

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
Pat Bentley

COUNCIL MEMBERS  
Daniel Batchelder  
John Dittmore  
Adam Gaffney  
Barbara A. Smith  
Andrea Young



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To: Mayor Rose, Members of the City Council,  
Department Heads and Subscribers

From: Scott Morgan, City Manager

Date: March 8, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of March 4 through March 8. Anyone wanting to be added to the distribution list may contact Tammy Neal at 837-7771 or [tneal@westmelbourne.org](mailto:tneal@westmelbourne.org). As always, if there are any questions or comments on items described in this memo, or on any other City matter, please call.

### Sylvan Drive Septic to Sewer Project

On Monday, we sent responses to St. Johns River Water Management District staff questions about our recently submitted grant application. The award decisions on this grant is anticipated late next month or early May.

This week, we continued to receive signed temporary construction easements back from Sylvan Drive property owners. These temporary construction easements are needed so that the future construction work to intercept flows from their private septic systems to the newly designed public sewer system that must occur on their private property can take place with less risk to the City and to the property owners.

If all continues to go well, the project is anticipated to start construction this fall, and would take about a year to construct.

### Property West of West Melbourne Community Park

On Monday, I followed-up with the appraiser I engaged the previous week to help the City as we investigate the possibility of potentially acquiring three parcels west of the park along Flanagan for long-term park expansion purposes.

### Heritage Oaks and Doherty Drive Extension Drainage

On Thursday, Deputy City Manager Keith Mills and I joined our project engineers from DRMP in meeting with an engineer from the St. John River Water Management District for an informal discussion of potential SJRWMD permitting for a couple of possible alternative concepts for project drainage.

### Space Coast Town Center Comprehensive Plan Text Amendment

This week, Planning and Economic Development Director Christy Fischer and I followed-up with the developer of the proposed Space Coast Town Center project west of I-95 south of U.S. 192. We are continuing to target the Council meeting of April 2 for Council's consideration of their proposed text amendment to effectuate their proposed mix of uses for the property.

### Space Coast Field of Dreams Transition

On Monday, after inspection of the field repairs that the Space Coast Field of Dreams organization completed, Field of Dreams Board Chairman Dan Henn and I signed the transition agreement that had been approved by the City Council on December 18, 2018. Under the Council authority to establish the date of transition, I made the effective date today.

Former Field of Dreams Executive Denise Brockway started with the City today as our Recreation Supervisor, and we have also hired the part time maintenance man for Field of Dreams, Frank Heske. He starts on Monday with the City as a part time Maintenance Worker.

Additional transition activity this week also included: the buildings have been placed on the City's property insurance, we have closed out Field of Dreams utility accounts and put them in the City's name, we have made employment offers to new Landscape Maintenance Workers, who will start on March 25, we have set up new general ledger accounts to properly track expenses related to the maintenance and operations of the former Field of Dreams leasehold, we are setting up new communications and access controls, and we are setting up new Parks and Recreation payroll processes to properly track Parks and Recreation employee hours in support of Field of Dreams operations. Next week's Parks and Recreation Advisory Board meeting agenda has been sent out to current members as well as to Jack Masson, who is the new Field of Dreams Board appointee to the City's Parks and Recreation Advisory Board under Council Resolution No. 2019-01, adopted on January 15, 2019.

### Transportation Planning Organization Technical Advisory Committee

This Monday, I will be chairing the regular meeting of the Space Coast TPO Technical Advisory Committee.

### Water Plant Study

This Thursday, Keith Mills and I will be meeting with the engineers conducting the analysis of the development of our own water production plant. They are nearing the conclusion of this extensive analysis.

### Space Coast Public Managers

This Friday, I will be attending the regular meeting of the Brevard city and county managers' organization.

- Attachments:
1. March and April Monthly Calendars.
  2. Six Month City Council Agenda Planning Calendar.
  3. Departmental Friday Memos.

