

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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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: June 7, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of June 3 through June 7. 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.

Potential Planning Application for Commercial Parcel on Wickham

On Monday, Planning Director Christy Fischer and I met with a developer interested in potentially developing a small commercial property along Wickham Road. Should they submit the proposal they are contemplating, it would go to the Board of Adjustment.

Space Coast Town Center

After a utility planning meeting with staff and City engineering consultants on Tuesday morning, on Tuesday evening the City Council approved the first reading of an ordinance making a comprehensive plan modification to the land use mix percentages for the proposed project. A public hearing for the second reading and adoption of the ordinance making the comprehensive plan modification to the land use mix percentages has been set for the City Council meeting on Tuesday June 18.

Extension of Heritage Oaks and Doherty

On Tuesday evening, the City Council considered the two engineering studies for the planned extension of Heritage Oaks and Doherty that the City Council had requested in December – the drainage and traffic studies. The Council received the two studies and voted to proceed with the engineering design that would allow the construction of the project to be bid. The engineering design is scheduled to be completed in December, with the project bidding in early 2020.

Employee Benefits Open Enrollment

On Thursday, we held our annual open enrollment benefits fair. Open enrollment continues through next Thursday June 13 for the upcoming benefit plan year starting August 1.

Police Department Building

On Thursday morning, Deputy City Manager Keith Mills, Information Technology Director Tom Bradford and I met with Adam Facciobene to discuss next steps for the construction of the police building. A final building inspection for the new construction side was scheduled for today, and it is anticipated the department will be able to stage over to the new section the weekend of June 15. This will allow the contractor to access the existing side to begin the demolition work at the start of the reconstruction part of the project.

2019-2020 Budget Development

The next steps in the 2019-2020 budget development process are 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. This action is scheduled for 6:30 p.m. on Tuesday July 16.

sm

- 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 6:30 Charter Review Committee	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	 <p>Offices Closed</p>	5	6
7	7:00 Space Coast League of Cities Dinner 6:30 Planning & Zoning Bd	9	11:15 Greater Palm Bay Chamber of Commerce 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	7:00 a.m. Melbourne Regional Chamber Business Breakfast 6:30 Charter Review Committee	12	13
14	15	6:30 City Council	17	5:30 Code Enf Bd	19	20
21	22	23	24	7:00 Bd of Adjustment	5:00 Food Truck Friday	27
28	29	30	31			

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 Agreement with Imagine Charter School for Partial Funding of A School Resource Officer for the 2019-2020 School Year (Morris) (consent) Renewal Agreement with Pineapple Cove Classical Academy for Partial Funding of A School Resource Officer for the 2019-2020 School Year (Morris) (consent) Approval of One of Two Alternative Renewal Agreements with the Brevard School Board for Partial Funding of Either Three or Four School Resource Officers for the 2019-2020 School Year (Morris) (action) Coastal Commerce Tract H Replat (Christy) (action) Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
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 - Space Coast Center Concept Plan and Development Agreement (Christy) Public Hearing - First Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (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) Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent) 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)

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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) Public Hearing - Second Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)	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) Space Coast Gateway Center Preliminary Plat (Christy) (action)
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)
5-Nov Regular Meeting 6:30 p.m.		

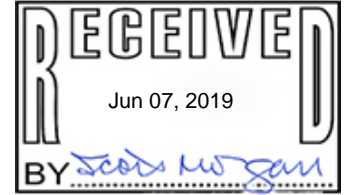
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Fax: (321) 952-9542
www.westmelbourne.org



Memo

To: Scott Morgan, City manager
From: Thomas Forbes, Building Official
CC:
Date: 6/7/2019
Re: May 2019 monthly report

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

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Building Department Monthly Report for May 2019

Building

During the month of May 2019, 17 permits for new single family residences and a total of 350 permits were issued in all. The total value of work permitted was \$64,749,813.00 and permit fees collected for the month were \$315,282.45.

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.

- The Oasis at West Melbourne Apartments, John Rhodes Pkwy., 10-3 story apartment buildings, clubhouse and ancillary structures.
- 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.
- Sprengergarten, 2825 Eber Road, new construction of a 5624 sq. ft. events building and a 6,000 sq. ft. maintenance building.
- B & M Property Holdings, LLC, 7600 Technology Drive, 22,500 sq. ft. warehouse, new construction.

