

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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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 16, 2019

Subject: Friday Memo

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### Introduction

This Friday Memo is for the week of August 12 through August 16. 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.

### Construction Bids Opened for Sylvan Drive Septic to Sewer Project

Bid opening was Monday on this grant-funded project, with three bids received. The award of the construction bid is scheduled for the City Council meeting this Tuesday August 20. We are targeting an October 1 construction start, with construction completion prior to December 31, 2020.

### Buena Vida Cottages Pre Application Meeting

On Wednesday, staff met with project principals to discuss their pending application for the potential development of some retirement cottages off of Woodland Drive behind Cheddars. The applicant is seeking to try to make the October Planning and Zoning Board meeting and the October 15 City Council meeting. We would need to receive their completed application by September 9 in order to make those hearing dates.

### WMBA Luncheon

On Wednesday afternoon, I attended the monthly West Melbourne Business Association luncheon. The speakers were from Promise in Brevard, and did a great job. I learned something about Promise that I did not know – the initial funding for Promise to incorporate in 2009 was provided by a donation from the WMBA!

### CDBG Citizens Advisory Task Force

On Wednesday afternoon, I attended the CATF meeting where they recommended that the Council approve the submittal of a grant application for a potential flood risk reduction project that would benefit our Melbourne Estates neighborhood that was hit so hard by Hurricane Irma flooding in September 2017. (Melbourne Estates is the neighborhood between W. New Haven and Henty consisting of Bossieux, Stephenson, First and Third). The City Council public hearing on the proposal is set for this Tuesday August 20.

### Police Working Speeding Concerns Along Sheridan Detour from FDOT's Ellis Road and John Rodes Boulevard Intersection Closure

This week, the West Melbourne Police Department continued to actively work Sheridan Road in response to citizen concerns about certain commuter traffic detouring from the closed John Rodes and Ellis intersection exceeding Sheridan's posted speed limit. With schools now back in session, traffic safety in school zones has also been a departmental priority.

### St. Johns River Water Management District Public Meeting

On Wednesday afternoon, I attended St. Johns' public meeting at Max K. Rodes Park where they explained their proposed multi-million dollar project to divert storm water from the upper reaches of the County's M-1 Canal back to its original St. Johns River watershed. The purpose of their proposed project is to improve water quality in the Indian River Lagoon. West Melbourne, Melbourne, and Brevard County all have some local permitting responsibilities for the proposed project, as well as the normal state agencies. West Melbourne is seeking to partner with St. Johns for their selected construction contractor to simultaneously construct for the City a new sewer force main under Interstate-95 that is currently in engineering design.

### Minton Road Approaching US 192 Skew

In follow up to Mayor Rose's comments during Space Coast TPO Executive Director Georganna Gillette's presentation to the Council on July 16, on Thursday afternoon, Ms. Gillette and I had a productive telephone conference call conversation with FDOT representatives. They are looking into a couple of suggestions, and will be getting back with us on any minor modifications that they might implement.

### Employee Updates

Three employees have given us notice that they are leaving – Lead Mechanic Tom Harris, Landscape Maintenance Worker Daryl Salmon and Police Motor Officer James O'Byrne. We wish them all well. Human Resources Director Kimberly Gale is also out on medical leave for a few weeks, with City Clerk Cynthia Hanscom temporarily picking up her HR duties. Five newly hired employees working in the Police Department will be introduced at the beginning of Tuesday's City Council meeting.

### Water Plant Study Coming to Conclusion

A City Council workshop with our project engineers from Hazen has been scheduled for 5:30 p.m. this Tuesday 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.

### New Apartments Under Construction


There are four new apartment complexes currently under construction in West Melbourne. Several will be occupied by the time the 2020 US Census rolls around next April 1. None are within the area zoned by the School Board for the Meadowlane Primary/Meadowlane Intermediate elementary school attendance area. The four apartment communities under construction and the elementary schools future students residing in these complexes will attend are:

1. Springs at Hibiscus, Hibiscus Boulevard – University Park.
2. Oasis at West Melbourne, John Rodes Boulevard – Roy Allen.
3. Aventine Apartments, Durham Drive – Riviera.
4. Carlton of West Melbourne, Hollywood Boulevard – Riviera.

