

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 and Members of the City Council,  
Department Heads and Subscribers

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

Date: July 12, 2019

Subject: Friday Memo

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This Friday Memo is for the week of July 8 through July 12. Anyone wanting to be added to the distribution list may contact Tammy Neal at 837-7771 or [tneal@westmelbourne.org](mailto: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 <b>NATIONAL NIGHT OUT</b>  <b>No City Council meeting</b>	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 5:30 Council Workshop 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>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> <p>Approve Purchase of Police Vehicles for 2019-2020 Budget (Rick) (action)</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&amp;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> <p>Bill of Sale for Norfolk Parkway Extension (Morris) (consent)</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)	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)  Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (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)  City Council Annual Review of City Attorney'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: July 12, 2019

Friday Memo / Building Department

Weekly activity summary for the Building Department

**Building:**

There were 10 building permits issued for new single family residences and a total of 78 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.
- 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.
- 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 07/08/19 to 07/12/19 totaled 245

New Permit applications received from 07/08/19 to 07/12/19 totaled 61

- 6 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, review complete, awaiting revised plans.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction, review under way.
- Publix, 2261 W. New Haven Avenue, interior renovation, plans submitted.
- Folklore Latino (restaurant), 2994 W. New Haven Avenue, 1,100 sq. ft. interior renovation, 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 38 illegal signs removed from the right of way during the past week.

There was a total of 1 new code enforcement case opened this week; additionally 11 existing cases were closed this past week in compliance.

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John [unclear]  
**CITY COUN**



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## UPDATE

TO: Scott Morgan, City Manager  
PREPARED BY: Christy Fischer, Planning Director  
DATE: July 12, 2019  
SUBJECT: Planning Department Update

A handwritten signature in black ink that reads "Christy Fischer".

From the Monday Transportation Planning Organization meeting I attended on Monday:

- 1) The TPO is asking all local governments to adopt a "Vision Zero" pedestrian/bicyclist resolution similar to TPO Res. 2020-02. "Vision Zero" means that we support infrastructure changes so no fatalities of pedestrians and bicyclists occur at our intersections.
- 2) The Zoo trail is 3 miles long but there is insufficient areas to park your vehicle and then use your bicycle. The TPO is looking into this.
- 3) The St. Johns Heritage Parkway is under construction north of US 192.
- 4) John Rodes Blvd. will be closed for a month to repair drainage. Devin Swanson seemed to describe the area on either side of Ellis and that there would be detour signs.
- 5) The Ellis Road four-laning is still ranked as the number 1 priority project, but property still has to be acquired. So far, the Planning Dept. has only received FDOT acquisition calls about US 192/Hollywood, but not about Ellis Road yet.

*Space Coast Massage Center* – The City reviewed our files regarding the loan the Community Redevelopment Agency gave to Space Coast Massage Center in 2015 and we met with the property manager. Prior to 2015 there was no landscaping along the any of the building and although there are some gaps from what was originally planted along the building, many of the plants are still there (see the photo here). The property manager has agreed to install additional plants and to provide screening around their air conditioner unit which faces Sheridan Road.

*Hammock Landing and its "Community Development District"* – Years ago, Hammock Landing created a semi-public entity which allowed it to borrow funds and install all the infrastructure to serve the shopping center. To re-pay the loan, the PBR Community Development District has all the tenants collecting the "public user fee" which is not really public since their fee is not for the City of West Melbourne but rather for this entity known as the "PBR Community Development District". As a special district, the PBR Community Development District must provide the City with a copy of their annual operating and maintenance budget which is attached.

*Fellwood Estates neighborhood off Fell Road* – As a follow-up to the Council annexation of property off Fellwood Lane, in July, the City will meet with the other residents in this small subdivision to discuss potable water extension to the area. If residents are interested in obtaining potable water, we would annex them into our city limits.

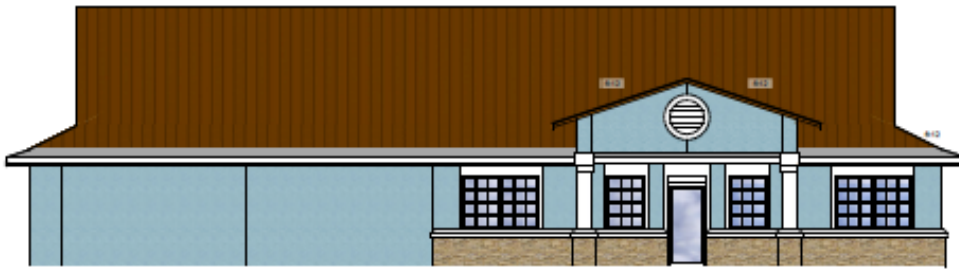
*Various projects* – The following images are some of the projects proposed or under construction in our city limits:





Extended Stay at Coastal Commerce –  
124 rooms (avg. size of 313 sq. ft.)

Proposed florist – “Design of the Times”  
On Minton Road, near Papa John’s plaza



SOUTH ELEVATION



Proposed - Space Coast Town Center conceptual  
plan (mixed use with apartments, retail, offices)

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To: Scott Morgan, City Manager  
From: Mark Piccirillo, Director of Public Works  
Date: July 12, 2019  
Subject: This Week in Public Works

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The Public Works Streets and Drainage Department continued clearing the C1-E canal, located behind Hollywood Estates, with the Menzi Muck. Maintenance started this week from Hollywood Boulevard and continued east to where the utility line runs across and midway through the canal.



Images of Menzi Muck cleaning C1-E canal.

The Public Works Streets and Drainage Department is working on a drainage pipe located at the on Greenboro Drive. This drainage pipe runs north and south from Greenboro Drive, to the canal on the north side of the apartments. The pipe is being prepared for this year's CIP of lining storm drain pipes. A new 20-foot section of ADS pipe had to be installed in order to replace the original section of pipe. The pipe failed as the result of tree roots infiltrating the pipe and restricting the water flow.



Images of City employees working on drainage pipe.

The Public Works Water Department completed 194 work orders, serviced five fire hydrants, along with exercising ten water service valves. They located a water service line on Minton Road for a future construction project, completed the 2-year walk through inspection of the Woodfield Suites, and completed switching out 62 backflow meters to regular meters with dual check valves for the entire Hidden Heights complex. The Water Department also responded and repaired a water service line leak at the Sawgrass Subdivision that was detected on a vacant lot in this development. Water Distribution worker Cory Litts was able to repair the leak without affecting any customers.



Image of City employee repairing water service leak.

Water Department Supervisor Tim Thibert performed a valve education class this morning where the Water Department employees disassembled two different types of water valves. This class will help each Water Distribution employee gain valuable experience, as well as a full understanding of what the inside operations of a water valve looks like.



Image of City employees at valve education class.

The Sewer Department Jacobs completed 158 work orders and 19 sewer inspections, and inspected Cypress Landing and Woodfield Suites job-site locations for their 2-year sewer maintenance bond. They received two CIP spare pumps at the plant, one for the reuse distribution system and one for the reuse transfer pump. They also set up the standby by-pass pump at the Meadowlane lift station for the control panel replacement as part of this year's CIP. This control panel is the last of three to be installed and will complete this project.



Image of Meadowlane lift station.

The #3 deep well injection pump soft start controller and the flume effluent auto composter was replaced this week due to a lightning strike that impacted the plant back in May 2019.



Images of controller and installation at sewer plant.

Jacobs's staff has been monitoring the installation of the new block wall construction that is being erected around the Veterans Memorial Complex lift station site and odor control system.



Images of VMC lift station and wall construction.