

MAYOR  
Hal J. Rose

DEPUTY MAYOR  
Pat Bentley

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



CITY HALL  
2240 Minton Road  
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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 9, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of August 5 through August 9. 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.

### FDOT's Ellis Road and John Rodes Boulevard Intersection Closure

The intersection closed overnight Sunday evening and pre-dawn Monday morning. The re-opening of the intersection is currently scheduled to be some time in November.

### Water Plant Study

Individual City Council briefings with the Hazen consultant team were held on Tuesday. The 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.

### National Night Out

On Tuesday evening, several neighborhoods invited members of the West Melbourne Police Department and members of our City Council to participate in the nationwide National Night Out program. West Melbourne's neighborhoods did a great job throughout the evening.

### Police Officers Retirement Board

The Board of Trustees of the West Melbourne Police Officers Retirement Plan met on Wednesday.

### Palm Bay Chamber of Commerce 30th Anniversary Luncheon

On Wednesday afternoon, I attended the Palm Bay Chamber of Commerce 30<sup>th</sup> anniversary luncheon held at Promise in Brevard's main campus on Norfolk Parkway. It was a very nice event.

Space Coast Public Managers

This afternoon, I attended the monthly luncheon meeting of the Space Coast City and County Managers' organization. The luncheon was hosted by the City of Cocoa Beach.


Sylvan Drive Septic to Sewer Project

Bid opening will be this coming Monday 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.

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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 <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 cancelled	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		
8		6:30 Planning & Zoning Bd.	11:30 West Melbourne Business Assoc  6:00 Parks & Rec Advisory Bd	6:30 Charter Review Committee		
15	7:00 Space Coast League of Cities Dinner	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 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)	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)	Award of Construction Bid - Sylvan Drive Septic to Sewer Project (Keith) (action)
	Public Hearing - First Reading - Annexation of Acquest Property (Christy)	First Reading of an Amendment to Modify Qualifying Period for Mayor and Council Candidates (Cynthia) (action)
	Public Hearing - Vacate of Espanola Way (Christy)	Bill of Sale for Minton Cove Improvements to Norfolk Parkway (Morris) (consent)
	Public Hearing - First Reading - Administrative Rezoning to Commercial New Haven for Three Additional Properties on Bossieux (Christy)	Bill of Sale for Durham Drive (Morris) (consent)
	Public Hearing - 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)	
3-Sep Regular Meeting 6:30 p.m.	Presentation - Life Saving Award to Eric Rothery presented by the Police Chiefs Association	Water Plant Feasibility Study Final Report (Scott) (action)
	Public Hearing - Tentative Budget and Millage Rate (Scott)	Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)
	Public Hearing - Second Readings of Two Ordinances - Administrative Rezoning of Properties on Stephenson and Bossieux (Christy)	Selection of Banking Institution for Servicing City Accounts (Margi) (action)
	Public Hearing - Resolution Adopting 2019-2020 Stormwater Assessment Roll with No Changes in Rates or Assessment Methodology (Scott)	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 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 - Second Reading - Annexation of Acquest Property (Christy)  Public Hearing - Space Coast Gateway Center Preliminary Plat (Christy)  Public Hearing - First Reading - Comp Plan Amendment to Gateway Interchange and Rezoning for Acquest Property and 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.	Public Hearing - First Reading - Comp Plan Amendment for Buena Vida's Woodland Duplexes (Christy)	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.	Public Hearing - Second Reading - Comp Plan Amendment for Buena Vida's Woodland Duplexes (Christy)	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.	Public Hearing - Second Reading - Comp Plan Amendment to Gateway Interchange and Rezoning for Acquest Property (Christy)	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)

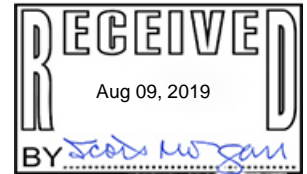
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Building Department  
Tom Forbes, Building Official  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7776  
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www.westmelbourne.org



To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: August 9, 2019

Friday Memo / Building Department

Weekly activity summary for the Building Department

### **Building:**

There was 1 building permit issued for a new single family residence. A total of 59 permits were 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.
- 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.
- Beef O’Brady’s, 2400 Dairy Road, interior build-out.

Building Inspections conducted from 08/05/19 to 08/09/19 totaled 281

New Permit applications received from 08/05/19 to 08/09/19 totaled 65

- 17 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.
- 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.
- Olive Garden, 2508 W. New Haven Avenue, interior renovation, 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 48 illegal signs removed from the right of way during the past week.

