



TOWN OF MELBOURNE BEACH

REGULAR TOWN COMMISSION MEETING

NOVEMBER 19, 2025

AGENDA PACKET

Town Commission Meeting

Section: Administration of the Oath of Office

Meeting Date: November 19, 2025

From: Amber Brown, Town Clerk

Subject: Administration of the Oath of Office

Background Information:

Having been duly certified:

- Terry Cronin will be sworn in as a Commissioner for the Town of Melbourne Beach for a (3) year term.
- Sherri Quarrie will be sworn in as a Commissioner for the Town of Melbourne Beach for a (3) year term.

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING Wednesday, November 19, 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:

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance, Moment of Silence, and Civility Pledge**
The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect and ask the public to do the same toward the Commission, each other, and toward Staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.
4. **Administration of the Oath of Office – Reception to follow – Page 2**
 - A. Terry Cronin – Commissioner
 - B. Sherri Quarrie – Commissioner
5. **Meeting Agenda – Additions/Deletions/Changes - Pages 3-5**
6. **Proclamations/Awards/Announcements**
 - A. Town announcements and upcoming events – Town Clerk Amber Brown – Pages 6-7
7. **Presentations by Special Guests (Maximum of 5 Minutes)**
 - A. Presentation by the Town Attorney to include Sunshine Law, Public Records Law, and Ethics – Pages 8-19

8. 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.

9. Consent Agenda

- A. Approval of the September 29, 2025 second Special Town Commission Meeting minutes - Pages 20-22
- B. Approval of the October 15, 2025 Regular Town Commission Meeting minutes - Pages 23-42
- C. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro - Pages 43-49
- D. Approval of the Special Magistrate agreement with Bryant Miller Olive, P.A. - Pages 50-68
- E. Approval of the Environmental Advisory Board Volunteer Application for Paula Ladd - Pages 69-70
- F. Approval of the Parks Board Volunteer Application for Marivi Walker - Pages 71-72

10. Public Hearings/Special Orders

- A. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – Second Reading - Pages 73-77

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

11. Unfinished Business

- A. Approval of the September 3, 2025 second Special Town Commission Meeting minutes - Pages 78-88
- B. Approval of the September 10, 2025 second Special Town Commission Meeting minutes - Pages 89-96
- C. Approval of the September 17, 2025 first Special Town Commission Meeting minutes - Pages 97-108
- D. Approval of the September 17, 2025 second Special Town Commission Meeting minutes - Pages 109-114
- E. Approval of the September 17, 2025 Regular Town Commission Meeting minutes - Pages 115-131
- F. Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight - Page 132
- G. Discussion on the regulation of short-term rentals – Commissioner Anna Butler - Pages 133-135

12. New Business

- A. Appointment of Vice Mayor – Page 136
- B. Appointment of the South Beaches Coalition Representative - Pages 137-148
- C. Appointment of the Voting Delegate and Alternate for the Space Coast League of Cities - Pages 149-150

- D. Resolution 2025-17 – Final Budget Amendment – Finance Manager Jennifer Kerr - Pages 151-157
A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.
- E. Resolution 2025-18 – Carryforward Budget Amendment – Finance Manager Jennifer Kerr - Pages 158-160
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.
- F. Resolution 2025-19 – Town Commission Rules and Procedures – Town Attorney Ryan Knight – Pages 161-173
A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; AND PROVIDING FOR AN EFFECTIVE DATE.
- G. Discussion on the 2025 anonymous employee satisfaction survey results – Commissioner Anna Butler - Pages 174-192
- H. Discussion on creating a strategic timeline to prioritize efforts – Commissioner Terry Cronin - Page 193

13. Finance/Budget Report - Pages 194-242

14. Town Staff/Board Reports

- A. Technology Advisory Board
- B. Building Department
- C. Public Works Department - Pages 243-246
- D. Code Enforcement
- E. Fire Department - Pages 247-254
- F. Police Department - Pages 255-256
- G. Town Clerk - Pages 257-270
- H. Town Attorney
- I. Town Manager - Pages 271

15. Commission Reports

16. Task List – Town Manager assessment of strategic priorities to be walked on at the meeting

17. 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 Commission Meeting

Section: Proclamations/Awards/Announcements
Meeting Date: November 19, 2025
From: Town Clerk Amber Brown
RE: Town Announcements and Upcoming Events

UPCOMING EVENTS

DATE	TIME	EVENT NAME	LOCATION	DESCRIPTION
November 20	8:00 am – 9:00 am	Bagels With the Blue	Community Center	MBPD event for casual conversation and relationship building with residents
November 27-28		Holiday Closure	Town Hall	The Town Hall Complex will be closed for the Thanksgiving Holiday
December 5	6:00 pm	Tree Lighting Ceremony	Ryckman Park	Includes performance by Gemini Elementary Choir, snow and bubble machines, photo op with Santa, & food trucks
December 7	2:00 pm – 4:00 pm	Santa Visits the Ryckman House	Ryckman House	Santa sits on the porch so children can tell him what they want for Christmas & live musician playing holiday music
December 13	9:00 am – 10:00 am	Christmas Parade	Oak St. & Ocean Ave.	Parade starts at Rock Harbor Church & proceeds north, then west on Ocean Ave to the pier
December 13	10:00 am (following parade)	Pancake Breakfast	Fire Station 58, 507 Ocean Ave.	Community breakfast following the parade; proceeds benefit MBVFA
December 20	10:00 am – 4:00 pm	Gift drop-off for the Santa Run	Fire Station 58, 507 Ocean Ave.	Wrapped gifts for the Santa Run can be dropped off during the designated times.
December 22	11:00 am – 7:00 pm	Gift drop-off for the Santa Run	Fire Station 58, 507 Ocean Ave.	Wrapped gifts for the Santa Run can be dropped off during the designated times.
December 23	11:00 am – 7:00 pm	Gift drop-off for the Santa Run	Fire Station 58, 507 Ocean Ave.	Wrapped gifts for the Santa Run can be dropped off during the designated times.
December 24	10:00 am – 12:00 pm	Gift drop-off for the Santa Run (last chance)	Fire Station 58, 507 Ocean Ave.	Wrapped gifts for the Santa Run can be dropped off during the designated times.
December 24	5:30 pm	Santa Run	North & South routes through Town	Santa will be driven through Town on a fire engine to deliver the gifts to families. Information about routes available at mbvfd.com

Town Commission Meeting

Section: Presentation by Special Guests

Meeting Date: November 19, 2025

From: Town Attorney Ryan Knight

RE: Presentation by the Town Attorney to include Sunshine Law, Public Records Law, Ethics, and Robert's Rules of Order

Section II

Florida's Sunshine and Public Records Law



FLORIDA'S SUNSHINE LAW



The Sunshine Law in a nutshell: The public's business must be conducted in public.

- Do not talk to each other in private about any matter that could foreseeably come before this Board.
- What is foreseeable? Any topic related to the Board's function and duties upon which it could conceivably make a decision (vote). Such discussions between Board members must be held at open, public meetings of the Board.
- Notice of the Board meetings must be published in advance, the meetings must be held in a place where the public can attend, and the proceedings must be recorded and made available to the public afterward.
- Assume a decision you've made in the past could come back to the Board for further decision.

What Board Members **Can** Do

- Talk with City staff and members of other Boards. Please be aware the requirements of the Sunshine Law are different than requirements for quasi-judicial hearings.

What Board Members **Cannot** Do

- No chat rooms, no blogging, no Facebook, no Twitter, no e-mails, no talking during breaks in Board meetings, no whispering or talking among yourselves at the dais, no talking in the parking lot, at the country club, or on the golf course about matters which foreseeably could come before your board.
- You can't use other people as a go-betweens to exchange information.
- You cannot send e-mails to other Board members communicating your position on a particular matter which will come before the Board. Send your e-mails to staff.

No "reply all" please.

Penalties:

- Non-criminal infraction with a fine up to \$500.00 (Section 286.011, Fla. Statutes).
- A knowing violation is a second-degree misdemeanor subject to prison for up to 60 days and a fine of up to \$500.00 (Section 286.011, Fla. Statutes). If found guilty, the officials could be removed from office (Section 112.52, Fla. Statutes).
- If a Sunshine violation cannot be "cured," the action of the entire Board at a subsequent meeting is void.

RULE OF THUMB: When in Doubt, Don't.

FLORIDA SUNSHINE, PUBLIC RECORDS, AND CODE OF ETHICS LAWS

This presentation is intended to provide a general overview of Florida Sunshine and Public Records law and the Florida Code of Ethics. For specific guidance or a legal opinion, please contact the Attorney's office.

All boards or commissions of any state, county, municipal corporation or political subdivision have a legal obligation to comply with:

- The Sunshine Law, and
- The Public Records Law, and
- The Florida Code of Ethics.

THE LAWS

■ SUNSHINE LAW [FS §286.011 ("Sunshine Law") and FL Constitution Art. I, Sec. 24]

Protects the public from "closed door" decision making and provides a right of access to governmental meetings.

■ PUBLIC RECORDS LAW [FS Chap. 119]

Creates a right of access to records made or received in connection with official business of a public body.

■ CODE OF ETHICS [FS 112, Part III, Code of Ethics for Public Officers and Employees and the FL Constitution Art. II, §8]

Protects against conflict of interest and establishes standards for the conduct of elected official and government employees in situations where conflicts may exist.

Committee type determines the applicability of these laws. There are two types of committees:

1. Decision Making Committees
2. Fact Finding/Focus Group Committees

1. Decision Making Committees - become part of the governing body's decision making process and:

- Choose alternatives and direction; narrow or eliminate options for the governing body's consideration.
- Make decision by voting.
- Make recommendations to the governing body directly or through staff.
- Create by-laws.

2. Fact Finding/Focus Groups - provide a source of community input and factual resources and:

- Have no characteristics of a Decision Making Committee.
- Do not need by-laws.
- Provide individual input, data and factual findings to staff, as part of staff's development in its advisement to the governing body.
- Do not take votes.
- Maintain a brainstorming focus.

The City Commission is a decision making board.

THE SUNSHINE LAW - gives the public access to meetings of “any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision” (“Governing Body”) *AND*

- Allows the public to observe each preliminary step leading to the final decision.
- Prevents the governing body from creating closed committees that narrow the governing body’s decisions.
- Applies to appointed committees.
- An AG opinion advises it may also applies to an individual Board member, appointed to negotiate, narrow decisions, or make decisions for the full board.

MEETINGS SUBJECT TO THE SUNSHINE LAW - include formal or casual discussions about a matter on which the governing body may foreseeably take action, between:

- Two or more members of the governing body, or
- Two or more members of a Decision Making Committee.

Discussions may occur through telephone or e-mail communications, or exchanges during workshops, social events, football games and neighborhood barbeques. **This is why the reply all function is such a bad idea. Don't make bad habits.**

■ **THE SUNSHINE LAW IMPOSES THREE OBLIGATIONS OF OPENNESS**

1. Reasonable notice of meetings subject to the Sunshine Law must be given; requires giving the public reasonable and timely notice so they can decide whether to attend.

What is “reasonable” or “timely” depends on the circumstances. Does not necessarily require a newspaper advertisement (contact the Attorney’s office for guidance).

2. Public must be allowed to attend meetings.

- Meetings cannot be held at exclusive or inaccessible facilities.
- No evasive actions are allowed, such as:
 - a. Circulating written reports to elicit responses or positions on issues.
 - b. Using staff, lobbyists, or other means to seek other members’ positions about issues.

3.3. Minutes of the meetings are required. Written minutes must be taken and made available promptly.

- Sound recordings may also be used, in addition to written minutes.
- Minutes may be a brief summary of meeting’s events.
- Minutes are public records.
- Minutes must record the votes.

■ **THE SUNSHINE LAW APPLIES WHEN:**

- Two or more members of a governing body discuss a matter that may foreseeably come before the governing body.
- A governing body moves any part of its decision making process to a committee or group, thereby appointing an “alter ego.”

According to an AG opinion, this may also include an individual Board or Committee member appointed formally or informally to negotiate, narrow or eliminate options or decisions for the full Board or Committee.

■ **THE SUNSHINE LAW DOES NOT APPLY TO:**

1. Committees or groups appointed to engage only in fact-finding activities.
2. Created focus groups or other such committees that:
 - a. Only provide individual input, data and facts as part of staff's development in its advisement to the governing body.
 - b. Do not narrow options.

The Sunshine Law is *broadly* construed. ~ Exemptions are *narrowly* construed.

■ **SUNSHINE LAW:**

Penalties for Noncompliance (also applies to Decision Making Committees)

A violation of the Sunshine Law by the governing body or a Decision Making Committee, can nullify governing body's decisions.

■ **Criminal Penalties:**

1. It is a second degree misdemeanor to knowingly violate the Sunshine Law.
2. Is Punishable with a fine of up to \$500 and/or up to 60 days imprisonment.

■ **Other Penalties Include:**

1. Removal from position.
2. Payment of attorney's fees incurred by the challenging party, as well as declaratory and injunctive relief.

SENTENCED TO JAIL FOR SUNSHINE LAW VIOLATIONS:

Suspended Escambia County Commissioner, W.D. Childers, was sentenced to 60 days in jail for discussing redistricting in a telephone conversation while fellow commissioner listened on a speaker phone, and pleaded no contest for talking with two fellow commissioners about county building projects in front of a staffer.

■ **PUBLIC RECORDS LAW:**

Public Records Include: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form or means of transmission made or received pursuant to law in connection with transaction of official business by the agency. (Fl. Stat. Chapter 119)

THE PUBLIC RECORDS LAW APPLIES TO:

- Records developed by the governing body, Board Appointed Committees, and employees;
- All types of records including written communications, letters, notes and e-mails. Numerous exemptions are identified in FS 119.07 and other statutes.

Public Records Requests can be made:

- Verbally or in writing,
- By any person. A PRR A .

THE GOVERNING BODY OR APPOINTED COMMITTEE:

- Has a "reasonable" time to respond.
- Can charge for the cost of retrieving records if the amount requested is voluminous.
- Can charge 15 cents/page.

THE PUBLIC RECORDS LAW DOES NOT REQUIRE:

- The creation of records or the provision of records in the format requested.
- An explanation of the records.

FLORIDA CODE OF ETHICS:

- ADDRESSES:
 - a. Standards of conduct
 - b. Voting Conflicts
 - c. Financial Disclosure
 - d. Prohibits certain action or conducts.
 - e. Requires certain disclosures be made to the public.

Standards of Conduct Prohibit Public Officials from:

- **Soliciting and Accepting Gifts** - May not solicit or accept anything of value that is based on an understanding that their vote, official action, or judgment would be influenced by such a gift.
- **Accepting Unauthorized Compensation** - May not accept any compensation, payment, or thing of value that is given to influence a vote or other official action.
- **Misusing his/her Public Position** - May not corruptly use their official position to obtain a special privilege for themselves or others.
- **Disclosing or Using Certain Information** - May not disclose or use information not available to the public and obtained by reason of their public positions for the personal benefit of themselves or others.
- **Doing business with their agency** - A public official's agency may not do business with a business entity in which the public official, or their spouse or child own more than 5% interest.
- **Engaging in Conflicting Employment or Contractual Relationships** - A public official may not be employed or contract with any business entity regulated by or doing business with his or her public agency.

Voting Conflicts of Interest Fla. Stat. Sec. 112.3143

- Requires no County, municipal, or other Local Public officer (including members of the appointed committees) shall vote in an official capacity upon any measure which would inure to the special private gain or loss of themselves, any principal or entity by whom they are retained, other than an agency as defined in the Fl. Stat. 112.312(2), or to any relative or business associate.
- Requires that public officers, including members of decision making committees:
 1. Must announce the nature of the conflict before the vote; abstain from voting; and file a memorandum of voting conflict
 2. May not participate in the discussion without first disclosing the nature of their interest in the matter (either in writing prior to the meeting, or orally as soon as they become aware that a conflict exists).

BECOMES AN ISSUE WHEN STAKEHOLDERS ARE APPOINTED TO DECISION-MAKING COMMITTEES

- FINANCIAL DISCLOSURES

Appointed committee members must file an annual financial statement.

	Focus Group	Decision-making Committee
Florida Laws		
Sunshine law		X
Public Records Law	X	X
Code of Ethics		
Standards of Conduct	X	X
Voting Conflict		X
Financial Disclosure		X

Conflict of Interest Fla. Stat. 112.313(7)(a) is different than the voting conflict of interest statute. The main difference is a conflict under 313(7)(a) may not be cured by abstaining or not participating. If a conflict exists here, you may not serve on on the board or committee.

"No public officer ... shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with, any agency of which he or she is an officer. . . .; nor shall an officer ... of any agency have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her public duties or that would impede the full and faithful discharge of his or her public dutes."

Statute has two parts - (1) no employment or contractual relationship with entity regulated by officer's agency or doing business with; and (2) no employment or contractual relationship creating a continuing or frequently recurring conflict or that will impede the full and faithful discharge of public duties.

A conflict of interest is a situation that objectively tempts dishonor. Law firm example and 2020 Commission on Ethics Decision (attached below on pages 4-5 of decision). **PLEASE READ.**

Exception where the officer is practicing in a particular profession or occupation when such practice is required or permitted by law or ordinance. Fla. Stat. 112.313(7)(b). See me for clarification.

Section IV

Robert's Rules of Order

Introduction to Robert's Rules of Order

1. What is Parliamentary Procedure?
2. Why is Parliamentary Procedure important?
3. Example of the Order of Business
4. Motions
5. Types of Motions
6. How are Motions presented?
7. Voting on a Motion

1. What is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

2. Why is Parliamentary Procedure important?

Because it's a time-tested method used for conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Robert's Rules of Order is the basic handbook of operation for most clubs, organizations and other groups – so it's important to know the basic rules.

3. Organizations using parliamentary procedure usually follow a fixed order of business (Agenda), for example:

1. Call to order
2. Roll call & determination of quorum
3. Reading/approval of minutes of last meeting
4. Officer's/Staff's report
5. Committee report
6. Special orders
7. Unfinished/Old Business
8. New Business
9. Announcements/Board Discussion
10. Adjournment

4. The method used by members to express themselves is in the form of "moving motions". A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to Order
2. Second motions
3. Debate motions
4. Vote on motions

5. There are four Basic Types of Motions:

1. *Main Motions*: the purpose of a main motion is to introduce items to the membership for consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. *Subsidiary Motions*: the purpose of subsidiary motions is to change or affect how a main motion is handled, and is voted on before a main motion.
3. *Privileged Motions*: the purpose of a privileged motion is to bring up items that are urgent about special or important matter unrelated to pending business.
4. *Incidental Motions*: the purpose of an incidental motion is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

6. How are Motions presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished
 - b. Raise your hand and address the Chairman by saying, "Mr. Chairman"
 - c. Wait until the Chairman recognizes you before speaking
2. Make your motion
 - a. Speak in a clear and concise manner
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on topic/subject
3. Wait for someone to second your motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion, the motion "dies" for lack of a "second".
6. The Chairman re-states Your motion
 - a. the Chairman states, "it has been moved and seconded that we ...". Thus placing your motion before the members for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the Chairman, it becomes "assembly property" and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this time – not when you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the Chairman.
 - d. Keep to the time limit for speaking that has been established.

e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.

8. Putting the Question (Motion) to the Membership

- a. The Chairman asks, "Are you ready to vote on the question/motion?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.

7. **Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of the Board. There are five methods used to vote by most organizations:

1. By Voice – the Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. By Roll Call – the member answers "yes" or "no" as his/her name is called. This method is used when a record of each person's vote is required or desired.
3. By General Consent – when a motion is not likely to be opposed, the Chairman says, "if there is no objection ...". The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division – this is a slight verification of a voice vote. It does not require a count unless the Chairman so desires – members raise their hands or stand.
5. By Ballot – members write their vote on a slip of paper; this method is used when secrecy is desired.*

There are two other motions that are commonly used relating to voting:

1. Motion to Table – this motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely – this is often used as a means of parliamentary strategy and allows opponents of the motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings:

1. Allow motions that are in order;
2. Have members obtain the floor properly;
3. Speak clearly and concisely;
4. Obey the rules of debate; and most importantly ...
5. Be courteous.

Information courtesy of: <http://www.robertsrules.org>

Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 29, 2025 second Special Town
Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 29, 2025 @ 6:00 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
 Town Attorney Ryan Knight
 Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:20 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 Attorney Ryan Knight
 Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Public Comment

None

5. New Business

A. Consideration on the Interim Town Manager Contract

Town Attorney Ryan Knight spoke about the Interim Town Manager Contract. There was one amendment to Section 2. This has been provided to the individual, and she has approved it. Said the compensation is \$120,000. - 1:44

Commissioner Robert Baldwin asked about receiving PTO.

Town Attorney Ryan Knight said there is sick leave and PTO for this. PTO means you are not accessible. Spoke about dates the new Town Manager would be gone for conferences.

Vice Mayor Dawn Barlow spoke about having PTO go towards the time off in November, but that the conferences might be applicable to the position.

Commissioner Tim Reed spoke about allowing her to go negative on PTO for the vacation.

Mayor Alison Dennington spoke about allowing the PTO to go negative. Asked what counts as a conflict in the Sebastian Inlet District section. Proposed changing it to in emergency situations where the Town Manager is needed; failure to be there would be a conflict.

Town Attorney Ryan Knight spoke about how that would be covered by the conflict section.

Mayor Alison Dennington confirmed there is no term, but there is a 2-week notice requirement. Asked about the retirement benefit.

Finance Manager Jennifer Kerr spoke about how the Town Manager gets the same amount as the other employees (14.63%) into Mission Square. Whereas FRS would be 35%. -14.22

Vice Mayor Dawn Barlow made a motion that we accept the contract as written, taking into account that the requested time off in October for the conferences be considered paid business, but the time taken in November will be taken against PTO; Commissioner Robert Baldwin seconded; Motion carried 5-0.

The Commission discussed the vacated position for the Building Department permit tech, and the possibility of hiring someone for that position.

Commissioner Robert Baldwin spoke about extending the period for permanent Town Managers to apply.

Vice Mayor Dawn Barlow thanked Town Manager Elizabeth Mascaro for her years of commitment to the Town of Melbourne Beach.

6. Adjournment

Vice Mayor Dawn Barlow made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 6:46 PM.

ATTEST:

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the October 15, 2025 Regular Town Commission Meeting minutes

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

October 15, 2025 at 6:00 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:

Interim Town Manager Lisa Frazier
 Town Attorney Ryan Knight
 Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:02 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

Interim Town Manager Lisa Frazier
 Town Attorney Ryan Knight
 Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes – 3:00

Vice Mayor Dawn Barlow made a motion to move Item 10D consideration of lease contract with Brevard County for the Historic Williams Building to immediately follow proclamations and awards; Commissioner Robert Baldwin seconded; Motion carried 5-0.

Vice Mayor Dawn Barlow made a motion that we incorporate after 10D insertion of some event announcements by the Town Clerk; Commissioner Anna Butler seconded; Motion carried 5-0.

Commissioner Anna Butler made a motion to move the Town Attorney's agenda item 1 to new business A pushing A to B, B to C, and C to D, his item 1 is discussion on settlement offer from Funoe LLC for all outstanding cases and litigation; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about moving the short-term rental discussion from Commissioner Butler to next month after the election.

Mayor Alison Dennington passed the gavel.

Commissioner Robert Baldwin asked if this is the same as the Town Attorney's item.

Town Attorney Ryan Knight pulled his owner-occupied short-term rental agenda item 10E.

Commissioner Anna Butler spoke about not wanting to push her agenda item because of the false information being spread that she would like to clarify.

Mayor Alison Dennington suggested addressing the false information under Commission Reports.

Commissioner Anna Butler pulled her short-term rental agenda item.

Town Clerk Amber Brown spoke about Unfinished Business Item E is the owner-occupied short-term rental item from the Town Attorney, and New Business Item A is regulations of short-term rentals by Commissioner Butler; both were pulled to place on the November agenda.

Commissioner Robert Baldwin made a motion to approve the agenda as amended; Commissioner Tim Reed seconded; Motion carried 5-0.

5. Proclamations/Awards

A. Consideration of the lease contract with Brevard County for the Historic Williams Building – 9:51

Steve Kimball, Deputy Director for Brevard County Parks and Recreation, presented the lease contract for the Historic Williams Building. The lease would be for 25 years at \$1 per year.

Town Attorney Ryan Knight spoke about the changes include an indemnification which was in the previous one, the Americans with Disabilities Act compliance, and background checks for anyone volunteering there.

Commissioner Tim Reed spoke about the liability insurance used to be covered by the County and now the Town is going to be responsible for it.

Town Attorney Ryan Knight spoke about the old agreement having an indemnification clause.

Commissioner Tim Reed asked if it had been run by our insurance carrier.

Town Attorney Ryan Knight spoke about it should already be on the insurance.

Commissioner Tim Reed spoke about not being opposed to it, but we need to get the questions answered, and what are the full implications going to be for us.

Mayor Alison Dennington spoke about we could approve the lease, and if there are modifications required by ADA we could just close the building to the public or terminate the lease. The Commission should still approve it.

Commissioner Tim Reed spoke about the current budget Fund 391 has funds if needed.

Mayor Alison Dennington spoke about it being a historic building, so she does not think it would be required to have ADA modifications.

Town Attorney Ryan Knight spoke about how the Commission can terminate the lease.

Commissioner Robert Baldwin made a motion to accept and approve and execute the lease proposed by Brevard County for the Historic Williams Building at a dollar a year for 25 years; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

B. Announcements of upcoming events – 23:46

Town Clerk Amber Brown spoke about upcoming events.

- October 17th Movie in the Park 7:00 pm - 9:00 pm and the Haunted House 7:00 pm – 10:00 pm
- October 18th Fall Festival 4:00 pm – 6:00 pm, Trunk or Treat from 5:00 pm – 7:00 pm, and the Haunted House 6:00 pm – 9:00 pm
- October 21st Town Commission Candidate Forum 6:00 pm
- November 4th Municipal Election

6. **Presentations by Special Guests (Maximum of 5 Minutes)**

A. Presentation for an Honor Walk by the Parks Board

Parks Board Members Jeanette Soucy and Sabrina Cornelius presented the Honor Walk design.

Commissioner Tim Reed spoke about not having a connection between Town Hall and the Community Center. Asked if the Board considered doing something from East to West?

The Parks Board spoke about having considered a lot of designs, but they decided on this design to start with, and when they get more bricks, they can add on to connect everything.

The Commission had no objections to the design.

7. **Public Comment (Non-Agenda Items)** – 37:51

Lauren Hardman – 320 Sixth Ave – *Provided Melbourne Beach Volunteer Fire Department applications due to the accusations that the dept. does not make an effort to recruit. Challenged everyone to find an able-bodied person to join the department. Loves the Honor Walk; would like to consider adding Merchant Marines. Asked if Christmas Circle is still going to be set up.*

Erik Sander – 1910 Cedar Ln – *Looking to get an update on stormwater for Basin 10.*

Town Manager Lisa Frazier spoke about how she has gone around Town to identify the problem areas, and Basin 1 is now under contract. Spoke about doing a stormwater workshop to identify problem areas and create a plan on how to address the rest of the basins.

Jaime Ward – 1000 S Miramar, Indialantic – *Spoke about being a mayor for 12 years. There are many people that are truly grateful for each and every one of you. Thank you all.*

Sabrina Cornelius – 1706 Orange St – *Spoke about the Parks Board needing more members.*

Mark McBride – 310 Second Ave – *Spoke about issues with short-term rental enforcement. There are unregistered rentals, advertisements out of compliance, owners not keeping required records, including sexual predator checklists and licenses of anyone over 18, and automobile license plates. Provided the Commission a motion to make enforcement of short-term rentals a priority.*

Mayor Alison Dennington made a motion to task the Town Manager to have the new Code Enforcement Officer prioritize short term rental enforcement including fines for violators and to report in writing the process of his enforcement and fines by the November Town meeting; the focus of enforcement should be on unregistered STRs, STR advertising out of compliance, and an audit of STR owners' records management see Town ordinance section 74-20 and 74-41; Commissioner Tim Reed seconded;

Kari Ross – 206 Flamingo Ln – *Asked what the record keeping entails. The Commission is asking for a report on 3 items, so what would that look like and entail.*

Commissioner Robert Baldwin spoke about it is an audit of having the driver's licenses and background checks on record.

Mayor Alison Dennington spoke about the motion is to make this a priority so the Town Manager is aware.

Commissioner Robert Baldwin spoke about not being opposed to the motion, but what is being deprioritized in order to prioritize this? Should ask the Town Manager to look into what can be done to focus on STRs. Reword it to prioritize on how to make it a priority.

Motion carried 3-2 with Vice Mayor Dawn Barlow and Commissioner Robert Baldwin dissenting.

Susan Stark – 307 Fifth Ave – *Complimented the Public Works Department for addressing her concern about the drop off onto the beach from the handicap ramp.*

8. Consent Agenda – 1:00:54

- A. ~~Approval of the September 3, 2025 second Special Town Commission Meeting minutes~~
- B. Approval of the September 10, 2025 first Special Town Commission Meeting minutes
- C. ~~Approval of the September 10, 2025 second Special Town Commission Meeting minutes~~
- D. Approval of the September 15, 2025 Special Town Commission Meeting minutes
- E. ~~Approval of the September 17, 2025 first Special Town Commission Meeting minutes~~
- F. ~~Approval of the September 17, 2025 second Special Town Commission Meeting minutes~~
- G. ~~Approval of the September 17, 2025 Regular Town Commission Meeting minutes~~
- H. Approval of the September 25, 2025 first Special Town Commission Meeting minutes
- I. Approval of the September 25, 2025 second Special Town Commission Meeting minutes
- J. Approval of the September 29, 2025 first Special Town Commission Meeting minutes
- K. Approval of the site plan for 411 Hibiscus – new home
- L. ~~Updated fee schedule for 2026 from BSE Consultants~~
- M. ~~Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro~~

Mayor Alison Dennington pulled items A, C, E, F, G, L, and M to the end of the agenda.

Consent Agenda Items B, D, H, I, J, and K were approved by unanimous consent.

9. Public Hearings/Special Orders

- A. Ordinance 2025-03 – Traffic Code – Second Reading – 1:04:21

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY FLORIDA, AMENDING CHAPTER 30, SECTION 30-43.1, “PENALTIES FOR VIOLATIONS OF CERTAIN TOWN PARKING REGULATIONS”; INCREASING AMOUNT OF CIVIL PENALTY FOR VIOLATION OF OFFENSES IN SECTION 30-42(A), (B), AND (C) FROM \$35.00 TO \$75.00; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight read the preamble.

Commissioner Tim Reed made a motion to approve the second reading of Ordinance number 2025-03; Commissioner Anna Butler seconded; Motion carried 5-0.

10. Unfinished Business

- A. Ordinance 2025-04 – Sign Ordinance – First Reading – 1:06:22

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND SIGNAGE; AMENDING SECTION 7A-52, TOWN CODE OF ORDINANCES, RELATING TO PROHIBITED SIGNS AND PROVIDING FOR ADDITIONAL REGULATIONS AS TO TYPE OF SIGNAGE PROHIBITED WITHIN THE TOWN, AMENDING SIGN LOCATION AND DURATION OF SIGNAGE PERMITTED IN THE TOWN; REVISING SIGNAGE STANDARDS; PROVIDING FOR REMOVAL OF SIGNAGE BY THE TOWN; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Alison Dennington spoke about concerns she has with the ordinance due to freedom of speech. The ordinance has a limit of three signs, which she does not believe is constitutional because you're limiting the amount of speech someone can put on their own property.

Town Attorney Ryan Knight spoke about how you can put a amount of sign restrictions. Proposed that the Commission request that he draft a memo regarding the law.

Mayor Alison Dennington spoke about having an aggregate and only allowing a total of 10 signs at any time because that would be content content-neutral regulation.

Commissioner Robert Baldwin spoke about looking into the County's regulations.

Commissioner Tim Reed spoke about putting this on a workshop agenda.

Commissioner Tim Reed made a motion to table Unfinished Business item 10 A Ordinance 2025-04 Sign Ordinance first reading, have the Town Clerk cancel any advertisements for that at this time, and take this to a workshop for further discussion; Commissioner Robert Baldwin seconded; Motion carried 5-0.

- B. Ordinance 2025-06 – Salary of the Mayor and Town Commission Ordinance – First Reading – 1:17:32

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney Ryan Knight read the preamble for Ordinance 2025-06.

Vice Mayor Dawn Barlow made a motion to accept ordinance number 2025-06; Commissioner Anna Butler seconded; Motion carried 5-0.

- C. Discussion on a Civility Pledge and Resolution – Commissioner Anna Butler – 1:18:56

Commissioner Anna Butler spoke about how, after a difficult meeting, she went to the Florida League of Cities to see how to help calm things, and this is what she found. Spoke about adopting a civility pledge for everyone and read the resolution.

Mayor Alison Dennington spoke about appreciating it, but suggested shortening it. Some of the language is in the Ordinances and Charter. The Commission regulates during meetings, but this goes towards freedom of speech. Would vote against it with the language the way it is due to freedom of speech, unless it is condensed down to only hold the Commission to a higher standard. Residents have sent her emails about what Commissioner Butler has sent out.

Commissioner Robert Baldwin spoke about it compelling upon the Commission. It is more of a pledge among the Commission. Does not feel it restricts the public.

Mayor Alison Dennington spoke about this violating the public's First Amendment rights.

Commissioner Anna Butler spoke about it being a recommendation.

Commissioner Tim Reed asked the Town Attorney if he had read it and if he had any comments about the legality of it.

Town Attorney Ryan Knight spoke about how he has read it, and other municipalities have similar pledges. It is a recommendation, so it does not restrict anyone.

Mayor Alison Dennington likes the civility pledge itself.

Vice Mayor Dawn Barlow spoke about how, in the last few weeks, everyone has taken steps forward and sees this as a step forward.

Mayor Alison Dennington spoke about having a problem with sections 3 and 4, then you could get a 5-0 vote.

Commissioner Anna Butler spoke about not changing it.

Commissioner Anna Butler made a motion to adopt a civility pledge and resolution as is; Vice Mayor Dawn Barlow seconded;

Kari Ross – 206 Flamingo Ln – Spoke about one member of the Commission saying these rules are already in place; however, last meeting she was stopped during her public comment. To say we don't need a reminder to be civil is wrong. Points of order have been ignored.

Tina Coppock – 505 Avenue B – Spoke about this motion is going to be hard to police because you cannot control the public, and what would be the penalties. Who makes the decision of who gets thrown out of meetings and why?

Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.

Mayor Alison Dennington spoke about voting against it because of paragraphs 3 and 4.

D. ~~Consideration of the lease contract with Brevard County for the Historic Williams Building~~

Moved to Presentations/Awards

E. ~~Discussion on Revisions to STR Ordinance relating to Owner Occupied Short Term Rentals and Inspections – Town Attorney Ryan Knight~~

Pulled to next month

11. New Business

A. Discussion on settlement offer from Funoe, LLC for all outstanding cases in litigation. – 1:39:44

Town Attorney Ryan Knight spoke about how he requested a settlement offer from Funoe, LLC's counsel. The Commission has three options: schedule a shade meeting, schedule a special meeting to discuss it in public, or discuss it now.

Commissioner Robert Baldwin confirmed the first step is to decide what type of meeting.

Mayor Alison Dennington spoke about there no longer being a time crunch.

Town Attorney Ryan Knight spoke about the deadline being December 5, 2025.

Mayor Alison Dennington spoke about how there is no longer a trial scheduled right now.

Commissioner Anna Butler spoke about it being very unusual because one Commission Member has more knowledge about this than the others.

Commissioner Tim Reed spoke about waiting to discuss it with the new Commission.

Mayor Alison Dennington spoke about a bill that was recently filed for capricious action, as well as damages, where you can file straight to court.

Town Attorney Ryan Knight spoke about the bill has not been enacted, so it does not need to be discussed at this point.

Vice Mayor Dawn Barlow asked who would be involved in mediation.

Town Attorney Ryan Knight spoke about a mediator, Funoe LLC's representative, their counsel, Town Manager, Town Attorney, and the Town's lawyer, Elizabeth Harris. The Commission would have to vote on any type of settlement.

Vice Mayor Dawn Barlow spoke about how it would make legal sense to support mediation.

Commissioner Anna Butler spoke about there was a previous settlement.

Town Attorney Ryan Knight spoke about the shed case that was involved in a settlement, and a separate lawsuit is based upon that settlement. Any agreement can be breached.

Commissioner Anna Butler spoke about how a settlement really isn't a settlement.

Town Attorney Ryan Knight spoke about the 3 cases would be over forever if they were settled.

Mayor Alison Dennington spoke about doubting that mediation is on the table at all. Spoke about a declaratory judgment.

Town Attorney Ryan Knight spoke about this pending litigation, which is why the details are not being discussed right now.

Mayor Alison Dennington spoke about taking this up in November after the election.

Commissioner Robert Baldwin made a motion to allow Attorney Knight to tell us what the settlement offer was here in the room tonight, and then we can decide where to take it from there; Commissioner Anna Butler seconded;

Commissioner Tim Reed confirmed the motion is to hear the offer, not to make any decisions.

Town Attorney Ryan Knight spoke about the Commission having time to make a decision.

Mayor Alison Dennington verified the Commission can choose to do a shade meeting or not.

Tina Coppock – 505 Avenue B – Spoke about the Mayor needs to stop talking and pass the gavel. She has insider information as she is Funoe, LLC. The other Commissioners still have no idea what the settlement offer is, but the Mayor has the details because she is acting as Funoe, LLC, not as the Mayor. How do we know she will stick to the settlement.

Mayor Alison Dennington spoke about abstaining from the vote due to a conflict, as she is a principal of the LLC, passing the gavel, and filing the form.

Motion carried 4-0, with Mayor Alison Dennington abstaining.

Town Attorney Ryan Knight spoke about the settlement offer to resolve the 3 cases. The Town would have to agree to a confession of error in judgment in the appellate case, which is the shed case, and an admission that the Town breached the settlement agreement. In addition to that, all fees in the 3 cases would be paid by the Town in the amount of \$56,350.47 from August 28, 2024 to present. Additionally, the Town would have to issue an apology to Funoe, LLC This would be a condition upon mutual release. The cases would be dismissed with prejudice, meaning the cases would be prohibited from being brought again, and this would be contingent upon a written settlement agreement. The opposing counsel has agreed to keep this offer open until December 5, 2025.

Commissioner Robert Baldwin asked what the status of the 3 cases is.

Town Attorney Ryan Knight spoke about the appellate case, the Town filed a motion to dismiss in the shed case, and Funoe, LLC filed a motion to reconsider. That has been sitting in the court for 5-6 months.

Commissioner Robert Baldwin asked what the timeline is for the court to rule.

Town Attorney Ryan Knight spoke about Attorney Elizabeth Harris will file a motion to rule or set oral argument, which could take 2-3 months or 6-7 months.

Mayor Alison Dennington spoke about asking Attorney Elizabeth Harris to file a motion to rule exponentially increasing the fees.

Town Attorney Ryan Knight spoke about the breach of settlement case working both ways. If the Town prevailed, then they would be awarded fees.

Mayor Alison Dennington spoke about there being a lot more fees. The fees are only from the breach forward.

Town Attorney Ryan Knight spoke about the public records request case originally being scheduled for a hearing on December 5, 2025, but it was moved. Had initial disclosures of witnesses and people who might have information. He disagrees with the other side because they listed former and current employees, and about 20 people within the Town. If those requests for depositions were to go forward, he would file a motion with the court to prevent that. The third case is the breach of settlement case, and it is just sitting there.

Mayor Alison Dennington spoke about all of it is public, and you can go online and see the trial dates. Asked the Attorney to explain that there is no good faith exception if you didn't produce a record, even if you produce them later.

Town Attorney Ryan Knight spoke about the statute saying if it was not complied with by the Town, then the opposing party would be entitled to reasonable attorney fees. That is the weakest case. The cases are 3 separate cases.

Mayor Alison Dennington spoke about there is some relation between them.

Commissioner Robert Baldwin spoke about if mediation is not going to go anywhere, then stay the course. If the Town Attorney thinks we are strong on 2 of the 3 cases, stay the course.

Town Attorney Ryan Knight spoke about the Commission might want to have a shade meeting to have the appellate attorney come in and discuss that case. The only caveat is that it's not a usual shade meeting because you are going to have somebody from the other side sitting in.

Mayor Alison Dennington spoke about how the new commissioners will not be able to read the transcript if it is done before they are elected. There is a time in November when she will be gone, so the Commission could schedule the meeting.

Vice Mayor Dawn Barlow asked who would have access to a shade meeting transcript, and when would the new commissioners take office, if a shade meeting happens prior to the new commissioners taking their seats, do they have access once they are in the seats?

Town Attorney Ryan Knight spoke about how the transcripts would be public records at the conclusion of the litigation. Not aware of any situations or cases where that has occurred. He would seek an opinion from the Attorney General.

Commissioner Robert Baldwin asked if each Commissioner could contact Attorney Elizabeth Harris about the appellate case rather than having a shade meeting with a court reporter.

Town Attorney Ryan Knight spoke about how each Commissioner could contact Attorney Elizabeth Harris. At this point, the Commission can accept the settlement offer, counteroffer, reject the settlement offer, propose mediation, or just sit on this. Could call a special meeting or reach out to Elizabeth Harris.

~~A. Discussion on the regulation of short term rentals – Commissioner Anna Butler~~

Pulled to next month.

B. Discussion on developing an ordinance to address residential propane storage tanks –
Commissioner Tim Reed – 2:18:46

Commissioner Tim Reed introduced the agenda item. Explained that the Commission cannot discuss items outside of a public meeting, so he brought this forward to discuss large residential propane storage tanks. The primary aspect is to create a database of residential addresses for fire safety. Additionally, it would ensure property owners maintain the tanks, and they could institute a maximum size. Add this to the task list for the Fire Chief to provide feedback on this.

Mayor Alison Dennington asked if there are State regulations addressing this. We could not conflict with them.

Town Attorney Ryan Knight spoke about speaking with Dave Micka, who stated we would need to get an exemption from the State Fire Marshal. In his opinion, it would be unlikely that they would grant it. Additionally, it would be very difficult to implement and enforce because it involves private residences.

Mayor Alison Dennington asked to get the State requirements before she considers this.

Vice Mayor Dawn Barlow confirmed there was not a specific situation that brought this to light. Spoke about propane tanks need to go through permitting. Tanks that are leased, the company is responsible for them, and when they are filled, there are safety protocols. Spoke about residents who have gas tanks for recreational vehicles, fuel tanks for generators, and tanks for lawn equipment, so she is trying to figure out the practicality of all this.

Commissioner Anna Butler spoke about appreciating it being brought up, but thinks it is redundant, and there isn't a problem that is trying to be fixed. Received several emails from residents who opposed it and stated where does it end.

Commissioner Robert Baldwin spoke about how he contacted Indialantic Fire to see if the recent fire was impacted by a propane tank, and they said no. They contact the big propane companies to get a list of properties they service. The companies maintain/service the tanks when they fill them.

Mayor Alison Dennington asked about getting the existing codes and statutes. Could we look at limiting the number of tanks on a property? Asked the Town Manager to get the lists from

the propane companies. We could task the Technology Board to do a search of the propane tanks listed in the online permitting. It would be good to have a list of these.

Commissioner Tim Reed spoke about creating the list as a starting point.

Commissioner Tim Reed made a motion that we evaluate the resources we have available for determining the number and addresses for large propane tanks in Town; Commissioner Robert Baldwin seconded;

Mayor Alison Dennington read a Public Comment submitted by **Linda Swensen – 217 Surf Rd –** *Opposed to this because propane tanks are not a safety issue, they are routinely inspected and monitored by gas and generator companies, adding a yearly fee when the Town was already paid for the permit, and this is a waste and burden on the fire department personnel.*

Tina Coppock – 505 Avenue B – *Spoke about being opposed to this, and where does it stop. The Commission has no business regulating what residents do in their backyards.*

Motion carried 5-0.

C. Discussion on Low Impact Development Conference – Town Manager Lisa Frazier – 2:43:07

Town Manager Lisa Frazier spoke about the Marine Resources Council's conference, and most municipalities that are interested in alternative ways to retain stormwater attend. Get with her if anyone is interested in attending.

Mayor Alison Dennington spoke about how she is going to a lot of things but would like Commissioner Tim Reed to attend.

Commissioner Tim Reed spoke about how he is mostly interested in the second day.

Mayor Alison Dennington spoke about reaching out to the Environmental Advisory Board members. Ask if canopy trees can be worked into water retention?

Vice Mayor Dawn Barlow spoke about EAB hosting a Nature Day Event every year.

D. **Approval of the September 3, 2025 second Special Town Commission Meeting minutes – 2:51:43**

Was Consent Agenda Item A.

Mayor Alison Dennington spoke about on page 10 would like formula error in quotes and add the numbers. Page 11 related to the Commission can have an audit done, add the code section that was cited. Page 12 when the Mayor talks about if the Fire Chief leaves, we look for a new one and rebuild the department, add we don't want him to, but if he does. Page 14 it says "any fraudulence" which is not a word, so it should just say fraud. Page 15 strike the citing to the website because it is a political website. That is it for that set of minutes.

Commissioner Tim Reed spoke about it being more expedient to provide the Town Clerk with a marked-up version.

Commissioner Anna Butler spoke about getting the minutes pretty quickly and then writing an email to the Clerk.

Mayor Alison Dennington spoke about previously taking the time to redline minutes and then they weren't approved. Is she going to go through the trouble of redlining them and then not having them done or bring them up at the meeting. There have been a ton of meetings lately. Table them, and then she can work with the Clerk to redline them.

Town Manager Lisa Frazier spoke about the Mayor providing them marked up, and then the Clerk can do tracked changes on them.

Commissioner Tim Reed made a motion to table the proposed edits to the meeting minutes for items A, C, E, F, G of the Consent Agenda; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm Ave – Spoke about loving tracked changes, but asked about the legality of it.

Motion carried 5-0.

- E. Approval of the September 10, 2025 second Special Town Commission Meeting minutes

Was Consent Agenda Item C. Tabled as part of the motion during New Business Item D.

- F. Approval of the September 17, 2025 first Special Town Commission Meeting minutes

Was Consent Agenda Item E. Tabled as part of the motion during New Business Item D.

- G. Approval of the September 17, 2025 second Special Town Commission Meeting minutes

Was Consent Agenda Item F. Tabled as part of the motion during New Business Item D.

- H. Approval of the September 17, 2025 Regular Town Commission Meeting minutes

Was Consent Agenda Item G. Tabled as part of the motion during New Business Item D.

- I. Updated fee schedule for 2026 from BSE Consultants – 2:01:12

Town Attorney Ryan Knight spoke about the contract providing that the fee schedule can be updated by the firm once per calendar year. Spoke about this fee schedule is for 2026, and there is about a \$10.00 increase on some items compared to their 2025 fee schedule.

Mayor Alison Dennington asked for copies of the executed contracts and confirmed this is a notification and does not require a vote.

J. Letter of Fuel/collection, and recycle processing fee adjustment from Waste Pro – 2:05:10

Bring back next month with additional data.

Recess 9:12 pm – 9:19 pm

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

Interim Town Manager Lisa Frazier
Town Attorney Ryan Knight
Town Clerk Amber Brown

12. Finance/Budget Report – 3:11:19

Mayor Alison Dennington spoke about how the SAFER grant is held up because of the Federal government shutdown. Proposed having the Town Manager draft a letter to our Representatives to request guidance from FEMA. The concern is that hiring now would put the grant at risk.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion to authorize that we send a letter as the Town and on behalf of the Town's Fire Department highlighting the governments shutdown effects on our small Fire Department, as well as fire departments probably all over throughout the country because everyone is waiting on grants, the potential of them, everyone is held up and that we respectfully request that our State Legislators and our US Senators and local representatives call on FEMA to issue guidance that says that municipalities can go forward with some of their budget and sort of personnel decisions, and that if they are granted the FEMA grant, which were already supposed to have been awarded by now, but that they will not be penalized, that they'll still be eligible, so that cities can move forward on the budgets that they've passed; Commissioner Robert Baldwin seconded;

Frank LaGrassa – 412 First Ave – Spoke about not having a referendum on paid firefighters. The Fire Department has a conflict with providing information on this topic and recruiting.

Motion carried 5-0.

Commissioner Tim Reed spoke about how the Town is now operating in the Fiscal Year 2026 budget. Page 246, Ocean Park parking, grew from 2024 to 2025, but Ryckman Park parking decreased from 2024 to 2025. Wondered what happened at Ryckman Park, and to be aware of the reliability of the revenue stream.

Town Manager Lisa Frazier spoke about the possibility that the parking stickers are affecting revenue collected at Ryckman Park, whereas Ocean Park revenue would not change.

Mayor Alison Dennington spoke about people parking at Ryckman, particularly on Friday nights, without paying and without stickers. Asked if the Police Department is ticketing on Friday nights. Spoke about having a seasonal parking rate.

Commissioner Anna Butler made a motion to approve the finance report; Vice Mayor Dawn Barlow seconded; Motion carried 4-1, with Mayor Alison Dennington dissenting

13. Town Staff/Board Reports

A. Technology Advisory Board – 3:27:26

Chairman Bruce Larson spoke about the evaluation and recommendation of EMS Software Solution, Inc.

Board Member Marc Lower spoke about how the Deckard Technologies software is very slick. The goal is to get to 99% compliance level. Has a meeting with the Code Officer and Deckard to go through the process. Part of this is to establish the process.

Mayor Alison Dennington asked for suggestions related to prioritizing short-term rentals.

Board Member Marc Lower spoke about the components and capabilities of Deckard Technologies.

Commissioner Tim Reed asked if there is a query that the Board can build to help the staff, and another issue is reporting.

Board Member Marc Lower spoke about how the Board can help, and the dashboard is available all the time. The reports depend on what metrics we want to track.

Vice Mayor Dawn Barlow spoke about prioritizing this, but she voted against the motion because she did not like the wording of it. Appreciates everyone's efforts to push this forward.

Mayor Alison Dennington asked if the software could provide reports that were difficult to get before.

Chairman Bruce Larson spoke about how we use the software, and that it can do reports.

Commissioner Robert Baldwin asked if this has a public-facing portal, and whether is it self-serve.

Commissioner Tim Reed asked about the status of getting a Special Magistrate.

Town Attorney Ryan Knight spoke about how he has not heard back from Weiss Serota to see if they have another attorney who could be our magistrate. The next step is to reach out to the previous magistrate at her new firm.

Mayor Alison Dennington spoke about wanting to hire someone local to temporarily fill the Special Magistrate position. Spoke about the short-term rental enforcement process and responsibilities. Could the Technology Board come up with a list?

Bruce Larson spoke about how the Board can report on the capability and ease of use of the Deckard Technology software.

B. Building Department – 3:57:52

Town Manager Lisa Frazier spoke about not having a permit tech at the moment, so we asked C.A.P. for one. The C.A.P. Government contract has been completed. The next day, they came and did the scheduled inspections and provided a temporary permit tech.

Mayor Alison Dennington appreciated getting all the details and getting everything done.

Vice Mayor Dawn Barlow confirmed there is not too much of a backlog.

Mayor Alison Dennington spoke about the previous Code Enforcement Officer Fritz Reiser came back for the vacation rental code enforcement position.

Town Manager Lisa Frazier spoke about how the Town has received one application for the permit tech position and one application for the part-time code enforcement.

Commissioner Anna Butler spoke about the attractive nuisances that have gone by the wayside. Spoke about Avenue A, there are 3 properties that are not inhabited and are completely overgrown and out of control.

Vice Mayor Dawn Barlow spoke about adding a follow-up with the person who files a code enforcement complaint.

Mayor Alison Dennington spoke about adding a confirmation number when you submit a code complaint online.

