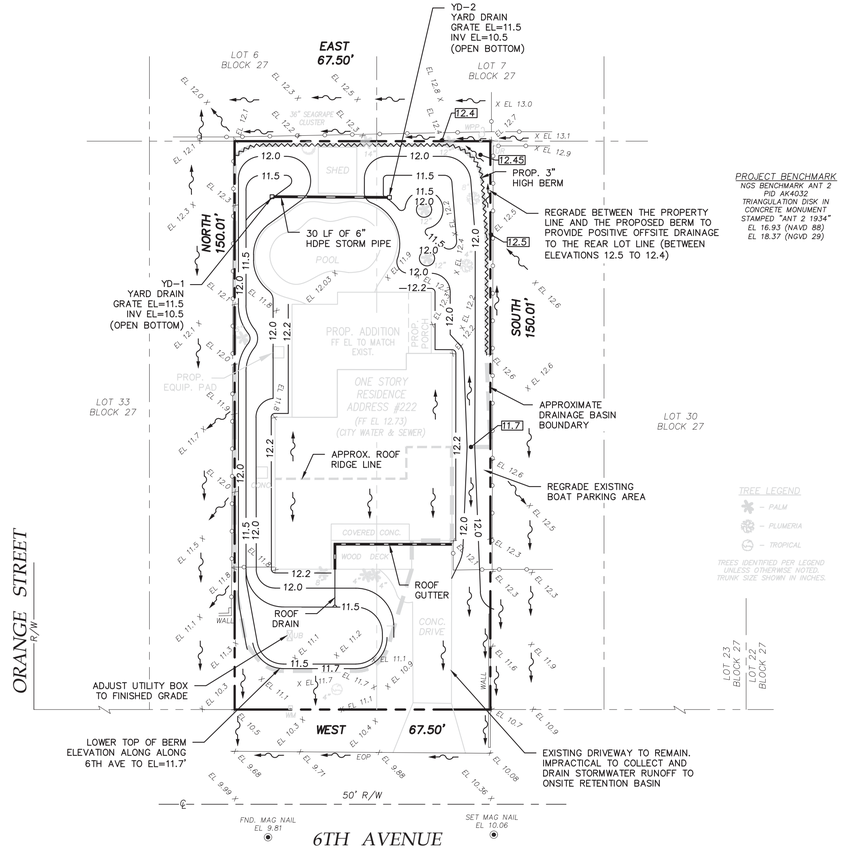
AREA OF ALTERATION
= 0.23 ACRES

TYPE "A" LOT DRAINAGE
(REAR TO FRONT)

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

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

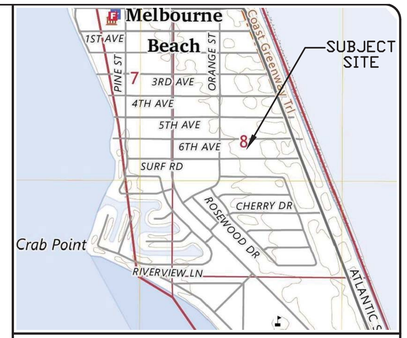
EROSION NOTES:
BEST MANAGEMENT PRACTICES SHALL BE UTILIZED TO MINIMIZE ANY ON SITE EROSIONS. IN ADDITION TO BEST MANAGEMENT PRACTICES, AS A MINIMUM, SILT FENCE SHALL BE INSTALLED AROUND THE PERIMETER OF THE DEVELOPMENT AREA TO MINIMIZE SEDIMENTATION FROM LEAVING THE SITE.



PROJECT BENCHMARK
NGS BENCHMARK ANT 2
PID AK4032
TRIANGULATION DISK IN CONCRETE MONUMENT STAMPED "ANT 2 1934"
EL 16.93 (NAVD 88)
EL 18.37 (NGVD 29)

TREE LEGEND
– PALM
– PLUMERIA
– TROPICAL
TREES IDENTIFIED PER LEGEND UNLESS OTHERWISE NOTED. TRUNK SIZE SHOWN IN INCHES.

LEGEND:
X EL 10.9 — EXISTING GRADE ELEVATION
12.4 — PROPOSED GRADE ELEVATION
11.5 — PROPOSED ELEVATION CONTOUR LINE
PROPOSED FLOW DIRECTION
APPROXIMATE DRAINAGE BASIN BOUNDARY



TOWNSHIP 28S, RANGE 36E, SECTION 08

VICINITY MAP
NTS

GENERAL STATEMENT:
THIS LOT DRAINAGE PLAN HAS BEEN PREPARE FOR A BUILDING ADDITION TO THE EXISTING SINGLE–FAMILY RESIDENCE ON THE SUBJECT LOT.

OWNER:
DRAKE, EDWARD DAVENPORT; DRAKE, MARIA ELENA
222 6TH AVE
MELBOURNE BEACH FL 32951

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

SURVEYOR:
AAL LAND SURVEYING SERVICES, INC.
3970 MINTON ROAD,
WEST MELBOURNE, FL 32904
(321) 768–8110

SITE ADDRESS:
222 6TH AVE
MELBOURNE BEACH FL 32951

PARCEL ID: 28–38–08–FY–27–31

ACCOUNT NO: 2848021

SITE AREA: SITE AREA = ±0.23 (±10,126)

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

GENERAL NOTES
1. PROPOSED BUILDING ENVELOPE INDICATES MAXIMUM EXTERIOR WALL DIMENSIONS ONLY.
2. BOUNDARY, TOPOGRAPHIC INFORMATION WAS PROVIDED BY AAL LAND SURVEYING SERVICES, INC., JOB NO. 50897, DATED 05/07/26.
3. ELEVATIONS ARE BASED ON NAVD, 1988 DATUM.
4. CONTOURS ARE APPROXIMATE ONLY.
5. THE SOLID WASTE WITHIN THE PROJECT SITE WILL BE PICKED UP BY CURBSIDE PICKUP.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE CAUSED WITHIN ROAD AND DRAINAGE RIGHT–OF–WAY AS A DIRECT RESULT OF NEW CONSTRUCTION.
7. THE CONTRACTOR SHALL CONTACT SUNSHINE ONE (1–800–432–4770) AND ALL CONCERNED UTILITIES AT LEAST 48 HOURS IN ADVANCE OF CONSTRUCTION OPERATIONS.
8. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND DOCUMENT THE ACTUAL LOCATION AND EXTENT OF ALL EXISTING UTILITIES WHICH MAY AFFECT CONSTRUCTION. EXISTING UTILITIES SHOWN ARE BASED UPON THE BEST AVAILABLE INFORMATION SUPPLIED TO THE OWNER/ENGINEER AND IS SHOWN FOR INFORMATIONAL PURPOSE ONLY. ANY DAMAGE TO EXISTING UTILITIES SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE, TO THE SATISFACTION OF THE UTILITY OWNER.

FINISHED FLOOR ELEVATION:
MATCH EXISTING HOUSE FFE:
EXISTING HOUSE FFE = 12.73

HEIGHT ABOVE CROWN OF ROAD
12.73' – 10.36' = 2.37 FEET

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

GRADING NOTES
1. IMPERVIOUS PAVEMENT ADJACENT TO THE BUILDING SHALL SLOPE AWAY FROM THE BUILDING A MINIMUM OF 2% FOR THE FIRST 10 FEET.
2. THE FINISHED PAVEMENT GRADE ADJACENT TO THE GARAGE DOOR(S) SHALL BE SET ½" BELOW THE ADJACENT GARAGE SLAB ELEVATION AND BE SLOPED AWAY FROM THE GARAGE AT A MINIMUM OF A 2% SLOPE FOR 10 FEET.
3. FINISHED EARTH GRADES ADJACENT TO THE BUILDING SHALL BE A MINIMUM OF 6" BELOW THE FINISHED FLOOR ELEVATION AND THE GRADE SHALL FALL AWAY FROM THE BUILDING A MINIMUM OF 6 INCHES WITHIN THE FIRST 10 FEET.

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

NORTH

SCALE: 1"=20'

DRAKE, EDWARD DAVENPORT;
DRAKE, MARIA ELENA
222 6TH AVE
MELBOURNE BEACH FL 32951

DRAKE RESIDENCE
222 6TH AVE

NO.	DATE	REVISION
1		
2		
3		
4		
5		
6		
7		

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

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

DATE

DESIGNED: CAB	DATE 05/18/2026
DRAWN BY: CAB	05/18/2026
CHECKED:	
APPROVED:	
ACAD CODE: 26180M01.DWG	
PROJECT NO: 26.180	

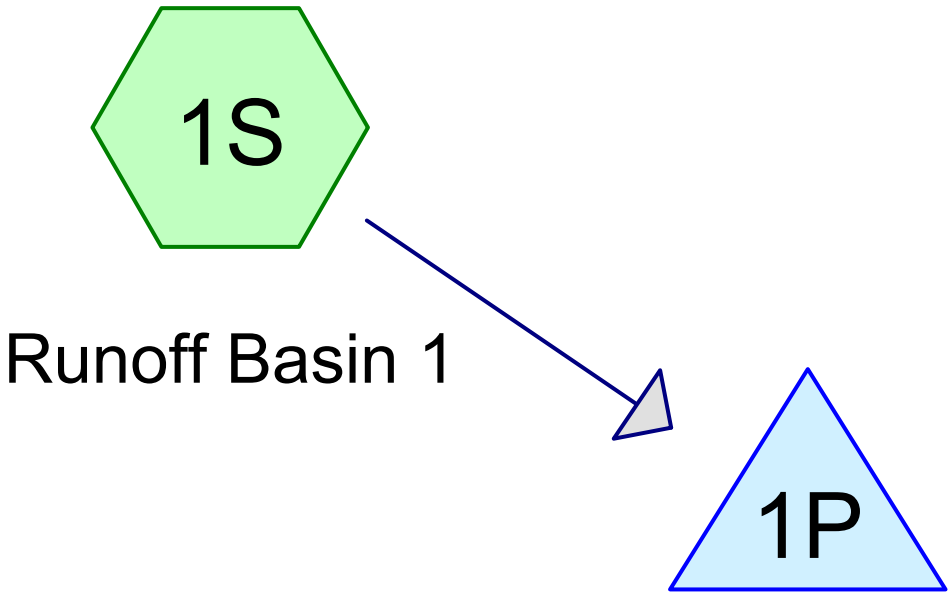
LOT DRAINAGE PLAN

C-1

SHEET 1 OF 1

APPENDIX B

POST DEVELOPMENT STORMWATER CALCULATIONS



Subcat Reach Pond Link

Routing Diagram for Post-01
Prepared by Bennett Engineering & Consulting, LLC, Printed 5/21/2026
HydroCAD® 10.10-4b s/n 08593 © 2020 HydroCAD Software Solutions LLC

Rainfall Events Listing (selected events)

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

Summary for Subcatchment 1S: Runoff Basin 1

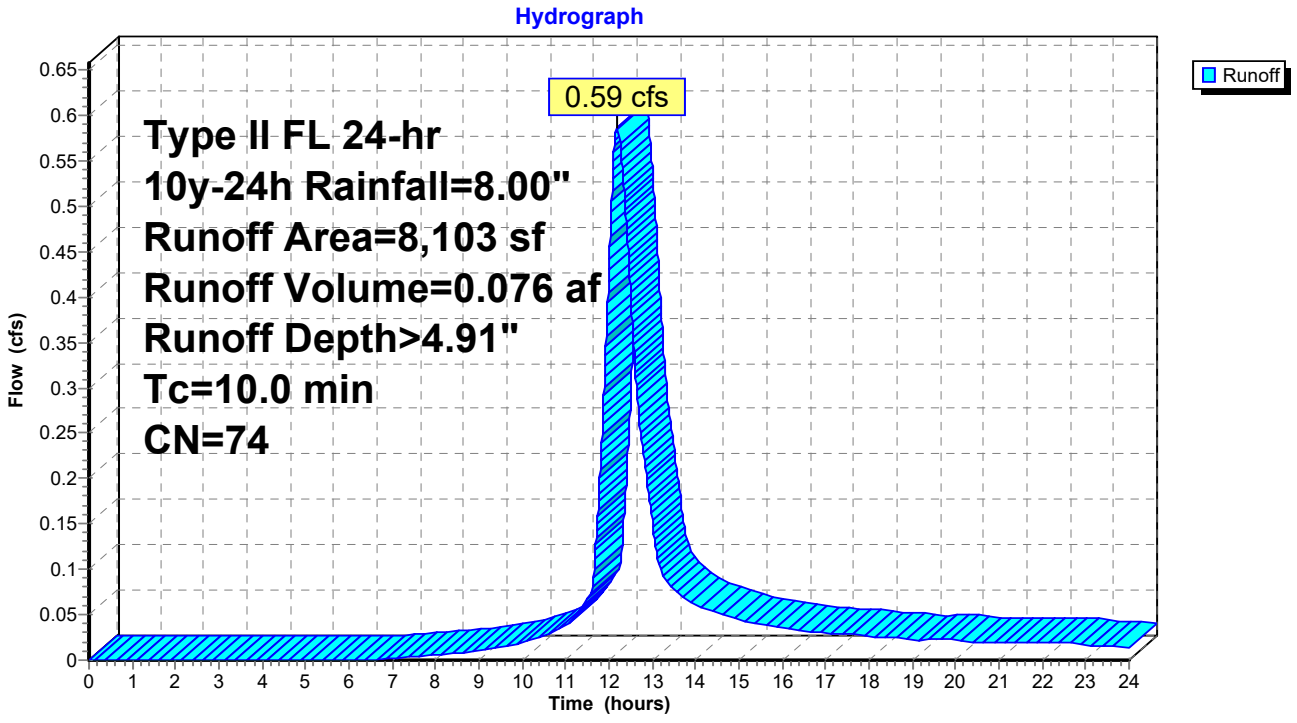
Runoff = 0.59 cfs @ 12.19 hrs, Volume= 0.076 af, Depth> 4.91"

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

	Area (sf)	CN	Description
*	738	100	Retention Swale
*	3,093	98	Roof, Paved parking, HSG A
*	803	98	Pool and Deck
*	18	98	Equipment pad
*	124	98	Shed
	3,327	39	>75% Grass cover, Good, HSG A
	8,103	74	Weighted Average
	3,327		41.06% Pervious Area
	4,776		58.94% Impervious Area

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

Subcatchment 1S: Runoff Basin 1



Summary for Pond 1P: Retention Basin 1

Inflow Area = 0.186 ac, 58.94% Impervious, Inflow Depth > 4.91" for 10y-24h event
Inflow = 0.59 cfs @ 12.19 hrs, Volume= 0.076 af
Outflow = 0.58 cfs @ 12.22 hrs, Volume= 0.076 af, Atten= 1%, Lag= 2.2 min
Discarded = 0.58 cfs @ 12.22 hrs, Volume= 0.076 af

Routing by Stor-Ind method, Time Span= 0.00-24.00 hrs, dt= 0.01 hrs
Peak Elev= 11.56' @ 12.22 hrs Surf.Area= 911 sf Storage= 52 cf

Plug-Flow detention time= 0.7 min calculated for 0.076 af (100% of inflow)
Center-of-Mass det. time= 0.7 min (834.0 - 833.3)

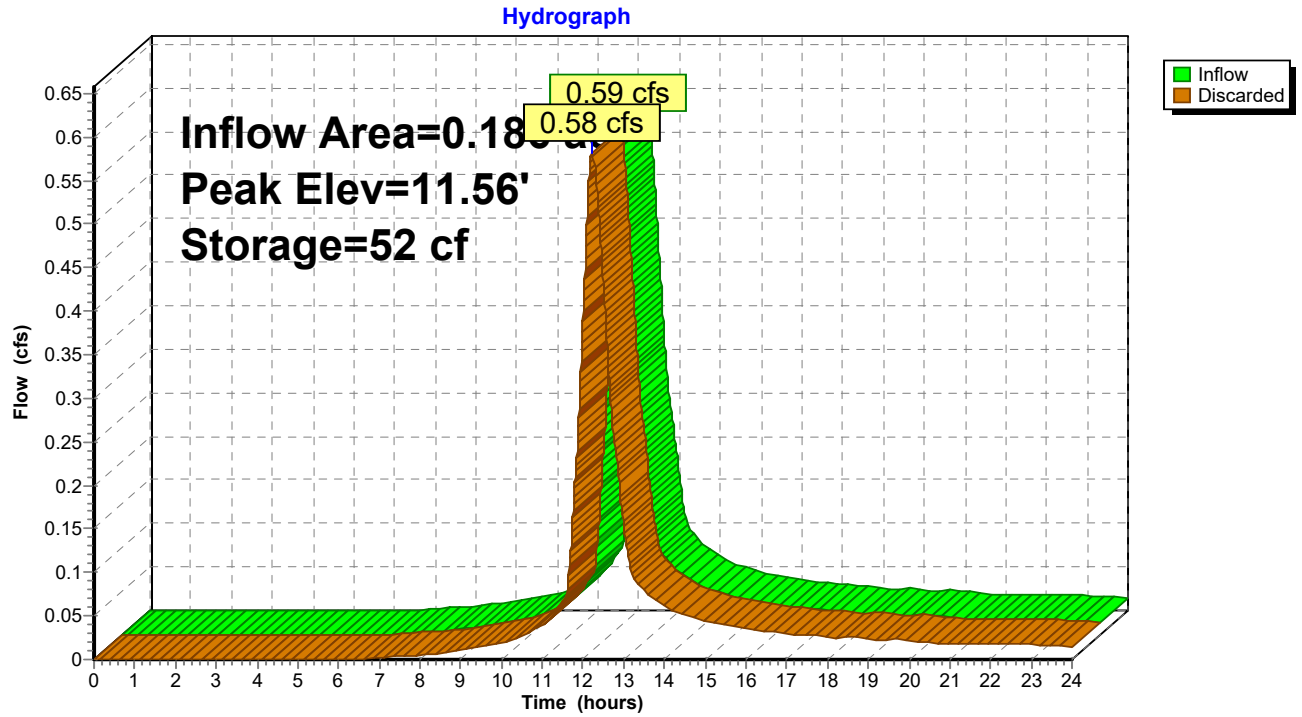
Volume	Invert	Avail.Storage	Storage Description
#1	11.50'	792 cf	Custom Stage Data (Irregular) Listed below (Recalc)

Elevation (feet)	Surf.Area (sq-ft)	Perim. (feet)	Inc.Store (cubic-feet)	Cum.Store (cubic-feet)	Wet.Area (sq-ft)
11.50	738	320.0	0	0	738
12.00	2,621	577.0	792	792	19,084

Device	Routing	Invert	Outlet Devices
#1	Discarded	11.50'	10.000 in/hr Exfiltration over Wetted area Conductivity to Groundwater Elevation = 9.50'

Discarded OutFlow Max=0.58 cfs @ 12.22 hrs HW=11.56' (Free Discharge)
└1=Exfiltration (Controls 0.58 cfs)

Pond 1P: Retention Basin 1



APPENDIX C

Soils Report

Prepared by: NRCS

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

United States Department of Agriculture

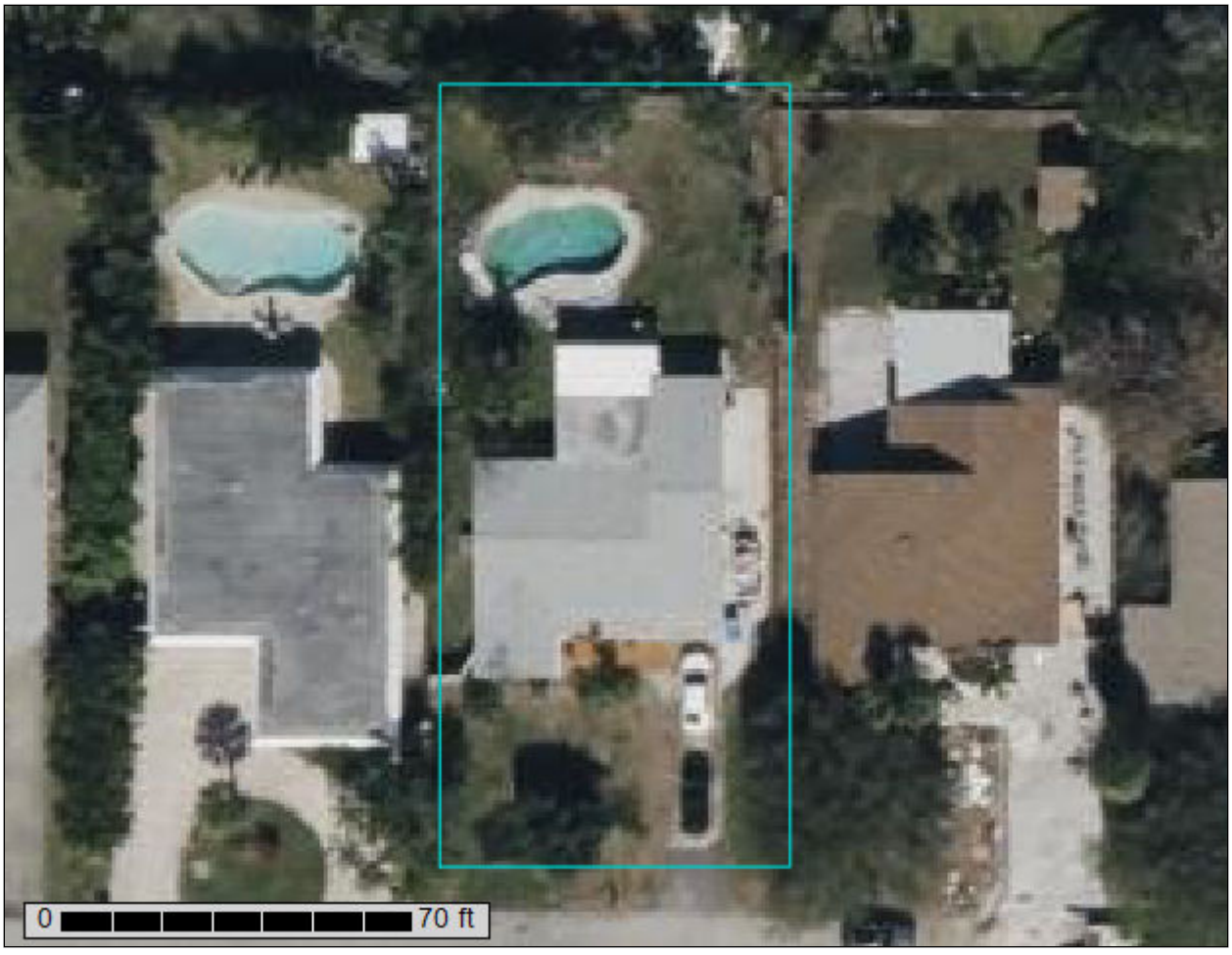
NRCS

Natural Resources Conservation Service

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

Custom Soil Resource Report for Brevard County, Florida

Drake Residence



Preface

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

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

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

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

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

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

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

alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

Contents

Preface..... 2
Soil Map..... 5
Soil Map.....6
Legend.....7
Map Unit Legend..... 8
Map Unit Descriptions..... 8
Brevard County, Florida..... 10
25—Canaveral-Palm Beach-Urban land complex.....10
References.....13

Soil Map

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

Custom Soil Resource Report
Soil Map

Map Scale: 1:278 if printed on A portrait (8.5" x 11") sheet.

N

Meters
0 4 8 16 24

Feet
0 10 20 40 60

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 17N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

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

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

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

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

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

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

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

Soil Survey Area: Brevard County, Florida
Survey Area Data: Version 25, Sep 2, 2025

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

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

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

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
25	Canaveral-Palm Beach-Urban land complex	0.2	100.0%
Totals for Area of Interest		**0.2**	**100.0%**

Map Unit Descriptions

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

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

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

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

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

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

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

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

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

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

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

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

Brevard County, Florida

25—Canaveral-Palm Beach-Urban land complex

Map Unit Setting

National map unit symbol: 1lg35
Landscape: Coastal plains
Elevation: 10 to 20 feet
Mean annual precipitation: 49 to 57 inches
Mean annual air temperature: 68 to 75 degrees F
Frost-free period: 350 to 365 days
Farmland classification: Not prime farmland

Map Unit Composition

Canaveral and similar soils: 31 percent
Palm beach and similar soils: 30 percent
Urban land: 29 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Canaveral

Setting

Landscape: Coastal plains
Landform: Ridges on marine terraces, Flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Sandy marine deposits

Typical profile

A - 0 to 6 inches: sand
C - 6 to 12 inches: sand
C - 12 to 80 inches: coarse sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat poorly drained
Runoff class: Low
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: About 12 to 36 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 15 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 6.0
Available water supply, 0 to 60 inches: Very low (about 1.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 6s
Hydrologic Soil Group: A/D
Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests

Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Palm Beach

Setting

Landscape: Coastal plains
Landform: Flats on marine terraces
Landform position (three-dimensional): Talf
Down-slope shape: Convex
Across-slope shape: Linear
Parent material: Shells and sandy marine deposits

Typical profile

A - 0 to 3 inches: sand
C - 3 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Excessively drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Very high (19.98 to 50.02 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Calcium carbonate, maximum content: 30 percent
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Sodium adsorption ratio, maximum: 4.0
Available water supply, 0 to 60 inches: Very low (about 1.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7s
Hydrologic Soil Group: A
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Description of Urban Land

Setting

Landscape: Coastal plains
Landform: Marine terraces
Landform position (three-dimensional): Interfluve, talf
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: No parent material

Interpretive groups

Land capability classification (irrigated): None specified

Ecological site: R155XY170FL - Sandy Coastal Grasslands and Forests
Forage suitability group: Forage suitability group not assigned (G156BC999FL)
Other vegetative classification: Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: Unranked

Minor Components

Paola

Percent of map unit: 4 percent
Landscape: Coastal plains
Landform: Rises on marine terraces, Flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY230FL - Sandy Scrub on Ridges, Knolls, and Dunes of Xeric Uplands
Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Pomello

Percent of map unit: 3 percent
Landscape: Coastal plains
Landform: Rises on marine terraces, Flats on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: F155XY150FL - Sandy Flatwoods and Hammocks on Rises and Knolls of Mesic Uplands
Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

Welaka

Percent of map unit: 3 percent
Landscape: Coastal plains
Landform: Rises on marine terraces
Landform position (three-dimensional): Interfluve
Down-slope shape: Convex
Across-slope shape: Linear
Ecological site: R155XY180FL - Sandy Scrub on Rises, Ridges, and Knolls of Mesic Uplands
Other vegetative classification: Sand Pine Scrub (R155XY001FL), Forage suitability group not assigned (G156BC999FL)
Hydric soil rating: No

References

American Association of State Highway and Transportation Officials (AASHTO). 2004. Standard specifications for transportation materials and methods of sampling and testing. 24th edition.

American Society for Testing and Materials (ASTM). 2005. Standard classification of soils for engineering purposes. ASTM Standard D2487-00.

Cowardin, L.M., V. Carter, F.C. Golet, and E.T. LaRoe. 1979. Classification of wetlands and deep-water habitats of the United States. U.S. Fish and Wildlife Service FWS/OBS-79/31.

Federal Register. July 13, 1994. Changes in hydric soils of the United States.

Federal Register. September 18, 2002. Hydric soils of the United States.

Hurt, G.W., and L.M. Vasilas, editors. Version 6.0, 2006. Field indicators of hydric soils in the United States.

National Research Council. 1995. Wetlands: Characteristics and boundaries.

Soil Survey Division Staff. 1993. Soil survey manual. Soil Conservation Service. U.S. Department of Agriculture Handbook 18. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_054262

Soil Survey Staff. 1999. Soil taxonomy: A basic system of soil classification for making and interpreting soil surveys. 2nd edition. Natural Resources Conservation Service, U.S. Department of Agriculture Handbook 436. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_053577

Soil Survey Staff. 2010. Keys to soil taxonomy. 11th edition. U.S. Department of Agriculture, Natural Resources Conservation Service. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_053580

Tiner, R.W., Jr. 1985. Wetlands of Delaware. U.S. Fish and Wildlife Service and Delaware Department of Natural Resources and Environmental Control, Wetlands Section.

United States Army Corps of Engineers, Environmental Laboratory. 1987. Corps of Engineers wetlands delineation manual. Waterways Experiment Station Technical Report Y-87-1.

United States Department of Agriculture, Natural Resources Conservation Service. National forestry manual. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/home/?cid=nrcs142p2_053374

United States Department of Agriculture, Natural Resources Conservation Service. National range and pasture handbook. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/landuse/rangepasture/?cid=stelprdb1043084

United States Department of Agriculture, Natural Resources Conservation Service. National soil survey handbook, title 430-VI. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/scientists/?cid=nrcs142p2_054242

United States Department of Agriculture, Natural Resources Conservation Service. 2006. Land resource regions and major land resource areas of the United States, the Caribbean, and the Pacific Basin. U.S. Department of Agriculture Handbook 296. http://www.nrcs.usda.gov/wps/portal/nrcs/detail/national/soils/?cid=nrcs142p2_053624

United States Department of Agriculture, Soil Conservation Service. 1961. Land capability classification. U.S. Department of Agriculture Handbook 210. http://www.nrcs.usda.gov/Internet/FSE_DOCUMENTS/nrcs142p2_052290.pdf

P: 321.725.3674
F: 321.723.1159
www.bseconsult.com
312 South Harbor City Boulevard, Suite #4, Melbourne, Florida 32901

June 1, 2026

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

Re: 2nd Site Plan Review – 222 Sixth Ave
File #11440.100.44

Dear Jeffrey:

We have reviewed the requested documents for the above-referenced project and confirmed they adequately addressed the comments. Therefore, we recommend approval of the drainage plan.

Due to recent occurrences, we request that the Engineer of Record review the as-built plans for compliance prior to the applicant requesting Town Engineer sign off. This will save time and expense for the applicant as well as the Town.

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

Very truly yours,

Ana Saunders, P.E.

Ana Saunders, P.E.
Vice President
B.S.E. Consultants, Inc. an LJA company

AS/as
11440.100.44.town.corr.26-as-1995.jun

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Request for Proposals for Grant Writing Services

Background Information:

At the direction of the Town of Melbourne Beach Commission, the Town issued a Request for Proposals (RFP) for Grant Writing Services on May 4, 2026, with responses due by June 5, 2026.

The Town received three responses to the RFP:

- GrantWorks
- DRMP
- Calvin, Giordano & Associates, Inc.

All three companies have priced their grant services based on the type of expert that the town will need, whether engineering, planning, environmental science, etc. GrantWorks also included flat fees for grant application preparation and grant administration (post award).

DRMP appears to be the only respondent with experience in Brevard County (Titusville); however, GrantWorks and Calvin, Giordano & Associates, Inc. show extensive work in Florida. Calvin, Giordano & Associates, Inc. also responded to the RFQ for planning services.

Recommendation:

The Commission has a number of options:

- Ask the Town Manager to check reference and bring the item back at the next meeting,
- Proceed in hiring a consultant and fund the work through reserves,
- Hire a consultant for initial consulting and then include funding for future work in the FY27 budget,
- Go back out to bid.

Attachments:

Exhibit A – GrantWorks Grant Writing Services

Exhibit B – DRMP Grant Writing Services

Exhibit C – Calvin, Giordano & Associates, Inc. Grant Writing Services

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFP: Grant Writing Services

June 5, 2026 – 2:00 pm

BID TABULATION

<table>
<tr><th>Bidder Name & Address</th><th>Cost</th><th>References?</th><th>Insurance?</th><th>Deposit?</th></tr>
<tr><td>GrantWorks
108 S. Monroe St.
Tallahassee, FL 32301</td><td>
<table>
<tr><th>Title / Role</th><th>Hourly Rate</th></tr>
<tr><td>Program Executive</td><td>$0.00</td></tr>
<tr><td>FloridaCommerce Liaison</td><td>$0.00</td></tr>
<tr><td>Project Manager</td><td>$165.00</td></tr>
<tr><td>Task Lead</td><td>$155.00</td></tr>
<tr><td>Subject Matter Expert</td><td>$225.00</td></tr>
</table>
<table>
<tr><th>Grant Minimum</th><th>Grant Maximum</th><th>Flat Fee Per Application</th></tr>
<tr><td colspan="3">Tier 1 – Small Grant Application (Planning/Small Project)</td></tr>
<tr><td>$0.00</td><td>$100,000.00</td><td>$5,000.00</td></tr>
<tr><td>$100,001.00</td><td>$200,000.00</td><td>$8,000.00</td></tr>
<tr><td>$200,001.00</td><td>$250,000.00</td><td>$10,000.00</td></tr>
<tr><td colspan="3">Tier 2 – Medium Grant Application (Medium Infrastructure Project/Equipment Grant)</td></tr>
<tr><td>$250,001.00</td><td>$750,000.00</td><td>$12,500.00</td></tr>
<tr><td>$750,001.00</td><td>$1,000,000.00</td><td>$16,000.00</td></tr>
<tr><td>$1,000,001.00</td><td>$2,000,000.00</td><td>$21,000.00</td></tr>
<tr><td>$2,000,001.00</td><td>$3,000,000.00</td><td>$24,000.00</td></tr>
<tr><td colspan="3">Tier 3 – Large or Complex Grant Application (Large/Multi-Phase Project)</td></tr>
<tr><td>$3,000,001.00</td><td>$4,000,000.00</td><td>$27,500.00</td></tr>
<tr><td>$4,000,001.00</td><td>$5,000,000.00</td><td>$29,900.00</td></tr>
<tr><td colspan="3">>$5,000,001.00 Negotiable</td></tr>
</table>
</td><td>Yes</td><td>Not provided</td><td>Not provided</td></tr>
</table>

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bidder Name & Address	Cost	References?	Insurance?	Deposit?
DRMP 100 Parnell Street, Suite A Merritt Island, FL 32953		Yes	Not provided	Not provided

Position	Hourly Rate
Technical Writer I	$110.00
Technical Writer II	$135.00
Technical Writer III	$185.00
Planner I	$95.00
Planner II	$135.00
Planner III	$200.00
Planner IV	$250.00
Planner V	$275.00
Graphic Designer I	$110.00
Graphic Designer II	$145.00
Graphic Designer III	$185.00
Administrative I	$110.00
Administrative II	$130.00
Administrative III	$140.00
Administrative IV	$165.00
Technical Professional (A/E) I	$150.00
Technical Professional (A/E) II	$215.00
Technical Professional (A/E) III	$260.00
Technical Professional (A/E) IV	$305.00
Technical Professional (A/E) V	$350.00
Discipline Manager I	$320.00
Discipline Manager II	$380.00
Principal I	$420.00
Principal II	$470.00

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bidder Name & Address	Cost	References?	Insurance?	Deposit?
Calvin, Giordano & Associates, Inc. 2400 SE Veterans Memorial Parkway, Suite 207 Port St. Lucie, FL 34952		Yes	Yes	Not provided

Position	Hourly Rate	Position	Hourly Rate
Principal	$277.00	**CONSTRUCTION**	
Contract Administrator	$257.00	Director, Construction	$248.00
Project Coordinator	$129.00	Sr. Project Engineer (CEI)	$223.00
Executive Assistant / Clerical	$95.00	Project Administrator (CEI)	$167.00
ENGINEERING		Construction Management Director	$185.00
Director, Engineering	$248.00	Construction Manager	$167.00
Sr. Project Manager	$216.00	Senior Inspector	$137.00
Project Manager	$197.00	ITS Inspector	$137.00
Sr. Engineer	$199.00	Inspector	$125.00
Project Engineer	$173.00	Inspector Aide	$120.00
Engineer	$148.00	Construction Coordinator	$129.00
Jr. Engineer	$129.00	Resident Compliance Specialist	$125.00
Senior CADD Tech	$150.00	**GOVERNMENT SERVICES**	
CADD Technician	$127.00	Director, Governmental Services	$248.00
Permit Administrator	$121.00	Director, Code Enforcement	$194.00
Engineering Plan Review	$197.00	Director, Building Code	$194.00

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Calvin, Giordano & Associates, Inc. (continued)

Certified Floodplain Manager	$173.00	Project Manager	$197.00
LANDSCAPE ARCHITECT		Code Enforcement Field Supervisor	$148.00
Director, Landscape Architect	$248.00	Code Enforcement Field Inspector	$125.00
Senior LA/Urbanist	$199.00	Special Magistrate Clerk	$95.00
Environmental Administrator	$165.00	Building Official	$153.00
Environmental Specialist	$137.00	Building Plans Reviewer	$131.00
Environmental Assistant	$127.00	Building Inspector	$125.00
Landscape Architect/Urbanist	$183.00	Permit Processor	$95.00
Senior CADD Tech	$150.00	Engineering Plan Review	$197.00
CADD Technician	$127.00	Certified Floodplain Manager	$173.00
Landscape Inspector/Arborist	$137.00	**PLANNING**	
Landscape Plan Reviewer	$188.00	Director, Planning	$248.00
Jr. Landscape Architect/Urbanist	$165.00	Planning Administrator	$202.00
Landscape Designer	$137.00	Principal Planner	$196.00
Jr. Landscape Designer	$122.00	Planning Manager	$196.00
Landscape Analyst	$89.00	Senior Planner	$167.00
SURVEYING		Planner	$141.00

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

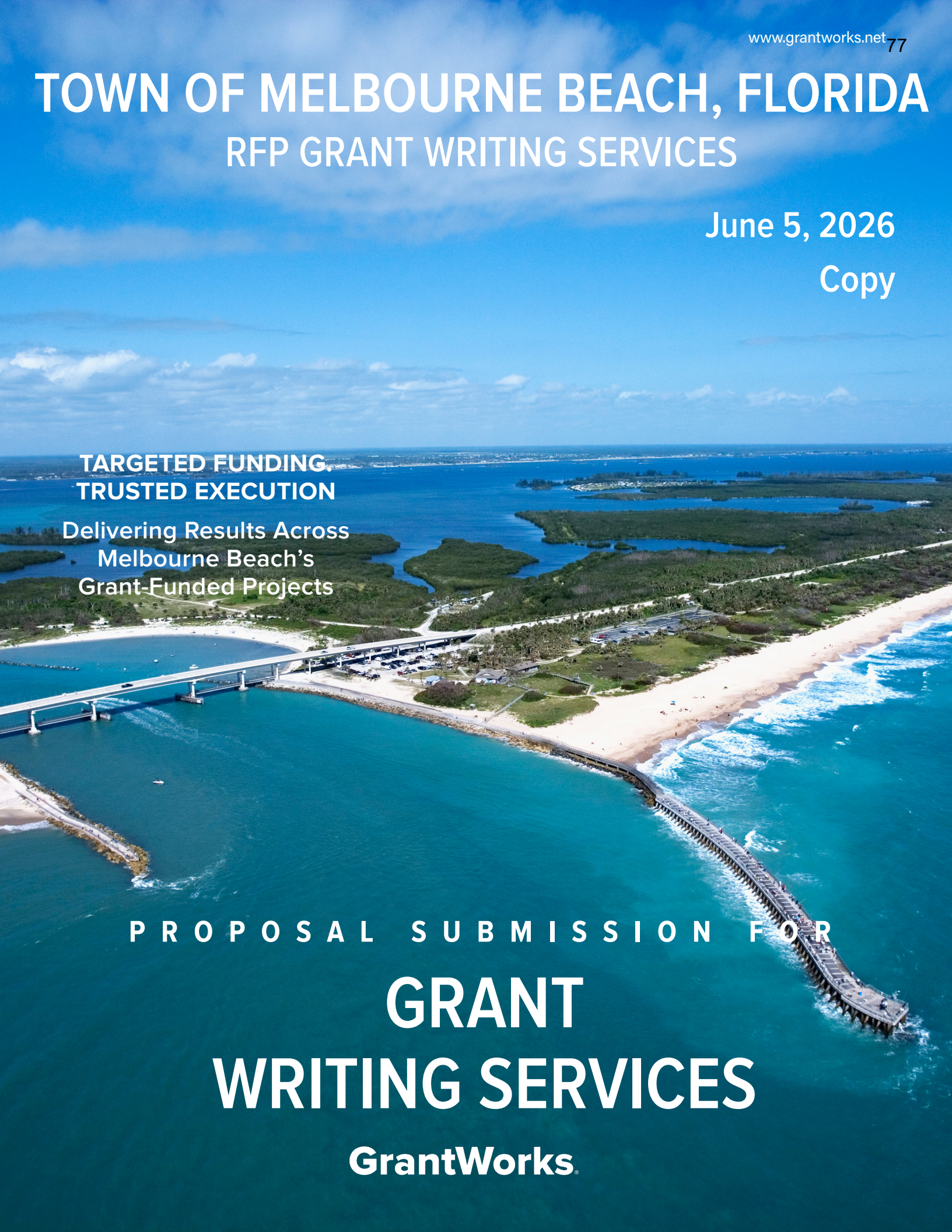
Calvin, Giordano & Associates, Inc. (continued)	Director, Surveying	$248.00		Assistant Planner	$123.00			
	Senior Registered Surveyor	$196.00		Planning Technician	$95.00			
	Survey Crew	$182.00		**Grants Administrator**	**$202.00**			
	Registered Surveyor	$175.00		**Grants Coordinator**	**$141.00**			
	Survey Coordinator	$141.00		**DATA TECH DEVELOPMENT**				
	CADD Technician	$127.00		Director, Data Tech Dev.	$248.00			
	3D Laser Scanner	$497.00		GIS Coordinator	$196.00			
	G.P.S. Survey Crew	$219.00		GIS Specialist	$167.00			
	EXPERT WITNESS			Multi-Media 3D Developer	$150.00			
	Principal	$438.00		GIS Technician	$129.00			
	Registered Engineer/Surveyor	$371.00		Sr. Applications Developer	$248.00			
	Project Engineer	$304.00		Applications Developer	$185.00			
	INDOOR AIR QUALITY SERVICES			Network Administrator	$206.00			
	Sr. Environmental Scientist	$165.00		System Support Specialist	$150.00			
	Environmental Scientist	$137.00		IT Support Specialist	$113.00			

TOWN OF MELBOURNE BEACH, FLORIDA

RFP GRANT WRITING SERVICES

June 5, 2026

Copy



TARGETED FUNDING. TRUSTED EXECUTION

Delivering Results Across Melbourne Beach's Grant-Funded Projects

PROPOSAL SUBMISSION FOR

GRANT WRITING SERVICES

GrantWorks®

Table of Contents

TRUSTED GRANT PARTNER

TAB A	Statement of Interest	4
	GrantWorks Statement of Interest	5
TAB B	Vendor Profile	6
	2.1 Proven Grant Partner for Local Governments	7
	2.2 Regional Presence & Office Locations	7
	2.3 Comprehensive Grant Services — End-to-End Grant Support from Strategy to Closeout	7
	2.4 Why GrantWorks Is the Right Partner for Melbourne Beach's Success	9
	2.5 Florida Experience and Local Insight	9
	2.6 Scalable Capacity to Support Evolving Funding Needs	11
	2.7 Proven Tools, Templates, and Technology for Strategic Grant Development	11
	2.8 Representative Agency Programs Supported by GrantWorks	12
TAB C	Team Composition & Resumes	13
	3.1 Certified Experts Delivering Public-Sector Results	14
	3.2 Staffing Levels and Capacity	14
	3.3 Project Team	17
TAB D	Cost of Proposed Services	40
	4.1 Professional Service Rate Schedule for Grant Writing & Administration	41
	4.2 Grant Application Preparation - Flat Fee	41
	4.3 Grant Administration – Percentage and/or Hourly	42
TAB E	Illustrative Work	43
	5.1 Proven Grant Success for Coastal & Community Initiatives	44
TAB F	References	51
	6.1 Relevant Client References	52
TAB G	Additional Information	53
	7.1 Understanding Melbourne Beach's Funding Needs and Priorities	54
	7.2 Grant Funding Strategy and Project Delivery Approach	55
	7.3 Approach to Grant Writing and Application Development	57
	7.4 Approach to Grant Administration Services for Awarded Grant	58
	7.5 Program Management Framework	60
	7.6 Approach Summary and Value to Melbourne Beach	61
	Additional Project Experience Beyond Illustrative Work	62
	Demonstrated Knowledge of Funding Sources	65
	Additional Experience Supporting Melbourne Beach Priorities	66

Table of Contents

	HUD/State Administered CDBG, CDBG-DR, CDBG-MIT & CDBG-CV Experience	66
	FEMA Public Assistance and Hazard Mitigation Grant Program Experience	68
	Transportation Grant Program Experience	70
	Parks & Recreation Grant Program Experience	70
	ARPA and RESTORE Act Grant Program Experience	70
	Direct Contracts with State Agencies	71
	Multiple Federal Agency Experience	71
	Featured Grant Writing Examples	71
	Florida Coastal Recovery, Resiliency & Implementation Experience	73
	Additional Representative Grant Writing & Administration Experience	74
	Successful Grant Submissions	75
	What Our Clients Are Saying	77
TAB 8	Additional Required Documents	78
	Contact Sheet	79
	Corporate Resolutions	80
	Exhibit B Sword Statement Under F.S. Section 287.133(3) (A), On Public Entity Crimes	82
	Exhibit C Drug-Free Workplace Certification	85
	Exhibit D E-Verify Statement	86
	Exhibit E Conflict of Interest Statement	87

TAB A

**Town of Melbourne Beach, FL |
Grant Writing Services**

Statement of Interest

June 5, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

Subject: RFP – Grant Writing Services

Dear Selection Committee Members:

GrantWorks, Inc. is pleased to submit our qualifications in response to the Town of Melbourne Beach's RFP Grant Writing Services. With more than 45 years of experience and a strong Florida presence—including a regional office in Tallahassee and Florida-based staff—GrantWorks offers the Town a responsive, results-driven partner with the local insight and technical expertise to secure and administer grant-funded projects.

GrantWorks combines strategic grant development with hands-on program delivery to strengthen compliance, reduce administrative burden, and support organized implementation. Our team operates as a responsive extension of Town staff, assisting with funding opportunities, reporting requirements, reimbursement coordination, and ongoing grant administration.

Integrated Grant Writing and Administration — GrantWorks combines strategic grant development with hands-on program delivery to improve efficiency, strengthen compliance, and reduce administrative burden on Town staff. Our team operates as a responsive extension of municipal staff, helping communities navigate funding opportunities, reporting requirements, reimbursement coordination, and ongoing grant administration with organized, implementation-focused support.

Practical, Results-Driven Municipal Support — GrantWorks applies a practical, municipal-focused approach that helps keep projects moving while maintaining organized compliance and documentation practices. We work closely with Town staff to provide responsive communication, proactive coordination, and clear project support throughout the grant lifecycle. We also understand the importance of aligning grant activities with the Town's recently adopted Grants Application & Management Policy, supporting clear oversight, accountability, and coordinated project delivery throughout the grant lifecycle.

Depth, Capacity, and Specialized Expertise — GrantWorks' multidisciplinary team of more than 250 professionals provides expertise in grant administration, financial management, environmental compliance, procurement, labor standards, infrastructure implementation, and data management—allowing us to support multiple funding opportunities and evolving Town priorities.

Florida Experience and Commitment to Resilience — GrantWorks is committed to supporting Florida municipalities in strengthening infrastructure, resiliency, recreation, environmental sustainability, and long-term community investment through effective grant development and administration. Our experience supporting Florida communities through FEMA, CDBG-DR, mitigation, and other state and federal funding programs strengthens our ability to help the Town navigate evolving funding opportunities while supporting long-term resilience and recovery objectives. Our Florida-based team provides responsive support, strong state agency coordination, and practical solutions aligned with the Town's priorities.

Transparency Through Technology — Our proprietary GW20/20® platform supports real-time project tracking, financial oversight, reporting, and compliance monitoring. Since 2019, GrantWorks has prepared more than 710 grant applications resulting in over 613 funding awards across a wide range of federal and state programs.

As Chief Government Services Officer, I am committed to providing the leadership, resources, and accountability necessary for successful performance. As a Florida native and resident, I understand the importance of responsive, practical support for Florida municipalities and the unique funding and implementation challenges they face. Our Program Manager, Ashley Dowdy, along with other Florida-based and Florida-experienced team members, brings extensive experience supporting Florida local governments and state and federal grant programs. Together, the GrantWorks Team is prepared to deliver responsive, compliant, and results-oriented services in support of the Town of Melbourne Beach's funding priorities and long-term community initiatives.

Sincerely,

Rick Faircloth
GrantWorks, Inc. | Chief Government Services Officer
949-705-8542 | rick.faircloth@grantworks.net

TAB B

Town of Melbourne Beach, FL |
Grant Writing Services

Vendor Profile

2.0 Vendor Profile

TRUSTED GRANT PARTNER

2.1 Proven Grant Partner for Local Governments

GrantWorks brings more than 45 years of experience helping local governments secure and manage state and federal funding for infrastructure, resiliency, recreation, environmental, and community development initiatives. Since 1979, we have partnered with more than 720 local governments nationwide to support over $12 billion in federally and state-funded programs.

Melbourne Beach requires a partner that can both identify competitive funding opportunities and successfully implement them. GrantWorks delivers both. Our team provides integrated grant development and administration services that align funding strategy, application development, compliance management, and implementation support within a single coordinated framework. This approach provides continuity from project concept through closeout while reducing administrative burden on Town staff and supporting organized, efficient project delivery.

Since 2019, GrantWorks has prepared more than 710 grant applications resulting in over 613 funding awards across a wide range of federal and state programs. These efforts have supported projects aligned with Melbourne Beach's priorities, including resiliency initiatives, water and wastewater improvements, drainage and roadway projects, public facilities, recreation enhancements, environmental initiatives, coastal improvements, and community development activities

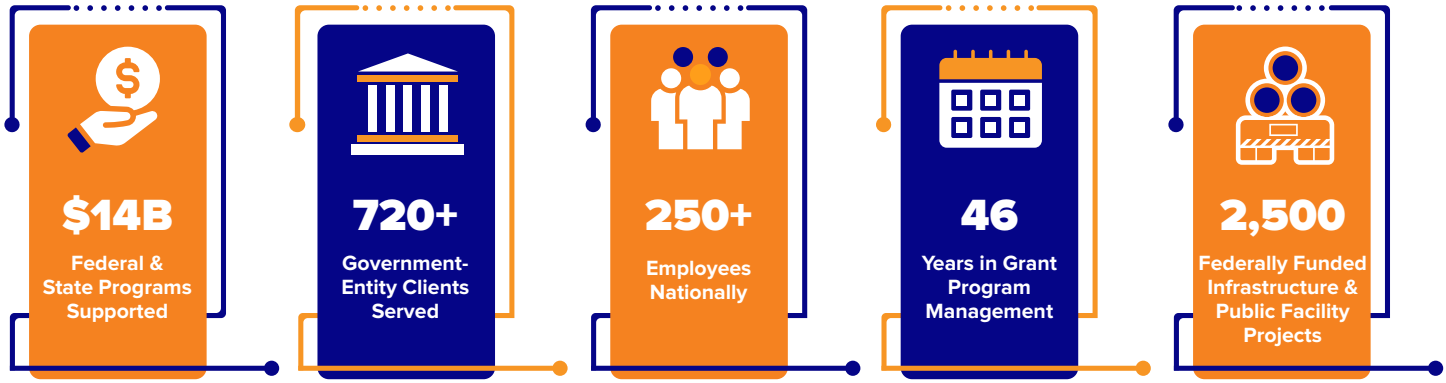


Figure 1: GrantWorks provides the depth, experience, and technical expertise to support Melbourne Beach across diverse funding programs and project types.

2.2 Regional Presence & Office Locations

GrantWorks maintains offices strategically positioned to support local governments throughout Florida and across the United States. Our Florida regional office in downtown Tallahassee provides direct access to FloridaCommerce, the Florida Division of Emergency Management (FDEM), Florida Department of Environmental Protection (FDEP), and other state agencies, supporting responsive coordination and insight into evolving funding opportunities and program requirements.

GrantWorks' Florida presence is further strengthened by Florida-based leadership and project personnel with direct experience supporting municipalities, counties, utilities, and special districts throughout the state.

Office Locations:
Southeastern U.S. Regional Office & Corporate Headquarters

Southeastern U.S. Regional Office & Proposal Contact
Rick Faircloth
108 S. Monroe Street | Tallahasee, FL 32301
(C) 949-705-8542 | rick.faircloth@grantworks.net

Corporate HQ – Gulf South Regional Office
2201 Northland Drive | Austin, TX 78756
512-420-0303 | grantworks.net

2.3 Comprehensive Grant Services — End-to-End Grant Support from Strategy to Closeout

GrantWorks provides integrated, end-to-end grant services supporting every phase of project delivery—from funding strategy and application development through implementation, compliance, and closeout. Our team combines strategic planning with hands-on program delivery, allowing Melbourne Beach to rely on a single, coordinated partner to both secure funding and successfully implement projects.

Rather than treating grant development and administration as separate efforts, GrantWorks integrates funding strategy, regulatory compliance, financial management, procurement support, and project delivery within a unified framework. This structure strengthens coordination, supports accountability, and promotes efficient project execution across multiple funding sources.

For Melbourne Beach, this means access to a multidisciplinary team capable of identifying funding opportunities, developing competitive applications, managing compliance requirements, and supporting projects through closeout. Our integrated approach reduces administrative burden on Town staff while supporting organized, efficient, and well-managed project delivery.

GrantWorks also recognizes that Melbourne Beach recently adopted a formal Grants Application & Management Policy to strengthen oversight and accountability throughout the grant lifecycle. Our approach is designed to support and operate within that framework by aligning funding recommendations, reporting practices, and project coordination with the Town's established oversight and approval processes.

As illustrated in Figure 2, GrantWorks' service model reflects how grant-funded projects are successfully delivered—integrating development, compliance, financial management, procurement, and implementation into a seamless, end-to-end approach.

GrantWorks' Comprehensive Grant Services

GrantWorks provides end-to-end grant support across the full project lifecycle—helping Melbourne Beach secure funding, maintain compliance, and deliver successful outcomes.

Strategic Planning

- Funding Needs Assessments
- Funding Opportunity Identification
- Grant Research & Funding Identification
- Grant Readiness & Pre-Scoring
- Feasibility & Project Scoping
- GIS / Mapping & Data Analysis
- Policies & Procedures Review & Development
- IT Integration & System Development (GW20/20®)

Identify funding aligned with your priorities.

Grant Development

- Grant Writing & Application Development
- Application Development & Submission
- Grant Writing
- Budget Development & Cost Alignment
- Supporting Documentation & Coordination
- Agency Coordination
- Submission Management
- Intake & Case Management Systems

Develop competitive, compliant applications.

Compliance Management

- Grant Administration & Compliance
- Federal & state Compliance (2 CFR Part 200)
- Environmental Review (NEPA)
- Labor Standards (Davis-Bacon)
- Monitoring, Audit Support & Records Management

Maintain compliance at every stage.

Project Implementation

- Project / Program Management
- Infrastructure Program Support
- Procurement & Contract Compliance
- Construction Coordination
- Stakeholder Coordination
- Public Engagement & Reporting
- Issue Resolution & Risk Mitigation
- Acquisition & Buyouts
- Uniform Relocation Assistance (URA) Compliance

Deliver projects on time and within budget.

Financial Management

- Financial Management & Drawdowns
- Cost Tracking & Documentation
- Financial Reporting & Reconciliation
- Audit Preparation & Support

Accurate and timely financial management.

Closeout & Reporting

- Closeout & Final Reporting
- Final documentation
- Records Management & Retention
- Program Completion

Complete projects efficiently and compliantly.

One Team. Every Phase. Successful Outcomes for Melbourne Beach.

Figure 2: GrantWorks integrates strategic planning, grant development, compliance management, financial oversight, and implementation support into a coordinated delivery model that helps Melbourne Beach successfully secure and manage grant-funded initiatives.

2.4 Why GrantWorks Is the Right Partner for Melbourne Beach's Success

GrantWorks provides the staffing depth, operational structure, and specialized expertise necessary to support both routine grant activities and evolving funding opportunities. Our integrated delivery model combines grant writing, compliance management, financial oversight, procurement support, environmental coordination, infrastructure implementation, and program management within a single coordinated team.

For Melbourne Beach, this means access to responsive municipal support backed by experienced professionals capable of managing multiple concurrent funding initiatives while maintaining organized, compliant, and efficient project delivery. Our team works collaboratively with Town staff to support funding strategy, application development, compliance coordination, reporting, reimbursement management, and project implementation activities.

This practical, municipal-focused approach allows GrantWorks to operate as a responsive extension of Town staff while helping reduce administrative burden and maintain consistent project oversight. Figure 3 highlights the key advantages and benefits of partnering with GrantWorks.

Key Strengths & Benefits

Why Should Melbourne Beach Select GrantWorks?

Features of the GrantWorks Team's Solution	Benefits to Melbourne Beach
Integrated Grant Writing and Administration	Provides one coordinated team from funding strategy through closeout, improving continuity, reducing administrative burden on Town staff, and supporting efficient project delivery.
Dedicated Project Manager and Responsive Municipal Support	Establishes a clear point of accountability while providing responsive coordination, ongoing communication, and practical implementation support tailored to Town priorities and staff capacity.
Strategic Funding Alignment and Proven Grant Success	Helps Melbourne Beach pursue the most competitive funding opportunities while developing high-quality applications aligned with Town priorities, resiliency goals, infrastructure needs, and long-term community initiatives.
Florida Municipal Experience and Agency Coordination	Brings direct experience coordinating with FloridaCommerce, FDEM, FDEP, FEMA Region IV, and other agencies, supporting smoother communication, efficient coordination, and better alignment with Florida program requirements.
Infrastructure, Resiliency, Environmental, and Coastal Expertise	Supports competitive project development and implementation across infrastructure, resiliency, recreation, drainage, environmental, coastal, and community-focused initiatives relevant to Melbourne Beach.
Scalable Multidisciplinary Team	Expands Town capacity immediately with experienced specialists in procurement, environmental compliance, financial management, infrastructure implementation, labor standards, and grant administration.
Structured Compliance and Risk Management	Applies disciplined processes aligned with federal and state requirements to maintain organized documentation, strengthen compliance, reduce risk exposure, and support audit readiness throughout project delivery.
Grant Management Technology and Real-Time Visibility	Provides centralized tracking, reporting, documentation management, and real-time project visibility through GW20/20®, improving transparency, coordination, and decision-making.
Policies, Procedures, and Program Management Expertise	Supports implementation within the Town's Grants Application & Management Policy framework while strengthening long-term grant management processes and organizational consistency.
Implementation-Focused Delivery Model	Combines strategic planning with hands-on implementation support, helping Melbourne Beach move projects from concept to completion while maintaining momentum, accountability, and compliance.

Figure 3: *GrantWorks' integrated delivery model combines strategic funding support, Florida municipal experience, specialized implementation expertise, and responsive project coordination to help Melbourne Beach successfully secure and manage grant-funded initiatives.*

2.5 Florida Experience and Local Insight

GrantWorks brings direct, hands-on experience supporting Florida communities in the development and implementation of federally and state-funded programs. Our team has extensive experience supporting municipalities, counties, utilities, and special districts across Florida through grant development, infrastructure implementation, resiliency initiatives, environmental coordination, compliance management, and long-term recovery efforts.

GrantWorks' Florida experience includes active support for FEMA, CDBG-DR, CDBG-MIT, infrastructure, environmental, mitigation, and community development programs administered through FloridaCommerce, the Florida Division of Emergency Management (FDEM), FEMA Region IV, the Florida Department of Environmental Protection (FDEP), and other state and federal agencies. This breadth of experience provides practical understanding of Florida funding priorities, agency coordination expectations, and the implementation challenges local governments face throughout the grant lifecycle.

Our Florida experience includes grant writing, program administration, infrastructure implementation, environmental coordination, procurement compliance, financial management, reimbursement administration, and reporting across a wide range of federally and state-funded projects. This experience reflects our ability to support both the development of competitive applications and the successful delivery of funded projects through implementation and closeout.

GrantWorks maintains a regional office in downtown Tallahassee, located two blocks from the Florida State Capitol. This strategic location supports responsive coordination with state agencies and provides direct insight into evolving funding opportunities, program requirements, and implementation expectations affecting Florida local governments.

Our Florida-based leadership and project personnel understand the operational, regulatory, and coordination challenges municipalities face and provide responsive, implementation-focused support tailored to local government needs. For Melbourne Beach, this means access to a team that not only understands grant requirements, but also understands the practical realities of delivering projects within Florida's municipal environment—including procurement coordination, compliance obligations, reporting requirements, reimbursement management, and project implementation challenges.

As illustrated in Figure 4, GrantWorks' experience spans communities across Florida, demonstrating our ability to support local governments in navigating complex funding programs while delivering timely, compliant, and well-managed outcomes.

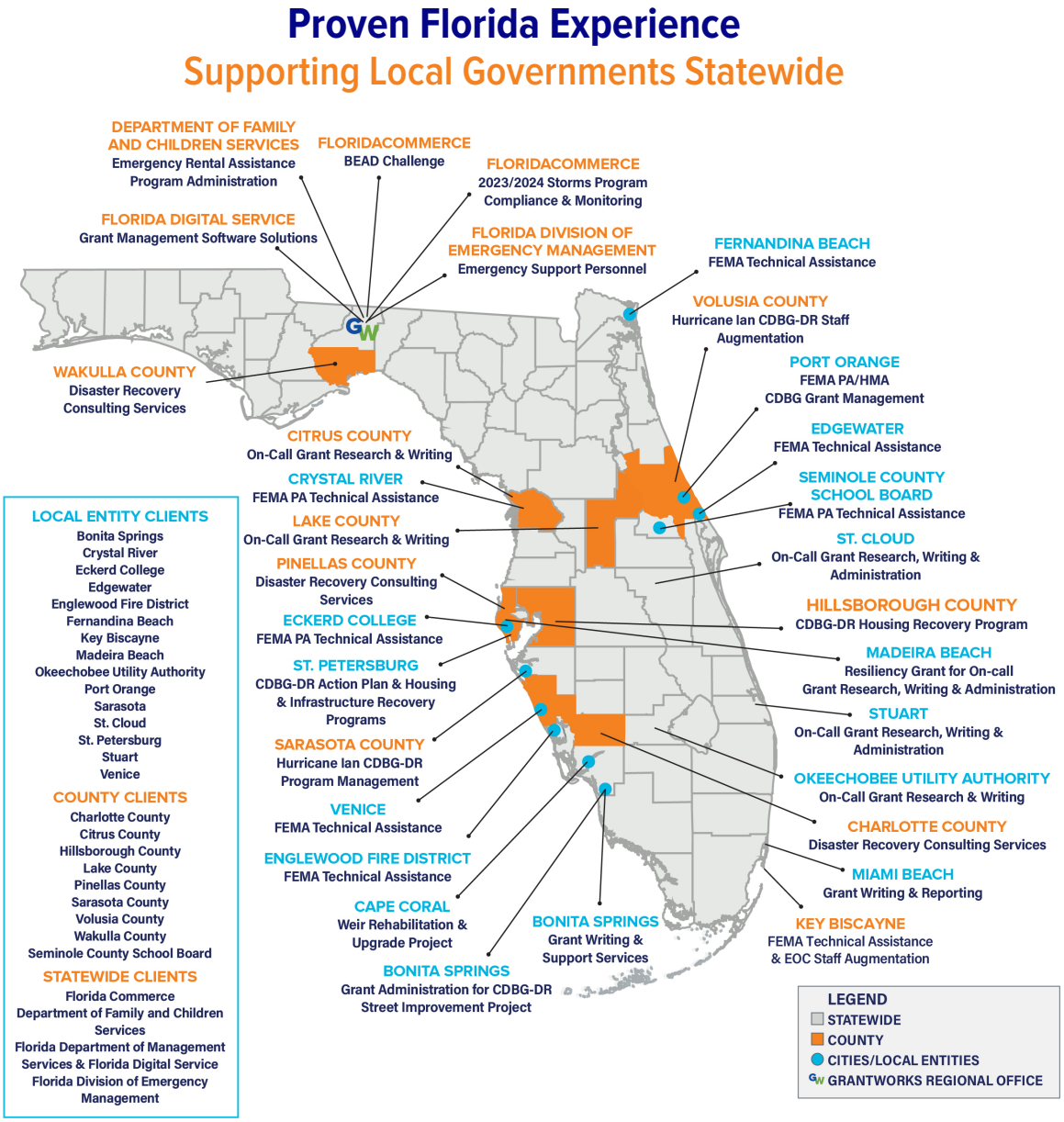


Figure 4: GrantWorks' integrated delivery model combines strategic funding support, Florida municipal experience, specialized implementation expertise, and responsive project coordination to help Melbourne Beach successfully secure and manage grant-funded initiatives.

2.6 Scalable Capacity to Support Evolving Funding Needs

Melbourne Beach's funding needs may evolve as new opportunities emerge. GrantWorks provides the staffing depth and operational structure to scale services based on demand—whether supporting a single application or managing multiple concurrent grants and projects.

Our team of more than 250 professionals includes specialists in grant writing, compliance, financial management, procurement, environmental services, infrastructure implementation, and program management. This depth allows GrantWorks to mobilize quickly, maintain performance during peak workloads, and provide specialized expertise as needed while delivering consistent, high-quality support.

This depth allows GrantWorks to:

- → Mobilize quickly for new opportunities
- → Maintain performance during peak workloads
- → Provide specialized expertise as needed
- → Deliver consistent, high-quality support across all assignments

2.7 Proven Tools, Templates, and Technology for Strategic Grant Development

GrantWorks leverages its proprietary GW20/20® platform to support transparent, organized, and efficient grant program delivery. Designed specifically for public sector funding programs, GW20/20® provides Melbourne Beach with a centralized system for tracking projects, managing documentation, monitoring compliance activities, and maintaining real-time visibility into grant-funded initiatives.

The platform supports improved coordination across project teams while strengthening accountability, reporting accuracy, and oversight throughout the grant lifecycle. By centralizing project information, financial tracking, compliance documentation, reimbursement activities, and reporting requirements within a single system, GW20/20® helps reduce administrative burden and supports organized, well-managed project delivery.

For Melbourne Beach, this means Town staff maintain clear visibility into project status, funding utilization, compliance activities, reimbursement progress, and key deliverables while supporting informed decision-making and efficient coordination across multiple funding sources and initiatives.

THE GRANTWORKS DIFFERENCE

GW 20/20 Grant Management Platform

GrantWorks' proprietary GW20/20® platform leverages the Quick Base® system to provide Melbourne Beach with a secure, centralized, and customizable grant management solution designed specifically for public sector programs. Through real-time reporting dashboards, centralized documentation management, compliance tracking, and project oversight tools, Town staff maintain clear visibility into project status, funding utilization, reimbursement activities, and key deliverables throughout the grant lifecycle. This integrated approach strengthens transparency, accountability, coordination, and informed decision-making while supporting organized and efficient grant program delivery.

Features Include:

- → **Centralized Grant Portfolio Management —** Maintains a single system of record for tracking grant activities, project milestones, financial management, compliance requirements, and supporting documentation across the Town's grant portfolio.
- → **Real-Time Reporting Dashboards —** Provides Town staff with immediate visibility into project status, funding utilization, reimbursement progress, compliance activities, and key deliverables to support informed decision-making and oversight.
- → **Data Governance & Quality Management —** Supports organized data management, reporting accuracy, compliance monitoring, audit readiness, and streamlined records access through structured documentation controls and centralized information management.
- → **Workflow Automation & Task Coordination —** Improves accountability, coordination, and timely completion of grant-related activities through automated workflows, task tracking, and deliverable management tools.
- → **Flexible Reporting & Oversight Tools —** Supports agency reporting requirements, management oversight, searchable project information, and customizable reporting capabilities tailored to project and program needs.
- → **Secure Role-Based Collaboration —** Allows Town staff, consultants, and stakeholders to collaborate efficiently while maintaining secure, controlled access to project information and documentation.

Figure 5: *GW20/20® provides Melbourne Beach with centralized project visibility, organized documentation management, compliance tracking, and real-time reporting tools that strengthen transparency, accountability, and efficient grant program delivery.*

2.8 Representative Agency Programs Supported by GrantWorks

GrantWorks provides comprehensive grant writing and administration services supporting local governments across a broad range of federal and state funding programs. Our team supports clients through funding strategy, grant development, program administration, compliance coordination, reimbursement management, reporting, and implementation support—helping communities successfully secure and manage funding from project concept through closeout.

Our experience includes infrastructure, resiliency, environmental, recreation, transportation, mitigation, coastal, and community development initiatives aligned with Melbourne Beach's priorities. Figure 6 highlights representative agency programs supported by the GrantWorks Team.

Agency	Programs Supported
Federal Emergency Management Agency (FEMA)	Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA)
U.S. Department of Housing & Urban Development (HUD)	Community Development Block Grant (CDBG); CDBG-DR; CDBG-MIT; HOME; HOPWA
FloridaCommerce	CDBG-DR Grant Writing and Administration; CDBG-MIT Grant Writing and Implementation Support; Disaster Recovery and Mitigation Program Coordination
Florida Division of Emergency Management (FDEM)	Hazard Mitigation and Disaster Recovery Program Coordination; FEMA Public Assistance Support; State Recovery and Mitigation Coordination
Florida Recreation & Environmental Programs	Florida Recreational Development Assistance Program (FRDAP); Recreational Trails Program (RTP); Land and Water Conservation Fund (LWCF); Florida Boating Improvement Program (FBIP)
Florida Department of Environmental Protection (FDEP)	State Revolving Fund (SRF); Water Quality & Environmental Programs
U.S. Environmental Protection Agency (EPA)	Clean Water State Revolving Fund; Drinking Water State Revolving Fund; Brownfields Grant Program
U.S. Department of Transportation (DOT)	Safe Streets and Roads for All (SS4A); Transportation Alternatives Program (TAP); Surface Transportation Block Grant Program (STBG); RAISE
U.S. Department of Commerce – Economic Development Administration (EDA)	Public Works and Economic Adjustment Assistance; Disaster Relief Supplemental Funding
U.S. Department of Agriculture (USDA)	Rural Development Grant Assistance; Community Facilities Grant Program
NOAA & Coastal Programs	Coastal Management Program; Resiliency and Coastal Resource Initiatives

Figure 6: *GrantWorks supports Florida local governments across a diverse range of federal and state funding programs, combining strategic grant development, compliance management, and implementation support to help communities successfully secure and manage grant-funded initiatives.*

TAB C

Team Composition & Resumes

3.0 Team Composition & Resumes

TRUSTED GRANT PARTNER

3.1 Certified Experts Delivering Municipal Grant Results

GrantWorks has assembled a highly qualified team with the experience, technical expertise, and dedicated support structure needed to successfully deliver Melbourne Beach's Grant Writing and Administration Services. Our organizational approach aligns experienced leadership, specialized grant expertise, and scalable support resources to provide responsive, organized, and implementation-focused service throughout the full grant lifecycle.

The GrantWorks Team includes more than 250 experienced full-time professionals supporting federal, state, and local government programs nationwide, including extensive experience assisting Florida local governments with grant writing, grant administration, disaster recovery, mitigation, infrastructure, environmental, resiliency, and community development initiatives. Approximately half of our personnel operate from regional and field locations, including our Tallahassee regional office and Florida-based staff supporting municipal clients throughout the state, allowing GrantWorks to provide responsive, accessible, and implementation-focused support aligned with client and project needs.

More than 30% of our staff hold advanced degrees in disciplines including public administration, city planning, business administration, environmental science, engineering, finance, and construction management. Our team also includes former HUD, FEMA, state agency, and local government professionals who bring practical implementation experience and public-sector insight to each assignment. Additionally, more than 40% of GrantWorks personnel maintain professional accreditations and certifications, as illustrated in Figure 7.

Figure 7: *GrantWorks Staff Professional Accreditations and Certifications*

3.2 Staffing Levels and Capacity

Scalable Expertise. Proven Delivery. Dedicated Leadership for Melbourne Beach.

GrantWorks provides Melbourne Beach with the staffing depth, specialized expertise, and structured management approach required to successfully support ongoing grant writing and grant administration activities across multiple funding programs and fiscal years. Our team combines strategic funding expertise with hands-on implementation experience, allowing us to support both individual grant pursuits and active grant administration responsibilities with consistency, accountability, and responsiveness.

Unlike firms focused primarily on application development, GrantWorks provides continuity from funding strategy and grant writing through reimbursement coordination, compliance management, reporting, and closeout support. This integrated approach helps reduce administrative burden on Town staff while supporting organized, compliant, and efficient grant program delivery..

3.2.1 Staffing Levels, Roles, and Areas of Expertise

GrantWorks maintains a multidisciplinary team organized to provide the right expertise at the right time, including:

- → **Project Management *(Senior Project Manager, Program Leadership):*** Overall coordination, performance oversight, schedule management, and direct engagement with Town staff and funding agencies
- → **Grant Writing & Funding Strategy Specialists:** Identification of funding opportunities, funding strategy development, and preparation of competitive, compliant grant applications
- → **Grant Administration & Compliance Specialists:** Grant administration, reimbursement coordination, compliance documentation, reporting support, and regulatory compliance across federal and state programs, including FEMA, CDBG-DR, CDBG-MIT, and 2 CFR Part 200 requirements
- → **Financial Management & Reporting Analysts:** Budget tracking, reimbursement support, financial monitoring, drawdown coordination, and audit-ready reporting practices
- → **Procurement & Labor Standards Specialists:** Procurement compliance, Davis-Bacon coordination, labor standards documentation, and contract compliance support
- → **Monitoring & Closeout Specialists:** Ongoing performance monitoring, risk mitigation, reporting coordination, documentation management, and grant closeout support

This structure allows GrantWorks to efficiently support multiple concurrent funding opportunities and active grants while maintaining responsiveness, continuity, and organized compliance management (Figure 8).

Key Strengths & Benefits

Why This Team Structure Benefits Melbourne Beach

Features of the GrantWorks Team's Solution	Benefits to Melbourne Beach
Dedicated Municipal Leadership	Melbourne Beach benefits from a single point of accountability through a dedicated Project Manager who coordinates grant writing, administration, compliance activities, and ongoing communication with Town staff and funding agencies.
Full Grant Lifecycle Continuity	Unlike firms focused only on application development, GrantWorks supports the Town from funding strategy and grant writing through reimbursement coordination, reporting, compliance management, and closeout activities.
Florida-Focused Municipal Experience	Florida-based staff and our Tallahassee regional office provide Melbourne Beach with responsive support backed by direct experience navigating Florida municipal funding programs, agency coordination, and implementation requirements.
Scalable Resources Without Additional Town Staffing	GrantWorks provides access to specialized grant, compliance, financial management, procurement, environmental, and implementation expertise that can scale based on funding opportunities and workload demands without increasing Town administrative staffing needs.
Organized Compliance & Documentation Management	Structured workflows, centralized coordination, and experienced compliance support help Melbourne Beach maintain organized reporting, reimbursement tracking, public records management, and grant documentation practices across multiple programs.
Responsive & Implementation-Focused Support	Our team functions as a practical extension of Town staff by providing responsive communication, proactive coordination, and hands-on implementation support that helps keep projects moving efficiently from application through closeout.

Figure 8: Why GrantWorks' Team Structure Works for Melbourne Beach. *A scalable, Florida-focused team structure designed to provide responsive support, organized grant management, and continuity from funding pursuit through grant closeout.*

3.2.3 Project Management Capabilities

Ashley Dowdy will serve as Melbourne Beach's Project Manager and primary point of contact, leading grant writing and grant administration activities across multiple funding programs and assignments. As a Florida resident with experience supporting Florida state agencies and public-sector initiatives, Ashley brings practical expertise in contract and grant management, compliance coordination, procurement administration, stakeholder engagement, and implementation support across federally and state-funded programs. Her experience includes oversight and coordination activities supporting the Florida Department of Children and Families, Florida Department of Education, broadband funding initiatives, grant monitoring programs, and statewide contract and grants management operations.

Her background managing complex funding activities, compliance requirements, monitoring processes, stakeholder coordination, and operational oversight provides Melbourne Beach with a Project Manager experienced in supporting organized, responsive, and implementation-focused grant delivery across evolving municipal funding and administration needs.

Leadership & Coordination Advantages	Project Manager Responsibilities
Centralized Project Accountability	Serves as Melbourne Beach's primary point of accountability for all grant writing and grant administration activities, maintaining consistent communication, coordination, and responsiveness throughout the grant lifecycle.
Strategic Grant Coordination	Coordinates funding strategy, grant development, reimbursement support, reporting activities, compliance management, and implementation support across multiple funding programs and assignments.
Proactive Schedule & Deliverable Management	Establishes and manages schedules, milestones, deliverables, and funding deadlines aligned with Town priorities and agency requirements to support organized and timely project delivery.
Responsive Agency & Stakeholder Coordination	Serves as liaison between Town staff, funding agencies, stakeholders, consultants, and specialized support personnel to maintain clear communication and efficient coordination.
Scalable Resource Management	Assigns and coordinates specialized GrantWorks personnel based on project needs, funding requirements, workload demands, and implementation activities.
Risk Identification & Problem Resolution	Monitors progress, identifies potential risks or administrative issues early, and implements practical solutions to maintain project momentum, compliance, and reimbursement progress.
Organized Oversight & Accountability	Utilizes GrantWorks' structured project management framework, internal quality control processes, and workflow management systems to support transparency, accountability, and organized grant administration.

Figure 9: *Ashley provides Melbourne Beach with dedicated leadership, responsive coordination, and organized grant support throughout the full grant lifecycle.*

Ashley is supported by GrantWorks' structured project management framework, internal quality control processes, and organized workflow and document management systems—***providing Melbourne Beach with transparency, accountability, and continuity throughout project delivery.***

What Clients Value About Working with Ashley

" I just want to take a moment to brag about one of your employees, Ashley Dowdy. Ashley was assigned to work with me on a City of Stuart Police Youth Crime Prevention/Intervention Program grant. Ashley was awesome. Her attention to detail and wording of the grant sections was spot on for the service delivery we are trying to convey in the grant. Ashley exceeded all expectations. Not only did Ashley do a phenomenal job with writing the grant she set up weekly teams meetings to update me on the status and she gave me ample time to get the supporting documents to her for data entry. Ashley is a rock star and I hope I have the opportunity to collaborate with Ashley on any new grant opportunities. Your agency has a super star.

Thank you Ashley for your professionalism and expertise on this grant. "

Kathleen Lannon, MSW
Youth Crime Prevention/Intervention Specialist - Stuart, FL Police Department

3.2.4 Capacity and Scalability

GrantWorks has the staffing depth and organizational structure to support Melbourne Beach across varying workload demands. Our scalable support model allows resources to be adjusted based on project needs, active grant workload, reporting cycles, and implementation requirements while maintaining continuity, responsiveness, and quality of service.

This flexible structure allows GrantWorks to support both short-term grant pursuits and ongoing grant administration responsibilities across multiple funding programs and fiscal years.

3.2.5 Proven Ability to Meet Deadlines and Performance Expectations

GrantWorks has a demonstrated track record of delivering organized, responsive, and compliant grant services across complex, multi-project environments similar to Melbourne Beach's anticipated needs. Our team routinely manages concurrent grant writing, reimbursement coordination, compliance management, reporting, and implementation activities while maintaining accountability, responsiveness, and adherence to funding requirements and deadlines.

Our ability to consistently meet performance expectations is supported by structured project management practices, experienced program-specific personnel, scalable staffing resources, and established internal quality control procedures designed to support organized and timely project delivery across multiple assignments and funding programs.

GrantWorks' implementation-focused approach emphasizes proactive coordination, organized communication, schedule management, compliance oversight, and responsive support throughout the grant lifecycle. This disciplined delivery structure allows our team to efficiently support evolving municipal funding priorities while maintaining continuity, accountability, and organized grant administration services.

Our ability to consistently meet deadlines and performance expectations is supported by:.

Performance Management Approach	How Melbourne Beach Benefits
Defined Schedules & Milestone Tracking	Each assignment is managed through structured work plans aligned with application deadlines, reporting requirements, and implementation schedules to support organized and timely project delivery.
Dedicated Project Management Oversight	A designated Project Manager maintains accountability, coordination, communication, and schedule oversight across all assignments and funding activities.
Internal Quality Control Reviews	Deliverables undergo structured multi-level review processes to support accuracy, completeness, and compliance prior to submission.
Experienced Program-Specific Staff	Personnel with direct federal and state program experience help reduce ramp-up time while supporting efficient and compliant project delivery.
Scalable Staffing Resources	Staffing levels are adjusted based on workload demands and funding activity to maintain responsiveness, continuity, and performance across concurrent assignments.

Figure 10: GrantWorks' Structured Delivery Approach -— *supports organized coordination, responsive communication, quality control, and timely performance across evolving grant writing and grant administration assignments.*

This disciplined approach allows GrantWorks to consistently deliver applications, reports, and program deliverables on time while maintaining compliance and supporting efficient reimbursement and project implementation.

3.3 Project Team

Proven Leadership. Florida Municipal Experience. Responsive Grant Support.

GrantWorks' proposed team includes highly qualified professionals with extensive experience supporting Florida local governments through grant writing, grant administration, reimbursement coordination, compliance management, and implementation support across federal, state, and regional funding programs.

Our team combines practical municipal support with specialized expertise across FEMA, CDBG-DR, CDBG-MIT, infrastructure, resiliency, environmental, coastal, recreation, and community development initiatives. This integrated approach allows GrantWorks to support Melbourne Beach throughout the full grant lifecycle—from funding strategy and application development through implementation, reporting, reimbursement coordination, and closeout support.

As illustrated in Figure 9, GrantWorks utilizes a structured organizational approach that aligns leadership, technical expertise, and scalable support resources to provide Melbourne Beach with responsive service, organized coordination, and access to specialized expertise as funding opportunities and project needs evolve.

3.3.1 Team Qualifications

GrantWorks will tailor staffing and technical resources to meet the specific needs of each assignment, providing Melbourne Beach with the appropriate mix of experienced personnel and specialized expertise based on funding source, project complexity, schedule, and implementation requirements.

Our core team is supported by specialists in procurement, environmental review, labor standards, financial management, reimbursement coordination, construction coordination, GIS/mapping, mitigation, resiliency, and compliance management. This scalable structure allows GrantWorks to efficiently support multiple grant activities while maintaining continuity, quality, responsiveness, and organized project delivery.

The organizational structure illustrated in Figure 9 represents only a portion of the experienced professionals available to support Melbourne Beach. Additional resources and subject matter experts can be mobilized as needed to support evolving grant opportunities, implementation activities, and Town priorities.

3.3.2 Melbourne Beach's Dedicated Grant Support Team

GrantWorks will tailor staffing and technical resources to meet the specific needs of each assignment, providing Melbourne Beach with the appropriate mix of experienced personnel and specialized expertise based on funding source, project complexity, schedule, and implementation requirements. The organizational structure below illustrates how GrantWorks aligns leadership, technical expertise, and specialized support roles to provide coordinated, efficient, and accountable grant writing and grant administration services for Melbourne Beach.

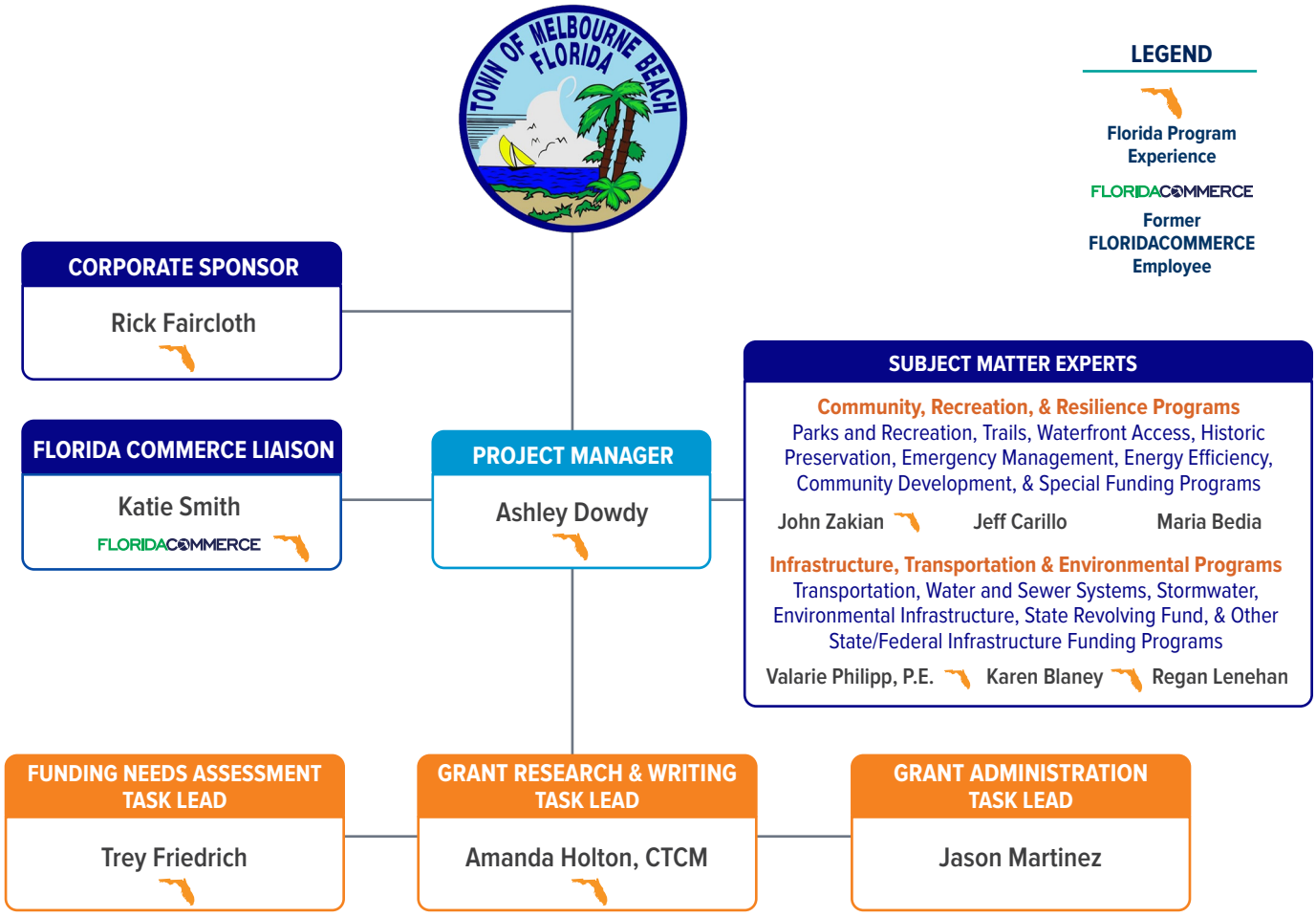


Figure 11: ***Melbourne Beach's Project Team.*** Melbourne Beach's Project Team. A streamlined, scalable team structure providing responsive grant writing, grant administration, compliance coordination, and implementation support across multiple funding programs and municipal initiatives.

3.3.3 Experienced Professionals Supporting Melbourne Beach's Grant Priorities

The following resumes highlight the experienced professionals proposed to support Melbourne Beach's grant writing and grant administration needs. GrantWorks' team combines Florida municipal experience, grant management expertise, compliance coordination, funding strategy, and implementation support across federal, state, and regional funding programs aligned with the Town's evolving priorities.

Our proposed personnel provide Melbourne Beach with responsive leadership, organized coordination, and access to specialized expertise supporting resiliency, infrastructure, environmental, recreation, coastal, and community development initiatives throughout the full grant lifecycle.

Rick Faircloth

Program Executive

25+ Years

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.A., Environmental Studies, Eckerd College, St. Petersburg, FL

AREAS OF EXPERTISE

- Disaster Recovery & Resilience Programs
- Critical Infrastructure & Capital Project Management
- Housing Recovery & Redevelopment
- Environmental Compliance
- Florida-Focused Recovery Leadership
- Federal Grant Management & Compliance
- Critical Infrastructure & Capital Project Management

TRAINING

- Rice University Jones Graduate School of Business – Strategic Sales Leadership Program

PROFESSIONAL AFFILIATIONS

- Member, Construction Management Association of America (CMAA)

Rick is a disaster recovery and resilience expert with over 25 years of experience leading federally funded recovery programs that restore and strengthen communities impacted by natural disasters. As Chief Government Services Officer at GrantWorks, Rick specializes in managing FEMA, ARPA-funded, HUD CDBG-DR initiatives focused on housing, infrastructure, and critical public services. A native Floridian, Rick is deeply committed to the long-term recovery and resilience of Florida communities, bringing both local insight and national expertise to every project. His leadership has guided successful recovery efforts across the state and in major disaster-impacted cities nationwide, helping clients receive the strategic support, technical excellence, and resources needed to rebuild stronger and smarter.

Experience

hief Government Services Officer, Grantworks, Inc., Jacksonville, FL, February 2022 – Present

Rick leads GrantWorks' state and local government services initiatives focused on helping communities address complex infrastructure, resiliency, environmental, and public-service challenges. He supports development of strategic partnerships and public-sector initiatives involving infrastructure improvements, disaster recovery, resiliency, and community development programs throughout Florida and across the United States. Rick also provides executive leadership, organizational oversight, and strategic guidance supporting successful delivery of federally and state-funded initiatives.

Vice President, Program & Construction Management (PMCM) And Disaster Recovery And Resiliency (R&R), Aptim Environmental & Infrastructure, LLC, Jacksonville, FL, October 2013 – December 2021

Rick led the Program and Construction Management and Disaster Recovery and Resiliency service lines for a large North American engineering and construction firm with more than 6,000 employees and annual revenues exceeding $1.4 billion. He managed organizational operations, project portfolios, staffing, and overall service line performance while supporting high-profile disaster recovery, infrastructure, and resiliency programs throughout the United States and Caribbean territories.

Rick also established and led the company's flagship operations in the U.S. Virgin Islands, overseeing operations, client engagement, community coordination, and sustained growth initiatives throughout the U.S. Virgin Islands and Puerto Rico.

Business Development Manager, California District, Shaw Environmental & Infrastructure, Inc., Los Angeles, CA, August 2008 – March 2012

As Business Development Manager for the California and Southwest District, Rick led strategic growth initiatives for the Commercial, State, and Local Division, managing client development and operational support across a diverse regional portfolio. He served as the Key Account Manager for the Federal Deposit Insurance Corporation (FDIC), overseeing more than 1,000 projects across 40 states. In addition to driving business development, Rick provided leadership in operations, technical guidance, and client engagement—maintaining consistent delivery, quality, and client satisfaction across the district.

Director Of Operations, GLE Associates, Inc., Tampa, FL, August 2002 – July 2008

Rick managed Atlanta operations for a regional environmental and facilities consulting firm while also serving as a Senior Technical Consultant supporting environmental, construction, and redevelopment projects for public and private-sector clients. His responsibilities included operational management, client account leadership, project coordination, technical consulting, and strategic oversight for complex environmental and infrastructure-related initiatives.

Senior Environmental Consultant, SES Environmental, Inc., Roswell (Atlanta), GA, August 1999 – July 2002 – Present

Rick provided environmental due diligence consulting and project management services supporting complex real estate transactions and redevelopment initiatives for national lending institutions, developers, investment groups, and law firms. His experience included work associated with several high-profile commercial properties and large-scale redevelopment projects throughout major U.S. markets.

Senior Environmental Specialist/Team Leader, United Consulting Group, Norcross (Atlanta), GA, February 1995 – August 1999

Rick managed environmental assessment and facilities consulting activities involving Phase I and II environmental site assessments, contamination investigations, and related technical services while supervising engineers, environmental specialists, and field personnel supporting environmental and redevelopment projects.

Katie Smith
FloridaCommerce Liaison

15+ Years

FLORIDA PROGRAM & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Merchandising, Florida State University, Tallahassee, FL
- B.S., Merchandising, Florida State University, Tallahassee, FL

AREAS OF EXPERTISE

- FloridaCommerce Programs & State Coordination
- Grant Administration & Program Oversight (State & Federal)
- Broadband & Infrastructure Funding Programs (BEAD, CPF, DE)
- Economic & Community Development Programs
- Funding Strategy & Opportunity Alignment
- Policy Development & Regulatory Navigation
- Public-Private Partnerships & Stakeholder Engagement
- Rural & Community-Focused Program Delivery
- Strategic Planning & Program Design
- Legislative & Intergovernmental Coordination
- Performance Monitoring & Reporting

REGISTRATIONS/CERTIFICATIONS

- Six Sigma Yellow Belt Certified
- Six Sigma Green Belt Certified, 2013
- Certified Public Manager, 2014
- State of Florida Certified Contract

Katie is a Florida-based leader and Florida resident with over 14 years of experience advancing state and local grant programs, economic development initiatives, and community-focused funding strategies. She brings direct, hands-on experience working within FloridaCommerce and state agencies, where she has led the development, administration, and oversight of large-scale, federally and state-funded programs. Most notably, she served as Director of the Florida Office of Broadband within the Florida Department of Commerce (FloridaCommerce), where she administered nearly $2 billion in broadband funding programs and helped expand access to over 270,000 Floridians. Her experience includes program design, grant administration, policy development, and coordination with local governments, regional partners, and federal agencies.

In her role with GrantWorks, Katie provides strategic guidance to communities on funding opportunities, infrastructure planning, and program implementation. As FloridaCommerce Liaison, she brings deep knowledge of FloridaCommerce programs, policies, and processes, along with established relationships across state and regional partners. Her ability to align local priorities with state and federal funding programs, combined with her experience navigating complex regulatory environments, positions her to support Melbourne Beach in successfully securing and administering grant funding.

Experience

Vice President of Broadband and Community Partnerships, GrantWorks, Inc., Tallahassee, FL, November 2023 – Present

Katie provides strategic and technical guidance to local governments and communities to identify and pursue federal and state funding opportunities that support broadband expansion, economic development, and community resilience. She works closely with stakeholders to assess community needs and align projects with available funding programs, supporting both grant development and implementation efforts. Katie facilitates coordination between public and private partners, helping communities navigate funding requirements, strengthen applications, and advance projects from planning through execution. Her work supports effective program delivery while ensuring alignment with regulatory requirements and long-term community goals.

Director, Florida Office of Broadband, Florida Department of Commerce, Tallahassee, FL, October 2019 – September 2023

Katie established and led the Florida Office of Broadband, building the program from inception to a statewide initiative managing nearly $2 billion in funding. She oversaw the administration of multiple federal and state grant programs, including BEAD, Capital Projects Fund programs, Digital Equity initiatives, and the Broadband Opportunity Program. Her leadership supported the expansion of broadband access to over 270,000 Floridians. Katie directed the development of key statewide planning efforts, including the Florida Strategic Plan for Broadband, the BEAD Five-Year Action Plan, and the Digital Adoption and Use Plan. She worked closely with local governments, regional partners, and federal agencies to align funding with community needs, while also supporting policy development, legislative coordination, and statewide program implementation..

Director, Office of Community Partnerships, Florida Department of Economic Opportunity, Tallahassee, FL, March 2019 – March 2022

Katie led the creation and operation of the Office of Community Partnerships, supporting Florida communities in accessing funding programs and advancing economic development initiatives.

She served as a liaison between state agencies, regional planning councils, and local governments, supporting coordinated responses to community needs. Katie oversaw programs including the Competitive Florida Partnership Program, Rural Economic Development Initiative, and Regional Rural Development Grant, aligning funding opportunities with local priorities. Her work strengthened relationships with small and rural communities, improved access to state resources, and supported job creation and economic growth.

Director, Office of Partnership Engagement, Florida Department of Economic Opportunity, Tallahassee, FL, August 2017 – March 2019

Katie established the Office of Partnership Engagement as a central hub for coordination between the state and public-private partners. She led efforts to build and strengthen partnerships with organizations such as Enterprise Florida, VISIT FLORIDA, and regional economic development entities. Her role included overseeing grant programs such as the Florida Job Growth Grant Fund and defense-related grant programs, while also coordinating responses to economic impacts from disasters. Katie aligned state initiatives with partner efforts, supporting effective program delivery and statewide economic development strategies.

Interim Bureau Chief/Contracts and Grants Manager, Florida Department of Economic Opportunity, Tallahassee, FL, May 2015 – August 2017

Katie managed the administration of contracts and grant-funded programs, providing technical assistance to stakeholders on compliance, reporting, and performance requirements. She supervised staff responsible for contract administration and monitoring, supporting adherence to program guidelines and legislative mandates. Her responsibilities included overseeing incentive agreements, monitoring project performance, and supporting audits and reporting activities. Katie also developed and delivered training to local governments and partners, strengthening program understanding and improving compliance across funded initiatives.

