



TOWN OF MELBOURNE BEACH

TOWN COMMISSION WORKSHOP

January 7, 2026

AGENDA PACKET

Town of Melbourne Beach

TOWN COMMISSION WORKSHOP

Wednesday, January 7, 2025 @ 6:00 pm

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE

AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:

Interim Town Manager Lisa Frazier
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. Public Comment

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

5. New Business

- A. Discussion on the budget – Interim Town Manager Lisa Frazier
- B. Discussion on priorities, strategic plan, and timelines – Interim Town Manager Lisa Frazier
- C. Discussion on the proposed Town Policy and Procedure regarding grant applications – Commissioner Tim Reed

6. Adjournment

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

Town Commission Meeting

Section: New Business 5. A

Meeting Date: January 7, 2025

From: Town Manager/Finance Manager

RE: Discussion on the budget

Background Information:

A 1st Quarter Budget overview Power Point has been prepared for the Commission as primer for the upcoming budget process and timelines. Staff look forward to prioritizing the goals of the Commission for FY 2026 and FY 2027.

Town Commission Meeting

Section: New Business 5.B.

Meeting Date: January 7, 2026

From: Town Manager

RE: Project/Program Strategic Plan FY 2026

Background Information:

Attached FY 2026 Project/Program Strategic Plan spreadsheet for review and discussion.

<div> <div>Jan-26</div> <div> <div>FY 2025-2026</div> <div>PROJECT/PROGRAM STRATEGIC PLAN</div> </div> </div>									
PROGRAMS	Priority	Status	Due date	% Complete	Activity	Budget	Assignment	Scope	Activity Notes
Fire Department Sustainability Plan	High	In Progress	7/2026	25%	Planning	\$292,863.00 three permanent staff salaried positions	Fire/TM/Outsource	non-advalorem Fire Assessment private vendor: \$30,000-60,000; six month process	Advertisement for three permanent postions; Contacted private vendor for non-advalorem fire assessment.
Stormwater Fee Ordinance/Assessment	High	Not Started	7/2026	0%	Planning	\$34,000+/- (141)	TM/outsource	Revise 2020 SW Assessment resolution non-ad valorem stormwater assessment. Six month process; \$30,000 +/- for engineering study	ICMA or Civil Engineer Consultant
Toxic Workplace Workshop	Normal	In Progress	2/2026	25%	Initiated		TM/TC	Schedule a facilitated workshop between staff and TC to addresss Toxic Workplace Survey. Direct expenses (+/- \$500)	Contacted FLC Ambassador, reviewed other government facilitator options.
Budget Calendar w/Quarterly Review	High	Complete	1/2026	50%	Initiated	NA	TM/Finance	Insurance/benefits review, Optimize investment, timeline/topics early and often	First Quarter Report Jan 2026
Storm Ready/EOC	Normal	In Progress	6/2026	50%	Initiated	NA	TM/PW/Fire/PD	Complete Emerg Mgt Manual; Vulnerability Assessment, and Safety Manual	Adopt BC HMP by resolution
Policy/Procedures Review	Normal	In Progress		15%	Planning		TM/Attny/TC	Review existing Policies/Procedures for compliance and compatibility	JLAC process
Evaluation & Appraisal Report (EAR)	Normal	In Progress	12/2026	15%	Planning		TM/Attny/Planner	Update to Comp Plan due 10/25. \$30,000 based on scope. Unable to make changes to Plan until updated.	Recommended changes supplied by Planner. TM to contact FDOC to establish new timeline.
Review of IT Software Programs	Normal	In Progress		25%	Initiated		TM/TAB	Review of existing software modules, costs, support, etc.	Laserfiche, BS&A/Municipal Gvt software, & Audio equip