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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
20-Aug Workshop 5:30 p.m.	Workshop - Water Plant Feasibility Study (Keith)	
20-Aug CRA Meeting 6:00 p.m.		CRA Resolution Adopting 2019-2020 CRA Budget (Scott) (action)
		Consent to Pay Annual Capital Amortization and Energy Costs of Proposed New Highway Street Lighting Along US 192 from Pearl Street to Dairy Road (Scott) (action)
20-Aug Regular Meeting 6:30 p.m.	Introduction of Six New Employees - Crime Scene Technician Camille Moore, Police Officers Steven Stanley and Austin Crosby, Crossing Guard Bethany Cline 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 Ordinance Amending Qualifying Period for Mayor and Council Candidates (Cynthia) (action)
	Public Hearing - Vacate of Portion 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)	Agree to be Local Government Intermediary for FDOT Plan for FP&L to Design and Install New Highway Street Lighting Along US 192 from Pearl Street to Dairy Road (Scott) (action)
	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)	

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.	<p>Introduction of New Employee - Administrative Assistant Charnell Parthmore Who Started with City August 28 (Rick)</p> <p>Presentation - Life Saving Award to Eric Rothery Presented by the Police Chiefs Association (Rick)</p> <p>Presentation - Certificate of Recognition for Jake Yanko for Receiving Bronze at the National X-Games (Mayor)</p> <p>Proclamation Presented to the EDC in Support of the "Salute our Military" Campaign (Mayor)</p> <p>Public Hearing - Tentative Budget and Millage Rate (Scott)</p> <p>Public Hearing - Second Readings of Two Ordinances - Administrative Rezonings of Properties on Stephenson and Bossieux (Christy)</p> <p>Public Hearing - Resolution Adopting 2019-2020 Stormwater Assessment Roll with No Changes in Rates or Assessment Methodology (Scott)</p> <p>Public Hearing - Second Reading of an Amendment to Modify the Qualifying Period for Mayor and Council Candidates (Cynthia)</p>	<p>Water Plant Feasibility Study Final Report (Scott) (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>Bill of Sale for Durham Drive (Morris) (consent)</p> <p>Acceptance of the Fell Road Right-of-Way Between Max K. Rodes Park and the Minton Road Right-of-Way from Brevard County (Scott) (action)</p>
17-Sep Regular Meeting 6:30 p.m.	<p>Presentation - Jacobs Annual Report (Brian Mascher)</p> <p>Public Hearing - Final Adoption of Budget and Millage Rate (Scott)</p> <p>Public Hearing - Second Reading - Annexation of Acquest Property (Christy)</p> <p>Public Hearing - Space Coast Gateway Center Preliminary Plat (Christy)</p> <p>Public Hearing - First Reading - Comp Plan Amendment to Gateway Interchange and Rezoning for Acquest Property and Large Scale Transmittal for Acquest Property (Christy)</p>	<p>August Statistical Report for Police Department (Rick) (mgmt reports)</p> <p>City Council Annual Review of Police Chief's Performance (Kimberly) (action)</p> <p>City Council Annual Review of City Attorney's Performance (Kimberly) (action)</p> <p>Space Coast Gateway Center Preliminary Plat (Christy) (action)</p> <p>Extension of Interlocal Agreement with Brevard County for Installation and Maintenance of SCAT Bus Shelters (Scott) (consent)</p> <p>Selection of Banking Institution for Servicing City Accounts (Margi) (action)</p>
1-Oct Regular Meeting 6:30 p.m.	<p>Public Hearing - First Reading - Comp Plan Amendment for Buena Vida's Woodland Duplexes (Christy)</p>	<p>Award of Piggyback Contract - 2019-2020 Annual Street Resurfacings (Mark) (action)</p> <p>Award of Construction Bid - Columbia Lane-Brandywine Water Main (Keith) (action)</p>
15-Oct Regular Meeting 6:30 p.m.	<p>Public Hearing - Second Reading - Comp Plan Amendment for Buena Vida's Woodland Duplexes (Christy)</p>	<p>September Statistical Report for Police Department (Rick) (mgmt reports)</p>

Six Month City Council Agenda Planning Calendar

Council Date	Presentations/Workshops/Ceremonies/Public Hearings	Consent/Action Items/Management 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)
4-Feb Regular Meeting 6:30 p.m.		
18-Feb Regular Meeting 6:30 p.m.		January Statistical Report for Police Department (Rick) (mgmt reports)



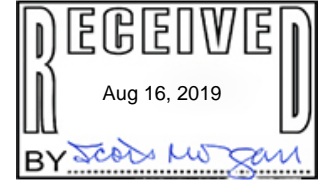
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To: Mayor Rose and Members of the City Council  
Through: Scott Morgan, City Manager  
From: Morris Richardson, City Attorney *MR*  
Date: August 16, 2019  
Subject: Friday Memo

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.

