

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
Pat Bentley

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



CITY HALL  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 727-7700  
Fax: (321) 768-2390  
www.westmelbourne.org

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

From: Scott Morgan, City Manager

A handwritten signature in blue ink that reads "Scott Morgan".

Date: March 22, 2019

Subject: Friday Memo

---

### Introduction

This Friday Memo is for the week of March 18 through March 22. 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.

### ISS Capital Projects Update

On Tuesday, Deputy City Manager Keith Mills and I met with our contract engineers from ISS to review the status of current public works projects in various stages of development. These monthly meetings help keep our projects on track by formally assigning specific follow up actions to members of our capital projects team to be accomplished in the near term. One follow up task was accomplished on Thursday with a follow up meeting with members of our wastewater operator team from Jacobs with respect to two draft technical memorandums with respect to the potential for proposing significant improvements and upgrades at our wastewater treatment plant that have the potential to be funded in large measure by Indian River Lagoon half cent sales tax funds. We will discuss this opportunity during the City Council budget workshops starting next month.

### Minton Cove Apartments Phase II

On Wednesday, City and City contractor staff had a pre-application meeting with D.R. Horton multifamily representatives in advance of a site plan application for a second phase of apartments immediately west of the new apartments between Norfolk Parkway and Minton across Norfolk Parkway from the movie theaters.

### Planning and Zoning Board

Next Wednesday, the Planning and Zoning Board will consider an agenda item for the proposed Space Coast Town Center development that would constitute a text amendment to our comprehensive plan to provide for the potential for a modified mix of uses on the Tuck Ferrell property already identified in the comprehensive plan as mixed use. P&Z's recommendation will go to the Council for consideration on April 2, and, if approved, the proposed text amendment would then be sent to the State for their review and comment prior to final adoption.

Friday Memo  
Page 2

sm

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 <del>5:30 Code Enf Bd</del> cancelled	22 6:30 Concert in the Park - John Nugent	23
24	25	26	27 6:30 Special Planning & Zoning Bd	28 <del>7:00 Bd of Adjustment</del> cancelled	29 6:30 Concert in the Park - Mackenzie Carey	30
31						

# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	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	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				

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
2-Apr Workshop 5:30 p.m.	2019-2020 Budget Workshop - Initial Listing of City Council Priorities (Scott)	
2-Apr Regular Meeting 6:30 p.m.	<p data-bbox="363 284 1010 386">Introduction of New Employees - Water Supervisor Timothy Thibert (Mark) and Recreation Supervisor Denise Brockway and Maintenance Workers Frank Heske, Jonathan Caceres, John Keable, and John Ragozino (Rich B)</p> <p data-bbox="449 412 921 457">Proclamation for Water Conservation Month to St. Johns Water Management District (Cynthia)</p> <p data-bbox="371 488 999 535">Public Hearing - Second Reading - Engineering Standards Manual (Christy)</p> <p data-bbox="367 566 1003 613">Public Hearing - Comprehensive Plan Text Amendment Transmittal to State for Space Coast Town Center (Christy)</p> <p data-bbox="371 644 999 691">Public Hearing - Second Reading - Land Development Regulations Moratorium on Road Extensions (Morris)</p>	<p data-bbox="1262 284 1833 331">Removal of a Parks and Recreation Advisory Board Member for Infrequent Attendance (Barbara Smith) (action)</p> <p data-bbox="1167 362 1923 383">Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)</p> <p data-bbox="1220 414 1877 513">Resolution Approving of Transfer of City Owned Hollywood Boulevard Street Property to the Florida Department of Transportation for Future FDOT Widening of U.S. 192 and Hollywood/Evans Intersection (Scott) (consent)</p> <p data-bbox="1157 544 1940 565">Response to Flooding Concern at 682 John Hancock (Mark) (management reports)</p>
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.	<p data-bbox="428 831 947 878">Introduction of New Employee in Building Department - Deputy Building Official Jim Parker (Tom F.)</p> <p data-bbox="449 909 926 930">Presentation - Businesses of the Quarter (Cynthia)</p> <p data-bbox="491 961 884 1008">Conduct Interview(s) for Vacancies on the Board of Adjustment (Cynthia)</p> <p data-bbox="470 1039 905 1086">Public Hearing - Space Coast Gateway Center Concept Plan (Christy)</p> <p data-bbox="470 1117 905 1164">Public Hearing - Space Coast Gateway Center Development Agreement (Christy)</p> <p data-bbox="386 1195 989 1242">Public Hearing - First Reading - Diaz Property Future Land Use Map Amendment (Christy)</p> <p data-bbox="470 1273 905 1320">Public Hearing - First Reading - Diaz Property Rezoning (Christy)</p> <p data-bbox="350 1351 1020 1398">Public Hearing - First Reading - Access Requirements for Residential Development (continued from 3-19-19) (Christy) (action)</p>	<p data-bbox="1220 831 1877 852">March Statistical Report for Police Department (Rick) (mgmt reports)</p> <p data-bbox="1220 883 1877 930">Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)</p> <p data-bbox="1283 961 1814 982">Appointment to Board of Adjustment (Cynthia) (consent)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
7-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Access Requirements for Residential Development (Christy)	Second Quarter 2018-2019 Budget Status Report (Margi) (consent) Selection of Banking Institution for Servicing City Accounts (Margi) (action)
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) Public Hearing - Second Reading - Diaz Property Rezoning (Christy)	April Statistical Report for Police Department (Rick) (mgmt reports) 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.		Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent) 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)
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) Water Plant Feasibility Study Final Report (Scott) (action)
2-Jul	No Council Meeting - Independence Day Holiday Week	
16-Jul Regular Meeting 6:30 p.m.	Presentation - Businesses of the Quarter (Cynthia) Presentation - Space Coast Transportation Planning Organization - Georganna Gillette	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)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)	

