

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: July 26, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of July 22 through July 26. 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.

Hollywood Boulevard Widening Engineering

On Tuesday afternoon, Planning Director Christy Fischer, Deputy City Manager/Capital Projects Director Keith Mills and I met with Corrina Gumm and Georganna Gillette at the outset of the County contracting for preparation of engineering drawings for the future widening of Hollywood Boulevard through West Melbourne. Engineering alone will take more than two years. We strategized about possible phasing ideas over several years and future potential funding sources for completing the right-of-way acquisition and future phases of construction.

Fellwood Estates

On Wednesday evening, Adjunct City Engineer Eric Flavell, Planning Director Christy Fischer and I met with two property owners along Fellwood, which is a small neighborhood on the north side of Fell Road between Minton and the County's Max K. Rodes Park. We discussed possible annexation and neighborhood water main construction.

City Employee Awards Luncheon

This afternoon, we held our semi-annual employee recognition luncheon at the Veterans Memorial Center. We appreciate the good work of our hard-working City employees, and were pleased to recognize some exceptional employees doing exceptional work. Among those honored were Nicki Gold of the Finance and IT Departments and Donald Gagum of the Public Works Department as our employees of the first and second quarters of 2019. Our next employee recognition luncheon will be in December.

Ellis Road Water Main

Y-Com is nearing completion of the FDOT-funded Ellis Road water main installation. Deputy City Manager/Capital Projects Director Keith Mills secured an easement from an abutting property owner at the easterly connection point, which improved the easterly connection. Pressure testing, chlorination, and bacteriological testing is scheduled for next week, and the project should be completely wrapped up by next Friday.

Ellis Road and John Rodes Boulevard Intersection Closure

Today, Keith Mills and I met with Jr. Davis and FDOT engineering and construction management representatives, together with Brevard County traffic operations staff, to learn of the FDOT plans for an upcoming closure of the intersection of John Rodes and Ellis in association with the new I-95/Ellis Road interchange construction. The intersection closure is planned to start overnight the evening of Sunday August 4 and pre-dawn Monday August 5. The re-opening of the intersection is currently scheduled to be some time in November.

Drinking Water Testing

This week, the City of West Melbourne, in response to some citizen concerns the past two weeks about an earthy odor in their drinking water, had samples tested from within West Melbourne's distribution system for nitrates, nitrites, and any toxins that might have resulted from the elevated algae levels at Lake Washington. (As you know, West Melbourne purchases its drinking water from Melbourne, and it is distributed locally through West Melbourne's own distribution system. Melbourne blends treated groundwater and treated water from Lake Washington to produce a blended drinking water.) All these tests showed the water well within Florida Department of Environmental Protection standards and perfectly safe to drink.

2019-2020 Budget

The full proposed budget document will be provided to the City Council and posted on the City's web site next Thursday August 1. The first public hearing on the proposed millage rate and budget has been set for September 3.

Water Plant Study

Individual City Council briefings with the Hazen consultant team have been scheduled for August 6, and a City Council workshop has been scheduled for 5:30 p.m. on August 20. The proposed 'go-no go' decision is scheduled for the regular City Council meeting of September 3.


Food Truck Friday Tonight

Tonight is our regular Food Truck Friday out at West Melbourne Community Park.

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

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 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

September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	 <p>Offices Closed</p>	6:30 City Council	11:15 Greater Palm Bay Chamber of Commerce	7:00 a.m. Melbourne Regional Chamber Business Breakfast		
8	7:00 Space Coast League of Cities Dinner	6:30 Planning & Zoning Bd.	11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	6:30 Charter Review Committee		
15		6:30 City Council		5:30 Code Enf Bd		
22				7:00 Bd of Adjustment	5:00 Food Truck Friday	
29						

