



City of Melbourne, Florida City Council Agenda

City Hall Council Chamber
900 E. Strawbridge Avenue
Melbourne, FL 32901

June 9, 2026, 6:30 PM

This meeting shall adjourn by 11:00 p.m. Extension of the meeting beyond 11:00 p.m. shall only be authorized by a majority vote of City Council.

In accordance with Council policy, the roll call vote rotates each meeting. During this meeting, the vote will be Districts Four through Three except that the Mayor will vote last as provided by City Code and the Vice Mayor will vote second to last.

A. OPENING

1. **Invocation** - Council Member Mimi Hanley
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Proclamations and Presentations**
 - a. Presentation of Volunteer Milestone of Service Award - Thomas Saam, 20 Years of Service, Code Enforcement Board
 - b. Proclamation declaring June 2026 as "Faith, Family and Responsible Fatherhood Month"
5. **Approval of Minutes** - May 26, 2026 Regular Meeting
6. **City Manager's Report**
7. **Public Comments**

B. UNFINISHED BUSINESS

8. **Ordinance No. 2026-24, Certificate of Engineering Construction Completion:** (Second Reading/Public Hearing) An ordinance amending City Code Chapter 50, Article III; Appendix B, Article IX; and Appendix D, Chapter 3, Chapter 8, Chapter 9, and Chapter 10, related to referencing "Certificate of Engineering Construction Completion" in multiple sections of City Code (Applicant - City of Melbourne) (P&Z Board - 5/7/2026) (First Reading - 5/26/2026)
9. **Ordinance No. 2026-25:** (Second Reading/Public Hearing) An ordinance proposing a referendum item for a charter amendment to Section 8.04 of

the City Charter, authorizing City Council to delegate the duties of the Zoning Board of Adjustment to the Planning and Zoning Board. (First Reading - 5/26/2026)

C. NEW BUSINESS

10. Work Order No. 26-01 to the contract for Asphalt and Milling Annual Resurfacing Program for the Longwood Subdivision Road Resurfacing and Restoration, Project No. 64324, V.A. Paving, Inc., Cocoa, FL - \$1,800,000.
11. **CONSENT AGENDA:**
 - a. Purchase of playground equipment and turf surfacing for Southwest Park, Project No. 70126, Playmore West, Inc., Fort Myers, FL - \$397,137.40.
 - b. Fifth Amendment to the Purchase Agreement for Temporary Staffing Services, AUE Temporary Staffing, Inc., Melbourne, FL - annual estimated cost of \$1,050,000.
 - c. Application (Request for Inclusion) to the Florida Department of Environmental Protection, Bureau of Water Facilities Funding under the State Revolving Fund for Grant Street Water Reclamation Facility Improvements.
 - d. **Resolution No. 4419:** A resolution calling for a general municipal election to be held November 3, 2026; electing three Council Members, one each from Districts Two, Four and Six; calling for a special run-off municipal election in the event of a tie between two candidates for any seat; calling for a referendum to be held on the same date in accordance with Ordinance No. 2026-25; providing that the resolution shall serve as the city's notice of election required by Section 22-3 of the City Code; and authorizing the City Clerk to coordinate with the Brevard County Supervisor of Elections to conduct the election.
12. **ITEMS REMOVED FROM THE CONSENT AGENDA**
13. **Ordinance No. 2026-26, Zoning Text Amendment CB-OZ Extension Request:** (First Reading/Public Hearing) An ordinance amending City Code, Appendix B, Article V, Section 3(B) Central Business Overlay Zone, extending the zone for 4.25 acres. (Applicant - Kelly Delmonico, Land Development Strategies) (P&Z Board - 5/21/2026)
14. Community Development Block Grant (CDBG) Fiscal Year 2026-2027 Annual Action Plan. (Public Hearing)

15. HOME Investment Partnership Program (HOME) Fiscal Year 2026-2027 Annual Action Plan. (Public Hearing)
16. **Resolution No. 4420:** A resolution adopting second quarter budget recommendations for the City's Fiscal Year 2025-2026 budget.
17. Discussion of the proposed property tax constitutional amendment.
18. Discussion of City of Melbourne Fiscal Year 2026-2027 budget.
19. Consideration of the City's proposed 2026-2027 Federal Legislative Priorities.
20. Travel authorization to attend the Melbourne Regional Chamber of Commerce's 2026 Community Leadership Retreat, September 10-12, 2026 in Jupiter, FL and making a finding that the event serves a valid public purpose.
21. Board Appointments
 - a. Beautification and Energy Efficiency Board
 - b. Historic and Architectural Review Board
 - c. Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee

D. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

E. ADJOURNMENT

Mayor Paul Alfrey and Council Members Mark LaRusso and David Neuman, as members of the Airport Authority Board, may discuss Airport Authority issues, which may subsequently be addressed by the Airport Authority.

Council Members Marcus Smith, Mark LaRusso, Mimi Hanley, Vice Mayor Julie Kennedy (alternate) and David Neuman (second alternate), as members of the Space Coast Transportation Planning Organization (SCTPO), may discuss SCTPO issues, which may subsequently be addressed by the SCTPO.

Pursuant to 286.0105, Florida Statutes, the City hereby advises the public that if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearing, he will need a record of the proceedings, and that for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant

evidence, nor does it authorize challenges or appeals not otherwise allowed by law. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office (321-608-7220) at least 48 hours prior to the meeting.

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A regular meeting of the City Council was held in the City Council Chamber, 900 East Strawbridge Avenue, and was called to order at 6:30 p.m. by Mayor Paul Alfrey.

A. OPENING

1. The invocation was given by Vice Mayor Julie Kennedy.
2. Pledge of Allegiance
3. Roll Call

Present:

Paul Alfrey	Mayor
Julie Kennedy	Vice Mayor
Marcus Smith	Council Member, District 1
Mark LaRusso	Council Member, District 2
David Neuman	Council Member, District 3
Rachael Bassett	Council Member, District 4
Mimi Hanley	Council Member, District 5
Jenni Lamb	City Manager
Joan Junkala-Brown	Deputy City Manager
Adam Conley	City Attorney
Kevin McKeown	City Clerk
Justice Stevens	Assistant City Clerk
Rebecca Thibert	Assistant to the City Manager

4. Proclamations and Presentations

Employees who reached a milestone of service during the month of May 2026 were invited to the Council meeting to accept their service pin and gift card. Natasha Saunders, Fire Operations (20 years) and Michael Demartino, Utilities Operations (20 years) attended the meeting and were recognized by the Mayor and City Council and City Manager.

5. Approval of Minutes – May 12, 2026 Regular Meeting

Moved by Smith/Bassett for approval. Motion carried unanimously.

6. City Manager's Report

City Manager Jenni Lamb reported that the gymnasium and multi-purpose room at the Joseph N. Davis Community Center will re-open next Monday. Additionally, she asked that Council provide her with any additions to the city's

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legislative priorities. Finally, the Florida Department of Transportation (FDOT) has reached out to the city again regarding rail crossing eliminations through the city. She stated that the city has already gone through this exercise and that she would be providing FDOT with the past list that was previously considered by City Council and keeping Council Members posted on additional progress.

7. Public Comments

Jomon Lukose, 2903 S. Harbor City Boulevard, provide Council with an update on the efforts of the Marathon gas station on U.S. 1 to find funding to allow for the left turn into their business and that according to store records, diesel sales have been down since the installation of FDOT's roadway improvements.

Mrs. Lamb stated that the Space Coast Transportation Planning Organization is still exploring opportunities for funding and that the city is keeping that line of communication open.

B. UNFINISHED BUSINESS

8. **Ordinance No. 2026-22, Mayfair Community Development District Contraction:** (Second Reading/Public Hearing) An ordinance amending City Code, Chapter 20, Article IX, Section 20-289 and Section 20-291, regarding a contraction to the jurisdictional boundaries of the Mayfair Community Development District. (Applicant/Representative - Mayfair Community Development District) (P&Z Board - 4/16/2026) (First Reading - 5/12/2026)

City Attorney Adam Conley read the ordinance by its title. There were no disclosures by Council. The Mayor opened the public hearing.

Ginger Ward, representing the applicant, was available for questions.

Moved by Neuman/Smith for approval of Ordinance No. 2026-22 based upon the findings contained in the Planning & Zoning Board memorandum. The roll call vote was:

Aye: Neuman, Bassett, Hanley, Smith, LaRusso, Kennedy and Alfrey

Motion carried unanimously.

9. **Ordinance No. 2026-23, Modifications to Affordable Housing Development:** (Second Reading/Public Hearing) An ordinance amending City Code, Appendix B, Article V, Section 4, Affordable Housing Development, to be consistent with the definition of affordable housing and application of such to Live Local Act projects as defined within Florida Statutes. (P&Z Board 4/16/2026) (First Reading - 5/12/2026)

Attorney Conley read the ordinance by its title. The Mayor opened the public hearing. There were no comments from the audience.

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Moved by Neuman/Bassett for approval of Ordinance No. 2026-23 based upon the findings contained in the Planning & Zoning Board memorandum. The roll call vote was:

Aye: Neuman, Bassett, Hanley, Smith, LaRusso, Kennedy and Alfrey

Motion carried unanimously.

C. NEW BUSINESS

10. Contract for Professional Engineering Services for Pavement Management, Project No. 68124, Michael Baker International, Inc., Jacksonville, FL - \$364,423.26.

Assistant City Engineer Dani Straub reported that the process to select a consultant for the professional services to provide a full pavement assessment and management plan began on December 12, 2025 with a public advertisement requesting qualifications from interested professional consulting firms. On March 10, 2026, City Council authorized the City Manager to negotiate Professional Engineering Services with Michael Baker International, Inc., of Jacksonville, FL.

The scope of services includes general and specialty services to inventory roadways, assess roadway conditions, categorize those conditions and provide a prioritized list of roadways for resurfacing and maintenance. The collection and analysis of this information allows the city to manage the resurfacing of the city-maintained roadway system in a manner that extends its service life, minimizes long-term maintenance costs, reduces untimely repairs and appropriately plan and budget for future roadway maintenance operations. The scope of services also provides for optional tasks such as LiDAR data collection for sidewalks, inlets, curb ramps, valves and manholes; however, the city will not be utilizing the last two optional tasks noted as "Phase 4 - LiDAR Valves Extraction (optional)" or "Phase 4 - LiDAR Manhole Extraction (optional)". Therefore, these tasks are not included in the total contract price. Should the city wish to employ these optional tasks at a later date, staff would return to City Council for approval.

Discussion took place on the new technology that is available as opposed to when the last study was conducted approximately ten years ago; the process involved in the collection and analysis of the conditions of the roadway; and the impact that the budget adjustment has on the overall pavement management plan.

Moved by Hanley/Bassett for approval of a Professional Engineering Services Contract for Pavement Management, Project No. 68124, Michael Baker International, Inc., Jacksonville, FL - \$364,423.26. Motion carried. Council Members David Neuman and Mark LaRusso and Mayor Alfrey voted nay.

11. **CONSENT AGENDA:**

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- a. Purchase of Panasonic Toughbooks for the Police Department, Law and Order Technology LLC, Boynton Beach, FL - \$180,038.39.
- b. Authorization to negotiate a software purchase and license agreement for public works and utility asset management software with Trimble, Inc., Westminster, CO, Project No. 34522.
- c. Purchase of replacement chiller system for Melbourne City Hall, Project No. 10525, Air Mechanical & Service Corp., Casselberry, FL - estimated amount of \$298,622.
- d. Continuing Contract for Professional Engineering Services for the Facilities Condition Assessment and Master Plan to Kimley Horn & Associates, Inc., Vero Beach, FL.
- e. Renewal of Professional Services Contract for Stormwater Conveyance Inventory and Evaluation with RES Florida Consulting, LLC formerly known as E Sciences, Inc., Orlando, FL.

Moved by Kennedy/Alfrey for approval of the consent agenda. Motion carried unanimously.

12. **ITEMS REMOVED FROM THE CONSENT AGENDA**

13. Opioid settlement funds.

- a. **Resolution No. 4417:** A resolution to appropriate \$350,000 in opioid settlement funds for expenditure to Recovery Connections.
- b. Contract award for use of opioid settlement funds for peer recovery support services, Recovery Connections of Central Florida, Inc., Lake Mary, FL - \$350,000.

Assistant to the City Manager Rebecca Thibert reported that on August 26, 2025, staff sought direction from City Council on how to expend opioid settlement proceeds (OSP) received by the City of Melbourne. Council authorized staff to provide a direct allocation to the Police and Fire Departments and publish a Request for Applications (RFA) to solicit proposals from agencies providing eligible programs and services for the purposes of opioid abatement strategies.

At the February 10, 2026 regular Council meeting, the City Manager advised Council that staff met with the Police and Fire Departments regarding their need for OSP funding; however, neither department required funding for such purposes. During staff's review of the process to publish the RFA, staff reviewed an existing Seminole County contract with Recovery Connections of Central Florida, Inc., serving as a Recovery Community Organization. A Recovery Community Organization (RCO) is an independent, non-profit organization that utilizes Certified Recovery Peer Specialists to mobilize resources within and outside of the

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recovery community. Recovery Connections of Central Florida, Inc. is the only RCO serving Brevard County. The City Manager received consensus from City Council to piggyback the Seminole County agreement with Recovery Connections.

Seminole County awarded OSP to Recovery Connections to provide wrap-around services for individuals and families suffering from opioid use disorder. Such services include peer support, transportation, transitional housing assistance, employability training, and medicated assisted treatment. The original contract term was from October 1, 2024 to September 30, 2025; however, the contract was renewed by Seminole County for an additional one-year term through September 30, 2026. Recovery Connections recently opened an office in Melbourne and is the only RCO in the central Florida area, serving Brevard, Seminole, Osceola and Orange Counties.

The proposed scope of services mirrors the Seminole County contract and provides Melbourne residents with the following services: Peer Support Services — including intake/assessment and ongoing support; Peer Recovery Support Services Outreach; Transportation — utilizing ride-share services such as Uber and Lyft; and Transitional Housing Assistance — including move-in fees and weekly fees.

The city elected not to include medicated assisted treatment in the agreement as that service is currently being provided by multiple providers in Brevard County utilizing regional opioid abatement funds.

The Housing and Urban Improvement Division will monitor the agreement and facilitate reimbursements to Recovery Connections for the eligible services provided to Melbourne residents.

Stephanie Marsan, representing Recovery Connections, responded to general questions regarding the use of these funds.

Moved by Hanley/Neuman for approval of Resolution No. 4417. Motion carried unanimously.

Moved by Hanley/Bassett for approval of contract award for use of opioid settlement funds for peer recovery support services, Recovery Connections of Central Florida, Inc., Lake Mary, FL - \$350,000. Motion carried unanimously.

14. **Ordinance No. 2026-24, Certificate of Engineering Construction Completion:** (First Reading/Public Hearing) An ordinance amending City Code Chapter 50, Article III; Appendix B, Article IX; and Appendix D, Chapter 3, Chapter 8, Chapter 9, and Chapter 10, related to referencing "Certificate of Engineering Construction Completion" in multiple sections of City Code (Applicant - City of Melbourne) (P&Z Board - 5/7/2026)

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Attorney Conely read the ordinance by its title. Planning Manager Cheryl Dean reported that the proposed amendment addresses discrepancies unintentionally created by recent code changes following the adoption of Ordinance 2026-18 'Certificate of Occupancy Process'. Several sections of City Code generally reference a "certificate of completion" unrelated to building completion; rather relate to the completion of site improvements and engineering requirements. To delineate between the two certificates of completion references, staff is proposing to amend the non-building related "certificate of completion" references contained within 13 sections of City Code to "certificate of engineering construction completion", preventing confusion while also ensuring that all Federal, State, and local requirements beyond the Florida Building Code are met.

A "Certificate of Engineering Construction Completion" is issued by the city's Engineering Department, which certifies that all site design components are complete or have been bonded prior to the issuance of a Certificate of Occupancy by the city's Building Official. The "Certificate of Engineering Construction Completion" shall also ensure that all City Council conditions are met prior to the Certificate of Occupancy issuance. The engineering site improvements include components such as water and sewer lines, parking lot/spaces, driveways, stormwater management systems, and landscaping.

On May 7, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the proposed amendment.

(Council Member Rachael Bassett stepped out of the chamber at 7:24 p.m.)

The Mayor opened the public hearing. There were no comments from the audience.

Moved by Hanley/Neuman for approval of Ordinance No. 2026-24 based upon the findings contained in the Planning & Zoning Board memorandum. Motion carried unanimously. Ms. Bassett was not present for the vote.

15. First Amendment to the Master Redevelopment Agreement for View Apartments (2100 Melbourne Court).
 - a. **Resolution No. 4418:** A joint resolution providing for approval of the First Amendment to the Master Redevelopment Agreement between the City of Melbourne, the Melbourne Downtown Community Redevelopment Agency, and DTM APTS Joint Venture, LLC., substantially in the form as presented, and authorization for the City Manager to execute the amendment.

(Ms. Bassett returned to the chamber at 7:26 p.m.)

Economic Development Manager Robert McKinzie reported that in 2024, City Council approved the "View Apartments" development through the Melbourne Downtown CRA's Public-Private Development Program. The project consists of a

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246-unit luxury apartment complex on a site located at 2100 Melbourne Court. The agreement is with DTM APTS Joint Venture, LLC, an affiliate of North American Properties, and includes several major components: a ten-year Tax Increment Financing (TIF) reimbursement; donation of land to the city for a downtown gathering space; and other related streetscape improvements.

Due to current economic conditions, construction has not yet begun, delaying the Master Redevelopment Agreement timeline. DTM APTS Joint Venture, LLC therefore requests an amendment to extend the deadlines and expedite conveyance of a portion of the property to the city for the Holmes Park Public Plaza Project.

The amendments include extending the "Commencement Date", "Completion Date", and "Construction Period" by two years, along with advancing the conveyance of the Land Donation Parcel. Additionally, the Transfer of Development Rights from the donation parcel to the development project will occur at the time of the land conveyance. The city is receiving an approximate 0.44-acre parcel of land that would be permitted to be developed at a density of 100 dwelling units per acre. Therefore, a transfer of density rights for approximately 44 units will be transferred to the View Apartments project.

Upon approval of the First Amendment, the City Manager will execute the Amendment, real property transfer documents, and transfer of development rights for the donated parcel.

On May 1, 2026, the Melbourne Downtown CRA Advisory Committee voted to recommend approval of the proposed request.

Attorney Conley noted that the developer was originally going to use the vacant property to the east as a construction laydown yard; however, that will not happen if the property is conveyed to the city. Furthermore, the city negotiated a length of time to use that area for parking before becoming a part of the Holmes Park design, so that language has been slightly modified.

Council Member Marcus Smith asked about the timeline for the Holmes Park project. Mr. McKinzie reported that it is helpful for the city to acquire this property now and noted that the project is currently under engineering design with it going out to bid for construction sometime early next year.

Mr. LaRusso asked if future City Councils can extend this further. Mr. McKinzie replied that with the sunset of the CRA in 2042, the ten-year tax increment financing reimbursement plays a critical role in the ultimate deadline.

Kat Butler, representing North American Properties, was available for questions.

Moved by Neuman/Smith for approval of Resolution No. 4418. Motion carried unanimously.

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Council convened as the Melbourne Downtown Community Redevelopment Agency for the following item:

- b. **Resolution No. 4418:** A joint resolution providing for approval of the First Amendment to the Master Redevelopment Agreement between the City of Melbourne, the Melbourne Downtown Community Redevelopment Agency, and DTM APTS Joint Venture, LLC., substantially in the form as presented, and authorization for the City Manager to execute the amendment.

Moved by Neuman/Bassett for approval of Resolution No. 4418. Motion carried unanimously.

Council reconvened for the remaining items.

- 16. **Ordinance No. 2026-25:** (First Reading/Public Hearing) An ordinance proposing a referendum item for a charter amendment to Section 8.04 of the City Charter, authorizing City Council to delegate the duties of the Zoning Board of Adjustment to the Planning and Zoning Board.

Attorney Conley read the ordinance by its title and reported that at the April 28, 2026 regular Council meeting, City Council gave the City Attorney's Office direction to prepare an ordinance for a proposed charter amendment related to the Zoning Commission (Planning and Zoning Board) and Board of Adjustment (Zoning Board of Adjustment). As discussed at the April 28th meeting, the proposed charter amendment, if adopted, would add language to Section 8.04 of the City Charter to authorize City Council to dissolve the existing Zoning Board of Adjustment and delegate the duties and responsibilities of that board to the Planning and Zoning Board. This proposed charter amendment does not take that action automatically — it merely gives City Council the discretion and authority to make that decision in the future by ordinance.

Importantly, the proposed charter amendment does not merge the two boards or dissolve the existing Planning and Zoning Board, and the City Attorney's Office does not recommend that course of action. Merging the two boards into a new unified board would require more significant revisions to multiple provisions of the City Charter, and create a more cumbersome process to re-establish a new board as the city's "local planning agency" required by Ch. 163, Florida Statutes. This could negatively impact and delay the city's ability to review and approve development items that require review of the Comprehensive Plan, Zoning Code, and other development orders.

The proposed ordinance includes language required by Florida law to submit a ballot referendum item.

The Mayor opened the public hearing. There were no comments from the audience.

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Council Member David Neuman asked if there is an additional cost for the city to put a referendum on the ballot. City Clerk Kevin McKeown replied that it would be a minor cost, if any. Mr. Neuman further asked if this would be a benefit to the overall issue of filling vacancies on city boards. Attorney Conley replied that the original concern expressed by City Council was about the frequency of the meetings of the Zoning Board of Adjustment, not so much the attendance of the current board members.

Discussion continued.

Moved by Neuman/Smith for approval of Ordinance No. 2026-25. Motion carried unanimously. Council Members Hanley and LaRusso voted nay.

17. Discussion of Fire Station No. 72 (FS 72) replacement.

Deputy City Manager Joan Junkala-Brown introduced the item and stated that the presentation will be a summary of the site assessment report findings that was included in the agenda package. She noted that at the October 14, 2025 regular City Council meeting, City Council directed staff to further explore two potential sites for the replacement of FS 72: a privately-owned commercial parcel located on Sarno Road, west of Wickham Road (the "Boozer site") and the previously proposed location at Jimmy Moore Park. Additionally, at the April 28, 2026 regular City Council meeting, City Council provided consensus for staff to explore a third site (previously proposed at the October meeting), which includes three privately-owned commercial parcels located on Sarno Road, east of Wickham Road (the "Bell site").

Ms. Junkala-Brown reviewed FS 72's response area, 2025 calls for service, 2026 year-to-date calls for service, and presented heat maps detailing the location of those calls for service within the response area. She once again reviewed various details about the three properties currently being considered, including acreage, future land use/zoning classifications, results of environmental assessments and/or geotechnical surveys, estimated response time increases/decreases, listing price (for properties not currently owned by the city), appraisal details, and access to the sites.

Ultimately, the development cost comparison details below were discussed with City Council:

Site #1 (the Boozer site): site acquisition = \$1,080,000; wetland mitigation = \$140,000; site remediation = \$1,000,000; environmental remediation = \$0; water/sewer = \$90,000 plus easement; design/engineering/bidding = \$741,500; total estimated cost = \$3,051,500.

Site #2 (Jimmy Moore Park): site acquisition = \$0; wetland mitigation = \$0; site remediation = \$0; environmental remediation = \$0; water/sewer = not applicable (the estimated construction cost for FS 72 replacement at this site is \$11,950,000,

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which includes water/sewer connection); design/engineering/bidding = \$641,500; total estimated cost = \$741,500.

Site #3 (the Bell site): site acquisition = \$5,000,000 (appraised at \$1.33 million); wetland mitigation = \$200,000; site remediation = unknown (staff has not had access to the site to perform due diligence); environmental remediation = unknown; water/sewer = \$120,000+; design/engineering/bidding = \$unknown; total estimated cost = \$5,320,000+.

Ms. Hanley stated that she liked the Bell site in a lot of ways and referenced the possibility of having soccer fields on the site too since there are not many soccer fields in the city limits.

Mr. Smith asked if there is any room for more design features for Jimmy Moore Park if that site is selected. Ms. Junkala-Brown stated that additional improvements to the park were not included in the construction estimate.

Mr. Neuman stated that in terms of site acquisition, he is concerned that having to pay to acquire another piece of property is impacting other projects planned for the fiscal year 2027 budget. Mrs. Lamb replied that the city may have to bond more, which might delay the refurbishment of Fire Station 73, depending on how funding becomes available and if construction costs continue to rise. Simply speaking, it may simply limit how much the city can borrow in the future.

The Mayor recognized that there were multiple public speakers on this item and suggested that Council listen to public comments next.

Sheri Davis, 2608 Lorna Drive, stated that she loves Jimmy Moore Park and encouraged Council to consider the other two site options.

Stacey Saunders, 2788 Algonquin Drive, also recommended that Council choose one of the two sites that is not Jimmy Moore Park.

Ann-Marie Lavoie, 2752 Choctaw Drive, stated that she is not opposed in any way to a new fire station or training facility, which the city's firefighters are deserving of; however, she is totally opposed to bringing that facility into Jimmy Moore Park.

Don Lavoie, 2752 Choctaw Drive, expressed his confusion with where this item currently stands and stated that in his mind, the location of Jimmy Moore Park was denied. He questioned why this subject was even being considered. Mayor Alfrey reviewed the details of the presentation with him and reminded him how Council has gotten to this point.

Lance Kotowski, 2753 Algonquin Drive, expressed his opposition to the fire station being located inside Jimmy Moore Park.

Cheryl Palmer, 2655 Hopi Drive, expressed her opposition to the fire station being located inside Jimmy Moore Park.

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Following public comments, Fire Chief Shane Leech responded to some general questions regarding proposed features of the new station, including the stairwell training area, the lobby area proposed for the antique fire truck, and the community room needs, as well as the issues with the current station.

Discussion also took place regarding selling the property that the current fire station sits on once the new fire station is built. Staff expressed concern with the ability for the city to sell that property based on its size, location, and potential deed restrictions regarding recreation or institutional use that would need to be further investigated by the City Attorney's Office. Regarding the site plan that was shown that displays the area as a future parking lot for the park, Mrs. Lamb stated that such a project is not currently funded in the city's capital improvement plan.

Mr. LaRusso asked for the Fire Chief's preference in the selection of the site. Chief Leech responded that all three sites are acceptable locations. He expressed a desire to have a site that requires the quickest construction and best occupancy for a fire station.

Discussion took place regarding various considerations and factors involved with each site and the timing that it would take to get construction up and running.

Following further discussion, the Mayor asked each Council Member to rank their preferred locations in the following order: first choice, second choice, third choice.

(Site 1 = the Boozer site; Site 2 = Jimmy Moore Park; Site 3 = the Bell site)

Neuman: Site 1, Site 2, Site 3

Bassett: Site 1, Site 3, Site 2

Hanley: Site 2, Site 3, Site 1

Smith: Site 1, Site 2, Site 3

LaRusso: Site 1, Site 3, Site 2

Kennedy: Site 1 (no other option)

Alfrey: Site 1 (no other option)

Based on Council's preferred locations, the majority of Council expressed favor with moving forward with Site 1 (the Boozer site).

18. Discussion of volunteer advisory board member terms. (Requested by Vice Mayor Julie Kennedy)

Mr. McKeown reported that at the April 28, 2026 regular Council meeting, City Council had a lengthy discussion on several topics related to the city's volunteer

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boards. One topic related to the terms of board members. Following discussion, Council expressed consensus for staff to explore opportunities to reduce term lengths of all volunteer board members. The basis for this action would be to give City Council more frequent opportunities to review and consider the reappointment of existing board members.

The memo dated May 8, 2026 (included in the agenda package) outlines staff's recommendations prior to having Council consider a wide-sweeping ordinance to amend the terms of all board members. At the May 12, 2026 regular Council meeting, Vice Mayor Kennedy requested a discussion item on the matter be scheduled.

Ultimately, Vice Mayor Kennedy suggested that where possible, every board's length of term be changed to three years. Following discussion, Council expressed consensus for staff to seek a response from all volunteer advisory boards on the idea of making each board's term length to three years in order for reappointments to come before Council on a more regular basis.

D. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

Mr. Neuman asked for information from the City Manager and City Clerk regarding the Historic and Architectural Review Board, how the board operates, and the current status of the board. Additionally, he requested further information on how the food and beverage vendor at the Melbourne Auditorium operates.

Ms. Bassett discussed her attendance at the Liberty Bell Museum's Memorial Day event.

Ms. Hanley discussed her personal experiences with the city's new health insurance, her attendance at the Florida League of Cities Leadership Conference, and her desire to attend the Low-Impact Development Conference in October.

Mr. Smith discussed his attendance at multiple Memorial Day events, including placing flags at a local cemetery.

Vice Mayor Kennedy commented on the Liberty Bell Museum's Memorial Day event and comments she has heard from others throughout the city about higher prescription drug costs. Additionally, she asked for a status update on the city's compensation and classification study. Mrs. Lamb stated that all but two areas are worked out on the classification side; following that, the city will move into the compensation aspect. A meeting is set up with the city's consultant next Thursday to discuss the compensation element. Vice Mayor Kennedy asked if the timeline is still for the process to be completed in July. Mrs. Lamb stated she would love to have it complete by July.

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Mayor Alfrey thanked city staff for their complete and professional response to a former elected official regarding the replacement of Fire Station No. 72.

E. ADJOURNMENT

The meeting adjourned at 9:50 p.m.

/s/ Kevin McKeown, City Clerk – June 2, 2026

Approved by Council:

Memorandum

To: Mayor and Council

From: Jenni Lamb, City Manager

Date: June 4, 2026

Subject: City Manager's Report – Meeting of June 9, 2026

Retirements:

- Todd Biberdorf, Wastewater Operator A, on June 30, 2026 after 37 years of service.
- Jerri Ford, Senior Recreation Supervisor, on July 10, 2026 after 37 years of service.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Community Development
Presenter:	Cynthia Dittmer
Council District:	N/A
Reading Number:	2
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	Yes
Item Number:	B.8.

Subject:

Ordinance No. 2026-24, Zoning Text Amendment (TEXT2026-0005) and Land Development Regulations Text Amendment (TEXT2026-0006) Certificate of Engineering Construction Completion

Background/Consideration:

This is the second reading of an ordinance amending 13 sections of City Code to revise certain references to “certificate of completion” in City Code and differentiate between a “certificate of completion” from the City's Building Official vs the Engineering Department.

The proposed amendment addresses discrepancies unintentionally created by recent code changes following the adoption of Ordinance 2026-18 'Certificate of Occupancy Process'. Several sections of City Code generally reference a “certificate of completion” unrelated to building completion; rather relate to the completion of site improvements and engineering requirements. To delineate between the two certificates of completion references, staff is proposing to amend the non-building related “certificate of completion” references contained within 13 sections of City Code to “certificate of engineering construction completion”, preventing confusion while also ensuring that all Federal, State, and local requirements beyond the Florida Building Code are met.

A “Certificate of Engineering Construction Completion” is issued by the City’s Engineering Department, which certifies that all site design components are complete or have been bonded prior to the issuance of a Certificate of Occupancy by the City's Building Official. The "Certificate of Engineering Construction Completion" shall also ensure that all City Council conditions are met prior to the Certificate of Occupancy issuance. The engineering site improvements include components such as water and sewer lines, parking lot/spaces, driveways, stormwater management systems, and landscaping.

On May 7, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the proposed amendment.

Fiscal/Budget Impact:

N/A

Requested Action:

Approval of Ordinance No. 2026-24 based upon the findings contained in the Planning & Zoning Board memorandum.

Memorandum

To: Jenni Lamb, City Manager
Thru: Cindy Dittmer, AICP, Community Development Director
From: Sandy Ramseth, AICP, Planner
Re: **Zoning Text Amendment (TEXT2026-0005), and Land Development Regulations Text Amendment (TEXT2026-0006) Certificate of Engineering Construction Completion**
Date: May 14, 2026

Owner/Applicant/Representative

Applicant – City of Melbourne

Proposed Action

To **Amend** the following Sections of City Code:

- Chapter 50, Article III, Stormwater Management Plan, Sec. 50-53. – Permitting;
- Part III, Appendix B, Zoning, Article IX, Sec. 6 - Formal site plan review;
- Part III, Appendix D
 - o Chapter 3, Concurrency, Article X
 - Sec. 3.102. - Procedure; and
 - Sec. 3.103. - Payment in lieu of construction of mobility improvements;
 - o Chapter 8 Subdivision Code
 - Sec. 8.4. - Definition of terms;
 - Sec. 8.5. - Procedure for securing approval of subdivisions;
 - Sec. 8.6. - Required improvements; and
 - Sec. 8.7. - Residential subdivisions requesting expedited building permits;
 - o Chapter 9 Design Standards and Building Regulations
 - Article VII, Sec. 9.107. - Design standards; and
 - Article XV, Sec. 9.275. - Invasive non-native species;
 - o Chapter 10, Article I, Transportation Impact Fees
 - Sec. 10.01. - Short title and intent;
 - Sec. 10.03. - Time of payment; and
 - Sec. 10.09. - Impact fee agreements and security requirements.

Location

This action shall apply to properties in the City of Melbourne.

Issues and Considerations

As a follow-up to the April 28th adoption of an ordinance amending Appendix D, Chapter 13, Article II, creating Division 7, with two new sections: Section 13.69 entitled “Certificate of Occupancy,” and Section 13.70 entitled “Certificate of Engineering Construction Completion,” it is necessary to amend certain sections of City Code to add appropriate cross-references regarding “certificate of completion” language found throughout thirteen sections of City Code, differentiating the type of “certificate of completion”.

Currently, a Certificate of Completion is issued by the Building Official after the final inspection of repairs/renovations to an existing building, as opposed to a Certificate of Occupancy (CO) which follows the final inspection of new building construction. A Certificate of Completion (CoC) may follow a roof or window replacement, for a building that is already occupied, whereby a CO is not appropriate.

There are sections of City Code that reference a “certificate of completion” that are not related to building completion, but rather site improvements and engineering requirements. To avoid confusion between the two certificates, and to further enhance the coordination for the completion of a development project between the three main development departments: Fire/Code Compliance, Engineering, and Community Development, staff is proposing to amend the non-building related “certificate of completion” references to “Certificate of Engineering Construction Completion”. This language will clarify the previous ordinance, preventing future confusion and ensuring that all Federal, State, and local requirements beyond the Florida Building Code will be met.

Analysis of the Text Amendment

The purpose of the text amendment to City Code: Chapter 50, Article III, Sec. 50-53; Appendix B, Article IX, Sec.6; and Appendix D, Chapter 3, Article X, Secs. 3.102, and 3.103; Chapter 8, Secs. 8.4, 8.5, 8.6 and 8.7; Chapter 9, Article VII, Sec. 9.107; Article XV, Sec. 9.275; and Chapter 10, Article I, Secs. 10.01, 10.03, and 10.09 is to amend several sections of City Code to differentiate between the two types of “certificate of completion”, building vs engineering/site improvements. This is a follow-up from the recent ordinance that created the new term “Certificate of Engineering Completion” and is necessary to clarify the two separate processes in these various sections of code.

Business Impact Statement

This item should not have a deleterious impact on a business as it does not change or increase any City, State, or Federal codes or requirements that must be met. The amendment merely ensures that all development requirements are met prior to the issuance of a Certificate of Occupancy by the City’s Building Official.

The proposed modifications to City Code: Chapter 50, Article III, Sec. 50-53; Appendix B, Article IX, Sec.6; and Appendix D, Chapter 3, Article X, Secs. 3.102, and 3.103; Chapter 8, Secs. 8.4, 8.5, 8.6 and 8.7; Chapter 9, Article VII, Sec. 9.107; Article XV, Sec. 9.275; and Chapter 10, Article I, Secs. 10.01, 10.03, and 10.09. The 13 amended Sections of Code are consistent with the City’s Comprehensive Plan. Specifically, the

proposal is consistent with Future Land Use Element Objective 1.22 which states the City shall maintain, amend and develop new land use and development regulations to implement this comprehensive plan.

Planning and Zoning Board Action

On May 7, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the proposed amendments.

Recommendation

Based upon the findings contained in the Planning and Zoning Board memorandum, the Community Development Department and the Planning and Zoning Board recommend:

Approval of the ordinance based upon the findings contained in the Planning and Zoning Board memorandum.

Memorandum

To: Mayor and Council

From: Dr. Ray Shackelford, Vice-Chair, Planning and Zoning Board

Re: **Finding of Consistency (FOC2026-0005), Zoning Text Amendment (TEXT2026-0005), and Land Development Regulations Amendment (TEXT2026-0006) Certificate of Engineering Construction Completion**

Date: May 8, 2026

Applicant: City of Melbourne

The Planning and Zoning Board, at its regular scheduled meeting on May 7, 2026, reviewed the above-referenced request for approval of a Finding of Consistency, Zoning Text Amendment and Land Development Regulations Text Amendment.

Following review and discussion, the Planning and Zoning Board voted unanimously to recommend approval of a Finding of Consistency, Zoning Text Amendment and Land Development Regulations Text Amendment to amend City Code: Chapter 50, Article III, Sec. 50-53; Appendix B, Article IX, Sec.6; and Appendix D, Chapter 3, Article X, Secs. 3.102, and 3.103; Chapter 8, Secs. 8.4, 8.5, 8.6 and 8.7; Chapter 9, Article VII, Sec. 9.107; Article XV, Sec. 9.275; and Chapter 10, Article I, Secs. 10.01, 10.03, and 10.09.

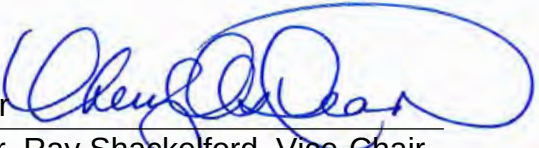
These actions were based on the findings identified below:

Findings for the Proposed Code Revisions

1. The proposed modifications to City Code are consistent with the goals and objectives of the Comprehensive Plan and will assist in the execution of policies within the Comprehensive Plan. The proposed revisions will implement policy language that address Certificate of Engineering Construction Completion references. The proposed Code change will enhance coordination between the City departments that review development projects.
2. The proposed revisions are specifically consistent with Future Land Use Element Objective 1.22, which states the City shall maintain, amend and develop new land use and development regulations to implement the Comprehensive Plan. The proposed modifications will aid in the implementation of land development regulations by creating new language pertaining to Certificate of Engineering Construction Completion elements.

3. Per Future Land Use Element Policy 1.2.1, the zoning map and land development regulations may impose more restrictive densities and intensities of development based on height requirements, land coverage standards, setbacks, minimum lot size requirements, traffic and circulation standards, landscaping and breezeway requirements, and other such dimensional and development criteria. The proposed modifications address the building and building regulations section of City Code. The revisions will ensure all Federal, State, and local requirements beyond the Florida Building Code, have been met for development projects in the City.
4. The proposal will have no adverse effect on the City's ability to provide adequate public services and facilities. The proposed changes assist in the implementation of City Code requirements regarding building regulations and standards throughout the City. The proposed revisions will also enhance coordination among multiple City departments.
5. The proposed changes will not significantly change the general character of the City, cause depreciation of property values, or reduce the safety, light, and general convenience of neighboring developments as the revisions reinforce the administration of City Code requirements. Specifically, the proposed modifications will enhance and clarify the building regulations for development projects within the City.
6. The subject modifications will further development and redevelopment efforts by making City Code more user-friendly to property owners, the development community, and City staff. The proposed revisions will also enhance the readability of the Buildings and Building Regulations section of City Code.
7. The proposed modifications promote the health, safety, education, cultural and economic welfare of the public by updating the Buildings and Building Regulations section of City Code.

Respectively Submitted,

for 
Dr. Ray Shackelford, Vice Chair,
Planning and Zoning Board

Business Impact Estimate

To: Jenni Lamb, P.E., City Manager
Thru: Cindy Dittmer, AICP, Community Development Director
From: Sandy Ramseth, AICP, Planner
Date: May 13, 2026
Re: Ordinance - Zoning Text Amendment (TEXT2026-0005), and Land Development Regulations Text Amendment (TEXT2026-0006) Certificate of Engineering Construction Completion

Summary of the Proposed Ordinance

The purpose of this text amendment to City Code: Chapter 50, Article III, Sec. 50-53; Appendix B, Article IX, Sec.6; and Appendix D, Chapter 3, Article X, Secs. 3.102, and 3.103; Chapter 8, Secs. 8.4, 8.5, 8.6 and 8.7; Chapter 9, Article VII, Sec. 9.107; Article XV, Sec. 9.275; and Chapter 10, Article I, Secs. 10.01, 10.03, and 10.09., is to rename and differentiate between the two types of “certificate of completion”, building vs engineering/site improvements.

Currently, a Certificate of Completion is issued by the Building Official after the final inspection of repairs/renovations to an existing building, as opposed to a Certificate of Occupancy (CO) which follows the final inspection of new building construction. However, there are several sections of City Code that reference a “certificate of completion” that are not related to building completion, but rather site improvements and engineering requirements.

Staff is proposing to amend these non-building related “certificate of completion” references to “Certificate of Engineering Construction Completion”. This amended language will clarify the two separate processes in these various sections of code, and prevent future confusion. It will also ensure that all Federal, State, and local requirements beyond the Florida Building Code will be met.

The Business Impact Estimate is provided in accordance with Section 166.041(4), Florida Statutes, and may be revised following its initial publication and prior to adoption of the proposed ordinance.

Estimate of Direct Economic Impact of the Proposed Ordinance on Private, For-Profit Businesses

There are no known compliance costs that businesses may reasonably incur if the ordinance is enacted.

There are no new charges or fees on businesses subject to the proposed ordinance, or for which businesses will be financially responsible.

Costs for the City's regulatory enforcement should have no change to the current process.

Good Faith Estimate of Number of Businesses Likely to Be Impacted by the Proposed Ordinance

The proposed ordinance deals with the necessary requirements for a Certificate of Completion and a Certificate of Engineering Construction Completion within the City of Melbourne. Any impact to businesses by the proposed ordinance is secondary, and does not implicate negative enforcement possibilities for businesses.

ORDINANCE NO. 2026-24

AN ORDINANCE OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, RELATING TO CERTIFICATES OF COMPLETION; MAKING FINDINGS; AMENDING CHAPTER 50 OF THE CITY CODE, ENTITLED "STORMWATER MANAGEMENT"; AMENDING SECTION 50-53, PERMITTING; AMENDING APPENDIX B OF THE CITY CODE, ENTITLED "ZONING"; AMENDING ARTICLE IX, ZONING APPLICATIONS AND PROCEDURES; AMENDING APPENDIX D, ENTITLED "LAND DEVELOPMENT CODE"; AMENDING CHAPTER 3, CONCURRENCY; AMENDING CHAPTER 8, SUBDIVISION CODE; AMENDING CHAPTER 9, DESIGN STANDARDS AND BUILDING REGULATIONS; AMENDING CHAPTER 10, IMPACT FEES; PROVIDING FOR SEVERABILITY AND INTERPRETATION; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE. (FOC2026-0005 / TEXT2026-0005 / TEXT2026-0006)

WHEREAS, a "Certificate of Completion" is issued by the city's Building Official after the final inspection of repairs/renovations to an existing building, and

WHEREAS, a "Certificate of Occupancy" is issued following the final inspection of new building construction; and

WHEREAS, certain sections of City Code that reference a "Certificate of Completion" are referring to site improvements and engineering requirements, not building completion; and

WHEREAS, to avoid confusion between the two referenced certificates, and to further enhance the coordination for the completion of a development project between the Fire, Engineering and Community Development Departments, staff proposes to amend the name of the non-building related "Certificate of Completion" to "Certificate of Engineering Construction Completion"; and

WHEREAS, the proposed ordinance resolves that potential confusion and ensures that all federal, state and local requirements beyond the Florida Building Code are met; and

WHEREAS, the Planning and Zoning Board, sitting as the Local Planning Agency, reviewed this ordinance at its meeting on May 7, 2026, conducted a public hearing with regard to

this ordinance, and found same to be consistent with the City of Melbourne Comprehensive Plan;
and

WHEREAS, the City Council hereby adopts the findings of the Planning and Zoning Board as its own and finds this ordinance to be in the promotion of the public health, safety, welfare, morals, public order and aesthetics of the community and the region.

BE IT ENACTED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. That Sec. 50-53 of the City Code of Melbourne, Florida, is hereby amended to read as follows:

Sec. 50-53. Permitting.

A permit is required for those projects/developments, land clearing and all other activities which must be considered under the provisions of this article, unless exempted by the city engineer in accordance with section 50-48. The requirements of this stormwater management article will be implemented, and must be satisfied completely, prior to final plat approval or issuance of construction site plan certificate of engineering construction completion.

SECTION 2. That Appendix B of the City Code of Melbourne, Florida, is hereby amended to read as follows:

APPENDIX B. ZONING

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ARTICLE IX. ZONING APPLICATIONS AND PROCEDURES

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Sec. 6. Formal site plan review.

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(D) Formal site plan review procedures.

* * * *

(5) Review criteria. In addition to the above general considerations, the planning and zoning board and the city council in the exercise of their authority, shall also consider the following specific standards and factors:

* * * *

- (m) Luminaries, including street lights, shall be installed along unplatted streets and shall conform to the latest National Electric Code, Florida Department of Transportation and City of Melbourne design standards in effect at the time of construction plan approval for residential development or commercial development, depending on the type of development. All street light utility systems shall be provided with minimum separation and shall be designed to reduce glare on non-public property. Street light locations shall be approved by the city engineer. Luminaries shall be provided throughout the development upon the issuance of a certificate of engineering construction completion. Luminaries shall be placed no closer than 300 feet to one another except in culs-de-sac or as determined by the city engineer during construction plan review. For the purposes of uniformity in street lighting standards, street lights may be installed in strategic areas in the development prior to a certificate of engineering construction completion.

* * * *

SECTION 3. That Appendix D of the City Code of Melbourne, Florida, is hereby amended to read as follows:

APPENDIX D. LAND DEVELOPMENT CODE

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CHAPTER 3. CONCURRENCY

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ARTICLE X. MOBILITY DISTRICTS

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Sec. 3.102. Procedure.

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(c) Procedure. A developer or property owner may choose to provide one or more mobility improvement off-site with the city's approval. The mobility improvement chosen will be subject to the final approval of the city during the plan approval process. Mobility improvements, both as to the type of improvement provided and as to the amount or degree of improvement provided, must have a rational nexus to the particular development or redevelopment site, transportation conditions, special characteristics, and needs of the specific area where the development or redevelopment is located.

* * * *

- (4) Provision of mobility improvements. Mobility improvements must be provided according to the following schedule:
- (A) Residential projects. All required mobility improvements will be completed at the expense of and by the developer or property owner of the development in conjunction with subdivision infrastructure and the issuance of a certificate of engineering construction completion for the project. For projects with multiple phases the phasing of which is approved by the city, the required mobility improvement may be phased, and the mobility improvement primarily serving a particular phase must be completed by not later than the time of build out of the subdivision infrastructure and the issuance of a certificate of engineering construction completion for the particular phase. Notwithstanding the foregoing, if the mobility improvements are required by an ordinance or city council approval of the overall project or included in a developer's agreement or a statutory development agreement, the timeline for construction and completion of the mobility improvement will be as provided in the ordinance, city council approval, or agreement; provided that the mobility improvement and timeline for construction and completion must be clearly defined in the ordinance, city council approval, or agreement and have prior approval by city staff.
 - (B) Nonresidential projects. For projects submitted as a site plan and subject to the requirements of article IX, appendix B, City Code, all required mobility improvements must be completed at the expense of and by the developer or property owner of the development prior to the issuance of a certificate of occupancy. For projects submitted as a subdivision plat and subject to the requirements of chapter 8, appendix D, City Code, all required mobility improvements will be completed at the expense of and by the developer or property owner of the development in conjunction with subdivision infrastructure and the issuance of a certificate of engineering construction completion for the project. For projects with multiple phases, the phasing of which is approved by the city, the required mobility improvements may be phased, and the mobility improvements primarily serving a particular phase must be completed by not later than the time of build out of the subdivision infrastructure and the issuance of a certificate of engineering construction completion for the particular phase. Notwithstanding the foregoing, if the mobility improvements are required by an ordinance or city council approval of the overall project or included in a developer's agreement or a statutory development agreement, the timeline for construction and completion of the mobility improvement will be as provided in the ordinance, city council approval, or agreement; provided that the mobility improvement and timeline for construction and completion must be clearly defined in the ordinance, city council approval, or agreement and have prior approval by city staff.

* * * *

Sec. 3.103. Payment in lieu of construction of mobility improvements.

(a) Payment. A payment in lieu of constructing the required mobility improvements may be provided by the developer or property owner. This payment must be at least equal to the amount of transportation impact fees required pursuant to section 10.04, appendix D, of the city Code. Fifty percent of the payment in lieu amount will be placed in a reserve fund for the construction of mobility projects listed in the capital improvements element of the comprehensive plan or for the development of complete streets projects identified in the transportation element of the comprehensive plan. The remaining 50 percent of the payment amount will be deposited into the transportation impact fee trust fund and used in accordance with section 10.07, appendix D, of the city Code. The fee required by this article shall be paid prior to issuance of a certificate of engineering construction completion or a certificate of occupancy and shall be the fee established at the time of payment.

(b) For residential and commercial subdivisions, payment is due prior to the issuance of a certificate of engineering construction completion or a certificate of occupancy for each individual lot. The amount paid for each lot shall be dependent upon the development that occurs on said lot. The amount paid for a residential subdivision project should equal the payment in lieu of providing mobility improvements amount determined at preliminary plat, construction plan or final plat approval for the overall project.

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CHAPTER 8. SUBDIVISION CODE

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Sec. 8.4. Definition of terms.

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Infrastructure/construction (maintenance) warranty bonds means the placement of a bond executed by approved corporate surety company or a cash payment in the amount of ten percent of the total construction cost of the subdivision improvements, as determined by the city engineer, lasting two years from the date of issuance of a certificate of engineering construction completion to insure maintenance and repair of all improvements installed by the subdivider. Maintenance bond monies shall not be used for routine subdivision ground maintenance, tract management, landscape repair and replacement or other maintenance generally required to be performed by the developer or homeowners' association. The bond shall include provisions for both payment and performance of maintenance and repair of the improvements, including labor, materials, and supplies, and insure the city against losses, damages, expenses, costs, and attorney's fees that the city may sustain because of a default by the principal under bond. The bond may be in the form of cash, a money order, a certified or cashier's check, or a letter of credit issued by a bank or savings and loan association located in and licensed by the federal government or State of Florida Comptroller to do business in Florida; or bond issued by a surety authorized to do business in the state as a surety by the State of Florida Insurance Commissioner. All instruments shall be in form and substance acceptable to the city's legal counsel.

* * * *

Sec. 8.6. Required improvements.

(a) Minimum standards of design; plans and drawings. The design of the preliminary plat and final construction drawings, shall comply with the requirements herein. Approval of the final plat shall be subject to the subdivider's having installed the improvements hereinafter designated or having guaranteed, with bond or other surety as aforesaid, the installation of the improvements. The city engineer shall be responsible for approving all plans and specifications, for the required improvements, assuring adequate inspection of construction for compliance with the approved plans and specifications and for issuing a certificate of engineering construction completion upon the acceptable completion of the work and installation of the improvements, subject to the required maintenance period. All plans shall be prepared by a registered professional engineer sealed by said engineer, and certified to and in favor of the City of Melbourne. All improvements shall be constructed by the applicants and inspected by the city engineering division. All construction and inspection shall comply with the requirements of the city and state and federal agencies including, but not limited to, the Florida Department of Environmental Protection, the U.S. Fish and Wildlife Service, the Florida Fish and Wildlife Conservation Commission, the Florida Department of Transportation, and the Florida Department of Health and Rehabilitative Services. Upon completion of the streets, stormwater systems, water, sewer, and reclaimed water systems, electric, gas, telephone utilities, and traffic control devices, acceptable to the city engineer, the city engineer may issue a certificate of substantial completion. This certificate does not certify completion of all improvements in the subdivision and is considered as a conditional certificate of engineering construction completion. After completion of construction of all improvements and preliminary acceptance by the city engineer, the subdivider shall provide reproducible as-built drawings to the city for the purpose of maintaining a permanent record. Said drawings shall be prepared by State of Florida land surveyor and certified by a State of Florida professional engineer, under seal, certified to and in favor of the city. The certificate of engineering construction completion shall not be issued until the drawings are delivered to and approved by the city engineer. The certificate of engineering construction completion shall also signify acceptance of the city of all dedicated improvements.

(b) Street improvements. The following requirements shall apply to all streets within the subdivision.

* * * *

- (7) Sidewalks. As a condition of the issuance of a building permit for any construction project, the city shall require the developer to construct a sidewalk along the developer's street frontage at the time of development, unless the developer is eligible to make a cash payment to the city in lieu of constructing the sidewalk along the street frontage pursuant to appendix D, chapter 9, article VII.

* * * *

- d. The owner/subdivider shall be responsible for constructing sidewalks in common areas, including tracts, and such sidewalks shall be installed prior to the final inspection of the subdivision improvements for the issuance of a certificate of engineering construction completion. Each sidewalk shall

extend to a curb cut at all street intersections which provides access connections to the sidewalk from the street. All access connections shall provide ADA handicapped accessible ramps consistent with requirements to implement the Americans with Disabilities Act, 42 USC 12101 et seq. All sidewalks shall be constructed in accordance with the provisions set forth in chapter 9, article VII, section 9.107.

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Sec. 8.5. Procedure for securing approval of subdivisions.

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- (c) Subdivision construction plan process.
- (4) Construction of required improvements, inspections, certificate of engineering construction completion.

* * * *

c. Sidewalks.

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- 2. The developer or owner of undeveloped lots shall provide sidewalks on such lots remaining vacant after three years (one year = 365 days) from the date of the issuance of a certificate of engineering construction completion of the subdivision improvements.
- 3. The owner/developer of the vacant lots shall construct the required sidewalk within six months after a period of three years from issuance of a certificate of engineering construction completion of the required subdivision improvements.
- 4. The subdivider shall post a bond for sidewalks in the amount of 110 percent of the cost of construction of said sidewalks, as estimated by the city engineer as a condition of final approval and acceptance of a certificate of engineering construction completion.

* * * *

- d. Guarantee of incomplete improvements. Where the required improvements have not been completed prior to the submission of the final plat and the applicant has not received a certificate of engineering construction completion by the city engineer, the approval of the plat shall be subject to the subdivider, guaranteeing the installation of said improvements by filing a performance and payment bond executed by a surety company authorized to do business in the state by the Florida Insurance Commissioner; tri-party

agreement; or a letter of credit issued by a Florida bank or savings and loan association, located in the state and licensed by the federal government or the State of Florida Comptroller to do business in Florida as a bank or savings and loan association in the amount of 110 percent of the construction cost, including fill dirt, as determined by the city engineer.

The bond instrument may provide that portion of the security may be partially released, proportionate to the work completed, to the subdivider, from time to time, as work progresses; but the amount to be released shall be determined by the city engineer in accordance with the foregoing. All instruments shall be in form and substance satisfactory to and approved by the city attorney.

At no point shall any building certificate(s) of completion be issued until all work has been completed within the subdivision and a certificate of engineering construction completion for the subdivision-related construction improvements have been constructed.

- e. Certificate of engineering construction completion. A certificate of engineering construction completion shall be provided once all improvements and required documentation have been completed in form and substance acceptable to the city engineer.

* * * *

- (e) Issuance of building permits. Except as provided for in section 8.7, there are two methods to obtain building permits for a subdivision; permits issued prior to plat recordation, and permits issued after the final plat is recorded.

* * * *

- (2) Building permits after plat recordation. After recordation of the plat, there are no limitations on the number of building permits to be issued. However, at no point shall any building certificate(s) of occupancy be issued until all work has been completed within the subdivision and a certificate of engineering construction completion for the subdivision-related construction improvements has been issued.

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Sec. 8.7. Residential subdivisions requesting expedited building permits.

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- (g) Final plat requirements, review and approval; recording.

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- (5) At no point shall any building certificate(s) of occupancy be issued until all work has been completed within the subdivision and a certificate of engineering construction completion for the subdivision-related construction improvements have been issued.

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CHAPTER 9. DESIGN STANDARDS AND BUILDING REGULATIONS

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Sec. 9.107. Design standards.

All development, including subdivisions, shall provide sidewalks, adjacent to the roadway on which the development fronts. Sidewalks shall also be provided on both sides of all arterial, collector, local, and marginal access streets, and along streets abutting subdivisions unless otherwise provided in this code or in the Melbourne Comprehensive Plan.

* * * *

- (k) Subdivision sidewalks. The owner of a property proposed for subdivision shall be responsible for constructing sidewalks in common areas, including tracts, and such sidewalks shall be installed prior to the final inspection of the subdivision improvements for the issuance of a certificate of engineering construction completion. The owner/developer of other types of development shall complete all required sidewalks prior to final inspection of site improvements for the issuance of a certificate of engineering construction completion.

* * * *

Sec. 9.275. Invasive non-native species.

Upon submittal of a request to develop or redevelop commercial, multifamily residential (greater than three units), industrial, or institutional zoned properties, all invasive vegetative species (trees, shrubs, vines and ground cover) shall be removed. No permit shall be required to remove such species listed in section 9.272(b)(1). After the issuance of a certificate of occupancy or certificate of engineering construction completion on other than single, two- or three-family lots or parcels, re-growth of invasive vegetation shall be controlled by prohibiting the re-growth of such species in perpetuity.

* * * *

CHAPTER 10. IMPACT FEES

ARTICLE I. TRANSPORTATION IMPACT FEES

Sec. 10.01. Short title and intent.

* * * *

(f) Within a mobility district, a developer, or property owner, has the option to provide a payment in lieu of providing required mobility improvements. If this option is chosen, 50 percent of the required amount will be deposited into the transportation impact fee trust fund and 50 percent will be deposited into the trust fund for the mobility district in which the development project is located. Within a mobility district, if the developer, or property owner, of a development chooses to provide the mobility improvements required pursuant to section 3.102, appendix D of this code, transportation impact fees will not be collected by the city.

A developer or property owner has the option to provide a combination of mobility improvements and payment in lieu of construction. This option allows a property owner/developer to construct a specific number of mobility improvements while providing a payment in lieu of construction for the remaining improvements required by section 3.102(c)(1). This option must be approved in advance by the community development director in consultation with the city engineer.

If a developer chooses to exclusively provide mobility improvements, and the construction value of the provided mobility improvements does not exceed the total amount of impact fees that would be required pursuant to section 10.04, appendix D of this code, the developer or property owner will pay an amount equal to the difference between the total cost of the mobility improvements and the amount of required impact fees. Property owners or developers will not receive a credit if the cost of providing mobility improvements exceeds the total amount of impact fees that would be required pursuant to section 10.04. For nonresidential projects, the difference will be due upon the issuance of a building permit. For residential developments, the payment must be made in conjunction with subdivision infrastructure or upon the issuance of a certificate of engineering construction completion for the project.

* * * *

Sec. 10.03. Time of payment.

(a) The fee required by this article shall be paid prior to the issuance of a certificate of engineering construction completion or a certificate of occupancy and shall be the fee established at the time of payment.

* * * *

Sec. 10.09. Impact fee agreements and security requirements.

(a) Impact fee agreement.

* * * *

(2) Any agreement proposed by an applicant pursuant to this subsection shall be presented to and approved by the city council prior to the issuance of a certificate of engineering construction completion or a certificate of occupancy. Any such agreement may provide for execution by mortgagees, lienholders, or contract

purchasers in addition to the applicant and landowner, and will permit any party to record said agreement in the public records of Brevard County. The city council shall approve such an agreement only if it finds that the agreement will apportion the burden of expenditure for new facilities in a just and equitable manner, consistent with the principles set forth in the judicial decisions set forth in section 10.07(b)(2).

* * * *

SECTION 4. Severability and Interpretation.

(a) That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional, illegal or otherwise void by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, illegality, or other declaration shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

(b) That in interpreting this ordinance, underlined words indicate additions to existing text and ~~stricken words~~ indicate deletions from existing text. Asterisks (* * * *) indicate an omission from the ordinance of text, which exists in the Code of Ordinances. It is intended that the text in the Code of Ordinances denoted by the asterisks and not set forth in this ordinance shall remain unchanged from the language existing prior to adoption of this ordinance.

SECTION 5. That this ordinance shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 6. That this ordinance was passed on first reading at a regular meeting of the City Council on the 26th day of May, 2026, and adopted on the second and final reading at a regular meeting of the City Council on the day of , 2026.

BY: _____
Paul Alfrey, Mayor

ATTEST: _____
Kevin McKeown, City Clerk

[CITY SEAL]

Ordinance No. 2026-24



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Attorney's Office
Presenter:	Adam Conley
Council District:	N/A
Reading Number:	2
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	Yes
Item Number:	B.9.

Subject:

A proposed ordinance calling for a ballot referendum item on the November 2026 election proposing an amendment to Section 8.04 of the City Charter.

Background/Consideration:

At the April 28, 2026 regular Council meeting, City Council gave the City Attorney's Office direction to prepare an ordinance for a proposed charter amendment related to the Zoning Commission (Planning and Zoning Board) and Board of Adjustment (Zoning Board of Adjustment). As discussed at the April 28th meeting, the proposed charter amendment, if adopted, would add language to Section 8.04 of the City Charter to authorize City Council to dissolve the existing Zoning Board of Adjustment and delegate the duties and responsibilities of that board to the Planning and Zoning Board. This proposed charter amendment does not take that action automatically — it merely gives City Council the discretion and authority to make that decision in the future by ordinance.