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.
- YourLife of West Melbourne, NE corner of Minton Road and Heritage Oaks Blvd., 60,000 sq. ft. new construction, review complete, awaiting revised plans.
- Dunkin Donuts – Tract E; 4527 W New Haven Ave, interior build-out, plans submitted, review underway.
- Viet-Yumz, 2233 W New Haven Ave, interior build-out, plans submitted, review underway.
- Cloud Nine Smokeshop, 350 S Wickham Rd, interior renovation, plans submitted, review underway.

Number of Certificates of Occupancy issued:

Residential -23

Commercial -1

Permit Statistics

05/01/19-05/31/19

Issued - 350

Valuation - \$64,749,813

Permit Fees - \$315,282.45

05/01/18-05/31/18

Issued - 321

Valuation \$11,545,300

Permit Fees - \$88,965.05

05/01/17-05/31/17

Issued - 391

Valuation – \$11,242,750

Permit Fees-\$106,605.95

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for June 20, 2019 at 5:30PM.

During the past month, Code Enforcement staff has removed 98 illegal signs from the right of way.

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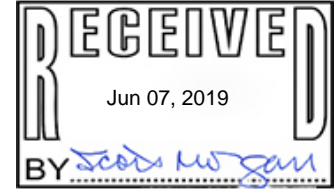
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TO: Scott Morgan, City Manager
FROM: Cynthia Hanscom, City Clerk
DATE: June 7, 2019
RE: Friday Memo



Charter Review Committee. At the May 21, 2019, City Council meeting, the Charter Review Committee was reinstated and members were selected. The appointed members were polled and have agreed to hold regular monthly meetings on the 2nd Thursday of each month at 6:30 p.m. Meetings will be held in the Council Chambers of the Veterans Memorial Complex at 2285 Minton Road. The first meeting of the Charter Review Committee will be June 13, 2019. An agenda will be available prior to the meeting on the City's website.

Dress Down Wednesday. One of the first United Way events scheduled as part of the 2019 campaign will be "Dress Down Wednesdays." Each Wednesday during the summer months, employees can pay \$1.00 to be more relaxed in their attire. All money raised will go toward the City's United Way campaign. Stay tuned for more events scheduled in 2019.

Volunteer Vacancy. There is currently an opening on the Business Advisory Board. The Board advises Council on issues that promote the needs of commercial establishments. Members must have an active business tax license in the City of West Melbourne or within a 1 mile radius. If you are interested in serving, or know of someone who is interested in serving, contact the City Clerk at chanscom@westmelbourne.org.

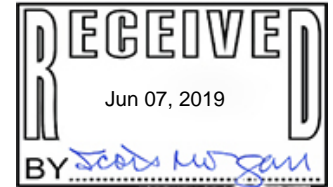
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To: Scott Morgan, City Manager
From: Tom Bradford, Information Technology Director **TB**
Date: June 7, 2019
Re: Friday Memo

West Melbourne Community Park United Way House Update

A new digital thermostat, made by Ecobee, was purchased this week for less than \$150 and will be installed at the Community Park House upon arrival next week.

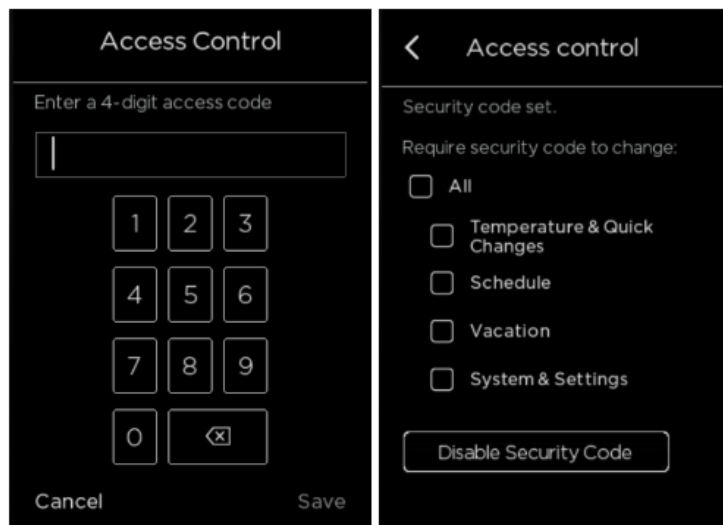
This new digital thermostat will allow city staff members to set limits and monitor temperatures at the Community Park House while the United Way is using the facility for new youth and senior citizen services.

Features include:

- Web-based management portal
- Customizable heating/cooling schedules
- Up to 15 months of downloadable usage information
- Configurable access control with security PIN
- High/Low temperature and operation related alerts



Example of Ecobee digital thermostat.



