

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 31, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of May 27 through May 31. 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.

Memorial Day

On Monday, the Hollywood Estates veterans group hosted a moving Memorial Day ceremony.

Proposed United Way Lease

On Tuesday, I gave a tour to United Way and partner non-profit agencies of the home formerly used for our PAL program that is off Fell Road next to West Melbourne Community Park. The United Way organization is quite interested in providing youth development services out of the facility, and I have prepared an item for Tuesday's City Council agenda leasing the property to United Way for provision of services to people from the nearby area.

Housman Aluminum Ground Breaking

On Wednesday morning, Deputy Mayor Bentley, Council member Young and I represented the City at a very nice ground breaking ceremony for Housman Aluminum at the site of their future office and factory on Matrix Way. We thank the company for choosing West Melbourne to make their investment in their new office and factory, and wish the company continued success as they grow to serve the Brevard County area and beyond.

Employee Benefits Open Enrollment

On Thursday, the 2019 employee benefits guide was provided to employees. The annual open enrollment period is June 6 through June 13, with our annual benefits fair scheduled for next Thursday June 6.

2019-2020 Budget Development

The next steps in the 2019-2020 budget development process are the capital improvement project workshop scheduled for 5:30 p.m. on Tuesday, the operating budget workshop scheduled for 5:30 p.m. on Tuesday June 18, and the Council decision on the proposed millage rate to be advertised scheduled for 6:30 p.m. Tuesday July 16.

Space Coast Town Center

After the review by the State of the proposed comprehensive plan text amendment resulted in no comments, the first reading of an ordinance making the comprehensive plan modification to the land use mix percentages has been scheduled for the City Council meeting on Tuesday.

Extension of Heritage Oaks and Doherty

The City Council will consider the two Council-requested studies – the drainage and traffic studies – during the City Council meeting this Tuesday June 4. Staff is recommending that the Council receive the two studies and vote to proceed with the final engineering design. If the Council so decides, the only remaining decision that would be presented to the City Council would be the award of the construction bid, which would be in early 2020.

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- Attachments:
1. June and July Monthly Calendars.
 2. Six Month City Council Agenda Planning Calendar.
 3. Departmental Friday Memos.

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						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 11:15 Greater Palm Bay Chamber of Commerce	4  Offices Closed	5	6
7	8 7:00 Space Coast League of Cities Dinner 6:30 Planning & Zoning Bd	9	10 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	11 7:00 a.m. Melbourne Regional Chamber Business Breakfast	12	13
14	15	16 6:30 City Council	17	18 5:30 Code Enf Bd	19	20
21	22	23	24	25 7:00 Bd of Adjustment	26 5:00 Food Truck Friday	27
28	29	30	31			

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.	<p data-bbox="527 290 842 336">Introduction of New Employee Police Officer William Paz* (Rick)</p> <p data-bbox="333 371 1035 444">Presentation - Abby Johnson, St. Johns River Water Management District, to Present Award of Construction Support Funding for City's Sylvan Drive Septic to Sewer Project* (Mayor Rose)</p> <p data-bbox="464 475 905 521">Public Hearing - Second Reading - Fulton SSA and Rezoning (Christy)</p> <p data-bbox="438 552 932 597">Public Hearing - Second Reading - Circle Drive SSA and Rezoning (Christy)</p> <p data-bbox="344 628 1026 675">Public Hearing - First Reading - Comprehensive Plan Text Amendment - Land Use Mix Modification in Parkway Interchange Land Use (Christy)</p>	<p data-bbox="1215 290 1877 311">93rd Annual FLC Conference and Voting Delegate (Cynthia) (consent)</p> <p data-bbox="1167 345 1927 391">Drainage and Traffic Studies and Engineering Task Order for Heritage Oaks and Doherty Extension Project (Scott) (action)</p> <p data-bbox="1150 425 1944 521">Agreement with St. Johns River Water Management District for Construction Funding Support for Sylvan Drive Septic to Sewer Project and Task Order with ISS for Construction Bid Support and Construction Engineering Support (Keith) (consent)</p> <p data-bbox="1226 552 1866 573">School Resource Officer Budget Alternatives (Scott) (mgmt reports)</p> <p data-bbox="1184 607 1908 652">Lease of City Property to United Way of Brevard for Neighborhood Programs (Scott) (action)</p> <p data-bbox="1320 683 1770 704">Bill of Sale for Palm Gardens (Morris) (consent)</p> <p data-bbox="1314 735 1778 756">Bill of Sale for Audi Dealership (Morris) (consent)</p>
18-Jun Workshop 5:30 p.m.	2019-2020 Budget Workshop - Draft Operating Budget (Scott)	
18-Jun Regular Meeting 6:30 p.m.	<p data-bbox="333 896 1035 992">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> <p data-bbox="333 1023 1035 1070">Public Hearing - Second Reading - Comprehensive Plan Text Amendment - Land Use Mix Modification in Parkway Interchange Land Use (Christy)</p>	<p data-bbox="1232 896 1860 917">May Statistical Report for Police Department (Rick) (mgmt reports)</p> <p data-bbox="1136 951 1955 1019">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)</p> <p data-bbox="1302 1050 1791 1071">Coastal Commerce Tract H Replat (Christy) (action)</p> <p data-bbox="1167 1102 1923 1123">Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)</p>
2-Jul	No Council Meeting - Independence Day Holiday Week	