March 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6:00 CRA meeting 6:30 City Council	6 11:15 Greater Palm Bay Chamber of Commerce	7 7:00 a.m. Melbourne Regional Chamber Business Breakfast	8	9
10 Daylight Savings Time Begins 	11 7:00 Space Coast League of Cities Dinner	12 6:30 Planning & Zoning Bd	13 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	14	15 6:30 Concert in the Park - Dominic St. Charles	16
17 St. Patrick's Day 	18	19 6:30 City Council	20	21 5:30 Code Enf Bd	22 6:30 Concert in the Park - John Nugent	23
24	25	26	27 6:30 Special Planning & Zoning Bd	28 7:00 Bd of Adjustment	29 6:30 Concert in the Park - Mackenzie Carey	30
31						

# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		2 5:30 Council Workshop 6:30 City Council	3 11:15 Greater Palm Bay Chamber of Commerce	4 7:00 a.m. Melbourne Regional Chamber Business Breakfast	5 6:30 Concert in the Park – Unit 5	6
7 1	8 7:00 Space Coast League of Cities Dinner	9	10 11:30 West Melbourne Business Assoc 6:30 Planning & Zoning Bd	11	12 6:30 Concert in the Park – Matt & Eric	13
14	15	16 5:30 Council Workshop 6:30 City Council	17	18 5:30 Code Enf Bd	19 6:30 Concert in the Park – Distorted Dawn	20
21 Easter 	22 6:30 Business Adv Bd	23	24	25 7:00 Bd of Adjustment	26 5:00 Food Truck Friday	27
28	29	30				

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
19-Mar Regular Meeting 6:30 p.m.	<p>Introduction of New Employees - Police Officers Kyle Brockell and Donn Maldonado (Rick) and Recreation Supervisor Denise Brockway and Maintenance Workers Frank Heske, Jonathan Caceres, John Keable, and John Ragozino (Rich B.)</p> <p>Proclamation for Children's Home Society of Florida (Cynthia)</p> <p>Public Hearing - First Reading - Access Requirements for Residential Development (Christy) (continue to April 2)</p>	<p>February Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Water Plant Feasibility Study Final Report (Scott) (action)</p> <p>First Reading - Land Development Regulations Moratorium on Road Extensions Beyond the City's Municipal Boundaries (Morris) (action)</p> <p>First Reading of Engineering Standards Manual and Code Deletions (Christy) (action)</p> <p>Vacate of Easement - Carlton Apartments (Christy) (action)</p> <p>Vacate of Easement - Minton Cove Apartments (Christy) (action)</p> <p>Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)</p> <p>Response to Flooding Concern at 682 John Hancock (Mark) (management reports)</p>
2-Apr Workshop 5:30 p.m.	<p>2019-2020 Budget Workshop - Initial Listing of City Council Priorities (Scott)</p>	
2-Apr Regular Meeting 6:30 p.m.	<p>Introduction of New Employee in Public Works - Timothy Thibert (Mark)</p> <p>Public Hearing - Second Reading - Engineering Standards Manual and Code Deletions (Christy)</p> <p>Public Hearing - Comprehensive Plan Text Amendment Transmittal to State for Space Coast Town Center (Christy)</p> <p>Public Hearing - Second Reading - Land Development Regulations Moratorium on Road Extensions Beyond the City's Municipal Boundaries (Morris)</p> <p>Public Hearing - First Reading - Access Requirements for Residential Development (Christy) (action)</p>	<p>Fiscal Year 2017-2018 Comprehensive Annual Financial Report (Margi) (action)</p> <p>Removal of a Parks and Recreation Advisory Board Member for Infrequent Attendance (Barbara Smith) (action)</p> <p>Resolution Making Mid-Year Budget Amendments in the Police Department Budget (Scott) (action)</p>