Government Program Analyst, Florida Department of Health, Tallahassee, FL, October 2011 – May 2015

Katie served as a project and contract manager for statewide programs, supporting policy development, program implementation, and performance monitoring. She developed operational procedures, provided technical assistance to stakeholders, and evaluated program effectiveness to identify improvements. Her work included coordinating reporting, supporting budget development, and contributing to legislative and strategic planning efforts, aligning programs with state priorities and regulatory requirements.

Administrative Assistant I and II, Florida Department of Health, Tallahassee, FL, January 2010 – October 2011

Katie supported administrative and program operations, assisting with budget tracking, procurement, and financial reporting activities. She coordinated special projects, supported onboarding and personnel functions, and worked with internal teams to resolve operational and programmatic issues. Her role contributed to efficient program support and provided a strong foundation in state government operations and administrative processes.

Ashley Dowdy
Project Manager

7+ Years

DISASTER RECOVERY, GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.S., Psychology, Florida State University Tallahassee, FL

AREAS OF EXPERTISE

- Grant Administration & Program Management
- Disaster Recovery & Federal Funding Programs (ARPA, IIJA)
- Florida State Procurement & Contract Management
- Contract/Grant Monitoring & Compliance (FCCM Certified) Budget Oversight & Financial Management
- Stakeholder Coordination & Partnership Development
- Program Implementation & Performance Tracking
- Policy Interpretation & Regulatory Alignment
- Process Improvement & Operational Efficiency
- Training, Technical Assistance & Team Leadership

REGISTRATIONS/CERTIFICATIONS

- Professional Teaching Certificate (K-6), State of Florida, 2012
- Florida Certified Contract Manager (FCCM), State of Florida, 2021
- Best Practices for Contract and Grant Management – State of Florida
- Contract/Grant Monitoring – State

Ashley is a Florida resident with over seven years of experience supporting disaster recovery, grant administration, and large-scale public sector program management. Her background includes extensive work with Florida state agencies, where she has led procurement, contract management, and grant oversight for complex, multi-million- and billion-dollar programs. Ashley has managed statewide contracts totaling over $1.4 billion, overseen grant teams administering state and federal funding, and developed processes that strengthen accountability, improve efficiency, and support compliant program delivery.

Ashley provides strategic and technical guidance to local governments and partners on federal and state funding opportunities, including ARPA, IIJA, and broadband-related programs. As Project Manager, she leads stakeholder coordination, funding alignment, procurement strategy, and program implementation efforts, helping clients move projects from concept through execution. Her deep understanding of Florida's regulatory environment, combined with her experience in contract monitoring and grant oversight, positions her to successfully manage Melbourne Beach's grant programs with a structured, results-driven approach..

Experience

Director of Broadband and Community Partnerships, GrantWorks, Inc., Tallahassee, FL, 2024 – Present

Ashley advises local governments and industry partners on broadband and infrastructure funding opportunities, supporting projects funded through federal and state programs such as ARPA and IIJA. She works closely with stakeholders to identify funding and procurement strategies, develop project parameters, and align community needs with available resources. Ashley leads stakeholder engagement and partnership development efforts, facilitating coordination between public entities and private providers to advance community-focused projects. Her work supports effective program planning, funding alignment, and successful implementation of infrastructure initiatives.

Director of Business Operations, Florida Department of Children and Families, Tallahassee, FL, February 2022 – October 2024

Ashley led procurement, contract management, and grant oversight for the Office of Child and Family Well-Being, managing statewide operations tied to contracts totaling approximately $1.4 billion annually. She directed procurement strategies, negotiated contracts, and provided guidance on budgetary considerations to support efficient use of public funds. Ashley oversaw a team of 37 staff and the grants team responsible for administering state and federal funding, strengthening accountability and improving operational performance. Her leadership supported timely implementation of legislative initiatives, enhanced contract monitoring practices, and improved alignment between program goals and funding requirements..

Contract Manager Supervisor, Florida Department of Children and Families, Tallahassee, FL, March 2021 – February 2022

Ashley supervised a multidisciplinary team responsible for contract and grant management, procurement, and compliance oversight. She led contract negotiations, conducted file reviews, and developed systems to improve contract accountability and monitoring processes. Her work included streamlining contract amendments, developing onboarding procedures, and providing written guidance on procurement practices.

Ashley also monitored performance metrics and corrective action plans, strengthening program oversight and supporting consistent, compliant contract administration across the department.

Senior Program Specialist, Florida Department of Education, Tallahassee, Florida, September 2020 – March 2021

Ashley supported the administration of federal and state education programs by providing technical assistance, developing guidance materials, and supporting compliance efforts for local educational agencies. She created risk assessments, developed application and monitoring processes, and produced training modules for internal and external stakeholders. Her work strengthened program structure, improved monitoring consistency, and supported alignment with federal and state requirements.

Classroom Teacher, Liberty County School Board, Hosford, FL, August 2012 – January 2018

Ashley developed and implemented instructional programs aligned with state standards, using data-driven approaches to support student success. She created curriculum plans, monitored performance outcomes, and engaged with families and the community to support educational goals. Her work contributed to strong student achievement outcomes and provided a foundation in performance tracking, data analysis, and stakeholder engagement.

John Zakian

Community & Economic Development Subject Matter Expert

John is a nationally recognized Community and Economic Development leader with over 36 years of experience advancing complex public sector initiatives, grant programs, and economic development strategies. His background includes senior executive roles in city and county government, nonprofit leadership, and federal disaster recovery, with extensive experience in grant procurement, administration, and program implementation. He has worked across a wide range of federal funding programs, including HUD CDBG-DR, Economic Development Administration (EDA), and other federal and state initiatives, supporting communities in developing and executing large-scale infrastructure, housing, and economic development projects.

John brings direct Florida experience from his role as Assistant City Administrator and Community Redevelopment Agency Executive Director for the City of West Palm Beach, where he oversaw economic and community development programs, including CDBG, HOME, and other federally funded initiatives. In that role, he led efforts to secure and manage grant funding, establish revolving loan programs, and implement redevelopment strategies that strengthened local economic growth. As Community & Economic Development Subject Matter Expert, John provides strategic guidance on funding alignment, program design, and implementation, helping Melbourne Beach advance projects that support long-term economic resilience and community development.

Experience

Senior Vice President of Economic Development, GrantWorks, Inc., New Bedford, MA, 2020-Present

John leads economic development initiatives and provides technical assistance to communities pursuing federal and state funding opportunities, with a focus on Economic Development Administration (EDA) and disaster recovery programs. He supports program design, funding strategy, and implementation for large-scale recovery and revitalization efforts, including work tied to economic recovery and resilience initiatives. John works with local governments and partners to align projects with funding opportunities, strengthen applications, and support effective program delivery across multiple jurisdictions.

Member, Research and Grant Advisory Committee, Southern Economic Development Council, April 2024 – Present

John serves on the inaugural Research and Grant Advisory Committee for the Southern Economic Development Council, contributing expertise on grant programs, funding strategies, and economic development initiatives across a multi-state region. In this role, he collaborates with economic development professionals to provide guidance on emerging funding opportunities, best practices in grant development, and strategies to support regional economic growth. His participation supports knowledge-sharing and strengthens the application of federal and state funding programs across member communities..

Federal Grant Application Reviewer, Multiple Federal Agencies throughout the US, 2010 – Present

John serves as an approved external reviewer for multiple federal agencies, evaluating grant applications across more than ten funding programs, including those administered by the U.S. Department of Health and Human Services, Department of Labor, USDA, U.S. Department of the Treasury (CDFI Fund and New Market Tax Credits), and the Small Business Administration. In this role, he assesses application quality, eligibility, and alignment with program criteria, providing detailed evaluations that support funding decisions.

36+ Years

ECONOMIC DEVELOPMENT, GRANT & PUBLIC SECTOR LEADERSHIP EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- Executive Program Certificate, Leadership in the 21st Century, Harvard University, Cambridge, MA
- Executive Program Certificate, Strategic Public Sector Negotiation, Harvard University, Cambridge, MA
- Executive Program Certificate, Senior Executive State and Local Government Management Practices and Theories, Harvard University, Cambridge, MA
- Master of Public Administration, Public Administration, Pace University, New York, NY
- Bachelor of Arts, Government, Bates College, Lewiston, ME

AREAS OF EXPERTISE

- Community & Economic Development Strategy
- Federal Grant Programs (HUD CDBG-DR, EDA, HOME, HOPWA)
- Grant Procurement, Administration & Program Design
- Disaster Recovery & Resilience Planning
- Public Sector Financing & Capital Project Development
- Revolving Loan Funds & Economic Incentive Programs
- Nonprofit Development & Capacity Building (501(c)(3))
- Infrastructure, Housing & Redevelopment Programs

This experience provides him with unique insight into federal review processes, scoring methodologies, and what differentiates competitive applications.

Disaster Recovery Grant Program Administrator and Chief Resilience Officer, City of Minot, Minot, ND, June 2017 – October 2021

John administered a $174 million HUD CDBG-DR/NDR grant program supporting post-disaster recovery and resilience initiatives. He led the development and implementation of housing, infrastructure, and economic development projects, while serving as the City's subject matter expert on federal grant requirements. His responsibilities included negotiating subrecipient agreements, managing property acquisitions and development contracts, and designing financial assistance programs. His leadership supported long-term recovery efforts and strengthened the City's resilience through strategic investment and compliant program delivery.

Consultant, Economic & Housing Development Grant/Financing, Municipal Services, and Disaster Recovery Consulting, Zakian Consulting, Inc., New Bedford, MA, 2006 – October 2021

As an independent consultant, John provided expert guidance on economic development, disaster recovery, and grant-funded program implementation across multiple federal and state initiatives. His work included supporting HUD CDBG-DR program design and implementation for New York City's $4.2 billion disaster recovery program, leading needs assessments, and assisting in the selection and management of subrecipients. He also supported FEMA long-term community recovery efforts, developed strategic recovery plans, and authored economic development action plans for disaster-impacted communities, including assignments in the Florida Panhandle following the BP oil spill. His work consistently focused on aligning funding with community needs, strengthening program design, and supporting effective implementation.

Executive Vice President, Montgomery Village Foundation, Montgomery Village, Maryland, 2003 – 2006

John served as Chief Operating Officer for a large planned community organization, leading efforts to restructure operations to align with municipal governance models. He guided organizational transformation, supported financial and operational planning, and strengthened administrative systems to support long-term sustainability and effective community service delivery.

Assistant City Administrator, City of West Palm Beach, West Palm Beach, Florida, June 2001 – May 2003

John served as Assistant City Administrator and Community Redevelopment Agency Executive Director, overseeing economic and community development programs, including federally funded initiatives such as CDBG and HOME. He supervised departmental operations, led redevelopment initiatives, and advanced grant procurement and administration efforts. His accomplishments included establishing a $1 million revolving loan fund for small businesses, restructuring housing programs to retain critical funding, securing an EDA grant for strategic planning, and supporting financing initiatives for affordable housing. His leadership strengthened the City's ability to secure and effectively deploy federal funding for economic development and community revitalization.

Executive Director, New Bedford Economic Development Council, Inc., New Bedford, MA, 1998 – 2001

John served as the founding CEO of a 501(c)(3) economic development organization, leading efforts to support business growth and community investment. He secured federal designations, including SBA and CDFI status, and managed loan programs funded through HUD CDBG and EDA. His work included overseeing loan portfolios, managing brownfield redevelopment grants, negotiating large-scale development agreements, and implementing strategic marketing and business retention initiatives.

Director of Management and Operations, County of Westchester, NY, February 1996 – January 1998

John managed day-to-day operations for a large county government, overseeing departments, supporting budget development, and improving operational efficiency. His work included upgrading the grants management system, coordinating multi-agency initiatives, and supporting delivery of large-scale public programs and services.

Assistant to County Executive, County of Westchester, NY, March 1994 – January 1996

John coordinated programs across multiple human service agencies, managing federal grant funding and supporting program expansion efforts. He implemented systems to improve cost recovery, secured funding for workforce initiatives, and coordinated capital projects across departments, strengthening program delivery and funding alignment.

Executive Director, Yonkers Industrial Development Agency, Yonkers, NY, January 1984 – December 1993

John led economic development financing initiatives, structuring and delivering more than $200 million in projects through public and private financing mechanisms. He supported business development, job creation, and capital investment through incentive programs and financing strategies that contributed to long-term economic growth.

Jeff Carrillo

Community & Economic Development Subject Matter Expert

Jeff is a Community & Economic Development professional with over six years of direct grant administration experience supporting local governments through the full lifecycle of federally funded programs. He has successfully managed and closed more than 50 grants, including Community Development Block Grant (CDBG), Disaster Recovery, Transportation Infrastructure Fund (TIF), and infrastructure-focused projects. His experience spans public infrastructure, housing rehabilitation, and disaster recovery initiatives, where he has guided projects from contract execution through monitoring and closeout while maintaining alignment with state and federal requirements.

Jeff provides hands-on support to communities and project managers, delivering day-to-day grant administration, compliance oversight, and technical assistance. He works closely with local governments, engineers, contractors, and state agencies to support project implementation, resolve issues, and maintain project progress. As Community & Economic Development Subject Matter Expert, Jeff brings practical, implementation-focused experience in managing infrastructure and recovery projects, helping Melbourne Beach advance grant-funded initiatives efficiently and successfully.

Experience

Director of Community Development, GrantWorks, Inc., Austin, TX, 2020-Present

Jeff leads community development efforts and supports local governments in implementing grant-funded projects across multiple program types. He provides day-to-day oversight and guidance to project managers, helping coordinate project activities, resolve implementation challenges, and maintain alignment with funding requirements. Jeff supports compliance monitoring, financial tracking, and reporting while working closely with stakeholders to keep projects progressing on schedule. His leadership strengthens project delivery and supports successful execution of community development and infrastructure initiatives.

Associate Director/Assistant Director of Community Development, GrantWorks, Inc., Austin, TX, September 2018 – October 2021

Jeff supported community development projects by providing direct grant administration and technical assistance to local governments. He worked closely with project managers to oversee implementation, coordinate with stakeholders, and support compliance with program requirements. His responsibilities included assisting with financial tracking, reimbursement processing, and monitoring activities, helping maintain project momentum and supporting timely completion of grant-funded initiatives..

Grant Administrator, Texas CDBG-DR 2015-DR Flood, Drainage and Pump Station Improvements, Willacy County, TX, April 2019 – Present, Grant Amount: $995,500

Jeff provides grant administration services for drainage and pump station improvements funded through CDBG-DR following flood events. He supports reimbursement processing, compliance with Davis-Bacon and Section 3 requirements, and provides ongoing technical guidance to stakeholders. Jeff coordinates closely with engineers, contractors, and local officials to support project implementation and maintain progress toward completion.

12+ Years

GRANT ADMINISTRATION & COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Community & Regional Planning, University of Texas, Austin, TX
- B.A., University of Missouri, Columbia, MO

AREAS OF EXPERTISE

- Grant Administration & Project Implementation
- CDBG & Disaster Recovery Programs
- Infrastructure & Public Facility Projects
- Grant Compliance (Davis-Bacon, Section 3, State Monitoring)
- Reimbursement Processing & Financial Tracking
- Contract Administration & Closeout Stakeholder Coordination (Local, State, Engineers, Contractors)
- Program Monitoring & Reporting Transportation Infrastructure Fund (TxDOT TIF)
- Community Development & Revitalization Projects

REGISTRATIONS / CERTIFICATIONS

- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Water and Sewer System Upgrades, City of Clute, TX, August 2012 – December 2018, Grant Amount: $1,664,451

Jeff supported the administration of a disaster recovery project focused on water and sewer system upgrades. He provided project management and grant administration services, coordinating activities across stakeholders and supporting compliance and reporting requirements. The project was completed on time and within budget, demonstrating effective coordination and oversight.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Flood and Drainage Facilities Upgrades, Kleberg County, TX, January 2013 – December 2018, Grant Amount: $1,000,000

Jeff administered a flood and drainage infrastructure project funded through CDBG-DR, supporting coordination among local officials, engineers, and contractors. His responsibilities included monitoring progress, supporting compliance efforts, and facilitating communication across stakeholders. The project progressed successfully and was completed within established timelines and funding parameters.

Grant Administrator, Texas Hurricane Ike/Dolly CDBG-DR Round 1, Water Well, Emergency Generator, and Fire Protection Facilities Construction, Village of Tiki Island, TX, January 2010 – August 2015, Grant Amount: $1,732,394

Jeff supported the administration of a multi-component infrastructure project, including water supply improvements, emergency power systems, and fire protection facilities. He managed reimbursement processing, provided compliance guidance, and coordinated across project stakeholders to support successful implementation. His work supported improved community resilience and infrastructure reliability.

Grant Administrator, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, TX, April 2014 – August 2019, Grant Amount: $7,049,063

Jeff administered a Transportation Infrastructure Fund project focused on mitigating roadway impacts from industrial activity. He coordinated procurement activities, managed documentation, and supported financial tracking and compliance requirements. His coordination with TxDOT, engineers, and local officials supported successful project completion on time and within budget.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, TX, April 2014 – August 2019, Grant Amount: $740,433

Jeff supported grant administration for roadway improvement projects funded through TxDOT's Transportation Infrastructure Fund. He coordinated with stakeholders, supported procurement processes, and monitored project progress to maintain alignment with funding requirements. The project was completed successfully within established timelines and budget constraints.

Austin History Center, Austin, TX, October 2011 – August 2014

Jeff supported archival and research functions, contributing to historical documentation and public access initiatives. His work included organizing records, supporting research activities, and assisting with public-facing services. This role provided foundational experience in research, documentation, and stakeholder support.

Maria Bedia

Community & Economic Development Subject Matter Expert

17 Years

GRANTS MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- MBA, Business Administration, University of the Incarnate Word, San Antonio, TX
- Bachelor of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, TX

AREAS OF EXPERTISE

- FEMA Hazard Mitigation Assistance application development
- FEMA Public Assistance project management
- Disaster recovery grant compliance and reporting
- Grants Portal and TDEM GMS administration
- Contract and financial review
- Project implementation and closeout
- Performance and financial reporting
- Local government grant administration
- Strategic planning and asset management

Maria brings over 15 years of grant management experience supporting local governments across the full lifecycle of federal and state funding programs. She has deep expertise in FEMA programs, including Hazard Mitigation Grant Program (HMGP) and Public Assistance (PA), with a strong track record of developing successful applications and managing projects from award through closeout. Her experience includes county-level grant administration, overseeing contracts, compliance, financial and performance reporting, and project delivery while maintaining alignment with federal and state requirements. As a Community and Economic Development Subject Matter Expert, she brings valuable insight into aligning funding strategies with local priorities and long-term community outcomes.

In her role with GrantWorks, Maria supports the development and administration of Hazard Mitigation Assistance (HMA) projects, providing technical oversight and guidance on program requirements. Her background in strategic planning and asset management strengthens her ability to align funding opportunities with infrastructure and resilience priorities, positioning her to effectively support Melbourne Beach's grant writing, administration, and compliance needs..

Experience

Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, TX, April 2024 – Present

Maria develops and administers FEMA Hazard Mitigation Assistance funds awarded to local applicants, coordinating multiple mitigation projects at various stages of implementation. She provides financial and technical project management, including review of contracts, contractor pay estimates, progress reports, change orders, and contract amendments. She also delivers technical assistance on program rules, policies, and procedures to support compliance, cost-effectiveness, and successful project completion.

Strategic Planning Manager, Port of Corpus Christi Authority, Corpus Christi, TX, February 2022 – March 20242

Maria led strategic project planning initiatives, coordinating project development and implementation efforts. She researched and analyzed studies related to port development trends and programs and initiated phase one of the Port's enterprise asset management system. She also supported grant development and compliance efforts while supervising two employees and advancing long-term capital planning objectives.

Grant Administrator, Nueces County, Corpus Christi, TX, October 2018 – January 2022

Maria was appointed by the County Commissioners Court to oversee all federal and state grant contracts. She managed application development, performance and financial reporting, compliance reviews, and project closeout activities. She supervised one employee and maintained accountability for grant-funded projects, strengthening internal controls and reporting processes to support audit readiness and funding compliance.

Grant Writer/Coordinator, Nueces County, Corpus Christi, TX, 2009 – 2018

Maria prepared grant proposals and supported the implementation of awarded projects, managing scope, schedule, and budget requirements. She coordinated with county departments to maintain compliance with grant terms and reporting requirements and contributed to successful funding outcomes across multiple federal and state programs.

Karen Blaney

Community & Economic Development Subject Matter Expert

20+ Years

COMMUNITY DEVELOPMENT & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.A., English, Pennsylvania State University, State College, PA
- B.A., English, Austin College, Sherman, TX

AREAS OF EXPERTISE

- Community & Economic Development Programs
- CDBG, CDBG-DR & CDBG-MIT Grant Administration
- FEMA Public Assistance & Hazard Mitigation Programs
- Infrastructure & Environmental Projects (Water, Wastewater, Drainage)
- RESTORE Act & Coastal Resilience Programs
- Grant Compliance (2 CFR 200, Environmental Review, Acquisition)
- Construction & Infrastructure Project Oversight
- Budget Management & Scope Amendments
- Procurement & Competitive Bidding Processes
- Stakeholder Coordination & Multi- Project Management

REGISTRATIONS/ CERTIFICATIONS

- Senior Fellow, Environmental Leadership Program
- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022

Karen brings over 20 years of experience in community development, disaster recovery, and grant program management, supporting complex infrastructure, mitigation, and sustainability initiatives. Her background includes extensive work administering federal and state funding programs such as FEMA Public Assistance, Hazard Mitigation Grant Program, CDBG, CDBG-DR, and RESTORE Act grants. She has managed large-scale infrastructure and environmental projects, guiding clients through compliance requirements, financial management, and project implementation from planning through closeout.

Karen's experience includes supporting projects that address stormwater, wastewater, coastal restoration, and community resilience—providing practical, implementation-focused expertise that aligns funding with community needs. In her role with GrantWorks, she provides oversight and technical guidance across multiple projects and teams, supporting compliance, procurement, environmental review, and program delivery. As Community & Economic Development Subject Matter Expert, Karen brings deep experience in infrastructure and resilience-focused grant programs, helping communities advance projects that strengthen long-term sustainability and economic stability.

Experience

Regional Manager – South Texas Region GrantWorks, Inc., Austin, TX, January 2022 – Present

Karen provides administrative and compliance oversight for a regional portfolio of competitive CDBG-MIT grants totaling over $208 million. She leads a team of project managers supporting infrastructure projects that include wastewater treatment upgrades, drainage improvements, and stormwater system enhancements. Her responsibilities include guiding environmental review, acquisition processes, design review, and procurement activities, while advising on budget and scope modifications. Karen supports project teams and clients through complex compliance requirements, helping maintain alignment with federal regulations and advancing successful project implementation across multiple jurisdictions.

Regional Manager/Senior Project Manager, Recreational Tourism and Ecotourism Restoration, Coastal Bend Region and Padre Balli and I.B. Magee Beach Parks, RESTORE Act Program, U.S. Department of Treasury and Texas Commission on Environmental Quality, Nueces County, TX, May 2022 – Present

Karen provides oversight and coordination for RESTORE Act-funded projects focused on recreational tourism and environmental restoration. She supports program administration and compliance for initiatives that enhance coastal resilience and public access, working with stakeholders to align project objectives with environmental and funding requirements. Her work contributes to the successful advancement of conservation and tourism-based infrastructure projects that support long-term community and economic benefits.

Senior Project Manager, GrantWorks, Inc., Austin, Texas, December 2018 – January 2022

Karen managed a diverse portfolio of federal and state grant-funded projects, overseeing compliance, financial management, and project delivery. She supported programs including CDBG-DR, CDBG-MIT, FEMA Public Assistance, and Hazard Mitigation, guiding projects through all phases from initiation through closeout.

Her responsibilities included managing labor standards compliance, acquisition processes, financial tracking, and coordination with federal and state agencies, supporting consistent and compliant program execution.

Senior Project Manager, Lower San Bernard River Ecosystem Restoration Project, RESTORE Act Program, Brazoria County, TX, November 2019 – Present

Karen supports a large-scale environmental restoration project funded through the RESTORE Act, focused on dredging and ecosystem recovery efforts following the Deepwater Horizon disaster. She developed project work plans and coordinates engineering and construction activities, supporting budget management and program implementation. Her work supports environmental restoration objectives while maintaining alignment with funding requirements and project goals.

Senior Project Manager, Texas CDBG-DR Hurricane Harvey, Multiple Clients, Multiple Locations, TX, January 2020 – Present

Karen manages multiple disaster recovery projects funded through CDBG-DR, supporting infrastructure improvements across several communities. Projects include road and drainage improvements, public facility upgrades, fire safety enhancements, and water and wastewater infrastructure. She coordinates with local governments, engineers, and contractors to support implementation, manage budgets, and guide projects through compliance requirements, supporting timely and effective recovery efforts.

Senior Project Manager, Texas CDBG-DR Ike/Dolly Round 2.2 Infrastructure Improvement Program, City of Galveston, Galveston, TX, March 2019 – Present

Karen supports the administration of a large-scale infrastructure improvement program focused on water, wastewater, roadway, and environmental remediation projects. She assists with construction management, budget tracking, scope amendments, labor standards, and payment reviews, guiding the project through implementation and closeout. Her work supports reliable infrastructure and long-term service delivery for the community.

Senior Project Manager, FEMA Public Assistance and Hazard Mitigation, Multiple Clients, Multiple Locations, TX, March 2019 – December 2020

Karen supported multiple FEMA-funded projects addressing disaster-related damages to roads, bridges, facilities, and public infrastructure. She assisted clients with eligibility, documentation, reporting, and coordination with FEMA and state agencies, supporting funding requests and project progression. Her work helped communities recover from disaster impacts while navigating complex federal requirements.

Senior Project Manager, Generators and Lift Station Quick Connections, City of Seadrift, Seadrift, TX, January 2020 – Present

Karen supported a hazard mitigation project focused on improving emergency power capabilities for critical infrastructure. She coordinated project implementation, supported compliance activities, and worked with stakeholders to advance installation of generators and lift station connections, improving system resilience and emergency preparedness.

Program Coordinator, City of Austin Watershed Planning Department, Austin, TX, June – November 2018

Karen supported watershed planning initiatives, contributing to environmental and infrastructure planning efforts. She assisted with program coordination, data analysis, and stakeholder engagement to support sustainable water resource management and planning activities.

Austin 2030 District Director, SPEER South-Central Partnership for Energy Efficiency as a Resource, Austin, TX, July 2016 – May 2018

Karen led regional sustainability initiatives focused on energy efficiency and resource conservation. She coordinated stakeholders, supported program development, and advanced initiatives aimed at improving building performance and reducing environmental impact across the region.

Assistant Manager for Grant Programs, Office of Sustainability, University of Texas at Austin, TX, July 2011 – July 2016

Karen supported grant-funded sustainability programs, assisting with program administration, coordination, and reporting. She worked with stakeholders to implement projects focused on environmental performance and sustainability, supporting effective use of grant funding and program outcomes..

Staff Advisor/Program Coordinator, Campus Environmental Center at University of Texas at Austin, TX, August 2007 – July 2011

Karen supported environmental programs and initiatives, coordinating activities and engaging stakeholders to advance sustainability goals. Her work included program development, outreach, and operational support..

Valarie Philipp, P.E.

Infrastructure & Environmental Services Subject Matter Expert

25+ Years

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.E., Structural Engineering, University of Florida, Gainesville, FL
- B.S., Civil Engineering, University of Florida, Gainesville, FL

AREAS OF EXPERTISE

- FEMA PA program management
- Multi-disaster recovery leadership (25+ declarations)
- Project Worksheet development, versioning, and closeout
- Cost eligibility and regulatory compliance (FEMA & 2 CFR 200)
- Appeals and time extension strategy
- Disaster debris monitoring oversight
- Insurance coordination and audit support
- FEMA Grants Portal and EMGrants systems
- Public sector client advisory
- Team leadership and recovery operations management
- Revenue Management, Contract Strategy & Practice Leadership
- Structural Engineering & Disaster Damage Assessment

Valarie is a registered Professional Engineer with more than 20 years of experience leading FEMA Public Assistance (PA) disaster recovery programs nationwide. She has managed over $1 billion in FEMA PA funding across 25+ declared disasters, providing strategic oversight, technical guidance, and full lifecycle grant management support to state, county, municipal, education, healthcare, and nonprofit clients.

Her expertise spans Project Worksheet development and versioning, cost eligibility strategy, procurement compliance, debris operations oversight, insurance coordination, appeals, reimbursement, and closeout. Valarie has directed complex, multi-year recovery portfolios involving hundreds of projects and brings executive-level experience in FEMA program operations, staffing, and client advisory services.

Experience

Vice President of Disaster Recovery Programs, Grantworks, Inc., Tallahassee, FL, September 2023 – Present

Valarie provides executive leadership and strategic oversight for FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) services nationwide. She directs daily operations, technical delivery, and client advisory services to ensure compliant, defensible, and efficient disaster recovery implementation. She guides multidisciplinary teams supporting state and local governments through complex recovery portfolios from project formulation through closeout.

Associate Managing Director, Infrastructure, Witt O'brien's LLC, February 2018 – July 2023

Valarie served as the management and operations lead for FEMA Public Assistance (PA) recovery efforts across 14 states within FEMA Regions II, III, IV, VI, VII, IX, and X. She directed more than 50 disaster recovery engagements, overseeing a 14-member team supporting funding recovery for Hurricanes Matthew, Irma, Dorian, Isaias, Ian, Nicole, the 2023 South Florida Flood Event, and the COVID-19 Pandemic. In addition to operational leadership, she managed proposal development, accounts receivable, revenue tracking, and client contract renewals to maintain practice performance and continuity of services.

Project Manager, FEMA Preparedness and Grants Management, Broward County Public Schools, Broward County, FL, 2008 – 2023

As Program Manager, Valarie led disaster preparedness, response, and FEMA PA recovery for one of the nation's largest school districts. She managed Project Worksheet development and revisions, documentation compilation, financial reconciliation, reimbursement, insurance coordination, appeals, and OIG audit support. She supported recovery from multiple hurricanes and COVID-19, managing over $86 million in FEMA PA funding across 584 projects in Categories A, B, E, and G while coordinating closely with district leadership and operational departments.

Acting Practice Lead, FEMA Public Assistance Division, Witt O'brien's LLC, April 2019 - October 2021

Valarie provided executive oversight of FEMA PA service delivery, staffing strategy, budgeting, and financial management. She managed personnel performance, maintained strong financial controls, supported contract negotiations and renewals, and developed competitive proposals to expand services. During her tenure, she secured more than $10 million in future task bookings while maintaining high-quality technical delivery across active disaster portfolios.

Project Manager, FEMA Public Assistance, Witt O'Brien's LLC, April 2009 – October 2018

Valarie managed long-term FEMA Public Assistance recovery operations for South Florida jurisdictions impacted by the 2004–2005 hurricane seasons and subsequent disaster events. She directed the preparation and revision of Project Worksheets, time extensions, reimbursement requests, appeals, quarterly reporting, and closeout documentation. She provided strategic cost eligibility guidance and coordinated directly with FEMA and state representatives to resolve complex project issues.

In addition, Valarie managed ten Hurricane Irma debris monitoring projects, overseeing field staff, daily operational reporting, invoicing, compliance monitoring, and issue resolution to support large-scale debris recovery operations.

Public Assistance Coordinator, FEMA Public Assistance, Witt O'Brien's LLC, South Florida, May 2006 – March 2009

Valarie served as lead Public Assistance Coordinator supporting Miami-Dade County's recovery from Hurricanes Katrina and Wilma. She oversaw FEMA PA program implementation for 218 municipal and private nonprofit applicants pursuing more than $560 million in federal funding. She coordinated applicant briefings, eligibility determinations, and compliance oversight across multiple state-declared disasters.

Technical Assistance Contractor (TAC), ATCS, PLC (FEMA Sub to Fluor), South Florida, 2004 – 2006

As a FEMA Technical Assistance Contractor, Valarie supported disaster recovery following Hurricanes Frances, Jeanne, Katrina, and Wilma. She conducted building damage assessments, developed cost estimates, and prepared Project Worksheets. She also served as Deputy Public Assistance Coordinator for debris operations, supervising debris specialists, determining eligibility, and performing QA/QC reviews to ensure accurate and defensible funding determinations.

Structural Engineer, Wiss, Janney, Elstner Associates, Atlanta, Georgia, 1997 – 2004

Valarie performed forensic structural investigations, structural analysis, repair design, and construction oversight for facilities impacted by natural disasters and structural failures. She evaluated complex damage causation issues and supported FEMA-related litigation by analyzing Disaster Survey Reports and determining whether damages resulted from disaster events, construction defects, or deferred maintenance.

Regan Lenehan

Infrastructure & Environmental Services Subject Matter Expert

20+ Years

INFRASTRUCTURE & COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Community and Regional Planning, University of Texas, Austin, TX
- B.A., Latin American Studies, Vassar College, Poughkeepsie, NY

AREAS OF EXPERTISE

- Wastewater & Public Infrastructure Projects
- CDBG-Funded Project Implementation
- Infrastructure Project Management
- Procurement & Contract Compliance
- Financial Management & Reporting
- Construction Coordination
- Stakeholder & Agency Coordination
- Disaster Recovery & Mitigation Programs
- Grant Compliance & Monitoring
- Project Closeout & State Agency Coordination

CERTIFICATIONS

- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Regan Lenehan is a senior infrastructure and community development professional with 20 years of experience delivering federally funded projects, including water, wastewater, and public infrastructure improvements. As a Wastewater Treatment Plant Infrastructure Subject Matter Expert, she provides technical guidance and project oversight to support the successful implementation of complex utility and infrastructure projects funded through CDBG programs.

Regan has managed and overseen more than 75 federally funded projects from contract execution through closeout, with experience spanning procurement, financial management, compliance, and construction coordination. She brings a strong understanding of infrastructure delivery and regulatory requirements, supporting project teams, local governments, and stakeholders to advance projects efficiently while maintaining alignment with funding requirements.

Experience

Director of Community Development, GrantWorks, Inc., Austin, TX, October 2021–Present

Regan leads and oversees a team of Community Development Project Managers responsible for managing over $100 million in CDBG-funded projects. She provides technical guidance on infrastructure and community development projects, supports program implementation, and works with project teams to address compliance, funding, and delivery requirements across multiple projects.

Project Manager, Community Development, GrantWorks, Inc., Austin, TX, April 2018 – October 2021

Regan provided internal quality control for procurement and labor standards activities and delivered technical support and training to project managers and staff. Her work strengthened compliance processes and supported consistent implementation of federally funded infrastructure and community development projects.

Senior Project Manager, GrantWorks, Inc., Austin, TX, January 2004 – January 2015

Regan managed CDBG-funded infrastructure and community development projects, coordinating directly with local governments, engineers, and contractors to support project delivery from initiation through closeout.

Her responsibilities included procurement reviews, financial management, reporting, labor standards compliance, and coordination with state agencies. She supported projects across public infrastructure, economic development, and disaster recovery programs, strengthening compliance and advancing project completion.

Junior Financial Analyst, Symmetry Partners, LLC, New York, NY, January 1998 – January 2002

Regan supported financial analysis and reporting functions, developing foundational experience in financial management, data analysis, and reporting that informs her current work in grant-funded program administration and infrastructure project oversight.

Trey Friedrich

Funding Needs Assessment Task Lead

5+ Years

PUBLIC SECTOR PROJECT MANAGEMENT & GRANT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.A., Interdisciplinary Humanities, Florida State University, Tallahassee, Florida, 2017

AREAS OF EXPERTISE

- Federal, State, and Local Funding Strategy
- Community & Economic Development Grants
- Broadband & Infrastructure Funding Programs
- Grant Compliance & Program Management
- Procurement & Contract Administration
- Financial Management & Reporting
- Stakeholder Coordination & Partnerships
- Public Sector Policy & Regulatory Navigation
- Project Management & Program Delivery
- Vendor Management & Negotiation

CERTIFICATIONS

- Graduate Certificate, Emergency Management and Homeland Security, Florida State University, Tallahassee, FL, 2023

Trey is a Senior Project Manager with GrantWorks, bringing over five years of experience supporting public sector clients with funding strategy, grant program delivery, and compliance. He specializes in identifying and securing federal, state, and local funding for community and infrastructure initiatives, with direct experience advising local governments on program implementation, stakeholder coordination, and regulatory requirements. His work focuses on aligning funding opportunities with community priorities while maintaining strong financial oversight and compliance.

Based in Florida, Trey brings direct experience working within state and local government environments, with a strong understanding of Florida policies, procurement processes, and funding mechanisms. His background includes broadband and community development initiatives, contract and vendor management, and multi-stakeholder coordination—positioning him to support Melbourne Beach in advancing competitive grant applications and managing awarded funds effectively..

Experience

Senior Project Manager, Broadband & Community Partnerships, Grantworks, Inc., Tallahassee, FL, October 2024 – Present

Trey advises local governments on strategic approaches to maximize federal, state, and local funding for broadband and community development initiatives. He leads stakeholder coordination and needs assessment efforts to evaluate community priorities, identify and secure funding opportunities, and align projects with available programs. Trey collaborates with grant writing teams, community organizations, and partners to develop competitive applications and advance funding strategies. He manages project and program delivery from strategy through implementation, including compliance oversight, financial tracking, and performance reporting, helping clients advance infrastructure investments while maintaining alignment with regulatory requirements and funding objectives.

Project Manager, UBA University Libraries, Florida State University, Tallahassee, FL, April 2024 – September 2024

Trey managed financial and administrative operations for a $22M+ public sector budget, working closely with leadership to assess operational needs and align resources with institutional priorities. He provided financial oversight, ensured compliance with state regulations and internal controls, and delivered accurate reporting to support informed decision-making. Trey also coordinated with internal departments and external vendors, strengthening operational efficiency, accountability, and alignment of resources with program and funding requirements.

Client Partner, Public Sector, Nagarro, Tallahassee, FL, March 2023 – April 2024

Trey supported public sector clients across Florida by analyzing agency priorities, funding needs, and procurement pathways to align solutions with available resources. He worked with procurement offices, vendors, and stakeholders to identify funding mechanisms, support access to contracting vehicles, and align services with program goals. His role included coordinating across multiple entities to navigate regulatory requirements, support strategic planning efforts, and position clients to effectively pursue and implement funded initiatives.

Accounting Specialist, UBA – College of Law, Florida State University, Tallahassee, FL, September 2021 – February 2023

Trey served as the primary contract manager, overseeing procurement compliance, vendor onboarding, and financial transactions in accordance with Florida statutes and university policies. He managed invoices, reconciliations, and financial reporting processes to maintain accuracy and transparency. His work supported strong fiscal controls, ensured expenditures aligned with operational needs and funding requirements, and contributed to consistent compliance with regulatory and institutional standards..

Student Program Coordinator, Student Union, Florida State University, Tallahassee, FL, February 2020 – September 2021

Trey supported program operations by coordinating budgets, procurement, staffing, and logistics for campus services in a high-volume environment. He assisted leadership in forecasting needs, allocating resources, and maintaining efficient service delivery. His coordination efforts supported consistent program execution, effective use of resources, and alignment with institutional priorities and operational requirements.

Operations Manager, Spectra Venue Management, Tallahassee, Florida, January 2019 – February 2020

Trey supported capital project planning and operational management for a large public-use facility, including budgeting, procurement, and vendor coordination. He assisted in forecasting funding needs, monitoring expenditures, and managing contracts to support timely and cost-effective project delivery. His role included coordination with public agencies and service providers, helping align operations with regulatory requirements and ensuring reliable service delivery for community events and facility use.

Amanda Holton, CTCM

Grant Research & Writing Task Lead

10+ Years

GRANT PROGRAM & COMPLIANCE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.B.A., Business Administration, Texas A&M University, Corpus Christi, TX
- B.S, Social Justice (Non-profit Organizational Leadership), Trevecca Nazarene University, Nashville, TN

AREAS OF EXPERTISE

- Grant Research & Funding Identification
- Grant Writing & Application Development Support
- Federal Grant Compliance (ARPA, HUD, Treasury) Program Monitoring & Performance Reporting Procurement & Contract Compliance
- Subrecipient Monitoring & Oversight
- Financial Tracking, Budgeting & Cost Eligibility
- Regulatory Interpretation & Policy Analysis
- Audit & Quality Assurance (GAGAS-aligned)
- Infrastructure & Community Development Programs Stakeholder Coordination & Technical Assistance

CERTIFICATIONS

- Certified Texas Contract Manager, 2021

Amanda brings 10 years of experience in grant compliance, program oversight, and audit-driven program management, supporting state and local governments and nonprofit organizations in the effective use of public funding. She has direct experience managing complex, federally funded programs, including the American Rescue Plan Act (ARPA), where she has overseen nearly $60 million in infrastructure, subrecipient, and community-based projects. Her work includes grant research, application support, financial and performance monitoring, procurement compliance, and reporting—ensuring projects align with federal and state requirements while advancing community priorities.

Amanda brings experience supporting local governments through all phases of grant implementation, combined with a strong foundation in auditing, regulatory interpretation, and quality assurance. As Grant Research and Writing Task Lead, she supports the identification of funding opportunities, development of competitive applications, and alignment of projects with program requirements. Her ability to interpret complex regulations, monitor performance, and support compliant program delivery positions her to help Melbourne Beach successfully secure and manage grant funding.

Experience

Project Manager, GrantWorks, Inc., Austin, TX, Austin, TX, and Winter Haven, FL, February 2023 – Present

Amanda leads the administration and oversight of federally funded programs, including the American Rescue Plan Act (ARPA), managing approximately $60 million in infrastructure and community-based projects. She supports local governments in aligning projects with federal and state funding requirements, while also contributing to grant research, funding strategy, and application support efforts. Her responsibilities include reviewing project documentation, managing financial activities such as contractor pay estimates and invoices, overseeing procurement and subrecipient compliance, and tracking budgets and performance milestones. Amanda works closely with local officials, nonprofits, and state and federal agencies to support program implementation, ensure regulatory compliance, and maintain accurate reporting and documentation throughout the grant lifecycle.

Associate Auditor, Texas Office of The Inspector General, Austin, TX, November 2021 – February 2023

Amanda conducted program and operational audits in accordance with Generally Accepted Government Auditing Standards (GAGAS), evaluating internal controls, compliance, and program effectiveness across state-funded initiatives. She performed risk assessments, developed audit scopes and testing procedures, and conducted fieldwork including on-site reviews and stakeholder interviews. Amanda identified compliance gaps and operational risks, providing actionable recommendations to improve program performance and accountability. She also presented audit findings to senior leadership, supporting data-driven decision-making and strengthening program oversight.

Quality Assurance Specialist, State of Texas Department Of Human and Health Services, Austin, TX, July 2020 – November 2021

In this role, Amanda ensured program compliance with state regulations by reviewing case files, analyzing program performance, and identifying trends in errors and operational gaps. She developed monitoring plans and corrective action strategies to address compliance issues, working closely with program leadership and legal teams to interpret regulatory requirements, including confidentiality and HIPAA standards.

Amanda also supported procurement processes and policy updates, integrating regulatory changes into program operations and strengthening internal controls through data analysis and reporting.

Quality Control Specialist, TENNCARE, Nashville, TN, December 2018 – July 2020

Amanda conducted detailed quality control reviews of Medicaid eligibility determinations, maintaining a 100% accuracy rate while identifying and addressing caseworker or system errors. She served as a team leader, training staff and supporting audit activities, including the Centers for Medicare and Medicaid Services (CMS) Payment Error Rate Measurement (PERM) audit. Amanda coordinated with internal and external stakeholders to provide documentation, interpret policy requirements, and address audit findings. Her work contributed to improved program compliance, enhanced training processes, and strengthened eligibility determination procedures.

Managed Care Specialist 3 (Eligibility Specialist, TENNCARE, Nashville, TN, April 2017 – December 2018

Amanda administered Medicaid eligibility determinations for diverse populations, including families, individuals with disabilities, and elderly residents, ensuring compliance with program policies and regulatory requirements. She played a key role in implementing a new eligibility system, supporting system rollout and process improvements. Her consistent 100% audit rating reflected her strong attention to detail, policy knowledge, and commitment to accurate and compliant program delivery.

Director of The Service Coordinator Department (Promotion)/Service Coordinator, Trevecca Retirement Community, Nashville, TN, November 2014 – April 2017 And April 2014 – November 2014

Amanda managed and administered a HUD-funded service coordinator program, overseeing a $200,000+ grant that fully supported program operations. She was responsible for budget management, compliance with HUD requirements, and allocation of funds for salaries, benefits, and program services. Amanda developed and implemented programs to support resident needs, while building partnerships with community organizations to expand available services. She also supervised staff and ensured the program operated efficiently, delivering measurable benefits to residents while maintaining compliance with federal funding requirements..

Jason Martinez

Grant Administration Task Lead

14+ Years

PROGRAM & FINANCIAL MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.BxN

AREAS OF EXPERTISE

- Grant Administration & Program Implementation
- ARPA Program Management (U.S. Treasury)
- Federal & State Compliance (FEMA, EDA, Treasury)
- Financial Management, Budget Tracking & Reporting
- Procurement & Document Review
- Subrecipient & Beneficiary
- Program Oversight
- Small Business & Nonprofit Grant Programs
- Performance Monitoring & Milestone Tracking
- Stakeholder Coordination & Technical Assistance
- Economic Development Program Support
- Process Improvement & Workflow Development

Jason brings over 14 years of experience managing programs, financial operations, and public sector initiatives, including more than three years of direct grant administration experience. He has supported local governments and organizations in implementing federally funded programs, coordinating project delivery, and maintaining compliance with state and federal requirements. His experience includes working with federal agencies and funding programs such as FEMA and the U.S. Economic Development Administration, providing him with a strong foundation in grant administration, regulatory alignment, and program oversight.

Jason manages multiple grant-funded projects, overseeing financial tracking, document review, procurement support, and performance monitoring to support successful program implementation. He also contributes to the development and execution of grant programs for small businesses and nonprofit organizations, helping streamline application processes and strengthen compliant program delivery. As Grant Administration Task Lead, he brings a structured, compliance-driven approach that supports timely execution, strong financial management, and alignment with funding requirements.

Experience

Project Manager, GrantWorks, Inc., Austin, TX, 2022 – Present

Jason manages multiple grant-funded projects for local government clients, coordinating implementation across various stages while ensuring alignment with federal and state requirements. He works closely with senior officials and client staff to support program delivery, overseeing financial tracking, document review, procurement activities, and performance monitoring to maintain compliance and meet project milestones and deadlines. Jason also contributes to the development and implementation of grant programs for small businesses and nonprofit organizations, including supporting application processes, conducting eligibility reviews, and improving workflows such as online submission systems. His work strengthens program efficiency, supports compliant execution, and advances successful delivery of publicly funded initiatives.

Business Development Manager, City of Alton Economic Development Corporation, Alton, TX, June 2020 – December 2021

Jason supported the operations of the City of Alton Economic Development Corporation, contributing to economic development programs, grant writing efforts, and identification of funding opportunities for the local business community. He assisted in preparing financial and programmatic reports for the Board of Directors, Chamber of Commerce, and City leadership, ensuring accurate and timely communication of program performance. His role included supporting marketing initiatives, coordinating special projects, and providing guidance on available funding sources, helping align economic development activities with community priorities and available resources.

Supervisor of Human Resources, Office Operations, U.S. Census Bureau, McAllen, TX, August 2019 – June 2020

Jason oversaw administrative operations and supervised a team responsible for supporting Census activities, ensuring compliance with federal guidelines and operational requirements. He coordinated schedules, conducted training, performed quality assurance checks, and monitored progress to maintain efficiency and meet strict deadlines. His responsibilities included preparing reports, managing documentation, and supporting decision-making processes, contributing to the successful execution of a large-scale federal program.

TAB D

Town of Melbourne Beach, FL |
Grant Writing Services

Cost of Proposed Services

4.0 Cost of Proposed Services

TRUSTED GRANT PARTNER

4.1 Professional Service Rate Schedule for Grant Writing & Administration

The following hourly rates represent GrantWorks personnel available to support Melbourne Beach's grant writing and administration needs, from funding strategy and application development through implementation, compliance, reimbursement coordination, reporting, and closeout. These rates reflect the experience, technical expertise, and program knowledge required to deliver responsive, compliant, and high-quality grant services throughout the full grant lifecycle.

Title / Role	Houly Rate
Program Executive	$0.00
FloridaCommerce Liaison	$0.00
Project Manager	$165.00
Task Lead	$155.00
Subject Matter Expert	$225.00

4.2 Grant Application Preparation - Flat Fee

The following hourly rates represent GrantWorks personnel available to support Melbourne Beach's grant writing and administration needs, from funding strategy and application development through implementation, compliance, reimbursement coordination, reporting, and closeout. These rates reflect the experience, technical expertise, and program knowledge required to deliver responsive, compliant, and high-quality grant services throughout the full grant lifecycle.

Grant Minimum	Grant Maximum	Flat Fee Per Application
Tier 1 – Small Grant Application (Planning/Small Project)		
$0.00	$100,000.00	$5,000.00
$100,001.00	$200,000.00	$8,000.00
$200,001.00	$250,000.00	$10,000.00
Tier 2 – Medium Grant Application (Medium Infrastructure Project/Equipment Grant)		
$250,001.00	$750,000.00	$12,500.00
$750,001.00	$1,000,000.00	$16,000.00
$1,000,001.00	$2,000,000.00	$21,000.00
$2,000,001.00	$3,000,000.00	$24,000.00
Tier 3 – Large or Complex Grant Application (Large/Multi-Phase Project)		
$3,000,001.00	$4,000,000.00	$27,500.00
$4,000,001.00	$5,000,000.00	$29,900.00
>$5,000,001.00 Negotiable		

Note: Flat fees for grant application preparation exclude any third-party services, including engineering.

For Tier 1, GrantWorks provides support for straightforward grant opportunities that have minimal complexity. This includes preparing the grant narrative, a basic budget, and standard supporting documentation, while coordinating with Town staff and project engineers to gather all necessary project information. Tier 1 services are designed for smaller grants or programs with limited requirements.

For Tier 2, GrantWorks addresses moderate-complexity grants that require more detailed technical, financial, or demographic information. Services include developing comprehensive narratives, detailed budgets, and multiple supporting attachments. Tier 2 may also involve consultation with subject matter experts and coordination with multiple City departments and project engineers, making it ideal for mid-sized grants or projects with moderate administrative and compliance requirements.

For Tier 3, GrantWorks provides full support for highly complex or large-scale grants with extensive regulatory, technical, or compliance requirements. This tier includes development of complete narratives, detailed multi-year budgets, sophisticated supporting documentation, and full compliance assurance. Tier 3 often requires extensive coordination with subject matter experts, engineers, and multiple Town departments, and is appropriate for high-dollar or multi-jurisdictional grants that demand a turnkey application solution.

4.3 Grant Administration – Percentage and/or Hourly

GrantWorks offers grant administration services on a percentage-of-award basis where permitted by the funding agency or program requirements. This approach provides Melbourne Beach with a transparent and scalable fee structure that aligns administrative services with the size, complexity, and implementation requirements of each awarded project.

GrantWorks brings extensive experience administering federal, state, regional, and other public funding programs, including grant compliance, reimbursement coordination, financial management, reporting, procurement oversight, environmental coordination, monitoring support, and closeout activities. By utilizing a percentage-of-award structure where allowable, Melbourne Beach benefits from predictable costs while maintaining access to experienced grant professionals capable of supporting projects from award through successful implementation and closeout.

Grant Minimum	Grant Maximum	Federal Grant Programs	State Grant Programs	Force Account & Percent
$250,000.00	$750,000.00	8.75%	7.75%	0.5%
$750,001.00	$1,000,000.00	8.15%	7.15%	0.5%
$1,000,001.00	$2,000,000.00	6.80%	5.80%	0.5%
$ 2,000,001.00	$3,000,000.00	6.50%	5.50%	0.5%
$ 3,000,001.00	$4,000,000.00	6.20%	5.20%	0.5%
$4,000,001.00	$5,000,000.00	6.00%	5.00%	0.5%
$5,000,001.00	$7,500,000.00	5.50%	4.50%	0.5%
$7,500,001.00	$10,000,000.00	5.20%	4.20%	0.5%
$10,000,001.00	$15,000,000.00	5.00%	4.00%	0.5%
$15,000,001.00	$20,000,000.00	4.45%	3.45%	0.5%
> $20,000,001.00 Negotiable				

Notes:

1. Flat fees for grant administration exclude any third-party services, including engineering.
2. For Force Account, add 0.5% to the federal and state percentages.

TAB E

**Town of Melbourne Beach, FL |
Grant Writing Services**

Illustrative Work

5.0 Illustrative Work

TRUSTED GRANT PARTNER

5.1 Proven Grant Success for Coastal & Community Initiatives

Melbourne Beach requires a grant partner capable of more than identifying funding opportunities. The Town needs a team that can align community priorities with available funding sources, develop competitive applications, coordinate with funding agencies, and successfully manage grant-funded projects through implementation, compliance, reporting, reimbursement, and closeout.

For more than 45 years, GrantWorks has helped local governments secure and administer funding for coastal resiliency, disaster recovery, infrastructure, environmental, recreation, transportation, waterfront, and community development initiatives. Our experience extends beyond grant application development to include grant administration, environmental coordination, procurement compliance, reimbursement management, regulatory reporting, implementation support, and long-term project delivery.

As a Florida coastal community, Melbourne Beach faces unique opportunities and challenges associated with shoreline protection, stormwater management, infrastructure resiliency, environmental stewardship, waterfront enhancements, hazard mitigation, and long-term community sustainability. Successfully advancing these priorities often requires navigating complex funding requirements, regulatory considerations, implementation obligations, and coordination among multiple state and federal agencies.

The representative projects presented in this section were selected because they reflect the funding programs, project types, implementation requirements, and community priorities most relevant to Melbourne Beach. Collectively, these examples demonstrate GrantWorks' experience supporting coastal resiliency initiatives, disaster recovery and mitigation programs, infrastructure and utility improvements, environmental coordination efforts, recreation and waterfront enhancements, and long-term community development investments.

Beyond successful grant awards, these projects illustrate GrantWorks' ability to support communities through the full grant lifecycle, from funding strategy and application development through implementation, compliance management, reimbursement coordination, reporting, and project closeout. This integrated approach provides Melbourne Beach with a partner capable of supporting both funding acquisition and successful project delivery while helping reduce administrative burden on Town staff.

5.1.2 Proven Success Supporting Coastal Resiliency, Infrastructure & Community Priorities

Representative Project	Key Experience Demonstrated	Why It Matters to Melbourne Beach
Sarasota County, FL **Resilient SRQ Program**	CDBG-DR program management, infrastructure implementation, compliance, environmental coordination, reporting, and long-term resiliency investments.	Demonstrates large-scale grant administration and implementation experience supporting recovery, resiliency, infrastructure, and community development initiatives.
Charlotte County, FL **FEMA PA & HMA Recovery Support**	FEMA Public Assistance, Hazard Mitigation, infrastructure restoration, reimbursement coordination, and resiliency-focused recovery implementation.	Demonstrates experience supporting coastal communities through complex disaster recovery and mitigation efforts.
Florida Division of Emergency Management (FDEM) **Hurricanes Helene & Milton**	State-level FEMA grant management, eligibility review, procurement compliance, reimbursement validation, QA/QC, and program oversight.	Demonstrates direct experience supporting Florida disaster recovery programs and funding requirements.
Cape Coral, FL **Weir Rehabilitation Upgrade & Replacement**	CDBG-DR infrastructure improvements, stormwater management, flood mitigation, construction implementation, and compliance management.	Demonstrates experience managing infrastructure and resiliency projects relevant to coastal community needs.
City of Palacios, TX **Living Shoreline & Flood and Drainage Improvements**	Grant writing, grant administration, living shoreline implementation, flood mitigation, shoreline stabilization, environmental restoration, and stakeholder coordination.	Demonstrates experience securing and implementing coastal resiliency projects focused on shoreline protection, environmental enhancement, and long-term risk reduction.

HURRICANE IAN RESILIENT SRQ CDBG-DR PROGRAM MANAGEMENT SERVICES

SARASOTA COUNTY, FL

THE CHALLENGE

On September 28, 2022, Hurricane Ian struck Florida's Gulf Coast as one of the most catastrophic storms in state history. Sarasota County faced sustained winds exceeding 85 mph and more than 21 inches of rainfall, resulting in widespread flooding, extensive infrastructure damage, and prolonged disruption to critical facilities, homes, and businesses.

The scale of impact required a long-term recovery strategy beyond FEMA assistance, prompting HUD to allocate $201.5 million in CDBG-DR funding to support the County's recovery and resilience efforts.

THE SOLUTION

Sarasota County selected GrantWorks to lead program management for its CDBG-DR recovery portfolio—delivering a coordinated, compliant, and results-driven approach across housing, infrastructure, economic recovery, and mitigation programs.

GrantWorks provides full lifecycle program delivery, including policy development, damage assessments, construction oversight, environmental reviews, and rigorous compliance with federal requirements such as Davis-Bacon and Section 3—positioning the County to move projects forward efficiently while maintaining audit-ready documentation.

THE RESULT

TGrantWorks plays a central role in advancing Sarasota County's recovery, supporting infrastructure, multi-family housing, economic recovery, and buyout initiatives. For the Single-Family Housing Program, GrantWorks leads policy development and manages critical operations including duplication of benefits, inspections, and environmental compliance—driving progress from intake through construction.

This performance has earned continued trust—GrantWorks has been selected to support Sarasota County's CDBG-DR program for the 2024 storms (Debbie, Helene, and Milton), reinforcing its role as a long-term recovery partner.

21+ NEPA
Environmental Reviews

240+
Damage Assessments Completed

212+ Tier II
Environmental Reviews

CLIENT
Sarasota County, FL

FIRM
GrantWorks

PROGRAM VALUE
$201.5M

GRANT PROGRAM
HUD CDBG-DR

PROJECT DATES
April 2024 – March 2027

SERVICES PROVIDED
- → Grant Administration
- → Project Management
- → Technical Assistance
- → Program Development
- → Policies & Procedures Development
- → Financial Management
- → Environmental Reviews
- → Stakeholder Coordination
- → Monitoring & Compliance
- → Construction Management & Inspections
- → Labor Standards Monitoring
- → Recordkeeping
- → Data Reporting & Management
- → Project Closeout

Sarasota County
Resilient SRQ
Community Development Block Grant-Disaster Recovery

Pasco County Selection Committee:

It is with great pleasure that I provide this reference for GrantWorks, a firm that has proven to be a trusted advisor and with whom Sarasota County has had an exceptionally productive and beneficial partnership in the delivery of our Resilient SRQ CDBG-DR Program. GrantWorks has consistently demonstrated itself to be a true partner in every sense of the word, going above and beyond to support our recovery efforts and achieve our shared objectives.

GrantWorks excels in program design and establishing efficient workflows, consistently delivering tangible results that contributed significantly to the program's success. For instance, their pre-application survey for our Housing Program effectively managed application flow, preventing an overwhelming influx and ensuring a manageable workload for our teams. This foresight significantly increased efficiency and reduced administrative burden.

Another key contribution was their instrumental role in developing and implementing the Resilient SRQ System of Record. GrantWorks meticulously translated complex CDBG-DR requirements into a compliant, robust, and user-friendly solution for record-keeping and workflow management. Their expertise ensured that our system met all federal guidelines, providing an indispensable tool for efficient and transparent program administration.

GrantWorks has also demonstrated a profound level of experience as an expediter and a facilitator. Their proactive approach and problem-solving capabilities have accelerated recovery program timelines, directly benefiting Sarasota County and, most importantly, our impacted residents by enabling faster delivery of much-needed program benefits. Their commitment to the speed of implementing services has been a cornerstone of our successful collaboration, and their deep understanding of disaster recovery programs has been invaluable.

In conclusion, I unequivocally recommend GrantWorks. Their professionalism, expertise, innovative spirit, and unwavering commitment to partnership have been instrumental in the success of our Resilient SRQ CDBG-DR Program. We are confident that GrantWorks would be an invaluable asset to any organization seeking excellence in grant management and disaster recovery.

Sincerely,

Steve Hyatt

Steve Hyatt, MBA, CPM
Division Manager, Program Management Division
Office of Financial Management (OFM)
301 N. Cattlemen Road, Suite 200, Sarasota, FL 34232

HURRICANES IAN, IDALIA, DEBBY, HELENE, & MILTON, FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION SUPPORT

CHARLOTTE COUNTY, FL

THE CHALLENGE

Hurricanes Ian and Idalia caused extensive damage across Charlotte County, impacting approximately 400 public assets, including buildings, roads, bridges, utilities, parks, and other critical infrastructure. The scale of destruction required a coordinated, large-scale recovery effort. The Charlotte County Board of County Commissioners sought an experienced contractor to provide comprehensive damage assessments, full design services, permitting, and construction oversight to restore essential infrastructure safely and efficiently.

THE SOLUTION

A comprehensive evaluation of pre- and post-storm conditions was conducted using as-built documentation, County site inventories, and historical aerial imagery. This data-driven approach established accurate baseline conditions and informed cost-effective repair and reconstruction strategies.

Services included master planning, site work, testing, surveying, design, permitting, and construction administration for 400 impacted assets. All designs were developed to meet applicable building codes, including accessibility and mitigation requirements, while accounting for FEMA regulations, insurance considerations, and complex reconstruction logistics. Close coordination with County departments and FEMA Program Delivery staff supported accurate scoping, costing, and project worksheet development.

THE RESULT

Through multi-phase support—ranging from damage assessment and eligibility review to design, construction administration, insurance coordination, and closeout—the team provided Charlotte County with clear documentation and defensible cost estimates.

Detailed site inspections, aerial analysis, and data review resulted in comprehensive reports that positioned the County to maximize reimbursement under the FEMA Public Assistance Program and efficiently advance recovery efforts.

CLIENT
Charlotte County, FL

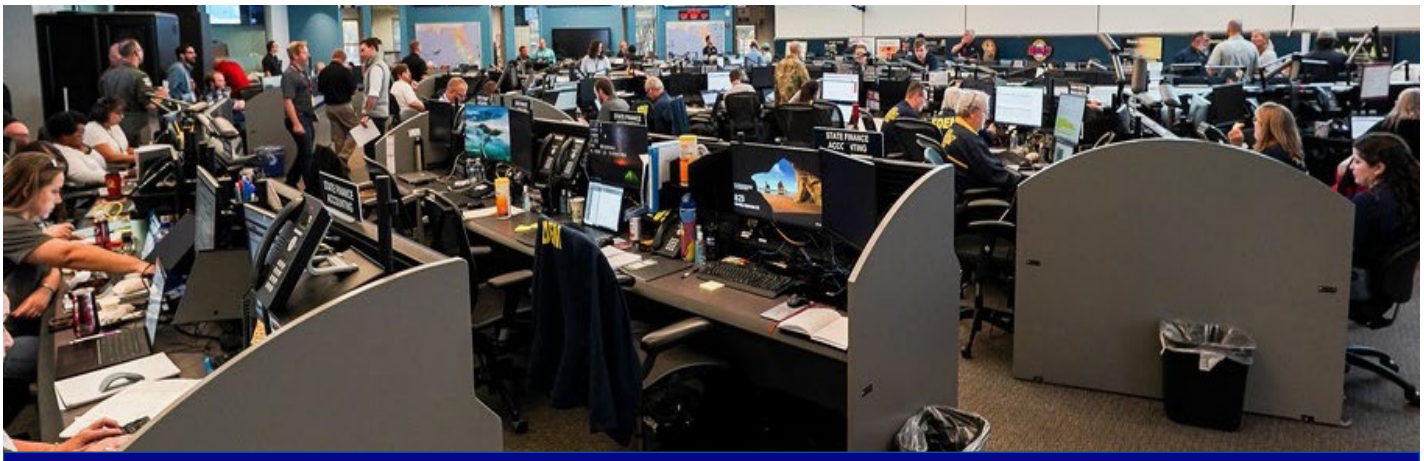
FIRM
GrantWorks (*Sub-consultant*)

PROGRAM VALUE
$225.2 million

GRANT PROGRAM
FEMA PA

PROJECT DATES
May 1, 2023 – April 30, 2028

SERVICES PROVIDED
- → Grant Administration
- → Project Management
- → Technical Assistance
- → Damage Assessments
- → Master Planning
- → Sitework
- → Testing
- → Surveying
- → Design
- → Construction Administration
- → Cost Estimating
- → Repair Recommendations
- → Permitting



HURRICANES HELENE & MILTON PUBLIC ASSISTANCE GRANT MANAGEMENT SUPPORT

FDEM - TALLAHASSEE, FL

THE CHALLENGE

The State of Florida has sustained multiple significant Federally declared disasters in the recent past. The Florida Division of Emergency Management is the agency responsible for administering Federal Emergency Management Agency (FEMA) grant programs as the Recipient. GrantWorks is part of a team providing support personnel as part of Public Assistance Grant Management Legacy Disasters Hurricane Helene (DR-4828) and Milton (DR-4834) recovery.

THE SOLUTION

A GrantWorks mobilized personnel to assist with the review and processing of State of Florida projects and reimbursements related to both Hurricane Helene and Hurricane Milton. GrantWorks roles and responsibilities have included:

- → Request for Reimbursement (RFR) Validator
- → Research of Expenditures
- → Eligibility Review
- → Procurement Review
- → Team Member Mentoring
- → Project Management Support

THE RESULT

The personnel have supported the review of expenditures related to over 100 projects for validation, multi-point analysis of completeness, eligibility, procurement compliance, cost reasonableness, and accuracy of damages submitted for reimbursement.

This initiative has resulted in successful validation of over $72 million in submitted damages for these two events. Additional project and expenditures are currently being reviewed to support comprehensive FEMA Cost Eligibility, to identifies courses of action to resolve invalidated costs, as well as conducting peer review and team mentoring to ensure consistency of program application and maximize reimbursements to the State

CLIENT
xxx Florida Division of Emergency Management (FDEM)

FIRM
GrantWorks

PROGRAM VALUE
$72 million

GRANT PROGRAM
FEMA Public Assistance

PROJECT DATES
January 2025 - Present

SERVICES PROVIDED
- → Grant Administration
- → Technical Assistance
- → Application Assistance
- → Procurement Review
- → QA and Validation
- → Cost Tracking
- → Project Management
- → Expenditures Review

CDBG-DR WEIR REHABILITATION UPGRADE / REPLACEMENT PROJECT

CAPE CORAL, FL

THE CHALLENGE

The City of Cape Coral initiated the Weir Rehabilitation Upgrade or Replacement Project following Hurricane Ian (2022) to address aging stormwater control infrastructure and improve system-wide flood management. The City needed to modernize critical weir structures while managing a $10.8 million CDBG-DR-funded project under strict federal compliance and reporting requirements.

THE SOLUTION

A GrantWorks serves as the City's grant administration partner, delivering end-to-end CDBG-DR management to maintain compliance, reimbursement eligibility, and audit readiness.

The project includes design, permitting, construction, and commissioning of three automated weir structures (Weirs 2, 8, and 13) featuring motorized gates, adjustable controls, and real-time telemetry systems. GrantWorks manages financial tracking, reimbursement requests, procurement compliance under 2 CFR Part 200, and construction-phase oversight, including labor standards monitoring and documentation management.

Through proactive coordination with City staff, engineers, contractors, and Lee County, GrantWorks strengthens compliance controls, reduces administrative burden, and supports timely funding recovery.

THE RESULT

The project enhances Cape Coral's stormwater management system by delivering modernized, automated weir infrastructure that improves flood control, operational safety, and real-time water level management.

Key Outcomes:

- → $10.8M CDBG-DR investment supporting critical infrastructure upgrades
- → Automated systems enabling remote monitoring and control
- → Improved system reliability and storm response capability

GrantWorks' structured approach supports compliant project delivery from design through closeout—protecting funding, reducing risk, and advancing long-term resilience for the City's canal system..

CLIENT
Cape Coral, FL

FIRM
GrantWorks

PROGRAM VALUE
$10,824, 119

GRANT PROGRAM
HUD CDBG-DR

PROJECT DATES
March 2026 – April 2030

SERVICES PROVIDED
- → Grant Administration
- → Project Management
- → Technical Assistance
- → Financial Management
- → Compliance Monitoring
- → Documentation Management
- → Stakeholder Engagement
- → Program Planning
- → Environmental Review
- → Procurement
- → Construction Management
- → Davis-Bacon Compliance
- → Section 3 Compliance
- → DRGR Reporting
- → Stakeholder Coordination
- → Auditing & Monitoring Support
- → Grant Closeout

LIVING SHORELINE & FLOOD & DRAINAGE IMPROVEMENTS

CITY OF PALACIOS, TX

THE CHALLENGE

Located along Tres Palacios Bay, the City of Palacios faces ongoing risks from shoreline erosion, storm surge, flooding, and coastal hazards that threaten public infrastructure, environmental resources, and long-term community resilience. The City's seawall serves as the primary line of defense against erosion and storm impacts, creating a need for long-term solutions that strengthen shoreline protection, improve drainage performance, and reduce future storm-related risks while preserving valuable coastal habitats.

THE SOLUTION

GrantWorks provided grant writing, application development, and grant administration services to help the City secure a $6.8 million CDBG-MIT Resilient Communities Program award for construction of a living shoreline and associated flood and drainage improvements.

GrantWorks developed the funding strategy, prepared the application, coordinated technical documentation, and positioned the project to align with mitigation, resiliency, environmental, and infrastructure protection priorities. The project includes offshore breakwaters, marsh habitat creation, oyster reef and fish habitat cultivation, and shoreline improvements designed to reduce erosion, improve water quality, support wetland development, and strengthen resilience to future storm events.

Following award, GrantWorks continued serving as grant administrator, providing implementation oversight, compliance management, reporting, stakeholder coordination, environmental compliance support, financial management, and construction-phase assistance.

THE RESULT

GrantWorks successfully secured a $6.8 million award that enabled the City to advance a transformative coastal resiliency project focused on shoreline stabilization, flood mitigation, environmental restoration, and infrastructure protection.

The project provides long-term protection against storm surge, wave action, and erosion while improving drainage performance, enhancing marsh and oyster reef habitats, supporting water quality improvements, and preserving valuable coastal resources. Through successful grant writing, funding acquisition, and ongoing grant administration, GrantWorks helped transform a complex resiliency concept into a funded and implementable project delivering lasting environmental, infrastructure, and community benefits.

CLIENT
City of Palacios, TX

FIRM
GrantWorks (*Sub-consultant*)

PROGRAM VALUE
$6.8 million

GRANT PROGRAM
HUD CDBG-MIT Resilient Community Program

PROJECT DATES
February 2023 – January 2025

SERVICES PROVIDED
- → Grant Writing
- → Application Development
- → Grant Administration
- → Project Management
- → Stakeholder Engagement
- → Financial Management
- → Environmental Complianc
- → Construction Oversight
- → Labor Standards Compliance
- → Compliance Monitoring
- → Data Management & Reporting
- → Closeout

TAB F

Town of Melbourne Beach, FL |
Grant Writing Services

References

6.0 References

TRUSTED GRANT PARTNER

6.1 Relevant Client References

GrantWorks has a strong track record of supporting local governments in the development, administration, and implementation of federally and state-funded programs that align with Melbourne Beach's priorities, including infrastructure, community development, resilience, and housing initiatives.

The references provided in Figure X represent clients for whom GrantWorks delivered grant writing, administration, and compliance services for projects similar in scope and complexity to those anticipated by the County. These engagements include infrastructure improvements such as water and wastewater systems, roadway and drainage projects, public facilities, and disaster recovery and mitigation programs.

Across these assignments, GrantWorks worked closely with local government staff, engineers, contractors, and state and federal agencies to coordinate project delivery, maintain compliance with program requirements, and support timely and accurate reporting. Our role often extended beyond application development to include full lifecycle support, including procurement, financial management, environmental review, construction compliance, and closeout.

These references reflect our ability to:

- → Deliver responsive, client-focused service
- → Maintain organized, audit-ready documentation
- → Navigate complex regulatory requirements
- → Support projects from initial funding through successful completion

We encourage Melbourne Beach to contact our references directly, as they provide valuable insight into our performance, responsiveness, and ability to deliver successful, compliant outcomes across a range of grant-funded projects.

Figure 12: GrantWorks' Client References

Project & Client Name	Program Type & Services Provided	Reference Contact
Sarasota County **Hurricane Ian Resilient SRQ-2022 Program Management Services for CDBG-DR Program**	**HUD CDBG-DR** → Grant Administration → Program Management → Compliance Management → Environmental Coordination	**Steve Hyatt, MBA, CPM | Division Manager** Program Management Division Sarasota County | Office of Financial Management 301 North Cattleman Road, Ste. 200 | Sarasota, FL 34232 (941) 315-5187 | shyatt@scgov.net
City of Venice, FL **Hurricanes Helene & Milton FEMA Public Assistance Services**	**FEMA PA/HMGP** → Grant Administration → Project Management → Financial Management → Compliance Monitoring	**Linda Senne, CPA, CGFM | Finance Director** City of Venice 401 W. Venice Avenue | Venice, FL 34285 (P) 941-882-7421 |v(C) 941-451-0403 | lsenne@venicefl.gov
City of Edgewater, FL **Hurricane Recovery Support**	**FEMA PA** → Grant Administration → Disaster Recovery Implementation → Compliance Monitoring → Reimbursement Coordination	**Bridgette Vaissiere, Finance Director** 104 North Riverside Drive Edgewater, FL 32132 (P) (386) 424-2400 x4000 | bvaissiere@citgyofedgewater.org
City of Stuart , FL Police Department **Grant Writing for the Children's Services Council of Martin County**	**Safe, Stable Communities grant** *(pending award - application in evaluation period)* → Grant Research → Grant Writing → Grant Administration	**Captain Derek Ortado** City of Stuart Police Department 830 SE Martin Luther King Blvd. | Stuart, FL 34994 (P) (772)220-3917 | Dortado@stuartfl.gov
Lakefront Estates & Villas *(FL project)* **Rural Infrastructure Fund (RIF)** **Administered by FloridaCommerce on behalf of Lakefront Estates (partnership with Okeechobee Utility Authority)**	**RIF** → Grant Research → Grant Writing	**Adam Duitz** 32 Cross Street, Suite 301 | Lakewood, NJ 08701 (P) (914) 610-8680 | aduitz@thefwdgroup.com

TAB G

Additional Information

7.0 Additional Information - Introduction & Approach

TRUSTED GRANT PARTNER

The following information is provided to further demonstrate GrantWorks' approach to delivering grant writing and grant administration services, as well as our experience supporting the diverse funding programs and project types that may be pursued by the Town of Melbourne Beach.

This section includes:

- → GrantWorks' approach to project management, funding research, grant readiness, grant writing, and grant administration services
- → Additional experience supporting coastal resiliency, shoreline protection, disaster recovery, environmental, recreation, transportation, infrastructure, waterfront, and community development initiatives
- → Representative experience with federal, state, regional, and other public funding programs identified within the RFQ
- → Additional examples demonstrating GrantWorks' breadth and depth of grant writing, grant administration, and project implementation experience

Together, this information illustrates GrantWorks' ability to support Melbourne Beach from funding strategy and application development through implementation, compliance, and project closeout.

7.1 Understanding Melbourne Beach's Funding Needs and Priorities

Melbourne Beach's future funding opportunities are likely to span a diverse range of federal, state, regional, and other public funding programs supporting coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, and other community priorities. Successfully securing and implementing these opportunities requires more than identifying available funding. It requires a strategic approach that aligns project needs with funding opportunities, develops competitive applications, and supports successful implementation following award.

GrantWorks understands that each funding program carries unique eligibility requirements, evaluation criteria, timelines, match considerations, administrative obligations, and long-term compliance responsibilities. Whether pursuing funding through FRDAP, RTP, LWCF, FBIP, FEMA, FDEP, FDOT, SRF, Water Management District programs, special appropriations, or other state and federal funding sources identified in the RFQ, Melbourne Beach benefits from a partner capable of supporting projects from funding strategy and application development through implementation, grant administration, and closeout.

GrantWorks also recognizes Melbourne Beach's recently adopted Grants Application & Management Policy and the importance of aligning grant activities with the Town's established approval processes, procurement requirements, reporting expectations, and grant management standards. By operating within that framework, we help provide Town leadership with clear visibility, accountability, and decision-making support while reducing administrative burden on staff..

We also recognize the operational realities facing local governments, where staff balance ongoing responsibilities while advancing capital improvements, resiliency initiatives, and community priorities. GrantWorks serves as an extension of Town staff, providing the technical expertise, structure, and responsive support necessary to pursue funding opportunities efficiently while maintaining compliance with Town procedures and funding requirements. This allows Melbourne Beach to expand its grant capacity without increasing administrative workload while maintaining clear visibility and accountability throughout the grant lifecycle.

How This Approach Benefits Melbourne Beach

- → **Strategic Funding Positioning —** Aligns project needs with the most appropriate federal, state, regional, and other funding opportunities to support long-term community goals.
- → **More Competitive Grant Applications —** Develops well-supported, responsive applications that clearly demonstrate project need, community benefit, implementation readiness, and alignment with funding objectives.
- → **Expanded Staff Capacity —** Provides experienced grant writing and administration support that extends Town resources without increasing administrative workload.
- → **Effective Grant Administration —** Supports organized implementation, reporting, reimbursement coordination, documentation management, and ongoing compliance with funding requirements.
- → **Reduced Administrative Risk —**Maintains structured records, reporting processes, and compliance oversight that support monitor audit readiness, and successful project delivery.
- → **Continuity from Application Closeout —** Provides a single partner capable of supporting projects from funding strategy and application development through implementation, grant administration, and closeout.

7.2 Grant Funding Strategy and Project Delivery Approach

GrantWorks applies a structured Task Order Management Process that supports efficient execution while maintaining consistency, accountability, and clear communication across multiple assignments. This approach provides a framework for managing grant-related activities from project initiation through completion while aligning resources, schedules, deliverables, and stakeholder expectations.

7.2.1 Project Approach and Management

GrantWorks applies a structured Task Order Management Process that supports efficient execution while maintaining consistency, accountability, and clear communication across multiple assignments. This approach provides a framework for managing grant-related activities from project initiation through completion while aligning resources, schedules, deliverables, and stakeholder expectations.

Core Principles Guiding Delivery

GrantWorks' approach is guided by four core principles that support consistent, high-quality delivery across all assignments:

- **Clear Communication —** Direct, consistent coordination with Town staff, stakeholders, consultants, and funding agencies.
- **Right-Sized Expertise —** Assigns the appropriate technical resources based on project needs, funding requirements, and assignment complexity.
- **Responsiveness —** Provides timely support and proactive coordination throughout grant development, administration, and implementation activities.
- **Disciplined Project Controls —** Maintains accountability for scope, schedule, budget, deliverables, and overall assignment performance.

Task Order Scoping and Work Planning

For each assignment, GrantWorks works with Town staff to define project requirements, expectations, constraints, and potential risks. Task scoping meetings establish scope, schedule, and budget parameters while identifying the technical resources required to support successful delivery.

Figure 13: Task Order Management Process

A Project Work Plan is then developed outlining roles, deliverables, timelines, and communication protocols. This document serves as the foundation for execution and is updated as needed throughout the assignment..

Project Initiation and Coordination

Once authorized, we initiate work through structured coordination with all stakeholders. Kickoff meetings align expectations, confirm roles and responsibilities, and establish communication procedures. Key decisions and action items are documented early to support efficient execution.

This coordinated approach promotes accountability, supports informed decision-making, and establishes a clear path forward before work activities begin..

Execution and Performance Management

GrantWorks actively manages each assignment to maintain alignment with Town priorities, project objectives, and funding requirements. The Program Manager assigns the appropriate team members, manages performance, and applies quality control procedures to all deliverables.

Work activities are supported by:

- Defined scope, schedule, and communication protocols
- Ongoing coordination with Town staff and technical partners
- Regular progress tracking and status updates
- Early identification and resolution of issues
- Quality control review of deliverable

Ongoing Communication and Reporting

GrantWorks maintains consistent communication with Town staff and project stakeholders through regular coordination, progress updates, and reporting. Coordination with consultants, partners, and funding agencies supports timely decision-making, issue resolution, and continued progress toward project objectives.

Communication protocols are tailored to the needs of each assignment and may include status meetings, progress reports, funding updates, and milestone reviews. This approach promotes transparency, supports collaboration, and keeps stakeholders informed throughout project delivery.

7.2.2 Approach to Grant Funding Research and Readiness

Successful grant funding begins with aligning project needs, funding opportunities, and implementation readiness. GrantWorks utilizes a structured funding research and readiness process to help Melbourne Beach identify, evaluate, and pursue funding opportunities aligned with the Town's priorities and long-term objectives. This approach helps the Town focus limited resources on the most viable opportunities while strengthening project readiness, prioritizing funding pursuits, and improving long-term funding competitiveness.

Funding Needs Assessment

We begin with a collaborative assessment to identify priority projects, funding needs, and implementation considerations. This includes coordination with Town leadership and stakeholders to confirm priorities, review available plans and studies, evaluate project needs, and assess potential funding gaps.

This assessment includes:

- → Coordination with Town leadership and departments
- → Review of existing plans, studies, and project priorities
- → Evaluation of project costs, funding needs, and implementation considerations
- → Analysis of available documentation and project readiness

This process establishes a clear foundation for funding strategy, helping Melbourne Beach prioritize projects, evaluate readiness, and pursue funding opportunities aligned with community objectives and implementation capacity.

Grant Research and Funding Identification

GrantWorks actively monitors federal, state, regional, and other public funding sources to identify opportunities aligned with Melbourne Beach's coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, and community priorities. This includes programs identified in the RFQ, including FRDAP, RTP, LWCF, FBIP, FEMA, FDEP, FDOT, SRF, Water Management District funding programs, special appropriations, and other applicable grant and low-interest loan opportunities.

Our team tracks program announcements, eligibility requirements, funding priorities, and application schedules to identify opportunities that are realistic, competitive, and well-matched to the Town's needs. Rather than pursuing every available funding opportunity, we focus on opportunities that align with project objectives, funding priorities, implementation capacity, and long-term community benefit, allowing Melbourne Beach to concentrate resources where funding potential is strongest.

Grant Funding Report

Findings are compiled into a Grant Funding Report that provides Melbourne Beach with a practical roadmap for pursuing funding opportunities and advancing priority projects. The report:

Findings are compiled into a Grant Funding Report, which:

- → Summarizes relevant funding opportunities
- → Identifies eligibility and key requirements
- → Provides clear next steps

The report is maintained as a living resource and updated as new opportunities emerge, that Melbourne Beach will be informed and positioned to act as funding becomes available.

Grant Readiness Evaluation

GrantWorks conducts a structured readiness evaluation to assess eligibility, competitiveness, and overall feasibility prior to pursuing funding opportunities. This process helps Melbourne Beach focus resources on the most viable opportunities while strengthening project readiness and application competitiveness.

Our readiness evaluation includes:

- → **Program Review and Eligibility Confirmation**
  Detailed review of grant guidelines, eligibility requirements, and evaluation criteria to confirm alignment and avoid pursuing non-viable opportunities.
- → **Preliminary Scoring and Competitiveness Assessment**
  Evaluation of how a project aligns with funding priorities, including identification of strengths, gaps, and opportunities to improve competitiveness.
- → **Project, Cost, and Compliance Readiness**
  Assessment of project development, cost considerations, schedule, supporting documentation, and implementation readiness to determine overall funding readiness.
- → **Strategic Recommendation and Go/No-Go Decision**
  Clear guidance to proceed, strengthen, or defer pursuit based on competitiveness, timing, funding requirements, and implementation considerations.

This structured approach supports informed decision-making, strengthens funding competitiveness, and helps Melbourne Beach pursue funding opportunities strategically, efficiently, and with greater confidence in successful implementation.

7.3 Approach to Grant Writing and Application Development

GrantWorks provides comprehensive grant writing services supported by a structured, collaborative approach to developing competitive and compliant applications. Our team works closely with Melbourne Beach to transform project concepts into well-defined funding requests that align with program requirements, funding priorities, and evaluation criteria.

Successful applications require more than strong writing. They require a clear understanding of project need, community benefit, funding objectives, implementation readiness, and the factors that drive competitive scoring. GrantWorks works collaboratively with Town staff, engineers, planners, and other stakeholders to refine project concepts, strengthen supporting documentation, and position applications to clearly demonstrate need, impact, feasibility, and long-term value.

Whether pursuing funding for coastal resiliency, shoreline protection, waterfront improvements, recreation, environmental initiatives, transportation, infrastructure, or disaster recovery projects, GrantWorks follows a disciplined application development process designed to strengthen competitiveness, improve alignment with funding priorities, and maximize funding potential.

Phase	GrantWorks Approach
Application Initiation & Project Alignment	Coordinate with Town staff, engineers, and stakeholders to confirm project scope, objectives, schedule, and desired outcomes. Review funding requirements, eligibility criteria, and application guidance to establish a clear development strategy. Identify required documentation, technical studies, cost information, and key milestones needed to support a competitive funding application.
Project Optimization & Development	Work with the Town and technical partners to strengthen projects prior to application development. Refine project scope, confirm community and project benefits, and identify gaps in documentation, cost development, or readiness that may affect competitiveness. Support development of project descriptions, cost estimates, schedules, and technical information aligned with funding priorities and evaluation criteria.
Budget Preparation and Supporting Documentation	Prepare and refine project budgets with Town staff and technical partners so costs are accurate, defensible, and aligned with program requirements. Coordinate and organize supporting materials, including data, maps, exhibits, technical studies, engineering documentation, and other information needed to demonstrate project need, eligibility, community benefit, resiliency outcomes, and implementation readiness.
Application Development and Narrative Strategy	Develop complete application packages, including narratives, forms, budgets, and supporting documentation. Prepare clear, persuasive content aligned with program requirements and evaluation criteria, emphasizing project need, community impact, funding priority alignment, implementation readiness, and measurable outcomes. Review and refine materials for consistency, responsiveness, and overall competitiveness.
Review, Editing, & Quality Control	Conduct a structured internal review to confirm accuracy, completeness, consistency, and compliance with program requirements. Refine narratives, verify supporting documentation, and perform quality control reviews to strengthen clarity, responsiveness, and overall application quality.
Submission & Follow-Up	Submit complete application packages through the appropriate platform, confirming all required materials and supporting documentation are included. Remain engaged throughout the review period by assisting with requests for clarification, coordinating supplemental documentation, and supporting communication with the funding agency as needed.

GrantWorks remains actively engaged throughout the review process, assisting with agency questions, requests for clarification, and supplemental documentation as needed. By combining strategic project development, disciplined quality control, and experienced grant writing professionals, we help Melbourne Beach pursue funding opportunities with applications that are organized, competitive, and positioned for successful implementation.

7.4 Approach to Grant Administration Services for Awarded Grant

GrantWorks delivers full lifecycle grant administration services, supporting Melbourne Beach from award through closeout. Our approach integrates program management, financial oversight, procurement, compliance, document control, reporting, and closeout activities into a coordinated framework that supports efficient implementation while maintaining alignment with funding requirements.

We function as an extension of Town staff, coordinating closely with departments, consultants, contractors, and funding agencies to manage implementation, maintain organized documentation, support compliance, and provide clear visibility into project status, expenditures, and performance. Whether supporting coastal resiliency, shoreline protection, waterfront improvements, environmental restoration, recreation, transportation, infrastructure, or disaster recovery initiatives, our approach is designed to reduce administrative burden while supporting successful project delivery.

7.4.1 Program Management and Coordination

GrantWorks leads the day-to-day management and coordination of grant-funded activities through a unified approach that integrates project administration, financial tracking, procurement, compliance, environmental coordination, implementation oversight, reporting, and closeout activities.

- **Project Coordination and Performance Tracking —** Our team maintains regular engagement with Town staff, consultants, contractors, and stakeholders, tracking project activities, expenditures, schedules, performance, and funding requirements throughout implementation. This coordinated approach supports informed decision-making and keeps projects moving efficiently from award through closeout.
- **Project Coordination, Tracking, and Performance Management —** We prepare required forms, notices, agendas, reports, reimbursement documentation, and supporting records; coordinate responses to Requests for Information; and maintain ongoing communication with funding agencies to support timely implementation and issue resolution.
- **Schedule, Performance, and Compliance Management —** Project activities are tracked against established schedules, scopes, milestones, funding requirements, and reporting obligations, providing Melbourne Beach with clear visibility into project status, upcoming activities, potential challenges, and key decision points.

This coordinated management structure provides Melbourne Beach with clear visibility and accountability across all grant-funded activities, supporting organized implementation, proactive issue resolution, and ongoing compliance throughout the grant lifecycle.

7.4.2 Financial Management

GrantWorks manages financial activities to maintain alignment with funding requirements, support timely reimbursement, and provide Melbourne Beach with clear visibility into project expenditures, budget status, and funding utilization throughout implementation.

- **Invoice Review and Funding Eligibility Verification —** Our team reviews invoices, pay applications, and supporting documentation against contract requirements, approved budgets, and funding requirements to confirm eligibility, accuracy, and consistency prior to reimbursement or payment processing.
- **Budget Tracking and Financial Oversight —** Project costs are tracked against approved budgets, funding limits, and project milestones to support accurate financial reporting, maintain budget alignment, and identify potential issues before they affect project implementation.
- **Financial Coordination and Issue Resolution —** We work closely with Town staff, consultants, contractors, and funding agencies to resolve discrepancies, address budget or reimbursement questions, and maintain accurate, well-supported financial records throughout the grant lifecycle.

This financial management process supports timely reimbursement, strengthens accountability, reduces administrative burden, and maintains organized records that support monitoring, audit readiness, and successful project delivery.

7.4.3 Recordkeeping and Document Management

GrantWorks establishes and maintains comprehensive project files within the GW20/20® system, providing Melbourne Beach with centralized access to grant documentation, reporting, compliance records, and project information throughout the grant lifecycle.

- **Centralized File Organization and Tracking —** Project files are organized by activity, funding requirement, project phase, and reporting category, allowing for efficient tracking, retrieval, and management of grant-related documentation.
- **Documentation Management and Reporting Support —** We maintain contracts, correspondence, reimbursement records, compliance documentation, reports, and supporting materials while preparing required reports and documentation for Melbourne Beach and funding agencies.

→ **Audit Readiness and Documentation Control —** Project records are maintained in an organized and accessible manner that supports monitoring activities, reporting requirements, audit readiness, and long-term record retention obligations.

This centralized records management system provides Melbourne Beach with complete, organized, and readily accessible documentation that simplifies reporting, supports compliance, and strengthens long-term program accountability.

7.4.4 Procurement and Contract Administration (2 CFR Part 200)

GrantWorks manages procurement and contract administration activities in accordance with 2 CFR Part 200 and applicable federal, state, and local requirements. Our team works closely with Melbourne Beach to support compliant procurement practices while maintaining project schedules and implementation momentum.

→ **Procurement Planning, Solicitation, and Evaluation Support—** Assist with procurement planning, solicitation development, advertising requirements, bid coordination, and evaluation activities to support compliance with funding requirements and applicable procurement standards.

→ **Contract Administration and Compliance Review —** Review procurement and contract documentation to confirm alignment with applicable regulations, funding requirements, and contract provisions while supporting effective contract administration throughout implementation.

→ **Procurement Coordination and Issue Resolution —** Coordinate with Town staff, consultants, contractors, and funding agencies to address procurement questions, resolve issues, and maintain documentation supporting compliance and project delivery.

This procurement management process helps Melbourne Beach reduce compliance risk, maintain eligibility for reimbursement, and advance projects efficiently while meeting applicable procurement requirements.

7.4.5 Environmental Review and Regulatory Coordination

GrantWorks manages environmental review and regulatory coordination activities by working closely with Town staff, consultants, regulatory agencies, and project stakeholders to support timely completion of environmental requirements while maintaining project eligibility and implementation schedules.

→ **Environmental Review Determination and Documentation —** Determine the appropriate level of environmental review and prepare required documentation in accordance with applicable federal, state, and funding program requirements.

→ **Agency Coordination and Regulatory Support —** Coordinate with regulatory agencies, consultants, and Town staff to support completion of environmental review requirements, address permitting and regulatory considerations, and resolve issues that may affect project eligibility, funding, or schedule.

→ **Public Notice and Compliance Support —** Manage public notice requirements, comment periods, supporting documentation, and any required re-evaluations to maintain compliance throughout project implementation.

Proactive environmental coordination helps Melbourne Beach navigate regulatory requirements efficiently, minimize implementation delays, and maintain project eligibility throughout the grant lifecycle.

7.4.6 Implementation Oversight and Construction Coordination

GrantWorks coordinates with Town staff, engineers, contractors, and project stakeholders to support implementation activities, monitor progress, track milestones, and address project issues as they arise. Our team helps maintain alignment between project execution, funding requirements, documentation obligations, and reporting requirements throughout implementation.

→ **Project Implementation, Progress Tracking, and Performance Monitoring —** Monitor project activities, schedules, milestones, and deliverables to support timely implementation and maintain visibility into project status and performance.

→ **Construction Coordination and Documentation Support —** For construction-related projects, support contract execution, change order review, milestone tracking, and coordination of pre-construction and implementation activities while maintaining required documentation and project records.

→ **Issue Identification and Resolution Support —** Coordinate with Town staff, engineers, contractors, and funding agencies to address implementation challenges, documentation needs, and project issues that may affect schedule, funding, or project delivery.

This approach keeps projects aligned with funding requirements while maintaining forward progress.

7.4.7 Labor Standards and Compliance Monitoring

GrantWorks manages labor standards compliance activities for applicable grant-funded projects by coordinating with contractors, monitoring compliance requirements, and maintaining complete documentation to support federal and state labor standards requirements.

→ **Labor Standards Setup and Compliance Coordination —** Establish applicable labor standards requirements, wage determinations, and compliance procedures based on project scope, funding source, and program requirements.

- → **Payroll Review and Compliance Monitoring —** Review certified payrolls and supporting documentation for accuracy and compliance, identify discrepancies, and coordinate resolution with contractors and project stakeholders.
- → **Site Verification and Documentation Support —** Conduct site visits, employee interviews, and related compliance activities, as required, while maintaining documentation to support monitoring, audit, and closeout requirements.
- → **Reporting and Records Management —** Prepare and maintain required labor compliance reports, correspondence, and supporting documentation to support ongoing compliance and agency review activities.

This proactive compliance oversight helps Melbourne Beach reduce risk, maintain complete documentation, and support adherence to applicable labor standards requirements throughout project implementation.

7.4.8 Compliance and Monitoring Support

GrantWorks maintains ongoing oversight of project documentation, financial records, procurement activities, and implementation requirements to support compliance with applicable federal, state, and funding program requirements. By maintaining organized records and addressing compliance considerations throughout implementation, we help Melbourne Beach remain prepared for monitoring activities and agency reviews.

- → **Monitoring Preparation and File Readiness —** Prepare project files, supporting documentation, and compliance records in advance of monitoring reviews, confirming completeness, organization, and alignment with applicable program requirements.
- → **Agency Coordination and Review Support —** Coordinate with funding agencies during monitoring activities, support review processes, respond to information requests, and provide documentation needed to facilitate efficient and successful reviews.
- → **Issue Resolution and Corrective Action Support —** Assist Melbourne Beach in responding to monitoring inquiries, observations, or findings, including development and implementation of corrective actions when required.

This proactive compliance oversight helps Melbourne Beach maintain organized records, navigate monitoring activities with confidence, address issues efficiently, and support long-term program accountability.

7.4.9 Project Closeout and Audit Support

GrantWorks manages closeout and audit support activities by reconciling financial records, conducting internal file reviews, and preparing final documentation and reports required to support successful project completion and funding agency acceptance.

- → **Financial Reconciliation and File Review —** Reconcile project costs, review project files for completeness, and confirm supporting documentation aligns with funding requirements prior to closeout.
- → **Closeout Documentation and Submission Support —** Prepare final reports, supporting documentation, and required deliverables while coordinating submission of a complete and well-supported closeout package to the funding agency.
- → **Audit Coordination and Response Support —** Assist Melbourne Beach during audit, monitoring, or post-closeout review activities by coordinating documentation, responding to information requests, and supporting resolution of inquiries or findings.
- → **Record Finalization and Retention Support —** Finalize and organize project records to support long-term compliance, record retention requirements, audit readiness, and future reference needs.

This closeout-focused approach helps Melbourne Beach complete grant-funded projects efficiently, maintain well-documented records, support audit readiness, and position projects for successful agency acceptance and long-term compliance.

7.5 Program Management Framework

GrantWorks supports Melbourne Beach through an integrated program management framework that reinforces consistency, accountability, and transparency across funding strategy, grant development, grant administration, and project implementation activities.