Town Attorney Ryan Knight spoke about the Town is still under contract with a law firm for the Special Magistrate.

C. Public Works Department – 4:06:43

Town Manager Lisa Frazier spoke about a ride along to look at issues, including flooding. The Riverview project is out for bid and closes November 13th. That road has a portion that is collapsing and another area that is sinking. Basin 1 improvements: they are communicating with Atlantic Development to get the schedule for the project. Discussed the Basin 1 project. Working on a vulnerability assessment with Brevard County through the MRC, which is free. A local resident, Kelsey Mack from Applied Ecology, offered to do a community educational outreach meeting on vulnerability assessments and storm surge on November 5th. This is important for better opportunities to receive coastal resiliency infrastructure grants from DEP.

Commissioner Tim Reed asked for an update on the Riverview seawall project.

Town Manager Lisa Frazier spoke about it not moving much further. They have been working on Basin 1, and then Anchor Key had a collapse in the road.

Commissioner Tim Reed spoke about the report indicating the boards on the pier need attention, and this is the first time this has been brought up. How did this just come up? The budget only has \$1,500 for pier maintenance. Would like more information and costs.

Mayor Alison Dennington spoke about being unhappy with how things come up and are done as an emergency without follow-up to the Commission.

Vice Mayor Dawn Barlow commended the Public Works Department for the attention to keep the roads clear and drains clean, as there has been a lot of stormwater. To her knowledge, there has not been any damage due to the volume of water.

D. Code Enforcement – 4:19:44

Mayor Alison Dennington spoke about following up on the Sands on the Beach case.

E. Fire Department – 4:20:28

Commissioner Anna Butler spoke about how the push-in ceremony was a great event and restored faith in humanity. Thanked Jason Judge for donating the towels, and the Fire Department for all their efforts.

Vice Mayor Dawn Barlow appreciated the Community Event and all the volunteers' efforts.

Commissioner Tim Reed asked if the new engine is ready to be used.

Town Manager Lisa Frazier spoke about the new truck not being ready because there is some transferring of items from the old truck to the new truck.

Commissioner Tim Reed asked about the sale of the old fire truck. Previously thought the Town was selling 2 trucks, but now it looks like only one truck is being sold. That would be a budget surprise. The sale of the vehicles was a key component in the budget.

Mayor Alison Dennington spoke about being in a holding pattern because of the FEMA grant due to the government shutdown.

Town Manager Lisa Frazier spoke about if we hire 6, then we would sell both trucks, but if we only hire 3, then we would only sell one truck and keep the mini pumper.

Commissioner Tim Reed spoke about how that does not align with the way the budget was laid out. Spoke about the sale of the old fire truck, and if the Fire Chief does not have the time, then he should be getting with the Town Manager.

Mayor Alison Dennington spoke about how the Fire Chief is probably swamped. The kids really enjoyed Fire Prevention Week.

F. Police Department – 4:32:53

No additions.

G. Town Clerk – 4:32:57

Commissioner Tim Reed asked if we have the cost for the election yet.

Town Clerk Amber Brown spoke about how they do not provide the cost, but previously, they said it would only be an additional cost for any extra pages.

H. Town Attorney – 4:35:13

~~1. Discussion on settlement offer from Funco, LLC for all outstanding cases in litigation.~~

Moved to New Business Item A.

Town Attorney Ryan Knight spoke about how some municipalities have 2 scheduled meetings per month in order to reduce the number of special meetings and shorten meeting length.

Mayor Alison Dennington spoke about how Commissioner Anna Butler previously brought up having a time limit. If there are 2 voting meetings, then we could have a cut-off for the length of meetings and push the remaining items for 2 weeks.

Town Manager Lisa Frazier spoke about how that would cut down on police overtime as well, and shorten meetings, so it would be really helpful.

Mayor Alison Dennington confirmed it could be done by Resolution.

I. Town Manager – 4:41:53

No additions.

14. Commission Reports – 4:42:22

Commissioner Anna Butler spoke about not being a proponent of short-term rentals, although she has been accused of being so. Put this on the agenda because residents are concerned about short-term rentals and disagree with the Town Attorney's legal opinion with respect to the provisions of the Land Development Code. The Commission can decide whether to engage outside legal review in order to end the debate and move forward.

Vice Mayor Dawn Barlow thanked everyone for trusting her to be on the Commission. Thanked the Town Staff for everything they do. Values the diverse perspectives and spirited discussions among the Commission. Proud of the efforts taken and applaud everyone who contributes to the Town. Thanked the volunteers who are the backbone of what makes the Town so special.

Mayor Alison Dennington spoke about FLC meetings have started, encouraged everyone to use the property tax toolkit, appreciates all of the Commissioners' service, as to the Fire Dept., voted for it to save the department for a year, then educate the public, and then do a referendum. Thanked the Town Clerk and spoke about public records requests that she put in abeyance, and others that she canceled.

15. Task List

Owner Occupied Short-Term Rentals – Next Month

StormReady – Chief Zander will be running point on this – Next Month

Toxic Workshop Survey – Survey closed on September 29th, responses pending review by the Town Manager – Next Month

Building Maintenance Calendar – Commissioner Reed will get with Public Works – Next Month

Large Pump – Incorporate this into the stormwater plan – December

Public Records Requests – not discussed

451 Riverview Lane – not discussed

16. Adjournment

Vice Mayor Dawn Barlow made a motion to adjourn; Commissioner Anna Butler seconded; Motion carried 5-0.

Meeting adjourned at 11:16 PM.

ATTEST:

Alison Dennington
Mayor

Amber Brown, CMC
Town Clerk

Town Commission Meeting

Section: 9. Consent Item C.

Meeting Date: November 19, 2025

From: Town Manager

RE: Waste Pro Annual Rate Increase Request

Background Information:

The Town of Melbourne Beach entered into an agreement with Waste Pro in May of 2010 following an RFQ in 2009. The contract term was for seven (7) years and has been extended two times (2016 and 2024). The contractor has the right to increase fees on an annual basis.

Recommendation: Approve the rate increase request.

Attachments: 2024 Renewal

2025 Rate Increase Request

**RENEWAL AND AMENDMENT TO CONTRACT BETWEEN THE
TOWN OF MELBOURNE BEACH AND WASTE PRO**

This renewal and amendment to the contract is entered into by and between the Town of Melbourne Beach (hereinafter referred to as "Town") and Waste Pro of Florida, Inc. (hereinafter referred to as "Contractor") on this 1st day of May 2024.

WHEREAS, the Town and the Contractor previously entered into an exclusive contract for Contractor to provide solid waste collection services within the Town effective May 1, 2010 expiring on April 30, 2024;

WHEREAS, the parties intend for this renewal and amendment to be binding and incorporated into the contract documents;

WHEREAS, Section 5.A. Duration of Contract of the original contract is hereby amended as follows: "The contract shall be for a seven (7) year period beginning on May 1, 2024 and ending seven (7) years thereafter on April 30, 2031, unless terminated or breached at an earlier date."

WHEREAS, the Commission finds that forgoing an RFP and continuing the existing contract with the Contractor, subject to the terms and conditions of this renewal and amendment as well as the original contract, is in the public interest and will protect the public health, safety and welfare;

NOW, THEREFORE, in consideration of the premises and the mutual promises and undertakings herein contained, and for other good and valuable consideration which the parties acknowledge, the parties agree as follows:

Rate Sheet Attached

(two pages)

Replaces Exhibit H

of the Original

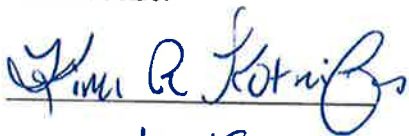
Agreement

*Town of Melbourne Beach
Renewal and Amendment to Contract for Waste Services
Page 3 of 3*

SAVE AND EXCEPT as expressly amended herein, all other terms and provisions of the original Contract, as amended, between the parties, effective May 1, 2010, shall be and remain in full force and affect.

IN WITNESS WHEREOF, the parties have caused this Renewal and Amendment to the Contract to be executed for the uses and purposes therein expressed on the day and year first above-written.

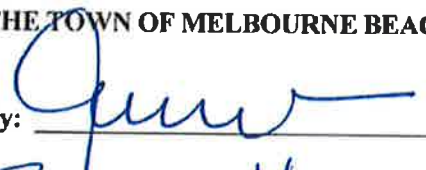
WITNESSES:



Kim Kotsifas

Date: 5/1/2024

THE TOWN OF MELBOURNE BEACH

By: 

Print Name and Title

Elizabeth Masare
Town Manager

Date: 5/1/2024

ATTEST:

Print Name and Title

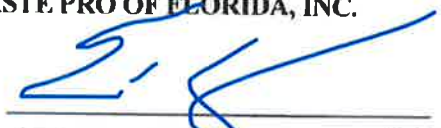
Date: _____

WITNESSES:

Print Name and Title

Date: _____

WASTE PRO OF FLORIDA, INC.

By: 

Erik Sankey-RVP

Print Name and Title

Date: 10-22-2024

2024.05 Melbourne Beach - Contract Renewal Rates
Print Date: 4/19/2024

	Fuel	CPI
Jul-23	4.149	0.000
Dec-23	4.146	0.000
	(0.0007)	0.0000

2 x per week Residential curbside refuse collection
1x per week collection of Yard Trash
1x per week collection of Recycling
1 x per week of bulk collection component
Total: 2x per week Residential Collection:
Monthly Cost for third totor:

May-24			
Collection	Fuel	RPF	Monthly
2xG	\$17.72	\$1.74	\$19.46
1xY	\$3.97	\$0.40	\$4.37
1xR	\$8.05	\$0.61	\$9.45
1xB	\$1.55	\$0.17	\$1.72
Residential Collect:			\$35.00
Monthly Cost for Third Totor:			\$7.96

1x per week Residential curbside refuse collection
1x per week collection of Yard Trash
1x per week collection of Recycling
1 x per week of bulk collection component
Total: 1x per week Residential Collection:
Monthly Cost for third totor:

Collection	Fuel	RPF	Monthly
1xG			
1xY			
1xR			
1xB			
Residential Collect:			\$0.00
Monthly Cost for Third Totor:			

Centralized Multi-Family Recycling collection totor:
Total: Multi-Family Per Unit:

Collection	Fuel	RPF	Monthly
MF-R	\$7.69	\$1.15	\$9.45
Total: Multi-Family Per Unit:			\$9.45
(This is to be a Per Unit Price)			

Front Load "Dumpster"
Per Cubic Yard: Per collection
Total per cubic yard per collection:

Collection	Fuel	PCY
FEL	\$8.90	\$1.08
		\$9.98

Commercial Totor:
Total per Commercial Totor Monthly:

Collection	Fuel	Monthly
Com-Totor	\$53.04	\$5.65
		\$58.69

Commercial Hand Pickup:
Total Commercial Hand Pickup Monthly:

Collection	Fuel	Monthly
CHP	\$53.04	\$5.65
		\$58.69

Wheels on containers:
Locks & Locking Bars:

Monthly
Wheels
Locks

Front Load Rental
2 CUBIC YARD
3 CUBIC YARD
4 CUBIC YARD
6 CUBIC YARD
8 CUBIC YARD

Rental	Monthly
2 CY	\$33.36
3 CY	\$38.09
4 CY	\$42.87
6 CY	\$52.41
8 CY	\$61.94

2024.05 Melbourne Beach - Contract Renewal Rates
Print Date: 4/19/2024

	Fuel	CPI
Jul-23	4.149	0.000
Dec-23	4.146	0.000
	(0.0007)	0.0000

Roll Off Compactors, per pull, disposal pass thru to customer:
Total per pull excluding disposal cost:

**VIP COMPACTOR FRONT
LOAD CONTAINER
COMMERCIAL CONTAINER
COLLECTION AND
DISPOSAL RATE**

Front Load Compactor PCY:
Total per cubic yard:

**CONTAINER MONTHLY
RENTAL**

Front Load Compactor Container:
Roll Off 17 Cubic Yard:
Roll Off 25 Cubic Yard:
Roll Off 34 Cubic Yard:
Roll Off 35 Cubic Yard:
Roll Off 40 Cubic Yard:

May-24		
Collection	Fuel	Per Pull
\$333.63	\$41.37	\$375.00

	Collection	Fuel	PCY
FL VIP	\$17.80	\$2.16	\$19.96
	Per Cubic Yard		

Compact Rental	Monthly
VIP	\$411.75
17 CY	\$598.90
25 CY	\$673.76
34 CY	\$748.64
35 CY	\$748.64
40 CY	\$823.49



August 21, 2025

Ms. Elizabeth Mascaro
Town Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951-2523

Re: Intent to Request Fuel/Collection Component, and Recycle Processing Fee Adjustment

Dear Ms. Mascaro

Pursuant to the "Renewal and Amendment to the Contract Between the Town of Melbourne Beach and Waste Pro", Waste Pro is required to provide a letter of request for a fuel component and recycle processing fee adjustment. Please accept this letter as notice to satisfy required submittal.

$$\text{Fuel Adjustment} = \frac{\text{Jan-Jun 2025} - \text{Jul-Dec 2024}}{\text{Jul-Dec 2024}}$$

$$0.21\% = \frac{3.5788 - 3.5712}{3.5712}$$

$$\text{Recycle Processing Fee} = \frac{(\text{Bi-Annual Processing Fee Cost} / \text{Average Household Count})}{\text{Six Months}}$$

$$\$1.56 = \frac{(\$12,224 / 1,307)}{6}$$

Waste Pro thanks you for your consideration of this matter.

Sincerely,

Dean Ulrich
Division Manager
Waste Pro of Florida, Inc.
Mobile: 321-302-0218
dulrich@wasteprousa.com

Town Commission Meeting

Section: 9. Consent Item D.

Meeting Date: November 19, 2025

From: Town Attorney

RE: Special Magistrate Agreement

Background Information:

The former Special Magistrate for Melbourne Beach, Kristin Ottinger, now with Bryant Miller Olive (the “BMO”), wishes to continue her service to the Town. Attached please find the Contract Agreement proposed by same.

Recommendation: Approve

Attachments: Agreement for Legal Services

November 6, 2025

Lisa Frazier, City Manager
Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Re: Special Magistrate for Melbourne Beach

Dear Lisa:

Thank you for considering Bryant Miller Olive (the “BMO”) for purposes of providing services to the Town of Melbourne Beach (“TOWN”). Our scope of services will include assigning an attorney to act as a special magistrate for code enforcement and related legal matters.

While we do not wish to be overly formal with you, it is our custom and practice to confirm in writing the terms of the professional relationship we are establishing, including the identity of our client, the nature and scope of our professional undertaking and the essential business terms of our relationship. This letter, and the attached Exhibit A, set forth such terms.

BMO will provide services in this instance at our customary rate of \$275 per hour for the general magistrate/attorneys working on the matter and \$125 for paralegals. In addition to the hourly rate, BMO will invoice for reimbursement for actual costs incurred, such as printing or photocopies, international telephone charges, travel expenses, and expedited delivery charges. Any travel expenses will be reimbursed in accordance with Section 112.061, Florida Statutes.

Our fees will be billed by single entry timekeeping and do not include “out of pocket” costs, such as filing fees, court reporting costs, Westlaw charges, publication costs, travel expenses, overnight courier costs, postage, copying, etc. Such costs will be in addition to our fees. Costs and fees incurred will be billed monthly.

The TOWN may cancel or terminate this engagement upon written notice to BMO. In the event of termination of this engagement, BMO will immediately cease work acting as a special

magistrate and shall be reimbursed for eligible and documented time and reimbursable expenses incurred prior to the notice to stop work.

If the terms of this engagement, together with Exhibit A, are agreeable please indicate by having the appropriate TOWN officials sign below and returning a copy of this letter.

We look forward to working with the Town of Melbourne Beach. Should you have questions concerning this engagement, including the attachment, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jennifer Cowan', with a horizontal line extending to the right.

Jennifer Cowan, Shareholder

EXHIBIT "A"**AGREEMENT FOR LEGAL SERVICES**

THIS AGREEMENT FOR LEGAL SERVICES is entered this ____ day of November, 2025, between Bryant Miller Olive, P.A., a Florida profit corporation (hereinafter the "CONTRACTOR"), and the Town of Melbourne Beach, a Florida municipal corporation (hereinafter the "TOWN"). This Agreement shall bind the parties upon its execution by their representatives and shall become effective upon the date of the last signature.

RECITALS:

WHEREAS, this Agreement is entered into for the purposes of setting forth the duties and responsibilities of the CONTRACTOR and compensation to be paid for performance of said duties; and

WHEREAS, the CONTRACTOR has the expertise necessary to perform the duties and responsibilities outlined in this Agreement.

WHEREAS, the services that CONTRACTOR will provide are limited to the role identified in the accompanying letter. Any changes in the scope of services described in the letter must be approved in writing. The CONTRACTOR will provide services of a strictly legal nature related to the matters described in that letter. The TOWN will provide us with the factual information and materials we require to perform the services identified in the letter, and you will make such business or technical decisions and determinations as are appropriate.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the parties agree as follows:

ARTICLE 1. **ENGAGEMENT OF THE CONTRACTOR**. The TOWN hereby appoints

and engages Kristin Ottinger, an attorney in the CONTRACTOR firm, to serve as Code Enforcement Special Magistrate, and Kristin Ottinger agrees to serve as the same. The CONTRACTOR agrees to perform the services set forth below. The CONTRACTOR understands and agrees that all services contracted for are to be performed by the CONTRACTOR or under the CONTRACTOR's direction, and this Agreement may not be assigned without the prior consent of the TOWN's Town Commission. The CONTRACTOR shall be bound by the requirements of Section 112.313(2), (4), (5), (6), and (8), Florida Statutes.

ARTICLE 2. SCOPE OF SERVICES. The CONTRACTOR agrees to perform certain professional legal services more particularly as follows:

- A. Undertake such powers and duties as set forth in Sections 11-15 *et seq.*, Town Code of Ordinances of the Town of Melbourne Beach;
- B. Adopt rules as appropriate for the conduct of code enforcement violation hearings;
- C. Issue subpoenas for alleged violators and witnesses to code enforcement violation hearings. Subpoenas may be served by the County Sheriff or the town's Police Department;
- D. Issue subpoenas for evidence for code enforcement violation hearings;
- E. Take testimony under oath;
- F. Perform such legal research as may be necessary and appropriate in support of the Special Magistrate's duties; and
- G. Issue orders having the force of law to command whatever steps are necessary to bring a violation into compliance.

ARTICLE 3. TIME OF PERFORMANCE. This Agreement shall begin on November 5, 2025, and shall continue until November 1, 2026, subject always to the existence of annual appropriations to be made at the discretion of the TOWN Commission. Provided further, that the TOWN shall have two one-year options to extend this Agreement.

ARTICLE 4. CONSIDERATION.

A. Compensation - Attorney's Fees. Fees shall be compensated as follows:

1. Commencing on November 5, 2025: \$275.00 per hour for attorney time; and \$125.00 per hour for paralegals of the above practice.
2. Commencing on November 5, 2026, and each November 1st thereafter during the term of this Agreement or any extensions thereof, rates may be increased by the CONTRACTOR by not more than 5%.
3. Except as provided above, compensation of attorney hours will be for actual time spent providing attorney services to the TOWN.
4. Premium rates will not be paid for overtime work. A minimum charge for attendance at a meeting at one time shall be .5 hour plus actual travel.
5. Telephone conversations will be billed as follows. For a telephone call made by the CONTRACTOR but not reaching the person called or leaving a message to call back, no charge shall be made. For a short, connected telephone conversation, a minimum charge of .2 hours or two-tenths of an hour time will be made. A short telephone conversation is a telephone conversation wherein the CONTRACTOR is actually connected to the person called or a substitute, which

conversation lasts 12 minutes or less. For telephone conversations lasting in excess of .2 hours or 12 minutes, the call will be charged based on the actual time spent on the telephone conversation, expressed in tenths of an hour.

6. Travel, for purposes of attendance at meetings, initiated from a location outside of the Melbourne Beach/Indian Lantic area shall be compensated at the foregoing rate, in addition to any fees for mileage (if any), at a rate as follows: (if any), at a rate as follows: actual time on the roadway.

B. Costs.

1. Reimbursement by the CONTRACTOR of costs, by the TOWN, for such items as exhibits, transcripts, computerized research, copying, long distance telephone, printed library materials, long distance courier, and witness fees will be at cost to the CONTRACTOR. The TOWN shall not pay for firm surcharges added to third party vendor charges.

2. Routine expenses such as office overhead, local phone calls, local facsimile transmissions, routine postage, local travel expenses, local courier, word processing, clerical or secretarial services are overhead and will not be separately compensated.

3. Non-routine office overhead expenses such as long-distance facsimile transmissions, bulk mailings, bulk third party copying, blueprints, x-rays, photographs and travel must be justified to the TOWN and will be paid by the TOWN upon acceptable documented third party vendor receipts. In-house

bulk mailings and bulk copying expenses must be supported by usage logs or similar documentation. Firm surcharges are not reimbursable.

4. Exceptional non-routine office expenses (in excess of \$1,000) must be expressly approved in writing by the TOWN before being incurred.

C. Billing Format.

1. Billing for services performed shall be on not less than a monthly basis and payment issued in accordance with the Local Government Prompt Payment Act.

2. Billable hours shall be measured in one-tenth hour increments. For example, attendance at a TOWN lasting 66 minutes shall be recorded on billings to the TOWN as 1.1 hours. All time exceeding any one-tenth hour increment shall be rounded up to the next highest one-tenth hour increment. For example, a telephone call lasting 14 minutes would be rounded up to .3 hours, and the billings to the TOWN would depict the telephone call as being billed for .3 hours. Except as otherwise provided herein, compensation of attorney hours will be for actual time spent providing services to the TOWN.

3. Each statement for fees and costs shall be submitted in one copy, after the services have been rendered, in a format that includes, at a minimum, the following information:

- a. Inclusive dates of the month covered by the invoice;
- b. Itemization of the date; hours billed; a concise, meaningful

description of the services rendered, with sufficient detail to enable the TOWN to evaluate the services rendered and costs; the person(s) who performed the services for each day during which the CONTRACTOR performed work; their hourly rate (if hourly) as specified above.

D. Sales Tax. The TOWN is exempted from payment of Florida state sales and use taxes and Federal Excise tax. The CONTRACTOR, however, shall not be exempted from paying Florida state sales and use taxes to the appropriate governmental agencies or for payment by the CONTRACTOR to suppliers for taxes on materials used to fulfill its contractual obligations with the TOWN. The CONTRACTOR shall not use the TOWN's exemption number in securing such materials. The CONTRACTOR shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement. Said sales and use or excise taxes may be submitted for reimbursement to the TOWN. The CONTRACTOR shall be responsible and liable for the payment of all its FICA/Social Security and other taxes resulting from this Agreement.

E. The CONTRACTOR shall not pledge the TOWN's credit or make the TOWN a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

F. Because the terms of this Agreement extend beyond the current fiscal year, the TOWN's performance and obligation to pay for future fiscal years under this contract is contingent upon an annual appropriation by the TOWN Governing Board.

ARTICLE 5. DOCUMENTATION.

A. The CONTRACTOR shall submit written invoices no less often than monthly. All invoices shall be submitted to the TOWN's Town Manager at the offices of the TOWN as set forth in the preamble to this Agreement or as subsequently changed by the TOWN.

B. The CONTRACTOR shall maintain a file(s), available for inspection by the TOWN, containing documentation of costs and fees incurred in connection with this Agreement. The file(s) shall be maintained for a period of at least five (5) years after the cost or fee is incurred by the CONTRACTOR, unless otherwise notified in writing by the TOWN specifying the document to be maintained.

ARTICLE 6. PUBLIC RECORDS.

A. The CONTRACTOR shall comply with all applicable public records laws, including but not limited to Chapter 119, Florida Statutes, specifically to: (1) Keep and maintain public records that ordinarily and necessarily would be required by the CONTRACTOR in order to perform the service; (2) Comply specifically with the provisions of Section 119.0701, Florida Statutes; and (3) Meet all requirements for retaining public records and transfer, at no cost, to the CONTRACTOR all public records in possession of the CONTRACTOR upon termination of the contract and to destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the TPO.

B. Anything, by whatsoever designation it may be known, that is produced by or developed in connection with this Agreement shall remain the exclusive property of

the TOWN and may not be copyrighted, patented, or otherwise restricted as provided by Florida Statutes. Neither the CONTRACTOR, nor any other individual employed under this Agreement, shall have any proprietary interest in any product(s) delivered under this Agreement. The reasonable cost of preparing and photocopying the documents for the TOWN may be charged for said services.

C. Upon request from the TOWN's custodian of public records and except as otherwise provided herein, the CONTRACTOR shall provide the TOWN with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the charge provided by Chapter 119, Florida Statutes, as amended from time to time, or as otherwise provided by law.

D. Any final compensation due to the CONTRACTOR may be withheld until all records are received as provided herein. The CONTRACTOR's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the TOWN.

E. Section 119.0701(2)(a), Florida Statutes, Disclosure.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS.

Custodian of Records: Amber Brown, Town Clerk
Mailing address: 507 Ocean Avenue, Melbourne Beach, Florida 32951
Telephone number: (321) 724.5860
Email: Townclerk@melbournebeachfl.org

The name of the Custodian of Records, telephone number, or addresses, set forth in this Agreement may be unilaterally changed from time to time by giving notice to the other party to

this Agreement.

F. Disclosure of Public Records.

1. The term "public record" as used in this Article shall include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Although the foregoing items related to the TOWN as generated by or at the direction of the CONTRACTOR are "public records," a public record prepared by the CONTRACTOR or prepared at the CONTRACTOR attorney's express direction, which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or at the direction of the TOWN Special Magistrate in anticipation of threatened or pending litigation and which was prepared exclusively for civil or criminal litigation or for adversarial administrative proceedings, or which was prepared in anticipation of imminent civil or criminal litigation or imminent adversarial administrative proceedings, is exempt from disclosure under the Chapter 119, Florida Statutes, and s. 24(a), Art. I of the State Constitution, until the conclusion of the litigation or adversarial administrative proceedings. This exemption is not waived by the release of such public record to another public employee or officer of the TOWN or any person consulted by the CONTRACTOR attorney. Without the permission of the TOWN's Commission or the TOWN's Town Manager, public records subject to the foregoing exemption

shall not be released, except to the TOWN Governing Board or the TOWN's Town Manager or the TOWN's Town Attorney.

2. Except as otherwise provided by law, no TOWN public record that is confidential under Florida or federal law shall be released to other than the TOWN without the approval of the TOWN's Town Manager or the TOWN's Commission. No TOWN public record that is exempt from the public records law, Chapter 119, Florida Statutes, shall be released to other than the TOWN without the approval of the TOWN's Town Manager or the TOWN Governing Board or the TOWN's Town Attorney. When the CONTRACTOR seeks to withhold from the public any TOWN public record, the CONTRACTOR shall immediately contact the TOWN's Town Manager and seek a determination whether to release the record or not to a party requesting the same. The TOWN shall be responsible for all costs, compensation, and expenses related to the CONTRACTOR's withholding any public record from release to anyone.

3. When asserting the right to withhold a public record pursuant to this paragraph, the CONTRACTOR shall identify the statutory provisions authorizing the exemption.

ARTICLE 7. AUDIT RIGHTS. The TOWN reserves the right to audit the records of the CONTRACTOR related to this Agreement at any time during the prosecution of the work included herein and for a period of five (5) years after final payment is made for work performed pursuant to this Agreement. The CONTRACTOR agrees to provide copies of records in existence

which are necessary to substantiate payment requests to the TOWN as may be requested by the TOWN solely at the cost of reproduction.

ARTICLE 8. TERMINATION OF AGREEMENT.

A. In the event this Agreement is terminated for convenience or cause, all finished or unfinished documents, data, studies, correspondence, reports and other products prepared by or for the CONTRACTOR under this Agreement shall be made available to and for the exclusive use of the TOWN.

B. The TOWN may terminate this Agreement for any reason or for its convenience (without cause) by giving written notice to the CONTRACTOR, including the effective date of termination. The CONTRACTOR may terminate this Agreement for any reason or for its convenience (without cause) by giving thirty (30) days written notice to the TOWN, including the effective date of termination; provided, however, that in terminating this Agreement, the CONTRACTOR shall honor the provisions of Rule 4-1.16, of the Code of Professional Conduct of the Florida Bar.

ARTICLE 9. AMENDMENTS. Either party may, from time to time request changes under this Agreement. Such changes which are mutually agreed upon shall be incorporated in written amendments to this Agreement.

ARTICLE 10. AGREEMENT AS INCLUDING ENTIRE AGREEMENT. This instrument, including any attachments, embodies the entire Agreement of the parties. There are no other provisions, terms conditions, or obligations. This Agreement supersedes all previous oral or written communications, representations or agreements on this subject.

ARTICLE 11. INDEPENDENT CONTRACTOR. The CONTRACTOR is an

independent contractor consistent with the Code of Professional Responsibility and is not an employee of the TOWN. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the TOWN and the CONTRACTOR, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

ARTICLE 12. RELATIONSHIPS WITH OTHER CLIENTS. The CONTRACTOR is sometimes asked to represent a client with respect to interests that are adverse to those of another client who is represented by the CONTRACTOR in connection with another matter. Just as the TOWN would not wish to be prevented in an appropriate situation from retaining a law firm that competes with CONTRACTOR, the CONTRACTOR wishes to be able to consider the representation of other persons who may be competitors in the industry or who may have interests that are potentially adverse to the TOWN with respect to matters that are unrelated in any way to CONTRACTOR's services provided to the TOWN. The ethics rules that govern the CONTRACTOR permit us to accept such representations, assuming certain requirements are met.

During the term of this engagement, the CONTRACTOR agrees that it will not accept representation of another client to pursue interests that are directly adverse to the TOWN's interests unless and until CONTRACTOR makes full disclosure of all the relevant facts, circumstances, and implications of CONTRACTOR's undertaking the representation, and confirm to the TOWN in good faith that CONTRACTOR has done so and that the following criteria are met: (i) there is no substantial relationship between any matter in which CONTRACTOR is servicing or has represented the TOWN and the matter for the other client; (ii)

any confidential information that CONTRACTOR has received from the TOWN will not be available to the lawyers and other CONTRACTOR's personnel involved in the representation of the other client; (iii) CONTRACTOR's effective service to the TOWN and the discharge of our professional responsibilities to the TOWN will not be prejudiced by our representation of the other client; and (iv) the other client has also consented in writing based on the full disclosure of the relevant facts, circumstances, and implications of CONTRACTOR's undertaking the representation. If the foregoing conditions are satisfied, the TOWN agrees that CONTRACTOR may undertake the adverse representation and that all conflict issues will be deemed to have been resolved or waived by the TOWN.

ARTICLE 13. ADMINISTRATION OF AGREEMENT.

A. Contract administration shall be conducted from time to time for the CONTRACTOR by Kristin Ottinger. Contract administration shall be conducted from time to time for the TOWN by the Town Manager. All written and verbal approvals referenced in this Agreement (unless specified as being required to be obtained from the TOWN) must be obtained from the parties' contract administrators or their designees. From time to time either party may notify the other, making a unilateral change in the person named by said party as the contract administrator for said party. This contract shall be governed by and construed under the laws of the State of Florida.

B. Any attorney of the firm with whom the CONTRACTOR is affiliated may provide legal services under this Agreement to the TOWN, its officers and employees. The CONTRACTOR may refer work under this contract to attorneys in the CONTRACTOR's law firm or for limited or specialized tasks with the concurrence of the

TOWN's Town Manager or the TOWN's Commission, to other law firms; provided, that in no event shall the rate of compensation exceed the rate of compensation provided for pursuant to this agreement. No attorney of the CONTRACTOR's law firm may appear before the TOWN Governing Board or any committee of the TOWN or in any proceeding opposite the TOWN without the written approval of the TOWN's Town Manager or the TOWN's Commission or the TOWN's Town Attorney or as outlined in Section 12 above.

C. The names of the Contract Administrators or addresses set forth in this Agreement may be unilaterally changed from time to time by giving notice to the other party to this Agreement.

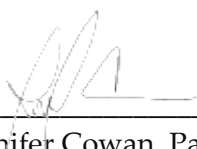
[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the undersigned parties have executed this Agreement on the date set forth below.

TOWN OF MELBOURNE BEACH

CONTRACTOR

By: _____
Lisa Frazier, Town Manager

By:  _____
Jennifer Cowan, Partner
Bryant, Miller, Olive, P.A.

ATTEST: _____
Amber Brown, Town Clerk

Anti-Human Trafficking Affidavit

Instructions: This form must be completed by an officer or representative of an entity entering into, renewing, or extending, a contract with the Town of Melbourne Beach.

The undersigned, on behalf of Bryant Miller Olive, PA ("Contractor"), hereby attests as follows:

- A.** Contractor understands and affirms that Section 787.06(13), Florida Statutes, prohibits the Town of Melbourne Beach from executing, renewing, or extending a contract to entities that use coercion for labor or services, with such terms defined as follows:
- **"Coercion"** means: (1) using or threatening to use physical force against any person; (2) restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will; (3) using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined; (4) destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person; (5) causing or threatening to cause financial harm to any person; (6) enticing or luring any person by fraud or deceit; or (7) providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.
 - **"Labor"** means work of economic or financial value.
 - **"Services"** means any act committed at the behest of, under the supervision of, or for the benefit of another. The term includes, but is not limited to, forced marriage, servitude, or the removal of organs.
- B.** Contractor hereby attests, under penalty of perjury, that Contractor does not use coercion for labor or services as defined in Section 787.06(2), Florida Statutes.

I, the undersigned, hereby represent that I make the above attestation based upon personal knowledge; am over the age of 18 years and otherwise competent to make the above attestation; and am authorized to legally bind and make the above attestation on behalf of Vendor. **Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true.**

Authorized Signature: Christopher B. Roe

Date: November 6, 2025

Printed Name: Christopher B. Roe

Title: Shareholder

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 6th day of November, 2025, by Christopher B. Roe, as Shareholder on behalf of the Contractor and is personally known to me

Travis L. Schroder

Signature of Notary Public



Travis L. Schroder
Comm.: HH 693067
Expires: Jul. 23, 2029
Notary Public - State of Florida

Travis L. Schroder

Name of Notary Typed, Printed or Stamped

Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the Environmental Advisory Board Volunteer
Application for Paula Ladd



Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment.

Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: Paula Ladd Home Phone: 321-698-5408

Home Address: 420 2nd Ave

Mobile Phone: 321-698-5408 Email Address: paulaladd54@gmail.com

Business Name: — Business Phone: —

Resume or Education & Experience (attach additional pages if necessary):

BS Biology Ed. Taught HS science for 21 years, including 12 year of Advanced Placement Environmental Science. Attended many trainings, including in-depth Env Science training at UF and Eckerd College.

Date of Birth: 11/24/1954 (optional; to verify voter registration)

Are you a registered voter of the town? ☒ YES ☐ NO

Are you a resident of the town? ☒ YES ☐ NO

Do you reside in the town for at least ten (10) months of each calendar year? ☒ YES ☐ NO

Do you hold a public office? ☐ YES ☒ NO

Do you currently serve on a Town board? ☐ YES ☒ NO

If yes, which board? —

Please check the board(s) on which you are interested in serving:

** no financial disclosure required

☐ Board of Adjustment

☐ History Center Board **

☐ Technology Advisory Board **

☐ Ryckman House Historical Preservation and Awareness Board **

☐ Planning and Zoning Board

☐ Police Pension Fund Board of Trustees

☐ Parks Board **

☒ Environmental Advisory Board **

☐ Other —

Why do you think you are qualified to serve on this board? Resident of Melbourne Bch since 1992. Well versed in Environmental impacts.

Would you consider serving on another board other than the one(s) you have selected above? ☒ YES ☐ NO

Signature: [Signature]

Date: 10/10/25

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: townclerk@melbournebeachfl.org

Town Commission Meeting

Section: Consent Agenda

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the Parks Board Volunteer Application for Marivi Walker



Town of Melbourne Beach

Town Board Volunteer Application

PLEASE NOTE: Members of the Board of Adjustment, Police Pension Board and the Planning & Zoning Board have the authority to commit Town funds and resources and/or to make decisions/recommendations that affect zoning, building and land use applications and legal standing. To ensure that members of these Boards provide the most informed and consistent information and resultant recommendations to the Commission, the Commission would like to meet with potential candidates at a Town Commission meeting prior to appointment. Persons appointed to certain Town boards must file a financial disclosure form with the Florida Commission on Ethics. If you have any questions, please call the Town Clerk's office at 321-724-5860.

Name: MARIVI WALKER Home Phone: 321-505-8727
Home Address: 511 RIVERSIDE DR MIB FL 32951
Mobile Phone: None Email Address: mariviw@gmail.com
Business Name: — Business Phone: —

Resume or Education & Experience (attach additional pages if necessary):

Date of Birth: _____ (optional; to verify voter registration)

Are you a registered voter of the town? ☒ YES ☐ NO

Are you a resident of the town? ☒ YES ☐ NO

Do you reside in the town for at least ten (10) months of each calendar year? ☒ YES ☐ NO

Do you hold a public office? ☐ YES ☒ NO

Do you currently serve on a Town board? ☒ YES ☐ NO

If yes, which board? BOA alternate

Please check the board(s) on which you are interested in serving:

** no financial disclosure required

- | | |
|--|--|
| ☐ Board of Adjustment | ☐ History Center Board ** |
| ☐ Technology Advisory Board ** | ☐ Ryckman House Historical Preservation |
| ☐ Planning and Zoning Board | ☐ and Awareness Board ** |
| ☐ Police Pension Fund Board of Trustees | ☒ Parks Board ** |
| ☐ Environmental Advisory Board ** | ☐ Other _____ |

Why do you think you are qualified to serve on this board? Solid background
at Town business as prior Commissioner & strong love for →

Would you consider serving on another board other than the one(s) you have selected above? ☒ YES ☐ NO

Signature: [Signature]

Date: 10/15/25

This application may be submitted in person or by mail to Town Hall at 507 Ocean Avenue, or may be emailed to the Town Clerk's office: townclerk@melbournebeachfl.org

Updated 07/18/2025

Town Commission Meeting

Section: Public Hearings

Meeting Date: November 19, 2025

From: Town Attorney Ryan Knight

RE: Ordinance 2025-06 Salary of the Mayor and Town Commission -
Second Reading

Background Information:

The Commission voted to decrease the salary of the Mayor and Town Commission to \$3,000 each per year.

The first reading was approved on October 15, 2025.

Recommendation:

Approve the second reading and adoption of Ordinance 2025-06 Salary of the Mayor and Town Commission.

Attachments:

Ordinance 2025-06

ORDINANCE NO. 2025-06

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission finds it is in the public interest to modify and update Chapter 10, Section 10-1, Town Code of Ordinances, relating to the salary of the Mayor and Town Commission; and

WHEREAS, on August 19, 2025, the Town Commission voted to reduce the salary of the Mayor from \$3,800 to \$3,000 and the salary of the Town Commissioners from \$3,100 to \$3,000.

NOW THEREFORE, BE IT ENACTED BY THE TOWN OF MELBOURNE BEACH, FLORIDA:

Section 1. The findings set forth in the recitals above are adopted and fully incorporated herein as legislative findings of the Town Commission pertaining to this Ordinance.

Section 2. Chapter 10, Section 10-1, “Salary of Mayor and Town Commission,” of the Town of Melbourne Beach Code of Ordinances, shall be amended as follows (Note: additions indicated by underscore; deletions indicated by ~~strike through~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)):

§ 10-1. SALARY OF MAYOR AND TOWN COMMISSION.

- (a) There shall be paid to the Mayor by the town as compensation the sum of ~~\$3,800~~ \$3,000 per year, payable in 12 equal installments, and there shall be paid to the other members of the Town Commission by the town as compensation the sum of ~~\$3,100~~ \$3,000 per year, payable in 12 equal installments. Compensation shall be paid once per calendar month on a regular schedule as provided by the Town Manager.
- (b) Commissioners shall receive no regular compensation to compensate for expenses, but members of the Commission may see reimbursement for actual and necessary expenses related to their duties as a member of the Commission. Compensation shall be reimbursed pursuant to Section 112.061, Florida Statutes, and for that purpose, members of the Commission are hereby designated as “travelers of the town.”
- (c) The compensation provisions set forth in this section shall become effective on ~~November 8, 2000~~ November 19, 2025.

Section 3. Codification. The provisions of this Ordinance shall be included and incorporated into the Code of Ordinances of the Town of Melbourne Beach, as additions or amendments thereto.

Section 4. Severability. Should any word, phrase, sentence, subsection, or section be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then that word, phrase, sentence, subsection, or section so held shall be severed from this Ordinance and all other words, phrases, sentences, subsections, or sections shall remain in full force and effect.

Section 5. Effective Date. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED this ____ day of _____, 2025, by the Town Commission of the Town of Melbourne Beach, Florida.

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

Amber Brown, Town Clerk



Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town of Melbourne Beach website by the time notice of the proposed ordinance is published.

ORDINANCE 2025-06

AN ORDINANCE OF THE TOWN OF MELBOURNE BEACH, FLORIDA, AMENDING CHAPTER 10, SECTION 10-1, TOWN CODE OF ORDINANCES, RELATING TO SALARY OF MAYOR AND TOWN COMMISSION; AMENDING SALARY OF MAYOR AND TOWN COMMISSION TO \$3,000; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town of Melbourne Beach is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town of Melbourne Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

¹ See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town of Melbourne Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The ordinance amends Chapter 10 specifically Section 10-1. Salary of Mayor and Town Commission, decreasing the salary of the Mayor from \$3,800.00 to \$3,000.00 per year and decreasing the salary of the Town Commission from \$3,100.00 to \$3,000.00 per year.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town of Melbourne Beach, if any:

- (a) An estimate of direct compliance costs that businesses may reasonably incur;
- (b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
- (c) An estimate of the Town of Melbourne Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

There are no direct compliance costs that businesses may incur, no new charges or fees imposed by the ordinance, and no regulatory costs to the Town.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

It is estimated there will be a negligible impact on any businesses as a result of the proposed ordinance.

4. Additional information the governing body deems useful (if any):

None.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 3, 2025 second Special Town Commission Meeting minutes

Background Information:

On September 11, 2025, the draft minutes for the September 3, 2025 Special Town Commission Meeting were emailed to the Town Commission.

During the October 15, 2025, Regular Town Commission Meeting, Mayor Alison Dennington requested amendments, so the minutes were tabled.

To date, no amendments have been received.

Recommendation:

Approve the September 3, 2025 second Special Town Commission Meeting minutes as presented.

Attachments:

September 3, 2025 second Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING September 3, 2025 Immediately Following the First Meeting 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 6:56 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
Finance Manager Jennifer Kerr
Police Chief Tim Zander
Fire Chief Gavin Brown
Town Clerk Amber Brown

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. Voting on items within the FY 2025-2026 budget

Mayor Alison Dennington spoke about 8 amended pages that have been walked on, including pages labeled page 4, 5, 23, 24, 25, 44, 45, and 49. - 3:00

Town Manager Elizabeth Mascaro spoke about leaving off last meeting at salaries and the Fire Department. - 10:15

Mayor Alison Dennington spoke about not receiving performance evaluations for the prior Police Chief Melanie Griswold until today, and was given 2019 and 2020, but nothing for 2021, 2022, or 2023.

Town Manager Elizabeth Mascaro spoke about how there were no written performance evaluations for when Griswold was Chief in 2021, 2022, or 2023.

Commissioner Robert Baldwin spoke about looking at the salary for the 6 employees that have a proposed raise higher than 3%. Suggests approving a dollar value increase to allow the Town Manager to split between those employees as she sees fit.

Vice Mayor Dawn Barlow spoke about how directionally, she would be supportive of Commissioner Robert Baldwin suggested, but thinks the 3% should be applied across the board and the Town Manager can use her discretion when it comes to the differential.

Mayor Alison Dennington spoke about having a hard time with going over a 3% raise.

Commissioner Anna Butler spoke about liking the proposal from Commissioner Robert Baldwin. Some of the roles of the staff have changed. The Town Clerk is now in a supervisory role which she was not in before, and the Police Admin has taken on a lot.

Commissioner Tim Reed verified that the raise pool would be an additional \$11,010 for a total amount of raise for all 6 positions of \$22,020. Did an analysis and is pretty much in line with what Commissioner Robert Baldwin suggested.

Commissioner Robert Baldwin made a motion for the purpose of computing salary for the 6 individuals that the Town Manager identified as deserving more than the 3% cost of living and merit that was previously approved by the Commission, for those 6 individuals that we in the budget allow them the same 3% COLA and merit but then we would budget an additional pool for \$11,010 for the Town Manager to ascribe across those 6 individuals at her discretion and based on the evidence that supports her decisions; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Mayor Alison Dennington spoke about how she would have voted for a 3% for everyone and an additional raise for the Police Admin.

Mayor Alison Dennington asked about the formula error on the updates page. - 24:54

Town Manager Elizabeth Mascaro said they caught this when finance sent the Commission the expense and revenue break out for that fund. Spoke about for page 49, the Excel formula added the revenue over expenses instead of subtracting it.

Vice Mayor Dawn Barlow suggested having a summary of each of the GL to correlate with the bank balances.

Commissioner Robert Baldwin confirmed the accounting software has a budgeting model.

Finance Manager Jennifer Kerr said the budgeting model is manual to use, someone would have to enter all of the information.

Mayor Alison Dennington spoke about how the Commission does have the authority to have an audit done.

Town Manager Elizabeth Mascaro spoke about the updates to the budget that are summarized on page 3. Page 4 has updated revenues. Page 7 has updated salaries for the Police Department. Page 17 has updated costs for general liability, property, and automobile insurance and those numbers went down. Page 20 salaries were increased to show all of the officers included in that department. Page 23, the workers' compensation cost was updated. Half was attributed to Public Works, the rest was attributed to the other departments, Fire, Police and Code Enforcement. Page 26 workers' compensation was increased for one individual for Code Enforcement. Page 28 workers' compensation increased for Public Works. Page 49 was the update in stormwater for the updated number due to the formula error.

Mayor Alison Dennington spoke about how page 2 says balances as of July 31, 2025. Verified it will be updated when the August bank statements come out. - 40:44

Town Manager Elizabeth Mascaro asked the Commission if they would like to remove the money for the vehicle allowance from the Executive Department.

Mayor Alison Dennington said remove it, and if it is needed pull it from contingency.

Vice Mayor Dawn Barlow asked if the contingency needs to be increased to cover this.

Mayor Alison Dennington said the contingency is already double the normal amount.

Commissioner Robert Baldwin made a motion that we remove in the Town Manager budget the allocation for gas and oil and reflect the salary at \$120,000; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Town Manager Elizabeth Mascaro spoke about in the FRS system for the Town Manager and Fire Chief positions the Town would need to put in 50%, so those positions are not included in the retirement system. Instead, they are in the ICMA-RC 457 plan. Another option is to put the contribution into their own retirement plan. - 45:00

Mayor Alison Dennington suggested calling an emergency meeting to have the brochure say retirement benefits instead of FRS.

Town Clerk Amber Brown asked if the Commission made a motion to approve a non FRS retirement, would that allow us to change the brochure without having another meeting?

Mayor Alison Dennington said they could strike FRS and say it was a scrivener's error.

Town Manager Elizabeth Mascaro said the SAFER Grant miscellaneous income figure was updated, which then changes all of the numbers associated with that. - 51:20

Town Manager Elizabeth Mascaro said page 4 was changed due to the grant and short term capital became long term, page 23, 24, 25 are all Fire Department pages and the short term capital became long term capital. Took \$50,000 from Ryckman Park for stormwater. Said there is still \$50,000 for playground equipment. The stormwater was reduced to cover the Fire Department. If the Town is not awarded the SAFER grant, the Town can borrow the money from the general fund.

Fire Chief Gavin Brown said no SAFER Grant funds have been awarded yet. - 1:00:25

Commissioner Tim Reed spoke about an alternate proposal for the Fire Department if we do not get the SAFER Grant. Take the 6 firefighters out of the budget and put the budget back to a volunteer department. Take the sale of the fire trucks and put it in contingency, then if the grant does come through then the money is set aside. The cost for the 6 firefighters, around \$500,000-\$600,000, can go into stormwater. It is fiscally irresponsible to budget for this when we do not have the money. It is fundamentally wrong.

Vice Mayor Dawn Barlow asked about putting money into contingency. Concerned if the issue is not resolved, the department might dissolve and then revert to the County.

Commissioner Tim Reed spoke about how the idea is that we would continue to work on this to come up with a solution.

Mayor Alison Dennington said if the Fire Chief leaves, we look for a new one and rebuild the Department. We have to make budget decisions based on the money we have.

Commissioner Anna Butler said we have to make budget decisions that are fiscally responsible but we also have a responsibility for the health and welfare of the residents.

Commissioner Tim Reed spoke about continuing to discuss a solution in future years.

Vice Mayor Dawn Barlow asked for the Fire Chief's input on if we do not get the grant.

Commissioner Robert Baldwin asked if the Fire Chief would also address what happens if we don't get the full grant. Is it all or nothing?

Mayor Alison Dennington asked the Fire Chief to speak about the hybrid system.

Fire Chief Gavin Brown read a quote from Chief Financial Officer Ingoglia of DOGE "the first role of government is to protect its citizens, so if you are protecting your citizens the very first lines that you fill on your budget are fire and police. Personally I don't want to hear from any local government saying that they're going to cut from any fire or any police because those are the first things they should be taking care of."

Mayor Alison Dennington spoke about how this is not a cut, it would be an addition.

Fire Chief Gavin Brown said the proposal is to provide a consistent, guaranteed response. Indian Harbour along with us are the last municipalities depending on volunteers. Harbour is currently looking into hiring positions to cover 8 hour shifts. Response times are one component for why the positions are needed. The other components are under-resourced responses and lack of any automatic aid agreements, lack of consistent frontline supervisory personnel on the initial fire apparatus and burnout. Burnout on our volunteers whether there is 1 fire call or 1000 calls, the burnout is having to be ready every second of every day. As far as contingency plans, the 6 people would cover all of the issues for the best bang for the buck. Another possible option is only having 1 supervisor officer on shift, but that would not allow us to get the automatic aid back. It would fix some of the problems, but not all of the problems.

Fire Chief Gavin Brown said to his knowledge, you either get or don't get the funds from the SAFER grant, it is a reimbursement. The total out-of-pocket if we do not get the grant would be \$972,361. That is the worst-case scenario, as if all of the employees were hired on October 1. Thinks it could take a while to hire, but said he cannot guarantee that all of the employees would not be hired right away. Statistics from NFPA residential structures account for 74-77% of reported fires annually, residential fires account for 75-80% of all civilian fire deaths in the United States. Based on those statistics, our community would be more at risk than places with more condos/businesses. Wants to make sure the residents are protected and that when they call 911, their expectations will be met. The majority of the calls happen between 8am-8pm. The problem with having shifts cover only those times is all of the other hours are at risk. There are calls every day and every hour. Looking at the total data it is skewed one way or another. For example, when someone walks into the station for a medical call the response time is immediate, and then you average that among all of the calls, it skews the data.

Mayor Alison Dennington spoke about a handbook on NFIRS which says you use the time from which the Fire Department is dispatched. Said Brevard County has been in a contract negotiation so they are short hundreds of firefighters, but they now have a contract so they will be able to retain them which will help response times. Spoke about false alarms and how those could be handled differently. Asked the Fire Chief if he has accounted for any of these things. - 1:23:16

Fire Chief Gavin Brown spoke about how to his knowledge Brevard County staffing has been understaffed for a while. They have not closed any stations, and their response times should not be increased by filling the positions. They have been forcing overtime. It would reduce the burden on the existing employees.

Mayor Alison Dennington asked why not provide data before and after the automatic aid.

