

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: April 26, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of April 22 through April 26. 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.

Business Advisory Board

On Monday evening, I attended the Business Advisory Board meeting, and presented my proposed sewer rate adjustment that will be coming to the City Council in July. For business properties, the rate increase averages 1.4%. Board members acknowledged that periodic small adjustments are a better way to go than waiting for too many years and having to consider a more substantial increase.

Durham Drive Temporary Bypass

On Tuesday, staff met with the construction contractor for the apartment complex under construction on Durham Drive behind Bill's Car Wash. To make a sewer and an electric utility connection, the north end of the Durham Drive access to the Haven Apartments will have to be temporarily relocated to the future permanent Durham relocation slightly to the west. The temporary access will be needed for up to a month while the utility connections are under construction. The contractor will notify the management of the apartment complex so that residents will be made aware in advance of the timing of the start of the temporary access.

United Way Campaign Awards Dinner

The City of West Melbourne received a "Superstar" award at the 2018 United Way Campaign Awards dinner held on Wednesday. The award was presented by United Way to groups that have had a significant increase in giving. This reflects the continuing desire of West Melbourne employees to provide assistance through the partnering agencies of United Way to those in the community that need help.

Potential Commercial and Industrial Development

On Wednesday morning, Planning Director Christy Fischer and I met with a prospective developer considering developing a parcel west of I-95 along U.S. 192. They have a substantial development background and appear quite interested in pursuing a potential project of some substance.

D.R. Horton Multifamily Proposal

On Wednesday afternoon, staff met with representatives of the D.R. Horton multifamily division about a proposed multifamily development on their remaining vacant property adjacent their nearly completed multifamily project off of Norfolk Parkway. The project would be located between their existing development and Minton Road south of the FP&L easement paralleling Norfolk Parkway. We expect that they will be submitting a proposed site plan in the not too distant future.

Sylvan Drive Septic to Sewer Project

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

2019-2020 Budget Development

This week, I met with four departments to review their initial 2019-2020 budget request. The five remaining departments are scheduled for next week. The next City Council budget workshop is scheduled for Tuesday May 7 at 5:30 p.m.

Employee Benefits Open Enrollment Coming

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.

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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)

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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 26, 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.

FAMILY FUN FEST & CYCLE JAM

Family Fun Fest is this Saturday, April 27, from 10AM to 2PM at West Melbourne Community Park on Minton Road. Family Fun Fest is a FREE celebration of spring. Highlights include:

- opening remarks by West Melbourne Mayor Hal Rose;
- demonstrations by the West Melbourne Police Department K-9 Unit and Brevard County Sheriff's Office Bloodhound Unit;
- a STEM playground with science and robotics activities by Harris Corporation and Northrop Grumman;
- live music by the Space Coast Harley-Davidson Great American Band in the amphitheater;
- the Melbourne High School Musical Theater Program performing favorite songs from Disney movies like *Aladdin* and *Beauty and the Beast*;
- the Brevard County Sheriff's Office teen driving simulator and Florida Highway Patrol car crash simulator;
- vehicle exhibitions by Brevard County Fire Rescue, West Melbourne Police Department, and Florida Forest Service;
- an animal exhibit by Brevard Zoo;
- the Brevard County Sheriff's Office Animal Adoption Trailer;
- costumed character performances by the Agents of Mirth;
- emceed by longtime local morning show personality DJ Timmy Vee;
- child fingerprinting services by West Melbourne Police Department;
- representatives from dozens of community based organizations providing information about services for Brevard County kids, seniors, and families; and
- hotdogs and hamburger sales to benefit West Melbourne PAL;



- all-accessible playground, skate park, and splash pad;
- much, much more!



Cycle Jam Logo

Also on Saturday, Space Coast Early Intervention Center will be hosting the 10th Annual Cycle Jam for the Kids at the Space Coast Field of Dreams at West Melbourne Community Park. Part of the Florida Cycling Across America (CAAM) Tour Series, Cycle Jam features five different rides - 21, 32, 62, or 100 miles, and a 10-mile escorted family fun ride. There is a small fee to register for the rides. For more information and to register, visit sceic.donorpages.com/CycleJam2019/. To register at the event, arrive by 7:00AM to register for the century and metric century rides, 8:00AM for the half metric, quarter metric, and 21 mile ride, and by 8:30AM for the fully escorted Family Fun Ride.