Code Compliance	Normal	In Progress	2/2026	75%	Initiated	\$70,000 (#29)	TM/Code	Code Compliance officer enforcing code and utilizing software. Review Code for compliance with LDC and Building Code. Permit review.	Ad for new STR Code officer
Grant Calendar	Low	In Progress		10%	Planning		TM	Calendar of grants/alt funding by type, agency and date	Recommended changes supplied by Planner. TM to contact FDOC
Contract Calendar	Low	In Progress		10%	Planning		TM/Attny	Cost Benefit Analysis Spreadsheet; Terms; Dates	BO, Attny, Waste Pro, Magistrate, Planner, Old Town Hall
Boards/Committees	Low	In Progress		25%	Planning		TM/TC	Review enacting resolutions for Boards/Committees to determine best use/application.	Attendance at all meetings to assess needs and staffing.
PROJECTS	Priority	Status	Due date	% Complete	Activity	Budget	Assignment	Scope	Activity Notes
Basin 1 Phase 1 infrastructure improvement	High	In Progress	Jan 2026 construction start date	75%	Initiated	\$1,981,210.75 (Alt 1 \$256,819) (#341)	PW/TM/outsource	Phase 1 Infrastruction construction	Tving and vacumming of pipes complete, MOT plan and shop drawings submitted, require proposal for Alt 1 revisions
Riverview Lane Projects (410)	High	In Progress	ASAP	25%	Initiated	\$60,969.24 (#341)	PW/TM/outsource	Designed, ITB, contract award	410 ITB: one response, \$127,460; Additional proposal, \$60,969.24
Municipal Building Repairs	High	In Progress	ASAP	25%	Planning	\$30,000 (#19 contingency)	PW/TM/outsource	Building repairs include: Upstair showers , HVAC testing, Roof repair/replace, Drywall repair, mold abatement, elevator certification	3 shower repair/replace: +/- \$15,000; Insurance review in progress; contacting GC for quotes
Basin 10 stormwater	High	In Progress	Proposal Jan 2026	25%	Planning	\$40,000; Scope for Cherry (#341)	PW/TM/outsource	Repeated flooding on Cedar Lane and Cherry/Oak intersection	Haley-Ward assessment summary report complete. Waiting on proposal for Basin 10 SW MP.
FDOT D5 RRR A1A	Normal	In Progress	6/1/2026	75%	Planning	\$134,000 Ocean Ave paving project (#351)Not recommended to perform Ocean Ave paving project during FDOT paving project due to MOT.	PW/TM/FDOT	Coordinate closeley with FDOT on planned improvements.	Final Plans Reviewed. Working with Safety team on crosswalks and APS.

Riverview Lane Project (449) Seawall Repair	Normal	Not Started		0%	Planning	\$40,000 (#141)	PW/TM/outsource	Designed, ITB	
6TH Ave Seawall and Boat Ramp	Normal	In Progress	3/1/2026	10%	Planning	\$46,184 for const (#141)	PW/TM/outsource	Replace south side seawall and repair/replace boat ramp; ad stability and sw features to R/W	Contact Coastal Eng firms for design and proposals. FIND grant Jan; SOIRL/DEP/SJRWMD WQ grants
Stormwater Master Plan	Low	Deferred		80%	Initiated		PW/TM/outsource	Review existing plan and determine priority/budget	Edmund Jones 2007, Basin Maps, Property Appraisers Plat Maps
Inventory of Assets	Low	In Progress		25%	Intitiated	\$52,000 for paving	PW/outsource	Street Paving Inventory, Vulnerability Assett List	Part of Budget Process

Town Commission Meeting

Section: New Business

Meeting Date: January 7, 2026 Town Commission Workshop

From: Commissioner Tim Reed

Re: Amend Town Policies & Procedures Regarding Grant Applications

Background Information:

According to the Town Attorney, no Town policy currently exists governing if and/or what approvals are needed before an application is submitted for grant funding on behalf of the Town.

Recommendation:

Have the Town Attorney draft an amendment or addition to the Town's Policies & Procedures regarding applications for grants. Below is recommended language for said policy:

All grants requiring any matching funds from the Town shall require approval by vote of the Town Commission before the application for the grant can be submitted.

Attachments:

Proposed policy from Town Attorney Ryan Knight with amendments from Interim Town Manager Lisa Frazier

Draft Grants Management & Administration Policy **(revised Dec 2025)**

Purpose:

The purpose of this Grant Management and Administration Policy is to develop, implement, and maintain meaningful grant oversight and coordination for the Town, thereby increasing grant related revenue, limiting the Town's exposure to grant related legal liability, and improving the efficiency and impact of programs and services funded through grants.

Policy:

Grant funds received by the Town shall be utilized to support important programs and services that the Town provides to the community. These funds shall allow the Town to extend pre-existing services, introduce new initiatives, and gain technological advances. Grants funds shall be dispersed throughout the Town and impact a variety of efforts, including security, economic development, [coastal resiliency](#), social services, public safety, recreation, and infrastructure improvements and [maintenance equipment](#), among others.