Fire Chief Gavin Brown spoke about not tracking the data of when Indianalantic gets on scene. Said he could go to Indianalantic's Fire Chief to pull their reports if the Commission feels it is important. For the last 5 years, the amount of time we were able to get 2 people on scene within 8 minutes was 46% of the time. 2 people in 10 minutes, 55% of the time. 2 people in 15 minutes, 66% of the time. Time we were able to get one person (himself,

the Fire Chief) on scene within 10 minutes was 85% of the time. Over 5 years there have been 57 fire calls where ignition occurred. False alarms and false calls 140. The whole point of people installing automatic alarm systems is to get the Fire Department there quicker and reduce the loss on the property or protect lives.

Commissioner Tim Reed verified the total ask is \$972,361 if the Town pays for this outright without the grant and the SAFER award is all or nothing and is a reimbursement.

Fire Chief Gavin Brown has not heard of the SAFER Grant being awarded at a lower rate. The Town would have to report to them every pay period to prove they are still employed.

Mayor Alison Dennington asked if there is any fraudulence in the application if they could deny reimbursement to which the Fire Chief said he supposes so. Verified that the \$972,361 would cover everything we have today and the paid firefighters. - 1:36:08

Fire Chief Gavin Brown spoke about how the 6 people are needed and the best bang for the buck. 1 supervisor per shift would allow us to apply for the grant again or look for other possibilities. - 1:36:45

Mayor Alison Dennington asked about what happens after the grant runs out.

Fire Chief Gavin Brown spoke about you can do a fire assessment, increase the mileage, or apply for other grants. The Town has to pay for a Fire Department one way or another.

Mayor Alison Dennington asked if there is a claw back clause if the Town decides to go back to a volunteer department.

Fire Chief Gavin Brown said from what he read, he does not believe there is a claw back provision that they would take the money back. There is a provision about not being able to add any additional people without retaining the original 6 positions.

Commissioner Tim Reed made a motion for Department 22, that we take the 6 paid fire positions out of the expenditures and go to the model of the current volunteer department and fund it at that appropriate level, budget \$150,000 into contingency in Department 19, and the money that is removed for the 6 paid positions is budgeted into stormwater fund 351; Mayor Alison Dennington seconded;

Commissioner Tim Reed said the intent of this proposal is to make the commitment to work towards getting a solution in the new year. This is not intended to be a cut to the Fire Department. Recognizes the obligations for public safety, and to work on a solution.

Mark McBride – 310 Second Ave – Spoke about 3% raises were given which is wonderful, the \$11 thousand merit raise bothers him, does not know how many other mistakes are made, said the Commission was given a budget at the 11th hour, does not understand numbers, please take great care to understand it. - 1:43:02

Jan Pence – 200 Riverside Dr – Passed out information on a property in the County. There is a detailed article on Truth and Accuracy Matter showing exactly what it will cost residents in the Town of Melbourne Beach if we get turned over to Brevard County.

Steve Walters – 416 Sixth Ave – What happens if the new Commissioners are against it. The problem is they won't be doing it for long if the new Commission is not in favor of it. The volunteer department has sustained for 70 years. For response time, anything can affect it. 99% of calls are handled by the Police Department.

Frank LaGrassa – 412 First Ave – Spoke about how the Fire Chief said he would leave if he did not get paid firefighters, and provided altered data. When the taxes become too much, residents might agree to zoning changes to get promised revenue. The data has been geared to an agenda, tax payers money doesn't grow on trees. With more time afforded by the referendum, the public will become informed.

Reynaldo Del Valle - 215 Ash Ave – This should be postponed for several months.

Bruce Larson – 1507 Pine St – Verified \$160,000 was pulled from stormwater. Said you have to have a balanced budget. If you get the grant, you still don't have the revenue to offset it. Could borrow or take from reserves or look at other places to cut money out, but something would need to be done.

Lauren Hardman – 320 Sixth Ave – Asked if other departments have applied for grants. The Fire Department has been doing it for years, and has saved the Town tons of money. Said she is very disheartened that the Commission is just putting this aside. Anyone saying things against the Fire Chief, if you do not step up to volunteer, how dare you question his work ethic. Said it is very clear who supports the Mayor and who the Mayor supports in this Town. Safety first couldn't be clearer.

Town Manager Elizabeth Mascaro said Finance is the only other that has applied for grants.

Susan Stark – 307 Fifth Ave – You received data in February when the Chief presented the demographics of the volunteers. If you are not proactive, you will have to be reactive. You should have asked for a plan A and B. If you are reactive, you can outsource to Indialantic which is \$800,000 and does not include all of the services. The Town needs BLS response in Town. Asks that the Commission to add money to the budget for this issue. - 2:00:30

Gail Gowdy – 215 Ash Ave – Spoke about if you don't have the money you can't spend it. Commissioner Tim Reed is doing what is responsible. Things have been going along for years the way it has been. There is no emergency right now. Consider the citizens trying to understand what the budget will be and how they will afford it.

Motion failed 2-3 with Vice Mayor Dawn Barlow, Commissioner Robert Baldwin, and Commissioner Anna Butler dissenting.

Commissioner Robert Baldwin made a motion to adjourn; Motion failed for a lack of second.

Commissioner Robert Baldwin left at 9:03 pm

Commissioner Tim Reed asked about Department 13 if the employee survey is included.

Finance Manager Jennifer Kerr spoke about how that expense is coming out of the current year's budget. They are in the process of building the survey and should be done shortly.

Commissioner Tim Reed spoke about how he believed the survey was to be done yearly.

Town Manager Elizabeth Mascaro spoke about how that was not her recollection, but can be done if the Commission would like. It was not budgeted for FY26.

Commissioner Tim Reed spoke about how Department 21 has around \$50,000 difference in the previous years. - 2:11:30

Town Manager Elizabeth Mascaro spoke about how in previous years, the State Pension Reimbursement was not shown in this department. It was reflected elsewhere.

Commissioner Tim Reed asked if the new finance report will reflect the \$50,000 spent and the Town Manager said no.

Finance Manager Jennifer Kerr spoke about how it was number 522.02 Police Pension.

Vice Mayor Dawn Barlow confirmed it was commingled and then separated.

Mayor Alison Dennington spoke about how changes need to be noted and confirmed with the Town Manager this was the only change that was noted.

Commissioner Tim Reed confirmed the \$50,000 in FY25 in Department 29 is not being budgeted for FY26 since it was for the Deckard software purchase.

Town Manager Elizabeth Mascaro said the \$13,500 was for Deckard and \$1,000 was for BS&A. Does not recall the final price for Deckard, it was less than \$50,000.

Mayor Alison Dennington said there was \$127,000 budgeted for code, said it would be a breach of contract. Said there was no money budgeted for a Zoning Official. Confirmed the Town Manager did not get Commission approval before signing the 2024 contract.

Town Manager Elizabeth Mascaro said it was in legal. Said she had \$9,000 budgeted for a Zoning Official in Planning and Zoning.

Commissioner Tim Reed spoke about page 41 Fund 172 which funds some police salary. Asked if it is sustainable to support police since the fund is trending in the negative. If something interrupts the parking revenue stream we would have to quickly find a way to cover the salary in the general fund. - 2:22:56

Town Manager Elizabeth Mascaro spoke about how that is something the Commission will have to look at, and assess the revenue with the raised rate. Said she tries to be conservative with the revenue. It usually exceeds what is projected.

Mayor Alison Dennington spoke about being short in the Building Department. We always have a hard time keeping employees. How do we fund the department if homes stop building. Look into having a company because then you would not have to pay them.

Town Manager Elizabeth Mascaro spoke about how that would be up to the Commission.

Vice Mayor Dawn Barlow spoke about that might be an opportunity to speak with the new Town Manager about continuity of services.

Commissioner Tim Reed asked about page 44 parking pass revenue, facility rental has increased, and asked if those 2 are something we can look at increasing.

Town Manager Elizabeth Mascaro spoke about how they increased the prices a few years ago where non residents pay a substantial deposit.

Vice Mayor Dawn Barlow spoke about reviewing all fees on a yearly basis.

Commissioner Tim Reed spoke about how revenue should be in the general fund not segregated in a special fund.

Commissioner Tim Reed made a motion to move these revenue streams from Fund 175 into the general fund wherever it is appropriate;

Town Manager Elizabeth Mascaro spoke about how if that was done then the expenses would have to be moved as well. Revenue does not directly offset an expense which is why revenues and expenses are in their own bucket.

Commissioner Tim Reed spoke about how there are funds that carry strictly expenses.

Mayor Alison Dennington seconded;

Vice Mayor Dawn Barlow spoke about how there would be a \$76,000 ending cash balance for FY25. Confirmed this would not prevent us from allocating that cash for projects.

Lauren Hardman – 320 Sixth Ave – Asked if the motion is to lump everything into the general fund, so then you cannot track all of the expenses. Then it will not be followed. Was not clear on the purpose for doing this. - 2:38:35

Commissioner Tim Reed said they would have the same revenue lines they would just show up in the general fund.

Town Manager Elizabeth Mascaro spoke about how they would still itemize the general fund but they would not be able to track the revenue against the expense.

Commissioner Tim Reed said to clarify, these revenue streams would show the same as they are currently itemized, it would just show up under the general fund. Would carry an expense fund for the Ryckman Park items.

Commissioner Anna Butler spoke about not understanding the goal of what this would fix.

Mayor Alison Dennington spoke about how it is better accounting to do this way, would still be able to track the expenses.

Motion failed 2-2 with Vice Mayor Dawn Barlow and Commissioner Anna Butler dissenting.

Commissioner Tim Reed spoke about page 49 Fund 341, stormwater. FY25 there was a transfer of \$710,000.

Town Manager Elizabeth Mascaro spoke about how the ARPA Fund was closed. When the Town received the ARPA money a fund was set up for it, and in the first year, all of the money was allocated. Since it was for stormwater and that fund was closed, it was transferred to this fund.

Mayor Alison Dennington said ARPA funds were 1.8 million. ARPA qualifications were that you had to obligate it by a contract, and then the contract had to begin the work by a certain date and they were prohibited from using it for payroll.

Town Manager Elizabeth Mascaro said that is not true, they have reported to ARPA and there has never been a problem.

Commissioner Tim Reed verified that there are no longer requirements for reporting because the funds were expended.

Town Manager Elizabeth Mascaro said they expended the full amount of ARPA money in the first year so they are no longer required to act under those guidelines.

Commissioner Tim Reed confirmed this money is no longer ARPA money.

Town Manager Elizabeth Mascaro said they used payroll to satisfy the ARPA requirement, which enabled the Town to use the money for whatever they decided. Confirmed this money is in no way at risk. Does not know the claw back period, but everything is legal so this would not apply.

6. Adjournment

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

Meeting adjourned at 9:48 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembrook
Transcriptionist

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 10, 2025 second Special Town Commission Meeting minutes

Background Information:

On September 23, 2025, the draft minutes for the September 10, 2025 second Special Town Commission Meeting were emailed to the Town Commission.

During the October 15, 2025, Regular Town Commission Meeting, Mayor Alison Dennington requested amendments, so the minutes were tabled.

To date, no amendments have been received.

Recommendation:

Approve the September 10, 2025 second Special Town Commission Meeting minutes as presented.

Attachments:

September 10, 2025 second Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 10, 2025 at 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 6:46 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 Attorney Ryan Knight
 Finance Manager Jennifer Kerr
 Fire Chief Gavin Brown
 Town Clerk Amber Brown

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.

Steve Walters – 416 Sixth Ave – *The State Law is clear, if I vote in Indialantic, that's where I live. You can't live in 2 places at the same time. Requested the Commission remove the residency requirement from the Charter Amendment if you're not going to enforce it. - 2:40*

Susan Stark – 307 Fifth – Spoke about different trust mindsets. When you have a zero trust mindset then you cannot function.

Kari Ross – 206 Flamingo Ln – Spoke about a previous comment about how our volunteers have become disrespected from comments from residents and the Commission. We have not heard from the volunteer firefighters. Poll the volunteers anonymously about the Chief's leadership. If we do not fund the hybrid model then we will be in the same position, but we will not have a choice. Fund it appropriately.

Terry Cronin – 150 Riverside Dr – Spoke about how there was an event of political violence where Charlie Kirk was murdered. Requested a moment of silence.

5. New Business

A. Concerns regarding the SAFER grant application – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how this is an opportunity for the Commission to discuss the SAFER grant. There was a request to FEMA to withdraw the grant, but it was not from the Town. This is an opportunity for the Commission to reaffirm the direction for the grant. Asked for Fire Chief Gavin Brown to talk about the grant. - 8:32

The Town Attorney Ryan Knight spoke about it being concerning that someone contacted FEMA to withdraw the application. The concern is that the application has now been flagged. The options are to reaffirm the Commission's position, do nothing or withdraw the application.

Mayor Alison Dennington said the Commission does not need to reaffirm it, the letter says nobody attempted to withdraw it.

Fire Chief Gavin Brown spoke about how the Department, as a good community partner, realizes asking for more help for the Fire Department is a cost increase to the residents so they wanted to see if they could offset the cost, which is why they decided to apply for the SAFER grant. The grant is the most labor-intensive grant they have applied for. Since applying for the grant, there have been accusations of fraud and comments about a claw back clause. There is nothing wrong with the grant application. You can disagree with the information within the grant, but that doesn't make it fraud. If people are trying to accuse the grant of being fraud to the federal government, that is concerning. This is adding additional work and stress on the department and staff, not knowing what is next with the next accusation or question. All of those labor costs are chipping away from the benefit the grant could provide if every day he has to fight against people who are trying to derail things and respond to accusations. He is a single staff department, he does not have the staff. He is doing the best he can. Leaving the grant in, is it going to cause more work. Is it worth constantly fighting legal battles about the legitimacy of the grant? People have come after him for a while but Dave Micka has been doing this for 40 years and has some of the highest safety licenses in the State. It is not okay with accusing Dave Micka.

Mayor Alison Dennington spoke about how the Fire Chief signed the grant. Fraud is a material misrepresentation or material omission. The Chief would have to be the one to withdraw it, not the Commission.

Fire Chief Gavin Brown spoke about being 100% comfortable with the grant and was not the one that signed it. His name is on it because he assisted with the preparation of the grant. Said he did not do any certifications. If there is zero trust in him, then he might not be the best person for the job as Fire Chief. We cannot move forward as a community, and he cannot move forward in leading the Fire Department if there is no trust in him at all. If everything is going to be questioned it's not going to be a productive relationship, and we're not going to be able to move forward.

Commissioner Anna Butler apologized for the way Chief Brown was spoken to in the last meeting. Apologized for being a Commissioner and not being able to stop it. To avoid that happening again, if things start to escalate, proposed taking a brief recess to take a breath and if it happens twice then adjourn the meeting.

Vice Mayor Dawn Barlow spoke about receiving a pointed email from a resident alluding to the behavior that was just referenced, the inappropriate accusations, and thanked Chuck Cain for the feedback. The Commission is working through some very tough topics right now. It is appropriate for the Commission to be challenged in ideas and questions, but the way Fire Chief Brown was spoken to was unacceptable. Apologized to Chief Brown. No public servant, no first responder, and no one deserves to be spoken to like that. Thanked Chuck Cain for holding the Commission accountable. The application was put forward in good faith, and the Town has the opportunity to be awarded funds and that is in the best interest of the Town. - 22:30

Commissioner Tim Reed spoke about how the email from FEMA said that nothing has to be done. The Commission's authority for a grant is only during the award time. There is nothing more to do here in his opinion.

Commissioner Tim Reed made a motion to adjourn; failed for a lack of second.

Commissioner Robert Baldwin apologized to Chief Brown and acknowledged many other staff members that have had to endure brow beating from the Mayor. Spoke about hearing from a lot of the volunteers and they have advised they are tired. Even if it has worked for years, times change. There are people applying for the volunteer positions and most are from across the bridge. We are at a place where we have to make a decision. The SAFER grant funds are going to be awarded to someone, why not us? People say hiring 6 firefighters is tying our hands to higher taxes forever. Florida is an at will State, so the positions do not have to be there forever. Indialantic does not automatically respond. Brevard County does not automatically respond. There is going to be conflict in the future for at least one more year. Does it make life hard? Absolutely, but believes the SAFER grant is the right decision for us. Could have a referendum in the future. To say 100% volunteerism is the absolute way to go for the future is not sound thinking. Will make a motion after everyone is done speaking that we affirm to FEMA that we are interested in keeping our SAFER grant active.

Mayor Alison Dennington spoke about speaking with the Fire Chief a few times, and spoke about the Department being underfunded. Read the grant, apologized that she thought the Fire Chief signed it. Not trying to say he is not telling the truth. Thinks there are problems with the veracity of the grant, and potential issues with the grant. Going forward

thinks he needs a full time admin staff like the other departments, as well as a maintenance person. It's a shame he hasn't had that. The next year should be getting the staffing that the other departments have. Does not think this needs to be voted on. This is potentially a coordinated attempt for a bunch of people to come in with their pitchforks, sponsored by the Manager. It was a vague agenda item based on an email where we don't need to do anything. Does feel Chief Brown has not been given the admin staff he needs.

Commissioner Robert Baldwin asked Mayor Alison Dennington if she called FEMA to withdraw the grant.

Mayor Alison Dennington said no, she did not. Town Attorney Ryan Knight is aware of this. Said she called to ask a hypothetical question about a claw back.

Commissioner Robert Baldwin made a motion that we affirm to FEMA our grant application for the SAFER grant in writing from the Town Attorney; Commissioner Anna Butler seconded;

***Lauren Hardman – 320 Sixth Ave** – Spoke about how the meeting was called to order to determine one of 3 different issues. Asked the Town Attorney if he received anything from FEMA about a stop order from the grant. Been in the Fire Department for over 20 years for this community. Worked in corporate and has been a teacher with Brevard County Schools. She can help the Chief with the admin parts, but only if the Commission puts a stop to the accusations. - 37:34*

Town Attorney Ryan Knight said the email is all he received. Said he asked FEMA who requested to withdraw the application and they did not disclose that information.

***Joanie Shepherd – 201 Third Ave** – Thanked the Fire Chief, but spoke about needing more volunteer signs. Spoke about how Indian Harbour Beach is not comparable.*

***Jan Pence – 200 Riverside Dr** – Asked to go over the Charter to know who has the authority to do all the nit picking that the Mayor does. Pretty sure the Mayor made the complaint, and asked if it is proven, will the Mayor step down?*

***Walter Hardman – 320 Sixth Ave** – Spoke about being in the department for a long time. He is an adjunct teacher, so he is only here part time, and he is an officer. Are the volunteers not allowed to go out to dinner or have time with their families? Understands that from the Town Charter, the department heads answer to the Manager.*

***Bruce Pickett – 1501 Oak** – Spoke about being a paid firefighter for 25 years, and has worked for a lot of Fire Chiefs. Some he appreciated and some he didn't, but he appreciates Chief Brown. Appreciates adding an admin, he needs it, but the focus should be on taking care of the people of Melbourne Beach and having a quick response. It can be difficult for the volunteers to get up and come in with what is being said and done here. For professionalism, as long as you are breathing there is room for improvement.*

***Kari Ross – 206 Flamingo Ln** – Spoke about how our Fire Chief has been disrespected. In the event we do not move forward with a hybrid model, and our volunteers are so upset because you are not listening to them. If they all quit, then what happens? Because they*

are all over the Mayor's disrespect. Then you are responsible for raising all of our taxes without any input.

Fire Chief Gavin Brown spoke about having to look at alternatives for outsourcing, looking to Brevard County or Indialantic.

Chuck Cain - 309 Surf Rd - Spoke about the Chief probably needs admin support, but that is off topic. Asked that the public meetings be civil rather than a court proceeding because that is how it seems.

Susan Stark – 307 Fifth Ave – Spoke about how the vote to move forward with the hybrid model 3-2 was only if the grant is awarded. There is a misperception that the Commission approved the 6 firefighters. The real issue is the time is running out for Chief Brown's officer staff retiring and moving into a new season of their life. You cannot change that fact. Suggests getting information to the Town so the Town can understand it is not one side or the other, there's options, but it is the Chief's expert opinion to follow that plan.

Mayor Alison Dennington spoke about how in order to do the referendum, they would have had to have it over a month ago on the ballot.

Jason Judge – 206 Flamingo Ln – Asked the Town Attorney if there is any communication to let the townspeople know who may have communicated with FEMA.

Town Manager Elizabeth Mascaro spoke about requesting the Town Clerk to see if there were any emails with the elected officials and FEMA, and there is an email from FEMA to the Mayor thanking the Mayor for the information and saying how to file any concerns with the Department of Homeland Security. Mayor Alison Dennington responded saying she may have messed up putting that information in, and that she would call the hotline. Asked the Mayor, if she did not make the request, what did she send to FEMA?

Mayor Alison Dennington spoke about how she never asked and would never ask to withdraw the grant. She asked a few questions and asked for a contact where she could address some concerns. She has done nothing wrong.

Jason Judge – 206 Flamingo Ln - Said it sounds like the Mayor did this. Apologized for what the Fire Chief has had to put up with and thanked him for all his work.

Recess 7:46 pm – 7:57 pm

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 Attorney Ryan Knight
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Town Clerk Amber Brown

Mayor Alison Dennington asked the Fire Chief Gavin Brown to speak about his signature on the grant.

Fire Chief Gavin Brown said the copy of the grant that was provided to the Commission does not show that they signed the grant as the authorized organization representative. Said his name is there, not as the authorized organization representative but as a secondary contact and as someone that helped prepare the grant. - 1:40 (second video)

Bryan Troy – 509 Hibiscus – *Asked the Fire Chief not to leave, this Town respects and appreciates him. Thanked the Commissioners that apologized to the Fire Chief. Said we are not all experts at everything. Let people that are experts in their field do what is in their field. Asked the Town Attorney if there was any proof that the emails or communication to FEMA came from the Mayor of Melbourne Beach. Asked if there was any personal communication that the residents of Melbourne Beach should be aware of that may cost us all the money from FEMA and has further made us a laughing stock of Brevard County.*

Town Attorney Ryan Knight said no, he did ask FEMA and they would not disclose the information. Said he is not aware of any personal information that has been transmitted to FEMA.

Frank LaGrassa – 412 First Ave – *Spoke about it not being disrespectful with questioning if the Chief is making an effort to keep a volunteer department volunteer. Spoke about the Fire Chief in Indialantic and how he was trying to drive the volunteers out.*

There was discussion on a resident getting kicked out of the meeting.

Recess – 8:04 – 8:08 pm

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 Attorney Ryan Knight
Finance Manager Jennifer Kerr
Fire Chief Gavin Brown
Town Clerk Amber Brown

Steve Walters – 416 Sixth Ave – *Spoke about how maybe 2 dozen people here have spent a lot of time devoted to the boards, a lot of volunteers that are committed and they don't get a dime. What happens if the volunteers walk out tomorrow? Then Indialantic or Brevard County will take the calls. Hopes this never happens and we can continue with the volunteer Fire Department. Believes the Mayor was set up with this meeting. Hopes everyone in the future can get along and just do the Town's business. - 12:55*

Marivi Walker – 500 Riverside Dr – *Asked Fire Chief Gavin Brown if what Steve Walters just said about a mutual aid agreement with Brevard County and the Town of Indialantic was true. Said what the Fire Chief said is very different from what Steve Walters said.*

Fire Chief Gavin spoke about how all Fire Departments in Brevard County have a mutual aid agreement which means we have to respond and attempt to resolve the problem, then we can request for assistance. It does not mean you can call them to come take care of it by themselves for free. It means we have to try to take care of it ourselves first and then we can call for assistance.

Katie Cox – 1408 Atlantic St – Spoke about never working for anyone with more integrity than this Fire Chief, or more knowledge than Dave Micka, and Amber Brown who is a Lieutenant of the department and also the Town Clerk. They together put in more hours than almost anyone. Not just work hours, but weekends, nights all the time. Does not believe that this meeting was a setup. Concerned that the Commission only approved the paid Fire Department dependent on the grant.

Heather Coalter – 402 Driftwood – Asked for clarification from the Mayor if she communicated with FEMA and undermined the attempt to get the grant.

Mayor Alison Dennington said she has already said everything. Said she will not repeat it.

Commissioner Anna Butler said she supports what the Fire Chief thinks is right, her reservation right now is that this complaint has happened and being swept under the rug, and whoever did it (and she believes it was someone with a title), someone does not want it to happen. Will we still pepper the Fire Chief with accusations and concerns and doubts? If that will continue to happen, then we should probably just drop it. Thinks we need a consensus that this interrogation will stop.

Mayor Alison Dennington said that was not related to the motion/vote.

Motion carried 3-2 with Mayor Alison Dennington and Commissioner Tim Reed dissenting.

6. Adjournment

Commissioner Robert Baldwin moved to adjourn; Commissioner Tim Reed seconded; Motion carried 5-0.

Meeting adjourned at 8:20 pm.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 17, 2025 first Special Town Commission Meeting minutes

Background Information:

On September 30, 2025, the draft minutes for the September 17, 2025 first Special Town Commission Meeting were emailed to the Town Commission.

During the October 15, 2025, Regular Town Commission Meeting, Mayor Alison Dennington requested amendments, so the minutes were tabled.

To date, no amendments have been received.

Recommendation:

Approve the September 17, 2025 first Special Town Commission Meeting minutes as presented.

Attachments:

September 17, 2025 first Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

September 17, 2025 @ 1:15 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 1:17 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 Attorney Ryan Knight
 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)

None

5. New Business

A. Interview Interim Town Manager candidates

The Commission discussed the interview process.

Town Attorney Ryan Knight confirmed there would be some differentiation between each candidate's experience and education, so some variation in questions would be okay. Suggested having a numerical order of candidates when it comes to making offers, just in case the background check is not satisfactory or if there is no agreement on the interim contract.

1) Lisa Frazier at 1:30 pm - 16:50

Commissioner Anna Butler asked what experience Lisa has in assisting a community through difficult situations.

Lisa Frazier spoke about being with the City of Sebastian, and there was a situation with annexing land where residents had concerns. They held a lot of public workshops so everyone could have their questions answered. At the end of the day, there were some who were still unhappy, but there was a great plan that came out of it that protected the community through the comprehensive plan.

Vice Mayor Dawn Barlow asked when Lisa was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcome.

Lisa Frazier spoke about being the Growth Director for the City of Palm Bay. There has been a lot of discord and turnover, and the development pressure is very high. Was able to bring the approval process in line with Florida Statutes, empowered the staff and attracted more professional individuals, and ultimately brought stabilization to the organization.

Mayor Alison Dennington spoke about being worried about the possibility of dual office holding. If necessary, would she be willing to step down from her position on the Sebastian Inlet Special District and/or the City of Palm Bay?

Lisa Frazier spoke about running it through the Attorney to verify if that would be necessary, but does not believe it is because it is not an elected position. Has one year left as a Commissioner with the Sebastian Inlet District. Spoke about it being a difficult question and would not be able to answer that at this time.

Commissioner Robert Baldwin asked about the challenge of bringing the residents, the Town staff, and the Commission together.

Lisa Frazier spoke about having turnover on a council that violated Sunshine, and some went to jail. Some of the council members were backed by the residents, and the staff were in a difficult position. She was involved in a lot of the discussions, and there were a lot of healing and trust issues to be addressed. Helped the staff continue and do their job.

Commissioner Tim Reed said if Lisa is looking for a role that offers a challenge, she is in the right place. Spoke about challenges with budgets and revenue. Asked about being able to hit the ground running, and finding and applying for grants.

Lisa Frazier spoke about having a network in Florida to be able to get grants. You need to be strategic, and she has applied for and received a lot of grants.

Commissioner Anna Butler spoke about open communication and trust with the Commission, staff, and residents. How did you get people interested? - 36:55

Lisa Frazier spoke about how it can be difficult to get residents engaged, but to use the online format, have open working workshops, and have a Master Plan.

Vice Mayor Dawn Barlow spoke about passing her time due to time constraints.

Mayor Alison Dennington asked about her position with Palm Bay and time constraints.

Lisa Frazier spoke about how she has tendered her resignation to Palm Bay, so that would not be a problem. The Sebastian Inlet Special District meets once a month.

Commissioner Robert Baldwin asked if she was chosen, would she be willing to stay on as the full-time Town Manager? What would she be looking for in a Town Manager?

Lisa Frazier spoke about how she has been an elected official and was part of the hiring process for the Town Manager of Indialantic. Would be looking for someone with experience in public service, a proven track record, and someone who can come in with a low learning curve. Although the Town Manager wouldn't be here to assist her, she is very confident that there is competent staff to assist her with her questions. Willing to stay on as a permanent position, but would want to give this a try and make sure it is a good fit.

Commissioner Tim Reed asked about Live Local, DOGE, and property taxes.

Lisa Frazier spoke about not thinking DOGE is a threat or will pay much attention to Melbourne Beach. Regarding Live Local, there is very limited commercial and industrial land, so she does not think that will be an issue here. Regarding property taxes, she compared them to an HOA. Worked on stormwater taxes in Sebastian. The redefinition of stormwater taxes allowed people to get credits, which was not necessarily a tax increase.

Recessed 2:08 – 2:11 pm

2) Gary Stevens at 2:00, started at 2:12 pm - 54:35

Commissioner Anna Butler asked what are the top three challenges the Town of Melbourne Beach is facing right now.

Gary Stevens spoke about the budget, then stormwater, and finally parks and recreation. Agrees with Commissioner Reed that the budget needs to be fiscally responsible. Regarding stormwater, there needs to be a priority list to work from. Regarding parks and recreation, we are a community of recreation. Believes that is what brings families to the Town and is supportive of that.

Vice Mayor Dawn Barlow asked when he was tasked with stabilizing an organization during a period of transition, what steps were taken, and what were the outcomes.

Gary Stevens spoke about working with the DHA when there was a transition of quickly combining the old business and the new business.

Mayor Alison Dennington spoke about his experience and asked about what steps he would take to learn about local government.

Gary Stevens spoke about looking into Sunshine Law, being a quick learner, and being willing to ask questions.

Commissioner Robert Baldwin asked about where public safety would fall in his priorities.

Gary Stevens spoke about public safety being one of the top priorities, but he feels they are fully funded now.

Commissioner Tim Reed spoke about how if Gary is looking for a role that offers a challenge, he is in the right place. He is looking for someone who is able to hit the ground running. Asked about how he would manage projects in relation to the community.

Gary Stevens said he brought a management plan that he will leave with the Commission when he is done. Spoke about meeting with the community and letting them know what is going on. Communication is a priority with the residents and the Commission. Spoke about developing standardized reports to have measurable outcomes.

Commissioner Anna Butler spoke about how this is a working Interim Town Manager position and asked how he would approach that. - 1:07:14

Gary Stevens spoke about how he would have one-on-one meetings with the department heads and staff. His focus is on being a team player. Values what people say and would listen to the people who are on the ground.

Vice Mayor Dawn Barlow asked about what his approach would be to bring the community together around his top priorities.

Gary Stevens spoke about communication, having reports available, and organization. He does not need to be the expert, but he does need to know who to ask.

Mayor Alison Dennington spoke about his experience, and needing someone to come in and review all of the policies and procedures, and contracts. Asked about his experience with IT, inventorying contracts, reviewing and updating policies and procedures, and AI.

Gary Stevens spoke about how, as part of DHA, they are not implementing AI because there are still security risks. Said he can rationalize software through discussions, the policy can be organized, and he can look at dates and see which ones need to be updated.

Commissioner Robert Baldwin said a quote, the urgent is the enemy of the important. Asked about his experience of managing to manage, not just putting out the fires, and not pushing other things forward.

Gary Stevens spoke about how there are some things you can let go by the wayside and other things you can't. There are reports that have to be done on a yearly basis, and there is a balance. Strategy-wise, cannot let go of looking forward. You need that 5-year plan.

Commissioner Tim Reed spoke about how the Town's IT is contracted out. Asked if he would be able to weigh in on our IT and security.

Gary Stevens spoke about being able to help review that.

Mayor Alison Dennington asked what he would ask to review first.

Gary Stevens spoke about how the first item would be to review security. Then the next would be the nice-to-haves.

Commissioner Robert Baldwin asked if he would be interested in the full-time position.

Gary Stevens spoke about being interested and also happy to do the Interim position.

Mayor Alison Dennington confirmed that Gary Stevens is currently retired.

Gary Stevens provided a 90-day Interim Town Manager Plan.

The Commission scheduled a STCM on 9/25/2025 at 6:30 pm about Building Official services. Finance Manager Jennifer Kerr will reach out to the 3 companies to indicate if they are still interested and encourage them to attend. - 1:25:50

3) Colin Donnelly at 3:00, started at 2:52 pm - 1:34:04

Commissioner Anna Butler asked if Colin had experience in government and if he could talk about any challenges he faced that were associated with the Commission and his role.

Colin Donnelly said yes, he has worked for 2 municipalities in New Jersey and one in Florida. Spoke about personnel matters and an experience he had in Dania Beach, where a Commissioner wanted additional raises for employees, specifically a relative, and Colin stood his ground about what was fair and not showing favoritism.

Vice Mayor Dawn Barlow asked about a time when he was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcome.

Colin Donnelly spoke about taking an assistant manager position with Dania Beach when they were switching from a Commission form of government to a Manager/council form of government. He acted as City Manager after the manager had left, and had to maintain, stabilize, and keep things moving. There was a lot of communication and coaching needed.

Mayor Alison Dennington asked what the Management in Dania Beach would say about his management style and his experience with grants.

Colin Donnelly spoke about working on a lot of capital grants, from writing them to implementation, and even hired grant writers. Said he had a nickname of the money man. His personality style is dedicated, easy to get along with, humble, and part of the team.

Commissioner Robert Baldwin asked about his thoughts on Melbourne Beach and how his previous experience would be applicable.

Colin Donnelly spoke about Melbourne Beach being a nice community. Said he has a friend in Melbourne who loves the Space Coast area. Said he is not local but is not that far away. Spoke about being familiar with coastal communities and smaller communities.

Commissioner Tim Reed said if he is looking for a role with challenges, he is in the right place, but along with the challenges, there are opportunities. Looking for someone who is willing to hit the ground running. Asked if he has experience with going through any large stormwater project, and to touch on any community awareness involved in that process.

Colin Donnelly spoke about how Dania Beach had an area that had flooding. The project went through design in 2007 and is now being done. The cost estimate was 12 million dollars, but it will end up being more. Spoke about having to redesign it multiple times. Communicated with residents through smartphones and red alerts so they stay notified.

Commissioner Anna Butler asked about the logistics of living further away. - 1:51:30

Colin Donnelly spoke about not commuting every day. For the interim position, his plan would be to come up here during the weekdays and then go back home on the weekends.

Mayor Alison Dennington asked if he would relocate for the full-time position.

Colin Donnelly spoke about relocating for the full-time position.

Vice Mayor Dawn Barlow asked about a time when he had to support and develop employees and the leadership impact of their performance during that tenure.

Colin Donnelly spoke about how Dania Beach's Fire Department merged with the County Fire Department and outsourced HR. Had to coach an inexperienced individual at that time. Said to let department heads know if you have an interaction with a Commissioner.

Mayor Alison Dennington spoke about looking online and saw a document that spoke about his weaknesses, including delegation and getting overwhelmed, and getting behind. Asked about that, and if he is under application for other positions.

Colin Donnelly spoke about how he applied for another job in South Florida, but when he makes a commitment, he follows through. Regarding the document online, it was accurate, but old, so he has worked on things. One way is not having to go through paper, so he brushed up on Microsoft skills, uses a calendar, and uses reminders. Technology helped him manage his time. Also is a better delegator; working with more professional people has made that easier to do.

Mayor Alison Dennington asked if he is able to follow through when he delegates.

Colin Donnelly spoke about how one of his strengths is developing trust; he does not deal with dishonesty well.

Commissioner Robert Baldwin asked about crisis management due to hurricanes, what the priorities are, and his experience.

Colin Donnelly spoke about not going through a major hurricane yet, but he has worked with the Fire and Police Department on fundamental emergency preparedness. Dealt with flooding. Spoke about communicating and making sure everyone is informed.

Commissioner Tim Reed asked about the State's property tax reform, DOGE, Home Rule, and Live Local.

Colin Donnelly spoke about how he did a Master's paper about a similar program to DOGE. Put together a report; it wasn't wasteful spending, but opportunities. Home Rule means elected officials know and get to do what is best for their community. It might not be wasteful spending if it is best for that community.

Mayor Alison Dennington spoke about the management firm hiring the full-time position.

Colin Donnelly said if he was not offered the interim position, he would not go for the full-time position. Spoke about understanding the process from reviewing the Town's minutes.

Mayor Alison Dennington spoke about the report she touched on in the last interview and said there are some news articles about the next candidate. - 2:08:40

Recessed 3:27 - 3:32 - 2:09:54

4) Taylor Brown at 3:30 pm, started at 3:37 pm - 2:18:00

Commissioner Anna Butler spoke about Taylor's experience as a City Manager and asked if he could talk about a time where he faced some challenges and touch on the delicate balance with staff, the Commission, and the residents.

Taylor Brown spoke about his experience and emphasized doing an orientation for newly elected officials to understand each person's role, and the importance of staying in our own lanes. The issue is usually a Commission member trying to direct staff or the Town Manager directly. Asks staff members to make him aware of any conversations with Commissioners. Said that when elected officials try to direct staff, it hurts morale and puts staff in an awkward position. Said he would pull aside an elected official to have a conversation, and if a Commissioner tries to direct him in his role as Town Manager, he would let them know he works for the Commission as a whole.

Vice Mayor Dawn Barlow asked about his experience where he was tasked with stabilizing an organization during a period of transition, the steps taken, and the outcomes.

Taylor Brown spoke about dealing with that a number of times. One situation was when he took a position where he had to terminate the Police Chief for malfeasance, and the Chief was married to an employee. He got to the bottom of everything, built rapport with staff, Commission members, and the County. Spoke about how if you are doing things right, people will want to join your team and do something positive.

Mayor Alison Dennington spoke about some articles she found on him that mention communication, reporting with the Commission, and delegation was challenging. Need someone who is willing to come in and do weekly reports.

Taylor Brown spoke about managing smaller communities, and being hands on. Takes a team approach so delegating is easy. All elected officials want to be in the loop, but each has an opinion on how much information is ideal. Tries to provide a happy medium and provide information to everyone at the same time. Always tries to respond in writing so there is a record and sends responses to everyone. We are all on the same team, and does not want anyone to be blindsided. Communication is a big deal.

Commissioner Robert Baldwin spoke about how Taylor has listened to some of the Town's meetings and asked if there are examples of what he has experienced that are close to what he has seen with the Town of Melbourne Beach.

Taylor Brown spoke about how the Town has been going through challenges. Believes the Town's biggest issue is trust. Have to get a handle on that, otherwise any other efforts will be hampered. Once you build the trust, what you can achieve is unlimited. There seem to be trust issues at all levels staff, Commission and residents.

Mayor Alison Dennington wanted to point out an email that Taylor Brown sent with 2 documents attached, his initial assessment and a 90 day action plan.

Commissioner Tim Reed said if you are looking for a role with challenges, you are looking in the right place. With that comes opportunity for meaningful impact. Looking for someone who is willing to hit the ground running. Asked about experience in securing grants, implementing tax initiatives to generate more revenue, and annexations.

Taylor Brown spoke about having a fiscal conservative approach. Recognizes that any money the Town has has been taken from residents, so he feels a high responsibility to steward the money as best he can. Has experience with taxes and keeping them low, but also making sure everything is funded well, so you do not get behind.

Commissioner Anna Butler asked about the logistics of where he is located. - 2:39:18

Taylor Brown spoke about being too far away to not relocate. It is important to live close especially for the Manager to live in the community to be subject to the same rules and taxes. Since it is an interim position, he has friends and family in Melbourne that he would be able to stay with. If it became a long-term thing, he would relocate here.

Vice Mayor Dawn Barlow asked about how he would build trust with everyone.

Taylor Brown spoke about how he would first speak with everyone to see where the mistrust is coming from, then devise a plan on how to address it. There is an upcoming election, and that is a good time to reboot to build trust. True professionals do not want to work in chaotic environments, and they would be desirable to other places. Has sent every elected official he can to the FLC IEMO because it is a training course he believes in.

Mayor Alison Dennington asked about the comment of elected officials staying in their lane. For repeated issues, some call it micromanaging, but others call it oversight. Asked if he is aware of the JLAC request to audit the Town and how he would handle that.

Taylor Brown said he was not aware of the audit, but audits should not bother anyone if you are running everything above board. Everything is public. Should put public records on the website, eliminate the gatekeepers. If there are a lot of public records requests, that's a signal of what kind of information the public is interested in that is not easily available.

Commissioner Tim Reed asked if he had any experience working with an outsourced building department and how it worked.

Taylor Brown spoke about 2 municipalities he worked for that outsourced the building department, which is common with smaller municipalities unless there is a lot of development. Gave an example of a hybrid model where they did the planning and zoning but contracted with the County for the building plans, review, and inspections.

Taylor Brown's video call ended. - 2:53:10

Mayor Alison Dennington shared the report she referenced about Taylor Brown.

Commissioner Anna Butler spoke about being impressed with Taylor Brown doing his homework and understanding the dynamics of the Town. Has great experience with small cities, and wants to live in Brevard. Impressed with Colin Donnelly, has great boundaries and what is expected of his position and others, and great experience. Gary Stevens has an incredible resume, but is not sure his experience will work for this position, as he has no experience. Lisa Frazier was very impressive and well-connected. No one had any red flags.

Vice Mayor Dawn Barlow spoke about her initial observations. Impressed that 2 individuals provided 30-60-90 day plans. Has no concerns that Lisa could step into the interim and full position. Only hesitation with Gary Stevens is hands-on management in local government and familiarity with Florida-specific statutes, not that he couldn't learn it. Colin and Taylor are both qualified. Liked Taylor Brown's discussion on trust.

Mayor Alison Dennington spoke about how all candidates are well-qualified. Despite Gary Stevens not having local government experience, believes that he could be a benefit. Concerned with Taylor's comment about staying in your lane, does not believe that it will help with the trust issues. She asks a lot of questions, and previous Commissioners have used that statement on her. Liked what he said about public records requests. Top favorite for interim Mrs. Frazier and Mr. Stevens. We have a company that is going to find the full-time candidate. Concerned about the reports she read about delegating.

Commissioner Robert Baldwin spoke about Gary Steven's background and experience are not relevant. We need someone with direct government experience because we do not have the time for someone to be asking around. Lisa Frazier has good local experience. The other 2 candidates have more CEO level experience. When Taylor spoke about staying in your lane, does not think the Mayor's situation would have come up because he would have given her what she requested. Liked that Mr. Donnelly addressed the improvements he has made. Good with the three.

Commissioner Tim Reed spoke about it being hard to view someone as the interim and then a different person full-time. Top pick is Lisa Frazier. Has all of the qualifications, is very well spoken, and she could step in and do the job, and we would not be compromising in any way. Mr. Steven's background is not in public administration or government. After listening to him, he understands how to be a manager. Mr. Donnelly and Mr. Brown have earned their stripes in public administration. The idea for an interim is doing a 5-day-a-week thing, not sure how that will work. - 3:08:12

Commissioner Anna Butler spoke about a concern with the interim versus the full-time position and the search firm. If we have someone in the interim position that is working out well and has established themselves, would it behoove us to have some continuity for the staff, Town, and Commission to hire that person on a permanent basis, rather than be concerned that we have this search firm?

Vice Mayor Dawn Barlow spoke about how there are no guarantees, but anyone interested in the full-time position could go for both positions. They would be treated separately.

Mayor Alison Dennington spoke about a concern with Colin Donnelly stating he would not apply for the full-time position if he was not chosen for the interim position. If you have a local as an interim, then it wouldn't be as permanent as if someone moved here.

Commissioner Robert Baldwin spoke about how Brown has family in Melbourne, and Mr. Donnelly would be willing to find temporary housing, and Ms. Frazier is local, so he is not concerned with any of those.

Commissioner Tim Reed spoke about how they have great candidates. Get an interim, and then go through the search firm for the full-time position to find the best.

Commissioner Robert Baldwin spoke about having everyone pick their top 2.

Mayor Alison Dennington spoke about the top 2 candidates would be Gary Stevens and Lisa Frazier. Gary Stevens is slightly higher.

Commissioner Tim Reed spoke about Lisa Frazier, then Taylor Brown.

Commissioner Robert Baldwin spoke about Lisa Frazier and Taylor Brown.

Commissioner Anna Butler spoke about Lisa Frazier and Taylor Brown.

Vice Mayor Dawn Barlow spoke about Lisa Frazier and Taylor Brown.

Town Attorney Ryan Knight said they would need to select a number 1 candidate. If that person falls through, then he would be moving to the number 2 candidate.

Commissioner Tim Reed made a motion that we identify Lisa Frazier as the number 1 candidate, and Taylor Brown as the number 2 candidate; Commissioner Robert Baldwin seconded; Motion carried 4-1 with Mayor Alison Dennington dissenting.

Town Attorney Ryan Knight said he would communicate with the number one candidate, and it would be subject to an employment agreement between the 2 parties and a background check. Believes the police do the background check and would only do the background check on the number one candidate.

Vice Mayor Dawn Barlow verified that the pay would be what is in the budget. Spoke about having a 4-1 vote. Asked the Mayor to clarify that the structure of the motion was the issue over the individual candidate.

Mayor Alison Dennington spoke about wanting to separate the motion into two. Would have voted for Lisa Frazier.

Mayor Alison Dennington asked about the retirement options and limiting them to a few. Wants to get the cost and potential options of what the Town can offer.

Town Attorney Ryan Knight spoke about getting with the Finance Manager to get those details. Said the FRS is the expensive one. Said they will go over the potential start date on the agenda for tonight's meeting, the current agreement expires in 2 days on the 19th.

6. Adjournment

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

Meeting adjourned at 4:47 PM.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 17, 2025 second Special Town Commission Meeting minutes

Background Information:

On September 25, 2025, the draft minutes for the September 17, 2025 second Special Town Commission Meeting were emailed to the Town Commission.

During the October 15, 2025, Regular Town Commission Meeting, Mayor Alison Dennington requested amendments, so the minutes were tabled.

To date, no amendments have been received.

Recommendation:

Approve the September 17, 2025 second Special Town Commission Meeting minutes as presented.

Attachments:

September 17, 2025 second Special Town Commission Meeting minutes

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING September 17, 2025 @ 6:00 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
Town Attorney Ryan Knight
Town Clerk Amber Brown

1. Call to Order

Mayor Alison Dennington called the meeting to order at 6:08 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 Attorney Ryan Knight
Fire Chief Gavin Brown
Public Works Director Tom Davis
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) – 7:12

Jan Pence – 200 Riverside Dr – Provided a copy of what she put in the Mayor's mailbox a month ago which is an outstanding bill for \$3,155.05, a copy of the mail she refused to accept, and the email sent to her by the Town Clerk. What do you do when the Mayor refuses to pay a legal fine?

Mayor Alison Dennington spoke about how on the due date her son had a fever, she was never served or given to her before, she will write the check tonight for the full amount.

5. Public Hearings

A. Public Hearing on the Town's Fiscal Year 2025/2026 (FY26) Millage Rate and Annual Budget – Town Manager Elizabeth Mascaro

Mayor Alison Dennington spoke about how the Commission had a great meeting on Monday night on the budget. Would like to go through the items that were discussed at Monday's meeting. - 12:15

Town Manager Elizabeth Mascaro reviewed the updates listed on the summary pages. Page 2, changed the annual operating budget to reflect the new budget amount based on the changes. Page 4, reflects updated revenue and expenditures based on all of the transfers into the stormwater fund. Page 7, payroll, removed the position of the Finance Clerk from the Finance Department which totaled \$89,242 going to stormwater. Page 26, Code Enforcement, at the bottom of the page it says FTE, 2 part time positions 20 hours per week, which was about \$13,000 transferred to stormwater. Page 10, made corrections about the \$8,000 and \$10,000 amounts. Page 12, supporting page 11, the gas and oil stipend number had not been reflected but that has been fixed. Page 13, removed all payroll related expenses, moved \$89,242 to the stormwater fund. Page 17, reduced contingency from \$60,000 to \$30,000 and \$30,000 was transferred to the stormwater fund along with \$100,000 that had been established in long term capital. Page 21, removed the police car for \$50,000 and that was moved to the stormwater fund. Page 23, Fire, added the 3 Fire Officers, along with all of their associated payroll expenses. Took \$50,000 from Fund 341 into this fund. \$188,780 in reserves to be used should the Commission deem that necessary to support the Fire Department.

Commissioner Tim Reed asked about why the 500.12.00 code is used multiple times. - 23:25

Town Manager Elizabeth Mascaro spoke about how that is the code for salary, and those are all salary expenses, but instead of lumping them together, she split them up for transparency.

Mayor Alison Dennington spoke about \$10,000 the Fire Chief said they don't need due to changes of equipment and the Town Manager said that is reflected one line up from the bottom, transferred to the stormwater fund.

Town Manager Elizabeth Mascaro continued talking about the changes to the budget. Page 25, the bottom reflects the difference between radio replacement and the \$10,000 the Fire Department donated back to stormwater. Page 26, Code Enforcement, shows the 2 20 hour employees and the health insurance benefits were removed, FRS could not be removed but is the same for 2 20 hour employees as 1 40 hour employee. Page 28, Public Works, \$20,000 that was removed for the running of electricity to the Public Works building and was moved to the stormwater fund. Page 40, stormwater fund 141, for capital outlay, it did not show the 2nd \$46,000 for the boat ramp for the seawall, which was updated. Page 45, Ryckman Park special fund, reduced the playground equipment from \$50,000 to \$25,000. A total of \$75,000 is being transferred to the stormwater fund (\$50,000 already being transferred, \$25,000 additional). Page 49, shows all of the transfers into stormwater. Spoke about taking the highest of the 3 stormwater bids as a placeholder.

Mayor Alison Dennington asked about FEMA updates.

Town Manager Elizabeth Mascaro spoke about additional funds being obligated for Milton. Confirmed there are no restrictions on how to use that money once it is received.

Commissioner Tim Reed asked about the difference between the stormwater bids. - 34:24

Vice Mayor Dawn Barlow spoke about how the higher bid included phase 1 and phase 2.

Mayor Alison Dennington spoke about 2 of the bids quoted for phase 1 only.

Commissioner Robert Baldwin suggested going into more detail about this topic at the Regular Town Commission Meeting directly following this meeting.

Mayor Alison Dennington confirmed that the Town Manager removed the amount for the League of Mayors and the salary of Commissioner Tim Reed and herself that are going to stormwater. Spoke about receiving the Building Official resignation. His last day is October 3rd. Asked if that department could be reduced because we will not have the cost of benefits?

Town Manager Elizabeth Mascaro spoke about how the Commission will have to discuss the schedule because before they only worked 3 days a week.

Mayor Alison Dennington spoke about how she previously said she would not vote for a budget that did not have a tax cut, however, she will be voting for this budget which is a tax increase because there were a lot of things that have come up.

***Sherri Quarrie – 701 Pine St** - Provided handouts and a spreadsheet based on the numbers from the budget and the fire expense. Impact to the entire Town would be almost \$250,000 if you go with the County versus having our own 6 paid firefighters. The current budget that has 3 is admirable, but not having the additional 3 could result in going with the County. - 47:36*

Commissioner Anna Butler made a motion to give Mrs. Quarrie additional time, one minute; Vice Mayor Dawn Barlow seconded; Motion carried 4-1 with Commissioner Tim Reed dissenting.

Mayor Alison Dennington asked if she is opposed because the Fire Dept. needs more officers.

