

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 *Scott Morgan*

Date: April 19, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of April 15 through April 19. 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.

Meeting with Coastal Florida PBA

On Monday morning, City Attorney Morris Richardson and I met with two representatives of the Coastal Florida Police Benevolent Association regarding a Police Department matter.

Employee Benefits Planning

On Monday, Human Resources Director Kimberly Gale, members of the Finance Department, and I met with our employee benefits broker to review benefit plan proposals for the upcoming benefit plan year that starts August 1. 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.

Sylvan Drive Septic to Sewer Project

On Monday, I met with a Sylvan Drive property owner at his home and on Tuesday, Deputy City Manager Keith Mills met with two additional property owners regarding the project.

This week, we continued to receive signed temporary construction easements from homeowners. We have now received thirty-nine signed temporary construction easements.

ISS Project Update

On Tuesday, Deputy City Manager Keith Mills and I met with our project engineer Casey Coffey of ISS to review the status of the various public works improvement projects the firm is working on for us.

2019-2020 Budget Development

On Tuesday, I met with Chief Wiley, Deputy Chief Cordeau and Captain Finsted regarding the annual update to our vehicle replacement plan for the Police Department. Our draft plan update for fiscal year 2019-2020 would be to purchase six marked vehicles, two unmarked vehicles, and one motorcycle, retaining a sufficient number of spare vehicles so that when vehicles are in the shop, officers will have immediate access to temporary replacements. Six initial departmental budget proposals will be reviewed next week. The next City Council budget workshop is scheduled for Tuesday May 7 at 5:30 p.m.

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 6:30 City Council	17	18 5:30 Code Enf Bd cancelled	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 cancelled	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
7-May Workshop 5:30 p.m.	2019-2020 Budget Workshop - Refinement of Strategic City Council Priorities, Draft Revenue Projections, Five Year Street Maintenance Plan Update, and Five Year Vehicle Replacement Plan Update (Scott)	
7-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Ordinance Establishing Minimum Number of Ingress and Egress Connections for Future Residential Developments (Christy) (action)	Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)
	Public Hearing - First Reading - Fulton Annexation on Fellwood Lane (Christy)	Annual Contract for U-Lining of Storm Drains and Sewer Lines (Mark) (action)
	Public Hearing - First Reading - Circle Drive Annexation (Christy)	Appointments to Fill Two Vacancies on the Board of Adjustment (Cynthia) (consent)
		Second Quarter 2018-2019 Budget Status Report (Margi) (consent)
		Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
		Authorization to Make Purchase Offer for 9.57 Acres for Long-Term Future Expansion of West Melbourne Community Park (Scott) (action)
		FDOT Agreement for State Highway Lighting Maintenance and Compensation (Morris) (action)
21-May CRA Meeting 6:00 p.m.		Draft 2019-2020 CRA Budget (Scott)
21-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Fulton Annexation on Fellwood Lane (Christy)	2017-2018 Annual Redevelopment Report to Brevard County (Christy)
	Public Hearing - Second Reading - Circle Drive Annexation (Christy)	April Statistical Report for Police Department (Rick) (mgmt reports)
	Public Hearing - First Reading - Fulton SSA and Rezoning (Christy)	Resolution Approving Employee Benefit Plans for the Plan Year August 1 2019 through July 31 2020 (Kimberly) (action)
		Agreement with CRI for Independent Audit Services (Margi) (action)
		First Reading of Ordinance Amending Police Officers Pension Plan to Codify New Buy Back Provision Negotiated in Collective Bargaining Agreement Dated 11-20-2018 and Implementing Memorandum of Understanding Dated 1-25-2019 (Scott) (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) (action)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
4-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Proposed Capital Improvement Projects (Scott)	
4-Jun Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Fulton SSA and Rezoning (Christy)	<p>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>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)</p> <p>Renewal Agreements with School Board, Imagine Charter School, and Pineapple Cove Classical Academy for Partial Funding of Six School Resource Officers for the 2019-2020 School Year (Rick) (action)</p>
18-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Draft Operating Budget (Scott)	
18-Jun Regular Meeting 6:30 p.m.	Public Hearing - Second Reading of Ordinance Amending Police Officers Pension Plan to Codify New Buy Back Provision Negotiated in Collective Bargaining Agreement Dated 11-20-2018 and Implementing Memorandum of Understanding Dated 1-25-2019 (Scott)	<p>May Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Water Plant Feasibility Study Final Report (Scott) (action)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p>
2-Jul	No Council Meeting - Independence Day Holiday Week	
16-Jul Regular Meeting 6:30 p.m.	<p>Presentation - Businesses of the Quarter (Cynthia)</p> <p>Presentation - Space Coast Transportation Planning Organization - Georganna Gillette</p>	<p>Council Approval of Advertised Millage Rate and Hearing Dates for Tentative 2019-2020 Budget (Scott) (action)</p> <p>First Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott) (action)</p> <p>June Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Third Quarter 2018-2019 Budget Status Report (Margi) (consent)</p>
6-Aug	No Council Meeting - National Night Out	

