



**Planning & Development Department**

2725 Judge Fran Jamieson Way  
Building A, Room 114  
Viera, Florida 32940

**BOARD OF COUNTY COMMISSIONERS**

**TO:** Naomi Adkins-Hicks (Planning & Development Support Services Manager)  
**FROM:** Bridget Hiser – Cashier's Office Supervisor (Planning & Development)  
**DATE:** May 13, 2025  
**SUBJECT:** Summary of South Beach Benefit District Transportation Impact Fees Advisory Board

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**Date:** 5-13-2025

**Time:** 9:35 am

**Location:** 2725 Judge Fran Jamieson Way Building A 2nd Floor Public Works Conference Room

**Attendees:**

John W. Coffey – City Manager of Indian Harbour Beach

Elizabeth Mascaro - Town Manager of Melbourne Beach

Brittany Retherford - City Manager of Satellite Beach

Marc Bernath-Director - Brevard County Public Works

Naomi Adkins-Hicks- Support Service Manager

Bridget Hiser- Central Cashier Office Supervisor

**Summary:**

- The meeting was called to order.
- John Coffey presented project details regarding a sidewalk improvement project. The requested amount to fund the project was \$381,435.00. A motion to approve was made by Marc Bernath and Elizabeth Mascaro seconded the motion. The funding request was unanimously approved to disburse the funds.
- There was no further business and the meeting was adjourned.

## Transportation Impact Fee Advisory Committees Meeting

Date:

5-13-2025

Time:

9:30 am

[illegible]

## Hiser, Bridget

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**Subject:** TIF meeting for South Beach Benefit District City of Indian Harbour Beach Sidewalk Improvement Project

**Location:** Public Works Conference Room 2nd Floor 2725 Judge Fran Jamieson Way Viera, FL 32940

**Start:** Tue 5/13/2025 9:30 AM

**End:** Tue 5/13/2025 10:00 AM

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:** Hiser, Bridget

**Required Attendees:** Thomas-Wood, Tammy M; Bernath, Marc; John Coffey;  
townmanager@melbournebeachfl.org; mcasey@indialantic.com; Brittany Retherford;  
Adkins-Hicks, Naomi; Hiser, Bridget

### Sidewalk capacity improvements on Yuma Street and Osceola Drive

Removal of approximately 3,026 linear feet of five-foot wide sidewalk and installation of an eight-foot wide sidewalk to expand the capacity for pedestrians and bicyclists to travel the corridor that includes an elementary school and a 25-acre park. The corridor also serves as a major north-south part of the City's sidewalk system. The project will include ADA-compliant landings.

The cost of the capacity improvement project is \$381.435.00.

Please note that this is an in person meeting. Your attendance is required to get this request approved. Please feel free to contact me with any questions or concerns. 321-633-2068

Thank you,

**BRIDGET HISER**  
**CENTRAL CASHIERS/IMPACT FEES SUPERVISOR**  
**BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS**  
**2725 JUDGE FRAN JAMIESON WAY**  
**BLDG A ROOM 114**  
**VIERA, FL 32940**  
**DIRECT LINE: 321-633-2068 EXT 58244**



## Transportation Impact Fee Advisory Committees Meeting-

Date: 4/28/2025

Time: 10:00 am

[illegible]