Importantly, the proposed charter amendment does not merge the two boards or dissolve the existing Planning and Zoning Board, and the City Attorney's Office does not recommend that course of action. Merging the two boards into a new unified board would require more significant revisions to multiple provisions of the City Charter, and create a more cumbersome process to re-establish a new board as the City's "local planning agency" required by Ch. 163, Florida Statutes. This could negatively impact and delay the City's ability to review and approve development items that require review of the Comprehensive Plan, Zoning Code, and other development orders.

The proposed ordinance includes language required by Florida law to submit a ballot referendum item, including the following ballot title and summary:

**CHARTER AMENDMENT AUTHORIZING CITY COUNCIL TO DELEGATE BOARD OF
ADJUSTMENT DUTIES TO ZONING COMMISSION**

City Charter requires city council to establish a zoning commission and appoint a board of adjustment. A charter amendment would enable city council to delegate the duties of the board of adjustment to be performed by the zoning commission. Shall Section 8.04 of the City Charter be amended such that the duties and functions of the Board of Adjustment may be delegated by city council to the City zoning commission (Planning and Zoning Board)?

YES (for approval) ____ NO (for rejection) ____



The City Attorney's Office will continue to take Council's direction on this item.

Fiscal/Budget Impact:

N/A

Requested Action:

MEMORANDUM

TO: Mayor and City Council
FROM: Adam M. Conley, City Attorney
DATE: May 14, 2026
RE: Referendum Process for Charter Amendment; Proposed Charter Amendment for Council Authority to Delegate ZBOA Duties to P&Z Board

I. Background

At the April 28, 2026 meeting, City Council directed the preparation of an ordinance that, if passed, would place a proposed charter amendment on the ballot at the next general election, amending Section 8.04 of the City Charter to provide City Council the discretion to delegate the duties of the Board of Adjustment to the Zoning Commission (Planning and Zoning Board) as additional (“*ex officio*”) duties of that Board. If Council chose to exercise this option, it would be able to dissolve the Zoning Board of Adjustment and assign its duties to the Planning and Zoning Board. However, as detailed further herein, the City Attorney’s Office is not proposing, nor recommending, that the existing Planning and Zoning Board be dissolved and re-established to “merge” it with the Zoning Board of Adjustment.

II. Proposed Charter Amendment to Enable the Zoning Commission (P&Z Board) to Perform, *Ex Officio*, the Duties of the Board of Adjustment

Section 8.04 of the City Charter currently mandates the appointment of a “Zoning commission” (P&Z Board) and a separate “Board of adjustment”, to wit:

(5) *Zoning commission.* In order to avail itself of the powers conferred by this Charter, the city council shall appoint a commission to be known as the zoning commission, to recommend the boundaries of the various original districts and appropriate regulations to be enforced therein. Such commission shall make a preliminary report and hold public hearings thereon before submitting its final report, and the city council shall not hold its public hearings or take final action until it has received the final report of such commission.

(6) *Board of adjustment.* The city council shall provide for the appointment of a board of adjustment, and in these regulations and restrictions adopted pursuant to the authority of this section may provide that the said board of adjustment may, in appropriate cases and subject to appropriate conditions and safeguards, make special exceptions to the terms of the ordinance in harmony with its general purpose and intent and in accordance with the general or specific rules therein contained.

(7) *Members of board of adjustment.* The board of adjustment shall consist of seven (7) members each to be appointed for a term of three (3) years and removable for cause by the appointing authority upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant.

As reflected above, the Charter specifically requires that City Council appoint members to each of these Boards. A charter amendment, as proposed, would provide City Council the discretion to delegate the duties of the Board of Adjustment to the P&Z Board. Such a delegation of duties would dissolve the membership of Board of Adjustment and, would enable the members of the

P&Z Board to perform this function without violating the constitutional dual office holding prohibitions.

Through the proposed charter amendment revising Section 8.04 below, City Council would have flexibility and discretion to either have two separate boards as currently provided in the City Charter and City Code, or to have the members of the P&Z Board perform the duties of the Board of Adjustment on an *ex officio* basis (i.e. additional duties would be incurred by members of a Board by virtue of their membership on that Board):

Sec. 8.04. -Validity of former zoning and zoning procedures.

(7) *Members of board of adjustment.* The board of adjustment shall consist of seven (7) members each to be appointed for a term of three (3) years and removable for cause by the appointing authority upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. Alternatively, the City Council may designate the members of the zoning commission to perform the powers and duties of the board of adjustment as additional *ex officio* duties of the commission.

In addition to this proposed charter amendment, modifications to Chapter 2 of City Code would also be required.

At the April 28, 2026 Council meeting, there was discussion of “merging” the Planning and Zoning Board with the Zoning Board of Adjustment, and concerns about losing the current membership of the Zoning Board of Adjustment. At this time, I do not recommend attempting to merge the two boards. This action would require more significant amendments to City Charter, a more cumbersome process to dissolve and re-establish the Planning and Zoning Board – including the steps necessary to re-establish a “local planning agency” as required by Ch. 163, which could delay the City’s ability to review and approve development items related to the Comprehensive Plan, Zoning Code, and other development orders.

III. The Charter Amendment Process by Referendum.

Section 166.012(4), Florida Statutes, requires that any matters in a municipal charter relating to appointive boards must be approved by referendum through the charter amendment process set forth in Section 166.031, Florida Statutes.

A. Ordinance placing referendum on the ballot.

Pursuant to Section 166.031, Florida Statutes, “[t]he governing body of a municipality may, by ordinance,...submit to the electors of said municipality a proposed amendment to its charter..” The governing body of the municipality shall place the proposed amendment contained in the ordinance to a vote of the electors at the next general election to be held within the municipality or at a special election called for such purpose. Upon adoption of an amendment to the charter of a municipality by a majority of the electors voting in a referendum upon such amendment, the governing body of said municipality shall have the amendment incorporated into the charter and shall file the revised charter with the Department of State.

B. Notice of referendum election.

In any referendum, there must be at least 30 days’ notice of the referendum by publication in a newspaper of general circulation in the county, district, or municipality, or publication on the website. The publication must be made at least twice, once in the fifth week and once in the third week before the week in which the referendum is to be held.

C. Referenda ballot requirements.

The referenda requirements to submit a public measure to the vote of the people is set forth in Section 101.161, Florida Statutes, as follows:

1. A ballot summary of the public measure, i.e. the charter amendment, must be printed in clear and unambiguous language on the ballot followed by the word “yes” and also by the word “no” and shall be styled in such a manner that a “yes” vote will indicate approval of the proposal and a “no” vote will indicate rejection.
2. The ballot summary of the public measure and the ballot title to appear on the ballot shall be embodied in the enabling resolution or ordinance.
3. The ballot summary of the public measure shall be an explanatory statement, not exceeding 75 words in length, setting forth the chief purpose of the measure.
4. The ballot title shall consist of a caption, not exceeding 15 words in length, by which the measure is commonly referred to or spoken of.

Fla. Supreme Court interpretation of “clear and unambiguous language”: Florida law requires the ballot language to give the voters “fair notice” of the decision they must make.¹ In terms of a ballot title and summary, fair notice “must be actual notice consisting of a clear and unambiguous explanation of a measure's chief purpose.”² To evaluate whether a proposed amendment's ballot language is clearly and conclusively defective, the Court considers two questions: first, “whether the ballot title and summary fairly inform the voter of the chief purpose of the amendment,” and second, “whether the language of the ballot title and summary misleads the public.”³

Proposed Ballot Title:

CHARTER AMENDMENT ENABLING CITY COUNCIL TO DELEGATE BOARD OF
ADJUSTMENT DUTIES TO THE ZONING COMMISSION

Proposed Ballot Summary:

City Charter requires city council to establish a zoning commission and appoint a board of adjustment. A charter amendment would enable city council to delegate the duties of the board of adjustment to be performed by the zoning commission. Shall Section 8.04 of the City Charter be amended such that the duties and functions of the Board of Adjustment may be delegated by city council to the City zoning commission (Planning and Zoning Board)?

YES (for approval) ____
NO (for rejection) ____

¹ Dept. of State v. Fla. Greyhound Ass’n., Inc., 253 So. 3d 513 (Fla. 2018); Miami Dolphins, Ltd. V. Metro. Dade Cty., 394 So.2d 981 (Fla. 1981).

² Askew v. Firestone, 421 So.2d 151 (Fla. 1982).

³ Advisory Op. To Att’y Gen. Re Rights of Elec. Consumers Regarding Solar Energy Source, 188 So.3d 822, 831(Fla. 2016).

Business Impact Estimate

To: Mayor and City Council
From: Adam M. Conley, City Attorney
Date: May 14, 2026
Re: Ordinance for Proposed Charter Amendment Regarding Council Ability to Delegate Board of Adjustment Duties to the Planning and Zoning Board

Summary of the Proposed Ordinance

At the April 28, 2026 City Council meeting, Council gave the City Attorney direction to prepare an ordinance to propose a charter amendment on the ballot for the November 2026 election. This proposed charter amendment would provide City Council with the discretion and authority to delegate the duties and responsibilities of the Board of Adjustment to the Planning and Zoning Board. If City Council exercised this authority by future ordinance, it would have the effect of dissolving the Zoning Board of Adjustment.

This Business Impact Estimate is provided in accordance with Section 166.041(4), Florida Statutes, and may be revised following its initial publication and prior to adoption of the proposed ordinance.

Estimate of Direct Economic Impact of the Proposed Ordinance on Private, For-Profit Businesses

- There are no direct compliance costs that businesses may reasonably incur if the ordinance is enacted.
- There are no new charges or fees on businesses proposed by the ordinance.
- There are no new regulatory costs imposed on businesses from the proposed ordinance.
- There are no estimated direct economic impacts on private for-profit businesses from the proposed ordinance.

Good Faith Estimate of Number of Businesses Likely to Be Impacted by the Proposed Ordinance

N/A

ORDINANCE NO. 2026-25

AN ORDINANCE OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, RELATING TO THE DELEGATION OF THE DUTIES OF THE ZONING BOARD OF ADJUSTMENT TO THE PLANNING AND ZONING BOARD; MAKING FINDINGS; AMENDING SECTION 8.04(7) OF THE CITY CHARTER; PROVIDING FOR A REFERENDUM ELECTION AND BALLOT LANGUAGE; SETTING FORTH A CITY CHARTER AMENDMENT PROVIDING THAT THE CITY COUNCIL MAY DELEGATE THE DUTIES OF THE BOARD OF ADJUSTMENT (ZONING BOARD OF ADJUSTMENT) TO THE ZONING COMMISSION (PLANNING AND ZONING BOARD); PROVIDING FOR COORDINATION WITH THE SUPERVISOR OF ELECTIONS; PROVIDING FOR PUBLIC NOTICE OF THE REFERENDUM; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE.

WHEREAS, Section 8.04 of the City Charter requires that City Council appoint a zoning commission for the purpose of recommending zoning districts and appropriate regulations therein, and to also appoint a board of adjustment which Council may authorize to approve special exceptions to certain regulations adopted in city code; and

WHEREAS, Article II, section 5(a), Florida Constitution, prohibits any person from simultaneously holding more than one “office” under the governments of the state, and the counties and municipalities therein (“prohibition on dual office-holding”); and

WHEREAS, while the Constitution does not define the term “office” for the purpose of the dual office-holding prohibition, the courts and the Attorney General’s Office have stated that the term “office” implies a delegation of a portion of the sovereign power, and the possession of it, by the person filling the office and embraces the idea of tenure, duration, and duties in exercising some portion of the sovereign power conferred by law; and

WHEREAS, in accordance with various ordinances adopted by the City Council, the zoning commission (Planning and Zoning Board) and the Board of Adjustment each serve in a quasi-judicial capacity and have been delegated a portion of the sovereign power of the City

with the authority to render final decisions in certain matters on behalf of the City, which suggests that the positions on these boards constitute “offices” for purposes of Article II, section 5(a), of the Florida Constitution; and

WHEREAS, citing the Florida Supreme Court, the Florida Attorney General’s Office has opined that while the Constitution does not expressly provide an exception for *ex officio* service (services or duties assigned to an office regardless of who occupies the office), it has long been settled in this state that the legislative designation of an officer to perform *ex officio* the duties and functions of another office does not violate the constitutional dual office-holding prohibition, provided that the duties imposed are consistent with those already being exercised; and

WHEREAS, the zoning commission (Planning and Zoning Board) does perform duties consistent with those of the Board of Adjustment, in that, both boards hear and decide appeals from decisions of certain city officials and also rule on requests for special exceptions or variances from certain provisions of the code or technical manuals; and

WHEREAS, on April 28, 2026, City Council gave the City Attorney direction to propose relevant amendments to the City Charter and City Code providing City Council with the ability to impose upon the zoning commission (the Planning and Zoning Board) the duty to perform the duties of the Board of Adjustment, as additional *ex officio* duties of the zoning commission (Planning and Zoning Board); and

WHEREAS, Section 166.021(4), Florida Statutes, states that matters prescribed by municipal charter relating to appointive boards must be approved by the charter amendment process set forth in Section 166.031, Florida Statutes; and

WHEREAS, pursuant to Section 166.031, Florida Statutes, “[t]he governing body of a municipality may, by ordinance,...submit to the electors of said municipality a proposed amendment to its charter...”; and

WHEREAS, the City Council has determined that Section 8.04 of the City Charter is in need of revision in order to provide City Council the flexibility to delegate to the zoning commission (Planning and Zoning Board) the duty to perform the duties and functions of the Board of Adjustment; and

WHEREAS, the City Council has duly considered the Charter amendment set forth in this ordinance, and by passage of this ordinance indicates its desire to approve the Charter amendment as set forth herein, subject to approval of the electorate at a municipal election; and

WHEREAS, the City Council finds it to be in the best interests of its citizens to submit said proposed Charter amendments to the voters for their consideration at the election to be held on November 3, 2026.

BE IT ENACTED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. Recitals adopted. That the foregoing “Whereas” clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this ordinance upon adoption hereof.

SECTION 2. Referendum Election. That pursuant to Section 166.031, Florida Statutes, a referendum is hereby called and scheduled to be held with the next general municipal election on November 3, 2026, to determine whether the amendment to the Charter of the City of Melbourne, Florida, as set forth in Section 3. hereof, shall be approved by a majority of the votes cast in such election in which the qualified electors residing in the City shall participate. Such referendum election shall be held and conducted in conformity with the laws of the State of Florida and the Charter and ordinances of the City of Melbourne relating to elections in the City of Melbourne. The Supervisor of Elections of Brevard County is hereby requested to coordinate all matters related to said referendum election with the City Clerk.

SECTION 3. Amendment to Charter. That in interpreting the amendment in this Section, language that is underlined is an addition to the existing text of the City Charter, Language that is ~~stricken through~~ is a deletion from the existing text of the City Charter. It is proposed that Section 8.04 of the City Charter of the City of Melbourne, Florida, shall be amended to read as follows:

Sec. 8.04. Validity of former zoning and zoning procedures.

* * * *

- (7) *Members of board of adjustment.* The board of adjustment shall consist of seven (7) members each to be appointed for a term of three (3) years and removable for cause by the appointing authority upon written charges and after public hearing. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. Alternatively, the City Council may designate the zoning commission to perform the powers and duties of the board of adjustment as additional ex officio duties of the members of the zoning commission.

* * * *

SECTION 4. Ballot Summary. That concurrent with the next general municipal election on November 3, 2026, the following question shall be placed on the ballot. The question shall be worded substantially as follows, in accordance with Section 101.161, Florida Statutes:

MELBOURNE CITY CHARTER AMENDMENT

AUTHORIZING COUNCIL TO DELEGATE BOARD OF ADJUSTMENT DUTIES TO ZONING COMMISSION

City Charter requires city council to establish a zoning commission and appoint a board of adjustment. A charter amendment would enable city council to delegate the duties of the board of adjustment to be performed by the zoning commission. Shall Section 8.04 of the City Charter be amended such that the duties and functions of the Board of Adjustment may be delegated by city council to the City zoning commission (Planning and Zoning Board)?

YES (for approval) _____
NO (for rejection) _____

SECTION 5. Coordination with Supervisor of Elections. That the City Clerk is hereby authorized and directed to coordinate with the Supervisor of Elections of Brevard County to include the above-described question on the November 3, 2026 ballot.

SECTION 6. Notice of Referendum. That notice of the referendum election shall be published in accordance with the procedures set forth in Section 100.342, Florida Statutes. The publication shall occur at least twice, once in the fifth week and once in the third week before the week in which the election is to be held, which includes November 3, 2026.

SECTION 7. That the City Clerk is hereby directed to ensure that all advertising, translation, and notice requirements are complied with and to coordinate all activities necessary to conduct the referendum election with the Supervisor of Elections for Brevard County.

SECTION 8. That in the event that the charter amendment proposed by Section 4 of this ordinance is approved by an affirmative vote of a majority of votes cast by the electors of the City of Melbourne, Florida at the November 3, 2026 election, then: (1) the codifier is directed to incorporate the amendments stated in Section 3 of this ordinance into the Charter of the City of Melbourne; and (2) the City Clerk is directed to promptly file a true copy of this ordinance with the Florida Department of State, as required by Section 166.031, Florida Statutes.

SECTION 9. Severability Clause. That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional, illegal or otherwise void by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, illegality, or other declaration shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

SECTION 10. Effective Date. That this ordinance shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 11. Adoption Schedule. That this ordinance was passed on first reading at a regular meeting of the City Council on the 26th day of May, 2026, and adopted on the second and final reading at a regular meeting of the City Council on the day of _____, 2026.

BY: _____
Paul Alfrey, Mayor

ATTEST: _____
Kevin McKeown, City Clerk

[CITY SEAL]

Ordinance No. 2026-25



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Engineering
Presenter:	James Ennis
Council District:	6
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.10.

Subject:

Work Order No. 26-01 to the contract with V.A. Paving, Inc., Cocoa, FL for the Longwood Subdivision Road Resurfacing and Restoration project.

Background/Consideration:

The roadway surfaces within the Longwood Subdivision have been determined to be at the end of life. Geotechnical testing was performed and determined that Chappara Drive, Chappara Court, Alamo Place, Oakbrook Place, Maple Leaf Place, Woodsmill Drive north of Alamo Place, Longwood Boulevard north of Oakbrook Place and Village Park Drive north of Oakbrook Place require black base installation in addition to resurfacing due to the condition of the base. The remaining streets within Longwood Subdivision will receive standard 2-inch mill and resurfacing. This work order includes 2.7 miles of roadway resurfacing, of which, base repairs are required for 1.65 miles of the total resurfacing area.

Roadway locations are identified in the attached exhibit.

The Contractor will have 270 days following Notice of Commencement to complete the work included within this work order.

Fiscal/Budget Impact:

This project was initially created in 2024 with funding for the design and geotechnical investigation. Funding for construction was placed into the Fiscal Year 2026 Resurfacing Program. An administrative transfer in the amount of \$1,800,000 is now necessary to transfer the funds from the 2026 Resurfacing Program, Project No. 68026, into the Longwood Subdivision Road Resurfacing and Restoration, Project No. 64324.

Requested Action:

Approval of Work Order No. 26-01 to the contract with V.A. Paving, Inc., Cocoa, FL for the Longwood Subdivision Road Resurfacing and Restoration, Project No. 64324, in the not-to-exceed amount of \$1,800,000.

Memorandum

To: Jenni Lamb, City Manager
Marla Keehn, Management and Budget Officer

Thru: James Ennis, City Engineer

From: J. Danielle Straub, Assistant City Engineer

Date: May 27, 2026

Re: Work Order No. 26-01 to V.A. Paving, Inc. for Longwood Subdivision Road Resurfacing and Restoration, Project No. 64324

On March 24, 2026, City Council approved the contract with V.A. Paving, Inc. for roadway resurfacing and restoration. This Work Order No. 26-01 is for the milling and resurfacing of the streets within the Longwood Subdivision.

Background

The roadway surfaces within the Longwood Subdivision have been determined to be at the end of life and geotechnical testing was performed to determine what type of restoration is needed. It was determined that Chapparral Drive, Chapparral Court, Alamo Place, Oakbrook Place, Maple Leaf Place, Woodsmill Drive north of Alamo Place, Longwood Boulevard north of Oakbrook Place and Village Park Drive north of Oakbrook Place require black base installation in addition to resurfacing due to the condition of the base. The remaining streets within Longwood Subdivision will receive the standard 2-inch mill and resurfacing. This work order includes 2.7 miles of roadway resurfacing, of which, base repairs are required on 1.65 miles of the total resurfacing area.

Scope of Work

The roadways as indicated above will be restored by either black base installation with surface over lay or just surface over lay.

As part of the resurfacing process, Water Distribution, Wastewater Collections, Reclaimed Distribution and the Streets and Stormwater Division are notified of this work.

Additional contract awards and/or work orders will be brought before the City Manager/City Council for approval for the pavement markings, sidewalk upgrades and ADA upgrades as needed.

Compensation and Schedule

This project was a component of the Fiscal Year 2022 Pavement Management Plan; however, sufficient funding is not available within the project budget. An administrative transfer in the amount of \$1,800,000 from Project No. 68025 - FY 2025 Resurfacing Program is required. The contractor will have 270 calendar days to complete this project.

Recommendation

Approval of Work Order No. 26-01 with V.A. Paving, Inc., Cocoa, FL in the amount not to exceed of \$1,800,000.

Engineering Department
900 E. Strawbridge Avenue
Melbourne, FL 32901

WORK ORDER NO. 26-01

Project: Annual Resurfacing
Project No: 64324
To: VA Paving, Inc.

WORK ORDER DESCRIPTION

Black Base Roadways

Chapparal Drive
Chapparal Court
Alamo Place
Oakbrook Place
Maple Leaf Place
Woodsmill Drive north of Alamo Place
Longwood Boulevard north of Oakbrook Place
Village Park Drive north of Oakbrook Place

Resurface Only Roadways

Prairie Place
Canyon Place
Woodsmill Drive south of Alamo Place
Longwood Boulevard south of Oakbrook Place
Village Park Drive south of Oakbrook Place

Black base areas will receive 3.5" of SP 12.5 with an additional 2" of SP 12.5 as surface.

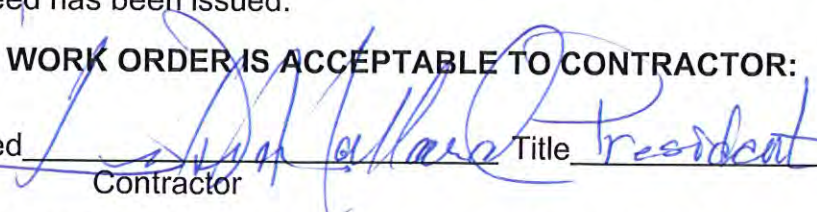
Resurface only areas will receive 2" of SP 12.5 as surface.

All roadways will be milled as required for asphalt installation.

For the services under this authorization, the total compensation amount to be paid to the vendor under this work order shall not exceed \$1,800,000.

All services required by this Work Order will be completed will have 270 days after the Notice to proceed has been issued.

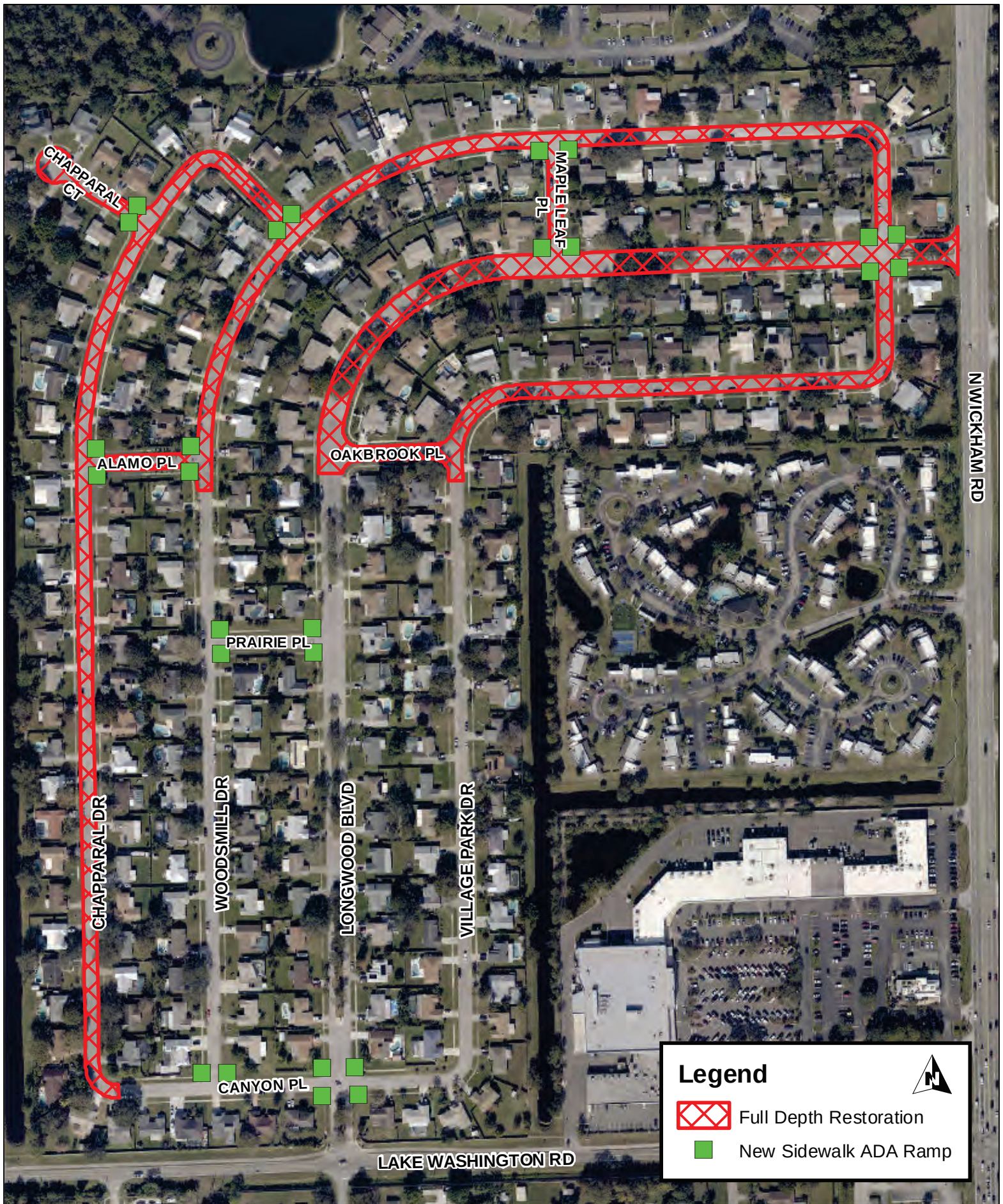
THIS WORK ORDER IS ACCEPTABLE TO CONTRACTOR:

Signed  Title President Date 5-28-26
Contractor

RECOMMENDED AND APPROVED, CITY OF MELBOURNE:

Signed _____ Title City Engineer Date _____

Signed _____ Title City Manager Date _____





Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Manager's Office
Presenter:	N/A
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.11.

Subject:

Consent Agenda

Background/Consideration:

- a. Purchase of playground equipment and turf surfacing for Southwest Park, Project No. 70126, Playmore West, Inc., Fort Myers, FL - \$397,137.40.
- b. Fifth Amendment to the Purchase Agreement for Temporary Staffing Services, AUE Temporary Staffing, Inc., Melbourne, FL - annual estimated cost of \$1,050,000.
- c. Application (Request for Inclusion) to the Florida Department of Environmental Protection, Bureau of Water Facilities Funding under the State Revolving Fund for Grant Street Water Reclamation Facility Improvements.
- d. **Resolution No. 4419:** A resolution calling for a general municipal election to be held November 3, 2026; electing three Council Members, one each from Districts Two, Four and Six; calling for a special run-off municipal election in the event of a tie between two candidates for any seat; calling for a referendum to be held on the same date in accordance with Ordinance No. 2026-25; providing that the resolution shall serve as the city's notice of election required by Section 22-3 of the City Code; and authorizing the City Clerk to coordinate with the Brevard County Supervisor of Elections to conduct the election.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Parks & Recreation
Presenter:	Nikki Caldwell
Council District:	4
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.11.a.

Subject:

Purchase of playground equipment and turf surfacing for Southwest Park.

Background/Consideration:

Southwest Park had a playground for ages 5–12 that was over 25 years old and needed to be replaced. It had deteriorated beyond repair and the Parks & Recreation Department's maintenance staff removed the playground in April 2026. In March 2026, the Parks & Recreation Department sent local residents a mailing notice informing them of a community input meeting on April 8 to gather ideas and suggestions related to the proposed inclusive playground at Southwest Park. For residents unable to attend the meeting in person, the notice included a QR code for residents to submit comments using an online survey. Following the April 8 community meeting, another survey was posted to the City's project website for local residents to select and vote on specific amenities such as play panels and features. The gathered input was used to finalize the design of the new playground.

Playgrounds strengthen social skills, increases confidence and self-esteem, stimulates emotional development, boosts cognitive development, promotes creativity and imagination, and encourages physical activity. Playground equipment provides vital safe spaces where children can be themselves and have fun while developing crucial cognitive, emotional, physical, and social skills.

Two (2) playground vendors submitted initial quotes for the playground. Playmore West, Inc. was selected to design the playground due to their extensive knowledge and experience with inclusive playgrounds. The proposed replacement playground will have many inclusive elements that will benefit children, families, and the community of all abilities. The playground area is 5,065 square feet with equipment for ages 5–12 years old. The playground will have ADA-compliant turf surfacing, and Parks staff will extend the sidewalk to the edge of the play area for ADA access and install a 4-foot-tall fence around the perimeter to maintain the safety of playground patrons.

Contract/Solicitation:

This purchase utilizes the contract pricing from Manatee County, Florida contract number 26-0041-MR. All quoted pricing is equal to or less than the contract pricing. This contract expires on August 31, 2030.

Fiscal/Budget Impact:



Funding is available within the Capital Improvement Project budget account 37772-563000 (Project No. 70126 - Southwest Park ADA Access Playground).

Requested Action:

Approval of the purchase and installation of playground equipment and turf surfacing, Project No. 70126, Playmore West, Inc., Fort Myers, FL - \$397,137.40.



Proposal

#EST3426

Bill To
City of Melbourne
900 E. Strawbridge Ave.
Melbourne FL 32901

Ship To
Southwest Park
400 W Florida Ave
Melbourne FL 32901

Proposal Date	Project Manager
5/13/2026	Joshua Mesmer

Title: Southwest Park
Memo: *City is responsible for site prep.

		Terms Net 30	
Quantity	Description	Unit Price	Total Extended
1	Playworld Playmakers Custom Structure, PM24352C	\$193,032.00	\$193,032.00
	School District of Manatee County Contract 26-0041-MR Discount	-5%	(\$9,651.60)
1	Play Equipment Installation Non Shade Items, priced per Manatee Contract	\$73,352.16	\$73,352.16
2	Playworld ZZPM4714 17FT HEX HAT SHADE	\$7,955.00	\$15,910.00
	School District of Manatee County Contract 26-0041-MR Discount, 3%	(\$477.30)	(\$477.30)
1	Shade Installation Playshade, priced per Manatee Contract	\$23,149.05	\$23,149.05
1	Freight Playworld	\$10,000.00	\$10,000.00
5,065	Playground Surfacing Sunshine Turf PlaySafe with Installation Included: fabric underlayment, 4 inch rock base, 2.25 inch PlayPad - 5065 sf	\$18.00	\$91,170.00
321	Concrete Curb Ribbon Curb	\$39.00	\$12,519.00
1	Receive and Unload Deliveries	\$1,500.00	\$1,500.00
1	Dumpster for General Trash	\$1,875.00	\$1,875.00
1	Engineered Drawings	\$1,875.00	\$1,875.00
1	Building Permit Processing and Fees	\$11,558.00	\$11,558.00
	Discount Courtesy	(\$28,673.91)	(\$28,673.91)
THIS PROPOSAL IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS		Subtotal	\$397,137.40
		Tax	\$0.00
		Total	\$397,137.40

Accepted By

Printed Name: _____

Signature: _____

Date: _____

PLEASE SIGN AND RETURN ONE COPY WHEN ORDERING.

PO/Reference #: _____

THANK YOU!



6300 Metro Plantation Road
Fort Myers, FL 33966
(239) 791-2400 (239) 791-2401 fax
(888) 886-3757 toll free

Standard Terms and Conditions

General Terms

Acceptance of this proposal, quotation, contract, purchase order, or authorization to proceed constitutes acceptance of all terms and conditions contained herein.

- Prices are valid for thirty (30) days unless otherwise noted. After thirty (30) days, prices are subject to change without notice.
- Add 10% to the total project price if Prevailing Wages are required and not specifically included in the proposal.
- Add 3% to the total project price if Payment and Performance Bonds are required and not specifically included in the proposal.
- Add 2% to the total project price if participation in an OCIP or CCIP program is required and not specifically included in the proposal.
- Sales tax will be charged unless a valid Sales Tax Exemption Certificate is provided prior to invoicing.
- All colors, options, layouts, and selections must be approved in writing. Playmore shall not be responsible for discrepancies resulting from verbal approvals or selections.
- Installation, site work, demolition, grading, drainage, permits, engineering, surveys, utility locates, testing, or other related work are not included unless specifically stated in the proposal.
- If customer or others perform installation, all equipment must be installed in accordance with manufacturer instructions, ASTM standards, CPSC guidelines, applicable codes, and industry standards.

Warranties

Playmore warrants equipment, surfacing, and installation workmanship for a period of one (1) year from the date of substantial completion unless otherwise stated in writing.

Any applicable manufacturer warranties extending beyond one year shall remain in effect in accordance with the manufacturer's warranty terms and conditions. Manufacturer warranty claims shall be processed directly through the manufacturer. Playmore assumes no responsibility for manufacturer warranties beyond its one-year workmanship warranty.

Normal wear, abuse, vandalism, misuse, improper maintenance, unauthorized repairs, acts of nature, or damage caused by others are excluded from warranty coverage.

Playground Surfacing

All playground equipment shall be installed over safety surfacing in compliance with applicable ASTM standards and current CPSC guidelines.

If customer or others elect to install equipment or surfacing contrary to manufacturer recommendations, ASTM standards, CPSC guidelines, or applicable codes, customer assumes all responsibility and liability associated with such installation, including any resulting claims, injuries, or litigation.

Installation Standard Services Include (As Required)

- Shipping coordination and receiving instructions
- Pre-installation site meeting
- Public utility locate request through Sunshine 811
- Delivery and movement of new equipment on-site
- Equipment layout
- Installation in accordance with manufacturer instructions
- General jobsite cleanup (debris left on-site unless otherwise noted)
- Post-installation walkthrough

Installation Customer Responsibilities

Unless specifically included in the proposal, customer responsibilities include:

- Site plans and surveys
- Site preparation, grading, drainage, and earthwork
- Removal of existing equipment or site improvements
- Private utility locates
- Dumpster and debris disposal
- Accepting deliveries and unloading equipment

- Providing staging and storage areas
- Site security
- Site access for equipment and personnel

Building Permits

Required building permits are the responsibility of the Owner and/or Contractor. If a building permit is required for the project, a permit coordination fee equal to 5% of the total project price will be added unless already included in the proposal.

All zoning, planning, health department, environmental, architectural, HOA, and other jurisdictional reviews, permits, approvals, site plans, surveys, engineering documents, and supporting materials required for permitting are the responsibility of others unless specifically stated otherwise in the proposal.

If signed and sealed engineered drawings are required, additional charges may apply unless specifically included in the proposal.

Equipment and materials will not be released for vendor fabrication until all required building permits have been obtained unless Playmore has received a fully executed Early Manufacturing Release & Risk Acknowledgment from the customer.

Theft / Vandalism

Customer is responsible for securing the project site, equipment, and materials at all times. Playmore shall not be responsible for theft, vandalism, damage, or loss occurring before final project completion and acceptance.

Any costs associated with replacement equipment, materials, labor, mobilization, delays, or additional services resulting from theft, vandalism, or site damage shall be the responsibility of the customer.

Site Access / Utilities

Customer shall provide and maintain adequate access to the project site for heavy trucks, equipment, deliveries, and personnel throughout the duration of the project.

If access is restricted, limited, or located an unreasonable distance from the installation area, any additional labor, equipment, transportation, staging, handling, or mobilization costs incurred shall be the responsibility of the customer unless specifically included in the proposal.

Playmore will exercise reasonable care during delivery and installation activities; however, the customer acknowledges that normal construction and installation operations may result in damage to existing site conditions, including but not limited to sod, irrigation systems, concrete, asphalt, landscaping, private utilities, sidewalks, curbing, or other improvements. Repair or replacement of such items shall be the responsibility of the customer unless specifically included in the proposal.

Customer is responsible for identifying and marking all private underground utilities and site improvements prior to commencement of work.

Any additional protective measures requested by the customer, including temporary access roads, plywood protection, crane pads, or ground protection systems, shall be at the customer's expense unless specifically included in the proposal.

Rock / Unsuitable Soil / Unknown Conditions

Most installations require excavation and concrete footings below finished grade. Removal of existing surfaces or ground coverings, including but not limited to asphalt, concrete, rubber surfacing, poured-in-place surfacing, wood fiber, sand, gravel, mulch, or other materials interfering with excavation, shall be the responsibility of others unless specifically included in the proposal.

If unforeseen site conditions or underground obstructions are encountered, including but not limited to:

- rock,
- coral,
- unsuitable soils,
- groundwater,
- buried concrete,
- asphalt,
- utilities,
- drainage systems,
- root systems,
- debris,
- or other unknown obstructions,

Any resulting additional labor, equipment, material, engineering, disposal, dewatering, delay, or excavation costs shall be treated as extra work and billed in addition to the original proposal amount.

Additional Responsibilities

Any additional responsibilities, exclusions, clarifications, or assumptions shall be specifically identified in the proposal.



PlayMoreWorryLess™ Playground Warranty and Inspection Program

Playground Installation Warranty

In addition to all applicable manufacturer product warranties, Playmore warrants its installation services for a period of one (1) year from the date of project completion.

During this warranty period, Playmore will, at no cost to the Owner, provide all labor necessary to correct defects resulting from improper installation workmanship.

This warranty does not cover conditions resulting from normal wear and tear, misuse, vandalism, acts of nature, or failure to perform routine maintenance.

Complimentary Playground Inspection Service

For the service life of installed playground equipment, Playmore offers one (1) complimentary annual playground inspection, to be conducted in coordination with an Owner representative.

- Inspections will be performed by a Certified Playground Safety Inspector (CPSI).
- The inspection consists of a visual assessment of the play area to identify potential safety, maintenance, or warranty-related concerns.
- Inspection findings and recommendations are advisory and do not replace the Owner's responsibility for routine maintenance and repairs.

To schedule the annual inspection, please contact Customer Service at (888) 886-3757.



Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C



Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C



Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C



Southwest Park
Melbourne, FL



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Southwest Park
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Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C



Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C

Colors

Main Structure:

Posts - Beige
Components - Chartreuse
Components 2 - Teal
Components 3 - Chartreuse
Rotoplastics - Teal, Yellow
Sheet Plastics - Yellow
2-Color Sheet Plastics - Yellow/Sand
Decks - Gray
Shade - Turquoise
Rope - Beige

Cozy Cocoon:

Posts - Teal
Rotoplastics - Teal, Yellow

Swings:

Posts - Teal
Top Rail - Teal
ADA Swing Seat - Yellow

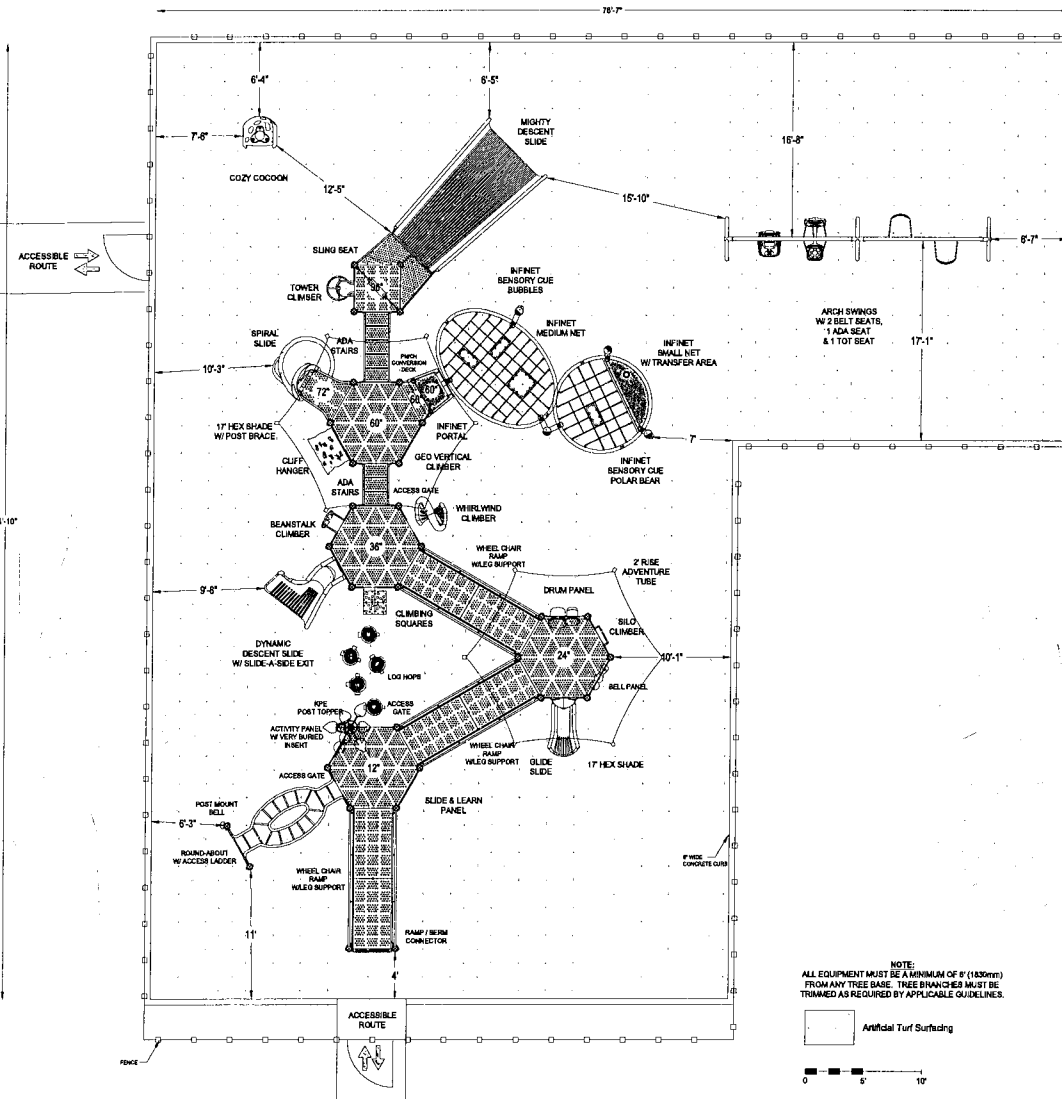
Southwest Park
Melbourne, FL



Representing:



Project No:
PM24352C



*PLAYGROUND SUPERVISION REQUIRED



Playmore
Recreational Products
& Services
6300 Metro Plantation Road
Fort Myers, FL 33966
(888)886-3757

EQUIPMENT SIZE:
38'6" x 71'4" x 19'7"

USE ZONE:
SEE DWG

AREA:
5,065 SqFt.

PERIMETER:
320'10"

FALL HEIGHT:
8 Ft.

USER CAPACITY:
130

AGE GROUP:
5-12

ADA SCHEDULE	Total Elevated Play Activities: 18		
	Total Ground-Level Play Activities: 14		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	9	5	3
Provided	17	14	7

✓ ASTM F1487-25



PROJECT NO:
PM24352C

SCALE:
3/32"=1'-0"

DRAWN BY:
BDS

Paper Size

DATE:
11-MAY-2026

B

SOUTHWEST PARK - OPTION 2
MELBOURNE, FL



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Human Resources
Presenter:	Ruth Lovejoy
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.11.b.

Subject:

Approval of Fifth Amendment to the Purchase Agreement for Temporary Staffing Services.

Background/Consideration:

The City utilizes temporary staffing to respond to workload fluctuations, employee absences, and unexpected or temporary demands. In addition, there are recreation positions that are outsourced. These staff are hired through a staffing agency under contract with the City. The current contract with AUE Staffing, Inc is set to expire on July 30, 2026. However, AUE Staffing, Inc. has agreed to an extension until July 29, 2027.

Contract/Solicitation:

This amendment will extend our current contract with the vendor until July 29, 2027.

Fiscal/Budget Impact:

Based on past history, the estimated annual cost of this contract is \$1,050,000. Funding is available in each department's Contractual Employee expense account (534040) based on anticipated need.

Requested Action:

Approval of the Fifth Amendment to the Purchase Agreement for Temporary Services, AUE Temporary Staffing, Inc., Melbourne, FL, for an annual estimated cost of \$1,050,000.

City of Melbourne

FIFTH AMENDMENT TO PURCHASE AGREEMENT FOR SERVICES

Temporary Staffing Services
Contract No. B21014S-0-2021/SN

This Fifth Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN, Temporary Staffing Services, is entered into by and between the **CITY OF MELBOURNE**, a Florida municipal corporation, whose address is 900 East Strawbridge Avenue, Melbourne, FL 32901 (the "CITY") and **AUE STAFFING, INC.**, a Florida corporation whose address is 1600 Sarno Road, Suite 118A, Melbourne, Florida 32935 (the "CONTRACTOR") (Collectively the "Parties").

The CITY and the CONTRACTOR agree as follows:

1. The Contract entered into on July 30, 2021, is hereby extended for an additional twelve (12) month term beginning July 30, 2026 through July 29, 2027.
2. Except as expressly provided in this Fifth Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN Temporary Staffing Services, all of the terms and provisions of the Contract are and will remain in full force and effect and are hereby ratified and confirmed by the CITY and the CONTRACTOR. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Contract or as a waiver of or consent to any further or future action on the part of either the CITY or the CONTRACTOR that would require the waiver or consent of the other party.

This Fifth Amendment shall become effective upon the last of the parties to sign.

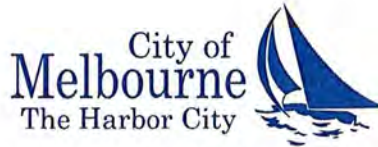
CITY OF MELBOURNE, FLORIDA
A Florida municipal corporation

AUE STAFFING, INC.
A Florida corporation

By: _____ Date: _____
Name: Jenni Lamb
Its: City Manager
900 E. Strawbridge Avenue
Melbourne, Florida 32901

By: Melody Martin Date: 05/11/2026
Name: Melody Martin
Its: President
1600 Sarno Road, Suite 118A
Melbourne, FL 32935

ATTEST: _____
Kevin McKeown, City Clerk



Procurement Division • 900 E. Strawbridge Avenue • Melbourne, Florida 32901 • (321) 608-7062 • Fax (321) 608-7070

PURCHASE AGREEMENT FOR SERVICES
TEMPORARY STAFFING SERVICES

This **PURCHASE AGREEMENT FOR SERVICES – TEMPORARY STAFFING SERVICES** (this "Contract") is entered into by and between the City of Melbourne, Florida, hereinafter referred to as the **CITY**, and **AUE Staffing, Inc.**, a Florida corporation, whose mailing address is 1600 Sarno Road, Suite 109, Melbourne, FL 32935, hereinafter referred to as the **CONTRACTOR**.

CITY PROCUREMENT CONTACT:	CITY DEPARTMENT CONTACT:	CONTRACTOR CONTACT:
Procurement Division Shanequa Nabors, Buyer 900 E. Strawbridge Ave Melbourne, FL 32901 shanequa.nabors@mlbfl.org P: 321-608-7066 F: 321-608-7070	Human Resources Dr. Kimberly Foxworth, Director of HR 900 E. Strawbridge Ave Melbourne, FL 32901 kimberly.foxworth@mlbfl.org P: 321-608-7802 F: 321-608-7818	AUE Staffing, Inc. Elizabeth Torres, Manager 1600 Sarno Road, Suite 109 Melbourne, FL 32935 etorres@auestaffing.com P: 321-622-8306 F: 321-622-8309

This Contract consists of the following documents: (Mark "X" where applicable)

- ☒ Exhibit A: Standard Terms and Conditions of Purchase Agreement - Services (Std Version 12/16/2020)
 - ☒ Exhibit A1. Statement of Work
 - ☒ Exhibit A2. Performance Standards/ Quality Requirements
 - ☐ Exhibit A3. Maintenance Agreement
 - ☒ Exhibit A4. Pricing Schedule
- ☒ Exhibit B: Supplemental Provisions
- ☐ Exhibit C: Federal Compliance Provisions
- ☐ Exhibit D: Bid Specifications
 - ☒ Exhibit D1: Invitation to Bid # ITB-B21014S-0-2021/SN, as modified by addenda (the "ITB")
 - ☐ Exhibit D2: Request for Proposal # RFP _____, as modified by addenda (the "RFP")
 - ☒ Exhibit D3: CONTRACTOR's Responsive Bid dated March 25, 2021, but only to the extent responsive to CITY's ITB or RFP, as the case may be (the "Bid")

CITY may purchase and CONTRACTOR shall sell the Services (and Items incidental thereto) as described in Exhibit A1 at prices specified in Exhibit A4, in accordance with the terms and conditions of this Contract and the documents marked above as Exhibits, all incorporated herein by reference. This Contract commences on July 30, 2021 (the "Commencement Date"), subject to the Effective Date. This Contract expires on July 29, 2022 (the "Expiration Date") and ☐ is not renewable ☒ is renewable for up to four (4) additional 12-month terms.

CITY:

CITY OF MELBOURNE,
a Florida municipal corporation
Shannon M. Lewis 7.14.2021
Shannon M. Lewis, City Manager Date

ATTEST: Kevin McKeown
Kevin McKeown, City Clerk

CONTRACTOR:

AUE STAFFING, INC.,
a Florida corporation
Melody Martin 06/02/2021
Signature Date
Name: Melody Martin
Title: President

City Use Only Initial Method of Procurement (mark): ☒ ITB # <u>ITB-B21014S-0-2021/SN</u> ☐ RFP # _____ ☐ Exception: _____	Commencement Date: <u>7/30/2021</u> ** Note: But effective no earlier than last of the parties to execute Expiration Date: <u>7/29/2022</u> Renewal: ☐ No ☒ Yes <u>4</u> terms ☐ Not Applicable Council/ City Manager Approval Date: <u>7/13/2021</u>
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EXHIBIT A

STANDARD TERMS AND CONDITIONS OF PURCHASE AGREEMENT – SERVICES

1. DEFINITIONS

- A. "Item(s)" means any goods or items, including intellectual property, provided by CONTRACTOR incidental to the Services.
- B. "Hazardous Materials" are or contain dangerous goods, chemicals, contaminants, substances, pollutants, or any other materials that are defined as hazardous by relevant local, state, national, or international law, regulations, and standards.
- C. "Purchase Order" is CITY's document setting forth specific Services to be rendered and Order information.
- D. "Order" means CITY's authorization for CONTRACTOR to provide the Services defined in accordance with the CITY's Purchase Order sent to CONTRACTOR.
- E. "Service(s)" means the work which CONTRACTOR is to perform for CITY as set forth in Exhibit A1 in compliance with the Performance Standards of Exhibit A2 and the Maintenance Agreement of Exhibit A3.
- F. "Commencement Date" and "Expiration Date" are defined as set forth on the first page of this Contract and shall apply to term contracts.

2. TERM OF AGREEMENT

The term of this Contract shall begin on the Effective Date, and continue to the Expiration Date. The Effective Date of this Contract shall be the date of the last of the parties to sign.

3. PRICING

- A. Prices set forth on Exhibit A4 shall remain fixed for the duration of this Contract except as provided herein.
- B. The price charged CITY for any Service shall always be CONTRACTOR's lowest price charged any customer for that equivalent Service regardless of any special terms, conditions, rebates, or allowances of any nature. If CONTRACTOR sells any Service to any customer at a price less than that set forth herein, CONTRACTOR shall adjust its price to the lower price for any un-invoiced Service and for all future invoices for such Service. For purposes of comparing price under this Paragraph, the price and/or conversion costs of Services shall include those CONTRACTOR cost components which are generic to the Services as compared to other similar services generally provided by CONTRACTOR. Such comparison shall be made to the extent Services have similar characteristics, such as labor rates, turnkey material costs, storage expenses, or other specific comparison criteria agreed upon by the parties.
- C. In the event CONTRACTOR offers a lower price, either as a general price drop or only to some customer(s) for any reason, CONTRACTOR shall immediately inform CITY of this price and rebate to CITY an amount equal to the difference in the price paid by CITY and the lower price for all such Services provided during the preceding thirty (30) days.
- D. All Applicable taxes and other charges such as duties, customs, tariffs, imposts, and government imposed surcharges paid by CONTRACTOR shall be stated separately on CONTRACTOR's invoice and borne by CONTRACTOR. In the event that CITY is prohibited by law from remitting payments to the CONTRACTOR unless CITY deducts or withholds taxes therefrom on behalf of the local taxing jurisdiction, then CITY shall duly withhold such taxes and shall remit the remaining net invoice amount to the CONTRACTOR. CITY shall not reimburse CONTRACTOR for the amount of such taxes withheld.
- E. The purchase of equipment, materials, and/or service by the CITY may be exempt from the payment of excise, transportation and sales tax imposed by the federal, state and/or other city governments. Upon request, applicable federal excise exemption certificates will be furnished to CONTRACTOR.
- F. Additional costs including such taxes, surcharges and delivery costs, except those described on Exhibit A4, will not be paid or

reimbursed without CITY's prior written approval.

- G. CITY reserves the right to have CONTRACTOR's records inspected and audited to ensure compliance with this Contract. At CITY's option or upon CONTRACTOR's written demand, such audit will be performed by an independent third party at CITY's expense. However, if CONTRACTOR is found to not be complying with this Contract in any way, CONTRACTOR shall reimburse CITY for all costs associated with the audit, along with any discrepancies discovered, within thirty (30) days after completion of the audit. The results of such audit shall be kept confidential by the auditor to the extent allowed by law and, if conducted by a third party, only CONTRACTOR's failures to abide by the obligations of this Contract shall be reported to CITY.

4. INVOICING AND PAYMENT

- A. Payment for Services as specified in the contract shall be processed promptly after performance of Services and after receipt of properly prepared invoice(s). Original invoices shall be submitted and shall include: purchase agreement number from the Purchase Order, purchase order number, line item number, Order number, part number, complete bill to address, description of Services, quantities, unit price, extended totals, and any applicable taxes or other charges. For payment, Seller must render original invoice to the City of Melbourne, Accounts Payable Division, 900 East Strawbridge Avenue, Melbourne, Florida 32901.
- B. CONTRACTOR shall be responsible for and hold the CITY harmless for any and all payments to CONTRACTOR's vendors or subcontractors utilized in the performance of the Services.
- C. Discounts for prompt payment will not be considered in bid evaluations, unless otherwise specified. Offered discounts, however, will be taken if payment is made within the discount period.
- D. Payment is made when CITY's check is mailed or EDI funds transfer initiated.
- E. CITY is a local governmental entity subject to the Local Government Prompt Payment Act, §218.70, *et seq.*, Fla. Stat. and payment by CITY shall be made in compliance with said Act. Late charges may be assessed subject to said Act but only to the extent set forth in this Contract.
- F. No payments shall be made in advance of acceptance of services not covered under this Contract nor for Services not acceptable to CITY.
- G. CONTRACTOR agrees to invoice CITY no later than sixty (60) days after performance of Services. CITY will not be obligated to make payment against any invoices submitted after such period.
- H. Payment by the CITY shall be subject to approval and acceptance of Services by CITY. Notwithstanding the foregoing, CITY's payment shall not constitute acceptance.

5. NON-APPROPRIATION –

All funds for payment by CITY under this Contract are subject to the availability of an annual appropriation for this purpose by the Melbourne City Council. In the event of non-appropriation of funds by the Melbourne City Council for the Services provided under this Contract, CITY will terminate this Contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the Services covered by this Contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Contract, CONTRACTOR on thirty (30) days prior written notice shall accept cancellation, but failure to give such notice shall be of no effect and CITY shall not be obligated under this Contract beyond the date of termination.

6. NON-EXCLUSIVITY

The right to provide the Services, which will be granted under this Contract, shall not be exclusive. The CITY reserves the right to competitively bid any Services from another provider when it is in the best interest of CITY.

7. TERMINATION

- A. CITY may terminate this Contract or any Purchase Order issued, or any part thereof, at any time for its sole convenience by giving thirty (30) days written notice of termination to CONTRACTOR.
- B. CITY may terminate this Contract upon written notice to CONTRACTOR in the event CONTRACTOR defaults on any of the terms and conditions of this Contract and such failure continues for a period of fifteen (15) days following notice from CITY specifying the default.
- C. Notwithstanding the foregoing, CITY may immediately terminate this Contract, without providing CONTRACTOR with notice of default or an opportunity to cure, if CITY determines that CONTRACTOR has failed to comply with any of the terms and conditions of this Contract related to safety, indemnification or insurance coverage.
- D. Notwithstanding the foregoing, CITY reserves the right to immediately terminate this Contract by providing written notice to CONTRACTOR but without an opportunity to cure if CITY determines CONTRACTOR knowingly furnished any statement, representation, warranty or certification in connection with the solicitation of CONTRACTOR's bid or this Contract, which representation was materially false, deceptive, incorrect, or incomplete.
- E. Notwithstanding the foregoing, CITY reserves the right to immediately terminate the contract by providing written notice to CONTRACTOR if the State of Florida or the federal government enacts a law, which removes or restricts the authority of CITY to conduct all or part of its function.
- F. Upon receipt of such notice of termination, CONTRACTOR shall: (1) discontinue the terminated work in accordance with CITY's instructions, (2) thereafter perform only such portion of the work not terminated, (3) not place further orders or enter into further subcontracts for Services relating to this Contract, and (4) terminate all existing orders and subcontracts insofar as such orders and subcontracts relate to the performance of this Contract.
- G. There shall be no termination charges for Services not yet provided. The CITY will be responsible for payment of authorized Services already provided by CONTRACTOR but not yet invoiced, provided such Services have been approved by the CITY. Upon payment of CONTRACTOR's claims, the CITY shall be entitled to all work and materials paid for.
- H. Before assuming any payment obligation under this section, the CITY may inspect CONTRACTOR's work in process and audit all relevant documents prior to paying CONTRACTOR's invoice.
- I. There shall be no charges for termination of orders for Services. Notwithstanding anything to the contrary, CONTRACTOR shall not be compensated in any way for any work done after receipt of CITY's notice, nor for any costs incurred by CONTRACTOR's suppliers or subcontractors after CONTRACTOR receives the notice, nor for any costs CONTRACTOR could reasonably have avoided.
- J. Notwithstanding anything else in this Contract, failure to meet the performance date(s) in this Contract shall be considered a material breach of contract and shall allow CITY to terminate the order for the Services and/or any subsequent Orders in the Purchase Order without any liability.

8. FORCE MAJEURE

Neither party shall be responsible for its failure to perform due to causes beyond its reasonable control such as acts of God, fire, theft, war, riot, embargoes, or acts of civil or military authorities. If Services are to be delayed by such contingencies, CONTRACTOR shall immediately notify CITY in writing and CITY may either: (i) extend time of performance; or (ii) terminate all or part of the uncompleted portion of the Purchase Order at no cost to CITY.

9. SCHEDULING AND ORDERS

- A. CONTRACTOR shall promptly perform Services as scheduled or shall promptly notify the CITY if unable to perform any scheduled Services and shall state the reasons.
- B. CITY may place any portion of an Order on hold by notice which shall take effect immediately upon receipt. Orders placed on hold will be rescheduled or canceled within a reasonable time.
- C. CITY shall have no obligation with respect to the purchase of Services under this Contract until such Services are specified in an issued Purchase Order.
- D. CONTRACTOR, in performing work under this Contract, shall provide and maintain during the life of this Contract, equipment and staff sufficient in number, condition and capacity to efficiently perform the work and provide the Services required by this Contract.

10. WARRANTY

- A. CONTRACTOR represents and warrants that all Services provided shall be performed in a workmanlike and competent manner in accordance with the highest professional standards in CONTRACTOR's trade or industry, and shall meet the descriptions and specifications provided on Exhibit A1 and the performance standards stated in Exhibit A2. CITY may inspect and test all Items and review Services at reasonable times in such manner as shall not unreasonably hinder or delay CONTRACTOR's performance. All Items and Services shall be received subject to CITY's inspection, testing, approval, and acceptance at CITY's premises notwithstanding any inspection or testing at CONTRACTOR's premises or any prior payment for such Services. Items rejected by CITY as not conforming to this Contract or specifications, whether provided by CITY or furnished with the Item, may be returned to CONTRACTOR at CONTRACTOR's risk and expense and, at CITY's request, shall immediately be repaired or replaced.
- B. CONTRACTOR makes the following warranties regarding Items furnished hereunder, which shall survive any delivery, inspection, acceptance, payment, or resale of the Services and Items:
 - (i) Items will not infringe any party's intellectual property rights;
 - (ii) CONTRACTOR has the necessary right, title, and interest to provide said Items to CITY, and the Items will be free of liens and encumbrances;
 - (iii) Items are new, and of the grade and quality specified;
 - (iv) Items are free from defects in workmanship and material, conform to all samples, drawings, descriptions, and specifications furnished or published by CONTRACTOR, and to any other agreed-to specifications; and
 - (v) Items conform to the manufacturing quality provisions set forth in Exhibit A2.
- C. If CONTRACTOR breaches any of the foregoing warranties, or Items are otherwise non-conforming, during a period of three (3) years after CITY's acceptance of Services, CONTRACTOR shall, at CITY's option, (i) promptly correct any non-conforming or defective workmanship at no additional cost to the CITY; or (ii) CONTRACTOR shall promptly repair, replace, or refund the amount paid for such Items and Services; and (iii) shall pay to CITY all incidental and consequential damages arising from breach of the foregoing warranties. CONTRACTOR shall bear the cost of shipping and risk of loss of all defective or non-conforming Items while in transit. Notwithstanding the foregoing, the parties agree that the term of the manufacturer's standard warranty shall apply to all manufacturing defects.