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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) Receive and File FY 19-20 Administrative Expense Budget for Police Officers Retirement Plan (Scott) (consent)
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.		Award of Construction Bid - M-1 Canal Water Main (Keith) (action)
15-Oct Regular Meeting 6:30 p.m.		September Statistical Report for Police Department (Rick) (mgmt reports)

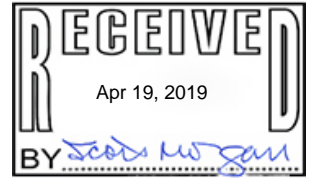
MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



Legal Department
Morris Richardson, City Attorney
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7772
Fax: (321) 768-2390
www.westmelbourne.org



To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney MR
Date: April 19, 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.

LEGISLATIVE UPDATE

The Florida 2019 regular legislative session began on March 5, and will conclude on May 3. The Legal Department is tracking a number of bills that would affect West Melbourne, and I will occasionally report on them here.

Legal Notices – Several statutory provisions require notice to be given for certain actions undertaken by the City. Chapter 50, Florida Statutes, prescribes government notice requirements. All legal notices and publications must be made in a newspaper of general circulation. CS/CS/HB 1235 (Fine) passed the House by a 68-44 vote on Wednesday. If enacted into law, the bill would be effective on July 1, 2020. It would allow the City the option to publish legally required advertisements and notices on a publicly accessible website if online publication would result in a cost savings. It is anticipated that the bill would reduce the City’s expenditures for publishing legal notices.

The bill would require the City to publish a newspaper notice at least once each year that residents or property owners may receive legally required notices or advertisements via first class mail or email by registering with the City. The Senate companion, SB 1676 (Baxley), did not receive a committee hearing and remains in its first committee of reference, the Senate Judiciary Committee. The League of Cities supports these bills.

U.S. 192 DECORATIVE STREET LIGHTING / BANNERS

At the May 7 City Council meeting, the Council will be asked to approve a State Highway Lighting Maintenance and Compensation Agreement providing that the City will maintain the 59 decorative street lights along U.S. 192. Pursuant to the Agreement, FDOT will compensate the City for the lighting maintenance beginning in the fiscal year it is funded (either FY 2019-20 in the amount of \$15,471 annually, or FY 2020-21 in the amount of \$15,935 annually). The Agreement provides for a 3% annual increase in compensation.

In related non-legal, “other duties as assigned” news, the long-delayed standard banners for the decorative street lighting poles have arrived. The banners feature the City logo on an erin green background, with the words Live, Work, Play, Shop, and Dine emblazoned across the bottom in succession. They should be installed by the end of the month.



Decorative Street Lighting Banner Artwork

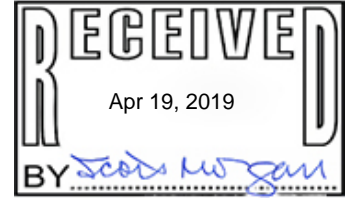
MAYOR
Hal J. Rose

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: April 19, 2019
Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 2 new building permits issued for single family residences and a total of 59 permits issued this period.