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
16-Apr Workshop 5:30 p.m.	2019-2020 Budget Workshop - Refinement of City Council Priorities (Scott)	
16-Apr Regular Meeting 6:30 p.m.	Presentation - Businesses of the Quarter (Cynthia)	March Statistical Report for Police Department (Rick) (mgmt reports)
	Conduct Interview(s) for Vacancies on the Board of Adjustment (Cynthia)	Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)
	Public Hearing - Space Coast Gateway Center Concept Plan (Christy)	Appointment to Board of Adjustment (Cynthia) (consent)
	Public Hearing - Space Coast Gateway Center Development Agreement (Christy)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
	Public Hearing - First Reading - Diaz Property Future Land Use Map Amendment (Christy)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
	Public Hearing - First Reading - Diaz Property Rezoning (Christy)	Modification of Interlocal Agreement with Brevard County for Energy Cost Sharing of Proposed New FP&L Street Lighting Along the West Side of Minton Road from Henry to Just South of Flanagan (Scott) (action)
	Public Hearing - Second Reading - Access Requirements for Residential Development (Christy)	
7-May Regular Meeting 6:30 p.m.	Presentation - Space Coast Transportation Planning Organization - Georganna Gillette	Second Quarter 2018-2019 Budget Status Report (Margi) (consent)
21-May CRA Meeting 6:00 p.m.		Draft 2019-2020 CRA Budget (Scott)
		2017-2018 Annual Report to Brevard County (Christy)
21-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Diaz Property Future Land Use Map Amendment (Christy)	April Statistical Report for Police Department (Rick) (mgmt reports)
	Public Hearing - Second Reading - Diaz Property Rezoning (Christy)	Resolution Approving Employee Benefit Plans for the Plan Year August 1 2019 through July 31 2020 (Kimberly) (action)
4-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Draft Revenue Budget, Proposed Capital Improvement Projects, Five Year Street Maintenance Plan Update, and Five Year Vehicle Replacement Plan Update (Scott)	
4-Jun Regular Meeting 6:30 p.m.		

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
18-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Draft Operating Budget (Scott)	
18-Jun Regular Meeting 6:30 p.m.		May Statistical Report for Police Department (Rick) (mgmt reports)
2-Jul	No Council Meeting - Independence Day Holiday Week	
16-Jul Regular Meeting 6:30 p.m.	Presentation - Businesses of the Quarter (Cynthia)	Council Approval of Advertised Millage Rate and Hearing Dates for Tentative 2019-2020 Budget (Scott) (action)  First Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott) (action)  June Statistical Report for Police Department (Rick) (mgmt reports)  Third Quarter 2018-2019 Budget Status Report (Margi) (consent)
6-Aug	No Council Meeting - National Night Out	
20-Aug CRA Meeting 6:00 p.m.		CRA Resolution Adopting 2019-2020 CRA Budget (Scott) (action)
20-Aug Regular Meeting 6:30 p.m.	Public Hearing - Second Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott)	
3-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Budget and Millage Rate (Scott)	



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Hal J. Rose

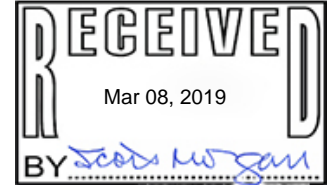
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Morris Richardson, City Attorney  
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To: Mayor Rose and Members of the City Council  
Through: Scott Morgan, City Manager  
From: Morris Richardson, City Attorney  
Date: March 8, 2019  
Subject: Friday Memo



The Legal Department Friday Memo provides news and information on legal issues affecting the City. If you have any questions regarding this report, please contact me.

### 205 STEPHENSON DRIVE PURCHASE COMPLETED

On Thursday, March 7, the City closed on the purchase of the property located at 205 Stephenson Drive (the "Property").

At the City Council meeting on December 18, 2018, a neighbor requested that the City purchase the Property, which is low-lying and flood-prone, to use for a stormwater retention project to reduce flood risks in the Melbourne Estates neighborhood (Stephenson Drive and Bossieux Boulevard). The City's project engineer, ISS, evaluated the Property and determined that it is viable for a stormwater retention project. The Property is on an oversized lot (0.48 acres), and adjoins the "paper roadway" identified as Second Avenue on the plat of Melbourne Estates.



*Aerial photo of a portion of Melbourne Estates with 205 Stephenson Drive outlined in red and shaded in aqua.*

The City owns the Second Avenue right of way, but it has never been improved as a roadway. There are utilities in the right of way, but, in combination with the Property, the City can make some use of Second Avenue for drainage purposes.