11. INDEPENDENT CONTRACTOR

In performing Services under this Contract, CONTRACTOR is an independent contractor and its personnel and other representatives shall not act as nor be agents or employees of the CITY. As an independent contractor, CONTRACTOR will be solely responsible for determining the means and methods for performing the required Services. CONTRACTOR shall have complete charge and responsibility for personnel employed by CONTRACTOR; however, the CITY reserves the right to instruct CONTRACTOR to remove from the CITY's premises immediately any of CONTRACTOR's personnel who

are in breach of Paragraph 17 herein. Such removal shall not relieve CONTRACTOR's obligation to provide Services under this Contract.

12. SECURITY

CONTRACTOR confirms that employees of CONTRACTOR performing work at the CITY's facilities have no record of criminal convictions involving drugs, assault or combative behavior, or theft within the last five years. CONTRACTOR understands that such employees may be subject to criminal history investigations by the CITY at the CITY's expense and may be denied access to the CITY's facilities if any such criminal convictions are discovered.

13. OWNERSHIP AND BAILMENT RESPONSIBILITIES

- A. Any specifications, drawings, schematics, technical information, data, tools, dies, patterns, masks, gauges, computers, test equipment, and other materials furnished or paid for by CITY shall: (i) remain or become the CITY's property; (ii) be used by CONTRACTOR exclusively for CITY's orders; (iii) be clearly marked as CITY's property and segregated when not in use; (iv) be kept in good working condition at CONTRACTOR's expense; and (v) be shipped to CITY promptly on demand.
- B. CONTRACTOR shall insure CITY's personal property and be liable for loss or damage while in CONTRACTOR's possession or control, ordinary wear and tear excepted.

14. ASSIGNMENT OF INTELLECTUAL PROPERTY

CONTRACTOR hereby assigns to CITY all right, title, and interest to all intellectual property created by the CONTRACTOR arising out of or utilized by the CONTRACTOR in the performance of this Contract and the ownership of the intellectual property shall be vested solely in the CITY. In respect to copyrights, this assignment shall be effective for the entire duration of the copyrights and shall include, but not be limited to, all rights to derivative works. The CONTRACTOR waives all rights of attribution and integrity for specific works created by CONTRACTOR under this Contract.

15. INTELLECTUAL PROPERTY INDEMNIFICATION

CONTRACTOR shall defend, indemnify, and hold CITY and its employees, officers, agents, representatives, and subcontractors harmless from any costs, expenses (including reasonable attorneys' fees), losses, damages, or liabilities incurred because of actual or alleged infringement of any patent, copyright, trade secret, trademark, maskwork, or other intellectual property right, arising out of the use or sale of Items or CONTRACTOR's Services. If an injunction issues as a result of any such claim or action, CONTRACTOR agrees at CONTRACTOR's expense and CITY's option to either: (i) procure the right to continue using Items; (ii) replace them with non-infringing Items; (iii) modify them so they become non-infringing; or (iv) refund to the CITY the amount paid for any Items returned to CONTRACTOR or for any Item destroyed and for Services connected therewith.

16. GENERAL INDEMNIFICATION

CONTRACTOR shall, to the fullest extent permitted by law, protect, defend, indemnify, and hold CITY and its employees, officers, agents, representatives, and subcontractors harmless from and against any and all claims, liabilities, demands, penalties, forfeitures, suits, judgments, and the associated costs and expenses (including attorney's fees), which may hereafter incur, become responsible for, or pay out as a result of: death or personal injury (including bodily injury) to any person, destruction or damage to any property, contamination of or adverse effects on the environment, and any clean up costs in connection therewith, or any violation of law, governmental regulation or orders, to the extent caused by (i) CONTRACTOR's breach of any term or provision of this Contract; (ii) any negligent or willful acts, errors, or omissions by CONTRACTOR, its employees, officers, agents, representatives, or subcontractors in the performance of this Contract; or (iii) dangerous defects in Items. In agreeing to this paragraph the CITY does not intend to alter, extend or waive

any defense of sovereign immunity to which it may be entitled under the Florida Constitution, §768.28, Fla. Stat. or otherwise provided.

17. COMPLIANCE WITH LAWS

- A. CONTRACTOR shall comply with all national, state, and local laws and regulations governing the manufacture, transportation, and/or sale of Items and/or the performance of services in the course of this Contract. Lack of knowledge by CONTRACTOR shall in no way be cause for relief from responsibility. These may include, but are not limited to, Department of Commerce, Environmental Protection Agency, and Department of Transportation regulations applicable to Hazardous Materials and all immigration, employment and labor laws governing CONTRACTOR's personnel providing Services to the CITY.
- B. CONTRACTOR represents and warrants that it is in compliance with Equal Employment Opportunity regulations, unless exempted or inapplicable.
- C. CONTRACTOR represents and warrants that the Items supplied and Services provided to the CITY shall conform in all respects to the standards set forth in the Occupational Safety and Health Act 1970, as amended. Upon request of CITY, CONTRACTOR shall provide copies of CONTRACTOR's OSHA 300 safety logs (summaries only) and the safety logs (summaries only) of CONTRACTOR's subcontractors for the past twenty-four (24) months.
- D. CITY actively supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). CONTRACTOR shall establish appropriate procedures and controls so no services or products under this Contract will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. CONTRACTOR shall register with the E-Verify system operated by the United States Department of Homeland Security and shall verify through the E-Verify system the employment eligibility of persons providing labor, supplies or services in exchange for salary, wages or other remuneration as required by §448.095, Fla. Stat. Notwithstanding anything to the contrary in this Contract, the CITY reserves the right to terminate this Contract in accordance with §448.095, Fla. Stat.
- E. CONTRACTOR represents and warrants that it is not listed on the State of Florida's convicted vendor listing established under the provisions of §287.133, Fla. Stat., whereby the State of Florida maintains a convicted vendor listing which excludes those listed suppliers from bid submittal for a period of thirty-six (36) months.
- F. CONTRACTOR shall maintain, for the duration of this Contract, all valid licenses and certificates required for the performance of work and Services and provision of Items.
- G. Subject to *Odebrecht Construction, Inc., v. Prasad and Odebrecht Construction, Inc., v. Secretary, Florida Department of Transportation* and their progeny, this sub-paragraph applies to any contract for Services and Items of \$1 million or more. CONTRACTOR certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in §287.135, Fla. Stat., as may be amended or revised. CITY may terminate this Contract at the CITY's option if CONTRACTOR is found to have submitted a false certification as provided under subsection (5) of § 287.135, Fla. Stat., as may be amended or revised, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has been engaged in business operations in Cuba or Syria, as defined in §287.135, Fla. Stat., as may be amended or revised.
- H. CONTRACTOR agrees to abide by all of CITY's rules and regulations while on CITY's premises or performing Services including, but not limited to, safety, health and Hazardous

Material management rules, and rules prohibiting misconduct on CITY's premises such as use of physical aggression against persons or property, harassment, and theft. CONTRACTOR will perform only those Services identified on Exhibit A1 and will work only in areas designated for such Services. CONTRACTOR shall take all reasonable precautions to ensure safe working procedures and conditions for performance on CITY's premises and shall keep CITY's site neat and free from debris.

- I. Failure to comply with this Paragraph shall be considered a breach of contract.

18. RETENTION AND AUDIT

- A. CONTRACTOR understands and agrees that CITY is a public entity subject to the Florida Public Records Law and, as such, CONTRACTOR agrees to retain public records, and upon request by CITY provide to CITY those public records requested, which retention and access shall be pursuant to Chapter 119, Fla. Stat..
- B. The CITY reserves the right to audit the records of CONTRACTOR for the Services and Items provided under this Contract at any time during the performance and term of this Contract and for a period of five (5) years after completion and acceptance by CITY. If required by CITY, CONTRACTOR agrees to submit to an audit by an independent certified public accountant selected by CITY. CONTRACTOR shall allow CITY to inspect, examine and review the records of CONTRACTOR in relation to this Contract at any and all times during normal business hours during the term of this Contract. Records relating to the performance of this Contract shall be made available to CITY for audit upon reasonable notice.
- C. A request to inspect or copy public records relating to this Contract for Services must be made directly to the CITY and CONTRACTOR shall not release a public record in response to a request arising from anyone other than the CITY.
- D. To the extent CONTRACTOR is "acting on behalf of the CITY" CONTRACTOR shall be subject to the following provisions:
 - (i) As required by §119.0701, Fla. Stat., CONTRACTOR shall
 - (1) Keep and maintain public records required by the CITY to perform the Services.
 - (2) Upon request from the CITY, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided by law.
 - (3) Ensure that public records are exempt or confidential and exempt from public records disclosure requirements that are not disclosed except as authorized by law for the duration of the Contract and following completion of the Contract if the CONTRACTOR does not transfer the records to the CITY.
 - (4) Upon completion of the Contract, transfer, at no cost, to the CITY all public records in possession of the CONTRACTOR or keep and maintain public records required by the CITY to perform the Service. If the CONTRACTOR transfers all public records to the CITY upon completion of the Contract, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the contract, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.
 - (ii) The CONTRACTOR who fails to produce the public records as required by §119.0701, Fla. Stat. may be subject to penalties pursuant to §119.10, Fla. Stat. and civil action pursuant to §119.0701(4) and such failure to produce shall be considered a material breach of this Contract by CONTRACTOR. In the event of such breach, in addition to all other remedies available, CONTRACTOR shall pay to CITY all incidental and consequential damages arising from such breach, including attorneys' fees and costs incurred by the CITY in defending a public records action as well as those assessed against the CITY in such public records action.

(iii) The term "public record" as used in this section includes all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics or means of transmission, made or received pursuant to law or ordinance and in connection with the transaction of official business by or on behalf of the CITY. Guidance as to whether something is a "public record," whether the public record is confidential or exempt, and the applicability or implementation of the provisions of Florida public records law, may be sought from the CITY's City Attorney's Office or the City Clerk's Office; provided that the CONTRACTOR hereby agrees that neither the City Attorney's Office nor the City Clerk's Office is providing legal or other advice to be relied upon by CONTRACTOR.

19. MERGER, MODIFICATION, WAIVER, AND REMEDIES

- A. This Contract contains the entire understanding between the CITY and CONTRACTOR with respect to the subject matter hereof and merges and supersedes all prior and contemporaneous agreements, dealings and negotiations. No modification, alteration, or amendment shall be effective unless made in writing, dated and signed by duly authorized representatives of both parties. Any additional or different terms in CONTRACTOR'S documents are deemed to be material alterations and notice of objection to and rejection of them is hereby given.
- B. CONTRACTOR shall not substitute the Items.
- C. In the event of any conflict between or among this Contract or any ambiguity or missing specifications or instruction, the following priority is established:
 - First, the "Supplemental Provisions" set forth as Exhibit B to the Contract;
 - Second, the "Federal Provisions" set forth as Exhibit C to the Contract;
 - Third, these "Standard Terms and Conditions of Purchase Agreement – Services" incorporated by reference into the Contract.
 - Fourth, CITY's Invitation to Bid or CITY's Request for Proposal, as the case may be, with supporting addenda and CONTRACTOR's bid but only to the extent responsive to CITY's request, collectively set forth as Exhibit D to the Contract.
- D. No waiver of any breach hereof shall be held to be a waiver of any other or subsequent breach.
- E. CITY's rights and remedies herein are in addition to any other rights and remedies provided by law or in equity.
- F. If any provision of this Contract is determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such determination shall not affect the validity of the remaining provisions unless CITY determines in its discretion that the court's determination causes this Contract to fail in any of its essential purposes.
- G. Notwithstanding anything else contained in this Contract, CITY and CONTRACTOR specifically agree that failure to perform certain obligations undertaken in connection with this Contract would cause irreparable damage, and that monetary damages would not provide an adequate remedy in such event. The parties further agree that CONTRACTOR's failure to complete performance of the Services called for in this Contract or on any project Ordered under this Contract, or failure to perform or effect performance of Services as contracted are such certain obligations. Accordingly, it is agreed that, in addition to any other remedy to which the non-breaching party may be entitled, at law or in equity, the non-breaching party shall be entitled to an order of specific performance to compel performance of such obligations.

20. DISPUTES

In case of dispute arising under this Contract between the parties, the decision of the CITY of Melbourne shall be final and binding of both parties.

21. ASSIGNMENT; SUBCONTRACTORS

CONTRACTOR may neither assign nor factor any rights in nor delegate any obligations under this Contract or any portion

thereof without the written consent of the CITY. CITY may cancel this Contract for cause should CONTRACTOR attempt to make an unauthorized assignment of any right or obligation arising hereunder. This Contract may be amended only in writing signed by CONTRACTOR and CITY and subject to with the same degree of formality evidenced in this Contract. Nothing contained in this Contract will be construed as establishing any contractual relationship between CITY and any subcontractor of CONTRACTOR. CONTRACTOR will be fully responsible to CITY for the acts and omissions of the CONTRACTOR's subcontractor(s) and their employees. When subcontracting is allowed, any changes in subcontractors shall require prior written approval by the CITY.

22. OFFER EXTENDED TO OTHER GOVERNMENTAL ENTITIES
CITY encourages and agrees to CONTRACTOR extending the pricing, terms and conditions of this Contract to other governmental entities at the discretion of CONTRACTOR.

23. APPLICABLE LAW
This Contract is to be construed and interpreted according to the laws of the State of Florida and all legal proceedings regarding this Contract shall be filed in Brevard County, Florida.

24. HEADINGS

The headings provided in this Contract are for convenience only and shall not be used in interpreting or construing this Contract.

25. SURVIVAL

The provisions of Paragraphs 1 (Definitions), 10 (Warranty), 13 (Ownership and Bailment), 14 (Assignment of Intellectual Property), 15 (Intellectual Property Indemnification), 16 (General Indemnification), 18 (Retention and Audit), 19 (Merger, Modification, Waiver and Remedies), 20 (Disputes), 23 (Applicable Law), 24 (Headings), and 25 (Survival), and, as applicable, Exhibit A1 (Product Description and Statement of Work), Exhibit A2 (Performance Standards), Exhibit A3 (Maintenance Agreement except for Technical Support which expires or terminates), Exhibit C (Federal Compliance Provisions), all of which will survive any termination or expiration of this Contract.

26. TIME

Time is of the essence in the performance of this Contract.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AS FOLLOWS:

City Clerk
900 East Strawbridge Avenue
Melbourne, Florida 32901
Telephone: 321-608-7220
Email: City.Clerk@MLBFL.org

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EXHIBIT A1

STATEMENT OF WORK

CONTRACTOR shall perform all work and provide all Services (and Items incidental thereto) set forth herein in compliance with the Performance Standards of Exhibit A2 and the Pricing Schedule of Exhibit A4.

I. GENERAL DESCRIPTION

CONTRACTOR shall provide temporary staffing services to various departments throughout the CITY, as specified in the scope of work. The CITY'S Human Resources Department shall be the liaison between using departments and divisions.

II. JOB CLASSIFICATIONS

- A. Clerical/Secretarial/Administrative/Office
- B. Maintenance/Custodial/Mechanical
- C. Recreational
- D. All other classifications

III. GENERAL WORK

A. The CITY'S Human Resources Department shall send a job order via email or telephone to the CONTRACTOR for each temporary staffing need. Job orders will include type of job, location of job, hours, expected duration of assignment, supervisor's name, and any other pertinent information. A copy of the job description will also be provided at the time of request. The CONTRACTOR shall contact the CITY'S Human Resources Department prior to assigning new employees to a job order and will assign the new employee as directed by the CITY'S Human Resources Department. The CONTRACTOR shall confirm via email or telephone to the CITY'S Human Resources Department, the name of the temporary employee assigned to their order. CONTRACTOR shall not supply any temporary employee without prior notification and approval from the CITY'S Human Resources Department and a confirming purchase order. The CITY shall determine the pay rate for each position filled.

B. Reports

CONTRACTOR shall provide the CITY'S Human Resources Department with monthly, and annual, electronic (i.e. Excel, Access, etc.) reports within 30 days after the end of the month. Reports shall be in a format acceptable to the CITY'S Human Resources Department. Reports shall provide the following information:

- Using Department/Division name
- Names of temporary staff who worked with the CITY during the contract
- Title for each job assignment worked
- Rate of pay for each job assignment
- Number of hours worked, by month, and year to date for each job assignment
- Total amount charged for temporary services per department/division.
- Total number of hours for all department/division combined
- Total amount charged for all department/division combined.

EXHIBIT A2

PERFORMANCE STANDARDS/QUALITY REQUIREMENTS

In addition to those requirements set forth in the Statement of Work attached and incorporated as Exhibit A1 to the Contract, all Services (and Items incidental thereto) and work provided by the CONTRACTOR shall conform to the following:

I. GENERAL REQUIREMENTS

- A. AUE Staffing, Inc., as Primary CONTRACTOR, shall ensure that all temporary employees report to work assignments within seventy-two (72) hours of notification by the CONTRACTOR. CONTRACTOR shall notify the CITY'S Human Resources Department within four (4) hours of request for a temporary employee if CONTRACTOR is unable to fill the service request. The CITY reserves the right to use secondary CONTRACTOR's if Primary CONTRACTOR is unable to fulfill the needs for a specific assignment within specified timeframe. In the event of illness or unforeseen emergencies regarding a temporary employee, CONTRACTOR shall be solely responsible for replacement of employee within seventy-two (72) hours of notification.
- B. CONTRACTOR shall certify that the temporary employees provided have been properly screened and qualified to perform their intended duties. Additional knowledge, skills, and abilities may be applicable for individual positions. CONTRACTOR shall provide a resume to the requesting department prior to commencement of work assignment and approval by department/division.
- C. No subcontractors are permitted to perform work under the Contract. CONTRACTOR shall ensure all personnel performing work under the Contract are under direct employment of the CONTRACTOR.
- D. CONTRACTOR shall ensure that all temporary employees abide by and adhere to the CITY'S policies and procedures while performing their assigned duties.
- E. CONTRACTOR shall ensure that temporary employees filling the requirements of this Contract report to their assigned workplace dressed in appropriate attire for the position being filled. This includes proper work shoes or boots as required. The CITY shall define proper attire at the time of request.
- F. Temporary employees shall provide their own transportation to the designated CITY facility at no cost to the CITY. Temporary employees shall NOT be permitted to drive CITY vehicles or operate CITY heavy equipment at any time unless it is specifically defined in the job description and the individual being assigned has the appropriate and necessary skills and credentials to do so. Temporary employees shall park in designated areas on CITY property. The CITY shall not be responsible for vehicles parked in tow away zones or any other area not owned by the CITY.
- G. CONTRACTOR shall ensure that temporary employee's report for work at the required time. The CITY'S regular work hours generally run from 7:30 a.m. to 4:00 p.m. or 8:30 a.m. to 5:00 p.m.; however, work hours will vary by department. Time shall not start until arrival time at the CITY location at the specified time. It is not the intention of the CITY to use temporary employees for overtime, holiday, or weekend work. In the event such occasions arise, the normal rule for overtime shall apply.
- H. The CITY agrees to guarantee a minimum of four (4) hours compensation per approved position for temporary staffing services, with the exception of unsatisfactory worker performance.
- I. Temporary employees shall not be entitled to participate in any of the CITY's benefit plans or paid holidays.
- J. When the incumbent term Contract has expired, temporary employees working under the Contract shall complete their work assignment per Contract terms. In instances where the employee is interested in continuing work with the CITY under the new Contract, the employee shall contact the awarded CONTRACTOR and apply for the position if they so desire.
- K. CONTRACTOR shall provide payment to temporary employees making the deductions required of employers by state, federal, and local laws, including deductions for social security and withholding taxes.

- L. CONTRACTOR shall be responsible for the administration of all employment and payroll requirements.
- M. CONTRACTOR shall be responsible for reporting and paying all appropriate taxes and fees to the IRS on tips received by temporary employees performing services under this Contract. CONTRACTOR'S invoices shall include, when applicable, the names of all temporary employees that reported tips during the appropriate billing periods, the total dollar amount of the reported tips for each temporary employee, the total of all reported tips, and the total amount to be paid by CITY. (Total reported tips shall be multiplied by the markup indicated in Exhibit A4 of this Contract).
- N. CONTRACTOR shall make all contributions for unemployment compensation funds as required by federal and state laws and process claims as indicated.
- O. Temporary employees recruited, screened and placed on assignment with the CITY by the CONTRACTOR are eligible for conversion to a permanent CITY position at no additional fee after a term of 520 hours. Earlier conversion is permitted based upon the chart below:

Time on Assignment	Prorated Fee Schedule
0 to 240 Hours	\$500.00
241 to 520 Hours	\$250.00
521 + Hours Until Day of Hire	\$0.00 (No Fee)

II. UNSATISFACTORY PERFORMANCE

- A. When a CITY department/division supervisor determines that a temporary employee is not performing satisfactorily or does not possess the minimum qualifications for the assignment, they shall inform the CITY'S Human Resources Department, who will notify the CONTRACTOR to provide a replacement for the temporary employee. The CITY shall be solely responsible for determining whether or not a temporary employee's performance is unsatisfactory. When it is determined by the CITY that a temporary employee is not performing satisfactorily or does not possess the minimum qualifications for the assignment, the CONTRACTOR shall waive all charges to the CITY for the temporary employee for up to four (4) hours of service.
- B. The CITY reserves the right to reject any temporary employee at any time during work assignment and stop their pay for, but not limited to, the following:
 - a. Violating CITY policies and procedures
 - b. Reporting to work unfit and unprepared to perform assigned duties
 - c. Using or under the influence of any controlled substances or alcohol
 - d. Engaging in inappropriate behavior
 - e. Using profanity or being verbally abusive
 - f. Possessing weapons of any kind
 - g. Deliberately destroying, damaging, or vandalizing any CITY property
 - h. Refusal to perform assigned duties and/or insubordination

III. SECURITY/BACKGROUND CHECK

- A. The CITY requires all CONTRACTOR employees entering CITY buildings to undergo background checks prior to commencement of assignments.
- B. CONTRACTOR shall ensure all temporary employees obtain background checks. The CITY shall specify the type of background check needed at the time of request.
- C. CONTRACTOR shall bear all costs for background checks.

- D. The designated supervisor shall determine how the CONTRACTOR's employees will receive access to CITY facilities which are not open to the public.

IV. INVOICING/PAYMENT

A. Invoices

The CITY shall pre-audit invoices submitted by the CONTRACTOR and pay the CONTRACTOR only for approved invoices. The CITY shall ensure that all CONTRACTOR invoices are legitimate and clearly identify the services rendered. If the CITY discovers errors in the billing statement, the CITY, shall notify the CONTRACTOR of the error. CONTRACTOR shall promptly submit a corrected invoice to the CITY. The time clock for payment of same shall commence when the corrected invoice has been resubmitted and received by the CITY. Failure to properly invoice will cause undue delay in payment and may be cause for cancellation of contract. CONTRACTOR shall submit invoices electronically on a monthly basis to the CITY'S Human Resources Department at human.resources@mlbfl.org.

Itemized invoices shall include the following information:

- Company Name
- Remittance address on the face of invoice
- CITY Purchase Order Number
- Invoice Number
- Invoice Date
- Number of hours worked
- Employee Name
- Hourly Rate
- Job Title
- Week Ending Date

B. Payment

Pursuant to the Florida Prompt Payment Act, the CITY shall pay CONTRACTOR within 45 days (with the exception of construction services) after receipt of an accurate and undisputed invoice. Invoices shall be submitted to the CITY's Accounts Payable Division. The Purchase Order number must appear on all itemized invoices and packing slips. CONTRACTOR shall address invoices to: City of Melbourne, Accounts Payable, 900 E. Strawbridge Avenue, Melbourne, FL 32901.

V. COMPLIANCE

- A. CONTRACTOR shall comply with all requirements of the law with respect to Workers Compensation, wage and hours law, American Disabilities Act, safety and health requirements, and any other federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the item(s) covered herein apply. Lack of knowledge by the CONTRACTOR shall in no way be cause for relief from responsibility.
- B. CONTRACTOR shall comply with all provisions of the Affordable Care Act (ACA) applicable to its temporary employee(s), including the employer shared responsibility provisions relating to the offer of "Minimum Essential Coverage" to "Full-Time Employees" and their "Dependents" (as those terms are defined in Internal Revenue Code Section 4980H and related regulations) and the applicable reporting provisions under Internal Revenue Code Section 6055 and 6056 and related regulations (the "Reporting Requirements"). CONTRACTOR shall indemnify and hold harmless CITY from any taxes or penalties, assessed under the ACA against CITY with respect to its temporary employee(s) who are full-time employees, due to CONTRACTOR'S failure: (i) to offer to such temporary employee(s) and their dependents "Minimum Essential Coverage"; (ii) to pay any taxes or penalties for failure to offer to such temporary employee(s) "Minimum Essential Coverage" that is "affordable" and provides "minimum value" (as those terms are defined in Internal Revenue Code Section 4980H and related regulations); or (iii) to comply with the Reporting Requirements. If CITY is notified by any governmental entity of CITY'S potential liability for any such taxes, penalties, or other similar liabilities relating to CONTRACTOR'S temporary

employee(s), CONTRACTOR shall fully cooperate, at CONTRACTOR'S reasonable expense, with CITY'S efforts to object to or appeal any such determination of liability or potential.

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EXHIBIT A4

PRICING SCHEDULE

CONTRACTOR shall provide all Services (and items incidental thereto) and work set forth in this ITB for the costs stated below.

ITEM	DESCRIPTION	MULTIPLIER
1	General Clerical (Administrative, Secretarial, Office)	1.1892
2	Maintenance, Custodial, Mechanical	1.2088
3	Recreational	1.2064
4	All other positions	1.2051
5	Percentage of markup for reported tips received by temporary employees performing services. <i>(Markup shall be paid by the CITY to the CONTRACTOR and shall cover costs with no profit margin).</i>	11.55%
<i>This multiplier and percentage of markup shall not change throughout the term of the contract; however, the CITY'S hourly rate may change.</i>		

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EXHIBIT B

SUPPLEMENTAL PROVISIONS

1. Bid.

This Contract is awarded based on CONTRACTOR's Bid responding to CITY's ITB. CONTRACTOR represents and warrants that all information and representations contained in the Bid is truthful to the best of CONTRACTOR's knowledge and belief and CONTRACTOR hereby restates and affirms all representations contained in the Bid.

2. Performance Bonds.

No performance bonds or payment bonds are required by this Contract.

3. Notice to Parties

- A. Notice to the City regarding terms and conditions of the Contract and changes in address/addressee shall be directed to the City Procurement Contact as identified on the cover page of this Contract. Notice and communication with the City regarding the Services shall be directed to the City Department Contact as identified on the cover page of this Contract. Invoices to CITY shall be directed to City of Melbourne, Accounts Payable, 900 East Strawbridge Avenue, Melbourne, Florida 32901.
- B. Notice and communication and changes in address/addressee to the CONTRACTOR shall be directed to the CONTRACTOR Contact as identified on the cover page of this Contract.
- C. Notice of default or notice of termination of this Contract shall be made in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested and shall be addressed as follows:

If to the CITY:

Procurement Manager
Procurement Division
City of Melbourne
900 East Strawbridge Avenue
Melbourne, Florida 32901

If to CONTRACTOR:

AUE Staffing, Inc.
1600 Sarno Road, Suite 109
Melbourne, FL 32935
Attention: Melody Martin, President

A party may unilaterally change its address or addressee by giving notice in writing to the other party as provided in this section. Thereafter, notices and other pertinent correspondence shall be addressed and transmitted to the new address.

4. Insurance Requirements

- A. Commercial General Liability Insurance. CONTRACTOR shall maintain in force for the duration of the contracted period Commercial General Liability Insurance with a limit of not less than \$1,000,000 per occurrence/aggregate and a deductible amount of not more than \$10,000 per claim. The Commercial General Liability Insurance Policy shall be endorsed to list the City of Melbourne as an Additional Insured, be written on an occurrence basis, not claims made, and be issued by an insurance company licensed to do business in the State of Florida with an A.M. Best's rating of A or higher. Other specific policy endorsements may be required by the Contract, depending upon the type and scope of work to be performed. The CONTRACTOR shall require each Subcontractor to maintain Subcontractor's Commercial General Liability Insurance coverage with insurance company licensed in the State of Florida in amounts satisfactory to the CONTRACTOR or insure the activities of the Subcontractors in CONTRACTOR's own policy.

- B. Business Automobile Liability Insurance. CONTRACTOR shall maintain in force for the duration of the contracted period Business Automobile Liability Insurance with a limit not less than \$1,000,000 each accident for all owned, non-owned and hired automobiles. In the event the CONTRACTOR does not own any automobiles, the Business Auto Liability requirement shall be amended allowing the CONTRACTOR to maintain only Hired & Non-Owned Auto Liability Insurance.
- C. Workers Compensation & Employer's Liability Insurance. CONTRACTOR shall maintain in force for the duration of the contracted period Florida Workers Compensation Insurance at Statutory limits and Employers Liability Insurance with limits of at least \$500,000 each accident, \$500,000 each disease/employee and \$500,000 per disease/policy limit. CONTRACTOR shall require their Subcontractor(s) similarly to provide Worker's Compensation Insurance for all of the latter's employees engaged in such work unless such employees are covered by the protection afforded by the CONTRACTOR's Worker's Compensation Insurance. In case any class of employees engaged in hazardous work on the project under this Contract is not protected under the Worker's Compensation statute, the CONTRACTOR shall provide and shall cause each Subcontractor to provide adequate insurance for the protection of employees not otherwise protected.
- D. Proof of Insurance. CONTRACTOR shall submit proof of the required insurance to CITY in the form of Certificates of Insurance. Such certificates shall clearly show the insurance coverage required by the Contract. In the case of Commercial General Liability Insurance, a copy of the Additional Insured Endorsement page issued by the underwriting insurance company showing that the City of Melbourne has been listed as an Additional Insured on the policy shall accompany the Certificate of Insurance.

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EXHIBIT D1

INVITATION TO BID

On file in the Procurement Division

EXHIBIT D3

CONTRACTOR'S RESPONSIVE BID/PROPOSAL

On file in the Procurement Division

City of Melbourne

FIRST AMENDMENT TO PURCHASE AGREEMENT FOR SERVICES

Temporary Staffing Services

Contract No. B21014S-0-2021/SN

This First Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN, Temporary Staffing Services, is entered into by and between the **CITY OF MELBOURNE**, a Florida municipal corporation, whose address is 900 East Strawbridge Avenue, Melbourne, FL 32901 (the "CITY") and **AUE STAFFING, INC.**, a Florida corporation whose address is 1600 Sarno Road, Suite 109, Melbourne, Florida 32935 (the "CONTRACTOR") (Collectively the "Parties").

The City and the Contractor agree as follows:

1. The Contract entered into on July 30, 2021, is hereby renewed for an additional twelve (12) month term beginning July 30, 2022 through July 29, 2023.
2. Except as expressly provided in this First Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN Temporary Staffing Services, all of the terms and provisions of the Contract are and will remain in full force and effect and are hereby ratified and confirmed by the CITY and the CONTRACTOR. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Contract or as a waiver of or consent to any further or future action on the part of either the CITY or the CONTRACTOR that would require the waiver or consent of the other party.

This First Amendment shall become effective upon the last of the parties to sign.

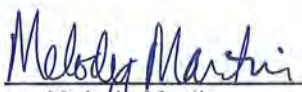
CITY OF MELBOURNE, FLORIDA

A Florida municipal corporation

AUE STAFFING, INC.

A Florida corporation

By:  Date 6/9/22
Name: Shannon M. Lewis
Its: City Manager
900 E. Strawbridge Avenue
Melbourne, Florida 32901

By:  Date 06/07/2022
Name: Melody Martin
Its: President
1600 Sarno Road, Suite 109
Melbourne, FL 32935

ATTEST:


Kevin McKeown, City Clerk

An Equal Opportunity Employer
www.melbourneflorida.org

City of Melbourne

SECOND AMENDMENT TO PURCHASE AGREEMENT FOR SERVICES

Temporary Staffing Services

Contract No. B21014S-0-2021/SN

This Second Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN, Temporary Staffing Services, is entered into by and between the **CITY OF MELBOURNE**, a Florida municipal corporation, whose address is 900 East Strawbridge Avenue, Melbourne, FL 32901 (the "CITY") and **AUE STAFFING, INC.**, a Florida corporation whose address is 1600 Sarno Road, Suite 109, Melbourne, Florida 32935 (the "CONTRACTOR") (Collectively the "Parties").

The CITY and the CONTRACTOR agree as follows:

1. The Contract entered into on July 30, 2021, is hereby renewed for an additional twelve (12) month term beginning July 30, 2023 through July 29, 2024.
2. Except as expressly provided in this Second Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN Temporary Staffing Services, all of the terms and provisions of the Contract are and will remain in full force and effect and are hereby ratified and confirmed by the CITY and the CONTRACTOR. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Contract or as a waiver of or consent to any further or future action on the part of either the CITY or the CONTRACTOR that would require the waiver or consent of the other party.

This Second Amendment shall become effective upon the last of the parties to sign.

CITY OF MELBOURNE, FLORIDA
A Florida municipal corporation

AUE STAFFING, INC.
A Florida corporation

By: [Signature] Date: 5/23/23
Name: Jenni Lamb
Its: Interim City Manager
900 E. Strawbridge Avenue
Melbourne, Florida 32901

By: [Signature] Date: 05/18/2023
Name: Melody Martin
Its: President
1600 Sarno Road, Suite ~~109~~ 118A
Melbourne, FL 32935

ATTEST: [Signature]
Kevin McKeown, City Clerk

An Equal Opportunity Employer
www.melbourneflorida.org

City of Melbourne

THIRD AMENDMENT TO PURCHASE AGREEMENT FOR SERVICES

Temporary Staffing Services
Contract No. B21014S-0-2021/SN

This Third Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN, Temporary Staffing Services, is entered into by and between the **CITY OF MELBOURNE**, a Florida municipal corporation, whose address is 900 East Strawbridge Avenue, Melbourne, FL 32901 (the "CITY") and **AUE STAFFING, INC.**, a Florida corporation whose address is 1600 Sarno Road, Suite 118A, Melbourne, Florida 32935 (the "CONTRACTOR") (Collectively the "Parties").

The CITY and the CONTRACTOR agree as follows:

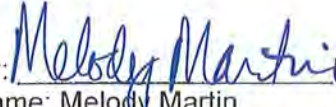
1. The Contract entered into on July 30, 2021, is hereby renewed for an additional twelve (12) month term beginning July 30, 2024 through July 29, 2025.
2. Except as expressly provided in this Third Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN Temporary Staffing Services, all of the terms and provisions of the Contract are and will remain in full force and effect and are hereby ratified and confirmed by the CITY and the CONTRACTOR. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Contract or as a waiver of or consent to any further or future action on the part of either the CITY or the CONTRACTOR that would require the waiver or consent of the other party.

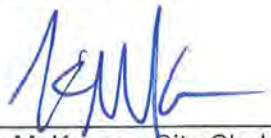
This Third Amendment shall become effective upon the last of the parties to sign.

CITY OF MELBOURNE, FLORIDA
A Florida municipal corporation

AUE STAFFING, INC.
A Florida corporation

By:  Date 5/3/24
Name: Jenni Lamb
Its: City Manager
900 E. Strawbridge Avenue
Melbourne, Florida 32901

By:  Date 05/02/2024
Name: Melody Martin
Its: President
1600 Sarno Road, Suite 118A
Melbourne, FL 32935

ATTEST: 
Kevin McKeown, City Clerk

An Equal Opportunity Employer
www.melbourneflorida.org

City of Melbourne

FOURTH AMENDMENT TO PURCHASE AGREEMENT FOR SERVICES

Temporary Staffing Services

Contract No. B21014S-0-2021/SN

This Fourth Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN, Temporary Staffing Services, is entered into by and between the **CITY OF MELBOURNE**, a Florida municipal corporation, whose address is 900 East Strawbridge Avenue, Melbourne, FL 32901 (the "CITY") and **AUE STAFFING, INC.**, a Florida corporation whose address is 1600 Sarno Road, Suite 118A, Melbourne, Florida 32935 (the "CONTRACTOR") (Collectively the "Parties").

The CITY and the CONTRACTOR agree as follows:

1. The Contract entered into on July 30, 2021, is hereby renewed for an additional twelve (12) month term beginning July 30, 2025 through July 29, 2026.
2. Except as expressly provided in this Fourth Amendment to Purchase Agreement for Services No. B21014S-0-2021/SN Temporary Staffing Services, all of the terms and provisions of the Contract are and will remain in full force and effect and are hereby ratified and confirmed by the CITY and the CONTRACTOR. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Contract or as a waiver of or consent to any further or future action on the part of either the CITY or the CONTRACTOR that would require the waiver or consent of the other party.

This Fourth Amendment shall become effective upon the last of the parties to sign.

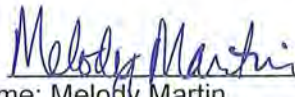
CITY OF MELBOURNE, FLORIDA

A Florida municipal corporation

AUE STAFFING, INC.

A Florida corporation

By:  Date 4/14/25
Name: Jenna Lamb
Its: City Manager
900 E. Strawbridge Avenue
Melbourne, Florida 32901

By:  Date 04/10/2025
Name: Melody Martin
Its: President
1600 Sarno Road, Suite 118A
Melbourne, FL 32935

ATTEST: 
Kevin McKeown, City Clerk



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Public Works & Utilities
Presenter:	Jennifer Spagnoli
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.11.c.

Subject:

FDEP Bureau of Water Facilities Funding Application / Request for Inclusion for Grant Street Water Reclamation Facility Improvements

Background/Consideration:

In an effort to continue to find alternate means of funding for Wastewater Capital Improvement Projects, staff requests to apply for a Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) Loan. The City has had success in obtaining low-cost loan funding from the FDEP Bureau of Water Facilities in the past and this project already has an approved facility plan. The attached Request for Inclusion is for completing the Grant Street Water Reclamation Facility (WRF) Improvements. The previous SRF loan was supposed to include the Biosolids Improvements and the Grant Street Improvements. Due to the escalation of construction costs over the past five (5) years, the loan is only able to fund the biosolids improvements. The Grant Street WRF request for inclusion includes (RFI) improvements to the influent pump station, new grit removal system, new BNR Treatment train, site work, SCADA, and other plant site improvements as contact in the RFI.

If the Request for Inclusion is accepted, additional information will need to be submitted including a loan application, project schedule, proof of pledged revenues, and planning documentation. Approving staff to submit the Request for Inclusion does not obligate the City to use the low-interest loan funds. This action will allow the FDEP to place the project on the Clean Water Priority List for potential funding at the August 2026 hearing.

Fiscal/Budget Impact:

N/A

Requested Action:

Recommend approval to submit the FDEP State Revolving Fund Loan Request for Inclusion, substantially in the form included in the agenda packet, and authorizing the City Manager to execute all related documents.



Florida Department of Environmental Protection

REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

Clean Water State Revolving Fund Program
3900 Commonwealth Blvd., MS 3505, Tallahassee, FL 32399-3000

Process to receive a State Revolving Fund (SRF) Loan. This Request for Inclusion (RFI) form, Form RFI 1 per subsection 62-503.200(33), F.A.C., lets us know that you are interested in obtaining an SRF loan. Each RFI will be assigned a project engineer to assist you throughout the SRF funding process. The information contained in the RFI is used to determine a priority score for your project; and the priority score is used to rank projects on the SRF priority list. Only projects ranked on the fundable portion of the priority list will receive consideration for a loan. Your project engineer will assist you in understanding all program requirements necessary before you are asked to submit a loan application, Form Application 1 or Form Application 2 per paragraph 62-503.430(1)(a), F.A.C. Please note that costs incurred before the adoption of the project on the fundable or waiting portion of the priority list are ineligible for reimbursement.

Type of Loan Requested in this Application. Select only one loan category and project type.

Loan Category: Planning ☐ Design ☐ Inflow/Infiltration Rehabilitation ☐ Construction ☒

Project Type: Design/Bid/Build ☒ Design/Build (D/B) ☐ Construction Manager at Risk (CMR) ☐

Note: Procurement of professional services must meet the requirements of the Consultants' Competitive Negotiation Act, Section 287.055, F.S.

1. Applicant's Name and Address.

Project Sponsor: City of Melbourne Contact Person: Jennifer Spagnoli Title: Public Works and Utility Director
2885 Harper Road Melbourne Brevard FL 32904
(street address) (city) (county) (state) (zip code)
321-608-5000 5001 jennifer.spagnoli@mlbfl.org
(telephone) (ext.) (email address)

Contact Person Address (if different): _____
(street address) (city) (state) (zip code)

2. Name and Address of Applicant's Consultant (if any).

Firm: ISS an HR Green Company Contact Person: Dawn Hull Title: Project Manager
7175 Murrell Road Melbourne Brevard FL 32940
(street address) (city) (county) (state) (zip code)
605-351-2711 _____ dawn.hull@hrgreen.com
(telephone) (ext.) (email address)

3. Certification by Authorized Representative.

I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate.

(email address) (date)

(name, typed) (title)

(signature)

REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

4. Eligible Projects.

- a. Stormwater management facilities, such as detention/retention facilities, treatment facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- b. Wastewater management facilities, such as sewers, pump stations, treatment plants, reuse facilities, sludge facilities, etc. sponsored by a local government (eligible under Section 212 of the amended Clean Water Act).
- c. Nonpoint source pollution control best management practices for agriculture, silviculture, on-site treatment and disposal, wetlands, mining, marinas, brownfields or groundwater protection sponsored by any entity (eligible under Section 319 or 320 of the amended Clean Water Act).

5. Project Information (Please attach).

- a. Describe the project, its location, the scope, why it's needed and the environmental benefit.
- b. Attach maps showing system boundaries, existing and proposed service area, and project area.

6. Estimated Costs (Clean Water Act Section 212, 319, and 320).

- | | |
|---|--------------|
| a. Planning and/or SSES including geotechnical studies and surveying | NA |
| b. Design | |
| c. Special Studies including feasibility studies | NA |
| d. Eligible Land (necessary land divided by total land times purchase price) | NA |
| e. Construction, Equipment, Materials, Demolition and Related Procurement | \$52,200,000 |
| f. Construction Contingency (10% of Item e) | \$5,220,000 |
| g. Technical Services during Construction (6%, includes Fiscal Sustainability Plan for \$106,500) | \$3,445,200 |
| h. Sum of Items a. through g. | \$60,865,200 |

7. Project Schedule.

(Month and Year)

- | | |
|--|--------|
| a. Submit the planning or SSES documentation | 5/2021 |
| b. Submit the design documents, obtain permits, and acquire sites (as necessary) | 6/2026 |
| c. Start activity (such as construction or non-structural best management practice) | 9/2026 |
| d. Complete activity (such as construction or non-structural best management practice) | 3/2029 |

8. Population

- | | |
|---|--------|
| a. Population served by the system | 88,000 |
| b. Population to be served by the project | 40,000 |

9. Project Priority

- a. Baseline Priority Categorization.

In the Table below, identify each of the project components for which the project qualifies and provide the component's construction cost. The baseline priority score (BPS) will be determined by prorating each component. The project sponsor must provide documentation that supports the selection of a base priority score of 350 points or greater.

REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

Component
Construction
Cost

Project Component

Priority Points

- | | | |
|--|---|------------------------------|
| <p>1. Eliminate a documented acute or chronic public health hazard. Examples include elimination of failing septic tanks, failing package plants, or elimination of sanitary sewer overflows.</p> | 500 points | _____ |
| <p>2. Implement a project included in, or to be implemented as a direct result of, an adopted Basin Management Action Plan or a Reasonable Assurance Plan approved pursuant to section 403.067, F.S.</p> | 450 points | _____ |
| <p>3a. Protect surface or ground water by preventing or reducing a documented source of pollution, pollution reductions necessary to meet regulatory requirements; or</p> | <p>Reducing nutrients into Crane Creek and Indian River Lagoon. Grant St WRF WW Service Area is in North and Central Indian River Lagoon BMAP Areas.</p> | |
| <p>3b. Projects or activities by local governments or on-site system management entities, under section 319 of the Act, that correct septic tank failures in springsheds of first magnitude springs; or correct septic tank contributions to nutrient impaired spring systems.</p> | 400 points | \$52,200,000
_____ |
| <p>4. Address a compliance problem documented in an enforcement action where the Department has issued a notice of violation or entered a consent order with the project sponsor.</p> | 375 points | _____ |
| <p>5. Meet the criteria for a Green Project; correct excessive inflow/infiltration or other issues within the collection and transmission system that cause sanitary sewer overflows; scheduled rehabilitation; replacement; repair described in an approved asset management plan; or reuse that replaces an existing or proposed demand on a water supply.</p> | 350 points | _____ |
| <p>6. Planning and design loans; projects for the installation of wastewater transmission facilities to be constructed concurrently with other construction projects occurring within or along a transportation facility right-of-way; or for rehabilitation, replacement or repair not included in an approved asset management plan.</p> | 340 points | _____ |
| <p>7. Projects that construct other reclaimed water systems or residuals reuse systems that do not meet the criteria of component 5. above.</p> | 300 points | _____ |
| <p>8. Ensure compliance with other enforceable standards or requirements.</p> | 200 points | _____ |
| <p>9. Timely submitted projects that otherwise meet the requirements of the Act (including land or wastewater system acquisition projects).</p> | 100 points | _____ |
- b. Restoration and Protection of Special Water Bodies.
- In order to qualify for a base score multiplier, identify which of the water bodies listed below that the project will assist in restoring or protecting; and reference the location in existing documentation where substantiating information may be found or attach other such substantiating information. If none are selected, the multiplier equals 1.0. If one or more are selected, the multiplier is 1.2. Supporting documentation must be provided for items selected.
- | | |
|---|--------------------------|
| 1. A priority water body identified in an adopted Surface Water Improvement and Management (SWIM) Plan. | ☐ |
| 2. A water body classified as Outstanding Florida Waters or Wild and Scenic Rivers. | ☐ |
- c. Projects that document any of the following shall have bonus points added to the priority score after the adjustment under paragraph (b) above, as indicated. Items 3, 4 and 5 below are only applicable to financially disadvantaged small communities.
- | | | |
|--|---|--------------------------|
| 1. Elimination of Ocean Outfalls. | 15 points | ☐ |
| 2. Consistency with an Integrated Water Resource Management (One Water) plan. | 15 points | ☐ |
| 3. Population of 10,000 or less as of most recent decennial census, and affordability index less than or equal to 100. | | |
| | 1000 divided by the affordability Index = _____ | points. |
| 4. Negative population trend as defined in 62-505.300(2)(c)2, F.A.C. | 25 points | ☐ |
| 5. End of useful life as defined in 62-505.300(2)(c)3., F.A.C. | 25 points | ☐ |

Return the completed form to the State Revolving Fund Program, 3900 Commonwealth Blvd., MS 3505, Tallahassee, Florida, 32399-3000. The form may be scanned and emailed to SRFRFI@FloridaDEP.gov.

REQUEST FOR INCLUSION ON THE CLEAN WATER PRIORITY LIST

City of Melbourne – Grant St WRF Improvements

Project Description - June 2026

The City of Melbourne serves an approximate population of 88,000, with about 45% served by the Grant Street Water Reclamation Facility (WRF). The City has determined the need for improvements to specific elements of the City's Grant Street Water Reclamation Facility (WRF). The goal of the project is to rehabilitate or replace aging infrastructure, and improve the efficiency and reliability of the treatment processes. The City has also determined the need for implementation of nutrient removal processes at the Grant St WRF. The Facility Plan was submitted May 2021 (and effective July 6, 2021). The Grant St WRF improvements to the plant will be phased into separate projects. The project cost for the first phase, including Fiscal Sustainability Plan, technical services during construction, and 10% contingency is estimated at \$60,865,200. The City has received grants from the Save our Indian River Lagoon (SOIRL) for reducing nutrients. FDEP Water Quality grants were also received. The estimated grant amounts are:

- SOIRL - \$9,596,607
- FDEP Water Quality - \$18,600,000
- Total - \$28,196,607

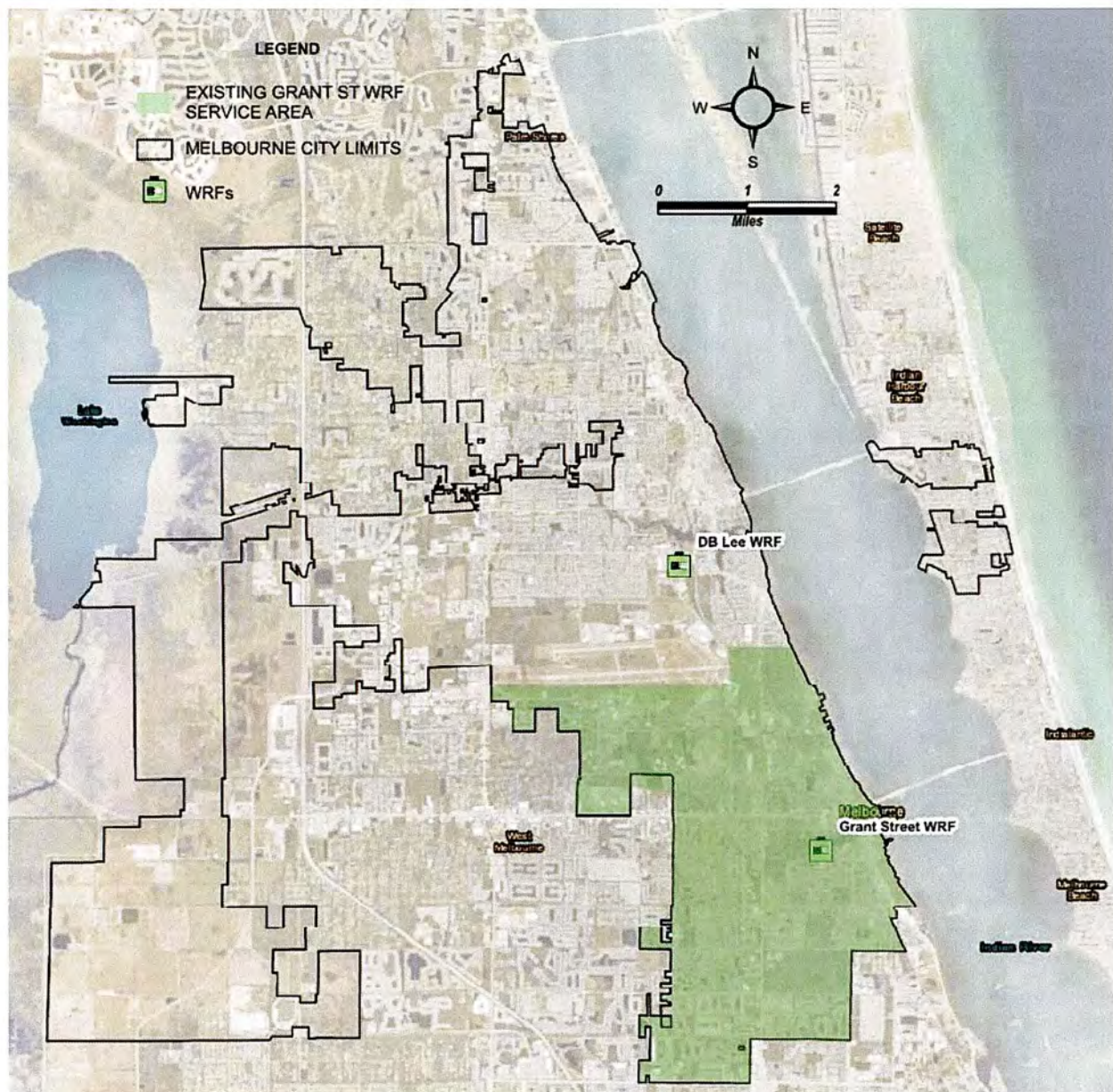
The City is requesting SRF loan for the remaining amount estimated at \$32,668,593 for the recommended improvements to the Influent Pump Station, new Grit Removal System, new BNR Treatment Train, site work, SCADA, and other plant site improvements are listed in the table below.

The major environmental benefits derived from the improvements are associated with the future replacement of the old trickling filter/solids contact treatment train with the new proposed biological nutrient removal oxidation ditch. The projects pose no significant negative environmental impacts. The new BNR treatment train will provide an environmental benefit by the following:

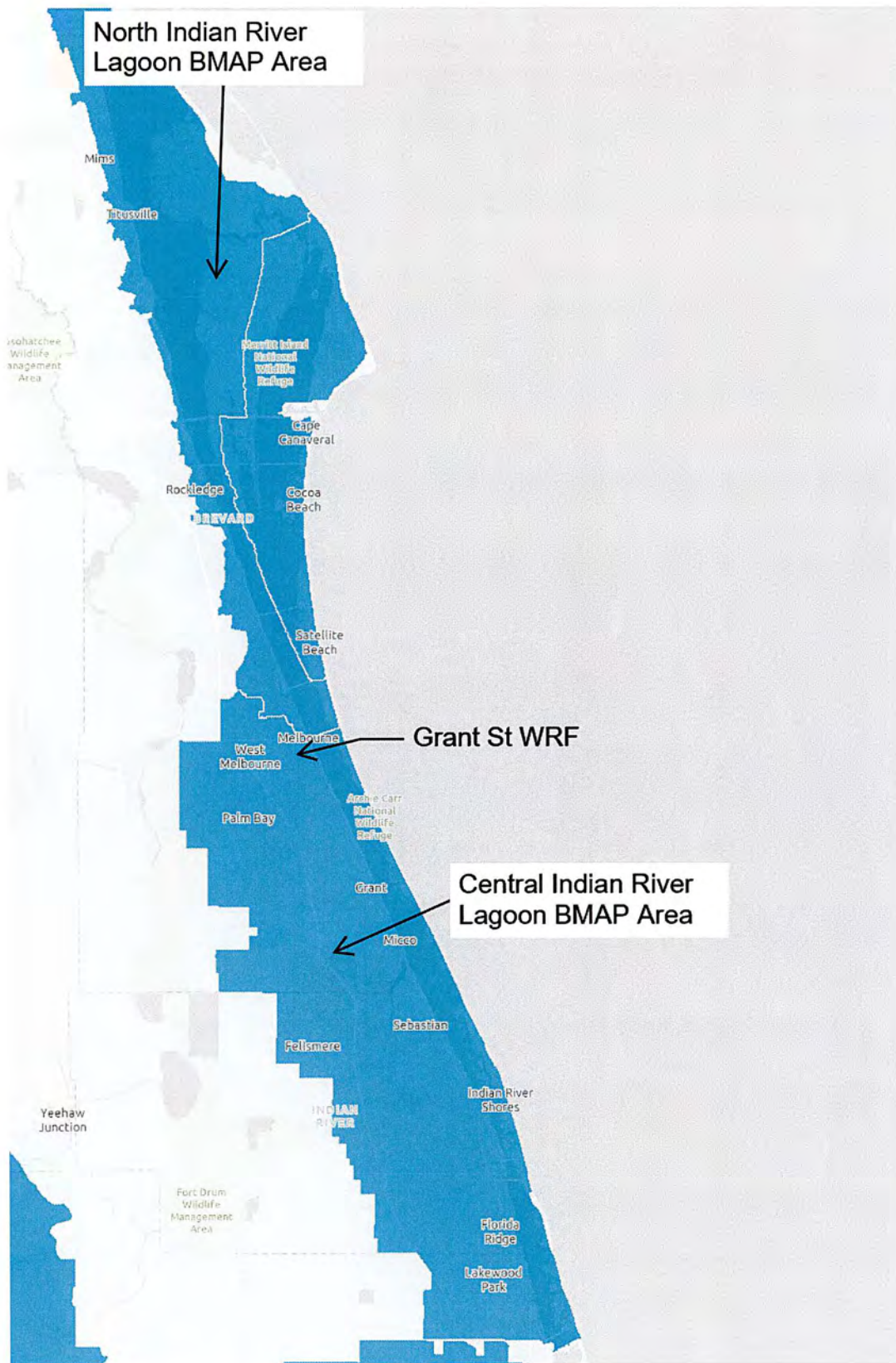
- Provide nutrient removal reducing nitrogen and phosphorus concentrations of the reclaimed water consistent with the objective of the Brevard County Save Our Indian River Lagoon (SOIRL) Program;
- Increase the plant operational efficiency and increase the reliability of the treatment process by replacing aging equipment approaching the end of its useful life;
- Reduce the opportunity for an on-site pump station failure leading to the discharge of sewer flow;
- Relocating the treatment process further south on the site, further upland and away from the Crane Creek; and
- Providing site screening from neighboring residential properties with buffer wall along south edge of plant.

Grant St WRF Improvements	
Unit Process Element	Proposed Improvements
Phase IIA (2026)	
General	General Contractors cost to mobilize/demobilize, bonding, insurance, etc.
Influent Pump Station Improvements	Addition of one new and replacement of one existing dry well pump; City will upgrade and/or replace 2 remaining pumps in future, new header piping and flow meter for total of 4 pumps
Mechanical Screen (via change order)	Replace existing mechanical screen with one or two new screens along with manual bar screen within existing channels; coat the existing channels and lower wet well.
Grit Removal System	New grit removal system, and splitter box are proposed to route flow to either the new BNR or existing Carrousel Oxidation Ditch.
BNR Treatment Train	New BNR, Clarifiers, and RAS/WAS pumps – with adjusted hydraulic profile to bring BNR tanks to grade (reduce dewatering costs) and raising clarifiers so not as deep.
Reuse Pump Station Improvements (via change order or separate project)	Replace impellers on duty pumps;
Ancillary Improvements	Site screening with new wall on south, SCADA for new equipment, and civil/site improvements
Electrical System Study	Electrical System Study for the overall power distribution system including: Short-circuit fault analysis study, Protective device coordination study, and Arc-flash hazard study. The Study covers the existing utility transformer(s) equipment, existing generators for standby power, existing/new MCC, VFDs and starters, Disconnects, motors, Existing/new panelboards, vendor control panels, and HVAC equipment.
Phase IIB (Future Phase(s) - Spring 2029)	
General	General Contractors cost to mobilize/demobilize, bonding, insurance, etc.
Carrousel Oxidation Ditch Improvements	Rehabilitation of the existing Carrousel oxidation ditch 75-hp aerators with VFDs, repair and recoat oxidation ditch, replace effluent pipe to splitter box, replace secondary clarifier mechanisms, replace RAS valves, and replace WAS pumps and valves to be implemented upon completion of the new BNR treatment train.
Trickling Filter Train Decommissioning	The existing trickling filter train will be decommissioned when new BNR is online. Existing structures may be repurposed if they can provide additional benefits to operations and maintenance.
Ancillary Improvements	Site security, SCADA for new equipment, minor lighting, and civil/site improvements

Melbourne Service Area Map with Grant St WRF service area



FDEP Statewide Basin Management Action Plan (BMAP) General Areas





FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Interim Secretary

July 6, 2021

Ms. Shannon M. Lewis, City Manager
City of Melbourne
900 E. Strawbridge Avenue
Melbourne, Florida 32901

Re: WW05091 - Melbourne
Treatment Plant Improvements

Dear Ms. Lewis:

The City of Melbourne "Grant Street WRF & Solids Handling Improvements Facilities Plan", dated May 2021, prepared by Infrastructure Solution Services and all related planning documents are in conformance with the requirements set forth in Chapter 62-503, Florida Administrative Code. The planning document consists of the following improvement projects:

- Grant Street WRF Improvements: Rehabilitation of the influent pump station, headworks, oxidation ditch secondary biological treatment system, a new three stage biological nutrient removal oxidation ditch and new secondary clarifiers.
- Solids handling equipment at both Grant Street WRF and David B Lee WRF: Removing the lime stabilization system equipment at both facilities and implementing staged aerobic digestion as the sludge stabilization treatment process.

This planning document is accepted effective July 6, 2021.

If you have any questions or need further information, please call the Program's Project Manager Pankaj Shah at (850)245-2962.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Shah", with a stylized flourish underneath.

Pankaj M. Shah, Engineering Specialist IV
State Revolving Fund Program

cc: Jennifer Spagnoli, P.E. - Melbourne (Jennifer.Spagnoli@mlbfl.org)
Thomas Vill, P.E. -Infrastructure Solution Services (tvill@infrastructuress.com)

TO: File

THROUGH: Catherine Murray

FROM: Pankaj Shah

DATE: 5/29/26

SUBJECT: WW05091 - Melbourne

Treatment Plant Improvements (Grant Street WWTP Improvements)

Project Revision Memorandum

I. Changes resulting from:

- ☒ Additional Needs Identified
- ☒ Design Considerations
- ☐ Implementation Problems
- ☐ Changes In Rules/Regulations
- ☐ Cost Effectiveness
- ☒ Other **(Monetary)**

II. Brief description of the allowable project as described in the most recent environmental information document.

WW05091 – Grant Street WRF will construct improvements to the influent pump station, headworks, rehabilitation of the oxidation ditch treatment train, increasing the operating pressure of the reuse pump station, security, SCADA, and other plant site improvements. The estimated cost for the project is \$18.3 million.