#### **PLANNING & ZONING BOARD MEETING**

On Tuesday, I attended the monthly meeting of the Planning and Zoning Board. At the July 16, 2019 City Council meeting, the City Council approved on first reading an ordinance administratively rezoning 11 properties located on Stephenson Drive and Bossieux Boulevard to correct a non-conformity between their future land use designation (COM commercial) and current zoning (R-1A single-family residential). The City Council directed staff to explore including three similarly situated properties on the west side of Bossieux Boulevard in the rezoning. Tuesday night, the Planning and Zoning Board unanimously recommended that the three additional properties be included in the rezoning. An ordinance effecting that change will come before the City Council on first reading at the August 20 meeting.

#### **POLICE DEPARTMENT POLICY MEETING**

On Wednesday, I attended a meeting with Police Department command staff, supervisors, and a prosecutor from the State Attorney's Office to discuss legal issues in trespass cases and review policies and procedures.

#### **CODE ENFORCEMENT BOARD MEETING**

On Thursday, I attended the monthly meeting of the Code Enforcement Board. The Board addressed a number of cases, including repeat violations of boat and RV parking restrictions on Hollywood Boulevard, and overgrowth and inoperable vehicle violations on Lemon Grove Avenue. Earlier in the week, I worked with Code Enforcement officers to resolve a case involving severe overgrowth on Alice Street. The subject property was in foreclosure, but the home was occupied by the owner, thus preventing a City force mow. We negotiated a reduction of the existing code enforcement lien in order to facilitate a sale to a third party, who was able to have the property mowed prior to the Code Enforcement Board meeting. The Code Enforcement Board approved the negotiated lien reduction, accepted payment of the reduced amount, and released the lien.

**DURHAM DRIVE DEDICATION**

In a recent Legal Department Friday Memo, I reported that the dedication of the final segment of Durham Drive would be on the agenda for the August 20 City Council meeting. Although the segment is open to the public and Durham Drive now connects from Eber Boulevard to Palm Bay Road, some minor punchlist work has not been completed. Therefore, the dedication will be presented at a later meeting.

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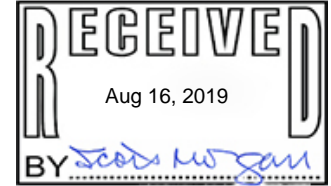
Building Department  
Tom Forbes, Building Official  
City Hall  
2240 Minton Road  
West Melbourne, FL 32904  
Phone: (321) 837-7776  
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To: Scott Morgan, City Manager

From: Thomas Forbes, Building Official

Date: August 16, 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 133 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.
- 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 08/12/19 to 08/16/19 totaled 290

New Permit applications received from 08/12/19 to 08/16/19 totaled 71

- 1 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.
- 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 under way.
- 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 September 19, 2019 at 5:30 p.m.

There were a total of 33 illegal signs removed from the right of way during the past week.

There was a total of 1 new code enforcement cases opened this week, additionally 4 existing cases were closed this past week in compliance.

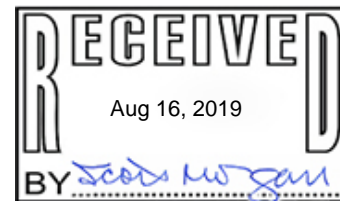
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To: Scott Morgan, City Manager

