

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: May 3, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of April 29 through May 3. 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.

### 2019-2020 Budget Development

This week, I met with five departments to review their initial 2019-2020 budget request. The next City Council budget workshop is scheduled for this Tuesday May 7 at 5:30 p.m. We will discuss the Council's 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.

### Police Pension Board

On Wednesday morning, I attended our quarterly Police officers Pension Board meeting. The highlight of the meeting was the presentation of the proposed ordinance implementing the collective bargaining agreement and MOU to provide for the opportunity for officers to "buy back" time from previous work in law enforcement or military service. The implementing ordinance is scheduled for first reading during the City Council meeting of May 21.

### Sylvan Drive Septic to Sewer Project

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

### 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.

Space Coast TPO Technical Advisory Meeting

On Monday morning, I will be attending the Space Coast TPO TAC meeting.

EDC Meeting

On Monday afternoon, Planning and Economic Development Director Christy Fischer and I have a meeting with EDC staff on a planned business expansion in West Melbourne.

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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
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.	<p>Presentation of Appreciation for the 2019 Family Fun Fest and Cycle Jam (Mayor Rose)</p> <p>Public Hearing - Second Reading - Ordinance Establishing Minimum Number of Ingress and Egress Connections for Future Residential Developments (Christy)</p> <p>Public Hearing - First Reading - Fulton Annexation on Fellwood Lane (Christy)</p> <p>Public Hearing - First Reading - Circle Drive Annexation (Christy)</p>	<p>FDOT Agreement for US 192 Street Light Operations &amp; Maintenance (Morris) (consent)</p> <p>Annual Contract for U-Lining of Storm Drains and Sewer Lines (Mark) (action)</p> <p>Appointments to Fill Two Vacancies on the Board of Adjustment (Cynthia) (action)</p> <p>Appointments to Fill Two Vacancies on the Parks &amp; Recreation Board (Cynthia) (action)</p> <p>Second Quarter 2018-2019 Budget Status Report (Margi) (consent)</p> <p>Authorization to Make Purchase Offer for 9.57 Acres for Long-Term Future Expansion of West Melbourne Community Park (Scott) (action)</p> <p>Accept Recommendation from Business Advisory Board for Business of the Quarter (Cynthia) (consent)</p> <p>Extend Auditor's Contract with Carr, Riggs &amp; Ingram (Margi) (action)</p> <p>Management Report on Panhandling (Morris) (mgmt reports)</p>
21-May CRA Meeting 6:00 p.m.		Draft 2019-2020 CRA Budget (Scott)
21-May Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Fulton Annexation on Fellwood Lane (Christy)</p> <p>Public Hearing - Second Reading - Circle Drive Annexation (Christy)</p> <p>Public Hearing - First Reading - Fulton SSA and Rezoning (Christy)</p>	<p>2017-2018 Annual Redevelopment Report to Brevard County (Christy)</p> <p>April Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Resolution Approving Employee Benefit Plans for the Plan Year August 1 2019 through July 31 2020 (Kimberly) (action)</p> <p>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)</p> <p>Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)</p> <p>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)</p> <p>Negotiated Construction Contract for the Veteran's Memorial Complex Wall and Fence Project (Keith) (action)</p>

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.	Introduction of New Employee Police Officer William Paz (Rick)  Public Hearing - Second Reading - Fulton SSA and Rezoning (Christy)	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)  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)  Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (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)  Water Plant Feasibility Study Final Report (Scott) (action)  Selection of Banking Institution for Servicing City Accounts (Margi) (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	

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)  Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (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)
15-Oct Regular Meeting 6:30 p.m.		September Statistical Report for Police Department (Rick) (mgmt reports)

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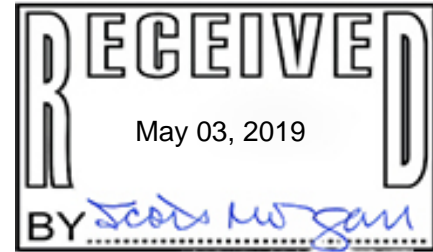
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# Memo



To: Scott Morgan, City manager  
From: Thomas Forbes, Building Official  
CC:  
Date: 5/3/2019  
Re: April 2019 monthly report

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



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## Building Department Monthly Report for April 2019

### **Building**

During the month of April 2019, 19 permits for new single family residences and a total of 625 permits were issued in all. The total value of work permitted was \$113,309,980.00 and permit fees collected for the month were \$610,361.98.

