TOWN OF MELBOURNE BEACH, FLORIDA

Brevard County's Oldest Beach Community • Established 1883

507 Ocean Avenue, Melbourne Beach, Florida 32951 • (321) 724-5860

August 31, 2026

FISCAL YEAR 2027 BUDGET MESSAGE

To the Honorable Mayor, Vice Mayor, Town Commissioners, and Residents of the Town of Melbourne Beach:

On behalf of Town staff, I am pleased to submit for your review and consideration the Town of Melbourne Beach's proposed Fiscal Year 2027 Budget, covering the period from October 1, 2026, through September 30, 2027, together with a Five-Year Capital Plan, as required by the Town Charter.

The Town of Melbourne Beach remains a financially sound, small barrier-island community whose breathtaking coastal appeal and rich heritage — dating back to 1883 — make it a community of choice for residents and visitors alike. As we work to preserve the Town's hometown charm and the quality of life it embodies, we must continue investing in infrastructure while balancing financial prudence with initiatives that are meaningful to our residents. This budget reflects that continued commitment to fiscal responsibility, transparency, and the preservation of the quality of life our residents value. Through careful evaluation and prioritization of programs and services, the Town maintains essential services — Police, Fire, Public Works, and Code Enforcement — while eliminating unnecessary costs and directing resources toward the initiatives that matter most to our community.

The proposed FY2027 Budget includes the following:

- **Millage rate held flat at 4.6000 mils:** unchanged from FY2026
  - *A rate that is 4.58% above the rollback rate of 4.3987 mils*
  - *The lowest millage rate on the barrier island and the fourth lowest in Brevard County*
- **General Fund operating budget of $5,126,817:** a <u>decrease</u> from the FY2026 adopted budget
  - *No funds have been budgeted from reserves this fiscal year, preserving reserves and providing greater financial security for the Town*

- **Annual stormwater assessment increased to $68.90 per Equivalent Residential Unit (ERU):** up from $36.00, to fund the rising cost of basic maintenance of the Town's stormwater system
  - *This non-ad-valorem assessment has not kept pace with inflation, having gone unchanged for more than 20 years*
  - *The increase will generate an additional $53,408.02 per year, funding stormwater maintenance, and future risk-reduction projects*
- **Current reserve funds of $3,067,491:**
  - *Protecting the Town's financial reserves remains a top priority for the Commission and community, providing financial security amid hurricanes, emergency infrastructure repairs, unforeseen operational needs, and economic uncertainty*
  - *Reserves exceed the 15%–30% range recommended for municipalities by the Government Finance Officers Association and bond rating agencies*
  - *This year, the Finance Department also negotiated an 80-basis-point increase in the interest rate the Town earns on its savings account*

Sound and deliberate financial planning has provided flexibility to maintain core services and invest in capital infrastructure, while limiting obligations on residents and businesses alike.

Bringing Our Community Together

The Town met a number of challenges this year, and in doing so, Commissioners and staff forged new and closer partnerships with neighboring jurisdictions and organizations, including the Hubbs-SeaWorld Research Institute, the Florida Fish and Wildlife Conservation Commission, the Space Coast Transportation Planning Organization, the Rotary Club of Melbourne Beach, the Melbourne Beach Volunteer Firefighters Association, the Florida Joint Legislative Auditing Committee, the National Weather Service, the Brevard County Emergency Management Department, the Town's volunteer boards, and many more. From rescuing a manatee trapped beneath a town road, to preparing the Town to weather any storm, to welcoming hundreds of athletes for a spectacular triathlon, the Town brought its community together in many ways this year, including:

- **Saving a juvenile manatee, affectionately named "Melby," who was trapped seven feet underground in a stormwater pipe:** In partnership with the Florida Fish and Wildlife Conservation Commission, the U.S. Fish and Wildlife Service, SeaWorld, Brevard County Public Works and Fire, neighboring municipalities, and the Town's own fire and police departments, the roadway was excavated and a heavy-duty tow truck was used to free Melby. He was loaded onto a specialized transport truck – with hundreds of well-wishers looking on - bound for SeaWorld where he recovered. Melby was successfully rehabilitated and released back into the Indian River Lagoon two months later with a large crowd of supporters and all the staff from the Town, who had been following Melby's journey to recovery – the Melbourne Beach police department even minted a special Melby the manatee challenge coin. The rescue drew international attention and highlighted how the Town's partners and friends can come together for a shared cause.

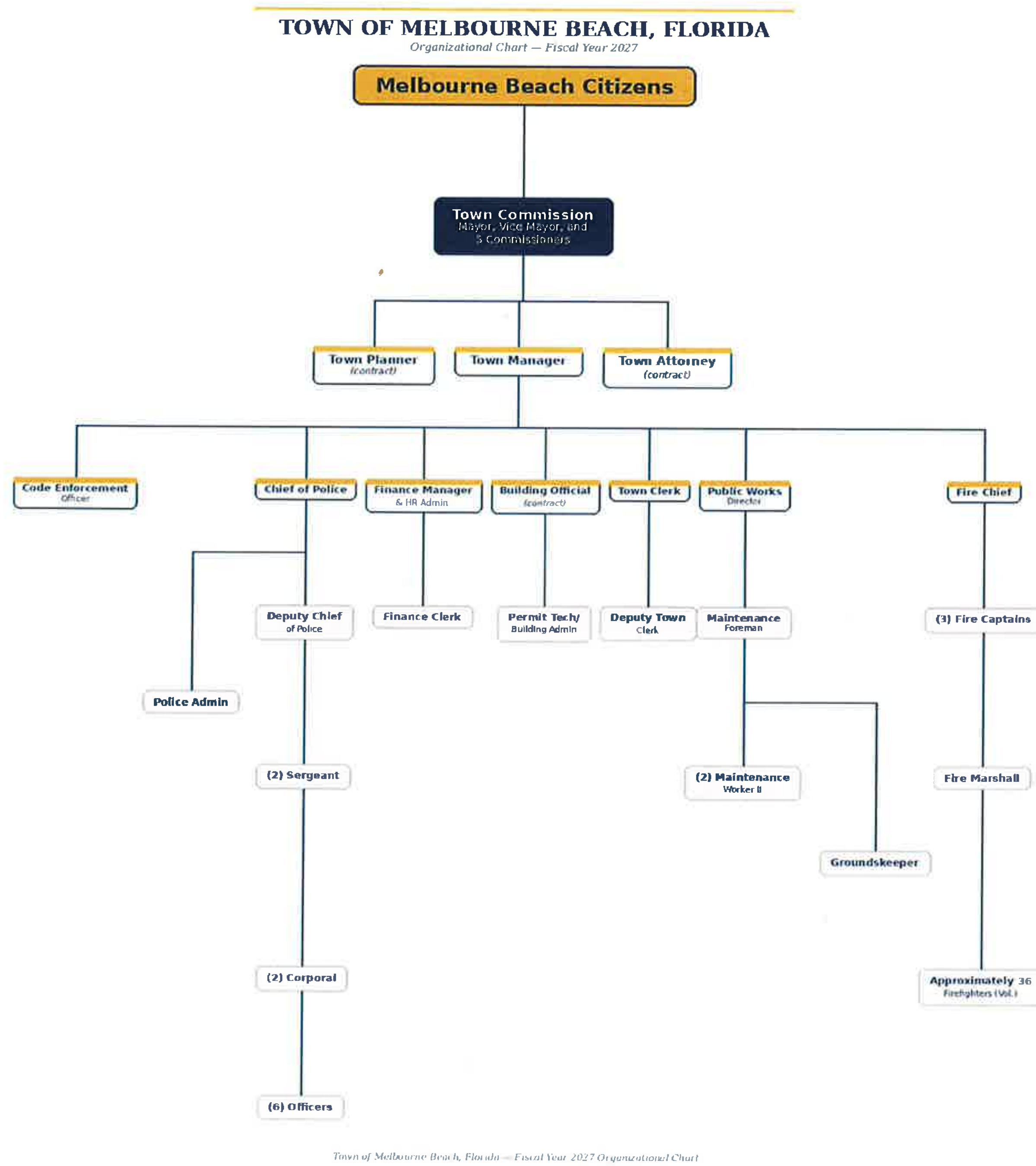
- **Receiving StormReady certification from the National Weather Service:** In partnership with the National Weather Service and the Brevard County Emergency Operations Center, the Town completed training, conducted drills, and hosted a StormReady workshop — complete with ice cream — to better prepare residents to save lives during severe weather events through planning, education, and awareness.
- **Making our streets safer for multi-modal transportation:** Town streets are heavily used by walkers, bikers, e-bikers, scooters, golf carts, and vehicles, particularly during morning and afternoon school hours. In collaboration with the Space Coast Transportation Planning Organization, a study is underway to analyze vehicle speed trends, crash history, enforcement activity, and school travel patterns near Gemini Elementary School, alongside existing roadway conditions, to identify low-cost, high-impact safety improvements on the streets most used by students. The study will also provide targeted speed management and enforcement recommendations that support the Town's safety goals, Vision Zero, and the Safe System Approach, while helping prioritize future transportation investments.
- **Celebrating the 250th anniversary of our nation's founding:** Melbourne Beach's patriotism was on full display this year, as the Public Works team refreshed signage, hung 250th Anniversary banners, planted red-white-and-blue flowers throughout town, painted cabanas and flower containers at our parks, added patriotic lighting to the pier, and painted red-white-and-blue circles on the lawn. A new golf cart parade and patriotic pet competition concluded at Ryckman Park, where the Melbourne Beach Volunteer Firefighters Association served refreshments ahead of the evening's fireworks display, with the Flutie Brothers Band providing the evening's soundtrack. The Parks Board also held an art contest for the nation's 250th anniversary; the winning student artist's mural is now mounted at the front of the Town Community Center.
- **Celebrating the 40th anniversary of the Pineapple Man Triathlon:** In coordination with the Rotary Club of Melbourne Beach and Town staff, the 40th Indian River Network Pineapple Man Triathlon brought more than 700 athletes and their supporters to town to cheer on contestants as they swam, biked, and ran through Melbourne Beach. The Melbourne Beach Fire Department stood ready to assist contestants in the Indian River Lagoon, while the Police Department kept contestants safe from traffic and other distractions along the route. The Pineapple Man Triathlon is Florida's oldest USA Triathlon (USAT)-sanctioned event.

Fortifying Town Services for the Community

Fiscal Year 2026 brought several notable changes to Town staff and operations that will enhance and expand the services available to Melbourne Beach residents and the surrounding community. The theme of partnership carried through the year, with substantial help and support from the

Melbourne Beach Volunteer Firefighters Association and the Florida Joint Legislative Auditing Committee auditors.

- **New services with new employees:** As positions turned over, the Town hired several new employees, including a new Town Clerk, Code Enforcement Officer, Finance Department Clerk, Building Department Administrative Assistant, Town Manager, and three new Firefighter Captains. With the addition of the new Captains, the Fire Department is now able to offer 24/7 coverage for fire and water rescue calls and provide basic life support services (see Melbourne Beach Town Organization Chart).



In order to find new, more predictable funding sources to continue to finance emergency services, the town will be undertaking a non-ad valorem fire assessment study in fiscal year 2027 to determine appropriate funding for fire department services. Funds to conduct the study are in the fiscal year 2027 budget and a consultant is on contract to start the research for the assessment study.

- **Improvements to Town Hall:** The Town Hall building received much-needed repairs and improvements this year to accommodate firefighters on shift. The second-floor showers were repaired and leaks mitigated, roof repairs are underway, and — with the generous support and donations of the Melbourne Beach Volunteer Firefighters Association — the second floor was transformed into living quarters for the firefighter captains and volunteers serving 24/7 shifts.
- **Improving processes and procedures:** The Town passed its annual audit and is also being audited this year by the Florida Joint Legislative Auditing Committee (JLAC). Town staff have generously given their time and expertise to provide JLAC auditors with the information needed, and the Town expects results in late December 2026 or January 2027 so the audit can improve any outdated processes or procedures.
- **Enhancing financial forecasting and transparency:** The Commission voted this year to include funds in the FY2027 budget for professional general fund forecasting over the next ten years. This will help inform the Commission on the trajectory of town funding; identify possible trends, challenges and solutions; and also provide insight into policy changes that could assist the town in long-term financial solvency. To better guide and enhance transparency in the Town's financial decision-making process, the Commission and staff will collaborate to establish both a reserve fund policy and special fund policy. It will also undertake a mid-year budget review to further hone estimates before end-of-the-year budget reconciliation.

Improving Infrastructure and Planning for the Future

Located on a barrier island with the Atlantic Ocean to the east and the Indian River Lagoon to the west, Melbourne Beach is one of the few places in the United States where residents can watch the sun rise and set over the water. Alongside its wildlife and scenic views, the Town faces a constant challenge in keeping water from encroaching on property and waste materials out of the surrounding waters. Stormwater maintenance and repair remain an ongoing concern, particularly as aging infrastructure — both above and below ground — requires attention.

That is why the Commission opted this year to bring a $5 million general obligation bond referendum for stormwater and roadway improvements before voters this November (see section on Capital and Debt Service Funds). As a start to that process, the Town will undertake a new Stormwater Masterplan and Comprehensive Road Improvements Plan to prioritize identified projects in need of immediate attention, those that need further funding to be continued and those that can be phased in over time. With current funding, the Town has undertaken a number of projects this year, including:

- **Repairs to Basin 1 stormwater system:** Basin 1, one of the Town's largest stormwater basins, had insufficient capacity to handle stormwater as new impervious surface area and larger homes replaced older, smaller residences. Stormwater pipes were replaced in identified areas to mitigate key issues and paving and restoration of residents' lawns was completed as pipes were replaced. Only one task remains to be completed in that basin and is estimated at about $180,000.
- **Engineering study of Basin 10:** The Commission selected Haley Ward to conduct a comprehensive study of Basin 10 to identify recommendations for mitigating flooding concerns in that basin. Melby the Manatee was discovered during this study!
- **449 Riverview Lane stormwater pipe repairs:** This stormwater pipe in the southwest of town is bent and is being repaired; the Commission has approved the work, which will begin this fall. A failing concrete stormwater pipe repair on Riverview Lane occurred earlier this year and the collapsing road above it was fortified and repaved as well.
- **6th Street seawall repair:** The south seawall on the lagoon side of 6th Street, near its intersection with Pine Street, will be repaired this fall. The Commission has approved a contractor and funding source to prevent the seawall from collapsing into the lagoon.
- **Ryckman Park fencing project:** The Commission approved a fencing project along the section of Ryckman Park facing the parking lot to prevent children from running into the street. The project, managed by the Town's Public Works Department, is underway.