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
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.	Introduction - New Employees - Crime Scene Technician Camille Moore, and Police Officers Steven Stanley and Austin Crosby (Rick)	July Statistical Report for Police Department (Rick) (mgmt reports)
	Presentation - Businesses of the Quarter (Cynthia)	Receive and File FY 19-20 Administrative Expense Budget for Police Officers Retirement Plan (Scott) (consent)
	Public Hearing - Second Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott)	Space Coast Gateway Center Preliminary Plat (Christy) (action) 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)
	Public Hearing - First Reading - Annexation of Acquest Property (Christy)	Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)
	Public Hearing - Vacate of Espanola Way (Christy)	Resolution Authorizing Submittal of State Grant Application for Federal Hurricane Irma Funding of Portion of Proposed Stormwater Risk Reduction Project for Melbourne Estates Neighborhood (Scott) (action)
	Public Hearing - First Reading - Administrative Rezoning to Commercial New Haven for Three Additional Properties on Bossieux (Christy)	First Reading of an Amendment to Modify Qualifying Period for Mayor and Council Candidates (Cynthia) (action)
3-Sep Regular Meeting 6:30 p.m.	Public Hearing - Tentative Budget and Millage Rate (Scott)	Water Plant Feasibility Study Final Report (Scott) (action)
	Public Hearing - Second Reading - Annexation of Acquest Property (Christy)	Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
	Public Hearing - Second Readings of Two Ordinances - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
	Public Hearing - Resolution Adopting 2019-2020 Stormwater Assessment Roll with No Changes in Rates or Assessment Methodology (Scott)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
	Public Hearing - Second Reading of an Amendment to Modify the Qualifying Period for Mayor and Council Candidates (Cynthia)	

Six Month City Council Agenda Planning Calendar

ATTACHMENT 2

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management Reports
17-Sep Regular Meeting 6:30 p.m.	Presentation - Jacobs Annual Report (Brian Mascher) 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) Space Coast Gateway Center Preliminary Plat (Christy) (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) Adoption of 2020 City Council Meeting Dates (Cynthia) (consent)
7-Jan Regular Meeting 6:30 p.m.	Presentation - 2019 Year in Review (Mayor Rose)	
21-Jan Regular Meeting 6:30 p.m.		2019 Annual Police Department Report (Rick) (mgmt reports) First Quarter 2019-2020 Budget Status Report (Margi) (consent)

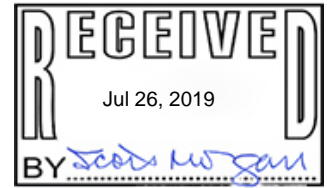
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To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney *MR*
Date: July 26, 2019
Subject: Friday Memo

The Legal Department Friday Memo provides news and information on legal issues affecting the City. If you have any questions regarding this report, please contact me.

MELBOURNE DRINKING WATER TOWN HALL

On Tuesday, July 30 from 4 – 6 pm, State Representative Randy Fine and Melbourne Council Member Paul Alfrey will be joined by representatives from Melbourne Utilities and St. John's Water Management District to discuss concerns about the quality of the City of Melbourne's drinking water. West Melbourne's drinking water is produced by the City of Melbourne and provided to West Melbourne customers through our own local distribution system. I requested that the City Clerk advertise that West Melbourne's Mayor and Members of the City Council may attend and speak at the town hall meeting. Because the meeting will be open to the public, notice was provided, and minutes will be taken, multiple City Council members may engage in the discussion consistent with the requirements of the Sunshine Law.

BOARD OF ADJUSTMENT

On Thursday, July 25, I attended the Board of Adjustment meeting. After hearing testimony from staff, the applicant, the project engineer, and neighbors, the Board unanimously approved the application of Mangrove Distillery, LLC (Stayton and Julie Shaw) for a conditional use permit ("CUP"). The CUP will allow an artisan beverage establishment, in this case a craft micro-distillery, on the property located at 38 Carolina Street, which is zoned Commercial New Haven (C-NH). Based on neighbors' concerns about recent traffic increases on Carolina Street, I recommended that the Board of Adjustment add a condition requiring that the driveway be designed to direct vehicles south towards West New Haven Avenue, and to limit northbound movement into the residential neighborhood. That condition was included in the development order.

