

MAYOR
Hal J. Rose

DEPUTY MAYOR
Pat Bentley

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



CITY HALL
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 727-7700
Fax: (321) 768-2390
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: August 2, 2019

Subject: Friday Memo

Introduction

This Friday Memo is for the week of July 29 through August 2. 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.

Space Coast Town Center

On Monday afternoon, I accompanied one of the development principals, Bob Gorlow, to a meeting with Frank Abbate to introduce the County Manager to the proposed project.

Potential Relocation of US 192 Starbucks

On Tuesday, I attended a meeting at the Cocoa Florida Department of Transportation office with representatives of a potential seller and representatives of a potential developer-buyer of a property in need of redevelopment along US 192 to potentially construct a new Starbucks store as a freestanding development that would replace an abandoned fast food restaurant on the site. If the potential project goes through, we understand that the current Starbucks store at 192 and McClain would close.

Representative Fine Town Hall Meeting on Melbourne Water Quality

On Tuesday evening, Mayor Hal Rose, Deputy Mayor Pat Bentley, Council Member John Dittmore, City Attorney Morris Richardson and I attended the town hall meeting on water quality in the City of Melbourne Council Chamber. As you know, West Melbourne had already independently tested for nitrates and nitrites and the presence of toxins and the independent lab we used had found that the nitrate and nitrite levels were far below maximum permitted levels in drinking water and similar to the values to what Melbourne had reported. A second independent lab West Melbourne used was unable to detect the presence of toxins. Melbourne reported today that more recent testing for toxins found that toxins were not detected in either the raw Lake Washington water supply nor in their finished water.

Sylvan Drive Septic to Sewer Project

On Wednesday, our project team met with several potential bidders for this largely grant-funded project to discuss project components in some detail. Bid opening will be August 12, and the award of the construction bid is scheduled for the City Council meeting of August 20. We are targeting an October 1 construction start, with construction completion prior to December 31, 2020.

D.R. Horton Apartments Open House

On Wednesday evening, Mayor Rose, Council Member Dittmore and I attended the grand opening of the new apartments off of Norfolk Parkway. We took a tour of a couple of the apartment units, and were very favorably impressed.

Nana's House Symposium

On Thursday afternoon, Council Member Gaffney and I attended a symposium at Nana's House for local elected and appointed officials. It was a very impressive presentation of the great work this all-volunteer non-for-profit is doing to change the lives of abandoned, abused and neglected children.

Ellis Road Water Main/Ellis Road and John Rodes Boulevard Intersection Closure

Y-Com has completed the installation of the FDOT-funded Ellis Road water main that allows the old Melbourne master meter to be removed so that FDOT can work in the John Rodes and Ellis intersection. 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.

Proposed 2019-2020 Budget

The full proposed budget document has been provided to the City Council and posted on the City's web site. 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 this Tuesday August 6, and a City Council workshop has been scheduled for 5:30 p.m. on August 20. The proposed 'go-no go' decision on potentially developing our own water plant is scheduled for the regular City Council meeting of September 3.


Police Officers Retirement Board

The next quarterly meeting of the Board of Trustees of the West Melbourne Police Officers Retirement Plan is this coming Wednesday August 7 starting at 9:00 a.m in the second floor conference room of City Hall.

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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	 Offices Closed	6:30 City Council	11:15 Greater Palm Bay Chamber of Commerce	7:00 a.m. Melbourne Regional Chamber Business Breakfast	6	7
8	9	6:30 Planning & Zoning Bd.	11:30 West Melbourne Business Assoc 6:00 Parks & Rec Advisory Bd	6:30 Charter Review Committee	13	14
15	7:00 Space Coast League of Cities Dinner	6:30 City Council	18	5:30 Code Enf Bd	20	21
22	23	24	25	7:00 Bd of Adjustment	5:00 Food Truck Friday	28
29	30					

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 and Crossing Guards Bethany Cline and Michele Montgomery and Public Service Aide Edwin Kahn (Rick)	July Statistical Report for Police Department (Rick) (mgmt reports)
	Presentation - Businesses of the Quarter (Cynthia)	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 - Second Reading of Ordinance Increasing Sewer Rates an Average of 2.35% Effective October 1, 2019 (Scott)	Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)
	Public Hearing - First Reading - Annexation of Acquest Property (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 - Vacate of Espanola Way (Christy)	
	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

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) Public Hearing - Space Coast Gateway Center Preliminary Plat (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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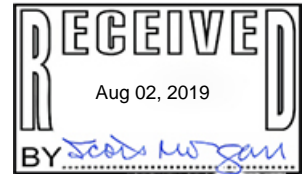
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Attachment 3

Legal Department
Morris Richardson, City Attorney
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7772
Fax: (321) 768-2390
www.westmelbourne.org



To: Mayor Rose and Members of the City Council
Through: Scott Morgan, City Manager
From: Morris Richardson, City Attorney *MR*
Date: August 2, 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.

