

City of Melbourne, Florida
Minutes – Regular Meeting Before City Council
February 24, 2026

A regular meeting of the City Council was held in the City Council Chamber, 900 East Strawbridge Avenue, and was called to order at 6:30 p.m. by Mayor Paul Alfrey.

A. OPENING

1. The invocation was given by Staci Donovan, New Life Mission.
2. Pledge of Allegiance
3. Roll Call

Present:

Paul Alfrey	Mayor
Julie Kennedy	Vice Mayor
Marcus Smith	Council Member, District 1
Mark LaRusso	Council Member, District 2
Rachael Bassett	Council Member, District 4
Mimi Hanley	Council Member, District 5
Jenni Lamb	City Manager
Joan Junkala-Brown	Deputy City Manager
Adam Conley	City Attorney
Kevin McKeown	City Clerk
Justice Stevens	Assistant City Clerk
Rebecca Thibert	Assistant to the City Manager

Absent:

David Neuman	Council Member, District 3 (work conflict)
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4. Proclamations and Presentations

Mayor Alfrey presented a proclamation declaring March 2026 as “Bleeding Disorders Awareness Month” to Samantha Nazario with the Bleeding Disorder Coalition of Florida.

5. Approval of Minutes – February 10, 2026 Regular Meetings.

Moved by Smith/Bassett for approval. Motion carried unanimously.

6. City Manager’s Report

City Manager Jenni Lamb reported that the city currently piggybacks off of a Brevard County contract for fuel that will expire on March 9 without any more

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extensions. The Brevard County School Board is in the process of renewing this contract, which is scheduled for March 10, meaning if approved, the contract won't be effective until March 11. To avoid any disruption to the city's fuel program, Mrs. Lamb requested authorization to award a new contract, with formal approval to appear on the March 24 agenda. If Council does not approve the contract at that time, the city can withdraw from the contract. Council expressed consensus for the City Manager to proceed.

7. Public Comments

Staci Donovan, representing New Life Mission, 1222 N. Harbor City Boulevard, discussed the goal of the organization and invited Council to an upcoming fundraiser in April.

Alan Block, Indian Harbour Beach, discussed a perceived noise issue with the Canova Booster Station and stated that after no response from the city, the media had to be contacted. Ultimately, he stated that as a result of the news report, a solution for a pump booster enclosure project was recommended. He provided the name and number of the company that performs this work.

Vice Mayor Julie Kennedy asked if this is the issue and solution that was discussed with the City Manager recently. Mrs. Lamb replied that staff is looking at solutions to this issue and has already received quotes for a temporary solution. She stated that last week, she signed a task order for a study for a more permanent solution.

Kathryn Creed, Indian Harbour Beach, stated that she was present to stand in solidarity with her neighbors and stated that after the news report, she has even more questions about this issue.

Pete Wasilousky, Indian Harbour Beach, clarified that this is not just a temporary high decibel level issue – this is a constant, non-varying and continuous sound issue.

David Carroll, 1396 Arnold Drive, stated that since his comments at the last Council meeting, he has been in contact with the Melbourne Police Department, which has a plan to crack down on the issues with vehicles in the neighborhood. He stated that he has also spoken with staff in the Engineering Department, but that he has not seen any movement yet. He asked Council Members to keep this on their radar.

Joseph Aiello, Melbourne Beach, stated that he is a friend of Mr. Block and that he supports his efforts to remedy this issue.

Dr. Ray Shackelford, Melbourne, stated that in his opinion, volunteers from the community are not stepping up to serve on city advisory boards because of the perception that only friends of Council Members get selected. He also stated his

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opinion that Council Members need to give the respect to city staff that they rightly deserve.

Josef Shlomi, Cooper City, commented on potential solutions for the water pump noise.