***Sherri Quarrie** said she is opposed to taking away the Finance Clerk, opposed to only giving the Fire Chief 3 people, opposed to paying the Town Attorney so much money, under the Mayor's leadership there has been 2 years to find a grant and finding a stormwater grant has never been mentioned until last night. The Commission should find a way to bring in revenue.*

6. New Business

- A. Resolution 2025-12, Adopting the Tentative Millage Rate for the Fiscal Year 2025-2026 – Town Manager Elizabeth Mascaro - 58:58

Mayor Alison Dennington read the resolution.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE LEVYING OF AD VALOREM TAXES FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-12 setting the tentative operating millage rate for fiscal year 2025-2026 at 4.6000 mills, which is greater than the rollback rate of 4.2574 by 8.050%, and setting the tentative debt service millage rate for fiscal year 2025-2026 at .0910 mills; Commissioner Robert Baldwin seconded;

Roll Call Vote by Town Clerk

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

Resolution 2025-12 carried by a vote of 4-1 with Commissioner Tim Reed dissenting.

- B. Resolution 2025-13, Adopting the Tentative Budget for the Fiscal Year 2025-2026 – Town Manager Elizabeth Mascaro - 1:01:06

Mayor Alison Dennington read the resolution.

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH OF BREVARD COUNTY, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR FISCAL YEAR 2025/2026; PROVIDING FOR AN EFFECTIVE DATE.

Vice Mayor Dawn Barlow moved to adopt Resolution 2025-13 setting forth the appropriations and revenue estimate for the tentative budget for fiscal year 2025-2026 in the amount of \$5,293,520; Commissioner Anna Butler seconded;

Roll Call Vote by Town Clerk

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

Resolution 2025-13 carried by a vote of 4-1 with Commissioner Tim Reed dissenting.

Steve Walters – 416 Sixth Ave – Spoke about the people wanting 6 paid firefighters bring up the County. Why not Indialantic, because it's cheaper. The Fire Department should stop going to fender benders and false alarms. Wait for the police to respond, then if needed, request the Fire Department. Spoke about a Commissioner who had said the service is free, that could not be farther from the truth. It is the resident's money, let's let them vote. - 1:03:28

Sherri Quarrie – 701 Pine St – Spoke about how she has been told that the Town of Indialantic does not really want to do this for our Town, which is why she overlooks them. Has draft minutes from June 3rd 2020 where Steve Walters was against paid parking. If they weren't forward thinking, then you wouldn't have the funding from parking that you now have. If it went to a referendum you have to educate the residents. If you ask anyone if they want taxes raised, they will say no.

Bruce Pickett – 1501 Oak – Commended the Commission for coming to a compromise, but with only 3, how will anyone be able to take a vacation? Cares about the money, but more so cares about getting to residents in need quicker. Thinks this is a stop gap, but it will need to get to 6 firefighters. Looks forward to having that in the future.

Susan Stark – 307 Fifth Ave – Commended the Commission for Monday’s meeting, the positive tone, and prioritizing infrastructure and public safety. Spent 2 hours with the Indialantic Fire Chief, and has spoken with several current and retired firefighters. Cheaper isn’t always better. Looking at the details, everything so far has been a cost estimate. There is a lot more work to do but compliments to the Commission for what they did Monday night.

Jan Pickett – 1501 Pine – Spoke about how the Indialantic plan is cheaper, but it is only to add 1 person on their engine, and their Fire Chief is not fond of volunteers. It is short-sighted to only consider the money, they are farther away, and they also don’t have the staff.

Dan Brunger – 400 Sixth Ave – Spoke about how he donates to a local nonprofit, the Friends of Melbourne Beach. Now, that money will have to go towards taxes for the Fire Department. Would like to have a comprehensive financial report.

Mayor Alison Dennington spoke about how it is driven by a Florida Statute, but it is triggered by specific items. We only get a financial audit. There is a request to get a JLAC audit. We would then have a free comprehensive audit.

Jan Pence – 200 Riverside Dr – Spoke about how the Mayor would like to take credit for the JLAC audit, but Representative Monique Miller contacted them and they were in favor of it, and she is the only one that can request it.

Mayor Alison Dennington spoke about voting for the budget. Said she is committed to the 3 positions, and has always thought the Fire Chief needed more help. Even if we get the SAFER grant, we will have to find a way to fund it after which would be through a tax which would require a referendum. We cannot always dip into reserves to fund things. After a year we can track the data, and if the Fire Chief thinks we need to go for more, he will have had the tracking data and support to make the case to the voters.

7. Adjournment

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

Meeting adjourned at 7:25 PM.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Clerk Amber Brown

RE: Approval of the September 17, 2025 Regular Town Commission Meeting minutes

Background Information:

On October 2, 2025, the draft minutes for the September 17, 2025 Regular Town Commission Meeting were emailed to the Town Commission.

During the October 15, 2025, Regular Town Commission Meeting, Mayor Alison Dennington requested amendments, so the minutes were tabled.

To date, no amendments have been received.

Recommendation:

Approve the September 17, 2025 Regular Town Commission Meeting minutes as presented.

Attachments:

September 17, 2025 Regular Town Commission Meeting minutes

Town of Melbourne Beach

REGULAR TOWN COMMISSION MEETING

SEPTEMBER 17, 2025

Immediately following the 6:00 pm meeting

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 7:41 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 Attorney Ryan Knight

Fire Chief Gavin Brown

Public Works Director Tom Davis

Town Clerk Amber Brown

3. Pledge of Allegiance and Moment of Silence

Mayor Alison Dennington led the Pledge of Allegiance.

4. Meeting Agenda – Additions/Deletions/Changes - 5:55

Mayor Alison Dennington spoke about a few walk-on items: 1 new agenda item from Commissioner Anna Butler for a Civility Pledge and Resolution, a proclamation for Fire Prevention Week, an email from the County related to the Williams Building requesting to add an agenda item to extend the lease agreement, and a supporting document for the parking ordinance.

Vice Mayor Dawn Barlow made a motion that we approve the agenda with the edit that we've got the addition to the proclamation section of the agenda regarding Fire Week, and then we will add the proclamation and the Civility Pledge and Resolution after the Town Manager's Report; Commissioner Robert Baldwin seconded; Motion carried 5-0.

5. Proclamations/Presentations/Awards - 13:15

A. Proclamation recognizing October 5-11th, 2025 as Fire Prevention week

Mayor Alison Dennington read the proclamation recognizing October 5-11, 2025 as Fire Prevention Week.

6. Presentations by Special Guests (Maximum of 5 Minutes) - 15:28

A. Presentation for an Honor Walk by the Parks Board.

Pushed to next month to allow the Parks Board to present the proposal.

B. Presentation for the Sixth Ave boat ramp by the Planning and Zoning Board.

Alternate Member Todd Albert of the Planning and Zoning Board presented the recommendations from the Planning and Zoning Board regarding the Sixth Ave boat ramp. Spoke about not being able to accommodate much parking, and spoke about how the reason for the dock is for a small type of boat. The Sixth Ave boat ramp will always be a residential boat ramp. Scrap the ramp effect and create a swale effect to contain water from hurricanes. The seawall is failing, so that needs to be redone and tied into the neighboring seawall. Have the seawall go up the ramp with a gate to contain the water from hurricanes. Recommended a 10-foot by 4-foot dock. Have a standing pole 5-8 feet beyond the dock to secure a stern line. Add a depth indicator, add signs for no street parking, no overnight parking, shallow water, and no loitering. A longer dock would be invasive to the neighbors.

Commissioner Robert Baldwin asked about the coquina rock that is currently there. - 28:28

Todd Albert spoke about moving the coquina rock to the south of where the ramp would be.

Vice Mayor Dawn Barlow asked about the removable gate.

Todd Albert spoke about having a removable gate to hold water or close the ramp if needed.

Vice Mayor Dawn Barlow spoke about how the ramp is used by emergency services, so if it is closed, that would be something to look into.

Commissioner Tim Reed confirmed the gate would be solid to stop the water surge. Asked if riprap or a pier parallel to the wall was considered. Spoke about potential cost savings.

Todd Albert spoke about how that was not considered. They asked Mike Kalajian, and he advised that the parallel pier wouldn't work.

Commissioner Robert Baldwin spoke about how it would not work because the motor needs deeper water, so the boat would not be able to orient.

Todd Albert spoke about how there is not usually a lot of change in the water, but with the current rains, the water is up about a foot and a half.

Commissioner Tim Reed asked what the height of the dock would be above the water.

Public Works Director Tom Davis said it was level from the wall, and Todd Albert said that would be 4 feet off the water.

Mayor Alison Dennington spoke about how the rocks were put in because the seawall was failing, which caused the current problem. The dock is an expansion and does not need to be added. Replace the wall and remove the rocks. If anything is added, would only be in favor of a platform, but not a dock. Asked for the Public Works Director to come back with information that confirms the wall is level. Previously, the Fire Department was looking into adding a dock for their boat. If the dock is for the Fire Department, that shouldn't be done because there is a better alternative. Redo the wall, and when that is done, the rock can be removed.

Todd Albert spoke about how only 2 or 3 people wanted it back the way it was; almost everyone else wanted a ramp. Wind can make it very difficult to load and unload on the wall.

Mayor Alison Dennington spoke about being opposed to adding a dock. - 43:45

Todd Albert spoke about the wall needing to be fixed, and if you add a dock later, you will be doubling the cost because you will have to get the equipment in twice.

Vice Mayor Dawn Barlow spoke about it being prudent to look at this as a holistic approach. Said they should define the aspects wanted from the RFP so it can be evaluated in totality.

Public Works Director Tom Davis spoke about how, for a true RFP, we would have to engage a Town Engineer for the drawings because most places request specs.

Mayor Alison Dennington spoke about PNZ and the Public Works Director getting together to get information about how much this would cost, and then coming back to the Commission.

Commissioner Robert Baldwin said it would be in the ballpark of \$2,500.

Commissioner Robert Baldwin made a motion that we approve up to \$3,500 for engineering of the 5th Ave boat ramp, seawall, and dock project for all of the recommendations; Commissioner Anna Butler seconded;

Dan Brunger – 400 Sixth Ave – Asked about railings, and about handicap access? - 53:44

Jon England – 514 Avenue B – Spoke about how a platform and west wind would beat the craft against it. The 10-foot pole would allow you to tie off to. Regarding a lift for the Fire Department, it takes a lot of time to use, and would require another dock to get on and off.

Mayor Alison Dennington spoke about a presentation the Fire Department made, where they proposed the lift. Spoke about how there was a misunderstanding.

Bobby Williamson – 505 Riverside Circle – Spoke about using the ramp, so he appreciates this topic, but finds it interesting that the Commission is shuffling money around to fund the Fire Department, but then looking at spending money on this, which is less of a priority.

William Stephens – 1508 Pine St – Spoke about how it would be unreasonable for him and his neighbor to say there is no reason for a dock, but it is also unreasonable to say you need a 30-foot dock. We need to meet in the middle, and this gives us that opportunity. Need to safely get on and off your boat. This dock will satisfy 3 groups being the Town of Melbourne Beach, the people who are against the dock, and the people who want the dock. The 4th challenge is how to pay for it. Would love for the Commission to vote to approve this tonight, decide to do the seawall, beautification, and the dock, but with an asterisk that the Town will only pay for some of it, and then the residents have to pay for the remainder, in order to put this to rest.

Mayor Alison Dennington spoke about the Stephens would rather not have a dock at all, but confirmed he is wanting to approve it to put it to rest. What if the dock gets larger later on?

William Stevens spoke about if it would be possible to have language where in the future it cannot be extended. Said he is reasonable and wants to work with the community.

Todd Albert spoke about there will be hurricanes that damage the dock.

Mayor Alison Dennington read a public comment from **Kate Wilborn – 502 Second**– Opposed to any further enhancements to the boat ramp, selling guest stickers, and increased traffic.

Vice Mayor Dawn Barlow read a public comment from **Dan Wilborn – 502 Second** – Opposed to selling guest stickers, and enhancements to the boat ramp which will bring in more people.

Motion carried 5-0.

7. Public Comment (Non-Agenda Items) - 1:12:10

Erik Sander - 1910 Cedar Ln – Spoke about Basin 10 stormwater. Believes a repair had a wrong size pipe which has caused flooding in the Cherry and Cedar area. Stormwater is a priority to the residents. Asked if there is a plan to address these issues. Would like to bring it to the Commission's attention. It never used to be a problem until after the work on Cherry.

Mayor Alison Dennington spoke about calling a Special Meeting when there is a new Town Manager to assess stormwater. Might be good to have a citizens board for this issue.

Public Works Director Tom Davis met with Town Engineer Haley Ward and walked that area and is waiting for a proposal to present to the Commission.

Town Manager Elizabeth Mascaro spoke about when Haley Ward has a proposal, she recommends having them attend a meeting to present it to answer any questions.

Susan Stark – 307 Fifth Ave- Spoke about individuals perceptions and perspectives on social media. As an educator she used landscape versus portrait view to change the perspective. Fire Science should be taken into consideration when speaking about Indialantic fire. Don't use a narrow view.

Steve Walters – 416 Sixth Ave – Spoke about the Commission using stormwater funds for other things that are not an emergency. You are taking stormwater funds and giving it to the Fire Department. The people need to vote for a paid Fire Department. It is a disservice to the people.

8. Consent Agenda - 1:25:12

- A. Approval of the August 19, 2025 Special Town Commission Meeting minutes.
- B. Approval of the August 20, 2025 Special Town Commission Meeting minutes.
- C. Approval of the August 20, 2025 Regular Town Commission Meeting minutes.
- D. Approval of the August 25, 2025 Special Town Commission Meeting minutes.
- E. Approval of the September 3, 2025 first Special Town Commission Meeting minutes.
- F. Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway.

Commissioner Tim Reed pulled Consent Agenda Item F to be moved to New Business.

The Commission approved the remaining items by consent.

9. Public Hearings/Special Orders

10. Unfinished Business - 1:26:00

- A. Discussion on the proposed parking ordinance language – Town Attorney Ryan Knight

Town Attorney Ryan Knight spoke about how there is one change to section 30-43.1. The old version had \$35 for a violation, that is changed to \$75 to reflect the current fee resolution.

Commissioner Robert Baldwin made a motion that we approve Ordinance 2025-03 concerning parking with the amendment as noted by the Town Attorney; Commissioner Anna Butler seconded; Motion carried 5-0.

- B. Consideration of the proposal for the seawall at the Sixth Ave boat ramp – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about when they were notified that the wall was collapsing and there was an injury, she got an estimate of what it would cost.

11. New Business - 1:28:56

- A. Consideration of the proposals from the invitation to bid for basin 1 improvements – Town Manager Elizabeth Mascaro

Town Manager Elizabeth Mascaro spoke about how there were 3 bids. The bid from Atlantic Development of Cocoa included both phases. The Town has no experience with Atlantic Development of Cocoa, but Indialantic has and they said it was fine. The Town has used Jobear Contracting once and it was okay, but there were issues with the residents. Brewer Paving has done a lot of work for the Town.

Mayor Alison Dennington asked about Brewer doing the Cherry work and is that the project that caused the flooding issue.

Town Manager Elizabeth Mascaro spoke about how they have done work on Cherry, but the original company was Jones Edmunds.

Mayor Alison Dennington spoke about when there was an unexpected crushed pipe and asked if that replacement caused the flooding issues.

Town Manager Elizabeth Mascaro spoke about how Brewer did the crushed pipe repair and it was replaced with a larger pipe. They also did the work on Andrews, and also on Orange.

Mayor Alison Dennington asked if there are compliance reports for prior work.

Town Manager Elizabeth Mascaro spoke about how the report will just say the work was done to the specifications.

Commissioner Robert Baldwin asked why Brewer no bid some of the alternatives, but the Town Manager did not have any insight on that.

Commissioner Tim Reed spoke about how Atlantic Development offered the 5% bid security, the bid is good for 90 days, and they have done a lot of beachside work. We should reach out to other towns that have used them. They did not identify any subcontractors for inspections, so maybe they do that on their own. Brewer has zero bid security which is concerning. The history work they show does not have anything beachside. For subcontractors, they do not have camera/video inspection and no paver landscape or irrigation subs identified. Under licensing info, they did not provide anything. Jobear agreed to the 5% bid security. 5 year history, they did not provide anything. Subcontractors, there are no pavers or landscaping or irrigation subs identified. Their licensing is similar to Atlantic Development. Brewer had zero percent bid security and sections with no bid which raised some red flags.

Commissioner Robert Baldwin spoke about phase 2 for Brewer is twice the price. Asked some developers to rank the companies, and they said Atlantic, then Brewer, then Jobear. - 1:43:00

Vice Mayor Dawn Barlow spoke with Scott from BSE, who walked through the alternate options. The pipes have not been scoped yet. Atlantic is the frontrunner.

Mayor Alison Dennington spoke about how Atlantic is the frontrunner.

Town Attorney Ryan Knight spoke about how the bid package does not require you to bid the alternates.

Mayor Alison Dennington asked if missing information would disqualify them.

Town Attorney Ryan Knight spoke about how that is something that you can consider, but it does not mean it would have to be completely thrown away or disregarded. Said if the Commission picked someone, they would want to be able to explain why.

Commissioner Tim Reed spoke about how he would be surprised if they meet the numbers, and would not be surprised if they go up when they get into it.

Commissioner Robert Baldwin asked if anything about grant funding should be in the motion.

Town Manager Elizabeth Mascaro spoke about how having it scoped would not preclude you from getting grant funding.

Vice Mayor Dawn Barlow spoke about getting additional information about the possibility of expanding the scoping to other areas.

Town Attorney Ryan Knight said the Commission would either table it or award it at this point.

Commissioner Robert Baldwin made a motion that we accept Atlantic Development's proposal for phase one of the stormwater improvement to Basin 1; Vice Mayor Dawn Barlow seconded; Motion carried 5-0.

Mayor Alison Dennington said the National League of Cities and US Conference of Mayors have a great grant team. Would love to have a Commissioner reach out to them.

Commissioner Tim Reed said he was doing some independent looking at grants anyway so he is happy to look into it.

Recess – 9:32-9:37

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 Attorney Ryan Knight
Town Clerk Amber Brown

B. Consideration of the Town Manager Employment Agreement Extension

Town Attorney Ryan Knight spoke about how the current agreement expires in 2 days. The Town will be extending an employment agreement for an interim Town Manager, which will require a background check and an employment agreement. Town Manager Elizabeth Mascaro is willing to stay on until October 2nd. Recommends extending the contract because we need someone to be in the position. - 2:01:18

Commissioner Robert Baldwin asked about having some overlap with the interim.

Commissioner Tim Reed spoke about the final budget activities. Would all of that be covered?

Town Manager Elizabeth Mascaro spoke about how she would make sure all of the budget stuff is finished, which is why she agreed to stay until October 2nd.

Mayor Alison Dennington asked if IT is doing a backup of the Town Manager's devices.

Town Manager Elizabeth Mascaro spoke about how there would be access to all of that information. Said everything is stored on the cloud for Town Hall.

Commissioner Robert Baldwin made a motion that we extend the Town Manager's contract through October 2nd; Commissioner Anna Butler seconded;

Marc Lower – 206 Elm – Spoke about being shocked that no one has contacted the FCCMA about their interim Town Manager program to get someone experienced right away.

Motion carried 4-1 with Mayor Alison Dennington dissenting.

C. Consideration of the Town Zoning Official Agreement - 2:07:54

Town Attorney Ryan Knight spoke about how there was an agreement between the Town and the Zoning Official, and there was an option for a 3-year extension if the Town Commission authorized that, which never happened. Needs guidance on whether they would like to vote to extend that, which would effectively be from 2024-2027. The other option is a termination agreement, which would mean they would need to go out for RFP for zoning official services.

Mayor Alison Dennington spoke about needing to use the Zoning Official more and needing to fund it more. Does not believe you can retroactively approve a contract. Would like to negotiate a temporary contract to prevent a lapse in coverage, and then bid it.

Town Attorney Ryan Knight spoke about how you can approve it with an effective date of June for an additional 3 years.

Mayor Alison Dennington spoke about how the expiration says it can be extended prior to the expiration, so it would not be legal to approve it because it has expired.

Town Attorney Ryan Knight spoke about how the Commission has the authority to waive that.

Mayor Alison Dennington spoke about how the procurement code would not allow the Commission to waive the requirement.

Recess 9:53 – 9:53 - 2:15:58

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 Attorney Ryan Knight
 Public Works Director Tom Davis
 Town Clerk Amber Brown

Mayor Alison Dennington said the contract expired so they would be making a new contract. Read Chapter 15-27, formal competitive bidding. Could authorize the Town Manager to negotiate temporary contracts that would be under the thresholds. - 2:17:15

Town Attorney Ryan Knight spoke about how the Commission has the authority to approve a retroactive contract. The other option is to do a 30-day termination letter and go out for RFP, or negotiate another extension. It happens all the time and can be retroactively approved.

Mayor Alison Dennington spoke about agreeing to disagree. The contract has expired, and she believes they are legally required to bid it.

Vice Mayor Dawn Barlow asked if they could approve the extension and also go out for RFP.

Town Attorney Ryan Knight spoke about not recommending that because the extension would be for a 3-year term. If you want to go out for RFP, then do a temporary contract, 60 or 90 days. Spoke about how technically you would have to provide a 30-day notice, but also negotiate a temporary contract while the Town sends out an RFQ.

Mayor Alison Dennington passed the gavel.

Mayor Alison Dennington made a motion to authorize the Town Attorney, to correct the situation that we are in in compliance with the letter and the spirit of our own code and the existing circumstances, to notify the planner that we are giving the 30 days notice under the old contract that has expired but in order to protect us from liability and in the same letter to request if they would be amenable to a 60 to 90 day period of a temporary agreement to continue services and that we will be doing an RFP in line with our code which they could apply for just to correct the situation of the contract pursuant to our code; Commissioner Anna Butler seconded; Motion carried 5-0.

- D. Consideration of a cyber and data security presentation from the Town's IT service provider – Commissioner Tim Reed

Commissioner Tim Reed spoke about it being prudent to periodically review cyber and data security practices. The intent is to have the contractors present during a workshop. - 2:27:40

Mayor Alison Dennington spoke about supporting this.

Town Attorney Ryan Knight spoke about how security measures are not public record.

Mayor Alison Dennington spoke about how it could start as a public meeting, but there is a new law to allow security to be discussed in a closed meeting.

Vice Mayor Dawn Barlow spoke about having a Technology Advisory Board and how she does not have the expertise in this. Maybe have the new Town Manager review this.

Town Manager Elizabeth Mascaro spoke about how they are not cybersecurity experts. What they do is they have protocols for ransomware, send out phishing emails, monitor the backups 24/7, and upgrade the security for the email and firewalls. Can send this to them, and they can provide all of the protections they offer the Town.

Commissioner Tim Reed spoke about different topics to be addressed.

Mayor Alison Dennington spoke about tasking the Town Manager to contact them with the list and schedule a joint workshop between the Commission and the Technology Advisory Board. If they do not do cybersecurity, then maybe we need to go out for RFP for that portion. Spoke about how anything beyond one year is not guaranteed to be in the cloud; it gets archived.

Commissioner Tim Reed made a motion, with this as a starter, and from the Technology Advisory Board input, we develop this list of questions that we would possibly forward to the provider to answer at a later date; Commissioner Robert Baldwin seconded;

Bruce Larson – 1507 Pine – Spoke about how everything that has been discussed is already part of the Technology Advisory Board's scope of what they are doing. Suggested amending the motion to have the TAB give the Commission that list and add an interim joint workshop briefing. There is a public education portion to include. - 2:43:35

Town Attorney Ryan Knight spoke about how any requests should be made through the Town Manager because the agreement states the authorized person would be the Town Manager.

Commissioner Tim Reed modified his motion to add this task for the Technology Advisory Board to formulate a list of questions and get back to us with a recommendation.

Marc Lower – 206 Elm – Spoke about the experts on the Technology Advisory Board are world-class. They know exactly what to do for cybersecurity. Let us show you what we can do.

Motion carried 5-0.

E. Approval of the site plan for 206 Sixth Ave – renovation, addition, and paver driveway

Commissioner Tim Reed spoke about not seeing these types of plans go to PNZ before.

Town Manager Elizabeth Mascaro spoke about the threshold is if the job is more than 50% of the value of the dwelling (not the land). Then it has to go to PNZ and do a drainage plan.

Mayor Alison Dennington spoke about how she watched it and agreed with the contractor. Feels the Board is just adding things that are not required.

Town Manager Elizabeth Mascaro spoke about how anything over \$50,000 in value of construction goes to the PNZ.

Commissioner Robert Baldwin made a motion that we approve the site plan for 206 Sixth Ave; Vice Mayor Dawn Barlow seconded; Motion 5-0.

Commissioner Baldwin left at 10:36 pm.

12. Finance/Budget Report

Commissioner Tim Reed spoke about the FEMA obligated funds and asked to reach out to FEMA because there is new money that is being released, to see if we can get some.

Town Manager Elizabeth Mascaro said the new money was for some of the more recent disasters. Our money was already obligated; it is just getting them to finish the paperwork.

Mayor Alison Dennington said her understanding was that it was close-out money.

Commissioner Anna Butler made a motion to approve the finance report as is; Vice Mayor Dawn Barlow seconded; Motion carried 3-1 with Mayor Alison Dennington dissenting.

13. Town Staff/Board Reports

A. Technology Advisory Board - 3:03:52

Chairman of the Technology Advisory Board, Bruce Larson, spoke about having 2 Board meetings. There is one person who is the focal point for each task item. They are working on the three topics that the Commission tasked. They also came up with a few topics, including: the digitization of documents and the website, AI will eventually become a topic when they get a better idea of what the Town has, and public safety communication and technology.

Mayor Alison Dennington spoke about changing the word charter to mission statement.

Town Attorney Ryan Knight spoke about how, legally, it is not technically a charter, but the Board can approve its own rules and policies, and procedures through resolution.

Commissioner Tim Reed made a motion to approve the communication services for emergency services and the data records digitization, and looking at the website; Commissioner Anna Butler seconded; Motion carried 4-0.

Bruce Larson spoke about how the Board's Charter expands the Commission's resolution. Spoke about wanting a two-year term.

Town Clerk Amber Brown spoke about how the first draft of the resolution had a 1-year term, but the resolution was amended to 2 years when it was approved.

Bruce Larson spoke about how the Board will provide a monthly and yearly reports, and briefs.

Commissioner Tim Reed made a motion that we approve their mission statement; Vice Mayor Dawn Barlow seconded; Motion carried 4-0.

B. Public Works Department

Commissioner Anna Butler spoke about how the groundskeeper is doing a great job around Ocean Park. - 3:21:00

Vice Mayor Dawn Barlow thanked the department for doing a great job cleaning the gutters.

Commissioner Tim Reed asked about the pending repair on Riverview. A contractor possibly caused the issue that damaged the pipe. What is required when people do work in the easement? Part of permitting is signing that if we need access to that, we can rip the fence out. Concerned that it is going to be a significant cost-wise repair. Is the contractor liable?

Public Works Director Tom Davis spoke about how if you do not use 811, you could be liable.

Town Attorney Ryan Knight spoke about there is a statute that requires 811, but if you do not do it, then you could be liable.

Mayor Alison Dennington spoke about how we can go after them if they damage property.

Commissioner Tim Reed spoke about not doing enough inspections to verify that it was the contractor. It would be worthwhile to see if that was the cause and if there is any recourse.

Public Works Director Tom Davis spoke about the urgency of the situation with the land caving in, and we did not have a Town Engineer yet. He requested the engineer to take a look at it.

Commissioner Tim Reed spoke about how he was speculating, but we should do an inspection.

Mayor Alison Dennington spoke about wanting a picture and something in writing.

Public Works Director Tom Davis spoke about how there is documentation.

Town Attorney Ryan Knight spoke about taking a look at everything and providing a response.

Vice Mayor Dawn Barlow made a motion that we authorize the Town Attorney to follow up on the documentation and work with BSE to come up with an opinion of what will be our next steps; Commissioner Anna Butler seconded; Motion carried 4-0.

C. Fire Department

Fire Chief Gavin Brown spoke about how the new fire engine should be delivered Thursday or Friday, and there will be a push-in ceremony on October 4th at 5 pm. Asked if the proposed grant policy will be applicable for grants with matching funds only or all grants. Looking at applying for a grant in October that does not have matching funds. Equipment grant for up to \$40,000. The details are not out yet. - 3:35:05

The Commission spoke about how the policy was supposed to be for grants that require a Town share or matching funds. If there are no Town funds, he can apply for the grant.

Vice Mayor Dawn Barlow made a motion that we allow Fire Chief Brown and his Department to apply for the Fire House Subs Public Safety Grant that's opening up in October 2025; Commissioner Anna Butler seconded; Motion carried 4-0.

D. Building Department

Vice Mayor Dawn Barlow asked if there were more details as to why the Building Official tendered his resignation. - 3:40:44

Town Manager Elizabeth Mascaro spoke about how he had another job offer in the Caribbean.

Mayor Alison Dennington spoke about how they had a special meeting scheduled on Thursday, going over 3 RFP responses for Building Official Contract Services.

Commissioner Tim Reed confirmed that the Commission is reviewing the submissions from the previous RFP for Building Officials.

E. ~~Public Works Department~~

F. Code Enforcement

No additions.

G. ~~Fire Department~~

H. Police Department

No additions.

I. Town Clerk

Town Clerk Amber Brown said that for the document scanning project, they have completed the 4th box. They are viewing every page in a box and comparing it to the digitized version to for accuracy and corrections. Only 2 people are working on it to limit human error, so it does take longer. Going to meet with them to verify expectations. Spoke about public records requests, one report lists all open public records requests in the month of August, the second report lists all of the public records requests that were closed in August. Spoke about how this report is run through the software. Depending on the type of request, it may not be entered in our software. Spoke about how if all elected officials' requests go through the software would add more of a workload, so requirements could be added, for example, if it takes less than 15 minutes of staff time, you get it for free; beyond that, there is a cost.

Mayor Alison Dennington said the Commission is not supposed to be charged.

Town Attorney Ryan Knight said there is a difference between requesting a couple of pages and requesting any and all documents in the last 5 years pertaining to a certain subject.

Mayor Alison Dennington spoke about a specific public records request pertaining to the Fire Department and explained that she made that request because she was denied the opportunity to look at the report.

Vice Mayor Dawn Barlow said, irrespective of who submits the request, do we find ourselves in a situation where we are concerned with a time commitment of turning something around?

Mayor Alison Dennington said there would be no time commitment if she had not been ignored about having access to look at the report. Also acknowledged being in the middle of digitizing, so not all records are readily available.

Town Clerk Amber Brown said when requests are for specific, limited documents, it takes no time at all. When requests start to get voluminous, it takes a lot of time just to see what they entail. What departments are involved? What records exist? It is a long process. It just depends on the request. Said she does have access to the records that have been sent out to be digitized, which has not been an issue. The issue is more so when she does not know what records are being requested. Said she does not necessarily want to catalog every single Commissioner request; if a department head can complete the request quickly, it will take 10 times longer if she has to catalog every single one of them.

Mayor Alison Dennington said rather than running every single one through the system, there could be a policy that says that if it is not run through the system, if a department head provides a document to a Commissioner, you send it to the other Commissioners as well. Asked the Town Clerk if it is frustrating when the Mayor has requests that are ignored, which leads to more work being generated for her that maybe could have not been generated.

Town Clerk Amber Brown said she is very busy; anytime work is added that could be accomplished in other departments, it can be frustrating. But said she wants to help every Commissioner, every resident. It would be helpful if we could narrow down requests at least initially. Said that if there are broad public records requests, it might be helpful to have a conversation to understand the request.

Mayor Alison Dennington said she gets upset when she gets attacked, and people do not understand the factual background of the issue.

Town Clerk Amber Brown apologized and said all of the employees want to help, but sometimes it is difficult to understand what records to provide.

Mayor Alison Dennington left at 11:40 pm.

J. Town Attorney

Town Attorney Ryan Knight spoke about how the Commission tasked him with detailing all of the lawsuits. For the public records request litigation, the total amount billed is \$1,820. For breach of contract litigation, the total amount is \$3,907.50. For the shed case, there has been nothing on the docket since March. Have had correspondence with opposing counsel regarding resolving the cases. Once he gets additional information, he will have to call a special

meeting or request a shade meeting to convey that settlement offer to the Commission. Said that if he has any conversations with Commissioners, they would be billed to these files.

K. Town Manager

No additions.

L. Civility Pledge and Resolution

Commissioner Anna Butler requested to table this item until next month when the full Commission is present.

14. Commission Reports

A. Mayor Alison Dennington

No additions.

B. Vice Mayor Dawn Barlow

No additions.

15. Task List - 4:07:50

Short Term Rentals – Town Attorney Ryan Knight has received some recommendations and will need one more meeting to go over all of the changes with Fire Inspector Dave Micka. These would be for owner-occupied short-term rentals. – Next month.

StormReady – Town Manager Elizabeth Mascaro spoke about waiting for the first inspection. The Commission requested a follow-up request for an inspection within 6 weeks. – Next month.

Plan and Proposal for Paid Parking at the 6th Ave Boat Ramp. – Close.

Toxic Workshop Survey – Town Manager Elizabeth Mascaro spoke about how the survey has gone out. It is open for 2 weeks. – Next month.

Sign Ordinance – Town Clerk Amber Brown spoke about it going to PNZ in October. – November

Building Maintenance Checklist. – Next Month.

Large Pump for Emergency Flood Protection. – Reschedule the demo.

Cybersecurity – On the Technology Advisory Board's agenda. – Close.

Report Detailing All Lawsuits – To be expected going forward. – Close.

Report Detailing Public Records Requests – Only unknown is how to deal with requests coming from the Commission. Requested Town Clerk Amber Brown to talk with the department heads and come back with a suggestion.

New Item – Have the Town Attorney review the pipes, permit # PMB21_377 451 Riverview Ln.

16. Adjournment

Commissioner Anna Butler made a motion to adjourn; Commissioner Tim Reed seconded; Motion carried 3-0.

Meeting adjourned at 11:54 PM.

ATTEST:

Alison Dennington
Mayor

Rachel Pembroke
Transcriptionist

Town Commission Meeting

Section: Unfinished Business

Meeting Date: November 19, 2025

From: Town Attorney Ryan Knight

RE: Discussion on Revisions to STR Ordinance relating to Owner
Occupied Short Term Rentals and Inspections

Town Commission Meeting

Section: Unfinished Business
Meeting Date: November 19, 2025
From: Commissioner Anna Butler
RE: Regulation of Short Term Rentals

Background Information: The topic of what the Town can do regarding limiting STRs (what is grandfathered and what isn't) continues to be a contentious issue and some residents disagree with the Town Attorney's legal opinion with respect to the provisions of the Land Development Code. It's a complicated issue and all sides of the discussion have valid points. Please see attached for an outline of where the Town currently stands in reference to STRs.

Recommendation: Discussion as to whether or not the Commission would like to engage outside legal review in order to end the debate and move forward accordingly.

Attachments: STR information

Short-Term Rentals (STRs) in Melbourne Beach

Background

- STRs (Airbnb, Vrbo, etc.) are a growing issue in Melbourne Beach.
 - Town goal: Protect **small-town, family-oriented** character.
 - Challenge: Florida **state law limits** what towns can do.
-

Key State Laws – Timeline

- **2011 – House Bill 883** 
 - Towns can't ban STRs based on length of stay.
 - *Exception:* Rules in place before **June 1, 2011** are “grandfathered.”
 - **2014 – Senate Bill 356** 
 - Towns can regulate **noise, parking, and safety**.
 - Still cannot set **minimum stay requirements**.
-

Melbourne Beach Rules

- **Multi-family zones (4-RM, 5-RMO):**  Rentals under 30 days **banned** (grandfathered rule still applies).
 - **Single-family zones (1-RS, 2-RS, 3-RS):**
 - **Before 2017:** Rentals restricted to **weekly, monthly, or longer**.
 - **Dec 20, 2017:** Town Commission redefined “Dwelling Unit.”
 - This **removed the restriction** → STRs now allowed in single-family neighborhoods.
-

2017 Town Commission Vote (Ord. 2017-05)

- Motion: **Commissioner Walters**

- Seconded: **Vice Mayor Davis**
- Passed: **5–0 unanimous**

Current Situation (2025)

- STRs **banned only** in certain multi-family areas.
- STRs **allowed** in most single-family areas.
- Disagreement among residents about Town Attorney's interpretation.
- **Feb 2025:** Vacation Rentals Ordinance updated.
- Town is hiring a new **Code Enforcement Officer**  to enforce rules.

Next Steps

- Does the Commission want an **outside legal review?**:
 - Can Melbourne Beach challenge state law for more local control?
 - Or must the Town continue with current rules and enforcement?

Key Takeaway

- Melbourne Beach **cannot ban STRs entirely**, but **pre-2011 rules still apply** in some zones.
- The **2017 vote unintentionally expanded STRs** into single-family areas.
- Town is focused on **enforcement and legal clarity** moving forward.

At a Glance Timeline

- **2011** → State limits town power, only pre-2011 rules survive.
- **2014** → Some local control restored (noise/parking).
- **2017** → Town Commission vote accidentally opens STRs in single-family zones.
- **2025** → Vacation Rentals Ordinance updated, stronger enforcement planned.

Town Commission Meeting

Section: New Business
Meeting Date: November 29, 2025
From: Amber Brown, Town Clerk
Subject: Appointment of the Vice Mayor

Background Information:

When the Commission is seated for the first time after an election and/or for the new Fiscal Year, the Commission will vote for one Commissioner to be designated as Vice Mayor.

Recommendation:

Vote for a Vice Mayor

Town Commission Meeting

Section: New Business

Meeting Date: November 19, 2025

From: Amber Brown, Town Clerk

Subject: Appointment of the South Beaches Coalition Representative

Background Information:

The municipalities of Indian River, Indian Harbour, Melbourne Beach, and Satellite Beach formed the South Beaches Coalition. The Coalition was accorded a single voting delegate seat on the Transportation Planning Organization Governing Board. The Coalition was established to have an organized method to provide joint instructions to their single voting delegate to the TPO.

Recommendation:

Appoint a Town of Melbourne Beach Representative to the South Beaches Coalition.

Attachments:

Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition

THIS INSTRUMENT RETURN TO:

Laura Carter
Space Coast Transportation Planning Organization
2725 Judge Fran Jamieson Way, Bldg. B
Melbourne, FL 32940

THIS INSTRUMENT PREPARED BY:

Paul R. Gougelman, III, General Counsel
Space Coast Transportation Planning Organization
Weiss Serota Helfman Cole & Bierman, P.L.
200 East Broward Blvd. – 19th Floor
Ft. Lauderdale, FL 33301

INTERLOCAL AGREEMENT REGARDING
VOTING REPRESENTATION ON
SPACE COAST TRANSPORTATION PLANNING ORGANIZATION
FOR THE SOUTH BEACHES COALITION

THIS AGREEMENT is made and entered into as of the 30th day of September 2024, by and between the TOWN OF INDIALANTIC, a Florida Municipal Corporation (herein "Indialantic"), CITY OF INDIAN HARBOUR BEACH, a Florida Municipal Corporation (herein "Indian Harbour Beach"), TOWN OF MELBOURNE BEACH, a Florida Municipal Corporation (herein "Melbourne Beach"), and CITY OF SATELLITE BEACH, a Florida Municipal Corporation (herein "Satellite Beach").

WITNESSETH:

WHEREAS, the Space Coast Transportation Planning Organization (herein "TPO") is a metropolitan planning organization established under Section 339.175, Florida Statutes, to coordinate transportation planning and finance throughout Brevard County; and

WHEREAS, the TPO is legally formed and operates pursuant to an interlocal agreement entitled as the Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on July 15, 2014, in Official Records Book 7166, Page 2144, Public Records of Brevard County, Florida, as amended by the First Amendment to Restated Interlocal Agreement for Creation of the Transportation Planning Organization, as recorded on October 8, 2020, in Official Records Book 8880,

Page 279, Public Records of Brevard County, Florida (herein: the "Restated Interlocal Agreement")' and

WHEREAS, in the early 1990s, the municipalities of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach formed the "South Beaches Coalition" to participate on the TPO Governing Board and to help guide transportation planning on the South Beaches portion of Brevard County; and

WHEREAS, the South Beaches Coalition in the 1990s and first decade of 2000 operated pursuant to the "Memorandum of Understanding" relating to voting representation on Brevard County Metropolitan Planning Organization dated June 9, 1992, between Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the "Agreement with Respect to Voting Representation on Brevard County Metropolitan Planning Organization" dated September 22, 2000, between the four municipalities, including Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach; and

WHEREAS, in the early 1990s and the first decade of the 21st Century, the South Beaches Coalition was accorded a single voting delegate seat on the TPO Governing Board as provided in the Restated Interlocal Agreement; and

WHEREAS, it is the desire of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach to provide a methodology by which the four municipalities may share the aforesaid single voting delegate seat on the TPO Governing Board; and

WHEREAS, the authority to undertake sharing of a delegate seat on the TPO Governing Board is provided in Section 339.175(3)(a), Florida Statutes (2024), which states in pertinent part:

- (a) The voting membership of an M.P.O. shall consist of at least 5 but not more than 25 apportioned members, with the exact number determined on an equitable geographic-population ratio basis, based on an agreement among the affected units of general-purpose local government and the Governor, as required by federal regulations. In accordance with 23 U.S.C. s. 134, the Governor may also allow M.P.O. members who represent municipalities to alternate with representatives from other municipalities within the metropolitan planning area which do not have members on the M.P.O. With the exception of instances in which all of the county commissioners in a single-county M.P.O. are members

of the M.P.O. governing board, county commissioners shall compose at least one-third of the M.P.O. governing board membership. A multicounty M.P.O. may satisfy this requirement by any combination of county commissioners from each of the counties constituting the M.P.O. Voting members shall be elected officials of general-purpose local governments, one of whom may represent a group of general-purpose local governments through an entity created by an M.P.O. for that purpose. An M.P.O. may include, as part of its apportioned voting members, a member of a statutorily authorized planning board, an official of an agency that operates or administers a major mode of transportation, or an official of Space Florida. As used in this section, the term "elected officials of a general-purpose local government" excludes constitutional officers, including sheriffs, tax collectors, supervisors of elections, property appraisers, clerks of the court, and similar types of officials. County commissioners shall compose not less than 20 percent of the M.P.O. membership if an official of an agency that operates or administers a major mode of transportation has been appointed to an M.P.O; and.

WHEREAS, the undersigned parties for the purposes of this Agreement, and for the purpose of reference by the TPO, have designated the arrangement provided for herein to be informally and colloquially referred to as the "South Beaches Coalition"; and

WHEREAS, this Agreement is entered as an interlocal agreement pursuant to Section 163.01, Florida Statutes (2024), and is also entered into pursuant to the home rule power of each of the municipalities as provided in Section 166.021, Florida Statutes, and Article VIII, Section 2, Florida Constitution of 1968; and

WHEREAS, pursuant to this Agreement, the parties have provided for an arrangement by which the voting delegate on the TPO Governing Board will be rotated among Indianalantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, on a scheduled basis; and

WHEREAS, the parties have further agreed to establish an organized method to provide joint instructions to their single voting delegate to the TPO; and

WHEREAS, this Agreement has been approved by the respective governing body of the four municipalities joining in this Agreement..

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, it is agreed by the parties that:

1. **Recitals.** Each and all of the recitals above be and the same are hereby incorporated herein and declared to be true and correct.

2. **Appointment of Voting Delegate.**

(a) The single voting delegate holding the South Beaches Coalition seat on the TPO and representing the collective interests of Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, along with an alternate voting delegate, shall be appointed by the governing body of each respective municipality according to the following schedule:

<u>Designating Party</u>	<u>Calendar Years for Designation</u>
Indialantic	2024 & 2025, 2032 & 2033
Indian Harbour Beach	2028 & 2029
Melbourne Beach	2030 & 2031
Satellite Beach	2026 & 2027

(b) The power of appointment will be exercised in such a manner that a municipality's appointee as a voting delegate, or alternate voting delegate, assumes office on January 1st of the first year of the foregoing schedule that a municipality may exercise the power of appointment and ends on December 31st of the second year of the foregoing schedule that the municipality may exercise the power of appointment. For example, because Indialantic holds the power of appointment for 2024 and 2025, Indialantic's appointed voting delegate would assume office effective January 1, 2024 and leave office on December 31, 2025.

(c) Neither the TPO voting delegate, nor the alternate delegate, must reside within the corporate limits of the designating municipality, but each must be an elected official of either Indialantic, Indian Harbour Beach, Melbourne Beach, or Satellite Beach.

(d) In the event that any party to this Agreement fails to appoint the TPO voting delegate, or alternate voting delegate, by the beginning of that municipality's two-year term set forth in the foregoing schedule, the TPO voting delegate and alternate voting delegate appointed for the immediate prior two-year term shall continue as the TPO

voting delegate and alternate voting delegate until such time as their successors have been appointed.

(e) During each two-year term set forth in herein, the TPO voting delegate and the alternate voting delegate shall serve at the pleasure of the appointing municipality, which has the power to rescind any such appointment and to name any other elected official of one of the four municipalities as the TPO voting delegate or alternate voting delegate.

(f) Consistent with Section 339.175, Florida Statutes, a new Interlocal Agreement for the Creation of the Transportation Planning Organization (and replacing the Restated Interlocal Agreement) between various Brevard County local governmental entities and the Florida Department of Transportation may need to be entered into during the term of this Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beach Coalition. It is intended that this Agreement shall continue to be valid and in force when the new Interlocal Agreement for the Creation of the Transportation Planning Organization is adopted; provided, that the new Interlocal Agreement for the Creation of the Transportation Planning Organization provides for a single voting delegate to be alternated among Indianalantic, Melbourne Beach, Satellite Beach, and Indian Harbour Beach.

3. South Beaches Coalition ("Coalition") Representatives.

(a) The governing body of each party to this Agreement shall appoint one of their elected officials to represent that municipality on the South Beaches Coalition. Each representative shall serve at the pleasure of the appointing governing body. In addition, the remaining elected officials of each municipality shall be deemed alternate Coalition representatives who may substitute as needed in the absence of their appointed representative at Coalition meetings.

(b) The four Coalition representatives shall advise and direct the TPO voting delegate and alternate voting delegate representing the South Beaches Coalition on the TPO Governing Board and who must vote on matters before the TPO in accordance with instructions provided by the Coalition representatives. However, when express instructions have not been provided, the TPO voting delegate or alternate voting

delegate shall exercise said delegate's best judgment in voting for the best collective interests of the four municipalities on matters before the TPO.

(c) The Coalition representative appointed by the municipality responsible for appointing the TPO voting delegate shall serve as Chairperson of the Coalition. This position shall rotate in accordance with the schedule established in Section 2 hereof. The Chairperson shall take office when the TPO voting delegate is appointed.

(d) The Coalition representatives shall elect a Vice-Chairperson from among themselves during the month of December each year. The Vice-Chairperson shall serve for one year or until said individual's successor is elected, whichever occurs later.

(e) The municipality responsible for appointing the TPO voting shall provide staff support for all activities incident to the performance of this Agreement, including preparation and distribution of agenda packages, advertising of meetings to comply with the Government-in-the-Sunshine Law, preparation of minutes, and coordination of time and place of meetings of the Coalition representatives.

(f) Meetings of the Coalition representatives will operate generally using Robert's Rules of Order, Newly Revised, most recent edition.

4. TAC and CAC Members.

(a) In the event that the TPO seats only one Technical Advisory Committee ("TAC") member or one Citizens Advisory Committee ("CAC") member to represent the South Beaches Coalition, the municipality appointing the TPO voting delegate shall also appoint the sole TAC or CAC member(s) to represent the Coalition.

(b) In the event that the TPO permits a TAC or a CAC member to represent each municipality, the governing body of each municipality shall appoint the TAC and CAC member to represent that municipality.

(c) To the extent permitted by law and pursuant to Section 339.175(6), Florida Statutes, TAC and CAC members will serve at the pleasure of the appointing authority.

5. Expiration. This Agreement will expire on December 31, 2033; provided, that the respective governing bodies of Indian River County, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, may agree from time to time to extend, amend, or terminate this Agreement by written instrument. No such written instrument shall be effective until the amendatory instrument is approved by the governing body of each of the four

municipalities, executed by appropriate officials of each governing body, and recorded with the Brevard County Clerk of the Court as provided in Section 163.01(11), Florida Statutes.

6. Interpretation; Termination of Prior Agreements.

(a) This Agreement and the terms herein were negotiated jointly by Indialantic, Indian Harbour Beach, Melbourne Beach, and Satellite Beach, and the four municipalities had the full choice of wording thereof. Consequently, no term, provision, or section hereof will be more harshly construed against either party hereto as the drafter of this Agreement.

(b) The agreement entitled "Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for the South Beaches Coalition recorded on December 12, 2013, in Official Records Book 7029, Page 2904, Public Records of Brevard County, Florida, is hereby terminated.

7. Effective Date. This Agreement will become effective upon recordation in the Public Records of Brevard County, Florida, as maintained by the Brevard County Clerk of Court pursuant to Section 163.01(11), Florida Statutes.

8. Counterpart Signature Pages. This Agreement may be executed by the use of counterpart signature pages.

IN WITNESS WHEREOF, the Town of Indialantic, City of Indian Harbour Beach, Town of Melbourne Beach, and City of Satellite Beach, have each caused this agreement to be executed the day and year set forth below by their authorized representative.

[Remainder of Page Left Vacant]

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**TOWN OF INDIALANTIC,
FLORIDA**, a Florida

By: _____

Michael Casey
Town Manager

Dated: August 23, 2024

(TOWN SEAL)

ATTEST:



Mollie Carr, Town Clerk



COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF INDIAN HARBOUR
BEACH, FLORIDA**, a Florida
Municipal Corporation

By: 
John W. Coffey, City Manager

Dated: 8/13/2024
2024
(CITY SEAL)

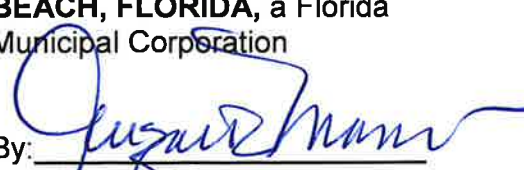


ATTEST:


Sue Frank, MMC, City Clerk

COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**TOWN OF MELBOURNE
BEACH, FLORIDA**, a Florida
Municipal Corporation

By: 

Elizabeth Mascaro
Town Manager

Dated: 8/21/2024

2024

(TOWN SEAL)

ATTEST:


Amber Brown, Town Clerk



COUNTERPART SIGNATURE PAGE for the execution of the Interlocal Agreement Regarding Voting Representation on the Space Coast Transportation Planning Organization for South Beaches Coalition.

**CITY OF SATELLITE BEACH,
FLORIDA**, a Florida
Municipal Corporation

By: 
Brittany Retherford
Interim City Manager

Dated: 8-8-24
2024
(CITY SEAL)

ATTEST:


Gwen Peirce, MPA, CMC
City Clerk



Town Commission Meeting

Section: New Business

Meeting Date: November 19, 2025

From: Amber Brown, Town Clerk

Subject: Appointment of the Voting Delegate and Alternate Voting Delegate for the Space Coast League of Cities

Background Information:

Every year the Town Commission votes for one Voting Delegate and one Alternate Voting Delegate for the Space Coast League of Cities.

Recommendation:

Make two separate motions: one to appoint the Voting Delegate, and one to appoint the Alternate Voting Delegate.

Attachments:

2026 Appointment of League Voting Delegate/Director Form



SPACE COAST LEAGUE OF CITIES, INC.