III. Identification of specific changes of the project. If multiple components of the project will be affected, repeat these categories for each component altered. (e.g., collector sewer, plant component, interceptor).

A. Additions:

B. Deletions:

C. Modifications:

See attached Memo

File

5/29/26

Page Two

IV. Rationale for decision:

The scope of improvements generally remains the same as shown in Table 1-2 of the Facilities Plan with some changes needed to components for value engineering purposes and to split the project into more manageable stages with the aim of attracting more bidders. Therefore the project will be split into two Phases.

The first phase for the Grant St WRF Improvements is scheduled for bidding in the Summer of 2026 with completion anticipated in March 2029 (30 months).

*These improvements were designed as part of the original bid project but will be bid and constructed separately in future phases following the new BNR treatment train being placed in service, thus could begin construction in Spring 2029. (Highlighted in the Attached memo)



The above determination does not constitute an obligation by the Department to provide additional funds for the project revisions. Funding is subject to the provisions of Chapter 62-503, FAC, and the actual availability of funds.

Acceptance:

**PANKAJ
SHAH**

Digitally signed by
PANKAJ SHAH
Date: 2026.05.29
08:38:38 -04'00'

Reviewer

Project Manager

**PANKAJ
SHAH**

Digitally signed by
PANKAJ SHAH
Date: 2026.05.29
08:38:53 -04'00'

Section Administrator

**Catherine
Murray**

Digitally signed by
Catherine Murray
Date: 2026.05.29
10:46:52 -04'00'

Program Manager

5/29/26

Effective Date of Acceptance

Memo

To: Pankaj Shah

From: Dawn Hull/Brian Stahl

Subject: Request for Re-approval of City of Melbourne "Grant Street WRF & Solids Handling Improvements Facilities Plan" Dated May 2021 (Effective July 6, 2021)

Project Number: WW05091 – Melbourne Treatment Plant Improvements

Date: May 28, 2026

The City of Melbourne requests re-approval of the "Grant Street WRF & Solids Handling Improvements Facilities Plan", dated May 2021 (and effective July 6, 2021) to extend acceptance of this facilities plan for another 5-year period. This Memorandum defines the project changes that are proposed to the 2021 Facilities Plan.

The original 2021 facilities plan described proposed improvements to the City of Melbourne Grant St and DB Lee WRFs as summarized below.

The Grant Street WRF Improvements included (see also Table 1-2 from the 2021 Facilities Plan for additional details):

- Rehabilitation of the influent pump station, headworks, and oxidation ditch secondary biological treatment system
- New three stage biological nutrient removal (BNR) oxidation ditch and new secondary clarifiers
- Decommission outdated trickling filter/solids contact biological treatment system

The Solids Handling Improvements included:

- Replacement of solids handling equipment at both the Grant St and DB Lee WRFs
- Removal of lime stabilization system equipment at both facilities
- Implementation of staged aerobic digestion for sludge stabilization

The Solids Handling Improvements at both facilities were bid in 2023 and are scheduled for completion in Fall 2026 under SRF Loan WW05091. The Grant Street WRF Improvements were bid in Fall 2023, but not awarded due to high costs and a single bidder. Various changes were made to improve bidding for the Grant Street WRF Improvements project (as described herein) which necessitates the request for re-approval of the 2021 Facilities Plan.

Table 1-2 excerpted from the May 2021 Facilities Plan defined the Grant St WRF Improvements as follows:

Table 1-2. Grant St WRF Scope of Proposed Improvements

Unit Process	Proposed Improvements
Influent Pump Station Reconfiguration and Rehabilitation	Reconfigure existing structure to screening and wet well, with two (2) mechanical screens and four (4) submersible pumps
Headworks Rehabilitation	Install one (1) rotating drum fine-screen above the influent channel, reconfigure the influent channel to the grit, replace the existing grit mechanism, install two (2) new grit cyclones and classifiers, rehabilitate the structure, install odor control
New Three Stage BNR Oxidation Ditch with New Secondary Clarifiers	Construct new 3.9 MGD MMADF rated capacity three-stage BNR oxidation ditch with two 80 ft diameter clarifiers and RAS/WAS pumps.
Carrousel® Oxidation Ditch Train Rehabilitation	Replace 75-hp aerators with VFDs, repair and recoat oxidation ditch, replace effluent pipe to splitter box, replace clarifier mechanisms, replace RAS valves, replace WAS pumps and valves
Reuse Pump Station Improvements	Replace impellers on duty pumps
Effluent Disposal Improvements	Investigate and correct any settlement of injection well concrete pad
Ancillary Improvements	Site security, SCADA related to new equipment, minor lighting and civil/site improvements
Temporary Construction Improvements	By-pass pumping, temporary piping, etc. to maintain WRF operation during construction

Proposed Grant Street WRF Improvements Revisions:

The scope of improvements generally remains the same as shown in Table 1-2 with some changes needed to components for value engineering purposes and to split the project into more manageable stages with the aim of attracting more bidders. As shown in the Agenda from our meeting on May 26th and described in the Minor Modification to Wastewater Treatment Plant Operating Permit FLA041122-029-DW1P/RM - Approved by FDEP, the following revisions are proposed:

- Influent Pump Station was not reconfigured, but will remain wet well/dry well and be rehabilitated:
 - One or two new mechanical screens along with a manual bar screen will be added within existing channels. Other minor rehabilitation improvements include coating the existing channels and lower wetwell.
 - *Note: These improvements are currently under redesign and are not included in the current plan set, but are planned to be change ordered into proposed project after bidding*
 - Addition of one new and replacement of one existing dry well pump for total of 4 pumps; City will upgrade and/or replace 2 remaining pumps in future. Pumps need more head to pump to higher elevation of new grit system
- Headworks rehabilitation was not implemented due to recommendation to raise the elevation of the BNR/Clarifiers to reduce dewatering. This required a higher hydraulic grade line. Therefore, a new grit removal system, and splitter box are proposed to route flow to either the new BNR or existing Carrousel Oxidation Ditch.
- New BNR, Clarifiers, and RAS/WAS pumps – no revisions from Facility plan except for adjusted hydraulic profile to bring BNR tanks to grade (reduce dewatering costs) and raising clarifiers so not as deep.
- **Rehabilitation of the existing Carrousel oxidation ditch trains will be delayed to a future phase to be implemented upon completion of the new BNR treatment train*
- Reuse pump station improvements were designed as part of the original project but are not included in the current plan set and are planned to be change ordered into the proposed project after bidding or constructed separately.
- **The existing trickling filter train will be decommissioned as part of the future phase.*
- Effluent Disposal Improvements were completed separately.
- Ancillary Improvements will be included in current and future phases, with the currently proposed project including overall SCADA improvements and new BNR Electrical Building.
 - Also included will be an Electrical System Study for the overall power distribution system
 - Short-circuit fault analysis study,
 - Protective device coordination study, and
 - Arc-flash hazard study.
 - The Study covers the existing utility transformer(s) equipment, existing generators for standby power, existing/new MCC, VFDs and starters, Disconnects, motors, Existing/new panelboards, vendor control panels, and HVAC equipment.
- Temporary Construction Improvements will be utilized as necessary during construction if needed.

Schedule:

The first phase for the Grant St WRF Improvements is scheduled for bidding in the Summer of 2026 with completion anticipated in March 2029 (30 months).

**These improvements were designed as part of the original bid project but will be bid and constructed separately in future phases following the new BNR treatment train being placed in service, thus could begin construction in Spring 2029.*



FLORIDA DEPARTMENT OF Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, FL 32399

Ron DeSantis
Governor

Jay Collins
Lt. Governor

Alexis A. Lambert
Secretary

FLORIDA REAFFIRMATION NOTICE

City of Melbourne, Florida

WW05091 – Grant Street WWTP Improvements

June 1, 2026

Chapter 62 503, Florida Administrative Code, requires the Florida Department of Environmental Protection to reaffirm a Florida Categorical Exclusion Notice (FCEN) when such findings are more than five years old and a State Revolving Fund (SRF) loan will be requested in 2026. At issue is whether the construction of the planned Grant Street WWTP Improvements will have a significant adverse impact on the environment. The project will be constructed in Two (2) phases. The Phase 1 estimated construction cost is more than \$50,000,000 and the project is expected to be placed under construction in August 2026. The Phase 2 construction of the project is expected to be placed under construction in August 2029.

On June 1, 2021, the Department issued an FCEN to support approval of the City of Melbourne Facilities Plan which was approved on July 6, 2021. The Department is reaffirming that finding. However, this reaffirmation does not commit any regulatory agency to issue the permit(s) necessary for construction.

This determination can be revoked if public comments that indicate the proposed facilities or actions recommended in the planning documents will adversely affect the environment are submitted within 30 days of the date of this notice to Pankaj Shah, Clean Water State Revolving Fund Program, Florida Department of Environmental Protection, 3900 Commonwealth Boulevard, Mail Station 3505, Tallahassee, Florida 32399-3000. Comments also may be offered by telephone at (850)245-2962. The documentation to support this decision is available for public inspection by contacting Pankaj Shah at (850)245-2962 or Pankaj.Shah@FloridaDEP.gov

The City of Melbourne facilities are eligible for SRF loan funding without reissuing or amending the 2021 FCEN if all the requirements of the loan program are met.

A handwritten signature in blue ink, appearing to read "C. Murray", is written over the printed name of Catherine Murray.

Catherine Murray, P.E.
Program Administrator
Clean Water State Revolving Fund Program
Division of Water Restoration Assistance

AUTHORIZED REPRESENTATIVE'S SITE CERTIFICATION

Project Number _____

Project Description City of Melbourne, FL - Grant St WRF Improvements

I do hereby certify as to the following:

1. Melbourne has acquired all real property or real property rights that are or will be, required for the construction, operation and maintenance of the Project described above.
2. All real property and real property rights required for the entire Project were acquired in accordance with the State and local requirements.

Dated this _____ day of _____, 20 _____

Signature of Authorized Representative

Name (print)

Title

**STATE OF FLORIDA STATE REVOLVING FUND (SRF)
PROJECT SPONSOR'S FISCAL SUSTAINABILITY PLAN CERTIFICATION**

Project Sponsor: City of Melbourne, FL
Project Name: Grant St WRF Improvements
Project Number: _____

On June 10, 2014, the Water Resources Reform and Development Act of 2014 (WRRDA) was signed into law. Among its provisions are amendments to Titles I, II, V, and VI of the Federal Water Pollution Control Act (FWPCA). Section 603(d)(1)(E) of the FWPCA requires a loan recipient to certify regarding the development and implementation of a fiscal sustainability plan.

(E) for a treatment works proposed for repair, replacement, or expansion, and eligible for assistance under subsection (c)(1), the recipient of a loan shall –

(i) develop and implement a fiscal sustainability plan that includes –

- (I) an inventory of critical assets that are a part of the treatment works;*
- (II) an evaluation of the condition and performance of inventoried assets or asset groupings;*
- (III) a certification that the recipient has evaluated and will be implementing water and energy conservation efforts as part of the plan;*
- and*
- (IV) a plan for maintaining, repairing, and, as necessary, replacing the treatment works and a plan for funding such activities; or*

(ii) certify that the recipient has developed and implemented a plan that meets the requirements under clause (i);

I understand that a fiscal sustainability plan must be developed and implemented for the above referenced project, and certify that the developed plan meets the requirements set forth with Section 603(d)(1)(E) of the FWPCA.

I also certify that this fiscal sustainability plan will be implemented prior to the final loan disbursement.

I understand that falsifying information on this certification may be grounds for termination of the SRF loan agreement.

Typed Name and Title of the Sponsor's Authorized Representative

Signature of the Sponsor's Authorized Representative

Date

**STATE OF FLORIDA STATE REVOLVING FUND (SRF)
PROJECT SPONSOR'S COST AND EFFECTIVENESS CERTIFICATION
AND WATER/ENERGY CONSERVATION CERTIFICATION**

Project Sponsor: City of Melbourne, FL
Project Name: Grant St WRF Improvements
Project Number: _____

On June 10, 2014, the Water Resources Reform and Development Act of 2014 (WRRDA) was signed into law. Among its provisions are amendments to Titles I, II, V, and VI of the Federal Water Pollution Control Act (FWPCA). Sections 602(b)(13)(A) and (B) of the FWPCA requires that the loan recipient:

(A) has studied and evaluated the cost and effectiveness of the processes, materials, techniques, and technologies for carrying out the proposed project or activity for which assistance is sought under this title; and

(B) has selected, to the maximum extent practicable, a project or activity that maximizes the potential for efficient water use, reuse, recapture, and conservation, and energy conservation, taking into account –

- (i) the cost of constructing the project or activity;*
- (ii) the cost of operating and maintaining the project or activity over the life of the project or activity; and*
- (iii) the cost of replacing the project or activity;*

We certify that the above referenced project meets the requirements set for in Sections 602(b)(13)(A) and (B) of the FWPCA. We also certify that the documentation justifying this certification will be made available upon request.

We understand that falsifying information on this certification may be grounds for termination of the SRF loan agreement.

Project Authorized Representative

Professional Engineer

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



**Melbourne City Council
June 9, 2026
City Manager's Item Report**

Department:	City Clerk's Office
Presenter:	Justice Stevens
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.11.d.

Subject:

Resolution calling for a general municipal election.

Background/Consideration:

The attached resolution calls for a general municipal election to be held November 3, 2026 to elect three Council Members, one each from Districts Two, Four and Six. The resolution specifies the term of office for each seat, calls for a run-off election in the event of a tie between two candidates for any one seat and authorizes the City Clerk to coordinate the election with the Brevard County Supervisor of Elections. Additionally, pending the adoption of Ordinance No. 2026-25, scheduled for second and final reading at the June 9, 2026 Regular Council Meeting, the resolution recognizes the referendum to be held alongside the general election relating to determining whether the City may delegate the duties of the Zoning Board of Adjustment to the Planning and Zoning Board.

The Brevard County Supervisor of Elections will conduct the City of Melbourne's election. The County Canvassing Board will supervise the counting of the votes and prepare a Certificate of County Canvassing Board following the election.

In accordance with Section 22-3 of the Melbourne City Code, the resolution will serve as the City's notice of election. It will be advertised once a week for three consecutive weeks. The date of the first advertisement shall not be more than seven days after the date of the adoption of the resolution.

Fiscal/Budget Impact:

The estimated cost of the election is \$7,700 and would be budgeted in the City Clerk Fiscal Year 2027 budget (01300512-549080).

Requested Action:

Approval of Resolution No. 4419.

RESOLUTION NO. 4419

A RESOLUTION OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, RELATING TO THE GENERAL MUNICIPAL ELECTION; CALLING FOR A GENERAL MUNICIPAL ELECTION TO BE HELD NOVEMBER 3, 2026 TO ELECT THREE COUNCIL MEMBERS, ONE EACH, FROM DISTRICTS TWO, FOUR, AND SIX; CALLING FOR A SPECIAL RUN-OFF MUNICIPAL ELECTION TO BE HELD IN ACCORDANCE WITH SECTION 5.05, CITY CHARTER, AND SECTION 22-7, CITY CODE, IN THE EVENT OF A TIE BETWEEN TWO CANDIDATES FOR ANY SEAT; CALLING FOR A REFERENDUM TO BE HELD ON THE SAME DATE IN ACCORDANCE WITH ORDINANCE NO. 2026-25; PROVIDING THAT THIS RESOLUTION SHALL SERVE AS THE CITY'S NOTICE OF ELECTION REQUIRED BY SECTION 22-3, CITY CODE; PROVIDING THAT THE CITY CLERK IS HEREBY AUTHORIZED TO COORDINATE WITH THE BREVARD COUNTY SUPERVISOR OF ELECTIONS TO HOLD SAID GENERAL MUNICIPAL ELECTION; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, the City Charter, Section 5.05, provides for the time and manner of City elections; and

WHEREAS, Section 22-3 of the City Code provides that, not less than 60 days prior to the proposed date of any municipal election, the City Council shall adopt a resolution setting forth the purpose of such election and the date upon which the election is to be held; and

WHEREAS, the four-year terms of the Districts Two, Four, and Six Council Members will expire in November 2026; and

WHEREAS, consistent with the City Charter, the City Council hereby calls for a general municipal election to be held on November 3, 2026; and

WHEREAS, in accordance with Ordinance No. 2026-25, the City Council hereby calls for a referendum to be held on the same date to determine whether the city may delegate the duties of the Zoning Board of Adjustment to the Planning and Zoning Board; and

WHEREAS, this resolution shall serve as the City's notice of election and shall be advertised in a newspaper of general circulation within the City, once a week for three consecutive weeks.

BE IT RESOLVED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. That in accordance with Article V of the Charter and Chapter 22 of the City Code of Melbourne, there is hereby declared a general municipal election to be held in the City of Melbourne on November 3, 2026. The purpose is to elect the following:

<u>SEAT</u>	<u>TERM</u>
District Two	November 2026 – November 2030
District Four	November 2026 – November 2030
District Six	November 2026 – November 2030

SECTION 2. That pursuant to Section 5.05 of the City Charter, and Section 22-7 of the City Code, in the event of a tie between two candidates for any seat, there is hereby declared a special run-off municipal election to be held in the City of Melbourne on November 17, 2026. This date may be extended if the Brevard County Supervisor of Elections is not able to schedule the run-off election within this period.

SECTION 3. That in accordance with Ordinance No. 2026-25, a referendum is hereby called to be held in the City of Melbourne on November 3, 2026 to determine whether the city council may delegate the duties of the Zoning Board of Adjustment to the Planning and Zoning Board.

SECTION 4. That this resolution shall serve as the City's notice of election and shall be advertised in accordance with Section 22-3, City Code, once a week for three consecutive weeks. The date of the first advertisement shall not be more than seven days after the date of the adoption of this resolution.

SECTION 5. That the City Clerk is hereby authorized to coordinate with the Brevard

County Supervisor of Elections for the holding of the general municipal election, including a special run-off election, if needed.

SECTION 6. That this resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 7. That this resolution was duly adopted at a regular meeting of the City Council on the day of , 2026.

BY: _____
Paul Alfrey, Mayor

ATTEST: _____
Kevin McKeown, City Clerk

[CITY SEAL]

Resolution No. 4419



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Manager's Office
Presenter:	N/A
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.12.

Subject:

Items Removed from the Consent Agenda

Background/Consideration:



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Community Development
Presenter:	Cynthia Dittmer
Council District:	N/A
Reading Number:	1
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	Yes
Item Number:	C.13.

Subject:

Zoning Text Amendment (TEXT2026-0003) CB-OZ Extension Request.

Background/Consideration:

This is the first reading of an ordinance amending Melbourne City Code, Part III, Appendix B, Article V, Section 3(B) Central business overlay zone as it relates to extending the Central Business Overlay Zone (CB-OZ).

The CB-OZ is an overlay zone that was established in 2014 to protect and enhance the core areas of Downtown Melbourne CRA and the Olde Eau Gallie Riverfront CRA (excluding the Art Overlay Zone). The original intent of the creation of the CB-OZ was to apply a different set of development and design standards that had been impediments to redeveloping properties within community redevelopment districts. Some of these standards relate to smaller parking space allowances, reduced required parking for residential uses, maximum setback requirements along main corridors, lessened setback requirements for properties not zoned C-3, an additional floor of building height allowance, and a bonus allowance for outdoor seating without a parking requirement. All of these allowances were intended to facilitate more redevelopment, and they have been successful in providing flexibility and allowing more redevelopment projects to occur.

A private property owner within the proposed expansion area is requesting to expand the CB-OZ boundary. The proposed zoning code amendment extends the CB-OZ boundary for 11 parcels totaling 4.25± acres, located along the northern boundary of the Downtown Melbourne Community Redevelopment Agency (CRA). The properties are all zoned C-1 or C-2 with Mixed Use or General Commercial Future Land Use. Currently, the CRA and CB-OZ boundary is a sawtooth pattern along Lincoln Avenue. The proposed expansion will extend the boundaries of the overlay zone north to Fee Avenue, from Waverly Place to the FEC railroad.

The CB-OZ expansion area is in the Midtown Activity Center (MAC), allowing 30 units per acre and a floor to area ratio of 2.0, if the property has a Mixed Use Future Land Use. The current CB-OZ area is all within the Downtown Melbourne Activity Center (DMAC), as it follows the CRA boundaries and allows 100 units per acre and a floor to area ratio of 6.0, if the property has a Mixed Use Future Land Use. The expansion of the CB-OZ will not change the activity center in which the properties are located, so these properties will have less density and floor to area ratio allowances than permitted in the DMAC. However, the properties will still gain the flexible development standards.



Staff is in support of the request to expand the CB-OZ. Properties in this area have had difficulty redeveloping and the expansion of the overlay zone should assist those efforts. Additionally, there is on-street public parking available on Waverly Place and Lincoln Avenue, and the area is zoned C-1 and C-2, which is a similar zoning pattern to areas located within the existing CB-OZ.

On May 21, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the proposed amendment.

Fiscal/Budget Impact:

N/A

Requested Action:

Approval of Ordinance No. 2026-26, based upon the findings contained in the Planning & Zoning memorandum.

Memorandum

To: Jenni Lamb, City Manager
Thru: Cindy Dittmer, AICP, Community Development Director
From: Cheryl Dean, Planning Manager
Re: **Zoning Text Amendment (TEXT2026-0005) CB-OZ Extension Request**
Date: May 28, 2026

Owner/Applicant/Representative

Applicant – Kelly Delmonico, Land Development Strategies

Proposed Action

Amend City Code, Part III, Appendix B, Article V, Section 3(B) Central business overlay zone as it relates to extending the Central Business Overlay Zone (CB-OZ).

Location

This action shall apply to 4.25± acres, containing 11 properties located south of Fee Avenue, west of the FEC Railway and north of Palmetto Avenue.

History

Following is the history of the Central Business Overlay Zone (CB-OZ):

- 2014: City Council adopted a new overlay zone category, called Central Business Overlay, (FOC-2014-07/Z-2014-1207AD/Ordinance No. 2014-43).
- 2023: City Council adopted changes related to affordable housing development, including adding R-P zoning to the existing CB-OZ special setback allowances (FOC2023-0002/TEXT2023-0003/TEXT2023-0004/Ordinance No. 2023-21).

Purpose of Establishing CB-OZ - 2014

The CB-OZ is an overlay zone that was established to protect and enhance the core areas of downtown Melbourne and Eau Gallie. For the CB-OZ, City Council adopted a special set of development and design standards to apply to the areas within the Central Business Overlay Zone (CB-OZ). The development and design standards for the CB-OZ build upon the Melbourne zoning and land development regulations. The boundary of the CB-OZ was adopted as the same boundary as the Downtown

Melbourne CRA and the Olde Eau Gallie Riverfront CRA (excluding the Eau Gallie Art Overlay Zone).

CB-OZ – Current Allowances

The adoption of the CB-OZ relaxed certain areas of zoning and land development regulations that were previously viewed as impediments to development within the city's redevelopment areas. Following is a summary of the changes that were adopted with the creation of the CB-OZ:

Parking

- Size of spaces reduced to 9 feet wide
- Size of drive aisle reduced on case by case basis
- Allowances for off-site parking
- Reduced parking calculation for residential uses
- Elimination of additional parking requirement for changes of use

Setbacks

- Maximum building setback of 5 feet abutting New Haven Avenue/Highland Avenue
- No building setback stepping required adjacent to residential uses
- 0-foot minimum front building setback in R-P, C-1 and C-2
- 20-foot minimum building setback abutting single family residential

Height

- In C-1 & C-2, allows 5 floors/60 feet if:
 - Retail projects include residential/office floors
 - 1st floor retail on any mixed use project

Accessory Residential

- Accessory Dwelling Units allowed with single-family residential
- Accessory multi-family units allowed in C-2

Outdoor Seating Allowance in C-1 & C-2

The CB-OZ has remained unchanged until 2023, when City Council adopted affordable housing changes, adding R-P zoning to the reduced setbacks if located within the CB-OZ. By creating flexible design standards for mixed-use projects that are necessary to grow the urban core of the city, the CB-OZ supports compact development, assists in the design of projects with limited availability of land, and reduces impediments to revitalization in the downtown areas.

Proposed Code Amendment:

The applicant has prepared zoning code text amendment changes to Article V, Section (3)(B), extending the boundary for 11 parcels totaling 4.25± acres, which would allow the properties to utilize the provisions and special allowances within the CB-OZ, such as a reduction in building setbacks, elimination of additional parking for a change of use, allowing an extra floor of height for the development of a true mixed-use project without a conditional use requirement, and allowing multi-family residential dwellings in C-2 zoning as part of a mixed use development.

The applicant identified that that the proposed expansion area *“is fundamentally similar in character and utility to the existing downtown core already contained within the CB-OZ, featuring established on-street public parking and a physical layout that mirrors the current overlay area. By extending the CB-OZ, the city can provide the necessary regulatory flexibility regarding parking and setbacks to allow for more efficient use of the properties and catalyze redevelopment efforts.”*

The proposed overlay zone language will only amend the boundaries by including property located north of Palmetto Avenue, east of Waverly Place, south of Fee Avenue and west of the Florida East Coast Railway right-of-way that is not already located within the Melbourne Downtown Redevelopment Area.

The applicant notified the affected property owners by mail of the proposed amendment and also went door to door to discuss this request. To date, no objections have been received by the applicant or City.

Staff Analysis

The City of Melbourne has prioritized the need for revitalization, especially within the CRAs. With the lessons learned during the economic downturn, developers and financing agencies are dependent upon innovative thinking and cooperative partnerships in order to create and redevelop viable projects that stimulate positive economic change within the redevelopment area.

Future Land Use Map and Zoning Map Considerations

The proposed area for the extension of the CB-OZ is directly adjacent to the Downtown Melbourne CRA/CB-OZ and the boundaries meander through a block that is located both inside and outside of the CRA/CB-OZ. Properties in the proposed CB-OZ are designated with either a General Commercial Future Land Use Map classification or a Mixed Use Future Land Use Map classification with C-1 or C-2 zoning. The proposed area has similar Zoning and Future Land Use patterns consistent with the adjacent properties located within the adjacent CB-OZ.

Activity Center Considerations

The city's Activity Centers need to be considered when determining the impacts on the amount of development that is possible. The Comprehensive Plan identifies the city's future land use map categories and provides for increased density and intensity within the four identified Activity Centers to prevent urban sprawl and to promote alternative transportation options.

The current CB-OZ is located within the Downtown Melbourne Activity Center (DMAC) and the proposed extension area is located within the Midtown Activity Center (MAC). With the identified Future Land Use Map categories in the Comprehensive Plan, the density and intensity thresholds are the same for most future land use classifications. However, the General Commercial Future Land Use Map classification and the Mixed Use Future Land Use Map classification are distinct different in the DMAC and reflect

the promotion of mixed use, urban and compact development in the core downtown area, where the Mixed Use Future Land use permits up to 100 units per acre.

In the MAC, which generally provides a transition from the downtown core area to lower intensity commercial uses and lower density single family residential neighborhoods, the maximum density for the Mixed Use Future Land Use is 30 units per acre. Likewise, for commercial development, the Mixed Use Future Land use permits a Floor Area Ratio of up to 6.0 in the DMAC, while the MAC permits a Floor Area Ratio of 2.0.

Since the proposed expansion area is in the MAC and does not have the higher density and intensity standards permitted in the DMAC, the need is even greater to extend the CB-OZ to incorporate this MAC area in order to have more flexible development standards for revitalization and reduce development barriers for general commercial and mixed-use development.

Camps Plat of Melbourne Subdivision Considerations

This area is part of the Camps Plat of Melbourne Subdivision, which was recorded in 1886 with platted lots of record that are 63.6 ± feet wide. The extension of the CB-OZ would allow for re-development of older platted lot(s) with commercial/mixed use zoning.

Summary

Staff can support the request for the following reasons:

- The proposed boundary would be located along street boundaries, which would eliminate the intermittent, parcel by parcel “in-and-out” pattern of the zone, making the boundary easier to identify the parcels that are located within the CB-OZ.
- There is on-street public parking available on all of the adjacent city streets, except Fee Avenue.
- The area is zoned C-1 and C-2, which is a similar zoning pattern to areas located within the existing CB-OZ.
- Enlarging the zone to the north is a logical extension to support redevelopment efforts and to reduce current development barriers.

Planning and Zoning Board Action

On May 21, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the proposed amendments.

Recommendation

Based upon the findings contained in the Planning and Zoning Board memorandum, the Community Development Department and the Planning and Zoning Board recommend:

Approval of the ordinance based upon the findings contained in the Planning and Zoning Board memorandum.

Memorandum

To: Mayor and Council

From: Chris Adams, Chair, Planning and Zoning Board

Re: **Finding of Consistency (FOC2026-0006) and Zoning Text Amendment (TEXT2026-0003) CB-OZ Extension Request**

Date: May 22, 2026

Applicant: Kelly Delmonico, Land Development Strategies

The Planning and Zoning Board, at its regular scheduled meeting on May 21, 2026, reviewed the above-referenced request for approval of a Finding of Consistency and Zoning Text Amendment.

Following review and discussion, the Planning and Zoning Board voted unanimously to recommend approval of a Finding of Consistency and Zoning Text Amendment City Code, Part III, Appendix B, Article V, Section 3(B) Central Business Overlay Zone as it relates to extending the Central Business Overlay Zone (CB-OZ).

These actions were based on the findings identified below:

Findings for the Proposed Code Revisions

1. The proposed modifications to City Code are consistent with the goals and objectives of the Comprehensive Plan and will assist in the execution of policies within the Comprehensive Plan. The proposed revisions will implement policy language that addresses the extension of the CB-OZ north to Fee Avenue between the FEC Railroad and Waverly Place. The extension of the CB-OZ will permit a reduction in building setbacks, the elimination of additional parking for most changes of use, the allowance of an extra floor of height for the development of mixed-use projects (without a conditional use requirement), and the allowance of accessory multi-family residential dwellings in the C-2 zoning district as part of a mixed-use development.
2. The proposed revisions are specifically consistent with Future Land Use Element Objective 1.22, which states the City shall maintain, amend and develop new land use and development regulations to implement the Comprehensive Plan. The proposed modifications will expand the CB-OZ and implement the provisions and special allowances of this district for an additional 4.25± acres of property within the City. The expansion area is on the northern edge of the current CB-OZ boundary and is a reasonable extension of this area.

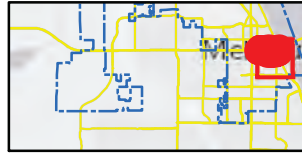
3. The proposal will have no adverse effect on the City's ability to provide adequate public services and facilities. The proposed changes assist in the implementation of City Code requirements by expanding the CB-OZ northward to Fee Avenue, between the FEC Railroad and Waverly Place. This expansion of the CB-OZ will extend the special allowances of this district to an urban area of the city that is immediately north of Downtown Melbourne.
4. The proposed changes will not significantly change the general character of the City, cause depreciation of property values, or reduce the safety, light, and general convenience of neighboring developments as the revisions reinforce the administration of City Code requirements. Specifically, the proposed modifications will permit additional parcels to utilize the provisions of the CB-OZ. This change will provide more flexibility for owners redeveloping their property in an urban area of the City which is adjacent to the Melbourne Downtown Community Redevelopment Area.
5. The subject modifications will make City Code more user-friendly to property owners, the development community, and City staff.
6. The proposed change is consistent with the City Code purpose of promoting the health, safety, education, cultural and economic welfare of the public by expanding the CB-OZ and implementing the provisions and special allowances of this district for an additional 4.25± acres of property within the City.

Respectively Submitted,

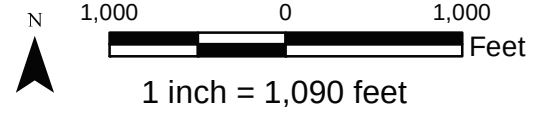


for
Chris Adams, Chair
Planning and Zoning Board

CB-OZ EXISTING BOUNDARY



GIS Portal: <https://maps.mlbfl.org/arcgis>
ArcGIS Online: <https://mgis.maps.arcgis.com>



Legend

-  City Boundary
-  Downtown Melbourne CB-OZ Boundary

DISCLAIMER: Illustrative purposes only.
No warranties, expressed or implied, are
provided for the property records and mapping
data herein or for their use or interpretation by
the User. The City of Melbourne assumes no liability
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including but not limited to attorney's fees,
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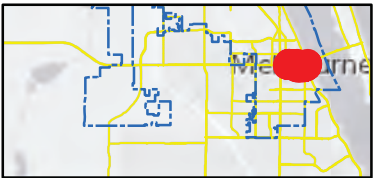


Title: CB-OZ EXISTING BOUNDARY
Author: Olivia Bachtold
Department/Division: Community Development Department
Last Updated: 5/14/2026 4:31:35 PM
Document Name: CB-OZ LOCATION Map

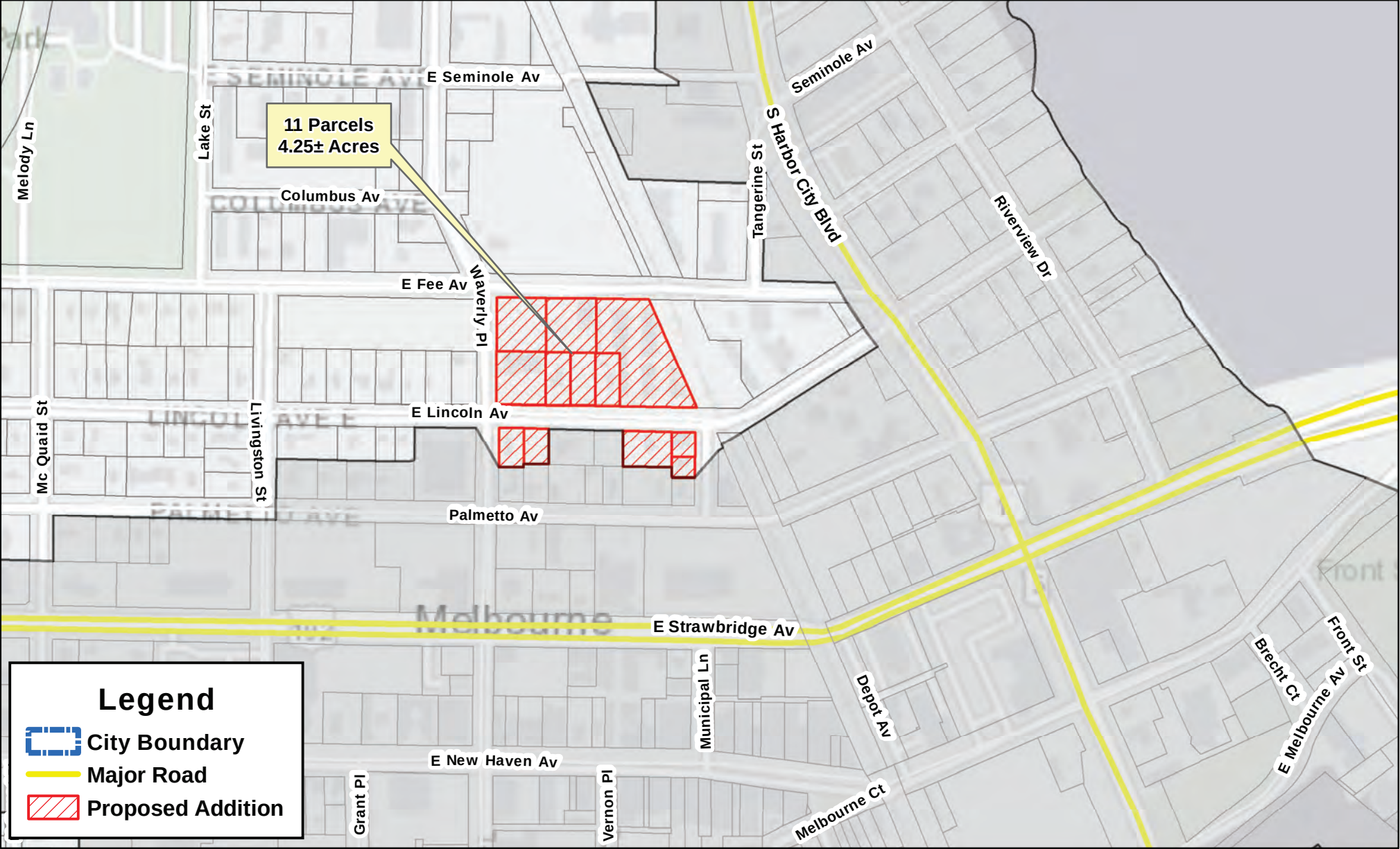
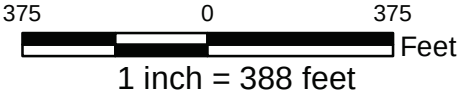


City of Melbourne
Information Technology Department
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900 E Strawbridge Av Room 324
Melbourne, FL 32901
P: (321) 608.7700
Fax: (321) 608.7719
Email: GIS@mlbfl.org

CB-OZ PROPOSED BOUNDARY EXTENSION



GIS Portal: <https://maps.mlbfl.org/arcgis>
ArcGIS Online: <https://mgis.maps.arcgis.com>



Legend

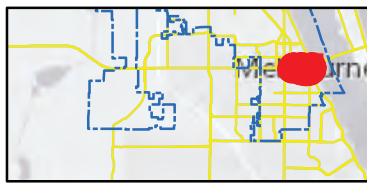
City Boundary

Major Road

Proposed Addition

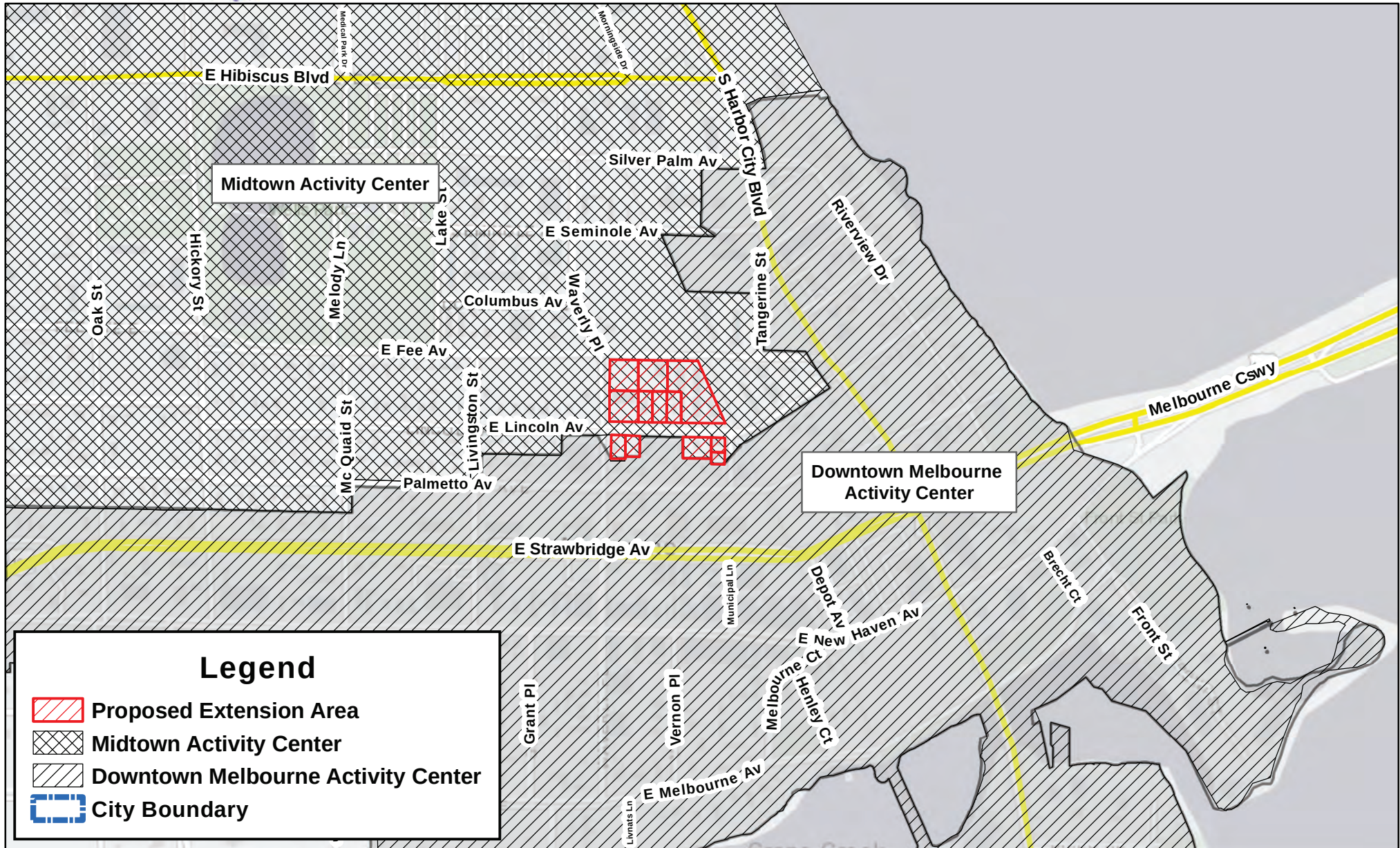
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including but not limited to, those arising from
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ACTIVITY CENTER MAP



GIS Portal: <https://maps.mlbfl.org/arcgis>
ArcGIS Online: <https://mgis.maps.arcgis.com>

640 0 640
Feet
1 inch = 667 feet



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Page 127

Title: ACTIVITY CENTER MAP
Author: Olivia Bachtold
Department/Division: Community Development Department
Last Updated: 5/14/2026 4:17:18 PM
Document Name: CB-OZ PROPOSED BOUNDARY LOCATION Map
Document Location: \\vad.mlbfl.org\Shares\mlbfl_groups\COMMUNITY_DEVELOPMENT\PEIP&ZBOARD2026\Maps\IMXD\CB-OZ PROPOSED BOUNDARY LOCATION Map.mxd

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Item No. C. 13.

ORDINANCE NO. 2026-26

AN ORDINANCE OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, RELATING TO THE EXPANSION OF THE CENTRAL BUSINESS OVERLAY ZONE (CB-OZ); MAKING FINDINGS; AMENDING APPENDIX B OF THE CITY CODE, ENTITLED "ZONING"; AMENDING ARTICLE V, DISTRICT REGULATIONS; PROVIDING FOR SEVERABILITY AND INTERPRETATION; PROVIDING AN EFFECTIVE DATE; AND PROVIDING AN ADOPTION SCHEDULE. (FOC2026-0006/TEXT2026-0003)

WHEREAS, in 2014, City Council adopted a new overlay zone category called the "Central Business Overlay Zone (CB-OZ) with the adoption of Ordinance No. 2014-43; and

WHEREAS, the purpose of the CB-OZ is to protect and enhance the core areas of Downtown Melbourne and Downtown Eau Gallie, including providing for a special set of development and design standards to apply to the areas within the CB-OZ; and

WHEREAS, originally, the boundaries of the CB-OZ were adopted as the same boundaries of the Melbourne Downtown CRA and Olde Eau Gallie Riverfront CRA; and

WHEREAS, this ordinance provides for the extension of the boundaries of the CB-OZ to include 11 additional parcels totaling 4.25± acres which would allow the properties to utilize the provisions and special allowances of the CB-OZ; and

WHEREAS, the proposed expansion area is fundamentally similar in character and utility to the existing downtown core already contained within the CB-OZ, featuring established on-street public parking and a physical layout that mirrors the current overlay area. By extending the CB-OZ, the city can provide the necessary regulatory flexibility regarding parking and setbacks to allow for more efficient use of the properties and catalyze redevelopment efforts; and

WHEREAS, the Planning and Zoning Board, sitting as the Local Planning Agency, reviewed this ordinance at its meeting on May 21, 2026, conducted a public hearing with regard to this ordinance, and found same to be consistent with the City of Melbourne Comprehensive

Plan; and

WHEREAS, the City Council hereby adopts the findings of the Planning and Zoning Board as its own and finds this ordinance to be in the promotion of the public health, safety, welfare, morals, public order and aesthetics of the community and the region.

BE IT ENACTED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. That Appendix B of the City Code of Melbourne, Florida, is hereby amended to read as follows:

APPENDIX B. ZONING

* * * *

ARTICLE V. DISTRICT REGULATIONS

* * * *

Sec. 3. Overlay zone regulations.

* * * *

(B) Central business overlay zone.

* * * *

- (2) Applicability. This overlay shall apply to development within the Melbourne Downtown Redevelopment Area as defined in sec. 20-40, including property located north of Palmetto Avenue, east of Waverly Place, south of Fee Avenue and west of the Florida East Coast Railway right-of-way that is not already located within the Melbourne Downtown Redevelopment Area. This overlay shall also apply to development within and the Olde Eau Gallie Riverfront Community Redevelopment Area as defined in section 20-202, City Code, excluding the Eau Gallie art overlay zone as defined in section 3(A)(2) of this article.

* * * *

SECTION 2. Severability and Interpretation.

(a) That it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this ordinance are severable, and if any phrase,

clause, sentence, paragraph or section of this ordinance shall be declared unconstitutional, illegal or otherwise void by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality, illegality, or other declaration shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this ordinance.

(b) That in interpreting this ordinance, underlined words indicate additions to existing text and ~~stricken words~~ indicate deletions from existing text. Asterisks (* * * *) indicate an omission from the ordinance of text, which exists in the Code of Ordinances. It is intended that the text in the Code of Ordinances denoted by the asterisks and not set forth in this ordinance shall remain unchanged from the language existing prior to adoption of this ordinance.

SECTION 3. That this ordinance shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 4. That this ordinance was passed on first reading at a regular meeting of the City Council on the day of , 2026, and adopted on the second and final reading at a regular meeting of the City Council on the day of , 2026.

BY: _____
Paul Alfrey, Mayor

ATTEST: _____
Kevin McKeown, City Clerk

[CITY SEAL]

Ordinance No. 2026-26



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Community Development
Presenter:	Abby Johnson
Council District:	N/A
Reading Number:	1
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	Yes
Item Number:	C.14.

Subject:

Community Development Block Grant (CDBG) Fiscal Year 2026-2027 Annual Action Plan.

Background/Consideration:

This is a request for approval of the projects and activities proposed for Federal Fiscal Year (FY) 2026-2027 Community Development Block Grant (CDBG) funding and the FY 2026-2027 CDBG Annual Action Plan for the program year beginning October 1, 2026. On April 6, 2026, the City received an allocation notice for \$611,305 from the U.S. Department of Housing and Urban Development (HUD). This amount represents a \$8,246 increase from last year's CDBG allocation.

The Action Plan for the program year beginning October 1, 2026 outlines the projects and activities the City will undertake using Federal FY 2026-2027 CDBG funds. Additionally, the plan provides supporting narratives, geographic description of the distribution of funds, homeless/special needs activities and other actions the City will take to comply with grantor requirements.

Six (6) agencies applied for funding for public services that covered services for many areas of need and populations. Five (5) agencies passed the threshold review and were considered for eligible for funding under the Public Services category. The level of need and competition for the grant funds continues to rise, and the ranking of applications based upon completeness, funding need, expansion of previously funded programs, and past performance is a large factor in the funding recommendation.

The four (4) recommended public service programs cover both youth and adult services, ranging from after-school/summer camp programs to assistance with housing and case management. The two (2) recommended public facilities and improvement projects are for a Restroom Project (construction) at Riverview Park and the Providence Place: Freezer (Hibiscus Boulevard) / Building Improvements Morningside Drive. The proposed housing activity funding supports the Homeowner Housing Accessibility Program. The funding is proposed for four (4) public service activities - \$88,335; two public facility and improvement projects - \$383,257.24; Program Administration costs - \$122,261; and one Housing Activity, Homeowner Housing Accessibility Program- \$17,451.76.

The total CDBG funding amount of \$611,305 and the Action Plan were advertised on May 7, 2026, for public comment for a period of 30 days. No comments have been received to-date.

The Funding Recommendation Committee met on March 23 and 25, 2026, and the Citizens' Advisory



Board (CAB) recommended approval of the CDBG funding recommendations at their April 6, 2026, meeting, with the allowance for staff to make adjustments as needed if the HUD changed the allocation amount.

Fiscal/Budget Impact:

The submission and approval of the FY 2026-2027 Annual Action Plan will give the City access to its FY 2026-2027 CDBG entitlement funds in the amount of \$611,305.

Requested Action:

Approval of the projects and activities for Federal FY 2026-2027 CDBG funding within the Annual Action Plan, authorization to execute all necessary documents, and authorization to execute the Subrecipient Agreements for four public services activities with the non-profit organizations and Memorandum of Understanding (MOU) with Engineering for non-public services.

Memorandum

To: Jenni Lamb, City Manager
Thru: Cindy Dittmer, AICP, Community Development Director
From: Abby Johnson, Housing and Urban Improvement Manager
Date: May 28, 2026
Re: **FY 2026-2027 Community Development Block Grant (CDBG) Funding and FY 2026-2027 CDBG Action Plan**

This is a request for approval of the projects and activities proposed for Federal FY 2026-2027 Community Development Block Grant (CDBG) funding and the FY 2026-2027 CDBG Action Plan for the program year beginning October 1, 2026. On April 6, 2026, the City received an allocation notice for \$611,305 from the U.S. Department of Housing and Urban Development (HUD). This amount represents a \$8,246 increase from last year's CDBG allocation.

Background

Melbourne is allocated HUD funds specifically to develop viable communities for low/moderate-income persons. Annually, a notice of funding availability is published by the City and a request for proposals for public service and non-public service activities is released. Local non-profits and specific for-profit organizations called Community-Based Development Organizations are encouraged to partner with the city to meet the needs of its residents. Interested parties are encouraged to request technical assistance from staff before applying.

To be considered a competitive and responsive proposal, the agency must provide specific documentation such as: by-laws; resumes of personnel; audited financial statements; proposed scope of work; and a description of the proposed population to be served. The proposal must also address the needs identified in the City's Consolidated Plan. Furthermore, organizations must demonstrate a need for funding, evidence of leveraged funds when applicable, a clear description of the use of funds, and the timeframe in which the funds will be expended. Grant funds must be expended in a prescribed fashion to meet HUD expenditure requirements.

In addition to meeting a national objective, providing a needed service, and submitting a completed application, the performance of previously funded agencies is considered. Critical actions include requirements such as, timely report submittals, the ability to expend all funds, accurate record keeping, and policies and procedures for repayment.

Not only are such factors required, but these factors impact the city's ability to adhere to HUD standards and reporting.

The City's capacity to reach more organizations has grown over the last few years. Staff has implemented new technology to make the application process more accessible to all potential applicants. Additionally, staff sends out HUD-created tutorials on various programmatic topics, in addition to offering one-on-one technical assistance for any potential applicants.

Public Participation

The citizen participation process for the FY 2026-2027 CDBG Program Year began with public hearings held on December 1, 2025, January 5, 2026, April 6, 2026, and June 9, 2026 at City Hall in the Council Chamber. The meetings were held to obtain citizen input on housing and non-housing community development project funding priorities for Program Year 2026-2027. A Request for Proposals was held from January 14, 2026 through February 13, 2026, resulting in six proposals submitted for public service activities; four proposals for public facilities and improvements; one proposal for various administrative activities and two proposals for housing services. Applicants made presentations to the Citizens' Advisory Board (CAB) on January 5, 2026. The Funding Recommendation Committee met in public meetings on March 23 and March 25, 2026. On April 6, 2026, the CAB took action on staff evaluation committee recommendations for projects and activities to be included in the FY 2026-2027 CDBG Action Plan, with the provision for staff to make adjustments as needed after the CDBG allocation notice is issued by HUD.

Public Hearing

The advertised Action Plan reflects the FY 2026-2027 Entitlement Award of \$611,305 for housing and community development projects and activities.

A public notice advertised in the FLORIDA TODAY newspaper on May 7, 2026 outlined the proposed FY 2026-2027 Action Plan prepared by staff and announced a 30-day public comment period and final public hearing at the June 9, 2026, City Council meeting. No comments have been received to date.

The Action Plan for the program year beginning on October 1, 2026, outlines projects and activities the City will undertake with Federal FY 2026-2027 CDBG funds and provides supporting narratives on geographic distribution of funds, homeless/special needs activities and other actions the City will take to comply with grantor requirements.

Several worthy and eligible causes are represented in the applicants' proposed range of public service activities, ranging from summer camp, food pantry and youth aging out of foster care. While all but one of the agencies did meet the minimum criteria for completeness and eligibility, other factors such as cost effectiveness, scope of work and quantity of persons served were not as plentiful as the top-ranked projects. Overall, all of the agency applications proposed needed services for City residents; however, the maximum allowed amount of funding for Public Services is 15% of the total allocation.

As described in the Citizen Participation Plan, should any public service activity withdraw, funding will be reallocated to the next highest ranked proposed activity during the fiscal year of the prescribed Action Plan.

Requests for 2026-2027 CDBG Funds - Public Services Projects/Activities
Entitlement Funding \$611,305
Funding Recommendations 15% Maximum (\$91,695.75)

Rank	Organization	Requested	Staff Recommendations	CAB Recommendations
1	City Parks, Rec & Golf Summer Camp	\$20,000.00	\$20,000.00	\$20,000.00
2	WAYS for Life, Inc.	\$48,335.00	\$28,335.00	\$28,335.00
3	Brevard Neighborhood Development Coalition dba Neighbor Up Brevard	\$20,000.00	\$20,000.00	\$20,000.00
4	Greater Melbourne PAL	\$21,600.00	\$20,000.00	\$20,000.00
			<u>\$88,335.00</u>	<u>\$88,335.00</u>
5	Edna W Jackson Pantry/Greater Allen	\$36,500.00	\$0.00	\$0.00

Requests for 2026-2027 CDBG Funds – Non-Public Services Projects/Activities
Entitlement Funding \$611,305

Activity	Amount of Request	Staff Recommendations	CAB Recommendations
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Public Facilities & Improvements

City Parks & Recreation – Carol Glanton Park Playground/Shade	\$120,000.00	\$0.00	\$0.00
City Parks & Recreation – <i>Carver Park Football Field Fencing</i>	\$25,000.00	\$0.00	\$0.00
City of Melbourne Engineering - Riverview Park Restroom Project - Construction	\$245,000.00	\$245,000.00	\$245,000.00
Providence Connects, Inc. (Hibiscus Blvd) Freezer/(Morningside Dr.) Building Improvements	\$138,257.24	\$138,257.24	\$138,257.24

Housing Activities

City of Melbourne - Homeowner Housing Accessibility Program	\$375,000.00	\$17,451.76	\$17,451.76
City of Melbourne - Homeowner Housing Hurricane Hardening	\$375,000.00	\$0.00	\$0.00

Administration

Program Administration (20% Maximum of Allocation)	\$122,261.00	\$122,261.00	\$122,261.00
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Public Services

The proposed list of agencies and activities provides a wide range of services to different low/mod income people. The activities vary from year-round to seasonal, youth and adult homeless prevention services, education, and training. Criteria such as cost-effectiveness per person or household, eligibility, and service area are all considered when ranking funding applications. The proposed activities should also represent an expansion of services for each agency. As CDBG funding fluctuates and costs increase for labor, services, and materials, organizations must be funded at appropriate levels to make an impact. Funding organizations at levels that would not assist a program to move forward effectively become a burden rather than a benefit to the agency and impacts staff ability to monitor the activity. For this reason, the minimum grant amount recommended was \$20,000, which is a continuation of the increase which began in 2025. The following are the recommendations:

CDBG Funding Recommendation

City of Melbourne Parks and Recreation **\$ 20,000.00**
Scholarships for youth from low-income households to attend
City summer camp

WAYS For Life, Inc. **\$ 28,335.00**
Assistance for young adults and teens aging out of foster care

Brevard Neighborhood Development Coalition (dba Neighbor-Up) **\$ 20,000.00**
Low-income youth after-school and summer camp programs at the
DOCK for

Greater Melbourne PAL **\$ 20,000.00**
Summer camp programs

Subtotal Public Services **\$ 88,335.00**

PUBLIC FACILITIES and IMPROVEMENTS

City of Melbourne Engineering	\$245,000.00
Riverview Park Restroom Project – Construction	

Providence Connects, Inc.	<u>\$138,257.24</u>
(Hibiscus Blvd) Freezer/(Morningside Dr.)Building Improvements	

<i>Subtotal Public Facilities & Improvements</i>	<i>\$383,257.24</i>
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ADMINISTRATION

Program Administration	<u>\$122,261.00</u>
General Program Administration	

<i>Subtotal Administration:</i>	<i>\$122,261.00</i>
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HOUSING

City of Melbourne	<u>\$ 17,451.76</u>
Homeowner Housing Accessibility Program	

<i>Subtotal Housing Rehabilitation:</i>	<i>\$ 17,451.76</i>
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TOTAL	<u>\$611,305.00</u>
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Recommendation

Approval of the projects and activities for Federal FY2026-2027 CDBG funding within the Action Plan, authorization to execute all necessary documents, and authorization to execute the Subrecipient Agreements for four public services activities with the non-profit organizations and Memorandum of Understanding (MOU) for non-public services.

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Annual Action Plan for FY 2026-2027 describes the activities the City of Melbourne will undertake from 10/1/26-9/30/27, to address priority needs and objectives identified in the 5-year Strategic Plan, as presented in the 2022-2027 Consolidated Plan for housing and community development programs. The Brevard County HOME Consortium Consolidated Plan covers two formula grant programs funded by the U.S. Department of Housing and Urban Development (HUD): the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). The Action Plan describes the activities undertaken with CDBG Entitlement funds granted by HUD and provides information on the HOME Program and State Housing Initiatives Partnership Program (SHIP) to the extent that these and other sources will address housing and community development needs during Program Year 2026.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan, or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

Priority Need 2 – Affordable Housing – Owner-Occupied Housing Rehabilitation

Objective - Preservation of quality owner-occupied affordable housing that includes rehabilitation, repairs, replacement & home modifications.

Outcome – Affordability / Sustainability

Specific Outcome Indicator – Complete 8 homeowner-occupied housing rehabilitation projects under the supervision of the Housing Rehabilitation Specialist, including the provision of accessible supports which allow persons to age in place.

Priority Need 7 - Assist Homeless & At-Risk of Homelessness

Objective - Support agencies through Case Management (public service) housing counseling.

Outcome - Suitable Living Environment

Specific Outcome Indicator - Affordable Housing, Public Service Support. One agency will address these needs during the 2026-2027 Annual Action Plan: WAYS for Life, Inc. will address needs by delivering targeted services aimed at preventing and reducing homelessness among vulnerable populations.

Priority Need 8 - Public Facilities and Improvements

Objective - Public facilities include community centers, childcare facilities, park facilities, bus stop shelters & benches, senior centers, youth centers & health facilities to maintain the high quality of life in the area.

Outcome - Suitable Living Environment

Specific Outcome Indicator - Riverview Park – the completion of installation of the Restroom. The installation of a walk-in freezer at a homeless assistance center provides much-needed food to individuals and families at the Hibiscus Blvd location. Make repairs and building improvements at

Priority Need 13 - Public Services

Objective - Supportive service programs for homeless persons & those threatened with homelessness, senior programs, education programs, crime prevention, job skills, transportation services, affordable childcare, case management, food banks, parks/recreation programs, family counseling, & drug/alcohol treatment.

Outcome - Sustainability

Specific Outcome Indicator- Provide public services to low- and moderate-income eligible clientele throughout the city and in target areas for services ranging from youth services, homeless services, food banks, education and job training.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Melbourne, in partnership with its subgrantees, addressed several needs of the greater community during the 2025 program year, and those success stories were described in the Consolidated Annual Performance Evaluation Report (CAPER). The successes included the provision of services to the most fragile members of the community through case management for families experiencing homelessness or at risk of it, as well as youth services for children of low- and moderate-income families. During the 2025-2026 program year, the following activities were initiated or accomplished toward the goals outlined in the 2022-2027 Consolidated Plan:

HOME:

- Supported the rehabilitation of single-family homes for income-qualified households.

CDBG:

- Supported public service organizations to carry out activities including summer camps, after-school programs, case management for teenagers and young adults aging out of foster care, and meals for vulnerable persons in the South Target Area, Booker T. Washington Neighborhood, and city-wide.
- Provided support for Homeowner Housing Rehabilitation by funding the Activity Delivery
- Funded the installation of shade structures over playground equipment in a park in the south target area. Affordable housing remains a high-priority need in the Melbourne area. Like most of the county, the gap between available units and incomes that can support market rents is incredibly high.

Our staff will continue to provide housing-related services to help very-low to low-income people stay in safe, decent housing via the City's Homeowner Housing Rehabilitation program and housing activity delivery.

4. Summary of Citizen Participation Process and consultation process

Summary from the citizen participation section of the plan.

Public meetings were held on December 1, 2025, January 5, 2026, and April 6, 2026, to solicit public input regarding the proposed activities, service providers, and the development of affordable housing. The Citizens Advisory Board hosted the public meetings along with staff. The final public hearing for the CDBG Action Plan was held during a regular city council meeting on June 9, 2026. All public meetings and hearings were advertised in the local newspaper of general circulation, the city website & the public library in the target areas.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public outreach efforts were conducted, including public meetings and public hearings to determine housing and non-housing community development needs, pursuant to Melbourne's Citizen Participation Plan.

The City of Melbourne held a public hearing on June 9, 2026, to receive public comment. The Plan was available for a 30-day public comment period beginning May 7, 2026.

6. Summary of comments or views not accepted and the reasons for not accepting them

To date no public comments have been received.