B. UNFINISHED BUSINESS

8. **Ordinance No. 2026-03, Council Districts:** (Second Reading/Public Hearing) An ordinance amending the City Code, Chapter 22, Elections, by altering the maps of Melbourne City Council Districts Two, Five, and Six, to include annexation ordinances adopted during the 2025 calendar year. (First Reading - 2/10/2026)

Attorney Conley read the ordinance by its title. The Mayor opened the public hearing. There were no comments from the audience.

Moved by LaRusso/Smith for approval of Ordinance No. 2026-03. The roll call vote was:

Aye: Bassett, Hanley, Smith, LaRusso, Kennedy and Alfrey

Motion carried unanimously.

9. **Ordinance No. 2026-04, Business Promotions:** (Second Reading/Public Hearing) An ordinance amending Chapter 2, Article X of the Melbourne City Code relating to special activity permits; increasing the frequency and duration of events (business promotions) on private property. (First Reading - 2/10/2026)

Attorney Conley read the ordinance by its title. The Mayor opened the public hearing. There were no comments from the audience.

Moved by LaRusso/Smith for approval of Ordinance No. 2026-04. The roll call vote was:

Aye: Bassett, Hanley, Smith, LaRusso, Kennedy and Alfrey

Motion carried unanimously.

C. NEW BUSINESS

10. Task Order No. JEG018 to the Continuing Contract for Professional Engineering Services for Reverse Osmosis Membrane Replacement, Jacobs Engineering Group, Inc., Orlando, FL - \$59,571.

Public Works and Utilities Director Jennifer Spagnoli reported that the city's existing reverse osmosis (RO) water treatment plant process includes two existing treatment trains, which are designed to produce five million gallons per

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day (MGD) of permeate. The RO process removes salt from the brackish feed water. The existing 1,008 membranes have been in service since 2017 and have exceeded their service life of five to seven years.

Moved by Hanley/Bassett for approval of Task Order No. JEG018 to Jacobs Engineering Group, Inc., Orlando, FL for Professional Consulting Services for the Reverse Osmosis Membrane Replacement, Project No. 31026, in the amount of \$59,571. Motion carried unanimously.

11. Task Order No. JEG019 to the Continuing Contract for Professional Engineering Services for Washwater Ponds Slab Replacement, Jacobs Engineering Group, Inc., Orlando, FL - \$69,974.

Ms. Spagnoli reported that the concrete bottoms of two existing backwash ponds located at the Actiflo Surface Water Treatment Plant (SWTP) have cracked and shifted and need to be replaced. The concrete bottom allows necessary equipment to clean residual solids out of ponds when full. The task order is for project management services, design of the backwash ponds slab replacement, and provide bidding assistance documents for issuing the bid. The existing backwash ponds have been in use for over 40 years.

Moved by Hanley/Bassett for approval of Task Order JEG019 with Jacobs Engineering Group, Inc., Orlando, FL for Washwater Ponds Slab Replacement, Project No. 31126, in the amount of \$69,974. Motion carried unanimously.

12. Task Order No. KH-C-2025-001 to the Continuing Contract for Professional Engineering Services for the City Hall Parking Garage Rehabilitation, Kimley-Horn and Associates, Inc., Melbourne, FL - \$79,330.

City Engineer James Ennis reported that the City Hall parking garage is 5-story, pre-cast concrete structure completed in 2010 to provide public parking for City Hall employees and serves patrons of the downtown Melbourne area.

In 2019, during a routine inspection, staff noted several connection plates between the pre-cast concrete units that make up the driving surface of the garage were deteriorated and damaged. A structural engineering inspection was performed and repairs were made.

Recent inspection by staff in December 2025 revealed that additional flange connections have failed and require repair. Additionally, since construction of the parking garage, the facade has also been damaged and occupied by birds which are nesting within the hollow facade. Due to the wildlife living within the facade, it is suspected that there is a substantial buildup of organic detriment and waste. This buildup could potentially lead to additional health or maintenance concerns regarding the parking garage.

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Council Member Mark LaRusso stated that the garage is 17 years old and that regular maintenance is required. He also asked if the city can prevent this wildlife issue from happening in the future. Mr. Ennis stated that this will be a part of the inspection process.