A Florida Not-for Profit Corporation

CAPE CANAVERAL
COCOA
COCOA BEACH
GRANT-VALKARIA

INDIALANTIC
INDIAN HARBOUR BEACH
MALABAR
MELBOURNE

MELBOURNE BEACH
MELBOURNE VILLAGE
PALM BAY
PALM SHORES

ROCKLEDGE
SATELLITE BEACH
TITUSVILLE
WEST MELBOURNE

"CITIES OF BREVARD WORKING TOGETHER"

2026 Appointment of League Voting Delegate/Director

The Bylaws of the Space Coast League of Cities require the following:

- Every December, the governing body of each member municipality must appoint a Voting Delegate/Director and Alternate to the League.
Eligibility: Only the member municipality's elected officials, manager, attorney, clerk, and department heads are eligible to be a Voting Delegate/Director and Alternate. Any Voting Delegate/Director or Alternate who ceases to hold such a position ceases at the same time to be a Voting Delegate/Director or Alternate.
Functions: The person appointed as Voting Delegate serves as both the member municipality's Voting Delegate at membership meetings and its representative to the Board of Directors. The Voting Delegate and the Director is the same person. The sole function of the Alternate for the Voting Delegate/Director is to vote in the absence of the Voting Delegate/Director.
- Following the appointment, the names of the Voting Delegate/Director and the Alternate must be promptly certified in writing to the Executive Director.
- Because dues for member municipalities are based on population, each member municipality must also certify its current population figures when it certifies its Voting Delegation/Director and Alternate.

Accordingly, please provide and certify the information requested below and return this form promptly to the League Executive Director at the email address: execsec@scloc.org.

Municipality: [Click here to enter text.](#) **Current Population:** [Click here to enter text.](#)

Voting Delegate/Director: [Click here to enter text.](#)

Email address: [Click here to enter text.](#) **Telephone Number:** [Click here to enter text.](#)

Alternate Voting Delegate/Director: [Click here to enter text.](#)

Email address: [Click here to enter text.](#) **Telephone Number:** [Click here to enter text.](#)

I hereby certify that the above named persons were duly appointed by our governing body and the foregoing information is correct: Municipality Clerk's signature: [Click here to enter text.](#) Date: [Click here to enter text.](#)

Regular Town Commission Meeting Agenda

Section: **New Business**

Meeting Date: **November 19, 2025**

Subject: **Resolution 2025-17 Fiscal Year (FY) 2025 Budget Amendment**

Submitted By: **Jennifer Kerr, Finance Manager**

Background Information

Close out FY 2025 Budget:

Transfer funds within the General Fund to cover increases in expenditure line items within departments.

Transfer Funds from one to Fund to another Fund

Increase the expenditure line items in Special Revenue Funds, Project Funds, and Debt Service Funds to cover increased expenses.

Recommendation:

Consideration of Budget Resolution 2025-17

Attachments:

Proposed Resolution 2025-17

RESOLUTION 2025-17**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA, APPROVING THE FINAL BUDGET AMENDMENTS FOR THE FISCAL YEAR 2024/2025 ANNUAL BUDGET; PROVIDING AN EFFECTIVE DATE.**

WHEREAS, as is routine, the Town must adopt year end budget amendments.

WHEREAS, attached hereto marked as Exhibit A are the final budget amendments for the 2024/2025 fiscal year annual budget.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MELBOURNE BEACH, FLORIDA;

SECTION 1. The Town Commission of the Town of Melbourne Beach hereby approves the final budget amendments for the fiscal year 2024/2025 annual budget as outlined in attached Exhibit A.

SECTION 2. CONFLICTS. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 3. SEVERABILITY. If any provision of this Resolution or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of this Resolution which can be given effect without the invalid provision or application and to this end the provisions of this Resolution are declared severable.

SECTION 4. EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption

THIS RESOLUTION APPROVED ON FIRST READING this 19th day of November, 2025 by the Town Commission of the Town of Melbourne Beach, Florida.

RESOLUTION 2025-XX

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal
Corporation.

By:

Alison Dennington, Mayor

ATTEST: _____
Amber Brown, Town Clerk

RESOLUTION NO. 2025-17

EXHIBIT A

#1 Transfer funds within the General Fund to cover departmental increases in expenditure:

Transfer \$19,797.57 from Dept. 15 (Planning) to Dept. 12 (Executive) to cover the increase in Professional Services.

Transfer \$3,650.00 from Dept. 15 (Planning) to Dept. 13 (Finance) to cover the higher than anticipated health insurance costs.

Transfer \$17,550.00 from Dept. 19 (General) to Dept. 14 (Legal) to cover the higher than anticipated legal fees.

Transfer \$25,000.00 from Dept. 41 (Public Works) and \$27,411.21 from Dept. 22 (Fire) to Dept 16 (Hurricane Expenses) to cover unexpected hurricane costs from Hurricane Milton.

Transfer \$39,000.00 from Dept. 29 (Code Enforcement) to Dept. 21 (Police) to cover higher than anticipated Pension costs.

#2 Transfer funds from the General Fund to the Stormwater Debt Service Fund:

Transfer Out \$150.00 from Fund 001 (General Fund) Dept 19 to Fund 202 (Stormwater Debt Service Fund) to cover the negative balance.

#3 Increase the following expenditures to cover the increase in expenses:

172-75-575.31.02 – Ocean Park Fund – Lifeguard Contract from \$0.00 to \$23,271.25 to cover the cost of the Lifeguard Contract approve by the Commission.

333-19-570.64.01 – Long Term Capital – General Services from \$0.00 to \$17,218.53 for Old Town Hall roof.

333-22-570.64.01 – Long Term Capital – Fire Services from \$0.00 to \$8,500.00 for fire pagers.

333-75-575.64.01 – Long Term Capital – Ryckman Park from \$0.00 to \$37,339.81 for Community Center porch renovations and asphalt for parking.

391-72-570.34.95 – Old Town Hall – Building Maintenance from \$350.00 to \$2,500.00 to cover the cost of repairs and painting.

#4. Transfer funds from the Ryckman Park Parking Fund (175) to the General Fund (001):

Transfer out \$17,352.36 from Fund 175 to Fund 001 Dept 11 for Deputy Clerk Salary.

#5. Reverse the Transfer Out from the Ryckman Park Parking Fund (175) to the Transfer In of the Land & Road Improvement Fund (351) of \$40,000 in the original approved FY2025 Budget.

RESOLUTION 2025-17
BUDGET AMENDMENT EXHIBIT A

Expenditures	Description	ORIGINAL BUDGET	Amended	Encumbrance	FINAL
Fund: 001 GENERAL FUND					
Department: 11 LEGISLATIVE					
001-11-500.12.00	REGULAR SALARIES	66,274.00	83,626.36	0.00	83,626.36
Department: 12 EXECUTIVE					
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	19,797.57	18,000.00	37,797.57
Department: 13 FINANCE					
001-13-500.23.01	HEALTH INSURANCE	25,604.00	29,254.00	0.00	29,254.00
Department: 14 LEGAL COUNSEL					
001-14-510.31.00	PROFESSIONAL SERVICES	106,000.00	123,550.00	0.00	123,550.00
Department: 15 PLANNING					
001-15-510.31.00	PROFESSIONAL SERVICES	35,000.00	11,552.43	0.00	11,552.43
Department: 16 HURRICANE EXPENSE - FEMA					
001-16-520.51.00	OFFICE SUPPLIES	0.00	915.70	0.00	915.70
001-16-520.52.05	PROTECTIVE GEAR	0.00	513.18	0.00	513.18
001-16-520.52.20	TOOLS & HARDWARE	0.00	90.00	0.00	90.00
001-16-530.46.35	PIER MAINTENANCE	0.00	4,744.52	0.00	4,744.52
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	2,647.81	0.00	2,647.81
001-16-534.00.00	SOLID WASTE SERVICES	0.00	43,500.00	0.00	43,500.00

Department: 19 GENERAL SERVICES

001-19-510.46.15

001-19-581.00.00

Description	ORIGINAL BUDGET	Amended	Encumbrance	FINAL
EQUIPMENT MAINTENANCE	20,000.00	2,450.00	0.00	2,450.00
TRANSFER OUT	7,500.00	7,650.00	0.00	7,650.00

Description	ORIGINAL BUDGET	Amended	Encumbrance	FINAL
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Department: 21 LAW ENFORCEMENT

001-21-500.22.02

POLICE PENSION	167,850.00	206,850.00	0.00	206,850.00
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Department: 22 FIRE CONTROL

001-22-520.49.99

MISCELLANEOUS	0.00	(27,411.21)	0.00	(27,411.21)
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Department: 29 CODE ENFORCEMENT

001-29-520.46.12

MAINTENANCE SUPPLIES	0.00	(39,000.00)	0.00	(39,000.00)
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Department: 41 PUBLIC WORKS

001-41-530.49.99

MISCELLANEOUS	0.00	(25,000.00)	0.00	(25,000.00)
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Fund: 172 OCEAN PARK PARKING FUND

Department: 75 TOWN PARKS

172-75-575.31.02

LIFEGUARD CONTRACT	0.00	23,271.25	0.00	23,271.25
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Fund: 175 RYCKMAN CROSSOVER PARKING FUND

Department: 75 TOWN PARKS

175-75-581.00.00

TRANSFER OUT	44,500.00	21,852.36	0.00	21,852.36
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Fund: 202 DEBT SERVICE FUND-STORMWATER

Account Category: Revenues

Department: 00

202-00-381.00.00

Description	ORIGINAL BUDGET	Amended	Encumbrance	FINAL
TRANSFERS IN	0.00	150.00	0.00	150.00

Fund: 333 LONG TERM CAPITAL PROJECTS

Account Category: Expenditures

Department: 19 GENERAL SERVICES

333-19-570.64.01

CAPITAL OUTLAY	0.00	17,218.53	0.00	17,218.53
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Department: 22 FIRE CONTROL

333-22-570.64.01

CAPITAL OUTLAY	0.00	8,500.00	8,500.00	8,500.00
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Department: 75 TOWN PARKS

333-75-575.64.01

CAPITAL OUTLAY	0.00	37,339.81	0.00	37,339.81
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Fund: 391 OLD TOWN HALL

Account Category: Expenditures

391-72-570.46.30

BUILDING MAINTENANCE	350.00	2,500.00		2,500.00
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Regular Town Commission Meeting Agenda

Section: New Business

Meeting Date: November 19, 2025

Subject: Resolution 2025-18 Fiscal Year (FY) 2026 Budget Amendment

Submitted By: Jennifer Kerr, Finance Manager

Background Information

Carryforward fund balances from FY 2025 for utilization in FY 2026.

Recommendation:

Consideration of Budget Resolution 2025-18

Attachments:

Proposed Resolution 2025-18

RESOLUTION NO. 2025-18

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH, BREVARD COUNTY, FLORIDA, AMENDING THE BUDGET FOR THE FISCAL YEAR (FY) 2025-2026; AMENDING RESOLUTION NO 2025-15 RELATED TO THE USE OF ALL CARRYFORWARDS AND TRANSFERS FOR ALL FUNDS INCLUDING THE GENERAL FUND; ESTABLISHING AUTHORITY FOR THE TOWN MANAGER TO IMPLEMENT THE BUDGET; AND PROVIDING FOR ADOPTION.

WHEREAS, the Town Commission adopted the Budget for the Town of Melbourne Beach for the fiscal year beginning October 1, 2025 and ending September 30, 2026 by Resolution No 2025-15; and

WHEREAS, this Resolution amends Resolution No. 2025-15 covering the period October 1, 2025 to September 30, 2026; and

WHEREAS, the Town Commission of the Town of Melbourne Beach has conducted the requisite public hearing(s) on this resolution as required by Section 166.241, Florida Statutes and Section 15-6, Melbourne Beach Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Florida, as follows:

Section 1. That the 2025-2026 Town Budget for all Funds including the General Fund and Resolution 2025-18 adopting the aforesaid amended budget is hereby amended with the following amendments. Not all funds or accounts are depicted. Funds, accounts, and departmental budgets or appropriations not shown are not amended.

#1. Carryforward Revenue Balances for Utilization from FY2025 to FY2026 for the following Funds:

Fund 001 – 001-00-229.55.22 – Shared Fire Training in the amount of \$2,912.05
 Fund 001 – 001-12-510.31.00 – Professional Services in the amount of \$18,000.00
 Fund 103 – Fire Donations Fund in the amount of \$23,375.62
 Fund 104 – Environmental Advisory Board Fund (EAB) in the amount of \$12,988.85
 Fund 107 – Parks Board Fund in the amount of \$1,137.79
 Fund 121 – Police Education Fund in the amount of \$3,772.61
 Fund 124 – Building Education Fund in the amount of \$381.84
 Fund 125 – Building Department Fund in the amount of \$33,496.82
 Fund 141 – Stormwater Utility Fund in the amount of \$81,794.97
 Fund 172 – Ocean Park Parking Fund in the amount of \$117,991.10
 Fund 175 – Ryckman Park Parking Fund in the amount of \$117,552.57
 Fund 201 – Debt Service Fund, Muni Complex in the amount of \$924.22
 Fund 202 – Debt Service Fund, Stormwater in the amount of \$23.97
 Fund 333 – Long Term Capital Projects Fund in the amount of:

Dept. 19 – \$283,424.56

Dept. 22 – \$123,190.56

Dept. 41 – \$ 49,810.55

Dept. 42 – \$ 4,250.00

Dept. 72 – \$ 2,800.00

Dept. 75 – \$ 18,660.19

Fund 341 – Stormwater Project Fund in the amount of \$1,545,213.25

Fund 351 – Land and Road Improvement Fund in the amount of \$9,384.30

Fund 390 – Historic Preservation Fund in the amount of \$3,200.56

Fund 391 – Old Town Hall Fund in the amount of \$18,053.77

Fund 622 – Police Donations Fund in the amount of \$9,645.58

Section 2. That the amounts shown in Section 1. of the Resolution are hereby appropriated out of the treasury of the Town and any revenues accruing to the Town available for said purposes of the Town's budgetary accounts.

Section 3. That the Town Manager is hereby authorized and directed to proceed with the implementation of the service programs and projects provided for in the budget. Such implementation is to be consistent with the provisions of the Town Code of Ordinances and policies established by the Mayor and Town Commission.

Section 4. That the appropriations and authorizations provided in this resolution are hereby made effective as of November 19, 2025.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Brevard County, Florida, at its regular meeting this 19th day of November, 2025.

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

By: _____
Alison Dennington, Mayor

ATTEST:

Amber Brown
Town Clerk

Town Commission Meeting

Section: **New Business**

Meeting Date: **November 19, 2025**

From: **Town Attorney Ryan Knight**

RE: **Resolution 2025-19 Town Commission Rules and Procedures**

RESOLUTION NO. 2025-__03

A RESOLUTION OF THE TOWN OF MELBOURNE BEACH BREVARD COUNTY, FLORIDA MODIFYING AND RESTATING TOWN COMMISSION RULES AND PROCEDURES; PROVIDING FOR BI-MONTHLY REGULAR COMMISSION MEETINGS; MAKING FINDINGS; ESTABLISHING MEETING RULES OF PROCEDURE; ESTABLISHING THE SEATING ARRANGEMENTS AT MEETINGS; SETTING THE AGENDA; PROVIDING FOR ACTION BY CONSENT; SETTING THE TYPES OF MEETINGS; PUBLIC NOTICE OF MEETINGS; SETTING FORTH RULES TO ADDRESS THE TOWN COMMISSION AND PROCEDURES TO ADDRESS LAND DEVELOPMENT AND QUASI JUDICIAL MATTERS; PROVIDING FOR COMMISSION AND STAFF RESPONSE TO PUBLIC COMMENTS; SETTING RULES OF DEBATE; SETTING A TIME FOR ADJOURNMENT OF MEETINGS; PROCEDURES FOR MINUTES OF TOWN COMMISSION MEETINGS; PROVIDING PROCEDURES FOR AMENDING OF THE RULES; REPEALING PRIOR RULES OF PROCEDURE; PROVIDING THE METHODOLOGY FOR REQUESTS BY A COMMISSION FOR ACTION BY THE TOWN MANAGER, TOWN CLERK, OR TOWN STAFF; AND PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, the Town Commission recognizes and acknowledges the need and requirement for established procedures to be implemented in order to facilitate orderly and respectable regular and special Town Commission meetings; and

WHEREAS, the Town Commission desires to define its procedures in a single document which will allow interested parties to easily understand Commission procedures and that may be revised from time to time in response to changing circumstances, and

WHEREAS, this resolution shall act as a guide and framework for Town Commission procedures;

WHEREAS, this resolution is intended to supersede all previously adopted rules of procedures, including but not limited to Resolution Nos. 702, 708, 729, 744, 3-2005, 2007-15, 2008-22, 2009-10, 2012-01, 2012-02, 2012-14, 2016-01, and 2016-12, and 2023-10, and 2025-03.

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NOW, THEREFORE, BE IT RESOLVED by the Town Commission of the Town of Melbourne Beach, Brevard County Florida that the following policies and procedures are hereby accepted, amended, restated, adopted, and words underlined constitute new text, and words ~~stricken through~~ constitute deleted text:

Section 1. Rules of Procedure.

(A) Pursuant to Section 1-20, Town Code, the Town Commission shall utilize the Robert's Rules of Order, Newly Revised (12th ed. 2020), as may be amended or revised, as its official rules of procedure.

~~[COMMISSION INTENT: Currently, the
12th edition of Robert's Rules of
Procedure is the most current version
of the rules.]~~

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(B) These policies and procedures shall be adopted, –amended, or repealed by amending the adopting resolution. These policies and procedures shall supplement and supervene Robert's Rules of Order to the extent of a conflict.

(C) These policies and procedures may be adopted, amended, or repealed by a two-thirds vote of the full Town Commission.

Section 2. Seating at Meetings.

(A) The seating of Commissioners at any meeting shall be as set forth herein. The Mayor shall be seated in the middle with two Commissioners seated on the Mayor's right and two Commissioners seated on the Mayor's left.

(B) The following seating arrangement shall be used unless all Commissioners agree on an alternative seating arrangement. The Vice Mayor shall be seated to the Mayor's right. The Commissioner having the most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's left. The Commissioner having the second most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's extreme right. The Commissioner having the third most consecutive or non-consecutive service on the Commission shall be seated to the Mayor's extreme left.

In the event that two Commissioners are tied for the amount of service on the Commission and if both members were most recently selected at the same election, the Commissioner winning by the greater number of votes shall be considered to be the more senior member of the Commission.

If two Commissioners are tied for seniority, seniority shall be determined by the flip of a coin by the Town Clerk in the presence of both Commissioners, and the member whose last name begins with the letter closest to "z" shall be designated as having called heads.

Section 3. Setting the Agenda.

(A) The Town Manager and Town Clerk prepare the agenda for a regular meeting. The order of business for a regular meeting shall be as follows:

1. Call to Order
2. Roll Call

3. Pledge of Allegiance and Moment of Silence
4. Meeting Agenda-Additions/Deletions/Changes
- ~~5. Consent Agenda~~
- ~~6. Proclamations/Presentations/Awards~~
- ~~7. Finance/Budget Report~~
- ~~8. Department and Board/Committee Reports~~
- ~~9. Public Comment (non-Agenda items)~~
- ~~10. Public Hearings/Special Orders~~
- ~~11. Unfinished Business~~
- ~~12. New Business~~
- ~~13. Administrative Reports~~
- ~~14. Commission Reports~~
- ~~15. Task List~~
- ~~16. Public Comment~~
- ~~17. Adjournment~~
5. Proclamations/Awards
6. Presentations by Special Guests (Maximum of 5 Minutes)
7. Public Comment (Non-Agenda Items)
8. Consent Agenda
9. Public Hearings/Special Orders
10. Unfinished Business
11. New Business
12. Finance/Budget Report
13. Town Staff/Board Reports
14. Commission Reports
15. Task List
16. Adjournment

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(B) Adding Items to the Agenda:

(1) The general closing date for items to be placed on ~~the~~ any Town Commission regular, special, or workshop meeting agenda is 5 p.m. on the ~~Wednesday~~ second Friday preceding ~~the scheduled regular~~ a Wednesday meeting.

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(2) A Commissioner may request any task list item on which the Commission will vote or discussion item to be placed on the upcoming regular meeting agenda. The Commissioner desiring to have an item placed on the agenda shall notify the Town Clerk and present the item in writing to the Town Clerk no later than the closing date outlined in item (1) above. Notification to the Town Clerk shall be done in writing with the item written as it should be presented on the agenda. The agenda title shall state the specific purpose or topic of the item. Items with a vague title will not be included on the agenda. The name of the Commissioner requesting the topic shall also be identified with the agenda item. Items placed on an agenda by a Commissioner must include associated backup. Such backup must be submitted to the Town Clerk for inclusion in the agenda packet by 5 P.M. on the ~~Wednesday~~ second Friday preceding ~~the scheduled regular~~ a Wednesday meeting.

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(3) Staff members may request that the agenda be supplemented with an additional item after the closing date by requesting such item through the Town Manager. Supplemental items should be administrative, time-sensitive items. In no event shall items be added to a Town Commission regular meeting agenda without a copy of the agenda item being provided to the public at the meeting and inserted into the record by the Town Clerk, within the forty-eight (48) hours preceding such meeting.

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(4) No item, once placed on an agenda, may be removed there-from without the approval of the Commissioner placing the item on the agenda. An item placed on the agenda by the Town Manager may be removed by the Town Manager at any time. An item placed on the agenda by the Town Attorney may be removed by the Town Attorney at any time.

Section 4. Action by Consent. By general, unanimous, or silent consent, the Commission can do business with little regard for the rules of procedure, as they are made for the protection of the minority, and when there is no minority to protect, there is little need for the restraint of the rules, except such as protect the rights of absent members. In the former case the consent of the absentees cannot be given. A single objection defeats a request for general consent. By the legitimate use of the principle that the rules are designed for the protection of the minority, and generally need not be strictly enforced when there is no minority to protect, business may be greatly expedited. When there is evidently no opposition, except in the case of state law requiring a recorded vote or when an ordinance or written resolution is being adopted in final form, the formality of voting can be avoided by the Mayor asking if there is any objection to the proposed action, and if there is none, announcing the result. The action thus taken is said to be done by general consent, or unanimous or silent consent. Thus, after an order has been adopted limiting the speeches to two minutes each, if a speaker is so interesting that when their time has expired there is a general demand for them to go on, the Mayor, instead of waiting for a motion and taking a vote, could accept it as the will of the assembly that the speaker's time be extended, and would direct them to proceed. Or, the Mayor might say that if there is no objection, the member's time will be extended two minutes, or some other time. (Excerpts from Roberts' Rules of Order).

Section 5. Types of Meetings.

(A) Regular Meetings: Regular meetings of the Town Commission shall be held twice monthly, on the first and third Wednesday of each month in the Community Center, unless the Town Commission designates a different date, time or place by a consensus of the Town Commission present at a preceding meeting. At a regular meeting of the Commission, motions may be made and action taken on any subject on the agenda. Administrative or emergency issues may be added to the agenda, but no final action may be taken if the Charter, the Code, Florida or Federal law require an advertised public hearing.

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(B) Special Meetings: Special meetings may be called in accordance with Section 2.11 of the Town of Melbourne Beach Charter, which states as follows: Section 2.11. "Special meetings limited to the subjects specified in the call may be convened by the Mayor, any one (1) Commission member, or the Town Manager, upon at least twenty-four (24) hours' notice to each member and to the Public." Additional items shall not be added to the agenda of a special call meeting by any individual.

To the extent possible, the Town Commission shall attempt to schedule special and workshop meetings on the first Wednesday of each month to facilitate planning and scheduling for individual commission members, town staff, and the public. This paragraph is not to be construed that a special meeting shall be automatically mandated for the first Wednesday but only if such a meeting is requested.

(C) Workshop Meetings: Workshop meetings shall be called in the same manner as a special meeting. No binding decisions shall be made at a workshop meeting; therefore, motions may be proposed and dispensed with, only to determine the majority intent or desire of the Commission and to facilitate progress of the meeting.

(D) Emergency Meetings: Emergency meetings shall be in accordance with Section 2.11 of the Town of Melbourne Beach Charter, which states as follows: Section 2.11. "The Commission shall provide, by ordinance, for the holding of an emergency meeting and shall prescribe the means of serving or furnishing notice of emergency meetings. Action taken at emergency meetings must be ratified at the next regularly scheduled meeting of the Town Commission."

Section 6. Public Notices. Public notices for Town Commission ~~regular~~ meetings shall be posted on the Town bulletin board and the Town's website by 5 p.m. ~~on the Friday preceding the regular~~ seven days before the meeting. However, failure to do so shall not affect the legality of the meeting or the validity of any actions taken at the meeting. Items shall not be added to a Town Commission regular meeting agenda after this time, unless done in accordance with Section 3.B.(3). Special meeting public notices shall be posted in accordance with Section 2.11 of the Town of Melbourne Beach Charter. Workshop meeting and Emergency meeting public notices shall be posted the same as a special meeting. Meeting notices will be posted by staff where allowed.

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Section 7. Decorum: Addressing the Commission.

(A) Any speaker who becomes unruly, screams, uses profanity or shows poor conduct may be asked to leave the lectern and return to their seat by the Mayor. Should the speaker refuse to leave the lectern and return to their seat, the Mayor may rule the speaker "out of order." Should the speaker still refuse to leave the lectern and return to their seat, the Mayor may ask an assigned law enforcement officer to remove the speaker from the meeting.

(B) Any person may be allowed to address the Commission which may include residents and non-residents, property owners or guests invited by the Commission or the Town Manager. Employees of the Town may not address the Commission regarding their job descriptions and/or job related requirements if such comment would circumvent the chain of command. Members of the public shall not address individual members of the Commission but shall address the Commission as a whole through the Mayor.

(C) Speakers must come to the lectern to speak, but they may come to the lectern only after they have been recognized by the Mayor.

(D) No individual shall address the Commission until said person discloses who he or she is representing (if other than himself or herself), and discloses his or her name and address. If the speaker's name is difficult to spell or otherwise confusing, the Mayor shall stop the speaker

from addressing the Commission and ask the speaker to spell his or her name for the benefit of the Clerk and the record.

(E) Special interest groups are encouraged to select a representative to speak for them in order to conserve time and avoid repetition. In the event that a representative is selected, a list of the names and addresses of all concerned citizens who are present may be given to the Town Clerk for inclusion in the record. In no case will the selection of a representative speaker result in another citizen being denied the opportunity to speak.

(F) Members of the public seeking to address the Commission may do so under the "Public Comments" area of the agenda and should prepare their remarks before addressing the Commission in an effort to be concise and to the point. Except as provided in rule sub-section (H) below, members of the public are limited to a total of three minutes to address the Commission. However, by consensus of a majority of the Commissioners present, this time may be extended for a specific additional amount of time. The Town Clerk shall carefully time the presentation of anyone addressing the Commission. This rule of procedure shall be included on agendas to advise the public and those wishing to speak.

(G) If an individual wishes to speak on a Consent item, they may do so by either:

(1) Approaching the Mayor or a member of the Town Commission prior to the start of the meeting and request that the item be removed from the "Consent Agenda".

(2) Requesting discussion or explanation under the "Public Comments" portion of the agenda understanding that they must address the Commission within the time allotment of 3 minutes. The Mayor, Commission or Staff may then address the individual as outlined in Section 9.

(H) With regard to quasi-judicial matters, the three-minute rule shall be waived for any person making a record for possible court review. The Mayor shall determine from the speaker the amount of time needed. The Mayor upon showing of good cause by the speaker with the consensus support of a majority of those Commissioners present, shall adjust the amount of time necessary for the speaker to make a record for court review. The Mayor, on its own motion, may shorten the revised time at any time that the speaker becomes redundant or strays from the issues before the Commission.

(I) Speakers shall address only the issues before the Commission, unless speaking under the "Public Comments" section of the agenda. Speakers shall avoid redundant comments.

(J) Except in the case of land development items as described in Section 8, the sequence for agenda-item discussion shall be as follows:

(1) Mayor introduces item by reading it from the agenda.

(2) Mayor asks for a brief staff overview/explanation of the item.

~~(3) The item is open for discussion by the Town Commission.~~

~~(4) Each commission member is given an opportunity to speak before a member speaks a second time.~~

~~(5) Public Comment will be solicited on all items except those determined to be an exception to the rule by majority vote of the Commission. Citizen comments are limited to three minutes. A speaker may only address the commission one time on an item.~~

~~(6) Additional comments from the Commission are entertained.~~

~~(7) Mayor asks for a motion to be introduced on the item. Mayor ensures that a second to the motion is received. If no second is received, the Mayor announces that the motion dies for lack of a second. Another motion is solicited.~~

(3) Mayor asks for a motion to be introduced on the item. Mayor ensures that a second to the motion is received. If no second is received, the Mayor announces that the motion dies for lack of a second. Another motion is solicited.

(4) The item is open for discussion by the Town Commission.

(5) Each commission member is allowed to speak twice. Each commission member is given an opportunity to speak for 3 minutes before a member speaks a second time for 2 minutes.

(6) Public Comment will be solicited on all items except those determined to be an exception to the rule by majority vote of the Commission. Citizen comments are limited to three minutes. A speaker may only address the Commission one time on an item.

(7) An additional comment from each commission member is entertained and limited to 1 minute.

(8) Mayor calls for a vote.

(K) The Mayor may pass the gavel to make a motion. The Mayor shall also have the power to recommend to the Commission a particular motion.

(L) With the consent of a majority of the members of the Commission present at a meeting, the Mayor has the power to change the order of business on the agenda.

Section 8. Land Development Issues and Quasi-Judicial Matters.

(A) Land Development Matters. A land development matter includes quasi-judicial permits or approvals and legislative zoning and comprehensive plan decisions.

(B) The sequence for agenda-item discussion shall be as follows:

(1) The Mayor shall introduce the agenda item;

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(2) The Mayor shall request the Town Attorney to read the item by title if an ordinance or resolution is being considered;

(3) The Mayor shall ask the Town Manager, Town Attorney or other appropriate staff member to provide background detail with regard to the proposal;

(4) The Mayor shall ask any member of the Commission who has a voting conflict of interest to disclose the same. In the case of quasi-judicial matters, the Mayor shall ask any member of the Commission conducting an *ex parte* discussion with any non-Town staff person to disclose the same, as well as the substance of the discussion. In the case of quasi-judicial matters, the Mayor shall ask any member of the Commission conducting a site visit to a site subject to Town decision-making to disclose the same and any salient facts relating to the permit under consideration that the member noticed while on site.

(5) The Mayor shall invite the applicant for proposal approval to address the Commission;

(6) The Mayor shall invite citizen comment on the agenda item;

(7) The Mayor shall afford the applicant an opportunity to rebut, correct, or clarify citizen comment;

(8) The Commission discusses the item, including motion/second and other action.

Section 9. Commission/Staff Response to Public Comments. If under “Public Comments” a citizen’s concern can be addressed by (1) answering his/her questions in 1 minute; (2) by providing a 1 minute short explanation; or (3) by Commission’s directing the Town Manager to follow up, such action will be taken.

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If responding to the matter will involve Commission discussion and subsequent Commission action or Commission vote, the matter shall be designated as an agenda item for the next regular Town Commission meeting.

If a concern involves a Consent item and cannot be resolved within a reasonable amount of time, the item shall be removed from the “Consent Agenda” and further discussed as the first item under “New Business”.

At no point shall members of the Town Commission or Town Staff engage in disorderly conduct when responding to recognized members of the public.

Section 10. Rules of Debate.

(A) During a presentation by a member of the public or staff member, Commissioners, staff members and members of the public shall avoid interrupting the speaker. After a speaker has completed comments or a presentation, the Mayor and members of the Commission may question the speaker.

(B) After all members of the public have been permitted to speak (if a public hearing or other items open to public discussion), the Mayor shall close the floor to the public. The Commission may then discuss the item pending before the Commission. Staff may participate in the discussion to the extent of furnishing information and pointing out the effect of a decision one way or the other. After a reasonable opportunity has been given to Commissioners to speak, the Mayor shall afford the Commission an opportunity to make a motion.

(C) When the Mayor has placed an item on the agenda for debate, the Mayor shall pass the gavel to the Vice Mayor.

(D) Point of Order. A point of order can be raised at any time when any member notices a violation of the rules or when a decision is made by the Chair that should have been made by majority vote of the Town Commission. The member raising the point of order shall remain seated and verbally state "Point of Order". The chair shall immediately stop the proceedings and discussion, recognize the commissioner who has called the point of order, and ask the commissioner to state the violation or cause. The chair's duty is to make a decision, called a ruling, on the point of order. He may need to check the rules or the bylaws, or ask the parliamentarian for advice, but a point of order is usually ruled on in one of two ways:

The point is declared either "Well-taken," or "Not well-taken," and a short explanation of the ruling is given by the chair.

Should the member calling "point of order" disagree with the Chair's ruling he or she may appeal that ruling (decision) to the Town Commission by stating as follows:

"I appeal the Chair's ruling."

The Chair shall immediately call for a vote of the Town Commission as to the ruling. In the event the majority Town Commission votes in favor of the appeal, the ruling shall not stand and the person calling the appeal may continue with debate or by making a motion.

Should the majority Town Commission vote against the appeal, the Chair's ruling stands and the meeting proceeds without further discussion on the point of order. In the event of a tie the ruling stands.

A point of order:

- Can interrupt a speaker who has the floor.
- Doesn't need to be seconded.
- Isn't debatable.
- Can't be amended.
- Is decided by the chair: unless appealed
- Can't be reconsidered.

Section 11. Time for Adjournment.

Regular, special, and workshop meetings shall adjourn at the pleasure of the Town Commission. In the interest of time, the Town Commission may elect to call a special meeting or place unfinished items on the next month's regular meeting agenda.

Section 12. Minutes.

(A) The Minutes of the previous meeting(s) shall be presented to the Commission under item a. of the “Consent Agenda”.

(B) Commissioners should attempt to contact the Town Clerk prior to noon on Tuesday the second Friday before any regular meeting of the Commission to advise the Clerk of proposals to revise the minutes. If there is a question about what someone said or how someone voted, this will give the Clerk an opportunity to review the tape and any notes for a given meeting.

(C) At a regular Commission meeting, the Clerk shall advise the Commission of any revisions to be made to a pending set of minutes. If there are additional revisions to be included, the minutes shall be pulled from the “Consent Agenda” to be discussed under “New Business”.

(D) After acknowledging the revisions to the minutes, the Mayor shall permit the minutes to be approved with the remainder of the “Consent Agenda”.

(E) Minutes must be approved by at least three votes of the Commission.

(F) As provided in Section 1-26(d)(1)(B), of the Town Code, if minutes of a previous meeting are critical to a debate on an upcoming agenda by the Town Clerk, Town Manager, or the Town Commission, the Town Clerk shall attempt to prepare draft minutes and distribute them to the Commission prior to the meeting, unless excused from doing so by the Mayor. In all other cases, draft minutes shall be released as soon as possible after the Commission meeting to which they apply. Draft minutes shall be considered to be a public record once they have been completed by the Town Clerk; however, shall not be available via the Town website until approved by the Town Commission.

As provided in Section 1-26(c)(3), of the Town Code, any member of the Commission may have attached to the minutes an explanation of why said Commissioner voted in a particular manner. Said explanation shall not be subject to a vote by the other Commissioners and shall not exceed 250 words. The explanation must be submitted by the agenda closing date for the next regular meeting. Said explanation shall not contrast the Commissioner’s vote with other members of the Commission. Said explanation shall show respect for the position of other Commissioners and shall merely explain why the Commissioner voted as he or she did. The explanation may be expunged from the minutes and maintained as a separate public record by a majority vote of the Commissioners for failure to adhere to this rule subsection.

Section 13. Amendment of Rules. As provided in Section 1-20, Melbourne Beach Code of Ordinances, the Town Commission may by four (4) votes amend or terminate rules of procedures.

Section 14. Effective Date; Repeal of Prior Rules. These rules are effective-immediately upon adoption. All prior rules of procedure of the Town Commission adopted by resolution, be and the same are hereby repealed, including but not limited to the rules set forth in Resolution 2025-03 (adopted February 19, 2025); Resolution No. 2023-10 (adopted May 17, 2023); Resolution No. 2016-12 (adopted October 19, 2016); Resolution 2016-01 (adopted February 17, 2016); Resolution No. 2012-14 (adopted December 19, 2012); Resolution No. 2012-02 (adopted March 21, 2012);

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Resolution No. 2012-01 (adopted January 18, 2012); Resolution No. 2009-10 (adopted July 15, 2009); Resolution No. 2009-10 (adopted July 15, 2009); Resolution No. 3-2005 (adopted May 18, 2005); Resolution No. 2008-22 (adopted Dec. 17, 2008); Resolution No. 2007-15 (adopted Dec. 19, 2007); Resolution No. 702 (adopted March 20, 2002); Resolution No. 708 (adopted July 17, 2002); Resolution No. 729 (adopted January 21, 2004); and Resolution No. 744 (adopted September 15, 2004).

[TOWN COMMISSION INTENT: In the past when the Town Commission has adopted new rules, reference has been made in the recitals that it was the intent of the Town Commission to supersede certain former rules. *See, e.g.,* the last recital in Resolution Nos. 3-2005, 2007-15, 2008-22, and 2009-10, all providing that Resolution Nos. 702, 708, 729, and 744 were to be “superseded.” However, no former statement of repeal of past rules of procedure has ever been adopted by the Town Commission. The purpose of this provision is to formally manifest the intent of the Town Commission that previous rules of procedure are intended to be repealed, and that this resolution represents the currently effective rules of procedure of the Town Commission.]

In adopting, amending, and restating these rules of procedure, statements of Town Commission intent are not a part of any adopted rule of procedure and merely explain, as a form of legislative intent, the reason for the rule or background information relating to the rule.

Section 15. Requests by a Commissioner for Action by Town Manager, Town Clerk, or Town Staff. Any request by a Commissioner for action by the Town Manager, Town Clerk, or Town staff members must be in written form. An e-mail will suffice. In compliance with Section 3.03(b), Charter of the Town of Melbourne Beach, requests for action by a Town staff member must be made to the Town Manager. Requests for action by the Town Clerk may be made directly to the Town Clerk but must be copied to the Town Manager. As used in this section, the term “action” includes any request for information, request for analysis, the production of public records as defined by Chapter 119, Florida Statutes, or the undertaking of any deed or act.

PASSED AND ADOPTED by the Town Commission of the Town of Melbourne Beach, Florida at a regular meeting this 19th day of February, 2025.

ATTEST:

TOWN OF MELBOURNE BEACH,
FLORIDA, a Florida Municipal Corporation

Amber Brown, CMC
Town Clerk

By: _____
Alison Dennington
Mayor

(TOWN SEAL)

|

Town Commission Meeting

Section: New Business

Meeting Date: November 19, 2025

From: Commissioner Anna Butler

RE: 2025 Anonymous Employee Satisfaction Survey Results

Background Information: In a September 18, 2024 RTCM, in response to claims of a toxic work environment created by an elected official made by an employee in their letter of resignation, the Commission voted to engage an outside firm to conduct an anonymous employee satisfaction survey.

Recommendation: Discussion of survey findings and next steps

Attachments: Survey Comment Report, Engagement Survey, Survey Dashboard

Engagement Survey 2025

Reported on 10/29/2025

Data from 06/19/2025 - 10/30/2025

**MELBOURNE BEACH,
FLORIDA**

- 1 Yes, my manager and my peers are a wonderful team who help each other. We work great together. We all wear many hats at work.

If you answered yes to the above question, please explain. (13)

- 1 I am been bullied by the Town Mayor. She makes false accusations and bad mouths employees.
- 2 I have been bullied by the mayor bully people in public meetings and in emails.
- 3 I have been accused of stealing by the Mayor and select commissioners have made accusations that I as well as other staff may not be telling the truth.
- 4 I have experienced various bullying in the workplace. The Mayor has bullied several co-workers. She has acted very unprofessional, and honestly hateful towards the staff. Even though staff doesn't deserve her mouthy attitude, she has cussed and belittled people who honestly didn't deserve any of it.
- 5 Mayor attacks
- 6 Mayor attacks us all, in person, in email, and on social media
- 7 Mayor Dennington acts unprofessional and repeatedly criticized my investigation when a crime didn't take place. She didn't like the answers she received from MBPD administrator, the Brevard Stste Attorney Office or FDLE. She accused me via email of "whitewashing" and investigation and closing it out too quickly. I pride myself on being thorough and unbiased. She sent emails to many people including the FDLE which I may one day have to answer questions if a good defense attorney tries to use against me in a future case. Also I feel these types of emails she's sent me could play a negative role in my career as I climb the ranks and am considered for promotions or outside employment with other agencies down the road. She was very unprofessional and exhibited poor judgment and leadership as the mayor. I've won many awards and been promoted during my time here at MBPD. She needs to stop causing unnecessary drama and stress to employees. I feel this was an attempt to bully me and an effort for her to change my report to fit her narrative.
- 8 NA
- 9 The Mayor bully's people frequently to include our bosses. She is unprofessional and embarrassing. Everything in her mind is litigation. She has zero leadership skills, is unethical and law suit happy.
- 10 The Mayor displays bullying during many public meetings and in emails.
- 11 The mayor has consistently belittled me.
- 12 The Mayor has had bullied me. She made false written accusations about the quality of my investigation and sent these emails to many people including FDLE. She has routinely bullied others and led to an increase in toxicity and unnecessary drama in the work place and in commission meetings.
- 13 Town Staff have all been great but I feel that I've been bullied by Mayor Dennington. She's insisted in filing cases for what she believed to be crimes when they weren't crimes. She's then sent unprofessional emails criticizing the quality of my investigation to not just supervisors, town staff but including members of FDLE. I feel she has violated my Officer Bill of Rights. Even after numerous legal professionals including my administration, the town manager and our local State Attorney Office said crime didn't occur that wasn't good enough for her so she contacted FDLE. Which also agreed with my investigation. Now I have these emails which are public record criticizing my work ethic and skills as a Law Enforcement Professional which may someday limpack a high profile case or prevent me from obtaining a promotion or employment elsewhere within the Criminal Justice career field.

Have you ever witnessed another employee being bullied? If yes, explain. (16)

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- 1 I have watched the Mayor belittle every employee in town hall for no reason.
- 2 I have witnessed the Mayor bullying and threatening staff members.
- 3 I've just heard about things but never witnessed it.
- 4 I've never witnessed Mayor Dennington bully employees of the town and accusing some staff members of theft and fraud. Her drama has led to a lack of confidence and stability in multiple employees and why some of them leave.
- 5 Mayor Dennington had criticized employees and department section heads of being thieves and committing fraud.
- 6 Mayor has attacked everyone with false claims
- 7 No
- 8 no
- 9 yes
- 10 yes
- 11 Yes - I have witnessed the Mayor belittle and be hostile to multiple employees both in Town Hall and in public meetings.
- 12 Yes, an employee was working with a individual dealing with their residence. She stuck her nose in and asked what they were doing and tried to rip the paperwork right out of the residence hands. When told she could have a copy if she wanted to review it, she meowed like a 5 year old and said whatever ! Very unprofessional. Taking videos of us when she comes to the window without asking for our approval, and than saying we are hiding information. The list goes on and one. She doesn't trust anyone and none of us have given her reason to be this way.
- 13 Yes, I have seen on recording of our commission meetings and in person of our Mayor trying to bully the employees of Town Hall.
- 14 Yes, I have witnessed her berate the department heads unprofessionally, she thinks that she is an expert on everything and is an embarrassment in the county. Everyone in the county when they hear about where we work states, Oh, that's the crazy mayor...
- 15 Yes, I have witnessed the Town Mayor bullying many employees. She verbally attacks employees when she does not get way. She makes false accusations about employees and bad mouths them.
- 16 yes, see previous

The amount of work I am expected to do is reasonable. (20)

- 1 All employees are doing multiple jobs. We do not have enough staff to effectively and efficiently run a municipality.
- 2 Depends on the day and pressure put on my department by external forces such as the Commission (particularly Mayor) and residents.
- 3 Great Chief and Deputy Chief. Solid group of coworkers and others within the town.
- 4 I have a lot of work and all the records request we get backs it really hard to stay ahead of everything. Repeated records request and so many emails makes it hard to get my job done.

- 5 I, as are most employees here, am overworked and under paid. The employees are required to wear many hats and do many jobs. The employees do not get to be a master of one job, they must attempt to be knowledgeable at many jobs. 178
- 6 most of the time
- 7 The Town Manager allows her department heads and staff to do their job. The Mayor on the otherhand, micromanages and frequently steps out of her lane and drives the daily operations of the town.
- 8 Very reasonable with great administration. Would like switching our work schedules to a 3 on /2 off/2 off format so every other weekend is a three day weekend. This would impact work life balance for the better, reduce burnout.
- 9 Yes
- 10 Yes
- 11 Yes
- 12 yes
- 13 Yes
- 14 Yes
- 15 yes
- 16 yes
- 17 Yes
- 18 Yes
- 19 yes for my position.
- 20 yes, for my position

How satisfied are you with the work environment? Please explain. (20)

- 1 Every where you turn, someone has just dealt with the unprofessionalism of the Mayor and is wanting to quit. Everytime she comes to the Town Hall, its like a tornado and employees are talked down to and threatened every single time.
- 2 For the most part, satisfied. Sometimes I wish we would get a chance for more input in decisions affecting the everyone.
- 3 Good place to work
- 4 I am generally satisfied when it comes to interacting with coworkers. However, the Mayor puts a frequent cloud over our heads with her behavior. Also, the literal environment (the building) is in serious disrepair. Particularly the leaks from the upstairs bathrooms and the ongoing mold upstairs throughout the common areas (gym, buddy room, bunk room).
- 5 I enjoy the team (employees) that I work with.
- 6 I like the employees and bosses I work for, but the continues commission interference is way overboard. I understand some questions and inquiries but to request information and then not agree with the numbers or information you provided is ridiculous,
- 7 I like work but wish we had a better schedule especially working these 12 hour shifts. A 3 on 2 off 3 on schedule makes sense and is something many officers would like. I personally would also enjoy the ability to have a neat, trimmed and professional beard. They currently aren't authorized. This is something other officers would also like.

8	I love all my co-workers, everyone here is supportive and caring for the staff	179
9	I'm very satisfied with the work environment and the personnel around me is very efficiency	
10	My internal environment in Town Hall is a wonderful place to work but the Mayor and commissioners are making it very difficult for many people here to do their jobs and are making tensions high due to these external forces.	
11	my work in Town Hall is very good. My work outside of TH	
12	The employees are all great.	
13	The Town Hall, Fire Department, Police Department, and Public Works work very well together.	
14	The work environment is stressful. The Town Mayor and several commissioners constantly make unreasonable demands and keep employees from doing their job. The Town Mayor and commissioners interfere with daily operations and bog down the system.	
15	Very	
16	Very Positive work environment	
17	very, I love everyone I work with in my department	
18	We have a good team at MBPD. Great administrators who cares.	
19	working in town hall is very good. I love my coworkers.	
20	Yes team effort and we all are willing to help each other	

Provide any explanations referencing the above if needed. (11)

1	Elizabeth brought this town to a place where they were becoming proactive instead of reactive.
2	Elizabeth had been a great town manager. She is approachable, a good listener and truly cares about her peers, subordinates. She will be deeply missed as she embarks on a new career endeavor soon.
3	Elizabeth had been a wonderful town manager. Her presence will be missed. She's always been polite, had an open door and really cared for her employees. She has a very strong leadership traits that will be hard to replace when she departs for other endeavors.
4	I admire the town manager very much. Even knowing her contract is coming to an end she is working long hours to prepare the town for her absence. I have only worked here a few months and I am responsible for updating the town events and saving dates in the town calendar. She has prepared me by telling me hold this date for Founders Day, save this for Gemini Day, we usually do a Christmas parade on the second Saturday in December, etc. She is really a town manager to look up to and the town will definitely feel the impact of her absence.
5	I have felt from the moment I started working here like the Town Manager, Elizabeth Mascaro, goes to bat for her employees. She sets high expectations of us but does not allow the Commission to run roughshod over us. Her behavior sets the standard for the department heads.
6	Manager is great at keeping the team together
7	The accomplishments during this past five years are greatly attributable to the strong Town Manager
8	The Town Manager goes out of her way to make sure that you feel valued and appreciated as an employee
9	The Town Manager has done an amazing job. She is dedicated and her leadership has been great.

10 The Town Manager truly is a great person to work for. She is caring, considerate and wants her employees to have a great work life balance even though the mayor frequently micromanages/threatens her and thinks that people should work for free. This is not a town to be proud of and people do not want to work here. 180

11 Very good environment to be working

Explain any of the above if needed. (12)

1 employees do not feel supported by Mayor and one Commissioner. they do not respect staff opinions and seem to constantly cast suspicions on the staff of wrong doing and corruption.

2 I feel the Mayor is what's holding the town back. She's condescending to peers, members of the public and really doesn't act in the best interest

3 I have no issue with the Commissioners.

4 I want to acknowledge that some of our commissioners are working hard and showing real dedication to their roles, and I appreciate the efforts they bring to the table. That said, I have serious concerns regarding the conduct and leadership of the Mayor. There appears to be a troubling pattern where, if the Mayor's preferences are not prioritized, certain departments or individuals face undue pressure or retaliation. This kind of behavior raises significant ethical concerns and undermines the integrity of our local government. Furthermore, I've seen little in the way of tangible progress or positive change under the current administration. Strong, principled leadership is essential — leadership that values all employees equally, not based on personal loyalty, but on merit and contribution to the public good. Unfortunately, that standard does not appear to be upheld at this time.

5 Mayor Dennington really holds this group back. She needs to stop interfering with day to day operations of employees and focus on representing her constituents. She's too busy representing her special interests. During commission meetings she talks about letting others finish speaking but cuts others off. She rambles making these meetings much longer and often sidetracks the meeting causing a waste of everyone's time. Commission needs to realize MBPD is still underpaid. Arguing to give us a 3 percent vs a 2.6 percent raise in a commission meeting is very sad and makes me feel unappreciated and undervalued.

6 Mayor shows no support for my department

7 The Mayor and current commission micromanage the employees and bog down the system with endless request and changes to current processes. They do not understand how government operates and do not trust the people who are employed in the positions.

8 The Mayor and most of the commission have no respect for the employees. They don't value the employee's work and the leadership skill they provide is short of embarrassing.

9 The mayor has no clue about leadership. she overtalks everyone and acts like a child when she does not get her way. the rest of the commission is too busy dealing with her antics to actually do their job.

10 The mayor has zero leadership skills, she leads through threats and unethical behaviors. She is immature and acts on fear of law suits and does not lead anyone. She is a bully and throws temper tantrums when she doesnt get her way or talks under her breathe . Complete immature behavior.

11 This commission will destroy the employees of Town Hall. They hate and venom they spread to the office is amazingly disrespectful

12 While my opinions on these questions primarily focus on the Mayor, the other Commissioners have not been very effective in combating her behavior. The Commissioners in general are polite in conversation (except for the Mayor), but having your annual raise discussed in a public setting feels very invasive and I do not feel appreciated.

Explain any of the above statements if needed. (2)

- 1 As I mentioned previously, I wish we were given more input into the decisions taken by the higher ups that affect us.
- 2 The employee's work as a team, we all wear various hats and help each other. The communication between departments and employees has always been good.