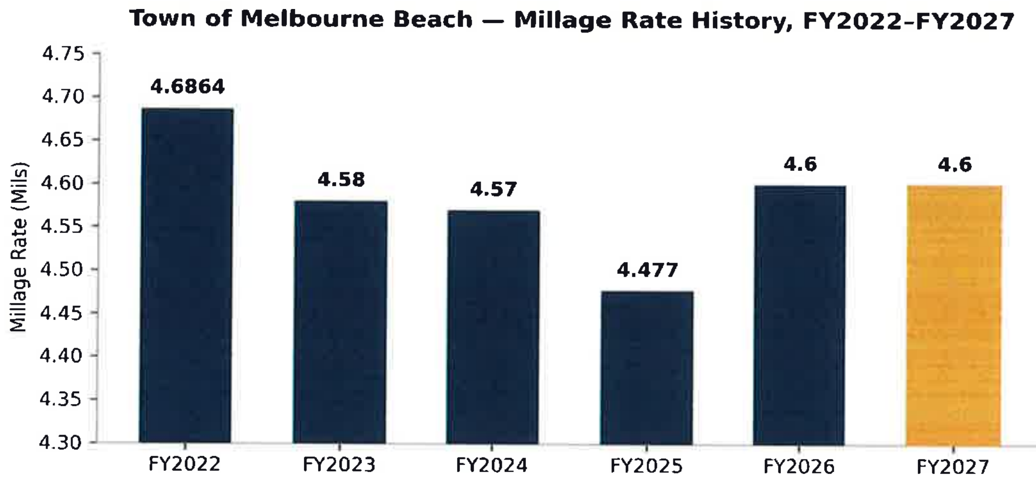
Financial Highlights

Taxable Value

The Town's current-year net new taxable value — added through new construction, additions, and rehabilitative improvements, as reported by the Brevard County Property Appraiser's Office — is $5,441,929. Most of this increase continues to come from new home sales; each time a home sells, the new owner's taxes are based on the property's current assessed value. Once a homeowner homesteads their property, the Florida Constitution's Save Our Homes (SOH) cap limits annual increases in assessed value to 3% or the change in the Consumer Price Index, whichever is lower. Taxable value will continue to rise as homes are bought and sold, so long as market values increase.

Millage Rate

The FY2027 millage rate is 4.6000 mils, unchanged from FY2026. The chart below shows the five-year millage rate history.



Tax Rate Impact on Residents

As a result of the Town's commitment to long-term financial stability, the Town is able to maintain Police, Fire, Public Works, and Code Enforcement services at a tax rate that is 4.58% above the rollback rate of 4.3987 mils.

The Town of Melbourne Beach continues to carry the lowest millage rate on the barrier island and the fourth lowest in Brevard County.

- **Potential Property tax reform:** The Florida Legislature placed a State constitutional amendment on the November ballot that would increase homestead exemptions from $50,000 to $250,000 over the next two years. It would also limit what those taxes can fund, curb non-homestead property valuations and have the Florida Legislature work to eliminate non-school homestead property taxes altogether.

  Should the amendment be approved by the voters in the state, the Town will lose a portion of its income, as *an estimated 72% of the Town's just value is homesteaded*. This will require the Town to identify new, higher fees and/or reductions in service levels next year.

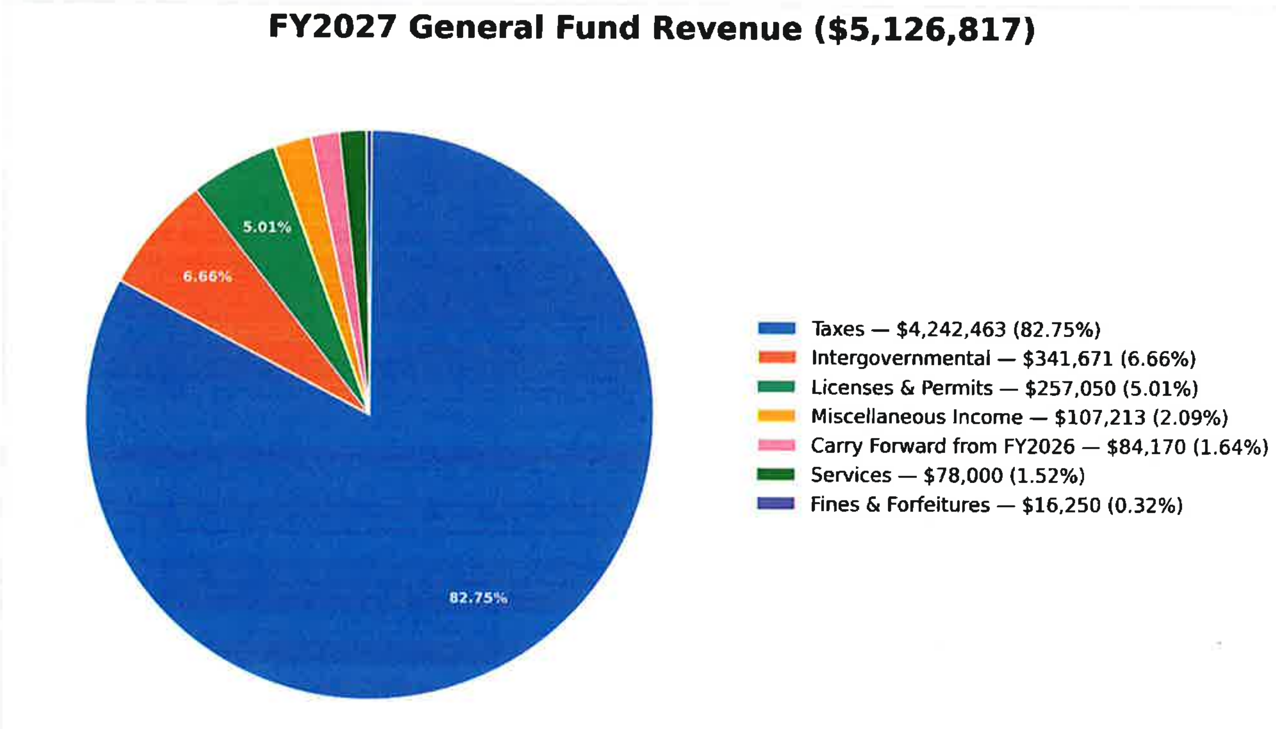
Budget Overview

The proposed General Fund budget totals $5,126,817, a decrease from the Fiscal Year 2026 adopted budget. Under governmental accounting standards, all revenue must be offset by an equal amount of expense; bringing additional revenue into the General Fund from other Town funds increases total expense by the same amount, which in turn increases the overall budget total.

General Fund Revenues

Revenue Source	FY2027 Budget
Taxes	$4,242,463
Licenses & Permits	$257,050

Intergovernmental	$341,671
Services	$78,000
Fines & Forfeitures	$16,250
Carry Forward from FY2026	$84,170
Miscellaneous Income	$107,213
TOTAL FY2027 GENERAL FUND REVENUE	**$5,126,817**



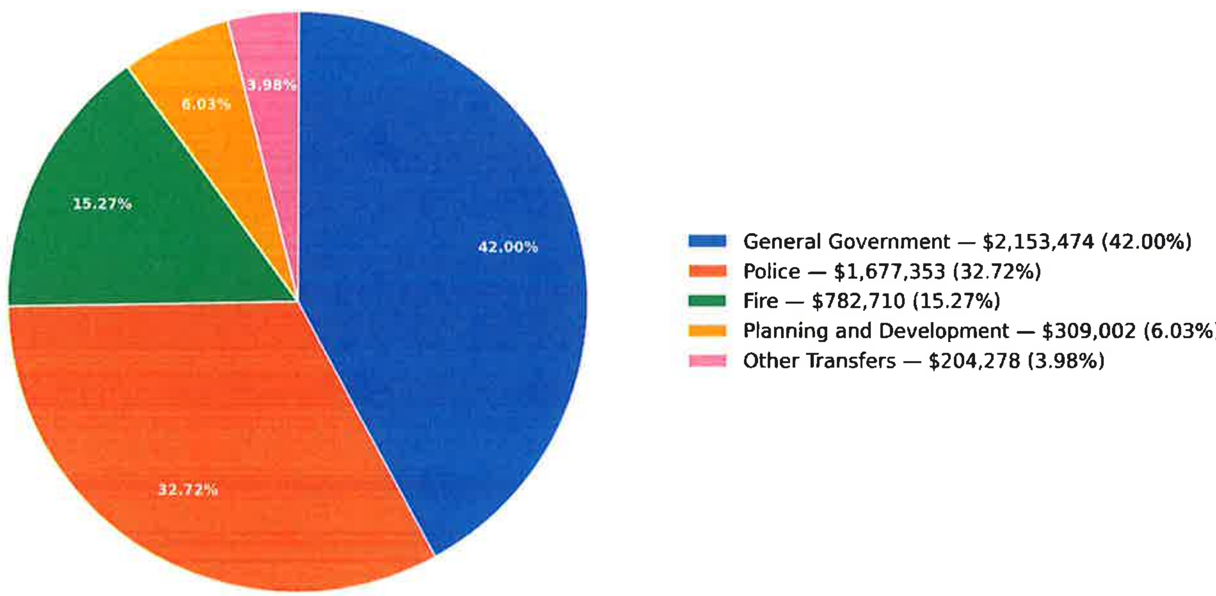
Parking revenues are not reflected in the General Fund. Ryckman Park (Fund 175) and Ocean Park (Fund 172) are self-supporting special revenue funds, each with its own revenue and expense categories; all revenue generated remains within the respective fund and rolls forward year to year. Ryckman Park anticipates FY2027 revenue of $99,900 against expenses of $142,950, funded in part by $67,046 in carried-forward cash. Ocean Park anticipates FY2027 revenue of $140,500 against expenses of $53,452. Parking revenue supports the Town's free community events, festivals, and movies, as well as upkeep of the playground, basketball, and tennis courts. See the Special Revenue Funds section of the budget book for full details.

General Fund Expenditures by Function

Function	FY2027 Budget
General Government	$2,153,474
Police	$1,677,353

Fire	$782,710
Planning and Development	$309,002
Other Transfers	$204,278
TOTAL	**$5,126,817**

FY2027 General Fund Expenditures ($5,126,817)



Expenses

The traditional "below the line" budget section within each department reflects the direct costs of day-to-day Town operations. Costs "above the line" refer to salaries and benefits. Departmental costs are calculated using historical data, upcoming project needs, and notices of rate changes from vendors, the State of Florida, and utility providers.

Salaries and Benefits — "Above the Line"

- Employees in good standing are entitled to a 3.75% wage increase.
- Police officers will receive a $3,000 increase in base salary.
- The Town pays 100% of employee health insurance premiums and 50% of the premium for a spouse and children.
- The Town contributes the state-mandated 13.59% (37.74% for firefighters) to the Florida Retirement System; employees contribute 3%.
- The Town will contribute $225,481 to the Police Pension Fund for FY2027 (of which the state contributes $53,000 recognized as revenue to the town); police officers contribute 5% of

annual pay.

- The Town provides $30,000 in life insurance for police officers and firefighters, and $15,000 for all other employees.

Operating Expenses — "Below the Line"

Below-the-line operating expenses increased across all departments in FY2027, driven primarily by rising health insurance costs and the increased cost of goods and services town-wide. The Finance Department, however, took a close look at costs and identified several efficiencies that will benefit the Town and its budget process this year, including:

- After significant negotiations, insurance costs for Fiscal Year 2027 will be reduced by approximately $100,000 — a rate reduction the Town has not received in nearly ten years.
- The Town's banking services vendor has agreed to raise the interest rate on the Town's banking account by 80 basis points, with negotiations underway to reduce or eliminate certain service charges.
- All gas purchases for Town vehicles will be reduced by $0.15 per gallon. New billing efficiencies mean the vendor now sends a single invoice instead of reconciling individual credit card purchases.

Special Revenue, Agency & Historic Preservation Funds

The Town maintains several special revenue and agency funds that account for restricted revenue sources such as parking, stormwater assessments, donations, and dedicated board activities. Except where noted, these funds are self-supporting, and revenues remain within each fund, with balances rolling forward each fiscal year. The table below summarizes FY2027 budgeted activity for each fund.

Fund	Description	FY27 Revenue	FY27 Expense	FY27 Ending Cash
103	Donations Fund — Fire Dept.	$5,000	$18,000	$6,930
104	Environmental Advisory Board	$1,000	$2,450	$9,215
107	Parks and Recreation Advisory Board	$11,075	$10,200	$15,818
121	Police Education Book Fund	$700	$1,500	$2,264
122	Police ICE (Agency Fund)	—	—	$12,917
124	Building Department Education Fund	$900	$320	$2,048
125	Building Department Fund	$228,300	$217,844	$10,456
141	Stormwater Assessment Utility Fund	$114,869	$94,000	$120,681
172	Ocean Park Parking Fund	$140,500	$53,452	$179,327

175	Ryckman Park Parking Revenue Fund	$99,900	$144,950	$21,996
390	Historic Preservation Fund — Ryckman House	$1,000	$250	$4,193
391	Old Town Hall History Center Fund	$1,850	$1,825	$14,253
622	Police Donations Fund (Agency)	$200	$2,150	$5,026

Note: Ocean Park (Fund 172) and Ryckman Park (Fund 175) are the Town's two parking-revenue funds; parking revenue is not reflected in the General Fund and instead funds free community events, festivals, and recreational facility upkeep in each respective park.

Capital and Debt Service Funds

The proposed budget has been developed through workshops and public meetings. Each year, the Town Manager and staff review departmental goals and objectives for the next five years to establish a baseline for capital expenditures; the Town Commission then reviews and incorporates these into the Five-Year Capital Plan. Planning high-dollar capital projects on a five-year schedule allows for better level-loading during a longer cash-accumulation period, which is necessary given the size of capital project costs relative to the Town's limited annual revenue.