A. TYPES OF GRANT FUNDING

The Town considers the term *grant* to include the following grant types:

1. **Block Grants** – a broad intergovernmental transfer of funds or other assets by the Federal government to state or local governments for specific activities such as secondary education or health restrictions, but with few restrictions attached. Block grants are distributed according to legal formulas defining broad functional areas such as health, income security, education, or transportation. They are used for a variety of activities, largely at the recipient's discretion.
2. **Competitive (Discretionary) Grants** – an award of financial assistance in the form of money, or property in lieu of money, by the Federal government to an eligible grantee, usually made on the basis of a competitive review process.
3. **Continuation of any grant type** – a continuation grant provides additional funding for budget periods subsequent to the initial budget period.
4. **Conditional Grant** – a conditional grant involves one grant maker seeking the involvement of others by making their grant (only a party of the total costs of a project) conditional upon the remainder of the cost being funded from another source.
5. **Competitive Agreements & Contracts** – a type of Federal assistance; essentially, a variation of a discretionary grant, awarded by a Federal agency

when it anticipates having substantial involvement with the grantee during the performance of a funded project.

6. **Earmark** – refers to a provision in legislation requiring that a portion of a certain source of revenue be designated for specific projects usually at the request of a legislator. Typically, the Town submits requests for projects to state and federal legislators who seek to obtain funds for those requests, usually to be spent in the district the legislator represents. Earmarking bypasses the normal procedure by which revenues are pooled in a general fund and then allocated among various government spending programs as opposed to a specific project.
7. **Formula Grants** – a grant that the Federal agency is directed by Congress to make to grantees, for which the amount is established by a formula based on certain criteria that are written into the legislation and program regulations; this funding is directly awarded and administered in the Federal agency's program offices.
8. **Pass-thru of any grant type** – grant funds received from one grantor, but passed through another grantor or funding source.
9. **Reimbursement Programs** – a type of funding program under which the grantee is reimbursed for qualifying expenditures already incurred, as specified in the terms of the grant agreement for such a program.
10. **County Grants** – a grant made by a County Government.
11. **State Grants** – a grant made by a State Government.
12. **Federal Grants** – a grant made by the Federal Government.
13. **Foundation Grants** – a grant made by a philanthropic foundation.
14. **Corporate Grants** – a grant made by a corporate foundation.

B. GRANT APPLICATION PROCESS

1. **Departmental Assessment** – Prior to applying for a grant, a department should assess its capacity to apply for and manage the grant in question. Town departments that seek and utilize grant funds are responsible for all aspects of applying for and managing grants including planning for grant acquisition, preparation and submission of grant proposals, grant writing, preparing Town Commission agenda items, and preparing and submitting grant reports.
2. **Approval Process** – Town Departments, after assessing its capacity to apply for and manage the grant in question, must first seek approval to apply for the grant in question from the Town Manager. Once the Town Manager approves

submitting an application for the grant in question, it shall be placed as an agenda item on the next regularly scheduled Town Commission meeting and shall be prepared by the Town Department making the request or its designee. ~~The Town Commission shall approve or ratify all grant applications.~~ In time sensitive cases, to meet a grant application or grant agreement deadline, where the next regular Town Commission meeting is after the grantor's deadline, the Town Manager has authority to sign grant applications, provided the grant application is placed on the next regularly scheduled Town Commission meeting. All grant application requests requiring any matching funds from the Town, who's matching funds are not included in the approved budget or consists of matching funds request of \$25,000 or above, shall require approval by vote of the Town Commission before the application for the grant can be submitted.

3. Grant Award Acceptance – Town Departments carry a significant legal and ethical responsibility when accepting grant funding and are responsible for thoroughly reviewing and ensuring it can comply with the terms and conditions of a grant agreement and other award documents before acceptances of an award. All grant agreements or contracts shall be reviewed by the Town Manager and Town Attorney prior to Town Commission consideration. ~~A Town~~The Town Department that has been awarded grant funds shall prepare a Town Commission item for the Town Commission to accept the grant and approve the terms and conditions.

