

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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2240 Minton Road  
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: May 10, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of May 6 through May 10. 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.

### Space Coast TPO Technical Advisory Meeting

On Monday morning, I attended the Space Coast TPO TAC meeting. Among other items, the scope of services for the Minton Corridor Study, which we have been both advocating and working with TPO staff for quite some time, was approved for recommendation to the TPO Board of Directors.

### EDC Meeting

On Monday afternoon, Mayor Rose, Planning and Economic Development Director Christy Fischer and I met with Space Coast EDC staff on a planned business expansion in West Melbourne.

### 2019-2020 Budget Development

On Tuesday, the City Council held a budget workshop on intermediate-term strategic goals, a draft revenue forecast for 2019-2020, and the annual updates to our five year vehicle replacement plan and five year street maintenance plan. The next two steps in the budget development process will be a West Melbourne-Brevard County Joint Community Redevelopment Agency Board meeting at 6:00 p.m. on May 21 to discuss the proposed 2019-2020 CRA budget, followed by a citywide operating budget workshop at 5:30 p.m. on June 4.

### West Melbourne Business Association Luncheon

On Wednesday afternoon, I attended the monthly WMBA luncheon at Buena Vida.

### Investment Prospect

Later Wednesday afternoon, Planning and Economic Development Director Christy Fischer and I met with two representatives of a land development and investment firm exploring potential commercial sites in West Melbourne for a potential prospective development.

### Sylvan Drive Septic to Sewer Project

This week, we received one additional signed temporary construction easement from a homeowner. We have now received forty-three of the fifty-nine signed temporary construction easements, and will be following up with the remaining sixteen homeowners over the next few weeks.

### Police Pension “Buy Back”

During the City Council meeting of May 21, the first reading of a proposed ordinance implementing our collective bargaining agreement and MOU to provide a new opportunity for Police Officers to “buy back” time from previous work in law enforcement or military service will be considered. Management and employee representatives alike believe that this new ability to “buy back” time could prove to be a valuable recruitment and retention tool that both enhances our employee retirement benefit and comes at no cost to the City.

### 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. May and June Monthly Calendars.  
2. Six Month City Council Agenda Planning Calendar.  
3. Departmental Friday Memos.

# 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	

June 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 5:30 Council Workshop 6:30 City Council	5 11:15 Greater Palm Bay Chamber of Commerce	6 7:00 a.m. Melbourne Regional Chamber Business Breakfast	7	8
9	10 7:00 Space Coast League of Cities Dinner	11 6:30 Planning & Zoning Bd	12 11:30 West Melbourne Business Assoc	13	14	15
16	17	18 5:30 Council Workshop 6:30 City Council	19	20 5:30 Code Enf Bd	21	22
23	24 6:30 Business Adv Bd	25	26	27 7:00 Bd of Adjustment	28 5:00 Food Truck Friday	29
30						

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
21-May CRA Meeting 6:00 p.m.	Public Hearing - Second Reading - Fulton Annexation on Fellwood Lane (Christy)	Draft 2019-2020 CRA Budget (Scott)  2017-2018 Annual Redevelopment Report to Brevard County (Christy)
21-May Regular Meeting 6:30 p.m.	Public Hearing - Second Reading - Circle Drive Annexation (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)
	Public Hearing - First Reading - Fulton SSA and Rezoning (Christy)	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)
		Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (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)
		Negotiated Construction Contract for the Veteran's Memorial Complex Wall and Fence Project (Keith) (action)
4-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Proposed Capital Improvement Projects (Scott)	
4-Jun Regular Meeting 6:30 p.m.	Introduction of New Employee Police Officer William Paz (Rick)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
	Public Hearing - Second Reading - Fulton SSA and Rezoning (Christy)	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)
		Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
		93rd Annual FLC Conference and Voting Delegate (Cynthia) (consent)
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)	May Statistical Report for Police Department (Rick) (mgmt reports)  Renewal Agreements with School Board, Imagine Charter School, and Pineapple Cove Classical Academy for Partial Funding of School Resource Officers for the 2019-2020 School Year (Rick) (action)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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  Public Hearing - First Reading - Parkway Interchange Future Land Use (Request of Space Coast Town Center) (Christy)	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)  City Council Annual Review of City Manager's Performance (Kimberly) (action)  Selection of Banking Institution for Servicing City Accounts (Margi) (action)  Water Plant Feasibility Study Final Report (Scott) (action)
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)  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)  City Council Annual Review of City Attorney's Performance (Kimberly) (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)  Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)  City Council Annual Review of Police Chief's Performance (Kimberly) (action)
1-Oct Regular Meeting 6:30 p.m.		Award of Construction Bid - M-1 Canal Water Main (Keith) (action)  Award of Piggyback Contract - 2019-2020 Annual Street Resurfacings (Mark) (action)

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<b>Council Date</b>	<b>Presentations/Workshops/Ceremonies/Public Hearings</b>	<b>Consent/Action Items/Management Reports</b>
15-Oct Regular Meeting 6:30 p.m.		September Statistical Report for Police Department (Rick) (mgmt reports)

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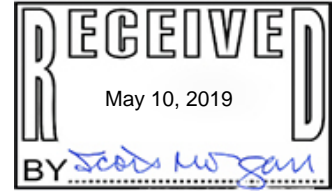
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Attachment 3

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: May 10, 2019  
Re: Friday Memo/Building Department

Weekly activity summary for the Building Department

**Building:**

There were 0 new building permits issued for single family residences and a total of 39 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, 2,820 sq. ft. interior alteration.
- Housman Aluminum, 7724 Matrix Way, 6,000 sq. ft. office/warehouse, new construction.
- Glamour Lounge, 635 S. Wickham Rd., 2,010 sq. ft. tenant build out.

