

MELBOURNE BEACH POLICE DEPARTMENT

PUBLIC RECORDS EXEMPTION CITATION

Pursuant to F.S. 119.07(1)(e), this notice is being provided to inform you that the following information is exempt from the disclosure and, as such, has been redacted throughout these copies.

- ☐ Employee social security number – 119.071(4)(a)
- ☐ Litigation – F.S. 119.071(1)(d) & F.S. 286.011(8)
- ☐ Medical information that would identify a person – 119.071(4)(b)1
- ☐ Bank account numbers – F.S. 119.071(5)(b)
- ☐ Sealed bids, proposals, or replies – F.S. 119.071(1)(b)(2)
- ☐ Active criminal investigation – F.S. 119.071(2)(c)-(f) and (h)-(j)
- ☐ Active complaint of misconduct – 119.071(2)(k)1.
- ☐ Active complaint of discrimination F.S. 119.071(2)(g)1
- ☒ Home address/telephone number/email address /date of birth of certain personnel (current or former) and their immediate family:
 - Position: Public official Citation: 119.071(4) SB 268
 - Position: _____ Citation: 119.071(4) _____
 - ✓ Other: See below Citation: _____

Additional Staff Comments:

SB 268 - (redaction on Page 3, third paragraph may contain name of minor child, as per Town Clerk).

C. Bryson
Staff Signature

8/15/25
Date

**FLORIDA DEPARTMENT OF LAW ENFORCEMENT
INVESTIGATIVE REPORT**

On May 27, 2025, the Florida Department of Law Enforcement (FDLE), Office of Executive Investigations (OEI) received an email from Melbourne Beach Mayor Alison Dennington. The email alleged misconduct by former Melbourne Beach Police Chief Melanie Griswold (retired in March 2024). In the email, Mayor Dennington stated Griswold destroyed and altered public records.

On June 11, 2025, Inspector Daniel Barbara contacted Mayor Dennington by phone. Mayor Dennington stated she believed Griswold had a duty to provide key fob records for the Melbourne Police Department building as a matter of public record but failed to do so during her tenure as chief.

Alison Dennington was elected Melbourne Beach Mayor in November of 2023. She said she took office several weeks later but could not recall exactly when. After taking office, Mayor Dennington realized she did not have key fob access to travel freely throughout the Melbourne Beach Town Hall building located at 507 Ocean Avenue, Melbourne Beach, Florida. The building is a multiuse facility that also houses the Melbourne Beach Fire Department and the Melbourne Beach Police Department. Griswold was the custodian of key fobs for the facility when she was chief of police. In January of 2024, Mayor Dennington requested Griswold issue her a key fob so she could have access throughout the town hall building. Griswold refused to issue Mayor Dennington a key fob. After Griswold's refusal, Mayor Dennington requested key fob assignment records and door access records for the facility.

Mayor Dennington said after making several requests Griswold provided a two-page redacted document of key fob records. Mayor Dennington felt the redaction on the document was a criminal alteration. Mayor Dennington filed a civil lawsuit through her company Funoe LLC against the Town of Melbourne Beach for several different records.

After filing the lawsuit, the Town of Melbourne Beach produced detailed key fob records for Mayor Dennington. Mayor Dennington said the key fob records were provided to her in an Excel spreadsheet format with over 2,600 pages of data. She believed those records were altered as well. Inspector Barbara asked Mayor Dennington why she believed they were altered, and she stated there were several entries without names associated and several key id numbers used by the same user on different occasions. Inspector Barbara asked Mayor Dennington if an information technology professional reviewed the records for any inconsistencies and she said no. Inspector Barbara asked Mayor Dennington when she received the records and she could not remember.

Mayor Dennington also stated Melbourne Beach recently replaced the street signs throughout the town. The town board voted to sell the old street signs at auction. After the auction was conducted, Mayor Dennington realized several of the old street signs were missing from those sold in the auction pool. When Mayor Dennington questioned Town Manager, Elisabeth Mascaro about the missing signs, Mascaro told her she had instructed Public Works Director,

| | |
|---------------------------------|----------------------------------|
| Case Number: EI-73-8731 | Serial #: 10 |
| Author: Barbara-4789 | Office: Executive Investigations |
| Activity Start Date: 05/28/2025 | Activity End Date: |
| Approved By: Cope-3157 | |

Description: Town of Melbourne Beach complaint from Mayor Alison Dennington

THIS REPORT IS INTENDED ONLY FOR THE USE OF THE AGENCY TO WHICH IT WAS DISSEMINATED AND MAY CONTAIN INFORMATION THAT IS EITHER PRIVILEGED OR CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. ITS CONTENTS ARE NOT TO BE DISTRIBUTED OUTSIDE YOUR AGENCY.

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|-------------|------------|
| Case Number | EI-73-8731 |
| IR Number | 10 |

Tom Davis for the public works department to "do whatever they wanted to" with the old signs. Mayor Dennington went to Melbourne Beach Police Deputy Chief Matthew Smith about the signs and asked him to investigate the matter. Deputy Chief Smith inspected the Melbourne Beach Public Works shop and found a stack of the old signs under a workbench at the facility. Mayor Dennington believed Director Davis purposely withheld the signs from the auction because he didn't want the city to auction the signs. Mayor Dennington felt those actions were criminal, however Deputy Chief Smith disagreed since Manager Mascaro had previously given Director Davis discretion to dispose of signs as he wanted.

On June 10, 2025, FDLE OEI Administrative Assistant II Stephanie Adebaworin provided Inspector Barbara with several email correspondence OEI had recently received from Mayor Dennington. The emails are identified and summarized below:

On May 27, 2025, at 1913 hours, Mayor Dennington sent an email titled, "Re: Melbourne Beach – Access security control deficiencies and record tampering – Key fob access records, data reports, record tampering, Griswold [#148600]". This email contained a communication chain between Mayor Dennington, Melbourne Beach officials, and others beginning on May 27, 2025. In this email, Mayor Dennington disputed police department operating procedures and town policies.

On May 29, 2025, at 1935 hours, Mayor Dennington sent an email titled, "Formal written Complaint against the town, MBPD, and others re discrimination, abuse of office, official misconduct, and criminal conduct, request for a response and Internal investigation and/or by outside authority". This email contained a forwarded email between Mayor Dennington, Melbourne Beach officials, and others. In this email, Mayor Dennington accused town management and the Melbourne Beach Police Department of discrimination, First Amendment retaliation, public records violations, and misconduct. Mayor Dennington made partial references to incidents without identifying any criminal predicate.

On May 29, 2025, at 1942 hours, Mayor Dennington sent the same email that she sent at 1935 hours, however, it was updated to include an affirmation.

On May 29, 2025, at 2013 hours, Mayor Dennington sent an email titled, "Related to Melbourne Beach Complaint by Mayor Dennington, prior grievances and public records illegality of Mascara and Griswold 2022". The email had no body but had a copy of a grievance letter attached to it. The letter was dated April 3, 2022, from Melbourne Beach Town Clerk Jennifer Torres to Town Attorney Cliff Repperger in reference to Manager Mascaro. The letter did not identify any criminal activity, nor did it reference Mayor Dennington.

On May 29, 2025, at 2033 hours, Mayor Dennington sent an email titled, "Re Criminal Complaint - Melanie Griswold or other - Fw: Re Destruction of Original public record criminal complaint - see below and attached Fw: Provide the redacted version please, asap. Re fobs and police Chief Griswold". This email contained a communication chain between Mayor Dennington, Melbourne Beach officials, and others beginning on March 6, 2024. In this email, Mayor Dennington questioned the key fob reports provided by Griswold and their redaction. A copy of the Town of Melbourne Beach policies and procedures, and a copy of a redacted key fob check out form were attached to the email.

On June 4, 2025, at 1825 hours, Mayor Dennington sent an email titled, "Re: Reports Update". This email contained a communication chain between Mayor Dennington and Melbourne Beach officials, beginning on June 3, 2024. The beginning of the chain appeared to be communication with Deputy Chief Smith about police reports for several of the complaints by Mayor Dennington. The last email in the chain, drafted by Mayor Dennington was concerning as it referenced her purchasing two Sig Sauer handguns, and was mostly incoherent.