Commercial Project Update:

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

- Minton Cove Apartments, Norfolk Parkway.
- Promise in Brevard Bakery & Café, 3000 Minton Rd. (Field of Dreams), 7,100 square foot new construction.
- 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.
- Carlton of West Melbourne, Hollywood Blvd., 15-3 story apartment buildings, clubhouse and ancillary structures
- Buena Vida, 2129 W. New Haven, exterior renovation.
- Your Pie, 225 Palm Bay #193, 2820 sq. ft. interior alteration.
- Housman Aluminum, 7724 Matrix Way, 6000 sq. ft. office/warehouse, new construction.

Building Inspections conducted from 04/15/19 to 04/19/19 totaled 334

New Permit applications received from 04/15/19 to 04/19/19 totaled 48

- 2 new single family residence permit.

Status of Commercial projects submitted for review:

- City of West Melbourne Maintenance building addition, 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.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Blvd., 60,000 sq. ft. new construction, revised plans submitted and are under review.
- Glamour Lounge, 635 S. Wickham Rd., 2010 sq. ft. tenant build out, plans under review.
- B & M Property Holdings, LLC, 7600 Technology Drive, 22,500 sq. ft. warehouse, new construction, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be May 16, 2019 at 5:30PM.

There were a total of 23 illegal signs removed from the right of way during the past week.

There was a total of 10 new code enforcement cases opened this week, additionally 7 existing cases were closed this past week in compliance.

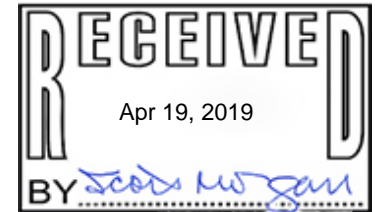
MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



Planning & Economic Development Dept.
Christy Fischer, Planning Director
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7778
Fax: (321) 768-2390
www.westmelbourne.org



CITY COUNCIL UPDATE

TO: Scott Morgan, City Manager
PREPARED BY: Christy Fischer, Planning Director
DATE: April 12, 2019
SUBJECT: Planning Department Update

Definition of subdivision – The City codes (Section 63-8) define a subdivision as “*the division of a parcel of land into two or more lots or parcels of land for the purpose of transfer of ownership and building development, or if a new street is involved any division of any parcel of land*”.

During the April 16th City Council meeting there was much discussion about whether the smaller phases of master residential projects were subdivisions or phases. To simplify discussion in the future, for the residential development with more than two phases, the overall area to be developed will be called a **master development area** (even though the entirety is technically a subdivision too) and the multiple phases within the project boundaries will be called **subdivisions**.

Processes that may require additional road connections – On April 16, 2019, City Council passed the 1st reading of the new codes that will require a subdivision with 200 or more homes, to have a secondary access to an existing road or a new road (public or private). The new requirement allows the secondary access to be to the same road and does not require another road to be built or accessed. **However**, there are other development processes in which the City has negotiated with developers to have secondary access to additional roads. These are:

- ❖ Development Agreement – A master development will usually have a development agreement to outline the framework of expectations for the project. In fact, the description of a non-statutory development agreement (City Code Sec. 68-417) is-

“The development agreement would be entered into by the applicant and city council to provide for matters that relate to the unique conditions of the real property to be developed...”

Examples are the agreement between KB Home and the City for “Cypress Landings”, that required right-of-way dedication for two new road segments, Durham Drive and Imagine Way; and the agreement between Oak Grove and the City, that required right-of-way dedication for Hollywood Boulevard and deed restrictions informing residents of the coming Florida Avenue road in 2002.

- ❖ Traffic impact fee agreement – Again, with the larger residential developments with 200 dwelling units or more, there is usually a traffic impact fee agreement with Brevard County who collects the transportation impact fees. All developers building on vacant land pay a transportation impact fee to Brevard County that can be spent in the South Mainland district (includes the County unincorporated areas, Malabar and West Melbourne).