Capital expenditures are budgeted within each department's operating expense; once purchased, the Town tracks capital purchases as depreciable assets over a useful life of five to thirty years.

This section describes the Town's capital program and outstanding debt obligations. The Municipal Complex Bond (Fund 201) is serviced through an annual transfer from the General Fund. The Stormwater Bond (Fund 202) was paid in full in FY2026.

The Long-Term Capital Projects Fund (333) and Stormwater Capital Projects Fund (341) receive departmental transfers to fund equipment, vehicle, and infrastructure replacement on a five-year rolling schedule.

Fund	Description	FY27 Revenue	FY27 Expense	FY27 Ending Cash
201	Municipal Complex Bond Debt Service	$116,250	$116,250	$0
202	Stormwater Bond Debt Service (paid off FY26)	$0	$0	$0
333	Long-Term Capital Projects Fund	$34,450	—	—
341	Stormwater Capital Projects Fund	$77,078	$77,078	$134,737
351	Road Paving and Repairs Fund	$0	$135,000	$20,384

FY2027 Capital Highlights

- Public Safety: $117,670 in short- and long-term capital — police vehicle and equipment ($15,710), fire bunker gear, and engine payment ($101,960).
- Fund 175 (Ryckman Park): $25,000 allocated in long-term capital for playground equipment replacement and $30,000 in short-term capital for bathroom roof repairs.
- General Government: $100,000 for Town Hall elevator, with A/C unit and computer replacement, part of a $115,000 total General Services capital outlay.

Debt Service

This year the town retired its stormwater capital projects bond (Fund 202), which was financed through a separate ad-valorem tax on residents' annual tax bills. Although the bond was paid off, the need for new stormwater projects persists and will grow exponentially if not addressed in a timely manner.

Possible Future Debt Service: To address that need, the Commission voted to put a $5.0M general obligation bond referendum on the ballot this November. If passed by the voters, the bond would not only allow the Town to update its stormwater master plan and road improvements plan but also undertake several large projects that would otherwise wait years for funding to become available or draw down on Town reserve funding. A number of projects already in-process could also continue to the next phase such as the start of construction in Basin Ten and the completion of work in Basin One.

The table below provides context on the estimated required millage levy to fund up to $5 million of capital needs over 20 years based on the current property tax Homestead exemption assuming an initial $2 million borrowing in 2027, followed by $3 million borrowing in 2029 (Source: PFM Financial Advisors, LLC, Town of Melbourne Beach, Florida General Obligation Bond Financing Update, Town Commission Meeting, August 5, 2026).

20-Year General Obligation Bond Financing			
Issuance Date	**Project Amount**	**Est. Millage Levy***	**Est. Annual Tax Payer Impact ($250,000 Taxable Assessed Value)***
2027	$2,000,000	0.22 mills	$54.00
2029	$3,000,000	0.31 mills	$77.00
Total	$5,000,000	0.53 mills	$131.00

Should the afore mentioned State constitutional amendment on homestead exemptions be passed, (see "Tax Rate Impact on Residents" section), the corresponding *estimated annual taxpayer impact* listed in the table above would be increased as follows: $18 more in 2027, $26 more in 2029 for a total of $44.

Current Debt Service: Currently, the Town carries two outstanding debt obligations: a municipal refunding bond issued through the Florida Municipal Loan Council (FMLC) that financed the Municipal Complex, and a lease-purchase agreement that financed the Fire Department's new engine (Engine 58). Both obligations are fixed-rate, fully amortizing, and serviced through annual transfers from the General Fund — the bond through Fund 201 (Municipal Complex Bond Debt Service Fund) and the fire engine lease through the Fire Control Department's (Dept. 22) annual capital outlay. *Together, these two obligations represent the entirety of the Town's current outstanding long-term debt.*

Municipal Complex Bond — FMLC Pool, Series 2017B Refunding

Bond Term	Detail
Purpose	Refunding of Municipal Complex construction debt
Issuer / Pool	Florida Municipal Loan Council (FMLC Pool, Series 2017)
Original Par Amount (Melbourne Beach allocation)	$1,050,000
Dated Date	09/28/2017
First Coupon	04/01/2018
Final Maturity	10/01/2029
Coupon Range	4.000%–5.000% (final maturity 3.000%)
Outstanding Principal, Start of FY2027	$315,000
Fund	Fund 201 — Municipal Bond Debt Service

Amortization Schedule

Period Ending	Principal	Coupon	Interest	Debt Service
10/01/2018	70,000	4.000%	49,307.50	119,307.50
10/01/2019	70,000	4.000%	46,100.00	116,100.00
10/01/2020	75,000	5.000%	43,300.00	118,300.00
10/01/2021	80,000	5.000%	39,550.00	119,550.00
10/01/2022	85,000	5.000%	35,550.00	120,550.00
10/01/2023	85,000	5.000%	31,300.00	116,300.00
10/01/2024	90,000	5.000%	27,050.00	117,050.00
10/01/2025	90,000	5.000%	22,550.00	112,550.00
10/01/2026	90,000	5.000%	18,050.00	108,050.00

Period Ending	Principal	Coupon	Interest	Debt Service
10/01/2027	**100,000**	**5.000%**	**13,550.00**	**113,550.00**
10/01/2028	105,000	5.000%	8,550.00	113,550.00
10/01/2029	110,000	3.000%	3,300.00	113,300.00
TOTAL	**1,050,000**		**338,157.50**	**1,388,157.50**

The shaded row marks the FY2027 budgeted debt service (Fund 201: $100,000 principal + $13,550 interest = $113,550).

Fire Engine Lease-Purchase Agreement

Lease Term	Detail
Purpose	Purchase of new fire engine (Engine 58)
Lessee	Town of Melbourne Beach
Original Lease Amount	$615,579.00
Commencement Date	11/15/2022
Interest Rate	4.93%
Term	10 annual payments (11/15/2023 – 11/15/2032)
Annual Payment	$79,459.02
Outstanding Principal, Start of FY2027	$470,809.34
Fund / Department	General Fund #001 — Fire Control (Dept. 22) Capital Outlay

Amortization Schedule

Pmt #	Date	Payment	Interest	Principal	Balance After Pmt
1	11/15/2023	79,459.02	30,363.17	49,095.85	581,493.58
2	11/15/2024	79,459.02	27,941.54	51,517.48	527,329.53
3	11/15/2025	79,459.02	25,400.46	54,058.56	470,809.34
4	**11/15/2026**	**79,459.02**	**22,734.05**	**56,724.97**	**411,830.53**
5	11/15/2027	79,459.02	19,936.11	59,522.91	350,286.14
6	11/15/2028	79,459.02	17,000.17	62,458.85	286,064.57
7	11/15/2029	79,459.02	13,919.41	65,539.61	219,049.36
8	11/15/2030	79,459.02	10,686.70	68,772.32	149,118.99

Pmt #	Date	Payment	Interest	Principal	Balance After Pmt
9	11/15/2031	79,459.02	7,294.53	72,164.49	76,146.65
10	11/15/2032	79,459.02	3,735.06	75,723.96	0.00
	TOTAL	**794,590.20**	**179,011.20**	**615,579.00**	

The shaded row marks Payment #4 (11/15/2026), which falls within FY2027 and corresponds to the annual capital outlay budgeted under Fire Control (Dept. 22) for the Engine 58 payment (≈$79,460, rounded).

Combined Annual Debt Service, FY2027–FY2033

The table below combines both obligations by Town fiscal year. The bond retires in FY2029; the fire engine lease continues through FY2033. This does not include the potential new debt.

Fiscal Year	Bond Debt Service	Fire Engine Debt Service	Total Debt Service
FY2027	113,550.00	79,459.02	193,009.02
FY2028	113,550.00	79,459.02	193,009.02
FY2029	113,300.00	79,459.02	192,759.02
FY2030	0.00	79,459.02	79,459.02
FY2031	0.00	79,459.02	79,459.02
FY2032	0.00	79,459.02	79,459.02
FY2033	0.00	79,459.02	79,459.02
TOTAL REMAINING (FY27–FY33)	**340,400.00**	**556,213.14**	**896,613.14**

Town Events and Volunteer Boards

Melbourne Beach's calendar of community events continues to be robust with the Annual Tree Lighting, Founders Day, the Fourth of July celebration, the Halloween Haunted House, Family Movie Nights, sea oat plantings and beach clean-ups, the Children's Business Fair, the Veterans Day Memorial, and the Fall Festival, among others. In addition to the new Fourth of July golf cart parade and patriotic pets contest, the Parks Board this fall will roll out a new 'picnic at the park' event.

These cherished events and new event ideas continue to be made possible through the enthusiasm and commitment of Town employees, the Melbourne Beach Volunteer Firefighters Association, Police Department volunteers, and the volunteer members of the Town's boards: Planning and Zoning, the Board of Adjustment, the Environmental Advisory Board, the Ryckman House Board, the Old Town Hall Board, and the Parks Board.

Acknowledgments

I am immensely proud of the dedicated staff I have the privilege of working with daily serving the residents, visitors, and service providers of Melbourne Beach with professionalism, dedication, and integrity. To each of the Town's department heads, I am grateful for your expertise and leadership, and for the hard work and tough decisions undertaken in helping prepare this budget. Your dedication is indispensable to the Town; without your diligence and professionalism, this budget would not have been possible.

- Building Department: Steve Freeman, Building Assistant
- Code Enforcement: Jacob Lopez, Code Enforcement Officer
- Finance Department: Jennifer Kerr, Finance Manager, and Alexis Mojica, Finance Clerk
- Fire Department: Chief Gavin Brown; Captains Wooldridge, Bombriant, and Kelly; Fire Marshal Micka and all our wonderful fire department volunteers
- Police Department: Chief Tim Zander; Deputy Chief Smith; Sergeants Hinchman and Sadler; Corporals Meehan and O'Byrne; Officers Carroll, Sullivan, Earl, Riviera, DeLeon, and Brown; Police Administrative Assistant Shanna Bottoms and all the amazing police department volunteers
- Public Works Department: Director Tom Davis; Foreman Sean Hasner; Joe Bouche; Angel Compres
- Town Clerk: Cyd Cardwell
- Town Receptionist: Trisha Yracheta

On behalf of Town staff, I extend our sincere gratitude to each of the Town's elected officials, past and present, for your collective direction, confidence, guidance, and support. We look forward to collaborating with you on the quality-of-life priorities for residents in Fiscal Year 2027, including stormwater projects, road paving, long-term financial sustainability, code compliance, and public safety. Your thoughtful and informed leadership is essential to the well-being and enduring character of the Town of Melbourne Beach, Florida.

Respectfully submitted,

A. Marie Smith

Town Manager
Town of Melbourne Beach, Florida

From:	Marivi Walker
To:	Alison Dennington; Anna Butler; Tim Reed; Terry Cronin; Sherri Quarrie; Melbourne Beach Town Manager; Melbourne Beach Town Clerk
Subject:	4.6 millage rate
Date:	Saturday, September 5, 2026 9:59:07 AM

Good morning

This is a formal request to please vote for the 4.6 mil rate and not the rollback at the upcoming final budget vote this week.

How are we supposed to fund anything if you vote for the rollback? We are, even at 4.6 if approved, the lowest in the county - what is the logic behind that?

Also, if you go with the rollback then next budget season if there is a rollback it will be an even lower.

Please vote for 4.6.

Thank you

Marivi Walker
511 Riverside Dr
Melbourne Beach Fl

From: Bruce Pickett
To: Melbourne Beach Town Clerk
Subject: Address to the commission September 9 2026
Date: Wednesday, September 9, 2026 9:38:42 AM

Please read this at the commission meeting tonight at the appropriate time, either public comments or at the beginning of the meeting.
Thanks,
Bruce

Bruce Pickett 1501 Oak street
We are currently out of town with a family emergency but are able to watch the meetings on line.
I was encouraged while watching last week's meeting to see that Commissioner Reed seemed amenable to the 4.6 mileage rate, with some adjustments. I was also encouraged that the other Commissioners were accepting of his suggestions. Compromise can be a good thing. I encourage, request even implore the commission to approve the 4.6 mileage rate. This will set our town up to be successful and sustainable for the next year.
The next year brings some possible challenges, with the proposed state homestead legislation and the General Obligation Bond being on the ballot this fall. At this time we don't know the result of either of these ballot votes. To use the rollback rate will be handicapping the town for at least the next year and possibly for future years if the state continues to look at rollback rates going forward. As Melbourne Beach already has the lowest mileage rate in the county and prices of everything continue to rise, we are getting further and further from being able to afford the level of services that have traditionally been provided. Already we won't be able to afford the major stormwater repairs without either the General Obligation Bond passing or going into the reserve fund. Also the road paving and other infrastructure repairs will need to be addressed.
I have complete confidence in our Town Manager and Town Finance Manager to create, manage and administer the budget in a fiscally responsible manner. Let's give them the tools that they need to support our town and our quality of life here in Melbourne Beach.
Again I encourage, request and implore you to approve the 4.6 mileage rate budget.
Thank You

Sent from Bruce's IPhone

From:	Melbourne Beach Town Manager
To:	Melbourne Beach Town Clerk
Subject:	FW: 4.6 mill rate
Date:	Wednesday, September 9, 2026 12:36:25 PM

This came in today as well to be read tonight. We should also put it in the packet for next week. Do we have any other correspondence about the budget issue from residents?

Thanks,

Marie

From: cindy k <cindyjlk28@gmail.com>
Sent: Wednesday, September 09, 2026 10:58 AM
To: Alison Dennington <adennington@melbournebeachfl.org>; Terry Cronin <tcronin@melbournebeachfl.org>; Anna Butler <abutler@melbournebeachfl.org>; Tim Reed <treed@melbournebeachfl.org>; Sherri Quarrie <squarrie@melbournebeachfl.org>; Melbourne Beach Town Manager <TownManager@melbournebeachfl.org>
Subject: 4.6 mill rate

Dear Mayor and Council Members,

I am currently out of town and unable to attend tonight's budget meeting. However, I respectfully request that this email be formally read into the record as my statement in support of the proposed 4.6 millage rate and in opposition to the rollback rate. Please confirm receipt of this email.

