

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 25, 2025 @ 6:30 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
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:30 p.m.

2. Roll Call

Town Clerk Amber Brown conducted roll call

Commission Members Present

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

Staff Members Present

Town Manager Elizabeth Mascaro
Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comment (Non-Agenda Items)

5. New Business

- A. Consideration of proposals from the RFQ for Building Official services.

Judson Delany, Debbie Nutter and Jeff Parsons introduced C.A.P Government. Said their forte is governmental supplemental services. They are in 94 jurisdictions and 10 school districts. They have 300 employees statewide. If you needed a Building Official here once a week or 40 hours a week, they could do that. No minimum charge. – 5:20

Mayor Alison Dennington asked about their software and how it operates in practice.

Debbie Nutter said they use their own software program, but if the cities have their own software, they would use that. Has experience with BS&A. The software they have, the cities can submit themselves.

Judson Delany said their software is more or less tailored to plan review, to school jurisdictions. If they are still on paper, their system allows them to go electronic.

Commissioner Tim Reed confirmed that the focus is on plan review, not necessarily permits.

Mayor Alison Dennington confirmed if the Town utilized their software, they would not charge.

Commissioner Robert Baldwin confirmed their company is not licensing the software from another company.

Mayor Alison Dennington said they have been the contracted Building Official for the City of Weston for 20 years, and that says something.

Judson Delany said they do not collect payment; the Town would collect fees.

Debbie Nutter said they provide backups.

Judson Delany said if an inspector is here for 4 hours, he would put a permit number for each inspection he did to justify the 4 hours. Said he audits payroll every week.

Commissioner Robert Baldwin confirmed that Jeff would be the primary point of contact. Also asked about service-level agreements. – 18:30

Judson Delany said SLAs should be in the contracts, and inspections are done within 24 hours.

Mayor Alison Dennington asked how they handle something that is a zoning issue, not a building issue.

Judson Delany said usually you would want your project to go through zoning first. If it is approved, then it would move forward to building to be reviewed. Said they do zoning in certain areas.

Vice Mayor Dawn Barlow asked them to elaborate about an assessment opportunity where they could give their recommendation of what would be required.

Judson Delany said he would assign the Building Official if they got the contract, and he would come in and assess how many permits and applications are coming in.

Jeff Persons spoke about how every municipality is different. Would want to get permits in and out the door as quickly as possible and get good inspections done in a timely manner.

Vice Mayor Dawn Barlow asked about residents who like to have interaction before a permit is applied for and granted.

Jeff Parsons said anyone can call him at any time.

Commissioner Anna Butler asked if they send an email to the builder, pass/fail on the permits.

Jeff Parsons said it is automatically set up for them to receive an email. They look at the software the Town uses during the initial phase to make sure that is happening. Said they issue the certificate of occupancy.

Commissioner Anna Butler confirmed that the Town does not pay for travel time. Also confirmed that if they wanted them at evening meetings, Jeff would be able to attend those.

Mayor Alison Dennington asked about virtual inspection options.

Jeff Parsons said he does not like virtual inspections at all; however, if it is a choice between doing a virtual inspection and stopping a project from moving forward, it is important to be able to do the virtual inspection to keep the project moving. Said he uses WhatsApp, Android, iPad, etc., and will do what he can to work with the client.

Mayor Allison Dennington asked what reimbursements they might incur.

Judson Delany said everything is included unless services are added like code enforcement.

Jeff Parsons said fire and engineering would be additional.

Commissioner Robert Baldwin asked about being fair with contractors and any experience they've had with contractors not wanting to work in a Town.

Debbie Nutter said employees follow the minimum code.

Jeff Parsons said they try to present it in a way that is beneficial for the contractor.

Commissioner Tim Reed asked who they interface with in the municipalities they work with.

Jeff Parsons said they have Building Clerks who are employed by the municipality that he works with, and also works with the Town Manager. Tries to do most of the work without bothering the staff.

Commissioner Tim Reed confirmed the contracts are typically 2-3 years. Asked if the municipalities they work with typically go for the full package, where it is the building official, plan review, and inspections.

Debbie Nutter said it depends. Said some were just inspections, some are plan review and inspections, and some are all 3.

Mayor Alison Dennington confirmed it is not always a designated Building Clerk they work with; sometimes it is a different admin. Asked how long it takes them to familiarize themselves with the specifics of a new city. Also asked what happens if fees are too low.