C. GRANT ROLES AND RESPONSIBILITIES

~~The Town of Melbourne Beach Departments~~ and ~~their~~ staff that occupy positions of responsibility with respect to grant activity have specific roles and responsibilities that they shall perform and uphold both ethically and in the best interests of the Town. The grant roles and responsibilities shall be:

Town Commission

The Town Commission shall approve or ratify all grant applications requiring any matching funds from the Town, who's matching funds are not included in the approved budget or consists of matching funds request of \$25,000 or above, before the application for the grant can be submitted. The Town Commission shall be made aware of all grant applications at the next regularly scheduled meeting. Any and all final grant agreements or contracts must be approved by the Town Commission unless \$5000 or below in accordance with the Town's Purchasing code, Section 15-22 (a)(3) Town Purchasing Agent. -

Mayor

Unless otherwise authorized or indicated in a grant agreement or contract authorizing resolution, the Mayor or designee shall sign grant agreements on behalf of the Town which have been approved by the Town Commission.

Town Manager

The Town Manager or designee has authority to approve and sign grant applications for Town Departments at the time of application submission which have been approved by the Town Commission or who's matching funds are included in the approved budget or consists of matching funds request of \$25,000 or below . In addition, the Town Manager shall be the final arbiter of which department will submit the application when internal competition for a grant application cannot otherwise be resolved or to obtain approval to submit multiple applications to a grantor.

Town Attorney

Prior to the Town Commission's consideration, the Town Attorney shall conduct a legal review of grant agreements or contracts.

Finance Department

The Finance Department shall be the grant ~~coordinator~~,coordinator responsible for the oversight of grant-related financial activity. The Finance Department shall conduct a review of all grant applications prior to Town Manager approval and submission. In this role, the Finance Department reviews financial reports, works with the Town Attorney to identify and investigate issues that may arise with respect to the management of Town grants, and provides general oversight of other ~~grant related~~grant-related issues, including the proper budgeting and accounting for grants. The Finance Department shall maintain the Schedule of Awards to assist in the management of grants awarded to the Town, improve coordination, enhance oversight, and provide a snapshot of the current Townwide grant landscape.

Town Departments

The Town Department ~~lead s~~ shall be the Grant Project Manager, applying for and utilizing the grant funds and responsible for all aspects of the grant process including planning for grant acquisition, preparation and submission of grant proposals, grant writing, preparing Town Commission agenda items to accept grant awards, preparing budget revision requests to accept grant funds, developing grant implementation plans, managing grant programs and projects ensuring the grant budget ties to the vendor invoices for grant related purchases, preparing and submitting reports to grantors, and properly closing out grant projects as detailed in the grant agreement or award letter. All activities related to procurement, including funds received as a grant, must follow Town policies.

Designee

A person given the authorization to act on behalf of another via written instrument. For purposes of this Policy, ~~on~~, the Town Manager or Mayor can provide designee authority.

D. CONFLICT OF INTEREST

No officer or employee of the Town shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may reasonably ~~expected~~be expected to, bias the decision, conduct, or reporting of a grant funded project on which he or she is working.

No officer or employee of the Town shall:

1. Use his or her official position for private gain.
2. Give preferential treatment to any person or organization.
3. Lose complete independent or impartiality.
4. Make an official decision outside official channels.
5. Adversely affect public confidence in the grant funded program in particular and the Town in general.

E. USE AND RECEIPT OF GRANT FUNDS

1. No grant funds shall be disbursed until an agenda item and budget revision request have been approved by the Town Commission, a project has been established in an appropriate fund, and required documentation is complete.
2. Grant funds awarded to the Town shall not be used to supplant an existing expense so that current funds can be diverted to another use, unless such use of grant funds is explicitly identified as allowable in writing by the granting entity in the grant award.
3. All income resulting from a grant funded project or program shall adhere to grantor requirements.
4. All procurement activity associated with grant funded projects or programs shall follow the procedures outlined in the Town [code Article II: Purchasing Policy](#).
5. All Town Departments that receive grant awards must develop an implementation plan which includes at a minimum:
 - a. Project overview
 - b. Project goals and objectives
 - c. Identification of activities and dates
 - d. Identification of roles and associated responsibilities
 - e. Identification of grant/project codes

f. Anticipated expenditure schedule

6. Accurate and timely reporting shall be submitted to a grantor as required by the Grant Agreement or Contract.