Examples are the traffic impact fee agreements between KB Home and the City that tie the construction of Imagine Way and Durham Drive to milestones of dwelling unit counts; and the agreement with DR Horton that required payment of mitigation monies for the traffic impacts to be created.

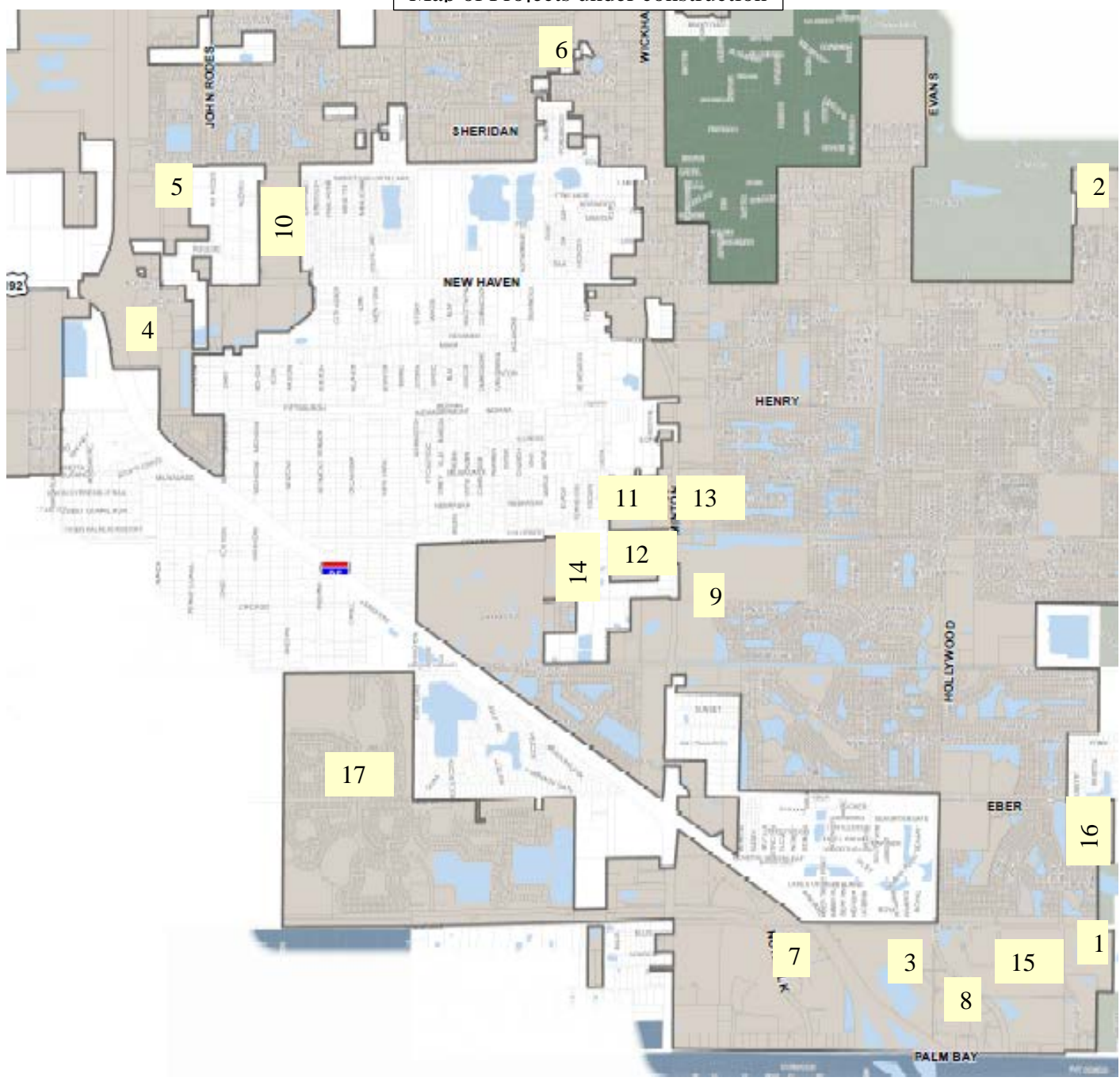
- ❖ Annexation agreement – If a large residential developer wants to annex into our city limits, there is the possibility of an agreement in the beginning, prior to the subdivision process, providing the framework of expectations of the development including new road connections. An example is the Coraci annexation in 1991 which added new residential developments along Hollywood Blvd. and contemplated the construction of new roads by developers to improve traffic circulation.