**SOUTH BEACHES BENEFIT DISTRICT FUND 1208**

	1208									
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25 YTD	
Unincorporated Balance Forward	\$ 1,085.00	\$ 1,085.00	\$ 119,208.83	\$ 197,321.64	\$ 300,017.52	\$ 404,847.46	\$ 513,834.44	\$ 668,264.91	\$ 741,988.68	
Unincorporated	\$ -	\$ 118,066.00	\$ 74,492.90	\$ 94,050.00	\$ 100,937.00	\$ 104,472.00	\$ 138,215.00	\$ 43,530.00	\$ 17,412.00	
Pro Rata Interest	\$ -	\$ 188.10	\$ 3,822.96	\$ 8,712.46	\$ 4,022.67	\$ 4,586.27	\$ 16,343.79	\$ 30,334.29	\$ 2,770.85	
Retained for Administration	\$ -	\$ (130.26)	\$ (203.05)	\$ (66.58)	\$ (129.73)	\$ (71.30)	\$ (128.31)	\$ (140.52)	\$ -	
Total	\$ 1,085.00	\$ 119,208.83	\$ 197,321.64	\$ 300,017.52	\$ 404,847.46	\$ 513,834.44	\$ 668,264.91	\$ 741,988.68	\$ 762,171.53	
Indianlantic Balance Forward	\$ -	\$ -	\$ 11,511.00	\$ 11,511.00	\$ 304,888.68	\$ 319,670.90	\$ 323,292.26	\$ 362,652.82	\$ 422,969.95	
Indianlantic	\$ -	\$ -	\$ -	\$ 293,076.91	\$ 10,708.00	\$ -	\$ 29,121.00	\$ 43,908.88	\$ 89,772.82	
Pro Rata Interest	\$ -	\$ -	\$ -	\$ 508.25	\$ 4,087.98	\$ 3,621.36	\$ 10,283.12	\$ 16,461.76	\$ 1,579.52	
Retained for Administration	\$ -	\$ -	\$ -	\$ (207.48)	\$ (13.76)	\$ -	\$ (43.55)	\$ (53.51)	\$ -	
Total	\$ -	\$ -	\$ 11,511.00	\$ 304,888.68	\$ 319,670.90	\$ 323,292.26	\$ 362,652.82	\$ 422,969.95	\$ 514,322.29	
Indian Harbour Beach Balance Forward	\$ -	\$ -	\$ 37,785.26	\$ 85,403.18	\$ 154,725.60	\$ 165,494.99	\$ 412,269.50	\$ 450,521.28	\$ 487,963.68	
Indian Harbour Beach	\$ -	\$ 37,827.00	\$ 46,533.00	\$ 65,598.00	\$ 8,706.00	\$ 244,904.71	\$ 25,152.53	\$ 17,010.00	\$ -	
Pro Rata Interest	\$ -	\$ -	\$ 1,211.75	\$ 3,770.86	\$ 2,074.58	\$ 1,874.79	\$ 13,113.26	\$ 20,450.34	\$ 1,822.23	
Retained for Administration	\$ -	\$ (41.74)	\$ (126.84)	\$ (46.44)	\$ (11.19)	\$ (4.99)	\$ (14.02)	\$ (17.93)	\$ -	
Disbursed to Indian Harbour									\$ (47,905.00)	
Total	\$ -	\$ 37,785.26	\$ 85,403.18	\$ 154,725.60	\$ 165,494.99	\$ 412,269.50	\$ 450,521.28	\$ 487,963.68	\$ 441,880.91	
Melbourne Beach Balance Forward	\$ -	\$ 7,166.07	\$ 8,408.39	\$ 13,019.18	\$ 17,943.94	\$ 26,879.35	\$ 40,233.65	\$ 54,561.09	\$ 61,386.18	
Melbourne Beach	\$ 7,313.00	\$ -	\$ 4,353.00	\$ 4,353.00	\$ 8,706.00	\$ 13,059.00	\$ 13,059.00	\$ 4,353.00	\$ -	
Pro Rata Interest	\$ 35.90	\$ 1,242.32	\$ 269.65	\$ 574.84	\$ 240.59	\$ 304.50	\$ 1,279.73	\$ 2,476.67	\$ 229.24	
Retained for Administration	\$ (182.83)	\$ -	\$ (11.87)	\$ (3.08)	\$ (11.19)	\$ (9.20)	\$ (11.28)	\$ (4.59)	\$ -	
Total	\$ 7,166.07	\$ 8,408.39	\$ 13,019.18	\$ 17,943.94	\$ 26,879.35	\$ 40,233.65	\$ 54,561.09	\$ 61,386.18	\$ 61,615.41	
Satellite Beach Balance Forward	\$ -	\$ -	\$ -	\$ 25,698.76	\$ 136,512.75	\$ 276,368.50	\$ 378,392.76	\$ 481,703.69	\$ 556,858.64	
Satellite Beach	\$ -	\$ -	\$ 25,769.00	\$ 109,757.00	\$ 138,203.00	\$ 99,028.80	\$ 91,413.00	\$ 53,319.90	\$ 13,059.00	
Pro Rata Interest	\$ -	\$ -	\$ -	\$ 1,134.69	\$ 1,830.38	\$ 3,130.81	\$ 12,035.73	\$ 21,865.79	\$ 2,079.51	
Retained for Administration	\$ -	\$ -	\$ (70.24)	\$ (77.70)	\$ (177.63)	\$ (135.35)	\$ (137.80)	\$ (30.74)	\$ -	
Disbursed to Satellite									\$ (572,681.20)	
Total	\$ -	\$ -	\$ 25,698.76	\$ 136,512.75	\$ 276,368.50	\$ 378,392.76	\$ 481,703.69	\$ 556,858.64	\$ (684.05)	