DURHAM DRIVE DEDICATION

The City Council approved the final plat for Cypress Landings Phase Two on September 18, 2018. Prior to issuance of the 141st building permit in the subdivision, the developer was required to construct the final segment of Durham Drive. That segment is now substantially complete and was opened to local traffic this week. Next week the segment will be opened to through traffic and will connect Palm Bay Road to Eber Boulevard. Final thermoplastic striping will be applied after the asphalt has cured. On August 20, I will present a bill of sale to the City Council dedicating the roadway and associated drainage to the City, along with a two-year maintenance warranty bond.



Area Map with Durham Drive Extension Highlighted in Yellow

MELBOURNE WATER TOWN HALL

On Tuesday, July 30, I attended the town hall on City of Melbourne water quality issues hosted by State Representative Randy Fine.

STREET SWEEPING PROGRAM EXPANDING TO SAWGRASS LAKES

The Sawgrass Lakes Community Association (master association) and the Estates at Sawgrass Lakes, Meadows at Sawgrass Lakes, Preserves at Sawgrass Lakes, and Savannahs at Sawgrass Lakes neighborhood associations have requested to participate in the City's street sweeping program.

The City has contracted with USA Services for street sweeping since December 2009. The City last put the street sweeping contract out to bid in 2017. USA Services was the low bidder, and was awarded a one-year contract with three one-year extension options. The City and USA Services are currently in the second of the three extension terms. The contract provides that streets may be added to the program at a cost of \$35 per additional curb mile per sweep, with each street swept once per month.

The City policy has been to allow gated neighborhoods with private streets to participate in the program pursuant to three-party agreements between the City, USA Services, and the neighborhood association. The agreements protect the City from any liability or obligation, other than payment, related to the street sweeping services on these private streets. I recently prepared agreements for each of the five associations listed above, and have received executed contracts back from the Estates and Savannahs communities to date. Once the agreements are signed by all parties, Shallow Creek Boulevard and the internal streets in these neighborhoods will be included in the street sweeping program in the new budget year.

By reducing debris flow to storm drain system, ponds, waterways, and the Indian River Lagoon, the street sweeping program provides a cost-effective method of meeting National Pollutant Discharge Elimination System (NPDES) requirements. Street sweeping removes a significant amount of debris from streets, improving the cleanliness, appearance, and safety of the streets, and reducing the need for maintenance such as removing silt and debris obstructions and cleaning baffle boxes.

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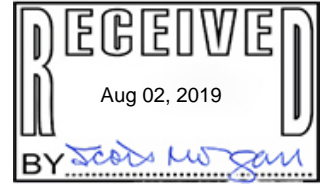
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Building Department
Tom Forbes, Building Official
City Hall
2240 Minton Road
West Melbourne, FL 32904
Phone: (321) 837-7776
Fax: (321) 952-9542
www.westmelbourne.org



Memo

To: Scott Morgan, City manager
From: Thomas Forbes, Building Official
CC:
Date: 8/2/2019
Re: July 2019 monthly report

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

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Building Department Monthly Report for July 2019

Building

During the month of July 2019, 27 permits for new single family residences and a total of 384 permits were issued in all. The total value of work permitted was \$11,237,615 and permit fees collected for the month were \$101,235.42.

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, 1543 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, new construction.
- Beef O’Brady’s, 2400 Dairy Road, interior build-out.
- Dunkin Donuts – Tract E; 4527 W. New Haven Avenue, interior build-out.
- Viet-Yumz, 2233 W. New Haven Avenue, interior build-out.

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, N.E. corner of Minton Road and Heritage Oaks Boulevard, 60,000 sq. ft. new construction, review complete, awaiting revised plans.
- Cloud Nine Smokeshop, 350 S. Wickham Road, interior renovation, plans submitted, review underway.
- Extended Stay America, West Melbourne Interchange Center (Hollywood Boulevard/Palm Bay Road), 53,000 sq. ft. hotel, new construction, plans submitted, 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.