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My compensation is competitive with similar organizations in the area. (16)

- 1 Absolutely not
- 2 An 8 year officer who's a supervisor is making much higher than 55,000 annually. We need to be compensated better with more affordable healthcare for us and our families.
- 3 Disagree - salary reports from other municipalities show this.
- 4 It is hereby noted, with due consideration, that the employees of this town receive compensation that falls below that of their counterparts in neighboring municipalities. This disparity in wages is a matter of record and concern, reflecting a systemic undervaluing of those who serve the public in this jurisdiction.
- 5 It is now
- 6 My position has consistently been the lowest paid compared to others of similar nature
- 7 no it is not
- 8 No, the town wants a town but not to have to pay for a town.
- 9 Not even close
- 10 Should be able to match what the rest of the county pays, we are still below
- 11 Strongly disagree.
- 12 this is the lowest paid place to work if you are looking to make a living and pay your bills
- 13 We are lowest paid in the county
- 14 We are one of the lowest paid municipalities in the county. Our pay is not competitive with surrounding similar organizations.
- 15 Yes
- 16 yes

My benefits are competitive with similar organizations in the area (13)

- 1 Benefits could be better.
- 2 Better benefits would be nice and/or more benefits.
- 3 Feel they are in adequate given the type of work we do.
- 4 I dont know
- 5 Medical Insurance is the worst I have ever seen, other than that everything else is similar.
- 6 Not even close

- 7 Our health insurance is terrible. Family coverage is extremely expensive. Mayor thinks that the family shouldn't even be covered. Great Leader and family mentality. 182
- 8 The benefits here aren't as good as other places nearby. Other places have better stuff for their workers, but we don't get as much.
- 9 Unsure
- 10 yes
- 11 yes
- 12 Yes
- 13 yes except for salary

What do you enjoy most about working at this organization? (17)

- 1 Engaging with the community.
- 2 Having the ability to make the town a better and safer place to live
- 3 I enjoy the teamwork and comradery of all employees. I enjoy the people I work with.
- 4 My co-workers
- 5 my coworkers
- 6 My coworkers
- 7 Teamwork, family feeling, and day-to-day environment
- 8 The other staff members and the opportunity to make the Town of Melbourne Beach a respected community.
- 9 The people and the team. Working together and accomplishing various goals is importance of mine. My supervisors and command staff in addition to town administration have been fantastic.
- 10 The people I work with and the community.
- 11 the people i work with. my ability to make life better for the residents of this town.
- 12 The people that I work with and for.
- 13 The people who work at town hall, (office, police, fire) are the nicest most concerned for the Town people I have ever met
- 14 The people who work in Town Hall
- 15 The personnel around the office are very dedicated and engage.
- 16 The staff and Town Manager.
- 17 This organization has such great communication among the police department, fire and town Hall. We are all working for the best of the town.

What could most improve this organization as a place to work? (14)

- 1 A new Mayor
- 2 Becoming more competitive with benefits and salary, instead of barely trailing behind others and playing catch-up years later, be the one to set the bar for once.
- 3 better understand of kindness and respect to other from the commission
- 4 Get a new Mayor. Have a commission that understands how government works and trusts the people in the positions that have the knowledge and have worked in government for many years.
- 5 having commissioner who support employees and listen to their advise as they are subject experts in their positions.
- 6 If we got a new Mayor that truly cared about the town.
- 7 Keeping the current Town Manager.
- 8 Keeping the mayor out of employees business she represents the residents.
- 9 More input from lower rank employees
- 10 pay
- 11 Suing the Mayor and getting rid of her.
- 12 The pay
- 13 The residents appreciate the staff and the product delivered
- 14 Trust of employees by commission and especially the mayor

Is there anything else you would like to add? (9)

- 1 Continuing to micromanage staff will continue to result in good employees leaving and Town Hall and the Town itself will once again fall into decline.
- 2 Had the Mayor stayed within the proper conduct guidelines and acted professionally many problems would have been avoided.
- 3 N/A
- 4 no
- 5 No
- 6 Nothing else.
- 7 The commission needs to adhere to the charter and stop micromanaging the employees.
- 8 This is a good place to work at.
- 9 This survey will not accomplish anything.

Engagement Survey 2025

Reported on 10/30/2025

Data from 06/19/2025 - 10/30/2025

MELBOURNE BEACH, FLORIDA

Summary

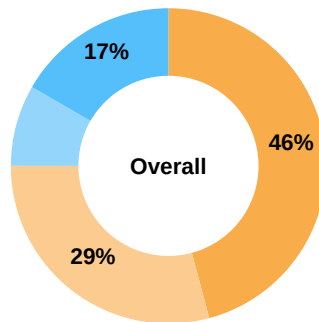
185

View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)	Comm	Communication	19	4.05	79	13	-
Communication between departments is effective		Communication	18	4.22	83	17	-
I am kept informed about matters that affect me		Communication	19	4.21	89	23	-
I am motivated to go beyond what is normally expected of me to help the organization be successful		Engagement	24	4.29	83	17	-
I don't consider looking for a new job elsewhere		Engagement	24	2.58	33	-33	-
I feel proud to work for this organization		Engagement	24	3.75	63	-3	-
I have enough freedom in making decisions to do my job effectively		Job Satisfaction	23	4.22	91	25	-
I plan to be here at least 1 year from now		Engagement	24	2.96	38	-28	-
I would recommend this organization as a good place to work		Engagement	24	2.88	38	-28	-
My work gives me a sense of personal accomplishment		Engagement	24	4.25	79	13	-
The benefits package meets my needs		Benefits	20	3.35	45	-21	-
The organization supports me in maintaining a work/life balance		Job Satisfaction	23	4.30	87	21	-
I am satisfied with the communication in my department		Communication	19	4.42	89	23	-
My benefits are clearly communicated so that I understand them		Benefits	20	4.10	85	19	-
I have someone at work who encourages my professional development		Growth & Development	20	4.60	95	29	-
My department manager clearly communicates expectations for my performance		Manager	21	4.67	100	34	-
I feel respected by the current Mayor and Commissioners		Commission	20	1.55	0	-66	-
My department manager holds people accountable for results		Manager	21	4.62	100	34	-
I feel valued and respected by the current Town Manager		Manager	21	4.67	95	29	-
I am paid fairly for the work I do		Compensation	20	2.65	20	-46	-
The current Town Manager has strong leadership skills.		Manager	21	4.62	95	29	-
I am paid fairly compared to others at the organization doing similar work with similar experience		Compensation	19	2.74	37	-29	-
Do you feel valued in your position by your manager and peers?		Culture	21	4.67	95	29	-
My department manager is effective in resolving issues		Manager	21	4.67	100	34	-
The Town has improved under the current Town Manager.		Manager	21	4.67	95	29	-
I am provided with opportunities to grow professionally		Growth & Development	20	4.30	80	14	-

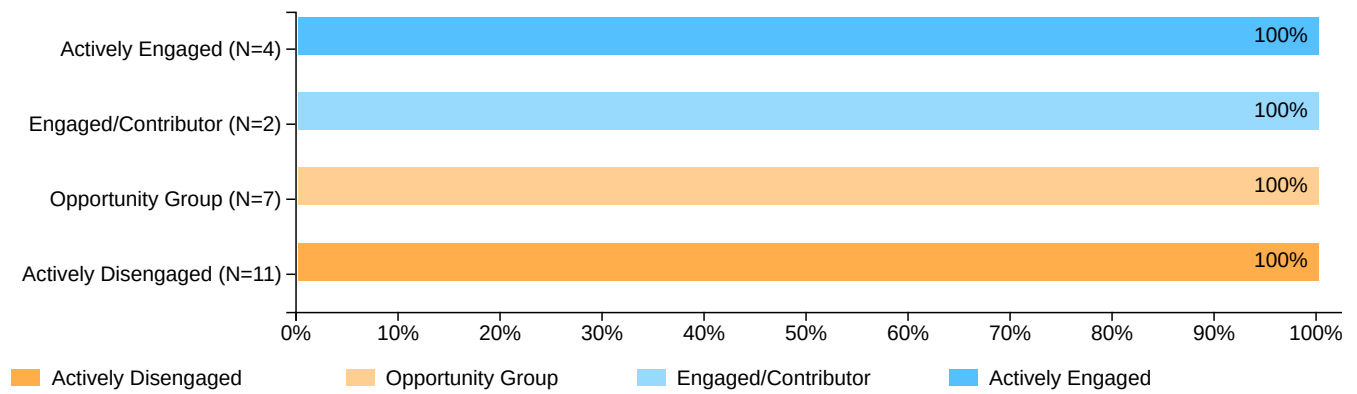
View By Question	Key Driver	Category	N	Mean	% Favorable	Comparison to Company	Last 3 months
I feel valued as an employee by the current Mayor and Commissioners		Commission	19	1.37	0	-66	-
The Town has improved under the current Mayor and Commissioners		Commission	20	1.20	0	-66	-
The current Mayor and Commissioners show strong leadership skills		Commission	20	1.30	0	-66	-

Engagement

25% Engaged



Engagement index for demographics (Engagement Index)

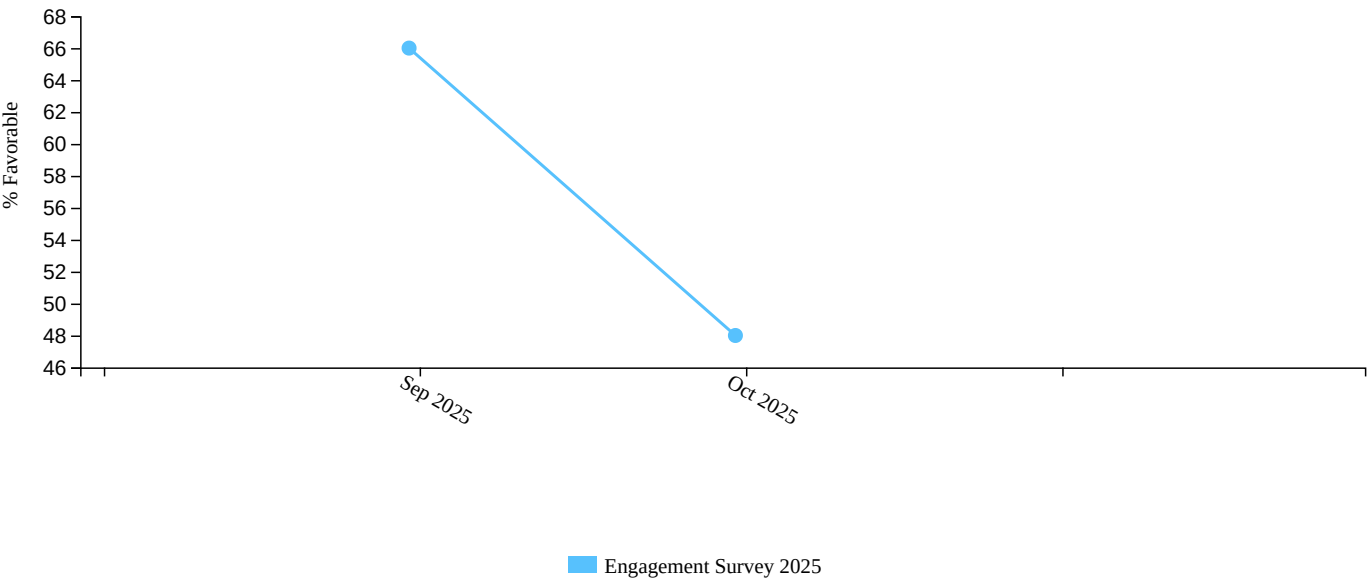


Hotspot (Engagement Index)

188

Category	Overall	Actively Disengaged	Opportunity Group	Engaged/Contributor	Actively Engaged
Number of Respondents (N)	24	11	7	2	4
Overall % Favorable	66%	56	64	76	85
Benefits	65%	56	58	75	88
Commission	0%	0	0	0	0
Communication	85%	86	74	88	100
Compensation	28%	13	42	25	43
Culture	95%	100	86	100	100
Engagement	56%	29	60	100	100
Growth & Development	88%	75	100	75	100
Job Satisfaction	89%	85	86	100	100
Manager	98%	100	93	100	100

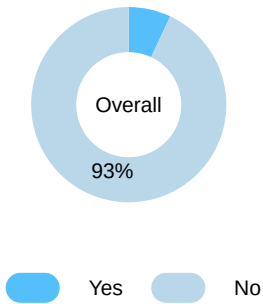




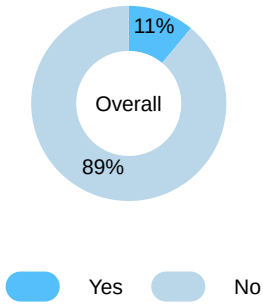
Yes/No Questions (no_breakout)

190

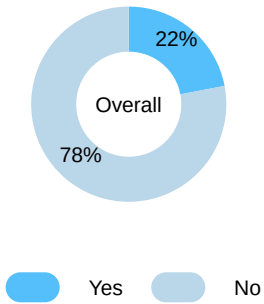
(Answer only if you responded to any of the questions in this category) The organization takes these issues seriously and would like to be made aware of them. We will be forwarding this issue/s on. As much information as you can share will be most helpful (i.e., department, location, job titles, etc). All your other answers to this survey remain confidential. Do you give permission to identify your name with these specific comments? If yes, this will give the organization an opportunity to follow up and you may be contacted for more information. (N=15)



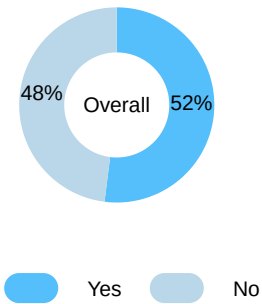
I believe that changes will be made based on the survey feedback I provide (N=18)



Have you ever witnessed any conduct by an employee, volunteer, contractor or agent that you would characterize as either unethical or illegal? (N=18)



Have you ever experienced bullying in the workplace? (N=23)



Engagement Survey 2025

Reported on 10/30/2025

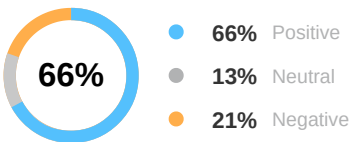
Data from 06/19/2025 - 10/30/2025

MELBOURNE BEACH, FLORIDA

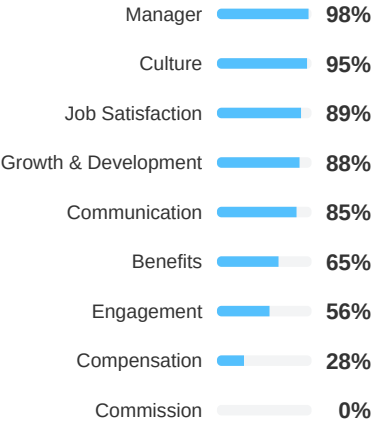
Participation



Overall Favorability



Favorability by Category

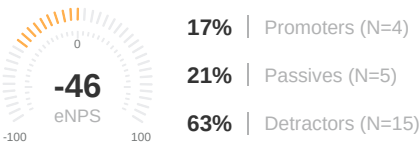


Top Drivers of Engagement

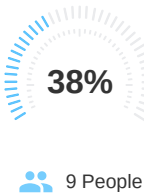
The company's communication tools are useful (i.e. newsletters, bulletin boards, emails, company website)

Employee Net Promoter Score (eNPS)

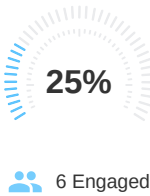
People who recommend the organization as a good place to work



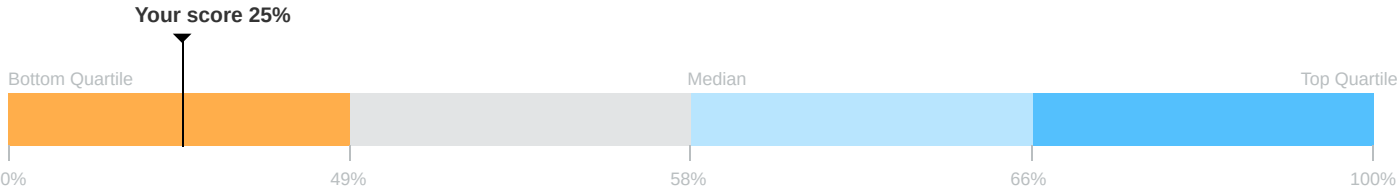
Likely to Stay



Engaged Employees



Engagement Benchmark



Highest Rated Items

- 100% My department manager clearly communicates expectations for my performance
- 100% My department manager is effective in resolving issues
- 100% My department manager holds people accountable for results
- 95% The Town has improved under the current Town Manager.
- 95% Do you feel valued in your position by your manager and peers?

Lowest Rated Items

- 0% The Town has improved under the current Mayor and Commissioners
- 0% The current Mayor and Commissioners show strong leadership skills
- 0% I feel valued as an employee by the current Mayor and Commissioners
- 0% I feel respected by the current Mayor and Commissioners
- 20% I am paid fairly for the work I do

Town Commission Meeting

Section: New Business

Meeting Date: November 19, 2025

From: Terry Cronin

RE: Discussion on creating a strategic timeline to prioritize efforts

Background Information:

Propose that part of our next workshop meeting be devoted to developing a strategic timeline for the coming year that addresses and highlights the dates of some of the many things we will be discussing and deliberating on (like the comprehensive plan and the budget). It would be nice to have this timeline so we can prioritize and focus our efforts.

Recommendation:

Attachments:



Town of Melbourne Beach
Finance Department

Memo

To: Mayor, Vice Mayor and Commissioners
 From: Jennifer Kerr, Finance Manager
 Date: November 06, 2025
 Re: October Fiscal Year 2026 and Close out of FY2025 Budget

We are in the first month of our fiscal year 2026. The target expenditure rate for October is 8.33%. All departments are doing well keeping their total expenditure budget within the target rate. Some budget lines are fully expended early in the budget year while other lines like salaries and health insurance are paid on a monthly basis. The total General Fund expenditure rate, year to date is 9.05%. The Departmental expenditure rate breakdown is as follows:

Legislative:	06.43%
Executive:	24.30%
Finance:	05.74%
Legal:	00.00%
Planning:	09.58%
General Services:	10.87%
Law Enforcement:	06.38%
Fire:	13.36%
Code:	01.30%
Public Works:	07.99%

Discussion Items:

The Executive Department is at a higher rate due to the leave pay out of the former Town Manager.
 The Fire Department is at a higher rate due to the annual payment on the new Fire Engine being paid early in the year.

The Town received Parking Revenue for October FY2026 in the amount of \$10,143.22.
 Parking revenue for October FY2025 was \$7,841.11.

A copy of the Attorney's monthly invoice is provided with the Finance Report.

Operating Account Balance as of 10/31/2025: \$2,586,160.87
 Reserve Account Balance as of 10/31/2025: \$2,483,858.32
 Florida Prime Account Balance as of 10/31/2025: \$ 535,233.79



Town of Melbourne Beach Finance Department

FEMA Obligated Funds:

Hurricane IRMA: \$586,392.00

Hurricane Milton: \$39,106.04

Hurricane Milton: \$4,112.50

When the Town receives any obligated FEMA funds the amounts will be deducted from the above amounts. Any new funds that are obligated by FEMA will be added to the above amounts.

Close out of the FY2025 Budget:

The total General Fund expenditure rate at close out of FY25 is **98.51%**. The Departmental expenditure rate breakdown is as follows:

Legislative:	95.79%
Executive:	100.80%
Finance:	101.15%
Legal:	113.98%
Comp & Plan:	14.80%
General Services:	95.70%
Law Enforcement:	102.80%
Fire:	93.45%
Code:	55.17%
Public Works:	93.85%
Grounds Keeping:	63.15%

The Town received \$186,412.94 in Parking Revenue in FY2025.

Resolution 2025-17 closes out the budget for FY2025.

Resolution 2025-18 carries forward all fund amounts from FY2025 to FY2026.

REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 10/31/2025

Fund: 001 GENERAL FUND	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Account Category: Revenues						
001-00-311.00.00	AD VALOREM TAXES	3,072,397.00	3,072,397.00	0.00	3,072,393.08	0.00
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	99,548.00	99,548.00	0.00	99,548.00	0.00
001-00-314.10.00	UTILITY SERVICES TAX FPL	298,000.00	298,000.00	0.00	298,000.00	0.00
001-00-314.30.00	UTILITY SERVICES TAX WATER	53,260.00	53,260.00	0.00	53,260.00	0.00
001-00-314.40.00	UTILITY SERVICES TAX GAS	845.00	845.00	0.00	845.00	0.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	8,000.00	8,000.00	0.00	8,000.00	0.00
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,500.00	1,500.00	0.00	1,500.00	0.00
001-00-314.40.30	UTILTIY GAS TAX FERRELL	4,200.00	4,200.00	0.00	3,940.48	6.18
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	925.00	925.00	0.00	875.04	5.40
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	145,000.00	0.00	145,000.00	0.00
001-00-316.00.00	OCCP. LIC	13,000.00	13,000.00	0.00	8,186.95	37.02
001-00-323.10.00	FRANCHISE FEES FPL	215,000.00	215,000.00	0.00	215,000.00	0.00
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	78,000.00	78,000.00	0.00	68,586.30	12.07
001-00-323.70.10	SOLID WASTE COMMERCIAL	22,000.00	22,000.00	0.00	20,022.44	8.99
001-00-329.20.00	BONFIRE PERMIT	1,600.00	1,600.00	0.00	1,450.00	9.38
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	1,500.00	1,500.00	0.00	1,400.00	6.67
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	1,500.00	1,500.00	0.00	1,450.00	3.33
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	5,000.00	0.00	5,000.00	0.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	103,000.00	103,000.00	0.00	93,946.73	8.79
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	4,400.00	4,400.00	0.00	4,400.00	0.00
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	227,000.00	227,000.00	0.00	227,000.00	0.00
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,800.00	1,800.00	0.00	1,800.00	0.00
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	4,700.00	4,700.00	0.00	4,000.00	14.89
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	8,600.00	8,600.00	0.00	8,600.00	0.00
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	12,000.00	12,000.00	0.00	10,200.00	15.00
001-00-349.00.29	LIEN SEARCH REQUEST	2,800.00	2,800.00	0.00	2,050.00	26.79
001-00-361.10.00	INTEREST ON INVESTMENTS	40,000.00	40,000.00	0.00	31,173.43	22.07
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	3,200.00	0.00	3,124.22	2.37

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-00-369.00.49	INSURANCE RECOVERY	100.00	100.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	353,195.00	353,195.00	0.00	353,195.00	0.00
						0.80
Department: 15 PLANNING						
001-15-337.90.01	OTHER GRANTS	5,000.00	5,000.00	0.00	5,000.00	0.00
						0.00
Department: 21 LAW ENFORCEMENT						
001-21-312.52.00	INSURANCE PREMIUM TAX	50,000.00	50,000.00	0.00	50,000.00	0.00
001-21-337.20.00	SCHOOL RESOURCE OFFICER	74,500.00	74,500.00	0.00	74,500.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	11,000.00	11,000.00	0.00	10,615.87	3.49
001-21-351.13.00	PARKING TICKETS	500.00	500.00	0.00	425.00	15.00
001-21-351.13.10	ACCIDENT REPORT	200.00	200.00	0.00	185.00	7.50
						0.35
Department: 22 FIRE CONTROL						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,500.00	0.00	4,415.00	1.89
001-22-364.10.00	DISPOSAL OF ASSETS - VEHICLES	125,000.00	125,000.00	0.00	125,000.00	0.00
						0.07
Department: 29 CODE ENFORCEMENT						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	300.00	0.00	300.00	0.00
						0.00
Overall Revenue Rate:						0.72
Account Category: Expenditures						
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	9,000.00	9,000.00	0.00	8,225.01	8.61
001-11-500.12.00	REGULAR SALARIES	113,099.00	113,099.00	0.00	106,644.40	5.71
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	9,340.60	9,340.60	0.00	8,821.74	5.55
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	15,867.79	15,867.79	0.00	14,962.22	5.71
001-11-500.23.01	HEALTH INSURANCE	20,926.62	20,926.62	0.00	17,759.72	15.13
001-11-500.23.02	LIFE INSURANCE	70.00	70.00	0.00	47.48	32.17

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	146.52	146.52	0.00	140.07	4.40
001-11-510.31.00	PROFESSIONAL SERVICES	1,120.00	1,120.00	0.00	1,120.00	0.00
001-11-510.40.00	TRAVEL & MEETINGS	5,190.00	5,190.00	0.00	5,190.00	0.00
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	3,350.00	3,350.00	0.00	2,781.40	16.97
001-11-510.47.00	PRINTING	7,588.00	7,588.00	0.00	7,588.00	0.00
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	400.00	0.00	400.00	0.00
001-11-510.48.40	LEGAL NOTICES	5,322.00	5,322.00	0.00	5,023.63	5.61
001-11-510.49.50	ELECTION EXPENSE	18,634.00	18,634.00	0.00	18,634.00	0.00
001-11-510.54.00	DUES & SUBSCRIPTIONS	855.00	855.00	0.00	855.00	0.00
001-11-510.54.10	TRAINING & SCHOOLS	3,360.00	3,360.00	0.00	2,860.00	14.88
001-11-543.00.00	LICENSES & FEES	54,629.00	54,629.00	0.00	50,011.73	8.45
001-11-581.00.00	TRANSFER OUT	8,257.00	8,257.00	0.00	8,257.00	0.00
						6.43
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	158,563.00	158,563.00	0.00	114,911.48	27.53
001-12-500.12.05	SEVERANCE PAYMENT	33,481.00	33,481.00	0.00	33,481.00	0.00
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,130.00	12,130.00	0.00	8,387.30	30.85
001-12-500.22.01	RETIREMENT - ICMA	16,836.00	16,836.00	0.00	10,943.60	35.00
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	4,697.00	4,697.00	0.00	4,393.96	6.45
001-12-500.23.01	HEALTH INSURANCE	29,759.00	29,759.00	0.00	20,287.55	31.83
001-12-500.23.02	LIFE INSURANCE	916.00	916.00	0.00	774.85	15.41
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	90.00	90.00	0.00	46.25	48.61
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	0.00	18,000.00	(18,000.00)	0.00
001-12-510.40.00	TRAVEL & MEETINGS	2,260.00	2,260.00	0.00	2,260.00	0.00
001-12-510.49.99	MISCELLANEOUS	400.00	400.00	0.00	400.00	0.00
001-12-510.52.50	GAS & OIL	0.00	0.00	0.00	(100.00)	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	3,430.00	0.00	2,718.46	20.74
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
						24.30
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	75,530.00	75,530.00	0.00	69,005.28	8.64

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	5,778.05	5,778.05	0.00	5,280.65	8.61
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	10,596.86	10,596.86	0.00	9,681.45	8.64
001-13-500.23.01	HEALTH INSURANCE	13,727.00	13,727.00	0.00	11,439.28	16.67
001-13-500.23.02	LIFE INSURANCE	136.00	136.00	0.00	119.11	12.42
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	155.00	0.00	148.47	4.21
001-13-510.32.00	AUDITING SERVICES	38,900.00	38,900.00	0.00	33,900.00	12.85
001-13-510.32.90	BANKING FEES	14,740.00	14,740.00	0.00	14,740.00	0.00
001-13-510.40.00	TRAVEL & MEETINGS	600.00	600.00	0.00	600.00	0.00
001-13-510.47.00	PRINTING	50.00	50.00	0.00	50.00	0.00
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	60.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	1,002.00	1,002.00	0.00	1,002.00	0.00
001-13-543.00.00	LICENSES & FEES	15,342.00	15,342.00	0.00	15,342.00	0.00
001-13-581.00.00	TRANSFER OUT	89,242.00	89,242.00	0.00	89,242.00	0.00
						5.74
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	127,200.00	127,200.00	0.00	127,200.00	0.00
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	8,640.00	8,640.00	0.00	8,640.00	0.00
001-14-510.31.03	MAGISTRATE	14,400.00	14,400.00	0.00	14,400.00	0.00
						0.00
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	8,137.50	9.58
						9.58
Department: 19 GENERAL SERVICES						
001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	400.00	0.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,920.00	0.00	3,327.50	15.11
001-19-510.31.11	SECURITY	411.00	411.00	0.00	411.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	16,428.00	16,428.00	0.00	15,059.00	8.33
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	0.00	0.00	(28.00)	100.00
001-19-510.41.00	TELEPHONE	25,332.00	25,332.00	0.00	25,182.00	0.59
001-19-510.41.10	COMMUNICATION SERVICES	75,590.00	75,590.00	0.00	67,126.15	11.20
001-19-510.43.00	STREET LIGHTS	54,900.00	54,900.00	0.00	54,900.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-19-510.43.10	ELECTRICITY	28,000.00	28,000.00	0.00	28,000.00	0.00
001-19-510.43.20	WATER & SEWER	4,000.00	4,000.00	0.00	3,687.78	7.81
001-19-510.43.50	WASTE TAX SERVICE	3,722.00	3,722.00	0.00	3,520.55	5.41
001-19-510.45.00	GENERAL LIABILITY INSURANCE	97,850.00	97,850.00	0.00	80,451.75	17.78
001-19-510.45.01	FLOOD INSURANCE	6,655.00	6,655.00	0.00	6,655.00	0.00
001-19-510.45.02	PROPERTY INSURANCE	121,763.00	121,763.00	0.00	82,611.00	32.15
001-19-510.45.03	AUTO INSURANCE	13,362.00	13,362.00	0.00	10,021.50	25.00
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	4,300.00	4,300.00	0.00	3,616.87	15.89
001-19-510.46.15	EQUIPMENT MAINTENANCE	14,024.00	14,024.00	0.00	8,264.00	41.07
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTEN	3,720.00	3,720.00	0.00	3,720.00	0.00
001-19-510.46.36	PEST CONTROL	3,722.00	3,722.00	0.00	3,362.00	9.67
001-19-510.49.98	CONTINGENCY	30,000.00	30,000.00	0.00	30,000.00	0.00
001-19-510.51.00	OFFICE SUPPLIES	6,000.00	6,000.00	0.00	5,579.99	7.00
001-19-510.51.10	POSTAGE	1,500.00	1,500.00	0.00	1,500.00	0.00
001-19-510.52.10	JANITORIAL SUPPLIES	3,800.00	3,800.00	0.00	3,476.61	8.51
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	400.00	0.00
001-19-510.64.01	CAPITAL OUTLAY	16,000.00	16,000.00	0.00	16,000.00	0.00
001-19-543.00.00	LICENSES & FEES	11,491.00	11,491.00	0.00	10,753.63	6.42
001-19-581.00.00	TRANSFER OUT	182,000.00	182,000.00	0.00	182,000.00	0.00

10.87

Department: 21 LAW ENFORCEMENT

001-21-500.12.00	REGULAR SALARIES	863,842.00	863,842.00	0.00	816,868.32	5.44
001-21-500.12.50	HOLIDAY PAY	35,308.00	35,308.00	0.00	35,308.00	0.00
001-21-500.14.00	SALARIES OVERTIME	31,020.00	31,020.00	0.00	30,451.41	1.83
001-21-500.14.16	HURRICANE PAY	32,328.00	32,328.00	0.00	32,328.00	0.00
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,800.00	7,800.00	0.00	7,260.00	6.92
001-21-500.15.01	FIRST RESPONDER	6,500.00	6,500.00	0.00	6,050.00	6.92
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	74,725.00	74,725.00	0.00	71,157.72	4.77
001-21-500.22.02	POLICE PENSION	227,000.00	227,000.00	0.00	227,000.00	0.00
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	6,237.00	6,237.00	0.00	6,059.51	2.85
001-21-500.23.01	HEALTH INSURANCE	139,973.00	139,973.00	0.00	120,262.73	14.08

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,766.00	0.00	2,293.48	17.08
001-21-500.23.10	STATUTORY AD&D	1,163.00	1,163.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	14,966.00	14,966.00	0.00	14,966.00	0.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	1,042.00	1,042.00	0.00	993.46	4.66
001-21-520.31.00	PROFESSIONAL SERVICES	125.00	125.00	0.00	125.00	0.00
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,510.00	0.00	(990.00)	105.07
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	1,892.00	0.00	1,892.00	0.00
001-21-520.41.10	COMMUNICATION SERVICES	11,786.00	11,786.00	0.00	11,044.00	6.30
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	200.00	0.00	200.00	0.00
001-21-520.46.15	EQUIPMENT	11,260.00	11,260.00	0.00	11,044.00	1.92
001-21-520.46.16	RADAR CALIBRATION	800.00	800.00	0.00	800.00	0.00
001-21-520.46.20	VEHICLE MAINTENANCE	20,000.00	20,000.00	0.00	20,000.00	0.00
001-21-520.48.00	PROMOTIONAL ACTIVITIES	1,800.00	1,800.00	0.00	1,312.23	27.10
001-21-520.52.00	UNIFORMS	8,500.00	8,500.00	0.00	8,157.43	4.03
001-21-520.52.05	PROTECTIVE GEAR	13,934.00	13,934.00	0.00	13,922.32	0.08
001-21-520.52.50	GAS & OIL	20,000.00	20,000.00	0.00	20,000.00	0.00
001-21-520.52.70	MEDICAL	10,000.00	10,000.00	0.00	10,000.00	0.00
001-21-520.52.90	OPERATING SUPPLIES	3,000.00	3,000.00	0.00	2,743.25	8.56
001-21-520.54.00	DUES & SUBSCRIPTIONS	710.00	710.00	0.00	710.00	0.00
001-21-520.54.10	TRAINING & SCHOOLS	3,400.00	3,400.00	0.00	2,801.00	17.62
001-21-520.64.01	Capital Outlay	4,900.00	4,900.00	0.00	4,900.00	0.00
001-21-543.00.00	LICENSES & FEES	25,130.00	25,130.00	0.00	13,473.88	46.38
001-21-581.00.00	TRANSFER OUT	80,000.00	80,000.00	0.00	80,000.00	0.00
						6.38

Department: 22 FIRE CONTROL

001-22-500.12.00	REGULAR SALARIES	248,599.00	248,599.00	0.00	243,009.01	2.25
001-22-500.12.50	HOLIDAY PAY	8,043.00	8,043.00	0.00	8,043.00	0.00
001-22-500.14.00	SALARIES OVERTIME	27,417.00	27,417.00	0.00	27,417.00	0.00
001-22-500.14.16	HURRICANE PAY	58,804.00	58,804.00	0.00	58,804.00	0.00
001-22-500.14.50	STIPEND PAYROLL	40,000.00	40,000.00	0.00	40,000.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	25,464.00	25,464.00	0.00	24,992.66	1.85
001-22-500.22.01	RETIREMENT - ICMA	10,641.00	10,641.00	0.00	9,996.69	6.05
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	41,089.00	41,089.00	0.00	41,089.00	0.00
001-22-500.23.01	HEALTH INSURANCE	42,509.00	42,509.00	0.00	41,408.64	2.59
001-22-500.23.02	LIFE INSURANCE	960.00	960.00	0.00	948.74	1.17
001-22-500.23.10	STATUTORY AD&D	380.00	380.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	9,000.00	0.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	241.00	241.00	0.00	236.68	1.79
001-22-520.31.00	PROFESSIONAL SERVICES	1,582.00	1,582.00	0.00	1,582.00	0.00
001-22-520.34.40	DISPATCHING SERVICES	6,160.00	6,160.00	0.00	6,160.00	0.00
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	744.00	0.00	544.00	26.88
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-22-520.41.10	COMMUNICATION SERVICES	3,562.00	3,562.00	0.00	3,218.56	9.64
001-22-520.46.15	EQUIPMENT	10,000.00	10,000.00	0.00	10,000.00	0.00
001-22-520.46.20	VEHICLE MAINTENANCE	25,000.00	25,000.00	0.00	24,939.35	0.24
001-22-520.46.30	BUILDING MAINTENANCE	2,500.00	2,500.00	0.00	2,455.04	1.80
001-22-520.51.00	OFFICE SUPPLIES	600.00	600.00	0.00	600.00	0.00
001-22-520.52.00	UNIFORMS	5,000.00	5,000.00	0.00	5,000.00	0.00
001-22-520.52.02	S.C.B.A.	4,000.00	4,000.00	0.00	4,000.00	0.00
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	3,200.00	0.00	3,200.00	0.00
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	1,000.00	0.00	973.39	2.66
001-22-520.52.20	TOOLS & HARDWARE	7,000.00	7,000.00	0.00	7,000.00	0.00
001-22-520.52.50	GAS & OIL	3,200.00	3,200.00	0.00	3,200.00	0.00
001-22-520.52.70	MEDICAL	1,400.00	1,400.00	0.00	1,400.00	0.00
001-22-520.54.00	DUES & SUBSCRIPTIONS	700.00	700.00	0.00	700.00	0.00
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	5,525.00	0.00	5,205.00	5.79
001-22-520.54.12	TRAINING MATERIALS	2,500.00	2,500.00	0.00	2,500.00	0.00
001-22-520.64.01	Capital Outlay	79,460.00	79,460.00	0.00	1.00	100.00
001-22-543.00.00	LICENSES & FEES	19,958.00	19,958.00	0.00	10,087.63	49.46

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	35,000.00	0.00
						13.36
Department: 29 CODE ENFORC						
001-29-500.12.00	REGULAR SALARIES	39,520.00	39,520.00	0.00	38,760.00	1.92
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	3,023.00	0.00	2,964.86	1.92
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,545.00	5,545.00	0.00	5,438.37	1.92
001-29-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	1,247.00	1,247.00	0.00	1,247.00	0.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	300.00	300.00	0.00	299.24	0.25
001-29-520.40.00	TRAVEL & MEETINGS	125.00	125.00	0.00	125.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	4,900.00	0.00	4,900.00	0.00
001-29-520.51.00	OFFICE SUPPLIES	400.00	400.00	0.00	400.00	0.00
001-29-520.51.10	POSTAGE	850.00	850.00	0.00	850.00	0.00
001-29-520.51.20	RECORDING COSTS	250.00	250.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	300.00	0.00	300.00	0.00
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	150.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	300.00	0.00	300.00	0.00
001-29-543.00.00	LICENSES & FEES	14,500.00	14,500.00	0.00	14,500.00	0.00
						1.30

Department: 41 PUBLIC WORKS

001-41-500.12.00	REGULAR SALARIES	240,187.00	240,187.00	0.00	226,379.68	5.75
001-41-500.14.00	SALARIES OVERTIME	1,500.00	1,500.00	0.00	1,500.00	0.00
001-41-500.14.16	HURRICANE PAY	2,000.00	2,000.00	0.00	2,000.00	0.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	0.00	0.00	0.00	(1,075.73)	100.00
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	33,698.24	33,698.24	0.00	31,726.20	5.85
001-41-500.23.01	HEALTH INSURANCE	43,628.05	43,628.05	0.00	36,456.71	16.44
001-41-500.23.02	LIFE INSURANCE	534.00	534.00	0.00	485.02	9.17
001-41-500.23.10	STATUTORY AD&D	83.00	83.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	24,994.00	24,994.00	0.00	12,497.00	50.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	288.22	288.22	0.00	274.12	4.89
001-41-530.34.91	LANDSCAPING	5,000.00	5,000.00	0.00	4,874.27	2.51

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
001-41-530.43.15	ELECTRICAL WORK	5,000.00	5,000.00	0.00	5,000.00	0.00
001-41-530.43.50	DUMP SERVICE	160.00	160.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	1,500.00	0.00	511.83	65.88
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	5,000.00	0.00	4,832.96	3.34
001-41-530.46.20	VEHICLE MAINTENANCE	15,000.00	15,000.00	0.00	14,836.73	1.09
001-41-530.46.30	BUILDING MAINTENANCE	10,000.00	10,000.00	0.00	9,752.54	2.47
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	3,000.00	3,000.00	0.00	3,000.00	0.00
001-41-530.46.32	RYCKMAN HOUSE	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.46.33	OLD POST OFFICE REPAIRS	1,400.00	1,400.00	0.00	1,400.00	0.00
001-41-530.46.35	PIER MAINTENANCE	1,500.00	1,500.00	0.00	1,500.00	0.00
001-41-530.46.40	GROUNDS MAINTENANCE	18,500.00	18,500.00	0.00	18,440.52	0.32
001-41-530.46.43	TREE EXPENSE	1,200.00	1,200.00	0.00	1,200.00	0.00
001-41-530.52.00	UNIFORMS	1,875.00	1,875.00	0.00	1,594.73	14.95
001-41-530.52.05	PROTECTIVE GEAR	1,250.00	1,250.00	0.00	1,250.00	0.00
001-41-530.52.20	TOOLS & HARDWARE	7,200.00	7,200.00	0.00	7,200.00	0.00
001-41-530.52.25	TOOL RENTALS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	6,300.00	6,300.00	0.00	6,300.00	0.00
001-41-530.53.10	STREET REPAIR	7,500.00	7,500.00	0.00	7,500.00	0.00
001-41-530.53.20	STREET SIGNS	4,200.00	4,200.00	0.00	4,200.00	0.00
001-41-530.54.10	TRAINING & SCHOOLS	1,000.00	1,000.00	0.00	1,000.00	0.00
001-41-530.64.01	CAPITAL OUTLAY	18,500.00	18,500.00	0.00	18,500.00	0.00
001-41-581.00.00	TRANSFER OUT	19,222.00	19,222.00	0.00	19,222.00	0.00

7.99

Overall Expenditure Rate:

9.05

Fund: 104 ENVIRONMENTAL AD

Account Category: Revenues

Department: 00

104-00-381.00.00	TRANSFERS IN	500.00	500.00	0.00	500.00	0.00
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0.00

Account Category: Expenditures		DESCRIPTION	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
Department: 72 PARKS & RECREATION							
104-72-570.46.40		GROUPS MAINTENANCE	400.00	400.00	0.00	400.00	0.00
104-72-570.49.90		ADOPT AN AREA	50.00	50.00	0.00	50.00	0.00
104-72-570.51.00		OFFICE SUPPLIES	100.00	100.00	0.00	100.00	0.00
104-72-570.83.01		SUNSHINE JIM	1,400.00	1,400.00	0.00	1,400.00	0.00
104-72-570.90.01		SPECIAL EVENTS	700.00	700.00	0.00	700.00	0.00
							0.00

Fund: 107 PARKS BOARD

Account Category: Revenues

Department: 00

107-00-366.19.00		KID'S BUSINESS FAIR DONATIONS	5,500.00	5,500.00	0.00	5,500.00	0.00
107-00-366.19.20		VETERANS DONATIONS	500.00	500.00	0.00	500.00	0.00
107-00-381.00.00		TRANSFERS IN	14,500.00	14,500.00	0.00	14,500.00	0.00
							0.00

Account Category: Expenditures

Department: 72 PARKS & RECREATION

107-72-570.48.60		EASTER EGG HUNT	1,000.00	1,000.00	0.00	1,000.00	0.00
107-72-570.48.90		RECREATION PROGRAMS	4,500.00	4,500.00	0.00	4,500.00	0.00
107-72-570.48.91		KID'S BUSINESS FAIR	4,500.00	4,500.00	0.00	4,500.00	0.00
107-72-570.48.95		VETERANS BRICKS & BANNERS	1,500.00	1,500.00	0.00	1,500.00	0.00
107-72-570.64.01		CAPITAL OUTLAY	10,000.00	10,000.00	0.00	10,000.00	0.00
							0.00

Fund: 125 BUILDING DEPT

Account Category: Revenues

Department: 24 PROTECTIVE IN

125-24-322.00.00		BUILDING PERMITS	200,000.00	200,000.00	0.00	189,354.90	5.32
125-24-322.10.00		ZONING PLAN REVIEW	450.00	450.00	0.00	450.00	0.00
125-24-322.10.10		SITE PLAN REVIEW P&Z	3,500.00	3,500.00	0.00	2,815.00	19.57
125-24-322.20.00		BUILDING PLAN REVIEW	1,200.00	1,200.00	0.00	1,200.00	0.00

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
125-24-322.31.00	BOA ADVERTISING COSTS	650.00	650.00	0.00	650.00	0.00
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	16,500.00	16,500.00	0.00	16,500.00	0.00
125-24-329.00.10	BOA VARIANCE FEES	1,650.00	1,650.00	0.00	1,650.00	0.00
125-24-353.00.00	POLLUTION CONTROL	500.00	500.00	0.00	500.00	0.00
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	15,000.00	15,000.00	0.00	15,000.00	0.00
						4.73
Account Category: Expenditures						
125-24-500.12.00	REGULAR SALARIES	159,052.39	159,052.39	0.00	151,987.81	4.44
125-24-500.14.16	HURRICANE PAY	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,167.51	12,167.51	0.00	11,631.75	4.40
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,315.05	22,315.05	0.00	21,323.89	4.44
125-24-500.23.01	HEALTH INSURANCE	18,465.84	18,465.84	0.00	16,927.02	8.33
125-24-500.23.02	LIFE INSURANCE	112.00	112.00	0.00	101.02	9.80
125-24-500.23.10	STATUTORY AD&D	42.00	42.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	190.86	190.86	0.00	183.79	3.70
125-24-520.31.00	PROFESSIONAL SERVICES	8,048.00	8,048.00	0.00	8,048.00	0.00
125-24-520.40.00	TRAVEL & MEETINGS	1,500.00	1,500.00	0.00	1,500.00	0.00
125-24-520.41.10	COMMUNICATION SERVICES	1,431.00	1,431.00	0.00	1,431.00	0.00
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	500.00	0.00	500.00	0.00
125-24-520.51.00	OFFICE SUPPLIES	150.00	150.00	0.00	150.00	0.00
125-24-520.51.10	POSTAGE	25.00	25.00	0.00	25.00	0.00
125-24-520.52.00	UNIFORMS	150.00	150.00	0.00	150.00	0.00
125-24-520.52.50	GAS & OIL	600.00	600.00	0.00	600.00	0.00
125-24-520.54.00	DUES & SUBSCRIPTIONS	85.00	85.00	0.00	85.00	0.00
125-24-520.54.10	TRAINING & SCHOOLS	2,640.00	2,640.00	0.00	2,640.00	0.00
125-24-543.00.00	LICENSES & FEES	4,229.00	4,229.00	0.00	4,229.00	0.00
						4.35

Fund: 172 OCEAN PARK PARKIN

Account Category: Revenues

Department: 75 TOWN PARKS

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
172-75-342.10.00	PARKING TICKET REVENUE	5,600.00	5,600.00	0.00	3,275.00	41.52
172-75-344.50.00	PARKING METER REVENUE	118,000.00	118,000.00	0.00	114,987.74	2.55
						4.32
Account Category: Expenditures						
172-75-543.00.00	LICENSES & FEES	300.00	300.00	0.00	300.00	0.00
172-75-575.31.02	LIFEGUARD CONTRACT	23,272.00	23,272.00	0.00	23,272.00	0.00
172-75-575.32.90	BANKING FEES	4,800.00	4,800.00	0.00	4,800.00	0.00
172-75-575.34.10	JANITORIAL CLEANING	3,120.00	3,120.00	0.00	2,860.00	8.33
172-75-575.34.91	LANDSCAPING	500.00	500.00	0.00	500.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	7,500.00	7,500.00	0.00	7,500.00	0.00
172-75-575.43.10	ELECTRICITY	2,800.00	2,800.00	0.00	2,800.00	0.00
172-75-575.43.20	WATER & SEWER	1,600.00	1,600.00	0.00	1,476.44	7.72
172-75-575.46.12	MAINTENANCE SUPPLIES	2,379.00	2,379.00	0.00	2,129.01	10.51
172-75-575.46.31	BUILDING MAINT RESTROOMS	500.00	500.00	0.00	500.00	0.00
172-75-575.46.40	GROUPS MAINTENANCE	2,200.00	2,200.00	0.00	2,200.00	0.00
172-75-575.52.10	JANITORIAL SUPPLIES	800.00	800.00	0.00	800.00	0.00
172-75-575.52.25	TOOL RENTAL	300.00	300.00	0.00	300.00	0.00
172-75-575.53.15	PARKING LOT REPAIRS	300.00	300.00	0.00	300.00	0.00
172-75-575.53.20	SIGNS	200.00	200.00	0.00	200.00	0.00
172-75-575.63.03	VOLLEYBALL COURT	600.00	600.00	0.00	600.00	0.00
172-75-575.63.05	BOCCE BALL COURT	150.00	150.00	0.00	150.00	0.00
172-75-581.00.00	TRANSFER OUT	130,934.00	130,934.00	0.00	130,934.00	0.00
						0.35

Fund: 175 RYCKMAN CROSSOV

Account Category: Revenues

175-75-342.10.00	PARKING TICKET REVENUE	5,000.00	5,000.00	0.00	4,625.00	7.50
175-75-344.50.00	PARKING METER REVENUE	90,000.00	90,000.00	0.00	82,869.04	7.83
175-75-344.50.10	PARK PASS REVENUE	3,200.00	3,200.00	0.00	3,000.00	6.25
175-75-347.41.00	FOUNDER'S DAY	7,000.00	7,000.00	0.00	7,000.00	0.00
175-75-347.50.00	FACILITY RENTALS	10,000.00	10,000.00	0.00	9,820.00	1.80

	Description	ORIGINAL BUDGET	Amended	Encumbrance	Available	% Used
175-75-347.90.01	SPECIAL EVENTS	0.00	0.00	0.00	(80.00)	100.00
						6.91

Account Category: Expenditures

Department: 00

175-00-581.00.00	TRANSFER OUT	79,000.00	79,000.00	0.00	79,000.00	0.00
						0.00

Department: 75 TOWN PARKS

175-75-575.32.90	BANKING FEES	2,800.00	2,800.00	0.00	2,800.00	0.00
175-75-575.32.95	IPS BANKING FEE	4,400.00	4,400.00	0.00	4,400.00	0.00
175-75-575.47.00	PRINTING	0.00	0.00	0.00	(1,078.50)	100.00
175-75-575.48.10	FOUNDERS DAY	8,000.00	8,000.00	0.00	8,000.00	0.00
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,350.00	0.00	1,329.31	1.53
175-75-575.48.51	FOURTH OF JULY	500.00	500.00	0.00	500.00	0.00
175-75-575.48.52	FALL FESTIVAL	2,500.00	2,500.00	0.00	913.28	63.47
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	4,500.00	0.00	4,500.00	0.00
175-75-575.50.00	RECREATION PROGRAMS	10,320.00	10,320.00	0.00	10,200.00	1.16
175-75-575.53.20	SIGNS	1,100.00	1,100.00	0.00	1,100.00	0.00
175-75-575.63.01	TENNIS COURT	350.00	350.00	0.00	350.00	0.00
175-75-575.63.02	BASKETBALL COURT	200.00	200.00	0.00	200.00	0.00
175-75-575.73.00	CULTURAL SERVICES	250.00	250.00	0.00	250.00	0.00
175-75-581.00.00	TRANSFER OUT	104,000.00	104,000.00	0.00	104,000.00	0.00
						2.00

Fund: 351 LAND & ROAD IMPRO

Account Category: Revenues

Department: 00

351-00-381.00.00	TRANSFERS IN	156,000.00	156,000.00	0.00	156,000.00	0.00
						0.00

Account Category: Expenditures

Department: 41 PUBLIC WORKS

351-41-570.64.01	CAPITAL OUTLAY	134,000.00	134,000.00	0.00	134,000.00	0.00
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[illegible]



INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26131
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240013 - Town of Melbourne Beach - General
Matter Name: General

Services

Date	Atty	Description	Quantity	Rate	Total
10-01-25	RGK	Phone conference with Mayor Dennington Re manager start date and monthly meetings	0.10	200.00	\$20.00
10-01-25	RGK	Draft Employment Separation Agreement and General Release	1.00	200.00	\$200.00
10-01-25	RGK	Email Correspondence: Email to Jennifer Kerr RE: Employment Separation Agreement and Release	0.10	200.00	\$20.00
10-02-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Employment Agreement for Execution	0.20	200.00	\$40.00
10-02-25	RGK	Revise and finalized building services agreement with CAP Government, Inc.	1.50	200.00	\$300.00
10-02-25	RGK	Email Correspondence: Email to Monica De Castro RE: Town of Melbourne Beach RFQ	0.10	200.00	\$20.00
10-02-25	RGK	Email Correspondence: Revise Agreement with CAP Government; Emails with Monica De Castro RE: Same	0.30	200.00	\$60.00
10-06-25	RGK	Phone conference with Jim Dinneen Re update closing date and schedule for interviews for Town Manager	0.20	200.00	\$40.00
10-07-25	RGK	Draft memorandum on SB 180 for P&Z and Commission	2.40	200.00	\$480.00

