

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

A handwritten signature in blue ink that reads "Scott Morgan".

Date: May 17, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of May 13 through May 17. 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.

Sheriff Commits to Assigning a School Resource Officer to West Melbourne Elementary School for Science for the Upcoming 2019-2020 School Year

This week, Police Chief Rick Wiley confirmed with Sheriff Wayne Ivey that a Deputy Sheriff will be assigned to the West Melbourne Elementary School for Science for the upcoming 2019-2020 school year. Thus the staffing proposal for 2019-2020 for each and every one of the public schools in West Melbourne, both traditional public and charter, remains at full SRO staffing.

On Thursday, I confirmed with School Superintendent Mark Mullins that proposed contracts for 2019-2020 will be at the same partial reimbursement rate of \$52,000 per SRO that had been in effect for the current school year. School year 2019-2020 contracts are scheduled to be presented to the City Council in June.

Florida Government Finance Officers Association Webinar

On Thursday afternoon, Finance Director Margi Starkey invited me to listen into an interesting webinar for the FGFOA organization, where two economists provided some well-researched economic analysis and forecasts.

United Way of Brevard

On Thursday evening, I attended a meeting of business, government and not-for-profit CEOs with the 2020 Campaign Chair, United Way of Brevard CEO Rob Rains, and account representatives from United Way to share ideas for this fall's United Way campaign. West Melbourne employees have been contributing increasing amounts to United Way for several years, and these funds very much benefit our neighbors in need.

Captain Navedo Promotion Ceremony

This morning, I attended a ceremony in the Police Squad Room honoring Lieutenant Carlos Navedo on the occasion of his promotion to Captain. He spoke very eloquently and from the heart of his appreciation to all who have helped contribute to the success of his ascending career with the West Melbourne Police Department. We wish Captain Navedo continued success and fulfillment as he assumes his new duties as a Captain.

Space Coast City and County Managers

This afternoon, I attended the monthly luncheon meeting of the Space Coast City and County Managers organization, where we discuss current topics of interest to local government in Brevard County. As the newly elected Treasurer for the organization, I was able to insure that the caterer was paid for providing our sandwiches and chips. ☺

2019-2020 Budget Development

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. this Tuesday May 21 to discuss the proposed 2019-2020 CRA budget, which is identical to the current 2018-2019 CRA budget, followed by a citywide operating budget workshop at 5:30 p.m. on Tuesday June 4.

Police Pension “Buy Back”

During the City Council meeting this Tuesday 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 for August 1, 2019 – July 31, 2020 Plan Year

We will be bringing all the employee benefits plans for the upcoming plan year to the City Council for approval this Tuesday May 21. With a slight reduction in health insurance premiums, City costs for the upcoming plan year will be slightly reduced, as will the employee share for those employees with spouse, children, and family coverage (employee only health coverage remains 100% employer paid). The open enrollment period will open after City Council approval, and our annual benefits fair is scheduled for Thursday June 6.

Sylvan Drive Septic to Sewer Temporary Construction Easements

We have received forty-four of the fifty-nine signed temporary construction easements, and will be following up with the remaining fifteen homeowners over the next few weeks.

- 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 cancelled	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) Public Hearing - Second Reading - Circle Drive Annexation (Christy) Public Hearing - First Reading - Fulton SSA and Rezoning (Christy) Public Hearing - First Reading - Circle Drive SSA and Rezoning (Christy)	Draft 2019-2020 CRA Budget (Scott) 2017-2018 Annual Redevelopment 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) 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) 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)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
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) Public Hearing - Second Reading - Circle Drive SSA and Rezoning (Christy) Public Hearing - First Reading - Comprehensive Plan Text Amendment - Land Use Mix Modification in Parkway Interchange Land Use (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) Drainage and Traffic Studies for Proposed Heritage Oaks and Doherty Extension Project (Keith) (action)

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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) Public Hearing - Second Reading - Comprehensive Plan Text Amendment - Land Use Mix Modification in Parkway Interchange Land Use (Christy)	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)
2-Jul	No Council Meeting - Independence Day Holiday Week	
16-Jul Workshop 5:30 p.m.	Workshop - Water Plant Feasibility Study	
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)
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) Water Plant Feasibility Study Final Report (Scott) (action)

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) 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)
15-Oct Regular Meeting 6:30 p.m.		September Statistical Report for Police Department (Rick) (mgmt reports)

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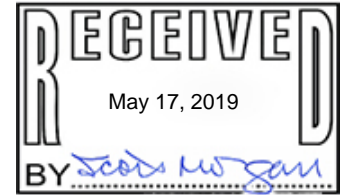
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney *MR*
Date: May 17, 2019
Subject: Friday Memo



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.

BUSINESS TAX RECEIPTS

Every county and municipality has the power to levy tax for the privilege of engaging in or managing any business, profession, or occupation within its boundaries. § 205.042, Fla. Stat. Prior to January 1, 2007, local governments imposed an occupational license tax and gave an occupational license to conduct business. This mechanism was essentially a process whereby local governments could keep track of businesses within the local government limits. However, the use of the term “occupational license” caused some confusion in the construction sector. Unqualified persons who had not obtained a contractor’s license sometimes showed homeowners an occupational license and claimed to be “licensed.”