On June 4, 2025, at 1911 hours, Mayor Dennington sent an email titled, "Re: sign theft/Missing signs - non-exhaustive list see pics". This email contained a communication chain between Mayor Dennington and Melbourne Beach officials, beginning on June 3, 2024. In this email,

| | |
|-------------|------------|
| Case Number | EI-73-8731 |
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Mayor Dennington complained about the missing signs and accused the public works department of criminal conduct by not submitting them for auction. Two images of handwritten street sign lists and their approximate value were attached to this email.

Note: Inspector Barbara reviewed publicly available court documents and identified two pending civil cases (05-2025-CA-019574-XXCA-BC and 05-2025-CA-023102-XXCA-BC) with Funoe LLC listed as the plaintiff in Brevard County, Florida. Case number 05-2025-CA-019574-XXCA-BC was filed on March 10, 2025, and sought declaratory relief in excess of \$50,000.00 for several allegations preceding and during Mayor Dennington's term as mayor. Case number 05-2025-CA-023102-XXCA-BC was filed on March 28, 2025, and requested records (inclusive of key fob) from the Town of Melbourne Beach.

Inspector Barbara located the 2025 Florida Limited Liability Company Annual Report for Funoe LLC. The report for Funoe LLC listed _____ and Alison Dennington as managers. Alison Dennington was listed as a manager for Funoe LLC since its inception in 2017.

Based on a review of the information, it has been determined that no criminal predicate exists at this time that warrants an investigation by FDLE.

The following documents will be maintained in the Related Items section of the case file:

INV-22 – A file containing a copy of each email sent to OEI by Mayor Dennington between May 27, and June 4, 2025.

INV-23 – A copy of the complaint (exclusive of exhibits) for case number 05-2025-CA-019574-XXCA-BC.

INV-24 – A copy of the complaint for case number 05-2025-CA-023102-XXCA-BC.

INV-25 - A copy of the 2025 Florida Limited Liability Company Annual Report for Funoe LLC.



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: Brent Washburn Home Phone: _____

Home Address: 502 Magnolia Avenue

Mobile Phone: (321) 698-8676 Email Address: bwashburn2@me.com

Business Name: Lagoon Digital Marketing Business Phone: _____

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

Masters of Business Administration, Business Marketing. The majority of my clients are now cause-based non-profits and the overlap with this education focused board is a good fit. I also volunteer with many environmental groups for photography and videography like the Marine Megafauna Foundation.

Date of Birth: 03/19/1991 (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? EAB

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? Perspective on locality, environmental issue(s) awareness specific to the unique challenges we face in Mlb bch, and personal actions.

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

Signature: [Signature]

Date: 08/14/2025

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

DRAFT ORDINANCE NO. 2025-__

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.

WHEREAS, the Town Commission desires to amend its Land Development Code relating to signs to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign regulations; and

WHEREAS, the Planning and Zoning Board has examined this Ordinance and has reported its findings to the Town Commission; and

WHEREAS, the Planning and Zoning Board, sitting as the Local Planning Agency, has examined this Ordinance and reported its findings to the Town Commission with regard to consistency of the Ordinance with the Comprehensive Plan; and

WHEREAS, the Planning and Zoning Board has found this Ordinance to be consistent with the Comprehensive Plan; and

WHEREAS, the Planning and Zoning Board has recommended adoption of this Ordinance by the Town Commission; and

WHEREAS, the Town Commission adopts the findings of the Planning and Zoning Board as its own; and

WHEREAS, the Town Commission finds this Ordinance to be in the best interests of the Town and promote the public health, safety, welfare, and aesthetics of the Town.

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. Section 7A-52, "Signs," of the Town of Melbourne Beach Code of Ordinances, shall be amended as follows (Note: additions indicated by underscore; deletions indicated by

~~strikethrough~~; and text that shall remain unaltered that is not reproduced here is indicated by ellipses (***)

Section 3. Section 7A-52, “Signs,” of the Land Development Code is hereby amended to read as follows:

ARTICLE I. GENERAL PROVISIONS

§ 7A-52. SIGNS.

The purpose of this article is to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory sign regulations. No part of these regulations shall be construed to favor commercial speech over non-commercial speech, nor restrict speech on the basis of content, viewpoint or message. These sign regulations reduce signage conflicts, promote traffic and pedestrian safety, and increase the aesthetic value and economic viability of the Town by classifying and regulating the location, size, type, and number of signs and related matters in a content-neutral manner. Notwithstanding anything in this section to the contrary, no sign or sign structure shall be subject to any limitation based upon the content of the message contain on such sign or displayed on such sign structure.

(a) Single-family districts:

(1) Permitted signs and regulations.

a. Signs permitted in 1-RS, 2-RS and 3-RS Single-Family Residential Districts shall be by sign exceptions as per subsection (g).

(b) Multi-family districts (4-RM, 5-RMO). Single-family dwellings in this district will follow sign criteria for single-family districts as per subsection (g).

(1) Permitted signs and size regulations: One attached sign or one freestanding sign shall be permitted per apartment complex. Attached signs shall not exceed 25% of the total surface area of the wall to which the sign is attached. In no case shall any attached sign exceed nine square feet in total surface area. Freestanding signs shall not exceed nine square feet in total area nor ten feet in height.

(c) Business districts (6-B, 7-C).

Permitted signs and size regulations:

a. One attached sign per business establishment excluding signs installed, affixed, or painted on windows or doors. Attached signs shall not exceed 10% of the total surface area of the front of the building to which the sign is attached or exceed 100 square feet in total surface area, whichever amount shall be less. Measurement of fronts of buildings will include false fronts and any mansard roof frontage. Signs shall not extend above the roof line for buildings with a flat roof or above the eave line for buildings with a sloped roof. Where multiple businesses occupy a building the cumulative total of attached signs shall not exceed 10% of the surface area of the front of the building or 100 square feet, whichever amount shall be less.

b. One freestanding sign per developed site. A maximum of 45 square feet of cumulative sign area shall be permitted on a development site. One or more businesses may advertise on the sign. If more than one sign is utilized on a development site then the signs shall be a minimum of 50 feet from any freestanding or shingle sign of a neighboring business. The maximum size of an individual sign when multiple signs are used on a development site is 32 square feet.

c. One shingle sign not to exceed 12 square feet per business establishment is permitted in lieu of the freestanding sign in front.

d. All business establishments are permitted one shingle sign at the rear of each establishment, provided said sign does not exceed 12 square feet.

e. Freestanding signs in the 6-B, 7-C and 8-B zoning districts shall be monument style signs. The sign shall be constructed of materials that are architecturally compatible with the primary building on the site. The sign shall not have internal lighting. Spot lights illuminating the sign shall be shielded so that the source of light is not visible to vehicular traffic or pedestrians. Shingle signs are not permitted for special exceptions. To the extent of any inconsistency in this section with other sections, with regard to special exceptions this sub-paragraph supersedes other provisions in this section.

(d) Residential-business districts (8-B).

Permitted signs and size regulations:

a. One attached sign or one freestanding sign shall be permitted per apartment complex.

b. One attached sign shall be permitted per business establishment. Attached signs shall not exceed 10% of the total surface area of the wall to which the sign is attached or exceed 16 square feet in total surface area except that buildings with over 30 feet of frontage may add an additional four square feet of sign for each ten linear feet of frontage over 30 feet. Attached signs for special exception uses shall be limited to a maximum of 16 square feet.

c. One freestanding sign per commercial structure shall be permitted.

d. The total surface area of all freestanding signs shall not exceed 25 square feet or 15 feet in height. Such signs must be a minimum of 20 feet from the front building line. Signs less than 20 feet are allowed but may not exceed ten feet in height and nine square feet in surface area.

e. Freestanding signs for special exception uses shall be monument style signs. The maximum size shall be 20 square feet. The maximum height shall be eight feet. The minimum setback is five feet. Only one freestanding sign is allowed per special exception site. The sign shall be constructed of materials that are architecturally compatible with the primary building on the site. The sign shall not have internal lighting. Spot lights illuminating the sign shall be shielded so that the source of light is not visible to vehicular traffic or pedestrians. To the extent of any inconsistency in this section with other sections, with regard to special exceptions this sub-paragraph supersedes other provisions in this section.