West Melbourne Dance Studio – the project that would have built a dance studio at the former “Ice Cream Depot” at 1220 S. Wickham Road has been withdrawn.

Projects under construction – the following projects (shown on the attached map) are in various phases of development:

1. Aventine Apartments (291 units, east side of Durham Drive, north of Bill's Car Wash)
2. Springs at Hibiscus Crossing (288 units, south side of Hibiscus, west of Dairy Road)
3. Carlton Apartments (382 units, west side of Hollywood, across from Imagine Way)
4. Audi dealership (east side of I-95, west of Coastal Lane)
5. Oasis at West Melbourne (316 units, east side of Coastal Lane, west of John Rodes Blvd.)
6. Dr. Priyanka office renovations and parking lot (948 S. Wickham Road)
7. Launch Federal Credit Union (east side of Norfolk Parkway, in Hammock Landing)
8. West Melbourne Interchange Center parking lot (west side of Hollywood Blvd, south of Carlton apts)
9. Calvary Chapel electrical building (east side of Minton Road, south of Wingate)
10. Grand Oaks maintenance building conversion (2 units, north side of US 192, west of Sapphire St.)
11. Palm Garden Lakes (used to be Palm Gardens golf course on Minton, 77 homes)
12. Wesley Groves (used to be an orange grove, west side of Minton, 44 homes)
13. Heritage Pointe (east side of Minton Road, off Heritage Oaks Blvd, 49 homes)
14. John's Landing (north side of Fell Road next to Max Rodes Park, 24 homes)
15. Cypress Landings (south side of Imagine Way, east of Hollywood Blvd, 141 homes)
16. Eber Cove (south side of Eber Blvd, east of Manchester Lakes, 89 homes)
17. Sawgrass Lakes (north side of Norfolk Parkway, west of Minton, 933 homes)

Map of Projects under construction



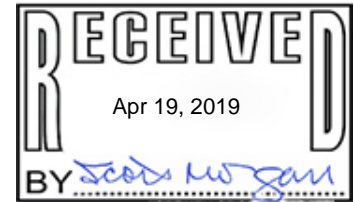
MAYOR
Hal J. Rose

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: April 19, 2019

Subject: This Week in Public Works

Public Works Director Mark Piccirillo and Streets and Drainage Supervisor Sean Morrisson attended the Public Works EXPO sponsored by the Florida Chapter APWA in Daytona Beach this week. This convention was held April 15-19 and consisted of educational seminars and demonstrations of Public Works equipment and products used in the industry.

Streets and Drainage Crew Leader Don Gagum attended a two-day training course covering Stormwater Level 1 Operator Certification in Orlando Tuesday and Wednesday. This certification is for field maintenance personnel such as foremen, technicians, heavy equipment operators, road stabilization crews, and crew leaders that provides a broad overview of stormwater management and focuses on operation and maintenance.

Public Works Equipment Operator Odie O'Connor and Maintenance Worker Omi Cirilo assisted members of the West Melbourne Police Department with the Community Helper Day held at the new Pineapple Cove Classical Academy. They brought the John Deere Gator and backhoe on Thursday to display and explain to the children about how the equipment is used for the Streets and Drainage Department.

The Public Works Water Department completed 242 work orders this week, changed three curb stops, serviced 10 fire hydrants and exercised 15 valves. They poured the concrete pad around the meter and backflow assembly on W. New Haven Avenue where the Water Department installed two new valves last week, and assisted with finding a leak at the splash pad.

Below are pictures of the Water Department employees tapping a 10-inch waterline for a water service on Bossieux Boulevard.