7.5.1 Systems and Tools

GrantWorks utilizes the GW20/20® grant management platform to track project activities, manage documentation, and support reporting across all phases of grant development and administration. The system is configured to reflect project scope, schedule, funding requirements, reporting obligations, and key project milestones, allowing for real-time tracking of expenditures, milestones, deliverables, and program performance.
Our team uses this platform to compile data, generate reports, and provide Melbourne Beach with real-time visibility into project status, funding utilization, compliance activities, and overall program performance.

7.5.2 Quality Assurance and Control

GrantWorks applies internal quality control procedures throughout grant development and administration activities. Deliverables, reports, applications, reimbursement requests, and supporting documentation are reviewed for accuracy, completeness, consistency, and alignment

with program requirements prior to submission or implementation.

This process includes verification of supporting documentation, review of financial information, and confirmation of consistency across reports, applications, and project records, strengthening reliability, improving consistency, and reducing the potential for errors, omissions, or delays.

7.5.2 Compliance Management

GrantWorks maintains active oversight of regulatory requirements, funding guidance, and program requirements throughout implementation. Our team monitors project activities, documentation, procurement actions, and financial records to support ongoing compliance with applicable federal, state, and funding agency requirements.

By remaining current with evolving program guidance and requirements, we help Melbourne Beach identify potential compliance concerns early, address issues proactively, and maintain project eligibility throughout the grant lifecycle.

7.5.3 Communication and Coordination

GrantWorks establishes clear communication protocols with Town staff, project partners, consultants, contractors, and funding agencies to support alignment across all stakeholders.

We provide regular updates on project status, milestones, funding activities, implementation progress, and key action items, supporting transparency, informed decision-making, and timely issue resolution. This coordination helps maintain momentum, strengthen accountability, and reinforce confidence throughout project execution.

7.6 Approach Summary and Value to Melbourne Beach

GrantWorks delivers a comprehensive, full lifecycle approach that supports Melbourne Beach from funding strategy and project development through grant administration, implementation, and closeout. By aligning funding opportunities with Town priorities, strengthening project readiness, and maintaining disciplined program management, Melbourne Beach is positioned to advance projects efficiently and with confidence.

Backed by proven experience, purpose-built systems, and established processes, our team supports the successful delivery of grant-funded projects while maintaining compliance, financial accountability, and program visibility. This reduces administrative burden on Town staff while strengthening Melbourne Beach's ability to secure funding, manage projects effectively, and deliver meaningful results for the community.

7.0 Additional Information —
Additional Grant Writing & Administration Experience

TRUSTED GRANT PARTNER

Additional Project Experience Beyond Illustrative Work

While the Illustrative Work section highlights five representative projects most relevant to Melbourne Beach's needs, GrantWorks' broader portfolio extends across grant-funded initiatives involving coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, mitigation, and community development.

The following examples demonstrate additional grant writing, grant administration, and implementation experience across a range of project types and funding programs. Collectively, they show GrantWorks' ability to identify funding opportunities, develop competitive applications, manage complex grant requirements, and support successful project delivery from award through closeout.

Figure 14: *Representative List of Successful Grant Application*

Client	Funding Agency	Award Amount	Timeline
Community Development			
City of Kerrville CDBG Program for Intersection & Traffic Signal Rebuild - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture	$350,000	March 2022 – August 2024
City of Rio Grande Britton Avenue Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture	$500,000	April 2024
City of Trinity Downtown Area Sidewalk Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture.	$500,000	July 2021 – February 2023
Matagorda County Hurricane Harvey Community Development Block Grant-Disaster Recovery Infrastructure Program - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant–Disaster Recovery Grant Program administered by the Texas General Land Office	$6,900,000	June 2020 –
Economic Development			
Aransas County Del Mar College Workforce Development & Entrepreneurial Center - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program Administered by the Economic Development Administration	$1,700,000	February 2021 – February 2025
City of San Angelo Development Corporation City of San Angelo Business & Industrial Park Infrastructure - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program Administered by the Economic Development Administration	$1,250,000	April 2019 –
Sabine County Economic Development Study - Grant Writing, Application Development, Planning Grant Administration & Project Management Services	Rural Economic Development Grant Program administered by the Texas Department of Agriculture	$45,000	June 2023 –
Environmental			
City of Balmorhea Aged Wastewater Treatment Plant Pond Rehabilitation - Grant Writing, Application Development, Planning Grant Administration & Project Management Services	Texas Community Development Block Grant administered by the Texas Department of Agriculture.	$350,000	March 2022 – February 2024

Figure 14: Representative List of Successful Grant Application

Client	Funding Agency	Award Amount	Timeline
City of Palacios Living Shoreline & Flood & Drainage Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development, Community Development Block Grant–Mitigation, Community Resiliency Program administered by the Texas General Land Office.	$6,800,000	February 2022 – January 2025
Infrastructure			
City of Galveston Hurricane Ike CDBG-DR Infrastructure Recovery Program - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant-Disaster Recovery administered by the Texas General Land Office	$212,000,000	October 2014 – October 2021
City of Rockport Design & Construction of the Rockport Center for the Arts, Rockport, TX - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program administrated by the Economic Development Administration	$5,000,000	March 2019 – March 2024
Texas City Flood & Drainage Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant-Mitigation, Hazard Mitigation Grant Program: Supplemental administered by the Texas General Land Office	$17,874,592	April 2022 – June 2025
Jim Wells County Water System Improvements in Rancho Alegre Colonia - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	$500,000	February 2025 – January 2027
City of Rio Hondo Street Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	$500,000	February 2024 – January 2026
Parks & Recreation			
City of Bellaire Evergreen Park Accessible & Inclusive Playground - Grant Writing, Application Development, Grant Administration & Project Management Services	Community Project Fund Projects administrated by the U.S. Department of Housing & Urban Development	$600,000	November 2023 – May 2025
City of Seadrift A.D. Powers Bayfront Park West End Improvements: Kayak Dock Project - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of the Treasury, Resources & Ecosystems Sustainability, Tourist Opportunities, & Revived Economies of the Gulf Coast States Act (RESTORE Act) Grant Program administered by the Texas Commission on Environmental Quality	$300,000	April 2022 – July 2025
Willacy County Fred Stone Park ADA Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Coastal Management Grant Program Project administrated by the Texas General Land Office	$410,707	December 2021 – June 2024
Neighborhood Revitalization			
City of Josephine Horizon Way Street Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	$367,500	November 2020– February 2024
City of Madisonville Sewer Line Replacement - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	$312,212	February 2021 – November 2023
City of Rosebud Waterline Replacement - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	$500,000	February 2025 – January 2027

Figure 14: Representative List of Successful Grant Application

Client	Funding Agency	Award Amount	Timeline
Housing Rehabilitation			
City of Honey Grove Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	$502,350	March 2020 – March 2023
City of Pasadena Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	$2,200,000	April 2018 – January 2021
City of Pineland Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	$151,803	December 2023 December 2026
Water Supply, Wastewater Treatment, and Stormwater Management			
Kerr County East Kerr County Wastewater Collection System - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Clean Water State Revolving Fund and Economically Distressed Area Fund administered by the Texas Water Development Board and the Texas Community Development Block Grant-Colonia Grant Program administered by the Texas Department of Agriculture	$59,404,391	December 2024 –January 2027
Willacy County Railroad Spur Detention Pond - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	$1,690,300	August 2021 – January 2023
Willacy County Sebastian Drainage Improvements –East & West - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Flood Infrastructure Grant Program administered by the Texas Water Development Board	$4,911,456	August 2021 – January 2023
Transportation			
Andrew County Road Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	County Transportation Infrastructure Fund Grant Program administered by the Texas Department of Transportation	$7,434,974	November 2020– November 2022
City of Elgin Safe Routes to School Sidewalk and Crosswalk Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Transportation Alternatives Set-Aside (TA) and Safe Routes to School (SRTS) Grant Program administered by the Texas Department of Transportation	$428,071	August 2020 – January 2027

Demonstrated Knowledge of Funding Sources

Melbourne Beach's future funding opportunities may involve multiple federal, state, regional, and special funding programs supporting resiliency, environmental stewardship, recreation, transportation, infrastructure, waterfront improvements, disaster recovery, and community development initiatives. GrantWorks has extensive experience helping communities identify, secure, and administer funding across these diverse programs while maintaining compliance throughout implementation.

The funding programs below demonstrate the breadth of federal and state funding sources GrantWorks has successfully supported..

Figure 15: **Funding Sources Relevant to Melbourne Beach Priorities**

Project Type	Representative Experience
U.S. Department of Housing & Urban Development	→ Community Development Block Grants (Infrastructure, Disaster Recovery, Mitigation) → Coronavirus Aid, Relief, and Economic Security (CARES) Act → CDBG Community Resiliency → Emergency Rental Assistance → HOME Investment Partnerships Program → Community Project Funding/Congressionally Directed Spending
Federal Emergency Management Agency	→ Public Assistance → Hazard Mitigation Assistance: Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure & Communities (BRIC); Flood Mitigation Assistance (FMA)
U.S. Economic Development Administration	→ Public Works & Economic Adjustment Assistance → Disaster Relief Supplemental
U.S. Department of Transportation	→ Safe Streets and Roads for All (SS4A) → Transportation Alternatives Program (TAP) → Surface Transportation Block Grant Program (STBG) → Rural Surface Transportation Grant Program → Natural Gas Distribution Infrastructure Safety & Modernization Grant Program (NGDISM) → Rebuilding American Infrastructure with Sustainability & Equity (RAISE) → Community Project Funding/Congressionally Directed Spending
U.S. Department of Treasury	→ American Rescue Plan Act of 2021 → Resources & Ecosystems Sustainability, Tourist Opportunities, & Revived Economies of the Gulf Coast States (RESTORE) Act
U.S. Department of Agriculture	→ Rural Development Grant Assistance → Natural Resources Conservation Services Fund (NRCS) → Community Facilities Grant Program → Community Project Funding/Congressionally Directed Spending
Environmental Protection Agency	→ Clean Water State Revolving Fund → Drinking Water State Revolving Fund
U.S. Department of Commerce, National Oceanic & Atmospheric Administration	→ Coastal Management Program

Additional Experience Supporting Melbourne Beach Priorities

The following matrix further demonstrates GrantWorks' broader experience supporting project types relevant to Melbourne Beach. It complements the five projects presented in the Illustrative Work section by showing the range of project categories, funding programs, and implementation environments GrantWorks can support.

Our experience spans the full grant lifecycle, including funding strategy, application development, grant administration, implementation support, reimbursement coordination, compliance management, environmental review, procurement oversight, monitoring, and closeout.

Figure 16: **Representative Grant Writing, Grant Administration & Implementation Experience Relevant to Melbourne Beach Priorities**

Project Type	Representative Experience
Coastal Resiliency, Shoreline Protection & Waterfront Improvements	Resilient Florida Planning & Vulnerability Assessment (Madeira Beach); Nassau County Shore Protection Project (Fernandina Beach); South Amelia Island Shore Stabilization (Nassau County); Storm-Damaged Dunes & Berms Restoration (Ponte Vedra Beach); Beach Restoration & Stabilization (Longboat Key)
Disaster Recovery, Mitigation & Community Resiliency	FEMA Public Assistance and Hazard Mitigation support for Charlotte County, Venice, Edgewater, and FDEM statewide recovery operations; CDBG-DR and CDBG-MIT implementation programs supporting long-term recovery, resiliency, and mitigation initiatives
Water, Wastewater, Stormwater & Drainage Infrastructure	Glades County Water Line Expansion (Okeechobee Utility Authority); Regional Wastewater Collection System (Kerr County); Weir Rehabilitation Project (Cape Coral); Pennsylvania Avenue Corridor Improvements (Bonita Springs); Drainage & Sewer Improvements (Aransas Pass)
Parks, Recreation & Community Facilities	Outdoor and Indoor Recreation Programs; Small Community Parks Programs; Community Facilities Improvements; Waterfront Access and Public Amenities Improvements; Community Resiliency Facilities
Transportation & Mobility Improvements	Roy Rivers Road Extension (City of Elgin); County Transportation Infrastructure Fund Projects; Safe Routes to School Projects; Downtown Revitalization and Corridor Improvement Projects; Roadway, Sidewalk, and Multimodal Transportation Improvements
Environmental, Economic Development & Community Development	EPA Brownfields Cleanup Program (City of Hamilton); EDA Economic Adjustment Assistance Projects; Downtown Revitalization Programs; Community Development Block Grant (CDBG) Projects; Economic Development and Infrastructure Initiatives
Federal, State & Regional Grant Administration Programs	FEMA Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA); CDBG; CDBG-DR; CDBG-MIT; EDA; EPA; ARPA; RESTORE; Transportation; Recreation; Environmental and Infrastructure Funding Programs

HUD/State Administered CDBG, CDBG-DR, CDBG-MIT & CDBG-CV Experience

GrantWorks brings extensive experience supporting CDBG, CDBG-DR, CDBG-MIT, and CDBG-CV programs for infrastructure, disaster recovery, mitigation, housing, public facilities, and community development initiatives. This experience is relevant to Melbourne Beach because future resiliency, infrastructure, environmental, drainage, public facility, and recovery-related projects may require both funding expertise and implementation support.

CDBG Infrastructure and Non-Rental Housing Program

More than 2,500 local government projects funded and managed:

- → **Community Development Fund:** 1,683+ projects funded, $520+ million.
- → **Main Street/Downtown Revitalization Program:** 100+ projects totaling over $31 million.
- → **Colonia Planning Fund:** 50+ projects completed, $3+ million.
- → **Disaster Relief Fund:** 125+ projects funded, $35.6+ million.
- → **Colonia Construction Fund:** 137+ projects, $77.8+ million.
- → **Fire, Ambulance, and Services Truck (FAST) Program:** 20+ projects, $11.4+ million.
- → **Planning Grants:** 240+ projects funded, completed, or underway, $10+ million

CDBG DR DR and CDBG-MIT Program Experience:

- → **CDBG-DR 2024 Hurricanes Debby, Helene, and Milton, Sarasota County, FL —** $210 million (housing, infrastructure, public services)
- → **CDBG-DR 2022 Hurricane Ian, Sarasota County, FL —** $201.5 million (housing, infrastructure, public services)
- → **CDBG-DR 2022 Hurricane Ian, Volusia County, FL —** $329 million (recovery, infrastructure, housing, mitigation)
- → **CDBG-DR 2018 South Texas and 2019 Lower Rio Grande Valley Floods —** $79.9+ million (state-level housing assistance and reimbursement)

- → **CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 —** 50+ infrastructure projects, $440+ million
- → **CDBG-DR Hurricane Harvey Round 1 —** 65+ projects, $183+ million (housing, infrastructure, buyouts, reconstruction)

Additional Program Implementation Experience:

- → **Buyouts and Acquisitions —** 16 projects, $59+ million (no match required)
- → **State-level oversight of subrecipients implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Programs —** $3.2+ billion
- → **State-level Housing Assistance Programs across multiple regions —** $565+ million

Historic Disaster Recovery Programs:

- → **CDBG-DR 2016 Floods —** 12+ projects, $43 million (multifamily and single-family housing)
- → **CDBG-DR 2015 Floods —** 24+ projects, $180 million (multifamily and single-family housing)
- → **CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 —** 90+ projects, $436 million including
  - → $212 million — City of Galveston infrastructure
  - → $155 million — Galveston Housing Authority multifamily rebuild
  - → $26 million — City of Houston infrastructure
  - → $34 million — Galveston rental housing replacement

CDBG-CV Program Experience:

- → **CDBG-CV Community Resiliency Program — 5 projects, $17.7+ million**

HOME Grant Program Experience

GrantWorks has supported HOME-funded housing initiatives involving homeowner rehabilitation, housing assistance, program administration, compliance monitoring, reporting, and closeout activities. Our experience demonstrates the ability to successfully administer federally funded programs requiring detailed eligibility verification, documentation management, and long-term compliance oversight.

HOME Investment Partnerships Program: Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance:

- → 700+ contracts awarded to cities, counties, and nonprofits for $228+ million.

Economic Development Administration (EDA) Experience

GrantWorks has supported EDA-funded infrastructure, economic development, resiliency, workforce development, and community revitalization initiatives throughout the grant lifecycle. Our experience includes funding strategy, application development, implementation support, compliance management, reporting, and closeout services for complex federally funded projects.

The projects below highlight representative EDA-funded experience.

***Figure 17:** Recent EDA Economic Adjustment Assistance Grant Experience*

CLIENT	PROJECT VALUE/DESCRIPTION
Aransas County, TX	$2,138,731 Workforce Development & Entrepreneurship Center
City of Bay City, TX	$1,400,000 Tenaris Manufacturing Facility Infrastructure Project
City of Clarksville, TX	$1,500,000 Publicly Owned Building & Land Project
City of Copperas Cove, TX	$4,175,000 Water, Sewage, & Roadway Infrastructure Improvements to Support Semiconductor Business Growth
City of Corsicana, TX	$500,000 Water & Sewer System Improvements Project
City of Elgin, TX	$6,157,874 Roy Rivers Road Extension to Elgin Business Parks
City of Granbury	$1,845,000 Airport Perimeter Road
City of Ingleside	$5,000,000 Construction of State Highway 200 (SH200) & the Emory Bellard Drainage Improvements Project
City of Rockport	$8,700,000 Rockport Center of the Arts
Kilgore Economic Development Corporation	$2.500,000 Application for Synergy Park Phase 5
City of Roma	$1,700,000 Las Americans Logistics & Industrial Park Infrastructure
Legacy Institute for Financial Empowerment, Lufkin	$1,000,000 Technical Assistance for Facility Renovation & Expansion for Workforce Development Center

Figure 17: Recent EDA Economic Adjustment Assistance Grant Experience	
CLIENT	**PROJECT VALUE/DESCRIPTION**
St. Tammany Parish Corporation	$400,000 Northshore Regional Resiliency Collaborative
St. Tammany Parish Corporation	$110,000 Regional Entrepreneurship and Equity Initiative
City of San Angelo Development Corporation (COSADC)	$125,000 Infrastructure Improvements to Expand City-Owned Business & Industrial Park
City of San Angelo	$1,250,000 Concho Valley Regional Fire Training Center
City of Vernon	$3,671,000 Water Supply Line Expansion

FEMA Public Assistance and Hazard Mitigation Grant Program Experience

GrantWorks has extensive experience supporting FEMA Public Assistance and Hazard Mitigation programs, including disaster recovery, infrastructure restoration, mitigation planning, resiliency improvements, critical facility protection, warning siren systems, safe rooms, generators, drainage improvements, BRIC initiatives, and other risk-reduction projects. This experience provides valuable insight into both post-disaster recovery and long-term resiliency funding strategies relevant to coastal communities such as Melbourne Beach.

The following examples highlight representative FEMA recovery and mitigation experience..

- **FEMA Public Assistance:** 25 contracts, including Hurricane Harvey, Laura, Ian, Idalia, Beryl, Debby, Helene, and Milton, $372+ million.
- **Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions:** 4 projects, $116.7+ million.
- **Hazard Mitigation Plans:** 36+ projects, $3.2+ million.
- **Critical Facility Generators:** 51+ projects, $32+ million.
- **Warning Sirens:** 8 contracts, $428,489.
- **Community Safe Rooms:** 3 projects, $6.8+ million.
- **Drainage/Infrastructure Improvements:** 2 projects, $3.3+ million.

Figure 18: Similar FEMA Public Assistance Government Contracts		
Owner Name	**Project Name**	**Project Description**
Florida Division of Emergency Management	Hurricanes Helene and Milton FEMA Public Assistance Support	GrantWorks, serving as a subcontractor, for FEMA Grants Management
Charlotte County, FL	Hurricanes, Ian, Idalia, Debby, Helene, and Milton FEMA Grant Management	GrantWorks, serving as a subcontractor, provides FEMA Public Assistance and Hazard Mitigation Grant Program support
City of Venice, FL	Hurricanes Helene and Milton Financial Grant Administration Consulting – FEMA Hazard Mitigation, Public Assistance, and State & Federal Programs	FEMA Public Assistance and Hazard Mitigation Grant Program support
Englewood Area Fire Control District, Englewood, FL	Hurricanes Helene and Milton Disaster Recovery and Mitigation Consulting Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Eckard College, FL	Hurricanes Helene and Milton Disaster Recovery and Mitigation Consulting Services	FEMA Public Assistance support
Edgewater, FL	Hurricane Milton FEMA Technical Assistance Consultant Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Fernandina Beach, FL	FEMA Technical Support Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Pompano Beach, FL	Comprehensive Disaster Recovery Consulting Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Key Biscayne, FL	Disaster Debris Monitoring Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Pinellas County, FL	Comprehensive Disaster Recovery and Emergency Management Consulting	FEMA Public Assistance and Hazard Mitigation Grant Program, HUD CDBG-DR, and FHWA ER support, EOC Staff Augmentation and Pre-Event Preparedness

***Figure 18:** Similar FEMA Public Assistance Government Contracts*		
Owner Name	**Project Name**	**Project Description**
Port Orange, FL	Disaster Recovery Consulting Services	GrantWorks (subcontractor) supports the FEMA Public Assistance and Hazard Mitigation Grant Program, and CBDG-DR support
Seminole County Schoolboard, FL	Disaster Recovery	GrantWorks (subcontractor) supports the FEMA Public Assistance and Hazard Mitigation Grant Program
Town of Davie, FL	Disaster Debris Monitoring Services and Financial Recovery Assistance	GrantWorks (subcontractor), FEMA Public Assistance and Hazard Mitigation Grant Program support
St. Petersburg, FL	Comprehensive Disaster Recovery & Emergency Management Consulting Services	GrantWorks (subcontracto), Grant Management Support
Seadrift, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Milam County, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Refugio, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Woodsboro, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Flamingo Isles MUD	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Patton Village	Hurricanes Harvey and Spring Flooding FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Bay City	Hurricanes Harvey and Beryl FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support

***Figure 19:** FEMA Hazard Mitigation Experience by Project Type*	
Client	**Mitigation Measures**
Homeowner Elevations & Reconstructions | 4 Projects | $116.7 Million	
Brazoria County	**HMGP Homeowner Elevations & HMGP Homeowner Reconstructions**
Galveston County	**HMGP Homeowner Elevations & FMA Homeowner Elevations**
Critical Facility Generators | 31 Projects | $12+ Million	
City of Zavalla	Generators to Support Water Wells
Bee County	Generators to Support the Courthouse, Communications Hub, and Municipal Offices
Jim Wells County	Fixed and Portable Generators to Support the Courthouse and Emergency Communication Towers
Matagorda County	Fixed and Portable Generators to Support the Water System
Refugio County	Generator to Support the Courthouse
City of Hughes Springs	Generator to Support Wastewater Treatment Plant
City of Josephine	Generator to Support the Water System
City of Mineral Wells	Generators to Support the Water System
City of Palacios	Generators to Support the Water System
City of Point Comfort	Generators to Support the Police Department, Hurricane Staging/Distribution Center, Community Center, and Water and Wastewater Facilities
City of Port Lavaca	Generators to Support the Water System
City of Seadrift	Fixed and Portable Generators to Support the Fire Station, Justice Center, and Water System
City of Victoria	Generators to Support the Police Department and Community Center

Figure 19: FEMA Hazard Mitigation Experience by Project Type			
Client	**Mitigation Measures**		
City of Wharton	Generators to Support the Water System		
City of Woodsboro	Generators to Support the Water and Wastewater Systems		
Community Safe Rooms | 3 Projects | $6.8 Million			
Calhoun County ISD	Community Safe Room		
Refugio County	Community Safe Room		
Victoria County	Community Safe Room		
Infrastructure & Drainage | 3 Projects | $6.2 Million			
City of Bay City	Cottonwood Creek Diversion Channel		
City of Rockport	Enterprise & Maple Community Stormwater Alleviation Project		
Hopkins County	Infrastructure Improvements		
Warning Siren Systems | 8 Projects | $428,489			
City of Avenger	**City of Kemp**	**City of Nash**	**Cities of Atlanta and Queen City**
City of Hughes Springs	**City of Linden**	**City of Rosser**	**Anderson County and City of Elkhart**
Successful Building Resilient Infrastructure & Communities (Bric) Sub-Applications			
Kenedy County	Sarita Drainage Master Plan	Funded	
Kenedy County	Multi-Hazard Mitigation Plan	Funded	
City of Santa Fe, NM	Cerillos Road Stormwater Project	Further Review/Award Pending	
City of Santa Fe, NM	Critical Infrastructure Microgrids	Further Review/Award Pending	
City of Santa Fe, NM	Nixon Road Drainage Project	Selected for National Competition	

Transportation Grant Program Experience

GrantWorks has supported transportation and mobility projects involving roadway improvements, pedestrian enhancements, safety improvements, corridor redevelopment, and transportation infrastructure investments.

- → **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, $83 million.
- → **2014 County Transportation Infrastructure Fund:** 36 projects funded, $70.5 million.
- → **Safe Routes to School Program:** 25+ projects funded, $14.5+ million.
- → **Surface Transportation Environment and Planning:** $1 million.
- → **Transportation Enhancement Act for the 21st Century:** $2.4 million.
- → **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grants:** 10 projects, $22 million

Parks & Recreation Grant Program Experience

GrantWorks has supported parks, recreation, public facility, and community amenity projects that enhance quality of life, expand recreational opportunities, improve public access, and strengthen community assets.

- → **Outdoor/Indoor Recreation and Small Community Parks Program:** 70+ projects funded, $42+ million

ARPA and RESTORE Act Grant Program Experience

GrantWorks has supported communities administering large-scale federal funding programs designed to strengthen infrastructure, improve resiliency, support economic recovery, and enhance public services.

- → **American Rescue Plan Act (ARPA) Program:** 1,300 projects funded, $1 billion
- → **RESTORE Act Program:** 4 projects funded, $20.8 million

Direct Contracts with State Agencies

GrantWorks has supported state agencies and statewide implementation programs involving disaster recovery, resiliency, community development, infrastructure, and public-sector funding initiatives. This experience provides insight into state agency expectations, program administration requirements, funding priorities, and implementation processes that benefit local governments pursuing and administering grant-funded projects for State agencies such as:

- State of Florida Department of Children & Families
- State of Florida Department of Commerce
- State of Florida Digital Service
- State of Florida Division of Emergency Management
- State of Montana Disaster & Emergency Services
- State of New Jersey Department of Community Affairs
- State of Texas General Land Office

Multiple Federal Agency Experience

GrantWorks has supported projects funded through numerous federal agencies and Community Project Funding/Congressionally Directed Spending programs. This experience allows our team to evaluate projects from multiple funding perspectives, identify advantageous funding pathways, and support implementation under diverse federal program requirements.

- **The Polish & Slavic Center of New York, Brooklyn, NY:** $750K Roof Repairs under the HUD Community Project Fund
- **City of Bellaire, TX:** $600K Evergreen Park Accessible & Inclusive Playground under the HUD Community Project Fund
- **City of Jacinto City, TX:** $1.95 million Northeast Water Main & Fire Hydrant Improvements under the EPA State and Tribal Assistance Grants (STAG), Drinking Water State Revolving Fund
- **City of Jacinto City, TX:** $997,365 South Side Water Main & Fire Hydrant Improvements under the HUD Community Project Fund
- **Churches United for Fair Housing, Inc., New York, NY:** $1.2 million Payroll Support for a Community-
- **Based Nonprofit Offering Housing Support Services to Low-Income Residents of New York City** under the HUD Community Project Fund
- **SUNY Maritime College, Bronx, NY:** $800,000 Offshore Wind Energy Training Program, including Equipment under the DOL Community Project Fund
- **City of Galveston, TX:** $20 million Causeway Waterline and 59th Street Water Storage Tank under FEMA Pre-Disaster Mitigation combined with $15 million in CDBG-MIT funding

Featured Grant Writing Examples

In addition to the representative projects presented throughout this section, the following examples highlight GrantWorks' ability to develop competitive grant applications across a diverse range of funding programs, project types, and community priorities.

These four featured engagements demonstrate our ability to align project needs with funding objectives, coordinate technical documentation, position projects for funding consideration, and support implementation following award.

***Figure 20:** Featured Grant Writing Examples*

Client / Project / Funding Source	Amount / Timeline	Representative Experience & Relevance
City of Crystal River, FL **Commercial Revitalization Improvements** **Florida Small Cities CDBG – Commercial Revitalization**	$3M Requested 2025–2026	→ Led grant writing and application development for a Florida Small Cities CDBG Commercial Revitalization application supporting waterfront and downtown revitalization improvements → Coordinated development of a complete and compliant application package, including supporting documentation related to project readiness, leveraged funding, and public infrastructure improvements → Coordinated development of a complete and compliant application package, including supporting documentation related to project readiness, leveraged funding, and public infrastructure improvements **Outcome:** Submitted a $3,000,000 Florida Small Cities CDBG Commercial Revitalization application on behalf of the City.

***Figure 20:** Featured Grant Writing Examples*

Client / Project / Funding Source	Amount / Timeline	Representative Experience & Relevance
City of Madeira Beach, FL **Resilient Florida Planning & Vulnerability Assessment** **FDEP Resilient Florida**	$235K 2025–2026	→ Led grant writing and application development for a resilience planning and vulnerability assessment → Developed narratives outlining risks related to sea level rise, coastal flooding, and storm events → Prepared a complete, compliant application aligned with Resilient Florida priorities **Outcome:** Awarded $235K to support a comprehensive resilience planning initiative.
Okeechobee Utility Authority Glades County **Water Line Expansion** **FloridaCommerce Rural Infrastructure Fund**	$1M 2025–2026	→ Led application development for rural water infrastructure expansion → Defined scope and supporting documentation for a 6,580 LF water line extension → Aligned project with program requirements and economic benefit criteria **Outcome:** Successfully awarded $1M in state funding to support critical water infrastructure improvements enabling future growth and development.
Aransas County **Hurricane Harvey Infrastructure Improvements** **HUD CDBG-DR**	$60M 2023–2025	→ Led grant research, writing, and multi-project application development → Developed scope including roadway, drainage, public facilities, and emergency communications → Coordinated engineering input and eligibility documentationt **Outcome:** Secured over $40M+ in funding supporting 12 infrastructure and resilience projects across the County
Brazoria County **Residential Mitigation Program** **FEMA HMGP**	$60M 2022–2024	→ Developed a large-scale FEMA Hazard Mitigation Grant Program application supporting residential elevation and reconstruction → Prepared benefit-cost analyses (BCA), cost estimates, and supporting documentation aligned with FEMA requirements → Coordinated environmental, eligibility, and technical components to support funding approval **Outcome:** Successfully awarded funding supporting mitigation of hundreds of flood-prone properties
Kerr County **Regional Wastewater Collection System** **Multi-Funded**	$59.4M 2019–2024	→ Supported development of multi-source grant applications for a regional wastewater collection system addressing capacity, environmental compliance, and public health needs → Coordinated project scoping, cost development, and funding alignment across multiple funding programs to strengthen competitiveness → Worked with County leadership, engineers, and stakeholders to position the project based on infrastructure need, readiness, and funding priorities **Outcome:** Successfully awarded funding enabling construction of critical wastewater infrastructure serving the community **Recognition:** Sterling Achievement Award for excellence in regional infrastructure delivery and community impact
City of Kerrville **Downtown Revitalization Improvements** **TxCDBG**	$350K 2022-2024	→ Developed competitive application addressing pedestrian safety, ADA compliance, and traffic operations in a high-traffic downtown corridor → Defined project scope including intersection reconstruction, accessible curb ramps, pedestrian crossings, and traffic control systems → Coordinated with City leadership and engineers to align improvements with economic development and revitalization priorities **Outcome:** Successfully awarded funding and delivered improvements enhancing safety, accessibility, and downtown mobility
City of Hamilton **EPA Brownfields Cleanup Program** **TxCDBG**	$500K 2024-2028	→ Developed grant application addressing environmental remediation of a hazardous site located in an economically distressed community, directly impacting nearby residents, schools, and public housing → Prepared technical narrative aligned with EPA Brownfields priorities, emphasizing environmental risk reduction, public health protection, and equitable community revitalization → Coordinated supporting documentation to demonstrate eligibility, site conditions, and readiness for cleanup funding **Outcome:** Successfully awarded $500,000 to support environmental cleanup and redevelopment, improving safety and quality of life in an economically distressed area

Figure 20: *Featured Grant Writing Examples*		
Client / Project / Funding Source	**Amount / Timeline**	**Representative Experience & Relevance**
City of Caldwell **Resilient Communities Program** **CDBG-MIT**	$93K 2023-2024	→ Developed application for a comprehensive resilience and infrastructure planning effort addressing water, wastewater, and stormwater systems → Positioned the project to support long-term risk reduction, infrastructure resiliency, and mitigation planning requirements → Coordinated project scope and supporting documentation aligned with program requirements **Outcome:** Secured funding to support strategic infrastructure planning and long-term mitigation investment readiness
Willacy County **Drainage Improvements** **TWDB Flood Infrastructure Fund**	$9.88M 2023-2025	→ Supported development of a competitive application addressing chronic flooding and inadequate stormwater conveyance systems → Prepared funding justification aligned with flood risk reduction, public safety, and infrastructure resilience priorities → Coordinated with County leadership and engineers to define scalable, construction-ready project improvements **Outcome:** Secured funding for large-scale drainage improvements reducing flood risk and improving stormwater management capacity
City of Farmersville **Street Improvements** **CDBG**	$350K 2022-2023	→ Developed full application addressing roadway deterioration and localized drainage issues impacting accessibility and safety → Prepared narrative, cost estimates, and supporting documentation aligned with program scoring criteria **Outcome:** Secured funding supporting roadway and drainage improvements
City of Aransas Pass **Drainage & Sewer Improvements** **CDBG-DR**	$12M 2022-2024	→ Supported development of a disaster recovery application addressing stormwater and wastewater system deficiencies following major storm impacts → Coordinated documentation and project justification aligned with CDBG-DR requirements **Outcome:** Secured funding supporting infrastructure resilience and system reliability
City of Henrietta **Infrastructure Improvements** **CDBG**	$150K Grant + $150K Local Match $300K 2023-2025	→ Developed application addressing community infrastructure deficiencies impacting service delivery and accessibility → Aligned project scope with program requirements and funding priorities **Outcome:** Secured funding supporting infrastructure improvements
City of Granbury **Economic Development Infrastructure I** **Funding Source** **EDA**	$1.54M Grant + $405K Local Match 2021-2022	→ Assisted with application development supporting infrastructure improvements tied to economic growth and job creation → Coordinated project documentation and funding alignmentl **Outcome:** Supported successful funding positioning
City of Elgin **Roy Rivers Road Extension** **U.S. EDA Economic Adjustment Assistance**	$4.1M 2021-2024	→ Led grant research and application development for a roadway infrastructure project supporting business park expansion in an Opportunity Zone and economically distressed area → Developed a competitive application aligned with EDA Investment Policy Guidelines, demonstrating economic impact, job creation, and improved transportation access → Coordinated project scoping and documentation to position the roadway extension as critical infra-structure supporting over 150 acres of commercial development **Outcome:** Secured $4.1M in federal funding supporting long-term economic growth

Florida Coastal Recovery, Resiliency & Implementation Experience

GrantWorks brings direct experience supporting Florida coastal communities with disaster recovery, shoreline stabilization, resiliency planning, environmental coordination, infrastructure restoration, and federally and state-funded implementation programs. Our team understands the coordination required among FEMA, FloridaCommerce, FDEM, FDEP, environmental agencies, and other funding partners involved in coastal infrastructure, environmental restoration, resiliency, and recovery initiatives.

Melbourne Beach's coastal environment presents interconnected resiliency, shoreline protection, stormwater, infrastructure, environmental, and waterfront improvement priorities that often require coordination across multiple funding sources and regulatory agencies. GrantWorks' experience supporting Florida communities through FEMA recovery, CDBG-DR implementation, coastal resiliency initiatives, shoreline protection projects, and long-term infrastructure planning positions the Town to pursue funding strategically while maintaining organized, compliant, and responsive project delivery from award through closeout.

Client / Project	Funding / Program	Value	Why It Matters to Melbourne Beach
FDEM — Hurricanes Helene & Milton Public Assistance Grant Management Support	FEMA PA	$72M+ Validated	State-level Florida FEMA credibility including reimbursement validation and QA review for 100+ projects.
Charlotte County, FL — Hurricanes Ian, Idalia, Debby, Helene & Milton FEMA Recovery Revitalization Improvements	FEMA PA / HMA	$225.2M	Florida coastal recovery, infrastructure restoration, and resiliency-focused implementation support.
City of Venice, FL —Hurricanes Helene & Milton	FEMA PA / HMA	$18.5M	Coastal disaster recovery and reimbursement coordination.
Longboat Key, FL — Beach Restoration & Stabilization	FEMA / FDEP	Multi-Phase	Beach nourishment, shoreline stabilization, and coastal resiliency.
Fernandina Beach, FL —Beach Restoration & Stabilization	FEMA PA	$1.4M	Shore protection and coastal infrastructure coordination.
Sarasota County, FL — Resilient SRQ	HUD CDBG-DR	$201.5M	Florida disaster recovery, mitigation, and infrastructure implementation.
Volusia County, FL — Hurricane Ian Recovery	HUD CDBG-DR	$329M	Florida recovery, infrastructure restoration, mitigation, housing recovery, and grant administration support.

Figure 21: *GrantWorks brings direct experience supporting Florida coastal communities*

Implementation, Not Just Applications

GrantWorks supports communities beyond application submission. Our team provides reimbursement coordination, procurement compliance, environmental coordination, implementation support, reporting, documentation management, monitoring preparation, and closeout services necessary to maintain organized and compliant project delivery throughout the full grant lifecycle.

For Melbourne Beach, this means access to a partner capable of supporting both funding strategy and implementation continuity, helping the Town manage evolving grant requirements, coordinate reimbursements, address compliance obligations, and reduce administrative burden throughout project delivery.

Additional Representative Grant Writing & Administration Experience

GrantWorks has successfully secured and administered funding for a diverse range of coastal resiliency, infrastructure, environmental, recreation, transportation, waterfront, mitigation, disaster recovery, and community development initiatives. Our experience extends beyond grant application development to include funding strategy, grant administration, implementation support, compliance management, reimbursement coordination, environmental review, procurement oversight, construction-phase support, and project closeout activities..

Melbourne Beach seeks a partner capable of identifying funding opportunities, developing competitive applications, and successfully managing grant-funded projects through implementation. GrantWorks brings experience supporting projects similar to those identified in the RFQ, including coastal resiliency initiatives, shoreline stabilization and protection, waterfront and public access improvements, parks and recreation enhancements, transportation and mobility projects, environmental and conservation initiatives, stormwater and drainage improvements, utility infrastructure upgrades, disaster recovery programs, and community development projects.

The following table highlights representative project types and examples of GrantWorks' grant writing, grant administration, and implementation experience supporting projects similar to those envisioned by the Town of Melbourne Beach.

Project Type	Representative Experience
Coastal Resiliency, Shoreline Protection & Waterfront Improvements	Resilient Florida Planning & Vulnerability Assessment (Madeira Beach); Nassau County Shore Protection Project (Fernandina Beach); South Amelia Island Shore Stabilization (Nassau County); Storm-Damaged Dunes & Berms Restoration (Ponte Vedra Beach); Beach Restoration & Stabilization (Longboat Key)
Disaster Recovery, Mitigation & Community Resiliency	FEMA Public Assistance and Hazard Mitigation support for Charlotte County, Venice, Edgewater, and FDEM statewide recovery operations; CDBG-DR and CDBG-MIT implementation programs supporting long-term recovery, resiliency, and mitigation initiatives

Project Type	Representative Experience
Water, Wastewater, Stormwater & Drainage Infrastructure	Glades County Water Line Expansion (Okeechobee Utility Authority); Regional Wastewater Collection System (Kerr County); Weir Rehabilitation Project (Cape Coral); Pennsylvania Avenue Corridor Improvements (Bonita Springs); Drainage & Sewer Improvements (Aransas Pass)
Parks, Recreation & Community Facilities	Outdoor and Indoor Recreation Programs; Small Community Parks Programs; Community Facilities Improvements; Waterfront Access and Public Amenities Improvements; Community Resiliency Facilities
Transportation & Mobility Improvements	Roy Rivers Road Extension (City of Elgin); County Transportation Infrastructure Fund Projects; Safe Routes to School Projects; Downtown Revitalization and Corridor Improvement Projects; Roadway, Sidewalk, and Multimodal Transportation Improvements
Environmental, Economic Development & Community Development	EPA Brownfields Cleanup Program (City of Hamilton); EDA Economic Adjustment Assistance Projects; Downtown Revitalization Programs; Community Development Block Grant (CDBG) Projects; Economic Development and Infrastructure Initiatives
Federal, State & Regional Grant Administration Programs	FEMA Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA); CDBG; CDBG-DR; CDBG-MIT; EDA; EPA; ARPA; RESTORE; Transportation; Recreation; Environmental and Infrastructure Funding Programs

*Figure 22: **Demonstrated Funding Agency & Program Knowledge.** GrantWorks' experience spans multiple federal, state, and resiliency-focused funding programs relevant to Melbourne Beach's infrastructure, coastal, mitigation, environmental, recreation, and community development priorities.*

FEMA/State Administered Public Assistance and Hazard Mitigation Grant Program Experience

- **FEMA Public Assistance:** 25 contracts, including Hurricane Harvey, Laura, Ian, Idalia, Beryl, Debby, Helene, and Milton contracts, $372+ million.
- **Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions:** 4 projects, $116.7+ million.
- **Hazard Mitigation Plans:** 36+ projects, $3.2+ million.
- **Critical Facility Generators:** 51+ projects, $32+ million.
- **Warning Sirens:** 8 contracts, $428,489.
- **Community Safe Rooms:** 3 projects, $6.8+ million.
- **Drainage/Infrastructure Improvements:** 2 projects, $3.3+ million.

Transportation Grant Programs

- **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, $83 million.
- **2014 County Transportation Infrastructure Fund:** 36 projects funded, $70.5 million.
- **Safe Routes to School Program:** 25+ projects funded, $14.5+ million.
- **Surface Transportation Environment and Planning:** $1 million.
- **Transportation Enhancement Act for the 21st Century:** $2.4 million.
- **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grants:** 10 projects, $22 million

Parks & Recreation Grant Programs

- **Outdoor/Indoor Recreation and Small Community Parks Program:** 70+ projects funded, $42+ million

ARPA and RESTORE Act Grant Program Experience

- **American Rescue Plan Act (ARPA) Program:** 1,300 projects funded, $1 billion
- **RESTORE Act Program:** 4 projects funded, $20.8 million

Florida Experience That Sets Us Apart

GrantWorks brings direct, hands-on experience supporting the implementation of federally funded programs across Florida, working with counties, municipalities, and state agencies to deliver infrastructure, disaster recovery, and resilience initiatives. Our team understands FloridaCommerce requirements, FDEM coordination, and the complexities of managing CDBG-DR and other federally funded programs within the State's regulatory environment.

Sarasota County | Resilient SRQ Program | HUD CDBG-DR | $201.5M | 2022-Present

- Supported administration of a multi-program disaster recovery initiative (housing, infrastructure, economic recovery, mitigation
- Coordinated environmental reviews, procurement, compliance monitoring, and federal reporting
- Assisted in managing a complex, multi-project portfolio

Impact: Enabled delivery of one of Florida's largest CDBG-DR programs supporting long-term recovery and resilience

City of Cape Coral | Weir Rehabilitation Project | HUD CDBG-DR | $10.8M | 2023-Present

- → Supported roadway and drainage improvements addressing flooding, access, and resiliency challenges
- → Managed procurement, construction compliance, and federal reporting requirements
- → Maintained audit-ready documentation throughout implementations

Impact: Delivered resilient infrastructure improvements improving mobility and stormwater management

Bonita Springs | Pennsylvania Avenue Corridor Improvements | HUD CDBG-DR | $21M | 2023-Present

- → Supported roadway and drainage infrastructure improvements addressing flooding, access, and resiliency challenges
- → Managed procurement, construction compliance, and federal reporting requirements
- → Maintained audit-ready documentation throughout project implementation

Impact: Delivered resilient infrastructure improvements in a flood-prone corridor, improving mobility and stormwater management

Florida Digital Services

Cybersecurity Grant Program (RIF) | Local Government Cybersecurity Grant | $40M | 2023-Present

- → Supported implementation of a statewide grant program, including the Rural Infrastructure Fund (RIF) component, serving 300+ local governments
- → Coordinated application intake, evaluation, and funding distribution across diverse jurisdictions
- → Developed and deployed a centralized grant management system supporting scoring, tracking, and reporting

Impact: Enabled efficient and transparent distribution of funding to rural and underserved communities across Florida

Successful Grant Submissions

GrantWorks' recent grant writing experience reflects a consistent ability to secure funding for infrastructure, mitigation, environmental, and community development projects similar in scale and complexity to Melbourne Beach's needs. Our team develops applications that are not only compliant, but clearly aligned with program priorities, well-supported by technical documentation, and positioned to compete successfully in highly competitive funding environments.

The projects below represent recent funding awards where GrantWorks played a direct role in application development. These examples demonstrate our ability to secure funding across multiple federal and state programs while supporting a range of project types, including wastewater, drainage, roadway, environmental remediation, and economic development infrastructure.

Figure 23: Representative List of Successful Grant Applications

Client & Dates	Grant Type	Agency	Amount	Role	Result
Brazoria County 2022-2024	Hazard Mitigation Grant Program (HMGP)	FEMA	$60M	Lead Grant Writing, Application Development & Program Support	Funded
Kerr County 2019-2024	Multi-Funded Infrastructure	State & Federal	$59.4M	Grant Writing, Application Development & Full Grant Administration	Funded
Aransas County 2023-2025	CDBG-DR	HUD	$53.9M	Lead Grant Writing, Application Development & Full Grant Administration	Funded
City of Elgin 2021-2024	EDA Economic Adjustment Assistance	EDA	$4.1M	Lead Grant Writing, Application Development & Grant Administration	Funded
Willacy County 2023-2025	Flood Infrastructure Fund	TWDB	$9.88M	Grant Writing, Application Development & Grant Administration	Funded
City of Hamilton 2024-2028	EPA Brownfields Cleanup	EPA	$500K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Kerrville 2024-2024	TxCDBG Downtown Revitalization	TDA	$350K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Caldwell 2023-2024	CDBG-MIT	HUD	$93K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Mission 2023-2026	CDBG-DR	HUD	$997K	Lead Grant Writing, Application Development & Grant Administration	Funded

GrantWorks | What Our Clients Are Saying

"**Less than two years** since construction began, we have made meaningful progress for Panhandle residents aected by Hurricane Michael. More than 977 residents are home after experiencing devastation from Hurricane Michael, demonstrating Florida's **commitment to recovering efficiently, compassionately, and strategically following a disaster.**"

– Steve Hyatt, MBA, CPM
Division Manager, Sarasota, FL
Program Management Division

"As Mayor of the City of Galveston I am pleased to provide this letter of reference for GrantWorks, an **invaluable partner** in managing our Community Development Block Grant - Disaster Recovery grants following the devastation of Hurricane Ike....GrantWorks' **expertise in HUD compliance, 2 CFR 200 procurement, labor standards, acquisition, and environmental review** ensured adherence to all regulations, **helping the city avoid costly delays and compliance issues.**"

– Craig Brown, Mayor
Galveston, Texas | February 10, 2025

"Harris County Flood Control District is pleased to provide this letter of reference for GrantWorks, an **invaluable partner** in managing our Community Development Block Grant – Disaster Recovery and Mitigation grants. ...Over the past year, GrantWorks has provided useful **guidance, developed procedures, and planned for compliance** that supports timely project execution, becoming a key element in achieving the District's long-term mission of transforming the County's resiliency infrastructure and preparing us for the future. **I highly recommend GrantWorks to any entity seeking a dedicated, knowledgeable, and results-driven grant management partner.**"

– Bruce Haupt, Chief Finance & Administration Officer
Harris County Flood Control District | February 17, 2025

Results Melbourne Beach County Can Expect

"The training documents and methods [GrantWorks] used seemed to **truly resonate with staff**. The **flexibility** each of you displayed with your **training techniques** in the one-on-ones was **exceptionally helpful**."

– Lisa Peterson, DCM Coordinator
Volusia County | April 22, 2024

"Every staff person at GrantWorks is professional and has the experience to lead your project. They are knowledgeable and efficient."

– Deyna Sims, Attorney & Real Estate Director, Galveston Housing Authority Hurricane Ike | July 2023

"I have expressed to many people my overwhelming pleasure and gratitude in working with GrantWorks. It is exceptionally important to work with a professional, established organization that cares about my county's success as deeply as they do the business."

– Kitley Wasicek, Treasurer
County of Live Oak, Texas | June 10, 2025

TAB H

Town of Melbourne Beach, FL |
Grant Writing Services

Additional Required Documents

EXHIBIT "A"

CONTACT SHEET

Name: GrantWorks, Inc.

Federal Taxpayer ID: 76-0446220

Mailing Address: 2201 Northland Drive

City, State, & Zip Code: Austin, TX 78756

Telephone: (949) 705-8542 **Fax:** (512) 420-0302

Email: rick.faircloth@grantworks.net

Submitted By: Rick Faircloth

Title: Chief Government Services Officer

Accounting Contact:

Name: **Title:** Rick Faircloth Chief Government Services Officer

Email Address: **Phone:** rick.faircloth@grantworks.net (949) 705-8542

GrantWorks

GRANTWORKS, INC.

CERTIFICATE OF THE CORPORATE SECRETARY OF GRANTWORKS, INC.

REGARDING CONTRACTING AUTHORITY

CORPORATE RESOLUTION

I, **Bruce J. Spitzengel**, do hereby declare and certify that I am a duly elected, qualified, and acting President/Secretary of GrantWorks, Inc. (the "Company"), a corporation duly organized and validly existing under the laws of the State of Texas, and that in such capacity, I do hereby declare certifying the following:

In accordance with the authority granted by the Company's Board of Directors and governing documents (and associated approved delegations thereof), **Holly Miller, JD, Vice President of Florida Services,** has the authority to and is empowered to act for and on behalf of the Company in executing in the name of the Company, any and all types of proposals, bids, contracts, agreements, documents, and instruments of whatever nature or kind necessary relating to the **Town of Melbourne Beach, Florida | RFP Grant Writing Services.**

IN WITNESS WHEREOF, I have herewith signed my name and affixed the seal of GrantWorks, Inc. on this 26th day of May 2026.

GRANTWORKS, INC.

By: _____
Bruce J. Spitzengel
President

Corporate Seal:

GRANTWORKS, INC.

CERTIFICATE OF THE CORPORATE SECRETARY OF GRANTWORKS, INC.

REGARDING CONTRACTING AUTHORITY

CORPORATE RESOLUTION

I, **Bruce J. Spitzengel**, do hereby declare and certify that I am a duly elected, qualified, and acting President/Secretary of GrantWorks, Inc. (the "Company"), a corporation duly organized and validly existing under the laws of the State of Texas, and that in such capacity, I do hereby declare certifying the following:

In accordance with the authority granted by the Company's Board of Directors and governing documents (and associated approved delegations thereof), **Holly Miller, JD, Vice President of Florida Services,** has the authority to and is empowered to act for and on behalf of the Company in executing in the name of the Company, any and all types of proposals, bids, contracts, agreements, documents, and instruments of whatever nature or kind necessary relating to the **Town of Melbourne Beach, Florida | RFP Grant Writing Services.**

IN WITNESS WHEREOF, I have herewith signed my name and affixed the seal of GrantWorks, Inc. on this 26th day of May 2026.

GRANTWORKS, INC.

By: _____

Bruce J. Spitzengel
President

Corporate Seal:

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for . **Town of Melbourne Beach, Florida RFP Grant Writing Services**

2. This sworn statement is submitted by (entity) **GrantWorks, Inc.** whose business address is **2201 Northland Drive, Austin, TX 78756** and (if applicable) Federal Employer Identification Number (FEIN) is **76-0446220** (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: **N/A**.)

3. My name is **Holly Miller, JD** and my relationship to the entity named above is **Vice President of Florida Services**

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

   1. A predecessor or successor of a person convicted of a public entity crime; or

   2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair

marketvalue under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

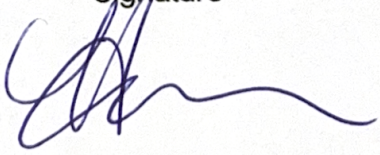
X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

__ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

__ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

__ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature



Date: 6/01/2026

STATE OF FLORIDA
COUNTY OF

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of , 20 , and is personally known to me, or has provided as identification.

Notary Public Virginia C Jayne
My Commission expires:

NOTARY PUBLIC
VIRGINIA C JAYNE
Notary Public, State of Florida
Commission# HH 799485
My comm. expires May 5, 2030

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepared, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

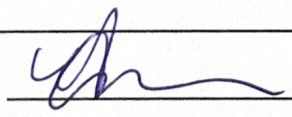
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: **GrantWorks, Inc.**

CITY: **Austin** STATE: **TX** ZIP CODE: **78756**

SIGNATURE:  PHONE: **(850) 567-0018**

NAME (TYPED OR PRINTED): **Holly Miller, JD** TITLE: **Vice President of Florida Services**

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: **Town of Melbourne Beach, Florida - RFP Grant Writing Services**

Project Description: **Grant Writing Services**

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: **Holly Miller, JD / GrantWorks, Inc.**
Authorized Signature:
Title: **Vice President of Florida Services**
Date: 6/01/2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

Town of Melbourne Beach, Florida

This sworn statement is submitted with Bid, Proposal or Contract for RFP Grant Writing Services.

This sworn statement is submitted by (entity) GrantWorks, Inc. whose business address is 2201 Northland Drive, Austin, TX 78756 and (if applicable) Federal Employer Identification Number (FEIN) is 76-0446220 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A .)

My name is Holly Miller, JD and my relationship to the entity named above is Vice President of Florida Services

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Signature Date: 6/01/2026

STATE OF FLORIDA
COUNTY OF

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of June 1, 2026, and is personally known to me, or has provided Florida DL as identification.

My Commission expires:
Notary Signature
Virginia C Jayne

NOTARY PUBLIC
VIRGINIA C JAYNE
Notary Public, State of Florida
Commission# HH 799485
My comm. expires May 5, 2030

GrantWorks®

108 S. MONROE STREET
TALLAHASSEE, FL 32301

TARGETED FUNDING.
TRUSTED EXECUTION

Delivering Results Across
Melbourne Beach's
Grant-Funded Projects

Visit our website
www.grantworks.net

Town of Melbourne Beach, Florida
Grant Writing Services

EXPERTISE | QUALITY | LEADERSHIP | TRUST | RESPECT
A Foundation Built on Excellence

DRMP

ORIGINAL

TOWN OF MELBOURNE BEACH, FLORIDA

RFP Grant Writing Services

June 5, 2026

PROJECT MANAGER
Josh Norman
850.208.6608
Josh.Norman@drmp.com

OFFICE LOCATION
100 Parnell Street, Suite A
Merritt Island, FL 32953

DISCOVER THE DIFFERENCE

DRMP

TABLE OF CONTENTS

TAB A	*Statement of Interest*	03
TAB B	*Vendor Profile*	05
TAB C	*Team Composition and Resumes*	08
TAB D	*Cost of Proposed Services*	23
TAB E	*Illustrative Work*	31
TAB F	*References*	27
TAB G	*Additional Information*	29
TAB H	*Additional Required Documents*	37

TAB A

Statement of Interest

100 Parnell Street, Suite A Merritt Island, FL 32953
Phone: 850.640.3904 | Fax: 850.640.3102
Primary Contact: Josh Norman | Email: Josh.Norman@drmp.com

June 5, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue | Melbourne Beach, FL 32951

Subject: Request for Proposals (RFP) Grant Writing Services

Dear Evaluation Committee,

DRMP, Inc. (DRMP) is pleased to submit our qualifications in response to the Town of Melbourne Beach's Request for Proposal (RFP) for Grant Writing Services. With more than 49 years of experience supporting Florida communities, DRMP provides comprehensive grant support backed by planning, engineering, environmental, resiliency, and infrastructure expertise to help municipalities secure funding and advance critical community improvement projects.

DRMP understands the Town is seeking a qualified consultant to provide comprehensive grant writing and administration services for local, state, and federal funding opportunities. Our approach includes identifying funding opportunities, evaluating project eligibility, developing competitive applications, coordinating with funding agencies, and supporting compliance, reporting, and closeout activities for awarded funds.

DRMP has proven experience assisting Florida municipalities with securing and managing funding through programs such as FEMA, FDEP, FDOT, SRF, Water Management District funding, resiliency programs, and other federal and state sources. By combining grant expertise with in-house engineering, environmental, transportation, stormwater, and resilience professionals, DRMP provides the technical knowledge needed to successfully pursue funding and advance projects.

Josh Norman, Project Manager, will serve as the Town's primary point of contact and oversee all grant writing and administration services. Josh will be supported by Client Manager Scott Nickle whose leadership, local presence, and familiarity with Brevard County communities will provide the Town with responsive, accessible support.

Thank you for considering DRMP's proposal. We appreciate the opportunity to partner with the Town of Melbourne Beach to secure critical funding and support projects that enhance the community and improve quality of life for residents.

Sincerely,
DRMP, Inc.

Josh Norman
Project Manager

Ben Faust, PE
Senior Vice President

Josh Norman
Project Manager
20 Years of Experience

Scott Nickle
Client Manager
43 Years of Experience

Founded in
1977

Offices
23

Engineering News Record's Top 500 Design Firms List
#183

Engineers, Surveyors, Planners, Scientists and Construction Inspectors
750+ STAFF

Local Staff
AVAILABLE

TAB B

Vendor Profile

VENDOR PROFILE

EXPERTISE | QUALITY | LEADERSHIP | TRUST | RESPECT

DRMP was founded in 1977 by a group of engineers and surveyors who recognized a new trend formulating in the marketplace. By providing a collaborative approach of their firm's professional services, their clients were beginning to appreciate and expect the consistency and continuity their projects received. To continue providing these quality services, it was only natural to join forces permanently into one full-service company with a strategic path for expanding services, geographic reach and employee base. Please read the timeline below to get an understanding of the history of DRMP, Inc. (DRMP)'s service offerings and overall firm milestones.

OUR SERVICES

- Alternative Delivery
- Bridge Inspection (NBIS)
- Construction Services
- Ecological Services
- Federal Services
- Geographic Information Systems (GIS)
- Land Development
- PD&E/NEPA
- Structural Engineering
- Subsurface Utility Engineering (SUE)
- Surveying & Mapping/ Geospatial
- Transportation
- Utilities Engineering
- Water Resources/ Stormwater Management

Today, DRMP, Inc. (DRMP) has expanded to 23 offices throughout Florida, Georgia, North Carolina, South Carolina and Virginia. The firm continues to be ranked annually in Engineering News-Record's "Southeast Top Design Firms" and "Top 500 Design Firms" in the United States and remains focused on the same core principles it was founded upon – *expertise, quality, leadership, trust and respect.*

EXPERTISE
QUALITY
LEADERSHIP
TRUST
RESPECT

FOUNDED IN 1977

23 LOCATIONS

STAFF 750+

AWARDS & RECOGNITION

2025 "**Consultant of the Year**" award in the **Roads and Highways** category from APWA Florida West Coast Branch

2025 "**Project of the Year**" award in the **Structures** category from APWA Florida West Coast Branch

2025 "**Project of the Year**" award in the **Disaster Emergency Construction/Repair** category from APWA Florida West Coast Branch

#181 on Engineering News Record's Top 500 Design Firms List for 2025

#9 among Florida firms and **#45** overall out of 152 on Engineering News-Record's (ENR) 2025 list of **Top Southeast Design Firms**

#4 Ranking on Orlando Business Journal's 2025 "**Largest Engineering Firms**" List

#11 Ranking on Jacksonville Business Journal's 2025 "**Largest Engineering Firms**" List

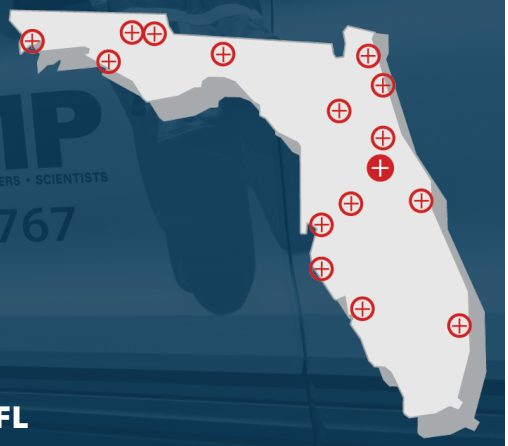
#33 Ranking on South Florida Business Journal's 2025 **"Largest Engineering Firms"** List

#8 Ranking on Tampa Bay Business Journal's 2025 **"Largest Engineering Firms"** List

FLORIDA OFFICE LOCATIONS

HEADQUARTERED IN

- **Orlando, FL**
- Boca Raton, FL
- Chipley, FL
- DeLand, FL
- Fort Myers, FL
- Gainesville, FL
- Jacksonville, FL
- Lakeland, FL
- Marianna, FL
- **Merritt Island, FL**
- Panama City Beach, FL
- Pensacola, FL
- Sarasota, FL
- St. Augustine, FL
- Tallahassee, FL
- Tampa, FL



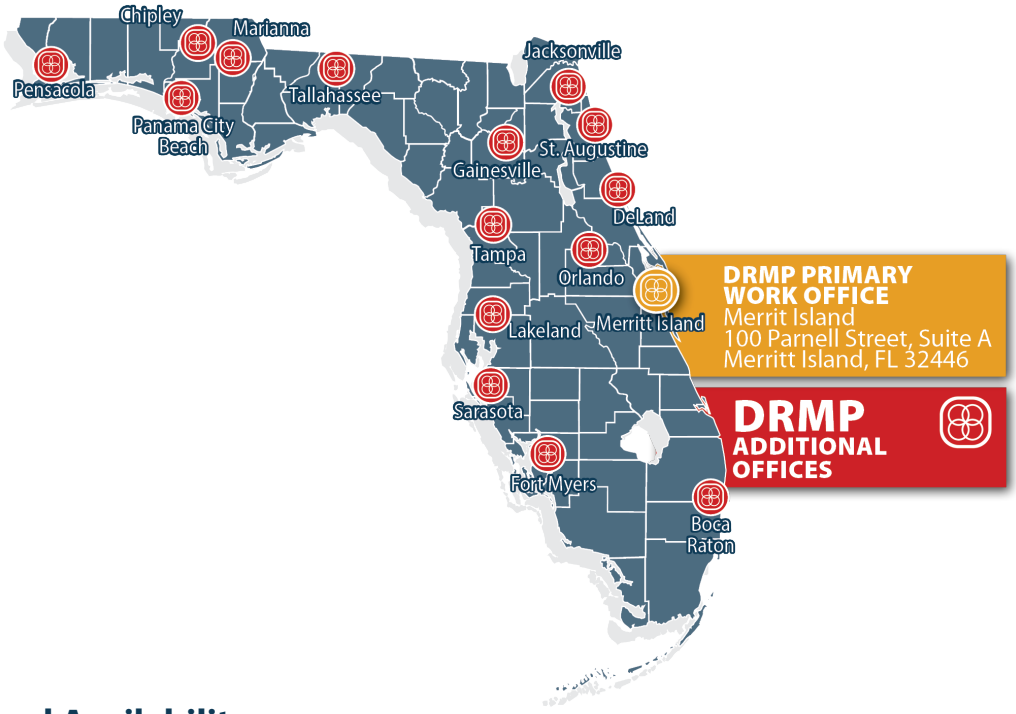
Local Presence – Merritt Island Office

LOCAL TECHNICAL STAFF

DRMP will support the Town of Melbourne Beach through our Merritt Island office, located at **100 Parnell Street, Suite A, Merritt Island, FL 32953**, providing direct access to local professionals who understand the needs of Brevard County communities. Our Merritt Island team, led by Client Manager Scott Nickle, brings local leadership, established relationships, and familiarity with the area's infrastructure priorities and coastal community needs.

Scott will serve as the Town's local connection to DRMP's multidisciplinary resources, ensuring responsive communication and coordination throughout each grant assignment. Backed by DRMP's statewide grant specialists and technical experts, our local team provides expertise in transportation, stormwater, resiliency, environmental services, planning, and infrastructure improvements to help the Town identify funding opportunities and successfully advance priority projects.

With decades of experience serving communities throughout Central Florida, DRMP combines the accessibility and responsiveness of a local Brevard County office with the resources of a full-service consulting firm.



Resources and Availability

DRMP's local support includes engineering, planning, environmental, resiliency, stormwater, and grant support services to assist the Town from funding identification through project implementation.

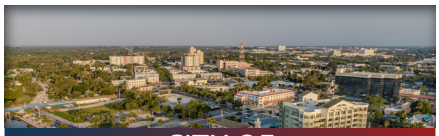
DRMP's team provides the Town of Melbourne Beach with immediate access to local technical professionals and experienced grant specialists who can support projects from initial funding strategy through successful implementation. Our team combines grant writing and administration expertise with in-house engineering, environmental, stormwater, resiliency, and planning professionals who understand the technical requirements needed to develop competitive applications. From identifying funding opportunities and preparing grant applications to coordinating with agencies, supporting compliance requirements, and advancing funded projects, DRMP provides the resources and experience needed to help the Town secure and manage funding for critical community improvements.

DRMP is supported by strategic teaming partners, including **Alta Planning + Design**, who provide specialized expertise in multimodal planning, data analytics, benefit-cost analysis (BCA), grant strategy, and federal discretionary grant support.

TAB C

Team Composition and Resumes

Organizational Chart



CITY OF **MELBOURNE BEACH**

Vice President -In-Charge
Ben Faust, PE

Project Manager
Josh Norman

Quality Assurance/ Quality Control
George McLatchey, PWS, CEP

Client Manager
Scott Nickle

Grant Writing
Alia Awwad, PE
Stephanie Garcia
John Alagemand, PE
Matt Hayes ●
Spencer Fitch, PE, LEED AP ●
Conroy Jacobs, AICP, PMP

Benefit-Cost Analysis (BCA)
Josh Miller

Data Analytics
David Wasserman ●

SUBJECT MATTER EXPERTS

Multimodal Transportation
Ben Faust, PE
Conroy Jacobs, AICP, PMP

Coastal Resilience
Josh Norman
Ryan Mitchell, PE
Maria Bazemore, PWS, AICP

Technical Specialists
Brandon Waller
Jeff Barrows
Shanda Ryer

Community Engagement
Scott Nickle
Stephanie Garcia
Conroy Jacobs, AICP, PMP

Water Infrastructure
Scott Garth, PE, LEED AP ND
Mohamad Odeh, PE
Kyle Goodwin, PE

Environment & Natural Resources
Rachel Schmidt, PWS
Brady Hart
Jordan Haselwood

Subconsultants
Alta Planning + Design ●

Key Staff

Subconsultants

Alta Planning + Design specializes in planning, design, data analytics, grant support, and community-focused solutions. As part of the DRMP Team, Alta provides expertise in grant strategy, benefit-cost analysis (BCA), multimodal planning, and data-driven solutions to help communities develop competitive funding applications and implement projects that improve safety, connectivity, resiliency, and quality of life.

JOSH
NORMAN
Project Manager, Coastal Resilience
20 Years of Experience | **2** Years at DRMP
E: Josh.Norman@drmp.com | 850.208.6608

Experience Summary

Josh Norman serves as the Disaster Resilience and Sustainability Practice Leader for DRMP. His responsibilities include overseeing DRMP's resilience and sustainability and grant administration projects as well as promoting our growth in these service areas throughout the Southeast. Mr. Norman's experience is primarily within the field of emergency planning, response, mitigation, resilience, and disaster recovery. Mr. Norman has developed and administered more than $1 billion in grants for transportation and utility infrastructure and government facilities A resident of the Florida Panhandle, Mr. Norman has supported local governments with grants for post-disaster programs, CDBG, Economic Development Agency, Resilient Florida, FEMA Hazard Mitigation Grant Program, and Florida's Rural Economic Development grant program.

Education
Bachelor of Science in Emergency Administration and Planning, University of North Texas, 2015
Associate of Science in Fire Science, Collin County Community College - Fire Academy, Texas, 2015

Publications
"Influential Intermediaries," Public Works Magazine, December, 2009
"Navigating the Road to Recovery," Disaster Recovery Journal, 2009

Relevant Project Experience

Pinellas County Grant Alignment and Strategy, Pinellas County, Florida: Collaborated with Pinellas County to create a grant matrix for the Capital Improvement Program, aligning projects with annual grant programs. This included ranking grants by win probability, funding schedules, and potential post-disaster opportunities.

City of New Orleans Sewerage and Water Board Hazard Mitigation, New Orleans, Louisiana: Served as Hazard Mitigation Specialist for the $100MM Water Hammer Mitigation Project, improving power reliability and reducing system-wide breaks. Developed a vulnerability assessment and Benefit-Cost Analysis that secured the largest Hazard Mitigation award of its time.

Sarasota County Coastal Parks Grant Development, Sarasota County, Florida: Supported grant development standards for 10 coastal parks and led technical specialists in the development of eligible scopes to enhance and improve parks through updates to infrastructure and facilities, relocation of amenities, and hardening and mitigation against natural hazards.

Economic Development Agency (EDA) 2019 Disaster Supplemental Grant, Jackson County, FL: Led development team for EDA grant for $10MM to build-out "middle mile" infrastructure for high speed internet to rural Jackson County Florida. Project improved digital inclusion for underserved rural residents and businesses along critical corridors making emergency response more reliable and improved utility access at key business locations along the middle mile. Coordinated between service providers, engineers, County and City officials, and Utility companies to identify potential paths and co-use of existing infrastructure for most cost effective solution.

BEN FAUST, PE

Vice President, Multimodal Transportation

34 Years of Experience | **24** Years at DRMP

E: BFaust@drmp.com | 850.387.1261

Experience Summary

Ben Faust, PE, serves as a Vice President for DRMP's Civil Services Market Sector. He oversees DRMP's engineering operations in the Florida Panhandle. He serves as the project manager for a range of major and minor projects for state, municipal and private clients. His experience includes all phases of project development from planning and programming, through design and land acquisition to final construction.

Professional Registration
Professional Engineer
No. 52624, Florida, 1998

Education
Bachelor of Science in Engineering, University of Central Florida, 1991

Certifications
Advanced Highway Safety Manual Training
Work Zone Traffic Control

Professional Affiliations
American Council of Engineering Companies (ACEC), Transportation Committee, D3 ACEC/FDOT Liaison Committee Chair, 2014 - 2019
Florida Engineering Society (FES), State Director for Gulf Coast Chapter, 2008 - 2011; President, Gulf Coast Chapter, 2006 - 2008
Institute of Transportation Engineers (ITE), Emerald Coast Chapter
Society of American Military Engineers (SAME), Panama City Post

Relevant Project Experience

SR 30A (US 98) Panama City Beach Parkway Widening, FDOT District Three, Bay County, Florida: Vice President-in-Charge for the widening of SR 30A (US 98) from 4-lanes to 6-lanes from Mandy Lane to East of Nautilus Street with three 11-foot travel lanes in each direction with a 22-foot median including 10-foot outside shoulders (7-foot paved buffered bike lanes) and 5-foot sidewalks on both sides. The design included signalization, ADA upgrades, drainage design, access management, traffic control plans, environmental permitting, miscellaneous highway structures, signing and pavement markings, surveying and mapping, lighting, intelligent transportation systems and public involvement. Project length is 2.46 miles.

SR 87 Widening, FDOT District Three, Santa Rosa County, Florida: Vice President-in-Charge for the widening of SR 87 from 2-lanes to 4-lanes from the end of the 4-lane section to south of Coldwater Creek. The new roadway typical section will have 4-lanes with shoulders and is a designated Hurricane Evacuation Route. Two new bridges are being designed and the signalized intersection at Langley Street was upgraded to accommodate the new typical section. The design includes drainage improvements, surveying and mapping, maintenance of traffic, signing and pavement marking, utility coordination and public involvement.

SR 390 Widening, FDOT District Three, Bay County, Florida: Vice President-in-Charge for this 2-lane to 6-lane widening job. This project included the design for 6-lane widening of SR 390 from CR 2313 (Baldwin Road) to Jenks Avenue in Bay County. SR 390 is a 2-lane rural roadway with paved shoulders. Design included a 6-lane typical section with buffered bike lanes, sidewalks, raised median as well as major intersection improvements throughout the corridor. The signalized intersection at Jenks Avenue was upgraded along with an emergency flashing beacon at Jackson Way. Signals included fiber optic communications and actuated pedestrian features. Closed system drainage improvements were included in the design along with the associated stormwater ponds to control and treat runoff from the roadway.

SCOTT NICKLE

Client Manager

43 Years of Experience | **41** Years at DRMP

E: snickle@drmp.com | 321.335.6474

Experience Summary

Education
Bachelor of Science in Communications, University of Central Florida, 1985
Bachelor of Science in Legal Studies, University of Central Florida, 1989
Master Certificate, Public Administration, University of Central Florida, 2013

Scott Nickle, Vice President, will serve as DRMP's Client Manager for the Town of Melbourne Beach. Based out of DRMP's Merritt Island office, Scott provides local leadership and serves as a trusted resource for public sector clients throughout Florida's East Coast. He is responsible for strengthening DRMP's regional presence, maintaining client relationships, and connecting communities with the firm's multidisciplinary resources. Scott brings extensive experience managing public infrastructure projects and continuing services contracts, with a focus on responsive communication, client coordination, and successful project delivery. His familiarity with Brevard County communities, local infrastructure needs, and agency coordination allows him to provide valuable insight and support as the Town identifies funding opportunities and advances priority projects. With experience in project management, client coordination, permitting processes, utilities, stormwater, and construction administration, Scott understands the technical components behind grant-funded projects and will work alongside DRMP's grant specialists to provide the Town with practical, locally focused solutions.

Relevant Project Experience

Griffis Landing, Brevard County, Florida: The project was part of a multi-phase project to improve the existing waterfront commercial facilities at Griffis Landing. The overall project has been partially funded through the State of Florida's Florida Communities Trust Stan Mayfield Working Waterfront Grant for restoring Florida's Working Waterfront. The project's first phase included reconstructing existing boardwalks, finger piers, boat ramp and rip-rap shoreline revetment, construction of a new pedestrian bridge, installation of a pump-out station for in-water vessels, maintenance dredging the existing access channel, and modification of an existing Sovereign Submerged Lands Lease. BMEG designed an onsite plan to offset unavoidable surface water impacts. The project has been designed to meet public safety requirements and provide handicap access where possible while meeting the overall intent of the commercial use facilities and avoiding unnecessary environmental impacts. The project's second phase provided a sewer extension to the site to eliminate the on-site septic systems. The project's third phase was recently constructed and consisted of site parking improvements, boat and trailer parking, stormwater improvements, and site infrastructure for a new park style restroom.

Fortenberrry Regional Stormwater Management System,Brevard County, Florida: Assisted with staff coordination and detailed design efforts. BMEG performed professional ecological, engineering and surveying services to design and permit the Fortenberry Regional Stormwater Management System project. This was a cooperative project between MIRA, the Brevard County Natural Resources Department, and the Brevard County Public Works Department Services included master stormwater basin design for a 110 acre drainage basin, adjustment of the adjacent Alum pond basin, retrofit design for the existing basin to allow redevelopment incentives and extensive stormwater modeling and storm pipe design.

GEORGE MCLATCHEY, PWS, CEP

QA/QC

30 Years of Experience | **28** Years at DRMP

E: GMclatchey@drmp.com | 407.362.1377

Experience Summary

George McLatchey, PWS, CEP, serves as a Vice President and the Environmental Division Manager for DRMP's Transportation Market Sector. He has been involved with all phases of design, from principal field investigator and staff supervisor to project manager on several hundred projects. His responsibilities as Division Manager include business development, contract administration, project coordination, budgeting and scheduling.

He has extensive experience in all environmental aspects of planning, design, and permitting for various public and private projects. His areas of specialization include federal, state, and local environmental permitting; National Environmental Policy Act (NEPA) compliance; environmental impact statements (EIS), mitigation design; wetland jurisdictional delineations and evaluations; listed species studies/relocation; wildlife surveys; ecological monitoring and site assessments; water quality studies; alternative corridors/alignment analysis; and public involvement.

Education

Master of Science in Soil and Water Science/Environmental Engineering Sciences, University of Florida, 1995
Bachelor of Science in Microbiology, University of Florida, 1991

Certifications

Authorized Gopher Tortoise Agent, No. GTA-09-00220, Florida Fish and Wildlife Conservation Commission
Certified Environmental Professional, No. 10050430, Academy of Board Certified Environmental Professionals, 2010
Certified Professional in Erosion and Sediment Control, No. 2151, Florida, 2000
Professional Wetland Scientist, No. 1259, Florida, 2000

Professional Affiliation

Academy of Board Certified Environmental Professionals (ABCEP)
Society of Professional Wetland Scientists (SWS)
Florida Association of Environmental Professionals (FAEP)

Publications/Presentations

Introduction to State and Federal Wetland Permitting Policies and Procedures, American Public Works Association, 2007
Regulation of Organic Matter Decomposition and Nutrient Release in a Wetland Soil; Journal of Environmental Quality, September 1998

Relevant Project Experience

Heritage Estates and Lake Griffin Stormwater Park Grant Funding Assistance, City of Leesburg, Lake County, Florida: Environmental Manager responsible for environmental permitting services to the St. Johns River Water Management District. DRMP provided design, permitting, grant writing and administration and construction management support for this stormwater retrofit to help reduce the pollutants that were being discharged from the City's downtown drainage systems into Lake Harris and ultimately to the Ocklawaha River. The project produced an upgraded system that reduced pollutants, with the additional benefit of establishing a recreational park for residents and visitors. Strategically secured grants with the Florida Department of Environmental Protection, the St. Johns River Water Management District and the Lake County Water Authority to fund 80 percent of construction costs. This project was awarded the Environmental Project of the Year award from the American Public Works Association Central Florida Branch.

ALIA AWWAD, PE

Grant Writing

23 Years of Experience | **1** Year at DRMP

Experience Summary

Alia Awwad, PE, serves as a Planning Group Leader for DRMP's Transportation Market Sector. Her experience in both the public and private sectors allows her to understand the policy and planning nuances that local jurisdictions encounter and manage. Additionally, her background in roadway design, traffic analysis, and context-sensitive transportation planning projects enables her to lead, communicate, and implement innovative and practical solutions to transportation issues.

Professional Registrations
Professional Engineer
No. 2954, Alabama, 2008
No. 035234, Georgia, 2010
No. 76279, Florida, 2013
No. PE923247, Washington, DC, 2021

Education
Master in City and Regional Planning, Georgia Institute of Technology, 2010
Bachelor of Science in Civil Engineering, University of Minnesota, 2003

Relevant Project Experience

WORK PRIOR TO DRMP

West Palm Beach RAISE Grant, West Palm Beach, FL:
Alia served as Alta's Project Manager for the RAISE discretionary grant for the City of West Palm Beach. Alta provided assistance to the City of West Palm Beach to seek funding for the FY 2022 cycle to support critical infrastructure in areas of persistent poverty and create a robust multimodal network, providing predominantly Black and disenfranchised communities with critical connectivity, mobility, and access to schools, community centers, parks, trails, and Downtown West Palm Beach job centers. Specifically, Alia led and worked on overall work planning, site visits, construction cost estimates, BCA, draft grant application, and final grant application. The City was awarded the grant the following year.

West Terry Multi-Use Path Design and BUILD Grant Application, Bonita Springs, FL:
Alta is leading the design of the City of Bonita Springs' first signature trail. The goal for the West Terry multi-use path is to serve as the first segment of a larger network that will safely connect people to parks, schools, Downtown, natural areas, and other local and regional destinations. Alta is leading the design for the path, taking it from concept to construction. Alia led the development of the $20 million BUILD grant application that focuses on implementing this Complete Streets project.

Immokalee Area Improvements TIGER Grant, Collier County, FL:
Alta assisted the Collier County MPO in preparing a winning $13 million TIGER (now BUILD) grant for the Immokalee, FL Complete Streets project. As a subconsultant to Jacobs and utilizing USDOT grant guidelines, Alta led production of the grant narrative, cost-benefit analysis, and grant graphics and layout. The grant development included a safety analysis to determine the safety impacts of new sidewalks and streetlights. Alta also developed a custom document layout and custom maps and graphics to showcase the grant project details and benefits. Alia is currently serving as Principal-in-Charge for the full design of the five-mile bike boulevard portion of this grant award.

Tamarind Avenue Corridor Design, West Palm Beach, FL:
Alia served as Project Manager and Engineer of Record for the Tamarind Avenue Corridor Design, a transit corridor in downtown West Palm Beach. Intended to transform the corridor into a more multimodal street, the design included adding channelization islands and controlled midblock crossings and required a traffic warrant analysis and justification for a signalized intersection.

JOHN ALAGHEMAND, PE

Grant Writing

39 Years of Experience | **15** Years at DRMP **E: JAlaghemand@drmp.com | 850.387.1262**

Experience Summary

John Alaghemand, PE, serves as the Northwest Florida Office Leader for DRMP's Civil Services Market Sector. His responsibilities include working with cities, counties and other government agencies for the development and implementation of their transportation, stormwater/ environmental, utilities, surveying, planning and land development programs.

Professional Registrations
Professional Engineer
No. 48166, Florida, 1994

Education
Master of Science in Engineering,
University of Louisiana at Lafayette, 1983
Bachelor of Science in Civil Engineering,
University of Louisiana at Lafayette, 1981

Professional Affiliation
Institute of Transportation Engineers (ITE), Emerald Coast Chapter, President, 2016 – Present
American Public Works Association (APWA)
Bay County Transportation Planning Organization Technical Coordinating Committee Chairman, 1990 – 2006
Florida Engineering Society (FES), Gulf Coast Chapter Vice President, 2009; President, 2010
International Municipal Signal Association (IMSA)
Transportation Regional Impact Program, Liaison Committee Member, 2010

Relevant Project Experience

Wekiva Trail Extension - 2022 RAISE Grant Application, City of Tavares, Mount Dora and Lake County, Florida: Project Manager responsible for preparing the FY 2022 RAISE grant application in the amount of $25 million for a 11-mile multi-use trail to connect existing Wekiva Trails in Lake County Florida. The project included extensive project background research, preparing the application narrative, benefit to cost analysis, economic impact analysis, environmental evaluation, cost estimate, maps, figures and supporting exhibits. The project also included coordination with the FDOT, Lake County, the City of Tavares, the City of Mount Dora, neighboring local agencies, MPO and interested parties for collect collection and letters of support for the RAISE grant application.

SR 30 (US 98) Multi-Use Path PD&E Study, FDOT District Three, Bay County, Florida: Deputy Project Manager for this project where DRMP is conducting a PD&E Study in accordance with the National Environmental Policy Act (NEPA) to evaluate a multi-use path along SR 30 (US 98) in Bay County. The project will begin west of Mexico Beach city limits at Crooked Sound Drive and run about 4.2 miles east to CR 386. The study also includes a segment beginning at the intersection of US 98 and 15th Street and extending on 15th Street to the CR 386 intersection. The purpose of the project is to enhance the multimodal infrastructure by providing a multi-use path that improves regional connectivity and community connectivity. The need of the project is to continue connection with the SUN Trail network and provide the community with more opportunity for alternative modes of transportation.

SR 30 (Front Beach Road) Phase III Redevelopment Project, City of Panama City Beach, Bay County, Florida: Project Manager responsible for preparing a Transportation Regional Incentive Program Funding Application in the amount of $1.5 million for the design phase of the Front Beach Road Redevelopment Project.

STEPHANIE GARCIA

Grant Writing, Community Engagement

11 Years of Experience | **1** Year at DRMP

E: Stephanie.Garcia@drmp.com | 561.757.2300

Experience Summary

Education
Master of Science in Urban Planning and Policy Design, Politecnico di Milano, Italy, 2014
Bachelor of Science in Civil Engineering, National University of Colombia, 2011

Stephanie Garcia serves as a Senior Planner and Project Manager for DRMP's Transportation Market Sector. She brings over 11 years of experience working on mobility projects including Complete Streets, Vision Zero, community engagement and outreach efforts, design and policy guidelines, grant applications, mobility plans, tactical urbanism, and walking audits. In her previous roles, she established the Tactical Urbanism and Walking Audits program for the Metropolitan Planning Organization in Broward. The Walking Audits program received a recognition from the Federal Highway Administration Safety Office as a Vision Zero noteworthy practice.

Relevant Project Experience

WORK PRIOR TO DRMP

Tamarac Multimodal Transportation Connectivity Master Plan, Dunbar RCN Grant Application, Fort Myers, Florida: Alta was tasked by the Lee County MPO to produce a high-quality, visually appealing Reconnecting Communities Pilot Program Planning grant application. The grant will provide funding to complete the feasibility study of the roadway redesign and street revitalization plan of The Edison Ave/ Dunbar Choice Neighborhood. Alta reviewed previous studies and plans and wrote grant content telling the project story with a focus on equity and economically disadvantaged communities. Stephanie served as Project Manager.

Big River PROTECT Grant, Memphis, Tennessee: The development of the 2023 PROTECT Mississippi River Bridges PROTECT Grant Application successfully led to $16.2 million in federal funding. Alta coordinated among stakeholders, developed the grant narrative, and completed a benefit-cost-analysis. Stephanie served as Project Manager and led a multidiciplinary group of professionals in the development of the grant narrative, following the NOFO criteria and requirements.

Huntersville RAISE Grant Application 2023, North Carolina: Stephanie managed a multidisciplinary team of professionals and coordinated data collection, narrative content and progress meetings with client to produce a high quality, visually appealing grant application to the USDOT RAISE program 2023 funding round.

Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program, Portland, Oregon: Stephanie assisted the team with developing narrative content for the USDOT SMART Grants Program Application for a Downtown Zero Emission Zone pilot project and curb management. The project is the result of a collaboration between the City of Portland, Multnomah County, the Portland Bureau of Transportation (PBOT), and other local stakeholders. PBOT received nearly $2 million to put toward its first-of-its-kind Technology Enabled Zero Emission Zone.

JOSH MILLER

BCA

19 Years of Experience | **19** Years at DRMP

E: JWMiller@drmp.com | 407.362.1422

Experience Summary

Joshua Miller serves as Water Resources Engineer for DRMP's Civil Services Market Sector. His duties include drainage design, modeling drainage systems, cost estimates, quantities, watershed studies and plans preparation.

Education
Bachelor of Science in Civil Engineering, University of Central Florida, 2005

Software Aptitude
ASAD
AutoCAD Civil 3D
Autodesk Civil 3D
EPA SWMM
GEOPAK
HEC-RAS
HY-8
MicroStation
OpenRoads Designer (ORD) CE
StormWise (formerly ICPR)
XPSWMM

Professional Affiliation
American Society of Civil Engineers (ASCE)

Relevant Project Experience

Stormwater Master Plan, City of Panama City, Bay County, Florida: Water Resources Engineer responsible for data collection and development of "existing conditions" ICPR 4 model. Mr. Miller used ArcHydro tools in GIS to create basins and determine outfall locations for the downtown portion of Panama City, covering approximately 1,842 acres under a continuing services contract with Panama City. The surface water model was developed in ICPR (version 4) based on LiDAR terrain, stormwater structures GIS inventory covering 649 structures and infrastructure plans from various sources. Data collection included compiling plans from the City of Panama City, Bay County, FDOT and the Northwest Florida Water Control District. Floodplains were delineated from model peak stages and used to evaluate flood risks from depressional level pool flooding and overtopping at roadway culverts. A series of conceptual projects were developed to alleviate flooding problems throughout the study area. Several of the conceptual flood control improvements will also be incorporated into a parks master planning effort by others for the City. The study methodology and results were documented in a final report, accompanied by the ICPR model and a full GIS database for future use by the City.

Continuing Engineering Contract, St. Johns County, Florida: Drainage Design Engineer responsible for providing drainage design services in support of engineering projects on an as-needed basis for the County. Representative projects include:

- **Bishop Estates Road Stormwater Improvements, Phases I and II, St. Johns County, Florida**: Drainage Design Engineer for this project that involved retrofitting a series of four storm outfalls in two phases for the Bishop Estates Road with the following components: replace deep ditches with shallow swales and piped systems, replace cross-drains and size to alleviate flooding, remedy scour and erosion problems and install stormwater treatment units. The treatment units are equipped with upflow filters holding special media for targeting removal of nutrients. A grant was secured with FDEP through the TMDL program for over 50% funding of the project. Water quality monitoring was conducted to measure nutrient removal performance of the project.

RYAN MITCHELL, PE

Coastal Resilience

17 Years of Experience | **11** Years at DRMP

E: RMitchell@drmp.com | 919.230.7859

Experience Summary

Ryan Mitchell, PE, serves as a Drainage Project Manager. He is responsible for the management and development of hydraulic design projects such as transportation drainage, erosion and sediment control, floodplain basin studies, water quality analysis and large-scale stream and wetland restoration.

Mr. Mitchell is also a lead design engineer for DRMP's Disaster Resilience and Sustainability Practice. His design experience includes shoreline renourishment, erosion repair, wave protection, resiliency master planning, permitting, and construction management. He has been responsible for obtaining multi-million dollar grant funding for resiliency projects and assisting clients with grant management and reporting.

Professional Registrations
Professional Engineer
No. 0402065045, Virginia, 2022
No. 045685, Georgia, 2020
No. 44113, North Carolina, 2016
No. 34776, South Carolina, 2017
No. 75613, Florida, 2013

Additional Registration
NCDOT Level III: Designer for Erosion and Sediment Control Plans, No. 3955

Education
Bachelor of Science in Civil Engineering, University of South Florida, 2008

Software Aptitude
ArcGIS
ArcHydro
AutoCAD
EPA-SWMM/XP-SWMM
GEOPAK Drainage
HEC-RAS
HY-8
HydroCAD
ICPR
MicroStation

Professional Affiliation
American Council of Engineering Companies (ACEC) - North Carolina
American Public Works Association (APWA - NC)
North Carolina Water Resources Association (NCWRA)
Society of American Military Engineers (SAME)

Relevant Project Experience

Titusville Causeway Shoreline Restoration, Brevard County, Florida: Mr. Mitchell was the Project Manager and Engineer of Record for the project design that provides a sustainable plan for restoration through the implementation of a living shoreline consisting of Wave Attenuation Devices (WADs) coupled with seagrass restoration to attenuate erosion along the southeastern shoreline of the causeway. The project will also include over 4,000-CY of shoreline fill to replace the existing escarpment. DRMP assisted with obtaining over $4 million dollars of funding through several local and state grant programs to fund the engineering design and project construction.

Levy County Shoreline Resilience - Preserving Historic Cedar Key Plan, Levy County: Mr. Mitchell was the Project Manager leading the planning and design effort to protect Cedar Key's shoreline, residences, businesses, and infrastructure from future storms. DRMP's resilience planners and engineers conducted stakeholder workshops and public meetings to develop a collection of strategies that would make the Cedar Key shoreline resilient to future severe weather events and chronic stressors of the coastal environment. The backbone of the resilience plan is a DRMP designed living breakwater, or artificial reef, that is designed near the shore to reduce erosion and wave energy that impacts the City's infrastructure and businesses.

RACHEL
SCHMIDT, PWS
Environment and Natural Resources
11 Years of Experience | **7** Years at DRMP **E: RSchmidt@drmp.com | 813.462.2671**

Experience Summary

Rachel Schmidt, PWS, serves as the Florida Environmental Services Lead for DRMP's Transportation Market Sector. She has extensive experience in Florida conducting wetland delineations, protected species surveys and relocations, state and local permitting and preparing documentation to assist various clients in the project planning, design, and permitting process. Mrs. Schmidt's combined knowledge of the regional ecosystems and the federal, state and local agency permitting brings a solution-oriented approach throughout the duration of a project. Her responsibilities also include wetland assessments, Geographic Information Systems (GIS) mapping and analyses, habitat evaluation, vegetation monitoring, and mitigation planning.

Education
Bachelor of Science in Environmental Science, University of Central Florida, 2014

Certification
Professional Wetland Scientist, No. 3530, Florida, 2022
Authorized Gopher Tortoise Agent No. GTA-17-00059D, Florida Fish and Wildlife Conservation Commission
ACF Freshwater Mussel Training Certification, 2017
Wetland Delineation Training Program, US Army Corps of Engineers
Bat Acoustics and Exclusion Training, FDOT

Software Aptitude
ArcGIS Pro

Professional Affiliation
Central Florida Association of Environmental Professionals (CFAEP), Treasurer 2022-2024
Tampa Bay Association of Environmental Professionals (TBAEP), Member

Relevant Project Experience

SR 8 over SR 10 at Nine Mile Road Interchange Improvements, FDOT District Three, Escambia County, Florida: Environmental Scientist for permitting services for interchange improvements and to replace the existing structurally deficient 2-lane westbound bridge on SR 8 (I-10) over SR 10 (Nine Mile Road) in Escambia County. Mrs. Schmidt is responsible for the environmental resource permitting, report preparation, coordination with state and federal agencies, GIS analysis, wetland delineation and threatened and endangered species surveys. Project includes drainage, intelligent transportation systems, right-of-way, maintenance of traffic, utility coordination, environmental permitting, signing and pavement marking, and subsurface utility engineering.

SR 373 (Orange Avenue) PD&E Study, FDOT District Three, Leon County, Florida: Environmental Scientist responsible for assisting with the GIS analysis, wetland delineation and general wildlife surveys and this information was utilized in the development of the Natural Resources Evaluation report. This feasibility study and PD&E study to consider the widening of SR 373 (Orange Avenue) from a 2-lane to a 4-lane typical section with bike lanes and sidewalks. The limits of the project are from SR 263 (Capital Circle) to SR 61 (South Monroe Street), approximately 4.35-miles.

Safety Harbor Marina Basin – Dock Replacement, City of Safety Harbor, Pinellas County, Florida: Environmental Project Manager responsible for wetland delineation and assessment, mangrove survey, general wildlife survey, preparation of state, federal, and local permits to support professional civil engineering services for the replacement of the existing marina located within Veterans Memorial Marina Park in the City of Safety Harbor. The existing marina, constructed around 2006, comprises timber walkways and docks with 44 slips.

Matt Hayes

Grant Development & Writing

Matt is a Vice President of Alta and brings 23 years of experience leading multimodal transportation and greenway planning efforts across North Carolina and the Southeast. As a recognized leader in the bicycle and pedestrian planning field, he has laid the groundwork for communities, both large and small, to accommodate sustainable modes of transportation. His expertise and passion lie in his ability to take clients from a vision to an implementable plan or project. He has managed over 100 bicycle, pedestrian, and greenway planning projects at the state, regional, community, and corridor levels.

YEARS AT ALTA

12 years

YEARS OF EXPERIENCE

23 years

EDUCATION AND TRAINING

MA, Geography, University of North Carolina, Chapel Hill, 2002

BS, Biology (Specialization in Environmental Science/GIS), Samford University, 1999

AREAS OF EXPERTISE

Grant writing and management

Greenway master plans

Multimodal transportation

Community outreach

REGISTRATIONS

American Institute of Certified Planners (#021773)

Relevant Experience

High Point RAISE Grant Application Assistance, NC
Matt served as Project Manager, leading the development of a successful federal RAISE grant application for High Point. ***The $19.8M grant was awarded to High Point in 2021*** and will fund bicycle and pedestrian projects including a greenway, Complete Streets improvements, and bicycle boulevards.

Birmingham RAISE Grant Application, AL
For the City of Birmingham, Alta led the development of a high-quality, visually appealing RAISE grant application for funding to complete final design and construction of Complete Street Project and Urban Trail. The application includes the BCA results, previous planning and design materials, and background/supporting information provided by the City and its partners. Alta graphic designers integrated the final grant application narrative with BCA results and supporting photos, maps, and newly-created graphics to create an appealing final product. The final document was provided in PDF format to the Client, who will officially submit it to the USDOT through the required online portal. Matt served as Principal-in-Charge on the project. ***The City was awarded $21,681,306 in 2023.***

Ecusta Rail Trail RAISE Grant Application, NC
Matt served as Principal-in-Charge overseeing this grant application for NCDOT and the City of Brevard. Alta developed all portions of the application, including the benefit-cost analysis. Alta led weekly meetings to advance the grant application and engaged a full committee of local and state agencies. Alta also assisted in the final submittal on www.grants.gov.