The City Manager contacted nearby neighbors, none of whom objected to the City's proposed use of the Property for a retention pond. At the February 5 City Council meeting, the Council authorized the purchase of the Property, and approved Resolution No. 2019-03, providing for an interfund loan from the General Fund to the Stormwater Special Revenue Fund and amending the Stormwater Special Revenue Fund Budget to facilitate the purchase.

ISS will design a future stormwater project to be constructed on the Property. The existing home on the Property will be torn down to accommodate the project.

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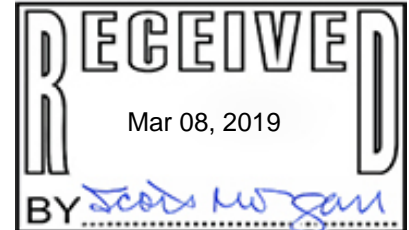
Building Department  
Tom Forbes, Building Official  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7776  
Fax: (321) 952-9542  
www.westmelbourne.org

To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: March 8, 2019

Re: Friday Memo / Building Department



Weekly activity summary for the Building Department

**Building:**

There were 7 new building permits issued for single family residences and a total of 103 permits issued this period.

**Commercial Project Update:**

The following commercial projects have had permits issued and are in various stages of construction:

- Promise in Brevard Bakery & Café, 3000 Minton Rd. (Field of Dreams), 7,100 square foot new construction.
- Minton Cove Apartments, Norfolk Parkway.
- West Melbourne Police Station, 2290 Minton Road, 9,489 square foot addition.
- Panera Bakery, 245 Palm Bay Rd., addition and construction of drive-thru.
- Apollo Surgery Center, 375 W. New Haven, 9,150 sq. ft. (second floor), tenant build out.
- Aventine Apartments, 4515 Durham Drive, 379,594 sq. ft. new construction.
- Audi of Melbourne, Coastal Lane, 51,821 sq. ft. new construction.
- Pineapple Daycare, 4125 Minton Road, 12,614 sq. ft. new construction.
- Dr. Priyanka, interior alteration of medical offices, 2,500 sq. ft.
- Cinemaworld, 4345 W. New Haven, interior renovation
- Watson Realty, 470 S. Wickham, interior alteration.

Building Inspections conducted from 03/04/19 to 03/08/19 totaled 249

New Permit applications received from 03/04/19 to 03/08/19 totaled 47

- 2 new single family residence permit.

**Status of Commercial projects submitted for review:**

- City of West Melbourne Maintenance building addition, permits ready to issue.
- Carlton of West Melbourne, Hollywood Blvd., 15-3 story apartment buildings, clubhouse and ancillary structures, permits ready to issue.
- The Oasis at West Melbourne Apartments, John Rhodes Pkwy., 10-3 story apartment buildings, clubhouse and ancillary structures, permits ready to issue.
- Lucky's, 3170 W. New Haven, interior renovation, permits ready to issue, awaiting subcontractors.
- Sprengergarten, 2825 Eber Road, new construction of a 5624 sq. ft. events building and a 6,000 sq. ft. maintenance building, second review complete, awaiting revised plans.
- The Springs at Hibiscus, 288 unit apartment complex, 12 apartment buildings, clubhouse and ancillary buildings, total square footage 338,952, review complete, awaiting revised plans.
- Housman Aluminum, 7724 Matrix Way, 6000 sq. ft. office/warehouse, new construction, plans submitted, review complete, awaiting revised plans.
- WM Dance Studio, 1220 S. Wickham Rd., 3270 sq. ft. addition and interior remodel, plans submitted, review complete, awaiting revised plans.
- Calvary Chapel, 2955 Minton Rd., 1543 sq. ft. new construction, Central Energy Plant, plans approved, will require a minor site plan approval.
- Launch Federal Credit Union, Norfolk Pkwy., 6813 sq. ft. new construction, plans submitted, review complete, awaiting revised plans.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Blvd., 60,000 sq. ft. new construction, review underway.
- Your Pie, 225 Palm Bay #193, 2820 sq. ft. interior alteration, review underway.

**Code Enforcement:**

The next Code Enforcement Board meeting will be March 21, 2019 at 5:30PM.

There were a total of 42 illegal signs removed from the right of way during the past week.