

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

Date: March 29, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of March 25 through March 29. Anyone wanting to be added to the distribution list may contact Tammy Neal at 837-7771 or 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.

Planning and Zoning Board

On Wednesday, the Planning and Zoning Board recommended to the City Council the approval of a text amendment to our comprehensive plan requested by the development team of the proposed Space Coast Town Center development. The Council will consider this recommendation on Tuesday. If approved, the proposed text amendment would then be sent to the State for their review and comment prior to final adoption.

Additional Bus Stop Improvements Planned

The City Council may remember that a couple of years ago, the City worked with the Space Coast Area Transit (SCAT) and Brevard County and installed various improvements to the bus stops along SCAT Route 25. Since then, one new stop along Route 25, in front of the Promise in Brevard main campus, has also been in development with the City awaiting the delivery from SCAT of a new bus shelter for that new stop. Once received, the City will install and maintain this new shelter along westbound Norfolk Parkway in front of Promise where the City has already installed the concrete pad in readiness for receipt of the shelter from SCAT.

Additionally, today, I met with SCAT, Space Coast TPO, and County Public Works Department representatives in the field to discuss possible improvements to four stops and one possible new stop along Route 28. After we hear back about certain SCAT, County and City of Melbourne decisions, West Melbourne may undertake some improvements at one or more of these locations.

City Employee Celebrations

This afternoon, I attended a pizza lunch hosted by our Parks & Recreation Director Rich Boprey for all his long-serving and very new employees. I also enjoyed birthday cake brought in by the employees of the Finance Department in celebration of Finance Director Margi Starkey's birthday.

Research on Hunters Creek Street Lights

This afternoon I met with Rick Earley, the new Hunters Creek HOA President. For a couple of weeks, we have each independently been researching why the HOA has been paying the street lighting charges since 1994 about a year after the City had accepted the “streets and street drainages”. (The 1993 transfer document from the developer does not mention street lights.) I agreed to continue to research the matter and get back to him.

sm

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

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				

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 9:00 Police Officer Pension Bd 11:15 Greater Palm Bay Chamber of Commerce	2 7:00 a.m. Melbourne Regional Chamber Business Breakfast	3	4
5	6	7 5:30 Council Workshop 6:30 City Council	8 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	9	10	11
12	13 7:00 Space Coast League of Cities Dinner	14 6:30 Planning & Zoning Bd	15	16 5:30 Code Enf Bd	17	18
19	20	21 6:00 CRA meeting 6:30 City Council	22	23 7:00 Bd of Adjustment	24 5:00 Food Truck Friday	25
26	27  Offices Closed	28	29	30	31	

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
2-Apr Workshop 5:30 p.m.	2019-2020 Budget Workshop - Discussion of Strategic City Council Priorities (Scott)	
2-Apr Regular Meeting 6:30 p.m.	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)	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)
	Proclamation for Water Conservation Month to St. Johns Water Management District (Cynthia)	Response to Flooding Concern at 682 John Hancock (Mark) (management reports)
	Public Hearing - Second Reading - Engineering Standards Manual (Christy)	
	Public Hearing - Comprehensive Plan Text Amendment Transmittal to State for Space Coast Town Center (Christy)	
	Public Hearing - Second Reading - Land Development Regulations Moratorium on Road Extensions (Morris)	
16-Apr Workshop 5:30 p.m.	2019-2020 Budget Workshop - Refinement of Strategic City Council Priorities (Scott)	
16-Apr Regular Meeting 6:30 p.m.	Introduction of New Employee in Building Department - Deputy Building Official Jim Parker (Tom F.)	March Statistical Report for Police Department (Rick) (mgmt reports)
	Presentation - Businesses of the Quarter (Cynthia)	Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)
	Conduct Interview(s) for Vacancies on the Board of Adjustment (Cynthia)	Appointment to Board of Adjustment (Cynthia) (consent)
	Public Hearing - Space Coast Gateway Center Concept Plan (Christy)	Approval of Task Order with ISS for Engineering Design of Proposed Water Main Replacement Project in Melbourne Estates Area (Keith) (action)
	Public Hearing - Space Coast Gateway Center Development Agreement (Christy)	Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
	Public Hearing - First Reading - Access Requirements for Residential Development (continued from 3-19-19) (Christy) (action)	U-Lining of Storm Drains and Sewer Lines (Mark) (action)

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)
21-May Regular Meeting 6:30 p.m.		2017-2018 Annual Report to Brevard County (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)	

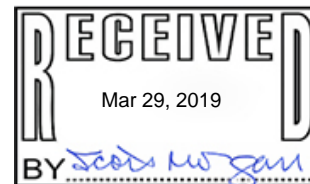
MAYOR
Hal J. Rose

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 29, 2019
Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There was 1 new building permit issued for single family residences and a total of 30 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 sq. ft. new construction.
- Minton Cove Apartments, Norfolk Parkway.
- West Melbourne Police Station, 2290 Minton Road, 9,489 sq. ft. 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 03/25/19 to 03/29/19 totaled 231
New Permit applications received from 03/25/19 to 03/29/19 totaled 51

- 3 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, review complete, waiting for additional documentation.
- The Springs at Hibiscus, 288 unit apartment complex, 12 apartment buildings, clubhouse and ancillary buildings, total square footage 338,952, permits ready to issue.
- 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.
- 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 26 illegal signs removed from the right of way during the past week.