West Palm Beach Mobility Plan, West Palm Beach, FL
The City of West Palm Beach made a commitment to create a community that is economically vibrant and competitive, environmentally sustainable, and socially just and accessible. This has led to expanded transportation options such as the City Circuit, City trolley, and SkyBike (bikeshare) services. Alta worked with the City of West Palm Beach to develop a collaborative and innovative approach to transportation planning, design, and implementation, leveraging current and new mobility technology and strategies. Matt served as Principal Advisor on the Plan.

Spencer Finch, PE, LEED AP

Transportation Grants

Spencer is an engineering leader with 24 years of experience. His distinctive set of skills and expertise includes transportation engineering (Complete Streets and bicycle and pedestrian facility planning and design); environmental engineering and due diligence; green stormwater infrastructure planning and design; environmental, transportation and natural resources permitting; and sustainable infrastructure. Spencer's experience covers not only planning and engineering, but also strategic guidance, program management, business development, and team-building and management. He has expertise in grant writing/grant management, helping projects secure funding at early stages of development and advance through subsequent stages.

YEARS AT ALTA

1 year

YEARS OF EXPERIENCE

24 years

EDUCATION AND TRAINING

MSc, Environmental Engineering, Pennsylvania State University, 2002

BSc, Mechanical Engineering, focus on Transportation Engineering, University of Pennsylvania, 2001

BA, Political Science, Albright College, 1995

AREAS OF EXPERTISE

Grant writing and management

Environmental permitting

Green infrastructure design

Transportation engineering

Bicycle/pedestrian facility planning and design

Complete Streets design

REGISTRATIONS

Professional Engineer: NJ (#24GE04624300)

LEED Accredited Professional

Relevant Experience

High Point West Green Drive Green Stormwater Infrastructure Conceptual Design, NC

West Green Drive is a major arterial on the west side of downtown High Point, which is a focus for City and SWRF redevelopment efforts. Improving the West Green Drive corridor is necessary for creating a modern, inner-city manufacturing/business park in southwest High Point where people live and work. Alta conducted an analysis with the goal of performing a preliminary engineering review to evaluate the feasibility of installing Green Stormwater Infrastructure (GSI) stormwater control measures (SCMs) on the street, to identify potential locations and types of SCM to be used, and thus collect sufficient data to perform a preliminary cost estimate for the project. As Project Manager and Principal-in-Charge, Spencer developed and managed the scope for the feasibility assessment and alternatives analysis, and then supervised the team as they developed the conceptual design and cost estimate.

Batchelor Creek Greenway Feasibility Study, Cary, NC

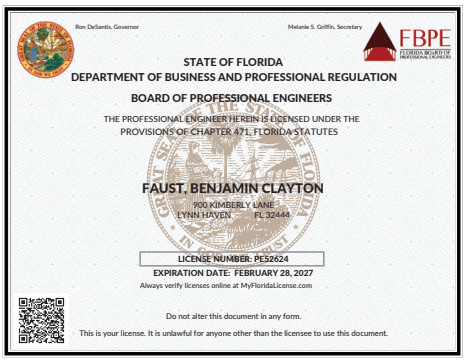
Alta developed a preliminary site master plan to provide key greenway connections across Thomas Brooks Park in Cary and a new destination cross country course that could potentially host major events for colleges and high schools in the region. Alta developed a context sensitive route design for both the greenway and cross country course that considers the multiple floodplain crossings, existing stream channels, and resilience. Spencer was Principal-in-Charge for this effort.

Spencer has contributed grant management and program management for the following projects:

- City of Philadelphia Office of Sustainability On-Call Consulting Services Citywide and EPA Grant Management, Philadelphia, PA*
- St. Joseph's University City Avenue Sidewalk and Furman Walk Extension, Philadelphia, PA*
- Riverside Drive Multi-Year Grant Support, USDOT BUILD Grants, Allentown, PA*
- Schuylkill River Multi-Year Grant Support, USDOT TIGER and BUILD Grants, Philadelphia, PA*
- East Coast Greenway Planning, Design, Program Management, and Policy Development in Bucks, Philadelphia and Delaware Counties, PA*

*Completed prior to joining Alta

Current Professional Licensure Documentation



Ron DeSantis, Governor
Melanie S. Griffin, Secretary

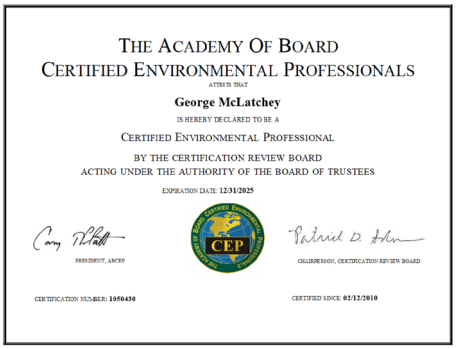
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

FAUST, BENJAMIN CLAYTON
900 KIMBERLY LANE
LYNN HAVEN FL 32444

LICENSE NUMBER: PE52624
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.



THE ACADEMY OF BOARD CERTIFIED ENVIRONMENTAL PROFESSIONALS

ATTESTS THAT

George McLatchey

IS HEREBY DECLARED TO BE A

CERTIFIED ENVIRONMENTAL PROFESSIONAL

BY THE CERTIFICATION REVIEW BOARD
ACTING UNDER THE AUTHORITY OF THE BOARD OF TRUSTEES

EXPIRATION DATE: 12/31/2025

PRESIDENT, ABCEP

CEP

CHAIRPERSON, CERTIFICATION REVIEW BOARD

CERTIFICATION NUMBER: 1050430

CERTIFIED SINCE: 02/12/2010

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

AWWAD, ALIA
825 W ROYAL PALM RD
BOCA RATON FL 33486

LICENSE NUMBER: PE76279
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Society of Wetland Scientists
Professional Certification Program, Inc

grants the designation

Professional Wetland Scientist

For

Rachel Schmidt

In recognition of all the professional requirements approved by the Society of Wetland Scientists Certification Program, Inc. and verified by the Society's Certification Review Panel on 6/13/2022.
Professional Wetland Scientist number 3530. Due to recertify by 6/13/2027.

Rob McInnes, PWS
President

Robert D. Shannon, Ph.D., PWS
Review Panel Chair

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MITCHELL, RYAN PAUL
216 AMACORD WAY
HOLLY SPRINGS NC 27540-9474

LICENSE NUMBER: PE75613
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

Society of Wetland Scientists
Professional Certification Program, Inc

renews the designation

Senior Professional Wetland Scientist

For

George McLatchey

In recognition of all the professional requirements approved by the Society of Wetland Scientists Certification Renewal Program, and verified by the Society's Certification Renewal Review Panel.
Professional Wetland Scientist Number 1259 issued on 5/22/2000 and recertified on 6/11/2021.
Due to recertify again by 5/22/2025.

Kimberli J. Ponzio, PWS
President

Pat Frost, PWS
Certification Renewal Chair

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

ALAGHEMAND, JOHN A
3677 PRESERVE BLVD
PANAMA CITY FL 32408

LICENSE NUMBER: PE48166
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

The CEP and PWS certifications for George McLatchey are both current and up to date. We are currently waiting for the updated certificate copies to become available for download and can provide them once received.

TAB D

Cost of Proposed Services

COST OF PROPOSED SERVICES

DRMP proposes to provide grant writing and grant administration services on an hourly, task-order basis using the hourly rates provided below. DRMP does not charge fees based on a percentage of grant awards received. Each assignment will include a defined scope, estimated level of effort, and not-to-exceed budget established prior to authorization.

Grant writing services may include funding opportunity research, grant strategy development, project eligibility evaluation, application preparation, agency coordination, and submittal support. Grant administration services may include compliance assistance, documentation coordination, reporting support, funding agency coordination, and grant closeout assistance.

The proposed job classifications in this Price Schedule represent standard staffing requirements for the requested services. Any additional positions required due to project complexity or specialized needs will follow DRMP's standard rates and be discussed with the Town prior to authorization.

To ensure a cost-effective solution, DRMP will carefully evaluate the staffing approach for each task assignment. Each Task Work Order (TWO) will include a detailed scope of work, anticipated deliverables, schedule, level of effort, and not-to-exceed budget based on the agreed-upon scope. Work tasks will be organized to provide transparency and allow costs to be properly tracked in accordance with applicable federal, state, and local grant program requirements.

Expenses associated with each TWO will be evaluated for reasonableness and eligibility. Approved expenses supported by sufficient documentation will be billed at cost in accordance with applicable funding requirements.

Progress reports and status updates will be provided monthly or at intervals determined by the Town to effectively manage performance, budgets, and project progress.

Position	Hourly Rate
Technical Writer I	$110.00
Technical Writer II	$135.00
Technical Writer III	$185.00
Planner I	$95.00
Planner II	$135.00
Planner III	$200.00
Planner IV	$250.00
Planner V	$275.00
Graphic Designer I	$110.00
Graphic Designer II	$145.00
Graphic Designer III	$185.00
Administrative I	$110.00
Administrative II	$130.00
Administrative III	$140.00
Administrative IV	$165.00
Technical Professional (A/E) I	$150.00
Technical Professional (A/E) II	$215.00
Technical Professional (A/E) III	$260.00
Technical Professional (A/E) IV	$305.00
Technical Professional (A/E) V	$350.00
Discipline Manager I	$320.00
Discipline Manager II	$380.00
Principal I	$420.00
Principal II	$470.00

TAB E

Illustrative Work

ILLUSTRATIVE WORK

DRMP has selected the following projects that best illustrate our team's experience with grant writing, administration, and technical support services relevant to the Town of Melbourne Beach. These examples demonstrate our ability to secure funding, manage grant requirements, and support successful delivery of infrastructure, resiliency, environmental, and community improvement projects.

FEMA BRIC Grant
Town of Benson, NC

Contact: Kimberly Pickett, MPA

P: 919.894.3553 ext 221

E: KPickett@townofbenson.com

Address: 303 E Church Street
Benson, NC 27504

SERVICES PROVIDED:
The Town of Benson's Public Utilities Office and maintenance yard were only accessible via North Market Street, where undersized pipes and a box culvert under Driving Branch caused frequent flooding and access issues following Hurricane Matthew in 2016. Although the public works facility was relocated to higher ground, access continued to be impacted during storm events. Downstream, Johnson Street's Driving Branch crossing experienced erosion and damage to nearby utilities.

To address these challenges, the Town pursued BRIC funding for stream restoration and roadway improvements. DRMP was contracted in April 2022 to develop and submit the grant application, which was awarded in November 2023 for $2.8 million. Work began in January 2024 and is anticipated to be completed by December 2026.

CONTRACT DATES:
December 2022-December 2026 (proposed end date)

DOLLAR VALUE OF CONTRACT:
$2.8 million FEMA BRIC Grant

2020 BUILD Grant Application – Wekiva Trail Extension
City of Tavares, FL

Contact: James Dillon

P: 352.742.6456

E: JDillon@tavares.org

Address: 100 N Disston Avenue,
Tavares, FL 32778

SERVICES PROVIDED:
The project included developing a BUILD 2020 Grant application in the amount of $25 million for a 6-mile multi-use trail connecting the existing Wekiva Trail to Wooton Park in Downtown Tavares, Lake County, Florida. DRMP's services included extensive project background research, preparation of the application narrative, benefit-cost analysis, economic impact analysis, environmental evaluation, cost estimates, maps, figures, and supporting exhibits. The project also included coordination with FDOT, Lake County, the City of Tavares, the City of Mount Dora, neighboring local agencies, the MPO, and other interested parties to collect project information and obtain letters of support for the BUILD grant application.

CONTRACT DATES:
March 2020-May 2020

DOLLAR VALUE OF CONTRACT:
$25 million

Titusville Causeway Shoreline Protection

Brevard County, FL

Contact: Carolina Alvarez

P: 321.633.2014

E: Carolina.Alvarez@brevardfl.gov

Address: 2725 Judge Fran Jamieson Way, Building A, Room 201
Viera, FL 32940

SERVICES PROVIDED:
DRMP assisted Brevard County in acquiring $4 million in project funding, which covered 100% of the design and construction costs for the Titusville Causeway Shoreline Protection and Restoration project. DRMP prepared project narratives, supporting documentation, design plans, and construction cost estimates. Our team also assisted the County Project Manager with presentations, field visits, and progress reports to contributing agencies.

This project was completed through a Professional Engineering Services Contract that DRMP has held with Brevard County for more than 20 years. The shoreline along the eastern approach of the Titusville Causeway (also known as the A. Max Brewer Memorial Parkway Bridge) has experienced erosion for decades, resulting in significant destabilization and loss of sandy beach frontage following Hurricane Irma.

The shoreline erosion has negatively impacted the ecology of the Indian River Lagoon (IRL) and the community that uses this public access area for recreation. The feasibility study focused on the southeast shoreline of the causeway and developed a plan for sustainable restoration through the implementation of a living shoreline consisting of Wave Attenuation Devices (WADs) coupled with seagrass restoration to reduce erosion.

CONTRACT DATES:
April 2021-September 2022

DOLLAR VALUE OF CONTRACT (Grant Funding Included):

- FDEP, Office of Resilience and Coastal Protection = $2.27M
- St. John River Water Management District = $800K
- Brevard Tourist and Development Council = $500K
- Fish and Wildlife Foundation = $500,000
- Florida Inland Navigation District = $70K in-kind material donation
- Florida Power and Light = $25K

Total: $4.16 million

Restore Act Grant - US 331 from I-10 Construction of Water & Sewer Services

Walton County, FL

Contact: Dave Sell

P: 850.892.4859

E: SelDave@co.walton.fl.us

Address: 117 Montgomery Circle
DeFuniak Springs, FL 32435

SERVICES PROVIDED:

DRMP was responsible for approximately four miles of 16-inch water main, force mains, and sanitary sewer lift stations. The project included sanitary sewer future demand modeling, water main hydraulic modeling, and coordination with multiple utility owners within FDOT right-of-way on a fast-track schedule to support future Walton County development. Project responsibilities also included grant documentation tracking for RESTORE Act and Triumph grant funding.

DRMP developed a screening process that evaluated an initial list of 32 potential Best Management Practice (BMP) projects located along major drainage systems discharging to Lakes Griffin and Harris. Potential projects included dry retention ponds, swales, wet detention ponds (with existing wetland littoral zones for enhanced treatment), exfiltration trenches, and Type 2 baffle boxes. Systems were sized to provide effective stormwater treatment within limited available properties. Pollutant load reductions were estimated using BMPTRAINS, developed by the UCF Stormwater Academy.

The initial list was narrowed to 12 preferred BMP projects through evaluations based on criteria including high pollutant loading areas without existing stormwater treatment systems, size of the contributing area, connectivity to outfalls, feasible stormwater treatment alternatives, wetland involvement, property needs, partnering opportunities, and ancillary benefits (including parks, trails, and other stormwater improvements). As a final step, the 12 preferred BMP projects were ranked based on the economic efficiency of the stormwater treatment, including total project cost per pound of total phosphorus removed per year.

CONTRACT DATES:

October 2021-January 2022

DOLLAR VALUE OF CONTRACT:

Funded through awarded grants to Walton County from the United States Treasury in the amount of $3 Million and Triumph in the amount of $1.74 million for a total of $4.7 million.

"High Point on the Rise" RAISE Grant Application

HIGH POINT, NC | 2021

Alta led the development of a successful 2021 RAISE grant application ("High Point on the Rise") for the City of High Point, the City's first application towards this project. Funded through NCDOT, Alta led the full team of City staff, City management, and NCDOT through the process, designed the application, developed the content, assisted the City with cost estimates, and performed a benefit-cost analysis. The urban multimodal greenway and streetscape project will connect lower-income communities of color in southwest High Point to the City's mass transit facilities and other essential services.

Leading up to this grant application, Alta conducted multimodal transportation planning efforts including the High Point Pedestrian Plan, High Point Greenway Plan, and High Point Regional Bicycle Plan. This corridor was a priority of all these efforts to extend the regional greenway spine, which is part of the Great Trails State Plan, also authored by Alta.

"Alta provides amazing results in a timely manner. Their team pulled many long hours on nights and weekends when we were faced with a tight deadline of submitting an application. It is my personal opinion that they are a large reason as to why we were successful in winning an award." -Andrew Edmonds, HPMPO

Contact: Andrew Edmonds, AICP | Transportation Planning Administrator | High Point Metropolitan Planning Organization (HPMPO) | P: 336.883.3235 | **Address:** 11 S. Hamilton Street, High Point, NC 27260

The DRMP Team has successfully helped clients identify, pursue, and secure funding through a variety of federal, state, regional, and private grant programs. The following table highlights our experience supporting communities in obtaining funding for infrastructure, resiliency, transportation, environmental, and community improvement projects.

Grant Name	Funding Agency (Federal, State, Regional, Private)	Amount Secured
2020 BUILD Grant	Federal	$25 Million
Transportation Alternative Program (TAP)	State	$4.5 Million
RESTORE Act Grant	Federal	$3 Million
Local Agency Program	State	$2.9 Million*
FEMA BRIC Grant	Federal	$2.8 Million
FDEP - Office of Resilience and Coastal Protection	State	$2.27 Million
Public Assistance (PA)	Federal	$2.2 Million
Keep Moving Forward Grant	Private Foundation	$1.7 Million
FEMA	Federal	$1 Million
St. Johns River Water Management District Fund	Private	$800,000
Brevard Tourist and Development Council	Private	$500,000
Fish and Wildlife Foundation	Private	$500,000
FDEP Resiliency	State	$250,000
Transportation Regional Incentive Program (TRAP)	State	$25,400
Florida Power and Light	Private	$25,000
2020 BUILD Grant	Federal	$25 Million

Note: The asterisk (*) indicates multiple projects for the same client rather than listing them separately.

TAB F

References

REFERENCES

DRMP has provided references from current and recent projects that demonstrate our team's experience supporting municipalities with grant writing, funding strategies, infrastructure improvements, resiliency efforts, and project implementation. These references highlight our commitment to responsive service, effective coordination, and long-term partnerships with local government clients.

ED COOK | CITY MANAGER
CITY OF CALLAWAY

6601 Easy Highway. 22
Callaway, FL 32404

850.215.6694
CityManager@cityofcallaway.com

KEITH BRYANT | CHIEF INFRASTRUCTURE OFFICER
BAY COUNTY

840 West 11th Street
Panama City, FL 32401

850.248.8301
KBryant@baycountyfl.gov

SCOTT BITTERMAN, PE | PUBLIC WORKS DIRECTOR
OKALOOSA COUNTY

1759 S. Ferdon Boulevard
Crestview, FL 32536

850.689.5772
SBitterman@myokaloosa.com

JAMES DILLON | PUBLIC WORKS DIRECTOR
CITY OF TAVARES

100 N Disston Avenue
Tavares, FL 32778

352.742.6456
JDillon@tavares.org

CAROLINA ALVAREZ | ENGINEER II
BREVARD COUNTY NATURAL RESOURCES MANAGEMENT DEPARTMENT

2725 Judge Fran Jamieson Way
Viera, FL 32940

321.633.2016 Ext. 58405
Carolina.Alvarez@brevardfl.gov

TAB G

Additional Information

DRMP

PROJECT APPROACH

Project Understanding

The Town of Melbourne Beach is focused on maintaining and upgrading its current infrastructure in a resilient and sustainable manner. This is being accomplished through concurrent efforts aimed at enhancing infrastructure, protecting community assets, and supporting long-term resiliency goals.

The Town is steadfast in advancing its resiliency and sustainability goals, and identifying and securing funding from federal, state, local, and private sources is essential. The scope of the Town's needs aligns with many grant opportunities; therefore, it is important to build an intentional funding strategy that highlights critical needs and applies creative methods to connect those needs with the different types of available funding.

Additionally, with the evolving federal and state grant funding landscape, it is critical that the Town is advised by a team that is well-versed in discretionary funding cycles, competitive grant funding approaches, and benefit-cost formulas. That is where our team comes in. Our proven track record in customizing grant writing to tell the story of each specific community has been effective in securing grants that have a lasting impact on communities. We demonstrate this in the following Project Approach.

Grant Writing

Our approach to providing Grant Writing and Grant Management Services for the Town of Melbourne Beach, Florida, is grounded in a strategic, collaborative, and results-driven methodology. With more than four decades of experience, our team is prepared to assist the Town in securing and managing grant funding that aligns with its infrastructure, resiliency, public facility, and community improvement goals.

FEDERAL, STATE, FOUNDATION, AND PRIVATE GRANT OPPORTUNITIES

DRMP has developed a proven Grant Writing approach that is adaptable across a wide range of federal, state, foundation, and private grant programs. This process is designed to support both competitive and non-competitive grants, including post-disaster funding such as FEMA's Public Assistance program. Our structured methodology ensures consistent delivery of high-quality, compliant, and compelling grant applications while allowing us to rapidly scale for large funding efforts.

Our grant writing process begins with the identification of funding opportunities that align with the Town of Melbourne Beach's priorities, such as road reconstruction, water/sewer upgrades, stormwater improvements, and other capital improvement projects. DRMP maintains a proprietary, routinely updated database of federal, state, and private foundation funding sources, including anticipated Notices of Funding Opportunities (NOFOs). This enables our team to conduct targeted research and provide timely recommendations that match the Town's infrastructure needs with appropriate funding programs.

For competitive grants, DRMP helps shape projects to meet funder expectations and maximize scoring potential. Our team understands the characteristics that make proposals stand out and the red flags evaluators may use to disqualify applications. For post-disaster programs, we apply our deep programmatic knowledge to ensure compliance with federal and state recovery funding guidelines.

EACH GRANT APPLICATION IS DEVELOPED BY A MULTIDISCIPLINARY TEAM THAT INCLUDES:
Local professionals familiar with the community and its infrastructure
Technical experts knowledgeable in the subject matter
Experienced grant writers who understand the preferences and decision-making processes of awarding agencies

By combining strategic planning, thorough research, technical writing, effective storytelling, and detailed QA/QC, DRMP ensures that the Town of Melbourne Beach submits competitive, complete, and timely proposals that meet all applicable rules, policies, and regulations.

PROJECT ELIGIBILITY AND FUNDING ALIGNMENT

We understand that early engagement with our clients enhances their success in securing grant funding. By working closely with the Town during the planning stages, we ensure that projects align with available programs and that eligibility criteria and rating requirements are met. This collaboration also allows us to prioritize needs effectively and create a comprehensive list of projects that are synchronized with regional and local plans.

Additionally, we perform impact analyses to assess how these projects might interact with those of adjacent jurisdictions, ensuring greater project efficacy and community benefit.

The team will begin the pre-application process by reviewing past grant applications submitted by the Town. Through an after-action report, we evaluate previous strategies, approaches, content, and participation to identify gaps and areas for improvement. This analysis helps streamline future grant development efforts.

Additionally, we will conduct thorough research to identify suitable funding opportunities. We monitor and track grant programs, keeping the Town informed of updates and new funding possibilities. This research includes analyzing grant eligibility, program requirements, and unique decision-making procedures, which helps avoid missed opportunities and ensures the development of competitive proposals.

Our grant research includes tracking funding opportunities across multiple domains, such as ecosystems, infrastructure, community development, and disaster management. Once we identify suitable funding programs, we provide the Town with program fact sheets. These high-level summaries outline critical aspects of each grant, including deadlines, funding levels, eligibility criteria, scoring, and application content requirements. This tool ensures the Town is well-informed and can make prudent decisions on which programs to pursue.

PREPARING AND SUBMITTING COMPELLING GRANT APPLICATIONS AND PROPOSALS

Once the Town decides to pursue a specific grant, we begin by confirming eligibility and ensuring that all required authorizations, registrations, and certifications are in place. We will then work with Town staff to prepare an application checklist, ensuring completeness and compliance with the funding program's requirements.

A preliminary work schedule is developed outlining key milestones and deadlines to ensure timely submission of drafts and final applications. Our grant writing process follows a proven methodology that has successfully delivered millions of dollars in project funding.

First, we work with clients to clearly define the project, focusing on essential elements such as project scope, environmental documentation, cost estimates, and timelines. A detailed data request is issued to gather necessary information, which may include project goals, benefits, cost estimates, and other relevant data.

Once the project is clearly defined and data is collected, we draft a compelling grant narrative that emphasizes how the project aligns with the funder's criteria. This narrative is supported by data and visuals to effectively communicate project benefits.

Additionally, we assist in obtaining letters of support from stakeholders and elected officials, ensuring necessary documentation is in place before the grant submission deadline.

Throughout the process, we maintain rigorous internal quality control measures to ensure each application meets the highest standards of excellence. This includes multiple rounds of review internally and with Town stakeholders to ensure completeness and competitiveness.

Once finalized, the application package is submitted in its entirety, ensuring all materials are organized and compliant with the funding agency's requirements.

DRMP's grant writers have the skill and experience to tell a compelling story. They understand how to shape a project narrative and make it stand out among competing submissions. Our Strategic Funding team understands where reviewers need additional information and where "less is more." We know how to highlight project characteristics required to establish eligibility, clarify scope, and stand out to evaluators while avoiding information that may dilute or confuse compliance officers and reviewers.

DEVELOPING VISUALLY COMPELLING APPLICATIONS

Developing visually compelling grant applications with a professional look can earn extra points with reviewers. Post-disaster programs like FEMA's Public Assistance program require less visual enhancement but benefit from complete and accurate documentation of eligible scope.

Most competitive federal and state grant programs place parameters on the format of funding submittal documents but allow applicants to present their projects in a way that best tells their story. Our team understands the importance of producing high-quality deliverables and has talented graphic/document designers in-house who specialize in visualization and presentation.

DEVELOPING TIMELINES AND ENSURING SUBMISSION DEADLINES

DRMP understands that timely submission is critical to the success of any grant application. Our team develops detailed grant timelines that incorporate all key milestones, from initial opportunity identification through final submission.

These timelines are customized for each funding program and project, ensuring alignment with the specific requirements outlined in the Notice of Funding Opportunity (NOFO) or program guidance.

GRANT PROJECT BUDGETS AND PERFORMANCE METRICS

Our grant development process incorporates stakeholder engagement, collaborative narrative building, and detailed budget formulation. We work directly with Town departments to define objectives, clarify performance metrics, and prepare full application packages, ensuring each submission is compelling, data-driven, and fully compliant with funding agency guidelines.

Our quality assurance/quality control (QA/QC) process ensures applications are well-written, technically sound, and strategically positioned for success.

Many federal and state grant programs require a benefit-cost analysis (BCA). BCAs are complex and important analyses for many grant applications and can often impact a project's chances of being funded.

The DRMP Team, including our specialized grant and data analytics partner Alta Planning + Design, has experience conducting BCAs on various infrastructure projects. Our team understands what data is needed for these analyses and how to develop BCAs that support competitive grant applications.

The model, which is tailored to each project, will develop estimates of primary benefits such as:

- Flood mitigation strategies preventing property impacts from varying return-period events
- Loss of service/revenue
- Impacts to key systems (power/water)
- Critical facility impacts
- Social/community impacts

Grant Management

The DRMP Team approaches competitive grants through a well-rounded process that combines thorough planning, proficient research, efficient technical writing, effective storytelling, and a focus on detailed quality assurance (QA) and quality control (QC). We leverage the expertise of local professionals familiar with community infrastructure, technical specialists with in-depth subject matter knowledge, and seasoned grant writers who understand the preferences of awarding agencies. This comprehensive approach ensures that we can successfully support the Town in securing grants and funding.

Our grant management strategy is adaptable and can be applied across a variety of grant types, including competitive and non-competitive grants, as well as post-disaster grants like the FEMA Public Assistance program. We have developed a systematic process that ensures the successful and timely submission of grant applications, whether for small-scale or large post-disaster funding programs. This process includes the identification of appropriate funding sources, the development of grant proposals, and the eventual closeout of awarded grants. Our proven methods and expertise have consistently led to successful funding strategies and substantial grant awards for numerous clients.

By applying our seven-step approach, the team ensures the Town develops competitive, compliant, and high-quality grant applications that meet the specific requirements of each funding program. Our process helps navigate the complexities of grant regulations, ensuring full compliance with applicable rules, policies, and laws. This methodical, results-driven process has earned DRMP a reputation for successfully securing significant funding, as evidenced by several notable grant awards across various sectors.

ALIGNMENT	DEVELOPMENT	PROCESS	AWARD	LAUNCH	ADMINISTER	CLOSE-OUT
• Up-to-date database of state and federal grant opportunities • Needs analysis based on previous grant applications, plan synchronization, and early engagement	• Grant application checklist • Work plan and timeline Outline and components of the application • List of missing information, exhibits, and forms • Letters of endorsement • Draft versions of grant proposals	• QA/QC review • Finalized grant proposal package • Submission acknowledgment/ verification	**Awarded** • Award Letter • Government board approval/resolution • Signed grant agreement **Not Awarded** • Post-decision debrief report • Grant feedback/notes	• Program forms • Request for Proposal (RFP) • Subcontracts	• Grant or status reports/certifications • Billing Statements • Revisions • Sub-recipient Tracking Reports	• Sub-agreement closure notices, final report, final invoice, and acceptance of final deliverables

TRACKING GRANTS

We monitor and track grant programs, keeping the Town informed of updates and new funding possibilities. This research includes analyzing grant eligibility, program requirements, and unique decision-making procedures, which helps avoid missed opportunities and ensures the development of competitive proposals.

Our grant research includes tracking funding opportunities across multiple domains, such as ecosystems, infrastructure, community development, and disaster management.

Once we identify suitable funding programs, we provide the Town with program fact sheets. These high-level summaries outline critical aspects of each grant, including deadlines, funding levels, eligibility criteria, scoring, and application content requirements.

This tool ensures the Town is well-informed and can make prudent decisions on which programs to pursue.

Our team ensures projects are well-funded, compliant with program requirements, and effectively managed to deliver long-term resilience outcomes.

DRMP's dedicated Disaster Resilience and Sustainability Service Line is led by Josh Norman, who has 20 years of experience in emergency planning, response, mitigation, and resilience.

One of Josh's notable achievements is his management of more than $1 billion in grants, supporting infrastructure and government facility improvements, including new construction, repairs, and retrofits. His leadership has been instrumental in driving DRMP's growth in resilience and sustainability across the Southeast region.

DRMP provides a distinct advantage in managing multiple projects funded by various federal programs through our Resilience Project Manager (RPM) application. This centralized, web-based platform allows users to track milestones, manage requirements, and monitor funding sources across multiple federal programs using customized dashboards.

RPM ensures proper compliance and reporting, making grant management more efficient and streamlined. RPM is capable of managing data across multiple funding sources, including:

- FEMA Public Assistance (PA)
- FEMA Hazard Mitigation Grant Program (HMGP)
- HUD Community Development Block Grant – Disaster Recovery (CDBG-DR)
- Federal Highway Administration Emergency Relief (FHWA-ER)
- Natural Resources Conservation Service (NRCS)

MAINTAINING COMPLIANCE RECORDS

Our team is experienced in helping clients remain compliant with complex grant conditions across multiple agencies, including FEMA, USDA, FDEP, and others.

We can also assist the Town in developing internal grant compliance procedures to streamline oversight and improve audit readiness.

SUPPORTING TOWN STAFF

Once awarded, DRMP supports the Town by tracking awarded grants, managing documentation, monitoring deadlines, preparing required reports, and assisting with audit preparation.

We maintain organized records to demonstrate compliance with grant conditions and provide regular updates to Town staff to ensure transparency and accountability throughout the grant lifecycle.

GRANT STATUS UPDATES AND DEADLINES

Once grants are awarded, our team will continue to support the Town through the reporting and compliance monitoring phases.

We utilize a customized software system to track grants from development through closeout to help the Town stay informed on project status, funding trends, and documentation required for ongoing compliance.

This system provides real-time updates and detailed reports, offering a clear view of each grant's progress.

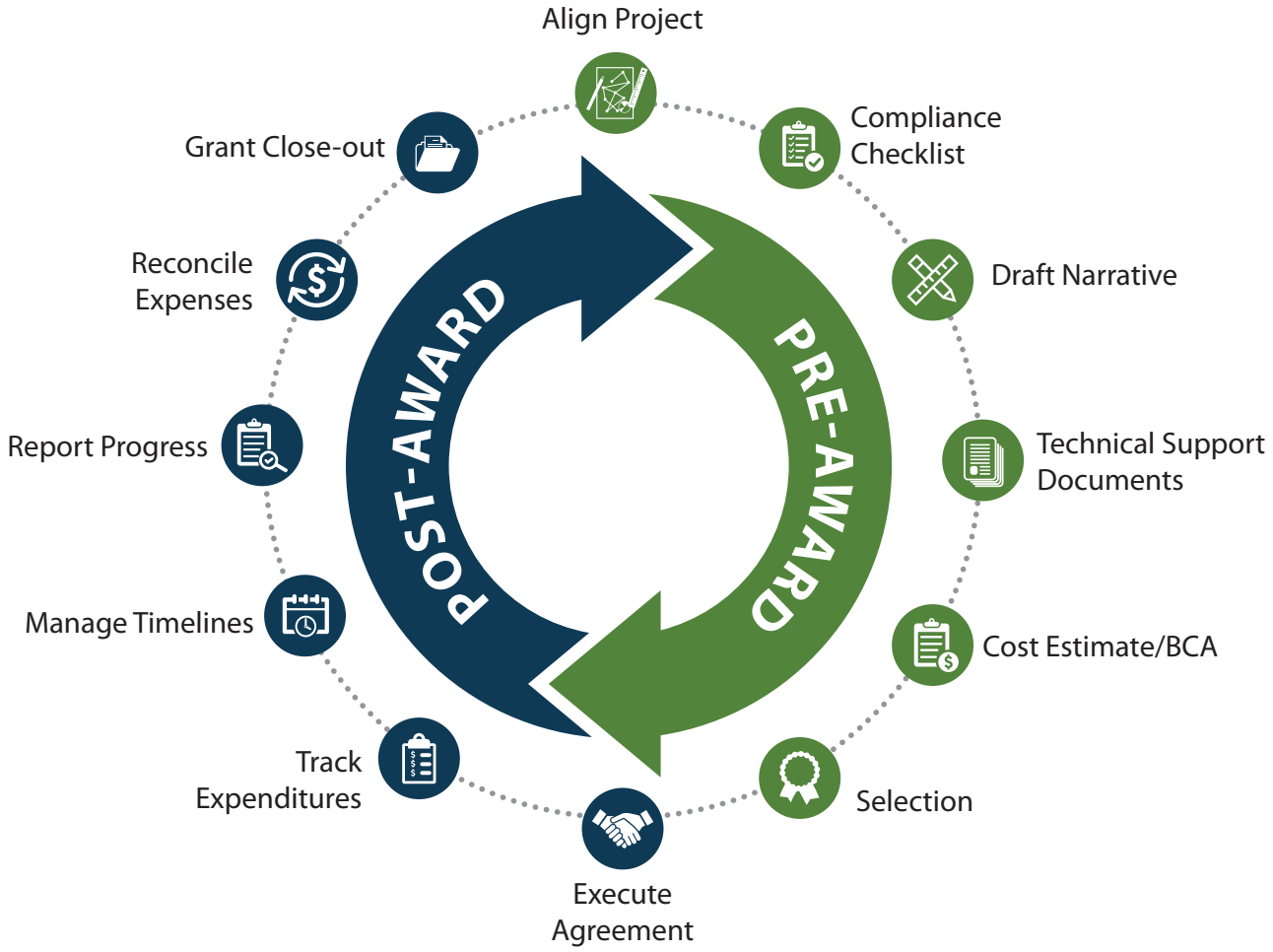
During implementation, we will ensure all required reports are submitted on time. We will help the Town prepare quarterly and monthly reports summarizing grant activities, expenses, and progress.

Additionally, we will support the Town in preparing and submitting expense reports for reimbursement, ensuring costs align with the grant's budget and compliance requirements.

Should changes arise during the project, such as scope adjustments or cost modifications, our team will assist with grant amendments and budget revisions.

Our expertise in grant administration ensures the Town can navigate these changes effectively while maintaining compliance and avoiding potential issues with funding agencies.

Throughout the lifecycle of the grant, the DRMP Team remains actively involved, providing ongoing technical and administrative support to ensure every aspect of the grant process, from application to closeout, proceeds smoothly and in full compliance with program requirements.



INTERNAL POLICIES AND PROCEDURES

The DRMP Team can address these challenges by developing frameworks, policies, and permitting structures that take into account safety, speed, infrastructure compatibility, environmental health, and public-private partnerships. Our services will extend to the design and implementation of mobility hubs that integrate land use, transportation, economic development, and smart city technology to enhance connectivity and promote sustainable travel choices.

Josh Norman enhances our team's depth of knowledge by overseeing DRMP's resilience, sustainability, and grant administration projects, ensuring a strategic and effective approach to securing funding opportunities.

DRMP anticipates researching grant opportunities across the domains listed below. Should there be additional needs, DRMP will expand the grant identification search:

ECOSYSTEMS:	COMMUNITY:
• Water and Wastewater Utilities	• Economic Development
• Environmental Remediation	• Cultural Resources
• Water Management, Water Quality, Flood Control	• Education
• Habitat Restoration	• Housing
• Coastal Resilience	• Municipal Solid Waste and Recycling
INFRASTRUCTURE:	**DISASTER RESILIENCE:**
• Buildings	• Hazard Mitigation (FEMA/HUD)
• Roads & Bridges	• FEMA Public Assistance
• Mobility/Transportation	• CDBG-DR
• Marine Infrastructure	• Emergency Management

TAB H

Additional Required Documents

EXHIBIT "A"

CONTACT SHEET

Name: DRMP, Inc.

Federal Taxpayer ID: 59-1791174

Mailing Address: 941 Lake Baldwin Lane

City, State, & Zip Code: Orlando, FL 32814

Telephone: 850.208.6608 **Fax:** 407.896.4836

Email: Josh.Norman@drmp.com

Submitted By: Josh Norman

Title: Disaster Resilience and Sustainability Practice Lead

Accounting Contact:

Name: Danielle Todd **Title:** Director Of Finance & Accounting

Email Address: DTodd@drmp.com **Phone:** 407.362.1292

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Town of Melbourne Beach, Florida RFP Grant Writing Services

2. This sworn statement is submitted by (entity) DRMP, Inc. whose business address is 941 Lake Baldwin Lane, Orlando, FL 32814 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1791174 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Ben Faust, PE and my relationship to the entity named above is Senior Vice President.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

   ✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

   ___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

   ___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

   ___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Ben C M — 5/28/2026

Signature Date:

STATE OF FLORIDA
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28 day of May, 2026, and is personally known to me, or has provided _____ as identification.

HANNAH BURDETT
Notary Public - State of Florida
Commission # HH 664408
My Comm. Expires Apr 14, 2029
Bonded through National Notary Assn.

Hannah Burdett
Notary Public
My Commission expires: 4/14/2029

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepared, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

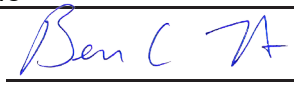
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: DRMP, Inc.

CITY: Orlando STATE: FL ZIP CODE: 32814

SIGNATURE:  PHONE: 850.387.1261

NAME (TYPED OR PRINTED): Ben Faust, PE TITLE: Senior Vice President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: NA

Project Description: Grant Writing Services

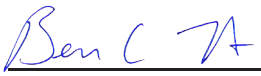
I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: DRMP, Inc.

Authorized Signature: 

Title: Senior Vice President

Date: 6/2/2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Town of Melbourne Beach, Florida RFP Grant Writing Servies.

This sworn statement is submitted by (entity) DRMP, Inc. whose business address is 941 Lake Baldwin Lane, Orlando, FL 32814 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1791174 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Ben Faust, PE and my relationship to the entity named above is Senior Vice President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Ben C M 5/28/2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28 day of May, 2026, and is personally known to me, or has provided _____ as identification.

4/14/2029 My Commission expires:
Hannah Burdett Notary Signature

HANNAH BURDETT
Notary Public - State of Florida
Commission # HH 664408
My Comm. Expires Apr 14, 2029
Bonded through National Notary Assn.

ELECTRONIC

TOWN OF MELBOURNE BEACH

507 Ocean Avenue
Melbourne Beach, FL 32951

GRANT WRITING SERVICES

Prime Firm
Calvin, Giordano & Associates, Inc.

Due Date and Time
06.05.2026 at 2:00 PM

Primary Contact
Vickki Placide-Pickard
Project Manager
VPickard@cgasolutions.com

Address
2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

Telephone No.
954.766-2786

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TABLE OF CONTENTS

TAB A Statement of Interest 3

TAB B Vendor Profile 5

TAB C Team Composition and Resumes 10

TAB D Cost of Proposed Services 25

TAB E Illustrative Work 27

TAB F References 35

TAB G Additional Information 37

TAB H Additional Required Documents 42

TAB A

Statement of Interest

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB A | STATEMENT OF INTEREST

Building Code Services
Civil Engineering
Coastal Engineering
Code Enforcement
Construction Engineering & Inspection (CEI)
Construction Services
Data Technologies & Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Grant Management & Writing
Geographic Information Systems (GIS)
Government Services
Indoor Air Quality (IAQ)
Landscape Architecture
Planning
Project Management
Redevelopment & Urban Design
Roadway & Highway Design
Surveying & Mapping
Transportation & Mobility
Transportation Planning
Water / Utilities Engineering
Website Development

2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

Account Manager
Maria Pineda
mpineda@safebuilt.com
561.696.3496

Project Manager
Vickki Placide-Pickard
vpickard@cgasolutions.com
954.266.6495

www.cgasolutions.com

June 2, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: Request For Proposals Grant Writing Services

Dear Evaluation Committee:

Calvin, Giordano and Associates (CGA), a subsidiary of SAFEbuilt, is pleased to present this proposal in response to the Town of Melbourne Beach's Request for Proposals for Grant Writing Services. We understand the Town is seeking comprehensive support in securing vital funding from local, state, and federal sources, as well as expert assistance in grant administration and program management. **Our team fully understands the Town needs, not just in the specific context of the Melbourne Beach community and its priorities, but also with regard the best alignment of those priorities with the technical requirements of various grants. We are eager to partner with the Town to achieve your funding objectives and ensure successful project implementation and outcomes.**

CGA brings nearly 90 years of experience in delivering meaningful and successful public projects for communities of all sizes. Our multi-disciplinary firm is exceptionally well-equipped to provide the full spectrum of services outlined in your RFP. This includes reviewing project information, developing compelling grant applications, advising on strategic funding opportunities, and providing crucial technical assistance throughout the application process. Beyond securing grants, we are prepared to offer comprehensive grant administration and program management, encompassing compliance reviews, coordinating with funding agencies, developing contracts, managing funds, ensuring adherence to requirements like Davis-Bacon, and facilitating public input processes.

Our proven track record in Florida demonstrates our capability to secure millions of dollars in grant funds for municipal clients. We possess deep familiarity with a wide array of grant programs, including FRDAP, RTP, LWCF, FEMA, FDOT, Resilient Florida, and Community Development Block Grants (CDBG). Our experience with coastal communities, such as the cities of Vero Beach and Dania Beach, further positions us to identify and submit for grants focused on critical community and environmental resiliency needs, which are essential for the Town of Melbourne Beach. **Furthermore, our sister firm, M.T. Causley, LLC, has provided building department services to the Town since 2017, offering nearly a decade of local familiarity with your community and municipal operations.**

We are committed to serving as a dedicated and responsive partner, integrating our experienced expertise and resources directly into the Town's operations. Our proactive and collaborative approach, qualified and experienced staff, and robust project management systems, we are confident that our comprehensive services will enhance the Town's capacity to secure and manage the funding necessary for your community's continued growth and prosperity.

We appreciate this opportunity to submit our proposal and look forward to discussing how CGA can best serve the Town of Melbourne Beach.

Sincerely,

Chris Giordano, *President*
Calvin, Giordano & Associates, Inc.

TAB B

Vendor Profile

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB B | VENDOR PROFILE

FIRM OVERVIEW AND YEARS IN BUSINESS

Calvin, Giordano & Associates, Inc. (CGA) is a well-established multi-disciplinary firm with offices in Fort Lauderdale, Miami-Dade County, West Palm Beach, Port St. Lucie, Estero, and Pinellas County. For ***89 years***, our firm has been providing consulting services to public and private sector clients.

Our reputation is built on repeat business with clients from the public and private sectors. Our success is reflected in the quality of work we consistently provide and in the personal approach we take with each client. This winning combination is affirmed by our large number of repeat/long term municipal clients. Because of our diversity, CGA can control the entire process, offering a host of professional services as a one-source partner, or efficiently tackle time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals. Custom building exceptional solutions is the core of our business.

CGA strategically provides a broad range of services to meet our clients' needs. Our professional services include:

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Compliance
- Construction Engineering and Inspection (CEI)
- Construction Services
- Data Technologies and Development
- Electrical Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Landscape Architecture
- Planning
- Project Management
- Redevelopment and Urban Design
- Roadway and Highway Design
- Surveying and Mapping
- Transportation & Mobility
- Transportation Planning
- Water/Wastewater Utilities Engineering
- Website Development

Capitalizing on the **diverse knowledge and experience of our staff** positions CGA as a premier professional consulting firm and enables us to **consistently deliver projects** on time, within budget, and beyond our clients' expectations.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

OUR HISTORY

We began as a small, two-person surveying firm called M.E. Berry & Associates in Hollywood, Florida in 1937. As Calvin, Giordano & Associates, Inc. (CGA), we have grown dramatically, adding new services, offices, and an incredibly talented group of professionals who have expanded our capabilities into an entirely new and dynamic business segment.

In 2018, CGA joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. We leverage our extensive local knowledge alongside the broader capabilities of SAFEbuilt to deliver each client the highest levels of service, expertise, and resources.

Since 2018, supported by our parent company, SAFEbuilt, CGA has steadily grown our capabilities to deliver exceptional community development services, expertise, and resources to municipal and private clients, while continuously expanding both the disciplines and geographic areas we serve. Over the decades, the capacity of SAFEbuilt has grown to 1,700+ employees who provide flexibility and economy of scale to over 2,000 clients nationwide.

Original M.E. Berry & Associates Survey Party, February 1942

CGA fully embraces SAFEbuilt's core values, which embody our working relationships and our philosophy for providing services. Our core values are:

Service
We always provide unequaled service levels to our customers, both external and internal.

Integrity
We choose to do the right thing every time.

Improvement
We strive to continuously improve and understand how we can do better tomorrow.

Teamwork
We foster an environment where everyone can contribute ideas. We encourage and reward creativity and initiative.

Respect
We are respectful in the way we interact with everyone.

CGA's stands apart from similar firms by integrating experienced expertise and dedicated resources directly into the Town's operations, ensuring continuity, strategic alignment, and efficient execution; resulting in an approach that drives informed decision-making, accelerates implementation, and delivers measurable outcomes that advance the Town's long-term vision.

The SAFEbuilt Family of Brands

SAFEbuilt
Calvin, Giordano & Associates, Inc. — A SAFEbuilt COMPANY
winston services, inc. — A SAFEbuilt COMPANY
WEINTRAUB Engineering and Inspections, Inc. — A SAFEbuilt COMPANY
INTERWEST — A SAFEbuilt COMPANY
MTCI PRIVATE PROVIDER SERVICES, LLC
PA MUNICIPAL CODE ALLIANCE, Inc. — A SAFEbuilt COMPANY
M.T. CAUSLEY, LLC. — A SAFEbuilt COMPANY
DAL-TECH ENGINEERING, INC — A SAFEbuilt COMPANY

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

CGA understands the Town is seeking qualified firms to provide comprehensive support in securing funding from various government and non-government sources. CGA can fully meet these needs, including:

Grant Writing Services

CGA's experienced staff will provide comprehensive grant writing services to support the Town's funding efforts, including, but not limited to, the following:

- Reviewing existing project information, background data, and all relevant materials to inform application development
- Developing a complete and competitive grant application on behalf of the Town
- Providing strategic recommendations regarding application content, positioning, and overall approach
- Advising the Town on potential funding strategies, including the mixing and leveraging of available funding sources, as applicable
- Identifying gaps in the application and recommending enhancements, including any additional supporting documentation required
- Drafting and delivering a full grant application package for Town review, comment, and final submission
- Providing technical assistance to Town staff following submission, including responding to inquiries and supporting any follow-up actions required by the funding agency

Grant and Loan Program Management Services

CGA will provide comprehensive grant and loan program management services to ensure full compliance with applicable regulations and successful program administration. Services will include, but not be limited to, the following:

- Conducting program and compliance reviews as required
- Coordinating with funding agencies and serving as the primary liaison on behalf of the Town
- Developing, executing, and administering all required agency contracts
- Requesting, tracking, and managing program funds in accordance with applicable guidelines and requirements
- Establishing and maintaining all required public records systems, including compliance with Davis-Bacon and related record-keeping requirements
- Advising on and managing technical services and program criteria to ensure compliance and effectiveness
- Preparing and submitting all required agency reports, schedules, certifications, and supporting documentation
- Coordinating and facilitating required public input processes, including meetings or hearings as necessary
- Providing ongoing reporting, technical assistance, and support to Town staff
- Preparing and submitting all required annual reports and program closeout documentation

All services will be performed in close coordination with Town staff to ensure alignment with project goals, compliance requirements, and funding priorities.

Years of Experience with the Town

CGA's sister firm through the SAFEbuilt family of companies, M.T. Causley, LLC, has been providing Building Department services to the Town **since 2017, representing almost a decade of familiarity with your community and municipal operations**.

In addition, CGA has provided Grant and Planning services to surrounding communities, including the City of Vero Beach and the City of Fellsmere, as well as Building Department Services for the cities of Palm Bay, Fellsmere, and Sebastian, through sister firm M.T. Causeley.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

We not only write and secure grants; we have **successfully delivered** projects with multi-funding sources including Federal, State, and regionally funded projects.

The CGA team has experience understanding Notices of Funding Opportunities (NOFO), interpreting federal and state regulations, and the development of standard policies and procedures to ensure grant compliance. We are deeply familiar with the following grants and grant types:

- Florida Recreational Development Assistance Program
- Florida Recreational Trails Program
- Land and Water Conservation Fund
- Resilient Florida
- Florida Boating Improvement Program
- Historic Preservation Grants
- Florida Community Trust and Florida Forever Program
- Federal Emergency Management Agency
- Florida Department of Environmental Protection
- Environmental Protection Agency
- Water Management District Cooperative Funding
- U.S. Army Corps of Engineers
- Nonpoint Pollution / TMDL Grants
- Florida Department of Transportation
- Federal Department of Transportation
- Florida Loss Mitigation Program
- Florida Hazard Mitigation Grant Program
- Building Resilient Infrastructure and Community
- Florida Flood Mitigation Assistance
- Florida Inland Navigation District
- Community Development Block Grant
- Florida State Revolving Fund
- State and Federal Special Appropriations

Additionally, with CGA's experience with coastal clients—including the cities of Vero Beach and Dania Beach—and support from our subconsultant Erin L. Deady P.A., we are better positioned to identify and submit for grants focused on community and environmental resiliency. This is essential for the Town of Melbourne Beach.

Across these sources, CGA's work has secured millions of dollars in grant funds for municipal clients in Florida and beyond.

CGA has provided a range of grant services for various projects to municipalities in Florida and New Jersey. These municipalities include:

City of Dania Beach, FL
Town of Davie, FL
City of Fellsmere, FL
City of Fort Lauderdale, FL
City of Homestead, FL
Town of Jupiter, FL
City of Marathon, FL
City of Miramar, FL
City of Parkland, FL
City of Vero Beach, FL
City of Oakland Park, FL
City of Oak Hill, FL
Palm Beach County, FL
Town of Surfside, FL
City of Weston, FL
Borough of Bound Brook, NJ

More information on our work with some of these clients is provided starting on page 29.

TAB C

Team Composition and Resumes

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

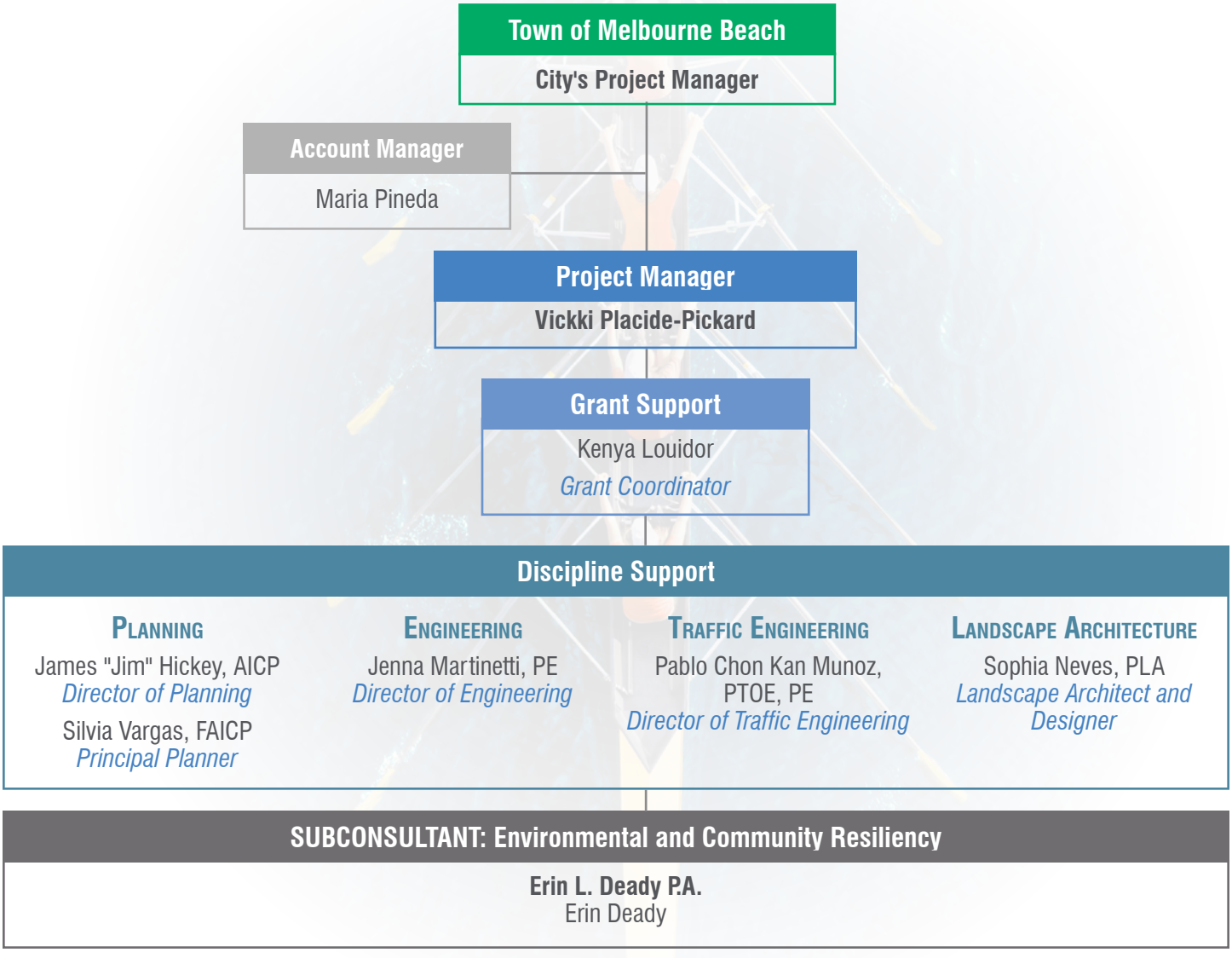
TAB C | TEAM COMPOSITION AND RESUMES

PROFESSIONAL STAFF

Our team excels in grant writing and management, ensuring the successful coordination of multiple funding opportunities and priorities. We maintain a robust pool of resources to meet the Town's staffing needs—whether through strategic management, workload adjustments, supplemental hiring, or schedule modifications. This flexibility allows us to adapt quickly to the Town of Melbourne Beach's evolving grant needs while delivering exceptional service. Our staff brings extensive experience working with public agencies on grant development, administration, and compliance. In addition to two dedicated grant specialists, **Project Manager Vickki Placide-Pickard and Grant Coordinator Kenya Louidor**, CGA's proposed team includes resources needed the field of grant services, such as two planners, a traffic engineer, a civil engineer, and two landscape architects/urban designers. These ancillary team members all have expertise in their respective fields and experience with grant processes, providing a combination of talents that enhance our capabilities and successes.

Team members assigned to this engagement will remain committed and available throughout the contract term. The accompanying organizational chart below details the roles, expertise, and structure of the team to ensure transparency and accountability.

Overviews of our assigned team members for this engagement are provided beginning on the page that follows, with full staff résumés provided on starting on page 15.



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Project Manager

Ms. Placide-Pickard is a Community Development professional with a demonstrated history of working in the government administration industry, as well as skilled in federal grant administration, neighborhood planning, strategic planning, economic development, policy analysis, intergovernmental affairs, community outreach, grant management and non-profit management. Ms. Placide-Pickard has more than 20 years of such experience and has been with CGA for over five years, assisting with planning administration and leading our grant administration, grant writing, and grant management efforts.

Relevant projects that Ms. Placide-Pickard has led include grants secured for the cities of Vero Beach, FL and Bound Brook, NJ. Prior to joining CGA, she secured over $10 million in competitive grants.

She holds a Masters of Public Administration from Florida Atlantic University and is a Certified Housing Development Professional (#0812-013). She brings to the CGA team a true and tested insight of what communities and cities across the US need and envision to their population. She is also a member of the National Grant Management Administration.

Vickki Placide-Pickard
VPickard@cgasolutions.com
954.266.6495

James Hickey, AICP
Director of Planning

- ✓ 29 years of experience
- ✓ AICP-certified
- ✓ Masters in Urban and Regional Planning

Mr. Hickey leads our main planning office and has over 29 years of planning experience in municipal as well as county government. He has experience in comprehensive planning, site development reviews, architectural reviews, zoning code amendments, comprehensive plan amendments, form-based codes, data and analysis, Geographic Information Systems (GIS), and preparation, creation and implementation of CRA and DRIs regulations.

Mr. Hickey acts as the Director of Development Services for the City of Weston and the Planning Director for the City of Lighthouse Point. Mr. Hickey works with several communities on large-scale projects to provide technical planning expertise on how to allow for development while balancing the needs of the existing community.

Silvia Vargas, FAICP
Principal Planner

- ✓ 33 years of experience
- ✓ AICP-certified
- ✓ Masters in Urban and Regional Planning

Ms. Vargas, FAICP, LEED AP, is a Principal Planner with more than 30 years of experience. At CGA, she has led and supported a broad portfolio of municipal planning projects, serving as in Planning departments for communities such as Miami Springs and North Bay Village, where she provides day-to-day planning services and oversees complex special initiatives. Her work includes leading comprehensive plan updates, Future Land Use Element and Map revisions, annexation studies, and EAR-based planning processes for local governments across Florida. Ms. Vargas has served as Principal Planner on major long-range and visioning efforts, transit-oriented development zoning updates, and land development and zoning code modernization projects. She is highly regarded for her leadership in public engagement, having implemented outreach strategies for community visioning and comprehensive planning initiatives.

Kenya Louidor
Grant Coordinator

- ✓ 5 years of experience
- ✓ Bachelors in Social Sciences

Ms. Louidor is an experienced grant writer and administrator with over five years of expertise in securing and managing funding for educational and municipal initiatives. She has assisted on projects for multiple Florida municipalities, including Fellsmere, Homestead, Jupiter, North Bay Village, and Parkland. Her work spans grant writing, administration, and compliance, ensuring successful outcomes for community development and educational programs. Her previous roles have all involved grant work, including overseeing program implementation and grant management.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Jenna Martinetti, PE
Director of Engineering

- ✓ 22 years of experience
- ✓ Florida Professional Engineer

Ms. Martinetti has 22 years of engineering experience and has managed a large variety of projects related to roadway, site plan improvements, water, wastewater, and stormwater infrastructure projects in the South Florida area. Her project management experience also includes design and retrofit of parks, roadways, water mains, sewage force mains, lift stations, fuel station, site design and stormwater projects as well as site planning, modifications, permitting, bidding documents, engineering during construction and project close-out. Ms. Martinetti also assists multiple municipalities in site plan reviews, right-of-way permit reviews, drainage and grading permit reviews, and traffic engineering reviews.

In addition to being a Florida Licensed Professional Engineer, Ms. Martinetti also possesses a Local Agency Program & Florida Highway Administration Certification and FDOT Specifications Package Preparation Certification, as well as being licensed as an FDEP Stormwater, Erosion Control & Sedimentation Qualified Stormwater Management Inspector.

Pablo Chon Kan-Munoz, PE, PTOE
Director of Traffic Engineering

- ✓ 9 years of experience
- ✓ Florida Professional Engineer
- ✓ Professional Traffic Operations Engineer

Mr. Chon Kan-Munoz has eight years of engineering experience. He earned a Master's degree in Civil Engineering with emphasis in Transportation from Florida Atlantic University. He has experience in traffic operations, traffic signal design, and automated vehicles. He has worked with state and local agencies developing capacity studies, designing intersections, developing micro mobility studies, and evaluating projects from the traffic point of view. Mr. Chon Kan Munoz assists municipalities with reviewing engineering permits, traffic reviews of site plans, traffic study reviews, and submission of traffic/ roadway-related grant applications.

Sophia Neves, PLA
Landscape Architect and Designer

- ✓ 8 years of experience
- ✓ Florida Professional Landscape Architect
- ✓ Masters in Landscape Architecture & Environmental Urban Design

Ms. Neves, PLA, ASLA, is a Landscape Designer with CGA, where she has contributed to planning and design projects since 2022. Her CGA experience includes supporting the design and documentation of parks, civic spaces, and trail systems across Florida and California, including projects such as Coral Estates Park, Downtown Dog Park, Antelope Creek Park, and Guy Davis Park. Ms. Neves has played a key role in preparing site plans, construction documents, planting designs, and technical details, as well as developing 3D models and renderings to support design decision-making. She has also supported master planning and visioning efforts, including the Destin Town Center Master Plan and the Lake Hamilton Trails and Park Visioning project. In addition to technical design work, Ms. Neves also contributes to community engagement efforts, and works to integrate landscape architecture, visualization, and public engagement in a way that creates functional, engaging, and visually compelling public spaces.

CGA has **significant experience working with coastal communities** on a variety of projects that have included grant funding components. From seawall projects for Miami Lakes to drainage improvements in Bal Harbour Village, **our multi-discipline team knows what coastal communities need** to for community improvement projects, and utilize this knowledge to **help inform clients' grant needs**.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Subconsultants

Erin L. Deady, P.A.
Environmental and Resiliency Grants Support

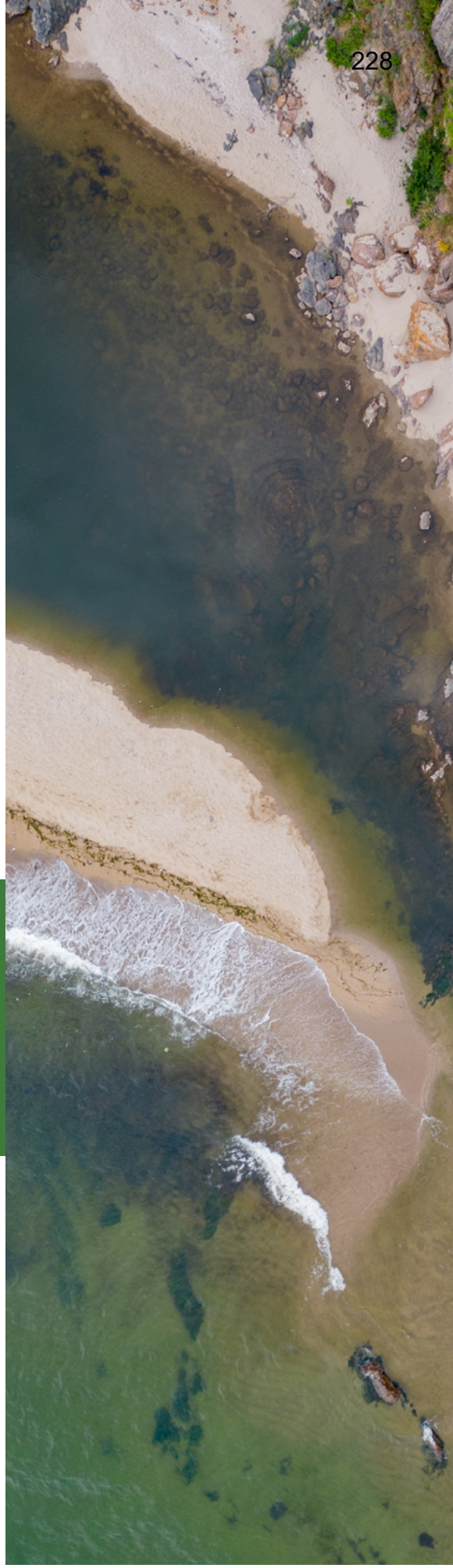
ERIN L. DEADY, P.A.

Erin L. Deady P.A. is a full service Legal, Urban Planning and Grant-related Services firm located in Delray Beach, FL. The firm prides itself on working at intersection of resiliency, policy implementation and project success for community development planning. Erin L. Deady, P.A. has a successful track record in researching and securing grants for various clients, having secured $8 million of state and federal funds to date. We have coordinated and drafted grant applications for the U.S. Department of Commerce's Economic Development Administration, U.S. Environmental Protection Agency, U.S. Housing and Urban Development, Florida Department of Environmental Protection, and numerous private foundation grants.

Erin L. Deady P.A. is led by **Erin Deady, ESQ, AICP**. Ms. Deady has 26 years of experience in resiliency planning and planning support, a law degree from Nova Southeastern University, and Masters of Public Administration from Florida Atlantic University, and is a AICP-certified planner. She, has extensive knowledge of requirements and evaluation criteria for planning and capital project grant applications, and has helped secure over hundreds of millions of dollars in grant funding for such projects.

Erin L. Deady, P.A. has secured 69 grants totaling $214,938,218 in the Resilient Florida program for planning and project implementation grants since the programs inception in 2021. Project and planning grants are statewide from Pensacola to Key West including both coastal and inland communities. Ms. Deady is a known expert in positioning communities for this funding program which opens each year from July 1 – September 1.

Erin L. Deady P.A. is a State of Florida Certified Woman Owned Business and a Small Business Administration Certified Economically Disadvantaged Woman Owned Business.



Vickki Placide-Pickard

Project Manager and Planning and Grant Administrator

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

20 Years of Experience | 5 Years with the Firm

Education

MS, Public Administration
Florida Atlantic University

BS, Health Administration
Florida Atlantic University

Licenses & Certifications

Certified Housing Development Professional
#0812-03

Work History

- **Planning and Grant Administrator**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2020 – Present
- **Director of Legislative and Community Affairs**
  City of Deerfield Beach
  2015 – 2020
- **Community Development and Housing Administrator**
  City of Coral Springs
  2013 – 2015
- **Community Development Coordinator**
  City of Coral Springs
  2005 – 2013
- **Special Projects Coordinator**
  Community Redevelopment Associates of Florida, Inc.
  2004 – 2005

Project Experience

- **Grant Writer**
  Cities of Vero Beach, FL and Oak Hill, FL, and the Borough of Bound Brook, NJ
  Successfully wrote and received grants.
- **Planning Consultant**
  City of Lauderhill, FL
  Provided ongoing planning assistance to the City including Land Development Code amendments, review zoning and land use applications and site plan review.
- **Planning Consultant**
  City of Margate, FL
  Developed zoning regulations and modifications, provided recommendations, best practices, procedural streamlining, and code reorganization.
- **Planning Consultant**
  St. Lucie County, FL
  Completed the County's Emergency Management Local Mitigation Strategy which identifies the natural hazards that may affect the county and assesses risks and vulnerabilities of the natural hazards.
- **Grant Management and Compliance Consultant**
  Cities of Homestead, Oak Hill, Fellsmere, Miramar (as a subconsultant), and Town of Jupiter, FL
  Manage various facets of federal,, state and local government grant programs including strategic planning, budgeting, financial analysis, compliance and performance assessments.
- **Planning Consultant**
  City of Hialeah, FL
  Completed the City's Workforce Housing study to meet Miami-Dade County workforce housing requirements.
- **Planning Consultant**
  City of Lighthouse Point, FL
  Updated the City's Water Supply pursuant to state statutes in order to strengthen the links between regional water supply plans and comprehensive plans prepared by local governments.
- **Legislative and Community Affairs Director**
  City of Deerfield Beach, FL
  Developed and implemented the City's intergovernmental relations efforts and ovresaw the City's Grant Program, community outreach and Affordable Housing Programs.
- **Community Development and Housing Administrator**
  City of Coral Springs, FL
  Developed and managed community development and affordable housing programs; co-authored the City's Affordable Housing Ordinance prepared the housing, intergovernmental and capital improvement elements of the Comprehensive Plan and Evaluation Appraisal Report.

Memberships & Affiliations

Member
American Planning Association (APA), Broward Chapter

Member
Florida Atlantic University School of Public Administration Advisory Board

Member
National Forum for Black Public Administrators - South Florida Chapter

Member
National Grant Management Association

James "Jim" Hickey, AICP

Professional-in-Charge / Director of Planning

29 Years of Experience | 8 Years with the Firm

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Education

MA, Urban Planning
Virginia Commonwealth University

BS, Geography and History
University of Massachusetts

Licenses & Certifications

American Institute of Certified Planners (AICP)
Certified Planner #015985

Work History

- **Director of Planning**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2020 – Present
- **Planning Administrator**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2018 – 2020
- **Assistant Director of Development Services**
  City of Coral Springs, FL
  2007 – 2018
- **Principal Planner**
  Broward County, FL
  2001 – 2007
- **Senior Project Manager**
  City of Somerville, MA
  1996 – 2001

Project Experience

- **Development Services Director**
  City of Weston, FL
  Provides ongoing planning assistance for the City, including site plan review and preparation of reports and analysis for the City Commission. Serve as the City's appointee on the School Board of Broward County's Staff Working Group.
- **Planning Director**
  City of Lighthouse Point, FL
  Collaborated with the City and a developer to redevelop Lighthouse Point Yacht Club into a mixed-use site. This project involved amending the comprehensive plan map and text, rezoning the property, creating a new zoning district, reviewing the site plan, and finalizing a developer's agreement.
- **Project Manager**
  City of Pompano Beach, FL
  Collaborates with the City to review large-scale Planned Development applications, offering technical analysis and site plan reviews. Also, prepares staff reports and presents these applications to the Planning and Zoning Board and City Commission.
- **Planning Consultant**
  City of Wilton Manors, FL
  Completed the City's Urban Form and Density Report, which established where and how future redevelopments should occur. Other activities/services provided include drafting regulations for the implementation of the Form and Density Report rezoning of a diverse mixed-use area and two land use plan amendments to establish density requirements, increase density, and expand the City's mixed-use land use districts.
- **City Planner**
  City of West Park, FL
  Completed an adoption of regulations to rezone the City's expanded Transit-Oriented Corridor (TOC), including public involvement, preparation of code language, and presentations to the Planning and Zoning Advisory Committee as well as the City Commission. This project included public engagement and dealt with many issues facing the City, including disinvestment, redevelopment opportunities as well as concerns with gentrification.
- **City Consultant**
  City of Margate, FL
  Completed an update to substantial portions of the City's Code. The City had not completed a thorough review of the Code in over 30 years, and the proposed changes provide a modern, unified land development code that is clear, concise, and easily understood by City residents.

Silvia Vargas, FAICP, LEED AP

Principal Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

33 Years of Experience | 8 Years with the Firm

Education

MS, Urban Planning
University of Kansas

BA, Architectural Studies
University of Kansas

Licenses & Certifications

American Institute of Certified Planners (FAICP)
Certified Planner #087875

U.S. Green Building Council
LEED Accredited Professional (Legacy)

Work History

- **Planning Administrator**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2018 – Present
- **President/Owner**
  Silvia E. Vargas Community Planning, LLC
  2016 – 2018
- **Senior Associate/Planner**
  Wallace, Roberts & Todd
  1996 – 2016
- **Senior Planner**
  Monroe County
  Marathon, FL
  1993 – 1996

Project Experience

- **City Planner**
  City of Miami Springs
  Miami Springs, FL
  Provides day-to-day planning support, development review, and management of special projects on emerging issues.
- **Principal Planner**
  Future City: NoMi Beyond the Centennial
  North Miami, FL
  The Future City planning process honors North Miami's first 100 years and prepares for the next century. The updated plan emphasizes community health, climate resilience, housing affordability, and technology access. It is dynamic, user-friendly, and visually appealing.
- **Principal Planner**
  Future Land Use Element (FLUE) and Future Land Use Map (FLUM) Update
  Miami Shores, FL
  Led a public-driven process to address inconsistencies in the Village's FLUE and FLUM, and updated the FLUE for the Comprehensive Plan Evaluation and Appraisal Review (EAR).
- **City Planning & Zoning Official**
  North Bay Village Planning Services
  North Bay Village, FL
  Serves as the City's Planning and Zoning Official, handling daily planning and zoning services, and leading special projects like annexation studies and EAR-based Comprehensive Plan processes.
- **Principal Planner/Public Engagement**
  Town Center North Overlay Re-Visioning
  Sunny Isles Beach, FL
  Led the execution of a values-driven public engagement re-visioning project for the City.
- **Principal Planner/Public Engagement**
  Indiantown Land Development Code
  Indiantown, FL
  Developed and implemented the public outreach and information program for CGA-led Land Development Code preparation process–the Village's first.
- **Principal Planner/Public Engagement**
  Urban Form & Density Study
  Wilton Manors, FL
  Created public engagement activities for a study on increasing density in Wilton Manors, ensuring compatibility and protecting single-family neighborhoods.
- **Principal Planner/Public Engagement**
  PlanIT Pompano!
  Pompano Beach, FL
  Developed & implemented the public engagement strategy the City's Comprehensive Plan Update.
- **Principal Planner/Public Engagement**
  Zoning Code Update
  Pembroke Pines, FL
  Created the public outreach and engagement plan for a CGA project to update the City's 50-year-old Zoning Code.
- **Principal Planner**
  Transit-Oriented Development District (TODD)
  South Miami, FL
  Led the preparation and testing of an amendment to modernize South Miami's TODD zoning district using massing studies.
- **Principal Planner/Public Engagement**
  Land Use Plan, Major Street Plan and Ordinances Update
  Mobile, AL
  Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan.

Memberships & Affiliations

- **President-Elect of the AICP Commission**
- **Former Director at Large of the APA Board**
- **Former AICP Commissioner**

Kenya Louidor

Grant Coordinator

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

5 Years of Experience | <1 Year with the Firm

Education

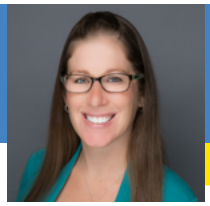
BS, Social Sciences
Florida State University

Work History

- **Grant Coordinator**
  Calvin, Giordano & Associates, Inc.
  2025 – Present
- **Project Director & Grant Administrator**
  21st Century Learning Centers
  2021 – 2025
- **Program Coordinator**
  Somerset Pines Academy
  2021 – 2023
- **Grant Writer**
  Freelance
  2020 – 2021

Project Experience

- **Grant Compliance**
  City of Fellsmere, FL
  Provide support in managing grant programs funded through the FDEP and the Florida Commerce. Responsibilities include coordinating multi-phase resiliency projects, facilitating communication with contractors and city engineers, monitoring project progress, prepare reimbursement requests and support documentation, and draft progress and final reports to ensure compliance with state and federal grant guidelines.
- **Grant Coordinator**
  City of Homestead and Town of Jupiter, FL
  Assist with management various facets of federal,, state and local government grant programs including compliance and performance assessments.



Jenna Martinetti, PE

Director of Engineering

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

22 Years of Experience | 22 Years with the Firm

Education

BS, Civil Engineering
Florida State University

Licenses & Certifications

Floria Board of Professional Engineers
Professional Civil Engineer #69036

Federal Highway Administration
Advanced Temporary Traffic Control Certificate

Florida Department of Transportation
Local Agency Program & Florida Highway Administration Certification and Recertification

Florida Department of Transportation
Specifications Package Preparation Certification

Florida Department of Environmental Protection
Stormwater, Erosion Control and Sedimentation Qualified Stormwater Management Inspector

Occupational Safety and Health Administration (OSHA)
10-Hr OSHA Training in Construction Safety and Health

Work History

- **Director of Engineering & Civil Engineer**
  Calvin, Giordano, and Associates, Inc. (CGA), a SAFEbuilt Company
  2004 – Present

Project Experience

- **Project Manager**
  Dania Cove Park Improvements
  Dania Beach, FL
  Design & installation of park improvements, including seawalls, pavilions, and walking paths.
- **Project Manager & Engineer of Record**
  Water Main and Force Main Subaqueous Crossing of the Dania Cut-off Canal
  Dania Beach, FL
  Replacement of the existing water and sewage force mains under the Dania Cut-off Canal via horizontal directional drill to accommodate the proposed canal dredging.
- **Project Manager**
  Water Main Replacement on NE 2nd St
  Dania Beach, FL
  Replacement of 1300 LF of exiting water main in a residential neighborhood.
- **Senior Project Manager**
  Rolling Oaks Park
  Miami Gardens, FL
  Design and construction of an ADA-complaint pedestrian trail and associated retention areas in the park.
- **CGA Project Manager**
  Rickenbacker Causeway Project
  Miami Dade County, FL
  In-house Project Manager responsible for drainage and S&PM on the design build team with Kiewit Construction for the rehabilitation of the Rickenbacker Causeway's West Bridge and the Rehabilitation and expansion of the Bear Cut Bridge.
- **Senior Project Manager**
  Windmill Park
  Coconut Creek, FL
  Design of a 14-acre site redevelopment for site improvements to an existing park.
- **Senior Project Manager**
  Davie Road Complete Streets
  Phases I & II
  Davie, FL
  Two phases of complete streets design for Davie Road two phases of complete streets design for Davie Road.
- **Senior Project Manager and Engineer of Record**
  Davie Road Complete Streets
  Phase III
  Davie, FL
  Davie Road from Orange Drive to SW 39th Street improvements that added two mid block crossings, landscaped medians, expanded sidewalks and new school signal.
- **Sr. Project Manager & Engineer of Record**
  Nova Drive Complete Streets & Roadway Improvement Project
  Davie, FL
  Project to widen a portion of the corridor from 2 to 4 lanes, add bike lanes, safer sidewalks, a new roundabout, lighting, landscaping, and upgraded signalized intersections.
- **Engineer of Record**
  Water Main Replacement on NE 2nd Ave
  Dania Beach, FL
  2020 – 2022
  Replacement of 8000 LF of existing water main in a residential neighborhood.
- **Senior Project Manager**
  Broad Causeway LAP Project
  Bay Harbor Islands, FL
  Design and construction document preparation for adding a paved shoulder to the Causeway and replacing the pedestrian handrail along the waterways bridge.
- **Senior Project Manager**
  Rolling Oaks Park
  Miami Gardens, FL
  Design and construction of an ADA complaint pedestrian trail and associated retention areas within the park.
- **Senior Project Manager**
  Oak Grove Park
  North Miami, FL
  Design permitting and engineering during construction for improvements to the existing park, including tennis courts and walking paths.
- **Senior Project Manager**
  Pine Island Park
  Plantation, FL
  Complete reconstruction and re-design of the City's signature 24 acre park, with 8 new soccer fields, including one artificial turf field, new storage and restroom building, and a new expanded parking lot. Project was funded by the City's GO Bond.

Pablo Chon Kan-Munoz, PE, PTOE

Director of Traffic Engineering

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

9 Years of Experience | 4 Years with the Firm | English-Spanish Bilingual

Education

MS, Civil Engineering
Florida Atlantic University

BS, Civil Engineering
Universidad de Costa Rica

Licenses & Certifications

State of Florida
Professional Engineer #97697

Costa Rica
Professional Engineer

Transportation Professional Certification Board (TPCB)
Professional Traffic Operations Engineer (PTOE)

Work History

- **Traffic Engineer**
  Calvin, Giordano & Associates, Inc.
  2022 – Present
- **Graduate Research Assistant**
  Florida Atlantic University
  2020 – 2022
- **Design Engineer**
  RQ Ingeniería-INTRA Consultores
  2017 – 2022

Project Experience

- **Ocean Drive and Lummus Park Improvements**
  Miami Beach, FL
  The project comprises a Mobility and Impact Study to assess the proposed changes to Ocean Drive and nearby streets
- **Lyons Rd. and Winston Park Blvd.**
  Broward County/Coconut Creek, FL
  The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system
- **Polk St. and N. 24th Ave.**
  Broward County/Coconut Creek, FL
  The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system
- **Las Olas Blvd and SE 3rd Avenue**
  Broward County/Fort Lauderdale, FL
  The project will replace the existing span wire traffic signal system with a new mast arm traffic signal system
- **NW 31st Avenue and NW 19th Street Intersection Improvements**
  Broward County/Fort Lauderdale, FL
  The project will replace the existing span wire traffic signal system with a new mast arms traffic signal system
- **City of Weston Traffic Engineering Services**
  Weston, FL
  Traffic review services in the form of site plan reviews and engineering permit reviews
- **Multimodal Mobility Study**
  Medley, FL
  Multimodal Mobility Study and Impact Assessment to improve the transportation conditions within the Town including bicycling, walking, and public transit options for South River Drive from NW 116th Way to NW 87th Avenue. The study length is approximately 7,500 linear feet
- **Miami Beach Pedestrian Priority Zone**
  Miami Beach, FL
  Comprises the design of ADA ramps and high-emphasis crosswalks at several locations, as well as the installation of a new crosswalk. In addition, this project comprises the preparation of a study for the implementation of Leading Pedestrian Intervals (LPIs) at two locations.
- **Miami Beach Sunset Harbour Traffic Study**
  Miami Beach, FL
  This project involves reviewing vehicular, pedestrian, and bicycle data to determine safety improvements at different locations throughout the neighborhood.
- **Miscellaneous Traffic Engineering Reviews**
  Weston, FL; Dania Beach, FL; Homestead, FL; Vero Beach, FL; Davie, FL; North Bay Village, FL
  Review trip generation statements, traffic impact studies, and site plans on behalf of the municipalities listed above.
- **Graduate Research Assistant**
  Florida Atlantic University
  As a graduate research assistant, worked under the supervision of advisor developing solutions for different customers requiring technical advice from the Transportation Lab, such as FDOT and MPOs Boca Raton, FL.

Memberships & Affiliations

Young Member
Civil Engineers Committee - Colegio Federado de Ingenieros y de Arquitectos (CFIA), Costa Rica

Sophia Neves, PLA, ASLA

Landscape Designer

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

8 Years of Experience | 3 Years with the Firm | English-Portuguese Bilingual

Education

MS, Landscape Architecture & Environmental Urban Design
Florida International University
Miami, FL

MS, Architecture
Florida International University
Miami, FL

Licenses & Certifications

State of Florida
Registered Professional Landscape Architect
#LA0002019

Work History

- **Landscape Designer**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2023 – Ongoing
- **Landscape Architecture Intern**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2022 – 2023
- **Junior Architect**
  Laura M. Perez & Associates
  Miami, FL
  2021 – 2022
- **TOM Fellow**
  TOM Tikkun Olam Makers, Florida International University
  Miami, FL
  2020 – 2022
- **Course Assistant for Structures**
  Florida International University
  2020
- **Architectural Intern**
  Plusurbia Design
  2020
- **Drafter & Renderer**
  Debris Maze Challenge by Gabriela Barrocas
  2018 – 2019
- **Lab Technician/Student Assistant**
  Florida International University
  2018 – 2019

Project Experience

- **Landscape Designer**
  Coral Estates Park; Miami, FL
  Contributed to the preparation of planting design for construction documents.
- **Landscape Designer**
  Downtown Dog Park; Miami, FL
  Contributed to technical tasks, including 3D modeling and rendering, site plan drawings, and construction document detailing.
- **Landscape Designer**
  Hanford Civic Park; Hanford, CA
  Developed a preliminary site plan for a civic park, enhancing pedestrian experiences with a multi-functional promenade, furnishings, and a water feature.
- **Landscape Designer**
  North Palm Desert Park; Palm Desert, CA
  Contributed to community engagement events by preparing visual graphics and assisting in the in-person open house.
- **Landscape Designer**
  Antelope Creek Park; Woodlake, CA
  Prepared site plan drawings, construction document detailing, and selected materials, palettes, lighting, and branding elements.
- **Landscape Designer**
  Guy Davis Park; Stuart, CA
  Prepared site plan drawings and construction document detailing.
- **Landscape Designer**
  Lake Hamilton Trails & Master Plan Visioning; Lake Hamilton, CA
  Developed preliminary conceptual site plan design for a civic park focused on a multi-generational park experience.
- **Landscape Designer**
  Lake Dalwigk Park Improvements; Vallejo, CA
  Prepared site plan drawings and construction document detailing.
- **Community Engagement Specialist**
  Gator Run Park Improvements; Weston, FL
  Assisted with boards for Public Engagement and technical drawings for construction documents.
- **Landscape Designer**
  Destin Town Center Master Plan
  Destin, FL
  Co-created graphics for a city-wide vision of improving city-owned properties, including coordination with architects to generate 3D model renderings to explore three potential site improvements.
- **Planning Support**
  North Miami Beach Urban Forestry Master Plan; North Miami Beach, FL
  Assisted in developing a full report addressing the opportunities and constraints of the existing tree canopy in North Miami Beach, complete with technical documentation and infographics.
- **Community Engagement Specialist**
  Windmill Ranch Park Improvements; Weston, FL
  Assisted with boards for Public Engagement and technical drawings for construction documents.

Memberships & Affiliations

Member
American Society of Landscape Architects (ASLA)

Awards & Recognition

2024 Design Award of Merit – Unbuilt Category (for Antelope Creek Park)
American Society of Landscape Architects – Florida Chapter

Erin L. Deady, Esquire, AICP

Attorney and Certified Land Planner

ERIN L. DEADY, P.A.

EXPERIENCE

Deady: 2011

Industry: 1995

AREAS OF EXPERTISE

Sustainability and Planning

Energy Conservation

Land Use

Grant Funding

Environmental Restoration

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Planners

Florida Chapter of the American Planning Association

PROFESSIONAL SUMMARY

Ms. Deady has significant management experience on numerous complex projects involving climate legal, policy and planning elements including vulnerability analyses and integration of adaptation responses into Comprehensive Plans. Ms. Deady has worked on numerous sustainability, climate and energy planning efforts around the state for large and small local governments. Ms. Deady has published numerous articles and resources related to the planning and legal issues surrounding resiliency and adaptation planning strategies. A cornerstone of this experience includes the development and implementation of public engagement and outreach strategies to support local government policy and decision-making processes.

QUALIFICATIONS

Education

- Juris Doctorate, Nova Southeastern University, Shepard Broad Law Center 2000
- Master Public Administration, Environmental Growth Management, Florida Atlantic University 1996
- Master of Public Admin, University of the Virgin Islands, 1995
- Bachelor of Arts, Marine Science Affairs, University of Miami, 1993

Registrations / Certifications / Licenses

- Florida Bar No. 367310
- AICP, American Institute of Certified Planners

Training / Professional Development

- Admitted to Florida Bar (2000), member of Executive Council for the Environmental and Land Use Law Section, 2002-Present. Chair 2012-Present

WORK EXPERIENCE

Erin L. Deady, P.A. | 2011 - Present
President

Lewis, Longman & Walker, PA. | 2008 - 2011
Shareholder

Audubon of Florida | 1997 - 2003
Environmental Counsel

Florida Atlantic University | 1995 - 1997
Fellowship-Urban and Environmental Solutions

TEAM LICENSES AND CERTIFICATIONS

THE AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JAMES P HICKEY

Has qualified as a

Member

with all benefits of a Certified Planner and responsibility to the AICP Code of Ethics and Professional Conduct.

Membership Certificate Number 015985

July 1, 2000

AICP

SILVIA ELENA VARGAS

HAS QUALIFIED AS A

MEMBER

AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1997

DATE OF MEMBERSHIP

PRESIDENT

EXECUTIVE DIRECTOR

AICP

American Institute of Certified Planners

Creating Great Communities for All

March 11, 2020

Silvia E. Vargas, AICP
6110 SW 62nd Pl
South Miami, FL 33143

Dear Silvia E. Vargas, AICP:

On behalf of the American Institute of Certified Planners, the professional institute of the American Planning Association, we are honored to announce your election to the College of Fellows of AICP. Please accept our congratulations on this well-deserved recognition of your accomplishments and contributions to the planning profession. You will become a Fellow upon your induction during the 2020 Induction Ceremony in Houston on April 26, 2020. After your induction on April 26, you are encouraged to use FAICP after your name. As you know, use of the FAICP designation is permitted as long as you are a member in good standing of APA/AICP.

As you might imagine, the FAICP Selection Committee was charged with a challenging assignment, as reviewing the nominations of so many accomplished planning professionals is a humbling task. In completing our selection, we believe that your planning career represents the qualities that define Fellowship within AICP. We hope that, in accepting this honor as a member of the College of Fellows, you will continue to be actively engaged in advancing the future of the planning profession by serving as a role model and mentor to other planners.

As a member of the 2020 FAICP class, you are invited to be our guest at the Fellows of AICP Induction Ceremony at the 2020 APA National Planning Conference. See attachments for more details.

Again, congratulations on your selection as a Fellow of AICP. We look forward to seeing you in Houston this April.

Warm regards,

Robert Olshansky, FAICP
Chair, 2020 FAICP Selection Committee

Chicago Office
205 N. Michigan Avenue
Suite 1200
Chicago, IL 60601-5927
p: 312.431.9100

Washington D.C. Office
1030 15th Street, NW
Suite 750 West
Washington, DC 20005-1503
p: 202.872.0611

AICP President
Deborah A. Lawlor, FAICP, PP

Chief Executive Officer
Joel Albizo, FASAE, CAE

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

CHON KAN-MUNOZ, PABLO ANTONIO
333 NW 36TH CT.
BOCA RATON FL 33431

LICENSE NUMBER: PE97697
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

TPCB

The Transportation Professional Certification Board

Certifies that

Pablo Chon Kan-Munoz, P.E., PTOE

successfully holds the Professional Traffic Operations Engineer® certification

Original Certification Date: 7/9/2024

Certification Valid Through: 7/9/2027

Steve Kuciemba,
Executive Director and CEO

Joseph C. Balskus, P.E., PTOE, RSP1
TPCB Chair

Certification Number: 5720

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Ron DeSantis, Governor
Melanie S. Griffin, Secretary

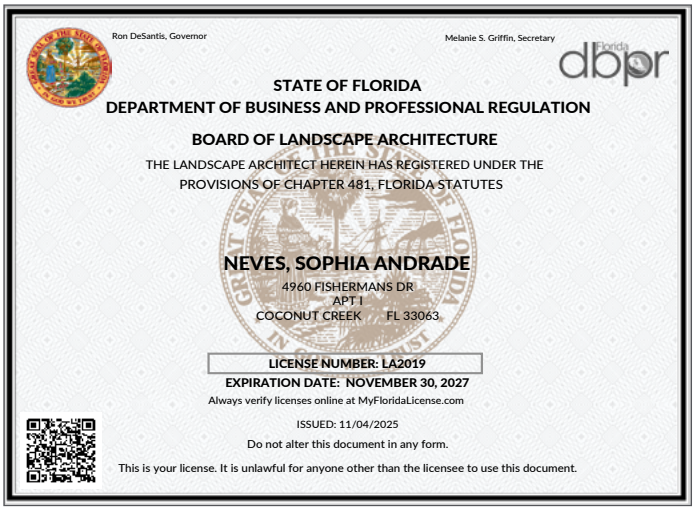
STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MARTINETTI, JENNA REE
1313 TAYLOR ST.
HOLLYWOOD FL 33019

LICENSE NUMBER: PE69035
EXPIRATION DATE: FEBRUARY 28, 2027
Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.



Ron DeSantis, Governor
Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

NEVES, SOPHIA ANDRADE
4960 FISHERMANS DR
APT I
COCONUT CREEK FL 33063

LICENSE NUMBER: LA2019
EXPIRATION DATE: NOVEMBER 30, 2027
Always verify licenses online at MyFloridaLicense.com

ISSUED: 11/04/2025
Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

TAB D

Cost of Proposed Services

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB D | COST OF PROPOSED SERVICES

Provided below are CGA's hourly rates for staff needed for the main services, as well as specialized services. In addition to the hourly rates listed below, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25. Erin Deady, P.A. will be billed at the Principal Planner rate.

PROFESSIONAL FEE SCHEDULE - 2026 RATES

Principal	$277
Contract Administrator	$257
Project Coordinator	$129
Executive Assistant / Clerical	$95

ENGINEERING

Director, Engineering	$248
Sr. Project Manager	$216
Project Manager	$197
Sr. Engineer	$199
Project Engineer	$173
Engineer	$148
Jr. Engineer	$129
Senior CADD Tech	$150
CADD Technician	$127
Permit Administrator	$121
Engineering Plan Review	$197
Certified Floodplain Manager	$173

LANDSCAPE ARCHITECT

Director, Landscape Architect	$248
Senior LA/Urbanist	$199
Environmental Administrator	$165
Environmental Specialist	$137
Environmental Assistant	$127
Landscape Architect/Urbanist	$183
Senior CADD Tech	$150
CADD Technician	$127
Landscape Inspector/Arborist	$137
Landscape Plan Reviewer	$188
Jr. Landscape Architect/Urbanist	$165
Landscape Designer	$137
Jr. Landscape Designer	$122
Landscape Analyst	$89

SURVEYING

Director, Surveying	$248
Senior Registered Surveyor	$196
Survey Crew	$182
Registered Surveyor	$175
Survey Coordinator	$141
CADD Technician	$127
3D Laser Scanner	$497
G.P.S. Survey Crew	$219

EXPERT WITNESS

Principal	$438
Registered Engineer/Surveyor	$371
Project Engineer	$304

INDOOR AIR QUALITY SERVICES

Sr. Environmental Scientist	$165
Environmental Scientist	$137

CONSTRUCTION

Director, Construction	$248
Sr. Project Engineer (CEI)	$223
Project Administrator (CEI)	$167
Construction Management Director	$185
Construction Manager	$167
Senior Inspector	$137
ITS Inspector	$137
Inspector	$125
Inspector Aide	$120
Construction Coordinator	$129
Resident Compliance Specialist	$125

GOVERNMENT SERVICES

Director, Governmental Services	$248
Director, Code Enforcement	$194
Director, Building Code	$194
Project Manager	$197
Code Enforcement Field Supervisor	$148
Code Enforcement Field Inspector	$125
Special Magistrate Clerk	$95
Building Official	$153
Building Plans Reviewer	$131
Building Inspector	$125
Permit Processor	$95
Engineering Plan Review	$197
Certified Floodplain Manager	$173

PLANNING

Director, Planning	$248
Planning Administrator	$202
Principal Planner	$196
Planning Manager	$196
Senior Planner	$167
Planner	$141
Assistant Planner	$123
Planning Technician	$95
Grants Administrator	**$202**
Grants Coordinator	**$141**

DATA TECH DEVELOPMENT

Director, Data Tech Dev.	$248
GIS Coordinator	$196
GIS Specialist	$167
Multi-Media 3D Developer	$150
GIS Technician	$129
Sr. Applications Developer	$248
Applications Developer	$185
Network Administrator	$206
System Support Specialist	$150
IT Support Specialist	$113

TAB E

Illustrative Work

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB E | ILLUSTRATIVE WORK

SIMILAR PROJECTS

CGA brings decades of expertise in grant writing, administration, and compliance for municipalities and public agencies. The firm has successfully secured and managed millions of dollars in competitive grants from federal, state, and regional sources, enabling communities to fund critical infrastructure, transportation, resiliency, and recreational projects. CGA's grant services go beyond writing compelling proposals—they include strategic planning, budgeting, financial analysis, and full compliance oversight to ensure projects meet all regulatory requirements and performance measures.

CGA's team has delivered measurable results for clients across Florida and beyond, including securing funding for projects such as ADA sidewalk improvements, bicycle facilities, drainage upgrades, and park enhancements. Their experience spans programs like Community Development Block Grants (CDBG), Florida Department of Transportation (FDOT) grants, FEMA Hazard Mitigation Assistance, and Florida Inland Navigation District (FIND) grants. For the Florida Department of Environmental Protection, our team has worked on Resilient Florida, Florida Recreational Development Assistance Program, Florida Division of Emergency Management-Florida Hazard Mitigation Grant, Florida Flood Mitigation Assistance, and Florida Loss Mitigation Program. CGA also provides post-award administration, monitoring expenditures, and ensuring timely reimbursements, which protects clients from compliance risks and maximizes grant benefits throughout the project lifecycle.

