



TOWN OF MELBOURNE BEACH

FIRST SPECIAL TOWN COMMISSION MEETING

September 3, 2025

AGENDA PACKET

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING WEDNESDAY, SEPTEMBER 3, 2025 at 5:30 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. Public Comment

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

5. New Business

A. Consideration of the Town Manager recruitment brochure from MGT

6. Adjournment

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

Town of Melbourne Beach, Florida

Town Manager

If a small beach town sounds like the ideal place to live, it is. The Town of Melbourne Beach is seeking a professional, experienced manager to provide daily oversight and administration for town services, operations, projects and programs. Melbourne Beach township is located on a barrier island off central Florida's east coast, covering approximately 1 sq. mi. of the 40-mile-long island. It is Brevard County's oldest beach community, founded in 1883 and incorporated as a town in 1923.

The Town's 3,231 residents enjoy a beautiful, Atlantic coast beach, with abundant opportunities to enjoy an active lifestyle. A semi-tropical climate with an average 250+ days of sunshine makes the Town one of the most attractive places in the U.S. to call home. Melbourne Beach is a nautical destination with beautiful beaches, waterways and ocean access making it ideal for boaters, fishermen and surfers. The weather and many area attractions attract an active community of permanent and seasonal residents. The Town is primarily residential, with a median household income of \$86,563.

Commission / Manager form of government.

The Town is governed by a 5-member Commission as established by Charter. The Mayor and four Commissioners are elected at-large for three year terms. A Vice Mayor is elected annually by the Commissioners. The Commission exercises its Charter powers, providing direction and policy to guide operations. The Town Manager is appointed by the Commission with broad discretion and decision making authority. All Town employees, except the Town Attorney, report to the Manager.

The Manager is the chief administrative officer for the Town and oversees all operational and administrative departments. Town departments include: Police, Fire (volunteer except for Chief), Public Works, Building permitting, Town Clerk, Finance / HR. There are 30 Town employees with contractual services for Planning. Utilities are provided by other local governments and private companies.

Current priorities subject to Commission direction may include review and update of Town operating procedures, development of a strategic plan, standardization of communication routines and methods, and analysis of services for long term efficiencies.

Essential Functions

- Direct and supervise the administration of Town operations, services, and projects.
- Provide the Commission with information to guide deliberations and policy development.
- Maintain timely communications with the Mayor and Commission to provide background information, updates, progress and status reports, including a weekly activity summary and a monthly budget report.
- Develop the Commission meeting agenda in conjunction with the Mayor and Commissioners; develop agenda materials as necessary. Meet with the Mayor and Commission members to review agenda and related information in advance of town meetings.
- Attend all Commission meetings, providing information, reports and recommendations.
- Prepare and submit the annual budget and capital program.
- Monitor all financial expenditures; report on financial conditions, trends, and anticipated needs.
- Monitor franchise agreements and town contracts for performance, costs, necessary modifications.
- Prepare grant applications on behalf of the Town and administer grant awards.
- Supervise Town managers, directing work in support of Commission goals; provide support, performance goals and expectations, and evaluations.
- Supervise Town employees to include establishment of job requirements and qualifications, hiring, performance expectations, and disciplinary actions.
- Supervise Town employees to ensure performance standards are communicated, evaluated and enforced.
- Communicate with other local officials, agencies and the state of Florida as needed for conformance with laws and regulations, and coordination of services in an emergency.
- Communicate with Town Advisory Boards and residents to receive and provide information regarding services.
- Identify service options to maintain continuity of service delivery and provide supplementary resources if needed.
- Assume duties as Finance Director, Public Works Director, and Building Official when vacancies occur or as needed and authorized by the Commission.
- In an emergency or disaster, provide coordination and direction of Town response activities.

Knowledge, Skills, Abilities

- Extensive knowledge of federal, state and local laws, regulations and rules pertaining to local government operations.
- Knowledge of public administration principles and management theory and techniques.
- Able to promote mission, goals, policies and guiding principles and standards of an effective public organization.
- Strong management skills to provide leadership consistent with the Town Charter and Commission direction
- Able to develop performance metrics for Town goals; experience using metrics to evaluate progress and measure performance of service units and individual staff.
- Able to evaluate and develop standard operating procedures.
- Able to evaluate staff and operations to identify strengths and weaknesses; recommend improvements and systemic needs; develop improvement plans and resource needs.
- Knowledge of local government functions including public safety, public works, infrastructure development and maintenance.
- Skills in management of volunteer services and programs.
- Skills in budget analysis and financial accounting principles; knowledge of insurance needs and practices in the public sector.
- Able to plan, organize and evaluate the activities of multiple departments.
- Able to establish and maintain effective working relationships with the Town Commission, employees, other government officials, the media and the public.
- Able to articulate and represent plans to Town staff, the Commission and the public.
- Skill as an outstanding leader and mentor; sets high expectations for performance.
- Excellent written and oral communication skills to prepare and deliver professional presentations to the Town Commission, Town Boards, governmental, business and public forums.
- Strong negotiation skills to address and resolve complex issues and facilitate consensus with tact and diplomacy.
- Effective leadership skills and supervisory methods.
- Able to anticipate and resolve issues to avoid escalation into problems.
- Ability to plan, develop and implement varied policies and procedures.
- Able to analyze a variety of complex administrative and organizational problems and develop sound policy and procedural recommendations.

- Knowledge of grant application processes and grant management.
- Able to work collaboratively and build consensus; able to maintain cooperative working relationships with the Town Commission, Town management, other government officials, business partners, employees and citizens.

Qualifications:

Bachelor's Degree in Business, Public Administration or related field from an accredited university or college; supplemental courses in governmental administration and management OR demonstrated ability to perform essential job functions.

A minimum of three years experience (5 years preferred) as a Town Manager or Assistant Town Manager, or comparable government experience as a senior manager of a diverse and complex public organization. Experience as an executive in the State of Florida required.

Salary: \$125,000 annual.

The Town offers an excellent array of benefits including Florida Retirement System, health and life insurance, and vehicle allowance.

Apply online to www.GovHRjobs.com with resume, cover letter and contact information for five professional references by September ____, 2025.

Address to Jim Dinneen, Independent Executive Recruiter
Questions may be directed to Jim Dinneen at (386) 846-2612

Applications may be subject to Florida Sunshine Laws.