	1.3	4.6	7.9	10.12
2025	2025	2025	2025	2025
Q1	Q2	Q3	Q4	Q4
#####	#####	\$ -	\$ -	\$ -
2770.8477	2714.303	0	0	0
0	0	#DIV/0!	#DIV/0!	
#####	\$ -	\$ -	\$ -	\$ -
\$ 1,579.52	#####	\$ -	\$ -	\$ -
\$ -	\$ -	#DIV/0!	#DIV/0!	
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 1,822.23	#####	\$ -	\$ -	\$ -
\$ -	\$ -	#DIV/0!	#DIV/0!	
\$ -	\$ -	\$ -	\$ -	\$ -
\$ 229.24	\$ 224.56	\$ -	\$ -	\$ -
\$ -	\$ -	#DIV/0!	#DIV/0!	
#####	\$ -	\$ -	\$ -	\$ -
2079.5068	2037.07	0	0	0
0	0	#DIV/0!	#DIV/0!	

\*sheet will not check for disbursements; manually verify in SAP for Grants/Aids and Transfers to be debited as disbursements



## Hiser, Bridget

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**Subject:** TIF Meeting South Beach District City of Indian Harbour Beach  
**Location:** Public Works Conference Room 2nd Floor 2725 Judge Fran Jamieson Way Viera, FL 32940  
**Start:** Mon 4/28/2025 10:00 AM  
**End:** Mon 4/28/2025 11:00 AM  
**Recurrence:** (none)  
**Meeting Status:** Meeting organizer  
**Importance:** High

Date: 4-28-2025 10:00am Public Works Conference Room 2<sup>nd</sup> floor 2725 Judge Fran Jamieson Way Viera, FL 32940

### Sidewalk capacity improvements on Yuma Street and Osceola Drive

Removal of approximately 3,026 linear feet of five-foot wide sidewalk and installation of an eight-foot wide sidewalk to expand the capacity for pedestrians and bicyclists to travel the corridor that includes an elementary school and a 25-acre park. The corridor also serves as a major north-south part of the City's sidewalk system. The project will include ADA-compliant landings.

The cost of the capacity improvement project is \$381.435.00.

Please note that this is an in person meeting. Your attendance is required to get this request approved. Please feel free to contact me with any questions or concerns. 321-633-2068

Thank you,

**BRIDGET HISER  
CENTRAL CASHIERS/IMPACT FEES SUPERVISOR  
BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS  
2725 JUDGE FRAN JAMIESON WAY  
BLDG A ROOM 114  
VIERA, FL 32940  
DIRECT LINE: 321-633-2068 EXT 58244**



## Adkins-Hicks, Naomi

---

**From:** Adkins-Hicks, Naomi  
**Sent:** Tuesday, April 8, 2025 8:10 AM  
**To:** John Coffey  
**Cc:** Adkins-Hicks, Naomi; Hiser, Bridget  
**Subject:** RE: files needed for request to relase TIF funding

Good morning,

We will work on setting up the TIF meeting and get back to you. Please note that I have added Bridget Hiser to email, when you are requesting a TIF meeting please add her to the email chain.

Thank you,

*Naomi Adkins-Hicks*  
*Planning & Development Support Services Manager*  
*(321)350-8267*



---

**From:** John Coffey <jcoffey@indianharbour.org>  
**Sent:** Monday, April 7, 2025 10:32 AM  
**To:** Adkins-Hicks, Naomi <naomi.adkins-hicks@brevardfl.gov>  
**Subject:** RE: files needed for request to relase TIF funding

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Naomi,

I understand the timeline. We are flexible on our project start date. I apologize for the delay in my response as I wanted to make sure I had all the costs factored into the information I give you.