With over 20 years of specialized grant experience on staff and a proven track record of success, CGA offers municipalities a comprehensive approach to funding strategy and project delivery. Their proactive methods—such as conducting upfront research, refining project scopes, and maintaining open communication with funding agencies—position clients for competitive advantage. By combining technical expertise with diligent oversight, CGA ensures that every grant-funded project is completed on time, within budget, and in full compliance, helping communities achieve their goals and leverage resources effectively.

Provided in the table below are clients that CGA currently or recently provided grant services for, including where we provided each major part of the Town's scope of services for this work. In-depth project sheets that include details about our grant service for five of these clients (highlighted in blue) are provided on the pages that immediately follow. A list of successful grant applications for many of these clients is provided thereafter.

Project	Grant Scope			
	Grants Strategy	Grants Research	Grant Writing and Application Development	Technical Assistance and Program Administration
City of Vero Beach, FL	✓	✓	✓	
City of Fellsmere, FL	✓			✓
Town of Jupiter, FL				✓
City of Homestead, FL				✓
City of Miramar, FL				✓
City of Oak Hill, FL	✓	✓	✓	✓
City of Dania Beach, FL	✓	✓	✓	
City of Weston, FL	✓	✓	✓	
Borough of Bound Brook, NJ	✓	✓	✓	
Pinellas County, FL	✓	✓		✓
Palm Beach County, FL			✓	

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

GRANT WRITING AND ADMINISTRATION SERVICES

Vero Beach, FL

Client
City of Vero Beach
1053 20th Place
Vero Beach, FL 32960

Contact Information at Time of Project
Patty Howard
Assistant Recreation Director
772.567.2144
PHoward@covb.org

Sean Collins, Marina Director
772.978.4960
SCollins@covb.org

Project Date
2022 – 2025

Services Provided
Grant Writing
Grant Administration

Firm's Fees
$ Hourly Fee

CGA provided grant writing and administrative services to the City of Vero Beach, focusing on securing funding for recreation, public works, and the redevelopment and expansion of the City Marina. By understanding the City's priorities and aligning them with available funding opportunities, CGA supported Vero Beach in moving forward with several important community enhancement projects.

CGA assisted the City in applying for two rounds of Florida Inland Navigation District (FIND) Grant, which provided funding for the redevelopment of the City Marina. Throughout the project, CGA assisted with required deliverables, reimbursement requests, and reporting efforts to maintain compliance and support successful project progress. The marina improvements addressed several key needs, including stormwater upgrades, dredging, and new boating facilities, which support both local recreation and economic activity along the waterfront.

For parks and recreation, CGA assisted the City in applying for grants such as the Florida Recreation Development Assistance Program (FRDAP), State of Florida small cities Community Development Block Grant (CDBG), and Indian River Tourist Tax funds funding to improve community parks and ensure residents have access to well-maintained and safe recreational spaces. These projects included upgrades at Charles Park Playground, Lifeguard Tower at Humiston Park, which allow families to continue enjoying events, activities, and safe areas.

CGA also supported the City in submitting a Small Matching Grant application to assist the Planning and Development Department in its Neighborhood Historic Development efforts. The grant helped address gaps in historic documentation and bring greater awareness to the community's unique identity, with the goal of increasing historic designations locally and preparing for a potential National Register District designation in the future.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
City of Fellsmere
22 S. Orange St
Fellsmere, FL 32948

Contact Information at Time of Project:
Carolina Rodriguez
Grant Administrator
772.646.6315
GrantAdmin@cityoffellsmere.org

Project Date
April 2025 – December 2025

Services Provided
Grant Administration
Grant Compliance

Firm's Fees
$ 44,796.00

GRANT ADMINISTRATION SERVICES

Fellsmere, FL

CGA provides comprehensive grant administration services for the City of Fellsmere. These services support the management of multiple federal and state grants, including projects funded through the Florida Department of Environmental Protection (FDEP), Florida Commerce, and the Florida Division of Emergency Management (FDEM). These funds enhance the City's resiliency, infrastructure, and transportation systems to improve the overall quality of life for residents.

CGA provided support for two alleyway grading and drainage improvement projects, which enhanced stormwater flow across multiple neighborhoods by clearing accumulated debris, reducing roadway flooding, and improving access. Despite staffing transitions at the city, CGA ensured compliance with grant guidelines, maintained project momentum, and supported successful project completion.

The City also rehabilitated the historic New York Ditch to strengthen its wastewater and drainage infrastructure. Through CGA's assistance, Fellsmere successfully secured reimbursement from Florida Commerce for the necessary improvements made to this critical system.

Additionally, the Fellsmere completed a Vulnerability Assessment and Stormwater Master Plan to further strengthen infrastructure against future storm impacts. These efforts will guide long-term planning and help the city secure additional funding opportunities for resilience-focused improvements.

These projects represent key investments in the community's safety, infrastructure, and future growth, altogether supporting a stronger and more resilient Fellsmere.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
Town of Jupiter
196 Military Trail
Jupiter, FL 33458

Contact Information at Time of Project:
Satu Oksanen
Neighborhood Services Manager
561.751.2524
SatuO@jupiter.fl.us

Project Date
March 2023 – Ongoing

Services Provided
Grant Administration

Firm's Fees
$ 62,568.00 (FY 2025-2026)

GRANT ADMINISTRATION SERVICES

Jupiter, FL

CGA has worked alongside the Town of Jupiter providing grant administrative services, focusing on helping the town administer its Community Development Block Grant (CDBG) funds for multiple infrastructure and community support projects. CGA has been involved in the town's development through programs like the Housing Rehabilitation Program for seniors and participation in committee meetings to determine where funding is most needed. This involvement has allowed CGA to better support the Town of Jupiter in moving forward with several important community enhancement projects.

CGA has supported the town in its infrastructure and recreation efforts, including the Eastview Manor Park improvements, where the town installed new playground equipment for the Eastview Manor neighborhood. The town has also made several infrastructure upgrades through projects such as the Pines Gardens North Drainage Improvements, South Loxahatchee Drive Street Safety Improvements, and the JMC and My Clinic Post Acute Services project.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
City of Homestead
100 Civic Court
Homestead, FL

Contact Information at Time of Project:
Carlos M. Perez
Finance Director
305.224.4543
CPerez@cityofhomestead.com

Project Date
May 2022 – Ongoing

Services Provided
Grant Management
Grant Compliance
Reporting
Technical Assistance

Firm's Fees
$ 126,789 (FY 2025-2026)

CDBG GRANT ADMINISTRATION

Homestead, FL

CGA provides grant administration services to the City of Homestead for its Community Development Block Grant (CDBG) entitlement funds. The services include:

- Program oversight
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments; Assist in financial reporting;
- Environmental review, records, and compliance,
- Citizen participation and national objective compliance,
- Compliance with federal regulations
- Davis-Bacon Labor Standards, Fair Housing and EEO compliance,
- Section 3 reporting, public service and public facility project monitoring and financial
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses.
- Monitor and administer all program activities to ensure that all required expenditure and timeliness standards are met.
- Provide assistance in solicitations for needed services

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
City of Miramar
2300 Civic Center Place
Miramar, FL 33025

Contact Information at Time of Project:
Katherine Randall
Chief Housing Administrator
954.602.3246
KRandall@miramarfl.gov

Project Date
2021 – Ongoing

Services Provided
Grant Management
Grant Compliance
Reporting
Technical Assistance

Firm's Fees
$ 60,000.00/annually

CDBG GRANT ADMINISTRATION

Miramar, FL

CGA provides grant administration services to the City of Miramar for its Community Development Block Grant (CDBG) entitlement funds. The services include:

- Program oversight
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments;
- Assist in financial reporting
- Environmental review, records, and compliance
- Citizen participation and national objective compliance
- Compliance with federal regulations
- Davis-Bacon Labor Standards
- Fair Housing and EEO compliance
- Section 3 reporting, public service, and public facility project monitoring and financial monitoring
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

LIST OF SUCCESSFUL GRANTS OVER THE LAST TWO YEARS

CGA presents a list of all grants applications we have worked on recently, as well as examples of grant writing outcomes, including examples of successfully funded opportunities.

Grant Name	Award Amount	Outcome
City of Vero Beach, FL FIND Grant 2024	$400,000	Awarded
City of Vero Beach, FL Historic Preservation Grant	$50,000	Awarded
City of Vero Beach, FL FDEP	$150,000	Awarded
City of Vero Beach, FL FRDAP	$175,000	Awarded
City of Vero Beach, FL Tourist Tax Grant	$450,000	Not Awarded
Borough of Bound Brook, NJ Fire House Grant	$35,805	Awarded
Borough of Bound Brook, NJ Leary Firefighters Foundation	$25,000	*Contract with Borough expired before awarded*
Borough of Bound Brook, NJ Our Town Grant	$35,000	Not awarded
Borough of Bound Brook, NJ SAFER grant	$80,000	Awarded
Borough of Bound Brook, NJ Bulletproof Vest Partnership	$12,892	*Contract with Borough expired before awarded*
Borough of Bound Brook, NJ State Appropriations Request	Pool Reconstruction: $1,000,000 Library Asbestos Abatement: $1,550,000 Baseball Field: $500,000	*Contract with Borough expired before awarded*
Borough of Bound Brook, NJ Fire House	$500,000	*Contract with Borough expired before awarded*
Borough of Bound Brook, NJ LRI	$100,000	Not awarded
Borough of Bound Brook, NJ Age Friendly Grant	$7,500	Awarded
City of Oak Hill, FL ECHO Grant	$140,892	Awarded
City of Oak Hill, FL State Appropriations	Nancy Cumming Center: $2,500,000	Awarded
City of Weston, FL FDOT LAP	$446,500	Awarded
City of Weston, FL FDOT LAP	$100,000	Awarded
City of Weston, FL FDOT LAP	$133,000	Awarded
City of Weston, FL CSLIP	$3,000,000	Awarded

TAB F

References

TAB F | REFERENCES

REFERENCES

CGA is proud of the various successful facets of grant services we provide our clients—from the quality of our work deliverables and the outcomes they produce through to our ability to create strong working relationships and navigate multiple local, state, and federal agencies, we are confident in ability to assist the Town of Melbourne Beach with all of its grant needs. The five references below serve as a testament to our abilities and we encourage the Town to contact them.

1

City of Vero Beach

Patty Howard, Assistant Recreation Director
772.567.2144
PHoward@covb.org

Services included Grant Administration and Grant Writing. Please see page 29 for the full project details.

2

City of Fellsmere

Carolina Rodriguez, Grant Administrator
772.646.6315
GrantAdmin@cityoffellsmere.org

Services included Grant Administration and Grant Compliance. Please see page 30 for the full project details.

3

Town of Jupiter

Satu Oksanen, Neighborhood Services Manager
561.751.2524
SatuO@jupiter.fl.us

Services included Grant Administration and Grant Writing. Please see page 31 for the full project details.

4

City of Homestead

Carlos M. Perez, Finance Director
305.224.4543
CPerez@cityofhomestead.com

Services included Grant Management, Grant Compliance, Reporting, and Technical Assistance. Please see page 32 for the full project details.

5

City of Miramar

Carolyn Francis-Royer, Chief Housing Administrator
954.602.3246
CEFrancis-royer@miramarfl.gov

Services included Grant Management, Grant Compliance, Reporting, Technical Assistance. Please see page 33 for the full project details.

TAB G

Additional Information

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB G | ADDITIONAL INFORMATION

CGA understands the Town of Melbourne Beach is seeking qualified firms to provide grant writing and administering services. The Grant Writing Services we will provide the Town include, but not be limited to the following:

- Funding Needs Analysis/Strategic Approach
- Grant Funding Research
- Grant Proposal Developments and Review
- Reporting: Grant Award Administration and Compliance

Our approach to successfully secure grants is by understanding the client's needs, objectives and overall outcome. Our role is to gauge and identify the important elements within a grant and work with the local agency craft, to customize, and ultimately to compete with great success.

CGA understands grant funding is a critical factor in the development of projects and/or programs. The key to our grant writing success is our understanding and implementation of the cradle-to-grave philosophy. We not only write and secure grants; we have successfully delivered projects with multi-funding sources including Federal, State and regionally funded projects.

The complex network of federal rules and regulations requires diligence, aggressive follow-up and troubleshooting to meet grant program guidelines and policies. CGA invests time and resources to follow policy changes that affect funding and programming throughout Florida, as well as regional impacts.

We intend to work hands-on with Town staff to determine the best approach to presenting the information for the proposed project to meet grant deadlines, but most importantly, to deliver a competitive grant application.

Funding Needs Analysis/Strategic Approach

CGA understands the challenges local agency endures when it comes to serving the public. There are immediate needs and concerns, but also progressive projects and programs that are all waiting to be implemented to better serve the community. However, the biggest stumbling block is funding. CGA knows grant funding is a critical factor in the development of any capital infrastructure projects or programs.

Our approach to successfully secure grants is by listening to and understanding the Town's needs, objectives and overall outcome. CGA will work with the Town assigned department staff to fully understand the existing budgets/grants and resources, CIP (Capital Improvement Plan), the Town's goals, and community needs. This will allow the team to establish a baseline knowledge of the current funding and identify specific needs. This is an ongoing process and will be accomplished as projects and programs evolve over time.

Grant Funding Search

With an understanding of what Town Departments need, CGA can properly seek funding opportunities to match the current need. We emphasize upfront research (prior to the grant writing) and review historical data, trends and policy changes in the grant program. CGA will review past/current grants the Town has received to properly identify potential grants that are most viable and competitive for the Town. This analysis includes types of project improvement (plans, construction, study etc.), geographical location, historical events, how project was developed, project sensitivity and demand.

The analysis will allow the team to move forward to the next stage in project scoping should grant sources be identified. This analysis will also allow the Town to develop and/or implement other strategies that helps prepare projects and/plans to be competitive in grant application.

CGA continuously monitors for grant guidelines or application changes, attend grant webinars, seminars and informational forums to stay up to date on current policies and programs. Prior to undertaking a grant application, CGA analyzes the deliverables due, the information needed from the Town, and provides milestone dates for the process.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Grant Proposal Development and Review

CGA will coordinate and hold a kick-off meeting and subsequent quarterly meetings with Town staff (or more often as needed) to gain an understanding of the project(s) to be submitted. Discussions include:

- Review of project description and goals.
- Grant goals, outcomes, scoring, requirements of submittals and deadlines.
- Project local/other funding, schedule, sensitivity of project.
- Identification of stakeholders and their involvement.
- Available data on the project (public outreach efforts, safety statistics, public input, Commission or other management directives or concerns, public documents, and past project analysis/plans/cost estimates, GIS maps or other).
- Identify project teams from the Town and CGA, contact information, identify roles, and communication protocol, documents the Town can provide.

CGA will work with Town staff on grant application development as outlined in a Work Plan. The project team will:

- Conduct field assessment and visit project location with Town staff and other stakeholders as needed at the beginning of the project.
- Determine and implement the resources and expertise needed to support the grant.
- Review historical data on the project (provided by the Town or other means).
- Review components of the grant application and assign as needed to ensure grant completion.
- Monitor the grant application guidelines for any changes in schedule, forms, addenda.
- Organize, and prepare data, facts, maps and narrative based on the outreach efforts, Town provided information, historical data and other resources for the grant write up.
- Communicate to and coordinate updates on Work Plan, status, documents and other relevant items with the Town regularly to ensure the Town goals are met.
- Provide a Draft Grant Application (70% completion) for the Town initial review. This will include supporting documents provided by the Town such as plans, estimates, funding needs, and schedules. A meeting will be conducted to go over the Draft Application to allow for dialogue, changes, and comments with the project team.
- Provide a Final Draft of the grant application to the Town for review. The Final Application will include all comments and changes as requested by the Town. Signatory or other requirements from the Town can be obtained at this time.

Grant Award Administration and Compliance

CGA provides comprehensive grant and loan program management services designed to ensure full compliance, efficient administration, and successful project delivery from award through closeout. Our approach begins with thorough review of program requirements and continues with active coordination with funding agencies, development and administration of agency contracts, and meticulous management of program funds in strict accordance with applicable guidelines.

Throughout the project lifecycle, CGA monitors grant compliance to protect reimbursement eligibility, overseeing invoicing, financial tracking, and adherence to procedural requirements, including Davis-Bacon recordkeeping where applicable. Our team establishes and maintains robust public record systems, develops required reports, schedules, and certifications, and advises on and manages any necessary technical services or program criteria. We take a proactive, hands-on approach—conducting ongoing coordination, facilitating required public input processes, and providing continuous technical assistance—to identify and resolve issues before they impact funding or schedule. This diligence ensures accurate tracking of expenditures, clear accountability, and a real-time understanding of project status.

As projects near completion, CGA prepares and submits all required financial and programmatic documentation, including annual reports and final closeout packages, ensuring a smooth, compliant, and timely grant closeout process.

Resources and Equipment

CGA is dedicated to ensuring that our clients have access to adequate resources to meet their short- and long-term operational needs and goals. We understand that having the right tools and personnel in place is essential for success. With our extensive network and well-established systems, we are able to mobilize the necessary resources quickly and efficiently, and work with the Town to ensure needs are met with a minimal strain on the Town. This commitment allows us to respond to your unique challenges and support your goals effectively, ensuring that you have everything you need to thrive. Key resources include:

Staff

CGA is committed to providing the Town of Melbourne Beach with reliable, responsive, and experienced staff to support grant writing and grant management services. **All proposed staff have at least 40% availability for work on this contract.** Leveraging our ongoing work with the Town and extensive experience in similar coastal communities, our team offers the continuity, local knowledge, and technical expertise needed to successfully secure and administer funding opportunities. We maintain sufficient staffing capacity to meet anticipated workloads and can readily augment our team with additional qualified personnel if project demands increase. Our staff will be accessible via phone and email during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) and will remain available for in-person and virtual meetings, including Town Commission and advisory board meetings, workshops, and public outreach efforts, as needed. Core team members will remain assigned to each project through completion to ensure consistency and quality, and any personnel changes will be promptly communicated, with seamless support from our broader team. CGA takes pride in delivering high-quality, timely service and maintaining strong partnerships that ensure successful project outcomes and full compliance with grant requirements.

Equipment

We provide our staff with the appropriate office space, designated work phones, computers, multiple monitors, software, and a variety of other supports to assist them in completion of their work. CGA equips our personnel with all necessary materials, tools, and equipment to perform their duties effectively and in full compliance with the Town's requirements. We provide the following:

- ✓ Late-model vehicles with CGA signage, with Town branding being arranged if using magnetic signage is preferred
- ✓ Laptops with mobile hot spots , tablets, and mobile phones, which are preloaded with electronic versions of the relevant codebooks
- ✓ Standard business software and specialized software required by CGA
- ✓ Safety and personal protective equipment, including sanitizing products, high-visibility gear, and other job-specific PPE
- ✓ CGA -branded professional attire and lanyards for carrying Town-issued ID, or Town-branded apparel if preferred
- ✓ Comprehensive Insurance Coverage, including liability insurance, workers compensation, health, dental, vision, and life insurance

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Project Management Systems

Additionally, our firm uses several innovative technology systems to improve customer service, increase efficiency, provide consistency, track costs, and ease the user experience. These technologies include generally available software systems such as Microsoft Office suite, as well as specialized software such as Adobe Creative suite, Bluebeam Revu, ArcGIS, and various other software. CGA utilizes SAFEtime and SAFEbill, which are proprietary time tracking and project management systems that allow real-time tracking of project budgets. These innovative state-of-the-art systems allow us to track current and projected resource requirements and help ensure that projects are completed on time and within budget. More information about these systems is in the chart below:

SAFEtime	Mobile app for streamlined time entry, enhancing customer billing, and optimizing field worker utilization.	☑ Field Ready ☑ Timekeeping
SAFEbill	Billing system seamlessly interfaces with front- and back-office applications, automating customer invoice generation.	☑ Field Ready ☑ Billing

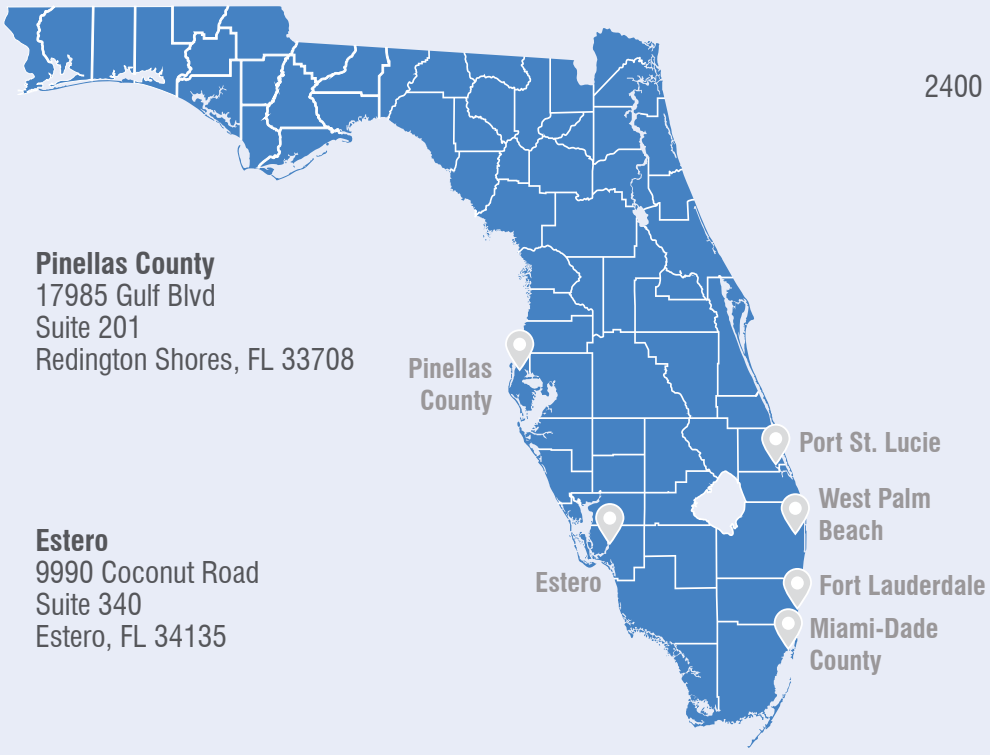
Financial

CGA has the financial resources to provide the services in a timely manner. CGA is a financially stable firm with over 89 years of experience providing multidisciplinary government services to municipal organizations throughout the State of Florida. We have the resources and capacity to support the personnel and associated resources throughout the duration of this contract. In 2018, CGA joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. SAFEbuilt, LLC maintains a robust financial position, underpinned by sustained growth, disciplined fiscal oversight, and a well-diversified client portfolio. The company has no history of bankruptcy filings or defaults on any financial obligations. Our prudent financial management and enduring relationships with reputable financial institutions underscore our commitment to fiscal responsibility, operational reliability, and long-term collaboration with the communities we serve.

Locational

In addition to five other office locations, CGA maintains an office at 2400 SE Veterans Memorial Parkway, Suite 207 in Port St. Lucie. CGA has served municipalities along Florida's East Coast for several years from this office location, as well as our Fort Lauderdale Headquarters, West Palm Beach, and Miami-Dade County office. Our firm shares office space and equipment across locations, ensuring that staff can work across the state as needed to fulfill client work requirements as seamlessly as possible.

CGA Office Locations Map



Pinellas County
17985 Gulf Blvd
Suite 201
Redington Shores, FL 33708

Estero
9990 Coconut Road
Suite 340
Estero, FL 34135

Port St. Lucie
2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

West Palm Beach
580 Village Boulevard
Suite 325
West Palm Beach, FL 3340

Fort Lauderdale HQ
1800 Eller Drive
Suite 600
Fort Lauderdale, FL 33316

Miami-Dade County
10720 Caribbean Boulevard,
Suite 650
Cutler Bay, Florida 33189

TAB H

Additional Required Documents

CONTACT SHEET

Name: Calvin, Giordano & Associates, Inc.

Federal Taxpayer ID: 65-0013869

Mailing Address: 1800 Eller Drive, Suite 600

City, State, & Zip Code: Fort Lauderdale, FL 33316

Telephone: 954.921.7781 **Fax:** 954.921.8807

Email: procurement@cgasolutions.com

Submitted By: Vickki Placide-Pickard

Title: Grants Manager and Project Manager

Accounting Contact:

Name: Will Brown **Title:** Senior Vice President of Finance

Email Address: wbrown@safebuilt.com **Phone:** 970.617.9446

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Grant Writing Services.

2. This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Chris Giordano and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

June 1, 2026

Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2026 and is personally known to me, or has provided _____ as identification.

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

_____
Notary Public
My Commission expires: September 11, 2027

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Calvin, Giordano & Associates, Inc.

CITY: Fort Lauderdale STATE: FL ZIP CODE: 33316

SIGNATURE: _____ PHONE: June 1, 2026

NAME (TYPED OR PRINTED): Chris Giordano TITLE: President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: N/A

Project Description: Grant Writing Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Calvin, Giordano & Associates, Inc.

Authorized Signature: Chris Giordano

Title: President

Date: June 1, 2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Grant Writing Services.

This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Chris Giordano and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Chris Giordano June 1, 2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2026, and is personally known to me, or has provided.
_____as identification.

September 11, 2027 My Commission expires:
_____ Notary Signature

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

LEGAL EXCEPTIONS

CGA's Legal and Contract Team has reviewed the Town's Request for Proposals and the stipulation provided herein. We respectfully request the opportunity to discuss proposed revisions to stated stipulations for the Town's consideration. These requested modifications are submitted in the spirit of reaching mutually agreeable terms and are not intended as conditions of our proposal. We remain fully willing to negotiate the agreement language in good faith and work collaboratively with the Town toward a final contract that meets the needs of both parties.

J. INDEMNIFICATION

*The parties recognize that the firm is an independent contractor. The firm agrees ~~to assume liability for an~~ indemnify, hold harmless, and defend the Town, its Commissioners, officers, employees, and agents from and against all **third-party** liability and expenses, including reasonable attorneys' fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity or whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, **to the extent** arising directly or indirectly out of or in connection with an negligent act and/or deliberate act or omission of the firm, its officers, employees, agents, and subcontractors. The obligations contained in this provision will survive termination of the agreement ~~and will not~~ **for the maximum period allowed by Florida's statute of limitations or repose and will** be limited by the amount of any insurance required to be obtained or maintained under the agreement. Nothing contained herein will be construed to be a waiver of any immunity or limitation of liability the Town may have under sovereign immunity or Section 768.28, Florida Statutes.*

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Request for Qualifications for Continuing General Planner Services

Background Information:

Per the direction of the Town of Melbourne Beach Commission, a Request for Qualifications (RFQ) for Continuing General Planner Services was released on May 4, 2026, with a deadline of June 5, 2026.

The town received two responses to the RFQ:

- Place Planning.
  - Prime point of contact: Corey W. O'Gorman, AICP - President
  - Place Planning is the current firm the Town uses for its planning work.

- Calvin, Giordano & Associates, Inc.
  - Prime point of contact: James "Jim" Hickey, AICP – Director of Planning and Project Manager
  - Calvin, Giordano & Associates, Inc. has also responded to the Grant Writer RFP as well.

Since this is a response to an RFQ, there is no pricing in the packets.

Recommendation:

The Town is required to procure a planner through a current contract and therefore has asked for an RFQ. The Commission can decide to continue with the current contractor or can pursue a new consultant. If the Commission wishes, they can request the town manager to check references and pricing for the two companies that responded and bring the item back at the next meeting.

Attachments:

Exhibit A – Place Planning qualifications.

Exhibit B – Calvin, Giordano & Associates, Inc. qualifications.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFQ: General Planner Services

June 5, 2026 – 2:30 pm

BID TABULATION

Bidder Name & Address	Cost	References?	Insurance?	Deposit?
Place Planning 513 US Highway 1, Suite 112 North Palm Beach, FL 33408	Not provided	Yes	Yes	Not provided
Calvin, Giordano & Associates, Inc. 2400 SE Veterans Memorial Parkway Suite 207 Port St. Lucie, Florida 34952	Not provided	Yes	Yes	Not provided

REQUEST FOR QUALIFICATIONS

Town of Melbourne Beach, Florida
RFQ FOR CONTINUING PROFESSIONAL GENERAL PLANNER SERVICES

June 5, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

place planning
decoding the process getting it built

PROJECT MANAGEMENT | DEVELOPMENT SERVICES | COMMUNITY REDEVELOPMENT

513 US Highway One, Suite 112
North Palm Beach, FL 33408
561-863-2722

June 2, 2026

Town of Melbourne Beach
Att: Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

Re: RFQ For Continuing Professional General Planner Services

Dear Ms. Smith:

This letter and the attachments are submitted to express interest in continuing to serve as the Town of Melbourne Beach Town Planner. The unique qualifications of Place Planning and team members ensure that all relevant Town matters are handled by a Certified Planner with the appropriate expertise including:

- Comprehensive planning and plan analysis
- Land use and zoning analysis
- Site plan review
- Flood plain review
- GIS Services and
- Environmental issues

Our team proposes Corey W. O'Gorman, AICP, to serve as Town Planner, Maria Clemente as Project Assistant, James Fleischmann, for comprehensive plan services, and Nathan Holley for GIS services with an office in North Palm Beach to serve you. Thank you for your consideration.

Sincerely,

Corey W. O'Gorman, AICP
President
/co
Attachments

RFQ For Continuing Professional General Planner Services
TABLE OF CONTENTS

SECTION PAGE

Background……1

Firm Employees and Qualifications……1

Current or Recently Completed Projects……3

References……3

Office Location……3

Resumes

Exhibits

Certificate of Insurance

Background and Introduction

To address the uniqueness of the Town of Melbourne Beach, Place Planning proposes a team approach. This team includes its core members, Corey O'Gorman would continue to serve as the principal point of contact and lead for all assignments for the Town. Maria Clemente will continue as project manager and assistant to ensure that all assignments are completed as requested. For comprehensive plan updating, James Fleischmann will provide the technical expertise to manage the update in compliance with statutory requirements, and for GIS assignments, Nathan Holley will provide all mapping services.

Firm Employees, Qualifications, Educational Background, and Intended Role

The Town Planning Team will be led by Corey W. O'Gorman, AICP, PLACE Planning, Inc. (dba Place Planning). Place Planning was formed in 2006 by principals Corey W. O'Gorman, AICP, and Robert M. Feild, AIA, LEED AP, to provide comprehensive community development and consulting services to public and private clients (Mr. Feild is retired). The firm strives to ensure that its clients receive the highest quality services and that services are customized to meet the unique needs of each client and project.

Mr. O'Gorman graduated from Rollins College in 1983 and has been a certified planner since 1991. His 40-year-plus career includes serving as planning director and CRA executive director to several public agencies, and has served numerous public, private and non-profit clients to conduct strategic planning efforts, obtain zoning and permit approvals, navigate the overall development process and administer grants. With his unique perspective on the zoning and land development process, Mr. O'Gorman has prepared comprehensive plans, zoning code amendments and overlay districts, and analyzed regulations and the regulatory process for a wide range of projects. He also has extensive experience with the public outreach and visioning process, and the legal, organizational and operational aspects of local planning agencies. Mr. O'Gorman was also a member of the Village of North Palm Beach Planning Commission.

With considerable experience in a broad range of planning-related topics, Mr. O'Gorman has the background for comprehensive planning, land use and zoning analysis, site plan review including issues related to flood plan, environmental and GIS. In his capacity with both public and private clients, review and consideration of development proposals includes: detailed due diligence for issues related to the real estate itself; regulatory compatibility (including comprehensive plan and zoning code analysis); infrastructure availability and concurrency; environmental issues including coastal construction and compliance with CCCL standards; consideration of FEMA flood zone issues, interpretation of flood zone maps and relationship to proposed development; and consideration of wetland issues as they relate to development proposals and local government regulations. Specific related and relevant experience includes the following:

- Town Planner, Town of Melbourne Beach: 12 years
    - Comprehensive Plan Update

    - Site Plan Review
    - CCCL Variance Review
    - Special Exception Review
    - Zoning Inquiries
    - BTR reviews
- Town Planner, Town of Ocean Ridge: 7 years
    - Comprehensive Plan Update
    - Site Plan Review
    - Variance Review
    - Zoning Inquiries and Pre-application meetings
- Town Planner, Town of Gulf Stream: 1 year
    - Zoning Inquiries
- Consulting Planner, Village of North Palm Beach: Temporary Assignment, 2023
    - Site Plan Reviews
    - Code amendment review
    - Zoning Inquiries

Maria Clemente received her High School Diploma from the Palm Beach County Adult Education program in 2026. In her 9 years at Place Planning, she has worked as project manager and assistant for clients in both the private and public sectors, has worked on permit submittal and processing, as well as bookkeeping for the company. Ms. Clemente also has 10 years of prior experience as a business owner and manager of Maria's Cleaning Services where she managed all aspects of her business and led a team of employees.

The Town Planning Team will also include James Fleischmann, Vice President of Land Research Management, Inc. Mr. Fleischmann holds a Master's and Bachelor's of Science, both in Urban and Regional Planning from Michigan State University, and has 43 years of experience in project management and consulting at Land Research Management, Inc. He has worked as the principal planning consultant to multiple government municipalities, has managed and authored studies on market feasibility and economic/fiscal impact for real estate developers, and has served as a consultant on analysis of CRA implementation. Mr. Fleischmann continues to work as principal consultant and project manager to multiple municipalities, reviewing comprehensive plans, zoning maps, and site plans and providing administration and preparation of comprehensive plan evaluation and appraisal updates.

Nathan Holley received his Master's and Bachelor's of Science from the University of West Florida, and has 8+ years of experience as a GIS professional. Mr. Holley has served as GIS Analyst for Dycom Industries since 2019 where he has worked to deliver geospatial analysis, spatial data pipelines, and GIS data models among his other duties. Additionally, he has 2 years of prior experience in GIS services working as an Engineering Technician for Florida Public Utilities and Emerald Coast Utilities Authority.

Firm's Other Current or Recently Completed Projects

- Town Planner, Town of Ocean Ridge
- Town Planner, Town of Gulf Stream
- Town Planner, Town of Melbourne Beach
- Zoning Consultant, Village of North Palm Beach
- Omega Apts (owner, Vita Nova, Inc.), Project Manager
- Bill's Place (owner, The Lord's Place, Inc.), Project Manager
- Adopt-A-Family, Project Manager (numerous projects)
- Rural Neighborhoods, Planner / Project Manager (numerous projects)
- Michael E. Wood Consultant, Planner (numerous projects)
- Stuart & Shelby Development, Planner (numerous projects)
- Weiner Museum of Decorative Arts, Planner
- East to West Development Corp/Oaks at Moore's Creek, Planner
- Village of Valor, Planner

Client References

- Michelle Heiser, Town Manager, Town of Ocean Ridge
  - Email: mheiser@oceanridge.gov
  - Phone:561-732-2635
- Trey Nazzaro, Town Manager, Town of Gulf Stream
  - Email: tnazzaro@gulf-stream.org
  - Phone: 561-276-5116
- Jamie Titcomb, Town Manager, Town of South Palm Beach
  - Email: jtitcomb@southpalmbeach.com
  - Phone: 561-588-8889 ext.2
- Wayne Cameron, Building Director, Town of Tequesta
  - Email: wcameron@tequesta.org
  - Phone: 561-768-0450
- Tracey Stevens, Town Manager, Town of Haverhill
  - Email: tstevens@townofhaverhill-fl.gov
  - Phone: 561-689-0370, ext.1

Location of all Offices

Place Planning is a small firm with one office located at 513 US Highway One, Suite 112, North Palm Beach, FL 33408, and although this is not local to the Brevard County area Mr. O'Gorman can and has attended meetings in person when needed, and where virtual meetings are appropriate, Mr. O'Gorman can coordinate and lead those meetings as he does with all other assignments.

Corey W. O'Gorman, AICP
Place Planning

Professional Qualifications

Planning and project management including: zoning feasibility analysis and due diligence; amendments to land development regulations; critical path scheduling and budgeting; development team selection, project financing (grants and loans), contract negotiation and management; zoning, entitlements and permitting; construction management; and grant administration.

Education, Certifications & Affiliations

Bachelor of Arts, Environmental Studies
Rollins College, Winter Park, Florida, 1983
American Institute of Certified Planners (AICP)
July, 1991
PBC Commission on Affordable Housing, Frm
Village of North Palm Beach, Frm Planning Commission
Florida Redevelopment Association, Frm Board Mem.
American Planning Association Member
Florida Housing Coalition, Frm Brd Member
Florida Trust for Historic Preservation Member

Experience - Positions Held:

PLACE Planning & Design, Inc. North Palm Beach, Florida; President (2006 – present)
Toll Brothers, Inc. Jupiter, FL; Project Manager (2005 – 2006)
Corey W. O'Gorman, AICP North Palm Beach, Florida; President (2004 – 2005)
Collins Development Company, Inc. Palm Beach Gardens, Florida, Project Manager (1999 -2004)
Gainesville Community Redevelopment Agency, CRA Manager (1996 – 1999)
The Urban Group, Inc., Fort Lauderdale, Florida Housing & Comm Dev Director (1993-1996)
Lee County Community Development & CRA, Fort Myers, Florida, Senior Planner (1989-1993)
Allen Engineering, Cocoa Beach, FL, Permit Coordinator (1988-1989)
City of Titusville, FL Development Coordinator (1984-1988)

Zoning Districts, Studies and Representations:

Consulting Town Planner, *Melbourne Beach, FL*
Consulting Town Planner, *Ocean Ridge, FL*
Consulting Town Planner, *Gulf Stream, FL*
Vista Townhomes Site Plan Approval, *Boca Raton, FL*
PACE Center, Site Plan/Special Exception, *Palm Springs*
Palm Key, Bonus Density/Site Plan, *PB County, FL*
Johnny Clean Carwash, Site Plan Revision, *PB Cty, FL*
4563 Gulfstream Apts, *PB County, FL*
3861 Gulfstream Apts, *Palm Springs, FL*
Speedy Tire, Rezone/Site Plan, *PB County, FL*
Davis Commons, Site Plan Approval, *PB County, FL*
City Permit Fee Studies-multiple, *PMG Associates*
City of Oakland Park Development Review Committee Evaluation, *Oakland Park, FL*
Westgate CRA Overlay District, *PB County, FL*
Gulfstream Rd Overlay Zoning District, *Palm Springs, FL*
Boynton Beach LDR Audit, *Boynton Beach, FL*
501 Palm Ave Redevelopment, Site Plan Approval *West Palm Beach, FL*
Alamo/National Car Rental, Zoning Approval, Permitting, Belvedere Rd, *PB County, FL*
Clean Energy, Zoning Entitlements, Permitting *Gadsden Co, FL; Jacksonville, FL*
Enterprise Rent-A-Car, Zoning Entitlements, Permitting *Numerous Sites*
Code Amendments for Vehicle Rental, *Delray Beach and PB County, FL*
Watergate Mobile Home Park, *Boca Raton, FL*
PB County ULDC Text Amendment
Residential District Analysis & Text Change,

Palm Beach Shores, FL
Core Area Parking Regulation Amendments, *Lake Worth, FL*
Gateway Corridor Zoning District Creation, *Lake Worth, FL*
Mixed Use Downtown Overlay District, *Tavares, FL*
Mixed Use Corridor Overlay District, *East Fort Myers, FL*
Analysis of Regulatory Impediments to Fair Housing, *Miami-Dade County, Collier County, Brevard County, City of West Palm Beach, Homestead, Punta Gorda, Port St. Lucie*
Consolidated Plan, Regulatory Impediments to Affordable Housing, *Spartanburg County, SC*
Annexation Study – Planning/Zoning Analysis, *Miami-Dade County, FL*
Annexation Study – Planning/Zoning Analysis, *Village of Pinecrest, FL*
Affordable Housing Strategies, *Belle Glade, FL*
Section 106 Historic Structures Study *St. Pete, FL*
CDBG Environmental Reviews-Multiple Projects, *PB County, FL*

Project Management and/or Grant Administration

Oaks at Moore's Creek, *Fort Pierce, FL*
Deer Creek Senior Housing, *Gainesville, FL*
Justin Place, *Lake Worth, FL*
Pollywog Creek Senior Housing, *LaBelle, FL*
Project Grow Day Care, *Lake Worth, FL*
Home at Tamarind, *West Palm Beach, FL*
Broward County Infill Housing, *Ft. Lauderdale, FL*
Home at J Street, *Lake Worth, FL*
Hallandale Beach, Infill Housing Development, *HB, FL*
Wiley Apartments, *Lake Worth, FL*
Adopt-a-Family NSP2 Scattered Sites Rehabilitation and New Construction, *Lake Worth, FL*
Habitat for Humanity, Providence Point Infrastructure Construction, *Tampa, FL*
In The Pines Phase 1 & 2, *Delray Beach, FL*
Oaks at Shannon's Crossing Apts, *Okeechobee, FL*
Eden Gardens Apts, *Immokalee, FL*
Manatee Village Apts*, Ruskin, FL*
Pollywog Creek Apts, *LaBelle, FL*
Orchid Gardens, *Lake Worth, FL*
Begonia Gardens, *Lake Worth, FL*
American Orchid Society, *Delray Beach, FL*
Greater Yamaha, *West Palm Beach, FL*
Howard Park Ball-park Lighting, *Lake Worth, FL*
Latona/Washington Avenue, *Lake Worth, FL*
Lake Worth Municipal Pool, *Lake Worth, FL*
AHEPA Apartments*, West Palm Beach, FL*
DEEDCO Gardens Apartments*, Homestead, FL*
Villa Franciscan Apts*, Riviera Beach, FL*
Villa Madonna Apts*, West Palm Beach, FL*

CRA Consulting, Planning & Implementation:

CRA Neighborhood Planning, *Naples, FL*
CRA Plan Update Assistance, *Lynn Haven, FL*
CRA Plan Update Assistance, *West Grove, Miami, FL*
Tax Increment Analysis, *Fort Myers Beach, FL*
Redevelopment Plan Update, *Margate, FL*
Consulting Executive Director, *Lake Worth, FL 2004-2006*
Redevelopment Plan Update, *Lake Worth, FL*
Finding of Necessity, *Lake Worth Park of Commerce, Lake Worth, FL*
Redevelopment Plan, *Lake Worth Park of Commerce, Lake Worth, FL*
Developer Solicitation, *Downtown Lake Worth, Lake Worth, FL*
Developer Solicitation Assistance, *W Atlantic Avenue, Delray Beach, FL*
Tax Increment Analysis, Lake Worth Park of Commerce, *Lake Worth, FL*
Downtown Tax Increment Analysis, *Frostproof, FL*
Finding of Necessity-multiple, *Lee County, FL*
Redevelopment Plan-multiple, *Lee County, FL*
Redevelopment Plan, *Downtown Gainesville, Gainesville, FL*
Redevelopment Plan, Fifth Avenue/Pleasant Street*, Gainesville, FL*
Redevelopment Plan, *College Park/University Heights, Gainesville, FL*
Developer Solicitation, *Commerce Center, G'ville, FL*
Developer Incentive/Negotiations, *SE 2nd Place Apartments, Gainesville, FL*
Developer Incentive/Negotiations, *University Heights Apartments, Gainesville, FL*

Development Feasibility / Due Diligence:

Community Partners/Gulfstream Rd, *PB County, FL*
Cherokee Apartments, *PB County, FL*
Olive Avenue Residential, *Fort Pierce, FL*
Golf Course Residential Redevelopment, *Delray Bch, FL*
1927 Historic High School, *Boynton Beach, FL*
Boynton Beach Town Square, *Boynton Beach, FL*
Lake Worth Beach & Casino, *Lake Worth, FL*
Jupiter Inlet Village, *Jupiter, FL*

MARIA CLEMENTE

Office Manager/Project Assistant

CONTACT

561-634-5726

maria@placepnd.com

www.placepnd.com

SUMMARY

I am originally from Guatemala and have lived in Palm Beach County for 25 years. I am a dedicated worker and a fast learner who enjoys acquiring new skills and knowledge.

SKILLS

- Bilingual (Spanish)
- Organized
- Communication Skills
- Time Management

EDUCATION

Palm Beach County Adult Education

High School Diploma

2025-2026

WORK EXPERIENCE

Cleaning Business owner

Maria`s Cleaning Services（2007-2017）

- Was in charge of leading team of employees and managed all aspects of business including communication, customer service, problem-solving, and time management.

Office Manager/Project Assistant

Place Planning（2017 - Present）

- Responsible for accounts payable and receivable, invoicing, bookkeeping, permit submittal and processing, monitoring project progress and project management assistance.

James P. Fleischmann - Land Research Management, Inc.

Education

Master of Science. Michigan State University
Emphasis: Urban and Regional Planning

Bachelor of Science, Michigan State University
Emphasis: Urban and Regional Planning

Professional Experience

PROJECT MANAGER OR PRINCIPAL CONSULTANT 2022 to present
Land Research Management, Inc.

- Administration and preparation of comprehensive plan evaluation and appraisal updates for the following municipalities: Town of Melbourne Beach; Town of Hypoluxo; Town of Loxahatchee Groves; Town of Ocean Ridge; and City of Clewiston.

PRINCIPAL CONSULTANT; PROJECT MANAGER 2010 to present
Land Research Management, Inc.

- Principal planning consultant for the Town of Loxahatchee Groves: Review of comprehensive plan and zoning map and text amendments; Site plan review; Processing of vegetation removal permits; Preparation of zoning confirmation letters and Lot Split/Combination approvals; Assignment of street addresses; staff to the PZB, ULDC, RETAG; and; AGRITOURISM advisory committees; and multiple special planning projects.

PRINCIPAL CONSULTANT; PROJECT MANAGER 1983 to present
Land Research Management, Inc.

- Principal planning consultant for municipal governments: North Palm Beach, Hypoluxo, Lantana, Lake Clarke Shores and Hypoluxo: Review of privately initiated development applications, preparation of Comprehensive Plan amendments, preparation of land development code additions and revisions.

- Principal author of, and project manager for market feasibility and economic/fiscal impact studies for real estate developers and housing studies and expert witness services for government agencies.

- Consultant to Westgate CRA for the preparation of Congress Avenue and Westgate Avenue corridor market studies and a CRA-wide housing study.

- Consultant to Boynton Beach CRA for an analysis of CRA Plan implementation, including land use, zoning and land development regulations recommendations.

PRINCIPAL PLANNER 1974 - 1983
Area Planning Board of Palm Beach County

- Project Manager for a variety of countywide and municipal projects. Prepared municipal comprehensive plans and countywide growth management plan.

- Authored a management system and public participation program for the Areawide Waste Treatment Management (208) Plan.

ASSISTANT PLANNER 1973 - 1974
Toledo Metropolitan Area Council of Governments; Toledo, OH

- Assisted in the preparation of a regional growth policy for the Toledo, Ohio metropolitan area.

Appointments

- Commissioner, Town of Jupiter, Florida Planning/Zoning Commission; 1990 – 1996 and 2000 to 2016

Military Service

- 1969 – 1971; Honorable Discharge; Active duty, Republic of Vietnam; U.S. Army, First Cavalry Division.

Nathaniel Holley, GISP

219 Greenridge Dr, Pensacola, FL 32514
nathanielscottholley@gmail.com
850-398-7078

SUMMARY

GIS Professional with 8+ years of experience developing enterprise GIS solutions, spatial data pipelines, and geospatial analytics supporting large-scale infrastructure and engineering/construction programs. Proven ability to translate complex spatial datasets into actionable insights for operational planning and decision-making. Advanced experience with ArcGIS Enterprise and ArcGIS Pro, FME ETL workflows, SQL-based spatial queries, and enterprise geodatabases. Skilled at collaborating with technical and business stakeholders to deliver scalable geospatial datasets, dashboards, and analytics that support strategic and operational initiatives.

EXPERIENCE

May 2019 - Present

Dycom Industries | Palm Beach Gardens, FL (Remote)

Senior Analyst Field Services/GIS Analyst

- Deliver geospatial analysis supporting fiber optic engineering and construction programs across 30+ metropolitan markets and 6 major ISP customers.
- Develop and maintain FME ETL workflows and spatial data pipelines to automate geospatial data transformation, reporting (Data ingested by PowerBI), and dataset generation.
- Developed GIS data models and reporting workflows contributing to $2.2M+ in revenue through improved data visibility and reporting.
- Produce GIS datasets and reporting deliverables supporting engineering design, construction management, and financial reporting.
- Integrate spatial, engineering, and operational datasets to support data-driven planning and business intelligence initiatives from multiple stakeholders.
- Administer GIS and engineering system access for 300+ users across multiple Dycom subsidiaries.
- Collaborate with engineering and construction project teams to translate spatial data into actionable insights for project planning and invoicing.
- Serve as GIS SME for several different projects including Verizon's One Fiber Program (CORE, ODN, NED, Super-NED, MARE, MARC).

July 2018 - May 2019 ***Florida Public Utilities (FPU) | West Palm Beach, FL***

Engineering Technician

- Served as GIS Subject Matter Expert supporting spatial data management for natural gas infrastructure systems.
- Maintained and enhanced enterprise spatial datasets representing utility assets and engineering records.
- Developed workflows improving GIS data collection, spatial analysis, and engineering reporting efficiency.
- Provided GIS training and technical support to engineering and operations staff.

May 2017 - July 2018 ***Emerald Coast Utilities Authority (ECUA) | Pensacola, FL***

Senior Engineering Technician

- Created GIS datasets representing utility easements and property access rights across the ECUA service area.
- Performed spatial analysis and mapping to support water and wastewater infrastructure planning projects.
- Produced departmental GIS maps and supported engineering teams with spatial data analysis.

EDUCATION

Dec. 2017 Master of Science in Geographic Information Systems Administration
University of West Florida | Pensacola, FL

May 2016 Bachelor of Science in Environmental Science
University of West Florida | Pensacola, FL

- Certificate of Geographic Information Science

SKILLS

GIS & Geospatial Platforms:
ArcGIS Pro • ArcGIS Desktop • ArcGIS Enterprise Environments • 3-GIS • QGIS

Data Engineering & Analytics:
FME • Spatial Data Pipelines • Spatial Analysis and Modeling • Geodatabase Management • GIS Data Migration

Programming & Databases:
SQL • Python

Business Intelligence & Visualization:
Geospatial Dashboards • Cartography • Data Reporting • Data Storytelling

Certifications

- GISP (Geographic Information Systems Professional) - Awarded 2021 – Cert. # 161131
- Lean Six Sigma Yellow Belt - Awarded 2020

Professional References

- **Peter Rothfuss**
  - Principal Management Consultant, Rothfuss Group LLC
  - 585-626-9829
  - peter@rothfussgroup.com
- **Daryl Williams**
  - Ret. District Supervisor, NRCS Yellow River Soil and Water Conservation District
  - 850-374-1281
  - Darryl.Williams@fl.usda.gov
- **Corey O'Gorman**
  - Owner and Operator, PLACE Planning & Design, Inc.
  - 561-801-2461
  - corey@placepnd.com

EXHIBIT "A"	**Contact Sheet**
EXHIBIT "B"	**Public Entity Crimes**
EXHIBIT "C"	**Drug-Free Workplace Certification**
EXHIBIT "D"	**E-Verify Statement**
EXHIBIT "E"	**Proposer Acknowledgements and Agreements**
EXHIBIT "F"	**Conflict of Interest**
EXHIBIT "G"	**Non-Collusion Affidavit**
EXHIBIT "H"	**Disputes Disclosure**

EXHIBIT "A"

CONTACT SHEET

Name: Place Planning and Design, Inc., Corey W. O'Gorman, President

Federal Taxpayer ID: 84-1712638

Mailing Address: 513 US Highway 1, Suite 112

City, State, & Zip Code: North Palm Beach, FL 33408

Telephone: 561-801-2461 **Fax:** NA

Email: corey@placepnd.com

Submitted By: Corey W. O'Gorman

Title: President

Accounting Contact:

Name: Maria Clemente **Title:** Office Manager

Email Address: maria@placepnd.com **Phone:** 561-634-5726

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Place Planning & Design, Inc.

2. This sworn statement is submitted by (entity) Place Planning & Design, Inc. whose business address is 513 US Highway 1, Suite 112, North Palm Beach, FL 33408 and (if applicable) Federal Employer Identification Number (FEIN) is 84-1712638 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Corey W. O'Gorman and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

___X___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___X___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

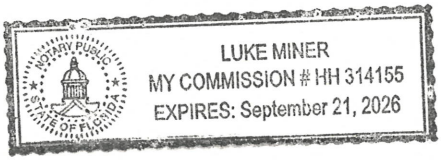
___X___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___X___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature _____ Date: June 2, 2026

STATE OF FLORIDA
COUNTY OF Palm Beach

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 2 day of June, 2026, and is personally known to me, or has provided Fl Driver license as identification.



Notary Public
My Commission expires: Sept 21, 2026

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Place Planning & Design, Inc.

CITY: North Palm Beach STATE: Florida ZIP CODE: 33408

SIGNATURE: _____ PHONE: 561-801-2461

NAME (TYPED OR PRINTED): Corey W. O'Gorman TITLE: President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFQ Continuing Professional General Planning Services

Project Description: General Land Planning Services - Town Planner

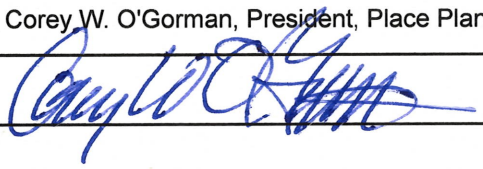
I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Corey W. O'Gorman, President, Place Planning and Design, Inc.

Authorized Signature: 

Title: President

Date: June 2, 2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for General Land Planning Services.

This sworn statement is submitted by (entity) Place Planning & Design, Inc. whose business address is 513 US Highway 1, Suite 112, North Palm Beach, FL 33408 and (if applicable) Federal Employer Identification Number (FEIN) is 84-1712638 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Corey W. O'Gorman and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Signature 6-2-26 Date:

STATE OF FLORIDA
COUNTY OF Palm Beach

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 2nd day of June, 20 26, and is personally known to me, or has provided. FL Driver license as identification.

Sept 21, 2026 My Commission expires:
Notary Signature

LUKE MINER
MY COMMISSION # HH 314155
EXPIRES: September 21, 2026

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/26/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acentria Insurance - Palm Beach Gardens 1401 Forum Way | 4th Floor West Palm Beach FL 33401 License#: L100460 PLACPLA-01	**CONTACT NAME:** Cheryl Girard **PHONE (A/C, No, Ext):** 561-694-6666 **FAX (A/C, No):** 561-694-6986 **E-MAIL ADDRESS:** heryl.girard@acentria.com
INSURED Place Planning & Design 700 US Highway 1 Suite C North Palm Beach FL 33408	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Mount Vernon Specialty Insurance Company / 14420 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1069008706 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X **COMMERCIAL GENERAL LIABILITY** ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:			CP2638049E	8/16/2025	8/16/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 5,000 $ 0 $ 2,000,000 $ 0 $
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ $ $ $
	☐ **UMBRELLA LIAB** ☐ OCCUR ☐ **EXCESS LIAB** ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Town of Melbourne Beach
c/o Town Manager
507 Ocean Avenue
Melbourne Beach FL 32951

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.

ELECTRONIC

Request for Qualifications for Continuing General Planner Services

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

Prime Firm
Calvin, Giordano & Associates, Inc.

Due Date and Time
06.05.2026 at 2:30 PM

Primary Contact
James Hickey, AICP
Project Manager
JHickey@cgasolutions.com

Address
2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, Florida 34952

Telephone No.
954.766.2786

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TABLE OF CONTENTS

TAB 1 Firm Employees and Qualifications 4

TAB 2 Firm Experience 34

TAB 3 References 44

TAB 4 Offices 46

APPENDIX **50**

Photo Credit: Page 38 - Oak Hill: "Seminole Rest" by tvanhoosear is licensed under CC BY-SA 2.0. To view a copy of this license, visit https://creativecommons.org/licenses/by-sa/2.0/?ref=openverse.

Calvin, Giordano & Associates, Inc.

A SAFEbuilt® COMPANY

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Government Services
- Indoor Air Quality (IAQ)
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Roadway & Highway Design
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water / Utilities Engineering
- Website Development

2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

www.cgasolutions.com

June 2, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: RFQ for Continuing Professional General Planner Services

Dear Selection Committee:

Calvin, Giordano and Associates (CGA), a subsidiary of SAFEbuilt, is pleased to present this proposal in response to the Town of Melbourne Beach's Request for Qualifications (RFQ) for Continuing Professional General Planner Services. We have carefully reviewed the requirements and are eager to partner with the Town to support its ongoing planning needs, guiding responsible growth, preserving community character, and enhancing the quality of life for its residents. Our firm is committed to performing this work at the highest possible level, ensuring sustainable and equitable development for your community.

With 89 years of experience, CGA is a well-established, multi-disciplinary firm dedicated to building exceptional solutions for public sector clients. Our extensive history includes successfully delivering meaningful projects for over 100 municipalities throughout Florida, many of which are coastal communities like Melbourne Beach. This deep regional understanding, combined with our comprehensive in-house resources spanning planning, civil engineering, landscape architecture, and GIS, positions us uniquely to address the Town's diverse requirements. With support from an environmental services subconsultant, Modica & Associates, Inc., to provide wetlands and conservation area work, we leverage the knowledge and experience of our team to deliver on the Town's needs on time, within budget, and beyond expectations.

We understand the critical need for responsive, on-call planning support that seamlessly integrates with Town operations. Our on-call contract service delivery model provides flexible staff augmentation, from planner-level to director-level expertise, ensuring rapid response to comprehensive plan and land use code update requests, development application reviews, policy questions, and special assignments. We are fully equipped to provide this full spectrum of services to you, including developing and updating the Comprehensive Plan, managing growth, updating Land Development Regulations, conducting comprehensive plan analysis, site plan and landscape review, floodplain and environmental services, and advanced GIS capabilities. Our team is well-versed in Florida Statutes and best practices, ensuring all services comply with state and local regulations.

Our approach is anchored by robust project management systems and an experienced planning project leader, James Hickey, AICP, who will serve as Project Manager and the primary point of contact. Mr. Hickey brings over two decades of planning experience, ensuring clear communication, efficient coordination, and proactive quality control throughout the contract duration. He will be supported by a team of planners, engineers, traffic engineers, grant writers and administrators, GIS technicians, landscape architects, and urban designers. We are committed to functioning as a trusted extension of your staff, delivering work that aligns with the Town's vision and regulatory framework. Our emphasis on strong customer service and collaborative engagement with Town staff, boards, and the public ensures transparency and consensus-building in all planning matters.

We are eager for the opportunity to discuss how CGA can become a valuable strategic partner to the Town of Melbourne Beach. Thank you for considering our qualifications.

Sincerely,

Chris Giordano, *President*
Calvin, Giordano & Associates, Inc.

TAB 1

Firm Employees and Qualifications

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

TAB 1. FIRM EMPLOYEES AND QUALIFICATIONS

EXECUTIVE SUMMARY

Calvin, Giordano & Associates, Inc. (CGA) is a well-established multi-disciplinary firm with offices in Fort Lauderdale, Miami-Dade, West Palm Beach, Port St. Lucie, Estero, and Pinellas County. For **89 years**, our firm has been providing consulting services to public and private sector clients.

Our reputation was built on two simple measures: the quality of work we deliver and the clients who keep coming back. Across both the public and private sectors, our long-term municipal relationships reflect not just technical excellence, but the personal investment we bring to every engagement. But CGA offers more than consistency; we offer versatility. Our multidisciplinary depth allows us to serve as a single, integrated partner managing the full project lifecycle, or to deploy focused, handpicked teams for time-sensitive assignments. Either way, the result is the same: customized solutions delivered by experienced professionals who are invested in your success.

CGA strategically provides a broad range of services to meet our clients' needs. Our professional services include:

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Compliance
- Construction Engineering and Inspection (CEI)
- Construction Services
- Data Technologies and Development
- Electrical Engineering
- Civil Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Landscape Architecture
- Planning
- Project Management
- Redevelopment and Urban Design
- Roadway and Highway Design
- Surveying and Mapping
- Transportation & Mobility
- Transportation Planning
- Water/Wastewater Utilities Engineering
- Website Development

Leveraging the **diverse knowledge and experience** of our staff positions CGA as a **premier professional consulting firm** and enables us to consistently deliver projects **on time, within budget, and beyond our clients' expectations**.

FOUNDED IN HOLLYWOOD

1937

89 YEARS IN BUSINESS

CGA's Florida DBPR Business Licenses

- Engineering
- Landscape Architecture
- Construction

Serving

100+

MUNICIPALITIES THROUGHOUT FLORIDA

370+

EMPLOYEES

140+ Number of Licenses and Certifications Held by CGA Staff

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

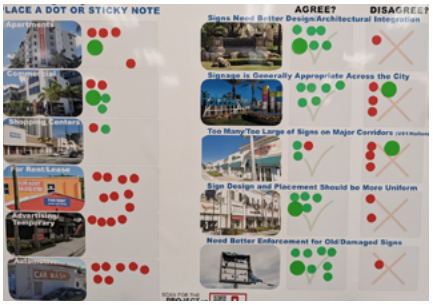
Our Planning Services

With a diverse team of professionals and technical staff, CGA possesses the expertise and experience that encompasses all facets of the planning and development process. Currently, CGA provides comprehensive planning and zoning services to multiple cities and counties in Florida. Several of our planners serve as consulting staff members as well as having previously served as Community Development Directors. This responsibility requires a complete understanding of planning policy and historical precedence to equitably administer zoning and land development codes. This role also requires exceptional written and verbal communication skills and the ability to maintain professional working relationships with not only colleagues and staff, but also government officials and stakeholders.

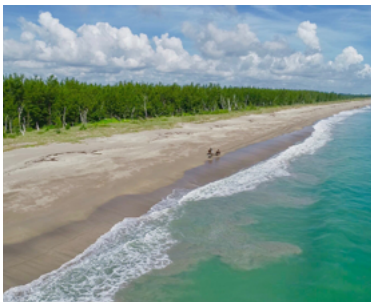
CGA recognizes the uniqueness of each community and easily adapts to a variety of environments. Our Planning specialties include:

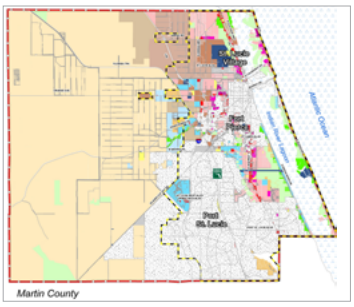
- Code Updates/Revisions
- Zoning/Land Use Regulation
- Comprehensive Planning
- Urban Planning/City Centers
- Community Planning
- Platting
- Permitting
- Urban Design
- Land Use Amendments
- Rezonings
- Creating New Land Use Categories
- Municipal Planning Departments

Recently, CGA provided land use code amendments for the City of Hallandale Beach. The City Code had not been fully reviewed since its original adoption in the late 1970s.

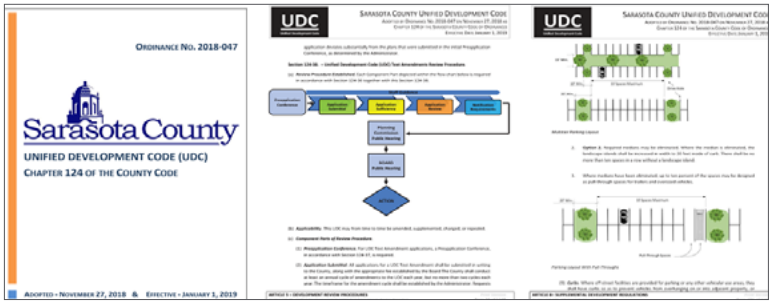


CGA's team completed an Evaluation and Appraisal Review and an EAR-based Comprehensive Plan Update for St. Lucie County and its significant coastline.





CGA's team completed work a Unified Development Code for Sarasota County.



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Planning Approach

Project Understanding

CGA understands that the Town of Melbourne Beach is seeking a qualified consultant to provide continuing professional general planner services on an as-needed basis, supporting the Town's staff, Planning and Zoning Board, and Town Commission in guiding growth, redevelopment, and preservation of community character. With our experience supporting a variety of clients in Florida with comprehensive planning services, including coastal and beach communities, CGA knows that our team, tools, and track record make us among the most capable consultants to deliver responsive and technically-sound planning services. Our service offering includes:

- Preparation and implementation of a new or updated Comprehensive Plan consistent with Florida Statutes and reflective of the Town's long-term vision.
- Ongoing comprehensive plan analysis and amendments, including Evaluation and Appraisal Report (EAR)-related work.
- Land use and zoning analysis, development review, and updates to Land Development Regulations to ensure consistency with community goals and regulatory requirements.
- Site plan and landscape review, ensuring compliance with adopted codes and standards.
- Technical review and guidance related to floodplain management, environmental constraints, and wetlands protection, ensuring compliance with local, state, and federal regulations.
- Provision of GIS services, including maintenance and updates to the Future Land Use Map and Official Zoning Map.

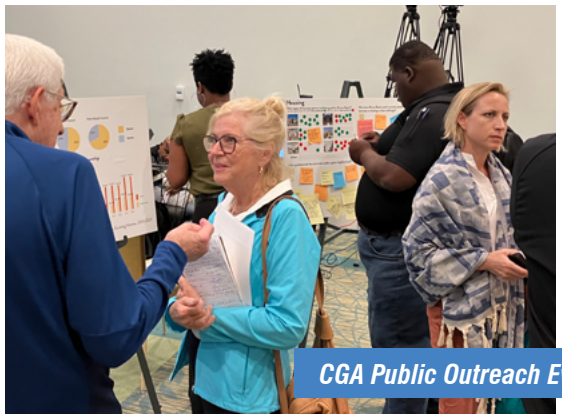
We also understand that the Town values a consultant who can coordinate effectively with staff, elected officials, regulatory agencies, and applicants, and who is available to respond to varying workloads over the duration of the contract. CGA is fully prepared to meet these expectations, bringing decades of experience providing municipal planning services throughout Florida, including long-term, on-call support for local governments.

On-Call Planning Services and Staff Support

CGA specializes in providing on-call, continuing planning services designed to integrate seamlessly with municipal operations. We understand that Melbourne Beach requires a consultant who can respond quickly to fluctuating workloads and provide consistent, reliable expertise. Our team provides staff augmentation from planner-level to director-level expertise, flexible service delivery (in-person, hybrid, or remote), and rapid response to development applications, policy questions, and special assignments. This flexible model ensures the Town always has access to the technical capabilities and professional resources required under the RFQ, without the constraints of full-time staffing.

Comprehensive Planning Services

CGA brings extensive experience in preparing, updating, and implementing Comprehensive Plans that fully comply with Florida Statutes while reflecting each community's unique vision and coastal context. For the Town of Melbourne Beach, CGA will assist in developing a long-range Comprehensive Plan that addresses growth, resilience, environmental protection, and preservation of community character. The team will also prepare and process Future Land Use Map amendments and related text amendments, conduct plan evaluations and EAR reports, and provide ongoing consistency reviews. Additionally, CGA will ensure alignment between the Comprehensive Plan and the Town's Land Development Regulations. This approach prioritizes clarity, practical implementation, and strong alignment with the Town's policy direction and its distinct identity as a coastal community.



CGA Public Outreach Events for Planning Clients in Florida

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Project Manager James Hickey, AICP, at a virtual public engagement event for the City of Wilton Manors.

Land Development Regulations and Policy Services

CGA provides targeted expertise in maintaining and modernizing Land Development Regulations (LDRs) to support a predictable and efficient development review process. The team drafts and updates zoning ordinances and code provisions, conducts land use and zoning analyses, and prepares form-based or context-sensitive code updates where appropriate. CGA also ensures consistency between the Comprehensive Plan and LDRs, helping to create a cohesive regulatory framework. Their approach emphasizes clarity, usability, and enforceability, enabling Town staff, applicants, and residents to navigate the development process effectively

Development Review and Site Plan Review

CGA provides comprehensive development review services consistent with the Town's adopted regulations. Our team includes staff who are capable of performing site plan, engineering, traffic engineering, and landscape plan reviews for compliance with all applicable standards. They are highly experienced in supporting both routine and complex applications while maintaining efficiency and consistency. In the course of providing these reviews, we are able to provide evaluation of use, density, intensity, and design requirements; prepare staff reports and recommendations; and coordinate closely with applicants to ensure complete and compliant submissions across a range of disciplines, codes, and regulations.

Floodplain Management

Recognizing the Town's coastal environment, CGA will provide specialized support in floodplain review and compliance, ensuring adherence to FEMA and local flood regulations. We employ multiple Certified Floodplain Managers (CFMs). These professionals are crucial for minimizing flood risks, protecting lives and property, and promoting sustainable floodplain use through their expertise in floodplain regulations, mapping, insurance, and hazard mitigation, ultimately strengthening communities. CFMs are crucial for ensuring proposed projects are built per FEMA regulations, minimizing flood risks, protecting lives and property, and promoting sustainable floodplain use through their expertise in floodplain regulations, mapping, insurance, and hazard mitigation, ultimately strengthening communities.

CGA's **Dana Johnson, PE, CFM**, holds a Certified Floodplain Management certification (CFM) and assists in all aspects of floodplain reviews. Leveraging her certifications, including being a Professional Engineer in Florida, South Carolina, and Georgia, and 19 years of experience, Ms. Johnson has a exceptionally strong knowledge base in floodplain concerns and reviews for coastal areas, including analyzing technical plan details to ensure adherence to zoning and environmental standards.

Environmental, Wetlands, and Coastal Review

CGA will partner with a locally-renowned ecological consulting firm, **Modica & Associates, Inc. (M&A)**, as a subconsultant for wetlands and conservation area site plan review and planning support. well as th identification and evaluation of environmental constraints, including wetlands.

M&A is a full-service ecological consulting firm with over 37-years of service throughout the state of Florida. Drawing from staff's extensive experience in the public, private and non-profit sectors, their team is uniquely qualified to provide their clients with expert guidance on the regulations and policies imposed by Florida's local, state and federal jurisdictional agencies as they relate to Florida's natural resources such as wetlands and protected species of wildlife. **M&A's** services include:

- Ecological Due Diligence
- Environmental Resource Permitting
- Federal §404 Permitting
- Listed Wildlife Surveys, Permitting & Relocations
- Wetland Delineation & Functional Assessment
- Formal Wildlife Surveys & Monitoring
- Conservation Land Management Planning
- Natural Resource Impact Avoidance Planning
- ArcGIS® Mapping & Spatial Analysis

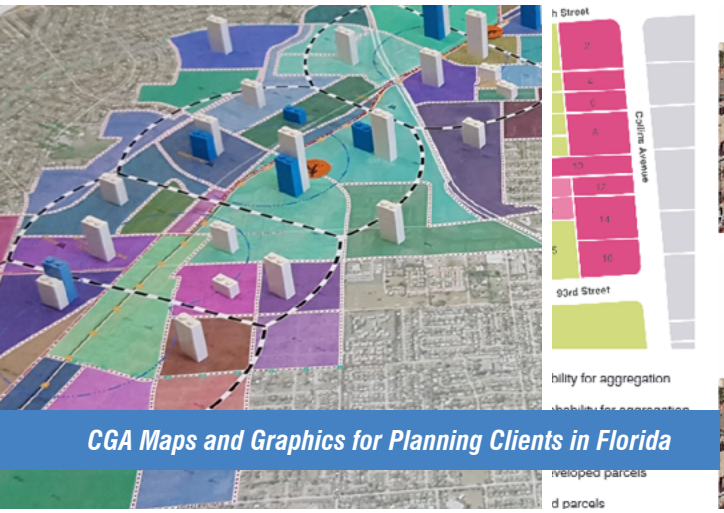
CGA, in conjunction with Modica, possesses deep and broad experience in coordinating with regulatory agencies across Florida and beyond, including the Florida Department of Environmental Protection, the Florida Department of Transportation, county governments, water districts, and other municipal, state, and federal agencies. Together, we will work to emphasize conservation, wetlands protection, environmental resilience, hazard mitigation, and resource stewardship to protect the Town's natural resources and long-term sustainability, with special consideration to the needs of the coast and beaches.

GIS and Mapping Services

CGA offers in-house Geographic Information System (GIS) capabilities to support Town planning functions. Within a full-fledged Surveying and Mapping Department, we are able to create, maintain, and update the Town's Future Land Use Map and Zoning Map, develop parcel-based planning and regulatory datasets, and integrate GIS data into development review, code enforcement, and planning analysis. Our GIS services improve data accessibility, decision-making, and transparency, and make decision-making and policy understanding easier and clearer.

Norwing Hernandez is CGA's go-to GIS and Mapping Specialist who will support the Town on this contract. Mr. Hernandez has seven years of experience in GIS technologies. His expertise includes maintaining and curating municipal infrastructure datasets, supporting comprehensive plan updates, and producing high-quality maps for planning and development initiatives. He is skilled in digitizing spatial data, ensuring data accuracy, and leveraging GIS technology to support decision-making in urban planning and infrastructure development. Recent work that Mr. Hernandez has completed includes Town of Medley GIS Data Exhibits, Village of Bal Harbour GIS Data Submittal to DERM, City of Riviera Beach Comprehensive Plan, and City of Miami Springs Activate Miami Springs Corridor Study. His full résumé is on page 28.

GIS Technician Norwing Hernandez



CGA Maps and Graphics for Planning Clients in Florida

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Approach to Service Delivery

As a continuing services provider, CGA emphasizes:

- Responsiveness to Town needs on an as-needed basis
- Delivery of practical, implementable solutions
- Strong customer service in interactions with staff, applicants, and the public
- Commitment to supporting the Town's vision, regulatory framework, and coastal character

Our goal is to function as a trusted extension of Town staff, providing reliable expertise across all aspects of municipal planning.

Project Management

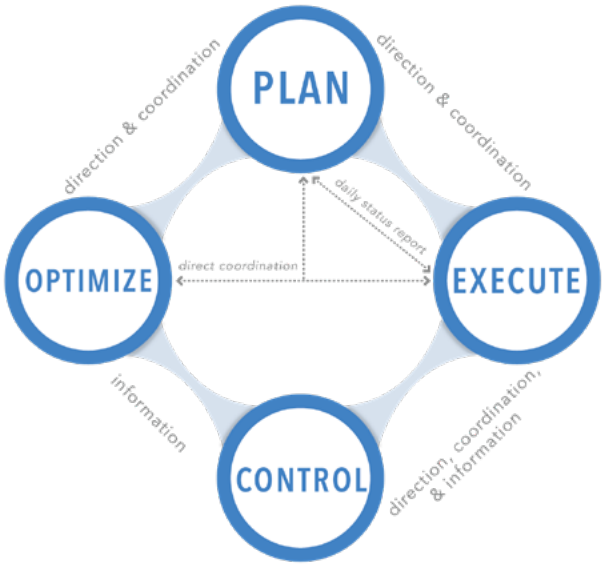
CGA understands that excellent project management skills are the cornerstone to any successful project. Prior to commencement and through the life of the contract, the CGA Project Manager will be in regular communication with the appointed representative for the Town regarding project status and progress. All communication between the CGA team and Town staff will occur through the CGA Project Manager. **Mr. James Hickey, AICP**, with his over two decades of planning experience, will be Project Manager and will be the central coordinator for all the activities of this contract.

Our management approach is based on the following elements:

- ✓ Thorough understanding of the project goals and technical requirements
- ✓ Communication and efficiency
- ✓ Expediting concurrent activities
- ✓ Staying current with standards and codes
- ✓ Providing experienced staff to resolve unique issues through innovative solutions
- ✓ Availability to meet with Town staff at their request
- ✓ Familiarity and provision with state-of-the-art technology
- ✓ Maintaining flexibility

Regular and efficient communication between CGA and the Town's designated representative will be paramount to the success of the projects under this contract. We accomplish this by keeping the channels of communication open among CGA's team members and supplementing with regular in-house team and client progress meetings. Additionally, monthly status reports are submitted to the Town's Project Manager. This helps ensure that project milestones are being met as planned as well as keeping the Town's staff ready to answer any Commission, resident, or business owner questions. Frequent communication among the Town and the Project Manager also allows CGA to closely monitor project progress, budgets, and schedules.

The CGA Team organizational management approach is based on proactive leadership that strives for customer satisfaction, achievement, and success. We consider maintaining direct lines of communication an essential element for this contract to allow the sharing of ideas, experience, technology, and economic context without affecting the quality of services rendered to the Town.



The PECO framework delivers a contract management approach that combines the right people, processes, and tools to perform contract work.

Beyond our experience, qualifications, and commitment, our proven track record of success is further made possible by the robust project management philosophy CGA embraces and the resources provided to make that philosophy a reality. Our project management approach begins with applying our **Plan, Execute, Control, Optimize (PECO)** philosophy. The PECO framework, illustrated to the right, is based on our team's experience and industry best practices, informed by the Project Management Institute. We identify, prioritize, allocate, manage, and control the work requirements through this singular, integrated method.

Using the PECO framework, CGA delivers a project management approach that combines the right people, processes, and tools to perform the Scope of Services requirements. Our team's process is structured to streamline our resources and provide responsive services. Successful execution of public works services starts with a responsive team structure that can anticipate and address resource needs.

Quality Control

CGA's success depends on consistently delivering high quality, detail-oriented services. Our Quality Control and Quality Assurance (QC/QA) is a proactive, continuous process-not just a final review focused on life safety and property protection. Guided by Total Quality Management principles, our QC plan defines clear responsibilities, procedures, and standards to ensure independent checks, compliance, and coordination across all disciplines.

Key QC/QA practices include:

- ✓ Standardized processes for intake, correspondence, review letters, inspection reports, and more, with built-in checks and balances.
- ✓ Our Project Manager conducts periodic reviews to ensure completeness, accuracy, and consistency of work performed.
- ✓ Ongoing internal and external training to keep staff current on codes and regulations.
- ✓ Regular client check-ins and satisfaction surveys by the Client Success Manager to identify improvement opportunities.
- ✓ Ability to deploy additional resources quickly to meet staffing needs.
- ✓ Staff feedback as necessary for any discrepancies or improvements needed.
- ✓ Sending periodic customer satisfaction surveys for feedback on work performed and services provided.

This approach ensures we maintain high standards, address issues proactively, and continually improve our services for our clients. As part of our QA/QC process, we ensure that CGA standards are met and involve the Town in the entire process to maintain transparency.

Responsiveness

CGA understands the importance of collaboration and public engagement. We provide:

- Coordination with Town staff, boards, and the Town Commission
- Participation in public hearings, workshops, and meetings
- Support for intergovernmental coordination and agency review

Our team ensures that all recommendations are clear, defensible, and aligned with Town procedures. We recognize that clear and complete communication is needed throughout the planning processes, both internally within our team and between our organizations. To ensure the most effective communication methods are utilized, CGA will coordinate with the Town's Project Manager to establish the preferred timing and method of communication and transfer of information. We typically recommend at least weekly discussions between CGA and the Town's Project Manager, and a minimum of monthly written updates regarding the overall status of major projects.

Many of the planning projects for which the Town is seeking assistance will require communicating with the public, marketing, and encouraging community participation throughout planning processes, and facilitating planning workshops. CGA specializes in informative and interactive public participation techniques that allow members of the general public to provide comments and feedback on important issues. The most effective community outreach efforts include a combination of public engagement methods to reach a wide cross-section of the community, which may include forums, small group/roundtable stakeholder discussions, charrettes, workshops, open-house sessions, or public hearings. We typically implement an array of context-sensitive tools to disseminate information and obtain input. Such methods may include a dedicated project website, handouts and flyers, interactive polling, surveys, or other digital and traditional participation techniques. The data obtained through these methods is used to formulate recommendations and draft documents for review by the Town.

Jim Hickey, AICP, serving as the dedicated Project Manager for this contract will serve as the Town's primary point of contact, coordinating all work efforts and ensuring responsiveness to requests.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

STAFF

CGA's team has decades of multi-disciplinary expertise working with municipal and local governments, quasi-governmental entities, private sector clients, developers, and community and neighborhood-based organizations throughout Florida and beyond. This experience includes serving as directors and managers working directly for local government planning departments. In fact, many on our team have worked in the public section implementing zoning codes and regulations and know the importance of not just creating regulations that are "pretty pictures" or "best practices" from other places without taking into account the federal, state, and local regulatory realities of proposed design solutions. We also understand that the successful implementation of any project is driven not just by what is desired or desirable but by that which the Town wishes to achieve. To this end, we offer our broad base of knowledge and expertise across the planning services that the Town will need under this contract.

Not only is our team deeply familiar with the essential technical and location-specific aspects of planning work in coastal Florida communities, but have delivered such services on an on-call basis for decades. In fact, we have supported dozens of communities under such contracts, and have codified this knowledge into robust systems that always ensure service levels are met at the highest level and staff is always available. **CGA can bring our expert staff from an array of relevant disciplines to helps solve complex community problems exactly when and where they are needed.**

Provide below is an overview of that staff's expertise, experience, and commitment.

Director of Planning and Project Manager

James "Jim" Hickey, AICP leads the CGA Planning team as the Director of Planning and has 29 years of planning experience for municipal and county governments. His experience spans zoning and land use code amendments and rewrites, comprehensive planning and plan updates, site development reviews, architectural review, comprehensive plan amendments, form-based codes, redevelopment, data and analysis, and GIS.

Mr. Hickey collaborates with several communities on large-scale projects, providing technical planning expertise to help accommodate new development while balancing the needs of existing residents.

Mr. Hickey, as Project Manager, will be responsible for planning and execution of the General Planning Services contract, ensuring compliance and alignment with organizational goals. He will provide technical expertise and guidance, budget and timeline management, and coordinate between our team members and the Town.

Qualifications

Mr. Hickey has 29 years of experience providing planning services to municipalities. He has been AICP-certified for more than 25 years, and holds a Masters of Urban Planning from Virgina Commonwealth University and a Bachelor of Science in Geography and History from the University of Massachusetts, Boston. His full résumé is on page 16.

Relevant Experience

Mr. Hickey managed several general planning services contracts, he has experience working in several coastal Florida municipalities including for the cities of Sanibel, St. Pete's Beach, Hallandale Beach, Lighthouse Point, Oak Hill and Bradenton Beach, the Town of Hillsboro Beach, and St. Lucie County. Previous to his work at CGA, Mr. Hickey worked for Broward County, as well as the City of Coral Springs. He is well versed in the Florida community planning requirements and processes.

Prime Point of Contact

954.921.7781
JHickey@cgasolutions.com

Mr. Hickey will serve as the main point person for the Town and will oversee the scope of work. His direct experience with comprehensive planning and land use plan updates coupled with his experience overseeing CGA's Planning team and service delivery make him the ideal leader and point of contact for the Town's needs on this contract.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

The table provided below highlights the titles, experience, licenses, and qualifications of the staff that will support the work on this contract with the Town.

Staff Member Role and Qualifications	Relevant Projects	Resume Page
Silvia Vargas, FAICP *Principal Planne* • 33 years' experience • AICP Fellow • AICP-certified • Master's in Urban Planning • LEED Accredited Professional	• Planning Services for the villages of Palmetto Bay and North Bay Village, the cities of Miami Beach, Sunny Isles Beach, Pompano Beach, Miami Shores, Miami Springs, North Miami, and South Miami	17
Vickki Placide-Pickard *Planning and Grant Administrator* • 20 years' experience • Certified Housing Development Professional • Master's in Public Administration	• Planning Services for the cities of Lauderhill, Weston, Riviera Beach, Lighthouse Point, and Margate, as well as St. Lucie County • Grant administration for cities of Palm Beach, Homestead, Jupiter, and Miramar	18
Craig Pinder, AICP *Senior Planner* • 10 years' experience • AICP-certified • Bachelor's in Architecture	• Planning Services for the cities of Sanibel, Riviera Beach, Bradenton Beach, and North Bay Village, and the towns of Redington Shores and Redington Beach	19
Zain Husain *Senior Planner* • 10 years' experience • Master's in Public Administration: Urban Planning	• Planning Services for the cities of Sanibel, St. Pete Beach, Bradenton Beach, and Treasure Island, and the towns of Redington Shores and Redington Beach	20

An Esteemed Member of the AICP College of Fellows

In April 2020, **Ms. Silvia Vargas** was inducted into the AICP College of Fellows—the highest honor the American Institute of Certified Planners bestows upon a member. Fellows of AICP are nominated and selected by their peers to recognize and honor their outstanding contributions as a professional planner. The outcomes of their individual efforts left demonstrably significant and transformational improvements to the field of planning and the communities they served. All Fellows are long-time members of AICP and have achieved excellence in professional practice, teaching and mentoring, research, and community service and leadership.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Staff Member Role and Qualifications	Relevant Projects	Resume Page
Chris Bernabe *Planner* • 1 year experience • Bachelor's in Public Administration; Minor in Urban and Regional Planning	• Planning Services for the cities of Sanibel, Bradenton Beach, and Belleair Beach, and the Town of Redington Shores	21
Kathryn Marinace *Planner* • 8 years' experience • Masters in Urban & Regional Planning • Bachelor's in Anthropology	• Planning Services for the cities of Weston and North Lauderdale Lakes, as well as Palm Beach County • Previous experience as a Transportation and Mobility Planner for City of Hallandale Beach, a Planner for the Town of Davie, and an Assistant Planner/Planning Technician for the City of Coral Springs	22
Pablo Chon Kan-Munoz, PE, PTOE *Director of Traffic Engineering* • 9 years' experience • Florida Professional Engineer • Professional Traffic Operations Engineer • Master's in Civil Engineering	• Transit Corridor Reserve Dwelling Amendments for the City of Hollywood • Multimodal Mobility Study and Impact Assessment for the Town of Medley • City of Weston Traffic Engineering for Planning Services	23
Mike Conner *Senior Landscape Architect and Arborist* • 36 years' experience • Bachelor's in Landscape Architecture • Bachelor's in Environmental Design • Certified Arborist	• City of Boynton Beach SE 36th Avenue Streetscape Improvements • City of Dania Beach Chester Byrd Park Improvements • City of Deerfield Beach Four Entrance Medians Landscape Services • City of Pompano Beach Landscape Reviews	24
Sophia Neves, PLA *Landscape Architect and Urban Designer* • 8 years' experience • Master's in Architecture • Master's in Landscape Architecture and Environmental Urban Design • Professional Landscape Architect	• City of Miami Coral Estates Park • City of Miami Downtown Dog Park • City of North Miami Beach Urban Forestry Master Plan • City of Destin Master Plan for Destin Town Center • City of Weston Gator Run Park Improvements	25
Jenna Martinetti, PE *Director of Civil Engineering* • 22 years' experience • Bachelor's in Civil Engineering • Professional Civil Engineer • Advanced Temporary Traffic Control Certificate	• City of Weston Road Corridor Improvements • City of Wilton Manors Drainage Improvements • City of Pompano Beach Civil Engineering Services • City of Miami Beach Traffic Engineering Services	26

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Staff Member Role and Qualifications	Relevant Projects	Resume Page
Dana Johnson, PE, CFM *Floodplain Manager* • 19 years' experience • Bachelor's in Geographic Engineering • Professional Civil Engineer in Florida, Georgia, South Carolina, and Illinois • Association of State Floodplain Managers Certified Floodplain Manager	• City of Crystal River Civil Engineering Services: Stormwater • Town of Davie Engineering Code Revisions • City of Hollywood Engineering Plan Review • City of Homestead Planning Review Services	27
Norwing Hernandez *GIS Technician* • 7 years' experience • Bachelor's in Geography	• Town of Medley Development of GIS Data Exhibits • Village of Bal Harbour GIS Data Submittal to DERM • City of Weston Production of Property Location Maps • City of Riviera Beach Comprehensive Plan • City of Miami Springs Activate Miami Springs Corridor Study	28

"CGA/SAFEbuilt has and still do an excellent job for the City of Weston. We hold our contractors to the highest standards, and they have not let us down. Mr. Hickey and his staff are professionals at the highest levels of service."

– Denise Barrett-Miller, Director of Communications, City of Weston, FL

"Always available, always responsive, and always able to zig-zag as circumstances dictate!"

– Frank Rullaon, Village Manager, North Bay Village

James "Jim" Hickey, AICP

Professional-in-Charge / Lead Director of Planning

29 Years of Experience | 8 Years with the Firm

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Education

MA, Urban Planning
Virginia Commonwealth University

BS, Geography and History
University of Massachusetts

Licenses & Certifications

American Institute of Certified Planners (AICP)
Certified Planner #015985

Work History

- **Director of Planning**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2020 – Present
- **Planning Administrator**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2018 – 2020
- **Assistant Director of Development Services**
  City of Coral Springs, FL
  2007 – 2018
- **Principal Planner**
  Broward County, FL
  2001 – 2007
- **Senior Project Manager**
  City of Somerville, MA
  1996 – 2001

Project Experience

- **Development Services Director**
  City of Weston, FL
  Provides ongoing planning assistance for the City, including site plan review and preparation of reports and analysis for the City Commission. Serve as the City's appointee on the School Board of Broward County's Staff Working Group.
- **Planning Director**
  City of Lighthouse Point, FL
  Collaborated with the City and a developer to redevelop Lighthouse Point Yacht Club into a mixed-use site. This project involved amending the comprehensive plan map and text, rezoning the property, creating a new zoning district, reviewing the site plan, and finalizing a developer's agreement.
- **Project Manager**
  City of Pompano Beach, FL
  Collaborates with the City to review large-scale Planned Development applications, offering technical analysis and site plan reviews. Also, prepares staff reports and presents these applications to the Planning and Zoning Board and City Commission.
- **Planning Consultant**
  City of Wilton Manors, FL
  Completed the City's Urban Form and Density Report, which established where and how future redevelopments should occur. Other activities/services provided include drafting regulations for the implementation of the Form and Density Report rezoning of a diverse mixed-use area and two land use plan amendments to establish density requirements, increase density, and expand the City's mixed-use land use districts.
- **City Planner**
  City of West Park, FL
  Completed an adoption of regulations to rezone the City's expanded Transit-Oriented Corridor (TOC), including public involvement, preparation of code language, and presentations to the Planning and Zoning Advisory Committee as well as the City Commission. This project included public engagement and dealt with many issues facing the City, including disinvestment, redevelopment opportunities as well as concerns with gentrification.
- **City Consultant**
  City of Margate, FL
  Completed an update to substantial portions of the City's Code. The City had not completed a thorough review of the Code in over 30 years, and the proposed changes provide a modern, unified land development code that is clear, concise, and easily understood by City residents.

Silvia Vargas, FAICP, LEED AP

Principal Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

33 Years of Experience | 8 Years with the Firm

Education

MS, Urban Planning
University of Kansas

BA, Architectural Studies
University of Kansas

Licenses & Certifications

American Institute of Certified Planners (FAICP)
Certified Planner #087875

U.S. Green Building Council
LEED Accredited Professional (Legacy)

Work History

- **Planning Administrator**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2018 – Present
- **President/Owner**
  Silvia E. Vargas Community Planning, LLC
  2016 – 2018
- **Senior Associate/Planner**
  Wallace, Roberts & Todd
  1996 – 2016
- **Senior Planner**
  Monroe County
  Marathon, FL
  1993 – 1996

Project Experience

- **City Planner**
  City of Miami Springs
  Miami Springs, FL
  Provides day-to-day planning support, development review, and management of special projects on emerging issues.
- **Principal Planner**
  Future City: NoMi Beyond the Centennial
  North Miami, FL
  The Future City planning process honors North Miami's first 100 years and prepares for the next century. The updated plan emphasizes community health, climate resilience, housing affordability, and technology access. It is dynamic, user-friendly, and visually appealing.
- **Principal Planner**
  Future Land Use Element (FLUE) and Future Land Use Map (FLUM) Update
  Miami Shores, FL
  Led a public-driven process to address inconsistencies in the Village's FLUE and FLUM, and updated the FLUE for the Comprehensive Plan Evaluation and Appraisal Review (EAR).
- **City Planning & Zoning Official**
  North Bay Village Planning Services
  North Bay Village, FL
  Serves as the City's Planning and Zoning Official, handling daily planning and zoning services, and leading special projects like annexation studies and EAR-based Comprehensive Plan processes.
- **Principal Planner/Public Engagement**
  Town Center North Overlay Re-Visioning
  Sunny Isles Beach, FL
  Led the execution of a values-driven public engagement re-visioning project for the City.
- **Principal Planner/Public Engagement**
  Indiantown Land Development Code
  Indiantown, FL
  Developed and implemented the public outreach and information program for CGA-led Land Development Code preparation process–the Village's first.
- **Principal Planner/Public Engagement**
  Urban Form & Density Study
  Wilton Manors, FL
  Created public engagement activities for a study on increasing density in Wilton Manors, ensuring compatibility and protecting single-family neighborhoods.
- **Principal Planner/Public Engagement**
  PlanIT Pompano!
  Pompano Beach, FL
  Developed & implemented the public engagement strategy the City's Comprehensive Plan Update.
- **Principal Planner/Public Engagement**
  Zoning Code Update
  Pembroke Pines, FL
  Created the public outreach and engagement plan for a CGA project to update the City's 50-year-old Zoning Code.
- **Principal Planner**
  Transit-Oriented Development District (TODD)
  South Miami, FL
  Led the preparation and testing of an amendment to modernize South Miami's TODD zoning district using massing studies.
- **Principal Planner/Public Engagement**
  Land Use Plan, Major Street Plan and Ordinances Update
  Mobile, AL
  Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan.

Memberships & Affiliations

President-Elect
AICP Commission

Former Director at Large
APA Board

Former Commissioner
AICP

Vickki Placide-Pickard

Planning and Grant Administrator

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

19 Years of Experience | 6 Years with the Firm

Education

MS, Public Administration
Florida Atlantic University

BS, Health Administration
Florida Atlantic University

Licenses & Certifications

Certified Housing Development Professional
#0812-03

Work History

- **Planning and Grant Administrator**
  Calvin, Giordano & Associates
  2020 – Present
- **Director of Legislative and Community Affairs**
  City of Deerfield Beach
  2015 – 2020
- **Community Development and Housing Administrator**
  City of Coral Springs
  2013 – 2015
- **Community Development Coordinator**
  City of Coral Springs
  2005 – 2013
- **Special Projects Coordinator**
  Community Redevelopment Associates of Florida, Inc.
  2004 – 2005

Project Experience

- **Planning Consultant**
  City of Lauderhill
  Provides ongoing planning assistance to the City including review zoning and land use applications, site plan review, preparation of reports and analysis for the City Planning and Zoning Division
- **Planning Consultant**
  City of Margate
  Currently working with the City on an update to substantial portions of the City's Code
- **Planning Consultant**
  St. Lucie County
  Completed the County's Emergency Management Local Mitigation Strategy which identifies the natural hazards that may affect the county and assesses risks and vulnerabilities of the natural hazards
- **Legislative and Community Affairs Director**
  City of Deerfield Beach
  Developed and implemented the City's intergovernmental relations efforts and oversaw the City's Grant Program, community outreach and Affordable Housing Programs
- **Community Development and Housing Administrator**
  City of Coral Springs
  Developed and managed community development and affordable housing programs; co-authored the City's Affordable Housing Ordinance prepared the housing, intergovernmental and capital improvement elements of the Comprehensive Plan and Evaluation Appraisal Report
- **Lighthouse Point Planning Consultant**
  City of Lighthouse Beach
  Currently working with the City to update its Water Suppl Plan pursuant to state statutes in order to strengthen the links between regional water supply plans and comprehensive plans prepared by local governments

Memberships & Affiliations

Member
American Planning Association (APA)- Florida Planning Association

Member
Florida Atlantic University School of Public Administration

Member
Florida Community Development Association Board

Member
National Forum for Black Public Administrators - South Florida Chapter

Member
Grant Professional Association

Craig Pinder, AICP

Senior Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

11 Years of Experience | 2 Years with the Firm

Education

BS, Architecture
Florida Atlantic University

Work History

- **Senior Planner**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2024 – Present
- **Senior Planner**
  City of Boynton Beach, FL
  2023 – 2024
- **Urban Planner/Planner II**
  City of Boynton Beach, FL
  2019 – 2023
- **Transit Oriented Development (TOD) Planner (Planner III)**
  City of Fort Lauderdale, FL
  2018 – 2019
- **Transportation Planner (Planner I)**
  City of Fort Lauderdale, FL
  2016 – 2018
- **Transportation Intern**
  City of Fort Lauderdale, FL
  2015 – 2016

Project Experience

- **Village Planner**
  Land Use Plan Amendment
  North Bay Village, FL
  Provides professional guidance and support to elected officials, appointed boards, Village leadership, and the public on matters related to planning, zoning, and land use. Manages and responds to inquiries regarding the Village's land use and zoning regulations, including but not limited to Comprehensive Plan and Unified Land Development Code amendments, site plan and zoning approvals, variance requests, and related topics.
- **Planning Consultant**
  South Miami, FL
  Manage application request to rezone approximately 0.38-acre property at 6540 Manor Lane from Duplex.
  Residential to Townhouse Residential to facilitate the development of the parcel for a townhome project
- **Planning Consultant**
  Old City Hall Analysis
  Homestead, FL
  Conducted a comprehensive analysis of the Old City Hall site, including the compilation of data on land use, zoning, and applicable regulations, with a focus on density, intensity, and height. The analysis included a comparative assessment of development capacity under each regulatory framework, presented in both tabular and graphic formats to illustrate potential development scenarios.
- **Planning Consultant**
  Land Use Plan Amendment
  Lauderhill, FL
  Manage Comprehensive Plan map amendment to the City's Land Use Plan along with a concurrent amendment to the Broward County Land Use Plan Map to modify the future land use designation of approximately 132.57 gross acres from Commercial Recreation to Irregular Residential to allow for a maximum of 888 dwelling units.
- **Senior Planner**
  Multipurpose Sports Complex Impact Analysis
  Boynton Beach, FL
  Evaluated the potential impacts of a proposed multipurpose sports complex, focusing on land use compatibility, consistency with the City's long-term vision, housing, transportation, infrastructure, public services, and environmental sustainability.
- **Project Manager**
  Ft. Lauderdale, FL
  Managed consultant team for the Complete Streets Mobility Plan Mobility Fee update; Project Manager/Planner for the first two approved Live Local projects in Palm Beach County: 1. "The Dune Apartments" mixed-use development and 2. "The Dune Residences" containing 38 townhome; Project Planner/Manager for the Foundry Commercial Class-A Industrial Development which included approximately 457,000 square feet of industrial warehouse space; Project Planner/Manager for an 8-unit townhome development which included the following applications: New Major Site Plan, New Master Plan, Future Land Use Map Amendment, Rezoning, Community Design Appeal, and Variance; Present major development applications to the City Commission at the City Commission Meetings; train entry-level staff (Planner I & Zoning Technician); Prepare amendments to the Land Development Regulations; Process Certificates of Conformity; Assist with Plat reviews; Serve as staff liaison to the Historic Resources Preservation Board; continue to serve as City liaison to the Vision Zero Advisory Committee at the Palm Beach Transportation Planning Agency.