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Tom Forbes, Building Official
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: April 26, 2019

Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 4 new building permits issued for single family residences and a total of 77 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 sq. ft. new construction.
- 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.
- Calvary Chapel, 2955 Minton Rd., 1,543 sq. ft. new construction, Central Energy Plant.
- Launch Federal Credit Union, Norfolk Pkwy., 6,813 sq. ft. new construction.
- 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, 6,000 sq. ft. office/warehouse, new construction.
- Glamour Lounge, 635 S. Wickham Rd., 2010 sq. ft. tenant build out.

Building Inspections conducted from 04/22/19 to 04/26/19 totaled 309

New Permit applications received from 04/22/19 to 04/26/19 totaled 42

- 1 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, revised plans submitted, awaiting review.
- 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.
- 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.
- B & M Property Holdings, LLC, 7600 Technology Drive, 22,500 sq. ft. warehouse, new construction, plans submitted.
- Vitas Medical Warehouse, 7500B Technology Drive, 8,327 sq. ft. interior renovation, revised plans submitted.
- Clair's, 845 Palm Bay Rd., 832 sq. ft. interior alteration in existing Walmart, review underway.

Code Enforcement:

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

There were a total of 38 illegal signs removed from the right of way during the past week.

There was a total of 8 new code enforcement cases opened this week, additionally 3 existing cases were closed this past week in compliance.

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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: April 26, 2019
Subject: This Week in Public Works

The Brevard County Natural Resources Management Office conducted the Storage Tank System Compliance Verification Inspection on April 12 at the City Hall location and the Public Works facility. This branch of Brevard County is contracted with the Florida Department of Environmental Protection to conduct these inspections which, based on the information provided during and following the inspection, the City was determined to be in compliance with the Department's storage tank rules and regulations.

Public Works Department employees John Marsden, Bob Baker, and Jason Higgins participated in an online recertification in Stormwater Operator Level 1 webinar presented by the Florida Stormwater Association. All three successfully completed this course and were issued a FSA Stormwater Operator Certification Level 1, which expires in 2024.

The Public Works Streets and Drainage Department continued with road side mowing and canal maintenance cutting this week. The road side mower is shown mowing along Campbell Drive. They also maintained the A-8 canal at the end of Pine Street while they were in the area.



Images of mower on Campbell Drive.

The Public Works Streets and Drainage Department started our canal maintenance program with the City's new Menzi Muck. On Monday, the Menzi was utilized in the canal located on Coastal Lane, Canal A-7, which leads into the M-1 canal. The forestry head attachment is being utilized to cut back the brush, and the bucket attachment was utilized for de-mucking the canal.



Images of Menzi Muck cleaning canal on Coastal Lane.

FP&L completed and installed the new 15KV switch and transformer CIP on Monday April 15. The plant is back on FP&L power, and the generators only ran for 9.5 hours on the day of the installation.



Images of FP&L installing switch and transformer at sewer plant.

The Public Works Water Department completed 221 work orders this week, and exercised, maintained, and painted eight fire hydrants, and exercised 10 valves along with the hydrants maintenance program.

Water Distribution Worker Ahmed Taha successfully passed the State of Florida Department of Environmental Protection Level Three water distribution test this past Tuesday. Ahmed will now be issued a Level Three license from the State.

The Sewer and Wastewater Department Jacobs completed 143 work orders and 13 sewer inspections. They found a sewer blockage in Hollywood Estates that was a direct result of tree roots causing the choke in the line. A total of three chokes were removed to avoid any sewer service interruption.



Images of employees removing sewer blockage in Hollywood Estates.

The start-up of Bill's Car Wash lift station on U.S. 192 was successful and they are now planning on the backup generator install.



Image of lift station at Bill's Car Wash on U.S. 192.