Sidewalk capacity improvements on Yuma Street and Osceola Drive

Removal of approximately 3,026 linear feet of five-foot wide sidewalk and installation of an eight-foot wide sidewalk to expand the capacity for pedestrians and bicyclists to travel the corridor that includes an elementary school and a 25-acre park. The corridor also serves as a major north-south part of the City's sidewalk system. The project will include ADA-compliant landings.



The cost of the capacity improvement project is \$381,435.00.

Please let me know if you need further information.

Sincerely,

John W. Coffey, ICMA-CM

City Manager

City of Indian Harbour Beach

2055 South Patrick Drive

Indian Harbour Beach, FL 32937

Office: 321.773.3181

[www.indianharbourbeach.org](http://www.indianharbourbeach.org)

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---

**From:** Adkins-Hicks, Naomi [<mailto:naomi.adkins-hicks@brevardfl.gov>]

**Sent:** Thursday, April 3, 2025 1:22 PM

**To:** John Coffey <[jcoffey@indianharbour.org](mailto:jcoffey@indianharbour.org)>

**Cc:** Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>; Hiser, Bridget <[Bridget.Hiser@brevardfl.gov](mailto:Bridget.Hiser@brevardfl.gov)>

**Subject:** RE: files needed for request to relase TIF funding

**Caution: This email contains an attachment that is not from the City of Indian Harbour Beach organization.**

---

Good afternoon,

Any updated on that information that you can give me to schedule the Transportation Impact Fee meeting for your project? Please note that it will take few days to set up the meeting and then we need to get everyone to agree to the date and then I must be posted on website 10 days prior. Once we get that all done, we have the meeting, and it is voted on. After that I must put it on the agenda for the Board County Commissioners to approve. Please note that Board does not meet the month of June.

**Naomi Adkins-Hicks**  
**Planning & Development Support Services Manager**  
**(321)350-8267**



**From:** John Coffey <[jcoffey@indianharbour.org](mailto:jcoffey@indianharbour.org)>  
**Sent:** Thursday, March 27, 2025 4:05 PM  
**To:** Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>  
**Subject:** RE: files needed for request to relase TIF funding

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Naomi,

I will get you the information tomorrow or Monday at the latest. Thanks for the reminder.

Sincerely,

John

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do not want your e-mail address released in response to a public records request, do not send electronic mail to this office. Instead, you may contact City Hall by phone or in writing.

**From:** Adkins-Hicks, Naomi [<mailto:naomi.adkins-hicks@brevardfl.gov>]  
**Sent:** Thursday, March 27, 2025 3:56 PM  
**To:** John Coffey <[jcoffey@indianharbour.org](mailto:jcoffey@indianharbour.org)>  
**Cc:** Hiser, Bridget <[Bridget.Hiser@brevardfl.gov](mailto:Bridget.Hiser@brevardfl.gov)>; Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>  
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Mr. Coffey,

I cannot schedule the request for the meeting until you provide me the information I requested from you.

Please provide me the following information regarding the project :

1. What the scope of work for the project.
2. Cost of the project \$\$\$\$ amount.

**Naomi Adkins-Hicks**  
**Planning & Development Support Services Manager**  
**(321)350-8267**



---

**From:** Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>  
**Sent:** Wednesday, March 26, 2025 3:10 PM  
**To:** John Coffey <[jcoffey@indianharbour.org](mailto:jcoffey@indianharbour.org)>  
**Cc:** Hiser, Bridget <[Bridget.Hiser@brevardfl.gov](mailto:Bridget.Hiser@brevardfl.gov)>; Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>  
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**Naomi Adkins-Hicks**  
**Planning & Development Support Services Manager**  
**(321)350-8267**



**From:** John Coffey <[jcoffey@indianharbour.org](mailto:jcoffey@indianharbour.org)>  
**Sent:** Wednesday, March 26, 2025 2:48 PM  
**To:** Adkins-Hicks, Naomi <[naomi.adkins-hicks@brevardfl.gov](mailto:naomi.adkins-hicks@brevardfl.gov)>  
**Subject:** files needed for request to relase TIF funding

**[EXTERNAL EMAIL]** DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe.

Naomi,

Our City Council approved an award of contract last night for two sidewalk capacity improvement projects to be funded by our transportation impact fees.

Please remind me what files I need to send you to schedule the meeting to get the process started.