LEGISLATIVE UPDATE – COMMUNITY REDEVELOPMENT AGENCIES

Some of my recent Friday Memos have highlighted bills passed in the 2019 Legislative Session that may have an impact on the City. One such bill is CS/HB 9 related to Community Redevelopment Agencies (CRAs), effective October 1, 2019. The bill:

- increases audit, ethics, reporting, and accountability measures for CRAs;
- requires CRAs to annually submit additional reporting information to the state, including performance data for each CRA plan, number of projects started, total

- number of projects completed, commercial property vacancy rates, and amount expended on affordable housing;
- requires CRA procurement to comport with city and county procurement procedures;
 - provides that a CRA that has no financial activity for six consecutive years may be declared inactive by the Department of Economic Opportunity;
 - provides that a CRA in existence on October 1, 2019, shall terminate on the expiration date provided in its charter or on September 30, 2039, whichever is earlier, unless the governing body that created the CRA approves its continued existence by a majority vote (the City of West Melbourne/Brevard County Joint Community Redevelopment Agency shall expire on September 30, 2038, pursuant to the provisions of an interlocal agreement (the “ILA”) approved by the City Council and Board of County Commissioners in 2018);
 - requires monies in a CRA trust fund be expended only pursuant to an annual budget adopted by the CRA board and requires the budget for a CRA created by a municipality to be submitted annually to the county commission within 10 days of adoption of the budget;
 - CRA monies may be expended only for undertakings of the CRA as described in the community redevelopment plan pursuant to an adopted annual budget and for the purposes specifically authorized in current law – note that the 2018 ILA already limits City of West Melbourne/Brevard County Joint Community Redevelopment Agency spending to:
 - property acquisition, road improvements, drainage, or stormwater facilities related to the widening of Ellis Road from John Rodes Boulevard to Wickham Road;
 - any stormwater project benefitting the CRA project area;
 - any sewer project that will serve commercial property located in the unincorporated portion of the CRA (which would require such commercial property to annex into the City either immediately or upon establishing contiguity); or
 - lighting improvements on US 192 from Circle Drive to Dairy Road.
 - authorizes the governing body that created the CRA to determine the amount of tax increment financing available to the CRA and set the level of funding at any amount between 50 percent and 95 percent of the increment (the 2018 ILA provides that the County level of funding for the City of West Melbourne/Brevard County Joint Community Redevelopment Agency shall be equal to the greater of (1) the amount of the City’s contribution, or (2) 50% of the County tax increment).

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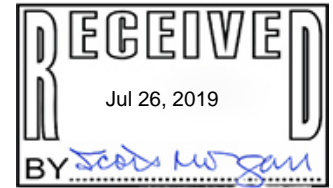
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Tom Forbes, Building Official
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: July 26, 2019

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 81 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.
- 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.
- 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.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out.
- Dunkin Donuts – Tract E; 4527 W. New Haven Avenue, interior build-out.

Building Inspections conducted from 07/22/19 to 07/26/19 totaled 339

New Permit applications received from 07/22/19 to 07/26/19 totaled 73

- 6 new single family residence permits.

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.
- 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, permits ready to issue.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction, review underway.
- Publix, 2261 W. New Haven Avenue, interior renovation, plans submitted, review underway.
- Folklore Latino (restaurant), 2994 W. New Haven Avenue, 1,100 sq. ft. interior renovation, review complete, awaiting revised plans.
- Audi Display Tower, 2260 Coastal Lane, 403 sq. ft., 3-story structure, plans submitted.

Code Enforcement:

The next Code Enforcement Board meeting will be August 15, 2019 at 5:30 p.m.

There were a total of 36 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 2 existing cases were closed this past week in compliance.