10-07-25	RGK	Meeting with staff and attend Planning and Zoning meeting	2.70	200.00	\$540.00
10-08-25	RGK	Email Correspondence: Emails with Jim Dinneen and Commissioner Reed RE: MGT's Town Manager Job Postings on FLC website	0.20	200.00	\$40.00
10-08-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: MGT's Town Manager Job Postings on FLC website	0.10	200.00	\$20.00
10-08-25	RGK	Phone conference with Amber Brown Re business impact statement	0.10	200.00	\$20.00
10-08-25	RGK	Email Correspondence: Email to Jennifer Kerr and Commissioner Reed FW: MGT's Town Manager Job Postings on FLC website	0.10	200.00	\$20.00
10-08-25	RGK	Email Correspondence: Email to Monica De Castro RE: Town of Melbourne Beach RFQ	0.10	200.00	\$20.00
10-08-25	RGK	Email Correspondence: Email from Tom Davis RE: Fence Permit for 451 Riverview Ln	0.10	200.00	\$20.00
10-08-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Building Status for 309 Ocean Ave. PCB23-0002	0.10	200.00	\$20.00
10-09-25	RGK	Phone conference with Jim Dinneen Re job posting in FLC	0.10	200.00	\$20.00
10-09-25	RGK	Email Correspondence: Email to Jennifer Kerr and Commissioner Reed RE: MGT's Town Manager Job Postings on FLC website	0.10	200.00	\$20.00
10-09-25	RGK	Email Correspondence: Emails with Monica De Castro RE: Town of Melbourne Beach RFQ	0.20	200.00	\$40.00
10-09-25	RGK	Phone conference with Carlos Penin Re building services agreement	0.20	200.00	\$40.00
10-10-25	RGK	Email Correspondence: Email from Monica De Castro RE: Town of Melbourne Beach RFQ - Executed Agreement	0.10	200.00	\$20.00
10-13-25	RGK	Revise and finalized agreement with CAP Government, Inc. Re Building Services	0.50	200.00	\$100.00
10-13-25	RGK	Email Correspondence: Email to Monica De Castro Re Fully Executed Agreement	0.10	200.00	\$20.00
10-14-25	RGK	Phone conference with Katie Crowder Re executed agreement	0.20	200.00	\$40.00
10-14-25	RGK	Email Correspondence: Email to all Commissioners Re Building Services Agreement	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Email to Katie Crowder RE: Town of Melbourne Beach Contract	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Building Services Agreement	0.10	200.00	\$20.00
10-14-25	RGK	Phone conferences with Matthew Pearl Re Special Magistrate services	0.30	200.00	\$60.00

10-14-25	RGK	Review First Amendment for Legal Services (special magistrate) and Williams Building Lease Agreement	0.40	200.00	\$80.00
10-14-25	RGK	Email Correspondence: Email to Mayor and Commissioners Re 10/15 - Attorney Item - Settlement Offer	0.30	200.00	\$60.00
10-15-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: 10/15 - Attorney Item - Settlement Offer	0.20	200.00	\$40.00
10-15-25	RGK	Phone conference with Dave Micka Re propane tank regulations and fire code	0.50	200.00	\$100.00
10-15-25	RGK	Prepare for Commission meeting; review agenda and attachments	1.80	200.00	\$360.00
10-15-25	RGK	Meet with staff and attend Commission meeting	6.50	200.00	\$1,300.00
10-17-25	RGK	Draft Code Enforcement notice and hearing summary checklist for compliance with Florida Statutes to be used for tracking all code enforcement matters	2.20	200.00	\$440.00
10-20-25	RGK	Review P&Z Meeting on 8/5 Re threshold for projects to come before P&Z and criteria for plan review by P&Z and applicability to roofing permits	0.60	200.00	\$120.00
10-21-25	RGK	Email Correspondence: Email from Kristin Ottinger RE: Melbourne Beach Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
10-21-25	RGK	Email Correspondence: Email to Elizabeth Harris RE: Funoe v. Town of Melbourne Beach	0.10	200.00	\$20.00
10-22-25	RGK	Phone conference with Elizabeth Harris Re status of appellate case with Funoe, LLC	0.40	200.00	\$80.00
10-22-25	RGK	Review SB 954 and requirements for municipalities; draft ordinance for procedures for handling and processing requests for accommodation for certified recovery residences	1.90	200.00	\$380.00
10-23-25	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe, LLC v. Town of Melbourne Beach Case No: 05-2022-AP-25737	0.10	200.00	\$20.00
10-23-25	RGK	Review project manual, agreement, and general conditions; begin drafting agreement with Atlantic Development Re Basin 1	1.90	200.00	\$380.00
10-23-25	RGK	Review, revise and re-draft agreement with special magistrate	1.20	200.00	\$240.00
10-23-25	RGK	Email Correspondence: Email from Ana Saunders with attachments RE: Basin 1 Improvements Project Contract Manual (File #11440.25)	0.30	200.00	\$60.00
10-23-25	RGK	Email Correspondence: Review Bid Book and incorporated agreement; Emails with Lisa Frazier RE: Bid book 449 Riverview Ln.	0.80	200.00	\$160.00
10-23-25	RGK	Email Correspondence: Emails with Ana Saunders RE: Basin 1 Improvements Project Contract Manual (File #11440.25)	0.20	200.00	\$40.00

10-24-25	RGK	Email Correspondence: Email with Lisa Frazier RE: Special Magistrate Contract	0.10	200.00	\$20.00
10-24-25	RGK	Email Correspondence: Emails with Ana Saunders and Lisa Frazier RE: Basin 1 Improvements Project Contract Manual (File #11440.25)	0.40	200.00	\$80.00
10-24-25	RGK	Email Correspondence: Emails with Kristin Ottinger RE: Melbourne Beach Special Magistrate - Code Enforcement	0.20	200.00	\$40.00
10-24-25	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe LLC v. Town of Melbourne Beach, Case No. 05-2022-AP-025737-XXXX-XX	0.30	200.00	\$60.00
10-24-25	RGK	Revise and finalize Basin 1 Agreement	3.20	200.00	\$640.00
10-27-25	RGK	Email Correspondence: Emails with Lisa Frazier and Ana Saunders RE: Basin 1 Improvements Project Contract Manual (File #11440.25)	0.30	200.00	\$60.00
10-29-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Basin 1 Improvements Project Contract Manual (File #11440.25)	0.20	200.00	\$40.00
10-29-25	RGK	Email Correspondence: Emails with Glenn Grignon Re Town of Melbourne Beach/Atlantic Development Agreement - Basin 1 Improvements	0.30	200.00	\$60.00
10-30-25	RGK	Email Correspondence: Emails with Ana Saunders and Glenn Grignon RE: Town of Melbourne Beach/Atlantic Development Agreement - Basin 1 Improvements	0.10	200.00	\$20.00

Services Subtotal: \$7,220.00

Expenses

10-13-25	ER	RGK Travel Mileage, Melbourne Bch 9/29/25	1.00	116.20	\$116.20
10-20-25	ER	RGK Travel Mileage: 10/7/25 & 10/8//25 Melbourne,	1.00	232.40	\$232.40

Expenses Subtotal: \$348.60

Subtotal	\$7,568.60
Total	\$7,568.60
Payment	\$0.00
Balance Owing	\$7,568.60

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$7,568.60

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26132
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240214 - Town of Melbourne Beach - Town Clerk
Matter Name: Town Clerk

Services

Date	Atty	Description	Quantity	Rate	Total
10-01-25	RGK	Email Correspondence: Emails with Amber Brown RE: Interim Town Manager Contract	0.20	200.00	\$40.00
10-01-25	RGK	Email Correspondence: Emails with Amber Brown RE: Interim Town Manager Contract and P&Z Agenda	0.10	200.00	\$20.00
10-08-25	RGK	Email Correspondence: Emails with Cyd Cardwell RE: October RTCM Task List	0.30	200.00	\$60.00
10-08-25	RGK	Email Correspondence: Email to Cyd Cardwell RE: October RTCM Task List	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Emails with Amber Brown RE: Executed Contracts from the Engineering RFQ	0.20	200.00	\$40.00
10-14-25	RGK	Email Correspondence: Email from Amber Brown Re Pending Public Records Requests	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Email to Amber Brown RE: Pending Public Records Requests	0.10	200.00	\$20.00
10-16-25	RGK	Email Correspondence: Emails with Amber Brown RE: Question about a resident joining 2 boards	0.20	200.00	\$40.00
10-20-25	RGK	Email Correspondence: Emails with Amber Brown RE: Melbourne Beach Special Magistrate - Code Enforcement	0.10	200.00	\$20.00

10-21-25	RGK	Email Correspondence: Emails with Amber Brown RE: Review Resolution 2025-16 Civility Pledge	0.10	200.00	\$20.00
10-31-25	RGK	Email Correspondence: Email from Amber Brown Re Agendas for the TCW and STCM on November 5th	0.10	200.00	\$20.00

Services Subtotal: \$320.00

Subtotal	\$320.00
Total	\$320.00
Payment	\$0.00
Balance Owing	\$320.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$320.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26133
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240210 - Town of Melbourne Beach - Finance
Matter Name: Finance

Services

Date	Atty	Description	Quantity	Rate	Total
10-01-25	RGK	Email Correspondence: Emails with Jennifer Kerr RE: Severance	0.10	200.00	\$20.00

Services Subtotal: \$20.00

Subtotal	\$20.00
Total	\$20.00
Payment	\$0.00
Balance Owing	\$20.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$20.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26134
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240215 - Town of Melbourne Beach - Town Manager
Matter Name: Town Manager

Services

Date	Atty	Description	Quantity	Rate	Total
10-02-25	RGK	Phone conference with TM Re building official services agreement and permit tech	0.30	200.00	\$60.00
10-02-25	RGK	Phone conference with Lisa Frazier Re building services agreement and preferences for emails and communication	0.30	200.00	\$60.00
10-08-25	RGK	Phone conference with Lisa Frazier Re code enforcement, special magistrate, and building official	0.30	200.00	\$60.00
10-08-25	RGK	Email Correspondence: Review RFP for scope of services; Emails with CAP and Lisa Frazier RE: CAP Building Official Contract	0.40	200.00	\$80.00
10-08-25	RGK	Email Correspondence: Emails to Lisa Frazier RE: 505 1st Ave	0.10	200.00	\$20.00
10-09-25	RGK	Phone conference with Lisa Frazier Re special magistrate and building services agreement	0.10	200.00	\$20.00
10-10-25	RGK	Email Correspondence: Email to Lisa Frazier Re CAP Government - Building Services Agreement	0.20	200.00	\$40.00
10-10-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: CAP Government - Building Services Agreement	0.20	200.00	\$40.00
10-13-25	RGK	Email Correspondence: Emails from Lisa Frazier RE: Town Manager Weekly Update	0.10	200.00	\$20.00

10-14-25	RGK	Phone conference with Lisa Frazier Re 10/15 agenda items	0.40	200.00	\$80.00
10-14-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Melbourne Beach Special Magistrate - Code Enforcement	0.20	200.00	\$40.00
10-15-25	RGK	Phone conference with Lisa Frazier Re 10/15 agenda items	0.30	200.00	\$60.00
10-15-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Basin 1 Stormwater Improvements -- (BSE File #11440.25)	0.20	200.00	\$40.00
10-20-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Melbourne Beach Special Magistrate - Code Enforcement	0.20	200.00	\$40.00
10-20-25	RGK	Email Correspondence: Email to Lisa Frazier FW: Question on P&Z review criteria	0.10	200.00	\$20.00
10-21-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Melbourne Beach Special Magistrate - Code Enforcement	0.10	200.00	\$20.00
10-21-25	RGK	Email Correspondence: Email from Lisa Frazier Re Town of Melbourne Beach Special Magistrate	0.10	200.00	\$20.00
10-21-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Special Magistrate Contract	0.10	200.00	\$20.00
10-23-25	RGK	Phone conference with Lisa Frazier Re Basin 1 agreement, special magistrate agreement, and policies and procedures	0.70	200.00	\$140.00
10-23-25	RGK	Email Correspondence: Email to Lisa Frazier RE: Question on P&Z review criteria	0.20	200.00	\$40.00
10-23-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Special Magistrate Contract	0.20	200.00	\$40.00
10-23-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Special Magistrate Contract	0.10	200.00	\$20.00
10-23-25	RGK	Email Correspondence: Email from Lisa Frazier Re Basin 1 Improvements Project Contract Manual	0.10	200.00	\$20.00
10-23-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Question on P&Z review criteria	0.10	200.00	\$20.00
10-24-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Waste Pro Contract	0.20	200.00	\$40.00
10-24-25	RGK	Phone conference with Lisa Frazier Re revised scope of work for Basin 1 project	0.20	200.00	\$40.00
10-30-25	RGK	Email Correspondence: Emails with Lisa Frazier RE: Town of Melbourne Beach/Atlantic Development Agreement - Basin 1 Improvements	0.20	200.00	\$40.00
10-30-25	RGK	Email Correspondence: Email from Lisa Frazier RE: Town of Melbourne Beach/Atlantic Development Agreement - Basin 1 Improvements	0.10	200.00	\$20.00

10-31-25	RGK	Email Correspondence: Email to Lisa Frazier Re Agenda Items	0.10	200.00	\$20.00
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Services Subtotal: \$1,180.00

Subtotal	\$1,180.00
Total	\$1,180.00
Payment	\$0.00
Balance Owing	\$1,180.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$1,180.00

Tax ID #32-0242557

Payable upon receipt. Please remit payment to: Shepard, Smith, Hand & Brackins, P.A.. To pay by credit card, debit card or eCheck please use the link below.

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26135
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 250056 - Town of Melbourne Beach - Funoe LLC PRR Lawsuit
Matter Name: Funoe LLC PRR Lawsuit

Services

Date	Atty	Description	Quantity	Rate	Total
10-03-25	RGK	Email Correspondence: Email to Nathan Meloon Re Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.10	200.00	\$20.00
10-06-25	RGK	Email Correspondence: Email from Nathan Meloon RE: Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.20	200.00	\$40.00
10-14-25	RGK	Email Correspondence: RE: Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.10	200.00	\$20.00
10-14-25	RGK	Email Correspondence: Email with Nathan Meloon RE: Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.20	200.00	\$40.00
10-15-25	RGK	Email Correspondence: Email from Nathan Meloon RE: Case No. 2025-CA-023102 (Funoe, LLC v. Town of Mel Beach) - Interrogatories	0.10	200.00	\$20.00
10-15-25	RGK	Email Correspondence: Email to Nathan Meloon Re Funoe v. Town of Melbourne Beach (3 matters)	0.20	200.00	\$40.00
10-15-25	RGK	Email Correspondence: Emails with Nathan Meloon RE: Funoe v. Town of Melbourne Beach (3 matters)	0.10	200.00	\$20.00
10-17-25	RGK	Email Correspondence: Email from Ariana Tellone RE: Proposed Order	0.10	200.00	\$20.00

10-29-25	RGK	Email Correspondence: Review court filing Re SERVICE OF COURT DOCUMENT CASE NUMBER 052025CA023102XXCABC FUNOE LLC VS MELBOURNE BEACH - Notice of Virtual CMC Hearing	0.10	200.00	\$20.00
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Services Subtotal: \$260.00

Subtotal	\$260.00
Total	\$260.00
Payment	\$0.00
Balance Owing	\$260.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$260.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26136
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240209 - Town of Melbourne Beach - Elected Officials
Matter Name: Elected Officials

Services

Date	Atty	Description	Quantity	Rate	Total
10-08-25	RGK	Email Correspondence: Emails with Commissioner Reed and Tom Davis RE: Fence Permit for 451 Riverview Ln	0.20	200.00	\$40.00
10-08-25	RGK	Email Correspondence: Emails with Commissioner Reed RE: 505 1st Ave	0.20	200.00	\$40.00
10-14-25	RGK	Phone conference with Commissioner Baldwin Re Building Official agreement	0.20	200.00	\$40.00
10-14-25	RGK	Phone conference with Commissioner Barlow Re agenda items	0.60	200.00	\$120.00
10-14-25	RGK	Phone conference with Commissioner Butler Re agenda items	0.20	200.00	\$40.00
10-15-25	RGK	Email Correspondence: Emails with Mayor Dennington RE: 10/15 - Attorney Item - Settlement Offer	0.20	200.00	\$40.00
10-22-25	RGK	Email Correspondence: Emails with Commissioner Baldwin RE: appellate attorney	0.10	200.00	\$20.00
10-22-25	RGK	Email Correspondence: Email to Commissioners Re Elizabeth Harris - Appellate Attorney (Shed Case)	0.10	200.00	\$20.00
10-24-25	RGK	Phone conference with Commissioner Barlow Re pending lawsuits and manager search	0.70	200.00	\$140.00

Services Subtotal: \$500.00

Subtotal	\$500.00
Total	\$500.00
Payment	\$0.00
Balance Owing	\$500.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$500.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26137
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240208 - Town of Melbourne Beach - Building
Matter Name: Building

Services

Date	Atty	Description	Quantity	Rate	Total
10-09-25	RGK	Email Correspondence: Email from Kim Kotsifas RE: Building Status for 309 Ocean Ave. PCB23-0002	0.10	200.00	\$20.00

Services Subtotal: \$20.00

Subtotal	\$20.00
Total	\$20.00
Payment	\$0.00
Balance Owing	\$20.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$20.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26138
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 250041 - Town of Melbourne Beach - Funoe, LLC - Litigation
Matter Name: Funoe, LLC - Litigation

Services

Date	Atty	Description	Quantity	Rate	Total
10-09-25	RGK	Email Correspondence: Emails with Elizabeth Harris RE: Funoe v. Town of Melbourne Beach	0.20	200.00	\$40.00

Services Subtotal: \$40.00

Subtotal	\$40.00
Total	\$40.00
Payment	\$0.00
Balance Owing	\$40.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$40.00

Tax ID #32-0242557

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INVOICE

Shepard, Smith, Hand & Brackins, P.A.
2300 Maitland Center Parkway, Suite 100
Maitland, FL 32751

Invoice #: 26139
Date: 10-31-2025

Town of Melbourne Beach
507 Ocean Avenue
Melbourne Beach, FL 32951

Matter Number: 240212 - Town of Melbourne Beach - Police
Matter Name: Police

Services

Date	Atty	Description	Quantity	Rate	Total
10-20-25	AOL	Further review, analyze Florida laws re: open carry; finalize drafted memo on McDaniels decisions and open carry	0.40	200.00	\$80.00

Services Subtotal: \$80.00

Subtotal	\$80.00
Total	\$80.00
Payment	\$0.00
Balance Owing	\$80.00

Trust Account Balance \$0.00

Operating Retainer Account Balance \$0.00

Total Matter Balance \$80.00

Tax ID #32-0242557

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REVENUE AND EXPENDITURE FOR TOWN OF MELBOURNE BEACH
Balance As Of 09/30/2025

Fund: 001 GENERAL FUND						
Account Category: Revenues	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-00-311.00.00	AD VALOREM TAXES	2,830,233.00	2,832,058.53	0.00	(1,825.53)	100.06
001-00-312.41.00	LOCAL OPTION COUNTY GAS TAX	136,000.00	111,524.68	0.00	24,475.32	82.00
001-00-314.10.00	UTILITY SERVICES TAX FPL	285,000.00	345,574.48	0.00	(60,574.48)	121.25
001-00-314.30.00	UTILITY SERVICES TAX WATER	60,000.00	63,177.30	0.00	(3,177.30)	105.30
001-00-314.40.00	UTILITY SERVICES TAX GAS	0.00	650.98	0.00	(650.98)	100.00
001-00-314.40.10	UTILTIY GAS TAX AMERIGAS	7,000.00	8,470.37	0.00	(1,470.37)	121.01
001-00-314.40.20	UTILITY GAS TAX SUBURBAN	1,000.00	1,565.86	0.00	(565.86)	156.59
001-00-314.40.30	UTILTIY GAS TAX FERRELL	3,000.00	3,932.08	0.00	(932.08)	131.07
001-00-314.40.40	UTILITY GAS TAX SAM'S GAS	300.00	894.91	0.00	(594.91)	298.30
001-00-315.00.00	COMMUNICATIONS SERVICE TAX	145,000.00	157,930.16	0.00	(12,930.16)	108.92
001-00-316.00.00	OCCP. LIC	16,000.00	14,046.07	0.00	1,953.93	87.79
001-00-323.10.00	FRANCHISE FEES FPL	216,000.00	228,560.09	0.00	(12,560.09)	105.81
001-00-323.70.00	FRANCHISE FEES SOLID WASTE	50,000.00	76,744.22	0.00	(26,744.22)	153.49
001-00-323.70.10	SOLID WASTE COMMERCIAL	16,000.00	24,133.64	0.00	(8,133.64)	150.84
001-00-329.20.00	BONFIRE PERMIT	900.00	1,600.00	0.00	(700.00)	177.78
001-00-329.50.00	LOW SPEED VEHICLE REGISTRATION	2,000.00	2,600.00	0.00	(600.00)	130.00
001-00-329.50.10	LOW SPEED VEHICLE PERMIT FEE	13,000.00	2,150.00	0.00	10,850.00	16.54
001-00-331.12.00	FEMA	0.00	43,500.00	0.00	(43,500.00)	100.00
001-00-334.40.00	FMIT SAFETY GRANT	5,000.00	6,000.00	0.00	(1,000.00)	120.00
001-00-335.12.00	STATE REVENUE SHARING PROCEEDS	106,000.00	112,799.86	0.00	(6,799.86)	106.41
001-00-335.15.00	ALCOHOLIC BEVERAGE LICENSES	44,000.00	5,782.38	0.00	38,217.62	13.14
001-00-335.18.00	HALF CENT SALES TAX LOCAL GOV	230,000.00	207,800.49	0.00	22,199.51	90.35
001-00-342.20.00	SAFETY INSPECT FEE VAC RENTAL	1,650.00	2,300.00	0.00	(650.00)	139.39
001-00-342.20.10	SAFETY RENEWAL-VAC RENTALS	2,500.00	4,735.00	0.00	(2,235.00)	189.40
001-00-345.10.00	VAC RENTAL APP FEE-INITIAL	5,500.00	8,700.00	0.00	(3,200.00)	158.18
001-00-345.10.10	VAC RENEWAL FEE - RENTALS	4,550.00	12,615.00	0.00	(8,065.00)	277.25
001-00-349.00.29	LIEN SEARCH REQUEST	1,260.00	3,225.00	0.00	(1,965.00)	255.95
001-00-359.00.00	OTHER FINES AND FORFEITURES	0.00	3,155.05	0.00	(3,155.05)	100.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-00-361.10.00	INTEREST ON INVESTMENTS	23,000.00	81,672.66	0.00	(58,672.66)	355.10
001-00-369.00.00	MISCELLANEOUS REVENUE	3,200.00	14,251.12	0.00	(11,051.12)	445.35
001-00-369.00.49	INSURANCE RECOVERY	100.00	0.00	0.00	100.00	0.00
001-00-381.00.00	TRANSFERS IN	3,800.00	17,352.36	0.00	(13,552.36)	456.64
						104.45
Department: 21 LAW ENFORCI						
001-21-312.52.00	INSURANCE PREMIUM TAX	52,500.00	57,172.27	0.00	(4,672.27)	108.90
001-21-337.20.00	SCHOOL RESOURCE OFFICER	72,000.00	90,625.00	0.00	(18,625.00)	125.87
001-21-337.90.01	OTHER GRANTS	5,000.00	0.00	0.00	5,000.00	0.00
001-21-347.90.01	SPECIAL EVENTS	1,000.00	0.00	0.00	1,000.00	0.00
001-21-351.00.00	FINES - LAW ENFORCEMENT	5,000.00	14,597.54	0.00	(9,597.54)	291.95
001-21-351.13.00	PARKING TICKETS	500.00	75.00	0.00	425.00	15.00
001-21-351.13.10	ACCIDENT REPORT	200.00	413.66	0.00	(213.66)	206.83
001-21-369.00.00	MISCELLANEOUS REVENUE	0.00	7.00	0.00	(7.00)	100.00
						119.60
Department: 22 FIRE CONTRO						
001-22-322.30.00	FIRE PROTECTIVE SERVICES	4,500.00	4,060.00	0.00	440.00	90.22
001-22-364.20.00	DISPOSAL OF ASSETS - OTHER	100.00	0.00	0.00	100.00	0.00
001-22-369.55.10	SHARED TRAINING	300.00	0.00	0.00	300.00	0.00
						82.86
Department: 29 CODE ENFOR						
001-29-359.00.00	OTHER FINES AND FORFEITURES	300.00	0.00	0.00	300.00	0.00
						0.00
Department: 41 PUBLIC WORK						
001-41-364.10.00	DISPOSAL OF ASSETS - VEHICLES	100.00	0.00	0.00	100.00	0.00
						0.00
Overall Revenue Rate:						104.89

Account Category: Expenditure	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
Department: 00						
001-00-581.00.00	TRANSFER OUT	638,918.92	638,918.92	0.00	0.00	100.00
						100.00
Department: 11 LEGISLATIVE						
001-11-500.11.00	EXECUTIVE SALARIES	16,200.00	12,399.84	0.00	3,800.16	76.54
001-11-500.12.00	REGULAR SALARIES	66,274.00	89,705.73	0.00	(6,079.37)	107.27
001-11-500.21.00	FICA TAXES - EMPLOYER PORTION	6,309.00	7,499.56	0.00	(1,190.56)	118.87
001-11-500.22.20	RETIREMENT TOWN EMPLOYEES	9,033.00	12,351.51	0.00	(3,318.51)	136.74
001-11-500.23.01	HEALTH INSURANCE	6,561.00	9,042.00	0.00	(2,481.00)	137.81
001-11-500.23.02	LIFE INSURANCE	70.00	101.34	0.00	(31.34)	144.77
001-11-500.25.00	UNEMPLOYMENT COMPENSATION	99.00	94.34	0.00	4.66	95.29
001-11-510.31.00	PROFESSIONAL SERVICES	18,300.00	12,391.99	0.00	5,908.01	67.72
001-11-510.40.00	TRAVEL & MEETINGS	4,465.00	3,921.39	0.00	543.61	87.83
001-11-510.40.10	TRAVEL & MEETINGS - STAFF	1,900.00	3,129.29	0.00	(1,229.29)	164.70
001-11-510.47.00	PRINTING	6,995.72	4,708.73	0.00	2,286.99	67.31
001-11-510.48.00	PROMOTIONAL ACTIVITIES	400.00	249.09	0.00	150.91	62.27
001-11-510.48.40	LEGAL NOTICES	5,000.00	5,223.13	0.00	(223.13)	104.46
001-11-510.49.50	ELECTION EXPENSE	2,000.00	381.53	0.00	1,618.47	19.08
001-11-510.54.00	DUES & SUBSCRIPTIONS	830.00	3,531.51	0.00	(2,701.51)	425.48
001-11-510.54.10	TRAINING & SCHOOLS	3,540.00	1,510.00	0.00	2,030.00	42.66
001-11-543.00.00	LICENSES & FEES	40,436.00	30,857.05	0.00	9,578.95	76.31
						95.79
Department: 12 EXECUTIVE						
001-12-500.12.00	REGULAR SALARIES	159,118.00	151,248.42	0.00	7,869.58	95.05
001-12-500.21.00	FICA TAXES - EMPLOYER PORTION	12,173.00	12,513.08	0.00	(340.08)	102.79
001-12-500.22.01	RETIREMENT - ICMA	21,592.00	16,307.24	0.00	5,284.76	75.52
001-12-500.22.20	RETIREMENT TOWN EMPLOYEES	5,445.00	4,422.29	0.00	1,022.71	81.22
001-12-500.23.01	HEALTH INSURANCE	16,212.00	24,536.98	0.00	(8,324.98)	151.35
001-12-500.23.02	LIFE INSURANCE	916.00	745.71	0.00	170.29	81.41
001-12-500.25.00	UNEMPLOYMENT COMPENSATION	191.00	161.82	0.00	29.18	84.72
001-12-510.31.00	PROFESSIONAL SERVICES	0.00	12,000.00	18,000.00	(30,000.00)	100.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-12-510.40.00	TRAVEL & MEETINGS	2,200.00	1,148.66	0.00	1,051.34	52.21
001-12-510.49.99	MISCELLANEOUS	400.00	0.00	0.00	400.00	0.00
001-12-510.52.50	GAS & OIL	2,400.00	2,400.00	0.00	0.00	100.00
001-12-510.54.00	DUES & SUBSCRIPTIONS	3,430.00	1,251.33	0.00	2,178.67	36.48
001-12-510.54.10	TRAINING & SCHOOLS	1,000.00	139.04	0.00	860.96	13.90
						100.80
Department: 13 FINANCE						
001-13-500.12.00	REGULAR SALARIES	119,630.00	122,126.59	0.00	(2,496.59)	102.09
001-13-500.21.00	FICA TAXES - EMPLOYER PORTION	9,152.00	8,874.38	0.00	277.62	96.97
001-13-500.22.20	RETIREMENT TOWN EMPLOYEES	16,306.00	16,478.29	0.00	(172.29)	101.06
001-13-500.23.01	HEALTH INSURANCE	25,604.00	31,740.66	0.00	(6,136.66)	123.97
001-13-500.23.02	LIFE INSURANCE	136.00	135.12	0.00	0.88	99.35
001-13-500.25.00	UNEMPLOYMENT COMPENSATION	155.00	125.89	0.00	29.11	81.22
001-13-510.32.00	AUDITING SERVICES	37,500.00	34,012.00	0.00	3,488.00	90.70
001-13-510.32.90	BANKING FEES	10,540.00	9,790.61	0.00	749.39	92.89
001-13-510.40.00	TRAVEL & MEETINGS	1,550.00	1,075.00	0.00	475.00	69.35
001-13-510.47.00	PRINTING	216.00	36.20	0.00	179.80	16.76
001-13-510.54.00	DUES & SUBSCRIPTIONS	60.00	0.00	0.00	60.00	0.00
001-13-510.54.10	TRAINING & SCHOOLS	900.00	0.00	0.00	900.00	0.00
001-13-543.00.00	LICENSES & FEES	7,785.00	7,785.00	0.00	0.00	100.00
						101.15
Department: 14 LEGAL COUNSEL						
001-14-510.31.00	PROFESSIONAL SERVICES	106,000.00	130,846.05	0.00	(24,846.05)	123.44
001-14-510.31.01	CODE ENFORCEMENT ATTORNEY	19,200.00	11,858.17	0.00	7,341.83	61.76
						113.98
Department: 15 PLANNING						
001-15-510.31.00	PROFESSIONAL SERVICES	35,000.00	5,181.25	0.00	29,818.75	14.80
						14.80
Department: 16 HURRICANE PREPAREDNESS						
001-16-520.51.00	OFFICE SUPPLIES	0.00	915.70	0.00	0.00	100.00
001-16-520.52.05	PROTECTIVE GEAR	0.00	513.18	0.00	0.00	100.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-16-520.52.20	TOOLS & HARDWARE	0.00	90.00	0.00	0.00	100.00
001-16-530.46.35	PIER MAINTENANCE	0.00	4,744.52	0.00	0.00	100.00
001-16-530.46.40	GROUNDS MAINTENANCE	0.00	2,647.81	0.00	0.00	100.00
001-16-534.00.00	SOLID WASTE SERVICES	0.00	43,500.00	0.00	0.00	100.00
						100.00

Department: 19 GENERAL SER

001-19-500.24.00	WORKERS COMPENSATION	400.00	400.00	0.00	0.00	100.00
001-19-510.31.00	PROFESSIONAL SERVICES	3,920.00	3,915.00	0.00	5.00	99.87
001-19-510.31.11	SECURITY	411.00	0.00	0.00	411.00	0.00
001-19-510.34.10	JANITORIAL SERVICES	15,500.00	18,798.00	0.00	(3,298.00)	121.28
001-19-510.35.00	PRE-EMPLOYMENT EXP	0.00	196.00	0.00	(196.00)	100.00
001-19-510.41.00	TELEPHONE	24,876.00	20,429.88	0.00	4,446.12	82.13
001-19-510.41.10	COMMUNICATION SERVICES	39,658.00	49,225.92	0.00	(9,567.92)	124.13
001-19-510.43.00	STREET LIGHTS	51,000.00	51,436.16	0.00	(436.16)	100.86
001-19-510.43.10	ELECTRICITY	28,000.00	32,386.25	0.00	(4,386.25)	115.67
001-19-510.43.20	WATER & SEWER	4,000.00	4,055.39	0.00	(55.39)	101.38
001-19-510.43.50	WASTE TAX SERVICE	2,500.00	3,914.44	0.00	(1,414.44)	156.58
001-19-510.45.00	GENERAL LIABILITY INSURANCE	91,903.00	84,022.00	0.00	7,881.00	91.42
001-19-510.45.01	FLOOD INSURANCE	6,655.00	7,086.00	0.00	(431.00)	106.48
001-19-510.45.02	PROPERTY INSURANCE	124,200.00	139,158.00	0.00	(14,958.00)	112.04
001-19-510.45.03	AUTO INSURANCE	11,238.00	10,998.00	0.00	240.00	97.86
001-19-510.46.10	OFFICE EQUIPMENT MAINTENANCE	3,588.00	4,679.07	0.00	(1,091.07)	130.41
001-19-510.46.15	EQUIPMENT MAINTENANCE	20,000.00	945.19	0.00	19,054.81	4.73
001-19-510.46.30	HEALTHY ENVIRONMENT BLDG MAINTENANCE	0.00	3,420.00	0.00	(3,420.00)	100.00
001-19-510.46.36	PEST CONTROL	3,720.00	3,720.00	0.00	0.00	100.00
001-19-510.47.00	PRINTING	0.00	55.62	0.00	(55.62)	100.00
001-19-510.49.98	CONTINGENCY	9,004.28	0.00	0.00	9,004.28	0.00
001-19-510.51.00	OFFICE SUPPLIES	3,500.00	4,774.27	0.00	(1,274.27)	136.41
001-19-510.51.10	POSTAGE	1,500.00	1,401.85	0.00	98.15	93.46
001-19-510.52.10	JANITORIAL SUPPLIES	6,000.00	3,492.92	0.00	2,507.08	58.22
001-19-510.54.00	DUES & SUBSCRIPTIONS	400.00	395.03	0.00	4.97	98.76

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-19-510.64.01	CAPITAL OUTLAY	30,000.00	8,888.90	0.00	21,111.10	29.63
001-19-543.00.00	LICENSES & FEES	22,277.00	24,444.67	0.00	(2,167.67)	109.73
001-19-581.00.00	TRANSFER OUT	7,500.00	7,500.00	0.00	0.00	100.00
						95.70
Department: 21 LAW ENFORCI						
001-21-500.12.00	REGULAR SALARIES	739,793.00	731,337.36	0.00	8,455.64	98.86
001-21-500.12.50	HOLIDAY PAY	29,634.00	38,880.74	0.00	(9,246.74)	131.20
001-21-500.14.00	SALARIES OVERTIME	5,000.00	12,079.51	0.00	(7,079.51)	241.59
001-21-500.14.16	HURRICANE PAY	32,328.00	20,634.64	0.00	11,693.36	63.83
001-21-500.15.00	EDUCATION INCENTIVE PAY	7,150.00	8,519.29	0.00	(1,369.29)	119.15
001-21-500.15.01	FIRST RESPONDER	6,000.00	6,657.14	0.00	(657.14)	110.95
001-21-500.21.00	FICA TAXES - EMPLOYER PORTION	62,723.00	60,684.68	0.00	2,038.32	96.75
001-21-500.22.02	POLICE PENSION	167,850.00	226,172.27	0.00	(58,322.27)	134.75
001-21-500.22.20	RETIREMENT TOWN EMPLOYEES	5,443.00	2,897.15	0.00	2,545.85	53.23
001-21-500.23.01	HEALTH INSURANCE	116,155.00	113,726.97	0.00	2,428.03	97.91
001-21-500.23.02	LIFE INSURANCE	2,766.00	2,733.50	0.00	32.50	98.83
001-21-500.23.10	STATUTORY AD&D	1,163.00	0.00	0.00	1,163.00	0.00
001-21-500.24.00	WORKERS COMPENSATION	9,398.00	9,398.00	0.00	0.00	100.00
001-21-500.25.00	UNEMPLOYMENT COMPENSATION	984.00	864.32	0.00	119.68	87.84
001-21-520.31.00	PROFESSIONAL SERVICES	725.00	150.00	0.00	575.00	20.69
001-21-520.34.40	DISPATCHING SERVICES	19,510.00	19,800.00	0.00	(290.00)	101.49
001-21-520.35.00	PRE-EMPLOYMENT EXPENSE	1,200.00	492.95	0.00	707.05	41.08
001-21-520.40.00	TRAVEL & MEETINGS	1,892.00	3,149.29	0.00	(1,257.29)	166.45
001-21-520.41.10	COMMUNICATION SERVICES	6,972.00	8,223.99	0.00	(1,251.99)	117.96
001-21-520.46.10	OFFICE EQUIPMENT MAINTENANCE	200.00	312.98	0.00	(112.98)	156.49
001-21-520.46.15	EQUIPMENT	11,260.00	8,888.70	0.00	2,371.30	78.94
001-21-520.46.16	RADAR CALIBRATION	550.00	638.50	0.00	(88.50)	116.09
001-21-520.46.20	VEHICLE MAINTENANCE	17,000.00	16,194.16	0.00	805.84	95.26
001-21-520.48.00	PROMOTIONAL ACTIVITIES	800.00	1,133.39	0.00	(333.39)	141.67
001-21-520.48.50	CRIME PREVENTION	500.00	0.00	0.00	500.00	0.00
001-21-520.51.10	POSTAGE	0.00	205.27	0.00	(205.27)	100.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-21-520.52.00	UNIFORMS	8,500.00	5,210.69	0.00	3,289.31	61.30
001-21-520.52.05	PROTECTIVE GEAR	13,531.00	6,975.42	0.00	6,555.58	51.55
001-21-520.52.50	GAS & OIL	20,000.00	23,124.20	0.00	(3,124.20)	115.62
001-21-520.52.70	MEDICAL	1,014.00	437.86	0.00	576.14	43.18
001-21-520.52.90	OPERATING SUPPLIES	2,400.00	1,862.00	0.00	538.00	77.58
001-21-520.54.00	DUES & SUBSCRIPTIONS	695.00	685.00	0.00	10.00	98.56
001-21-520.54.10	TRAINING & SCHOOLS	2,900.00	3,017.35	0.00	(117.35)	104.05
001-21-520.64.01	Capital Outlay	30,121.00	30,121.00	0.00	0.00	100.00
001-21-543.00.00	LICENSES & FEES	45,580.00	44,936.70	0.00	643.30	98.59
						102.80
Department: 22 FIRE CONTRO						
001-22-500.12.00	REGULAR SALARIES	101,038.00	103,218.62	0.00	(2,180.62)	102.16
001-22-500.14.16	HURRICANE PAY	1,890.00	2,201.65	0.00	(311.65)	116.49
001-22-500.14.50	STIPEND PAYROLL	38,000.00	36,796.00	0.00	1,204.00	96.83
001-22-500.21.00	FICA TAXES - EMPLOYER PORTION	10,636.00	11,061.04	0.00	(425.04)	104.00
001-22-500.22.01	RETIREMENT - ICMA	9,753.00	10,451.63	0.00	(698.63)	107.16
001-22-500.22.20	RETIREMENT TOWN EMPLOYEES	4,019.00	2,364.99	0.00	1,654.01	58.85
001-22-500.23.01	HEALTH INSURANCE	36,795.00	19,686.83	0.00	17,108.17	53.50
001-22-500.23.02	LIFE INSURANCE	136.00	112.60	0.00	23.40	82.79
001-22-500.23.10	STATUTORY AD&D	380.00	0.00	0.00	380.00	0.00
001-22-500.24.00	WORKERS COMPENSATION	9,000.00	9,000.00	0.00	0.00	100.00
001-22-500.25.00	UNEMPLOYMENT COMPENSATION	161.00	99.14	0.00	61.86	61.58
001-22-520.31.00	PROFESSIONAL SERVICES	1,000.00	60.00	0.00	940.00	6.00
001-22-520.34.40	DISPATCHING SERVICES	5,670.00	5,600.00	0.00	70.00	98.77
001-22-520.35.00	PRE-EMPLOYMENT EXPENSE	744.00	131.00	0.00	613.00	17.61
001-22-520.36.00	ANNUAL PHYSICALS	2,500.00	500.00	0.00	2,000.00	20.00
001-22-520.40.00	TRAVEL & MEETINGS	1,000.00	1,138.33	0.00	(138.33)	113.83
001-22-520.41.10	COMMUNICATION SERVICES	1,944.00	2,002.32	0.00	(58.32)	103.00
001-22-520.46.15	EQUIPMENT	10,000.00	7,658.84	0.00	2,341.16	76.59
001-22-520.46.20	VEHICLE MAINTENANCE	28,000.00	32,168.43	0.00	(4,168.43)	114.89
001-22-520.46.30	BUILDING MAINTENANCE	2,000.00	1,661.00	0.00	339.00	83.05

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-22-520.51.00	OFFICE SUPPLIES	600.00	331.27	0.00	268.73	55.21
001-22-520.52.00	UNIFORMS	5,000.00	2,527.95	0.00	2,472.05	50.56
001-22-520.52.02	S.C.B.A.	4,000.00	2,761.64	0.00	1,238.36	69.04
001-22-520.52.05	PROTECTIVE GEAR	3,200.00	1,473.75	0.00	1,726.25	46.05
001-22-520.52.10	JANITORIAL SUPPLIES	1,000.00	428.99	0.00	571.01	42.90
001-22-520.52.20	TOOLS & HARDWARE	3,000.00	1,254.15	0.00	1,745.85	41.81
001-22-520.52.50	GAS & OIL	3,200.00	2,152.69	0.00	1,047.31	67.27
001-22-520.52.70	MEDICAL	1,400.00	981.00	0.00	419.00	70.07
001-22-520.54.00	DUES & SUBSCRIPTIONS	610.00	584.00	0.00	26.00	95.74
001-22-520.54.10	TRAINING & SCHOOLS	5,525.00	6,429.00	0.00	(904.00)	116.36
001-22-520.54.12	TRAINING MATERIALS	2,000.00	2,801.98	0.00	(801.98)	140.10
001-22-520.64.01	Capital Outlay	82,369.00	79,459.02	0.00	2,909.98	96.47
001-22-543.00.00	LICENSES & FEES	24,983.00	25,871.93	0.00	(888.93)	103.56
001-22-581.00.00	TRANSFER OUT	35,000.00	35,000.00	0.00	0.00	100.00

93.45

Department: 29 CODE ENFOR

001-29-500.12.00	REGULAR SALARIES	39,520.00	25,573.15	0.00	13,946.85	64.71
001-29-500.21.00	FICA TAXES - EMPLOYER PORTION	3,023.00	2,381.89	0.00	641.11	78.79
001-29-500.22.20	RETIREMENT TOWN EMPLOYEES	5,363.00	3,624.37	0.00	1,738.63	67.58
001-29-500.23.01	HEALTH INSURANCE	9,777.36	4,888.68	0.00	4,888.68	50.00
001-29-500.23.02	LIFE INSURANCE	45.04	22.52	0.00	22.52	50.00
001-29-500.23.10	STATUTORY AD&D	42.00	0.00	0.00	42.00	0.00
001-29-500.24.00	WORKERS COMPENSATION	300.00	300.00	0.00	0.00	100.00
001-29-500.25.00	UNEMPLOYMENT COMPENSATION	126.00	27.27	0.00	98.73	21.64
001-29-520.40.00	TRAVEL & MEETINGS	125.00	28.28	0.00	96.72	22.62
001-29-520.46.20	VEHICLE MAINTENANCE	150.00	0.00	0.00	150.00	0.00
001-29-520.48.55	FIRE PREVENTION	4,900.00	5,562.50	0.00	(662.50)	113.52
001-29-520.51.00	OFFICE SUPPLIES	0.00	426.25	0.00	(426.25)	100.00
001-29-520.51.10	POSTAGE	450.00	1,143.00	0.00	(693.98)	254.22
001-29-520.51.20	RECORDING COSTS	250.00	0.00	0.00	250.00	0.00
001-29-520.52.00	UNIFORMS	300.00	0.00	0.00	300.00	0.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-29-520.54.00	DUES & SUBSCRIPTIONS	150.00	0.00	0.00	150.00	0.00
001-29-520.54.10	TRAINING & SCHOOLS	300.00	0.00	0.00	300.00	0.00
001-29-520.64.01	Capital Outlay	40,177.60	13,500.00	0.00	26,677.60	33.60
001-29-543.00.00	LICENSES & FEES	1,000.00	1,000.00	0.00	0.00	100.00
						55.17

Department: 41 PUBLIC WORK

001-41-500.12.00	REGULAR SALARIES	230,932.00	234,095.11	0.00	(3,163.11)	101.37
001-41-500.14.00	SALARIES OVERTIME	1,500.00	729.62	0.00	770.38	48.64
001-41-500.14.16	HURRICANE PAY	0.00	1,740.35	0.00	(1,740.35)	100.00
001-41-500.21.00	FICA TAXES - EMPLOYER PORTION	17,666.30	18,277.58	0.00	(611.28)	103.46
001-41-500.22.20	RETIREMENT TOWN EMPLOYEES	31,476.03	32,378.07	0.00	(902.04)	102.87
001-41-500.23.01	HEALTH INSURANCE	38,510.00	38,508.96	0.00	1.04	100.00
001-41-500.23.02	LIFE INSURANCE	534.00	288.25	0.00	245.75	53.98
001-41-500.23.10	STATUTORY AD&D	83.00	0.00	0.00	83.00	0.00
001-41-500.24.00	WORKERS COMPENSATION	19,796.00	19,796.00	0.00	0.00	100.00
001-41-500.25.00	UNEMPLOYMENT COMPENSATION	277.12	251.28	0.00	25.84	90.68
001-41-530.43.15	ELECTRICAL WORK	8,000.00	492.72	0.00	7,507.28	6.16
001-41-530.43.50	DUMP SERVICE	160.00	0.00	0.00	160.00	0.00
001-41-530.46.12	MAINTENANCE SUPPLIES	1,500.00	527.43	0.00	972.57	35.16
001-41-530.46.15	EQUIPMENT MAINTENANCE	5,000.00	195.97	0.00	4,804.03	3.92
001-41-530.46.20	VEHICLE MAINTENANCE	13,000.00	12,317.08	0.00	682.92	94.75
001-41-530.46.30	BUILDING MAINTENANCE	13,000.00	11,725.43	0.00	1,274.57	90.20
001-41-530.46.31	MAINTENANCE OLD TOWN HALL	500.00	2,238.37	0.00	(1,738.37)	447.67
001-41-530.46.32	RYCKMAN HOUSE	300.00	8.98	0.00	291.02	2.99
001-41-530.46.33	OLD POST OFFICE REPAIRS	300.00	0.00	0.00	300.00	0.00
001-41-530.46.35	PIER MAINTENANCE	300.00	275.62	0.00	24.38	91.87
001-41-530.46.40	GROUNDS MAINTENANCE	6,500.00	4,008.25	0.00	2,491.75	61.67
001-41-530.46.43	TREE EXPENSE	2,709.00	1,500.00	0.00	1,209.00	55.37
001-41-530.52.00	UNIFORMS	1,875.00	482.67	0.00	1,392.33	25.74
001-41-530.52.05	PROTECTIVE GEAR	1,000.00	1,433.02	0.00	(433.02)	143.30
001-41-530.52.20	TOOLS & HARDWARE	5,500.00	5,594.85	0.00	(94.85)	101.72

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
001-41-530.52.25	TOOL RENTALS	1,000.00	0.00	0.00	1,000.00	0.00
001-41-530.52.50	GAS & OIL	7,500.00	4,415.35	0.00	3,084.65	58.87
001-41-530.53.10	STREET REPAIR	9,000.00	1,718.32	0.00	7,281.68	19.09
001-41-530.53.20	STREET SIGNS	3,800.00	6,587.70	0.00	(2,787.70)	173.36
001-41-530.54.10	TRAINING & SCHOOLS	500.00	428.75	0.00	71.25	85.75
001-41-530.64.01	CAPITAL OUTLAY	4,000.00	0.00	0.00	4,000.00	0.00
						93.85

Department: 42 GROUNDS KEI

001-42-530.34.91	LANDSCAPING	15,000.00	4,901.99	0.00	10,098.01	32.68
001-42-530.46.15	EQUIPMENT MAINTENANCE	3,700.00	2,432.01	0.00	1,267.99	65.73
001-42-530.46.40	GROUNDS MAINTENANCE	15,000.00	15,503.66	0.00	(503.66)	103.36
001-42-530.52.05	PROTECTIVE GEAR	200.00	178.26	0.00	21.74	89.13
001-42-530.52.20	TOOLS & HARDWARE	1,200.00	1,081.39	0.00	118.61	90.12
001-42-530.52.50	GAS & OIL	1,200.00	1,511.32	0.00	(311.32)	125.94
001-42-530.64.01	CAPITAL OUTLAY	4,250.00	0.00	0.00	4,250.00	0.00
						63.15

Overall Expenditure Rate:

98.51

Fund: 104 ENVIRONMENTAL A

Account Category: Revenues

Department: 00

104-00-271.00.99	CARRY FORWARD	12,841.27	0.00	0.00	12,841.27	0.00
104-00-366.47.00	DONATIONS	0.00	63.92	0.00	(63.92)	100.00
104-00-381.00.00	TRANSFERS IN	3,000.00	3,000.00	0.00	0.00	100.00
						19.34

Account Category: Expenditure

Department: 72 PARKS & RECF

104-72-570.46.40	GROUNDS MAINTENANCE	500.00	65.82	0.00	434.18	13.16
104-72-570.46.43	TREE EXPENSE	500.00	0.00	0.00	500.00	0.00
104-72-570.49.90	ADOPT AN AREA	500.00	411.92	0.00	88.08	82.38

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
104-72-570.51.00	OFFICE SUPPLIES	350.00	0.00	0.00	350.00	0.00
104-72-570.52.00	UNIFORMS	80.00	0.00	0.00	80.00	0.00
104-72-570.64.01	CAPITAL OUTLAY	1,200.00	0.00	0.00	1,200.00	0.00
104-72-570.83.01	SUNSHINE JIM	1,500.00	1,385.50	0.00	114.50	92.37
104-72-570.90.01	SPECIAL EVENTS	0.00	1,053.10	0.00	(1,053.10)	100.00
						62.99

Fund: 107 PARKS BOARD

Account Category: Revenues

Department: 00

107-00-366.19.00	KID'S BUSINESS FAIR DONATIONS	6,500.00	5,370.00	0.00	1,130.00	82.62
107-00-381.00.00	TRANSFERS IN	2,304.64	2,304.64	0.00	0.00	100.00
						87.17

Account Category: Expenditure

Department: 72 PARKS & RECF

107-72-570.48.60	EASTER EGG HUNT	430.00	1,135.96	0.00	(705.96)	264.18
107-72-570.48.90	RECREATION PROGRAMS	2,000.00	1,328.23	0.00	671.77	66.41
107-72-570.48.91	KID'S BUSINESS FAIR	6,000.00	4,072.66	0.00	1,927.34	67.88
						77.54