Sincerely,

John W. Coffey, ICMA-CM

City Manager

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## Adkins-Hicks, Naomi

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Good afternoon,

Any updated on that information that you can give me to schedule the Transportation Impact Fee meting for your project? Please note that it will take few days to set up the meeting and then we need to get everyone to agree to the date and then I must be posted on website 10 days prior. Once we get that all done, we have the meeting, and it is voted on. After that I must put it on the agenda for the Board County Commissioners to approve. Please note that Board does not meet the month of June.

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**Naomi Adkins-Hicks**  
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## Adkins-Hicks, Naomi

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Office: 321.773.3181

[www.indianharbourbeach.org](http://www.indianharbourbeach.org)

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The following is a list of the typical contacts for the Transportation Impact Fee Advisory Committees for the various transportation impact fee benefit districts:

The Brevard County Public Works Director (currently Marc Bernath) is a voting member of all the committees.

The municipal representatives are all voting members.

Karen Bowers the Administrative Assistant to the Public Works Director and typically sends out the Teams meeting invitations.

Tammy Thomas-Wood is not a voting member but typically attends all the committee meetings.

Once the Teams meeting is scheduled, inform Kristen Champion, and ask her to put a public notice on the Calendar on P&D's web site.

#### **North Mainland Benefit District**

Kevin Cook, P.E., City of Titusville Public Works Director [Kevin.Cook@Titusville.com](mailto:Kevin.Cook@Titusville.com)

#### **Central Mainland Benefit District**

Abigail Morgan, P.E., City of Cocoa Public Works Director [amorgan@cocoafl.gov](mailto:amorgan@cocoafl.gov)

Brenda Fettrow, City Manager of Rockledge [bfettrow@cityofrockledge.org](mailto:bfettrow@cityofrockledge.org)

Pat Burke, Town -Clerk Manager for Town of Palm Shores [townhall@townofpalmshores.org](mailto:townhall@townofpalmshores.org)

#### **South Mainland Benefit District**

Keith Mills, Deputy City Manager of West Melbourne [trhode@westmelbourne.gov](mailto:trhode@westmelbourne.gov)

Jason Mahaney, Town Administrator of Grant-Valkaria [townadmin@grantvalkaria.org](mailto:townadmin@grantvalkaria.org)

Matt Stinnet, Town Manager of the Town of Malabar [TownManager@townofmalabar.org](mailto:TownManager@townofmalabar.org)

Lisa Morrell- Interim Town Manager of the Town of Malabar [lmorrell@townofmalabar.org](mailto:lmorrell@townofmalabar.org)

#### **Merritt Island/North Beaches Benefit District**

Kyle Harris, City of Cape Canaveral

[k.harris@cityofcapecanaveral.org](mailto:k.harris@cityofcapecanaveral.org)

Robin R. Hayes, City Manager of Cocoa Beach

[robin.hayes@cityofcocoabeach.com](mailto:robin.hayes@cityofcocoabeach.com)

[mturner@cityofcocoabeach.com](mailto:mturner@cityofcocoabeach.com)

#### **South Beaches Benefit District**

Michael Casey, Town Manager of Indianalantic

[mcasey@indialantic.com](mailto:mcasey@indialantic.com)

Mark Ryan, City Manager of Indian Harbour Beach

[mryan@indianharbour.org](mailto:mryan@indianharbour.org)

Elizabeth Mascaro, Town Manager of Melbourne Beach

[townmanager@melbournebeachfl.org](mailto:townmanager@melbournebeachfl.org)

Courtney Barker, City Manager of Satellite Beach

[cbarker@satellitebeach.org](mailto:cbarker@satellitebeach.org)

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#### **Library Impact Fees Advisory Committees**

Brevard County- [keith.neterer@brevardfl.gov](mailto:keith.neterer@brevardfl.gov)

Cape Canaveral- [k.harris@cityofcapecanaveral.org](mailto:k.harris@cityofcapecanaveral.org)

Cocoa- [mfuhrer@cocoafl.org](mailto:mfuhrer@cocoafl.org)

Cocoa Beach- [srosenfeld@cityofcocoabeach.com](mailto:srosenfeld@cityofcocoabeach.com)

Grant Valkaria- [townadmin@grantvalkaria.org](mailto:townadmin@grantvalkaria.org)

Indianalantic- [mcasey@indialantic.com](mailto:mcasey@indialantic.com)

Indian Harbor Beach- [mryan@indianharbour.org](mailto:mryan@indianharbour.org)