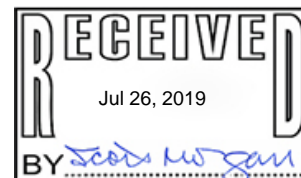
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To: Scott Morgan, City Manager
From: Mark Piccirillo, Director of Public Works
Date: July 26, 2019
Subject: This Week in Public Works

On Tuesday, Public Works employees Heather Salter, Ryan Hunt, and I, along with other City employees, attended the American Red Cross CPR, AED, and First Aid training hosted by the City, at the Veterans Memorial Complex.

The Public Works Department began conducting interviews on Wednesday for a Maintenance Worker position vacant due to an employee resignation.

The Public Works Water Department completed 249 work orders this past week. They painted three fire hydrants, and relocated a water service line in Cypress Landing. They also responded and repaired a 1-inch water service line leak on Crystal Oaks Lane.



Images of City employee repairing a service line leak.

On Monday, the City's contractor Don Luchetti Construction repaired the 18-inch transmission line water main break located on the canal bank of the C-1 canal (Henry Avenue to Tallwood Park). The 18-inch main was bored into by a contractor taking boring samples last week. The transmission main was charged back up and will be tested before being put back in service.



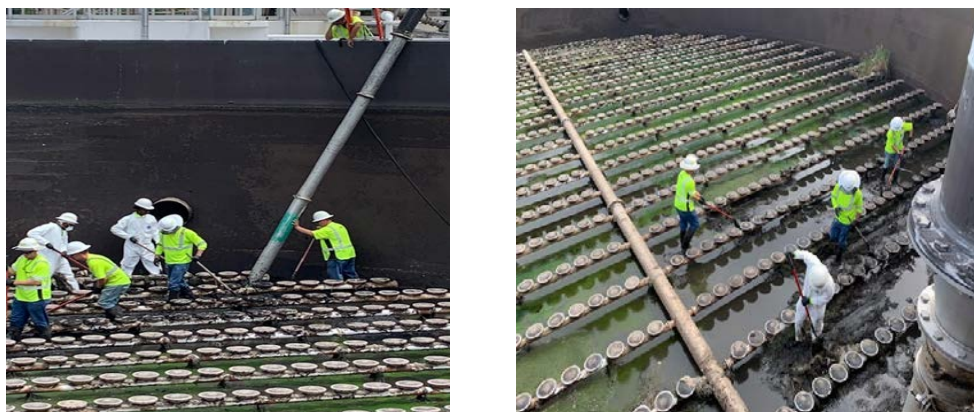
Images of contractor repairing water main.

The Sewer Department Jacobs completed 119 work orders, and 23 sewer inspections. The Florida Department of Environmental Protection was on site this week for the annual facilities inspection, and to review the plant's operations and records. Preventive maintenance was performed at the plant on the #2 and #3 digester airline valves.



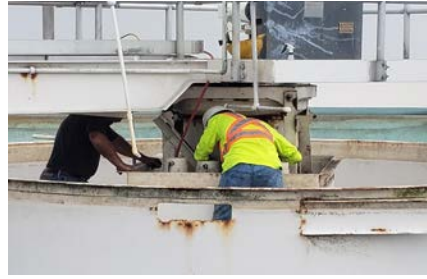
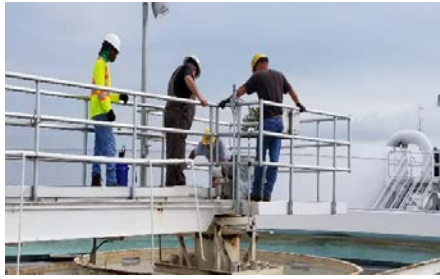
Images of digester and airline valve.

Preventative maintenance was performed at the plant on the drainage aeration basin #2. The aeration basin was drained down for cleaning and inspection.



Images of Jacobs employees maintaining aeration basin.

A team of Jacobs employees from their regional office were on hand to repair the #1 clarifier this week. The tower jack bolts were replaced along with a section of the solid flooring over the clarifier drive unit.



Images of Jacobs employees working on clarifier.