Number of Certificates of Occupancy issued:

Residential -25

Commercial -5

Permit Statistics

07/01/19-07/31/19

Issued - 384

Valuation - \$11,237,615

Permit Fees - \$101,235.42

07/01/18-07/31/18

Issued - 285

Valuation \$6,763,256

Permit Fees - \$59,660.04

07/01/17-07/31/17

Issued - 292

Valuation – \$12,756,519

Permit Fees-\$95,224.82

Code Enforcement:

The next Code Enforcement Board meeting is scheduled for August 15, 2019 at 5:30 p.m.

During the past month, Code Enforcement staff has removed 95 illegal signs from the right of way.

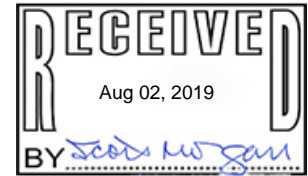
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Public Works Department
Mark Piccirillo, Public Works
Director
Public Works Facility
1415 Henry Avenue
West Melbourne, FL 32904
Phone: (321) 727-3710
Fax: (321) 952-0924
www.westmelbourne.org



To: Scott Morgan, City Manager

From: Mark Piccirillo, Director of Public Works

Date: August 02, 2019

Subject: This Week in Public Works

On Tuesday evening, I attended State Representative Randy Fine's Town Hall meeting in the City of Melbourne Council Chambers, regarding the water quality issues and concerns residents are having with the potable water.

The Public Works Department continued to interview this week for a Maintenance Worker position that became vacant due to an employee resignation.

The Public Works Department assisted the Water Department this past week with two water main breaks. After the repairs were complete, Public Works returned to clean up the affected surrounding areas and travel portions of road.



Image of road clean up after water main break.

The Public Works Water Department completed 186 work orders this past week and exercised eight water valves. They also field verified a water service main on S.W. Shannon Avenue for a contractor and relocated a water service line to the proper location on Trovita Circle.

The Water Department responded and repaired two water main breaks that were reported this week. On Saturday evening, a six-inch water main broke on Boone Avenue in Palm Lake Estates. The water needed to be turned off for a short time in this neighborhood to complete this repair. A boil water notice was issued and then rescinded after the two-day required testing period.



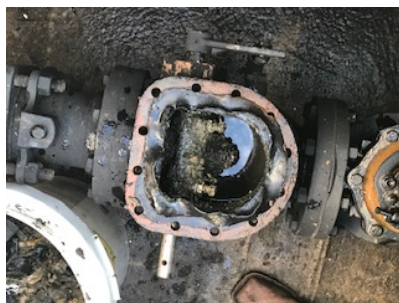
Images of employees repairing water main break on Boone Avenue.

The second main break was reported Monday afternoon on Potenza Drive, located in the Cypress Landing subdivision. An eight-inch water main broke and the water needed to be turned off for a short time to complete this repair; by isolating the break, only 29 homes were affected. The Water Department issued a boil water notice and rescinded the notice after the two-day required testing period.



Images of employees repairing water main break on Potenza Drive.

The Sewer Department Jacobs completed 128 work orders and nine sewer inspections. Preventive maintenance was performed at the Sheridan Lakes lift station #1 and #2 by cleaning the check valves.



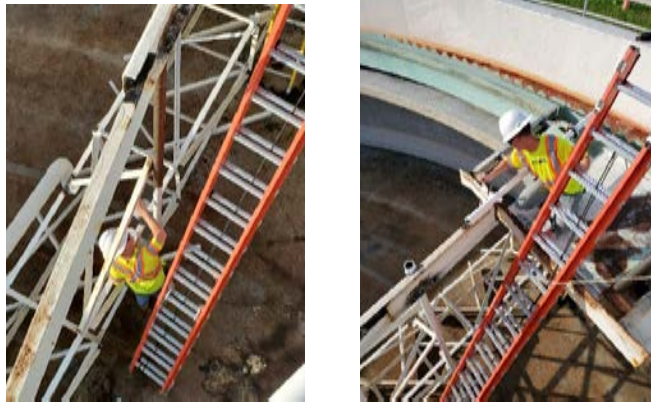
Images of check valves at Sheridan Lakes lift station.

The #1 clarifier repair work performed by Jacobs Regional Support Staff, was completed this past weekend with the alignment of the rake arms.



Images of clarifier at sewer plant.

Preventive maintenance was then performed on the #1 clarifier while it was empty. This was a great opportunity for the Jacob employees who work at the plant to touch up some painting spots inside of the clarifier.



Images of Jacobs employee painting inside of clarifier at sewer plant.

The #2 clarifier's solid steel plated flooring was also replaced while the Jacobs Regional Support Staff was on hand with an open floor grating that does not trap moisture and will help with allowing the sun to dry moisture buildup.



Images of new open floor grating on clarifier.