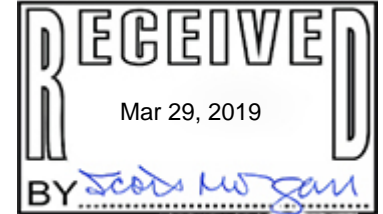
MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



Rich Boprey
Parks & Recreation Director
Veterans Memorial Complex
2285 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7779
Fax: (321) 768-2390
www.westmelbourne.org



To: Scott Morgan, City Manager

From: Rich Boprey, Parks & Recreation Director

Date: March 29, 2019

Re: Friday Memo/Parks & Recreation

Clements Wood Park:

A new roof has been installed at the bathrooms in the park.

Community Park Upcoming Events:

Friday, March 29, 6:30-8:30 p.m. – Community Park Amphitheatre – Concert with Mackenzie Carey. Philly Fire wagon food truck will be on site.

Saturday, March 30, 12:00-7:00 p.m. – Field of Dreams – Chick-fil-A Egg Scramble/5k

Saturday, April 6, 12:00-9:00 p.m. – Field of Dreams – American Cancer Society Relay for Life

Saturday, April 6, 12:00-8:00 p.m. – Community Skate Park – FLBMX Skate Parks Series Competition

Personnel:

The following new employees have started and will be introduced at the Tuesday, April 2 Council Meeting:

Denise Brockway – Recreation Supervisor, Field of Dreams
Frank Heske – Part-time Maintenance Worker, Field of Dreams
John Ragozino – Maintenance Worker Landscape
John Keable – Maintenance Worker Landscape
Jonathan Caceras – Maintenance Worker Landscape

MAYOR
Hal J. Rose

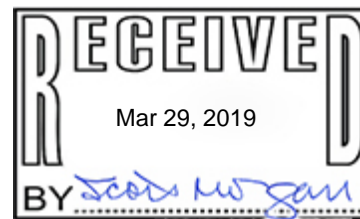
DEPUTY MAYOR
Pat Bentley

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 29, 2019
Subject: This Week in Public Works



Public Works Streets and Drainage Department employees Reynaldo Cirilo, Logan Davis, and Oadian O'Connor participated in the Calvary Chapel Community Helper Day Thursday morning. Public Works had the City's new John Deere Backhoe and John Deere Gator on display for the students to climb on and sit in the operator seats.



Images of City employees and Calvary Chapel students with backhoe and mower equipment.

Public Works Streets and Drainage Crew Leader Donald Gagum attended the two-day Stormwater Erosion & Sediment Inspector Qualification Class, hosted at the Palm Bay Community Center. With the successful completion of this class, Donald will obtain a certification from the Florida Department of Environmental Protection's Stormwater, Erosion, and Sedimentation Control Inspector Program.

Public Works Streets and Drainage employees prepared for the new CIP 15KV Switch and Transformer to be installed by FP&L at the plant in April at which time the plant will be operating on generator power during the transfer. Diesel fuel was transferred from the plant's 1000 KW generator to the 750 KW generator making sure both have sufficient fuel for the switchover.

The Public Works Water Department completed 178 work orders this week, exercised, maintained, and painted 14 fire hydrants. They exercised 20 valves along with the hydrants maintenance program and replaced five valve pads, and turned off one abandoned 1-inch service

connection. The Water Department assisted Publix Supermarket on Palm Bay Road last night, with installing a new RPZ to their building. The plumbing contractor needed the water service line shut off to make their installation.

The Sewer Department Jacobs, completed 158 work orders and 14 sewer inspections. They also received a call and responded to Greensboro Drive regarding a possible force main break, which revealed a broken irrigation head was the actual cause of the ponding water. They performed maintenance at the plant by replacing new air filters on the shop roof top air conditioning unit.

The painting contractor finished the third and last phase of the CIP at the plant. The ground storage tank was the last structure to be completed.



Images of ground storage tank at plant.

They also responded to a sewer backup in the new Cypress Landing Development. After investigating, it was found that a mechanical plug was not removed by the contractor after the new sewer lines were installed. The contractor was notified and removed the plug and sewer service has been restored in this area. The only blockage was in the manhole where the plug was installed.



Images of plug in manhole at Cypress Landing.

One of three new CIP lift station control panels were delivered this week to the plant. Once all panels are delivered, an installation date will be scheduled.



Image of control panel being delivered to plant.