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
16-Jul Workshop 5:30 p.m.	Workshop - Water Plant Feasibility Study	
16-Jul Regular Meeting 6:30 p.m.	<p data-bbox="443 492 926 513">Presentation - Businesses of the Quarter (Cynthia)</p> <p data-bbox="438 544 932 591">Presentation - Space Coast Transportation Planning Organization - Georganna Gillette</p> <p data-bbox="422 621 947 669">Public Hearing - Space Coast Center Concept Plan and Development Agreement (Christy)</p> <p data-bbox="422 699 951 747">Public Hearing - First Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)</p>	<p data-bbox="1150 306 1944 380">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 data-bbox="1220 410 1877 457">Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p data-bbox="1184 488 1908 535">Council Approval of Advertised Millage Rate and Hearing Dates for Tentative 2019-2020 Budget (Scott) (action)</p> <p data-bbox="1199 566 1894 613">First Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott) (action)</p> <p data-bbox="1230 644 1866 665">June Statistical Report for Police Department (Rick) (mgmt reports)</p> <p data-bbox="1241 696 1852 717">Third Quarter 2018-2019 Budget Status Report (Margi) (consent)</p> <p data-bbox="1178 748 1919 769">City Council Annual Review of City Manager's Performance (Kimberly) (action)</p> <p data-bbox="1194 800 1902 821">Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p>
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.	<p data-bbox="348 1047 1020 1094">Public Hearing - Second Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott)</p> <p data-bbox="405 1125 963 1172">Public Hearing - Second Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)</p>	<p data-bbox="1236 1047 1860 1068">July Statistical Report for Police Department (Rick) (mgmt reports)</p> <p data-bbox="1255 1099 1841 1146">Receive and File FY 19-20 Administrative Expense Budget for Police Officers Retirement Plan (Scott) (consent)</p> <p data-bbox="1274 1177 1818 1198">Water Plant Feasibility Study Final Report (Scott) (action)</p> <p data-bbox="1247 1229 1845 1250">Space Coast Gateway Center Preliminary Plat (Christy) (action)</p>
3-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Budget and Millage Rate (Scott)	<p data-bbox="1167 1320 1927 1341">Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)</p> <p data-bbox="1178 1372 1917 1393">City Council Annual Review of City Attorney's Performance (Kimberly) (action)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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)
5-Nov Regular Meeting 6:30 p.m.		

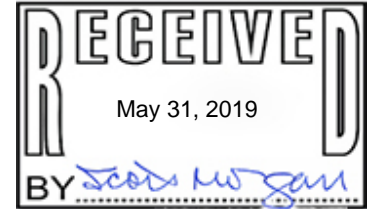
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Building Department
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To: Scott Morgan, City Manager
From: Thomas Forbes, Building Official
Date: May 31, 2019
Re: Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 5 building permits issued for new single family residences and a total of 58 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 Road (Field of Dreams), 7,100 square foot new construction.
- West Melbourne Police Station, 2290 Minton Road, 9,489 sq. ft. addition.
- Apollo Surgery Center, 375 W. New Haven Avenue, 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 Road, 1,543 sq. ft. new construction, Central Energy Plant.
- Launch Federal Credit Union, Norfolk Parkway, 6,813 sq. ft. new construction.
- One Main Financial, 1416 W. New Haven Avenue, 2,136 sq. ft. interior tenant build-out.
- Cinemaworld, 4345 W. New Haven Avenue, 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 Boulevard, 15-3 story apartment buildings, clubhouse and ancillary structures.
- Buena Vida, 2129 W. New Haven Avenue, exterior renovation.

- Your Pie, 225 Palm Bay Road #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 Road, 2,010 sq. ft. tenant build out.
- The Oasis at West Melbourne Apartments, John Rhodes Pkwy., 10-3 story apartment buildings, clubhouse and ancillary structures.
- Vitas Medical Warehouse, 7500-B Technology Drive, 8,327 sq. ft. interior renovation, permit issued 05/10/19.
- Clair's, 845 Palm Bay Road, 832 sq. ft. interior alteration in existing Walmart.

Building Inspections conducted from 05/27/19 to 05/31/19 totaled 222

New Permit applications received from 05/27/19 to 05/31/19 totaled 33

- 1 new single family residence permit.