This is a formal request that you vote to approve the **4.6 millage rate** and reject the rollback at the upcoming final budget vote this week.

I am concerned about how the Town will be able to adequately fund essential services and address the needs of our community if the rollback rate is adopted. Even at 4.6 mills, Melbourne Beach would remain at the **lowest millage rate in the county**. Given that, I would like to understand the rationale for reducing the rate even further. How can we realistically fund the Town's needs while continuing to maintain services and plan responsibly for the future?

I am also concerned about the precedent this would set for future budgets. If we adopt a rollback rate this year, it establishes an even lower baseline for future budget discussions. Another rollback in a subsequent year could push the millage rate lower still, further limiting the Town's ability to generate the revenue necessary to meet its responsibilities.

I strongly encourage the Council to take a long-term, fiscally responsible approach and **approve the 4.6 millage rate rather than the rollback**.

Thank you for your consideration, and again, please confirm that this email has been received and will be formally entered into the record.

Sincerely,

Cindy Korn

809 Atlantic Street

Records Digitization Project — Temporary Project-Assignment Pay, Accountability Controls, and Required Policy

Memorandum, Draft Policy, Working Forms, and Exhibits

Office of the Mayor, Town of Melbourne Beach, Florida

September 9, 2026 — Version 3 (Draft for discussion)

TOWN OF MELBOURNE BEACH — OFFICE OF THE MAYOR

MEMORANDUM

TO: Town Manager A. Marie Smith; Town Attorney Ryan Knight; Finance/HR Director
CC: Town Commission; Town Clerk
FROM: Mayor Alison Dennington
DATE: September 9, 2026 (v3)
RE: Records Digitization Project (Phases 1–3) — Proposed Temporary Project-Assignment Pay, Accountability Controls, and the Policy Changes Required Before Any Payment

Draft for discussion. Bracketed items [___] require staff input or Town Attorney verification. Figures and quotations are drawn from the documents listed in Exhibit B; nothing in this memorandum relies on undocumented recollection.

PART I — EXECUTIVE SUMMARY

1. The proposal and my position

The Town Manager proposes to complete the stalled records digitization project by assigning it to the Administrative Assistant to the Town Manager, training her, and paying a temporary salary increase of roughly 25% for the duration of the assignment.

I support finishing this project. I support paying fairly for real additional responsibility. The Town has already spent about $71,000 with MCCi and JustFOIA since March 2023 and is budgeted to spend another $25,518 in FY27 on a system that does not yet do what it was purchased to do. Finishing it is the right decision.

I do not support additional pay on the terms currently described, for two reasons.

First, legality and compliance. Additional pay is appropriate only to the extent it is lawful under existing state law and Town policy, and only after every requirement those authorities impose has actually been satisfied — a stated amount with a not-to-exceed cap; a written justification; amendment of the Town policies that presently do not authorize this kind of pay; and a new written policy that is specific to this project and this position. None of that exists today. Section 4 below explains why the Employee Handbook, as written, does not permit the differential, and why § 215.425, Florida Statutes, governs any completion incentive.

Second, accountability. Even if the pay were lawful, I do not support it without the following controls in place before the first dollar is paid:

1. **A written current baseline** — the state of the project as it exists today (what was bought, what was delivered, what works, what does not), **certified and signed by both the Town Manager and the Finance Director.**
2. **A written, detailed scope of completion:** the specific tasks, in sequence, that constitute "done"; a schedule; and interim deliverables with dates.
3. **Mandatory project-specific timekeeping:** a dedicated time record, kept weekly, recording each block of project work in tenth-of-an-hour (0.10) increments with the calendar date and the actual clock start and stop times (e.g., "Tue 9/15, 10:00–11:30 a.m."), describing the work performed, signed by the employee, filed with the Town Manager, and reviewed and approved by the Manager each week.
4. **A monthly written report to the Commission, specific to this project,** updating the timeline, cost to date, completion schedule, and the Manager's recommendation to continue, modify, or end the assignment.
5. **A monthly written performance evaluation** of project work on a defined five-factor scale (1–10 per factor), completed by the Manager and reported to the Commission with the monthly report.

These are not extraordinary demands. They are what the Government Finance Officers Association recommends for any capital project (a documented plan, milestone work products, scope control, regular monitoring, and status reporting comparing actual results to plan), what Florida's Attorney General and inspectors general have said a local government must have before paying anything beyond base salary, and what the Fair Labor Standards Act requires of the Town anyway for a non-exempt employee whose hours and pay rate are changing.

2. What the record now establishes

1. **The money.** Nine payments totaling approximately **$70,890** to MCCi and JustFOIA between March 2023 and June 2026 (Exhibit A). Three were coded as General Fund capital outlay, one as Fund 333 long-term capital, and the rest as licenses and fees. The same project sits in two funds and three account lines.
2. **The contract.** The JustFOIA order signed February 17, 2023 bought the Pro Tier 1 platform and the Any & All module — **not the Laserfiche integration.** The order's own terms forfeit unpurchased implementation services. "Connected to our JustFOIA portal" was never contracted, and connecting it now requires a new order plus a full Laserfiche license for each user who will search from inside JustFOIA.
3. **The Handbook.** Chapter 6.01(B) allows a temporary promotion only into a *budgeted position*, for 21–180 days. There is no budgeted records-project position. A project differential therefore requires Commission action — a new policy or a Handbook amendment — not a Manager-level pay action.
4. **The percentage.** Public-sector special-assignment, acting, and out-of-class pay clusters at **5% to 10%,** triggered when at least 25% of work time involves the higher-level duties, with a six-month cap. Twenty-five percent is three to five times the norm and is defensible only if the assignment consumes a majority of the employee's hours and the number is tied to a documented scope.
5. **The stacking.** The FY27 draft already contains a **23.51%** reclassification increase for this position ($38,563 → $47,631, "Level Up: Office Clerk to TM Admin Asst."). A 25% project differential on top produces a position that has gone from $38,563 to roughly $59,539 in one budget year without a single line of written justification in the packet. From January 1, 2027, both increases will appear on the quarterly compensation summaries required by ch. 2026-161.
6. **The history.** The project stalled not for lack of money or lack of a nominally responsible person, but because nothing in writing said what "done" meant, when it was due, or what would happen if it was not done. **A raise attached to an undefined assignment is the same arrangement the Town has had for three years, at a higher price.** More money will not change the outcome; a written baseline, scope, schedule, timekeeping, and reporting will.

3. What I am asking the Commission and staff to do

Step	Who	When
Confirm the § 215.425 analysis and the adoption vehicle (resolution amending the Handbook)	Town Attorney	Before next regular meeting
Produce the vendor-by-vendor reconciliation and the certified baseline (Forms 1 and 2)	Manager + Finance	Within [30] days
Complete the Project Charter (Form 3) — filling it in *is* Deliverable 1	Manager + assignee	Within [30] days

Step	Who	When
Adopt Policy § 6.04 and the incentive schedule by resolution, with notice to all employees	Commission	[Date]
Designate RMLOs and confirm the annual compliance statement (§ 7.6)	Manager + Clerk	With the resolution
Differential becomes effective on the first payroll after the signed acknowledgment (Form 9) is filed — not before, and not retroactively	Finance	After adoption
Report to the Commission on the policy's operation within 60 days of Final Acceptance	Manager	At completion

PART II — GLOSSARY AND INDUSTRY-PRACTICE GUIDANCE

4. Terms of art used in this packet

These terms are used deliberately and consistently so that the policy, the charter, the forms, and the Commission's discussion all mean the same thing by the same word. They are standard in project management (Project Management Institute), government finance (GFOA), and public-sector personnel practice.

Term	Meaning as used here
Baseline	The documented, certified state of the project as of a stated date: scope purchased, deliverables received, percent complete, cost to date. Everything later is measured against it.
Statement of Work (SOW) / Project Charter	The written document that defines the project: history, owner, duties, baseline, deliverables, acceptance criteria, schedule, reporting, and funding.
Work Breakdown Structure (WBS)	The decomposition of the project into discrete tasks small enough that each can be estimated, assigned, and checked off.
Deliverable	A tangible, verifiable output (a document, a configured system, a tested function) that can be accepted or rejected against written criteria.
Milestone	A scheduled date on which specified deliverables are due.
Acceptance criteria / definition of done	The objective test by which the Manager determines a deliverable is complete. Not "looks good" — "search returns the expected record on three test queries per series."
Substantial completion	All deliverables accepted except punch-list items that do not prevent use for the intended purpose.
Final completion / final acceptance	The Manager's written determination that every deliverable and punch-list item is accepted and the project is closed.
Change order / change control	The only way scope, schedule, or cost changes: in writing, signed, filed, with a re-baselined completion date.
Schedule variance	Days ahead of or behind the milestone date; reported monthly with cause.
Punch list	The short list of remaining items after substantial completion.
Sunset clause	The provision that ends the differential automatically on a date or event, without further action.
Special-assignment / acting / out-of-class / temporary duty pay	Public-sector terms for a temporary differential paid for higher-level or additional duties outside the employee's classification.
Completion (retention) incentive	A lump-sum payment conditioned on finishing by a date; in Florida, a "bonus scheme" governed by § 215.425(3).
Extra compensation	Under § 215.425(1), any payment for services already rendered beyond what law or contract fixed at the time — prohibited.
Regular rate	Under the FLSA, the hourly rate on which overtime is computed; it includes any differential in effect during the workweek.
RMLO	Records Management Liaison Officer — the person each Florida agency must designate under § 257.36(5)(a) as its point of contact with the Division of Library and Information Services.
Record (master) copy	The copy of a public record designated by the custodian as the official record (Rule 1B-24.001(3)(j)); a compliant scanned image may be so designated and the paper disposed of.
Retrospective conversion project	The bulk scanning of existing back-files, as distinct from day-forward scanning in daily workflow (Rule 1B-24.001(3)(m)). This project is one.

5. What the professional guidance says

GFOA, *Capital Project Monitoring and Reporting* (best practice). GFOA recommends that jurisdictions "establish policies and processes for capital project monitoring and reporting," and that monitoring include, at minimum, confirmation "that a project plan exists that identifies all required resources and milestone work products," confirmation "that the project's scope has been clearly identified ... and that the project stays within scope or that changes to scope have been made consistent with an established process," a review of expenditures "over the entire project life," and "results compared to established measures of performance, including, at a minimum, cost and schedule performance indices." Status reports should "provide a comparison of actual results to the project plan, including percent of project completed" and use "plain language" suitable for "executive leadership and internal staff as well as citizens and the media." The best practice also recommends "triggers and protocols for identifying and addressing project cost overruns and schedule delays." Every one of those elements is absent from the project as it has been run since 2023; every one is supplied by the policy and forms in Parts IV and V.

GFOA, *Personnel Budgeting* (best practice). Premium, differential, and temporary pay should be identified and budgeted explicitly, not absorbed silently in salary lines. The FY27 draft does neither for this differential.

Public-sector special-assignment pay practice. Representative personnel rules and collective-bargaining clauses provide a differential of **5% to 10%** of base when an employee is assigned, for at least ten working days, duties that "are at least 25% of the employee's work time" and are outside the classification; the differential ends automatically when the assignment ends, is excluded from base for later percentage increases, and is capped at about six months absent written extension. The Town's own Handbook § 6.01(B) already reflects the six-month norm.

Records-conversion practice — why these projects fail. A May 2026 industry analysis of failed government scanning projects identifies the recurring causes: "No pilot, validation, or feedback loop"; "Success was measured in boxes, not outcomes"; "Indexing decisions were made too early," before anyone analyzed how staff actually retrieve records; and "Future use was treated as an afterthought." The recommended recovery is not to start over but to "start with a deep dive assessment," "require a proof of concept" on the worst-case documents, "align indexing to actual retrieval patterns," "build quality into the process, not just the contract," treat digitization "as an ongoing discipline," and budget "20–30% of your implementation budget" for training and change management. Form 3 is built around that sequence.

Florida records-management practice. The Department of State's handbook *Managing Florida's Public Records* (2021) states that scanning "must be conducted in accordance with Rule 1B-26.003," that records with retention over ten years "must be scanned at a minimum 300 PPI (300 DPI) to 'a published International Organization for Standardization (ISO) open standard image format,'" and that a scanned image may be designated the record copy — allowing the paper to be disposed of — only "provided that the electronic records are in compliance with Rule 1B-26.003 ... and the completeness and accuracy of the scanned copies have been verified." That last clause is the definition of "done" for this project.

PART III — THE MOST PRESSING ISSUES

6. Summary of problems, why they matter, and what must change now

#	Issue	Why it matters	What must change
1	**No authority in the Handbook for a project differential.** § 6.01(B) limits temporary pay to a budgeted position; § 9.04 ties increases to evaluation and Commission action.	A Manager-level pay action outside the Handbook is the Pahokee fact pattern: pay authorized by no policy, discovered later, and written up by an inspector general.	Commission adopts new Handbook § 6.04 (Part IV) by resolution before any payment.
2	**No written baseline.** No one can say today what was scanned, what was indexed, or what the Town received for $70,890.	Without a baseline there is no way to measure progress, justify the differential, or know when it should end.	Certified baseline (Form 2) signed by Manager and Finance Director.
3	**No definition of "done."**	The project has had no acceptance criteria for three years; that is why it never ended.	Charter (Form 3) with fourteen deliverables and objective acceptance tests.
4	**The amount.** 25% is far above the 5–10% norm and stacks on a 23.51% reclassification already in the draft.	Two increases totaling ~54% in one budget year, without written justification, will be on the HB 1329 compensation summary.	Not-to-exceed cap in the policy; percentage scaled to the documented share of hours; written justification in the Charter.
5	**A completion bonus without a § 215.425(3) policy.**	St. Petersburg (2024) and Pahokee (2019): bonuses rescinded or written up for lack of a pre-adopted, all-employee, performance-based policy.	Incentive schedule (Form 11) adopted by resolution with notice to all employees.
6	**Double compensation risk.** If project work is done during regular hours and falls within the position's existing duties, the differential pays twice for the same hour.	Violates the public-purpose principle behind § 215.425 and Art. VII § 10; invites audit findings.	Job description on file; Charter distinguishes added duties from existing ones; timekeeping in 0.1-hour increments with clock times.
7	**FLSA exposure.** The employee is non-exempt. The differential enters the regular rate; project hours are hours worked; off-the-clock work is prohibited.	Back-pay liability, liquidated damages, and a record-keeping violation are all one bad timesheet away.	Form 4 time record; Manager's weekly review; explicit overtime decision in the Charter.
8	**Contract gaps.** Laserfiche integration never purchased; MCCi scanning scope never reconciled to deliverables; two JustFOIA renewals not located.	The Town may be paying for what it does not have, and cannot finish the project without a purchase it has not budgeted.	Exhibit B reconciliation; Deliverable 1 in the Charter; vendor tasks priced.
9	**Records-management compliance.** The RMLO files an annual compliance statement; the Police Department is a separate records-holding agency; the Clerk's turnover left the designation unclear.	An inaccurate compliance statement is a state filing problem, not a paperwork problem.	Two RMLO designations plus an alternate (§ 7.6).
10	**The Clerk's compensation.** The Clerk position's salary ($60,000) was set with records-management and this project inside its duties. Those duties are now being moved out and paid for a second time elsewhere, with no corresponding adjustment.	Silent duty-shifting without pay adjustment is how "temporary" pay becomes permanent cost.	Written decision (§ 7.7): either the Clerk retains the RMLO/records-program role and the project manager reports to her on it, or the Clerk's duties and pay are revisited at evaluation.