Building Inspections conducted from 05/06/19 to 05/10/19 totaled 289.

New Permit applications received from 05/06/19 to 05/10/19 totaled 32.

- 6 new single family residence permits.

**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 for collection.
- Lucky's, 3170 W. New Haven, interior renovation, revised plans submitted, awaiting review.
- Sprengergarten, 2825 Eber Road, new construction of a 5,624 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, awaiting site plan approval.
- 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, permit issued 05/10/19.
- Clair's, 845 Palm Bay Rd., 832 sq. ft. interior alteration in existing Walmart, awaiting contractor and sub-contractor.

**Code Enforcement:**

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

There were a total of 32 illegal signs removed from the right-of-way during the past week.

There were a total of 4 new code enforcement cases opened this week, additionally 6 existing cases were closed this past week in compliance.

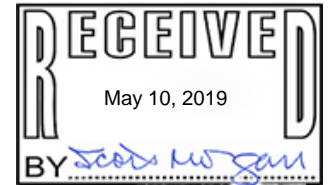
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Public Works Department  
Mark Piccirillo, Public Works Director  
Public Works Facility  
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Phone: (321) 727-3710  
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www.westmelbourne.org



To: Scott Morgan, City Manager  
From: Mark Piccirillo, Director of Public Works  
Date: May 10, 2019  
Subject: This Week in Public Works

The Public Works Streets and Drainage Department was busy with the recent heavy rains, which caused tree damage in the City. First, a large limb fell across Piney Branch Way, blocking the entire road. City employees used chainsaws and the backhoe to remove the limb from the road.



Images of large tree branch that fell across Piney Branch Way.

The second tree damage was a tree that fell into and across the C-1 canal located at Tallwood Park. The tree was removed from the canal by winching the tree out. Employees Don Gagum and Oadian O'Connor entered into the canal wearing waders to secure the winch line to the tree, and pulled the tree out of the canal. The removal of the tree obstruction from the canal has returned the flow of water to move freely through this area.



Images of employees removing a tree blocking water flow from the Tallwood Park canal.

The Public Works Streets and Drainage Department continued to utilize the Menzi Muck by moving it into the C-4, C-5, and C-6 canals in the Clements Woods neighborhood for maintenance. The Menzi is being utilized from inside the canal by cutting back growth on the canal bank to remove any chance of obstructing the flow of storm water.



Images of before, during and after the Menzi Muck cleaned and de-mucked the C-5 canal in Clements Woods.



Images of the Menzi Muck cleaning the C-6 canal in Clements Woods.

The Public Works Streets and Drainage Department transported the John Deere roadside mower to the John Deere dealer in Fort Pierce this week for repair. With the addition of the department's new 20-ton trailer and new Ford F-750 dump truck, the mower was transported onto the trailer and brought to and picked up from the dealer for repair, eliminating extra transport service charges.



Image of new 20-ton trailer and Ford F-750 dump truck transporting the John Deere mower.

On Tuesday, Public Works employees Water Supervisor Timothy Thibert and Operations Coordinator Heather Salter attended a workshop discussing the Annual Drinking Water Quality Report hosted by Florida Department of Environmental Protection at the Brevard County Government Center in Viera.

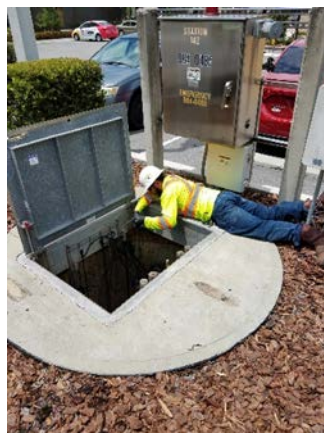
The Public Works Water Department completed 173 work orders this week, and exercised, maintained and painted five fire hydrants, and exercised seven valves. They repaired one service line leak on Potenza Drive, poured three cement valves pads, and replaced 15 backflow meters with regular meters that include dual check backflow preventers.

On Thursday, the Public Works Water Department hosted a training class presented by Aegion, an underground pipe solutions company, which was also attended by Jacobs' employees. The presentation was on the benefits and uses of fusible PVC pipe for underground utilities. The PVC pipe is made with a slightly different chemical makeup that allows the ends of the pipe to be fused together as opposed to the traditional slip joint bell and spigot ends. This technology allows for a single continuous piece of pipe to be directionally drilled in situations where the traditional open-cut method is not practical. For example, under rivers and under highways, as well as over longer distances in excess of 7,000 feet long. This new technology, on average, is less expensive than other manufacturers with similar products due to a smaller footprint.

The Sewer and Wastewater Department Jacobs completed 195 work orders and 13 sewer inspections. Over the weekend, the plant was struck by lightning, knocking out a communication module that registers the plant's real-time data. A new module has been ordered. Preventative maintenance was also performed on the Community Park lift station and the Taco Bell lift station.



Images of maintenance performed on the Community Park lift station.



Images of maintenance performed on the Taco Bell lift station.



Image of a Jacobs' employee planting gardenias by the main office entrance at the plant improving the landscape.