

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: June 28, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of June 24 through June 28. 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.

Ellis Road Water Main

On Monday morning, West Melbourne, Melbourne and Brevard County staff and Y-Com met in the field to plan the commencement of construction of the water main. On Thursday, I spoke with two FDOT officials about the possibility of seeking reimbursement for the work. Also on Thursday, we received our DEP permit. Construction could start as soon as next week and should be completed before the end of July.

Public Works Projects Update

On Tuesday morning, Deputy City Manager Keith Mills and I met with Tom Vill and Casey Coffey from ISS to review the status of various public works projects in development. Among the highlights was the plan to go out and seek construction bids starting next week for the Sylvan Drive Septic to Sewer Project. The Greenboro sewer force main project is also nearing the point of going out to bid, and it is expected that next week we will receive for internal review the 90% engineered construction drawings set of plans for the Brandywine- Columbia Lane Water Main Project. This week we also heard from our CDBG grant consultant that the projected State window for CDBG grant applications has been pushed out yet again.

2019-2020 Budget

The next step in the 2019-2020 budget development process will be the Council decision on the proposed millage rate to be advertised. This will be considered as part of the regular City Council meeting scheduled for 6:30 p.m. on Tuesday July 16.

The full proposed budget document will then be provided to the City Council and posted on the City's web site on or about August 1.

Space Coast Town Center

On Tuesday, staff met with members of the Space Coast Town Center development team to work on the concept master plan and proposed development agreement, as well as an initial pre-application meeting on the platting process. Planning and Zoning Board and City Council public hearings on the master plan and development agreement are scheduled in July.

Water Plant Study


This morning, Deputy City Manager Keith Mills, Adjunct City Engineer Eric Flavell and I met with the Hazen consultant team for one final internal project update prior to the Council briefings and workshop in August.

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

July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4  Offices Closed	5	6
7	8 7:00 Space Coast League of Cities Dinner 6:30 Planning & Zoning Bd	9	10 11:15 Greater Palm Bay Chamber of Commerce 11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	11 7:00 a.m. Melbourne Regional Chamber Business Breakfast 6:30 Charter Review Committee	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			

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7:00 a.m. Melbourne Regional Chamber Business Breakfast	2	3
4	5	6 NATIONAL NIGHT OUT  No City Council meeting	7 9:00 Police Officer Pension Bd 11:15 Greater Palm Bay Chamber of Commerce	8 6:30 Charter Review Committee	9	10
11	12 7:00 Space Coast League of Cities Dinner	13 6:30 Planning & Zoning Bd	14 11:30 West Melbourne Business Assoc	15 5:30 Code Enf Bd	16	17
18	19	20 6:00 CRA meeting 6:30 City Council	21	22 7:00 Bd of Adjustment	23 5:00 Food Truck Friday	24
25	26 6:30 Business Adv Bd	27	28	29	30	31

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.	<p>Presentation - Businesses of the Quarter (Cynthia)</p> <p>Introduction - New Employees - Police Officer Adam Morrow and Crime Scene Technician Camille Moore (Rick)</p> <p>Presentation - Space Coast Transportation Planning Organization - Georganna Gillette</p> <p>Public Hearing - Space Coast Center Concept Plan and Development Agreement (Christy)</p> <p>Public Hearing - First Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)</p>	<p>Third Quarter 2018-2019 Budget Status Report (Margi) (consent)</p> <p>Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)</p> <p>Council Approval of Advertised Millage Rate and Hearing Dates for Tentative 2019-2020 Budget (Scott) (action)</p> <p>First Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott) (action)</p> <p>City Council Annual Review of City Manager's Performance (Kimberly) (action)</p> <p>June Statistical Report for Police Department (Rick) (mgmt reports)</p>
6-Aug	No Council Meeting - National Night Out	
<p>20-Aug Workshop 5:30 p.m.</p> <p>20-Aug CRA Meeting 6:00 p.m.</p> <p>20-Aug Regular Meeting 6:30 p.m.</p>	<p>Workshop - Water Plant Feasibility Study</p> <p>Public Hearing - Second Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott)</p> <p>Public Hearing - Second Reading - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)</p> <p>Public Hearing - First Reading - Annexation of Acquest Property (Christy)</p> <p>Public Hearing - Vacate of Epanola Way (Christy)</p>	<p>CRA Resolution Adopting 2019-2020 CRA Budget (Scott) (action)</p> <p>July Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>Receive and File FY 19-20 Administrative Expense Budget for Police Officers Retirement Plan (Scott) (consent)</p> <p>Space Coast Gateway Center Preliminary Plat (Christy) (action)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p> <p>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>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)</p>

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) Public Hearing - Second Reading - Annexation of Acquest Property (Christy)	City Council Annual Review of City Attorney's Performance (Kimberly) (action) Water Plant Feasibility Study Final Report (Scott) (action) Resolution Adopting 2019-2020 Stormwater Assessment Roll with No Changes in Rates or Assessment Methodology (Scott) (consent)
17-Sep Regular Meeting 6:30 p.m.	Public Hearing - Final Adoption of Budget and Millage Rate (Scott) Public Hearing - Comp Plan Amendment for Large Scale Transmittal for Acquest Property (Christy)	August Statistical Report for Police Department (Rick) (mgmt reports) City Council Annual Review of Police Chief's Performance (Kimberly) (action)
1-Oct Regular Meeting 6:30 p.m.		Award of Piggyback Contract - 2019-2020 Annual Street Resurfacings (Mark) (action) Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (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.		Award of Construction Bid - M-1 Canal Water Main (Keith) (action)
19-Nov Regular Meeting 6:30 p.m.		October Statistical Report for Police Department (Rick) (mgmt reports)
3-Dec Regular Meeting 6:30 p.m.		
17-Dec Regular Meeting 6:30 p.m.		November Statistical Report for Police Department (Rick) (mgmt reports)