7. Expanded discussion

7.1 State law — § 215.425 and the public-purpose principle

The statute (text verified as of the 2025 Florida Statutes; last amended ch. 2014-218) provides in subsection (1): "No extra compensation shall be made to any officer, agent, employee, or contractor after the service has been rendered or the contract made." Subsection (3) requires that "[a]ny policy, ordinance, rule, or resolution designed to implement a bonus scheme must: (a) Base the award of a bonus on work performance; (b) Describe the performance standards and evaluation process by which a bonus will be awarded; (c) Notify all employees of the policy, ordinance, rule, or resolution before the beginning of the evaluation period on which a bonus will be based; and (d) Consider all employees for the bonus." Subsection (5) provides that no extra-compensation agreement "may ... include provisions that limit the ability of any party to the agreement or contract to discuss the agreement or contract."

The Attorney General's controlling opinion is **AGO 2000-48** (City of Mary Esther, August 29, 2000): "The payment of bonuses to existing employees for services they have already performed and have been compensated for would violate section 215.425, Florida Statutes, unless there is a preexisting employment contract making such bonuses a part of their salary or the city council has adopted a lump-sum bonus payment program to reward outstanding employees whose performance exceeds standards, provided the bonus payment is not included in the employee's regular base rate of pay or carried forward in subsequent years." The opinion explains that the statute implements "a basic and fundamental principle, included in Florida's Constitution, that public funds may be used only for a public purpose," and that "the payment of retroactive compensation, lump sum allowances or other forms of compensation not provided for by law or contract is generally prohibited." (The same office reached the same result in AGO 91-51 and AGO 92-49. The pre-2011 municipal carve-out in § 166.021(7) that AGO 2000-48 discussed was repealed by ch. 2011-143, which added the subsection (3) requirements that now apply directly to municipalities.)

Note on the project file: the two opinions currently uploaded as "AGO 2000-49" and "AGO 2005-26" are unrelated (traffic-fine remittances and police mutual aid). The opinion to pull is AGO 2000-48, at myfloridalegal.com/ag-opinions/municipalities-payment-of-bonuses.

Application. Two distinct payments are on the table, and the statute treats them differently.

The differential. A higher rate paid *going forward* for *new duties actually performed* is compensation for service, not a gratuity for past service. It does not offend § 215.425(1) so long as it is (i) adopted in writing before the work begins, (ii) tied to identified additional duties, (iii) paid only for periods in which those duties are performed, and (iv) not retroactive. The moment any of those four conditions fails — a start date before the policy, pay for weeks with no project work, a "catch-up" payment — the differential becomes extra compensation. The policy, the certified baseline, and the weekly time record exist to keep all four conditions true and provable.

The completion incentive. A lump sum paid on finishing is a "bonus scheme." It is lawful only under a policy meeting all four elements of subsection (3). The incentive schedule in Form 11 is drafted element by element, and the resolution adopting it must be noticed to all employees before the evaluation period begins.

7.2 What happened elsewhere — and why the details matter here

St. Petersburg, 2024. In July 2024 the Mayor awarded $250,000 in bonuses, from $10,000 to $25,000 each, to seventeen senior employees for work on the Rays-Hines stadium agreement. Council members learned of the payments from the press. One council member, after reading the statute and AGO 2000-48, said, "I'm wondering how this could have been interpreted as legal." Another "checked on whether the city has a bonus policy and couldn't find one"; the city's administrative officer confirmed "[t]he Council has not adopted such a policy." The Mayor rescinded the bonuses within days. By the time the payments were clawed back, taxes had been withheld, and public reporting indicated only about $149,000 of the $250,000 was returned, leaving roughly $101,000 to be recovered through payroll-tax adjustments — a controversy that was still being litigated in public comment a year later. The failure was not the amount or the merit of the work; it was the absence of a pre-adopted, all-employee, performance-based policy. Note also the council members' second question — whether the payments violated the city's own $100,000 council-approval threshold. Melbourne Beach's analogue is the Handbook's requirement that pay increases follow Commission action.

Pahokee, 2019. The Palm Beach County Inspector General (Report 2018-0004) investigated holiday bonuses of roughly $100 per employee awarded by the city manager in 2016 and 2017. The manager told investigators "he does not go to the City Commission to get these bonuses approved" because the purchasing ordinance let him spend up to $10,000 without approval. The OIG found the allegation "supported": "The City does not have a policy, ordinance, rule, or resolution designed to implement a bonus scheme that complies with the requirements set forth in section 215.425." It also found the city "did not provide sufficiently reliable records to allow our office to confirm or validate the total amount awarded." The recommendation: "If the City wishes to develop an employee bonus program, ... the City Commission should approve a policy, rule, or resolution that complies with the requirements of section 215.425, Florida Statutes." Two lessons transfer directly: a spending threshold is not compensation authority, and if the records cannot reconstruct what was paid, the finding is written against the Town regardless of the amount.

The common thread. In both cases the money was small relative to the budget, the work was real, the intent was benign, and the outcome was a public finding of illegality. The cure in each case was the same document this packet asks the Commission to adopt.

7.3 Town policy — what the Employee Handbook says and does not say

The Handbook (adopted January 18, 2017; updated April 15, 2026) is the Town's personnel law. The relevant provisions:

- **§ 6.01(B), Temporary or Interim Position:** a temporary promotion "will be for a minimum of 21 calendar days" and "a maximum of 180 calendar days," extendable by the Manager "for up to six additional months," and "[t]he duties assigned must be those of a budgeted position." There is no budgeted records-project position. Section 6.01(B) does not authorize this differential.

- **§ 6.01 (general):** promotions "shall not be made merely for the purpose of affecting an increase in compensation." A charter with defined added duties is how the Manager demonstrates that this assignment is not.
- **§ 9.04:** pay increases "may be granted in accordance with Town Commission action after completion of the employee's performance evaluation." This is the Handbook's own link between an increase, an evaluation, and Commission action — the same three elements this memo asks for monthly.
- **§ 9.05:** a temporary promotion "may" carry an increase; a reassignment to a lower classification "will normally" carry a decrease — the Handbook already contemplates pay moving *down* when duties move away, which bears on the Clerk question in § 7.7.
- **§ 9.06:** overtime only when authorized by the Manager; non-exempt work over 40 hours paid at 1.5×; no work off the clock.
- **Ch. 2 definition of "Temporary Employee":** a person hired "to complete a specific project" is not a Town employee. The Handbook's only existing project-completion mechanism is a temporary hire, not a differential to a regular employee.
- **§ 1.07:** the Manager develops and maintains job descriptions. The current job description for the Administrative Assistant to the Town Manager has not been produced in this file; it is the document that determines whether project work is "additional" (§ 7.4).
- **§ 4.07:** Finance maintains personnel records; the Clerk determines retention and disposition of them.

Conclusion: the Handbook must be amended by the Commission — by adding § 6.04 (Part IV) — before any differential is paid. The amendment is a policy of general application, so that the incentive component also satisfies § 215.425(3)(d) ("consider all employees").

7.4 Double compensation: when is project work "additional"?

This is the question auditors ask first, and it has three answers depending on when and how the work is done.

(a) Project work during regular hours, within existing duties. If the position's job description already includes records support, document management, or public-records processing, then hours spent on the project during the regular 40-hour week are hours the Town is already paying for at base rate. Paying a differential on top of base for those same hours is paying twice for one hour of work. That is precisely the "compensation over and above that fixed by contract or by law when the services are rendered" that AGO 2000-48 describes as extra compensation, and it is the public-purpose problem in Art. VII, § 10 of the Florida Constitution. **The cure is documentary:** (1) the job description must be on file and attached to the Charter; (2) the Charter must list the added duties that are *outside* it; and (3) the differential must be justified by the share of the workweek those added duties will consume. If the added duties are 25–35% of the week, a 25% differential over-pays; a 5–10% differential is the norm for exactly that reason.

(b) Project work during regular hours, outside existing duties, displacing regular work. If the project consumes, say, half the week and the employee's regular duties are correspondingly reassigned to someone else, the Town is paying the same base for half the regular output plus a differential for the project. That can be legitimate — it is what "acting pay" is — but only if the Charter states which regular duties were reassigned, to whom, and whether that person is being compensated. Otherwise the Town has quietly created two partially paid positions with one salary line and no record of who is doing what.

(c) Project work after hours. For a non-exempt employee, work outside the regular schedule is simply hours worked. Under the FLSA, hours over 40 in a workweek must be paid at one and one-half times the *regular rate*, and the regular rate for any week in which the differential is in effect **includes the differential** (29 C.F.R. § 778.108–.115). There is no such thing as "project time at a project rate" that sits outside the overtime calculation. Nor can the Town accept unpaid evening or weekend work, however willingly offered; the Handbook's § 9.06 prohibition on off-the-clock work restates federal law. Compensatory time in lieu of cash overtime is permitted for public employers only under 29 U.S.C. § 207(o), which requires a prior agreement or understanding with the employee and accrual at 1.5 hours per overtime hour; the Town should decide in the Charter whether it is authorizing paid overtime, comp time under a § 207(o) agreement, or no overtime at all.

(d) Traps the Town may not be seeing.

- *Regular-rate errors.* Payroll systems often compute overtime on base only. One pay period of overtime at the wrong rate is a violation; the two- or three-year look-back and liquidated (double) damages apply.
- *FRS.* A differential paid as regular wages is generally reportable compensation to the Florida Retirement System and increases both the Town's contribution (13.59%) and the employee's average final compensation; a lump-sum bonus under a written policy generally is not. Finance must confirm the treatment with FRS before the first payroll and disclose it in the Charter.
- *Overtime on the incentive.* A non-discretionary completion bonus announced in advance must be allocated back over the weeks it was earned and included in the regular rate for any overtime worked in those weeks (29 C.F.R. § 778.209). If the Town authorizes overtime *and* pays an incentive, Finance must do that recalculation. The simplest way to avoid it is to authorize no overtime for project work.
- *Benefits and leave.* Health-insurance cost does not change; life insurance and any leave cash-out that keys to salary do. The FY27 loaded cost in § 8 below should be recomputed once the percentage is fixed.
- *Recordkeeping.* 29 C.F.R. Part 516 requires the employer to keep, for each non-exempt employee, the hours worked each day and each week, the regular rate, and the basis on which wages are paid. A project time record in tenth-hour increments

with clock times is not gold-plating; it is the record the Town is required to keep, produced in a form that also proves the project claim.

- *Public records.* Every time record and evaluation created under this policy is a public record under ch. 119 and must be retained under GS1-SL (payroll records, Item 4 and related items). The Charter should say where they are filed — ideally, in the new Laserfiche repository, as the first live use of the system.

7.5 The vendor contracts — what was bought, what was not

JustFOIA (Order No. 26235; quote January 23, 2023; signed by Town Manager Mascaro February 17, 2023; subscription March 9, 2023 – March 8, 2024).

- Purchased: JustFOIA Pro Tier 1, up to 10,000 population ($4,950) and Any & All Document Management ($1,237.50) — **$6,187.50** year one, one-time installation waived.
- Not purchased: the Laserfiche integration, the payment portal. The order provides that "all services contracted for, must be done as part of the initial implementation ... if there are services or portions thereof that the Customer does not elect to implement as part of the initial implementation, such services are forfeited." The vendor's own proposal states that "[i]n order to utilize this integration, each user will need a full Laserfiche license," and that Laserfiche "[m]ust be on version 10.4 or higher."
- Escalator: "An annual increase of 5% will be applied to the immediately preceding annual rates." The arithmetic reconciles exactly to the January 3, 2025 payment of $6,821.73 and to the FY27 budget line of $7,500 (≈ $7,521). Auto-renews unless the Town gives sixty days' written notice; terminates automatically if a renewal invoice is unpaid 45 days after the renewal date.
- Non-appropriation: the Town may terminate at fiscal year-end on thirty days' notice if the Commission does not appropriate. The Commission therefore has a real decision point every September.
- Customer obligations the Town accepted: "Provide a visual flow chart and/or narrative of current records request process(es)," "Fill out configuration form," "Perform user acceptance testing," "Complete JustFOIA Training Center trainings and certification," and "maintain primary contacts and project staff for the duration of the project, as a change in staff may result in a change order." Deliverables not rejected in writing "within five (5) business days ... shall be deemed accepted." Whether any of these were done is a baseline question.
- Audit rights: "Customer will have the right to audit JustFOIA's records to verify that JustFOIA's invoicing to Customer is correct."