(e) Sign setbacks and additional regulations for all signs.

(1) Signs may be placed on the property line. No part of a sign may overhang adjacent property or the right-of-way. In no case may a freestanding or shingle sign be placed within 20 feet of an intersection unless the bottom of said sign is ten feet or more from the ground.

(2) Attached signs affixed to a building shall be placed only on the front facade or roof and shall not protrude above the roof line or beyond the side corners of the front facade, project out more than two feet from the wall or extend more than one-half the distance above the base of the roof to the roof peak.

(3) Signs of any type may not be placed on the roof of any structure.

(4) It shall be unlawful for any owner or permittee to fail to remove any sign after ten days which advertises business, real estate or products no longer conducted, available or for sale on the premises.

(5) Indirect lighting sources in use shall be shaded to eliminate glare on roadways, streets or surrounding properties.

(6) Internally lit signs and signs illuminated by neon lights or bare bulbs shall not exceed two footcandles illumination at any property line.

(f) Nonconforming signs.

(1) A sign or advertising structure existing within the Town limits on the effective date of Ordinance 85-7, passed November 12, 1985, or a sign or advertising structure existing in an area annexed to the Town after the effective date of this Land Development Code, which, by its height, square foot area, location, or use of structural support does not conform to the requirements of this Land Development Code shall hereafter be termed nonconforming.

(2) All nonconforming signs or advertising structures within the Town limits shall be permitted to remain until such time as:

a. The sign or advertising structure becomes a hazard or obstruction.

b. It becomes necessary to replace or rebuild the sign or building, at which time it shall conform to this section.

(3) No conforming sign or sign structure shall be erected on the same lot with an existing nonconforming sign until the nonconforming sign has been removed.

(g) Sign exceptions. The following signs are exempt from the provisions of this section: The following signs are allowed as listed in Table 7A-52(g):

| Table 7A-52(g): Residential Sign Standards (1-RS, 2-RS, 3-RS, 4-RM, 5-RMO) | | | | | |
|--|----------------------------|---------------------|-------------|---------------------|---|
| Sign Type | Number per Street Frontage | Sign Area (sq. ft.) | Height (ft) | Duration (Days) [1] | Notes |
| Garage/Yard sale | 1 | 4 | 3 | 3 | Located on the property where the garage sale |

| | | | | | |
|---|-------------|---------------------|----------|-------------|---|
| | | | | | occurs and outside the right-of-way; may be in common area of apartments/condo subject to approval by property owners' association |
| Open house | 1 | 6 | See note | 6 per month | Wood or steel frame or yard signs shall not exceed three feet in height. Projecting arm-style post signs shall not exceed six feet in height; shall be removed upon sale, lease, or rent; and shall not be placed in the right-of-way |
| Real estate | 1 | 6 (includes riders) | 4 | See note | Wood or steel frame or yard signs shall not exceed three feet in height. Projecting arm-style post sign shall not exceed six feet in height; shall be removed upon sale, lease, or rent; and shall not be placed in the right-of-way |
| Street/Building address | | 1 | See note | | Property numbers and names of occupants of premises having no commercial connotations and shall not exceed one square foot of total surface area |
| Nameplate/occupant | | 2 | | | |
| Flag | 3 (per lot) | 24 | 20 | | Shall be attached to a flag pole or mounted hardware permanently affixed to a building or attached to a flag pole anchored in the ground |
| Window Sign | | 3 | | | |
| On-site construction sign | 1 (per lot) | 6 | 4 | | Shall not be illuminated; shall be removed by date that construction is no longer active |
| String lights/holiday/seasonal decoration | | | | | |

| | | | | | |
|--|----------|-----------|----------|----------|---|
| On-site free expression | <u>1</u> | <u>6</u> | <u>4</u> | | Shall not be in the right-of-way; is permitted in addition to any other permitted sign |
| Campaign | <u>3</u> | <u>4</u> | <u>4</u> | See note | Shall not be in the right of way; may be erected no more than 60 days prior to an election; shall be removed within seven days after election |
| Warning/safety | n/a | <u>4</u> | <u>6</u> | | |
| Non-commercial directional | n/a | <u>4</u> | See note | | Maximum height of four feet unless otherwise required by engineering standards. Message shall be oriented towards vehicular facilities. |
| Non-commercial directory | n/a | <u>8</u> | <u>8</u> | | Message shall be oriented towards pedestrian facilities. |
| Home Occupation | <u>1</u> | <u>1</u> | | | Shall be mounted no more than two feet from the main entrance of the residence |
| Memorial Signs, Tablets, or Plaques | <u>1</u> | <u>2</u> | | | Shall be cut into any masonry surface or constructed of bronze or other noncombustible material |
| Legal Notices, Traffic, Informational, Directional Signs, or Other Municipal Signs | | | | | As required by the Town or governmental bodies |
| Subdivision Entrance Signs | <u>2</u> | <u>32</u> | <u>8</u> | | No part of the sign structure shall exceed eight (8) feet in height |
| Bulletin Boards and Signs of Churches, Schools, and Clubs | <u>1</u> | <u>32</u> | | | Not exceeding one per organization; if located on a corner lot, a 32 square foot sign facing each street is allowed |
| NOTES: | | | | | |
| [1] If cell is blank, signs are not required to be removed. | | | | | |

~~(1) Memorial signs, tablets, plaques or names of buildings and date of erection when the same are two square feet or less in size and are cut into any masonry surface or when constructed of bronze or other noncombustible material.~~

~~(2) Property numbers and names of occupants of premises having no commercial connotations and shall not exceed one square foot of total surface area.~~

~~(3) Legal notices and identification, informational or directional signs erected or required by governmental bodies.~~

~~—(4) Reserved.~~

~~—(5) Traffic and other municipal signs, legal notices, and other safety directional signs.~~

~~—(6) Private directional signs when not more than two square feet in surface area.~~

~~—(7) Subdivision entrance signs not exceeding 32 square feet and not having any part of the sign structure exceeding eight feet in height. No more than two signs per entrance will be allowed.~~

~~(8) Bulletin boards and signs of churches, schools and clubs not exceeding 32 square feet in area and not exceeding one per organization. If located on a corner lot, a 32 square foot sign facing each street is allowed.~~

~~—(9) A construction or home improvement sign shall not exceed 16 square feet in surface area, not to be illuminated, and shall be removed immediately after completion of construction or improvement.~~

~~(10) Any dispensing mechanism positioned outside of a business premise such as for ice cream, candy, soda, newspapers and such or for fuel pumps and the like, with a trademark or identification; also, any lighting fixture for the sole purpose of aiding in after dark business operations or safety with a trademark or identification.~~

~~—(11) One real estate sign per interior lot or one sign facing each thoroughfare per corner lot shall be allowed. Real estate signs shall not exceed six square feet in total surface area or four feet in height.~~

~~—(12) Political signs shall be permitted and display of the sign shall conform to the following:~~

~~— a. Maximum size of a political sign, four square feet.~~

~~— b. Signs may not be placed on rights of way.~~

~~— c. Political signs related to an election must be removed within 72 hours after the election.~~

(h) Prohibited signs.

(1) All other signs not specifically or provisionally permitted herein, such as, but not limited to, flashing signs, billboard signs and banner signs.

(2) No private sign (sign erected by a non-governmental person or entity) is permitted on rights-of-way.

(i) Removal.