Fund: 125 BUILDING DEPT

Account Category: Revenues

125-24-322.00.00	BUILDING PERMITS	187,150.00	216,997.43	0.00	(29,847.43)	115.95
125-24-322.00.01	PERMIT SEARCH REQUEST	0.00	300.00	0.00	(300.00)	100.00
125-24-322.10.00	ZONING PLAN REVIEW	5,000.00	450.00	0.00	4,550.00	9.00
125-24-322.10.10	SITE PLAN REVIEW P&Z	7,020.00	5,347.50	0.00	1,672.50	76.18
125-24-322.20.00	BUILDING PLAN REVIEW	6,500.00	1,050.00	0.00	5,450.00	16.15
125-24-322.31.00	BOA ADVERTISING COSTS	450.00	629.44	0.00	(179.44)	139.88
125-24-329.00.00	OTHER LICENSES, FEES & PERMITS	11,500.00	17,064.82	0.00	(5,564.82)	148.39
125-24-329.00.10	BOA VARIANCE FEES	5,000.00	1,650.00	0.00	3,350.00	33.00
125-24-353.00.00	POLLUTION CONTROL	0.00	500.00	0.00	(500.00)	100.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
125-24-354.00.00	LOCAL ORDINANCE VIOLATION	6,000.00	18,109.57	0.00	(12,109.57)	301.83
125-24-369.00.00	MISCELLANEOUS REVENUE	100.00	0.00	0.00	100.00	0.00
125-24-381.00.00	TRANSFERS IN	22,000.00	22,000.00	0.00	0.00	100.00
						113.31
Account Category: Expenditure						
125-24-500.12.00	REGULAR SALARIES	165,324.00	174,719.29	0.00	(9,395.29)	105.68
125-24-500.14.00	SALARIES OVERTIME	500.00	615.38	0.00	(115.38)	123.08
125-24-500.14.16	HURRICANE PAY	0.00	1,471.25	0.00	(1,471.25)	100.00
125-24-500.21.00	FICA TAXES - EMPLOYER PORTION	12,685.54	13,432.18	0.00	(746.64)	105.89
125-24-500.22.20	RETIREMENT TOWN EMPLOYEES	22,601.81	24,280.58	0.00	(1,678.77)	107.43
125-24-500.23.01	HEALTH INSURANCE	12,050.52	13,437.52	0.00	(1,387.00)	111.51
125-24-500.23.02	LIFE INSURANCE	112.00	103.60	0.00	8.40	92.50
125-24-500.23.10	STATUTORY AD&D	42.00	0.00	0.00	42.00	0.00
125-24-500.25.00	UNEMPLOYMENT COMPENSATION	198.39	185.78	0.00	12.61	93.64
125-24-520.31.00	PROFESSIONAL SERVICES	27,167.92	0.00	0.00	27,167.92	0.00
125-24-520.40.00	TRAVEL & MEETINGS	0.00	1,323.66	0.00	(1,323.66)	100.00
125-24-520.41.10	COMMUNICATION SERVICES	390.00	1,040.44	0.00	(650.44)	266.78
125-24-520.46.20	VEHICLE MAINTENANCE	500.00	2,379.61	0.00	(1,879.61)	475.92
125-24-520.51.00	OFFICE SUPPLIES	75.00	213.36	0.00	(138.36)	284.48
125-24-520.51.10	POSTAGE	25.00	29.04	0.00	(4.04)	116.16
125-24-520.52.00	UNIFORMS	150.00	8.06	0.00	141.94	5.37
125-24-520.52.20	TOOLS & HARDWARE	100.00	0.00	0.00	100.00	0.00
125-24-520.52.50	GAS & OIL	350.00	844.08	0.00	(494.08)	241.17
125-24-520.54.00	DUES & SUBSCRIPTIONS	1,500.00	85.00	0.00	1,415.00	5.67
125-24-520.54.10	TRAINING & SCHOOLS	0.00	175.20	0.00	(175.20)	100.00
125-24-543.00.00	LICENSES & FEES	3,824.00	3,601.00	0.00	223.00	94.17
						96.10

Fund: 172 OCEAN PARK PARKI

Account Category: Revenues

Department: 00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
172-00-271.00.99	CARRY FORWARD	92,614.95	0.00	0.00	92,614.95	0.00
						0.00
Department: 75 TOWN PARKS						
172-75-342.10.00	PARKING TICKET REVENUE	7,500.00	7,725.00	0.00	(225.00)	103.00
172-75-344.50.00	PARKING METER REVENUE	82,000.00	124,964.08	0.00	(42,964.08)	152.40
						148.26
Account Category: Expenditure						
172-75-500.12.00	REGULAR SALARIES	50,000.00	38,653.92	0.00	11,346.08	77.31
172-75-500.12.50	HOLIDAY PAY	2,308.00	1,730.77	0.00	577.23	74.99
172-75-500.14.00	SALARIES OVERTIME	0.00	667.09	0.00	(667.09)	100.00
172-75-500.14.16	HURRICANE PAY	1,730.00	0.00	0.00	1,730.00	0.00
172-75-500.15.01	FIRST RESPONDER	600.00	475.00	0.00	125.00	79.17
172-75-500.21.00	FICA TAXES - EMPLOYER PORTION	3,825.00	3,156.04	0.00	668.96	82.51
172-75-500.23.01	HEALTH INSURANCE	7,164.00	0.00	0.00	7,164.00	0.00
172-75-500.23.02	LIFE INSURANCE	264.00	0.00	0.00	264.00	0.00
172-75-500.23.10	STATUTORY AD&D	106.00	0.00	0.00	106.00	0.00
172-75-500.24.00	WORKERS COMPENSATION	854.00	689.00	0.00	165.00	80.68
172-75-500.25.00	UNEMPLOYMENT COMPENSATION	67.00	42.33	0.00	24.67	63.18
172-75-543.00.00	LICENSES & FEES	0.00	300.00	0.00	(300.00)	100.00
172-75-575.31.02	LIFEGUARD CONTRACT	0.00	23,271.25	0.00	(23,271.25)	100.00
172-75-575.32.90	BANKING FEES	5,000.00	5,303.50	0.00	(303.50)	106.07
172-75-575.34.10	JANITORIAL CLEANING	1,800.00	2,790.00	0.00	(990.00)	155.00
172-75-575.34.91	LANDSCAPING	800.00	0.00	0.00	800.00	0.00
172-75-575.41.10	COMMUNICATIONS FEE	4,300.00	7,334.66	0.00	(3,034.66)	170.57
172-75-575.43.10	ELECTRICITY	2,400.00	2,561.96	0.00	(161.96)	106.75
172-75-575.43.20	WATER & SEWER	1,200.00	1,575.93	0.00	(375.93)	131.33
172-75-575.46.12	MAINTENANCE SUPPLIES	3,000.00	4,575.05	0.00	(1,575.05)	152.50
172-75-575.46.31	BUILDING MAINT RESTROOMS	950.00	537.87	0.00	412.13	56.62
172-75-575.46.40	GROUNDS MAINTENANCE	500.00	2,650.30	0.00	(2,150.30)	530.06
172-75-575.52.10	JANITORIAL SUPPLIES	350.00	1,189.86	0.00	(839.86)	339.96
172-75-575.52.25	TOOL RENTAL	356.00	0.00	0.00	356.00	0.00

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
172-75-575.53.15	PARKING LOT REPAIRS	300.00	4,990.00	0.00	(4,690.00)	1,663.33
172-75-575.53.20	SIGNS	300.00	56.98	0.00	243.02	18.99
172-75-575.63.03	VOLLEYBALL COURT	500.00	510.29	0.00	(10.29)	102.06
172-75-575.63.05	BOCCE BALL COURT	300.00	0.00	0.00	300.00	0.00
172-75-764.10.00	Filing Fee Clerk-Parking Ticke	0.00	10.00	0.00	(10.00)	100.00
						115.84

Fund: 175 RYCKMAN CROSSO

Account Category: Revenues

Department: 00

175-00-271.00.99	CARRY FORWARD	51,729.86	0.00	0.00	51,729.86	0.00
175-00-381.00.00	TRANSFERS IN	29,569.04	29,569.04	0.00	0.00	100.00
						36.37

Department: 75 TOWN PARKS

175-75-342.10.00	PARKING TICKET REVENUE	7,000.00	4,425.00	0.00	2,575.00	63.21
175-75-344.50.00	PARKING METER REVENUE	80,000.00	68,321.81	0.00	11,678.19	85.40
175-75-344.50.10	PARK PASS REVENUE	2,900.00	4,900.00	0.00	(2,000.00)	168.97
175-75-347.41.00	FOUNDER'S DAY	8,000.00	6,462.50	0.00	1,537.50	80.78
175-75-347.50.00	FACILITY RENTALS	5,000.00	10,054.12	0.00	(5,054.12)	201.08
175-75-347.90.01	SPECIAL EVENTS	0.00	2,835.00	0.00	(2,835.00)	100.00
						94.26

Account Category: Expenditure

175-75-575.32.90	BANKING FEES	2,800.00	3,535.68	0.00	(735.68)	126.27
175-75-575.41.15	IPS COMMUNICATION FEE	2,400.00	4,094.97	0.00	(1,694.97)	170.62
175-75-575.43.15	ELECTRICAL WORK/PARTS	0.00	361.58	0.00	(361.58)	100.00
175-75-575.46.30	BUILDING MAINTENANCE	0.00	463.83	0.00	(463.83)	100.00
175-75-575.47.00	PRINTING	1,500.00	1,199.74	0.00	300.26	79.98
175-75-575.48.10	FOUNDERS DAY	8,000.00	7,692.08	0.00	307.92	96.15
175-75-575.48.50	MOVIES IN THE PARK	1,350.00	1,563.65	0.00	(213.65)	115.83
175-75-575.48.51	FOURTH OF JULY	1,000.00	500.00	0.00	500.00	50.00
175-75-575.48.52	FALL FESTIVAL	4,000.00	1,946.76	0.00	2,053.24	48.67

	Description	ORIGINAL BUDGET	TO DATE BALANCE	Encumbrance	Available	% Used
175-75-575.48.53	CHRISTMAS DECORATIONS	4,500.00	5,767.02	0.00	(1,267.02)	128.16
175-75-575.49.98	CONTINGENCY	29,569.04	0.00	0.00	29,569.04	0.00
175-75-575.50.00	RECREATION PROGRAMS	9,350.00	8,450.00	0.00	900.00	90.37
175-75-575.63.01	TENNIS COURT	250.00	395.88	0.00	(145.88)	158.35
175-75-575.63.02	BASKETBALL COURT	200.00	20.57	0.00	179.43	10.29
175-75-575.63.06	PLAYGROUND EQUIPMENT	5,000.00	690.53	0.00	4,309.47	13.81
175-75-575.64.01	CAPITAL OUTLAY	0.00	296.77	0.00	(296.77)	100.00
175-75-575.73.00	CULTURAL SERVICES	500.00	0.00	0.00	500.00	0.00
175-75-581.00.00	TRANSFER OUT	44,500.00	21,852.36	0.00	0.00	100.00
						63.76

Fund: 351 LAND & ROAD IMPR

Account Category: Revenues

Department: 00

351-00-271.00.99	CARRY FORWARD	44,181.27	0.00	0.00	44,181.27	0.00
351-00-381.00.00	TRANSFERS IN	40,000.00	0.00	0.00	40,000.00	0.00
						0.00

Account Category: Expenditure

351-00-581.00.00	TRANSFER OUT	29,569.04	29,569.04	0.00	0.00	100.00
						100.00

Department: 41 PUBLIC WORK

351-41-570.34.91	LANDSCAPING	3,000.00	0.00	0.00	3,000.00	0.00
351-41-570.46.40	GROUPS MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
351-41-570.53.20	STREET SIGNS	430.96	430.96	0.00	0.00	100.00
351-41-570.64.01	CAPITAL OUTLAY	17,500.00	1,500.00	0.00	16,000.00	8.57
						8.24

Public Works Director Monthly Report Month:

1. Executive Summary

Working with Manager on creating an organized records history of all the stormwater work completed in Town. This effort will provide a snapshot of our stormwater infrastructure. With that information the goal is to assemble a plan for replacement and upgrades of the stormwater infrastructure.

Participated in the Pre-Con meeting regarding Basin 1 which is progressing toward accomplishment of items related to the project.

2. Department Operations

One destroyed street pole with attached signs was replaced at Oan and Avenue B. This damage was done as the result of an automobile crash. The PD investigated and we reported an estimated damage value of \$1500. In some cases if the driver was insured, we collect for our damages from the insurer, or the Court orders the driver to pay for our loss.

Trees that are hanging over our roadways below 15 feet are being trimmed. We trim only the limbs over the roadway. In some cases, we also trim areas hanging over walkways that pose a problem. This is an ongoing process.

The beach crossovers are checked daily and any issues are addressed or added to the needs to be done list if it does not require immediate attention.

The fire rings were placed on the beach the last day of this month. Both rings were rented on November 1st which was opening day for the season.

PW checks those fire rings the day after a rental to make certain that the renter cleaned up as per our policy. The office is notified of the condition in which the fire is found. If it is not properly cleaned the deposit from the renter is not returned.

Pothole repairs are made when found or reported by residents. Ongoing process.

3. Stormwater

Our quarterly cleaning of the stormwater baffle boxes paid off on October 26 when we received record rain in a short period of time. While we did witness very deep water on our streets it did recede in a very few hours. We do have areas like in Basin 10 that did present a very high level of water. The Manger and I are working closely with some of the residents and moving forward with efforts to address this area.

4. Work Orders & Citizen Requests

We did respond to a few minor issues reported such as shrubs blocking views at intersections. These were addressed and corrected. It is anticipated that when a Code Officer is in place he/she will address these also.

5. Personnel

I realize this is repetitive, but I am very pleased with how our PW team addresses task assigned to them. It is not unusual for me to receive positive input from our residents as to how my troops perform.

6. Equipment & Inventory

The monthly startup of our gas-powered equipment was conducted. Our bucket truck did require a hose replacement. That bucket truck is the “crown jewel” of our fleet especially at this time of year when we decorate the big oak trees in Ryckman Park and hang all the banners.

7. Financial Snapshot

Early in fiscal year so we are on course for now. It appears some adjustments had to be made to our department budget to cover an unexpected issue. Per finance.

8. Projects & Capital Improvements

See attached spreadsheet

9. Safety & Compliance

Heavy use of our bucket truck caused us to review our safety procedures for use of it. We review our safety harnesses and hookups plus make sure to utilize hardhats when applicable.

10. Looking Ahead

The month of December is a very demanding month. Preparing all the areas for the Christmas season requires much of the crew's time. We realize the importance of this event to the Town Residents and enjoy the fruits of our labors when we witness the tree light event.

Public Works Ongoing Projects				
Project	Location	Description	Notes	
Basin 1	Area north of Andrews	Phase one of construction should begin within 30 days	Public and Pre con meeting to be scheduled	Pre con meeting completed TV scheduled/Jan.26 begin construction
Road Sinking/Stormwater pipe	410 Riverview Ln.	Will be out for bids Nov. with due date before Nov. RTCM so we can present bids then	This has been on going since April of 2025 - budget concerns/Comm. Approval?	Bid opening 11/13/25
Ground cave in Stormwater pipe	449 Riverview Ln.	Note: Appears that \$40,000 was placed in 26 budget for this project	plan to present BID December Commission Meeting	
Sixth Ave. Sewall replacement	Sixth Ave. River Park	Note: It appears that \$46,000 was placed in 26 budget for this project	Comm. Task PW to work with PZ get cost ideas based upon PZ input as to wall and dock and grounds there.this has been an ongoing Task for years.	on hold per Mgr.
Research Id water problem	Ash and Orange	This area has had water on the street for years. when Orange St. Stormwater work done the amount of ground water was clearly identified		
Street Paving	https://melbournebeachfl-my.sharepoint.com/personal/pwsupervisor_melbournebeachfl_org/Documents/street%20paving%202025.xlsx	Commission has expressed desire to repave some streets Budget 26 \$52,000 for paving	A street conditions report was prepared and to my knowledge has not been presented to Comm. PW Director listed streets recommended in that report	
Old Town Hall-History Center	1739 Oak St.	Note: 26 budget indicates \$3,000 for maintainance of that building	Will cost out painting in house -schedule	
Old Post Office	Ryckman Park	Note: 26 budget indicates \$1,400 for repairs to this structure	Plan to schedule within cost allowance Get roof replacement proposals	
TH upstairs	507 Ocean	25 budget covered this	Windows are ordered vendor will install upon reciept should be within next couple of weeks	
Ryckman Park Building	509 Ocean	Will be costing out materials this year to paint the bathroom building and replace roof	In house - would be building maintainance item	



Town of Melbourne Beach



Fire Department

MONTHLY REPORT – November 2025

Incident Response

From October 4th through November 7th, the Melbourne Beach Volunteer Fire Department responded to 23 calls for service. The average number of responding volunteer personnel per paged out call for the time period listed above was 8.

Breakdown:

- 11 Fire/Rescue 911 Calls (paged out)
 - Incident #'s: 120, 122, 123, 125, 126, 127, 129, 131, 132, 133, 134
- 9 Public Service
 - 1 Elementary school fire drill – Incident #: 136
 - 4 Fire Prevention Week Presentations - Incident #'s: 114, 115, 116, 118
 - 1 Good Intent Call (No Hazard Found) – Incident #: 117
 - 1 Smoke Detector Installation – Incident #: 121
 - 1 Hazmat Spill in Parking Area – Incident #: 130
 - 1 Injured Animal Assist – Incident #: 135
- 3 Fire & Life Safety Inspections
 - Incident #'s: 119, 124, 128

Notable Incidents

- **10/13/2025 (9:19pm) - Carbon monoxide incident in 500 Blk of 4th Avenue**
 - MBVFD responded to reports of carbon monoxide alarm in residential structure in Melbourne Beach. E-58, E-258, & MB-Fire1 responded. Upon arrival, confirmed presence of carbon monoxide inside the structure with gas detectors. Structure ventilated with positive pressure fans until it returned to a safe level.

Notable Incidents (cont.)

- **10/26/2025 (10:10pm) – Flooding Incident in Melbourne Beach**
 - MBVFD notified of roadway flooding in Melbourne Beach with reports of structures threatened. MB-Fire1, MB-Fire2, E-58, E-258, & D-58 responded. Upon arrival assessed roadways and structures throughout Town. No structures impacted. Multiple roadways temporarily closed due to unsafe conditions. MBVFD crews assisted with clearing storm drains to speed up water removal.
- **10/29/2025 (1:34 pm) – 2 Alarm Structure Fire, Area Coverage, and EMS Incident in Indian Harbour Beach**
 - MBVFD requested to respond Automatic-Aid to Indian Harbour Beach for reports of multi-unit fully involved structure fire. E-58, E-258, and D-58 responded. E-58 assisted IHBVFD with fire attack and salvage operations. E-258 provided area coverage during incident. During area coverage, MBVFD BLS crew responded to 1 EMS incident in IHB.

Aid Given or Received

- 10/29/2025 – Aid Given (2 Alarm Structure Fire)
- 10/29/2025 – Aid Given (Area Coverage)
- 10/29/2025 – Aid Given (EMS Incident)

Department Membership

- 32 Total Members
 - Paid Staff:
 - 1 Fire Chief (*Full-Time*)
 - 2 Maintenance Technicians (*Per-diem*)
 - Volunteer Staff:
 - 18 Certified Volunteer Firefighters
 - 9 Support Services Volunteers
 - 0 Probationary Volunteer Members
 - 4 Administrative Volunteers
 - 1 Safety Officer
 - 2 Logistics Staff
 - 1 Volunteer Fire Chaplain

Volunteer Recruitment

The Melbourne Beach Volunteer Fire Department is continuously recruiting local men and women who have a desire to serve their community. No experience is needed and all training will be provided. For more information, visit MakeMeAFirefighter.org or stop by the Melbourne Beach Fire Station (507 Ocean Avenue).

Recruitment efforts this month included: Participation in the Make Me A Firefighter Campaign, Recruitment Table at MBVFA Haunted House, Recruitment Table at Touch-A-Truck event in Indian Harbour Beach, and recruitment banners around town.

Notable Events & Updates

New Fire Engine Acquisition (Ongoing Update)

- The Town's new fire engine, ordered in 2022, was delivered to our fire station on September 22nd.
- A community push-in ceremony was held on October 14th and was well attended and received by the Community.
- On November 8th, our volunteers participated in a 5-hour orientation program about operations and maintenance of the new fire engine, presented by Ten-8 Fire & Safety.
- Throughout November, Emergency Vehicle Driving Instructors will be taking our volunteers to a driving course to qualify on the new engine.
- We look forward to having the new engine in service soon, with a target date of November 27th (Thanksgiving Day).
- Chief Brown continues to investigate possible solutions and vendors to assist with the sale of our existing 2004 Pierce Enforcer fire engine and plans to bring options to the Commission in December.

New Recruit Orientation Class (Ongoing Update)

- 6 new volunteers were offered membership in the Department. One resides within the Town of Melbourne Beach. The furthest (a certified Fire Investigator) lives in Fort Pierce.
- The Department is planning on hosting an additional 30-day orientation program in early December to bring in a second group of new recruits.

Grants Update (Ongoing Update)

- The Department accepted the FEMA AFG grant awarded last month and is in the process of purchasing a Rapid Intervention Pack, 20x 50ft lengths of 2.5" firehose, and 2 multi-function EMS patient monitors.
- There have been no notifications or status updates regarding the FEMA SAFER grant our Department submitted in July.
 - Fire Chief Brown drafted a letter, which was sent by the Town Manager, on behalf of the Town, to our area's State representatives regarding the delay in the award process due to the federal government shutdown. Fire Chief Brown also participated in calls to 2 of our area's State representatives with the Town Manager.
- The Department applied for a FireHouse Subs Public Safety Foundation grant for a new chest compression system to provide uninterrupted, consistent compressions for cardiac arrest patients, helping to improve a patient's chance of survival. (No matching funds are required.)

P-25 Phase 2 Pager Programming (Ongoing Update)

- The Department continues working with Brevard Emergency Management and Communications International to re-implement physical voice pagers for our volunteer firefighters. The new voice pagers will become the primary paging method to notify our volunteers when response is needed for an emergency incident. The pagers have completed the testing phase, and minor modifications to the programming will be made prior to the programming of the remainder of the pagers. The Department is targeting November to go online with the new paging system. Chief Brown is working with the Technology Advisory Board for assistance with the integration process of existing cloud-based paging software and app to the new 800mhz voice pagers.

MBVFA Haunted House ***NEW***

- In partnership with the Melbourne Beach Volunteer Firefighter's Association, the annual Haunted House event was held over 2 nights at the Fire Station. The event was extremely well received and attended by the community, with over 1,000 people in attendance between the 2 evenings.

Fire Extinguisher Inspections & Maintenance (Ongoing Update)

- MBVFD staff coordinated & facilitated annual inspection and maintenance of all Town fire extinguishers.

Fire Prevention Week *NEW*****

- October 5th through 11th was Fire Prevention Week, and the Melbourne Beach Volunteer Fire Department provided presentations for every class at Gemini Elementary School, as well as at a local pre-school, and at the public library. MBVFD also sent a crew with an engine and our rescue boat to participate in a Touch-A-Truck event in Indian Harbour Beach. All fire prevention supplies and giveaways were donated by the Volunteer Firefighters Association.

191hr Volunteer Firefighter Certification Program (Ongoing Update)

- The Department completed hosting (and teaching) a State recognized hybrid 191hr Volunteer Firefighter Certification Program. In total, 8 students completed the State's Grow-As-You-Go program. The next step in the certification process is for the students to complete their live-fire training evolutions, which are being scheduled at Eastern Florida State College for the earliest available date (January 2026).

Emergency Networking & Transition to NERIS reporting *NEW*****

- With assistance from the Technology Advisory Board, the Fire Department completed evaluation of potential records management and reporting software to replace the version that the Department currently utilizes, which is no longer supported and won't report to NERIS. The Department went with Emergency Networking for multiple reasons and has already started the process of data migration and implementation of the new software. The Department is targeting to start reporting to NERIS in December (before the January deadline).

National First Responder Appreciation Day *NEW*****

- National First Responders Day was Tuesday, October 28, 2025. Huge thanks to Rock Harbor Church for hosting our volunteer firefighters and our brothers and sisters from Brevard County Fire Rescue Station 64 and the Melbourne Beach Police Department for an amazing dinner, and to Oceanside Pizza for providing all of the food! Thanks also to Vice Mayor Barlow and the Melbourne Beach Parks Board for coordinating all of the thank you letters for our first responders, which were written by our community's children at the Fall Festival event.

Recreational Beach Fire Program (Ongoing Update)

- The Town of Melbourne Beach's Recreational Beach Fire Program started back up on November 1st and runs through February 28th. 3 recreational beach fires were held during the reporting period listed above.

Meetings & Conferences (Ongoing Update)

- Chief Brown attended the following meetings:
 - Town Department Head Meeting with Town Manager.
 - Multiple meetings with potential volunteer applicants.
 - State of the State Breakfast with the Mayor & Town Staff.
 - Haas Alert implementation meeting
 - Taking Care of Our Own course presented by the National Fallen Firefighters Foundation and hosted by Palm Bay Fire Department.
 - Space Coast Fire Chief's Association 5-Bugle Meeting.

Melbourne Beach VFD

Melbourne Beach, FL

This report was generated on 11/12/2025 4:48:03 PM



Incident Address and Type for Date Range (Landscape)

Incident Status(s): All Incident Statuses | Start Date: 10/04/2025 | End Date: 11/07/2025

INCIDENT #	DATE	LOCATION TYPE	ADDRESS	INCIDENT TYPE	ALARM	CLEARED SCENE
2025-114	10/06/2025		1805 Oak ST , Melbourne Beach, FL, 32951	Public service assistance, other	10/06/2025 09:23	10/06/2025 10:40
2025-115	10/07/2025		2100 Oak ST , Melbourne Beach, FL, 32951	Public service assistance, other	10/07/2025 07:43	10/07/2025 11:05
2025-116	10/08/2025		2100 Oak ST , Melbourne Beach, FL, 32951	Public service assistance, other	10/08/2025 08:19	10/08/2025 11:13
2025-117	10/09/2025		519 Ocean AVE , Melbourne Beach, FL, 32951	No incident found on arrival at dispatch address	10/09/2025 13:57	10/09/2025 14:03
2025-118	10/11/2025		1934 Florida A1A HWY , Indian Harbour Beach, FL, 32937	Public service assistance, other	10/11/2025 08:38	10/11/2025 13:37
2025-119	10/13/2025		1905 Redwood AVE , Melbourne Beach, FL, 32951	Service Call, other	10/13/2025 13:23	10/13/2025 14:20
2025-120	10/13/2025		503 4th AVE , Melbourne Beach, FL, 32951	Carbon monoxide incident	10/13/2025 21:19	10/13/2025 23:09
2025-121	10/14/2025		227 5th AVE , Melbourne Beach, FL, 32951	Public service assistance, other	10/14/2025 11:44	10/14/2025 12:37
2025-122	10/16/2025	Intersection	Ocean AVE / Orange St, Melbourne Beach, FL, 32951	Motor vehicle accident with no injuries.	10/16/2025 16:35	10/16/2025 17:00
2025-123	10/18/2025		1005 Atlantic ST , Melbourne Beach, FL, 32951	Removal of victim(s) from stalled elevator	10/18/2025 06:08	10/18/2025 06:31
2025-124	10/21/2025		2201 Redwood AVE , Melbourne Beach, FL, 32951	Special type of incident, other	10/21/2025 13:59	10/21/2025 15:51
2025-125	10/23/2025	Intersection	5th AVE / Atlantic St, Melbourne Beach, FL, 32951	Power line down	10/23/2025 07:02	10/23/2025 08:15
2025-126	10/26/2025		507 Ocean AVE , Melbourne Beach, FL, 32951	Flood assessment	10/26/2025 10:10	10/26/2025 12:08
2025-127	10/26/2025		1950 Atlantic ST , Melbourne Beach, FL, 32951	Electrical wiring/equipment problem, other	10/26/2025 10:23	10/26/2025 11:13
2025-128	10/27/2025		401 Avenue B , Melbourne Beach, FL, 32951	Special type of incident, other	10/27/2025 10:29	10/27/2025 11:57
2025-129	10/28/2025		1805 Oak ST , Melbourne Beach, FL, 32951	Smoke detector activation, no fire - unintentional	10/28/2025 13:16	10/28/2025 13:38
2025-130	10/28/2025		501 Ocean AVE , Melbourne Beach, FL, 32951	Hazardous condition, other	10/28/2025 17:38	10/28/2025 18:25
2025-131	10/28/2025		903 Pine ST , Melbourne Beach, FL, 32951	Unauthorized burning	10/28/2025 17:44	10/28/2025 17:53
2025-132	10/29/2025		40 Marina Isles BLVD , Indian Harbour Beach, FL, 32937	Building fire	10/29/2025 13:34	10/29/2025 18:16
2025-133	10/29/2025		1116 Pine Tree DR , Indian Harbour Beach, FL, 32937	Cover assignment, standby, moveup	10/29/2025 17:37	10/29/2025 19:25
2025-134	10/29/2025		434 Hawthorne CT , Indian Harbour Beach, FL, 32937	EMS call, excluding vehicle accident with injury	10/29/2025 19:07	10/29/2025 19:25
2025-135	11/01/2025		609 Atlantic ST , Melbourne Beach, FL, 32951	Good intent call, other	11/01/2025 09:47	11/01/2025 10:41
2025-136	11/04/2025		2100 Oak ST , Melbourne Beach, FL, 32951	Public service	11/04/2025 12:41	11/04/2025 12:41

Location Type is only filled in when it is marked Intersection, Directions, or National Grid on Basic Info 3.



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Melbourne Beach VFD

Melbourne Beach, FL

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Personnel Count per Incident for Date Range

Start Date: 10/04/2025 | End Date: 11/07/2025

INCIDENT				NUMBER OF PEOPLE		
NUMBER	DATE	INCIDENT TYPE	FDID	ON APPARATUS	NOT ON APPARATUS	TOTAL
2025-114	10/6/2025 09:23:34	550 - Public service assistance, other	19112	4	0	4
2025-115	10/7/2025 07:43:17	550 - Public service assistance, other	19112	6	0	6
2025-116	10/8/2025 08:19:24	550 - Public service assistance, other	19112	7	0	7
2025-117	10/9/2025 13:57:19	622 - No incident found on arrival at dispatch address	19112	1	0	1
2025-118	10/11/2025 08:38:16	550 - Public service assistance, other	19112	4	0	4
2025-119	10/13/2025 13:23:26	500 - Service Call, other	19112	1	0	1
** 2025-120	10/13/2025 21:19:31	424 - Carbon monoxide incident	19112	9	0	9
2025-121	10/14/2025 11:44:16	550 - Public service assistance, other	19112	1	0	1
** 2025-122	10/16/2025 16:35:36	324 - Motor vehicle accident with no injuries.	19112	2	7	9
** 2025-123	10/18/2025 06:08:51	353 - Removal of victim(s) from stalled elevator	19112	6	1	7
2025-124	10/21/2025 13:59:58	900 - Special type of incident, other	19112	1	0	1
** 2025-125	10/23/2025 07:02:45	444 - Power line down	19112	4	2	6
** 2025-126	10/26/2025 10:10:35	812 - Flood assessment	19112	7	0	7
** 2025-127	10/26/2025 10:23:08	440 - Electrical wiring/equipment problem, other	19112	3	4	7
2025-128	10/27/2025 10:29:18	900 - Special type of incident, other	19112	1	0	1
** 2025-129	10/28/2025 13:16:22	743 - Smoke detector activation, no fire - unintentional	19112	6	3	9
2025-130	10/28/2025 17:38:59	400 - Hazardous condition, other	19112	3	0	3
** 2025-131	10/28/2025 17:44:31	561 - Unauthorized burning	19112	1	13	14
** 2025-132 ***	10/29/2025 13:34:12	111 - Building fire	19112	10	3	13
** 2025-133 ***	10/29/2025 17:37:22	571 - Cover assignment, standby, moveup	19112	7	0	7
** 2025-134 ***	10/29/2025 19:07:45	321 - EMS call, excluding vehicle accident with injury	19112	4	0	4
** 2025-135	11/1/2025 09:47:59	600 - Good intent call, other	19112	5	2	7
2025-136	11/4/2025 12:41:44	553 - Public service	19112	1	0	1

TOTAL # OF INCIDENTS: 23

AVERAGES:

4.1

1.5

5.6

Total # of incidents
paged out for
volunteer response: 12

** Incidents paged out by dispatch:
(for volunteer response)

5.3

2.9

8.3

Only REVIEWED incidents included

Note: Items highlighted in green are fire prevention activities (Fire Inspections, Presentations, Fire Drills, etc.)

*** Mutual Aid Provided

**** Mutual Aid Received



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Melbourne Beach Police Department

Chief Zander's Monthly Report

Commission Meeting November 19, 2025



This report covers the month of October 2025.

Operations:

Over the past month, the department handled 1,723 calls for service.

Activity:

- 85 Citations/ 224 Written Warnings
- 454 Traffic Stops
- 288 Traffic Enforcement Details
- 0 Traffic Complaint
- 42 Parking Citations
- Speed Compliance percentages over the past month:
 - Atlantic Ave. 79% with 73,297 vehicles recorded
 - Oak St. 93% with 72,104 vehicles recorded
 - Riverside Dr. 91% with 103,740 vehicles recorded

PD News

- Department training: Defensive Tactics and Taser
- Completed Evidence Audit with 100% Compliance (Completed by Outside Agency)
- Attended Chief Pearson's Retirement Party
- Attended FD's Push-in Ceremony
- Partnered with Wellspring Counseling Services to kick-off our Mental Wellness Program
- Held Movie in the Park
- Attended Fall Fest
- SRO John Sullivan was our Employee Spotlight for month of October
- Celebrated SRO John Sullivan for his 3 year anniversary with the PD
- Celebrated Ofc Tea DeLeon for her 1 year anniversary with the PD
- Celebrated Officer Brittany Brown who was selected as the Officer of the 3rd Quarter
- Attended the State of the State Breakfast with Mayor Dennington
- Attended Rock Harbor's National First Responder Day event

- Provided Security at 1 Commission Meetings
- The Police Department Volunteers completed:
84.5 total hours of volunteer service for the month and 852 total hours for the year.
 - Helping out with Front Desk Coverage/Admin and helping with special events, ATV/beach patrol, house checks and business engagement.
- Zero Vacancies

CRIME Update:.

- 102 House Checks
- 22 Suspicious incident/Person/vehicles reports investigated
- 14 arrests- Warrants, Traffic, DUI, Drugs, Multiple DV, Fleeing and Eluding, 2 ICE Detainers
- 1 Baker Act's
- Death investigation, appears to be natural, awaiting Medical Examiner, nothing suspicious
- 1 STR complaints for the month.
 - 10/17/2025- 608 Mango Noise Complaint. Complainant called in as a possible fight going on. Ended up being an engagement Party. The Complaint was anonymous. We spoke to STR renter and asked them to keep it down which they did. We were then called back 35 minutes later, and the officer did not hear anything. The Officer made contact with the renters and reminded them to keep it down all though nothing was heard. We spoke to the Complainant the following week, and informed them that they cannot be anonymous.
- 13 Assist other Law enforcement agencies.
- 6 Disturbances

Looking Forward:

- Department Training- Firearms Training
- Employee Spotlight will be Volunteer Dennis
- Bagels with the Blue- November 20th 9AM
- 2nd Grade Tour at Townhall and Police Department
- Officer Luis Tejada's Birthday

Town of Melbourne Beach

Town Clerk Monthly Report November 2025

Public Records Requests – Attached are reports of completed requests in the month of October and open requests at the end of October.

- Received in October – 19
- Received in 2025 – 195
- Completed in October – 19
- Completed in 2025 – 183
- Open/Pending – 10 (These requests are pending response from another department or Commissioner, pending response from the requestor, pending payment, new requests, or large requests that are taking significant time to complete)

*Records requests from Commissioners are not always included in the Public Records Request data.

Records Management Project/ Scanning Project – MCCi has provided 8 boxes for the Town to import and review for accuracy. Once reviewed, we will have a meeting to discuss any concerns. 22 additional boxes are ready for delivery. There is 1 box that they started, but requested we review it with them prior to completing. There are 9 boxes remaining to be processed.

Audio Visual Equipment – There was an issue with the system, so the October Planning and Zoning Board meeting was not livestreamed. You can find the audio recording on the Town's SoundCloud account. The company was able to troubleshoot the system and located a setting that shut off one of the software systems, which affected the entire system. Due to the ongoing issues with this project, I requested the Technology Advisory Board to look into this project.

Election –

- As a reminder, the voting location was permanently moved to Saint Sebastian's by-the-Sea Episcopal Church, located at 2010 Oak St.
- A Candidate Forum was held by the League of Women Voters of the Space Coast on October 21st. The video is available on the Town's YouTube channel.
- The election was held on November 4th to vote for 2 new Commissioners and 11 charter amendments. All of the charter amendments were passed.

Training – The Town Clerk attended the Florida Association of City Clerks Fall Academy. Classes included: Governance and Strategic Budgeting, Advanced Public Speaking, Crisis Communication, Employing the Law, Not Reinventing, but Reimagining the Wheel, Florida Ethics & Government in the Sunshine Laws, and Communication Management with Difficult Personalities.

Town Meetings –

Prepared agendas, packets, and minutes, and attended the following meetings:

- 1 Town Commission meeting
- 1 Planning and Zoning meeting

Created the agenda and prepared for the following meetings:

- 1 Environmental Advisory Board meeting
- 1 History Center Board meeting
- 2 Parks Board meetings
- 1 Technology Advisory Board meeting

Processed Requests Report 2025-10-01 to 2025-11-01				
Request #	Name	Description	Date Of Request	Date Complete
PRR-2025-113	Alison Dennington	the emails of her distribution list (includes replies) AND on ea j email - the recipients on each email showing.	7/3/2025 1:03 PM	10/16/2025 1:14 PM
PRR-2025-155	Alison Dennington	To inspect: 1) any document/s or record/s, including electronic records referred to in the SAFER grant application submitted to fema, including BUT NOT LIMITED to the alleged “risk analysis” or “risk assessments” or similarly used term, and any draft versions or prior versions prior to updating if any,, 2) any underlying records used to formulate or prepare it such as drafts, memos, reports, technical guides/guidelines, standards, definitions,, policy guides, procedures, policies, rules, correspondence, etc, and 3) any record of communication or correspondence including emails, texts, memos, meeting notes, calendar notices, time cards, payment records, invoices, etc related to preparation of the “risk analysis” and/or “risk assessment/s” referred to in the SAFER grant application.	9/5/2025 7:07 AM	10/1/2025 4:17 PM
PRR-2025-156		Any communication between FEMA and any elected official with the Town, since July 1, 2025 to current.	9/8/2025 1:41 PM	10/15/2025 7:43 AM

PRR-2025-160	Alison Dennington	2) Minutes and packets of meeting leading up and discussing it, as well as those where it was read and then passed. 3) Any referendum documents related to it if any. 4) Any legal memos or legal advice of any kind discussing it, whether title as "legal memos" or not. letter 5) An accounting of all Stormwater funds collected, each year, from 2000 to date, by year as yearly totals since it passage, ie - the total amounts collected, the total amounts spent, and on what, and the total amounts not spent but carried forward or rolled over in some manner to what, where, for how much, with any and specificity possibly 6) the fund name/s and/or fund number/s and/or bank number/s (and/or all 3) of where these dollars were placed in each year, and how they were spent or accounted for each year after collected, including fund name, fund number and bank account, and likewise including expense type, expense class, expend fund name and number, and including stormwater basin, sub-basin, area, street, etc 7) the total amounts collected each year and not spent and where such funds were rolled over, it carried over to each year 8) total amounts collected as a total figure of all year since passage of this ordinance 9) how much was collected in FY25 and where it was deposited and how spent 10) the total amount expected to be collected in FY26 and where it will be deposited and how it is currently allocated to be spent 11) the stormwater management plan referenced in the ordinance 12) any updates related to it since 13) all records related to the Jones Edmond stormwater master plan, including bills, emails, correspondence, drafts, surveys, memos, and the like	9/15/2025 7:38 AM	10/1/2025 4:22 PM
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PRR-2025-167	Deep D.	Hello officer, I hope you are having a good day. I am writing to request a copy of the latest contract between your city/department/office and JustFOIA (Parent company- MCCI) for using their FOIA (public records) software. Please also provide a copy of all the previous contracts with them. Additionally, please also provide all invoices or other documents received from JustFOIA (Parent company- MCCI) over the years. We want to receive all records electronically. Thank you very much.	9/23/2025 3:40 AM	10/13/2025 4:10 PM
PRR-2025-169	Elaine	List of vacation rentals: address, owner, and fees.	10/2/2025 3:13 PM	10/2/2025 3:18 PM
PRR-2025-170	Rhea Mae Lumanog	Would a representative please provide the information relating to the solicitation below? If available, please include any awarded contract documents and bid tabulation/results. Project Name: Civil, Utility and Stormwater Engineering, Survey, Geotechnical and Architectural Services Bid Number: Unknown Due Date: 4/4/2025 Contract Number: Awarded Vendor Name: Awarded Vendor Address: Awarded Vendor Phone: Award Amount: Award Date: Start Date: End Date: Contract Terms: Contract Document: Please confirm receipt of this request and advise (in advance) if a fee will be required.	10/3/2025 12:10 PM	10/14/2025 12:03 PM

PRR-2025-172	Janine Rugas	Can you please provide us with a report of all building permits processed by your department since Aug 15, 2025 to present? Please include any fields that your permitting system tracks. This includes but is not limited to: - o Permit Number - o Applied/Issued Dates - o Work Address - o Permit Type - o Permit Status - o Description of the work being done - o Contractor and Architect Details - o Job Valuations Please note: The preferred file type is CSV, the same format you provided in our previous request.	10/6/2025 10:11 AM	10/10/2025 3:22 PM
PRR-2025-173		Can I have the code enforcement cases (Open and closed) for last month? If you have them in Excel Format I will really appreciate it.	10/6/2025 11:59 AM	10/30/2025 10:17 AM
PRR-2025-174	Sherri Quarrie	Name and copies of contact with P & Z and Attorney showing what initiated sign change ordinance presented at Oct 7, 2025 P & Z meeting? Was the change started as a P&Z request or did someone else start the process individually or as a commission vote. If Commission vote please provide minutes or agenda placement so I can see the meeting if minutes not available.	10/8/2025 10:15 AM	10/10/2025 3:19 PM
PRR-2025-175	Steve Walters	I am requesting a printed copy of all of the candidates' reports for Q3.	10/10/2025 3:16 PM	10/10/2025 4:31 PM
PRR-2025-176	Joyce D Barton	Please provide copies of 2025 Q3 Campaign Finance Reports for Bruce Larson and Steve Walters.	10/14/2025 11:38 AM	10/14/2025 12:27 PM
PRR-2025-177	David Stoms	Request for a lien search for property 1350 Atlantic St. I have attached our lien request document as well. Please let me know if you have any questions (321-610-7806 - David Stoms)	10/21/2025 5:03 PM	10/28/2025 2:12 PM
PRR-2025-178	Joe Balber	Code violations 9/15/2025-10/24/2025. See attachment for the full details of the request.	10/27/2025 11:12 AM	10/30/2025 10:18 AM

PRR-2025-181	Yessica Vahos	Our firm has been requested to research the referenced property to search for any building permit and code enforcement issues that may exist in any city, town, village, or port authority. We kindly request that you advise us of the complete permit history, including all open, expired, and closed permits that may exist, as well as all open or closed code enforcement cases found on record for the following property: Property Address: 318 BANYAN WAY MELBOURNE BEACH, Florida 32951-2051 Parcel ID #: 2847177 Owner: David Drake Code Enforcement Cases/Violations: Open _____ Expired _____ Closed _____ None _____ Building Permit History: Open _____ Expired _____ Closed _____ None _____ To further assist our clients and facilitate this process, could you please provide general instructions to resolve any permits that are open, expired, or currently pose a concern to the property referenced above. Also, please confirm if there are any pending or active liens recorded on the property, and please provide a payoff valid for 30 days from today's date. Please attach documentation of the recorded lien, and provide the book and page number. Your assistance is greatly appreciated! Thank you,	10/28/2025 9:03 AM	10/30/2025 10:20 AM
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PRR-2025-182	JACQUELINE GRANADOS	Please be so kind as to provide information on the following. Your help and prompt response is greatly appreciated. The information required is as follows: Folio: 28-38-06-79-B-7 Prop: 601 Mango Drive Seller:The Brown Family Trust dated May 7, 2018 Legal: ASSESSMENTS: ☐ There are NO municipal or special assessments due for this property ☐ There is/are municipal or special assessments due for this property. Please see the attached for details and payoff. CODE: Please provide information on any active or pending code violations associated with this property. ☐ There are NO active code violations or liens associated with this property. ☐ There are active code violations on this property. Please see attached for details. ☐ There are code enforcement (FINES / FEES / LIENS) against this property. Please see attached for payoff good for 30 days. PERMITS: Please provide information regarding any open and expired permits associated with this property. ☐ There are NO open or expired building permits associated with this property. ☐ There is/are open/expired building permits on this property. Please see attached for details and instructions to close.	10/28/2025 2:40 PM	10/28/2025 2:55 PM
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PRR-2025-183	Skyline title support	Please be so kind as to provide information upon the following. Your help and prompt response is greatly appreciated. Information required is as follows: 1.utility balances (non-electric Including all open/closed account balances) 2.open and or expired building permits 3.code enforcement issues 4 liens (non recorded) FOLIO :28-38-08-FZ-37-6 Address :302 SURF RD seller:MUSSLER, NELLE H Legal :ROMAC SUBD LOT 6 BLK 37	10/28/2025 6:38 PM	10/30/2025 10:22 AM
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		Please be so kind as to provide information on the following. Your help and prompt response is greatly appreciated. The information required is as follows: Folio: Prop: Seller: Legal: ASSESSMENTS: ☐ There are NO municipal or special assessments due for this property ☐ There is/are municipal or special assessments due for this property. Please see the attached for details and payoff. CODE: Please provide information on any active or pending code violations associated with this property. ☐ There are NO active code violations or liens associated with this property. ☐ There are active code violations on this property. Please see attached for details. ☐ There are code enforcement (FINES / FEES / LIENS) against this property. Please see attached for payoff good for 30 days. PERMITS: Please provide information regarding any open and expired permits associated with this property. ☐ There are NO open or expired building permits associated with this property. ☐ There is/are open/expired building permits on this property. Please see attached for details and instructions to close.		
PRR-2025-187	JACQUELINE GRANADOS		10/29/2025 3:32 PM	10/30/2025 10:27 AM
PRR-2025-190	Jan Pence	Copy of Bruce Larson's treasurer report for the period ending 10/31/2025.	10/31/2025 3:06 PM	10/31/2025 3:10 PM

Open Requests October 2025						
Request #	Name	Description	Status	Date of Request	Invoiced	Paid
PRR-2025-79	Kari Ross	Chapter 8 of town social media policy states that any commissioner shall be required to preserve all posts, direct messages, etc pertaining to any issue that may come before the commission or referendum. I would like all social media content by Alison Dennington on her "private" Facebook page, her Mayor of Melbourne beach Facebook page, Nextdoor page, and any and all other social media pages, whether public or private, not mentioned herein. These include direct messages, private messages, tweets, retweets, etc, from her election as mayor to present. Thank you!	Pending Response From A Commissioner	6/6/2025 10:28 AM	0	0
PRR-2025-94	Alison Dennington	All social media content by Joyce Barton while in office or as a candidate	Pending Department Response	6/12/2025 2:35 PM	0	0
PRR-2025-105	Sherri Quarrie	Mayor Dennington posts and replies on the Nextdoor Melbourne Beach Forum on Local Government. Forum described as a place to share and get info on local issues and local government.	Pending Response From A Commissioner	6/24/2025 5:25 PM	0	0
PRR-2025-146	Jan Pence	Please provide ANY and ALL texts, social media or other forms of communications where Mayor Al Dennington has said anything about Fire Chief Gavin Brown. Please be sure to include town FB or posts that she sent to specific people or organizations nationwide and specific emails she sent directly to Chief Brown. Timeframe: 6/15/2025 - current. Thank you.	Pending Response From A Commissioner	8/20/2025 3:42 PM	0	0

PRR-2025-157	Kari Ross	All social media content (both public and private) including Facebook (Official mayor of Melbourne beach page and any and all private pages,) Nextdoor, Instagram, LinkedIn, Tweets, Retweets, WhatsApp (and any other encrypted messaging platforms) phone, text and and written correspondence for Alison Dennington from election to present, that are subject to Florida Sunshine Law or any other governing requirements for preservation.	Pending Response From A Commissioner	9/10/2025 11:49 AM	0	0
PRR-2025-158	Jan Pence	Please provide ALL email communications, text messages, and any other form of communications between commissioner Tim Reed and Frank La Grassa, Tim Reed and Steve Walters, Tim Reed and Marc Lower, and Tim Reed and Bruce Larson, regarding the Fire Department and any other issues in the Town of Melbourne Beach. Also please provide any and ALL emails, text messages and any form of communications between Al Dennington and Tim Reed. Time frame: January 2025 to present	Preparing for Release	9/11/2025 10:46 AM	35.49	35.49
PRR-2025-159	Christopher Heath	I am writing to request all emails to/from Mayor Alison Dennington regarding FEMA and/or the SAFER grant between June 1, 2025, and September 11, 2025, pursuant to the Public Records Act, Chapter 119 of the Florida Statutes. This request includes copies of every document related to the matter, regardless of the format in which the information is stored.	Pending Response From A Commissioner	9/12/2025 3:18 PM	0	0

PRR-2025-166	Abbas Khan	Civic IQ is submitting this public records request under Florida Public Records Act (FPRA) for a current directory of all employees and staff. Any editable electronic format is acceptable. Specifically, we request the following information from your record-keeping system: First Name Last Name Position Title Department Direct Phone Number (if unavailable, please provide the main phone number with extension) Business Cell Phone (if provided by the authority) Email Address Office Address (Address, City, State, Zip) We appreciate your assistance and look forward to your response. Please let me know if there is any cost associated with this request prior to records.	Pending Payment	9/18/2025 8:55 AM	21.29	0
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PRR-2025-171	Frank Patterson	I am contacting you in regard to a public records/information request. I am looking for an up-to-date list of your current employees, full names, date of birth, age or year of birth, hire date, e-mail address, home address personal Cell/home phone number(s), department/position, and salary, if possible, in digital format (excel preferred). I prefer to receive these documents via e-mail at requests@academyresearchgroup.com I am ONLY seeking public information that is clearly disclosable to me and not confidential by law, or otherwise protected, and exempted from disclosure under state law. I understand there may be a cost associated with retrieving and copying these documents. Please provide me with an estimated list of fees if so and contact me if you have any questions or concerns about this request. Thank you for your time and attention to this matter.	Pending Payment	10/4/2025 8:04 PM	212.85	0
PRR-2025-185	Steve Watts	Pursuant to the Florida Public Records Law, Chapter 119, Florida Statutes, I respectfully request a copy of records listing all current employees of your agency, including their full legal names, job titles, official work email addresses, assigned worksites or office locations, and current annual salaries. If this information is available in an existing report or database, please provide the most recent version electronically in Excel (.xlsx) or CSV (.csv) format.	Pending Department Response	10/29/2025 10:30 AM	0	0



Town Manager Report for November 2025

1. On November 10th, Fire Chief and TM returned calls to Congressman Mike Haridopolos and Senator Moody's offices following a request for follow-up by staff regarding the SAFER Grant letter sent to the Town's representatives. Each office stated that they would follow up with FEMA representatives and hoped the Government would soon open.
2. On November 24th new Permit Technician, Steven Freeman, will begin his position as part of the Town of Melbourne Beach Building Department. On November 5th Robert Schaefer joined the Town as the part time Code Compliance Officer. Advertisement was posted for a new Vacation Rental Code Compliance position.
3. On November 14th, staff held the opening for the Invitation to Bid for 410 Riverview Lane Storm Repair.
4. A new Tab was added to the Town Website featuring "Projects in Action"! First projects will be 410 Riverview Lane, Basin 1 Improvements, and the Vulnerability Assessment.
5. Held Staff meeting on November 18th to discuss Holiday schedules and event planning.
6. Attended TAB meeting on November 14th.
7. Finalized spreadsheet of strategic priority programs and projects for presentation to the Commission.
8. Will attend the EM Coordinators meeting on November 6th in Rockledge with Fire Chief.
9. BOA meeting November 20th.
10. Budget review with Finance Director.