Example of Ecobee digital thermostat settings for restricting control of the thermostat.

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Mark Piccirillo, Public Works
Director
Public Works Facility
1415 Henry Avenue
West Melbourne, FL 32904
Phone: (321) 727-3710
Fax: (321) 952-0924
www.westmelbourne.org

To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: June 07, 2019
Subject: This Week in Public Works



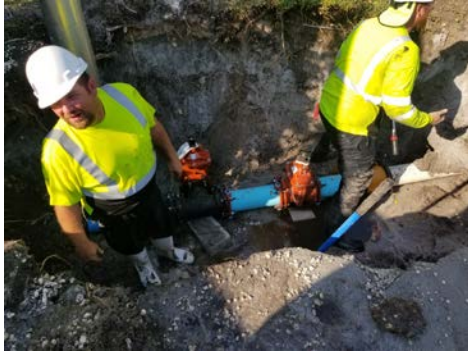
The Public Works Department was contacted and informed that the new bus shelter for Norfolk Parkway was delivered and ready for pickup at the Space Coast Area Transit located in Cocoa. Public Works picked up the new shelter that will be installed on the new concrete pad located at the entrance of Promise of Brevard.

On Friday morning, the Public Works Streets and Drainage Department assisted Jacobs with inspecting a second manhole located on U.S. 192 in the westbound lane. Public Works provided MOT (Maintenance of Traffic) while Jacob employees and their contractor made a quick evaluation of the manhole.

The Public Works Streets and Drainage Department assisted the Water Department this week with the utilization of the Vac-Con truck to complete a maintenance repair, and assisted with a service line leak.

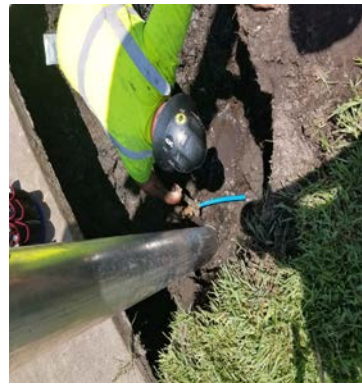
Water Department Supervisor Timothy Thibert will be conducting Commercial Driver's License (CDL) training starting this Friday for Public Works employees. The training will be conducted at our Public Works facility, and will continue every Friday afternoon. One employee from each department will participate at a time, and all employees who are required to have a CDL will complete this training. This training will also be available to Public Works employees who would like to obtain a CDL.

The Public Works Water Department completed 227 work orders this week, exercised and maintained two fire hydrants, painted seven fire hydrants, and exercised six water valves. They repaired four water service line leaks, and installed a new fire hydrant on Tuesday along with two new in-line water valves on Samuel Chase Lane. One valve was installed on the in-line water main, and the second was installed for the new fire hydrant. Employees Stephen Hanson and Stephen Vukovich installed the new valves and a section of pipe to complete this repair. Water service was interrupted for an hour, before being restored. A boil water notice was issued for 30 homes in the affected area and rescinded on Thursday after the satisfactory completion of water sampling from the lab.



Images of City employees installing valves and pipe on Samuel Chase Lane.

The Water Department responded to a one-inch water service line leak in the Falls of Sheridan on Falls Creek Drive, at the end of the cul-de-sac. The water service line developed a leak in the sleeve that ran under the travel portion of road. The old line was removed, and a new poly water service line was installed and service restored.



Images of employees installing service line on Falls Creek Drive.

The Sewer Department Jacobs completed 232 work orders and 15 sewer inspections. The Heritage High School Teacher for the Academy of Environmental Water Technology was on-site this week to understand the daily operations of the wastewater treatment process. Miss McKenzie was taken through the plant, and informed step-by-step of the process, from the waste entering into the plant, to the reuse water that leaves the plant and provides services to some of the City residents with irrigation.



Images of Heritage High School teacher taking a tour at sewer plant.

Jacobs employees continued to test backflow devices in the reuse areas along Glasbern Circle in the Hammock Lakes East subdivision.



Image of Jacobs employee testing backflow device in Hammock Lakes East.

The load management system is back on-line after being reconnected from the installation of the new 15KV switch and transformer that was installed at the plant by Florida Power & Light (FP&L). The management system was confirmed operational by FP&L and is back online. FP&L will utilize this system when there is a high demand for power by interrupting service to the plant, while this system will keep track of the power generated by the plant generators until power is restored.