- (a) General. Signs installed in violation of this section shall be removed or brought into compliance with the requirements of this section. The sign owner, the owner of the property on which the sign is placed, and the sign contractor shall each be held responsible for adherence to this section and any other applicable laws or regulations. This section may be enforced through code enforcement proceedings or by any equitable or legal remedy available to the Town.
- (b) Immediate Removal. If the Town finds that a sign is in violation of this section or other applicable regulations or state law, and by reason of its violation, presents an immediate and serious danger to the public, the Town may, without prior written notice, order the immediate removal or repair of the sign within a specified period. The Town may remove or authorize others to remove the sign if the sign's owner cannot be found or if the sign's owner, after notification, refuses to repair or remove it. The owner of the building, structure, or premises on which the sign is located, are jointly and severally liable for the cost of removing such sign. The Town shall have the right to recover from the owner or person placing such sign the cost of removal and disposal of such sign.
- (c) Removal of Abandoned Signs. The owner of an abandoned sign shall remove the sign within thirty (30) days of the date of the Town's order of removal. A sign need not be removed when a successor tenant, or business or property owner, agrees to maintain the sign as provided in this section by filing a letter of intent with the Town within thirty (30) days after receiving notice to do so from the Town.
- (d) Removal of Unpermitted Signs. The Town may remove or order the removal, without prior written notice, of any sign erected without a sign permit required by this section.
- (e) Removal of Signs on Public Property. Any sign installed or placed on public property, except in accordance with the requirements of this section, shall be forfeited to the Town and confiscated. The Town shall have the right to recover from the owner or person placing such sign the cost of removal and disposal of such sign.
- (f) Removal of Temporary Signs.
- (1) Temporary signs which are erected or used unlawfully are subject to removal. The Town Manager or designee is authorized to remove such sign when unlawfully erected.
 - (2) The Town shall proceed by notifying the occupant and/or owner of the property. If the sign identifies a party other than the occupant/owner of the property, the identified party will also be notified. Notification shall occur in person, by phone, by email, or by letter.
 - (3) The required notification shall advise that the sign is unlawful and that the removal is required within forty-eight (48) hours or the sign is subject to removal by the Town. The notice shall advise that the sign, if removed by the Town, may be retrieved within thirty (30) days and that if the sign is not retrieved within that time, it will be disposed of by the City.
 - (4) Prior to the disposal of the sign, another notice shall be delivered to the occupant and/or owner of the property concerning possible disposal of the sign.

(5) The removal and disposal of the sign shall be at the expense of the property owner or lessee.

Section 4. 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 5. 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 6. Conflicting Ordinances. All ordinances or part thereof, in conflict herewith are, to the extent of such conflict, repealed.

Section 7. 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.

PASSED ON FIRST READING: _____

PASSED ON SECOND READING: _____

TOWN OF MELBOURNE BEACH, FLORIDA

By: _____
ALISON DENNINGTON, Mayor

ATTEST:

(TOWN SEAL)

Amber Brown, Town Clerk

Draft Grants Management & Administration Policy

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, social services, public safety, recreation, and infrastructure improvement and maintenance, 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.

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 Attorney prior to Town Commission consideration. A 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

Town 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. Any and all grant agreements or contracts must be approved by the Town Commission.

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. 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, 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 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 Departments 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 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 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.

Town Commission Meeting

Section: Unfinished Business

Meeting Date: August 20, 2024

From: Dawn Barlow

RE: Recruiting New Town Manager – Next Steps

Background Information: Interviews with MGT were conducted last week. Today, sample pamphlets were received. Discussion on next steps and discuss special meeting to finalize pamphlet.

Recommendation: Discuss next steps and schedule a special meeting to finalize pamphlet

Attachments: Sample pamphlets from MGT email re: Ponce Inlet and Ft. Lauderdale



CITY MANAGER

FORT LAUDERDALE, FLORIDA



CITY MANAGER FORT LAUDERDALE, FLORIDA



THE POSITION IN BRIEF

Fort Lauderdale, Florida seeks a sophisticated and highly skilled municipal executive to serve as its next City Manager. This high profile position is appointed by and serves at the pleasure of the City Commission and manages a total budget of over \$1 billion. The City Manager also leads a workforce of almost 3,000 employees, 87% of whom belong to collective bargaining units.

THE CITY

Fort Lauderdale is a community of 184,255 on 35 square miles situated along the New River and the Atlantic Ocean. Located 42 miles south of Palm Beach and 28 miles north of Miami, Fort Lauderdale is the county seat of Broward County. It is part of the Miami-Ft. Lauderdale-West Palm Beach Metropolitan Statistical Area, a region with a population of approximately 6.18 million, and was recognized as an [All-America City Hall of Fame](#) inductee in 2023.

Known as the “Venice of America” and the “Yachting Capital of the World” for its 300 miles of canals and inland waterways, marinas, and yacht clubs, Fort Lauderdale is the perfect host for the annual [International Boat Show](#). The city is also home to the [Florida Panthers](#), the 2024 NHL Stanley Cup winners, and [Inter Miami CF](#). Offering beauty, leisure, and major league sports in a temperate climate, it’s no wonder Fort Lauderdale is also known as “the city you never want to leave”!

The Fort Lauderdale-Hollywood International Airport (FLL) and Port Everglades are just a short drive from the city center. The airport offers direct flights to nearly 140 cities in the U.S., Canada, the Caribbean, and Central and South America, while Port Everglades is the third busiest cruise port in the country. Additionally, Miami International Airport and the Port of Miami are less than an hour’s drive from the city, making Fort Lauderdale an ideal location for business, leisure, and international travelers.

The city is accessible via Interstates 95 and 75, U.S. Highway 1, and the Florida Turnpike. However, there are multiple alternatives to driving, including the [Brightline](#) high-speed passenger rail line which runs north and south between the downtowns of Miami, Fort Lauderdale, West Palm Beach, and Orlando multiple times each day. The city is also served by Broward County Transit, the [Tri-Rail](#) commuter line, and long-distance passenger rail service through Amtrak.

The thriving business community is anchored by the downtown business district and the tourism industry. Fort Lauderdale is home to nine of the county's largest employers, including Broward Health, AutoNation, Citrix, Kaplan, Broward College, and Kemet Corporation; however, hundreds of smaller employers in hospitality, boating, arts and culture, and other industries buoy the city's economy.

Fort Lauderdale offers a vibrant life for residents and visitors, including a host of arts, culture, entertainment, and recreational amenities. In addition to pristine Fort Lauderdale Beach, fans of the outdoors can enjoy hiking, canoeing, and camping at Hugh Taylor Birch State Park. The Riverwalk Arts & Entertainment District runs east to west along the popular Las Olas Boulevard with access to the Broward Center for the Performing Arts and a range of shopping, dining, and nightlife offerings. The city is also home to the Stranahan House, the Bonnet House Museum & Gardens, the African American Research Library & Cultural Center, the Stonewall National Museum & Archives, and many other unique historical and cultural amenities.

Fort Lauderdale has 63 recognized [neighborhood associations](#) along with many active boards, committees, and civic organizations. Caribbean, Latino, and LGBTQ communities contribute to the diversity of the city and a welcoming atmosphere that makes it easy for residents of all backgrounds to get connected and get involved.

Broward County Public Schools serves nearly a quarter million students through more than 300 schools and technical centers, including some of the top-ranked high schools in the country. Barry University, Nova Southeastern University, Keiser University, and Broward and City Colleges call Fort Lauderdale home along with a satellite campus for Florida Atlantic University.

DEMOGRAPHICS & RELATED DATA

(Source: U.S. Census Bureau)

Median Age **43.2** years

Median Household Income **\$75,376**

Median Home Value **\$417,600**

Race/Ethnicity

White only, **54.7%**; Black only, **29.3%**; Two or more races, **11.3%**; Hispanic/Latino ethnicity, **19.8%**; All other races, **1.9 %**