Jeff Parsons said they help with determining if fees are too high or too low.

Joe Payne introduced JPI. Said they are a statewide consulting firm. Said they have been servicing Brevard County since 2015. Has personally completed inspection routes in the surrounding areas. Said they have staff available on local contracts. They are multidisciplinary professionals. Said they are a highly experienced, qualified firm, have local experience, and are familiar with the builders in the area. - 39:46

Mayor Alison Dennington asked about software.

Joe Payne said they do not have proprietary software; they utilize what the city has. Spoke about security, cloud storage, and user-friendly access.

Commissioner Robert Baldwin asked about SLAs and response times, and availability. Asked how many BOs they have on staff.

Joe Payne spoke about how they have someone within 10 minutes of this building every day. There are statutes for plan review turnaround time. They currently have 1-3 day turnarounds. Said there are 6 BOs on staff, in Brevard County, they do not have a BO assigned, but have one available.

Mayor Alison Dennington asked if their Building Officials are certified. Asked if he resides in the area. Asked who the main point of contact would be.

Joe Payne spoke about a license called Building Code Administrator, but there is no license that says Building Official. Said he has 2 residences, one in this area, and he is here about 40% of the time. Said he has spoken with 2 Building Officials who are interested in being the main contact; they both have their inspector licenses and plans examiner licenses.

Vice Mayor Dawn Barlow asked about pricing and if one individual would cover multiple needs, such as plumbing inspector, electrical inspector, etc. Asked when first starting with a municipality, what are some of the assessments undertaken to understand the processes and get up to full production? Asked about fees that could occur outside of the rate table.

Joe Payne said one individual would cover multiple; the pricing that is presented is just a standard rate table. Said they would go back on a quarterly basis and look at the number of applications coming in, and how many plan reviews are done. Look at the number of inspections, and try to get a feel for what the daily productivity rate is. Would then make recommendations. The key productivity issue is the plan reviews and inspections. Said they don't see additional fees for inspections or plan review, but potentially costs could come in for a presentation at a special meeting, supporting a separate grant.

Commissioner Anna Butler asked if there was no minimum time. Asked if an email is sent that the builder passed/failed. Asked how they take payment for permits.

Joe Payne confirmed no minimum time. Said it depends on the platform being used; if they already have that capability, then they would use it. Said he anticipates the volume of plan reviews here is such that they could do it one at a time. Said they do not touch money for permits. Said they issue the certificate of occupancy.

Commissioner Tim Reed asked if they were doing the Building Official role, and disputes come up. Who is the lead on handling the dispute aspects? Confirmed there is a standard appeals process that is uniform throughout the state.

Joe Payne said the applicants are entitled to an appeal; once the appeal occurs, JPI will assign another Building Official to do the work. The Building Official could be remote, but they will be updated to give their opinion. Said this issue does not come up often.

Mayor Alison Dennington asked how they ensure they track all of the work they do and document it through invoicing, and what happens when there is a dispute. Spoke about how Public Works does a lot of ground maintenance and asked him to touch on the Public Works aspect. Also asked if they have technical engineering. - 1:01:25

Joe Payne said initially the assignment comes from the Town, so the Town documents that, but on their side, they log the permit numbers of work that is done, and the tracked information should match. Said they have a Public Works contract with the City of Palm Bay, mostly for site inspections. Said they have to have a maintenance plan to have an insurance policy. Said he has a geotech background, and they partner with a local firm that has a lab.

Town Manager Elizabeth Mascaro spoke about red tags. Spoke about an MS4 report, and that they have to take inspectors around to look at sites, and the issues that arise. Said they had a problem with pool companies charging into the stormwater system, so they enacted a fine for that, and asked how he would become familiar with those types of things.

Joe Payne said they do not prefer to do them, but they do them. Explained the difference between what he calls a red tag and a stop work order. Said they check for all of the issues that the Town Manager was referring to. Spoke about how the pool instance would be a stop work order. Spoke about his experience permitting roughly 200 projects with the Water Management District.

Mayor Alison Dennington asked how long it takes to get familiar with a new city's code and if they would give recommendations on fee structures.