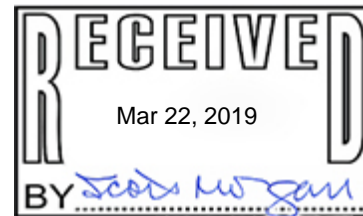
MAYOR  
Hal J. Rose

DEPUTY MAYOR  
Pat Bentley

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



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 22, 2019

Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

**Building:**

There were 6 new building permits issued for single family residences and a total of 81 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.
- 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.
- Calvary Chapel, 2955 Minton Rd., 1543 sq. ft. new construction, Central Energy Plant.

Building Inspections conducted from 03/18/19 to 03/22/19 totaled 213

New Permit applications received from 03/18/19 to 03/22/19 totaled 51

- 6 new single family residence permits.



**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, plans approved, permits ready to issue.
- 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, revised plans submitted, review underway.
- Calvary Chapel, 2955 Minton Rd., 1543 sq. ft. new construction, Central Energy Plant, plans approved, permits ready to issue.
- Launch Federal Credit Union, Norfolk Pkwy., 6813 sq. ft. new construction, plans approved, permits ready to issue pending site plan approval.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Blvd., 60,000 sq. ft. new construction, review complete, awaiting revised plans.
- Your Pie, 225 Palm Bay #193, 2820 sq. ft. interior alteration, review complete, awaiting revised plans.
- Buena Vida, 2129 W. New Haven, exterior renovation, review complete, awaiting revised plans.
- Glamour Lounge, 635 S. Wickham Rd., 2010 sq. ft. tenant build out, plans submitted.

**Code Enforcement:**

The next Code Enforcement Board meeting will be April 18, 2019 at 5:30PM.

There were a total of 28 illegal signs removed from the right of way during the past week.

MAYOR  
Hal J. Rose

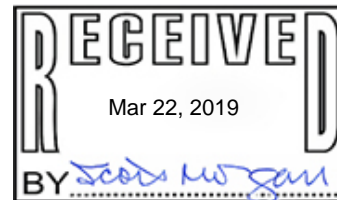
DEPUTY MAYOR  
Pat Bentley

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



Public Works Department  
Mark Piccirillo, Public Works  
Director  
Public Works Facility  
1415 Henry Avenue  
West Melbourne, FL 32904  
Phone: (321) 727-3710  
Fax: (321) 952-0924  
www.westmelbourne.org

To: Scott Morgan, City Manager  
From: Mark Piccirillo, Director of Public Works  
Date: March 22, 2019  
Subject: This Week in Public Works



The Public Works Streets and Drainage Department worked with Atlantic Foundation and Concrete Repair by installing a new section of curb line on Monaco Road. Monaco Road was recently repaved with a full depth reclamation along with the installation of new curbing around and leading up to the stormwater grates. This new section of curbing will aid in the flow of stormwater into the existing drainage structures.



Images of new curbing installation on Monaco Road.

The Public Works Streets and Drainage Department assisted Jacobs with an inspection of a City sewer manhole located on U.S. 192 and Bossieux Boulevard in the east bound/left lane. Public Works set up a Maintenance of Traffic (MOT) sign pattern to allow Jacobs employees to make a quick and safe assessment of the condition of the manhole.



Images of Maintenance of Traffic pattern to assist workers.

The Public Works Water Department completed 169 work orders this week, and exercised and maintained six fire hydrants and installed two new meters for new construction.

The Water Department responded and repaired a 3-inch water service leak at 2125 W. New Haven Avenue which resulted in a Precautionary Boil Notice to be issued to four commercial buildings. This PBWN was rescinded after bacteriological samples were taken at the location showing the water was safe to drink.



Images of water line repair on W. New Haven Avenue.

They also installed a new water service line at 99 N.W. Shannon Avenue due to low water pressure. The old line was replaced with a new poly service line.



Images of water line installation on Shannon Avenue.

This week, Public Works Water Department had two Water Distribution employees attend the Florida Water & Pollution Control Operators Association, Water Distribution Level 3 School. Ahmed Taha and Douglas Reichart attended this week-long Spring State Short School that was hosted in Fort Pierce.

The Sewer Department Jacobs completed 119 work orders and four sewer inspections. They performed maintenance around the plant, including the installation of a new headworks grit cyclone augur/screw.



Images of grit cyclone augur/screw installation at sewer plant.

Repairs were also made at the plant after detecting a leak on the reuse piping.



Images of crew repairing a reuse pipe leak at the plant.

The Garrett's Run pumps were pulled for preventive maintenance and Jacobs started the process to replace the impeller. The replacement of the #1 pump impeller was due to wear.