Moved by Hanley/Bassett for approval of Task Order No. KH-C-2025-001 to Kimley-Horn, Melbourne, FL for Professional Engineering Services for the City Hall Parking Garage Rehabilitation, Project No. 18220, in the amount of \$79,330. Motion carried unanimously.

13. CONSENT AGENDA:

- a. Purchase of DarkTrace Email Security System for the Information Technology Department, DG Technology Consulting LLC, Tampa, FL - annual cost \$56,413.39; total cost of contract \$169,240.17.
- b. Purchase of a boomed tool-carrier unit for the Streets and Stormwater Management Division, Everglades Farm Equipment, Inc., Wellington, FL - \$313,908.91.
- c. Purchase of traffic signal emergency vehicle preemption equipment for the Fire Department, Project No. 14225, Insight Public Sector, Inc., Tempe, AZ- \$84,970.
- d. Mutual Aid Agreement for law enforcement assistance between the Sheriff of Brevard County, the Melbourne Airport Authority and the municipalities of Cocoa, Cocoa Beach, Indialantic, Indian Harbour Beach, Melbourne, Melbourne Beach, Palm Bay, Rockledge, Satellite Beach, Titusville, and West Melbourne, and authorization for the City Manager and Chief of Police to execute the Agreement.
- e. **Resolution No. 4406:** A resolution appropriating \$10,776 from the Federal Asset Sharing Fund for the purchase of paddle holsters for new handguns for the Melbourne Police Department.
- f. **Resolution No. 4407:** A resolution authorizing the City Manager to submit a grant application to the Florida Inland Navigation District through the Waterways Assistance Program for grant funding in the amount of \$927,160 with required matching funds for the Front Street Boat Dock Replacement Project, Phase II.
- g. **Resolution No. 4408:** A resolution adopting the names "Apex Circle" and "Snook Ridge Way" as private driveways within an apartment complex to be located on South Babcock Street, north of Eber Boulevard.

Moved by Hanley/Alfrey for approval of the consent agenda. Motion carried unanimously.

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14. ITEMS REMOVED FROM THE CONSENT AGENDA

15. **Ordinance No. 2026-05 (AV2025-0005):** (First Reading/Public Hearing) An ordinance to abandon and vacate a 30-foot-wide street right-of-way and a 15-foot-wide alleyway right-of-way at 2528 S. Harbor City Boulevard.

Attorney Conley read the ordinance by its title. Mr. Ennis reported that the applicant, Harbor City Horizons, LLC, has requested the vacation of a 30-foot-wide unimproved public street and a 15-foot-wide unimproved public alleyway as created by the F. C. Powell's Subdivision of Lots 8 thru 12 of J.S. Stone's Addition of South Melbourne. The 30-foot-wide unimproved street runs east-west along the north property line of the applicant property, and the 15-foot-wide unimproved alleyway runs north-south dividing the applicant's property. The applicant is making this request as part of a plan to redevelop the property. Staff received no objections to this request.

There were no disclosures by Council and no comments during the public hearing.

Moved by LaRusso/Smith for approval of Ordinance No. 2026-05. Motion carried unanimously.

16. Substantial Amendments to the Community Development Block Grant (CDBG) and CDBG Coronavirus (CDBG-CV) Fiscal Year 2019-2020 and 2020-2021 Action Plans. (Public Hearing)
- a. Substantial Amendments to the FY 2019-2020 and 2020-2021 CDBG Action Plans, reallocating \$14,581.23 in CDBG-CV and CDBG funding and authorization to award funding to the next highest ranking applicant in the event the MFD/EMS withdraws.
 - b. **Resolution No. 4409:** A budget resolution re-appropriating CDBG-CV and CDBG funding.