Educational Attainment

High school diploma or higher, **89.6%**

Bachelor's degree or higher, **40.3%**

Advanced degree, **15.5%**

Average Travel Time to Work **26.3** minutes

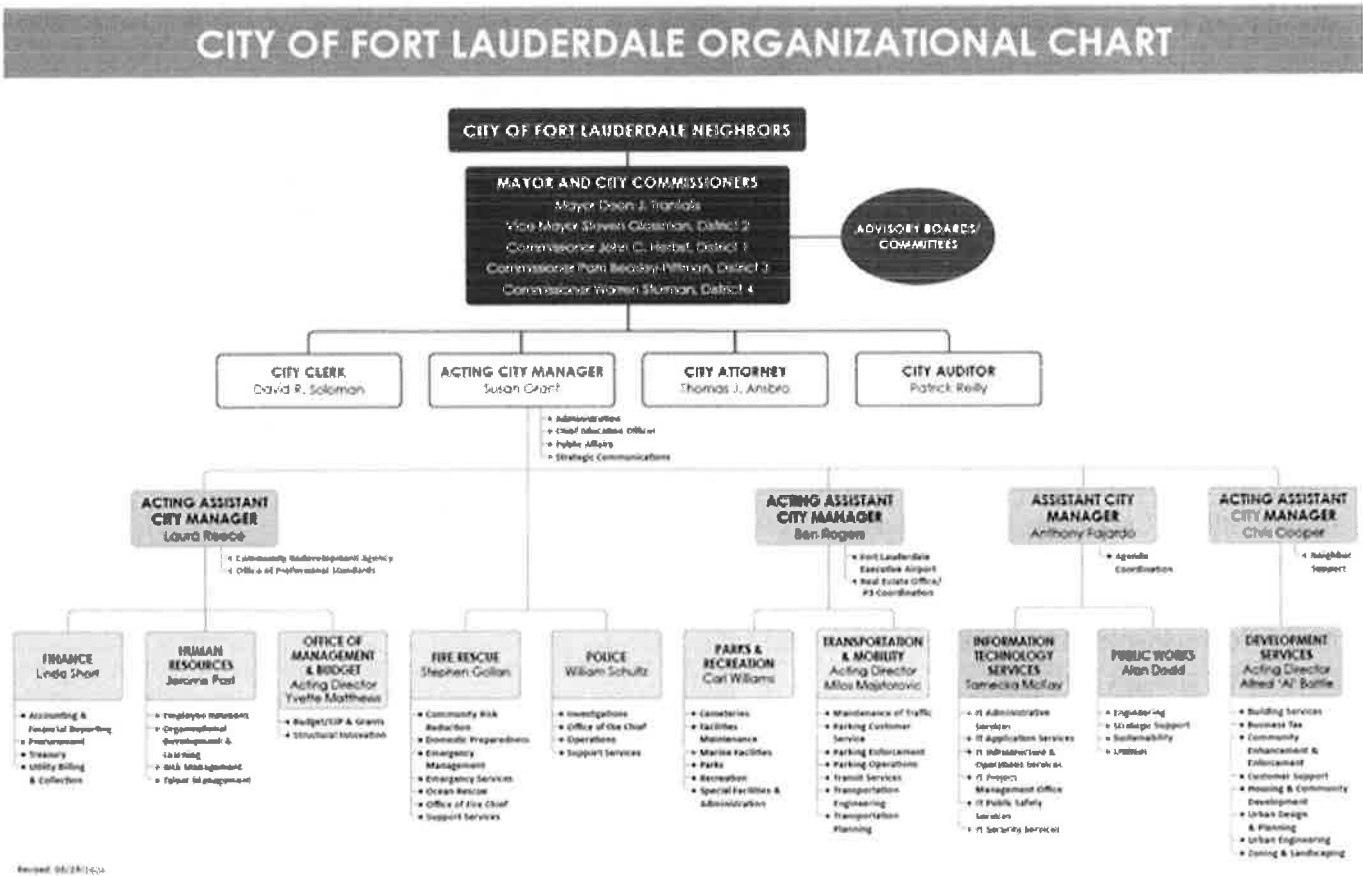


THE CITY GOVERNMENT

The City of Fort Lauderdale operates under the commission-manager form of government. Four City Commissioners are elected by districts while the Mayor is elected at-large. Mayor and Commission races are non-partisan, and members are limited to three consecutive four-year terms. The City Manager is appointed by and serves at the pleasure of the City Commission and has administrative oversight responsibility for all city operations and staff.

Fort Lauderdale has a FY2025 proposed budget of \$1.19B and 2,860 full-time equivalent (FTE) employees across all funds. This represents an 11.3% increase over FY2024 and maintains a stable millage for the 18th consecutive year. Because the millage has remained constant, the budget is driven by the city's steady growth, which averages 0.8% per year.

Under the organization's current configuration, the City Manager oversees 10 departments with the support of four Assistant City Managers; the Police and Fire Chiefs report directly to the City Manager. The leadership team is a healthy mix of longer-tenured and newer department heads who possess deep subject-matter expertise in their respective areas and share a strong sense of interdependence and camaraderie.



The City's "Press Play Fort Lauderdale 2029" strategic plan sets out the following direction:

MISSION

We Build Community

VISION

The City you never want to leave

VALUES

Integrity
Compassion
Accountability
Respect
Excellence (ICARE)

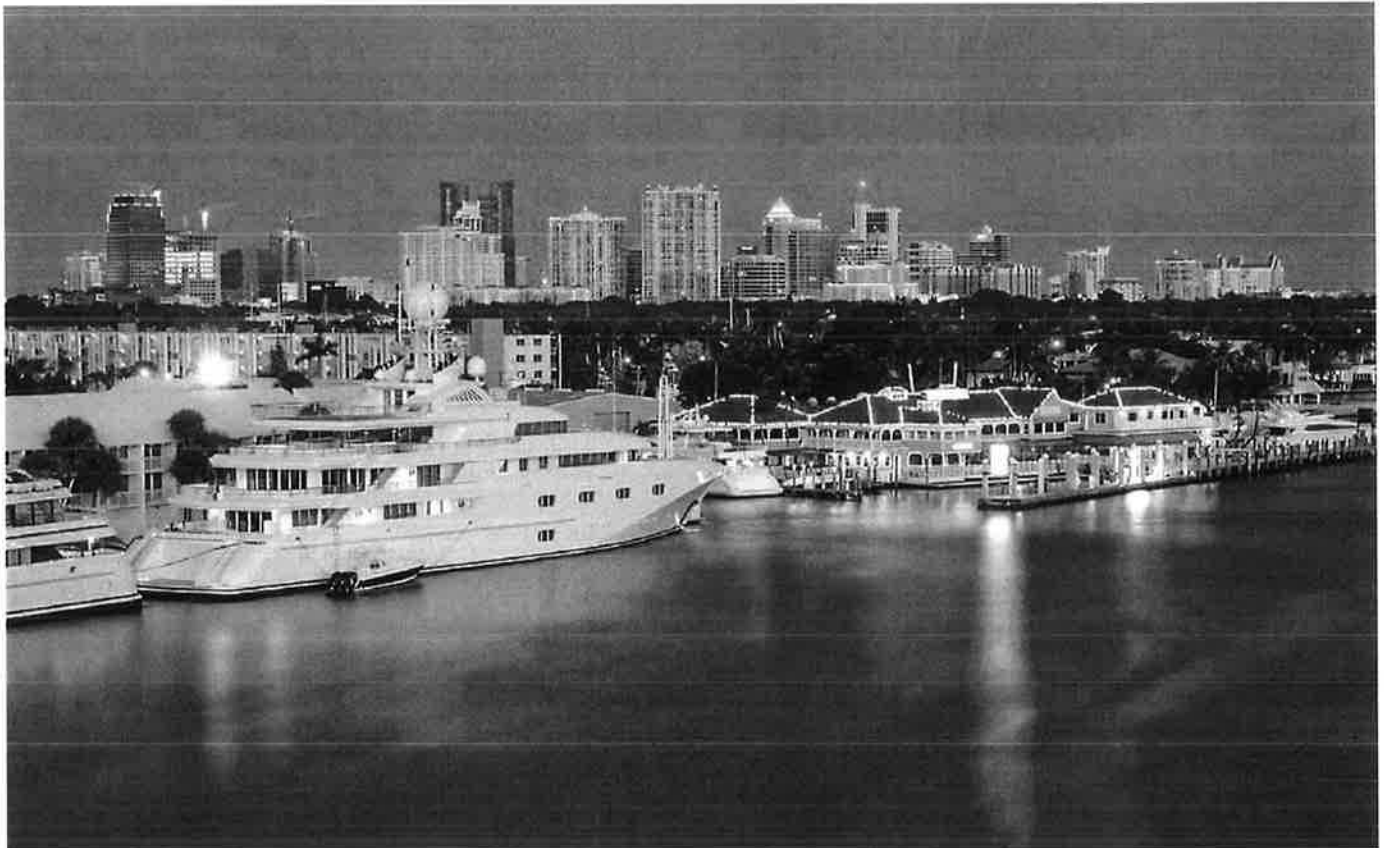
FOCUS AREAS

Public Safety
Housing
Infrastructure and Resilience
Public Places
Business Growth and Support