MCCi / Laserfiche. The MCCi order(s) and any scanning statement(s) of work have not been produced in readable form. The check registers show three "capital outlay" payments (July 2023, July 2023, February 2024) and one Fund 333 payment described as "Addendum 2 Software – July 2024 Scan" (September 2024) — implying at least an Addendum 1 and a base agreement that are not in the file. The June 2026 invoice register shows the Laserfiche Cloud renewal for July 13, 2026 – July 12, 2027 at $8,017. Until the MCCi documents are produced, the Town cannot say how many boxes or images it paid for, at what unit price, or what indexing and quality standards (if any) the vendor was contractually bound to. **This is the single most important document gap in the file.**

The road not taken. The Clerk's January 2023 memo recommended Granicus-GovQA ($6,000/yr, 36-month term, 7% escalator) over JustFOIA and CivicPlus-NextRequest, on the ground that "as a small municipality we only have a single staff member working in the Clerk's Office" and the paper process "will be unsustainable." The Commission's selection of JustFOIA over the staff recommendation, and the reasons, should be confirmed from the January 18, 2023 minutes.

7.6 Records-management compliance — the RMLO question

Section 257.36(5)(a), Florida Statutes, requires each agency to "establish and maintain an active and continuing program for the economical and efficient management of records" and to "designate a records management liaison officer." Rule 1B-24.003(11), F.A.C., requires that "[e]ach agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records management laws, rules, and procedures." The Division's handbook notes that a "parent agency" may report for a subordinate one — "for instance, a city police department being reported by the city" — but only if that is in fact what is happening.

Two designations, not one. The Town needs to confirm and, if necessary, file:

1. **Town RMLO** — historically the Town Clerk. With the Clerk's departure, the designation should be re-filed under the new Clerk (or, for the duration of the project, the Manager), with the project manager named as *alternate* so the Division has a live contact if the Clerk position turns over again.
2. **Police Department RMLO** — the Police Department holds its own record series (GS2 law-enforcement schedules; CJIS-governed records; body-camera video) and the Handbook (§ 4.07) already treats its personnel records separately. Either the Department designates its own RMLO and files its own compliance statement, or the Town's statement must expressly cover the Department and the Department's records must be inside the Town's program and this project's scope. Doing neither is the gap.

The compliance statement itself. The annual statement is a signed attestation. For every year since 2023 the Town has attested to compliance while its electronic recordkeeping program — the scanned records, the retention mapping, the system documentation required by Rule 1B-26.003 — was incomplete. The new Manager should review what was filed, and the Charter should make "Rule 1B-26.003 system documentation on file" an explicit deliverable so that the next statement is accurate.

7.7 The Clerk's compensation — the duty that moved but the pay that did not

The Town Clerk is budgeted at $60,000 in FY27 with no increase, and the Deputy Clerk at $47,631 (a 14.5% increase). Records management, the public-records portal, and this project were part of the Clerk's function when those salaries were set; the January 2023 proposal came from the Clerk, and the prior administration's position was that only the Clerk could do the work. Now the project is being moved to the Manager's office and paid for a second time through a differential, while the Clerk's duties and salary are carried forward unchanged and undiscussed.

This is not an argument for cutting anyone's pay. It is an argument that the Commission should make a *written* decision rather than an accidental one. Handbook § 9.05 already provides that reassignment to lower duties "will normally" carry a pay decrease; the Commission can decide that the Clerk retains the RMLO role and overall records-program responsibility, with the project manager reporting to the Clerk on records matters — in which case nothing has moved and no adjustment is warranted — or it can decide that the records function has genuinely moved, in which case the Clerk's duties and pay should be revisited at the next evaluation under § 9.04. What it should not do is leave the question unasked, because the silent version is how a "temporary" differential becomes a permanent structural cost.

7.8 Ethics and pragmatics in one paragraph

The Town paid for a deliverable it did not receive. Paying more for the same undefined promise transfers the cost of the prior failure to taxpayers a second time. Written structure protects the taxpayer, but it protects the employee just as much: a charter shields her from scope creep and from blame for vendor and departmental delay, and her time records and monthly evaluations are her evidence. What completes projects is a written scope with acceptance criteria; a schedule decomposed into deliverables short enough that slippage is visible in weeks; a single accountable owner; a fixed reporting rhythm; and consequences that are automatic — the differential ends when the project ends and stops if the project stops. Each of these was absent before.

8. The position and the money (FY27 tentative-draft budget, September 9, 2026 packet)

	Current	FY27 proposed
Title	TM Admin Assistant (hired May 19, 2025)	same
Salary	$38,563.20 ($18.54/hr)	$47,630.96 ($22.8995/hr)
Increase already in the draft	—	**+23.51%** ("Level Up: Office Clerk to TM Admin Asst.")
Loaded cost FY27 (FICA, FRS, health, life)	—	$73,114.55

Cost of a differential on the FY27 base (FICA 7.65%; FRS regular class 13.59%):

Differential	Salary increment	Loaded annual	Loaded monthly	6 months	9 months	12 months
25% (proposed)	$11,908	≈ $14,437	≈ $1,203	$7,218	$10,828	$14,437
15%	$7,145	≈ $8,662	≈ $722	$4,331	$6,497	$8,662
10% (norm, upper)	$4,763	≈ $5,775	≈ $481	$2,887	$4,331	$5,775
5% (norm, lower)	$2,382	≈ $2,887	≈ $241	$1,444	$2,165	$2,887

Funding. Dept. 12 Regular Salaries (001-12-500.12.00, $172,130.96) by intra-fund amendment, or General Services contingency (001-19-510.49.98, $25,000). Either is a within-fund reallocation under § 166.241(5)(a) by motion recorded in the minutes; from January 1, 2027, amendments must also be posted five days in advance under ch. 2026-161. **Not-to-exceed:** the policy should cap the differential for this project at $[____] in aggregate and [____] months in duration.

Context. General Fund operating budget $5,126,817; reserves $3,067,491 (July 31, 2026). Dept. 11 Licenses & Fees FY27: JustFOIA $7,500 + Laserfiche $8,018 + Document scanning $10,000 = **$25,518**, plus Granicus $7,500, Archive Social $4,800, and ADA-compliant software $22,619 (capital). FY26 actual in the licenses account was $30,184 against $54,629 budgeted — roughly $24,400 unspent, close to the scanning-plus-storage figure. Finance should confirm whether FY26 scanning money went unspent because no scanning occurred.

PART IV — DRAFT POLICY

Town of Melbourne Beach Employee Handbook — New Section 6.04

TEMPORARY SPECIAL-PROJECT ASSIGNMENT PAY AND PROJECT COMPLETION INCENTIVE

Adopted by Resolution No. [2026-___], [date]. Effective [date]. Supplements Handbook §§ 6.01(B), 9.04, 9.05, and 9.06; in case of conflict this section controls for special-project assignments.

Section 1. Purpose and Authority

1.1 This section establishes the exclusive conditions under which the Town may pay a temporary salary differential to an employee assigned responsibility for a defined special project that is not a budgeted position, and the conditions under which a project completion incentive may be paid.

1.2 Authority: Town Charter §§ 3.03 and [___]; Employee Handbook chs. 6 and 9; §§ 166.021, 166.241, and 215.425(3), Fla. Stat.

1.3 Intent. Assignment pay compensates prospectively for additional duties actually performed. It is not a reward for past service, a promotion, a reclassification, or an adjustment to base pay. Consistent with § 6.01, no assignment shall be made merely for the purpose of effecting an increase in compensation. No payment under this section is due for any period before the effective date in § 5.2.

Section 2. Definitions

The terms *Special Project, Project Charter, Baseline, Deliverable, Milestone, Acceptance Criteria, Substantial Completion, Final Completion, Change Order, Assignment Pay,* and *Completion Incentive* have the meanings in Part II of the Mayor's memorandum of September 9, 2026, which is incorporated by reference, and as restated in the Charter.

Section 3. Eligibility

3.1 Any regular full-time or part-time employee may be assigned a Special Project by the Town Manager in writing, identifying the employee, the project, the effective date, and the Charter.

3.2 Assignment Pay is available only where the Special Project (a) is budgeted or funded by amendment under § 166.241; (b) has an approved Charter and a certified Baseline; (c) is expected to require at least [25]% of the employee's scheduled hours in duties outside the employee's job description; and (d) has a not-to-exceed amount and duration stated in the assignment.

Section 4. Conditions Precedent to Any Payment

No Assignment Pay is effective until all of the following are filed with the Town Clerk: (a) the employee's current job description (§ 1.07); (b) the Baseline Certification (Form 2) signed by the Town Manager and the Finance Director; (c) the Project Charter (Form 3) approved by the Town Manager and reviewed as to form by the Town Attorney; (d) the Finance Director's written confirmation of payroll set-up, FLSA regular-rate treatment, FRS treatment, and funding line; and (e) the employee's signed Acknowledgment (Form 9).

Section 5. Assignment Pay

5.1 Amount. [___]% of base hourly rate, stated in the assignment, not to exceed [15]% absent a specific Commission finding that the project will consume a majority of the employee's scheduled hours, and in no case exceeding [25]%. Aggregate not-to-exceed for a single project: $[___].

5.2 Effective date. The first full pay period after the conditions in Section 4 are satisfied. No retroactive payment.

5.3 Duration. Continues only while the employee is actively performing Special Project duties, only for pay periods for which the Manager has approved the weekly time records under Section 7, and only until an event in Section 6. Maximum duration [six] months from the effective date, extendable once for up to [six] months by written Change Order with a re-baselined completion date.

5.4 Nature. Temporary; not base pay; not carried forward; excluded from the computation of any subsequent percentage increase; creates no vested right or expectation of continuation; does not change classification, title, grade, or probationary status.

5.5 FLSA. For non-exempt employees the Differential is included in the regular rate for overtime. Overtime for project work is [not authorized / pre-authorized up to ___ hours per week / to be taken as compensatory time under a § 207(o) agreement executed with the Charter] *[Manager to select one]*, consistent with Handbook § 9.06. No project work may be performed off the clock.

5.6 FRS and payroll treatment as determined by the Finance Director in consultation with FRS and stated in the Charter.

5.7 Funding. [001-12-500.12.00 or 001-19-510.49.98]; amendments per § 166.241(5) and, from January 1, 2027, ch. 2026-161.

Section 6. Termination

Assignment Pay terminates automatically at the end of the pay period in which the earliest of the following occurs: (a) Final Acceptance; (b) reassignment, separation, or leave exceeding [30] consecutive days; (c) cancellation or indefinite suspension of the project by the Manager or Commission; (d) the Manager's written determination, after written notice and [10] business days to respond, that the employee has failed to perform the project duties, failed to submit two consecutive required time records or reports, or that two consecutive monthly reports show no measurable progress attributable to the employee; (e) two consecutive monthly evaluations (Form 7) with an aggregate score below [25] of 50; (f) the maximum duration in § 5.3.

Section 7. Timekeeping, Reporting, and Evaluation (mandatory)

7.1 **Weekly time record (Form 4).** The employee shall record each block of project work on the project time record showing the date, the actual clock start and stop times, the deliverable number, a specific description of the work performed, and the elapsed time in tenth-of-an-hour (0.10) increments. The record shall be signed by the employee and submitted to the Town Manager by [Friday 5:00 p.m.] each week. The Manager shall review and approve or return it in writing within [three] business days (Form 5). Assignment Pay is payable only for pay periods covered by approved records. Records are filed with the Clerk and are public records.

7.2 **Monthly report to the Commission (Form 6).** By the [fifth] business day of each month the Manager shall file, as an agenda item, a written project report updating the Baseline, the deliverables accepted, the schedule and cost variance, the differential and incentive paid to date, the re-forecast completion date, and the Manager's recommendation that the assignment **continue, be modified, or end.**

7.3 **Monthly performance evaluation (Form 7).** With each monthly report the Manager shall complete a written evaluation of the employee's project performance on five defined factors, each scored 1–10, with narrative support, and report the scores to the Commission. Evaluations are personnel records under § 4.07 and public records under ch. 119.

7.4 **Monthly compliance certification (Form 8).** With each payroll in which Assignment Pay is paid, the Manager shall certify in writing to the Finance Director that project duties were performed, the weekly records were approved, and no condition in Section 6 has occurred.

7.5 **Event-driven notice.** Written notice to the Manager within [five] business days of any vendor delay, scope question, or interdepartmental dependency threatening a Milestone.

Section 8. Completion Incentive (§ 215.425(3))

8.1 The Town may pay a lump-sum Completion Incentive only under the schedule adopted by resolution as Form 11.

8.2 Basis. Work performance, measured solely by the Manager's written Final Acceptance on or before the Milestone dates in the approved Charter as modified by Change Order.

8.3 Standards and evaluation. The Charter's Acceptance Criteria and testing plan, and the monthly evaluations under § 7.3; the Manager's determination shall be written and identify each Deliverable and acceptance date.

8.4 Notice and eligibility. This section and Form 11 shall be distributed to all Town employees before the evaluation period begins; any employee assigned a Special Project under this section is eligible on the same terms.

8.5 Not base pay; not carried forward; not payable for work performed before the effective date; not payable if Assignment Pay was terminated under § 6(d) or (e), or if the employee separates before Final Acceptance. Per § 215.425(5), nothing in this section or any assignment restricts any party's ability to discuss it.

Section 9. Change Control

Scope, schedule, and cost change only by written Change Order signed by the Manager and the employee, filed with the Clerk, and reported in the next monthly report. Verbal changes are not recognized.

Section 10. Records and Review

10.1 All documents created under this section are public records and are retained per GS1-SL. Copies shall be stored in the Town's electronic repository as the first live use of the system.

10.2 The Manager shall report to the Commission within 60 days after the first Final Acceptance under this section on its operation and recommend amendments.

PART V — DRAFT FORMS

All forms are fill-in-the-blank. Bracketed suggestions are the Mayor's; the Manager and the project manager own the final content.

Form 1 — Vendor and Payment Reconciliation (Finance)

Purpose: establish, invoice by invoice, what the Town paid and what it received. This is the financial half of the Baseline.

Where to pull the inputs: BS&A check registers FY23–FY26 (vendor MCCi, LLC and JustFOIA, Inc.); invoice register May–July 2026 (p. 38); the JustFOIA Order No. 26235 (pricing p. 3; term p. 4); MCCi order(s), Addendum 1, Addendum 2, and any scanning statement of work (*to be produced*); vendor delivery manifests, box lists, or image counts (*request from MCCi under the audit-rights clause if not on file*).