7. Summary

A Notice of Funding Availability informs the public when the City of Melbourne's Housing and Urban Improvement Division (HUID) is accepting proposals based on the priority needs identified in the five-year Consolidated Plan. Next, activities are evaluated by an Evaluation Committee. The Citizens Advisory Board approves the proposed ranking order. Eligible and responsive applications are brought before City Council for final approval in a ranked order. Public hearing outreach included newspaper display ads, an agenda on the City's website, and a public notice board at City Hall, posting at public libraries, and direct electronic mailings to interested parties. All City of Melbourne Council meetings are live-streamed.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for the administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Melbourne	
CDBG Administrator	Melbourne	Housing & Urban Improvement Division
HOME Administrator		

Table 1 – Responsible Agencies

Narrative

The Housing and Urban Improvement Division is responsible for ensuring and effectively managing grant compliance and reporting of grant funds. The Brevard County HOME Consortium is the lead agency. The Consortium members are Brevard County, City of Melbourne, Cocoa, Palm Bay, and Titusville. These units of local governments receive HOME funds through the Consortium.

Consolidated Plan Public Contact Information

Abby Johnson, Housing and Urban Improvement Manager
City of Melbourne
Housing and Urban Improvement Division
900 East Strawbridge Ave.
Melbourne, FL 32901
(321) 608-7530

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Representatives from local non-profit organizations attended the Melbourne Citizens' Advisory Board meetings. The names of the organizations represented that attended/participated are:

- Brevard Neighborhood Development Coalition (BNDC) dba Neighbor Up!
- City of Melbourne Parks and Recreation
- Community Revitalization Alliance, Inc.
- Greater Allen Development Corporation
- Greater Melbourne Police Athletic League (PAL)
- Helen Reynolds (individual)
- Macedonia Community Development Corporation
- Pirouette Group, LLC
- Providence Connects
- South Brevard Women's Center, Inc.
- WAYS for Life, Inc.

The City of Melbourne maintains a list of interested parties. Written notification is sent to the Housing Authority and the interested parties regarding the grant application process for CDBG & HOME funds. Seventy agencies and community organizations were sent a written notification. The city also advertised the availability of CDBG funds in the local newspaper and on the City's website.

Additionally, the community survey was made available on the city's website, social media, residents' utility bills, and emailed directly to non-profit businesses registered with the city.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Melbourne coordinates with the Melbourne Housing Authority (MHA) about the shared goal of serving the housing needs of low-income, very low-income, and extremely low-income families and individuals within Melbourne. MHA owns and operates a few Public Housing developments within Melbourne.

The City of Melbourne supports the MHA Board in developing public housing projects and reviewing the MHA Annual Plan. The MHA Board consists of four MHA Commissioners, and one is a Melbourne resident. City of Melbourne staff reviewed and signed the MHA's Annual Plan. The MHA Annual Plan elements describe both their existing and planned new activities. The three new activities approved under the FY 2025 MHA Annual Plan include 1) Mixed Finance Modernization or Development, 2) Conversion of Public Housing to Tenant-Based Assistance, and 3) Units with approved vacancies for

modernization. The City of Melbourne will continue partnering with the MHA to address affordable housing needs within the municipal boundaries.

A local non-profit, WAYS for Life, Inc., is supported by Melbourne with CDBG funds and with housing vouchers by the MHA. WAYS supports youth aging out of foster care and other youth in fragile housing situations with emotional support, case management, support services, and housing placement services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Brevard Homeless Coalition, Inc. (BHC) acts as Brevard County's Lead Agency for the Continuum of Care. The BHC is a 501(c)(3) entity with an independent Board of Directors that represents a cross-section of advocates & supporters of ending homelessness in Brevard County. BHC Directors attend Coalition meetings routinely. The BHC has contracted with the Department of Children and Families to provide homeless services in Brevard County. The BHC has demonstrated a robust, organizational history of excellent performance and experience in fulfilling the Emergency Solutions Grant's (ESG) goals.

The BHC Coordinated Assessment process encompasses community-wide outreach, including a front-line/diversion specialist at 211 Brevard. This office provides specialized crisis response and diversion assistance to individuals & families at risk of or experiencing homelessness. Diversion assistance is provided, where appropriate. Cases that require in-depth analysis are referred to one of three Assessment & Referral Centers located conveniently throughout the County. They use the Vulnerability Index & Service Prioritization Decision Assistance tool and may make referrals to an appropriate agency for assistance, shelter, and/or support services. All assessments are submitted directly to the Homeless Management Information System (HMIS) and to the Coordinated Housing Assessment Team, which prioritizes higher acuity households for housing interventions based on need. Housing Case Managers meet to discuss appropriate housing interventions.

The City of Melbourne will administer CDBG funding to prevent homelessness through the following programs during FY 2026-2027:

- The City of Melbourne Parks and Recreation reserves scholarships for homeless youth to attend City-operated summer camp programs.

- WAYS for Life, Inc. will provide support services for youth aging out of foster care and coordinate with the MHA to provide housing services to the same population.
- The Housing and Urban Improvement Division will administer the Homeowner Housing Rehabilitation Program, which assists low- and moderate-income persons to bring their homes into code compliance. This program prevents homeowners from living in unsafe, uninhabitable residences.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations that participated

1	Agency/Group/Organization	Brevard Homeless Coalition
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Melbourne participated with the following agencies: Steadytown, Inc., Daily Bread, Family Promise of Brevard, South Brevard Sharing Center, Community of Hope, Inc., Brevard County Housing and Human Services, and more, participating in providers meetings, Board representation, ESG Task Force, and CoC performance measures and standards review. Funding decisions, policies and procedures for both the CoC and the operation and administration of HMIS are determined by the BHC board, on which the City of Melbourne holds a position.

Identify any Agency Types not consulted and provide a rationale for not consulting

Not Applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Brevard Homeless Coalition	Through the partnerships and participation in the CoC and Advisory Council, the City aligns with Brevard County and members of the Consortium to focus collectively on housing placement and the production of new housing units.

Table 3 - Other local / regional / federal planning efforts

Narrative

Through the partnerships and participation in the CoC and Advisory Council, the City aligns with Brevard County and members of the Consortium to focus collectively on housing placement and the production of new affordable housing units.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Outreach efforts included:

- All utility customers were provided a link to the online Melbourne Community Survey via their respective utility bills.
- Conducting citizen input meetings at an easily accessible location.
- Involving the Citizens' Advisory Board in the planning, project selection and funding process.
- Advertising in the local newspaper.
- Reaching out to interested parties directly.
- Advertising on the City of Melbourne's website.
- Posting flyers at public libraries Melbourne

The City of Melbourne held four public meetings for the purpose of receiving citizen input on housing/non-housing projects and activities. The meetings also included a discussion on priority needs and an overview of the Request for Proposal process through which the City of Melbourne solicits funding requests for specific projects and activities addressing identified priority needs.

The City of Melbourne made every effort to broaden citizen participation to identify strengths and needs; increase the community's knowledge; establish partnerships and align resources, allowing for community endorsement and support of the Action Plan. Public notices were advertised in the newspaper, meeting notices were sent to interested parties, the Melbourne Housing Authority and community groups.

Additionally, advisory e-mails were sent to all service providers and other governmental agencies advertising the public meetings/hearings and requesting comments on the proposed Action Plan. City of Melbourne staff held public meetings to solicit community needs. Staff also discussed service needs with member agencies.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Nonprofits and other organizations represented heard the summary of the citizen survey and the announcement of the annual action plan/application process. Public input requested. DECEMBER	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1659/files/agenda/9476

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	Presentations by applicants for CDBG and HOME funds to the Citizens' Advisory Board during a regular meeting. Nonprofits, board members and other agencies were in attendance. All meetings are open to the public.	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1660/files/agenda/9528

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	Recommendations by staff for CDBG and HOME funds to the Citizens' Advisory Board during a regular meeting. Nonprofits, board members and other agencies were in attendance. All meetings are open to the public. A public hearing was included to receive public comments.	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1900/files/agenda/9702

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	Evaluation Committee meeting open to the public. 03/23/2026 & 03/25/2026	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1900/files/agenda/9702

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Melbourne receives funding for community development purposes from the State Housing Initiatives Partnership program, the federal Community Development Block Grant program as an entitlement community, and the federal HOME Investment Partnerships program through the Brevard County Consortium. All formula grants are listed below, and program income from the Neighborhood Stabilization Programs. The White House budget proposes eliminating the CDBG and HOME programs for Fiscal Year 2026-2027.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	611,305.00	0.00	866,226.00	1,477,531.00	611,305.00	CDBG funds available for activities in Melbourne. Annual competitive application process to solicit and award funding to projects.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Economic Development Housing Public Improvements	258,199.00	0.00	0.00	258,199.00	258,199.00	NSP- program income funds are available for activities in Melbourne. Future application process to fund housing development or CDBG projects.
Other	public - federal	Admin and Planning Housing	243,925.00	0.00	0.00	243,925.00	627,857.00	Brevard County Consortium HOME funds support Melbourne housing initiatives
Other	public - state	Admin and Planning Housing	616,050.00	0.00	0.00	616,050.00	616,050.00	Support rehabilitation, homeownership, and rental development activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

SHIP funds are used to leverage Federal funds for the Homeowner Housing Rehabilitation Program when applicable. The local funds supplement the administration of all grant programs. CDBG does not require a match for public services; subrecipients provide leveraging when available for all programs.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Melbourne provides a list of vacant, city-owned properties on its website, according to Florida Statutes, and will address the use of publicly owned land for the use of affordable housing on a case-by-case basis when applicable. The list is available here:

<https://www.melbourneflorida.org/Government/Departments/Community-Development/Affordable-Housing-Development>

This information is maintained as part of the City's Affordable Housing Strategy.

Discussion

The city received funding from the Florida Housing Finance Corporation, the Brevard County HOME Consortium, and the Federal Department of Housing and Urban Development, and uses the resources to support community development initiatives throughout its jurisdiction.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2022	2026	Non-Housing Community Development	South Melbourne Target Area Booker T. Washington target area Community Wide	Public Services	CDBG: \$88,335.00	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Program Administration	2022	2026	Program Administration	Community Wide	Affordable Housing Program Administration	CDBG: \$122,261.00	Other: 1 Other
3	Housing Rehabilitation	2022	2026	Affordable Housing	South Melbourne Target Area Booker T. Washington target area Community Wide	Affordable Housing	CDBG: \$17,451.76	Homeowner Housing Rehabilitated: 4 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Facilities Improvements	2022	2026	Non-Housing Community Development		Public Facilities Improvements	CDBG: \$383,257.24	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Services
	Goal Description	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted Homelessness Prevention: 30 Persons Assisted
2	Goal Name	Program Administration
	Goal Description	
3	Goal Name	Housing Rehabilitation (Activity Delivery)
	Goal Description	The Homeowner Housing Accessibility Program, accompanying the Rehabilitation Program, aids homeowners to age in place or meet accessibility needs via ramps, grab bars, etc.

4	Goal Name	Public Facilities Improvements
	Goal Description	Providence Connects, Inc., a homeless service provider, will install a commercial walk-in freezer (Hibiscus Blvd) / and make building renovations at the second location offering services (Morningside Dr.) Engineering will complete the installation of a permanent public restroom at Riverview Park

AP-35 Projects - 91.420, 91.220(d)

Introduction

The city will support income-eligible residents through specified projects - public services, public facilities improvement, and housing activities

#	Project Name
1	FY 2026-2027 Public Services
2	FY 2026-2027 Public Facilities and Improvements
3	FY 2026-2027 Affordable Housing Rehabilitation - Accessibility
4	FY 2026-2027 Public Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The priorities reflected in this action plan represent the capacity of applicants, limitations set forth by regulations, and anticipated federal award.

AP-38 Project Summary

Project Summary Information

1	Project Name	FY 2026-2027 Public Services
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$611,305.00
	Description	Local non-profit service providers will offer various programs such as summer camp, afterschool, case management for youth aging out of foster care and homeless young adults.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	At least 280 income-eligible individuals and families will benefit from the proposed activities.
	Location Description	Target Area
	Planned Activities	Summer Camp, Case Management, Youth Services
2	Project Name	FY 2026-2027 Public Facilities and Improvements
	Target Area	South Melbourne Target Area Community Wide
	Goals Supported	Public Facilities Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	CDBG: \$611,305.00
	Description	The City will complete the Riverview Park Restroom Construction Project, which will provide an area benefit. Providence Connects, Inc., will install a commercial freezer (Hibiscus Blvd) Freezer/(Morningside Dr.)Building Improvements
	Target Date	9/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	Three activities will provide benefits to an estimated 5000 (park) and 200 homeless service providers, pantries, and freezers.
	Location Description	Riverview Park is located in the South Target Area and the Providence Connects is located just north of that area.
	Planned Activities	Rehabilitation of the facility. Commercial freezer installed. Installation of public restroom
3	Project Name	FY 2026-2027 Affordable Housing Rehabilitation - Accessibility
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Housing Rehabilitation - Accessibility
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$611,305.00
	Description	Installation of accessible items to aid homeowners with disabilities and elder homeowners to age in place
	Target Date	9/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	While at least 15 rehabilitations will occur during the next two years due to the ability to layer funds to achieve a completed home, a minimum of four homes will be completed using the Accessibility Program.
	Location Description	Housing rehabilitation takes place throughout the entire city, although a significant number of applicants live in the South Target Area and the Booker T. Washington Neighborhood.
4	Planned Activities	
	Project Name	FY 2026-2027 Public Administration
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$611,305.00

	Description	Program administration to ensure compliance and project completion for residents.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City wide
	Planned Activities	Admin

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Two major public facilities and improvement projects will be completed during PY26-27, one is in the South Target Area. Both projects are low-mod area benefit projects. Also, two other public service projects are located in target areas.

Although other City programs offer assistance citywide, the majority of funds are spent within the census tracts denoted on the maps. For PY26-27, as in prior years, the HUI Division anticipates expending the majority of funds in census tracts through various public facilities & improvements, housing services, rehabilitation and public services.

CDBGUOGID	GEOID	TRACT	BLKGRP	LOW	LMI	LMMI	LM UNIV	LOW/MOD%
121926	120090649021	649.02	1	335	385	485	515	74.80
121926	120090649022	649.02	2	380	390	585	630	61.90
121926	120090649023	649.02	3	370	400	430	560	71.40
121926	120090651241	651.24	1	645	890	1175	1190	74.80
121926	120090651242	651.24	2	235	775	885	1035	74.90
NORTH TARGET AREA								
<u>121926</u>	<u>120090643022</u>	<u>643.02</u>	<u>2</u>	<u>740</u>	<u>1085</u>	<u>1290</u>	<u>1350</u>	<u>80.40</u>

Geographic Distribution

Target Area	Percentage of Funds
South Melbourne Target Area	25
Booker T. Washington target area	15
Community Wide	40

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census Tracts where 51% of the individuals meet HUD's low-to-moderate-income standards (80% or less of the area median income) are identified as target areas. Two national objectives will be met using this

type of prioritization—Low Mod Clientele & Low Mod Area benefits

Discussion

The City concentrates on public services, public facilities improvements, housing services & rehabilitation to benefit low-to moderate-income persons.

The two designated target areas are the South & BTWN Target Areas. Over 51 percent of households in these areas have incomes of no more than 80% of the area's median income. Over 51 percent of CDBG and HOME funds will be expended in the target areas. Funds are not restricted to these areas; however, other activities are available throughout the City for households that qualify for assistance under HUD eligibility guidelines.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Melbourne has a mechanism to review all new policies, procedures, ordinances, and regulations that can affect the cost of housing. This review process helps to identify barriers to affordable housing before they arise.

Other actions that address barriers to affordable housing include:

- Implementation of housing assistance programs described in this Action Plan. These programs are designed to make housing more affordable, create new housing opportunities and improve access to housing for low-income persons.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Continued implementation of the following City Ordinances adopted to incentivize the production of affordable housing:

- Expedited permitting is the processing of approvals of development orders or permits for affordable housing projects processed faster than other projects.
- Impact fee deferment and/or fee waivers provided for the development of affordable housing. City Code allows affordable housing projects to defer payment of transportation, water, sewer, recreation, and public facilities impact fees. The deferral amount increases based on moderate-, low-, and very low-income levels for which the housing units are provided.
- Density bonuses are provided for the development of affordable housing throughout the city in residential zoning districts. Increased density is provided in commercial and industrial districts in accordance with the State of Florida's Live Local Act requirements.
- The reservation of infrastructure capacity for housing for very- low-income persons, low-income persons, and moderate-income persons.
- Affordable accessory residential units. An accessory residential dwelling unit is allowed in residential zoning districts within one-acre

lots. The reduction of parking and setback requirements for affordable housing.

- Setbacks are reduced for affordable housing single-family residential subdivision developments.
- The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- Multiple development reductions for affordable housing, including setbacks, buffers, parking and unit sizes
- The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- The support of development near transportation hubs, major employment centers, and mixed-use developments.
- The City uses an online portal called EnerGov for permit and plan approval. EnerGov provides electronic access to submitting applications for review. Within the web-based portal for application submittals, one selects if they are an affordable housing project. Those affordable housing application submittals are then identified to City staff reviewers to be expedited. City staff reviewing plans and permits are responsible for expediting their review of these affordable housing developments. Application submittals for affordable housing development, whether for a building permit, site plan, subdivision plat, construction plans, or rezoning, are all expedited reviews consistent with City policy.

Discussion

The previous section details the existing barriers to affordable housing and the steps the city has taken to support the development of affordable housing in Melbourne.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The goals and activities described in the Annual Action Plan are intended to meet the needs expressed by the community, which are consistent with the five-year Consolidated Plan. The City will perform the actions further described in this section to assist income-eligible households and persons with affordable housing and social service needs.

Actions planned to address obstacles to meeting underserved needs

During PY2026, the City will take the following actions:

- Leverage its financial resources to apply for additional public and private funds.
- Continue to provide funds for housing for both owner-occupied and rental units.
- Continue its support and coordinate with the Brevard Homeless Coalition for specific homeless activities.
- Assist residents who are at risk of becoming homeless.

Actions planned to foster and maintain affordable housing

The City of Melbourne will concentrate on keeping families in their owner-occupied homes with its homeowner housing rehabilitation programs. There is a tremendous need for both minor and major repairs of the existing housing stock.

The City of Melbourne will continue to support homeless service providers by funding programs to assist households and prevent homelessness.

Actions planned to reduce lead-based paint hazards

Melbourne has the following procedures in place to help reduce lead-based paint hazards:

All CDBG and HOME-funded housing rehabilitation projects will have a certified, licensed environmental contractor inspect structures 50 years and older. The contractor will test and prepare a professional report.

- When lead-based paint is identified, the homeowner will be notified, and all hazards will be remediated.
- Staff attend training to identify lead-based paint hazards during inspection.
- Individuals participating in the Purchase Assistance Program will be required to abide by the

HUD lead-based paint regulations.

Actions planned to reduce the number of poverty-level families

Melbourne will continue to support public service activities that offer case management to families on the cusp of homelessness, services that alleviate some or all of the cost burden for childcare, youth services, or youth aging out of foster care, and public services that provide aid through housing counseling. The following programs to help reduce the number of poverty-level families include:

- Homeowner Housing Rehabilitation Program.
- Activity Delivery to support the Homeowner Housing Rehabilitation.

The City of Melbourne will provide referrals to the following community-wide services and agencies that focus on poverty-level families:

- Head Start Program – Child Care Programs
- Temporary Assistance for Needy Families (TANF)
- Workforce Investment Activities
- Family Self-Sufficiency Program
- Supplemental Nutrition Assistance Program (SNAP)
- South Brevard Sharing Center

Actions planned to develop the institutional structure

Melbourne will continue to encourage citizen participation, to collaborate with local for-profit and non-profit organizations, to participate in the local Homeless Continuum of Care, engage and coordinate with the local housing authority, and to coordinate with members of the Brevard County HOME Consortium.

City staff plays an active role in the community organizations that address the needs of persons experiencing homelessness as well as the Brevard Continuum of Care. As homelessness and affordable housing unit shortages remain, continual collaboration of ideas, collective planning, and leveraging resources are vital to our community's vitality.

Actions planned to enhance coordination between public and private housing and social service agencies

The Brevard County Continuum of Care has established committees consisting of public and private housing and social service agencies to establish solutions to homelessness. The Melbourne Housing Authority has established a bridge program between landlords and potential voucher holders for

educational and practical purposes.

Discussion

The previous section details the planned action to reduce the number of poverty-level and families experiencing homelessness; develop institutional **structure** and actions that enhance coordination between public housing and social service agencies.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

All activities proposed in the action plan are designed to serve person / households of low- to moderate income, less the administration costs.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Community Development
Presenter:	Abby Johnson
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	Yes
Item Number:	C.15.

Subject:

HOME Investment Partnerships Program (HOME) Fiscal Year 2026-2027 Annual Action Plan.

Background/Consideration:

This is a request for approval of the proposed housing activities to be funded through the HOME Investment Partnerships Program (HOME) in the Fiscal Year (FY) 2026-2027 Annual Action Plan for the program year beginning October 1, 2026.

Melbourne's total HOME allocation for FY 2026-2027 is \$250,359.29. The proposed HOME Action Plan funds: the Community Housing Development Organization (CHDO) set-aside at 15%, in the amount of \$37,553.89; Homeowner Occupied Hurricane Hardening Program in the amount of \$100,000; Homeowner Occupied Accessibility Program in the amount of \$87,769.48; and the associated administrative costs for the City of Melbourne at \$18,601.69 and Brevard County at \$6,434.23.

The Action Plan was advertised on May 7, 2026 for public comment. A public hearing before City Council is the final step in the process. The 30-day public comment period expires on June 6, 2026. No comments have been received to-date.

The Funding Recommendation Committee reviewed the applications on March 23 and 25, 2026. The Citizen Advisory Board approved the Committee's funding recommendations for the HOME FY 2026-2027 Action Plan at its meeting on April 6, 2026.

Fiscal/Budget Impact:

The FY 2026-2027 HOME funding will be incorporated into the City's FY 2027 budget.

Requested Action:

Approval of the proposed activities for Federal FY 2026-2027 HOME funding within the Annual Action Plan and authorization for the City Manager to submit for inclusion in the Brevard County HOME Consortium's Consolidated Action Plan for FY 2026-2027

Memorandum

To: Jenni Lamb, City Manager
Thru: Cindy Dittmer, AICP, Community Development Director
From: Abby Johnson, Housing and Urban Improvement Manager
Date: May 28, 2026
Re: **FY 2026-2027 Community Development Block Grant (CDBG) Funding and FY 2026-2027 CDBG Action Plan**

This is a request for approval of the projects and activities proposed for Federal FY 2026-2027 Community Development Block Grant (CDBG) funding and the FY 2026-2027 CDBG Action Plan for the program year beginning October 1, 2026. On April 6, 2026, the City received an allocation notice for \$611,305 from the U.S. Department of Housing and Urban Development (HUD). This amount represents a \$8,246 increase from last year's CDBG allocation.

Background

Melbourne is allocated HUD funds specifically to develop viable communities for low/moderate-income persons. Annually, a notice of funding availability is published by the City and a request for proposals for public service and non-public service activities is released. Local non-profits and specific for-profit organizations called Community-Based Development Organizations are encouraged to partner with the city to meet the needs of its residents. Interested parties are encouraged to request technical assistance from staff before applying.

To be considered a competitive and responsive proposal, the agency must provide specific documentation such as: by-laws; resumes of personnel; audited financial statements; proposed scope of work; and a description of the proposed population to be served. The proposal must also address the needs identified in the City's Consolidated Plan. Furthermore, organizations must demonstrate a need for funding, evidence of leveraged funds when applicable, a clear description of the use of funds, and the timeframe in which the funds will be expended. Grant funds must be expended in a prescribed fashion to meet HUD expenditure requirements.

In addition to meeting a national objective, providing a needed service, and submitting a completed application, the performance of previously funded agencies is considered. Critical actions include requirements such as, timely report submittals, the ability to expend all funds, accurate record keeping, and policies and procedures for repayment.

Not only are such factors required, but these factors impact the city's ability to adhere to HUD standards and reporting.

The City's capacity to reach more organizations has grown over the last few years. Staff has implemented new technology to make the application process more accessible to all potential applicants. Additionally, staff sends out HUD-created tutorials on various programmatic topics, in addition to offering one-on-one technical assistance for any potential applicants.

Public Participation

The citizen participation process for the FY 2026-2027 CDBG Program Year began with public hearings held on December 1, 2025, January 5, 2026, April 6, 2026, and June 9, 2026 at City Hall in the Council Chamber. The meetings were held to obtain citizen input on housing and non-housing community development project funding priorities for Program Year 2026-2027. A Request for Proposals was held from January 14, 2026 through February 13, 2026, resulting in six proposals submitted for public service activities; four proposals for public facilities and improvements; one proposal for various administrative activities and two proposals for housing services. Applicants made presentations to the Citizens' Advisory Board (CAB) on January 5, 2026. The Funding Recommendation Committee met in public meetings on March 23 and March 25, 2026. On April 6, 2026, the CAB took action on staff evaluation committee recommendations for projects and activities to be included in the FY 2026-2027 CDBG Action Plan, with the provision for staff to make adjustments as needed after the CDBG allocation notice is issued by HUD.

Public Hearing

The advertised Action Plan reflects the FY 2026-2027 Entitlement Award of \$611,305 for housing and community development projects and activities.

A public notice advertised in the FLORIDA TODAY newspaper on May 7, 2026 outlined the proposed FY 2026-2027 Action Plan prepared by staff and announced a 30-day public comment period and final public hearing at the June 9, 2026, City Council meeting. No comments have been received to date.

The Action Plan for the program year beginning on October 1, 2026, outlines projects and activities the City will undertake with Federal FY 2026-2027 CDBG funds and provides supporting narratives on geographic distribution of funds, homeless/special needs activities and other actions the City will take to comply with grantor requirements.

Several worthy and eligible causes are represented in the applicants' proposed range of public service activities, ranging from summer camp, food pantry and youth aging out of foster care. While all but one of the agencies did meet the minimum criteria for completeness and eligibility, other factors such as cost effectiveness, scope of work and quantity of persons served were not as plentiful as the top-ranked projects. Overall, all of the agency applications proposed needed services for City residents; however, the maximum allowed amount of funding for Public Services is 15% of the total allocation.

As described in the Citizen Participation Plan, should any public service activity withdraw, funding will be reallocated to the next highest ranked proposed activity during the fiscal year of the prescribed Action Plan.

Requests for 2026-2027 CDBG Funds - Public Services Projects/Activities
Entitlement Funding \$611,305
Funding Recommendations 15% Maximum (\$91,695.75)

Rank	Organization	Requested	Staff Recommendations	CAB Recommendations
1	City Parks, Rec & Golf Summer Camp	\$20,000.00	\$20,000.00	\$20,000.00
2	WAYS for Life, Inc.	\$48,335.00	\$28,335.00	\$28,335.00
3	Brevard Neighborhood Development Coalition dba Neighbor Up Brevard	\$20,000.00	\$20,000.00	\$20,000.00
4	Greater Melbourne PAL	\$21,600.00	\$20,000.00	\$20,000.00
			<u>\$88,335.00</u>	<u>\$88,335.00</u>
5	Edna W Jackson Pantry/Greater Allen	\$36,500.00	\$0.00	\$0.00

Requests for 2026-2027 CDBG Funds – Non-Public Services Projects/Activities
Entitlement Funding \$611,305

Activity	Amount of Request	Staff Recommendations	CAB Recommendations
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Public Facilities & Improvements

City Parks & Recreation – Carol Glanton Park Playground/Shade	\$120,000.00	\$0.00	\$0.00
City Parks & Recreation – <i>Carver Park Football Field Fencing</i>	\$25,000.00	\$0.00	\$0.00
City of Melbourne Engineering - Riverview Park Restroom Project - Construction	\$245,000.00	\$245,000.00	\$245,000.00
Providence Connects, Inc. (Hibiscus Blvd) Freezer/(Morningside Dr.) Building Improvements	\$138,257.24	\$138,257.24	\$138,257.24

Housing Activities

City of Melbourne - Homeowner Housing Accessibility Program	\$375,000.00	\$17,451.76	\$17,451.76
City of Melbourne - Homeowner Housing Hurricane Hardening	\$375,000.00	\$0.00	\$0.00

Administration

Program Administration (20% Maximum of Allocation)	\$122,261.00	\$122,261.00	\$122,261.00
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Public Services

The proposed list of agencies and activities provides a wide range of services to different low/mod income people. The activities vary from year-round to seasonal, youth and adult homeless prevention services, education, and training. Criteria such as cost-effectiveness per person or household, eligibility, and service area are all considered when ranking funding applications. The proposed activities should also represent an expansion of services for each agency. As CDBG funding fluctuates and costs increase for labor, services, and materials, organizations must be funded at appropriate levels to make an impact. Funding organizations at levels that would not assist a program to move forward effectively become a burden rather than a benefit to the agency and impacts staff ability to monitor the activity. For this reason, the minimum grant amount recommended was \$20,000, which is a continuation of the increase which began in 2025. The following are the recommendations:

CDBG Funding Recommendation

City of Melbourne Parks and Recreation **\$ 20,000.00**
Scholarships for youth from low-income households to attend
City summer camp

WAYS For Life, Inc. **\$ 28,335.00**
Assistance for young adults and teens aging out of foster care

Brevard Neighborhood Development Coalition (dba Neighbor-Up) **\$ 20,000.00**
Low-income youth after-school and summer camp programs at the
DOCK for

Greater Melbourne PAL **\$ 20,000.00**
Summer camp programs

Subtotal Public Services **\$ 88,335.00**

PUBLIC FACILITIES and IMPROVEMENTS

City of Melbourne Engineering	\$245,000.00
Riverview Park Restroom Project – Construction	

Providence Connects, Inc.	<u>\$138,257.24</u>
(Hibiscus Blvd) Freezer/(Morningside Dr.)Building Improvements	

<i>Subtotal Public Facilities & Improvements</i>	<i>\$383,257.24</i>
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ADMINISTRATION

Program Administration	<u>\$122,261.00</u>
General Program Administration	

<i>Subtotal Administration:</i>	<i>\$122,261.00</i>
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HOUSING

City of Melbourne	<u>\$ 17,451.76</u>
Homeowner Housing Accessibility Program	

<i>Subtotal Housing Rehabilitation:</i>	<i>\$ 17,451.76</i>
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TOTAL	<u>\$611,305.00</u>
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Recommendation

Approval of the projects and activities for Federal FY2026-2027 CDBG funding within the Action Plan, authorization to execute all necessary documents, and authorization to execute the Subrecipient Agreements for four public services activities with the non-profit organizations and Memorandum of Understanding (MOU) for non-public services.

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The Annual Action Plan for FY 2026-2027 describes the activities the City of Melbourne will undertake from 10/1/26-9/30/27, to address priority needs and objectives identified in the 5-year Strategic Plan, as presented in the 2022-2027 Consolidated Plan for housing and community development programs. The Brevard County HOME Consortium Consolidated Plan covers two formula grant programs funded by the U.S. Department of Housing and Urban Development (HUD): the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). The Action Plan describes the activities undertaken with CDBG Entitlement funds granted by HUD and provides information on the HOME Program and State Housing Initiatives Partnership Program (SHIP) to the extent that these and other sources will address housing and community development needs during Program Year 2026.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan, or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis, or the strategic plan.

Priority Need 2 – Affordable Housing – Owner-Occupied Housing Rehabilitation

Objective - Preservation of quality owner-occupied affordable housing that includes rehabilitation, repairs, replacement & home modifications.

Outcome – Affordability / Sustainability

Specific Outcome Indicator – Complete 8 homeowner-occupied housing rehabilitation projects under the supervision of the Housing Rehabilitation Specialist, including the provision of accessible supports which allow persons to age in place.

Priority Need 7 - Assist Homeless & At-Risk of Homelessness

Objective - Support agencies through Case Management (public service) housing counseling.

Outcome - Suitable Living Environment

Specific Outcome Indicator - Affordable Housing, Public Service Support. One agency will address these needs during the 2026-2027 Annual Action Plan: WAYS for Life, Inc. will address needs by delivering targeted services aimed at preventing and reducing homelessness among vulnerable populations.

Priority Need 8 - Public Facilities and Improvements

Objective - Public facilities include community centers, childcare facilities, park facilities, bus stop shelters & benches, senior centers, youth centers & health facilities to maintain the high quality of life in the area.

Outcome - Suitable Living Environment

Specific Outcome Indicator - Riverview Park – the completion of installation of the Restroom. The installation of a walk-in freezer at a homeless assistance center provides much-needed food to individuals and families at the Hibiscus Blvd location. Make repairs and building improvements at

Priority Need 13 - Public Services

Objective - Supportive service programs for homeless persons & those threatened with homelessness, senior programs, education programs, crime prevention, job skills, transportation services, affordable childcare, case management, food banks, parks/recreation programs, family counseling, & drug/alcohol treatment.

Outcome - Sustainability

Specific Outcome Indicator- Provide public services to low- and moderate-income eligible clientele throughout the city and in target areas for services ranging from youth services, homeless services, food banks, education and job training.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Melbourne, in partnership with its subgrantees, addressed several needs of the greater community during the 2025 program year, and those success stories were described in the Consolidated Annual Performance Evaluation Report (CAPER). The successes included the provision of services to the most fragile members of the community through case management for families experiencing homelessness or at risk of it, as well as youth services for children of low- and moderate-income families. During the 2025-2026 program year, the following activities were initiated or accomplished toward the goals outlined in the 2022-2027 Consolidated Plan:

HOME:

- Supported the rehabilitation of single-family homes for income-qualified households.

CDBG:

- Supported public service organizations to carry out activities including summer camps, after-school programs, case management for teenagers and young adults aging out of foster care, and meals for vulnerable persons in the South Target Area, Booker T. Washington Neighborhood, and city-wide.
- Provided support for Homeowner Housing Rehabilitation by funding the Activity Delivery
- Funded the installation of shade structures over playground equipment in a park in the south target area. Affordable housing remains a high-priority need in the Melbourne area. Like most of the county, the gap between available units and incomes that can support market rents is incredibly high.

Our staff will continue to provide housing-related services to help very-low to low-income people stay in safe, decent housing via the City's Homeowner Housing Rehabilitation program and housing activity delivery.

4. Summary of Citizen Participation Process and consultation process

Summary from the citizen participation section of the plan.

Public meetings were held on December 1, 2025, January 5, 2026, and April 6, 2026, to solicit public input regarding the proposed activities, service providers, and the development of affordable housing. The Citizens Advisory Board hosted the public meetings along with staff. The final public hearing for the CDBG Action Plan was held during a regular city council meeting on June 9, 2026. All public meetings and hearings were advertised in the local newspaper of general circulation, the city website & the public library in the target areas.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public outreach efforts were conducted, including public meetings and public hearings to determine housing and non-housing community development needs, pursuant to Melbourne's Citizen Participation Plan.

The City of Melbourne held a public hearing on June 9, 2026, to receive public comment. The Plan was available for a 30-day public comment period beginning May 7, 2026.

6. Summary of comments or views not accepted and the reasons for not accepting them

To date no public comments have been received.

7. Summary

A Notice of Funding Availability informs the public when the City of Melbourne's Housing and Urban Improvement Division (HUID) is accepting proposals based on the priority needs identified in the five-year Consolidated Plan. Next, activities are evaluated by an Evaluation Committee. The Citizens Advisory Board approves the proposed ranking order. Eligible and responsive applications are brought before City Council for final approval in a ranked order. Public hearing outreach included newspaper display ads, an agenda on the City's website, and a public notice board at City Hall, posting at public libraries, and direct electronic mailings to interested parties. All City of Melbourne Council meetings are live-streamed.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for the administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	Melbourne	
CDBG Administrator	Melbourne	Housing & Urban Improvement Division
HOME Administrator		

Table 1 – Responsible Agencies

Narrative

The Housing and Urban Improvement Division is responsible for ensuring and effectively managing grant compliance and reporting of grant funds. The Brevard County HOME Consortium is the lead agency. The Consortium members are Brevard County, City of Melbourne, Cocoa, Palm Bay, and Titusville. These units of local governments receive HOME funds through the Consortium.

Consolidated Plan Public Contact Information

Abby Johnson, Housing and Urban Improvement Manager
City of Melbourne
Housing and Urban Improvement Division
900 East Strawbridge Ave.
Melbourne, FL 32901
(321) 608-7530

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

Representatives from local non-profit organizations attended the Melbourne Citizens' Advisory Board meetings. The names of the organizations represented that attended/participated are:

- Brevard Neighborhood Development Coalition (BNDC) dba Neighbor Up!
- City of Melbourne Parks and Recreation
- Community Revitalization Alliance, Inc.
- Greater Allen Development Corporation
- Greater Melbourne Police Athletic League (PAL)
- Helen Reynolds (individual)
- Macedonia Community Development Corporation
- Pirouette Group, LLC
- Providence Connects
- South Brevard Women's Center, Inc.
- WAYS for Life, Inc.

The City of Melbourne maintains a list of interested parties. Written notification is sent to the Housing Authority and the interested parties regarding the grant application process for CDBG & HOME funds. Seventy agencies and community organizations were sent a written notification. The city also advertised the availability of CDBG funds in the local newspaper and on the City's website.

Additionally, the community survey was made available on the city's website, social media, residents' utility bills, and emailed directly to non-profit businesses registered with the city.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

Melbourne coordinates with the Melbourne Housing Authority (MHA) about the shared goal of serving the housing needs of low-income, very low-income, and extremely low-income families and individuals within Melbourne. MHA owns and operates a few Public Housing developments within Melbourne.

The City of Melbourne supports the MHA Board in developing public housing projects and reviewing the MHA Annual Plan. The MHA Board consists of four MHA Commissioners, and one is a Melbourne resident. City of Melbourne staff reviewed and signed the MHA's Annual Plan. The MHA Annual Plan elements describe both their existing and planned new activities. The three new activities approved under the FY 2025 MHA Annual Plan include 1) Mixed Finance Modernization or Development, 2) Conversion of Public Housing to Tenant-Based Assistance, and 3) Units with approved vacancies for

modernization. The City of Melbourne will continue partnering with the MHA to address affordable housing needs within the municipal boundaries.

A local non-profit, WAYS for Life, Inc., is supported by Melbourne with CDBG funds and with housing vouchers by the MHA. WAYS supports youth aging out of foster care and other youth in fragile housing situations with emotional support, case management, support services, and housing placement services.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Brevard Homeless Coalition, Inc. (BHC) acts as Brevard County's Lead Agency for the Continuum of Care. The BHC is a 501(c)(3) entity with an independent Board of Directors that represents a cross-section of advocates & supporters of ending homelessness in Brevard County. BHC Directors attend Coalition meetings routinely. The BHC has contracted with the Department of Children and Families to provide homeless services in Brevard County. The BHC has demonstrated a robust, organizational history of excellent performance and experience in fulfilling the Emergency Solutions Grant's (ESG) goals.

The BHC Coordinated Assessment process encompasses community-wide outreach, including a front-line/diversion specialist at 211 Brevard. This office provides specialized crisis response and diversion assistance to individuals & families at risk of or experiencing homelessness. Diversion assistance is provided, where appropriate. Cases that require in-depth analysis are referred to one of three Assessment & Referral Centers located conveniently throughout the County. They use the Vulnerability Index & Service Prioritization Decision Assistance tool and may make referrals to an appropriate agency for assistance, shelter, and/or support services. All assessments are submitted directly to the Homeless Management Information System (HMIS) and to the Coordinated Housing Assessment Team, which prioritizes higher acuity households for housing interventions based on need. Housing Case Managers meet to discuss appropriate housing interventions.

The City of Melbourne will administer CDBG funding to prevent homelessness through the following programs during FY 2026-2027:

- The City of Melbourne Parks and Recreation reserves scholarships for homeless youth to attend City-operated summer camp programs.

- WAYS for Life, Inc. will provide support services for youth aging out of foster care and coordinate with the MHA to provide housing services to the same population.
- The Housing and Urban Improvement Division will administer the Homeowner Housing Rehabilitation Program, which assists low- and moderate-income persons to bring their homes into code compliance. This program prevents homeowners from living in unsafe, uninhabitable residences.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations that participated

1	Agency/Group/Organization	Brevard Homeless Coalition
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Melbourne participated with the following agencies: Steadytown, Inc., Daily Bread, Family Promise of Brevard, South Brevard Sharing Center, Community of Hope, Inc., Brevard County Housing and Human Services, and more, participating in providers meetings, Board representation, ESG Task Force, and CoC performance measures and standards review. Funding decisions, policies and procedures for both the CoC and the operation and administration of HMIS are determined by the BHC board, on which the City of Melbourne holds a position.

Identify any Agency Types not consulted and provide a rationale for not consulting

Not Applicable

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Brevard Homeless Coalition	Through the partnerships and participation in the CoC and Advisory Council, the City aligns with Brevard County and members of the Consortium to focus collectively on housing placement and the production of new housing units.

Table 3 - Other local / regional / federal planning efforts

Narrative

Through the partnerships and participation in the CoC and Advisory Council, the City aligns with Brevard County and members of the Consortium to focus collectively on housing placement and the production of new affordable housing units.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Outreach efforts included:

- All utility customers were provided a link to the online Melbourne Community Survey via their respective utility bills.
- Conducting citizen input meetings at an easily accessible location.
- Involving the Citizens' Advisory Board in the planning, project selection and funding process.
- Advertising in the local newspaper.
- Reaching out to interested parties directly.
- Advertising on the City of Melbourne's website.
- Posting flyers at public libraries Melbourne

The City of Melbourne held four public meetings for the purpose of receiving citizen input on housing/non-housing projects and activities. The meetings also included a discussion on priority needs and an overview of the Request for Proposal process through which the City of Melbourne solicits funding requests for specific projects and activities addressing identified priority needs.

The City of Melbourne made every effort to broaden citizen participation to identify strengths and needs; increase the community's knowledge; establish partnerships and align resources, allowing for community endorsement and support of the Action Plan. Public notices were advertised in the newspaper, meeting notices were sent to interested parties, the Melbourne Housing Authority and community groups.

Additionally, advisory e-mails were sent to all service providers and other governmental agencies advertising the public meetings/hearings and requesting comments on the proposed Action Plan. City of Melbourne staff held public meetings to solicit community needs. Staff also discussed service needs with member agencies.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Nonprofits and other organizations represented heard the summary of the citizen survey and the announcement of the annual action plan/application process. Public input requested. DECEMBER	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1659/files/agenda/9476

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	Presentations by applicants for CDBG and HOME funds to the Citizens' Advisory Board during a regular meeting. Nonprofits, board members and other agencies were in attendance. All meetings are open to the public.	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1660/files/agenda/9528

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	Recommendations by staff for CDBG and HOME funds to the Citizens' Advisory Board during a regular meeting. Nonprofits, board members and other agencies were in attendance. All meetings are open to the public. A public hearing was included to receive public comments.	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1900/files/agenda/9702

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	Evaluation Committee meeting open to the public. 03/23/2026 & 03/25/2026	No comments received	Not applicable	https://melbournefl.portal.civicclerk.com/event/1900/files/agenda/9702

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Melbourne receives funding for community development purposes from the State Housing Initiatives Partnership program, the federal Community Development Block Grant program as an entitlement community, and the federal HOME Investment Partnerships program through the Brevard County Consortium. All formula grants are listed below, and program income from the Neighborhood Stabilization Programs. The White House budget proposes eliminating the CDBG and HOME programs for Fiscal Year 2026-2027.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	611,305.00	0.00	866,226.00	1,477,531.00	611,305.00	CDBG funds available for activities in Melbourne. Annual competitive application process to solicit and award funding to projects.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Acquisition Economic Development Housing Public Improvements	258,199.00	0.00	0.00	258,199.00	258,199.00	NSP- program income funds are available for activities in Melbourne. Future application process to fund housing development or CDBG projects.
Other	public - federal	Admin and Planning Housing	243,925.00	0.00	0.00	243,925.00	627,857.00	Brevard County Consortium HOME funds support Melbourne housing initiatives
Other	public - state	Admin and Planning Housing	616,050.00	0.00	0.00	616,050.00	616,050.00	Support rehabilitation, homeownership, and rental development activities.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

SHIP funds are used to leverage Federal funds for the Homeowner Housing Rehabilitation Program when applicable. The local funds supplement the administration of all grant programs. CDBG does not require a match for public services; subrecipients provide leveraging when available for all programs.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Melbourne provides a list of vacant, city-owned properties on its website, according to Florida Statutes, and will address the use of publicly owned land for the use of affordable housing on a case-by-case basis when applicable. The list is available here:

<https://www.melbourneflorida.org/Government/Departments/Community-Development/Affordable-Housing-Development>

This information is maintained as part of the City's Affordable Housing Strategy.

Discussion

The city received funding from the Florida Housing Finance Corporation, the Brevard County HOME Consortium, and the Federal Department of Housing and Urban Development, and uses the resources to support community development initiatives throughout its jurisdiction.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Public Services	2022	2026	Non-Housing Community Development	South Melbourne Target Area Booker T. Washington target area Community Wide	Public Services	CDBG: \$88,335.00	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted
2	Program Administration	2022	2026	Program Administration	Community Wide	Affordable Housing Program Administration	CDBG: \$122,261.00	Other: 1 Other
3	Housing Rehabilitation	2022	2026	Affordable Housing	South Melbourne Target Area Booker T. Washington target area Community Wide	Affordable Housing	CDBG: \$17,451.76	Homeowner Housing Rehabilitated: 4 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Public Facilities Improvements	2022	2026	Non-Housing Community Development		Public Facilities Improvements	CDBG: \$383,257.24	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Public Services
	Goal Description	Public service activities other than Low/Moderate Income Housing Benefit: 190 Persons Assisted Homelessness Prevention: 30 Persons Assisted
2	Goal Name	Program Administration
	Goal Description	
3	Goal Name	Housing Rehabilitation (Activity Delivery)
	Goal Description	The Homeowner Housing Accessibility Program, accompanying the Rehabilitation Program, aids homeowners to age in place or meet accessibility needs via ramps, grab bars, etc.

4	Goal Name	Public Facilities Improvements
	Goal Description	Providence Connects, Inc., a homeless service provider, will install a commercial walk-in freezer (Hibiscus Blvd) / and make building renovations at the second location offering services (Morningside Dr.) Engineering will complete the installation of a permanent public restroom at Riverview Park

AP-35 Projects - 91.420, 91.220(d)

Introduction

The city will support income-eligible residents through specified projects - public services, public facilities improvement, and housing activities

#	Project Name
1	FY 2026-2027 Public Services
2	FY 2026-2027 Public Facilities and Improvements
3	FY 2026-2027 Affordable Housing Rehabilitation - Accessibility
4	FY 2026-2027 Public Administration

Table 7 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The priorities reflected in this action plan represent the capacity of applicants, limitations set forth by regulations, and anticipated federal award.

AP-38 Project Summary

Project Summary Information

1	Project Name	FY 2026-2027 Public Services
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$611,305.00
	Description	Local non-profit service providers will offer various programs such as summer camp, afterschool, case management for youth aging out of foster care and homeless young adults.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	At least 280 income-eligible individuals and families will benefit from the proposed activities.
	Location Description	Target Area
	Planned Activities	Summer Camp, Case Management, Youth Services
2	Project Name	FY 2026-2027 Public Facilities and Improvements
	Target Area	South Melbourne Target Area Community Wide
	Goals Supported	Public Facilities Improvements
	Needs Addressed	Public Facilities Improvements
	Funding	CDBG: \$611,305.00
	Description	The City will complete the Riverview Park Restroom Construction Project, which will provide an area benefit. Providence Connects, Inc., will install a commercial freezer (Hibiscus Blvd) Freezer/(Morningside Dr.)Building Improvements
	Target Date	9/30/2027

	Estimate the number and type of families that will benefit from the proposed activities	Three activities will provide benefits to an estimated 5000 (park) and 200 homeless service providers, pantries, and freezers.
	Location Description	Riverview Park is located in the South Target Area and the Providence Connects is located just north of that area.
	Planned Activities	Rehabilitation of the facility. Commercial freezer installed. Installation of public restroom
3	Project Name	FY 2026-2027 Affordable Housing Rehabilitation - Accessibility
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Housing Rehabilitation - Accessibility
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$611,305.00
	Description	Installation of accessible items to aid homeowners with disabilities and elder homeowners to age in place
	Target Date	9/30/2028
	Estimate the number and type of families that will benefit from the proposed activities	While at least 15 rehabilitations will occur during the next two years due to the ability to layer funds to achieve a completed home, a minimum of four homes will be completed using the Accessibility Program.
	Location Description	Housing rehabilitation takes place throughout the entire city, although a significant number of applicants live in the South Target Area and the Booker T. Washington Neighborhood.
4	Planned Activities	
	Project Name	FY 2026-2027 Public Administration
	Target Area	South Melbourne Target Area Booker T. Washington target area Community Wide
	Goals Supported	Program Administration
	Needs Addressed	Program Administration
	Funding	CDBG: \$611,305.00

	Description	Program administration to ensure compliance and project completion for residents.
	Target Date	9/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City wide
	Planned Activities	Admin

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Two major public facilities and improvement projects will be completed during PY26-27, one is in the South Target Area. Both projects are low-mod area benefit projects. Also, two other public service projects are located in target areas.

Although other City programs offer assistance citywide, the majority of funds are spent within the census tracts denoted on the maps. For PY26-27, as in prior years, the HUI Division anticipates expending the majority of funds in census tracts through various public facilities & improvements, housing services, rehabilitation and public services.

CDBGUOGID	GEOID	TRACT	BLKGRP	LOW	LMI	LMMI	LM UNIV	LOW/MOD%
121926	120090649021	649.02	1	335	385	485	515	74.80
121926	120090649022	649.02	2	380	390	585	630	61.90
121926	120090649023	649.02	3	370	400	430	560	71.40
121926	120090651241	651.24	1	645	890	1175	1190	74.80
121926	120090651242	651.24	2	235	775	885	1035	74.90
NORTH TARGET AREA								
<u>121926</u>	<u>120090643022</u>	<u>643.02</u>	<u>2</u>	<u>740</u>	<u>1085</u>	<u>1290</u>	<u>1350</u>	<u>80.40</u>

Geographic Distribution

Target Area	Percentage of Funds
South Melbourne Target Area	25
Booker T. Washington target area	15
Community Wide	40

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Census Tracts where 51% of the individuals meet HUD's low-to-moderate-income standards (80% or less of the area median income) are identified as target areas. Two national objectives will be met using this

type of prioritization—Low Mod Clientele & Low Mod Area benefits

Discussion

The City concentrates on public services, public facilities improvements, housing services & rehabilitation to benefit low-to moderate-income persons.

The two designated target areas are the South & BTWN Target Areas. Over 51 percent of households in these areas have incomes of no more than 80% of the area's median income. Over 51 percent of CDBG and HOME funds will be expended in the target areas. Funds are not restricted to these areas; however, other activities are available throughout the City for households that qualify for assistance under HUD eligibility guidelines.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

The City of Melbourne has a mechanism to review all new policies, procedures, ordinances, and regulations that can affect the cost of housing. This review process helps to identify barriers to affordable housing before they arise.

Other actions that address barriers to affordable housing include:

- Implementation of housing assistance programs described in this Action Plan. These programs are designed to make housing more affordable, create new housing opportunities and improve access to housing for low-income persons.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Continued implementation of the following City Ordinances adopted to incentivize the production of affordable housing:

- Expedited permitting is the processing of approvals of development orders or permits for affordable housing projects processed faster than other projects.
- Impact fee deferment and/or fee waivers provided for the development of affordable housing. City Code allows affordable housing projects to defer payment of transportation, water, sewer, recreation, and public facilities impact fees. The deferral amount increases based on moderate-, low-, and very low-income levels for which the housing units are provided.
- Density bonuses are provided for the development of affordable housing throughout the city in residential zoning districts. Increased density is provided in commercial and industrial districts in accordance with the State of Florida's Live Local Act requirements.
- The reservation of infrastructure capacity for housing for very- low-income persons, low-income persons, and moderate-income persons.
- Affordable accessory residential units. An accessory residential dwelling unit is allowed in residential zoning districts within one-acre

lots. The reduction of parking and setback requirements for affordable housing.

- Setbacks are reduced for affordable housing single-family residential subdivision developments.
- The allowance of flexible lot configurations, including zero-lot-line configurations for affordable housing.
- Multiple development reductions for affordable housing, including setbacks, buffers, parking and unit sizes
- The establishment of a process by which a local government considers, before adoption, policies, procedures, ordinances, regulations, or plan provisions that increase the cost of housing.
- The preparation of a printed inventory of locally owned public lands suitable for affordable housing.
- The support of development near transportation hubs, major employment centers, and mixed-use developments.
- The City uses an online portal called EnerGov for permit and plan approval. EnerGov provides electronic access to submitting applications for review. Within the web-based portal for application submittals, one selects if they are an affordable housing project. Those affordable housing application submittals are then identified to City staff reviewers to be expedited. City staff reviewing plans and permits are responsible for expediting their review of these affordable housing developments. Application submittals for affordable housing development, whether for a building permit, site plan, subdivision plat, construction plans, or rezoning, are all expedited reviews consistent with City policy.

Discussion

The previous section details the existing barriers to affordable housing and the steps the city has taken to support the development of affordable housing in Melbourne.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The goals and activities described in the Annual Action Plan are intended to meet the needs expressed by the community, which are consistent with the five-year Consolidated Plan. The City will perform the actions further described in this section to assist income-eligible households and persons with affordable housing and social service needs.

Actions planned to address obstacles to meeting underserved needs

During PY2026, the City will take the following actions:

- Leverage its financial resources to apply for additional public and private funds.
- Continue to provide funds for housing for both owner-occupied and rental units.
- Continue its support and coordinate with the Brevard Homeless Coalition for specific homeless activities.
- Assist residents who are at risk of becoming homeless.

Actions planned to foster and maintain affordable housing

The City of Melbourne will concentrate on keeping families in their owner-occupied homes with its homeowner housing rehabilitation programs. There is a tremendous need for both minor and major repairs of the existing housing stock.

The City of Melbourne will continue to support homeless service providers by funding programs to assist households and prevent homelessness.

Actions planned to reduce lead-based paint hazards

Melbourne has the following procedures in place to help reduce lead-based paint hazards:

All CDBG and HOME-funded housing rehabilitation projects will have a certified, licensed environmental contractor inspect structures 50 years and older. The contractor will test and prepare a professional report.

- When lead-based paint is identified, the homeowner will be notified, and all hazards will be remediated.
- Staff attend training to identify lead-based paint hazards during inspection.
- Individuals participating in the Purchase Assistance Program will be required to abide by the

HUD lead-based paint regulations.

Actions planned to reduce the number of poverty-level families

Melbourne will continue to support public service activities that offer case management to families on the cusp of homelessness, services that alleviate some or all of the cost burden for childcare, youth services, or youth aging out of foster care, and public services that provide aid through housing counseling. The following programs to help reduce the number of poverty-level families include:

- Homeowner Housing Rehabilitation Program.
- Activity Delivery to support the Homeowner Housing Rehabilitation.

The City of Melbourne will provide referrals to the following community-wide services and agencies that focus on poverty-level families:

- Head Start Program – Child Care Programs
- Temporary Assistance for Needy Families (TANF)
- Workforce Investment Activities
- Family Self-Sufficiency Program
- Supplemental Nutrition Assistance Program (SNAP)
- South Brevard Sharing Center

Actions planned to develop the institutional structure

Melbourne will continue to encourage citizen participation, to collaborate with local for-profit and non-profit organizations, to participate in the local Homeless Continuum of Care, engage and coordinate with the local housing authority, and to coordinate with members of the Brevard County HOME Consortium.

City staff plays an active role in the community organizations that address the needs of persons experiencing homelessness as well as the Brevard Continuum of Care. As homelessness and affordable housing unit shortages remain, continual collaboration of ideas, collective planning, and leveraging resources are vital to our community's vitality.

Actions planned to enhance coordination between public and private housing and social service agencies

The Brevard County Continuum of Care has established committees consisting of public and private housing and social service agencies to establish solutions to homelessness. The Melbourne Housing Authority has established a bridge program between landlords and potential voucher holders for

educational and practical purposes.

Discussion

The previous section details the planned action to reduce the number of poverty-level and families experiencing homelessness; develop institutional **structure** and actions that enhance coordination between public housing and social service agencies.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

All activities proposed in the action plan are designed to serve person / households of low- to moderate income, less the administration costs.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department: Financial Services
Presenter: Ross McGinn
Council District: N/A
Reading Number: N/A
Quasi-judicial Item (Disclosure Required): No
Public Hearing: No
Item Number: C.16.

Subject:

Fiscal Year 2026 Second Quarter Budget Review.

Background/Consideration:

Each quarter, staff reviews the City's budget in comparison to actual revenue collections and expenditures in order to track the progress of the financial condition of the City. The attached report covers activity from October 1, 2025 to March 31, 2026 and includes staff observations on financial trends and details regarding recommended budget modifications.

Net changes recommended to fund budgets in the first quarter budget review are as follows:

Fund	Amendment
General Fund	\$ 202,817
SHIP Fund	84,964
Golf Courses Fund	252,563
Water & Sewer Fund	5,000
Machinery & Equipment Fund	514,823
Pavement Management Program Fund	667,275
Capital Improvement Fund	1,985,287
Net Total	\$3,712,729

Fiscal/Budget Impact:

The attached resolution recognizes revenue and expenditure adjustments as described in the budget report. The budget impact is a net increase of \$3,712,729.

Requested Action:

Approval of Resolution No. 4420.

MEMORANDUM



To: Jenni Lamb, City Manager

Thru: Ross McGinn, Director of Finance

From: Marla S. Keehn, Management & Budget Officer

Date: May 28, 2026

Subject: Fiscal Year 2026 Second Quarter Budget Review

Summary

Each quarter, staff reviews the City's budget in comparison to actual revenue collections and expenditures in order to track the progress of the financial condition of the City. During quarterly reviews budget adjustments may be requested to address issues that arise during the fiscal year. This report covers the first two quarters of the 2026 fiscal year, which includes activity from October 1, 2025, to March 31, 2026.

The net changes recommended to Fund budgets in the First Quarter Review are:

Fund	Amendment
General Fund	\$ 202,817
SHIP Fund	84,964
Golf Courses Fund	252,563
Water & Sewer Fund	5,000
Machinery & Equipment Fund	514,823
Pavement Management Program Fund	667,275
Capital Improvement Fund	1,985,287
Net Total	\$3,712,729

Noteworthy funds and those requiring budget amendments are discussed below.

General Fund

General Fund revenue collections through the second quarter of the year are generally performing within budget expectations, with a few notable variances that staff will continue to monitor.

Positive variances in both of the City's electricity-based revenue streams, the Electric Franchise Fee and the Electric Utility Tax, continue to perform ahead of FY 2025 and beyond

initial expectations for FY 2026. Staff's original interpretation of the settlement agreement with the Public Service Commission forecasted the proposed increase in base rates to be less than the reduction ratepayers would see in the expiration of the 2025 Temporary Storm Recovery Surcharge. While this did occur, two additional rate categories: Storm Protection and <1,000 kWh Fuel Charges were increased greater than expected, leading to the positive variances.

Of concern, Staff have seen noted early negative variances in the City's Sales Tax, Local Option Gas Tax, and Communication Service Tax revenues widen from the 1st Quarter Budget Resolution.

It was anticipated in FY 2026 that Sales Tax revenue streams, like the Half-Cent Sales Tax, the State Revenue Sharing – Sales Tax, and the Local Option Gas Tax would decline from the prior fiscal year due to the population-based formulas determining the City's share of these revenues collected within Brevard County. These budgets were reduced accordingly in the FY 2026 budget. While State Shared Sales Tax and Local Option Gas Tax revenues are falling within those lowered expectations, the Half-Cent Sales Tax revenue is declining more severely than anticipated as tax collections in Brevard County is at its lowest level through April since FY 2022. The drivers behind this decline appear to be a mixture of additional sales tax holidays and reduction initiatives, accompanying a weakening economic environment amid persistent inflationary pressures.

Unlike the population-based revenues, Communication Service Tax revenues were anticipated to continue to grow based on strong growth in the previous three fiscal years. So far in FY 2026, disbursements have trailed FY 2025 activity unexpectedly. Collections through this month continue to trail FY 2025 collections by roughly \$300,000, or 12%, over the same period last year. If this trend continues throughout the remaining year, a year-end deficit of approximately \$650,000 could occur. Having reviewed State collection data, December 2024 benefited greatly from the completion of an audit resulting in the remittance of past due unpaid collections. Even controlling for this outlier, FY 2026 taxable sales have trailed in every month so far this fiscal year.

Interest earned through March 2026 in the City's General Fund is \$1,476,437, or roughly half of the budgeted \$3,000,000 expected in FY 2026. While on target to meet the budget, this revenue stream is largely dependent on a continued high interest rate environment as set by the Federal Reserve. While expectations in FY 2026 were for interest rates to decline as inflation eased, recent geopolitical tensions have rekindled inflationary concerns and increased the likelihood of a Federal Funds Rate *increase* during the remainder of FY 2026. In short, this revenue stream faces a healthy uncertainty moving forward.

In summary, we do not anticipate an overall budget deficit as the outperformance of the electricity-related revenues will absorb the underperformance of other revenue streams.

The following section includes details for recommended budget adjustments to the General Fund.