KEY PROJECTS AND PRIORITIES

The incoming City Manager should be prepared to address a number of ongoing and imminent priorities, projects, and challenges:

- **Facilities & Capital Projects** – Construction of a new police headquarters is ongoing, and a new water treatment facility is scheduled to come online in two years. The City Manager must also address inflationary impacts on the 2019 Parks Bond initiative and constructing a new City Hall after severe flooding damaged the old building.
- **Infrastructure Needs** – The “FORTify Lauderdale” program is a set of initiatives in the Stormwater Master Plan designed to improve resilience and mitigate the effects of climate change on vulnerable neighborhoods. The City is also subject to two current and two pending consent orders that will require infrastructure investment and improvements.
- **Homelessness & Housing Affordability** – The passage of HB 1365 outlawing public camping and sleeping necessitates short- and long-term strategies to mitigate homelessness and address housing affordability.
- **Collective Bargaining** – All collective bargaining agreements are currently settled. Negotiations with Teamsters and the Federation of Public Employees (FOPE) may begin in the spring of 2025, while the International Association of Firefighters (IAFF) and Fraternal Order of Police (FOP) contracts expire September 30, 2026.
- **Organizational & Financial Management** – The next City Manager will need to formalize internal processes and implementation of the strategic plan in order to facilitate collaboration, operationalize the values, and enable the city to operate effectively within existing budget constraints.



CANDIDATE PROFILE

Because the City Manager is a highly visible role, the incumbent must be poised, professionally mature, and able to earn credibility with elected officials, employees, and the public. The ideal candidate will demonstrate the ability to navigate conflict with confidence and tact and build consensus around shared priorities. They will be an engaged, active leader who empowers their managers to make decisions while maintaining accountability for results. They will demonstrate a strategic, data-informed management approach and the ability to cultivate a productive team with positive morale.

Given the makeup of the community and workforce, the incumbent must demonstrate a track record of valuing individuals with diverse backgrounds and identities. There is a high level of engagement from the public and business community, and the City Manager must therefore be adept at understanding and balancing the interests of various stakeholders.

PREFERRED KNOWLEDGE, SKILLS, AND EXPERIENCE

- Experience in a full-service municipality of comparable size, complexity, and diversity
- Experience negotiating collective bargaining agreements and leading in a unionized environment
- Experience managing complex emergency response events
- Broad grasp of the functions and dynamics associated with a growing city
- Strong grasp of municipal budgeting and finance

QUALIFICATIONS

Bachelor's degree in public administration, business administration, finance, or other related area. Fifteen years of progressively responsible experience, of which five years must include senior management/senior administrative local government experience. Master's degree preferred. **Residency within the city of Fort Lauderdale is required.**

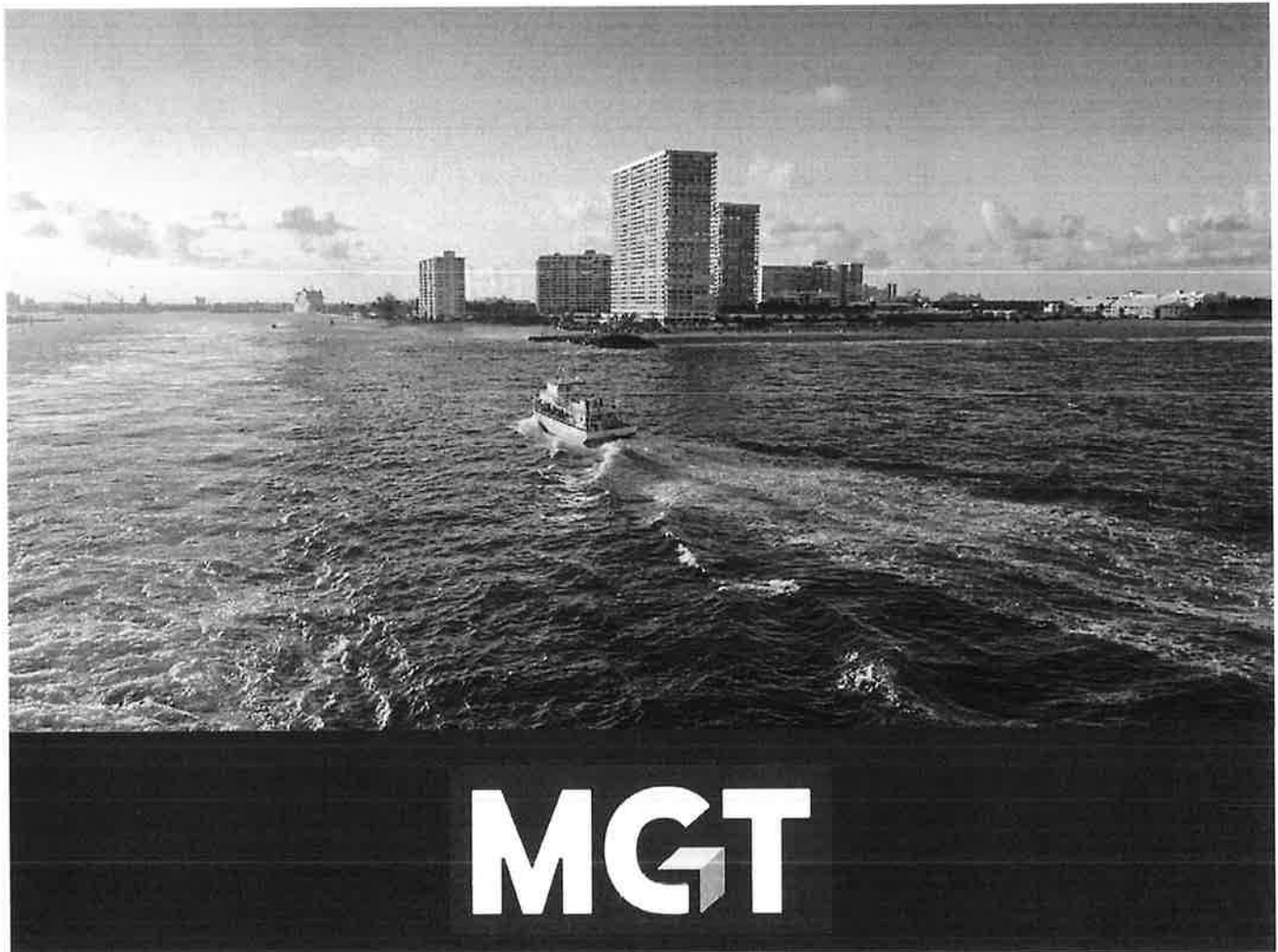
COMPENSATION & BENEFITS

Salary negotiations for highly qualified candidates are expected to start in the \$300,000 range. The City of Fort Lauderdale provides a range of benefits to its employees. Details can be found on the [Employee Benefits website](#).

HOW TO APPLY

Apply at www.GovHRjobs.com with a cover letter, resume, and contact information for five professional references by **November 15, 2024**. Confidential inquiries may be directed to Dele Lowman, MGT Senior Consultant, at (847) 380-3240 x141.

The State of Florida has strong public records laws. Candidates are advised to be aware that all aspects of this recruitment are open to public records requests throughout the process.