Status of Commercial projects submitted for review:

- City of West Melbourne Maintenance building addition, permits ready to issue.
- Lucky's, 3170 W. New Haven Avenue, 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 Boulevard, 60,000 sq. ft. new construction, permits ready to issue.
- B & M Property Holdings, LLC, 7600 Technology Drive, 22,500 sq. ft. warehouse, new construction, permits ready to issue.
- Dunkin Donuts – Tract E; 4527 W. New Haven Ave, interior build-out, plans submitted.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out, plans submitted.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, plans submitted, review underway.

Code Enforcement:

The next Code Enforcement Board meeting will be June 20, 2019 at 5:30 p.m.

There were a total of 58 illegal signs removed from the right-of-way during the past week.

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

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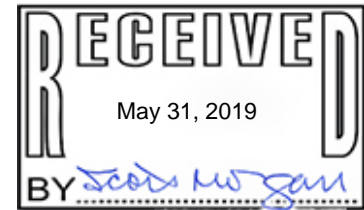
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: May 31, 2019
Subject: This Week in Public Works



The Public Works Streets and Drainage Department would like to remind our citizens of the upcoming hurricane season that starts tomorrow, June 1. The following information is to assist in your preparation.

Before the Storm Hits

Clearing and preventing blockages before a storm is the key to protecting your home from flooding:

- Clear and dispose of fallen leaves and yard debris from swales, rain gutters, curbs, storm drains and inlets. These inlets are designed to collect runoff stormwater and become clogged when yard waste is washed into them.
- Before a storm, gather outside toys, lawn furniture, and direct downspouts away from your home or business (preferably into a grassy area). Often, garbage can lids are the cause of a blockage.
- Make sure to secure your garbage can and lids before a storm.

Determine Who is Responsible for Maintaining Your Stormwater System

- When it comes to the maintenance of your stormwater system, it is best to find out who is responsible for maintaining it prior to a storm event
 - If you pay homeowners association (HOA) fees, there is a good likelihood that the HOA is responsible for the regular upkeep and maintenance of your stormwater system.
 - Even if you have a West Melbourne address, you may live in what is called unincorporated Brevard County (meaning outside of City limits). If this is the case, Brevard County may be the responsible party. If you are uncertain, please call us and we will assist you (321) 727-3710.
 - Driveway culverts are usually the responsibility of the homeowner for regular care and maintenance. A driveway culvert is the pipe that goes under your driveway to allow continuous conveyance of stormwater.

Standing Water During the Rainy Season

- If you see standing water in a grassy area, it does not mean that there is a problem. During Florida's rainy season, frequent rain events cause the soil to become saturated. Therefore, it takes longer for the water to be absorbed into the soil.
- If water stands for more than 72 hours after the rain stops, then you may need to look at how the water drains from your yard.

On Wednesday morning, the Public Works Streets and Drainage Department assisted Jacobs with inspecting a manhole located on U.S. 192, in the east bound lane. Public Works provided MOT (Maintenance of Traffic) while Jacobs' employees made a quick evaluation of the manhole.

The Public Works Streets and Drainage Department's Menzi Muck received its first scheduled maintenance service at 100 hours, per warranty. The Menzi reached 100 hours of operating time in the City canals, and is receiving this service to ensure the Menzi is operating at peak capacity.



Image of Menzi Muck being maintained.

The Public Works Water Department completed 140 work orders this week, and exercised, and maintained six fire hydrants, and exercised nine water valves. They installed a new concrete pad around the water service meter at Publix Supermarket located on Palm Bay Road, repaired a water service line leak on Salt Marsh Circle, and performed two fire flow tests.

The Sewer Department Jacobs completed 139 work orders, and 13 sewer inspections. They also did preventive maintenance on the Wesley Grove force main air release. Jacobs has started backflow testing in the reclaimed areas of the City, and will be in the Hammock Lakes East and West and Stratford Pointe subdivisions.

They observed the installation of the Springs of Hibiscus lift station wet well being installed at the new development site by Don Luchetti Construction.



Images of wet well being installed at the Springs of Hibiscus lift station.

Jacobs responded to a broken manhole cover on U.S. 192, at the intersection of Court Street. The broken manhole was located in the grass on the side of the road in several pieces. The manhole structure and the ring that the cover sits in were inspected for any damage and a new manhole cover was installed.



Images of broken and replaced manhole cover on U.S. 192.

Data Flow System was onsite at the plant to troubleshoot the antennae input/output signal that was transmitting under capacity. After their inspection, water was discovered in the wire connections and the cause of the low signal. The connections were cleaned and secured, and the system signal is now operating at 100%.



Images of contractor repairing the telemetry antennae at the sewer plant.

Jacobs received a request from the Academy of Environmental Water Technology at Heritage High School for the instructor of this program to experience firsthand the wastewater and water treatment operation prior to the next school year. Jacobs is now setting up a summer schedule for this teacher to shadow their day-to-day operations here at the plant.