

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

July 15, 2025 at 5:00 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

MINUTES

Commission Members:

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

Staff Members:

Town Manager Elizabeth Mascaro
Deputy Clerk Cyd Cardwell

1. Call to Order

Mayor Alison Dennington called the meeting to order at 5:00 pm.

2. Roll Call

Deputy Clerk Cyd Cardwell conducted roll call.

Commission Members Present

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

Staff Members Present

Town Manager Elizabeth Mascaro
Finance Manager Jennifer Kerr
Deputy Clerk Cyd Cardwell

Commission Members Absent

Commissioner Robert Baldwin

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comments

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.

5. New Business –

A. Discussion regarding the FY 2025-2026 budget

Mayor Alison Dennington provided a description of the additions to the packet that were handed out prior to the start of the meeting.

Commissioner Tim Reed began the budget discussion with employee salary. He disputed the proposed 3% cost of living adjustment (COLA) and stated the CPI (consumer price index) is 2.4%.

Vice Mayor Dawn Barlow mentioned previous discussions on COLA and that COLA isn't actually confirmed until later in the year. She asked where Commissioner Tim Reed was getting 2.4%.

Commissioner Tim Reed spoke about having a website source for the CPI for the Southeast and bringing the COLA to a vote in a non-workshop meeting.

Commissioner Tim Reed asked the Town Manager and Finance Manager to confirm the salary increase of 3%.

Town Manager Elizabeth Mascaro confirmed the percentage.

Commissioner Tim Reed questioned the 10% salary increase for Town Clerk Brown.

Town Manager Elizabeth Mascaro explained the intent to bring her salary to a level competitive to other clerks in the area. She spoke about having a salary survey she can share with the Commission.

Vice Mayor Dawn Barlow spoke about situations where an increase outside of COLA may be warranted for employee retention.

Town Manager Elizabeth Mascaro spoke about providing her performance evaluations and job description.

Mayor Alison Dennington spoke about it being COLA plus a raise reflective of her recent certification.

Commissioner Tim Reed moved on to the Deputy Clerk salary and questioned a COLA being provided after 4 months in the position.

Town Manager Elizabeth Mascaro explained the Deputy Clerk would have received a COLA while in their prior position at the front desk.

Vice Mayor Dawn Barlow requested a side-by-side comparison of existing versus proposed salaries.

Mayor Alison Dennington also wanted job descriptions to compare with the salaries.

Vice Mayor Dawn Barlow asked what COLA percentage was used in the last two years.

Commissioner Tim Reed stated it was also 3% last year.

Town Manager Elizabeth Mascaro stated the year prior to that it was possibly 4%. She spoke about COLA being a generic term used internally and that Commissioner Tim Reed was correct about it not being the proper term for the raise.

Commissioner Tim Reed spoke about COLA not being appropriate for less than 6 months in a position.

Commissioner Tim Reed moved on to discussion of the Front Desk role.

Steve Walters – 416 Sixth Ave – Spoke about being competitive on salary but it should be starting salary and that COLA should be based on the CPI. Spoke about doing anything beyond CPI as a merit increase. – 5:30 PM

Mayor Alison Dennington asked about salary ranges set by the Commission.

Town Manager Elizabeth Mascaro stated that the Commission has not ever set salary ranges.

Mayor Alison Dennington spoke about the amount of time an employee has been tenured being relevant to a pay increase, not just because another nearby town has a higher salary.

Town Manager Elizabeth Mascaro spoke about the Town Clerk having occupied 3 positions with the Town.

Commissioner Tim Reed returned to Front Desk topic and asked for justification of the increase since the person has only been in the role for a few months.

Commissioner Tim Reed spoke about the Building Official and asked if the proposed salary is what the current B.O. was hired in at.

Town Manager Elizabeth Mascaro confirmed that it is.

Mayor Alison Dennington asked if a salary range had been set in the past for the Building Official position.

Town Manager Elizabeth Mascaro stated that no range had been set.

Commissioner Tim Reed moved to Permit Tech and confirmed the 3% increase.

Commissioner Tim Reed spoke about the Fire Maintenance Tech and asked about the 6.25% increase.

Town Manager Elizabeth Mascaro explained the Fire Maintenance Tech role would be eliminated if we went with having paid Firefighters.

Mayor Alison Dennington asked how much the part-time Fire Maintenance Tech works.

Finance Manager Jennifer Kerr stated approximately 55 hours per pay period, based on the needs of the Fire Chief.

Commissioner Tim Reed moved on to the Fire Chief and asked the reason for his 10% increase.

Town Manager Elizabeth Mascaro spoke about his exemplary performance.

Mayor Alison Dennington asked if performance evaluations have been completed.