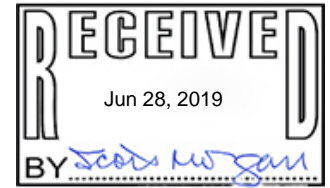
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To: Scott Morgan, City Manager
From: Thomas Forbes, Building Official
Date: June 28 2019
Friday Memo / Building Department

Weekly activity summary for the Building Department

Building:

There were 6 building permits issued for new single family residences and a total of 87 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 (West Melbourne Community Park), 7,100 sq. ft. new construction.
- West Melbourne Police Station, 2290 Minton Road, 9,489 sq. ft. addition. Addition completed, remodel is in progress).
- 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. (temporary C.O. issued)
- 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 Rodes Boulevard, 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.
- Sprengergarten, 2825 Eber Road, new construction of a 5,624 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.

Building Inspections conducted from 06/24/19 to 06/28/19 totaled 313

New Permit applications received from 06/24/19 to 06/28/19 totaled 48

- 0 new single family residence permit.

Status of Commercial projects submitted for review:

- City of West Melbourne Maintenance building addition, 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.
- Dunkin Donuts – Tract E; 4527 W. New Haven Avenue, interior build-out, review complete, permits ready to issue.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out, review complete, awaiting revised plans.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, review complete, awaiting revised plans.
- Beef O’Brady’s, 2400 Dairy Road, interior build-out, plans submitted.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be July 18, 2019 at 5:30 p.m.

There were a total of 43 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 5 existing cases were closed this past week in compliance.

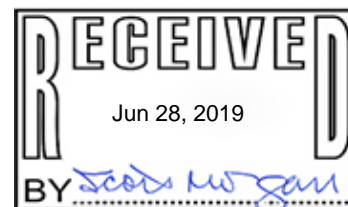
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To: Scott Morgan, City Manager

From: Mark Piccirillo, Director of Public Works

Date: June 28, 2019

Subject: This Week in Public Works

The City of West Melbourne received its annual Field Performance Report from the Florida Department of Transportation, regarding the maintenance of the medians along U.S. 192, from Dairy Road to the I-95 interchange. The City received an overall score of 92 by FDOT.

This week, the Public Works Streets and Drainage Department started documenting all street signage located in the City. The signs are being documented by GPS for their locations, and identified for inventory. Once completed, this information will become a layer onto the City's GPS mapping system.

The Public Works Streets and Drainage Department started canal clearing in the C-1E canal with the Menzi Muck. This is the City's largest canal which starts at Doherty Drive and Henry Avenue, located behind Hollywood Estates, and runs east to Dairy Road where it enters into Melbourne.



Image of C-1E canal.

On Tuesday, Public Work Supervisors Sean Morrisson and Timothy Thibert, along with Crew Leaders Jason Higgins and Don Gagum, attended a one-day seminar on ‘How to Supervise People, 7 Levels of Great Managers’. This seminar was presented by SkillPath National Seminar Training, and held in Melbourne at the Crowne Plaza Hotel.

On Wednesday, Streets and Drainage Supervisor Sean Morrisson and I attended an asphalt demonstration at VA Paving in Cocoa. The demonstration was on a new product, FORTA Asphalt Fiber. The fiber is made of Kevlar which is mixed into the asphalt during production at the asphalt plant. One pound of fiber is added to one ton of asphalt. Brevard County is testing this new product in Cocoa on a section of roadway, and the State (FDOT) is also testing this new application.

The Public Works Water Department completed 441 work orders the past two weeks, painted 10 fire hydrants, along with exercising 16 water valves. Through routine maintenance it was discovered that three valves were not in working order. The first two valves were hydrant valves, one on Attilburgh Boulevard, and the second on Joslin Way. The third valve was a 6-inch inline water main valve located on Technology Drive. All three valves have been replaced, and service restored. Only a few customers for each repair location were affected and notified of their precautionary boil water notice and when it was lifted.



Images of City employees replacing valves.



Image of City employees repairing a water service break on Ellis Road.

The Sewer and Wastewater Department Jacobs completed 216 work orders, and 30 sewer inspections. They conducted a job site inspection of the new force main being installed at the Springs of Hibiscus, and the new material on-site at the new Oasis Apartment development.

Jacobs employees also responded to Jennifer Circle regarding a sewer back-up where they found a choke in the last manhole before the lift Station on Gail Boulevard. The Vac-Con truck was used to remove the blockage from the manhole and service restored. They have scheduled to camera the lines in this area to help determine the root cause.



Images of Jacobs employees removing blockage from manhole on Gail Boulevard.

The City's contractor, Insituform Technologies, started this year's CIP u-lining of gravity sanitary pipes. They are working in the area of Westover Drive and Dorchester Avenue. Insituform will line a total of 3,500 feet of sanitary pipe when this project is completed. Jacobs lead operator is reviewing monthly effluent and zone sampling procedures at the plant with staff and the Heritage High School Academy of Environmental Water Technology's teacher.



Image of Jacobs staff reviewing sampling procedures.

Jacobs Project Manager Brian Mascher introduced the Heritage High School Academy of Water Technology teacher to how a lift station is installed at the newest development start-up site – Johns Landing off Fell Road.



Images of Jacobs employee at lift station installation.

Jacobs employees were on hand for the cleaning and video inspection that was performed for the new sewer connection lines from Pineapple Cove School located off Minton Road. They witnessed the televising of new sewer lines that now connect to the City's system which were installed by DFI Inc. Contracting.