### **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.
- 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.
- Glamour Lounge, 635 S. Wickham Rd., 2010 sq. ft. tenant build out.

**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.
- 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.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Blvd., 60,000 sq. ft. new construction, review complete, awaiting revised plans.
- B & M Property Holdings, LLC, 7600 Technology Drive, 22,500 sq. ft. warehouse, new construction, review complete, awaiting revised plans.
- 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 complete, awaiting revised plans.

**Number of Certificates of Occupancy issued:**

Residential -25  
Commercial -1

**Permit Statistics**

<u>04/01/19-04/30/19</u>	<u>04/01/18-04/30/18</u>	<u>04/01/17-04/30/17</u>
Issued - 625	Issued - 474	Issued - 316
Valuation - \$113,309,980	Valuation \$13,478,426	Valuation – \$7,225,950
Permit Fees - \$610,361.98	Permit Fees - \$122,228.13	Permit Fees-\$75,204.02

**Code Enforcement:**

The next Code Enforcement Board meeting is scheduled for May 16, 2019 at 5:30PM.

During the past month, Code Enforcement staff has removed 81 illegal signs from the right of way.

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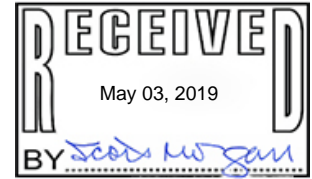
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## CITY COUNCIL UPDATE

TO: Scott Morgan, City Manager  
PREPARED BY: Christy Fischer, Planning Director  
DATE: March 3, 2019  
SUBJECT: Planning Department Update



**7-Eleven at US 192/Minton** – The City has not received any permits or plans for the redevelopment of the 7-Eleven at the corner of New Haven Avenue and Minton Road. The City did issue demolition permits for the removal of the gas tanks, islands and canopy from the land owner, but no other permits were issued. 7-Eleven still owns the property and has fulfilled its contractual requirements to remove the tanks and to certify that there is no contamination from the fuel equipment, but the previous tenant confirmed that no plans have been conveyed to him either.

**Possible developments** – City staff is asked what new developments may be on the horizon. At this time, there is discussion of the following at a conceptual level (no plans have been submitted to the City):

- Starbucks relocation – The Starbucks that exists on New Haven Avenue does not have a drive through and this has prompted the company to look at other locations along New Haven Avenue that might accommodate a newer Starbucks façade. There have been numerous locations inquired about but no redevelopment plans for a specific location.
- Hotels – The construction of new hotels appears to be the next market that is seeing an upsurge in activity. Besides the new Hampton Inn constructed next to the Wal-mart on Palm Bay Road, two additional hotels are proposed near LA Fitness, two additional hotels are proposed near the new Audi dealership, and a couple more may be built along New Haven Avenue, away from the interchanges. Only two of these six hotels have submitted plans to the City, the Extended Stay and SpringHill Suites.
- Ellis Road – There is renewed interest by property owner of vacant properties on the south side of Ellis Road to be developed as industrial multi-tenant warehouses. This may be in anticipation of the future road widening
- St. Johns Heritage Parkway – There is also interest by property owner of vacant land on the north side of New Haven Avenue, west of I-95, in developing distribution centers or office parks.

