

MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



CITY HALL
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West Melbourne, FL 32904
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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: April 5, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of April 1 through April 5. 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.

Milwaukee Sidewalk Study

On Tuesday morning, Planning Director Christy Fischer and I attended a meeting at the County with the County's consulting engineers on the potential development of a sidewalk project along Milwaukee. Based upon the results of the study, County staff will be seeking to include engineering design in the upcoming County budget with the goal of applying to FDOT for a Safe Routes to School grant in 2020. If awarded a Safe Routes to School grant, the goal would be to construct the improvements in 2021.

Sylvan Drive Septic to Sewer Project

On Tuesday we learned that St. Johns River Water Management District staff has recommended to the St. Johns Board approval of our grant application in support of construction of our Sylvan Drive Septic to Sewer Project. I will be traveling to Palatka next Tuesday to attend the Board meeting where our grant application will be voted on.

On Wednesday, Deputy City Manager Keith Mills and I met with a homeowner and discussed with our project engineer at ISS amended plans for how his new sewer lateral would be located on his property.

Throughout the week, we continued to receive signed temporary construction easements from homeowners in advance of us going out to construction bid.

2019-2020 Budget Development

This week, Finance Director Margi Starkey and I worked on some initial estimating and we also began setting up our series of management meetings for me to review initial departmental budget requests. We will start these internal review meetings later this month.

Employee Health Benefit for August 1 Plan Year

On Monday, Human Resources Director Kimberly Gale, members of the Finance Department implementing payroll and payables, and I will be meeting with representatives from our benefits insurance broker Hylant and with our Health First client manager to review initial concepts for the upcoming benefit plan year. We will be bringing all the employee benefits plans for the upcoming plan year to the City Council for approval on May 21. The open enrollment period will start shortly thereafter, and our annual benefits fair is scheduled for Thursday June 6.

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 - cancelled	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	

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 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.) Presentation - Businesses of the Quarter (Cynthia) Conduct Interview(s) for Vacancies on the Board of Adjustment (Cynthia) Public Hearing - Space Coast Gateway Center Concept Plan (Christy) Public Hearing - Space Coast Gateway Center Development Agreement (Christy) Public Hearing - First Reading - Access Requirements for Residential Development (continued from 3-19-19) (Christy) (action)	March Statistical Report for Police Department (Rick) (mgmt reports) Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action) Appointment to Board of Adjustment (Cynthia) (consent) Approval of Task Order with ISS for Engineering Design of Proposed Water Main Replacement Project in Melbourne Estates Area (Keith) (action) Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent) Annual Contract for U-Lining of Storm Drains and Sewer Lines (Mark) (action)
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) Appointment of Members to Citizens Committee Advising the City Council on Proposed Amendments to City Charter for Placement on November 3, 2020 Ballot (Cynthia)
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)

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)
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)	July Statistical Report for Police Department (Rick) (mgmt reports)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
3-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Budget and Millage Rate (Scott)	Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)
17-Sep Regular Meeting 6:30 p.m.	Public Hearing - Final Adoption of Budget and Millage Rate (Scott)	August Statistical Report for Police Department (Rick) (mgmt reports)
1-Oct Regular Meeting 6:30 p.m.		
15-Oct Regular Meeting 6:30 p.m.		September Statistical Report for Police Department (Rick) (mgmt reports)

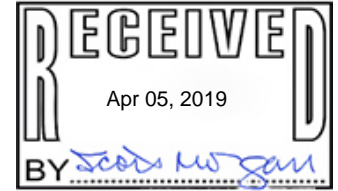
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney *MR*
Date: April 5, 2019
Subject: Friday Memo

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.

WEST MELBOURNE SEEKS CHARTER REVIEW COMMITTEE APPLICANTS

The Charter Review Committee is an advisory committee appointed by the City Council at least once every ten years. The Charter Review Committee meets for approximately one year to review the City Charter and recommend additions, deletions, or changes to the City Council for its consideration.

The Charter Review Committee was last established in 2009. That Charter Review Committee proposed a number of Charter amendments to the City Council. The City Council placed three of the proposed amendments on the 2010 general election ballot. All three proposed amendments were approved by the registered voters of the City of West Melbourne. The most significant of those amendments changed the terms of City Council members and the mayor from two years to four years. Prior to that amendment, City Council elections were held every year. Now, City Council elections are held only in even years, eliminating the costs to the City associated with off-year elections.

The City Council will soon reinstate and appoint members to the Charter Review Committee. Charter amendments proposed by the Committee and approved by the City Council will be included on the general election ballot of November 3, 2020.

Tentative Timeline:

April – May 2019	Applicant recruitment.
June 2019	Council to reestablish CRC and appoint members.
July – August 2019	First meeting of CRC.
April – May 2020	Ordinance recommending amendments submitted to Council.
May – June 2020	Second reading of ordinance and submission of proposed charter amendments to Supervisor of Elections.
November 3, 2020	Charter amendments appear on general election ballot.

Citizens interested in serving on the Charter Review Committee should submit an application to the City Clerk for consideration by the City Council. For more information about the Charter Review Committee, please contact me at the number above. To request an application, please contact the City Clerk's office at (321) 837-7774.