Acknowledging this potential confusion, in 2006 the legislature changed the “occupational license” to a “business tax.” Local governments now issue a “business tax receipt” rather than an “occupational license.” Business tax receipts are due and payable on September 30 of each year, and expire on September 30 of the succeeding year.

Because both Brevard County and the City of West Melbourne require a business tax receipt (“BTR”), businesses located in the City must obtain a BTR from both the County and the City. The City’s BTR fee schedule can be found at Sec. 50-160 of the City Code, which can be viewed online at the following link:

https://library.municode.com/fl/west_melbourne/codes/code_of_ordinances?nodeld=PTIICOOR_CH50TA_ARTIVLOBUTARE_S50-160TAREFESC

Please note that residential landlords are required to obtain a BTR for each rental unit that they own. The annual cost of a BTR for a single-family residence or duplex is \$26.25.

All business tax receipts not renewed on or before September 30 of each year are delinquent and subject to a delinquency penalty of ten percent of the annual business tax due for the month of October or any portion thereof plus an additional five percent of the annual business tax due for each succeeding month or portion thereof until the appropriate business tax is paid, up to a maximum penalty of 25 percent of the annual business tax for the business, profession or occupation in question.

Any person who engages in any business, occupation or profession who does not pay the required business tax within 150 days after the initial notice of tax due and who does not obtain the required business tax receipt is subject to a penalty of \$250.00. In addition to the penalty, any person who does not pay the required business tax and any person who does not obtain the required BTR may be subject to civil actions and penalties, including court costs, reasonable attorney's fees, and additional administrative costs incurred as a result of collection efforts.

Any person engaging in, operating or managing any business, profession or occupation without first obtaining a BTR shall pay, in addition to the other penalties noted above, a penalty of 25 percent of the business tax which is otherwise due pursuant this article.

Prior to August 1 of each year, the City mails courtesy renewal notices to every business which or person who holds a valid BTR. Failure to receive such notice shall not be considered a defense to a citation for nonpayment or late payment of any required fee.

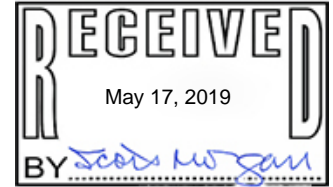
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Building Department
Tom Forbes, Building Official
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To: Scott Morgan, City Manager
From: Thomas Forbes, Building Official
Date: May 17, 2019
Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 3 new building permits issued for single family residences and a total of 149 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 05/13/19 to 05/17/19 totaled 279

New Permit applications received from 05/13/19 to 05/17/19 totaled 12

- 0 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 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 June 20, 2019 at 5:30PM.

There were a total of 70 illegal signs removed from the right of way during the past week.

There were a total of 24 new code enforcement cases opened this week; additionally, 10 existing cases were closed this past week in compliance.

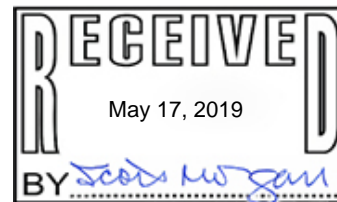
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: May 17, 2019
Subject: This Week in Public Works

The Public Works Streets and Drainage Department has been assessing the City's canals due to the heavy rains we received this past month. A few areas were observed with washouts and erosion along the canals. The affected areas were addressed by restoring the canal banks with material. The C-1E canal behind Hollywood Estates and Dundee Circle were areas that needed restoring.



Image of City employees restoring canals at Hollywood Estates and Dundee Circle.

The Public Works Streets and Drainage Department assisted the Police Department with moving equipment into their new facilities. Streets & Drainage Supervisor Sean Morrison, with Crew Leader Don Gagum and Equipment Operator Odie Oconnor, unpacked the new equipment and moved it into the office where it will be utilized.



Image of City employees moving equipment into Police Department.

The Public Works Streets and Drainage Department continued to utilize the Menzi Muck, and have moved into the C-3 canal for maintenance. This is the last canal in the Clements Woods neighborhood to be addressed before moving on to another canal system. 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 the water.



Image of C-3 canal in Clements Wood neighborhood.

The Public Works Water Department completed 244 work orders this week, and exercised and maintained 10 fire hydrants, painted 34 fire hydrants, and exercised 13 valves. They installed two concrete hydrant valve pads, replaced two water service lines, and repaired a 2-inch water service leak at Publix Supermarket located on Palm Bay Road.

On Thursday, Water Distribution Worker Douglas Reichart successfully passed the State of Florida Department of Environmental Protection Level Three water distribution test. Doug will now be issued a Level Three license from the State.

The Sewer Department Jacobs completed 166 work orders and 13 sewer inspections. They responded to a homeowner complaint regarding a reuse break on Sumter Lane. The reuse line was turned off for the homeowner until the repair could be made to their system. They also performed preventative maintenance at the Palm Crossing lift station.

The workers performed maintenance at the Garrett's Run lift station and replaced the 10-year old wear rings and impellers on the two pumps. The lift station is back in service at this time.



Images of wear rings on lift station.

They were on location to inspect the Springs of Hibiscus new construction of manholes being installed by the site contractor, Luchetti Construction, at the new apartment complex located on Hibiscus Boulevard.



Images of new manhole installations at Springs of Hibiscus apartments.

The City's contractor, PCI, repaired a manhole on U.S. 192 and Court Street. The manhole cover and ring needed to be resealed to stop infiltration.



Images of PCI repairing manhole on U.S. 192.