Zain Husain

Senior Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

10 Years of Experience | 1 Year with the Firm

Education

Master of Public Administration, Concentration: Urban Planning
University of South Alabama

Bachelor of Arts, Political Science and Biology
University of South Alabama

Work History

- **Senior Planner**
  Calvin, Giordano & Associates, Inc.
  February 2025 – Present
- **Assistant Community Development Director**
  City of Safety Harbor
  2023 – 2024
- **Urban Planner II**
  City of Tampa
  2021 – 2023
- **Senior Planner**
  City of Madeira Beach
  2019 – 2021
- **Entitlements Analyst/Project Manager**
  D.R. Horton
  2018 – 2019
- **Zoning Analyst**
  City of Sarasota
  2016 – 2018

Project Experience

- **Senior Planner**
  City of Fort Myers, FL
  Manages the Comprehensive Plan Update.
  Collects data and insight from the public, and City staff. Presents the vision, reasoning, and data to the residents and City staff.
- **Senior Planner**
  Town of Redington Shores, FL
  Manages planning, zoning, and development services, which includes site plan and permitting reviews. Helps with services for City staff, residents, contractors, law firms, and other applicants. Provides staff reports, reviews, and presentations to the Planning and Zoning Board as well as the Board of Adjustment.
- **Senior Planner**
  City of St Pete's Beach, FL
  Manages the Comprehensive Plan Update.
  Collects data and insight from the public, and City staff. Presents the vision, reasoning, and data to the residents and City staff.
- **Senior Planner**
  City of Winter Haven, FL
  Manages the First Street North Overlay District Corridor Study and Annexation Plan
- **Planning Reviewer**
  City of Bradenton Beach, FL
  Conducts Planning Reviews as part of Building Services contract.
- **Planning Reviewer**
  City of Treasure Island, FL
  Conducts Planning Reviews as part of Building Services and Damage Assessment Services contract.

Memberships & Affiliations

Member
American Planning Association, Texas Chapter, Florida Chapter
Florida City and County Management Association
Kappa Sigma Fraternity

Awards & Recognition

Excellence in Political Science Award, 2013

Chris Bernabe

Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

1 Year of Experience | 1 Year with the Firm

Education

BA, Public Administration
Minor in Urban and Regional Planning
University of Central Florida

MS, Urban and Regional Planning (in Process)
University of South Florida

Work History

- **Planner**
  SAFEbuilt, LLC
  2025 – Present
- **Graduate Research Assistant**
  University of South Florida
  June 2025 – August 2025
- **East Central Florida Regional Planning Council**
  Planning and Economic Development Intern
- **Community Development intern**
  City of Temple Terrace Annexation Plan Study
  2025

  Created the City's Annexation Plan. Conducted in-depth research on Florida Statute 171. Produced multiple documents to guide the City's boundary expansion strategy. These documents were presented to the Community Development Director, City Manager, and their staffs.
- **Planning and Economic Development Intern**
  City of Titusville Economic Development Strategic Plan
  2025

  Conducted extensive research on the local economy of the City of Titusville, which assisted in identifying and analyzing economic hubs within the City. of. This data contributed to the analysis and recommendation that were provided within the Plan.

Project Experience

- **Planner**
  Comprehensive Plan Update
  Sanibel, FL
  2025 - Ongoing

  Collects all relevant data for the Comprehensive Plan Update elements. Assists with drafting the Community Survey and researching potential dates for Public Engagement, which will be presented in the Public Engagement Plan.
- **Planner**
  Comprehensive Plan Update
  Fort Myers, FL
  2025 - Ongoing

  Assisted with providing policy recommendations for the Comprehensive Plan. Compiled all staffs amendments to the Goals, Objectives, and Policies, which will be provided to the City as part of their first draft of the Comprehensive Plan Update.
- **Graduate Research Assistant**
  OneUSF Summer Undergraduate Research Symposium
  2025

  Conducted data visualization and spatial analysis in ArcGIS to produce maps and insights essential to project outcomes. Collected and organized datasets from public and private sources. Guided undergraduate research assistants through their research design, data analysis, and academic poster development.

Kathryn Marinace

Planner

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

8 Years of Experience | <1 Years with the Firm

Education

Masters, Urban & Regional Planning (MURP)
Florida Atlantic University

BA, Anthropology
Florida Gulf Coast University

Work History

- **Planner**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2026 – Present
- **Transportation Planning Specialist II**
  Florida Department of Transportation (FDOT)
  2025 – 2026
- **Transportation and Mobility Planner**
  City of Hallandale Beach
  2025
- **Strategic Planner**
  MARLIN Engineering
  2021 – 2025
- **Planner**
  Town of Davie
  2021
- **Assistant Planner/Planning Technician**
  City of Coral Springs
  2018 – 2021

Project Experience

- **Planner**
  General Planning Services
  City of Weston
  Support the City of Weston with general planning services, including site plan reviews, variances, conditional use applications, and future land use map amendments.
- **Strategic Planner***
  Engineering and Planning Services
  MARLIN Engineering for the City of Hallandale Beach
  Provide transportation planning and professional planning services including land use analysis, multimodal transportation studies, public engagement, and grant support.
  Coordinate weekly progress meetings with City staff and support implementation of Complete Streets and localized mobility initiatives.
  Assist with preparation and submission of Broward Surtax and CSLIP grant applications for transit stops, pedestrian crossings, bicycle facilities, and safety improvements.
- **Strategic Planner***
  Martin County Major Update Transit Development Plan FY
  MARLIN Engineering for Martin County
  Support a major update to the Martin County Transit Development Plan in coordination with Kittleson & Associates.
  Responsibilities include stakeholder coordination, public involvement planning, baseline system evaluation, transit demand analysis, and preparation of the final plan.
  Developed the draft Public Involvement Plan and supported outreach strategy development.
- **Strategic Planner***
  Safety Campaigns
  MARLIN Engineering for the FDOT District 4
  Support multiple statewide and regional transportation safety campaigns including Be Rail Smart, Target Zero, Drive Safe, Put It Down, and Mobility Week.
  Coordinate stakeholder engagement, assist with outreach strategy development, and support public education efforts focused on pedestrian, bicycle, transit, and roadway safety.
  Develop event tracking matrices and assist with coordination of agency participation across campaign activities.
- **Strategic Planner***
  SR-7/US-441 Transit Corridor Improvements
  MARLIN Engineering for the FDOT District 4
  Assist with planning and public involvement activities for bicycle, pedestrian, and transit improvements along the SR-7 corridor across multiple municipalities.
  Support development of outreach materials, public meeting coordination, stakeholder notifications, and engagement activities to facilitate corridor improvement planning.
- **Strategic Planner***
  2022 Park and Ride Facility Inspections and Performance Evaluation
  MARLIN Engineering for the FDOT District 6
  Conducted inventory and performance evaluations for 48 Park & Ride facilities across Miami-Dade and Monroe Counties
  Performed field inspections and desktop analysis to assess utilization, parking capacity, multimodal access, signage, pedestrian connectivity, and maintenance conditions.
  Prepared maps, charts, and summary reports documenting facility performance and deficiencies.
- **Strategic Planner***
  Riverside Drive Complete Streets Design
  MARLIN Engineering for the City of Pompano Beach
  Support Complete Streets redesign efforts including data collection, conceptual planning, public engagement, and final design support.
  Assist with development of public meeting materials and facilitate community workshops to incorporate stakeholder input into roadway redesign concepts emphasizing multimodal safety and accessibility.
- **Assistant Planner/Planning Technician***
  Community & Development – Planning & Zoning
  City of Coral Springs
  Performed zoning review, development review, and land use analysis in support of municipal planning operations.
  Reviewed building permits, business tax applications, and development submittals for compliance with zoning codes, comprehensive plans, and land development regulations.
  Supported public inquiries, zoning determinations, and planning documentation for development review committees and public hearings.

* – *project experience with a previous employer*

Pablo Chon Kan-Munoz, PE, PTOE

Director of Traffic Engineering

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

9 Years of Experience | 4 Years with the Firm | English-Spanish Bilingual

Education

MS, Civil Engineering
Florida Atlantic University

BS, Civil Engineering
Universidad de Costa Rica

Licenses & Certifications

State of Florida
Professional Engineer #97697

Costa Rica
Professional Engineer

Transportation Professional Certification Board (TPCB)
Professional Traffic Operations Engineer (PTOE)

Work History

- **Traffic Engineer**
  Calvin, Giordano & Associates, Inc.
  2022 – Present
- **Graduate Research Assistant**
  Florida Atlantic University
  2020 – 2022
- **Design Engineer**
  RQ Ingeniería-INTRA Consultores
  2017 – 2022

Project Experience

- **Ocean Drive and Lummus Park Improvements**
  Miami Beach, FL
  The project comprises a Mobility and Impact Study to assess the proposed changes to Ocean Drive and nearby streets
- **Lyons Rd. and Winston Park Blvd.**
  Broward County/Coconut Creek, FL
  The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system
- **Polk St. and N. 24th Ave.**
  Broward County/Coconut Creek, FL
  The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system
- **Las Olas Blvd and SE 3rd Avenue**
  Broward County/Fort Lauderdale, FL
  The project will replace the existing span wire traffic signal system with a new mast arm traffic signal system
- **NW 31st Avenue and NW 19th Street Intersection Improvements**
  Broward County/Fort Lauderdale, FL
  The project will replace the existing span wire traffic signal system with a new mast arms traffic signal system
- **City of Weston Traffic Engineering Services**
  Weston, FL
  Traffic review services in the form of site plan reviews and engineering permit reviews
- **Multimodal Mobility Study**
  Medley, FL
  Multimodal Mobility Study and Impact Assessment to improve the transportation conditions within the Town including bicycling, walking, and public transit options for South River Drive from NW 116th Way to NW 87th Avenue. The study length is approximately 7,500 linear feet
- **Miami Beach Pedestrian Priority Zone**
  Miami Beach, FL
  Comprises the design of ADA ramps and high-emphasis crosswalks at several locations, as well as the installation of a new crosswalk. In addition, this project comprises the preparation of a study for the implementation of Leading Pedestrian Intervals (LPIs) at two locations.
- **Miami Beach Sunset Harbour Traffic Study**
  Miami Beach, FL
  This project involves reviewing vehicular, pedestrian, and bicycle data to determine safety improvements at different locations throughout the neighborhood.
- **Miscellaneous Traffic Engineering Reviews**
  Weston, FL; Dania Beach, FL; Homestead, FL; Vero Beach, FL; Davie, FL; North Bay Village, FL
  Review trip generation statements, traffic impact studies, and site plans on behalf of the municipalities listed above.
- **Graduate Research Assistant**
  Florida Atlantic University
  As a graduate research assistant, worked under the supervision of advisor developing solutions for different customers requiring technical advice from the Transportation Lab, such as FDOT and MPOs Boca Raton, FL.

Memberships & Affiliations

Young Member
Civil Engineers Committee - Colegio Federado de Ingenieros y de Arquitectos (CFIA), Costa Rica

Mike Conner, PLA, ASLA, ISA

Senior Landscape Architect and Arborist

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

36 Years of Experience | 23 Years with the Firm

Education

BS, Landscape Architecture
Ball State University

BS, Environmental Design
Ball State University

Licenses & Certifications

State of Floria Board of Landscape Architecture
Registration #LA0001181

International Society of Arborists, Florida Chapter
Certified Arborist License #FL0777

Work History

- **Senior Landscape Architect**
  Calvin, Giordano & Associates, a SAFEbuilt Company
  2003 – Present
- **Owner/Principal**
  Michael D. Conner Landscape Architect
  2000 – 2003
- **Landscape Architect/Arborist**
  City of Cooper City, FL
  1990 – 2000

Project Experience

- **Landscape Architect**
  Mills Pond Park
  Fort Lauderdale, FL
  Three new synthetic turf soccer and lacrosse fields including coordinating surveying, civil engineering, electrical engineering, site planning, and landscape architecture.
- **Landscape Architect**
  Nova Drive - Complete Streets Improvements
  Davie, FL
  Designed new planting and irrigation systems to support complete streets upgrades for the Town's existing two-lane roadway.
- **Landscape Architect**
  Davie Road Improvements - Phase I & II,
  Davie, FL
  Designed landscape and irrigation for new medians in the Davie Road widening and complete streets project from SW 39th Street to I-595.
- **Landscape Architect**
  Vista Park Phase II
  Weston, FL
  Landscape park design for upgraded park facilities, new trails, expanded parking, and modification of park programming, including new entry signage and replacement of football fields with upgraded drainage systems.
- **Landscape Architect**
  Mary Saunders Park
  West Park, FL
  Detailed site design and landscape and irrigations plans for the improvements at the existing park, which included a new parking areas, an enhanced entranceway and new lighting.
- **Landscape Architect**
  Public Works Facility
  Weston, FL
  Developed site, landscape, and irrigation designs for a new public works facility, featuring a fueling station, City-branded elements, buffer planting for adjacent neighborhoods, and security planning.
- **Project Manager**
  Landscape and Streetscape Design Standards
  Oakland Park, FL
  Developed new design guidelines and landscaping standards to replace outdated City codes, covering new developments, City projects, and homeowner recommendations.
- **Landscape Architect**
  Memorial Regional Hospital - 35th Avenue Streetscape
  Hollywood, FL
  Designed hardscape, landscape, and lighting for a streetscape and wayfinding project on N. 35th Ave through the hospital campus.
- **Landscape Architect**
  Andrews Avenue Improvements - Transportation Enhancement Grant
  Oakland Park, FL
  Designed new planting and irrigation for major improvements to a Broward County roadway in Oakland Park under a Broward MPO Grant.
- **Landscape Architect**
  Pines Boulevard Medians - Beautification Grants - Phase I & II
  Pembroke Pines, FL
  Landscape and irrigation improvements on two segments of Pines Boulevard.
- **Landscape Architect**
  John U. Lloyd State Park-Boardwalk Replacements
  Dania Beach, FL
  Created detailed design plans and construction drawings for replacing four wood boardwalks providing beach access at the park.
- **Landscape Architect**
  Pines Boulevard Medians - Beautification Grants - Phase I and II
  Pembroke Pines, FL
  Landscape and irrigation improvements on two segments of Pines Boulevard west of the Florida Turnpike in Pembroke Pines.
- **Landscape Architect**
  Natalie's Cove / Flamingo Gardens - Drainage Improvements
  Cooper City, FL
  Inventoried existing trees within the project area and prepared root management plans, construction drawings, and bid specifications for their preservation.
- **Landscape Architect**
  Greening Gateways Committee
  Fort Lauderdale, FL
  Developed visioning packages for regional gateways at major highway entrances to Broward County.

Sophia Neves, PLA, ASLA

Landscape Architect and Urban Designer

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

8 Years of Experience | 3 Years with the Firm | English-Portuguese Bilingual

Education

MS, Landscape Architecture & Environmental Urban Design
Florida International University
Miami, FL

MS, Architecture
Florida International University
Miami, FL

Licenses & Certifications

State of Florida
Registered Professional Landscape Architect
#LA0002019

Work History

- **Landscape Designer**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2023 – Ongoing
- **Landscape Architecture Intern**
  Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
  2022 – 2023
- **Junior Architect**
  Laura M. Perez & Associates
  Miami, FL
  2021 – 2022
- **TOM Fellow**
  TOM Tikkun Olam Makers, Florida International University
  Miami, FL
  2020 – 2022
- **Course Assistant for Structures**
  Florida International University
  2020
- **Architectural Intern**
  Plusurbia Design
  2020
- **Drafter & Renderer**
  Debris Maze Challenge by Gabriela Barrocas
  2018 – 2019
- **Lab Technician/Student Assistant**
  Florida International University
  2018 – 2019

Project Experience

- **Landscape Designer**
  Coral Estates Park; Miami, FL
  Contributed to the preparation of planting design for construction documents.
- **Landscape Designer**
  Downtown Dog Park; Miami, FL
  Contributed to technical tasks, including 3D modeling and rendering, site plan drawings, and construction document detailing.
- **Landscape Designer**
  Hanford Civic Park; Hanford, CA
  Developed a preliminary site plan for a civic park, enhancing pedestrian experiences with a multi-functional promenade, furnishings, and a water feature.
- **Landscape Designer**
  North Palm Desert Park; Palm Desert, CA
  Contributed to community engagement events by preparing visual graphics and assisting in the in-person open house.
- **Landscape Designer**
  Antelope Creek Park; Woodlake, CA
  Prepared site plan drawings, construction document detailing, and selected materials, palettes, lighting, and branding elements.
- **Landscape Designer**
  Guy Davis Park; Stuart, CA
  Prepared site plan drawings and construction document detailing.
- **Landscape Designer**
  Lake Hamilton Trails & Master Plan Visioning; Lake Hamilton, CA
  Developed preliminary conceptual site plan design for a civic park focused on a multi-generational park experience.
- **Landscape Designer**
  Lake Dalwigk Park Improvements; Vallejo, CA
  Prepared site plan drawings and construction document detailing.
- **Community Engagement Specialist**
  Gator Run Park Improvements; Weston, FL
  Assisted with boards for Public Engagement and technical drawings for construction documents.
- **Landscape Designer**
  Destin Town Center Master Plan
  Destin, FL
  Co-created graphics for a city-wide vision of improving city-owned properties, including coordination with architects to generate 3D model renderings to explore three potential site improvements.
- **Planning Support**
  North Miami Beach Urban Forestry Master Plan; North Miami Beach, FL
  Assisted in developing a full report addressing the opportunities and constraints of the existing tree canopy in North Miami Beach, complete with technical documentation and infographics.
- **Community Engagement Specialist**
  Windmill Ranch Park Improvements; Weston, FL
  Assisted with boards for Public Engagement and technical drawings for construction documents.

Memberships & Affiliations

Member
American Society of Landscape Architects (ASLA)

Awards & Recognition

2024 Design Award of Merit – Unbuilt Category (for Antelope Creek Park)
American Society of Landscape Architects – Florida Chapter

Jenna Martinetti, PE

Director of Engineering

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

22 Years of Experience | 22 Years with the Firm

Education

BS, Civil Engineering
Florida State University

Licenses & Certifications

Floria Board of Professional Engineers
Professional Civil Engineer #69036

Federal Highway Administration
Advanced Temporary Traffic Control Certificate

Florida Department of Transportation
Local Agency Program & Florida Highway Administration Certification and Recertification

Florida Department of Transportation
Specifications Package Preparation Certification

Florida Department of Environmental Protection
Stormwater, Erosion Control and Sedimentation Qualified Stormwater Management Inspector

Occupational Safety and Health Administration (OSHA)
10-Hr OSHA Training in Construction Safety and Health

Work History

- **Director of Engineering & Civil Engineer**
  Calvin, Giordano, and Associates, Inc. (CGA), a SAFEbuilt Company
  2004 – Present

Project Experience

- **Project Manager**
  Dania Cove Park Improvements
  Dania Beach, FL
  Design & installation of park improvements, including seawalls, pavilions, and walking paths.
- **Project Manager & Engineer of Record**
  Water Main and Force Main Subaqueous Crossing of the Dania Cut-off Canal
  Dania Beach, FL
  Replacement of the existing water and sewage force mains under the Dania Cut-off Canal via horizontal directional drill to accommodate the proposed canal dredging.
- **Project Manager**
  Water Main Replacement on NE 2nd St
  Dania Beach, FL
  Replacement of 1300 LF of exiting water main in a residential neighborhood.
- **Senior Project Manager**
  Rolling Oaks Park
  Miami Gardens, FL
  Design and construction of an ADA-complaint pedestrian trail and associated retention areas in the park.
- **CGA Project Manager**
  Rickenbacker Causeway Project
  Miami Dade County, FL
  In-house Project Manager responsible for drainage and S&PM on the design build team with Kiewit Construction for the rehabilitation of the Rickenbacker Causeway's West Bridge and the Rehabilitation and expansion of the Bear Cut Bridge.
- **Senior Project Manager**
  Windmill Park
  Coconut Creek, FL
  Design of a 14-acre site redevelopment for site improvements to an existing park.
- **Senior Project Manager**
  Davie Road Complete Streets
  Phases I & II
  Davie, FL
  Two phases of complete streets design for Davie Road two phases of complete streets design for Davie Road.
- **Senior Project Manager and Engineer of Record**
  Davie Road Complete Streets
  Phase III
  Davie, FL
  Davie Road from Orange Drive to SW 39th Street improvements that added two mid block crossings, landscaped medians, expanded sidewalks and new school signal.
- **Sr. Project Manager & Engineer of Record**
  Nova Drive Complete Streets & Roadway Improvement Project
  Davie, FL
  Project to widen a portion of the corridor from 2 to 4 lanes, add bike lanes, safer sidewalks, a new roundabout, lighting, landscaping, and upgraded signalized intersections.
- **Engineer of Record**
  Water Main Replacement on NE 2nd Ave
  Dania Beach, FL
  2020 – 2022
  Replacement of 8000 LF of existing water main in a residential neighborhood.
- **Senior Project Manager**
  Broad Causeway LAP Project
  Bay Harbor Islands, FL
  Design and construction document preparation for adding a paved shoulder to the Causeway and replacing the pedestrian handrail along the waterways bridge.
- **Senior Project Manager**
  Rolling Oaks Park
  Miami Gardens, FL
  Design and construction of an ADA complaint pedestrian trail and associated retention areas within the park.
- **Senior Project Manager**
  Oak Grove Park
  North Miami, FL
  Design permitting and engineering during construction for improvements to the existing park, including tennis courts and walking paths.
- **Senior Project Manager**
  Pine Island Park
  Plantation, FL
  Complete reconstruction and re-design of the City's signature 24 acre park, with 8 new soccer fields, including one artificial turf field, new storage and restroom building, and a new expanded parking lot. Project was funded by the City's GO Bond.

Dana Johnson, PE, CFM

Floodplain Manager

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

19 Years of Experience | 2 Years with the Firm

Education

BS, Geological Engineering
University of Mississippi

Licenses & Certifications

State of Florida
Professional Engineering License #98995

State of Georgia
Licensed Professional Engineer #036133

State of Illinois
Professional Engineering License #062076704

State of South Carolina
Licensed Professional Engineer #41802

Association of State Floodplain Managers
Certified Floodplain Manager #US-16-09077

Work History

- **Civil Engineering Plan Reviewer**
  Calvin, Giordano & Associates, Inc.
  2024 – Present
- **Owner**
  Southern Tegridy, Engineering Design and Consulting
  2023 – 2024
- **Senior Water Resources Engineer**
  Integrated Science & Engineering, Inc.
  2020 –2023
- **Civil Engineer**
  City of Newnan
  2007 – 2020

Project Experience

- **Civil Project Manager**
  Windmill Ranch Park Renovations
  Weston, FL
  2024 – Present

  Managed engineering design and permitting for site improvements, including a new parking lot, natural turf play field, playgrounds, multi-purpose courts, walking paths, restrooms, and on-site drainage upgrades with a pipe network integrated into the existing stormwater management system.
- **Civil Project Manager**
  Guy Davis Park Renovations
  Stuart, FL
  2024 – Present

  Managed engineering design and permitting for park improvements, including a new parking lot with pervious pavers, natural turf play field, playgrounds, restroom and concessions building, walking paths, and on-site drainage upgrades with a new pipe network and retention pond.
- **Civil Project Manager**
  Broward County Parks, Planning and Design
  Broward County, FL
  2024 – Present

  Managed drainage improvement analysis for park enhancements at Delevoe Park and Central Broward Park (Broward County), developing existing and proposed conditions stormwater models in Stormwise.

  Prepared technical memorandum summarizing modeling results, including conceptual exhibits and preliminary cost estimates to support design and permitting decisions.
- **Civil Project Manager**
  Town of Davie Engineering Code Revisions and updating Standards and Engineering Details
  Davie, FL
  2024 – Present

  Updated engineering standards, details, and applicable code sections to align the Town's regulations with the latest Florida DOT Green Book and Water Management District requirements.
- **Civil Project Manager**
  Weston Road Corridor Improvements
  Weston, FL
  2024 – Present

  Performed civil engineering drainage design for roadway improvements, including widening for turn lanes and bike lanes.

  Prepared engineering calculations and stormwater management reports, supporting pipe sizing analysis and stormwater permitting compliance.
- **Civil Project Manager**
  Boca Sidewalk Improvements
  Boca Rotan, FL
  2024 – Present

  Managed Citywide sidewalk improvement projects, overseeing the addition and widening of ADA-compliant sidewalks at multiple locations.
- **Owner**
  Various Projects
  Senoia, GA
  2023 – 2024

  Provided stormwater engineering to Integrated Science & Engineering (ISE) on a contractual basis for small stormwater projects including pipe rehabilitations and small drainage and flood studies, etc.
- **Senior Water Resources Engineer**
  Various Projects
  Senoia, GA
  2020 – 2023

  Responsibilities included project management, engineering design, preparation of cost estimates, bid assistance, and providing community development and municipal engineering services.
- **Civil Engineer**
  Various Projects
  City of Newnan
  2007 – 2020

  Served as Utility Coordinator and Environmental Permit Coordinator for all capital improvement projects.

  Prepared traffic studies for project consideration and managed the city radar feedback signs.

Norwing Hernandez

GIS Technician

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

7 Years of Experience | 7 Years with the Firm

Education

BS, Geography
Florida International University

Professional Associations

American Association of Geographers (AAG)

Work History

- **GIS Technician**
  Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
  2019 – Present

Project Experience

- **GIS Technician**
  Development of GIS Data Exhibits
  Town of Medley, FL
  Produced detailed maps for the Town of Medley's Multimodal Mobility Study, focusing on potential improvements to pedestrian and transportation infrastructure. Key deliverables included traffic density maps, bus route and stop identification exhibits, field observation graphics, right-of-way analysis, level-of-service maps, and general location visuals.

- **GIS Technician**
  Creation of Drainage Infrastructure Map Series for Flow Way Community
  Esplanade Golf Course and Country Club, Naples, FL
  Developed a comprehensive multi-sheet map series displaying detailed drainage infrastructure for Esplanade Golf Course and Country Club, including pipes, easements, water/sewer lines, inlets, littorals, properties, sub-basins, and more. Additional exhibits included lake and golf course hole numbers, parcel ownership, preserves, and irrigation infrastructure.

- **GIS Technician**
  GIS Data Submittal to DERM
  Bal Harbour Village, FL
  Provided GIS data preparation and submission services for Bal Harbour Village to meet Miami-Dade County's DERM GIS Submittal standards. Tasks involved formatting the village's entire water, sewer, pump station, and customer databases to comply with county standards.

- **GIS Technician**
  Production of Property Location Maps
  City of Weston, FL
  Produced general location maps for various property lots, as requested by clients. Exhibits highlighted specific properties and included folios/addresses for easy reference.

- **GIS Technician**
  Comprehensive Plan
  City of Riviera Beach, FL
  Produced a detailed and visually compelling map series for the Riviera Beach Comprehensive Plan, encompassing neighborhood layouts, bike paths, sidewalks, land use, zoning, vacant lots, and other key planning data. Designed maps with clear, intuitive visual hierarchies to enhance understanding and decision-making for officials, ensuring the final deliverables were both functional and engaging. This map series served as the framework for the comprehensive plan, helping communicate the city's vision for growth and development.

- **GIS Technician**
  Comprehensive Plan
  Village of Miami Shores, FL
  Contributed to the development of a comprehensive plan for Miami Shores, creating maps for roadway classifications, bike lane infrastructure, land use, future land use (FLU), and zoning, supporting the city's long-term planning efforts.

- **GIS Technician**
  Activate Miami Springs Corridor Study
  City of Miami Springs, FL
  Created GIS maps to support the Activate Miami Springs study, which aimed to spark interest and increase tourism retention in a local corridor. Produced key data visualizations including land use, zoning, structure age, and building floor counts.

- **GIS Technician**
  South Broward Hospital District Map
  Memorial Healthcare System, Broward County, FL
  Created detailed PDF map variants for the South Broward Hospital District, featuring subdistrict boundaries, hospital locations, and demographic information. Produced three high-quality maps, including subdistricts with zip codes, city boundaries, aerial views, and future land use data. Worked closely with Memorial Healthcare System officials to optimize map designs based on their feedback.

- **GIS Technician**
  Lauderhill Data Processing and Updates
  City of Lauderhill, FL
  Processed and updated tax roll data, integrating it into a GIS model for staging and production. Coordinated with IT to push updated parcel and address data to the live environment, ensuring timely and accurate data delivery for city planning and GIS applications.

- **GIS Technician**
  Map Projects
  Indian Creek Village, Wilton Manors, and Hillsboro Beach, FL
  Produced standard GIS maps for several municipalities, including location maps, future land use maps, sidewalk maps, and land use/zoning overlays. Contributed to ongoing planning services by providing clear, accurate mapping support.

ELAINE A. IMBRUGLIA
PRINCIPAL, PRESIDENT

Ms. Imbruglia has 30 years of experience in ecological consulting and scientific studies. During her career, she has worked for the private, public and non-profit sectors. Prior to her 23 years of employment with Modica & Associates, Ms. Imbruglia served as a Staff Environmental Analyst for the South Florida Water Management District (SFWMD).

Ms. Imbruglia provides expertise in Environmental Resource Permitting, comprehensive environmental planning and strategic site design. She specializes in large-scale projects, complex wetland impact and mitigation design and regulatory agency coordination. Other areas of expertise include Formal Wetland Determinations; Federal Dredge and Fill Permitting; Habitat Management Plans and Natural Resource Management Plans; ArcGIS and geodatabase management; gopher tortoise permitting and relocation; wetland functional quality assessments (UMAM, WRAP); listed species survey design, implementation and permitting through the U.S. Fish & Wildlife Service (USFWS) and the Florida Fish and Wildlife Conservation Commission (FWC); mitigation design and permitting; and Mitigation and Conservation Bank permitting.

Ms. Imbruglia currently serves as Chair for Orange County's Green PLACE Advisory Board and is an active member of the Association of Florida Community Developers. Ms. Imbruglia previously served as Vice Chair for the Orange County Development Advisory Board and served on the Environmental Protection Commission. She is an FWC Gopher Tortoise Authorized Agent.

Ms. Imbruglia collaborates with interdisciplinary project team members to design innovative, responsible, and economical development plans and to secure regulatory agency approvals. She serves as a liaison between regulatory agencies and applicants during permit acquisition and resolution processes.

PROFESSIONAL EXPERIENCE:

Modica & Associates, Inc. – Clermont, Florida
President—2010 – Present
Vice President—2003 – 2009

South Florida Water Management District – Orlando, Florida
Staff Environmental Analyst—2000-2003

Ivey, Harris & Walls – Winter Park, Florida
Project Ecologist—1997-2000

The Nature Conservancy – Poinciana, Florida
Ecology Intern—1997

Waste Isolation Pilot Plant – Carlsbad, New Mexico
Environmental Intern—Summers 94-96

REPRESENTATIVE PROJECTS:

Little Creek Mitigation Bank – Orange County, Florida
As a sub-consultant to the Project Engineer, Modica & Associates was part of the team conducting Wetland Mitigation Bank permitting efforts for Lockheed Martin's 4,800± acre Electronic Test Site (ETS) Range located in southeast Orange County.

Education:
B.S. in Biological Sciences – Mississippi State University, 1994

M.S. in Biological Sciences – Mississippi State University, 1997

Licenses & Permits:
- Gopher Tortoise Authorized Agent (GTA-0900062H)
- FDEP Qualified Stormwater Management Inspector (#947)

Professional Organizations:
- Orange County Green PLACE Advisory Board; Chair (2025 – Present); Vice Chair (2022 – 2025)
- Orange County Environmental Protection Commission (2020 – 2023)
- Orange County Development Advisory Board; Vice Chair (2016 – 2020)
- Association of Florida Community Developers
- Central Florida Association of Environmental Professionals

Modica & Associates
302 Mohawk Road
Clermont, FL 34715
(P) 352.394.2000
eca@modica.cc

ELAINE A. IMBRUGLIA
PRINCIPAL, PRESIDENT

Tasks conducted by Ms. Imbruglia include ERP permitting, coordination with St. Johns River Water Management District (SJRWMD), U.S. Army Corps of Engineers (ACOE), U.S. Fish & Wildlife Service (USFWS), species-specific wildlife surveys, vegetation monitoring, wetland delineation, Assessment Area delineation, development of perpetual monitoring and management plan, coordination with Client for Financial Assurance documents, and development of the federal Mitigation Banking Instrument (MBI).

Palm Vista (Everlands) – Brevard County, Florida

Ms. Imbruglia serves as the lead Environmental Consultant for this 2,000 acre Planned Development within the City of Palm Bay. Ms. Imbruglia has provided services for this project since 2016. Tasks completed include wetland delineation, formal wildlife surveys, Environmental Resource Permitting, Federal §404 Permitting, Formal Wetland Determination (FWD) for the eastern 1,200 acres, Binding Determination with the Florida Department of Agriculture and Consumer Services (FDACS), and land management consultation. Ongoing activities include support services for planning and zoning through the City of Palm Bay, formal wildlife surveys, wetland impact planning and permitting, and on-site mitigation design. The eastern portions of the property have been successfully permitted and are in various stages of development.

Osceola Corporate Center (Tupperware Brands Headquarters) – Osceola County, FL

Ms. Imbruglia serves as the lead Environmental Consultant for the 1,317± acre Osceola Corporate Center (OCC) Planned Development (PD). This development is located along Central Florida's *SunRail*. Permitting efforts performed by Ms. Imbruglia include Environmental Resource Permitting (ERP) through SFWMD and the ACOE to authorize 45± acres of wetland impacts to facilitate development of a *Transit Oriented Development (TOD) to support SunRail's Tupperware Station.* Tasks performed by Ms. Imbruglia include coordination with the Client, Project Engineer and Regulatory Staff to ensure that the site design was permittable, development of a detailed Alternative Site Analysis and Avoidance and Minimization discussion to justify the large-scale wetland impacts, coordination with the Environmental Protection Agency (EPA) to address federal concerns, coordination and permitting with Osceola County, and development of a regionally-significant mitigation plan. Permitting efforts for additional parcels of Tupperware Headquarters are ongoing.

Lake Hatchineha Ranch – Polk County, Florida

Ms. Imbruglia served as the lead Environmental Consultant for this 5,100± acre property to support the Application for Development Approval (ADA) for the Development of Regional Impact (DRI). Tasks performed by Ms. Imbruglia included wetland delineation and Formal Wetland Determinations with the SFWMD and ACOE; formal wildlife surveys included scrub-jay, sand skink, Audubon's crested caracara, American bald eagle, and southeastern American kestrel; coordination with USFWS and FWC for multiple protected species of wildlife concerns including the Florida panther. Tasks also included public meetings with the Regional Planning Council and the Board of County Commissioners. At the end of the DRI process, the owners of Hatchineha Ranch entered into a "Strategic Alliance" with The Nature Conservancy to use this unique property as a wetland mitigation bank and a Wildlife Conservation Bank. Ms. Imbruglia worked with the Alliance to permit the 350± acre Wildlife Conservation Bank through both the USFWS and FWC, and as a Long-Term Protected Gopher Tortoise Recipient Area through the FWC. The work conducted by Modica & Associates was also used to permit the remaining portion of the property as a Wetland Mitigation Bank.

Shingle Creek Basin Stormwater Management Plan – Geosyntec, Osceola County

In 1993, Osceola County (County), together with the SFWMD, developed a Master Surface Water Management Plan to set forth guidance on assessing surface water and groundwater resources throughout the various drainage basins of the County as outlined in the County's Comprehensive Plan. The County initiated specific basin master planning for the Shingle Creek and West Branch Basins. More specifically, the County identified an area referred to as the South Basin Focus Area (SBFA). As a subcontractor, Modica & Associates prepared an Ecological Assessment of the Shingle Creek and West Branch Basins is

ELAINE A. IMBRUGLIA
PRINCIPAL, PRESIDENT

part of Phase I of the Detailed Basin Master Plan. This report assisted the County in prioritizing stormwater management needs in the study area while also protecting the unique natural resources within the Basins and SBFA. Modica & Associates is currently under contract for Phase 2 of this work.

Backbone Conservation Bank – Polk County, Florida
Ms. Imbruglia permitted this 211.54± acre Conservation Bank. Tasks performed by Ms. Imbruglia include site inspections, formal sand skink surveys, developing the Habitat Management Plan, developing and implementing the Conservation Bank Agreement, conducting annual site inspections with the third-party Conservation Easement Grantee, composing Annual Monitoring Reports and performing general coordination with the USFWS. The Conservation Bank was successfully permitted in 2017 and all sand skink credits have been sold.

PUBLICATIONS:

Akers, Elaine C. 1997. Effects of predators and water color on growth, shape and coloration of the tadpoles of *Hyla chrysoscelis* (Anura:Hylidae). Thesis (M.S.)-Mississippi State University. Department of Biological Sciences.

Akers, Elaine C., Christopher M. Taylor and Ronald G. Altig. 2008. Effects of clay-associated organic material on the growth of *Hyla chrysoscelis* tadpoles. *Journal of Herpetology*. 42(2):408-410.

Akers, Elaine C. 1998. Anthropogenic Permanent Water Site Distribut9ion Study and Faunal Inventory *in* the Disney Wilderness Preserve: Fifth Annual Monitoring Report. The Nature Conservancy. Kissimmee, FL. Pages 61-75.

GUEST SPEAKER PRESENTATIONS:

Florida Association of Environmental Professionals 15th Annual Conference. 2013. *Sand skink protocol: Impacts and practical knowledge 2 years later.*

Florida Association of Environmental Professionals 19th Annual Conference. 2017. *Imperiled species: preliminary review, surveys and practical knowledge.*

Lay of the Land, Florida Land Conference. 2018. *How to get your land ready for development*.

Lay of the Land, Florida Land Conference. 2022. *Hot topics in wetlands and wildlife.*

Florida Association of Environmental Professionals 26th Annual Conference. 2024. *Closing the deal: best practices in environmental due diligence.*

Lay of the Land, Florida Land Conference. 2025. *Monetizing encumbered land.*

Florida Association of Environmental Professionals 27th Annual Conference. 2025. *Closing the deal: best practices in environmental due diligence.*

Environmental Permitting Summer School 39th Annual Conference. 2025. *Closing the deal: best practices in environmental due diligence.*

M. CLARK MODICA[322]

PRINCIPAL, VICE PRESIDENT

Mr. Clark Modica has 20 years of experience in ecological consulting, scientific studies, and aquatic habitat management. Mr. Modica provides expertise in Environmental Resource Permitting, complex wetland delineations, land management, listed species surveys, vegetative and hydrologic monitoring on mined lands and other monitoring required under federal/state/local permits.

Mr. Modica is active in the Central Florida chapter of Cooperative Invasive Species Management Area and an active member of the Association of Florida Community Developers. He is a Florida Department of Environmental Protection Certified Stormwater Inspector, and he holds a Florida Department of Agriculture and Consumer Services Commercial Applicator License in Natural Areas and Aquatic Pest Control.

Mr. Modica is experienced in planning, implementing and supervising ecological field services, with particular specialization in wetland delineation and functional quality assessments, wildlife surveys, wildlife relocation, vegetative sampling, habitat restoration, and habitat management. He has worked on complex, large-scale projects such as mining projects and residential/development projects. Specialized field expertise includes land management plans, wetland creation and aquatic habitat enhancement.

Other areas of expertise include Formal Wetland Determinations; Federal/State 404 Dredge and Fill Permitting; sand skink survey design and implementation; gopher tortoise permitting and relocation; wetland functional quality assessments (UMAM, WRAP); listed species survey design, implementation and permitting through the U.S. Fish and Wildlife Service and the Florida Fish and Wildlife Conservation Commission; mitigation design and permitting; and Mitigation and Conservation Bank permitting.

Mr. Modica oversees the work of other scientists within Modica & Associates and directs the listed species surveys and permitting for projects. Mr. Modica is also responsible for coordination of all land management activities for the firm, including coordination with other project team members to develop site-specific management plans. Mr. Modica has extensive experience using ArcGIS for project mapping and analysis.

In addition to his extensive environmental and ecological background, Mr. Modica is also the owner of a construction company, and has experience with all facets of site development including earthmoving, grading, utility installation, and road building.

PROFESSIONAL EXPERIENCE:
Modica & Associates, Inc. – Clermont, Florida
Shareholder and Vice President —2009 – Present

Years of Experience:
Total: 20
With M&A: 17

Education:
B.S. in Anthropology – University of Central Florida, 2013

Licenses & Permits:
- FDACS Licenses Pesticide Applicator (CM26723)
- FDEP Qualified Stormwater Management Inspector (#22074)

Professional Organizations:
- Association of Florida Community Developers
- Cooperative Invasive Species Management Area (CISMA)
- Greater Orlando Builders Association
- Central Florida Association of Environmental Professionals

Modica & Associates
302 Mohawk Road
Clermont, FL 34715
(P) 352.394.2000
clark@modica.cc

M. CLARK MODICA
PRINCIPAL, VICE PRESIDENT

Compass (fka Aquatic Management & Consulting, Inc.) – Clermont, Florida
Owner and President—2009 – 2026

Advanced Earthworks, Inc. – Clermont, Florida
Owner and President—2018 – Present

Aquatic Management Services, Inc. – Clermont, Florida
Crew Leader and Spray Technician—2006 – 2009

REPRESENTATIVE PROJECTS:

Golden Ocala and World Equestrian Center (2017 to present) – Roberts Family, Marion County
The Golden Ocala and World Equestrian Center is a sprawling 2,000± acre golf course, equestrian facility, and residential development. In addition to Golden Ocala and the World Equestrian Center, the Roberts family has acquired over 10,000 additional acres in the area for future expansion. Mr. Modica manages all environmental issues for the Roberts family. These tasks include environmental resource permitting, listed wildlife surveys and permitting, wetland delineation, and ecological due diligence services for properties being purchased.

Wellness Way Village 3 (2019 to present) – Lennar Homes, Lake County
The Wellness Way Village 3 project is a 636 acre residential development with associated stormwater system and infrastructure, including 1.5 miles of County road construction and 3.2 miles of utility installation. Development of the project required 6.79 acres of wetland impacts, and 5.4 acres of impact to occupied sand skink habitat. Included all environmental resource and listed species permitting, as well as coordination between Lennar Homes, St. Johns River Water Management District, ACOE, Lake County, and the City of Clermont.

Bronson/Shingle Creek (2020) – Lennar Homes, Osceola County
The Bronson/Shingle Creek project was a 500± acre residential development with associated stormwater system and infrastructure. The site included 120.08 acres of wetlands and the development of the project required 7.13 acres of wetland impacts. Included all environmental resource and listed species permitting, as well as coordination between the Client, South Florida Water Management District (SFWMD), Army Corps of Engineers (ACOE), and Osceola County. Conducted a formal Audubon's crested caracara (*Caracara plancus audubonii*) survey.

Caloosahatchee River (2021) – BlueGreen Water Technologies, Lee Glades and Hendry Counties
The Caloosahatche River project was a partnership between Modica & Associates and BlueGreen Water Technologies to conduct water quality monitoring and blue-green algae treatments within approximately 50 miles of the Caloosahatchee River waterway. This work was conducted in conjunction with the Florida Department of Environmental Protection, the SFWMD, and Governor DeSantis' Blue-Green Algae Task Force. Services provided included agency coordination, logistics, water quality monitoring, algaecide application, data recording, and reporting.

TAB 2

Firm Experience

TAB 2. FIRM EXPERIENCE

CGA'S PLANNING PRACTICE

Our seven AICP-certified planners, in conjunction with other planning, support, and subconsultant staff, have helped dozens of local governments to create and update their land development codes and comprehensive plans, as well as providing them with implementation tools such as master plans, design guidelines, urban form studies, and others. Our track record of success has earned us a reputation for advancing the art and science of planning by successfully helping small and large communities achieve their unique visions, goals, and sense of place.

We have the in-house resources and other disciplines to support work needed to complete all planning tasks including site planning and comprehensive planning, including urban design, civil and transportation engineering, landscape architecture, and GIS. Our professionals are vastly experienced in ensuring all aspects of a planning process remain consistent and compliant with state and local regulations.

CGA's success working with communities on land development applications and projects that get adopted and implemented stems in part from the tailored approach which we take with each project and the emphasis placed on planning with the community. We do not utilize a cookie-cutter approach to create cookie-cutter documents, rather we learn the needs and desires of the community and provide implementable solutions unique to the needs of the community.

The CGA Difference

As consultants, we consistently stand out among competitors for three key qualities that keep our clients coming back:

- ✓ We are **problem-solvers, out-of-the-box thinkers, and consensus builders.** Our commitment to, and track record of offering our clients "exceptional solutions" (our company tagline) has allowed us to become a premier leader in government services.
- ✓ We bring a **unique "insider" perspective** to our consulting work for public sector clients because most of our professional personnel previously worked as building, planning, zoning, community development, transportation, or public works staffers and directors in municipal government and have even served as City administrators.
- ✓ We are **nimble, adaptable, and highly responsive.** Not only are we known for being accessible and available to our clients, but we are quick to act on client requests.

> ***"CGA is routinely applauded and complimented by the Town Commission for their professionalism and their expertise. They are more than a contractor to the Town, they are a critical strategic partner."***
>
> — Mac Serda, Town Manager
> Town of Hillsboro Beach, FL

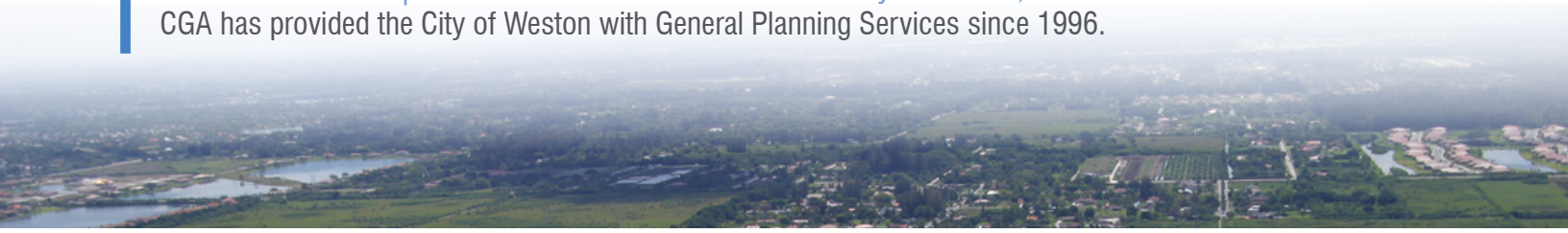
Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

OUR EXPERIENCE

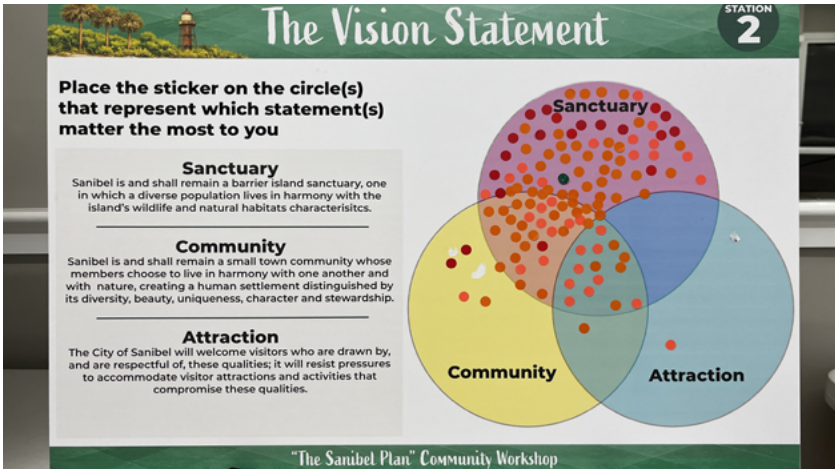
We are honored to work alongside a dynamic group of clients across Florida, including coastal communities and communities around Melbourne Beach who are dedicated to building resilient, livable, and forward-thinking communities. We work with these clients to provide a variety of planning services, such as general planning guidance and leadership for municipal planning and zoning departments, land use code rewrites and reorganizations, comprehensive plan updates, downtown and special district developments, and grant management and administration. **The list below showcases some of our *past and current clients* we have supported with general and/or specific planning services (land development code rewrites, comprehensive plan updates, special zoning districts, district overlays, public outreach, etc.).** Provided on the pages that immediately follow this are illustrative examples of work our team has done for planning clients in Florida.

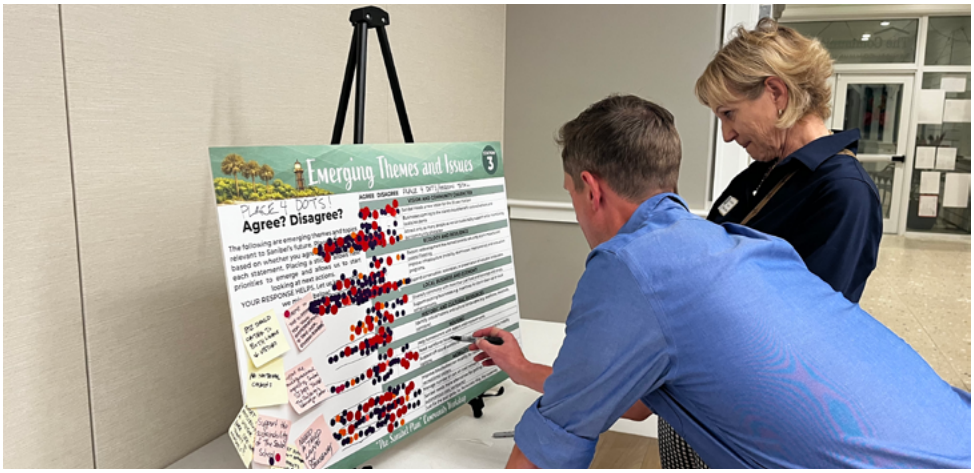
City of Bellair Bluffs
City of Belleview
City of Bunnell
City of Cooper City
City of Crystal River
City of Fort Myers
City of Hallandale Beach
City of Hialeah
City of Hollywood
City of Homestead
City of Largo
City of Lauderdale Lakes
City of Lauderhill
City of Lighthouse Point
City of Marco Island
City of Margate
City of Miami
City of Miami Beach
City of Miami Springs
City of North Bay Village
City of North Lauderdale
City of North Miami
City of North Miami Beach
City of Oak Hill
City of Oakland Park
City of Oldsmar
City of Opa-Locka
City of Pinellas Park
City of Pompano Beach
City of Riviera Beach
City of Sanibel
City of South Miami
City of St. Pete Beach
City of Tampa
City of Tarpon Springs
City of Vero Beach
City of Westlake
City of Weston
City of Wilton Manors
City of Winter Haven
Greater Boca Raton Beach & Park District
Highlands County
Lee County
Manatee County
Pinellas County
St. Lucie County
Town of Belleair
Town of Cutler Bay
Town of Davie
Town of Dundee
Town of Hillsboro Beach
Town of Jupiter
Town of Lake Park
Town of Mangonia Park
Town of Palm Beach
Town of Redington Beach
Town of Redington Shores
Village of Estero
Village of Indian Creek
Village of Miami Shores
Village of North Palm Beach
Village of Palmetto Bay

> ***"CGA/SAFEbuilt has and still do an excellent job for the City of Weston. We hold our contractors to the highest standards, and they have not let us down. Mr. Hickey and his staff are professionals at the highest levels of service."***
>
> Denise Barrett-Miller| Director of Communications for the City of Weston, FL
> CGA has provided the City of Weston with General Planning Services since 1996.



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY





Client
City of Sanibel
800 Dunlop Road
Sanibel, FL 33957

Contact Information at Time of Project:
Paula McMichael, AICP
Director, Planning Department
239-472-4136
paula.mcmichael@mysanibel.com

Project Date
2025 - Ongoing

Services Provided
General Planning Services
Geographic Information Systems (GIS)
Comprehensive Plan Update

Firm's Fees
$ 148,888

GENERAL PLANNING SERVICES

Sanibel, FL

Calvin, Giordano and Associates, Inc. (CGA) provides consultant planning services to the City of Sanibel to complete an extensive revision of the City's Comprehensive Plan, i.e., "The Sanibel Plan." The services under this effort comprise conducting a full review of the existing comprehensive plan, including:

- Data and analysis and policy evaluation
- Gathering input from the community through public outreach and participation
- Updating data and analysis related to adaptation planning, affordable housing, environmental conditions, and emergency management/hurricane response
- Preparing updated and new graphic and tabular planning materials, including spreadsheets, geographic information system (gis) products, and other formats
- Recommending amendments and policy changes necessary to implement updated long-range planning goals and objectives for a ten-year period
- Delivering a completed comprehensive plan update document

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
Town of Hillsboro Beach
1210 Hillsboro Mile
Hillsboro Beach, FL 33062

Contact Information at Time of Project:
William "Mac" Serda
Town Manager
954.421.4011
mserda@townofhillsborobeach.com

Project Date
2021 - Ongoing

Services Provided
Site Plan Review
Comprehensive Planning
Land Development Code
Urban Design
Climate Resiliency
Transportation Planning
Engineering

Firm's Fees
$ 100,000.00 (Annually)

PLANNING AND ZONING

Hillsboro Beach, FL

CGA provides planning and zoning services to the Town of Hillsboro Beach. We provide comprehensive planning, site plan review, zoning plan review, development application reviews and expertise in Land Development Code implementation and long-range planning. We also assist the Town in transportation planning, landscaping and engineering services and act as a liaison with intergovernmental coordination with state and regional agencies especially focused on roadway design and climate resiliency.

CGA is currently working with the Town on a number of updates to the Town's Land Development Code to assist the Town Commission with enhancing the overall vision of the Town through changes to maintain the small town feel while allowing for redevelopment. Changes to the Code will also include formatting and language changes to modernize the Code and provide clear, easy to read regulations making it easier for residents and development professionals to interpret and provide for future development.

CGA assisted the Town with site plan review and approval of a 11-acre, 100-unit redevelopment in early 2022 Approving for a multi-family development while preserving the existing environmentally sensitive land along the Town's fragile coastline. CGA staff is also working with the Town to provide technical expertise and coordination with FDOT on the redesign and raising of A1A to combat sea level rise.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
Town of Redington Beach
105 164th Avenue
Redington Beach, FL 33708

Contact Information at Time of Project:
Adriana Nieves
Town Clerk
727-391-3875
townclerk@townofredingtonbeach.com

Project Date
2025 - Ongoing

Services Provided
Site Plan Review
Comprehensive Plan Review
Permitting Review
Land Development Code Amendments
Development Application Review

Firm's Fees
$ 46,774.50

PLANNING AND ZONING SERVICES

Redington Beach, FL

CGA provides current and long-range planning and zoning services to the Town of Redington Beach. We provide comprehensive planning review, site plan and development application review, permitting review, and Land Development Code amendments.

CGA is currently working with the Town on several updates to the Town's Land Development Code to assist the Town Commission on enhancing the Town's overall vision, maintaining the small-town feel, and streamlining and accommodating post-storm redevelopment. Code amendments also include formatting and language modernization to provide clear, easy to read regulations, simplifying code use and interpretation for residents and development professionals.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
Town of Redington Shores
17425 Gulf Boulevard
Redington Shores, FL 33708

Contact Information at Time of Project:
Margaret Carey
Town Manager
727.397.5538
townadmin@redshoresfl.com

Project Date
2021 - Ongoing

Services Provided
Site Plan Review
Comprehensive Planning
Land Development Code

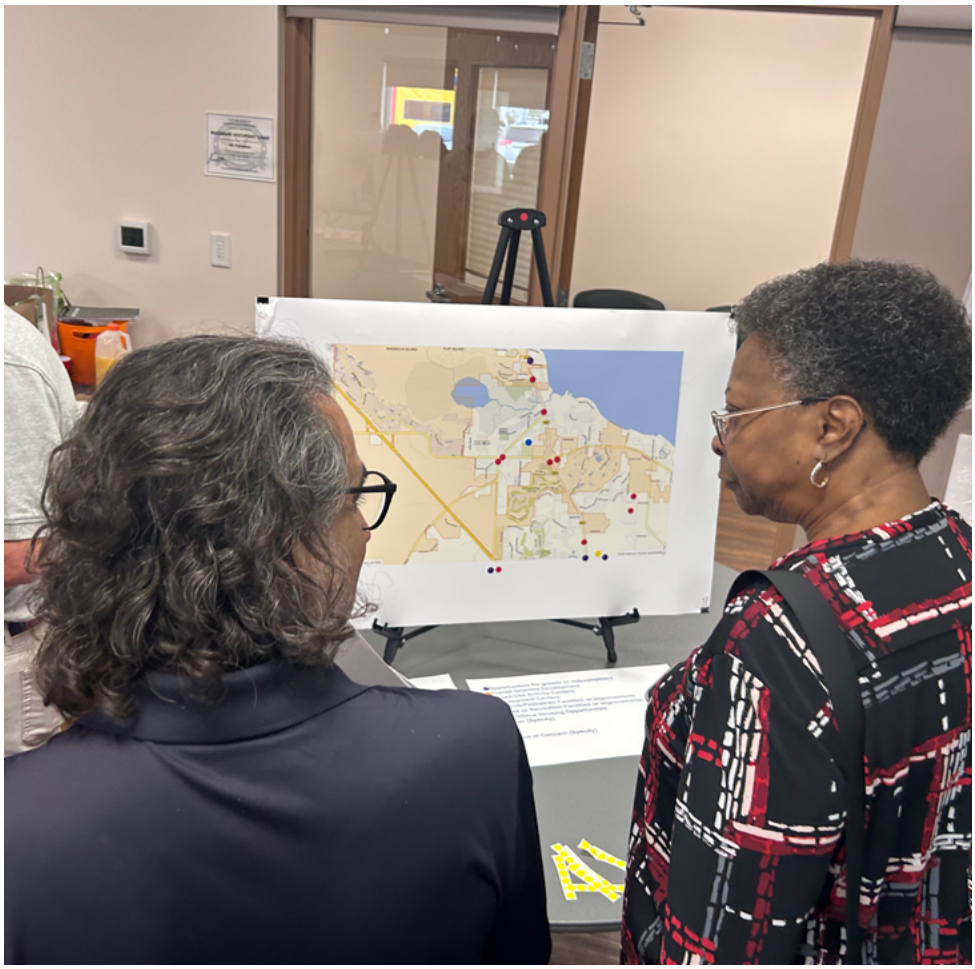
Firm's Fees
$ 177,000.00 (Annually)

GENERAL PLANNING SERVICES

Redington Shores, FL

CGA has provided general planning services for the Town of Redington Shores since 2021. In 2024, Redington Shores approved an agreement with the adjacent Town of Redington Beach to provide these services on their behalf. CGA continues to provide planning services individually for the Town, which received heavy damage during the hurricanes of 2024. Our services have included updating the Land Development Regulations, permit reviews, and site plan and variance reviews and analyses.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY



Client
City of Leesburg
501 W Meadow Street
Leesburg, FL 34748

Contact Information at Time of Project:
Dan Miller
Planning & Zoning Director
352.728.9786
dan.miller@leesburgflorida.gov

Project Date
2022 - 2024

Services Provided
Evaluation and Appraisal Review
Comprehensive Plan Update

Firm's Fees
$ 173,000.00

COMPREHENSIVE PLAN UPDATE AND EVALUATION AND APPRAISAL REVIEW

Leesburg, FL

CGA completed the Evaluation and Appraisal Review (EAR) and the subsequent Comprehensive Plan Update for this rapidly growing community in Central Florida. The City requested a modernization to the Comprehensive Plan, which required completely revamping the layout and content of the Plan. This work included fully updating the background data and analysis and included extensive public engagement workshops as well as coordination meetings with City staff, community boards, and elected officials.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
City of Oldsmar
100 State Street
Oldsmar, FL 34677

Contact Information at Time of Project:
Tatiana Childress, AICP, CFM
Planning and Redevelopment Director
813.749.1115
tchildress@myoldsmar.com

Project Date
2021 - Ongoing

Services Provided
Comprehensive Planning
Land Development Regulations

COMPREHENSIVE PLAN EVALUATION AND APPRAISAL REVIEW, UPDATE, AND LAND DEVELOPMENT CODE UPDATE

Oldsmar, FL

CGA prepared Comprehensive Plan and Land Development Code revisions to allow implementation of a development plan to create an identifiable and walkable downtown for a 40+ acre portion of the City's Community Redevelopment Area (CRA). The project required extensive coordination with Forward Pinellas, the regional planning agency for Pinellas County. The revisions also needed to be consistent with the City's CRA plans and the Countywide Rules and Plan. CGA's services included transmittal to and coordination with the Florida Department of Economic Opportunity and other reviewing agencies.

CGA also recently finalized the first draft of the Evaluation and Appraisal Review report of the Comprehensive Plan and is awaiting comments from the City. CGA was recently awarded the contract to prepare a complete update of the Comprehensive Plan including data and analysis.

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Client
City of Oak Hill, FL
234 US-1
Oak Hill, FL 32759

Contact Information at Time of Project:
Kohn Evans
City Administrator
386.345.3522
evansk@oakhillfl.com

Project Date
2020 - Ongoing

Services Provided
Site Plan Reviews
Zoning Reviews
Special Exception & Variance reviews
Grants Assistance
Special Planning Studies
Parks Master Planning
Landscape Reviews
Arborist Assessments

Firm's Fees
Hourly

PLANNING AND ZONING SERVICES

Oak Hill, FL

CGA has provided planning and zoning services as one of two planning consultants for the City of Oak Hill since 2020. Oak Hill is a rural to semi-rural area in southern Volusia County that is experiencing and will continue to experience growth. CGA provides entitlement reviews including annexations, land use plan amendments, rezonings, site plans, special exceptions, vacations (abandonments of rights of way or easements) and variances.

CGA is also currently assisting the city in preparing special studies for a potential waterfront overlay zoning district, as well as creating a parks and recreation master plan. These special projects require CGA to conduct public outreach services as well. Additionally, CGA is called upon by the city to assist in researching and advising on miscellaneous topics or projects as requested such as developing a community garden; identifying, preparing, and processing various grant applications; conceptual design planning for a new city administrative complex; miscellaneous mapping assistance, among other tasks.

In addition to planning services, CGA provides landscape architecture services including review of development site plans, tree surveys and tree disposition plans, including estimating tree mitigation costs, as well as providing certified arborist services to the city as requested, ranging from a single tree to large tracts of land.

TAB 3

References

TAB 3. REFERENCES

REFERENCES

CGA is proud of the various successful facets of grant services we provide our clients. From the quality of our work deliverables and the outcomes they produce to our ability to create strong working relationships and navigate multiple local, state, and federal agencies, we are confident in our ability to assist the Town of Melbourne Beach with its general planning service needs. The five references below serve as a testament to our abilities and we encourage the Town to contact them.

1 Town of Hillsboro Beach

William "Mac" Serda, Town Manager
954.421.4011
MSerda@townofhillsborobeach.com

Services include Site Plan Review, Comprehensive Planning, Land Development Code, Urban Design, Climate Resiliency, and Transportation Planning.

2 Town of Redington Beach

Adriana Nieves, Town Clerk
727.391.3875
TownClerk@townofredingtonbeach.com

Services include Site Plan Review, Comprehensive Plan Review, Permitting Review, Land Development Code Amendments, and Development Application Review.

3 Town of Redington Shores

Margaret Carey, Town Manager
727.397.5538
TownAdmin@redshoresfl.com

Services include Site Plan Review, Comprehensive Planning, and Land Development Code Update.

4 City of Leesburg

Dan Miller, Planning & Zoning Director
352.728.9786
Dan.Miller@leesburgflorida.gov

Services include Evaluation and Appraisal Review and Comprehensive Plan Update.

5 City of Oldsmar

Tatiana Childress, AICP, CFM, Planning and Redevelopment Director
813.749.1115
KTChildress@myoldsmar.com

Services include Comprehensive Planning and Land Development Regulations.

TAB 4

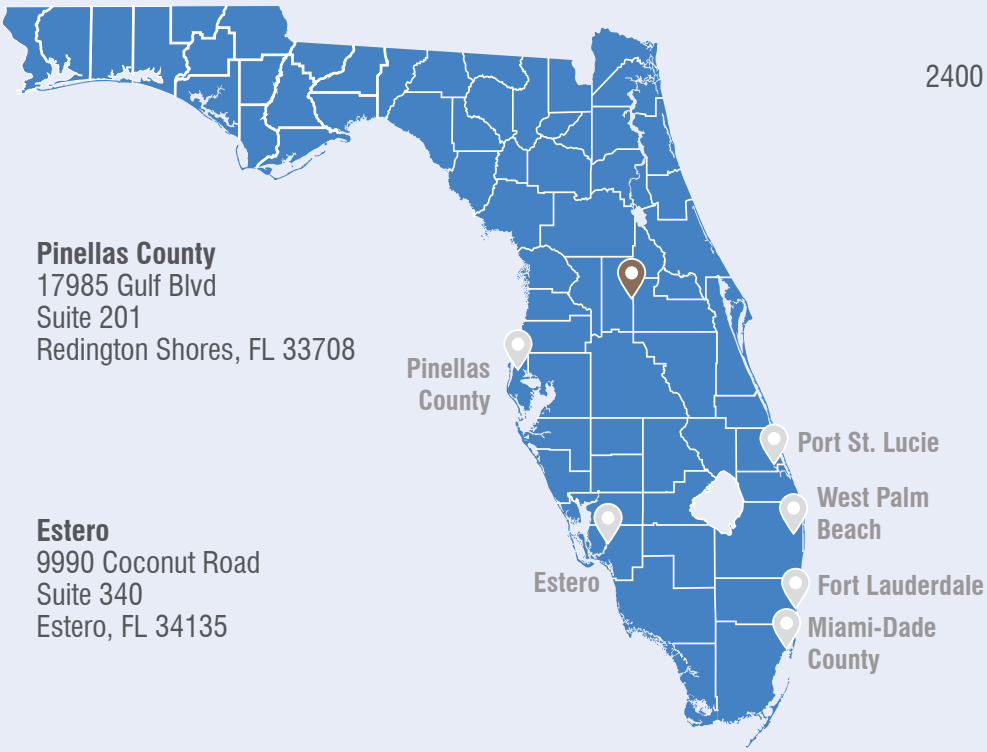
Offices

TAB 4. OFFICES

OFFICES

CGA has over 370 employees spread across six office locations in Florida. Provided below is a map that demonstrates our office locations in Florida, their addresses, and the number of staff at each location. **The local project office for our work with the Town will be our Port St. Lucie office**, with staff support from our teams in our Fort Lauderdale headquarters office.

CGA and Subconsultant Office Locations Map



Pinellas County
17985 Gulf Blvd
Suite 201
Redington Shores, FL 33708

Estero
9990 Coconut Road
Suite 340
Estero, FL 34135

Port St. Lucie
2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

West Palm Beach
580 Village Boulevard
Suite 325
West Palm Beach, FL 3340

Fort Lauderdale HQ
1800 Eller Drive
Suite 600
Fort Lauderdale, FL 33316

Miami-Dade County
10720 Caribbean Boulevard,
Suite 650
Cutler Bay, Florida 33189

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

CGA Office Location

Modica & Associates Office Location

Modica & Associates has one office location, based in Clermont, FL:

302 Mohawk Road
Clermont, FL 34715

CGA Port St. Lucie Office

Modica & Associates Clermont Office

Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

Resources and Equipment

CGA is dedicated to ensuring that our clients have access to adequate resources to meet their short- and long-term operational needs and goals. We understand that having the right tools and personnel in place is essential for success. With our extensive network and well-established systems, we are able to mobilize the necessary resources quickly and efficiently, and work with the Town to ensure needs are met with a minimal strain on the Town. This commitment allows us to respond to your unique challenges and support your goals effectively, ensuring that you have everything you need to thrive. Key resources include:

- **Staff:** CGA commits to providing adequate staffing for the Town for the selected projects. Through our work in similar communities in the area and the longevity of our valued staff, we assure our team will provide the Town with the necessary resources and expertise throughout each project. **Given that we currently provide other services for the Town, we have full confidence that our proposed team will continue to provide adequate coverage for the Town to accomplish its anticipated workload.** If a project exceeds the availability of our team, we have multiple options for available staff to complete the project.

  CGA has seven AICP-certified planners on staff, with an additional four direct planning staff and over a dozen multi-discipline staff, including grant administrators and writers, civil engineers, landscape architects, floodplain managers, and administrative support staff. CGA utilizes a number of project management systems and communication strategy that ensures the right resources are available at the right time for the right purposes. We have used these systems in conjunction with our known and projected workload to assign the needed staff for the Town in its planning service needs. Please refer to the table below to assess the specific workload availability of the team.

Staff Member and Role	Availability
Jim Hickey, AICP	40%
Silvia Vargas, FAICP	50%
Vickki Placide-Pickard	40%
Craig Pinder, AICP	60%
Zain Husain	60%
Chris Bernabe	60%
Kathryn Marinace, AICP	75%
Pablo Chon Kan-Munoz, PE, PTOE	50%
Sophia Neves, PSA, ASLA	60%
Jenna Martinetti, PE	40%
Dana Johnson, PE, CFM	40%
Norwing Hernandez	50%

Our staff will be readily available by phone and email, and we commit to being available for required in-person meetings and video teleconferences as required by the Town. They will be available to perform services during the Town's regular business hours of 8:00 am to 5:00 pm, Monday through Friday, or as may be altered or directed by the Town. Our team will also be available for after-hours project work, including Town Commission, Planning and Zoning Board, and general Town staff meetings, as well as public outreach, charrettes, and workshops, in-person, or virtual, as needed.

Once assigned to a project, our core team members remain dedicated to that project until completion. If any personnel changes occur during the life of the contract, CGA will immediately notify the Town of the situation and will tap other CGA staff to help complete the project. Our firm prides itself on our ability to meet and maintain our obligations for service delivery, project quality, and project completion.

"Calvin Giordano and Associates has proven to be an invaluable partner... I highly recommend them and look forward to continuing our successful relationship in the future."

– Quentin Pough, Parks, Recreation & Culture Director, City of South Miami, FL

- **Equipment:** We provide our staff with the appropriate office space, designated work phones, computers, multiple monitors, software, and a variety of other support to assist them in completion of their work. CGA equips our personnel with all necessary materials, tools, and equipment to perform their duties effectively and in full compliance with the Town's requirements. We provide the following:
  - ✓ Late-model vehicles with CGA signage, with Town branding being arranged if using magnetic signage is preferred
  - ✓ Laptops with mobile hot spots , tablets, and mobile phones, which are preloaded with electronic versions of the relevant codebooks
  - ✓ Standard business software and specialized software required by CGA
  - ✓ Safety and personal protective equipment, including sanitizing products, high-visibility gear, and other job-specific PPE
  - ✓ CGA-branded professional attire and lanyards for carrying Town-issued ID, or Town-branded apparel if preferred
  - ✓ Comprehensive Insurance Coverage, including liability insurance, workers compensation, health, dental, vision, and life insurance

Additionally, our firm uses a number of innovative technology systems to improve customer service, increase efficiency, provide consistency, track costs, and ease the user experience. These technologies include generally available software systems such as Microsoft Office suite, as well as specialized software such as Adobe Creative suite, Bluebeam Revu, ArcGIS, and various other software. CGA utilizes SAFEtime and SAFEbill, which are proprietary time tracking and project management systems that allow real-time tracking of project budgets. These innovative state-of-the-art systems allow us to track current and projected resource requirements and help ensure that projects are completed on time and within budget. Additionally, we recommend at least weekly communication between the CGA Project Manager and a project manager designated by the Town to track progress and anticipated project needs. More information about these systems is in the chart below:

SAFEtime	Mobile app for streamlined time entry, enhancing customer billing, and optimizing field worker utilization.	☑ Field Ready ☑ Timekeeping ☑ Back Office
SAFEbill	Billing system seamlessly interfaces with front- and back-office applications, automating customer invoice generation.	☑ Field Ready ☑ Billing

- **Financial:** CGA has the financial resources to provide the services in a timely manner. CGA is a financially stable firm with over 89 years of experience providing multidisciplinary government services to municipal organizations throughout the State of Florida. We have the resources and capacity to support the personnel and associated resources throughout the duration of this contract. In 2018, CGA joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. CGA provides a comprehensive range of building department services to municipalities throughout Florida. We leverage our extensive local knowledge alongside the broader capabilities of SAFEbuilt to deliver each client the highest levels of service, expertise, and resources.

  SAFEbuilt, LLC maintains a robust financial position, underpinned by sustained growth, disciplined fiscal oversight, and a well-diversified client portfolio. The company has no history of bankruptcy filings or defaults on any financial obligations. Our prudent financial management and enduring relationships with reputable financial institutions underscore our commitment to fiscal responsibility, operational reliability, and long-term collaboration with the communities we serve.
- **Locational:** As mentioned on page 47, in addition to four other office locations, CGA maintains an office at 2400 SE Veterans Memorial Parkway, Suite 207 in Port St. Lucie. CGA has served municipalities along Florida's East Coast for several years from this office location, as well as our Fort Lauderdale Headquarters and Miami-Dade County office. Our firm shares office space and equipment across locations, ensuring that all staff are able to work across the state as needed to fulfill client work requirements as seamlessly as possible.

APPENDIX

A. Required Forms
B. Legal Exceptions

EXHIBIT "A"

CONTACT SHEET

Name: Calvin, Giordano & Associates, Inc.

Federal Taxpayer ID: 65-0013869

Mailing Address: 1800 Eller Drive, Suite 600

City, State, & Zip Code: Fort Lauderdale, FL 33316

Telephone: 954.921.7781 **Fax:** 954.921.8807

Email: procurement@cgasolutions.com

Submitted By: James Hickey, AICP

Title: Director of Planning and Project Manager

Accounting Contact:

Name: Will Brown **Title:** Senior Vice President of Finance

Email Address: wbrown@safebuilt.com **Phone:** 970.617.9446

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Continuing Professional General Planner Services.

2. This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Chris Giordano and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

June 1, 2026

Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2026, and is personally known to me, or has provided _____as identification.

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

Notary Public
My Commission expires: September 11, 2027

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Calvin, Giordano & Associates, Inc.

CITY: Fort Lauderdale STATE: FL ZIP CODE: 33316

SIGNATURE: _____ PHONE: 954.921.7781

NAME (TYPED OR PRINTED): Chris Giordano TITLE: President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: N/A

Project Description: General Planner Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Calvin, Giordano & Associates, Inc.

Authorized Signature: Chris Giordano

Title: President

Date: June 1, 2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Continuing Professional General Planner Services.

This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Chris Giordano and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Chris Giordano June 1, 2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2026, and is personally known to me, or has provided.
_____as identification.

September 11, 2027 My Commission expires:
_____ Notary Signature

JESSICA V. KOEHLER
Commission # HH 442188
Expires September 11, 2027

LEGAL EXCEPTIONS

CGA's Legal and Contract Team has reviewed the Town's Request for Qualifications and the stipulation provided herein. We respectfully request the opportunity to discuss proposed revisions to stated stipulations for the Town's consideration. These requested modifications are submitted in the spirit of reaching mutually agreeable terms and are not intended as conditions of our proposal. We remain fully willing to negotiate the agreement language in good faith and work collaboratively with the Town toward a final contract that meets the needs of both parties.

J. INDEMNIFICATION

*The parties recognize that the firm is an independent contractor. The firm agrees ~~to assume liability for an~~ indemnify, hold harmless, and defend the Town, its Commissioners, officers, employees, and agents from and against all **third-party** liability and expenses, including reasonable attorneys' fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity or whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, **to the extent** arising directly or indirectly out of or in connection with an negligent act and/or deliberate act or omission of the firm, its officers, employees, agents, and subcontractors. The obligations contained in this provision will survive termination of the agreement ~~and will not~~ **for the maximum period allowed by Florida's statute of limitations or repose and will** be limited by the amount of any insurance required to be obtained or maintained under the agreement. Nothing contained herein will be construed to be a waiver of any immunity or limitation of liability the Town may have under sovereign immunity or Section 768.28, Florida Statutes.*

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Request for Proposals for Non-Ad Valorem Assessment Funding Advisory Services

Background Information:

At the direction of the Town of Melbourne Beach Commission, the Town issued a Request for Proposals (RFP) for Non-Ad Valorem Assessment Funding Advisory Services on May 4, 2026, with responses due by June 5, 2026.

The Town received one response to the RFP:

- Stantec Consulting Services Inc.
    - Andrew Burnham, Project Director

Stantec Consulting Services, Inc. proposed a not-to-exceed fee of $5,000 for approximately 20 consulting hours, with any additional services billed at the applicable hourly rates. The company estimates that a comprehensive fire assessment study for the Town would be $40K - $60K.

Recommendation:

The Commission has a number of options:

- Ask the Town Manager to check reference and bring the item back at the next meeting,
- Proceed in hiring the consultant and fund the study through reserves,
- Hire Stantec for $5K for initial consulting and then include funding for the study in the FY27 budget,
- Go back out to bid.

Attachments:

Exhibit A – Stantec Consulting Services Inc.

Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFP: Non-ad Valorem Assessment Funding Advice and Services

June 5, 2026 – 3:00 pm

BID TABULATION

<table>
<tr><th>Bidder Name & Address</th><th>Cost</th><th>References?</th><th>Insurance?</th><th>Deposit?</th></tr>
<tr><td>Stantec Consulting Services Inc.
777 S Harbour Island Blvd.
Suite 600
Tampa, FL 33602</td><td>“The Consultant proposes a not-to-exceed fee of $5,000 and approximately 20 consulting hours inclusive of all labor, meetings, and deliverables.”
“Any additional work requested by the Town and agreed to by Stantec would be performed at our standard hourly rates as shown in the provided Hourly Rate Card below. Stantec estimates that a comprehensive fire assessment study for the Town of Melbourne Beach would be $40,000 to $60,000.”
<table>
<tr><th>Position</th><th>Hourly Rate</th></tr>
<tr><td>Project Director</td><td>$400.00</td></tr>
<tr><td>Quality Control</td><td>$275.00</td></tr>
<tr><td>Project Manager</td><td>$275.00</td></tr>
<tr><td>Technical Lead</td><td>$275.00</td></tr>
<tr><td>Project Admin</td><td>$100.00</td></tr>
</table>
</td><td>Yes</td><td>Not provided</td><td>Not provided</td></tr>
</table>

Town of Melbourne Beach, Florida

Non-Ad Valorem Assessment Funding Advice and Services

Table of Contents

Section 1 – Cover Letter/Statement of Interest.....3
Section 2 – Firm Profile and Experience Description 5
Section 3 – Key Personnel 8
Section 4 – Approach and Methodology.....14
Section 5 – Cost Proposal.....18
Section 6 – References.....20
Section 7 – Forms 24

Section 1 – Cover Letter/Statement of Interest

Stantec

June 5, 2026

Marie Smith, Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: RFP Non-Ad Valorem Assessment Funding Advice and Services

Dear Members of the Selection Committee:

Stantec is pleased to submit the enclosed proposal to provide Non-Ad Valorem Assessment Funding Advice and Services to the Town of Melbourne Beach (Town). Our team has the experience, expertise, and availability to provide these services, and we look forward to the opportunity to work with you.

Stantec's Financial Services Practice **includes 35+ professionals with a range of experience in the municipal financial sector, totaling over 400 years of combined experience**. We have completed well over 1,500 financial planning and fee studies for communities around the country, including **more than 130 agencies in Florida and over 350 local governments across the Country**. This knowledge sharing and expertise will be brought to you as well.

During our 30+ years of experience, we have established a thorough and effective approach to the development, review, and update of fire assessment studies. Our understanding of fire assessment statutes, "case law", and legislation can provide the Town with the essentials to design and adopt a fair and reasonable fire assessment rate structure which meets the financial requirements of the Town.

Our team can provide the Town of Melbourne Beach with:

- Non-ad valorem assessment experience and expertise
- Nationally recognized general government financial services
- Florida specific experience in rates, fees, assessments, and financial management practices
- The same trust and credibility provided to all communities we serve
- Excellence in stakeholder education and public engagement
- Commitment and availability of resources to complete the study in a timely fashion

Our Commitment

Stantec is committed to completing the analysis within the allotted time as outlined in the RFP. We have dedicated experienced professionals to this important project such that the schedule will be met while maintaining our high professional standards.

The proposal herein includes the information requested by the RFP following proposal opening. We have reviewed your proposed RFP/contract terms and believe that should we be selected for this assignment, we will be able to conclude a mutually satisfactory contract with you. This proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the Proposal has the authority to bind the principal. Please contact us if you have any additional questions.

Sincerely,

Peter Napoli, Senior Manager
peter.napoli@stantec.com
904-671-0117

Section 2 – Firm Profile and Experience Description

Firm Background

Stantec was founded in 1954 by Dr. Don Stanley as a one-person firm initially named D. R. Stanley Associates. Over the years, Stantec has grown significantly, both organically and through a series of strategic acquisitions. Today, it is a publicly traded company on the Toronto Stock Exchange (TSX) and the New York Stock Exchange (NYSE) under the symbol STN.

Stantec's ownership structure is that of a public corporation. In the past ten years, Stantec has continued to expand its global presence and service offerings through several acquisitions. Notable acquisitions include MWH Global in 2016, which significantly increased Stantec's size and capabilities in water and infrastructure sectors. Other acquisitions over the years have broadened its expertise in areas such as environmental services, energy, buildings and transportation.

Today, the Stantec community unites more than 32,000 employees working in over 450 locations across the globe. Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

Stantec

32K
Employees in over 450 locations in 6 continents

$5.9B+
Annual Revenue (2024)

#1
Most Sustainable Corporation among Industry Peers
2024 Corporate Knights

MTC Practice

600+
Combined years of experience

>400
Communities served

>30%
Of the U.S. population served

Stantec's Financial and Business Consultants

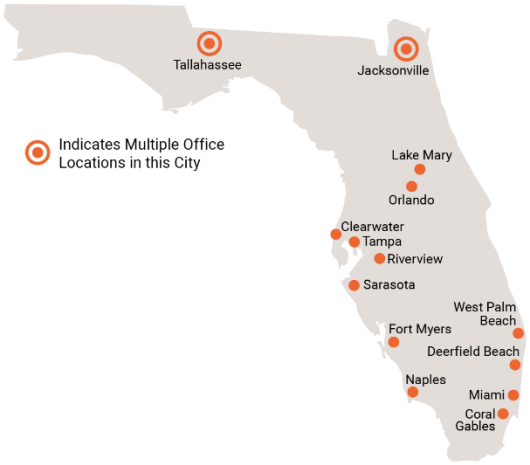
Our Management & Technology Consulting Practice (MTC) as a group, works together and learns from each other's experiences. This combination of diverse backgrounds and experiences has made us who we are today – a trusted source to our clients in providing independent and objective financial management services to local governments and utilities throughout the country. This knowledge sharing and expertise will be brought to you as well. You can be assured that our team will develop comprehensive and balanced solutions tailored for your situation.

The use of our interactive modeling tools allows for cost effective integration of your staff into the fire assessment creation process while substantially reducing the labor hours and calendar time which otherwise would be necessary. Most importantly, this process gives you a clear vision through graphical representations, as to the implications of alternative methods upon key financial indicators as well as the impact upon various types of properties. Given the legal environment surrounding non-ad valorem assessments, it is important to analyze alternatives that provide you with significant fiscal and legal security.

Our expertise has helped communities across the globe, including over 400 locations across the U.S.

Florida Experience

Our proposed team offers a depth of specialized financial expertise, with many members located in one of our sixteen Florida offices. Our team's local presence not only enhances our understanding of the unique financial, political, and legal challenges facing Florida cities but also reflects our long-standing commitment to serving public agencies across the state. We have a strong and successful track record of partnering with Florida communities to deliver financial management services that are practical, transparent, and results-driven.



Our team’s experience spans a wide range of services, with a strong emphasis on non-ad valorem assessments, impact fees, comprehensive rate studies, financial planning, cost-of-service analysis, and funding strategies. We have supported local governments throughout Florida, helping them make informed decisions, maintain fiscal sustainability, and communicate clearly with stakeholders. This deep familiarity with local government operations, combined with our technical expertise, positions us strongly to meet the Town’s goals and deliver effective, customized solutions.

Fire Assessment Expertise

Our experts have completed more than 150 assessment studies for local government clients throughout the State of Florida. With over 30 years of experience, we have developed a thorough and effective approach to the preparation, review, and updating of non-ad valorem assessment studies. Our in-depth understanding of applicable non-ad valorem assessment statutes, relevant case law, and legislative requirements provides the Town with the essential foundation to design and adopt a fair, equitable, and legally defensible funding mechanism for the provision of fire services to properties within the Town of Melbourne Beach.

Building on this foundation, Stantec has extensive experience specifically supporting fire rescue and fire protection agencies through the development and implementation of non-ad valorem fire assessments. Our services consistently include fire service cost allocation, identification of assessable versus non-assessable costs, development of land use–based benefit factors, and calculation of assessment rates that proportionally allocate costs based on the special benefit received by each parcel.

We have worked with cities, counties, and special districts throughout Florida to establish new fire assessments, update existing assessments, provide annual assessment roll maintenance services and maintain continued legal and financial defensibility over time. Our team routinely supports clients through all phases of the process, including technical analysis, public outreach, coordination with legal counsel, and assistance during public hearings and adoption proceedings.

Stantec’s approach emphasizes transparency, consistency with Florida statutes and case law, and alignment with each community’s service delivery characteristics. For fire assessments in particular, we carefully evaluate variables such as fire protection demand, service availability, parcel characteristics, and land use intensity to verify the resulting assessment methodology is reasonable, equitable, and clearly supported by the record.

As a result of this experience, Stantec delivers fire assessment programs that are understandable to decision-makers and the public, resilient to legal scrutiny, and capable of providing a stable, long-term funding source to support essential fire protection services.

Section 3 – Key Personnel

Office Locations

Stantec Consulting Services Inc. will perform the work primarily from its Tampa office located at 777 S Harbour Island Blvd., Suite 600, Tampa, FL 33602. Additional support will be provided from the Tallahassee office.

Staffing Resources

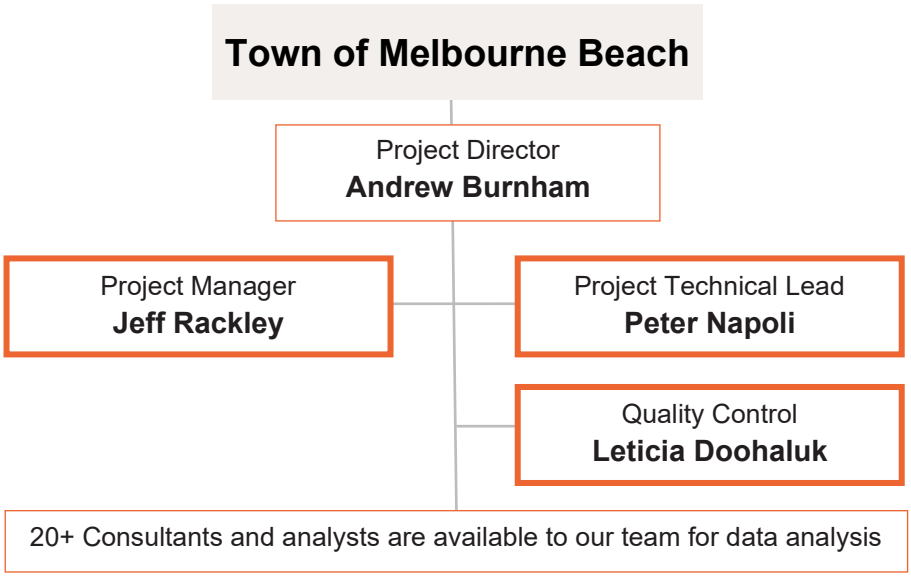
The organizational structure includes Andrew Burnham as Project Director overseeing Jeff Rackley, the Project Manager. Peter Napoli will serve as the Technical Lead and Leticia Doohaluk will assist with Quality Control.

Below is a list of key project team members and their physical location:

- Andrew Burnham – Project Director – Tampa, Florida
- Jeff Rackley, PMP – Project Manager – Tallahassee, Florida
- Peter Napoli – Technical Lead – Tampa, Florida
- Leticia Doohaluk – Quality Control – Tampa, Florida

Project Team

We are pleased to present the Town with a project leadership team that has vast experience in evaluating, calculating, structuring, and implementing fire assessments for communities across Florida. This team will be supported by various consultants and analysts as appropriate.



Andrew Burnham

Role: Project Director

Office Location: Tampa, FL

Experience: 22 Years

Andy is the Vice President and Leader of Stantec's Financial Services efforts. He has extensive experience in conducting as well as overseeing cost of service allocations, long-term financial planning analyses, and development of rate structures for a variety of services and systems, including water, wastewater, reclaimed water, stormwater, solid waste, recycling, electric, and natural gas. He has been recognized as an industry expert as part of providing testimony in utility rate-related regulatory proceedings in multiple states and territories (including Florida, Michigan, Arizona, and the United States Virgin Islands), as well as before the Federal Energy Regulatory Commission. He has led over 500 studies for 150+ local governments and has supported our clients in the issuance of $4 billion of bonds for projects in the past 5 years. Andy is currently serving on multiple AWWA and WEF Committees and was actively involved in the recent update to AWWA Manual M1 – Principles of Water Rates, Fees and Charges, notably in regards to outside-city retail rates, wholesale rates, and reuse rates.

Education

Bachelor of Business Administration, Lake Superior State University, Sault Ste. Marie, Michigan

Recent Project Experience Samples

North Port Fire Rescue District | Florida | Fire District Financial Sustainability Analysis
Andy served as Project Director for the financial sustainability analysis for the District where Stantec delivered an annual financial plan for the District's fire assessments and confirmed the tax roll reflects the latest property data. During the project we facilitated a decision to support the process with City Management and the City Commission to understand strategies that need to be undertaken to support long term financial sustainability. As part of the City's annual budget process, Andy verifies the proper assumptions are made in the Fire Rescue District financial model.

City of Coconut Creek | Florida | Fire Assessment Study
Andy served as Project Director to lead the update to the City's existing Fire Assessment program. Andy helped to determine adjustments to the assessment program's methodology that worked best for the community and a rate plan that generated necessary revenues while minimizing impacts to the property owners. Andy also assisted the City in evaluating its options regarding voluntary exemptions as part of the fire assessment program and the estimated net impact of different scenarios on the City's assessment revenues.

City of Stuart | Florida | Fire Assessment Services
Andy served as Project Director for the creation and annual roll update for the City's Fire/Rescue program. The City's current fire assessment program is based on the "availability" methodology and was successfully implemented by our team in 2014. Each year the updated property appraiser's data is processed and utilized to create the unique assessment bills for each property in the City. This includes updates from parcel splits, merges, deletions, and additions of new parcel IDs. Andy created the unique process for utilizing special fields from the property appraiser's data to update the City's assessments annually and confirmed the formatting of our databases match the requirements of the County tax collector for inclusion on the tax bill. Additionally, analysis is performed annually by Andy and our team to estimate the revenue generated by the City's fire assessment program and assist the City in considering rate adjustments.

Jeff Rackley

Role: Project Manager

Office Location: Tallahassee, FL

Experience: 21 Years

Jeff is a certified Project Management Professional (PMP) with over 20 years of non-ad valorem assessment, governmental rate consulting, grants management, and budget analysis experience. Jeff joined Stantec as a Manager in the Management and Technology Consulting in 2023 bringing his depth of experience having led well over 100 assessment studies including over 75 fire assessment studies for government clients throughout the State of Florida.

Education

Master of Business Administration, Florida State University, Tallahassee, Florida, 2004
Bachelor of Science, Accounting, Florida State University, Tallahassee, Florida, United States, 2002

Recent Project Experience Samples

Bradford County | Florida | Fire Protection Non-Ad Valorem Assessment Study
Bradford County retained Stantec to conduct a non-ad valorem assessment study to fund fire services provided by the County. Jeff led the Stantec team in collecting the necessary data, performing the analysis, and presenting the results of the study to the County Commission. Jeff was responsible for the overall project management in addition to the budget, property, and call data analysis necessary to calculate assessment rates in a fair and reasonable manner for the County. Under Jeff's direction, Stantec was able to provide the County with multiple scenarios to address a potential merger with the City of Starke and to provide different funding levels to allow the County to make an informed decision that works best in conjunction with the funding provided through ad valorem taxes and other legally available revenue sources.

Columbia County | Florida | Fire Protection Non-Ad Valorem Assessment Study
Jeff led the development and delivery of Columbia County's FY 2026 Solid Waste and Fire Protection Non-Ad Valorem Assessment Studies, providing comprehensive financial and operational analyses to support long-term service funding strategies. Jeff oversaw data modeling, cost projections, property data analysis, and rate calculations, maintaining compliance with Florida statutory requirements and case law. Jeff collaborated with County staff to provide actionable recommendations for equitable, full-cost recovery assessment rates through FY 2030.

City of Lauderdale Lakes | Florida | Fire Protection Non-Ad Valorem Assessment Study
Jeff managed the FY 2026 Fire Protection Non-Ad Valorem Assessment Study for the City of Lauderdale Lakes, delivering a comprehensive evaluation of service costs and property-based demand to support equitable funding of fire protection services. Jeff collaborated with City staff to isolate fire-related expenditures from EMS costs in compliance with Florida law, and applied NFIRS call data to apportion costs across residential, commercial, industrial, institutional, and vacant property classes. He also developed full cost recovery assessment rates and multi-year projections, providing the City with a legally sound framework for sustainable service funding and future policy decisions.

Peter Napoli

Role: Technical Lead

Office Location: Tampa, FL

Experience: 10 Years

Pete is a Senior Manager with the Stantec Financial Services team and has over 10 years of municipal financial consulting experience. He has become one of the leaders of our General Government Practice with a focus on general fund financial sustainability modeling, and the development of fair and legally defensible special assessment programs. Pete has served as Consultant and Project Manager in the development of numerous financial forecasts, impact fee programs, and special assessments using our interactive, decision support modeling process for various public agencies. He has strong, adaptive financial modeling skills and experience interpreting large data for our clients. He's demonstrated the ability to customize financial analyses to meet client needs and leverage our modeling platform as a powerful consulting tool. He's effectively communicated the results of our work in public meetings and to key stakeholders.