General Fund Amendments & Transfers:

- City Clerk: The City Clerk's office has collected special event revenue above the budgeted amount and has corresponding increases in its expense account for traffic control devices. As these expenses are reimbursed at 100% by the event applicant, a budget amendment is necessary to recognize the additional revenue and appropriate it to the expense account to cover the additional expenses. A budget amendment appropriating \$17,000 is recommended.
- Recognition of Excess Fireworks Donations: Each year, the city budgets \$35,000 in anticipated donation collections for the 4th of July MelBoom event. This year, donations are expected to exceed budget by \$10,000. A budget amendment is requested to increase both the revenue and expense budgets.
- Joseph N. Davis Community Center: The City's insurance carrier has reimbursed the City \$45,943 for content damages and loss of revenue at the community center which resulted from the roof collapse. A budget amendment is necessary to appropriate the insurance proceeds to cover the purchase of replacement contents.
- Parks Maintenance:
 - o The pond fountain at the Eddie Lee Taylor, Sr. Community Complex is in need of replacement as it has exceeded its useful life and is no longer repairable. The fountain is required to circulate water so it does not become stagnant. A budget transfer of \$22,000 from Contingency is requested.
 - o During a recent neighborhood walk-through at Brothers Park with the Police Department, City Manager, Code staff, and nearby residents, it was noted that the lack of lighting in this area creates dark conditions that contribute to illegal activity. Staff is proposing to install solar lighting to improve safety and visibility throughout the park. A budget transfer of \$15,000 from Contingency is requested.
- Fire Department:
 - o The old drill tower at the Fire Training Center is no longer usable. This three-story concrete block structure has been deemed uninhabitable and is posing a safety risk to the drill yard. Funding for demolition and removal has been requested. A budget transfer of \$40,000 from Contingency is recommended.
 - o With the traffic preemption project nearing completion, it has been determined that the current inventory of Surface Pro tablets used in the fire apparatus are not capable of reliably supporting the new system. The Information Technology Department has recommended replacement due to unreliability and lack of functionality required for current and future operations. The iPad platform provides a

stable, secure and enterprise-supported mobile solution that allows for consistent device management, application deployment and system updates. The fire department has field-tested an iPad during pre-emption setup and have found that it is more suitable. A budget transfer of \$35,000 from Contingency is requested to purchase 20 iPad 13's and accessories.

- State Housing Initiative Partnership (SHIP) Revenue: A budget amendment to recognize program administration revenue from the SHIP program in the amount of \$4,248 is requested to keep the associated General Fund accounts in line with the SHIP budget.
- Information Technology: A budget transfer of \$2,662 from the Water & Sewer fund to reimburse the Information Technology Division's budget for the purchase of an interior security camera. This item was not originally included in the Information Technology Division's FY2026 budget; therefore, a budget transfer is necessary so that information technology-related costs remain accounted for within the Information Technology budget.
- Lake Washington Mitigation Bank: A budget amendment to appropriate Lake Washington Mitigation Bank revenue received to date into the Washingtonia Drive Extension project as intended with the January 2013 creation of the mitigation bank. The ultimate intent of the project is to eventually extend Washingtonia to connect to Ellis Road to the south and Lake Andrew Road to the north. Utilizing mitigation bank revenue as a dedicated funding source allows us to accumulate funds to complete the project in the future. A budget amendment appropriating \$122,964 to the project is requested.

State Housing Initiative Partnership (SHIP)

The State Housing Initiative Partnership is grant funding received in advance by the City prior to the actual expenditure of funds. Budget amendments are necessary to recognize additional income and to appropriate funds to programs previously approved by City Council. The following adjustments are recommended.

- Recognize interest income in the amount of \$25,403
- Recognize program income in the amount of \$59,561
- Appropriate \$4,248 to General Fund for Program Administration
- Appropriate \$80,715 to Rehabilitation Contracts

Golf Course Fund

Through the second quarter, golf operations have maintained strong momentum, building on first-quarter performance and benefiting from peak season demand. Despite minor weather-related impacts earlier in the fiscal year, both courses experienced consistent play and steady revenue generation throughout the first half.

Crane Creek Reserve generated \$1,133,381 in revenue through March 31, 2026, with expenditures of \$776,436, resulting in an operating surplus of \$356,945. Following its return to full service, the course has sustained high participation levels, with improved cost control further strengthening financial performance. The Crane Creek Restaurant also performed well, generating a surplus of \$21,038.

Harbor City Golf Course reported \$902,022 in revenue and \$787,263 in expenditures, resulting in an operating surplus of \$114,759 through the second quarter. Results reflect stable operations and consistent demand during peak season. The Harbor City Restaurant continued its positive performance, generating a surplus of \$36,135.

Through the first two quarters of FY2026, combined golf operations generated total revenue of \$2,202,871 with \$1,673,994 in expenditures, resulting in a net fund surplus of \$528,877, excluding encumbrances. This performance reflects both increased revenues and improved expenditure management, particularly at Crane Creek Reserve.

Overall, year-to-date results through the second quarter demonstrate continued financial strengthening and operational stability. The following table reflects actual revenue and expenditures recorded through March 31, 2026 on a division level.

GOLF COURSES
FY2026 ANALYSIS OF REVENUE AND EXPENDITURES
OCTOBER 1, 2025 THROUGH MARCH 31, 2026

Golf Course Fund	FY2026 Revenue Collected	FY2026 YTD Expenditures¹	Surplus/ Deficit
Crane Creek Reserve GC	\$1,133,381	\$776,436	\$356,945
Crane Creek Restaurant	93,460	72,422	21,038
Harbor City GC	902,022	787,263	114,759
Harbor City Restaurant	74,008	37,873	36,135
Totals	\$2,202,871	\$1,673,994	\$528,877
¹ Excluding Encumbrances			

Recommended Golf Course Fund Budget Amendments:

Additional appropriations to the Golf Course Fund are necessary to support operations through the remainder of the fiscal year. Increased course utilization and sustained demand during peak season have resulted in higher-than-anticipated operating activity across both facilities. Additionally, the first full year of continuous operations at Crane Creek Reserve has introduced expenditure levels that were difficult to fully project during budget development. Revenue appropriations, as detailed in Attachment A, are recommended to supplement the operating budgets and ensure sufficient funding is available to maintain service levels and operational stability. Additional funding is recommended as follows:

General:

- Appropriation of additional operating revenue (\$218,000)
- Appropriation of interest income (\$34,562)

Crane Creek Reserve Golf Course:

- Contractual Employee – required to maintain service levels (\$48,000)
- Repair & Maintenance – lightning protection for the on-course shelters (\$6,000)
- Tee Signs – replacement signs due to age and condition (\$20,000)
- Pro Shop Merchandise – due to higher player volume and demand (\$8,000)
- Misc. Equipment and Furnishings – fuel storage/fertilizer containment (\$8,000)

Crane Creek Reserve Golf Course Lounge:

- Contractual Employee – to support peak service demands (\$40,000)
- Food Supplies – supplies to meet increased customer demand (\$8,000)
- Alcohol Supplies – supplies to meet increased customer demand (\$10,000)

Harbor City Golf Course:

- Contractual Employee – required to maintain service levels (\$65,000)
- Repair & Maintenance – lightning protection for the on-course shelters (\$6,000)
- Pro Shop Merchandise – due to higher player volume and demand (\$4,000)
- Misc. Equipment and Furnishings – fuel storage/fertilizer containment (\$5,000)
- Misc. Equipment and Furnishings – greens coring attachment and fencing (\$14,563)

Harbor City Golf Course Lounge:

- Alcohol Supplies – supplies to meet increased customer demand (\$10,000)

Building Fund

Building Fund operations were separated from the General Fund in the FY2025 adopted budget and placed into a special revenue fund in order to separately track the operating revenues and expenditures in compliance with Florida State Statute §553.80(7), which requires all building fees be used for enforcement of the Florida Building Code.

At the end of the second quarter, revenues were at 44% of budget, compared to 48% last fiscal year. The decline is primarily driven by lower collections from permits and fees, as well as reduced interest income. It's important to note that last year's figures were elevated due to several large projects that generated significant permit revenue, which makes this year's

comparison less direct. Expenditures in the same period, including encumbrances, were at 33%, compared to 41% last fiscal year, and are in line with budget expectations.

Staff continues to monitor new State legislation involving the use of private-providers for inspection services in lieu of City services, and further limitation on fees and their structures, for their potential revenue impacts.

Risk Management Fund

As previously reported to Council, insurance costs continue to rise. For the current fiscal year, costs are expected to be contained within the existing budget; however, the City is currently in the renewal process with Florida Municipal Insurance Trust (FMIT) for FY 2027 and anticipate another significant increase. As the City continues to experience higher claims experience in both insurance and workers compensation claims, along with growth in operations, capital projects, regulatory requirements, and contractual obligations, the need for centralized risk management oversight has increased.

As a result, staff is recommending re-establishing the Risk Manager position, which was eliminated in 2019 when the Risk Manager duties were assigned to the previous Human Resources Director. The position will support administration of the City's risk management and safety programs, including coordination of insurance claims, workers' compensation matters, policy compliance, safety training initiatives, and loss prevention efforts intended to reduce organizational liability and financial exposure. Staff recommends creation of the position in the current fiscal year to begin the hiring process prior to October 1, 2026. The costs for this position will be allocated across the various funds and departments via the Risk Management Cost Allocation Plan.

Water & Sewer Fund

As of the end of the second quarter of FY2026, Water & Sewer revenue collections are at 55.63%, which is within acceptable budgetary parameters for this point in the fiscal year. Staff anticipates that revenues will continue to track in line with budget projections as the year progresses.

Operating expenditures, including encumbrances, are at 61.7% and are generally consistent with expected spending patterns at mid-year, particularly given ongoing operational demands and scheduled capital activity. While overall expenditures remain within budget expectations, staff is closely monitoring specific cost areas that have experienced recent increases, including those related to capital projects.

As previously noted, several capital projects remain underway and are funded through a combination of user fees, bond proceeds, and State Revolving Fund (SRF) loans. Staff continues to actively manage project timelines and funding strategies to ensure expenditures

align with construction progress and financial priorities, supporting the City's long-term fiscal stability.

Recommended Water & Sewer Fund Budget Amendments:

- Information Technology: A budget transfer of \$2,662 from the Water & Sewer fund to reimburse the Information Technology Division's budget for the purchase of an interior security camera. This item was not originally included in the Information Technology Division's FY2026 budget; therefore, a budget transfer is necessary so that information technology-related costs remain accounted for within the Information Technology budget.
- Water Production Equipment Rental: This amendment is to recognize insurance reimbursement proceeds in the amount of \$5,000 related to damage to a water production loader. Due to the equipment being out of service, a temporary rental unit was required to maintain operations. A budget amendment in the amount of \$5,000 is recommended to reimburse rental costs incurred during the repair period.

Machinery & Equipment Replacement Fund

- The Machinery & Equipment Replacement Fund, which was created in the FY2026 Adopted Budget, has earned \$37,227 in interest income revenue year-to-date. It is staff's intent to recognize interest on a semi-annual basis and appropriate the revenue into the Fund to enhance our ability to provide supplemental funding for vehicle and equipment replacements. An amendment to appropriate the revenue for future allocation is requested.
- The City has received \$23,841 from the sale of surplus equipment along with \$53,755 in insurance reimbursements for two police vehicles that were taken out of service due to accidents. This amendment recognizes and appropriates these funds to support the purchase of replacement vehicles and maintain budget alignment. If additional funding is required, it will be provided through an administrative budget transfer utilizing available savings within the Fund.
- Fire Department New SCBA Compressor & Fill System for Training Center (CME #M2615): This project was created for the purchase of a new SCBA Cascade and Fill Station for the Fire Training Center. This will replace a dated piece of equipment that has reached obsolescence and repairs are becoming more expensive as parts are becoming decreasingly available. The budgeted amount of \$40,000 is insufficient to purchase the needed equipment. Staff recommends an additional \$56,000 from Unappropriated M&E Budget Savings (M0099) to fund the purchase.

- (2) Replacement Streets Management Dump Trucks (CME #M2644): The City has been awarded grant funding in the amount of \$400,000 from the Florida Department of Environmental Protection Volkswagen (VW) Diesel Emissions Mitigation Program, VW Class 8 Municipal Service Truck Grant for the replacement of two diesel dump trucks to be used by the Streets and Stormwater Management Division. The replaced vehicles will be taken out of service and destroyed, per the terms of the grant agreement. A budget amendment to appropriate the revenue is requested.

Capital Improvement Fund

Following are recommended adjustments to the Capital Improvement Fund, some of which were discussed above.

General Projects – Fund 311

- PD Headquarters Building Project (CIP #10317): The City received a \$108,529 incentive payment from Florida Power & Light associated with the City's thermal energy storage (ice-based chiller) system at the Joseph Pellicano Law Enforcement Center. The system produces ice during off-peak nighttime hours when electricity rates are lower and utilizes stored cooling during daytime operations, resulting in reduced energy costs and improved efficiency. A budget amendment is recommended to recognize the revenue and appropriate these funds to the project.
- Harper Rd. Complex Asphalt Paving (CIP #14026): This request is to establish a project for the paving on interior roads within the Harper Road Complex to include the area around the Central Warehouse, Fleet, and Facilities Buildings. The interior roads inside the complex are degraded beyond superficial repair. This project is necessary to provide a stable roadway for equipment that is driven into and out of the complex on a daily basis. Because the complex houses both General Fund and Water & Sewer Fund departments, the costs will be proportionately allocated. A budget amendment of \$62,480 from the General Fund's Unappropriated Project Budget Savings (CIP#10099) and \$22,320 from the Water & Sewer Fund's Unappropriated Project Budget Savings (CIP#30099) is recommended.
- FEMA Generators – Fire & Fleet (CIP #11319): The City has been awarded an additional \$387,857 through the FEMA Hazard Mitigation Grant Program, for a total of \$642,857. The grant requires a 25% match of \$214,563. A budget amendment is recommended to appropriate the additional \$387,857 in grant funding along with the increase in the City's match requirement of \$60,698. A transfer from Unappropriated Project Budget Savings (CIP#10099) is requested.
- Replacement AC Units at Joseph N. Davis Community Center Building (CIP #10126): The Joseph N. Davis Community Center Building is in need of four 15-Ton replacement AC Units. Replacement is required due to the equipment exceeding the useful service

life criteria. Three of the units have failed and the remaining are leaking and need replacement. A budget transfer from Unappropriated Project Budget Savings (CIP#10099) in the amount of \$140,000 is requested.

- Golf Course Improvements – Electrical Work for Irrigation (CIP #10621): This project involves completing the final phase of electrical improvements for the golf course irrigation system and pump station. The existing electrical service is insufficient to operate the new pump station at full capacity. Completing these electrical upgrades will allow the irrigation system and pump station to operate at optimum efficiency and improve overall irrigation performance throughout the course. A budget amendment of \$105,632, utilizing \$5,632 in Recreation Impact Fees and \$100,000 from Unappropriated Project Budget Savings (CIP#10099) is recommended.
- Harbor City Golf Course Restroom Building (CIP #12823): This project involves replacing the on-course restroom located between holes 7 and 14 at Harbor City Golf Course. The existing facility is in poor condition and does not meet ADA accessibility standards. The proposed new restrooms will enhance accessibility and provide improved amenities for course visitors. Based on recent cost escalations experienced with the Riverview Park and Ballard Park restroom replacement projects—both comparable in size and scope—staff anticipates a potential budget shortfall. A budget amendment of \$60,000 from Unappropriated Project Budget Savings (CIP#10099) is recommended.
- Unappropriated Project Savings (CIP #10099): The General Projects fund has earned \$879,598 in interest income revenue year-to-date. A budget amendment to appropriate the revenue for future re-allocation is recommended.

Transportation Projects – Fund 361

- Washingtonia Drive Extension (CIP #64525). This is an amendment to appropriate Lake Washington Mitigation Bank revenue received to date into the Washingtonia Drive Extension project as intended with the January 2013 creation of the mitigation bank. The ultimate intent of the project is to eventually extend Washingtonia to connect to Ellis Road to the south and Lake Andrew Road to the north. Utilizing mitigation bank revenue as a dedicated funding source allows us to accumulate funds to complete the project in the future. A budget amendment appropriating \$122,964 to the project is requested, which will bring the total project budget to \$624,290.

Pavement Management Program – Fund 367

- The Pavement Management Program Fund, which was created in the FY2026 Adopted Budget, has earned \$667,275 in interest income revenue year-to-date. It is staff's intent to recognize interest on a semi-annual basis and appropriate the revenue into the Fund to enhance our ability to provide for plan updates and to accomplish additional resurfacing projects. An amendment to appropriate the revenue for future allocation is requested.

Water & Sewer Projects – Fund 413

- Grant Street Water Reclamation Facility (CIP #33516): In 2024, the City was awarded funding in the amount of \$9,128,125 for this project from the Save Our Indian River Lagoon (SOIRL) Trust Fund. Facility improvements include advanced biological nutrient removal processes to reduce nitrogen and phosphorus in the City's reclaimed water system. SOIRL has provided additional funds in the amount of \$468,482 for an inflationary adjustment, bringing the total SOIRL contribution to \$9,596,607. A budget amendment to recognize and appropriate the additional revenue is requested.
- Public Works & Utility Admin Building Generator Replacement (CIP #34726): This is a request to establish a project for the replacement of an emergency backup generator at the Public Works & Utilities administration facility. The existing unit, a 100 KW single-phase generator installed in 2006, has exceeded its useful service life in accordance with Fleet Management Division criteria and is due for replacement. This facility serves as a critical operations center during declared emergencies and natural disasters, and the generator provides essential power to support staff and maintain continuity of operations during outages. A budget transfer in the amount of \$120,000 from Unappropriated Budget Savings (CIP#30099) is requested to fund the project.
- Public Works & Utility Admin Office Space Evaluation (CIP #39526): This project was established in FY2026 to address a shortage of office and storage space at the Public Works & Utilities Administration Building due to increased staffing since the facility was constructed in 2006, including the addition of a GIS Technician and Utilities Engineer. Existing space is no longer sufficient to support current and future operational needs. Upon further discussion and review of available space, staff determined that the most effective solution is the purchase and installation of a modular building. The unit will provide up to four offices, two restrooms, and an open office area, and will be located at the site of a previous modular structure. This addition will ensure adequate workspace for staff supporting essential Public Works & Utilities operations. A budget transfer in the amount of \$125,000 from Unappropriated Budget Savings (CIP#30099) is requested to supplement the project budget. The existing project will be renamed to PWU Administration Modular Building.

- Series 2023 W&S Bonds Arbitrage Liability (CIP #39126): This project is recommended for establishment this fiscal year to best track the City's arbitrage rebate liability arising from interest earned on Series 2023 W&S Bond Proceeds exceeding the allowable yield restriction placed on the bonds per federal law. The most recent arbitrage compliance report for the Series 2023 W&S Bonds, completed in September 2025, indicated a \$659,096.04 liability due to the IRS upon full accounting of the bond proceeds and their expense. Staff has recommended a substantial reallocation of bond proceeds to lessen this rebate liability by funding projects previously reported as being funded by utility fees, with bond proceeds.

Stormwater Projects – Fund 430

- Spring Creek Baffle Box (CIP #20020): In 2023, the City was awarded funding in the amount of \$460,896 for construction of the Spring Creek Baffle Box from the Save Our Indian River Lagoon (SOIRL) Trust Fund. SOIRL has provided additional funds in the amount of \$12,226 on the project for an inflationary adjustment. This brings the total SOIRL contribution to \$473,122. A budget amendment to recognize and appropriate the additional revenue is requested.

Recommendation

Approval of second quarter budget recommendations.

RESOLUTION NO. 4420

A RESOLUTION OF THE CITY OF MELBOURNE, BREVARD COUNTY, FLORIDA, AMENDING RESOLUTION NO. 4375; IMPLEMENTING BUDGET ADJUSTMENT RECOMMENDATIONS; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR ADOPTION.

WHEREAS, on September 24, 2025, the City of Melbourne adopted Resolution No. 4375 providing for adoption of the City's 2025-2026 budget; and

WHEREAS, an analysis of the second quarter's revenue and expenditures has indicated that certain adjustments are necessary in the amounts identified in Exhibit "A."

BE IT RESOLVED BY THE CITY OF MELBOURNE, FLORIDA:

SECTION 1. That the budget for the fiscal year commencing October 1, 2025 is hereby amended by the amounts identified in Exhibit A.

SECTION 2. That this resolution shall become effective immediately upon its adoption in accordance with the Charter of the City of Melbourne.

SECTION 3. That this resolution was duly adopted at a regular meeting of the City Council on the day of , 2026.

BY: _____
Paul Alfrey, Mayor

ATTEST: _____
Kevin McKeown, City Clerk

[CITY SEAL]

Attachment: Exhibit "A"

ATTACHMENT "A"

GENERAL FUND (001)			INCREASE/ DECREASE	REVISED BUDGET
City Clerk				
<i>(Revenue for special events)</i>				
<u>Revenue</u>				
0133412	341918	Special Activity Services	17,000	26,000
		Total	17,000	
<u>Expenditure</u>				
01300512	534000	Other Contract Services	17,000	55,532
		Total	17,000	
Recreation				
<i>(Fireworks Donations)</i>				
<u>Revenue</u>				
9013663	366000	Contributions - Fireworks	10,000	45,000
		Total	10,000	
<u>Expenditure</u>				
31000572	548030	4th of July Fireworks	10,000	45,000
		Total	10,000	
Joseph N. Davis Community Center				
<i>(Insurance Proceeds)</i>				
<u>Revenue</u>				
3153692	369301	Insurance Payments/Reimbursements	45,943	45,943
		Total	45,943	
<u>Expenditure</u>				
90100519	590310	Contingency	45,943	113,471
		Total	45,943	
Parks Maintenance				
<u>Expenditure</u>				
90100519	590310	Contingency	(37,000)	76,471
34000572	546090	Repair & Maintenance - Pumps/Motors	22,000	61,950
34000572	546000	Repair & Maintenance	15,000	90,000
		Total	0	
Fire Operations				
<u>Expenditure</u>				
90100519	590310	Contingency	(35,000)	41,471
13000516	552025	Computer Equipment	35,000	341,159
90100519	590310	Contingency	(40,000)	1,471
53000522	534000	Other Contractual Services	40,000	66,330
		Total	0	

GENERAL FUND (001)			INCREASE/ DECREASE	REVISED BUDGET
<i>Continued</i>				
SHIP Program Administration Revenue				
<u>Revenue</u>				
5653810	381025	Inter in (125) SHIP	4,248	65,463
Total			4,248	
<u>Expenditure</u>				
90100519	590310	Contingency	4,248	71,776
Total			4,248	
Information Technology				
<i>(Transfer from Water & Sewer Fund)</i>				
<u>Revenue</u>				
1303412	341909	Information Technology Charge	2,662	1,255,132
Total			2,662	
<u>Expenditure</u>				
13000516	546080	Repair & Maintenance - Computer	2,662	502,491
Total			2,662	
General Fund Non-Departmental				
<i>(Lake Washington Mitigation Bank Appropriation)</i>				
<u>Revenue</u>				
9013622	362010	Lake Washington Mitigation Bank	122,964	122,964
Total			122,964	
<u>Expenditure</u>				
90100581	591300	Inter to (361) Transportation Projects	122,964	122,964
Total			122,964	
Total General Fund Amendments			202,817	

STATE HOUSING INITIATIVE PROGRAM (SHIP) (125)			INCREASE/ DECREASE	REVISED BUDGET
<u>Revenue</u>				
5783613	361111	Interest Income - Restricted	25,403	25,403
Total			25,403	
<u>Expenditure</u>				
57800581	591050	Inter to (001) General Fund	1,270	11,239
57800554	534210	Rehabilitation Contracts	24,132	992,025
Total			25,403	
<u>Revenue</u>				
5783343	334503	Program Income	59,561	59,561
Total			59,561	
<u>Expenditure</u>				
57800581	591050	Inter to (001) General Fund	2,978	14,217
57800554	534210	Rehabilitation Contracts	56,583	1,048,608
Total			59,561	
Total SHIP Fund Amendments			84,964	

GOLF COURSES FUND (175)			INCREASE/ DECREASE	REVISED BUDGET
<u>Revenue</u>				
3753472	347241	Golf Greens Fees (T)	45,000	775,000
3753472	347244	Golf Driving Range (T)	25,000	185,000
3753472	347265	Golf Cart Rental (T)	40,000	685,000
3763472	347230	Golf Course Food Sales	10,000	40,000
3763472	347232	Golf Course Alcohol Sales	20,000	90,000
3773472	347241	Golf Greens Fees (T)	60,000	660,000
3773472	347265	Golf Cart Rental (T)	18,000	568,000
9173611	361100	Interest Income - EPC	34,563	34,563
Total			252,563	
<u>Expenditure</u>				
37500572	534040	Contractual Employee	48,000	315,000
37500572	546000	Repair & Maintenance	6,000	24,000
37500572	552190	Pro Shop Merchandise	8,000	58,000
37500572	552220	Miscellaneous Equipment & Furnishings	8,000	29,000
37500572	546000	Repair & Maintenance	20,000	38,000
37600572	534040	Contractual Employee	40,000	75,000
37600572	552260	Food Supplies	8,000	28,000
37600572	552280	Alcohol Supplies	10,000	50,000
37700572	534040	Contractual Employee	65,000	315,000
37700572	546000	Repair & Maintenance	6,000	9,000
37700572	552190	Pro Shop Merchandise	4,000	32,000
37700572	552220	Miscellaneous Equipment & Furnishings	19,563	31,563
37800572	552280	Alcohol Supplies	10,000	40,000
Total			252,563	
Total Golf Courses Fund Amendments			252,563	
WATER & SEWER FUND (401)			INCREASE/ DECREASE	REVISED BUDGET
<i>(Transfer to General Fund - Information Technology)</i>				
<u>Expenditure</u>				
94100536	590310	Contingency	(2,662)	153,210
94100536	534110	IT Service Charge	2,662	994,160
Total			0	
<i>Appropriate Insurance Proceeds</i>				
<u>Revenue</u>				
9413692	369301	Insurance Payments/Reimbursement	5,000	5,000
Total			5,000	
<u>Expenditure</u>				
62100533	544000	Rentals & Leases	5,000	51,400
Total			5,000	
Total Water & Sewer Fund Amendments			5,000	

MACHINERY & EQUIPMENT REPLACEMENT FUND (321/329)				INCREASE/ DECREASE	REVISED BUDGET
<i>Recognize Insurance Proceeds, Surplus Equipment Sales, and Interest earned</i>					
<u>Revenue</u>					
9293611	361100	Interest Income - EPC		37,227	37,227
9293640	364003	Surplus Equipment		23,841	23,841
9293692	369301	Insurance Payments/Reimbursements		53,755	53,755
Total				114,823	
<u>Expenditures</u>					
92900587	591760	Intra To (321) M&E Fund		114,823	3,729,611
Total				114,823	
<u>M2615 - Fire Department New SCBA Compressor & Fill System for Training Center</u>					
<u>Revenue</u>					
3213870	387046	M2615	Intra In (329) M&E Fund	56,000	96,000
Total				56,000	
<u>Expenditures</u>					
321530	564000	M2615	Machinery & Equipment	56,000	96,000
Total				56,000	
<u>M2644 - (2) Replacement Streets Management Dump Trucks</u>					
<u>Revenue</u>					
3213340	334360	M2644	FPEP Grant	400,000	400,000
Total				400,000	
<u>Expenditures</u>					
321645	564000	M2644	Machinery & Equipment	400,000	400,000
Total				400,000	
<u>M0099 - Unappropriated M&E Savings</u>					
<i>Transfer from M&E Replacement Fund, Funding for Project M2615</i>					
<u>Revenue</u>					
3213870	387046	M0099	Inter In (329) M&E Fund	114,823	398,959
3213870	387046	M0099	Inter In (329) M&E Fund	(56,000)	342,959
Total				58,823	
<u>Expenditures</u>					
321099	590300	M0099	Unappropriated Budget Savings	114,823	398,959
321099	590300	M0099	Unappropriated Budget Savings	(56,000)	342,959
Total				58,823	
Total Machinery & Equipment Fund Amendments				514,823	

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
GENERAL PROJECTS (311 & 312)					
<u>10317 - PD Headquarters Building Project</u>					
<u>Revenue</u>					
312691	369921	10317	FPL Rebate	108,528	108,528
Total				108,528	
<u>Expenditures</u>					
31221	562000	10317	Buildings	108,528	38,246,102
Total				108,528	
<u>14026 - Harper Rd. Complex Asphalt Paving</u>					
<u>Revenue</u>					
314810	381000	14026	Inter In (001) General Fund	62,480	62,480
314810	381006	14026	Inter In (401) Water & Sewer Fund	22,320	22,320
Total				84,800	
<u>Expenditures</u>					
31441	565010	14026	Infrastructure - Streets	84,800	84,800
Total				84,800	
<u>11319 - FEMA Generators - Fire & Fleet</u>					
<u>Revenue</u>					
322314	331239	11319	FEMA PS Hazard Mitigation Grant	387,857	642,857
322810	381000	11319	Inter In (001) General Fund	60,698	360,210
Total				448,555	
<u>Expenditures</u>					
322314	331239	11319	Machinery & Equipment	448,555	1,003,067
Total				448,555	
<u>10126 - Joseph N. Davis Community Center 15-Ton AC Units</u>					
<u>Revenue</u>					
317810	381000	10126	Inter In (001) General Fund	140,000	140,000
Total				140,000	
<u>Expenditures</u>					
31772	562010	10126	Building Improvements	140,000	140,000
Total				140,000	
<u>10621 - Golf Course Improvements (Electrical Work for Irrigation)</u>					
<u>Revenue</u>					
317810	381017	10621	Inter In (371) Recreation	5,632	186,832
317810	381000	10621	Inter In (001) General Fund	100,000	897,827
Total				105,632	
<u>Expenditures</u>					
31772	563000	10621	Improvements Other Than Building	105,632	5,309,421
Total				105,632	

CAPITAL IMPROVEMENT FUND					INCREASE/ DECREASE	REVISED BUDGET
<u>12823 - Harbor City Golf Course Restroom Building</u>						
<u>Revenue</u>						
317810	381000	12823	Inter In (001) General Fund		60,000	515,000
Total					60,000	
<u>Expenditures</u>						
31772	562000	12823	Buildings		60,000	515,000
Total					60,000	
<u>10099 - Unappropriated Project Budget Savings</u>						
<i>(Transfer to CIP 12813 & 14026, and appropriations from interest earned)</i>						
<u>Revenue</u>						
310810	381000	10099	Inter In (001) General Fund		(62,480)	
310810	381000	10099	Inter In (001) General Fund		(60,000)	
310810	381000	10099	Inter In (001) General Fund		(100,000)	
310810	381000	10099	Inter In (001) General Fund		(140,000)	
310810	381000	10099	Inter In (001) General Fund		(60,698)	
310810	381000	10099	Inter In (001) General Fund		879,598	
Total					456,420	590,830
<u>Expenditures</u>						
31019	590300	10099	Unappropriated Budget Savings		(423,178)	
31019	590300	10099	Unappropriated Budget Savings		879,598	
Total					456,420	590,830
<u>TRANSPORTATION PROJECTS (361)</u>						
<u>64525 - Washingtonia Drive Extension</u>						
<u>Revenue</u>						
364870	381000	64525	Inter In (001) General Fund		122,964	624,290
Total					122,964	
<u>Expenditures</u>						
36441	565010	64525	Infrastructure - Streets		122,964	624,290
Total					122,964	

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
PAVEMENT MANAGEMENT PROGRAM (361/367)					
<u>Revenue</u>					
9673611	361100	Interest Income - EPC		667,275	667,275
				Total	667,275
<u>Expenditures</u>					
96700587	591610	Intra to (361) Transportation		667,275	667,275
				Total	667,275
60099 - PMP Unappropriated Budget Savings					
<u>Revenue</u>					
364870	387047	60099	Intra In (367) PMP Fund	667,275	667,275
				Total	667,275
<u>Expenditures</u>					
36441	590300	60099	Unappropriated Budget Savings	667,275	742,764
				Total	667,275
WATER & SEWER PROJECTS (413)					
33516 - Grant Street WRF Facility Improvements					
<u>Revenue</u>					
413384	338002	33516	Save Our Lagoon (SOIRL) Trust	468,482	9,596,607
				Total	468,482
<u>Expenditures</u>					
41335	563000	33516	Improvements Other than Building	468,482	32,843,107
				Total	468,482
34726 - PW&U Admin Building Generator Replacement					
<u>Revenue</u>					
413870	387028	34726	Intra In (419) W&S	120,000	120,000
				Total	120,000
<u>Expenditures</u>					
41336	563000	34726	Improvements Other than Building	120,000	120,000
				Total	120,000
39526 - PW&U Administration Modular Building					
<u>Revenue</u>					
413870	387028	39526	Intra In (419) W&S	125,000	225,000
				Total	125,000
<u>Expenditures</u>					
41336	563000	39526	Improvements Other Than Building	125,000	225,000
				Total	125,000

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
30099 - Unappropriated Project Budget Savings					
(Transfer to CIP 39526, 34726, 14026)					
<u>Revenue</u>					
413870	387028	30099	Intra in (419) W&S	(267,320)	2,874,528
Total				(267,320)	
<u>Expenditures</u>					
41336	590300	30099	Unappropriated Budget Savings	(267,320)	3,287,503
Total				(267,320)	

BOND ARBITRAGE

413840	384023	31122	2023 WS Bond Issue Proceeds	(800,000.00)	7,300,000.00
413840	384009	31122	Future Bond Proceeds	800,000.00	800,000.00
413840	384023	31320	2023 WS Bond Issue Proceeds	(51,465.65)	18,401,621.35
413840	384009	31320	Future Bond Proceeds	51,465.65	51,465.65
413840	384023	30024	2023 WS Bond Issue Proceeds	851,465.65	800,000.00
413870	387028	30024	Intra In (419) W&S	(851,465.65)	604,253.85
413870	387028	30099	Intra In (419) W&S	851,465.65	3,725,993.48
41336	590300	30099	Unappropriated Budget Savings	851,465.65	4,138,968.48
413840	384023	31122	2023 WS Bond Issue Proceeds	(325,306.00)	6,974,694.00
413840	384009	31122	Future Bond Proceeds	325,306.00	1,125,306.00
413870	387028	30117	Intra In (419) W&S	(325,306.00)	191,781.00
413840	384023	30117	2023 WS Bond Issue Proceeds	325,306.00	325,306.00
413870	387028	30099	Intra In (419) W&S	325,306.00	4,051,299.48
41336	590300	30099	Unappropriated Budget Savings	325,306.00	4,464,274.48
413840	384023	31122	2023 WS Bond Issue Proceeds	(896,062.80)	6,078,631.20
413840	384009	31122	Future Bond Proceeds	896,062.80	2,021,368.80
413870	387028	30422	Intra In (419) W&S	(896,062.80)	-
413840	384023	30422	2023 WS Bond Issue Proceeds	896,062.80	896,062.80
413870	387028	30099	Intra In (419) W&S	896,062.80	4,947,362.28
41336	590300	30099	Unappropriated Budget Savings	896,062.80	5,360,337.28
413840	384023	31122	2023 WS Bond Issue Proceeds	(712,505.49)	5,366,125.71
413840	384009	31122	Future Bond Proceeds	712,505.49	2,733,874.29
413870	387028	31019	Intra In (419) W&S	(712,505.49)	7,752.70
413840	384023	31019	2023 WS Bond Issue Proceeds	712,505.49	712,505.49
413870	387028	30099	Intra In (419) W&S	712,505.49	5,659,867.77
41336	590300	30099	Unappropriated Budget Savings	712,505.49	6,072,842.77
413840	384023	31122	2023 WS Bond Issue Proceeds	(405,500.00)	4,960,625.71
413840	384009	31122	Future Bond Proceeds	405,500.00	3,139,374.29
413870	387028	31024	Intra In (419) W&S	(130,000.00)	-
413840	384009	31024	Future Bond Proceeds	(650,000.00)	-
413840	384023	31024	2023 WS Bond Issue Proceeds	405,500.00	405,500.00
41333	563000	31024	Improvements Other Than Building	(374,500.00)	-
413870	387028	30099	Intra In (419) W&S	130,000.00	5,789,867.77
41336	590300	30099	Unappropriated Budget Savings	130,000.00	6,202,842.77
413840	384023	31122	2023 WS Bond Issue Proceeds	(329,379.97)	4,631,245.74

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
BOND ARBITRAGE <i>(continued)</i>					
413840	384009	31122	Future Bond Proceeds	329,379.97	3,468,754.26
413870	387028	31124	Intra In (419) W&S	(329,379.97)	117,620.03
413840	384023	31124	2023 WS Bond Issue Proceeds	329,379.97	329,379.97
413870	387028	30099	Intra In (419) W&S	329,379.97	6,119,247.74
41336	590300	30099	Unappropriated Budget Savings	329,379.97	6,532,222.74
413840	384023	31122	2023 WS Bond Issue Proceeds	(468,107.69)	4,163,138.05
413840	384009	31122	Future Bond Proceeds	468,107.69	3,936,861.95
413870	387028	31217	Intra In (419) W&S	(814,840.10)	-
413840	384023	31217	2023 WS Bond Issue Proceeds	468,107.69	468,107.69
41333	563000	31217	Improvements Other Than Building	(346,678.43)	1,672,690.57
41333	563010	31217	Improvements Other Than Building - Desig	(53.98)	549,477.02
413870	387028	30099	Intra In (419) W&S	346,732.41	6,465,980.15
41336	590300	30099	Unappropriated Budget Savings	346,732.41	6,878,955.15
413840	384023	31122	2023 WS Bond Issue Proceeds	(396,536.45)	3,766,601.60
413840	384009	31122	Future Bond Proceeds	396,536.45	4,333,398.40
413870	387028	31319	Intra In (419) W&S	(100,000.00)	-
413840	384009	31319	Future Bond Proceeds	(396,536.45)	753,463.55
413840	384023	31319	2023 WS Bond Issue Proceeds	396,536.45	396,536.45
41333	563010	31319	Improvements Other Than Building - Desig	(100,000.00)	772,283.00
413870	387028	30099	Intra In (419) W&S	100,000.00	6,565,980.15
41336	590300	30099	Unappropriated Budget Savings	100,000.00	6,978,955.15
413840	384023	31122	2023 WS Bond Issue Proceeds	(693,085.00)	3,073,516.60
413840	384009	31122	Future Bond Proceeds	693,085.00	5,026,483.40
413870	384009	31323	Future Bond Proceeds	(693,085.00)	3,906,915.00
413840	384023	31323	2023 WS Bond Issue Proceeds	693,085.00	693,085.00
413840	384023	31122	2023 WS Bond Issue Proceeds	(827,093.17)	2,246,423.43
413840	384009	31122	Future Bond Proceeds	827,093.17	5,853,576.57
413870	387028	32020	Intra In (419) W&S	(827,093.17)	59,381.57
413840	384023	32020	2023 WS Bond Issue Proceeds	827,093.17	827,093.17
413870	387028	30099	Intra In (419) W&S	827,093.17	7,393,073.32
41336	590300	30099	Unappropriated Budget Savings	827,093.17	7,806,048.32
413840	384023	31122	2023 WS Bond Issue Proceeds	(899,967.32)	1,346,456.11
413840	384009	31122	Future Bond Proceeds	899,967.32	6,753,543.89
413870	387028	32024	Intra In (419) W&S	(899,967.32)	-
413840	384023	32024	2023 WS Bond Issue Proceeds	899,967.32	899,967.32
413870	387028	30099	Intra In (419) W&S	899,967.32	8,293,040.64
41336	590300	30099	Unappropriated Budget Savings	899,967.32	8,706,015.64
413840	384023	31122	2023 WS Bond Issue Proceeds	(499,852.75)	846,603.36
413840	384009	31122	Future Bond Proceeds	499,852.75	7,253,396.64
413870	387028	32025	Intra In (419) W&S	(499,852.75)	-
413840	384023	32025	2023 WS Bond Issue Proceeds	499,852.75	499,852.75
413870	387028	30099	Intra In (419) W&S	499,852.75	8,792,893.39

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
BOND ARBITRAGE <i>(continued)</i>					
41336	590300	30099	Unappropriated Budget Savings	499,852.75	9,205,868.39
413840	384023	31122	2023 WS Bond Issue Proceeds	(319,643.36)	526,960.00
413840	384009	31122	Future Bond Proceeds	319,643.36	7,573,040.00
413840	384023	30222	2023 WS Bond Issue Proceeds	(2,535,364.32)	602,806.68
413840	384009	30222	Future Bond Proceeds	2,535,364.32	8,185,323.32
413870	387028	32118	Intra In (419) W&S	(2,855,007.68)	144,992.32
413840	384023	32118	2023 WS Bond Issue Proceeds	2,855,007.68	2,855,007.68
413870	387028	30099	Intra In (419) W&S	2,855,007.68	11,647,901.07
41336	590300	30099	Unappropriated Budget Savings	2,855,007.68	12,060,876.07
413840	384023	30222	2023 WS Bond Issue Proceeds	(17,564.18)	585,242.50
413840	384009	30222	Future Bond Proceeds	17,564.18	8,202,887.50
413840	384023	32423	2023 WS Bond Issue Proceeds	(991,695.36)	1,308,304.64
413840	384009	32423	Future Bond Proceeds	991,695.36	3,491,695.36
413870	387028	32120	Intra In (419) W&S	(1,009,259.54)	1,990,740.46
413840	384023	32120	2023 WS Bond Issue Proceeds	1,009,259.54	1,009,259.54
413870	387028	30099	Intra In (419) W&S	1,009,254.54	12,657,155.61
41336	590300	30099	Unappropriated Budget Savings	1,009,254.54	13,070,130.61
413840	384023	32423	2023 WS Bond Issue Proceeds	(1,078,324.64)	229,980.00
413840	384009	32423	Future Bond Proceeds	1,078,324.64	4,570,020.00
413840	384023	31320	2023 WS Bond Issue Proceeds	(427,627.91)	17,973,993.44
413840	384009	31320	Future Bond Proceeds	427,627.91	479,093.56
413870	387028	32124	Intra In (419) W&S	(1,505,952.55)	-
413840	384023	32124	2023 WS Bond Issue Proceeds	1,505,952.55	1,505,952.55
413870	387028	30099	Intra In (419) W&S	1,505,952.55	14,163,108.16
41336	590300	30099	Unappropriated Budget Savings	1,505,952.55	14,576,083.16
413840	384023	31320	2023 WS Bond Issue Proceeds	(742,650.20)	17,231,343.24
413840	384009	31320	Future Bond Proceeds	742,650.20	1,221,743.76
413870	387028	32125	Intra In (419) W&S	(742,650.20)	-
413840	384023	32125	2023 WS Bond Issue Proceeds	742,650.20	742,650.20
413870	387028	30099	Intra In (419) W&S	742,650.20	14,905,758.36
41336	590300	30099	Unappropriated Budget Savings	742,650.20	15,318,733.36
413840	384023	31320	2023 WS Bond Issue Proceeds	(1,000,000.00)	16,231,343.24
413840	384009	31320	Future Bond Proceeds	1,000,000.00	2,221,743.76
413870	387028	32126	Intra In (419) W&S	(1,000,000.00)	546,635.35
413840	384023	32126	2023 WS Bond Issue Proceeds	1,000,000.00	1,000,000.00
413870	387028	30099	Intra In (419) W&S	1,000,000.00	15,905,758.36
41336	590300	30099	Unappropriated Budget Savings	1,000,000.00	16,318,733.36
413840	384023	31320	2023 WS Bond Issue Proceeds	(432,197.50)	15,799,145.74
413840	384009	31320	Future Bond Proceeds	432,197.50	2,653,941.26
413870	387028	32224	Intra In (419) W&S	(432,197.50)	1,114,437.85
413840	384023	32224	2023 WS Bond Issue Proceeds	432,197.50	432,197.50
413870	387028	30099	Intra In (419) W&S	432,197.50	16,337,955.86
41336	590300	30099	Unappropriated Budget Savings	432,197.50	16,750,930.86
413840	384023	31320	2023 WS Bond Issue Proceeds	(499,175.25)	15,299,970.49
413840	384009	31320	Future Bond Proceeds	499,175.25	3,153,116.51

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
BOND ARBITRAGE <i>(continued)</i>					
413870	387028	32225	Intra In (419) W&S	(499,175.25)	-
413840	384023	32225	2023 WS Bond Issue Proceeds	499,175.25	499,175.25
413870	387028	30099	Intra In (419) W&S	499,175.25	16,837,131.11
41336	590300	30099	Unappropriated Budget Savings	499,175.25	17,250,106.11
413840	384023	31320	2023 WS Bond Issue Proceeds	(174,765.47)	15,125,205.02
413840	384009	31320	Future Bond Proceeds	174,765.47	3,327,881.98
413840	384009	32320	Future Bond Proceeds	(174,765.47)	8,825,234.53
413840	384023	32320	2023 WS Bond Issue Proceeds	174,765.47	5,123,141.47
413840	384023	31320	2023 WS Bond Issue Proceeds	(78,475.54)	15,046,729.48
413840	384009	31320	Future Bond Proceeds	78,475.54	3,406,357.52
413870	387028	32322	Intra In (419) W&S	(78,475.54)	-
413840	384023	32322	2023 WS Bond Issue Proceeds	78,475.54	78,475.54
413870	387028	30099	Intra In (419) W&S	78,475.54	16,915,606.65
41336	590300	30099	Unappropriated Budget Savings	78,475.54	17,328,581.65
413840	384023	31320	2023 WS Bond Issue Proceeds	(1,230,000.00)	13,816,729.48
413840	384009	31320	Future Bond Proceeds	1,230,000.00	4,636,357.52
413870	387028	33724	Intra In (419) W&S	(1,230,000.00)	-
413840	384023	33724	2023 WS Bond Issue Proceeds	1,230,000.00	1,230,000.00
413870	387028	30099	Intra In (419) W&S	1,230,000.00	18,145,606.65
41336	590300	30099	Unappropriated Budget Savings	1,230,000.00	18,558,581.65
413840	384023	31320	2023 WS Bond Issue Proceeds	(426,375.00)	13,390,354.48
413840	384009	31320	Future Bond Proceeds	426,375.00	5,062,732.52
413870	387028	35224	Intra In (419) W&S	(426,375.00)	113,625.00
413840	384023	35224	2023 WS Bond Issue Proceeds	426,375.00	426,375.00
413870	387028	30099	Intra In (419) W&S	426,375.00	18,571,981.65
41336	590300	30099	Unappropriated Budget Savings	426,375.00	18,984,956.65
413840	384023	31320	2023 WS Bond Issue Proceeds	(109,000.00)	13,281,354.48
413840	384009	31320	Future Bond Proceeds	109,000.00	5,171,732.52
413870	387028	31423	Intra In (419) W&S	(109,000.00)	431,000.00
413840	384023	31423	2023 WS Bond Issue Proceeds	109,000.00	109,000.00
413870	387028	30099	Intra In (419) W&S	109,000.00	18,680,981.65
41336	590300	30099	Unappropriated Budget Savings	109,000.00	19,093,956.65
413840	384023	31320	2023 WS Bond Issue Proceeds	(1,238,635.18)	12,042,719.30
413840	384009	31320	Future Bond Proceeds	1,238,635.18	6,410,367.70
413870	387028	32726	Intra In (419) W&S	(1,238,635.18)	2,364.82
413840	384023	32726	2023 WS Bond Issue Proceeds	1,238,635.18	1,238,635.18
413870	387028	30099	Intra In (419) W&S	1,238,635.18	19,919,616.83
41336	590300	30099	Unappropriated Budget Savings	1,238,635.18	20,332,591.83
413840	384023	31320	2023 WS Bond Issue Proceeds	(444,300.00)	11,598,419.30
413840	384009	31320	Future Bond Proceeds	444,300.00	6,854,667.70
413870	387028	32226	Intra In (419) W&S	(444,300.00)	552,549.75
413840	384023	32226	2023 WS Bond Issue Proceeds	444,300.00	444,300.00
413870	387028	30099	Intra In (419) W&S	444,300.00	20,363,916.83
41336	590300	30099	Unappropriated Budget Savings	444,300.00	20,776,891.83
413840	384023	31320	2023 WS Bond Issue Proceeds	(858,742.87)	10,739,676.43

CAPITAL IMPROVEMENT FUND				INCREASE/ DECREASE	REVISED BUDGET
BOND ARBITRAGE <i>(continued)</i>					
413840	384009	31320	Future Bond Proceeds	858,742.87	7,713,410.57
413870	387028	32026	Intra In (419) W&S	(858,742.87)	312,266.85
413840	384023	32026	2023 WS Bond Issue Proceeds	858,742.87	858,742.87
413870	387028	30099	Intra In (419) W&S	858,742.87	21,222,659.70
41336	590300	30099	Unappropriated Budget Savings	858,742.87	21,635,634.70
413840	384023	31320	2023 WS Bond Issue Proceeds	(275,180.00)	10,464,496.43
413840	384009	31320	Future Bond Proceeds	275,180.00	7,988,590.57
413870	387028	30026	Intra In (419) W&S	(275,180.00)	724,820.00
413840	384023	30026	2023 WS Bond Issue Proceeds	275,180.00	275,180.00
413870	387028	30099	Intra In (419) W&S	275,180.00	21,497,839.70
41336	590300	30099	Unappropriated Budget Savings	275,180.00	21,910,814.70
413840	384023	31320	2023 WS Bond Issue Proceeds	(179,462.23)	10,285,034.20
413840	384009	31320	Future Bond Proceeds	179,462.23	8,168,052.80
413840	384023	33516	2023 WS Bond Issue Proceeds	179,462.23	179,462.23
41335	563010	33516	Improvements Other Than Building - Desig	179,462.23	2,723,362.23
413870	387029	30099	Intra In (419) 23 Bond Interest	(412,975.00)	-
41336	590300	30099	Unappropriated Budget Savings	(412,975.00)	
413870	387029	39126	Intra In (419) 23 Bond Interest	412,975.00	412,975.00
41336	593023	39126	Series 2023 W&S Arbitrage	412,975.00	412,975.00
Total				0	
STORMWATER PROJECTS (430)					
20020 - Spring Creek Baffle Box					
<u>Revenue</u>					
433384	338002	20020	Save Our Indian Lagoon Trust	12,226	473,122
Total				12,226	
<u>Expenditures</u>					
43338	563000	20020	Improvements Other Than Building	12,226	1,095,514
Total				12,226	
Total Capital Improvement Fund Amendments				<u>1,985,287</u>	



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Financial Services
Presenter:	Ross McGinn, Adam Conley, Jenni Lamb
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.17.

Subject:

Discussion of the proposed property tax constitutional amendment.

Background/Consideration:

This is a general discussion item about CS/HJR 1-F that the Florida Legislature passed on Tuesday, June 2, 2026 to place a proposed constitutional amendment regarding homestead exemptions for property taxes on the November 2026 ballot. The proposed amendment:

- Increases the homestead exemption from \$50,000 to \$150,000 beginning January 1, 2027, and to \$250,000 beginning January 1, 2028
- Requires the Legislature to establish a schedule for the full elimination of homestead property taxes
- Excludes school district levies from the increased exemption
- Reduces the cap on annual assessment increases for non-homestead properties from 10% to 5%
- Allows property tax revenue to fund operations of county and municipal governments, including constitutional county officers, county commissions, city governments, and expenditures approved by local elected officials, unless a specific expenditure is prohibited by state law
- Requires new Florida residents (after January 1, 2027) to wait five years before qualifying for the increased exemption

Staff will present the impact to the City's revenue as well as potential impacts that will need to be considered in future budgeting. Copies of the presentation slides will be provided in advance of the meeting.

Additionally, the City Attorney will present information on Section 106.113, Florida Statutes as it is applicable to the City and its elected officials, and the limits placed on the use and expenditure of public funds to communicate with electors regarding the referendum item.

Fiscal/Budget Impact:

Loss of a portion of the City's property tax revenue.

Requested Action:

Council discussion.



SAVE OUR HOMES FROM EXCESSIVE PROPERTY TAXES

Property tax revenue collected by local governments has nearly doubled in the past seven years (from \$32 billion to \$60 billion) and is expected to reach an astounding \$83 billion by 2032.

Floridians can't afford it. Taxpayers need relief.

GOVERNOR RON DESANTIS ANNOUNCES A PROPOSAL TO ELIMINATE PROPERTY TAXES ON HOMESTEADS

The Save Our Homes proposal will:

EXEMPT HOMESTEAD PROPERTIES FROM TAXATION. Begins by exempting the first \$250,000 of a homestead's value from taxation and requiring, through law, a schedule for full elimination.

ENSURE FUNDING FOR CORE SERVICES. Requires local governments to use remaining property taxes solely for core public needs including public safety, education, infrastructure, and natural resources.

PROTECT SMALL BUSINESSES. Limits future property tax assessments on businesses and creates a more stable tax environment for local businesses.

ENSURE FAIRNESS FOR FLORIDA RESIDENTS. Requires any person who establishes Florida residency after January 1, 2027, to maintain Florida residency for up to five years prior to receiving the increased homestead exemption.

CREATE A STATE TRUST FUND TO ASSIST WITH CORE LOCAL SERVICES. Establishes a trust fund to provide grants to local governments to assist with the continuation of core local services.

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CS/HJR 1F

2026F Legislature

House Joint Resolution

A joint resolution proposing amendments to Sections 4, 6, and 9 of Article VII and the creation of a new section in Article XII of the State Constitution to revise the limitation on annual assessment increases for specified real property, to increase the homestead exemption, to provide a limitation on the use of ad valorem taxes levied by counties and municipalities, and to provide an effective date.

Be It Resolved by the Legislature of the State of Florida:

That the following amendments to Sections 4, 6, and 9 of Article VII of the State Constitution and the creation of a new section in Article XII are agreed to and shall be submitted to the electors of this state for approval or rejection at the next general election or at an earlier special election specifically authorized by law for that purpose:

ARTICLE VII

FINANCE AND TAXATION

SECTION 4. Taxation; assessments.—By general law regulations shall be prescribed which shall secure a just valuation of all property for ad valorem taxation, provided:

(a) Agricultural land, land producing high water recharge to Florida's aquifers, or land used exclusively for

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2026F Legislature

noncommercial recreational purposes may be classified by general law and assessed solely on the basis of character or use.

(b) As provided by general law and subject to conditions, limitations, and reasonable definitions specified therein, land used for conservation purposes shall be classified by general law and assessed solely on the basis of character or use.

(c) Pursuant to general law tangible personal property held for sale as stock in trade and livestock may be valued for taxation at a specified percentage of its value, may be classified for tax purposes, or may be exempted from taxation.

(d) All persons entitled to a homestead exemption under Section 6 of this Article shall have their homestead assessed at just value as of January 1 of the year following the effective date of this amendment. This assessment shall change only as provided in this subsection.

(1) Assessments subject to this subsection shall be changed annually on January 1st of each year; but those changes in assessments shall not exceed the lower of the following:

a. Three percent (3%) of the assessment for the prior year.

b. The percent change in the Consumer Price Index for all urban consumers, U.S. City Average, all items 1967=100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics.

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51 (2) No assessment shall exceed just value.

52 (3) After any change of ownership, as provided by general
53 law, homestead property shall be assessed at just value as of
54 January 1 of the following year, unless the provisions of
55 paragraph (8) apply. Thereafter, the homestead shall be assessed
56 as provided in this subsection.

57 (4) New homestead property shall be assessed at just value
58 as of January 1st of the year following the establishment of the
59 homestead, unless the provisions of paragraph (8) apply. That
60 assessment shall only change as provided in this subsection.

61 (5) Changes, additions, reductions, or improvements to
62 homestead property shall be assessed as provided for by general
63 law; provided, however, after the adjustment for any change,
64 addition, reduction, or improvement, the property shall be
65 assessed as provided in this subsection.

66 (6) In the event of a termination of homestead status, the
67 property shall be assessed as provided by general law.

68 (7) The provisions of this amendment are severable. If any
69 of the provisions of this amendment shall be held
70 unconstitutional by any court of competent jurisdiction, the
71 decision of such court shall not affect or impair any remaining
72 provisions of this amendment.

73 (8)a. A person who establishes a new homestead as of
74 January 1 and who has received a homestead exemption pursuant to
75 Section 6 of this Article as of January 1 of any of the three

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76 | years immediately preceding the establishment of the new
77 | homestead is entitled to have the new homestead assessed at less
78 | than just value. The assessed value of the newly established
79 | homestead shall be determined as follows:

80 | 1. If the just value of the new homestead is greater than
81 | or equal to the just value of the prior homestead as of January
82 | 1 of the year in which the prior homestead was abandoned, the
83 | assessed value of the new homestead shall be the just value of
84 | the new homestead minus an amount equal to the lesser of
85 | \$500,000 or the difference between the just value and the
86 | assessed value of the prior homestead as of January 1 of the
87 | year in which the prior homestead was abandoned. Thereafter, the
88 | homestead shall be assessed as provided in this subsection.

89 | 2. If the just value of the new homestead is less than the
90 | just value of the prior homestead as of January 1 of the year in
91 | which the prior homestead was abandoned, the assessed value of
92 | the new homestead shall be equal to the just value of the new
93 | homestead divided by the just value of the prior homestead and
94 | multiplied by the assessed value of the prior homestead.

95 | However, if the difference between the just value of the new
96 | homestead and the assessed value of the new homestead calculated
97 | pursuant to this sub-subparagraph is greater than \$500,000, the
98 | assessed value of the new homestead shall be increased so that
99 | the difference between the just value and the assessed value
100 | equals \$500,000. Thereafter, the homestead shall be assessed as

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provided in this subsection.

b. By general law and subject to conditions specified therein, the legislature shall provide for application of this paragraph to property owned by more than one person.

(e) The legislature may, by general law, for assessment purposes and subject to the provisions of this subsection, allow counties and municipalities to authorize by ordinance that historic property may be assessed solely on the basis of character or use. Such character or use assessment shall apply only to the jurisdiction adopting the ordinance. The requirements for eligible properties must be specified by general law.

(f) A county may, in the manner prescribed by general law, provide for a reduction in the assessed value of homestead property to the extent of any increase in the assessed value of that property which results from the construction or reconstruction of the property for the purpose of providing living quarters for one or more natural or adoptive grandparents or parents of the owner of the property or of the owner's spouse if at least one of the grandparents or parents for whom the living quarters are provided is 62 years of age or older. Such a reduction may not exceed the lesser of the following:

(1) The increase in assessed value resulting from construction or reconstruction of the property.

(2) Twenty percent of the total assessed value of the

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property as improved.

(g) For all levies other than school district levies, assessments of residential real property, as defined by general law, which contains nine units or fewer and which is not subject to the assessment limitations set forth in subsections (a) through (d) shall change only as provided in this subsection.

(1) Assessments subject to this subsection shall be changed annually on the date of assessment provided by law; but those changes in assessments shall not exceed the following percentages ~~ten percent (10%)~~ of the assessment for the prior year:

a. Before January 1, 2027, ten percent (10%).

b. Beginning January 1, 2027, five percent (5%).

(2) No assessment shall exceed just value.

(3) After a change of ownership or control, as defined by general law, including any change of ownership of a legal entity that owns the property, such property shall be assessed at just value as of the next assessment date. Thereafter, such property shall be assessed as provided in this subsection.

(4) Changes, additions, reductions, or improvements to such property shall be assessed as provided for by general law; however, after the adjustment for any change, addition, reduction, or improvement, the property shall be assessed as provided in this subsection.

(h) For all levies other than school district levies,

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assessments of real property that is not subject to the assessment limitations set forth in subsections (a) through (d) and (g) shall change only as provided in this subsection.

(1) Assessments subject to this subsection shall be changed annually on the date of assessment provided by law; but those changes in assessments shall not exceed the following percentages ~~ten percent (10%)~~ of the assessment for the prior year:

a. Before January 1, 2027, ten percent (10%).

b. Beginning January 1, 2027, five percent (5%).

(2) No assessment shall exceed just value.

(3) The legislature must provide that such property shall be assessed at just value as of the next assessment date after a qualifying improvement, as defined by general law, is made to such property. Thereafter, such property shall be assessed as provided in this subsection.

(4) The legislature may provide that such property shall be assessed at just value as of the next assessment date after a change of ownership or control, as defined by general law, including any change of ownership of the legal entity that owns the property. Thereafter, such property shall be assessed as provided in this subsection.

(5) Changes, additions, reductions, or improvements to such property shall be assessed as provided for by general law; however, after the adjustment for any change, addition,

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reduction, or improvement, the property shall be assessed as provided in this subsection.

(i) The legislature, by general law and subject to conditions specified therein, may prohibit the consideration of the following in the determination of the assessed value of real property:

(1) Any change or improvement to real property used for residential purposes made to improve the property's resistance to wind damage.

(2) The installation of a solar or renewable energy source device.

(j)

(1) The assessment of the following working waterfront properties shall be based upon the current use of the property:

a. Land used predominantly for commercial fishing purposes.

b. Land that is accessible to the public and used for vessel launches into waters that are navigable.

c. Marinas and drystacks that are open to the public.

d. Water-dependent marine manufacturing facilities, commercial fishing facilities, and marine vessel construction and repair facilities and their support activities.

(2) The assessment benefit provided by this subsection is subject to conditions and limitations and reasonable definitions as specified by the legislature by general law.

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SECTION 6. Homestead exemptions.—

(a)(1)a. Every person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, or another legally or naturally dependent upon the owner, shall be exempt from taxation thereon, except assessments for special benefits, as follows:

1.a. For school district levies, up to the assessed valuation of twenty-five thousand dollars; and

2.b. For all levies other than school district levies,
I. Beginning on January 1, 2027, up to the assessed valuation of one hundred and fifty thousand dollars.