Community Development Director Cindy Dittmer reported that the CDBG-CV funds were authorized by the Coronavirus Aid, Relief and Economic Security Act (CARES Act), Public law 116-136 and these funds are specifically required to fund projects that help prepare for, prevent, or respond to Covid-19 and other communicable diseases.

The proposed amendments reallocate CDBG and CDBG-CV funding from prior years' projects that were completed with balances remaining. The reallocated funds, totaling \$14,581.23, were made available through a Request For Applications (RFA) issued on November 20, 2025. The highest ranked application was from the Melbourne Fire Department whose Emergency Medical Services division proposed purchasing a Lund University Cardiopulmonary Assist System (LUCAS) CPR device. The amendments were approved by the Citizens'

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Advisory Board at their January 5, 2026 regular meeting, and were advertised on January 8, 2026 for public comment as required by the city's adopted CDBG Citizen Participation Plan (CPP). The public hearing before City Council is the final step in the amendment process. The 30-day public comment period expires on February 9, 2026, and to date, no comments have been received.

The Mayor opened the public hearing. There were no comments from the audience.

Moved by Smith/LaRusso for approval of approval of the substantial amendments to the FY 2019-2020 and 2020-2021 CDBG Action Plans, reallocating \$14,581.23 in CDBG-CV and CDBG funding, and authorization to award funding to the next highest-ranking applicant in the event the Melbourne Fire Department withdraws. Motion carried unanimously.

Moved by Smith/LaRusso for approval of Resolution No. 4409. Motion carried unanimously.

17. **Ordinance No. 2026-06, Ordinance No. 2026-07, and Ordinance No. 2026-08, Aloha Pet-Bird Hospital:** (First Reading/Public Hearing) Ordinances providing for Annexation, Comprehensive Plan Amendment, and Zoning designation on a 0.28± acre subject property, located at the northeast corner of East Eau Gallie Boulevard and San Juan Drive. (Owner/Applicant - Aloha Real Estate Holdings, LLC/Manuel J. Pepen) (Representative - Frank Plata, P.E., Plata Engineering, Inc.) (P&Z Board - 2/5/2026)
- a. **Ordinance No. 2026-06/ANNX2025-0005:** (First Reading/Public Hearing) An ordinance providing for the annexation of 0.28± acres of property into the City of Melbourne corporate limits.
 - b. **Ordinance No. 2026-07/MAP2026-0002:** (First Reading/Public Hearing) An ordinance establishing a General Commercial Future Land Use.
 - c. **Ordinance No. 2026-08/MAP2026-0001:** (First Reading/Public Hearing) An ordinance establishing C-2 (General Commercial District) zoning.

Mrs. Dittmer reported that the property owner has requested that the subject property be annexed into the City of Melbourne and has submitted a voluntary annexation petition. The property is contiguous to the city's municipal limits on its eastern and southern sides. The annexation of the property poses no significant issues, as it is a logical extension of the city's municipal boundary. The property owners wish to consolidate an existing veterinary hospital site, which is located in both the city and unincorporated Brevard County, into the city limits of Melbourne.

The proposed annexation does not pose any problems with regard to the provision of municipal services. Annexing the property is consistent with the city's

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Comprehensive Plan policies, the Joint Planning Agreement's Urban Service Boundary, and meets all requirements of Florida Statutes, Chapter 171. The subject property is part of an unincorporated Brevard County enclave and the annexation of the subject site will reduce the amount of unincorporated land in this area. The proposed General Commercial Future Land Use and C-2 (General Commercial) zoning are similar to the County regulations of Community Commercial Future Land Use and BU-1 zoning.

On February 5, 2026, the Planning and Zoning Board voted unanimously to recommend approval of the requests

There were no disclosures by Council and no comments during the public hearing.

Moved by LaRusso/Bassett for approval of Ordinance No. 2026-06, based upon the findings contained in the Planning and Zoning Board memorandum. Motion carried unanimously.

Moved by LaRusso/Bassett for approval of Ordinance No. 2026-07, based upon the findings contained in the Planning and Zoning Board memorandum. Motion carried unanimously.