Town Manager Elizabeth Mascaro said yes except for the newest employees.

Mayor Alison Dennington asked about the format of the evaluations, whether they were handwritten or typed.

Town Manager Elizabeth Mascaro confirmed they are typed.

Commissioner Tim Reed moved on to discussion of Police Chief raise and asked what he has done to merit a 15% increase. – 5:42 PM

Town Manager Elizabeth Mascaro explained that he has turned the department around and has initiated positive interactions with the community.

Mayor Alison Dennington asked for the last 4 years of Police Chief Griswold's performance evaluations to compare to the current Chief.

Vice Mayor Dawn Barlow stated that she doesn't think the prior Chief's evaluations are relevant to the current Chief's raise; she has seen improvements while in her Commission seat.

Commissioner Tim Reed stated that he disagreed with the amount of the raise.

Vice Mayor Dawn Barlow stated that she would not form an opinion on increases above COLA until the Commission receives side-by-side salary comparisons.

Mayor Alison Dennington agreed that the comparisons are needed.

Mayor Alison Dennington asked if she could get copies of the Police Department's employee evaluations.

Town Manager Elizabeth Mascaro stated she would request them from Chief Zander.

Mayor Alison Dennington made a suggestion for budget meeting minutes to be verbatim.

Commissioner Tim Reed moved to the Deputy Police Chief's raise and questioned the percentage.

Town Manager Elizabeth Mascaro said it should be 3% and will be corrected.

Commissioner Tim Reed asked what the reason is for the increase for the Police Admin.

Town Manager Elizabeth Mascaro explained that the Police Chief requested the raise for the Police Admin based on her increased responsibilities such as taking over the evidence room and handling the Police Department volunteers.

Mayor Alison Dennington spoke about thinking that the SOP restricted who could handle the evidence room.

Town Manager Elizabeth Mascaro confirmed that the Police Admin is certified to do so.

Mayor Alison Dennington spoke about the volunteer program being started at no additional cost but now the Admin's raise is based on taking on this program.

Town Manager Elizabeth Mascaro spoke about the Police Admin taking on more responsibility overall, to include the volunteers.

Commissioner Tim Reed stated that it appears the Police Admin would have an almost 6.5% increase. He asked if there was a performance appraisal to justify the increase.

Mayor Alison Dennington spoke about the differentials for Police Officers included in the proposed budget. She wants to see if the types of responsibilities the differentials are used for are already covered in the Officers' job descriptions.

Mayor Alison Dennington suggested again doing verbatim minutes for budget workshops.

Town Manager Elizabeth Mascaro confirmed that the differentials for Police were for night shift and for training.

Commissioner Tim Reed spoke about the need to vote on differentials as they approve the budget. He spoke about calling a special meeting to work through this and other budget topics that need to come to a vote.

Commissioner Tim Reed moved to Code Enforcement and asked if the amount shown is what the new officer was hired at.

Finance Manager Jennifer Kerr stated that no, the hiring salary was lower.

Mayor Alison Dennington spoke about having a column to show the percentage increase since some employees have a proposed raise beyond the 3% COLA.

Commissioner Tim Reed questioned giving a salary increase to an employee who has been here less than 6 months.

Mayor Alison Dennington asked for confirmation that the Code Officer is one of three newer employees who has not received a performance evaluation yet.

Town Manager Elizabeth Mascaro confirmed that was correct.

Mayor Alison Dennington opposed any salary increases until the Commission receives the supporting documentation requested earlier in the meeting.

Town Manager Elizabeth Mascaro spoke about choosing to provide an increase to the Code Officer in an effort to retain a quality employee and reduce turnover in that role.

Commissioner Tim Reed suggested probationary periods with salary increases afterwards.

Finance Manager Jennifer Kerr confirmed that the Town does have probationary periods.

Commissioner Anna Butler spoke about as a recruiter having probationary periods of 90 days and in some cases having a salary increase at the end of the period to set expectations for staff.

Mayor Alison Dennington asked for documentation that shows justification of salary increases.

Commissioner Tim Reed moved on to Public Works and confirmed that the proposed increases for the Director and Foreman are 3%. He asked about the percentage difference between Maintenance Worker I (3%) and II (4%); he also asked what the Groundskeeper increase is.

Town Manager Elizabeth Mascaro pointed out that the salary Commissioner Reed had labeled as Groundskeeper belonged to a different employee. She also clarified that the document had been provided to the Commission a number of months before and it shows 2024 salaries, not 2025.

Mayor Alison Dennington asked for an updated copy of the document to be created showing 2025 salaries and providing more clarity on which job positions are listed.

Commissioner Tim Reed spoke about there being certain budget topics that need to be brought to a meeting where they can be voted on. He spoke about employee COLA, funding for Police accreditation, funding for Police mental health, and Police differentials.