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



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Director  
Public Works Facility  
1415 Henry Avenue  
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To: Scott Morgan, City Manager

From: Mark Piccirillo, Director of Public Works

Date: August 09, 2019

Subject: This Week in Public Works

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The Public Works Department was featured in the official State publication of the American Public Works Association, Florida Public Works Magazine, Summer 2019 Edition. The title of the article is “New Life for the Old Vac-Con”.

On Wednesday, I attended a ‘Help and Support’ training session for personal and work-life matters that was presented by Jacobs at the plant. This training, conducted by Jacobs’ personnel, was an in-house training session for their employees regarding how to reach out for help, what some signs are, and that help is available through the Employee Assistance Program.



Image of employees during training.

The Public Works Department concluded with interviews for the vacant Maintenance Worker position. An offer of employment has been accepted.

The Public Works Streets and Drainage Department assisted Buena Vida Estates with locating one of their failed storm drain pipes that drains into the north end of the Doherty Canal. The canal bank was washing out at this location due to an old corrugated pipe that failed. Buena Vida has contacted a contractor to remove the old pipe and replace with new ADS plastic pipe on Monday.

The Public Works Streets and Drainage Department is in the process of restoring the affected area of the 8-inch water main break that occurred last week on Potenza Drive. The sidewalk and curb line that needed to be removed to make the repair have been replaced, and sod installed.



Images of sidewalk and curbing on Potenza Drive.

The Public Works Water Department completed 142 work orders this past week and started the third phase of the City's quarterly fire hydrant flushing program. Approximately 80 fire hydrants throughout the City, in different locations, are flushed to keep the lines clean and check chlorine residuals. They repaired a one-inch water service line leak on Crystal Oaks Lane, relocated a water service line on Morton Way and completed the two-year walk-through for phase one of the Cypress Landing subdivision.

The 8-inch water main extension project tie-in was completed on Ellis Road. This extension of the City's water main, west on Ellis Road, has eliminated one of the City of Melbourne's master meters that was located at the intersection of John Rodes Boulevard and Ellis Road. This new extension of the water main has been tested and approved by FDEP and is in service.

The Sewer Department Jacobs completed 272 work orders and nine sewer inspections. Jacobs' annual safety audit was performed this week by an off-site regional support staff at the plant. A walk-through inspection of the plant was conducted.



Images of annual safety audit at sewer plant.

The City received the attached letter from the Florida Department of Environmental Protection, after their July 18, 2019, inspection of City of West Melbourne Ray Bullard Water Reclamation Facilities. The letter reflects that the plant is in compliance with the Department's rules and regulations.



**FLORIDA DEPARTMENT OF  
Environmental Protection**

CENTRAL DISTRICT OFFICE  
3319 MAGUIRE BLVD., SUITE 232  
ORLANDO, FLORIDA 32803

Ron DeSantis  
Governor

Jeanette Nuñez  
Lt. Governor

Noah Valenstein  
Secretary

August 5, 2019

Keith Mills, Deputy City Manager  
City of West Melbourne  
2240 Minton Road  
West Melbourne, FL 32904  
[kmills@westmelbourne.org](mailto:kmills@westmelbourne.org)

Re: City of West Melbourne Ray Bullard WRF  
Class I Injection Well System IW-1  
Permit No. 256311-003-UO/1M, WACS ID 16640  
Brevard County

Dear Mr. Mills:

Department personnel conducted an inspection of the above-referenced facility on July 18, 2019. Based on the information provided during and following the inspection, the facility was determined to be in compliance with the Department's rules and regulations. A copy of the inspection report is attached for your records, and any non-compliance items which may have been identified at the time of the inspection have been corrected.

The Department appreciates your efforts to maintain this facility in compliance with state and federal rules. Should you have any questions or comments, please contact Anthony LaFon at 407-897-2923 or via e-mail at [anthony.lafon@floridadep.gov](mailto:anthony.lafon@floridadep.gov).

Sincerely,

A handwritten signature in blue ink, appearing to read "Lu Burson".

Lu Burson,  
Environmental Administrator  
Permitting and Waste Cleanup

Enclosure: Inspection Report

cc: Brian Mascher, Jacobs Engineering Group, Inc., [brian.mascher@jacobs.com](mailto:brian.mascher@jacobs.com)  
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