Moved by LaRusso/Bassett for approval of Ordinance No. 2026-08, based upon the findings contained in the Planning and Zoning Board memorandum. Motion carried unanimously.

18. **Ordinance No. 2026-09:** (First Reading) An ordinance amending Sections 2-29, 2-572 and 2-581 of the Melbourne City Code; amending the engineering and construction contract threshold for City Council approval and increasing the purchasing award threshold for the City Manager to \$100,000. (Requested by City Council - 1/13/2026)

Mrs. Lamb reported that at the January 13, 2026 regular Council meeting, City Council expressed consensus for city staff to return with an ordinance providing for an increase in the purchasing award threshold for the City Manager from \$75,000 to \$100,000.

Additionally, this ordinance proposes a revision to Section 2-29 of City Code relating to the order of business on any regular Council meeting agenda. Currently, engineering or construction contracts in excess of \$50,000 must be placed on the City Council agenda. The ordinance proposes to increase this threshold from \$50,000 to \$100,000. Under the current threshold, Council is charged with reviewing and approving approximately nine percent of non-engineering related procurement transactions in a fiscal year. The proposed ordinance would decrease this to approximately seven percent. This would include contracts for goods and services such as temporary staffing, manhole rehabilitation, storm drain cleaning, certain vehicle purchases, playground

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replacements, trenching or other stormwater related equipment, medical supplies, water treatment plant and pool chemicals and maintenance materials, mowing contracts, certain technology equipment, and generator repairs, to name a few.

The ordinance also amends Sec. 2-572 'Jurisdiction on public improvement or professional service contracts', increasing the threshold for the purchase of professional services from \$25,000 to \$100,000 for City Manager approval. The purchase of professional services is still subject to the Consultants' Competitive Negotiation Act, F.S. § 287.055, and shall be awarded pursuant to the provisions of that enactment. Under the current threshold, Council is charged with reviewing and approving approximately 50% of engineering-related procurement transactions in a fiscal year. The proposed ordinance would decrease this to approximately 25%. This would include contracts and tasks orders such as signs and signals supplies and equipment, certain paving contracts, traffic control devices, parks bleachers and playground shade replacements, street sweeping, pipelining projects, sidewalk upgrades and restoration, injection well design and engineering, traffic signal maintenance, bus shelters, geotechnical surveys, and water main extensions, to name a few. It's important to note that contracts and tasks orders for construction-related projects have only continued to increase since 2020.

Other local jurisdictions having an administrative expenditure threshold of \$100,000 or more include the City of Palm Bay and Brevard County. This ordinance does not provide for a change in any of the provisions of Melbourne City Code relating to formal bids or proposals.

Mr. LaRusso discussed the need to have the proper tools and authority to take care of this city when prices change almost instantaneously.

Moved by LaRusso/Bassett for approval of Ordinance No. 2026-09. Motion carried unanimously.

19. Discussion on the City's land development review and permitting process. (Requested by Council Member Marcus Smith) (Postponed - 5/13/2025, 5/27/2025, 6/10/2025, and 7/8/2025)

Mrs. Dittmer reported that at the April 8, 2025 Council meeting, Council Member Marcus Smith requested to have a discussion item regarding the development review process. The presentation was postponed several times by City Council.

Mrs. Dittmer noted that the information and memoranda in the agenda package speak to this process and additionally, reviewed a presentation that outlined the development review process for the Code Compliance/Building Divisions, Community Development and Engineering. The following is a summary of her presentation:

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The review process for each department/division is similar and in most instances, the city's EnerGov permitting and plan review software platform is used. The city has developed and published a series of instructional videos to guide applicants through the electronic application process. These resources are available on the city's website. Additionally, the Community Development and Engineering Departments have created static applications that replicate the more frequently used EnerGov applications as a tool to assist the development community in understanding what information and documentation is required prior to filing the electronic application in the EnerGov system. For those needing further assistance, in-person support is offered at all three offices. The Code Compliance Division provides a computer workstation, available at the front counter, for applicants to access the EnerGov platform and receive help from staff during the process.