Commissioner Tim Reed moved discussion to Fund 42.

Finance Manager Jennifer Kerr spoke about funds being moved to Fund 41.

Commissioner Tim Reed spoke about eliminating Fund 42 and moving the Groundskeeper under Fund 41.

Finance Manager Jennifer Kerr said that can be done and that the prior Commission wanted them separate.

Commission reached consensus on closing Fund 42.

Commissioner Tim Reed brought up the new Police Department vehicle as another item to vote on in a future meeting.

Mayor Alison Dennington spoke about trying to get consensus on the topic now and voiced her opposition to a new vehicle.

Commissioner Tim Reed voiced opposition to the renaming of Fund 341 because he doesn't want to combine paving and stormwater. He spoke about a Fund 351 which was a roadways fund. He opposed closing Fund 351.

Mayor Alison Dennington spoke about different items falling under Fund 351 that are not related to roadwork.

Town Manager Elizabeth Mascaro explained how Fund 351 had originally been a broader "beautification" fund but there were oppositions to calling it that and the previous Commission asked for it to be renamed.

Town Manager Elizabeth Mascaro spoke about the history of how the fund operated and that money had already been set aside for parks prior to the renaming of the fund.

Commissioner Tim Reed spoke about funds in Fund 341 being misappropriated.

Mayor Alison Dennington asked about the line item for Basin 1 stormwater and asked if that had been paid to BSE.

Finance Manager Jennifer Kerr explained that no, that was the amount approved in the budget for FY2025 for Basin 1 repairs.

Town Manager Elizabeth Mascaro took issue with the allegation of misappropriation and spoke about the discussions that had taken place. She spoke about Commissioner Reed making requests for changes to the fund. Money was transferred back out into the Ryckman Park fund.

Mayor Alison Dennington asked if the Ryckman Park money should have been transferred out into the general fund.

Finance Manager Jennifer Kerr said that a resolution had been passed by the Commission to move the money back into the Ryckman Park fund.

Commissioner Tim Reed asked about the \$50,000 that is set aside annually for paving and asked what the plan was for getting the roadwork done. He spoke about wanting to see that in the budget.

Mayor Alison Dennington made a statement of it being a slush fund. She spoke about the \$50,000 being eaten away each year by other expenditures.

Finance Manager Jennifer Kerr explained that milling and paving came out of long-term capital, not Fund 351 and that those are two totally different funds. The money moves from General Fund 19 into 333 to cover milling and paving.

Vice Mayor Dawn Barlow asked what categories of infrastructure the staff can identify because there could be another way to show the transactions.

Town Manager Elizabeth Mascaro spoke about it being up to the Commission as to how they want funds structured.

Vice Mayor Dawn Barlow reiterated that Commissioner Tim Reed has identified comingled expenditures and the Commission can choose to separate them.

Finance Manager Jennifer Kerr suggested that Fund 351 be roads and Fund 341 be stormwater and explained that the 300 series is capital.

Town Manager Elizabeth Mascaro asked if Commissioner Tim Reed wants a separate land fund.

Commissioner Tim Reed stated he was OK with having land with roads in Fund 351.

Town Manager Elizabeth Mascaro asked if Vice Mayor Dawn Barlow is OK with Fund 351 being roads and land and Fund 341 being stormwater.

Vice Mayor Dawn Barlow voiced her approval.

Mayor Alison Dennington asked if Fund 333 is long-term capital.

Town Manager Elizabeth Mascaro explained that different departments transfer funds into Fund 333 to pay for projects such as paving.

Vice Mayor Dawn Barlow asked how funds would be moved into Fund 351 and Fund 341.

Finance Manager Jennifer Kerr stated it would be the Commission's choice.

Mayor Alison Dennington asked how to create a restricted fund and how to make it clear that it's restricted.

Finance Manager Jennifer Kerr said that the Commission could designate a fund as restricted.

Commissioner Tim Reed asked if engineers have been engaged for the \$40,000 repair of seawall. – 6:57 PM

Town Manager Elizabeth Mascaro replied no, they have not received signatures from EGC but they have from Bowman and BSE. Spoke about Basin 1 being ready for bid so the Commission could choose from Bowman and BSE at this time.

Vice Mayor Dawn Barlow spoke about talking to the Town Attorney earlier today and learning that EGC's delay was related to a company name change.

Town Manager Elizabeth Mascaro spoke about the Basin 1 topic being on the agenda for the next day's Regular Town Commission Meeting for them to decide how they want to move forward.

Commissioner Tim Reed asked about \$80,000 in curb work on Ocean Ave.