Education

Bachelor of Business Administration in Finance, University of North Florida, Jacksonville, Florida, 2012

Recent Project Experience Samples

City of Coconut Creek | Florida | Fire Assessment Study
Pete assisted the City of Coconut Creek with an update of its fire assessment program. The study included the development of revenue requirements, cost-of-service allocations by customer class, and property impact analysis for the City's fire rescue assessment program update. The City had historically contracted fire rescue service through the City of Margate and funded their inter-local agreement with fire assessments. As part of the study, Pete incorporated the creation of the City's own fire rescue department and verified the new operating and capital requirements were met by the assessment program.

Okeechobee County | Florida | Fire & EMS Assessment Study
Pete assisted Okeechobee County with an update of its fire and EMS assessment programs. The study included a cost-of-service component calculated based on the last three years of Calls for Service which re-aligned costs to customer classes that used fire and EMS services. Additionally, the County had plans to absorb the City of Okeechobee's fire department and include City properties in the assessment programs for the first time. Pete oversaw the accurate processing of the property appraiser's data and the clear presentation of City assessment scenarios to the Commission for consideration.

DeSoto County | Florida | Fire & EMS Assessment Study

In 2016 and again in 2024, Pete assisted DeSoto County with an update of its fire and EMS assessment programs. The study included establishing a 5-year projected revenue requirement inclusive of personnel, operating, and capital costs. The cost-of-service component was also calculated based on the Calls for Service data which re-aligned costs to customer classes that used fire and EMS services. Additionally, the County requested that the analysis reflect the existing inter-local agreement with the City of Arcadia and offer the City the appropriate fire rescue assessment rates for consideration.

Leticia Doohaluk

Role: Quality Control

Office Location: Tampa, FL

Experience: 20 Years

Leticia has over a decade of municipal management consulting experience. She has conducted and overseen general fund analysis, integrated financial sustainability studies, utility rate analysis, and special assessment studies. Leticia specializes in long-term financial plan/sustainability, capital finance planning, bond feasibility, state loan applications, system development / impact fees, and cost of service. Leticia has strong modeling skills and serves as a modeling expert on complex engagements that require substantial data analysis and sophisticated models to evaluate multiple options. Leticia has superior financial, business, and analytical skills and has continuously provided our clients with exemplary financial analysis and consulting based upon applications of sound financial and economic concepts.

Education

Master of Business Administration, Specialization in Finance, Rollins College, Winter Park, Florida
Bachelor of Science in Business Administration, University of Florida, Gainesville, Florida

Recent Project Experience Samples

City of Ft Myers | Florida | Fire Assessment Study
In 2021, Leticia assisted the City of Ft Myers with an update of its fire assessment. Although the City had implemented its assessment in 2015, fire fees had not been updated since 2017. As such, the study included a cost-of-service component calculated based on the last three years of Calls for Service which re-aligned costs to customer classes that used fire services the most. As fire services are provided in City's General Fund, this study evaluated the impact of multiple levels of cost recovery (fee levels) to the City's General Fund. As part of this Study, Leticia assisted the city in increasing its fire assessment cost recovery from $4.4M to $11.5M.

City of Clearwater | Florida | Utility Rate Study Services
Leticia has served as the project manager for the City's annual water, sewer, reclaimed water, solid waste and recycling and stormwater rate studies. Each year she oversees the development of multi-year financial projections which incorporate the most current economic conditions as well as most current initiatives / priorities identified by the City. Through this process Leticia regularly assists the City in identifying an appropriate rate adjustment plan which best balances competing priorities such as reserve levels, debt service coverage, balanced capital funding, and impact to rate payers. The City has a history of approving five-year plan of annual rate adjustments. As such, as part of these annual studies, Leticia helps either confirm that the approved rate plans are still representative of the needs of each utility or assists in the communication of updated needs to City Council and Stakeholders.

Union County | North Carolina | Fire Services Funding Evaluation Study
Leticia served as the Lead Consultant on this analysis that evaluated the funding of Fire Services and developed an alternative to the existing funding within the County. Within Union County, there are 17 private corporations operating as Fire Departments (Districts). The majority of these Districts' funding comes from Fire Fee Districts, whose fees are annually established by the Board of County Commissioners, collected by the County, and remitted to the Fire Districts. Two of these Departments are funded by Rural Fire Protection Districts and three are funded by Fire Service Districts. Numerous scenarios were evaluated and discussed with stakeholders, and our ultimate recommendation was a Countywide Unincorporated Fire Service Tax District.

Section 4 – Approach and Methodology

Project Management and Provision of Services

Having the best project management and leadership team in place is essential to any successful project. Jeff Rackley, PMP as Project Manager, Peter Napoli as Project Technical Lead, along with Andy Burnham as Project Director, will lead our services using the highest standards of the industry and Stantec's Project Management Framework. Our project leadership is highly experienced in stakeholder coordination, contract administration, task staffing and scheduling, budget management, quality control/peer reviews, decision-making coordination, and timely status reporting and programmatic adjustments. The team will work closely with you to understand the expectations for this project, to provide certainty in both project budget and schedule, and to establish critical milestones and decision-making strategies for the study.

Response Times and Budget Compliance

Stantec is committed to meeting all response and schedule times as specified in the agreement. Budget adherence will be ensured through continuous monitoring of expenditures and resource allocation. Any deviations will be promptly communicated to the Town with proposed corrective actions.

Engagement with Town Representatives

Frequent and timely communication between the Stantec team and key Town representatives is vital to the success of this project. Stantec will maintain proactive engagement with Town representatives through scheduled meetings, email updates, and collaborative planning sessions. Feedback loops will be established to incorporate Town input into key deliverables and decision-making processes. In person meetings, as well as virtual meetings through Teams are used frequently to provide progress updates and hold interactive review sessions.

Accessibility and Meeting Attendance

Stantec will commit to availability for all pre-scheduled meetings, both in-person and virtual, as required by the Town. A dedicated liaison will be assigned to facilitate general communications, coordination, and supervision. Availability will be maintained throughout the term of the Agreement via phone, email, and scheduled meetings.

Risk Management

Stantec will identify key risks associated with the provision of services, including data access delays, stakeholder misalignment, and budget overruns. Each risk will be mitigated through proactive planning, contingency budgeting, and stakeholder engagement. Stantec will work with the Town to track potential issues and implement mitigation strategies promptly as needed.

Stantec Project Management Framework	
0	Prepare a proposal that includes a preliminary Project Plan including scope, project budget, resources, deliverables, and schedule. Conduct and document an independent review of the final proposal, as required.
1	Obtain written instructions to proceed and obtain an approved contract with the client. Obtain written agreements for subs (third party providers) (if applicable).
2	Prepare a Project Plan to an appropriate level of detail. Conduct and document an independent review as required.
3	Establish hard copy and/or electronic project record directories and file project records accordingly.
4	Complete a Health, Safety, Security & Environment (HSSE) risk management assessment and documentation for all proposals and projects involving field work.
5	Monitor the project financials on a regular basis, including weekly time charges, timely invoicing, accounts receivable (AR), and estimates to complete (ETC).
6	Promptly communicate changes to agreed services to the client and obtain required written approvals in a timely manner.
7	Conduct and document a quality review of final deliverables prior to issue.
8	Conduct and document a technical independent review of final deliverables prior to issue.
9	Close the project financials and files.

Stantec Technical Approach

The Town of Melbourne Beach, like many Florida municipalities, is experiencing increasing pressure on its General Fund resulting from rising service costs, inflation, and constrained revenue growth. Reliance on ad valorem property taxes requires essential municipal services to compete for finite General Fund resources and exposes the Town to voter sensitivity, statutory limitations, exemptions, and the potential impacts of future property tax reform.

In this context, we understand the Town is seeking limited, high-level advisory assistance to better understand the non-ad valorem assessment funding options available under Florida law, including the potential use of a non-ad valorem assessment to fully or partially fund fire services within the Town. This engagement is intended to support informed discussion among Town staff and elected officials and does not presume the adoption or implementation of any specific assessment program.

Task 1 – Project Initiation and Focused Background Review

The Consultant will conduct one virtual kickoff meeting with Town staff and perform a focused review of readily available materials, including the Town's General Fund structure at a high level, recent Commission discussions related to funding constraints, and the Florida statutory and case-law framework governing non-ad valorem assessments.

Task 2 – Overview of Non-Ad Valorem Assessment Options in Florida

The Consultant will create a concise, Florida-specific overview of non-ad valorem assessments, including how they differ from ad valorem taxes; common municipal applications; core legal requirements such as special benefit and fair apportionment; and key advantages and limitations. This task will address concerns commonly raised in public discussion, including equity, transparency, and the perception of assessments versus taxes.

Task 3 – Applicability and Risk Considerations for Melbourne Beach

At a conceptual level, the Consultant will create a overview detailing how non-ad valorem assessments typically function in communities similar to Melbourne Beach and identify key considerations raised in local dialogue, such as legal defensibility, administrative complexity, impacts on different property types, and public acceptance.

Task 4 – Decision-Support and Next-Steps Guidance

The Consultant will provide limited decision-support assistance, including virtual participation in one staff briefing or Commission workshop, if requested. Guidance will be neutral and informational, helping Town leadership consider whether to take no action, continue monitoring conditions affecting ad valorem revenues, or pursue additional analysis through a future, more detailed effort.

Deliverables

- Advisory memorandum providing an overview of the items from tasks 2 through 4 the (2–3 pages).

Sample Project Schedule

Below is a sample project schedule assuming notice to proceed in June 2026. A final schedule will be agreed upon with Town staff and may be adjusted as needed with mutual agreement with the Consultant and Town.

Task	Description	Start	End
Task 1	Project Initiation and Focused Background Review	Jul 2026	Aug 2026
Task 2	Overview of Non-Ad Valorem Assessment Options in Florida	Aug 2026	Sep 2026
Task 3	Applicability and Risk Considerations for Melbourne Beach	Aug 2026	Sep 2026
Task 4	Decision-Support and Next Steps Guidance	Sep 2026	Oct 2026

Section 5 – Cost Proposal

Cost Proposal

The Consultant proposes a not-to-exceed fee of $5,000 and approximately 20 consulting hours inclusive of all labor, meetings, and deliverables. The scope is intentionally limited to advisory services that rely on senior-level professional judgment rather than data-intensive analysis or implementation support.

This budget reflects the Town's desire to obtain clear, actionable guidance while remaining fiscally prudent and avoiding unnecessary commitment during an exploratory phase. Costs are controlled by limiting on-site meetings, deliverables, avoiding parcel-level or rate-setting analysis, and focusing on issues already raised in public and policy discussions. This approach ensures meaningful value to the Town while respecting General Fund constraints and sensitivity to reliance on ad valorem revenues.

Additional Work

Any additional work requested by the Town and agreed to by Stantec would be performed at our standard hourly rates as shown in the provided Hourly Rate Card below. Stantec estimates that a comprehensive fire assessment study for the Town of Melbourne Beach would be $40,000 to $60,000.

Stantec

Melbourne Beach, Florida

Non-Ad Valorem Assessment Funding Advice and Services

Hourly Rate Card

Position	Hourly Rate
Project Director	$400
Quality Control	$275
Project Manager	$275
Technical Lead	$275
Project Admin	$100

Section 6 – References

Specific Experience of the Team

Stantec has extensive experience providing financial and assessment consulting services to local governments, having completed more than 1,500 financial planning and fee studies nationwide, including work for over 130 Florida agencies. The project team has collectively completed more than 100 fire assessment studies for governmental clients across Florida. The following project summaries highlight representative, recent Florida engagements that demonstrate Stantec's directly relevant experience with non-ad valorem fire assessments.

City of Lauderdale Lakes, Florida Fire Protection Assessment Study Update

Location: Lauderdale Lakes, Florida

Dates of Service: 2025

Project Team: Andrew Burnham – Project Director
Jeff Rackley, Project Manager/Technical Lead
Peter Napoli – Technical Support/Quality Control

Client Contact: Sharon Haynes, Director of Financial Services; 954-535-2828; sharonha@lauderdalelakes.org

Stantec Consulting Services was retained by the City of Lauderdale Lakes to prepare an updated Fire Protection Service Non-Ad Valorem Assessment Study to support full cost recovery of fire protection services beginning in Fiscal Year 2026 and extending through a multi-year planning horizon. The City has maintained a fire assessment program since 1997, with the prior update completed in 2018, and sought a comprehensive update grounded in current service demand, cost structure, and Florida statutory and case law requirements. Fire protection and emergency medical services are provided to the City through a contractual arrangement with the Broward Sheriff's Office, requiring careful separation of assessable fire protection costs from non-assessable advanced life support services.

Stantec's scope of work included determination of the full Fire Protection net revenue requirement, detailed allocation of costs between Fire Protection and EMS services, and analysis of multiple years of incident and calls-for-service data obtained from the National Fire Incident Reporting System (NFIRS). Costs were apportioned to benefited property classes based on demand for service, and assessment rates were developed for residential, commercial, industrial/warehouse, institutional, and vacant properties using per-unit, per-square-foot, and per-acre methodologies consistent with Florida's two-pronged test for special assessments. The study also incorporated five-year financial projections to support long-term rate stability and policy planning.

The project culminated in a comprehensive Fire Assessment Report presented to City staff and the City Commission, documenting the legal framework, methodological approach, assessment rate calculations, and implementation recommendations. Stantec also provided guidance on future updates, coordination with the Broward County Property Appraiser and Tax Collector, and use of the uniform method of collection. The resulting assessment framework provides the City of Lauderdale Lakes with a transparent, equitable, and legally defensible mechanism for funding Fire Protection services and maintaining fiscal sustainability over time.

Following completion of the Fire Assessment Study update, the City retained Stantec to also update its existing Solid Waste Assessment Study for 2026. This ongoing engagement reflects the City's confidence in Stantec's technical expertise and quality of work.

City of Fort Lauderdale, FL – Fire Assessment and EMS Funding Consulting Services

Location: Fort Lauderdale, Florida

Dates of Service: 2008 to Present

Project Team: Andrew Burnham – Project Director
Peter Napoli – Project Manager/Technical Lead
Jeff Rackley – Technical Support/Quality
Leticia Doohaluk – Quality Control

Client Contact: Laura Aker Reece, Budget Manager; 954-828-5894; LReece@fortlauderdale.gov

Stantec Consulting Services Inc. has served as the City of Fort Lauderdale's rate and financial consultant since 2008. Stantec has provided a wide range of financial rate and management consulting services, including the Fire Rescue Assessment Program Update and the EMS Dedicated Funding Analysis.

The Fire Rescue Assessment Program Update, conducted in 2025, recalibrated the City's non-ad valorem special assessment methodology for fire services. Stantec conducted a comprehensive analysis of service costs, call volumes, and property classifications using data from the Broward County Property Appraiser and NFIRS incident reports. The study confirmed compliance with Florida's legal requirements for special assessments and recommended updated rates based on full cost recovery. The FY 2026 Revenue Sufficiency Analysis confirmed that the updated fire assessment would generate $61.8M in revenue—a 20.1% increase—supporting long-term financial sustainability and future true-ups in FY 2029, FY 2032, and FY 2035.

The EMS Dedicated Funding Analysis, also conducted in 2025, focused on establishing a sustainable funding stream for emergency medical services. Stantec identified EMS-related costs within the general fund, modeled multiple cost recovery alternatives—including a dedicated millage—and forecasted annual revenue requirements to support full cost recovery. The study included presentations to the City Manager, Budget Advisory Board, and City Commission, culminating in a comprehensive report outlining recommendations for long-term EMS funding.

Beyond these targeted studies, Stantec has provided ongoing utility rate and financial consulting services to the City since 2008. This includes cost of service allocations between water and sewer services, rate structure development, affordability and conservation pricing strategies, financial feasibility reports for bond issuance, and updates to impact fees and miscellaneous charges. Stantec also developed a unified financial forecasting platform for the City's General Fund and seven major enterprise funds—Water/Sewer, Regional Wastewater, Stormwater, Sanitation, Airport, Parking, and Building—enabling real-time scenario evaluation and long-term sustainability planning. These models are updated annually in coordination with the City's budget.

City of Fort Myers, Florida - Fire Protection Assessment Study and General Fund Financial Sustainability Analysis

Location: Fort Myers, Florida

Dates of Service: 2017 to Present

Project Team: Andrew Burnham – Project Director
Peter Napoli – Project Manager/Technical Lead
Jeff Rackley – Technical Support

Client Contact: Christine Tenney, Director of Financial Services; 239-321-7186; CTenney@cityoftmyers.com

The City of Fort Myers hired Stantec in 2021 to perform a comprehensive update to their existing fire assessment program. This included an updated calls for service analysis allocation, updated budget analysis and allocation, and fee structure/methodology review and evaluation. The City also requested that the Stantec team perform a 5-year financial forecast of the City's General Fund which revealed significant cash flow issues in the near term. Ultimately our team created a financially viable scenario for the City's General Fund that included an increased cost recovery for their fire assessment program accompanied by a slight offsetting millage rate reduction. The City adopted the increase to the fire assessment cost recovery from 16% to 42% and also adopted the updated fire assessment resulting from the Stantec analysis.

In 2024 the Stantec team was once again retained by the City to perform a full update to the City's fire assessment program to reflect the latest 3 years of calls for service data, property data and updated budget allocations in order to generate additional cost recovery scenarios to assist in funding the fire department's supplemental needs. The results of the study were adopted by the City and implemented for the upcoming fiscal year.

Stantec is currently assisting the City with a police impact fee study.

Section 7 – Forms

EXHIBIT "A"

CONTACT SHEET

Name: Stantec Consulting Services Inc.

Federal Taxpayer ID: 11-2167170

Mailing Address: 777 South Harbour Island Blvd., Suite 600

City, State, & Zip Code: Tampa, FL 33602

Telephone: 904-671-0117 **Fax:** _____

Email: peter.napoli@stantec.com

Submitted By: Peter Napoli

Title: Senior Manager

Accounting Contact:

Name: Emily Lambert **Title:** Project Management and Commercial Leader

Email Address: emily.lambert@stantec.com **Phone:** 303-410-4073

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP NON-AD VALOREM ASSESSMENT FUNDING ADVICE AND SERVICES

2. This sworn statement is submitted by (entity) Stantec Consulting Services Inc. whose business address is 777 South Harbour Island Blvd., Suite 600, Tampa FL 33602 and (if applicable) Federal Employer Identification Number (FEIN) is 11-2167170 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

3. My name is Peter Napoli and my relationship to the entity named above is Senior Manager .

4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 5/22/2026 Date:

STATE OF FLORIDA
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22nd day of May, 2026 and is personally known to me, or has provided _____ as identification.

Geri L Reese
Notary Public
My Commission expires: _____

GERI L. REESE
MY COMMISSION # HH 264256
EXPIRES: May 23, 2026

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Stantec Consulting Services Inc.

CITY: Tampa STATE: FL ZIP CODE: 33602

SIGNATURE: _____ PHONE: 904-671-0117

NAME (TYPED OR PRINTED): Peter Napoli TITLE: Senior Manager

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP NON-AD VALOREM ASSESSMENT FUNDING ADVICE AND SERVICES

Project Description: Fire Assessment Funding Advisory Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Peter Napoli/Stantec Consulting Services, Inc.

Authorized Signature:

Title: Senior Manager

Date: 5/22/2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP NON-AD VALOREM ASSESSMENT FUNDING ADVICE AND SERVICES.

This sworn statement is submitted by (entity) Stantec Consulting Services Inc. whose business address is 777 South Harbour Island Blvd., Suite 600, Tampa FL 33602 and (if applicable) Federal Employer Identification Number (FEIN) is 11-2167170 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: NA .)

My name is Peter Napoli and my relationship to the entity named above is Senior Manager.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Signature 5/22/2026 Date:

STATE OF FLORIDA
COUNTY OF Hillsborough

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 22nd day of May, 2026 and is personally known to me, or has provided _____ as identification.

_____ My Commission expires:
Geri L Reese Notary Signature

GERI L. REESE
MY COMMISSION # HH 264256
EXPIRES: May 23, 2026

With every community, we redefine what's possible.

Stantec is a global leader in sustainable engineering, architecture, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

Stantec Consulting Services Inc.
777 S Harbour Island Blvd., Suite 600
Tampa, FL 33602
stantec.com

Town Commission Meeting

Section: **New Business**

Meeting Date: **6-17-2026**

From: **A. Marie Smith, Town Manager**

RE: **Circle Park Tree Planting by residents**

Background Information:

The residents near Circle Park feel that the park is in desperate need of a makeover. Bobby Williamson (505 Riverside Circle) and the neighbors who live in Circle Park are willing to purchase trees to plant in Circle Park.

Mr. Williamson submitted a PDF proposal to the Parks Advisory Board outlining the planting of specific trees along Circle Park. The proposal includes tree species information from the University of Florida website. While the list includes Royal Poinciana because it is already planted in the park, the group is not proposing any additional Royal Poinciana because it is not native to Florida. The remaining proposed trees are native species that Riverside Circle residents would donate.

Mr. Williamson indicated they would purchase trees in “manageable” sizes (around 5-gallon pots) so that they would have volunteers who could help getting the trees in the ground. Although they would not be the largest trees, they would have the chance to establish themselves within the park.

The proposal does not address post-planting tree maintenance, bench replacement, or burying the electric line, but Mr. Williamson could provide additional details.

Recommendation:

Listen to Mr. Williamson’s proposal but make sure there is agreement on how to take care of the trees once planted as well as any other additional work that the residents would like to have accomplished.

Request that the Town Manager work with the Public Works Director to determine whether the proposal is feasible for the Public Works team.

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Budget Update

Background Information:

- Proposed ballot language to amend the Florida constitution to increase homestead tax credit passed in the Florida Legislature (June 2, 2026).
- A non-profit, Save our Voters from Misleading Ballot Language, filed a lawsuit against the ballot language stating it misleads voters (June 11, 2026).
- Impact to Fiscal Year 2027 budget and beyond.
- New items that need to be addressed in Fiscal Year 2027.

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Approval for Financial Advisor and General Obligation Bond

Background Information:

I attended the Florida City/County Managers' Association conference in Orlando last week and met with several municipal financial advisory firms to help the Town with any financial tools outside of the budget that we may want to explore (municipal loans, bonds, and non-ad valorem assessments). Based on our needs as a small jurisdiction, I selected a few companies and had discussions with them and the Town Finance Director, Jennifer Kerr. For a variety of reasons, including a reputation as a leading national & Florida municipal advisor, strong referrals, and the ability to piggyback on contracts, we selected PFM, who helped us with our last bond financing for stormwater over a decade ago. Information about PFM can be found on their website at: pfm.com and is also attached below.

Mr. Jay Glover is a Managing Director at PFM Financial Advisors, LLC and will discuss General Obligation bonds, non-ad valorem assessments, municipal loans and other capital funding alternatives as ways to fund stormwater and firefighting financial needs. His bio is attached.

The Town has repeatedly struggled to fund capital stormwater projects and in order to fund multiple projects at a time will have to utilize a general obligation bond. (Other option would be a municipal service tax unit, but that requires ad valorem funding, which may be decreasing in the coming years.)

Recommendation:

Depending on the type of financial funding vehicle the town chooses to utilize, it will need a 6-, 9-or 12-month lead time to prepare for it. To utilize any of the funding vehicles discussed, the Town should have a financial advisor.

Recommend Commission vote to accept PFM as the Town financial advisor.

Recommend Commission vote to start the process to utilize a general obligation bond for stormwater projects.

Attachments:

- **PFM overview slides**
- **Capital Funding Alternatives slides**
- **Bio for Jay Glover, PFM Managing Director**

pfm

Town of Melbourne Beach

PFM Overview

June 2026

PFM Financial Advisors LLC

200 South Orange Avenue
Suite 760
Orlando, FL 32801

407.406.5760
pfm.com

Florida Financial Advisory Team Committed to Melbourne Beach

Florida Senior Strategic and Client Management

Jay Glover
Managing Director

Brent Wilder
Managing Director

Sergio Masvidal
Managing Director

Jeremy Niedfeldt
Managing Director

Laura Howe
Director

Nick Rocca
Director

Julie Santamaria
Director

Florida Analytical and Project Support

Mara Lugo
Senior Managing Consultant

Michael Dennis
Senior Managing Consultant

Pete Varona
Senior Managing Consultant

Omar Charbanou
Senior Analyst

Lindsay Hodge
Senior Analyst

Logan Hauser
Analyst

Jacquelyn Bickerton
Analyst

© PFM

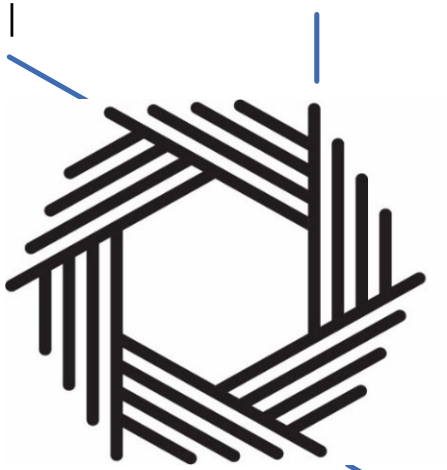
PFM Provides a Full Scope of Services

FINANCIAL ADVISORY

capital improvement planning | cash flow modeling | bank loan and bond financing management | rating strategies

CONSULTING

fiscal planning & budgeting | organizational efficiency & effectiveness | policy & program analysis | workforce strategy & negotiation support



ECONOMIC DEVELOPMENT

public-private partnerships & economic development | developer selection & negotiation | asset & real estate portfolio analysis and monetization | tax credit & incentive policies | assessment methodology

INVESTOR RELATIONS

investor intelligence & outreach | analytics | customized dashboards

FINANCIAL MODELING

powered by Synario™

SPECIALIZED SERVICES

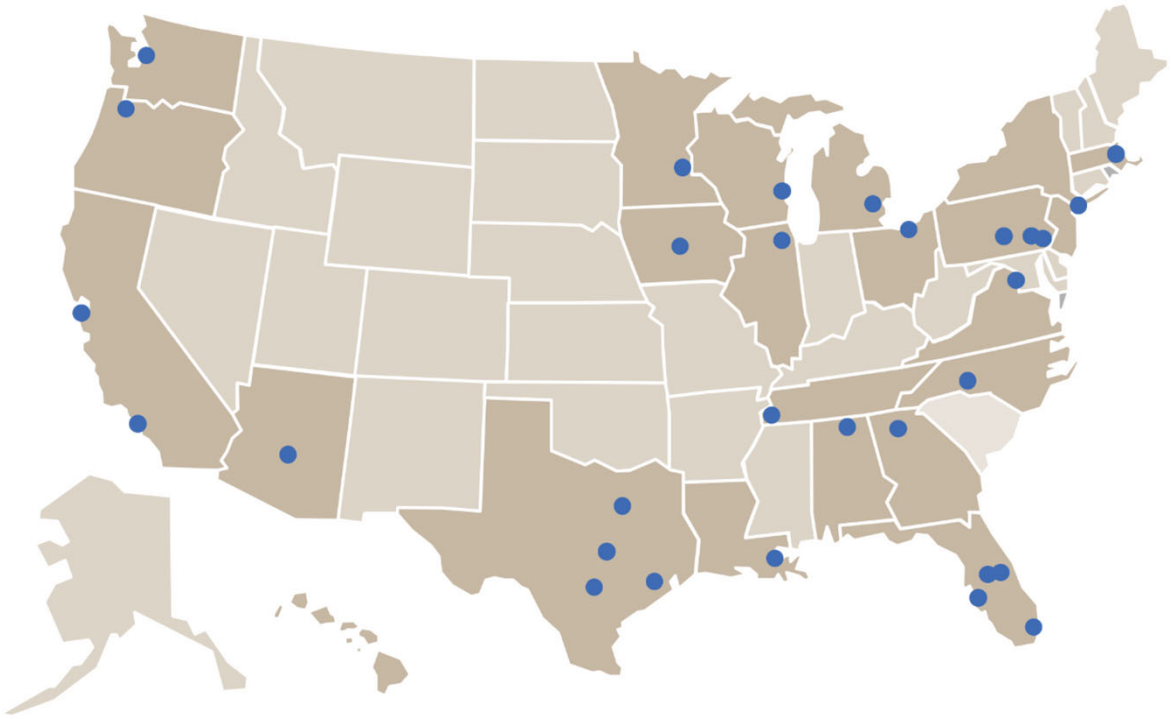
treasury management consulting | environmental finance | retirement finance | derivatives advisory

© PFM

Services offered by PFM affiliates are pursuant to separate agreement and fees.

PFM's National Presence Offers Insight into National Trends

- National presence includes over 300 professionals operating from 30 offices across the U.S., including 4 in Florida



PFM Offices

Ann Arbor	Malvern
Arlington	Memphis
Atlanta	Middleburg Heights
Austin	Milwaukee
Boston	Minneapolis
Chandler	New Orleans
Charlotte	New York
Chicago	**Orlando**
Coral Gables	**Orlando East**
Dallas	Philadelphia
Des Moines	Portland
Harrisburg	San Antonio
Houston	San Francisco
Huntsville	Seattle
Los Angeles	**Tampa**

© PFM

PFM is Florida and the Nation's Leading Municipal Advisor

National Practice

- National reputation and consistent growth
- Ranking as Nation's and Florida's top MA by number of transactions and dollar amount in 2025
- Committed to serving small, medium and large issuers

2025 National Municipal Advisor Ranking

	# Issues	$ in Millions
PFM Financial Advisors LLC	752	103,678
Public Resources Advisory Group Inc	162	67,368
Hilltop Securities Inc	651	41,483
Frasca & Associates LLC	46	36,122
Municipal Capital Markets Group Inc	25	19,694
Kaufman Hall & Associates Inc	82	18,825
Estrada Hinojosa & Co Inc	59	17,037
Acacia Financial Group Inc	119	14,637
Piper Sandler & Co	194	11,568
Caine Mitter & Associates Inc	118	10,621

*Ranked by Ipreo in terms of par amount as of December 31, 2025

Florida Practice

- Serving Florida clients for over 30 years and have 18 professionals in Florida
- Served as financial advisor on 73 Florida transactions totaling over $9.2 billion in 2025
- The 9 other top firms **combined** served as FA on 61 Florida transactions in 2025

2025 Florida Municipal Financial Advisor Ranking

	# Issues	$ in Millions
PFM Financial Advisors LLC	73	9,207
Public Resources Advisory Group Inc	19	2,345
Kaufman Hall & Associates Inc	2	1,152
Hilltop Securities Inc	10	742
Ford & Associates Inc	6	722
Caine Mitter & Associates Inc	5	485
Building Hope Services LLC	8	236
Stephens Inc	1	235
Callowhill Capital Advisors LLC	1	184
CSG Advisors Inc	9	172

*Ranked by Ipreo in terms of Tax-Exempt par amount as of December 31, 2025

© PFM

Source: Ipreo. Rankings by par amount and number of issues, full credit to each financial advisor.

PFM Has a Long-Standing Commitment to Florida

PFM's Florida Clients

CITIES

Alachua • Belleair • Boca Raton • Bonita Springs Boynton Beach • Bradenton Bushnell • Cape Coral • Casselberry Clermont • Cocoa • Cocoa Beach Coconut Creek • Coral Gables Coral Springs • Davie • Daytona Beach DeBary • DeFuniak Springs • DeLand Delray Beach • Deltona • Doral Fort Lauderdale • Fort Meade Fort Walton Beach • Freeport • Gainesville Green Cove Springs • Groveland Haines City • Hallandale Beach Hialeah • Hollywood • Homestead Jacksonville • Jupiter • Jupiter Island Key Biscayne • Key West • LaBelle Lakeland • Lake Wales • Lauderdale-by-the-Sea • Lauderhill • Leesburg Madeira Beach • Manalapan • Marathon Marco Island • Margate • Maitland Melbourne Miami • Miami Beach • Miramar • Montverde Mulberry • Newberry North Bay Village • North Miami North Miami Beach • North Palm Beach North Port • Oakland • Ocala Oldsmar • Orlando • Ormond Beach Palatka • Palm Bay • Palm Beach Palm Beach Gardens • Panama City Panama City Beach • Pensacola Plantation • Pompano Beach Port St. Lucie • Riviera Beach • Sarasota Satellite Beach • Sebring • St. Augustine St. Cloud • St. Petersburg • Sunrise Surfside • Tallahassee • Tamarac Tarpon Springs • Temple Terrace Titusville • Umatilla • Vero Beach West Palm Beach • Webster • Weston Winter Haven • Winter Garden Winter Park • Winter Springs

COUNTIES

Alachua • Bay • Brevard Broward • Citrus • Clay Collier • DeSoto • Duval Flagler • Gulf • Hernando Highlands • Jackson • Lake Lee • Leon • Marion • Martin Miami-Dade • Monroe Orange • Okeechobee • Osceola Palm Beach • Pasco Polk • Santa Rosa • Sarasota Seminole • St. Johns • St. Lucie Volusia • Wakulla • Walton

SPECIAL DISTRICTS

Amelia National CDD
Boggy Creek CDD
Greeneway Improvement District
Everest CMR CDD
Lakewood Ranch Stewardship District
Longleaf Pine CDD
Myrtle Creek Improvement District
Midtown Improvement District
Olde Florida CDD
New Port Tampa Bay CDD
North Sumter County Utility Dependent District
Poitras East CDD
Sumter Landing CDD
Sunbridge Stewardship District
The Villages CDD
Tomoka CDD
University Park Recreation District
Village of Gulfstream Park CDD

SCHOOL DISTRICTS

Alachua • Broward Citrus • Columbia Duval • Flagler • Franklin Hernando • Lake Manatee • Marion Martin • Miami-Dade Orange • Osceola Palm Beach • Pasco Polk • Putnam Santa Rosa • Sarasota Seminole •Volusia Wakulla • Walton

UTILITIES

Clay County Utility Authority
East Central Regional Wastewater Treatment Facilities Board
Florida Municipal Power Agency
Fort Pierce Utilities Authority
Gainesville Regional Utilities
Jacksonville Electric Authority
Orlando Utilities Commission
Polk Regional Water Cooperative
Tampa Bay Water

OTHER AUTHORITIES

Blueprint Intergovernmental Agency
East Coast Zoological Society
Florida Development Finance Corp.
South Florida Water Management District
Florida Local Government Finance Commission

TRANSPORTATION

Canaveral Port Authority
Central Florida Expressway Authority
Destin-Ft. Walton Beach Airport
Greater Orlando Aviation Authority
Jacksonville Aviation Authority
Jacksonville Seaport Authority
Lee County Port Authority
Melbourne Airport Authority
Palm Beach International Airport
Pensacola International Airport
Sarasota Manatee Airport Authority
Tallahassee International Airport
Tampa Hillsborough Expressway Authority
Port Tampa Bay

STATE OF FLORIDA

Division of Bond Finance

HEALTHCARE

Brooks Rehabilitation
Jackson Health System
LifeSouth Community Blood Centers
Orange County Health Facilities Authority
Winter Park Health Foundation

© PFM

Client list is as of 6/1/2026 and is for informational purposes only. Does not represent an endorsement or testimonial by clients of PFM Financial Advisors LLC.

PFM's Dedicated Pricing Group Provides Market Knowledge

- PFM is the most active financial advisor in the country and a more frequent municipal market participant than even the largest investment banking firms
- Pricing activity comparable to Wall Street investment banks leverages our national footprint and firm-wide knowledge
- Position as market leader provides our clients with current information, market knowledge and insight into investor preferences
- Active participation generates high levels of participation, preparation, strategy and advocacy

2025 Overall Municipal New Issues

PFM vs UW Ranking - Full Credit to Each Participant

Source: Ipreo

	# Issues	$ in Millions
PFM Financial Advisors LLC	752	103,677
BofA Securities	486	99,426
JP Morgan	350	67,242
RBC Capital Markets	398	48,743
Jefferies	474	43,785
Morgan Stanley	178	39,810
Wells Fargo	239	37,027
Goldman Sachs	74	30,738
Raymond James & Associates	636	29,861
Stifel	812	25,998

© PFM

Thank you!

pfm

© PFM

Disclosures

ABOUT PFM

PFM is the marketing name for a group of affiliated companies providing a range of services. All services are provided through separate agreements with each company. This material is for general information purposes only and is not intended to provide specific advice or a specific recommendation.

Financial advisory services are provided by PFM Financial Advisors LLC a registered municipal advisor with the Securities and Exchange Commission (SEC) and the Municipal Securities Rulemaking Board (MSRB) under the Dodd-Frank Act of 2010. Additional applicable regulatory information is available upon request.

Consulting services are provided through PFM Group Consulting LLC. PFM's financial modelling platform for strategic forecasting is provided through PFM Solutions LLC.

For more information regarding PFM's services or entities, please visit www.pfm.com.

© PFM

Town of Melbourne Beach, Florida

Town Commission Meeting

Capital Funding Alternatives

June 17, 2026

PFM Financial Advisors LLC

200 S. Orange Avenue,
Suite 760
Orlando, FL 32801

407-648-2208
pfm.com

Financing Future Capital Needs – Overview

- The Town has significant capital needs moving forward including stormwater needs
- Local governments often issue debt to fund these long-term capital needs for the following reasons:
  - Large capital projects often can't be broken into smaller phases and funded out of annual budget
  - Mitigate rising construction costs
  - Taxpayer / Ratepayer equity – if multiple generations of tax or rate payers benefit from a capital project, then they should all pay for it
  - Historically speaking, interest rates for municipalities are low (tax-exempt)
- Local governments have a variety of financing options at their disposal including revenue bonds and general obligation bonds
  - Revenue Bonds are backed by revenues from a specific source
    - This can be revenues from an enterprise fund, such as water and sewer revenues or from the general fund which includes non ad valorem revenues
  - General Obligation Bonds are backed by the full faith and credit of the issuer, which has the power to tax residents to pay bondholders (ad valorem taxes)
    - They require voter referendum approval in Florida

© PFM

Financing Future Capital Needs – Revenue Bonds

- The Town can issue revenue bonds with a majority vote of the Town Commission
- To do so, the City must adhere to an anti-dilution test / additional bonds test that requires the legally available (or pledged) revenues to cover the annual debt service by a specified percentage (Legal Debt Capacity)
- This legal covenant is generally less restrictive than the annual capacity within the Town's budget to make debt service payments (Budget Debt Capacity)
- It is our understanding that the Town's current budget does not have any annually recurring revenues that could be set aside to pay the debt service required to fund the capital projects
    - This is particularly the case given pending property tax reform legislation, which if passed will reduce ad valorem taxes and require more non ad valorem revenues to operate the Town

© PFM

Financing Future Capital Needs – General Obligation Bonds

- General obligation bonds result in a new revenue stream being placed on the Town's property tax bill solely to service debt
- However, they require voter approval via bond referendum. They are commonly used to fund projects that improve quality of life for residents (stormwater, road improvements, parks and recreation projects) as well as improve public safety (police/fire)
- The Town has historically levied 1.0 mills for debt service through fiscal year 2026 for a previously approved general obligation bond
- The table below provides context on the estimated required millage levy to fund different amounts of capital needs over 20 years based on the current property tax Homestead exemptions (does not reflect impacts associated with potential property tax reform legislation)

20-Year General Obligation Bond Financing		
Project Amount	**Est. Millage Levy***	**Est. Annual Tax Payer Impact ($250,000 Taxable Assessed Value)***
$2,000,000	0.22 mills	$55.00
$3,000,000	0.33 mills	$82.00
$5,000,000	0.54 mills	$135.00

*Based on an estimated $721.9 million Taxable Value

© PFM

Financing Future Capital Needs – General Obligation Bonds

- If the Town Commission wanted to pursue a general obligation bond issuance, the November 2026 election would be an option for holding the referendum. The following steps would need to take place leading up the referendum
  - **June 2026:** Staff/Commission to Finalize Project List to Be Financed, Run Taxpayer Impact Assumptions based on Varying Dollar Amounts to present options to Town Commission for sizing of G.O. Bond Issue
  - **July 2026:** Town Attorney / Bond Counsel prepare resolution, including project scope, ballot question and referendum date
  - **July/August 2026:** Town Commission consider resolution authorizing referendum
  - **August 17, 2026:** Deadline to submit ballot language to Supervisor of Elections
  - **September/October 2026:** Series of public notices are published as legally required
  - **November 2026:** Referendum is held
- If the referendum is passed, the Town in consultation with the Town Attorney and Bond Counsel can consider whether a bond validation process is undertaken
- The Town would then begin the process of issuing bonds, the timing of which would be determined based on when projects would commence

© PFM

Jay Glover

Managing Director
PFM Financial Advisors LLC

Jay Glover is a managing director in PFM's Orlando, FL office. He has more than 24 years of experience providing financial advisory services to cities, counties, school districts and special authorities throughout the southeast. He has taken an active role in working with clients on new money issuances, refundings, pooled financings, conduit borrowings, derivative product analyses, and other innovative financing solutions. Jay's project finance experience includes water and sewer, economic development, transportation, sports venues, education, public power, solid waste, pension bonds and special assessment programs.

In his role as project manager, he helps develop long-term financing plans that create innovative and cost-effective structures. Part of this process includes a comprehensive evaluation of available security pledges and complicated strategic issues, as well as providing guidance on credit structures and developing the credit agency approach for issuers. Jay has extensive expertise in conducting competitive bond sales and negotiating pricings for both tax-exempt and taxable new money and refunding bond issues. Since joining PFM in 2000, Mr. Glover has served as project manager on over 600 transactions with a total par amount of over $20 billion. He is a registered Municipal Advisor Representative (Series 50) and Municipal Advisor Principal (Series 54).

Contact

200 S. Orange Avenue
Suite 760
Orlando, FL 32801

gloverj@pfm.com
407.406.5760 office

Specialties
State & Local Governments, K-12 Schools

Financial Advisory

Education
B.S. in Business Administration
College of Charleston

MBA
University of South Carolina

Professional Designations or Licenses
Municipal Advisor Representative (Series 50)
Municipal Advisor Principal (Series 54)

Started with PFM: 2000

Started in the Field: 2000

Town Commission Meeting

Section: **New Business**

Meeting Date: **June 17, 2026 RTC Meeting**

From: **Commissioner Tim Reed**

Re: **FDEP Grant Application (50% Match)**

Background Information:

- FDEP Resilient Florida Program
  https://floridadep.gov/rcp/resilient-florida-program/content/resilient-florida-program-applicants

  Basically, two categories of grants are available, Planning or Implementation. Believe our best opportunity is to apply for a Planning Grant (50% Match Required).

  Draft Applications being accepted now in portal until July 1.
  Applications accepted July 1 - Sept. 1, 2026.
  Awarded projects will be funded with Fiscal Year 2026-27 funds (~ July 2027).

- One Lagoon (IRL Council, IRLNEP)
  https://onelagoon.org/

  Offers no-cost Grant Writing service for qualified applicants.

I have been in contact with both organizations and have received *preliminary feedback* from FDEP that an application to fund an update of the Town's Stormwater Master Plan would be supported.

Recommendation:

Pursue submitting the attached request to One Lagoon for their no-cost grant writing services, and if accepted, request they prepare a draft application & submit in portal before the July 1 deadline to determine if FDEP considers it an application they would even consider. If based on that draft submittal & feedback cycle with FDEP it is determined to be a viable request, proceed to finalize the application and make formal submittal before the Sept 1 deadline.

Attachments:

Title of proposal: FDEP Resilient Florida - Planning Grant

Applicant: Town of Melbourne Beach, Brevard County

Primary Point of Contact:

Tim Reed, Commissioner, treed@melbournebeachfl.org, 310-415-3954 (personal cell)

Source of Funding: FDEP Resilient Florida Program

resilience@floridadep.gov, Resilient Florida Program Applicants | Florida Department of Environmental Protection

Proposal Summary:

Basically, two categories of grants are available, Planning or Implementation. Our intended purpose for the grant funds would be Planning, and if awarded, would be used to offset the cost to hire an Engineering Firm to update the Town's Stormwater Master Plan (last updated in 2014). An updated plan would enable the Town to layout the path forward for updating/improving that infrastructure, and assist in budgeting, planning, and funding/financing the plan.

Grant Amount Requested: Actual $ TBD, currently working to get estimates of cost.

50% Match Required.

Grant Application Details:

Draft Applications being accepted now in portal until July 1.

Applications accepted July 1 - Sept. 1, 2026.

Awarded projects will be funded with Fiscal Year 2026-27 funds (~ July 2027).

Grant Writer Support Needed:

Prepare a draft application & submit in portal before the July 1 deadline to determine if FDEP considers it an application they would even consider. If based on that draft submittal & feedback cycle with FDEP it is determined to be a viable request, proceed to finalize the application and make formal submittal before the Sept 1 deadline.

Alignment with IRLNEP Comprehensive Conservation and Management Plan:

Yes, aligns with three vital signs of estuary health identified in the CCMP (2019):
One Community - coastal community resilience (climate ready estuary) and emergency preparation and response, and One Voice - federal, state and local policy opportunities. All 3 vital signs are ranked by the IRLNEP Management Conference as Level 2: Serious Concerns.

Other:

The Town has a Vulnerability Assessment currently in work; it is being prepared by Applied Ecology, Inc. in partnership with Brevard County (Final due in June 2026). The previous VA Plan was done in 2019.

Have already reached out to FDEP Resilient Florida Program via their 4/23 Virtual Office Hours meeting and follow-up email. Feedback was that Stormwater Master Plans are eligible planning projects, and they hope to have a priority list of planning project types available soon.

Town Commission Meeting

Section: **New Business**

Meeting Date: **June 17, 2026 RTC Meeting**

From: **Commissioner Tim Reed**

Re: **Re-Present Stormwater Pump Item for Discussion**

Background Information:

Previously presented the idea of using a large trailer mounted pump to provide emergency flood response for heavy rainfall events (i.e. cases where water is backing up and threatening structures). My understanding is that the pumping equipment the town currently has (if any) is not sufficient to handle a significant street flooding event.

While doing previous research, I communicated with the Capital Projects Director/Stormwater Manager in Cape Canaveral (Tim Carlisle) about their stormwater initiatives and learned that in addition to their Center Street permanent automated pump system, they also procured a large portable pump for handling other localized flooding emergencies.

I also communicated with FL DEP about our NPDES MS4 phase II permit and learned that it “allows discharges of stormwater to surface waters of the State”. Of course, this use would only be used for emergency cases where water is backing up and threatening structures.

Recommendation:

We consider having one of our contract engineering firms evaluate/consult on the feasibility of this proposal (preferred), or we independently solicit local providers for bids.

In the event of a pending hurricane event, it could be pre-stationed for fast response.

The original proposal was to lease a large pump (see attached example) & sufficient length of hose for at least 3 months to cover peak of hurricane season (Aug, Sep, Oct). The Lease option avoids initial capital cost hit, and can be phased-out if capital improvements solve problem.

Being portable, it could be used through-out the Town as needed.

If implemented, it would be responsibility of Public Works and/or Fire Dept to operate it.

Attachments:

Large Pump Example

Product description

Remove muddy water, sludge, and greywater or transfer solid-laden liquids with this diesel-powered centrifugal pump. This pump is equipped with a vacuum-assisted priming system, with a maximum flow of up to 2,700 gallons per minute (GPM). It is trailer-mounted for easy transportation and easy to operate, with a run-dry mechanical seal, auto-start control, and easy monitoring of fuel level, engine load, run time, and coolant temperature. The durable construction and highly efficient pumps provide longer life and economical operation, resulting in lower fuel costs. Manufacturers include Thompson Pump's JSC Enviroprime and other popular brands.

- Suction: 6" (15.2 cm), discharge size: 6" (15.2 cm)
- Maximum flow: 2,700 gallons per minute (10.2 M3M)
- Maximum total dynamic head: 163' (49.7 m)
- Maximum solids handling: 3" (7.6 cm)
- Uses: Ideal for sewer bypass pumping, water supply for hydraulic fracking operations, industrial plant turnarounds, flood control, mining and any other application that requires the transfer of liquids that contain solids
- Please contact United Rentals for more information

Town Commission Meeting

Section: **New Business**

Meeting Date: **June 17, 2026 RTC Meeting**

From: **Commissioner Tim Reed**

Re: **RFP for Road Assessment & Maintenance Services**

Background Information:

The Town currently budgets $52k each year to Mil & Pave in capital under General Fund, Dept-19, which is then xfered to Fund-351. To my knowledge, the Town has no documented multi-year prioritized plan for how those funds will be used to address road maintenance or repaving through-out the Town. Nor does it have any documented plan to perform periodic assessments (other than random 'windshield surveys').

Last significant paving project was Riverside Drive in 2024/25 and that was just under 1 mile and cost ~$250k?

Town has ~20 miles of residential asphalt streets that it is responsible for, some have curbing, and some have sidewalks.

Recommendation:

Put out an RFP for Pavement Management Service providers to submit proposals for services & costs.

These services typically provide:

- Formal assessment of road condition against industry standards
- Prioritized list of roads to be addressed
- Cost estimates to use for budgeting purposes
- Video/Photo documentation of conditions & mapping

Re-Assessments typically done on a 3 - 5 year interval.

Attachments:

For an Example, please see the City of Sebastian, and their provider Pavement Management Group (PMG).

https://www.cityofsebastian.org/219/Pavement-Assessment-Maintenance-Program

https://www.pavementmanagementgroup.com/services

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Town Manager

RE: Request for Approval of Transcript Services

Background Information:

At the May 21, 2026, Regular Town Commission Meeting (RTCM), a request was made to publish the minutes from the RTCM and other board meetings, which are several months behind due to the need for staff time to transcribe the minutes. With the town clerk resigning in May, this delay has only expanded. The town manager was tasked to find a solution to this challenge.

Last year the Commission utilized a contract transcriptionist to assist in catching up with publishing minutes. The contract called for extending services for another year, but it lapsed at the end of 2025. Therefore, the Commission would need to vote to retain a transcriptionist again.

Staff spoke to the previous transcriptionist, and she has availability to contract with the Town this year. The town attorney has put together a draft contract for your review.

Last year invoices from the transcriptionist totaled $9,380 and we anticipate expending approximately the same amount again this year. We can utilize lapse from the town clerk's salary to cover the expenses of the transcriptionist contract.

Recommendation:

Approve the contract for a transcriptionist in order to become current on Town meeting minutes.

Attachments:

Draft independent contractor agreement, as authored and reviewed for legal sufficiency by the town attorney.

DRAFT

TOWN OF MELBOURNE BEACH

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made this ___ day of _____, 2026 ("Effective Date"), by and between the TOWN OF MELBOURNE BEACH, a Florida municipal corporation, whose address is 507 Ocean Avenue, Melbourne Beach, FL 32951 ("Town"), and RACHEL PEMBROOK, an individual, whose principal address is 5813 McDougald Drive, Castle Hayne, NC 28429 ("Contractor") (collectively, the "Parties").

RECITALS

WHEREAS, the Town desires to engage Contractor for transcription services to the Town; and

WHEREAS, the Contractor has the expertise necessary to perform the duties and responsibilities for transcription services.

IN CONSIDERATION of the mutual covenants and provisions, and other good and valuable consideration, the receipt and sufficiency which is hereby acknowledged, the Parties agree as follows:

ARTICLE 1

GENERAL PROVISIONS

1.1 Engagement. The Town engages Contractor and Contractor agrees to perform transcription services for the Town. No prior or present agreements or representations shall bind upon any of the Parties unless incorporated in this Agreement.

1.2 Abilities. Contractor warrants unto the Town that Contractor has the competence and abilities to carefully and faithfully complete the transcription services. Contractor will perform the transcription services with due and reasonable diligence consistent with sound professional practices.

ARTICLE 2

COMPENSATION & PAYMENT TERMS

2.1 Compensation to Contractor. In exchange for the Contractor's Services, the Town shall pay to Contractor the amount of twenty dollars and no cents ($20.00) per hour of transcription. Contractor shall not undertake transcription service assignments or direction from the Town from anyone other than the Town Clerk or Town Manager. Contractor agrees to deliver the completed transcription within one (1) month of receiving the audio files from the Town unless otherwise agreed to in writing by the Town.

2.2 Payment Terms. The Town shall pay the amount in Section 2.1, above within thirty (30) days of Contractor's submission of an invoice to the Town unless otherwise agreed to by the Parties in writing.

ARTICLE 3

GENERAL CONDITIONS OF SERVICES

3.1 Provision of Services is a Private Undertaking. Regarding all Services performed by Contractor, it is specifically understood and agreed to by the Parties that the contractual relationship between the Town and Contractor is such that Contractor is an independent contractor and not an agent or employee of the Town. Nothing in this Agreement shall be interpreted to establish any relationship, other than that of an independent contractor, between the Town and Contractor, during or after performing the services. Contractor shall be solely responsible for providing the services authorized pursuant to this Agreement.

3.2 Warranty of Services. Contractor warrants unto the Town that Contractor has sufficient experience to properly provide the services specified in this Agreement. Contractor shall comply with all laws, ordinances, and rules in performing the services. Contractor shall pay all taxes, fees, license fees regarding by law, including but not limited to occupational fees and withholding taxes, and assume all costs incident to the services, except as provided herein.

ARTICLE 4

ASSIGNMENT & SUBCONTRACTING

4.1 Assignment and Subcontracting. Contractor shall not assign, sublet, or transfer any rights or services under this Agreement without the written consent of the Town. Further, Contractor shall not subcontract any portion of the services without written consent of the Town. Nothing in this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than the Town and Contractor, and all duties and responsibilities under this Agreement will be for the sole and exclusive benefit of the Town and Contractor and not for the benefit of any other party.

ARTICLE 5

PUBLIC RECORDS

5.1 Public Records. Pursuant to Section 119.0701, Florida Statutes, Contractor agrees that any records, documents, transactions, writings, papers, letters, computerized information and programs, maps, books, audio or video tapes, films, photographs, data processing software, writings or other materials, regardless of the physical form, characteristics, or means of transmission, of Contractor related, directly or indirectly, to the Services provided to the Town under this Agreement and made or received pursuant to law or ordinance in connection with the transaction of official business by the Town, may be deemed to be a public record, whether in the possession or control of the Town or Contractor. Such records are subject to the provisions of Chapter 119, Florida Statutes, and may not be destroyed without the specific written approval of the Town's designated custodian of public records.

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE TOWN'S CUSTODIAN OF PUBLIC RECORDS:

INTERIM TOWN CLERK: CYD JONES
507 OCEAN AVENUE
MELBOURNE BEACH, FL 32951
(321) 724-5860
TOWNCLERK@MELBOURNEBEACHFL.ORG

A. Contractor agrees to comply with public records laws, specifically to:

1. Keep and maintain public records required by the Town to perform the services set forth herein.

2. Upon request from the Town's custodian of public records, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if Contractor does not transfer the records to the Town.

4. Upon completion of the contract, transfer, at no cost, to the Town all public records in possession of Contractor or keep and maintain public records required by the Town to perform the services set forth herein. If Contractor transfers all public records to the Town upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the Town.

ARTICLE 6

TERM OF AGREEMENT

6.1 Term. The term of this Agreement shall commence on the Effective Date and shall terminate on _____, unless extended by mutual written agreement of the Parties. The Parties shall have the option to extend the term of this Agreement for an additional one-year period.

ARTICLE 7

TERMINATION OF THE AGREEMENT

7.1 Termination by Town. The Town may terminate this Agreement, with or without cause, and without penalty, with five (5) days' written notice to Contractor. Such termination shall be at the

Town's sole discretion. Upon notice of termination, Contractor shall cease all services being provided unless otherwise agreed to by the Town in writing.

7.2 Termination by Contractor. The Contractor may terminate this Agreement, with or without cause, and without penalty, with five (5) days' written notice to the Town.

7.3 Termination by Consent. This Agreement may be terminated by the mutual written consent of both Parties at any time.

ARTICLE 8

MISCELLANEOUS PROVISIONS

8.1 Governing Law; Venue. This Agreement shall be governed by the law of the State of Florida. Venue of all disputes shall be a court of competent jurisdiction in Brevard County, Florida.

8.2 Amendment of Agreement. Modifications or changes to this Agreement must be in writing and executed by the Parties bound to this Agreement.

8.3 Severability. If a word, sentence, or paragraph is declared illegal, unenforceable, or unconstitutional, the word, sentence, or paragraph will be severed from this Agreement, and this Agreement will be read as if the illegal, unenforceable, or unconstitutional word, sentence, or paragraph did not exist.

8.4 Attorney's Fees. Should any litigation arise concerning this Agreement between the Parties, the Parties agree to bear their own costs and attorney's fees.

8.5 Entire Agreement. This Agreement represents the entire Agreement between the Parties and supersedes all prior negotiations, representations, or agreements, either oral or written.

ARTICLE 9

INDEMNIFICATION

9.1 Indemnification and Hold Harmless. For all Services performed under this Agreement, Contractor agrees to the fullest extent permitted by law, to indemnify and hold harmless the Town and its employees and officers against all claims, losses, damages, personal injuries, or liability, including reasonable attorney's fees, arising from the negligent acts, errors, omissions, intentional or otherwise, arising out of or resulting from Contractor's performance of any services provided under this Agreement.

The indemnification provided above shall obligate Contractor to defend at her own expense or to provide for such defense, at the option of the Town, all claims of liability and all suits and actions that may be brought against the Town or its employees or officers, which may result from the Services under this Agreement whether the services are performed by Contractor or anyone directly or indirectly employed by Contractor. This paragraph shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective the ____ day of _____, 2026.

CONTRACTOR

By: _____

Print: _____

Dated: _____

TOWN OF MELBOURNE BEACH

By: _____

A. Marie Smith, Town Manager

Dated: _____

Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners

From: Jennifer Kerr, Finance Manager

Date: June 8, 2026

Re: May Fiscal Year 2026

We are in the eighth month of our fiscal year 2026**.** The target expenditure rate for May is 66.67%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 67.85%. The Departmental expenditure rate breakdown is as follows:

Legislative:	62.90%
Executive:	77.82%
Finance:	82.35%
Legal:	73.34%
Planning:	166.70%
General Services:	76.78%
Law Enforcement:	61.09%
Fire:	34.92%
Code:	42.32%
Public Works:	61.28%

Discussion Items:

The FY25 Annual Audit has been completed. A date is being scheduled for the Audit Presentation.
The JLAC State Audit is ongoing. The State Audit will continue through the summer.

The Town received Parking Revenue for May FY2026 in the amount of $24,939.51.
Parking revenue for May FY2025 was $18,458.80.

FY Parking Revenue comparison is attached.

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

Operating Account Balance as of 5/29/2026: $3,024,681.90
Reserve Account Balance as of 5/29/2026: $2,509,346.08
Florida Prime Account Balance as of 5/31/2026: $ 547,488.09

The process of gathering information from the following local government investment pools: Florida Prime, FLPalm, and FLCLASS, has been temporarily put on hold due to the Audits. Presently the Town is in Florida Prime. The rate is currently at 3.81%.

FEMA Obligated Funds:

Hurricane IRMA: $586,392.00

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

The status of Hurricane Irma has not changed. The Town has submitted requested items to FEMA for Hurricane Irma and those items are currently being reviewed by FEMA.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 05/31/2026

Fund: 001 GENERAL FUND
Account Category: Revenues

Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	58,419.76	98.10
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	29,352.99	70.51
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	105,235.34	64.69
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	11,770.61	77.90
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	375.85	55.52
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	1,996.77	75.04
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	277.09	81.53
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	1,774.74	57.74
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	439.67	52.47
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	54,976.21	62.09
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	1,403.21	89.21
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	102,187.67	52.47
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	16,057.15	79.41
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	10,142.34	53.90
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	75.00	95.31
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	(200.00)	113.33
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	(700.00)	146.67
001-00-331.12.00	FEMA	0.00	0.00	0.00	(59,831.04)	100.00
001-00-334.10.00	FEMA STATE GRANT	0.00	0.00	0.00	(41,539.88)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	33,285.12	67.68
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	(50.41)	101.15
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	119,087.09	47.54
001-00-342.10.21	POLICE SERVICES TO OTHER GOVERN	0.00	0.00	0.00	(167,510.00)	100.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,400.00	22.22
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	500.00	89.36
001-00-345.10.00	VAC RENTAL APP FEE-INITITAL	8,600.00	8,600.00	0.00	6,900.00	19.77
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	600.00	95.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	(950.00)	133.93
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	(29,971.08)	174.93
001-00-366.21.00	DONATIONS	0.00	0.00	0.00	(1,245.00)	100.00
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	2,433.75	23.95
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	0.00	222,261.00	37.07
						89.88
Department: 13 FINANCE						
001-13-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(35.00)	100.00
						100.00
Department: 15 PLANNING						
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
						0.00
Department: 21 LAW ENFORCEM						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	18,625.00	75.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	3,372.51	69.34
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	(808.00)	261.60
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	(122.20)	161.10
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	0.00	0.00	(48.00)	100.00
						47.51
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	3,790.00	15.78
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	12,500.00	90.00
						87.42
Department: 29 CODE ENFORCE						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Overall Revenue Rate:						**88.57**

Account Category: Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	320,882.00	320,882.00	0.00	(167,510.00)	152.20
						152.20
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	4,675.03	48.06
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	20,905.57	81.52
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	2,281.53	75.57
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	2,933.18	81.51
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	8,304.16	60.32
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	(25.71)	136.73
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	54.33	62.92
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	730.12	34.81
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	4,143.24	20.17
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,345.88	29.97
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,012.91	7.58
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	314.88	21.28
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	3,009.72	43.45
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	0.00	4,994.71	73.20
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	0.00	115.00	86.55
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	1,629.00	51.52
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	39,408.92	27.86
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	0.00	100.00
						62.90
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	192,044.00	192,044.00	0.00	55,755.44	70.97
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	1,056.79	91.29
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	1,054.04	93.74
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	1,286.55	72.61
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	1,451.57	95.12
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	726.62	20.67
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	(47.12)	152.36

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-12-510.31.00	PROFESSIONAL SERVICES	18,000.00	18,000.00	0.00	(3,040.95)	116.89
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	0.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	39.09	90.23
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(800.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	1,694.46	50.60
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						77.82
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	12,964.67	82.84
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	1,009.69	82.53
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	1,818.95	82.84
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	623.13	95.46
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	57.18	57.96
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	92.36	40.41
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	13,200.00	66.07
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	9,458.42	35.83
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	0.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	0.00	36.01	27.98
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	0.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	0.00	6,000.00	60.89
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	0.00	100.00
						82.35
Department: 14 LEGAL COUNSEI						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	17,008.52	86.63
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	8,640.00	0.00
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
						73.34
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	(6,002.80)	166.70
						166.70

Department: 19 GENERAL SERVI	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	1,043.75	73.37
001-19-510.31.11	SECURITY	411.00	411.00	0.00	(4,032.00)	1,081.02
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	3,233.62	80.32
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(252.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	12,144.27	52.06
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	26,073.39	65.51
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	20,553.59	62.56
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	9,380.65	66.50
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	1,190.00	70.25
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	0.00	(59.16)	101.59
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	0.00	31,444.75	67.86
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	6,655.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	24,460.00	79.91
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	358.00	97.32
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	561.17	86.95
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	7,873.36	43.86
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINT	3,720.00	3,720.00	0.00	3,419.24	8.08
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	442.00	88.12
001-19-510.47.00	PRINTING	0.00	0.00	0.00	(107.79)	100.00
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	(161.00)	100.54
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	1,550.31	74.16
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	845.30	43.65
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	1,388.11	63.47
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	4.97	98.76
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	16,000.00	0.00
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	0.00	4,897.14	57.38
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	0.00	100.00
						76.78
Department: 21 LAW ENFORCEM						
001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	336,225.30	61.08

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	7,103.93	79.88
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	17,955.79	42.12
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	1,845.00	76.35
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	1,875.00	71.15
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	31,858.20	57.37
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	121,908.58	46.30
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	2,764.20	55.68
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	41,001.54	70.71
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	624.64	77.42
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	462.60	55.60
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	0.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	684.00	43.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	314.42	83.38
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	635.82	94.61
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	66.03	66.99
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	8,728.52	22.48
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	800.00	0.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	9,805.17	50.97
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	(534.49)	129.69
001-21-520.51.00	OFFICE SUPPLIES	0.00	0.00	0.00	(93.95)	100.00
001-21-520.51.10	POSTAGE	0.00	0.00	0.00	(195.42)	100.00
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	(898.02)	110.56
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	12,850.98	7.77
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	5,603.72	71.98
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	8,489.96	15.10
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	1,356.48	54.78
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	70.00	90.14
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	1,027.20	69.79

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	0.00	306.57	93.74
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	9,571.21	61.91
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	0.00	100.00
						61.09
Department: 22 FIRE CONTROL						
001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	183,771.16	26.08
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	8,043.00	0.00
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	27,417.00	0.00
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	0.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	0.00	40,000.00	0.00
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	0.00	20,043.41	21.29
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	3,857.49	63.75
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	41,089.00	0.00
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	37,623.12	11.49
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	909.33	5.28
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	192.88	19.97
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	1,582.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	3,360.00	45.45
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	(13.00)	101.75
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,400.00	4.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	820.00	18.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	42.56	98.81
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	7,477.25	25.23
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	19,160.87	23.36
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	1,317.19	47.31
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	(234.46)	139.08
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	3,790.60	24.19
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	282.32	92.94
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	763.98	23.60
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	3,252.34	53.54
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	1,067.83	66.63
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	170.00	75.71
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	4,376.96	20.78
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	1,968.98	21.24
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	0.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	0.00	(178.29)	100.89
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00
						34.92
Department: 29 CODE ENFORCE						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	30,758.00	22.17
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,153.01	28.78
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	4,315.69	22.17
001-29-500.23.01	HEALTH INSURANCE	0.00	0.00	0.00	(557.57)	100.00
001-29-500.23.02	LIFE INSURANCE	0.00	0.00	0.00	(5.63)	100.00
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	0.00	219.00	82.44
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	291.23	2.92
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	2,262.50	53.83
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	158.12	60.47
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	650.46	23.48
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	0.00	(225.00)	101.55
						42.36

Department: 41 PUBLIC WORKS	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	87,441.06	63.59
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	950.10	36.66
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	0.00	(11,877.03)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	12,155.82	63.93
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	10,864.59	75.10
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	319.22	40.22
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	12,497.00	50.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	132.64	53.98
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	3,777.82	24.44
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	1,797.34	64.05
001-41-530.43.50	DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	(539.46)	135.96
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	3,666.71	26.67
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	11,008.16	26.61
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	(74.71)	100.75
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	1,920.63	35.98
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	968.44	3.16
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	653.94	53.29
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,196.08	20.26
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	7,406.20	59.97
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	472.63	74.79
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	1,128.51	9.72
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	6,601.72	8.31
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	3,665.23	41.82
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	5,964.00	20.48
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	1,045.97	75.10
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	0.00	100.00
						61.28
Overall Expenditure Rate:						67.85
Fund: 104 ENVIRONMENTAL ADV						
Account Category: Revenues						
Department: 00						
104-00-271.00.99	CARRY FORWARD	12,988.85	12,988.85	0.00	12,988.85	0.00
104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	0.00	100.00
						3.71
Account Category: Expenditures						
Department: 72 PARKS & RECRE/						
104-72-570.46.40	GROUNDS MAINTENANCE	400.00	400.00	0.00	(33.00)	108.25
104-72-570.49.90	ADOPT AN AREA	50.00	50.00	0.00	(3.50)	107.00
104-72-570.51.00	OFFICE SUPPLIES	100.00	100.00	0.00	100.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,400.00	1,400.00	0.00	1,400.00	0.00
104-72-570.90.01	SPECIAL EVENTS	700.00	700.00	0.00	(346.49)	149.50
						57.85
Fund: 107 PARKS BOARD						
Account Category: Revenues						
Department: 00						
107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	0.00	(780.00)	114.18
107-00-366.19.20	VETERANS DONATIONS	500.00	500.00	0.00	(1,335.00)	367.00
107-00-381.00.00	TRANSFERS IN	14,500.00	14,500.00	0.00	0.00	100.00
						110.32
Account Category: Expenditures						
Department: 72 PARKS & RECRE/						
107-72-570.48.60	EASTER EGG HUNT	1,000.00	1,000.00	0.00	333.16	66.68
107-72-570.48.90	RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,448.23	1.15

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
107-72-570.48.91	KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	769.83	82.89
107-72-570.48.95	VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	(2,430.50)	262.03
107-72-570.64.01	CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
						38.97
Fund: 122 POLICE ICE FUND						
Account Category: Revenues						
Department: 00						
122-00-381.00.00	TRANSFERS IN	0.00	0.00	0.00	(167,510.00)	100.00
						100.00
Account Category: Expenditures						
Department: 21 LAW ENFORCEM						
122-21-520.46.15	EQUIPMENT	0.00	0.00	248.48	(11,907.59)	100.00
122-21-520.64.01	Capital Outlay	0.00	0.00	11,655.00	(154,588.95)	100.00
						100.00
Fund: 125 BUILDING DEPT						
Account Category: Revenues						
Department: 24 PROTECTIVE INS						
125-24-322.00.00	BUILDING PERMITS	200,000.00	200,000.00	0.00	55,146.41	72.43
125-24-322.10.00	ZONING PLAN REVIEW	450.00	450.00	0.00	400.00	11.11
125-24-322.10.10	SITE PLAN REVIEW P&Z	3,500.00	3,500.00	0.00	(6,525.93)	286.46
125-24-322.20.00	BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	450.00	62.50
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	0.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	0.00	14,075.00	14.70
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,150.00	30.30
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						66.24
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	129,348.37	18.68

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	0.00	9,911.36	18.54
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	18,147.61	18.68
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	8,574.30	53.57
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	76.53	31.67
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	0.00	161.11	15.59
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	(53,803.25)	768.53
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	0.00	1,133.73	20.77
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	0.00	72.03	51.98
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	(1,270.95)	130.05
						48.80
Fund: 172 OCEAN PARK PARKIN(						
Account Category: Revenues						
Department: 00						
172-00-271.00.99	CARRY FORWARD	117,991.10	117,991.10	0.00	117,991.10	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	(7,575.00)	235.27
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	36,320.08	69.22
						76.74
Account Category: Expenditures						
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	300.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	23,272.00	0.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	(1,681.46)	135.03
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	780.00	75.00
172-75-575.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	0.00	6,900.00	8.00
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	1,349.46	51.81
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	667.87	58.26
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	1,904.80	19.93
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	219.96	56.01
172-75-575.46.40	GROUNDS MAINTENANCE	2,200.00	2,200.00	0.00	802.51	63.52
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	0.00	100.00
						79.50
Fund: 175 RYCKMAN CROSSOVE						
Account Category: Revenues						
Department: 00						
175-00-271.00.99	CARRY FORWARD	117,552.57	117,552.57	0.00	117,552.57	0.00
						0.00
Department: 75 TOWN PARKS						
175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	2,975.00	40.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	31,374.83	65.14
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	(1,300.00)	140.63
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	308.50	95.59
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	6,051.20	39.49
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
						65.86
Account Category: Expenditures						
175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	31.33	98.88
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	2,869.16	34.79
175-75-575.46.30	BUILDING MAINTENANCE	0.00	0.00	0.00	(453.60)	100.00
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	396.79	95.04
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	0.00	100.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	395.73	84.17
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	2,349.72	47.78
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	4,270.00	58.62
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,068.53	2.86
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	0.00	100.00
						91.46
Fund: 341 CAPITAL PROJECTS - S						
Account Category: Revenues						
Department: 00						
341-00-271.00.99	CARRY FORWARD	1,545,213.25	1,545,213.25	0.00	1,545,213.25	0.00
341-00-381.00.00	TRANSFERS IN	585,706.00	585,706.00	0.00	0.00	100.00
						27.49
Account Category: Expenditures						
Department: 41 PUBLIC WORKS						
341-41-530.31.00	PROFESSIONAL SERVICES	0.00	0.00	0.00	(200.00)	100.00
341-41-530.31.21	ENGINEERING SERVICES	0.00	0.00	0.00	(2,787.85)	100.00
341-41-530.64.01	CAPITAL OUTLAY	2,021,210.75	2,021,210.75	0.00	231,156.06	88.56
						88.71

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Fund: 351 LAND & ROAD IMPROV						
Account Category: Revenues						
Department: 00						
351-00-271.00.99	CARRY FORWARD	9,384.30	9,384.30	0.00	9,384.30	0.00
351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	0.00	100.00
						94.33
Account Category: Expenditures						
351-00-581.00.00	TRANSFER OUT	10,000.00	10,000.00	0.00	0.00	100.00
						100.00
Department: 41 PUBLIC WORKS						
351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
						0.00

Parking Revenue FY Comparison

FY25	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	TOTAL
Ocean	5,743.63	2,900.74	2,869.44	3,091.02	7,803.67	16,387.80	16,124.74	13,865.65	68,786.69
Ryckman	2,097.48	5,728.84	5,775.62	4,575.43	5,134.66	6,425.29	5,687.30	4,593.15	40,017.77
Total	7,841.11	8,629.58	8,645.06	7,666.45	12,938.33	22,813.09	21,812.04	18,458.80	108,804.46

FY26	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	TOTAL
Ocean	3,012.26	5,052.85	6,108.03	6,673.77	6,621.62	18,936.61	17,864.61	17,410.77	81,680.52
Ryckman	7,130.96	7,027.38	7,465.79	6,842.06	6,611.86	8,218.51	7,799.87	7,528.74	58,625.17
Total	10,143.22	12,080.23	13,573.82	13,515.83	13,233.48	27,155.12	25,664.48	24,939.51	140,305.69

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27373
Date: 05-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
05-01-26	RGK	Email Correspondence: Emails from Cyd Cardwell and Kristin Ottinger RE: Magistrate Hearings	0.10	200.00	$20.00
05-06-26	RGK	Exchange email correspondence with Cyd Cardwell re notice of election review	0.20	200.00	$40.00
05-11-26	RGK	Review Save Our Indian River Lagoon Local Infrastructure Surtax Renewal of Interlocal Agreement and Brevard County ordinance re same	0.30	200.00	$60.00
05-11-26	RGK	Review Save Our Indian River Lagoon Local Infrastructure Surtax Renewal of Interlocal Agreement and Brevard County ordinance re same	0.30	200.00	$60.00
05-12-26	RGK	Phone conference with Marie Smith re CIP, Fire Pension Ordinance, and advertisement	0.30	200.00	$60.00
05-12-26	RGK	Email correspondences with Jennifer Kerr re 415 Sixth Avenue	0.10	200.00	$20.00
05-12-26	RGK	Review Town Commission meeting on April 2, 2026 re JLAC audit question	0.20	200.00	$40.00
05-13-26	RGK	Exchange email correspondence with Jennifer Kerr re recorded lien for 415 Sixth Ave	0.10	200.00	$20.00
05-13-26	RGK	Research Town lien on property re 415 Sixth Avenue	0.20	200.00	$40.00

05-13-26	RGK	Phone conference with Marie Smith and Commissioner Reed re stormwater rates	0.30	200.00	$60.00
05-13-26	RGK	Exchange email correspondences with Jennifer Kerr re lien status for 415 Sixth Ave	0.20	200.00	$40.00
05-13-26	RGK	Exchange email correspondence with Jennifer Kerr re 415 Sixth Ave compliance	0.10	200.00	$20.00
05-15-26	RGK	Review email correspondence with Jennifer Kerr re ordinance on mailings for stormwater rates	0.10	200.00	$20.00
05-15-26	RGK	Exchange email correspondence with Jennifer Kerr and Marie Smith re ordinance on mailings for stormwater rates	0.10	200.00	$20.00
05-18-26	RGK	Review email from Cyd Jones re PRR-2026-69 and request for records	0.10	200.00	$20.00
05-18-26	RGK	Exchange emails with Cyd Jones and Marie Smith re Resolution 2026-02 and assessment collection	0.20	200.00	$40.00
05-19-26	RGK	Conference call with Marie Smith, Cyd Jones, and Jennifer Kerr re non-ad valorem collection	0.30	200.00	$60.00
05-19-26	RGK	Review email correspondence with Jennifer Kerr re Resolution 2026-02 Non-Ad Valorem Assessments to be Signed	0.10	200.00	$20.00
05-19-26	RGK	Videoconference with Marie Smith and Jennifer Kerr re stormwater assessment and non-ad valorem assessment	0.30	200.00	$60.00
05-21-26	RGK	Review and analyze agenda packet; prepare for regular Commission meeting	1.30	200.00	$260.00
05-21-26	RGK	Review email from Jennifer Kerr re fire assessment and time extension consent	0.10	200.00	$20.00
05-21-26	RGK	Exchange emails with Jennifer Kerr re Consent to Extension of Time for special assessment	0.10	200.00	$20.00
05-21-26	RGK	Attendance at regular Town Commission meeting	4.10	200.00	$820.00
05-21-26	RGK	Review email with T. Zander regarding Police and Fire Dispatch Agreement. Review Police and Fire Dispatch Agreement as to sufficiency and form	0.30	200.00	$60.00
05-22-26	RGK	Exchange email correspondence with Melbourne Beach Cyd Jones and Marie Smith re PRR-2026-48 and 5-day notice count	0.20	200.00	$40.00
05-22-26	RGK	Exchange emails with Cyd Jones and Marie Smith re 5 day statutory notice calulation	0.10	200.00	$20.00
05-22-26	RGK	Exchange emails with Marie Smith re PRR-2026-48 and cell phone data for request	0.30	200.00	$60.00

05-26-26	RGK	Research public records law re PRR-2026-32 and PRR-2026-48 clarifications of requests	0.50	200.00	$100.00
05-26-26	RGK	Exchange emails with Shimon Goldberger re Final Judgments and draft Settlement Agreement	0.20	200.00	$40.00
05-27-26	RGK	Review and research Employee Handbook and state law re interim positions	0.50	200.00	$100.00
05-27-26	RGK	Exchange email correspondence with Jennifer Kerr and Marie Smith re interim position provision in Employee Handbook Chapter 6.01(B)	0.10	200.00	$20.00
05-29-26	RGK	Email correspondence with W. Meloon re clarification of sections (a) and (c) of PRR-2026-48	0.20	200.00	$40.00
05-29-26	RGK	Email correspondences with Jennifer Kerr re Sunset Yoga Agreement and requested revised agreement; Review Sunset Yoga Agreement for proposed revisions	0.40	200.00	$80.00
05-29-26	RGK	Exchange email correspondence with Jennifer Kerr and Marie Smith re Sunset Yoga Contract	0.20	200.00	$40.00
05-29-26	PAB	Confer with RGK re PRR	0.10	225.00	$22.50

Services Subtotal: $2,462.50

Expenses

05-07-26	ER	RGK Travel Mileage; Balance for 4/2/26 Melbourne, Melbourne MN 240013 (partial reimbursement, paid $15.79 on 4/6/26)	1.00	104.56	$104.56

Expenses Subtotal: $104.56

Subtotal	$2,567.06
Total	$2,567.06
Payment	$0.00
Balance Owing	$2,567.06

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $5,668.20

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27381
Date: 05-31-2026

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

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

Services

Date	Atty	Description	Quantity	Rate	Total
05-18-26	RGK	Phone conference with Commissioner Butler re billing entry question for April 2026	0.20	200.00	$40.00
05-26-26	RGK	Phone conference with Commissioner Butler re PRR-2026-48	0.10	200.00	$20.00

Services Subtotal: $60.00

Subtotal	$60.00
Total	$60.00
Payment	$0.00
Balance Owing	$60.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $260.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27382
Date: 05-31-2026

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

Matter Number:240210 - Town of Melbourne Beach - Finance
Matter Name:Finance

Services

Date	Atty	Description	Quantity	Rate	Total
05-26-26	RGK	Phone conference with Marie Smith and Jennifer Kerr re interim pay	0.20	200.00	$40.00
05-28-26	RGK	Review email correspondence with Jennifer Kerr re building department work on Public Records requests	0.10	200.00	$20.00
05-28-26	RGK	Exchange email correspondence with Melbourne Beach Finance and Melbourne Beach Town Manager re Building department work on Public Records requests	0.20	200.00	$40.00
05-28-26	RGK	Review email correspondence with Jennifer Kerr re building department work on public records requests	0.10	200.00	$20.00
05-29-26	RGK	Review email correspondence with Jennifer Kerr re Auditor's response to building department interpretation	0.10	200.00	$20.00

Services Subtotal: $140.00

Subtotal	$140.00
Total	$140.00
Payment	$0.00
Balance Owing	$140.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $180.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27383
Date: 05-31-2026

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

Matter Number:240211 - Town of Melbourne Beach - Fire
Matter Name:Fire

Services

Date	Atty	Description	Quantity	Rate	Total
05-18-26	RGK	Exchange email correspondence with D. Micka re case on STR taxing as commercial	0.20	200.00	$40.00

Services Subtotal: $40.00

Subtotal	$40.00
Total	$40.00
Payment	$0.00
Balance Owing	$40.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $520.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27384
Date: 05-31-2026

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

Matter Number:240213 - Town of Melbourne Beach - Public Works
Matter Name:Public Works

Services

Date	Atty	Description	Quantity	Rate	Total
05-04-26	RGK	Research Town Code for emergency purchasers; Exchange email correspondences with Tom Davis re emergency stormwater repair	0.30	200.00	$60.00
05-07-26	RGK	Exchange email correspondence with Marie Smith and Tom Davis re agenda item concerning streetlight removal and homeowner agreement	0.20	200.00	$40.00
05-13-26	RGK	Research Town Code re stormwater rate increase procedures	0.30	200.00	$60.00
05-22-26	RGK	Exchange email correspondences with Marie Smith re FPL letter and revised language for streetlight removal	0.20	200.00	$40.00

Services Subtotal: $200.00

Subtotal	$200.00
Total	$200.00
Payment	$0.00
Balance Owing	$200.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $360.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27385
Date: 05-31-2026

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

Matter Number:240214 - Town of Melbourne Beach - Town Clerk
Matter Name:Town Clerk

Services

Date	Atty	Description	Quantity	Rate	Total
05-01-26	RGK	Phone conference with Amber Brown Re employment and May 20 trial date	0.20	200.00	$40.00
05-04-26	RGK	Email correspondence from Amber Brown re monthly reports and agenda items due for the May Regular Town Commission Meeting	0.10	200.00	$20.00
05-18-26	RGK	Exchange email correspondence with Cyd Jones re PRR 2026-69	0.10	200.00	$20.00
05-18-26	RGK	Review email correspondence with Cyd Jones re public records request for draft and unpublished minutes	0.10	200.00	$20.00
05-19-26	RGK	Email from Cyd Jones re PRR-2026-50	0.10	200.00	$20.00
05-21-26	RGK	Phone conference with Cyd Jones re JLAC question	0.10	200.00	$20.00
05-22-26	RGK	Phone conferences with Cyd Jones re PRR-2026-48	0.30	200.00	$60.00
05-22-26	RGK	Exchange email correspondence with Melbourne Beach Town Clerk and Melbourne Beach Town Manager re clarification on PRR-2026-48	0.20	200.00	$40.00
05-22-26	PAB	Confer with RGK re PRR	0.10	225.00	$22.50
05-26-26	RGK	Emails with Cyd Jones re Computer Experts and PRR-2026-48	0.30	200.00	$60.00

05-26-26	RGK	Review email correspondence with Cyd Jones and requestor re PRR-2026-32 and invoice for responsive records	0.20	200.00	$40.00
05-27-26	RGK	Exchange email correspondence with Marie Smith and Cyd Jones re PRR-2026-48 and IT support	0.20	200.00	$40.00
05-29-26	RGK	Phone conference with Cyd Jones re PRR-2026-48	0.20	200.00	$40.00

Services Subtotal: $442.50

Subtotal	$442.50
Total	$442.50
Payment	$0.00
Balance Owing	$442.50

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $622.50

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27386
Date: 05-31-2026

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

Matter Number:240215 - Town of Melbourne Beach - Town Manager
Matter Name:Town Manager

Services

Date	Atty	Description	Quantity	Rate	Total
05-11-26	RGK	Phone conference with Marie Smith re Comprehensive Plan	0.20	200.00	$40.00
05-11-26	RGK	Exchange email correspondence with Marie Smith re review of SOIRL Ordinance and ILA renewal draft for signature and minor revisions	0.20	200.00	$40.00
05-11-26	RGK	Email Correspondence: Emails with Marie Smith RE: SOIRL Ordinance & ILA	0.20	200.00	$40.00
05-12-26	RGK	Exchange emails with Marie Smith re comp plan review and amendments.	0.30	200.00	$60.00
05-12-26	RGK	Email to Marie Smith re legal notice for ordinance	0.10	200.00	$20.00
05-12-26	RGK	Exchange email correspondence with Marie Smith re capital improvement plan and Code of Ordinances Section 15-4	0.20	200.00	$40.00
05-12-26	RGK	Exchange email with Marie Smith re second reading advertisement	0.10	200.00	$20.00
05-18-26	RGK	Review email correspondence with Marie Smith re public records request for draft and signed final minutes and related communications for P&Z July 16, 2024, meeting	0.10	200.00	$20.00
05-22-26	RGK	Emails with Marie Smith re JLAC request for meeting information	0.20	200.00	$40.00
05-27-26	RGK	Review email correspondence with Marie Smith re follow up memo from May 21st meeting	0.10	200.00	$20.00

Services Subtotal: $340.00

Subtotal	$340.00
Total	$340.00
Payment	$0.00
Balance Owing	$340.00

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $1,180.00

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

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

SHEPARD SMITH HAND & BRACKINS

INVOICE

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

Invoice #: 27414
Date: 05-31-2026

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

Matter Number:250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit
Matter Name:Funoe LLC PRR Lawsuit

Services

Date	Atty	Description	Quantity	Rate	Total
05-06-26	RGK	Review trial transcript; prepare questions for cross-examination and identify exhibits to be used	3.20	200.00	$640.00
05-07-26	RGK	Confer with PAB re order of witnesses, exhibits introduced into evidence, and trial strategy	1.40	200.00	$280.00
05-07-26	PAB	Trial prep with RGK	1.40	225.00	$315.00
05-11-26	RGK	Exchange email correspondence with Ariana Tellone re trial subpoenas and service acceptances	0.20	200.00	$40.00
05-11-26	RGK	Review email correspondence with A. Tellone and W. Meloon re trial subpoenas and testimony	0.10	200.00	$20.00
05-11-26	RGK	Review email correspondence with A. Tellone and W. Meloon re trial subpoenas and testimony	0.10	200.00	$20.00
05-11-26	RGK	Review deposition transcripts of Alison Dennington and Elvin Dennington in preparation for day 2 of trial on 5/20	3.50	200.00	$700.00

05-11-26	RGK	Email Correspondence: Emails with Ariana Tellone RE: Trial Subpoenas and Testimony	0.20	200.00	$40.00
05-12-26	RGK	Phone conference with Marie Smith re proposed settlement agreement received from Funoe, LLC	0.20	200.00	$40.00
05-12-26	RGK	Phone conference with Sherri Quarrie re proposed settlement agreement	0.20	200.00	$40.00
05-12-26	RGK	Phone conference with Ana Butler re proposed settlement agreement	0.20	200.00	$40.00
05-12-26	RGK	Exchange email correspondence with Marie Smith re JLAC audit question	0.30	200.00	$60.00
05-12-26	RGK	Review email correspondence with Marie Smith, G. Brown, T. Zander and C. Cardwell re May 20th court date	0.10	200.00	$20.00
05-12-26	RGK	Review email correspondence with G. Brown, T. Zander, M. Smith re prep for May 20th court date	0.10	200.00	$20.00
05-12-26	RGK	Emails with Marie Smith and Commissioners re Funoe, LLC's proposed settlement agreement	0.30	200.00	$60.00
05-12-26	RGK	Exchange emails with A. Tellone re settlement agreement and special meeting	0.20	200.00	$40.00
05-13-26	RGK	Phone conference with Commissioner Reed and Marie Smith re 5/20 trial	0.30	200.00	$60.00
05-13-26	RGK	Phone conference with Nathan Meloon re settlement offer	0.10	200.00	$20.00
05-13-26	RGK	Phone conference with Marie Smith re trial on 5/20	0.30	200.00	$60.00
05-13-26	RGK	Exchange email correspondence with W. Meloon re billing for claimed attorney's fees in settlement agreement	0.10	200.00	$20.00
05-13-26	RGK	Exchange email correspondence with A. Tellone and W. Meloon re trial subpoenas and acceptance of service	0.10	200.00	$20.00
05-13-26	PAB	Confer with RGK re litigation strategy and settlement	0.10	225.00	$22.50
05-14-26	RGK	Conference with T. Cronin and M. Smith Re 5/20 trial	0.30	200.00	$60.00
05-14-26	RGK	Exchange email correspondence with W. Nathan Meloon re billing records	0.20	200.00	$40.00

05-14-26	RGK	Draft subpoenas for trial for Alison and Elvin Dennington	0.30	200.00	$60.00
05-15-26	RGK	Draft Waiver and Acceptance of Service for Alison Dennington and Elvin Dennington	0.30	200.00	$60.00
05-15-26	RGK	Review Notice of Filing Returns and Waivers of Service	0.10	200.00	$20.00
05-15-26	RGK	Draft Subpoena for Trial for Amber Brown; email to KT re same and service	0.20	200.00	$40.00
05-15-26	RGK	Exchange emails with Nathan Meloon re Waiver and Acceptance of Service	0.20	200.00	$40.00
05-15-26	RGK	Preparation for trial; begin drafting post-trial brief and proposed order	6.00	200.00	$1,200.00
05-17-26	PAB	Continue preparing for trial	0.50	225.00	$112.50
05-17-26	PAB	Prepare for Day 2 of trial; prepare ore tenus motion	5.00	225.00	$1,125.00
05-17-26	PAB	Analyze case law cited by Funoe in opening	0.10	225.00	$22.50
05-18-26	RGK	Travel to Melbourne Beach and meet with staff re trial subpoenas and trial on 5/20 preparation	5.50	200.00	$1,100.00
05-18-26	RGK	Phone conference with Marie Smith re proposed settlement agreement	0.10	200.00	$20.00
05-18-26	RGK	Review email with A. Tellone re re trial subpoenas and waiver of service	0.10	200.00	$20.00
05-18-26	RGK	Phone conference with Amber Brown re trial subpoena and 5/20 trial	0.30	200.00	$60.00
05-18-26	RGK	Review email correspondence with W. Meloon re Gavin Brown voicemail and scope of cross of Dr. Dennington	0.10	200.00	$20.00
05-19-26	RGK	Exchange email correspondence with G. Brown re trial subpoena	0.10	200.00	$20.00
05-19-26	RGK	Travel to Viera for trial on 5/20	1.20	200.00	$240.00
05-19-26	RGK	Finalize exhibits and cross examination questions for trial; draft closing argument for trial	4.00	200.00	$800.00
05-19-26	RGK	Review and analyze Petitioner's Memorandum of Law Regarding Interpretation of Request 2025-34	0.30	200.00	$60.00

05-19-26	PAB	Prepare for trial	1.50	225.00	$337.50
05-19-26	PAB	Prepare for trial	3.00	225.00	$675.00
05-19-26	PAB	Prepare for trial (12-1)	1.00	225.00	$225.00
05-20-26	RGK	Prepare for and attend trial	13.50	200.00	$2,700.00
05-20-26	RGK	Travel from Viera after trial	1.00	200.00	$200.00
05-20-26	AOL	Exchange correspondence(s) with PAB re: improper purpose and award of attorney's fees	0.80	200.00	$160.00
05-20-26	AOL	Legal research re: improper purpose and affirmative defense	1.80	200.00	$360.00
05-20-26	PAB	Prepare for and attend trial	12.50	225.00	$2,812.50
05-21-26	RGK	Exchange email correspondence with A. Roberts re ordering transcript for yesterday's hearing	0.10	200.00	$20.00
05-21-26	PAB	Receive and analyze email from CR re transcript; reply to same	0.20	225.00	$45.00
05-22-26	RGK	Exchange email correspondence with Marie Smith re trial transcript pricing and proposed order authority	0.10	200.00	$20.00
05-22-26	RGK	Exchange email correspondences with Kaylee Soto re transcript order with 4-business-day delivery	0.20	200.00	$40.00
05-26-26	RGK	Review email correspondence from Milestone re transcript files for Funoe LLC PRR Lawsuit	0.10	200.00	$20.00
05-27-26	RGK	Review email correspondence from Milestone re transcript files for Funoe, LLC v Town Of Melbourne Beach	0.10	200.00	$20.00
05-27-26	RGK	Continue drafting proposed order on trial for submission to court	3.80	200.00	$760.00
05-27-26	PAB	Analyze proposed final judgment forms; prepare email to RGK re litigation strategy	0.30	225.00	$67.50
05-28-26	RGK	Research case law re reasonable time period for PRRs and interpretation of PRRs; continue drafting and revising proposed order for submission to court	4.20	200.00	$840.00
05-29-26	RGK	Exchange email correspondence with P. Brackins re objection to the notice of filing	0.10	200.00	$20.00

05-29-26	RGK	Review Petitioner's Notice of Filing	0.10	200.00	$20.00
05-29-26	PAB	Confer with RGK re proposed order	0.10	225.00	$22.50

Services Subtotal: $17,062.50

Expenses

05-26-26	ER	PAB Travel Mileage: Melbourne -Viera Courthouse 5/20/26 MN 250056	1.00	90.34	$90.34
05-26-26	ER	RGK Travel Mileage: Melbourne-City Counsel 5/18, Melbourne-Viera Courthouse 5/20/26	1.00	210.69	$210.69
05-26-26	ER	RGK Travel Lodging 5/19/26 MN 250056 Trial	1.00	154.56	$154.56
05-26-26	ER	PAB Travel Lodging 5/19/26 MN 250056 Trial	1.00	154.56	$154.56
05-26-26	ER	PAB-RGK Travel Meal 5/20/26 MN 250056 Trial	1.00	60.31	$60.31

Expenses Subtotal: $670.46

Subtotal	$17,732.96
Total	$17,732.96
Payment	$0.00
Balance Owing	$17,732.96

Trust Account Balance $0.00

Operating Retainer Account Balance $0.00

Total Matter Balance $17,732.96

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

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

Town Commission Meeting

Section: New Business

Meeting Date: June 17, 2026

From: Technology Advisory Board

Subject: Technology Advisory Board Monthly Report – June 2026

I. Summary

The Technology Advisory Board was established to leverage members' expertise in technology, cybersecurity, data science, systems engineering, technology operations, and project management for the Town's benefit. Its purpose is to strengthen the Town's technical capability and operational capacity by drawing on resident expertise to accelerate technology initiatives, reduce reliance on outside consultants, and deliver practical results efficiently. The primary objectives of the Board are for the Town to achieve:

1. Stronger protection for software, systems, and data against ransomware and malware attacks that could cost the Town tens of thousands of dollars;
2. Higher staff productivity by shifting low-value administrative work to systems and automation;
3. Significant savings by leveraging the Board instead of paid consultants

.The Board's initial six-month objective was to review key technologies, systems, cybersecurity needs, business processes, and operational challenges and provide timely input to the Commission ahead of the FY27 budget planning cycle. We intended to identify opportunities for improvement, budget requirements, risk areas, remediation options, efficiency gains, and project management solutions to support the Commission's decisions.

That objective will be difficult to achieve. Progress on most active initiatives has been limited or stalled. The Board has lacked sufficient access to staff time, current workflows, basic information, and essential operational details required to complete its work. Some initiatives have been delayed for months, while others remain in the initial stage.

The Board remains actively engaged and ready to contribute. Members have volunteered hundreds of hours because we believe our expertise can help the Town improve operations, reduce risk, avoid unnecessary consulting costs, and make better technology decisions.

We understand that staff and counsel have raised concerns about granting Board members access to Town information, including potential Sunshine Law issues. We have also been

informed that Board members may be required to carry significant individual liability insurance to address perceived risk to the Town, and that some requests for staff time or information have been deemed excessive.

The Board does not believe these concerns accurately reflect the nature of our requests or the work required. The information needed to evaluate systems, workflows, procedures, software platforms, cybersecurity needs, records processes, and technology gaps is comparable to what any outside consultant would require. The difference is that the Board provides this expertise at no cost to the Town.

Board members have extensive experience with government and private-sector projects involving sensitive systems, data, operational risk, cybersecurity, compliance, and positions of trust. We understand the importance of confidentiality, proper information handling, appropriate boundaries, and controlled access. The staff engagement and information access requested for current initiatives are reasonable, limited, and necessary to complete the assigned work.

This modest investment in staff time and access should deliver measurable value in improved efficiency, reduced costs, better system utilization, stronger planning, reduced operational risk, and fewer unnecessary expenses on consulting engagements.

The core issue is clear: if the Town wants this work completed, a viable path can be established. Organizations routinely address these challenges when seeking advisory, technical, or operational review. Access rules, scope limits, staff coordination, confidentiality requirements, information controls, and Sunshine Law considerations can all be defined and managed. If the Town seeks the Board's assistance, it can establish a process that enables the Board to work responsibly. Otherwise, continued delays and restrictions will prevent meaningful progress.