Date	Vendor	Invoice no.	Account	Description on register	Amount	What was delivered (boxes / images / licenses / hours)	Deliverable received? (Y/N/partial)	Source document
03/08/2023	JustFOIA	NE12023	001-11-510.64.01	Initial system	$6,187.50	Pro Tier 1 + Any & All; 2 request forms configured	[ ]	Order 26235
07/12/2023	MCCi	PS13714	001-11-510.64.01		$7,875.35	[ ]	[ ]	[ ]
07/21/2023	MCCi	NE13756	001-11-510.64.01		$7,709.50	[ ]	[ ]	[ ]
02/13/2024	MCCi	PS15470	001-11-510.64.01		$7,875.35	[ ]	[ ]	[ ]
[FY24]	JustFOIA	[ ]	[ ]	Renewal (est. $6,496.88)	[ ]			*not located*
06/10/2024	MCCi	RN17592	001-11-543.00.00	Laserfiche renewal	$7,859.85	Cloud subscription	[ ]	[ ]
09/13/2024	MCCi	SC19194	Fund 333 / Dept 11	"Addendum 2 Software – July 2024 Scan"	$10,682.47	[ ]	[ ]	*Addendum 2 not located*
01/03/2025	JustFOIA	RN21108	001-11-543.00.00	Renewal	$6,821.73	Subscription	[ ]	Order 26235 (5% escalator)
05/16/2025	MCCi	RN22671	001-11-543.00.0	Laserfiche renewal	$7,859.85	Cloud subscriptio	[ ]	[ ]

Date	Vendor	Invoice no.	Account	Description on register	Amount	What was delivered (boxes / images / licenses / hours)	Deliverable received? (Y/N/partial)	Source document
			0			n		
[FY26]	JustFOI A	[]	[]	Renewal (est. $7,162.81)	[]			*not located*
06/10/202 6	MCCi	[]	001-11-543.00.0 0	Laserfiche Cloud renewal 7/13/26–7/12/27	≈ $8,017	Cloud subscriptio n	[]	Invoice register p. 38
Total located					**≈ $70,890**			

Prepared by: Finance Director __________________ Date _____

Form 2 — Baseline Certification (Town Manager and Finance Director)

Purpose: a signed statement of where the project stands today. Everything afterward is measured against it.

Where to pull the inputs: Form 1; Laserfiche Cloud repository (folder tree, document count, metadata fields populated, volumes, search index status — the repository's own audit and reporting tools); JustFOIA admin console (forms configured, users, request volume, integration status); the Clerk's file inventory and any prior records inventory worksheet (DOS handbook Appendix B); the last annual Records Management Compliance Statement filed with the Division; MCCi delivery documents.

Baseline metric	Value as of [date]	Source / how verified
Record series in original Phase 1 scope (list attached)	[___]	Original MCCi SOW / Clerk inventory
Boxes / linear feet delivered to vendor	[___]	Vendor manifests
Images delivered by vendor	[___]	Vendor manifests / repository count
Images in Laserfiche repository today	[___]	Repository report
Series with usable metadata (record type, date, subject, parcel/case no.)	[___] of [___]	Repository field report
Images quality-checked to Rule 1B-26.003 (≥300 PPI; ISO open format)	[___]%	QA sample log (if any)
Series with GS1-SL retention code applied	[___] of [___]	Repository retention field
Rule 1B-26.003 system documentation on file	Yes / No	Clerk file
Staff user accounts configured and trained	[___]	Laserfiche admin
Public access portal live	Yes / No	Test
JustFOIA ↔ Laserfiche integration	**Not purchased**	Order 26235
JustFOIA customer implementation tasks completed (flow chart,	[] each	JustFOIA records

Baseline metric	Value as of [date]	Source / how verified
config form, UAT, certification)		
RMLO designation(s) on file with Division (Town / PD)	[ ] / [ ]	Division correspondence
Last compliance statement filed (date; signed by)	[___]	Division correspondence
Total project spend to date	$[___]	Form 1
Recurring annual cost (FY27 budget)	$25,518	Budget p. 10
Weighted Phase 1 percent complete	**[___]%**	Weighting method attached

Certification. We certify that the figures above are accurate to the best of our knowledge after review of the documents identified, that the sources are on file with the Town Clerk, and that any figure marked "unknown" is so marked because no document supports a value.

Town Manager ____________________ Date _____ Finance Director ____________________ Date _____

Form 3 — Project Charter / Statement of Work: Phase 1 Completion

1. Project. Records Digitization and Public Access Project (Phases 1–3); this Charter covers Phase 1 Completion.

2. People. Executive sponsor: Town Manager. Project manager (assignee): [name], Administrative Assistant to the Town Manager. Records custodian / RMLO: [Town Clerk]. Alternate RMLO: [project manager]. Exemption determinations: Town Attorney. Technical support: IT contractor [name/contact]; MCCi (Laserfiche Cloud; term 7/13/26–7/12/27) [contact]; JustFOIA [contact; renewal date 3/9/2027].

3. History. [Insert two paragraphs from § 7.5 of the memorandum and the January 18, 2023 minutes, as finalized by the Manager.] Amounts expended: per Form 1. Deliverables received / not received: per Form 2.

4. Duties added by this assignment (outside the current job description, attached as Exhibit C-1): single point of accountability for Phase 1; vendor, IT, Clerk, and department coordination; hands-on inventory, QA, indexing, configuration, and testing on the Town tasks below; maintenance of the Baseline; all § 7 reports; the intake SOP. **Regular duties retained:** [___]. **Regular duties reassigned, to whom, and at what cost:** [___]. **Estimated project share of scheduled hours:** [___]% — *this figure justifies the differential percentage.*

5. Baseline: Form 2, attached.

6. Definition of Final Completion: all fourteen deliverables below accepted in writing by the Manager.

7. Work breakdown, sequence, estimates, and acceptance criteria.

#	Deliverable	Owner	Est.	Acceptance criterion	Test
1	Charter and Baseline complete; Forms 1	Town +	[2	Signed forms filed	Manager

#	Deliverable	Owner	Est.	Acceptance criterion	Test
	and 2 certified	Finance	wks]		
2	Inventory of scanned series vs. original scope; gap list	Town	[2 wks]	Spreadsheet with counts	Clerk spot-check [5]%
3	Proof-of-concept QA on worst-case documents; QA sampling plan	Town	[1 wk]	Sampling plan approved; POC log	Manager
4	Image QA to Rule 1B-26.003 across all series	Town	[2–3 wks]	QA log; rejection list to vendor	Random [2]% per series
5	Rescan / correction of rejects	Vendor	[2–4 wks]	Corrected images re-QA'd	Re-sample
6	Index schema built from actual retrieval patterns (record type, date, subject, parcel/address, case no., retention code, exemption flag)	Town + Clerk	[1 wk]	Schema approved by Clerk and Attorney	Walkthrough
7	Indexing applied to all Phase 1 series	Town (or vendor by Change Order)	[6–10 wks]	Search returns expected record on [3] queries per series	Clerk queries
8	GS1-SL retention mapped in Laserfiche; disposition report generates	Town + Clerk	[1–2 wks]	Report run	Report
9	§ 119.071 redaction workflow with attorney review path	Town + Attorney	[1–2 wks]	Written workflow; [3] test redactions	Attorney
10	Rule 1B-26.003 system documentation	Town + IT	[1–2 wks]	Document approved by RMLO	Manager
11	Staff role permissions; training for Clerk, Finance, Building, Code, PD admin	Town + IT	[1–2 wks]	Each trainee retrieves [3] records unaided	Observed
12	Public portal live; exempt series excluded; ADA review	Town + Vendor	[2–3 wks]	Exempt records confirmed not exposed; ADA checklist	External tester
13	JustFOIA ↔ Laserfiche integration purchased and live (new order; licenses; v10.4+)	Vendor + Town	[2–4 wks]	Request → search → attach → release on [3] live requests	Live requests
14	Day-forward intake SOP; one full month filed under it; Final Acceptance memo; Phase 2 scoping memo	Town	[2 wks + 4 wks]	SOP approved; monthly audit passes; signed acceptance	Manager

8. Schedule. Effective [___]. Milestone A (1–5) [___]; B (6–10) [___]; C (11–13) [___]; D (14, Final Acceptance) [___]. Overall: earliest [_] / expected [_] / latest [_] weeks. *[The estimates above sum to roughly 24–40 weeks with vendor dependencies; the project manager builds her own estimate.]*

9. Dependencies and risks. Vendor responsiveness; MCCi document production; credentials to legacy systems; IT capacity; departmental cooperation; exemption determinations; hurricane season. Escalation: PM → Manager within [5] business days; Manager → Commission at the next regular meeting if a Milestone slips more than [30] days.

10. Vendor tasks and prices. [Laserfiche integration order: $___]; [additional Laserfiche licenses: ___ × $___]; [rescan: $___ per image]; [indexing services if outsourced: $___]. *Each is a budget amendment item.*

11. Cost of Assignment Pay. [_]% × $[___]/hr = $[___] per pay period; not to exceed $[___] aggregate / [_] months; funding line [___]; FRS treatment [___]; overtime decision [___].

Approved: Town Manager _________ Date ___ · Project Manager _________ Date ___ · As to form: Town Attorney _________ Date ___

Form 4 — Weekly Project Time Record

Employee: __________ **Week ending (Sat):** _____ **Pay period:** _____ **Base rate:** $_____ **Assignment rate:** $_____ **Regular schedule:** [Mon–Fri 8:00–4:30]

Instructions: One line per block of project work. Record actual clock times. Elapsed time in tenths of an hour (0.10 = 6 minutes; round to nearest tenth). Describe the work specifically enough that a reader unfamiliar with the project could tell what was done — e.g., "QA-sampled 40 images, Ordinances 1990–99; 3 rejected for cut margins; rejection list to MCCi" — not "worked on scanning." Work performed outside the regular schedule must be marked OS and pre-authorized.

Date	Start	Stop	Elapsed (0.10)	Deliv. #	Work performed (specific)	Within regular schedule? (Y / OS)	Contact / vendor	Blocker?
Mon _/_	_:_	_:_	_._					
	_:_	_:_	_._					
Tue _/_	_:_	_:_	_._					
	_:_	_:_	_._					
Wed _/_	_:_	_:_	_._					
	_:_	_:_	_._					
Thu _/_	_:_	_:_	_._					
	_:_	_:_	_._					
Fri _/_	_:_	_:_	_._					
	_:_	_:_	_._					
Sat/Sun	_:_	_:_	_._			OS		

Totals: Project hours this week __._ · Regular-duty hours __._ · Total hours worked __._ · Hours over 40 __._ (pre-authorized? Y / N) · Project hours as % of week ___%

Deliverables advanced: _____________ **Planned next week:** _____________ **Blockers needing Manager action:** _____________

Employee certification. I certify that the entries above are accurate, that the hours were actually worked at the times shown, and that I performed no project work off the clock. _________________ Date _____

Form 5 — Town Manager Weekly Review and Approval

Week ending: ______ Employee: ___________

Item	Manager's determination
Time record received on time (by Friday 5:00 p.m.)	Y / N
Entries specific and tied to deliverables	Y / N / returned for correction
Clock times consistent with regular schedule / OS entries pre-authorized	Y / N
Hours over 40 authorized under Charter § 11	Y / N / N/A
Project hours as % of week	___% (Charter estimate ___%)
Progress this week consistent with schedule	On track / At risk / Behind
Approved for Assignment Pay this week	**Yes / No**
Notes / corrections required	

Town Manager _________________ Date _____ · Filed with Clerk _____

Form 6 — Monthly Project Report to the Town Commission

Agenda item: Records Digitization Project — Monthly Report No. ___ for [month] · **Prepared by:** Town Manager · **Date:** _____

1. Status in three sentences. [On track / at risk / behind]; what was accepted this month; forecast completion date.

2. Baseline update.

Metric	Certified Baseline	Last month	This month	Change
Series inventoried (%)				
Images QA'd (%)				
Series indexed (%)				
Retention applied (%)				
Staff access live				
Public portal live				
JustFOIA integration live				
Weighted % complete				

3. Deliverables (1–14): status, acceptance date, tester.

4. Schedule. Milestones due ___; met ___; slipped ___ days; cause (Town / vendor / dependency / scope); recovery plan; **re-forecast Final Acceptance date _____ (was _____).**

5. Cost. Assignment Pay this month $_____ (hours ___._ × $___); cumulative $_____ against not-to-exceed $_____. Vendor invoices this month $_____; cumulative project spend since March 2023 $_____. Overtime paid $_____.

6. Change orders this month. [none / list]

7. Performance evaluation (Form 7) aggregate score: ___ / 50.

8. Manager's recommendation: ☐ **Continue** the assignment as chartered · ☐ **Modify** (state the Change Order) · ☐ **End** the assignment (state the § 6 event)

9. Decisions requested of the Commission. [budget amendment / vendor order / none]

Town Manager ________________ Date _____ · Filed with Clerk _____

Form 7 — Monthly Project Performance Evaluation

Employee: ___________ **Month:** ______ **Evaluator:** Town Manager

Score each factor 1 (unacceptable) to 10 (exceptional). Each score must be supported by at least one specific, dated example drawn from the weekly time records or deliverables. Aggregate below [25] in two consecutive months triggers Policy § 6(e).

#	Factor	Definition	Score (1–10)	Evidence (specific, dated)
1	**Schedule performance**	Deliverables completed on or before milestone dates; variance explained and recovered		
2	**Quality of deliverables**	Work accepted on first submission; QA logs, index accuracy, documentation meet the acceptance criteria		
3	**Timekeeping and reporting discipline**	Time records on time, specific, accurate; monthly inputs complete; no off-the-clock work		
4	**Vendor and stakeholder management**	Vendor delays escalated within 5 days; Clerk, Attorney, IT, and departments engaged; issues resolved rather than absorbed		
5	**Compliance and judgment**	Rule 1B-26.003, GS1-SL, and § 119.071 requirements applied correctly; exempt material handled properly; problems surfaced early		
	Aggregate		**__ / 50**	

Overall assessment: ______________________________

Recommendation carried to Form 6 § 8: Continue / Modify / End

Town Manager ________________ Date _____ · Employee acknowledgment (signature indicates receipt, not agreement) ________________ Date _____ · Reported to Commission _____

Form 8 — Town Manager Monthly Compliance Certification (to Finance)

Pay periods covered: ______ to ______ **Employee:** ___________

I certify to the Finance Director that for the pay periods above: (1) the employee performed Special Project duties under the approved Charter; (2) each weekly time record for the period was received, reviewed, and approved (Form 5) and is on file with the Clerk; (3) Assignment Pay is being computed at the approved rate on approved hours only, and any overtime has been computed on the regular rate including the differential; (4) no event under Policy § 6 has occurred; (5) the monthly report (Form 6) and evaluation (Form 7) have been filed; and (6) cumulative Assignment Pay of $_____ does not exceed the not-to-exceed amount of $_____.