From: Mark Piccirillo, Director of Public Works

Date: August 16, 2019

Subject: This Week in Public Works

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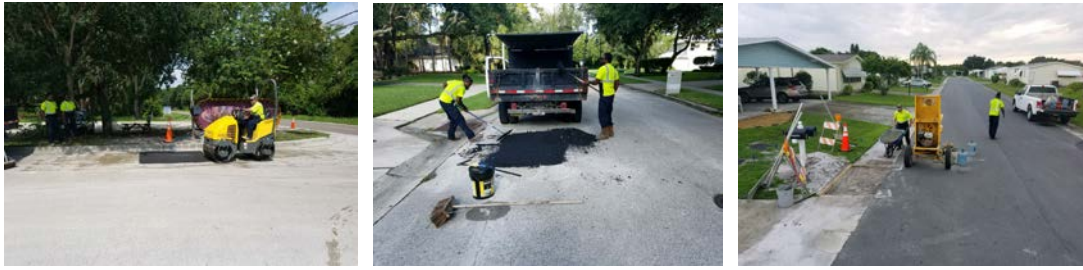
Public Works Department employee Construction Inspector Nat Davila and I attended a 'lunch and learn' on fiber reinforced asphalt pavement. This was hosted by the Central Florida Branch of the American Public Works Association, and held at the Ted Whitlock Community Center in Palm Bay. The purpose of the presentation was to learn the benefits of fiber reinforced asphalt to extend pavement life, to learn the basic performance levels of fiber in asphalt pavement layers, and determine application and utilization for real world operations.

The Public Works Streets and Drainage Department observed the installation of new ADS plastic drainage pipe at Buena Vida Estates. The new pipe replaced a failed drain pipe that drains stormwater from Buena Vida's parking lot into the north end of the Doherty Canal. The new pipe has been completed and the canal bank restored.



Images of new stormwater drainage pipe at Buena Vida.

The Public Works Streets and Drainage Department has been restoring sections of roadways and sidewalk. They have been asphaltting patches, and replacing sidewalk sections in the City where recent water service lines and mains have been repaired. Patches have been made on Ellis Road, Crystal Oaks Lane, and a sidewalk repair on Arrowwood Street.



Images of City employees making roadway and sidewalk repairs.

The Public Works Water Department completed 185 work orders this past week and continued with the City’s third quarter fire hydrant flushing program. Approximately 80 fire hydrants throughout the City in different locations are flushed to keep the lines clean and check the chlorine residuals. They removed a water service meter and backflow assembly at 205 Stephenson Drive. This is a City-owned property that will be demolished in the next few weeks.

On Monday, a 2-inch water main was repaired on Arrowwood Street. A section of plastic pipe developed a split, and was replaced with a new brass section, with three new valves to assist with isolating this development. The affected section was cut out, and the new replacement section was constructed prior to being installed, making the repair more efficient.



Images of City employees repairing a water main.

Water Distribution employees Matthew Wrasmann and Stephen Hanson attended the Florida Water and Pollution Control Operators Association State Short School, Water Distribution Level 3 training this week in Ft. Pierce. After successfully completing this training, both employees will be eligible to apply and take the FDEP State test to obtain their State licenses.

On Tuesday, Water Supervisor Timothy Thibert, Distribution Worker Ahmed Taha, Jacobs Maintenance Supervisor Michael DeBerry, and I were invited to the City of Melbourne to observe their GIS mapping of their wastewater collection system. Matt Simons, Wastewater Collection Supervisor for the City of Melbourne, presented their GIS mapping they have in place, how they constructed the layers, and how it is utilized in their daily operations. This information will assist us in moving forward with constructing our own GIS mapping of the City’s wastewater collection system.

The Public Works Water Department welcomed intern Eric Lorch, a student from Eastern Florida State College studying in the GIS field, which will be interning with the City for 90 credit hours. Eric started Thursday with us, and will be scheduled for two days a week for the rest of the semester. He will be working on the City's GIS by assisting with identifying and mapping the City's water distribution system.

The Sewer Department Jacobs completed 213 work orders and 19 sewer inspections this week. They continued maintenance at the plant, making repairs to a leak detected on the #2 return activated sludge pump. The repairs are completed and the sludge pump is back on line.



Images of sludge pump at sewer plant.

Construction site inspections were done, one being conducted at the West Melbourne Interchange, with a core boring into the sanitary sewer. A second inspection conducted was for a pressure test and wet tap for the newly constructed sanitary system for the Carlton Apartment complex. There was a third inspection at Minton Cove, where a contractor is working on decreasing the ponding of rain water around the Palm Crossing lift station that is seeping into the station. The contractor has raised the top of the lift station manhole to prevent this seepage.



Images of construction site inspections.