

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING Wednesday, May 21, 2025 at 6:00 p.m. COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Dawn Barlow
Commissioner Robert Baldwin
Commissioner Anna Butler
Commissioner Tim Reed

Staff Members:

Town Manager Elizabeth Mascaro
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Moment of Silence**
4. **Meeting Agenda – Additions/Deletions/Changes**
5. **Proclamations/Awards**
 - A. Proclamation recognizing May 17th through May 23rd as National Safe Boating Week
6. **Presentations by Special Guests (Maximum of 5 Minutes)**
7. **Public Comment (Non-Agenda Items)**

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda.
8. **Consent Agenda**
 - A. Approval of the Town Commission Workshop minutes April 2, 2025
 - B. Approval of the Regular Town Commission Meeting minutes April 16, 2025
 - C. Approval of the Special Town Commission Meeting minutes April 23, 2025
 - D. Approval of the Town Commission Workshop minutes April 30, 2025
 - E. Approval of the Town Commission Workshop minutes May 5, 2025
 - F. Approval of the site plan for 394 Riverview Lane – new single family home

9. Public Hearings/Special Orders

10. Unfinished Business

- A. Approval of the Regular Town Commission Meeting minutes March 19, 2025
- B. Approval of the first Special Town Commission Meeting minutes March 31, 2025
- C. Resolution 2025-05 Establishing a Technology Advisory Board – Town Attorney Ryan Knight
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, ESTABLISHING A TECHNOLOGY ADVISORY BOARD TO MAKE RECOMMENDATIONS TO THE TOWN COMMISSION; PROVIDING FOR ITS DUTIES, RESPONSIBILITIES, MEMBERSHIP, AND MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.
- D. Resolution 2025-10 Supporting DOGE and requesting assistance, including AI-driven auditing for review and evaluation of current and future budgets and operations
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, SUPPORTING EXECUTIVE ORDER 25-44, ENTITLED *ENSURING GOVERNMENT EFFICIENCY*, AND SUPPORTING COLLABORATION WITH THE GOVERNMENTAL EFFICIENCY TEAM WITH IDENTIFYING UNNECESSARY LOCAL GOVERNMENT SPENDING, CREATING EFFICIENCIES, AND SAVING TAXPAYER DOLLARS; AND PROVIDING FOR AN EFFECTIVE DATE.
- E. Discussion on the proposed ordinance language for owner-occupied short-term rentals and life safety issues or revisions – Town Attorney Ryan Knight
- F. Consideration on the Charter Review Committee recommendations – Town Attorney Ryan Knight
- G. Basin 1 stormwater project breakdown for phase 1 – Town Manager Elizabeth Mascaro
- H. Discussion on leasing a large pump to provide emergency flood protection – Commissioner Tim Reed
- I. Consideration on the lease extension for the Old Town Hall building – Town Manager Elizabeth Mascaro

11. New Business

- A. Resolution 2025-08 Stormwater Utility Assessment Roll Certification – Finance Manager Jennifer Kerr
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, CERTIFYING THE ANNUAL STORMWATER UTILITY ASSESSMENT ROLL FOR THE TOWN OF MELBOURNE BEACH STORMWATER UTILITY BUDGET FOR FISCAL YEAR 2025/2026; AND PROVIDING FOR AN EFFECTIVE DATE.
- B. Resolution 2025-09 Standards to safeguard against cybersecurity threats – Finance Manager Jennifer Kerr
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, TO ADOPT STANDARDS TO SAFEGUARD AGAINST CYBERSECURITY THREATS; ADOPTING THE METHODS AND STANDARDS SET FORTH IN THE MOST RECENT VERSION OF THE FRAMEWORK FOR CYBERSECURITY ADOPTED BY THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.
- C. Consideration on reviewing and terminating the Town Manager’s contract and going out for RFQ to fill the position – Mayor Alison Dennington
- D. Consideration to initiate an open hiring process for the Town Manager position – Commissioner Tim Reed

- E. Consideration on setting a date for a performance evaluation of the Town Manager – Mayor Alison Dennington
- F. Consideration to request a detailed report every two weeks on short-term rentals – Commissioner Anna Butler
- G. Consideration on creating a policy and procedure for short-term rental case handling – Mayor Alison Dennington
- H. 2017 CCNA selection process and history – Town Attorney Ryan Knight
- I. Discussion on the reconsideration of the G&G roofing contracts – Town Attorney Ryan Knight
- J. Consideration on creating a resolution requiring prompt and clear communication to the Commission when there is a gap in services to the residents – Commissioner Anna Butler
- K. Consideration on having the Town Boards do a monthly lecture and learning series – Mayor Alison Dennington
- L. Consideration on creating a policy requiring a comprehensive position cost reporting as part of the budget process – Mayor Alison Dennington
- M. Consideration on creating a policy for periodic review and revision of employee manuals, policies, and procedures – Mayor Alison Dennington
- N. Consideration on revising or creating minimum procedures and forms for the Town Commission to follow during the election qualification review – Mayor Alison Dennington
- O. Consideration on creating a policy for deemed resignation for Town Commissioners – Mayor Alison Dennington

12. Finance/Budget Report

13. Town Staff/Board Reports

- A. Building Department
- B. Public Works Department
- C. Code Enforcement
- D. Fire Department
- E. Police Department
- F. Town Clerk
- G. Town Attorney
- H. Town Manager

14. Commission Reports

- A. Mayor Alison Dennington
- B. Vice Mayor Dawn Barlow

15. Task List

16. Adjournment

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