II. Beginning on January 1, 2028, up to the assessed valuation of two hundred and fifty thousand dollars.

b. Every person who, on or after January 1, 2027, has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, or another legally or naturally dependent upon the owner, who had not maintained a permanent residence in this state as of December 31, 2026, shall be exempt from taxation thereon, except assessments for special benefits, as follows:

1. For school district levies, up to the assessed valuation of twenty-five thousand dollars; and

2. For all levies other than school district levies, up to the assessed valuation of fifty thousand dollars. Unless otherwise revised under sub-subparagraph (4)a.2., beginning with

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the fifth year of exemption under this subparagraph, such person shall be exempt up to the amount of assessed valuation provided by sub-sub-subparagraph a.2.II., as adjusted pursuant to subparagraph (2)a. The legislature shall, by general law, prescribe uniform procedures to administer this subparagraph.

The exemptions provided by this paragraph apply only ~~greater than fifty thousand dollars and up to seventy-five thousand dollars~~, upon establishment of right thereto in the manner prescribed by law. The real estate may be held by legal or equitable title, by the entirety, jointly, in common, as a condominium, or indirectly by stock ownership or membership representing the owner's or member's proprietary interest in a corporation owning a fee or a leasehold initially in excess of ninety-eight years. The exemptions ~~exemption~~ shall not apply with respect to any assessment roll until such roll is first determined to be in compliance with the provisions of section 4 by a state agency designated by general law. These exemptions are ~~This exemption is~~ repealed on the effective date of any amendment to this Article which provides for the assessment of homestead property at less than just value.

(2)a. The ~~twenty-five thousand dollar~~ amount of assessed valuation exempt from taxation provided in sub-sub-subparagraph (1)a.2.II. ~~subparagraph (a)(1)b.~~ shall be adjusted annually for inflation beginning on January 1, 2029, and ~~of~~ each year

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thereafter, ~~for inflation~~ using the percent change in the Consumer Price Index for All Urban Consumers, U.S. City Average, all items 1967=100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics, if such percent change is positive.

b. The amount of assessed valuation exempt from taxation provided in sub-subparagraph (1)b.2. shall be adjusted annually for inflation beginning on January 1, 2028, and each year thereafter, using the percent change in the Consumer Price Index for All Urban Consumers, U.S. City Average, all items 1967=100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics, if such percent change is positive.

(3) Except for the exemptions provided in sub-subparagraphs (1)a.2. and b.2. and paragraph (4), the amount of assessed valuation exempt from taxation for which every person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, or another person legally or naturally dependent upon the owner, is eligible, and which applies solely to levies other than school district levies, that is added to this constitution after January 1, 2025, shall be adjusted annually on January 1 of each year for inflation using the percent change in the Consumer Price Index for All Urban Consumers, U.S. City Average, all

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items 1967=100, or successor reports for the preceding calendar year as initially reported by the United States Department of Labor, Bureau of Labor Statistics, if such percent change is positive, beginning the year following the effective date of such exemption.

(4)a.1. The legislature shall, by general law, prescribe a uniform procedure for counties and municipalities, for their respective levies, to increase the amount of assessed valuation exempt from taxation under paragraph (1), up to all remaining assessed valuation.

2. Beginning on or after January 1, 2030, a county or municipality, by two-thirds vote of the membership of the governing body, may determine that a reduction of the five-year requirement provided under sub-subparagraph (1)b.2. is warranted for a critical local need.

b.1. A special district may, upon approval by referendum by the electors of the district, increase the amount of assessed valuation exempt from taxation under sub-subparagraphs (1)a.2. and b.2., for its respective levy, up to all remaining assessed valuation. By general law, the legislature shall provide the manner in which a referendum may be called; the frequency with which such referendum may be held, which may not be more than once in a 12-month period; a ballot statement and question of such referendum; and other requirements for the referendum not inconsistent with this paragraph. The approved exemption

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301 increase shall take effect on and first apply beginning on the
302 January 1 immediately succeeding approval by referendum.

303 2. A special district may adjust the amount of assessed
304 valuation exempt from taxation as approved under sub-
305 subparagraph 1. annually on January 1 of each year for inflation
306 using the percent change in the Consumer Price Index for All
307 Urban Consumers, U.S. City Average, all items 1967=100, or
308 successor reports for the preceding calendar year as initially
309 reported by the United States Department of Labor, Bureau of
310 Labor Statistics, if such percent change is positive.

311 (b) Not more than one exemption shall be allowed any
312 individual or family unit or with respect to any residential
313 unit. No exemption shall exceed the value of the real estate
314 assessable to the owner or, in case of ownership through stock
315 or membership in a corporation, the value of the proportion
316 which the interest in the corporation bears to the assessed
317 value of the property.

318 (c) By general law and subject to conditions specified
319 therein, the Legislature may provide to renters, who are
320 permanent residents, ad valorem tax relief on all ad valorem tax
321 levies. Such ad valorem tax relief shall be in the form and
322 amount established by general law.

323 (d) The legislature may, by general law, allow counties or
324 municipalities, for the purpose of their respective tax levies
325 and subject to the provisions of general law, to grant either or

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both of the following additional homestead tax exemptions:

(1) An exemption not exceeding fifty thousand dollars to a person who has the legal or equitable title to real estate and maintains thereon the permanent residence of the owner, who has attained age sixty-five, and whose household income, as defined by general law, does not exceed twenty thousand dollars; or

(2) An exemption equal to the assessed value of the property to a person who has the legal or equitable title to real estate with a just value less than two hundred and fifty thousand dollars, as determined in the first tax year that the owner applies and is eligible for the exemption, and who has maintained thereon the permanent residence of the owner for not less than twenty-five years, who has attained age sixty-five, and whose household income does not exceed the income limitation prescribed in paragraph (1).

The general law must allow counties and municipalities to grant these additional exemptions, within the limits prescribed in this subsection, by ordinance adopted in the manner prescribed by general law, and must provide for the periodic adjustment of the income limitation prescribed in this subsection for changes in the cost of living.

(e)

(1) Each veteran who is age 65 or older who is partially or totally permanently disabled shall receive a discount from

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the amount of the ad valorem tax otherwise owed on homestead property the veteran owns and resides in if the disability was combat related and the veteran was honorably discharged upon separation from military service. The discount shall be in a percentage equal to the percentage of the veteran's permanent, service-connected disability as determined by the United States Department of Veterans Affairs. To qualify for the discount granted by this paragraph, an applicant must submit to the county property appraiser, by March 1, an official letter from the United States Department of Veterans Affairs stating the percentage of the veteran's service-connected disability and such evidence that reasonably identifies the disability as combat related and a copy of the veteran's honorable discharge. If the property appraiser denies the request for a discount, the appraiser must notify the applicant in writing of the reasons for the denial, and the veteran may reapply. The Legislature may, by general law, waive the annual application requirement in subsequent years.

(2) If a veteran who receives the discount described in paragraph (1) predeceases his or her spouse, and if, upon the death of the veteran, the surviving spouse holds the legal or beneficial title to the homestead property and permanently resides thereon, the discount carries over to the surviving spouse until he or she remarries or sells or otherwise disposes of the homestead property. If the surviving spouse sells or

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otherwise disposes of the property, a discount not to exceed the dollar amount granted from the most recent ad valorem tax roll may be transferred to the surviving spouse's new homestead property, if used as his or her permanent residence and he or she has not remarried.

(3) This subsection is self-executing and does not require implementing legislation.

(f) By general law and subject to conditions and limitations specified therein, the Legislature may provide ad valorem tax relief equal to the total amount or a portion of the ad valorem tax otherwise owed on homestead property to:

(1) The surviving spouse of a veteran who died from service-connected causes while on active duty as a member of the United States Armed Forces.

(2) The surviving spouse of a first responder who died in the line of duty.

(3) A first responder who is totally and permanently disabled as a result of an injury or injuries sustained in the line of duty. Causal connection between a disability and service in the line of duty shall not be presumed but must be determined as provided by general law. For purposes of this paragraph, the term "disability" does not include a chronic condition or chronic disease, unless the injury sustained in the line of duty was the sole cause of the chronic condition or chronic disease.

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As used in this subsection and as further defined by general law, the term "first responder" means a law enforcement officer, a correctional officer, a firefighter, an emergency medical technician, or a paramedic, and the term "in the line of duty" means arising out of and in the actual performance of duty required by employment as a first responder.

SECTION 9. Local taxes.—

(a)(1) Counties, school districts, and municipalities shall, and special districts may, be authorized by law to levy ad valorem taxes and may be authorized by general law to levy other taxes, for their respective purposes, except ad valorem taxes on intangible personal property and taxes prohibited by this constitution.

(2) Ad valorem taxes levied by counties and municipalities shall be used only to:

a. Provide for public safety, including law enforcement, fire service, and emergency medical service;

b. Provide funding for education and public schools;

c. Finance or refinance infrastructure, including expenditures on road and bridge construction and maintenance and stormwater control;

d. Finance or refinance natural resource projects, including flood control measures;

e. Issue local bonds for uses consistent with this paragraph and to make debt service payments for existing

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obligations;

f. Meet obligations for retirement benefits of local government employees; or

g. Fund the operations and administration of county officers and commissioners established under Article VIII and municipalities, and the expenditures approved by such county officers or county or municipal governing bodies, except those expenditures prohibited by general law.

(b) Ad valorem taxes, exclusive of taxes levied for the payment of bonds and taxes levied for periods not longer than two years when authorized by vote of the electors who are the owners of freeholds therein not wholly exempt from taxation, shall not be levied in excess of the following millages upon the assessed value of real estate and tangible personal property: for all county purposes, ten mills; for all municipal purposes, ten mills; for all school purposes, ten mills; for water management purposes for the northwest portion of the state lying west of the line between ranges two and three east, 0.05 mill; for water management purposes for the remaining portions of the state, 1.0 mill; and for all other special districts a millage authorized by law approved by vote of the electors who are owners of freeholds therein not wholly exempt from taxation. A county furnishing municipal services may, to the extent authorized by law, levy additional taxes within the limits fixed for municipal purposes.

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ARTICLE XII

SCHEDULE

Limitation on the assessment of real property, homestead property exemptions, and local government revenue.—This section and the amendments to Sections 4 and 6 of Article VII, relating to a limitation on the assessed value of real property, an increase to the homestead property tax exemption, and the creation of a new homestead exemption beginning January 1, 2027, and the amendment to Section 9 of Article VII, relating to the uses of certain revenues by counties and municipalities, shall take effect January 1, 2027.

BE IT FURTHER RESOLVED that the following statement be placed on the ballot:

CONSTITUTIONAL AMENDMENT

ARTICLE VII, SECTIONS 4, 6, AND 9

ARTICLE XII

SAVE OUR HOMES FROM EXCESSIVE PROPERTY TAXES.—This amendment benefits Florida taxpayers by:

Exempting homestead properties from taxation. Exempts the first \$250,000 of a homestead's value from taxation for all levies other than school district levies and requires, through general law, a schedule for full elimination.

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476 Ensuring funding for core services. Requires local
477 governments to use remaining property taxes solely for core
478 public needs including public safety, education and schools,
479 infrastructure, and natural resources.

480
481 Protecting small businesses. Limits future property tax
482 assessments on businesses.

483
484 Ensuring fairness for Florida residents. Requires any
485 person who establishes Florida residency after January 1, 2027,
486 to maintain Florida residency for five years prior to receiving
487 the increased homestead exemption.

488
489 If approved, the amendment would take effect on January 1,
490 2027.

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Jenni Lamb

From: Adam Conley
Sent: Wednesday, June 3, 2026 9:53 AM
Cc: SM-City Attorney; SM-City Clerk; Jenni Lamb; Joan Junkala; Richard Broome
Subject: Limitations on Expenditure of Public Funds on Communications re: Pending Ballot Questions - Sec. 106.113, Fla. Stat.
Attachments: 2022-08-31 Memo - Update to Expenditure of City Funds for Ballot Items.pdf; Property-Tax-Ballot-FAQs.pdf

*****Mayor and City Council Members have been blind copied on this email*****

Mayor and City Council Members,

As you are likely aware, yesterday the Florida Legislature passed CS/HJR 1-F to place a proposed constitutional amendment regarding homestead exemptions for property taxes on the November 2026 ballot. Shortly, this item will be submitted to the Secretary of State and be considered a ballot referendum item subject to a vote of the electors. As this occurs, Section 106.113, Florida Statutes will be applicable to the City and its elected official, and limit the expenditure of public funds to communicate with electors regarding the pending referendum item.

This statute was amended in 2022, and is more restrictive than it was in 2018 when the City placed the JPLEC general obligation bond referendum on the ballot. The statute now states in pertinent part:

(2) A local government or a person acting on behalf of local government may not expend or authorize the expenditure of, and a person or group may not accept, public funds for a political advertisement or any other communication sent to electors concerning an issue, referendum, or amendment, including any state question, that is subject to a vote of the electors. This subsection applies to a communication initiated by a local government or a person acting on behalf of a local government, irrespective of whether the communication is limited to factual information or advocates for the passage or defeat of an issue, referendum, or amendment. This subsection does not preclude a local government or a person acting on behalf of a local government from reporting on official actions of the local government's governing body in an accurate, fair, and impartial manner; posting factual information on a government website or in printed materials; hosting and providing information at a public forum; providing factual information in response to an inquiry; or providing information as otherwise authorized or required by law.

(3) With the exception of the prohibitions specified in subsection (2), this section does not preclude an elected official of the local government from expressing an opinion on any issue at any time.

While §106.113(3) recognizes that local elected officials should be free to express their opinion on referendum items as a representative of their constituents, the law still restricts City Councilmembers from expending City funds (which includes use of City resources) to initiate a communication with electors, and may even restrict how Councilmembers respond to public or media inquiries with an advocacy position if using City resources to do so.

The attached CAO memo was drafted in 2022 when §106.113, Fla. Stat. was amended, and outlines the allowable and prohibited uses of City funds and resources for communications regarding the ballot referendum item. It is admittedly a dense read, so I want to share the "cheat sheet" chart from the last page that summarizes allowable and prohibited uses of City funds and other activities for communications regarding the pending ballot referendum item:

<u>Allowable</u>	<u>Prohibited</u>
Using City funds when reporting on official actions of City Council in an accurate, fair, and impartial manner	Using City funds for communications that expressly advocate for a pending ballot item
Using the City's website for a factual informational campaign regarding a pending ballot item, so long as the website is not actively sent to electors.	Using City funds for communications sent to electors on a pending ballot items, except as permitted in the listed exceptions in §106.113(2), Fla. Stat. (noted in the Allowable column)
Using City funds for printed materials with factual information regarding a pending ballot item, so long	Unaffiliated groups (unions, local organizations) using or accepting City funds for prohibited activities listed in this chart

as the printed materials are not actively sent to electors	
Hosting a public forum and providing information on a pending ballot item	
Using City funds to provide factual information in response to an inquiry regarding a pending ballot item	
Elected officials and City staff providing an opinion or factual information by spoken word in direct conversation, with no other use of City equipment or resources.	
Unaffiliated groups (unions, local organizations) using their own funds for political advertisements regarding pending ballot items	

recently provided an FAQs on this topic (attached) that presents similar information in a Question and Answer format you may wish to review.

As always, please let me know if my office can clarify any points or respond to questions or comments on this topic.

Thank you,
Adam Conley

Adam M. Conley
City Attorney
City Attorney's Office
City of Melbourne
900 E. Strawbridge Ave.
Melbourne, FL 32901
(321) 608-7240
adam.conley@mlbfl.org



MEMORANDUM

To: Shannon Lewis, City Manager
CC: Alison L. Dawley, City Attorney
From: Adam M. Conley, Assistant City Attorney
Date: August 31, 2022
Re: Update Regarding Expenditure of City Funds on Communications
for Pending Ballot Items

On June 4, 2018 and June 5, 2018, the City Attorney's Office generated two memoranda regarding expenditure of City funds to notify the public regarding a pending ballot item, and in particular the 2018 general obligation bond referendum item for the police headquarters facility. The 2018 memos outlined permissible and prohibited uses of public funds for express advocacy and factual information campaigns regarding pending ballot items.¹ At the time, Section 106.113, Florida Statutes only prohibited local governments for expending public funds on political advertisements which expressly advocated² regarding such items. On April 6, 2022, the Governor approved House Bill 921 – Campaign Finance, codified on April 8, 2022 as Ch.2022-56, Laws of Florida. This law substantively amends Section 106.113, Florida Statutes to further restrict the use of public funds³ for government speech on pending ballot items. This memo serves as an update to the 2018 memos on this issue to provide guidance to City officials and staff on permissible and prohibited activities in communicating regarding a pending ballot item.

As of July 1, 2022, Section 106.113(2), Fla. Stat. now also prohibits the City from expending, or authorizing the expenditure of, public funds for political advertisements or “any other communication sent to electors” except for certain exceptions listed in the subsection.⁴ Section 106.113(2) now states that the prohibition on expending public funds applies to a communication initiated by a local government, or a person acting on behalf of a local government, “irrespective of whether the communication is limited to factual information or advocates for the passage or defeat of an issue, referendum, or amendment.”⁵

Given this new language in Section 106.113(2), Fla. Stat., the City, and persons acting on behalf of the City, may effectively be limited to three categories of permissible activity in disseminating information on pending ballot items: (1) activities described in the exceptions listed in Section 106.113(2), Fla. Stat.; (2) activities that do not expend public funds; and (3) activities of elected officials permitted by Section 106.113(3), Fla. Stat. These categories are discussed in further detail below.

¹ See June 4, 2018 Memo to Alison Dawley; June 5, 2018 Memo to Shannon Lewis.

² The 2018 memos identify the “magic words” test for determining whether a communication is a political advertisement. The Florida Fourth District Court of Appeal has subsequently held that the correct test for “express advocacy” is the “functional-equivalent” test established by the United State Supreme Court in Citizens United. See Dinerstein v. Bucher, 287 So.3d 639 (Fla. 4th DCA 2020)

³ “Public funds” means all moneys under the jurisdiction or control of the local government. See §106.113(1)(b), Fla. Stat.

⁴ See Ch. 2022-56, Laws of Florida (effective 7/1/22)

⁵ Id.

Specific Exceptions Listed in §106.113(2), Fla. Stat.

The amendment to Section 106.113(2) lists certain exceptions, stating that it does not preclude a local government or a person acting on behalf of a local government from:

- Reporting on official actions of the local government’s governing body in an accurate, fair, and impartial manner

The terminology “accurate, fair, and impartial manner” appears to stem from the “fair reports privilege” regarding slander, libel, and defamation claims.⁶ For example, in Alan v. Palm Beach Newspapers, Inc., the Fourth DCA held that a trial court applied the correct legal standard in considering whether published statements were “accurate, fair, and impartial” reports for purposes of applying the privilege.⁷ This exception does not specify the manner in which the City reports on Council actions, but does require that such reports be accurate, fair, and impartial – in essence, free from editorialization or advocacy regarding a pending ballot item.

- Posting factual information on a government website or in printed materials

The new language in Section 106.113(2) expressly permits the City to expend public funds to post factual information on a government website or in printed materials. Synthesized with the new general prohibition on expending public funds on factual information “sent to electors,” it suggests that public funds expended for “passive” factual informational campaigns - where information is not directly “sent to electors” – does not violate Section 106.113(2). Such information could be provided on the City’s website, or in a printed newsletter or other printed material, so long as these materials are not actively “sent to electors”, but instead are passively accessible for those interested. It is unclear whether “government website” includes government social media accounts.

- Hosting and providing information at a public forum

The next exception listed in Section 106.113(2) allows a local government or person acting on behalf of a local government to host and provide information at a public forum. The exception does not specify the manner in which such information may be “provided” at the public forum, so such dissemination may not be limited to verbal communication. Additionally, Chapter 106 does not define the term “public forum.”⁸ The use of the term “forum” suggests a broader meaning than a “public meeting” or a “public hearing.” This distinction could mean that the exception applies to more than the City’s elected officials, and could mean that City officials and staff may have the opportunity to provide information in direct communication with the public at a public forum.

Furthermore, this particular exception uses the term “information”, where other exceptions are specific to the phrase “factual information.” Canons of statutory construction utilized by courts would recognize a distinction where certain portions of a statute use one phrase as

⁶ The Fifth DCA identifies this concept as the “fair reports privilege.” See Carson v. News-Journal Corp., 790 So.2d 1120 (Fla. 5th DCA 2001)

⁷ See Alan v. Palm Beach Newspapers, Inc., 973 So.2d 1177, 1179-80 (Fla. 4th DCA 2008)

⁸ See §106.011, Fla. Stat.

opposed to another.⁹ Arguably, this exception permits the City and its representatives to provide both factual information and provide an opinion on a pending ballot item at a public forum.¹⁰

- Providing factual information in response to an inquiry

The new language of Section 106.113(2) also permits the City and its representatives expend public funds to provide factual information in response to an inquiry. The exception does not specify from whom the inquiry is made, and may apply to both media and public inquiries. The exception also does not specify the manner in which such factual information may be provided when responding to an inquiry.

Most importantly for this exception, prior to the adoption of this new language, City elected officials and staff were able to express an opinion regarding pending ballot items in answering media inquiries.¹¹ Additionally, the definition of “political advertisement” in Section 106.011(15) expressly excludes the spoken word in direct conversation. By expressly limiting responses to “factual information”, this new exception prohibits advocacy even in spoken word in direct conversation in circumstances where such activity expends public funds.

- Providing information as otherwise authorized or required by law

The last exception permits the expenditure of public funds where providing information is otherwise authorized or required by law. Neither House Bill 921 or its legislative staff analysis identifies any specific examples. As discussed below, since Section 106.113(3) authorizes elected officials to state an opinion on pending ballot items, so long as it does not violate Section 106.113(2), subsection (3) is not an independent basis for expending public funds to provide information on a pending ballot item. Responding to a public records request might be an example where the City expends public funds to provide information on a pending ballot item as otherwise required by law.

Activity That Does Not Expend Public Funds

As the new language in Section 106.113(2) broadly captures the use of public funds on communications “sent to electors” concerning a pending ballot item, the pertinent question becomes: when are public funds expended? As noted in the 2018 memos, this question has been answered by the Division of Elections through advisory opinions for certain circumstances that may help frame when the City is expending public funds in disseminating a message.

- Use of City Equipment

In advisory opinion DE 10-06, the Division of Elections found that the use of a government copier constituted an expenditure of public funds.¹² As such, use of copiers and other similar

⁹ Canon of Presumption of Consistent Usage - “The presumption of consistent usage instructs that ‘[a] word or phrase is presumed to bear the same meaning throughout a text’ and that ‘a material variation in terms suggests a variation in meaning.’” In re Failla, 838 F.3d 1170, 1176-77 (11th Cir. 2016) (quoting Antonin Scalia & Bryan A. Garner, *Reading Law: The Interpretation of Legal Texts* 170 (2012); Carlson v. State, 227 So. 3d 1261, 1267 (Fla. 1st DCA 2017) (“[w]e typically view the Legislature’s use of varied language in the same statute as a sign the Legislature intended varied things.”))

¹⁰ This may align with a concept illustrated in the definition of “political advertisement” in §106.011, Fla. Stat. which expressly excludes spoken word in direct conversation for express advocacy. It may be that an opinion verbally stated in a public forum does not violate the statute.

¹¹ See Div. of Elections Adv. Op. DE 10-06 (June 14, 2010) (answering Question 10)

¹² Id. (answering Question 2)

City equipment and resources by City officials and staff for the purposes of disseminating information on a pending ballot item would be expending public funds, and may only be done pursuant to the exceptions in Section 106.113(2) discussed above.

- Use of City Phones

The Division of Elections addressed the use of government business phones in advisory opinion DE 10-06, and found that the use of ordinary business telephones (landline and cellular) was not an expenditure of public funds in communications media.¹³ Based on this guidance, the 2018 memos advised that both City elected officials and staff could use City phones to express an opinion on a pending ballot item.¹⁴ However, there may be an outstanding question whether the new language in Section 106.113(2) captures the use of ordinary business telephones for “any other communication sent to electors” initiated by the City or a person acting on behalf of the City.

If the Division of Elections modifies this guidance regarding the use of City phones based on the new statutory language, it could preclude both City elected officials and staff from using City phones to initiate communications for either advocacy or factual information, except as otherwise permitted in the exceptions listed in Section 106.113(2) and described above.

- Use of City Internet

The Division of Elections addressed the use of government-paid Internet service in advisory opinion DE 10-06, and found that the use of Internet services already in existence before dissemination of a message regarding a pending ballot item was not an expenditure in communications media.¹⁵ However, similar to the use of City phones, the new language in Section 106.113(2) covering “any other communication sent to electors” may cause the Division of Elections to re-evaluate its position on whether the use of City Internet service is akin to using City equipment and resources, such as a photocopier, and therefore constitutes a public expenditure. Should this be the case, Section 106.113(2) would preclude both City elected officials and staff from using City Internet service (such as City email addresses) to initiate communications for either advocacy or factual information, except as otherwise permitted in the listed exceptions.

- Use of City Vehicles

The Division of Elections addressed the use of a government vehicle in advisory opinion DE 10-06.¹⁶ In the fact pattern presented in the advisory opinion, the executive director of an independent special district had a vehicle or vehicle allowance provided by the district. The question posed to the Division of Elections was whether the executive director was prohibited from using the vehicle to attend events where he may express an opinion about a pending ballot item.

The Division of Elections did not directly address whether the use of the vehicle constituted an expenditure of public funds, instead relying on the exemptions of direct conversation, such as a speaking event, from the definition of “political advertisement” and “communications media.”

¹³ Id. (answering Question 6)

¹⁴ See June 4, 2018 Memo; June 5, 2018 Memo

¹⁵ See Div. of Elections Adv. Op. DE 10-06 (June 14, 2010) (answering Question 7)

¹⁶ Id. (answering Question 8)

With the new language in Section 106.113(2) covering “any other communication sent to electors”, the Division of Elections may determine that the use of a City vehicle, like the use of a photocopier, is a public expenditure in furtherance of a communication regarding a pending ballot item. Should this be the case, such expenditures would be limited to the listed exceptions in Section 106.113(2).

- City Salaries/Pay

As noted above, in advisory opinion DE 10-06 the Division of Elections addressed whether members of the board of an independent special district could provide an opinion on a pending ballot item in certain circumstances, such as during a media interview or attending a speaking event.¹⁷ In answering both of these inquiries, the Division of Elections did not discuss the officials’ salary or other pay as a possible expenditure of public funds associated with their communications. The Division’s omission of salary as a type of expenditure in these circumstances could indicate that the Division would not consider City officials’ or staff’s salary as an expenditure should such City officials or staff communicate factual information or an advocacy position in a manner that would otherwise comply with Section 106.113(2). For example, such communication may need to be by spoken word in direct conversation with no other use of City equipment or resources (such as a City phone or vehicle).

Section 106.113(3) – Elected Official Expression

Section 106.113(3), Florida Statutes states:

(3) With the exception of the prohibitions specified in subsection (2), this section does not preclude an elected official of the local government from expressing an opinion on any issue at any time.¹⁸

Prior to the adoption of House Bill 921, this subsection permitted elected local government officials to express an opinion pending ballot items, so long as the opinion was not paid expression in communications media expressly advocating for or against the pending item. In advisory opinion DE 10-06, the Division of Elections stated that it “interpret[s] subsection (3) as an affirmation that elected officials have a right to say which course of action they think best on any issue and to use their offices for that purpose.”¹⁹

With the new language in Section 106.113(2), the scope of activities prohibited by subsection (2) is significantly larger. City Councilmembers must now consider whether any of their activities in communicating an opinion or factual information on a pending ballot item constitutes an expenditure of public funds, such as the use of City phones, Internet service, or other equipment or resources. So long as public funds are not expended, the language in Section 106.113(3) should continue to permit City Councilmembers to freely express an opinion on a pending ballot item.

¹⁷ See Div. of Elections Adv. Op. DE 10-06

¹⁸ § 106.113(3), Fla. Stat.

¹⁹ See Div. of Elections Adv. Op. DE 10-06, FN4 (quoting People Against Tax Revenue Mismanagement, Inc. v. County of Leon, 583 So.2d 1373, 1375 (Fla. 1991) (“Leaders have both a duty and a right to say which course of action they think best, and to make fair use of their offices for that purpose. The people elect governmental leaders precisely for this purpose.”))

Updated Chart for Allowable and Prohibited Activities

The following chart is intended to provide guidance on allowable and prohibited activities of City officials and employees.

<u>Allowable</u>	<u>Prohibited</u>
Using City funds when reporting on official actions of City Council in an accurate, fair, and impartial manner	Using City funds for communications that expressly advocate for a pending ballot item
Using the City's website for a factual informational campaign regarding a pending ballot item, so long as the website is not actively sent to electors.	Using City funds for communications sent to electors on a pending ballot items, except as permitted in the listed exceptions in §106.113(2), Fla. Stat. (noted in the Allowable column)
Using City funds for printed materials with factual information regarding a pending ballot item, so long as the printed materials are not actively sent to electors	Unaffiliated groups (unions, local organizations) using or accepting City funds for prohibited activities listed in this chart
Hosting a public forum and providing information on a pending ballot item	
Using City funds to provide factual information in response to an inquiry regarding a pending ballot item	
Elected officials and City staff providing an opinion or factual information by spoken word in direct conversation, with no other use of City equipment or resources.	
Unaffiliated groups (unions, local organizations) using their own funds for political advertisements regarding pending ballot items	

Frequently Asked Questions:

Communicating About Property Taxes Under Florida's Law Banning Local Government Expenditures on Ballot Questions

The following material is for informational purposes and not intended as legal advice. Seek the advice of your City Attorney or election law counsel before making any related decisions.

Changes to Florida's property tax system may reach the ballot in November 2026. City governments should be considering ways to educate residents about how property tax revenues are generated, how they are used, and the fiscal impacts forecast to result if those revenues are lost. However, cities must be mindful of election laws, which limit the use of public funds by cities and other local governments to communicate about ballot issues subject to the decision of voters. This material addresses the relevant law and several related questions to help cities understand how it applies to them.

A. What law is at play?

Section 106.113, Florida Statutes, prohibits the expenditure of public funds by local governments on (1) political advertisements or (2) communications sent to voters concerning a "Ballot Question" subject to a vote of Florida electors (voters).

► Under the law, when would a "ballot question" concerning property taxes arise?

When a concept or proposal remains under consideration by legislators, it is not yet a Ballot Question "subject to a vote." But, when a concept or proposal is passed as a joint resolution in bill form by three-fifths of Florida's House and Senate, transmitted to Florida's Department of State, and assigned a designating number for placement on an upcoming ballot, **the proposal has achieved "Ballot Placement" and thus becomes a "Ballot Question" subject to a vote.**¹

¹It may help to approach §106.113 and citizen education/messaging in two phases: BEFORE BALLOT PLACEMENT, city communications are more likely to be treated as pure citizen education. AFTER BALLOT PLACEMENT, city communications face the threat of being treated as attempts at prohibited political advocacy. Thus, once a legislative proposal attains Ballot Placement, all elements required to trigger §106.113 are present and create heightened risk of violating the ban on expenditures used to send content to voters.

B. What's prohibited?

1. **A paid political advertisement related to** a political issue and published/broadcast in any communications medium, even before it becomes a Ballot Question, **is always prohibited if paid for using public funds.**
2. **Communication sent to voters** and related to a proposal after it has become a Ballot Question **is prohibited if paid for using public funds.**

C. The period BEFORE a property tax proposal matures into a ballot question

1. **Can our city use public funds to educate residents about property tax revenues and their importance to municipal services?**

Yes. Cities may expend funds to help educate residents with property tax facts. City officials and staff may use city resources necessary to perform research and analysis needed to understand potential tax revenue changes and impacts. Cities can explain the municipal services made possible through the city's share of property tax revenues, how property tax revenues are derived, budgeted, and used, and which services and programs are forecast to be reduced or lost if tax revenues were eliminated. In all of this, the city may use city funds to send its research, findings, or other relevant information to residents, if done before a proposal becomes a Ballot Question. However, **once a proposal becomes an actual Ballot Question, even factual information may not be sent to voters using public funds.** At that stage, other communication methods must be used that don't involve sending communications to voters, such as the city's website or social media platform posts.

2. **What types of activities or events may cities use to educate residents before a proposal becomes a ballot question?**

- ▶ Produce brochures, flyers, and printed materials explaining property tax facts, which may be sent to residents.² Cities may distribute content via email.

² **Before Ballot Placement occurs**, cities can send these types of messages or materials to voters at the city's expense as educational materials. **After Ballot Placement**, these same materials could be construed as communication of political advocacy in violation of **§106.113 if sent to voters at the city's expense**. If published materials are created to be sent to residents, these should include a dissemination date (month/year) to help demonstrate that it was sent to the public before a proposal became a ballot question.

However, as discussed below, paying for and using email distribution lists to transmit this type of material may violate §106.113 **if sent** to voters **after** a proposal matures into a Ballot Question.

- ▶ Host and participate in public meetings, town halls, forums, or media events to answer questions.
- ▶ Post verifiable factual information on official city websites and social media.³
- ▶ Respond to public inquiries with factual information.
- ▶ Report on official city actions related to property tax issues in an accurate, fair, and impartial manner.

3. Can city staff and elected officials express opinions that advocate for or against potential property tax proposals before they become ballot questions?

Yes. Elected officials may express their opinions at any time through speeches or written materials published in newspapers or other media, provided no public funds are used to send those opinions directly to residents or to transform those opinions into paid political advertisements. City staff may participate in advocacy on their own time (during non-working hours) and with their own resources but **should avoid using city resources for advocacy during work hours**.

4. What are the general limits on what can be communicated before a proposal becomes a Ballot Question?

All material communicated on the subject of property tax changes should focus on facts and avoid language that amounts to "political advertisement" (i.e., messages urging residents to "vote for" or "vote against" proposals to change property taxes). Communications should focus on verifiable data and avoid subjective or qualitative statements. For example, stating "Property taxes fund police, fire, and parks" is factual; saying "Property tax cuts will harm public safety" is a qualitative claim and should be avoided. By limiting messaging and education to verifiable, factual information, cities limit the chance their communications may be characterized as unlawful "political advertisement" developed using public funds. As an added precaution, if published materials are created to be sent to residents, they should include the dissemination date (month/year) to help demonstrate that it was sent to the public before a proposal became a Ballot Question.

³Cities should take particular care around the use of social media platforms and understand if such content is posted at a cost designed to boost its reach to any of the voting public. An argument can be made that paying to boost a social media post constitutes "sending" the communication to voters' feeds at public expense. It would also constitute a "paid expression" for political advertisement purposes.

5. Can the city adopt a resolution opposing amendments to property tax laws before any such proposal attains Ballot Placement?

Maybe, but it carries uncertain legal risk. The better course is to use any official act by a council or commission to communicate factual and verifiable information about the role property tax revenues play in city government and communicate demonstrable impacts the city determines would flow from the loss of such revenues. Under the current version of §106.113, there are no reported opinions clearly approving the adoption of resolutions opposing proposed property tax amendments. Section 106.113(2) states, *"This subsection does not preclude a local government or a person acting on behalf of a local government from reporting on official actions of the local government's governing body in an accurate, fair, and impartial manner . . ."* Given that adoption of a resolution is an "official act" of municipal governments, some may see this as authorizing adoption of resolutions on the subject of property taxes, which may then be reported to the public. Others may look further and see the requirement to report on official actions in a fair and impartial manner as a warning against any official actions seen as political advocacy, taking sides for or against a property tax proposal.

If a city, nonetheless, feels compelled to adopt a resolution, it should include language in the resolution's preamble that its action is intended to comply with §106.113 and is based on a good faith interpretation of the statute's wording, which allows local governments to take official actions without violating the law. Arguably, the official act of passing a resolution does not require a direct expenditure of public funds, but even this argument cannot remove the risk of a filed complaint alleging a resolution violates §106.113.

6. Can a city use public funds for messages opposing property tax proposals in any medium before a proposal becomes a ballot question?

No. This type of message very likely will be considered "political advertisement." Using public funds to pay for political advertisement explicitly "opposing" an issue is always prohibited, even before a proposal becomes a Ballot Question.

Florida's election code defines "political advertisement" in a specific manner. As defined later in this document, political advertisement always consists of express advocacy "for or against" a proposed "issue," regardless of whether the issue has matured into a Ballot Question. This means the trigger contained in §106.113 may occur as soon as a paid communication containing express advocacy "for or against" the issue is published. Therefore, cities should not use public funds to procure paid political advertisements. Instead, cities may safely use resources to educate residents with factual and verifiable information about the role property tax revenues play in city government and communicate demonstrable impacts

the city determines would flow from the loss of such revenues. Paid messaging that is limited to factual and verifiable content, without language the law regards as political advertisement/express advocacy, should be permissible to the same extent as other communications discussed elsewhere in this document. However, any messaging produced with public funds and published in any public media format should be reviewed in consultation with legal counsel to ensure it remains fact-based and neutrally educational, and not a political advertisement.

D. The period AFTER a property tax proposal matures into a ballot question

1. At what point are §106.113's restrictions on public expenditures related to ballot proposals most likely triggered to take effect?

The spending prohibitions are most clearly triggered **when any legislative proposal is enacted by the House and Senate, sent to the Department of State, and assigned a ballot number by the Department of State**. At this stage, a ballot proposal is understood to become a Ballot Question that is "subject to a vote of the electors."

The spending prohibitions are always triggered against **political advertisements** paid for using public funds.

2. What is prohibited after a proposal becomes a Ballot Question?

- Using public funds to send any communication to voters about the Ballot Question, **even if factual**.
- Using public funds to pay for political advertisements advocating for or against the Ballot Question, even if the communication is not sent directly to voters (e.g., posted on a website).

3. What communications activities may cities use after a proposal becomes a ballot question?

- ▶ Post verifiable factual information on official city websites and social media⁴ (*but may not send directly to voters through any use of public funds*).
- ▶ Host and participate in public meetings, town halls, forums, or media events to answer questions.
- ▶ Respond to public inquiries with factual information.
- ▶ Report on official city actions related to property tax issues in an accurate, fair, and impartial manner.
- ▶ Produce brochures, flyers, and printed materials explaining property tax facts and making these available for the public to receive or takeaway when visiting city hall, public forums, or other places, provided these are *not sent to voters at any public expense, and provided none of these amounts to political advertisements paid for with public funds*.⁵

4. Can elected officials still express opinions that advocate for or against a property tax proposal after the proposal becomes a ballot question?

Yes. Elected officials may express opinions on a ballot proposal or Ballot Question at any time, provided no public funds are used to send those opinions directly to voters or to convert them into a paid political advertisement.

5. What counts as a "political advertisement" or "communication sent to electors"?

A "political advertisement" is defined as "a paid expression in a communications medium . . . [i.e., broadcasting stations, newspapers, magazines, outdoor advertising facilities, printers, direct mail, advertising agencies, the internet, and telephone companies] whether radio, television, newspaper, magazine, periodical, campaign literature, direct mail, or display or by means other than the spoken word in direct conversation, **which expressly advocates** the election or defeat of a candidate or **the approval or rejection of an issue.**" §106.011(15), Florida Statutes.

⁴ Cities should take particular care around the use of social media platforms and understand if such content is posted at a cost designed to boost its reach to any of the voting public. An argument can be made that paying to boost a social media post constitutes "sending" the communication to voters' feeds at public expense. It would also constitute a "paid expression" for political advertisement purposes.

⁵ Cities may still distribute content to voters via email, provided there are no direct costs associated with sending the email such as a payment for the email distribution list using public funds. While Division of Elections Opinion 10-06 implies that the use of a city employees' time during normal business hours to send an email would not constitute a direct cost, this issue has not been decided after the adoption of Section 106.113 and may trigger a complaint.

A **"communications sent to electors"** includes any materials **delivered directly to voters** (by mail, email, etc.), regardless of content.

Though the issue has not yet been addressed in any written opinion, it is unlikely that posting purely factual information to the city's website or an unboosted social media platform would constitute a communication "sent" to voters. And §106.113 expressly states it "does not preclude a local government or a person acting on behalf of a local government from . . . posting factual information on a government website or in printed materials." **For this reason, even after a proposal attains Ballot Placement and becomes a Ballot Question**, the use of city websites and social media to generate factual educational content should be permissible.

6. How are violations of §106.113 enforced, and what are the penalties?

The **Florida Elections Commission** adjudicates alleged complaints of violations. **Violations may result in fines up to \$2,500 per count**, with higher penalties for repeated offenses. Penalties may be mitigated if the city demonstrates good faith efforts to comply with §106.113. Any person can file an administrative complaint with the Florida Elections Commission alleging a city's activities violate §106.113, provided the complaint is sworn and based on personal knowledge.

E. Points to remember with respect to §106.113 and a property tax proposal that becomes a ballot question:

Before: Cities have the most flexibility before a proposal becomes a Ballot Question and may use public funds to share factual education and messaging, whether published to a city website or sent to voters. Avoid creating political advertisements by eliminating language to "vote for" or "vote against" a proposal. Personal opinions, including opinions to "vote for" or "vote against" a proposal are permitted, provided none are generated or communicated through the use of public funds.

After: Cities have less flexibility as restrictions against public expenditures crystallize. Cities may not use public funds to send material to voters concerning a Ballot Question and may not pay for political advertisements. Public officials may voice their opinions in person, in response to questions at meetings or special forums, and through published media outlets such as opinion columns, provided these are not generated or communicated through the use of public funds.

Always: Regardless of whether a Ballot Question is formally pending, cities may report on official actions of city government; post factual information on government websites, unboosted social media platforms, or in printed materials (not sent to voters); host public forums; and respond to inquiries with factual information. Expressing personal opinions, including "vote for" or "vote against" proposals is permitted, provided it is not generated or communicated using public funds.

Never: Cities may not use public funds to create or run political advertisements expressing opposition or support for tax amendment proposals.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	Financial Services
Presenter:	Ross McGinn
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.18.

Subject:

Discussion of the Fiscal Year 2026-2027 budget.

Background/Consideration:

This is a general discussion item about next year's budget. Seeking City Council's input and direction for developing the Fiscal Year (FY) 2027 budget, staff will present the status of the City's major funds as well as potential impacts that are under consideration during the budget preparation process. Staff will provide copies of the presentation slides in advance of the meeting.

Staff also recommends dates for the Budget Special Meeting and Public Hearings. This year, Brevard County will be holding its public hearings on Melbourne's regular Council meeting dates in September, so it is recommended that the City's public hearings and regular meetings be moved to Wednesday, September 9, at 5:30 p.m. and Wednesday, September 23, beginning at 5:30 p.m, with the regular meeting immediately following. It is recommended that the Budget Special Meeting be scheduled on Wednesday, July 29, at 5:30 p.m. It is at the Special Meeting where the tentative millage rate is adopted for inclusion in the Property Appraiser's Truth-in-Millage notices that will be mailed to property owners in August.

Fiscal/Budget Impact:

N/A

Requested Action:

Recommend approval to schedule the City Council's Fiscal Year 2027 Budget Special Meeting and Public Hearings as outlined above.

MEMORANDUM

To: Jenni Lamb, City Manager

From: Ross McGinn, Director of Finance
Marla S. Keehn, Management & Budget Officer

Date: May 27, 2026

Subject: Fiscal Year 2027 Budget Discussion

The budget development process for Fiscal Year 2027 is well underway. The next fiscal year begins October 1, 2026 and ends September 30, 2027. Staff is seeking City Council guidance on a preliminary millage rate for which to construct the budget, input on operating and capital programs, and approval of the recommended calendar for the annual workshop meeting and two required Public Hearings in September of 2026.

Staff will present the major budgetary factors that will have an impact on the City's funds during the next fiscal year. These will be issues for consideration in guiding the development of the FY2027 budget for the City of Melbourne. Presentation slides will be provided in advance of the meeting.

City Council typically holds a summer budget workshop (special meeting) to discuss the proposed budget prior to formal adoption in September. At the Special Meeting, Council must approve a tentative millage rate to meet the statutory deadline of August 4th. Under Truth in Millage (TRIM), state law requires that municipalities schedule their September public hearings on different days than the local County and School Board public hearings. This year, Brevard County will be holding its public hearings on Melbourne's regular Council meeting dates in September, so it is recommended that the City's public hearings and regular meetings be moved from Tuesday to Wednesday.

The recommended schedule is as follows:

Budget Workshop/Special Meeting	Wednesday, July 29, 2026 – 5:30 p.m.
1st Public Hearing/City Council Meeting	Wednesday, September 9, 2026 – 5:30 p.m.
2nd Public Hearing/City Council Meeting	Wednesday, September 23, 2026 – 5:30 p.m.

Summary of Budget Development Recommendations

Recommend approval of the recommended schedule for the Special Meeting and Public Hearings.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Manager's Office
Presenter:	Jenni Lamb
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.19.

Subject:

2026 Federal Legislative Priorities.

Background/Consideration:

At the April 28, 2026 City Council Meeting, Council Member Hanley requested that staff and City Council develop federal legislative priorities. The goal is to set priorities related to federal funding and federal programs in anticipation of Council attendance at the Federal Action Strike Team (FAST) Fly-In on June 23-24, 2026.

The City's proposed 2026 federal legislative priorities for City Council's consideration is attached. This list, which consists of broad statements and proposed projects, represents a starting point for City Council's discussion.

Fiscal/Budget Impact:

N/A

Requested Action:

Discussion and approval of the City of Melbourne's 2026-2027 Federal Legislative Priorities.

2026 FEDERAL LEGISLATIVE PRIORITIES

Safety/Emergency Management

- Designate funding for a regional response in the aftermath of a hurricane for clean-up and housing.
- Support funding for training to host regional active shooter exercises with multiple agencies in Brevard County and include federal agencies such as the FBI to prepare for active shooters at hospitals, schools churches, etc. With the possibility of terror cells in communities within the U.S., agencies must be prepared to respond locally and regionally with local and federal agencies to address a multitude of issues related to intelligence sharing, operational responses and working in collaboration.

Utilities

- Preserve and continue to fund the SRF program to provide funding to meet new rule requirements for water reclamation facilities in BMAP areas to meet nutrient removal requirements and advanced wastewater treatment requirements. And to fund Alternative Water Supply projects for water and wastewater treatment.
- Preserve and continue to fund WIFIA Loans to help Utilities meet unfunded mandates with costs escalations in Florida for construction and electrical exceeding three times costs in 2020.

Community Service/Housing

- Continuation and increase of Federal HUD funding for CDBG and Home Programs.
- Support additional funding sources for affordable housing.
- Support federal funding for recovery and treatment facilities.

Economic Development

- Continued support of the Federal Opportunity Zone 2.0 (OZ 2.0) Program to encourage investors, businesses, developers, financial institutions, and other investors to reinvest capital gains into distressed census tracts to foster job creation. The benefit is deferral, reduction, and potential elimination of taxes on capital gains and not rebates or grants.

Environmental

- Support legislation, projects and programs to adequately fund, manage, protect and restore the Indian River Lagoon and contributing waters.
- Support legislation and funding opportunities that address PFAS (Per- and Polyfluoroalkyl Substances) in soil and groundwater.

Parks and Recreation

- Designate funding for ADA-compliant playgrounds. ADA-compliant playground equipment provides vital safe spaces where children can be themselves and have fun while developing crucial cognitive, emotional, physical, and social skills.

City Funding Requests

- Design and construction of Norfolk Parkway, a regional roadway and hurricane evacuation route that benefits Melbourne, West Melbourne, and Brevard County – \$22,400,000.
- Construction of Grant Street Reclamation Facility Deep Injection Well –\$7,500,000 towards the \$15,000,000 project.
- Construction of Downtown Melbourne Core Streetscape and Vision Zero project – \$24,000,000
- Construction of Alternative Water Supply/Brackish Water Reverse Osmosis Water Treatment Plant Expansion at Joe Mullins RO Water Treatment Plant project - \$20,000,000 towards the \$80,000,000 project.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Clerk's Office
Presenter:	Justice Stevens
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.20.

Subject:

Melbourne Regional Chamber's 2026 Community Leadership Retreat.

Background/Consideration:

Council Member Mimi Hanley has expressed interest in attending the Melbourne Regional Chamber's 2026 Community Leadership Retreat, September 10-12, 2026 at the Wyndham Grand Jupiter at Harbourside Place.

Council Policy #36 relates to the Mayor and Council's travel and per diem budget. The policy provides pre-authorization for the Mayor and City Council to attend events within Brevard County that are sponsored by the Space Coast League of Cities, the Economic Development Commission and the Space Coast Chamber of Commerce based on a finding that attendance at these events serves a valid public purpose. The 2026 Community Leadership Retreat is being held in Jupiter, FL located within Palm Beach County. Therefore, City Council approval of the expenditure is required.

Concurrent with Council authorization, the City Council shall also make a finding that the travel serves a valid public purpose as the purpose of the retreat directly relates to collaboration with the Space Coast Chamber of Commerce and discussing "issues and opportunities that impact and shape the economy and quality of life on the Space Coast."

Fiscal/Budget Impact:

The all-inclusive cost per attendee is \$700 for a one-night stay or \$950 for a two-night stay. Funding is available from account 01100511-540000 - Mayor and City Council travel and per diem budget.

Requested Action:

Authorization for Council Member Mimi Hanley (and any other interested Council Members) to attend the Melbourne Regional Chamber of Commerce's 2026 Community Leadership Retreat scheduled for September 10-12, 2026 along with a finding that the travel serves a valid public purpose as described in the agenda report.

36. **Mayor and Council Travel and Per Diem Budget** – (Adopted 11/26/2019)

- a. The Mayor and City Council hereby make a finding that attending events (in Brevard County) sponsored by the Space Coast League of Cities, Economic Development Commission, and Melbourne Regional Chamber serve a valid public purpose as entities that create a forum for municipal education, legislative developments, economic opportunity incentives, and collaborative efforts. Further authorization by the City Council is not required for Council Members to attend these events at the cost of the city, provided that the funding has been budgeted.
- b. If a Council Member wishes for the city to pay the cost to attend an event sponsored by any other organization, the City Council must approve the expenditure and make a finding that attendance at the event serves a valid public purpose.
- c. Generally, the city will not pay the cost for elected officials to attend events that are considered fund-raisers or where the purchase of a ticket is considered a donation to the nonprofit organization that is conducting the event. However, any member of City Council who wishes for the city to pay the cost to attend such an event may request, through either the City Manager or City Clerk, for the item to be placed on the next City Council agenda for approval and a finding that attendance at such event serves a valid public purpose.

37. **Apple Business Manager Program** – Resolution No. 3898 (1/14/2020) authorizes the city's participation in the program; authorizes the City Manager to execute documents relating to same; and authorizes City Manager to delegate execution of routine documents relating to the program to particular city employees, provided such delegation specifically identifies the scope of delegation, including the routine documents that may be executed, and designates the name and position of the employee with delegation authority.
38. **Golf Course Operations**: The City Manager is authorized to develop, modify and maintain a fee structure that allows for promotional, special and discount programs to enhance revenue generation at the Crane Creek and Harbor City golf courses. (6/9/2020; Item 20; reviewed with no changes 2/11/2025.)
39. **City Manager Authority Related to Accessory Leases for 801 Strawbridge Hotel, LLC (Hotel Melby)** – The City Manager has the authority to review and provide consent for accessory leases as required under Section 13 of the Mortgage and Security Agreement for 801 Strawbridge Hotel, LLC. (11/24/2020; consent agenda Item 17g.)
40. **Space Coast Chamber of Commerce Board of Directors**: The Mayor or a City Council Member shall serve as City Council's representative on the Space Coast Chamber of Commerce Board of Directors. (1/26/2021; Item 20; reviewed with no changes 10/22/2024; amended 2/10/2026 by updating the name of the chamber and stating that the Mayor or a City Council Member shall serve as the representative.)

2026 LEADERSHIP RETREAT



PRESENTED BY



RETREAT PACKAGES

FOR MORE INFORMATION, CONTACT
Jessica Castillo, Event Manager
jessica@spacecoastchamber.com

\$50 EARLY BIRD DISCOUNT AVAILABLE TO FIRST 70 REGISTRANTS

\$950

**1 MRC PARTNER
2-NIGHT HOTEL STAY**

Thursday, September 10th

- (1) Night Hotel Stay
- Welcome Reception

Friday, September 11th

- (1) Night Hotel Stay
- Retreat Materials for (1) Partner
- On Site Parking for (1) Vehicle
- Breakfast for (1) Partner
- Lunch for (1) Partner
- Reception & Dinner for (1) Partner

Saturday, September 12th

- Breakfast for (1) Partner

\$700

**1 MRC PARTNER
1-NIGHT HOTEL STAY**

Friday, September 11th

- (1) Night Hotel Stay
- Retreat Materials for (1) Partner
- On Site Parking for (1) Vehicle
- Breakfast for (1) Partner
- Lunch for (1) Partner
- Reception & Dinner for (1) Partner

Saturday, September 12th

- Breakfast for (1) Partner

\$1,175

**1 MRC PARTNER + GUEST
2-NIGHT HOTEL STAY**

Thursday, September 10th

- (1) Night Hotel Stay
- Welcome Reception

Friday, September 11th

- (1) Night Hotel Stay
- Retreat Materials for (1) Partner
- On Site Parking for (1) Vehicle
- Breakfast for (1) Partner
- Lunch for (1) Partner
- Reception & Dinner for (1) Partner + Guest

Saturday, September 12th

- Breakfast for (1) Partner + Guest

\$1,100

**2 MRC PARTNERS
1-NIGHT HOTEL STAY**

Friday, September 11th

- (1) Night Hotel Stay, Shared Hotel Room
- Retreat Materials for (2) Partners
- On Site Parking for (2) Vehicles
- Breakfast for (2) Partners
- Lunch for (2) Partners
- Reception & Dinner for (2) Partners

Saturday, September 12th

- Breakfast for (2) Partners

ADDITIONAL ROOM NIGHT: \$250

THURSDAY 9/10 AND/OR SATURDAY 9/12

Custom & Single Day Packages available upon request.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Clerk's Office
Presenter:	Justice Stevens
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.21.a.

Subject:

Appointment of members to the Beautification and Energy Efficiency Board.

Background/Consideration:

There are currently two (2) alternate Beautification and Energy Efficiency Board (BEEB) member vacancies and three (3) outside applications from interested persons willing to serve. The terms of both positions are unexpired, three-year terms that end on February 12, 2028.

To the greatest extent possible, members shall have the following backgrounds: economic development or business; environmental protection, natural resources management or sustainability practices; social services or community health; urban planning or transportation planning; education; environmental law; science; horticulture; marine industry; or retired military personnel. Additionally, the Board is encouraged to have two (2) business owners. Currently, the BEEB has only one business owner represented.

With the exception of the two (2) business owners and two (2) regular or alternate members, members must be a resident of Melbourne. All members must be residents of Brevard County and registered to vote.

Applications are attached from the following:

- Hunter Benninger (Melbourne resident and business owner)
- Tyler Van Buren (Melbourne resident)
- Tyler White (Melbourne resident)

It should be noted that since this item is to consider the appointment of two (2) outside applicants to vacant seats on the Board and does not relate to the reappointment of current members, the Board's attendance record is not included in the agenda package.

Fiscal/Budget Impact:

N/A

Requested Action:



Council should consider whether it wants to appoint any of these outside applicants as alternate members.

Beautification and Energy Efficiency Board

MEMBER	CONTACT INFO	TERM
Nicholas Sanzone 27 Sunset Street Satellite Beach, FL 32937 <i>(non-resident)</i>	(321) 213-2879 nicholasfranksanzone@gmail.com	April 14, 2026 – February 12, 2027 Unexpired 3-year term
George Kobosko 2623 Aristocrat Drive Melbourne, FL 32901	(321) 960-8855 gkobosko@gmail.com	April 14, 2026 – February 12, 2027 Unexpired 3-year term
Wade Senti 2783 U.S. Highway 1 Malabar, FL 32950 <i>(non-resident)</i>	(321) 501-6660 (321) 728-7543 sentiwade@gmail.com	February 13, 2024 – February 12, 2027 3-year term
Stephen Newman 1674 Avocado Avenue Melbourne, FL 32935	(321) 255-4657 dakinetrim@outlook.com	April 14, 2026 – February 12, 2029 Unexpired 3-year term
Austin Ekonomou 1432 Parkway Drive, 7B Melbourne, FL 32935	(321) 543-4535 austinallenekon@gmail.com	April 14, 2026 – February 12, 2029 Unexpired 3-year term
<u>Alternate Members</u>		
Vacant		February 12, 2028 Unexpired 3-year term
Vacant		February 12, 2028 Unexpired 3-year term

Environmental Community Outreach Manager

Megan Ruben
(321) 608-5083
megan.ruben@mlbfl.org

Recording Secretary

Cheryl Caldwell
(321) 608-5082
cheryl.caldwell@mlbfl.org

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

RECEIVED

Applicant Name: Hunter Louis Benninget SEP 15 2025

Applicant Address: 2351 Appalachian Dr Office of City Clerk
Address Melbourne FL 32935
City State Zip Code

Telephone Number: 321-890-9748 E-mail: HunterBenninget@gmail.com
(Area Code)

Business Address: 815 East Strawbridge Ave
Address Melbourne FL 32901
City State Zip Code

Telephone Number: 321-890-9748
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 400 Verified by City Clerk Staff (Initials): JCS

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☒ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

3/23/26 *mm*

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☒	Beautification and Energy Efficiency Board	☐	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☒	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

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- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

☒ I **do not** serve on any other board or committee.

☐ I currently serve on the following boards/committees:

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

CONFLICTING CONTRACTUAL RELATIONSHIPS

Section 112.313(7), Florida Statutes, prohibits a public officer from having or holding any employment or contractual relationship with any business entity which is doing business with the City of Melbourne, unless otherwise addressed by waiver of such a relationship. Section 112.313(12), Florida Statutes, provides exemptions and potential waivers of such conflicts of interest. For advisory boards, the City Council may waive a conflict under this statute upon full disclosure of the transaction or relationship to the City Council, and upon an affirmative 2/3 vote in favor of the waiver.

➤ Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.

- ☐ I am not employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☒ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

The County Line Bar and Grill
A business in downtown Melbourne

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

- Members of the following city boards are subject to financial disclosure (Form 1) requirements:
 - Code Enforcement Board
 - Firefighters' Pension Plan Board of Trustees
 - General Employees' Pension Plan Board of Trustees
 - Historic and Architectural Review Board
 - Planning and Zoning Board
 - Police Officers' Retirement Trust Fund Board of Trustees
 - Zoning Board of Adjustment
- Financial disclosure is a source-only disclosure. Filers are not required to disclose amounts and may choose one of two methods to file: percentage thresholds or dollar-value thresholds. The appropriate financial disclosure form includes detailed instructions on how to properly fill out the form.
- New appointees are required to fill out a financial disclosure form within 30 days of being appointed.
- Individuals who are in a financial disclosure position as of December 31 of each year are required to electronically file an annual financial disclosure form on the Commission on Ethics' Electronic Financial Disclosure Management System by July 1. Individuals who file late are subject to monetary fines or removal from office.
- Upon resigning from the board, individuals subject to financial disclosure must submit a final financial disclosure form within 60 days of leaving their position.

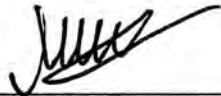
VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

APPOINTMENT PROCESS

- Once an application has been submitted, it will remain on file in the City Clerk's Office for two years from the date of submittal.
- When vacancies occur on the boards that you have indicated interest in, your application will be submitted to the City Council for consideration during a regular meeting. Agendas for upcoming City Council meetings can be found on the city's website at <https://melbournefl.portal.civicclerk.com/>.
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 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: _____



Date: _____

9/15/25

Background Summary

I was born and raised in Melbourne, Florida, and have proudly called this community my home for my entire life. As the owner and operator of The County Line in downtown Melbourne, I am deeply invested in both the success of our city and the well-being of its residents.

Beyond operating a local business, I strive to contribute to the community whenever possible—whether through donations or supporting local initiatives when called upon. I believe in strengthening the connection between local businesses and city leadership, ensuring that community growth benefits everyone.

I also believe our city needs more young, knowledgeable individuals who bring a common-sense perspective to the table. My lifelong ties to Melbourne, coupled with my business experience and community involvement, have given me a strong understanding of both the challenges and opportunities we face. I am committed to serving with fairness, practicality, and integrity on the Code Enforcement Board.



VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

RECEIVED

MAY 21 2026

Applicant Name: Tyler Van Buren

Applicant Address: 4550 Millicent Circle
Address
Melbourne FL 32901
City State Zip Code

Telephone Number: 630-335-3084 E-mail: tylermarievanburen@gmail.com
(Area Code)

Business Address: N/A
Address

Telephone Number: N/A
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 317

Verified by City Clerk Staff (Initials): KM

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months?



Yes



No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☒	Beautification and Energy Efficiency Board	☐	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	



VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential **home** building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

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☐ I do not serve on any other board or committee.

☒ I currently serve on the following boards/committees:

Central Florida Grant Professionals Association - Term ending 12/31/26

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

CONFLICTING CONTRACTUAL RELATIONSHIPS

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 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: _____

 _____

Date: _____

5/21/2026

Tyler Marie Van Buren, MA, CF APMP

Melbourne, FL ♦ tylermarievanburen@gmail.com ♦ 630-335-3084 ♦ [linkedin.com/in/tyler-marie-van-buren](https://www.linkedin.com/in/tyler-marie-van-buren)

EXPERIENCE

Florida State Parks Foundation, Tallahassee, FL

Director of Development ♦ AUGUST 2024 - PRESENT

Creates the annual grant prospect report for the Florida State Parks Foundation
Writes and submits grant applications for all funding types (local/state/federal government, private/corporate foundations)
Strategizes with potential funders to create innovative partnership opportunities
Identifies and implements numerous fundraising and merchandising opportunities
Presents to citizen support organizations and Florida Park Service leadership on the Foundation's work across the state
Assists with hosting Foundation events (annual legislative reception, capital project ground-breaking and ribbon-cutting events, etc.)