Town of Ponce Inlet

Florida

TOWN OF
PONCE INLET, FLORIDA

TOWN MANAGER



GovHR USA
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PONCE INLET, FLORIDA TOWN MANAGER

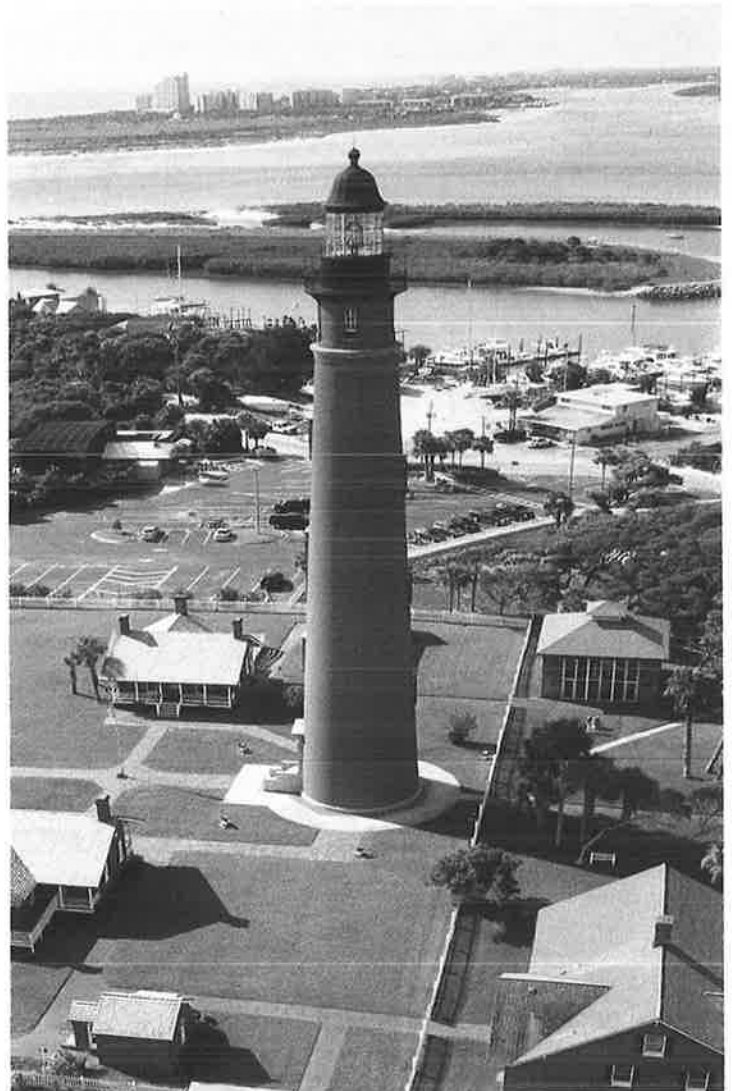
The Town of Ponce Inlet is seeking a strategic and innovative manager to lead this idyllic waterfront community. Ponce Inlet is located on the southern tip of a barrier island on Florida's east coast, south of Daytona Beach. With both oceanfront and intracoastal waterway frontage, the town enjoys the best of Florida living. Natural beauty and a small town atmosphere allow a laid back lifestyle, but Ponce Inlet offers access to a full array of recreational, sports and cultural opportunities. NASCAR, professional sports, sport fishing, boating, golf, surfing, museums, theaters, theme parks and natural preserves are minutes to an hour away.

HISTORY AND BACKGROUND

The history of Ponce Inlet is tied to its waterways and begins with construction of the Ponce Inlet Lighthouse. Built in the 1880's, it is one of the most authentic lighthouse facilities in the country and is on the National Register of Historic Sites. The inlet has long supported both commercial and recreational fishing from docks on the intracoastal waterway (ICW). Miles of Atlantic beaches offer both traffic free and driving allowed segments, the latter reflecting a history of racing on the beach long since moved to Daytona International Speedway.

The area's natural beauty can be experienced through 360 degree lighthouse views, and at ground level from beaches, boats, boardwalks and parks. The Marine Science Center offers a special educational experience through its rescue and rehabilitation programs for native sea life and birds. The Historical Museum features restored cottages from early settlements and Lighthouse Point Park is a gathering spot for locals and visitors and their dogs.

Ponce Inlet incorporated as a town in 1963 and began providing police protection in 1971. For years it was a small beach town in a fast growing region. Since 2000, Ponce Inlet itself has experienced significant growth. The resident population grew from 2,500 to almost 3,500 today. A glowing reputation has made the community particularly popular as a retirement destination. Median income and home ownership are significantly higher than Florida generally. The year-round resident population is supplemented by both intermittent and seasonal visitors.



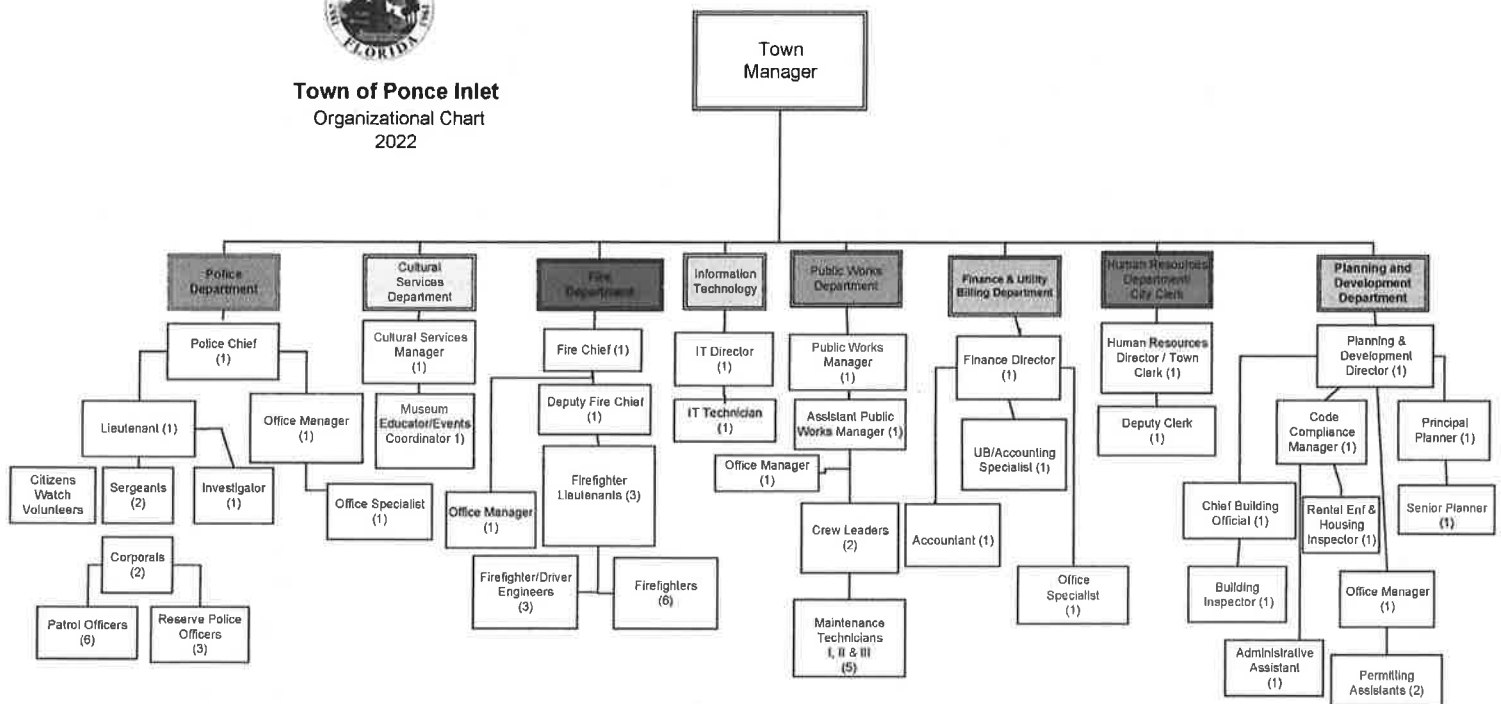
HISTORY AND BACKGROUND (continued)

Ponce Inlet is incorporated in Volusia County as a Council / Manager form of government. The Town Manager is appointed by and answers to a five member Town Council. Sixty full-time employees are supplemented by an active body of community volunteers. Town services have expanded with town growth. Ponce Inlet takes pride in offering a range of local services that meet the community's high standards. In addition to law enforcement, the town provides fire protection, medical transport, public works, planning and development, parks and cultural services. Supporting administrative functions for finance, human resources and information technology are provided by town staff. Supplementary professional services are contracted as necessary for legal and engineering services. Ponce Inlet also works with other local governments and state agencies. Volusia County is responsible for management of the beach and Lighthouse Point Park. The State of Florida has regulatory activities for coastal construction and certain environmental permits. Utility services for water and wastewater are provided through wholesale agreements.