Town Manager Elizabeth Mascaro explained that from the west end of Ocean to Oak St. the curbs are in bad shape and that \$80,000 was just a verbal estimate from the contractor that paved Riverside Drive. Spoke about it also being a topic for the next day's Regular Town Commission Meeting.

Vice Mayor Dawn Barlow asked if the estimated cost of the curb repair is greater than the money set aside in perpetuity for road repairs. She also asked how much money was in reserves for the repairs.

Town Manager Elizabeth Mascaro spoke about moving the funds designated for road repairs out of long-term capital and into Fund 351.

Mayor Alison Dennington asked if we could have a mockup of what the moving of those funds would look like.

Town Manager Elizabeth Mascaro explained that it would be done by resolution.

Vice Mayor Dawn Barlow spoke about going fund by fund in the next budget meeting.

Mayor Alison Dennington brought up the stormwater issue around the Cedar Ln. area and whether a special meeting is needed to continue the discussion.

Town Manager Elizabeth Mascaro spoke about the suggestion being to scope all of Cherry Dr.

Vice Mayor Dawn Barlow spoke about replenishing the stormwater fund due to a large \$1.1 million project on the horizon.

Mayor Alison Dennington spoke about taking 20% or more of the budget and putting it into stormwater and roads.

Vice Mayor Dawn Barlow discussed the ending cash balance and that it would be less the amounts for curb repair and seawall repair.

Town Manager Elizabeth Mascaro spoke about a conversation with Mike Kalajian on the seawall, that the coquina the Town installed should take care of it for at least three years.

Commissioner Tim Reed returned to Fund 341 in the packet and asked how we arrived at \$357,518.

Town Manager Elizabeth Mascaro spoke about the updates being listed on the cover sheet and spoke on the updated millage calculation and where the additional revenue went in Fund 341.

Vice Mayor Dawn Barlow brought up that the Town has not spent 100% of its budget for a number of years and as a result we have a comfortable reserve.

Mayor Alison Dennington spoke about the Fire Department proposal taking up the money in reserve.

Vice Mayor Dawn Barlow explained that if they don't accept the proposal, a small part of the budget goes away, but the residents will see a tax increase.

Mayor Alison Dennington spoke about the call logs she requested from Indialantic's dispatch and her belief that some of the data is skewed.

Vice Mayor Dawn Barlow recommended a separate workshop to discuss updates to the information relating to the Fire Department proposal.

Town Manager Elizabeth Mascaro asked the Commission if they had consensus on how much money to move to stormwater.

Mayor Alison Dennington recommended 15%, 10% stormwater and 5% roads.

Commissioner Tim Reed asked about the information that needs to be sent to the county for their TRIM notices.

Town Manager Elizabeth Mascaro advised that the county had already been sent the millage and the deadline was July 1st.

Mayor Alison Dennington went over the action items she wrote down during the meeting for staff to provide. – 7:37 PM

1. Town Manager to provide job descriptions for all staff positions
 - a. Also, all performance evaluations with metadata
 - b. Also, all performance evaluations from Police Chief for his staff
2. Town Manager to provide all salary comparisons and info about prior Deputy Clerk's salary
3. Town Manager to provide any salary ranges set by prior Town Commissions by resolution
4. Town Manager to provide side-by-side salary and benefits comparison for FY2025 versus proposed FY2026
5. Town Manager to provide last year's COLA
6. Town Manager to provide salary at hire for newest employees (less than 1 year)
7. Confirm whether Fire Department's part-time Maintenance Tech is a certified firefighter
8. Town Manager to provide Police Chief Zander's performance evaluation and last 4 years of Chief Griswold's evaluations
9. Clarification of salary for groundskeeper
10. Classification of funds as restricted or non-restricted

Mayor Alison Dennington spoke about not doing another budget workshop until all 10 of the items from her list are ready.

Vice Mayor Dawn Barlow asked for the dates earmarked in September by the Town Clerk.

Steve Walters – 416 Sixth Ave – Spoke about the Commission moving slow and the next budget meeting needs to be a voting meeting; made a comment about rollback rate; spoke about Fire Department options. – 7:47 PM

Mayor Alison Dennington brought back up her request of verbatim minutes for budget meetings.

6. Adjournment

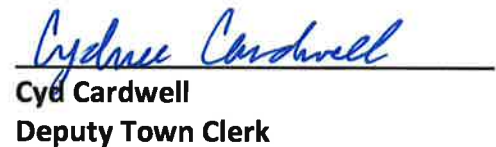
Vice Mayor Dawn Barlow moved to adjourn; Commissioner Anna Butler seconded; Motion carried 4-0.

Meeting adjourned at 7:54 pm.



Alison Dennington
Mayor

ATTEST:



Cyd Cardwell
Deputy Town Clerk