Town Manager ___________________ Date _____ Finance Director (received; payroll processed accordingly) ___________________ Date _____

Form 9 — Employee Acknowledgment of Temporary Special-Project Assignment

I, __________________________, acknowledge and agree that:

1. I have been assigned as Project Manager for the Records Digitization and Public Access Project, Phase 1 Completion, effective ________, under Employee Handbook § 6.04 and the Project Charter dated ________, both of which I have received and read, together with my current job description.
2. I will receive temporary Assignment Pay of ___% of my base rate (from $_____ to $_____ per hour), not to exceed $_____ in aggregate or _____ months, for the duration of the assignment as defined in the Policy.
3. Assignment Pay is temporary. It is not part of my base pay, is not a promotion or reclassification, will not be carried forward, and will not be used in computing any future percentage increase. It ends automatically on the events in Policy § 6, and no later than ________ unless extended by written Change Order.
4. I will keep the weekly project time record (Form 4) in tenth-hour increments with actual start and stop times, sign it, and submit it each week; Assignment Pay is payable only for weeks the Manager approves. I will perform no project work off the clock and will not work over 40 hours in a week without prior written authorization.
5. I will be evaluated monthly on the five factors in Form 7, and the evaluation will be reported to the Commission.
6. Changes to scope, schedule, or pay are effective only by written Change Order.
7. The Completion Incentive in Form 11 is conditional on written Final Acceptance by the stated dates, is a lump sum not included in base pay, and is governed by § 215.425(3), Fla. Stat.
8. The Charter, my time records, my evaluations, and this acknowledgment are public records. Nothing in this assignment restricts my ability or the Town's to discuss it (§ 215.425(5)).
9. Nothing in this acknowledgment alters my employment status or my rights under applicable law or the Employee Handbook.

Employee ___________________ Date _____ · Printed name ___________________ Town Manager ___________________ Date _____ Finance/HR Director (payroll, FLSA, FRS set-up confirmed) ___________________ Date _____

Form 10 — RMLO Designation and Compliance Statement Checklist

Item	Status	Action
Town RMLO designation on file with Division (name, title, date)	[ ]	Re-file under new Clerk /

Item	Status	Action
		Manager
Alternate RMLO designated (project manager)	[ ]	File with Division
Police Department RMLO designation on file, **or** Town statement expressly covers PD records	[ ]	Chief and Clerk to confirm; file
Last annual Records Management Compliance Statement: date filed, signatory, contents	[ ]	Manager review; correct if inaccurate
Records inventory / file plan current (DOS Appendix B)	[ ]	Deliverable 2
Rule 1B-26.003 system documentation on file	[ ]	Deliverable 10
Disposition documentation for any paper destroyed after scanning (Rule 1B-24.003(9))	[ ]	Clerk

Town Manager _____ · Town Clerk _____ · Police Chief _____ · Date _____

Form 11 — Project Completion Incentive Schedule (adopted by resolution; § 215.425(3))

Eligibility: any employee assigned a Special Project under Handbook § 6.04 with an approved Charter and certified Baseline. Notice of this schedule shall be given to all Town employees before the evaluation period begins.

Performance measure: date of the Manager's written Final Acceptance of all Charter Deliverables, compared to Milestone D as modified by written Change Order, together with the monthly evaluations. Partial or conditional acceptance does not qualify.

Option 1 — flat amounts

Final Acceptance achieved	Incentive
≥ 60 days before Milestone D	$[2,000]
30–59 days before	$[1,250]
On or before Milestone D	$[750]
After Milestone D	$0

Option 2 — percentage of annual base: [4]% / [2.5]% / [1.5]% / 0 on the same tiers.

Option 3 — milestone-based (recommended where vendor delay is a real risk): A $[250] · B $[250] · C $[500] · D $[1,000] on time / $[1,500] if ≥ 30 days early.

Conditions (all options): lump sum in the pay period after written Final Acceptance; not base pay; not carried forward; FRS treatment per Finance/FRS; not payable if Assignment Pay was terminated under Policy § 6(d) or (e) or the employee separates before Final Acceptance; dates extended by Change Order for vendor or dependency delay do not forfeit eligibility, dates extended for employee-caused delay do; minimum average monthly evaluation score of [30]/50 over the assignment; maximum aggregate incentive for this project $[___]; funding [001-19-510.49.98]. If overtime was authorized and worked, Finance shall allocate the incentive back over the workweeks in which it was earned for regular-rate purposes (29 C.F.R. § 778.209).

PART VI — EXHIBITS

Exhibit A — Payments Located (summary)

Fiscal year	JustFOIA	MCCi scanning ("PS"/"SC")	MCCi Laserfiche ("NE"/"RN")	Total
FY23	$6,187.50	$7,875.35	$7,709.50	$21,772.35
FY24	*[not located; est. $6,496.88]*	$7,875.35 + $10,682.47	$7,859.85	$26,417.67 + est.
FY25	$6,821.73	*[none located]*	$7,859.85	$14,681.58
FY26	*[not located; est. $7,162.81]*	*[none located]*	≈ $8,017	≈ $8,017 + est.
Located	**$13,009.23**	**$26,433.17**	**≈ $31,446**	**≈ $70,890**
FY27 budget	$7,500	$10,000	$8,018	$25,518

Exhibit B — Document Inventory: What Is on File, What Is Missing, and What Each Adds

Document	On file?	What it establishes	What it can still contribute to the new scope
Jan. 18, 2023 agenda packet, pp. 97–123 (Clerk memo; Granicus, JustFOIA, NextRequest proposals)	Yes	Origin, staff recommendation (GovQA), pricing of alternatives, JustFOIA's own description of the Laserfiche integration and its license requirement	The JustFOIA proposal's "Ready to Partner" checklist is a ready-made list of implementation prerequisites (SSO, Laserfiche 10.4+, environment type) to verify in Deliverable 13
Jan. 18, 2023 minutes (motion selecting JustFOIA)	**Missing**	Who decided, on what motion	History section of the Charter
JustFOIA Order No. 26235 (10 pp.), signed Feb. 17, 2023	Yes	Scope purchased, escalator, term, non-appropriation, customer obligations, audit rights, deemed-acceptance rule	Deliverable 1 (were customer tasks done?); Deliverable 13 (new order needed)
MCCi base agreement / Laserfiche Cloud order	**Missing (image-only or not produced)**	Storage tier, users, term, SLA	Deliverable 10 documentation; license count for integration
MCCi scanning SOW; Addendum 1; Addendum 2 ("July 2024 Scan")	**Missing**	Boxes/images contracted, unit price, resolution, format, indexing fields, QA obligations, delivery format	**The single most important gap** — defines what the Town bought and what the vendor still owes
MCCi delivery manifests / image counts	**Missing**	What was delivered	Baseline metric rows 2–4
Check disbursement reports FY22–FY25 (run 7/28/2025)	Yes (indexed)	Payments in Exhibit A	Form 1
Invoice register May–July 2026 (PRR 2026-98)	Yes (image; OCR'd)	Laserfiche renewal 7/13/26–7/12/27	Form 1
FY24 and FY26 JustFOIA renewal invoices	**Missing**	Two payments	Form 1
Employee Handbook	Yes	§§ 1.07, 2, 4.07, 6.01, 9.04–9.06	Policy § 6.04

Document	On file?	What it establishes	What it can still contribute to the new scope
(adopted 1/18/2017; updated 4/15/2026)			
Policies and Procedures Manual (10/21/2020)	Yes	Purchasing thresholds; [confirm whether any temporary-pay provision exists]	Policy authority recital
Job description — Administrative Assistant to the Town Manager	**Missing** (PRR-2026-74 response index only)	Whether project work is "additional"	Charter § 4; § 7.4 double-compensation analysis
Job description — Town Clerk; Deputy Clerk	**Missing**	Where records-program duties sit	§ 7.7
RMLO designation(s); last compliance statement	**Missing**	Compliance status	Form 10
Laserfiche 12 release notes; repository architecture guide	Yes	Repository components (database, volumes, search index), metadata and audit features, version for integration	Deliverables 6, 10, 13
DOS, *Managing Florida's Public Records* (2021)	Yes	Rule 1B-26.003 scanning standard; record-copy designation; compliance statement; policy components (§ F)	Deliverables 4, 8, 10; Town records policy
Rule 1B-24 (retention scheduling; definitions)	Yes	"Record (master) copy"; "retrospective conversion project"	Deliverable 8
§ 215.425 (2025)	Yes	Statute text	Policy § 8; Form 11
AGO 2000-48 (Mary Esther)	**Wrong opinion uploaded** (2000-49 = traffic fines; 2005-26 = mutual aid)	Controlling bonus opinion	§ 7.1
Pahokee OIG Report 2018-0004	Yes	Finding and recommendation quoted in § 7.2	Commission briefing
St. Petersburg articles (3)	Yes	Facts quoted in § 7.2	Commission briefing
GFOA, *Capital Project Monitoring and Reporting*	Yes	Quoted in § 5	Policy § 7; Forms 6–7
MetaSource, failed-scanning-project recovery (May 2026)	Yes	Root causes and recovery sequence	Charter deliverables 2–3, 6, 14
El Monte, CA digitization RFP Addendum 2 (April 2024)	Yes	Model specifications: 300 DPI documents / 600 DPI plans; OCR before import; index fields per department; PDF output for Laserfiche; batch turnaround; vendor retains files one year then purges; not-to-exceed per year	Template for the Town's own scanning SOW and for Deliverables 4–7
Palm Beach OIG FY2018 audit plan	Yes	Context for OIG jurisdiction (not otherwise relied on)	—

Exhibit C — Where to Find More

From the vendors. MCCi: request, under the JustFOIA audit-rights clause and the Town's own contract rights, the Laserfiche Cloud order, both addenda, the scanning SOW, delivery manifests with image counts by series, and the "Laserfiche Expansion Configuration Guide" the JustFOIA proposal references. Laserfiche: the *Records Management Edition* documentation (retention, disposition, and audit trail features) and the *Laserfiche Import Agent / Quick Fields* documentation for day-forward capture. JustFOIA: the Laserfiche integration order form and per-user license pricing.

From other governments (model deliverables and SOWs). City of El Monte, CA, RFP for Paper Records Digitization and Addendum 2 (April 2024) — the most detailed specification in the file; adapt its index-field tables, DPI rules, and batch-turnaround terms. Additional Florida examples worth pulling: the Florida Department of State's *Electronic Records and Records Management Practices* handbook (companion to the 2021 handbook; Appendix B is the records inventory worksheet); GS1-SL (2020) for retention codes; and any Brevard County municipality that has completed a Laserfiche conversion (Indian Harbour Beach and Satellite Beach are the natural comparators — request their SOWs by public-records request).

From the state. Division of Library and Information Services, Records Management Program: RMLO designation form; annual compliance statement instructions; Rule 1B-26.003 full text; training webinars on electronic records. Florida Attorney General: AGO 2000-48, AGO 91-51, AGO 92-49.

From professional bodies. GFOA best practices on capital project monitoring, personnel budgeting, and capital planning policies; PMI *Practice Standard for Work Breakdown Structures*; ICMA guidance on interim and acting pay.

Exhibit D — Sources

Statutes and rules. § 215.425, Fla. Stat. (2025) [project file]; ch. 2011-143, Laws of Fla.; § 166.021(7), Fla. Stat. (2005) (repealed carve-out); § 166.241, Fla. Stat.; ch. 2026-161, Laws of Fla. (HB 1329); §§ 119.021, 119.07, 119.071, Fla. Stat.; § 257.36(5), Fla. Stat.; Rule 1B-24.001 and 1B-24.003, F.A.C. [project file]; Rule 1B-26.003, F.A.C. (eff. 12/6/2021); Art. VII, § 10, Fla. Const.; 29 U.S.C. § 207(a), (o); 29 C.F.R. Parts 516 and 778 (§§ 778.108–.115, .209).

Opinions and investigations. AGO 2000-48 (Aug. 29, 2000) (Mary Esther); AGO 91-51; AGO 92-49; Palm Beach County OIG Investigative Report 2018-0004 (City of Pahokee), May 6, 2019 [project file].

News. Florida Politics, "St. Pete employee bonuses may have violated Florida law," Aug. 21, 2024; Spectrum News, "St. Pete mayor discusses city employees' rescinded bonuses"; Florida Politics / WMNF, "Maria Scruggs takes Ken Welch to task over returned employee bonuses ..." [all in project file].

Guidance. GFOA, *Capital Project Monitoring and Reporting* [project file]; GFOA, *Personnel Budgeting*; Florida Dept. of State, *Managing Florida's Public Records* (2021) [project file]; MetaSource, "How to Recover from a Failed Government Document Scanning Project," May 20, 2026 [project file]; City of El Monte, CA, RFP Addendum No. 2, Apr. 1, 2024 [project file]; Laserfiche 12 release information and repository architecture guide [project file]; representative special-assignment / acting-pay clauses (Salt Lake City policy; LawInsider clause libraries).

Town records. Town Commission Workshop Agenda Packet, Sept. 9, 2026 (FY2027 tentative-draft budget); Jan. 18, 2023 Regular Meeting agenda packet, pp. 97–123; JustFOIA Order No. 26235; Check Disbursement Reports FY2022–FY2025; Invoice Register 5/6/2026–7/23/2026 (PRR 2026-98); Employee Handbook (updated 4/15/2026); Policies and Procedures Manual (10/21/2020); PRR-2026-74 response index (job descriptions).