Joe Payne spoke about how he has lived in Florida for 25 years and has never heard of a project getting stopped because of a permit application fee. Recommend people double or triple their fees. Spoke about looking at what ordinances pertain to what is inside the building wall first, then they will focus on the first 12 feet outside the wall, then fences and pools.

Town Manager Elizabeth Mascaro said the Building Official has always helped do assessments for hurricanes. Would their firm do that?

Joe Payne said yes. They have done site-by-site inspections, taken photos, and sent them to FEMA. Recommended the Commission pick 2 companies, that way they have a backup.

C.A.P Government representatives came back up to answer a few more questions. - 1:18:15

Town Manager Elizabeth Mascaro spoke about red tags, working without a permit. Is that something they look out for?

Debbie Nutter said yes, they are out here to protect the public and permits protect the public.

Jeff Parsons spoke about how when people do not have permits, it's often that they did not know, and you have to go at it with the right perspective where you can keep it on a friendly note and help them understand that you are there to benefit them.

Town Manager Elizabeth Mascaro asked if they do inspections for silt fences, gravel, dirt, etc.

Jeff Parsons said that is something they always look at, in some jurisdictions it is a bigger deal than others, so it depends on what the Town's focus is.

Town Manager Elizabeth Mascaro asked about hurricane inspections.

Debbie Nutter spoke about how there is a new code, House Bill 180, certain things have to be done by municipalities by July 1 every year. Said she sits on the state legislative committee for the Building Officials of Florida, so she keeps up with the House Bills and Senate Bills.

The Commission spoke about the 3rd company, Willdan. - 1:23:25

Vice Mayor Dawn Barlow said she did not see a price rate sheet for that company, and Mayor Alison Dennington said they did not ask for that originally.

Town Manager Elizabeth Mascaro said they asked for it after the fact, and she was the one who sent that email.

Vice Mayor Dawn Barlow asked what percentage of time is used for Building Official versus Planner Examiner versus Inspectors, etc.

Town Manager Elizabeth Mascaro said the Plans Examiners are knowledgeable, so they can look at plans quickly. Spoke about how the Building Official would come for 4 hours and the Inspector would come for 8 hours.

Town Clerk Amber Brown said the Town Manager spoke with the Town Attorney, and you do not need to score them, but she did type up what the RFQ required as far as evaluation procedure, mandatory elements, and experience.

The Commission discussed having a contract with more than one company.

Commissioner Tim Reed spoke about having continuity, so you are not jumping from one company to the other. - 1:31:44

Mayor Alison Dennington spoke about having a main contract with 1 company and a backup company under contract. Could also use either company on a limited basis for other things.

Commissioner Tim Reed spoke about the Building Official and Plan Review positions need to be consistent, but inspections could have more access availability. Said for JPI, the bulk of their work is supporting inspections.

Commissioner Anna Butler spoke about how continuity is important for the relationship and trust between the Building Official and the residents.

Vice Mayor Dawn Barlow spoke about how it is also important when supporting Town business, if one of the companies does not live up to expectations, we have a backup.

Town Manager Elizabeth Mascaro spoke about how C.A.P has access to different software.

Mayor Alison Dennington spoke about how the software was a plus, as well as their answers when it comes to bills and auditing.

Mayor Alison Dennington reviewed the evaluation procedure.

Each Commissioner ranked the 3 companies.

Commissioner Tim Reed – C.A.P., JPI and Willdan
Commissioner Robert Baldwin – C.A.P., JPI and Willdan
Mayor Alison Dennington – C.A.P., JPI, and Willdan
Vice Mayor Dawn Barlow – C.A.P., JPI, and Willdan
Commissioner Anna Butler – C.A.P., JPI, and Willdan

Vice Mayor Dawn Barlow made a motion that we task the Town Attorney to contract with the top 2 ranked companies, C.A.P. and JPI, leading with C.A.P. as our number 1 primary, and JPI will be utilized for business continuity purposes in the event C.A.P. isn't able to deliver on services; Commissioner Robert Baldwin seconded; Motion carried 5-0.

The Commission scheduled a STCM on 9/29/2025 at 5:30 pm.

The Commission canceled the workshop scheduled for 10/01/2025.

6. Adjournment

Commissioner Robert Baldwin made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 8:21 PM.



Alison Dennington
Mayor

ATTEST:



Rachel Pembrook (Oct 9, 2025 14:36:58 EDT)

Rachel Pembrook
Transcriptionist