**Transportation improvements** – The Space Coast Transportation Planning Organization has a subcommittee of professionals who helps with prioritizing projects for the next five years. This subcommittee met this week and these are the priorities:

- ❖ Ellis Road Widening to I-95 – The design/drainage analysis for widening Ellis Road from 2 lanes to 4 lanes and installing additional traffic signals is underway. The right-of-way acquisition costs are estimated at \$44M and the designs are at 60% completion. The construction cost is estimated at \$22.6M. There is a new category of transportation funds called the “Build Discretionary Grants” and perhaps this US Dept. of Transportation funding could be used for the road expansion, especially since this is the TPO’s top priority project.
- ❖ US 192 turn lanes and re-alignment – The FDOT project to add turns lanes and improve all four sections of the US 192 and Hollywood Blvd. intersection is in design, with right-of-way acquisition costs estimated at \$4.3M, and construction estimated at \$2.5M.

- ❖ Hollywood Blvd. – The County road project is to widen Hollywood Boulevard from 2 lanes to 4 lanes and the project is under design. The County has some right-of-way they will have to purchase. 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.

Various projects – The following photos are of projects under construction:



Calvary Chapel Electrical Facility



Audi Dealership



Oasis apartments under construction

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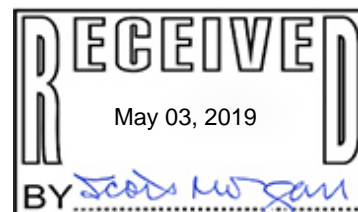
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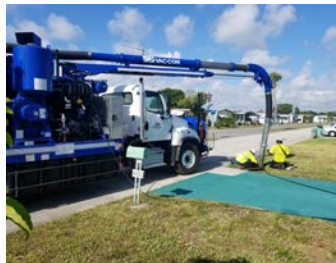


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To: Mr. Scott Morgan, City Manager  
From: Mark Piccirillo, Director of Public Works  
Date: May 03, 2019  
Subject: This Week in Public Works



The Public Works Streets and Drainage Department assisted the City's Sewer Contractor, Jacobs, with unclogging a sewer manhole that was blocked in Hollywood Estates on Tuesday. The location was on Gail Boulevard where Public Works assisted with the use of the new Vac-Con to remove the blockage from the manhole and jet out the sewer lines that enter into the manhole to make sure the lines were clear of debris.



The Public Works Streets and Drainage Department assisted the Parks and Recreation Department with filling in a rut at the entrance of Tallwood Park on Hollywood Boulevard. The rut was filled in with processed stone to make a smooth transition into the Park.

The Public Works Streets and Drainage Department also assisted the Water Department with restoration of the lawn at the West Melbourne Rehabilitation Complex. The Water Department installed a new valve at this location, and the surrounding area was restored to its original condition.



The Public Works Water Department completed 145 work orders, exercised, and maintained 6 fire hydrants, painted 34 fire hydrants, and exercised 12 valves. They also replaced 3 curb stops/water meter valves, and repaired one water service line leak. Replaced the 2-inch service line for the Publix Supermarket, located at 145 Palm Bay Road and installed a new fire hydrant at the Lucky's Market Plaza, located on US-192



The Public Works Water Department received the first of two fleet vehicles that were ordered for their department. The 2019 F-550 Mason Dump arrived this week, and will be utilized to trailer the department's mini-excavator and for transporting material to and from a job site.



The Sewer and Wastewater Department Jacobs completed 92 work orders and 7 sewer inspections. They repaired a manhole riser and lid that appeared to have been knocked off by a vehicle at Shinn Avenue and Ellis Road. The riser and lid were positioned back on the manhole, and cemented back in place.



They responded to a complaint of low pressure in the reuse system on Sedgewood Circle. It was discovered that the reuse line was damaged from the installation of an AT&T box that was installed on top of the reuse line, which pinched the line. A new section of reuse line was installed and pressure restored. The Crystal Lakes lift station had new wood gates installed to gain entrance into the lift station. The new wood gates replaced the old gates that were deteriorated.

The completion of the CIP project of the rehabilitation of the Falls of Sheridan lift station is in progress. This is the second part of the project, installing a new control panel for the lift station. Gault Electric is the contractor installing the new control panel for the lift station, which is the second part of the project and will complete this rehab.

Jacobs is assisting Gault Electric by supplying the 6-inch Thompson Pump to keep the lift station operational until the new control panel installation is completed and back online. Two other lift stations will be scheduled next to have new control panels installed.

