



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

April 1, 2026

AGENDA PACKET

Town of Melbourne Beach
TOWN COMMISSION WORKSHOP
Wednesday, April 1, 2026 @ 5:30 pm
COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE
AGENDA

Commission Members:

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

Staff Members:

Town Manager A. Marie Smith
Town Clerk Amber Brown

1. Call to Order

2. Roll Call

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

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

4. Public Comment

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

5. New Business

A. Discussion regarding the fiscal year 2026-2027 budget

6. Adjournment

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

Town Commission Workshop

Section: New Business

Meeting Date: April 1, 2026 Town Commission Workshop

From: Commissioner Tim Reed

Re: FY2027 Budget Discussion

Background Information:

Some may think we are starting early, but the reality is that April is the 7th month of FY26, so half the fiscal year is already behind us.

Subject to be Addressed:

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

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

- **Budget Challenge:** Ask that the Town Manager challenge each of their Dept Manager's to come up with a reduction/savings/efficiency in their budget.
- **Over-Runs & Under-Runs:** Ask that the Town Manager collect/summarize the significant over-runs & under-runs with recommendations for revised funding in FY27.
- **Stormwater Ad Valorem Tax:** Fund-202, discuss how this Bond Debt is being paid off & tax is going away next year.
- **Stormwater Non-Ad Valorem Assessment:** Fund-141, suggest that the current \$36 per ERU per Year amount be increased. This has not been changed in 25+ years. Assessment currently produces ~\$55k revenue per year which does not keep up with recent repair & maintenance costs. Depending on how RFP for Non-Ad Valorem consultant effort goes, this could also be considered for a rate study to overhaul this going forward.
- **Park Revenues:** Revenue is Revenue. Strongly suggest that all park revenue go into the General Fund-001 instead of Fund-172 (Ocean Park) & Fund-175 (Ryckman Park). This will not eliminate/reduce funding for the parks or reduce visibility into amount collected. Additionally, any positive balances in these funds should also be credited back to the General Fund.
- **Contingency Funding:** Discussion on how amount of funding for Dept-19 in General Fund is determined.
- **Capital Plan:** Discussion on over-haul of how capital plan is determined/presented, and what each of the short-term & long-term allocations are by Dept.

Attachments:

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

RESOLUTION NO. 2025-08

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

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

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

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

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

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

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

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

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

Time Adopted: _____ p.m.

ATTEST:

TOWN OF MELBOURNE BEACH

Amber Brown
Town Clerk
(TOWN SEAL)

By: _____
Alison Dennington, Mayor

RESOLUTION NO. 659

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(b) RATES:

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

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

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

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

A- Agricultural

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

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

S- Single Family Dwelling

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

D- Multiple Single Family Dwelling Units

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

M- Multifamily Dwelling

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

B- Condominium

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

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

E- Commercial

$$NI = I \times 1.25$$

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

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

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

I- Industrial

NI = I x 1.25

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

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

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

T- Vacant Natural

No bills generated for these land uses

V- Vacant Altered

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

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

Y- Vacant Improved

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

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

N- Non-Billable

No bills generated for these land uses.

H- All Else

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

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

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

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

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

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

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

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

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

SECTION 7. Severability. If any section, subsection, sentence, clause, phrase or portion of this rate resolution is for any reason held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holdings shall not affect the validity of the remaining portions of this rate resolution.

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

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

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

TOWN OF MELBOURNE BEACH, FLORIDA

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

ATTEST:

Cynthia E Masny
CYNTHIA E. MASNY, CMC
TOWN CLERK

Resolution No. 659