The Board remains committed to supporting the Town. We can help achieve practical efficiencies, improve technology decision-making, strengthen internal capabilities, reduce risk, and avoid unnecessary consultant expenses. We are ready to work with the Commission, staff, and counsel to establish a clear, lawful, and practical framework for moving forward.

The Board requests clear direction from the Commission on each active initiative: proceed, table until a later date, or remove it from the task list. Below are summaries of each current initiative, including completed work, status, barriers to progress, and recommendations for further action.

The Board is prepared and capable, but meaningful support requires a workable process for engagement and information sharing. The Commission must now decide whether it

wants the Board to continue and, if so, direct the establishment of a practical framework so the work can proceed.

II. Project Portfolio Status

1. Cybersecurity Program – Corinne Rodrigo, Project Lead

Project Scope

The Technology Advisory Board was originally tasked with assisting the Town of Melbourne Beach in developing and documenting a NIST-aligned cybersecurity risk assessment to support compliance with the Florida Local Government Cybersecurity Act (FLGCA), §282.3185, Florida Statutes. TAB member Corinne Rodrigo was designated to assist with this effort and provide cybersecurity subject matter expertise. However, the Commission decided against having the TAB pursue the risk assessment effort. Subsequently, the Town Manager requested that Ms. Rodrigo focus her efforts on developing and delivering cybersecurity awareness training for Town personnel and potentially cybersecurity education content for Town residents.

Current Status

Since that decision was made, Florida has expanded cybersecurity assistance opportunities for local governments through the Florida Digital Service. The Florida Local Government Cybersecurity Grant Program and the proposed Local Government Cybersecurity Protection Program provide cybersecurity capabilities, services, and technology resources to local governments to improve cybersecurity resilience and reduce risk. These programs are designed to help municipalities strengthen cybersecurity programs through state-supported services rather than requiring local governments to independently procure all cybersecurity capabilities.

The programs may include cybersecurity technologies and services such as asset discovery, vulnerability management, monitoring, and other protective capabilities. Preference may be given to entities that have completed or committed to completing cybersecurity risk assessments and related preparedness activities. Additionally, municipalities that participate in statewide cybersecurity initiatives may receive enhanced access to threat intelligence, monitoring, and cybersecurity resources.

Recommendation

The Commission should direct the TAB to research and document the eligibility criteria, prerequisites, application requirements, and potential benefits associated with the Florida

Local Government Cybersecurity Grant Program, the proposed Local Government Cybersecurity Protection Program, and other available state and federal cybersecurity assistance programs.

2. Public Safety Technology Modernization Project – Bruce Larson, Project Lead

Project Scope

This project covers Fire, Police, and Emergency Management technology systems and services, integration with Brevard County systems, incident reporting, dispatch workflows, training, and equipment maintenance systems.

Expected Outputs

- Technology platform mapping to staff use cases and workflows
- Interoperability mapping with County dispatch and reporting
- Modernization plan for public safety technology
- Risk-ranked list of critical deficiencies

Key Hurdles & Decision Gates

- Legacy solutions and upstream technology mandates from the County and State
- Resource availability
- MBVFD, Police Department, and County engagement may be needed and should be coordinated through the Fire Department and Police Department.

Recommendation: Table this project until the Fire and Police Chiefs are better able to understand the needs of the new dispatching solutions and to define gaps in current technology to support the transition.

3. Digital Services Modernization – Jennifer Lervold, Project Lead

Project Scope

Review efforts to transition the Town's website to the new vendor and conduct research to recommend solutions to address identified issues. Work to assist with migrating records to make them accessible to Town citizens.

Expected Outputs

- Assess new content architecture and user interface design

- Public-facing tools, including forms, service requests, and dashboards; requirements are needed to ensure that functionality is being met
- Website governance and publishing practices

Work Completed

- Met with the Deputy Clerk on January 8, 2026, to see the interface and discuss website utilization.
- Identified three additional cases for automation consideration: agenda packet generation for town forms; opportunities for posting meeting minutes; and fillable forms with online submission routing.
- Agenda packet automation: A potential solution using existing O365 licenses was identified and sent to the Deputy Clerk. This would require either a public form or accounts for one member of the Board to allow input that fills templates.
- Meeting minutes automation: Because posting to the website is necessarily restricted, this does not yet have a proposed solution. Completion of the scanning project would allow upload to those endpoints and posting to the Town website.
- Fillable forms and online submission: A resident with an Adobe Pro license has been identified who can make PDFs fillable. The Deputy Clerk understands how to establish online submission and automatically route forms to the appropriate Town email office. The Town will need to evaluate which forms should be submitted online versus which require an office visit.

Key Hurdles & Decision Gates

- Several current manual processes are very labor intensive, including agenda packet, meeting minutes, and document upload workflows. Many of these processes will be streamlined once scanning project Phase 1 is completed and documents are migrated to the record keeping and search system.
- Additional information and decisions are needed regarding Town accounts and/or form security to facilitate automation opportunities.
- Commission decision needed: human resources augmentation to complete the scanning project.
- Resource Requirements
- Town Clerk, Deputy Clerk, staff content owners, and TAB oversight.
- Next Steps
- Information on potential improvements has been provided. The TAB is standing by to assist with configuration if needed.

- Identify state and county forms on the website that already have fillable versions on other sites. Coordinate on making Town-specific forms fillable.

Recommendation: Pause effort on this project until work resumes on adapting the town website.

4. Digital Records & Transparency – Jennifer Lervold, Project Lead

Project Scope

Review the Town project for Town Document Digitization & Records Management Modernization, including the use of technology to implement metadata standards, automate retention processes, integrate with the new website, and reduce the operational load of public records requests.

Expected Outputs

- Validate the technology and process for staff to confirm an accurate digitized, indexed document repository
- Validate metadata taxonomy and retention rules
- Validate the current process and function of the public records portal
- Reduced administrative burden

Work Completed

- When in the office in January, the project lead attempted to access updated loaded data on the FTP server. The updated server site did not have data loaded. The Town Clerk was going to reach out to have files redelivered to spot-check quality.

Key Hurdles & Decision Gates

- Staff resource constraints are the key hurdle. At the onset of this project, there was a plan for an intern to perform quality assurance and validate scan quality and acceptance of vendor-provided scans.
- The first contracts for this project were signed in May 2023, with an addendum signed in May 2024. The Town has approximately $7,700 of annual recurring costs for storage, a cloud subscription, and supplemental support that have not yet produced realized benefit because the scans have not been accepted.
- Recurring annual support/subscription: $7,709, including Laserfiche Cloud Annual Subscription of $3,007 and MCCi Supplemental Support Services

Subscription of $4,702.50. Renewal pricing is subject to current U.S. inflation rates, not to exceed the Consumer Price Index.

- One-time services: $15,750.70, including Records Management Configuration - $9,450, Laserfiche User Training - $2,415, and Implementation Management - $4,725.
- A decision is needed to augment staff with dedicated resources to oversee quality assurance and establish the process for document acceptance. The original intent was to use a dedicated resource. Although the first intern did not work out, alternatives should be evaluated, including advertising another internship opportunity, hiring a temporary employee, or soliciting volunteers from the community.
- If staff are not supported, the Town will continue paying annual recurring fees for an incomplete project and will have spent money without recognizing the returned product.

Resource Requirements

- Staff augmentation is necessary to complete the project.
- Next Steps
- At the regular Town Commission meeting in January, it was mentioned that the image scanning project had been put on hold.
- Once a resource is identified, the Town will need to understand what the completed scanned documents will look like in the delivery portal, establish quality-assurance acceptance criteria, and define the definition of done for this project.
- Once documents are accepted, migrate them so they are searchable on the Town website.

Recommendation: Pause effort on this project until work resumes on document scanning and delay any efforts to begin Phase 2 efforts without a better understanding of the level of effort and costs to proceed.

5. Code Compliance Technology Modernization / Short-Term Rental Software – Marc Lower, Project Lead

Project Scope

Evaluate technology supporting vacation rental monitoring and enforcement to enable proactive Town short-term rental compliance monitoring, automated property identification, enforcement documentation, and managed response workflows.

Expected Outputs

- Complete STR property registry
- Compliance and enforcement dashboard view
- Automated workflows for violation notifications
- GIS-integrated monitoring tools through the vendor portal

Current Status

Marc Lower will meet with the new Code Enforcement Officer, Jacob Lopez, during the week of June 22, 2026. The intent is to discuss the process and systemization of the Deckard software and enforcement.

Florida Statute Chapter 162, County or Municipality Code Enforcement, requires local governments, such as Melbourne Beach, to avoid ad hoc enforcement and to adopt and publish predictable, uniform procedures and enforcement standards. As of June 3, 2026, the Town of Melbourne Beach has not formally developed or approved a process for handling vacation rental code violations.

Current Gaps

The Town of Melbourne Beach does not currently define:

- The exact form of violation notifications
- Timeframes for compliance
- Fine amounts for each violation type, non-compliance, or repeated offenses
- Escalation steps, including when to involve the Special Magistrate

This can be accomplished by adding language to the Code of Ordinances or by a Commission-adopted resolution.

Recommendations:

1. The Town Commission should adopt a general enforcement process, either by code or resolution, and update Resolution 2024-11 to create a separate table from the Vacation Rental Fee Schedule titled “Vacation Rental Violation Fine Schedule,” providing more detail around violation types, fine amounts, and penalties.
2. Town staff should implement standard operating procedures and manuals that mirror the adopted process.
3. When utilized, the Special Magistrate should apply fines and penalties consistent with the adopted authority.

This approach will help ensure enforcement is consistent, Sunshine Law requirements are met, and potential litigation risk is minimized.

6. Enterprise Software Systems Assessment – Bruce Larson, Project Lead

Project Scope

Review of Town Enterprise Resource Planning (ERP) and Customer Relationship Management (CRM) suites from BS&A, evaluating capabilities including financial reporting, budgeting, permitting, payments, and workflow automation. Map Town use cases and workflows to high-level system configuration to identify underused modules and modernization opportunities.

Expected Outputs

- ERP/CRM configuration map
- Workflow gap analysis
- Options for optimization or expansion
- Cost-benefit comparison for long-term planning

Key Hurdles & Decision Gates

- Efforts requiring staff input and support have not been available.

Recommendation: Table project for future review. Any major updates to town ERP solutions will require a longer budget-planning runway – resume in January 2027 if directed by the Commission.

7. Town Facilities Technology Enhancement / Audio Visual Update – Steven Rodrigo, Project Lead

Project Scope

Assessment of technology supporting the Town Hall meeting venue and adjacent campus facilities. Evaluate audio visual equipment, network infrastructure, conferencing systems, and digital support for meetings, events, and community programming.

Expected Outputs

- A/V and network asset inventory and needs assessment
- Campus Wi-Fi and cabling plan
- Phased modernization and budgetary recommendations

Current Status

Steven Rodrigo is responsible for evaluating audio visual updates at the request of Town Manager A. Marie Smith. The A/V equipment currently in use is dated, and network

connectivity needs to be upgraded. During the discovery phase of the effort, the Town advised Mr. Rodrigo that it had obtained a quote for an upgrade; however, that quote was more than two years old.

Mr. Rodrigo recommended that the Town Manager obtain a new quote and recommended Indian River Networks, a local company located in Indialantic that is well known within the Town of Melbourne Beach.

Next Steps

- Coordinate a meeting between the Town Manager and Indian River Networks to walk through the spaces to be upgraded and provide an updated quote.
- Mr. Rodrigo plans to coordinate the meeting for mid-June 2026.

Key Hurdles & Decision Gates

- Inconsistent infrastructure and meeting broadcast quality
- Commission decisions on hybrid technology objectives supporting meetings

The Technology Advisory Board is ready to answer any questions you may have abou our work to date and to seek your direction on continued initiatives.

Town of Melbourne Beach

Building Department Report
May 2026

- Permit issued - 53
- Construction value - $6,054,458.25
- Permit fees collected - $46,879.61
- Plans reviewed – 53
- Building inspections completed – 94 (CAP), 13 (3rd party inspectors)
- Site plan review for P&Z – 2
- Stop work order – 0
- New homes (completed) – 0
- Short-term rental inspections - 3

Monthly Permit List

Accessory Structure

Permit #	Applicant	Address	Fee Total	Const. Value
PAS26-0002	MARKLE CONSTRUCTION LLC	506 POINSETTIA RD	$615.00	$40000.00
	Work Description: 13 x 21 pool cabana			

Total Permits For Type: 1
Total Fees For Type: $615.00
Total Const. Value For Type: $40000.00

Com Building

Permit #	Applicant	Address	Fee Total	Const. Value
PCB26-0002	FLORIDA CERTIFIED CONTRACTORS	1905 ATLANTIC ST	$3438.88	$562000.00
	Work Description: R/R concrete, stucco, balcony waterproofing			
PCB26-0003	FLORIDA CERTIFIED CONTRACTORS	2005 ATLANTIC ST	$3438.88	$562000.00
	Work Description:			
PCB26-0004	FLORIDA CERTIFIED CONTRACTORS	2051 ATLANTIC ST	$3438.88	$562000.00
	Work Description:			
PCB26-0005	FLORIDA CERTIFIED CONTRACTORS	1805 ATLANTIC ST	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco, and balcony waterproofing.			
PCB26-0006	FLORIDA CERTIFIED CONTRACTORS	1903 ATLANTIC ST	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco, and balcony waterproofing			
PCB26-0007	FLORIDA CERTIFIED CONTRACTORS	2105 ATLANTIC	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco and balcony waterproofing			
PCB26-0008	FLORIDA CERTIFIED CONTRACTORS	2203 ATLANTIC ST	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco, and balcony waterproofing			
PCB26-0009	FLORIDA CERTIFIED CONTRACTORS	2207 ATLANTIC	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco, and balcony waterproofing			
PCB26-0010	FLORIDA CERTIFIED CONTRACTORS	2101 ATLANTIC ST	$3438.88	$562000.00
	Work Description: remove and replace concrete, stucco, and balcony waterproofing			

Total Permits For Type: 9
Total Fees For Type: $30949.92
Total Const. Value For Type: $5058000.00

Electrical Permit

Permit #	Applicant	Address	Fee Total	Const. Value

PE26-0016	Durham & Sons Inc	217 CHERRY DR	$79.00	$875.00
Work Description:	power for sauna			
PE26-0019	Gault, James	218 CHERRY DR	$79.00	$2151.00
Work Description:	replace existing smoke detectors, wire for 4 emergency lights			
PE26-0021	JAMES D KARP	608 SHANNON AVE	$118.00	$3800.00
Work Description:	electrical service upgrade to 200amps, install new 200 amp meter/main disconnect. install new 4/0 aluminum service cable and new 200 amp 40 circuit panel			

Total Permits For Type: 3
Total Fees For Type: $276.00
Total Const. Value For Type: $6826.00

Fence

Permit #	Applicant	Address	Fee Total	Const. Value
PF26-0020	XACT FENCE SOLUTIONS	406 PELICAN KY	$108.13	$3471.00
Work Description:	installation of 93' of 4' tall alum fence 2 gates			
PF26-0021	SUPERIOR FENCE & RAIL OF BREVARD COUNTY INC	1403 OAK ST	$334.20	$12605.00
Work Description:	install 263lft of 6' pvc fence with 3 gates			
PF26-0022	Carrie's Fence of Palm Bay	394 RIVER VIEW LN	$120.25	$3875.00
Work Description:	pvc fence installation 108' of 6' and 16' of 4' tall pvc 2 gates			
PF26-0023	AMERICAN FENCE	440 RIVER VIEW LN	$98.50	$3150.00
Work Description:	Supply and install 50' of 6' tall black coated vinyl chain link fence with (1) 4' walk gate and (1) 3' seawing.			
PF26-0024	Carrie's Fence of Palm Bay	514 AVENUE A	$394.88	$18525.00
Work Description:	384lft of 6' pvc privacy, 29lft of 4' pvc privacy, 5ft walk gate and 3ft walk gate			

Total Permits For Type: 5
Total Fees For Type: $1055.96
Total Const. Value For Type: $41626.00

Mechanical

Permit #	Applicant	Address	Fee Total	Const. Value
PM24-0042	Kristin N Kelly	507 BANYAN WAY	$213.07	$6929.00
Work Description:	Replace HVAC system exact size change out no duct work			
PM26-0030	Kristin N Kelly	507 BANYAN WAY	$181.66	$5900.00
Work Description:	R/R hvac system no ductwork			
PM26-0039	ATLAS AIR AND ICE LLC	218 THIRD AVE	$261.38	$8500.00
Work Description:	switchout of HVAC			
PM26-0040	LIFT OFF HVAC	400 RIVER VIEW LN	$408.98	$19900.00
Work Description:	r/r 2 hvac units add duct work to bedroom			

PM26-0041	MAC 5 SERVICES STEPHEN MCANNALLY JR	201 OAK ST	$440.75	$23000.00
Work Description: hvac switchout x2 no ductwork				
PM26-0042	Blanchard, Brandon	2207 ATLANTIC ST 815	$379.05	$16980.00
Work Description: Hvac changeout no ductwork				
PM26-0043	ZACHARY A REYNOLDS	1101 ATLANTIC ST	$258.21	$8397.00
Work Description: hvac switchout no ductwork				
PM26-0044	David Mastrolonardo	408 RIVER VIEW LN	$269.59	$8767.00
Work Description: replace existing hvac system no ductwork				
PM26-0045	cormier, wayne	327 AVENUE A	$314.88	$10720.00
Work Description: hvac switchout no ductwork				

Total Permits For Type: 9
Total Fees For Type: $2727.57
Total Const. Value For Type: $109093.00

Miscellaneous

Permit #	Applicant	Address	Fee Total	Const. Value
PMC26-0003	GIBSON, STEVEN	208 FIR AVE	$79.00	$2500.00
Work Description: interior remodel, drywall, cabinets, painting, interior doors				

Total Permits For Type: 1
Total Fees For Type: $79.00
Total Const. Value For Type: $2500.00

Paver, Concrete, & Deck

Permit #	Applicant	Address	Fee Total	Const. Value
PCD26-0009	ELITE PAVERS LLC	100 RIVERSIDE DR	$717.50	$50000.00
Work Description: remove existing driveway and replace with pavers				

Total Permits For Type: 1
Total Fees For Type: $717.50
Total Const. Value For Type: $50000.00

Plumbing

Permit #	Applicant	Address	Fee Total	Const. Value
PP26-0013	ACCURATE PLUMBING SOLUTIONS INC	412 SECOND AVE	$401.08	$19130.00
Work Description: repipe entire house				
PP26-0014	KEITH DURAND	303 SURF RD	$428.97	$21850.00
Work Description: repipe of waste/water lines. Rough in of half bath				
PP26-0015	Mears, Lance	1602 PINE ST	$100.45	$3215.00
Work Description: r/r 50 gallon water heater				
PP26-0016	Jaramillo, Richard	311 HIBISCUS TRL	$79.00	$600.00
Work Description: install water line from meter to house				

PP26-0018	Graham, Alec	606 SHANNON AVE	$221.86	$7215.00
	Work Description: replace sanitary sewer lines for master bath, guest bath, and kitchen			

Total Permits For Type: 5
Total Fees For Type: $1231.36
Total Const. Value For Type: $52010.00

Pool

Permit #	Applicant	Address	Fee Total	Const. Value
PPL26-0006	GROUNDED BUILDS BREVARD, LLC	1806 PINE ST	$717.50	$50000.00
	Work Description: inground swimming pool			

Total Permits For Type: 1
Total Fees For Type: $717.50
Total Const. Value For Type: $50000.00

Pool Resurface

Permit #	Applicant	Address	Fee Total	Const. Value
PPR26-0004	Fantasy Pools	508 MAGNOLIA AVE	$372.28	$16320.00
	Work Description: pool resurface			

Total Permits For Type: 1
Total Fees For Type: $372.28
Total Const. Value For Type: $16320.00

Propane

Permit #	Applicant	Address	Fee Total	Const. Value
PRO26-0002	PALMDALE COMO PROPANE	601 PINE ST	$243.55	$7920.25
	Work Description: remove 250 gal lp tank and replace with 500 gal lp tank in same location			
PRO26-0003	SAMS LP GAS COMPANY INC	1806 PINE ST	$79.00	$1995.00
	Work Description: bury 500 gallon propane tank only (gas line and connection done by others)			

Total Permits For Type: 2
Total Fees For Type: $322.55
Total Const. Value For Type: $9915.25

Reroof

Permit #	Applicant	Address	Fee Total	Const. Value
PRR26-0014	Atlantiss One Roofing LLC	403 CORAL AVE	$433.07	$22250.00
	Work Description: reroof			
PRR26-0015	FLORIDA ROOF BROS LLC	505 BANYAN WAY	$358.66	$14991.00
	Work Description: reroof			

PRR26-0016	ROOFING, PLATINUM	416 SIXTH AVENUE	$378.43	$16920.00
	Work Description: reroof 33 squares, 27 shingle/6sq mod bit			
PRR26-0017	LOCAL ROOFING EXPERTS	1303 ORANGE ST	$224.69	$7307.00
	Work Description: r/r flat roof on home			
PRR26-0018	SKYLIGHT ROOFING, INC	438 SANDY KEY	$676.30	$45980.00
	Work Description: reroof 36 sqs			

Total Permits For Type: 5
Total Fees For Type: $2071.15
Total Const. Value For Type: $107448.00

Res Addition

Permit #	Applicant	Address	Fee Total	Const. Value
PRBADD26-000	GROUNDED BUILDS BREVARD, LLC	403 BANYAN WAY	$973.75	$75000.00
	Work Description: remove existing back porch and rebuild (same size)			

Total Permits For Type: 1
Total Fees For Type: $973.75
Total Const. Value For Type: $75000.00

Res Building

Permit #	Applicant	Address	Fee Total	Const. Value
PRB26-0017	MARKLE CONSTRUCTION LLC	506 POINSETTIA RD	$2157.50	$280000.00
	Work Description: additions for master bedroom, bathroom, greatroom, and pool cabana			
PRB26-0019	ATLANTIC BUILDING & DEVELOPMENT LLC	306 SECOND AVE	$1127.50	$90000.00
	Work Description: remove metal roof replace with shingles, replace rotten lathe/stucco			

Total Permits For Type: 2
Total Fees For Type: $3285.00
Total Const. Value For Type: $370000.00

Shed

Permit #	Applicant	Address	Fee Total	Const. Value
PSH26-0002	LIGHT, KEVIN	1403 OAK ST	$312.79	$10516.00
	Work Description: 14x10 shed in back of property			
PSH26-0004	GROUNDED BUILDS BREVARD, LLC	403 BANYAN WAY	$512.50	$30000.00
	Work Description: build 10' x 16' shed and block wall			

Total Permits For Type: 2
Total Fees For Type: $825.29
Total Const. Value For Type: $40516.00

Tree

Permit #	Applicant	Address	Fee Total	Const. Value
PTR26-0006	LIGHT, KEVIN	1403 OAK ST	$0.00	$1.00
	Work Description: removal one oak tree and replanting of one oak tree			

Total Permits For Type: 1
Total Fees For Type: $0.00
Total Const. Value For Type: $1.00

Window, Door, and Shutter Permit

Permit #	Applicant	Address	Fee Total	Const. Value
PWS26-0036	Pwd-Orlando Llc	220 FOURTH AVE	$371.78	$16271.00
	Work Description: r/r 8 impact windows size for size			
PWS26-0037	All Pro Garage Doors Inc	1403 OAK ST	$121.00	$3900.00
	Work Description: install 16x7 garage door			
PWS26-0038	Tropical Doors Inc	220 FOURTH AVE	$88.00	$2800.00
	Work Description: replace 16x8 garage door			
PWS26-0039	WALLABY WINDOWS OF BREVARD	401 HIBISCUS TRL	$79.00	$2232.00
	Work Description: r/r two egress windows			

Total Permits For Type: 4
Total Fees For Type: $659.78
Total Const. Value For Type: $25203.00

Grand Total Fees: $46,879.61
Grand Total Permits: 53.00
Grand Total Const. Value: $6054458.25

Monthly Inspection List

DANIEL HUBBARD (CAP)

Record #	Type	Scheduled	Completed	Result
PPL26-0003	Rough Electrical	05/15/2026	05/15/2026	Disapproved
PPL26-0003	Rough Plumbing	05/15/2026	05/15/2026	Disapproved
PRR26-0014	Final	05/15/2026	05/15/2026	Approved
PF26-0018	Final Fence	05/15/2026	05/15/2026	Approved
PRB26-0006	LATH	05/15/2026	05/15/2026	Disapproved
PRB26-0010	Stem Wall Block	05/15/2026	05/15/2026	Approved
PRB26-0010	LINTEL	05/15/2026	05/15/2026	Approved
PM26-0030	Final Mechanical	05/13/2026	05/13/2026	Canceled
PRB26-0013	Underground Plumbing	05/13/2026	05/13/2026	Approved
PRB25-0020	Rough Electrical	05/13/2026	05/13/2026	Approved
PRR26-0014	Dry-In	05/13/2026	05/14/2026	Approved
PM26-0039	Final Mechanical	05/13/2026	05/13/2026	Approved
PM26-0035	Final Mechanical	05/13/2026	05/13/2026	Approved
PWS26-0026	Final Window, Door, & Shutte	05/13/2026	05/13/2026	Approved
PE26-0016	Final Electrical	05/13/2026	05/13/2026	Approved
PRB25-0008	Rough Plumbing	05/13/2026	05/13/2026	Approved
PRB25-0008	Framing	05/13/2026	05/13/2026	Approved
PM26-0034	Final Mechanical	05/13/2026	05/13/2026	Approved
PWS26-0030	In-Progress	05/12/2026	05/15/2026	Approved
PWS26-0026	In-Progress	05/11/2026	05/11/2026	Approved
PM23-0051	Final Mechanical	05/11/2026	05/11/2026	Approved
PWS26-0021	Final Window, Door, & Shutte	05/11/2026	05/11/2026	Approved
PM26-0032	Final Mechanical	05/11/2026	05/11/2026	Approved
PRB26-0011	Footer	05/11/2026	05/11/2026	Approved
PE26-0015	Final Electrical	05/11/2026	05/11/2026	Approved
PM26-0027	Final Mechanical	05/08/2026	05/08/2026	Approved
PRB26-0001	Drywall	05/08/2026	05/08/2026	Approved
PCD26-0002	Final Paver, Concrete, & Dec	05/08/2026	05/08/2026	Approved
PRB26-0009	Screw	05/08/2026	05/08/2026	Approved
PRB26-0010	Footer	05/08/2026	05/08/2026	Approved
PE26-0015	Rough Electrical	05/08/2026	05/08/2026	Approved
PRB26-0009	Rough Plumbing	05/06/2026	05/06/2026	Approved
PRB26-0009	Insulation	05/06/2026	05/06/2026	Approved
PRR26-0013	Final	05/06/2026	05/06/2026	Approved
PRB25-0008	Rough Electrical	05/06/2026	05/06/2026	Approved
PRB25-0008	Rough Mechanical	05/06/2026	05/06/2026	Approved
PRB25-0008	Rough Plumbing	05/06/2026	05/06/2026	Disapproved

PRB26-0016	Final Roof	05/06/2026	05/06/2026	Approved
PCD26-0009	Pre Pour	05/06/2026	05/06/2026	Approved
PRB25-0008	Dry In	05/06/2026	05/06/2026	Approved
PRB26-0010	Density Report	05/05/2026	05/04/2026	Approved
PWS26-0016	Final Window, Door, & Shutte	05/04/2026	05/01/2026	Approved
PPR25-0007	Final Pool Resurface	05/04/2026	05/01/2026	Approved
PE26-0013	Rough Electrical	05/04/2026	05/01/2026	Approved
PE26-0014	Final Electrical	05/01/2026	05/01/2026	Approved
PRR26-0008	Final	05/01/2026	05/01/2026	Approved
PRB26-0009	Underground Plumbing	05/01/2026	05/01/2026	Approved
PRB26-0009	Rough Electrical	05/01/2026	05/01/2026	Approved
PM26-0015	Final Mechanical	04/27/2026	05/18/2026	Approved

Total # of Inspections: 49

Dave Micka (STR inspections)

Record #	Type	Scheduled	Completed	Result
CVR26-0011	Fire Inspection	05/22/2026	05/22/2026	Complied
CVR26-0010	Fire Inspection	05/19/2026	05/19/2026	Complied
CVR26-0007	Fire Inspection	05/04/2026	05/04/2026	Not Complied

Total # of Inspections: 3

engineering services group (3rd party inspector

Record #	Type	Scheduled	Completed	Result
PWS23-0057	Final Window, Door, & Shutte	05/06/2026	05/05/2026	Approved

Total # of Inspections: 1

Florida Municipal Inspections (3rd party inspector)

Record #	Type	Scheduled	Completed	Result
PP26-0004	Final Plumbing	04/23/2026	05/11/2026	Approved
PP26-0004	Rough Plumbing	04/23/2026	05/11/2026	Approved

Total # of Inspections: 2

Freedom Code Compliance (3rd party inspector)

Monthly Inspection List

Record #	Type	Scheduled	Completed	Result
PPL26-0004	Final Pool	05/21/2026	05/20/2026	Approved

Total # of Inspections: 1

Global Analytical Professionals (3rd party inspectors)

Record #	Type	Scheduled	Completed	Result
PRB25-0002	Drywall	06/27/2025	05/29/2026	Approved
PRB25-0002	Insulation	06/24/2025	05/01/2026	Approved
PRB25-0002	Rough Plumbing	06/05/2025	05/01/2026	Approved
PRB25-0002	Framing	05/23/2025	05/01/2026	Approved
PRB25-0002	Rough Mechanical	05/23/2025	05/01/2026	Approved
PRB25-0002	Rough Plumbing	05/23/2025	05/01/2026	Approved
PRB25-0002	Rough Electrical	05/23/2025	05/01/2026	Approved
PRB25-0002	Rough Electrical	05/23/2025	05/29/2026	Approved

Total # of Inspections: 8

JEFFREY PARSONS (CAP)

Record #	Type	Scheduled	Completed	Result
PWS26-0023	Final Window, Door, & Shutte	05/29/2026	05/29/2026	Approved
PCD26-0007	Final Paver, Concrete, & Dec	05/29/2026	05/29/2026	Approved
PP26-0012	FINAL	05/29/2026	05/29/2026	Approved
PWS26-0006	Final Window, Door, & Shutte	05/29/2026	05/29/2026	Approved
PF26-0022	Final Fence	05/29/2026	05/29/2026	Partially Approved
PP26-0018	Plumbing Underground	05/29/2026	05/29/2026	Approved
PP26-0018	Rough Plumbing	05/29/2026	05/29/2026	Approved
PRB26-0013	Rough Plumbing	05/29/2026	05/29/2026	Approved
PM26-0030	Final Mechanical	05/27/2026	05/27/2026	Approved
PM26-0043	Final Mechanical	05/27/2026	05/27/2026	Approved
PRB26-0006	Screw	05/27/2026	05/27/2026	Approved
PM26-0042	Final Mechanical	05/27/2026	05/27/2026	Approved
PRR26-0016	Final	05/27/2026	05/27/2026	Approved
PF25-0036	Final Fence	05/27/2026	05/27/2026	Approved
PM26-0040	Final Mechanical	05/27/2026	05/27/2026	Approved
PE26-0019	Final Electrical	05/27/2026	05/27/2026	Approved
PWS26-0029	Final Window, Door, & Shutte	05/22/2026	05/22/2026	Disapproved
PE26-0019	Final Electrical	05/22/2026	05/22/2026	Disapproved

Monthly Inspection List

PRB26-0001	Framing	05/22/2026	05/22/2026	Approved
PRB26-0015	Underground Plumbing	05/22/2026	05/22/2026	Partially Approved
PRR26-0016	Dry-In	05/22/2026	05/26/2026	Approved
PP26-0014	Rough Plumbing	05/22/2026	05/22/2026	Approved
PP26-0014	Rough Sewer & Water	05/22/2026	05/22/2026	Approved
PP26-0014	Plumbing Underground	05/22/2026	05/22/2026	Approved
PWS26-0029	In-Progress	05/21/2026	05/20/2026	Approved
PP26-0012	Plumbing Underground	05/20/2026	05/20/2026	Approved
PP26-0012	Rough Plumbing	05/20/2026	05/20/2026	Approved
PWS26-0038	Final Window, Door, & Shutte	05/20/2026	05/20/2026	Approved
PPL26-0003	Rough Plumbing	05/20/2026	05/20/2026	Approved
PPL26-0003	Rough Electrical	05/20/2026	05/20/2026	Approved
PWS26-0030	Final Window, Door, & Shutte	05/20/2026	05/20/2026	Approved
PWS26-0034	Final Window, Door, & Shutte	05/20/2026	05/20/2026	Approved
PRB26-0015	Underground Plumbing	05/20/2026	05/20/2026	Disapproved
PRB26-0001	Framing	05/20/2026	05/20/2026	Disapproved
PRB26-0006	Insulation	05/19/2026	05/19/2026	Approved
PRB26-0006	Rough Mechanical	05/19/2026	05/19/2026	Approved
PRB26-0006	Framing	05/19/2026	05/19/2026	Partially Approved
PF26-0015	Final Fence	05/19/2026	05/19/2026	Approved
PP26-0013	Plumbing Underground	05/19/2026	05/19/2026	Approved
PRB26-0015	Underground Electrical	05/19/2026	05/19/2026	Approved
PP26-0015	Final Plumbing	05/19/2026	05/19/2026	Approved
PRB26-0006	Rough Electrical	05/12/2026	05/13/2026	Approved
PRB26-0006	Rough Plumbing	05/12/2026	05/13/2026	Approved
PRB26-0006	Rough Mechanical	05/12/2026	05/13/2026	Disapproved
PWS23-0057	In-Progress	05/01/2026	05/01/2026	Approved

Total # of Inspections: 45

UNIVERSAL ENGINEERING (3rd party inspector)

Record #	Type	Scheduled	Completed	Result
PRB25-0022	Pre Power	05/07/2026	05/06/2026	Approved

Total # of Inspections: 1

Grand Total Inspections: 110

Public Works Activities

May 2026

I would like to start by acknowledging how much my crew appreciates all the kind comments from Commissioners and so very much from our residents. When they are received it just personalizes the relationship that our department shares with our elected officials and residents. Thank you.

May kicked off with our Founders Day event. PW works with the Office Staff in setting up the operations plans. Vendor spots are marked, additional trash receptacles are placed out, and all of the tents and traffic control devices are placed out for the Police Department. Waste Pro always steps up and provides us with two workers that keep the trash receptacles emptied for the entire day.

As always, our activities start each day with my crew (2 persons currently) making rounds of the Town cleaning debris from stormwater outlets, checking all crossovers and parks for trash and noting any special problems.

Activities:

Founders Day

Temporary patch on sinking pavement Pine and Coral - Brevard County has now completed repairs there

2nd Ave. crossover repair broken board

Constructed a seating area and small deck at 4th Ave. crossover

Transported PD vehicle to service shop

Obtained and installed shower curtain upstairs FD showers

Continued turnover decking boards on Town Pier – using side that was facing down

Daily checks of Basin 1 project and walk thorough for final stages

Completed final painting of Old Town Hall exterior

Spoke with resident on Ash and continued to monitor pavement/ working with Brevard County

Mulched and redoing planted areas Town Hall, Community Center and Veterans Flagpole Town Hall

Dealt with very significant parks clean up of tree debris following very strong winds event

Obtained and prepared carpeting for Pineapple Man event

Cleaned stormwater baffle boxes

Began painting of Ocean Park Pavilion

Repaired shower in PW building – located there when facility built – serves as emergency washdown station

Replaced well parts that controls irrigation and play area Ryckman Park

May Regular Town Commission Meeting

Closed Cases

1. 209 First Ave – Closed 5/29/26- Unregistered and advertising, various listing violations. They are now registered and listings up to code.
2. 201 Fourth Ave C – Closed 5/6/26 – Property is not zoned for Short Term Rentals; 4RM. Online listings taken down.
3. 218 Fifth Ave – Closed 5/26/26 – Unregistered and advertising, various listing violations. Online listing taken down.
4. 218 Cherry – Closed 5/08/26 – Unregistered and advertising, various listing violations. Online listing taken down, working towards passing Life Safety Inspection.
5. 401 Hibiscus Trail – Closed 5/14/2026 – Unregistered and advertising. Online listing taken down, working toward passing life safety inspection.
6. 1901 Neptune – Closed 5/15/26 – Palms and yard waste left on town right of way.
7. 311 Ocean Ave – Closed 5/26/26 – Property not zoned for short-term rentals. Grandfathered in by previous manager. Work in progress.
8. 514 Poinsettia – Closed 5/7/26 – Anonymous call; commercial vehicle parked overnight, boats, trailers, equipment left in front of the house. Cannot take anonymous complaints, case left as reference.
9. 504 Shannon – Closed 5/28/26 – Complaint left stating due to foliage and grass being overgrown you could not see around corner. After investigation, it was difficult to see around corner due to bend of the road and stop sign being set so far back from corner. Working with Public Works to move it as far forward as its safely possible.
10. 202 Surf Road – Closed 5/4/26 – Property is not zoned to be a short-term rental. Online listing taken down.

Notes:

- 10 Cases closed in May, 7 Cases opened.
- Any dollar amount on cases in “HOLD” status are fees waiting to be paid.
- This month’s focus is updating/closing cases from before my hire date, as well as getting procedures squared away.

CASES OPENED LAST MONTH FOR TOWN OF MELBOURNE BEACH

Enforcement Number	Location	Category	Status	Origin	Filed Date	Date Closed
ECE26-0452	505 FIRST AVE	Attractive Nuisance	Open - Complaint Received		05/26/2026	
ECE26-0448	218 FIFTH AVE	Short Term Rental Violations	Closed - Complied		05/13/2026	05/26/2026
ECE26-0451	1005 ATLANTIC ST	Turtle Lighting Violations	PENDING - Monitoring Property		05/26/2026	
ECE26-0449	1901 NEPTUNE DR	Lawns - Garbage & Trash	Closed - No Violations Found		05/13/2026	05/15/2026
ECE26-0447	514 POINSETTIA RD	Multiple Violations	Closed - No Violations Found		05/07/2026	05/07/2026
ECE26-0453	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	PENDING - Monitoring Property		05/27/2026	
ECE26-0450	504 SHANNON AVE	Trees and Landscaping	Closed - No Violations Found		05/13/2026	05/28/2026

CASES CLOSED LAST MONTH

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0435	209 FIRST AVE	Short Term Rental Violations	Closed - Complied		04/24/26	05/29/26
ECE26-0433	201 FOURTH AVE C	STR - Violation of Zoning	Closed - Complied		04/24/26	05/06/26
ECE26-0448	218 FIFTH AVE	Short Term Rental Violations	Closed - Complied		05/13/26	05/26/26
ECE26-0432	218 CHERRY DR	Short Term Rental Violations	Closed - Complied		04/22/26	05/08/26
ECE26-0428	401 HIBISCUS TRL	Short Term Rental Violations	Closed - Complied		03/24/26	05/14/26
ECE26-0449	1901 NEPTUNE DR	Lawns - Garbage & Trash	Closed - No Violations Found		05/13/26	05/15/26
ECE26-0440	311 OCEAN AVE	STR - Violation of Zoning	Closed - No Violations Found		04/27/26	05/26/26
ECE26-0447	514 POINSETTIA RD	Multiple Violations	Closed - No Violations Found		05/07/26	05/07/26
ECE26-0450	504 SHANNON AVE	Trees and Landscaping	Closed - No Violations Found		05/13/26	05/28/26
ECE26-0442	202 SURF RD	STR - Violation of Zoning	Closed - Complied		04/27/26	05/04/26

Total # of Enforcements: 10

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE23-0179	204 CHERRY DR	Short Term Rental Violations	OPEN - Magistrate ruled violation(s)	Staff	07/31/23	
ECE23-0201	302 ORANGE ST	Building Permit Violation	OPEN - Magistrate ruled - fines accruing	Staff	11/14/23	
ECE24-0249	209 CHERRY DR	Short Term Rental Violations	PENDING - Monitoring Property	Public - Email	12/05/24	
ECE25-0261	207 FLAMINGO LN	Building Permit Violation	PENDING - Monitoring Property	Public - Phone	01/03/25	
ECE25-0269	409 THIRD AVE	Attractive Nuisance	Open - Court Magistrate	Public - Phone	01/16/25	
ECE25-0342	207 FLAMINGO LN	Fences and Walls	PENDING - Payment	Public - Walk In	04/17/25	
ECE25-0363	205 SURF RD	Short Term Rental Violations	PENDING - Inspection Scheduled	Public - Email	06/16/25	
ECE25-0379	507 MAGNOLIA AVE	Multiple Violations	Open - Notice of Violation Sent	Public - Walk In	06/26/25	
ECE25-0404	408 AVENUE A	Multiple Violations	Open - Notice of Violation Sent	Public - Phone	07/29/25	
ECE25-0407	505 FIRST AVE	Multiple Violations	Open - Notice of Violation Sent		07/30/25	
ECE25-0418	206 CHERRY DR	Multiple Violations	Open - Complaint Received	Public - Phone	09/04/25	
ECE25-0419	401 ATLANTIC ST	Lighting Violations	Open - Notice of Violation Sent	Staff	09/04/25	
ECE25-0420	420 RIVER VIEW LN	Lawns - Overgrowth	Open - Complaint Received	Public - Phone	09/15/25	
ECE25-0422	311 OCEAN AVE	STR - Violation of Zoning	Open - Complaint Received	Public - Web	10/21/25	
ECE25-0424	420 RIVER VIEW LN	Lawns - Overgrowth	Open - Complaint Received	Public - Phone	10/22/25	
ECE26-0429	317 FIRST AVE	Short Term Rental Violations	PENDING - Inspection Scheduled		03/31/26	
ECE26-0434	414 POINSETTIA RD	Short Term Rental Violations	PENDING - Inspection Scheduled		04/24/26	
ECE26-0436	319 THIRD AVE	Short Term Rental Violations	PENDING - Inspection Scheduled		04/24/26	
ECE26-0437	1505 ATLANTIC ST	STR - Violation of Zoning	Open - Complaint Received		04/24/26	

ACTIVE CASES

Enforcement #	Address	Category	Status	Origin	Filed	Closed
ECE26-0438	1103 ATLANTIC ST	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0439	1201 ATLANTIC ST C	STR - Violation of Zoning	PENDING - Monitoring Property		04/24/26	
ECE26-0443	510 BANYAN WAY	Short Term Rental Violations	Open - Notice of Violation Sent		04/28/26	
ECE26-0444	1303 ORANGE ST	Short Term Rental Violations	Open - Complaint Received		04/29/26	
ECE26-0445	304 OAK ST	Short Term Rental Violations	Open - Notice of Violation Sent		04/29/26	
ECE26-0446	200 THIRD AVE 6	STR - Violation of Zoning	Open - Notice of Violation Sent		04/29/26	
ECE26-0451	1005 ATLANTIC ST	Turtle Lighting Violations	PENDING - Monitoring Property		05/26/26	
ECE26-0452	505 FIRST AVE	Attractive Nuisance	Open - Complaint Received		05/26/26	
ECE26-0453	514 POINSETTIA RD	Trailers, Boats, and Recreational Vehicles	PENDING - Monitoring Property		05/27/26	
ECE26-0454	510 BANYAN WAY	Multiple Violations	Open - Complaint Received		06/01/26	

Total # of Enforcements: 29

CERTIFICATES ISSUED

Certificate #	Property Address	Certificate Type	Holder	Status	Issued	Expires	Amount Due
CVR26-0010	209 FIRST AVE	Vacation Rental	KERR, HOWARD, DIANE	Issued	05/26/2026	05/19/2027	$0.00
CVR26-0011	406 HIBISCUS TRL	Vacation Rental	PETERS, ERIC RYAN	Issued	05/27/2026	05/22/2027	$0.00

Total # of Certificates: 2

Total Amount Due: $0.00

CERTIFICATES ON HOLD

Certificate #	Property Address	Certificate Type	Holder	Status	Amount Due
CVR24-0035	302 FIFTH AVE	Vacation Rental	EDILENE, TOBIAZ JOHANSSON	Hold	$0.00
CVR25-0013	401 HIBISCUS TRL	Vacation Rental	ISLAND GIRL GETAWAY LLC	Hold	$0.00
CVR25-0014	387 RIVER VIEW LN	Vacation Rental	JOLOWSKI, ROBERT J.	Hold	$0.00
CVR25-0019	400 AVENUE B	Vacation Rental	KERR, JOHN	Hold	$0.00
CVR25-0021	415 HIBISCUS TRL	Vacation Rental	GOSSELIN, KAYLEE	Hold	$0.00
CVR25-0029	302 FIFTH AVE	Vacation Rental	ARANA, PHILIP	Hold	$0.00
CVR25-0030	218 FIFTH AVE	Vacation Rental	CHAMBLIN, DAVID AND SCHERRIE	Hold	$0.00
CVR25-0036	317 FIRST AVE	Vacation Rental	LESINSKI, ZACH	Hold	$0.00
CVR25-0038	304 OAK ST	Vacation Rental	DAILEY, CHRISTOPHER	Hold	$0.00
CVR26-0003	228 SIXTH AVE	Vacation Rental	WELLENS, DOUGLAS M AND PRUTOW, KELEN	Hold	$0.00
CVR26-0007	312 SECOND AVE	Vacation Rental	HENSEL, VANITA	Hold	$0.00
CVR26-0012	510 BANYAN WAY	Vacation Rental	MCGRATH, JEFFREY	Hold	$0.00
CVR26-0013	311 AVENUE A	Vacation Rental	K5 INVESTMENT GROUP LLC	Hold	$0.00
CVR26-0014	319 THIRD AVE	Vacation Rental	SEVILA, WILLIAM AUSTIN	Hold	$0.00
CVR26-0015	218 CHERRY DR	Vacation Rental	DAVID VOIGT	Hold	$1,150.00

Total # of Certificates: 15

Total Amount Due: $1,150.00

Town of Melbourne Beach

Fire Department

MONTHLY REPORT – June 2026

Incident Response

From May 1st through May 31st, the Melbourne Beach Volunteer Fire Department responded to 7 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 8.

Breakdown:

- 3 Fire/Rescue 911 Calls (paged out)
  - Incident #'s: 64, 66, 67
- 2 Public Service
  - Special event standby # 62 & 63
- 1 EMS Walk-in # 68
- 1 False Call # 65

Notable Incidents

- None

Aid Given or Received

- None

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department continues to actively recruit local men and women who have a desire to serve their community. No prior fire service experience is required, and all necessary training is provided by the Department.

Recruitment efforts this month included participation in the national "Make Me A Firefighter" campaign, participation in the International Association of Fire Chiefs' new "A Hustle Worth Having" campaign, and continued local outreach efforts within the Melbourne Beach community. These campaigns help raise awareness about the need for volunteer firefighters and encourage residents to consider serving in a meaningful and hands-on public safety role.

The Department's Membership Committee will be hosting a 2nd Meet & Greet event on June 18th at 6:00pm for potential new recruits. This type of event provides interested applicants with an opportunity to meet Department members, ask questions, tour the station, and better understand the time commitment, training requirements, and expectations of becoming a volunteer firefighter.

Residents interested in learning more about becoming a volunteer firefighter are encouraged to visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station, located at 507 Ocean Avenue.

Department Membership

- Paid Staff (4):
  - 1 Fire Chief *(Full-Time)*
  - 1 Fire Captain *(Full-Time)* +1
  - 2 Per-Diem Maintenance Technicians
    - 1 at ≤ 24 hours/week
    - 1 fill-in only status
- Volunteer Staff (32):
  - Operations Division:
    - 19 Certified Volunteer Firefighters
      - 5 Officers
      - 4 Driver/Engineers
      - 10 Volunteer Firefighters
    - 6 Support Services Volunteers
    - 1 Probationary Volunteer Member
  - Administrative Division:
    - 1 Safety Officer/Fire Marshal
    - 2 Logistics Staff Members
    - 1 Fire Chaplain
    - 2 Ops Instructors

Notable Events & Updates

Employment of Paid Firefighters (Ongoing Update)

The Fire Department has hired Terry Wooldridge as its first paid Fire Captain. Captain Wooldridge brings extensive leadership, education, and operational experience in the fire service, along with a strong military background. He began work on June 1 and has been assisting Chief Brown with the Department's administrative backlog, including operational planning, documentation, training coordination, and preparation for the Department's transition to a hybrid staffing model. Interviews for the remaining two Fire Captain positions are scheduled for June 23 and 24, with a targeted start date for 24/7 shift coverage beginning July 20.

Once fully implemented, the new Fire Captain positions will ensure that a qualified fire service supervisor is on duty at the station 24 hours a day, 7 days a week. This is a major operational improvement for the Town because it provides consistent leadership, improves daytime readiness, strengthens volunteer coordination, and helps ensure that emergency responses are supervised by trained fire service personnel at all times. Department leadership views the addition of these positions as a significant milestone in the continued evolution, reliability, and long-term sustainability of fire and emergency services in Melbourne Beach.

News Spotlight

Chief Brown recently appeared on WESH 2 News to discuss beach safety and the Town's smart beach life ring stations. This media coverage provided a positive opportunity to highlight the Town's ongoing efforts to improve public safety along the beach and promote awareness of available life-saving equipment.

Vehicle Extrication Training

The Melbourne Beach Volunteer Fire Department recently completed classroom and hands-on training focused on vehicle accident response, extrication, and stabilization. The training was led by in-house volunteer fire instructor Steve Chrepta and gave members an opportunity to practice the skills needed when a vehicle crash involves trapped or injured occupants. These incidents are low-frequency but high-risk, meaning they may not occur every day, but when they do occur, firefighters must be prepared to act quickly and safely.

Melbourne Beach resident Tony Presti, of A&M Auto Salvage, generously donated two vehicles for the Department to use during the training and allowed the exercise to take place on his property in Melbourne. This helped reduce disruption, noise, debris, and cleanup concerns within the Town while still allowing our members to receive realistic hands-on training. During the training, firefighters practiced critical life-saving skills, including the use of hydraulic extrication tools, commonly known as the “Jaws of Life,” as well as stabilization struts used to secure vehicles before rescuers enter or work around them. The Department extends its sincere appreciation to Mr. Presti for coordinating and facilitating this opportunity with Instructor Chrepta and for supporting the continued training and readiness of our Melbourne Beach volunteer firefighters.

Policies and Procedures (Ongoing Update)

Chief Brown, Fire Marshal Micka, and Volunteer P. Shroba have continued working with Lexipol to review and update Fire Department policies and procedures. This project is intended to better align Department operations with current laws, safety standards, liability considerations, and recognized fire service best practices. Written policies are an important part of maintaining a professional and accountable emergency services organization, especially as the Department transitions into a more formal hybrid model that includes both paid and volunteer personnel.

This will be an ongoing process and is expected to take approximately six months to complete. The addition of paid Fire Captains will assist with this project by providing additional operational experience, administrative support, and subject-matter review. Once completed, the updated policies will help improve consistency, reduce risk, clarify expectations for members, and support the Department’s long-term organizational development.

Assistance to Firefighters Grant

Fire Marshal Micka has been working diligently on preparing an Assistance to Firefighters Grant application for structural firefighting gear, commonly referred to as bunker gear, for the Department’s new members. This gear is one of the most important pieces of personal protective equipment issued to a firefighter and is required for safe operations during structure fires, vehicle fires, hazardous conditions, and other high-risk emergency incidents.

The grant application deadline is June 22. If awarded, this grant would help offset the significant cost of properly equipping new firefighters and reduce the financial burden on the Town. Pursuing outside grant funding remains an important strategy for the Department as we continue to improve firefighter safety, operational readiness, and service delivery while being mindful of local budget limitations.

100th Birthday Drive-By Event

Fire Chief Brown, along with Department volunteers, participated in a birthday drive-by celebration for Melbourne Beach resident Bernice Ross, who turned 100 years old on May 7. The Department's new fire engine led the parade, and many members of the community were in attendance to celebrate this special milestone.

While this was not an emergency response, events like this are an important part of maintaining the Department's community-oriented mission. The Melbourne Beach Volunteer Fire Department has always served as more than just an emergency response agency; it is also a visible and trusted part of the community. Participating in events like this helps strengthen relationships with residents, especially longtime members of the community, and reflects the small-town service values that are central to Melbourne Beach. Happy Birthday, Bernice!

Melbourne Beach Storm Ready Sundae Social

As part of the Town of Melbourne Beach's StormReady designation process, the Town will host the Melbourne Beach Storm Ready Sundae Social on July 16 from 6:00 p.m. to 8:00 p.m. This event is designed to help improve community preparedness, communication, and response capabilities during hazardous weather events, including hurricanes, tropical storms, coastal flooding, severe thunderstorms, and other weather-related emergencies.

The event will include an ice cream social sponsored by the Melbourne Beach Volunteer Firefighters Association, along with guest speakers from the National Weather Service and the Brevard Emergency Operations Center. For a coastal community like Melbourne Beach, public preparedness is a critical part of emergency management. The more informed and prepared our residents are before a storm, the better the Town is positioned to reduce risk, protect life and property, and recover more quickly after an event. This meeting will also support the Town's efforts toward StormReady designation, which recognizes communities that take proactive steps to strengthen severe weather preparedness and public warning capabilities.

Brevard County 2026 Hurricane Exercise

Chief Brown attended the Brevard County 2026 Regional Hurricane Exercise at the Emergency Operations Center. This exercise provided a valuable opportunity to practice emergency management coordination with local, county, and regional partners during a simulated major hurricane impacting the area. The scenario included the types of decisions and coordination that would be required before, during, and after a large-scale weather emergency.

For Melbourne Beach, participation in exercises like this is especially important because the Town is a barrier island coastal community with unique risks related to storm surge, flooding, evacuation, re-entry, communications, and post-storm recovery. These exercises help identify strengths, gaps, and areas for improvement before a real emergency occurs. In addition, participation in the exercise earned the Town credit toward its StormReady designation and further demonstrates the Town's commitment to proactive emergency preparedness.

Dispatch Transition to Brevard Unified Communications Center

Chief Brown has been working with multiple County and local officials to help facilitate and prepare for the transition of the Town's dispatching services to the Brevard Unified Communications Center. This transition required significant coordination, including reprogramming pagers and radios, providing additional training to volunteers, updating response procedures, and working through changes in how calls are received, dispatched, and managed.

The transition officially took effect on June 11. Dispatching is one of the most critical parts of the emergency response system because it is the first link between the public and responding emergency personnel. A successful transition helps ensure that emergency calls are processed properly, responders are notified quickly, and units receive accurate information while responding. This project required considerable behind-the-scenes preparation, but it represents an important step in maintaining reliable emergency communications for the residents and visitors of Melbourne Beach.

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Incident List by Address and Unit with Response times (5971)

Start Date: **5/1/2026 0:00:00** | End Date: **5/31/2026 23:59:59**

Count

7

Incident Number	Dispatch Time	Location	Primary Incident Type	Unit Enroute	Unit on Scene
26-62					
ATV 58	05/02/2026 6:44:28	519 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	05/02/2026 6:44:31	05/02/2026 6:44:31
26-63					
ATV 58	05/07/2026 10:52:48	507 OCEAN AV Melbourne Beach Florida 32951	Standby	05/07/2026 10:52:48	05/07/2026 10:52:48
Engine 58	05/07/2026 10:52:48	507 OCEAN AV Melbourne Beach Florida 32951	Standby	05/07/2026 10:52:48	05/07/2026 10:52:48
26-64					
(Station 58)	05/17/2026 14:22:11	SECOND AV @ ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	05/17/2026 14:27:33	
ATV 58	05/17/2026 14:22:11	SECOND AV @ ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	05/17/2026 14:27:33	05/17/2026 14:31:43
Melbourne Beach Fire 1	05/17/2026 14:22:11	SECOND AV @ ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	05/17/2026 14:27:43	
26-65					
District 58	05/18/2026 7:29:44	507 OCEAN AV Melbourne Beach Florida 32951	No Incident Found Upon Arrival / Location Error	05/18/2026 7:29:46	05/18/2026 8:55:00
26-66					
(Station 58)	05/20/2026 18:56:19	307 THIRD AV Melbourne Beach Florida 32951	Cancelled		
26-67					
(Station 58)	05/26/2026 11:24:50	205 SECOND AV Melbourne Beach Florida 32951	Fall	05/26/2026 11:27:47	05/26/2026 11:29:14
Squad 58	05/26/2026 11:24:50	205 SECOND AV Melbourne Beach Florida 32951	Fall	05/26/2026 11:27:47	05/26/2026 11:29:14
26-68					

(Station 58)	05/26/2026 13:40:47	505 OCEAN AV Melbourne Beach Florida 32951	Hemorrhage / Laceration	05/26/2026 13:40:54	05/26/2026 13:40:54
Grand Total					

Incident List by Address and Unit with Response times

Emergency Networking

emergencynetworking.com
#5971

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Personnel Count per Incident Number (5015)

Start Date: **5/1/2026 0:00:00** | End Date: **5/31/2026 23:59:59**

Incident Number	Dispatch Time	Number of Personnel	Location	Primary Incident Type	District	Station
26-62	05/02/2026 6:44:28	3	519 OCEAN AV Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-63	05/07/2026 10:52:48	2	507 OCEAN AV Melbourne Beach Florida 32951	Standby	Town of Melbourne Beach	Fire Station # 58
26-64	05/17/2026 14:22:11	8	SECOND AV @ ATLANTIC ST Melbourne Beach Florida 32951	Citizen Assist / Service Call	Town of Melbourne Beach	Fire Station # 58
26-65	05/18/2026 7:29:44	1	507 OCEAN AV Melbourne Beach Florida 32951	No Incident Found Upon Arrival / Location Error	Town of Melbourne Beach	Fire Station # 58
26-66	05/20/2026 18:56:19	10	307 THIRD AV Melbourne Beach Florida 32951	Cancelled	Town of Melbourne Beach	Fire Station # 58
26-67	05/26/2026 11:24:50	5	205 SECOND AV Melbourne Beach Florida 32951	Fall	Town of Melbourne Beach	Fire Station # 58
26-68	05/26/2026 13:40:47	1	505 OCEAN AV Melbourne Beach Florida 32951	Hemorrhage / Laceration	Town of Melbourne Beach	Fire Station # 58

Personnel Count per Incident Number

Emergency Networking

emergencynetworking.com
#5015

Melbourne Beach Volunteer Fire Department

Melbourne Beach, FL

Response Times (5710)

Start Date: **5/1/2026 0:00:00** | End Date: **5/31/2026 23:59:59**

Record Status

- 2nd Review
- Archive
- Draft
- Export
- Export Error
- In Review
- Needs Attention

Mutual Aid Given or Received

No

Incident Series

All

Turnout time goal (sec)

60

Travel time goal (sec)

180

Response time goal (sec)

240

Incident Count

7

Percent of Runs meeting Turnout Goal

57.14%

Percent of Runs Meeting Travel Time Goal

57.14%

Percent of Runs Meeting Response Time Goal

42.86%

Incident Number	Unit Dispatched Time	Unit EnRoute Time	Unit Arrival Time	Turn Out Time (Alarm - Dispatch)	Travel Time (Unit EnRoute - Unit Arrival)	Response Time (Dispatch - Arrival)	Meets Turnout Goal	Meets Travel Time Goal	Meets Response Goal
⌄ 26-62									
ATV 58	05/02/2026 6:44:28	05/02/2026 6:44:31	05/02/2026 6:44:31	00:03	00:00	00:03	✓	✓	✓
⌄ 26-63									
ATV 58	05/07/2026 10:52:48	05/07/2026 10:52:48	05/07/2026 10:52:48	00:00	00:00	00:00	✓	✓	✓
Engine 58	05/07/2026 10:52:48	05/07/2026 10:52:48	05/07/2026 10:52:48	00:00	00:00	00:00	✓	✓	✓

⌄ 26-64									
(Station 58)	05/17/2026 14:22:11	05/17/2026 14:27:33		05:22					
ATV 58	05/17/2026 14:25:33	05/17/2026 14:27:33	05/17/2026 14:31:43	02:00	04:10	06:10			
Melbourne Beach Fire 1	05/17/2026 14:22:11	05/17/2026 14:27:43		05:32					
⌄ 26-65									
District 58	05/18/2026 7:29:44	05/18/2026 7:29:46	05/18/2026 8:55:00	00:02	85:14	85:16	✓		
⌄ 26-66									
(Station 58)	05/20/2026 18:56:19								
⌄ 26-67									
(Station 58)	05/26/2026 11:24:50	05/26/2026 11:27:47	05/26/2026 11:29:14	02:57	01:27	04:24		✓	
Squad 58	05/26/2026 11:24:50	05/26/2026 11:27:47	05/26/2026 11:29:14	02:57	01:27	04:24		✓	
⌄ 26-68									
(Station 58)	05/26/2026 13:40:47	05/26/2026 13:40:54	05/26/2026 13:40:54	00:07	00:00	00:07	✓	✓	✓

Meets response goal is measured by the time difference between the unit dispatch time and the unit arrival time. The report does not include Incidents that have "Given - Mutual aid", "Given - Automatic aid", or "Given - Other aid" set in the "Aid Given or Received" field by default.

Emergency Networking
emergencynetworking.com
#5710

Melbourne Beach

Melbourne Beach STORM READY Sundae Social

★ PREPAREDNESS WITH A CHERRY ON TOP ★

SEVERE WEATHER & HURRICANE PREPAREDNESS COMMUNITY MEETING

HOSTED BY THE
TOWN OF MELBOURNE BEACH

THURSDAY, JULY 16TH
6:00 PM – 8:00 PM

COMMUNITY LECTURE & ICE CREAM SOCIAL

ICE CREAM SPONSORED AND STAFFED BY THE **MELBOURNE BEACH VOLUNTEER FIREFIGHTERS ASSOCIATION.**

BE INFORMED | MAKE A PLAN | BUILD A KIT | STAY SAFE

TENTATIVE SCHEDULE

6:00pm – 6:15pm:	Ice Cream Social
6:15pm – 6:20pm:	Introductions
6:20pm – 6:45pm:	Presentation by NWS Melbourne
6:45pm – 7:15pm:	Presentation by Brevard EOC
7:15pm – 7:20pm:	5 minute Break
7:20pm – 7:40pm:	Presentation by Town of Melbourne Beach (General Govt., Public Works, Police, & Fire)
7:40pm – 7:50pm:	Presentation by Waste Pro (tentative)
7:50pm – 8:00pm:	Q&A session

Melbourne Beach Police Department
Chief Zander's Monthly Report
Commission Meeting June 17, 2026

This report covers the month of May 2026.

Operations:

Over the past month, the department handled 1,677 calls for service.

Activity:

- 53 Citations/ 305 Written Warnings
- 402 Traffic Stops
- 203 Traffic Enforcement Details
- 1 Traffic Complaint
- 33 Parking Citations
- Speed Compliance percentages over the past month:
    - Atlantic Ave. 70% with 68,082 vehicles recorded
    - Oak St. 94% with 77,596 vehicles recorded
    - Riverside Dr. 90% with 105,411 vehicles recorded

PD News

- Department training: Defensive Tacticcs
- Celebrated Volunteer Sherry and Patti, completed 2 year of service to our Department
- Celebrated CPL. Jim O'Byrne comleted 2 years of service to our Department.
- Attended the Brevard Police Chiefs Association Luncheon
- Attended Brevard Police Testing Meeting
- Celebrated National Police Week
- Attended Patrick Space Force Event for National Police Week
- Attended Space Coast League of Cities Dinner
- Provided Security at 5 Commission Meetings/WorkShops
- Detective N. Earl was selected as the Officer of the Quarter for first quarter 2026
- Volunteers continued Scanning Personnel Files Project
- Attended Founders Day 2026
- The Police Department Volunteers completed:

72 total hours of volunteer service for the month and 342 total hours for the year.

- Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks, mental wellness checks and business engagement and scanning project.

- Have zero vacancies.

CRIME Update:

- 74 House Checks
- 33 Suspicious incident/Person/vehicles reports investigated
- 6 Disturbances Investigated
- 6 arrests- DUI, Traffic, Burglary/Criminal Mishchief/Drugs, Grand Theft (stolen Vehicle)
- 1 Stolen Car- Arrest- out of towners staing at B&B. Male took females car and left without permission. Suspect was located in Melbourne and arrested.
- 1 Cyber Stalking Case- Case is open and ongoing. Subpoenas Issued again
- 1 Burglary (Homeless in a vacant home) Suspect was found in vacant house and arrested on Burglary, criminal mishchief and drug charges.
- Ryckman Criminal Mischiefs from last month- We identified and interviewed juvenile suspects, we know who did it, just don't have the probable cause to make an arrest. Have not had any criminal mishiefs since our investigation and interview of suspects. High School kids who live in Indialantic.
- 3 Beach Patrols

- 4 STR complaints for the month.
  - 05/08/2026-211 Cherry- Parking complaint of vehicle parked blocking sidewalk. Spoke to renter and warning issued. Vehicle was moved without issue.
  - 5/13/2026- 510 Banyan- Complaint that renters are too loud. Spoke to renter they agreed to keep noise down.
  - 5/16/2026- 510 Banyan- Complaint of too many cars in driveway and too loud. Officer arrived and spoke to renter about cars and they would move the cars and keep the noise down.
  - 5/26/2026- 510 Banyan- Complaint of loud music. When officer arrived, we could hear the music. Written warning was issued and noise was turned down.
- All Calls for STR's are reported to Code Enforcement for further follow-up.
- 20 Assist other Law enforcement agencies.

Looking Forward:

- Department Training- Defensive Tactics Training
- Pineapple Man
- Officer Edgar Rivera's Birthday

Town of Melbourne Beach

Town Clerk's Department Monthly Report
June 2026

Public Records Requests – Attached are reports of completed requests in the month of May and open requests at the end of May.

- Received in May – 18
- Received in 2026 – 82
- Completed in May – 16
- Completed in 2026 – 82
- Open/Pending – 20 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

*Records requests from Commissioners are not always included in the Public Records Request data.

Records Management Project/Scanning Project – No update.

Audio Visual Equipment – This project was referred to the Technology Advisory Board for evaluation and recommendations. At the recommendation of TAB member Steve Rodrigo, the Town Clerk, Town Manager, Police Chief, and PW Director met with Indian River Networks President Eric Smith to discuss various needs including management of the AV system.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 2 Town Commission meetings
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 History Center Board meeting
- 1 Technology Advisory Board meeting

Open Requests as of 6/1/2026					
Request #	**Name**	**Description**	**Status**	**Date of Request**	**Paid**
PRR-2025-79	Kari Ross	Chapter 8 of tomb social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her “private” Facebook page, her Mayor of Melboune beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/25 2:28 PM	$0.00
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/25 6:35 PM	$0.00
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/25 9:25 PM	$0.00
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown.	Pending Response From A Commissioner	8/20/25 7:42 PM	$0.00

PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged “risk analysis” or “risk assessments” or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the “risk analysis” and/or “risk assessment/s” referred to in the SAFER grant application.	Time and Materials Estimation	9/5/25 11:07 AM	$0.00
PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/25 3:49 PM	$0.00

PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request. I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law. I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/5/25 12:04 AM	$0.00

PRR-2026-25	Avilane Jane	Specifically, I am requesting any and all records for the last 30 days from the date this request is received, including but not limited to: - Code enforcement or building inspection violations - Property maintenance violations - Unsafe or substandard structure violations - Notices of violation, citations, complaints, or enforcement actions - Case logs, databases, or spreadsheets containing these records For each record, if available, I request the following data fields: - Property address (street, city, state, ZIP) or Parcel # - Case or violation ID - Violation type / description - Date opened - Current status (open/closed/complied/etc.) - Date closed or resolved	Pending Requestor Response	2/23/26 11:49 PM	$0.00

PRR-2026-27	Alison Dennington	All emails to finance, finance clerk, and office email addresses that mention an invoice, invoicing, bill, bills, payment, payment due, account, accounting, or any similar words I don't know the originating email though it would be FLC or FLM or a different name and all invoices ever paid to FLC FLM and date and evidence showing transaction and payment to FLC and separately to FLM since 2010 there will be on each year for FLC but for FLM looks like should be one in 2010, 2012, and 2013-2020 not every year it was spotty – but then in 2020 each year from 2020 to date. Emails back and forth between myself and finance and manage in 2024 after the first late notice and finance saying she wasn't late and that were already about to pay the bill.	Time and Materials Estimation	2/25/26 8:50 PM	$0.00
PRR-2026-31		Please provide all emails and correspondence between Alison Dennington and Attorney Ryan Knight from December. 1, 2025-current.	Preparing for Release	3/5/26 1:05 PM	$65.92

PRR-2026-32	Robert G Morris (Ondra Holdings LLC)	To the Custodian of Public Records, Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request copies of public records related to the following properties: • 502 Colony St, Melbourne Beach, FL • 504 Colony St, Melbourne Beach, FL Specifically, I request any and all records, communications, or materials referencing, discussing, or concerning these properties for the time period covering the past five (5) years from the date of this request. This request includes, but is not limited to: • Emails and email attachments • Email metadata and header information (including sender, recipient(s), CC/BCC fields, date/time stamps, routing information, and attachment file names) • Written complaints or correspondence from residents or third parties • Communications from or to town officials or employees • Internal communications between town staff or departments • Phone logs, call notes, voicemail records, or transcripts of calls • Text messages, messaging app communications,	Pending Department Response	3/6/26 3:05 PM	$289.23
PRR-2026-44		Emails	Pending Department Response	4/3/26 8:21 PM	$0.00
PRR-2026-49	roger newell	fire and police respond to 502 colony street melbourne beach on april 16th approx7:30 pm what was the nature of the call?	Pending Department Response	4/17/26 3:23 PM	$0.00

PRR-2026-66	Jessica Abrahams	I'm reaching out as part of a project with Cocoa Beach to collect compensation data for comparison purposes. We are gathering records on their behalf and would greatly appreciate your help in providing the information listed below. Please send electronic copies via email. If you'd like me to set up a SharePoint folder to use to submit the data, please let me know. •All current class specifications/job descriptions •Most current salary schedule/table for all represented and non-represented classifications. Please include: oExecutives (e.g., City Manager/Administrator) and elected officials oAny approved changes anticipated within the next six months •Current labor agreements/MOUs •Personnel policies or documents outlining PTO accruals for all classifications, including sick leave and vacation accruals, and administrative, bereavement, or other types of paid leave •Most current benefits information, including employer dollar contributions toward monthly premiums for your health, dental, and vision plans oLife and/or AD&D insurance death benefit amounts provided by the employer oShort-term/long-term disability income	Pending Department Response	5/15/26 8:27 PM	$155.77

PRR-2026-70	Mark Zurada Esq.	This is a request for public records made under FPRA and the common law right of access. Please confirm receipt of this message. Kindly send all responsive documents electronically — either by replying directly or emailing the address below. This unique address helps me organize my requests, so please use it exactly as shown: recordrequest+23052.1779440447405@govrecordrequest.com Records requested: Please send the final and compiled bid tabulation (bid tally), including all quantities and unit pricing for each bidder, for 'BREVARD COUNTY FLORIDA BASIN 1 IMPROVEMENTS' that was submitted on 09/10/2025. We specifically request the line-item bid tabulation showing each material, quantity, unit, and unit price for every bidder. If no such line-item tally was created, please provide the full bid submissions from each contractor. A grand total sheet alone is not sufficient to satisfy this request unless it was a lump sum bid. Below is an example of the format we are looking for that the engineer usually creates at the completion of the bid: BIDDER 1BIDDER 2 Item #MaterialQuantityUnitUNIT PRICETOTALUNIT PRICETOTAL	Pending Department Response	5/22/26 6:45 PM	$0.00

PRR-2026-71	Officer Dominic Palmeri	Good Morning, This is Officer Dominic Palmeri #8 with the Indialantic Police Department looking for assistance in obtaining a public records request. I am assisting our Union Representative for our Police Department in attaining public records for the Police Department for our upcoming union contract in which we are collecting the surrounding beachside agency officers' salaries in Brevard. What I am mainly looking for is the last year's earnings (fiscal year 24-25) of all Police personnel employed by the Melbourne Beach Police Department, their years of service and date of hire, how much overtime (OT) each personnel accrued and the total earnings of said OT, and any additional pay incentives (First Responder Pay, Salary incentives, etc.) for each personnel employed by the Melbourne Beach Police Department. If this could be broken down for each member would be a great help! Our next union meeting is June 24th, 2026 and I would like to have this information before then to review and present during negotiations. If you have any questions, feel free to reach out or if there is anything you need from me in regards to this request.	Pending Department Response	5/26/26 12:41 PM	$0.00

PRR-2026-74	Nate Galindo	Job Information oAll available job descriptions at your agency FY26 Salary Information All job classifications including represented, non-represented, elected officials, and executive level employees. oSalary schedules oSalary tables/ranges oSalary grade tables oMust include mapping between job titles and pay grades oEmployment/labor agreements FY26 Incentives and Paid Leave oLabor agreements/MOUs/CBAs oEmployment agreements oPersonnel Policies oEmployee Handbooks oAny other relevant documentation providing details related to PTO, pay allowances, and other related pay and benefits information FY26 Fixed Benefits oEmployer dollar contributions towards monthly family premiums for the most popular health/dental/vision plans oBenefit amounts for employer-paid life insurance, AD&D, short-term disability, and long-term disability	Pending Department Response	5/27/26 8:22 PM	$0.00

PRR-2026-76	Nathan Meloon	(a)Any and all texts regarding town business on any phone, whether personal or town paid, in March 2025. (c)Any and all data from the Town's iPhone 16 currently used by the manager, no matter who the user was.[Since July 1, 2024] Please do not hesitate to reach out with any clarifying questions.	Pending Department Response	6/1/26 2:48 PM	$0.00

Processed Requests Report 2026-05-01 to 2026-06-01				
Request #	**Name**	**Description**	**Date Of Request**	**Date Complete**
PRR-2026-67	Alison Dennington	Sheet showing that Mayor Dennington signed for the mailbox key and key fob that she received	5/15/2026 5:45 PM	5/15/2026 5:50 PM
PRR-2026-62	Joe Balber	Code Violations 3/1/2026-5/5/2026. See attached for more details.	5/6/2026 11:37 AM	5/15/2026 12:30 PM
PRR-2026-60	Anonymous	Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.	5/4/2026 10:03 AM	5/5/2026 1:41 PM
PRR-2026-68	Alison Dennington	coming up on 2 years and these still dont have signed final minutes - consuder this a public records request for the draft minutes AND and signed if they exist but just arent being put out as they should be and for records of any communications related to these minutes (pz july 16, 2024) see screenshot from website as of today	5/18/2026 9:24 AM	5/18/2026 12:25 PM
PRR-2026-65	Lisa Surovec	I am requesting to find out who called and complained about dirt being on the road from the machines going in and out of our backyard from having a pool installed I don't know the date they called but today 5/15/26 is when we were told by our pool company.	5/15/2026 2:04 PM	5/15/2026 2:35 PM
PRR-2026-51	Matthew Sobarzo	Good morning, I am looking for all roofing related permit data from January 2005 thru present day in a CSV (Excel) format. thank you very much for your time!	4/21/2026 8:10 AM	5/15/2026 12:29 PM
PRR-2026-72	James Cole	Please provide the Commission minutes from the January 7, 2026, Special meeting. I have attached the November 21, 2025, minutes as an example	5/26/2026 2:04 PM	5/26/2026 4:34 PM
PRR-2026-50	Nathan Meloon	This is a public records request for all records emails invoices estimates etc related to RSA and any work they did since November 1, 2025. Please note that RSA is a company that appears to have offered the town RSA Security Software as a Service SAAS through a Rush Order 12-2025 Please do not hesitate to reach out with any questions to clarify.	4/20/2026 5:07 PM	5/22/2026 2:03 PM
PRR-2026-63	Joe Balber	Building permit data 3/1/2026-5/5/2026. See attached for the full details.	5/6/2026 11:38 AM	5/15/2026 12:31 PM
PRR-2026-55	Cheryl Madlener	I would like the issued permits for March. Format is included	4/27/2026 2:46 PM	5/15/2026 12:30 PM

Report created 2026-06-11 10:31:05 AM (EDT)

PRR-2026-61	Sukanya R	I am requesting GIS utility map data for the area outlined in red on the Attached file . This information will be overlayed onto our permit drawings and used for construction purposes. ADDRESS: 224 Waterside Dr, Indian Harbour Beach, FL 32937, USA and surrounding area. LAT LONG: 28.168353538463258, -80.60648575131613 and surrounding area.	5/5/2026 3:12 AM	5/5/2026 8:55 AM
PRR-2026-69	Jan Pence	Please provide the copy of the email sent to Town Attorney, Ryan Knight on April 11, from Joanie Shepherd "RE: Urgent: Removal of Confidential Sealed Record Information from Public Meeting Materials". Please also include Ryan Knights response back to Joanie Shepherd. Thanks so much.	5/18/2026 10:56 AM	5/18/2026 12:15 PM
PRR-2026-73	Roger Newell	Permit application that lists any subcontractors for the pool at 506 Colony St.	5/27/2026 2:14 PM	5/27/2026 4:09 PM
PRR-2026-58	Jomer Genite	SmartProcure is submitting a public records request to the Town of Melbourne Beach for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by Town of Melbourne Beach) 7. Email Address 8. Office Address (Address, City, State, Zip)	5/1/2026 12:18 PM	5/1/2026 1:10 PM

PRR-2026-56	Danick Baron	SmartProcure is submitting a public records request to Town of Melbourne Beach for any and all purchasing records from 3/9/2026 to current. The request is limited to readily available records without physically copying, scanning, or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record-keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address 7.If applicable, please include any available department or school identifier such as a location code, organization code, or function code, ship code to help us distinguish records within a consolidated file for the City, County, Township, or School District If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond. As an added security and privacy measure, there will be a unique upload link for any new requests moving forward, including this one. We appreciate your assistance towards this request. You may also attach the information to this email. https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwdzc1a1lBQSZzdD1GTCZvcmc9VG93bk9mTWVsYm91cm5lQmVhY2gmb3JnaWQ9Mzky	4/28/2026 5:28 AM	5/15/2026 2:37 PM

PRR-2026-59	Georgene Wawrzyniak	My house was built in 2010 by Mark Steven Construction. I have blown in insulation in my attic and I am trying to get a mitigation report done and the person says he cannot see the clips or straps due to the insulation. I think I can bypass this by getting a copy of my Co and also the inspection reports that were done along the way on the building since it was new construction. I am unable to remove any of that blown in insulation and I do not want to incur that cost of removing any of it and having it redone. I would appreciate it if you could go through the records and just copy some of the inspection reports and the co that specified that we built our home with all of the hurricane recommendations for that time.	5/1/2026 2:23 PM	5/21/2026 10:54 AM

JUNE 2026 ACTION UPDATE LIST

* NOTE: Shaded areas indicate items that are complete. Once the shaded item has been on the list for a month, it will be hidden, but known by its #. Areas in RED are recent updates.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
1	Commission proclamation for May as foster care month.	RTCM 2/18/2026	RTCM 5/21/2026		Commissioner Terry Cronin	Amber Brown	*Commission wants to proclaim May as Foster Care Month. * Template has been provided for May meeting.
2	Resident wants town to send a letter to Florida Power & Light to approve the removal of a power line above a pool to being built at his residence.	RTCM 2/18/2026	RTCM 5/21/2026		Resident David Drake	Marie Smith and Tom Davis	* Drake had a petition signed by neighbors to remove power line and light. Tom to validate it includes all neighbors impacted (Commission indicated if there is no concern, they would support a letter to have th line removed). * Davis and Smith met with Drake and is worked with FPL to get estimate to remove the wire, which Drake will pay. * Estimate cost was provided by FPL and Smith sent Building Department to look at sight to ensure there are no other issues (Building Official is to write an email stating no issues). * Item is slated to go to May Commission meeting for approval. * Commission approved town manager to send letter to FPL providing approval to remove light and wire adjacent to Mr. Drake's home. * Town manager sent letter to FPL and FPL is waiting for payment from Mr. Drake.
3	Research and write an RFP for firms to provide non-ad valorem assessment funding and services.	RTCM 2/18/2026	ASAP		Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have undertaking such assessment. * Knight to write draft and review final RFP. * RFP has been released and due June 5, 2026.
4	Research and write an RFP for grant writing services and management.	RTCM 2/18/2026	ASAP		Commissioner Tim Reed	Marie Smith and Ryan Knight	* Smith to research and reach out to other cities that have written RFPs for grant writers. * Smith reached out to Indialatinc and Satellite Beach. * RFP has been released and due June 5, 2026.
5	Prepare an annual budget schedule by month	RTCM 2/18/2026	RTCM 3/18/2026	RTCM 3/18/2026	Commissioner Terry Cronin	Marie Smith	* Commissioners want a graphic showing the timing of the steps in the annual budget cycle by month with a list of task to perform. * Graphc completed and provided during March RTCM.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
6	Address the employee negative work survey and provide updates	RTCM 2/18/2026	ASAP		All Commission	Marie Smith	* Smith has researched a number of training providers and gotten a few quotes to get a sense of the scope and cost of such services. * Smith requested at the 4/15/26 RTCM $10K for initial team building - approved by Commission. * Smith is procuring trainer for May/June. * Trainer has been selected and training for all staff will occur on June 16, 2026.
7	Research and update the town land development codes to look at artificial turf as impervious surface area	RTCM 2/18/2026	ASAP		All Commission (vote)	Ryan Knight and Marie Smith	* Knight to research and look at legislation passed last year where the Florida Dept. of Environment specified requirement for artificual turf and materials under the turf. * Knight opined on June 8, 2026 that while the Town cannot prevent green synthetic turf from being installed, it can ensure that the turf installation complies with stormwater management and water quality. The new rule for synthetic turf is attached in Sheet2. Knight will discuss in further detail at the June RTCM meeting.
8	Confirm if the 3 new fire fighters' salaries are offset by the sale of the fire truck. Also provide the dollar amouth of lapse for the three firefighters that have not been filled to date.	RTCM 2/18/2026	ASAP	4/27/2026	Commissioner Tim Reed	Jennifer Kerr	* The three fire fighters' costs (if they are hired by June 2026) will be **$147, 675** (includes salary, benefits, taxes and retirement). Revenue for this item comes from the sale of the fire truck ($112,500) and transfer in from Fund 172 ($50,000), which totals **$162,500**. **This will leave a positive balance of $14, 825.**
9	Resident concerned about flooding down her street.	RTCM 3/18/26	ASAP		Kate Wilburn	Marie Smith and Tom Davis	* Smith and Davis to set up meeting with Wilburn on site. * Davis will put up a sign to slow traffic at that turn. * Smith looked for SWM plan (2017) and will need to have it updated to determine best solutions and funding strategy. * Public Works put up a traffic slowing sign near Wilburn's house.
10	Research on new legislation passage that may impact local government	RTCM 3/18/26	ASAP		Mayor Alison Dennington	Marie Smith	* Mayor to provide bill information to Smith for (1) short/long term rentals (2) kids drowning (3) derelic vessels and (4) e-bike/scooter regulations.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
11	Address putrid smell in dumpster near 1st street beach access.	RTCM 3/18/26	ASAP	3/20/2026	Mayor Alison Dennington	Tom Davis	* Davis and staff went to site and saw raw sewage spill, which they wrote up. Brought in town manager and talked to business owner about spill (which they were getting a plumber to fix that morning) and closing the dumpster lid (owner agreed to do so).
12	Vision impaired resident wants town to have audible signal at crossings at A1A and Oak.	RTCM 3/18/26	ASAP		Resident Lori Adler	Marie Smith and Tom Davis	* Smith and Davis conducted site visit to better understand the issue and what can be done. * Davis cotacted county (who handles maintenance for FDOT) to see if they can speed the process along. * Commissioner Reed contacted FDOT who says they will get back with him. * FDOT confirmed through Commissioner Reed that the contract has been updated through a supplemental agreement (SA) to include the 665 1 12 Pedestrian Detector Accessible pay item. This modification will address constituent's request, and the pedestrian push buttons at the intersection will include audible messages as part of the installation. FDOT is updating project flyer and then their website to include that information.
13	Set up workshop for budget	RTCM 3/18/26	WS 4/1/26	WS 5/12/26	Commissioner Tim Reed	Marie Smith and Amber Brown	* Workshop orignially set up for 4/1/26, but was cancelled due to Artemis II flight. * Workshop rescheduled for 5/12/26.
14	Set up workshop for Basin 10	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Commissioner Tim Reed	Marie Smith and Amber Brown	* Contract requires that Haley Ward conducts a public meeting on the findings. * Meeting completed on May 6, 2026.
15	Set up two special meetings for fire department issues	RTCM 4/15/2026	WS 5/6/2026	WS 5/6/2026	Fire Chief Gavin Brown	Marie Smith and Amber Brown	* two separate fire department issues (1) dispatch to transfer to county and (2) retirement plan for new fire fighters.
16	Get approval from City of Melbourne to paint fire hydrants for the 4th of July	RTCM 4/15/2026	ASAP	4/27/2026	Parks Board Jeanette Soucey	Marie Smith	* Smith reached out to Melbourne, but no response yet. * If Melbourne says "yes", town is to advertise on website/ social media. * Received email from Melbourne town manager who declined the request - notified parks board.
17	Create ongoing actions list	RTCM 4/15/2026	RTCM 5/21/26	RTCM 5/21/26	Commissioner Tim Reed	Marie Smith	* Smith creating list for next meeting.
18	New employee satisfaction survey	RTCM 4/15/2026	RTCM 4/2027	RTCM 4/2027	Commissioner Tim Reed	Marie Smith	* To be conducted next year.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
19	Add a second weekly yoga class for the park	RTCM 4/15/2026	May-26	5/1/2026	All Commission (vote)	Marie Smith	* Smith contacted the yoga instructor and she agreed to teach a second yoga class - she will start in May. * Yoga instructor is updating flyers/ finance is updating service terms.
20	Follow up with insurance from damages from car that took out street signs/ create policy/procedures on filing insurance reports	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith, Jenny Kerr and Chief Zander	* Smith spoke with Kerr and she files insurance claims. She will get information from Chief Zander and file the claim. * Kerr spoke with town insurance and damages are less than the deductable, so town filed with driver's insurance (State Farm). * Kerr and Smith to write policy/procedures.
21	Address building department possible shortfall for FY26 and revise policy/ fee schedule	RTCM 4/15/2026	ASAP	ASAP	Commissioner Tim Reed	Marie Smith and Building Department	* Smith reached out to Building official to revise the building fees schedule in lieu of recently signed legislation in March 2026. * New state legislation will modify how fees are calculated. Building Official with CAP addressed Commission during Budget Workshop on May 12, 2026. * Building official will take back comments from Commission meeting and will craft a new fee schedule.
22	Conduct background process to bring an updated resolution to the Commission to increase the town's stormwater fee	WS 5/12/2026	RTCM July 2026	RTCM 5/21/2026	Full Commission	Marie Smith and Jennifer Kerr	* Preparing resolution to increase the town's stormwater fee includes having a consultant conduct a rate study first, notifying all residents and then adjust the fee to meet the intended budget for stormwater improvements. * Smith researching towns that have recently adjusted stormwater fees to see if we can "piggyback" on the contract. * Finance Director Kerr contacted Brevard County and confirmed that the Town can increase its stormwater fee based on the Consumer Price Index (CPI) without a rate study. * Valerie Citta, Natural Resources Management Department (NRMD)/ Stormwater Program Support Specialist/ Environmental Management Section – Stormwater Program provided information at the Regular Commission Town Meeting and Commissioners unanimously voted to approve the increase. * Town Manager and Finance Director will work with Citta to ensure the appropriate process is followed to get the stormwater fee increase confirmed.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
23	Prepare Commission Workshop for Basin 10 Follow-up with Haley Ward including (1) Costs for next steps, (2) Engineering and costs to create swales (3) Plan for swales in Basin 10/ prioritization of where swales should be created.	RTCM 5/21/2026	RTCM 6/17/2026		Commissioner Tim Reed	Marie Smith and Tom Davis	* Davis has contacted Haley Ward who will be able to present at a Commission Workshop on 6/10/2026.
24	Research swale programs in other towns and determine what was their success rate.	RTCM 5/21/2026			Commissioner Sherri Quarrie	Marie Smith	* Smith has begun research and has spoken to Leslie Maloney with the Environmental Advisory Board to see if they have information on successful swale programs in other areas in Florida.
25	Update on FEMA grant for hurricane Irma - when will the town be receiving the funding and how can we expedite the process?	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith, Jennifer Kerr and Terry Cronin	* Kerr to follow up with FEMA to provide update. * Vice Mayor Cronin to write letter to Congressman Mike Haridopolos to contact FEMA about the grant. * On 05/20/2026 FEMA responded that they were reviewing all documents submitted by the Town. Kerr has reached out to the FEMA project manager to see what the status is to date.
26	Police Department to confirm if the town has cameras outside the bathrooms in Ryckman Park with sound.	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith and Chief Zander	* Police do have cameras outside the bathrooms at Ryckman and Ocean Parks. Almost all cameras have the ability to record noise/sound/talking, however due to privacy of people's conversations we leave them off.
27	Clean out French drains in Basin 10	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Tom Davis	* Public works has cleaned out drains in Basin 10.
28	Work with Parks Board on the painting of the cabanas at Ocean Park for the 4th of July.	RTCM 5/21/2026	7/4/2026		Full Commission	Marie Smith and Tom Davis	* Public works has painted the cabanas in Ocean Park white so that Parks Board has a clean slate for artist to paint cabanas. * Smith and Sean Hasner to join the Parks Board to select artist to paint the cabanas.
29	Attention to blue vases in Bicentennial Park - new planting and clean-up needed.	RTCM 5/21/2026	RTCM 6/17/2026	6/2/2026	Full Commission	Tom Davis	* Public works has planted white and red vincas and has done a general clean-up of the park.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
30	Public works to coordinate with girl scouts for their pet picture day during the Back-to-School event on August 7, 2026.	RTCM 5/21/2026	8/7/2026		Full Commission	Tom Davis	* Public works has coordinated with Parks Board and has arranged for set up for the event.
31	Provide more details on closed cases for short-term rentals - needs to have a brief description/reason why case was closed (such as zoning violation)	RTCM 5/21/2026	RTCM 6/17/2026		Mayor Alison Dennington	Jacob Lopez	* Lopez will add more details on report for next RTCM.
32	Question: when do owner-occupied short-term rentals expire? Commission would like to see those listed on the website and communications sent out.	RTCM 5/21/2026	RTCM 6/17/2026	6/8/2026	Full Commission	Ryan Knight and Jacob Lopez	* Knight to research when owner-occupied short-term rentals expire and will advise. *Knight opined that the owner occupied exemption was removed by ordinance 2024-05 on February 19, 2025. There was a grandfathering provision for occupancy restrictions that expired February 19, 2026.
33	Write procedures for closing cases (include the special magistrate's input on appeals and procedures)	RTCM 5/21/2026			Full Commission	Marie Smith, Ryan Knight and Jacob Lopez	* Setting up meeting with Code Enforcement, Town Attorney and Town Manager to discuss how to move forward with this request.
34	Add response time colum/data to fire report.	RTCM 5/21/2026	RTCM 6/17/2026		Mayor Alison Dennington	Chief Brown	* Chief Brown will add response time data to his reports going forward.
35	Update on the digitization of records - specifically to see if the Tech Board can help scan records.	RTCM 5/21/2026	RTCM 6/17/2026	6/8/2026	Full Commission	Ryan Knight	* Knight to research what it would take to allow tech board members to help digitize/scan town records. * Knight opined that Tech Board members can assist with digitization of records. The process for them to digitize the records should be the same process the police department uses to scan in records, i.e., training should be provided and a log of the records scanned would need to be created.
36	Hiring a contractor to help with public records requests.	RTCM 5/21/2026	RTCM 6/17/2026		Full Commission	Marie Smith and Cyd Jones	* Smith will look into contractor to help with PRRs and PRR technical policy writing.

#	ITEM	OPENED	DUE DATE	CLOSED	REQUESTOR	ASSIGNED TO	DIRECTION/NOTES
37	Publish meeting minutes for Commission meetings - have not been updated since December 2025.	RTCM 5/21/2026			Mayor Alison Dennington	Marie Smith and Cyd Jones	* Smith will look into hiring a contractor to assist with transcription services - the town executed a transcription service agreement in June 2024. * Transcription service provider used in 2024-2025 is available and service contract is being updated/presented to Commission for approval.

62-308.100 Synthetic Turf.

(1) Scope.

(a) “Synthetic turf” is defined by s. 125.572(1), F.S.

(b) Pursuant to s. 125.572, F.S., this rule establishes minimum standards for the installation of synthetic turf on single-family residential properties of 1 acre or less in size. Pursuant to s. 125.572(3), F.S., local governments may not regulate synthetic turf in a manner inconsistent with these minimum standards. This rule does not establish nor require any new department-issued permit or authorization for the installation of synthetic turf,

(c) These standards do not modify the property rights of any entity, including any fee simple interests or any less-than-fee interests, such as easements or rights of way.

(2) Material type.

(a) Synthetic turf, including backing material and infill, must not contain heavy metals or intentionally added per- and polyfluoroalkyl substances.

(b) Synthetic turf, including backing materials and infill, must be disposable under normal conditions at any Chapter 62-701, F.A.C., Florida permitted landfill.

(c) Infill material, if used, shall only be clean silica sand, rock, shell, or other natural material, except that coated silica sand may be used provided that any coating used is non-toxic and meets the requirements described in paragraphs (2)(a) and (2)(b). Rubber or any other synthetic infill material is allowed only within the footprint of playground equipment and must also meet the requirements described in paragraphs (2)(a) and (2)(b). Installation shall be designed to prevent washing away of any infill material off the residential property.

(d) Subgrade shall be composed of natural materials, such as crushed rock, or crushed concrete that meets the permeability requirements of this rule. Subgrade materials shall be washed prior to installation to prevent fines from binding.

(3) Color. Green synthetic turf shall be allowed.

(4) Permeability.

(a) Synthetic turf must be permeable and affixed to permeable backing with a pervious subgrade. A local government may establish a quantifiable standard of a maximum of 10 inches per hour for all layers.

(b) Synthetic turf must be installed over a subgrade prepared for positive drainage and evenly graded porous material.

(c) Soil beneath installed subgrade shall not be compacted to the extent that it adversely impacts percolation through the soil.

(5) Stormwater management.

(a) Installation of synthetic turf must be designed and installed to prevent pooling or an increase in the stormwater runoff volume, direction, or rates to adjacent properties and, where possible, runoff shall be directed to on-site pervious areas.

(b) Installation of synthetic turf must not alter the permitted stormwater management system as designed and shall not be installed within a swale, ditch, stormwater pond, or a stormwater pond’s littoral zone.

(6) Potable water conservation.

(a) In-ground irrigation systems cannot be used to irrigate synthetic turf areas.
(b) If any in-ground system is already installed, a local government may require that irrigation heads be removed and pipe capped.
(7) Water quality.
(a) Synthetic turf shall not cause or contribute to violations of state water quality standards.
(b) Buffer zones around natural or man-made waterbodies may be established to protect against erosion and reduce pollution provided that such buffer for synthetic turf is no greater or restrictive than what is applicable to natural turf. Where no buffer zone has been established, synthetic turf shall be installed no closer than 10 feet from a natural or man-made waterbody as measured from the applicable ordinary or mean high water line except where there is a physical barrier between the synthetic turf and the waterbody (such as, but not limited to, a seawall or bulkhead).
(8) Proximity to trees and other vegetation.
(a) Installation of synthetic turf cannot compromise the health of nearby trees, including damage to tree roots, other than those identified as a noxious weed as defined in Chapter 581, F.S.
(b) Synthetic turf shall not be installed inside tree drip lines, whether on the property or adjacent properties, unless the tree is a noxious weed as defined by Chapter 581, F.S., or unless a certified arborist, using site specific information and best professional judgment, certifies that installation within that drip line would not be harmful to the tree.
(9) Other factors impacting environmental conditions of adjacent properties.
(a) Synthetic turf shall be installed according to manufacturer's specifications.
(b) Synthetic turf shall be anchored at all edges and seams that, at a minimum, will withstand the effects of wind or flooding.
(c) If installed, synthetic turf must provide for access to the septic tank for routine pumpout.
(d) If installed, synthetic turf shall be installed landward of any dune system and shall not be used to replace any existing dune vegetation.
Rulemaking Authority 125.572 FS. Law Implemented 125.572 FS. History–New 5-19-26.