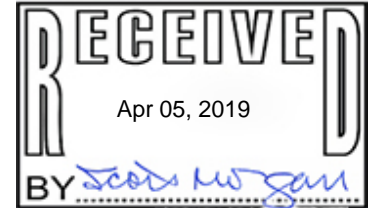
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www.westmelbourne.org



Memo

To: Scott Morgan, City manager
From: Thomas Forbes, Building Official
CC:
Date: 4/5/2019
Re: March 2019 monthly report

Attached please find a copy of the March 2019 monthly report. If you have any questions or require additional information, please contact me.

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Building Department Monthly Report for March 2019

Building

During the month of March 2019, 25 permits for new single family residences and a total of 358 permits were issued in all. The total value of work permitted was \$19,898,287 and permit fees collected for the month were \$132,733.74.

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.
- Calvary Chapel, 2955 Minton Rd., 1543 sq. ft. new construction, Central Energy Plant.
- Launch Federal Credit Union, Norfolk Pkwy., 6813 sq. ft. new construction.
- WM Dance Studio, 1220 S. Wickham Rd., 3270 sq. ft. addition and interior remodel.
- One Main Financial, 1416 West New Haven, 2,136 sq. ft. interior tenant build-out.
- Cinemaworld, 4345 W. New Haven, interior renovation.
- The Springs at Hibiscus, 288 unit apartment complex, 12 apartment buildings, clubhouse and ancillary buildings, total square footage 338,952.

Commercial projects in for review:

- RaceTrac, 4535 W. New Haven, complete remodel of store, permit ready to issue.
- City of West Melbourne Maintenance building addition, permits ready to issue.

- Lucky's, 3170 W. New Haven, interior renovation, permits ready to issue, awaiting subcontractors.
- Carlton of West Melbourne, Hollywood Blvd., 15-3 story apartment buildings, clubhouse and ancillary structures, revised plans submitted, under review.
- The Oasis at West Melbourne Apartments, John Rhodes Pkwy., 10-3 story apartment buildings, clubhouse and ancillary structures, review complete, permits ready to issue pending approved site plan.
- Sprengergarten, 2825 Eber Road, new construction of a 5624 sq. ft. events building and a 6,000 sq. ft. maintenance building, project approved pending site plan approval.
- Housman Aluminum, 7724 Matrix Way, 6000 sq. ft. office/warehouse, new construction, review complete, revised plans submitted.
- 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.

Number of Certificates of Occupancy issued:

Residential -26

Commercial -4

Permit Statistics

03/01/19-03/31/19

Issued - 358

Valuation - \$19,898,287

Permit Fees - \$132,733.74

03/01/18-03/31/18

Issued - 380

Valuation \$8,163,171

Permit Fees - \$71,648.86

03/01/17-02/31/17

Issued - 357

Valuation – \$9,548,579

Permit Fees-\$92,001.98

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for April 18, 2019 at 5:30PM.

During the past month, Code Enforcement staff has removed 98 illegal signs from the right of way.

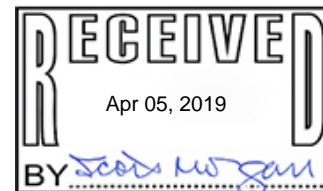
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Director
Public Works Facility
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: April 05, 2019
Subject: This Week in Public Works

The Public Works Department observed the installation of a new metal roof on a City-owned building that had been damaged by Hurricane Irma. The property is utilized for materials and meter replacements.



Images of new roof installed on City building.

On Thursday, the Public Works Streets and Drainage Department received the City's new 2019 Ford F-750 dump truck. The new dump truck is replacing a 1997 Ford F-700 dump truck from the fleet. This new dump truck will be utilized in the Public Works Department and one of its functions will be transporting the City's new Menzi Muck through the City.



Images of new City F750 Dump Truck.

The new 15KV switch and transformer will be installed by FP&L starting April 9 at the plant. This CIP of removing the City-owned transformer and replacing it with a FP&L owned transformer will take two days. The first day will be the removal of the old transformer and the installation of the new one, and the second day will be switching over the power to the new transformer. During this project, the plant will be operating on generator power until the transfer is complete.

The Public Works Water Department completed 155 work orders this week, exercised, maintained, and painted 17 fire hydrants and exercised 31 valves along with the hydrants maintenance program. They responded and repaired a service line break on Boughton Way and assisted the City of Melbourne on Thursday by shutting down the master meter at CinemaWorld in order for Melbourne to replace their master meter backflow assembly.

The Public Works Water Department responded to a 2-inch water main break Wednesday on Crockett Street in Palm Lake Estates. The service line was repaired by Water Distribution Workers Douglas Reichart and Stephen Hanson, along with Crew Leader Donald Gagum with the Vac-Con Truck. The break was repaired and service was restored to this area.



Images of City employees repairing a service line break on Crockett Street.

The Sewer Department Jacobs completed 155 work orders and 18 sewer inspections. They performed preventative maintenance at the plant by removing debris from the #2 RAS pump. The pump is now back in service.



Images of pumps and debris at sewer plant.

Maintenance was performed on the #1 clarifier with corrective maintenance of the rake arms upper and lower support system. The clarifier had to be drained and a welder contracted to make this repair. The repair was complete and the clarifier is back in service.



Images of rake arms on clarifier at sewer plant.

Preventative maintenance was performed on both the 1000kW and 750kW generators at the plant by changing out the oil and filters.

They also inspected the installation of a new manhole being installed at the new Audi Dealership construction site on Coastal Lane.