The 2022 hurricane season has brought immediate and ongoing challenges to restore natural systems and repair public infrastructure. Town government is a strong advocate for citizens seeking federal assistance to repair private structures. Resiliency and efforts to address sea level rise will remain a priority for the foreseeable future.



Town of Ponce Inlet
Organizational Chart
2022





SKILLS AND PERSONAL CHARACTERISTICS

The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring citizens obtain the greatest value for their tax dollar. The successful candidate must reflect this philosophy and be a leader who brings integrity, strategic focus and vision to public service. The Town Manager serves as an advocate for local interests and represents the town in a wide range of forums. The provision and advancement of town services involves cooperative relationships with other governments and agencies. The Town Manager must possess excellent communication skills and have a record of success in developing and negotiating collaborative relationships. Experience with the development and implementation of performance standards for both staff and programs is a priority. Successful pursuit of grants and the ability to leverage resources is highly desirable.

The Town Manager directs and supervises the administration of all departments, offices and agencies of the town. The Manager addresses a wide range of complex, multi-disciplinary issues consistent with Town Council goals and priorities, strategic initiatives, and organizational plans. The Manager must be able to anticipate interests, needs, issues and opportunities. These skills will inform the development and

implementation of plans to meet and exceed service expectations. Experience with the development and implementation of performance standards for both staff and programs is a priority.

The Manager must have a professional demeanor at all times, in the office and when directing staff in the field. The Town Manager serves as a representative and advocate for local interests in many forums. Town services often involve cooperative relationships with other governments and agencies. Some critical services, such as beach management, are provided by other governments. The Town Manager must have a record of success in developing and negotiating collaborative relationships. Community involvement is common and provides a valuable resource for the development and delivery of services.

Effective communications with the Council members, staff, outside agencies and the public are essential. The Town Manager routinely responds to questions, provides updates and delivers reports. Communication skills to inform and educate a variety of audiences are essential. Equally important is the ability to receive information through effective listening and discernment.

ESSENTIAL FUNCTIONS

- Direct and supervise the administration of all departments, offices and agencies for the Town, except as otherwise provided by Charter or by law.
- Appoint, develop and discipline subordinate officers and employees of the town pursuant to established policies and procedures.
- Enforce applicable laws, provisions of the Charter, and acts of the Council.
- Prepare and submit the annual budget, capital program and budget message.
- Prepare an annual report on Town finances and administrative activities for submission to the Council and presentation to the public.
- Prepare reports regarding the operations of town departments, offices and agencies with analysis and recommendations as necessary for improvements.
- Maintain communications with Council members regarding the financial condition and future needs of the town with recommendations as appropriate.
- Prepare the agenda and attend all Council meetings. Present information regarding agenda items with recommendations. Participate in discussions and assist in the development of options for Council consideration and consensus.
- Co-sign contracts on behalf of the town pursuant to the provisions of ordinances or resolutions.
- Perform the duties of the Town Clerk or the Finance Director as necessary or as requested by the Council.
- Perform other duties as specified by the Charter or may be required by the Council.



Ponce Inlet Town Council



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles, structures and operations of local government services.
- Extensive working knowledge of municipal law.
- Knowledge of legal and regulatory requirements for financial administration, human resource administration, public records, and election laws. Familiarity with Florida Sunshine Law is desirable but not required.
- Able to evaluate systems and processes for efficient and effective service delivery. Able to identify resources to meet or improve services.
- Able to establish and maintain effective working relationships with officials, employees, other government representatives and the general public.
- Able to prepare and present complex statistical, financial and administrative information to inform and educate a range of audiences.
- Able to identify varying information needs and interests and address same orally and /or in writing.
- Able to project and exemplify leadership skills to supervise staff in multiple operational areas.

EDUCATION AND EXPERIENCE

- The successful candidate will have extensive knowledge of municipal government administration to include experience with government budgeting, personnel management, service operations, program development and regulatory requirements.
- Strong analytical and communication skills are required to interface effectively with elected officials, staff, collaborating partners and citizens.
- A minimum of eight (8) years government experience in a managerial capacity with demonstrated success in administration of budgets and resources, staff development, process implementation, program evaluation, and policy development.
- Bachelor's degree from an accredited college or university is required. A Masters Degree is preferred.

COMPENSATION

Current compensation for this position is \$150k per year plus benefit package. Actual salary will be determined based on the selected candidate's qualifications and experience.

The Town of Ponce Inlet is an equal opportunity employer and observes all applicable State of Florida Sunshine Laws.



APPLICATION

Interested candidates should apply online at www.GovHRjobs.com with a cover letter, resume and contact information for five professional references by February 3, 2023.

Questions may be directed to James Dinneen at 847-380-3240 x136.



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EXECUTIVE RECRUITMENT

Comparison of Property Taxes - Melbourne Beach, Brevard County and Indialantic 2020-2025

| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 |
|-------------------------|------------|------------|------------|------------|------------|------------|
| Town of Melbourne Beach | | | | | | |
| House Taxable Value | \$ 664,410 | \$ 674,410 | \$ 696,140 | \$ 718,520 | \$ 741,570 | \$ 741,570 |
| MB Town Millage | 4.5151 | 4.6865 | 4.5800 | 4.5700 | 4.4770 | 5.1320 |
| Tax Amount | \$ 3,000 | \$ 3,161 | \$ 3,188 | \$ 3,284 | \$ 3,320 | \$ 3,806 |
| Portion for Fire | 0.3854 | 0.3980 | 0.3893 | 0.3885 | 0.3805 | 1.0370 |
| Approx Fire Cost | \$ 255 | \$ 269 | \$ 271 | \$ 279 | \$ 282 | \$ 769 |
| Total Millage Rate | 16.7654 | 16.6502 | 15.5532 | 15.2339 | 15.0870 | 15.7420 |

Brevard County

| | | | | | |
|--------------------------|------------|------------|------------|------------|------------|
| House Taxable Value | \$ 528,200 | \$ 536,300 | \$ 553,900 | \$ 567,530 | \$ 586,200 |
| Fire Control MSTU | 0.6141 | 0.5942 | 0.5458 | 0.5115 | 0.4929 |
| Fire SP Assessment - Cty | 0.6515 | 0.8278 | 0.8255 | 0.8298 | 0.8275 |
| Total for Fire | 1.2656 | 1.4220 | 1.3713 | 1.3413 | 1.3204 |
| Fire Cost | \$ 669 | \$ 763 | \$ 760 | \$ 761 | \$ 774 |
| Total Millage Rate | 13.1945 | 12.8434 | 11.7011 | 12.1788 | 11.9279 |

| | | | | | |
|----------------------------|--------|--------|--------|--------|--------|
| Fire Cost w/ MB Taxable Va | \$ 834 | \$ 959 | \$ 955 | \$ 964 | \$ 979 |
|----------------------------|--------|--------|--------|--------|--------|

Indialantic

| | | | | | |
|--------------------------|------------|------------|------------|------------|------------|
| House Taxable Value | \$ 113,570 | \$ 115,850 | \$ 120,820 | \$ 125,940 | \$ 131,210 |
| Fire Control MSTU | 0.6141 | 0.5942 | 0.5458 | 0.5115 | 0.4929 |
| Fire SP Assessment - Cty | 2.1645 | 2.7370 | 2.7033 | 2.6710 | 2.6409 |
| Total for Fire | 2.7786 | 3.3312 | 3.2491 | 3.1825 | 3.1338 |
| Fire Cost | \$ 316 | \$ 386 | \$ 393 | \$ 401 | \$ 411 |
| Total Millage Rate | 13.3095 | 12.9540 | 11.8066 | 12.2841 | 12.0316 |

| | | | | | |
|----------------------------|----------|----------|----------|----------|----------|
| Fire Cost w/ MB Taxable Va | \$ 1,846 | \$ 2,247 | \$ 2,291 | \$ 2,287 | \$ 2,360 |
|----------------------------|----------|----------|----------|----------|----------|