



# Town of Melbourne Beach

## **SPECIAL TOWN COMMISSION MEETING**

**WEDNESDAY, JULY 24, 2017**

**6:00 p.m.**

**MASNY ROOM– 507 OCEAN AVENUE**

## **MINUTES**

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Mayor Jim Simmons  
Commissioner Tom Davis  
Commissioner Wyatt Hoover  
Commissioner Sherri Quarrie  
Commissioner Steve Walters

Town Manager Timothy Day  
Town Clerk Nancy Wilson  
Town Attorney Cliff Repperger

## **PUBLIC NOTICE**

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**The Town Commission conducted a Special Town Commission Meeting  
at 6:00 p.m. on Wednesday, July 24, 2017 in the Masny Room  
located at 507 Ocean Avenue to address the items below.**

**I. Call to Order – Led by Mayor Simmons**

Mayor Simmons called the meeting to order at 6:00 p.m.

**II. Roll Call**

Town Clerk Wilson led the roll call.

Commissioners Present:

Mayor Jim Simmons  
Vice Mayor Tom Davis  
Commissioner Steve Walters  
Commissioner Wyatt Hoover

Staff Present:

Town Manager Timothy Day  
Town Clerk Nancy Wilson  
Finance Manager Elizabeth Mascaro

Commissioner Absent:

Commissioner Sherri Quarrie

**III. Pledge of Allegiance and Moment of Silence**

Led by Mayor Simmons

**IV. Public Comments**

Nobody asked to speak.

**V. New Business**

**A. Consideration of new job description with associated pay increase for the Finance Manager**

Town Manager Day said that the Finance Manager has done a great job and explained how she has been handling the budget, assisting with the audit, carrying out all human resources functions and serving as a backup to the Town Manager. This is all in addition to fulfilling her responsibilities as the Finance Manager. Addressing negative comments made by Commissioner Walters about the Finance Manager, Mr. Day said she handles her multitude of responsibilities very well and it doesn't matter if we only have 3,000 residents, she still has to have the same knowledge as would be required in a larger city. He added that he could easily fill other positions in the Town but not Ms. Mascaro's. Additionally, she is up on every project he is working on and is his "right arm". Other municipalities may have 3 people doing what she does and still others outsource a lot of finance related activities. When she came on board, she didn't have the background but since that time she's learned a tremendous amount and is indispensable. Much of what she has been blamed for was not her fault. Her position is one of the most important or *the* most important job in the Town. The person responsible for keeping the Town "straight" is Elizabeth. He concluded by saying she is actually operating in the capacity of an Assistant Town Manager presently.

Commissioner Walters said that in a previous voting meeting, he wanted to discuss this issue at a budget workshop so he was disappointed when the Town



Manager revisited this by putting it on another agenda that wasn't a workshop. He wants us to decide how we are going to spend the Town's money, determine the millage, then see what we have to work with regarding salaries. He added that job descriptions are approved by the Town Commission not the Town Manager and suggested that we go through the budget then discuss this issue.

Commissioner Hoover said by what the Town Manager said, the Finance Manager's job description is not reflective of what the job actually entails and what functions Ms. Mascaro is performing.

Vice Mayor Davis commented on the detailed nature of the new job description.

Mr. Walters said the new job description shouldn't be accepted without the Town Attorney reviewing it.

Mayor Simmons said that the Town has waited too long to do right by the employees. The job description addresses what the job actually entails. Asking somebody to do what isn't in their job description is not right. Whether or not we have an Assistant Town Manager, the Town needs somebody who can perform the duties of the Town Manager during his/her absence. He thinks we should divorce compensation from the job description and added that we've seen a quantum leap of the quality of the Finance Department's work during the last 3 years. The Mayor then gave the other Board members an historical perspective of what had occurred related to previous budgets, software, audits and personnel that removed blame from the current Finance Manager.

Commissioner Walters said the auditors at the time criticized her skill level and management abilities; she had no previous management experience. He suggested that anybody in the office of four people can assist the Town Manager. If the Town Manager is unavailable, the Commission can call an emergency meeting. Mr. Walters said that the proposed job description written by the Town Manager has many flaws and that Ms. Mascaro doesn't meet the minimum requirements and some of what is in the description is the Manager's job. He made several comments on her lack of experience and previous budgets that were late. Commissioner Walters concluded by saying the increase asked for is 28% and he feels she should focus on the budget, audit and the other duties of the Finance Manager and not be tasked with many of the duties outlined in the job description.

Town Manager Day took exception to Commissioner Walters' criticism of staff and to many of the criticisms directed toward Ms. Mascaro related to her abilities and knowledge.

Commissioner Hoover outlined the process his company undergoes and said that they give raises based on performance and job responsibilities. He added that it's not relevant to talk about past performance because the Town Manager is very satisfied with her work. Commissioner Hoover was supportive of the change.

Commissioner Davis asked Commission Hoover: Given his experience in this realm, if an employee doesn't have the proper certifications but is qualified for the job, would he give that employee the job? Commissioner Hoover responded: if the person is doing the job, you pay that person for that job

Commissioner Walters felt he'd said what he needed to say and said a 45% increase over 3 years is outrageous and he feels her experience is limited. He added that we need to manage our Manager and Ms. Mascaro shouldn't be managing our Police Chief.

Mayor Simmons said an acting Town Manager is not going to be directing the Police Chief and added that we do need somebody to back up the Town Manager. Regarding salary, he said we do need to match market value; we can't be the top payer but we should be in the ballpark. Commissioner Walters said that money won't keep employees to which the Mayor responded that if you don't pay your employees a competitive wage, they will leave, but, if you pay a competitive wage and offer a good working environment, employees will often stay despite higher salary offers.

Mayor Simmons suggested that they direct the Town Manager to modify the job description, focusing on the duties of Finance Manager and her other assigned duties (HR, benefits coordinator, etc) and adding that she may act as Town Manager in his absence. He said there are just a few things that need to be nailed down. Vice Mayor Davis concurred and Commissioner Hoover said we just need a revised draft with added bullets. They all agreed that the new version, if approved, did not need to be sent to the Town Attorney.

***The following item was removed from the agenda. It will be discussed at the August 2, 2017 Workshop***

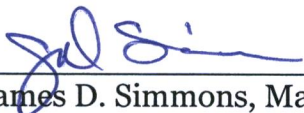
- ~~B. Discussion regarding the suggestion from our Town Attorney that agenda items are voted on rather than having no motion/vote—Town Attorney Repperger~~

## **VI. Adjournment**

**Commissioner Walters made a motion to adjourn; seconded by Commissioner Hoover. Motion carried 4-0.**

Meeting adjourned at 7:04p.m.

ATTEST:

  
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James D. Simmons, Mayor

  
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Nancy Wilson, Town Clerk