

MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

COUNCIL MEMBERS
Daniel Batchelder
John Dittmore
Adam Gaffney
Barbara A. Smith
Andrea Young



Administration Department
Scott Morgan, City Manager
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To: Mayor Rose and Members of the City Council,
Department Heads and Subscribers

From: Keith Mills, Deputy City Manager/Capital Projects Manager

Date: July 5, 2019

Subject: Friday Memo

This Friday Memo is for the week of July 1 through July 5. 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.


Attached are the reports normally provided.

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 |  <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 | | | |

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 |
|--|---|--|
| 16-Jul Regular Meeting 6:30 p.m. | <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 Town 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 | |
| 20-Aug Workshop 5:30 p.m. | Workshop - Water Plant Feasibility Study | |
| 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>Presentation - Businesses of the Quarter (Cynthia)</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>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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Memo

To: Scott Morgan, City manager
From: Thomas Forbes, Building Official
CC:
Date: 7/5/2019
Re: June 2019 monthly report

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

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Building Department Monthly Report for June 2019

Building

During the month of June 2019, 15 permits for new single family residences and a total of 322 permits were issued in all. The total value of work permitted was \$14,972,437 and permit fees collected for the month were \$105,908.69.

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 Road (West Melbourne Community Park), 7,100 sq. ft. new construction.
- Minton Cove Apartments, Norfolk Parkway.
- West Melbourne Police Station, 2290 Minton Road, 9,489 sq. ft. addition. (addition complete/renovation is underway)
- 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.
- 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.
- 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.
- Clair's, 845 Palm Bay Road, 832 sq. ft. interior alteration in existing Walmart.

- 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, new construction.

Commercial projects in for review:

- RaceTrac, 4535 W. New Haven Avenue, complete remodel of store, permit ready to issue.
- 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, review complete, awaiting revised plans.
- Dunkin Donuts – Tract E; 4527 W. New Haven Avenue, interior build-out, plans submitted, review underway.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out, plans submitted, review underway.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, plans submitted, review underway.
- 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.

Number of Certificates of Occupancy issued:

Residential – 26

Commercial – 3

Permit Statistics

06/01/19-06/30/19

Issued - 322

Valuation - \$14,972,437

Permit Fees - \$105,908.69

06/01/18-06/30/18

Issued - 307

Valuation \$10,219,445

Permit Fees - \$74,780.52

06/01/17-06/30/17

Issued - 312

Valuation – \$9,991,364

Permit Fees-\$87,657.34

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for July 18, 2019 at 5:30 p.m.

During the past month, Code Enforcement staff has removed 103 illegal signs from the right of way.

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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: July 05, 2019
Subject: This Week in Public Works

On Saturday evening, the Public Works Department assisted Jacobs with a 10-inch force main break on the Garrett's Run force main. Public Works employee Don Gagum operated the City's older Vac-Con, along with supplying materials, and a light tower to the job site.



Images of City employees assisting with force main break.

The Public Works Streets and Drainage Department continues with clearing the C1-E canal, located behind Hollywood Estates, with the Menzi Muck. This canal is the City's largest canal that starts at Doherty Drive and Henry Avenue, and runs east to Dairy Road where it enters into Melbourne.

The Public Works Streets and Drainage Department repaired a section of sidewalk in the Hollywood Estates development.



Images of City employees repairing sidewalk in Hollywood Estates.

The Public Works Streets and Drainage Department have been preparing for this year's CIP of storm drain pipe lining. The City's contractor, Insituform Technologies, will be starting this project at the end of this month. Public Works employees have been cleaning the intake and outfalls of the storm drain pipes that are scheduled to be lined.



Images of intake and outfall of storm drain pipes.

The Public Works Water Department completed 155 work orders this past week. They serviced and painted 10 fire hydrants, along with exercising two water valves. They also completed three fire flow tests and performed a mock shut down on the water main on Greenboro Drive for an upcoming water/stormwater project. The crew spot dug a six-inch water main and a four-inch water main to verify the pipe size and location, with the assistance of the Public Works Vac-Con.



Image of City employees verifying pipe location.

Water Distribution Worker Ahmed Taha is continuing to work on the City's GIS mapping system. Ahmed is verifying and correcting water line information, ensuring that the City's water line maps are accurate and up to date.

The Sewer Department Jacobs responded to the Garrett's Run force main break located on Greenboro Drive where a section of the 10-inch force main split. Jacobs employees cut out the affected piece of force main pipe, and installed a new section. Within hours, the force main was back in service. No customers were affected during this repair.



Images of Jacobs employees repairing force main.

The City's contractor, Insituform Technologies, is almost completed with this year's CIP, u-lining of the City's gravity sanitary pipes. Insituform is scheduled to return for one more day to complete this work, before moving on to the storm drain lining.

Last Friday was the last day for Heritage High School Academy of Water Technology Teacher La-Shon McKenzie. Ms. McKenzie was shadowing the Jacobs employees for the past few weeks, and was given the opportunity to experience the daily operations of a wastewater treatment facility first-hand.