Mrs. Dittmer outlined the types of permits reviewed by the city and the process for each, as well as the frequent challenges that city staff encounter during the application submittal and review process. These challenges impact the city's ability to meet timely reviews. Some examples of these challenges include projects where the first submittal lacks basic submittal requirements and adequate quality control measures from the applicant, i.e. required details and site information including technical and dimensional details. In some cases, the plans even include site data or technical specifications that are not related to the project or are from another jurisdiction. The Community Development and Engineering Departments have implemented a policy whereby if the plans are severely inadequate, incomplete, or incorrect, then the first review will be rejected and considered substantially non-compliant. It is incumbent upon the applicant to timely resubmit the application with all required information and documentation.

Other challenges that city staff encounter that contribute to delays in staff review include instances where previous staff comments are not addressed by the applicant upon their resubmittal, which then end up being a repeat comment in subsequent reviews. Staff also notes that site development in the City of Melbourne is unique due to constrained sites or redevelopment of old sites with unique features, which requires additional time for research and review on requested exceptions and other special determinations. Finally, as a result of recent changes in State legislation, the Code Compliance (Building) Division is experiencing challenges with applicants that use private providers who are often missing critical components of the Florida Building Code, which contribute to project delays at the closeout stage.

Both the Community Development and Engineering Departments continue to experience a high volume of requests for information from applicants, both residents and developers. Many of these requests take a substantial amount of staff time to research and provide accurate responses. The increase in both the ease of communication and ready access to electronic communications has

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drastically increased the number of communications that are received by city staff regarding development concerns, complaints, code enforcement requests, right-of-way questions, property research and other items, regardless of their veracity.

While the city continues to experience an increased volume of work, staff levels in the Community Development and Engineering Departments have not substantially changed in the past 25 years. However, on May 27, 2025, City Council authorized one new position in the Community Development Department to provide planning and engineering-related reviews on building permit applications. This position has since been established and the employee began on February 23, 2026. Meanwhile, State and Federal regulatory requirements for development, complexity of development, and statutory obligations have increased or shifted substantially during this timeframe and are expected to continue based upon recent actions by the Florida legislature and other federal agencies. Similarly, the City of Melbourne's population has increased by approximately 24% during this timeframe from roughly 71,000 to 88,000 residents.

Council Members proceeded to ask general questions of city staff relating to the various development permitting processes and acknowledged the difficult work that staff does to assist applicants through the process.

D. PETITIONS, REMONSTRANCES, AND COMMUNICATIONS

Council Member Hanley commented on the need for a bus stop in front of Orlando Health (on Wickham Road). Assistant City Engineer Dani Straub replied that there is no right-of-way in that area and that the city would need to acquire an easement from the hospital. She stated that she will contact the hospital once again about the matter.

Council Member Smith discussed: his desire to explore information about doing business with the City of Melbourne; his attendance at the Melbourne Founder's Prayer Breakfast; and an upcoming fashion show at the Foosaner Museum.

Council Member LaRusso discussed his attendance at a recent TPO meeting; his meeting with the commander of the DAV property and continued due diligence with regard to the property; the airport's recent award of a \$2.5 million grant; the appointment of Shane Leech as Fire Chief; his upcoming travel to Tallahassee; Council Member traveling habits and allowing the Mayor to have first choice in travel; and a concert he attended at FIT.

Vice Mayor Kennedy commented on e-bikes/scooters and how these are becoming more and more of an issue. Mrs. Lamb replied that she and the City Attorney have already spoken on the matter and legal memorandum is being prepared. Additionally, she is working with the Melbourne Police Department on how enforcement can work right now.

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E. ADJOURNMENT

The meeting adjourned at 8:39 p.m.

/s/ Kevin McKeown, City Clerk – March 3, 2026

Approved by Council: March 10, 2026