Innovant Grants, Fort Pierce, FL

Associate Grant Writer ♦ MARCH 2023 - PRESENT

Manages and writes grant proposals for 6-8 retainer clients simultaneously
Manages and writes grant proposals for single-project clients
Identifies funding sources that align with clients' mission and goals
Creates grant prospect reports and timelines for clients

Navigate360, LLC, Richfield, OH

Proposal Writer ♦ APRIL 2023 - AUGUST 2024

Managed multiple RFPs and projects simultaneously in education SaaS and services
Conducted research to gather relevant information for proposals
Collaborated with sales and marketing teams to enhance the RFP process
Compiled metrics for the Navigate360 Executive Leadership team and other stakeholders

Osceola County Sheriff's Office, Kissimmee, FL

Grant Writer and Executive Assistant ♦ JANUARY 2021 - APRIL 2023

Researched funding sources
Collaborated with subject matter experts to compose funding proposals
Awarded over \$1,350,000 in federal grant funding over 2 years
Composed official, published correspondence on behalf of the sheriff
Served as assistant to all administrative personnel and first point of contact for visitors

Volunteers for Community Impact, Orlando, FL

AmeriCorps Seniors RSVP Project Director and Volunteer Coordinator ♦ MAY 2019 - JANUARY 2021

Implemented and managed volunteer projects successfully
Recruited and managed 20+ organizations and 250+ volunteers in the AmeriCorps Seniors RSVP program
Managed grant proposals, renewals, continuations, and program progress reports
Implemented and managed the VCI intern program

EDUCATION

University of Central Florida, Orlando, FL

Master of Arts ♦ AUGUST 2016 - MAY 2019

University of South Florida, Tampa, FL

Bachelor of Arts ♦ AUGUST 2012 - MAY 2015

PROFESSIONAL DEVELOPMENT

Grant Professionals Association

GrantSummit Conference ♦ OCTOBER 2025

Edyth Bush Institute at Rollins College

Planned Giving ♦ SEPTEMBER 2025

Association of Proposal Management Professionals

Foundation-Level Certification ♦ MARCH 2024

Florida Sheriffs Risk Management Foundation

Grants Consortium ♦ MAY 2022 AND MARCH 2023

Grant Writing USA

Grant Writing Workshop ♦ FEBRUARY 2022 AND FEBRUARY 2023

Edyth Bush Institute at Rollins College

Proposal Writing Certification ♦ APRIL 2021

COMMUNITY ENGAGEMENT

Grant Professionals Association

Board Treasurer ♦ JANUARY 2025 - PRESENT

Grant Professionals Association

Member ♦ MARCH 2023 - PRESENT

Association of Proposal Management Professionals

Member ♦ SEPTEMBER 2023 - PRESENT

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

Applicant Name: Tyler White

Applicant Address: 220 East University Blvd Apt 1603

Address
Melbourne Florida 32901

City State Zip Code

Telephone Number: 321 386 5423 E-mail: tyler.white321@yahoo.com

(Area Code)

Business Address: _____

Address

City State Zip Code

Telephone Number: _____

(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 300.1
400

Verified by City Clerk Staff (Initials): [Signature]

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☒ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
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☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

RECEIVED

MAY - 5 2026

Item No. C. 21. a.
Office of City Clerk
Melbourne, Florida

VOLUNTEER BOARD MEMBER APPLICATION

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

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 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: *Tyler White* Date: 5/5/2026

Beautification and Energy Efficiency Board

From Tyler White <tyler.white321@yahoo.com>

Date Tue 5/5/2026 12:47 AM

To SM-City Clerk <city.clerk@mlbfl.org>

 1 attachment (114 KB)
board_app_pdf_fillable.docx;

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon,

I am writing to express my strong interest in joining the Beautification and Energy Efficiency Board for the City of Melbourne. With a background in conservation efforts and community-focused environmental initiatives, I am eager to contribute meaningfully to the board's mission of enhancing and preserving our city's natural and built environment.

My experience includes organizing and participating in local park cleanups, as well as leading community outreach efforts aimed at increasing public engagement in sustainability initiatives. I have worked to bring people together around shared environmental goals, fostering both awareness and action to help maintain the beauty and health of our community spaces.

I am particularly drawn to the board's commitment to both beautification and energy efficiency—two areas where thoughtful planning and community involvement can have a lasting impact. I would welcome the opportunity to bring my experience, energy, and dedication to support these efforts and collaborate with others who are equally passionate about improving our city.

Thank you for considering my application, and I hope to hear back from you very soon.



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Clerk's Office
Presenter:	Justice Stevens
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.21.b.

Subject:

Appointments to the Historic and Architectural Review Board.

Background/Consideration:

The term of Kate Broderick will expire on June 30. Ms. Broderick has not yet submitted an updated board member application; however, she has verbally expressed to staff her desire to be reappointed and to be considered for a regular member position. Additionally, there are multiple vacancies on this Board.

The City's Historic Preservation Officer (HPO) has reviewed the current members' applications on file and recommends that the City Council appoint Ms. Broderick as a regular member. Additionally, the HPO recommends that the outside applicants, Dianne Baumert-Moyik and LuAnn Moyer, be appointed to the remaining regular member vacant positions.

To the extent reasonably possible, each CRA should be represented on the Board. With the reappointment of Ms. Broderick, only the Downtown Melbourne CRA is represented. Additionally, attendance reports for the Board are included in the agenda package.

Fiscal/Budget Impact:

N/A

Requested Action:

Appoint Kate Broderick, Dianne Baumert-Moyik and LuAnn Moyer as regular members to the Historic and Architectural Review Board.

Historic and Architectural Review Board

MEMBER	CONTACT INFO	TERM
Vacant		June 30, 2028 Unexpired 3-year term
Elizabeth Huy, Chair 415 Roxy Avenue Melbourne, FL 32901	(321) 543-0288 elizabeth.huy@gmail.com	July 1, 2025 – June 30, 2028 3-year term
Delores Gore 4601 Manchester Drive Rockledge, FL 32955	(321) 223-3719 (321) 259-3990 dikayegore@gmail.com	July 1, 2025 – June 30, 2028 3-year term
Roderick Queen 3584 N. Sylvan Lane Melbourne, FL 32935	(321) 298-6874 roderick.queen@gmail.com	July 1, 2025 – June 30, 2028 3-year term
Architect Krista Nakaishi, Vice Chair 3449 Saddle Brook Drive Melbourne, FL 32934	(954) 295-4859 krista.bennett1@gmail.com	July 1, 2024 – June 30, 2027 3-year term
Contractor Vacant		June 30, 2027 Unexpired 3-year term
Vacant		June 30, 2027 Unexpired 3-year term
<u>Alternate Members</u>		
Kathryn “Kate” Broderick 728 E. New Haven Avenue Melbourne, FL 32901	(321) 408-7474 kathryn.a.broderick@gmail.com	June 10, 2025 – June 30, 2026 Unexpired 3-year term
Vacant		June 30, 2026 Unexpired 3-year term
<u>Historic Preservation Officer</u>		
Patricia Tyjeski, AICP Inspire Placemaking Collective 1615 Edgewater Drive, Suite 200 Orlando, FL 32804	(407) 975-1273	
Planner Carmin Velasquez (321) 608-7511 carmin.velasquez@mlbfl.org	Attorney (Representing the Board) Kellen Simmons (321) 608-7246 kellen.simmons@mlbfl.org	Recording Secretary Mary Wolak (321) 608-7500 mary.wolak@mlbfl.org

***NOTE: All members must complete an annual financial disclosure form.**

7 regular members, 2 alternate members, 3-year terms

Reference Chapter 2, Article IV, City Code; Ordinance No. 2016-22 established this board by merging the Architectural Review Board and Historic Preservation Board; Resolution No. 3334 adopted Eau Gallie Historic District Design Guidelines; Resolution Nos. 3817 and 3818 adopted the Downtown District (Melbourne and Olde Eau Gallie) and Babcock Street District Architectural Guidelines. As it relates to murals outside of the CRAs, use Resolution No. 3817.

Reference City Code, Sections 2-135 through 2-143, for provisions that generally apply to all boards.

Reference Section 2-431, City Code, for specific duties. In its capacity as the designated historic preservation board, the board is vested with the power, authority and jurisdiction on a city-wide basis to recommend local historic designations, regulate and administer historical, cultural, archaeological and architectural resources in the city. In its capacity as the designated architectural review board, the board is vested with the power, authority and jurisdiction within the city redevelopment districts to consider material changes in the exterior appearance of existing buildings located on non-residential property located in the redevelopment districts.

Reasonable effort shall be made to appoint residents of Melbourne from the disciplines of architecture, history, architectural history, planning, prehistoric and historic archaeology, landscape architecture, real estate, or general/building contracting. Lay persons who are residents, owners of property located within the city and individuals engaged in business within the city may make up the balance of the membership in the event that there are not enough qualified and eligible residents, provided the individual has demonstrated special interest, experience or knowledge in history, architecture, or a related discipline. The term "engaged in business" shall mean owning a business or serving as an officer or director of a corporation or other business entity so engaged. Additionally, to the extent reasonably possible, each community redevelopment district shall be represented on the board, and the board shall include one member who is an architect and one member who is a contractor.

Appendix D, Article II, City Code, sets forth the procedures for quasi-judicial hearings, ex-parte communications and site visits. Members of this board may engage in ex parte communications and conduct site visits of any property related to a quasi-judicial matter pending before the board as long as disclosure is made. Applications for historic designation, certificate of historic appropriateness, certificate of architectural appropriateness and tax exemptions are quasi-judicial matters considered by this board.

Four members constitute a quorum. The affirmative vote of a majority of the regular and alternate board members present and voting is necessary for the adoption of any motion. In all instances, seven members must be present at the hearing of an historic district designation, and a positive recommendation will require the affirmative vote of six members.



June 2, 2026

Ms. Sandra Ramseth, AICP
Planner
City of Melbourne
900 E. Strawbridge Ave.
Melbourne, Florida 32901

RE: Historic and Architectural Review Board (HARB) Nominations

Dear Ms. Ramseth,

We have received applications from two new candidates for appointment to the Historic and Architecture Review Board (HARB).

- **Dianne Baumert-Moyik** is a resident of the City who works in strategic communications and public relations. While Ms. Baumert-Moyik does not possess one of the professional backgrounds identified in Section 2-429 of the City Code of Ordinances for nomination to HARB, such as architecture, history, architectural history, planning, prehistoric and historic archaeology, landscape architecture, real estate, general contracting or building contracting, she qualifies under the provision permitting the appointment of *"Lay persons who are residents, owners of property located within the city and individuals engaged in business within the city ... provided the individual has demonstrated special interest, experience or knowledge in history, architecture, or a related discipline."* Ms. Baumert-Moyik's background includes managing communications for heritage-related projects, which demonstrates an interest in history and historic resources. She also brings extensive experience in community engagement and communicating complex information to public audiences. Ms. Baumert-Moyik's application was signed and received on March 24, 2026.
- **LuAnn Moyer** is a City resident with more than 40 years of experience in retail management, volunteer and personnel management, and dispatch services. She is also a notary public. Similar to Ms. Baumert-Moyik, Ms. Moyer does not possess one of the professional backgrounds identified in Section 2-429 of the City Code of Ordinances but may qualify under the provision allowing for the appointment of lay persons who demonstrate a special interest, experience, or knowledge in history, architecture, or a related discipline. Ms Moyer currently serves as co-manager of a business located on New Haven Avenue within the City's Downtown CRA. Her interest in history is reflected by her pursuit of an online genealogy course , which demonstrates

an effort to develop knowledge in a history-related subject area. Ms. Moyer's application was signed on April 9, 2026.

Based on the qualifications presented and the Board's longstanding difficulty attracting applicants, the Historic Preservation Officer recommends that the City Council appoint Dianne Baumert-Moyik and LuAnn Moyer as regular board members. Approval of these appointments would reduce the total number of board vacancies from four (three regular members and one alternate) to two.

We believe that Ms. Baumert-Moyik and Ms. Moyer satisfy the alternative eligibility criteria established in the Code of Ordinances and would bring valuable professional experience, civic involvement, and a demonstrated commitment to public service to the Board.

The recommended actions and appointments would be as follows:

- Appoint Dianne Baumert-Moyik as a regular member to serve from July 1, 2026, through June 30, 2027 (unexpired 3-year term).
- Appoint LuAnn Moyer as a regular member to serve from July 1, 2026, through June 30, 2027 (unexpired 3-year term).

Please do not hesitate to contact us if you have any questions regarding these recommendations.

Sincerely,

Inspire Placemaking Collective, Inc.



Patricia Tyjeski, AICP
Principal

Name	Title	1/15/25	2/19/25	3/19/25	4/16/25
Matthew Thomas	Chairman	P	P	P	P
Betsy Bradley McGuire	Vice-Chairman	P	P	P	P
Elizabeth Huy	Member/Vice Chairman	P	E	P	P
Angelina Wheeler-Chong	Member	P	P	A	P
Krista Nakaishi	Member	P	P	P	E
Sarah Brangan	Member	P	P	P	P
Delores Gore	Member	E	P	P	P
Roderick Queen	1st Alternate/Member	P	P	E	E
Shane Sullivan	2nd Alternate/Member	A	E	A	E
Kate Broderick	1st Alternate				

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5/21/25	6/18/25	7/16/25	8/20/25	9/17/25	10/15/25	11/19/25	12/17/25
P	P	P	P	P	P	P	P
P	E	P	P	P	E	P	P
P	P						
P	P	P	P	P	P	P	P
E	E	E	E	P	P	E	E
P	P	P	P	P	P	E	P
E	P	E	P	P	E	P	P
E	A	E	E	A	A	E	E
	E	P	P	P	P	P	E

Present

Present-Late

Absent-Excused

Absent-Not Excused

Not a Board Member

Meeting Canceled

Name	Title	1/21/26	2/18/26	3/18/26	4/15/26	5/20/26	6/17/26	7/15/26	8/19/26	9/16/26	10/21/26	11/18/26	12/16/26
Matthew Thomas	Chairman												
Elizabeth Huy	Vice Chairman												
Krista Nakaishi	Member												
Sarah Brangan	Member												
Delores Gore	Member												
Roderick Queen	Member												
Shane Sullivan	Member												
Kate Broderick	1st Alternate												
(Vacancy)													

	Present
	Present-Late
	Absent-Excused
	Absent-Not Excused
	Not a Board Member
	Meeting Canceled

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

Applicant Name: Kathryn (Kate) Broderick

Applicant Address: 201 5th Ave #E
Address
Melbourne Beach FL 32951
City State Zip Code

Telephone Number: 321-408-7474 E-mail: kathryn.a.broderick@gmail.com
(Area Code)

Business Address: 720 E New Haven Ave
Address
Melbourne FL 32901
City State Zip Code

Telephone Number: 321-408-7474
(During Business Hours) (Area Code)

RECEIVED

AUG - 6 2024

A brief resume or summary of background must be attached to this application. Office of City Clerk
Melbourne, Florida

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 305

Verified by City Clerk Staff (Initials): JLS

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☐ Yes ☒ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	Golf Courses Advisory Board ¹	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☐	Beautification and Energy Efficiency Board	☒	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Library Board	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Economic Enhancement District Advisory Committee	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	
☐	General Employees' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority		

VOLUNTEER BOARD MEMBER APPLICATION

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

Volunteer board members may serve on up to two boards. However, in no instance shall a volunteer board member be permitted to serve in a capacity that would implicate the dual office-holding prohibition of the Florida Constitution.

- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

☒ I do not serve on any other board or committee.

☐ I currently serve on the following boards/committees:

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

CONFLICTING CONTRACTUAL RELATIONSHIPS

Section 112.313(7), Florida Statutes, prohibits a public officer from having or holding any employment or contractual relationship with any business entity which is doing business with the City of Melbourne, unless otherwise addressed by waiver of such a relationship. Section 112.313(12), Florida Statutes, provides exemptions and potential waivers of such conflicts of interest. For advisory boards, the City Council may waive a conflict under this statute upon full disclosure of the transaction or relationship to the City Council, and upon an affirmative 2/3 vote in favor of the waiver.

- Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.

- ☒ I am not employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☐ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

- Members of the following city boards are subject to financial disclosure (Form 1) requirements:
 - Code Enforcement Board
 - Firefighters' Pension Plan Board of Trustees
 - General Employees' Pension Plan Board of Trustees
 - Historic and Architectural Review Board
 - Planning and Zoning Board
 - Police Officers' Retirement Trust Fund Board of Trustees
 - Zoning Board of Adjustment
- Financial disclosure is a source-only disclosure. Filers are not required to disclose amounts and may choose one of two methods to file: percentage thresholds or dollar-value thresholds. The appropriate financial disclosure form includes detailed instructions on how to properly fill out the form.
- New appointees are required to fill out a financial disclosure form within 30 days of being appointed.
- Individuals who are in a financial disclosure position as of December 31 of each year are required to electronically file an annual financial disclosure form on the Commission on Ethics' Electronic Financial Disclosure Management System by July 1. Individuals who file late are subject to monetary fines or removal from office.
- Upon resigning from the board, individuals subject to financial disclosure must submit a final financial disclosure form within 60 days of leaving their position.

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
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city.clerk@MLBFL.org

APPOINTMENT PROCESS

- Once an application has been submitted, it will remain on file in the City Clerk's Office for two years from the date of submittal.
- When vacancies occur on the boards that you have indicated interest in, your application will be submitted to the City Council for consideration during a regular meeting. Agendas for upcoming City Council meetings can be found on the city's website at <https://melbournefl.portal.civicclerk.com/>.
- You are not required to attend the City Council meeting when your application is being considered. However, you may attend and sign up to speak to introduce yourself to the City Council and express why you should be appointed to a particular board. Note that board appointments are typically the last items on the agenda.
- If you are appointed to a city board, you will be contacted by the City Clerk's Office to set up orientation (30 to 90 minutes, depending on the board) during regular business hours at City Hall with the City Clerk and the city staff who provide support to the board to which you have been appointed. Orientation will include information on:
 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: _____

Date: _____

8/6/2024

Kathryn A. Broderick, Esq.

kathryn.a.broderick@gmail.com | 321.408.7474 | theartistcalledkate.com | themoonrivercafe.com

Work Experience

Owner & Chief Executive Officer

Moon River Café | Melbourne, Florida | Current Position

Currently developing a vibrant cafe in Downtown Melbourne, opening Fall 2024, dedicated to promoting Melbourne and fostering a creative and supporting atmosphere for patrons.

Business & Strategic Communications Consultant

Melbourne, Florida | Current Position

- Serve as subject matter expert and trusted advisor to senior leadership in brand development and strategic initiative project management.
- Provide expert writing and technical editing services to elevate proposals, manuscripts, and corporate governance documents.
- Prepare high-impact presentations to optimize stakeholder engagement.
- Lead cross-functional teams to implement marketing campaigns, product launches, and promotional activities, ensuring alignment with the brand's development objectives.
- Conduct market research and analysis to identify new business opportunities and trends, providing insights for strategic decision-making and future initiatives.

Instructor of Strategic Communication

Florida Institute of Technology | Melbourne, Florida | August 2023 – May 2024

- Design engaging course content for technical communication and rhetoric courses.
- Distinguished as a contributing author for public speaking textbook (in development).

Copywriter, Brand & Creative Strategy

Pearson Online Learning Services | Orlando, Florida | October 2021 – October 2022

- Appointed key liaison to the institution's top partner (responsible for 40% of the corporation's revenue with a dedicated budget of \$80M+) within one month of hire.
- Implemented brand copy strategy for a multinational educational media corporation, ensuring consistency and engagement.
- Crafted captivating content across diverse platforms, including emails, websites, landing pages, blogs, social media, and advertisements.

Associate Counsel, Corporate Governance and Transactions & Summer Associate

AIG • Global Legal, Compliance and Regulatory | New York, New York | May 2016 – December 2020

- Provided strategic legal support to a multinational insurance corporation, spanning critical domains including branding, corporate communications (digital and social media strategy), corporate governance, global technology, innovation, and sourcing.
- Drafted and refined speeches and talking points for executive leadership, extensively covering cybersecurity and privacy concerns. Delivered weekly briefings to General Counsel, spotlighting evolving trends in the global legal, regulatory, threat, and impact landscape.
- Extensive legal research and writing on federal and state regulations, cybersecurity, data security, privacy, biometrics, wearable technologies, blockchain, artificial intelligence, autonomous vehicles, cryptocurrency, Internet of Things, and corporate governance.
- Analyzed risk and complex legal issues encountered during original content production, including intellectual property (trademarks and copyright) and other issues encountered in production clearances (defamation, rights of publicity and privacy).
- Championed negotiations and authored complex deal structures, ranging from regulatory contracts to pilot and software licensing agreements.

Pro Bono Marketing Committee Chair

ALG | New York, New York | July 2020 – December 2020

- Spearheaded a dynamic upswing in participation within a nationally acclaimed program, driving a 200% surge through targeted communication and engagement strategies.
- Liaised with 50 partner programs to offer trainings for 1,000+ participants.

Graduate Research Fellow | Office of Diversity & Inclusion & Marketing

College of William & Mary | Williamsburg, Virginia | September 2015 – May 2017

- Advised the Chief Diversity Officer, addressing diversity, equality, and inclusion challenges.

Senior Technical Editor, Center for Communication Excellence

Florida Institute of Technology | Melbourne, Florida | June 2012 – June 2015

- Led team of six in compiling and meticulously editing confidential accreditation documentation, ensuring adherence to quality standards.
- Revised and enhanced academic publications and presentations for senior faculty.

Education

Juris Doctor | William & Mary Law School, Virginia

M.S. in Global Strategic Communication | Florida Institute of Technology, Florida

M.A. in Irish Mythology and Folklore (in progress) | University College Cork, Ireland

M.Phil. in Medieval Literature and Culture | University of Dublin, Trinity College, Ireland

B.A. in Humanities, *magna cum laude* | Florida Institute of Technology, Florida

Volunteer Experience

- Vice President Public Relations, Saint Stephen's Way, a nonprofit organization that benefits unhoused families with children in Brevard, Florida.
- 2,000+ pro bono hours with various organizations in New York, including International Refugee Assistance Project, Safe Passage Project, Her Justice, City Bar Justice Center, Neighborhood Entrepreneur Law Project, Street Law Program, Legal Aid Society, New York State Mentoring Program, and more.

Select Awards, Publications & Presentations

The Deceptive Art of Logical Fallacies: The Language Alchemist Series, Author

Debuted at #1 New Release in three categories and achieved Bestseller status on Amazon

Pastels in Bloom Exhibition, Artist (Best in Show & Third Place)

Strawbridge Art League | Melbourne, Florida

2023 Alice in Wonderland Prize Exhibition, Artist (Finalist)

CityArts | Orlando, Florida

Building Inclusive Digital Communities to Advance Celtic Studies, Panelist

The 2022 Celtic Studies Association of North America Conference

The Ghosts of the Old Country, Poet

The New Verse News Literary Journal

Cath Maige Tuired: Justice and Kingship in Medieval Ireland, Panelist

New College Conference on Medieval and Renaissance Studies

Emerging Technology 101: Adapting to this Brave New World, Panelist

Asian American Lawyers of New York Fall Conference | New York, New York

VOLUNTEER BOARD MEMBER APPLICATION

Applicant Name: DIANNE BAUMERT-MOYIK

Applicant Address: 2445 TurtleMound Rd
Address
MELBOURNE FL 32934-7653
City State Zip Code

Telephone Number: 321 428 4755 E-mail: dbaumert@baumertpr.com
(Area Code)

Business Address: _____
Address

Telephone Number: 516-903-1107 mobile
(During Business Hours) (Area Code) State Zip Code

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 518 Verified by City Clerk Staff (Initials): JS

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☒ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☐	Beautification and Energy Efficiency Board	☐	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
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Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☒ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

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- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

☐ I do not serve on any other board or committee.

☒ I currently serve on the following boards/committees:

Eau Gallie Yacht Club Finance Committee member

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

CONFLICTING CONTRACTUAL RELATIONSHIPS

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- Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.

- ☒ I am not employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☐ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

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 - General Employees' Pension Plan Board of Trustees
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 - Police Officers' Retirement Trust Fund Board of Trustees
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- New appointees are required to fill out a financial disclosure form within 30 days of being appointed.
- Individuals who are in a financial disclosure position as of December 31 of each year are required to electronically file an annual financial disclosure form on the Commission on Ethics' Electronic Financial Disclosure Management System by July 1. Individuals who file late are subject to monetary fines or removal from office.
- Upon resigning from the board, individuals subject to financial disclosure must submit a final financial disclosure form within 60 days of leaving their position.

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

APPOINTMENT PROCESS

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- You are not required to attend the City Council meeting when your application is being considered. However, you may attend and sign up to speak to introduce yourself to the City Council and express why you should be appointed to a particular board. Note that board appointments are typically the last items on the agenda.
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 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature:

Dianne Bayne-Moyile

Date:

3/24/26

Dianne Baumert-Moyik, MBA, MA

2445 Turtle Mound Rd, Melbourne, FL 32934-7653

dbaumert@baumertpr.com

516-903-1107 Mobile

<https://www.linkedin.com/in/diannebaumertmoyik/>

Stakeholder Relations Professional

Strategic communications leader, with a proven track record in building brand trust, stakeholder engagement, crisis communications, and project management. Collaborative leadership style and ability to inspire teams, dedicated to driving organizational success through innovative communication strategies and fostering a culture of excellence especially with cross-functional teams. Strengths include building brand trust with a variety of external stakeholders, digital marketing and analytics, and distilling complex subjects to make them understandable.

-Stakeholder Relations

-Project Management

-Media Relations

-Social Media/Content Development

-Executive Communications

-Employee Communications

Professional Experience

TASC TECHNICAL SERVICES

Sept 2024-Present

Provider of contract labor talent to various companies

Project manager/stakeholder relations

- Executing stakeholder engagement for Northrop Grumman's environmental remedial programs in NY.

NORTHROP GRUMMAN CORPORATION

2006 – July 2024

US Defense/Aerospace contractor with 100,000 employees worldwide.

Security Clearance: Secret

Senior Staff, Public Relations, Melbourne, FL | 2021 - 2024

- Developed and executed annual communications plans with cross-functional team to rebuild brand trust and community understanding of Northrop Grumman's business commitment to its environmental remediation obligations in Bethpage, N.Y. www.northropgrumman.com/bethpage by managing daily interactions with external audiences.
- Executed 18 company-hosted community briefings with local leaders, business leaders, residents and prepared and delivered more than 200 different communications during major project construction.

Senior Manager, Public Relations, Melbourne, FL | 2019 – 2021

- Managed and executed Stakeholder engagement for Northrop Grumman's Bethpage Environmental Remediation program to rebuild brand trust fielding questions from external stakeholders. Led team of 8.
- Executed Grumman History Center project to relocate 6,000 square feet of historical assets and support \$51.5M sale of property.
- Led Aeronautics Political Action Committee communications campaign to drive higher levels of enrollment and contributions.

Senior Manager, External Affairs, Falls Church, VA and Melbourne, FL | 2016 - 2019

- Developed and executed communications campaign for USAF Joint STARS Recapitalization to generate media visibility for proposal.
- Developed strategic communications engagement program for ongoing Bethpage Environmental Remediation.
- Developed Apollo 50th Anniversary communications campaign with cross-functional enterprise team of 4.
- Spearheaded political action committee campaign to enroll 1,012 new members over 24 months.

Director 2, Strategic Communications, Falls Church, VA and Melbourne, FL | 2012 - 2016

- Served as member of advocacy team to protect historic Long-Range Strike (B-21) \$60B contract win through competitor protest period and generated over 100,000 letters of support to Congress
- Developed NG Corporate Logistics Council Cross-Sector Communications campaign to drive brand awareness. Executed several successful Logistics Pillar media briefings at National Press Club.

Director 1, Communications, Bethpage, NY | 2011 - 2012

- Leading team of 6 communications professionals providing global program communications and internal communications support to two divisions including media relations, trade shows and events, employee communications, external leadership engagement with key officials, thought leadership.
- Developed grassroots advocacy campaigns for U.S. Navy E-2D Advanced Hawkeye and U.S. Air Force E-8 Joint STARS programs generating tens of thousands of advocate letters to Congress and positive media coverage.
- Executed the NATO Airborne Ground Surveillance contract signing with Northrop Grumman CEO Wes Bush at NATO Summit 2012 working closely with Office of the Secretary of Defense to generate positive program visibility and customer advocacy.
- Executed nationwide Centennial of Naval Aviation celebration 2011 with U.S. Navy Public Affairs to support customer engagement and strengthen brand visibility.
- Managed environmental remediation public affairs engagement with cross-functional team regularly interfacing with media, federal, state, and local officials, and the community.

Senior Manager, Media Relations and Civic Affairs, Bethpage, NY | 2006 - 2011

- Executed external and internal communications supporting a diverse portfolio of US Navy and US Air force programs.
- Executed communications event to open Northrop Grumman's office in New Delhi, India.
- Supervised team of 4 and 2 external consultants providing state and local government relations support and strategic communications support for Bethpage Environmental remediation program.
- Increased political action committee communications team enrollment from 19% to 70% in one year.

Additional Experience

ASTORIA FEDERAL SAVINGS, Lake Success, NY

Largest Savings and Loan Institution in the State of New York

Assistant Vice President, Senior Manager Public Relations

SEPTEMBER 11 WIDOWS AND VICTIMS' FAMILIES ASSOCIATION, New York, NY

Media Relations (pro-bono)

NASSAU COUNTY, Mineola, NY

Press Secretary

Education

Doctorate in Business Administration (DBA), Walden University, 32 of 60 credits complete

Columbia University School of Business, Executive Education, New York, NY

Master of Business Administration (MBA), General Management, Dowling College, Melville, NY

Master of Arts Communications (M.A.), New York Institute of Technology, Old Westbury, NY

Bachelor of Arts (BA), Political Science, Buffalo State University, Buffalo, NY

Bachelor of Arts (BA), Journalism, Buffalo State University, Buffalo, NY

Professional and Community Involvement

Established the Dianne Baumert-Moyik Journalism-Public Relations Scholarship at Buffalo State University

Eau Gallie Yacht Club: Finance (2026, 2025), Strategic Planning (2025), Membership (2024, 2023)

Project Management Institute PMI, Space Coast chapter

Public Relations Society of America (PRSA)

Public Relations Professionals of Long Island (past president)

VOLUNTEER BOARD MEMBER APPLICATION

Applicant Name: LuAnn Moyer

Applicant Address: 401 Jeanne Dr
Address
Melbourne FL 32935
City State Zip Code

Telephone Number: 3219615947 E-mail: luannmoyer005@gmail.com
(Area Code)

Business Address: n/a
Address
n/a
City State Zip Code

Telephone Number: _____
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 502 Verified by City Clerk Staff (Initials): JCS

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☒ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☐	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☐	Beautification and Energy Efficiency Board	☒	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☒	Citizens' Advisory Board ¹	☒	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

Volunteer board members may serve on up to two boards. However, in no instance shall a volunteer board member be permitted to serve in a capacity that would implicate the dual office-holding prohibition of the Florida Constitution.

- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

- ☒ I **do not** serve on any other board or committee.
- ☐ I currently serve on the following boards/committees:

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

CONFLICTING CONTRACTUAL RELATIONSHIPS

Section 112.313(7), Florida Statutes, prohibits a public officer from having or holding any employment or contractual relationship with any business entity which is doing business with the City of Melbourne, unless otherwise addressed by waiver of such a relationship. Section 112.313(12), Florida Statutes, provides exemptions and potential waivers of such conflicts of interest. For advisory boards, the City Council may waive a conflict under this statute upon full disclosure of the transaction or relationship to the City Council, and upon an affirmative 2/3 vote in favor of the waiver.

➤ Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.

- ☒ I am not employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☐ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

- Members of the following city boards are subject to financial disclosure (Form 1) requirements:
 - Code Enforcement Board
 - Firefighters' Pension Plan Board of Trustees
 - General Employees' Pension Plan Board of Trustees
 - Historic and Architectural Review Board
 - Planning and Zoning Board
 - Police Officers' Retirement Trust Fund Board of Trustees
 - Zoning Board of Adjustment
- Financial disclosure is a source-only disclosure. Filers are not required to disclose amounts and may choose one of two methods to file: percentage thresholds or dollar-value thresholds. The appropriate financial disclosure form includes detailed instructions on how to properly fill out the form.
- New appointees are required to fill out a financial disclosure form within 30 days of being appointed.
- Individuals who are in a financial disclosure position as of December 31 of each year are required to electronically file an annual financial disclosure form on the Commission on Ethics' Electronic Financial Disclosure Management System by July 1. Individuals who file late are subject to monetary fines or removal from office.
- Upon resigning from the board, individuals subject to financial disclosure must submit a final financial disclosure form within 60 days of leaving their position.

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

APPOINTMENT PROCESS

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- When vacancies occur on the boards that you have indicated interest in, your application will be submitted to the City Council for consideration during a regular meeting. Agendas for upcoming City Council meetings can be found on the city's website at <https://melbournefl.portal.civicclerk.com/>.
- You are not required to attend the City Council meeting when your application is being considered. However, you may attend and sign up to speak to introduce yourself to the City Council and express why you should be appointed to a particular board. Note that board appointments are typically the last items on the agenda.
- If you are appointed to a city board, you will be contacted by the City Clerk's Office to set up orientation (30 to 90 minutes, depending on the board) during regular business hours at City Hall with the City Clerk and the city staff who provide support to the board to which you have been appointed. Orientation will include information on:
 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: LuAnn Moyer Digitally signed by LuAnn Moyer
Date: 2026.04.09 10:00:21 -04'00' Date: 4/9/2026

LuAnn Moyer

Melbourne, FL 32935 luannmoyer005@gmail.com
321 961 5947

Work Experience

Co-Manager

Cottonways, Melbourne, FL

September 2025 to March 2026

Open and close the store.
Dress window displays.
Provide customer service for retail purchase in store.
Process online orders.
Bank deposits.
Submit Payroll.
Collaborate with team for events.

Install Coordinator

Mac 5 Services-Rockledge, FL

May 2023 to September 2024

Review sold jobs and assign a team to complete the job.
Communicate with customers to schedule the installation.
Confirm financing and permitting in place prior to scheduling
Previous position with this company was Lead Dispatcher - Dispatch for HVAC, Plumbing, Electricians and Drywall team. Also train new dispatchers

Office Assistant

B and D Machine & Tool, Inc.-Palm Bay, FL

January 2021 to February 2023

Office Assistant.
L3 Harris Expo downloads, Shipping & Receiving, Data Entry – Microsoft Office Suite
Assist inspector as needed. Ink Stamping and Brady Labeling per specifications
Receive and prepare payables for accountant. Prepare purchase orders, create vendor accounts – Quick Books
Purchase tooling and office supplies

Volunteer Services Manager

VITAS Healthcare-Melbourne, FL

August 2003 to September 2014

- Volunteer Management position in May 2013 to August 2014
 - Volunteer Coordinator April 2005 to May 2013
- Supervised two Volunteer Services Coordinators as well as 150 volunteers, including completion of annual reviews.
Facilitated volunteer orientation which includes HIPAA, OSHA and Corporate Compliance. Maintained personnel file both in hard copy and People Soft.
- Patient Care Secretary August 2003 to March 2005
- Ordered durable medical equip, medical supplies, enter patient care data into Vx. Prepared weekly team meeting agenda and reports. Using Excel and Vx.
Maintained on call schedule for all disciplines in program.
Established, maintained and closed patient charts. Follow up on documentation.

Trained new patient care secretaries.

Mass Care Technician / Family Services / Disaster Action Team

American Red Cross-Wichita, KS

January 1998 to December 2003

Responded to national and local disasters. Drove emergency response vehicle (certification required) Admin Assistant to Mass Care Officer - Hutchinson Gas explosion.

Data Entry, interviewed clients, issued vouchers for client needs.

Committee member Y2K planning. Set up disaster plans for individual communities

Volunteer Coordinator

Southern Care Hospice, Inc-Wichita, KS

January 2000 to July 2003

- Volunteer Coordinator/Receptionist / Office Manager

Managed volunteer program. Recruited, trained and supervised 30 volunteers. Training included HIPAA and Corporate Compliance

Provided monthly report to corporate office for Medicare reimbursement.

Managed overall office functions, order medical and office supplies.

Maintained and complete daily reports, patient call book, billing information. Maintained Policy and Procedure Manual.

Processed admission paperwork; maintained patient charts and personnel files.

Store Manager

Wetzel's Pretzels-Wichita, KS January 2001 to December 2001

Managed entire operation.

Hired and trained employees

Maintained employee schedule. Order food and supplies

Deposited daily sales, report weekly sales

Crew Leader / Instructor

US Census Bureau-Wichita, KS

January 2000 to December 2000

Trained new enumerators. Scheduled and assigned areas to be worked. Conducted daily meetings for crew of 24. Filled in for Field Supervisor in his absence

Troop Leader/ Den Leader / Committee Chairman

Girl Scouts and Boy Scouts of America-Arlington, TX January 1990 to December 2000

- Girl Scouts of America - Arlington, Tx

January 1990 to August 1996

Troop Leader for 3 different age levels. Conducted troop meeting. Recruited and trained new leaders. Troop Cookie Chairman.

Membership Chairman for 2 years. (Approx 30 troops)

Day Camp Director 2 years. Planned and successfully ran camp, 200 girls and 30 leaders.

- Boy Scouts of America - Wichita, Ks 1996 - 2000

Conducted den meetings for boys, committee meetings, and pack meetings for parents. Recruited and trained leaders and committee members.

Organized banquets, recruitment, camping, Pine Wood Derby and holiday events.

Co Owner

GP Grinding-Arlington, TX

January 1986 to December 1996

Set up and maintain customer base. Accounts payable and receivable, as well as all office needs. Visual inspection of completed jobs. Prepared finished tools for return to customer. Pick up and deliver in Dallas/Fort Worth Metroplex

Education

Online course in Notary Public

National Notary Association - Chatsworth, CA

July 2024 to July 2024

Online course in Genealogy

INTERNATIONAL ASSOCIATION OF PROFESSIONS CAREER COLLEGE - Portland, OR

February 2023 to March 2023

High school diploma

South Area Alternative Learning Center - Melbourne, FL January 1978 to December 1979

Skills

- PeopleSoft
- Accounts Receivable
- Public Speaking
- Accounts Payable
- Office Management
- Microsoft Outlook
- QuickBooks
- Administrative Experience
- Management
- Employee Orientation
- Event Planning

Certifications and Licenses

Certified Notary Public

July 2024 to present

Notary in State of Florida

IAP Genealogist

March 2023 to present

International Association of Professions Career College Certificate Program - Genealogist



Melbourne City Council
June 9, 2026
City Manager's Item Report

Department:	City Clerk's Office
Presenter:	Justice Stevens
Council District:	N/A
Reading Number:	N/A
Quasi-judicial Item (Disclosure Required):	No
Public Hearing:	No
Item Number:	C.21.c.

Subject:

Appointment of members to the Olde Eau Gallie Riverfront CRA Advisory Committee.

Background/Consideration:

The terms of Thomas Richards, Justin Jennings, Kyle Smyth and Ilana Grimes will expire on June 11. Mr. Richards and Mr. Jennings would like to be considered for reappointment. Mr. Smyth and Ms. Grimes have indicated that they do not wish to be reappointed. There are no outside applications on file.

City Code provides that members appointed to this Board must be a Melbourne resident or engaged in business within the redevelopment area. The term "engaged in business" means owning a business, practicing a profession or performing a service for compensation, or serving as an officer or director of a corporation or other business so engaged.

Applications are attached from the current members of the Board listed above, along with the second alternate member. Additionally, attendance reports from 2025 and 2026 are included in the agenda package.

Fiscal/Budget Impact:

N/A

Requested Action:

Reappoint Thomas Richards and Justin Jennings as regular members and appoint Edilene Johansson as a regular member.

Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee

MEMBER	CONTACT INFO	TERM
George Alexander, Chair 590 Eau Gallie Boulevard Melbourne, FL 32935	(321) 254-6131 (321) 254-3261 eaugallieace@yahoo.com	June 12, 2025 – June 11, 2027 2-year term
Karen Kissack 635 E. New Haven Avenue, Suite 625 Melbourne, FL 32901	(928) 713-6388 karenkissack@gmail.com	June 12, 2025 – June 11, 2027 2-year term
David Wickham 1770 Highland Avenue Melbourne, FL 32935	(321) 254-0355 cwickham@cfl.rr.com	June 12, 2025 – June 11, 2027 2-year term
H.J. "Buz" Underill 490 N. Harbor City Boulevard Melbourne, FL 32935	(321) 242-2224 x112 buz@underill.com	June 12, 2025 – June 11, 2027 2-year term
Thomas Richards, Vice Chair 655 Indian River Drive Melbourne, FL 32935	(321) 255-5108 tom@richardsappraisal.com	June 12, 2024 – June 11, 2026 2-year term
Justin Jennings 3008 Pebble Creek Street Melbourne, FL 32935	(321) 615-4747 jwjbsu@gmail.com	June 12, 2024 – June 11, 2026 2-year term
Kyle Smyth 652 W. Eau Gallie Boulevard Melbourne, FL 32935	(321) 506-1933 kyle@intracoastalbrewingcompany.com	June 12, 2024 – June 11, 2026 2-year term
<u>Alternate Members</u>		
Ilana Grimes 1922 Harrison Avenue Melbourne, FL 32935	(407) 252-0887 ilanagrimes1@gmail.com	April 23, 2024 – June 11, 2026 Unexpired term plus 2-year term
Edilene Johansson 103 Riverside Drive Melbourne Beach, FL 32951	(321) 378-9090 etticeo@gmail.com	June 12, 2025 – June 11, 2027 2-year term

Economic Development Manager

Robert McKinzie

(321) 608-7510

robert.mckinzie@mlbfl.org

Recording Secretary

Mary Wolak

(321) 608-7500

mary.wolak@mlbfl.org

2025 Olde Eau Gallie Riverfront CRA Committee Meeting Attendance

Name	Title	1/9/25	3/13/25	5/8/25	7/10/25	9/11/25	11/13/25
George Alexander	Chairman						
Tom Richards	Vice Chairman						
David Wickham	Member						
Buz Underill	Member						
Karen Kissack	Member						
Kyle Smyth	Member						
Justin Jennings	Member						
Ilana Grimes	Alternate Member						
Edilene Johansson	Alternate Member						

	Present
L	Present-Late
E	Absent-Excused
A	Absent-Not Excused
	Meeting Canceled

2026 Olde Eau Gallie Riverfront CRA Committee Meeting Attendance

Name	Title	1/8/26	3/12/26	5/14/26	7/9/26	9/10/26	11/12/26
George Alexander	Chairman						
Tom Richards	Vice Chairman						
David Wickham	Member						
Buz Underill	Member						
Karen Kissack	Member						
Kyle Smyth	Member						
Justin Jennings	Member						
Ilana Grimes	Alternate Member						
Edilene Johansson	Alternate Member						

	Present
L	Present-Late
E	Absent-Excused
A	Absent-Not Excused
	Meeting Canceled

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

Applicant Name: Justin Jennings

Applicant Address: 3008 Pebble Creek St
Address

FI 32935
City State Zip Code

Telephone Number: Melbourne E-mail: jjmlbcitycouncil@gmail.com
(Area Code)

Business Address: _____
Address

Telephone Number: 321-615-4747
(During Business Hours) (Area Code)

RECEIVED

JAN 5 2026

Office of City Clerk
Melbourne, Florida

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 422 Verified by City Clerk Staff (Initials): JCS

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☒ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☒	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☐	Beautification and Energy Efficiency Board	☐	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

VOLUNTEER BOARD MEMBER APPLICATION

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
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DUAL OFFICE-HOLDING

Volunteer board members may serve on up to two boards. However, in no instance shall a volunteer board member be permitted to serve in a capacity that would implicate the dual office-holding prohibition of the Florida Constitution.

- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

☒ I **do not** serve on any other board or committee.

☐ I currently serve on the following boards/committees:

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

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➤ **Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.**

- ☐ I am **not** employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☐ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

Not

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

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 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: _____



Date: _____

01/03/26

Justin W Jennings

(321) 615-4747 Email: jwjbsu@gmail.com

Technical Skills

- Cost avoidance, solution, planning and implementation.
- Experience administering complex applications and large databases.
- Good organizational and problem-solving skills.
- Self Motivated, Customer focused and service oriented.
- Knowledgeable in all levels of information technology and security.
- High level of personal motivation, initiative to learn and acquire new skills.
- Able to socialize ideas, make recommendations, and gain team consensus.
- Ability to be very detail oriented and interact with a wide range of individuals and levels of leadership.
- Information technology process management and system monitoring.
- Experience with Microsoft Windows Servers.
- Exceptional verbal, written, interpersonal and presentation skills, customer relationship building skills, analytical skills and ability to lead/mentor teammates.
- Able to work individually as well as part of a team.
- Leadership skills with ability to identify systemic problems then marshal the resources to successfully remedy the problem.

Professional Experience

Intersect Group

Engineering Services IT

(June 2021 – Present)

- License Server Administration and Maintenance.
- Windows Server Administration.
- Database migration for both new, legacy aerospace software and hardware systems.
- Conduct periodic hardware/software inventory assessments.
- Develop Knowledge Transfer Plan; overseeing configuration and management of production systems.
- Greenhills, MKS, Enovia, Doors, SYNOPSIS Integrity, SmartBear Collaborator, CITRIX, PTC ARTISAN, PTC Windchill Modeler.
- Administration and Troubleshooting.

Embraer Engineering & Technology Center

Systems Administrator II

(August 2018 – Dec 2020)

- License Server Administration and Maintenance.
- DASSAULT Systems, CATIA, 3DCOM, Administration and Troubleshooting
- Provide solutions and planning advice for the organization's data, communications and software systems.
- Conduct periodic hardware/software inventory assessments.
- Develop Monitoring Plan; overseeing configuration management of assigned systems.

Justin W Jennings

(321) 615-4747 · Email: jwjbsu@gmail.com

Embraer Engineering USA - Embraer Executive Aircraft

IT Business Consultant

(February 2016 – August 2018)

- Provide solutions and planning advice for the organization's data, communication and software systems.
- Create processes for on boarding, computer purchases, maintenance, tracking and disposal.
- Consult management on a plan to reduce their applications teams outstanding ticketing problems.

Embraer Engineering and Technology Center, Embraer Executive Aircraft

IT Desk Side Engineer

(July 2013 – February 2016)

- Provide technical support for computers and associated networks.
- Install, troubleshoot, service, and repair personal computers, related PC software, telephones.
- Connect personal computers and terminals to existing data networks. Perform PC setup.
- Instruct and assist users in the use of personal computers and networks.
- Investigate information, network, and communications needs of users
- Complete documentation and other tasks needed to satisfy Security requirements.
- Follow all Security regulations, guidelines, and processes.
- Review the trouble ticket queue to identify issues that need to be addressed Maintain, trouble logs.
- Resolve tickets within established SLAs.
- Establish and maintain high levels of customer satisfaction according to defined objectives.
- Work with engineers to resolve support issues and escalate to appropriate teams.
- Exhibit good communication skills, an energetic approach, and patience with customers.

Education

Ball State University

Bachelor of Science -

- Industry and Technology Major, Computer Technology Minor **(August 2010 - May 2013)**
- Exceptional Graduate Award Recipient **(May – 2013)**

RECEIVED

MAY 26 2026

Office of City Clerk
Melbourne, Florida
Melbourne
The Harbor City



VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

Applicant Name: Thomas Richards

Applicant Address: 655 Indian River Drive
Address
Melbourne FL 32935
City State Zip Code

Telephone Number: 321-288-2093 E-mail: Tom@RichardsAppraisal.com
(Area Code)

Business Address: 598 W. Eau Gallie Boulevard
Address
Melbourne FL 32935
City State Zip Code

Telephone Number: 321-288-2093
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 502

Verified by City Clerk Staff (Initials):

ST

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☐ Yes ☐ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☐	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	General Employees' Pension Plan Board of Trustees ²	☒	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
☐	Beautification and Energy Efficiency Board	☐	Historic and Architectural Review Board ²	☐	Planning and Zoning Board ²
☐	Citizens' Advisory Board ¹	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Economic Enhancement District Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

If you selected **AFFORDABLE HOUSING ADVISORY COMMITTEE**, indicate the position(s) that you qualify for:

- ☐ Citizen actively engaged in residential home building industry in connection with affordable housing
- ☐ Citizen actively engaged in banking industry in connection with affordable housing
- ☐ Citizen who represents areas of labor (roofing, etc.) actively engaged in home building in connection with affordable housing
- ☐ Citizen actively engaged as an advocate for low-income persons in connection with affordable housing
- ☐ Citizen actively engaged as a for profit provider of affordable housing
- ☐ Citizen actively engaged as a not-for-profit provider of affordable housing
- ☐ Citizen actively engaged as a real estate professional in connection with affordable housing
- ☐ Current member of the Planning and Zoning Board
- ☐ One resident of Melbourne
- ☐ Citizen who currently represents employers within Melbourne
- ☐ Citizen who currently represents essential services personnel (any person employed by educational, governmental and human service agencies; health care personnel; public safety personnel; and any skilled building trades personnel and food service personnel)

DUAL OFFICE-HOLDING

Volunteer board members may serve on up to two boards. However, in no instance shall a volunteer board member be permitted to serve in a capacity that would implicate the dual office-holding prohibition of the Florida Constitution.

- Please list any other boards or committees that you serve on in any other capacity (such as another city, county, or non-profit board). Provide the name of the board and a brief description of its duties in the box below.

- ☒ I **do not** serve on any other board or committee.
- ☐ I currently serve on the following boards/committees:

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

CONFLICTING CONTRACTUAL RELATIONSHIPS

Section 112.313(7), Florida Statutes, prohibits a public officer from having or holding any employment or contractual relationship with any business entity which is doing business with the City of Melbourne, unless otherwise addressed by waiver of such a relationship. Section 112.313(12), Florida Statutes, provides exemptions and potential waivers of such conflicts of interest. For advisory boards, the City Council may waive a conflict under this statute upon full disclosure of the transaction or relationship to the City Council, and upon an affirmative 2/3 vote in favor of the waiver.

➤ Please list any business entity that you are employed by or have a contractual relationship with that has or may do business with the City of Melbourne. Provide a brief explanation of that business in the box below.

- ☒ I am not employed by / I do not have a contractual relationship with any business that has or will do business with the City of Melbourne.
- ☐ I am employed by / I do have a contractual relationship with a business that has or will do business with the City of Melbourne.

It shall be the responsibility of the volunteer board member to advise the City Clerk's Office if the answer to this question changes at any point following the submission of this application.

FINANCIAL DISCLOSURE

- Members of the following city boards are subject to financial disclosure (Form 1) requirements:
 - Code Enforcement Board
 - Firefighters' Pension Plan Board of Trustees
 - General Employees' Pension Plan Board of Trustees
 - Historic and Architectural Review Board
 - Planning and Zoning Board
 - Police Officers' Retirement Trust Fund Board of Trustees
 - Zoning Board of Adjustment
- Financial disclosure is a source-only disclosure. Filers are not required to disclose amounts and may choose one of two methods to file: percentage thresholds or dollar-value thresholds. The appropriate financial disclosure form includes detailed instructions on how to properly fill out the form.
- New appointees are required to fill out a financial disclosure form within 30 days of being appointed.
- Individuals who are in a financial disclosure position as of December 31 of each year are required to electronically file an annual financial disclosure form on the Commission on Ethics' Electronic Financial Disclosure Management System by July 1. Individuals who file late are subject to monetary fines or removal from office.
- Upon resigning from the board, individuals subject to financial disclosure must submit a final financial disclosure form within 60 days of leaving their position.

VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

APPOINTMENT PROCESS

- Once an application has been submitted, it will remain on file in the City Clerk's Office for two years from the date of submittal.
- When vacancies occur on the boards that you have indicated interest in, your application will be submitted to the City Council for consideration during a regular meeting. Agendas for upcoming City Council meetings can be found on the city's website at <https://melbournefl.portal.civicclerk.com/>.
- You are not required to attend the City Council meeting when your application is being considered. However, you may attend and sign up to speak to introduce yourself to the City Council and express why you should be appointed to a particular board. Note that board appointments are typically the last items on the agenda.
- If you are appointed to a city board, you will be contacted by the City Clerk's Office to set up orientation (30 to 90 minutes, depending on the board) during regular business hours at City Hall with the City Clerk and the city staff who provide support to the board to which you have been appointed. Orientation will include information on:
 - General policies that apply to all boards.
 - Attendance requirements.
 - Review of the Sunshine Law, Voting Conflicts of Interest, and Robert's Rules of Order.
 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: Thomas Richards

Digitally signed by Thomas
Richards
Date: 2026.05.25 10:24:53 -04'00'

Date: _____

5/25/2026

QUALIFICATIONS OF THE APPRAISER

Thomas G. Richards, MAI
598 Eau Gallie Blvd.
Melbourne, FL 32935

Formal Education

Bachelor of Business Administration; Major – Real Estate
Florida Atlantic University 1985

Real Estate Related Coursework

Principles of Real Estate
Residential and Income Property Appraisal
Real Estate Finance
Real Estate Law
Urban and Regional Economics

Additional Real Estate and Appraisal Education

Introduction to Appraising Real Property - Society of Real Estate Appraisers (SREA 101)
Principles of Income Property Appraising - Society of Real Estate Appraisers (SREA 201)
Real Estate Appraisal Principles - American Institute of Real Estate Appraisers (AIREA 1A-1)
Basic Valuation Procedures - American Institute of Real Estate Appraisers (AIREA1A-2)
Capitalization Theories and Techniques, Part A- American Institute of Real Estate Appraisers (AIREA 1B-1)
Valuation Analysis and Report Writing - American Institute of Real Estate Appraisers (AIREA 2-2)
Standards of Professional Appraisal Practice - American Institute of Real Estate Appraisers (AIREA SPP)
Advanced Applications - The Appraisal Institute (AI-550)
Appraisal Practices for Litigation- The Appraisal Institute
Condemnation; Advanced Topics- The Appraisal Institute (AI 720)
Conservation Easements Course-The Appraisal Institute
Requirements of UASFLA-The 'Yellow Book'-ASFMRA
Uniform Appraisal Standards for Federal Land Acquisition – Yellow Book – The Appraisal Institute

Professional Designation, Licenses and Affiliations

Member of the Appraisal Institute MAI#10,335
State Certified General Appraiser RZ 574
General Appraiser Instructor GA 1000036
Member - East Florida Chapter of the Appraisal Institute
Past Board of Directors-East Fla. Chapter of the Appraisal Institute

Real Estate Appraisal Experience

Owner – Richards Appraisal Service, Inc., Melbourne, Florida, October 1993-Present

Staff Appraiser – Callaway & Price Inc., Fort Pierce, Florida, August 1988-September 1993.

Staff Appraiser – W.H. Benson & Company, Melbourne, Florida, February 1986-May 1988

Staff Appraiser – Hanson Appraisal Service, Melbourne, Florida, June 1985-February 1986

Research Assistant and Staff Appraiser – Ross Realty & Appraisal, Inc., Boca Raton, Florida, March 1984-June 1985

Qualified as an Expert Witness in:

Brevard County, Florida
Indian River County, Florida
Brevard County Value Adjustment Board
Special Master-Volusia County

Types of Properties Appraised

Appraisal made on the following types of property for individuals corporations, banks, attorneys, governmental agencies, insurance and mortgage companies:

Acreage	Insurable Value
Apartment Complexes	Leasehold Interests
Automobile Dealerships	Market Studies
Agricultural Properties	Marinas
Citrus Groves	Medical Offices
Commercial Buildings	Mobile Home Parks
Condemnation/Eminent Domain	Mobile Homes
Condominium Projects, units	Nursing Homes
Conservation Easements	Oceanfront Properties
Convenience Stores	Planned Unit Developments
Day Care Centers	Retail Buildings
Duplexes	Retirement Homes
Easements	Riverfront Properties
Environmentally Sensitive Lands	Shopping Centers
Feasibility Studies	Special Purpose Properties
Golf Courses	Subdivisions
Gasoline/Convenience Stores	Vacant Lots
Industrial Properties	Warehouse Buildings Hotels/Motels

RECEIVED

MAY - 8 2024

City of
Melbourne
Office of City Clerk
Melbourne, Florida



VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

Applicant Name: Edilene Johansson

Applicant Address: 103 Riverside Dr.
Address
Melbourne Beach, FL
City State Zip Code

Telephone Number: 321-378-9090 E-mail: ETTICEO@gmail.com
(Area Code)

Business Address: 1987 N. Harbor City Blvd.
Address
Melbourne FL 32935
City State Zip Code

Telephone Number: 321-378-9090
(During Business Hours) (Area Code)

A brief resume or summary of background must be attached to this application.

- Board members must be registered voters. Provide your precinct number from your voter's registration card:

Voting Precinct Number: 305 ✓ JS

Verified by City Clerk Staff (Initials):

- Most boards require members to have been residents of the City of Melbourne for at least six months.

Have you lived in the City of Melbourne for the past six months? ☐ Yes ☒ No

A brief description of each board is attached, including the current meeting schedule for the board. If you are interested in multiple boards, rank your interest in those boards (1 – first choice, 2 – second choice, etc.).

☒	Affordable Housing Advisory Committee* *Check qualifications on Page 2	☐	Golf Courses Advisory Board ¹	☒	Olde Eau Gallie Riverfront Community Redevelopment Agency Advisory Committee
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☐	Citizens' Advisory Board ¹	☐	Library Board	☐	Police Officers' Retirement Trust Fund Board of Trustees ²
☐	Code Enforcement Board ²	☐	Melbourne Downtown Community Redevelopment Agency Advisory Committee	☐	Zoning Board of Adjustment ²
☐	Firefighters' Pension Plan Board of Trustees ²	☐	Melbourne Economic Enhancement District Advisory Committee	¹ Supplemental application required. ² Members are subject to financial disclosure requirements.	
☐	General Employees' Pension Plan Board of Trustees ²	☐	Melbourne Housing Authority		

VOLUNTEER BOARD MEMBER APPLICATION

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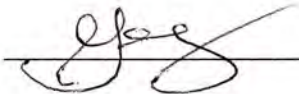
VOLUNTEER BOARD MEMBER APPLICATION

City Clerk's Office
900 E. Strawbridge Avenue
Melbourne, FL 32901
(321) 608-7220
city.clerk@MLBFL.org

APPOINTMENT PROCESS

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 - Review of the duties and scope of the board, including current items/projects being considered.
 - Information regarding quasi-judicial proceedings (Code Enforcement Board, Historic and Architectural Review Board, Planning and Zoning Board, Zoning Board of Adjustment).

Applicant Signature: _____



Date: _____

05/10/24



EDILENE JOHANSSON

I am an accomplished personal and business finance expert with a strong commitment to community engagement. My leadership has effectively spearheaded a team promoting local development and improving community welfare. I bring extensive expertise in comprehensive financial services, specializing in tax audits and financial dispute resolution, always prioritizing the needs of our diverse clientele.

As a fervent advocate for integrity and excellence, I have garnered the trust and satisfaction of businesses and community members across English, Spanish, and Brazilian sectors. With my financial acumen and commitment to public service, I am well-prepared to assist in effective decision-making that serves the collective interests and upholds the values of our community.

Contact

+321-378-9090

EttiCEO@gmail.com

BVBusinessConsulting.com
PFishco.com
AmerLending.com

Melbourne, FL
Atlanta, GA
Buford, GA
Smyrna, GA

Education

Bachelor of Science
University of Sao Paulo
Brazil

IRS Enrolled Agent

Attributes

- Local Entrepreneur & Property Owner
- Financial & Tax Expert
- Small Business Consultant
- Civic-minded with a focus on the Space Coast

Languages

Spanish

English

Portuguese/Brazilian

References

Andrew Easler
Attorney

Easler Law
321-206-3603

Max Valavanis
Financial Advisor

Valavanis Financial
321-747-6197

Randy Cuti Jr.
Owner

Patriot Security Solutions
321-243-1703



EDILENE JOHANSSON

Edilene Johansson is a dynamic business consultant, financial expert and an enrolled IRS Agent with a wealth of experience in providing top-tier accounting and financial services, primarily to small businesses. She's a bilingual professional who embodies innovation, leveraging the latest technological advancements to keep businesses thriving in an ever-changing economic landscape.

Contact



+321-378-9090



EttiCEO@gmail.com



www.BVBBusinessConsulting.com

www.PFishco.com

www.AmerLending.com



Melbourne, FL

Atlanta, GA

Buiford, GA

Smyrna, GA

Education

● Bachelor of Science

University of Sao Paulo
Brazil

● IRS Enrolled Agent

● FDA Oral Cultural Project Manager

Skills

- Business Consulting
- Full Service Accounting & Tax Preparation
- Small Business Lending
- Insurance Solutions

EXECUTIVE SUMMARY

● Princeton Fishman Accounting

Chief Executive Officer

- Provides excellent fiduciary services to clients across 14 states.
- Extensive expertise in both personal and corporate finance.
- Skilled in fostering team growth and building community
- Offers full-service bookkeeping, including audits, dispute assistance.
- Maintains strategic partnerships to enhance client support and coverage
- Cultivated a culture of accountability and excellence, ensuring client satisfaction

● Buena Vista Business Consulting

Chief Executive Officer

- Oversees CEO-For-Hire program, supporting small businesses all over the US.
- Specializes in tailored strategic advice and solutions for diverse industries.
- Offers comprehensive services including market analysis and change management.
- Empowers companies to achieve sustainable results in a dynamic business environment.

● America's Lending

Owner/Principal

- Crafts advantageous loans and leases for businesses.
- Provides options including SBA Financing and Small Business Loans, Equipment Financing and Lines of Credit.
- Offers valuable consultations to support clients in every step of the process, until the loan is closed.